

COUNCIL MINUTES
REGULAR SESSION
JULY 1, 2019

Charles City city council met in regular session on July 1, 2019 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Michael Hammond and Dan Mallaro. Also present were city administrator Steve Diers and city attorney Brad Slotter.

Citizen comments - none

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Joerger, second Mallaro to approve the minutes of the June 12 and 17 meetings. Ayes - 5

Motion by Joerger, second Freeseaman to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: approve renewal of VFW Class C liquor license w/ outdoor service and Sunday sales, approve renewal of Pub on the Cedar Class C liquor license w/ outdoor service and Sunday sales, approve filing a lien for unpaid utility bill of \$217.21Acct5020150005 and payment of claims (including those approved by other boards):

CHECKLIST 06/30/19 FY END

64893	ARNOLD MOTOR SUPPLY LLP, supp.	\$9.56	
64894	BUSINESS CARD, serv.	\$392.20	
64895	CATHERINE MARIE OTT, serv.	\$600.00	
64896	CENTURYLINK, serv.	\$156.76	
64897	CHARLES CITY ELECTRONICS, supp.	\$133.96	
64898	CHARLES CITY HOUSING AUTH, deposit refund withheld		\$80.00
64899	CINTAS CORPORATION, serv.	\$82.83	
64900	CITY OF CHARLES CITY, serv.	\$39,000.00	
64901	CITY OF CHARLES CITY, serv.	\$3,201.73	
64902	DAKOTA LAMBERT, security deposit refund	\$170.00	
64903	DON'S REPAIR, supp.	\$41.98	
64904	HILLEGAS FLOORING LLC, serv.	\$3,414.95	
64905	HOCKENSON PLUMBING, serv.	\$1,070.69	
64906	IDOT-CASHIER'S OFICE, supp.	\$347.88	
64907	JENDRO SANITATION SERVICES, serv.	\$790.00	
64908	JOHN DEERE FINANCIAL, supp.	\$70.43	
64909	KOCH OFICE GROUP, serv.	\$9.90	
64910	KWIK TRIP INC, supp.	\$87.46	
64911	LARSON PRINTING CO, supp.	\$186.00	
64912	LEAF, serv.	\$232.18	
64913	LESSIN SUPPLY COMPANY, supp.	\$67.78	
64914	LINDERMAN HEATING & AIR LLC, serv.	\$14,228.29	
64915	MEDIACOM, serv.	\$136.90	
64916	MEHMEN PAINTING, serv.	\$320.00	

64917	MIDAMERICAN ENERGY, serv.	\$5,664.15
64918	MIKE'S C&O TIRE INC, serv.	\$22.93
64919	NAN MCKAY & ASSOCIATES, serv.	\$199.00
64920	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$192.00
64921	OTTO'S ENTERPRISES LLC, serv.	\$919.48
64922	PERRY NOVAK ELECTRIC INC, supp.	\$176.00
64923	PITNEY BOWES POSTAGE, serv.	\$54.09
64924-64925	SCHUETH ACE HARDWARE, supp.	\$850.89
64926	SHERWIN-WILLIAMS CO, supp.	\$372.30
64927	SHRED-IT US JV LLC, serv.	\$45.00
64928	SKOTT & ANDERSON ARCHITECTS, serv.	\$2,843.17
64929	SMI CO, supp.	\$586.50
64930	STACY CLEVELAND, travel reimbursement	\$221.62
64931	STRAUSS ACQUISTION ARCHITECTS, supp.	\$16,962.50
64932	SUPERIOR LUMBER INC, supp.	\$614.96
64933	T-J SERVICE INC, serv.	\$624.93
64934	TENANT PI LLC, serv.	\$186.50
64935	TRENT PARKER, serv.	\$343.75
64936	TRUGREEN PROCESSING CENTER, serv.	\$3,423.50
64937	UNITED STATES CELLULAR, serv.	\$137.98
64938	JUNE FGP STIPEND CHECK	\$305.95
64939	JUNE FGP STIPEND CHECK	\$37.10
ACH	JUNE FGP STIPEND CHECKS	\$12,937.72
64940	MICHAELS BAND BOX, serv.	\$861.46
64941	STOCK GLASS/GRAPHIC GALLERY, serv.	\$338.00
64942	TOM LITTERER, refund credit on account	\$74.00
64943	TOM LITTERER, refund credit on account	\$95.00
64944	FIRST CITIZENS BANK, serv.	\$215,075.00
64945	MARCO TECHNOLOGIES LLC, serv.	\$28.80
64946-64985	PAYROLL ENDING 06/22/19	\$99,220.89
ACH	AFLAC, payroll liabilities	\$1,065.68
64986	CITY OF CHARLES CITY, payroll liabilities	\$1,390.36
64987-64988	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$8,888.99
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$212.76
64989	EMC NATIONAL LIFE, payroll liabilities	\$6.00
64990-64991	LINCOLN NATIONAL LIFE INS CO, payroll liabilities	\$292.50
64992-64993	DELTA DENTAL, payroll liabilities	\$1,844.38
ACH	EFTPS, payroll liabilities	\$26,515.07
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,508.00
ACH	ICMA, payroll liabilities	\$1,148.85
ACH	IPERS, payroll liabilities	\$29,967.55
ACH	MUNICIPAL FIRE & POLICE, payroll liabilities	\$26,026.69
ACH	TREASURER, STATE OF IOWA, payroll liabilities	\$11,622.00

ACH	VSP, payroll liabilities	\$341.50
ACH	BANCORPSV, serv.	\$929.88
ACH	BANCORPSV, serv.	\$1,645.50
ACH	KABRICK DISTRIBUTING, supp.	\$831.90
ACH	PEPSI-COLA, supp.	\$748.91
ACH	TREASURER, STATE OF IOWA, sales tax	\$18,100.37
ACH	UNITED BEVERAGE, supp.	\$243.40
ACH	UNITED BEVERAGE, supp.	\$267.65
ACH	BARBARA BROWN (FGP), mileage	\$46.40
ACH	CAROLYN LAVONNE KACER (FGP), mileage	\$15.73
ACH	DARLENE TOYNE (FGP), mileage	\$12.10
ACH	LINDA BETELS (FGP), mileage	\$14.30
ACH	SHARON OTT (FGP), fingerprints reimbursement	\$15.00
64994	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
64995	ARNOLD MOTOR SUPPLY LLP, supp.	\$903.96
64996	ATLANTIC TACTICAL, supp.	\$212.70
64997	BRUENING ROCK PRODUCTS INC, supp.	\$2,583.35
64998	BUSINESS CARD, serv.	\$2,331.62
64999	CALHOUN-BURNS & ASSOCIATES, serv.	\$714.00
65000	CARQUEST AUTO PARTS, supp.	\$515.13
65001	CEDAR CREEK TREE SERVICE LLC, serv.	\$11,012.00
65002	CERRO GORDO PUBLIC HEALTH, serv.	\$120.00
65003	CC CHAMBER OF COMMERCE, serv.	\$43,637.48
65004	CINTAS CORPORATION, serv.	\$59.76
65005	CJ COOPER & ASSOCIATES INC, serv.	\$35.00
65006	CLAREY'S SAFETY EQUIPMENT, serv.	\$1,591.57
65007	COMPRESSED AIR & EQUIPMENT, serv.	\$253.75
65008	CROELL INC, supp.	\$2,153.07
65009	D&K PRODUCTS, supp.	\$393.75
65010	DON'S TRUCK SALES INC, serv.	\$27.66
65011	ELIZABETH OLESON, serv.	\$30.00
65012	FAREWAY STORE, supp.	\$378.78
65013	FLOYD CO MEDICAL CENTER CLINIC, serv.	\$176.00
65014	FLOYD COUNTY RECORDER, serv.	\$7.00
65015	FOX ENGINEERING INC, serv.	\$10,471.00
65016	GHD SERVICES INC, serv.	\$1,977.50
65017	GIERKE ROBINSON CO, supp.	\$589.02
65018	GRAINGER, supp.	\$79.70
65019	HANNAH DEVORE, serv.	\$60.00
65020	HAWKINS INC, supp.	\$573.29
65021	HEWETT WHOLESALE, supp.	\$226.28
65022	HY-VEE INC, supp.	\$152.68
65023	IOWA DEPT OF NATURAL RESOURCES, serv.	\$85.00

65024	IDOT-CASHIER'S OFFICE, supp.	\$2,336.82
65025	IOWA ONE CALL, serv.	\$137.90
65026	ISAIAH JAY TILTON, serv.	\$90.00
65027	JAMIE MICHELLE OLERICH, serv.	\$30.00
65028	JENNIFER LESSIN, travel reimbursement	\$162.68
65029	JOHN DEERE FINANCIAL, supp.	\$131.17
65030	JOHN DEERE FINANCIAL, supp.	\$252.85
65031	JOHN FALLIS, scanning reimbursement	\$12.71
65032	KEYSTONE LABORATORIES, serv.	\$711.82
65033	KMART STORE #7767, supp.	\$181.98
65034	KYLIE ELIZABETH EFFLE, serv.	\$60.00
65035	LEISURETIME GOLF CARS, serv.	\$250.00
65036	LESSIN SUPPLY COMPANY, supp.	\$199.74
65037	LOOKOUT POINT COMMUNICATIONS, serv.	\$19,735.66
65038	MICK GAGE PLUMBING & HEATING, serv.	\$1,664.77
65039	MIDAMERICAN ENERGY, serv.	\$10.00
65040	MIDAMERICAN ENERGY, serv.	\$1,431.67
65041	MIDLAND GIS SOLUTIONS LLC, serv.	\$250.00
65042	NORTHEAST IOWA COMM COLLEGE, serv.	\$126.00
65043	NEWBAUER INC, serv.	\$25.70
65044	NORTH CEDAR AVIATION AUTHORITY, serv.	\$19,693.02
65045	PERRY NOVAK ELECTRIC INC, serv.	\$250.75
65046	PITNEY BOWES SUPPLIES, supp.	\$161.48
65047	PLANSCAPE PARTNERS, serv.	\$870.00
65048	PRODUCTIVITY PLUS ACCOUNT, supp.	\$210.56
65049	RADAR ROAD TEC-J ESHELMAN, serv.	\$315.00
65050	RC SYSTEMS, serv.	\$4,252.95
65051	RILEY'S INC, serv.	\$115.00
65052	SARAH MERRIFIELD, mileage reimbursement	\$244.76
65053	SCHUETH ACE HARDWARE	**VOIDED**
65054	SCHUETH ACE HARDWARE, supp.	\$574.33
65055	SHORT ELLIOTT HENDRICKSON, serv.	\$3,113.81
65056	SELAH FAITH FUBAI OPP, serv.	\$60.00
65057	SHERWIN-WILLIAMS CO, supp.	\$1,821.97
65058	SISSON & ASSOCIATES INC, serv.	\$48.00
65059	SMI CO, supp.	\$586.50
65060	SNAP-ON TOOLS/DUANE KAY, supp.	\$774.95
65061	STEWART M DALTON, serv.	\$60.00
65062	TERRY BRYANT-STREAM LINE PAINTING, serv.	\$3,050.00
65063	SUPERIOR LUMBER INC, supp.	\$457.02
65064	JAMES ZIMMERMAN-TRIUMPH SURPLUS, serv.	\$10.41
65065	UNITED STATES PLASTIC CORPORATION, supp.	\$180.44
65066	USA BLUEBOOK, supp.	\$1,139.19

65067	VISA, supp.	\$149.99
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TOTAL		\$709,240.77
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CHECKLIST 07/01/19

65068-65080	JULY HAP CHECKS	\$14,308.20
ACH	JULY HAP CHECKS	\$38,979.90
65081	ASCAP, serv.	\$357.00
65082	ATLANTIC COCA-COLA, supp.	\$118.48
65083	BIG BROS/BIG SISTERS OF NE IOWA, serv.	\$1,500.00
65084	CALHOUN-BURNS & ASSOCIATES, serv.	\$12,974.10
65085	CENTURYLINK, serv.	\$1,586.86
65086	CC CHAMBER OF COMMERCE, serv.	\$185.12
65087	CHARLES CITY ARTS COUNCIL, serv.	\$3,000.00
65088	CIRCLE K COMMUNICATIONS INC, serv.	\$4,041.67
65089	CITY OF CHARLES CITY, serv.	\$206.01
65090	CIVICPLUS, serv.	\$9,066.37
65091	COMM FOUNDATION OF NE IOWA, serv.	\$7,000.00
65092	CRISIS INTERVENTION, serv.	\$1,500.00
65093	DORSEY & WHITNEY LLP, serv.	\$650.00
65094	ELECTRICAL ENG & EQUIP CO, serv.	\$450.00
65095	ETHANOL PRODUCTS LLC, supp.	\$1,032.34
65096	FLOYD CO HIST SOC MUSEUM, serv.	\$3,000.00
65097	GHD SERVICES INC, sev.	\$1,990.50
65098	HAWKINS INC, supp.	\$443.35
65099	HEALTHY HARVEST OF NORTH IOWA, serv.	\$750.00
65100	HEWETT WHOLESALE, supp.	\$54.84
65101	HOMETOWN SECURITY, serv.	\$480.00
65102	JANE MICHELS, supplies reimbursement	\$31.57
65103	JOHN A HOWE, serv.	\$850.00
65104	LEISURETIME GOLF CARS, serv.	\$3,000.00
65105	MARCO TECHNOLOGIES LLC, serv.	\$47.03
65106	MARCO TECHNOLOGIES LLC, serv.	\$204.05
65107	MICK GAGE PLUMBING & HEATING, serv.	\$584.27
65108	MIDAMERICAN ENERGY, serv.	\$37,915.75
65109	MTI DISTRIBUTING INC, supp.	\$22,048.70
65110	MUNICIPAL SUPPLY INC, supp.	\$396.55
65111	NEWBAUER INC, serv.	\$80.25
65112	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$750.00
65113	PAWS HUMANE SOCIETY, serv.	\$1,550.00
65114	PERRY NOVAK ELECTRIC INC, serv.	\$952.03
65115	THE LEARNING CENTER, serv.	\$3,000.00

65116

VERIZON WIRELESS, serv.

\$120.05

TOTAL

\$175,204.99

Cliff and Jean Boley were present to request a proclamation for Sarcoma Awareness Month for July. They lost their daughter Amy to this disease. Motion by Joerger, second Freeseaman to approve this proclamation. Ayes - 5. Mayor Andrews read the proclamation.

Motion by Freeseaman, second Mallaro to approve the following: appoint Becky Boerschel to replace Julie Hildebrand on the Civil Service Commission, reappoint Vonda Cummins and Collette Schmidtke to the library board and appoint Ryan McInroy to replace Leonard Erickson on the library board. Ayes - 5

Gary Quint, representing Encouragement Corp, was present to request street closures for the annual Christian rock concert on August 24 near Central Park. Motion by Freeseaman, second Hammond to approve the request. Ayes - 5

The street department has requested quotes for an end loader that was budgeted for purchase in FY20. Three quotes were received with one of them not being considered since it didn't meet the specifications. The John Deere model quoted by Murphy Tractor from Waterloo is \$125,408 and the Case model quoted by Titan Machinery from Des Moines costs \$121,000. Staff is recommending the John Deere for several reasons, such as having a demo unit here to operate and meeting all of the bid specs. Titan did not respond to a request for a demo unit or to go look at some models. This item was budgeted for \$130,000 out of RUT funds. Council member Joerger introduced Resolution 90-19 entitled, "RESOLUTION APPROVING PURCHASE OF LOADER FOR THE STREET DEPARTMENT" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Starr, Joerger, Freeseaman, Hammond, Mallaro. Resolution duly passed on roll call vote as follows: Ayes Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays none

The transit agreement with NIACOG expired June 30 and the city would like to renew it for a year. The city and NIACOG share the deficit in city ride costs 50/50 and NIACOG cover the county expenses 100%. The only change to the agreement is the addition of a full day of holiday pay on Christmas Eve. Last Christmas Eve, there were hardly any riders and the transit provider felt it was a waste of money to have the buses running that day. There are two agreements to execute: one for the city service and one for the county service. Council member Starr introduced Resolution 91-19 entitled, "RESOLUTION APPROVING TRANSIT AGREEMENTS WITH NIACOG" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none. Council member Freeseaman commented that we should consider raising the ticket prices at budget time.

Preliminary plans and specs are completed for the 2019 drainage improvement project. A public hearing needs to be held and this is scheduled for August 5. The project includes improvements to the Hwy 18 storm sewer drainage in the 1100 block of South Grand, a diversion ditch in the 500 and 600 blocks of J Street and site drainage at the Art Center building. Council member Joerger introduced Resolution 92-19 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF CONSTRUCTION COST FOR 2019 DRAINAGE IMPROVEMENT PROJECT AND ORDERING THE ADVERTISEMENT OF BIDS" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none

Transfers between funds for FY19 are ready for council approval. These include all transfers, even those approved at budget time. The resolution has the full list of all transfers. Council member Joerger introduced Resolution 93-19 entitled, "RESOLUTION AUTHORIZING TRANSFERS" 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 street reconstruction recently completed on north Illinois Street between Clark and Kelly has caused some noticeable differences in elevations between the street and abutting property owner's yards. Rather than coordinate this work with the project general contractor, staff has asked Otto's Oasis directly for a quote to do landscaping to blend these two elevations through retaining walls on both sides of the street. This retaining wall project would also allow us to save a couple of nice maple trees in this area and would also eliminate the need to purchase some abutting property to get the proper slope. This is a quicker and easier fix. The quotes received back from Otto's are \$10,418.99 for the larger wall and \$1,957.50 for the smaller wall. Once this landscaping project is completed, this street project can be finished and accepted. Council member Joerger introduced Resolution 94-19 entitled, "RESOLUTION APPROVING QUOTE FOR CONSTRUCTION OF RETAINING WALLS ON NORTH ILLINOIS STREET" 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

The section of S. Jackson that is needed for construction of the county law enforcement center is ready to be conveyed to the county. The ordinance vacating this section will be published right before conveyance of this property. Once it's conveyed, it will be the county's responsibility to block off the street. A public hearing to convey this property is scheduled for July 15. Council member Joerger introduced Resolution 95-19 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED CONVEYANCE OF A PORTION OF SOUTH JACKSON STREET" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none

An agreement is needed for preparation of the final design for the Charley Western trail bridge. It is with Calhoun Burns for a not to exceed amount of \$64,500. The new bridge will be a little lower than the old one so it will be shorter. It will be 12' wide and built to support emergency vehicles to cross if necessary. There will be a couple of bump out areas and a decorative railing. Plans are to bid this project in January 2020 and start construction in spring 2020. Council member Freeseaman introduced Resolution 96-19 entitled, "RESOLUTION APPROVING ENGINEERING DESIGN AGREEMENT WITH CALHOUN BURNS AND ASSOCIATES FOR THE CHARLEY WESTERN TRAIL BRIDGE PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none

The wastewater resource recovery facility project is ready to release plans and specs for bidding. A public hearing will be held on the plans at the August 19 council meeting with award of the contract planned for after the hearing that night. Fox Engineering has talked to several contractors who are interested in bidding this project, so we are hoping for some favorable bids. Estimated cost of this project is 19.5 million which includes land acquisition and demolition of unneeded portions of the current plant. The project is scheduled for substantial completion by December 2021. It is anticipated to use revenue bonds for funding this project but we may use some portion of a GO bond as well. Council member Joerger introduced Resolution 97-19 entitled, "RESOLUTION SETTING DATES FOR RECEIPT OF BIDS AND PUBLIC HEARING FOR PUBLIC IMPROVEMENTS" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none

During our last goal setting session, the city council identified the need to include the upgrading of the Chautauqua lift station with the wastewater plant upgrade project. This station is undersized and floods often since it is located in the 100 year flood plain. Since this would be a small project if done alone, staff is recommending including this in with the wastewater plant project to hopefully get a favorable bid for this work. The plans for the wastewater project need to be changed to add this and the cost to do this change would be \$28,100. Council member Joerger introduced Resolution 98-19 entitled, "RESOLUTION APPROVING AMENDMENT TO ENGINEER DESIGN AGREEMENT WITH FOX ENGINEERING FOR THE WRRF PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none

City clerk O'Donnell reported that city hall will be closed July 4 for the holiday. A reminder had been received from the Chamber to do some touch up cleaning on our city hall parking lot before the holiday. There will be no meeting on July 10 due to lack of agenda items.

City administrator Diers reported that an RV group from Winnebago Industries has asked to use city hall parking lots to park their RV units for an event on July 21. We take possession of the McEnany property this Wednesday. We have received a request from the people living at 300 Shaw Avenue to extend their length of time to stay in their house we have purchased due to some unforeseen circumstances. Staff sees no problem with this and will keep in touch with them on a more definite time they will be out of the house. We received re-designation as a Great Place with the state but did not get re-designated a Cultural and Entertainment district. We are getting closer on finishing a business plan for the broadband initiative. Finding a central location has been the hold up. Steve will be attending his summer conference next week in Decorah. Council member Starr asked if PAWS would have any interest in utilizing the McEnany property. City administrator Diers replied yes, but that would be a year or so out yet.

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

Dean Andrews, mayor

Attest:

Trudy O'Donnell, City Clerk