

COUNCIL MINUTES
REGULAR MEETING
MARCH 20, 2023

Charles City city council met in regular session on March 20, 2023 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Patrick Lumley, Phoebe Pittman and Phillip Knighten. Absent – DeLaine Freeseaman. Also present were city administrator Steve Diers, city engineer John Fallis, city attorney Brad Sloter and engineer in training Brian Sullivan.

Citizen comments- Bob Carey was present to speak to the council about the intersection of N. Jackson and Clark Street. He presented the council with a picture he had taken of the intersection that showed drivers parking illegally. He expressed his concerns of this being a dangerous intersection and requested that the council review to see what could be done. The mayor responded to Bob that the city is working on a project in that area that should make the situation much better. A graphic of the proposed change was presented. Mayor thanked Bob for coming and told Bob that as the project moves forward, they would keep his concerns in mind.

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Starr, second Pittman to approve the minutes of the March 6 meeting. Ayes-4.

Motion by Lumley, second by Pittman to approve the consent calendar. Ayes-4 Consent calendar consisted of the following: approve 2/23 financial for the city of Charles City and CC Public Employees Health Plan, approve 5 day special Class C retail alcohol license for Top of Iowa Lucky Wife (located at Otto's Oasis for Chick Fest), approve liens: snow removal-607 I St-\$55.00, 506 S. Main-\$55.00, 506S. Main (2nd time) \$55.00, 500 Spriggs St.-\$55.00, 500 Spriggs St. (2nd time))\$55.00, 904 S. Johnson-\$55.00, 1210 E St.-\$55.00, 201 Blunt St.-\$55.00, 308 8th Ave.-\$55.00, 305 B St.-\$55.00, 401 Richings-\$55.00, 401 Richings (2nd time)\$55.00, 700 S. Johnson-\$55.00; delinquent utility bills-Acct5020330000\$50.00, Acct5015910001\$248, Acct5023920007\$100.00, Acct5019960000\$65.00,Acct5001130002\$281; Curb Stop repair-1312 Gilbert \$4472.00 and payment of claims (including those approved by other boards).

CHECKLIST 3/20/2023

CHECK	VENDOR	TOTAL
79677	AGVANTAGE FS	\$186.81
79678	AMAZON CAPITAL SERVICES	\$116.25
79679	BAKER & TAYLOR BOOKS,SERV	\$3,814.31
79680	BAKER & TAYLOR ENTERTAIN	\$33.56
79681	CANON FINANCIAL SERVICES INC	\$94.32
79682	CAROL CASE	\$1,507.66

79683	CC PUBLIC EMP HEALTH PLAN	\$4,350.93
79684	CENTURYLINK	\$465.32
79685	CINDY WILSON	\$160.56
79686	COREY HAWKE	\$389.00
79687	FARM BUREAU	\$45.00
79688	GORDON FLESCH COMPANY	\$97.00
79689	IA MUN FINANCE OFFICERS ASSOC	\$125.00
79690	INGRAM LIBRARY SERVICES	\$25.17
79691	JOHN DEERE FINANCIAL	\$513.60
79692	KANOPY INC	\$49.00
79693	LUMEN	\$40.86
79694	MARCO	\$163.28
79695	MEDIACOM	\$346.62
79696	MIDAMERICAN ENERGY	\$2,238.76
79697	MIDWEST TAPE	\$228.90
79698	MUNICIPAL SUPPLY INC	\$16,341.78
79699	NORTH IOWA MEDIA GROUP	\$732.32
79700	SCHUETH ACE HARDWARE	\$65.42
79701	WT.COX	\$4,029.26
79702-79708	CITY OF CHARLES CITY	\$1,081.10
79709-79710	CC PUBLIC EMP HEALTH PLAN	\$9,829.84
79711	EMC NATIONAL LIFE-SUPPLEM	\$6.00
79712	AMAZON CAPITAL SERVICES	\$2,663.61
79713	ARNOLD MOTOR SUPPLY LLP	\$71.95
79714	ASHLEE MAHLSTEDT	\$490.00
79715	BROWER CUSTOMS	\$579.00
79716	CENTRAL LOCK SECURITY	\$160.00
79717	CHARLES CITY PRESS INC	\$83.00
79718	CINTAS CORPORATION	\$71.80
79719	CITY OF CHARLES CITY	\$4,403.98
79720	FLOYD COUNTY TREASURER	\$60.00
79721	GORDON ELECTRIC SUPPLY INC	\$27.10
79722	HOLDEN HILLEGAS/H&R LAWNCARE	\$2,300.00
79723	HAPPY SOFTWARE, MRI	\$450.00
79724	HILLEGAS FLOORING LLC	\$14,605.11
79725	HOCKENSON PLUMBING	\$2,236.07
79726	HODES CO.	\$210.68
79727	HOUSING AUTH ACCTG SPECIALISTS	\$1,060.00
79728	JANICE ERION	\$250.00
79729	JENDRO SANITATION SERVICES	\$1,116.12
79730	KOCH OFFICE GROUP	\$291.42
79731	LEAF	\$358.45
79732	LINDERMAN HEATING & AIR LLC	\$3,369.21

79733	MEDIACOM	\$336.90
79734	MIDAMERICAN ENERGY	\$11,665.72
79735	MILLS-INC	\$410.07
79736	MRI SOFTWARE LLC	\$146.68
79737	NORTH IOWA LAWN & SPORTS	\$182.34
79738	OMNITEL COMMUNICATIONS	\$1,100.00
79739	PITNEY BOWES SUPPLIES	\$160.38
79740	PLUNKETT'S PEST CONTROL	\$770.00
79741	SCHUETH ACE HARDWARE	*VOID
79742	SCHUETH ACE HARDWARE	\$1,659.08
79743	SHERWIN-WILLIAMS CO	\$759.66
79744	D&C STANTON ELECTRIC LLC	\$326.06
79745	STAPLES ADVANTAGE	\$1,765.09
79746	SUPERIOR LUMBER INC	\$10,313.76
79747	T-J SERVICE INC	\$777.96
79748	UNITED STATES CELLULAR	\$277.16
79749	AMERICAN MEDICAL RESPONSE	\$8,333.34
79750	ARNOLD MOTOR SUPPLY LLP	*VOID
79751	ARNOLD MOTOR SUPPLY LLP	\$1,653.96
79752	BRIAN SULLIVAN	\$1,004.71
79753	CALHOUN-BURNS & ASSOCIATES	\$204.00
79754	CARQUEST AUTO PARTS	*VOID
79755	CARQUEST AUTO PARTS	\$915.86
79756	CHARLES CITY AREA DEV CORP	\$450.00
79757	CC CHAMBER OF COMMERCE	\$6,371.75
79758	CHARLES CITY ELECTRONICS	\$9.99
79759	CHOSEN VALLEY TESTING	\$3,400.00
79761	CITY OF CHARLES CITY	\$512.12
79762	TRENT PARKER / COMPUTER PARKER	\$65.00
79764	ESS BROTHERS AND SONS INC	\$2,835.00
79766	FLOYD CO PUBLIC HEALTH	\$60.00
79767	FLOYD COUNTY RECORDER	\$37.00
79768	FORCE FLOW	\$1,168.96
79769	GALLS LLC	\$100.71
79770	GRAINGER	\$937.38
79771	HAWKINS INC	\$1,956.25
79772	IOWA ASSOC MUNICIPAL UTILITIES	\$7,251.57
79773	IDOT-CASHIER'S OFFICE	\$18.41
79777	IOWA PRISON INDUSTRIES	\$85.80
79778	JENDRO SANITATION SERVICES	\$55,389.14
79780	LEAF	\$279.24
79782	MAINSTAY SYSTEMS OF IOWA LLC	\$144.00
79783	MC2 INC	\$792.14

79784	MERRITT COMPUTER SERVICE INC	\$1,418.00
79786	MICROBAC LABORATORIES, INC.	\$62.00
79787	MIDAMERICAN RESEARCH CHEMICAL	\$280.00
79788	MIDWEST PIPE SUPPLY INC	\$6,330.00
79789	MIKE MOLSTEAD MOTORS INC	\$702.48
79790-79791	NEWBAUER INC	\$528.33
79792	NOAH,SMITH,SCHUKNECHT & SLOTER	\$2,422.00
79793	POSTMASTER	\$1,200.00
79794	QUALITY PUMP & CONTROL	\$942.90
79795	RAPID PRINTERS/OFFICE WORLD	\$413.98
79796	SHERWIN-WILLIAMS CO	\$119.73
79797	ST JOHN LUTHERAN CHURCH	\$140.00
79798	STEWART M DALTON	\$180.00
79800	UNITED STATES CELLULAR	\$1,151.59
79801	USA BLUEBOOK	\$285.99
ACH	FOSTER GRANDPARENTS STIPENDS	\$10,162.35
ACH	FOSTER GRANDPARENTS MILAGE REIM	\$150.12
ACH	FLOYD SWCD	\$9,043.63
ELEC	VISA	\$318.57
ELEC	COLLECTION SERVICE CENTER	\$327.42
ELEC	EFTPS (PAYROLL TAXES)	\$25,843.74
ELEC	ICMA MEMBERSHIP RENEWALS	\$1,843.09
ELEC	BANCORPSV	\$35.00
ELEC	BUSINESS CARD	\$2,988.92
ELEC	JENNIFER LANTZ	\$455.69
ACH	DAIDA	\$496.00
ACH	PAYROLL ENDING 3/11/2023	\$94,296.67
ELEC	FIRST CITIZENS BANK-CC	\$15.49

TOTAL: \$368,716.01

February Receipts: Gen-34486.00; P/R C/i-190.03;Hotel/Motel-21350.72;RAGBRAI-.84;Road Use-84566.32;Employee Ben-5748.84;CVTC-7503.62;Emergency-341.03;LOST-97186.18;Riverside TIF-1067.30;SW Bypass TIF-1494.09;S Grand TIF-8101.29;E Park TIF-15.17;Park AveTIF-377.97;American Rescue-4438.75;FGP Admin-21908.65;PH Sec Dep-882.36;PH-57698.70;Sec 8 Voucher-78717.79;Housing Non-Rest-712.08;Police Asset Fort-1790.00;Debt Srv-2688.12;22 Capital Fund-4115.00;Water-249961.83;Water Meter Deposit-1710.00;Clear Well Proj-13859.00;WRRF-189295.27;Waste Fund-61871.32;Transit-41158.15;Storm Water-17332.74;Fire Ext-58.00

February Expenses: Gen-245229.04;P/R C/I-7360.00;Road Use-116727.52;Employee Ben-92339.24;CVTC-39537.15;Park Ave TIF-4772.63;Library Trust-1742.65;FCP Adv-586.07;FGP Admin-19996.75;PH Sec Deposit-206.66;PH-71571.14;Sec 8 Voucher-75978.98;Police Asset Fort-358.00;Homefit Proj-148.96;Cable TV-357.50;Street Related C/I-118200.22;2020 Capital-725.16;2022 Capital-5068.66;CW Bridge Proj-1346.40;Fiber to Home-750.52;IPC/Sponsored-10968.91;Water-134154.61;Water Meter Deposit-1320.00;Water Looping-34000.00;Clear Well-

9552.00;WRRF-91959.85;WWTP Expansion-3170.00;Waster-59291.73;Transit-32359.31;Storm Water-7062.55;Fire Ext-142.97

The mayor would like to reappoint Jeremy Heyer and Linda Klemsrud to the housing board. The mayor said both of them have served for awhile and are wishing to continue on. Pittman motioned, second by Lumley to reappoint Jeremy Heyer and Linda Klemsrud to the housing board. Ayes-4. The mayor thanked them for continuing to serve. The mayor also handed out information on an Emergency Management Symposium on April 15th and asked any of the council to let him know if they were interested in attending.

Mayor Andrews opened the public hearing on the max levy for FY24. Affidavit of publication dated 3/7/23 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Starr, second by Pittman to close the hearing. Ayes -4. Administrator Diers explained that the state requires a public hearing to be held on the maximum tax dollars from certain but not all levies. The levies include general levy, transit levy ,liability/property/self insurance levy, emergency management levy, emergency levy, police/fire retirement levy, FICA/IPERS levy and other employee benefits levy. It does not include the aviation levy, library levy and debt service levy. This year we are showing a negative increase so a super majority will not be required to adopt the final budget. Council member Pittman introduced Resolution 23-23 entitled, "RESOLUTION APPROVING THE MAXIMUM TAX DOLLARS FROM CERTAIN LEVIES FOR THE CITY'S PROPOSED FISCAL YEAR 2023-2024 BUDGET" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes- Lumley, Pittman, Knighten and Starr. Nays-None.

Mark Wicks joined the council remotely to discuss a façade application for Burrito Mexpress located at 700 Riverside Drive. The request is for \$1,600.00 dollars and consists of adding two pieces of signage to the Hot Shots building. One sign on the south wall and one sign on the north wall. The design committee has reviewed and approved the recommendation. Funds will come out of the cultural and entertainment district funds since we have used up all of our Façade funding. Council member Starr introduced Resolution 24-23 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 700 RIVERSIDE DRIVE SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Pittman, Knighten, Starr and Lumley. Nays-none.

Due to state requirements a public hearing is necessary to complete the FY24 budget. Staff is recommending a public hearing date of April 3rd at 6:00 p.m. The proposed levy is \$16.53 which is an increase from last years levy of \$16.20. The budget is required to be submitted to the state by April 30th this year only due to the late changes in the valuations made by the state. Council member Starr introduced Resolution 25-23 entitled, "RESOLUTION SETTING DATE FOR PUBLIC HEARING ON THE FY24 BUDGET" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes- Knighten, Starr, Lumley and Pittman. Nays-none.

Ordinance 1163 AN ORDINANCE AMENDING AND UPDATING SECTIONS OF CHAPTER 158- PROPERTY MAINTENANCE CODE AND CHAPTER 159-LICENSING AND INSPECTION OF RENTAL PROPERTIES TO UPDATE UNIFORM CODE PROVISIONS BY REFERENCE was presented for the third and final reading. This ordinance will update our current code to the international property code 2021 version. Code enforcement added some sections to chapter 159 property standards clarifying that these sections will also apply to rental properties. Motion by Pittman, second by Knighten to approve the third reading of Ordinance 1163. Ayes -all. Council member Pittman read the ordinance. Mayor announced that the housing commission task force is holding a meeting in the Zastrow room on March 30th at 5:30 for landlords and anyone in the community that may be interested. Motion by Knighten, second by Pittman to adopt and publish Ordinance 1163. Ayes-4.

Requests for proposal were sent out to the banks in Charles City. This is done every three years. All of the banks returned their proposals. Even though First Security had proposed a slightly higher percent for interest earned it was not enough to offset the cost of switching over. Recommendation is to stay with CUSB. Council member Starr introduced Resolution 26-23 entitled, "RESOLUTION NAMING BANK DEPOSITORY" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes-Pittman, Knighten, Starr and Lumley. Nays-none.

The preliminary plans and specifications for the 2023 Sanitary Sewer Lining Project need to be approved and the public hearing will need to be set. Fallis is recommending setting the hearing date for April 17th at 6:00 p.m. as the date and time for the hearing on the final plans, specifications and form of contract for the project. It also sets the amount of the bid security at ten percent of the bid amount. Fallis explained that the lining process allows us to rebuild the sanitary sewer lines in place without excavation. The cured in place pipe lining process rehabilitates existing sanitary sewer mains by inserting a new pipe within existing sewer pipe. The 2023 project involves lining approximately 3,300-5,800 lineal feet of sanitary sewer main located on the following streets: Main Street-Riverside Drive to North Grand, Alternate 1 Jackson Street- Riverside Drive to Spriggs and Alternate 2 North Grand Ave – Hulin to Ninth Ave. Project has a completion date of November 17, 2023. Council member Starr introduced Resolution 27-23 entitled "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF CONSTRUCTION COST FOR THE 2023 SANITARY SEWER LINING PROJECT AND ORDERING THE ADVERTISEMENT FOR BIDS" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes- Knighten, Starr, Lumley, and Pittman. Nays-none.

Ordinance 1164 has been prepared and presented to council. Chief Anderson explained this ordinance will raise the parking fees from our current \$15 to \$25 with the exception of violations of snow removal which would be \$50. The fine for improper use of a person with disabilities parking permit is raised to \$200 to reflect the state code amount. Motion by Pittman, second by Knighten to approve the first reading of Ordinance 1164 AN ORDINANCE AMENDING THE CHARLES CITY CODE OF ORDINANCES CHAPTER 70- TRAFFIC CODE

ENFORCEMENT PROCEDURES, SECTION 03- PARKING VIOLATIONS, TO INCREASE THE FINE AMOUNTS FOR UNCONTESTED VIOLATION OF PARKING RESTRICTIONS. Ayes-4. Council member Pittman read the ordinance.

Council member Lumley said he had a couple of communities each out to him about the handling of the ambulance service. He had a couple of hour conversation with them. He feels that a lot of communities are having the same concerns as we are.

Mayor reminded the council that the next planning session would be April 29th at 5:00 p.m.

Diers said he would like to move ahead with two issues that need to be fixed that are above his threshold but did not make the agenda. He feels that it would be better to make those repairs sooner than later and approve the expenses at the next regular meeting. The two issues to fix were variable frequency drive for well number 5. Total cost of replacement \$24,950.34 and some sanitary sewer issues that the estimated cost to repair is below \$20,000. Attorney Slotter agreed with the fact that these things fall into an emergency type situation and the process to start fixing the issues could be started and then put on the next regular agenda for approval by the council. Diers also explained that the WRRF project was not on the agenda as they are still in the process of getting some questions answered before accepting the project as completed. Library is working some issues on the flooring project. Sandy Solomon has reached out and is looking for feedback on how the recent legislative changes will affect our community.

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

Dean Andrews, Mayor

Attest:

Virginia Titus, Deputy Clerk