

COUNCIL MINUTES
AUGUST 20, 2018
REGULAR SESSION

Charles City city council met in regular session on August 20, 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 Slotter.

Citizen's Comments - none

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Hammond, second Joerger to approve the August 6 minutes. City clerk O'Donnell stated that Mayor Andrews was included by accident instead of Mayor Pro Tem Joerger on one item and that change has been made in those minutes. Ayes - 5

Motion by Joerger, second Freeseaman to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: Approve 7/18 financials for city of Charles City and CC Public Employees health plan Approve Class B wine permit w/ Sunday Sales for Darbe and Co., Approve the following bonds: Electrical - Mills, Inc; Excavation - WRH, Inc, Downing Excavating; Sidewalk - Nolt's Custom concrete, LLC, Boss Construction, David Sweet; Water/Sewer - Kamm Excavating and payment of claims (including those approved by other boards):

61197-61243	PAYROLL ENDING 08/04/18	\$97,542.64
61244	CITY OF CHARLES CITY, payroll liabilities	\$1,142.24
61245	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$8,240.24
61246	EMC NATIONAL LIFE, payroll liabilities	\$33.55
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$212.76
ACH	EFTPS, payroll liabilities	\$26,005.48
ACH	FAMILY COMM CREDIT PLAN, payroll liabilities	\$1,468.00
ACH	ICMA, payroll liabilities	\$1,456.92
ACH	BETTY HANSON (FGP), mileage	\$9.60
ACH	JACQUELINE FERCH (FGP), mileage	\$26.88
ACH	MAVIS BEENEN (FGP), mileage	\$11.52
ACH	BANCORPSV, serv.	\$436.53
ACH	BANCORPSV, serv.	\$362.15
ACH	KABRICK DISTRIBUTING, supp.	\$537.80
ACH	PEPSI-COLA, supp.	\$674.20
ACH	TREASURER, STATE OF IOWA, sales tax	\$1,000.01
ACH	UNITED BEVERAGE, supp.	\$385.35
61247	ROBERT LANENGA, account credit refund	\$26.27
61248	REAL ESTATE PARTNER, account credit refund	\$8.52
61249	DENNIS BENSON, utility deposit refund	\$35.74
61250	TRACY BERGERSON, utility deposit refund	\$28.98
61251	BENJAMIN CLARK, utility deposit refund	\$22.74
61252	TINA FRIEST, utility deposit refund	\$7.50
61253	AARON LOMBARD, utility deposit refund	\$20.93
61254	MALLORY MOORE, utility deposit refund	\$31.19
61255	MIRANDA PAGCU, utility deposit refund	\$43.75

61256	GOLDA CALPITO, utility deposit refund	\$90.00
61257	RIGOBERTO CASTANEDA, utility deposit refund	\$90.00
61258	CONNIE CHASE, utility deposit refund	\$90.00
61259	BRIAN HAMMER, utility deposit refund	\$90.00
61260	PAUL HUGHES, utility deposit refund	\$20.00
61261	RAVYN KNECHT, utility deposit refund	\$90.00
61262	KAY MEHMEN, utility deposit refund	\$90.00
61263	NATHAN MOLSTEAD, utility deposit refund	\$90.00
61264	LANDON NELSON, utility deposit refund	\$90.00
61265	COLE SCHMIDT, utility deposit refund	\$90.00
61266	LUKE & KRISTINE SCHMITT, util deposit refund	\$90.00
61267	MARYELLEN SHINN, utility deposit refund	\$90.00
61268	GARRET STILLIONS, utility deposit refund	\$90.00
61269	UNGGGOY BROADBAND, utility deposit refund	\$90.00
61270	ANGELA VANGILDER, utility deposit refund	\$90.00
61271	JODEE & ANDREW VICKERMAN, util deposit refund	\$90.00
61272	COLTON WILLIS, utility deposit refund	\$90.00
61273	BAKER & TAYLOR BOOKS,SERV	**VOIDED**
61274	BAKER & TAYLOR BOOKS,SERV, supp.	\$2,105.59
61275	BAKER & TAYLOR ENTERTAINMENT, supp.	\$184.65
61276	CAROL CASE, serv.	\$1,100.00
61277	CENTER POINT LARGE PRINT, supp.	\$73.36
61278	COREY HAWKE, serv.	\$339.00
61279	HW WILSON COMPANY, supp.	\$295.70
61280	HY-VEE INC, supp.	\$33.73
61281	IMAGINE VIDEO PRODUCTIONS, supp.	\$54.00
61282	INGRAM LIBRARY SERVICES, supp.	\$39.99
61283	LEAF, serv.	\$72.30
61284	MEDIACOM, serv.	\$319.34
61285	MIDAMERICAN ENERGY, serv.	\$2,431.42
61286	MPLC, serv.	\$132.60
61287	NEWBAUER INC, serv.	\$44.25
61288	OVERDRIVE, serv.	\$1,234.76
61289	POLK CITY DIRECTORIES, supp.	\$195.00
61290	ROCKFORD PUBLIC LIBRARY, serv.	\$320.00
61291	SCHUETH ACE HARDWARE, supp.	\$6.99
61292	STAPLES ADVANTAGE, supp.	\$221.24
61293	STATE LIBRARY OF IOWA, supp.	\$484.12
61294	STATE LIBRARY OF IOWA, serv.	\$60.00
61295	TRACES CENTER FOR HISTORY, serv.	\$350.00
61296	VISA, supp.	\$274.38
61297	LEAF, serv.	\$139.40
61298	WINDSTREAM, serv.	\$59.35

61299	ATURA ARCHITECTURE, serv.	\$1,732.00
61300	BLUHM CEDAR VALLEY ELECTRIC, serv.	\$125.00
61301	BUSINESS CARD, supp.	\$1,258.17
61302	C NABER & ASSOCIATES, serv.	\$413.80
61303	CENTURLINK, serv.	\$141.42
61304	CHARLES CITY ELECTRONICS, supp.	\$29.99
61305	CHARLES CITY PRESS INC, serv.	\$1,308.55
61306	CINTAS CORPORATION, serv.	\$55.22
61307	CITY OF CHARLES CITY, serv.	\$3,283.87
61308	FLOYD COUNTY TREASURER, serv.	\$38,344.91
61309	HOCKENSON PLUMBING, serv.	\$642.80
61310	HOMETOWN SECURITY, serv.	\$11,346.18
61311	IDOT-CASHIER'S OFFICE, supp.	\$311.81
61312	IOWA DEPT OF INSPECTIONS, serv.	\$68.25
61313	VOIDED	**VOIDED**
61314	JENDRO SANITATION SERVICES, serv.	\$805.00
61315	JOHN DEERE FINANCIAL, supp.	\$123.50
61316	KOCH BROTHERS INC, serv.	\$285.87
61317	KWIK TRIP INC, supp.	\$106.31
61318	LARSON PRINTING CO, supp.	\$206.00
61319	LEAF, serv.	\$327.18
61320	LINDERMAN HEATING & AIR LLC, serv.	\$1,287.00
61321	MARCO TECHNOLOGIES LLC, supp.	\$366.08
61322	MEDIACOM, serv.	\$260.85
61323	MEHMEN PAINTING, serv.	\$135.00
61324	MIC'S PLUMBING & HEATING, serv.	\$112.50
61325	MIDAMERICAN ENERGY, serv.	\$6,673.16
61326	NAN MCKAY & ASSOCIATES, serv.	\$573.00
61327	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$261.00
61328	PITNEY BOWES-LEASE ACCT, serv.	\$54.09
61329	RESERVE ACCOUNT, supp.	\$500.00
61330	ROBERT LOFTUS, security deposit refund	\$211.34
61331	SAMANTHA SPRINGER, serv.	\$100.00
61332	SCHUETH ACE HARDWARE	**VOIDED**
61333	SCHUETH ACE HARDWARE	**VOIDED**
61334	SCHUETH ACE HARDWARE, supp.	\$981.11
61335	SHERWIN-WILLIAMS CO, supp.	\$176.45
61336	STAPLES ADVANTAGE, supp.	\$422.35
61337	SUPERIOR LUMBER INC, supp.	\$250.17
61338	T-J SERVICE INC, supp.	\$414.41
61339	TITUS LOCK SERVICES, serv.	\$170.00
61340	TRENT PARKER, serv.	\$1,899.49
61341	UNITED STATES CELLULAR, serv.	\$138.56

61342	YARDI RESIDENT SCREENING, serv.	\$52.50
61343	IOWA NAHRO, serv.	\$75.00
61344	VALERO RENEWABLE FUELS, acct overcharge refund	\$6,027.57
61345	AAA RECOVERY SERVICES, serv.	\$73.99
61346	AGSOURCE COOPERATIVE SERVICES, serv.	\$145.50
61347	AGVANTAGE FS, supp.	\$1,386.90
61348	AHLERS & COONEY PC, serv.	\$264.00
61349	ARNOLD MOTOR SUPPLY LLP, supp.	\$1,148.90
61350	ASCAP, serv.	\$12.25
61351	ATLANTIC COCA-COLA, supp.	\$57.31
61352	BITUMINOUS MATERIALS & SUPPLIES, supp.	\$1,701.83
61353	BREITBACH CHIROPRACTIC, serv.	\$125.00
61354	BRUENING ROCK PRODUCTS INC, supp.	\$2,274.94
61355	BUSINESS CARD	**VOIDED**
61356	BUSINESS CARD, serv.	\$2,908.34
61357	CARQUEST AUTO PARTS	**VOIDED**
61358	CARQUEST AUTO PARTS, supp.	\$962.94
61359	CASEY'S MARKETING COMPANY, liquor license refund	\$37.50
61360	CENTRAL IOWA DISTRIBUTING, supp.	\$47.98
61361	CENTURYLINK, serv.	\$283.75
61362	CERRO GORDO CO PUBLIC HEALTH, serv.	\$80.00
61363	CHARLES CITY HOUSING AUTHORITY, MVF tax refund	\$101.00
61364	CINTAS CORPORATION, serv.	\$67.14
61365	CITY OF CHARLES CITY, supp.	\$120.00
61366	CITY OF CHARLES CITY, serv.	\$189.55
61367	CJ COOPER & ASSOCIATES INC, serv.	\$70.00
61368	CLEAR LAKE SANITARY DISTRICT, serv.	\$121.00
61369	VOIDED	**VOIDED**
61370	COMPASS BUSINESS SOLUTIONS, supp.	\$417.01
61371	CROELL INC, supp.	\$247.13
61372	DISH NETWORK, serv.	\$63.71
61373	DON'S REPAIR, supp.	\$657.80
61374	ELECTRIC PUMP, serv.	\$1,568.60
61375	ETHANOL PRODUCTS LLC, supp.	\$1,224.75
61376	FAREWAY STORE, supp.	\$597.20
61377	FEDERAL COMPANIES, serv.	\$15.00
61378	FLOYD COUNTY RECORDER, serv.	\$17.00
61379	GALLS LLC, supp.	\$498.60
61380	GEMPLER'S, supp.	\$200.84
61381	H&H SCREEN PRINTING, supp.	\$2,435.00
61382	HAWKINS INC, supp.	\$713.79
61383	HEWETT WHOLESALE, supp.	\$269.83
61384	HOCKENSON PLUMBING, serv.	\$63.00

61385	HUBER SUPPLY CO INC, serv.	\$130.00
61386	HY-VEE INC, supp.	\$903.97
61387	I WIRELESS, serv.	\$72.20
61388	IDOT-CASHIER'S OFFICE	**VOIDED**
61389	IDOT-CASHIER'S OFFICE	**VOIDED**
61390	IDOT-CASHIER'S OFFICE, supp.	\$4,646.08
61391	IDOT-CASHIER'S OFFICE, supp.	\$140.73
61392	IOWA LAW ENFORCEMENT ACADEMY, serv.	\$150.00
61393	INTERSTATE ALL BATTERY CENTER, supp.	\$17.88
61394	IOWA SURVEILLANCE TEAM, serv.	\$3,334.98
61395	IOWA PARK & REC ASSOCIATION, serv.	\$165.00
61396	JENDRO SANITATION SERVICES, serv.	\$43,453.74
61397	JENDRO SANITATION SERVICES, serv.	\$238.00
61398	JOHN DEERE FINANCIAL	**VOIDED**
61399	JOHN DEERE FINANCIAL, supp.	\$593.53
61400	KEYSTONE LABORATORIES, serv.	\$448.73
61401	KMART STORE #7767, supp.	\$62.99
61402	L&J INDUSTRIES INC, supp.	\$15.30
61403	LESSIN SUPPLY COMPANY, supp.	\$609.56
61404	MACQUEEN GROUP, serv.	\$75.00
61405	MARCO, serv.	\$108.90
61406	MERRITT COMPUTER SERVICE INC, serv.	\$161.20
61407	MIDAMERICAN ENERGY, serv.	\$10.00
61408	MIDAMERICAN ENERGY, serv.	\$1,417.22
61409	MIDWEST PIPE SUPPLY INC, supp.	\$516.00
61410	MIKE'S C&O TIRE INC, serv.	\$23.19
61411	MILLS-INC, serv.	\$1,205.76
61412	MISSISSIPPI LIME COMPANY, supp.	\$11,823.74
61413	MUNICIPAL PIPE SERVICES INC, serv.	\$650.00
61414	NATIONAL GOLF GRAPHICS, supp.	\$2,720.00
61415	NEWBAUER INC, serv.	\$19.21
61416	NIACOG, serv.	\$5,222.39
61417	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$3,353.94
61418	OFFICE DEPOT, supp.	\$26.76
61419	OFFICE WORLD, supp.	\$189.83
61420	ON-SITE INFO DESTRUCTION SERVICES, serv.	\$45.00
61421	OVERHEAD DOOR CO OF MASON CITY, serv.	\$108.60
61422	PERRY NOVAK ELECTRIC INC, serv.	\$342.50
61423	POLLARDWATER, supp.	\$408.78
61424	POSTMASTER, serv.	\$905.00
61425	PRODUCTIVITY PLUS ACCOUNT, supp.	\$223.86
61426	R&S MOWING, serv.	\$600.00
61427	RILEY'S INC, supp.	\$643.06

61428	RISE BROADBAND, serv.	\$21.00
61429	SARAH MERRIFIELD, mileage	\$119.36
61430	SCHUETH ACE HARDWARE, supp.	\$238.07
61431	SHORT ELLIOTT HENDRICKSON INC, serv.	\$23,900.23
61432	SHERWIN-WILLIAMS CO, supp.	\$118.26
61433	SISSON & ASSOCIATES INC, serv.	\$2,544.00
61434	SJE-RHOMBUS, serv.	\$1,250.00
61435	VOIDED	**VOIDED**
61436	SKYLINE TREE SERVICE LLC, serv.	\$894.00
61437	STAPLES CREDIT PLAN, supp.	\$167.89
61438	SUPERIOR LUMBER INC, supp.	\$571.09
61439	SUPERIOR WELDING SUPPLY CO, serv.	\$25.65
61440	TEETER SPECIALTY CO, supp.	\$40.25
61441	TERRI NOVAK, mileage	\$150.97
61442	THE DES MOINES REGISTER, supp.	\$673.41
61443	TRIUMPH SURPLUS, serv.	\$12.46
61444	UNITED STATES CELLULAR, serv.	\$991.77
61445	BEST WESTERN AMES INVESTMENT, serv.	\$285.62

TOTAL \$372,815.86

July Receipts - Gen - 175849.49;Petty Cash-90.00;Disp-38396.34;SafetyEd-350.00;P/R C/I-193.34;CommEq-1301.60;H/M-82.26;RAGBRAI-.56;RUT-72975.46;EmpBen-42606.90;CVTC-14400.50;Emerg-2455.53;OptTx-67981.32;TIF-18718.14;LibrTr-314.90;FGP-1601.36;PubHous-70654.64;Sect8-74744.19;Cable-15227.34;DebtServ-14156.30;'17CapProj-39385.03;Water-204109.60;Sewer-166575.17;WasteFnd-53828.48;Transit-165.00;SWU-18127.40;FireExt-174.00

July Disbursements - Gen-399372.85;Disp-42846.15;K-9-7010.00;RAGBRAI-2500.00;RUT-46762.09;EmpBen-82079.42;CVTC-1493.62;TIF-50038.23;LibrTr-124.89;FGP-10541.28;PubHous-43915.25;Sect8-68473.53;Cable-201.00;StreetRel C/I-137779.07;'17 Cap Proj-80865.17;'18CapProj-39385.03;CW Bridge/Road-12331.24;Water-92902.07;Sewer-231069.17;WWTP Expansion-76080.00;WasteFnd-50528.83;Transit-90.00SWU-8433.03

Business of the Mayor - Mayor Andrews thanked Mayor Pro Tem Joerger for filling in for him while he was gone.

Emily Garden was present to request street closures and a parade permit for the holiday lighted parade being held on November 30 this year. The route is the same as last year and the only change may be an additional block to be used for staging since they are working on getting more entries. Motion by Joerger, second Freeseaman to approve the request as presented. Ayes - 5

Heidi Nielsen, housing director, was present to discuss the transformer project being done at South Cedar Terrace. The transformers there are very old and need replacing. MidAmerican will help with moving the pole and actual installation of the transformers. An architect is needed to design and spec this project and for project administration. Two proposals have been received for these services and have been reviewed by the housing board. They are recommending Skott & Anderson for the project at a cost of \$11,900. Council member Hammond introduced Resolution 135-18 entitled, "RESOLUTION APPROVING ARCHITECTURAL SERVICES AGREEMENT FOR ELECTRICAL UPGRADES AT SOUTH CEDAR TERRACE, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Mallaro, Starr, Joerger, Freeseaman, Hammond. Nays - none.

Donald and Judy Bean, residents at 11 Crestview Lane, have been approved by the board of adjustment for a special use permit for an accessory building on an empty adjoining lot they own next to their house. Our zoning ordinance was changed a few years ago to allow this but there is a requirement for a document to be executed by the owners that prohibits conveyance of the lot with the accessory structure on it separate from the lot with the primary structure on it. This document has been executed by the Bean's and now needs council approval. Council member Joerger introduced Resolution 136-18 entitled, "RESOLUTION APPROVING MULTI LOT RESTRICTION AGAINST

CONVEYANCE FOR DONALD AND JUDY BEAN” 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.

A Façade application has been submitted to the design committee from Cort and Lanie Sanvig for 100 S. Main Street. They are putting in a microbrewery in this location and have requested \$9,540 from the Façade program for work to be done on the building. The design committee has reviewed the application and is recommending approval. Some questions on the actual ownership of the building and the reply was that Dennis and Ann Sanvig, Cort’s parents, actually own the building but Cort and Lanie will be operating the business. Council requested that since Dennis and Ann Sanvig actually own the building, they should also sign the Façade paperwork. Council member Starr introduced Resolution 137-18 entitled, “RESOLUTION APPROVING FUNDING FOR A PROJECT AT 100 S. MAIN SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM” and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Hammond, Mallaro, Starr. Nays - none.

Staff has discovered an apparent mapping error for two parcels located on Gilbert Street. Express Lube and State Bank are shown as R-2 on the zoning map but they should be B-3. These parcels have been businesses for many years. Staff is recommending that council direct planning and zoning to review this situation and make a recommendation to city council. Council member Starr introduced Resolution 138-18 entitled, “RESOLUTION DIRECTING THE CITY CLERK MAKE APPLICATION TO THE CHARLES CITY PLANNING AND ZONING COMMISSION TO CONSIDER A CHANGE IN ZONING CLASSIFICATION FROM R-2 TO A B-3 FOR PROPERTY LEGALLY DESCRIBED IN ATTACHMENT A” and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Freeseaman, Hammond, Mallaro, Starr, Joerger. Nays - none.

Cambrex has submitted a request to IEDA for an extension of their high quality jobs program requirements. They are just a few months beyond the deadline due to a lag in invoicing expenses and waiting on equipment. The shortest time frame that IEDA gives for extensions is one year. Council member Freeseaman introduced Resolution 139-18 entitled, “RESOLUTION APPROVING AMENDMENT TO CONTRACT #15-TC-022 BETWEEN CAMBREX AND IEDA” and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Hammond, Mallaro, Starr, Joerger, Freeseaman. Nays - none

Discussion on installation of a crosswalk in front of the Charles Theater. Dale Schmidt from the theater was present to discuss this with council. It originally was hoped that a flashing light could be installed there to alert vehicles to the pedestrian crossing, but recent changes to Federal regulations have since prohibited this. This would be a mid-block crossing which raises some concerns, it’s not something that vehicles would expect. Staff has conducted a traffic count here and found approximately 90 cars per hour around 9:00 drive by. That is the time that movies usually let out. If this is installed, there would be fluorescent cross walk signs put up on either direction and a pylon in the middle of the street would be in place only during the summer months. Approximate cost of this would be \$8,000. Council member Freeseaman asked if the theater would consider any cost share. Dale Schmidt replied that the theater board appreciated the council considering this cross walk. They will scroll on the movie screen before movies for pedestrians to exercise caution as they cross the street after they exit the theater. He doesn’t have the authority to commit any money from the theater, they are a non profit. Council member Freeseaman commented that at the planning session, he thought it was said that the theater board would consider sharing in the cost, have they met to discuss this? Mark Wicks and Emily Garden both commented that the theater foot traffic gets rather heavy with the public lot being across the street and they were both in support of this. Mayor Andrews stated that with the signage that would be put in place, it would help draw attention to the mid block cross walk. Council member Freeseaman stated that even with the cross walk, people will cross wherever it is more convenient for them and that might not necessarily be where that cross walk is. Motion by Starr, second Hammond to approve installation of a cross walk near the Charles Theater. Ayes - Starr, Hammond, Mallaro. Nays - Joerger, Freeseaman. Motion carried.

Motion by Starr, second Joerger to go into closed session pursuant to Iowa Code 21.5 (j) to discuss acquisition of property. Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Council entered into closed session at 6:37 p.m.

Council reconvened into open session at 7:24 p.m. There was no action taken in closed session. There is no action to take on this item at this time.

City clerk O’Donnell reminded council that the next planning session will be August 27 at 6:00 p.m. The first meeting in September will be a regular meeting on Tuesday September 4 due to the Labor Day holiday. City hall will be closed on Labor Day.

City administrator Diers reported that one of the fire trucks has a leak in the motor. This is the truck that carries the jaws of life and other equipment, not the aerial. This truck is 15 years old and should have at least another 15 years of life left. Quote for a remanufactured engine is \$26,000 and to rebuild it would be about \$19,000. There is some uncertainty that a rebuild would work and it would take the unit out of commission for too long of period. St. Charles

Township owns 30% of this unit and will pay that portion of the costs. The city public transit has been working well. On Thursday, they will start transporting foster grandparents and school children. There are 13 on the waiting list right now, so we may look at adding another bus. The problem is getting enough drivers for another bus and we are continuing to look for more drivers. There have been frequent meetings with school personnel regarding 500 N. Grand building. There is a developer interested in it. The city's Facebook page is up and running. Council member Starr reported that the library board has hired a library director. Her name is Annette Dean and she is currently the assistant library director for the city of Hudson. She lives in Waverly.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk