

COUNCIL MINUTES
REGULAR SESSION
JUNE 17, 2019

Charles City city council met in regular session on June 17, 2019 at 6:00 p.m. in council chambers. Mayor Dean Andrews called the meeting to order and the following council members were present: Keith Starr, Jerry Joerger (arrived at 6:05), DeLaine Freeseaman, Michael Hammond and Dan Mallaro. 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 Mallaro to approve the agenda. Ayes - 4

Motion by Starr, second Freeseaman to approve the minutes of the May 28 and June 3 meetings. Ayes - 4

Motion by Hammond, second Starr to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following: approve 5/19 financials for city of Charles City and CC Public Health plan, approve the following cigarette permits-Buy Low North, Casey's, Fareway, HyVee Gas, HyVee Food Store, Kwik Star #468, Kwik Star #419, Rush Stop, Liberty Supply, Liquor Beer and Tobacco Outlet and Dollar General, approve filing a lien for unpaid utility bill \$217.21Acct5020150005 and payment of claims (including those approved by other boards):

64695	CENTURLINK, serv.	\$1,589.36
64696	KWIK TRIP INC, supp.	\$3,283.07
64697	CENTURLINK, serv.	\$234.00
64698	CENTURLINK, serv.	\$391.23
64699	LEAF, serv.	\$139.40
64700	WINDSTREAM, serv.	\$60.40
64701	JENNIFER DEVRIES, utility deposit refund	\$29.58
64702	LYNDSAY FRAZER, utility deposit refund	\$16.06
64703	DARIAN KELLY, utility deposit refund	\$16.06
64704	PATRICK MONTGOMERY, utility deposit refund	\$48.32
64705	ANDREW M. NEWMAN, utility deposit refund	\$35.60
64706	DANA SULLIVAN, utility deposit refund	\$6.59
64707	ANDRIA BONZER, utility deposit refund	\$90.00
64708	BETHANIE FISH, utility deposit refund	\$90.00
64709	SADIE KELLOGG, utility deposit refund	\$90.00
64710	WILLIAM KYLE, utility deposit refund	\$90.00
64711	CALEB LUNDBERG, utility deposit refund	\$90.00
64712	KATLYN MAYO, utility deposit refund	\$90.00
64713	JAMES PALMER, utility deposit refund	\$90.00
64714	COREY PETTIT, utility deposit refund	\$90.00
64715-64750	PAYROLL ENDING 06/08/19	\$110,828.03
64751	CITY OF CHARLES CITY, payroll liabilities	\$1,390.36
64752-64753	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$8,888.99
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$212.76
ACH	EFTPS, payroll liabilities	\$32,650.10
64754	EMC NATIONAL LIFE CO, payroll liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,508.00
ACH	ICMA, payroll liabilities	\$1,148.85

ACH	JUNE FGP STIPEND CHECKS	\$22,186.59
64755	LISA BROWN, deposit/pet deposit refund	\$237.51
64756	BAKER & TAYLOR BOOKS	**VOIDED**
64757	BAKER & TAYLOR BOOKS, supp.	\$3,126.25
64758	BAKER & TAYLOR ENTERTAINMENT, supp.	\$356.52
64759	BRODART COMPANY, supp.	\$321.11
64760	CAROL CASE, serv.	\$1,100.00
64761	CC PUBLIC EMP HEALTH PLAN, serv.	\$2,577.22
64762	CDW-GOVERNMENT INC, supp.	\$1,710.41
64763	CENTER POINT LARGE PRINT, supp.	\$320.71
64764	COREY HAWKE, serv.	\$339.00
64765	DEMCO INC, supp.	\$8.96
64766	HOCKENSON PLUMBING, supp.	\$86.18
64767	HY-VEE INC, supp.	\$66.98
64768	INGRAM LIBRARY SERVICES, supp.	\$70.17
64769	IOWA STATE UNIVERSITY, serv.	\$239.31
64770	JOHNSON PAINTING, serv.	\$5,101.00
64771	KMART STORE #7767, supp.	\$56.67
64772	KOCH OFFICE GROUP, serv.	\$1,229.08
64773	LEAF, serv.	\$72.30
64774	MEDIACOM, serv.	\$320.51
64775	MICHAELS BAND BOX, serv.	\$638.85
64776	MIDAMERICAN ENERGY, serv.	\$2,441.99
64777	NEWBAUER INC, serv.	\$44.25
64778	POPULAR SUBSCRIPTION SERVICE, supp.	\$6,426.56
64779	STAPLES ADVANTAGE, supp.	\$630.34
64780	TRENT PARKER, serv.	\$5,656.87
64781	VISA	**VOIDED**
64782	VISA, supp.	\$527.45
64783	IASRO, serv.	\$50.00
64784	STONE POINT PLAYERS, supp.	\$540.00
64785	JESUSA CHRISTIANS, replace lost check	\$17.65
ACH	BANCORPSV, serv.	\$867.41
ACH	BANCORPSV, serv.	\$405.13
ACH	BANKER'S TRUST, debt serv.	\$278,675.00
ACH	FIRST CITIZENS-CC, serv.	\$268.29
ACH	IOWA FINANCE AUTHORITY, debt serv.	\$1,004,173.67
ACH	IMAGETEK, serv.	\$340.00
ACH	KABRICK DISTRIBUTING, supp.	\$518.55
ACH	PEPSI-COLA, supp.	\$515.17
ACH	TREASURER, STATE OF IOWA, sales tax	\$1,012.40
ACH	UNITED BEVERAGE, supp.	\$243.65
ACH	US POSTAL SERVICE, supp.	\$1,000.00
ACH	BETTY HANSON (FGP), mileage	\$10.88
ACH	JACQUELINE FERCH (FGP), mileage	\$25.60
ACH	LADONNA NORRIS (FGP), mileage	\$5.76

ACH	MAVIS BEENEN (FGP), mileage	\$8.96
ACH	PATRICIA SINNWELL (FGP), mileage	\$14.40
ACH	VICKI INMAN (FGP), mileage	\$26.10
ACH	VALERIE JENKINS (FGP), mileage	\$12.09
64786	AGSOURCE COOPERATIVE SERVICES, serv.	\$145.50
64787	AGVANTAGE FS, supp.	\$1,191.78
64788	ALAN SCHWICKERATH, travel reimbursement	\$9.39
64789	ARIES INDUSTRIES INC, serv.	\$1,608.21
64790	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
64791	ARNOLD MOTOR SUPPLY LLP, supp.	\$889.80
64792	ATLANTIC COCA-COLA, supp.	\$103.36
64793	BITUMINOUS MATERIALS & SUPPLY, supp.	\$1,654.33
64794	BRUENING ROCK PRODUCTS INC, supp.	\$191.20
64795	BRYCE BILHARZ, travel reimbursement	\$10.00
64796	BUSINESS CARD	**VOIDED**
64797	BUSINESS CARD, serv.	\$2,909.70
64798	CALHOUN-BURNS & ASSOCIATES, serv.	\$9,777.98
64799	CC FIRE EXTINGUISHER SERVICE, serv.	\$600.00
64800	CENTURLINK, serv.	\$113.49
64801	CC CHAMBER OF COMMERCE, supp.	\$126.00
64802	CHARLES CITY PRESS INC, serv.	\$1,162.81
64803	CINTAS CORPORATION, serv.	\$55.30
64804	CINTAS, supp.	\$171.07
64805	CJ COOPER & ASSOCIATES INC, serv.	\$135.00
64806	CLAREY'S SAFETY EQUIPMENT, supp.	\$310.00
64807	COMMUNITY REVITALIZATION, serv.	\$161.69
64808	DENISE EEKHOFF, shelter reservation refund	\$25.00
64809	DIAMOND VOGEL PAINTS, supp.	\$5,187.43
64810	DIGITAL ALLY INC, supp.	\$635.00
64811	DISH NETWORK, serv.	\$69.02
64812	DON'S REPAIR, supp.	\$96.82
64813	ELECTRICAL ENG & EQUIP CO, serv.	\$725.00
64814	ELECTRONIC ENGINEERING, supp.	\$2,995.37
64815	FAREWAY STORE, supp.	\$293.98
64816	FLOYD CO 911 SERVICE BOARD, serv.	\$1,000.00
64817	FLOYD COUNTY TREASURER, serv.	\$24.02
64818	FMC LANDFILL, serv.	\$327.15
64819	GENERAL COLLECTION COMPANY, serv.	\$56.81
64820	GENERAL TRAFFIC CONTROLS, serv.	\$500.00
64821	GILLUND ENTERPRISES, supp.	\$214.80
64822	HACH COMPANY, supp.	\$2,649.25
64823	HAWKINS INC, supp.	\$9,423.01
64824	HEATHER JOHLAS, travel reimbursement	\$10.00
64825	HEIDI J NIELSEN, travel reimbursement	\$247.50
64826	HEWETT WHOLESALE, supp.	\$250.03
64827	HRS LLC, serv.	\$3,000.00

64828	HY-VEE INC, supp.	\$800.98
64829	HYDRO KLEAN LLC, serv.	\$65,389.91
64830	IDOT-CASHIER'S OFFICE	**VOIDED**
64831	IDOT-CASHIER'S OFFICE, supp.	\$3,356.56
64832	IDOT-CASHIER'S OFFICE, supp.	\$277.05
64833	IOWA DEPT OF PUBLIC SAFETY, serv.	\$1,788.00
64834	IOWA LEAGUE OF CITIES, serv.	\$3,469.00
64835	IOWA ONE CALL, serv.	\$148.90
64836	IOWA STATE UNIVERSITY, serv.	\$400.00
64837	JACKSON STREET PRESS, supp.	\$147.58
64838	JENDRO SANITATION SERVICES, serv.	\$47,885.17
64839	JENDRO SANITATION SERVICES, serv.	\$238.00
64840	JOHN DEERE FINANCIAL, supp.	\$240.48
64841	JOHN A HOWE, serv.	\$79.69
64842	KAMM EXCAVATING CORP, serv.	\$2,430.89
64843	KATHERINE SYHLMAN, travel reimbursement	\$10.00
64844	KIESLER'S POLICE SUPPLY INC, supp.	\$6,173.00
64845	L&J INDUSTRIES INC, serv.	\$7.00
64846	LEE HOEFT dba LEE'S MOWING & LANDSCAPING, serv.	\$750.00
64847	LESSIN SUPPLY COMPANY, supp.	\$603.95
64848	LESSIN SUPPLY COMPANY, supp.	\$330.46
64849	MARCO, serv.	\$114.00
64850	MERRITT COMPUTER SERVICE INC, serv.	\$1,040.12
64851	METERING TECHNOLOGY SOLUTIONS, supp.	\$28.92
64852	MICHAEL WILLIAMS, travel reimbursement	\$75.00
64853	MICK GAGE PLUMBING & HEATING, serv.	\$4,171.08
64854	MID-TECH SERVICES, supp.	\$97.92
64855	MIDAMERICAN ENERGY, serv.	\$145.07
64856	MIDLAND CONCRETE PRODUCTS, supp.	\$365.16
64857	MIKE'S C&O TIRE INC, serv.	\$2,360.70
64858	MILLS-INC, serv.	\$3,620.00
64859	MISSISSIPPI LIME COMPANY, supp.	\$6,451.28
64860	MTI DISTRIBUTING INC, supp.	\$51.15
64861	NEWBAUER INC, serv.	\$103.97
64862	NEWBAUER INC, serv.	\$225.00
64863	NIACOG, serv.	\$1,767.71
64864	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$5,075.15
64865	NOLT'S CUSTOM CONCRETE, serv.	\$7,200.00
64866	PERRY NOVAK ELECTRIC INC, serv.	\$6,206.98
64867	PLANSCAPE PARTNERS, serv.	\$942.50
64868	POOL TECH, supp.	\$15.75
64869	POSTMASTER, serv.	\$900.00
64870	POWERPHONE INC, serv.	\$654.00
64871	PRODUCTIVITY PLUS ACCOUNT, serv.	\$747.56
64872	RONALD HILLEGAS/R&S MOWING LLC, serv.	\$730.00
64873	RILEY'S INC, supp.	\$172.91

64874	ROBERT J HOCKING, travel reimbursement	\$10.00
64875	ROTARY CLUB OF CHARLES CITY, serv.	\$155.00
64876	SCHUETH ACE HARDWARE	**VOIDED**
64877	SCHUETH ACE HARDWARE, supp.	\$922.46
64878	SCHUETH ACE HARDWARE, supp.	\$0.99
64879	SHORT ELLIOTT HENDRICKSON INC, serv.	\$8,425.20
64880	SHERWIN-WILLIAMS CO, supp.	\$985.40
64881	SHIELD TECHNOLOGY CORPORATION, serv.	\$9,775.00
64882	SHRED-IT US JV LLC, serv.	\$45.00
64883	SNAP-ON TOOLS/DUANE KAY, supp.	\$126.10
64884	SRIXON/CLEVELAND GOLF, supp.	\$83.84
64885	STAPLES CREDIT PLAN, supp.	\$1,533.83
64886	SUPERIOR LUMBER INC, supp.	\$83.11
64887	TERRI NOVAK, mileage	\$148.48
64888	UNITED STATES CELLULAR, serv.	\$1,035.20
64889	USA BLUEBOOK, supp.	\$1,298.39
64890	VESSCO INC, supp.	\$17,716.00
64891	WISCONSIN INDEPENDENT NETWORK, serv.	\$1,200.00
64892	ZEP SALES AND SERVICE, supp.	\$16.31

TOTAL \$1,778,231.92

May Receipts - Gen-259152.48;Disp-32061.97;SafetyEd-225.00;P/R C/I-192.85;CommEq-1333.93;H/M-310.72;RAGBRAI-.27;RUT-92250.41;EmpBen-100296.30;CVTC-1024.47;Emerg-5584.74;OptTx-81802.58;TIF-9766.30;librtr-906.89;fgp-25001.90;PubHous-70217.12;Sect8-62519.14;DebtServ-29348.04; '18CapFnd-2100.00;Water-217555.50;Sewer-233435.39;WasteFnd-56138.32;Transit-13425.25;SWU-17817.91;FireExt-112.00

May Disbursements- Gen-437588.65;Disp-55372.16;SfetyEd-40.61;RUT-112477.07;EmpBen-254909.92;CVTC-12086.62;LibrTr-8087.39;FGP-31410.20; PubHous-102104.89;Sect8-60608.77;Cable-690.00;Street Rel C/I-70229.30;ClarkStTrail-15366.63;'18CapFnd-2100.00;CW Bridge-26914.30;Water-161697.10;Sewer-128971.15;WWTPExpFnd-26539.00;WasteFnd-77825.94;Transit-37030.27;SWU-20121.94;FireExt-2031.41

Connie Burney was present to request a proclamation for Relay for Life. This event will be held June 28 at Central Park. Jerry Joerger arrived at the meeting. Motion by Freeseaman, second Mallaro to approve the proclamation. Ayes - 5. Mayor Andrews read the proclamation.

Mayor Andrews opened the public hearing on the SRF loan for the wastewater reclamation recovery facility. Affidavit of publication dated 5/16/19 was informally filed. Mayor asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Hammond, second Joerger to close the hearing. Ayes - 5. Lance Aldrich, project manager from Fox Engineering, provided an update on this project. He has submitted the application to the DNR and they have said that in 30 days, this will clear environmental review and a permit can be issued. Council asked what effect, if any, the closing of Simply Essentials in August will have on the design of the plant. City administrator Diers commented that while Simply Essentials revenue was a big part of project, the plant was not being upgraded just for their operations. Staff met with Fox Engineering team today to look at what might be eliminated from the plan. Could possibly reduce the ditches but if a new company comes in, we could need more. If we reduce the reed beds, that could save some money on the project. But it would result in having to haul sludge so the initial savings would be greatly reduced. Simply Essentials was estimated to provide approximately \$450,000 in yearly revenue. If we cut too much out of the plans, it could cost us more in the long run if we need to add items back after the project is done. Recommendation from staff is to go ahead with the current plans after some minor tweaking to help bring the cost down. Council

member Freeseaman asked what the timeline is for the project and Lance replied that the plant could be up and running by spring 2021 with December 2021 being the deadline to tear down the old plant. City administrator Diers commented that once we pour concrete for the oxidation ditches, we can't expand after that. Council member Starr commented that we really need to look toward the future and not constrain ourselves too much by making too many cuts. Council member Joerger concurred and added that the interest rates are low now so that will help. Lance commented that the DNR has done their environmental impact and it is all good. The corps of engineers has also cleared the site. The renewal for the transit agreement with Circle K Communications for one year was discussed. The main change is to the yearly amount paid to Circle K from \$48,500 to \$61,036.50. There is also a change **to the service days in that ½ day on Christmas Eve has been changed to a full day that the service will not be operating.** Consensus was that this service has been operating very well with few complaints. Elthons are only interested in renewing for a year at this time but next year it could possibly be for a longer term. Council member Freeseaman introduced Resolution 86-19 entitled, "RESOLUTION APPROVING RENEWAL OF SUBCONTRACTED TRANSIT SERVICE AGREEMENT WITH CIRCLE K COMMUNICATIONS" and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes- Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none

The loan for our one day borrowing items is ready to be executed. Quotes were asked of the four local banks for a transaction fee for this issuance and First Citizen's Bank was low at \$75. The total of the loan is \$215,000 and includes the following items: guns/ammo \$6700; clothing FD/PD/Street \$12600; PD **equipment \$11596; demolition/nuisance \$20000; CW bridge demo/replace \$50000; ½ Wildwood Bridge tuckpoint \$6095; snow pusher \$9000; STEP \$1000; tornado siren replacement \$2800; PD vehicle replacement \$2800; tree removal parks \$16137; tree removal streets \$39072; golf course column/door repair \$5000 and pool surface repair \$15000.** This loan will be executed June 25. Council member Joerger introduced Resolution 87-19 entitled, "RESOLUTION AUTHORIZING AND APPROVING A LOAN AGREEMENT AND PROVIDING FOR THE ISSUANCE OF A \$215,000 GENERAL OBLIGATION CORPORATE PURPOSE NOTE" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none.

Ordinance 1132 AMENDING CHAPTERS 136-SIDWALK REGULATIONS, 137-CONSTRUCTION PERMITS AND CONTRACTORS LICENSES FOR CURBING, PAVING, DRIVEWAYS, AND SIDEWALKS AND 138-DRIVEWAY REGULATIONS, OF THE CHARLES CITY CODE OF ORDINANCES BY MODIFYING THE REQUIREMENTS FOR SIDEWALK REPAIRS AND CONSTRUCTION was presented for a third and final reading. This would allow property owners to do their own sidewalk repairs/installations without getting a bond or be licensed. They would still need to have the city inspect the work and get a permit. This would not cover work for driveway approach construction, those requirements would remain unchanged. Motion by Freeseaman, second Mallaro to approve the third and final reading. Ayes - 5. Council member Freeseaman read the ordinance. Motion by Hammond, second Freeseaman to adopt and publish Ordinance 1132. Ayes - 5

City attorney Slotter reported that the Bartz alley situation has been left in the hands of the abutting property owners to settle. There isn't much the city can do until they decide how to proceed.

City clerk O'Donnell reported that the next planning session will be held June 24 at 6:00 with a special meeting to be held after to go into closed session for evaluations of the city clerk, city administrator and city attorney.

City administrator Diers reminded council that if any of them are interested in attending the League of Cities annual conference to be sure and let staff know so they can be registered and get a hotel room if needed. He has talked to Shawn Foutch, the developer for 500 N. Grand about the recent discussion of that agreement. He has also talked to the contractor that was hired to trim around the trees located on S. Main near the CVTC facility street about getting that completed prior to this weekend. We will also keep on top of the old Cedar Health building to be sure that grass keeps under control. Mayor Andrews asked if council wanted to see the self evaluation forms for the clerk and administrator prior to their evaluations or if the night of would suffice. Consensus was to get them turned in by the end of this week.

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

Attest:

Trudy O'Donnell, City Clerk