

COUNCIL MINUTES
REGULAR SESSION
JUNE 5, 2023

Charles City city council met in regular session on June 5, 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 attorney Brad Slotter, engineer in training Brian Sullivan and city engineer John Fallis (via Zoom).

Citizen comments - none.

Mayor Andrews welcomed everyone to the meeting.

Motion by Freeseaman, second Pittman to approve the agenda. Ayes - 4

Motion by Knighten, second Lumley to approve the minutes of the May 10 and 15 meetings. Ayes - 4

Motion by Pittman, second Freeseaman to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following: renewal of Class C retail alcohol license w/ Outdoor Service for VFW, approve expanded outdoor service for Tellurian and payment of claims (including those approved by other boards):

80306	AMAZON CAPITAL SERVICES	\$404.33
80307	ASHLEE MAHLSTEDT	\$350.00
80308	BUSINESS CARD	\$3,307.69
80309	CC CHAMBER OF COMMERCE	\$320.00
80310	CHARLES CITY PRESS INC	\$10.92
80311	CINTAS CORPORATION	\$71.80
80312	CITY OF CHARLES CITY	\$4,416.17
80313	ERIC REED	\$200.00
80314	GALLS LLC	\$18.55
80315	HOLDEN HILLEGAS/H&R LAWN CARE	\$800.00
80316	HD SUPPLY FACILITIES MAINT.	\$400.22
80317	HERRON'S BAND BOX INC	\$4,884.36
80318	HOCKENSON PLUMBING	\$9,557.97
80319	HOUSING AUTH ACCTG SPECIALISTS	\$790.00
80320	IOWA DEPT INSPECTIONS/APPEALS	\$392.44
80321	JENDRO SANITATION SERVICES	\$1,068.68
80322	JOHN DEERE FINANCIAL	\$38.98
80323	KARSEN KETTWICK	\$120.00
80324	KNECHT CAR WASHES	\$275.00
80325	KOCH OFFICE GROUP	\$149.57
80326-80327	LEAF	\$503.02
80328	LONNIE ISAKSON	\$6,834.00
80329	MARCO TECHNOLOGIES LLC	\$1,157.99
80330	MENARDS CAPITAL ONE CREDIT	\$792.99
80331	MIDAMERICAN ENERGY	\$6,785.67
80332	OMNITEL COMMUNICATIONS	\$1,100.00
80333	OTTO'S ENTERPRISES LLC	\$87.87

80334	PLUNKETT'S PEST CONTROL	\$1,265.86
80335	ROCHFORD CONSTRUCTION	\$1,421.00
80336	ROXANNE BYRNE	\$224.35
80337	SCHUETH ACE HARDWARE	\$475.67
80338	SHERWIN-WILLIAMS CO	\$227.56
80339	SUPERIOR LUMBER INC	\$751.83
80340	T-J SERVICE INC	\$2,211.89
80341	UNITED STATES CELLULAR	\$276.86
80342	UTILITY BILLING CREDIT REFUND	\$156.48
80343	DISH	\$90.28
80344	JOHN DEERE FINANCIAL	\$455.80
80345	MIDAMERICAN ENERGY	\$1,177.57
80346	JULIE CLINE	\$62.99
80347	STACY CLEVELAND	\$102.50
80355	CITY OF CHARLES CITY	\$1,081.10
80356	CC PUBLIC EMP HEALTH PLAN	*VOID
80357	CC PUBLIC EMP HEALTH PLAN	\$9,528.78
80358	EMC NATIONAL LIFE-SUPPLEM	\$6.00
80360	DELTA DENTAL	*VOID
80361	DELTA DENTAL	\$2,165.64
80363	VSP	*VOID
80364	VSP	\$495.09
80365	MUTUAL OF OMAHA	*VOID
80366	MUTUAL OF OMAHA	\$1,170.24
80367	CANADIAN PACIFIC RAILWAY CO	\$1,200.00
80368	IDOT-CASHIER'S OFFICE	\$57.66
80369	MARCO TECHNOLOGIES LLC	\$63.99
80370	MIDAMERICAN ENERGY	\$10.00
80371	POWERPLAN	\$773.24
80372	BUSINESS CARD	*VOID
80373	CEDAR RIVER RAILROAD	\$1,637.50
80374	GRIDOR CONSTRUCTION INC.	\$450,529.90
80375	IDOT-CASHIER'S OFFICE	\$1,128.65
80376	JENNIFER LANTZ	\$1,322.48
80377	PAYROLL CHECK	*VOID
80378-80391	HOUSING - HAPS	\$89,986.87
80392	CUSB BANK	\$272,759.75
80393	FIRST CITIZENS BANK	\$55,900.00
80394	FIRST SECURITY BANK	\$91,066.26
80395	JEREMY DEBATTISTA	\$1,682.00
80396	911 CUSTOM LLC	\$1,660.00
80397	AHLERS & COONEY PC	\$141.00
80398	AMCS GROUP INC.	\$6,600.00
80399	ARNOLD MOTOR SUPPLY LLP	*VOID
80400	ARNOLD MOTOR SUPPLY LLP	\$781.62

80401	BITUMINOUS MATERIALS & SUPPLY	\$2,119.55
80402	BURKE DOORS SALES & SERVICE	\$150.30
80403-80404	CC PUBLIC EMP HEALTH PLAN	*VOID
80405	CC PUBLIC EMP HEALTH PLAN	\$76,039.92
80406	CEDAR RIVER SOFTWARE	\$650.00
80408	CHARLES CITY ELECTRONICS	\$16.98
80409	CHARLES CITY PRESS INC	\$3,376.96
80410	CHATFIELD SALVAGE/TOWING	\$110.00
80411	CINTAS	\$280.79
80412	CINTAS CORPORATION	\$48.65
80414	D&K PRODUCTS	\$390.00
80415	DEAN ANDREWS	\$351.34
80416	DIAMOND VOGEL INC	\$197.24
80417	DINGES FIRE COMPANY	\$175.43
80418	DORSEY & WHITNEY LLP	\$17,386.50
80420	ELLIOTT EQUIPMENT CO.	\$1,790.96
80421	ENVIRONMENTAL RESOURCE ASSOC	\$529.18
80422	FLOYD CO MEDICAL CENTER CLINIC	\$311.70
80423	FLOYD COUNTY RECORDER	\$27.00
80424	FOX STRAND (dba)	\$998.50
80425	FRIEDRICH PLUMBING & HEATING	\$1,343.50
80426	GDB & SONS	\$400.00
80428	GRAINGER	\$24.81
80429	HAWKINS INC	\$2,006.75
80430	HEARTLAND ASPHALT INC	\$1,244.40
80432	IOWA DEPT OF NATURAL RESOURCES	\$180.00
80433	IDOT-CASHIER'S OFFICE	\$2,102.54
80434-80435	IOWA FINANCE AUTHORITY	*VOID
80436	IOWA LEAGUE OF CITIES	\$30.00
80437	IOWA ONE CALL	\$167.10
80438	IOWA PLAINS SIGNING INC	\$1,725.00
80439	IOWA PUMP WORKS INC	\$66.23
80440	JENDRO SANITATION SERVICES	\$11,041.23
80441	JOHN A HOWE	\$850.00
80442	JQ CONSTRUCTION LLC	\$6,222.60
80443	L&J INDUSTRIES INC	\$149.20
80444	LEE HOEFT dba LEE'S MOWING &	\$255.00
80445	LEXIPOL LLC	\$9,298.78
80446	MAIN STREET CHARLES CITY	\$10,100.00
80447	MARCO TECHNOLOGIES LLC	*VOID
80448	MERRITT COMPUTER SERVICE INC	\$1,895.80
80449	METERING TECHNOLOGY SOLUTIONS	\$985.67
80450-80451	MICK GAGE PLUMBING & HEATING	\$1,780.61
80452	MIDAMERICAN ENERGY	\$25,385.54
80453	MIDWEST PIPE SUPPLY INC	\$204.00

80454	MIKE MOLSTEAD MOTORS INC	\$514.80
80455	NORTH AMERICAN CATHOLIC ED.	\$1,440.00
80456	MTI DISTRIBUTING INC	\$166.79
80457	MUNICIPAL SUPPLY INC	\$359.69
80458	NOAH,SMITH,SCHUKNECHT & SLOTER	\$1,456.00
80459	NORTH IOWA LAWN & SPORTS	\$589.16
80460	NORTH IOWA MEDIA GROUP	\$708.92
80461	PAWS HUMANE SOCIETY	\$1,550.00
80462	PERRY NOVAK ELECTRIC INC	\$652.78
80463	RAPID PRINTERS/OFFICE WORLD	\$55.00
80464	RE SPANISH SERVICES	\$65.00
80465	RILEY'S INC	\$729.19
80466	SCHUETH ACE HARDWARE	*VOID
80467-80468	SCHUETH ACE HARDWARE	\$1,202.61
80469	SHIELD TECHNOLOGY CORPORATION	\$3,358.00
80470	SJE RHOMBUS	\$2,205.00
80471	STREAMLINE PAINTING	\$910.00
80472	TAPCO	\$1,292.11
80473	TELLURIAN BREWING	\$465.60
80474	THE SPECTRUM GROUP	\$125.00
80475	LEROY D COOK-TRAF-O-TERIA SYST	\$398.71
80476	USA BLUEBOOK	\$2,254.00
80479	WICKS CONSTRUCTION INC	\$22,990.63
80480	WISCONSIN INDEPENDENT NETWORK	\$1,250.00
80481	MARCO TECHNOLOGIES LLC	\$209.34
ACH	CLAUDIA HERMAN (FGP)	\$320.00
ACH	DONNA DUNLAP (FGP)	\$64.19
ACH	JACQUELINE FERCH (FGP)	\$20.80
ACH	JANET JOHNSON (FGP)	\$14.08
ACH	KATHLEEN EPPLEY (FGP)	\$204.00
ACH	LADONNA NORRIS (FGP)	\$8.32
ACH	MAVIS BEENEN (FGP)	\$7.68
ACH	MISSISSIPPI LIME COMPANY	\$9,679.43
ACH	VICKI INMAN (FGP)	\$25.55
ACH	WILMA LENSING (FGP)	\$284.00
ACH	MC2 INC	\$2,241.29
ACH	SENSUS USA INC	\$1,949.94
ELEC	US POSTAL SERVICE	\$1,000.00
ELEC	QUILL CORPORATION	\$192.40
ELEC	BANCORPSV	\$1,202.72
ELEC	BRIDGESTONE GOLF	\$232.71
ACH	FLOYD SWCD	\$5,606.95
ELEC	KABRICK DISTRIBUTING CO	\$1,501.45
ELEC	UNITED BEVERAGE-MC	\$1,157.65
ELEC	BUSINESS CARD	\$4,499.60

ELEC	AFLAC	\$759.29
ELEC	COLLECTION SERVICE CENTER	\$211.84
ELEC	EFTPS (PAYROLL TAXES)	\$26,766.62
ELEC	ICMA MEMBERSHIP RENEWALS	\$1,823.09
ELEC	IA PUBLIC EMPLOY RETIRE	\$30,366.08
ELEC	MUNICIPAL FIRE & POLICE	\$26,196.34
ELEC	TREASURER STATE OF IOWA	\$8,525.31
ELEC	UMB BANK	\$181,825.00
ELEC	MICROBAC LABORATORIES, INC.	\$483.04
ELEC	PEPSI-COLA	\$745.15
ELEC	IOWA FINANCE AUTHORITY	\$747,075.39
TOTAL:		\$2,327,834.63

A proclamation for Flag Day has been submitted by the Elks for council approval. A ceremony will be held at Central Park at 6:00 p.m. on Flag Day, June 14. Motion by Knighten, second Pittman to approve this proclamation. Ayes - 4. Mayor Andrews then read the proclamation.

A request has been submitted from the Chamber for street closures for the July 4th fireworks display which will be held Tuesday, July 4. They are asking that the Main St. bridge be closed from 9:00 p.m. to 11:30 p.m. for this event. Motion by Freeseaman, second Pittman to approve this request. Ayes - 4. A request has also been submitted from the Chamber for street closures for the BBQ Challenge to be held Saturday, July 15 in conjunction with the Christmas in July promotion going on that day. They are asking that Blunt Street from N. Main to Jackson be closed from 5:00 a.m. to 6:00 p.m. Motion by Pittman, second Knighten to approve this street closure. Ayes - 4

Mayor Andrews opened the public hearing for a general obligation tree removal loan agreement. Affidavit of publication dated 5/19/23 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. This loan is for the removal of approximately 600 diseased/dying trees in the city right of way. The work will be done in two separate batches. This should take care of approximately 2/3 of the total number of trees needing removal. At the next regular meeting, we will enter into the loan agreement, we are just holding the public hearing tonight. Debt service levy will cover the payments for this loan. Council member Pittman introduced Resolution 60-23 entitled, "RESOLUTION TAKING ADDITIONAL ACTION ON PROPOSAL TO ENTER INTO A GENERAL OBLIGATION LOAN AGREEMENT" 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 tree removal project. Affidavit of publication dated 5/19/23 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Pittman, second Knighten to close the hearing. Ayes - 4. This is a re-bid of the tree removal project. There were no changes from the preliminary plans, which were approved by council at the May 15 regular meeting. Council member Knighten introduced Resolution 61-23 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE 2023 TREE REMOVAL 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 three bids received for this project. The lowest two both had errors in their math calculations. We used the unit prices to govern, which is spelled out in the bid documents. A performance bond is required and would cover the work in the event of default of the contractor if needed. GDB and Sons was low bidder in the amount of \$204,210.00 which includes the base bid and three alternate bids. It was noted that this bid did not include any amount for sidewalk replacement or traffic control. City attorney Slotter commented that the contractor is responsible for providing those two items for the total bid price. Street superintendent Cory Spieker stated that this outfit

has done work around town for other people and we have heard good reviews on their work. They are a local company. Council member Freeseaman introduced Resolution 62-33 entitled, "RESOLUTION APPROVING AWARD AND CONTRACT AND BOND FOR THE 2023 TREE REMOVAL 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.

Mayor Andrews opened the public hearing on the 2023 Mill Race Parking Lot project. Affidavit of publication dated 5/19/23 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. There was one addendum to the preliminary plans which added some items and made some clarifications. Discussion on traffic concerns on Clark Street and getting notice to the public and Union House residents especially as soon as the construction schedule is known. Council member Freeseaman introduced Resolution 63-23 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE 2023 MILL RACE PARKING LOT PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none. This project was put out for bid and two bids were received. Lodge Construction from Clarksville, Iowa was low bidder at \$495,018.00. Completion date of October 27, 2023 has been set with an interim required date of reopening the parking lot no later than 30 working days after disruption starts. Lodge Construction did the demolition of the Charley Western trail bridge and we were happy with their work. Council member Pittman introduced Resolution 64-23 entitled, "RESOLUTION APPROVING AWARD AND CONTRACT AND BOND FOR THE 2023 MILL RACE PARKING LOT PROJECT" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

Part of the lease/purchase agreement with Pure Prairie Poultry included them deeding over an area south of the railroad along Lane Street. This will get us ready for the re-routing of N. Main Street in this area. Appraised value of this parcel is \$8700. Payment for this will come out of the General fund. Councilmember Freeseaman introduced Resolution 65-23 entitled, "RESOLUTION APPROVING AND ACCEPTING DEED" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

An upgrade is needed at the water treatment plant on some of the programmable logic controllers (PLC). The older ones have been in place for almost 15 years. Water superintendent Cory Spieker is recommending replacing three of the oldest ones and keeping the removed units for parts for the other older modules. The estimated cost for this is \$73,392 which includes all labor, materials and equipment. This was budgeted for FY24 but lead times are 3-4 months, so Cory would like to get these ordered now. Council member Freeseaman introduced Resolution 66-23 entitled, "RESOLUTION APPROVING PLC UPGRADE" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

The council conducted a goal setting session a few months ago and the summary of that meeting has been prepared. The new goals identified include: review public safety-fire/in house EMS, secure firearms training range for police dept, ROW tree replacement program, review rental inspection and property maintenance codes and added community wide development incentives. Continued goals include: broadband alternatives, complete five year capital improvement plan, enhance blighted properties, invest in updated software and systems within city hall, city hall renovation, enhance trail system, housing issues, implement equity commission and downtown revitalization programs. This report was reviewed at the last planning session. Council member Knighten introduced Resolution 67-23 entitled, "RESOLUTION APPROVING THE 2023 TOP GOALS REPORT" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

The 2022 paving project is ready to be accepted. This project was done by Wicks Construction for a final cost of \$1,434,793.32. Final payment due is \$22,990.63. Council member Freeseaman introduced Resolution 68-23 entitled, "RESOLUTION ACCEPTING THE 2022 STREET PAVING PROJECT AND

AUTHORIZING FINAL PAYMENT” and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

The mural committee had asked permission to paint a mural on the side of the 401 N. Main building. Dennis White and several other citizens raised concerns on doing this. This building is constructed of a softer brick so if it's painted, we wouldn't be able to remove it in the future if we wanted. The committee met tonight and is looking at other buildings to put the next mural so council will wait to vote on this at the June 14 special meeting if needed.

The WRRF project is ready to be accepted and have final payment of retainage made to the contractor, Portzen Construction. The remaining retainage to be paid is \$53,272.79 and we have received the warranty on the equalization basin that we were waiting on. The reeds were re-planted and are sprouting. Council member Pittman introduced Resolution 69-23 entitled, “RESOLUTION ACCEPTING THE WATER RESOURCE RECOVERY FACILITY PROJECT AND AUTHORIZING FINAL PAYMENT” and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Lumley, Freeseaman, Pittman, Knighten. Nays - none.

City clerk O'Donnell reported that the next meeting will be a planning session on June 14 preceded by a possible special meeting.

City administrator Diers stated that a special meeting will be held on June 14 prior to the planning session so that council can approve the AMR ambulance contract renewal. We are waiting to see what Nashua does so we can approve the correct version. He asked if council wanted to keep their June 19 meeting or move it to June 21 due to the Juneteenth Federal holiday on the 19th. Consensus was to move to June 21. Discussion on the July 3 regular meeting, do we want to move that to July 5 due to the holiday. Consensus was to move that meeting to July 5. Diers reported that a company called ROI Energy is working on the LED conversion on our street lights. MidAmerica is offering discounts on this lights and we should see a payback on the investment within 4 years. It is time for annual performance reviews for Steve and Trudy. We plan on conducting these the same as before with the online submission of council sheets.

Councilmember Lumley reported that 9-1-1 met last week and will be proposing that the board of supervisors upgrade our communications to the state ISICS system. This will cost a lot but there are a lot of people in the county who rely on it.

Mayor Andrews also stated that the parking lot maintenance at city hall needs to be done, preferably before 4th of July.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk