

COUNCIL MINUTES
REGULAR SESSION
JULY 6, 2020

Charles City city council met in regular session on July 6, 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 Sloter.

Citizen comments - none.

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Starr, second Freeseaman to approve the minutes of the May 27 planning, June 10, 15 and 22 minutes. Ayes - 5

Motion by Joerger, second Freeseaman to approve the consent calendar. Ayes - 5 Consent calendar consisted of the following: Liens to be approved: \$186.58Acct5015390000,\$114.78Acct5017110000, \$307.06Acct5009885000, \$160.90Acct5004020002, \$125.73Acct5012460006, \$289.24Acct5007270000, \$159.27Acct5023020007,\$46.92Acct5023020000, \$118.07Acct5031400001, \$383.24Acct5008530006,\$248.20Acct5012120003 Curb stop repairs-\$783.95 700 Clinton, \$775.75 1311 F St ; approve renewal of VFW Class LE liquor license w/ outdoor service and Sunday Sales, approve the following bonds: sidewalk-Michael Pivarnik, Westergard Const, Doug High, DeBoest Concrete, Boss Construction, Steve Breitreutz; Sewer, Mechanical and Plumbing-Phillips Plumbing and Heating; Excavation - Q3 Contracting; approve cigarette permit for Dollar General and payment of claims (including those approved by other boards):

CHECKLIST 06/30/2020 FY END

69064	BAKER & TAYLOR BOOKS, supp.	\$2,987.20
69065	BAKER & TAYLOR ENTERTAINMENT, supp.	\$76.07
69066	CANON FINANCIAL SERVICES, serv.	\$69.32
69067	CAROL CASE, serv.	\$1,100.00
69068	CC PUBLIC EMP HEALTH PLAN, serv.	\$2,711.49
69069	CC CHAMBER OF COMMERCE, supp.	\$60.00
69070	COREY HAWKE, serv.	\$389.00
69071	DEMCO INC, supp.	\$2,608.65
69072	GORDON FLESCH COMPANY INC, serv.	\$138.00
69073	HY-VEE INC, supp.	\$31.07
69074	INGRAM LIBRARY SERVICES, supp.	\$77.06
69075	JENDRO SANITATION SERVICES	**VOIDED**
69076	JULIE A MEYERS, serv.	\$943.20
69077	KANOPY INC, supp.	\$12.00
69078	KOCH OFFICE GROUP, serv.	\$1,268.96
69079	LEAF, serv.	\$144.60
69080	MEDIACOM, serv.	\$391.99
69081	MIDAMERICAN ENERGY, serv.	\$2,427.91
69082	MIDWEST TAPE, supp.	\$407.06
69083	POPULAR SUBSCRIPTION SERVICE, supp.	\$6,729.17

69084	SCHUETH ACE HARDWARE, supp.	\$397.93
69085	STACEY LEERHOFF, supp. reimbursement	\$79.04
69086	STAPLES ADVANTAGE, supp.	\$311.48
69087	STITCHES, supp.	\$40.00
69088	TIM READ, serv.	\$50.00
69089	VISA, supp.	\$2,009.21
69090	FIRST CITIZENS BANK, serv.	\$189,575.00
69091	AUTOMATIC DOOR GROUP, serv.	\$249.75
69092	BUSINESS CARD, serv.	\$355.13
69093	CATHERINE MARIE OTT, serv.	\$480.00
69094	CENTURYLINK, serv.	\$160.96
69095	CHARLES CITY HOUSING AUTH, deposit withheld	\$200.00
69096	CINTAS CORPORATION, serv.	\$56.22
69097	CITY OF CHARLES CITY, serv.	\$2,902.69
69098	HEARTLAND ASPHALT INC, serv.	\$52,142.08
69099	HERRON'S BAND BOX CLEANERS, serv.	\$492.32
69100	HOCKENSON PLUMBING, serv.	\$303.60
69101	HOUSING AUTH ACCTG SPECIALISTS, serv.	\$635.00
69102	IOWA SURVEILLANCE TEAM, serv.	\$499.99
69103	JENDRO SANITATION SERVICES, serv.	\$877.50
69104	JOHN DEERE FINANCIAL, supp.	\$69.97
69105	KWIK TRIP INC, supp.	\$151.03
69106	LEAF, serv.	\$239.85
69107	LINDERMAN HEATING & AIR, serv.	\$133.06
69108	LOIS NEVERS, security deposit refund	\$250.00
69109	MEDIACOM, serv.	\$321.30
69110	MEHMEN PAINTING, serv.	\$150.00
69111	MIDAMERICAN ENERGY, serv.	\$5,305.07
69112	MRI SOFTWARE LLC, serv.	\$1,150.00
69113	NAN MCKAY & ASSOCIATES, serv.	\$239.00
69114	NIACOG, serv.	\$3,500.00
69115	PITNEY BOWES, serv.	\$153.75
69116	PLUNKETT'S PEST CONTROL, serv.	\$2,919.56
69117	REGROUP, serv.	\$6,400.00
69118	SKOTT ANDERSON ARCHITECTS, serv.	\$500.00
69119	SCHUETH ACE HARDWARE, supp.	\$246.60
69120	STAPLES ADVANTAGE, supp.	\$15.14
69121	SUPERIOR LUMBER INC, supp.	\$527.84
69122	T-J SERVICE INC, serv.	\$224.98
69123	TENANT PI LLC, serv.	\$78.50
69124	COMPUTER PARKER LLC, serv.	\$1,637.50
69125	UNITED STATES CELLULAR, serv.	\$148.75
69126	HY-VEE INC, supp.	\$825.43
69127	JOHN DEERE FINANCIAL, supp.	\$592.61

69128	LEAF, serv.	\$251.06
69129	MIDAMERICAN ENERGY, serv.	\$1,552.73
69130-69143	PAYROLL ENDING 06/20/2020	\$100,453.48
ACH	AFLAC, payroll liabilities	\$1,096.80
69144	CITY OF CHARLES CITY, payroll liabilities	\$1,448.05
69145-69146	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$9,454.09
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$5.07
ACH	EFTPS, payroll liabilities	\$27,020.90
69147	EMC NATIONAL LIFE COMPANY, payroll liabilities	\$6.00
69148-69152	VOIDED	**VOIDED**
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$1,642.35
ACH	IPERS, payroll liabilities	\$31,107.05
ACH	MUNICIPAL FIRE & POLICE, payroll liabilities	\$26,672.39
ACH	TREASURER, STATE OF IOWA, payroll liabilities	\$11,001.00
ACH	VSP, payroll liabilities	\$434.60
ACH	BANCORPSV, serv.	\$450.25
ACH	BARBARA BROWN (FGP), mileage	\$12.16
ACH	CAROL POLLARD (FGP), mileage	\$14.40
ACH	DARLENE TOYNE (FGP), mileage	\$6.40
ACH	DONNA FEISTNER (FGP), mileage	\$6.40
ACH	FUSE TECHNIC LLC, serv.	\$3,500.00
ACH	KABRICK DISTRIBUTING, supp.	\$785.00
ACH	TAMMIE GARBER (FGP), mileage	\$6.40
ACH	TREASURER, STATE OF IOWA, payroll liabilities	\$11,530.28
ACH	UNITED BEVERAGE, supp.	\$300.40
ACH	VICKI INMAN (FGP), mileage	\$12.48
ACH	WILMA LENSING (FGP), mileage	\$12.80
69153	ACUSHNET COMPANY, supp.	\$123.52
69154	AHLERS & COONEY PC, serv.	\$28.50
69155	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
69156	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
69157	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
69158	ARNOLD MOTOR SUPPLY LLP, supp.	\$2,869.33
69159	BAKER ENTERPRISES INC, serv.	\$7,115.00
69160	BRUENING ROCK PRODUCTS INC, supp.	\$1,959.32
69161	BUSINESS CARD, supp.	\$724.86
69162	CAL'S AUTO REPAIR INC, supp.	\$376.50
69163	CC CHAMBER OF COMMERCE, serv.	\$49,141.80
69164	CHARLES CITY ELECTRONICS, supp.	\$11.97
69165	CIMA COMPANIES INC, serv.	\$464.20
69166	CINTAS CORPORATION, serv.	\$114.15
69167	CITY OF CHARLES CITY, serv.	\$145.94

69168	CORE & MAIN LP, supp.	\$1,906.00
69169	D&K PRODUCTS, supp.	\$88.91
69170	DAVIS EQUIPMENT CORPORATION, supp.	\$596.61
69171	DEBOEST CONCRETE, serv.	\$15,703.75
69172	DIGITAL-ALLY INC, supp.	\$1,550.00
69173	ECONO SIGN & BARRICADE LLC, supp.	\$1,059.19
69174	ED STIVERS FORD LINCOLN, supp.	\$34,695.00
69175	EMERGENCY APPARATUS MAINTENANCE, serv.	\$1,162.84
69176	ETHANOL PRODUCTS LLC, supp.	\$900.53
69177	FAREWAY STORE, supp.	\$178.86
69178	GHD SERVICES INC, serv.	\$1,708.26
69179	HAWKINS INC, supp.	\$8,902.27
69180	HEWETT WHOLESALE, supp.	\$169.92
69181	HINDERS TREE SERVICE LLC, serv.	\$6,254.00
69182	HY-VEE INC, supp.	\$388.63
69183	HYDRO KLEAN LLC, serv.	\$39,382.22
69184	IDOT-CASHIER'S OFFICE, supp.	\$77.88
69185	IOWA LAW ENFORCEMENT ACADEMY, serv.	\$6,875.00
69186	IOWA DEPT OF PUBLIC SAFETY, serv.	\$1,998.00
69187	IOWA PRISON INDUSTRIES, supp.	\$69.80
69188	JOHN DEERE FINANCIAL, supp.	\$832.45
69189	JOHNSTON HY-VEE, supp.	\$1,463.00
69190	KAY PARK RECREATION, supp.	\$560.00
69191	KIELKOPF ADVISORY SERVICES, serv.	\$4,350.00
69192	LESSIN SUPPLY COMPANY, supp.	\$629.06
69193	LOOKOUT POINT COMMUNICATIONS, serv.	\$17,887.50
69194	MARCO TECHNOLOGIES LLC, serv.	\$52.58
69195	MICK GAGE PLUMBING & HEATING, serv.	\$475.00
69196	MIDAMERICAN ENERGY, serv.	\$67.09
69197	MIDWEST PIPE SUPPLY INC, supp.	\$3,290.00
69198	MIKE'S C&O TIRE INC, serv.	\$23.76
69199	MILLS-INC, serv.	\$862.41
69200	NANCY PINT, reservation refund	\$100.00
69201	NCIN TASK FORCE, serv.	\$2,869.50
69202	NEWBAUER INC, serv.	\$25.05
69203	NORTH IOWA LAWN & SPORTS, supp.	\$42.23
69204	PERRY NOVAK ELECTRIC INC, serv.	\$4,575.16
69205	POPP EXCAVATING INC, serv.	\$27,082.90
69206	QUILL CORPORATION, supp.	\$14.58
69207	RADAR ROAD TEC-J ESHELMAN, serv.	\$315.00
69208	RECREATION SUPPLY COMPANY, supp.	\$219.45
69209	SKOTT ANDERSON ARCHITECTS, serv.	\$10,000.00
69210	SCHUETH ACE HARDWARE	**VOIDED**
69211	SCHUETH ACE HARDWARE, supp.	\$822.77

69258	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
69259	ARNOLD MOTOR SUPPLY LLP, supp.	\$490.74
69260	ARTWEAR / BIRDIE AND BO'S, supp.	\$35.00
69261	ASCAP, serv.	\$363.00
69262	ATLANTIC COCA-COLA, supp.	\$196.79
69263	BRADLEY BILHARZ, uniform allowance	\$500.00
69264	BRADLEY WORRALL, uniform allowance	\$500.00
69265	BRANDON FRANKE, uniform allowance	\$500.00
69266	BRANDON FRANKE, COVID-19 reimbursement	\$29.94
69267	BRUENING ROCK PRODUCTS INC, supp.	\$1,171.91
69268	BRYAN QUADE, uniform allowance	\$450.00
69269	CALHOUN-BURNS & ASSOCIATES, serv.	\$5,128.60
69270	CASEY MALLORY, uniform allowance	\$500.00
69271	CC FIRE EXTINGUISHER SERVICE, serv.	\$30.00
69272	CC HOUSING AUTHORITY, serv.	\$900.00
69273	CENTURYLINK, serv.	\$1,607.74
69274	CC CHAMBER OF COMMERCE, supp.	\$108.00
69275	CHARLES CITY ARTS CENTER, serv.	\$3,000.00
69276	CINTAS, supp.	\$189.90
69277	CINTAS CORPORATION, serv.	\$56.75
69278	CIRCLE K COMMUNICATIONS INC, serv.	\$5,086.38
69279	CIVICPLUS, serv.	\$9,519.69
69280	COMMUNITY REVITALIZATION, serv.	\$6,150.49
69281	COMPASS BUSINESS SOLUTIONS, supp.	\$437.65
69282	CORE & MAIN LP, supp.	\$4,130.70
69283	CORY SPIEKER, uniform allowance	\$450.00
69284	CREATIVE PRODUCT SOURCE INC, supp.	\$641.81
69285	CRIS PARKER, uniform allowance	\$450.00
69286	CRISIS INTERVENTION, serv.	\$1,500.00
69287	CROELL INC, supp.	\$1,592.19
69288	CURT TEETER, uniform allowance	\$500.00
69289	DANIEL J RIMROD, uniform allowance	\$450.00
69290	DARIEN UETZ, uniform allowance	\$500.00
69291	DARIO GAMINO, uniform allowance	\$500.00
69292	DAVID SWEET, uniform allowance	\$450.00
69293	DAVIS EQUIPMENT CORPORATION, supp.	\$250.65
69294	DICK'S PETROLEUM COMPANY, supp.	\$413.96
69295	DIRK UETZ, uniform allowance	\$450.00
69296	DIRK UETZ, COVID-19 reimbursement	\$38.09
69297	DON HELTON, uniform allowance	\$450.00
69298	DORSEY & WHITNEY LLP, serv.	\$30,000.00
69299	DUANE OLLENDICK, uniform allowance	\$500.00
69300	ERIC WHIPPLE, uniform allowance	\$500.00
69301	FLOYD CO COMMUNITY FOUNDATION, serv.	\$3,500.00

69302	FLOYD CO HIST SOC MUSEUM, serv.	\$4,000.00
69303	FMC LANDFILL, serv.	\$195.16
69304	GHD SERVICES INC, serv.	\$512.50
69305	GREG KELLOGG, uniform allowance	\$450.00
69306	HEWETT WHOLESale, supp.	\$206.97
69307	HOBERT ELECTRIC, serv.	\$91.30
69308	HUGH ANDERSON, uniform allowance	\$500.00
69309	IDOT-CASHIER'S OFFICE, supp.	\$187.37
69310	IMAGETEK INC, serv.	\$210.00
69311	IOWA LEAGUE OF CITIES, serv.	\$3,469.00
69312	IOWA ONE CALL, serv.	\$140.40
69313	JASON WEBSTER, uniform allowance	\$500.00
69314	JOEL BRUNER, uniform allowance	\$450.00
69315	JOHN G GOHR, uniform allowance	\$400.00
69316	JOHN A HOWE, serv.	\$425.00
69317	JOHN JENKINS, uniform allowance	\$500.00
69318	JORDAN SMITH, uniform allowance	\$500.00
69319	KATHERINE SYHLMAN, uniform allowance	\$400.00
69320	KEVIN BEAVER, uniform allowance	\$500.00
69321	KEVIN MARVIN, uniform allowance	\$450.00
69322	LEISURETIME GOLF CARS, serv.	\$3,000.00
69323	LEONARD LUFT, uniform allowance	\$500.00
69324	LESSIN SUPPLY COMPANY, supp.	\$19.84
69325	LINN WOLF, uniform allowance	\$450.00
69326	MAIN STREET DRUG, supp.	\$69.99
69327	MARK MCCOY, uniform allowance	\$450.00
69328	MARTIN PARCHER, uniform allowance	\$500.00
69329	MARTIN'S FLAG COMPANY, supp.	\$313.86
69330	METERING TECHNOLOGY SOLUTIONS, supp.	\$17,401.82
69331	MICHAEL WILLIAMS, uniform allowance	\$450.00
69332	MICHEL WENDEL, uniform allowance	\$450.00
69333	MICK GAGE PLUMBING & HEATING, serv.	\$192.00
69334	MIDAMERICAN ENERGY, serv.	\$34,981.28
69335	MIKE'S C&O TIRE INC, serv.	\$88.72
69336	MISSISSIPPI LIME COMPANY, supp.	\$6,256.79
69337	NEWBAUER INC, serv.	\$62.25
69338	NEWBAUER INC, serv.	\$68.25
69339	NEWTON VALVE SERVICE DIVISION, supp.	\$139.88
69340	NIACOG, serv.	\$1,118.06
69341	NICK ZIRBEL, uniform allowance	\$450.00
69342	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$750.00
69343	OVERHEAD DOOR CO OF MASON CITY, serv.	\$1,192.50
69344	PAUL HUGHES, uniform allowance	\$500.00
69345	PAWS HUMANE SOCIETY, serv.	\$1,550.00

The salaries for non-bargaining unit employees need to be set for FY21. Historically, they have received the same raise as the bargaining unit receives and that is 3% for FY21. Some exceptions to this are police chief who will receive an additional \$2000 above the 3%, wastewater superintendent who will receive an additional \$4000 above the 3% and police lieutenants/captain who will receive an additional \$.75. City administrator Diers had included the wastewater salary increase at budget time and the salaries for police department will be okay in their budget. Council member Joerger introduced Resolution 121-20 entitled, "RESOLUTION SETTING SALARIES/WAGES FOR APPOINTED OFFICERS AND NON-COLLECTIVE BARGAINING UNIT EMPLOYEES OF THE CITY FOR THE FISCAL YEAR BEGINNING JULY 1, 2020" 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 has been more frequent use of Shaw Avenue tree dump site by non-residents of Charles City. The city pays a firm to chip the branches and it is getting more and more expensive to do this. There currently is no fine in place for illegal dumping there by non residents and staff has drafted an ordinance that would put a fine in place. The fine would be a municipal infraction of up to \$750 for the first offense and/or a simple misdemeanor charge. With the large amount of mulch there, we have no concern over residents outside of the city limits taking some mulch. Council member Starr asked if signage will be placed out there for these new regulations and reply was that language will be added on the fine to the current signage there once the ordinance is adopted. Motion by Freeseaman, second Starr to approve the first reading of Ordinance 1146 AN ORDINANCE ADOPTING A NEW CHAPTER 107 OF THE CHARLES CITY CODE OF ORDINANCES PROVIDING OR A CITY COMPOST AND YARD WASTE DISPOSAL SITE. Ayes - 5. Council member Freeseaman read the ordinance.

A change order is needed for the HMA paving project. A deteriorated storm sewer on Clinton Street from Ninth Street to Seventh Street was discovered and needs repair. The existence of rock in this area would make it difficult to trench. It will be fixed by inserting another pipe into the existing storm sewer pipe for an approximate cost of \$137,500. Council member Starr introduced Resolution 122-20 entitled, RESOLUTION APPROVING CHANGE/EXTRA WORK ORDER FOR HMA PAVING PROJECT, 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

The First Avenue bridge improvement project is complete and ready to be accepted. City staff found some problems on the deck of the bridge in 2018 after the project was completed and wanted to wait until 2019 to see how it held up. It was found to still need some correction, so a bit of the surface of the deck was milled off, which corrected the problem. Calhoun Burns is recommending accepting this project and making the final payment to the contractor. Final cost of this project was \$193,157.95. The additional engineering costs of \$5,007.00 for the bridge deck repairs was deducted from the final payment resulting in a final payment of \$4,901.20 to Wick's Construction. Council member Joerger introduced Resolution 123-20 entitled, "RESOLUTION ACCEPTING THE FIRST AVENUE BRIDGE PROJECT AND AUTHORIZING FINAL PAYMENT" 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.

Diers, O'Donnell and Slotter have requested a closed session for their evaluations. Motion by Freeseaman, second Joerger to enter into closed session pursuant to Iowa Code Chapter 21.5 (i) to conduct evaluations of city administrator, city clerk and city attorney. Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none. Council entered closed session at 6:35 p.m.

Council reconvened into open session at 8:37 p.m. with no action taken in closed session.

Council member Starr introduced Resolution 124-50 entitled, "RESOLUTION APPROVING AMENDMENT TO EMPLOYMENT CONTRACT WITH CITY CLERK" 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.

Council member Freeseaman introduced Resolution 125-50 entitled, "RESOLUTION APPROVING AMENDMENT TO EMPLOYMENT CONTRACT WITH CITY ADMINISTRATOR" 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

Diers discussed a proposal received for Parkside Development to build more homes there. The developer, Crown Point Builders, is requesting a 10 year 100% tax rebate from the city. This would require a new TIF district to be established in this area. We plan to discuss this further at the next planning session. The WRRF project is progressing nicely. There is a telecom meeting scheduled for July 7. The Foster Grandparent director position has been advertised and the applications are due by July 10. A brief update on McQuillen place was given, stating the city has joined in a motion to dismiss filed by the purchasers of the development.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk