

COUNCIL MINUTES  
REGULAR SESSION  
AUGUST 16, 2021

Charles City city council met in regular session on August 16, 2021 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr (attending via Zoom), Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers and city attorney Brad Sloter.

Citizen comments – Bob Carey presented his safety concerns over the intersection of North Jackson and Clark Streets. Would like the city to look at this situation.

Mayor Andrews welcomed everyone to the meeting.

Motion by Freeseaman, second Knighten to approve the agenda. Ayes – 5

Motion by Joerger, second Freeseaman to approve the minutes of the August 2 and 11 meetings. Ayes – 5

Motion by Joerger, second Pittman to approve the consent calendar. Ayes – 5. Consent calendar consisted of the following: approve 7/21 financials for city of Charles City and CC Public Employees health plan, approve the following liens-unpaid utility bills – Acct5020310001 \$88.93; Acct5009890000 \$41.85; Acct5010300000 \$52.72; Acct5032540000 \$61.90; Acct5014660000 \$82.84; Acct5014550000 \$190.10; Acct5019440000 \$140.39 Curb stop repairs – 807 5<sup>th</sup> St \$1903.61, Mowing bills – 401 Richings \$183.23, 303 Blunt St \$208.67, 807/903 5<sup>th</sup> St \$385.03, 807/903 5<sup>th</sup> St \$338.73, approve renewal of Class C liquor license w/ outdoor service for Hot Shots, approve renewal of Class B native wine permit for Unique Country Store, approve the following bonds: Sidewalk – Boss Construction, Country Builders and payment of claims (including those approved by other boards):

Motion by Freeseaman, second Pittman to approve reappointing Bob Woolm to the library board. Ayes – 5

A request has been received from the Rotary Club to use Central Park for a walk through Christmas display this holiday season. It would start right after Thanksgiving and displays would be taken down by January 2. They are working with other entities and businesses in town to participate in this event by having their own displays or staying open late some nights. They have talked to park and rec director Tyler Mitchell and will put safeguards in place to protect the granite time line markers from damage when they remove the snow on the sidewalks going through the park. Council member Knighten asked if the city would have any liability issues with allowing this and Attorney Slotter stated we can check with our insurance agent about needing to be listed as an additional insured. Motion by Freeseaman, second Pittman to approve the request. Ayes – 5

Mayor Andrews opened the public hearing for an application to CDBG grant program for clear well project. Affidavit of publication dated 8/6/21 was informally filed. Chris Diggins from NIACOG presented oral comments on this application \*\*\*\*\*insert information Chris will send me\*\*\*\*\*. We are applying for \$600,000 from this grant program to be used toward our clear well project. A housing needs assessment is also required but he was able to make some changes to a previous one we did. Motion by Joerger, second Pittman to close the hearing. Council member Joerger introduced Resolution 103-21 entitled, “RESOLUTION APPROVING A FUNDING APPLICATION TO THE IOWA ECONOMIC DEVELOPMENT AUTHORITY FOR FUNDING THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR A WATER SYSTEM IMPROVEMENT PROJECT; COMMITTING LOCAL FUNDS TO THE

PROJECT AND SELECTING A GRANT ADMINISTRATOR IF AWARDED FUNDS” 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 Council member Pittman introduced Resolution 104-21 entitled, “RESOLUTION APPROVING AGREEMENT WITH NIACOG TO COMPLETE ENVIRONMENTAL ASSESSMENT” 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

An application for Façade funding has been reviewed by the design committee and they are recommending approval. It is for the building located at 700 Hulin Street and is for siding on the south side and a portion of the Main Street side of the building. They are asking for the maximum amount of \$10,000. They have received Façade funding for the siding on the other two sides and it was discussed about looking at these program guidelines about multiple funding for the same structure and basically the same project. This will be on a future planning agenda. Council member Freeseaman introduced Resolution 105-21 entitled, “RESOLUTION APPROVING FUNDING FOR A PROJECT AT 700 HULIN STREET SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM” 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

Discussion has been held concerning recruiting and retainment of police officers. After talking with the union representatives, some ideas were discussed to aid in this effort. Salary increase of \$2/hr across the board with a 5% increase to go into effect July 1, 2022, adding two pay increase steps at years 8 and 10 of employment, increase residency requirement to within 30 miles of city limits, \$2000 stipend to officers who live within the city limits and \$5000 to an officer who is already certified when we hire them and one week of vacation immediately upon hiring are the items being suggested by staff for council consideration. Some concern raised over the ability to sustain these increases going forward given that the tax levy for the general fund has not been increased in many years. Our only chance for increasing funding is through an increase in taxable valuations. These changes would equate to an approximate increase of \$120,000 right now with another \$40,000 when the 5% increase kicks in on July 1. Council expressed their appreciation to our police officers and would like to maintain our current force while recruiting more officers to lower the amount of overtime currently being required. The certification bonus would be paid out over 3 years with \$2000 the first year and \$1500 each of the two following years. Other cities in our area are also feeling the strain of keeping and recruiting qualified police officers and they, too, are changing their requirements. Some concerned about putting an item into the contract, it’s very hard to remove it later if desired. Could we cap the number of years that the \$2000 residency stipend is received, that would help us control it a bit? This may be discussed at the end of the current fiscal year when the union contract opens back up. Council member Joerger introduced Resolution 106-21 entitled, “RESOLUTION APPROVING A TENTATIVE COLLECTIVE BARGAINING AGREEMENT BETWEEN TEAMSTERS LOCAL UNION 238 POLICE DEPT EMPLOYEES AND THE CITY OF CHARLES CITY, IOWA” 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. Approving these pay raises to police staff would also cause the spread between them and the command staff to be narrower, so a resolution has also been drafted to adjust the salaries of the police lieutenants and captain to maintain that margin. There will be no change to the police chief salary at this time but may revisit that at the end of this current fiscal year. Council member Freeseaman introduced Resolution 107-21 entitled, “RESOLUTION APPROVING WAGE INCREASES FOR POLICE LIEUTENANTS AND CAPTAIN” 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 August 23 at 6:00 p.m.

City administrator Diers reported that with the latest surge in COVID cases, we may want to consider going back to Zoom meetings. We now have more than enough drivers for the transit service but now need to give them more hours. NIACOG has suggested adding a regional transit route that would cover Medicare users only and run maybe two days a week. We would not be committed to doing this route and need to be sure we keep our drivers on a part time status. Staff has been discussed the local option sales tax renewal. There are requirements to be met before this item can be put on a ballot. Staff is working with bond counsel and the county auditor to coordinate this vote since the county's LOST also expires soon. Council has discussed leaving our LOST purpose 100% for roads. Diers, Mayor Andrews and Tim Fox will be attending the Iowa Rural Summit this week in Cedar Rapids.

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

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL PROCEEDINGS  
AUGUST 23, 2021

Charles City city council met in a planning session on August 23, 2021 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr (via Zoom), Jerry Joerger, DeLaine Freeseeman, Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers and city engineer John Fallis.

Mayor comments – Mayor Andrews presented the Iowa Rural Heroes award to previous mayor Jim Erb that was accepted on his behalf at the recent Iowa Rural Summit conference.

Emily Garden was present to discuss a marketing promotion she is working on for the Area Development Corporation. It will be a video that highlights the attractions and recent projects completed in Charles City. Once it is completed, the city will have the digital rights to use the footage in any of their own promotions. ADC is asking the city to contribute \$1000 toward the total cost of \$3000 to produce this video. Council member Starr asked if the council could get a report a few months after launch of how many hits the video receives. Council member Freeseeman asked if any other entities are being asked to contribute and response was no.

Library director Annette Dean was present to discuss the permanent story walk project. She has received funding for this project and would like approval to install it along the river front sidewalk. She has talked to the park and rec department for permission and also the best placement for this project so as not to hinder their operations. This will be on the next regular council agenda for consideration.

Lanie Sanvig discussed a request to close the alley behind Tellurian Brewery on September 18 for their Chucktoberfest event. They would like to park food trucks there to keep the congestion to a minimum for this event. She has talked to Subway and Kwikstar about it and they are fine with it. Customers will be able to walk to get their food and still be on the brewery property. This item will be on the next regular agenda for council consideration.

A presentation was given by representatives from Soo Green on a proposed electrical transmission line that will be going through the city. This will be located completely within the right of way of the Canadian Pacific railroad. A franchise agreement will be drafted and sent to the city for their review before approval, hopefully sometime in September.

A list of properties that may be pursued for nuisances was reviewed. The properties that have already been abated for nuisances were also listed. Council appreciated the work done to date and stressed that this is something we need to keep working at.

City administrator Diers reported that the Iowa Rural Summit last week was very informative. A letter has been received from Jendro Sanitation requesting an increase in the garbage rates. This will be discussed at a future meeting.

Council member Freeseeman reported that planning and zoning had met earlier tonight to review two re-zoning requests and will be making a recommendation to the council to fully approve the request for 1202 Main Street and approve rezoning 904 Court Street and not 906 Court Street.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL MINUTES  
SPECIAL SESSION  
AUGUST 25, 2021

Charles City city council met in special session on August 25, 2021 at 5:15 p.m. via Zoom. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseeman, Phoebe Pittman and Phillip Knighten. Also present was city administrator Steve Diers.

Motion by Freeseeman, second Joerger to approve the agenda. Ayes – 5

Reason for the special meeting was to approve a 5 day beer license for Whimsical Wine Trailer for a private event on August 28. This will be held at 1300 Grove Street on the property owned by Paul Rottinghaus. This license was not submitted to the city in time to be on a regular meeting, so a special meeting was called. The owner of the wine trailer will pay for the council members' wages for this meeting. Motion by Joerger, second Pittman to approve the 5 day beer permit for Whimsical Wine Trailer. Ayes – 5

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

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk