

COUNCIL MINUTES  
REGULAR SESSION  
SEPTEMBER 7, 2021

Charles City city council met in regular session on September 7, 2021 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Jerry Joerger, DeLaine Freeseaman, Phillip Knighten all in person and Keith Starr and Phoebe Pittman via Zoom. Also present were city engineer John Fallis in person and city administrator Steve Diers and city attorney Brad Slotter via Zoom.

Citizen comments - none

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 16, 23 and 25<sup>th</sup> meetings. Ayes - 5

Motion by Joerger, second Knighten to approve the consent calendar. Ayes - 5. Consent calendar consisted of the following items: approve renewal of Class C liquor license w/ Sunday Sales for Lucky Dragon, approve renewal of Class C liquor license w/ Sunday Sales and outdoor service for Pub on the Cedar, approve contractor bond for Jim Baker and payment of claims (including those approved by other boards):

Several proclamations were presented to the council for approval. Laurie Field, principal at Immaculate Conception Church, presented a request for a proclamation for the 125<sup>th</sup> anniversary for IC Church. Motion by Freeseaman, second Joerger to approve the proclamation. Ayes - 5. Sister Diana from Immaculate Conception was present to request a proclamation for Peace Day. Motion by Freeseaman, second Joerger to approve the proclamation. Ayes - 5. A proclamation for Clean Up Day was also presented by Sister Diana. Motion by Joerger, second Freeseaman to approve the proclamation. Ayes - 5.

Mayor Andrews recommended reappointing Bev Foxen to the board of adjustment. Motion by Knighten, second Pittman to approve this appointment. Ayes - 5. Mayor Andrews also recommended re appointing Chuck Lemaster to the planning and zoning board. Ayes - 5

A request has been submitted from the owners of Tellurian Brewery to close an alley behind their business to park food vendors for their upcoming Chucktoberfest event on September 18. Motion by Freeseaman, second Joerger to approve the request. Ayes - 5

Mayor Andrews opened the public hearing on the North Cedar Terrace electrical upgrade project. Affidavit of publication dated 8/24/21 was informally filed. He asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second Knighten to close the hearing. Ayes - 5. Katie Nolte, housing director, reviewed the project. Only one bid had been received for this project and it was from Stanton Electric. They did the same type of project at South Cedar Terrace. The bid was higher than the estimate, mostly due to the current volatile market conditions due to COVID. The engineers feel this bid is within a reasonable limit. This project will include purchase and installation of security cameras. Housing capital funds will be used to pay for this project. Councilmember Starr introduced Resolution 108-21 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE NORTH CEDAR TERRACE ELECTRICAL UPGRADE 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. Council member Freeseaman introduced Resolution 109-21 entitled, "RESOLUTION APPROVING AWARD, CONTRACT AND BOND FOR THE CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY, NCT ELECTRICAL PROJECT" 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

Library director Annette Dean was present to request use of the riverfront property to install a permanent story walk. She has received several grants for this project and has consulted with the park and rec board and the whitewater challenge committee to be sure this would not interfere with their events and maintenance. Motion by Freeseaman, second Pittman to approve this request. Ayes - 5

Pay request #22 has been submitted by Portzen Construction for the WRRF project. The amount is \$371,920.19. Fox Engineering has reviewed the request and is recommending payment. Council member Freeseaman introduced Resolution 110-21 entitled, "RESOLUTION APPROVING PAY ESTIMATE #22 FOR WATER RESOURCE RECOVERY FACILITY PROJECT" 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.

A public hearing needs to be set for the planning and design loan for the clear well project. This loan, through the state revolving fund, will be rolled into the construction loan once the project is completed. The amount of the loan is \$362,000. Council member Joerger introduced Resolution 111-21 entitled, "RESOLUTION TO FIX A DATE FOR A PUBLIC HEARING ON PROPOSAL TO ENTER INTO A WATER REVENUE LOAN AND DISBURSEMENT AGREEMENT AND TO BORROW MONEY THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$362,000" 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.

An ordinance to re-zone property located at 1202 S. Main has been prepared and reviewed by planning and zoning. This request is to change the zoning from M-1 to B-3. Planning and zoning held a hearing on this ordinance and they are recommending approval. A special use permit will be needed from the board of adjustment for this. Council needs to also hold a public hearing on this rezoning and that has been set for September 20. Motion by Freeseaman, second Joerger to approve the first reading of Ordinance 1153 AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 1202 SOUTH MAIN STREET, CHARLES CITY, IOWA, FROM M-1, LIGHT MANUFACTURING DISTRICT, TO B-3, SERVICE BUSINESS DISTRICT. Ayes - 5. Council member Freeseaman read the ordinance. Council member Freeseaman introduced Resolution 112-21 entitled, "RESOLUTION DIRECTING THE CLERK TO PUBLISH NOTICE OF HEARINGS ON ORDINANCE 1153 AMENDING THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 1202 SOUTH MAIN STREET, CHARLES CITY, IOWA, FROM M-1 LIGHT MANUFACTURING DISTRICT, TO B-3 SERVICE BUSINESS DISTRICT" 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

An ordinance to re-zone property located at 904 Court Street has been prepared and reviewed by planning and zoning. This request is to change the zoning from R-3 to B-3. Planning and zoning held a hearing on this ordinance and they are recommending approval. The original request also included 906 Court Street but planning and zoning changed it to just 904. City council also needs to hold a public hearing on this ordinance and that has been set for September 20. Motion by Knighten, second Pittman to approve the first reading of Ordinance 1154 AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 904 COURT STREET, CHARLES CITY, IOWA, FROM R-3, MULTI-FAMILY RESIDENCE DISTRICT, TO B-3, SERVICE BUSINESS DISTRICT. Ayes - 5. Council member Knighten read the ordinance. Council member Freeseaman introduced Resolution 113-21 entitled, "RESOLUTION DIRECTING THE CLERK TO PUBLISH NOTICE OF HEARING ON ORDINANCE 1154 AMENDING THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 904 COURT STREET, CHARLES CITY, IOWA, FROM R-3 MULTI FAMILY RESIDENCE DISTRICT TO B-3 SERVICE BUSINESS DISTRICT" 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

We have been offered the opportunity to participate in a pilot project called Smart Home. Equipment would be installed in the homes to help monitor and communicate with our older citizens to help keep them safe and able to stay in their own home longer. Since we are an AARP Age Friendly Community, AARP is asking us to participate in this pilot project. Equipment worth approximately \$100,000 would be purchased with a grant from the state of Iowa. We are estimating that 13 homes could be participating in this project. Council member Freeseaman introduced Resolution 114-21 entitled, "RESOLUTION APPROVING PURCHASE OF COMMUNICATIONS EQUIPMENT FOR USE IN THE SMARTHOME PILOT PROJECT WITH AARP, TELTEX AND VARIOUS PARTNERS" 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.

City attorney Slotter reported that the city will be added as additional insured for liability on the Rotary Christmas display that will be in Central Park.

City clerk O'Donnell reported that the next planning session will be Tuesday, September 14 due to the League conference on Wednesday.

City administrator Diers reported that he is one of the presenters at one of the sessions at the League conference. Staff has been discussing transit operation and about adding a second full time position. This will come back to council for further discussion.

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

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk