

COUNCIL MINUTES  
REGULAR SESSION  
FEBRUARY 1, 2021

Charles City city council met in regular session on February 1, 2021 at 6:01 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 (arrived at 6:05), Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers, city engineer John Fallis and city engineer Brad Sloter.

Citizen comments – none

Mayor Andrews welcomed everyone to the meeting.

Motion by Starr, second Joerger to approve the agenda. Ayes – 4

Motion by Joerger, second Starr to approve the minutes of the January 13, 19,21, 25 and 26 meetings. Ayes – 4

Motion by Joerger, second Pittman to approve the consent calendar. Ayes – 4 Consent calendar consisted of the following items: approve expanded outdoor service request from St. Charles Brewery, approve the following bonds: electrical-Mills Inc; contractor-Quade Construction; sidewalk-L&C Builders, Nolt's Custom Concrete, LLC; Plumbing-Pedersen Plbg and payment of claims (including those approved by other boards):

Council member Freeseaman arrived at 6:05.

A proclamation for Black History Month has been submitted for approval. Activities planned for the month include featuring children in the community and also leaders past and present. A scavenger hunt is also planned. Motion by Joerger, second Starr to approve this proclamation. Ayes – 5 Mayor Andrews read the proclamation.

A proclamation for Catholic Schools week has also been submitted. This will be celebrated January 31 through February 6. Motion by Joerger, second Knighten to approve. Ayes – 5 Mayor Andrews read the proclamation.

A recent change in the ordinance for the planning and zoning commission was made that allows one member of this board to include a resident living within two miles of the city limits. Emily Garden will fill this position since she recently moved just outside the city limits. Motion by Joerger, second Pittman to approve this appointment. Ayes – 5

Dennis Hull, the owner of an empty lot at 602 6<sup>th</sup> Avenue, was present to contest the sidewalk snow removal bill he had received. City attorney Slotter summarized the city's ordinance concerning snow removal and stated that no notice is required for the city to remove any snow and send that bill to the homeowner. The code simply states that snow must be removed from sidewalks within 24 hours after the snowfall ceases. Mr. Hull commented that he had no idea what the code is on this and that most people probably don't either. He was gone to Iowa City for a few days and this snowfall happened during that time. He stated that his sidewalk wasn't marked with paint like everyone else's, so he doesn't feel like he got the notice that everyone else did. Police chief Anderson stated the he did see the paint on Mr. Hull's sidewalk as well as the sidewalks on other empty lots in town. Council member Joerger commented that there should be consistency on notification for everyone. Chief Anderson stated that in the past, these were all handled on a complaint driven basis but this year we are trying to cover the whole town, we don't just pick certain areas. There is a little lag between hanging the tag and painting the sidewalk to getting a contractor to remove the snow. Council member Knighten

asked if there is a set fee for everyone. Response was we assess whatever the bill is from the snow removal contractor and add a \$5 administrative fee. Most are \$35 for the removal bill. Chief Anderson also commented that the city really doesn't want to be in the snow removal business so we are trying to get everyone to be in compliance with the ordinance. Mr. Hull asked if we can somehow notify the public about this ordinance. Reply was that it had been put on the city Facebook pages. Council member Joerger would like the city to try and get the word out to the public about this requirement. Motion by Knighten, second Joerger to reduce the bill to \$20. Ayes – Starr, Joerger, Pittman, Knighten. Nays – Freeseaman. Chief Anderson stated that we will do our best to notify, but we probably won't be able to get to everyone. Mayor Andrews stated that he has received compliments from people that we are trying to keep all of the sidewalks free from ice and snow.

The maximum levy for fiscal year 2022 has been calculated and a public hearing needs to be scheduled. The maximum levy consists of the following levies: \$8.10 levy, emergency levy, police/fire retirement levy, FICA/IPERS levy and other employee benefits levy. Notice is required to be published not less than 10 nor more than 20 days prior to the hearing. We have set this public hearing for February 16. Since the percentage increase is less than 2%, we will not require a super majority to adopt the final budget in March. Council member Freeseaman introduced Resolution 12-21 entitled, "RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE MAXIMUM TAX DOLLARS FROM CERTAIN LEVIES FOR THE CITY'S PROPOSED FISCAL YEAR 2021-2022 BUDGET" 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

The federally mandated 80 hours of COVID related leave for employees ended December 31. Cities can extend this policy if they so choose and staff is recommending that we extend this leave through March 31, 2021. This will not give an additional 80 hours of leave, it will just allow employees to use whatever is left on the original 80 hours. We have had a few employees who have used this leave throughout the pandemic and a couple have since January 1. Motion by Joerger, second Starr to approve this extension. Ayes – 5

We have discussed the street name suffix for Yorkshire at some recent council meetings. This street was platted as Boulevard but sometime in the mid eighties, this name got changed to Yorkshire Drive. This was not initiated by the city. Some residents there use Drive and some use Boulevard. Some concern was recently raised this past year when the census was being conducted. A resident had submitted his census information online using Drive as his address. He had a census worker visit in person to get his information and when he told them had filed it online, they discovered that the census had Boulevard on their records. Staff is recommending that the council affirm the name of the street. Council member Joerger introduced Resolution 13-21 entitled, "RESOLUTION CONCERNING OFFICIAL STREET NAME FOR YORKSHIRE BOULEVARD" 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. Council member Knighten asked if there would be any issues if people waited to change their driver's license addresses until they expired and Chief Anderson replied no.

An agreement for reserved parking in the parking lot located in the 700 block of Blunt Parkway has been discussed at several meetings. Charles Chandler, representing Hoover Properties, has been the principal involved in this discussion. He would like to lease a downtown property to a federal governmental agency, so this lease would be with his business and he would then assign the lease to the federal government. This parking would only be used for federal vehicles. It is for seven stalls located in an area of that lot that is not heavily used. City attorney Slotter has drafted an agreement that outlines such items as the leased area, dates, use, rent, maintenance and has a hold harmless clause. This is a three year lease and will be renewed yearly unless notice is given by either party. There is also a condition that a lease is entered into between Hoover Properties and a federal agency for this lease to be exercised.

Start date will be October 1. Some concern from council members Joerger and Freesean about setting a precedent but these aren't highly used parking spots. The business is already located in town, they are just moving to this location, so we aren't really gaining a business with this arrangement. Council member Knighten asked who would remove any unauthorized cars parking there and Mr. Chandler replied that a warning flyer would be put on the vehicle the first time. If it is caught parking there a second time, the federal agency would have it towed. Police chief Anderson stated that the city code would have to be changed to allow overnight parking of cars in the city lot. He is also hesitant to allow another entity to authorize towing of cars from city property. City attorney Slotter commented that we would not enforce the parking regulations on these stalls. Council member Joerger introduced Resolution 14-21 entitled, "RESOLUTION APPROVING LEASE AGREEMENT" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freesean, Pittman, Knighten. Nays – none

A final budget meeting was set for February 3 at 5:30.

City administrator Diers reported that we have worked through the General fund and have a deficit for now due to the Parkside development payments. But these payments will be reimbursed through the TIF when we certify this debt. The latest tax levy for FY22 is set at \$16.20 but could change as we look at our one day borrowing items. The discussion at tomorrow's budget meeting will focus mainly on the outside agency requests and some of the one day items that could be pushed back.

Motion by Freesean, second Pittman to adjourn. Ayes – 5

Attest:

Trudy O'Donnell, City Clerk

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COUNCIL PROCEEDINGS  
FEBRUARY 3, 2021

Charles City city council met in a planning session on February 3, 2021 at 5:30 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 and city engineer John Fallis.

General fund currently is set to end in a surplus of about \$48,000 after reimbursement of TIF items and some additional cuts in expenses. Debt service levy has increased due to CW Bridge project loan and one day items. The levy right now is at \$16.20803, which is eighteen cents higher than the current levy.

Outside agency requests were reviewed. We have received requests from ADC for \$42,000 and Community Revite for \$25,000 which are part of the separate development agreements we have with each agency. Following are what each outside agency requested: TLC \$150,000 over three years; Depot - requested \$25,000; Crisis Intervention - requesting \$1500; Museum - requested \$4440; Arts Center - requesting \$6000 and Cultural Equity Board - requesting \$1000. Council member Joerger asked how a reduction to \$100,000 would affect TLC's project and response was that would have to increase their loan and/or grant requests. The depot project is an urgent one since the railroad will demolish it if we can't raise the funding to move it. This is a very historical structure in town. Some concern over them coming back after it's moved and asking for city donation to do the renovation. Council member Pittman commented that TLC has developed a good plan for their project and feels they would have a bigger impact on the area than the depot project, but both are good projects. Mayor Andrews commented that the Cultural Equity board fits in nicely with the council's recently approved goals. Some question on who should submit the request for that funding since this group is actually under the umbrella of the Arts Center. Consensus was to fund them separately this year but maybe combine the requests next year. Some discussion on only funding Cultural Equity board at \$500 since they are new. Consensus also on holding any payments for both the depot and TLC until we are sure that their projects are a go. Since these payments won't be made until after July 1, we should know for sure by then on the status of these two projects. Mayor Andrews stated that if TLC does not expand their operations, they will be forced to close. Consensus on the following amounts: TLC- \$100,000 over three years, Depot- \$10,000, Crisis Intervention - \$1500, Museum - \$4440, Arts Center - \$3000 and Cultural Equity Board - \$500.

Fire station roof quotes have been submitted by Fire Chief Eric Whipple. Council asked if it really does need replacing and if we have had someone look at it to assess it. Council member Joerger asked if we could put an amount away this year toward this and look at it again next year and Council member Knighten agreed. A more definite report on the status of the roof was requested and consensus was to put \$25,000 into a fire reserve account for possible roof work in the next couple years.

Council member Starr commented that he thinks it's important to get an appraisal done of the art work at the library. Could we do just a third of the collection to get some idea of the values?

City administrator Diers commented that he worked more on the water fund and thinks we may borrow some money for the proposed water main loop and clear well project combined. He also added the Grove Street project to the street related capital improvements fund. We should be discussing renewal of the option tax soon, possibly in March. Staff has had good discussion with Fox Engineering on the WRRF project and the project is actually back on it's original schedule for completion. Foster Grandparents are hoping to be back in action by April 1.

City engineer Fallis commented that there is a pier up for the CW Bridge.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk