

COUNCIL MINUTES
REGULAR SESSION
FEBRUARY 23, 2022

Charles City city council met in regular session on February 23, 2022 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Absent was Patrick Lumley. Also present were city administrator Steve Diers, city attorney Brad Sloter and city engineer John Fallis.

Citizens comments – none

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Freeseaman, second Pittman to approve the minutes of the February 7 and 26 meetings. Ayes – 4

Motion by Pittman, second Knighten to approve the consent calendar. Ayes – 4 Consent calendar consisted of the following items: consider approval of Class C beer permit w/ Sunday sales for Dollar General, consider approval of 1/22 financials for city of Charles City and CC Public Employees Health Plan, consider approval of ownership update for HyVee Food and HyVee Gas and payment of claims (including those approved by other boards):

Cody Blunt is our newest police officer and city clerk O'Donnell swore him in.

Mayor Andrews is recommending the following board appointments: reappoint Christopher Anthony and appoint Jason Webster to replace Jennifer Lessin on the historic preservation commission. Motion by Freeseaman, second Pittman to approve these appointments. Ayes – 4. Mayor Andrews is also recommending reappointing Sarah Barrett and Diane Meyer to the park and rec board. Motion by Pittman, second Knighten to approve these two reappointments. Ayes – 4

The Rotary club is requesting street closure for their Show and Shine Event being held on July 9. They would like to hold the car show on Main Street and are requesting closure of the following blocks for that: N. Main Street from Ferguson to Clark Street and from Clark Street down to Riverside. The intersection at Clark would remain open. They plan on only using the last block of Main Street in the event they have a very large number of cars. If don't need this block, they would open it back up. The BBQ Challenge will be placed on blocks of Kelly and Blunt streets around Central Park. Motion by Freeseaman, second Pittman to approve this request. Ayes – 4

City engineer John Fallis reviewed the TAP (Transportation Alternatives Program) application that has been prepared for the 11th Street Bike Trail Extension project. This application was submitted last year but unfortunately wasn't funded. Hopes are that, since the historic depot has now been moved and will serve as the trail head for the bike trail, our application will be approved this year. This extension will run from F Street up to the depot along 11th Avenue. A resolution has been prepared that shows the council's commitment to helping fund this project as well as agreeing to maintain this for at least 20 years after the project is completed. This is an 80/20 split with the city responsible for 20% of the costs of the project. Total estimated cost is \$280,000 with the city's estimated share being \$56,000. Applications are due by March 17 and the city general fund would cover our share. Council member Knighten introduced Resolution 19-22 entitled, "RESOLUTION APPROVING AN APPLICATION FOR A TAP GRANT

FOR THE CHARLEY WESTERN TRAIL ELEVENTH AVENUE EXTENSION PROJECT CHARLES CITY, IOWA" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseaman, Pittman, Knighten. Nays – none

Recent discussions have been held concerning possible changes to some of the Façade program requirements. It concerns multiple projects occurring at the same property. The recommended change would be that the total amount awarded to one property each year is \$15,000 with each project being substantially different from the previous one. Council member Freeseaman and Chamber director Mark Wicks have worked together on this and are proposing this change. Council member Pittman introduced Resolution 20-22 entitled, "RESOLUTION APPROVING CHANGES TO FAÇADE PROGRAM GUIDELINES" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseaman, Pittman, Knighten. Nays – none

Payment request #28 has been submitted for the WRRF project in the amount of \$260,405.14. The old plant has been demolished and the project should be completed this spring once sitework, such as fencing and landscaping, can be done. The plant has been in operation for awhile now. Council member Freeseaman introduced Resolution 21-22 entitled, "RESOLUTION APPROVING PAY ESTIMATE #28 FOR WATER RESOURCE RECOVERY FACILITY PROJECT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseaman, Pittman, Knighten. Nays – none

City engineer John Fallis reviewed the 2022 street paving project. This will include the following streets: Riverside Drive from Joslin to Johnson, Leland Avenue from Riverside Drive to Clark Street, Riverside Avenue from Kellogg Avenue to 300 feet west, Kellogg Avenue from Hart Street to 250 feet north and Eighth Avenue from J Street to L Street. The project will include some PCC paving, some HMA paving, some new storm sewer with additional intakes and some water main work. ADA accessible sidewalk curb ramps are also included within this project. To make this project more flexible, a base bid will be included with separate add alternates so we can award all of the contracts if the prices are good or just do the ones that fit into our budget. Council member Starr asked if the city's local option sales tax fund would pay for this project and reply was yes. A public hearing for this project has been scheduled for April 4. Council member Starr introduced Resolution 22-22 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF CONSTRUCTION COST FOR 2022 PAVING PROJECT AND ORDERING THE ADVERTISEMENT FOR BIDS" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseaman, Pittman, Knighten. Nays – none.

The 2020 storm drainage project is ready for acceptance and final payment. This project was designed to help improve three separate drainage issues: at 1100 South Grand, 500/600 blocks of J Street and site drainage at the Art Center building: Storm sewer extension was done at 1100 S. Grand, a diversion ditch on J Street and installation of a new and deeper outlet for the handicap entrance drain at the art center. Total cost of the project was \$241,131.00 which was more than the bid of \$232,220.00. The increase was due to an unforeseen conflict with a gas main and new storm sewer on the S. Grand portion of the project and additional storm sewer pipe on the J Street portion. Kamm Excavating was the contractor for this project. Council member Knighten asked if the Comet Bowl water issues had been solved with this work. City engineer Fallis replied that he had met with the owners and they will contact the state DOT since this is a state highway. Council member Freeseaman introduced Resolution 23-22 entitled, "RESOLUTION ACCEPTING THE 2020 STORM DRAINAGE IMPORVEMENT PROJECT AND AUTHORIZING FINAL PAYMENT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseaman, Pittman, Knighten. Nays – none

An agreement with GHD for monitoring and maintenance at the Shaw Avenue site is ready for renewal. We share these costs 50/50 with Zoetis and our share is \$5,325. We have been able to close some of the monitoring wells here in the past and currently have around 12 of which we only test 4. Council member Freeseaman introduced Resolution 24-22 entitled, "RESOLUTION APPROVING AGREEMENT FOR SITE MONITORING AND MAINTENANCE ACTIVITIES FOR SHAW AVENUE WITH GHD CONSULTANTS" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseaman, Pittman, Knighten. Nays – none.

We are ready to start the process for our annual short term borrowing for FY23. We had done this previously but ended up changing the items included, so we are re-doing this. All items are an essential corporate purpose and include police/fire equipment, tree removal, tornado siren replacement and nuisance abatement costs for a total of \$163,925. The resolution uses a not to exceed amount of \$170,000 to allow for legal expenses associated with this process. The public hearing on this issuance has been scheduled for March 7. Council member Freeseaman introduced Resolution 25-22 entitled, "RESOLUTION SETTING THE DATE FOR PUBLIC HEARING AND ADDITIONAL ACTION ON PROPOSAL TO ENTER INTO GENERAL OBLIGATION CORPORATE PURPOSE LOAN AGREEMENT AND TO BORROW MONEY THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$170,000" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseaman, Pittman, Knighten. Nays – none.

The ambulance bay remodel project is ready to be accepted and final payment made. This project was done to provide space for AMR personnel, which is spelled out in the agreement with them. A bay in the fire station was remodeled to include offices, sleeping quarters and storage for the ambulance. Total cost of the project was \$162,609.35 with the retainage due of \$8,130.48. Henkel Construction was the contractor for this project. Mark Moine, with Martin Gardner Architecture, has reviewed the project and is recommending acceptance and payment of the retainage. Council member Pittman introduced Resolution 26-22 entitled, "RESOLUTION ACCEPTING THE AMBULANCE BAY REMODEL PROJECT AND AUTHORIZING FINAL PAYMENT" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseaman, Pittman, Knighten. Nays – none

RAGBRAI will be making Charles City an overnight on this year's ride. In 2017, the city ran all of the revenue and expenses through the city books and we have a balance in that fund now to get started for this year. We would like to do that again for this year's ride. Motion by Starr, second Knighten to have the city be the fiscal agent again for this year's RAGBRAI event. Ayes – 4 Council member Knighten asked if UTVs would be allowed to be driven in the city during this event and Police Chief Anderson commented that it will be restricted probably just to the RAGBRAI committee and this would be addressed in a RAGBRAI ordinance that will be passed prior to the event.

The max levy for FY23 has been prepared and the public hearing was supposed to be held tonight. But the notice did not get published, so we have to re set the public hearing for the March 7 regular meeting. This will still allow us to get the budget finalized and approved by the March 31 deadline. This levy only includes certain individual levies to come up with the total. This year, ours decreased by 3.77%, so a super majority is not necessary to approve the FY23 budget. Council member Freeseaman introduced Resolution 27-22 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 Knighten. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseaman, Pittman, Knighten. Nays – none

City clerk O'Donnell reminded council that the next meeting will be a planning session on March 2 at 6:00 p.m. The retirement reception for Chris Guthart is tomorrow from 4:30 to 6:00. A conditional offer of employment has been made for Chris's replacement.

City administrator Steve Diers reported that Don Helton has been made the street department foreman. We are working on hiring a water operator position and a street operator position. The referendum on the city's local option sales tax is set for March 1. We have designated that 90% of this funding be used for streets and up to 10% be used for public safety expenses. Mayor Andrews has been speaking to service groups about this very important revenue for the city. This Friday from 7:30 to 8:30 will be an informational meeting for local option sales tax. Some of the decorative lights downtown are out and MidAmerican is working on getting them back running. Iowa Rural Summit is scheduled in April and the city will have three people attending that. Park and rec board will be hearing a presentation on options for the pool.

There being no further business, motion by Freeseaman, second Pittman to adjourn. Ayes - 4

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, city clerk