

# **City of Charles City City Council Agenda Council Chambers, City Hall**

## **1. Meeting Date And Time**

- A. January 4, 2021 6:00 P.m. This Meeting Will Be Held Remotely Utilizing Zoom.com. Some City Staff Will Be In The Council Chambers And The Public Can Attend In Person And Listen To The Meeting Discussion While Complying With The 6' Social Distance Protocol Or They Can Attend The Meeting On Their Own Computer Via Zoom.com: Meeting ID 787 065 8066 Phone Number To Call To Participate Via Telephone: 312-626-6799

## **2. Call To Order**

## **3. Citizen/Public Comments (Limited To 5 Minutes Per Comment)**

An opportunity for citizens, groups or representatives or organizations to address the Governing Body on any issue which is not on the agenda

## **4. Mayor's Welcome**

## **5. Consider Approval Of The Agenda**

Discussion  
Motion

## **6. Consider Approval Of The Minutes**

- A. Consider Approval Of The Minutes Of The December 21 Meeting  
Discussion  
Motion

Documents:

[122120 MINUTES.PDF](#)

## **7. Consider Approval Of The Consent Calendar**

- A. Approve Renewal Of Columbus Club Class LE Liquor License
- B. Approve Renewal Of HyVee C-Store Class C Beer Permit W/ Sunday Sales
- C. Approve Renewal Of Liquor Beer And Tobacco Outlet Class E Liquor License W/ Sunday Sales
- D. Payment Of Claims

Documents:

[010421CLAIMS.PDF](#)

## **8. Business Of The Mayor**

- A. Appoint Cory Mutch To Replace Dennis Petersen On The Park And Rec Board
- B. Review Of Council Committees And Changes As Needed

Documents:

[COUNCIL COMMITTEES\(NEW\) .PDF](#)

**9. Petitions, Public Hearings, Communications, Awards And Requests**

**10. Ordinances And Resolutions**

- A. Consider Second Reading Of Ordinance 1150 Allowing County Representative On The Planning And Zoning Board  
Discussion  
Motion

Documents:

[20201231154433.PDF](#)

- B. Consider Motion To Enter In To Closed Session Pursuant To Iowa Code 21.5 (1)(C) To Discuss Strategy With Counsel Where Litigation Is Imminent Where Its Disclosure Would Be Likely To Prejudice Or Disadvantage The Position Of The Governmental Body In That Litigation  
Discussion  
Motion

**11. Other Business**

- A. Miscellaneous Correspondence  
B. Attorney's Report  
C. City Clerk's Report  
D. City Administrator's Report  
E. Board, Commission or Committee Reports

**12. Adjournment**

COUNCIL MINUTES  
REGULAR SESSION  
DECEMBER 21, 2020

Charles City city council met in regular session on December 21, 2020 at 6:00 p.m. via Zoom due to the COVID-19 pandemic. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Phillip Knighten. Absent was Phoebe Pittman. Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Sloter.

Citizen comments - none

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Joerger, second Starr to approve the minutes of December 7 and 16 meetings. Ayes - 4

Motion by Freeseaman, second Knighten to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following: consider approval of the 11/20 financials for city of Charles City and CC Public Employees health plan, consider approval of filing the following liens for unpaid utility bills - \$61.63Acct5003530000 and payment of claims (including those approved by other boards):

Mayor Andrews opened the public hearing on proposed amendment to the South Grand Urban Renewal Area. Affidavit of publication dated 12/4/20 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second Freeseaman to close the hearing. Ayes - 4. This amendment will add the Parkside Development project into the South Grand TIF district. It is housing urban renewal area and will be a separate district within the South Grand TIF district. Council member Freeseaman introduced Resolution 198-20 entitled, "RESOLUTION TO DECLARE NECESSITY AND ESTABLISH AN EXPANDED SOUTH GRAND URBAN RENEWAL AREA, PURSUANT TO SECTION 403.4 OF THE CODE OF IOWA AND TO APPROVE AN URBAN RENEWAL PLAN AMENDMENT FOR THE SOUTH GRAND URBAN RENEWAL AREA" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Knighten. Nays - none Ordinance 1149 will amend the South Grand urban renewal area to include the Parkside Development. This will be joined to the current South Grand district via South Main Street. Staff is recommending waiving the second and third reading of this ordinance and adopting it tonight so we can proceed with the process. Motion by Freeseaman, second Joerger to approve the first reading of Ordinance 1149 PROVIDING FOR THE DIVISION OF TAXES LEVIED ON TAXABLE PROPERTY IN THE DECEMBER 2020 ADDITION TO THE SOUTH GRAND URBAN RENEWAL AREA PURSUANT TO SECTION 403.19 OF THE CODE OF IOWA". Ayes - 4. Council member Freeseaman read the ordinance. Motion by Joerger, second Starr to waive the second and third readings of Ordinance 1149. Ayes - 4. Motion by Freeseaman, second Joerger to adopt and publish Ordinance 1149. Ayes - 4

Mayor Andrews opened the public hearing on proposed general fund economic development grant agreement with CP Iowa Properties, LLC. Affidavit of publication dated 12/4/20 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 Joerger to close the hearing. Ayes - 4 This agreement will cover the development of the remaining 24 lots in the Parkside Development. This agreement follows the letter of intent previously adopted by council in August. They plan to do about 4 lots each time and the city will pay \$17,500/lot to cover the infrastructure costs already incurred. These payments will be made from the general fund and the city will be reimbursed through TIF. Council member Freeseaman introduced Resolution 199-20 entitled, "RESOLUTION APPROVING GENERAL FUND ECONOMIC DEVELOPMENT GRANT AGREEMENT WITH CP IOWA PROPERTIES, LLC" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Knighten. Nays - none

Mayor Andrews opened the public hearing on proposal to enter into a taxable general obligation bridge improvement loan agreement. Affidavit of publication dated 12/11/20 was informally filed. Mayor Andrews 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 - 4. Paul Donna, from Baird, reviewed this financing. It is in two different pieces due to the nature of the expenses. The money the city has paid so far for demolition of the bridge needs to be done through a taxable loan and the actual construction of the bridge can be done with a non-taxable loan. Two local banks, First Citizens and First Security, will fund these loans with First Security being the lead bank. The taxable loan of \$220,000 will have a 1.5% rate and be through 2025. The tax exempt loan of \$1,313,000 will have a 1.75% rate and go through 2031. The project will be completed by fall of 2021. Council member Freeseaman introduced Resolution 200-20 entitled, "RESOLUTION AUTHORIZING AND APPROVING A LOAN AGREEMENT, PROVIDING FOR THE PRIVATE PLACEMENT AND ISSUANCE OF A \$220,000 TAXABLE GENERAL OBLIGATION BRIDGE IMPROVEMENT BOND, SERIES 2021A AND PROVIDING FOR THE LEVY OF TAXES TO PAY THE SAME" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Knighten. Nays - none.

Mayor Andrews opened the public hearing on proposal to enter into a general obligation bridge improvement loan agreement. Affidavit of publication dated 12/11/20 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second Freeseaman to close the hearing. Ayes - 4. Council member Starr introduced Resolution 201-20 entitled, "RESOLUTION AUTHORIZING AND APPROVING A LOAN AGREEMENT, PROVIDING FOR THE PRIVATE PLACEMENT AND ISSUANCE OF A \$1,313,000 GENERAL OBLIGATION BRIDGE IMPROVEMENT BOND, SERIES 2021B AND PROVIDING FOR THE LEVY OF TAXES TO PAY THE SAME" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Knighten. Nays - none.

Pay estimate #14 has been submitted from Portzen Construction for the work done on the wastewater project during November. The amount requested is \$978,047.15 and consisted mostly of reed bed construction and some work on the oxidation ditch. Total paid to date is approximately 8.2 million. Fox Engineering has reviewed the request and is recommending payment. Council member Starr introduced Resolution 202-20 entitled, "RESOLUTION APPROVING PAY ESTIMATE #14 FOR WATER RESOURCE RECOVERY FACILITY PROJECT" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Knighten. Nays - none.

The Main street bridge repair project is completed and ready for acceptance and final payment. Jasper Construction did the work and Calhoun Burns did the design and project oversight. Total cost of the project was \$327,059.80 and the project was meant to protect the bridge and extend its life. Council member Joerger introduced Resolution 203-20 entitled, "RESOLUTION ACCEPTING THE MAIN STREET BRIDGE REPAIR PROJECT AND AUTHORIZING FINAL PAYMENT" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Knighten. Nays - none.

The public housing sidewalk/parking lot project has a change order that needs to be approved. The reason for the change was installation of subdrain at North Cedar Terrace, extra grading and seeding that was required, additional striping and additional paving at both of the new parking lots at North Cedar Terrace. The amount of the change order is an increase of \$29,681.95 and is being recommended by SEH Engineers. Council member Joerger introduced Resolution 204-20 entitled, "RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR THE CCHRA PARKING LOT/SIDEWALK IMPROVEMENT PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Knighten. Nays - none.

The public housing sidewalk/parking lot project is completed and ready for acceptance. The total cost of the project was \$410,827.67 with a final payment of \$21,271.27. SEH is recommending acceptance of the project and payment of the final amount. Council member Joerger introduced Resolution 205-20 entitled, "RESOLUTION ACCEPTING THE CCHRA PARKING LOT/SIDEWALK

IMPROVEMENTPROJECT, CHARLES CITY, IOWA IN THE AMOUNT OF \$410,827.67” and moved for adoption. Second to adopt Freeseeman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseeman, Knighten. Nays - none

The WRRF project is requiring a change order to be done for an increase of \$63,090.13. This will be for adding a building to the main electrical feed, adding a handrail and for additional landfill material removal fees. Fox Engineering is recommending approval of this change order. Council member Freeseeman introduced Resolution 206-20 entitled, “RESOLUTION APPROVING CHANGE/EXTRA WORK RODER #2 FOR WATER RESOURCE AND RECOVERY FACILITY PROJECT, CHARLES CITY, IOWA” and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseeman, Knighten. Nays - none.

Ordinance 1150 AN ORDINANCE AMENDING THE CHARLES CITY CODE OF ORDINANCES CHAPTER 24, SECTION 24.01 - PLANNING AND ZONING COMMISSION, BY AMENDING THE PROVISIONS PERTAINING TO RESIDENCY REQUIREMENTS FOR MEMBERS OF THE COMMISSION has been drafted by city attorney Slotter to allow a resident within two miles outside the city limits to serve on the planning and zoning commission. Recently we have experience several vacancies on the board and have had trouble finding people to serve. Our current zoning ordinance allows our jurisdiction up to two miles outside the city limits. Staff feels allowing one member on the board to fall within this distance to be acceptable. Council member Freeseeman asked if we had received any comments on this proposed ordinance and response was no. Administrator Diers commented that this is strictly a recommendation board so no judicial changes would be made by them. Motion by Freeseeman, second Joerger to approve the first reading of Ordinance 1150. Ayes - 4. Council member Freeseeman read the ordinance.

The Southwest Development Park water quality project requires some temporary and permanent easements to be approved for the construction of this project. The permanent easements are for a portion of the existing drainage way being constructed outside the platted drainage easement and for the detention basin that will be built. Temporary easements will allow the contractor to enter on to the private properties to construct the improvements. Council member Freeseeman introduced Resolution 207-20 entitled, “RESOLUTION APPROVING PERMANENT AND TEMPORARY CONSTRUCTION EASEMENTS FOR THE 2020 SOUTHWEST DEVELOPMENT PARK WATER QUALITY IMPROVEMENT PROJECT, CHARLES CITY, IOWA” and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseeman, Knighten. Nays - none.

City clerk O'Donnell reported that the next meeting will be a regular meeting on January 4 at 6:00 p.m.

City administrator Diers reported that he is working on a budget prep workbook for council, the first budget meeting is scheduled for January 6. Discussion continues on the work stoppage issue for the WRRF project. Telecom financing is not quite ready but there has been a lot of behind the scenes work being done. They will meet next on January 5. Have conducted second interviews for the housing director position and have a couple of very good candidates. NIACOG has told us that we can have prior director Heidi Nielsen's assistance on the CDBG grant through the closing if needed. Staff is testing the new time and attendance payroll module and hope to start everyone with using it January 1. Council member Knighten commented that the Foster Grandparent program has a fundraising item that is a collage of all the area businesses done by John Guthart quite a few years ago.

Motion by Freeseeman, second Starr to adjourn. Ayes - 4

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

**CITY CLAIMS 01/04/2021**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
PAYROLL	PAYROLL ENDING 12/19/2020	\$ 92,737.14
PAYROLL LIABILITIES	PAYROLL LIABILITIES	\$ 116,033.49
JANUARY FGP STIPEND CHECKS	JANUARY FGP STIPEND CHECKS	\$ 11,535.40
FIRST SECURITY BANK	4-LOTS @ PARKSIDE DRIVE-TIF	\$ 70,000.00
POSTMASTER	BAL DUE-1ST CLASS PRESORT PERMIT	\$ 5.00
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 525.00
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 142.50
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT INSURANCE-DEPTS	\$ 1,206.64
AGVANTAGE FS	TURBINE R&O-WTP	\$ 108.00
AMAZON CAPITAL SERVICES	DRAWSTRING ICE BAGS-FD	\$ 49.98
BRUENING ROCK PRODUCTS INC	EROSION STONE-P&R	\$ 1,420.58
CARQUEST AUTO PARTS	PARTS/SUPPLIES-STREET	\$ 208.35
CC PUBLIC EMP HEALTH PLAN	INSURANCE-CITY DEPTS	\$ 83,562.17
CINTAS CORPORATION	MAT SERVICE-WTP	\$ 160.72
CIRCLE K COMMUNICATIONS INC	CONTRACT SERVICES-TRANSIT	\$ 5,289.83
CJ COOPER & ASSOCIATES INC	RANDOM SELECT-STREET	\$ 35.00
COLLEEN ORTMAYER	MILEAGE-FGP	\$ 24.15
FLOYD COUNTY RECORDER	CITY/CC SCHOOLS RECORDING FEES	\$ 22.00
HOLDEN HILLEGAS/H&R LAWN CARE	GOLF CART HAULING-P&R	\$ 540.17
HOBERT ELECTRIC	REWIRE OUTLETS-STATION-FD	\$ 60.00
IDOT-CASHIER'S OFFICE	SUPPLIES-CVTC	\$ 451.30
INTERSTATE ALL BATTERY CENTER	COMMERCIAL BATTERIES-SANI/STREET	\$ 823.40
IOWA PRISON INDUSTRIES	STREET SIGNS-RUT TRAFF	\$ 247.50
JACKSON STREET PRESS	LETTERHEAD/ENVELOPES-FD	\$ 510.07
JOHN DEERE FINANCIAL	SUPPLIES-P&R	\$ 208.87
JOHN A HOWE	CLEANING CONTRACT-CITY HALL	\$ 425.00
KEYSTONE LABORATORIES	DRINKING WATER ANALYSIS-WTP	\$ 112.50
L&J INDUSTRIES INC	TRASH CAN PROTOTYPE-P&R	\$ 111.85
LEGISLATIVE SERVICES AGENCY	2021 IOWA CODE-BUS OFF	\$ 125.00
LOU'S GLOVES INC	NITRILE EXAM GLOVES-WRRF	\$ 170.00
MACQUEEN EQUIPMENT GROUP	REPAIR PARTS-RUT SNOW	\$ 509.52
MANAGERPLUS SOLUTIONS LP	LIGHTNING PLUS SOFTWARE-STREET	\$ 2,953.32
MARCO TECHNOLOGIES LLC	COPIER LEASE-ADMIN	\$ 58.97
MC2 INC	TROJAN CUP SLEEVE NUTS-WRRF	\$ 64.81
MERRITT COMPUTER SERVICE INC	COMPUTER WORK-BUS OFF	\$ 265.56
MICK GAGE PLUMBING & HEATING	REPAIR PARTS-WTP	\$ 445.00
MIDAMERICAN ENERGY	UTILITIES-CITY DEPTS	\$ 30,673.85
MISSISSIPPI LIME COMPANY	STANDARD QUICKLIME-WTP	\$ 6,301.31
MID-STATES ORG CRIME INFO CTR	2021 DUES-PD	\$ 150.00
MUNICIPAL SUPPLY INC	REPAIR PARTS-WTP	\$ 2,573.50
NASSCO INC	SUPPLIES-P&R	\$ 133.93
NCL OF WISCONSIN	LAB SUPPLIES-WRRF	\$ 449.50

NEWBAUER INC	MAT SERVICE-CITY DEPTS	\$	70.50
NATIONAL FIRE PROTECTION ASSOC	NFPA FIRE CODE RENEWAL-FD	\$	1,345.50
NOAH, SMITH, SCHUKNECHT & SLOTER	QUARTERLY RETAINER-LEGAL	\$	750.00
PAWS HUMANE SOCIETY	CONTRACT-ANIMAL CONTROL	\$	1,550.00
PERRY NOVAK ELECTRIC INC	ELECTRICAL WORK-CITY DEPTS	\$	2,756.00
PITNEY BOWES SUPPLIES	POSTAGE MACHINE INK-BUS OFF	\$	161.48
SKOTT ANDERSON ARCHITECTS INC	CEDAR TERR N ELECTRICAL-CCHRA	\$	2,313.00
SHORT ELLIOTT HENDRICKSON INC	CLEARWELL PRELIM ENG-WTP	\$	2,161.00
TEK INC	EMERGENCY AMBULANCE SERVICES	\$	6,250.00
UMB BANK	ADMINISTRATIVE FEES-DEBT SERV	\$	500.00
VERIZON WIRELESS	MDT DATA SERVICES-PD	\$	120.03
WILLIAM J. DUNCAN	DEPT BLS RECERTIFICATIONS-FD	\$	475.00

**TOTAL**                    **\$ 449,883.39**

*Housing Claims*

BANK# BANK NAME  
CHECK# DATE

ACCOUNT# NAME

CHECK AMOUNT CLEARED MANUAL VOID REASON FOR VOID

1 CUSB

71143	12/21/2020	5354	ARNOLD MOTOR SUPPLY LLP	37.32				
71144	12/21/2020	229	BUSINESS CARD	2,591.29				
71145	12/21/2020	5662	CATHERINE MARIE OTT	1,085.00				
71146	12/21/2020	1539	CENTURYLINK	165.08				
71147	12/21/2020	281	CHARLES CITY PRESS INC	710.00				
71148	12/21/2020	327	CINTAS CORPORATION	56.22				
71149	12/21/2020	272	CITY OF CHARLES CITY	3,330.56				
71150	12/21/2020	6004	ERIC REED	200.00				
71151	12/21/2020	6005	ESTATE OF ANNE FRASCHT	200.00				
71152	12/21/2020	5991	GORDON ELECTRIC SUPPLY INC	41.89				
71153	12/21/2020	5985	H & R LAWCARE	1,692.00				
71154	12/21/2020	5990	HD SUPPLY FACILITIES MAINT.	220.02				
71155	12/21/2020	5269	HILLEGAS FLOORING LLC	5,017.50				
71156	12/21/2020	5081	HOCKENSON PLUMBING	4,192.06				
71157	12/21/2020	6009	HODES CO.	94.43				
71158	12/21/2020	5730	HOUSING AUTH ACCTG SPECIALISTS	560.00				
71159	12/21/2020	3496	HRS LLC	14,500.00				
71160	12/21/2020	890	IOWA NAHRO	150.00				
71161	12/21/2020	966	JENDRO SANITATION SERVICES	790.00				
71162	12/21/2020	574	JOHN DEERE FINANCIAL	80.48				
71163	12/21/2020	1063	KOCH OFFICE GROUP	13.73				
71164	12/21/2020	1091	KWIK TRIP INC	62.63				
71165	12/21/2020	1164	L&J INDUSTRIES INC	23.00				
71166	12/21/2020	5154	LEAF	252.04				
71167	12/21/2020	1149	LINDERMAN HEATING & AIR LLC	149.00				
71168	12/21/2020	2735	MEDIACOM	276.90				
71169	12/21/2020	1276	MIDAMERICAN ENERGY	5,858.90				
71170	12/21/2020	1300	MILLS-INC	110.45				
71171	12/21/2020	5691	MRI SOFTWARE LLC	383.50				
71172	12/21/2020	1384	NOAH, SMITH, SCHUKNECHT & SLOTER	182.00				
71173	12/21/2020	1480	PETTY CASH-HOUSING	39.80				
71174	12/21/2020	5286	PITNEY BOWES SUPPLIES	160.38				
71175	12/21/2020	1497	PLUNKETT'S PEST CONTROL	720.00				
71176	12/21/2020	5949	ROCHFORD CONSTRUCTION	3,856.50				
71177	12/21/2020	1633	SCHUETH ACE HARDWARE	687.84				
71178	12/21/2020	5161	SHORT ELLIOTT HENDRICKSON INC	2,313.00				
71179	12/21/2020	6007	SHANDNANA SMITH	200.00				
71180	12/21/2020	1675	SHERWIN-WILLIAMS CO	354.88				
71181	12/21/2020	5920	SHRED IT, C/O STERICYCLE INC	45.00				
71182	12/21/2020	5234	STAPLES ADVANTAGE	623.31				
71183	12/21/2020	1750	STOCK GLASS/GRAPHIC GALLERY	470.00				
71184	12/21/2020	1761	SUPERIOR LUMBER INC	62.30				
71185	12/21/2020	1821	T-J SERVICE INC	279.97				
71186	12/21/2020	6008	TANDEM CARE INC	1,750.00				
71187	12/21/2020	4582	TRENT PARKER	385.00				
71188	12/21/2020	5900	US CELLULAR OF CHARLES CITY	150.56				



**ACCOUNTS PAYABLE CHECK REGISTER**

BANK#	BANK NAME	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
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\* See Check Summary below for detail on gaps and checks from other modules.

BANK TOTALS:	
OUTSTANDING	55,124.54
CLEARED	.00
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BANK 1 TOTAL	55,124.54
**VOIDED**	.00

FUND	TOTAL	OUTSTANDING	CLEARED	VOIDED
172 PUBLIC HOUSING SEC DEP	600.00	600.00	.00	.00
173 PUBLIC HOUSING	37,021.54	37,021.54	.00	.00
174 SECTION 8 VOUCHER	690.00	690.00	.00	.00
330 2020 CAPITAL FUND	16,813.00	16,813.00	.00	.00

Reviewed 1/20/20

**BOARDS, COMMISSIONS, COMMITTEES and LIAISON by Council Member/Mayor**

COUNCIL MEMBER KNIGHTEN FINANCE COMMITTEE  
JOINT TOURISM STEERING COMMITTEE  
SOUTHWEST TIF ADMINISTRATIVE BOARD  
E 9-1-1 – ALTERNATE  
FLOYD COUNTY COMMUNICATIONS BOARD  
FLOYD COUNTY AMBULANCE COMMISSION-ALTERNATE  
PUBLIC HOUSING COMMISSION - LIAISON

COUNCIL MEMBER STARR - LIBRARY BOARD – LIAISON  
AIRPORT AUTHORITY – LIAISON  
FLOYD COUNTY HUMANE SOCIETY - LIAISON  
E-911 BOARD  
FLOYD COUNTY COMMUNICATIONS JOINT BOARD  
FLOYD COUNTY AMBULANCE COMMISSION

COUNCIL MEMBER FREESEMAN-BROAD BAND COMMISSION – EX OFFICIO  
BROAD BAND TELECOMMUNICATIONS BOARD-LIASION  
ADC REGIONAL HOUSING TASK FORCE-ALTERNATE  
L.O.S.T. (PAVEMENT MANAGEMENT SYSTEM) – LIAISON  
PLANNING AND ZONING – LIAISON  
FINANCE COMMITTEE  
FOSTERGRANDPARENTS ADVISORY BOARD – LIAISON  
ADC BOARD - ALTERNATE

COUNCIL MEMBER JOERGER – SOUTHWEST TIF ADMINISTRATIVE BOARD  
PROPERTY/CASUALTY INSURANCE COMMITTEE  
PERSONNEL COMMITTEE  
MAYOR PRO TEM  
FLOYD-MITCHELL-CHICKASAW SWAA

COUNCIL MEMBER PITTMAN – JOINT TOURISM STEERING COMMITTEE  
PARK AND REC BOARD - LIAISON  
HISTORIC PRESERVATION COMMISSION – LIAISON  
CULTURAL AND ENTERTAINMENT DISTRICT STEERING COMMITTEE  
PERSONNEL COMMITTEE

MAYOR DEAN ANDREWS  
PAVEMENT MANAGEMENT SYSTEM ADVISORY BOARD  
CHARLES CITY CIVIC FOUNDATION BOARD  
CHAMBER OF COMMERCE – LIAISON  
COMMUNITY REVITALIZATION – LIAISON  
REVITALIZATION BUSINESS IMPROVEMENT COMMITTEE  
CHAMBER TOURISM COMMITTEE

(OVER)

Continued...

DEAN ANDREWS - JOINT TOURISM STEERING COMMITTEE – EXOFFICIO

ADC ASSET MANAGEMENT COMMITTEE

ADC HOUSING COMMITTEE

ADC JOBS POTENTIAL REVIEW

JOINT ENTITY COMMITTEE

REGION 2 RPA POLICY BOARD

FMC DECAT PLANNING COMMITTEE

FOCUS

FLOYD COUNTY ASSESSOR'S CONFERENCE BOARD

FLOYD COUNTY EMERGENCY MANAGEMENT COMMISSION

CHARLES CITY AMBASSADORS

ADC BOARD

ADC PROPERTY SEARCH

JIM ERB – REGIONAL WORKFORCE DEVELOPMENT BOARD

NIACC ADVISORY COMMITTEE

FLOYD COUNTY COMMUNITY FOUNDATION LIASION

UPPER CEDAR RIVER WATERSHED MANAGEMENT AUTHORITY

### **Meeting dates and times of Boards/Commissions**

Broad Band Commission – Ex Officio Meets qtrly?

Joint Tourism Steering Committee(Hotel/Motel) – meet twice a year, 2<sup>nd</sup> Friday of month at Chamber office

Library Board – liaison Meets every 2<sup>nd</sup> Thursday of the month at 5:15 p.m.

Personnel Committee – meets as needed

Park and Rec Board – Liaison – 2<sup>nd</sup> Thursday each month at 5:30 p.m.

Cultural/Entertainment District Steering Committee – meet qtrly as applications are made  
4<sup>th</sup> Tuesday at noon

Housing Commission – Liaison Meet 3<sup>rd</sup> Thursday each month at 7:00 a.m. at housing office conference room

E 9-1-1 – meet qtrly, 2<sup>nd</sup> Thursday at 6:00 p.m. after Communications meeting

Floyd County Communications Board – meet qtrly, 2<sup>nd</sup> Thursday at 6:00 p.m. in council chambers

Floyd County Ambulance Commission – meets as needed.

CCADC – 4<sup>th</sup> Wednesday of each month at 4:00 p.m. at library

SW TIF Board – as needed, usually on a Thursday at 7:30 a.m.

Foster Grandparents – liaison, Meets 2-3 times a year, first Wednesday of month at 4 p.m.

ADC Regional Housing Task Force – meet as needed?

Hotel/Motel Tourism Committee- meets twice a year at Chamber offices

Airport authority – meet third Wednesday of the month at 1:00 at the airport

Pavement Management System – Liaison meets as needed

Floyd County Humane Society - Liaison

Finance Committee – meets as needed

Planning and Zoning – Liaison meets as needed

Floyd-Mitchell-Chickasaw Landfill – Third Wednesday 7:00 p.m. at landfill

Property/Casualty Insurance Committee – meets as needed

Historic Preservation Committee – meets quarterly, usually at 4:00 p.m. in Chamber offices -  
Liaison

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## AGENDA ITEM SUMMARY

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**Subject: Second reading of Ordinance 1150 to allow county representative to P&Z commission**

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**Background Summary:**

The discussion tonight is whether to consider allowing one of the seven seats on the Planning and Zoning Commission to be filled by anyone within Floyd County that lives within two miles of city limits. This would require a change in Ordinance.

We've had an ongoing need to fill spots on the P&Z commission for the last couple years. Recently we were able to achieve a full board of seven, but that ended when Larry Johnson recently passed away, and now it would appear that Emily Garden will need to resign as she is moving outside of city limits. These losses come at a critical time with P&Z as they are working on a major city code updates with a private consultant. P&Z is responsible for making recommendations that come to the city council for the ultimate decision.

It was my understanding that some communities allow for a county representative and when reached out to my colleagues I received responses back from the following:

Does not allow

- Spencer – Does not allow outside of city limits
- Harlan – Does not allow outside of city limits
- Decorah – Does not allow outside of city limits
- Guttenberg – Does not allow outside of city limits
- Independence - Does not allow outside of city limits
- Indianola - Does not allow outside of city limits

Does allow

- Forest City – Allows one member; must be within the Forest City “one mile” sphere of influence
- Centerville – Allows 2 county representatives; Both are appointed by BOS - One resident of the “two mile” sphere of influence.
- Treynor- Allows one member from outside of city limits on the board.
- Carlisle – 7 member board and allows two from the county

So, there are communities that allow this. Considering the discussion we've had recently about potential annexation study, and the two mile “sphere of influence” we have with county zoning, it would seem appropriate to allow a seat to be filled by a county representative.

The first reading of this ordinance was approved at the December 21 meeting.

ORDINANCE NO. 1150

**AN ORDINANCE AMENDING THE CHARLES CITY CODE OF ORDINANCES CHAPTER 24, SECTION 24.01 – PLANNING AND ZONING COMMISSION, BY AMENDING THE PROVISIONS PERTAINING TO RESIDENCY REQUIREMENTS FOR MEMBERS OF THE COMMISSION**

**BE IT ENACTED** by the City Council of the City of Charles City, Iowa:

**SECTION 1. Amended Section. SECTION 24.01 – PLANNING AND ZONING COMMISSION** is hereby amended to read as follows:

**24.01 PLANNING AND ZONING COMMISSION.** The City Planning and Zoning Commission, hereinafter referred to as the Commission, consists of seven (7) members appointed by the Council. Members shall not hold any elective office in City government, and six (6) members shall be residents of the City. The remaining member shall be either a resident of the City or a resident of the area outside of the City over which the zoning jurisdiction (within a two mile radius of the City) of the City has been extended.

*(Code of Iowa, Sec. 414.6 & 392.1)*

**SECTION 2. Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3. Severability.** If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 4. When Effective.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

\_\_\_\_\_  
Dean Andrews, Mayor

ATTEST:

\_\_\_\_\_  
Trudy O'Donnell, City Clerk

As certified, the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

\_\_\_\_\_  
City Clerk