

COUNCIL MINUTES
REGULAR SESSION
JANUARY 19, 2022

Charles City city council met in regular session on January 19, 2022 at 6:00 p.m. via Zoom. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Patrick Lumley, Phoebe Pittman and Phillip Knighten. Absent was DeLaine Freeseaman. Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Sloter.

Citizen comments - none.

Mayor Andrews welcomed everyone to the meeting.

Motion by Pittman, second Lumley to approve the agenda. Ayes - 4.

Motion by Pittman, second Lumley to approve the minutes of the January 3, 5 and 6 meetings. Ayes - 4

Motion by Pittman, second Lumley to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following: approve the following bonds-Contractor - Geerts Plumbing and Heating, Quade Construction; Plumbing-Pederson Plumbing; Electrical - Mills Inc., approve 12/21 financials for city of Charles City and CC Public Employees Health Plan and payment of claims (including those approved by other boards):

75313-75339	PAYROLL ENDING 01/01/2022	\$101,680.66
75340	CITY OF CHARLES CITY, payroll liabilities	\$1,040.75
75341	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
	CC PUBLIC EMP HEALTH PLAN, payroll	
75342	liabilities	\$9,369.46
	COLLECTION SERVICE CENTER, payroll	
ACH	liabilities	\$33.25
ACH	EFTPS, payroll liabilities	\$28,147.13
75343	EMC NATIONAL LIFE CO, payroll liabilities	\$6.00
	FAMILY COMM CREDIT UNION, payroll	
ACH	liabilities	\$1,683.00
ACH	ICMA, payroll liabilities	\$2,891.51
ACH	CARMEN RAMSAY (FGP), mileage	\$16.00
ACH	JACQUELINE FERCH (FGP), mileage	\$4.00
ACH	LA DONNA NORRIS (FGP), mileage	\$5.12
ACH	MAVIS BEENEN (FGP), mileage	\$5.12
ACH	PORTZEN CONSTRUCTION, serv.	\$209,893.96
75344	CENTURYLINK, serv.	\$1,411.35
75345	CENTURYLINK, serv.	\$462.95
75346	KWIK TRIP INC, supp.	\$20.19
75347	PITNEY BOWES-LEASE ACCT, serv.	\$160.38
75348	RENEE WAGNER, serv.	\$223.00
75349	ANDREA MARTIN, utility deposit refund	\$60.54
75350	RAHUL PATIL, utility deposit refund	\$29.40
75351	JEREMY PETTUS, utility deposit refund	\$19.49
75352	SARAH ROBERSON, utility deposit refund	\$90.00
75353	CONNOR CROOKS, utility deposit refund	\$90.00
75354	NELSON FERNANDEZ, utility deposit refund	\$90.00

75355	JOLENE HAGARTY, utility deposit refund	\$90.00
75356	MARY JUDAY, utility deposit refund	\$90.00
75357	MICHELLE MCINTYRE, utility deposit refund	\$90.00
75358	JOHN NEVE, utility deposit refund	\$60.00
75359	BILLIE RODEMAKER, utility deposit refund	\$90.00
75360	MCKENZIE SCHOBA, utility deposit refund	\$90.00
75361	HANNA SEVERIN, utility deposit refund	\$90.00
75362	GWORCS, serv.	\$452.39
75363	MARCO, serv.	\$134.36
75364	MICK GAGE PLUMBING & HEATING, serv.	\$1,305.84
75365	WEX BANK, supp.	\$8,948.94
75366	MEDIACOM, serv.	\$79.48
75367	AMAZON CAPITAL SERVICES, supp.	\$86.66
75368	BAKER & TAYLOR BOOKS,SERV, supp.	\$2,138.54
75369	BAKER & TAYLOR ENTERTAIN, supp.	\$65.22
75370	BRODART COMPANY, supp.	\$230.34
75371	CANON FINANCIAL SERVICES INC, serv.	\$69.32
75372	CAROL CASE, serv.	\$1,138.20
75373	CC PUBLIC EMP HEALTH PLAN, serv.	\$4,432.97
75374	CENTER POINT LARGE PRINT, supp.	\$48.04
75375	CENTRAL IOWA TOURISM, serv.	\$50.00
75376	CITY DIRECTORY INC, supp.	\$163.75
75377	COREY HAWKE, serv.	\$389.00
75378	CUSTOM COMMUNICATIONS INC, serv.	\$378.96
75379	DEMCO INC, supp.	\$99.12
75380	GORDON FLESCH COMPANY, serv.	\$110.76
75381	GREY HOUSE PUBLISHING, supp.	\$252.50
75382	HERRON'S BAND BOX INC, serv.	\$558.60
75383	INGRAM LIBRARY SERVICES, supp.	\$55.12
75384	IOWA LIBRARY ASSOCIATION, serv.	\$250.00
75385	KANOPY INC, supp.	\$36.00
75386	MARTIN BROS DISTRIBUTING CO, supp.	\$784.49
75387	MEDIACOM, serv.	\$335.86
75388	MIDAMERICAN ENERGY, serv.	\$3,681.72
75389	MIDWEST TAPE, supp.	\$147.19
75390	SCHUETH ACE HARDWARE, supp.	\$14.11
75391	STAPLES ADVANTAGE, supp.	\$171.33
75392	VISA, supp.	\$157.73
75393-75405	PAYROLL ENDING 01/15/2022	\$101,331.22
ACH	AFLAC, payroll liabilities	\$1,004.42
75406	CITY OF CHARLES CITY, payroll liabilities	\$1,040.61
75407	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
75408	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$9,369.31

	COLLECTION SERVICE CENTER, payroll liabilities	\$49.87
ACH	EFTPS, payroll liabilities	\$30,788.97
75409	EMC NATIONAL LIFE CO, payroll liabilities	\$6.00
75410-75411	DELTA DENTAL	**VOIDED**
75412	DELTA DENTAL, payroll liabilities	\$1,679.02
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,683.00
ACH	ICMA, payroll liabilities	\$2,891.51
ACH	IPERS, payroll liabilities	\$29,480.82
ACH	MUNICIPAL FIRE & POLICE, payroll liabilities	\$28,202.13
75413	VSP	**VOIDED**
75414	VSP, payroll liabilities	\$422.70
ACH	TREASURER , STATE OF IOWA, payroll liabilities	\$11,514.00
75415	MUTUAL OF OMAHA	**VOIDED**
75416	MUTUAL OF OMAHA, payroll liabilities	\$434.60
ACH	JANUARY FGP STIPEND CHECKS	\$8,534.38
ACH	BANCORPSV, serv.	\$934.71
ACH	BANCORPSV, serv.	\$1,781.31
ACH	BUSINESS CARD, serv.	\$2,623.87
ACH	FIRST CITIZENS-CC, serv.	\$16.89
ACH	IMAGETEK OPERATIONS, serv.	\$496.00
ACH	TREASURER, STATE OF IOWA, sales tax	\$1.14
ACH	US POSTAL SERVICE (DEC), supp.	\$1,000.00
ACH	US POSTAL SERVICE (JAN), supp.	\$1,000.00
75417	AERZEN USA CORPORATION, supp.	\$206.21
75418	AGVANTAGE FS, supp.	\$59.40
75419	AHLERS & COONEY PC, serv.	\$1,091.50
75420	AMAZON CAPITAL SERVICES, supp.	\$88.32
75421	AMERICAN MEDICAL RESPONSE, serv.	\$7,291.67
75422	AMI GLOBAL LLC, serv.	\$320.00
75423	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
75424	ARNOLD MOTOR SUPPLY LLP, supp.	\$1,697.27
75425	ARNOLD MOTOR SUPPLY LLP, supp.	\$74.72
75426	AUDITOR OF STATE, serv.	\$850.00
75427	CAPITAL ONE TRADE CREDIT, serv.	\$39.99
75428	CARQUEST AUTO PARTS, supp.	\$440.74
75429	CENTRAL IOWA DISTRIBUTING, supp.	\$281.00
75430	CENTURYLINK, serv.	\$46.22
75431	CHARLES CITY PRESS INC, serv.	\$1,742.49
75432	CINTAS, supp.	\$172.74
75433	CINTAS CORPORATION, serv.	\$42.83
75434	CIRCLE K COMMUNICATIONS INC, supp.	\$350.00
75435	CENTRAL IOWA TELEVISIONING, serv.	\$6,350.00
75436	ECOLAB, supp.	\$812.22

75437	FAREWAY STORE, supp.	\$13.47
75438	FLOYD COUNTY CLERK OF COURT, serv.	\$155.00
75439	FLOYD COUNTY RECORDER, serv.	\$310.00
75440	GRAINGER, supp.	\$246.83
75441	HOLDEN HILLEGAS/H&R LAWNCARE, serv.	\$50.00
75442	HACH COMPANY, supp.	\$2,116.00
75443	IOWA DEPT OF NATURAL RESOURCES, serv.	\$60.00
75444	INTERNATIONAL CODE COUNCIL INC, serv.	\$247.00
75445	IOWA DEPT INSPECTIONS/APPEALS, serv.	\$150.00
75446	IOWA ONE CALL, serv.	\$71.30
75447	JENDRO SANITATION SERVICES, serv.	\$51,474.12
75448	JENDRO SANITATION SERVICES, serv.	\$249.90
75449	JOHN DEERE FINANCIAL	**VOIDED**
75450	JOHN DEERE FINANCIAL, supp.	\$467.28
75451	KCMR RADIO, serv.	\$100.00
75452	KEYSTONE LABORATORIES, serv.	\$462.00
75453	L&J INDUSTRIES INC, supp.	\$900.80
75454	LESSIN SUPPLY COMPANY	**VOIDED**
75455	LESSIN SUPPLY COMPANY	**VOIDED**
75456	LESSIN SUPPLY COMPANY, supp.	\$2,150.21
75457	MAINSTAY SYSTEMS OF IOWA LLC, serv.	\$144.00
75458	MICK GAGE PLUMBING & HEATING, serv.	\$154.66
75459	MIDAMERICAN ENERGY, serv.	\$5,594.20
75460	MIDAMERICAN ENERGY, serv.	\$6,169.81
75461	MIKE'S C&O TIRE INC, supp.	\$965.60
75462	MILLS-INC, supp.	\$44.25
75463	MINNEAPOLIS/MARRIOTT NORTHWEST, serv.	\$550.41
75464	MISSISSIPPI LIME COMPANY, supp.	\$6,931.21
75465	MID-STATES ORG CRIME INFO CENTER, serv.	\$150.00
75466	MTI DISTRIBUTING INC, supp.	\$186.52
75467	NCL OF WISCONSIN, supp.	\$298.43
75468	NEWBAUER INC, serv.	\$48.65
75469	NEWBAUER INC, serv.	\$242.50
75470	NIACOG, serv.	\$744.69
75471	PERRY NOVAK ELECTRIC INC, serv.	\$429.04
75472	PERRY NOVAK ELECTRIC INC, serv.	\$370.82
75473	POSTMASTER, supp.	\$580.00
75474	POSTMASTER, serv.	\$1,100.00
75475	QUILL CORPORATION, supp.	\$63.98
75476	RILEY'S INC, supp.	\$814.97
75477	ROTARY CLUB OF CHARLES CITY, serv.	\$187.50
75478	SURVEYING AND MAPPING LLC, serv.	\$630.00
75479	SCHUETH ACE HARDWARE, supp.	\$250.70
75480	SCHUETH ACE HARDWARE, supp.	\$11.98

75481	SHAWN & SHELLEY ZWEIBOHMER, serv.	\$500.00
75482	SNAP-ON TOOLS/DUANE KAY, supp.	\$76.99
75483	T AND K TRACTOR REPAIR, serv.	\$355.69
75484	TERRACON CONSULTANTS INC, serv.	\$1,109.00
75485	TRIUMPH SURPLUS LLC, serv.	\$39.27
75486	USA BLUEBOOK, supp.	\$369.89
75487	VAN WERT COMPANY, supp.	\$4,248.07
75488	WATER ENVIRONMENT FEDERATION, serv.	\$160.00
75489	WISCONSIN INDEPENDENT NETWORK, serv.	\$1,200.00

TOTAL **\$736,990.34**

December Receipts - Gen-168606.43;P/R C/I-9.67;H/M-47243.78; RAGBRAI-.27;RUT-74047.59;EmpBen-68538.06;CVTC-18287.43;Emerg-3967.95;OptTx-80235.16;TIF-34458.23; AmericanRescue-223.51;FGP-19024.11;PubHous-114242.21;Sect8-84606.75;DebtServ-27951.32;'20 CapFnd-601.77;Water-235237.77;Sewer-160140.63;WasteFnd-59163.53;Transit-41713.19;SWU-16385.60;FireExt-481.50

December Disbursements - Gen-248793.96;RUT-78327.59;EmpBen-96151.83;CVTC-9015.24;TIF-162178.83;LibrTr-1057.43;FGP-19016.92;PubHous-84928.24;Sect8-73141.24;AssetFor128.40;'18Rehab2400.00;Cable41713.98;DebtServ106794.57;StreetRelC/I22705.76; CWBridge-5306.00;FibertoHome464.43;SWIndustStormWater-36973.27;IPC-6286.03;Water-183369.95;ClearWellProj-4407.22;Sewer-219314.36;WWTPExpFund-279090.44; WasteFnd-52935.73;Transit-35235.10;SWU-2259.92;FireExt-358.00

City clerk O'Donnell swore in Rhett Belew, our newest police officer.

City council board and commission listing was reviewed and some changes were made.

A request for street closure for the IC Color Run on May 7 was presented by Emily Stowe. They are asking to close St. Mary's Street from Clark Street to Kelly St. on the school side of the street. Most of the run will be done on the bike trail and since it's not a timed race, they won't require any police at the street crossings. Motion by Pittman, second Lumley to approve the request. Ayes - 4

Mayor Andrews opened the public hearing on development agreement with MM Real Estate Holdings. Affidavit of publication dated 1/7/22 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Pittman, second Knighten to close the hearing. Ayes - 4. This development agreement is for a 5 year 86.68% rebate with a cap on the total of \$125,000. Council member Knighten introduced Resolution 4-22 entitled, "RESOLUTION APPROVING DEVELOPMENT AGREEMENT WITH MM REAL ESTATE HOLDINGS, LLC, AUTHORIZING ANNUAL APPROPRIATION TAX INCREMENT PAYMENTS AND PLEDING 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, Pittman, Knighten. Nays - none

An agreement with NIACOG for administering the CDBG grant for the clear well has been submitted for council approval. We have received the maximum award of \$600,000, NIACOG did not charge us to write this grant but they are asking to be paid to administer it. The amount will be charged hourly with a not to exceed amount of \$30,000. Council member Pittman, introduced Resolution 6-22 entitled, "RESOLUTION SELECTING A PROVIDER OF GRANT GENERAL ADMINISTRATIVE SERVICES FOR AWARD OF A CDBG GRANT FOR THE CLEARWELL PROJECT" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Pittman, Knighten. Nays - none.

Negotiations have been conducted with the public works and fire department unions in the city for wages for the next two fiscal years (FY23 and FY24). These are the last two years of the current contract. An increase of 3% has been negotiated with both unions for FY23 and FY24. Council member Pittman introduced Resolution 7-22 entitled, "RESOLUTION APPROVING AMENDMENT TO AGREEMENT" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Pittman, Knighten. Nays - none

The agreement with DIA for helping to detect fraud in the housing department is up for renewal. There are no changes to this agreement and we only get charged when we use their services. We used them once this last year. Councilmember Starr introduced Resolution 5-22 entitled, "RESOLUTION APPROVING AGREEMENT BETWEEN IOWA DEPARTMENT OF INSPECTIONS AND APPEALS AND CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Pittman, Knighten. Nays - none

Council member Pittman introduced Resolution 8-22 entitled, "RESOLUTION APPROVING AMENDMENT OF AGREEMENT" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Pittman, Knighten. Nays - none.

Staff is recommending a change to the reimbursement agreement previously approved by council for our public safety officers. This allows for the city to recoup some of the expenses incurred when hiring a new officer that requires ILEA training. Currently, officers are allowed to make a monthly payment on this reimbursement at a \$100/month amount. If it is a substantial reimbursement amount, this could take a very long time to repay. Staff is recommending a minimum of \$500/month payment. Council member Knighten introduced Resolution 9-22 entitled, "RESOLUTION AUTHORIZING CHANGE TO AGREEMENTS FOR REIMBURSEMENT FOR POLICE TRAINING EXPENSES" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Pittman, Knighten. Nays - none.

Pay estimate #27 has been submitted to the city for payment on the WRRF project. The amount of the request is \$209893.96. This has been reviewed by Fox Engineering and they are recommending payment. Council member Pittman introduced Resolution 10-22 entitled, "RESOLUTION APPROVING PAY ESTIMATE #27 FOR WATER RESOURCE RECOVERY FACILITY PROJECT" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Pittman, Knighten. Nays - none.

A resolution has been prepared approving the fees for registration of off road utility vehicles within the city. The ordinance establishing rules for use of these vehicles within city limits was recently adopted by council. Much discussion has been held on what to do for registration of these units. The committee that worked on this ordinance is recommending a \$30 annual registration for each UTV with a \$5/unit registration for a large event that may be held. The event coordinator would be responsible for gathering the \$5 fee for each registrant and remitting the total to the city along with a list of participants. Each \$30 annual registration would receive a sticker that would need to be attached to the unit so it can be seen by police. Some concern has been voiced to Council member Lumley that the \$30 is too high but Council member Pittman and Chief Anderson commented that this fee is reasonable compared to other cities in our area. Registrations will be distributed by the police department. Question on if we can put this registration online to make it easier for out of town people to access and reply was that it could probably be done. The registration fees will cover the extra policing these units and this mirrors a lot of what the cities around us are doing. Especially with a large event which would require more work by the police. Chief Anderson has had no complaints about the proposed fee. Council member Knighten commented that we may want to consider doing inspections at some point, this maybe should be looked at in six months or so to evaluate how it's going. Councilmember Starr introduced Resolution 11-22 entitled, "RESOLUTION TO ESTABLISH REGISTRATION FEES FOR OFF ROAD UTILITY VEHICLES PURSUANT TO SECTION 75.03(9) OF THE CHARLES CITY CODE OF ORDINANCES" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - 4.

There is a grant available from the state to help with upper story housing. There is an upcoming project that could benefit from this program and the city has to be the applicant for this grant. Mark Wicks will fill out and submit the application for the city but he requires a letter of support for the identified project. Our application will score higher if the city can pledge financial support, so he is recommending that we pledge **up to \$10,000 of a Façade grant to the project if the grant is awarded. This building is at 213 N. Main and** would involve three apartments on the second floor that aren't inhabited yet. Application deadline is January 31. These will be market rate rentals. Council member Pittman introduced Resolution 12-22 entitled, "RESOLUTION APPROVING APPLICATION FOR A DOWNTOWN HOUSING GRANT AND LETTER OF SUPPORT FOR A PROJECT" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Pittman, Knighten. Nays - none.

City clerk O'Donnell reminded council of meetings scheduled for January 20, 24 and 25th. Discussion on whether we can meet in person on January 24 but consensus was to continue to Zoom the meetings. City hall is still closed to the public due to positive COVID cases in the business office.

City administrator Diers reported that after discussions with the county auditor and acting county assessor, we were able to increase our valuations by approximately 9 million. That leaves us still down by about 14 million from last year's numbers. Staff plans on distributing an updated levy sheet for tomorrow's budget meeting.

City engineer John Fallis announced that he will be retiring at the end of this calendar year. He is not taking another position so will help the city as much as he can after he leaves.

Motion by Pittman, second Knighten to adjourn. Ayes - 4

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, city clerk