

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):

73660-73892	PAYROL ENDING 08/05/2021	\$104,789.28
73693	CITY OF CHARLES CITY, payroll liabilities	\$1,049.04
73694	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	**VOID**
73695	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$8,968.41
ACH	EFPTS, payroll liabilities	\$27,716.91
73696	EMC NATIONAL LIFE COMPANY, payroll liabilities	\$6.00
73697	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$108.83
ACH	FAMILY COMMUNITY CREDIT UNION, payroll liabilities	\$1,608.00
ACH	ICMA	\$2,095.06
73698	KWIK TRIP INC	\$45.83
ACH	US POSTAL SERVICE	\$1,000.00
ACH	AUGUST FGP STIPEND CHECKS	\$1,559.54
ACH	BANCORPSV, serv.	\$252.82
ACH	TREASURER, STATE OF IOWA	\$964.91
ACH	AUXIANT, serv.	\$350.24
ACH	BANCORPSV, serv.	\$106.72
ACH	FIRST CITIZENS-CC, serv.	\$347.93
ACH	FLOYD SWCD, serv.	\$4,773.32
ACH	IMAGETEK OPERATIONS LLC, serv.	\$365.00

ACH	IOWA FINANCE AUTORITY, serv.	\$4,958.85
ACH	IMAGETEK OPERATIONS, serv.	\$210.00
ACH	KABRICK DISTRIBUTING CO, supp.	\$1,004.00
ACH	PEPSI-COLA, supp.	\$133.60
ACH	UNITED BEVERAGE, supp.	\$347.05
73699	NORMA KLEIN, utility deposit refund	\$26.97
73700	LEON MARTIN, utility deposit refund	\$40.33
73701	USHA SRI SEETHA, utility deposit refund	\$15.31
73702	ROBYN BAHLMANN, utility deposit refund	\$90.00
73703	DOUG BAILEY, utility deposit refund	\$90.00
73704	TERESA BERTELSEN, utility deposit refund	\$90.00
73705	CHATIA BRUCE, utility deposit refund	\$90.00
73706	MARATHA CAVANAUGH, utility deposit refund	\$90.00
73707	LUCINDA CORREA, utility deposit refund	\$90.00
73708	JANINE ESTRADA, utility deposit refund	\$90.00
73709	LAVERN GABE, utility deposit refund	\$90.00
73710	DENNIS HAMM, utility deposit refund	\$90.00
73711	LEAH HEGGEBO, utility deposit refund	\$90.00
73712	TANNER HEITZ, utility deposit refund	\$90.00
73713	JOE A LEIDER, utility deposit refund	\$90.00
73714	STACY LUBBERT, utility deposit refund	\$60.00
73715	TRAVIS MCROBERTS, utility deposit refund	\$90.00
73716	LOUIS MICICH, utility deposit refund	\$90.00
73717	JACQUELINE REED, utility deposit refund	\$90.00
73718	RICHARD L ROBEL, utility deposit refund	\$90.00
73719	TRISHA SCHMITT, utility deposit refund	\$90.00
73720	DAKOTA SCHNUR, utility deposit refund	\$90.00
73721	JUSTIN SPIES, utility deposit refund	\$90.00
73722	AGVANTAGE FS, supp.	\$54.63
73723	AHLERS & COONEY PC, serv.	\$265.50
73724	ALL STAR PRO GOLF, supp.	\$220.76
73725	AMAZON CAPITAL SERVICES, supp.	\$312.49
73726	AMERICAN MEDICAL RESPONSE, serv.	\$7,291.67
73727	ANNETTE DEAN, supp. reimb.	\$17.43
73728	ATLANTIC COCA-COLA, supp.	\$136.09
73729	BAKER & TAYLOR BOOKS, supp.	\$3,426.03
73730	BAKER & TAYLOR ENTERTAIN supp.	\$27.51
73731	BRAD WILKENING, serv.	\$200.00
73732	BREITBACH OFFICE LLC, serv.	\$25.00
73733	BRODART COMPANY, supp.	\$212.08
73734	BRUENING ROCK PRODUCTS INC, supp.	\$351.86
73735	CANON FINANCIAL SERVICES, serv.	\$69.32
73736	CAROL CASE, serv.	\$1,138.20
73737	CC PUBLIC EMP HEALTH PLAN, serv.	**VOID**
73738	CC PUBLIC EMP HEALTH PLAN, serv.	**VOID**

73739	CC PUBLIC EMP HEALTH PLAN, serv.	**VOID**
73740	CC PUBLIC EMP HEALTH PLAN, serv.	**VOID**
73741	CC PUBLIC EMP HEALTH PLAN, serv.	\$75,842.50
73742	CHARLES CITY AREA DEV CORP, serv.	\$42,000.00
73743	CENTRAL IOWA DISTRIBUTING, supp.	\$296.00
73744	CHARLES CITY ART-A-FEST, serv. reimb.	\$27.00
73745	CHARLES CITY PRESS INC, serv.	\$1,901.44
73746	CINTAS, serv.	\$95.75
73747	CINTAS CORPORATION, serv.	\$107.55
73748	CJ COOPER & ASSOCIATES INC, serv.	\$70.00
73749	COMMUNITY REVITALIZATION, serv.	\$35,000.00
73750	CORE & MAIN LP, supp.	\$700.00
73751	COREY HAWKE, serv.	\$389.00
73752	CROELL INC, supp.	\$1,316.00
73753	DEBOEST CONCRETE CORP, serv.	\$8,490.60
73754	DEMCO INC, supp.	\$1,846.59
73755	DISH, serv.	\$79.64
73756	DON HELTON, safty reimb.	\$150.00
73757	ETHANOL PRODUCTS LLC, supp.	\$852.52
73758	FAREWAY STORE, supp.	\$1,099.70
73759	FARM TILE PRO LLC, serv.	\$222,122.67
73760	FARMERS NEW AG LLC, supp.	\$1,298.50
73761	FASTENAL COMPANY, supp.	\$12.77
73762	FIRE SERVICE TRAINING BURE, serv.	\$100.00
73763	FLOYD CO BOARD OF HEALTH, serv.	\$486.00
73764	FLOYD COUNTY RECORDER, serv.	\$44.00
73765	GATEWAY HOTEL/CONF CENTER, serv.	\$266.56
73766	GORDON FLESCH COMPANY, serv.	\$76.00
73767	GRAINGER, supp.	\$100.08
73768	HOLDEN HILLEGAS/H&R LAWN C, serv.	\$561.00
73769	HACH COMPANY, supp.	\$438.65
73770	HAWKINS INC, supp.	\$1,124.30
73771	HEWETT WHOLESALE, supp.	\$176.24
73772	HOCKENSON PLUMBING, supp.	\$110.07
73773	HY-VEE INC, supp.	\$126.48
73774	IOWA ASSOC MUNICIPAL UTILI, serv.	\$7,101.23
73775	IOWA DEPT OF NATURAL RESOU, serv.	\$1,275.00
73776	INGRAM LIBRARY SERVICES, supp.	\$42.13
73777	IOWA PRISON INDUSTRIES, supp.	\$230.00
73778	IOWA TITLE & REALTY CO, serv.	\$536.00
73779	JEFF'S SANDBLASTING & PAIN, serv.	\$105.60
73780	JENDRO SANITATION SERVICES, serv.	\$49,803.73
73781	JENDRO SANITATION SERVICES, serv.	\$238.00
73782	HULL ENTERPRISES LLC, serv.	\$840.00
73783	JOHN DEERE FINANCIAL, supp.	\$893.27

73784	JOHNSTON HY-VEE, serv.	\$1,925.00
73785	KAMM EXCAVATING CORP, serv.	\$15,283.12
73786	KANOPY INC, serv.	\$42.00
73787	KEYSTONE LABORATORIES, serv.	\$495.69
73788	KS STATE BANK, serv.	\$157.00
73789	LEAF, serv.	\$125.20
73790	LESSIN SUPPLY COMPANY, supp.	**VOID**
73791	LESSIN SUPPLY COMPANY, supp.	\$1,268.10
73792	LESSIN SUPPLY COMPANY, supp.	\$97.28
73793	MAIN STREET DRUG INC, supp.	\$54.45
73794	MEDIACOM, serv.	\$337.05
73795	MERRITT COMPUTER SERVICE I, supp.	\$1,451.76
73796	METERING TECHNOLOGY SOLUTI, supp.	\$9,030.96
73797	MICK GAGE PLUMBING & HEATI, serv.	\$1,081.10
73798	MIDAMERICAN ENERGY, serv.	\$3,096.56
73799	MIDWEST INFLATABLES LLC, supp.	\$3,000.00
73800	MIDWEST PIPE SUPPLY INC, supp.	\$2,114.00
73801	MIKE MOLSTEAD MOTORS INC, serv.	\$3,163.22
73802	MIKE'S C&O TIRE INC, serv.	\$180.22
73803	MILLS-INC, serv.	\$89.32
73804	NEWBAUER INC, serv.	\$70.12
73805	NEWBAUER INC, serv.	\$221.50
73806	NOAH,SMITH,SCHUKNECHT & SL, serv.	\$3,836.00
73807	NORTH IOWA LAWN & SPORTS, supp.	\$63.28
73808	NORTHERN SAFETY CO INC, supp.	\$100.46
73809	O'REILLY FIRST CALL, supp.	\$44.50
73810	ORKIN, serv.	\$12.80
73811	PERRY NOVAK ELECTRIC INC, serv.	\$547.70
73812	PITNEY BOWES SUPPLIES, supp.	\$242.22
73813	POOL TECH, supp.	\$41.79
73814	POPP EXCAVATING INC, serv.	\$2,290.00
73815	POSTMASTER, supp.	\$940.00
73816	QUALITY AUTO SERVICE, serv.	\$122.74
73817	RAPID PRINTERS/OFFICE WORL, supp.	\$72.00
73818	RUSS BORNSTEIN, tavel reimb.	\$48.52
73819	SCHUETH ACE HARDWARE, supp.	**VOID**
73820	SCHUETH ACE HARDWARE, supp.	\$365.92
73821	SCHUMACHER ELEVATOR COMPAN, serv.	\$760.00
73822	SHERWIN-WILLIAMS CO, supp.	\$324.84
73823	SJE RHOMBUS, serv.	\$1,250.00
73824	ST JOHN LUTHERAN CHURCH, serv.	\$35.00
73825	STAPLES ADVANTAGE, supp.	\$73.32
73826	STATE LIBRARY OF IOWA, serv.	\$53.60
73827	SUPERIOR LUMBER INC, supp.	\$75.61
73828	SUPERIOR WELDING SUPPLY CO, supp.	\$121.50

73829	TERRACON CONSULTANTS INC, serv.	\$2,041.00
73830	TERRI NOVAK, mileage reimb.	\$146.72
73831	THE PRINTERY, supp.	\$35.20
73832	UNIQUE COUNTRY STORE, supp.	\$555.00
73833	VISA, supp.	\$67.35
73834	WEX BANK, supp.	\$7,595.71
73835	WISCONSIN INDEPENDENT NETW, serv.	\$1,200.00

TOTALS: \$703,081.52

Receipts – Gen – 118169.16;Disp-696.62;SafetyEd-850.00;P/RC/I-8.33;CommEq-29.16;H/M-1.63;RAGBRAI-.27;RUT-119698.82;EmpBen-13961.93;CVTC-20647.82;Emerg-807.82;OptTx-70025.03;TIF-95.73;LibrTr-248.44;FGP-2184.82;PubHous-52381.40;Sect8-81348.06;2018Rehab-4700.00;Cable-15737.41;DebtServ-4311.01;IPC-15318.68;Water-186253.17;Sewer-158010.94;WasteFnd-58923.75;Transit-27902.62;SWU-16498.79;FireExt-209.00

Disbursements – Gen-31044.60;Disp-377.22;RUT-46779.94;EmpBen-91779.58;CVTC-2629.96;TIF-31793.79;FGP-9808.69;PubHous-46804.56;Sect8-81996.33;StreetRelC/I-2307.40;2020CapFnd-4844.40;CWBridge-185971.85;FibertoHome-303.41;SWIndusProj-86022.50;IPC-5770.98;Water-223905.26;WaterLoopProj-7011.00;Sewer-67472.63;WWTPExpFnd-638778.93;WasteFnd-53474.26;Transit-30459.59;SWU-114250.95;FireExt-40.79

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. The public hearing on the proposal to submit a CDBG application to IEDA was opened at 6:00 PM. Chris Diggins, NIACOG staff presented the following: The need for the activity for the proposed project of constructing a one million gallon clear well has been identified by the City Council, city staff, the City's hired engineer, residents and business/industry based on concerns about excessive and aggressive starts and stops of the Water Treatment Plant. This will lead to expensive repairs or existing equipment failure and loss of water service as well as increased operational costs due to excessive lime usage and disposal.

The proposed activities will be funded with a combination of CDBG funds and a State Revolving Funds (SRF) from the Iowa Department of Natural Resources. The application has a due date of October 1, 2021. The City of Charles City is requesting \$600,000 in CDBG funds. 55.2% low- and moderate-income persons, according to the 2011-2015 ACS LMI % provided on the IEDA website

will benefit from the project. Therefore 55.2% or \$331,200 of federal funds will benefit LMI persons. The proposed activities will be conducted south of but adjacent to the existing water treatment plant located at 1709 Indiana Avenue within the city limits of Charles City. There will be no displacement of persons or businesses as a result of funded activities. Not applicable. (Plans to assist persons actually displaced) The project includes construction of a one million (1,000,000) gallon clear well treated water storage, associated piping, miscellaneous items, restoration, legal and administrative. Following review of the information above and the proposed application, Diggins presented a Community Development and Housing Needs Assessment (CDHNA) created for a previous CDBG application as well as summarizing community, housing and economic development activities that have taken place over the last several years. Charles City has recently seen increased commercial and industrial activity as well as new housing subdivisions be developed. However, many of the previous needs and activities are still relevant. The Council reviewed the items and either kept, removed or added needs and/or activities.

### **Community Development and Housing Needs Assessment**

Community Name: Charles City, Iowa

#### **I Major housing and community development needs of low and moderate income persons in Charles City:**

1. Providing assistance to low income families in owning and maintaining safe, decent, affordable housing.
2. Municipal Water System improvements to ensure efficient safe potable water for residents, business and industry.
3. Exploring opportunities to assist in the creation and availability of safe, decent, low income rental housing for elderly and young family households.
4. Expanding mid-priced or affordable housing in the \$60,000 - \$80,000 range.
5. Taking action that leads to the creation of more jobs or higher-paying jobs for low and moderate income residents in the community.
6. Wastewater Systems improvements for proper treatment of wastewater.

#### **II Other major housing and community development needs (for residents who are not of low and moderate income):**

1. Revitalization of the downtown business district.
2. Attracting new businesses to the community.
3. Enhancing development capacity in the community in order to create new single-family housing.
4. Water and Wastewater Improvements.

#### **III Planned or potential activities to address housing and community development needs:**

1. Apply to IEDA for Water/Sewer funds to undertake needed water system improvements.
2. Continue to apply to the IEDA Housing Fund for housing rehabilitation assistance for LMI families



3. Continue to promote housing development incentives already offered by the City, such as Housing TIF and other residential development incentives.
4. Expand opportunities to create to develop both low income/subsidized housing and market rate housing to meet the housing needs of the community.
5. Continue efforts to enhance and develop the downtown business district.
6. Continue economic development efforts to attract more businesses and industry to the community.
7. Continue efforts in promoting and expanding development activity in the Avenue of the Saints entrance to the City.
8. Continue to work with and support the Charles City Area Development Corporation in its housing, community, and economic development efforts.
9. Continue to support and enhance the City's present rental housing code inspection program with an eye on developing a complimentary rental rehabilitation program.
10. Continue to support homeownership opportunities for LMI households in the community such as the City's current Section 8 Homeownership Assistance Program.

Date and location assessment was prepared: August 16, 2021 6:00 PM

Charles City City Hall, 105 Milwaukee Mall, Charles City, IA 50616.

Number of local residents participating:

The Council, discussed the proposed CDHNA and, by consensus, approved the CDHNA as presented.

Following discussion of the CDHNA, a motion was made by Joerger, seconded by Pittman to close the public hearing. Roll call vote was as follows: Starr aye, Joerger aye, Freeseaman aye, Pittman aye, Knighten aye. The motion passed unanimously.

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 Freesean 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, Freesean, 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 Freesean. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freesean, 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 Freesean 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, Freesean, 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 Freesean, second Joerger to adjourn. Ayes – 5



COUNCIL PROCEEDINGS  
SEPTEMBER 14, 2021

Charles City city council met in a planning session on September 14, 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 Freeseaman, Phoebe Pittman (via Zoom) and Phillip Knighten.

Façade program requirements were discussed. The last application we received was basically for the same project at the same building. The building was sided and the first application was for two sides and then about a year later, the second application came that was for the remaining sides. We would hate to have someone intentionally split a project up in order to receive two Façade grants. Council member Pittman commented that some projects might be too large for a smaller business to tackle all at once, so it would be more feasible for the business owner to split it up into phases. Council member Freeseaman commented that maybe we could give priority to first time applicants over someone applying again for basically the same project. Chamber director Mark Wicks suggested possibly limiting the number of projects that can be done at one location. Council just wants to be sure that the program isn't being abused. Another option would be that the council could just deny the application if it is for basically the same project at the same location. Decreasing the percentage awarded for a second phase of the same project was also mentioned. Consensus was to have some recommendations drafted with guidance from the Main Street Iowa group and bring back to council at a future planning session for discussion.

A request has been received from Jendro Sanitation for an increase in the garbage service fees. The agreement with them allows for this and they are asking for two things: 5.4% increased based on CPI and a 5% increase to cover the increase in tipping fees at the landfill. City administrator Diers calculated the CPI and using each of the last 12 month's increase and averaging those, he got 2.7% increase for CPI. He sent his calculations to Jendro and they are okay with them. Discussion by council was that the increase in tipping fees doesn't affect all of the sanitation operations so that increase shouldn't be applied to everything. The total amount of garbage hauled from Charles City should be the only amount affected by the increase. City administrator Diers will continue discussion with Jendro and try to have a resolution ready for the next regular meeting.

Changing the speed limit on South Grand near Kwikstar was discussed. The DOT is in charge of this stretch of road and they have the control over what the limits are. The city can request that the DOT review this area and make a recommendation on what the limit should be. Council member Starr commented that he is the one who brought this item up, since there has been quite a bit of development in this area in recent years. Consensus of council was that this request should be made of the DOT and this item will be on the next regular agenda for council action.

Sight distance issues at the intersection of N. Jackson and Clark Street was discussed. Council agreed that when cars are parked along both sides, it is very hard to see when you pull out onto North Jackson from Clark Street. Council member Freeseaman commented that there are other similar intersections in town, should we look at those too? Council member Joerger stated that we should focus first on the higher traffic areas. City engineer Fallis commented that if we do make changes, we need to install both signs and curb painting due to snow covering the paint in the winter. Fallis will bring back this item to council for their consideration.

City administrator Diers reported that we have a part time transit driver leaving and we maybe should consider hiring another full time driver. This position would be for the county regional route and NIACOG has given their permission to do this. The highway 18 project is coming to a close. The League of Cities conference is tomorrow in Coralville and we have several from the city attending.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, city clerk

COUNCIL MINUTES  
REGULAR SESSION  
SEPTEMBER 20, 2021

Charles City city council met in regular session on September 20, 2021 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman (via Zoom) and Phillip Knighten (via Zoom). Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Sloter.

Citizen comments – Bob Carey asked about the intersection at N. Jackson and Clark Street and also about nuisance properties. Holly Cheney also addressed the council about issues she has been having with guns in city limits.

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 September 7 meeting. Ayes – 5

Motion by Freeseaman, second Starr to approve the consent calendar. Ayes – 5. Consent calendar consisted of the following items: consider approval of 9/21 financials for city of Charles City and CC Public Employees Health Plan and payment of claims (including those approved by other boards):

Business of the Mayor – Mayor Andrews met the new hospital administrator earlier tonight. A proclamation for National Rail Safety Week has been submitted for council approval. Motion by Freeseaman, second Joerger to approve. Ayes – 5.

A request has been received for street closures for the Homecoming parade and painting on the street in front of the football stadium on October 1. Parade will be same route as in previous years. They are requesting the street by the football field to be closed from 8:20 to 11:00 a.m. Motion by Joerger, second Starr to approve the request. Ayes – 5

Mayor Andrews opened the public hearing on ordinance 1153 to rezone property located at 1202 S. Main Street from M-1 to B-3. Affidavit of publication dated 9/10/21 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Freeseaman, second Joerger to close the hearing. Ayes – 5. Planning and zoning has reviewed this and are recommending approval. Motion by Freeseaman, second Starr to approve the second reading of Ordinance 1153. Ayes – 5. Council member Freeseaman read the ordinance.

Mayor Andrews opened the public hearing on Ordinance 1154 to rezone 904 Court Street from R3 to B3. Affidavit of publication dated 9/10/21 was informally filed. Mayor Andrews 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. The property owners would like to operate a motorcycle engine repair shop on this property. Planning and zoning has reviewed this request and are recommending approval. Motion by Starr, second Pittman to approve the second reading of Ordinance 1154. Ayes – 5. Council member Starr read the ordinance.

Mayor Andrews opened the public hearing on proposal to enter into a water revenue loan and disbursement agreement. Affidavit of publication dated 9/14/21 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Freeseaman, second Starr to close the hearing. Ayes – 5. This

planning and design loan will be for \$362,000 and will be used for the clear well project. This loan will ultimately be combined into the construction loan once the project actually starts construction. It is a zero percent loan for 3 years. Council member Freeseaman introduced Resolution 115-21 entitled, "RESOLUTION TAKING ADDITIONAL ACTION WITH RESPECT TO A WATER REVENUE LOAN AND DISBURSEMENT AGREEMENT AND AUTHORIZING, APPROVING AND SECURING THE PAYMENT OF A \$362,000 WATER REVENUE LOAN AND DISBURSEMENT AGREEMENT ANTICIPATION PROJECT NOTE (IFA INTERIM LOAN AND DISBURSEMENT AGREEMENT) AND APPROVE ENGAGEMENT LETTER WITH DORSEY WHITNEY" 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

Pay request #23 has been submitted from Portzen Construction for the WRRF project. Fox Engineering has reviewed it and is recommending approval. It is for the amount of \$447,114.56 and is largely for electrical/HVAC work on the plant. Council member Freeseaman introduced Resolution 116-21 entitled, "RESOLUTION APPROVING PAY ESTIMATE #23 FOR WATER RESOURCE RECOVERY FACILITY 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

Richard Deist would like to build a garage on an adjoining empty lot to his property. He has gone before board of adjustment and had the special use approved. A condition of that special use is to have a multi lot non conveyance agreement executed with the city and he has signed that agreement. Council member Joerger introduced Resolution 117-21 entitled, "RESOLUTION APPROVING MULTI LOT RESTRICTION AGAINST CONVEYANCE FOR 211 14<sup>TH</sup> AVENUE" 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 next two items both pertain to the Valero water main lease. Valero initially paid to install the water main to their facility and the city has been making payments on it for the last 15 years. It is now paid off and it needs to be deeded to the city. City attorney Slotter has prepared a bill of sale to be executed between the city and Valero. During the preparation of the bill of sale, it was discovered that a portion of the main was actually constructed on Valero's property. So a permanent easement will also need to be executed by the city and Valero for this. Council member Joerger introduced Resolution 118-21 entitled, "RESOLUTION APPROVING BILL OF SALE" 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 Freeseaman introduced Resolution 119-21 entitled, "RESOLUTION APPROVING PUBLIC WATER MAIN EASEMENT" 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.

At the last planning session, discussion was held on the speed limits on South Grand. It is a state highway, so the DOT has the final say on what those limits are. The city can request that the DOT conduct a study of this area and they will then let us know their recommendation on changing the speed limits there. Motion by Starr, second Freeseaman to request that the DOT conduct a study of the speed limits on South Grand Avenue in Charles City. Ayes – 5

Jendro Sanitation has presented a request to increase the garbage rates paid for their services. The agreement we have with them allows this. Some of the increase is due to an increase in tipping fees at the landfill and the rest is due to an increase in the CPI. After discussions with Jendro, city administrator Diers has calculated two different options for increases. One puts more of an increase on heavier garbage users and those prices are as follows: 35 gallon – from \$13.30 to \$13.77, 65 gallon – from \$17.14 to \$18.00 and 95 gallon from \$20.97 to \$22.33. The 33 gallon bags will go from \$1.58 to \$1.83 and the 15 gallon bags will go from \$1.18 to \$1.43. Council consensus was that it seemed more fair to put more of an increase on the heavier

garbage users. Council member Starr introduced Resolution 120-21 entitled, " RESOLUTION APPROVING AMENDMENT TO RESIDENTIAL SOLID WASTE AND RECYCLABLE MATERIALS COLLECTION AGREEMENT BY INCREASING THE MONTHLY RESIDENTIAL TOTE RATES" 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.

City clerk O'Donnell reported that the next meeting will be a planning session on September 27 at 6:00.

City administrator Diers reported that city engineer Fallis is at a meeting in Floyd tonight for a proposed CO2 pipeline coming across the south edge of the city. It is proposed to go through the recently purchased certified site and we want to find out more information on it. The League conference last week was very good. Final touches are being made on the project at 401 N. Main and the ambulance bay remodel is almost done.

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

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk