

COUNCIL MINUTES
REGULAR SESSION
MARCH 16,2020

Charles City city council met in regular session on March 16, 2020 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Absent was Jerry Joerger. Also present were city administrator Steve Diers, city attorney Brad Slotter and city engineer John Fallis.

Citizen comments - none

Mayor Andrews welcomed everyone to the meeting. He commented that we were all practicing social distancing by sitting 6' apart per the COVID-19 virus protocol.

Motion by Freeseaman, second Knighten to approve the agenda. Ayes - 4

Motion by Freeseaman, second Pittman to approve the minutes of the February 27 and March 2 minutes. Ayes - 4

Motion by Freeseaman, second Pittman to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following: approve 2/20 financials for city of Charles City and CC Public Employees health plan, approve expanded outdoor service for St. Charles Brewery, approve the following bonds: sewer/water - Mills, Inc, Excavation-TelCom Const and Plumbing-Pederson Plumbing, and payment of claims (including those approved by other boards):

68018-68033	PAYROLL ENDING 02/29/2020	\$92,672.85
68034	CITY OF CHARLES CITY, payroll liabilities	\$1,448.05
68035-68036	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$9,250.33
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$229.39
ACH	EFTPS, payroll liabilities	\$25,145.42
68037	EMC NATIONAL LIFE COMPANY, payroll liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$1,642.35
68038	REPLACE ACH MARCH HAP CHECK	**VOIDED**
ACH	MARCH FGP STIPEND CHECKS	\$10,798.94
68039	CENTURYLINK, serv.	\$1,556.74
68040	CENTURYLINK, serv.	\$402.59
68041	CINTAS CORPORATION, supp./serv.	\$463.18
68042	KWIK TRIP INC, supp.	\$1,923.36
68043	MIDAMERICAN ENERGY, serv.	\$3,157.94
68044	NEWBAUER INC, serv.	\$205.52
68045	NEWBAUER INC, serv.	\$209.50
68046	VERIZON WIRELESS, serv.	\$120.03
68047	SCOTT MEHMEN, utility deposit refund	\$6.51
68048	EMILY MOHRING, utility deposit refund	\$31.79
68049	JEREMY DANIEL PETTUS, utility deposit refund	\$33.78
68050	KALEB STAACK, utility deposit refund	\$25.28
68051	TRAVIS DOWNING, utility deposit refund	\$90.00
68052	DURGA ENTERPRISE, utility deposit refud	\$90.00

68053	JESSICA ANN HYDE, utility deposit refund	\$90.00
68054	RYAN KLOCKE, utility deposit refund	\$90.00
68055	SHALEY ELIZABETH LANNDT, utility deposit refund	\$90.00
68056	JASON LEROY MASER, utility deposit refund	\$90.00
68057	ETHAN VOELKER, utility deposit refund	\$90.00
68058	CRYSTAL WEBB, utility deposit refund	\$90.00
68059	BRUCE KOEBRICK, serv.	\$525.00
68060	CENTURYLINK, serv.	\$234.00
68061	LEAF, serv.	\$139.40
68062	WINDSTREAM, serv.	\$61.14
68063	BAKER & TAYLOR BOOKS, supp.	\$2,708.76
68064	BAKER & TAYLOR ENTERTAINMENT, supp.	\$89.55
68065	VOIDED	**VOIDED**
68066	CANON FINANCIAL SERVICES INC, serv.	\$69.32
68067	CAROL CASE, serv.	\$1,100.00
68068	CC PUBLIC EMP HEALTH PLAN, serv.	\$2,711.49
68069	CENTER POINT LARGE PRINT, supp.	\$431.48
68070	COREY HAWKE, serv.	\$389.00
68071	FARM BUREAU, serv.	\$47.00
68072	GALE, supp.	\$49.58
68073	GORDON FLESCH COMPANY, serv.	\$69.00
68074	HY-VEE INC, supp.	\$142.99
68075	JULIE A MEYERS, serv.	\$1,414.80
68076	KANOPY INC, supp.	\$61.00
68077	LEAF, serv.	\$72.30
68078	MEDIACOM, serv.	\$321.60
68079	MIDAMERICAN ENERGY, serv.	\$1,918.70
68080	MIDWEST TAPE, supp.	\$400.21
68081	NEWBAUER INC, serv.	\$44.25
68082	SCHOOL LIFE, supp.	\$62.30
68083	SCHUETH ACE HARDWARE, supp.	\$4.99
68084	STAPLES ADVANTAGE, supp.	\$124.29
68085	COMPUTER PARKER LLC, supp.	\$2,535.00
68086	TYPEWRITER SERVICE, serv.	\$35.00
68087-68088	VISA, supp.	\$496.84
ACH	BANCORPSV, serv.	\$1,277.06
ACH	BANCORPSV, serv.	\$979.35
ACH	FIRST CITIZENS-CC, serv.	\$15.49
ACH	IMAGETEK, serv.	\$365.00
ACH	IMAGETEK, serv.	\$365.00
ACH	TREASURER, STATE OF IOWA, sales tax	\$6.20
ACH	US POSTAL SERVICE, serv.	\$1,000.00
ACH	FLOYD SWCD, serv.	\$1,458.50

68089	AGSOURCE COOPERATIVE SERVICES, serv.	\$145.50
68090	AGVANTAGE FS, supp.	\$330.00
68091	ARROWHEAD SCIENTIFIC INC, supp.	\$101.90
68092	BOB KOENIGS & FAMILY CONSTRUCTION, serv.	\$13,289.00
68093	BREITBACH CHIROPRACTIC, serv.	\$55.00
68094	BUSINESS CARD	**VOIDED**
68095	BUSINESS CARD, serv.	\$2,351.47
68096	CARQUEST AUTO PARTS, supp.	\$199.08
68097	CHARLES CITY AREA DEV CORP, serv.	\$410.00
68098	CENTRAL IOWA DISTRIBUTING, supp.	\$37.82
68099	CENTURYLINK, serv.	\$129.00
68100	CC CHAMBER OF COMMERCE, serv.	\$9.63
68101	CHARLES CITY ELECTRONICS, supp.	\$41.98
68102	CHARLES CITY ELECTRONICS, supp.	\$249.99
68103	CHARLES CITY PRESS INC, serv.	\$1,591.15
68104	CINTAS, supp.	\$394.68
68105	CINTAS CORPORATION, serv.	\$63.42
68106	CITY OF CHARLES CITY, serv.	\$584.22
68107	CITY TAP, liquor license refund	\$308.75
68108	CORY SPIEKER, travel reimbursement	\$132.65
68109	DISH NETWORK, serv.	\$106.13
68110	DO IT ALL SERVICES LLC, serv.	\$485.00
68111	DORSEY & WHITNEY LLP, serv.	\$9,000.00
68112	DOUBLE Z CONSTRUCTION, serv.	\$371.61
68113	FARMCHEM, supp.	\$61.37
68114	FLOYD COUNTY ENGINEER, supp.	\$215.25
68115	GENERAL COLLECTION COMPANY, serv.	\$131.64
68116	GRAINGER, supp.	\$33.26
68117	GWORKS, supp.	\$410.93
68118	HEARTLAND ASPHALT INC, supp.	\$713.70
68119	HOTSY EQUIPMENT COMPANY, supp.	\$17.84
68120	HY-VEE INC, supp.	\$54.82
68121	HYDRONIC ENERGY INC, supp.	\$58.27
68122	IAFC MEMBERSHIP, serv.	\$215.00
68123	IOWA ASSOC MUNICIPAL UTILITIES, serv.	\$1,892.26
68124	IAWEA COLLECTION SYS COMMITTEE, serv.	\$390.00
68125	IDOT-CASHIER'S OFFICE	**VOIDED**
68126	IDOT-CASHIER'S OFFICE	**VOIDED**
68127	IDOT-CASHIER'S OFFICE	**VOIDED**
68128	IDOT-CASHIER'S OFFICE, supp.	\$9,836.24
68129	IDOT-CASHIER'S OFFICE, supp.	\$953.36
68130	IA STATE RESERVE LAW OFFICERS ASSOC, serv.	\$20.00
68131	JENDRO SANITATION SERVICES, serv.	\$47,535.73

68132	JENDRO SANITATION SERVICES, serv.	\$238.00
68133	JENNIFER LANTZ, mileage/supp. reimbursement	\$120.68
68134	JOHN DEERE FINANCIAL, supp.	\$406.22
68135	KIELKOPF ADVISORY SERVICES LLC, serv.	\$1,080.00
68136	L&J INDUSTRIES INC, serv.	\$171.40
68137	LESSIN SUPPLY COMPANY, supp.	\$481.25
68138	LESSIN SUPPLY COMPANY, supp.	\$152.78
68139	MARCO, serv.	\$119.86
68140	MERRITT COMPUTER SERVICE INC, serv.	\$191.96
68141	METERING TECHNOLOGY SOLUTIONS, supp.	\$12,017.29
68142	MID-AMERICA PUBLISHING, serv.	\$36.40
68143	MIDLAND GIS SOLUTIONS LLC, serv.	\$3,600.00
68144	MIKE'S C&O TIRE INC, serv.	\$109.36
68145	MISSISSIPPI LIME COMPANY, supp.	\$6,448.33
68146	MTI DISTRIBUTING INC, supp.	\$75.57
68147	NATIONAL LEAGUE OF CITIES, serv.	\$1,172.00
68148	NIACC, serv.	\$120.00
68149	NIACOG, serv.	\$578.47
68150	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$1,244.00
68151	NORTH IOWA LAWN & SPORTS, supp.	\$51.95
68152	O'REILLY FIRST CALL, supp.	\$11.16
68153	PERRY NOVAK ELECTRIC INC, serv.	\$2,459.53
68154	PERRY NOVAK ELECTRIC INC, serv.	\$974.24
68155	PETTY CASH-FIRE DEPT, supp.	\$22.63
68156	PITNEY BOWES-LEASE ACCT, serv.	\$159.57
68157	POSTMASTER, supp.	\$890.00
68158	MICHAEL CHAPMAN/POWER SERVICES CO, serv.	\$1,505.39
68159	PRODUCTIVITY PLUS ACCOUNT, supp.	\$547.60
68160	SCHUETH ACE HARDWARE	**VOIDED**
68161	SCHUETH ACE HARDWARE, supp.	\$729.73
68162	SCHUETH ACE HARDWARE, supp.	\$823.08
68163	SENSUS USA INC, serv.	\$1,949.94
68164	SHERWIN-WILLIAMS CO, supp.	\$54.79
68165	SJE RHOMBUS/ELECTRO SYSTEMS INC, serv.	\$4,858.62
68166	SMARTSOURCE CONSULTING/CURTIS DEAN, serv.	\$1,609.16
68167	SUPERIOR LUMBER INC, supp.	\$83.61
68168	SUPERIOR LUMBER INC, supp.	\$68.73
68169	SUPERIOR WELDING SUPPLY CO, serv.	\$24.75
68170	TESTAMERICA LABORATORIES, serv.	\$501.85
68171	THAD JOHNSON, travel reimbursement	\$51.00
68172	TITUS LOCK SERVICES, supp./serv.	\$689.80
68173	USA BLUEBOOK, supp.	\$188.92
68174	WISCONSIN INDEPENDENT NETWORK, serv.	\$1,200.00

TOTAL

\$314,130.41

Business of the Mayor - Mayor Andrews informed everyone that Council member Joerger was hospitalized over the weekend with influenza A and pneumonia and that is why he is absent tonight. Mayor is recommending the re-appointments of Rick Noah and Larry Johnson to the planning and zoning commission. Motion by Freeseaman, second Pittman to approve these appointments. Ayes - 4

A request had been submitted for the St. Patrick's Day parade but due to the COVID-19 virus pandemic, this celebration has been cancelled.

Theisen's has submitted a request to lease a portion of the parking lot south of it's store for their annual garden center. The space remains unchanged and they are requesting the term to start April 15 and end June 30 for a fee of \$250/month, which includes \$25 for electric usage. Council member Freeseaman introduced Resolution 48-20 entitled, "RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN THEISEN'S AND THE CITY OF CHARLES CITY FOR USE OF PUBLIC PARKING LOT" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman, Knighten. Nays - none

HyVee has also submitted a request to lease a portion of the parking lot south of their building for a garden center as in past years. The space will be the same as in the past with rent set at \$275/month, which includes \$25 for electrical use. Council member Starr introduced Resolution 49-20 entitled, "RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN HYVEE AND THE CITY OF CHARLES CITY FOR USE OF PUBLIC PARKING LOT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman, Knighten. Nays - none.

At our last planning session, water superintendent Cory Spieker had informed council of recent legislation that will require the city to prepare a risk and resilience assessemtn and an emergency response plan for it's water system. This process would take the city's water department employees too much time to complete on their own so Spieker has received a proposal from Dixon Engineering to complete this task for \$14,570. No proposal was received from the other two firms that were sent a request for proposal. Council member Starr introduced Resolution 51-20 entitled, "RESOLUTION APPROVING PROPOSAL FOR AMERICAN WATER INFRASTRUCTURE ACT REQUIREMENTS" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman, Knighten. Nays - none.

The water tower on Corporate Drive needs to painted. The lettering and logo have been determined. During this project, the tower will be out of commission for a period of time. In order to lessen the impact on providing water to residents during peak periods, the dates for work on this project are set for fall and spring. A public hearing will be held April 6 to approve the plans and specs. Council member Freeseaman introduced Resolution 52-20 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF CONSTRUCTION COST FOR THE WATER TOWER PAINTING PROJECT AND ORDERING THE ADVERTISEMENT OF BIDS" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman and Knighten. Nays - none.

In accordance with their engineering services agreement, Calhoun and Burns has submitted a supplemental agreement for construction related engineering services for the Main Street Bridge repair project. It is for a not to exceed amount of \$55,000 and will include on site observation, verifying the specified materials are used, field testing and ensure the contractor is following the plans and specifications. Council member Freeseaman asked if the work on the bridge will involve the sidewalks on the bridge and city engineer Fallis replied yes. Council member Freeseaman introduced Resolution 53-20 entitled, "RESOLUTION APPROVING SUPPLEMENTAL AGREEMENT WITH CALHOUN BURNS FOR MAIN STREET BRIDGE REPAIR PROJECT" and moved for adoption. Second to adopt Pittman.

Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman, Knighten. Nays - none

At the last planning session, Alan Powell from Jendro Sanitation presented a request to raise the monthly garbage rates by the recent CPI increase of 2.3%. The agreement with Jendro includes a clause that allows them to request an increase in their fees according to the current CPI. This would make the monthly rates for totes and bags as follows: 35 gallon-\$13.30, 65 gallon-\$17.14, 95 gallon \$20.97 and the 33 gallon bags would go to \$1.58 each. These prices would go into effect April 1 and be reflected in the May 10 utility bills. Council member Knighten asked if there was a clause that would reduce the prices if the CPI went down and reply was no. We aren't obligated to agree to the request, so if the CPI would happen to decrease at some point, we could not approve any request for an increase in fees. Council member Knighten asked what the timeline is for approving and city administrator Diers stated that Powell had wanted the new prices effect March 1 but the soonest we could do it is April 1. Council member Pittman introduced Resolution 54-20 entitled, "RESOLUTION APPROVING AMENDMENT TO RESIDENTIAL SOLID WASTE AND RECYCABLE MATERIALS COLLECTION AGREEMENT BY INCREASING THE MONTHLY RESIDENTIAL TOTE RATES" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman. Nays - Knighten.

An agreement needs to be approved with the Iowa Soybean Association in regards to the Iowa Partners in Conservation grant. They would provide technical assistance to the watershed coordinator for a period of 5 years at \$10,400 per year. City attorney Slotter commented that if the funding for this grant would happen to cease, there is a clause that allows us to terminate the agreement. Council member Starr introduced Resolution 55-20 entitled, "RESOLUTION APPROVING AGREEMENT WITH IOWA SOYBEAN ASSOCIATION FOR IOWA PARTNERS IN CONSERVATION PROGRAM" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman, Knighten. Nays - none.

As part of the possible sale of property owned by the Charles City housing authority to the Charles City school, the city needs to appoint a certifying official for federal environmental review processes. This is property that is not being used nor is intended for use by the department in the future but the school could utilize it as part of their new ball field project. The city will designate Mayor Andrews for this position. Council member Starr introduced Resolution 56-20 entitled, "RESOLUTION APPOINTING A CERTIFYING OFFICIAL FOR FEDERAL ENVIRONMENTAL REVIEW PROCESSES" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman, Knighten. Nays - none.

City clerk O'Donnell stated that the next planning session will be held March 23 at 6:00 p.m.

City administrator Diers reported that all of his conferences he had planned on attending have been cancelled due to the pandemic. Changes have been made to the footprint of the WRRF project and we should now be able to start on the main project while the life station and borrow pit that were removed from the original documents go through the necessary environmental study. City hall is developing a corona virus response plan and are encouraging remote access and phone calls for city business. Foster grandparents have been pulled from duty at the schools since they have all closed due to the pandemic. Council member Pittman asked what happens to their stipends while they are not working and reply was that they will still be paid for the next four weeks at the moment. There is a conference call tomorrow with the governor set for 2:00. Staff is working on getting a Zoom program up and running so the next council meeting can be held remotely. Council member Pittman asked about open meeting laws if we utilize Zoom. Diers replied that a projection will be put up on the screen in the chambers for any public in attendance to see. Public will be able to attend via Zoom as well.

Mayor Andrews reported that the census committee will meet to go over the flyer that has been developed for distribution.

Motion by Freeseaman, second Knighten to adjourn. Ayes - 4

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City clerk