

COUNCIL MINUTES
REGULAR SESSION
MAY 15, 2023

Charles City city council met in regular session on May 15, 2023 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Patrick Lumley, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Absent was Keith Starr. Also present were city administrator Steve Diers, city engineer John Fallis (via Zoom), city engineer in training Brian Sullivan 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 Lumley, second Pittman to approve the 4/26 and 5/1 minutes. Ayes - 4

Motion by Freeseaman, second Pittman to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following: approve 4/23 financials for the city of Charles City and CC Public Employees Health Plan, approve 5 day beer permits for CC Chamber of Commerce Party in the Park/July 4th events, approve water/sewer bond for Kamm Excavating and excavation bond for David Zimmerman and payment of claims (including those approved by other boards):

80091-80100	5/2023 HOUSING - HAPS	\$76,149.94
80103	ARNOLD MOTOR SUPPLY LLP	\$164.47
80104	BK ENVIRONMENTAL CONSULTING	\$500.00
80105	BRAELYNN PAINTER	\$60.00
80111	CINTAS	\$156.27
80112	CINTAS CORPORATION	\$51.99
80116	D&K PRODUCTS	\$248.00
80122	FLOYD COUNTY ENGINEER	\$602.58
80123	FLOYD COUNTY RECORDER	\$17.00
80124	GORDON FLESCH COMPANY INC	\$300.20
80128	IOWA ONE CALL	\$32.60
80129	IOWA PRISON INDUSTRIES	\$506.55
80130	IOWA SOYBEAN ASSOCIATION	\$1,397.08
80132	JENDRO SANITATION SERVICES	\$420.27
80134	JOSE NOE FLORES	\$30.00
80144	NEWBAUER INC	\$279.00
80151-80152	SISSON & ASSOCIATES INC	*VOID
80153	SISSON & ASSOCIATES INC	\$525,759.48
80155	STEWART M DALTON	\$90.00
80158	TERRI NOVAK	\$55.02
80160	USA BLUEBOOK	\$1,025.21
80162	WEX BANK	\$8,152.24
80163	TRENT PARKER / COMPUTER PARKER	\$13,699.07
80164	KATIE NOLTE	\$242.35
80165	RESERVE ACCOUNT	\$300.00

80166-80171	PAYROLL ENDING 5/6/2023	\$101,980.35
80172	CITY OF CHARLES CITY	\$1,081.10
80173	CC PUBLIC EMP HEALTH PLAN	*VOID
80174	CC PUBLIC EMP HEALTH PLAN	\$9,528.78
80175	EMC NATIONAL LIFE-SUPPLEM	\$6.00
80176-80198	UB DEPOSIT REFUNDS	\$1,644.83
80199	AMAZON CAPITAL SERVICES	\$1,280.26
80200	ANNETTE DEAN	\$41.47
80201	BAKER & TAYLOR BOOKS,SERV	*VOID
80202	BAKER & TAYLOR BOOKS,SERV	\$2,854.74
80203	BAKER & TAYLOR ENTERTAIN	\$160.86
80204	CANON FINANCIAL SERVICES INC	\$163.64
80205	CAROL CASE	\$1,507.66
80206	CC PARK & REC DEPARTMENT	\$66.00
80207	CC PUBLIC EMP HEALTH PLAN	\$3,481.19
80208	CENTER POINT LARGE PRINT	\$74.66
80209	COREY HAWKE	\$389.00
80210	DEMCO INC	\$468.10
80211	GORDON FLESCH COMPANY	\$97.00
80212	HOCKENSON PLUMBING	\$138.84
80213	HY-VEE INC	\$148.06
80214	INGRAM LIBRARY SERVICES	\$25.17
80215	IOWA STATE UNIVERSITY	\$385.72
80216	JACKSON'S INT'L AUCTIONEERS	\$3,500.00
80217	KANOPY INC	\$55.00
80218	MEDIACOM	\$355.42
80219	MICK GAGE PLUMBING & HEATING	\$291.60
80220	MIDAMERICAN ENERGY	\$1,781.34
80221	MIDWEST TAPE	\$316.84
80222	NOAH,SMITH,SCHUKNECHT & SLOTER	\$28.00
80223	PROQUEST LLC	\$1,302.94
80224	STAPLES ADVANTAGE	\$174.25
80225	WATERLOO CEDAR FALLS SYMPHONY	\$250.00
80226	AGVANTAGE FS	\$1,431.98
80227	AMERICAN MEDICAL RESPONSE	\$8,333.34
80228	CARQUEST AUTO PARTS	\$634.89
80229	CC LIONS CLUB	\$772.00
80230-3080231	CENTURYLINK	\$2,083.80
80232	CHARLES CITY PRESS INC	\$786.19
80233	CIMA COMPANIES INC	\$488.65
80234	CINTAS CORPORATION	\$129.10
80237	CLEAR LAKE SANITARY DISTRICT	\$186.00
80238	TRENT PARKER / COMPUTER PARKER	\$1,195.25
80239	CROELL INC	\$374.50
80240	D&L CAR CARE	\$630.00

80241	DENNIS SANVIG 00	\$2,238.05
80242	DLT SOLUTIONS LLC	\$4,056.52
80243	FAREWAY STORE	\$1,071.05
80244	FARMERS NEW AG LLC	\$800.35
80245	FLOYD COUNTY ENGINEER	\$33,188.03
80246	FLOYD COUNTY TREASURER	\$224.00
80247	FREDERICKSBURG DAIRY DAY BOARD	\$25.00
80248	GALLS LLC	\$113.30
80250	GHD SERVICES INC	\$491.01
80251	GOLF CARS OF IOWA	\$76.59
80253	HAWKINS INC	\$310.45
80254	HERRON'S BAND BOX INC	\$493.00
80255	HEWETT WHOLESALE	\$798.02
80256	HOBERT ELECTRIC	\$446.95
80257	HOLIDAY INN DES MOINES AIRPORT	\$224.00
80258	HY-VEE INC	\$40.00
80260-80261	IDOT-CASHIER'S OFFICE	\$9,555.48
80262	JEAN BOLEY	\$42.58
80263-80264	JENDRO SANITATION SERVICES	\$55,891.38
80265	JEO CONSULTING GROUP	\$4,658.75
80266	JOHN DEERE FINANCIAL	\$1,325.65
80268	L&J INDUSTRIES INC	\$1,142.60
80269	L&R MANUFACTURING LLC	\$4,173.25
80271-80272	LESSIN SUPPLY COMPANY	\$1,364.67
80274	M-PRINTS INK	\$436.00
80276	MEDIACOM	\$110.46
80277	MICROBAC LABORATORIES, INC.	\$444.50
80278	MIDAMERICAN ENERGY	\$93.67
80279	MIDAMERICAN RESEARCH CHEMICAL	\$476.78
80280	MIKE'S C&O TIRE INC	\$321.92
80282	NCL OF WISCONSIN	\$24.69
80283	NEB-IA INDUSTRIAL FASTENERS	\$58.56
80284-80285	NEWBAUER INC	\$410.25
80286	NIACC	\$60.00
80290	QUAD COUNTY FIREFIGHTERS ASSN	\$90.00
80291	SCHUETH ACE HARDWARE	*VOID
80292-80293	SCHUETH ACE HARDWARE	\$543.15
80294	STERICYCLE INC	\$51.52
80296	SUPERIOR LUMBER INC	\$2,235.87
80297	T&C MACHINE	\$200.00
80298	TELLURIAN BREWING	\$434.00
80300	USA BLUEBOOK	\$344.99
80301	GEORGE USHER/USHER SHARPENING	\$50.00
80302	VEENSTRA & KIMM INC	\$1,082.28
80303	VERIZON WIRELESS	\$120.03

80304	WELLS HOLLOW LANDSCAPING	\$7,079.40
80305	WISCONSIN INDEPENDENT NETWORK	\$1,250.00
ACH	FGP STIPEND/NON-STIPEND/MILEAGE	\$13,092.88
ACH	MISSISSIPPI LIME COMPANY	\$9,679.43
ELEC	COLLECTION SERVICE CENTER	\$306.64
ELEC	EFTPS (PAYROLL TAXES)	\$27,697.49
ELEC	ICMA MEMBERSHIP RENEWALS	\$1,823.09
ELEC	VISA	\$351.34
ELEC	KABRICK DISTRIBUTING CO	\$750.35
ELEC	TREASURER, STATE OF IOWA	\$19,324.72
ELEC	UNITED BEVERAGE-MC	\$713.45
ELEC	BANCORPSV	\$81.69
ELEC	DAIDA	\$496.00
ELEC	FIRST CITIZENS-CC	\$554.16

TOTAL: \$994,403.83

April Receipts - Gen - 928668.90; PettyCash-100.00; P/R C/I-176.21; H/M - 561.81; RAGBRAI-.90; RUT-82850.93; EmpBen-389918.36; CVTC-41395.23; Emerg-23129.42; OptTx-68230.68; TIF-225609.75; AmerRes-4887.34; LibrTr-478.05; FGP-43913.18; PubHous-59011.45; Sect8-78606.19; HousNonres-762.65; Cable-13577.20; DebtServ-166168.61; 22CapFnd-462.45; IPC-68650.39; Water-238945.58; ClearWell-522787.61; WRRF-170859.01; WasteFnd-59546.61; Transit-21841.77; SWU-16941.68; FireExt-3.00

April Disbursements - Gen-250287.29; P/R C/I-7911.25; RUT-56846.73; EmpBen-91140.06; CVTC-5020.45; LibrTr-420.67; FGP-32915.86; PubHous-96478.22; Sect8-77877.55; Cable-369.99; StreetRelC/I-3400.00; FibertoHome-250.42; IPC-6426.32; Water-197944.84; ClearWell-556455.20; WRRF-76564.83; WWTPExp-2203.50; WasteFnd-58981.54; Transit-32023.69; SWU-5553.14

Mary Mooberry and Belle Macdonald were present to request a proclamation for Poppy Day on May 26. Motion by Freeseaman, second Pittman to approve the proclamation. Ayes - 4

A request has been submitted from Rotary for a street closure for their annual car show scheduled for July 15. Car registrations will be done in the block right in front of The Rustic Corner. Pictures will also be taken in that block and then each car will be sent down to it's parking spot in the other closed sections of streets. If anyone needs access to any of the buildings located in the 400 block of Main Street, Jessica Gintz stated that they would be willing to let them in to access their buildings in the 400 block of Main St. Once all of the cars are registered and parked, the 400 block of Main Street will be opened back up. There were some complaints submitted from a person owning a building in the 400 block of Main St and that is why this item was being brought back to the council for reconsideration. Motion by Knighten, second Pittman to approve the request as originally submitted. Ayes - 4

A request for closure of the city hall parking lot in front of Hot Shots was submitted by the police department for the annual Bike Rodeo on June 3 from 5:00 a.m. to 12:00 p.m. All affected property owners have been contacted. Motion by Knighten, second Pittman to approve the request. Ayes - 4

Mayor Andrews opened the public hearing for the 401 N. Main parking lot project. Affidavit of publication dated 5/5/23 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Freeseaman, second Pittman to close the hearing. Ayes - 4. The preliminary plans were approved at the April 17 meeting. There was one addendum for clarification for who was responsible for staking and if independent materials testing was required. The basic plans remain unchanged and staff is recommending approval of the final plans. Council member Freeseaman introduced Resolution 46-23 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE 2023 401 N. MAIN PARKING LOT PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none. Six bids

were received with two of them not being opened due to no bid security. The low bid is from Larry Elwood Concrete, Inc. for \$55,250.50. Council member Pittman introduced Resolution 47-23 entitled, "RESOLUTION APPROVING AWARD AND CONTRACT AND BOND FOR THE 2023 401 N. MAIN PARKING LOT PROJECT" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none

Mayor Andrews opened the public hearing for the 2023 Water Looping Project. Affidavit of publication dated 5/5/23 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Freeseaman, second Pittman to close the hearing. Ayes - 4. The preliminary plans for this project were approved on April 17. The final plans are the same as the preliminary. Councilmember Freeseaman introduced Resolution 48-23 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE 2023 WATER LOOPING PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none. There were 3 bids submitted for this project with GM Contracting, Inc. being low at \$405,558.47. This firm has done a lot of work for the city of Des Moines and they are very happy with their work. Engineer estimate for this project was \$350,000 but that estimate was done quite awhile ago and prices have gone up quite a bit since then. Council member Pittman introduced Resolution 49-23 entitled, "RESOLUTION APPROVING AWARD, CONTRACT AND BOND FOR THE 2023 WATER LOOPING PROJECT" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Mayor Andrews opened the public hearing on the FY23 budget amendment. Affidavit of publication dated 5/5/23 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Freeseaman, second Pittman to close the hearing. Ayes - 4. The amendment for FY23 is necessary for several reasons. The biggest is a change in timeline for several capital projects. There were also grants received that had corresponding expenditures for those. Of the 1.2 million increase to expenditures, about one million of that was due to changes in project timelines. Amendments are due to the state by May 31. Council member Freeseaman introduced Resolution 50-23 entitled, "RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2023" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Housing director Katie Nolte went out for bids on a roofing project for public housing office and Morningside roofs and received two bids. Low bid is from Al and Tim's Roofing for \$95,176.00. Engineer in training Sullivan got good references on their work. The housing board has reviewed the bids and is recommending accepting Al and Tim's bid. Councilmember Freeseaman introduced Resolution 51-23 entitled, "RESOLUTION APPROVING AWARD OF CONTRACT FOR MORNINGSIDE AND PUBLIC HOUSING OFFICE ROOF PROJECT" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Quotes were also requested for the replacement of 144 windows at North Cedar Terrace. Low bid was submitted by Isakson Construction for Pella windows at \$178,963.33. They had also submitted a bid for Marvin windows for \$170,110.27 but these windows were not desirable by the director. Nolte is recommending acceptance of the \$178,963.33 from Isakson Construction and will be making this same recommendation to her housing board at their upcoming meeting. Council member Freeseaman introduced Resolution 52-23 entitled, "RESOLUTION APPROVING AWARD OF CONTRACT FOR NORTH CEDAR TERRACE WINDOW REPLACEMENT PROJECT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Water superintendent Cory Spieker was present to discuss replacement of the controls for slaker #1 at the water treatment plant. This has been budgeted for FY24 but there is a 3-4 month lead time for this part so Spieker would like to get it ordered now. This piece of equipment is used in the water softening process. Cost is approximately \$28,000 which includes labor, materials and equipment. It will be purchased from Vessco/Integrity and Novak Electric will install it. Council member Freeseaman introduced Resolution 53-23 entitled, "RESOLUTION APPROVING SLAKER #1 UPGRADE" and moved for adoption. Second to

adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Spieker also reviewed the need to replace the sewer camera used by the street department. Replacement parts for this model are no longer available due to it's age. This is not included in the budget since it just went out of commission. Sewer funds will be used for this purchase for approximately \$25,505 from Elliot Equipment. Council member Freeseaman introduced Resolution 54-23 entitled, "RESOLUTION APPROVING PURCHASE OF SEWER CAMERA" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

The city has traditionally borrowed approximately \$35,000 each year for tree removal costs. With the quick onset of emerald ash borer damage, staff would like to do a major tree removal program. Bond counsel has prepared proceedings for a \$525,000 GO borrowing to cover tree removal costs over the next two fiscal years. Some of these funds will be used to replace any sidewalks that may be damaged during the removal process. A public hearing will be held June 5 on this loan. There are about 325 trees included in this round. Council member Freeseaman introduced Resolution 55-23 entitled, "RESOLUTION SETTING THE DATE FOR PUBLIC HEARING AND ADDITIONAL ACTION ON PROPOSAL TO ENTER INTO A GENERAL OBLIGATION LOAN AGREEMENT AND TO BORROW MONEY THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$525,000" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Bids were previously requested for the 2023 tree removal project but the council rejected all three bids. The original plans were altered slightly and this project will now be sent out for bids again. A public hearing needs to be set for June 5 on this project with bids being due by June 1. These trees are all located in the city right of way. The base bid includes approximately 200 trees with the three alternates each containing about 30-40 trees. The completion date has been pushed back to April 26, 2024 due to the re-bid. Council member Pittman introduced Resolution 56-23 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR 2023 TREE REMOVAL PROJECT AND ORDERING THE ADVERTSIEMENT FOR BIDS" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Pay estimate #3 has been submitted for the clearwell project in the amount of \$450,529.90. About half is for materials and the remaining half is for labor. SEH Engineering has reviewed this request and is recommending payment. Council member Pittman introduced Resolution 57-23 entitled, "RESOLUTION APPROVING PAY ESTIMATE #3 FOR THE CLEAR WELL PROJECT" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

An easement is required to relocate the traffic signal located at South Main and Gilbert. This signal was damaged by a truck turning the corner too short and we would like to move the signal to help alleviate that problem in the future. There is not enough city right of way there to do this, so a permanent easement is needed by the owners of Vance Insurance. The new signal is here and work will start next week once this easement is approved. Council member Knighten introduced Resolution 58-23 entitled, "RESOLUTION APPROVING PUBLIC UTLITY EASEMENT AGREEMENT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Preliminary plans have been prepared for the Mill Race Parking Project. We have received approval from the DNR and Iowa Department of Agriculture and Land Stewardship so we can proceed with bid letting and holding a public hearing. Interim completion date will get the main portion of the parking lot done first to minimize inconvenience to the existing businesses located there. City engineer Fallis has talked to the owner of The Pub and he understands the inconvenience. There will be public education on how this traffic flow will occur once the parking lot is completed. The residents of Union House will be able to park in the lot behind the 200 block businesses during this project. City administrator Diers commented that

100% of this project can be part of our sponsored project. A public hearing needs to be held on this project and this will be June 5. Council member Freeseaman introduced Resolution 59-23 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR 2023 MILL RACE 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 - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Two thank yous were received.

City attorney Slotter reported that the deed for the former rail road right of way near Pure Prairie Poultry is ready.

City clerk O'Donnell reported that city hall will be closed May 29 for Memorial Day. The next meeting will be a planning session on May 24 at 6:00 p.m.

City administrator Diers reported staff met with our insurance advisor today to discuss the city's health insurance program. We are looking at a possible partial self funding insurance policy which will spread our risk across a larger pool which should translate into a lower premium. This will be discussed further at the next planning session. There are some downtown LED lights retrofitted with some samples of this lighting. The contractor for the 4th Avenue street project is back to finish up that project.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk