

COUNCIL MINUTES  
REGULAR SESSION  
JUNE 21, 2023

Charles City city council met in regular session on June 21, 2023 at 6:00 p.m. in council chambers. Mayor Andrews presided and the following council members were present: Keith Starr, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Absent was Patrick Lumley. Also present were city administrator Steve Diers, city attorney Brad Slotter and engineer in training Brian Sullivan.

Citizen Comments - none

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Pittman, second Freeseaman to approve the minutes of the May 24 and June 5 minutes. Ayes - 4

Motion by Knighten, second Pittman to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following: approve the following bonds - Excavation - Anderson Environmental Co., Impact7G, Sidewalk - DeBoest, Steve Breitreutz, Country Builders, Inc, Jerry Tank Masonry, Boss Construction and Dave Bahe; approve the following cigarette permits - Casey's, Fareway, Dollar General, HyVee Food, HyVee Fast and Fresh, Kwik Star #419, Kwik Star #468, Liquor Beer Tobacco Outlet, Rush Stop, Diamond Spirits Tobacco and Vape, Mini Mart #3; approve the following liens for delinquent utility bills - Acct 5004930006 \$95.00, Acct5010020000 \$67.00, Acct5010980005 \$96.00, Acct 5001130002 \$281.00, Acct5007030002 \$257.00; water meter repair - 509 Wright Ave \$230.00, approve 5/23 financials for city of Charles City and CC Public Employee Health and payment of claims (including those approved by other boards):

80232	CHARLES CITY PRESS INC	\$240.00
80235	CITY OF CHARLES CITY	\$278.26
80236	CJ COOPER & ASSOCIATES INC	\$180.00
80249	GDB & SONS	\$1,420.00
80252	GRAINGER	\$114.57
80259	HY-VEE	\$44.81
80267	KATIE NOLTE	\$510.64
80270	LEAF	\$134.67
80273	LUMEN	\$36.75
80275	MARCO	\$143.28
80281	MTI DISTRIBUTING INC	\$198.28
80287	NIACOG	\$279.82
80288	NORTHERN SAFETY CO INC	\$77.12
80289	POSTMASTER	\$1,200.00
80295	SUE HOEFER	\$195.00
80299	UNITED STATES CELLULAR	\$1,225.44
80377-80378	PAYROLL ENDING 5/20/2023	\$100,577.01
80407	CENTURYLINK	\$1,808.15
80413	CIRCLE K COMMUNICATIONS INC	\$5,917.95
80419	ELECTRICAL ENG & EQUIP CO	\$450.00
80427	GORDON FLESCH COMPANY INC	\$445.89

80431	HEWETT WHOLESALE	\$2,300.47
80468	SCHUETH ACE HARDWARE	\$54.95
80477	VERIZON WIRELESS	\$120.03
80478	WEX BANK	\$9,196.47
80481	MARCO TECHNOLOGIES LLC	\$5.00
80482-80502	PAYROLL ENDING 6/3/2023	\$102,656.72
80503	CITY OF CHARLES CITY	\$1,081.10
80504	CC PUBLIC EMP HEALTH PLAN	*VOID
80505	CC PUBLIC EMP HEALTH PLAN	\$9,528.78
80506	EMC NATIONAL LIFE-SUPPLEM	\$6.00
80507	CAMBREX CHARLES CITY INC	\$74,273.31
80508	CENTURYLINK	\$919.44
80509	CROELL INC	\$29,558.22
80510	MIDAMERICAN ENERGY MOLSTEAD DEVELOPMENT	\$158.13
80511	AGREEMENT	\$11,346.46
80512	SHERWIN-WILLIAMS CO	\$316.83
80513	WALDERBACH PROPERTIES LLC	\$2,067.88
80514	AMAZON CAPITAL SERVICES	\$519.76
80515	ANNETTE DEAN	\$8.75
80516	BAKER & TAYLOR BOOKS,SERV	\$3,057.20
80517	BAKER & TAYLOR ENTERTAIN	\$93.90
80518	BIBLIOTHECA LLC	\$1,999.00
80519	CANON FINANCIAL SERVICES INC	\$25.00
80520	CAROL CASE	\$1,507.66
80521	CC PUBLIC EMP HEALTH PLAN	\$3,481.89
80522	CENTER POINT LARGE PRINT	\$281.77
80523	TRENT PARKER / COMPUTER PARKER	\$1,138.27
80524	COREY HAWKE	\$389.00
80525	GALE	\$415.83
80526	GORDON FLESCH COMPANY	\$97.00
80527	HY-VEE INC	\$39.98
80528	INGRAM LIBRARY SERVICES	\$99.74
80529	KAMRYN KRONSCHNABEL	\$21.40
80530	KANOPY INC	\$22.00
80531	MARTIN BROS DISTRIBUTING CO	\$920.67
80532	MEDIACOM	\$355.42
80533	MIDAMERICAN ENERGY	\$2,644.88
80534	MIDWEST TAPE	\$201.91
80535	NATIONAL PEN COMPANY	\$350.25
80536	NOAH,SMITH,SCHUKNECHT & SLOTER	\$56.00
80537	OTTO'S ENTERPRISES LLC	\$47.94
80538	STAPLES ADVANTAGE	\$40.02
80539	VISA	*VOID
80540-80551	UB DEPOSIT REFUNDS	\$898.96

80552	JOHN DEERE FINANCIAL	\$495.94
80553	MEDIACOM	\$110.46
80554	VAN WERT COMPANY	\$60,561.58
80555	BATCH VOID	*VOID
80556	A-1 MOBILE STORAGE SERVICE	\$120.00
80557	AMAZON CAPITAL SERVICES	\$1,139.35
80558	ASHLEE MAHLSTEDT	\$420.00
80559	BUSINESS CARD	\$3,248.76
80560	CHARLES CITY PRESS INC	\$898.00
80561	CINTAS CORPORATION	\$530.17
80562	CITY OF CHARLES CITY	\$3,856.16
80563	TRENT PARKER / COMPUTER PARKER	\$5,461.00
80564	GORDON ELECTRIC SUPPLY INC	\$87.17
80565	HOLDEN HILLEGAS/H&R LAWN CARE	\$800.00
80566	HEYER LAWN CARE	\$4,000.00
80567	HILLEGAS FLOORING LLC	\$12,881.00
80568	HOCKENSON PLUMBING	\$3,469.60
80569	HODES CO.	\$178.26
80570	HOUDEK FLOOR COVERING	\$2,397.36
80571	HOUSING AUTH ACCTG SPECIALISTS	\$790.00
80572	HY-VEE INC	\$22.47
80573	JANE HERMAN	\$239.68
80574	JENDRO SANITATION SERVICES	\$1,039.48
80575	JOHN DEERE FINANCIAL	\$190.92
80576	KOCH OFFICE GROUP	\$103.34
80577	LEAF	\$358.45
80578	LINDERMAN HEATING & AIR LLC	\$31.90
80579	MARTASHA BELL	\$300.00
80580	MENARDS CAPITAL ONE CREDIT	\$1,005.98
80581	MIDAMERICAN ENERGY	\$5,490.27
80582	MILLS-INC	\$1,451.76
80583	MRI SOFTWARE LLC	\$19,663.80
80584	NAN MCKAY & ASSOCIATES	\$239.00
80585	NOAH,SMITH,SCHUKNECHT & SLOTER	\$98.00
80586	OMNITEL COMMUNICATIONS	\$1,100.00
80587	PITNEY BOWES-LEASE ACCT	\$160.38
80588	PLUNKETT'S PEST CONTROL	\$1,833.05
80589	QUILL CORPORATION	\$1,487.91
80590	RESERVE ACCOUNT	\$300.00
80591	SCHNEIDER LABORATORIES INC	\$42.00
80592	SCHUETH ACE HARDWARE	*VOID
80593	SCHUETH ACE HARDWARE	\$1,739.96
80594	SKYLINE TREE SERVICE LLC	\$23,535.00
80595	SLEEP INN & SUITES	\$4,335.84
80596	SUPERIOR LUMBER INC	\$1,252.89

80597	T-J SERVICE INC	\$2,504.95
80598	TEETER SPECIALTY CO	\$43.96
80599	THE NELROD COMPANY	\$799.00
80600	THE SHREDDER	\$72.00
80601	UNITED STATES CELLULAR	\$276.86
80634	AGVANTAGE FS	\$2,095.68
80635	ALLEN OCCUPATIONAL HEALTH	\$862.25
80636	AMAZON CAPITAL SERVICES	\$37.95
80637	AMERICAN MEDICAL RESPONSE	\$8,333.34
80638	AUDIBEL HEARING CENTERS	\$200.00
80639	AUDITOR OF STATE	\$225.00
80640	BECKY LINDAMAN	\$91.78
80641	BRAELYNN PAINTER	\$30.00
80642	BREITBACH OFFICE LLC	\$155.00
80643	BRUENING ROCK PRODUCTS INC	\$1,748.98
80644	CARQUEST AUTO PARTS	\$334.91
80645	CETRIX TECHNOLOGIES LLC	\$84.00
80646	CHARLES CITY ELECTRONICS	\$39.99
80647	CINTAS CORPORATION	\$132.23
80648	CITY OF CHARLES CITY	\$2,475.00
80649	CJ COOPER & ASSOCIATES INC	\$90.00
80650	CLOUSER PLUMBING TECHNOLOGIES	\$7,800.00
80651	TRENT PARKER / COMPUTER PARKER	\$65.00
80652	CROELL INC	\$1,757.00
80653	DISH	\$90.28
80654	DO IT ALL SERVICES LLC	\$285.00
80655	ELECTRICAL ENG & EQUIP CO	\$1,039.70
80656	ELLIOTT EQUIPMENT CO.	\$23,740.00
80657	FAREWAY STORE	\$1,128.40
80658	FARMCHEM	\$168.20
80659	FLOYD CO MEDICAL CENTER CLINIC	\$1,040.00
80660	FLOYD COUNTY RECORDER	\$284.00
80661	FLOYD COUNTY TREASURER	\$504.19
80662	GALLS LLC	\$20.54
80663	GDB & SONS	\$600.00
80664	GHD SERVICES INC	\$821.25
80665	GRAINGER	\$144.60
80666	GRIDOR CONSTRUCTION INC.	\$201,119.75
80667	HACH COMPANY	\$576.46
80668	HAWKINS INC	\$2,240.00
80669	HY-VEE INC	\$70.32
80670-80671	IDOT-CASHIER'S OFFICE	\$5,219.84
80672	INLAND TRUCK PARTS & SERV	\$93.89
80673	IOWA PRISON INDUSTRIES	\$374.32
80674-80675	JENDRO SANITATION SERVICES	\$1,175.61

80676	JENNIFER LANTZ	\$486.87
80677	JOSE NOE FLORES	\$60.00
80678	JQ CONSTRUCTION LLC	\$22,400.00
80679	KATI HAGLUND	\$120.00
80680	KAYLA STREICH	\$190.00
80681	KIESLER'S POLICE SUPPLY INC	\$2,025.40
80682	L&J INDUSTRIES INC	\$21.00
80683	LEAF	\$279.24
80684	LESSIN SUPPLY COMPANY	*VOID
80685-80686	LESSIN SUPPLY COMPANY	\$1,690.85
80687	LUMEN	\$46.58
80688	MACQUEEN EQUIPMENT GROUP	\$512.19
80689	MAIN STREET CHARLES CITY	\$1,005.36
80690	MARCO TECHNOLOGIES LLC	\$213.03
80692	MARK DOMINO	\$46.00
80694	MERRITT COMPUTER SERVICE INC	\$1,434.00
80695	MICROBAC LABORATORIES, INC	\$712.00
80696	MID-TECH SERVICES	\$225.00
80697	MIDAMERICAN ENERGY	\$121.06
80698	MIKE'S C&O TIRE INC	\$1,822.47
80699	MUNICIPAL SUPPLY INC	\$1,499.63
80700	NCIN TASK FORCE	\$1,470.20
80701	NCL OF WISCONSIN	\$752.25
80702	NEW HAMPTON ELECTRIC	\$654.45
80703-80704	NEWBAUER INC	\$505.55
80705	NOAH,SMITH,SCHUKNECHT & SLOTER	\$2,320.00
80706	NORTH IOWA LAWN & SPORTS	\$35.56
80707	NORTHERN SAFETY CO INC	\$52.03
80708-80709	PERRY NOVAK ELECTRIC INC	\$778.22
80711	POSTMASTER	\$1,250.00
80712	PROQUEST LLC	\$91.21
80713	SURVEYING AND MAPPING LLC	\$300.00
80714	SANDRY FIRE SUPPLY LLC	\$4,483.50
80715	SJE RHOMBUS	\$2,288.00
80716	STEWART M DALTON	\$150.00
80717	SUPERIOR WELDING SUPPLY CO	\$461.22
80718	TERRI NOVAK	\$171.61
80719	TRIUMPH SURPLUS LLC	\$26.53
80720	UMB BANK	\$250.00
80721	UNIQUE COUNTRY STORE	\$72.00
80722	UNITED STATES CELLULAR	\$1,225.44
80723	VISU-SEWER INC	\$1,787.50
ACH	FGP MILAGE REIMBURSEMENTS	\$115.61
ACH	BRIDGESTONE GOLF INC	\$640.45
ACH	MC2 INC	\$2,218.17

ACH	FGP JUNE STIPENDS	\$18,687.50
ELEC	COLLECTION SERVICE CENTER	\$211.84
ELEC	VISA	\$563.38
ELEC	AUXIANT	\$292.09
ELEC	BANCORPSV	\$1,341.60
ELEC	BUSINESS CARD	\$8,449.62
ELEC	EFTPS (PAYROLL TAXES)	\$27,318.21
ELEC	ICMA MEMBERSHIP RENEWALS	\$1,823.09
ELEC	DAIDA	\$519.55
ELEC	KABRICK DISTRIBUTING CO	\$439.55
ELEC	TREASURER, STATE OF IOWA	\$19,303.28
ELEC	UNITED BEVERAGE-MC	\$133.70
ELEC	FIRST CITIZENS-CC	\$588.70
ELEC	IOWA FINANCE AUTHORITY	\$1,000,000.00
ACH	FLOYD SWCD	\$11,537.67
ACH	SENTRY EQUIPMENT CORP	\$2,600.34
ACH	MISSISSIPPI LIME COMPANY	\$19,716.41
ELEC	US POSTAL SERVICE	\$1,000.00
ELEC	QUILL CORPORATION	\$192.40
ELEC	VESSCO INC	\$301.00

**TOTAL: \$1,988,269.86**

May Receipts - Gen - 168152.33;P/R C/I-200.07;H/M-30942.60;RAGBRAI-.93;RUT-92062.13;EmpBen-44215.77;CVTC-364.28;Emergency-2622.72;OptTx-129626.14;TIF-29366.89;AmericResc-5884.32;LibrTr-387.37;FGP-21859.12;PubHous-111043.98;Sect8-78361.15;HousNonRest-813.90;DebtServ-18826.89;Arboret-1000.00;Water-267690.14;WaterResourRec-193938.53;WasteFnd-68115.82;Transit-24931.67;SWU-18954.89;FireExt-623.00

May Disbursements - Gen-451220.46;P/R C/I-4658.75;RUT-94385.47;EmpBen-176250.42;CVTC-28421.34;TIF-257384.75;LibrTr-234.70;FGP-27657.80;pubHous-143911.29;Sect8-86773.89;Cable-180.00;DebtServ-344166.26;Street Rel C/I-1082.28;FibertoHome-1440.62;IPC-9565.85;Arboretum-7079.40;Water-175039.11;WaterLoop-107.00;ClearWell-461165.31;WaterResourRecov-153707.25;WasteFnd-59122.88;Transit-33966.12;SWU-5461.68;FireExt-272.16

Business of the Mayor - Mayor Andrews gave special recognition to pool employees for saving the life of a little girl who was drowning at the pool recently.

A parade permit and street closure request has been submitted for the July 4<sup>th</sup> parade and events. The parade route will be the same as previous years and will turn at Clark Street in the event construction has started on the Mill Race parking lot project. The street closures for other events are for Kelly St, Blunt St and Jackson street surrounding Central Park from July 3 at noon to July 5 at noon. Motion by Freeseaman, second Pittman to approve these requests. Ayes - 4

A request has been received for street closures for Art a Fest on August 19. Jackson and Kelly St. along Central Park will be closed from 7:00 a.m. to 5:00 p.m. Motion by Starr, second Freeseaman to approve this request. Ayes - 4

A request for street closure for a block party on July 4 on Illinois St. between Blunt and Kelly has been received from Ann Prichard. This will run from 8:00 a.m. to 5:00 p.m. Motion by Starr, second Freeseaman to approve this request. Ayes - 4

Darci Tracey, owner of Prologue Books, has submitted an application for Façade funding. The project involves removal of the façade over the pocket park and installation of a fence in order to serve alcohol

outside there. The design committee has approved this application. The current fiscal year balance in these program funds isn't enough for this project so it will be paid in FY24. The amount of the request is \$1,330 which is half of the estimated project cost. Council member Starr introduced Resolution 71-23 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 213 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, Freeseaman, Pittman, Knighten. Nays - none.

It is time to do our annual short term borrowing for essential items, including police/fire equipment, nuisance abatement and other eligible expenses. The amount we will borrowing is \$163,925. The area banks were asked to submit quotes for a transaction fee to execute this loan and only one quote was received. First Citizen's gave a \$100 quote for a transaction fee. A date will be determined before the end of the fiscal year to do this loan. Council member Starr introduced Resolution 72-23 entitled, "RESOLUTION AUTHORIZING AND APPROVING A LOAN AGREEMENT AND PROVIDING FOR THE ISSUANCE OF \$163,925 GENERAL OBLIGATION CORPORATE PURPOSE NOTE" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman, Knighten. Nays - none.

Salaries for non bargaining unit employees for FY24 are ready for approval. An increase of 3% was budgeted for FY24 with a few exceptions of larger increases for deputy clerk, accounts payable clerk, utility billing clerk, Foster grandparent director and housing maintenance employee to bring salaries more in line with other similar jobs. Council member Starr introduced Resolution 73-23 entitled, "RESOLUTION SETTING SALARIES/WAGES FOR APPOINTED OFFICERS AND NON COLLECTIVE BARGAINING UNIT EMPLOYEES OF THE CITY FOR THE FISCAL YEAR BEGINNING JULY 1, 2023" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman, Knighten. Nays - none.

Pay estimate #4 has been submitted for the clear well project. It is for \$201,119.75. SEH has reviewed this request and is recommending approval. Council member Starr introduced Resolution 74-23 entitled, "RESOLUTION APPROVING PAY ESTIMATE #4 FOR THE CLEAR WELL PROJECT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman, Knighten. Nays - none

The agreement with Circle K to operate the transit service for the city is up for renewal. The contract will remain mostly the same with only two changes: adding Friday after Thanksgiving as a day that transit won't operate and a 3.1% increase in the monthly payment. Since NIACOG and the city are both closed the day after Thanksgiving, transit has no support if problems arise. Plus, the ridership on this day has historically been very low. The monthly payment would increase to \$5,745.71. Council member Freeseaman introduced Resolution 75-23 entitled, "RESOLUTION APPROVING RENEWAL OF SUBCONTRACTED TRANSIT SERVICE AGREEMENT WITH CIRCLE K COMMUNICATIONS" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman, Knighten. Nays - none

The agreements with NIACOG for the city and county transit service are also up for renewal. These agreements remain unchanged. The city transit deficit is shared 50/50 between NIACOG and the city and the county transit service deficit is paid 100% by NIACOG. Council member Pittman introduced Resolution 76-23 entitled, "RESOLUTION APPROVING TRANSIT AGREEMENTS WITH NIACOG" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Freeseaman, Pittman, Knighten. Nays - none.

City clerk O'Donnell reported that the next meeting will be a planning session on June 28 at 6:00. The first regular meeting in July will be Wednesday, July 5 due to the holiday.

City administrator Diers reported that the general obligation tree loan the city has been working on is not considered tax exempt according to IRS guidelines. This would mean the interest rate will be higher and would mean an approximate \$4,000 more in interest each year. We are also working on drawing down the remainder of the CW Bridge loan and need to extend the draw down date to finish that off. Council will

need to take action on that so we can do the draw. Meeting was held with Omnitel today about expansion of their services in the city. Precon meeting for the Mill Race parking lot project will be next week.

Mayor Andrews stated that the evaluation forms for Steve, Trudy and Brad will be sent out around July 5 and he would like them returned by July 14. There will be a closed session after the July 26 planning session to conduct the evaluations with council. He also stated that the clean up around the pedestrian walk way between city hall and the library needs to be done soon. Date for this was set for June 22 at 5:00 pm. Council member Pittman reported that historic preservation commission met and had a new student representative in attendance. The new puzzles are in and are for sale. Park and rec board will meet on Monday at the Wildwood clubhouse.

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

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk