

Council/Staff Planning Session Council Chambers, City Hall

1. Meeting Date And Time

- 1.I. June 25, 2018 6:00 P.m. This Meeting Will Convene Immediately Upon Adjournment Of A Special Meeting Scheduled For 6:00 P.m.

2. Call To Order

3. Mayor's Comments

4. Bullet Resistance Glass For Housing Project

Documents:

[AIS-RECEPTION WINDOW1.PDF](#)
[20180621114133289.PDF](#)

5. Pam Lessin - Waiver Of Subdivision Requirements For Sale To Abutting Property Owner

Documents:

[AIS LESSIN REQUEST FOR WAIVER .PDF](#)

6. Wayfinding Project Bid Discussion

7. Transit Discussion

Documents:

[AIS TRANSIT DISCUSSION.PDF](#)

8. City Administrator Report

9. Adjourn

MEETING DATE: 06/25/2018

ITEM: 4

AGENDA ITEM SUMMARY

Subject: Bullet Proof Glass Installation – Housing Dept.

Recommendation: Consider purchase and installation from Home Town Security.

Background Summary: As previously discussed, the Housing Department has renovated the reception area to provide more security. Part of the renovation requires the installation of bullet-proof glass to limit public access to the office and employees.

The request was originally presented to the Council at the April 23rd Planning Session. Three systems were proposed with the lowest proposal from Mason City Glass. The Council suggested that each of the installations be physically viewed to determine if the voice transfer was adequate. The closest installation was at the courthouse in Mason City. Their window was like the one being proposed by Mason City Glass. The voice transfer with that system was inadequate and it wasn't feasible to view the other option due to the distance. Instead a phone call was made to ask them how happy they were with the window and the voice clarity. They reported that they liked the installation and the only time that they had trouble hearing was when there was a lot a background noise.

Due to this, we asked Mason City Glass if they could research any other options for the voice transfer such as an amplifying device. They came back with a proposal for the same baffle installation as the other companies with a cost of \$12,800. However, they also sent us some links to YouTube videos provided by the manufacturer of the system. It appears, based on the videos, that the voice transfer is adequate.

Home Town Security inquired about the progress being made with the window installation and asked if they could help and research other options. They came back with a proposal for the same baffle system from the same manufacturer as Mason City Glass for a cost of \$8,750.00. The Housing Board met on June 21, 2018 and is recommending acceptance of the proposal from Home Town Security for the purchase and installation of the glass. A photo of the proposed system is included.



MEETING DATE: 06/25/18

ITEM: 5

AGENDA ITEM SUMMARY

Subject: waiver of subdivision requirements for sale to abutting property owner

Background Summary:

Pam Lessin owns Lots 16, 17 and Parcel "b" located on Park Lane Drive. Brandon Parks owns Lots 18, 1 and Parcel "A" located at 116 Park Lane Drive. By plat of survey, Ms. Lessin would like to subdivide a small portion of her property and convey it to Mr. Parks. This new parcel will be known as Parcel "C".

In late 2016, city council, upon recommendation by the planning and zoning commission, amended the subdivision ordinance with Ordinance 1097 to allow for waiving the city's subdivision requirements for land sales by a plat of survey between adjacent property owners. The waiver allowed under Ordinance 1097 requires a restriction placed on the property deed that prohibits the sale or transfer of the parcel from the property it adjoins. The deed restriction will only terminate when the property is replatted and complies with the subdivision ordinance.

City attorney Brad Slotter agreed that a waiver of the subdivision requirements can be implemented in this situation with a restriction so the landlocked parcel cannot be sold separately. I have discussed this with Ms Lessin and she has agreed to place a restriction on Parcel "C" so it can't be sold separately from the property at 116 Park lane Drive.

Planning and zoning has recommended approval of this request.

MEETING DATE: 06/25/18

ITEM: 7

AGENDA ITEM SUMMARY

Subject: Transit System Update

At the present time we do not have a replacement contractor for the Charles City transit system. The current contractor ends service June 30, 2018. I have been working with NIACOG on trying to find a solution for several months. Bids documents were release with no one offering to contract for the service.

I have had several conversations with interested parties and have met with them to discuss the program but it appears to be too cost prohibitive and/or too much of a risk for the level of riders. Over the last couple years ridership has fallen off dramatically. It was around 60,000 and then in FY16 dropped to 47,000 and then the last two years closer to 27,000. It would appear that the severe decline is most likely due to lack of available busses/drivers available coupled with reduced punctuality of pickup and drop off. We did increase the student ticket price the year of the first big decrease in riders but the reduction effected each demographic about the same to I don't think the pricing change had a large impact.

Options now appear to be contract with NIACOG to run the service, run the service solely through the City or find a hybrid solution to help take some of the burden/risk off of the private contractor.

I have spoken with one private party about what it would take to work out a deal to provide service and the largest concerns are: reduced rider numbers, ability to hire & retain drivers and unknown maintenance costs. I'm working on some scenarios that have the city taking on some of those risks so that we can still contract out privately for someone to coordinate, dispatch drivers, house busses and complete reporting requirements.

In the interim I have asked NIACOG to see if they could operate the system for even a couple months. I haven't received a definitive answer but they are very hesitant as they are in the process of taking over Mitchell County Transit after their contract provider called it quits.

I plan to have more information and scenarios to share at Monday's workshop.