

Planning Session
February 10, 2020

The council met for a planning session on February 10, 2020 immediately after the special council session held at 6:00 p.m. in council chambers. The mayor presided and the following members were present: Keith Starr, DeLaine Freeseaman, Jerry Joerger, Phillip Knighten, and Phoebe Pittman.

Mayor called the meeting to order. There were no mayor's comments.

City Administrator Diers introduced our new Watershed Coordinator, Doug Johnson, to the council. Doug introduced himself and told about his conservation background. He passed out a sheet that explained the watershed project area and the project goals. Project partners are City of Charles City, Floyd SWCD, USDA-NRCS, Iowa Soybean Association, and Iowa Agriculture Water Alliance. Doug will use an outreach plan that will consist of field days, workshops, community updates, newsletters, project brochure, local media, and partner updates.

Our lease with T-Mobile is coming to an end and they are looking at a renewal of the lease. T-Mobile currently leases an area on our water tower to place their cell antenna. Due to equipment costs they are looking for a 5-year lease with renewal for 5 additional 5-year terms. Lease will start out at \$1,600.44 lease payment per month and at each 5-year renewal an amount equal to 15 percent will be added. Brad Slotter, city attorney has been working on this agreement. Diers said the 5-year agreement period is new approach. In the past it has been an annual increase. The City also has no ability in this contract to discontinue the agreement. This lease is not exclusive to them. There is room on the tower for more equipment. Lots of ideas were discussed. It was the consensus of the council to have Brad continue negotiating on the contract looking to see if a little longer term is possible.

The city has entered into an option to purchase 808 N. Main. Initially looking at using the property for Telecom. Since the City Tap has been purchased for the Telecom, we need to decide on the option for 808 N. Main which expires on 2/22/20. Diers recommendation was that he would still like the council to consider purchasing this property. Property will be needed if we decide to reconfigure main street. It can also be used for additional storage space. Option to purchase was set at \$170,000. Consensus was that item will be placed on the next agenda for the council to vote on.

A new levy sheet was passed out to the council on the proposed budget levy for FY21. It shows an increase in levy from \$15.90021 to \$16.02115. Key things in this increase are the transit fund, ambulance service, debt service, police & fire retirement, and property insurance. Diers reviewed the general fund with the council. Numbers are skewed due to Certified Site purchase. As budgeted now we will be dipping into the general fund balance by about \$30,000. Diers also placed additional monies into the capital equipment reserve funds. Outside agency requests have been added. Diers said he has made a small number of adjustments. He has cut back the police department salaries to reflect normal staffing. In the past few years we have been unable to remain fully staffed. Fire department budgeted for a roof and that has been removed from the budget. Overhead doors were left in the budget. Increased amount for tree removal to \$35,000 from \$30,000. There were no changes in the library budget as presented. In the park & rec budget he has left in the full-time park & recreation superintendent. Tyler put together information on what this person would be doing and the savings that could occur with having this position. Diers asked the council to review this proposal and let him know if they have any questions. A suggestion was to have a follow up after the first year to see how this

position is working and how much was saved. Diers did remove the rough mower from the budget proposal in the amount of \$30,000. \$50,000 has been included for clubhouse siding replacement. 401 N. Main has budgeted \$50,000 for completion of window/door/entryway construction project. Will be working on putting the budget together as a whole for the council's review.

Wednesday Diers and the Mayor will be attending a future planning session for the YMCA. Tuesday and Wednesday of next week Diers will be at a meeting in Des Moines with Mid America Economic Development Conference. He also will be attending the Iowa Rural Summit in April.

Being there was no further business the meeting was adjourned.

Dean Andrews, Mayor

Attest:

Virginia Titus, Deputy Clerk

COUNCIL MINUTES
REGULAR SESSION
FEBRUARY 18, 2020

Charles City city council met in regular session on February 18, 2020 at 5:45 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, Delaine Freeseaman, Phillip Knighten and Phoebe Pittman (arrived at 5:50). Also present was city attorney Brad Slotter.

Citizens comments – none

Mayor Andrews welcomed everyone to the meeting.

Motion by Freeseaman, second Starr to approve the agenda with moving the scheduled public hearing down on the agenda until the 6:00 published time for it. Ayes – 5

Motion by Joerger, second Knighten to approve the minutes of the January 23, 27, 30 and February 3. Ayes – 4

A one million loan to the newly formed telecommunications utility from the city was reviewed. This loan will give them start up funds to get everything in place for operation. Once the telecom gets it's funds secured, the city will be reimbursed. A rate of 3% has been set for this loan with a maturity date of September 1, 2020. Council member Joerger introduced Resolution 27-20 entitled, "RESOLUTION APPROVING LOAN TO CHARLES CITY MUNICIPAL TELECOMMUNICATIONS UTILITY IN AN AMOUNT NOT TO EXCEED \$1,000,000" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freeseaman, Knighten. Nays – none.

Pittman arrived at 5:50.

As part of the budgeting process for FY21, items have been identified for the annual one day borrowing. One set of items are considered essential corporate purposes and include police/fire equipment, tree removal, nuisance abatement/demo funds and airport project. The other set of items is considered general corporate purpose and includes work on Wildwood clubhouse and overhead doors on the fire station. A debt service levy will be collected through FY21 and the loan will be executed in June 2021. So two public hearings need to be scheduled for March 2 for these two sets of items. Council member Joerger introduced Resolution 28-20 entitled, "RESOLUTION SETTING THE DATE FOR PUBLIC HEARINGS AND ADDITIONAL ACTION ON PROPOSALS TO ENTER INTO GENERAL OBLIGATION LOAN AGREEMENTS AND TO BORROW MONEY THEREUNDER" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freeseaman, Pittman, Knighten. Nays – none

The city had acquired a \$2000 option to purchase property at 808 N. Main known as Cal's Auto for \$170,000. This property was originally planned to be used for housing the new telecommunications utility. The telecom has since found a more suitable property but city staff is recommending the city still purchase the 808 property. If another business goes in to where Simply Essentials was, any possible expansion for that building would have to go to the east. If that would occur, the city could re-direct that portion of Main Street to the east and hook up to Grand Avenue at more of a "T" intersection. Owning that property at 808 Main would allow the city to do this change to N. Main Street. Until such time, the city can utilize the building for equipment storage. Council member Joerger introduced Resolution 29-20 entitled, "RESOLUTION APPROVING NOTICE TO EXERCISE OPTION FOR THE PURCHASE OF REAL ESTATE" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freeseaman, Pittman, Knighten. Nays – none

Resolution 30-20 had been prepared to approve changes to a 28E agreement for a regional safety group. However, the only changes made by IAMU were to the safety services agreement which will be executed by the delegates on the safety commission, not the individual cities. So there is no action needed on this resolution. We may have to have action to appoint Steve Diers to this safety commission with Ginny Titus as alternate, city clerk O'Donnell will check into this. No action taken on Resolution 30-20.

A public hearing needs to be scheduled for the FY21 proposed budget. The levy for FY21 has been set at \$16.02, which is up slightly from FY20 levy of \$15.90. Main reason for this increase is ambulance payment, funding for the airport project, increase in employee benefits and transit costs. This hearing is scheduled for March 2 at 6:00 p.m. Council member Freeseaman introduced Resolution 31-20 entitled, "RESOLUTION SETTING DATE FOR PUBLIC HEARING ON THE FY21 BUDGET" 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.

Pay estimate #4 has been submitted to the city engineer for the WRRF project. The payment to be made to Portzen Construction is for \$742,350.88. Fox Engineering has reviewed the request and is recommending approval. Council member Joerger introduced Resolution 32-20 entitled, "RESOLUTION APPROVING PAY ESTIMATE #4 FOR WATER RESOURCE RECOVERY FACILITY PROJECT" 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.

Mayor Andrews opened the public hearing on the maximum tax dollars from certain levies. Affidavit of publication dated 2/6/20 was informally filed. He 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 – 5 This levy is part of a new process the state is requiring this year for budget process. Our maximum levy is comprised of \$8.10 general levy, transit levy, liability/property/self insurance levy, emergency management levy, emergency levy, police/fire retirement levy, FICA/IPERS levy and other employee benefits levy. Council member Joerger introduced Resolution 26-20 entitled, "RESOLUTION APPROVING THE MAXIMUM TAX DOLLARS FROM CERTAIN LEVIES FOR THE CITY'S PROPOSED FISCAL YEAR 2020-2021 BUDGET" 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.

Mayor Dean Andrews announced, as per published notice, that this was the time and place for a Public Hearing on the status of funded activities for the City of Charles City Housing Rehabilitation Program. Affidavit of publication dated 2/7/20 was informally filed. The Program is being funded by a \$232,700 grant awarded by the Iowa Economic Development Authority (IEDA) in August of 2018 and by \$13,800 in local match funds contributed by the City of Charles City. The funds are being used to rehabilitate owner-occupied homes in the community. Prior to the Public Hearing no comments, oral or written, were received by the City. However, Steve Wendt from the North Iowa Area Council of Governments (NIACOG), gave several comments pertaining to the grant program. Wendt's comments included a general description of the accomplishments to date. Wendt stated that the rehabilitation project on 1 home included in the program has been completed. Wendt further stated that the rehabilitation of 1 project is nearing completion, 2 projects were recently started, and that contractor bid procurement for 2 more projects will be underway later this year. All projects will be completed well before the CDBG contract end date with the City – August 31, 2021. Wendt also commented that upon completion of the program, the City may be able to exceed its 6 home original performance target by 1 home (7 home rehabilitated altogether) depending on the

amount of grant funds remaining after the first 6 homes are completed. A summary of grant and local match expenditures to date was also presented. To date, \$62,228 in CDBG grant funds has been drawn down or requested but upon completion of the remaining projects, it is forecasted that most if not all of the \$232,700 in total grant funds will be expended. Also to date, \$2,600 of the City's \$13,800 total local match obligation has been expended. The City's remaining local match obligation of \$11,200 will be expended as projects are put under contract and/or completed. Wendt also commented on other changes to the original project budget as shown by a breakdown of the final costs expended or estimated to be expended on each of the homes that have been or will be rehabilitated in the grant program. Wendt also commented on the main objective of the City of Charles City Housing Rehabilitation Program, which is to increase the supply of safe and sound housing, in the selected target area, for low to moderate income (LMI) households. In this regard, Wendt showed the target area map from which all of the assisted homeowners are selected, and also showed the income limits (LMI) for the Program. Wendt further stated that all homeowners assisted in the Program have or will meet these limits. Wendt then fielded questions from those in attendance, Afterwards, being no further discussion, comments, or questions, motion by Starr, second Pittman to close the hearing. Ayes – 5

City attorney Slotter reported that he had contacted IWireless about the lease term but has not heard back yet.

City clerk O'Donnell reported that the next planning session will be held on February 24 at 6:00 p.m.

Motion by Freeseaman, second Starr to adjourn. Ayes – 5.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL PROCEEDINGS
FEBRUARY 24, 2020

Charles City city council met in a planning session on February 24, 2020 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Phillip Knighten, Phoebe Pittman. Also present were city administrator Steve Diers and city engineer John Fallis.

Mayor's Comments – Mayor Andrews commented that the 2020 census is upon us and they are encouraging the city to promote their preference of the residents registering online. He will work on getting a committee together to work on this.

Emily Stowe from IC School was present to discuss a color run that the PTO wants to do on May 16. They would like to use the riverfront trail and will start and end at IC school. It will be a 5K run/walk. She will be at the March 2 council meeting for council action.

Heidi Nielsen was present to discuss the parking lot/sidewalk project planned for North and South Cedar Terraces. They will be removing tripping hazards, repairing sidewalks, repairing some of the parking lot surfaces and installation of two new parking lots at North Cedar Terrace. The new lots will be bid as an alternate bid. SEH is preparing the specs for these projects. The public hearing on these plans and specs will be held March 17 and will be paid for from the 2018 and 2019 Capital Funds.

Pat Callahan was present to review the process for developing a capital improvement plan for the city. Since we are just finishing up budget, this is a good time to start the process. We should focus on more brick/mortar projects and large pieces of equipment to include in the plan. He is suggesting looking at a 6 year span to include and a threshold of around \$50,000 but we could change those later if we decide. He also suggested grouping street projects together into phases rather than list all of them out separately each year. He would like to see the council hold a workshop dedicated entirely to working on the plan. Our initial goal is to have this plan done by July this year but that could get bumped back if we make lots of changes along the way. The first step is to identify projects, get a list and then project revenues. Once we get the initial project list back from department heads and the council, we will schedule our next meeting with Pat, we will tentatively plan to do that toward the end of March.

Heartland Asphalt has requested a partial release of the retainage for the SWAP project they recently completed. This project was an asphalt overlay on S. Main/N. Jackson. They are asking for half of the retainage and this will be on the next regular meeting for council action.

The Hildreth Street project is ready for acceptance by the council. The final cost was a little over \$1.4 million. There were some change orders for overrun of quantities. This will be on the March 2 agenda for council action.

Clark Street Trail project is also ready for acceptance by the council. This was a TAP project and ended up about \$16,000 over the bid. Change order was issued that provided additional rock material for the project. This will be on the March 2 agenda for council action.

A supplement agreement with SEH for the Hildreth/Riverside project is needed. Wet weather caused delay in the construction and the longer construction time in turn required more inspection and construction admin time. This increase in cost will be covered in the supplement agreement. This item will be on the March 2 agenda for council action.

The Charley Western Trail Bridge construction project will require more wood turtle monitoring to be done. An agreement has been drafted with Stantec for this service, they did the monitoring during the demolition of the bridge as well. This will be on the March 2 agenda for council action.

City administrator Diers reported that he would like to have a special meeting this Thursday at 6:30 to discuss the WRRF project with Fox Engineering being there to answer questions. He attended the MidAmerica conference in Des Moines last week and it was very informative. The telecom board has a meeting tomorrow at 4:00.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk