

COUNCIL MINUTES
REGULAR SESSION
JANUARY 3, 2023

Charles City city council met in regular session on January 3, 2023 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Patrick Lumley, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers, city attorney Brad Slotter, city engineer John Fallis and engineer in training Brian Sullivan.

Citizen comments - none

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Pittman, second Lumley to approve the minutes of the December 14 and 19 meetings. Ayes - 5

Motion by Freeseaman, second Pittman to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: approve the following liens for mowing bills: \$147.00 306 8th Ave, \$145.00 305 B St and payment of claims (including those approved by other boards):

79038-79042	PAYROLL ENDING 12/22/2022	\$93,992.05
79043	CITY OF CHARLES CITY	\$796.88
79044	CC PUBLIC EMP HEALTH PLAN	*VOID
79045	CC PUBLIC EMP HEALTH PLAN	\$9,553.78
79046	EMC NATIONAL LIFE-SUPPLEM	\$6.00
79048	DELTA DENTAL	*VOID
79049	DELTA DENTAL	\$2,034.58
79051	VSP	*VOID
79052	VSP	\$477.36
79053	MUTUAL OF OMAHA	*VOID
79054	MUTUAL OF OMAHA	\$1,073.24
79055	AMERICORPS SENIORS	\$155.00
79056	IOWA ASSOC MUNICIPAL UTILITIES	\$7,251.57
79057	IDOT-CASHIER'S OFFICE	\$2,790.42
79058	JENDRO SANITATION SERVICES	\$712.42
79059	LEAF	\$134.67
79060	LUTCAVISH FLOORING	\$16,951.00
79061	MARCO TECHNOLOGIES LLC	\$214.34
79062	MICROBAC LABORATORIES, INC	\$57.00
79063	CC PUBLIC EMP HEALTH PLAN	*VOID
79064	MARCO TECHNOLOGIES LLC	\$63.99
79065	TRUENORTH	\$250.00
79066	UB DEPOSIT REFUND	\$90.00
79067	CC PUBLIC EMP HEALTH PLAN	\$45,000.00
79068-79077	JANUARY HOUSING HAPS	\$66,009.96
79079	CALHOUN-BURNS & ASSOCIATES	\$8,209.00
79080-79081	CC PUBLIC EMP HEALTH PLAN	*VOID
79082	CC PUBLIC EMP HEALTH PLAN	\$76,039.92
79083	CENTRAL IOWA DISTRIBUTING	\$80.00

79085	CINTAS CORPORATION	\$113.22
79086	CIRCLE K COMMUNICATIONS INC	\$5,572.95
79087	DEREK MILLER	\$247.66
79088	FLOYD COUNTY TREASURER	\$380.00
79089	GORDON FLESCH COMPANY INC	\$300.20
79090	JUSTIN MEADER dba GPM	\$712.47
79092	HACH COMPANY	\$934.00
79093	JENDRO SANITATION SERVICES	\$220.61
79094	JOHN A HOWE	\$850.00
79095	MAIN STREET CHARLES CITY	\$11,977.96
79097	MICROBAC LABORATORIES, INC	\$57.00
79098	MIDAMERICAN ENERGY	*VOID
79099	MIDAMERICAN ENERGY	\$43,357.08
79100	MIDAMERICAN RESEARCH CHEMICAL	\$252.60
79101	NASSCO INC	\$301.35
79102	NCL OF WISCONSIN	\$38.16
79103	NORTHERN SAFETY CO INC	\$125.01
79104	PAWS HUMANE SOCIETY	\$1,550.00
79105	PERRY NOVAK ELECTRIC INC	\$352.48
79106	POLICE LEGAL SCIENCES INC	\$560.00
79107	QUILL CORPORATION	\$139.96
79109	SNAP ON	\$24.52
79111	VEENSTRA & KIMM INC	\$21,449.75
13190	DANA SCHWICKERATH	\$225.00
13191	DONNA DUNLAP (FGP)	\$52.50
13192	VICKI INMAN (FGP)	\$41.26
ACH	AFLAC	\$917.03
ACH	COLLECTION SERVICE CENTER	\$262.60
ACH	EFTPS (PAYROLL TAXES)	\$26,132.98
ACH	ICMA MEMBERSHIP RENEWALS	\$1,843.09
ELEC	IA PUBLIC EMPLOY RETIRE	\$29,572.43
ACH	MUNICIPAL FIRE & POLICE	\$27,781.70
ELEC	TREASURER STATE OF IOWA	\$10,240.00
ELEC	BUSINESS CARD	\$971.03
ELEC	IA WORKFORCE DEVELOPMENT	\$2,411.09
ELEC	CC PUBLIC EMP HEALTH PLAN	*VOID
ACH	JANET JOHNSON	\$16.64
ACH	PORTZEN CONSTRUCTION	\$28,378.67
	TOTAL:	\$550,306.18

Council committees were reviewed. Council member Lumley needs to leave the airport commission and will be replaced with Councilmember Freeseaman. Council member Knighten will be replaced on the E9-1-1 commission as alternate and will be replaced with Councilmember Lumley.

Mayor Andrews opened the public hearing on proposed development agreement with Cambrex Corporation. Affidavit of publication dated 12/23/22 was informally filed. City administrator Diers

reviewed the terms of the development agreement, which include a 6 year 90% tax rebate with a cap of \$400,000. Forty new jobs will be added with 39 of them qualifying for the high quality job credit. This will gain them a forgivable loan of \$48,750 (\$1250/job for 39 jobs). These jobs will need to be added within the next three years. Construction on their project will start this spring. Council member Freeseaman introduced Resolution 01-23 entitled, "RESOLUTION APPROVING DEVELOPMENT AGREEMENT WITH CAMBREX CORPORATION, AUTHORIZING ANNUAL APPROPRIATION TAX INCREMENT PAYMENTS AND PLEDGING CERTAIN TAX INCREMENT REVENUES TO THE PAYMENT OF THE AGREEMENT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none.

The arboretum project was awarded to Wells Hollow at the last regular council meeting. The contract and bond are both ready to be approved for this project. The total of the bid is \$178,411.50 which includes the base bid and two alternate bids. This project will be funded with a \$100,000 WQI grant, sponsored project dollars and donations. The city will also be paying about \$20,000 for replacement of the sidewalks around this project. Work will start this spring with a completion date of September 30, 2023. Council member Pittman introduced Resolution 02-23 entitled, "RESOLUTION APPROVING A CONTRACT AND BOND FOR THE 2022 GARDEN CORRIDOR EDIBLE ARBORETUM URBAN CONSERVATION DEMONSTRATION PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Pay estimate #35 for the WRRF project has been submitted. The amount to be paid to Portzen Construction for this month is \$28,378.67. They are still waiting on a valve but once that is installed, the project to be able to be closed out. Fox Strand Engineering is recommending payment of this amount. Councilmember Freeseaman introduced Resolution 03-23 entitled, "RESOLUTION APPROVING PAY ESTIMATE #35 FOR WATER RESOURCE RECOVERY FACILITY PROJECT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Chris Diggins from NIACOG has submitted a procurement policy that council needs to approve as a requirement for the CDBG grant we have been awarded for the clear well project. These are procedures we follow on all of our grants but it is a requirement that council formally adopt this. Motion by Pittman, second Freeseaman to approve the procurement policy. Ayes - 5

An alternate signatory needs to be approved for this CDBG grant. The mayor currently is appointed but in case he is unavailable, we would like to add city administrator Diers as an alternate signatory. Motion by Knighten, second Starr to approve city administrator Diers as alternate signatory for the CDBG grant. Ayes - 5

City clerk O'Donnell reported that there are budget meetings scheduled for January 4, 5, 9 and 11 at 5:30 p.m.

City administrator Diers reported that our valuations are in and show a decrease of 3 ½ million in our taxable valuations but a 3% increase in the 100% valuations, which will hurt our general fund. Some of the reasons for this are TIF payments, the end of the multi-residential backfill and the changes in how the state is treating business property tax credits. Diers also reported that we lost Toni Pieper, one of our Foster Grandparents, this past week and expressed sympathy to her family.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk