

## COUNCIL PROCEEDINGS

Charles City city council met in a planning session on July 12, 2023 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Patrick Lumley, DeLaine Freeseman, Phoebe Pittman, Phillip Knighten and Keith Starr (via phone). Also present were city engineer in training Brian Sullivan, city attorney Brad Sloter (via Zoom), city administrator Steve Diers (via Zoom) and city engineer John Fallis (via Zoom).

Mayor Andrews commented that he had attended a meeting in Creston today.

Discussion held on liquidated damages for the 4<sup>th</sup>/5<sup>th</sup> Avenue water main project. City attorney Sloter has reviewed the contract and we are entitled to \$200/day for every day past the completion date of April 30, 2021. This totals to approximately \$150,000. A letter has been drafted to Summers Enterprise, the contractor for this project, that outlines these calculations and stating a date to respond. If they accept these damages, we would deduct them from the final payment and pay them the net amount to complete this project. If they reject this offer, then this will come back to council for further discussion. They are being given until August 3 to respond to the letter. The poor state of the right of way in this construction area was also discussed and the city will be sure to fix these issues.

An updated employee handbook has been drafted and has been given to the council to review. This is quite lengthy since it has incorporated many law changes since the last handbook was done. Some of the main changes are as follows: adding Christmas Eve full day as holiday, adding one week of vacation right away to new hires, giving city administrator authority to negotiate vacation length for new department heads, increasing the number of sick days that can be used to care for a dependent family member, changing meal reimbursement for work related events to an aggregate amount of \$54, some clarification on what is allowed to be charged on a city credit card, adding employee's great grandparent to the one day funeral leave and who qualifies for free memberships to Wildwood golf course and the city pool. A final version is yet to be received from the law firm we have been working with to draft this policy, so it will be distributed to council prior to final approval.

City administrator Diers reported that a building permit has been issued for 500 N. Grand Avenue project. The Thriving Communities grant application is being finalized and will be reviewed one more time by staff before submitting by the July 17 deadline.

Council member Lumley commented that he received a positive phone call from a resident applauding the fire department's increase in morale and training activities. Council member Starr commented that the Rotary Club car show is being held this Saturday.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk