

COUNCIL MINUTES  
REGULAR SESSION  
APRIL 20, 2020

Charles City city council met in regular session on April 20, 2020 at 6:00 p.m. via Zoom due to the COVID-19 pandemic. Mayor Andrews presided and the following council members were present remotely: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman, Phillip Knighten. 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.

Mayor Andrews commented that the census brochures have been handed out and will also be available at HyVee and Fareway.

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

Motion by Joerger, second Freeseaman to approve the minutes of April 6. Ayes - 5

Motion by Joerger, second Pittman to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: approve 3/20 financials for city of Charles City and CC Public Employees health plan, renewal of Class LE liquor license w/ Sunday Sales for Casey's #2480, renewal of Class C liquor license w/ Sunday Sales for KwikStar#419, renewal of Class LE liquor license w/ Sunday sales for HyVee Food Store and payment of claims (including those approved by other boards):

68369-68370	SCHUETH ACE HARDWARE, supp.	\$387.28
68371	IDOT-CASHIER'S OFFICE, supp.	\$24.05
68372-68374	SISSON & ASSOCIATES INC, serv.	\$384,537.00
68375	WINDSTREAM, serv.	\$74.56
68376-68388	PAYROLL ENDING 04/11/2020	\$91,565.71
68389	CITY OF CHARLES CITY, payroll liabilities	\$1,448.05
68390-68391	CC PUBLIC EMP HEALTH PLAN, PR liabilities	\$9,249.84
ACH	COLLECTION SERVICE CENTER, PR liabilities	\$212.76
ACH	EFTPS, payroll liabilities	\$24,935.19
68392	EMC NATIONAL LIFE COMPANY, PR liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, PR liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$1,642.35
68393	AUXIANT, flex spending reimbursements	\$2,711.49
68394-68395	BAKER & TAYLOR BOOKS, supp.	\$3,450.61
68396	BAKER & TAYLOR ENTERTAINMENT, supp.	\$76.04
68397	BRODART COMPANY, supp.	\$240.60
68398	CANON FINANCIAL SERVICES INC, serv.	\$69.32
68399	CAROL CASE, serv.	\$1,100.00
68400	COREY HAWKE, serv.	\$389.00
68401	GORDON FLESCHE CO-GFC LEASING, serv.	\$69.00
68402	HY-VEE INC, supp.	\$75.75
68403	INGRAM LIBRARY SERVICES, supp.	\$62.11
68404	KANOPY INC, supp.	\$62.00
68405	LEAF, serv.	\$72.30
68406	MEDIACOM, serv.	\$321.60
68407	MIDAMERICAN ENERGY, serv.	\$1,750.25
68408	MIDWEST TAPE, supp.	\$111.96
68409	NEWBAUER INC, serv.	\$14.75
68410	POPULAR SUBSCRIPTION SERVICE, supp.	\$24.00

68411	SCHUETH ACE HARDWARE, supp.	\$3.99
68412	STAPLES ADVANTAGE, supp.	\$74.39
68413	VISA, supp.	\$832.73
68414	CC PUBLIC EMP HEALTH PLAN, serv.	\$2,711.49
68415	TONI LYN LUCIOW, utility deposit refund	\$20.76
68416	KYARRA THOMPSON, utility deposit refund	\$88.65
68417	LAURA BARTELT, utility deposit refund	\$90.00
68418	JANET MAE GARBER, utility deposit refund	\$90.00
68419	LEE JACOBS, utility deposit refund	\$90.00
68420	CONSTANCE FAYE MRACHEK, utility deposit refund	\$90.00
68421	VIDYA NANDAILATH, utility deposit refund	\$90.00
68422	ZACHARY RYAN PHILIPP, utility deposit refund	\$90.00
68423	MAXWELL VANDERWERF, utility deposit refund	\$90.00
68424	ARNOLD MOTOR SUPPLY LLP, supp.	\$91.66
68425	BUSINESS CARD, supp.	\$61.06
68426	CATHERINE MARIE OTT, serv.	\$480.00
68427	CENTURYLINK, serv.	\$161.60
68428	CHARLES CITY PRESS INC, serv.	\$996.00
68429	CINTAS CORPORATION, serv.	\$56.22
68430	CITY OF CHARLES CITY, serv.	\$3,445.32
68431	COREY HANLEY, security deposit refund	\$200.00
68432	ESTATE OF LOIS ALTON, security deposit refund	\$250.00
68433	HOCKENSON PLUMBING, serv.	\$1,570.96
68434	HOUSING AUTH ACCTG SPECIALISTS, serv.	\$500.00
68435	IDOT-CASHIER'S OFFICE, supp.	**VOIDED**
68436	IOWA DEPT INSPECTIONS/APPEALS, serv.	\$51.19
68437	JENDRO SANITATION SERVICES, serv.	\$843.25
68438	JOHN DEERE FINANCIAL, supp.	\$35.98
68439	KOCH OFFICE GROUP, serv.	\$25.04
68440	LEAF, serv.	\$241.64
68441	MEDIACOM, serv.	\$164.40
68442	MEHMEN PAINTING, serv.	\$135.00
68443	MIDAMERICAN ENERGY, serv.	\$8,290.91
68444	NCRC NAHRO, serv.	\$275.00
68445	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$688.00
68446	NORTH IOWA LAWN & SPORTS, supp.	\$10.99
68447	SCHUETH ACE HARDWARE, supp.	\$457.58
68448	SHERWIN-WILLIAMS CO, supp.	\$193.40
68449	SHRED-IT US JV LLC, serv.	\$45.00
68450	STAPLES ADVANTAGE, supp.	\$100.98
68451	STOCK GLASS/GRAPHIC GALLERY, serv.	\$312.00
68452	SUPERIOR LUMBER INC, supp.	\$189.34
68453	T-J SERVICE INC, supp.	\$99.98
68454	TENANT PI LLC, serv.	\$283.50
68455	UNITED STATES CELLULAR, serv.	\$144.75
ACH	BANCORPSV, serv.	\$446.73
ACH	BANCORPSV, serv.	\$1,025.66
ACH	APRIL FGP NON-STIPEND CHECK	\$172.25

ACH	CARMEN RAMSAY (FGP), mileage	\$7.20
ACH	FIRST CITIZENS-CC, serv.	\$15.49
ACH	FLOYD SWCD, serv.	\$3,672.90
ACH	FUSE TECHNIC LLC, serv.	\$875.00
ACH	IMAGETEK, serv.	\$365.00
ACH	JACQUELINE FERCH (FGP), mileage	\$12.80
ACH	LADONNA NORRIS (FGP), mileage	\$5.12
ACH	MAVIS BEENEN (FGP), mileage	\$4.48
ACH	PEPSI BEVERAGES COMPANY, supp.	\$537.65
ACH	PORTZEN CONSTRUCTION INC, serv.	\$737,084.25
ACH	TREASURER, STATE OF IOWA, sales tax	\$12,230.85
ACH	UNITED BEVERAGE, supp.	\$208.05
ACH	VALERIE M JENKINS (FGP), mileage	\$4.03
68456	AGING SERVICES COALITION NORTH IOWA, serv.	\$30.00
68457	AGSOURCE COOPERATIVE SERVICES, serv.	\$145.50
68458	ATLANTIC COCA-COLA, supp.	\$509.40
68459	BUSINESS CARD	**VOIDED**
68460	BUSINESS CARD	**VOIDED**
68461	BUSINESS CARD, serv.	\$2,282.72
68462	CAL'S AUTO REPAIR INC, supp.	\$600.00
68463	CHARLES CITY AREA DEV CORP, serv.	\$300.00
68464	CEDAR RIVER SIGNS INC, serv.	\$225.00
68465	CENTURYLINK, serv.	\$134.21
68466	CHARLES CITY PRESS INC, supp.	\$75.00
68467	CINTAS CORPORATION, serv.	\$56.75
68468	CITY OF CHARLES CITY, serv.	\$414.18
68469	COMMUNITY REVITALIZATION, serv.	\$10,000.00
68470	CORE & MAIN LP, supp.	\$316.70
68471	D&K PRODUCTS, supp.	\$8,697.65
68472	DAVIS EQUIPMENT CORPORATION, supp.	\$474.00
68473	DIGITAL-ALLY INC, supp.	\$4,530.00
68474	DIRK UETZ, COVID-19 supplies reimbursement	\$44.48
68475	ELECTRIC PUMP, serv.	\$1,297.45
68476	EMC INSURANCE COMPANIES, serv.	\$2,500.00
68477	ENVIRONMENTAL EXPRESS, INC, supp.	\$4,448.04
68478	ETHANOL PRODUCTS LLC, supp.	\$819.91
68479	GRAINGER, supp.	\$1,072.00
68480	HAWKEYE COMMUNITY COLLEGE, serv.	\$4,370.00
68481	HAWKINS INC, supp.	\$8,099.00
68482	HEWETT WHOLESALE, supp.	\$562.81
68483	HY-VEE INC, supp.	\$113.95
68484	IDOT-CASHIER'S OFFICE, supp.	\$629.00
68485	IOWA CODIFICATION INC, supp.	\$491.00
68486	IOWA DEPT OF PUBLIC HEALTH, serv.	\$70.00
68487	IOWA DEPT OF PUBLIC SAFETY, serv.	\$1,998.00
68488	IOWA PRISON INDUSTRIES, supp.	\$225.00
68489	JACKSON STREET PRESS, supp.	\$38.29
68490	JENDRO SANITATION SERVICES, serv.	\$47,755.43

68491	JENDRO SANITATION SERVICES, serv.	\$238.00
68492	JENNIFER LANTZ, mileage reimbursement	\$172.90
68493	JOHN DEERE FINANCIAL	**VOIDED**
68494	JOHN DEERE FINANCIAL, supp.	\$941.54
68495	JORDAN SMITH, travel reimbursement	\$86.50
68496	KEYSTONE LABORATORIES, serv.	\$473.99
68497	KIELKOPF ADVISORY SERVICES LLC, serv.	\$1,110.00
68498	LEAF, serv.	\$251.06
68499	LEISURETIME GOLF CARS, serv.	\$2,000.00
68500	LESSIN SUPPLY COMPANY	**VOIDED**
68501	LESSIN SUPPLY COMPANY, supp.	\$910.12
68502	LOOKOUT POINT COMMUNICATIONS, serv.	\$17,325.00
68503	MAINSTAY SYSTEMS INC, serv.	\$714.00
68504	MARCO, serv.	\$119.86
68505	STOREY KENWORTHY/MATT PARROTT, supp.	\$360.92
68506	MC2 INC, supp.	\$702.00
68507	MERRITT COMPUTER SERVICE INC, serv.	\$564.32
68508	METERING TECHNOLOGY SOLUTIONS, supp.	\$11,625.04
68509	MICK GAGE PLUMBING & HEATING, supp.	\$11.96
68510	MIDAMERICAN ENERGY, serv.	\$35.51
68511	MILLER FENCE CO, supp.	\$50.58
68512	MISSISSIPPI LIME COMPANY, supp.	\$6,300.11
68513	NEB-IA INDUSTRIAL FASTENERS, supp.	\$36.27
68514	NEW HAMPTON ELECTRIC, serv.	\$1,575.00
68515	NEW HAMPTON ELECTRIC, serv.	\$2,171.00
68516	NEWBAUER INC, serv.	\$23.72
68517	NEWBAUER INC, serv.	\$189.50
68518	NIACOG, serv.	\$1,750.34
68519	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$784.00
68520	NORTH IOWA LAWN & SPORTS, supp.	\$459.69
68521	NORTH IOWA MEDIA GROUP, serv.	\$35.00
68522	NORTHERN SAFETY CO INC, supp.	\$276.15
68523	POPP EXCAVATING INC, serv.	\$55,899.58
68524	POSTMASTER, utility bill postage	\$890.00
68525	PRODUCTIVITY PLUS ACCOUNT, supp.	\$312.00
68526	SARAH MERRIFIELD, mileage reimbursement	\$106.38
68527	SHERWIN-WILLIAMS CO, supp.	\$125.85
68528	CURTIS DEAN-SMARTSOURCE CONSULTING, serv.	\$1,410.00
68529	STAPLES CREDIT PLAN, supp.	\$240.27
68530	STAPLES ADVANTAGE, supp.	\$23.30
68531	SUPERIOR WELDING SUPPLY CO, supp.	\$121.50
68532	COMPUTER PARKER LLC-TRENT PARKER, serv.	\$596.75
68533	UNITED STATES CELLULAR, serv.	\$825.74
68534	USA BLUEBOOK, supp.	\$2,484.03
68535	WISCONSIN INDEPENDENT NETWORK, serv.	\$1,200.00

**TOTALS**

\$1,526,576.74

March Receipts - Gen-115522.33;Disp-30529.18;P/R H/M-56.96;CommEq-1217.47;H/M-100.05;RAGBRAI-.27;RUT-38788.11;EmpBen-33922.59;CVTC-5348.27;Emerg-1878.71;OptTx-62021.78;TIF-2062.93;FGP-24449.62;PubHous-67126.70;Sect8-77458.83;DebtServ-9056.57;'19CapFnd-11152.91;USDAWQLgrant-5000.00;Water-188664.67;Sewer-153713.40;WasteFnd-58053.41;Transit-2768.00;SWU-17305.18;FireExt-165.00  
March Disbursements - Gen-205763.02;Disp-32060.72;H/M-9.63;RUT-57071.59;EmpBen-82041.98;CVTC-11014.57;TIF-11142.83;LibrTrust-3168.55;FGP-21744.34;PubHous-48894.15;Sect8-76076.57;'18rehab-13304.60;Cable-705.98;Street rel c/i-163621.11;ClarkStTrail-3565.24;'19CapFnd-10850.93;Fiber to Home-217189.29;USDAWQL grnt-1458.50;Water-93527.36;Sewer-62023.70;WWTPExpansion-69561.40;WasteFnd-48493.04;Transit-24574.72;SWU-4114.82;FireExt-525.79

A request has been received for street closures for Party in the Park, Farmer's Market and July 4<sup>th</sup> activities. This request is the same as in previous years. These events are all still planned and may change if the COVID situation changes. Farmers market is set to open on May 2 and will be open on Wednesdays and Saturdays. First Party in the Park is set for May 20.

Motion by Freeseaman, second Joerger to approve the request for Farmer's Market. Ayes - 5

Motion by Joerger, second Pittman to approve request for Party in the Park. Ayes - 5

Motion by Joerger, second Freeseaman to approve the request for July 4<sup>th</sup> events. Ayes - 5

Mayor Andrews opened the public hearing on the water tower painting project. Affidavit of publication dated 4/10/20 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 - 5. City engineer Fallis reviewed the project. We received 12 bids for this project and L and T Painting of Shelby Township, Michigan was low bid at \$221,180.00 Dixon Engineering has worked with this firm on other projects and is recommending acceptance of this bid. Engineer's estimate of probable cost was \$239,000. This project will probably start this fall and the tower will be offline for about 30 days during it. Council member Freeseaman introduced Resolution 73-20 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE WATER TOWER PAINTING PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none. Council member Joerger introduced Resolution 74-20 entitled, "RESOLUTION APPROVING AWARD AND CONTRACT AND BOND FOR THE WATER TOWER PAINTING PROJECT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

**An application for Façade program has been received from the Dental Center at 703-705 N. Main Street.** The project includes replacing the west overhang apron, covering the outdoor basement access on north side of building with steel panels and replacing the wood shake apron with steel panels. Total estimated cost of the project is \$10941.71 and they are requesting \$5,472. They would have 12 months to complete the project upon award in order to receive the funds. The downtown design committee has reviewed this application and is recommending approval. Council member Joerger introduced Resolution 75-20 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 703 N. MAIN SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

**Another Façade application has been submitted for 625 N. Main Street. This project includes removal of existing signage, installing vinyl coverings on front window that will also serve as signage and adding a new sign out front.** Estimated cost of the project is \$10,367.00 and they are requesting \$5,183.50 of funding. The design committee has reviewed this application and is recommending approval. Council member Starr introduced Resolution 76-20 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 625 N. MAIN SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

**A Façade application has also been submitted for 700 Hulin Street.** Two sides of the building will be involved with this project and plans include installation of metal over the outside with the north side having two different shades of metal and the east side will have one shade of metal installed from top to bottom. Council member Pittman and Mayor Andrews both stated that when it comes time to do the west side of this building (the North Main Street side), they would prefer not to have all one color of metal. The estimated cost for this project is \$49,484 and they are asking for the maximum funding of \$10,000. The owners will check with code enforcement to be sure this project is up to code. Council member Starr

introduced Resolution 77-20 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 700 HULIN STREET SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

Mark Wicks from the CC Chamber/Community Revitalization was present to submit a request for waiver of the rental payment on their office building for April May and June. Due to the COVID-19 pandemic, they have had to cancel some of their fundraisers and they are not asking their Chamber members for their membership renewals to help them get through this financially difficult time. Their planned summer events may not occur as well due to the pandemic. Monthly rent is \$1500 so the total that would be waived is \$4500. Council member Freeseaman introduced Resolution 78-20 entitled, "RESOLUTION APPROVING TEMPORARY WAIVING OF RENT AT 401 N. MAIN" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

Heidi Nielsen, housing director, presented a contract extension with SEH for their services on the parking lot/sidewalk project. The original contract with them did not include construction administration. They have submitted a proposal of \$22,500 for this service. The housing board has reviewed this proposal and feels it's important to have this project oversight to be sure that the work is done per the specifications. They are recommending approval of this proposal. Council member Freeseaman introduced Resolution 79-20 entitled, "RESOLUTION APPROVING AGREEMENT BETWEEN SHORT ELLIOT AND HENDRICKSON(SEH) AND THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

The city was recently awarded a water quality initiative grant from Iowa Department of Agriculture and Land Stewardship. This grant will be used for a storm water project in the southwest industrial development park. This contract with IDALS will allow this project to move forward. Total cost of the project is estimated at \$400,000 with \$100,000 coming from Winnebago Industries, \$80,000 from the city for their portion of this work, \$100,000 from the SW TIF funding and \$100,000 from the grant. Council member Freeseaman introduced Resolution 80-20 entitled, "RESOLUTION APPROVING CONTRACT BETWEEN IOWA DEPARTMENT OF LAND STEWARDSHIP AND THE CITY OF CHARLES CITY FOR WATER QUALITY INITIATIVE GRANT" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

The city originally had an agreement with Lookout Point for a business plan and engineering services for the fiber to the home project. Now that a telecommunications utility board of trustees has been established, the city would like to assign this agreement to them to move forward with this project. Council member Joerger introduced Resolution 81-20 entitled, "RESOLUTION APPROVING ASSIGNMENT OF AGREEMENT" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

A request has been submitted to the city by two property owners to vacate a section of right of way on S. Johnson Street. The residents at 902 and 908 8<sup>th</sup> Street have approached the city about vacating this section in between their houses and deeding it over to them equally. This area was originally platted to accommodate a second row of houses behind. This never materialized and eventually Jefferson School was built on this lot. The school was demolished and now a housing development is on this parcel. This right of way section in question needs to remain open as a secondary route for storm water overflow from the development and these two residents have been informed of this requirement. In order to proceed with this process, the council has to direct planning and zoning to review this vacation. Council member Freeseaman introduced Resolution 82-20 entitled, "RESOLUTION DIRECTING REVIEW OF VACATION OF A PORTION OF SOUTH JOHNSON STREET RIGHT OF WAY TO PLANNING AND ZONING FOR CONSIDERATION AND RECOMMENDATION" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

City clerk O'Donnell reported that the next planning session will be held April 27 at 6:00 p.m. via Zoom.

City administrator Diers reported that a request has been received to place signs for each of the senior class students in Central Park and would like to leave them up for a few weeks. Councilmember Freeseaman commented that if they do this, they need to be aware of the location of the irrigation system in the park so that they don't damage it. Some concern if this placement would interfere with Farmer's Market event and it was thought it shouldn't. Ambulance meeting is scheduled for tomorrow to go over

the requests for information. The League of Cities held a webinar last week with an official from the White House on the possibility of more stimulus funding for bridges, broadband and streets.

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

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk