

COUNCIL MINUTES  
REGULAR SESSION  
APRIL 5, 2021

Charles City city council met in regular session April 5, 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 Pittman to approve the agenda. Ayes - 5

Motion by Joerger, second Starr to approve the minutes of the March 15 meeting. Ayes - 5

Motion by Joerger, second Freeseaman to approve the consent calendar. Ayes - 5 Consent calendar consisted of the following items: renewal of Class C beer permit w/ Sunday Sales for KwikStar #419, renewal of Class E liquor license w/ Sunday Sales for Casey's #2480, approve filing the following liens for snow removal-\$46.96 507 N. Johnson, \$46.96 401 Richings, \$46.96 900 Spriggs, \$40.00 609 1<sup>st</sup> Avenue and payment of claims (including those approved by other boards):

72032-72042	PAYROLL ENDING 03/13/2021	\$87,277.31
ACH	AFLAC, payroll liabilities	\$1,007.15
72043	CITY OF CHARLES CITY, payroll liabilities	\$1,025.96
72044-72045	CC PUBLIC EMP HEALTH PLAN, PR liabilities	\$9,162.73
ACH	EFTPS, payroll liabilities	\$23,614.11
72046	EMC NATIONAL LIFE COMPANY, PR liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, PR liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$2,310.42
ACH	IPERS, payroll liabilities	\$28,630.21
72047-72048	LINCOLN NATIONAL LIFE CO, PR liabilities	\$352.80
72049-72051	DELTA DENTAL, payroll liabilities	\$1,596.36
ACH	MUNICIPAL FIRE & POLICE, PR liabilities	\$30,106.32
ACH	TREASURER, STATE OF IOWA, PR liabilities	\$9,502.00
72052-72053	VSP, payroll liabilities	\$326.01
72054	ADAM CARPENTER, deposit refund	\$200.00
72055	ARNOLD MOTOR SUPPLY, supp.	\$19.77
72056	BUSINESS CARD, supp.	\$721.37
72057	CATHERINE MARIE OTT, serv.	\$560.00
72058	CINTAS CORPORATION, serv.	\$56.22
72059	CITY OF CHARLES CITY, serv.	\$3,721.15
72060	GORDON ELECTRIC SUPPLY, supp.	\$121.23
72061	HAPPY SOFTWARE, serv.	\$400.00
72062	HD SUPPLY FACILITIES MAINTENANCE, supp.	\$313.27
72063	HERRON'S BAND BOX, serv.	\$1,003.26
72064-72065	HOCKENSON PLUMBING, serv.	\$2,590.17
72066	HODES CO, supp.	\$142.77
72067	HOUSING AUTH ACCTG SPECIALISTS, serv.	\$1,000.00

72068	IOWA SURVEILLANCE TEAM, serv.	\$240.00
72069	JENDRO SANITATION SERVICES, serv.	\$790.00
72070	JOHN DEERE FINANCIAL, supp.	\$33.98
72071	KARL HARRIS, deposit refund	\$66.00
72072	KOCH OFFICE GROUP, serv.	\$191.54
72073	LEAF, serv.	\$252.04
72074	LESSIN SUPPLY COMPANY, supp.	\$17.94
72075	LINDERMAN HEATING & AIR, serv.	\$150.00
72076	MARCO TECHNOLOGIES, serv.	\$173.32
72077	MIDAMERICAN ENERGY, serv.	\$10,014.03
72078	MRI SOFTWARE, serv.	\$38.50
72079	NAHRO, serv.	\$545.16
72080	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$28.00
72081	OTTO'S ENTERPRISES, serv.	\$560.00
72082	PITNEY BOWES-LEASE ACCT, serv.	\$160.38
72083	RICHARD LOVEJOY, deposit refund	\$220.35
72084	ROCHFORD CONSTRUCTION, serv.	\$3,056.00
72085	SCHNEIDER LABORATORIES, serv.	\$14.00
72086	SCHUETH ACE HARDWARE, supp.	\$375.67
72087	SHERWIN-WILLIAMS CO, supp.	\$235.11
72088	SHRED IT, C/O STERICYCLE INC, serv.	\$48.15
72089	STAPLES ADVANTAGE, supp.	\$457.36
72090	STOCK GLASS/GRAPHIC GALLERY, serv.	\$411.30
72091	SUPERIOR LUMBER INC, supp.	\$81.73
72092	T-J SERVICE INC, supp.	\$819.96
72093	TRENT PARKER, serv.	\$591.25
72094	UNITED STATES CELLULAR, serv.	\$151.11
72095	WELTER STORAGE EQUIPMENT, supp.	\$2,732.00
72096	JOHN DEERE FINANCIAL, supp.	\$178.55
72097	MARCO TECHNOLOGIES, serv.	\$58.97
72098	MARCO TECHNOLOGIES, serv.	\$207.94
72099	MIDAMERICAN ENERGY, serv.	\$244.82
72100	MIKE MOLSTEAD MOTORS, supp.	\$32,474.00
72101	STAPLES CREDIT PLAN, supp.	\$151.79
72102	STAPLES CREDIT PLAN, supp.	\$198.97
72103	UNITED STATES CELLULAR, serv.	\$841.48
72104-72116	PAYROLL ENDING 03/27/2021	\$88,552.20
72117	CITY OF CHARLES CITY, payroll liabilities	\$1,025.96
72118	VOIDED	**VOIDED**
72119	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$9,163.21
ACH	COLLECTION SERVICE CENTER, payroll liabilities	\$51.68
ACH	EFTPS, payroll liabilities	\$24,071.43
72120	EMC NATIONAL LIFE COMPANY, payroll liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,608.00

ACH	ICMA, payroll liabilities	\$2,330.22
72121-72132	APRIL HAP CHECKS	\$9,807.95
ACH	APRIL HAP CHECKS	\$58,252.65
72133	CENTURYLINK, serv.	\$1,316.03
72134	HD SUPPLY FACILITIES MAINTENANCE, supp.	\$120.97
72135	IOWA DEPT OF NATURAL RESOURCES, serv.	\$264.00
72136	MIDAMERICAN ENERGY, serv.	\$3,351.99
72137	VERIZON WIRELESS, serv.	\$120.15
72138	KWIK TRIP INC, supp.	\$21.84
ACH	AUXIANT, serv.	\$489.25
ACH	BANCORPSV, serv.	\$227.25
ACH	BANCORPSV, serv.	\$235.00
ACH	BANCORPSV, serv.	\$491.55
ACH	FLOYD SWCD, serv.	\$4,706.15
ACH	IOWA WORKFORCE DEVELOPMENT, serv.	\$808.69
ACH	KABRICK DISTRIBUTING, supp.	\$586.65
ACH	PEPSI-COLA, supp.	\$491.32
ACH	TREASURER, STATE OF IOWA, sales tax	\$12,597.60
72139	911 CUSTOM LLC, supp.	\$2,916.00
72140	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
72141	ARNOLD MOTOR SUPPLY LLP, supp.	\$1,175.33
72142	BRUENING ROCK PRODUCTS INC, supp.	\$1,690.56
72143	CALHOUN-BURNS & ASSOCIATES, serv.	\$15,685.34
72144	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
72145	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
72146	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
72147	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
72148	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
72149	CC PUBLIC EMP HEALTH PLAN, serv.	\$74,709.27
72150	CENTURYLINK, serv.	\$302.33
72151	CIMA COMPANIES INC, serv.	\$488.65
72152	CINDY GOODBURN CONSULTING LLC, serv.	\$1,200.00
72153	CINTAS, supp.	\$209.04
72154	CINTAS CORPORATION, serv.	\$108.48
72155	CIRCLE K COMMUNICATIONS INC, serv.	\$5,289.83
72156	CITY OF CHARLES CITY, supp.	\$200.00
72157	CJ COOPER & ASSOCIATES INC, serv.	\$35.00
72158	CURT TEETER, safety glasses reimbursement	\$150.00
72159	CUSTOM SANDBLASTING & PAINTING, serv.	\$400.00
72160	DON'S TRUCK SALES INC, supp.	\$71.76
72161	ETHANOL PRODUCTS LLC, supp.	\$1,056.67
72162	FLOYD COUNTY ENGINEER, supp.	\$820.22
72163	FLOYD COUNTY ENGINEER, supp.	\$174.78
72164	FLOYD COUNTY RECORDER, serv.	\$92.00

72165	FMC LANDFILL, serv.	\$271.70
72166	FOX ENGINEERING INC, serv.	\$14,542.70
72167	GENERAL TRAFFIC CONTROLS, supp.	\$257.14
72168	GORDON FLESCH COMPANY INC, serv.	\$283.20
72169	GHD SERVICES INC, serv.	\$146.00
72170	GODBERSEN-SMITH CONSTRUCTION, serv.	\$112,703.18
72171	GRAINGER, supp.	\$99.15
72172	HACH COMPANY, supp.	\$519.50
72173	HAWKINS INC, supp.	\$7,897.80
72174	HEWETT WHOLESALE, supp.	\$512.54
72175	IOWA DEPT OF NATURAL RESOURCES, serv.	\$60.00
72176	IDOT-CASHIER'S OFFICE	**VOIDED**
72177	IDOT-CASHIER'S OFFICE, supp.	\$7,078.57
72178	IDOT-CASHIER'S OFFICE, supp.	\$288.51
72179	IOWA DIV OF LABOR SERVICES, serv.	\$280.00
72180	IOWA PUMP WORKS INC, supp.	\$5,429.71
72181	JEAN BOLEY, supp. reimbursement	\$21.21
72182	JENNIFER LANTZ, mileage reimbursement	\$78.40
72183	JOHN A HOWE, serv.	\$425.00
72184	KEYSTONE LABORATORIES, serv.	\$115.20
72185	LEISURETIME GOLF CARS, serv.	\$2,000.00
72186	MARTIN GARDNER ARCHITECTURE, serv.	\$2,328.75
72187	METERING TECHNOLOGY SOLUTIONS, supp.	\$1,841.28
72188	MICK GAGE PLUMBING & HEATING, serv.	\$7,801.12
72189	MICK GAGE PLUMBING & HEATING, serv.	\$281.64
72190	MIDAMERICAN ENERGY, serv.	\$33,419.15
72191	MIKE'S C&O TIRE INC, serv.	\$239.40
72192	MISSISSIPPI LIME COMPANY, supp.	\$6,574.00
72193	MUNICIPAL SUPPLY INC, supp.	\$352.50
72194	NEB-IA INDUSTRIAL FASTENERS, supp.	\$68.20
72195	NEWBAUER INC, serv.	\$114.37
72196	NEWBAUER INC, serv.	\$234.50
72197	NIACC, serv.	\$40.00
72198	NIACOG, serv.	\$87.55
72199	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$750.00
72200	NORTH IOWA MEDIA GROUP, serv.	\$129.00
72201	NORTHERN SAFETY CO INC, supp.	\$83.14
72202	PAWS HUMANE SOCIETY, serv.	\$1,550.00
72203	PERRY NOVAK ELECTRIC INC, serv.	\$241.60
72204	QUALITY PUMP & CONTROL, serv.	\$1,069.00
72205	QUALITY TRAFFIC CONTROL INC, serv.	\$438.00
72206	QUILL CORPORATION, supp.	\$193.95
72207	RILEY'S INC, supp.	\$258.76
72208	ROTARY CLUB OF CHARLES CITY, serv.	\$77.50

72209	SADLER POWER TRAIN INC, supp.	\$1,826.20
72210	SCHAEFFER MFG CO, supp.	\$852.00
72211	SCHUETH ACE HARDWARE, supp.	\$23.96
72212	SHORT ELLIOTT HENDRICKSON INC, serv.	\$215.58
72213	T&W GRINDING & COMPOST SERVICE, serv.	\$6,240.00
72214	TEK INC, serv.	\$6,250.00
72215	TERRACON CONSULTANTS INC, serv.	\$4,113.00
72216	USA BLUEBOOK, supp.	\$2,570.50
72217	UTILITY EQUIPMENT COMPANY, supp.	\$126.00
72218	VAN WERT COMPANY, supp.	\$12,566.99
72219	VELOCITY DYNAMICS / VELODYNE, supp.	\$1,621.86
72220	WESTRUM LEAK DETECTION, serv.	\$1,385.00
72221	WEX BANK, supp.	\$6,805.73

**TOTAL** **\$847,438.73**

A proclamation for Child Abuse Prevention month has been submitted for council approval. Motion by Freeseaman, second Joerger to approve this proclamation. Ayes - 5. Mayor Andrews read the proclamation.

A request for street closures for the 2021 downtown farmer's markets has been submitted by Community Development director Mark Wicks. The request is the same as last year with a couple of exceptions. For July 3, the parking lot behind the Chamber will be used on that day due to July 4 events. They will follow the state recommendations for social distancing, having hand sanitizer available at vendor booths and they will be asking that people wear masks. And on July 10, the Chamber parking lot will also be used due to an event occurring in Central Park that day. The street requested to be closed is Blunt Street from North Main to North Jackson starting at 2:30 p.m. on Wednesdays and 8:00 a.m. on Saturdays. Streets will be re-opened at 6:30 p.m. on Wednesdays and 12:30 p.m. on Saturdays. Dates will run from May 1 to October 16. Motion by Freeseaman, second Starr to approve this street closure request. Ayes - 5

Mayor Andrews opened the public hearing on Ordinance 1151 AMENDING SECTION XXII, OFF-STREET LOADING AND PARKING, OF THE CHARLES CITY ZONING ORDINANCE TO MODIFY THE DESIGN STANDARDS AND REQUIREMENTS FOR THE SURFACING OF OFF-STREET PARKING AND LOADING AREAS. Affidavit of publication dated 3/23/21 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 Joerger to close the hearing. Ayes - 5. City engineer Fallis then shared the diagram showing the areas of a parking lot that would require paving and the areas where aggregate surface would be allowed. City attorney Slotter stated that for the first reading of this ordinance, an incorrect diagram was attached. This does not preclude us from moving forward with the second reading of this ordinance. Mayor Andrews asked if a list of arterial streets will be included since this ordinance pertains to only arterial streets. City engineer Fallis replied that a map will be included of the streets covered by this ordinance. It was also stated that existing lots are grandfathered in and will only be required to abide by this new ordinance if a change of use occurs. It was also noted that we have several parking lots in

town who have been granted a waiver from the requirements will be required to abide by this new ordinance when their waivers expire. Motion by Starr, second Pittman to approve the second reading of Ordinance 1151. Ayes - Starr, Joerger, Pittman, Knighten. Nays - Freesean. Councilmember Starr read the ordinance.

A lease of a portion of the city parking lot in front of Theisen's for their annual garden center has been submitted for council consideration. The area is the same as prior years and will run from April 15 to June 30. Monthly rate will be \$250/month, which includes electricity. Council member Joerger introduced Resolution 44-21 entitled, "RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN THEISEN'S AND THE CITY OF CHARLES CITY FOR USE OF PUBLIC PARKING LOT" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freesean, Pittman, Knighten. Nays - none.

Terry Wegner would like to rent the small parcel of farmland near the city's wastewater plant as he has done in previous years. Due to the new wastewater plant expansion, this area has grown smaller and is down to approximately 7 acres. Due to the uncertainty of the progress of the plant project, no lease was done last year. This new lease would be for a one year period and once the wastewater plant project is done, he would like to do a longer lease, possibly 5 years. Wegner has offered to clear out some of the trees growing in this area to increase the amount of farmland, so this is something the council can discuss when the longer lease is discussed next year. Council member Starr noted that the ability to take back the land shouldn't be tied to the plant expansion project. Attorney Slotter stated that the language is broad enough that would give us the ability to take back the property under other circumstances. Council member Starr also commented on the section that allows the burying of solid waste, such as animal carcasses. He questioned whether the city would want to allow that. Slotter stated that the council can approve the lease tonight with that change to not allow the burying of animal carcasses and he will make that change prior to the lease being executed. City administrator Diers stated that Wegner would like to possibly plant alfalfa on this parcel so he would want a longer term lease, possibly 5 years. We did not allow alfalfa previously due to negative effects it would have on our wastewater processing. Since we will be changing our processing with the new plant, this is not an issue anymore. Council member Starr introduced Resolution 45-21 entitled, "RESOLUTION APPROVING LEASE AGREEMENT FOR CITY PROPERTY" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freesean, Pittman, Knighten. Nays - none.

Staff is recommending application for a Rural Innovations Grant through the state of Iowa. We can be awarded up to \$20,000 with a \$10,000 match to be used toward a collaborative effort to solve a local challenge that is associated with rural communities in Iowa. Our goal is to find a way to utilize the empty Kmart building located on South Grand. Two private entities have shown interest in partnering with the city and the ADC to fund the local match of \$10,000. The chamber of commerce was also invited to participate but they will not be able to participate. This would leave each of the four entities to provide \$2500 each to fund the local match. ADC director Tim Fox will write the grant to submit to IEDA. The owner of the building has been approached for participation and they are supportive but have offered no funding. Council member Freesean commented that he thinks the city will need to be involved in this for the building to get sold. Council member Joerger introduced Resolution 46-21 entitled, "RESOLUTION APPROVING APPLICATION FOR A RURAL INNOVATIONS GRANT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freesean, Pittman, Knighten. Nays - none.

City attorney Slotter reported that the hearing on the property at 607 S. Johnson has been held and we should be receiving the order on that sometime this month.

City clerk O'Donnell reported that the next meeting will be a planning session held on April 14 at 6:00.

City administrator Diers reported that the dumpsters for the spring clean up started delivering today. We will have a couple of city workers doing the dumpsters so we should be able to do more than we had originally thought. The ambulance bay remodel project started today. Steve, housing director Katie Nolte and a couple of the housing board members met with a representative of Randy Feenstra to discuss the Cedar Health building and possible funding to demolish it and build new public housing. Broadband was also mentioned and we could apply for funding for that as well. The current phone number for the police department, 228-3366, will be transferred to the comm center when it moves to the new LEC. We opened up the front door of city hall last week, going good so far.

Mark Wicks wanted to thank the street and park/rec departments for their help lately with putting up the street banners and moving the new picnic tables to the parkade by Snap Fitness.

Council member Pittman commented that the first meeting of the watershed advisory was held last week with Doug Johnson and it was very informative.

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

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk