

Council/Staff Planning Session

1. Meeting Date And Time

1.I. August 11, 2021 6:00 P.m., Council Chambers, 105 Milwaukee Mall Note: Mayor, Council And Staff Will Be Attending This Meeting In Person In The Council Chambers. Public Can Attend In Person 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. Mayor's Comments

4. 3' Easement In Alley By 1511 N. Grand – Debeir

5. Façade Application – 700 Hulin Street

Documents:

[CHRISTIANSENFACADEAPPSCANNED.PDF](#)

6. Rotary Club – Christmas Lights In Central Park

Documents:

[CENTRAL PARK CHRISTMAS.PDF](#)

7. Police Department Retention And Recruitment Discussion

Documents:

[AIS 7 - POLICE OFFICER RETENTION AND RECUITMENT DISCUSSION.PDF](#)

8. LOST Discussion

Documents:

[AIS 8 - LOST DISCUSSION NO2 FOLLOWUP.PDF](#)

9. City Administrator Report

10. Adjourn



FACADE IMPROVEMENT GRANT APPLICATION



Date of application: 05.30.2021

Applicant's name: Capital Enterprise Charles, LLC

Mailing address: 101 East 2nd St.

Email address: echriste@baldwin-telecom.net

Telephone: (612) 719-5161 (Home) (Work)

Project address: 700 Hulin St., Charles City, IA 50616

Does the applicant own the building? Yes X No

If no, who does own the building?

Owner's address Phone No.

Describe proposed project specifically: (attach additional sheets if necessary)

Siding on south side of building to match what was put on north and east sides, as well as on west side (North Main Street) just on the Dollar General portion so all matches. Siding will stop where brick starts at Masterson Employment Services. That will be done differently as a separate project based on discussions with Main Street Iowa Design Specialist.

Proposed starting date: 07.30.2021 or earlier

Proposed completion date: 09.30.2021

Amount requested: \$10,000 Estimated cost of project: \$26,250

Provide a brief outline of project costs: (attach additional sheets if necessary)

Material and Labor to Install Siding on South Side and partial West Side: \$26,250

List current assessed valuation of project property: \$330,000

Please list the source and amount of all other funds to be supplied by the applicant or other public or private sources: (attach additional sheets if necessary)

Table with 2 columns: Source, Amount. Rows include Façade Improvement Grant (Main Street Charles City) and Owner.

If the project property has been vacant, state how long? N/A

Is the project property properly zoned for the business? **Yes**

If a zoning change is pending, cite application number and present status. If application has not been made, briefly describe what change will be needed and plans for submitting application.

N/A

Number of years the applicant has been in business: **15+**

Names and addresses of contractors and/or architect used for the proposed project.

Kennedy Construction, 311 N. Elm St., Cresco, IA

Number of new jobs (if any) the proposed project will create: **None**

Number of existing jobs proposed project will preserve: **7**

Applicant should be aware that additional financial data may be required if requested by the Facade Improvement Review Committee. Applicant should also be aware that no application will be considered if expenditures are incurred prior to approval of the application.

It is understood that the Applicant will have 12 months from the grant approval date to complete the project as proposed.

Applicant will be required to provide copies of project invoices upon completion of the project to verify costs prior to receiving the final 65% grant payment. If the project cost comes in significantly lower than the application stated then an adjustment may be made to the final grant payment amount.

It is understood that the Applicant will actively support and/or participate in the programs and activities of Main Street Charles City.

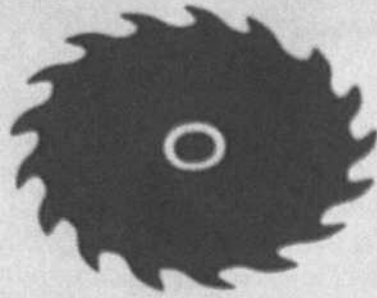
The undersigned applicant affirms that the information submitted herein is true and accurate to the best to my (our) knowledge. I (we) have read and understand the conditions of the Main Street Charles City Facade Improvement Program and agree to abide by its conditions and guidelines.

Elizabeth Christiansen
Signature of Applicant

06/01/2021
Date

Signature of Applicant

Date



Kennedy

Construction

Estimate For Work
311 N Elm Street

OWNER

Dollar General
Main Street
Cell: 612-719-5161

JOB TITLE

Deliver To:
Dollar General
700 Hulin Street
Main Street

SIDING

Install siding on the South Side of the Building to match the existing Siding on the East Side of the building of Dollar General. Perform same quality of workmanship with the same materials on the East and North Side of the Building.

Material and Labor for the work to be done on existing side to the South to match the existing

PRICE:

\$26,250

DATE August 9, 2021
TO Charles City City Council
FROM Charles City Satellite Rotary Club
RE Brighten Your World - Central Park Holiday Lighting Event (name subject to change)

In 2020 the Rotary Satellite Club (RSC) and a local group of citizens began working on a project to bring lighted Holiday displays that locals & visitors could enjoy from Thanksgiving weekend to New Years Eve – Brighten Your World. Displays were set up on Riverside Dr from Joslin St to N Illinois St, as well as temporary installations in various business windows. The desire of the groups was to utilize Central Park, however it was not possible due to the time it was started.

Tonight, the RSC, along with a local citizen committee is asking for approval from the City Council to use Central Park from Nov 12th to Jan 2 to start a new Charles City annual event – Brighten Your World Lighted Display (name subject to change.)

We feel this display will be a catalyst to create:

- Destination trips to Charles City (tourism & promotion)
- Opportunities to shop & dine in the city (retail tax dollars)
- Excitement for our citizens – young & old (community pride)
- Memory making event opportunities in our city center (partnerships)

RSC will reach out to businesses, charitable organizations & clubs to create lighted holiday displays to be set up in Central Park. In addition, families will be encouraged to start Memory Lane displays in the area along Riverside Drive developed in 2020.

TIMELINE

- November 12 – 20 – installation of displays
- Nov 20-27 - Testing & final closing of park (Quadrants roped off with lights using fiberglass stakes & coated cable to keep people away from displays & cords)
- Nov 27 - Grand reveal/lighting ceremony
- Nov 27 – Dec 31 – lighted display
- Jan 1 to Jan 8 – tear down of displays

All displays build on pallets for easy install & removal, using LED lighting (no blow up displays). Master timers to come on at dusk and shut off around 10 pm. (Similar to what was done in 2020).

POWER - RSC and Perry Novak Electric are working together to build four above ground temporary power sources (oscars) to work around the current issues with underground outlets & weather/water issues that will connect to the two green power boxes. In addition, steps will be taken to cover underground connectors that may used with weather proof mats to help keep out rain/snow/melt.

SNOW REMOVAL - Covers will be made to protect the marble plaques along the sidewalks from snow removal, and center crossing sidewalks will be kept clear of snow and ice by RSC members.

We have been/will be working with other organizations to create other events along with the lighting of central park -

Charles City Chamber

Tourism managing home/neighborhood display initiative & driving tour.

Main Street Charles City

Santa on Saturdays leading up to Christmas

Lighting ceremony event coordination

Holiday Lighted Parade

Coordinated Street level window lighting

Schools/Churches

Caroling events

Hot Cocoa & Cookie events

Shop Charles City Business

Evening shopping opportunities

Window Displays

Jessica & Sam Gintz & Tami Vetter – Charles City Satellite Rotary Club

John Ebert – President, Charles City Rotary Clubs

Sean & Shari Schweinfurth – Riverside Dr Committee

AGENDA ITEM SUMMARY

Subject: Discuss Strategies and adjustments for retaining and recruiting police officers, changes to compensation, residency, recruitment and vacation

Background Summary:

Something that many communities around the country and the state of Iowa are dealing with police officer recruitment and retention. Over the years it has become increasingly difficult to find qualified candidates to hire onto the police department. It has become increasingly difficult to find people who want to work in law enforcement over the last year. We are currently short three officers and other communities are having a tougher time finding and retaining officers. Many communities are seriously looking at ways to fill their ranks.

Most recently the City of Mason City (short about 14 of 40 officers) made some significant changes that could very well impact us directly in Charles city. Mason City changed a number of things including wages and service time, but they have also opened up their residency requirement to allow officers to live within 30 miles of Mason City. This change would allow certified officers currently employed by Charles City to readily become officers of Mason City. We been asked by the Union representing the police to consider some changes in order to help retain existing officers and recruit new officers.

Requests include:

- Adding of two additional “steps” for employment year 8 and year 10 (currently offer steps at 1,2,3,4 & 6 years)
- \$2/hr. wage increase across the board increase for all officers
- Additional 5% increase in wages
- Officers receive one week of vacation at hire (currently need to wait one year)
- Residency opened up beyond existing 10 miles (consider matching Mason City at 30 miles)

Something we’ve already been talking about at a staff level is considering a signing bonus for certified officers of \$5,000. Payable over three years. Also, if we consider loosening the residency requirement to match Mason City, we would also like to implement a “residency stipend” of \$2,000 a year for officers who choose to live inside city limits.

Time is short as Mason City is looking to hire new officers yet in August, so we’d like to reply back to the union with our general intent as soon as possible. We cannot compete dollar for dollar with what Mason City is offering but perhaps we can close the gap enough to retain some existing officers as well as entice new applicants to come to Charles City.

I am currently working on the details about how these changes impact the PD command staff and adjustment in salaries that you would need to do there, and hope to have a full picture for council meeting on Monday.

AGENDA ITEM SUMMARY

Subject: Local Option Sales Tax – Renewal Follow Up Discussion

Background Summary:

Approximately 10 years ago the City approved the Local Option Sales Tax (LOST). This is a 1% sales tax that was approved for use funding paving projects within the City.

The sales tax was approved by voters with a ten-year sunset. On December 31, 2022 the sale tax will expire, so if we plan to re-approve or “renew” the sales tax we need to start work now to continue the funding source.

We are in the 2nd ten-year LOST and both have been set up to provide funding for streets and roadways. This has been an extremely valuable funding source which has allowed the city to many pavement installation and replacement projects. Without this funding source the city would be relegated to using General Obligation tax dollars and street assessments to conduct what would be much fewer and smaller projects.

What I would like to do is follow up on discussion we initially had in March 2021 on how determining how we want to move forward. LOST can be approved by the voters for any legal public purpose.

So, do we want to keep it 100% streets & roads? We have growing expenses in public safety in both ambulance service and the police department. We’ve talked about needs to update/remodel city hall/police department, there has been discussion on a new pool or aquatic center. There are any number of things we can look at utilizing a portion of these funds for. But to get to the point of getting it on the ballot we need to make some choices.

There are several steps over the coming months to get this on an upcoming ballot for voter consideration, this is step one.

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