

COUNCIL MINUTES
REGULAR SESSION
APRIL 18, 2022

Charles City city council met in regular session on April 18, 2022 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Patrick Lumley, Keith Starr, DeLaine Freeseaman and phoebe Pittman. Absent was 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 - 4

Motion by Freeseaman, second Pittman to approve the minutes of the March 30 and April 4 meetings. Ayes - 4

Motion by Starr, second Lumley to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following: consider approval of the following liens: snow removal - \$50 907 Waller St, \$50 401 Richings St, \$50 307 1st Ave, \$50 811 9th Ave, \$50 316 2nd Ave, \$50 1901 Clark St, \$50 208 4th Ave and replacement of frozen meter at 510 4th Ave for \$125 and payment of claims (including those approved by other boards):

ACH	PORTZEN CONSTRUCTION	\$220,615.03
ELEC	BUSINESS CARDS - SUPPLIES CITY DEPT	\$4,920.93
ELEC	BANCORPSV	\$298.70
ELEC	FIRST CITIZENS BANK	\$15.49
ACH	FOSTER GRANDPARENTS	\$9,324.87
ELEC	TREASURER, STATE OF IOWA	\$6.20
ELEC	PEPSI-COLA	\$681.74
ACH	FLOYD SWCD	\$6,798.54
76150	CENTURYLINK	\$1,404.47
76188	MIKE'S C & O TIRE	\$7,625.76
76195	NEWBAUER	\$254.50
76208	SHERWIN-WILLIAMS	\$31.34
76220	CENTURYLINK	\$913.37
76221	FLOYD COUNTY TREASURER	\$1,559.00
76222	IOWA DEPT OF NATURAL RESOU	\$5,300.00
76223	JENDRO SANITATION SERVICES	\$562.18
76224	JOHN DEERE FINANCIAL	*VOID
76225	JOHN DEERE FINANCIAL	\$771.68
ELEC	BANCORPSV	\$707.88
76226	TRELLEBORG WHEEL SYSTEMS	\$128,612.57
76227-76237	UTILITY DEPOSIT REFUNDS	\$798.18
76238-76251	PAYROLL ENDING 4/9/2022	\$94,666.49
76252	CITY OF CHARLES CITY	\$1,058.80
* 76253	CC PUBLIC EMP HEALTH PLAN	*VOID
76254	CC PUBLIC EMP HEALTH PLAN	\$9,344.46
76255	EMC NATIONAL LIFE-SUPPLEM	\$6.00

ELEC	COLLECTION SERVICE CENTER	\$60.00
ELEC	EFTPS (PAYROLL TAXES)	\$25,702.50
ELEC	FAMILY COMM CREDIT UNION	\$1,683.00
ELEC	ICMA MEMBERSHIP RENEWALS	\$2,616.51
76256	ABSOLUTE SCIENCE	\$350.00
76257	AMAZON CAPITAL SERVICES	\$1,742.95
76258	BAKER & TAYLOR BOOKS,SERV	\$2,872.15
76259	BAKER & TAYLOR ENTERTAIN	\$188.53
76260	BOOK FARM LLC	\$284.49
76261	BRENNA LACY	\$400.00
76262	BRIAN FOX	\$256.00
76263	CANON FINANCIAL SERVICES I	\$69.32
76264	CAROL CASE	\$1,138.20
76265	CC PUBLIC EMP HEALTH PLAN	\$4,432.97
76266	CENTER POINT LARGE PRINT	\$198.66
76267	CC CHAMBER OF COMMERCE	\$15.00
76268	COREY HAWKE	\$389.00
76269	DEMCO INC	\$196.47
76270	GALE	\$156.12
76271	GORDON FLESCH COMPANY	\$84.00
76272	HEATHER GUDENKAUF	\$64.38
76273	HY-VEE INC	\$310.69
76274	INGRAM LIBRARY SERVICES	\$44.94
76275	KANOPIY INC	\$83.00
76276	MEDIACOM	\$342.99
76277	MEREDITH HAMM	\$1,200.00
76278	MIDAMERICAN ENERGY	\$3,018.51
76279	MODERN MARKETING INC	\$433.17
76280	OC CLOWN AROUND	\$350.00
76281	SCHUETH ACE HARDWARE	\$16.97
76282	STACEY LEERHOFF	\$113.29
76283	STAPLES ADVANTAGE	\$193.82
76284	UNIQUE COUNTRY STORE	\$300.00
76285	VISA	\$588.86
76286	AMERICAN MEDICAL RESPONSE	\$7,291.67
76287	ATLANTIC COCA-COLA BOTTLIN	\$611.38
76288	BREITBACH OFFICE LLC	\$50.00
76289	BRUENING ROCK PRODUCTS INC	\$1,040.73
76290	CARQUEST AUTO PARTS	*VOID
76291	CARQUEST AUTO PARTS	\$2,012.39
76292	CEDAR RIVER SOFTWARE	\$4,800.00
76293	CEDAR VALLEY SEMINARY	\$100.00
76294	CENTURYLINK	\$51.88
76295	CHAPTER 3 DESIGN LLC	\$312.50

76296	CINTAS	\$118.81
76297	CINTAS CORPORATION	\$154.92
76298	CONTINENTAL RESEARCH CORP	\$298.90
76299	CROELL INC	\$223.40
76302	DOG WASTE DEPOT	\$171.98
76303	ENVIRONMENTAL PRODUCTS & ACCESSORIES	\$466.31
76304	ERIC WHIPPLE	\$17.00
76305	FAREWAY STORE	\$15.52
76306	FLOYD CO MEDICAL CENTER CL	\$304.00
76307	FLOYD COUNTY AUDITOR	\$7,569.36
76308	FLOYD COUNTY RECORDER	\$47.00
76309	FLOYD COUNTY TREASURER	\$256.00
76310	GHD SERVICES INC	\$469.43
76311	GRAINGER	\$456.53
76313	HAWKINS INC	\$7,985.18
76314	HUBER SUPPLY CO INC	\$130.00
76315	IOWA ASSOC MUNICIPAL UTILITIES	\$7,023.22
76316	IDOT-CASHIER'S OFFICE	\$491.91
76317	IOWA LAW ENFORCEMENT ACADEMY	\$150.00
76318	IMAGETEK OPERATIONS LLC	\$3,108.96
76319	IOWA ONE CALL	\$27.60
76320	IOWA STATE UNIVERSITY	\$90.00
76321	JENDRO SANITATION SERVICES	\$51,836.86
76322	JENDRO SANITATION SERVICES	\$249.90
76323	JENNIFER LANTZ	\$613.66
76324	JOHN JENKINS	\$10.00
76325	JOHNSON PAINTING	\$1,325.00
76326	KABRICK DISTRIBUTING CO	\$973.50
76327	KEYSTONE LABORATORIES	\$913.34
76328	KJ DESIGNS LLC/JTEE'S DESI	\$1,586.00
76329	KWIK TRIP INC	\$22.47
76330	LARRY ELWOOD CONSTRUCTION	\$4,195.00
76331	LEAF	\$139.23
76332	LEAF	\$129.71
76333	LEISURETIME GOLF CARS	\$3,000.00
76334	LESSIN SUPPLY COMPANY	*VOID
76335	LESSIN SUPPLY COMPANY	\$586.31
76336	LESSIN SUPPLY COMPANY	\$81.48
76337	MACQUEEN EQUIPMENT GROUP	\$2,515.16
76338	MARCO	\$134.36
76339	MC2 INC	\$1,010.50
76340	MEDIACOM	\$115.20
76341	MICK GAGE PLUMBING & HEATI	\$100.00
76342	MIDAMERICAN ENERGY	*VOID

76343	MIDAMERICAN ENERGY	\$720.36
76344	MIKE MOLSTEAD MOTORS INC	\$14.07
76345	MISSISSIPPI LIME COMPANY	\$8,010.72
76346	MOSS ROOFING & INSULATION	\$3,839.00
76347	NCL OF WISCONSIN	\$201.94
76348	NEW HAMPTON TRIBUNE	\$44.00
76349	NEWBAUER INC	\$22.55
76350	NIACOG	\$1,585.87
76351	NOAH,SMITH,SCHUKNECHT & SL	\$4,262.00
76352	THE NORTHWAY CORPORATION	\$318.30
76353	PACKARD ELECTRIC INC	\$2,873.70
76354	PERRY NOVAK ELECTRIC INC	\$85.00
76355	QUILL CORPORATION	\$71.86
76356	ROCKMOUNT RESEARCH & ALLOY	\$200.29
76357	SALT	\$15.00
76358	SURVEYING AND MAPPING LLC	\$75.00
76359	SCHUETH ACE HARDWARE	\$599.82
76360	SISSON & ASSOCIATES INC	*VOID
76361	SISSON & ASSOCIATES INC	*VOID
76362	SISSON & ASSOCIATES INC	\$459,730.00
76363	SRIXON/CLEVELAND GOLF/XXIO	\$245.67
76364	STAR EQUIPMENT LTD	\$1,024.00
76365	STATE OF IOWA--TREASURER	\$215.00
76366	SUPERIOR LUMBER INC	\$16.48
76367	T&K TRACTOR REPAIR LLC	\$1,311.84
76368	TERRACON CONSULTANTS INC	\$826.50
76369	TITAN MACHINERY-DES MOINES	\$67.72
76371	TRIUMPH SURPLUS LLC	\$20.55
76372	UNIQUE COUNTRY STORE	\$695.00
76374	US CELLULAR OF CHARLES CITY	\$270.99
76375	VAN WERT COMPANY	\$250.00
76376	WEX BANK	\$10,075.23
76377	WISCONSIN INDEPENDENT NETW	\$1,200.00
	MIDWEST TAPES	\$143.68

TOTAL: \$1,160,591.07

March Receipts - Gen - 98142.73, Petty Cash - 50.00, P/R C/I-23.19, H/M-29874.51;RAGBRAI-.17,RUT-46190.12,EmpBen-35328.75,CVTC-193204.59,Emerg-2045.21,OptTx-137135.38,TIF-7100.15,AmerRescue-535.99,FGP-25076.75,pubHous-75181.95,Sect8-86383.37,'18Rehab-64920.00,DebtServ-13796.42,'21CapFnd-58073.96,Water-299354.23,Sewer-129464.72,WasteFnd-58798.47,Transit-5127.39,SWU-17077.98,FireExt-244.50

March Disbursements - Gen -284724.57, PettyCash-100.00,RAGBRAI-4548.00,RUT-115433.06,EmpBen-114507.24,CVTC-9012.38,slibrTr-167.16,FGP-23271.56, PubHous-76494.39,Sect8-68447.54,Cable-474.98,'21CapFnd-58073.96,FibertoHome-539.62,IPC-4775.32,Water-104689.94,Sewer-86494.73,WWTPExp-33207.99,WasteFnd-53089.18,Transit-35326.48,SWU-4710.53,FireExt-27.98

Mayor Andrews is recommending appointing Krista Noah to fill the vacancy left by the death of Bill Wohlers on the board of adjustment. Motion by Starr, second Lumley to approve. Ayes 4

Mayor is also recommending appointing Rachel Mack to replace Darci Tracy on the library board. Motion by Pittman, second Freeseaman to approve. Ayes - 4

A proclamation for Elks Youth Week for the first week in May was presented. Motion by Freeseaman, second Pittman to approve. Ayes - 4

Craig Hamm was present to request street closures for the Corvette car show on June 25. The closures will be the same as the past as follows: North Jackson and Kelly Street around Central park from 8:00 a.m. to 2:00 p.m. Motion by Freeseaman, second Pittman to approve. Ayes - 4

Bob Ingram from Sisson and Associates was present to review the renewal of the city's insurance package. The cyber security premium has increased from \$2850 to \$5250. This is mainly due to the large increase in cyber claims nationwide by municipalities. There were a couple of adjustments after this was reviewed at the planning session and the new package premium is \$309,224 with work comp coming in at \$144,602. As discussed at the planning session, the package increase was due mainly to increase in property values to keep up with replacement costs. Motion by Freeseaman, second Starr to approve the renewal package. Ayes - 4.

Second reading of Ordinance 1158 regarding permits for dumpsters was presented. This would only cover dumpsters that are set on the ground, not dump trailers, since they are licensed. The city is asking that all dumpsters have reflective tape put on them to help be more visible, especially at night. Jeff Pichel, from LJP, was present and stated that he is in favor of this change. LJP just bought out Jendro and they are the city's garbage hauler. Motion by Freeseaman, second Pittman to approve the second reading of Ordinance 1158. Ayes - 4. Council member Freeseaman read the ordinance.

A facade application has been received from diamond Restoration located at 625 Main St. It is for painting of the exterior and replacement of some faux brick panels on the front. They are asking for \$4,450 which is 50% of the total. Council member Freeseaman introduced Resolution 50-22 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 625 N. MAIN 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: Ayes - Starr, Lumley, Freeseaman, Pittman, Nays - none

A facade application has been received from Stewart Realty located at 503 Kelly St. The project includes replacement of the windows and repairs to the patio trellis overhang. There is not enough in this year's **Façade funds for this project but it can wait until after July 1 to be paid and come out of FY23. As long as** Stewart knows they will be funded, they can get started on the project now. The total cost of the project is \$43,940 and they are asking for the maximum amount of \$10,000. Council member Starr introduced Resolution 51-22 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 503 KELLY STREET 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: Ayes - Starr, Lumley, Freeseaman, Pittman. Nays - none

Pay estimate #30 for the WRRF project has been submitted from Portzen Construction. The amount is \$220,615.03 and is mainly for demolition and site work. Fox Engineering has reviewed this request and is recommending payment. Council member Freeseaman introduced Resolution 52-22 entitled, "RESOLUTION APPROVING PAY ESTIMATE #30 FOR WATER RESOURCE RECOVERY FACILITY PROJECT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman. Nays - none.

The city is required to submit quarterly reports on the ARPA funding that has been received. The Federal government is suggesting that cities choose the lost revenue option for their funding, the reporting will be much easier that way. Motion by Pittman, second Lumley to utilize the lost revenue option for reporting ARPA funding. Ayes - 4

Property located t 1800 Rolfing has been identified for purchase by the citizen. This nuisance property had some complicated ownership issues which have now been resolved by staff. The purchase price of \$9500 includes an additional 15 feet of property so that once the structure is removed, it will be a buildable

lot. City Attorney Slotter remarked that he will conduct the abstract work and the process should be complete in about a month. Council member Starr introduced Resolution 54-22 entitled, "RESOLUTION APPROVING OFFER TO BUY REAL ESTATE" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman. Nays - none

City engineer Fallis has presented a quote for feasibility studies for both the Main Street and Gilbert Street bridges. Calhoun Burns would do both for a not to exceed price of \$30,900. After these studies are completed, preliminary design can be done on both. Historical review and community input will be done during the feasibility study. Once we have the design done, we can then be ready for whenever we may find some funding for these projects. Council member Pittman introduced Resolution 55-22 entitled, "RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH CALHOUN BURNS AND ASSOCIATES FOR MAIN STREET BRIDGE AND GILBERT STREET BRIDGE FEASIBILITY STUDY, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Starr, Lumley, Freeseaman, Pittman. Nays - none

City clerk O'Donnell reported that parking lot cleaning should be done toward the end of April or early May. The next meeting will be a planning session on April 27 at 6:00 pm.

City attorney Slotter reported that the city recently completed the 657A process on a property that's been vacant on F street for several years and that will be brought to council at a planning session in the near future for discussion

City administrator Diers reported that the 50th anniversary of the Foster Grandparent program in Charles City will be held tomorrow. We have some retirements in the full time fire fighters positions coming up so we will need to decide what we will do going forward. We plan on doing a substantial completion tour of the WRRF soon. We need to ask for a waiver on this project concerning an emergency pipe repair that was done. Council member Lumley asked if going to a strictly volunteer fire department would have any concerns for insurance in the city. Bob Ingram replied that there would be no change in insurance classification or homeowners insurance. It would however lower the city's workman's comp premium.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk