

COUNCIL MINUTES  
JULY 16, 2018  
REGULAR SESSION

Charles City city council met in regular session on July 16, 2018 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, city engineer John Fallis, and city attorney Brad Sloter.

Citizens comments-none

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Joerger, second by Hammond to approve the minutes of the June 25, July 2 and 9 meetings. Ayes-5

Motion by Freeseaman, second by Joerger to approve the consent calendar. Ayes -5 Consent calendar consisted of the following items: approve 6/18 financials for the City of Charles City and CC Public Employees health plan, approve filing the following liens: curb stop repair- 507 Clinton \$1580.26; broken water line repair- 1101 5<sup>th</sup> Ave. \$2080.68; unpaid utility bills-acct5007480002 \$173.43, Acct 502126000 \$47.93 and payment of claims (including those approved by other boards).

60728-60732	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
60733	CC PUBLIC EMP HEALTH PLAN,	\$68,649.46
60734-60742	PRINTER ISSUES	**VOIDED**
60743	FLOYD COUNTY TREASURER, serv.	\$393.15
60744	KWIK TRIP INC, supp.	\$3,228.12
60745	MIDWEST K9, serv.	\$500.00
60746	CENTURYLINK COMMUNICATIONS, serv.	\$1,761.82
60747	CENTURYLINK COMMUNICATIONS, serv.	\$375.58
60748	WINDSTREAM, serv.	\$60.26
60749	MARCO TECHNOLOGIES, serv.	\$3,950.21
60750	MARCO TECHNOLOGIES, serv.	\$214.34
60751	KATELYN HUXSOL, utility deposit refund	\$51.65
60752	DANNETTE RINDAHL, utility deposit refund	\$11.52
60753	MUMTAZ AKHTAR, utility deposit refund	\$90.00
60754	WHITNEY CALIGIURI, utility deposit refund	\$90.00
60755	HEATHER DEBOEST, utility deposit refund	\$60.00
60756	MATHHEW FREIN, utility deposit refund	\$90.00
60757	CHAD HOLDING, utility deposit refund	\$90.00
60758	KENYETTE HUNT, utility deposit refund	\$90.00
60759	TAMARA JAKEL, utility deposit refund	\$90.00
60760	ROGER JONES, utility deposit refund	\$60.00
60761	KRISTY LOVEJOY, utility deposit refund	\$90.00

60762	JESSICA MENCHAK, utility deposit refund	\$90.00
60763	JANICE PARKS, utility deposit refund	\$90.00
60764	KEITH REUTER, utility deposit refund	\$90.00
60765	TRACY SHERMAN, utility deposit refund	\$20.00
60766	WENDY WENSHENG, utility deposit refund	\$90.00
60767-60839	PAYROLL ENDING 07/07/18	\$108,970.91
60840	CITY OF CHARLES CITY, payroll liabilities	\$1,142.24
60841	CC PUBLIC EMP HEALTH PLAN, PR liabilities	\$8,240.24
60842	EMC NATIONAL LIFE COMPANY, PR liabilities	\$33.55
ACH	COLLECTION SERVICE CENTER, PR liabilities	\$212.76
ACH	EFTPS, payroll liabilities	\$27,919.85
ACH	FAMILY COMM CREDIT UNION, PR liabilities	\$1,368.00
ACH	ICMA, payroll liabilities	\$1,556.14
60843-60844	RE-ISSUED LOST CHECKS	\$351.98
60845	BAKER & TAYLOR BOOKS	**VOIDED**
60846	BAKER & TAYLOR BOOKS, supp.	\$5,268.04
60847	BAKER & TAYLOR ENTERTAINMENT, supp.	\$257.33
60848	CC PUBLIC EMP HEALTH PLAN, serv.	\$3,355.32
60849	CENTER POINT LARGE PRINT, supp.	\$655.04
60850	DEMCO INC, supp.	\$316.89
60851	GALE, supp.	\$704.62
60852	HY-VEE INC, supp.	\$41.79
60853	INGRAM LIBRARY SERVICES, supp.	\$93.13
60854	KMART STORE, supp.	\$32.17
60855	LEAF, serv.	\$72.30
60856	MEDIACOM, serv.	\$319.23
60857	MIDAMERICAN ENERGY, serv.	\$2,477.93
60858	NEWBAUER INC, serv.	\$73.75
60859	ROCKFORD PUBLIC LIBRARY, serv.	\$320.00
60860	SCHUETH ACE HARDWARE, supp.	\$7.99
60861	TIME INC BOOKS, serv.	\$36.91
60862	VISA, supp.	\$805.11
ACH	BANCORPSV, serv.	\$356.49
ACH	BANCORPSV, serv.	\$461.35
ACH	BETTY HANSON (FGP), mileage	\$9.60
ACH	FIRST CITIZENS-CC, serv.	\$169.71
ACH	JACQUELINE FERCH (FGP), mileage	\$21.76
ACH	KABRICK DISTRIBUTING, supp.	\$627.55
ACH	UNITED BEVERAGE, supp.	\$48.25
60863	AGSOURCE COOPERATIVE SERVICES, serv.	\$145.50
60864	AHLERS & COONEY PC, serv.	\$1,105.50
60865	ALEC M GOODSITE, serv.	\$90.00
60866	ALL STAR PRO GOLF, supp.	\$199.60

60867	ARNOLD MOTOR SUPPLY LLP, supp.	\$14.85
60868	ARTWEAR / BIRDIE AND BO'S, supp.	\$866.62
60869	ATLANTIC COCA-COLA, supp.	\$56.32
60870	BRUENING ROCK PRODUCTS INC, supp.	\$673.76
60871	BUSINESS CARD, serv.	\$2,687.47
60872	CARQUEST AUTO PARTS, supp.	\$14.77
60873	CC HOUSING AUTHORITY, serv.	\$2,290.30
60874	CEDAR RIVER SIGNS INC, supp.	\$350.89
60875	CC CHAMBER OF COMMERCE, supp.	\$105.00
60876	CHARLES CITY PRESS INC, serv.	\$1,049.42
60877	CINTAS CORPORATION, serv.	\$55.29
60878	CINTAS CORPORATION, serv.	\$81.70
60879	CITY OF CHARLES CITY, serv.	\$175.45
60880	CIVICPLUS, serv.	\$8,634.64
60881	CROELL INC, supp.	\$184.75
60882	D&K PRODUCTS, supp.	\$328.03
60883	DISH NETWORK, serv.	\$63.71
60884	DON'S REPAIR, serv.	\$144.09
60885	ELECTRIC PUMP, supp.	\$5,255.01
60886	ENVIRONMENTAL RESOURCE ASSOC, serv.	\$238.24
60887	F&H ALUMINUM, supp.	\$700.00
60888	FAREWAY STORE, supp.	\$197.07
60889	FARMCHEM, supp.	\$112.56
60890	FEDERAL COMPANIES, serv.	\$15.00
60891	FLOYD COUNTY AG CENTER, serv.	\$722.70
60892	FLOYD COUNTY AUDITOR, serv.	\$1,913.00
60893	FLOYD COUNTY ENGINEER, serv.	\$97.59
60894	FOX ENGINEERING INC, serv.	\$76,080.00
60895	GRAINGER, supp.	\$200.40
60896	HAWKINS INC, supp.	\$2,251.47
60897	HINDERS TREE SERVICE LLC, serv.	\$50.00
60898	HOBERT ELECTRIC, serv.	\$1,116.90
60899	HUGH ANDERSON, travel reimbursement	\$20.01
60900	HY-VEE INC, supp.	\$920.26
60901	I WIRELESS, serv.	\$72.20
60902	IOWA DEPT OF NATURAL RESOURCES, serv.	\$884.60
60903	IDOT-CASHIER'S OFFICE	**VOIDED**
60904	IDOT-CASHIER'S OFFICE, supp.	\$2,171.72
60905	IDOT-CASHIER'S OFFICE, supp.	\$358.73
60906	IOWA LAW ENFORCEMENT ACADEMY, serv.	\$325.00
60907	INTERSTATE BATTERIES UPPER IOWA, supp.	\$363.10
60908	INTERSTATE ALL BATTERY CENTER, supp.	\$22.50
60909	INTERSTATE MOTOR TRUCKS, supp.	\$78.82

60910	IOWA CODIFICATION INC, serv.	\$194.00
60911	ISAIAH JAY TILTON, serv.	\$60.00
60912	JAMIE MICHELLE OLERICH, serv.	\$30.00
60913	JENDRO SANITATION SERVICES, serv.	\$43,656.80
60914	JENDRO SANITATION SERVICES, serv.	\$238.00
60915	JOHN DEERE FINANCIAL, supp.	\$150.48
60916	KEYSTONE LABORATORIES, serv.	\$458.88
60917	L&J INDUSTRIES INC, supp.	\$75.80
60918	LEAF, serv.	\$139.40
60919	LEONARD LUFT, travel reimbursement	\$40.10
60920	LESSIN SUPPLY COMPANY, supp.	\$588.90
60921	LESSIN SUPPLY COMPANY, supp.	\$42.09
60922	MAINSTAY SYSTEMS INC, serv.	\$714.00
60923	MARCO, serv.	\$108.90
60924	MARZEN'S TOWING, serv.	\$275.00
60925	MERRITT COMPUTER SERVICE INC, serv.	\$454.32
60926	MICK GAGE PLUMBING & HEATING, supp.	\$46.66
60927	MIDAMERICAN ENERGY, serv.	\$10.00
60928	MIKE MOLSTEAD MOTORS INC, serv.	\$184.13
60929	MUNICIPAL SUPPLY INC, supp.	\$1,562.85
60930	NEWBAUER INC, serv.	\$93.38
60931	NEWBAUER INC, serv.	\$177.25
60932	NIACOG, serv.	\$5,815.52
60933	NOAH, SMITH ,SCHUKNECHT & SLOTER, serv.	\$3,616.14
60934	NORTH CEDAR AVIATION AUTHORITY, serv.	\$50,937.00
60935	NORTHLAND SECURITIES INC, serv.	\$1,500.00
60936	O'REILLY AUTO PARTS, supp.	\$35.41
60937	ON-SITE INFO DESTRUCTION SERVICES, serv.	\$320.32
60938	PERRY NOVAK ELECTRIC INC, supp.	\$29.97
60939	POSTMASTER, serv.	\$905.00
60940	PRECISION TURF PRODUCTS, supp.	\$24,000.00
60941	PRODUCTIVITY PLUS ACCOUNT, supp.	\$31.15
60942	QUILL CORPORATION, supp.	\$83.97
60943	RONALD HILLEGAS/R&S MOWING, serv.	\$600.00
60944	RADAR ROAD TEC-J ESHELMAN, serv.	\$245.00
60945	RELIANT FIRE APPARATUS INC, serv.	\$352.34
60946	RILEY'S INC, supp.	\$415.94
60947	RISE BROADBAND, serv.	\$21.00
60948	SCHUETH ACE HARDWARE, supp.	\$370.70
60949	SHORT ELLIOTT HENDRICKSON INC, serv.	\$2,670.18
60950	SHERWIN-WILLIAMS CO, supp.	\$570.75
60951	SHIELD TECHNOLOGY CORPORATION, serv.	\$5,715.00
60952	SISSON & ASSOCIATES INC, serv.	\$2,988.79

60953	STEEGE CONSTRUCTION INC, serv.	\$120,250.20
60954	SUPERIOR LUMBER INC, supp.	\$25.97
60955	T&W GRINDING & COMPOST SERVICE, serv.	\$6,000.00
60956	TEETER SPECIALTY CO, supp.	\$141.37
60957	TERRI NOVAK, mileage	\$145.52
60958	TRAFFIC CONTROL CORPORATION, supp.	\$1,245.00
60959	UNITED STATES CELLULAR, serv.	\$991.46
60960	WICKS CONSTRUCTION, serv.	\$134,091.84
60961	WISCONSIN INDEPENDENT NETWORK, serv.	\$1,200.00
60962	ZIEGLER INC, supp.	\$439.57

**TOTAL** \$775,194.63

June Receipts: Gen – 871314.78;Disp-48837.03;K9-1775.00;SafetyEd-644.76;P/R C/I-55474.60;CommEq-1285.91;H/M-198.16;NuisAbate-20000.00;RAGBRAI-.62;PolPurchRes-20000.00;AdminPurchRes-3000.00;RUT-75196.89;EmpBen-23937.92;CVTC-6225.85;Emerg-945.89;OptTx-67445.80;TIF-5606.91;LibrTr-897.53;FGP-158706.85;PubHous-67791.65;Sect8-87249.21;DebtServ-487554.90;StreetRel C/I-140385.07;RiverfrontProj-5000.00;CW Bridge/Road Proj-60149.74;Water-204840.61;Sewer-162435.48;WWTP Expansion-650261.50;WasteFnd-50487.24;Transit-69990.00;SWU-17234.53;ForeExt-1527.50

June Disbursements=- Gen-410498.94;Disp-40435.76;SafetyEd-215.26;P/R C/I-50733.36;H/M-122229.98;PolPurchRes-20000.00;RUT-166123.63;EmpBen-3883.31;Emerg-66107.00;OptTx-359325.07;'16 Flood-21546.06;TIF-597817.52;LibrTr-34191.57;FGP-129323.91;PubHous-46772.64;Sect8-65203.83;AssetForf-169.89;Cable-12561.00;DebtServ-768199.73;StreetRelC/I-22928.04;CW Bridge/Road Proj-7610.74;Water-952337.40;Sewer-1123486.54;WWTPExpansion-1015.00;WasteFnd-76144.82;SWU-39094.42;FireExt-314.18

Business of the Mayor: none

A request for street closures for a car show to be held on July 28 was presented by Craig Hamm. The request is the same as previous years and consists of the following closures from 7:00 a.m. to 3:00 p.m.: Spriggs Street on the north side of the Trinity Methodist Church and Milwaukee Street which is east of the church. Motion by Freeseaman, second by Starr to approve the request. Ayes-5.

A request for street closures for Art-A-Fest to be held on August 18<sup>th</sup> was presented by Stewart Dalton. The request is the same as previous years and consists of the following closures from 9:00 a.m. to 3:00 p.m.: the 300 block of Jackson St. and the 600 block of Kelly Street. Motion by Joerger, second by Freeseaman to approve the request. Ayes-5.

The sidewalks in front of 123 N. Main Street and the 600 block of Clark Street have been removed for construction of a building. Discussion have been held with the developer to form an agreement to get the sidewalks replaced. The agreement will allow the city to do the sidewalk reconstruction and assess the cost back to the property. Normal notices and hearing will be waived by the developer in order to expedite the installation of the sidewalks. The sidewalk project will be put out for bids with a completion date of November 2. Council member Freeseaman introduced Resolution No. 109-18 entitled, "RESOLUTION APPROVING SIDEWALK REPLACEMENT AGREEMENT" and moved for adoption.

Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes: Starr, Joerger, Freeseaman, Hammond and Mallaro. Nays-None.

Administrator Diers has been working with NIACOG and Circle K Communications Inc. so that the transit system in Charles City can continue operations. The current providers are retiring and will be done operating the transit at the end of July. New agreements are needed with NIACOG and Circle K Communications Inc. NIACOG will still operate in a similar fashion as they will handle the ride reporting requirements of the DOT to ensure federal compliance. They will also provide the buses, access to insurance on the buses, maintenance as needed, and their share of the ½ operating deficit. The big change here will be that NIACOG will reimburse the City their share of the operating deficit. The Foster Grandparents Program will also be using the public transit system which will add additional rides for transit as well as some funding sources to help offset the operating costs. Council member Freeseaman introduced Resolution No. 110-18 entitled, "RESOLUTION APPROVING TRANSIT AGREEMENT WITH NIACOG" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes: Joerger, Freeseaman, Hammond, Mallaro, and Starr. Nays-none.

In discussing the Transit service Circle K Communications has been agreeable to partnering with the city to provide service. The city would hire the transit bus drivers and then Circle K would oversee the drivers on a daily basis and schedule them to drive the buses. Circle K would provide all day to day oversight of the transit system from scheduling and overseeing the drivers, to coordinating of the transit system, phone calls, selling tickets ( in addition to City Hall) dispatching rides, handling all reporting to NIACOG, storage of the busses nightly and related responsibilities. The city will pay Circle K a rate of \$4,041.67 per month for these services. Council member Freeseaman suggested that it would be nice to have Circle K track the amount of time spent in offering the service. Council member Freeseaman introduced Resolution No. 111-18 entitled, "RESOLUTION APPROVING SUBCONTRACTED TRANSIT SERVICE AGREEMENT WITH CIRCLE K ELECTRONICS" and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes: Freeseaman, Hammond, Mallaro, Starr and Joerger. Nays-none.

Ordinance 1119 AN ORDINANCE VACATING A PORTION OF GROVE STREET IN CHARLES CITY, IOWA was presented for the second reading. Planning and Zoning has reviewed and are making the recommendation on vacating a portion of Grove Street west of Illinois Street after receiving a vacation request from Bailey Nursery Company. Motion by Starr, second by Hammond to approve the second reading of Ordinance 1119. Ayes-5. Council member Starr read the ordinance.

Ordinance 1117 AN ORDINANCE AMENDING SECTION 69.009 OF THE CHARLES CITY CODE OF ORDINANCES FOR THE PURPOSE OF RESTRICTING TRUCK AND TRAILER PARKING IN DISTRICTS ZONED AS RESIDENTIAL DISTRICTS was presented for the third and final reading. Over the last several years the number of complaints in regard to residential street parking of semi tractors and trailers has continued to grow. The ordinance would be changed so that parking of semi-trucks, trailers, motor trucks (which includes anything 9 passenger and greater) would be prohibited from parking on a residential street unless it is actively unloading something or making a delivery and even then it needs to not interfere with other traffic. Motion by Starr, second by Mallaro to approve the third reading of Ordinance 1117. Ayes-5. Motion by Freeseaman, second by Hammond to adopt and publish the ordinance. Ayes-5. Council member Starr read the ordinance.

Ordinance 1118 AN ORDINANCE AMENDING SECTION XIX OF THE ZONING ORDINANCE OF THE CITY OF CHARLES CITY, IOWA, 2005 BY ADDING FIRE TRAINING FACILITIES AS A SPECIAL USE IN M-2 GENERAL

MANUFACTURING DISTRICT AND AMENDING SECTION III OF THE ZONING ORDINANCE BY ADDING A DEFINITION FOR THE FIRE TRAINING FACILITY was presented for the third and final reading. Kent Vrieze with the Floyd County Firefighters Association requested a building permit to construct a fire training facility on property located in the 1100 block of E Street. The City does not have a permitted or special use for a fire training facility, so we were unable to issue a permit. Staff has met with Planning and Zoning Commission to gather their input. The ordinance adds a definition for “fire training facility” and amends Section 19 by adding “fire training as a special use. A special use would be authorized for approval by the Board of Adjustments following a public hearing. Motion by Freesean, second by Joerger to approve the third reading of Ordinance 1118. Ayes-5 Motion by Hammond, second by Mallaro to adopt and publish Ordinance 1118. Ayes-5. Council member Hammond read the ordinance.

A list of year end transfers were presented to the council. Diers explained that most of the transfer have been approved through the budget process. Included in the list were transfers for debt payments, purchase reserve accounts, transfers in to project funds from water, sewer, local option tax to pay for respective costs and some corrections. Council member Joerger introduced Resolution No. 112-18 entitled, “RESOLUTION AUTHORIZING TRANSFERS” and moved for adoption. Second to adopt Freesean. Resolution duly passed on roll call vote as follows: Ayes- Hammond, Mallaro, Starr, Joerger, and Freesean. Nays-none.

Considering Resolution No. 113-18 approving change order for housing security camera was listed on the agenda. Diers stated that information was not available yet for this resolution so no action was taken. It may or may not be needed to be address at a future council session.

The Park and Rec Department would like to purchase a fairway mower. After testing several models, they would like to purchase a 2013 John Deere fairway mower for \$24,000 from Precision Turf. Council member Joerger introduced Resolution No. 114-18 entitled, “RESOLUTION APPROVING PURCHASE OF FAIRWAY MOWER” and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes- Mallaro, Starr, Joerger, Freesean and Hammond. Nays-none.

The Park and Rec department has received several bids to replace the surface of the pool playground. It is in very tough shape and needs replacing. Recommendation is to hire All Inclusive Recreation from Farmington, MO to do this project at a cost of \$13,718.12. It is a poured in place solution. Council member Joerger introduced Resolution No. 115-18 entitled, “RESOLUTION APPROVING INSTALLATION OF NEW POOL PLAYGROUND SURFACE” and moved for adoption. Second to adopt Freesean. Resolution duly passed on roll call vote as follows: Ayes- Starr, Joerger, Freesean, Hammond and Mallaro. Nays- none.

A change order will be needed for the 2018 Hildreth Street Reconstruction Project. It was discovered that the water main was in a different position that originally recorded. The actual location of the main resulted in half a day of contractor time and it was found that the new water main would need to be bored through rock. Special equipment was needed to bore through the rock. The cost of the change order #1 will be \$29,753.00. Another change order will need to be done as the DNR mandated separation requirements of sewer (storm and sanitary) and water main crossings at several locations on the project. Also the sewer mains will need to be constructed of water main quality material. The cost of this change order is \$52,729.45. Action can be taken on change order #1 as listed on the agenda, but change order #2 will be place on the next council agenda. Council member Starr introduced Resolution No. 116-18 entitled, “RESOLUTION APPROVING CHANGE/EXTRA WORK ORDER #1 FOR 2018 HILDRETH STREET RECONSTRUCTION PROJECT, CHARLES CITY, IOWA” and moved for adoption. Second to adopt

Freeseaman. Resolution duly passed on roll call vote as follows: Ayes- Joerger, Freeseaman, Hammond, Mallaro and Starr. Nays-None.

Brad Sloter reported he has been working on the mutual aid agreement. Waiting on some information from the City of Colwell of which he received today. Council member Freeseaman asked if Brad has had a chance to look at building permit process. Brad stated he has and council will be discussing at a later date.

City Administrator Diers reported that he had attended the ICMA conference. There was a lot of good information presented at the conference. Iowa Workforce Development will be putting on a presentation at 10:30 a.m. on July 23<sup>rd</sup> at the NIACC building. Diers is also currently working on renewal of the AMR ambulance contract. September 15 is Charles City night at Kinnick stadium. Discounted tickets are available.

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

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Dean Andrews, Mayor

Attest:

Virginia Titus, Deputy Clerk