

Council/Staff Planning Session

1. Meeting Date And Time

- 1.I. March 1, 2023 5:00 P.m., Council Chambers, 105 Milwaukee Mall Note: Mayor, Council And Staff Will Be Attending This Meeting In Person In The Council Chambers. Public Can Attend In Person Or They Can Attend The Meeting Via Zoom.com: Meeting ID 787 065 8066 Phone Number To Call To Participate Via Telephone: 312-626-6799 Please Note: This Meeting Is Starting At 5:00 P.m.

2. Call To Order

3. Mayor's Comments

4. Request To Consider Allowing Chickens In The City Limits - Ashley Robbins

Documents:

[CHICKEN REQUEST.PDF](#)

5. Summit Pipeline Discussion

6. Discuss Vac Truck Purchase

Documents:

[AIS - VAC TRUCK\(PACKET\)3.1.23.PDF](#)

7. Discuss Water Generator Purchase

Documents:

[AIS - WATER GENERATOR \(PACKET\) 3.1.2023.PDF](#)

8. Discuss Plugging Of Well #4

Documents:

[AIS- PLUG WELL 4 \(PACKET\) 3.1.2023.PDF](#)

9. Discuss Parking Regulations In 100 And 200 Blocks Of Main Street

10. Discuss Increasing Of Traffic Ticket Fines

Documents:

[PARKING TICKET FINES PURPOSAL 02-27-23.PDF](#)

11. Discuss Possible Shared Funding For Watershed Authority Coordinator Position

12. City Administrator Report

Documents:

[V5.0 FY24 POST RESIDENTIAL ROLLBACK CORRECTION 2.27.23.PDF](#)

13. Board, Commission Or Committee Reports

14. Adjourn

Trudy O'Donnell

From: Ashley Robbins [REDACTED]
Sent: Thursday, February 23, 2023 1:20 PM
To: Trudy O'Donnell
Subject: Information for March 1st meeting

Hello Trudy,

This is Ashley Robbins. We spoke on the phone last week. Here is the information we would like to share in the meeting March 1st. Please let me know if there is anything else you need.

Thank you!

We would like to make an appeal to the city council about the town's current ordinance concerning keeping chickens in city limits. With the price of groceries rising daily, we feel that this would be a help to many citizens in our town. As I'm sure each of you are aware, the cost of eggs have tripled since 2020. We aren't asking to have an unlimited amount of chickens that are roaming on our property with no limitations. However, we do believe there is a middle ground. We would like to request to have the right to keep a small number of hens within our own property that are kept within proper enclosures. This way, they aren't free to roam into the streets, or neighboring properties. We also are not asking to have a rooster because we do understand that the noise could raise issues with neighbors.

Several towns/cities in Iowa allow hens within City limits. All of them have different regulations concerning the matter. In this, I have included the names of some of those towns and the regulations they require.

1. Cedar Falls allows for up to 10 hens (no roosters) in town as long as they are registered with the city. There is a registration fee of \$6 per bird.
2. Waverly allows up to four (4) chickens (no roosters). There is an application fee of \$30 (refunded if not approved). Property owner must construct a pen at minimum size and setback requirements from property lines. Permit is valid for three (3) years through December 31 of year three from application year, including remainder of application year.
3. Mason City allows up to a combined 25 chickens, grouse, and rabbits on a lot smaller than an acre.
4. Des Moines allows up to 30 chickens on property smaller than 1 acre.
5. West Des Moines allow chickens, but they may not run at large.
6. Sioux City allows hens but no roosters over 4 months old. No more than 50 birds total and a permit is required.
7. Davenport allows up to 6 female chickens.

There are many other towns around us, big and small that allow citizens to keep chickens in town.

Chickens can be very helpful to our environment and an aid to our local gardeners. Chickens are omnivores by nature and enjoy chasing down plant-destroying insects like grasshoppers, grubs, beetles, and larvae, ridding an area of potential pests in a very short time. Many of our organic farmers rely on their chickens as a natural "insecticide" for their flower and vegetable gardens. They turn and mix soil and manure as they scratch for insects and worms, increasing organic matter and improving fertility. For these reasons, they can really assist in making a better ecosystem.

Overall, you can see that allowing citizens to keep chickens within proper enclosures within our town would be not only reasonable but very beneficial. We are grateful for the opportunity to make this appeal. Thank you for your time and consideration.

Handwritten text at the top of the page, possibly a title or header, which is mostly illegible due to blurring.

AGENDA ITEM SUMMARY

Replacement of Sewer Vac Truck FY24

Background Summary:

The current vac truck was purchased in 2012. It is used by multiple city departments throughout the year. It is mainly used to jet and vac out sanitary sewer lines and manholes, but is also used for storm sewer lines and manholes.

The water department at this point mainly uses it for main breaks and to clean out valve boxes. The water department will use it to hydro excavate around curb stops to verify service line material on the street and house side of the curb stops for our lead service line inventory.

Besides using it to clean the sewer lines, the street department also uses it for hydro excavating for street sign installation and replacements.

Additionally we researched the option of hiring this work done and it was cost prohibitive to go that direction as we would have the truck paid for in six years.

Here is the breakdown for the replacement cost.

Quoted Price \$612,039.36

Ordering the Vac Truck now with anticipated delivery in winter of 2023

Macqueen gave us a trade in offer of \$124,000

We have a local contractor that has offered us \$150,000

Total cost:	\$612,039.36	FY23	FY24
½ Sewer:	\$307,500	\$153,750	\$153,750
¼ Street:	\$152,500	\$76,250	\$76,250
¼ Water:	\$153,750	\$76,875	\$76,875



MacQueen Equipment
 1125 7th Street E
 St Paul, MN 55106
 651-645-5726 • 800-832-6417

Ship To: CHARLES CITY IA- VACTOR 2100i

Invoice To: CITY OF CHARLES CITY
 105 Milwaukee Mall
 Charles City IA 50616

Branch 01 - ST PAUL MN		
Date 12/08/2022	Time 13:46:09 (O)	Page 2
Account No CHARL002	Phone No 6412576300	Est No 02 Q02734
Ship Via Shop	Purchase Order 00000	
Tax ID No		
TONY COCCHIARELLA		Salesperson 189

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 12/30/2022 Amount

- 3.4.10-BELLY PACK WIRELESS CONTROLS(SADDLE) -----\$4,186.00
- 3.5.1-80 GPM/2500 PSI WATER PUMP-----STANDARD
- 3.5.4-JET RODDER ACCUMULATOR ON/OFF MANUAL CNTRL-STANDARD
- 3.5.5-JET RODDER ACCUM. ON/OFF FRNT REEL CNTRL---\$874.00
- 3.5.7-RODDER PUMP DRAIN VALVES-----STANDARD
- 3.5.9-3" Y-STRAINER@PUMP W/3" DRAIN VALVE-----STANDARD
- 3.5.10-HXX KIT W/50' HOSE & NOZZLE-----\$3,697.00
- 3.5.11-SPRING RETRACTABLE HOSE REEL FOR HXX-----\$1,965.00
- 3.6.1-TELE ROTATING REEL,15" EXT 1"X 800' CAP.---STANDARD
- 3.6.3-1"X600' SEWER HOSE 2500 PSI-----STANDARD
- 3.6.6-AUTO LEVEL WIND GUIDE,INDEXING-----\$5,335.00
- 3.6.7-HANDGUN LAY DOWN HOSE-----STANDARD
- 3.6.9-HANDGUN COUPLER-MIDSHIP-----STANDARD
- 3.6.12-INTELLIVIEW SAFETY SYSTEM,HOSE REEL-----STANDARD
- 3.6.13-HYDRAULIC OIL TEMP ALARM-----\$831.00
- 3.6.14-TACH/CHASSIS ENGINE W/HOUR METER-----STANDARD
- 3.6.15-WATER PUMP HOUR METER-----STANDARD
- 3.6.16-DIGITAL HOSE FOOTAGE COUNTER-----STANDARD
- 3.6.17-DIGITAL PSI GAUGE-----STANDARD
- 3.7.4-DIFF. SIZE TANK-1500 GAL-15 YD DEBRIS BDY--\$5,708.00
- 3.7.6-AIR PURGE-----\$1,756.00
- 3.7.8-DIGITAL WATER LEVEL INDICATOR-----STANDARD
- 3.7.12-STAINLESS STEEL WATER TANKS-----STANDARD
- 3.8.1-CURBSIDE TOOLBOX 48WX22HX24D-----STANDARD
- 3.8.3-FRNT BUMPER MNTD 16WX12HX18D/LED MARKERS---\$2,703.00
- 3.8.5-BEHIND CAB BOX 16WX30HX96D-----\$4,389.00
- 3.8.8-STREET SIDE CHASSIS FRAME-60Wx24Hx24D-----\$3,550.00
- 3.9.1-8"X3' ALUM PIPE ASSEMBLY(1) -----\$223.00
- 3.9.2-8"X5' ALUMINUM PIPE ASSEMBLY(2) \$291/EACH--\$582.00
- 3.9.3-8"X7'5" ALUMINUM PIPE ASSEMBLY(2) -----\$812.00
- 3.9.4-8"X6.5' CATCH BASIN NOZZLE ASSMBLY-----\$334.00
- 3.9.5-PICK UP TUBE CLAMPS(10) (\$38/EACH) -----\$380.00
- 3.9.6-LED LIGHTS-CLEARANCE/BACKUP-STOP/TRN/TAIL--STANDARD
- 3.9.12-FED SIG 14 LIGHT PACKAGE LED-----\$4,873.00



MACQUEEN
EQUIPMENT



MACQUEEN
EMERGENCY

MacQueen Equipment

1125 7th Street E

St Paul, MN 55106

651-645-5726 • 800-832-6417

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Description ** Q U O T E ** EXPIRY DATE: 12/30/2022 Amount

3.9.17-LED MIDSHIP TURN SIGNALS-----\$738.00
 3.9.18-WORK LIGHTS(2) ON BOOM-----\$1,068.00
 3.9.19-WORK LIGHT,LED,REAR DOOR(2) (\$899/EA) -----\$1,798.00
 3.9.20- WRK LGHTS, REAR, OP STN, HSE REEL(2) -----\$1,346.00
 3.9.26-REAR DIREC CNTRL, LED ARROW STICK-----\$2,710.00
 3.9.40-H.A.L.O LIGHT(HANDS FREE ACCESSORY) -----\$4,265.00

*****NON-CONTRACT ITEMS*****

ADD REAR SLUDGE PUMP OFF SYSTEM-
 WORKING WITH VACTOR ENGINEERING TO GET FINAL APPROVAL ON
 REAR PUMP OFF FOR THIS SPECIFIC CHASSIS AND VACTOR
 CONFIGURATION

 TRAINING INCLUDED IN DELIVERY OF VACTOR.
 ADDITIONAL (2) TRAININGS INCLUDED IN PURCHASE

3.9.46- 2024 FREIGHTLINER 114SD- 370HP CUMMINS, AUTO 136138.00
 TANDEM-----\$136,138.00

COLOR- WHITE CAB AND WHITE VACTOR BODY



MACQUEEN
EQUIPMENT



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Description ** Q U O T E ** EXPIRY DATE: 12/30/2022 Amount

****TRADE-IN PRICE NOT INCLUDED IN OVERALL PRICE****

CHASSIS: INTERNATIONAL 7500 SBA 6X4

2012 VACTOR 2100 (APPROX. 24,000 MILES ON CHASSIS)

18" PD BLOWER

15 YARD

1500 GALLONS

180 DEG. 5X5 EXTENDABLE/TELESCOPIC BOOM

80GPM/2000PSI RODDER PUMP

HXX KIT WITH 50' RETRACTIBLE HOSE REEL

WIRELESS BELLYPACK CONTROLLER

HOSE WIND GUIDE/DUAL ROLLER, AUTO, INDEXING

LUBE MANIFOLD

TRADE-IN OFFER-----\$124,000.00

ANY STATE TAXES OR FEES WILL BE TAKEN CARE OF BY THE CITY

Subtotal: 612039.36

Authorization: _____

Quote Total: 612039.36

QUOTED PRICES ARE BASED ON CURRENT COSTS AND THEREFORE SUBJECT TO CHANGE
WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL

AGENDA ITEM SUMMARY

PURCHASE GENERATOR FOR HPZ

Background Summary:

The booster pump station is located at the corner of S. Main St and 11th St adjacent to Floyd County Medical Center. It is used to supply water from the Charles St. tower pressure zone to the Corporate Drive water tower, high pressure zone (HPZ).

The HPZ consists of the majority of the large commercial and industrial users in Charles City. These large users include: Zoetis, Cambrex, Croell, as well as Floyd County Medical Center.

The Charles St. water tower feeds the other pressure zone and is fed from the high service pumps located at the water plant and is supplied back up power from the generator at the water treatment plant.

The two pressure zones are connected, but are isolated by closing a number of valves at different locations around the city to keep the two areas separated.

This is needed due to the difference in elevation of the two water towers.

A loss of power for a significant time would not allow us to fill the Corporate Drive water tower. With the tower level getting lower, we would need to open the valves and combine the two pressure zones. This would cause a significant pressure loss on the high-pressure zone.

If a significant loss like this would occur, it would cause many issues for the large consumers mentioned above. This is one of the main reasons I feel we need to consider a portable generator for the high-pressure zone.

The purchase of the generator was figured into the FY23 water department budget at \$85,000. Quote received from Perry Novak Electric (attached) totals \$89,942.51 so just under \$5,000 more. Adjustment can be made within the budget to cover the additional expense.

Perry Novak Electric Inc

2727 Locust Rd
Decorah, IA 52101

Phone: (563) 382-2179
Fax: (563) 382-9877



Quote

Quote No	Quote Date
732	01/20/2023

Salesperson
Jesse Emanuel

Customer

Charles City Hall
105 Milwaukee Mall
Charles City, IA 50616

Work to be Performed at

Charles City Water Dept
1709 Indiana Ave
Charles City, IA 50616

Contact: CORY SPIEKER
Phone: (641) 257-6315 Cell: (641) 426-8188
Fax:
Email: CORY@CITYOFCHARLESCITY.ORG

Work Requested

Estimate to provide a 100 KVA generator, transfer switch, cam locks, and wire. Install of transfer switch, cam locks and tie it into existing service.

Tax not included

Qty	Description	Amount
1.00	Generator/Transfer Switch	83,894.95
1.00	Material	3,423.56
1.00	Labor	2,624.00

Quote Total: 89,942.51

MEETING DATE: 3-1-2023

ITEM: Well #4 Plug

AGENDA ITEM SUMMARY

PLUG/ABANDON WELL #4

Background Summary:

Well #4 is located at 13th Ave & F St. it was originally constructed in 1939. It is drilled to 1,305'. It has not been used for a number of years and the pipes are showing signs of deterioration.

Our operating permit states that the well can be used for no more than 24 hours and only in case of emergency with IDNR approval.

This well only pumps directly into the distribution system. It is not able to pump to the plant for treatment. We currently have two wells at the plant and one behind the VFW that pump to the plant and can bypass the plant to the clearwell, if needed. From the clearwell we are able to pump to the distribution system. The two wells at the plant, as well as all of the high service pumps run off of the plant's generator.

Since this well is near a superfund site, we will be required to plug based on the guidance and requirements of the IDNR.

We have a quote from Northway Well & Pump Co. for \$50,000 to plug the well. We have worked with them on many occasions and they are our go to company with any well issues.

Funding for this project was included in the FY23 Water Department Budget

CITY OF CHARLES CITY

Northway Well and Pump Co.
4895 8th Avenue
Marion, Iowa 52302

November 5, 2021

Water Works Department
105 Milwaukee Mall
Charles City, Iowa 50616

Attn: Mr. Cory Spieker, Water Utility Superintendent

Re: Charles City Well #4 Abandonment

Dear Cory,

I have received the well log for Charles City Well #4. The Well was constructed in 1939 with 16" casing to 295 feet, 12" casing from 661 to 721 feet, 10" casing from 721 to 1011 feet with a total depth of 1305 feet. Due to the fact this Well is fairly close to a super fund site I would assume the IDNR would like cement grout from 400 feet to surface with cement plugs at both the 12" and 10" casing strings.

Prior to abandonment the oil lube turbine pump would have to be removed and the oil extracted from the Well before moving forward. Also, the Well will need to be televised to determine the amount of oil staged in the Well to make sure there are no obstructions or collapsed casing that need to be dealt with prior to the abandonment. For budget purpose I would use \$50,000.00 if there happens to be any lost pumps in the Well depending on their location the IDNR requires removal or at least an attempt to be made. This issue would add to the estimate. The televising would reveal any issues.

Cory, if you have any questions, please let me know.

Sincerely,



Tom Engelken, Sales Representative
NORTHWAY WELL AND PUMP CO.

120618001200

120618100300

120618100600

120620000200

120618100700

120618100400

120618100800

120618001300

120618100900

120618101000

F St.

nd Ave.

Thirteenth Ave.

Thirteenth Ave.



Several years ago (possibly 2015 redo to ordinances), we raised our fines for illegal parking. There has been discussion that we should once again raise the fines to meet current trends. I compiled several fees from cities around our size and/or in close proximity.

I assume the reason for the difference in fines from normal parking infractions to snow ordinance infractions is due to the amount of work required for a snow ticket. I propose we raise all fines to \$25 across the board.

	Normal parking	snow ordinance	Notes
Charles City	15	15	Goes up by \$5 if unpaid
Decorah	15	15	
Waverly	10	15	Goes up to \$20 after 30 days and then to \$30
Nevada	25	50	Goes up by \$5 if unpaid
Webster City	30	35	
Sioux Center	20	20	
Clear Lake	25	25	Goes up by \$5 if unpaid
Ventura	40	40	Goes up by \$5 if unpaid
Denison	25	25	
Hiawatha	10	25	
Adel	15	25	
Norwalk	35	35	
Mason City	20	30	
Marshalltown	20		goes up \$5 if unpaid
Mount Pleasant	25		
Washington	25		
Creston	25		goes up \$5 if unpaid

Thank you,

Hugh Anderson
Chief of Police

2.27.23	2023-24 Budget			2022-23 Budget			
Taxable Valuations:	\$240,724,975	Regular		Taxable Valuations:	\$250,094,103	Regular	
	\$7,927,632	Gas & Electric			\$8,207,987	Gas & Electric	
	\$872,874	Ag Land			\$1,188,750	Ag Land	
	\$248,652,607	Regular+Gas&Elec			\$258,207,987	Regular+Gas&Elec	
	\$277,938,011	Debt Serv w/ gas&elec			\$275,398,357	Debt Serv w/o gas&elec	
<i>subject to Max Levy req.</i>		Levy/\$1,000		<i>subject to Max Levy req.</i>		Levy/\$1,000	
Regular General	\$2,014,086	\$8.10000		Regular General	\$2,091,485	\$8.10000	
Opr./Maint.Transit	\$25,000	\$0.10054		Opr./Maint.Transit	\$70,000	\$0.27110	
Aviation Authority	\$67,136	\$0.27000		Aviation Authority	\$69,716	\$0.27000	
Property Insur.	\$206,189	\$0.82923		Property Insur.	\$169,215	\$0.65534	
Support local EMA	\$1,997	\$0.00803		Support local EMA	\$1,997	\$0.00773	
Library Supp.Regular - VOTED	\$67,136	\$0.27000		Library Supp.Regular - Voted	\$69,716	\$0.27000	
Ag Land	\$2,622	\$3.00387		Ag Land	\$3,571	\$3.00375	
Emergency	\$67,136	\$0.27000		Emergency	\$69,716	\$0.27000	
Police & Fire Retire.	\$278,370	\$1.11951		Police & Fire Retire.	\$303,211	\$1.17429	
FICA/IPERS	\$252,363	\$1.01492		FICA/IPERS	\$253,364	\$0.98124	
Health/Life	\$726,629	\$2.92227		Health/Life	\$618,666	\$2.39600	
Debt Service	\$453,622	\$1.63210		Debt Service	\$511,861	\$1.80543	
TOTAL	\$4,162,286	\$16.53660		TOTAL	\$4,232,518	\$16.20113	
COMMENTS:				COMMENTS:			
Debt service levy includes the following items:		(levy per thousand \$ value)		Debt service levy includes the following items:		(levy per thousand \$ value)	
PD-ammo/guns	\$6,000	\$0.02159		PD-ammo/guns	\$6,000	\$0.02116	
PD-equip	\$46,500	\$0.16730		PD-equip	\$43,200	\$0.15237	
pd/fire/street clothing	\$11,100	\$0.03994		pd/fire/street clothing	\$12,600	\$0.04441	
fire-equip/bunker gear/hoses/pgrs & eq	\$33,000	\$0.11873		fire-equip/bunker gear/hoses/pgrs & eq	\$22,250	\$0.07848	
PD-vehicle replace reserve 1/2	\$20,000	\$0.07196		PD-vehicle replace reserve			
tornado siren replacement	\$4,500	\$0.01619		tornado siren replacement	\$4,500	\$0.01587	
fire station roof reserve (2 of 4) \$80,000	\$0	\$0.00000		fire station roof reserve (2 of 4) \$80,000			
cage - animal control	\$0	\$0.00000		cage - animal control	\$1,000	\$0.00353	
streets-trees, sidewalk, GHD, EPA	\$20,000	\$0.07196		streets-trees, sidewalk, GHD, EPA	\$64,375	\$0.22706	
Park - Pool Chair repair; Chlorinator repair		\$0.00000		Park - Pool Chair repair; Chlorinator repair			
Parks-tree removal	\$0	\$0.00000		Parks-tree removal			
Parks-Riverfront rock/Sportsmans lites and dugout roof	\$10,000 \$8,500	\$0.03598 \$0.03058		fire ambulance bay (2 of 2)			
demo/nuisance abate reserve	\$5,000	\$0.01799		Parks - WW golf cart shed renovat			
TLC year 2 of 3	\$33,333	\$0.11993		demo/nuisance abate reserve	\$10,000	\$0.03527	
Total DS levy for the above items	\$197,933	\$0.71215		Total DS levy for the above items	\$163,925	\$0.57815	