

COUNCIL MINUTES
 SEPTEMBER 8, 2020
 REGULAR SESSION

Charles City city council met in regular session on September 8, 2020 at 6:00 p.m. remotely via Zoom.com. Mayor Dean Andrews presided and the following council members were present: Keith Starr (joined at 6:05), Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. 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 Joerger to approve the agenda. Ayes - 4

Motion by Joerger, second Pittman to approve the minutes of August 12, 17 and 24 meetings. Ayes - 4

Motion by Joerger, second Pittman to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following: approve St. Charles Brewery Class B beer license w/ Outdoor Service and Sunday Sales, approve Lucky Dragon Class C liquor license w/ Sunday Sales, approve Plaza Mexico Class C liquor license w/ Sunday Sales, approve the following liens for unpaid utility bills: \$427.34Acct5021230002, \$43.74Acct5025220000, \$52.59Acct5010340002, approve the following bonds: sidewalk/driveway-David Bahe, Nathan Wright, Do It All Services, Kent Hoefft Const and payment of claims (including those approved by other boards):

69864-69876	PAYROLL ENDING 08/15/2020	\$97,343.03
ACH	AFLAC, payroll liabilities	\$1,213.80
69877	CITY OF CHARLES CITY, payroll liabilities	\$1,486.22
69878-69879	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$10,525.68
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$5.07
69880	EMC NATIONAL LIFE COMPANY, payroll liabilities	\$6.00
ACH	EFTPS, payroll liabilities	\$26,647.89
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$1,966.10
ACH	IPERS, payroll liabilities	\$30,610.81
69881-69882	LINCOLN NATIONAL LIFE INS, payroll liabilities	\$352.80
69883-69885	DELTA DENTAL, payroll liabilities	\$1,952.58
ACH	MUNICIPAL FIRE & POLICE, payroll liabilities	\$28,607.46
ACH	TREASURER, STATE OF IOWA, payroll liabilities	\$10,819.00
69886-69888	VSP, payroll liabilities	\$364.68
69889	DISH NETWORK, serv.	\$74.33
69890	MC2 INC, supp.	\$30.42
69891	MIDAMERICAN ENERGY, serv.	\$474.06
69892	MUNICIPAL PIPE TOOL CO, serv.	\$144,509.42
69893	STAPLES CREDIT PLAN, supp.	\$149.98
69894	4 IMPRINT, supp.	\$264.37
69895	BUSINESS CARD, supp.	\$2,091.33
69896	CATHERINE MARIE OTT, serv.	\$600.00
69897	CENTURYLINK, serv.	\$163.76
69898	CHARLES CITY PRESS INC, serv.	\$43.79

69899	CINTAS CORPORATION, serv.	\$84.33
69900	CITY OF CHARLES CITY, serv.	\$3,389.38
69901	C/O JEAN POST, deposit refund	\$200.00
69902	KEVIN HERRON BAND BOX, serv.	\$261.35
69903	HOCKENSON PLUMBING, serv.	\$550.05
69904	HOUSING AUTH ACCTG SPECIALISTS, serv.	\$500.00
69905	JENDRO SANITATION SERVICES, serv.	\$790.00
69906	JOHN DEERE FINANCIAL, supp.	\$126.22
69907	KOCH OFFICE GROUP, supp.	\$118.51
69908	KWIK TRIP INC, supp.	\$101.55
69909	LEAF, serv.	\$252.04
69910	LESSIN SUPPLY COMPANY, supp.	\$18.93
69911	LINDERMAN HEATING & AIR LLC, serv.	\$160.77
69912	MATTHEW HOWLETT, deposit refund	\$400.00
69913	MEDIACOM, serv.	\$333.04
69914	MIDAMERICAN ENERGY, serv.	\$5,145.65
69915	NAN MCKAY & ASSOCIATES, serv.	\$658.00
69916	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$203.40
69917	NORTH IOWA LAWN & SPORTS, supp.	\$49.98
69918	PLUNKETT'S PEST CONTROL, serv.	\$260.00
69919	ROCHFORD CONSTRUCTION, serv.	\$1,079.00
69920	SCHUETH ACE HARDWARE, supp.	\$247.84
69921	SHERWIN-WILLIAMS CO, supp.	\$193.40
69922	STAPLES ADVANTAGE, supp.	\$710.23
69923	SUPERIOR LUMBER INC, supp.	\$391.13
69924	T-J SERVICE INC, supp.	\$94.99
69925	TENANT PI LLC, serv.	\$88.50
69926	COMPUTER PARKER LLC, serv.	\$133.10
69927	UNITED STATES CELLULAR, serv.	\$149.96
69928	ANGELA JACKSON, deposit refund	\$300.00
69929	BUSINESS CARD, supp.	\$3,030.21
69930	CENTURYLINK, serv.	\$57.04
69931	JOHN DEERE FINANCIAL, supp.	\$72.94
69932	LEAF, serv.	\$121.10
69933	MIDAMERICAN ENERGY, serv.	\$1,403.04
69934	UNITED STATES CELLULAR, serv.	\$863.42
69935	HY-VEE INC, supp.	\$873.38
69936	JOHN DEERE FINANCIAL, supp.	\$5.99
69937	LEAF, serv.	\$129.96
69938	MARCO TECHNOLOGIES LLC, serv.	\$204.05
69939-69948	SEPTEMBER HAP CHECKS	\$8,233.95
ACH	SEPTEMBER HAP CHECKS	\$59,638.65
69949-69959	PAYROLL ENDING 08/29/2020	\$96,299.53
69960	CITY OF CHARLES CITY, payroll liabilities	\$1,486.22

69961-69962	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$10,387.67
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$5.07
ACH	EFTPS, payroll liabilities	\$26,111.98
69963	EMC NATIONAL LIFE COMPANY, payroll liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$1,966.10
69964	CENTURYLINK, serv.	\$1,593.08
ACH	SEPTEMBER FGP STIPEND CHECKS	\$5,944.20
69965	SEPTEMBER FGP STIPEND CHECKS	\$90.00
ACH	BANCORPSV, serv.	\$186.43
ACH	BANCORPSV, serv.	\$170.66
ACH	BANCORPSV, serv.	\$92.00
ACH	FORTE PAYMENT SYSTEMS, serv.	\$481.60
ACH	FORTE PAYMENT SYSTEMS, serv.	\$614.90
ACH	IMAGETEK, serv.	\$365.00
ACH	KABRICK DISTRIBUTING, supp.	\$718.40
ACH	KABRICK DISTRIBUTING, supp.	\$158.00
ACH	PEPSI-COLA, supp.	\$660.36
ACH	UNITED BEVERAGE, supp.	\$574.95
69966	HDM LLC dba AFE CRANE, serv.	\$6,897.70
69967	AGVANTAGE FS, supp.	\$228.23
69968	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
69969	ARNOLD MOTOR SUPPLY LLP, supp.	\$1,127.85
69970	BOB KOENIGS & FAMILY CONSTRUCTION, serv.	\$23,114.00
69971	BSN SPORTS LLC, supp.	\$289.00
69972	CALHOUN-BURNS & ASSOCIATES, serv.	\$9,143.52
69973	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
69974	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
69975	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
69976	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
69977	CC PUBLIC EMP HEALTH PLAN, serv.	\$83,178.27
69978	CENTRAL IOWA DISTRIBUTING, supp.	\$91.00
69979	CHARLES CITY PRESS INC, serv.	\$1,130.97
69980	CINTAS, supp.	\$137.10
69981	CINTAS CORPORATION, serv.	\$41.99
69982	CIRCLE K COMMUNICATIONS INC, serv.	\$5,289.83
69983	CITY OF CHARLES CITY, serv.	\$265.32
69984	CONSTRUCTED WETLAND GROUP CORP, serv.	\$25,000.00
69985	CROELL INC, supp.	\$352.00
69986	D&K PRODUCTS, supp.	\$218.00
69987	D&L CAR CARE, serv.	\$694.47
69988	DETROIT INDUSTRIAL TOOL, supp.	\$321.70
69989	DIRK UETZ, Covid-19 reimbursement	\$55.08
69990	DIXON ENGINEERING INC, serv.	\$5,935.00

69991	DOG WASTE DEPOT, supp.	\$193.82
69992	ETHANOL PRODUCTS LLC, supp.	\$994.79
69993	FLOYD COUNTY ENGINEER, supp.	\$207.76
69994	FLOYD COUNTY RECORDER, serv.	\$56.00
69995	FMC LANDFILL, serv.	\$548.10
69996	FOX ENGINEERING INC, serv.	\$38,932.30
69997	GORDON FLESCH COMPANY INC, serv.	\$275.70
69998	GHD SERVICES INC, serv.	\$71.00
69999	GODBERSEN-SMITH CONSTRUCTION, serv.	\$19,400.00
70000	GRAINGER, supp.	\$535.15
70001	HACH COMPANY, supp.	\$474.47
70002	HAWKINS INC, supp.	\$1,242.72
70003	HEARTLAND PAPER COMPANY, supp.	\$30.11
70004	HEWETT WHOLESALE, supp.	\$143.16
70005	HINDERS TREE SERVICE LLC, serv.	\$18,166.00
70006	IOWA ASSOC MUNICIPAL UTILITIES, serv.	\$3,952.90
70007	IAWEA, serv.	\$120.00
70008	IDOT-CASHIER'S OFFICE	**VOIDED**
70009	IDOT-CASHIER'S OFFICE, supp.	\$5,542.48
70010	IDOT-CASHIER'S OFFICE, supp.	\$290.04
70011	IOWA LOT STRIPING LLC, serv.	\$520.00
70012	IOWA ONE CALL, serv.	\$124.20
70013	JASPER CONSTRUCTION SERVICES, serv.	\$30,222.00
70014	JEFF WRIGHT, safety boot reimbursement	\$50.00
70015	JENNIFER LANTZ, supplies reimbursement	\$68.94
70016	JOHN A HOWE, serv.	\$441.12
70017	KEYSTONE LABORATORIES, serv.	\$488.98
70018	KIELKOPF ADVISORY SERVICES LLC, serv.	\$1,140.00
70019	KOCH OFFICE GROUP, serv.	\$73.44
70020	MACQUEEN EQUIPMENT GROUP, supp.	\$295.60
70021	MARCO TECHNOLOGIES LLC, serv.	\$62.99
70022	MC2 INC, supp.	\$844.00
70023	MERRITT COMPUTER SERVICE INC, serv.	\$147.20
70024	MIDAMERICAN ENERGY	**VOIDED**
70025	MIDAMERICAN ENERGY, serv.	\$35,434.86
70026	MIKE'S C&O TIRE INC, supp.	\$446.75
70027	NEWBAUER INC, serv.	\$109.70
70028	NIACOG, serv.	\$6,937.28
70029	NORTH IOWA LAWN & SPORTS, supp.	\$262.02
70030	O'REILLY FIRST CALL, supp.	\$27.88
70031	PAWS HUMANE SOCIETY, serv.	\$1,550.00
70032	PERRY NOVAK ELECTRIC INC, serv.	\$461.16
70033	PITNEY BOWES-LEASE ACCT, serv.	\$159.57
70034	PLANSCAPE PARTNERS, serv.	\$540.00

70035	PRISCILA SEPULVEDA, shelter reservation refund	\$25.00
70036	QUALITY PUMP & CONTROL, serv.	\$1,908.15
70037	QUILL CORPORATION, supp.	\$158.95
70038	RONALD HILLEGAS/R&S MOWING LLC, serv.	\$250.00
70039	RDG PLANNING & DESIGN, serv.	\$1,430.75
70040	SCHUETH ACE HARDWARE	**VOIDED**
70041	SCHUETH ACE HARDWARE, supp.	\$315.81
70042	SHORT ELLIOTT HENDRICKSON INC, serv.	\$15,315.82
70043	SHERWIN-WILLIAMS CO, supp.	\$180.59
70044	SISSON & ASSOCIATES INC, serv.	\$29.00
70045	SKYLINE TREE SERVICE LLC, serv.	\$17,066.00
70046	SNAP-ON TOOLS/DUANE KAY, supp.	\$591.41
70047	STEVEN T DIERS, monthly phone stipends	\$150.00
70048	STEWART REALTY COMPANY, tech assistance grant	\$518.89
70049	SUPERIOR LUMBER INC, supp.	\$167.17
70050	TEK INC, serv.	\$12,750.00
70051	TERRACON CONSULTANTS INC, serv.	\$11,347.75
70052	TERRI NOVAK, mileage	\$155.25
70053	TITUS LOCK SERVICES, serv.	\$50.00
70054	TRIUMPH SURPLUS LLC, serv.	\$10.85
70055	TURFWERKS, supp.	\$59.87
70056	UNIQUE COUNTRY STORE, tech assistance grant	\$2,000.00
70057	USA BLUEBOOK, supp.	\$171.29
70058	VENTURE LIGHTING INTERNATIONAL, supp.	\$394.38

TOTAL \$1,003,197.96

Business of the Mayor - Mayor Andrews asked the council what their thoughts were on trick or treating this year due to the COVID-19 pandemic. After much discussion, it was decided that we would not do city sanctioned trick or treating this year. Keith Starr joined the meeting at 6:05. Mark Wicks commented that the Spook Walk committee is trying to find a safe way to hold that event this year and it could possibly be cancelled as well if no safe alternative is found.

A request has been received from the Lions Club to hold a drive thru pancake breakfast on September 13 in Central Park. They are requesting that Blunt Street between Main and N. Jackson be closed from 6:00 a.m to 2:00 p.m. The change in this event is due to COVID-19 and the members will all be wearing masks and gloves. They will have two lanes of serving on Blunt Street and will be serving from 9:00 to noon. They have talked to the police department about their plans and they are okay with it. Motion by Pittman, second Joerger to approve the request. Ayes - Starr, Joerger, Pittman, Knighten. Freeseaman abstained.

A façade application has been received from North Main Car Wash in the amount of \$4,187.85. They are removing and replacing the shake siding on their building. Council member Joerger introduced Resolution 152-20 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 803 NORTH MAIN SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" 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 engineer Fallis has prepared temporary and permanent easements needed for the 2020 drainage project. There are a total of 9 easements needed from the following properties: Comet Bowl, O'Reilly Auto Parts, Cory and Mavis LaBounty, Ronald and Judith Bormann, Bruce and Robbin Severin and Rasmussen/Hall property. The temporary easements will end when the project is accepted by the city. Council member Joerger introduced Resolution 153-20 entitled, "RESOLUTION APPROVING PERMANENT AND TEMPORARY CONSTRUCTION EASEMENTS FOR THE 2020 DRAINAGE IMPROVEMENT PROJECT, CHARLES CITY, IOWA" 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

We need to revise our SRF loan paperwork to add additional costs due to removal of buried trash from the old city dump and bringing in additional clay material. We will be increasing the loan by \$405,000 to cover these and any other unforeseen expenses that may arise. To do this loan increase, we lowered our expenses to keep our payment plan intact. If we didn't decrease our expenses, we would have to raise sewer rates. We will not do the planned sewer lining and manhole projects for this year to keep from increasing the sewer rates. Council agreed with this strategy. Council member Freeseaman introduced Resolution 154-20 entitled, "A RESOLUTION APPROVING SUBMITTAL OF A REVISED SRF LOAN APPLICATION" 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. Council member Joerger introduced Resolution 155-20 entitled, "RESOLUTION TO FIX A DATE FOR A PUBLIC HEARING ON A PROPOSAL TO ENTER INTO A SEWER REVENUE LOAN AND DISBURSEMENT AGREEMENT AND TO BORROW MONEY THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$14,575,000" 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

The state of Iowa has a fund that is designated for COVID relief for cities and counties. Each entity has a maximum amount of funding they can receive. A resolution needs to be passed by the council to authorize the application for this funding. Our request will be for 25% of the public safety employees wages. Council member Joerger introduced Resolution 156-20 entitled, "RESOLUTION REQUESTING REIMBURSEMENT FROM THE IOWA COVID-19 GOVERNMENTAL RELIEF FUND" 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 Charles City Telecommunications board of trustees is requesting an additional loan from the city of \$200,000 due to a delay in securing the necessary financing for the fiber project. They are coming close to the one million total loan already received. The board will be hiring a CPA firm to review the business plan to be sure the information is still valid and will then proceed with the financing. They hope to receive the funds in November and the city will be reimbursed at that time. City administrator Diers stated that this loan will be 100% revenue and that no tax dollars will be used to repay it. Council member Freeseaman, who is the council liaison to the telecom board, commented that he is hopeful the bonds get placed and feels positive about this project. Council member Joerger introduced Resolution 157-20 entitled, "RESOLUTION APPROVING LOAN TO CHARLES CITY MUNICIPAL TELECOMMUNICATIONS UTILITY IN AN AMOUNT NOT TO EXCEED \$200,000" 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.

The planned unit development known as Parkside Development has a new developer who is interested in finishing out this project. Crown Point Builders would like to complete this development and has asked the city to help facilitate this. The city is being asked to pay \$17,500 for each lot, which covers the infrastructure costs incurred to date by the previous developer. Since this is a housing TIF, it allows for reimbursement of infrastructure costs only. Crown Point Builders is asking for a letter of intent from the city so that they can proceed with construction right away. The proposed development agreement will spell out how many lots are constructed at a time. When Parkside sells lots to Crown Point, that is when the city will pay \$17,500 per lot. This TIF will be set up for 11 years plus a 5 year extension. City administrator Diers doesn't think that a minimum assessment agreement is necessary and may make it more difficult when it comes time to sell the homes. They will have 240 days to build. There was previous

discussion on the number of rental units that will be built, so there is a limit of 50% rentals in the agreement. Each housing unit will have a safe room made out of fortified materials and built to our code. Council member Joerger introduced Resolution 158-20 entitled, "RESOLUTION EXPRESSING INTENT TO ENTER INTO A DEVELOPMENT AGREEMENT AND TO PROVIDE ECONOMIC DEVELOPMENT SUPPORT TO THE PARKSIDE HOUSING DEVELOPMENT 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. Diers will get an updated resolution signed and sent.

A local group has been active in raising funds to move the historic train depot to escape demolition. The railroad has given this group until September 30 to raise the funds to move it one and half blocks south. The plan is to turn it into a train museum/trail head for the bike trail. It is estimated that it will take \$350,000 to move it and place it on a new foundation. So far they have raised \$170,000. It was asked what is the cost to just move the depot to save it from being demolished and reply was about \$200,000. If the city can show their support for the project, it is hoped it will encourage others to donate. This resolution of support won't commit any funding to the project. The committee thinks that if the city would connect the trail to this proposed museum, the public restrooms located there would be very beneficial since currently the only public restrooms available on the trail are at city hall. Bob Moen, who owns the property where the depot will be located, commented that he would allow a portion of his property to be used to connect the bike trail. Council member Freeseaman introduced Resolution 159-20 entitled, "CITY COUNCIL RESOLUTION OF SUPPORT FOR SAVING HISTORIC CHARLES CITY DEPOT" 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 subdivision outside the city limits but within two miles is being sought and by law, the city must approve the waiving of their subdivision requirements in order for this subdivision to be allowed. Planning and zoning has met to review this request and they are recommending that the council approve waiving our subdivision requirements. This parcel is located on Old Highway Road and it will be divided in two. A new house will be built on one of the parcels and the county will be requiring compliance with their subdivision ordinance. No public improvements, such as a street, will be required. The property owner has requested that the county expedite the approval of this subdivision so that is why this item is before the council tonight for action rather than coming to a planning session first. Council member Joerger expressed concern over hurrying this process, would like more time to consider it. Council member Starr introduced Resolution 160-20 entitled, "RESOLUTION APPROVING THE PLAT OF PARCEL G AND PARCEL H AT 2168 OLD HIGHWAY ROAD, FLOYD CO UNTY, IOWA, WAIVING FURTHER SUBDIVISION REQUIREMENTS AND DIRECTING APPROVAL" 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 attorney Slotter commented that with recent changes to state law, we will need to amend our city code pertaining to misdemeanors and this will be discussed at the next planning session.

City clerk O'Donnell reported that the next meeting will be a planning session on September 16 at 6:00. She also reminded council that anyone interested in registering for the League of Cities virtual annual conference should let her know and she will get them signed up.

City administrator Diers reported that staff is working on combining several smaller projects we've had trouble getting bids for and going out for one project. Those projects are 401 N. Main windows, remodel of fire station for ambulance office space and bathroom at the arts center. The WRRF project is moving along with the work stoppage issue still being discussed between Fox Engineering and Portzen Construction. We are still working on finalizing the leachate agreement with FMC Landfill. If necessary, we could always do a short term agreement with them until metals level is finalized. They have started painting the water tower. Trees Forever has trails division which could help with trees on trail projects, such as the extending of the trail to the proposed depot museum and other trail improvements. Diers will be speaking at a MidAmerica Energy webinar on broadband soon. Discussions have been happening with the school and TLC on finding new space for them. After a tour of the clubhouse at Wildwood, it has been decided to hold off on the siding project scheduled due to some other issues that have come to light. November 9 has been tentatively set for the council goal setting session and council needs to let Steve

know if that date works for them. He thinks we can use the council chambers and still be able to stay 6' apart for COVID protocol.

Council member Freeseaman expressed thanks to wastewater superintendent Dan Rimrod for speaking to the Lions group recently about the WRRF project. Mayor Andrews has been in discussions with the school and the YMCA concerning a joint pool facility. One issue is that the Y prefers an indoor pool and the city prefers an outdoor pool.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk