

COUNCIL MINUTES
REGULAR SESSION
MARCH 1, 2021

Charles City city council met in regular session on March 1, 2021 at 6:00 p.m. via Zoom due to the COVID-19 pandemic. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. 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 Freeseaman, second Joerger to approve the agenda. Ayes - 5

Motion by Joerger, second Starr to approve the minutes of the February 10 and 16 meetings. Ayes - 5

Motion by Joerger, second Starr to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following items: consider approval of cigarette permit for Rush Stop, consider approval of Class LE liquor license for Wildwood Golf Course and payment of claims (including those approved by other boards):

71715-71727	PAYROLL ENDING 02/13/2021	\$88,239.07
ACH	AFLAC, payroll liabilities	\$1,007.15
71728	CITY OF CHARLES CITY, payroll liabilities	\$932.78
71729-71730	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$8,828.64
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$51.68
ACH	EFTPS, payroll liabilities	\$24,201.29
71731	EMC NATIONAL LIFE CO, payroll liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$2,286.38
ACH	IPERS, payroll liabilities	\$29,083.80
71732-71733	LINCOLN NATIONAL LIFE INS, payroll liabilities	\$352.80
71734-71736	DELTA DENTAL, payroll liabilities	\$1,596.36
ACH	MUNICIPAL FIRE & POLICE, payroll liabilities	\$29,125.31
ACH	TREASURER, STATE OF IOWA, payroll liabilities	\$9,678.00
71737-71738	VSP, payroll liabilities	\$326.74
71739	BAKER & TAYLOR BOOKS, supp.	\$4,051.56
71740	BAKER & TAYLOR ENTERTAINMENT, supp.	\$64.49
71741	BRODART COMPANY, supp.	\$326.49
71742	CANON FINANCIAL SERVICES, serv.	\$69.32
71743	CAROL CASE, serv.	\$1,100.00
71744	CC PUBLIC EMP HEALTH PLAN, serv.	\$2,035.01
71745	CENTER POINT LARGE PRINT, supp.	\$676.79
71746	COREY HAWKE, serv.	\$389.00
71747	GORDON FLESCH CO-GFC LEASING, serv.	\$76.00
71748	INGRAM LIBRARY SERVICES, supp.	\$15.78
71749	KANOPY INC, supp.	\$56.00
71750	KS STATE BANK, serv.	\$157.00
71751	MARTIN BROS DISTRIBUTING CO, supp.	\$404.69

71752	MEDIACOM, serv.	\$397.13
71753	MICK GAGE PLUMBING & HEATING, serv.	\$80.00
71754	MIDAMERICAN ENERGY, serv.	\$1,983.85
71755	MIDWEST TAPE, supp.	\$184.16
71756	STAPLES ADVANTAGE, supp.	\$1,030.69
71757	UNIQUE COUNTRY STORE, supp.	\$481.50
71758	BUSINESS CARD, serv.	\$1,340.51
71759	CHARLES CITY AREA DEV CORP, serv.	\$140.00
71760	CENTURYLINK, serv.	\$61.86
71761	DEX YP, serv.	\$232.50
71762	DO IT ALL SERVICES, serv.	\$140.00
71763	FLOYD COUNTY RECORDER, serv.	\$57.00
71764	GWORKS, serv.	\$600.00
71765	IOWA DIV OF LABOR SERVICES, serv.	\$2,970.00
71766	IOWA SOYBEAN ASSOCIATION, serv.	\$812.72
71767	LEAF, serv.	\$125.20
71768	MERRITT COMPUTER SERVICE, serv.	\$185.32
71769	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$5,380.00
71770	POULTON ASSOCIATES-NCIP, serv.	\$1,100.90
71771	STAPLES CREDIT PLAN, supp.	\$208.56
71772	TP ANDERSON & COMPANY, serv.	\$4,550.00
71773	UNITED STATES CELLULAR, serv.	\$846.26
71774	ADRIENNE BASKIN, error/overpaid-refund	\$371.00
71775	ARNOLD MOTOR SUPPLY, supp.	\$12.96
71776	BUSINESS CARD, serv.	\$522.28
71777	BUSINESS CARD, serv.	\$2,225.26
71778	CATHERINE MARIE OTT, serv.	\$560.00
71779	CENTURYLINK, serv.	\$167.00
71780	CINTAS CORPORATION, serv.	\$56.22
71781	CITY OF CHARLES CITY, serv.	\$3,162.14
71782	COLE HEITZ, pet deposit refund	\$50.00
71783	H&R LAWNCARE, serv.	\$410.00
71784	HOLDEN HILLEGAS/H&R LAWNCARE, serv.	\$1,020.00
71785	HD SUPPLY FACILITIES MAINTENANCE, supp.	\$237.02
71786	HERRON'S BAND BOX, serv.	\$261.35
71787	HILLEGAS FLOORING, supp.	\$2,421.08
71788	HOCKENSON PLUMBING, supp.	\$871.03
71789	JENDRO SANITATION SERVICES, serv.	\$790.00
71790	KOCH OFFICE GROUP, serv.	\$65.77
71791	LEAF, serv.	\$252.04
71792	LESSIN SUPPLY COMPANY, supp.	\$43.58
71793	LINDERMAN HEATING & AIR, serv.	\$239.38
71794	MARCO TECHNOLOGIES, serv.	\$154.63
71795	MEDIACOM, serv.	\$276.90

71796	MIDAMERICAN ENERGY, serv.	\$9,397.34
71797	MRI SOFTWARE, serv.	\$179.50
71798	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$140.00
71799	P&K MIDWEST, supp.	\$218.94
71800	PLUNKETT'S PEST CONTROL, serv.	\$15.00
71801	ROCHFORD CONSTRUCTION, serv.	\$2,045.26
71802	SCHUETH ACE HARDWARE, supp.	\$193.73
71803	SHERWIN-WILLIAMS CO, supp.	\$615.34
71804	STAPLES ADVANTAGE, supp.	\$372.49
71805	STOCK GLASS/GRAPHIC GALLERY, serv.	\$20.00
71806	SUPERIOR LUMBER, supp.	\$14.34
71807	T-J SERVICE, supp.	\$714.99
71808	TEETER SPECIALTY CO, supp.	\$106.88
71809	TRENT PARKER, serv.	\$797.50
71810	UNITED STATES CELLULAR, serv.	\$151.11
71811	RESERVE ACCOUNT, supp.	\$750.00
71812	ILLINOIS CASUALTY COMPANY, serv.	\$2,850.00
71813	INTERNATIONAL CODE COUNCIL, serv.	\$100.00
71814	JOHN DEERE FINANCIAL, supp.	\$104.93
71815	LEAF, serv.	\$129.96
71816-71826	MARCH HAP CHECKS	\$9,479.95
ACH	MARCH HAP CHECKS	\$59,677.65
71827	MARCO TECHNOLOGIES, serv.	\$214.26
ACH	BANCORPSV, serv.	\$741.61
ACH	BANCORPSV, serv.	\$117.28
ACH	FLOYD SWCD, serv.	\$5,054.56
ACH	IOWA FINANCE AUTHORITY, serv.	\$5,020.92
ACH	TREASURER, STATE OF IOWA, sales tax	\$12,844.34
ACH	US POSTAL SERVICE, supp.	\$1,000.00
71828	AGVANTAGE FS, supp.	\$504.36
71829	AUDITOR OF STATE, serv.	\$625.00
71830	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
71831	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
71832	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
71833	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
71834	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
71835	CC PUBLIC EMP HEALTH PLAN, serv.	\$74,663.03
71836	CC CHAMBER OF COMMERCE, serv.	\$15,595.00
71837	CHATFIELD SALVAGE/TOWING, serv.	\$655.00
71838	CINTAS CORPORATION, serv.	\$108.04
71839	CIRCLE K COMMUNICATIONS INC, serv.	\$5,289.83
71840	CITY OF CHARLES CITY, supp.	\$100.00
71841	CITY OF CHARLES CITY, serv.	\$629.34
71842	FOX ENGINEERING INC, serv.	\$25,387.40

71843	GORDON FLESCH COMPANY INC, serv.	\$287.78
71844	GODBERSEN-SMITH CONSTRUCTION, serv.	\$266,842.01
71845	HACH COMPANY, supp.	\$421.16
71846	HAWKINS INC, supp.	\$1,275.00
71847	IOWA ASSOC MUNICIPAL UTILITIES, serv.	\$1,019.00
71848	IOWA DEPT OF NATURAL RESOURCES, serv.	\$400.00
71849	IDOT-CASHIER'S OFFICE, supp.	\$1,266.69
71850	IDOT-CASHIER'S OFFICE, supp.	\$161.91
71851	IOWA LAW ENFORCEMENT ACADEMY, serv.	\$200.00
71852	INTERNATIONAL CODE COUNCIL INC, serv.	\$145.00
71853	IOWA ONE CALL, serv.	\$29.00
71854	JOHN A HOWE, serv.	\$425.00
71855	KEYSTONE LABORATORIES, serv.	\$115.20
71856	L&J INDUSTRIES INC, serv.	\$105.00
71857	MARCO TECHNOLOGIES LLC, serv.	\$58.97
71858	MARTIN GARDNER ARCHITECTURE, serv.	\$431.25
71859	METERING TECHNOLOGY SOLUTIONS, supp.	\$4,507.37
71860	MICK GAGE PLUMBING & HEATING, serv.	\$407.18
71861	MIDAMERICAN ENERGY, serv.	\$33,386.16
71862	MIDAMERICAN ENERGY, serv.	\$3,652.38
71863	MIKE'S C&O TIRE INC, serv.	\$23.76
71864	MILLS-INC, serv.	\$298.51
71865	MTI DISTRIBUTING INC, supp.	\$2,107.42
71866	NEWBAUER INC, serv.	\$110.23
71867	NIACOG, serv.	\$241.06
71868	NIACOG, serv.	\$1,500.00
71869	THE NORTHWAY CORPORATION, serv.	\$5,720.80
71870	PAWS HUMANE SOCIETY, serv.	\$1,550.00
71871	PITNEY BOWES-LEASE ACCT, serv.	\$159.57
71872	PLANSCAPE PARTNERS, serv.	\$1,472.50
71873	POWERPLAN, supp.	\$489.27
71874	SURVEYING AND MAPPING LLC, serv.	\$350.00
71875	SHORT ELLIOTT HENDRICKSON INC, serv.	\$297.83
71876	SIGNS AND MORE LLC, supp.	\$10,696.43
71877	STOPSTICK LTD, supp.	\$493.00
71878	SUPERIOR WELDING SUPPLY CO, supp.	\$54.75
71879	TERRACON CONSULTANTS INC, serv.	\$1,281.25
71880	TRIUMPH SURPLUS LLC, serv.	\$9.63
71881	USA BLUEBOOK, supp.	\$1,997.64
71882	VERIZON WIRELESS, serv.	\$120.03
71883	WEX BANK, supp.	\$5,969.07
71884	ZEP SALES AND SERVICE, supp.	\$75.16

TOTAL **\$830,602.78**

Business of the Mayor - Mayor Andrews commented that he reminded everyone about our public hearing on our budget tonight at his radio appearance today.

Mayor Andrews opened the public hearing on the FY22 budget. Affidavit of publication dated 2/19/22 was informally filed. He asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second Freeseeman to close the hearing. Ayes - 5. City administrator Diers commented that our valuations had gone up slightly. We had budgeted revenues at \$26,210,937 and total expenses at \$25,279,214. We will have a slight deficit in the general fund of about \$140000 which are payments on the Parkside development agreement. These will be reimbursed through TIF. Our levy for FY22 is set at \$15.98 which is a \$.04 decrease from the current levy of \$16.02. Council member Joerger stated he thinks this is a good budget and he appreciates all of the hard work that staff puts in to make the budget work. Council member Joerger then introduced Resolution 29-21 entitled, "RESOLUTION TO APPROVE THE CITY OF CHARLES CITY BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2022" and moved for adoption. Second to adopt Freeseeman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseeman, Pittman, Knighten. Nays - none

A supplemental agreement has been submitted by SEH for additional work done on the housing sidewalk/parking lot project at North and South Cedar Terrace. Changes were made during the project that required additional hours of observation and consultation. They are asking for an additional \$3800 for the 33 extra hours of observation. Council member Freeseeman introduced Resolution 30-21 entitled, "RESOLUTION APPROVING AMENDMENT TO ENGINEERING SERVICES AGREEMENT WITH SHE FOR HOUSING PARKING LOT/SIDEWALK PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseeman, Pittman, Knighten. Nays - none

The wayfinding project is complete and ready for acceptance. This project consisted of wayfinding signs throughout the city, informational kiosks and welcome signs on the edge of town. Signs and More, from Independence, was the general contractor for this project. The total cost came in about \$5000 under bid at \$152,680.11. Amount of final payment is \$10,696.43. Council member Joerger introduced Resolution 31-21 entitled, "RESOLUTION ACCEPTING THE WAYFINDING PROJECT AND AUTHORIZING FINAL PAYMENT" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseeman, Pittman, Knighten. Nays - none.

The window/door replacement project at 401 N. Main had been bid before with no bids being submitted. When the ambulance bay remodel project at the fire station came along, we decided to bid both projects at the same time to help garner some bids. These are two separate projects but were bid together. Two quotes were received for these two projects with Henkel Construction being low at a total of \$199,420. Due to the way this was bid, we must accept each quote separately. Henkel's quote on the 401 N. Main project was \$60,520. Council member Joerger introduced Resolution 32-21 entitled, "RESOLUTION ACCEPTING QUOTE FOR 401 N. MAIN REMODEL PROJECT" and moved for adoption. Second to adopt Freeseeman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseeman, Pittman, Knighten. Nays - none. The ambulance bay remodel project at the fire station had a quote of \$138,900 from Henkel Construction. This remodel is being done to satisfy the requirement in the ambulance agreement of providing a space from which the ambulance crew can operate. Staff feels remodeling the fire station is a better long term solution rather than buying or leasing a separate building. Council member Joerger introduced Resolution 33-21 entitled, "RESOLUTION ACCEPTING QUOTE FOR AMBULANCE BAY REMODEL PROJECT" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseeman, Pittman, Knighten. Nays - none.

Staff would like to submit an application for TAP funding for an extension of the bike trail along 11th Avenue from F Street to North Grand. If the railroad depot is moved to its proposed site, it is planned to be a railroad museum and a trailhead for the Charley Western Bike trail. This trail extension would give connection to this structure. The TAP program is a federal program that is distributed through our local

COG. Councilmember Joerger asked if this trail extension is on city property and city engineer Fallis replied yes, it is city right of way. There are some questions on a section of this on 11th Avenue truly being city right of way and these issues will be addressed prior to this project ever getting started. Council member Freeseaman commented that we need to keep in mind the possible reconfigure of Main Street in this area and how that might play into this project with the change in the traffic pattern here. Councilmember Joerger introduced Resolution 34-21 entitled, "RESOLUTION APPROVING AN APPLICATION FOR A TAP GRANT FOR THE CHARLEY WESTERN TRAIL ELEVENTH AVENUE EXTENSION PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

The 28E with the school, Chamber and Community Revite for operating the local access cable channel and other services has expired and needs to be renewed. This will be a two year agreement which covers FY21 and FY22. The payments to the school will be \$43,163 for FY21 and \$41,000 for FY22. These payments go toward the salary of the school's PAN director to oversee taping the city council and county board of supervisor meetings plus other city events. The other payments to Chamber of \$3900 and Community Revitalization of \$10000 for oversight of the city broadband commission and the local cable access channel activities remain unchanged. Changes to how we broadcast our meetings and events may be done since the equipment used to convert the recordings for broadcast on the local cable channel needs to be replaced and it is quite expensive. The broadband commission is recommending council approval of this interim agreement. Council member Joerger introduced Resolution 35-21 entitled, "RESOLUTION APPROVING REVISED 28E AGREEMENT BETWEEN CITY OF CHARLES CITY, CHARLES CITY CHAMBER OF COMMERCE AND COMMUNITY REVITALIZATION AND CHARLES CITY SCHOOL" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

We have included on day borrowing items in the FY22 budget and public hearings need to be held in order to levy for these items in FY22. The debt is split into two separate pieces: one is an essential corporate purpose loan for approximately \$175000 and the other is a general corporate purpose loan for approximately \$130000. The items include police equipment, tornado siren replacement, tree removal, ambulance bay remodel costs, remodel work at 401 N. Main, nuisance abatement costs and TLC payments. The public hearings will be held at the March 15 regular meeting. Council member Freeseaman introduced Resolution 36-21 entitled, "RESOLUTION SETTING THE DATE FOR PUBLIC HEARING AND ADDITIONAL ACTION ON PROPOSAL TO ENTER INTO GENERAL OBLIGATION CORPORATE PURPOSE LOAN AGREEMENTS AND TO BORROW MONEY THEREUNDER" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

City clerk O'Donnell reported that the next meeting will be a planning session on March 10 at 6:00 p.m.

City administrator Diers reported that RFIs for the telecom project are due by this Friday to help find build partners for that project. Floyd County E911 committee met last week and decided to move the E911 secretary position from the police department to the sheriff's department. Staff continues to work on scheduling the spring clean up event. Staffing and safety issues with the contractor are causing some problems in getting this scheduled. Council member Freeseaman reported that he attended the recent planning and zoning commission meeting where they started review of the first portion of the updated zoning ordinance. Diers commented that parking lot requirements were discussed at that meeting and will be addressed in the new ordinance.

Motion by Joerger, second Knighten to adjourn. Ayes - 5

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk