

COUNCIL MINUTES
REGULAR SESSION
APRIL 16, 2018

Charles City city council met in regular session on April 16, 2018 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Michael Hammond and Dan Mallaro. Also present were city administrator Steve Diers and city attorney Brad Slotter.

Citizen's Comments - none.

Mayor Andrews welcomed everyone to the meeting.

Motion by Freeseaman, second Joerger to approve the agenda. Ayes - 5

Motion by Freeseaman, second Mallaro to approve the April 2 and 11 minutes. Ayes - 5

Motion by Starr, second Joerger to approve the consent calendar. Ayes - 5 Consent calendar consisted of the following: approve 3/18 financials for city of Charles City and CC Public Employee Health Plan and payment of claims (including those approved by other boards):

59512	ED STIVERS FORD INC,	\$37,723.00
59513-59525	APRIL HAP CHECKS	\$15,739.88
ACH	APRIL HAP CHECKS	\$42,394.08
59526-59527	APRIL FGP STIPEND CHECKS	**VOIDED**
59528	APRIL FGP STIPEND CHECK	\$196.10
ACH	APRIL FGP STIPEND CHECKS	\$15,871.09
59529-59553	PAYROLL ENDING 03/31/18	\$90,187.01
59554-59556	PAYROLL LIABILITIES	\$36,951.40
59557	CARRIE LANE HIGH SCHOOL, credit on acct refund	\$97.71
59558-59559	VOIDED	**VOIDED**
59560	CENTURYLINK COMMUNICATIONS, serv.	\$1,732.18
59561	CENTURYLINK COMMUNICATIONS, serv.	\$420.31
59562	MARCO TECHNOLOGIES LLC, serv.	\$214.26
59563	REPLACED ACH PAYROLL CHECK	\$112.50
59564	REBECCA BAKER, utility deposit refund	\$31.25
59565	MCKINLEY GAGE, utility deposit refund	\$47.88
59566	BRIANNA HACKMAN, utility deposit refund	\$22.52
59567	ALLANDIS RUSS, utility deposit refund	\$39.33
59568	BRONLYN JONES, utility deposit refund	\$90.00
59569	ANN TEETER, utility deposit refund	\$90.00
59570	LEAF, serv.	\$132.69
59571	WINDSTREAM, serv.	\$54.63
59572	BAKER & TAYLOR BOOKS	**VOIDED**
59573	BAKER & TAYLOR BOOKS, supp.	\$2,729.71
59574	BAKER & TAYLOR ENTERTAINMENT, supp.	\$491.03
59575	CAROL CASE, serv.	\$818.00
59576	CC PUBLIC EMPLOYEE HEALTH PLAN, serv.	\$2,923.29
59577	CE CONTRACT, serv.	\$785.00
59578	CENTER POINT LARGE PRINT, supp.	\$538.84
59579	COREY HAWKE, serv.	\$329.00

59580	DEMCO INC, supp.	\$726.50
59581	DENOVO LLC, serv.	\$7,500.00
59582	FRIENDS OF THE CHARLES CITY LIBRARY, serv.	\$325.00
59583	GALE, supp.	\$432.05
59584	HY-VEE INC, supp.	\$42.44
59585	INGRAM LIBRARY SERVICES, supp.	\$144.95
59586	JONATHAN MAY-COMEDY MAGICIAN, serv.	\$60.00
59587	LEAF, serv.	\$72.30
59588	MARTIN BROS DISTRIBUTING CO, supp.	\$663.63
59589	MEDIACOM, serv.	\$319.56
59590	MIDAMERICAN ENERGY, serv.	\$1,893.41
59591	NEWBAUER INC, serv.	\$59.00
59592	SCHOOL LIFE, supp.	\$72.83
59593	STAPLES ADVANTAGE, supp.	\$69.71
59594	VISA, supp.	\$317.63
ACH	BANCORPSV, serv.	\$1,125.98
ACH	BANCORPSV, serv.	\$80.31
ACH	BETTY HANSON (FGP), mileage	\$8.32
ACH	CAROLYN KACER (FGP), mileage	\$11.88
ACH	DARLENE TOYNE (FGP), mileage	\$9.72
ACH	FIRST CITIZENS-CC, mileage	\$10.49
ACH	IMAGETEK, serv.	\$340.00
ACH	IOWA ALCOHOLIC BEVERAGE DIVISION, serv.	\$988.00
ACH	JACQUELINE FERCH (FGP), mileage	\$20.48
ACH	JANET NIESS (FGP), mileage	\$71.68
ACH	LINDA BETELS (FGP), mileage	\$9.72
ACH	PATRICIA SINNWELL (FGP), mileage	\$6.40
ACH	SHIRLEY ORTHEL (FGP), mileage	\$5.40
ACH	TREASURER, STATE OF IOWA, sales tax	\$10,847.17
59595	AAA RECOVERY SERVICES, serv.	\$103.18
59596	AGSOURCE COOPERATIVE SERVICES, serv.	\$1,042.50
59597	AHLERS & COONEY PC, serv.	\$907.50
59598	UNITYPOINT-ALLEN OCCUP HEALTH, serv.	\$610.50
59599	AUTOZONE, supp.	\$35.18
59600	BRANDY MOLITOR, serv.	\$760.00
59601	BRUENING ROCK PRODUCTS INC, serv.	\$2,300.70
59602	BUSINESS CARD	**VOIDED**
59603	BUSINESS CARD, serv.	\$1,289.89
59604	CALHOUN-BURNS & ASSOCIATES, serv.	\$5,703.96
59605	CARQUEST AUTO PARTS, supp.	\$814.32
59606	CHARLES CITY AREA DEV CORP, serv.	\$500.00
59607	CEDAR CREEK TREE SERVICE LLC, serv.	\$3,300.00
59608	CENTURYLINK COMMUNICATIONS, serv.	\$329.00

59609	CHARLES CITY ELECTRONICS, supp.	\$54.99
59610	CHARLES CITY HOUSING, supp.	\$7,500.00
59611	CHARLES CITY PRESS INC, serv.	\$205.00
59612	CHARLES CITY PRESS INC, serv.	\$1,097.04
59613	CIMA COMPANIES INC, serv.	\$359.00
59614	CINTAS CORPORATION, serv.	\$50.73
59615	CINTAS, supp.	\$81.76
59616	D&K PRODUCTS, supp.	\$5,428.40
59617	DANIEL J RIMROD, travel reimbursement	\$25.41
59618	DEUTSCH TREE & TIMBER, serv.	\$1,890.00
59619	DICK'S PETROLEUM COMPANY, supp.	\$109.27
59620	DO IT ALL SERVICES LLC, serv.	\$575.00
59621	DON'S REPAIR, supp.	\$15.50
59622	E&E WELDING LLC, supp.	\$2,441.68
59623	ECOLAB, supp.	\$127.77
59624	ELECTRONIC ENGINEERING, serv.	\$672.63
59625	ENVIRONMENTAL RESOURCE ASSOCIATION, serv.	\$625.24
59626	ESS BROTHERS AND SONS INC, supp.	\$9,705.00
59627	FEDERAL COMPANIES, serv.	\$15.00
59628	FLOYD COUNTY ENGINEER, supp.	\$336.91
59629	GRAINGER, supp.	\$835.08
59630	HACH COMPANY, supp.	\$510.49
59631	HAWKEYE COMMUNITY COLLEGE, serv.	\$3,400.00
59632	HOBERT ELECTRIC, serv.	\$84.00
59633	HY-VEE INC, supp.	\$16.43
59634	I WIRELESS, serv.	\$72.20
59635	IDOT-CASHIER'S OFFICE, supp.	\$5,257.86
59636	IDOT-CASHIER'S OFFICE, supp.	\$37.83
59637	INTERSTATE BATTERIES OF UPPER IOWA, supp.	\$50.00
59638	IOWA COUNTY ATTORNEYS ASSOCIATION, serv.	\$130.00
59639	JENDRO SANITATION SERVICES, serv.	\$21,912.90
59640	JENDRO SANITATION SERVICES, serv.	\$238.00
59641	JOHN DEERE FINANCIAL, supp.	\$390.81
59642	KEYSTONE LABORATORIES, serv.	\$470.62
59643	KMART STORE #7767, supp.	\$14.99
59644	L&J INDUSTRIES INC, supp.	\$21.35
59645	LARSON PRINTING CO, serv.	\$499.95
59646	LESSIN SUPPLY COMPANY, supp.	\$237.31
59647	M&N PARTY STORE, supp.	\$47.76
59648	MAINSTAY SYSTEMS INC, serv.	\$657.00
59649	MARK MCCOY, travel reimbursement	\$30.70
59650	MARTIN BROS DISTRIBUTING CO, supp.	\$43.04
59651	MARTIN BROS DISTRIBUTING CO, supp.	\$127.97

59652	MARZEN'S TOWING, serv.	\$250.00
59653	MERRITT COMPUTER SERVICE INC, serv.	\$521.59
59654	MICK GAGE PLUMBING & HEATING, supp.	\$12,500.00
59655	MIDAMERICAN ENERGY, serv.	\$3,258.37
59656	MIDLAND GIS SOLUTIONS LLC, serv.	\$250.00
59657	MIKE MOLSTEAD MOTORS INC, supp.	\$138.85
59658	MISSISSIPPI LIME COMPANY, supp.	\$5,861.41
59659	MUNICIPAL SUPPLY INC, supp.	\$799.10
59660	NEWBAUER INC, serv.	\$93.60
59661	NEWBAUER INC, serv.	\$177.25
59662	NIACOG, serv.	\$4,304.20
59663	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$2,326.47
59664	O'REILLY AUTO PARTS, supp.	\$38.95
59665	OTC BRANDS INC, supp.	\$199.79
59666	PERRY NOVAK ELECTRIC INC, serv.	\$2,537.19
59667	PLANSCAPE PARTNERS, serv.	\$2,465.00
59668	POSTMASTER, supp.	\$150.00
59669	R&R PRODUCTS INC, supp.	\$90.92
59670	RILEY'S INC, supp.	\$482.70
59671	RISE BROADBAND, serv.	\$21.00
59672	SADLER POWER TRAIN INC, supp.	\$1,110.10
59673	SAFARILAND LLC, supp.	\$32.16
59674	SAM'S CLUB/SYNCHRONY BANK, serv.	\$45.00
59675	SCHUETH ACE HARDWARE, supp.	\$547.41
59676	SHERWIN-WILLIAMS CO, supp.	\$673.54
59677	SISSON & ASSOCIATES INC	**VOIDED**
59678	SISSON & ASSOCIATES INC	**VOIDED**
59679	SISSON & ASSOCIATES INC, serv.	\$372,103.00
59680	THE SPYGLASS GROUP LLC, serv.	\$5,838.94
59681	STAR COMMUNITIES, serv.	\$1,000.00
59682	SUPERIOR LUMBER INC, supp.	\$266.67
59683	SUPERIOR WELDING SUPPLY CO, serv.	\$42.75
59684	UNITED STATES CELLULAR, serv.	\$1,017.96
59685	VANWALL EQUIPMENT INC, supp.	\$157.00
59686	VEENSTRA & KIMM INC, serv.	\$1,376.48
59687	WISCONSIN INDEPENDENT NETWORK, serv.	\$1,200.00

TOTAL \$782,974.00

March Receipts - Gen - 100649.37;Dispatch-34799.61;P/R C/I-191.96;CommEq-1277.30;H/M-34534.38;RAGBRAI-.64;RUT-68146.89;EmpBen-36312.69;CVTC-5842.04;Emerg-2092.82;OptTx-110093.00;TIF-11276.74;LibrTrust-921.93;FGP-28082.84;PubHous-64001.28;Sect8-71540.96;DebtServ-11791.28;'16CapProj-80865.17;Water-205823.54;Sewer-163225.30;WasteFnd-29970.85;Transit-1060.00;SWU-17495.95;FireExt-731.00

March Disbursements-Gen-184726.26;Dispatch-32484.70;RAGBRAI-300.00;RUT-50693.14;EmpBen-73202.39;CVTC-6383.06;TIF-2462.19;LibrTrust-149.21;FGP-25355.41;PubHous-58914.06;Sect8-68050.72;Cable-37818.00;StreetRel C/I-19448.70;CW Bridge/Road Proj-13056.85;Water-78029.27;Sewer-74764.61;UVDisinf-7849.00;WWTP Expan-126530.00;WasteFnd-23225.92;Transit-5354.22;SWU-1730.48;FireExt-264.63
Business of the Mayor - Mary Litterer, Fostergrandparent program director and several foster grandparents were in attendance to request a proclamation for National Service Recognition Day. Motion by Hammond, second Mallaro to approve the proclamation. Ayes - 5. Mayor Andrews read the proclamation.

Mayor Andrews opened the public hearing on the 2018 South Cedar Terrace Window Replacement project. Affidavit of publication dated 3/29/18 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second Hammond to close the hearing. Ayes - 5

The final plans for the 2018 South Cedar Terrace window replacement project are ready. This project will involve the replacement of windows in 80 units for a total of 324 windows. There were 3 addendums to the original plans. Council member Freeseaman introduced Resolution 51-18 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE 2018 SOUTH CEDAR TERRACE WINDOW REPLACEMENT PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none
Bids were received for this project on April 12 with a total of four received. Engineer's estimate for the project is \$279,540. Low bid was from Steege Construction for \$156,651. Housing board has reviewed all the bids and they are recommending Steege Construction. Council member Starr introduced Resolution 52-18 entitled, "RESOLUTION AWARDDING CONTRACT FOR THE 2018 SOUTH CEDAR TERRACE WINDOW REPLACEMENT PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Hammond, Mallaro, Starr. Nays - none

Mark Wicks was present to request use of city property for the party in the park and farmer's market events in 2018. Farmer's market runs May 5 through thru October 20 on Wednesdays from 2-6 and Saturdays from 8-noon. They request that Blunt Street from Main to Jackson be closed for these events. Party in the Park dates will be June 1, 15 and 29, July 13 and August 3 in Central Park. They are requesting that the following streets be closed for these dates from 3:00 - 10:00 p.m.: N. Jackson from Kelly to Blunt and Blunt and Kelly from N. Main to N. Jackson. Motion by Freeseaman, second Mallaro to approve this request. Ayes - 5

The city's insurance package is up for renewal. Bob Ingram from Sisson and Associates was present to review the package. The total package for 2018 is \$197,029 compared to \$189,582 for 2017. The property values were increased for inflation and this caused the majority of the increase. The worker's comp package decreased from \$221,146 to \$175,074 due to our mod factor decreasing from 1.07 to .86. Motion by Joerger, second Freeseaman to approve the insurance renewal. Ayes - 5

Heidi Nielsen, housing director, presented a request from a resident living at 602 S. Johnson who had participated in the 2015 housing rehab program through the city. This resident will be moving into an assisted living facility due to health problems and is asking forgiveness of the remaining balance of the forgivable loan. The program requires a resident to live in the house for 5 years after it's completed in order to have the entire loan forgiven. There is a \$14,999.40 balance left on this loan. The house has been appraised and it is estimated that there will be enough proceeds from the sale of the house to satisfy the loan. The housing board has reviewed this request and they are recommending denial of this request. Council member Freeseaman introduced Resolution 53-18 entitled, "RESOLUTION DENYING REQUEST TO FORGIVE BALANCE ON FORGIVABLE LOAN FOR PROPERTY LOCATED AT 602 S. JOHNSON" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Mallaro, Starr, Joerger, Freeseaman, Hammond. Nays - none

The police department has a squad car purchase budgeted for FY18 and for FY19. They would like to purchase two vehicles right now and pay for one out of each fiscal year. Quote from Stiver's in Waukee was \$29,737 and quote from Molstead Motors was \$29,974 for Ford SUV platform vehicles, which will accommodate the CAF system used by the police department. Council would like to keep this local if possible. Stiver's can deliver the vehicles to Molstead Motors for an additional \$300, so Chief Anderson is looking into doing that. Council member Starr introduced Resolution 54-18 entitled, "RESOLUTION APPROVING PURCHASE OF TWO SQUAD CARS" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none.

The Main Street agreement with the state is set to expire June 30, 2018. This is a two year agreement. The city contributes \$23,000 each year to Community Revitalization to administer this program for the city with the funding coming from the Riverside TIF district. This agreement will be for an 18 month length in order to sync up with the National Mainstreet time frame. Being a Main Street community opens us up to more funding sources for projects, so it is a very beneficial program for us. Council member Joerger introduced Resolution 55-18 entitled, "MAIN STREET

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

The city has been in discussions with the owner of 201/203 N. Main Street concerning the condition of those buildings. The local historic preservation commission has expressed concern over these buildings and have asked the city to do a more in depth inspection of these structures. A structural inspection would involve drilling holes periodically into the walls to see what the infrastructure underneath is like. This was discussed at the last planning session and since then, some movement has happened with the owner on this situation. It was suggested to hold off on any action at this time to see if anything materializes. Council member Freeseeman asked if we should approve action on this tonight but hold off on doing anything if progress is made by the owner. Motion by Starr, second Freeseeman to approve authority of city administrator to move ahead with legal action on structural inspection at his discretion. Ayes - 5

Dr. Hansen from Central Park Dentistry had previously conducted an exchange of property with the city at his building in order to facilitate an expansion of his building. He would like to change the plans slightly to keep more green space around his building and accommodate the placement of a dumpster for this business. To do this, he would not be keeping as many parking spaces as was in the original plans. It will also be helpful that the flow of traffic in this parking lot will be re-directed. Dr. Hansen is requesting that the site plan be approved without the additional parking spaces originally planned. Motion by Freeseeman, second Joerger to approve the site plan for Central Park Dentistry expansion without the added parking spaces. Ayes - 5

Ray Holzer owns a 21 acre parcel with street access onto 195th Street. He would like to sell a 2 acre parcel to an adjacent property owner for construction of a new home. This parcel would have the street access on it so it would landlock the remainder of the parcel. The council recently amended the subdivision ordinance to allow waiving the city’s subdivision requirements for land sales by a plat of survey between adjacent property owners. This waiver requires a restriction placed on the deed that prohibits the sale or transfer of the parcel from the property it adjoins. This restriction will only terminate if the property is replatted and complies with the subdivision ordinance. Planning and zoning commission met before tonight’s council meeting to discuss this request and their recommendation is to approve this request. Council member Starr introduced Resolution 56-18 entitled, “RESOLUTION GRANTING WAIVER FOR RAY HOLZER” and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Mallaro, Starr, Joerger, Freeseeman, Hammond. Nays - none.

The state has been funding the backfill to cities due to the reclassification of certain properties. The state is currently working on their budget and discussions have been held to eliminate this funding to cities. The League of Cities has asked that cities pass a resolution of support of the continued funding of the backfill. Council member Starr introduced Resolution 57-18 entitled, “RESOLUTION IN SUPPORT OF CONTINUED FUNDING OF STATEWIDE REIMBURSEMENT OF COMMERCIAL/INDUSTRIAL PROPERTY TAX REVENUE REDUCTIONS” and moved for adoption. Second to adopt Freeseeman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseeman, Hammond, Mallaro. Nays - none.

City attorney Brad Slotter reported that the property at 301 S. Johnson is being sold so the city will be reimbursed for the capping of the utilities there per the agreement signed when the work was done.

City clerk O’Donnell reported that the next planning session will be April 23 at 6:00 p.m.

City administrator Diers reported that bids are due for the new transit agreement were due today and that as of 2:00, no bids were received. Not sure what we will do if no bids are received. There is NIMS training this week on Wednesday and Thursday at the courthouse so if anyone needs that training, they should try to attend. Work continues on the wastewater plant expansion and discussions with the abutting property owners. Spring clean up begins next week.

Council member Hammond reported that the hotel motel committee met recently and approved two applications for funds in the amounts of \$2000 and \$1500.

Motion by Freeseeman, second Hammond to adjourn. Ayes - 5

Dean Andrews, Mayor

Attest:

Trudy O’Donnell, City Clerk