

COUNCIL MINUTES
REGULAR SESSION
APRIL 3, 2023

Charles City city council met in regular session on April 3, 2023 at 6:00 p.m. in council chambers. Mayor Dean Andrews was present via Zoom but asked Mayor Pro Tem DeLaine Freeseaman to chair the meeting. Councilmembers present were Keith Starr, Patrick Lumley, Phoebe Pittman and Phillip Knighten (via Zoom due to illness). Also present were city administrator Steve Diers, engineer in training Brian Sullivan and city attorney Brad Sloter (via Zoom).

Citizen Comments - none.

Mayor Pro Tem Freeseaman welcomed everyone to the meeting.

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

Motion by Pittman, second Lumley to approve the minutes of the March 15 and 20 meetings. Ayes - 5

Motion by Starr, second Pittman to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: Approve lien for unpaid utility bill: Acct5024700002 \$1215.00, Acct5024690002 \$237.00, Meter repair bill - \$130.00 1304 F St., approve Class C retail alcohol license for Tellurian Brewery, approve excavation bond for CDB utility contractors and payment of claims (including those approved by other boards):

79802	JOHN DEERE FINANCIAL	\$144.88
79803	MARCO TECHNOLOGIES LLC	\$63.99
79804	MEDIACOM	\$110.83
79805	MIDAMERICAN ENERGY	\$3,479.75
79806	ARNOLD MOTOR SUPPLY LLP	*VOID
79807	ARNOLD MOTOR SUPPLY LLP	\$1,286.30
79808	IOWA DEPT OF NATURAL RESOURCES	\$264.00
79809	KARSEN KETTWICK	\$200.00
79810	MARCO TECHNOLOGIES LLC	\$214.34
79811	POWERPLAN	\$400.78
79812	PRODUCTIVITY PLUS ACCOUNT	\$74.27
79815	CITY OF CHARLES CITY	\$1,081.10
79816	EMC NATIONAL LIFE-SUPPLEM	\$6.00
79817-79819	DELTA DENTAL	*VOID
79820	DELTA DENTAL	\$2,252.12
79821-79822	VSP	*VOID
79823	VSP	\$495.09
79824	MUTUAL OF OMAHA	*VOID
79825	MUTUAL OF OMAHA	\$1,259.13
79826-79836	MARCH HAPS-HOUSING	\$68,100.97
79837	CHARLES CITY PRESS INC	\$83.00
79838	GORDON FLESCH COMPANY INC	\$300.20
79839	KABRICK DISTRIBUTING CO	*VOID
79840	BRIDGESTONE GOLF INC	\$1,412.52
79841	BURKE DOORS SALES & SERVICE	\$108.00
79842	CALLAWAY GOLF	\$452.08

79843-79844	CC PUBLIC EMP HEALTH PLAN	*VOID
79845	CC PUBLIC EMP HEALTH PLAN	\$76,039.92
79849	CIRCLE K COMMUNICATIONS INC	\$5,572.95
79850	DICK'S PETROLEUM COMPANY	\$699.27
79851	DON'S TRUCK SALES INC	\$130.60
79852	DORSEY & WHITNEY LLP	\$4,498.50
79853	ENVIRONMENTAL SYS RESEARCH	\$400.00
79854	FIRE SERVICE TRAINING BUREAU	\$50.00
79855	FLOYD COUNTY RECORDER	\$27.00
79856	FOX STRAND (dba)	\$2,203.50
79857	GDB & SONS	\$1,300.00
79858	GHD SERVICES INC	\$310.75
79859	GRAINGER	\$362.26
79860	HI-WAY PRODUCTS, INC.	\$463.25
79861	IDOT-CASHIER'S OFFICE	\$96.02
79862	IOWA CODIFICATION INC	\$2,000.00
79863	IOWA PRISON INDUSTRIES	\$328.85
79864	JEAN BOLEY	\$26.20
79866	JEO CONSULTING GROUP	\$7,911.25
79867	JOHN A HOWE	\$850.00
79868	L&J INDUSTRIES INC	\$369.00
79870	MICK GAGE PLUMBING & HEATING	\$400.00
79871	MIDAMERICAN ENERGY	\$42,660.61
79874	NIACC	\$180.00
79875	NIACOG	\$729.83
79876	NOAH,SMITH,SCHUKNECHT & SLOTER	\$1,500.00
79877	NORTH CENTRAL INTERNATIONAL	\$613.86
79878	NORTH IOWA LAWN & SPORTS	\$56.24
79879	PAWS HUMANE SOCIETY	\$1,550.00
79880	PEDERSON PLUMBING	\$140.25
79881	PERRY NOVAK ELECTRIC INC	\$219.00
79882	QUILL CORPORATION	*VOID
79883	RILEY'S INC	\$146.97
79884	ROTARY CLUB OF CHARLES CITY	\$322.50
79885	SAM, LLC.	\$3,825.00
79889	SHORT ELLIOTT HENDRICKSON INC	\$7,403.65
79890	SJE RHOMBUS	\$1,000.00
79891	SNAP ON	\$192.14
79892	SUPERIOR LUMBER INC	\$207.09
79893	T&C MACHINE	\$30.00
79894	T&T TOOLS INC	\$421.20
79895	USA BLUEBOOK	\$1,361.88
ACH	FGP MILEAGE REIMBURSEMENTS	\$150.12
ACH	MISSISSIPPI LIME COMPANY	\$10,198.55

ACH	EUROFINS ENVIRONMENT TESTING	\$649.50
ELEC	PITNEY BOWES SUPPLIES	\$159.57
ACH	AFLAC	\$917.03
ACH	COLLECTION SERVICE CENTER	\$306.64
ACH	EFTPS (PAYROLL TAXES)	\$28,669.63
ACH	ICMA MEMBERSHIP RENEWALS	\$1,843.09
ACH	IA PUBLIC EMPLOY RETIRE	\$45,388.45
ACH	MUNICIPAL FIRE & POLICE	\$41,554.93
ELEC	TREASURER STATE OF IOWA	\$13,211.39
ELEC	KABRICK DISTRIBUTING CO	\$1,253.95
ACH	BANCORPSV	\$143.22
ACH	IA WORKFORCE DEVELOPMENT	\$5,694.54
ELEC	UNITED BEVERAGE-MC	\$474.15
ELEC	US POSTAL SERVICE	\$1,000.00
ACH	FLOYD SWCD	\$6,426.32
ELEC	QUILL CORPORATION	\$52.58
ELEC	MC2	\$3,484.79
TOTAL:		\$409,967.34

A proclamation for Child Abuse Prevention Month had been requested. Motion by Pittman, second Lumley to approve the proclamation. Ayes - 5. Mayor Andrews read the proclamation.

Street closure requests had been submitted for party in the park and Farmer's Market for the season and Joanna Thompson was present to review them with council. Party in the Park dates are June 9 and 30, July 14 and August 4 and have the following streets closed: Kelly St and Blunt St. between Main and N. Jackson and N. Jackson from Kelly to Blunt St from noon to 10:00 p.m each of those days. Farmer's Market runs from May 3 to October 21 on Wednesdays from 2:30 to 6:30 and Saturdays from 8 to 12:30. The street requested to be closed is Blunt St. from Main to N. Jackson. These are all the same street closures from previous years. It was noted that the Mill Race parking project could affect some of these closures, so will have to keep that in mind as the dates get closer. Motion by Pittman, second Lumley to approve the requests for Party in the Park and Farmer's Market. Ayes - 5

Street closure requests have also been submitted for the Rotary Car Show on July 15 and the holiday lighted show on November 25. Jessica Gintz was present to review these requests. The car show will involve closing Main St starting in the 100 block and going up to Ferguson St. starting at 6:00 a.m. with Clark Street remaining open for access. It was noted that the Mill Race parking lot project would also affect the normal process for this car show so adjustments may need to be made by the event coordinators. The holiday show will involve no parking on the sides closest to Central Park on Main St and Jackson St. and full closure of Kelly St. and Blunt St. surrounding the park from 1:00 p.m. to 9:00 p.m. These are all the same as last year, good feedback was received so they are doing it the same. Question on if all of the affected property owners, especially the apartment buildings downtown, have been notified and response was yes. Motion by Pittman, second Starr to approve these requests. Ayes - 5

Mayor Pro Tem Freeseaman opened the public hearing on the proposed FY24 budget. Affidavit of publication dated 3/24/23 was informally filed. Mayor Pro Tem Freeseaman asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Pittman, second Starr to close the hearing. Ayes - 5. The levy for FY24 has been set at \$16.50961 per thousand dollars of valuation, an increase of about \$.30 from the current year levy. The overall revenues have decreased \$75,000, mostly due to decrease in taxable valuations and changes to the state's processing of business property tax credits. We are assuming that the state will continue the backfill and other reimbursements but there is no guarantee. Question on what we will do if the ambulance agreement renewal is quite a bit

higher than what we currently pay and reply was a budget amendment would need to be done to cover that. Council member Lumley introduced Resolution 28-23 entitled, "RESOLUTION TO APPROVE THE CITY OF CHARLES CITY BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2024" 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.

Water superintendent Cory Spieker reviewed repairs needed to well #5. The variable frequency drive in this well is quite old and there are no repair parts available for it. Therefore, Spieker is recommending replacing the entire drive. A quote has been received from Packard Electric for \$24,950.34 which includes materials and installation. Council member Pittman introduced Resolution 29-23 entitled, "RESOLUTION APPROVING REPAIRS TO WELL #5" 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

Spieker also updated the council on some needed repairs to some sections of sanitary sewer main. A blockage of what appears to be asphalt was found and our equipment can not cut through this so we would like to hire Visu Sewer to clear this out. In another area, tree roots have infiltrated and we have been unsuccessful in removing them with our equipment. Spieker is asking for council to approve up to \$20,000 to clear these blocked sections of main. Council member Pittman introduced Resolution 30-23 entitled, "RESOLUTION APPROVING SEWER LINE REPAIRS" 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

Ordinance 1164 amending the Charles City code of ordinances Chapter 70-Traffic code enforcement procedures, Section 03-parking violations, to increase the fine amounts for uncontested violations of parking restrictions, is ready for a second reading. This ordinance would amend Chapter 70 traffic code by raising the parking fines. We are currently at \$15 per parking ticket and this ordinance would raise that to \$25. Snow removal parking fines would increase to \$50 and a handicap parking violation would increase to \$200 to match the state code. Motion by Pittman, second Lumley to approve the second reading of Ordinance 1164. Ayes - 5. Council member Pittman read the ordinance.

The 2023 tree removal project is ready to go out for bid. This is the first half of the tree removal project which will focus on the ash trees the city has in the right of way. It includes a base bid of approximately 200 trees with two alternate bids of approximately 30-40 trees each. We are hoping to get a better price with a larger quantity of trees. A public hearing will be set for May 1 for this project. Council member Starr asked if we considered the option of purchasing our own equipment and having city employees remove the trees. It was stated that there is a large liability issue and our employees don't have the time or expertise to complete this project. We will diversify any replantings we do once all of this project is complete. Council member Pittman introduced Resolution 31-23 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR 2023 TREE REMOVAL PROJECT AND ORDERING THE ADVERTISEMENT FOR BIDS" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none.

An easement was required for the watermain looping project from MidAmerican. This main will run next to their power lines in this area and to use their space, an easement is necessary. City attorney Slotter has worked with the city engineering department to draft an easement and MidAmerican has approved it. There is no cost for this easement. Council member Starr introduced Resolution 32-23 entitled, "RESOLUTION APPROVING EASEMENT ENCROACHMENT LICENSE 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.

City clerk O'Donnell reported that the next meeting will be a planning session on April 12 starting at 6:00 p.m. City staff is starting to work on recodifying the city ordinances with Iowa Codification.

City administrator Diers reported that his conference last week was very good. Spring clean up has been set for April 29 to May 6 and will be the same process as last year with drop off at Shaw Avenue. Hours of

operation for this will be 9:00 a.m. to 7:00 p.m. on the weekend and 7:00 a.m. to 7:00 p.m. during the week. We have service groups and students volunteering to assist those who are unable to haul their items to Shaw Avenue, call city hall to arrange this. The landlord meeting put on by the housing task force last Thursday went very well and they had approximately 28 landlords in attendance.

Council member Starr noted that the ambulance commission will be meeting tomorrow at 5:30 p.m.

Council member Knighten reported that the Foster grandparent advisory committee will be meeting on April 11 instead of April 6.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk