

COUNCIL MINUTES  
REGULAR SESSION  
APRIL 15, 2019

Charles City city council met in regular session on April 15, 2019 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Jerry Joerger, DeLaine Freeseaman, Michael Hammond and Dan Mallaro. Absent was Keith Starr. Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Slotter.

Citizens comments - none

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Joerger, second Hammond to approve the minutes of the April 1 meeting. Ayes - 4

Motion by Joerger, second Freeseaman to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following: approve 3/19 financials for city of Charles City and CC Public Employees health plan, approve the following liens for unpaid utility bills: \$47.04Acct5006280004, \$695.87Acct5027640002, \$67.61Acct5015390000, \$38.12Acct5014140000, \$101.79Acct5009670001 and payment of claims (including those approved by other boards):

63983-64003	PAYROLL ENDING 03/30/19	\$89,531.33	
64004	CITY OF CHARLES CITY, payroll liabilities	\$1,440.36	
64005	VOIDED	**VOIDED**	
64006	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$9,121.00	
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$212.76	
ACH	EFTPS, payroll liabilities	\$24,117.24	
64007	EMC NATIONAL LIFE INS CO, payroll liabilities	\$6.00	
ACH	FAMILY COMM CREDIT UNION, payroll liabilities		\$1,508.00
ACH	ICMA, payroll liabilities	\$1,573.85	
64008	APRIL FGP STIPEND CHECK	\$161.65	
ACH	APRIL FGP STIPEND CHECKS	\$15,152.08	
64009	KWIK TRIP INC, supp.	\$2,250.99	
64010	RADLOFF SALES CO LLC, supp.	\$8,750.00	
64011	IOWA NAHRO, serv.	\$375.00	
64012	OTTO'S ENTERPRISES LLC, serv.	\$869.50	
64013	CENTURYLINK, serv.	\$234.00	
64014	CENTURYLINK, serv.	\$392.35	
64015	LEAF, serv.	\$139.40	
64016	ST JOHN LUTHERAN CHURCH, serv.	\$50.00	
64017	WINDSTREAM, serv.	\$60.48	
64018	HOLLY CHENEY, utility deposit refund	\$24.35	
64019	JESUSA CHRISTIANS, utility deposit refund	\$17.65	
64020	SELECT PROTFOlio SERV, utility deposit refund	\$37.98	
64021	CASSIDY BEATTY, utility deposit refund	\$90.00	
64022	JOSE NUNEZ, utility deposit refund	\$90.00	
64023	LAURA PACKARD, utility deposit refund	\$90.00	
64024	TANNER PUTNEY, utility deposit refund	\$90.00	
64025	JORDAN STOWE, utility deposit refund	\$90.00	

64026	ISAAC STULTZ, utility deposit refund	\$90.00
64027	JOSHUA ZALDARRIAGA, utility deposit refund	\$90.00
64028	LEN JENTZ dba PIZZA RANCH, ced grant	\$10,000.00
64029-64031	BAKER & TAYLOR BOOKS, supp.	\$3,720.89
64032	BAKER & TAYLOR ENTERTAINMENT, supp.	\$302.91
64033	ROBBYN BRODY dba BROS GUTTERS, serv.	\$635.00
64034	CAROL CASE, serv.	\$1,100.00
64035	CC PUBLIC EMP HEALTH PLAN, serv.	\$2,569.87
64036	VERSANT FUNDING, serv.	\$50.00
64037	COREY HAWKE, serv.	\$504.00
64038	FARM & HOME PUBLISHERS LTD, supp.	\$112.00
64039	GALE, supp.	\$23.24
64040	HEARTLAND AG-BUSINESS GRP, supp.	\$25.00
64041	HW WILSON COMPANY, supp.	\$432.50
64042	HY-VEE INC, supp.	\$21.54
64043	INGRAM LIBRARY SERVICES, supp.	\$42.79
64044	LEAF, serv.	\$72.30
64045	LINDA BETSINGER MCCANN, mileage	\$25.00
64046	MEDIACOM, serv.	\$320.93
64047	MICHAELS BAND BOX, serv.	\$591.30
64048	MICK GAGE PLUMBING & HEATING, serv.	\$260.00
64049	MICROMARKETING LLC, supp.	\$242.40
64050	MIDAMERICAN ENERGY, serv.	\$2,172.33
64051	NEWBAUER INC, serv.	\$44.25
64052	NORTHWESTERN UNIVERSITY, supp.	\$34.60
64053	PROQUEST LLC, serv.	\$2,215.58
64054	SCHOOL LIFE, supp.	\$73.90
64055	SCHUETH ACE HARDWARE, supp.	\$29.98
64056	STACY LEERHOFF, mileage	\$101.92
64057	STAPLES ADVANTAGE, supp.	\$117.87
64058	TRACES, serv.	\$250.00
64059	VISA, supp.	\$272.15
ACH	AUXIANT, serv.	\$250.00
ACH	BANCORPSV, serv.	\$1,272.37
ACH	BANCORPSV, serv.	\$156.72
ACH	FIRST CITIZENS-CC, serv.	\$16.18
ACH	IMAGETEK, serv.	\$340.00
ACH	IOWA ABD, serv.	\$988.00
ACH	PEPSI-COLA, supp.	\$515.17
ACH	TREASURER, STATE OF IOWA, sales tax	\$278.48
ACH	UNITED BEVERAGE, supp.	\$390.05
ACH	US POSTAL SERVICE, supp.	\$1,000.00
ACH	BETTY HANSON (FGP), mileage	\$3.84
ACH	CAROL POLLARD (FGP), mileage	\$10.00
ACH	JACQUELINE FERCH (FGP), mileage	\$21.76
ACH	LADONNA NORRIS (FGP), mileage	\$8.96

ACH	MAVIS BEENEN (FGP), mileage	\$7.04
ACH	PATRICIA SINNWELL (FGP), mileage	\$6.72
ACH	SHERALEA TUMILSON (FGP), mileage	\$10.00
ACH	VALERIE JENKINS (FGP), mileage	\$4.03
64060	AGSOURCE COOPERATIVE SERVICES, serv.	\$145.50
64061	ANSELL HEALTHCARE PRODUCTS, supp.	\$207.20
64062	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
64063	ARNOLD MOTOR SUPPLY LLP, supp.	\$1,284.00
64064	ATLANTIC COCA-COLA, supp.	\$410.56
64065	ATLANTIC TACTICAL, supp.	\$170.70
64066	BOUNDLESS NETWORK INC, supp.	\$92.44
64067	BREITBACH CHIROPRACTIC, serv.	\$25.00
64068	BROWN SUPPLY CO, supp.	\$720.00
64069	BRUENING ROCK PRODUCTS INC, supp.	\$3,225.56
64070	CARQUEST AUTO PARTS	**VOIDED**
64071	CARQUEST AUTO PARTS, supp.	\$2,418.19
64072	CHARLES CITY AREA DEV CORP, serv.	\$445.00
64073	CEDAR RIVER SIGNS INC, supp.	\$330.00
64074	CENTURYLINK, serv.	\$117.75
64075	CERRO GORDO CO TREASURER, serv.	\$180.00
64076	CHARLES CITY PRESS INC, serv.	\$1,580.32
64077	CIMA COMPANIES INC, serv.	\$356.98
64078	CINTAS CORPORATION, serv.	\$55.30
64079	D&K PRODUCTS, supp.	\$12,144.62
64080	DAVIS EQUIPMENT CORPORATION, supp.	\$348.85
64081	DICK'S PETROLEUM COMPANY, serv.	\$1,480.96
64082	DOUBEL Z CONSTRUCTION, serv.	\$50.00
64083	ETHANOL PRODUCTS LLC, supp.	\$2,416.90
64084	FAREWAY STORE, supp.	\$50.65
64085	FLOYD COUNTY RECORDER, serv.	\$47.00
64086	GENERAL COLLECTION COMPANY, serv.	\$30.11
64087	HACH COMPANY, supp.	\$532.32
64088	HEARTLAND ASPHALT INC, supp.	\$728.91
64089	HEIMAN FIRE EQUIPMENT, supp.	\$307.87
64090	HEWETT WHOLESALE, supp.	\$178.48
64091	IOWA ASSOC MUNICIPAL UTILITIES, serv.	\$50.00
64092	IDOT-CASHIER'S OFFICE, supp.	\$15.24
64093	IDOT-CASHIER'S OFFICE, supp.	\$180.18
64094	IOWA CODIFICATION INC, supp.	\$176.00
64095	IA STATE RESV LAW OFFICERS ASSSOC, serv.	\$20.00
64096	IOWA STATE UNIVERSITY, serv.	\$25.00
64097	JENDRO SANITATION SERVICES, serv.	\$47,657.93
64098	JENDRO SANITATION SERVICES, serv.	\$238.00
64099	JOHN DEERE FINANCIAL, supp.	\$347.25
64100	JOHN JENKINS, travel reimbursement	\$8.34
64101	L&J INDUSTRIES INC, supp.	\$12.00

64102	LEISURETIME GOLF CARS, serv.	\$2,000.00
64103	LESSIN SUPPLY COMPANY	**VOIDED**
64104	LESSIN SUPPLY COMPANY, supp.	\$1,291.98
64105	LOOKOUT POINT COMMUNICATIONS, serv.	\$24,269.46
64106	MARCO, serv.	\$114.00
64107	MARTIN GARDNER ARCHITECTURE, serv.	\$2,000.00
64108	MERRITT COMPUTER SERVICE INC, serv.	\$1,485.23
64109	MICK GAGE PLUMBING & HEATING, serv.	\$189.50
64110	MIDAMERICAN ENERGY, serv.	\$2.00
64111	MIKE'S C&O TIRE INC, serv.	\$279.98
64112	MISSISSIPPI LIME COMPANY, supp.	\$6,565.01
64113	NEWBAUER INC, serv.	\$98.08
64114	NEWBAUER INC, serv.	\$209.50
64115	OFFICE DEPOT, supp.	\$159.90
64116	POSTMASTER, serv.	\$895.00
64117	SCHUETH ACE HARDWARE, supp.	\$295.46
64118	SHRED-IT US JV LLC, serv.	\$45.00
64119	SUPERIOR LUMBER INC, supp.	\$51.71
64120	SUPERIOR LUMBER INC, supp.	\$145.55
64121	SUPERIOR WELDING SUPPLY CO, serv.	\$24.75
64122	T AND K TRACTOR REPAIR, serv.	\$212.11
64123	T&W GRINDING & COMPOST SERVICE, serv.	\$6,240.00
64124	T-J SERVICE INC, serv.	\$50.00
64125	UNITED STATES CELLULAR, serv.	\$1,002.41
64126	USA BLUEBOOK, supp.	\$502.82
64127	VIRGINIA TITUS, travel reimbursement	\$106.27
64128	WISCONSIN INDEPENDENT NETWORK, serv.	\$1,200.00
	<b>TOTAL</b>	<b>\$316,546.37</b>

March Receipts - Gen-164966.93;Dispatch-34708.53;P/R C/I-197.33;CommEq-1331.94;H/M-32872.13;RAGBRAI-.31;RUT-67389.72;EmpBen-26532.95;CVTC-5745.57;Emerg-1477.41; OptTx-64522.46;TIF-11108.36;FGP-25926.74;PubHous-67779.06;Sect8-68097.49;DebtServ-8018.58;CW Bridge-10000.00;Water-193304.27; Sewer-172373.11;WasteFnd-55364.87;Transit-15165.77;SWU-17781.09;FireExt-145.00

March Disbursements - Gen-201513.28;Dispatch-3627.71;K-9-415.00;RAGBRAI-1275.00;RUT-74290.48;EmpBen-83241.26;CVTC-11552.11;TIF-4942.97;LibrTrust-692.48; FGP-23378.46;PubHous-72870.74;Sect8-52847.92;AssetForf-348.50;StreetRelC/I-870.00;CWBridge-25049.10;FiberProj-34164.95;SWStormWater-8149.52;Water-81225.64;Sewer-62580.91;WWTPExp-16195.50;WasteFnd-48463.68;Transit-20067.45;SWU-4159.42;FireExt-246.34

Business of the mayor - Mayor Andrews attended the rural summit in Grinnell last week and it was very informative. Several issues were covered that we are currently working on so some good information was obtained.

The 2019 South Main Sidewalk extension project has been put out for bids with the low bid coming from King Construction at \$59,273.00 for the base bid, \$10,173.80 for the mid block cross walk at the theater and \$8,767.65 for the gutter modifications at 800 First Avenue. Engineer estimate for the base bid was \$67,000. The public hearing on this project was held April 1. During discussion at the last planning session, it was determined that we would accept the bids on the base project and the gutter work but

reject the cross walk bid. Funding will come from option tax for the sidewalk project and storm water fund for the gutter work. Council member Freeseaman introduced Resolution 40-19 entitled, "RESOLUTION APPROVING AWARD AND CONTRACT AND BOND FOR THE 2019 SOUTH MAIN SIDEWALK EXTENSION PROJECT" and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Hammond, Mallaro. Nays - none

Ordinance 1129 AN ORDINANCE AMENDING SECTIONS 124.03 - EXCEPTIONS, SECTION 124.06 - WORKSMANSHIP, AND SECTION 151.03 - DUTY TO TRIM TREES, OF THE CHARLES CITY CODE OF ORDINANCES FOR THE PURPOSE OF REQUIRING PRIVATE PROPERTY OWNERS TO TRIM TREES ON PUBLICLY OWNED PROPERTY OR RIGHT-OF-WAY ABUTTING THE OWNERS' PRIVATE PROPERTY was presented for a third reading. This change would allow the trimming of trees in the city right of way by the abutting property owners without needing a bond or tree trimming license to do so. This is for the trees in front of their property only, not anyone else's. It will also allow for the city to inspect the work done. Motion by Joerger, second Hammond to approve the third reading. Ayes - 4. Council member Joerger read the ordinance. Motion by Freeseaman, second Mallaro to adopt and publish. Ayes - 4. Mayor Andrews commented that going forward, it might be good policy to do an inspection of a different section of town each year and then notify owners if they need to trim their trees.

The land around the wastewater treatment plant has previously been rented out to farm. That lease was cancelled this year due to the impending construction of the new plant. This project has been delayed so that will allow use of approximately 7 acres of the original 13 acres to be farmed again. A one year lease has been drafted with Terry Wegner, previous renter, for the 7 acres for \$920. Council member Freeseaman introduced Resolution 48-19 entitled, "RESOLUTION APPROVING LEASE AGREEMENT FOR CITY PROPERTY" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Hammond, Mallaro. Nays - none

Staff has recently discovered that there are new rules for upcoming 5G wireless antennas. The regulations will allow these to be placed anywhere in the city, both public and private properties, unless a policy is adopted by the city prior to April 15. In this policy, we can dictate where these antennas may be located, as far as city property is concerned. If need be, this policy can be changed in the future, so this is just a starting point. Council member Joerger introduced Resolution 49-19 entitled, "RESOLUTION AUTHORIZING ADOPTION OF POLICY TO ADDRESS USE OF POLE MOUNTED ANTENNAS" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Hammond, Mallaro. Nays - none

The city was recently contacted by the Iowa Department of Homeland Security about updating our Federal procurement policy, fraud policy and conflict of interest policy. These need to be in place in the event we would require FEMA assistance in a disaster. Some changes were made recently to Federal regulation and that is prompting these policy changes. The state sent samples that we were able to customize to our city. Council member Freeseaman introduced Resolution 50-19 entitled, "RESOLUTION AUTHORIZING ADOPTION OF POLICIES AND PROCEDURES RE: FEMA PROCUREMENT POLICIES" and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Hammond, Mallaro. Nays - none

Iowa DOT has contacted the city about updating the Title VI non-discrimination agreement so they can comply with Federal laws on certain projects here in the city where they receive Federal funding. Since this makes the city a sub recipient of the funding, they need to be a party to the agreement. The last time this was done was 2012 so it's time to update it. Council member Joerger introduced Resolution 51-19 entitled, "RESOLUTION AUTHORIZING AND EXECUTING A TITLE VI NON-DISCRIMINATION AGREEMENT FOR THE CITY OF CHARLES CITY" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Hammond, Mallaro. Nays - none

The housing department has had preliminary plans and specs drawn up for an electrical upgrade project at South Cedar Terrace. This will involve removing 3 transformers and replacing them with 4 new, more centrally located, transformers. An alternate bid to replace security lights is also included in these plans and the estimated cost of the project is \$330,000 to \$370,000. A public hearing will be held May 20 at 6:00 p.m. Council member Freeseaman introduced Resolution 52-19 entitled, "RESOLUTION APPROVING PROPOSED PLANS, SPECIFICATIONS, CONTRACT DOCUMENTS AND NOTICE OF HEARING TO BIDDERS FOR THE 2019 ELECTRIC SERVICE UPGRADE - SOUTH CEDAR TERRACE,

CHARLES CITY, IOWA” and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseeman, Hammond, Mallaro. Nays - none

The city’s clear well at the water treatment plant is in need of washing and painting. Water superintendent Cory Spieker has received two quotes for these services. One quote included extra coats of paint compared to the other and upon further research by staff, it was discovered that extra thick layers could bubble so that wasn’t a good thing. There was a discrepancy in the Central bid, it should be listed as 2 coats at 2-3 millimeters thickness each. Given this change, staff is recommending K and W for a not to exceed amount of \$21,000. Council member Freeseeman introduced Resolution 53-19 entitled, “RESOLUTION ACCEPTING QUOTE FOR THE WATER CLEAR WELL CLEANING AND PAINTING PROJECT” and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseeman, Hammond, Mallaro. Nays - none.

The traffic control box located by Casey’s was scheduled to be replaced in FY20. Due to the upcoming DOT street project that will include this intersection in a couple years, staff is recommending substituting the box at Main/Gilbert Street instead and do the other one when that street project is done. Several quotes were received with General Traffic Controls being low at \$17,835. These controls would be compatible for future use of fiber optics and also would accommodate the use of a camera to operate the lights rather than a timer as it does right now. Staff is recommending accepting the quote from General Traffic Controls. Council member Hammond introduced Resolution 54-19 entitled, “RESOLUTION APPROVING REPLACEMENT OF TRAFFIC SIGNAL CONTROL BOX AT GILBERT/MAIN STREET” and moved for adoption. Second to adopt Freeseeman. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseeman, Hammond, Mallaro. Nays - none

Allied Land Development has approached the city about the remaining undeveloped property located in the Allied Subdivision. They would like to give the property to the city in exchange for releasing the performance bond associated with this development that requires completion of the cul-de-sac. Staff thinks it would be good for the city to have ownership of this property to control it’s use. The school has expressed interest in acquiring a portion of this so they can re-shape Comet Drive for the construction of the new ball fields. The approximate cost to install the cul-de-sac is \$70,000 to \$80,000. Council member Freeseeman introduced Resolution 55-19 entitled, “RESOLUTION APPROVING OFFER TO ACQUIRE REAL ESTATE” and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseeman, Hammond, Mallaro. Nays - none.

City clerk O’Donnell reported that the council will meet next on April 22 with a special meeting at 6:00 p.m. followed by a planning session.

City Administrator Diers reported that big items discussed at the rural summit were fiber, housing and childcare. There is currently a bill being discussed at the state that would severely limit the revenues to cities by putting a cap on increases in taxes. It was noted that a lot of our costs are beyond our control (such as retirement and health insurance costs) and they traditionally go up more than the proposed cap. He encouraged council to contact our state legislators on this item. Broadband commission met this afternoon and are looking at site locations for the fiber equipment. The business plan needs to know this location in order to be completed. We received 45 applications for the park and rec director position. We did not receive any bids for the project at 401 N. Main Street. We do know that one contractor was interested in submitting but was unable to get a bid bond so we may re-bid the project without a bid bond requirement to see what we can receive.

Council member Hammond reported that the ambulance commission met this afternoon and some progress was made on securing an ambulance agreement. City administrator Diers added that the city is looking at paying \$50,000 toward this agreement plus changes in the housing of the ambulance and increase in cost of calls.

Council member Freeseeman also commented that we are fast approaching the time to put a utility board in place for broadband which would oversee the operation of the utility.

Motion by Freeseeman, second Mallaro to adjourn. Ayes - 4.

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City clerk