

COUNCIL MINUTES  
REGULAR SESSION  
SEPTEMBER 4, 2018

Charles City city council met in regular session on September 4, 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.

Citizen comments - none

Mayor Andrews welcomed everyone to the meeting.

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

Clarification to August 20 minutes to state that the St. Charles Brewery is owned by Cort and Lanie Sanvig and Dennis and Ann Sanvig **equally so all four names were requested to be on the Façade** application. Motion by Joerger, second Starr to approve the minutes of the August 15 and 20 meetings with the correction. Ayes - 5

Motion by Joerger, second Freeseaman to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: approve Class C liquor license w/ Sunday Sales and Outdoor Service for Hot Shots Billiards, approve change in ownership for Fareway Stores Class LE liquor license and payment of claims (including those approved by other boards):

|             |  |             |
|-------------|--|-------------|
| 61446-61488 | PAYROLL ENDING 08/18/18                        | \$95,694.52 |
| ACH         | AFLAC, payroll liabilities                     | \$985.65    |
| ACH         | COLLECTION SERVICE CENTER, payroll liabilities | \$212.76    |
| 61489       | CITY OF CHARLES CITY, payroll liabilities      | \$1,142.24  |
| 61490-61491 | CC PUBLIC EMP HEALTH PLAN, payroll liabilities | \$8,679.26  |
| ACH         | EFTPS, payroll liabilities                     | \$25,572.67 |
| 61492       | EMC NATIONAL LIFE, payroll liabilities         | \$33.55     |
| ACH         | FAMILY COMMUNITY CREDIT UNION, PR liabilities  | \$1,468.00  |
| ACH         | ICMA, payroll liabilities                      | \$1,456.92  |
| ACH         | IPERS, payroll liabilities                     | \$27,876.44 |
| 61493-61494 | LINCOLN NATIONAL LIFE INS, payroll liabilities | \$213.70    |
| 61495-61496 | DELTA DENTAL, payroll liabilities              | \$417.08    |
| ACH         | MUNICIPAL FIRE & POLICE, payroll liabilities   | \$26,845.12 |
| ACH         | TREASURER, STATE OF IOWA, payroll liabilities  | \$11,077.00 |
| ACH         | VSP, payroll liabilities                       | \$317.56    |
| ACH         | AUXIANT, serv.                                 | \$447.06    |
| ACH         | BANCORPSV, serv.                               | \$114.00    |
| ACH         | BANCORPSV, serv.                               | \$560.89    |
| ACH         | KABRICK DISTRIBUTING, supp.                    | \$361.10    |
| ACH         | KABRICK DISTRIBUTING, supp.                    | \$259.15    |
| ACH         | KABRICK DISTRIBUTING, supp.                    | \$97.00     |
| ACH         | TREASURER, STATE OF IOWA, sales tax            | \$17,879.58 |
| ACH         | UNITED BEVERAGE, supp.                         | \$23.00     |
| ACH         | UNITED BEVERAGE, supp.                         | \$103.60    |
| 61497       | COMMUNITY REVITALIZATION, serv.                | \$944.04    |

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| 61498       | DORSEY & WHITNEY LLP, serv.                    | \$16,047.00 |
| 61499       | IOWA DIV OF CRIMINAL INVESTIGATION, serv.      | \$56.00     |
| 61500       | ANDREW NEVE, utility deposit refund            | \$90.00     |
| 61501       | VERIZON WIRELESS, serv.                        | \$120.03    |
| 61502-61514 | SEPTEMBER HAP CHECKS                           | \$25,935.36 |
| ACH         | SEPTEMBER HAP CHECKS                           | \$36,629.08 |
| 61515-61544 | PAYROLL ENDING 09/01/18                        | \$91,891.70 |
| 61545       | CITY OF CHARLES CITY, payroll liabilities      | \$1,142.24  |
| 61546-61547 | CC PUBLIC EMP HEALTH PLAN, payroll liabilities | \$8,679.26  |
| 61548       | EMC NATIONAL LIFE COMPANY, PR liabilities      | \$33.55     |
| ACH         | COLLECTION SERVICE CENTER, payroll liabilities | \$212.76    |
| ACH         | EFTPS, payroll liabilities                     | \$25,055.69 |
| ACH         | FAMILY COMMUNITY CREDIT UNION, PR liabilities  | \$1,468.00  |
| ACH         | ICMA, payroll liabilities                      | \$1,456.92  |
| 61549       | AGVANTAGE FS, supp.                            | \$183.95    |
| 61550       | ATLANTIC COCA-COLA, supp.                      | \$77.52     |
| 61551       | AMERICAN WATER WORKS ASSOCIATION, serv.        | \$360.00    |
| 61552       | BODENSTEINER IMPLEMENT CO, supp.               | \$260.75    |
| 61553       | CAEL RUZICKA, serv.                            | \$30.00     |
| 61554       | CALHOUN-BURNS & ASSOCIATES, serv.              | \$13,489.74 |
| 61555       | CASEY MALLORY, travel reimbursement            | \$150.80    |
| 61556       | CC PUBLIC EMP HEALTH PLAN                      | **VOIDED**  |
| 61557       | CC PUBLIC EMP HEALTH PLAN                      | **VOIDED**  |
| 61558       | CC PUBLIC EMP HEALTH PLAN                      | **VOIDED**  |
| 61559       | CC PUBLIC EMP HEALTH PLAN                      | **VOIDED**  |
| 61560       | CC PUBLIC EMP HEALTH PLAN                      | **VOIDED**  |
| 61561       | CC PUBLIC EMP HEALTH PLAN, serv.               | \$72,206.96 |
| 61562       | CINTAS CORPORATION, serv.                      | \$55.29     |
| 61563       | CINTAS, supp.                                  | \$145.34    |
| 61564       | CITY OF CHARLES CITY, supp.                    | \$570.00    |
| 61565       | CJ COOPER & ASSOCIATES INC, serv.              | \$35.00     |
| 61566       | COMMUNITY REVITALIZATION, serv.                | \$9,540.00  |
| 61567       | CORE & MAIN LP, supp.                          | \$1,617.94  |
| 61568       | DAIRY QUEEN, supp.                             | \$371.00    |
| 61569       | DIAMOND SPEED PRODUCTS, supp.                  | \$182.21    |
| 61570       | DO IT ALL SERVICES LLC, serv.                  | \$94.78     |
| 61571       | FLOYD COUNTY AG CENTER, serv.                  | \$722.70    |
| 61572       | FLOYD COUNTY ENGINEER, supp.                   | \$875.70    |
| 61573       | FLOYD COUNTY ENGINEER, supp.                   | \$377.51    |
| 61574       | FOX ENGINEERING INC, serv.                     | \$25,521.75 |
| 61575       | GALLS LLC, supp.                               | \$59.95     |
| 61576       | GILLIAN KING, serv.                            | \$60.00     |
| 61577       | GRAINGER, supp.                                | \$369.30    |

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| 61578 | HAWKINS INC, supp.                        | \$1,497.30  |
| 61579 | HEIDI J NIELSEN, mileage                  | \$150.42    |
| 61580 | HOUDEK FLOOR COVERING, serv.              | \$63.00     |
| 61581 | IOWA DEPT OF NATURAL RESOURCES, serv.     | \$85.00     |
| 61582 | IDOT-CASHIER'S OFFICE, supp.              | \$27.32     |
| 61583 | INTERSTATE ALL BATTERY CENTER, supp.      | \$119.95    |
| 61584 | IOWA SURVEILLANCE TEAM, serv.             | \$235.00    |
| 61585 | IOWA DIV OF CRIMINAL INVESTIGATION, serv. | \$56.00     |
| 61586 | IOWA ONE CALL, serv.                      | \$95.60     |
| 61587 | ISAIAH JAY TILTON, serv.                  | \$60.00     |
| 61588 | JACKSON STREET PRESS, supp.               | \$248.45    |
| 61589 | JEFF WRIGHT, safety shoes reimbursement   | \$50.00     |
| 61590 | JOHN A HOWE, serv.                        | \$850.00    |
| 61591 | KIRKWOOD COMMUNITY COLLEGE, serv.         | \$455.00    |
| 61592 | KOCH BROTHERS INC, serv.                  | \$25.39     |
| 61593 | KWIK TRIP INC, supp.                      | \$3,451.90  |
| 61594 | LEISURETIME GOLF CARS, serv.              | \$360.00    |
| 61595 | MARCO TECHNOLOGIES LLC, serv.             | \$214.34    |
| 61596 | MEDIACOM, serv.                           | \$144.65    |
| 61597 | MICK GAGE PLUMBING & HEATING, serv.       | \$731.72    |
| 61598 | MICROFLEX CORP #774353, supp.             | \$207.20    |
| 61599 | MIDAMERICAN ENERGY, serv.                 | \$37,313.10 |
| 61600 | MIDAMERICAN ENERGY, serv.                 | \$120.22    |
| 61601 | MIDWEST OVERHEAD CRANE, serv.             | \$275.00    |
| 61602 | MIKE'S C&O TIRE INC, serv.                | \$38.24     |
| 61603 | MILLS-INC, serv.                          | \$125.32    |
| 61604 | MISSISSIPPI LIME COMPANY, supp.           | \$5,992.24  |
| 61605 | MTI DISTRIBUTING INC, supp.               | \$386.98    |
| 61606 | MUNICIPAL SUPPLY INC, supp.               | \$270.15    |
| 61607 | NAFGPD, serv.                             | \$150.00    |
| 61608 | NCL OF WISCONSIN, supp.                   | \$137.35    |
| 61609 | NEB-IA INDUSTRIAL FASTENERS, supp.        | \$21.47     |
| 61610 | NEWBAUER INC, serv.                       | \$92.80     |
| 61611 | O'REILLY AUTOMOTIVE INC, supp.            | \$175.63    |
| 61612 | PAWS HUMANE SOCIETY, serv.                | \$1,550.00  |
| 61613 | PLANSCAPE PARTNERS, serv.                 | \$2,320.00  |
| 61614 | PRODUCTIVITY PLUS ACCOUNT, supp.          | \$174.14    |
| 61615 | RONALD HILLEGAS/R&S MOWING, serv.         | \$450.00    |
| 61616 | SARAH MERRIFIELD, mileage                 | \$101.37    |
| 61617 | SCOTT'S TOWING & AUTO BODY, serv.         | \$400.00    |
| 61618 | SNAP-ON TOOLS/DUANE KAY, supp.            | \$128.00    |
| 61619 | STANTEC CONSULTING SERVICES, serv.        | \$675.22    |
| 61620 | STEVEN T DIERS, monthly phone stipends    | \$100.00    |

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| 61621        | STEWART M DALTON, serv.           | \$30.00      |
| 61622        | SUBWAY, supp.                     | \$18.00      |
| 61623        | SUPERIOR WELDING SUPPLY CO, serv. | \$42.75      |
| 61624        | TRIUMPH SURPLUS, serv.            | \$98.85      |
| 61625        | VOIDED                            | **VOIDED**   |
| 61626        | VESSCO INC, supp.                 | \$2,974.66   |
| <b>TOTAL</b> |                                   | \$622,247.40 |

Business of the Mayor - Mayor Andrews is recommending appointing Emily Garden to the planning and zoning commission to replace Keisha Cunnings. Motion by Joerger, second Hammond to approve this appointment. Ayes - 5

The public housing department has been awarded a CDBG grant for owner occupied rehabilitation in the amount of \$232,700. The city will need to provide a match of \$13,800. The cash portion of our match is \$6,000 and the rest will be in-kind by providing inspection services and related administrative work. There are several documents that need to be approved for this grant and Steve Wendt from NIACOG has provided these for council approval. Council member Freeseaman introduced Resolution 140-18 entitled, "RESOLUTION AUTHORIZING MAYOR TO SIGN GRANT AGREEMENT CONTRACT NO. 18-HSG-003 WITH THE IOWA ECONOMIC DEVELOPMENT AUTHORITY FOR A COMMUNITY DEVELOPMENT BLOCK GRANT - HOUSING REHABILITATION, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none.

Motion by Starr, second Joerger to approve city clerk Trudy O'Donnell as the alternate signator for the 2018 CDBG housing rehab grant. Ayes - 5

Motion by Hammond, second Mallaro to approve the residential anti-displacement and relocation assistance plan for the 2018 CDBG hosing rehab grant. Ayes - 5

Council member Joerger introduced Resolution 141-18 entitled, "RESOLUTION APPROVING CITY OF CHARLES CITY EQUAL OPPORTUNITY POLICY" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Hammond, Mallaro, Starr. Nays - none.

Council member Joerger introduced Resolution 142-18 entitled, "RESOLUTION ADOPTING A PROCUREMENT POLICY FOR THE CITY OF CHARLES CITY COMMUNITY DEVELOPMENT BLOCK GRANT" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Freeseaman, Hammond, Mallaro, Starr, Joerger. Nays - none

Council member introduced Resolution 143-18 entitled, "RESOLUTION ADOPTING A CODE OF CONDUCT POLICY FOR THE CITY OF CHARLES CITY, COMMUNITY DEVELOPMENT BLOCK GRANT" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Hammond, Mallaro, Starr, Joerger, Freeseaman. Nays - none

Motion by Hammond, second Joerger to approve affirmative fair housing policy for the 2018 housing rehab grant. Ayes - 5

Motion by Starr, second Hammond to approve certification of compliance for the 2018 housing rehab grant. Ayes - 5

NIACOG and city staff have prepared an application for a federal rec trail grant for the Charley Western Trail bridge. Maximum award is \$400,000 and a 25% local match is required. The project is also required to be maintained by the city for the next 20 years. Council member Freeseaman introduced Resolution 144-18 entitled, "RESOLUTION APPROVING SUBMITTAL OF AN APPLICATION FOR A FEDERAL RECREATIONAL TRAILS PROJECT GRANT" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Mallaro, Starr, Joerger, Freeseaman, Hammond. Nays - none

The engine is bad in one of the fire trucks shared with St. Charles Township. Two quotes have been received. One is for a rebuilt motor for \$19,027.99 with a 6-8 lead time and one for a remanufactured motor for \$27,422.15 with a 2 week lead time. Fire chief Whipple is recommending the remanufactured option because it's a shorter lead time and also comes with a better warranty and life expectancy. Council member Freeseaman introduced Resolution 145-18 entitled, "RESOLUTION APPROVING PURCHASE OF REPLACEMENT ENGINE FOR A FIRE TRUCK" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none.

City administrator Diers is requesting permission from the council to live within two miles of the city limits. He has found a house just outside the city limits that would better fit his family's needs. His employment contract allows for this upon approval by the city council. Council member Joerger introduced Resolution 146-18 entitled, "RESOLUTION TO ALLOW CITY ADMINISTRATOR TO LIVE WITHIN TWO MILES OF THE CORPORATE LIMITS" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Hammond, Mallaro, Starr. Nays - none.

City staff has been working on a 28E agreement with the county for the collection of unpaid parking tickets. The county treasurer would collect any unpaid tickets when a Floyd county resident comes in to renew their car's registration. The county would retain \$5 from each ticket collected and remit the balance to the city. The draft has been approved by both the city and county attorneys. Council member Freeseaman introduced Resolution 147-18 entitled, "RESOLUTION APPROVING 28E AGREEMENT BETWEEN CITY OF CHARLES CITY AND FLOYD COUNTY, IOWA" and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes - Freeseaman, Hammond, Mallaro, Starr, Joerger. Nays - none

City clerk O'Donnell reported that the next planning session has been changed to September 10 from September 12 due to the Iowa League of Cities conference.

City administrator Diers reported that the Cedar River is expected to crest at 14.6 in Charles City which is not a major impact with just a few streets experiencing some flooding. Some information on the wastewater plant project land purchase was shared with the council. Broadband commission met last week with a more in depth discussion to take place at the meeting scheduled for September 11. A representative from the state Main Street committee will be in Charles City this Friday to meet with city hall staff. A draft of the city's comprehensive plan has been sent to the committee members. Any suggestions/changes will be sent to Myrtle at NIACOG for inclusion and the final draft will then be sent to planning and zoning for their review and approval.

Council member Hammond commented that the hotel/motel committee met recently and approved \$2500 funding for a PAWS new fundraising campaign.

Council member Joerger reported that the landfill third cell project is well underway. Rain has hampered progress some.

It was also reported that Annette Dean, our new library director, starts tomorrow.

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

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk