

COUNCIL MINUTES
REGULAR SESSION
JUNE 1, 2020

Charles City city council met in regular session on June 1, 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, Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. 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 - 5

Motion by Joerger, second Pittman to approve the minutes of May 13 and 18. Ayes - 5

Motion by Joerger, second Starr to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: payment of claims (including those approved by other boards):

68787-68788	BAKER & TAYLOR BOOKS, supp.	\$2,185.47
68789	JOHN DEERE FINANCIAL, supp.	\$194.72
68790	BAKER & TAYLOR ENTERTAINMENT, supp.	\$53.62
68791	BUSINESS CARD	**VOIDED**
68792	CATHERINE MARIE OTT	**VOIDED**
68793	CENTURYLINK, serv.	\$160.96
68794	CHARLES CITY PRESS INC, serv.	\$47.27
68795	CINTAS CORPORATION, serv.	\$56.22
68796	CITY OF CHARLES CITY, serv.	\$3,307.24
68797	HILLEGAS FLOORING LLC, serv.	\$4,231.67
68798	HOCKENSON PLUMBING, serv.	\$372.79
68799	HOUSING AUTH ACCTG SPECIALISTS, serv.	\$500.00
68800	JENDRO SANITATION SERVICES, serv.	\$790.00
68801	JOHN DEERE FINANCIAL, supp.	\$50.91
68802	KOCH OFICE GROUP, serv.	\$5.15
68803	KWIK TRIP INC, supp.	\$57.43
68804	LARSON PRINTING CO, supp.	\$69.95
68805	LEAF, serv.	\$243.43
68806	MIDAMERICAN ENERGY, serv.	\$6,471.91
68807	MILLS-INC, serv.	\$233.60
68808	MRI SOFTWARE LLC, serv.	\$12,046.00
68809	OTTO'S ENTERPRISES LLC, supp.	\$49.98
68810	SCHUETH ACE HARDWARE, supp.	\$514.16
68811	SHERWIN-WILLIAMS CO, supp.	\$224.95
68812	STAPLES ADVANTAGE, supp.	\$179.97
68813	SUPERIOR LUMBER INC, supp.	\$290.39
68814	T-J SERVICE INC, serv.	\$713.97
68815	TENANT PI LLC, serv.	\$178.50
68816	UNITED STATES CELLULAR, serv.	\$148.75

68817	BUSINESS CARD, supp.	\$294.90
68818	CATHERINE MARIE OTT, serv.	\$720.00
68819	SHORT ELLIOTT HENDRICKSON INC, serv.	\$5,011.40
68820	TRUGREEN PROCESSING CENTER, serv.	\$796.00
68821	BUSINESS CARD, supp.	\$3,729.92
68822	LEAF, serv.	\$121.10
68823	NORTH CEDAR AVIATION AUTHORITY, serv.	\$16,431.13
68824-68837	PAYROLL ENDING 05/23/2020	\$96,129.78
ACH	AFLAC, payroll liabilities	\$1,096.80
68838	CITY OF CHARLES CITY, payroll liabilities	\$1,448.05
68839-68840	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$9,351.97
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$212.76
ACH	EFTPS, payroll liabilities	\$25,682.99
68841	EMC NATIONAL LIFE INSURANCE, payroll liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$1,642.35
ACH	IPERS, payroll liabilities	\$30,181.65
ACH	MUNICIPAL FIRE & POLICE, payroll liabilities	\$26,791.87
68842-68843	LINCOLN NATIONAL LIFE INS CO, payroll liabilities	\$284.10
68844-68846	DELTA DENTAL, payroll liabilities	\$1,887.98
ACH	TREASURER, STATE OF IOWA, payroll liabilities	\$10,494.00
ACH	VSP, payroll liabilities	\$372.76
68847	BUSINESS CARD, supp.	\$2,767.05
68848-68858	JUNE HAP CHECKS	\$9,883.60
ACH	JUNE HAP CHECKS	\$64,112.65
ACH	JUNE FGP STIPEND CHECKS	\$14,964.00
ACH	BANCORPSV, serv.	\$442.12
ACH	BANCORPSV, serv.	\$1,287.63
ACH	FLOYD SWCD, serv.	\$6,213.36
ACH	IOWA FINANCE AUTHORITY, serv.	\$993,647.73
ACH	KABRICK DISTRIBUTING, supp.	\$867.80
ACH	PEPSI-COLA, supp.	\$472.71
ACH	TREASURER, STATE OF IOWA, sales tax	\$12,234.47
ACH	UMB BANK, serv.	\$280,675.00
ACH	UNITED BEVERAGE, supp.	\$447.75
68859	911 CUSTOM, supp.	\$3,766.00
68860	ACUSHNET COMPANY, supp.	\$762.09
68861	AGVANTAGE FS, supp.	\$481.83
68862	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
68863	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
68864	ARNOLD MOTOR SUPPLY LLP, supp.	\$1,614.31
68865	ATLANTIC COCA-COLA, supp.	\$196.79
68866	BRIDGESTONE GOLF INC, supp.	\$581.86
68867	BSN SPORTS LLC, supp.	\$24.50

68868	CAL'S AUTO REPAIR INC, serv.	\$106.55
68869	CANADIAN PACIFIC RAILWAY CO, serv.	\$1,200.00
68870	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
68871	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
68872	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
68873	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
68874	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
68875	CC PUBLIC EMP HEALTH PLAN, serv.	\$76,871.42
68876	CEDAR RIVER RAILROAD, serv.	\$1,637.50
68877	CHARLES CITY ELECTRONICS, supp.	\$12.99
68878	CINTAS CORPORATION, serv.	\$114.15
68879	CIRCLE K COMMUNICATIONS INC, serv.	\$5,086.38
68880	CJ COOPER & ASSOCIATES INC, serv.	\$35.00
68881	DAVIS EQUIPMENT CORPORATION, supp.	\$26.84
68882	DEAD LEVEL HEATING & COOLING, supp.	\$533.72
68883	DETROIT INDUSTRIAL TOOL, supp.	\$320.72
68884	DIGITAL-ALLY INC, supp.	\$640.00
68885	DIXON ENGINEERING INC, serv.	\$1,000.00
68886	DLT SOLUTIONS LLC, serv.	\$1,565.15
68887	FISCHER BROS LLC, serv.	\$27,317.50
68888	FLOYD COUNTY RECORDER, serv.	\$179.00
68889	FOX ENGINEERING INC, serv.	\$27,101.00
68890	GORDON FLESCH COMPANY INC, serv.	\$275.70
68891	HACH COMPANY, supp.	\$249.17
68892	HAWKINS INC, supp.	\$935.79
68893	HEWETT WHOLESALE, supp.	\$77.88
68894	IDOT-CASHIER'S OFFICE, supp.	\$18.83
68895	IDOT-CASHIER'S OFFICE, supp.	\$6.78
68896	IOWA ONE CALL, serv.	\$88.40
68897	JACKSON STREET PRESS, supp.	\$202.75
68898	JOHN A HOWE, serv.	\$425.00
68899	LAW ENFORCEMENT SYSTEMS INC, supp.	\$156.00
68900	LOOKOUT POINT COMMUNICATIONS, serv.	\$10,125.00
68901	MARCO TECHNOLOGIES LLC, serv.	\$52.58
68902	MARCO TECHNOLOGIES LLC, serv.	\$204.05
68903	MICK GAGE PLUMBING & HEATING, serv.	\$48.77
68904	MIDAMERICAN ENERGY, serv.	\$27,541.77
68905	MIDAMERICAN ENERGY, serv.	\$1,213.39
68906	MIKE'S C&O TIRE INC, serv.	\$213.94
68907	NCL OF WISCONSIN, supp.	\$97.47
68908	NEWBAUER INC, serv.	\$20.86
68909	OTTO'S ENTERPRISES LLC, supp.	\$61.82
68910	OVERHEAD DOOR CO OF MASON CITY, serv.	\$554.00
68911	PAWS HUMANE SOCIETY, serv.	\$1,550.00

68912	ROBERT W BAIRD & CO, serv.	\$34,332.50
68913	SCHNEIDER LABORATORIES INC, serv.	\$104.00
68914	SJE RHOMBUS, serv.	\$191.25
68915	SUPERIOR WELDING SUPPLY CO, serv.	\$43.65
68916	TERRACON CONSULTANTS INC, serv.	\$1,714.25
68917	COMPUTER PARKER LLC, serv.	\$247.50
68918	USA BLUEBOOK, supp.	\$223.39
68919	VERIZON WIRELESS, serv.	\$120.03
68920	COSBY HARRISON CO/WEATHERTAP, serv.	\$158.79
68921	ZARNOTH BRUSH WORKS INC, supp.	\$317.40

\$1,888,438.40

Mayor Andrews commented on the death of George Floyd in the cities and asked that we all strive for a peaceful resolution to this issue.

A request had been received from Jessica Schwickerath on behalf of the Elks for a proclamation for Flag Day. There usual events have been scaled back due to the COVID-19 pandemic. A small event has been planned on June 14 around the flag pole located at the Elks Lodge. Motion by Joerger, second Starr to approve the proclamation. Ayes - 5. Mayor Andrews then read the proclamation.

Mayor Andrews opened the public hearing on Ordinance 1145 vacating a section of right of way on South Johnson Street. Affidavit of publication dated 5/22/20 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 Starr to close the hearing. Ayes - 5.

Ordinance 1145 would vacate a section of right of way that was originally to be used to access another row of houses platted behind the homes on 8th Street. This never materialized and consequently Jefferson School was built on that parcel. After Jefferson School was demolished, Parkside housing development was built there but had their own access road constructed. The homeowners at 908 and 902 have requested that this section of unused right of way be vacated and they will then purchase it. The Parkside developers have requested that a surface water flowage easement be retained as a secondary overflow route from their detention basin and that will be centered on the original 50 foot right of way. Planning and zoning has held a public hearing on this vacation and they are recommending approval. Motion by Freeseaman, second Joerger to approve the second reading of Ordinance 1145 AN ORDINANCE VACATING A PORTION OF SOUTH JOHNSON STREET IN CHARLES CITY, IOWA. Ayes - 5. Council member Freeseaman read the ordinance.

(the following paragraph was an addition made at the July 20 council meeting)

Council member Freeseaman introduced Resolution 96-20 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED CONVEYANCE OF A PORTION OF SOUTH JOHNSON STREET" 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

Mayor Andrews opened the public hearing on sale of property to the Charles City schools. Affidavit of publication dated 5/26/20 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Starr, second Joerger to close the hearing. Ayes - 5. This property is located near Morningside Apartments and the housing department has no need of it. The school would like to incorporate this into their new sports practice field. Since this property was initially purchased with HUD funds, we will need to get approval from them prior to completing this sale. Once the city has approved this sale, the paperwork will be sent to HUD for their final release of the property. The school will pay the city \$15000 to cover the value of the property and the costs to complete the sale. Council member Joerger introduced Resolution 97-20 entitled, "RESOLUTION APPROVING OFFER TO BUY WITH CHARLES CITY COMMUNITY SCHOOL DISTRICT" 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.

A Façade application has been submitted by A+ Nails at 211 N. Main Street. They are requesting funding for a new front door and windows. The design committee has reviewed this application and approved funding of \$4,415.25. However, the total estimate had included \$800 for contingency and council wanted that removed. The new amount of 50% of the total is \$4,015.22. Councilmember Freeseaman introduced Resolution 98-20 entitled, **“RESOLUTION APPROVING FUNDING FOR A PROJECT AT 211 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.

An agreement has been submitted from Wisconsin Independent Network (WIN) for use of right of way for expanding their fiber network within the Stony Point Road right of way. City attorney Slotter has reviewed this revision to the original agreement and has approved this agreement. Council member Joerger introduced Resolution 99-20 entitled, **“RESOLUTION APPROVING LICENSE AGREEMENT WITH WISCONSIN INDEPENDENT NETWORK (WIN)”** 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

The agreement with Circle K Electronics for managing the transit services for the city requires renewal. The amount we pay them will increase 4% from \$5086/month to \$5289/month. NIACOG is also requiring some extra steps be completed by Circle K as far as driver training, use of seatbelts at all times and now allowing any use of cell phones by the drivers while driving. Circle K has already been doing these things, so they are ready to go. Otherwise, the agreement is the same as last year and will be for a one year term. Council member Joerger introduced Resolution 100-20 entitled, **“RESOLUTION APPROVING RENEWAL OF SUBCONTRACTED TRANSIT SERVICE AGREEMENT WITH CIRCLE K COMMUNICATIONS”** 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

The agreement with NIACOG for the transit service also expires June 30 and is need of renewal. NIACOG will continue to share with the city 50/50 of the deficit amount in the city transit expenses and will continue to pay 100% of the transit service outside the city limits. This agreement also lists out the changes to driver training and use of seatbelts and cell phones while driving as the Circle K agreement we just approved. There is an agreement for the city transit services and another one for the transit services outside the city. These are both one year agreements. Council member Joerger introduced Resolution 101-20 entitled, **“ RESOLUTION APPROVING TRANSIT AGREEMENTS WITH NIACOG”** and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

Ordinance 1144 REPEALING SECTION XX OF THE CHARLES CITY ZONING ORDINANCE AND ADOPTING A NEW SECTION XX WHICH AMENDS THE PROVISIONS OF THE REPEALED SECTION BY PROVIDING FOR GENERAL REQUIREMENTS REGARDING FLOOD PLAIN MANAGEMENT WITHIN THE CORPORATE CITY LIMITS OF CHARLES CITY, IOWA was presented for a third and final reading. Planning and zoning has held a hearing on this ordinance and they are recommending approval of this ordinance. This ordinance will make amendments to our flood plain ordinance to mirror changes made at the state level. To remain in good standing with the flood insurance program, we must make these changes to our flood plain ordinance before June 19, 2020 when the new maps done by the state take effect. The council has held the first and second reading of this ordinance already. Council member Freeseaman asked if there were any changes to the flood maps and city engineer Fallis replied no. Motion by Starr, second Freeseaman to approve the third reading. Ayes - 5. Council member Starr read the ordinance. Motion by Freeseaman, second Starr to adopt and publish a summary of Ordinance 1144. Ayes - 5.

The Charley Western Trail bridge project is ready to have a public hearing set. This project had been let last fall but only one bid was received and it was quite high. The city rejected that bid and extended the number of working days in hopes that would generate some more bids this time around. The DOT will

award this bid and we will concur with that award. Public hearing has been set for June 15. Engineer estimate of cost is \$1,200,000.00 Council member Freeseaman introduced Resolution 102-20 entitled, "RESOLUTION SETTING PUBLIC HEARING ON FINAL PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF CONSTRUCTION COST FOR CHARLEY WESTERN TRAIL BRIDGE CONSTRUCTION PROJECT" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten.

City clerk O'Donnell reported that the next planning session will be held June 10 at 6:00 via Zoom.

City administrator Diers reported that the recent EPA review of Shaw Avenue went well.. A meeting will be held on the ambulance Wednesday and discussion will be held on finding a space for them to use. Bid opening for the telecom project is tomorrow at 1:00 with the engineer estimate for that project at \$7,700,000. Park and rec director Tyler Mitchell will be talking to the park and rec board about the long range plan for the city pool.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk