

COUNCIL PROCEEDINGS
FEBRUARY 22, 2021

Charles City city council met in a planning session on February 22, 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 and city engineer John Fallis.

Quotes for the ambulance bay remodel at the fire station and windows/door replacement at 401 N. Main were discussed. We are still waiting on final numbers on the quotes. We have tried several times to get quotes on the work at 401 N. Main but couldn't get anyone to bid. When the ambulance bay remodel project came along, we combined the two in hopes of getting someone to bid. These are two separate projects that will be done at the same time. Martin Gardner designed the plans for the ambulance bay, too. There will be two offices and two bays with a mezzanine for storage. We think this is a better route to go rather than lease a separate building, want to keep it all in one building with the fire department. We plan on having the final numbers for the meeting on Monday for council consideration. For the 401 N. Main project, the design shows listing all three entities in this building on a sign out front but budget constraints will make this portion wait until funds are available. Mayor Andrews asked if we could substitute "401 N. Main" above the front door with the names of the entities. Council member Freeseaman commented that the names should be the responsibility of those entities rather than the city. City administrator Diers stated that is the route that will likely be taken.

A revised 28E agreement with the Charles City school, Charles City Chamber and Community revitalization has been in discussion with all entities involved. This agreement covers the operation of the local access channel and administration of the franchise fee we currently receive from Mediacom. These funds are used for several purposes, such as payment to the school for training students to tape meetings and city events, payment to Community Revitalization and Chamber for local access channel ads and overseeing the city's broadband commission functions. This is a two year agreement for FY21 and FY22. The broadband commission has approved this. It is a temporary solution until the next agreement, we will be looking to make some possible changes to funding and the equipment needs to facilitate the broadcasting on the local access channel. We may change the way we broadcast meetings and other events since the equipment that needs replacing is quite expensive. The payment to the school for FY21 is \$43,163 and for FY22 it is \$41,000. These payments are to help cover a portion of the PAN director salary for helping to train people to video events and to place the videos on the PAN and local access channel for the public to view. The payments to Community Revitalization of \$10000 and Chamber of \$3900 remain unchanged.

SEH, the engineering firm who oversaw the public housing parking lot/sidewalk project, has submitted a supplemental agreement to cover extra costs for that project. Some changes were made in the project mid stream which in turn, caused extra time and expenses to be incurred by SEH staff. This supplemental agreement is asking for an additional \$3800 to cover the added expenses. This will be on the next regular agenda for council consideration.

The wayfinding project is completed and ready for acceptance. This project had previously been let but the bids came in considerably higher than expected. So some changes were made to the specs and the project was re-let. It came in lower so the project moved forward. The total cost of the project came in about \$5000 under budget. COVID-19 caused some delays in the completion but it is finally completed and ready to accept. It was asked if we can add some additional signs at some point, such as some for Wildwood Golf Course on Hwy 14 and reply was yes, but we would have to go out for quotes to do that. This project included wayfinding

signs around town, information kiosks and the large welcome signs on the edge of town. Signs and More from Independence was the general contractor for this project.

An application is ready for the TAP program to help fund the connection for the bike trail at 11th Avenue. Currently, the trail ends at F Street near 11th Avenue and doesn't go all the way to North Grand Avenue. A plan has been developed that would take the bike trail from F Street to North Grand. From there, we could use on-street trails to get to the cable stayed bridge at the end of Clark Street. This TAP funding application is due March 10.

City administrator Diers reported that we are looking into a rural innovation grant that would require a \$10000 local match that we are hoping could be used to repurpose the old Kmart building. Tim Fox will write the grant and we have several local entities who will share in funding the local match. City staff met last Friday with IT personnel to develop a plan to make it possible to go live with the council meetings while still maintaining social distance and other protocols when we are ready to take that step.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL MINUTES
REGULAR SESSION
MARCH 1, 2021

Charles City city council met in regular session on March 1, 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 Starr to approve the minutes of the February 10 and 16 meetings. Ayes – 5

Motion by Joerger, second Starr to approve the consent calendar. Ayes – 5. Consent calendar consisted of the following items: consider approval of cigarette permit for Rush Stop, consider approval of Class LE liquor license for Wildwood Golf Course and payment of claims (including those approved by other boards):

Business of the Mayor – Mayor Andrews commented that he reminded everyone about our public hearing on our budget tonight at his radio appearance today.

Mayor Andrews opened the public hearing on the FY22 budget. Affidavit of publication dated 2/19/22 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. City administrator Diers commented that our valuations had gone up slightly. We had budgeted revenues at \$26,210,937 and total expenses at \$25,279,214. We will have a slight deficit in the general fund of about \$140000 which are payments on the Parkside development agreement. These will be reimbursed through TIF. Our levy for FY22 is set at \$15.98 which is a \$.04 decrease from the current levy of \$16.02. Council member Joerger stated he thinks this is a good budget and he appreciates all of the hard work that staff puts in to make the budget work. Council member Joerger then introduced Resolution 29-21 entitled, “RESOLUTION TO APPROVE THE CITY OF CHARLES CITY BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2022” 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

A supplemental agreement has been submitted by SEH for additional work done on the housing sidewalk/parking lot project at North and South Cedar Terrace. Changes were made during the project that required additional hours of observation and consultation. They are asking for an additional \$3800 for the 33 extra hours of observation. Council member Freeseaman introduced Resolution 30-21 entitled, “RESOLUTION APPROVING AMENDMENT TO ENGINEERING SERVICES AGREEMENT WITH SHE FOR HOUSING PARKING LOT/SIDEWALK PROJECT, CHARLES CITY, IOWA” 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

The wayfinding project is complete and ready for acceptance. This project consisted of wayfinding signs throughout the city, informational kiosks and welcome signs on the edge of town. Signs and More, from Independence, was the general contractor for this project. The

total cost came in about \$5000 under bid at \$152,680.11. Amount of final payment is \$10,696.43. Council member Joerger introduced Resolution 31-21 entitled, "RESOLUTION ACCEPTING THE WAYFINDING PROJECT AND AUTHORIZING FINAL PAYMENT" 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 window/door replacement project at 401 N. Main had been bid before with no bids being submitted. When the ambulance bay remodel project at the fire station came along, we decided to bid both projects at the same time to help garner some bids. These are two separate projects but were bid together. Two quotes were received for these two projects with Henkel Construction being low at a total of \$199,420. Due to the way this was bid, we must accept each quote separately. Henkel's quote on the 401 N. Main project was \$60,520. Council member Joerger introduced Resolution 32-21 entitled, "RESOLUTION ACCEPTING QUOTE FOR 401 N. MAIN REMODEL PROJECT" 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 ambulance bay remodel project at the fire station had a quote of \$138,900 from Henkel Construction. This remodel is being done to satisfy the requirement in the ambulance agreement of providing a space from which the ambulance crew can operate. Staff feels remodeling the fire station is a better long term solution rather than buying or leasing a separate building. Council member Joerger introduced Resolution 33-21 entitled, "RESOLUTION ACCEPTING QUOTE FOR AMBULANCE BAY REMODEL PROJECT" 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.

Staff would like to submit an application for TAP funding for an extension of the bike trail along 11th Avenue from F Street to North Grand. If the railroad depot is moved to its proposed site, it is planned to be a railroad museum and a trailhead for the Charley Western Bike trail. This trail extension would give connection to this structure. The TAP program is a federal program that is distributed through our local COG. Councilmember Joerger asked if this trail extension is on city property and city engineer Fallis replied yes, it is city right of way. There are some questions on a section of this on 11th Avenue truly being city right of way and these issues will be addressed prior to this project ever getting started. Council member Freeseaman commented that we need to keep in mind the possible reconfigure of Main Street in this area and how that might play into this project with the change in the traffic pattern here. Councilmember Joerger introduced Resolution 34-21 entitled, "RESOLUTION APPROVING AN APPLICATION FOR A TAP GRANT FOR THE CHARLEY WESTERN TRAIL ELEVENTH AVENUE EXTENSION PROJECT, CHARLES CITY, IOWA" 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

The 28E with the school, Chamber and Community Revite for operating the local access cable channel and other services has expired and needs to be renewed. This will be a two year agreement which covers FY21 and FY22. The payments to the school will be \$43,163 for FY21 and \$41,000 for FY22. These payments go toward the salary of the school's PAN director to oversee taping the city council and county board of supervisor meetings plus other city events. The other payments to Chamber of \$3900 and Community Revitalization of \$10000 for oversight of the city broadband commission and the local cable access channel activities remain unchanged. Changes to how we broadcast our meetings and events may be done since the equipment used to convert the recordings for broadcast on the local cable channel needs to be replaced and it is quite expensive. The broadband commission is recommending council approval of this interim agreement. Council member Joerger introduced Resolution 35-21 entitled, "RESOLUTION APPROVING REVISED 28E AGREEMENT BETWEEN CITY OF CHARLES CITY, CHARLES CITY CHAMBER OF COMMERCE AND COMMUNITY REVITALIZATION AND CHARLES CITY SCHOOL" 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.

We have included on day borrowing items in the FY22 budget and public hearings need to be held in order to levy for these items in FY22. The debt is split into two separate pieces: one is an essential corporate purpose loan for approximately \$175000 and the other is a general corporate purpose loan for approximately \$130000. The items include police equipment, tornado siren replacement, tree removal, ambulance bay remodel costs, remodel work at 401 N. Main, nuisance abatement costs and TLC payments. The public hearings will be held at the March 15 regular meeting. Council member Freeseaman introduced Resolution 36-21 entitled, “RESOLUTION SETTING THE DATE FOR PUBLIC HEARING AND ADDITIONAL ACTION ON PROPOSAL TO ENTER INTO GENERAL OBLIGATION CORPORATE PURPOSE LOAN AGREEMENTS AND TO BORROW MONEY THEREUNDER” 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

City clerk O'Donnell reported that the next meeting will be a planning session on March 10 at 6:00 p.m.

City administrator Diers reported that RFIs for the telecom project are due by this Friday to help find build partners for that project. Floyd County E911 committee met last week and decided to move the E911 secretary position from the police department to the sheriff's department. Staff continues to work on scheduling the spring clean up event. Staffing and safety issues with the contractor are causing some problems in getting this scheduled. Council member Freeseaman reported that he attended the recent planning and zoning commission meeting where they started review of the first portion of the updated zoning ordinance. Diers commented that parking lot requirements were discussed at that meeting and will be addressed in the new ordinance.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL PROCEEDINGS
MARCH 10, 2021

Charles City city council met in a planning session on March 10, 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 Slotter.

Mayors comments – Mayor Andrews asked city engineer Fallis to give an update on the Charley Western Trail Bridge construction. The west pier is built and they got started on the east pier today. By the first of April, it will really be taking shape as a bridge.

Ordinance 1151 to amend Section 22 of zoning ordinance pertaining to off street parking requirements was reviewed. This ordinance had originally been considered by planning and zoning at a public hearing a few months ago and they recommended approval of it to the council. When the city council then discussed it, they decided to wait and incorporate these changes into the revised zoning ordinance, which was being done very soon. But the rewrite of the zoning ordinance is moving slower than anticipated, due in part to COVID issues. We can pass this ordinance now and it will be incorporated into the revised zoning ordinance. This revision to the off street parking requirements would make it less burdensome to bring a parking lot up to code. It allows for a partial gravel parking lot and a designated portion to be hard surface. Dean Stewart, a local realtor, was present and stated that this amendment would be very helpful to potential buyers so they know what their costs might be when purchasing some of these properties with gravel lots. We have quite a few gravel parking lots in the city and several of those properties are for sale. Council member Freeseaman stated that he is not 100% in favor of this amendment, he thinks paved parking lots will increase the value of the property. He's more concerned about the main highways. City administrator Diers commented that this ordinance only pertains to arterial streets. We have already changed the off street parking for side streets to allow for materials other than concrete, such as millings, to be used. Mayor Andrews and Council member Pittman commented that they liked that this will help our main roads look nicer. Council member Knighten stated that he is in favor of this ordinance and we need to get it passed. City attorney Slotter commented that this will also be an easier ordinance for staff to enforce. The first reading of this ordinance is set for March 15 with a public hearing being set for a future council meeting.

There is a nuisance property on South Johnson that we have been working on for several years to get abated. We have had no luck with the owner of the property, so staff is working to acquire the property through the 657 process. COVID issues have delayed the trial for this nuisance property. We would like to buy the property, demolish the house and then sell the lot since it is a buildable lot. Staff just wanted to update council on this before bringing it a regular meeting for council action since it's been awhile since this was before council.

The electrical upgrade project at North Cedar Terrace has to be put on hold for now so this agenda item was not discussed.

Red Cedar Subdivision has been presented to the city for their approval. This is outside city limits but within a two mile distance so the city needs to sign off on it. This has been operated as a hotel type property with several structures available for rent. The owners would like to now subdivide this parcel and sell each house individually. The driveway that accesses this property has a small sliver of the adjoining property that crosses it. The city is requesting that the county correct this issue before the subdivision gets finalized. This item will be on the next regular agenda for council action.

The Grove Street/Illinois Street intersection improvement project was discussed. Council approved a design agreement for this project last month. This project will correct storm water issues in this area that were identified several years ago. The new owner of the Bailey Nursery property has agreed to cost share this project since it will help preserve the bridge located here that is the only access point to his property. The total cost of the project is estimated at \$135,000 with the city share being \$109,000. Council member Pittman asked if we had considered using some other "green" material on the embankment rather than all rip rap. Fallis replied that we had used gabion baskets on a smaller project in this area.

Some work is needed to be done on our clarifiers at the wastewater plant. The scum baffle needs to be replaced and the grit wash drain pipe needs to be rerouted. These would be included in a change order for the WRRF project. A quote has been received from Portzen for the scumbaffle for \$47,722.60 and the

grit wash drain pipe has been quoted at \$11,327.14. These costs will be paid through the project funds. This change order will be on the next regular agenda for council action.

We have been made aware of a rural innovation grant sponsored by IEDA. This is designed to leverage local dollars into supporting creative ideas to address local challenges faced by rural communities. It is a 2 for 1 match for up to \$20,000. We are proposing partnering with ADC, Chamber and two private entities to equally share in funding the \$10,000 match to help find a use for the empty Kmart building on South Grand. We still need to verify with ADC and the Chamber that they can participate in this. If one of them can't, we may have to split the match four ways instead of five. Councilmember Starr asked why the owners of the building aren't involved. Diers replied that we plan to reach out to them but we aren't confident that they will be willing to participate. Councilmembers Freeseaman and Knighten commented that the city needs to be proactive with this building and try to get it filled. Diers will consult with ADC director Tim Fox and the developer to see what our goal is with the \$30,000. This may not be ready for council action on March 15.

It is time for requesting proposals for the city audit services for the next three years. City clerk O'Donnell sent out proposals to 6 firms, including the state auditor. We received two "no thank you" letters and two proposals. One is from TP Anderson who has done our audit the last three years. Their bid was \$16,000 for year one, \$16,800 for year two and \$17,600 for year three. They quoted a not to exceed fee of \$4000 for the single audit each year. The other proposal was from Gardiner Thomsen, who had done our audit for several years prior to TP Anderson. Their bid for the next three years was \$20,500 for first year, \$21,250 for the second year and \$22,000 for the third year. They did not quote the fee for a single audit without knowing how many major programs would be involved. Both firms have done good work for the city. One concern was the difference in the amount of time each firm spent onsite doing audit work. But after consulting with a local CPA, it was determined that is not a good indication of the quality of audit we receive. This item will be on the next regular agenda for council action.

The city's local option sales tax is up for renewal next year. This has been designated to be used 100% for street maintenance and construction for the entire time we've had it in place. We need to decide what we will use these funds for and get that information out to the public ahead of the vote. We can't combine this referendum on a general election ballot, there are only certain dates throughout the year we can put this on the ballot. We have made good use of these funds over the years for major street projects in the city. Councilmember Freeseaman suggested forming a committee made up of citizens, staff and maybe a council member to discuss this and help decide what we want to designate for which these funds will be used. Council member Starr commented that he likes having it for streets but could we also add something for sidewalks. Council member Joerger stated that city hall renovations and a new pool should also be considered. Councilmember Knighten asked if we divert these funds from streets, how would we fund our street projects? Diers replied that we would have to look at alternative funds or cut back on the amount of street work we do. Fallis is working on a list of past street projects we've funded with option tax so we can see just how much it's benefitted the city. This item will be on a future planning session for more discussion.

City administrator Diers reported that 6 RFIs have been received by the telecom with 5 of those actually being within our request guidelines. The consultants will evaluate them and report back to the telecom board on their findings and recommendations. The next meeting for the telecom is March 23. Council member Joerger asked what the status is of Cal's building on North Main that the city has purchased and what our plans are for that building. Diers replied that this building would come into play if we re-design that area of Main Street as we've discussed in the past. Tomorrow is the preconstruction meeting for the projects at 401 N. Main and the ambulance bay remodel at the fire station. Diers will be attending the IMMI conference Wednesday through Friday next week. We have recently submitted our first draw down on the SRF loan for the WRRF project.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk