

COUNCIL MINUTES  
REGULAR SESSION  
APRIL 17, 2023

Charles City city council met in regular session on April 17, 2023 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Patrick Lumley, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten (via Zoom due to medical issues). Also present were city administrator Steve Diers, city engineer John Fallis and engineer in training Brian Sullivan.

Citizen comments - none.

Mayor Andrews welcomed everyone to the meeting.

Motion by Freeseaman, second Starr to approve the agenda. Ayes - 5

Motion by Pittman, second Freeseaman to approve the minutes of the March 29 and April 3 meetings. Ayes - 5

Motion by Pittman, second Freeseaman to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following: approval of 5 day liquor license for Top of Iowa Lucky Wife (will be located at Otto's Oasis), approve renewal of Class C retail alcohol license for Barry's Comet Bowl, approve renewal of Class E retail alcohol license for HyVee Food Store, approve renewal of Class E retail alcohol license and ownership change for Casey's, approve renewal of Class B retail alcohol for Kwik Star #419, approve 3/23 financials for city of Charles City and CC Public Employee Health Plan and payment of claims (including those approved by other boards):

79760	CINTAS CORPORATION	\$120.06
79763	DISH	\$90.28
79765	ETHANOL PRODUCTS LLC	\$790.77
79669-79676	UB DEPOSIT REFUNDS	\$105.81
79772	IOWA ASSOC MUNICIPAL UTILITIES	\$1,075.00
79773-79774	IDOT-CASHIER'S OFFICE	\$4,384.99
79775	INLAND TRUCK PARTS & SERV	\$1,054.75
79776	IOWA ONE CALL	\$19.80
79779	JOHNSON PAINTING	\$2,500.00
79813-79814	PAYROLL ENDING 3/25/2023	\$106,577.13
79781	MAIN STREET CHARLES CITY	\$1,600.00
79785	MICK GAGE PLUMBING & HEATING	\$845.72
79786	MICROBAC LABORATORIES, INC.	\$62.00
79799	T&W GRINDING & COMPOST SERVICE	\$7,549.00
79846	CENTURYLINK	\$1,426.08
79847	CINTAS	\$296.69
79848	CINTAS CORPORATION	\$51.99
79865	JENDRO SANITATION SERVICES	\$443.25
79869	LEISURETIME GOLF CARS	\$4,500.00
79872	MIKE'S C&O TIRE INC	\$791.20
79873	NCL OF WISCONSIN	\$197.97
79886	SCHUETH ACE HARDWARE	*VOID
79887	SCHUETH ACE HARDWARE	\$221.25
79888	SHERWIN-WILLIAMS CO	\$54.47

79889	SHORT ELLIOTT HENDRICKSON INC	\$2,216.52
79893	T&C MACHINE	\$65.00
79896	VERIZON WIRELESS	\$120.03
79897	WEX BANK	\$8,922.40
79898	CENTURYLINK	\$464.95
79899	FATIMAH BEAMON	\$219.00
79900	JENDRO SANITATION SERVICES	\$425.80
79901	MIDAMERICAN ENERGY	\$2.33
79902	JEAN BOLEY	\$42.58
79903	MEDIACOM	\$110.83
79904-79923	UB DEPOSIT REFUNDS	\$1,671.03
79924	BAKER & TAYLOR BOOKS,SERV	\$2,462.18
79925	FARMERS NEW AG LLC	\$592.22
79926	MIDAMERICAN ENERGY	\$24.00
79927	SHORT ELLIOTT HENDRICKSON INC	\$629.52
79928-77930	PAYROLL ENDING 4/8/2023	\$107,149.54
79931	CITY OF CHARLES CITY	\$1,081.10
79932	CC PUBLIC EMP HEALTH PLAN	*VOID
79933	CC PUBLIC EMP HEALTH PLAN	\$9,528.78
79934	EMC NATIONAL LIFE-SUPPLEM	\$6.00
79935	PAYROLL LIABILITIES	*VOID
79936	A-1 MOBILE STORAGE SERVICE	\$735.00
79937	AMAZON CAPITAL SERVICES	\$894.79
79938	ASHLEE MAHLSTEDT	\$280.00
79939	CENTRAL LOCK SECURITY	\$5,151.20
79940	CHARLES CITY PRESS INC	\$944.00
79941	CINTAS CORPORATION	\$71.80
79942	CITY OF CHARLES CITY	\$4,271.47
79943	TRENT PARKER / COMPUTER PARKER	\$4,221.11
79944	EXPRESS LUBE	\$198.38
79945	FLOYD COUNTY TREASURER	\$60.00
79946	GWENDOLYN WARD	\$300.00
79947	HOLDEN HILLEGAS/H&R LAWNCARE	\$1,331.25
79948	HOCKENSON PLUMBING	\$2,500.98
79949	HOUSING AUTH ACCTG SPECIALISTS	\$1,195.00
79950	JENDRO SANITATION SERVICES	\$1,068.68
79951	JOHN DEERE FINANCIAL	*VOID
79952	JOHN DEERE FINANCIAL	\$658.69
79953	LEAF	\$358.45
79954	LESSIN SUPPLY COMPANY	\$39.87
79955	LINDERMAN HEATING & AIR LLC	\$451.92
79956	MENARDS CAPITAL ONE CREDIT	\$6,896.31
79957	MILLS-INC	\$774.75
79958	MRI SOFTWARE LLC	\$146.68
79959	NCRC NAHRO	\$75.00

79960	NOAH,SMITH,SCHUKNECHT & SLOTER	\$140.00
79961	OMNITEL COMMUNICATIONS	\$1,100.00
79962	PLUNKETT'S PEST CONTROL	\$665.00
79963	ROCHFORD CONSTRUCTION	\$4,128.09
79964	SCHUETH ACE HARDWARE	*VOID
79965	SCHUETH ACE HARDWARE	\$485.42
79966	SHERWIN-WILLIAMS CO	\$744.93
79967	STAPLES ADVANTAGE	\$667.85
79968	SUPERIOR LUMBER INC	\$235.61
79969	T-J SERVICE INC	\$1,785.92
79970	THE SHREDDER	\$72.00
79971	ULINE	\$181.66
79972	AMAZON CAPITAL SERVICES	\$970.56
79973	KATIE NOLTE	\$236.46
79974	MIDAMERICAN ENERGY	\$9,390.83
79975	OVERHEAD DOOR CO OF MASON CITY	\$932.00
79976	PETTY CASH-HOUSING	\$21.85
79977	RESERVE ACCOUNT	\$250.00
79978	UNITED STATES CELLULAR	\$276.86
79979	AMAZON CAPITAL SERVICES	\$306.91
79980	BAKER & TAYLOR BOOKS,SERV	\$3,054.70
79981	BAKER & TAYLOR ENTERTAIN	\$13.99
79982	BRODART COMPANY	\$218.76
79983	CANON FINANCIAL SERVICES INC	\$94.32
79984	CAROL CASE	\$1,517.02
79985	CC PUBLIC EMP HEALTH PLAN	\$4,350.93
79986	CENTER POINT LARGE PRINT	\$308.39
79987	COREY HAWKE	\$389.00
79988	DEMCO INC	\$145.28
79989	GALE	\$341.47
79990	GORDON FLESCH COMPANY	\$135.32
79991	HY-VEE INC	\$119.66
79992	INGRAM LIBRARY SERVICES	\$127.54
79993	IOWA LIBRARY ASSOCIATION	\$110.00
79994	KAMRYN KRONSCHNABEL	\$196.50
79995	KANOPY INC	\$48.00
79996	MEDIACOM	\$355.05
79997	MICK GAGE PLUMBING & HEATING	\$1,024.54
79998	MIDAMERICAN ENERGY	\$2,085.65
79999	MIDWEST TAPE	\$274.63
80000	NOAH,SMITH,SCHUKNECHT & SLOTER	\$616.00
80001	PERRY NOVAK ELECTRIC INC	\$112.00
80002	SCHUETH ACE HARDWARE	\$84.07
80003	THE PRINTERY	\$16.69
80004	AGVANTAGE FS	\$512.71

80005	AHLERS & COONEY PC	\$66.00
80006	AMCS GROUP INC.	\$15,750.00
80007	ASPHALT PAVING ASSOC-IA	\$45.00
80008	ATLANTIC COCA-COLA BOTTLING CO	\$652.92
80009	BANCORPSV	*VOID
80010	BRAELYNN PAINTER	\$60.00
80011	BRUENING ROCK PRODUCTS INC	\$624.84
80012	CARQUEST AUTO PARTS	\$1,237.86
80013	CENTRAL IOWA DISTRIBUTING	\$92.00
80014	CHARLES CITY PRESS INC	\$1,503.84
80016	D&K PRODUCTS	\$8,492.50
80017	FMC LANDFILL	\$248.85
80018	GRAINGER	\$156.00
80019	GRIDOR CONSTRUCTION INC.	\$549,051.55
80020	HAWKINS INC	\$1,742.50
80021	IOWA PRISON INDUSTRIES	\$320.10
80022	IOWA STATE UNIVERSITY	\$150.00
80023	JENDRO SANITATION SERVICES	\$55,236.18
80024	JENSEN ELECTRIC 00	\$209.21
80025	JOSE NOE FLORES	\$30.00
80026	KARL CHEVROLET	\$4,643.96
80028	KATI HAGLUND	\$30.00
80029	LAW ENFORCEMENT SYSTEMS INC	\$716.00
80031	LESSIN SUPPLY COMPANY	*VOID
80032-80033	LESSIN SUPPLY COMPANY	\$668.47
80035	MARCO	\$143.28
80036	MICK GAGE PLUMBING & HEATING	\$5,711.95
80037	MICROBAC LABORATORIES, INC	\$899.00
80039	MIDWEST PIPE SUPPLY INC	\$950.00
80040	MTI DISTRIBUTING INC	\$284.52
80041	MUNICIPAL SUPPLY INC	\$1,729.25
80042	NEWBAUER INC	\$202.02
80043	NIACC	\$140.00
80044	NIACOG	\$1,931.30
80046	PERRY NOVAK ELECTRIC INC	\$90,240.88
80047	POSTMASTER	\$1,200.00
80049	SAM, LLC.	\$225.00
80050	STEVEN T DIERS	\$267.00
80051	STEWART M DALTON	\$205.00
80052	T&K TRACTOR REPAIR LLC	\$1,885.06
80053	UNIQUE COUNTRY STORE	\$130.00
80054	UNITED STATES CELLULAR	\$1,259.30
80055	US CELLULAR OF CHARLES CITY	\$34.99
ACH	FLOYD SWCD	\$6,426.32
ACH	MC2 INC	\$5,181.73

ACH	FGP APRIL STIPENDS	\$11,078.86
ACH	FGP MILEAGE REIMBURSEMENTS	\$86.56
ACH	STACEY LEERHOFF	\$39.96
ELEC	QUILL CORPORATION	\$240.50
ELEC	WEX BANK	\$7,949.06
ELEC	BUSINESS CARD	\$8,265.94
ACH	COLLECTION SERVICE CENTER	\$306.64
ACH	EFTPS (PAYROLL TAXES)	\$30,904.45
ACH	ICMA MEMBERSHIP RENEWALS	\$1,823.09
ELEC	VISA	\$212.56
ACH	BANCORPSV	\$2,376.89
ELEC	TREASURER, STATE OF IOWA	\$15,701.11
ELEC	PEPSI-COLA	\$746.87
ELEC	KABRICK DISTRIBUTING CO	\$80.00
ELEC	UNITED BEVERAGE-MC	\$474.15
ELEC	FIRST CITIZENS-CC	\$15.49
<b>TOTAL:</b>		<b>\$1,183,038.03</b>

Business of the mayor - Mayor Andrews reported that the emergency management symposium in Des Moines was attended by himself and Councilmember Lumley. He noted that we should try to coordinate some NIMS training for the council and staff, especially the 100 and 700 series. We will talk to our local EMA director to see about conducting some in person training for those two series.

Discussion on amending the city administrator's employment contract to allow for a vehicle stipend to be paid to him rather than providing him a city vehicle. City administrator Diers had compiled information from other cities who provide a stipend and also the costs of maintenance for the city vehicle he is currently driving. Given those costs and the replacement cost, it seems more feasible to simply pay a stipend. Diers is asking for \$500/month as a stipend. Council member Starr introduced Resolution 33-23 entitled, "RESOLUTION APPROVING AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE CITY OF CHARLES CITY AND CITY ADMINISTRATOR STEVEN DIERS" 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

Pay estimate #2 has been submitted by Gridor Construction for the clearwell project. Half of it is for material and the other half is for work to date. SEH has reviewed this estimate and is recommending approval. The amount of the request is \$549,051.55. Council member Freeseaman introduced Resolution 34-23 entitled, "RESOLUTION APPROVING PAY ESTIMATE #2 FOR THE CLEAR WELL PROJECT" 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

Plans and specifications have been prepared for the 401 N. Main parking lot project. This parking lot has deteriorated and requires repairs. The work would start after August 4 after the summer events are done. Farmer's market will still be operating but we can work around that. Estimated completion date is November 3. Bids will be open on May 11 with the public hearing set for May 15. Council member Freeseaman introduced Resolution 35-23 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF CONSTRUCTION COST FOR THE 2023 401 N. MAIN PARKING LOT PROJECT AND ORDERING THE ADVERTISEMENT FOR BIDS" 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.

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 third 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 Freeseaman, second Starr to approve the third reading of Ordinance 1164. Ayes - 5. Council member Freeseaman read the ordinance. Motion by Pittman, second Starr to adopt and publish Ordinance 1164. Ayes - 5.

An easement is needed from Cambrex to complete the water main looping project. This will be a 20' wide permanent easement with a 50' temporary construction easement. The only cost to us will be the recording fees. Council member Pittman introduced Resolution 36-23 entitled, "RESOLUTION APPROVING PUBLIC WATER MAIN EASEMENT AGREEMENT" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Plans and specifications are ready for the water main looping project. This will be installation of a 12" main which should be more than adequate to serve our needs in this area near Cambrex and Zoetis. Public hearing has been scheduled for May 15. Council member Starr introduced Resolution 37-23 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF CONSTRUCTION COST FOR THE 2023 WATERMAIN LOOPINGPROJECT AND ORDERING THE ADVERTISEMENT FOR BIDS" 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.

Plans and specifications have been prepared for the 2023 sanitary sewer lining project and a public hearing needs to be held. The notice did not get published to hold the public hearing at tonight's meeting, so we need to re-set the public hearing for May 15. This will not delay the project. Council member Starr introduced Resolution 38-23 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE 2023 SANITARY SEWER LINING PROJECT" 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.

Since the Mill Race parking lot project is part of a water quality initiative and will be utilizing sponsored project funds, a maintenance plan needs to be submitted to the state. This plan has been prepared by staff and requires council approval. The street department will be in charge of maintaining the permeable paving portion of this project. Councilmember Pittman introduced Resolution 39-23 entitled, "RESOLUTION APPROVING MAINTENANCE PLAN FOR 2023 MILL RACE PARKING PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman, Knighten. Nays - none. The final plans are being reviewed by the state and we hope to act on them at the next regular meeting.

City clerk O'Donnell reported that the next meeting will be a planning session on April 26 at 6:00.

City administrator Diers reported that property tax reform bills are still floating at the state legislature. Most of the items included are detrimental to municipalities. The can redemption receptacles may be moved to Shaw Avenue since the current location is having many issues. We are still waiting to receive the financials from AMR on their ambulance operation.

Councilmember Starr reported that discussions are being held on changing the county's communication system.

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

---

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, city clerk