

COUNCIL MINUTES  
REGULAR SESSION  
June 4, 2018

Charles City City Council met in regular session on June 4, 2018 at 6:00 p.m. in council chambers. Mayor Andrews presided and the following councilmembers were present: Jerry Joerger, DeLaine Freeseaman, Michael Hammond and Dan Mallaro. Keith Starr was absent.

There were no citizen comments.

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Joerger, second by Freeseaman to approve the minutes of the May 16 and May 21 meetings. Ayes-4.

Motion by Hammond, second by Freeseaman to approve the consent calendar. Ayes-4. The consent calendar consisted of payment of claims (include claims approved by other boards):

60143	AUDITOR OF STATE, serv.	\$625.00
ACH	AUXIANT, serv.	\$630.00
ACH	BANCORPSV, serv.	\$129.35
ACH	BANCORPSV, serv.	\$45.15
60144	IOWA DIV OF CRIMINAL INVESTIGATION, serv.	\$41.00
ACH	KABRICK DISTRIBUTING, supp.	\$381.15
ACH	UNITED BEVERAGE, supp.	\$328.75
60145-60165	PAYROLL ENDING 05/26/18	\$96,976.74
ACH	AFLAC, payroll liabilities	\$1,122.65
60166	CITY OF CHARLES CITY, payroll liabilities	\$1,142.24
ACH	COLLECTION SERVICE CENTER, PR liabilities	\$212.76
60167	EMC NATIONAL LIFE COMPANY, PR liabilities	\$33.55
60168	TEAMSTERS LOCAL NO 238, PR liabilities	\$1,080.48
60169-60170	LINCOLN NATIONAL LIFE INS CO, PR liab.	\$206.90
60171	DELTA DENTAL, payroll liabilities	\$291.56
ACH	EFTPS, payroll liabilities	\$26,085.28
ACH	FAMILY COMM CREDIT UNION, PR liabilities	\$1,368.00
ACH	ICMA, payroll liabilities	\$1,555.36
ACH	IPERS, payroll liabilities	\$38,814.22
ACH	MUNI FIRE & POLICE RETIREMENT, PR liab.	\$39,101.40
ACH	TREASURER, STATE OF IOWA, PR liabilities	\$16,709.00
ACH	VSP, payroll liabilities	\$253.78
60172	PAYROLL CHECK	\$596.87
60173-60183	JUNE HAP CHECKS	\$18,870.04
ACH	JUNE HAP CHECKS	\$41,376.08
60184	C US BANK, serv.	\$56,437.50

60185	FIRST CITIZENS BANK, serv.	\$28,883.50
60186	FIRST SECURITY BANK, serv.	\$18,520.00
60187	STATE BANK, serv.	\$18,418.73
60188	VALERO RENEWABLES, serv.	\$151,500.00
60189	AGVANTAGE FS, supp.	\$505.75
60190	ATLANTIC COCA-COLA, supp.	\$100.20
60191	BECKY LINDAMAN, supplies reimbursement	\$110.67
60192	CALHOUN-BURNS & ASSOCIATES, serv.	\$4,361.00
60193	CALLAWAY GOLF, supp.	\$172.10
60194	CANADIAN PACIFIC RAILWAY CO, serv.	\$556.00
60195	CASEY MALLORY, supplies reimbursement	\$169.89
60196	CEDAR RIVER RAILROAD, serv.	\$1,637.50
60197	CENTURYLINK COMMUNICATIONS, serv.	\$321.88
60198	CENTURYLINK COMMUNICATIONS, serv.	\$1,706.78
60199	CHARLES CITY ELECTRONICS, supp.	\$8.99
60200	CITY DIRECTORY INC, serv.	\$177.00
60201	COAST TO COAST SOLUTIONS, supp.	\$274.88
60202	COMMUNITY REVITALIZATION, serv.	\$1,300.00
60203	DEUTSCH TREE & TIMBER, serv.	\$812.50
60204	DIVERSIFIED FASTENING INC, supp.	\$24.39
60205	DLT SOLUTIONS LLC, serv.	\$1,414.15
60206	ELECTRICAL ENG & EQUIP CO, serv.	\$450.00
60207	FLOYD COUNTY ENGINEER, supp.	\$23.81
60208	FORTE PAYMENT SYSTEMS INC, supp.	\$348.68
60209	GRAINGER, supp.	\$915.30
60210	HEWETT WHOLESALE, supp.	\$157.57
60211	HOCKENSON PLUMBING, serv.	\$1,013.01
60212	IDOT-CASHIER'S OFFICE	**VOIDED**
60213	IDOT-CASHIER'S OFFICE, supp.	\$2,115.05
60214	IDOT-CASHIER'S OFFICE, supp.	\$372.73
60215	INLAND TRUCK PARTS & SERVICE, supp.	\$379.14
60216	IOWA GOLF ASSOCIATION, serv.	\$616.00
60217	JENDRO SANITATION SERVICES, serv.	\$19,798.91
60218	JENSEN OLD & NEW CONSTRUCTION, supp.	\$10,619.83
60219	JOHN FALLIS, travel reimbursement	\$148.58
60220	JOHN A HOWE, serv.	\$850.00
60221	JOHN JENKINS, travel reimbursement	\$69.32
60222	KOCH BROTHERS INC, serv.	\$11.78
60223	KWIK TRIP INC, supp.	\$3,364.20
60224	LARSON PRINTING CO, supp.	\$397.00
60225	LODGE CONSTRUCTION INC, serv.	\$5,000.80
60226	MANAGERPLUS LLC, serv.	\$749.00
60227	MARCO TECHNOLOGIES LLC, serv.	\$67.50

60228	MARCO TECHNOLOGIES LLC, serv.	\$204.05
60229	MICHAELS BAND BOX, serv.	\$493.00
60230	MICK GAGE PLUMBING & HEATING, serv.	\$288.80
60231	MIDAMERICAN ENERGY, serv.	\$29,089.94
60232	MIDAMERICAN ENERGY, serv.	\$118.77
60233	MIKE'S C&O TIRE INC, serv.	\$38.52
60234	MILLS-INC, supp.	\$23.61
60235	NEWBAUER INC, serv.	\$18.17
60236	O'REILLY AUTO PARTS, supp.	\$67.13
60237	OTTO'S ENTERPRISES LLC, supp.	\$217.30
60238	PAWS HUMANE SOCIETY, serv.	\$1,550.00
60239	PERRY NOVAK ELECTRIC INC, serv.	\$215.00
60240	PLANSCAPE PARTNERS, serv.	\$1,305.00
60241	RONALD HILLEGAS/R&S MOWING, serv.	\$1,246.00
60242	RILEY'S INC, supp.	\$262.37
60243	SADLER POWER TRAIN INC, supp.	\$993.58
60244	SHORT ELLIOTT HENDRICKSON INC, serv.	\$1,849.23
60245	SISSON & ASSOCIATES INC, serv.	\$707.00
60246	STEVEN T DIERS, monthly phone stipends	\$100.00
60247	TREAT AMERICA FOOD SERVICES, supp.	\$30.79
60248	TYLER PLUEGER, supp.	\$449.00
60249	USA BLUEBOOK, supp.	\$677.30
60250	UTILITY EQUIPMENT COMPANY, supp.	\$945.00
60251	VERIZON WIRELESS, serv.	\$120.03
60252	ZARNOTH BRUSH WORKS INC, supp.	\$464.35

**TOTAL**                    \$664,332.87

The Charles City Benevolent and Protective Order of the Elks Lodge #481 desire to hold the annual Flag Day Observance at Central Park in Charles City at 5:30 p.m. on June 14, 2018. The Elk's Club requested a proclamation for that day. Motion by Freeseman, second by Mallaro to approve the proclamation. Ayes-4. The mayor read the proclamation.

Relay for Life will be holding their annual event on June 22, 2018 from 5 pm-9 pm. They are requesting street closures on N. Jackson Street from Blunt to Kelly Street from 4-10 pm and N. Jackson Street to N. Main for the same time period. Motion by Freeseman, second by Mallaro to approve the street closures. Ayes-4.

At Mondays' workshop the potential fiber to the home project was discussed. Part of that the discussion was doing some additional work with Smartsources Consulting. Smartsources would assist in determining how to set up the utility and look at ways of operating it. They will put a request for information out to various entities to see who might be willing to partner with us in this endeavor. The proposed agreement will provide these consulting services in amount not to exceed \$7,500. This request

for information is another step towards implementation of the full project. Councilmember Joerger introduced Resolution No. 80-18 entitled, "RESOLUTION APPROVING PROPOSAL FROM SMARTSOURCE FOR REQUEST FOR INFORMATION FOR TRANSPARENT PARTNER IDENTIFICATION PROCESS", and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes- Freeseaman, Hammond, Mallaro and Joerger. Nays-none.

Administrator Diers made the council aware that he will be putting the new city logo on agenda items that have been noted as goal setting items. This way the council will be able to identify goal setting items easily.

It is time to begin preliminary engineering work on a new bridge on the Charley Western Trail. City engineer Fallis explained that we would like to enter into an engineering agreement with Calhoun Burns and Associates. Services will include surveying and mapping, preliminary design and plan preparation for a 10 foot wide 390 foot long bridge, submittals to the US Army Corps of Engineers for permitting, submittals to the Iowa DOT for review, and geotechnical engineering investigation. The agreement has been prepared with an estimate fee of \$71,400. Preliminary engineering will also help determine a more accurate cost estimate for funding applications. Initial funding will come from Road Use Tax Fund. Councilmember Freeseaman introduced Resolution No. 81-18 entitled, "RESOLUTION APPROVING PRELIMINARY ENGINEERING SERVICES AGREEMENT WITH CALHOUN-BURNS ASSOCIATES, INC. FOR CHARLEY WESTERN TRAIL BRIDGE REPLACEMENT PROJECT CHARLES CITY, IOWA", and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes- Hammond, Mallaro, Joerger, and Freeseaman. Nays-none.

The City has worked with Midland GIS for mapping their water and sewer systems. Staff would now like to add a third layer and have the storm sewer system mapped. Midland will field locate manholes and intakes and obtain x and y coordinates as well as the elevation of the tops of the storm sewer structures. Once field work is completed, Midland will place the manholes, intakes, and other located storm sewer items into a geodatabase layer and place the information into the City's web-based GIS program. The price of the GIS mapping is a lump sum price of \$60,000. Funding will come from the Storm Water Fund. Councilmember Freeseaman introduced Resolution No. 82-18 entitled, "RESOLUTION APPROVING CONTRACT WITH MIDLAND GIS SOLUTIONS FOR ASSET AND INFRASTRUCTURE MANAGEMENT FOR STORM SEWER SYSTEM", and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes – Joerger, Freeseaman, Hammond, Mallaro. Nays – none

Temporary and permanent easements are needed for the 2018 HMA Paving Project. The construction of the pedestrian curb ramps will require temporary construction easements and the storm sewer extension will require both permanent and temporary easements. The permanent easement will be recorded at the courthouse but the temporary ones will not. Council member Hammond introduced Resolution 83-18 entitled, "RESOLUTION APPROVING TEMPORARY CONSTRUCTION EASEMENTS AND ACCEPTING A PERMANENT UTILITY EASEMENT FOR THE 2018 HMA PAVING PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes – Joerger, Freeseaman, Hammond, Mallaro. Nays – none.

As part of the new FY19 budget, a mobile meter reading system has been included for \$14,000. This is the next step in the switching of our water meters to Badger meters with iTron readers. We currently have the handheld meter reading device to pull in the meter information. Using this system requires that you drive slower to make sure everything is pulled. Purchasing the mobile unit will allow for faster reading and improved readout functionality. The cost of the unit is \$19,099. The difference from the

budgeted amount is due to going with a more established model of reader. Council member Freeseaman introduced Resolution 84-18 entitled, "RESOLUTION APPROVING PURCHASE OF WATER METER READING VEHICLE UNIT FOR WATER DEPARTMENT" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes – Joerger, Freeseaman, Hammond, Mallaro. Nays – none.

Bob Ingram, Sisson and Associates, presented info on cyber coverage for the city at the last planning session. He has two quotes from two different carriers. First quote has an annual premium of \$2000 and we are then participants in an insurance pool. Currently that pool has an annual \$10,000,000 aggregate limit for all members with each member having a \$1,000,000 limit. There are currently 70 cities in the program. Second quote has an annual premium of \$3,636 for our own standalone coverage of \$1,000,000. Staff is recommending going with quote 2. Motion by Joerger, second Freeseaman to go with quote two for cyber coverage as presented. Ayes – 4

We recently contracted with N IACOG for grant administration/writing several grant applications. The first grant due is the state recreational trail grant which is due in July. Council member Freeseaman introduced Resolution 85-18 entitled, "RESOLUTION APPROVING SUBMITTAL OF AN APPLICATION FOR A STATE RECREATIONAL TRAILS PROJECT GRANT" and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes – Joerger, Freeseaman, Hammond, Mallaro. Nays – none

Central Park Dentistry has submitted a Façade application. Of the total project costs, there is \$57,600 of façade qualifying work being done so the request is for the maximum \$10,000 amount. The design committee has reviewed the application and is recommending approval. Council member Joerger introduced Resolution 86-18 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 207 N. JACKSON SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes – Joerger, Freeseaman, Hammond, Mallaro.

City administrator Steve Diers reported that still working on wastewater treatment project, land will be surveyed tomorrow in connection with that. We've applied for a SRF loan and will be trying for a disadvantaged community status for that. If we achieve that, it helps lower the interest rate. We are also starting to evaluate our sewer rates, they will have to be increased to cover this project. With our yearly increases the past several years, this increase will be much lower than it might have been without those yearly increases. Meeting with ambulance commission and AMR this week to continue discussion extending the ambulance agreement for one year. A SW TIF meeting is being set up to discuss possible land acquisition and flood mitigation projects. He will be out of the office for vacation for a few days.

Council member Freeseaman asked about status of mowing nuisances, it was a pretty lengthy list of notices that had been sent out from code enforcement.

Relay for Life committee made several comments about their event coming up on June 22 and thanked the council for approving their request for street closures.

Motion by Freeseaman, second Mallaro to adjourn. Ayes – 4

---

Dean Andrews, Mayor

Attest:

Virginia Titus, deputy clerk