

COUNCIL MINUTES
REGULAR SESSION
FEBRUARY 7, 2022

Charles City city council met in regular session on February 7, 2022 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Patrick Lumley, 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 Knighten to approve the agenda. Ayes – 5

Motion by Pittman, second Freeseaman to approve the minutes of the January 10, 12, 19, 20, 24 and 25 and February 3 meetings. Ayes – 5

Motion by Freeseaman, second Pittman to approve the consent calendar. Consent calendar consisted of the following: consider approval of Class LE liquor license for Fareway Stores, consider approval of sidewalk bond for Nolt's Custom Concrete, consider approval of Class A liquor license for Columbus Club and payment of claims (including those approved by other boards):

Mayor Andrews reported that the first meeting on renewal of the local option sales tax was held last week and this committee worked on a flyer to get the information out to the voters. This election is being held the first week of March.

Jessica Barry, resident at 316 2nd Avenue, was present to request removal of snow shoveling fees assessed to her property. She had shoveled a path the width of a snow shovel on her sidewalk and the city had a local business come in to remove the rest and the city charged her \$50 for this. This business takes a before and after picture of each sidewalk they clear for the city. The picture showed that there was quite a bit of snow left on the sidewalk after the business cleared it. After much discussion, motion by Freeseaman, second Starr to reduce the bill by \$25. Ayes – 5

A Facade application has been submitted from Snap Fitness for signage on their business. The corporate headquarters is re-branding so that requires a change in the signage. The estimate total cost is \$10,967.90 and they are asking for 50% of that for a total of \$5483.95. Council member Knighten asked if there will be any reimbursement from corporate and reply was that they don't qualify for reimbursement. Council member Freeseaman introduced Resolution 13-22 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 104 N. MAIN SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freeseaman, Pittman, Knighten. Nays – none

The max levy public hearing notice has been prepared and is ready for council to set the hearing. This notice lists just certain levies that make up the total levy. Not included are debt service, airport and library levies. We are under a 2% increase, in fact we are at a 3.78% decrease, so we do not have to have a super majority to pass this. The public hearing on the max levy will be held February 23. Council member Freeseaman introduced Resolution 14-22 entitled, "RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE MAXIMUM TAX DOLLARS FROM CERTAIN LEVIES FOR THE CITY'S PROPOSED FISCAL YEAR 2022-2023 BUDGET" and moved for adoption. Second

to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freeseaman, Pittman, Knighten. Nays – none

The project at 401 N. Main has been completed and is ready for acceptance and final payment. This project included remodeling the front entrance to include an information center and replacement of windows and doors. Total cost of this was \$77,459.78 with final payment due to Henkel Construction of \$3,873. Council member Freeseaman introduced Resolution 15-22 entitled, “RESOLUTION ACCEPTING THE 401 N MAIN REMODEL PROJECT AND AUTHORIZING FINAL PAYMENT” and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freeseaman, Pittman, Knighten. Nays – none

We have listed the items that will be included in our annual short term borrowing for FY23 and they are: PD ammo/guns/equip \$49,200; fire equipment \$22,250; clothing \$12,600; tornado siren replacement \$4,500; animal control cages \$1,000; tree removal/sidewalk replace \$64,375 and nuisance abatement costs \$10,000 for a total of \$163,925. Staff adjusted this total down approximately \$162,000 after the last budget discussion to lower the levy, so those deleted items will have to be paid out of General fund levy. A public hearing needs to be held for this issuance and that will be held February 23. Council member Pittman introduced Resolution 16-22 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 Freeseaman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freeseaman, Pittman, Knighten. Nays – none

We have discussed changing the schedule for our planning sessions to the Wednesday of each week following the regular meetings. This should be easier to remember for everyone. Motion by Knighten, second Pittman to make this change. Ayes – 5

The city is looking at implementing the next phase of the edible arboretum located on Clark Street. Pathways will be put in this area for public to have access to the trees and plants to enjoy the fruit. The estimated cost of this project is \$210,000. The city will be applying for a WQI grant of \$100,000 and are estimating \$10,000 in local donations. The remaining \$110,000 will be covered by \$90,000 of sponsored project funding and \$20,000 will come from the city for the replacing of the sidewalks around the perimeter of this area. The grant deadline is this Friday. With this being a highly visible area, we hope it will help our application score high. Council member Pittman introduced Resolution 17-22 entitled, “RESOLUTION APPROVING APPLICATION FOR A WATER QUALITY INITIATIVE GRANT AND FUNDING COMMITMENT” and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freeseaman, Pittman, Knighten. Nays – none

The lease of the ballfields near Wildwood from Zoetis is set to expire in May. Zoetis has drafted a lease with the only change being a 3 year term rather than the previous 5 year term. Council member Freeseaman introduced Resolution 18-22 entitled, “RESOLUTION APPROVING LEASE AGREEMENT BETWEEN ZOETIS AND THE CITY OF CHARLES CITY” and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freeseaman, Pittman, Knighten. Nays – none. Council member Knighten expressed appreciation to Zoetis for allowing the city to use these ballfields.

City clerk O'Donnell shared a thank you from the family of Dirk Uetz, longtime city employee, upon his passing.

The next meetings will be a planning session on February 16 at 6:00 and the next regular meeting will be on February 23 due to the President's Day holiday and a conflict on Tuesday.

City administrator Diers reported that an advisory committee is being formed for RAGBRAI, which will be in Charles City on Thursday as an overnight stop. Council member Lumley has agreed to be the council liaison for this committee. The street department foreman, water department lead, street operator and water operator positions have been posted. Staff met with Pure Prairie Farms management today to discuss their planned operations in the facility located on North Grand. They would like to put an expansion on the building, so council may need to discuss changing the street in front of it somewhat. Council member Starr asked if making this change to the street there would make it safer at that intersection and reply was yes. Council member Knighten asked about truck traffic down Main Street, will we regulate that? Diers replied that a change to the street there would make it less attractive to trucks going down Main Street so that should help. Mayor Andrews commented that park and rec is looking a doing a strategic planning exercise using the council's format for their goal setting sessions.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL PROCEEDINGS
FEBRUARY 16, 2022

Charles City city council met in a planning session on February 16, 2022 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Patrick Lumley, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers, city engineer John Fallis and police chief Hugh Anderson.

Mayor Andrews reported that he has spoken at a couple of groups about the upcoming local option sales tax referendum and he encouraged everyone to get out and vote on March 1.

Mark Wicks, Chamber director, presented the revised Façade guidelines as discussed at previous planning session. It has been changed to add the following language: Upon satisfactory completion of a project, an applicant may apply for additional Façade Improvement Grant funding for the same property as long as the project is substantially different from the previous one. Applicants will be limited to no more than \$15,000 overall for multiple grants in the same fiscal year (July through June). This will be on the next regular agenda for council action.

Wicks then presented a review of the historic preservation commission's activities as per the requirements of the certified local government program. They have recently added a student member of the board which has been very successful. This student member can not vote. They are exploring the possibility of having the Charles Theater listed on the national registry but this would ultimately be up to the owners of the theater to pursue. They are looking for new members of the commission with the recent resignation of two of their members. Council member Knighten asked if a person was required to live within city limits to be on this commission. City clerk O'Donnell will find this out and let the council know.

Tami Vetter, representing Charles City Rotary, presented a request for street closures for the car show on July 9. They would like to close Main Street from Riverside Drive to Clark Street and then between Clark Street and Ferguson (leaving the Clark Street intersection open). The cars will be parked on Main Street from Clark to Ferguson with any overflow going on Main Street south of Clark Street. They have met with the retailers along this route. Plans are to partner with the Chamber on the BBQ Challenge that day, which will be held on Blunt and Kelly Streets along Central Park. Question on whether the crossing at Clark Street by pedestrians would be any concern. Vetter stated they could move everything north a block to alleviate any issues with that. Chief Anderson stated that it should be okay the way it is. This will be on the next regular agenda for council action.

City engineer Fallis discussed an application to Transportation Alternatives Program for extending the bike trail along 11th Avenue beside the moved depot. We applied for this project last year but were not awarded. With the depot now moved to it's new location, that should make our application stronger and more apt to be funded. The hope is to have the depot be a trail head with public restrooms. This is a Federal program with 80% being funded and the city responsible for the remaining 20% of the estimated \$290,000 cost. A resolution needs to be passed showing the council commitment to the funding and also to maintaining this project for 20 years after completion. The city park and rec department would maintain the public restrooms once they are constructed by the depot committee. Our share of this project would come from the General Fund.

City engineer Fallis discussed the 2022 street paving project. The streets to be included are: Riverside Drive from Joslin to Johnson, Leland Avenue from Riverside Drive to Clark Street, Riverside Avenue from Kellogg to 300 feet west, Kellogg from Hart Street to 250 feet north and Eighth Avenue from J Street to L Street. Some will be reconstruction and some will be new paving on gravel streets. To provide flexibility, there will be a base bid and two alternate bids. If the prices are favorable, we should be able to do all of the bids. If prices are too high, we can then pick the bids that will fit into our budget.

Fallis then reviewed the 2020 Storm Drainage Improvement project. This work included correcting some drainage issues at the Art Center, a storm sewer extension on S. Grand near Comet Bowl and a diversion ditch in the 500/600 blocks of J Street. Kamm Excavating was the general contractor on this project. The final cost was \$241,131.00 which is 3.8% higher than the original bid. The over run was due to a conflict with a gas main with the work done on S. Grand and some additional pipe needed on the J Street work. This project is ready for acceptance and approval of the final payment. This will be on the next regular agenda for council action.

The agreement with GHD for monitoring and maintenance services at Shaw Avenue dump site needs to be renewed. These costs are shared 50/50 with Zoetis and are part of the requirements set by the EPA for this superfund site. The levels of contamination here are steadily decreasing, so we are making progress. The annual fee for GHD's services is \$10,650 making our share \$5,325. This will be on the next regular agenda for council action.

The council recently had a resident attend a council meeting to request waiving the snow removal fee on her sidewalk. There was still quite a bit of snow and ice left on the sidewalk after the contractor was done. City clerk O'Donnell contacted our contractor and discovered that, due to the extreme cold weather, the removal was delayed a few days. There was a warm up that caused the snow to melt and then freeze down, making standard removal very difficult. Discussion on the language used on the door hangers, is it clear enough for people to know what they need to do to be in compliance with the code. It states the sidewalk needs to be cleared, which means the entire width and length of the sidewalk, not just a small path like was done by the homeowner in this instance. The hanger does have a name and phone number to call if there are any questions.

City administrator Diers reviewed the ambulance bay remodel project that is complete and ready for city acceptance. This project involved constructing 5 rooms in the south end of the fire station to be used by the ambulance for offices and dorms. A storage area was built and HVAC systems were installed. Change orders amounting to \$22,000 were issued with the final cost coming in at \$162,609. The architect recommends acceptance of this project and final payment of \$8,130.48. This item will be on the next regular agenda for council consideration.

City administrator Diers reported that a flag design committee meeting was held today and they are working on narrowing down to 3-4 designs to be submitted for public input. With RAGBRAI coming back this summer, council should decide if the city will be the fiscal agent again for the revenues and expenses for this event. We will have this on the next regular agenda for council consideration. The Iowa Rural Summit is coming up in Ames and we usually have someone from the city attend this conference. The Lexipol police

policies/procedures will be sent out to councilmembers Starr and Knighten to review prior to presenting to the city council. This will be on the next workshop agenda for council to review. Council member Pittman reported that the park and rec board is discussing what to do with the city pool. Council member Freeseaman asked if the city ever clears the snow from the bike trail. Reply was that Tyler Mitchell had consulted with former park and rec director Steve Lindaman and was told that the trail is only 2" thick so it wouldn't hold up to the equipment that would be used to clear the snow, would cause too much damage.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, city clerk