

COUNCIL MINUTES  
REGULAR SESSION  
SEPTEMBER 7, 2021

Charles City city council met in regular session on September 7, 2021 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Jerry Joerger, DeLaine Freeseman, Phillip Knighten all in person and Keith Starr and Phoebe Pittman via Zoom. Also present were city engineer John Fallis in person and city administrator Steve Diers and city attorney Brad Slotter via Zoom.

Citizen comments - none

Mayor Andrews welcomed everyone to the meeting.

Motion by Freeseman, second Knighten to approve the agenda. Ayes - 5

Motion by Joerger, second Freeseman to approve the minutes of the August 16, 23 and 25<sup>th</sup> meetings. Ayes - 5

Motion by Joerger, second Knighten to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following items: approve renewal of Class C liquor license w/ Sunday Sales for Lucky Dragon, approve renewal of Class C liquor license w/ Sunday Sales and outdoor service for Pub on the Cedar, approve contractor bond for Jim Baker and payment of claims (including those approved by other boards):

73836	BRYCE HAMM, uility deposit refund	\$25.09
73837	HILLEGAS BROTHERS LLC, uility deposit refund	\$13.62
73838	CRYSTAL HUNN, uility deposit refund	\$6.16
73839	JENNIE INGERSOLL, uility deposit refund	\$90.00
73840-73871	PAYROLL ENDING 08/14/2021	\$103,136.12
ACH	AFLAC, payroll liabilites	\$1,004.42
73872	CITY OF CHARLES CITY, payroll liabilites	\$1,010.95
73873	**VOIDED**	**VOIDED**
73874	CC PUBLIC EMP HEALTH PLAN, payroll liabilites	\$9,077.07
ACH	EFTPS, payroll liabilites	\$27,148.77
73875	EMC NATIONAL LIFE-SUPPLEM, payroll liabilites	\$6.00
ACH	FAMILY COMMUNITY CREDIT UNION, payroll liabilites	\$1,608.00
73877	**VOIDED**	**VOIDED**
73878	DELTA DENTAL, payroll liabilites	\$1,771.80
ACH	ICMA, payroll liabilites	\$2,101.06
ACH	IPERS, payroll liabilites	\$28,985.37
ACH	MUNICIPAL FIRE & POLICE	\$27,056.69
ACH	TREASURE STATE OF IOWA, , payroll liabilites	\$10,158.00
73879	**VOIDED**	**VOIDED**
73880	VSP, payroll liabilites	\$426.70
73881	**VOIDED**	**VOIDED**
73882	MUTUAL OF OMAHA, payroll liabilites	\$391.40
73883	ERIC DONG, utility deposit refund	\$90.00
73884	ASBESTROL INC, serv.	\$2,470.00

73885	BLUHM CEDAR VALLEY ELECTRIC, supp.	\$3,258.50
73886	BUSINESS CARD, supp.	\$2,355.02
73887	CATHERINE MARIE OTT, serv.	\$1,015.00
73888	CHARLES CITY PRESS INC, serv.	\$492.00
73889	CINTAS CORPORATION, serv.	\$136.24
73890	CITY OF CHARLES CITY, serv.	\$3,816.11
73891	COLLINS & ASSOCIATES, S.C, serv.	\$5,400.00
73892	HOLDEN HILLEGAS/H&R LAWN CARE, serv.	\$744.00
73893	HD SUPPLY FACILITIES MAINT., supp.	\$4,459.95
73894	**VOIDED**	**VOIDED**
73895	HOCKENSON PLUMBING, serv.	\$3,450.50
73896	HODES CO., serv.	\$230.12
73897	HOUSING AUTH ACCTG SPECIALISTS, serv.	\$790.00
73898	IOWA SURVEILLANCE TEAM, serv.	\$310.00
73899	JENDRO SANITATION SERVICES, serv.	\$790.00
73900	HULL ENTERPRISES LLC, serv.	\$75.00
73901	KOCH OFFICE GROUP, serv.	\$404.01
73902	KWIK TRIP INC, supp.	\$307.62
73903	LEAF, serv.	\$351.62
73904	LINDERMAN HEATING & AIR LLC, serv.	\$211.44
73905	LOIS FREIBERG, deposit refund	\$200.00
73906	MARCO TECHNOLOGIES LLC, serv.	\$143.17
73907	MARILYN OBERMEIER, deposit refund	\$134.19
73908	MEDIACOM, serv.	\$306.90
73909	MIDAMERICAN ENERGY, serv.	\$7,118.72
73910	MRI SOFTWARE LLC, serv.	\$146.67
73911	NAN MCKAY & ASSOCIATES, serv.	\$658.00
73912	NOAH,SMITH,SCHUKNECHT & SLOTER, legal fees	\$182.00
73913	QUILL CORPORATION, supp.	\$850.12
73914	SCHNEIDER LABORATORIES INC, serv.	\$43.00
73915	SCHUETH ACE HARDWARE, supp.	\$347.73
73916	SHERWIN-WILLIAMS CO, supp.	\$504.66
73917	SHRED IT, C/O STERICYCLE INC, serv.	\$48.15
73918	STOCK GLASS/GRAPHIC GALLERY, serv.	\$48.00
73919	SUPERIOR LUMBER INC, supp.	\$276.99
73920	TEETER SPECIALTY CO, serv.	\$106.42
73921	TRENT PARKER, serv.	\$1,730.37
73922	UNIQUE COUNTRY STORE, supp.	\$240.00
73923	UNITED STATES CELLULAR, serv.	\$151.11
73924	CENTURYLINK, serv.	\$35.32
73925	KATHY K CROOKS, serv.	\$280.00
73926	KOCH OFFICE GROUP, serv.	\$121.82
73927	LEAF, serv.	\$134.38
73928	MARCO, serv.	\$126.60

73929	MARCO TECHNOLOGIES LLC, serv.	\$204.05
73930	MIDAMERICAN ENERGY, serv.	\$1,495.56
73931	KOCH OFFICE GROUP, serv.	\$139.41
73932	STAPLES ADVANTAGE, supp.	\$315.65
73933	**VOIDED**	**VOIDED**
73934	UNITED STATES CELLULAR, serv.	\$898.31
73935	CENTURYLINK, serv.	\$1,551.84
73936	CENTURYLINK, serv.	\$467.69
73937	GORDON FLESCH COMPANY INC, serv.	\$283.20
73938	JOHN DEERE FINANCIAL, supp.	\$376.04
73939	MARCO TECHNOLOGIES LLC, serv.	\$61.42
73940	MIDAMERICAN ENERGY, serv.	\$34.89
73941	POWERPLAN, supp.	\$748.89
73942-73956	SEPTEMBER HAP CHECKS	\$17,250.20
ACH	SEPTEMBER HAP PAYMENTS	\$57,903.15
73957-73982	PAYROLL ENDING 08/28/2021	\$99,409.21
73983	CITY OF CHARLES CITY, payroll liabilities	\$1,038.63
73984	**VOIDED**	**VOIDED**
73985	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$9,325.93
ACH	EFTPS, payroll liabilities	\$26,477.69
ACH	FAMILY COMMUNITY CREDIT UNION, payroll liabilities	\$1,608.00
ACH	ICMA, payroll liabilities	\$2,095.06
73986	EMC NATIONAL LIFE-SUPPLEM, payroll liabilities	\$6.00
73987	IOWA LIBRARY ASSOCIATION, serv.	\$485.00
73988	SKOTT ANDERSON ARCHITECTS INC, serv.	\$8,318.00
ACH	BANCOPRSV, serv.	\$87.57
ACH	BANCOPRSV, serv.	\$94.00
ACH	BANCOPRSV, serv.	\$214.71
ACH	BUSINESS CARD, supp.	\$2,334.84
ACH	BUSINESS CARD, supp.	\$761.62
ACH	BUSINESS CARD, supp.	\$1,803.45
ACH	BUSINESS CARD, supp.	\$497.10
ACH	KABRICK DISTRIBUTING, supp.	\$1,299.65
ACH	TREASURER STATE OF IOWA, sales tax	\$15,697.18
ACH	UNITED BEVERAGE, supp.	\$503.50
ACH	US POSTAL SERVICE, postage	\$1,000.00
73989	AGVANTAGE FS, supp.	\$2,022.58
73990	AMAZON CAPITAL SERVICES, supp.	\$432.15
73991	AMERICAN MEDICAL RESPONSE, serv.	\$7,291.67
73992	ARMAND ADVERTISING LLC, serv.	\$466.69
73993	**VOIDED**	**VOIDED**
73994	ARNOLD MOTOR SUPPLY LLP, supp.	\$1,409.16
73995	ARNOLD MOTOR SUPPLY LLP, supp.	\$109.74

73996	ARTWEAR / BIRDIE AND BO'S, supp.	\$200.00
73997	ASCAP, serv.	\$11.08
73998	DAVID ANDEREGG/AUTO CRAFTERS, serv.	\$4,338.58
73999	BITUMINOUS MATERIALS & SUPPLY, supp.	\$1,480.19
74000	BLACKHAWK AUTOMATIC SPRINKLERS, serv.	\$225.00
74001	BRUENING ROCK PRODUCTS INC, supp.	\$733.30
74002	CALHOUN-BURNS & ASSOCIATES, serv.	\$2,191.04
74003	CARQUEST AUTO PARTS, supp.	\$1,034.75
74004	CC CULTURAL EQUITY BOARD, serv.	\$1,000.00
74005	**VOIDED**	**VOIDED**
74006	**VOIDED**	**VOIDED**
74007	**VOIDED**	**VOIDED**
74008	**VOIDED**	**VOIDED**
74009	CC PUBLIC EMP HEALTH PLAN, payroll liabilites	\$75,417.87
74010	CHARLES CITY AREA DEV CORP, serv.	\$1,000.00
74011	CENTRAL IOWA DISTRIBUTING, supp.	\$156.20
74012	CHARLES CITY ARTS CENTER, serv.	\$3,000.00
74013	CHARLES CITY ELECTRONICS, supp.	\$42.98
74014	CHARLES CITY PRESS INC, serv.	\$640.80
74015	CINTAS, serv.	\$134.66
74016	CINTAS CORPORATION, serv.	\$42.83
74017	CIRCLE K COMMUNICATIONS INC, serv.	\$5,358.61
74018	CITY OF CHARLES CITY, serv.	\$300.00
74019	CITY OF CHARLES CITY, serv.	\$240.30
74020	COAST TO COAST SOLUTIONS, supp.	\$311.08
74021	COMMUNITY REVITALIZATION, serv.	\$10,000.00
74022	CORE & MAIN LP, supp.	\$12,292.50
74023	CRISIS INTERVENTION, serv.	\$1,500.00
74024	CROELL INC, supp.	\$600.00
74025	DARRELL HANSON, tax reimb.	\$50.00
74026	DEAN ANDREWS, travel reimb.	\$17.00
74027	DEBOEST CONCRETE CORP, serv.	\$2,401.25
74028	ELECTRONIC ENGINEERING, serv.	\$3,096.28
74029	ELIZABETH KNECHT, supp reimb.	\$11.24
74030	ENVIRONMENTAL PRODUCTS & ACCES, supp.	\$930.11
74031	FARMCHEM, supp.	\$45.37
74032	FLOYD CO MEDICAL CENTER CLINIC, serv.	\$304.00
74033	FLOYD COUNTY MUSEUM, serv.	\$4,440.00
74034	FLOYD COUNTY TREASURER, serv.	\$120.00
ACH	FLOYD SWCD, serv.	\$5,201.48
74035	FOX ENGINEERING INC, serv.	\$17,648.30
74036	GHD SERVICES INC, serv.	\$51.50
74037	GILLUND ENTERPRISES, serv.	\$110.58
74038	HAWKINS INC, supp.	\$1,368.00

74039	HEARTLAND ASPHALT INC, serv.	\$47,704.25
74040	HENDERSON PRODUCTS INC, supp.	\$10,524.00
74041	HEWETT WHOLESALE, supp.	\$223.58
74042	HYDRO KLEAN LLC, serv.	\$21,139.73
74043	IOWA ONE CALL, serv.	\$124.80
74044	JENNIFER LANTZ, travel reimb.	\$151.76
74045	JOHN A HOWE, serv.	\$850.00
74046	JULIE MORTON, supp reimb.	\$47.68
74047	KEYSTONE LABORATORIES, supp.	\$146.20
74048	KOCH OFFICE GROUP, serv.	\$13.69
74049	LOU'S GLOVES INC, supp.	\$219.00
74050	MACQUEEN EQUIPMENT GROUP, supp.	\$75.90
74051	MATTHEW J SMITH MD, serv.	\$240.00
74052	METERING TECHNOLOGY SOLUTIONS, supp.	\$5,414.35
74053	MICK GAGE PLUMBING & HEATING, supp.	\$2,509.95
74054	MIDAMERICAN ENERGY, serv.	\$40,188.42
74055	MIKE'S C&O TIRE INC, serv.	\$138.29
74056	MILLS-INC, serv.	\$353.04
74057	MISSISSIPPI LIME COMPANY, supp.	\$6,977.53
74058	**VOIDED**	**VOIDED**
74059	MTI DISTRIBUTING INC, supp.	\$2,311.60
74060	MUNICIPAL SUPPLY INC, supp.	\$4,051.35
74061	NCIN TASK FORCE, serv.	\$1,479.20
74062	NEWBAUER INC, serv.	\$162.20
74063	NEWBAUER INC, serv.	\$236.50
74064	NIACOG, serv.	\$323.96
74065	NORTH CEDAR AVIATION AUTHORITY, serv.	\$55,101.00
74066	NORTH IOWA LAWN & SPORTS, serv.	\$35.99
74067	OVERHEAD DOOR CO OF MASON CITY, serv.	\$246.60
74068	PAWS HUMANE SOCIETY, serv.	\$1,550.00
74069	PERRY NOVAK ELECTRIC INC, serv.	\$11,701.80
74070	PETROBLEND CORP, serv.	\$1,367.70
74071	PITNEY BOWES-LEASE ACCT, supp.	\$159.57
ACH	PORTZEN CONSTRUCTION, serv.	\$371,920.19
74072	PRODUCTIVITY PLUS ACCOUNT, supp.	\$497.44
74073	QUALITY TRAFFIC CONTROL INC, supp.	\$5,050.00
74074	RDG PLANNING & DESIGN, serv.	\$1,460.00
74075	RILEY'S INC, supp.	\$825.73
74076	SAVE THE DEPOT, serv.	\$20,000.00
74077	**VOIDED**	**VOIDED**
74078	SCHUETH ACE HARDWARE, supp.	\$373.16
74079	SKYLINE TREE SERVICE LLC, serv.	\$1,500.00
74080	SMI CO, supp.	\$1,065.00
74081	SNAP-ON TOOLS/DUANE KAY, supp.	\$2,395.01

74082	STEVEN T DIERS, phone stipends	\$167.00
74083	SUBSURFACE SOLUTIONS, supp.	\$484.53
74084	SUMMERS ENTERPRISE INC, supp.	\$183,682.50
74085	SUPERIOR LUMBER INC, supp.	\$98.61
74086	SUPERIOR WELDING SUPPLY CO, supp.	\$136.50
74087	TELLURIAN BREWING, supp.	\$28.00
74088	TERRACON CONSULTANTS INC, serv.	\$2,766.50
74089	TERRI NOVAK, mileage	\$147.28
74090	USA BLUEBOOK, supp.	\$4,014.89
74091	GEORGE USHER/USHER SHARPENING, serv.	\$5.00
74092	VIRGINIA TITUS, travel reimb.	\$100.89
74093	VOGEL TRAFFIC SERVICES INC, serv.	\$2,913.75
74094	WESTRUM LEAK DETECTION, serv.	\$607.50

**TOTAL      \$1,499,684.10**

Several proclamations were presented to the council for approval. Laurie Field, principal at Immaculate Conception Church, presented a request for a proclamation for the 125<sup>th</sup> anniversary for IC Church. Motion by Freeseaman, second Joerger to approve the proclamation. Ayes - 5. Sister Diana from Immaculate Conception was present to request a proclamation for Peace Day. Motion by Freeseaman, second Joerger to approve the proclamation. Ayes - 5. A proclamation for Clean Up Day was also presented by Sister Diana. Motion by Joerger, second Freeseaman to approve the proclamation. Ayes - 5.

Mayor Andrews recommended reappointing Bev Foxen to the board of adjustment. Motion by Knighten, second Pittman to approve this appointment. Ayes - 5. Mayor Andrews also recommended re appointing Chuck Lemaster to the planning and zoning board. Ayes - 5

A request has been submitted from the owners of Tellurian Brewery to close an alley behind their business to park food vendors for their upcoming Chucktoberfest event on September 18. Motion by Freeseaman, second Joerger to approve the request. Ayes - 5

Mayor Andrews opened the public hearing on the North Cedar Terrace electrical upgrade project. Affidavit of publication dated 8/24/21 was informally filed. He asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second Knighten to close the hearing. Ayes - 5. Katie Nolte, housing director, reviewed the project. Only one bid had been received for this project and it was from Stanton Electric. They did the same type of project at South Cedar Terrace. The bid was higher than the estimate, mostly due to the current volatile market conditions due to COVID. The engineers feel this bid is within a reasonable limit. This project will include purchase and installation of security cameras. Housing capital funds will be used to pay for this project. Councilmember Starr introduced Resolution 108-21 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE NORTH CEDAR TERRACE ELECTRICAL UPGRADE PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none. Council member Freeseaman introduced Resolution 109-21 entitled, "RESOLUTION APPROVING AWARD, CONTRACT AND BOND FOR THE CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY, NCT ELECTRICAL PROJECT" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

Library director Annette Dean was present to request use of the riverfront property to install a permanent story walk. She has received several grants for this project and has consulted with the park and rec board

and the whitewater challenge committee to be sure this would not interfere with their events and maintenance. Motion by Freeseaman, second Pittman to approve this request. Ayes - 5

Pay request #22 has been submitted by Portzen Construction for the WRRF project. The amount is \$371,920.19. Fox Engineering has reviewed the request and is recommending payment. Council member Freeseaman introduced Resolution 110-21 entitled, "RESOLUTION APPROVING PAY ESTIMATE #22 FOR WATER RESOURCE RECOVERY FACILITY PROJECT" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

A public hearing needs to be set for the planning and design loan for the clear well project. This loan, through the state revolving fund, will be rolled into the construction loan once the project is completed. The amount of the loan is \$362,000. Council member Joerger introduced Resolution 111-21 entitled, "RESOLUTION TO FIX A DATE FOR A PUBLIC HEARING ON PROPOSAL TO ENTER INTO A WATER REVENUE LOAN AND DISBURSEMENT AGREEMENT AND TO BORROW MONEY THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$362,000" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

An ordinance to re-zone property located at 1202 S. Main has been prepared and reviewed by planning and zoning. This request is to change the zoning from M-1 to B-3. Planning and zoning held a hearing on this ordinance and they are recommending approval. A special use permit will be needed from the board of adjustment for this. Council needs to also hold a public hearing on this rezoning and that has been set for September 20. Motion by Freeseaman, second Joerger to approve the first reading of Ordinance 1153 AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 1202 SOUTH MAIN STREET, CHARLES CITY, IOWA, FROM M-1, LIGHT MANUFACTURING DISTRICT, TO B-3, SERVICE BUSINESS DISTRICT. Ayes - 5. Council member Freeseaman read the ordinance. Council member Freeseaman introduced Resolution 112-21 entitled, "RESOLUTION DIRECTING THE CLERK TO PUBLISH NOTICE OF HEARINGS ON ORDINANCE 1153 AMENDING THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 1202 SOUTH MAIN STREET, CHARLES CITY, IOWA, FROM M-1 LIGHT MANUFACTURING DISTRICT, TO B-3 SERVICE BUSINESS DISTRICT" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

An ordinance to re-zone property located at 904 Court Street has been prepared and reviewed by planning and zoning. This request is to change the zoning from R-3 to B-3. Planning and zoning held a hearing on this ordinance and they are recommending approval. The original request also included 906 Court Street but planning and zoning changed it to just 904. City council also needs to hold a public hearing on this ordinance and that has been set for September 20. Motion by Knighten, second Pittman to approve the first reading of Ordinance 1154 AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 904 COURT STREET, CHARLES CITY, IOWA, FROM R-3, MULTI-FAMILY RESIDENCE DISTRICT, TO B-3, SERVICE BUSINESS DISTRICT. Ayes - 5. Council member Knighten read the ordinance. Council member Freeseaman introduced Resolution 113-21 entitled, "RESOLUTION DIRECTING THE CLERK TO PUBLISH NOTICE OF HEARING ON ORDINANCE 1154 AMENDING THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 904 COURT STREET, CHARLES CITY, IOWA, FROM R-3 MULTI FAMILY RESIDENCE DISTRICT TO B-3 SERVICE BUSINESS DISTRICT" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

We have been offered the opportunity to participate in a pilot project called Smart Home. Equipment would be installed in the homes to help monitor and communicate with our older citizens to help keep them safe and able to stay in their own home longer. Since we are an AARP Age Friendly Community,

AARP is asking us to participate in this pilot project. Equipment worth approximately \$100,000 would be purchased with a grant from the state of Iowa. We are estimating that 13 homes could be participating in this project. Council member Freeseaman introduced Resolution 114-21 entitled, "RESOLUTION APPROVING PURCHASE OF COMMUNICATIONS EQUIPMENT FOR USE IN THE SMARTHOME PILOT PROJECT WITH AARP, TELTEX AND VARIOUS PARTNERS" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

City attorney Slotter reported that the city will be added as additional insured for liability on the Rotary Christmas display that will be in Central Park.

City clerk O'Donnell reported that the next planning session will be Tuesday, September 14 due to the League conference on Wednesday.

City administrator Diers reported that he is one of the presenters at one of the sessions at the League conference. Staff has been discussing transit operation and about adding a second full time position. This will come back to council for further discussion.

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

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk