

COUNCIL MINUTES
REGULAR SESSION
JANUARY 4, 2021

Charles City city council met in regular session on January 4, 2021 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, Phoebe Pittman and Phillip Knighten. 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 – 5

Motion by Joerger, second Freeseaman to approve the minutes from December 21. Ayes – 5

Motion by Starr, second Freeseaman to approve the consent calendar. Ayes – 5. Consent calendar consisted of the following: approve renewal of Columbus Club Class LE liquor license, approve renewal of HyVee C-store Class C beer permit with Sunday Sales, approve renewal of Liquor Beer and Tobacco Outlet Class E liquor license with Sunday Sales and payment of claims (including those approved by other boards):

Business of the mayor – Mayor Andrews recommends appointing Cory Mutch to the park and rec board to replace Dennis Petersen. Motion by Freeseaman, second Joerger to approve this appointment. Ayes – 5 The list of council committees was reviewed. Phillip Knighten will replace DeLaine Freeseaman on the Foster Grandparent advisory board.

Ordinance 1150 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 was presented for a second reading. This ordinance would allow a resident within two miles outside the city limits to serve on the planning and zoning commission. We have recently experienced several vacancies on the board and have had trouble finding people to serve. Since our zoning ordinance allows our jurisdiction up to two miles outside the city limits, staff feels allowing a board member living within this area to serve is appropriate. Motion by Starr, second Joerger to approve the second reading of Ordinance 1150. Ayes – 5. Council member Starr read the ordinance.

Motion by Starr, second Joerger to enter into 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. Ayes – Starr, Joerger, Freeseaman, Pittman, Knighten. Nays – none. Council entered in to closed session at 6:14 p.m.

Council reconvened into open session at 6:35 p.m. with no action being taken in closed session.

City clerk O'Donnell asked council about paper copies for upcoming budget workshops and consensus was that each member would print off what they wanted from the uploaded packets on the website. It was also decided to start the January 13 and 25 meetings at 5:30 instead of 6:00.

City administrator Diers reported that Katie Nolte has been hired as our new housing director. She has been working with Upper Explorerland COG in various housing projects. First payment has been made on the housing project to finish the Parkside development. Diers will email out the monitoring report for Shaw Avenue. Planning and zoning has reviewed the Holtkamp minor plat and this will be coming to council for their consideration. We received updated valuation from assessor so we need to verify and make the development agreement with Holtkamp as accurate as possible. This will be on the January 13 planning session for discussion. The arts center project estimate came back quite high so this probably won't be included in the project we are working on that will now include 401 N. Main remodel and fire station ambulance bay remodel. Dispatch employees became county employees effective January 1. They will continue to work out of city hall until the new space is ready at the LEC. We have received valuations from the county.

Council member Starr had a thank you from Cory Carlson for presenting at the communications meeting recently.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL PROCEEDINGS
JANUARY 6, 2021

Charles City city council met in a budget session on January 6, 2021 at 5:30 p.m via Zoom due to the COVID-19 pandemic. Mayor Dean Andrews presided and the following members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present was city administrator Steve Diers, library director Annette Dean and park and rec director Tyler Mitchell.

Mayor Andrews welcomed everyone to another budget season.

City administrator Diers did a short budget information overview.

Library director Dean reviewed the library budget. The library levy of \$.27/thousand is a voted levy. A lot of the re-estimated numbers were reduced due to being closed for the pandemic. The FY22 budget was calculated with the hope and assumption operations would be back to normal by July 1. For building and maintenance, most of the large items have been done, such as HVAC system. Things for FY22 building and maintenance include sign repair, fence paint and fixing a crack in the wall. An increase of \$7500 in operating supplies is for an art re-evaluation. It's been quite awhile since this was done and our insurance agent is recommending this. Library trust accounts have not seen much for interest so those revenue amounts were lowered. Some trusts are restricted as to what they may be used for, such as art items, gardening items and children's books. Mayor Andrews stated that the revenues listed are lower than the expenses, where does that approximate deficit of \$250,000 get funded from? City administrator Diers replied that it comes from the general fund. The city just allocates the funding to the library, they can not specify what it's used for.

Park and rec budget was reviewed next. Revenues include the agreement with CIA, pool admissions, cart shed rental and green fees. Some of these were re-estimated lower due to pool not being open and golf course closed for awhile due to COVID. The hall is also not insulated which can cause the pipes to freeze so no rentals during the winter months. A 2.25% increase in salaries has been calculated for FY22. The park superintendent position was added for FY21, this employee started in September. Tree removal of \$20,000 for FY22 will be covered by one day borrowing. Capital equipment line item includes \$40,000 for rough mower in FY21 and for FY22, there is a top dresser (6000), metal detector (250) and a trailer for mowers (2000). Life expectancy for the top dresser is 15-20 years. Right now, they rent one each year for \$1500, so purchasing this item seems reasonable. Construction line item includes a re estimated amount of \$4000 since the clubhouse siding won't be done. This is due to having too many issues with the building, such as foundation being inadequate. For FY22, there is a bathroom renovation and cart shed renovations. They would like to put wifi in at the swimming pool so that is included in FY22 pool expenses. For the clubhouse, FY22 is budgeted to replace the front door. Leisure Time car rental expense will also increase for FY22. Mayor Andrews asked about the projected loss for the pool and golf course separately. Mitchell estimated an approximate loss of \$30000 for the pool and approximately \$20000 for the golf course. He will get more definite numbers to the council. Park and rec capital improvement fund is funded from 40% of the hotel motel tax receipts. The lower tax revenue has been largely impacted by COVID. The school reimbursed us for half of the cost of resurfacing the tennis courts. Expenses budgeted for FY22 include a master park plan and pool study for a total of \$40,000. Mitchell reported that a committee has been formed with representatives from the school, YMCA and community members to look at a community pool project. A survey will be sent out to the community to see what they would like to see included in this type of project. The committee will then get quotes from pool companies. It was also talked about starting discussions on a rec center partnership with the school and YMCA. To that end, they are looking at holding a two day seminar on rec centers that would cost about \$5000 with

all three entities sharing in that cost. For FY21 and FY22, a \$10,000 transfer out to the CW Bridge project is budgeted. These are the first two of five transfers scheduled.

Hotel Motel Tax fund budget was reviewed. These revenues are split between park/rec capital improvement, admin for the city, admin for the Chamber and for tourism grants. We had a \$5500 refund from an entity who did not complete their project that received a tourism grant.

Park and rec purchase reserve fund has a balance of \$40,000 in it that will be used for the purchase of the rough mower. Pickle ball courts have bad cracks and should be totally re-done. Mitchell talked about a new type of surface that might work well here.

Discussion on if the council meeting scheduled for January 18, Martin Luther King Day, should be moved to Tuesday, January 19. We will talk more on this at the budget meeting tomorrow night.

There being no further discussion, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL PROCEEDINGS
JANUARY 7, 2021

Charles City city council met in a budget session on January 7, 2021 at 5:30 p.m. via Zoom due to 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, public safety director Hugh Anderson and fire chief Eric Whipple.

Mayor Andrews stated that the January 18 regular council meeting will be moved to January 19 due to Martin Luther King holiday.

Police budget was reviewed. Most revenues here are remaining pretty steady. We received a large private donation for body cams, right now officers share these. The payroll reimbursement line item for the 9-1-1 secretary position has been zeroed out for FY22 because we don't think we will continue to receive that next year. Extra salary steps that were approved with the recent union contract have been calculated in for FY22 along with the 2.25% wage increase. The shooting supplies line item shows an increase for FY21 and FY22 due to not replacing any guns last year. On the capital equipment line, budget for FY22 includes installation of an intercom system outside city hall so citizens can contact dispatch when it moves to the LEC (3000), 2 tasers (2500), lightbar (3900) and squad purchase (37500). For FY21, purchases include two tasers (2500), toughbook lap top (5300) and squad purchase (32500). Capital improvement line item includes replacing the back door of police department for \$3500. The proposed hiring of a part time person to do some scanning for FY21 has been eliminated due to COVID. A new server has also been budgeted for the police department since the current server will move over to the dispatch at the county when it moves. Police secretary wages are 100% budgeted here for FY22 since we don't think we will be reimbursed for a portion of that salary for FY22. We are expecting a retirement in this position this year. Protective measures line item include tornado siren maintenance and moving a siren to city right of way.

Fire department budget reviewed next. Whipple had asked to add some full time fire positions. Mayor Andrews asked how many volunteers do we have and Whipple replied that we are currently down 5 or 6 volunteers and we would ultimately like to have 30 on the roster. The new software that tracks safety training hours has proven to be especially helpful during the COVID pandemic. Purchases of hoses/fittings and bunker gear has been included in the capital equipment line item. Bunker gear costs approximately \$5000/set. Roof replacement at an estimated cost of \$85,000 has been included in FY22 capital improvement line item.

FY21 is first year of the new ambulance contract. Our share of payments is \$75000 this year and will increase to \$87,500 for FY22. The county pays the other half of this agreement.

Building inspection revenue line items remain mostly unchanged. We did increase legal fees item due to pursuing more nuisance violations. There is \$3500 budgeted for FY22 to replace the tile flooring in the code enforcement office area. We have been researching permit software and have budgeted \$40,000 for this in FY22.

Animal control will have a retirement so this position will need to be hired. The city cash payment to PAWS is located here along with the telephone and utilities that the city pays for the PAWS building.

Police safety education fund is funded by donations and these are used for things such as the bike rodeo, stickers, etc. for the kids.

Asset forfeiture fund is to be used for training and supplies for investigation of crimes.

Police purchase reserve is set to accumulate for future purchases of large capital items.

Dispatch fund will zero out at this year since dispatch is moving over to the LEC.

Communication Equipment will also zero out and be disbursed to the county.

Fire Extinguisher fund received the money from selling and inspecting fire extinguishers in the community. The funds are used for general living expenses at the fire station for the fire fighters.

Fire purchase reserve fund currently has \$70,000 that was transferred from General fund last year. At the end of this fiscal year, we will evaluate the general fund balance to determine if another transfer can be made to this fund and will do this every year. These funds will be used for larger purchases for the fire department, which will probably happen in 3 to 4 years when we will be looking to replace another truck.

Nuisance abatement reserve is for larger expenses associated with nuisances, such as the purchase and demolition of nuisance properties.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL PROCEEDINGS
JANUARY 11, 2021

Charles City city council met for a budget session on January 11, 2021 at 5:30 p.m. via Zoom due to the COVID-19 pandemic. Mayor Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present was city administrator Steve Diers, water superintendent Cory Spieker and wastewater superintendent Dan Rimrod.

Water budget was reviewed. The water rates are set by ordinance to increase 3.5% each year, so this was calculated in to the revenue line items. A new agreement is being drafted for Valero since their old one expired with the last payment the city made on the water main lease. We will add a separate line for this revenue in the water accounts since this won't be subject to the automatic yearly increase. Salaries are budgeted to increase 2.25% for FY22, same as the union contract. Capital equipment purchases for FY21 include a portable generator for \$70,000 to be used on the high pressure side of town, a booster pump station and a trailer for water use only. Council member Freeseaman asked if the generator would also be available for use by other city departments if needed and Diers replied that he is pretty sure it will be. Spieker commented that he would like to install a card swipe system at the water plant so they can know who is coming and going. A study of the clear well for \$20,000 has been included in FY22 expenses. Also clean out of the lagoon has been included in FY22 expenses for \$75000. The usual line item for meter purchases has been included for both FY21 and FY22 at about \$100,000 each year. We are approximately 30% complete with this replacement project. A transfer out of \$400,000 to a separate project fund for the looping project will be done in FY22 and a transfer out of \$710,000 will be done for FY21 to the street related capital improvement fund for water work in conjunction with the Hwy 18 street project.

No changes to the water meter deposit fund.

Wastewater budgets reviewed next. The wastewater plant expansion project (WRRF) started the year with a negative 2.2 balance in anticipation of drawing down on the SRF loan this year. The 3 million GO loan is anticipated to be paid out of sewer revenues and not debt service levy. We hope to wrap up construction of the WRRF project in FY22. Wastewater operating fund is expected to cover all of the upcoming SRF loan payments. A 20% increase in sewer rates was supposed to be done in April of 2020 to help cover the SRF loan payments, but due to COVID-19, we did not feel comfortable with implementing that increase. So, we deleted planned slip lining projects for the next couple of years to make up the difference. Salaries are budgeted for a 2.25% increase, same as union contract. Health insurance line had a large increase here due to adding two family plans. Building and maintenance line item includes \$3550 for mowing around the plant done by the park and rec employees. Capital equipment purchases for FY22 include a new lift station hoist. Contract services in the sanitary sewer department have been decreased significantly for FY22 due to not doing slip lining projects. This is because of not implementing the planned 20% increase in sewer rates in April due to COVID-19 pandemic.

Business office budget reviewed. Increase of 2.25% for salaries has been included for FY22. Otherwise, not much change in this department. City administrator budget reviewed. Salary increase of 2.25% was also figured for FY22. Travel and meetings was decreased for FY21 due to COVID-19. Not many changes here otherwise. City clerk budget was reviewed. A 2.25% salary increase was also calculated for FY22. The increase in data processing line item was due to the addition of two more modules for our financial software. Otherwise, not many changes in this budget for FY22.

Next meeting will be January 13 at 5:30.

City administrator Diers commented that the final valuation for the Holtkamp development appears to be quite a bit higher, so we may be discussing an amending to his development agreement at a future meeting.

TLC funding request will be put right after the Lessin sewer agreement line item on the January 13 agenda.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk