

COUNCIL MINUTES
MAY 17, 2021
REGULAR SESSION

Charles City city council met in regular session on May 17, 2021 at 6:00 p.m. remotely via Zoom.com. 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 and city attorney, Brad Sloter.

Citizens Comments – none.

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Joerger, second by Pittman to approve the minutes of the May 3, 2021 meeting.
Ayes-5

Motion by Joerger, second Starr to approve the consent calendar. Ayes-5. Consent calendar consisted of the following: approve 4/21 financial for the City of Charles City and CC Public Employee Health Plan, Renewal of HyVee Food Store Class LE liquor license w/Sunday sales, Renewal of Pub Crawlers Class C liquor license w/Outdoor Service, renewal of Comet Bowl Class LC Liquor license w/Sunday Sales and Outdoor Service, approve ownership change for Casey's, approval of 5 day Class B beer/Class C native wine license for Nik's Tippy Trailers w/Outdoor Service for July 10-15, and payment of claims(including those approved by other boards).

72500	MAY FGP STIPEND CHECK	\$18.00
72501	CALHOUN-BURNS & ASSOCIATES, serv.	\$12,215.88
72502	CENTURLINK, serv.	\$471.87
72503	GODBERSEN-SMITH CONSTRUCTION, serv.	\$74,505.27
72504	INTERSTATE BATTERIES OF UPPER IOWA, supp.	\$1,635.35
72505	DREW MCHOLM, serv.	\$200.00
72506	KWIK TRIP INC, supp.	\$30.63
72507	MUSIC MAN SQUARE, serv.	\$250.00
72508	ROCHFORD CONSTRUCTION, serv.	\$2,099.59
72509	MICHAEL EWBANK, utility deposit refund	\$32.77
72510	LACEY HOLDING, utility deposit refund	\$42.79
72511	ELIJAH TOWNSEND, utility deposit refund	\$56.67
72512	RENEE M BOSS, utility deposit refund	\$90.00
72513	DIAMOND RESTORATION, utility deposit refund	\$90.00
72514	COLLEEN DOWNEY, utility deposit refund	\$90.00
72515	MICHAEL FOSTER, utility deposit refund	\$90.00
72516	JOANNA GAUTIER, utility deposit refund	\$90.00
72517	DUSTYN HAHN-KABELE, utility deposit refund	\$90.00
72518	AMANDA HERMAN, utility deposit refund	\$90.00

72519	RODERICK JACKSON, utility deposit refund	\$90.00
72520	ELLEN JONES-SMITH, utility deposit refund	\$90.00
72521	LYNDSEY KALVIG, utility deposit refund	\$90.00
72522	KASSIE KASEMEIER, utility deposit refund	\$90.00
72523	DEBRA LINCOLN, utility deposit refund	\$90.00
72524	DILLIN MORRISSEY, utility deposit refund	\$90.00
72525	ORLANDO MOUTES, utility deposit refund	\$90.00
72526	MARY OBERMEIER, utility deposit refund	\$90.00
72527	CODY MARIE PALADINO, utility deposit refund	\$90.00
72528	SARAH VANDERWORF, utility deposit refund	\$90.00
72529-72545	PAYROLL ENDING 05/08/2021	\$94,724.88
72546	CITY OF CHARLES CITY, payroll liabilities	\$1,025.96
72547-72548	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$9,163.21
ACH	EFTPS, payroll liabilities	\$25,814.37
72549	EMC NATIONAL LIFE COMPANY, payroll liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$2,088.74
72550	RE-ISSUED PAYROLL CHECK	\$45.88
72551	RE-ISSUED PAYROLL CHECK	\$74.34
72552	RE-ISSUED PAYROLL CHECK	\$185.72
72553	AMAZON CAPITAL SERVICES, supp.	\$826.95
72554	BAKER & TAYLOR BOOKS, supp.	\$4,475.92
72555	BAKER & TAYLOR ENTERTAINMENT, supp.	\$189.80
72556	BENJAMIN PERNICK, serv.	\$125.00
72557	BRODART COMPANY, supp.	\$446.86
72558	CANON FINANCIAL SERVICES, serv.	\$69.32
72559	CAROL CASE, serv.	\$1,100.00
72560	CC PUBLIC EMP HEALTH PLAN, serv.	\$2,931.74
72561	CHARLE CITY PRESS, serv.	\$149.00
72562	CORE REGISTRATION, serv.	\$169.00
72563	COREY HAWKE, serv.	\$389.00
72564	DEMCO INC, supp.	\$205.44
72565	GORDON FLESCH CO-GFC LEASING, serv.	\$160.95
72566	HERRON'S BAND BOX INC, serv.	\$558.60
72567	ID LABEL INC, supp.	\$264.00
72568	INGRAM LIBRARY SERVICES, supp.	\$47.52
72569	KANOPY INC, supp.	\$52.00
72570	KS STATE BANK, serv.	\$157.00
72571	MEDIACOM, serv.	\$399.75
72572	MICK GAGE PLUMBING & HEATING, serv.	\$160.00
72573	MIDAMERICAN ENERGY, serv.	\$2,134.61
72574	MIDWEST TAPE, supp.	\$158.65

72575	NATIONAL PEN COMPANY, supp.	\$229.74
72576	PERRY NOVAK ELECTRIC INC, supp.	\$32.78
72577	PETTY CASH-LIBRARY, supp.	\$11.69
72578	POPULAR SUBSCRIPTION SERVICE, serv.	\$4,288.81
72579	SCHUETH ACE HARDWARE, supp.	\$32.97
72580	STACEY LEERHOFF, re-issued mileage check	\$49.53
72581	STACEY LEERHOFF, supplies reimbursement	\$17.37
72582	STAPLES ADVANTAGE, supp.	\$31.17
72583	EDUCATIONAL DEVELOPMENT CORP, supp.	\$307.76
72584	VISA, supp.	\$825.77
ACH	BANCORPSV, serv.	\$994.24
ACH	BANCORPSV, serv.	\$95.59
ACH	FLOYD SWCD, serv.	\$6,759.71
ACH	IMAGETEK OPERATIONS, serv.	\$365.00
ACH	IMAGETEK OPERATIONS, serv.	\$365.00
ACH	JACQUELINE FERCH (FGP), mileage	\$10.40
ACH	KABRICK DISTRIBUTING, supp.	\$225.70
ACH	LADONNA NORRIS (FGP), mileage	\$10.24
ACH	MAVIS BEENEN (FGP), mileage	\$5.12
ACH	PEPSI-COLA, supp.	\$455.50
ACH	PORTZEN CONSTRUCTION, serv.	\$1,119,155.92
ACH	TREASURER, STATE OF IOWA, sales tax	\$2,215.78
ACH	UNITED BEVERAGE, supp.	\$81.30
72585	ACUSHNET COMPANY, supp.	\$72.14
72586	ALL STAR PRO GOLF, supp.	\$380.21
72587	AMAZON CAPITAL SERVICES, supp.	\$66.40
72588	ATCO INTERNATIONAL, supp.	\$159.70
72589	ATLANTIC COCA-COLA, supp.	\$201.31
72590	BRAYCE HOWLETT, serv.	\$30.00
72591	CARQUEST AUTO PARTS	**VOIDED*
72592	CARQUEST AUTO PARTS	\$478.22
72593	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
72594	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
72595	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
72596	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
72597	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
72598	CC PUBLIC EMP HEALTH PLAN, serv.	\$74,677.54
72599	CENTURYLINK, serv.	\$234.00
72600	CHARLES CITY ELECTRONICS, supp.	\$10.99
72601	CHARLES CITY PRESS INC, serv.	\$1,157.58
72602	CINTAS CORPORATION, serv.	\$42.83
72603	CLEAR LAKE SANITARY DISTRICT, serv.	\$186.00
72604	EQUIPMENT BLADES INC, supp.	\$68.85

72605	ETHANOL PRODUCTS LLC, supp.	\$1,312.68
72606	FAREWAY STORE, supp.	\$168.20
72607	FLOYD CO MEDICAL CENTER CLINIC, serv.	\$289.00
72608	FLOYD COUNTY TREASURER, property taxes	\$143.00
72609	FMC LANDFILL, serv.	\$300.00
72610	GHD SERVICES INC, serv.	\$1,636.03
72611	GWORKS, supp.	\$795.00
72612	HAWKINS INC, supp.	\$1,135.88
72613	HEWETT WHOLESale, supp.	\$107.01
72614	IOWA DEPT OF NATURAL RESOURCES, serv.	\$240.00
72615	IDOT-CASHIER'S OFFICE, supp.	\$1,446.64
72616	IDOT-CASHIER'S OFFICE, supp.	\$70.25
72617	IOWA LAW ENFORCEMENT ACADEMY, serv.	\$150.00
72618	JENDRO SANITATION SERVICES, serv.	\$60,734.03
72619	JENDRO SANITATION SERVICES, serv.	\$238.00
72620	JOHN DEERE FINANCIAL, supp.	\$526.20
72621	JONAH DEVORE, serv.	\$30.00
72622	KAMM EXCAVATING CORP, serv.	\$66,614.00
72623	KEYSTONE LABORATORIES, serv.	\$854.81
72624	L&J INDUSTRIES INC, supp.	\$640.00
72625	LEAF, serv.	\$125.20
72626	LESSIN SUPPLY COMPANY	**VOIDED**
72627	LESSIN SUPPLY COMPANY, supp.	\$267.18
72628	LESSIN SUPPLY COMPANY, supp.	\$591.42
72629	LEXIPOL LLC, supp.	\$8,359.20
72630	MARCO, serv.	\$126.60
72631	MARTIN GARDNER ARCHITECTURE, serv.	\$862.50
72632	STOREY KENWORTHY/MATT PARROTT, supp.	\$361.98
72633	MICK GAGE PLUMBING & HEATING, serv.	\$263.05
72634	MIDAMERICAN ENERGY, serv.	\$149.38
72635	MIDAMERICAN ENERGY, serv.	\$53.38
72636	MIKE MOLSTEAD MOTORS INC, serv.	\$154.93
72637	MIKE'S C&O TIRE INC, supp.	\$1,280.89
72638	MISSISSIPPI LIME COMPANY, supp.	\$6,657.26
72639	NCL OF WISCONSIN, supp.	\$425.16
72640	NEWBAUER INC, serv.	\$109.90
72641	NEWBAUER INC, serv.	\$227.00
72642	NORTH IOWA MEDIA GROUP, serv.	\$159.00
72643	OFFICE DEPOT, supp.	\$60.80
72644	PETTY CASH-BUS OFF, supp.	\$21.74
72645	FERGUSON ENT DBA POLLARDWATER, supp.	\$551.85
72646	POSTMASTER, serv.	\$920.00
72647	RILEY'S INC, supp.	\$473.90

72648	SCHUETH ACE HARDWARE	**VOIDED**
72649	SCHUETH ACE HARDWARE, supp.	\$497.79
72650	SHERWIN-WILLIAMS CO, supp.	\$1,026.59
72651	SJE RHOMBUS, serv.	\$1,679.21
72652	SOCIETY HUMAN RESOURCE MGMT, serv.	\$219.00
72653	STETSON BUILDING PRODUCTS, supp.	\$372.36
72654	STEWART M DALTON, serv.	\$330.00
72655	SUPERIOR LUMBER INC, supp.	\$82.92
72656	SWARTZROCK IMPLEMENT CO, supp.	\$229.86
72657	T AND K TRACTOR REPAIR, supp.	\$348.48
72658	T&C MACHINE, supp.	\$200.00
72659	TEK INC, serv.	\$6,250.00
72660	TELLURIAN BREWING, supp.	\$198.00
72661	TRUCK SPECIALTIES, supp.	\$2,155.00
72662	TRUDY O'DONNELL, travel reimbursement	\$102.12
72663	USA BLUEBOOK, supp.	\$153.61
72664	WEX BANK, supp.	\$7,198.36
72665	WISCONSIN INDEPENDENT NETWORK, serv.	\$1,200.00
72666	ZEKE'S CONSTRUCTION & CRANE, serv.	\$300.00

TOTAL **\$1,639,506.24**

The American Legion submitted a proclamation for American Legion Poppy Day May 28th, 2021. Motion by Pittman, second by Freeseaman to approve the proclamation. Ayes-5. Mayor Andrews read the proclamation.

Motion by Pittman, second by Joerger to reappoint Jeff Otto to Park and Rec Board, Laura Wallace and Carol Frye to Historic Preservation Commission and Mike Lidd to the Civil Service. Ayes-5

Craig Hamm has requested a street closure for a Corvette car show on May 22nd. Craig explained he would like to have a portion of N. Jackson and Kelly Street closed from 7:00 am until 2:30 pm that day to hold the car show. Motion by Freeseaman, second by Joerger to approve the requested street closure. Ayes-5.

Mark Wicks has requested a street closure for the Charles City BBQ Challenge being held July 10th. The BBQ Challenge had previously been held in the parking lot behind City Hall, however this year they are moving it to the parking lot between the 200 block of North Main and North Jackson Street. The Rotary will also be holding the Christmas in July event at that time. Tammy Vetter explained that the Rotary had all ready been given permission to have the streets closed for the Christmas in July event being held that same day, however they are adding food vendors and the whimsical wine trailer. The Pub Crawlers will also be there. Motion by Freeseaman, second by Joerger to approve street closing and use of city park for Charles City BBQ Challenge and Christmas in July event. Ayes-5.

Mayor Andrews opened the public hearing for the FY21 budget amendment. Affidavit of publication dated 5/7/2021 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second by Freeseaman to close the hearing. Ayes-5. Administrator Diers explained that some of the reasons for the amendment are: changes in timelines of projects, COVID related expenses, receipt/disbursements for grants, payment to Floyd County for balance in the communications equipment fund and damages to vehicles due to accidents. Council member Freeseaman introduced Resolution 59-21 entitled, "RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2021" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes: Pittman, Knighten, Starr, Joerger, Freeseaman. Nays-none.

Mayor Andrews opened the public hearing for the Conveyance of City Interest in real estate. Affidavit of publication dated 5/7/2021 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second by Pittman to close the hearing. Ayes-4. Freeseaman-abstained. DeLaine and Jane Freeseaman own property south of Riden's Addition. Due to a recent survey of the property, it was discovered that the north line of Freeseaman's property does not directly abut the south line of the Riden Addition and Cedar Street. This piece of property is being labeled Parcel "O". The Freeseamans are seeking to acquire quit claim deed from the owners of 3 and 4 Riden Circle and the City of Charles City. This will give them a marketable title to Parcel "O". Council member Joerger introduced Resolution 60-21 entitled, "RESOLUTION APPROVING CONVEYANCE OF REAL PROPERTY" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes-Starr, Joerger, Pittman, Knighten. Abstained-Freeseaman.

A public hearing will be need to be set for the urban renewal plan amendment for the Riverside Urban Renewal Area. The hearing would be set for June 21,2021 at 6:00 pm. Amendment includes funding for CCADC Agreement and Main Street CC Agreement. Council member Joerger introduced Resolution 61-21 entitled, "RESOLUTION SETTING DATE FOR PUBLIC HEARING FOR URBAN RENEWAL AMENDMENT FOR RIVERSIDE URBAN RENEWAL AREA and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes-Joerger, Freeseaman, Pittman, Knighten, Starr. Nays-none.

A public hearing will need to be set on urban renewal plan amendment for the South Grand urban renewal area. The hearing would be set for June 21, 2021 at 6:00 pm. Amendment includes a \$13,750 increase in South Grand UR; replacing Park Ave TIF contribution of \$7,700. Council Member Joerger introduced Resolution 62-21 entitled, "RESOLUTION SETTING DATE FOR PUBLIC HEARING ON URBAN RENEWAL PLAN AMENDMENT FOR THE SOUTH GRAND URBAN RENEWAL AREA" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes-Freeseaman, Pittman, Knighten, Starr, Joerger. Nays-none.

A public hearing will need to be set for the urban renewal plan amendment for the SW Bypass UR. The hearing would be set for June 21, 2021 at 6:00 pm. The CCADC is requesting funding of \$46,000 per year for three years. The agreement includes an increase from \$17,500 in the previous agreement to \$18,500 in the new agreement. The county will match this amount for a total of \$37,000 a year. The amendment also includes changes in the 2017 Cambrex TIF rebate agreement. The Cambrex agreement changes from a \$170,000 rebate over nine years to a \$575,000 rebate over nine years. This change is due to the substantial added assessed valuation. Council member Pittman introduced Resolution 63-21 entitled, "RESOLUTION SETTING DATE OF PUBLIC HEARING ON URBAN RENEWAL PLAN AMENDMENT FOR THE

SOUTHWEST BYPASS URBAN RENEWAL AREA” and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes: Pittman, Knighten, Starr, Joerger, Freeseaman. Nays-none.

A public hearing will need to be set for the consideration of amendment to Development agreement with Cambrex. The hearing would be set for June 21, 2021 at 6:00 pm. Changes the Cambrex agreement from a \$170,000 rebate over nine years to a \$575,000 rebate over nine years. This is due to a substantial added assessed valuation from the project. Council member Freeseaman introduced Resolution 64-21 entitled, “RESOLUTION SETTING A DATE OF MEETING AT WHICH IT IS PROPOSED TO APPROVE AN AMENDED DEVELOPMENT AGREEMENT WITH CAMBREX CHARLES CITY, INC., INCLUDING ANNUAL APPROPRIATION TAX INCREMENT PAYMENTS” and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes-Knighten, Starr, Joerger, Freeseaman, Pittman. Nays-none.

Portzen Construction has submitted pay estimate #19 for approval. It is in the amount of \$1,119,155.92. Work associated with this payment includes continued work on the headworks building and oxidation ditch and other related work elements. Council member Joerger introduced Resolution No. 65-21 entitled, “RESOLUTION APPROVING PAY ESTIMATE #19 FOR WATER RESOURCE RECOVERY FACILITY PROJECT” and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes-Starr, Joerger, Freeseaman, Pittman, Knighten. Nays-none.

The City has extended interim financing to the Charles City Telecom in the amount of \$1.2M. The note was due to mature in March 2021. The Telecom board of Trustees has requested that the council extend the due date on the note to March 1, 2022. Council member Joerger introduced Resolution No. 66-21 entitled, “RESOLUTION APPROVING EXTENSION OF MATURITY DATE OF REVENUE LOAN WITH CHARLES CITY TELECOMMUNICATIONS UTILITY” and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes-Joerger, Freeseaman, Pittman, Knighten, Starr. Nays-none.

Brad Sloter, city attorney, informed the council that no bids were received for 312 15th Ave. Will talk more at a staff level and then bring to planning session.

City Administrator reported that they are working with the old Cedar Health building. A notice has been sent for the nuisance. After the ten days passed it should be mowed by Park and Rec. There was a water leak that they were able to find a valve to shut off. City hall is now following the new CDC guidance and masks will not be required by staff.

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

Dean Andrews, Mayor

Attest:

Virginia Titus, Deputy Clerk