

COUNCIL MINUTES
REGULAR SESSION
JUNE 20, 2022

Charles City city council met in regular session on June 20, 2022 at 6:00 p.m. in council chambers. Mayor Protem DeLaine Freeseaman presided and the following council members were present: Keith Starr and Phoebe Pittman. Absent were Patrick Lumley and Phillip Knighten. Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Sloter.

Citizen comments - none.

Mayor Protem Freeseaman welcomed everyone to the meeting.

Motion by Starr, second Pittman to approve the agenda. Ayes - 3

Motion by Pittman, second Starr to approve the minutes of the May 25 and June 6 meetings. Ayes - 3

Motion by Pittman, second Starr to approve the consent calendar. Ayes - 3. Consent calendar consisted of the following: approve 5/22 financials for city of Charles City and CC Public Employee Health plan, approve cigarette permit for Rush Stop and payment of claims (including those approved by other boards):

ACH	FOSTER GRANDPARENTS	\$12,876.62
ACH	PORTZEN CONSTRUCTION INC.	\$754,281.56
ELEC	FIRST CITIZEN'S BANK	\$480.88
ELEC	UNITED BEVERAGE-MC	\$588.15
ELEC	BANCORPSV	\$182.99
ACH	IOWA FINANCE AUTHORITY	\$1,538,163.69
76842	LUMEN	\$42.46
76790	ACUSHNET COMPANY	\$459.57
76884	CAPITAL ONE TRADE CREDIT	\$953.91
76885	CEDAR RIVER RAILROAD	\$475.00
76886	HAPPY SOFTWARE, MRI	\$500.00
76887	MEDIACOM	\$90.06
76888	SCHAEFFER MFG CO	\$193.80
76889- 76911	PAYROLL ENDING 6/9/2022	\$101,833.52
76912	CITY OF CHARLES CITY	\$953.03
76913	CC PUBLIC EMP HEALTH PLAN	*VOID
76914	CC PUBLIC EMP HEALTH PLAN	\$9,664.48
ACH	COLLECTION SERVICE CENTER	\$60.00
ACH	EFTPS (PAYROLL TAXES)	\$27,160.19
76915	EMC NATIONAL LIFE-SUPPLEM	\$6.00
ELEC	FAMILY COMM CREDIT UNION	\$1,683.00
ELEC	ICMA MEMBERSHIP RENEWALS	\$2,541.51
ELEC	KABRICK DISTRIBUTING CO	\$272.20
ELEC	TREASURER STATE OF IOWA	\$2,087.46
76916- 76928	UTILITY BILLING DEPOSIT REFUND	\$942.12
76929	BARGEN INCORPORATED	\$16,855.00

76930	E&E WELDING LLC	\$1,512.78
76931	FARMERS NEW AG LLC	\$539.04
76932	JENDRO SANITATION SERVICES	\$268.54
76933	JOHN DEERE FINANCIAL	\$162.09
76934	MIKE MOLSTEAD MOTORS INC	\$74.88
76935	SHERWIN-WILLIAMS CO	\$1,432.96
76936	AMAZON CAPITAL SERVICES	\$1,061.36
76937	BAKER & TAYLOR BOOKS,SERV	\$4,528.60
76938	BRODART COMPANY	\$288.00
76939	CANON FINANCIAL SERVICES INC	\$69.32
76940	CAROL CASE	\$1,138.20
76941	CC PUBLIC EMP HEALTH PLAN	\$3,214.06
76942	CENTER POINT LARGE PRINT	\$70.11
76943	COREY HAWKE	\$650.50
76944	DIAMONDS UPHOLSTERY	\$989.00
76945	GALE	\$363.87
76946	GORDON FLESCH COMPANY	\$84.00
76947	HERRON'S BAND BOX INC	\$558.60
76948	HY-VEE INC	\$157.84
76949	INGRAM LIBRARY SERVICES	\$43.35
76950	KANOPY INC	\$62.00
76951	MAIN STREET CHARLES CITY	\$40.00
76952	MEDIACOM	\$351.59
76953	MEREDITH HAMM	\$800.00
76954	MICK GAGE PLUMBING & HEATING	\$75.00
76955	MIDAMERICAN ENERGY	\$2,538.23
76956	MIDWEST TAPE	\$88.71
76957	SKOTT ANDERSON ARCHITECTS INC.	*VOID
76958	SCHUETH ACE HARDWARE	\$17.97
76959	STAPLES ADVANTAGE	\$239.32
76960	UNIQUE COUNTRY STORE	\$375.00
76961	VISA	\$2,586.70
76962	WORLD BOOK INC	\$400.00
76963	D&C STANTON ELECTRIC LLC	\$224,675.00
76964	FIRST SECURITY BANK	\$300,558.00
76965	PROQUEST LLC	\$2,373.37
76966	STETSON BUILDING PRODUCTS, LLC	\$3,170.56
76967	IOWA STATE UNIVERSITY	\$25.00
76968	BUSINESS CARD	*VOID
76996	SUPERIOR LUMBER INC	*VOID
77000	AGVANTAGE FS	\$2,088.73
77001	AHLERS & COONEY PC	\$78.00
77002	ALLEN OCCUPATIONAL HEALTH	\$943.25
77003	AMAZON CAPITAL SERVICES	\$22.99

77004	AMERICAN MEDICAL RESPONSE	\$7,291.67
77005	ARNOLD MOTOR SUPPLY LLP	\$70.98
77006	ATLANTIC COCA-COLA	\$156.24
77007	AUTOZONE	\$67.74
77008	CALLAWAY GOLF	\$93.12
77009	CARQUEST AUTO PARTS	*VOID
77010	CARQUEST AUTO PARTS	\$1,480.06
77011	CEDAR RIVER SOFTWARE	\$1,050.00
77012	CENTURYLINK	\$453.21
77013	CHARLES CITY ELECTRONICS	\$43.98
77014	CINTAS CORPORATION	\$120.23
77015	CONTINENTAL RESEARCH CORP	\$790.00
77016	CROELL INC	\$467.20
77017	DEAD LEVEL HEATING & COOLING	\$399.40
77018	DEBOEST CONCRETE CORP	\$10,500.00
77019	DIAMOND VOGEL INC	\$2,814.60
77020	DIGITAL-ALLY INC	\$405.00
77021	DOUBLE Z GARAGE DOORS LLC	\$26,331.64
77022	ELECTRONIC ENGINEERING	\$3,906.15
77023	ETHANOL PRODUCTS LLC	\$1,097.92
77024	FAREWAY STORE	\$726.68
77025	BATCH VOID	*VOID
77026	FMC LANDFILL	\$245.25
77027	FOX STRAND (dba)	\$24,897.16
77028	GHD SERVICES INC	\$1,094.97
77029	GRAINGER	\$2,196.87
77030	HACH COMPANY	\$8,441.23
77031	HAWKINS INC	\$2,393.70
77032	HEWETT WHOLESALE	\$183.55
77033	IOWA PRISON INDUSTRIES	\$39.60
77034-		
77035	JENDRO SANITATION SERVICES	\$51,644.74
77036	JENNIFER LANTZ	\$200.76
77037	L&J INDUSTRIES INC	\$35.00
77038	LEAF	\$268.94
77039	LEISURETIME GOLF CARS	\$870.00
77040	LESSIN SUPPLY COMPANY	*VOID
77041	LESSIN SUPPLY COMPANY	\$365.55
77042	LUMEN	\$34.82
77043	MACQUEEN EQUIPMENT GROUP	\$834.77
77044	MAIN STREET CHARLES CITY	\$5,946.00
77045	MARCO	\$268.72
77046	MERRITT COMPUTER SERVICE INC METERING TECHNOLOGY	\$517.00
77047	SOLUTIONS	\$49.66

77048	MICK GAGE PLUMBING & HEATING	\$2,421.07
77049	MIKE MOLSTEAD MOTORS INC	\$268.49
77050	MUNICIPAL SUPPLY INC	\$66.00
77051	NEB-IA INDUSTRIAL FASTENERS	\$71.54
77052	NEWBAUER INC	\$344.85
77053	NOAH,SMITH,SCHUKNECHT & SLOTTER	\$3,007.10
77054	PERRY NOVAK ELECTRIC INC	\$417.44
77055	PITNEY BOWES SUPPLIES	\$242.22
77056	PRIORITY AUTO GLASS	\$250.00
77057	PROLOUGE BOOKS & WINE	\$500.00
77058	QUILL CORPORATION	\$139.96
77059	RAPID PRINTERS/OFFICE WORLD	\$55.00
77060	RECREATION SUPPLY COMPANY	\$94.72
77061	ROCKMOUNT RESEARCH & ALLOYS	\$248.30
77062-		
77063	SCHUETH ACE HARDWARE	*VOID
77064	SCHUETH ACE HARDWARE	\$524.10
77066	SECRETARY OF STATE	\$30.00
77067	SHORT ELLIOTT HENDRICKSON INC	\$53,580.00
77068	SHAWN & SHELLEY ZWEIBOHMER	\$500.00
77069	SKYLINE TREE SERVICE LLC	\$12,000.00
77070	STENCILEASE	\$1,464.00
77071	TERRY BRYANT-STREAM LINE PAINT	\$358.98
77072	SUPERIOR LUMBER INC	\$93.75
77073	SUPERIOR WELDING SUPPLY CO	\$185.99
77074	TAPCO	\$3,535.81
77075	TERRACON CONSULTANTS INC	\$2,578.75
77076	TERRI NOVAK	\$118.32
77077	UMB BANK	\$500.00
77078	UNITED STATES CELLULAR	\$1,167.08
77079	USA BLUEBOOK GEORGE USHER/USHER	\$2,483.11
77080	SHARPENING	\$64.00
77081	LOIS J DEBERG/WERTJES UNIFORMS	\$313.50
77082	WEX BANK	\$11,399.18
77083	WILKEN & SONS AUTO SALVAGE WISCONSIN INDEPENDENT	\$100.00
77084	NETWORK	\$1,200.00
77085	ZACHARIAH SULLIVAN	\$10.00
ELEC	BANCORPSV	\$480.83
ELEC	BUSINESS CARD	*VOID
ELEC	PEPSI-COLA	\$443.04
ELEC	TREASURER, STATE OF IOWA	\$16,012.42
ELEC	UNITED BEVERAGE-MC	\$106.50
ELEC	US POSTAL SERVICE	\$1,000.00

ELEC

BUSINESS CARD

\$6,784.51

TOTAL: \$3,316,018.39

May Receipts - Gen -192965.84; SafetyEd-200.00;P/R C.I-35.56;H/M-26377.91;RAGBRAI-5200.19;RUT-42474.26;EmpBen-51936.43;CVTC-393.59;Emerg-3006.83;OptTx-83048.06;TIF-20948.18;AmerResc-842.27;LibrTr-387.37;FGP-27344.10;PubHous-70395.11;Sect8-86001.37;DebtServ-20742.37;Water-226196.10;Sewer-154656.99;Waste-64871.74;Transit-47471.17;SWU-17846.50;FireExt-1399.00
May Disbursements - Gen -342838.79;RAGBRAI-1465.63;RUT-99070.98;EmpBen-95012.82;CVTC-2401.03;LibrTr-1042.96;FGP-23397.47;PubHous-54774.63;Sect8-71694.67;Cable-450.00;DebtServ-285450.00;CWBridge-1662.80;IPC/SponProj-7107.28;Water-97604.53;clearWell-55965.74;Sewer-76621.34;WWTPExp-134926.32;WasteFnd-59243.18;Transit-28379.79;SWU-7753.40;FireExt-1422.68

Business of the Mayor - Motion by Pittman, second Starr to approve the appointment of Steph Williams to replace Collette Schmidtke on the library board. Ayes - 3
City clerk O'Donnell swore in Seth Uetz as a police officer.

A fireworks permit has been submitted by the Chamber for July 3. These will be shot off the Main Street bridge and Chamber director Mark Wicks has met with the police department on the necessary street closures. One was added after the presentation at the last planning session and that is the closure of Court Street. This is for safety purposes to maintain enough distance. Motion by Pittman, second Starr to approve this fireworks permit. Ayes - 3

Street closures for the Firecracker 5K and the fireworks have been submitted. For the race, most of it will be on the bike trail since the Charley Western bridge is completed. They are asking that Salsbury from Clark Street to Owen Street be closed from 5:00 a.m. to 10:00 a.m. on Monday July 4. Motion by Starr, second Pittman to approve the street closure for the 5K race. Ayes - 3 The fireworks street closures will be as follows: Main Street bridge from Court Street to Riverside Drive and Court Street from Main Street to Jackson Street from 9:00 p.m. to 11:00 p.m. on July 3 for the fireworks. Motion by Starr, second Pittman to approve this street closure. Ayes - 3

Mayor ProTem Freeseaman opened the public hearing on Ordinance 1161 vacating a section of North Main Street. Affidavit of publication dated 6/10/22 was informally filed. Mayor ProTem Freeseaman asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Pittman, second Starr to close the hearing. Ayes - 3. This is the second reading of Ordinance 1161 which would vacate N. Main Street from the north side of the CN Railroad track up to Floyd Street. Pure Prairie Farms would like to expand their facility located here and would like to build out to Main Street. This vacation was referred to planning and zoning for their recommendation. They held a public hearing on this matter on May 23 and received no comments. They are recommending approval. Motion by Starr, second Pittman to approve the second reading of Ordinance 1161. Ayes - 3. Mayor ProTem Freeseaman asked if there are any issues with trucks turning and the traffic pattern in this area. City engineer Fallis replied no, there will be a turning lane on the N. Grand at this intersection. Council member Starr read the ordinance.

Mayor ProTem opened the public hearing on conveyance of property located at 515 6th Avenue. Affidavit of publication dated 6/7/22 was informally filed. Mayor Pro Tem Freeseaman asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Pittman, second Starr to close the hearing. Ayes - 3. This property was a nuisance property that was purchased by the city using the 657 process. We advertised for bids on this property with a minimum bid of \$12,000 being set. Two bids were received with one being below the base bid. Kara Vogelsson submitted a bid of \$15,800. Council member Pittman introduced Resolution 74-22 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, Freeseaman, Pittman. Nays - none.

A request for street closure for a block party has been submitted by Todd Prichard. He is asking that N. Illinois from Kelly to Blunt be closed on July 4 for a block party. Motion by Starr, second Pittman to approve this request. Ayes - 3

Ordinance 1160 amending driveway regulations was presented for a second reading. This amendment would allow a driveway opening of up to 50' at the curb line (it's currently 40') and an opening of 40' at the property line (it's currently limited to 30'). The driveway width is limited to 50% of the lot width. City engineer Fallis has prepared a map showing the areas of town where the lots are large enough to allow these increases and it was a minimal number of lots. Motion by Pittman, second Starr to approve the second reading of Ordinance 1160. Ayes - 3. Council member Pittman read the ordinance.

A request has been made by US Cellular to located a temporary cell tower in the city to accommodate the large volume of calls we will have during the RAGBRAI event happening here on July 28. A lease has been approved for the parking lot area directly south of the NIACC building. They are also requesting a license agreement be executed for this. City attorney Slotter has reviewed the agreement provided by them. Adequate cell coverage is very important for this type of event, especially for law enforcement. Council member Starr introduced Resolution 75-22 entitled, "RESOLUTION APPROVING LICENSE AGREEMENT BETWEEN US CELLULAR AND THE CITY OF CHARLES CITY" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman. Nays - none

Pay estimate #32 has been submitted for the WRRF project. It is for \$754,281.56 with almost two thirds of this amount being a reduction in the retainage for this project. The remainder of this pay estimate is for paving and site work. Council member Starr introduced Resolution 76-22 entitled, "RESOLUTION APPROVING PAY ESTIMATE #32 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, Freeseaman, Pittman. Nays - none. Mayor ProTem Freeseaman asked when this project is set for completion and Diers replied it was originally due to be done in July. The holdup now is waiting for a piece of pipe to be replaced with an American made pipe and that will take 22 weeks to get here.

Salaries for non bargaining unit employees need to be set for FY23. Council has traditionally given the same increase to non bargaining as what the union employees will be receiving. That is 3% for FY23. There are a few exceptions, such as police, water/street superintendent, public housing and a Foster Grandparent employee. Council member Pittman introduced Resolution 77-22 entitled, "RESOLUTION SETTING SALARIES/WAGES FOR APPOINTED OFFICERS AND NON-COLLECTIVE BARGAINING UNIT EMPLOYEES OF THE CITY FOR THE FISCAL YEAR BEGINNING JULY 1, 2022" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman. Nays - none.

An agreement with Circle K for operating the city transit service is ready for renewal. The agreement remains mostly the same except for an increase in the monthly payment to \$5,572.95. Council member Pittman introduced Resolution 78-22 entitled, "RESOLUTION APPROVING RENEWAL OF SUBCONTRACTED TRANSIT SERVICE AGREEMENT WITH CIRCLE K COMMUNICATIONS" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman. Nays - none.

The agreements with NIACOG for the county and regional transit service are also up for renewal. There is an additional bus included in the regional agreement for non emergency medical treatment riders but the rest of the agreement is the same. The costs for county and regional rides are 100% reimbursed to the city. The city ride costs are reimbursed at 50%. Council member Starr introduced Resolution 79-22 entitled, "RESOLUTION APPROVING TRANSIT AGREEMENTS WITH NIACOG" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman. Nays - none.

City clerk O'Donnell reported that the next meeting will be a planning session on June 29. The first meeting in July will be on July 6 due to the July 4th holiday.

City administrator Diers reported that he will be gone the rest of the week.

There being no further business, motion by Pittman, second Starr to adjourn. Ayes - 3

DeLaine Freeseaman, Mayor Protem

Attest:
Trudy O'Donnell, City Clerk