

COUNCIL MINUTES
REGULAR SESSION
APRIL 19, 2021

Charles City city council met in regular session on April 19, 2021 at 6:00 p.m. via Zoom due to the COVID-19 pandemic. Mayor Dean Andrews presided and the following council members were present: Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Absent was Keith Starr. Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Slotter.

Citizen comments - none

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Joerger, second Pittman to approve the minutes of the April 5 and 14 meetings. Ayes - 4

Motion by Joerger, second Freeseaman to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following items: approve 3/21 financials for city of Charles City and CC Public Employees Health Plan and payment of claims (including those approved by other boards):

72222	APRIL HAP CHECK	\$193.00
72223	LYDIA TYNAN, utility deposit refund	\$21.89
72224	TIGE WILSHER, utility deposit refund	\$2.79
72225	JUDITH ZANDER, utility deposit refund	\$31.95
72226	ABAGAIL ANKENBAUER, utility deposit refund	\$90.00
72227	CAROL BUCHANAN, utility deposit refund	\$90.00
72228	BARBARA GARDEN, utility deposit refund	\$90.00
72229	CASSANDRA GOMEZ, utility deposit refund	\$90.00
72230	ERICA GRIFFIN, utility deposit refund	\$90.00
72231	ROBERT HEBERT, utility deposit refund	\$90.00
72232	TYEISHIA JACKSON, utility deposit refund	\$90.00
72233	LUCAS JOHNSON, utility deposit refund	\$90.00
72234	STEPHEN LIEVROUW, utility deposit refund	\$90.00
72235	SERITAGE KMT FINANCE, utility deposit refund	\$90.00
72236	LYNN POPPEN, utility deposit refund	\$90.00
72237	COREY REAMS, utility deposit refund	\$90.00
72238	JOHN TEEPE, utility deposit refund	\$90.00
72239	AMY WEDEKING, utility deposit refund	\$90.00
ACH	APRIL FGP STIPEND CHECKS	\$10,173.00
72240	CENTURYLINK, serv.	\$234.00
72241	HANAA MAKAR, serv.	\$600.00
72242-72256	PAYROLL ENDING 04/10/2021	\$94,993.46
72257	CITY OF CHARLES CITY, payroll liabilities	\$1,025.96
72258-72259	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$9,162.73
ACH	EFTPS, payroll liabilities	\$25,917.31
72260	EMC NATIONAL LIFE COMPANY, payroll liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$2,530.95
72261	ADVANTAGE ARCHIVES, serv.	\$4,996.80
72262	AMAZON CAPITAL SERVICES, supp.	\$109.73
72263	LEAF, serv.	\$259.58
72264	MARCO TECHNOLOGIES, serv.	\$126.60
72265	MIKE MOLSTEAD MOTORS, supp.	\$31,863.20

72266	AMAZON CAPITAL SERVICES, supp.	\$155.57
72267	BAKER & TAYLOR BOOKS, supp.	\$3,812.15
72268	BAKER & TAYLOR ENTERTAINMENT, supp.	\$22.47
72269	BENJAMIN PERNICK, serv.	\$250.00
72270	CANON FINANCIAL SERVICES, serv.	\$69.32
72271	CAROL CASE, serv.	\$1,100.00
72272	CC PUBLIC EMP HEALTH PLAN, serv.	\$2,931.74
72273	CENTER POINT LARGE PRINT, supp.	\$24.02
72274	COREY HAWKE, serv.	\$479.00
72275	DEMCO INC, supp.	\$2,657.73
72276	DO IT ALL SERVICES, serv.	\$578.92
72277	GALE, supp.	\$14.29
72278	GORDON FLESCH CO-GFC LEASING, serv.	\$83.10
72279	GREY HOUSE PUBLISHING, supp.	\$432.50
72280	HERRON'S BAND BOX, serv.	\$610.15
72281	HOCKENSON PLUMBING, supp.	\$105.12
72282	INGRAM LIBRARY SERVICES, supp.	\$129.02
72283	KANOPY INC, supp.	\$63.00
72284	KS STATE BANK, serv.	\$157.00
72285	MEDIACOM, serv.	\$409.76
72286	MIDAMERICAN ENERGY, serv.	\$1,972.74
72287	MIDWEST TAPE, supp.	\$268.37
72288	MODERN MARKETING, supp.	\$140.12
72289	SCHUETH ACE HARDWARE, supp.	\$2.99
72290	STAPLES ADVANTAGE, supp.	\$108.58
72291	STITCHES, supp.	\$24.00
72292	THE PRINTERY, supp.	\$57.80
72293	UNIQUE COUNTRY STORE, supp.	\$280.00
72294	VISA, supp.	\$97.32
72295	WORLD BOOK INC, supp.	\$557.00
ACH	BANCORPSV, serv.	\$472.00
ACH	BANCORPSV, serv.	\$779.80
ACH	CARMEN RAMSAY (FGP), mileage	\$20.80
ACH	FIRST CITIZENS-CC, serv.	\$15.90
ACH	JACQUELINE FERCH (FGP), mileage	\$1.28
ACH	KABRICK DISTRIBUTING, supp.	\$331.30
ACH	KWIK TRIP, supp.	\$21.84
ACH	LADONNA NORRIS (FGP), mileage	\$9.60
ACH	MAVIS BEENEN (FGP), mileage	\$7.04
ACH	PORTZEN CONSTRUCTION, serv.	\$941,487.10
ACH	TREASURER, STATE OF IOWA, sales tax	\$447.52
ACH	UNITED BEVERAGE, supp.	\$270.10
ACH	UNITED BEVERAGE, supp.	\$114.50
ACH	US POSTAL SERVICE, supp.	\$1,000.00
72296	AGING SERVICES COALITION NORTH IOWA, serv.	\$30.00
72297	AGVANTAGE FS, supp.	\$1,071.54
72298	AHLERS & COONEY PC, serv.	\$175.00
72299	ATLANTIC COCA-COLA, supp.	\$616.29
72300	BRUENING ROCK PRODUCTS INC, supp.	\$683.51

72301	BUSINESS CARD	**VOIDED**
72302	BUSINESS CARD, serv.	\$1,497.85
72303	CALLAWAY GOLF, supp.	\$2,464.45
72304	CAPITAL ONE TRADE CREDIT, supp.	\$199.80
72305	CAROL MCDONALD, shelter reservation refund	\$25.00
72306	CARQUEST AUTO PARTS, supp.	\$1,432.97
72307	CHARLES CITY AREA DEV CORP, serv.	\$720.00
72308	CHARLES CITY ELECTRONICS, supp.	\$18.50
72309	CHARLES CITY PRESS INC, serv.	\$2,687.51
72310	CINTAS CORPORATION, serv.	\$138.94
72311	CITY OF CHARLES CITY, serv.	\$333.29
72312	CORE & MAIN LP, supp.	\$623.50
72313	D&K PRODUCTS, supp.	\$9,608.39
72314	DICK'S PETROLEUM COMPANY, serv.	\$681.02
72315	DIGITAL-ALLY INC, supp.	\$9,415.00
72316	DISH, serv.	\$63.37
72317	DO IT ALL SERVICES LLC, serv.	\$25.00
72318	ELECTRICAL ENG & EQUIP CO, serv.	\$2,625.00
72319	ELECTRONIC ENGINEERING, supp.	\$372.00
72320	EMERGENCY APPARATUS MAINTENANCE, serv.	\$3,142.90
72321	ETHANOL PRODUCTS LLC, supp.	\$1,079.51
72322	FAREWAY STORE, supp.	\$228.91
72323	FLOYD CO MEDICAL CENTER CLINIC, serv.	\$289.00
72324	FMC LANDFILL, serv.	\$106.60
72325	GODBERSEN-SMITH CONSTRUCTION, serv.	\$304,730.82
72326	HACH COMPANY, supp.	\$1,632.91
72327	HEARTLAND ASPHALT INC, serv.	\$78,293.22
72328	HEARTLAND ASPHALT INC, serv.	\$26,779.27
72329	HEWETT WHOLESALE, supp.	\$48.20
72330	HIGH FOREST BOBCAT/AUTOMOTIVE, serv.	\$8,099.60
72331	INT'L ASSOC OF FIRE CHIEFS, serv.	\$215.00
72332	IOWA ASSOC MUNICIPAL UTILITIES, serv.	\$6,909.64
72333	IDOT-CASHIER'S OFFICE, supp.	\$1,885.75
72334	IDOT-CASHIER'S OFFICE, supp.	\$102.69
72335	IOWA LAW ENFORCEMENT ACADEMY, serv.	\$75.00
72336	JENDRO SANITATION SERVICES, serv.	\$56,588.10
72337	JENDRO SANITATION SERVICES, serv.	\$238.00
72338	JOHN DEERE FINANCIAL, supp.	\$348.67
72339	KEYSTONE LABORATORIES, serv.	\$444.77
72340	L&J INDUSTRIES INC, supp.	\$128.40
72341	LAW ENFORCEMENT SYSTEMS INC, supp.	\$160.00
72342	LESSIN SUPPLY COMPANY	**VOIDED**
72343	LESSIN SUPPLY COMPANY, supp.	\$1,740.65
72344	MAINSTAY SYSTEMS INC, serv.	\$144.00
72345	MARTIN EQUIPMENT, supp.	\$1,037.50
72346	MARTIN GARDNER ARCHITECTURE, serv.	\$4,710.00
72347	MERRITT COMPUTER SERVICE, serv.	\$257.60
72348	MIDAMERICAN ENERGY, serv.	\$159.20
72349	MUNICIPAL SUPPLY INC, supp.	\$279.00

72350	NCL OF WISCONSIN, supp.	\$257.90
72351	NEWBAUER INC, serv.	\$112.73
72352	NIACC, serv.	\$60.00
72353	NIACOG, serv.	\$515.34
72354	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$3,485.91
72355	NORTH CENTRAL INTERNATIONAL, supp.	\$510.81
72356	THE NORTHWAY CORPORATION, serv.	\$3,125.06
72357	O'REILLY FIRST CALL, supp.	\$4.77
72358	OFFICE DEPOT, supp.	\$34.79
72359	PERRY NOVAK ELECTRIC INC, serv.	\$1,983.25
72360	POSTMASTER, supp.	\$920.00
72361	ROCKMOUNT RESEARCH & ALLOYS, supp.	\$212.00
72362	SAINT CHARLES BREWING CO, supp.	\$138.00
72363	SHERWIN-WILLIAMS CO, supp.	\$66.76
72364	SHRED IT, C/O STERICYCLE INC, serv.	\$48.15
72365	SISSON & ASSOCIATES INC	**VOIDED**
72366	SISSON & ASSOCIATES INC	**VOIDED**
72367	SISSON & ASSOCIATES INC, serv.	\$410,788.00
72368	STELLAR TRUCK & TRAILER, supp.	\$360.00
72369	SUPERIOR LUMBER INC, supp.	\$1,088.16
72370	SWARTZROCK IMPLEMENT CO, supp.	\$199.99
72371	T AND K TRACTOR REPAIR, supp.	\$513.74
72372	TRIUMPH SURPLUS LLC, serv.	\$30.11
72373	UNITED STATES CELLULAR, serv.	\$841.91
72374	USA BLUEBOOK, supp.	\$940.00
72375	VAN WERT COMPANY, supp.	\$27.81
72376	WISCONSIN INDEPENDENT NETWORK, serv.	\$1,200.00

TOTAL \$2,110,517.54

March Receipts - Gen - 94812.26; Dispatch-347.19; SafetyEd-100.00; P/R C/I-43.74; CommEq-32.97; H/M-17942.82; RAGBRAI-.27; RUT-33122.59; EmpBen-36910.24; CVTC-4822.17; Emerg-2135.70; OptTx-119677.86; TIF-14353.78; FGP-19512.66; PubHous-76837.34; Sect8-86049.18; DebtServ-11985.46; IPC sponsored project-18295.03; Water-199311.31; Sewer-144779.61; WWTP-7168662.56; WasteFnd-53498.67; Transit-34230.69; SWU-14702.21; FireExt-103.00

March Disbursements - Gen-208084.29; Dispatch-140.11; H/M-15595.00; RUT-68876.08; EmpBen-89586.50; CVTC-9324.89; LibrTr-1833.19; FGP-19002.79; PubHous-52306.46; Sect8-77844.17; '18Rehab-1500.00; CWBridge-274610.14; FibertoHome-988.85; IPC sponsored project-4708.11; Water-125536.96; Sewer-58798.40; WWTP-304632.85; WasteFnd-50138.05; Transit-27850.49; SWU-2145.50; FireExt-79.50

Business of the Mayor - Mayor Andrews commented on what a nice welcome home ceremony it was for our returning nine soldiers this past Saturday. A proclamation for the Lions Club has been prepared and will be read at the dedication ceremony on May 3. Motion by Freeseaman, second Joerger to approve the proclamation. Ayes - 4

A request has been submitted by Emily Garden for street closures for the Kids Day events that will be held July 2. This event is sponsored by McDonald's and they are keeping the schedule a little vague for now in case changes have to be made due to COVID. It is planned to be the same route for the kids parade as in past years and the police department has signed off on this. Motion by Joerger, second Freeseaman to approve the request as presented. Ayes - 4

Mayor Andrews opened the public hearing on Grove Street/Illinois Street intersection improvement project. Affidavit of publication dated 4/9/21 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 Freeseaman to close the hearing. Ayes - 4. This project will include removing the existing pavement and storm sewer at the intersection, placing new storm sewer and additional intakes to collect storm water runoff and direct it to Sherman Creek, rebuild the rip rap embankment adjacent to Sherman Creek, remove and replace the existing guard rail and regrade the pavement to direct the storm water to the intakes. One addendum was issued during the bidding process to increase the limits of the curb and gutter removal and replacement. Other than this change, the plans remain unchanged from the preliminary plans so staff is recommending approval of the final plans. Council member Joerger introduced Resolution 47-21 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE GROVE STREET/ILLINOIS STREET INTERSECTION IMPROVEMENT PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Pittman, Knighten. Nays - none

Three bids were received for this project as follows: Heartland Asphalt at \$134,646.25; Cole Excavating at \$150,036.00 and Boulder Contracting at \$186,516.00. Engineer's estimate was \$136,500. Staff is recommending accepting the bid from Heartland Asphalt. Council member Joerger introduced Resolution 48-21 entitled, "RESOLUTION APPROVING AWARD AND CONTRACT AND BOND FOR THE GROVE STREET/ILLINOIS STREET INTERSECTION IMPROVEMENT PROJECT" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Pittman, Knighten. Nays - none.

The annual renewal for the city's workman comp and liability package has been submitted by Bob Ingram from Sisson and Associates. Some components went up and some went down with a net increase of about 7%. Our work comp went down since our mod factor went from 1.04 down to .90. Total premium, including work comp, is \$406,341. At the last planning session, it was asked to check into what the premium would do if we increased our deductible for comprehensive coverage from \$250 to \$350 and we would save approximately \$3400 annually. This change will be approved at a future meeting. Ingram also stated that he would review all of the city vehicles to be sure that the very low value ones don't have full coverage on them. Motion by Freeseaman, second Joerger to approve the insurance renewal with Sisson and Associates as presented. Ayes - 4.

Ordinance 1152 that would re-zone property located at 808 N. Jackson from B-3 to M-1 has been reviewed by planning and zoning. After their public hearing, the planning and zoning commission made the recommendation to the council to approve this ordinance. There is M-1 zone on two sides of this parcel so it is not spot zoning. There are currently storage units here and they are legal non conforming. The owner wants to build more units so this parcel needs to be re-zoned in order to allow this. The council also needs to hold a public hearing on this ordinance and that has been set for May 3. Motion by Freeseaman, second Joerger to approve the first reading of this ordinance. Ayes - 4. Council member Freeseaman read the ordinance. Council member Freeseaman introduced Resolution 49-21 entitled, "RESOLUTION DIRECTING THE CLERK TO PUBLISH NOTICE OF HEARING ON ORDINANCE 1152 AMENDING THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 808 N. JACKSON STREET, CHARLES CITY, IOWA, FROM B-3, SERVICE BUSINESS DISTRICT TO M-1, LIGHT MANUFACTURING DISTRICT" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Pittman, Knighten. Nays - none

Ordinance 1151 AMENDING SECTION XXII, OFF-STREET LOADING AND PARKING, OF THE CHARLES CITY ZONING ORDINANCE TO MODIFY THE DESIGN STANDARDS AND REQUIREMENTS FOR THE SURFACING OF OFF-STREET PARKING AND LOADING AREAS was presented for a third and final reading. This would allow for parking lots on arterial roads to be paved for a certain portion of the area (38' from the property line) and would allow aggregate in the rest of the lot. It also states that existing lots are grandfathered in and will only be required to abide by this new ordinance if a change of use occurs. The lots in town that have been granted a waiver from the parking lot requirements will be required to abide by this new ordinance when their waiver expires. Planning and zoning has held a public hearing on this ordinance and are recommending approval. Motion by Joerger, second Pittman to approve the third reading of the ordinance. Ayes - Joerger, Pittman, Knighten. Nays - Freeseaman. Council member Joerger read the ordinance. Motion by Joerger, second Knighten to adopt and publish Ordinance 1151. Ayes - 4.

The 2020 HMA paving project has been completed and is ready for acceptance. This project was done by Heartland Asphalt and included HMA resurfacing on Cedar, Clinton and South Jackson Streets, removing and replacing sections of deteriorated curb and gutter and placing a leveling surface to improve rideability. Also included was replacement of small storm water intakes and old intakes on Clinton and Cedar Streets. Total cost of the project was \$1,565,864.35 which included a change order that was mostly due to paving

the abandoned railroad crossings on N Grand and E Streets and storm sewer repairs on Clinton. The amount of the final payment is \$78,293.22. Council member Joerger introduced Resolution 50-21 entitled, "RESOLUTION ACCEPTING THE 2020 HMA PAVING PROJECT AND AUTHORIZING FINAL PAYMENT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Pittman, Knighten. Nays - none.

The HMA project on N Jackson/S Main has been completed and is ready for acceptance. Heartland Asphalt was the contractor for this project and it included constructing new HMA surfacing, pedestrian curb ramps for the sidewalks within the project and a storm sewer extension on S. Main. Total project cost was \$892,642.23 which was more than the bid of \$805,949.53. Change orders approved were for unexpected rock excavation, additional storm sewer intakes, storm sewer and pavement removal/replacement to direct more storm water to the large storm sewer main. This is a SWAP project so the state will be reimbursing the city for 100% of the costs. The amount of the final payment is \$26,779.27. Council member Joerger introduced Resolution 51-21 entitled, "RESOLUTION ACCEPTING THE NORTH JACKSON STREET/SOUTH MAIN STREET HMA PAVING PROJECT AND AUTHORIZING FINAL PAYMENT" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Pittman, Knighten. Nays - none

Park and rec director Tyler Mitchell discussed repair to the pickle ball courts. There are large cracks forming and the court should be made bigger to be regulation size and also to be safer. He has found a \$20,000 grant that would fund all but \$16,500 of the cost to repair and enlarge the court. The \$16,500 would be paid from our annual one day borrowing. The grant is asking for a resolution from the council approving our funding amount. Council member Freeseaman introduced Resolution 52-21 entitled, "RESOLUTION APPROVING FUNDING FOR PICKLE BALL COURTS RESURFACING PROJECT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Pittman, Knighten. Nays - none

The city recently acquired property at 312 15th Avenue and demolished the house on the lot. They would now like to sell the empty lot and will need to publish notice and hold a public hearing for this process. The bids will be due by May 13 and will be considered at the May 17th council meeting. A minimum bid of \$1,000 has been specified. It is a buildable lot but would need to comply with the flood plain building requirements. An adjoining property owner is interested in the lot. Council member Joerger introduced Resolution 53-21 entitled, "RESOLUTION APPROVING NOTICE OF REQUEST FOR BIDS FOR PROPERTY LOCATED AT 312 15TH AVENUE" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Pittman, Knighten. Nays - none

Miscellaneous correspondence - A letter has been received from the Chamber concerning the Adopt a Lot program and reminding us about sweeping the parking lot by city hall for the year.

City attorney Slotter stated that the court awarded title to the city for 607 S. Johnson and this item will come back to the council for formal action in the near future.

City clerk O'Donnell reported that the next council meeting will be on April 26 at 6:00. She is attending the annual IMFOA spring conference this week in Des Moines.

City administrator Diers reported that there was a very good article last week in the Press about the Charley Western trail bridge. He had three calls today from people wanting to buy a bench for the bridge. A local group will be soliciting donations for the lighting on the bridge soon. This is the last week for dumpster rentals as part of the spring clean up. Curbside pickup will start next week. Mayor Andrews asked that if the curbside items aren't bagged they won't be picked up? Reply was yes.

Motion by Joerger, second Pittman to adjourn. Ayes - 5.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk