

COUNCIL MINUTES
REGULAR SESSION
MAY 18, 2020

Charles City city council met in regular session on May 18, 2020 at 6:00 p.m. remotely via Zoom due to the COVID-19 pandemic. Mayor Dean Andrews presided and the following council members were present: Keith Starr (arrived at 6:03), Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman, Phillip Knighten. Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Sloter.

Citizen comments - none

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Joerger, second Pittman to approve the minutes of the May 4 meeting. Ayes - 4

Keith Starr arrived.

Motion by Joerger, second Knighten to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: approve 4/20 financials for city of Charles City and CC Public Employees health plan, approve renewal of Class C liquor license w/ Sunday Sales and Outdoor Service for Barry's Comet Bowl, approve renewal of Class C liquor license w/ Outdoor Service for Pub Crawlers and payment of claims (including those approved by other boards):

68634-68636	ARNOLD MOTOR SUPPLY , supp.	\$2,469.43
68637	CENTURYLINK, serv.	\$400.74
68638	DOG WASTE DEPOT, supp.	\$290.72
68639	KWIK TRIP INC, supp.	\$1,413.50
68640	CEDAR VALLEY IOWA REALTY TRUST ACCT, serv.	\$13,522.00
68641	HILLEGAS BROTHERS LLC, utility deposit refund	\$13.62
68642	HEATHER KNOELL, utility deposit refund	\$47.53
68643	GARY CHRISTIANSEN JR, utility deposit refund	\$90.00
68644	ALEXIS MARIE GALUP, utility deposit refund	\$90.00
68645	JOSE GAUTIER, utility deposit refund	\$90.00
68646	DUSTIN JENTZ, utility deposit refund	\$90.00
68647	CODY DEAN KRUEGER, utility deposit refund	\$90.00
68648	NC ONE TRUST, utility deposit refund	\$90.00
68649	MICHAEL SINDT, utility deposit refund	\$90.00
68650	BEN SISSON, utility deposit refund	\$90.00
68651-68663	PAYROLL ENDING 05/09/2020	\$96,498.70
68664	CITY OF CHARLES CITY, payroll liabilities	\$1,448.05
68665-68666	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$9,352.46
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$212.76
ACH	EFTPS, payroll liabilities	\$25,810.25
68667	EMC NATIONAL LIFE CO, payroll liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$1,642.35
68668	CENTURYLINK, serv.	\$234.00
68669	DISH NETWORK, serv.	\$74.33

68670	WINDSTREAM, serv.	\$61.03
68671-68672	BAKER & TAYLOR BOOKS	**VOIDED**
68673	BAKER & TAYLOR ENTERTAINMENT	**VOIDED**
68674	CANON FINANCIAL SERVICES INC, serv.	\$69.32
68675	CAROL CASE, serv.	\$1,100.00
68676	CC PUBLIC EMP HEALTH PLAN, serv.	\$2,711.49
68677	COREY HAWKE, serv.	\$389.00
68678	CUSTOM COMMUNICATIONS INC, serv.	\$423.50
68679	DEMCO INC, supp.	\$487.99
68680	DO IT ALL SERVICES LLC, serv.	\$65.00
68681	HOCKENSON PLUMBING, serv.	\$105.12
68682	ID LABEL INC, supp.	\$768.00
68683	INGRAM LIBRARY SERVICES, supp.	\$28.95
68684	IOWA PRISON INDUSTRIES, supp.	\$6,200.00
68685	KANOPY INC, supp.	\$83.00
68686	LEAF, serv.	\$289.20
68687	MEDIACOM, serv.	\$436.92
68688	MIDAMERICAN ENERGY, serv.	\$1,629.37
68689	PERRY NOVAK ELECTRIC INC, serv.	\$114.00
68690	STAPLES ADVANTAGE, supp.	\$225.89
68691	VISA, supp.	\$1,252.13
68692	BRENT HABRYCH, serv.	\$400.00
68693	JASON KOLLUM, serv.	\$350.00
68694	TIM READ, serv.	\$150.00
ACH	BANCORPSV, serv.	\$1,535.73
ACH	BANCORPSV, serv.	\$571.19
ACH	FIRST CITIZENS-CC, serv.	\$261.82
ACH	FORTE PAYMENT SYSTEMS, serv.	\$566.10
ACH	FUSE TECHNIC LLC, serv.	\$2,012.50
ACH	IMAGETEK, serv.	\$365.00
ACH	IOWA ABD, serv.	\$988.00
ACH	KABRICK DISTRIBUTING, supp.	\$158.00
ACH	PORTZEN CONSTRUCTION INC, serv.	\$184,258.75
ACH	TREASURER, STATE OF IOWA, sales tax	\$1,267.52
ACH	UNITED BEVERAGE, supp.	\$73.60
ACH	UNITED BEVERAGE, supp.	\$124.30
ACH	US POSTAL SERVICE, supp.	\$1,000.00
68695	HDM LLC dba AFE CRANE, serv.	\$334.00
68696	AGSOURCE COOPERATIVE SERVICES, serv.	\$201.00
68697	AGVANTAGE FS, supp.	\$314.02
68698	AHLERS & COONEY PC, serv.	\$171.00
68699	ATLANTIC COCA-COLA BOTTLING CO, supp.	\$135.63
68700	BOB KOENIGS & FAMILY CONSTRUCTION, serv.	\$7,920.00
68701	CARQUEST AUTO PARTS, supp.	\$24.34

68702	CC FIRE EXTINGUISHER SERVICE, serv.	\$46.00
68703	CHARLES CITY AREA DEV CORP, serv.	\$50.00
68704	CEDAR LAKE EZ DOCK, supp.	\$285.00
68705	CEMSTONE CONCRETE MATERIALS LLC, supp.	\$894.04
68706	CENTRAL IOWA DISTRIBUTING, supp.	\$96.00
68707	CENTURYLINK, serv.	\$119.17
68708	CC CHAMBER OF COMMERCE, supp.	\$1,080.00
68709	CHARLES CITY COMMUNITY SCHOOLS, serv.	\$41,906.00
68710	CHARLES CITY PRESS INC, serv.	\$1,095.07
68711	CHEMSEARCH, supp.	\$718.15
68712	CINTAS, supp.	\$272.01
68713	CINTAS CORPORATION, serv.	\$56.75
68714	CITY OF CHARLES CITY, serv.	\$404.60
68715	CLEAR LAKE BANK & TRUST, supp.	\$560.00
68716	CLEAR LAKE SANITARY DISTRICT, serv.	\$121.00
68717	COMPUTRONICS, serv.	\$97.50
68718	CROELL INC, supp.	\$1,225.38
68719	CUSB BANK, debt serv.	\$54,050.00
68720	DEBOEST CONCRETE, serv.	\$3,350.00
68721	DICK'S PETROLEUM COMPANY, serv.	\$681.33
68722	DIRK UETZ, COVID-19 reimbursement	\$37.11
68723	NORM ZIMMERMAN-DBL Z CONSTRUCTION, serv.	\$65.00
68724	EMERGENCY APPARATUS MAINTENANCE, serv.	\$4,798.60
68725	FAREWAY STORE, supp.	\$356.77
68726	FIDELITY BANK & TRUST, debt serv.	\$18,568.48
68727	FIRST CITIZENS BANK, debt serv.	\$72,705.00
68728	FIRST SECURITY BANK, debt serv.	\$19,667.50
68729	FLOYD COUNTY ENGINEER, supp.	\$27,303.32
68730	GALLS LLC, supp.	\$20.94
68731	GENERAL COLLECTION COMPANY, serv.	\$107.78
68732	GRASS MASTERS, serv.	\$1,200.00
68733	HACH COMPANY, supp.	\$3,591.16
68734	HAWKINS INC, supp.	\$782.33
68735	HEWETT WHOLESale, supp.	\$112.68
68736	HUBER SUPPLY CO INC, serv.	\$130.00
68737	HY-VEE INC, supp.	\$203.48
68738	IDOT-CASHIER'S OFFICE, supp.	\$102.23
68739	IDOT-CASHIER'S OFFICE, supp.	\$272.39
68740	JACKSON STREET PRESS, supp.	\$27.46
68741	JENDRO SANITATION SERVICES, serv.	\$48,929.77
68742	JENDRO SANITATION SERVICES, serv.	\$238.00
68743	JOHN DEERE FINANCIAL, supp.	\$481.49
68744	JOHN DEERE FINANCIAL, supp.	\$59.99
68745	KEYSTONE LABORATORIES, serv.	\$439.92

68746	KIELKOPF ADVISORY SERVICES LLC, serv.	\$5,070.00
68747	KYLE & CARLEE BONWELL, self-relocation stipend	\$200.00
68748	LEAF, serv.	\$129.96
68749	LESSIN SUPPLY COMPANY, supp.	\$240.49
68750	MARCO, serv.	\$119.86
68751	MARK DOMINO, safety boots reimbursement	\$50.00
68752	MARTIN BROS DISTRIBUTING CO, supp.	\$99.95
68753	MARVIN PLANNING CONSULTANTS, serv.	\$2,500.00
68754	MC2 INC, supp.	\$186.90
68755	MERRITT COMPUTER SERVICE INC, serv.	\$876.46
68756	MIDAMERICAN ENERGY, serv.	\$158.72
68757	MIDAMERICAN ENERGY, serv.	\$33.87
68758	MIDLAND GIS SOLUTIONS LLC, serv.	\$125.00
68759	MIKE'S C&O TIRE INC, serv.	\$45.36
68760	MILLS-INC, serv.	\$412.47
68761	MISSISSIPPI LIME COMPANY, supp.	\$6,456.58
68762	NCL OF WISCONSIN, supp.	\$372.42
68763	NEW HORIZON CHAMBER COMMERCE, supp.	\$120.00
68764	NEWBAUER INC, serv.	\$42.78
68765	NEWBAUER INC, serv.	\$56.75
68766	NIACOG, serv.	\$194.16
68767	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$8,920.50
68768	OSAGE CHAMBER OF COMMERCE, supp.	\$200.00
68769	POSTMASTER, serv.	\$920.00
68770	QUILL CORPORATION, supp.	\$120.96
68771	R&R PRODUCTS INC, supp.	\$266.56
68772	RILEY'S INC, supp.	\$43.94
68773	SCHUETH ACE HARDWARE	**VOIDED**
68774	SCHUETH ACE HARDWARE, supp.	\$899.05
68775	SHRED IT, C/O STERICYCLE INC, serv.	\$45.00
68776	SISSON & ASSOCIATES INC, serv.	\$1,460.00
68777	CURTIS DEAN-SMARTSOURCE CONSULTING, serv.	\$4,500.00
68778	STANTEC CONSULTING SERV INC, serv.	\$382.00
68779	STAPLES CREDIT PLAN, supp.	\$307.38
68780	SUPERIOR LUMBER INC, supp.	\$500.80
68781	TNEMEC COMPANY INC, supp.	\$892.52
68782	JAMES ZIMMERMAN-TRIUMPH SURPLUS, serv.	\$100.79
68783	UNITED STATES CELLULAR, serv.	\$830.45
68784	WERTJES UNIFORMS, supp.	\$600.43
68785	WESTRUM LEAK DETECTION, serv.	\$3,200.00
68786	WISCONSIN INDEPENDENT NETWORK, serv.	\$1,200.00

TOTAL \$725,578.36

April Receipts - Gen-816926.59;Disp-32060.72;P/R C/I-37.61;CommEq-1200.78;H/M-63.51;RAGBRAI-.26;RUT-89116.14;EmpBen-379799.55;CVTC-7372.29;Emer-21034.92;OptTx-61179.96;TIF-44470.94;LibrTr-794.94;FGP-35048.50;PubHous-67467.26;Sect8-82098.52;Cable-750.00;DebtServ-102206.06;Water-175001.29;Sewer-134469.62;WasteFnd-61220.38;Transit-11378.59;SWU-16522.12;FireExt-123.00

April Disbursements - Gen-590433.86;Disp-58299.11;H/M-10500.00;RUT-53668.75;EmpBen-224681.99;CVTC-29291.37;LibrTr-352.75;FGP-57252.02;PubHous-83940.73;Sect8-82941.78;18rehab grant-11534.60;cable-9740.00;Streetrelatedc/i-33438.12;fibertohome-26106.32;IPC sponsored proj-3672.90;Water-173714.99;Sewer-192316.08;WWTPExp-770244.25;WasteFnd-54972.48;Transit-33409.10;SWU-17261.92;FireExt-229.25

Business of the Mayor - a proclamation for Memorial Day had been submitted. Motion by Freeseaman, second Pittman to approve the proclamation. Ayes - 5. Mayor Andrews read the proclamation.

Tyler Mitchell, park and rec director, was present to discuss the opening of the city pool for the 2020 season. The recent restrictions announced by the governor for the opening of swimming pools are very strict and it will be difficult to comply with them. Among them are the mandatory 6' social distance between swimmers, limit of how many people can be in the pool at one time and extra cleaning required that can not be performed by lifeguards. Mason City and Clear Lake have already decided to keep their pools closed for the season. Since the pool opening has been delayed, we may very well have a hard time finding lifeguards since they may have already found another summer job. Motion by Freeseaman, second Pittman to approve not opening the city pool for the 2020 season. Ayes - 5

A change order for the sanitary sewer lining project has been determined. This change is due to some additional work needed to jackhammer a manhole to get the larger size lining into the main. It was discovered that the mains in an area were a larger size than what was shown on the map so that size of material is more expensive. There was a need to remove several protruding service taps in one area and some heavy duty cleaning was also needed in some areas. City engineer Fallis has removed some sections scheduled for lining to keep the total amount closer to what we budgeted. All these items amount to an increase in the bid of \$29,496.00. Councilmembers Freeseaman and Knighten commented that they think we should still do all the sections we had originally planned rather than bump some back to next year. Fallis commented that the contractor is waiting now on the change order before proceeding. Since the resolution presented to council included the original change order information, Attorney Slotter recommended not to use the resolution but to have council make a motion on this change order. Motion by Freeseaman, second Joerger to amend the change order to keep all of the original sections included in the contract to be lined and approve the cost of the additional work to complete the project. Ayes - 6. An agreement with RDG has been submitted for design work on the ADA bathroom at the arts center. This agreement will be for the first phase only. The second phase for construction administration can be done by city staff. There are drainage issues that will be assessed when RDG is here and they will give us a fee for fixing those issues at that time. Council member Starr introduced Resolution 89-20 entitled, "RESOLUTION APPROVING DESIGN SERVICES AGREEMENT WITH RDG FOR ARTS CENTER BATHROOM PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

Ordinance 1145 vacating a portion of right of way on S. Johnson was presented for a first reading. This section is 50' wide with 7' of it already vacated in 1994. This was originally an access to Jefferson School and when that was demolished and a housing development built on the site, it was not used. The residents at 908 and 902 8th Street are asking that this area between them be vacated and half of it conveyed to each of them. The developers of the housing project have requested that a 10 foot wide surface water flowage easement be retained with nothing being built on this easement. The two homeowners are agreeable to that. This has been presented to planning and zoning and they have held a public hearing on it. They are recommending approval of this vacation and subsequent conveyance to the two property owners. Council also has to hold a public hearing on this and that has been set for June 1. Motion by Joerger, second Pittman to approve the first reading of Ordinance 1145 AN ORDINANCE VACATING A PORTION OF SOUTH JOHNSON STREET IN CHARLES CITY, IOWA. Ayes - 5 Councilmember Freeseaman introduced Resolution 90-20 entitled, "RESOLUTION DIRECTING THE

CLERK TO PUBLISH NOTICE OF HEARING ON ORDINANCE 1145 VACATING A PORTION OF SOUTHJOHNSON STREET IN CHARLES CITY, IOWA” 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

Pay estimate #7 has been submitted from Portzen Construction for the WRRF project. It totals \$184,258.75 and has been reviewed by Fox Engineering. They are recommending payment. Fox has been in discussions with Portzen to work out the amount of damages due to the stop work order that was issued so that more paperwork could be completed for the state. Council member Joerger introduced Resolution 91-20 entitled, “RESOLUTION APPROVING PAY ESTIMATE #7 FOR WATER RESOURCE RECOVERY FACILITY 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

There is property near Morningside Apartments that is owned by the city through HUD that the school is interested in purchasing. HUD has been consulted on the process to complete this and it has been in progress. Public housing has no plans to build anything on this property and the school would like to utilize it for practice fields for it’s sports program. Appraisal for this property was \$5000 so the school will pay that amount plus all the costs associated with this sale. Once the sale is approved, Heidi Nielsen will submit the information to HUD and they will approve the sale. The city needs to hold a public hearing on this conveyance that is scheduled for June 1. Council member Freeseaman introduced Resolution 92-20 entitled, “RESOLUTION SETTING PUBLIC HEARING ON PROPOSED CONVEYANCE OF REAL ESTATE OWNED BY THE CITY OF 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

Supplemental design agreement needs to be done with SEH on the SWAP project. This work is being done on South Main/North Jackson and includes changes to pedestrian ramps on the side roads and addition of a detour. SWAP dollars will pay for the extra work but the city is responsible for payment of the design for the changes. The cost of the additional design work is \$9,350.00. Council member Joerger introduced Resolution 93-20 entitled, “RESOLUTION APPROVING SUPPLEMENTAL AGREEMENT WITH SEH FOR 2019 SWAP PROJECT, CHARLES CITY, IOWA” and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

City clerk O’Donnell reported that the next meeting will be held May 27 at 6:00 with a special meeting followed by a planning session. She also has been notified that it is time for the annual parking lot clean up.

City administrator Diers reported that we started back with full staff at city hall today but we remain closed to the public. Ambulance discussions continue and next meeting is set for June 3. Plans are for council to discuss the proposed agreement at the June 10 planning and session and hopefully approve an agreement at the June 15 regular meeting. AMR has stated that they will be needing more space from the city. Some final discussion has been held on the Holtkamp agreement and this will be on the next workshop for council discussion. The city ended up using about 2000 c.y. of the school dirt at the water plant. Staff is looking at the remodel project at 401 N. Main again and could maybe get this done yet this summer. The telecom project had hopes of getting some federal funding for infrastructure but the project is too close to starting construction to qualify so we probably won’t get it.

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

Dean Andrews, Mayor

Attest:

Trudy O’Donnell, City Clerk

