

COUNCIL MINUTES  
REGULAR SESSION  
AUGUST 3, 2020

Charles City city council met in regular session on August 3, 2020 at 6:00 p.m. 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 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 Joerger to approve the minutes of the July 20 and 27 meetings. Ayes - 5

Motion by Joerger, second Knighten to approve the consent calendar. Ayes - 5 The consent calendar consisted of the following items: liens for delinquent utility bills-\$410.04Acct5009885006, \$39.19Acct5029940000, \$45.99Acct5008530000, \$52.79Acct5014140000, \$406.29Acct5019460004 and payment of claims (including those approved by other boards):

69587-69603	PAYROLL ENDING 07/18/2020	\$99,319.08
ACH	AFLAC, payroll liabilities	\$1,214.80
69604	CITY OF CHARLES CITY, payroll liabilities	\$1,448.05
69605-69606	CC PUBLIC EMP HEALTH PLAN, PR liabilities	\$10,358.94
ACH	COLLECTION SERVICE CENTER, PR liabilities	\$5.07
ACH	EFTPS, payroll liabilities	\$27,219.94
69607	EMC NATIONAL LIFE CO, payroll liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, PR liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$1,744.51
ACH	IPERS, payroll liabilities	\$31,070.60
69608-69609	LINCOLN NATIONAL LIFE INS CO, PR liabilities	\$443.10
69610-69612	DELTA DENTAL, payroll liabilities	\$1,882.90
ACH	MUNICIPAL FIRE & POLICE, payroll liabilities	\$28,296.26
ACH	TREASURER, STATE OF IOWA, payroll liabilities	\$11,170.00
69613-69614	VSP, payroll liabilities	\$430.74
69615	BUSINESS CARD, supp.	\$486.98
69616	CARQUEST AUTO PARTS, supp.	\$321.61
69617	HY-VEE INC, supp.	\$427.91
69618	LEAF, serv.	\$129.96
69619	MIDAMERICAN ENERGY, serv.	\$96.51
69620	STAPLES CREDIT PLAN, supp.	\$239.87
69621	SUPERIOR LUMBER, supp.	\$235.89
69622	UNITED STATES CELLULAR, serv.	\$809.82
69623	VERIZON WIRELESS, serv.	\$120.03
69624-69636	AUGUST HAP CHECKS	\$9,749.95
ACH	AUGUST HAP CHECKS	\$61,335.65
ACH	AUGUST FGP STIPEND CHECKS	\$4,669.80
ACH	BANCORPSV, serv.	\$137.01

ACH	BANCORPSV, serv.	\$153.99
ACH	KABRICK DISTRIBUTING, supp.	\$644.60
ACH	PEPSI-COLA, supp.	\$489.64
ACH	UNITED BEVERAGE, supp.	\$218.15
ACH	US POSTAL SERVICE, supp.	\$1,000.00
69637	AGVANTAGE FS, supp.	\$1,229.19
69638	ALLEN OCCUPATIONAL HEALTH, serv.	\$481.75
69639	AMERICAN MEDICAL RESPONSE, serv.	\$8,583.33
69640	AMERICAN TARGET COMPANY, supp.	\$72.95
69641	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
69642	ARNOLD MOTOR SUPPLY LLP, supp.	\$936.90
69643	ARNOLD MOTOR SUPPLY LLP, supp.	\$23.39
69644	ATLANTIC COCA-COLA, supp.	\$235.90
69645	AMERICAN WATER WORKS ASSOC, serv.	\$382.00
69646	BITUMINOUS MATERIALS & SUPPLY, supp.	\$1,383.48
69647	BOB KOENIGS & FAMILY CONSTRUCTION, serv.	\$14,449.00
69648	CAL'S AUTO REPAIR INC, serv.	\$325.15
69649	CALHOUN-BURNS & ASSOCIATES, serv.	\$5,580.73
69650	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
69651	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
69652	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
69653	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
69654	CC PUBLIC EMP HEALTH PLAN, serv.	\$84,922.16
69655	CCHS CLASS OF 1957, reservation refund	\$100.00
69656	CEDAR RIVER SIGNS INC, supp.	\$215.08
69657	CENTRAL IOWA DISTRIBUTING, supp.	\$9.33
69658	CHARLES CITY PRESS INC, serv.	\$552.00
69659	CINTAS CORPORATION, serv.	\$56.75
69660	CIRCLE K COMMUNICATIONS INC, serv.	\$5,289.83
69661	CITY OF CHARLES CITY, serv.	\$251.32
69662	COMMUNITY REVITALIZATION, serv.	\$10,221.42
69663	DETROIT INDUSTRIAL TOOL, supp.	\$384.46
69664	DON'S TRUCK SALES INC, supp.	\$180.50
69665	FARMERS FEED & GRAIN INC, serv.	\$2,253.60
69666	FLOYD COUNTY CLERK OF COURT, serv.	\$410.00
69667	FLOYD COUNTY RECORDER, serv.	\$195.00
69668	GORDON FLESCH COMPANY INC, serv.	\$275.70
69669	HAWKINS INC, supp.	\$1,242.72
69670	HEWETT WHOLESALE, supp.	\$135.79
69671	IOWA DEPT OF NATURAL RESOURCES, serv.	\$1,275.00
69672	IDOT-CASHIER'S OFFICE, supp.	\$111.20
69673	IDOT-CASHIER'S OFFICE, supp.	\$362.04
69674	INTERSTATE ALL BATTERY CENTER, supp.	\$134.20
69675	IOWA GOLF ASSOCIATION, serv.	\$902.00

69676	IOWA ONE CALL, serv.	\$194.90
69677	JOHN DEERE FINANCIAL, supp.	\$1,580.83
69678	JOHN A HOWE, serv.	\$425.00
69679	KOCH OFFICE GROUP, supp.	\$33.18
69680	L&J INDUSTRIES INC, supp.	\$12.75
69681	LARSON PRINTING CO, supp.	\$407.95
69682	LINDA MITCHELL, reservation refund	\$25.00
69683	MACQUEEN EQUIPMENT GROUP, serv.	\$4,377.64
69684	MAIN STREET DRUG INC supp.	\$35.72
69685	MAINSTAY SYSTEMS INC, serv.	\$714.00
69686	MARCO TECHNOLOGIES LLC, serv.	\$3,436.18
69687	MARCO TECHNOLOGIES LLC, serv.	\$204.05
69688	MC2 INC, supp.	\$790.00
69689	MICK GAGE PLUMBING & HEATING, serv.	\$2,976.71
69690	MIDAMERICAN ENERGY, serv.	\$36,175.91
69691	MIDAMERICAN ENERGY, serv.	\$1,475.03
69692	MIDWEST PIPE SUPPLY INC, supp.	\$1,036.00
69693	MIKE'S C&O TIRE INC, serv.	\$335.88
69694	MISSISSIPPI LIME COMPANY, supp.	\$6,373.43
69695	NCL OF WISCONSIN, supp.	\$279.19
69696	NEWBAUER INC, serv.	\$124.25
69697	NIACOG, serv.	\$2,738.06
69698	NORTHLAND SECURITIES INC, serv.	\$1,500.00
69699	PAULETTE SKILLEN, reservation refund	\$25.00
69700	PAWS HUMANE SOCIETY, serv.	\$1,550.00
69701	PERRY NOVAK ELECTRIC INC, serv.	\$4,234.39
69702	POWER SERVICES/MICHAEL CHAPMAN, serv.	\$1,549.05
69703	RDG PLANNING & DESIGN, serv.	\$584.00
69704	SANDRA KELLOGG, reservation refund	\$25.00
69705	SHORT ELLIOTT HENDRICKSON INC, serv.	\$4,535.64
69706	SISSON & ASSOCIATES INC, serv.	\$3,418.00
69707	SJE RHOMBUS, supp.	\$511.70
69708	TERRACON CONSULTANTS INC, serv.	\$4,045.00
69709	TITUS LOCK SERVICES, serv.	\$771.79
69710	VOIDED	**VOIDED**
69711	US CELLULAR OF CHARLES CITY, supp.	\$77.70
69712	WILSON CUSTOM TREE, serv.	\$5,195.00

**TOTAL                      \$532,423.16**

Business of the Mayor - Mayor Andrews is recommending reappointment of Mary Ann Townsend and Michael Barrigan to the historic preservation commission. Motion by Joerger, second Pittman to approve these appointments. Ayes - 5 Mayor Andrews is also recommending appointing Brandon Franke to replace Eric Miller on the housing board. Motion by Pittman, second Freeseaman to approve this appointment. Ayes - 5

Ordinance 1146 was presented for a third and final reading. This ordinance would establish parameters for using the Shaw Avenue tree dump site. This site is reserved for the use of city residents only but lately city employees have found people from outside city limits dumping their trees and brush there. This ordinance will give some recourse for fining those people outside the city limits for using the site. It also states that anyone, including those living outside the city limits, can use the mulch that is generated from chipping all of the tree branches. Council member Freeseaman asked if people in Maple Heights would be allowed to use this tree dump since they are hooked to the city sewer system. City administrator Diers stated that this site is for the benefit of city residents only. Motion by Freeseaman, second Starr to approve the Third 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. Motion by Joerger, second Pittman to adopt and publish Ordinance 1146. Ayes - 5.

**A Façade application has been received from Floyd County Historical Museum to help with the removal of unused and unstable chimneys in their building.** The request is for \$9,300 which represents half of the total cost of this project. The bricks will be saved and used in a future project. The design committee has met and reviewed this application and are recommending approval. Council member Joerger introduced Resolution 135-20 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 500 GILBERT SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" 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

**A façade application has been received from North Iowa Lawn and Sports located at 809 Wisconsin Street.** They are installing a new garage door and are requesting \$921.42 which is 50% of the total cost. This has been reviewed by the design committee and they are recommending approval. Council member Pittman introduced Resolution 136-20 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 809 WISCONSIN STREET SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" 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 city has received a request for a letter of endorsement to be sent to IEDA for an expansion project planned at Cambrex. This would be an approximate 49 million dollar project and would add 32 new jobs. They have also asked for a \$40,000 forgivable loan from the SW TIF administrative board. Council member Joerger introduced Resolution 137-20 entitled, "RESOLUTION OF ENDORSEMENT OF, AND SUPPORT FOR, APPLICATION BY CAMBREX CHARLES CITY, INC. TO THE IOWA ECONOMIC DEVELOPMENT AUTHORITY WITHIN THE HIGH QUALITY JOBS PROGRAM" 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

**Discussion was held recently concerning a change to the guidelines for the city Façade program.** Community Revitalization director Mark Wicks stated that currently, there is no requirement to submit **paid invoices when the project is complete to receive the balance of the Façade funding that was awarded.** With this change in the guidelines, if a project would come in lower than the estimates submitted with the application, the amount awarded would be adjusted to reflect the correct amount. Council member Pittman asked if the project comes in higher can they get more funding and Wicks replied no. But they may be able to reapply for funding. Council member Pittman introduced Resolution 138-20 entitled, "RESOLUTION APPROVING CHANGES TO FAÇADE PROGRAM GUIDELINES" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

City clerk O'Donnell reported that the next meeting will be a planning session on August 12 starting at 6:00 p.m.

City administrator Diers reported that work continues on financing for the telecom. City employees are doing a lot of the hauling of trash from the WRRF site that is from the old city dump and was uncovered during excavation for the project. Crowne Point Builders are planning on participating in the next planning

session to discuss their plans to finish the Parkside Development project. A contractor meeting is scheduled for the water tower painting project. We will also be discussing a city wide tax abatement program at a planning session in the near future. The applications for the park and rec position and the water department position will be reviewed soon.

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

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, city clerk