

COUNCIL MINUTES  
REGULAR SESSION  
OCTOBER 18, 2021

Charles City city council met on October 18, 2021 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Absent was Keith Starr. Also present were city administrator Steve Diers, city attorney Brad Sloter and city engineer John Fallis.

Citizen comments – none.

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Joerger, second Freeseaman to approve the minutes of the October 4 meeting. Ayes – 4

Motion by Joerger, second Pittman to approve the consent calendar. Ayes – 4. Consent calendar consisted of the following items: approve special class C liquor license w/ Sunday Sales and outdoor service for Prologue Books and Wine, approve renewal of Class C liquor license w/ Sunday Sales for Plaza Mexico, approve renewal of class B beer permit w/ Sunday Sales and outdoor service for Tellurian, approve financials for 9/21 for city of Charles City and CC Public Employee Health Plan and payment of claims (including those approved by other boards):

A request has been submitted for a street closure for Family Fall Fest put on by Bethany Alliance Church. It will be held October 24 on the block of Clinton Street from the corner of 8<sup>th</sup> Street to the driveway into their property. The event will be from 3:00 to 5:00. Motion by Freeseaman, second Knighten to approve the request. Ayes – 4

The audit for FMC Landfill for FY20 has been submitted for approval. The city is a member of the 28E entity that oversees the landfill operations and we have to approve the yearly audit. Council member Joerger is our member on this board and reported that the landfill is doing very well financially. Council member Freeseaman asked about the unreserved balance and if that could be used for purchases, such as for land. Council member Joerger replied yes. It was also noted that the current land owned by the landfill is enough to last for another 25-30 years. Council member Freeseaman introduced Resolution 124-21 entitled, “RESOLUTION APPROVING THE FY20 AUDIT REPORT FOR FLOYD/MITCHELL/CHICKASAW SOLID WASTE MANAGEMENT AGENCY” and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Joerger, Freeseaman, Pittman, Knighten. Nays – none

Pay estimate #24 was submitted from Portzen Construction for the WRRF project. It is in the amount of \$223,196.91. Fox Engineering has reviewed this request and is recommending payment. City engineer Fallis commented that the bulk of the big ticket items have already been done. Council member Freeseaman asked the status of the reed beds and response was that we will need to replant some. Council member Freeseaman introduced Resolution 125-21 entitled, “RESOLUTION APPROVING PAY ESTIMATE #24 FOR WATER RESOURCE RECOVERY FACILITY PROJECT” and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Joerger, Freeseaman, Pittman, Knighten. Nays – none

A resolution is needed to approve the Main Street Iowa agreement. The council previously approved funding this program. Council member Freeseaman introduced Resolution 126-21

entitled, “RESOLUTION APPROVING MAIN STREET IOWA PROGRAM CONTINUATION AGREEMENT WITH IOWA ECONOMIC DEVELOPMENT AUTHORITY” and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Joerger, Freeseaman, Pittman, Knighten. Nays – none.

The city’s local option sales tax expires at the end of next year, so we need to start the process to extend it. Dorsey Whitney, the city’s bond counsel, has prepared the initial resolution of support for this election. We currently have this revenue earmarked 100% for streets and council has initially decided to continue with that use. Council will discuss this further at the next planning session. The ballot for this option tax will be done March 1, 2022. Council member Freeseaman stated that this revenue has been very important in maintaining our streets and he asked if a list of all the street projects that have been done since this tax was first implemented could be given to the council. John Fallis has been working on this already. Councilmember Joerger introduced Resolution 127-21 entitled, “RESOLUTION IN SUPPORT OF LOCAL OPTION SALES AND SERVICES TAX ELECTION” and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes – Joerger, Freeseaman, Pittman, Knighten. Nays – none

City clerk O’Donnell reported that the next planning session will be on October 25 at 6:00 p.m.

City administrator Diers reported that he has ordered the equipment that will be used as part of the AARP Smart Home pilot project for in home care for our elderly citizens. We have been notified of another project with AARP that would actually modify a home for an elderly citizen to be able to stay in their own home longer and we may be able to get a couple of homes included in this project. Staff has been working on a draft of a UTV ordinance and will meet next week with the committee to go over it. Met with Mark Holtkamp about his planned senior living complex, he reported that the timeline will be pushed back 6 months and he may have to cut back on some of the amenities since costs have risen quite considerably. Since the deadline for completion is 12/31/22, he may see a decrease in his TIF rebate but should catch up once the project is completed. We have advertised for a job opening in the wastewater department and have been working on a job description for a street department foreman position.

Motion by Pittman, second Freeseaman to adjourn. Ayes – 4

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Dean Andrews, Mayor

Attest:

Trudy O’Donnell, City Clerk

COUNCIL PROCEEDINGS  
OCTOBER 25, 2021

Charles City city council met in a planning session on October 25, 2021 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr (joined via Zoom at 6:05), 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.

A request had been received from Gilbert Starble to have his property, the Hartwood Inn, re-zoned from B-3 to R-3. Mr. Starble was not present so city engineer John Fallis reviewed the information with the council. Starble would like to have multi family residences in these buildings. He had tried to secure the necessary petition to submit this request to planning and zoning previously but was unable to get the required signatures so the process ended then. The other method to request re-zoning involves the city council initiating the request with planning and zoning. Council member Starr joined the meeting at 6:05 p.m. The council can request that planning and zoning review the request and make a recommendation to the council. This process is generally used for rezoning larger multiple parcel areas or to correct errors, which the city has done in the past. Council member Joerger commented that he had two nearby residents of this property contact him with concerns over this and were not in favor of allowing this zoning change. Council member Freeseaman also stated that he had residents near here contact him with concerns as well. Fallis commented that changing this zoning would go against what our comprehensive plan has designated for this area. Council member Knighten stated that he would like this to be sent to planning and zoning for review rather than say no right away. Then council can decide after receiving a recommendation from planning and zoning. Council consensus was that more information is needed from Starble, specifically a business plan, before any decision can be reached. This item will be put on the next planning agenda and Starble will be contacted by staff on what is needed.

Local option sales tax upcoming renewal was discussed. This has been discussed already but a consensus needs to be made now on what we want these funds to be designated for. The last two referendums for this have been 100% for streets. Over the last ten years, this tax has generated approximately seven and a half million dollars and we have used it to complete approximately ten million dollars worth of street projects. City engineer Fallis showed a map and a list of projects we have completed and also a map of upcoming projects we are planning to do. City administrator Diers stated that one possibility would be to allot 10% of the tax to be used toward public safety, which would include police, fire and ambulance. Recent changes made will increase the police operating costs approximately \$165,000 next year, so it would be beneficial. Council member Knighten commented that public safety is a very important service so we should consider it. Others commented on the past success with using it for streets and it's easier to see the results with street projects. After much discussion, consensus was to put 100% for streets in the resolution and see how the vote goes when the time comes.

We have received a request for a tax incentive agreement for a dental office to be built on South Grand. The property will be split into two lots with the second one to be used for future development. It would be a 5 year 86.68% rebate for a total of \$124,490. The legal fees incurred in preparing the documents for this would be deducted from the first rebate. Council member Freeseaman asked if access to the very busy South Grand roadway would be an issue and response was that there is an access there already, so that will be what they use. Any other changes from that would need to be approved by the Iowa DOT.

There being no further business, meeting was adjourned.

Dean Andrews, mayor

Attest:

Trudy O'Donnell, City Clerk