

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

## **1. Meeting Date And Time**

- A. November 7, 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 October 17 And November 2

Documents:

[MINUTES 1017 AND 1102.PDF](#)

## **7. Consider Approval Of The Consent Calendar**

- A. Consider Filing The Following Liens For Delinquent Utility Bills:  
\$21.05 #5013190004, \$28.27 #5019730000, \$80.02 #5003530000, \$90.51  
#5008980003
- B. Consider Approval Of The Elks Class A Liquor License W/ Outdoor Service And Sunday Sales
- C. Consider Approval Of Buy Low Class C Beer Permit W/ Sunday Sales
- D. Consider Approval Of Darbe & Co. Class B Wine Permit W/ Sunday Sales
- E. Consider Approval Of Kwik Star #468 Class C Beer Permit W/ Sunday Sales
- F. Consider Approval Of Derailed Class C Liquor License W/ Outdoor Service And Sunday Sales
- G. Payment Of Claims

Documents:

[CLAIMS 110716.PDF](#)

## **8. Business Of The Mayor**

- A. Proclamation For American Education Week November 13-19

Documents:

[PROC ED WEEK.PDF](#)

B. Proclamation For Veteran's Day

Documents:

[PROC VET DAY.PDF](#)

C. Recommend Appointment Of Joshua Mack To The Broadband Commission To Fill  
Vacancy

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

**10. Ordinances And Resolutions**

A. Consider First Reading Of Ordinance 1097 Amending Section G, Variations And  
Exceptions Of Section III Of The Subdivision Ordinance Of The City Of Charles City,  
Iowa By Providing Exception From Subdivision Requirements For The Conveyance Of A  
Parcel To An Adjoining Owner For Expansion Of The Owner's Adjoining Parcel

Recommendation from Planning and Zoning

Discussion

Motion

Documents:

[10A B 1ST READING ORD 1097 AND SET HEARING.PDF](#)

B. Consider Resolution 82-16 Setting Public Hearing For Ordinance 1097

Discussion

Motion

C. Consider Resolution 83-16 Setting Public Hearing For 2017 Housing Rehab Grant

Discussion

Motion

Documents:

[10C HEARING ON REHAB GRANT.PDF](#)

D. Consider Motion Approving Flood Insurance For South Cedar Terrace

Discussion

Motion

Documents:

[10D FLOOD INSURANCE.PDF](#)

E. Consider Resolution 84-16 Approving Phase 1 Part 1 Of Joint Law Enforcement Study

Discussion

Motion

Documents:

[10E JOINT LAW STUDY.PDF](#)

F. Consider Motion To Accept Resignation Of Office Mitchell Schweitzer

Discussion

Motion

**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 MINUTES  
REGULAR SESSION  
OCTOBER 17, 2016

Charles City City Council met in regular session on October 17, 2016 at 7:00 p.m. in council chambers. Mayor Pro Tem Jerry Joerger presided and the following council members were present: Keith Starr, DeLaine Freeseaman, Michael Hammond and Dan Mallaro. Also present were city administrator Steve Diers, city engineer John Fallis and assistant city attorney Brad Slotter.

Citizen Comments – none

Mayor Pro Tem Joerger welcomed everyone to the meeting.

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

Motion by Hammond, second Joerger to approve the minutes of the September 28, October 3 and 12 meetings. Ayes – 5

Motion by Starr, second Freeseaman to approve the consent calendar. Ayes – 5. Consent calendar consisted of the following: approve 9/16 financials for city of Charles City and CC Public Employees Health Plan and payment of claims (including those approved by other boards):

September Receipts: Gen-137102.39;Disp-32588.18;P/R C/I-90.66;CommEq-1212.73;H/M-34735.13;RUT-98683.83;EmpBen-46898.32;CVTC-4164.48;Emer-2736.00;OptTx-64462.12;TIF-19124.03;FGP-12325.41;PubHous-65675.05;Sec8-60426.79;DebtServ-15139.53;14CapFnd-1633.50;Water-184249.70;Sewer-121008.12;WasteFnd-27790.73;Transit-1865.40;SWU-13630.10;FireExt-101.00  
September Disbursements-Gen-221421.57;Disp-31106.74;P/R C/I-503.01;RUT-51603.72;EmpBen-69324.77;CVTC-4039.07;FGP-12504.96;PubHous-44485.39;Sec8-55940.58;Cable-10289.00;Street rel c/i-22130.31;Water-95303.96;Sewer-73342.47;UVDIs-824.00;WasteFnd-20533.73;SWU-3809.79;FireExt-733.23

Emily Probst was present to request a proclamation for Domestic Violence Awareness Month for October. Motion by Hammond, second Freeseaman to approve the proclamation. Ayes – 5 Mayor Pro Tem Joerger then read the proclamation.

Heidi Nielsen, housing director, was present to review the contract for fee accountant services for her department. She is required to submit monthly reports to HUD on an accrual basis and since the city is on a cash basis for accounting, her numbers need to be converted. Her fee accountants perform that service plus help with other report preparations. Requests for proposals were sent to six different firms specializing in accounting services for public housing authorities and three submitted proposals. C. Naber & Associates was low at \$175 for public housing monthly reporting and \$220 for Section 8 monthly reporting and they are the current fee accountants. Heidi has been very satisfied with their services, so the housing board is recommending accepting the proposal from C. Naber and Associates. Council member Freeseaman introduced Resolution No. 79-16 entitled, "RESOLUTION APPROVING A CONTRACT FOR ACCOUNTING SERVICES WITH C. NABER AND ASSOCIATES FOR CHARLES CITY PUBLIC HOUSING, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes – Mallaro, Starr, Joerger, Freeseaman, Hammond. Nays – none

Heidi also reviewed a change order being requested for the handrail project being done at Morningside, North and South Cedar Terrace apartments. There were some areas needing

handrails that were inadvertently left out of the original specs and additional sod is required to repair the area disturbed due to drain tile work added in change order #1. The additional cost of this change order is \$7,846.25. Council member Freeseaman introduced Resolution No. 79-16 entitled, "RESOLUTION APPROVING CHANGE/EXTRA WORK ORDER NUMBER 2 FOR CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY - SOUTH CEDAR TERRACE, NORTH CEDAR TERRACE AND MORNINGSIDE SITE IMPROVEMENTS, CHARLES CITY, IOWA, PROJECT NO. 14-120D" and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none

Mark Wicks was present to review a Façade application from Kurt Walderbach for 318 N. Main Street. He will be removing the sign on the front of the building and moving it to the back, add printed window headers to doors and windows and install a new business sign on the front of the building. The design committee has reviewed this application and is recommending funding of \$2,958 which is the amount left in the Façade program for the current fiscal year. Council member Starr introduced Resolution No. 80-16 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 318 N. MAIN SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Hammond, Mallaro, Starr. Nays - none

The 2016 Victory Park Improvement Project was previously put out for bid with only one bid being received. Building and Grounds, LLC submitted a bid of \$72,932.00 and it was decided to go back and review the bid to decrease the scope of the project to lower the construction cost. The amount of sidewalk was decreased by 200 square feet and two benches were eliminated. The area around the sculpture was changed from porous pavement to stained concrete to reduce cost, too. These changes do not negatively affect the scope of the project and the park board agrees with the changes. The new contract amount is \$54,089.00. Council member Starr introduced Resolution No. 70-16 entitled, "RESOLUTION AWARDDING CONTRACT FOR THE 2016 VICTORY PARK IMPROVEMENT PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Freeseaman, Hammond, Mallaro, Starr, Joerger. Nays - none

Laurie Pederson, owner of 1202 Clark Street, has expressed interest in leasing a portion of a FEMA lot located at 102 St. Mary's for access to the back of her property. City Attorney Smith has drafted a 3 year lease for this area with payment being \$150 for the entire 3 year term. She will be responsible for maintaining the area she's leasing including the row of trees and shrubs along the north side of this lot. Council member Freeseaman introduced Resolution No. 81-16 entitled, "RESOLUTION APPROVING LEASE AGREEMENT FOR CITY PROPERTY" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Hammond, Mallaro, Starr, Joerger, Freeseaman. Nays - none

City Engineer John Fallis informed the council of the need for some temporary construction easements and permanent easements to get in place for two sidewalk projects near South Cedar Terrace and Blunt and North Jackson and a storm sewer extension project that is located immediately north of First Avenue near Central and Park Avenues. City Attorney Smith has drafted these easements and the property owners have all been notified and agreed to sign them. The permanent easement is needed for the storm sewer extension project to allow for future maintenance. Motion by Freeseaman, second Starr to approve these temporary construction and permanent easements for these projects. Ayes - 5

City Clerk O'Donnell informed the council about correspondence received from Dennis White asking about the wood chips agreement, expenses for Victory Park and protocol for staff and council responses to inquiries. Council asked that staff respond to his questions.

City Clerk O'Donnell reminded council that the next planning session will be held October 24 at 7:00 p.m. She also stated that trick or treating will be held in Charles City on October 31 from 5:30 to 7:30 p.m.

City Administrator Diers reported that post flood work has started and a meeting was held with FEMA to get initial information in the event that we get a federal declaration for the flood. The state has provided help picking up flood debris that was set curbside by residents that had flood damage. The pump repair at the wastewater plant will be covered by our insurance. Steve is attending a broadband conference this week for a couple days. He is working on the goal setting information submitted by council and department heads and he is also finishing up results from the broadband survey.

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

---

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL PROCEEDINGS  
NOVEMBER 2, 2016

Charles City City Council met in a planning session on November 2, 2016 at 5:00 p.m. in council chambers. Mayor James Erb presided and the following council members were present: Jerry Joerger, Keith Starr, DeLaine Freeseaman, Dan Mallaro and Michael Hammond. Also present was city administrator Steve Diers and city engineer John Fallis.

The purpose of this special planning session was to conduct a goal setting session with Jeff Schott from the Institute of Public Affairs. A questionnaire had been distributed and filled out by city department heads and city council. Those results were gathered and distributed to council for this meeting. The 2013 goal setting results were reviewed and new list of accomplishments and possible new initiatives was created. It was noted that several of the ongoing commitments from 2013 had been completed or are in the works right now. Some of the new initiatives listed from 2013, several are in process such as the community survey and updating the comprehensive plan. The sign program was a new initiative and the park and rec department is currently working on a grant to get some signage for the riverfront park. For 2016, an extensive list of accomplishments was compiled including completion of the UV disinfection project, Cedar River retaining wall project, establishment of a code enforcement department, going paperless for council meeting packets, joint facilities study, STAR community designation, local and regional broadband fiber studies initiated, Victory Park almost complete and successful completion of 2015 owner occupied rehab program and others. Issues and concerns identified included upgrading the wastewater plant, investigating sewer I/I and cross connections of storm sewer, Washington watershed issues, aging infrastructure, full impact of property tax rollback and reclassification of properties on city revenues, succession planning strategy, updating of some city policies, removal of blighted properties, ultimate solution with future city hall/police/park & rec location, regional bike trail, mid range/low income and rental housing availability and population loss. On going commitments identified included street reconstruction, wastewater treatment plant upgrades, enforcement of city nuisance ordinance, update the city's capital improvement and comprehensive plans, wayfinding sign project, feasibility study for local and regional fiber network as municipal utility, water meter change outs and determining city role in middle school repurposing. New initiatives identified included sidewalk replacement/installation program, way finding signs, community needs survey, Healthy Iowa program, adequate funding by city for marketing efforts of city attractions/amenities, ash tree removal, update matrix used for industrial/commercial incentives, look at livability index for senior citizen population, regionalism, city hall renovation/relocation, action plan for STAR community program goals and objectives, acquisition of land and development of certified industrial site, additional lighting along the river, water trails, development of storm water/watershed management plan, smoke testing/sump pump inspection plan, update zoning ordinance, acceptance of credit cards at city hall office, Washington watershed study and research possible annexation areas and others.

Jeff will get a full list of all identified new initiatives and will email that out to each council member. Each council member will then identify 6 of those initiatives they feel are most important to accomplish in the next two years and send that list back to Jeff. He will then gather the top vote getting items for council to prioritize and rank at the next goal setting meeting scheduled for November 9 at 5:00 p.m.

Being no further business, meeting was adjourned.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

**CITY CLAIMS 11/07/16**

VENDOR	DESCRIPTION	AMOUNT
PAYROLL ENDING 10/15/16	PAYROLL ENDING 10/15/16	\$ 82,641.67
PAYROLL LIABILITIES	PAYROLL LIABILITIES	\$ 103,069.64
PAYROLL ENDING 10/29/16	PAYROLL ENDING 10/29/16	\$ 83,501.79
PAYROLL LIABILITIES	PAYROLL LIABILITIES	\$ 37,118.72
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 263.05
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 141.00
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 295.27
CITY OF CHARLES CITY	WATER-HOUSING	\$ 35.47
COMMUNITY REVITALIZATION	FAÇADES-ACKERSON/BIGGERSTAFF	\$ 12,042.83
COMMUNITY REVITALIZATION	FAÇADE-IOWA BIG NORTH-WALDERBACH	\$ 2,958.00
HY-VEE INC	FUEL/FOOD/SUPPLIES-CITY DEPTS	\$ 1,916.76
IOWA DIV OF CRIMINAL INVESTIGATION	BACKGROUND/FINGERPRINT CHECKS-FGP	\$ 28.00
IOWA PRISON INDUSTRIES	STREET MARKER SIGNS-STREET	\$ 769.60
JOHN DEERE FINANCIAL	PARTS/SUPPLIES-P&R	\$ 270.59
RISE BROADBAND	EXTRA EMAIL-CABLE	\$ 19.00
TREASURER, STATE OF IOWA	SALES TAX-CITY DEPTS	\$ 5,511.33
US POSTAL SERVICE	RESERVE POSTAGE-BUS OFF	\$ 1,000.00
NOVEMBER HAP CHECKS	NOVEMBER HAP CHECKS	\$ 48,870.30
AGVANTAGE FS	DIESEL-P&R	\$ 892.87
ARNOLD MOTOR SUPPLY LLP	PARTS-CITY DEPTS C16314	\$ 1,007.92
AVE SAINTS ANIMAL HOSPITAL	CITY'S SHARE 'BITE HOLD' DOG	\$ 67.00
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 90.24
BARBARA BROWN (FGP)	MILEAGE-FGP	\$ 21.60
JAMES BLUHM dba BLUHMS CV ELEC	CHANGE BALLASTS-CHAMBER	\$ 90.00
BOSS CONSTRUCTION	SCAFFOLDING-FLOOD	\$ 960.00
BRUENING ROCK PRODUCTS INC	ROAD ROCK-FLOOD	\$ 1,186.44
CAL'S AUTO REPAIR INC	SHARPEN CHAIN/BAR OIL-P&R	\$ 58.20
CANADIAN PACIFIC RAILWAY CO.	BASIC RENT/FEE-SWU	\$ 150.00
CAROL FRYE	SHELTER RESERVATION REFUND-P&R	\$ 25.00
CASEY MALLORY	PRINTER/SCANNER REIMBURSEMENT	\$ 289.33
CC PUBLIC EMP HEALTH PLAN	INSURANCE-CITY DEPTS	\$ 61,722.58
CEDAR VALLEY PRINT & SUPPLY	PRINTING/SUPPLIES-CITY DEPTS	\$ 970.59
CENTRAL IOWA DISTRIBUTING	NITRILE GLOVES-CITY HALL	\$ 37.40
CERRO GORDO PUBLIC HEALTH	PHYSICAL-JOANN MURPHY-FGP	\$ 40.00
CC CHAMBER OF COMMERCE	BROADBAND/COMM CALENDAR ADMIN	\$ 3,900.00
CHARLES CITY ELECTRONICS	VSH BATTERY-WTP	\$ 99.98
CHARLES CITY HIGH SCHOOL	HYDRANT PAINTING FUNDRAISER-WTP	\$ 1,520.00
CHARLES CITY HOUSING	VEHICLE FUEL TAX REFUND	\$ 82.64
CHARLES CITY PRESS INC	LEGAL NOTICES-BUS OFF	\$ 546.73
CJ COOPER & ASSOCIATES INC	DRUG SCREENINGS-STREET	\$ 105.00
CLAREY'S SAFETY EQUIPMENT	REPAIR SCBA CONSOLE-FD	\$ 282.65
COMPUTRONICS	3-6T DESKSTAR-VIDEO STORAGE-PD	\$ 1,010.00

CORY SPIEKER	MILEAGE REIMBURSEMENT-WTP	\$	73.98
COUNTRY INN & SUITES-AMES	LODGING-ERIC WHIPPLE-FD	\$	176.96
CROELL INC	CONCRETE-STREET	\$	268.00
CUB SCOUTS PACK #4100	HYDRANT PAINTING FUNDRAISER-WTP	\$	1,530.00
DARLENE TOYNE (FGP)	MILEAGE-FGP	\$	23.76
DEUTSCH TREE & TIMBER	TREE WORK - CLARK/PATTEN-STREET	\$	1,100.00
DOLLAR GENERAL STORES	RECOGNITION SUPPLIES-FGP	\$	20.00
DON'S REPAIR	MOWER BATTERY-P&R	\$	49.95
N ZIMMERMAN dba DOUBLE Z CONST	REMOTE/DOOR REPAIR-CVTC	\$	221.05
ELECTRIC PUMP	SERV INSTALL/FUSE CONT-WWTP	\$	1,800.16
ELECTRICAL ENG & EQUIP CO	GENERATOR SERVICE/RENTAL-EMER	\$	3,904.31
ELECTRONIC ENGINEERING	FCC WQFV978 LICENSE-DISPATCH	\$	95.00
FARMCHEM	REPAIR PARTS-STREET	\$	452.04
FIRE SAFETY EDUCATION	FIRE SAFETY ACTIVITY SHEETS-FD	\$	162.00
FIRE SERVICE TRAINING BUREAU	IAPFC REGIS-WHIPPLE-FD	\$	20.00
FLOYD COUNTY ENGINEER	6' HICKENBOTTOM TOP-BIKE TRAIL	\$	22.40
GENERAL TRAFFIC CONTROLS	SERVICE CALL TECH W/VEHICLE-ST	\$	937.50
GHD SERVICES INC	CITY'S SHARE-SHAW AVE DUMPSITE	\$	316.87
GLEN PROUTY	RENTAL REGISTRATION REFUND-CODE ENF	\$	25.00
GOLDER ASSOCIATES INC	PROF SERVICES-SHAW AVE DUMPSITE	\$	4,729.74
GRAINGER	LINE VOLT MECH TSTAT-WTP	\$	178.00
HACH COMPANY	LAB SUPPLIES-WTP	\$	467.96
HEARTLAND ASPHALT INC	8' ASPHALT PATCH/TRAFF CONTROL	\$	4,786.39
HOLIDAY INN AIRPORT	LODGING-T O'DONNELL-CLERK	\$	199.41
IDOT-CASHIER'S OFFICE	FUEL/SUPPLIES-CITY DEPTS	\$	1,768.24
IMAGETEK INC	RADIX STORAGE-CITY CLERK	\$	355.75
IOWA ASSOC OF BLDG OFFICIALS	DUES-PAUL HUGHES-CODE ENF	\$	50.00
IOWA DEPT OF PUBLIC SAFETY	NCIC BILLING-DISPATCH	\$	1,737.00
IOWA ONE CALL	UTILITY LOCATES-WTP	\$	85.80
IOWA STATE UNIVERSITY	REGISTRATION CONF-FALLIS-ENG	\$	65.00
JACKSON STREET PRESS	OVERTIME/TIME OFF FORMS-PD	\$	499.12
JEAN BOLEY	MILEAGE-FGP	\$	159.30
JENDRO SANITATION SERVICES	GARBAGE PICKUP-CITY DEPTS	\$	14,691.99
JOANIE NIELSEN (FGP)	MILEAGE-FGP	\$	15.12
JOHN A HOWE	CLEANING CONTRACT-CITY HALL	\$	850.00
KENTUCKY RIDGE	IN-SERVICE MEALS-FGP	\$	97.50
KEVIN BEAVER	TRAVEL REIMBURSEMENT-PD	\$	13.89
KEYSTONE LABORATORIES	EFFLUENT NUTRIENT SAMPLING-WWTP	\$	467.40
KMART STORE #7767	6' USB CABLE-STREET	\$	14.99
LAVONNE KACER (FGP)	MILEAGE-FGP	\$	16.63
LEAF	COPIER LEASE-PD	\$	126.58
LESSIN SUPPLY COMPANY	TORCH KIT-CVTC	\$	610.20
LINDA BETELS (FGP)	MILEAGE-FGP	\$	7.02
MAIZE CORPORATION	PARTS/FREIGHT-STREET	\$	1,342.64
MARCO TECHNOLOGIES LLC	CONTRACT Overage FEE-BUS OFF	\$	93.97
MARTIN PARCHER	SUPPLY REIMBURSEMENT-FD	\$	29.95
MESSIAH LUTHERAN CHURCH	HALL RENTAL-FGP	\$	25.00

METERING TECHNOLOGY SOLUTIONS	HANDHELD READER/TRAINING-WTP	\$	7,577.00
MICK GAGE PLUMBING & HEATING	RESTROOM RENTAL-FLOOD	\$	3,963.00
MICROFLEX CORP #774353	GLOVES-SANI SEWER	\$	216.10
MID-IA SOLID WASTE EQUIPMENT	ARIES CAMERA REPAIRS-SANI SEWER	\$	2,604.60
MIDAMERICAN ENERGY	UTILITIES-CITY DEPTS	\$	25,888.63
MILLS-INC	BACKFLOW PREVENTOR REPAIRS-FD	\$	554.01
MISSISSIPPI LIME COMPANY	STANDARD QUICKLIME-WTP	\$	5,529.44
NEUBAUER INC	MAT/TOWEL SERVICE-CVTC	\$	512.07
NIACC	CPR REFRESHER-FD	\$	894.00
NIACOG	CITY CONTRIBUTION/TICKETS SOLD	\$	2,771.63
NOAH, SMITH & SCHUKNECHT PLC	CITY ATTORNEY FEES-CITY DEPTS	\$	2,957.42
OFFICE DEPOT	FILTERS-FD	\$	16.49
OVERHEAD DOOR CO-MASON CY	OVERHEAD DOOR REPAIRS-P&R	\$	1,542.00
PAWS HUMANE SOCIETY	CONTRACT-ANIMAL CONTROL	\$	1,550.00
PERRY NOVAK ELECTRIC INC	ELECTRICAL SERV-P&R/WWTP	\$	8,515.55
POPP EXCAVATING INC	PUMPS/LIGHTS/GENERATORS RENTAL	\$	12,605.80
R&S MOWING	PLANT/LAGOON SPRING SPRAYING-WTP	\$	280.00
RILEY'S INC	HP 4000 SERVICE-BUS OFF	\$	331.82
ROTARY CLUB OF CHARLES CITY	DUES/MEALS/GATES CONTRI-ADMIN	\$	152.00
SARGENT TRUCKING & EXCAVATING	2016 HOUSE DEMOLITION PROJECT	\$	10,928.80
SHIRLEY ORTHEL (FGP)	MILEAGE-FGP	\$	15.44
SJE-RHOMBUS	SERV FLEX PLAN-WWTP	\$	625.00
ED STIVERS FORD INC	2017 FORD EXPLORER-PD	\$	57,224.00
SUPERIOR LUMBER INC	CONCRETE MIXES-STREET	\$	60.24
TERRI NOVAK	MILEAGE-P&R	\$	111.24
TRANS IOWA EQUIPMENT	PARTS/LABOR-STREET	\$	2,590.68
TRENT PARKER	COMPUTER WORK-FGP	\$	45.00
TRUDY O'DONNELL	IMFOA REIMBURSEMENT-CLERK	\$	112.98
VAN METER INC	VALVE-WTP	\$	292.69
VERIZON WIRELESS	NOV MDT DATA CHARGES-PD	\$	120.03
VICKI INMAN (FGP)	MILEAGE-FGP	\$	32.40
VIRGINIA TITUS	TRAVEL REIMBURSEMENT-BUS OFF	\$	59.94
VISU-SEWER INC	SANITARY SEWER LINING PROJECT	\$	200,178.06
		\$	851,150.82

ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT

*Housing*

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
-------------	-----------	--------------	--------	------------

ACCOUNTS PAYABLE CLAIMS

JAMES BLUHM dba BLUHMS CV ELEC	SERVICE-HOUSING	90.00		
BUSINESS CARD	TRAINING-HOUSING	450.34		
C. NABER & ASSOCIATES	SERVICE-HOUSING	412.08		
CENTURYLINK COMMUNICATIONS	PHONE-HOUSING	188.55		
CHARLES CITY ELECTRONICS	SUPPLIES-HOUSING	129.99		
CHARLES CITY HOUSING	HELD SEC DEP REFUND-HOUSING	250.00		
CHARLES CITY PRESS INC	SERVICE-HOUSING	168.00		
CINTAS CORPORATION #762	SERVICE-HOUSING	212.01		
CITY OF CHARLES CITY	WATER	2,871.69		
DON ROTH	SEC DEP REFUND-HOUSING	200.00		
DON'S REPAIR	MAINTENANCE-HOUSING	23.91		
GALE O'FLATTERY	CLEANING-HOUSING	722.50		
HEIDI J. NIELSEN	MEAL REIMB-HOUSING	8.78		
HILLEGAS FLOORING, LLC	SUPPLIES-HOUSING	1,035.00		
HOCKENSON PLUMBING	MAINTENANCE-HOUSING	366.08		
IDOT-CASHIER'S OFFICE	FUEL-HOUSING	141.16		
IOWA NAHRO	DUES-HOUSING	150.00		
JENDRO SANITATION SERVICES	TERRACES	611.00		
JOE FERCH	MEAL REIMB-HOUSING	7.15		
MARCO TECHNOLOGIES LLC	CONTRACT COSTS-HOUSING	74.20		
MARY STILES	SEC DEP REFUND	279.36		
ARTHUR MEHMEN dba MEHMEN PAINT	SERVICE-HOUSING	285.00		
MICHAELS BAND BOX	MAINTENANCE-HOUSING	625.32		
MIDAMERICAN ENERGY	UTILITIES-HOUSING	6,274.33		
NAN MCKAY & ASSOCIATES	SERVICE-HOUSING	224.00		
NICOLE SMITH	REIMB-HOUSING	110.00		
PITNEY BOWES	LEASE-HOUSING	54.09		
RESERVE ACCOUNT	POSTAGE-HOUSING	500.00		
SCHUETH ACE HARDWARE	MAINTENANCE-HOUSING	474.13		
SHIRLEY LITTELLE	SEC DEP REFUND-HOUSING	200.00		
SUE MARVIN	SEC DEP REFUND	255.36		
SUPERIOR LUMBER INC	MAINTENANCE-HOUSING	567.69		
T-J SERVICE INC	MAINTENANCE-HOUSING	719.94		
TRENT PARKER	SERVICE-HOUSING	198.60		
UNITED STATES CELLULAR	PHONE SERVICE-HOUSING	93.97		
WELLS FARGO VENDOR FIN SE	LEASE-HOUSING	265.03		
YARDI RESIDENT SCREENING	SERVICE-HOUSING	94.50		

\*\*\*\* SCHED TOTAL \*\*\*\*

19,333.76

\*\*\*\*\* REPORT TOTAL \*\*\*\*\*

19,333.76

~PROCLAMATION~

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they'll need to maintain our nation's precious values of freedom, civility, and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

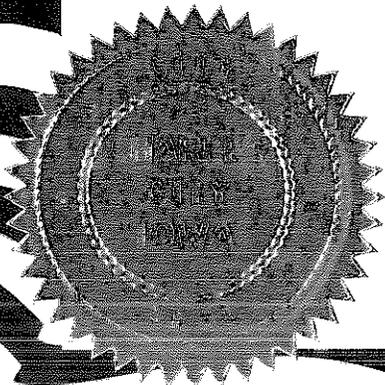
WHEREAS, education employees – be they custodians or teachers, bus drivers or librarians – work tirelessly to serve our children and communities with care and professionalism; and

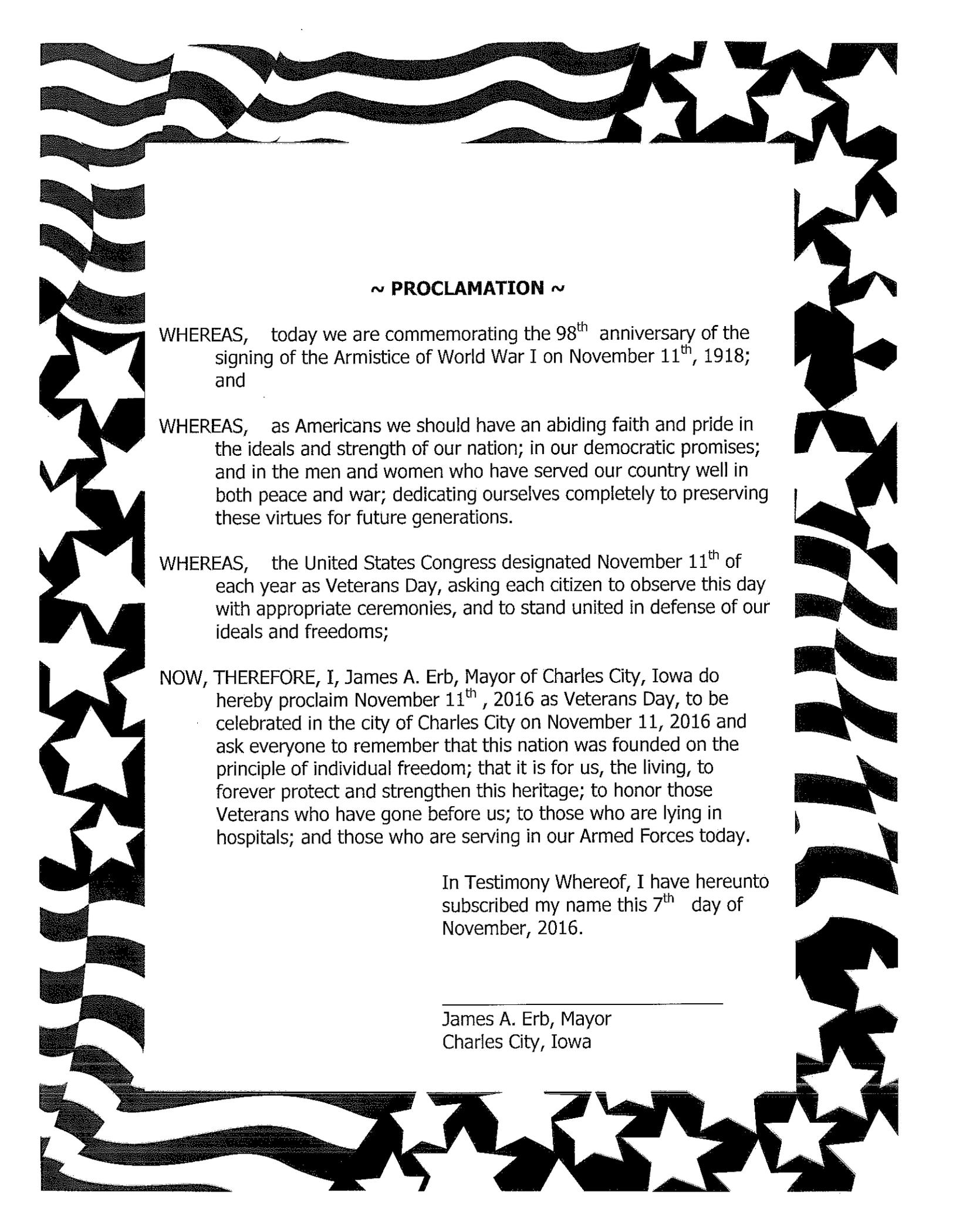
WHEREAS, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders and elected officials in a common enterprise;

NOW THEREFORE, I, James A. Erb, Mayor of Charles City, Iowa, do hereby proclaim November 13 – 19, 2016 as AMERICAN EDUCATION WEEK in Charles City.

Signed this 7<sup>th</sup> day of November, 2016

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





~ PROCLAMATION ~

WHEREAS, today we are commemorating the 98<sup>th</sup> anniversary of the signing of the Armistice of World War I on November 11<sup>th</sup>, 1918; and

WHEREAS, as Americans we should have an abiding faith and pride in the ideals and strength of our nation; in our democratic promises; and in the men and women who have served our country well in both peace and war; dedicating ourselves completely to preserving these virtues for future generations.

WHEREAS, the United States Congress designated November 11<sup>th</sup> of each year as Veterans Day, asking each citizen to observe this day with appropriate ceremonies, and to stand united in defense of our ideals and freedoms;

NOW, THEREFORE, I, James A. Erb, Mayor of Charles City, Iowa do hereby proclaim November 11<sup>th</sup>, 2016 as Veterans Day, to be celebrated in the city of Charles City on November 11, 2016 and ask everyone to remember that this nation was founded on the principle of individual freedom; that it is for us, the living, to forever protect and strengthen this heritage; to honor those Veterans who have gone before us; to those who are lying in hospitals; and those who are serving in our Armed Forces today.

In Testimony Whereof, I have hereunto subscribed my name this 7<sup>th</sup> day of November, 2016.

---

James A. Erb, Mayor  
Charles City, Iowa

## AGENDA ITEM SUMMARY

---

**Subject: Consider First Reading of Ordinance 1097 to amend Section G of Section III of the Subdivision Ordinance and set date for public hearing**

**Recommendation: Approve First Reading of Ordinance 1097 and approve Resolution No. 82-16 setting public hearing**

---

### **Background Summary:**

Mr. Raymond Holzer is in the process of splitting a larger parcel into three separate parcels in order to convey two of the parcels to abutting property owners. Subdividing property into multiple parcels has to comply with the City's Subdivision Ordinance. As of this time, our Subdivision Ordinance does not speak to subdividing property by plats of survey. Subdividing is regulated by our Subdivision Ordinance through the platting process with the preparation of preliminary and final plats and supporting documentation.

Ralph Smith has drafted an ordinance amending Section G of Section III, General Provisions, of the Subdivision Ordinance that allows the City Council, upon recommendation of the Planning and Zoning Commission, to waive the platting requirements of the Subdivision Ordinance when a plat of survey is used to create a new parcel solely for transferring the new parcel to an adjoining property owner, and there are no plans for additional improvements. The waiver will require a restriction placed on the deed conveying the new parcel to the adjoining property owner that prohibits the sale or transfer of the new parcel from the property it adjoins. The deed restriction will only terminate when the property is replatted and complies with the Subdivision Ordinance.

Planning and Zoning Commission will discuss this ordinance amendment at their meeting scheduled for Monday November 7th and will forward their recommendation to the City Council. In order to accommodate the property owners' time schedule, we are asking the Council to consider Planning and Zoning's recommendation and consider a first reading of Ordinance 1097. The council will also need to set a public hearing for this ordinance.

We recommend approval of the first reading of Ordinance 1097 and setting a date of November 21, 2016 for a public hearing.

ORDINANCE NO. 1097

AN ORDINANCE AMENDING SECTION G, VARIATIONS AND EXCEPTIONS, OF SECTION III OF THE SUBDIVISION ORDINANCE OF THE CITY OF CHARLES CITY, IOWA BY PROVIDING EXCEPTION FROM SUBDIVISION REQUIREMENTS FOR THE CONVEYANCE OF A PARCEL TO AN ADJOINING OWNER FOR EXPANSION OF THE OWNER'S ADJOINING PARCEL

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

**SECTION 1.** Section Repealed and New Section Adopted. Section G entitled Variations and Exceptions of Section III, General Provisions, of the Subdivision Ordinance is repealed and the following new Section G adopted in lieu thereof:

Section G. Variations and Exceptions.

1. Whenever the tract proposed to be subdivided is of such unusual size or shape or is surrounded by such development of unusual conditions that the strict application of the requirements contained in these regulations would result in substantial hardship or injuries, the Council, upon written recommendation of the Commission, may modify or vary such requirements to the end that the subdivider is allowed to develop the property in a reasonable manner.
2. A. Whenever a new parcel is created by a plat of survey for transfer to the owner of an adjoining parcel for the purpose of creating a larger parcel under common ownership and use and with no intent by the acquiring owner to sell the acquired parcel separate and apart from the property that it adjoins, then the City Council may, upon recommendation of the Planning and Zoning Commission, waive the requirements of this ordinance on the condition that the deed conveying the new parcel to the acquiring adjacent owner contain a restriction prohibiting the sale or transfer of this parcel or any portion thereof separate and apart from the property which it adjoins and on the further condition that the acquiring owner executes a covenant to be recorded in the County land records prohibiting the sale or transfer of the property or any portion thereof that the owner presently owns separate and apart from the acquired parcel. These restrictions and covenants shall run with the land and be binding on the heirs, successors, and assigns of the respective owners. Such restrictions shall terminate upon future compliance with the subdivision ordinance.  
  
B. If a parcel is created and conveyed for similar purposes but lies outside of the corporate limits of Charles City and within two miles thereof, then the City Zoning Officer may waive compliance with the City Subdivision Ordinance if the plat of survey and deed of conveyance contain

restrictions pursuant to County ordinance that preclude the separate sale of the newly platted parcel from the parcel that it adjoins.

3. All variations and exceptions granted hereunder shall be in harmony with the intended spirit of these regulations and granted with a view toward protecting the public welfare and interest of the City and surrounding area.

**SECTION 2. 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 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.

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

ATTEST:

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

**RESOLUTION NO. 82-16**

**RESOLUTION DIRECTING THE CLERK TO PUBLISH NOTICE OF HEARING ON  
ORDINANCE 1097 AMENDING SECTION G, VARIATIONS AND EXCEPTIONS, OF  
SECTION III OF THE SUBDIVISION ORDINANCE OF THE CITY OF CHARLES  
CITY, IOWA BY PROVIDING EXCEPTION FROM SUBDIVISION REQUIREMENTS  
FOR THE CONVEYANCE OF A PARCEL TO AN ADJOINING OWNER FOR  
EXPANSION OF THE OWNER'S ADJOINING PARCEL**

WHEREAS, the City Council has caused to be prepared and filed with the City Clerk copies of Ordinance 1097 and,

WHEREAS, an official copy of this ordinance is now on file for public inspection in the office of the City Clerk of Charles City, Iowa,

NOW THEREFORE BE IT RESOLVED that a public hearing thereon will be held in the Council chambers on the 21<sup>st</sup> day of November, 2016, at 7:00 o'clock p.m., at which time and place the Council will consider arguments for or against the adoption of the proposed Ordinance 1097.

BE IT FURTHER RESOLVED that the Clerk be authorized and directed to cause to be published notice of such hearing one time not less than four (4) days nor more than twenty (20) days prior to the date herein established for hearing as by law provided.

Passed and approved this 7<sup>th</sup> day of November, 2016.

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

ATTEST: \_\_\_\_\_  
Trudy O'Donnell, city clerk

MEETING DATE: 11/07/2016

ITEM: 10C

## AGENDA ITEM SUMMARY

---

**Subject:** Setting Public Hearing for 2017 CDBG Rehabilitation Grant Application

---

**Recommendation:** Consideration of approval of Resolution No. 83-16.

---

**Background Summary:** A public hearing must be held as part of the application process for the 2017 CDBG Owner-Occupied Rehabilitation grant. The public hearing will be held on November 21, 2017.

**RESOLUTION NO. 83-16**

**RESOLUTION FIXING TIME AND PLACE OF PUBLIC HEARING ON AN APPLICATION FOR A COMMUNITY DEVELOPMENT BLOCK GRANT TO BE SUBMITTED TO THE IOWA DEPARTMENT OF ECONOMIC DEVELOPMENT AND PROVIDING FOR NOTICE AND PUBLICATION THEREOF**

WHEREAS, the City Council of the City of Charles City, Iowa has directed that an application be prepared requesting financial assistance under the Community Development Block Grant Program for Housing Funds for Single Family Housing Rehabilitation within the North Grand Restoration Area in Charles City, Iowa, and

WHEREAS, a public hearing must be advertised and held in connection with said application.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charles City, Iowa, that a public hearing shall be held at the regular City Council meeting at 7:00 p.m. in the City Council Chambers, City Hall, 105 Milwaukee Mall, Charles City, Iowa on November 21, 2016; the form of notice is approved as to form and content; and,

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to cause said notice to be published one time only in the Charles City Press at least four (4) days and not more than twenty (20) days prior to the date fixed for said public hearing.

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 7th day of November, 2016

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

Attest:

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

**NOTICE OF PUBLIC HEARING ON A PROPOSED GRANT APPLICATION TO THE  
IOWA ECONOMIC DEVELOPMENT AUTHORITY CDBG HOUSING FUND**

The City Council of the City of Charles City, Iowa will meet on the 21<sup>st</sup> Day of November, 2016, at the City Hall Council Chambers, 105 Milwaukee Mall, at 7:00 p.m. for the purpose of holding a public hearing on a proposed grant application to the Iowa Economic Development Authority Department (IEDA).

The City of Charles City is requesting CDBG grant funds from the IEDA to assist in the rehabilitation of single-family homes, occupied by low to moderate income homeowners, and located in a target area of the community. The City of Charles City will also be committing City funds as a cash local match to the grant project. The grant application is due January 13, 2017 at the IEDA.

No persons or businesses will be dislocated as a result of the project. All interested parties are urged to attend. A representative from the North Iowa Area Council of Governments (NIACOG) will be present to provide further information on the grant application. Please contact the City Clerk's Office at 641-585-3311 if you require special accommodations in order to attend the public hearing, such as handicapped accessibility or translation services. For further information, please contact the NIACOG office 641-423-0491.

**TAKE NOTICE AND GOVERN YOURSELVES ACCORDINGLY**

---

## AGENDA ITEM SUMMARY

---

Subject: Flood Insurance for Housing Property

---

**Recommendation:** Consideration of approval of purchase of flood insurance through Natural Catastrophe Insurance Program.

---

**Background Summary:** Recent changes to the flood plain have resulted in some of the buildings at South Cedar Terrace being in the 100-year flood plain. Section 13 of the Annual Contributions Contract or HUD-53012A, states that "the HA shall procure adequate insurance to protect the HA from financial loss resulting from various hazards if the HA determines that exposure to certain hazards exists". The types of insurance coverage are listed in Part B, Attachment VII of the Annual Contributions Contract. It states that flood insurance is required if the property is located in a flood plain, as determined by the Federal Government's National Flood Insurance Program. Other regulations pertaining to the flood insurance requirement can be found under 24 §CFR 58.6(a)91), 24 §CFR 905.204(a), and 24 §CFR 965.205.

The City Engineering Department has surveyed the area to check the elevations. John Fallis has submitted an amendment request to FEMA to have one of the buildings removed from the 100-year flood plain. The proposed policy will cover the eight remaining buildings with a replacement cost coverage and \$25,000 deductible per building. The only building that will include coverage for personal property is the office building. The tenants can choose to purchase insurance for their personal property in the other buildings. The attachment provided by Sisson & Associates shows the proposed coverage.

Many of the buildings in the 100-year flood plain were affected by the 2008 flooding; however, there were minimal monetary losses experienced. The only flood damage was to the office building and contents. In anticipation of future flooding events, flood doors were installed in the office building to further reduce the risk of flood damage. Due to these factors, the determination was made to set the deductible at \$25,000 to help keep premium costs more affordable.

The total annual premium through National Catastrophe Insurance Program would be \$6,710.95. An alternate quote was also provided through the Standard Flood Insurance Market with an annual premium of \$15,440.00. The Housing Department is requesting approval of the less expensive coverage through the National Catastrophe Insurance Program for \$6,710.95.



**SISSON & ASSOCIATES, INC.**  
1101 S. Grand Ave • P.O. Box 219 • Charles City, Iowa 50616  
Phone 641-228-2835 • Fax 641-228-2535

### Flood Coverage for Cedar Terrace South

Company:

Natural Catastrophe Insurance Program – Underwritten by Lloyd's of London

Quoted the office building and 7 units.

Replacement Cost coverage and a \$25,000 per building deductible.

\$350,000 on the office building and \$75,000 on personal property.

\$220,000 each on the other 7 buildings and no personal property coverage.

ANNUAL Premium: \$6,710.95 – averages out to \$839 a year per unit.

---

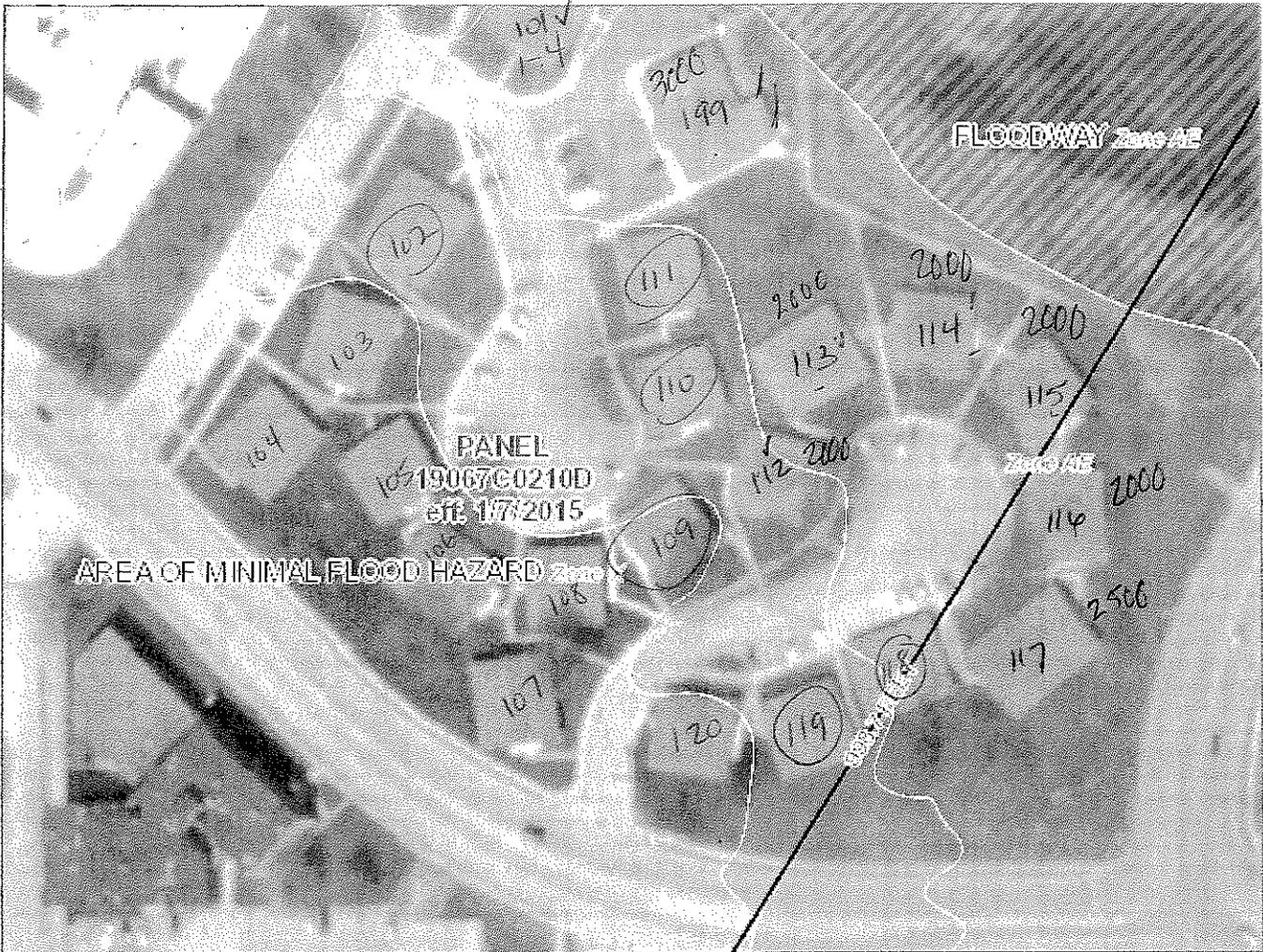
#### Attached 'B' Quote

We quoted the Standard Flood Insurance market and we rated 1 Unit at \$220,000 with a \$25,000 Deductible and the ANNUAL premium is \$1,930 and with all units the total ANNUAL premium would be \$15,440 for all 8.

501 Court Street

### FEMA's National Flood Hazard Layer (Official)

Data from Flood Insurance Rate Maps (FIRMs) where available digitally. New NFHL FIRMette Print app available: <http://tinyurl.com/j4xwp5e>



Type: Application  
Requested Inception Date: 10/14/2016  
Application No.: CNCIP496310  
Submission ID: 204108

### Named Insured and Mailing Address

CITY OF CHARLES CITY  
105 MILWAUKEE MALL, CHARLES CITY, IA 50616-2229

### Producer Information

THOMAS SISSON  
1101 S GRAND AVE PO BOX 219, CHARLES CITY, IA 50616  
Phone Number: 6412282835  
Fax Number: 6412282535

### Estimated Policy Cost

Premium:	\$	6,484.50	25 % Minimum Earned
Policy Fee:	\$	160.00	Fully Earned
State Tax:	\$	66.45	
Stamping Fee:	\$	0.00	

**Total Estimated Cost: \$ 6,710.95**

### Policy Conditions and Endorsements

Only applicable if an "X" shown in the corresponding box. Actual wording found in policy Terms and Conditions.

- |  |   |
|--|---|
| <input type="checkbox"/> Is the Property a Bank Owned or REO Property?   | <input type="checkbox"/> TRIA Coverage                      |
| <input type="checkbox"/> Building Ordinance or Law Coverage  | <input type="checkbox"/> Course Of Construction Endorsement |
| <input checked="" type="checkbox"/> Coinsurance Clause: 80% applying to each building and its associated contents per location |   |

### Covered Peril(s)

- Flood  Earthquake  Landslide

### Schedule of Covered Locations

Please see below for detailed location Coverage(s), Deductible(s) and Limit(s) of Insurance.

Building Number: 1 - Low income housing  
Address: 501 COURT ST, CHARLES CITY, IA 50616-2709

Coverage	Declared Value(s)	Requested Limit of Insurance	Earthquake Deductible	Flood Deductible	Landslide Deductible
A) Building	\$350,000.00	\$350,000.00	Not covered	\$25,000 APPLIED TO THE BUILDING VALUE AT TIME OF LOSS	Not covered
B) Contents	\$75,000.00	\$75,000.00	Not covered	\$25,000 APPLIED TO THE CONTENTS VALUE AT TIME OF LOSS	Not covered
C) Business Income and Extra Expense	\$0.00	\$0.00	Not covered	As described in Terms & Conditions	Not covered

Building Characteristics	Year Built:	1972	Square Feet:	3000	Occupancy:	Government/Public Building
	Construction:	Masonry Veneer	Building:	Commercial Service Office	Parking:	None
	# of Stories:	1	Basement:	false	Flood Zone:	AE

Building Number: 2 - low income housing  
Address: 501 COURT ST # 112, CHARLES CITY, IA 50616-2709

Coverage	Declared Value(s)	Requested Limit of Insurance	Earthquake Deductible	Flood Deductible	Landslide Deductible
A) Building	\$220,000.00	\$220,000.00	Not covered	\$25,000 APPLIED TO THE BUILDING VALUE AT TIME OF LOSS	Not covered

B) Contents	\$0.00	\$0.00	Not covered	\$25,000 APPLIED TO THE CONTENTS VALUE AT TIME OF LOSS	Not covered
C) Business Income and Extra Expense	\$0.00	\$0.00	Not covered	As described in Terms & Conditions	Not covered

Building Characteristics	Year Built:	1972	Square Feet:	2000	Occupancy:	Apartment
	Construction:	Masonry Veneer	Building:	Commercial General	Parking:	None
	# of Stories:	1	Basement:	false	Flood Zone:	ae

Building Number: 3 – low income housing  
Address: 501 COURT ST # 101, CHARLES CITY, IA 50616-2709

Coverage	Declared Value(s)	Requested Limit of Insurance	Earthquake Deductible	Flood Deductible	Landslide Deductible
A) Building	\$220,000.00	\$220,000.00	Not covered	\$25,000 APPLIED TO THE BUILDING VALUE AT TIME OF LOSS	Not covered
B) Contents	\$0.00	\$0.00	Not covered	\$25,000 APPLIED TO THE CONTENTS VALUE AT TIME OF LOSS	Not covered
C) Business Income and Extra Expense	\$0.00	\$0.00	Not covered	As described in Terms & Conditions	Not covered

Building Characteristics	Year Built:	1972	Square Feet:	2000	Occupancy:	Apartment
	Construction:	Masonry Veneer	Building:	Commercial General	Parking:	None
	# of Stories:	1	Basement:	false	Flood Zone:	AE

Building Number: 4 – Low income housing  
Address: 501 COURT ST # 113, CHARLES CITY, IA 50616-2709

Coverage	Declared Value(s)	Requested Limit of Insurance	Earthquake Deductible	Flood Deductible	Landslide Deductible
A) Building	\$220,000.00	\$220,000.00	Not covered	\$25,000 APPLIED TO THE BUILDING VALUE AT TIME OF LOSS	Not covered
B) Contents	\$0.00	\$0.00	Not covered	\$25,000 APPLIED TO THE CONTENTS VALUE AT TIME OF LOSS	Not covered
C) Business Income and Extra Expense	\$0.00	\$0.00	Not covered	As described in Terms & Conditions	Not covered

Building Characteristics	Year Built:	1972	Square Feet:	2000	Occupancy:	Apartment
	Construction:	Masonry Veneer	Building:	Commercial General	Parking:	None
	# of Stories:	1	Basement:	false	Flood Zone:	AE

Building Number: 5 – Low income housing  
Address: 501 COURT ST # 114, CHARLES CITY, IA 50616-2709

Coverage	Declared Value(s)	Requested Limit of Insurance	Earthquake Deductible	Flood Deductible	Landslide Deductible
A) Building	\$220,000.00	\$220,000.00	Not covered	\$25,000 APPLIED TO THE BUILDING VALUE AT TIME OF LOSS	Not covered
B) Contents	\$0.00	\$0.00	Not covered	\$25,000 APPLIED TO THE CONTENTS VALUE AT TIME OF LOSS	Not covered
C) Business Income and Extra Expense	\$0.00	\$0.00	Not covered	As described in Terms & Conditions	Not covered

Building Characteristics	Year Built:	1972	Square Feet:	2000	Occupancy:	Apartment
	Construction:	Masonry Veneer	Building:	Commercial General	Parking:	None
	# of Stories:	1	Basement:	false	Flood Zone:	AE

Building Number: 6 – Low Income housing  
Address: 501 COURT ST # 115, CHARLES CITY, IA 50616-2709

Coverage	Declared Value(s)	Requested Limit of Insurance	Earthquake Deductible	Flood Deductible	Landslide Deductible
A) Building	\$220,000.00	\$220,000.00	Not covered	\$25,000 APPLIED TO THE BUILDING VALUE AT TIME OF LOSS	Not covered
B) Contents	\$0.00	\$0.00	Not covered	\$25,000 APPLIED TO THE CONTENTS VALUE AT TIME OF LOSS	Not covered
C) Business Income and Extra Expense	\$0.00	\$0.00	Not covered	As described in Terms & Conditions	Not covered

<b>Building Characteristics</b>	<b>Year Built:</b> 1972 <b>Construction:</b> Masonry Veneer <b># of Stories:</b> 1	<b>Square Feet:</b> 2000 <b>Building:</b> Commercial General <b>Basement:</b> false	<b>Occupancy:</b> Apartment <b>Parking:</b> None <b>Flood Zone:</b> AE
---------------------------------	--	---	--

Building Number: 7 – Low Income Housing  
Address: 501 COURT ST # 116, CHARLES CITY, IA 50616-2709

Coverage	Declared Value(s)	Requested Limit of Insurance	Earthquake Deductible	Flood Deductible	Landslide Deductible
A) Building	\$220,000.00	\$220,000.00	Not covered	\$25,000 APPLIED TO THE BUILDING VALUE AT TIME OF LOSS	Not covered
B) Contents	\$0.00	\$0.00	Not covered	\$25,000 APPLIED TO THE CONTENTS VALUE AT TIME OF LOSS	Not covered
C) Business Income and Extra Expense	\$0.00	\$0.00	Not covered	As described in Terms & Conditions	Not covered

<b>Building Characteristics</b>	<b>Year Built:</b> 1972 <b>Construction:</b> Masonry Veneer <b># of Stories:</b> 1	<b>Square Feet:</b> 2000 <b>Building:</b> Commercial General <b>Basement:</b> false	<b>Occupancy:</b> Apartment <b>Parking:</b> None <b>Flood Zone:</b> AE
---------------------------------	--	---	--

Building Number: 8 – Low Income Housing  
Address: 501 COURT ST # 117, CHARLES CITY, IA 50616-2709

Coverage	Declared Value(s)	Requested Limit of Insurance	Earthquake Deductible	Flood Deductible	Landslide Deductible
A) Building	\$220,000.00	\$220,000.00	Not covered	\$25,000 APPLIED TO THE BUILDING VALUE AT TIME OF LOSS	Not covered
B) Contents	\$0.00	\$0.00	Not covered	\$25,000 APPLIED TO THE CONTENTS VALUE AT TIME OF LOSS	Not covered
C) Business Income and Extra Expense	\$0.00	\$0.00	Not covered	As described in Terms & Conditions	Not covered

<b>Building Characteristics</b>	<b>Year Built:</b> 1972 <b>Construction:</b> Masonry Veneer <b># of Stories:</b> 1	<b>Square Feet:</b> 2500 <b>Building:</b> Commercial General <b>Basement:</b> false	<b>Occupancy:</b> Apartment <b>Parking:</b> None <b>Flood Zone:</b> AE
---------------------------------	--	---	--



HARTFORD INSURANCE COMPANY OF THE MIDWEST  
 FLOOD INSURANCE PROCESSING CENTER  
 P.O. Box 2057  
 Kalispell, MT 59903-2057

STANDARD FLOOD INSURANCE APPLICATION

QUOTE NUMBER:

11341942

POLICY NUMBER:

ALTERNATE POLICY NUMBER:

REQUESTED EFFECTIVE DATE:

11-26-2016 to 11-26-2017

12:01 a.m. local time at the insured property location.

(800)302-3666

INSURED MAILING ADDRESS	City Of Charles City 501 COURT ST # 113 CHARLES CITY, IA 50616-2709 Telephone: (641)257-6300 Member ID: E-Mail:		AGENT INFORMATION	Agency: Sisson & Associates Inc Name: Thomas D Sisson Producer Number: 06665-00139-000-00002 Alternate Agent Number: Address: Po Box 219 Charles City, IA 50616-0219 Telephone: (641)228-2835	
	PROPERTY ADDRESS	501 Court St # 113 Charles City, IA 50616-2709		FIRST MORTGAGEE INFORMATION	Required Under Mandatory Purchase: No Additional Mortgagee Info on Application Part 2, If applicable. N/A
GENERAL INFORMATION			Insured Small Business: No Insured Non-Profit: No Send Renewal Bill To: Insured Policy Type: Standard Waiting Period: Standard - 30 Day Wait Loan Close Date: Prior Policy Number: Prior Policy Expiration Date: Prior Policy Issued By: Property purchased on or after 07-06-2012: No Property Purchase Date: 4-5-1972 Estimated Replacement Cost: \$220,000 Replacement Cost Ratio: 100%		

*Handwritten:*  
 1930 x 7 = \$13,510  
 1 UNIT + 1,930 x 7 = \$13,510

COVERAGE FOR	BASIC LIMITS			ADDITIONAL LIMITS			DEDUCTIBLE AMOUNT	PREMIUM CALCULATIONS		
	AMOUNT	RATE	PREMIUM	AMOUNT	RATE	PREMIUM		DEDUCTIBLE DECREASE	COVERAGE AMOUNT	TOTAL ANNUAL PREMIUM
BUILDING	\$60,000	0.940	\$564	\$160,000	0.850	\$1,360	\$10,000	(\$577.00)	\$220,000	\$1,347
CONTENTS	\$0	0.000	\$0	\$0	0.000	\$0		\$0	\$0	\$0

DEDUCTIBLE OPTIONS		
BUILDING	CONTENTS	PREMIUM
\$2,000	\$0	\$2,593
\$3,000	\$0	\$2,471
\$4,000	\$0	\$2,349
\$5,000	\$0	\$2,239
\$10,000	\$0	\$1,930

BASE PREMIUM:	\$1,347
MULTIPLIER:	n/a
ICC PREMIUM:	\$70
CRS DISCOUNT: 0%	(\$0)
RESERVE FUND ASSESSMENT:	\$213
HFIAA SURCHARGE:	\$250
PROBATION SURCHARGE:	\$0
FEDERAL POLICY FEE:	\$50
TOTAL PREMIUM:	\$1,930

FULL PREMIUM MUST ACCOMPANY APPLICATION

Rate Table Used: R2A

This quote was rated with the information provided. Any new or additional information may void this quote, or result in a higher premium.

The statements contained herein are correct to the best of my knowledge. The property owner and I understand that any false statements may be punishable by fine or imprisonment under applicable federal law.

Signature of Agent/Producer \_\_\_\_\_ Date 10-27-2016

Signature of Insured (Optional) \_\_\_\_\_ Date \_\_\_\_\_

---

## AGENDA ITEM SUMMARY

---

**Subject: Letter of Agreement with Prochaska & Associates for Joint Law Enforcement Phase 1, Part 1 Study**

**Recommendation: Approve letter of agreement with Prochaska & Associates between City & County by equally sharing in the costs for Phase 1 Part 1**

---

**Background Summary:**

The Joint Law Enforcement Committee recently met with representatives of Prochaska and Associates in order to specify the scope of services that is to be provided by the firm and price for those services.

Those items are specified in the attached letter of agreement and entail completing an in depth needs assessment, forecast of inmate beds needed for a jail, programmed space for County Sherriff's Office, City Police Office, Dispatch, Magistrate Court and Emergency Management spaces.

This process will help identify what the needs are for the City and the County and illustrate how they might benefit both entities. The cost to provide these services is \$15,000 with an amount not to exceed on reimbursable expenses of \$1,750. As it has been generally agreed by both the City and the County, these costs would be split evenly.

Once this step is complete the next step would be to implement Phase 1 Part 2 which would then get into building design and would lend itself to being in a position to place the concept on a ballot for potential bond vote. We will discuss taking this step once we complete our initial step.

I recommend approval of the letter of agreement between the City of Charles City, Floyd County and Prochaska & Associates for completing Phase 1 Part 1. Floyd County will be taking similar action at their Board meeting on November 8<sup>th</sup>.

**RESOLUTION NO. 84-16**

*RESOLUTION APPROVING AGREEMENT WITH PROCHASKA AND ASSOCIATES  
FOR PHASE 1 PART 1 OF JOINT LAW ENFORCEMENT STUDY*

WHEREAS, the City Council of the City of Charles City, Iowa, intends to partner with Floyd County to conduct a study on a joint law enforcement center, and

WHEREAS, a sub committee has met and interviewed several firms and they are recommending securing the services of Prochaska and Associates to conduct this study, and;

WHEREAS, the costs for this study will be shared 50/50 with the county, and

WHEREAS, Prochaska and Associates has agreed to provide the services necessary for the estimated fees as proposed in the Scope of Work

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charles City, Iowa, meeting in regular session on the 7th day of November, 2016, that the Agreement between the City of Charles City and Prochaska and Associates 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 7<sup>th</sup> day of November, 2016.

---

James A. Erb, Mayor

Attest:

---

Trudy O'Donnell, City Clerk



# Prochaska & Associates

November 2, 2016

Steven T. Diers, ICMA-CM  
City Administrator  
City of Charles City  
105 Milwaukee Mall  
Charles City, Iowa 50616

RE: Floyd County & Charles City – Joint Law Enforcement Center  
Letter Agreement for *Part 1: Needs Assessment*

Dear Steve:

We want to thank you, the Floyd County Board of Supervisors and the Charles City Council for the opportunity to work with you and your Law Enforcement Subcommittee on this important first step in the planning process for helping Floyd County resolve its jail facility issues, as well as assisting Charles City explore the feasibility of a joint-use Law Enforcement Center (LEC). Our meeting with you and the Subcommittee on Thursday, as well as the facility tours of the Police Department, Sheriff's Office, Jail and Courthouse on Friday morning provided Curt, Jim and me with a very good understanding of what the County and City would like to accomplish with this *Part 1* effort.

This Letter Agreement describes the contractual terms under which Prochaska & Associates (P&A) will provide *Part 1 Needs Assessment* services for Floyd County (FC) and Charles City (CC) for the proposed joint-use Law Enforcement Center.

Specific terms of this Agreement are as follows:

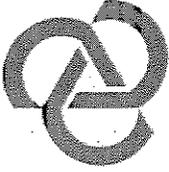
## **A. SCOPE OF SERVICES**

The Scope of Work for the *Part 1 Needs Assessment* is to establish the needs of the Floyd County Jail and Sheriff's Office, now and into the foreseeable future. *Part 1* will forecast the optimum number of inmate beds for a replacement Jail facility and will provide a program of spaces required by the Iowa Department of Corrections (IDOC) for a compliant Jail facility. *Part 1* will also provide a program of spaces for an efficient and code-compliant Sheriff's Office, as well as for Dispatch.

In addition, *Part 1* will provide a space program for the Charles City Police Department and determine the feasibility of co-locating the Department with the Sheriff's Offices and Jail as a joint-use Law Enforcement Center. We understand this joint LEC may also include the Magistrate Court as well as Emergency Management.

Specific *Part 1* services follow below. Following completion of this *Part 1 Needs Assessment*, FC and CD may choose to proceed with *Part 2 Facility Development*. *Part 2* will provide the agencies with further development and refinement of *Part 1* options, a recommended "best" option and final budgets for feasible options. At the conclusion of *Part 2*, FC and CC will have the information necessary to make a "go, or no-go" decision to proceed and to pursue financing options.

We propose to furnish the following *Part 1 Needs Assessment* services:



1. Collect existing facility site and floor plan blueprints.
2. Tour the existing facilities with our team of architects.
3. Review all previous consultant studies, evaluations of existing facilities, IDOC annual inspection reports, and any other previously developed information.
4. Issue *Questionnaire* and interview the Sheriff, designated Jail and Sheriff's staff, Dispatch personnel, Magistrate Judge and Court support staff, Police Chief and designated staff, Emergency Management Director and others, if desired.
5. Collect and analyze existing County demographic information, and historical law enforcement and detention data, such as the Jail's Average Daily Population (ADP).
6. Forecast anticipated inmate capacities for 20 to 30 years, including classification of inmates to be housed and security levels to be provided.
7. Based on forecasts and in consultation with the Sheriff and Subcommittee, recommend number of beds for total Jail capacity at 20 years (duration of a typical construction bond).
8. Develop a Space Program of required functions, rooms and spaces for the proposed Law Enforcement Center functions as listed previously, including type, number, size and relationships of spaces.
9. Investigate proposed site(s) for LEC facility.
10. Develop preliminary site use options.
11. Evaluate potential efficiencies resulting from co-location of the Police Department with the Sheriff's Office/Jail in a joint-use LEC.
12. Assist FC, CC and Subcommittee with one Community Outreach presentation to solicit early public input on proposed project.
13. Develop preliminary square foot budgets for feasible option(s).
14. Summarize the above *Part 1 Needs Assessment* information for final review with the Subcommittee, Floyd County Board of Supervisors and Charles City Council. The *Needs Assessment* results can be issued to area media and/or placed on the FC and CC websites to keep Floyd County and Charles City residents informed.

#### **B. COMPENSATION**

Our proposed fee for the above *Part 1 Needs Assessment* services is \$15,000.

The above fees are exclusive of out-of-pocket reimbursable expenses incurred in the interest of the project (printing costs, travel, long distance telephone calls, postage, etc). Reimbursable expenses for *Part 1* will be limited to a not-to-exceed cap of \$1,750.

Project services or changes in Scope beyond those listed above would be at FC and CC's discretion and billed on an hourly basis as an Additional Service.

If FC and CC choose to proceed with *Part 2 Facility Development* services, our *Part 2* fee would be \$15,000 plus reimbursable expenses, which would not exceed \$1,750.

#### **C. FC AND CC RESPONSIBILITIES**

FC and CC shall provide P&A with all available existing facility plans, any available site survey data, demographic and law enforcement/detention data and other relevant information as requested. FC and CC will organize any Community Outreach presentations.

#### **D. ENTIRE AGREEMENT**

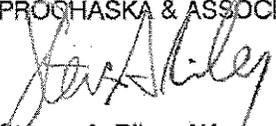
This Agreement contains the entire understanding between the parties hereto with respect to the subject matter hereof and may not be modified in any manner except by written instrument duly executed by each of the parties hereto.



Steve, we enjoyed our kick-off meeting with you and your Subcommittee members. The appropriate signature below on copies of this document will acknowledge the acceptance of the general terms of this Agreement. Please return one signed copy to us for our files. We look forward to a productive relationship with you, Charles City and Floyd County on these planning efforts.

Sincerely,

PROCHASKA & ASSOCIATES

  
Steven A. Riley, AIA  
Executive Vice President

CHARLES CITY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

FLOYD COUNTY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_