

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

## 1. Meeting Date And Time

A. July 5, 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. Consider Approval Of The Minutes Of The June 15, 20 And 27 Meetings

Discussion

Motion

Documents: [MINUTES.PDF](#)

## 7. Consider Approval Of The Consent Calendar

A. Approve Outdoor Service For Hot Shots Billiards

B. Payment Of Claims

Documents: [CLAIMS.PDF](#)

## 8. Business Of The Mayor

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

A. Request From Joe Hull For Use Of City Parking Lot July 30

Discussion

Motion

Documents: [JOE HULL REQUEST.PDF](#)

B. Request For Closure Of Block Of Milwaukee Street For Car Show July 30

Discussion

Motion

Documents: [CAR SHOW STREET CLOSE.PDF](#)

## 10. Ordinances And Resolutions

A. Consider Resolution No. 58-16 Setting Public Hearing And Bid Letting For Victory Park Improvements

Discussion

Motion

Documents: [PUBLIC HEARING ON VICTORY PARK.PDF](#)

- B. Consider Resolution 59-16 Approving Amendment To MITAS Contract With IEDA
  - Discussion
  - Motion

Documents: [MITAS EXTENSION REQUEST.PDF](#)

- C. Consider 2nd Reading Of Ordinance 1095 Amending Section 50.07 Of The Charles City Code Of Ordinances For The Purpose Of Permitting The Posting Of Subsequent Notices To Abate In A Conspicuous Location On The Property In The Event The Nuisance To Be Abated Is The Growth Of Weeds, Grasses Or Other Vegetation
  - Discussion
  - Motion

Documents: [2ND READING ORD 1095 ABATE NOTICE.PDF](#)

- D. Consider 3rd And Final Reading Of Ordinance 1093 Amending Section 91.05 Of The Charles City Code Of Ordinances By Amending Provisions Pertaining To Meter Settings
  - Discussion
  - Motion
  - Consider motion to adopt and publish Ordinance 1093
  - Discussion
  - Motion

Documents: [3RD READING ORD 1093 WATER METER.PDF](#)

- E. Consider Motion To Approve Increase In Library Budget For FY17
  - Discussion
  - Motion

Documents: [LIBR BUDGET AMEND.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  
JUNE 15, 2016

Charles City City Council met in a planning session on June 15, 2016 at 7:00 p.m. in council chambers. Mayor James Erb presided and the following council members were present: Keith Starr, DeLaine Freeseaman, Dan Mallaro, Michael Hammond and Jerry Joerger (arrived at 7:05 p.m.)

Mayor Erb reminded council that he needs a couple sets of evaluations for Steve and Trudy back. The evaluations will take place in closed session following the planning session on June 27.

Jerry Joerger arrived.

The officials from Simply Essentials were present to inform the council about their planned facilities and operations for the chicken processing plant. This is a privately backed enterprise and they are investing thirty million into upgrades for this plant. They are using a patented flax feed formula in the feed and will be using CO2 rather than shocking to kill the chickens. They are also using an air chill method to cool them once they are processed which will reduce their water consumption. Local farmers will be utilized to provide chickens and they plan on processing sixty thousand birds a day with one shift. Starting wage will be \$12.50, increasing to \$13.50 after two weeks and \$14.50 after four weeks. These are the lowest wages, others will be higher. Benefits include 401K, health/dental/vision and possibly profit sharing. They are recruiting 35-38 growing sites for first shift and all sites will be targeted to within 75 miles of the feed mill. Mayor Erb asked what the timeline is for needed updates to the city's wastewater plant and the reply was that first shift can start right away and they hope to start a second shift in September 2017. Council member Freeseaman stated that our plant wouldn't be ready that fast, what will happen then. Reply was a chemical treatment could be used at the chicken facility and our wastewater plant to reduce the suspended solids to get us by until the wastewater plant updates are completed. Freeseaman also asked if a profit/loss statement had been reviewed by city staff and response was that the private equity firm will be consulted to get permission to release that and it can be submitted. Trucks hauling the live birds will be held in a transfer building until they are unloaded to keep the loose feathers to a minimum.

Discussion on conducting a local feasibility study for broadband expansion. The regional alliance will need an answer soon on whether Charles City will be participating and in order to determine that, we need to find out if the local residents are interested. This pre-feasibility study will educate the community on the options, ask what they want and how much they would be willing to pay to get feed back to see if a local effort will work. This will take 4-6 weeks to complete and if the results are favorable, then we can look at joining the Iowa Fiber Alliance. The broadband commission has discussed this and are recommending to conduct this pre-feasibility study. One other plus is that we could utilize other local utilities' equipment to provide broadband here without expending our own cash for our own equipment. The cable fund will be used to pay for this study.

A request has been received from Kurt Walderbach to transfer the current tax rebate agreement in place with BDH to him since he is purchasing that building from them. He is a physical therapist and will move his business from the south edge of town to this location which will triple his current space. He plans to offer wellness and fitness opportunities as well. He currently has 3 employees but could increase by 2 or 3 within a year. Council member Freeseaman asked if we should use the matrix like we did with the original agreement to see if this qualifies the same as BDH, could help quantify the decision. This will be on the next regular agenda for council approval.

Raises for non- bargaining city employees were discussed. Traditionally, council has always given the same raise to them as to the union employees, which is 2.75% for FY17. A new law going into effect December 1 may affect the status of a couple of employees making them go from salaried to hourly. This item will be on the next regular meeting for action.

A request for quote was sent to all four banks for a transaction fee on a one day borrowing. The amount we will be borrowing is \$253,355 and only one bid was received from First Citizen's for \$50. This item will be on the next regular meeting for action.

City Administrator Diers informed council that the fire truck loan closed today and the SRF loan will close next Friday. The Victory Park sculpture is near completion and installation for this will be starting soon. No date has been set yet for interviews for consulting firms on the joint law enforcement study. Recent concerns raised on the condition of Sportsmen Park prompted staff to look at the engineering study done a few years ago concerning options for renovation of this area. The city has already grubbed out Hyers Creek to help with water flow. Most options involved some effort on the school's part but nothing has been done yet.

There being no further business, meeting was adjourned.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL MINUTES  
REGULAR SESSION  
JUNE 20, 2016

Charles City City Council met in regular session June 20, 2015 at 7:00 p.m. in council chambers. Mayor James Erb presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman and Mike Hammond. Absent was Dan Mallaro.

Citizen comments – none

Mayor Erb welcomed everyone to the meeting.

Motion by Freeseaman, second Hammond to approve the agenda. Ayes – 4

Motion by Joerger, second Hammond to approve the minutes of the May 23, June 1 and 6 meetings. Ayes – 4

Motion by Joerger, second Freeseaman to approve the consent calendar. Ayes – 4. Consent calendar consisted of the following: approve 5/16 financials for city of Charles City and CC Public Employees Health Plan, approve the following cigarette permits: Buy Low North, Casey's General Stores #1138 and #2480, Fareway, Dollar General, HyVee Food Store, HyVee Gas, KwikStar #468 and #419, Liquor Beer and Tobacco Outlet, Prime Mart and Liberty Supply, approve renewal of VFW Class C liquor license w/ Outdoor Service and Sunday sales and payment of claims (including those approved by other boards):

Business of the Mayor – Jean and Cliff Boley were present to request a proclamation for Sarcoma Awareness month for July in the city of Charles City. Their daughter Amy passed away from sarcoma and they want to raise the public's awareness of this fast growing cancer. Motion by Joerger, second Freeseaman to approve the proclamation. Ayes – 4 Mayor Erb read the proclamation.

Mayor Erb's recommendation is to re-appoint Vonda Cummins and Leonard Erickson and Colette Schmidtke to replace Heidi Worrall on the library board. Motion by Joerger, second Freeseaman to approve the appointments as recommended. Ayes – 4

Mayor's recommendation is to appoint Bruce Hovden to replace Ann Troge on the planning and zoning commission. Ayes – 4

The Chamber had omitted a request to use golf carts for July 4<sup>th</sup> parade on their previous request. They have been doing this for a long time and use them mostly to haul parade float judges along the parade route. Motion by Joerger, second Starr to approve the request. Ayes – 4

Ordinance 1091 AMENDING THE ZONING CLASSIFICATION OF TWO PARCELS LOCATED IN BLOCK 8 IN THE ORIGINAL PLAT OF ST. CHARLES, NOW INCORPORATED AS CHARLES CITY, IOWA, FROM B-2, GENERAL BUSINESS DISTRICT, TO R-3, MULTI-FAMILY RESIDENCE DISTRICT, AND COS, CONSERVATION AND OPEN SPACE DISTRICT, RESPECTIVELY was presented for it's third and final reading. This will re-zone several properties in the 300 block of N. Jackson from B-2 to R-3 for one property and COS for two properties. The two properties going to COS are the Arts Center and the empty lot to the west of it. This would be a better fit since Central Park is right across the street and is zoned COS. The other property changing zones is directly north of the Arts Center and going to R-3 would allow a multi family residence which fits in with the rest of the parcels on this block. Planning and zoning and city council held public hearings on this change and planning and zoning is recommending approval of the ordinance. Motion by Joerger to approve the third and final reading of Ordinance 1091, second Starr. Ayes – 4. Council member Joerger read the ordinance. Motion by Freeseaman, second Joerger to adopt and publish Ordinance 1091. Ayes – 4

Ordinance 1092 AMENDING SECTION IV, GENERAL PROVISIONS, OF THE CHARLES CITY ZONING ORDINANCE BY ADDING A NEW SUBSECTION TO ALLOW RAMPS AND OTHER STRUCTURES PROVIDING ACCESSIBILITY TO RESIDENTIAL STRUCTURES FOR HANDICAPPED INDIVIDUALS IN SITUATIONS WHERE SUCH STRUCTURES MIGHT OTHERWISE VIOLATE PROVISIONS OF THE ZONING ORDINANCE was presented for its third and final reading. This ordinance will allow for ramps to be installed that encroach on the set back with approval by the zoning administrator and not be required to go through the variance process with the board of adjustment. One requirement is that if the person requiring the ramp no longer lives at the residence, that the ramp will be removed. Planning and zoning and city council have both held public hearings on this proposed change and planning and zoning is recommending approval. Motion by Hammond, second Starr to approve the third reading. Ayes - 4 Council member Hammond read the ordinance. Motion by Joerger, second Freeseeman to adopt and publish Ordinance 1092. Ayes - 4

Ordinance 1093 AMENDING SECTION 91.05 OF THE CHARLES CITY CODE OF ORDINANCES BY AMENDING PROVISIONS PERTAINING TO METER SETTINGS was presented for a second reading. This ordinance would require a shut off valve be installed on both sides of the water meter for new construction only. This will make future meter change outs better by avoiding the draining out of the customer's water pipes. Staff is recommending this for new construction only and not to make it retroactive. Motion by Hammond, second Starr to approve the second reading of Ordinance 1093. Ayes - 4.

Ordinance 1094 AN ORDINANCE AMENDING CHAPTER 105 OF THE CHARLES CITY CODE OF ORDINANCES BY REPEALING SECTION 105.05 AND ADOPTING A NEW SECTION 105.05 WHICH MODIFIES THE REPEALED SECTION BY REDEFINING THE EXCEPTIONS TO THE RESTRICTIONS ON OPEN BURNING was presented for its first reading. This ordinance will change the open burning regulations back to before the recodification of the city code last summer. The firm that handled the process inadvertently made this change to be compatible with the state fire code and it was overlooked when the final version of the code was adopted. We would like to have the previous requirements listed again, so this would make that correction. Staff is requesting that the second and third readings of this ordinance be waived and this be adopted after the first reading so it can be enforced. Motion by Freeseeman, second Joerger to approve the first reading of Ordinance 1094. Ayes - 4. Council member Freeseeman read the ordinance. Motion by Joerger, second Freeseeman to waive the second and third readings of Ordinance 1094. Ayes - 4. Motion by Joerger, second Freeseeman to adopt and publish Ordinance 1094. Ayes - 4

Ordinance 1095 AN ORDINANCE AMENDING SECTION 50.07 OF THE CHARLES CITY CODE OF ORDINANCES FOR THE PURPOSE OF PERMITTING THE POSTING OF SUBSEQUENT NOTICES TO ABATE IN A CONSPICUOUS LOCATION ON THE PROPERTY IN THE EVENT THE NUISANCE TO BE ABATED IS THE GROWTH OF WEEDS, GRASSES, OR OTHER VEGETATION was presented for its first reading. Long grass nuisances in the summer can be timely to abate with the required time frame for serving notice. Staff has been working with city attorney Smith to shorten the time frame for serving notice while still complying with the state code. Smith is recommending serving the first notice of the season by regular and certified mail as always and including a letter stating that notice for subsequent violations will be posted at the property where the nuisance exists and the property owner will then have 48 hours to abate the nuisance or the city will do so and assess the costs to the property. This will expedite this process and keep the grass from being too high for such a long length of time. Motion by Freeseeman, second Joerger to approve the first reading of Ordinance 1095. Ayes - 4 Council member Freeseeman read the ordinance.

Non bargaining unit employees need to have salaries set for FY17. Traditionally, non bargaining have received the same raise as the bargaining unit employees, which will be 2.75% for FY17. There are a few exceptions to this for FY17 as follows: Eric Whipple additional \$1000/year, Marty Parcher additional \$500/year, Brad Worrall additional \$1.00/hr and Casey Mallory additional \$1.00/hr. The later two are to bring their wage higher than their subordinates pay and the first two were included in the budget approved for FY17. Council member Joerger introduced Resolution No. 52-16 entitled, " RESOLUTION SETTING SALARIES/WAGES FOR APPOINTED OFFICERS AND NON-COLLECTIVE BARGAINING UNIT

EMPLOYEES OF THE CITY FOR THE FISCAL YEAR BEGINNING JULY 1, 2016” and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freeseaman, Hammond. Nays – none

The local broadband commission is recommending that the city move forward with the feasibility study for broadband engagement and education with Smart Source Consulting. This would be a pre-feasibility study which will just look initially at whether Charles City is interested in such an option. Based on the results from this, we could then decide on completing the remainder of a feasibility study which would show all aspects of having a local fiber network to provide high speed internet to residents and businesses. The cost of this pre-feasibility study is \$18,500 which will be paid from Cable Fund monies. The study will take about 6-8 weeks to complete. Council member Freeseaman introduced Resolution No. 53-16 entitled, “RESOLUTION APPROVING PARTICIPATION IN A LOCAL FEASIBILITY STUDY WITH SMART SOURCE CONSULTING” and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freeseaman, Hammond. Nays – none

A request has been received to transfer the remaining term of a tax rebate agreement with BDH to Walderbach Properties, who is purchasing the property. There is approximately \$31,000 remaining that can be rebated. Mr. Walderbach will operate a physical therapy business in this building. The number of jobs is fewer however the median wage is higher. There will also be upgrades to both inside and outside the building. Council member Joerger introduced Resolution No. 54-16 entitled, “RESOLUTION REGARDING ASSIGNMENT OF TAX INCREMENT PAYMENTS” and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freeseaman, Hammond. Nays – none

The city is ready to do it’s yearly one day borrowing for FY16. The total is \$253,355 and consists of police/fire equipment, tree removal, nuisance abatement, park repairs, street equipment and Riverfront stabilization. The four local banks were asked to submit quotes for a transaction fee for this issuance and one bid was received from First Citizen’s Bank for \$50. Bond counsel will draw up the necessary paperwork to execute this note. Council member Joerger introduced Resolution No. 55-16 entitled, “RESOLUTION AUTHORIZING AND APPROVING A LOAN AGREEMENT AND PROVIDING FOR THE ISSUANCE OF A \$253,355 GENERAL OBLIGATION CORPORATE PURPOSE NOTE” and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Hammond. Nays – none. Freeseaman abstained.

City Clerk O’Donnell reported that the next planning session will be held June 27 with a special session to conduct performance evaluations of the city clerk and city administrator to follow. City hall will be closed July 4 for the holiday and the first council meeting in July will be held Tuesday, July 5.

Motion by Starr, second Freeseaman to adjourn. Ayes – 4

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James A. Erb, Mayor

Attest:

Trudy O’Donnell, City Clerk

COUNCIL PROCEEDINGS  
JUNE 27, 2016

Charles City City Council met in a planning session on June 27, 2016 at 7:00 p.m. in council chambers. Mayor James 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 and assistant city attorney Brad Slotter.

Mayor Erb commented on an email he had received from Lisa Meyer, Phyllis Meyer's daughter, outlining the origins of Victory Park. This project has been a collaboration between Charles City Park and Rec, Arts Council, City Improvement Association and private donors and hopes are to have it completed by 2017.

Larry Kurtz, architect, was on hand to review the time line for Victory Park improvements. Plans are to pour the footings for the bridge sculpture by August 15. On July 5, city council will act on approval of letting bids and setting a public hearing on the park improvements. Completion date for this project has been extended to 2017 in hopes of securing more favorable bids. Plans will be released Sept 9 with bids due back by September 19.

Kara Shannon was present to discuss her request for a 5K run to be held the morning of August 27. The route will run past the school buildings in town. She has discussed the route with the police department and will have two major street crossings manned with people to help the runners cross safely.

Joe Hull from Hot Shots Billiards was present to discuss his request for use of the city parking lot to the south of his building for an event on July 30. The event will start at 11:00 with a bean bag tournament and a DJ will be playing throughout the day. A live band will perform starting at 7 or 8 and ending at midnight or one. Snow fence will be installed around the perimeter and one entrance in will be manned. Beer will be sold outside and wrist bands for legal age patrons will be used. The area will be coned off the night before to be sure no cars park in the space.

Tim Fox, director for the Area Development Corporation, was on hand to discuss an amendment to the contract that MITAS tires has with IEDA. They are asking for a one year extension on the tax credits and have received approval from the state already. This item will be on the next council meeting for approval.

Police chief Hugh Anderson informed the council that we have been receiving lots of complaints recently on truck trailers and campers being parked on city streets. Current code restricts trucks to travel on designated truck routes only. But if an officer finds one parked on a street off the route, a ticket can't be issued because the truck is not being driven at that moment. Spirit Lake's ordinance dealing with trucks and trailers was distributed as an example of restriction of parking for these vehicles. Some concern over residents who do not have any off street parking at their residence not having anyplace else to park their camper. Semi trucks have other suitable places in town they can park their rigs and then drive a car to their residence. Council directed city staff to consult with the city attorney and draft an ordinance to address these issues and bring back to council for more discussion.

City administrator Diers informed the council that he and the mayor will be attending a water quality academy session on Wednesday. Steve will also be attending a broadband regional meeting in Cedar Falls Thursday to discuss the regional effort and update that group on our local efforts. The consulting firms for the joint law enforcement project will be interviewed by the sub committee on July 19 and July 28.

There being no further business, meeting was adjourned.

James A. Erb, Mayor

Attest:  
Trudy O'Donnell, City clerk

COUNCIL MINUTES  
SPECIAL SESSION  
JUNE 27, 2016

Charles City City Council met in special session at 7:50 p.m. on June 27, 2016 following a planning session in council chambers. Mayor James 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 and assistant city attorney Brad Slotter.

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

Trudy O'Donnell made a request, on behalf of herself and Steve Diers, to enter into closed session pursuant to Iowa Code Chapter 21.5 (i) to conduct an evaluation of their job performance.

Motion by Starr, second Mallaro to enter into closed session. Ayes - Starr, Joerger, Freeseaman, Mallaro, Hammond. Nays - none. Entered closed session at 7:50 p.m.

At 8:58 p.m., reconvened in open session. There was no action taken in closed session.

Discussion on request of City Administrator Diers included a 3.5% salary increase effective 7/1/16. Council member Starr introduced Resolution No. 56-16 entitled, "RESOLUTION APPROVING AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE CITY OF CHARLES CITY AND CITY ADMINISTRATOR STEVEN DIERS" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Mallaro, Hammond. Nays - none

Discussion on request of City Clerk O'Donnell included an extra day of vacation per year plus a 2.75% salary increase effective 7/1/16. Council member Freeseaman introduced Resolution No. 57-16 entitled, "RESOLUTION APPROVING AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN TH CITY OF CHARLES CITY AND CITY CLERK TRUDY O'DONNELL" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Mallaro, Hammond. Nays - none.

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

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James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

CITY CLAIMS 06/30/16 FY END

VENDOR	DESCRIPTION	AMOUNT
PAYROLL	PAYROLL ENDING 06/25/16	\$ 95,536.77
PAYROLL LIABILITIES	PAYROLL LIABILITIES	\$ 124,320.99
NIACOG	CITY CONTRIBUTION/TRANSIT TKTS SOLD	\$ 7,638.60
SHERWIN-WILLIAMS CO	PAINT/SUPPLIES-CITY DEPTS	\$ 1,825.77
STAPLES CREDIT PLAN	OFFICE SUPPLIES-PD/FGP	\$ 1,545.57
SUPERIOR LUMBER	LUMBER/SUPPLIES-CITY DEPTS	\$ 321.38
TREASURER, STATE OF IOWA	SALES TAX-CITY DEPTS	\$ 5,482.16
AUTOZONE	BATTERY CLAMP FOR CHARGER-FD	\$ 11.45
BUSINESS CARD	HURCO TECHNOLOGIES-WTP	\$ 558.85
CARQUEST AUTO PARTS	WELD EPOXY-STREET	\$ 6.43
CEDAR VALLEY PRINT & SUPPLY	PENTEL/REFILL/ERASERS-ENGINEER	\$ 202.65
CENTURYLINK COMMUNICATIONS	PHONE-CVTC	\$ 396.70
CC CHAMBER OF COMMERCE	HOTEL/MOTEL ADMINISTRATION-H/M	\$ 47,648.10
CINTAS CORPORATION #762	MATS/TOWELS-WTP	\$ 106.56
CITY MOTOR PARTS LTD	REPAIR PARTS-CITY DEPTS	\$ 608.98
FAREWAY STORE	FOOD-P&R	\$ 43.94
GOLDER ASSOCIATES INC	SHAW SITE RESP TO 5-YR REVIEW	\$ 802.50
HY-VEE INC	RECOGNITION-FGP	\$ 575.40
IOWA PUMP WORKS INC	PUMP BRACKET GUIDE-WWTP	\$ 230.81
JOHN DEERE FINANCIAL	PARTS/SUPPLIES-CITY DEPTS	\$ 420.65
JOHN A HOWE	CLEANING CONTRACT-CITY HALL	\$ 850.00
LESSIN SUPPLY COMPANY	PARTS/SUPPLIES-CVTC	\$ 1,038.57
MICK GAGE PLUMBING & HEATING	PLUMBING REPAIR MATERIALS-P&R	\$ 150.51
MIDAMERICAN ENERGY	UTILITIES-CVTC	\$ 1,306.04
NORTH CEDAR AVIATION AUTHORITY	CITY CONTRIBUTION-AIRPORT	\$ 19,556.39
OFFICE DEPOT	LEXMARK TONER-BUS OFF	\$ 515.99
PETTY CASH-FGP	RECOGNITION SUPPLIES-FGP	\$ 87.92
POOL TECH	CONTROLLER & PROBES-P&R	\$ 1,976.00
SCHUETH ACE HARDWARE	PAINT BRUSHES-WTP	\$ 322.40
SHERWIN-WILLIAMS CO	DTM SAFETY YELLOW-WTP	\$ 2,912.83
STAPLES CREDIT PLAN	REPLACEMENT MONITOR-PD	\$ 79.99
TERRY BRYANT	POOL REPAIRS/PAINTING-P&R	\$ 368.00
SUPERIOR LUMBER INC	WAUDENA STEEL FRAME DOOR-WTP	\$ 4,575.84

TOTAL \$ 322,024.74

**CITY CLAIMS 07/05/16**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 148.13
COMMUNITY REVITALIZATION	CITY'S SHARE LAMP POSTS	\$ 6,000.00
FIELD BROS MOVING INC	MOVING DISPLACED TENANT-HOUSING	\$ 1,852.50
FIRST CITIZENS BANK	LOAN PYMT/TRASACTION FEE-DEBT SERVICE	\$ 253,405.00
FOX ENGINEERING	NUTRIENT FEASIBILITY/FACILITY PLAN-WWTP	\$ 12,600.00
JP COOKE COMPANY	DOG TAGS-ANIMAL CONTROL	\$ 155.75
KABRICK DISTRIBUTING	BEER-P&R	\$ 351.10
JULY HAP CHECKS	JULY HAP CHECKS	\$ 45,950.30
AGVANTAGE FS	HERBICIDE-P&R	\$ 310.80
BARBARA BROWN (FGP)	MILEAGE-FGP	\$ 95.04
CARING CONNECTIONS	CITY CONTRIBUTION	\$ 1,500.00
CEDAR RIVER SIGNS INC	DISC GOLF SIGNS-P&R	\$ 303.99
CEDAR VALLEY PRINT & SUPPLY	SUPPLIES/SHIPPING-CITY DEPTS	\$ 92.13
CHARLES CITY ARTS CENTER	CITY CONTRIBUTION	\$ 1,500.00
CHARLES CITY ELECTRONICS	WIRELESS MOUSE/SLIM KB-WTP	\$ 60.47
COAST TO COAST SOLUTIONS	JULY 4TH FIRE PREVENTION HANDOUTS-FD	\$ 617.91
COCA-COLA BOTTLING CO	POP-P&R	\$ 270.24
CRISIS INTERVENTION	CITY CONTRIBUTION	\$ 1,250.00
D&K PRODUCTS	GRASS SEED-P&R	\$ 490.00
DARLENE TOYNE (FGP)	MILEAGE-FGP	\$ 4.32
DAVID J. BAHE	TRAVEL REIMBURSEMENT-PD	\$ 18.49
FIRE EQUIPMENT SPECIALTIES INC	FIREFIGHTING EQUIPMENT-FD	\$ 3,715.36
FLOYD CO COMMUNITY FOUNDATION	CITY CONTRIBUTION	\$ 7,500.00
FLOYD CO HIST SOC MUSEUM	CITY CONTRIBUTION	\$ 3,500.00
GRAHAM KUETHE	AMPHITHEATER TREE TRIMMING-P&R	\$ 280.00
GRAINGER	UTIL CART/STAINLESS DIPPER-WTP	\$ 524.95
HAWKEYE COMMUNITY COLLEGE	ORTMAYER-MODULE E TRNG-RESERVE PD	\$ 85.00
HAWKINS INC	POOL CHEMICALS-P&R	\$ 1,609.65
HEALTHY HARVEST OF NORTH IOWA	CITY CONTRIBUTION	\$ 250.00
HEWETT WHOLESAL	FOOD-P&R	\$ 60.71
HOBERT ELECTRIC	RIVERFRONT SHELTER ELECTRICAL-P&R	\$ 2,507.40
HOMETOWN SECURITY	MAIN PLANT ALARM SYSTEM-WWTP	\$ 1,200.00
IDOT-CASHIER'S OFFICE	FUEL/SUPPLIES-CITY DEPTS	\$ 3,577.67
IOWA LEAGUE OF CITIES	MEMBER DUES FY 2016-2017-BUS OFF	\$ 3,085.00
JOHN DEERE FINANCIAL	SPRAYER/MULCH/CLEANER/SUPP-P&R	\$ 141.98
KEYSTONE LABORATORIES	POOL WATER ANALYSIS-P&R	\$ 30.00
L&J INDUSTRIES INC	GRILL STEEL-P&R	\$ 67.75
MARZEN'S TOWING	TOWING DAMAGED TAHOE-PD	\$ 407.50
METERING TECHNOLOGY SOLUTIONS	LOW LEAD METERS-WTP	\$ 10,245.52
MICK GAGE PLUMBING & HEATING	RESTROOM RENTAL/CLEANING-P&R	\$ 987.50
MIDAMERICAN ENERGY	UTILITIES-CITY DEPTS	\$ 32,182.40
MILLS-INC	REPAIR PARTS-WTP	\$ 169.68

MISSISSIPPI LIME COMPANY	STANDARD QUICKLIME-WTP	\$	5,419.46
NEWBAUER INC	MATS/TOWELS-CITY HALL	\$	101.68
NOAH, SMITH & SCHUKNECHT PLC	PROFESSIONAL SERVICES-LEGAL	\$	3,712.95
OFFICE DEPOT	BINDER/COPY PAPER-BUS OFF	\$	157.94
OTTO'S OASIS	CENTRAL PARK IRRIGATION-P&R	\$	79.00
PAUL HUGHES	TRAVEL REIMBURSEMENT-CODE ENF	\$	8.65
PAWS HUMANE SOCIETY	JULY CONTRACT-ANIMAL CONTROL	\$	1,550.00
PEPSI-COLA	POP-P&R	\$	256.38
PERRY NOVAK ELECTRIC INC	ELECTRICAL SERVICE-WWTP/STREET	\$	295.00
POSTMASTER	3-ROLLS OF STAMPS-FGP	\$	141.00
RDJ SPECIALTIES INC	JULY 4TH FIRE PREVENT HANDOUTS-FD	\$	164.84
SCHUETH ACE HARDWARE	SUPPLIES-CITY DEPTS	\$	254.09
SHARON OTT (FGP)	MILEAGE-FGP	\$	60.48
SHIRLEY ORTHEL (FGP)	MILEAGE-FGP	\$	2.38
SUPERIOR LUMBER INC	SUPPLIES-STREET/P&R	\$	38.70
USA BLUEBOOK	VERTICLE METER RESETTER-WTP	\$	467.79
VICKI INMAN (FGP)	MILEAGE-FGP	\$	61.56

**TOTAL**            \$ 411,876.14

MEETING DATE: 7/5/16

ITEM: 9A

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## AGENDA ITEM SUMMARY

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**Subject: Request from Joe Hull for use of parking lot for event on July 30**

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### **Background Summary:**

Joe Hull presented his request at the last planning session for use of the city parking lot to the south of his business, Hot Shots Billiards, on July 30 for an event. He would like to fence off a little over half of the parking lot and leave the south 3 rows of parking open for public parking. The area will be coned off Friday night to keep cars from parking there so the fence can then be put up in the morning. He will be serving beer outside and will use snow fence for a perimeter. There will be one entrance into the fenced area and that will be watched. Wrist bands will be used for 21 and over and he will have several people patrolling throughout. Bean bag tournament starts at 11:00 and a DJ will play during the day. A live band will play from 8 to midnight or 9 to 1:00. He has talked to all the surrounding business except Aromas and Darbes and they have all given the okay. He will talk to the last two prior to the July 5 meeting. He will have porta potties and set trash cans around and will get the required insurance coverages, too.

# Outdoor Event at Hot Shots Billiards

Saturday, July 30, 2016

Bags tournament and DJ during the day.

Starting around 11am.

Live band from 9pm-1am or 8pm-midnight.

Would like to have possible mechanical bull, dunk tank, and band shell.

Grab power off light poles? NO

Need additional insured. \$1 million liquor liability, \$500,000. Also additional insured.

Rope off Friday night:

- Cones?

- Caution tape?

Snow fence?

Outdoor beer sales

Port-a-Potties

Will do wristbands if needed for those 21 and over.

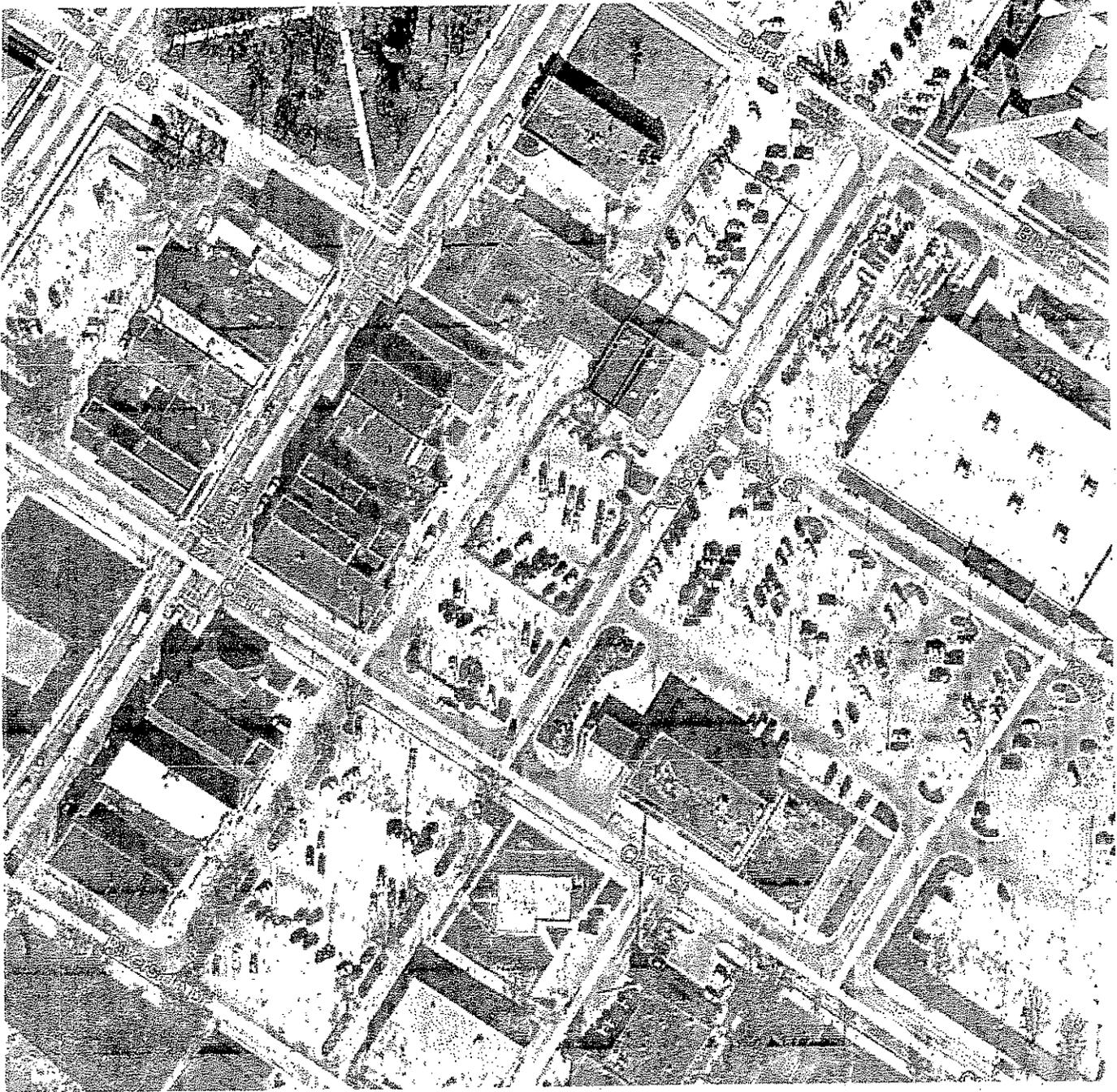
Designated smoking area, if needed.

Parking lot will be taken care of and cleaned after the event is over.

Will be serving beer outside - plastic containers.

Looking at lot south of Hot Shots  
(map attached)

mapquest



MEETING DATE: 7/5/16

ITEM: 9B

## AGENDA ITEM SUMMARY

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**Subject: Request for closure of one block of Milwaukee Street along Trinity church for car show**

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**Background Summary:**

Since Craig Hamm presented his initial request for street closings for the car show on July 30, major construction work has started on a house on Spriggs. Church members have expressed concern over having cars parked near this construction and having issues with increased activity, etc. So Craig is asking for the one block of Milwaukee along the church to be closed as well and just use Spriggs as an overflow if necessary.

Craig will be in attendance to answer any questions the council may have.

CITY OF CHARLES CITY

MEETING DATE: 7/5/16

ITEM: 10A

## AGENDA ITEM SUMMARY

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**Subject: Setting date for public hearing on Victory Park improvements and letting bids**

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### **Background Summary:**

As presented at the last planning session, the plans for the improvements to Victory Park have been drawn up. AHTS Architects supplied the designs and the project is now ready to be let. Completion date for the project was extended to 2017 to hopefully garner more favorable bids. Deadline for bid submittal is September 19. We are trying to find out the date for the public hearing, so that item is blank in the resolution. We are hoping to have that date for the meeting Tuesday, still haven't heard back from John. The architects didn't have a date and no one else here knows, so I had to send an email to John on his vacation. Will see what we have on Tuesday.

CITY OF CHARLES CITY

**RESOLUTION NO. 58-16**

*RESOLUTION APPROVING PROPOSED PLANS, SPECIFICATIONS, CONTRACT DOCUMENTS AND NOTICE OF HEARING TO BIDDERS AND LETTING FOR THE 2016 VICTORY PARK IMPROVEMENTS, CHARLES CITY, IOWA*

WHEREAS, the plans, specifications, notice of hearing, letting invitation to bidders and form of contract for said Improvements Project have been prepared.

NOW, THEREFORE, BE IT RESOLVED by the City of Charles City, Iowa meeting in regular session on this 5th day of July, 2016 as follows:

1. That the proposed plans, specifications, notice of hearing and form of contract referred to in the preamble hereof, be and the same are hereby approved.
2. That this Council will meet at City Hall, Charles City, Iowa, on the \_\_\_\_ day of \_\_\_\_\_, 2016 at 7:00 p.m., at which time and place it will hold a public hearing on the proposed plans, specifications, form of contract and estimate of cost of the project.
3. The Clerk will publish notice of hearing and letting and invitation to bidders, the same being in the form hereinafter approved, which publication, shall be made in Charles City Press, a legal newspaper, printed wholly in the English language and of general circulation in the City, which publication shall be not less than four (4) nor more than twenty (20) days before the date set for hearing and receiving such bids.
4. That all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed in the extent of such conflict.

COUNCIL MEMBER moved the adoption of the foregoing Resolution;

COUNCIL MEMBER seconded the motion to adopt, and on roll call the voting was as follows:

AYES:

NAYS:

Passed and approved this 5th day of July, 2016.

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James A. Erb, Mayor

Attest:

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## AGENDA ITEM SUMMARY

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**Subject: Mitas Extension – Enterprise Zone Tax Credit Program**

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**Background Summary:**

Economic Development Director Tim Fox is requesting that Mitas Tire be granted a one year extension on the job obligation requirement that was part of the initial incentive package for when Mitas constructed their facility.

The incentive is a \$2.4 Million Investment Tax Credit to the company amortized over five years. To qualify, Mitas needs to add 154 qualifying wage jobs (\$14.48/hr). The original timeline allowed Mitas five years to meet this requirement but due to the amount of time it took to modify the existing building and get up and running Mitas lost close to two years. Also, the pending change in overall ownership from Mitas to Trelleborg has had an effect. That being said, to date Mitas is currently at 128 of the 154 required jobs and is confident that the 154 number will be reached this next year.

The original project completion date required that the project be complete and jobs added by May 31, 2016. The request is that this deadline be extended to May 31, 2017.

I recommend approval of this request for extension.

CITY OF CHARLES CITY

**RESOLUTION NO. 59-16**

*RESOLUTION APPROVING AMENDMENT TO CONTRACT 11-IVF/TC-008  
BETWEEN MITAS TIRES AND IEDA*

WHEREAS, the City has sponsored an agreement between MITAS and IEDA which awarded certain tax credits to MITAS upon completion of several requirements, and;

WHEREAS, the state has agreed to an extension of the completion date and an adjustment of the Investment Tax Credit amortization schedule, and;

WHEREAS, the city also needs to approve this amendment as the sponsoring entity;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Charles City, Iowa, meeting in regular session on this 5<sup>th</sup> day of July, 2016, that said contract amendment be approved.

COUNCIL MEMBER moved the adoption of the foregoing Resolution;

COUNCIL MEMBER seconded the motion to adopt, and on roll call the voting was as follows:

AYES:

NAYS:

Passed and approved this 5<sup>th</sup> day of July, 2016.

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James A. Erb, Mayor

Attest:

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Trudy O'Donnell, City Clerk

**CONTRACT AMENDMENT**

RECIPIENT: **Mitas Tires North America, Inc.**  
CONTRACT NUMBER: **11-IVF/TC-008**  
AMENDMENT NUMBER: **Four**  
EFFECTIVE DATE: **May 20, 2016**

THIS CONTRACT AMENDMENT is made by and between the **IOWA ECONOMIC DEVELOPMENT AUTHORITY** (hereafter "**IEDA**"), 200 East Grand Avenue, Des Moines, Iowa 50309, an agency of the State of Iowa, **Mitas Tires North America, Inc. ("Recipient")**, 1200 Rove Avenue, Charles City, IA 50616, and the **City of Charles City ("Community")**, 105 Milwaukee Mall, Charles City, IA 50616.

WHEREAS, the Recipient requested an extension of their Project Completion Date an adjustment of the Investment Tax Credit amortization schedule, and

WHEREAS, the **IEDA BOARD** approved the request, effective as of the Effective Date stated above, and

NOW, THEREFORE, the Contract referenced above is amended as follows:

**1. REVISION OF ARTICLE 3.3 "Terms and Conditions of State Tax Benefits."**

***(h) Investment Tax Credit - \$2,400,000.***

(iii) ) Assuming qualifying assets are first placed in service during the period July 1, ~~2010~~ 2015 through June 30, ~~2011~~ 2016, the tax credit shall be amortized equally over a five-year period as specified below:

Amortization Schedule

July 1, <del>2010</del> <u>2015</u> – June 30, <del>2011-2016</del>	\$480,000
July 1, <del>2011</del> <u>2016</u> – June 30, <del>2012-2017</del>	\$480,000
July 1, <del>2012</del> <u>2017</u> – June 30, <del>2013-2018</del>	\$480,000
July 1, <del>2013</del> <u>2018</u> – June 30, <del>2014 2019</del>	\$480,000
July 1, <del>2014</del> <u>2019</u> – June 30, <del>2015 2020</del>	\$480,000

- 2. REVISION OF EXHIBIT C. "JOB OBLIGATIONS."** Exhibit C is amended to revise the Project Completion Date. Details of this change are reflected in the attached Revised Exhibit C which is hereby incorporated by this reference and made a part of this Contract Amendment.

**EXHIBIT C – JOB OBLIGATIONS**  
**Recipient: Mitas Tires North America, Inc.**  
**Community: City of Charles City**  
**Contract Number: 11-IVF/TC-008**  
**REVISED May 2016**

This Project has been awarded benefits from the 100% Wage Component and Enterprise Zone (EZ) tax credit program. The charts below outline the contractual job obligations related to this Project.

Data in the “Employment Base” column has been verified by the Department and reflects the employment characteristics of the facility receiving funding before this award was made. Jobs to be retained as a part of this Project must be included in these calculations.

Data in the “Jobs To Be Created” column outlines the new full-time jobs (including their wage characteristics) that must be added to the employment base and, if applicable, statewide employment base as a result of this award.

At the Project Completion Date and through the Maintenance Period Completion Date, the Business must achieve (at a minimum) the numbers found in the “Total Job Obligations” column.

Project is held to 100% wage threshold on both programs.  
 Company is new to Iowa – no base employment

100% JOB OBLIGATIONS Project Completion Date: May 31, 2016-2017 Maintenance Period Completion Date: May 31, 2018-2019	Employment Base	Jobs To Be Created	Total Job Obligations
<b>Total employment at project location</b>	0	192	192
<b>Average Wage of total employment at project location</b>	N/A		
<b>Qualifying wage threshold requirement (per hr)</b>	\$14.48		
<b>Sufficient Benefits Credit ( per hr)</b>	N/A		
<b>Number of jobs at or above qualifying wage</b>	0	154	154
<b>Average Wage of jobs at or above qualifying wage</b>	N/A		

**Notes re: Qualifying Wages**

1. If the Sufficient Benefits Credit was added to the base wage to meet program wage threshold eligibility requirements, then any reduction in Sufficient Benefits Credit during the life of the Contract must be compensated for with salary to ensure that the Qualifying Wage rates are met.
2. Bonus or commission payments are not included when calculating the Qualifying Wage rate.

Except as otherwise revised above, the terms, provisions, and conditions of Contract Number 11-IVF/TC-008 remain unchanged and are in full force and effect:

FOR RECIPIENT:

*Vladimir Kusonek*

SIGNATURE

Vladimir Kusonek - President/CFO

PRINT/TYPE NAME, TITLE

JUNE 13 2016

Date

FOR IEDA:

Deborah V. Durham, Director

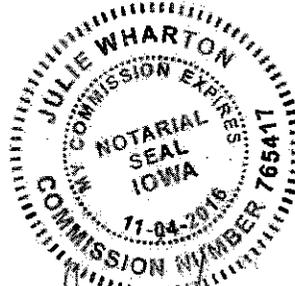
Date

FOR THE COMMUNITY:

SIGNATURE

PRINT/TYPE NAME, TITLE

Date



*Julie Wharton*  
6/13/16

*[Handwritten mark]*

MEETING DATE: 7/5/16

ITEM: 10C

## AGENDA ITEM SUMMARY

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**Subject: Second reading of Ordinance 1095 amending the method of serving notices for abatement of weeds, long grass or other vegetation**

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### **Background Summary:**

This ordinance will allow the code enforcement department to more timely abate the nuisances of long grass or vegetation. It allows a notice to simply be posted on the property for a subsequent nuisance after notice was served for an initial nuisance according to state code. This will speed up the process and hopefully keep lawns from getting out of control.

We recommend approval of the second reading of this ordinance.

CITY OF CHARLES CITY

ORDINANCE NO. 1095

AN ORDINANCE AMENDING SECTION 50.07 OF THE CHARLES CITY CODE OF ORDINANCES FOR THE PURPOSE OF PERMITTING THE POSTING OF SUBSEQUENT NOTICES TO ABATE IN A CONSPICUOUS LOCATION ON THE PROPERTY IN THE EVENT THE NUISANCE TO BE ABATED IS THE GROWTH OF WEEDS, GRASSES, OR OTHER VEGETATION.

BE IT ENACTED by the City Council of the City of Charles City, Iowa:

1. SECTION 50.07 METHOD OF SERVICE is amended to read as follows:

50.07 METHOD OF SERVICE. The notice to the property owner or occupant may be served by certified mail, by personal service as provided by Iowa Rule of Civil Procedure 1.305, by publication in the manner provided by Iowa Rule of Civil Procedure 1.310 and subject to the conditions of Iowa Rule of Civil Procedure 1.311, or by both ordinary and certified mail and posting the notice at the residence of the person being served or at the building that is the subject of the notice. In the event that the nuisance to be abated is the growth of weeds, grasses, or other vegetation, as described in Section 50.02(8) of this Code of Ordinances and a Notice to Abate has been previously served upon the owner or occupant of the property as provided in this Section, then for all subsequent occasions during the same growing year that similar nuisance conditions arise on the property, the Notice to Abate may be served by posting it in a conspicuous location on the property at least 48 hours prior to the remediation of the nuisance conditions by the City. In such case, the Notice to Abate shall contain a statement notifying the owner or occupant that he or she must abate the nuisance conditions within 48 hours of the posted date or alternatively file a written request for hearing with the City Clerk within this same 48 hour period.

2. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
James A. Erb, Mayor

ATTEST:

\_\_\_\_\_  
Trudy O'Donnell, City Clerk

MEETING DATE: 7/5/16

ITEM: 10D

## AGENDA ITEM SUMMARY

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**Subject: Third reading of Water Meter ordinance 1093 and adoption of same**

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**Background Summary:**

This Ordinance amends the current Water ordinance that would require an additional shut off valve be installed in newly constructed homes when the water meter is installed.

Currently there is one shut off valve and when a meter is changed out or otherwise removed, water flow is shut off on the supply side and not on the "home" side. The result is the draining out of the customer's water pipes which often is messy and can be avoided.

Changing the ordinance so that there are shut offs on either side would eliminate this issue for a nominal fee up front at installation.

We are recommending approval of the third and final reading and adoption at this meeting.

CITY OF CHARLES CITY

ORDINANCE NO. 1093

AN ORDINANCE AMENDING SECTION 91.05 OF THE CHARLES CITY CODE OF ORDINANCES BY AMENDING PROVISIONS PERTAINING TO METER SETTINGS

BE IT ENACTED by the City Council of the City of Charles City, Iowa:

**SECTION 1. SECTION MODIFIED.** Section 91.05 of the Code of Ordinances of the City of Charles City, Iowa is repealed and the following adopted in lieu thereof:

**91.05 METER SETTING.** The property owner shall provide all necessary piping and fittings for proper setting of the meter including a valve on each side of the meter. Meter pits may be used only upon approval of the Superintendent and shall be of a design and construction approved by the Superintendent.

**SECTION 2. Applicability.** The requirement that a property owner provide a valve on each side of the meter shall apply to all new building construction from and after the date of the final passage, approval and publication of this ordinance as provided by law.

**SECTION 3. Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 4. Severability.** If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 5. When Effective.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
James A. Erb, Mayor

ATTEST:

\_\_\_\_\_  
Trudy O'Donnell, City Clerk

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Trudy O'Donnell, City Clerk

MEETING DATE: 7/5/16

ITEM: 10E

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## AGENDA ITEM SUMMARY

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**Subject: Library Budget Amendment - \$12,500**

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**Background Summary:**

The Library Board is requesting an additional \$12,500 in funding for the fy17 library budget. The board is currently completing interviews for the Library Director position and they would like the additional funding to be able to offer the prospective candidate more in salary (\$10,000) and an amount one time moving expenses (\$2,500). This amount is above their initial salary range.

Annually the city council approves an amount of funding that comes from the general fund to go to library operations and maintenance. How those dollars are then allocated is the responsibility of the library board. The library board feels that they do not have the ability to cut adequately from other places in the library budget to come up with the additional funds.

The additional \$12,500 in funding would come from the cash balance of the general fund. For funding the \$10,000 increase into the future we should see a decrease in building repair projects for the library that have been coming to completion here in recent years. This should help offset the new level of funding needed in the future.

Due to the timing of this offer we are putting this on the agenda for consideration without discussing at workshop.

A representative from the library board will be present to answer questions that the council may have.

I recommend approval of this request from the library board.

CITY OF CHARLES CITY