

COUNCIL MINUTES  
MAY 16, 2022  
REGULAR SESSION

Charles City city council met in regular session on May 16, 2022 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Patrick Lumley, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Sloter.

Citizen comments - Mike Williams commented on a dangerous intersection at Waller and S. Iowa Streets and asked city staff to look into different signs there.

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Freeseaman, second Pittman to approve the minutes of the April 27 and May 2 meetings. Ayes - 5

Motion by Pittman, second Knighten to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: Approve the following liens for unpaid utility bills \$119.21Acct5020390009,\$86.43Acct5012200008,\$91.13Acct5014290004,\$105.99Acct5029360004, consider approval of 4/22 financials for city of Charles City and CC Public Employee health Plan, consider approval of changes to Lexipol police policy manual, consider approval of 6 month license for Comet Bowl for Party in the Park and payment of claims (including those approved by other boards):

ACH	FGP STIPENDS & TRAVEL	\$7,947.34
ACH	KABRICK DIST. CO	\$609.15
ACH	IMAGETEK	\$496.00
ACH	FLOYD SWCD	\$5,273.96
ACH	PORTZEN CONSTRUCTION	\$124,976.17
ACH	FIRST CITIZENS BANK	\$362.43
ACH	UNITED BEVERAGE	\$533.20
ACH	BANCORPSV	\$1,175.00
ACH	TREASURER, STATE OF IOWA	\$1,568.56
ACH	BANCORPSV	\$401.30
ACH	DEPT OF HEALTH & HUMAN SERVICES	\$30.52
ACH	IMAGETEK	\$496.00
ACH	BUSINESS CARD	\$5,310.26
ACH	KABRICK DIST. CO	\$973.50
76503	MID AMERICAN ENERGY	\$31.80
76469	CENTRYLINK	\$1,841.36
76486	GFC LEASING	\$291.20
76519	TRAFFIC CONTROL CORPORATION	\$300.00
76526	WEX BANK	\$10,984.96
76527-		
76542	UTILITY BILLING DEPOST REFUNDS	\$1,317.09
76543	POSTMASTER	\$1,100.00
76544-		
76558	PAYROLL ENDING 5/7/2022	\$98,822.56
76559	CITY OF CHARLES CITY, PAYROLL LIABILITIES	\$953.03

76560	CC PUBLIC EMP HEALTH PLAN	*VOID
76561	CC PUBLIC EMP HEALTH PLAN	\$10,034.50
ACH	COLLECTION SERVICE, PAYROLL LIABILITIES	\$60.00
ACH	EFTPS, PAYROLL LIABILITIES	\$26,539.09
76562	EMC NATIONAL LIFE-SUPPLEM, PAYROLL LIABILITIES	\$6.00
ACH	FAMILY COMM. CREDIT UNION, PAYROLL LIABILITIES	\$1,683.00
ACH	ICMA, PAYROLL LIABILITIES	\$2,566.51
76563	NOAH,SMITH,SCHUKNECHT & SL	\$9,534.40
76564	ACUSHNET COMPANY	\$269.22
76565	AGING SERVICES COALITION N	\$50.00
76566	AHLERS & COONEY PC	\$1,130.00
76567	AMAZON CAPITAL SERVICES	\$27.90
76568	AMERICAN MEDICAL RESPONSE	\$7,291.67
76569	AMI GLOBAL LLC	\$320.00
76570	ASBESTROL INC	\$674.45
76571	BROWN SUPPLY CO	\$1,842.14
76572	BRUCELLI ADVERTISING INC	\$1,596.34
76573	BRUENING ROCK PRODUCTS INC	\$11,671.10
76574	CALHOUN-BURNS & ASSOCIATES	\$1,662.80
76575	CARQUEST AUTO PARTS	*VOID
76576	CARQUEST AUTO PARTS	\$937.39
76577	CENTRAL LOCK & SECURITY	\$3,279.00
76578	CHARLES CITY ELECTRONICS	\$2.00
76579	CHARLES CITY PRESS INC	\$1,528.64
76580	CINTAS	\$156.91
76581	CINTAS CORPORATION	\$45.15
76582	CITY OF CHARLES CITY	\$1,200.00
76583	CLEAR LAKE SANITARY DISTRI	\$186.00
76584	COMET BOWL	\$17.25
76585	TRENT PARKER / COMPUTER PA	\$250.00
76586	CROELL INC	\$228.90
76587	D&K PRODUCTS	\$11,746.87
76588	DEAN ANDREWS	\$17.00
76589	DORSEY & WHITNEY LLP	\$18,586.00
76590	DOUBLE Z GARAGE DOORS LLC	\$3,283.91
76591	EMERGENCY APPARATUS MAINT	\$3,423.25
76592	ESS BROTHERS AND SONS INC	\$1,065.00
76593	FAREWAY STORE	\$712.99
76594	FARMERS NEW AG LLC	\$44.64
76595	FLOYD COUNTY RECORDER	\$17.00
76596	GHD SERVICES INC	\$2,181.72
76597	GRAINGER	\$765.34
76598	HACH COMPANY	\$233.52

76599	HAWKINS INC	\$1,692.50
76600	HEARTLAND ASPHALT INC	\$413.70
76601	HENKEL CONSTRUCTION COMPAN	\$8,130.48
76602	HERRON'S BAND BOX INC	\$493.00
76603	HEWETT WHOLESALE	\$589.30
76604	HOLIDAY INN DES MOINES AIR	\$234.17
76605	JOHNSTON HY-VEE	\$4,242.24
76606	IOWA CODIFICATION INC	\$49.00
76607	IOWA DNR	\$385.00
76608	IOWA ONE CALL	\$59.10
76609	IOWA SOYBEAN ASSOCIATION	\$1,833.32
76610	IOWA TITLE & REALTY CO	\$453.00
76611	ISSDA	\$75.00
76612	JEAN BOLEY	\$123.63
76613	JENDRO SANITATION SERVICES	\$52,062.61
76614	JENDRO SANITATION SERVICES	\$274.89
76615	JENNIFER LANTZ	\$182.40
76616	JOHN DEERE FINANCIAL	*VOID
76617	JOHN DEERE FINANCIAL	\$1,646.17
76618	JONAH DEVORE	\$30.00
76619	JOSE NOE FLORES	\$120.00
76620	KENTUCKY RIDGE ASSISTED LI	\$97.50
76621	L&J INDUSTRIES INC	\$70.00
76622	LESSIN SUPPLY COMPANY	\$123.57
76623	LESSIN SUPPLY COMPANY	*VOID
76624	LESSIN SUPPLY COMPANY	\$1,425.76
76625	MAIN STREET CHARLES CITY	\$4,450.00
76626	MC2 INC	\$15.64
76627	MEDIACOM	\$90.06
76628	MERCYONE OCCUPATIONAL HEAL	\$3,648.00
76629	MERRITT COMPUTER SERVICE I	\$3,011.00
76630	MICK GAGE PLUMBING & HEATI	\$170.00
76631	MICK GAGE PLUMBING & HEATI	\$224.01
76632	MIKE'S C&O TIRE INC	\$295.90
76633	MISSISSIPPI LIME COMPANY	\$8,136.49
76634	MTI DISTRIBUTING INC	\$185.32
76635	NEB-IA INDUSTRIAL FASTENER	\$484.56
76636	NEWBAUER INC	\$144.75
76637	NEWBAUER INC	\$279.00
76638	NOAH,SMITH,SCHUKNECHT & SL	\$2,186.00
76639	PERRY NOVAK ELECTRIC INC	\$1,493.93
76640	PERRY NOVAK ELECTRIC INC	\$1,041.62
76641	POSTMASTER	\$1,100.00
76642	RILEY'S INC	\$207.55

76643	SCHUETH ACE HARDWARE	*VOID
76644	SCHUETH ACE HARDWARE	\$596.73
76645	SECRETARY OF STATE	\$60.00
76646	SHORT ELLIOTT HENDRICKSON	\$3,548.90
76647	SHERWIN-WILLIAMS CO	\$724.97
76648	SJE RHOMBUS	\$1,250.00
76649	SOPHIE BONNSTETTER	\$60.00
76650	STELLAR TRUCK & TRAILER	\$2,520.00
76651	STEWART M DALTON	\$240.00
76652	SUPERIOR LUMBER INC	\$72.78
76653	SUPERIOR WELDING SUPPLY CO	\$85.00
76654	TAPCO	\$299.80
76655	TERRACON CONSULTANTS INC	\$1,489.50
76656	TITUS LOCK SERVICES	\$654.74
76657	TRIUMPH SURPLUS LLC	\$20.55
76658	UNIQUE COUNTRY STORE	\$20.00
76659	USA BLUEBOOK	\$2,231.73
76660	UTILITY EQUIPMENT COMPANY	\$1,344.87
76661	VAN METER INC	\$1,480.00
76662	WISCONSIN INDEPENDENT NETW	\$1,200.00
76663	YOUNG CONSTRUCTION LTD	\$739.87

TOTALS: \$513,272.60

April Receipts - Gen-934120.40;P/R C/I - 29.76;H/M-144.90;RAGBRAI .07;P/R PurchRes-1076.38;RUT-110624.72;EmpBen-432173.07;CVTC-18086.44;Emerg-25020.26;OptTx-70479.67;TIF-236616.02;AmerResc-696.19;LibrTr-51.85;FGP-34450.16;PubHous-77257.21;Sect8-83751.54;Cable-14498.33;DebtServ-176777.89;SWIndust-100000.00;IPC -100000.00;Water-79103.71;Sewer-145922.85;WasteFnd-56373.59;Transit-33198.49;SWU-16276.19;FireExt-620.00  
 April Disbursements-Gen-454147.33;SafetyEd-1320.95;RUT-76889.30;EmpBen-219447.01;CVTC-33115.33;AmerRes- -13302.98;LibrTr-1600.59;FGP-37804.74;PubHous-116519.18;Sect8-68593.89;CWBridge-8100.20;FibertoHome-1357.19;IPC-6798.54;Water-155026.03;ClearWell-57715.00;Sewer-126613.67;WWTP-231378.03;WasteFnd-59862.68;Transit-38105.63;SWU-2334.17;FireExt-390.02

Mayor Andrews recommended re appointing Robin Macomber and Bruce Hovden to the planning and zoning commission. Motion by Knighten, second Pittman to approve. Ayes - 5 Mary Mooberry was present to request a proclamation for Poppy Day in Charles City for May 27. Motion by Freeseaman, second Pittman to approve the proclamation. Ayes - 5. Carol Frye, from the historic preservation commission, was present to request a proclamation for National Historic preservation week.

Street closures for RAGBRAI were reviewed. The route coming in on Hwy 14 will have the side streets intersections closed for most of the day on July 28 and the route going out of town on Clark Street the next day will have those side street intersections closed early that morning. The following streets will be closed on July 28: Main Street from Gilbert to Blunt St, Jackson from Riverside to Blunt, Riverside from Main to Jackson, Clark from Jackson to Main, Kelly from Jackson to Main and Blunt from Jackson to Main. Motion by Pittman, second Lumley to approve these street closures for RAGBRAI. Ayes - 5

A request for street closures for farmer's market has been submitted from Main Street Charles City. They are requesting that Blunt Street next to Central Park be closed from 2:30 to 6:30 on Wednesdays and 8:00

a.m. to 12:30 p.m. on Saturdays until October 15. Motion by Freeseaman, second Pittman to approve the request. Ayes - 5

Mayor Andrews opened the public hearing on the FY22 budget amendment. Affidavit of publication dated 5/6/22 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Freeseaman, second Pittman to close the hearing. Ayes - 5. A budget amendment is required anytime spending goes over in any function. There are several reasons for the amendment this year, including timing changes for projects, receipt/disbursement for various grants, payments on the WRRF project that won't be paid for loan proceeds until after June 30, storm damage repairs and ambulance bay remodel costs. Council member Pittman introduced Resolution 59-22 entitled, "RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2022" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none

The clear well project was discussed. This project will add an additional one million gallons of additional water storage near the water plant. Utilizing this storage will allow the plant to be more optimally operated and will save wear and tear on equipment without all of the stops and starts it has currently. The biggest cost saving will be on the lower amounts of lime we will need, which will be an approximate \$15,000 savings. Council member Lumley introduced Resolution 60-22 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF CONSTRUCTION COST FOR CLEAR WELL PROJECT AND ORDERING THE ADVERTISEMENT FOR BIDS" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none.

The WRRF project is in need of a change order. This change order covers several items including Gilbert St. hoist base revision, upsizing a sanitary sewer drain, stainless steel fitting fabrication for pump, raw wastewater pump cable routing and connection and EQ manhole cover. The amount of the order is an increase in the contract price of \$63,311.72. Council member Freeseaman introduced Resolution 61-22 entitled, "RESOLUTION APPROVING CHANGE/EXTRA WORK ORDER #8 FOR WATER RESOURCE AND RECOVERY FACILITY PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none

Our septage price has remained at \$.03/gallon for over 20 years and the cost to process this type of waste is \$.18/gallon, according to a study done by the city of New Hampton. Septage from porta potties costs even more to process. After this discussion at the last planning session, consensus of council was to increase our fee to \$.25/gallon immediately and that is how the resolution has been drafted. Council member Knighten introduced Resolution 62-22 entitled, "RESOLUTION APPROVING INCREASE IN CHARGES FOR ACCEPTING SEPTAGE" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none

Property located at 515 6<sup>th</sup> Avenue has been abandoned. The owner has passed away and no next of kin have stepped forward to take possession of the property. It is starting to become a nuisance so the city used the 657A process to purchase this property. We would now like to sell this property by sealed bid. Deadline for bid submittal is 5/30/22 and one condition of the sale is that the new owner will abate the nuisance. A minimum bid of \$12,000 will be required. The city will be giving a quit claim deed to the new owner. Council member Pittman introduced Resolution 63-22 entitled, "RESOLUTION APPROVING NOTICE OF REQUEST FOR BIDS FOR PROPERTY LOCATED AT 515 6<sup>TH</sup> AVENUE" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Water/street superintendent Cory Spieker was present to discuss a software program for asset management from Utility Cloud. This software would track all of the city's assets, including water/sewer mains and equipment showing any repairs done and when the item may need to be replaced. It will integrate with our current GIS system. If we would happen to leave this company, we would keep all of our data. This is a three year contract for a price of \$58,500. Council member Pittman introduced

Resolution 64-22 entitled, "RESOLUTION APPROVING PURCHASE OF ASSET MANAGEMENT SOFTWARE" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none.

There is a property at 201 Oliver Street that had a house fire in the fall of 2021. As per state law, that insurance company has held a reserve that the city can access in the event this structure is not either demolished or repaired. This reserve is available for a limited time to the city. The owner has been approached Dennis Tynan to purchase the house and rehab it. Since the time limit for the reserve account is June, staff is proposing entering an agreement with the purchaser to give the city \$10,000 to replace the reserve amount from the insurance company. The city will hold this money for a certain period and if the house is not completed by that deadline, the city would keep this money and use it to demolish the house and disconnect the utilities. If Tynan either demolishes or rehabs the house by the deadline, then the city will give this reserve back to him. City attorney Brad Slotter has drafted an agreement for this arrangement with Tynan. Council member Freeseaman introduced Resolution 65-22 entitled, "RESOLUTION APPROVING AGREEMENT FOR DEMOLITION RESERVE" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Our police department has been reaching out to area law enforcement agencies to recruit extra help with RAGBRAI here on July 28. One of those agencies has requested a memorandum of understanding for providing officers and one has been drafted by city attorney Brad Slotter. RAGBRAI committee will reimburse the cities for their officer's wages while being here. Council member Freeseaman introduced Resolution 66-22 entitled, "RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING FOR EXTRA RAGBRAI LAW ENFORCEMENT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none.

US Cellular has reached out to the city to use one of the parking lots for a temporary cell tower for RAGBRAI to help with the large volume of calls they will be experiencing that day. The parking lot area directly south of the NIACC center has been chosen for this lease. It will start July 18 and go through August 5. It is very likely that entire length will not be necessary but they wanted to be sure. The amount of the lease will be \$500. Council member Freeseaman introduced Resolution 67-22 entitled, "RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN US CELLULAR 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, Lumley, Freeseaman, Pittman, Knighten. Nays - none.

The city has requested quotes to demolish three houses they have purchased. They are located at 1709 Indiana Avenue, 1800 Roling Street and 607 S. Johnson. Four quotes were received with Kamm Excavating being low at \$29,540.00. Engineer's estimate for this project was \$47,000. This work will be done this summer. Council member Freeseaman introduced Resolution 68-22 entitled, "RESOLUTION ACCEPTING QUOTE FOR THE 2022 HOUSE DEMOLITION PROJECT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Pay estimate #31 in the amount of \$124,976.17 has been received for the WRRF project. Fox Engineering has reviewed this and is recommending payment. Council member Pittman introduced Resolution 69-22 entitled, "RESOLUTION APPROVING PAY ESTIMATE #31 FOR WATER RESOURCE RECOVERY FACILITY PROJECT" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none. City engineer Fallis commented that we will likely reduce the retainage we have kept and pay some out, probably with the next pay estimate. This is required by state law to reduce retainage on very large projects.

City clerk O'Donnell stated that the next meeting will be a planning session on May 23 at 6:00 p.m. City hall will be closed on Monday, May 30 for Memorial Day.

City administrator Diers reported that there will be a whitewater event on May 19 from 1:00 to 3:00 p.m. Chickasaw County will be releasing the results of their ambulance study on Tuesday and we will have someone in attendance to hear the report.

Council member Lumley asked if we would be receiving data on spring clean up for this year and last few years to compare.

Motion by Freeseaman, second Knighten to adjourn. Ayes - 5.

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk