

COUNCIL MINUTES
REGULAR SESSION
JULY 20, 2020

Charles City city council met in regular session on July 20, 2020 at 6:00 p.m. remotely 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, Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Slotter.

Citizens Comments-none.

Mayor Andrews welcomed everyone to the meeting.

Motion by Freeseaman, second by Joerger to approve the agenda. Ayes-5

Motion by Starr, second by Pittman to approve the July 6 and 15 minutes and an addition to the minutes of the June 1 meeting as follows: "Council member Freeseaman introduced Resolution 96-20 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED CONVEYANCE OF A PORTION OF SOUTH JOHNSON STREET" 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" Ayes-5.

Motion by Joerger, second by Starr to approve the consent calendar. Ayes -5 Consent calendar consisted of the following:

Approve financials for 6/20 for City of Charles City and CC Public Employees Health Plan, approve renewal of Class B wine permit w/Sunday Sales for Darbe and Company, approve renewal of Class B wine permit w/Sunday Sales for Unique Country Store, approve renewal of Class C liquor license w/outdoor service and Sunday Sales for Hot Shots Billiards, approve water/sewer bond for Kamm Excavating and payment of claims (including those approved by other boards):

June Receipts: Gen – 675552.71;Disp-35176.01;P/R C/I-54085.53;CommEquip-1210.44;H/M-7787.87;NuisReserv-40000.00;RAGBRAI-.26;PoliceReserv-40000.00;FireReserve-70000.00;P/RReserve-40000.00;AdminReserve-6000.00;RUT-45795.23;EmpBen-13353.52;CVTC-16117.43;Emerg-739.60;OptTx-72064.33;TIF-2882.97;FGP-62441.00;PubHous-67825.92;Sect8-79868.71;AssetForf-2.76;'18Rehab-2000.00;DebtServ-459333.39;StreetRelC/I-960731.45;'18CapFnd-336809.17;,'19CapFnd-7904.48;'20CapFnd-3487.07;CapProjMcquill-13393.50;CWBridge-195000.00;FibertoHome-754030.05;SWIndustStormWat-100000.00;Water-176279.19;Sewer-138726.41;WasteFnd-57838.15;Transit-122158.60;SWU-17059.02;FireExt-462.50

June Expenses – 1335117.33;Disp-47825.94;P/R C/I-77317.50;H/M-110621.80;NuisReserv-16612.00;PoliceReserv-20000.00;RUT-203258.15;EmpBen-81619.93;CVTC-16326.45;Emerg-69822.98;OptTx-1203872.02;TIF-527728.82;LibrTr-1702.10;FGP-46004.35;pubHous-376066.85;Sect8-90748.46;'12Rehab-200.00;'18Rehab-637.20;DebtServ-189575.00;StreetRelC/I-44475.42;'18CapFnd-77040.18;'19CapFnd-7904.48;'20CapFnd-3487.07;CapProjMcquill-10728.00;FibertoHome-

63102.73;IPCSponsProj-4860.54;Water-36561.36;WaterReserv-529.00;Sewer-522867.27;SewerReserv-195.00;WWTPExpan-227267.40;WsteFnd-55989.73;Transit-22338.16;SWU-25879.63;FireExt-398.52

Business of the Mayor- The Mayor requested to not approve the appointments to the Historic Preservation Committee so that he may get some clarification on the two appointees listed.

Mayor Andrews opened the public hearing on Design and Environmental information for the Gilbert Street Lift Station project. Affidavit of publication dated 6/16/2020 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 by Freeseaman to close the hearing. Ayes-5. As a secondary part of the WRRF project, the Chautauqua lift station will be replaced by constructing a new lift station at a Gilbert Street location. By moving the lift station's location, we will be bringing it out of the flood plain, replacing undersized pumps, and providing for better operation. Lance Aldrich, Fox Engineering, explained that they have been working with the DNR, and many entities to make sure there were no environmental aversions. Cost of the project is estimated at \$200,000. Alternatives to the project have been looked at and it was determined that this is the best site for the project.

Mayor Andrews opened the public hearing on the proposed amendment to the South Grand Urban Renewal Area. Affidavit of publication dated 7/2/2020 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 by Pittman to close the hearing. Ayes-5. Mark Holtkamp is looking at building a senior living center in the area that is covered by the South Grand Urban Renewal TIF Area. As the City is looking at using Tax Increment Financing for this project, the South Grand Urban Renewal Plan must be amended to include that specific project. Council member Joerger introduced Resolution 126-20 entitled, "RESOLUTION TO APPROVE URBAN RENEWAL PLAN AMENDMENT FOR THE SOUTH GRAND URBAN RENEWAL AREA" 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.

Mayor Andrews opened the public hearing on the proposed development agreement with Mark Holtkamp. Affidavit of publication dated 7/2/20 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 by Freeseaman to close the hearing. Ayes-5. Diers explained that there is some subdivision needed for the project before the development agreement will be considered for approval. The legal description needs to be finalized. Agreement will be with Mark Holtkamp to build a 70- unit senior living center. Looking to incentivize project for 10 years with a tax rebate. Agreement will go into effect upon completion of project. Mark was available by phone for any questions. Mark explained the project would take 12 to 18 months to complete and he is hoping to start the project next summer.

We are moving closer to the construction of the Charley Western Trail Bridge. Calhoun Burns has prepared an agreement for construction related engineering expenses. Calhoun Burns will provide on-site observation during construction, pre-construction conference, determine a verify quantities, prepare monthly pay requests, attend a punch list and final inspection meeting with City staff, and provide a final acceptance letter for City Council action. They will include work to meet the Iowa DOT requirements for Federal aid projects. Council member Joerger introduced Resolution 128-20 entitled, "RESOLUTION APPROVING ENGINEERING SERVICES AGREEMENT WITH CALHOUN BURNS AND ASSOCIATES FOR CHARLEY WESTERN TRAIL BRIDGE PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes-Freeseaman, Pittman, Knighten, Starr, Joerger. Nays-None.

The Iowa DOT is proposing to improve Highway 18 from Gilbert Street to near Superior Lumber. The City would like to upgrade the sanitary sewer and water main facilities within the HWY 18 corridor prior to the DOT's overlay project. The project includes a new 8" water main from North Grand Avenue to East of L Street using a trenchless method called horizontal directional drilling. Proposed date for a public hearing August 17, 2020. Hearing will address final plans, specification and form of contract for the project, and sets the amount of the bid security at ten percent of the bid amount. Council member Freeseaman introduced Resolution 129-20 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF CONSTRUCTION COST FOR FOURTH/FIFTH AVENUE HORIZONTAL DIRECTION DRILLING WATER MAIN PROJECT AND ORDERING THE ADVERTISEMENT OF BIDS" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes- Pittman, Knighten, Starr, Joerger, Freeseaman. Nays-none.

Portzen Construction is currently working on the WRRF Project. Due to four smaller additions and one substantial reduction a change order equal to \$16,545 overall price decrease needs council approval. Change order includes: add a stub for toilet \$928.57, add connection for portable generator \$5,823.30. add hoist bases and electrical connection for hoist \$1,156.60, delete electrical manholes and replace with ground boxes decrease of \$24,685.00, and add diffuser clamp \$231.00. Council member Joerger introduced Resolution 130-20 entitled, "RESOLUTION APPROVING CHANGE/EXTRA WORK ORDER 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, Freeseaman, Pittman, Knighten. Nays-none.

Portzen Construction has submitted a pay request for work done on the WRRF project in the amount of \$957,636.11. Work consists of concrete and steel for oxidation ditch construction as well as some amount for water main installation. Council member Joerger introduced Resolution 131-20 entitled, "RESOLUTION APPROVING PAY ESTIMATE #9 FOR WATER RESOURCE RECOVERY FACILITY PROJECT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes- Joerger, Freeseaman, Pittman, Knighten, Starr. Nays-None.

A list of transfers for the FY20 had been presented to the council. Most have been approved through the budget process. Included are transfers for debt payments, purchase reserve accounts, transfers in to street project fund from RUT, option tax, etc. Transfers were also included to close out some funds. Legislation requires a resolution to be passed for these transfers. Council member Freeseaman introduced Resolution 132-20 entitled, "RESOLUTION AUTHORIZING TRANSFERS" and moved for adoption. Second to adopt Starr. Resolution passed duly on roll call vote as follows: Ayes-Freeseaman, Pittman, Knighten, Starr, Joerger. Nays-none.

Laurie Pedersen, who resides at 1202 Clark Street, has been leasing a city lot located behind her house. The lot was part of the flood buy-out program and cannot have anything built on it. The current lease has expired and she would like to renew the lease. Lease payment will remain the same at \$150 and the lease will become effective immediately and run until October 31, 2022. We did have an issue with a bus being parked on the lot and that issue has been resolved. Some fees remain unpaid for the nuisance issue but City Attorney, Brad Slotter, stated that he thought they would be resolved this week. Council member Joerger introduced Resolution 133-20 entitled, "RESOLUTION APPROVING LEASE AGREEMENT OF CITY PROPERTY" and moved for adoption contingent on fees owed being paid. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Pittman, Knighten, Starr, Joerger, Freeseaman. Nays-None.

Ordinance 1146, an ordinance adding provisions to the operations of the Shaw Avenue Brush Dump Site for the brush and leaf disposal, was presented for the second reading. The reason for this ordinance change is to give the City the authority to fine someone dumping who is not from within the city limits. A sign will be placed stating that the dump is for City residents only. The ordinance does state the city and Floyd county residents may take mulch out of the dump site. Motion by Starr, second Pittman to approve the second reading of Ordinance 1146 AN ORDINANCE ADOPTING A NEW CHAPTER 107 OF THE CHARLES CITY CODE OF ORDINANCES PROVIDING FOR A CITY COMPOST AND YEAR WASTE DISPOSAL SITE. Ayes-5. Council member Starr read the ordinance.

The 2020 Drainage Improvement Project is designed to help improve three separate drainage issues. The project includes a storm sewer extension in the 1100 block of South Grand, a diversion ditch in the 500 and 600 blocks of J Street, and site drainage at the Arts Center building. A public hearing needs to be set for this project. A proposed date for that hearing is August 17, 2020. Council member Freeseaman introduced Resolution 134-20 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF CONSTRUCTION COST THE 2020 DRAINAGE IMPROVEMENT PROJECT AND ORDERING THE ADVERTISEMENT FOR BIDS" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes-Starr, Joerger, Freeseaman, Pittman, Knighten. Nays-None.

Correspondence-Letters were received from Crisis Intervention and Floyd County Community Foundation thanking the council for the monies contributed to their programs.

City Administrator report- Cambrex has announced an expansion. Next Monday the City will be meeting with Portzen to talk about the work stoppage at WRRRF.

At the next meeting we will be looking at an agreement with snowmobile association. Starting the process to hire a Park Superintendent, applications are in for FGP Director and will be setting up interviews, also have a position that has come open in the Water Department. Broadband has decided not to meeting tomorrow night. They will be meeting on July 28th.

Motion by Starr, second by Knighten to adjourn. Ayes-5

Dean Andrews, Mayor

Attest: _____
Virginia Titus, Deputy Clerk

COUNCIL PROCEEDINGS
JULY 27, 2020

Charles City city council met at 6:00 p.m. on July 27, 2020 remotely via Zoom due to the COVID-19 pandemic. Mayor Dean Andrews presided and the following council members were in attendance: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Sloter.

Mayor Andrews commented that he had been asked by several citizens if the city can reinforce the use of masks around town and he replied that we could not mandate it. But he encouraged citizens to use masks as they are out in public and maintain the social distancing.

Mark Wicks, director of Community Revitalization, was present remotely to review two applications for Façade funding. The Floyd County Historical Museum, at 500 Gilbert Street, would like to remove three old chimneys for a total cost of \$18,600. They are asking for \$9,300.00 in funding. It was discussed about requiring final invoices to be submitted before the final funds are distributed to the grantees. Right now, quotes from contractors are the only documentation required. Council consensus was that this would be a good practice so the Façade program requirements will be amended to include this. Question on if this project fits the criteria for the program and reply was that the design committee has reviewed this request and are recommending approval. The other application was submitted by North Iowa Lawn and Sport at 809 Grand Avenue for replacing a garage door that's in bad shape. This new door will match the other existing doors. Cost for the project is \$1,842.84 and they are requesting 50% which is \$921.42. These will be on the next regular agenda for council action.

The local snowmobile association has pledged a \$35,000 donation to the reconstruction of the Charley Western Trail Bridge. In return, they would like to execute an agreement with the city to allow their club to drive their snowmobiles on the bridge in the winter. They were able to use the previous bridge but they would like to have a more formal agreement for the new one. A draft agreement has been done and covers a 20 year term. It states that the club will repair any damage they make to the bridge. Council member Freeseaman asked if we could list a minimum amount of snow required in order to drive the sleds on the bridge. He is concerned about damage from the carbide blades on some sleds. This bridge will be cement construction and that could get more damage than the previous bridge. Mayor Andrews stated that the local association does a good job of policing their members to keep the damage down to a minimum, so there shouldn't be a lot of damage. Attorney Sloter stated that a termination clause can be put in that in the event there is significant damage caused by the snowmobiles, the agreement could be terminated. Council member Pittman asked if language could be included that the city can specify what repairs need to be made and to have authority to oversee them to be sure they are done right. City engineer Fallis stated that it would be a good idea to have some type of standard that needs to be followed for any repairs. City attorney Sloter thought that the city could just do the repairs and then bill the snowmobile association for the cost. Council member Knighten asked if we could get some idea of exactly what kind of damage these blades could cause. It doesn't specify any certain amount of snowfall needs to be on the ground before the snowmobiles can be operated on the bridge but our ordinance states 1/10" needs to be on the streets for operation. Council would like some more research done before the council votes on this agreement, do we have time for that. Staff will find out more information and see if we can act on this agreement at the next regular meeting yet.

ADC director Tim Fox was present remotely to discuss a request for a letter of endorsement for an expansion project that Cambrex will be doing to their facility. It will create 32 new jobs and will cost about 49 million. Half of the jobs will be production and half will be scientists. They are asking for a \$40,000 forgivable loan from the SW TIF district and \$30,400 from ADC which will both amount to the amount of local match required for the IEDA grant award. Fox was

asked about the certified site and he stated that they have the website proof done and plan a site visit from tour for decision making on August 5 to kick off the targeted industry analysis. He's had two contacts show interest in the property so far.

City administrator Diers reported that he and Mayor Andrews had gone to Garner last week to tour some twin homes built by Crown Point builders. This firm is interested in finishing out the Parkside Development project to get that all completed. They were impressed with these homes construction. This firm also plans on putting in a storm shelter for the homes they will be building at Parkside. More discussion will be held on how big these homes will be, Stewart Realty will be consulted for their input on that. The city is working removing the garbage from the WRRF site that is part of the old city dump. We have had a request to fly a drone from the city water tower from someone who is working on a documentary about the Charles City tornado. We have consulted with our insurance agent and Attorney Slotter will draft a waiver for this person to sign. He also reported that a safety coordinator for our safety group has been hired.

There being no further discussion, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk