

COUNCIL MINUTES  
REGULAR SESSION  
SEPTEMBER 19, 2016

Charles City City Council met in regular session on September 19, 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, Michael Hammond and Dan Mallaro. Also present were city administrator Steve Diers, city engineer John Fallis and assistant city attorney Brad Slotter.

There were no citizen comments.

Mayor Erb welcomed everyone to the meeting.

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

Motion by Joerger, second Starr to approve the minutes of the September 6 meeting. Ayes - 5

Motion Starr, second Mallaro to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: approve 8/16 financials for City of Charles City and CC Public Employees Health Plan and payment of claims (including those approved by other boards):

52753-52796	PAYROLL ENDING 09/03/16	\$84,034.40
52797-52801	PAYROLL LIABILITIES	\$41,543.03
52802	AMELIA MANAGEMENT, utility deposit refund	\$49.63
52803	APRIL BIRCHEAT, utility deposit refund	\$90.00
52804	LETISHA BOUCHER, utility deposit refund	\$42.23
52805	JAMES BURBRIDGE, utility deposit refund	\$27.20
52806	JAMES DAYTON, utility deposit refund	\$17.61
52807	ALICIA ERICKSON, utility deposit refund	\$46.10
52808	VIRAL GORAWALA, utility deposit refund	\$43.10
52809	AMBER MCFARLAND, utility deposit refund	\$23.00
52810	DARIN MITCHELL, utility deposit refund	\$39.22
52811	DYLAN STEINLAGE, utility deposit refund	\$20.20
52812	DEREK ABBOTT, utility deposit refund	\$90.00
52813	HELEN BLACKBURN, utility deposit refund	\$90.00
52814	NOEL CHRISTLEY, utility deposit refund	\$90.00
52815	HEATHER DIXON, utility deposit refund	\$90.00
52816	SCOTT ELSBERND, utility deposit refund	\$90.00
52817	GORDON JUNG, utility deposit refund	\$90.00
52818	TERI KEELER, utility deposit refund	\$90.00
52819	CASSANDRA RULE, utility deposit refund	\$90.00
52820	AUBREY SAUNDERS, utility deposit refund	\$90.00
52821	PETER SIAPNO, utility deposit refund	\$90.00
52822	BREIBACH CHIROPRACTIC, serv.	\$55.00
52823	CINTAS CORPRATION, serv.	\$108.70
52824	I WIRELESS, serv.	\$72.34
52825	KWIK TRIP INC, supp.	\$2,382.70
52826	WINDSTREAM, serv.	\$55.57
52827	ANITA SULLIVAN, security deposit refund	\$200.00

52828	APRIL BIRCHEAT, security deposit refund	\$45.00
52829	BUSINESS CARD, supp.	\$159.93
52830	C NABER & ASSOCIATES, serv.	\$1,140.00
52831	CHARLES CITY HOUSING, security deposit refunds withheld	\$1,127.00
52832	CHARLES CITY PRESS, serv.	\$168.00
52833	CINTAS CORPORATION, serv.	\$141.34
52834	CITY OF CHARLES CITY, serv.	\$3,197.19
52835	DON'S REPAIR, serv.	\$133.55
52836	EMC INSURANCE COMPANIES, serv.	\$3,000.00
52837	GLOBAL EQUIPMENT COMPANY, supp.	\$4,144.50
52838	HOCKENSON PLUMBING, serv.	\$83.95
52839	HOUDEK FLOORCOVERING, serv.	\$347.50
52840	IDOT-CASHIER'S OFFICE, supp.	\$160.29
52841	JENDRO SANITATION SERVICES, serv.	\$611.00
52842	L&J INDUSTRIES INC, supp.	\$38.25
52843	ARTHUR MEHMEN dba MEHMEN 'S PAINTING, serv.	\$135.00
52844	MIDAMERICAN ENERGY	**VOIDED**
52845	MIDAMERICAN ENERGY	**VOIDED**
52846	MIDAMERICAN ENERGY, serv.	\$6,695.65
52847	PITNEY BOWES, serv.	\$54.09
52848	PLUNKETT'S PEST CONTROL, serv.	\$125.00
52849	RACHEL HUTTER, security deposit refund	\$28.00
52850	SCHUETH ACE HARDWARE, supp.	\$236.37
52851	STAPLES DIRECT, supp.	\$141.87
52852	T-J SERVICE INC, supp.	\$1,403.90
52853	TRENT PARKER, serv.	\$157.50
52854	UNITED STATES CELLULAR, serv.	\$91.05
52855	WELLS FARGO VENDOR FIN SE, serv.	\$265.03
52856	YARDI RESIDENT SCREENING, serv.	\$73.50
52857	AUTOMATIC DOOR GROUP, serv.	\$422.20
52858	BAKER & TAYLOR BOOKS	**VOIDED**
52859	BAKER & TAYLOR BOOKS, supp.	\$2,460.22
52860	BAKER & TAYLOR ENTERTAINMENT, supp.	\$198.59
52861	CAROL CASE, serv.	\$818.00
52862	CC PUBLIC EMPLOYEES HEALTH PLAN, supp.	\$1,319.64
52863	DREES CO, serv.	\$1,411.00
52864	GALE, supp.	\$369.46
52865	HY-VEE INC, supp.	\$53.49
52866	INFOGROUP, supp.	\$175.00
52867	INGRAM LIBRARY SERVICES, supp.	\$121.29
52868	JAMES ZIRBEL, serv.	\$329.00
52869	JOHNSTON AUTOSTORES, supp.	\$58.98
52870	KEITH STARR, reimbursement	\$113.10

52871	KEYSTONE LABORATORIES, serv.	\$467.46
52872	KOCH BROTHERS INC, supp.	\$23.79
52873	LEAF, serv.	\$77.36
52874	MARTIN BROS DISTRIBUTING CO, supp.	\$601.99
52875	MEDIACOM, serv.	\$169.85
52876	MICK GAGE PLUMBING & HEATING, serv.	\$711.34
52877	MIDAMERICAN ENERGY, serv.	\$2,033.22
52878	NEWBAUER INC, serv.	\$175.51
52879	ORKIN PEST CONTROL, serv.	\$610.56
52880	PERRY NOVAK ELECTRIC INC, serv.	\$481.70
52881	RECORDED BOOKS LLC, supp.	\$157.94
52882	TERRI NOVAK, mileage	\$142.56
52883	VISA, supp.	\$41.67
ACH	BANCORPSV, serv.	\$46.39
ACH	BANCORPSV, serv.	\$55.00
ACH	BETTY HANSON (FGP), mileage	\$21.76
ACH	FIRST CITIZENS-CC, serv.	\$148.90
ACH	IMAGETEK, serv.	\$355.75
ACH	JACKIE FERCH (FGP), , mileage	\$21.76
ACH	JENNY KLUNDER (FGP), mileage	\$10.40
ACH	KABRICK DISTRIBUTING, supp.	\$215.90
ACH	TREASURER, STATE OF IOWA, sales tax	\$9,006.25
ACH	UNITED BEVERAGE, supp.	\$64.00
52884	AGSOURCE COOPERATIVE SERVICES, serv.	\$341.50
52885	AGVANTAGE FS, supp.	\$606.89
52886	AHLERS & COONEY PC, serv.	\$50.00
52887	AMY SHANNON, shelter reservation refund	\$25.00
52888	APRIL BIRCHEAT, water overpayment refund	\$252.43
52889	AUTO-JET MUFFLER CORP, supp.	\$288.40
52890	AMERICAN WATER WORKS ASSOCIATION, supp.	\$419.44
52891	BLUE TARP FINANCIAL, supp.	\$535.31
52892	BRIAN TANK CONSTRUCTION, serv.	\$1,800.00
52893	BRUENING ROCK PRODUCTS INC, supp.	\$288.37
52894	BUSINESS CARD, serv.	\$323.88
52895	CARQUEST AUTO PARTS, supp.	\$0.51
52896	CEDAR CREEK TREE SERVICE LLC, serv.	\$1,800.00
52897	CENTURYLINK COMMUNICATIONS, serv.	\$682.00
52898	CHARLES CITY ELECTRONICS, supp.	\$79.95
52899	CHARLES CITY PRESS INC, serv.	\$348.30
52900	CITY MOTOR PARTS LTD, supp.	\$967.93
52901	CITY OF CHARLES CITY, serv.	\$207.28
52902	CLAREY'S SAFETY EQUIPMENT, serv.	\$90.69
52903	CLASSIC CLEANERS INC, serv.	\$19.67

52904	COMPUTRONICS, supp.	\$205.00
52905	CROELL REDI MIX INC, supp.	\$2,005.75
52906	DE LAGE LANDEN, serv.	\$317.36
52907	DISH NETWORK, serv.	\$69.01
52908	DON'S REPAIR, serv.	\$359.09
52909	ELECTRICAL ENG & EQUIP CO, serv.	\$2,646.34
52910	ETHANOL PRODUCTS LLC, supp.	\$1,181.52
52911	FAREWAY STORE, supp.	\$22.01
52912	FLOYD COUNTY AG CENTER, serv.	\$247.50
52913	FLOYD COUNTY RECORDER, serv.	\$22.00
52914	FMC COUNTY LANDFILL, serv.	\$737.10
52915	FOX ENGINEERING INC, serv.	\$14,650.00
52916	GARDINER THOMSEN, serv.	\$13,875.00
52917	HARRISON TRUCK CENTERS, supp.	\$5,311.25
52918	HAWKEYE COMMUNITY COLLEGE, serv.	\$85.00
52919	HAWKINS INC, supp.	\$918.00
52920	HEARTLAND ASPHALT INC, supp.	\$96.20
52921	HEWETT WHOLESALE, supp.	\$85.98
52922	HUFFMAN AUTO BODY INC, serv.	\$8,568.15
52923	HY-VEE INC. supp.	\$1,060.51
52924	IDOT-CASHIER'S OFFICE, supp.	\$1,803.80
52925	IDOT-CASHIER'S OFFICE, supp.	\$427.81
52926	IOWA DIV OF CRIMINAL INVESTIGATION, serv.	\$28.00
52927	IOWA ONE CALL, serv.	\$81.10
52928	JACKSON STREET PRESS, supp.	\$5.00
52929	JENDRO SANITATION SERVICES, serv.	\$20,127.00
52930	JENDRO SANITATION SERVICES, serv.	\$216.00
52931	JOHN DEERE FINANCIAL, supp.	\$331.41
52932	LESSIN SUPPLY COMPANY, supp.	\$731.69
52933	MARCO TECHNOLOGIES LLC, serv.	\$85.08
52934	MARCO TECHNOLOGIES LLC, serv.	\$335.70
52935	MERRITT COMPUTER SERVICE INC, serv.	\$57.00
52936	METERING TECHNOLOGY SOLUTIONS, supp.	\$5,646.99
52937	MICK GAGE PLUMBING & HEATING, serv.	\$957.55
52938	MID-WEST ROOFING COMPANY, serv.	\$158.19
52939	MIDAMERICAN ENERGY, serv.	\$1,352.35
52940	MIKE'S C&O TIRE INC	**VOIDED**
52941	MILLS-INC, serv.	\$1,274.21
52942	NEWBAUER INC, serv.	\$193.25
52943	NOAH, SMITH & SCHUKNECHT PLC, serv.	\$180.00
52944	NORTHERN SAFETY CO INC, supp.	\$193.77
52945	PERRY NOVAK ELECTRIC INC, serv.	\$1,508.01
52946	PITNEY BOWES-LEASE ACCT, serv.	\$162.00

52947	POSTMASTER, serv.	\$910.00
52948	PRODUCTIVITY PLUS ACCOUNT, serv.	\$107.22
52949	R&S MOWING, serv.	\$750.00
52950	RISE BROADBAND, serv.	\$19.00
52951	RYAN W WOLFE, serv.	\$120.00
52952	SALT, serv.	\$15.00
52953	SCHUETH ACE HARDWARE, supp.	\$528.90
52954	SHERWIN-WILLIAMS CO, supp.	\$183.12
52955	SISSON & ASSOCIATES INC, serv.	\$43.00
52956	SNAP-ON TOOLS/DUANE KAY, supp.	\$175.40
52957	STAPLES CREDIT PLAN, supp.	\$219.61
52958	STEVEN ZIMMER, serv.	\$150.00
52959	SUPERIOR LUMBER INC, supp.	\$563.72
52960	UNITED STATES CELLULAR, serv.	\$954.07
52961	UNITYPOINT HEALTH, serv.	\$1,200.00
52962	US POSTAL SERVICE, supp.	\$1,000.00
52963	USA BLUEBOOK, supp.	\$1,710.95
52964	VAN METER INC, supp.	\$80.65
52965	ZACHARY ECKENROD, K-9 vet bill reimbursement	\$108.50

August Receipts- Gen-91626.71; Disp-42008.08;P/R C/I-92.11;CommEquip-1211.03;H/M-45.62;RUT-104646.40;CVTC-36.41;OptTx-64096.08;TIF-2946.27;LibrTrust-40000.00;FGP-1291.76;PubHous-67412.46;Sect8-60596.30;Cable-15460.42;Water-180454.23;Sewer-120059.10;UVDisinf-66035.40;WasteFnd-29794.99;Transit-1674.60;SWU-14369.75;FireExt-208.50

August Disbursements-Gen-257117.54;Disp-32333.14;SafetyEd-331.11;P/R C/I-1671.90;RUT-133205.51;EmpBen-70526.31;CVTC-9739.72;TIF-5131.33;LibrTr-71.25;FGP-13201.32;PubHous-79553.25;Sect8-53158.61;AssetForf-200.00;Cable-9736.95;StreetRelc/i-403.11;Water-95640.53;Sewer-57683.57;UVDisinf-10616.50;WasteFnd-21163.25;Transit-10503.25;SWU-9537.60;FireExt-663.60

Business of the Mayor - Mayor Erb is recommending appointing Mary Ann Townsend to replace Jari Sinwell on the Historic Preservation Board. Motion by Joerger, second Mallaro to approve this appointment. Ayes - 5

Mayor Erb has been installed as the new president of the Iowa League of Cities executive board and he told the council that if they had any ideas to pass along to the League, he would be happy to do so.

Mayor Erb opened the public hearing on the 2016 Victory Park Improvement Project. Affidavit of publication dated 9/2/16 was informally filed. He asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second Mallaro to close the hearing.

Ayes - 5

The final plans and specifications are ready for this project. The project includes sidewalks, plantings, benches, irregular rock walls and other ground covers for the new Victory Park. One addendum was issued during the bidding process and that included a delay in the bid letting date by one day, revised the quantities for two bid items and provided additional dimensions for the detail of the irregular limestone blocks. Since the addendum didn't change the scope of the project, the final documents essentially mat the preliminary plans. Council member Freesean introduced Resolution No. 69-16 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE 2016 VICTORY PARK IMPROVEMENT PROJECT, CHARLES CITY, IOWA" and moved for adoption.

Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes - Freesean, Hammond, Mallaro, Starr, Joerger. Nays - none

Bids were opened for the 2016 Victory Park Improvement project on September 16<sup>th</sup> with only one bid being received. Building and Grounds, LLC dba Super Landscapes from Ossian, Iowa submitted a bid of \$72,932.00. Since this amount is higher than what was budgeted, staff is recommending that council

does not award the contract at the bid amount and allow city staff to work with the contractor to reduce the scale of the project to lower the overall cost. Council took no action on this item.

Charles City School is requesting street closures for their Homecoming parade on September 30 from 3:00-4:15 p.m. Line up will be on Ferguson Street and the parade will travel to Main Street, turn south onto Main and proceed to Riverside, ending down by the Pub. Motion by Starr, second Freeseaman to approve the request. Ayes - 5

City Clerk O'Donnell informed the council that the annual street finance report is due to the DOT by September 30 each year. This report is a summary of all street related revenues and expenses, a listing of all street related equipment, debt associated with streets and our current street related projects. Council member Starr introduced Resolution No. 71-16 entitled, "RESOLUTION APPROVING THE ANNUAL STREET FINANCE REPORT FOR FISCAL YEAR ENDING JUNE 30, 2016" 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

**The Façade committee has reviewed an application from Staci and Stacy Ackerson for funding on their project located at 1006 N. Grand. The project includes replacing some brick, putting on a deck on the second story apartment and adding awnings. The total anticipated cost of the project is \$12,235.65 and they are applying for \$6,117.83 which is half of that total. The committee is recommending approval of this funding. Council member Starr introduced Resolution No. 72-16 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 1006 N. GRAND AVENUE SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Hammond, Mallaro, Starr, Joerger, Freeseaman. Nays - none**

**Cedar River Pizza has submitted a Façade application for improvements to his business located at 103 N. Main that include the removal and replacement of a picture window on the west side, frame out the overhead door and entry door on garage, painting the exterior of the building and adding signage. Todd Prichard owns the building and we have received approval from him for this project to be done. Total estimated cost is \$15,279.97 and they are asking for \$7,639.98 which is half of the total cost. The façade committee is recommending approval of this funding. Council member Freeseaman introduced Resolution No. 73-16 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 105 N. MAIN STREET SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" and moved for adoption. Second to adopt Hammond. Resolution duly passed on roll call vote as follows: Ayes - Mallaro, Starr, Joerger, Freeseaman, Hammond. Nays - none**

The 2016 House Demolition Project was awarded to Sargent Trucking and Excavating at the September 6<sup>th</sup> council meeting. Their total bid was \$10,324.00 and the project involves the demolition of the house located at 1911 Clark Street. The work will occur this fall with a final completion date on or before October 31, 2016. Council member Starr introduced Resolution No. 74-6 entitled, "RESOLUTION APPROVING A CONTRACT AND BOND FOR THE 2016 HOUSING DEMOLITION PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none

Council heard a presentation from Midland GIS at their last planning session on their system and how it could benefit the city. We currently have the Beehive system for our GIS mapping needs, but it has not met our expectations. City staff is recommending terminating the agreement with Beehive and switching to Midland's software. One of the big advantages of Midland's system is that it is web based so can be accessed from any device out in the field. Beehive is limited to our server. We plan to store all of our information on mains, hydrants, valves, etc. on the Midland system to be readily available to anyone in the office or out in the field. Total cost for the Midland proposal is \$29,800 which includes \$24,200 for locating and data collection, \$2000 website development and implementation and \$3600 for first year of website hosting. All information stored in Beehive now will be transferred over to the Midland system. The funds to transfer to this new system have been budgeted for this current fiscal year. Council member Freeseaman introduced Resolution No. 75-16 entitled, "RESOLUTION APPROVING CONTRACT WITH MIDLAND GIS SOLUTIONS FOR ASSET AND INFRASTRUCTURE MANAGEMENT SOFTWARE AND

SERVICES” and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Joerger, Freeseaman, Hammond, Mallaro, Starr. Nays - none.

City Clerk O'Donnell reminded council that the next planning session will be held September 26 at 7:00 p.m.

City Administrator Diers reminded council about the upcoming goal setting session with Jeff Schott scheduled for November 2 at 5:00. He has sent out worksheets he'd like to be filled out and sent back to him by October 12 so Jeff can formulate information for the meeting. We are getting closer on a final agreement with Jendro for solid waste collection in the city. Next week there is a joint session scheduled for September 28 at 5:30 with the Floyd County Board of supervisors to discuss the joint law enforcement study and to receive the recommendation from the sub-committee on which firm to hire for the study and what we will be asking for in the scope of service. Steve is trying to schedule some initial meetings for the comprehensive plan process for next week.

There being no further business, motion by Freeseaman, second Hammond to adjourn. Ayes - 5

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James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk