

COUNCIL MINUTES
REGULAR SESSION
AUGUST 17, 2020

Charles City city council met in regular session on August 17, 2020 at 6:00 p.m. via Zoom due to the COVID-19 pandemic. Mayor Dean Andrews called the meeting to order and the following 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 Slotter.

Citizen comments - none

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Joerger, second Pittman to approve the minutes from August 3. Ayes - 5

Motion by Joerger, second Pittman to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: approve renewal of Class C liquor license w/ Sunday Sales and outdoor service for Pub on the Cedar, approve financials for 7/20 for city of Charles City and CC Public Employees health plan and payment of claims (including those approved by other boards):

69713-69727	PAYROLL ENDING 08/01/2020	\$98,045.46
69728	CITY OF CHARLES CITY, payroll liabilities	\$1,448.05
69729-69730	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$10,249.15
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$5.07
ACH	EFTPS, payroll liabilities	\$26,800.59
69731	EMC NATIONAL LIFE CO, payroll liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$1,966.10
69732	PLUNKETT'S PEST CONTROL, serv.	\$2,919.56
69733	CENTURYLINK, serv.	\$1,818.04
69734	KWIK TRIP INC, supp.	\$1,768.83
69735	BRENNAN BUILDINGS LLC, utility deposit refund	\$25.05
69736	ANGELA JACKSON, utility deposit refund	\$90.00
69737	TRAVIS MCROBERTS, utility deposit refund	\$33.14
69738	BARB OTT, utility deposit refund	\$15.32
69739	AMANDA SWANSTROM, utility deposit refund	\$1.79
69740	ALVIE WHITE, utility deposit refund	\$34.63
69741	CHRISTOPHER ATOR, utility deposit refund	\$90.00
69742	B&J WATER TREATMENT, utility deposit refund	\$10.00
69743	KIARA ANN DONALDSON, utility deposit refund	\$90.00
69744	CARENA FLAIG, utility deposit refund	\$90.00
69745	KATHRYN A GLEASON, utility deposit refund	\$90.00
69746	MEGHAN GRIFFIN, utility deposit refund	\$90.00
69747	HERRONS BAND BOX, utility deposit refund	\$90.00
69748	ASHLEY HIGH, utility deposit refund	\$90.00
69749	JESSICA JONES, utility deposit refund	\$90.00
69750	SURESH KANDAVALLI, utility deposit refund	\$90.00

69751	ANNA MENDIJAR, utility deposit refund	\$90.00
69752	ANDREW MICHAEL NEWMAN, utility deposit refund	\$90.00
69753	JUDY NOVAK, utility deposit refund	\$90.00
69754	ERIC REAMS, utility deposit refund	\$90.00
69755	RICK SAAK, utility deposit refund	\$90.00
69756	SATYANARAYANARAJU SAGI, utility deposit refund	\$90.00
69757	DOYLE DEAN SCHMIDT, utility deposit refund	\$90.00
69758	MADISON SCHMIDT, utility deposit refund	\$90.00
69759	MEGAN STAUDT, utility deposit refund	\$90.00
69760	RONALD UHING, utility deposit refund	\$90.00
69761	JOSHUA VANMETER, utility deposit refund	\$90.00
69762	UNIQUE WADE, utility deposit refund	\$90.00
69763	BAKER & TAYLOR BOOKS, supp.	\$3,506.87
69764	BAKER & TAYLOR ENTERTAINMENT, supp.	\$36.95
69765	BRODART COMPANY, supp.	\$312.80
69766	CANON FINANCIAL SERVICES INC, serv.	\$69.32
69767	CAROL CASE, serv.	\$1,100.00
69768	CC PUBLIC EMP HEALTH PLAN, serv.	\$2,924.51
69769	CHARLES CITY PRESS INC, serv.	\$300.00
69770	CITY DIRECTORY INC, supp.	\$160.00
69771	COREY HAWKE, serv.	\$389.00
69772	ELIZABETH CODY, supp.	\$38.99
69773	GORDON FLESCH CO-GFC LEASING, serv.	\$69.00
69774	HOCKENSON PLUMBING, serv.	\$105.12
69775	HW WILSON COMPANY, supp.	\$295.70
69776	INGRAM LIBRARY SERVICES, supp.	\$33.74
69777	KANOPY INC, supp.	\$46.00
69778	MEDIACOM, serv.	\$395.48
69779	MICK GAGE PLUMBING & HEATING, serv.	\$1,522.48
69780	MIDAMERICAN ENERGY, serv.	\$2,912.31
69781	MIDWEST TAPE, supp.	\$389.79
69782	ORKIN, serv.	\$50.88
69783	PROQUEST LLC, serv.	\$2,304.21
69784	STAPLES ADVANTAGE, supp.	\$31.47
69785	VISA, serv.	\$1,496.06
ACH	AUXIANT, serv.	\$80.00
ACH	BANCORPSV, serv.	\$1,833.56
ACH	BANCORPSV, serv.	\$295.80
ACH	BANCORPSV, serv.	\$1,441.03
ACH	FIRST CITIZENS-CC, serv.	\$212.18
ACH	FIRST CITIZENS-CC, serv.	\$362.35
ACH	FLOYD SWCD, serv.	\$5,257.38
ACH	FUSE TECHNIC, serv.	\$700.00
ACH	IMAGETEK, serv.	\$365.00

ACH	IOWA FINANCE AUTHORITY, serv.	\$5,082.99
ACH	KABRICK DISTRIBUTING, supp.	\$435.75
ACH	KABRICK DISTRIBUTING, supp.	\$450.00
ACH	PEPSI-COLA, supp.	\$475.10
ACH	PORTZEN CONSTRUCTION, serv.	\$1,039,727.85
ACH	TREASURER, STATE OF IOWA, sales tax	\$542.03
ACH	TREASURER, STATE OF IOWA, sales tax	\$12,808.47
ACH	UNITED BEVERAGE, supp.	\$105.45
69786	ACUSHNET COMPANY, supp.	\$732.98
69787	AGSOURCE COOPERATIVE SERVICES, serv.	\$145.50
69788	AGVANTAGE FS, supp.	\$380.38
69789	AHLERS & COONEY PC, serv.	\$403.50
69790	BLUE TARP CREDIT SERVICES, supp.	\$128.97
69791	BRUENING ROCK PRODUCTS INC, supp.	\$410.35
69792	CARQUEST AUTO PARTS, supp.	\$588.02
69793	CENTURYLINK, serv.	\$468.00
69794	CENTURYLINK, serv.	\$452.95
69795	CHARLES CITY PRESS INC, serv.	\$1,996.22
69796	CHARLES CITY PUB CRAWLERS LLC, refund	\$112.50
69797	CINTAS, supp.	\$100.19
69798	CINTAS CORPORATION, serv.	\$115.10
69799	CJ COOPER & ASSOCIATES INC, serv.	\$35.00
69800	COMMUNITY REVITALIZATION, serv.	\$200.00
69801	CORE & MAIN LP, supp.	\$5,600.00
69802	CROELL INC, supp.	\$6,095.07
69803	DEMETRA SCHILLING, shelter reservation refund	\$25.00
69804	DIAMOND VOGEL PAINTS, supp.	\$316.75
69805	ELECTRONIC ENGINEERING, serv.	\$210.00
69806	FAREWAY STORE, supp.	\$1,043.51
69807	FLOYD COUNTY RECORDER, serv.	\$34.00
69808	FMC LANDFILL, serv.	\$96,991.40
69809	FOX ENGINEERING INC, serv.	\$67,602.65
69810	GENERAL COLLECTION COMPANY, serv.	\$94.12
69811	GHD SERVICES INC, serv.	\$306.00
69812	GRAINGER, supp.	\$2,366.98
69813	HEARTLAND ASPHALT INC, serv.	\$364,592.89
69814	HEARTLAND ASPHALT INC, serv.	\$181,485.53
69815	KEVIN HERRON'S BAND BOX, serv.	\$1,708.20
69816	HEWETT WHOLESALE, supp.	\$146.60
69817	HINDERS TREE SERVICE LLC, serv.	\$19,557.00
69818	HOCKENSON PLUMBING, serv.	\$66.00
69819	IDOT-CASHIER'S OFFICE	**VOIDED**
69820	IDOT-CASHIER'S OFFICE, supp.	\$21,094.09
69821	IDOT-CASHIER'S OFFICE, supp.	\$53.85

69822	IOWA SOYBEAN ASSOCIATION, serv.	\$3,157.73
69823	JENDRO SANITATION SERVICES, serv.	\$49,255.91
69824	JENDRO SANITATION SERVICES, serv.	\$238.00
69825	JOHN DEERE FINANCIAL, supp.	\$531.63
69826	KIESLER'S POLICE SUPPLY INC, supp.	\$992.50
69827	L&J INDUSTRIES INC, supp.	\$3.00
69828	LEROY'S REPAIR, supp.	\$53.85
69829	LESSIN SUPPLY COMPANY, supp.	\$411.98
69830	LESSIN SUPPLY COMPANY, supp.	\$38.00
69831	MARCO, serv.	\$119.86
69832	METERING TECHNOLOGY SOLUTIONS, supp.	\$1,478.92
69833	MICK GAGE PLUMBING & HEATING, serv.	\$3,106.41
69834	MICK GAGE PLUMBING & HEATING, serv.	\$272.74
69835	MISSISSIPPI LIME COMPANY, supp.	\$6,439.61
69836	MUNICIPAL PIPE TOOL CO, serv.	\$47,552.98
69837	NEWBAUER INC, serv.	\$154.04
69838	NEWBAUER INC, serv.	\$68.25
69839	NIACOG, serv.	\$116.91
69840	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$3,678.00
69841	OFFICE DEPOT, supp.	\$102.37
69842	OTTO'S ENTERPRISES LLC, serv.	\$112.50
69843	PERRY NOVAK ELECTRIC INC, serv.	\$1,471.35
69844	POPP EXCAVATING INC, serv.	\$10,772.50
69845	POSTMASTER, supp.	\$910.00
69846	RONALD HILLEGAS/R&S MOWING LLC, serv.	\$374.00
69847	RC SYSTEMS, serv.	\$621.77
69848	RILEY'S INC, supp.	\$522.32
69849	SCHUETH ACE HARDWARE, supp.	\$1,232.22
69850	SECRETARY OF STATE, serv.	\$30.00
69851	SHERWIN-WILLIAMS CO, supp.	\$388.19
69852	SJE RHOMBUS, serv.	\$5,128.95
69853	SKYLINE TREE SERVICE LLC, serv.	\$20,757.00
69854	SMARTSOURCE CONSULTING-DEAN CURTIS, serv.	\$420.00
69855	TERRY BRYANT-STREAM LINE PAINTING, serv.	\$75.00
69856	SUPERIOR LUMBER INC, supp.	\$105.51
69857	TERRACON CONSULTANTS INC, serv.	\$3,166.50
69858	TERRI NOVAK, mileage	\$154.68
69859	TRIUMPH SURPLUS LLC, serv.	\$9.03
69860	USA BLUEBOOK, supp.	\$849.43
69861	VALERO RENEWABLE FUELS CO, serv.	\$75,750.00
69862	WISCONSIN INDEPENDENT NETWORK, serv.	\$1,200.00
69863	WINDSTREAM, serv.	\$61.93

TOTAL \$2,254,945.27

July Receipts - Gen -132841.39; Disp-47825.94;P/R C/I-22.41;CommEq-1200.44;H/M-24.46;RAGBRAI-.27;RUT-128651.94;EmpBen-18879.68;CVTC-39572.92;Emerg-1045.58;OptTx-71286.48;TIF-321.68;LibrTr-207.12;FGP-1000.00;PubHous-80285.65;Sect8-80867.41;'18Rehab-3300.00;Cable-15163.97;DebtServ-5011.79;StreetRel-718486.64;'18CapFnd-10000.00;'20CapFnd-4002.45;Water-178181.34;Sewer-53506.81;WasteFnd-56059.80;Transit-42183.28;SWU-16592.71;FireExt-125.00
July Disbursements - Gen-465521.60;Disp-40108.04;RUT-107020.96;EmpBen-91100.93;CVTC-1675.86;LibrTr-73.47;FGP-10625.87;PubHous-38903.14;Sect8-149645.78;'18Rehab-6537.40;StreetRel-180130.34;'18CapFnd-10000.00;'20CapFnd-4002.45;FibertoHome-182034.11;IPCSponsoredProj-5782.76;Water-100580.20;Sewer-66712.48;WWTPExpFnd-994621.56;WasteFnd-49697.52;Transit-29608.69;SWU-2723.52

Business of the Mayor - Motion by Starr, second Joerger to approve the reappointment of Jeff Sisson to the airport board. Ayes - 5. Mayor Andrews asked council how they prefer to receive the Cityscape magazine and he will relay these choices to the League.

Mayor Andrews opened the public hearing on the 2020 4th Avenue/5th Avenue horizontal directional drilling project. Affidavit of publication dated 8/7/20 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second Pittman to close the hearing. Ayes - 5

There was one addendum to the preliminary plans concerning a gasket so the final plans are the same as the preliminary plans. This project will be paid out of the water fund. Councilmember Freeseaman introduced Resolution 139-20 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE 2020 4TH AVENUE/5TH AVENUE HORIZONTAL DIRECTIONAL DRILLING 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

We received four bids for this project. Low bid was from Summers Enterprises of Masonville, Iowa for \$708,970.00. Engineer estimate for this project was \$900,000. We haven't worked with this firm so Engineer Fallis contacted other cities who had and received good recommendations. Council member Freeseaman introduced Resolution 140-20 entitled, "RESOLUTION APPROVING AWARD AND CONTRACT AND BOND FOR THE 2020 4TH AVENUE/5TH AVENUE HORIZONTAL DIRECTIONAL DRILLING PROJECT" 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

City engineer Fallis would like to submit an application for Traffic Safety Improvement Program (TSIP) funding for new traffic signals at Clark Street and North Grand and the pedestrian signal at F Street. Council member Joerger introduced Resolution 141-20 entitled, "RESOLUTION APPROVING A GRANT APPLICATION FOR TRAFFIC SAFETY IMPROVEMENT PROGRAM (TSIP) FUNDS FOR A BRANTINGHAM STRET AND CLARK STREET AND 4TH AVENUE AND NORTH GRAND AVENUE TRAFFIC SIGNAL REPLACEMENT AND 4TH AVENUE AND F STREET PEDESTRIAN HYBRID BEACON INSTALLATION PROJECT" 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

The replacement of the Gilbert Street lift station is a part of the overall wastewater resource and reclamation facility project. An environmental study needs to be done and reviewed at a public hearing. This resolution sets September 21 as the date for the public hearing. Councilmember Starr introduced Resolution 142-20 entitled, "RESOLUTION SETTING DATE FOR PUBLIC HEARING ON GILBERT STREET LIFT STATION" 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

There are two lien releases that need to be approved for two properties that participated in the 2012 CDBG owner occupied rehabilitation program. They have both fulfilled all of the requirements of the forgivable loan and can now have those liens released. Council member Freeseaman introduced Resolution 143-20 entitled, "RESOLUTION RELEASING LIEN ON FORGIVABLE LOAN FOR

PROPERTY LOCATED AT 602 S. JOHNSON STREET” 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. Council member Joerger introduced Resolution 144-20 entitled, “RESOLUTION RELEASING LIEN ON FORGIVABLE LOAN FOR PROPERTY LOCATED AT 1101 GROVE STREET” 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

Mark Wicks from Community Revitalization has asked for permission to install some picnic tables in the former right of way of Kelly Street in between SNAP Fitness and First Citizens Bank. They have received a grant of \$1,099 with design committee funding of \$420 and park and rec providing \$200 and in kind labor to install the tables. Once they are installed, they will become property of the city. Council member Joerger introduced Resolution 145-20 entitled, “RESOLUTION APPROVING USE OF CITY PROPERTY” 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

Water superintendent Cory Spieker discussed the need for a study to be conducted on the city’s clear well. The current capacity is not adequate and causes the pumps to run more frequently and for shorter periods of times. This is hard on the pumps and also causes issues with the lime softening process. A contract to do this study has been received from SEH for a not to exceed amount of \$8,850. They will provide design, size and location of a new clear well and probable cost. There is \$10,000 included in the budget for this item. Council member Freeseaman introduced Resolution 146-20 entitled, “RESOLUTION APPROVING ENGINEERING SERVICES AGREEMENT WITH SEH FOR CLEAR WELL STUDY” 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

Preliminary plans have been drafted for the 2020 drainage improvement project. This will address three separate drainage issues: 1- install a storm sewer extension near Comet Bowl, 2 - a diversion ditch in the 500 and 600 blocks of J Street and site drainage at the Art Center building. Public hearing for this will be held on August 24 at a special meeting. Council member Starr introduced Resolution 147-20 entitled, “RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF CONSTRUCTION COST FOR THE 2020 DRAINAGE IMPROVEMENT PROJECT AND ORDERING THE ADVERTISEMENT FOR BIDS” 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

Cambrex is planning a 42 million dollar expansion and they have submitted an application to IEDA for assistance through the high quality jobs program. They are adding 32 jobs which will bring their total jobs to 408 by the end of the three year loan term. As part of the local match, they are asking the city to grant a \$40,000 forgivable loan and a 90% nine year tax abatement. This would be done through the Southwest Bypass TIF district and that board is recommending approval by both the city and county for this. A letter of intent is needed to submit to IEDA so that the paperwork can be prepared for the assistance to Cambrex. Council member Joerger introduced Resolution 148-20 entitled, “RESOLUTION EXPRESSING INTENT TO PROVIDE ECONOMIC DEVELOPMENT SUPPORT TO THE CAMBREX CHARLES CITY, INC. EXPANSION PROJECT” 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 on August 24 with both a planning session and special meeting. The first meeting in September will be on Tuesday, September 8 due to Labor Day holiday. The League conference will be a virtual event this year due to COVID-19. If any councilmembers are interested, they can let Trudy know and she will get you registered.

City administrator Diers stated that the rural summit is coming soon. We have been looking at doing a fall clean up and if we do it, would be September or October. The trash removed from the WRRF site from the old city dump has been tested and came back clear so it can be disposed of at the landfill. Trying to schedule a goal setting session sometime in November and have reached out to a couple of consultants to get quotes for this. Mayor Andrews requested that this goal setting session be held in person, so we

will look at reserving the Zastrow room for this so that we can spread out. The Rotary Club is setting a donation trailer in the HyVee parking lot on Thursday for the victims of the recent storm in Cedar Rapids. Jennifer Lantz has been hired as the new Foster Grandparent director. Longtime Foster grandparent Mary Kellogg recently passed away. We are working on filling the vacant water and park/rec positions.

Councilmember Starr reported that he and Councilmember Knighten recently attended the Communications Commission meeting. A new 28E for the operation of the dispatch center should be drafted soon and will be brought to the council for review. The 9-1-1 commission is also reviewing switching out all of the radios in the county which could possibly cost four to five million dollars. He thanked Ben Chatfield for doing a lot of the research for that project.

It was also noted that Councilmember Pittman and Mayor Andrews attended the recent park/rec board meeting and participated in the pool discussion. There will be a meeting soon with the Y to discuss the pool.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk