

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):

53101	OCTOBER FGP STIPEND CHECK	\$18.55
ACH	OCTOBER FGP STIPEND CHECKS	\$13,841.96
53102	CENTURYLINK COMMUNICATIONS, serv.	\$188.87
53103	KWIK TRIP INC, supp.	\$2,130.53
53104	RAFAL BARYCKI, utility deposit refund	\$52.28
53105	DARWIN BEATTY, utility deposit refund	\$16.70
53106	ELYSE BOWERS, utility deposit refund	\$50.50
53107	AMBER HANSON, utility deposit refund	\$10.08
53108	KATIE HAWBAKER, utility deposit refund	\$27.79
53109	VICTORIA HENRY, utility deposit refund	\$40.45
53110	RAVEN HESSE, utility deposit refund	\$90.00
53111	MARK HOPKINS, utility deposit refund	\$33.97
53112	MORGAN LARSON, utility deposit refund	\$58.07
53113	JASON MCDONALD, utility deposit refund	\$42.51
53114	AROMAS-CARA ELSBURY, util deposit refund	\$90.00
53115	ELLEN BENGTON, utility deposit refund	\$90.00
53116	LORI BLODGETT, utility deposit refund	\$90.00
53117	KYLE BONWELL, utility deposit refund	\$90.00
53118	JEFFREY DIZON, utility deposit refund	\$90.00
53119	JESUS JUAREZ, utility deposit refund	\$90.00
53120	JOSEPH KANCHARLA, utility deposit refund	\$90.00
53121	JASON NELSON, utility deposit refund	\$90.00
53122	PRIME MART 6, utility deposit refund	\$90.00
53123	SONIA RODRIGUEZ, utility deposit refund	\$90.00
53124	NICHOLAS SEARS, utility deposit refund	\$90.00
53125	BRODY STONE, utility deposit refund	\$90.00
53126	ADAM WHITTY, utility deposit refund	\$90.00

53127	IFSMA, serv.	\$85.00
53128	BAKER & TAYLOR BOOKS	**VOIDED**
53129	BAKER & TAYLOR BOOKS	**VOIDED**
53130	BAKER & TAYLOR BOOKS, supp.	\$3,678.64
53131	BIBLIONIX, serv.	\$3,100.00
53132	CAROL CASE, serv.	\$818.00
53133	CC PUBLIC EMPLOYEES HEALTH PLAN, serv.	\$1,319.64
53134	GALE, supp.	\$271.10
53135	HOCKENSON PLUMBING, supp.	\$98.96
53136	HY-VEE INC, supp.	\$23.77
53137	ID LABEL INC, supp.	\$260.00
53138	INGRAM LIBRARY SERVICES, supp.	\$122.17
53139	JAMES ZIRBEL, serv.	\$329.00
53140	KIMBERLY JONES, relocation expense	\$2,500.00
53141	LEAF, serv.	\$77.36
53142	MEDICOM, serv.	\$338.80
53143	MIDAMERICAN ENERGY, serv.	\$1,289.50
53144	NEWBAUER INC, serv.	\$44.25
53145	OXMOOR HOUSE, supp.	\$36.91
53146	RECORDED BOOKS LLC, supp.	\$352.78
53147	ROWMAN & LITTLEFIELD, supp.	\$85.88
53148	UNIVERSITY OF WISCONSIN, serv.	\$20.00
53149-53179	PAYROLL ENDING 10/15/16	\$82,641.67
53180-53187	PAYROLL LIABILITIES	\$103,069.64
ACH	BANCORPSV, serv.	\$522.76
ACH	BETTY HANSON (FGP), mileage	\$10.24
ACH	FIRST CITIZENS-CC, serv.	\$77.26
ACH	IMAGETEK, serv.	\$355.75
ACH	JACKIE FERCH (FGP), mileage	\$12.80
ACH	JANET NIESS (FGP), mileage	\$46.08
ACH	JENNY KLUNDER (FGP), mileage	\$5.60
ACH	KABRICK DISTRIBUTING, supp.	\$7.60
ACH	TREASURER, STATE OF IOWA, sales tax	\$7,080.51
ACH	UNITED BEVERAGE, supp.	\$53.00
53188	AAA RECOVERY SERVICES, serv.	\$130.05
53189	AGSOURCE COOPERATIVE SERVICES, serv.	\$193.00
53190	AGVANTAGE FS, supp.	\$1,106.24
53191	AHLERS & COONEY PC, serv.	\$75.00
53192	AMERICINN HOTEL & SUITES, serv.	\$291.20
53193	AUTOZONE, supp.	\$27.73
53194	BRUENING ROCK PRODUCTS INC, supp.	\$6,184.64
53195	BUSINESS CARD	**VOIDED**
53196	BUSINESS CARD, serv.	\$2,287.37

53197	CAL'S AUTO REPAIR INC, serv.	\$198.60
53198	CARQUEST AUTO PARTS, supp.	\$369.91
53199	CC FAMILY HEALTH CENTER, serv.	\$110.00
53200	CEDAR CREEK TREE SERVICE LLC, serv.	\$7,420.00
53201	CEDAR RIVER SOFTWARE, supp.	\$389.00
53202	CEDAR VALLEY PRINT & SUPPLY, supp.	\$624.56
53203	CENTRAL SERVICE & SUPPLY INC, supp.	\$8,598.00
53204	CENTURLINK COMMUNICATIONS, serv.	\$2,019.05
53205	CC CHAMBER OF COMMERCE, serv.	\$45.00
53206	CHARLES CITY ELECTRONICS, supp.	\$17.99
53207	CHARLES CITY PRESS INC, serv.	\$838.93
53208	CHARLES CITY PRESS INC, supp.	\$129.00
53209	CINTAS CORPORATION #762, serv.	\$114.81
53210	CITY MOTOR PARTS LTD, supp.	\$2,710.49
53211	CITY OF CHARLES CITY, serv.	\$145.36
53212	COMMUNITY REVITALIZATION, serv.	\$10,000.00
53213	COMMUNITY REVITALIZATION, serv.	\$12,042.83
53214	CROELL INC, supp.	\$2,028.63
53215	DE LAGE LANDEN, serv.	\$166.62
53216	DISH NETWORK, serv.	\$69.01
53217	ENVIRONMENTAL RESOURCE ASSOC, serv.	\$250.89
53218	ERIC WHIPPLE, travel reimbursement	\$64.33
53219	FAREWAY STORE, supp.	\$345.74
53220	FARMCHEM, supp.	\$216.30
53221	FIRE EQUIPMENT SPECIALTIES INC, supp.	\$132.00
53222	FLOYD COUNTY EXTENSION, serv.	\$105.00
53223	GHD SERVICES INC, serv.	\$264.50
53224	GOLDER ASSOCIATES INC, serv.	\$2,501.00
53225	HAWKINS INC, supp.	\$1,047.00
53226	HD SUPPLY WATERWORKS, supp.	\$1,294.43
53227	HEIDI J NIELSEN, travel reimbursements	\$390.23
53228	HEWETT WHOLESALE, supp.	\$85.20
53229	HY-VEE INC, supp.	\$1,916.76
53230	I WIRELESS, serv.	\$72.34
53231	IDOT-CASHIER'S OFFICE	**VOIDED**
53232	IDOT-CASHIER'S OFFICE	**VOIDED**
53233	IDOT-CASHIER'S OFFICE, supp.	\$4,215.36
53234	IDOT-CASHIER'S OFFICE, supp.	\$178.14
53235	IEMSA, serv.	\$680.00
53236	INTERSTATE BATTERIES OF UPPER IOWA, supp.	\$227.90
53237	JANDA MOTOR SERVICES, serv.	\$6,621.00
53238	JEAN BOLEY, supply reimbursement	\$17.14
53239	JENDRO SANITATION SERVICES, serv.	\$19,927.86

53240	JENDRO SANITATION SERVICES, serv.	\$216.00
53241	JESSICA RODRIGUEZ, shelter reservation refund	\$25.00
53242	JOHN DEERE FINANCIAL, supp.	\$3,093.01
53243	JONATHAN SCHWERD, utility bill refund	\$15.33
53244	KEYSTONE LABORATORIES, serv.	\$416.40
53245	KMART STORE #7767, supp.	\$117.80
53246	L&J INDUSTRIES INC, supp.	\$25.40
53247	LAW ENFORCEMENT SYSTEMS INC, supp.	\$604.00
53248	LEAF, serv.	\$126.58
53249	LESSIN SUPPLY COMPANY, supp.	\$612.45
53250	LESSIN SUPPLY COMPANY, supp.	\$9.88
53251	LOU'S GLOVES INC, supp.	\$86.00
53252	MAINSTAY SYSTEMS INC, serv.	\$657.00
53253	MARCO TECHNOLOGIES LLC, serv.	\$66.06
53254	MERRITT COMPUTER SERVICE INC, serv.	\$201.00
53255	METERING TECHNOLOGY SOLUTIONS, supp.	\$2,310.69
53256	MICK GAGE PLUMBING & HEATING, supp.	\$49.20
53257	MID AMERICA METER INC, supp.	\$2,320.79
53258	MIKE'S C&O TIRE INC, serv.	\$1,457.62
53259	MISTY THOMAS, utility bill refund	\$4.11
53260	MTI DISTRIBUTING INC, supp.	\$8.48
53261	NEWBAUER INC, serv.	\$101.84
53262	NIACC, serv.	\$60.00
53263	NIACOG, serv.	\$166.60
53264	NOAH, SMITH & SCHUKNECHT PLC, serv.	\$4,734.56
53265	PLANSCAPE PARTNERS, serv.	\$479.50
53266	POSTMASTER, serv.	\$910.00
53267	R&S MOWING, serv.	\$300.00
53268	RADAR ROAD TEC-J ESHELMAN, serv.	\$280.00
53269	RILEY'S INC, supp.	\$105.39
53270	RYAN W WOLFE, serv.	\$90.00
53271	SCHUETH ACE HARDWARE, supp.	\$486.62
53272	SMI CO, supp.	\$1,072.50
53273	SNAP-ON TOOLS/DUANE KAY, supp.	\$549.00
53274	STEVEN T DIERS, 2-monthly phone stipends	\$100.00
53275	STEVEN ZIMMER, serv.	\$90.00
53276	SUPERIOR LUMBER INC, supp.	\$272.49
53277	T&C MACHINE, serv.	\$315.00
53278	TERRI NOVAK, mileage	\$132.30
53279	TRANS IOWA EQUIPMENT, supp.	\$54.94
53280	VOIDED	**VOIDED**
53281	TREASURER, STATE OF IOWA, unclaimed util deposits	\$413.60
53282	TRUGREEN LIMITED PARTNERSHIP, supp.	\$439.00

53283	UNITED STATES CELLULAR, serv.	\$944.46
53284	UNITYPOINT HEALTH, serv.	\$1,200.00
53285	USA BLUEBOOK, supp.	\$297.93
53286	VAN METER INC, supp.	\$151.72
53287	VIRGINIA TITUS, travel reimbursement	\$75.60
53288	WINDSTREAM, serv.	\$54.58
53289	YOUNG CONSTRUCTION LTD, serv.	\$3,284.25
53290	ZEKE'S CONSTRUCTION, serv.	\$9,000.00

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. 78-16 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