

City of Charles City City Council Agenda Council Chambers, City Hall

1. Meeting Date And Time

A. May 2, 2016 7:00 P.m.

2. Call To Order

3. Citizen/Public Comments (Limited To 5 Minutes Per Comment)

An opportunity for citizens, groups or representatives or organizations to address the Governing Body on any issue which is not on the agenda

4. Mayor's Welcome

5. Consider Approval Of The Agenda

Discussion

Motion

6. Consider Approval Of The Minutes

A. April 13, 18 And 25 Meetings

Discussion

Motion

Documents: [041316 PLANNING MINUTES.PDF](#), [REG041816MINUTES.PDF](#),
[042516 PLANNING MINUTES.PDF](#)

7. Consider Approval Of The Consent Calendar

A. Consider Renewal Of Big Kmart Class C Beer Permit W/ Sunday Sales

B. Consider Renewal Of Kwik Star #419 Class C Beer Permit W/ Sunday Sales

C. Payment Of Claims

Documents: [SKMBT_50116050210540.PDF](#)

8. Business Of The Mayor

A. Proclamation For Historic Preservation Month

Documents: [SKMBT_50116050210541.PDF](#)

B. Proclamation For Stamp Out Hunger

Documents: [SKMBT_50116050213500.PDF](#)

C. Proclamation For Elks Youth Week May 1-7

Documents: [SKMBT_50116050213501.PDF](#)

D. Proclamation For EMS Week May 15-21

Documents: [SKMBT_50116050213502.PDF](#)

9. Petitions, Public Hearings, Communications, Awards And Requests

- A. Public Hearing On Proposal To Enter Into A General Obligation Fire Truck Acquisition Loan Agreement
 - Open hearing
 - Filing of affidavit of publication - 4/21/16
 - Written comments or objections
 - Oral comments or objections
 - Close hearing
 - Consider Res 35-16 taking additional action with respect to a general obligation fire truck acquisition loan agreement
 - Discussion
 - Motion
- Documents: [SKMBT_50116050210580.PDF](#)

10. Ordinances And Resolutions

- A. Consider Res. 36-16 Approving Main Street Agreement
 - Discussion
 - Motion
- Documents: [SKMBT_50116050210590.PDF](#)
- B. Consider Res 37-16 Approving Request To Raise Chickens At 507 M St.
 - Discussion
 - Motion
- Documents: [SKMBT_50116050211000.PDF](#), [RES 37-16.PDF](#)
- C. Consider Motion Setting Public Hearing On FY16 Budget Amendment
 - Discussion
 - Motion
- Documents: [SKMBT_50116050211001.PDF](#)
- D. Consider Motion Approving Installation Of Dog Park On City Property
 - Discussion
 - Motion
- Documents: [SKMBT_50116050211002.PDF](#)
- E. Consider Motion to Approve Waiver Request From Mike Molstead Motors
 - Recommendation from planning and zoning
 - Discussion
 - Motion
- Documents: [SKMBT_50116050211003.PDF](#)

11. Other Business

- A. Miscellaneous Correspondence
- B. Attorney's Report
- C. City Clerk's Report
- D. City Administrator's Report
- E. Board, Commission or Committee Reports

12. Adjournment

COUNCIL PROCEEDINGS
APRIL 13, 2016

Charles City City council met in a planning session on April 13, 2016 at 7:00 p.m. in council chambers. Mayor Erb presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Dan Mallaro and Michael Hammond. Also present were City Administrator Steve Diers, City Engineer John Fallis and assistant city attorney Brad Sloter.

The city has been in negotiations to purchase a property located at 1911 Clark Street. This is a very dilapidated property and the city thought it was abandoned. Paperwork was prepared to file a petition to acquire this property but the owners came back this spring. Staff has been meeting with them to discuss purchasing the property and they have agreed to sell it to the city for \$4000. After acquisition, we would demolish the building and leave it as green space. We would contact the abutting property owners about purchasing it possibly as well. Sidewalk should probably be installed here since the walking trail and school are in such close proximity. Question on why we are paying for the property and Brad replied that since it's not an abandoned property, we would incur costs to pursue getting it so we made an offer to the owner. Demolition costs are estimated at \$15,000 to \$20,000.

Jack Tynan, residing at 507 M Street, was present to discuss his request to raise chickens on his property. He lives on the very edge of town and would like to raise 6 chickens as a project for his children. He would not have any roosters. Our code says it's unlawful to keep livestock in city limits unless special permission is granted by the council. Discussion on what the intent of that ordinance is and it was deemed that it was to keep livestock out of city limits. A residence located on 11th Street that is bordered by farmland was granted permission to keep livestock there since they had been there for a long time and was in fact bordered by fields. Discussion on how we could allow people to raise chickens but still maintain some control over how many and length of time, etc. Discussion on revamping the current ordinance to clarify this more and give guidelines rather than be so vague. Staff will research other cities ordinances on chickens and will discuss this further at the April 25 planning session.

City staff sent out requests for bids on an end loader. Received 5 bids back. We had originally planned on trading in our small end loader on this purchase, but after more consideration it was decided that the water department could use this rather than purchase a skid loader next fiscal year as planned. The low bid without trade in of \$107,790 from Ziegler did not meet all the specs in the request. But the specs they missed were not that imperative and the unit would still fit the needs of the street department. Concern raised over the unit not meeting specs. City Administrator Diers had talked to City Attorney Smith and his opinion was that we had some latitude in changing the spec items and that we would be okay in accepting the low bid even though the unit did not meet all the specs. Street superintendent Uetz had talked to Titan Machinery, the second low bid of \$116,986 without trade, about other units that might meet the "new" specs and they did not have anything. The \$107,790 price would be split between water and RUT with water portion being \$17,160. This purchase has been budgeted for FY17, so would not be paid for until after July 1. Staff is recommending purchasing the CAT 914K from Ziegler for \$107,790 and this item will be on the next regular agenda for council consideration.

The First Avenue extension project is now open for traffic. Some concerns have been raised with the traffic control on this new portion of street at the intersection of L and First Avenue. With the increased traffic, staff is recommending that a yield sign put on L street at this intersection. City Engineer Fallis stated that the standards set in MUTCD dictate that a yield sign is warranted here and not a stop sign due to the good site visibility and the heavy traffic is not continuous. This item will be on the April 18 agenda for council action.

The properties located in the 300 block of N. Jackson are currently zoned B-2. Two of these properties are residential and the last one is the city owned Carnegie building which houses the arts center. The art center does not fit into B-2 zoning and the other properties are more suited to an R-3 to match the surrounding properties. Staff is recommending changing the arts center and the empty lot directly to the west of it to COS which would match zoning for Central Park across the street. Council member Freeseaman asked if the empty lot by the arts center would be able to be turned into a parking lot if it was

zoned COS and City Administrator Diers stated yes. This re-zoning will be presented to planning and zoning and they will hold a public hearing on it. A recommendation will then be presented to the city council for their consideration.

Housing Director Heidi Nielsen was present to review the bids received for their financial audit. The firm they currently had a contract with requested to be released from that contract. Heidi sent out RFPs to 12 firms and received 3 back. Low bid was from JMSC Futurity for \$5,750 for each of the three years of the contract. Second low was from Collins and Associates for \$7,100 for each of the three years. The low bid was not responsive to all parts of the proposal and their references were not very favorable. The housing board has reviewed the proposals and is recommending acceptance of JMSC Futurity for the three year audit contract.

Bob Ingram from Sisson and Associates was present to review the city's insurance renewal package. Total premium increased \$28,675 and was due in large part to the increase in workman's compensation coverage for the fire department. There was also an increase in property value that contributed to the increase. Total premium is \$396,750. Bob also talked about cyber liability coverage that EMC offers.

City Administrator Diers reported on the progress of a regional broadband effort that's being considered. We had committed \$15,000 for a regional study to find out the feasibility of participating in a regional broadband consortium and the results are that it would be feasible for Charles City to join this effort. Now we need a local feasibility study to see how to develop this within the city limits. The possibility exists of the city forming their own telecommunications enterprise to provide fiber throughout the city. We currently have a privately owned fiber optic bring that could be a starting point for branching out to the rest of the city. Administrator Diers is working on an RFP to send out to firms to do a local study. All of the cities involved in the regional study have been asked if they are willing to pursue the joint effort and in order for us to decide, we should have this local study done to be sure it would work for us. We had conducted a broadband survey roughly 6 years ago and the results of that showed that citizens were interested in getting broadband services but did not want to pay more to do so. The city's broadband commission is meeting soon and can hopefully help make some decisions. Discussions also need to be held with our local providers to see what their future plans are for expanding service in the city. Waverly and Cedar Falls are currently connected together with a broadband network and if we joined with them, it would lower each cities cost even more.

The monitoring and maintenance agreement with GHD (former Conestoga Rovers) for the Shaw Avenue dumpsite requires a change order. The EPA has suggested using a trademark process to perform these activities and the time saving realized would pay back in two years. The change order also covers additional assistance to Golder Associates on the EPA 5 year review they have been hired to conduct. The total cost of the change order is \$21,700 and is split 50/50 with Zoetis.

City Administrator Diers reported that he met with the board of supervisors to discuss the RFP for study on a joint law enforcement center. The only change the county suggested was to include research on unified law operations in the county. Diers expressed to them that this isn't really something the city would be interested in pursuing so therefore it may be a waste of time. But at the request of the supervisors, this item was included in the proposal. June 1 has been scheduled for a joint meeting of the city council and supervisors to review any proposals we receive for this study. It has been suggested that after that meeting, a subcommittee be formed to interview the top few firms and bring a recommendation back to the full boards. Mayor Erb commented that we need to keep the other possible joint efforts in the city that could possibly coordinate any efforts. Administrator Diers also reported that there have been problems with the trickling filter at the WWTP. Options for tablets with larger screens have been sent to the council for their review. Closure of South Main has been extended un Wednesday, April 20. The purchase of the fire truck will be on the next regular agenda. Discussions continue with the proposed chicken processing plant owners to determine what the requirements are for the discharges into the city sanitary sewer system.

There being no further business, meeting was adjourned.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL MINUTES
REGULAR SESSION
APRIL 18, 2016

Charles City City Council met in regular session on April 18, 2016 at 7:00 p.m. in council chambers. Mayor James Erb presided and the following council members were present: Jerry Joerger, DeLaine Freeseaman, Michael Hammond, Dan Mallaro and Keith Starr (arrived at 7:04). Also present were City Administrator Steve Diers, City Engineer John Fallis and Assistant City Attorney Brad Sloter.

Citizens Comments - none

Mayor Erb welcomed everyone to the meeting.

Motion by Freeseaman, second Mallaro to approve the agenda. Ayes - 4

Motion by Joerger, second Freeseaman to approve the minutes of the April 4 meeting. Ayes - 4

Mayor Erb reported that he will be attending a meeting in Des Moines tomorrow and will miss the Chamber meeting. He asked if Mayor Pro Tem Joerger would attend in his absence.

Keith Starr arrived at 7:04.

Motion by Joerger, second Freeseaman to approve the consent calendar. Ayes - 4

Consent calendar consisted of the following: approve 3/16 financials for City of Charles City and CC Public Employees Health Plan, approve renewal of Class C liquor license w/ Outdoor Service and Sunday sales for Barry's Comet Bowl, approve cigarette permit for Liberty Supply, approve renewal of Pub Crawler's Special Class C liquor license w/ outdoor Service and payment of claims (including those approved by other boards):

50689-50723	PAYROLL ENDING 04/02/16	\$79,918.28
50724-50728	PAYROLL LIABILITIES	\$34,373.28
50729	JASMINE SINCLAIR, utility deposit refund	\$29.00
50730	DYLAN STEINLAGE, utility deposit refund	\$11.88
50731	JOSH BUSEMAN, utility deposit refund	\$90.00
50732	WENDY CASTILLO, utility deposit refund	\$90.00
50733	ERICA CHICK, utility deposit refund	\$90.00
50734	ROBERT GIFFORD, utility deposit refund	\$90.00
50735	TRUDY MCKEAG, utility deposit refund	\$90.00
50736	NATIVIDAD SCHUCHHARDT, deposit refund	\$90.00
50737	KEITH VICKERMAN, utility deposit refund	\$15.00
50738	BAKER & TAYLOR BOOKS	**VOIDED**
50739	BAKER & TAYLOR BOOKS, supp.	\$2,041.38
50740	BAKER & TAYLOR ENTERTAINMENT, supp.	\$229.98
50741	BRODART CO, supp.	\$257.00
50742	CAROL CASE, serv.	\$797.00
50743	CC PUBLIC EMPLOYEES HEALTH PLAN, serv.	\$1,900.18
50744	CENTER POINT LARGE PRINT, supp.	\$392.09
50745	CHAD ELLIOTT, serv.	\$350.00
50746	CHICAGO TRIBUNE, supp.	\$225.16
50747	FARM BUREAU, supp.	\$45.00
50748	GALE, supp.	\$900.21
50749	HEARTLAND AG-BUSINESS GROUP, supp.	\$20.00
50750	HOCKENSON PLUMBING, supp.	\$98.96
50751	INGRAM LIBRARY SERVICES, supp.	\$237.91

50752	STATE LIBRARY OF IOWA, serv.	\$20.00
50753	JAMES ZIRBEL, serv.	\$321.00
50754	JIM JAYES, serv.	\$300.00
50755	KMART STORE #7767, supp.	\$14.97
50756	LEAF, serv.	\$77.36
50757	MAGIC STORYTELLER EDUCATION, serv.	\$300.00
50758	MASTERCARD, supp.	\$462.59
50759	MEDIACOM, serv.	\$355.53
50760	MIDAMERICAN ENERGY, serv.	\$1,541.94
50761	MIDWEST TAPE, supp.	\$24.14
50762	NEWBAUER INC, serv.	\$73.75
50763	RECORDED BOOKS LLC, supp.	\$153.09
50764	RICK EUGENE, serv.	\$125.00
50765	SCIENCE CENTER OF IOWA, serv.	\$150.00
50766	STAPLES ADVANTAGE, supp.	\$319.51
ACH	AUXIANT, flex spending reimbursements	\$52.21
ACH	BANCORPSV, serv.	\$752.01
ACH	BANCORPSV, serv.	\$609.60
ACH	FIRST CITIZENS-CC, serv.	\$64.24
ACH	IMAGETEK, serv.	\$355.75
ACH	JACKIE FERCH (FGP), mileage	\$8.96
ACH	TREASURER, STATE OF IOWA, sales tax	\$7,511.22
ACH	UNITED BEVERAGE, supp.	\$69.50
50767	AHLERS & COONEY PC, serv.	\$404.00
50768	BLUE TARP FINANCIAL, supp.	\$22.98
50769	BRUENING ROCK PRODUCTS INC, supp.	\$158.95
50770	BUSINESS CARD, serv.	\$1,471.99
50771	CAL'S AUTO REPAIR INC, supp.	\$74.20
50772	CC FIRE EXTINGUISHER SERVICE, serv.	\$55.50
50773	CHARLES CITY AREA DEV CORP, serv.	\$90.00
50774	CEDAR VALLEY PRINT & SUPPLY, supp.	\$496.76
50775	CENTRAL IOWA DISTRIBUTING, supp.	\$1,112.05
50776	CENTURYLINK COMMUNICATIONS, serv.	\$458.00
50777	CHARLES CITY PRESS INC, serv.	\$710.75
50778	CINTAS CORPORATION #762, serv.	\$106.56
50779	CITY MOTOR PARTS LTD, supp.	\$2,319.58
50780	CODY VANHORN, fuel reimbursement	\$20.00
50781	COMMUNITY REVITALIZATION, serv.	\$6,205.07
50782	CROELL REDI MIX INC, supp.	\$141.31
50783	DE LAGE LANDEN, serv.	\$158.68
50784	DISH NETWORK, serv.	\$149.99
50785	DON'S REPAIR, supp.	\$297.45
50786	ELECTRONIC ENGINEERING, supp.	\$84.00
50787	FIRE SERVICE TRAINING BUREAU, serv.	\$150.00
50788	FMC COUNTY LANDFILL, serv.	\$141.04
50789	GRAHAM KUETHE, serv.	\$600.00
50790	HAWKEYE COMMUNITY COLLEGE, serv.	\$85.00
50791	HAWKINS INC, supp.	\$531.00

50792	HELMETS R US, supp.	\$225.80
50793	HEWETT WHOLESALE, supp.	\$33.40
50794	HIDIRECT INC, supp.	\$91.35
50795	HOBERT ELECTRIC, serv.	\$108.65
50796	JASON MCDONALD dba HOMETOWN SERV, serv.	\$290.00
50797	HUNTER ORTMAYER, meal reimbursement	\$6.47
50798	HY-VEE INC, supp.	\$171.32
50799	I WIRELESS, serv.	\$72.53
50800	IDOT-CASHIER'S OFFICE	**VOIDED**
50801	IDOT-CASHIER'S OFFICE, supp.	\$1,582.08
50802	IDOT-CASHIER'S OFFICE, supp.	\$19.06
50803	IMPRINTS LABEL & DECAL, supp.	\$415.00
50804	INTERSTATE BATTERIES OF UPPER IOWA, supp.	\$93.95
50805	IOWA DEPT OF PUBLIC SAFETY, serv.	\$1,566.00
50806	IOWA ONE CALL, serv.	\$40.80
50807	JACKSON STREET PRESS, supp.	\$217.82
50808	JENDRO SANITATION SERVICES, serv.	\$19,781.92
50809	JENDRO SANITATION SERVICES, serv.	\$216.00
50810	JEP CONSTRUCTION, serv.	\$480.00
50811	JOHN DEERE FINANCIAL, supp.	\$451.59
50812	JOHNSTON AUTOSTORES, supp.	\$82.49
50813	KEVIN MARVIN, eye exam reimbursement	\$74.00
50814	KEYSTONE LABORATORIES, serv.	\$787.96
50815	L&J INDUSTRIES INC, supp.	\$244.90
50816	LEAF, serv.	\$121.03
50817	LESSIN SUPPLY COMPANY, supp.	\$246.28
50818	LESSIN SUPPLY COMPANY, supp.	\$379.90
50819	MAINSTAY SYSTEMS INC, serv.	\$657.00
50820	MARCO INC, serv.	\$73.53
50821	MARTIN BROS DISTRIBUTING CO, supp.	\$33.20
50822	MARTIN'S FLAG COMPANY INC, supp.	\$302.98
50823	STOREY KENWORTHY/MATT PARROTT, supp.	\$251.58
50824	METERING TECHNOLOGY SOLUTIONS, supp.	\$2,717.29
50825	MIDWEST K9, serv.	\$75.00
50826	MIKE MOLSTEAD MOTORS INC, serv.	\$439.18
50827	MIKE'S C&O TIRE INC, supp.	\$1,562.92
50828	MITCHELL SCHWEITZER, initial issue reimbursement	\$239.54
50829	MUNICIPAL SUPPLY INC, supp.	\$2,415.70
50830	NEWBAUER INC, serv.	\$102.88
50831	NEWBAUER INC, serv.	\$195.75
50832	NIACC, serv.	\$1,308.00
50833	JAMES NORTON dba NORTON SAW SERV, supp.	\$31.00
50834	OFFICE DEPOT, supp.	\$79.90
50835	OFFICE OF VEHICLE SERVICES, serv.	\$40.00
50836	PERRY NOVAK ELECTRIC INC, serv.	\$4,756.00
50837	POSTMASTER, utility bill postage	\$905.00
50838	POSTMASTER, supp.	\$141.00
50839	PRODUCTIVITY PLUS ACCOUNT, supp.	\$155.00

50840	RC SYSTEMS, serv.	\$276.73
50841	RILEY'S INC, supp.	\$175.09
50842	RISE BROADBAND, serv.	\$16.00
50843	ROCK RIVER ARMS INC, supp.	\$1,030.00
50844	SADLER POWER TRAIN INC, supp.	\$159.66
50845	SAM'S CLUB/SYNCHRONY BANK, supp.	\$162.25
50846	SCHUETH ACE HARDWARE, supp.	\$202.53
50847	SCHUETH ACE HARDWARE, supp.	\$51.89
50848	SHERWIN-WILLIAMS CO, supp.	\$28.93
50849	SHERWIN-WILLIAMS CO, supp.	\$118.56
50850	SIOUX MARIE GREEN, dog license refund	\$15.00
50851	SISSON & ASSOCIATES INC	**VOIDED**
50852	SISSON & ASSOCIATES INC, serv.	\$396,947.00
50853	SNAP-ON TOOLS/DUANE KAY, supp.	\$191.90
50854	STEVE LINDAMAN, supp. Reimbursement	\$181.69
50855	STEVEN T DIERS, monthly phone stipend	\$50.00
50856	SUPERIOR LUMBER INC, supp.	\$111.18
50857	T&W GRINDING & COMPOST SERVICE, serv.	\$6,000.00
50858	THE GOOD DEED ORGANIZATION, supp.	\$41.34
50859	TRANS-IOWA EQUIPMENT INC, supp.	\$1,317.60
50860	TWO JUHLS AND A GEM, serv.	\$150.00
50861	UNITED STATES CELLULAR, serv.	\$904.87
50862	UNITYPOINT HEALTH, serv.	\$1,200.00
50863	USA BLUEBOOK, supp.	\$37.95

TOTAL \$605,742.46

March receipts- Gen-101186.64;PolDisp-29273.53;SafetyED-100.00;P/R C/I-55.04;CommEq-1205.44;H/M-30630.62;RUT-81138.64;EmpBen-23966.93;CVTC-6041.47;Emerg-1468.55;OptTx-55581.52;jTIF-12889.80;LibrTr-1000.00;FGP-2888.85;PubHous-67030.12;Sect8-57698.57;DebtServ-9409.28;Riverfront-615.19;2014CapFnd-5034.80;Water-159860.00;Sewer-110336.90;WasteFnd-27454.71;Transit-1240.00;SWU-13548.70;FireExt-543.50

March disbursements-Gen-955184.83;PolDisp-31078.48;CommEq-10179.30;H/M-9333.63;RUT-49905.61;EmpBen-67138.73;CVTC-10037.37;LibrTr-1575.86;FGP-28184.70;PubHous-39840.38;Sect8-55247.11;Cable-122.00;StreetRelC/I-195.78;2013CapFnd-98.00;2014CapFnd-4697.50;Water-73591.20;Sewer-42861.86;UVDIs-45823.88;WasteFnd-20313.42;Transit-7163.75;SWU-3182.25;FireExt-1249.41

Housing Director Heidi Nielsen reviewed the proposals received for their audit. This is a 3 year contract and 12 requests were sent out with 3 proposals received back. The housing board has reviewed them and is recommending accepting the bid from Collins & Associates for \$7,100 for each of the three years. The proposal from JMSC Futurity had the lowest bid of \$5,750 per year, but it was not responsive to all of the requests in the proposal and their references were not as positive as the others. Motion by Freeseaman, second Joerger to accept the housing audit proposal from Collins & Associates for \$7,100 for each of the next three years. Ayes -5

Bob Ingram from Sisson and Associates reviewed the city's insurance renewal. There was a total increase of \$28,675 with an increase in work comp for the fire department being the major reason. The fire work comp rate increased state wide. Some good news is that the city's ISO rating improved from a 6 to a 4. This will help all residents and businesses in the city by decreasing their insurance premiums. Motion by Starr, second Joerger to approve the insurance renewal package with Sisson and Associates. Ayes - 5

The city has cleaned out the lime sludge lagoon and is hoping to get an area farmer to take the dried lime to spread on the fields. A lime sales policy has been drafted by staff to outline the requirements of this disposal. Since this is the first time we've done this, we are using this procedure as a test run to see how it all goes. The agreement with the farmer will be ready soon. Council member Joerger introduced Resolution 27-16 entitled, "RESOLUTION APPROVING LIME SALES 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.

Property located at 1911 Clark Street has fallen into severe disrepair. Staff had originally thought this property was abandoned and started procedures to acquire the property. When the owner appeared, staff met with them to negotiate a sale of the property. A price of \$4000 plus up to \$500 closing costs was agreed upon. Once the sale is complete, the structure will be demolished. City Administrator Diers estimated a demolition cost of \$15,000. Council member Joerger introduced Resolution No. 28-16 entitled, "RESOLUTION APPROVING PURCHASE OF REAL ESTATE" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Freeseaman, Hammond, Mallaro, Starr, Joerger. Nays - none

We are ready to enter into an SRF loan for the UV disinfection project. We will be borrowing \$1,790,000 and it will be repaid from sewer funds. A public hearing is scheduled for May 16. Council member Starr introduced Resolution No. 29-16 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 \$1,790,000" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Hammond, Mallaro, Starr, Joerger, Freeseaman. Nays - none.

A general obligation loan will be executed for the aerial truck purchase. We will be borrowing \$750,000 for this and it will be repaid from debt service levy. A public hearing will be held May 2 on this issuance. Council member Joerger introduced Resolution No. 30-16 entitled, "RESOLUTION TO FIX A DATE FOR A PUBLIC HEARING ON PROPOSAL TO ENTER INTO A GENERAL OBLIGATION FIRE TRUCK ACQUISITION LOAN AGREEMENT AND TO BORROW MONEY THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$800,000" 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.

City staff sent out requests for bids on an end loader for the street department. The request included a trade in of our smaller endloader. After more discussion, it was decided that the water department could use the small endloader instead of purchasing a skid loader like they had planned. The low bid without trade in was from Ziegler for a CAT914K for \$107,790. This unit did not meet all of the specs, but the ones they were missing were not that imperative and the unit would still do a good job for the street department. City Attorney Smith's opinion was that the city had some latitude in changing the spec items and that we would be okay accepting this bid. The water department will pay \$17,160 of this purchase and the rest will be streets. Council member Joerger introduced Resolution No. 31-16 entitled, "RESOLUTION APPROVING PURCHASE OF END LOADER" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none

The extension of First Avenue done in conjunction with the middle school project is completed and in use. Due to the heavier traffic there, staff is recommending installing a yield sign on L Street at the intersection of First Avenue. According to MUTCD standards, a yield sign is more appropriate than a stop sign due to the amount of traffic and site distance at this intersection. Council member Freeseaman introduced Resolution No. 32-16 entitled, "RESOLUTION AMENDING RESOLUTION NO. 35-92 THE OFFICIAL TRAFFIC CONTROL LISTING FOR THE CITY OF CHARLES CITY" 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

The monitoring and maintenance agreement recently approved for GHD for services at Shaw Avenue dump site requires a change order. A technique which is much quicker and more efficient has been recommended by the EPA for monitoring. With the time saved in labor, this purchase would pay back in two years. The change order also includes extra payment for services that GHD will render to Golder and Associates to assist with the 5 year review process. The total of the change order is \$21,700 and will be split 50/50 with Zoetis. Council member Freeseaman introduced Resolution No. 33-16 entitled, "RESOLUTION APPROVING CHANGE/EXTRA WORK ORDER FOR M AND M AGREEMENT FOR

SHAW AVENUE WITH GHD” 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.

A change in zoning in the 300 block of N. Jackson is deemed necessary. This half block consists of the Carnegie building, a large single family home, a single family home and a vacant lot and is currently zoned B-3. The area immediately west of this is zoned R-3 and staff feels the two homes would be better suited being zoned R-3. The Carnegie building and the vacant lot to the west of it would better match conservation open space, like Central Park across the street from them. Council would need to submit a request to planning and zoning to review and make a recommendation. They will hold a public hearing on the subject with notice of the hearing being sent out to property owners within 200’ of this area. The council will then receive planning and zoning’s recommendation and hold a hearing on this zoning ordinance change. Motion by Hammond, second Starr to approve submitting this rezoning request to planning and zoning for their consideration and recommendation. Ayes - 5

Ordinance 1090 AN ORDINANCE REPEALING CHAPTER 124 OF THE CHARLES CITY CODE OF ORDINANCES, 2015, AND ADOPTING A NEW CHAPTER 124 WHICH AMENDS THE PROVISIONS OF THE REPEALED CHAPTER BY REQUIRING THAT LICENSES FOR TREE TRIMMING AND TREE REMOVAL BE OBTAINED ON OR BEFORE APRIL 1ST OF EACH YEAR AND WHICH ELIMINATES THE PROVISION IN THE REPEALED CHAPTER FOR A SPECIAL LICENSE OF SHORTER DURATION THAN ONE YEAR was presented for a third and final reading. This change would make all tree licenses due on April 1 to bring it in line with other licenses the city issues. Motion by Hammond, second Mallaro to approve the third and final reading of Ordinance 1090. Ayes - 5. Council member Hammond read the ordinance. Motion by Freeseaman, second Joerger to adopt and publish Ordinance 1090. Ayes - 5

An RFP for consulting services for a joint law enforcement center has been drafted and reviewed by both city and county staff and elected officials. The county has requested that it includes a study to be done on unified law enforcement as well. City Administrator Diers advised them that this is not something the city would be interested in pursuing at this time, but agreed to include it in the proposal. Deadline for proposals to be submitted is May 20. A joint meeting of city and county will be held June 1 to review and pick the top 4 or 5 proposals. A subcommittee will then be formed to interview those firms and make a recommendation back to the county and city officials. Motion by Freeseaman, second Joerger to approve the RFP as presented. Ayes - 5

The UV disinfection project requires a change order to adjust the contract price for an elimination of the contingency amount and other changes to work done. The total of the change order is a decrease in the contract price of \$38,336.00 for a final contract amount of \$983,464.00. Council member Freeseaman introduced Resolution No. 34-16 entitled, “RESOLUTION APPROVING CHANGE/EXTRA WORK ORDER FOR UV DISINFECTION PROJECT, CHARLES CITY, IOWA” and moved for adoption. Second to adopt Starr. 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 will be held April 25 at 7:00 p.m. She will be gone this week to the spring IMFOA conference in Des Moines.

City Administrator Diers reported that spring clean up is next week. Residents can start setting items out on the curb Saturday. Mattresses and box springs will be picked up Monday and everything else will start Tuesday. He also reported that as of to day, 515 dogs have been licensed in the city.

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

James A. Erb, Mayor

Attest:

Trudy O’Donnell, City Clerk

Planning Session
April 25th, 2016 7:00 P.M.

The council met for a planning session on April 25, 2016 at 7:00 p.m. in council chambers. The mayor presided and the following members were present: Keith Starr, DeLaine Freeseaman, Dan Mallaro, Mike Hammond, and Jerry Joerger.

The mayor called the meeting to order. He made the council aware that there was an extra ticket available for this week's smart conference due to a scheduling conflict. If anyone from the council was interested in going they should speak to the mayor.

Ryan Hemann, Ian Dailey, Conor Sherman, and Bryce Foxen, high school seniors, were at the council meeting to share their presentation for a Sportsmen's Park Improvement Project. As part of the "Iowa Big Program" the senior's high school teacher Ms. McKeg challenged her class to look for ideas to improve the community. As the students frequently play basketball on the court at Sportsmen Park; they were aware that the basketball court needed some updating and stated that the park's current issues were lights that are not operable, a curb that presents a possibility for injury, backboards and hoops that are in disrepair and court markings that needed to be re-painted. A handout was given to the council that explained the design the students were proposing along with anticipated costs. Students also offered assistance in providing labor to install poles, backboards, and painting of the court. They are asking the City for permission to use this area for the updated court as well as share in the cost of materials for the project. They will seek donations from the community to help fund this project. Total cost of the project is anticipated to be \$5,473.57. Bob Kloberdanz from the Park and Recreation board informed the council that the board was looking at a 50/50 split using Hotel/Motel monies for the city \$2,736.79 share and then continue to match 50/50 until the cost of lights is covered. It was the consensus of the council that this was a good project.

A discussion was had on the animal protection and control ordinance that was put in place in December. It has been discussed in the past that this new ordinance may need some adjustments as time goes on. Somethings that need to be considered are: dealing with vicious dogs and defining a vicious dog. We recently had an incident where a dog broke loose and attacked a neighbor's pet rabbit. By our definition this dog is not potentially vicious since it did not attack a human, dog or cat. We could change this to include "contained pets" or something of that nature if we chose. Also once a dog is deemed to be vicious we have not stated what will happen to that dog other than that it cannot be reclaimed by the owner. Diers suggested that maybe we need to develop a policy based on severity to determine if the dog can be released to owner to take out of town, adopted out via PAWS or euthanized. Smith thought that it would be a rare occasion that we had a dog that could not be placed and needed to be euthanized but felt it was important to have a policy in place if the situation arose. Smith suggested that the same group that worked on the animal control ordinance the first time should get back together and review to see if any changes need to be made. Consensus was to proceed with Smith's suggestion.

Administrator Diers had a request from the council to obtain information from other communities on who allows urban chickens and what ordinances and policies they have in place. Diers gathered information from several cities and presented it to the council for their review. After much discussion the consensus was to leave the ordinance as is.

Anytime you are going over budget expenditures within a function an amendment is needed. Diers explained that there are several areas that will need a budget amendment. He did a review of the areas that will need amending. Diers explained that many of these amendments are due to a timing difference as to when projects were budgeted as to when they are actually completed.

Last summer as part of the ongoing nuisance abatement program the city started the demolition of a city owned storage building that is located off the Charley Western trail just north of Hwy 18/5th Avenue. Asbestos removal professionals have already taken the siding off. All that remains is the steel structure and concrete foundation. Diers had an interested party contact him about purchasing the building. Diers would like to advertise this building for sale in the newspaper asking for bids to deconstruct the frame and removing the concrete foundation. The area would then be return to green space.

Diers had received a sample of a HP product that is a small laptop that could be used like a tablet. So that the council could compare different products, he brought his Ipad and surface tablet to the meeting. Diers has a sample Lenovo product on order for the council to look at. The HP product has a \$400 price point. Council liked the size of screen that the HP product had.

Diers reported that they are working with Hy-Vee on their garden center. Diers will be attending the Smart conference in Des Moines this week.

Being that there is no further business the meeting was adjourned.

James Erb, Mayor

Attest:

Virginia Titus, Deputy Clerk

CITY CLAIMS 05/02/16

VENDOR	DESCRIPTION	AMOUNT
PAYROLL	PAYROLL ENDING 04/16/16	\$ 82,032.52
PAYROLL LIABILITIES	PAYROLL LIABILITIES	\$ 97,894.81
HILLEGAS FLOORING LLC	MAINTENANCE-HOUSING	\$ 1,098.75
MARILYN BURKE dba PROFINISHES	MAINTENANCE-HOUSING	\$ 195.00
RISE BROADBAND	EXTRA EMAIL-CABLE	\$ 16.00
AUXIANT	FLEX SPENDING REIMBURSEMENTS	\$ 348.33
KABRICK DISTRIBUTING	BEER-P&R	\$ 424.00
TREASURER, STATE OF IOWA	SALES TAX-CITY DEPTS	\$ 4,148.47
UNITED BEVERAGE	BEER-P&R	\$ 285.10
UNITED BEVERAGE	BEER-P&R	\$ 121.50
ACUSHNET COMPANY	PRO SHOP ITEMS-P&R	\$ 3,598.47
AGVANTAGE FS	FUEL-P&R	\$ 689.28
ALFIE PACKERS, INC.	CLEAN/CALIBRATE LAB BAL-WWTP	\$ 92.50
APCO INTERNATIONAL	2016 DUES-JOHN GOHR-DISPATCH	\$ 69.00
IOWA AWWA LAB & PRETREATMENT	CONF REGIS-DAN RIMROD-WWTP	\$ 70.00
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 225.70
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 617.59
BEARING DISTRIBUTORS INC	DOC BR2 PLUS HP GREASE-WWTP	\$ 174.39
BLUHM'S GREENHOUSE	2-GIFT CARDS-FGP	\$ 50.00
CAL'S AUTO REPAIR INC	SPARK PLUG-P&R	\$ 5.80
CC FIRE EXTINGUISHER SERV	FIRE EXT MAINT/REPLACEMENT-P&R	\$ 54.00
CC PUBLIC EMP HEALTH PLAN	INSURANCE-CITY DEPTS	\$ 55,933.64
CENTURYLINK COMMUNICATIONS	PHONE-CVTC	\$ 381.67
CC CHAMBER OF COMMERCE	VOLUNTEER AWARDS TICKETS-FGP	\$ 32.33
CHARLES CITY COMMUNITY SCHOOLS	28E AGREEMENT PAYMENT-CABLE	\$ 36,875.00
CITY DIRECTORY INC	2-CITY DIRECTORIES-WTP/BUS OFF	\$ 177.00
CITY OF CHARLES CITY	WATER/SEWR-CVTC	\$ 252.80
CLAREY'S SAFETY EQUIPMENT	SUPPLIES/GAS MONITORS-WWTP	\$ 736.76
COAST TO COAST SOLUTIONS	FIRE LINE BARRICADE TAPE-FD	\$ 77.49
D&K PRODUCTS	GOLF COURSE CHEMICALS-P&R	\$ 7,549.12
DARLENE TOYNE (FGP)	MILEAGE-FGP	\$ 17.28
DAVIS EQUIPMENT CORPORATION	HOLE CUTTER-P&R	\$ 35.04
DON'S REPAIR	FUEL/OIL-FD	\$ 168.90
ELECTRONIC ENGINEERING	EQUIPMENT REPAIRS-DISPATCH	\$ 195.90
ERIC WHIPPLE	TRAVEL REIMBURSEMENT-FD	\$ 60.05
ESS BROTHERS AND SONS INC	R-3290-A GRATE-SWU	\$ 655.00
FARMCHEM	IRON BELL REDUCER-SANI SEWER	\$ 12.92
FIRE SERVICE TRAINING BUREAU	IAPFC CONF-ERIC WHIPPLE-FD	\$ 20.00
FLOYD CO HIST SOC MUSEUM	TRACTOR REPAIR PARTS-P&R	\$ 35.00
FLOYD COUNTY ENGINEER	50/50 MIX/SALT-STREET	\$ 28,893.48
FOX ENGINEERING INC	NUTRIENT FEASIBILITY/FACILITY PLAN-WWTP	\$ 7,596.75
GHD SERVICES INC	CITY'S SHARE-SHAW AVE DUMPSITE	\$ 1,414.83

GOLF CARS OF IOWA	REPAIR PARTS-WWTP	\$	114.42
WINGFOOT COMMERCIAL TIRE	TIRES/SERVICE-STREET	\$	1,002.56
GRAINGER	DRAIN VALVE-WTP	\$	121.20
GREGORY M LEE	FINAL SUPERVISORY SERVICE-WTP	\$	1,100.00
HEARTLAND ASPHALT INC	2015 PAVE/WATER MAIN REPAIRS	\$	54,617.13
HEWETT WHOLESALE	FOOD-P&R	\$	223.90
HOBERT ELECTRIC	ELECTRICAL REPAIR-P&R	\$	93.00
IOWA ASSOC MUNICIPAL UTILITIES	FINAL PYMT BROADBAND CONNECT	\$	981.81
IA DEPT OF NATURAL RESOURCES	EXAM FEE-MARK MCCOY-WWTP	\$	30.00
IDOT-CASHIER'S OFFICE	FUEL/SUPPLIES-CITY DEPTS	\$	1,280.90
IOWA COUNTY ATTORNEYS ASC	WORKSHOP-MALLORY/SCHMIDT-PD	\$	130.00
JEP CONSTRUCTION	RESHINGLE BUILDINGS-P&R	\$	2,450.00
JOANIE NIELSEN (FGP)	MILEAGE-FGP	\$	17.28
JOHN A HOWE	CONTRACT-CITY HALL	\$	850.00
KAMM EXCAVATING CORP	BACKHOE-LIME REMOVAL-WTP	\$	870.00
KAY PARK RECREATION	DOG DISPENSERS/BAGS/SMOKER BUTLER-P&R	\$	519.50
LAVONNE KACER (FGP)	MILEAGE-FGP	\$	13.93
LINDA BETELS (FGP)	MILEAGE-FGP	\$	6.48
MICK GAGE PLUMBING & HEATING	REPAIR PARTS-SANI SEWER	\$	18.48
MIDAMERICAN ENERGY	UTILITIES-CITY DEPTS	\$	26,753.85
MIDTECH SERVICES, INC	EQUIPMENT REPAIR/SUPPLIES-ENG	\$	187.92
MIKE'S C&O TIRE INC	TIRES/SERVICE-STREET	\$	1,561.35
MISSISSIPPI LIME COMPANY	STANDARD QUICK LIME-WTP	\$	5,448.46
NEWBAUER INC	TOWELS/MATS-WWTP/CITY HALL	\$	102.08
NIACOG	CITY CONTRIBUTION/TICKETS SOLD	\$	7,063.75
NOAH, SMITH & SCHUKNECHT PLC	PROFESSIONAL SERVICES-LEGAL	\$	4,000.21
NORTHERN SAFETY CO INC	SAFETY EQUIPMENT-WWTP	\$	75.17
OFFICE DEPOT	CHAIRMAT-CHIEF'S OFFICE-FD	\$	62.99
OFFICE OF VEHICLE SERVICES	STATE AUTO INSPECTION-PD	\$	30.00
OLGA GUZMAN	TRANSLATION CFS 16-006340-PD	\$	180.00
ORIENTAL TRADING COMPANY	RECOGNITION-FGP	\$	188.44
PAWS HUMANE SOCIETY	CONTRACT-ANIMAL CONTROL	\$	1,550.00
PETTY CASH-FIRE DEPT	ARMOUR ALL-FD	\$	22.04
PRIORITY DISPATCH	TRAINING CD'S-DISPATCH	\$	150.00
QUALITY PUMP & CONTROL	MAPLE HEIGHTS PUMP GASKETS	\$	149.86
RAMADA INN NORTHWEST-DM	LODGING-JOHN GOHR-DISPATCH	\$	123.20
RON PAULLUS	NEW MAILBOX-STREET	\$	165.80
ROTARY CLUB OF CHARLES CITY	DUES/MEALS-STEVE DIERS-ADMIN	\$	139.50
RYAN W WOLFE	3/21, 3/28, 4/16 MEETINGS	\$	90.00
STAAB CONSTRUCTION CORPORATION	UV DISINFECTION PROJECT-WWTP	\$	27,064.56
STAPLES CREDIT PLAN	OFFICE SUPPLIES-PD/DISPATCH	\$	288.82
STEVEN ZIMMER	3/7, 3/21, 4/4, 4/18 MEETINGS-CABLE	\$	120.00
SUPERIOR WELDING SUPPLY CO	FIRE EXT PARTS/TESTING-FD	\$	1,046.55
SWARTZROCK IMPLEMENT CO	REPAIR PARTS-P&R	\$	560.11
TAP PUBLISHING COMPANY	WEATHER TAP SUBSCRIPTION-DISPATCH	\$	147.49
TITUS LOCK SERVICES	LOCKSETS-P&R	\$	620.85
TRANS-IOWA EQUIPMENT INC	REPAIR PARTS-STREET	\$	2,762.54

TRUDY O'DONNELL	MILEAGE REIMBURSEMENT-CLERK	\$	97.20
VANWALL EQUIPMENT INC	JOHN DEERE MOWER SWITCH-P&R	\$	57.10
VERIZON WIRELESS	DATA CHARGES-MDT-PD	\$	120.03
VIRGINIA TITUS	TRAVEL REIMBURSEMENT-BUS OFF	\$	89.33
	TOTAL	\$	478,791.96

Housing

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
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ACCOUNTS PAYABLE CLAIMS

JAMES BLUHM dba BLUHMS CV ELEC	CONTRACT COSTS	135.00		
BUSINESS CARD	SERVICE-HOUSING	14.98		
C. NABER & ASSOCIATES	FEES-HOUSING	395.00		
CARNETTE STARR	TENANT REFERRAL-HOUSING	50.00		
CDW-GOVERNMENT INC	SUPPLIES-HOUSING	241.85		
CENTURYLINK COMMUNICATIONS	PHONE-HOUSING	178.52		
CHARLES CITY HOUSING	DEPOSIT HELD-HOUSING	200.00		
CHARLES CITY PRESS INC	AD-HOUSING	159.98		
CINTAS CORPORATION #762	RUG SERVICE-HOUSING	124.84		
CITY OF CHARLES CITY	WATER	2,876.36		
DON'S REPAIR	MAINTENANCE-HOUSING	69.51		
GE CAPITAL	LEASE-HOUSING	252.02		
HOCKENSON PLUMBING	MAINTENANCE-HOUSING	971.95		
IDOT-CASHIER'S OFFICE	FUEL-HOUSING	123.76		
JENDRO SANITATION SERVICES	TERRACES TRASH	637.25		
LINDERMAN HEATING & AIR LLC	MAINTENANCE	1,823.06		
MARCO INC	CONTRACT COSTS-HOUSING	74.20		
MASON CITY ROOFING	MAINTENANCE-HOUSING	725.00		
ARTHUR MEHMEN	CONTRACT COSTS-HOUSING	385.00		
MIDAMERICAN ENERGY	UTILITIES-HOUSING	7,145.08		
NOAH, SMITH & SCHUKNECHT PLC	LEGAL FEES-HOUSING	1,872.00		
NORTHEAST IOWA INTERPRET	SERVICE-HOUSING	120.00		
PETTY CASH-HOUSING	MAINTENANCE-HOUSING	49.16		
PITNEY BOWES	LEASE-HOUSING	54.09		
PITNEY BOWES SUPPLIES	SUPPLIES-HOUSING	122.38		
PLUNKETT'S PEST CONTROL	CONTRACT COSTS-HOUSING	75.00		
SCHUETH ACE HARDWARE	MAINTENANCE-HOUSING	17,165.54		
SHERWIN-WILLIAMS CO	MAINTENANCE-HOUSING	480.60		
SUPERIOR LUMBER INC	MAINTENANCE-HOUSING	204.96		
T-J SERVICE INC	MAINTENANCE-HOUSING	146.98		
TRENT PARKER	CONTRACT COSTS-HOUSING	430.00		
UNITED STATES CELLULAR	CELL PHONE-HOUSING	72.36		
WAGGONER & WINEINGER ARCH	SERVICES-HOUSING	2,332.73		

**** SCHED TOTAL **** 39,709.16

***** REPORT TOTAL ***** 39,709.16

NATIONAL HISTORIC PRESERVATION MONTH PROCLAMATION

WHEREAS, Preservation of our historic buildings and sites is a proven economic development tool that creates jobs, attracts investment, revitalizes downtowns and neighborhoods, stimulates heritage tourism, fosters new business development, assists affordable housing, increases property values and improves the economic climate of communities; and

WHEREAS, 2016 marks the 50th anniversary of the National Historic Preservation Act, which established federal historic preservation policy and the framework for the Iowa Legislature to create the state historic preservation office, setting up a successful partnership between federal, state and local governments; and

WHEREAS, The State Historic Preservation Office is responsible for the identification, protection and preservation of archaeological sites and historic and cultural resources throughout the State of Iowa, in partnership with elected officials, community leaders, advocates, nonprofit organizations and interested citizens; and

WHEREAS, The Charles City Historic Preservation Commission was established in 1994 with the mission to: "promote and safeguard our city's historical and architectural heritage through education and leadership."

WHEREAS, Historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and because of the wealth of Iowa's historic buildings, sites, structures and places, it is important that citizens of Charles City and the State of Iowa recognize and value this heritage;

NOW, THEREFORE, I, James A. Erb, Mayor of Charles City, do hereby proclaim May 2016 as Historic Preservation Month and all of 2016 The Year of Historic Preservation in Charles City, Iowa and encourage its observance.

James A. Erb, Mayor



~ PROCLAMATION ~
**LETTER CARRIERS
FOOD DRIVE DAY**

WHEREAS, Every year on the second Saturday in May, letter carriers across the country collect non-perishable food as part of the nation's largest one-day food drive, distributing the donations to local food banks; and

WHEREAS, The Letter Carriers' Stamp Out Hunger Food Drive is just one example of how letter carriers work to make a difference in the lives of those they serve. Since the pilot drive was held in 1991, over 1.4 billion pounds of food have been collected; and

WHEREAS, We would like to recognize all letter carriers for their hard work and their commitment to their communities. All of the food collected in our community stays in our community and we support carriers' efforts to help those in need in our community

NOW, THEREFORE, I, James A. Erb, Mayor of the City of Charles City, do hereby proclaim Saturday, May 14, 2016 as LETTER CARRIERS' FOOD DRIVE DAY in Charles City and encourage the citizens of our community to support the food drive by placing non-perishable food items in or near your mailbox on food drive day. Your letter carrier will pick it up while delivering the mail and together, we can all help those in need.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Charles City to be affixed this 2nd day of May, 2016.

James A. Erb, Mayor



~ PROCLAMATION ~

WHEREAS,

The Benevolent and Protective Order of Elks has designated the week of May 1-7 as Youth Week to honor America's Junior Citizens for their accomplishments, and to give fitting recognition to their services to the Community, State and Nation; and

WHEREAS,

Charles City Lodge #418 will sponsor an observance during that week in tribute to the Junior Citizens of this Community; and

WHEREAS,

No event could be more deserving of our support and participation than one dedicated to these young people who represent the nation's greatest resource, and who in the years ahead will assume the responsibility for the advancement of our free society; and

WHEREAS,

Our Youth need the guidance, inspiration and encouragement which we alone can give in order to develop those qualities of character essential for future leadership; and go forth to serve America; and

WHEREAS,

To achieve this worthy objective we should demonstrate our partnership with Youth, our understanding of their hopes and aspirations and a sincere willingness to help prepare them in a way for the responsibilities and opportunities of citizenship:

NOW, THEREFORE, I, James A. Erb, Mayor of Charles City, Iowa do hereby proclaim May 1-7 as Youth Week, and urge all departments of government, civic, fraternal and patriotic groups, and our citizens generally, to participate wholeheartedly in its observance.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the seal of the City of Charles City to be affixed this 2nd day of May, 2016.

James A. Erb, Mayor



~PROCLAMATION~

WHEREAS, emergency medical services is a vital public service; and
WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and
WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and
WHEREAS, emergency medical services providers have traditionally served as the safety net of America's health care system; and
WHEREAS, emergency medical services teams consist of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators, and others; and
WHEREAS, approximately two-thirds of all emergency medical services providers are volunteers; and
WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and
WHEREAS, Americans benefit daily from the knowledge and skills of these highly trained individuals; and
WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; and
WHEREAS, injury prevention and the appropriate use of the EMS system will help reduce national health care costs; and

NOW THEREFORE, I James A. Erb, Mayor of Charles City, Iowa, do hereby proclaim the week of May 15-21, 2016 as
EMERGENCY MEDICAL SERVICES WEEK.

Signed this 2nd day of May, 2016

James A. Erb, Mayor



~ PROCLAMATION ~
**LETTER CARRIERS
FOOD DRIVE DAY**

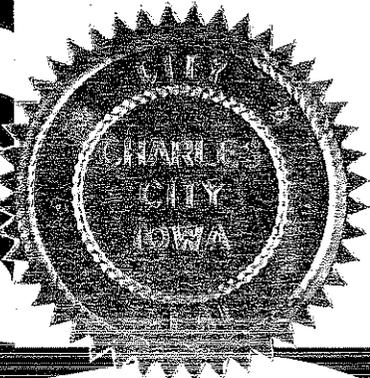
WHEREAS, Every year on the second Saturday in May, letter carriers across the country collect non-perishable food as part of the nation's largest one-day food drive, distributing the donations to local food banks; and

WHEREAS, The Letter Carriers' Stamp Out Hunger Food Drive is just one example of how letter carriers work to make a difference in the lives of those they serve. Since the pilot drive was held in 1991, over 1.4 billion pounds of food have been collected; and

WHEREAS, We would like to recognize all letter carriers for their hard work and their commitment to their communities. All of the food collected in our community stays in our community and we support carriers' efforts to help those in need in our community

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WHEREAS,

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WHEREAS, approximately two-thirds of all emergency medical services providers are volunteers; and
WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and
WHEREAS, Americans benefit daily from the knowledge and skills of these highly trained individuals; and
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EMERGENCY MEDICAL SERVICES WEEK.

Signed this 2nd day of May, 2016

James A. Erb, Mayor



MEETING DATE: 05/02/16

ITEM: 9 A

AGENDA ITEM SUMMARY

Subject: public hearing on fire truck loan

Recommendation: Consider Resolution 35-16 approving GO loan agreement for aerial truck purchase

Background Summary:

This public hearing is for the borrowing of \$750,000 to pay for the costs to acquire the new fire truck. These funds will be borrowed as General Obligation debt payable by debt service levy. We are planning on a 10 year locally placed note.

I recommend approval of the resolution for the fire truck loan.

RESOLUTION NO. 35-16

Resolution taking additional action with respect to a General Obligation Fire Truck Acquisition Loan Agreement

WHEREAS, the City of Charles City (the "City"), in Floyd County, State of Iowa, heretofore proposed to enter into a General Obligation Fire Truck Acquisition Loan Agreement (the "Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$800,000 pursuant to the provisions of Section 384.24A of the Code of Iowa for the purpose of paying the cost, to that extent, of acquiring a fire truck for use by the municipal fire department, and pursuant to law and a notice duly published, the City Council has held a public hearing on such proposal on May 2, 2016;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Charles City, Iowa as follows:

Section 1. The City Council hereby determines to enter into the Essential Purpose Loan Agreement in the future and orders that the Bonds be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the "additional action" required by Section 384.24A of the Code of Iowa.

Section 2. Further action with respect to the Loan Agreement is hereby adjourned to the City Council meeting on May 16, 2016.

Section 3. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved May 2, 2016.

Mayor

Attest:

City Clerk

MEETING DATE: 05/02/16

ITEM: 10 A

AGENDA ITEM SUMMARY

Subject: Main Street agreement

Recommendation: Consider Res. 36-16 approving Main Street Agreement

Background Summary:

The city has an ongoing agreement with the state in regards to the administration of the Main Street program here in Charles City. This is a two year agreement which will expire June 30, 2016. It is required to be approved by council in order for us to participate in the Main Street program. The total we pay is \$21,000 which consists of \$16,000 for program support and \$5,000 to Community Revite for administration of the program. These funds come from Riverside TIF.

We recommend approval of this resolution.

RESOLUTION 36-16

*Resolution of Support and Financial Commitment
for the Main Street Program in Charles City, Iowa.*

WHEREAS, an Agreement between the Iowa Economic Development Authority, Community Revitalization of Charles City and the City of Charles City for the purpose of continuing the Main Street Iowa program in Charles City, Iowa and,

WHEREAS, this Agreement is pursuant to contractual agreements between the National Main Street Center, Inc. and the Iowa Economic Development Authority to assist in the revitalization of the designated Main Street project area of Charles City, Iowa and,

WHEREAS, the City of Charles City endorses the economic revitalization of the Downtown within the context of preservation and rehabilitation of its historic buildings and supports the continuation of the Main Street Approach® as developed by the National Main Street Center and espoused by Main Street Iowa.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Charles City, Iowa, meeting in regular session on May 2, 2016 that the City of Charles City hereby agrees to support both financially and philosophically the work of Community Revitalization and designates the Main Street Board to supervise the Executive Director. The source of funds to support Community Revitalization will be Riverside TIF funds.

PASSED, APPROVED, AND ADOPTED THIS 2nd
DAY OF MAY, 2016.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

MEETING DATE: 05/02/16

ITEM: 10 B

AGENDA ITEM SUMMARY

Subject: Consider Resolution No. 37-16 approving request from Jack Tynan at 507 M St. to raise chickens

Background Summary:

A request has been submitted from Jack Tynan to grant him permission to raise chickens at his residence at 507 M St. and he has attended a planning session to outline his plans. Animals in city limits are governed under Chapter 55 of the city code. In a nutshell, it states that the following livestock are not allowed in city limits: pigs, goats, sheep, horses, cows, ostriches or poultry. But it also states that livestock are allowed by special written consent of the council.

As you may recall, in 2011 a request was received from Robert and Rosemary Tobin, living at 1006 11th St., to keep livestock on their premises. It included llamas, horses, chickens, ducks, geese and I believe goats. The council granted this request due to the fact that this residence was bordered on three sides by fields and the closest neighbors were across 11th St. The council also felt that this property was basically a "farm" set up and was secluded enough from any neighbors.

As work continues to determine whether we want to change our code to allow urban chickens, we need to address Mr. Tynan's request and either approve or deny it.

RESOLUTION NO. 37-16

RESOLUTION REGARDING CHICKENS WITHIN CITY LIMITS

WHEREAS, the City Council of the City of Charles City, Iowa has received a request from Jack Tynan residing at 507 M Street in Charles City requesting consent, pursuant to Section 55.03 of the Charles City Code of Ordinances to keep six chickens on this premises; and

WHEREAS, Jack Tynan has represented that his neighbors have orally consented to the location of this number of chickens upon his premises; and

WHEREAS, the City Council has determined that the property is isolated enough that the keeping of six chickens will have no adverse impact on residential or other properties in the vicinity; and

WHEREAS, the City is accordingly willing to give its consent to the keeping of six chickens on this property, but subject to the Council's retained right, in its complete discretion, to withdraw consent prospectively if it later deems that the continued presence of this livestock on the property is adversely affecting the use and enjoyment of other properties in the vicinity or otherwise determines, in its complete discretion, that the presence of livestock is not in the best interest of the community.

NOW THEREFORE BE IT RESOLVED by the City Council that consent is hereby granted pursuant to Section 55.03 of the Charles City Code of Ordinances to Jack Tynan to keep six chickens on his property at 507 M Street in Charles City, Iowa, subject to the Council's right to withdraw consent prospectively at any time that it determines, in its complete discretion, that the continued presence of livestock on this property is adversely affecting the use and enjoyment of other properties in the vicinity, or at such time that the Council otherwise determines, in its complete discretion, that the continuing presence of livestock at this location is not in the best interest of the community and its residents.

Councilmember _____ moved adoption of the foregoing resolution.
Councilmember _____ seconded the motion to adopt, and on roll call the voting was as follows:

Ayes:

Nays:

Passed and approved this ___ day of _____, 2016.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

AGENDA ITEM SUMMARY

Subject: FY15-16 budget amendment

Recommendation: Consider motion setting date for hearing on FY14-15 budget amendment

Background Summary:

Budget amendments need to be completed by May 31 each year. A hearing is required to be held prior to adoption.

We will set the hearing for the May 16 meeting. The major reasons for the amendment are as follows: purchase of aerial truck, refunding loan and change in timeline of capital projects (UV disinfection, housing capital projects).

CITY OF CHARLES CITY

**NOTICE OF PUBLIC HEARING
AMENDMENT OF CURRENT CITY BUDGET**

Form 653.C1

The City Council of Charles City in FLOYD County, Iowa
will meet at council chambers

at 7:00 p.m. on 5/16/2016
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2016
(year)

by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.
Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources			
Taxes Levied on Property	1 3,625,181		3,625,181
Less: Uncollected Property Taxes-Levy Year	2 0		0
Net Current Property Taxes	3 3,625,181	0	3,625,181
Delinquent Property Taxes	4 0		0
TIF Revenues	5 559,638		559,638
Other City Taxes	6 976,292	-13,634	962,658
Licenses & Permits	7 70,100	31,000	101,100
Use of Money and Property	8 177,957	40,892	218,849
Intergovernmental	9 1,873,221	454,813	2,328,034
Charges for Services	10 5,132,412	24,303	5,156,715
Special Assessments	11 0		0
Miscellaneous	12 587,624	23,347	610,971
Other Financing Sources	13 693,250	1,879,552	2,572,802
Transfers In	14 2,086,658	498,943	2,585,601
Total Revenues and Other Sources	15 15,782,333	2,939,216	18,721,549
Expenditures & Other Financing Uses			
Public Safety	16 2,690,621	863,753	3,554,374
Public Works	17 1,409,460	72,532	1,481,992
Health and Social Services	18 510,078	-27,833	482,245
Culture and Recreation	19 1,111,820	0	1,111,820
Community and Economic Development	20 2,018,397	68,483	2,086,880
General Government	21 566,964	44,357	611,321
Debt Service	22 1,060,619	1,837,370	2,897,989
Capital Projects	23 1,113,000	116,092	1,229,092
Total Government Activities Expenditures	24 10,480,959	2,974,754	13,455,713
Business Type / Enterprises	25 5,097,534	-611,819	4,485,715
Total Gov Activities & Business Expenditures	26 15,578,493	2,362,935	17,941,428
Transfers Out	27 2,086,658	602,612	2,689,270
Total Expenditures/Transfers Out	28 17,665,151	2,965,547	20,630,698
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	29 -1,882,818	-26,331	-1,909,149
Beginning Fund Balance July 1	30 12,235,703		12,235,703
Ending Fund Balance June 30	31 10,352,885	-26,331	10,326,554

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

purchase aerial truck, grant receipts/expenditures, refunded loan, change in projects timeline

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Trudy O'Donnell

City Clerk/ Finance Officer Name

AGENDA ITEM SUMMARY

Subject: construction of dog park at Waverly Hill Park

Recommendation: Consider motion approving construction of a dog park at Waverly Hill Park

Background Summary:

The local girl scout troop and Julie Taylor from PAWS have previously addressed the council on building a dog park in Waverly Hill Park. They have been awarded a grant and are working on other funding to make this a reality. The grant stipulates that construction must be complete by May 31. The council reacted to this project favorably when it was presented and now just need to give formal approval for this construction.

As stated at an earlier planning session, the park and rec board has given approval for this project to be built and have promised financial support toward it. Once it is built, it will become property of the city.

We recommend approval of the motion.

CITY OF CHARLES CITY

AGENDA ITEM SUMMARY

Subject: Consider motion to approve waiver request from Mike Molstead Motors to waive certain off-street parking requirements as stipulated in Section XXII of the City's Zoning Ordinance

Recommendation: Approval of the requested waiver to require placement of curb and gutter on new paved parking lot area

Background Summary:

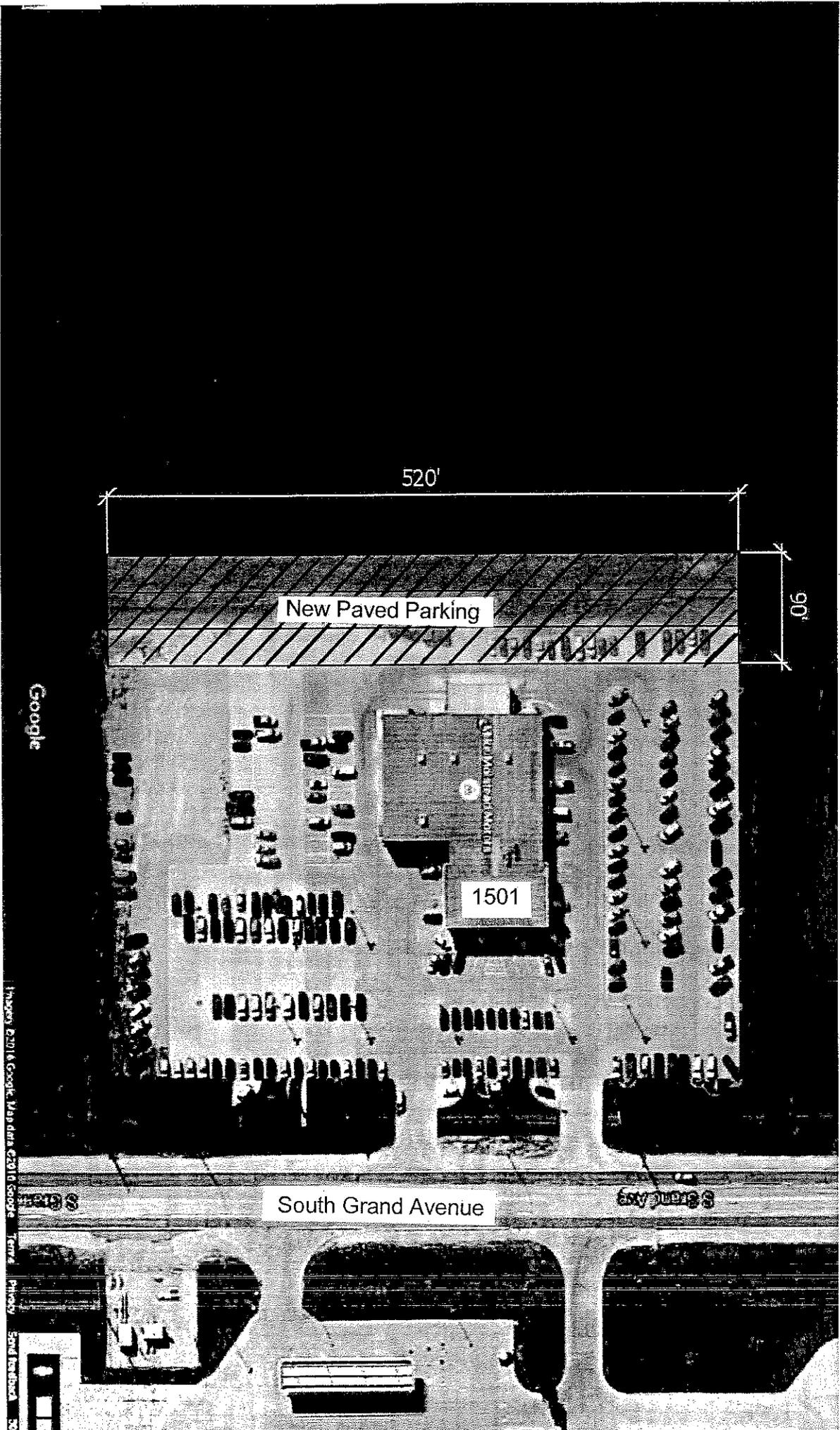
Mike Molstead has contacted the City regarding paving additional parking space on the west side of his existing parking lot at the Molstead Motors facility located at 1501 South Grand Avenue. Mr. Molstead will use Portland cement concrete to pave this area. A small sketch of the new parking area is attached for your information.

Off-street parking requirements are stipulated as part of Chapter XXII of the City's Zoning Ordinance. Mr. Molstead has submitted a request per section XXII.J of the ordinance to waive certain off-street parking requirements. The waiver request is to allow for the construction of the hard surface parking area without the requirement to install concrete curb and gutter. A permanent waiver is being sought for the need of curb and gutter.

Per Section XXII.J of the Zoning Ordinance, the requested waiver is first submitted to and reviewed by the City's Planning and Zoning Commission. The Planning & Zoning Commission met last Monday and reviewed the request and has forwarded to the City Council a recommendation that the Council approve the requested waiver.

The Staff concurs with the requested waiver since curb and gutter is not required in this situation to either control drainage runoff or encroachment from parked vehicles onto a neighboring property, and the parking area is located at the back of the property for Molstead Motors' use and will not be asceptically prominent.

CITY OF CHARLES CITY



520'

New Paved Parking

90'

1501

South Grand Avenue

Google

Images ©2016 Google, Map data ©2016 Google, Terms, Privacy, Send Feedback

Mike Molstead Motors
Requested Waiver of Parking Requirements
April 2016