

COUNCIL MINUTES
REGULAR SESSION
JANUARY 19, 2017

Charles City City Council met in regular session on January 19, 2017 at 4:30 p.m. This meeting was rescheduled from January 16 due to a storm. Mayor Erb presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Michael Hammond and Dan Mallaro. Also present were assistant city attorney Brad Sloter, City Administrator Steve Diers and City Engineer John Fallis.

Mayor Erb requested that the item on the FY16 audit be moved to the beginning of Section 10 on the agenda. Motion by Freeseaman, second Joerger to approve the agenda as amended. Ayes - 5

Motion by Joerger, second Hammond to approve the minutes of the January 3 meeting. Ayes - 5

Motion by Freeseaman, second Hammond to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: approve filing the following lien for outstanding utility bill: \$38.13 Acct 5021260000, approve 12/16 financials for city of Charles City and CC Public Employee Health Plan and payment of claims (including those approved by other boards):

54124-54125	JANUARY HAP CHECKS	\$286.20
ACH	JANUARY HAP CHECKS	\$14,660.43
54126	IOWA DIV OF CRIMINAL INVESTIGATION, serv.	\$28.00
54127	KWIK TRIP INC,	\$1,592.58
54128-54171	PAYROLL ENDING 01/07/17	\$93,423.89
54172-54177	PAYROLL LIABILITIES	\$40,200.19
54178	VOIDED	**VOIDED**
54179	REBECCA BAKER, utility deposit refund	\$41.29
54180	ANNE JACOBS, utility deposit refund	\$58.68
54181	CARI KNOWLTON, utility deposit refund	\$32.25
54182	UNGGOY BROADBAND, utility deposit refund	\$59.09
54183	KAHN PROPERTIES, utility deposit refund	\$90.00
54184	JAMES KELLOGG, utility deposit refund	\$90.00
54185	KYLE KING, utility deposit refund	\$90.00
54186	LAURA PACKARD, utility deposit refund	\$60.00
54187	COY WIEGMANN, utility deposit refund	\$90.00
54188	BAKER & TAYLOR BOOKS	**VOIDED**
54189	BAKER & TAYLOR BOOKS	**VOIDED**
54190	BAKER & TAYLOR BOOKS, supp.	\$3,546.89
54191	CAROL CASE, serv.	\$818.00
54192	CC PUBLIC EMPLOYEES HEALTH PLAN, serv.	\$2,797.12
54193	CEDAR VALLEY PRINT & SUPPLY, supp.	\$101.00
54194	COAST TO COAST SOLUTIONS, supp.	\$328.80
54195	COREY HAWKE, serv.	\$329.00
54196	CUSTOM ALARM, serv.	\$357.00
54197	DEMCO INC, supp.	\$1,551.84
54198	GALE, supp.	\$646.95
54199	HY-VEE INC, supp.	\$19.33

54200	INGRAM LIBRARY SERVICES, supp.	\$242.91
54201	IOWA LIBRARY ASSOCIATION, serv.	\$95.00
54202	MARTIN BROS DISTRIBUTING CO, supp.	\$393.05
54203	MEDIACOM, serv.	\$348.08
54204	MICK GAGE PLUMBING & HEATING, serv.	\$663.17
54205	MIDWEST TAPE, supp.	\$79.76
54206	NEWBAUER INC, serv.	\$59.00
54207	VAC SHACK & SEWING CENTER, serv.	\$98.45
54208	VISA, supp.	\$233.37
ACH	BANCORPSV, serv.	\$356.31
ACH	BANCORPSV, serv.	\$194.58
ACH	BARBARA BROWN (FGP), mileage	\$56.16
ACH	BETTY HANSON (FGP), mileage	\$12.80
ACH	FIRST CITIZENS BANK-CC, mileage	\$17.99
ACH	IMAGETEK, serv.	\$355.75
ACH	JACKIE FERCH (FGP), mileage	\$19.20
ACH	JANET NIESS (FGP), mileage	\$51.20
ACH	JENNY KLUNDER (FGP), mileage	\$6.40
ACH	TREASURER, STATE OF IOWA, sales tax	\$5,802.24
ACH	VICKI INMAN (FGP), mileage	\$24.30
54209	AGSOURCE COOPERATIVE SERVICES, serv.	\$139.00
54210	ARNOLD MOTOR SUPPLY LLP, supp.	\$1,810.42
54211	AUTOZONE, supp.	\$165.95
54212	BLACKHAWK AUTOMATIC SPRINKLERS, serv.	\$577.00
54213	BLUE GAVEL PRESS, supp.	\$129.24
54214	BLUE TARP FINANCIAL, serv.	\$39.99
54215	BRUENING ROCK PRODUCTS INC, supp.	\$642.51
54216	BUSINESS CARD, serv.	\$2,311.01
54217	CARPENTER UNIFORM CO, supp.	\$2,821.92
54218	CEDAR VALLEY PRINT & SUPPLY, supp.	\$375.93
54219	CENTURYLINK COMMUNICATIONS, serv.	\$2,147.58
54220	CERRO GORDO PUBLIC HEALTH, serv.	\$80.00
54221	CHARLES CITY ELECTRONICS, supp.	\$11.98
54222	CHARLES CITY PRESS INC, serv.	\$830.76
54223	CINTAS CORPORATION #762, serv.	\$179.77
54224	COMPUTRONICS, serv.	\$227.50
54225	DE LAGE LANDEN, serv.	\$158.68
54226	DON'S REPAIR, supp.	\$34.46
54227	ENVIRONMENTAL RESOURCE ASSOC, serv.	\$231.52
54228	FEDERAL COMPANIES, serv.	\$27.80
54229	FLOYD CO FIREFIGHTERS ASSOC, serv.	\$50.00
54230	FLOYD COUNTY ENGINEER, supp.	\$80.27
54231	FLOYD COUNTY EXTENSION, serv.	\$45.00

54232	FLSMIDTH USA INC, supp.	\$1,455.50
54233	GRAHAM TIRE MASON CITY, supp.	\$552.60
54234	GRAINGER, supp.	\$228.75
54235	HOBERT ELECTRIC, serv.	\$721.15
54236	HOMETOWN SALES & SERVICES LLC, serv.	\$952.82
54237	I WIRELESS, serv.	\$72.26
54238	IAFGSCP ASSOCIATION, serv.	\$100.00
54239	IAWEA, serv.	\$20.00
54240	IDOT-CASHIER'S OFFICE	**VOIDED**
54241	IDOT-CASHIER'S OFFICE, supp.	\$2,718.59
54242	IA FLOODPLAIN STORMWATER MGMT, serv.	\$40.00
54243	INLAND TRUCK PARTS & SERVICE, supp.	\$41.40
54244	IOWA CITY/COUNTY MGMT ASSOC, serv.	\$600.00
54245	JENDRO SANITATION SERVICES, serv.	\$20,196.89
54246	JENDRO SANITATION SERVICES, serv.	\$216.00
54247	JOHN DEERE FINANCIAL, supp.	\$369.36
54248	KELTEK, INC, serv.	\$510.15
54249	KEYSTONE LABORATORIES, serv.	\$368.85
54250	KMART STORE #7767, supp.	\$101.63
54251	LEAF, serv.	\$126.58
54252	LESSIN SUPPLY COMPANY, supp.	\$1,236.72
54253	LESSIN SUPPLY COMPANY, supp.	\$9.39
54254	MAINSTAY SYSTEMS INC, serv.	\$657.00
54255	MARCO TECHNOLOGIES LLC, serv.	\$51.39
54256	MARCO TECHNOLOGIES LLC, serv.	\$429.44
54257	MERRITT COMPUTER SERVICE INC, serv.	\$477.38
54258	METERING TECHNOLOGY SOLUTIONS, supp.	\$3,242.81
54259	MICK GAGE PLUMBING & HEATING, serv.	\$77.00
54260	MIDLAND GIS SOLUTIONS LLC, serv.	\$18,000.00
54261	MIKE'S C&O TIRE INC, serv.	\$438.18
54262	MISSISSIPPI LIME COMPANY, supp.	\$5,719.88
54263	NEWBAUER INC, serv.	\$17.45
54264	NEWBAUER INC, serv.	\$185.25
54265	NIACOG, serv.	\$4,115.62
54266	NOAH, SMITH & SCHUKNECHT PLC, serv.	\$4,422.82
54267	NORTH IOWA BROADCASTING, serv.	\$75.00
54268	OFFICE DEPOT, supp.	\$338.01
54269	OTTO'S OASIS, serv.	\$149.00
54270	PAUL HUGHES, safety glasses reimbursement	\$150.00
54271	PERRY NOVAK ELECTRIC INC, serv.	\$3,919.50
54272	POSTMASTER, serv.	\$905.00
54273	POSTMASTER, supp.	\$141.00
54274	PRODUCTIVITY PLUS ACCOUNT, serv.	\$2,705.18

54275	QUALITY PUMP & CONTROL, serv.	\$790.00
54276	R&R PRODUCTS INC, supp.	\$435.24
54277	RAPIDS REPRODUCTIONS INC, supp.	\$84.84
54278	RECREATION SUPPLY COMPANY, supp.	\$210.69
54279	RILEY'S INC, supp.	\$172.39
54280	RISE BROADBAND, serv.	\$19.00
54281	ROBERT BROOKE AND ASSOCIATES, supp.	\$14.00
54282	SCHUETH ACE HARDWARE, supp.	\$444.71
54283	SCHUETH ACE HARDWARE, supp.	\$35.94
54284	SHERWIN-WILLIAMS CO, supp.	\$239.82
54285	SNAP-ON TOOLS/DUANE KAY, supp.	\$60.30
54286	SNAP-ON TOOLS/DUANE KAY, supp.	\$325.20
54287	STAAB CONSTRUCTION CORPORATION, serv.	\$5,000.00
54288	STANARD & ASSOCIATES INC, serv.	\$230.50
54289	SUPERIOR LUMBER INC, supp.	\$625.88
54290	SUPERIOR LUMBER INC, supp.	\$166.77
54291	TRANS IOWA EQUIPMENT, supp.	\$1,286.78
54292	UNITED STATES CELLULAR, serv.	\$942.03
54293	US POSTAL SERVICE, serv.	\$1,000.00
54294	VERN LAURES AUTO CENTER, supp.	\$175.00
54295	WINDSTREAM, serv.	\$55.34
54296	ZACHARY ECKENROD, K-9 expense reimbursement	\$112.00
54297	ZIEGLER INC, supp.	\$282.51

December Receipts - Gen -127979.31; Disp-45425.40;P/R C/I-103.08;CommEquip-1225.07;H/M-45451.66; RUT-70755.61;EmpBen-51932.73;CVTC-5474.20;Emerg-3029.62;OptTx-67150.31;TIF-19685.45;FGP-24273.71;PubHous-91988.20;Sect8-116625.92;DebtServ-16698.53;'15CapProj-24390.37;'16CapProj-18322.81;Water-170616.14;Sewer-122096.99;WasteFund-28700.00;Transit-815.00;SWU-14002.97;FireExt-18.00

December Disbursements - Gen-199748.42;Disp-31312.41;SafetyEd-95.00;P/R C/I-376.30;NuisAbate - 10928.80; RUT-51281.93;EmpBen-70734.37;CVTC-13782.07;'16flood-15746.58;TIF-151879.06;LibrTr-278.78;FGP-26685.24;PubHous-40386.43;Sect8-52642.88;AssetForf-716.84;Cable-1222.19;DebtServ-44768.75;'15CapProj-24390.37;'16CapProj-18322.81;Water-217872.16;Sewer-84955.12;UVDIsinf-1282.50;WasteFnd-22134.95;SWU-16616.99;FireExt-90.78

Business of the Mayor - none

Jay Swaroff was present to request use of city property and closure of streets for C.A.R. group annual car show. It will be held July 16, 2017 and they are requesting use of Central Park and the closure of 2 blocks of Kelly, one block of Blunt and one block of N. Jackson surrounding the park from 6:00 a.m. to 4:00 p.m. This is the same as in previous years. Motion by Freeseaman, second Joerger to approve the request.
Ayes - 5

Elizabeth Thyer from Gardiner Thomsen was present to review the FY16 audit report. They have issued an unmodified opinion on the city's financials for FY16, which is a clean opinion. The city's G.O. debt limit is approximately 18 million and we are at approximately 5.6 million. We have a good ending balance in our General Fund, which for the report includes other general type funds such as Safety Ed, Park/Rec Capital improvement, Dispatch). We have some large balances in some of our TIF funds but those will be spent down in the next few years. One audit finding that was listed is segregation of duties which is very

common. And since we do not have a CPA on staff, we are also cited for preparation of full disclosure reports. We did go over budget mid-year in one program, but that was amended. We have some deficit fund balances but they are due to capital projects that are waiting for loan proceeds or for reimbursement. There were some negative numbers showing up on our annual TIF reconciliation report from the county and staff is working with them to correct that. Motion by Joerger, second Freeseeman to approve the audit report for FY16 as presented. Ayes - 5

Heidi Nielsen, housing director, was present to discuss the SCT/NCT/Morningside site improvement project. This project is complete and ready to be accepted. It involved addition and replacement of hand rails at all three sites. Final cost of the project was \$176,918.75 with two change orders totaling \$27,168.75. The 2015 and 2016 Capital Funds paid for this project. Council member Freeseeman introduced Resolution No. 01-17 entitled, "RESOLUTION ACCEPTING THE SOUTH CEDAR TERRACE, NORTH CEDAR TERRACE AND MORNINGSIDE SITE IMPROVEMENT, CHARLES CITY, IOWA IN THE AMOUNT OF \$176,918.75" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseeman, Hammond, Mallaro. Nays - none.

Heidi Nielsen, housing director, has been working with the city attorney for the past several months to amend the procurement policy to be in compliance with HUD regulations. In order to implement the policy, the city's ordinance pertaining to the housing authority needs to be changed to confer more power to the housing board. The housing director will also be authorized to sign all contracts and documents that are approved by the housing board. Oversight by the city council is still retained. Motion by Freeseeman, second by Joerger to approve the first reading of Ordinance 1099 AN ORDINANCE REPEALING CHAPTER 27 OF THE CHARLES CITY CODE OF ORDINANCES AND ADOPTING A NEW CHAPTER 27 WHICH AMENDS THE PROVISIONS OF THE REPEALED CHAPTER BY PROVIDING THAT THE CITY COUNCIL OF CHARLES CITY, IOWA, SHALL EXERCISE ALL POWERS CONFERRED BY CHAPTER 403A OF THE CODE OF IOWA THROUGH THE CHARLES CITY HOUSING REDEVELOPMENT AUTHORITY BOARD OF COMMISSIONERS AND ITS EXECUTIVE DIRECTOR, SUBJECT TO THE JURISDICTION OF THE CITY COUNCIL AND SUPERVISION OF THE CITY ADMINISTRATOR. Ayes - 5. Council member Freeseeman read the ordinance.

Staff have determined that Chapter 105.06 of the city code pertaining to yard waste needs to be amended to reflect what the current practice actually is. The amendment addresses the yearly brush and leaf pickup and the burn ban currently in place. Motion by Hammond, second Mallaro to approve the first reading of Ordinance 1098 AN ORDINANCE AMENDING SECTION 105.06 OF THE CHARLES CITY CODE OF ORDINANCES FOR THE PURPOSE OF MODIFYING THE REQUIREMENTS FOR THE DISPOSAL OF YARD WASTE. Ayes - 5. Council member Hammond read the ordinance.

The procurement policy for public housing has been drafted by the city attorney to be in compliance with HUD requirements. Council member Freeseeman introduced Resolution No. 02-17 entitled, "RESOLUTION ADOPTING PROCUREMENT POLICY FOR CHARLES CITY HOUSING AUTHORITY" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Hammond, Mallaro, Starr, Joerger, Freeseeman. Nays - none.

The city engineer has drafted preliminary plans and specs for the 2017 Sanitary Sewer Lining project. This has been an ongoing program in the city and helps to limit inflow and infiltration into the city's sanitary sewer mains. The area to be included in this project is the northeast area of the city mainly north of 13th Avenue and east of D Street. A public hearing on this project will be held February 21 with a bid date of February 16. Council member Freeseeman introduced Resolution No. 03-17 entitled, "RESOLUTION APPROVING PRELIMINARY PLANS AND NOTICE OF HEARING TO BIDDERS FOR THE 2017 SANITARY SEWER LINING PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Mallaro, Starr, Joerger, Freeseeman, Hammond. Nays - none.

The UV Disinfection Project is completed and ready to be accepted. Staab Construction was the contractor for this project with the final cost coming in at \$983,464.00 This project was a second phase in the overall improvements to the waste water treatment plant. A two year maintenance bond has been received. Council member Freeseaman asked if this project will be viable with the proposed changes coming to the wastewater plant and city engineer Fallis responded yes. Council member Freeseaman introduced Resolution No. 04-17 entitled, " RESOLUTION ACCEPTING THE UV DISINFECTION PROJECT AND AUTHORIZING FINAL PAYMENT" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none

The 2016 House Demolition project is also completed and ready for acceptance. The city purchased a nuisance property located at 1911 Clark Street and subsequently demolished the structure there. This is a non-buildable lot and is located in a prominent location. The demolition was completed at a total cost of \$11,504 by Sargent Trucking and Excavating. Council member Joerger introduced Resolution No. 05-17 entitled, "RESOLUTION ACCEPTING THE 2016 HOUSE DEMOLITION PROJECT AND AUTHORIZING FINAL PAYMENT" 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 Council member Freeseaman asked what the city intends to do with this property now and City Administrator Diers stated that a couple of options are a trailhead for the Charley Western Trail and making edible landscape there.

Assistant City Attorney Brad Slotter reported that the agreement for 301 S. Johnson is back and ready for execution.

City Clerk O'Donnell reported that the next meeting will be a budget meeting on January 24 at 4:30 pm.

City Administrator Diers reported that there is no water leak on North Grand near Simply Essentials, it is just work being done on the force main being constructed there. The RAGBRAI announcement party is this Saturday in Des Moines and there is a contingent from Charles City attending that.

Council member Hammond reported that the hotel/motel tourism steering committee met last week and 4 applications were received with 3 of them getting approval for funding.

Council member Joerger reported that the landfill audit will be ready at the next meeting.

Council member Freeseaman reported that Council member Joerger is the new chair of the SW Bypass TIF administrative board.

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

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk