

COUNCIL PROCEEDINGS  
APRIL 27, 2022

Charles City city council met in a planning session on April 27, 2022 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following 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.

The vacation and possible lease of a section of North Main Street in front of Pure Prairie Farms was discussed. Diers stated that this possibility had been discussed with the previous owners of this facility and the new owners would like to talk about this again. Brian Roelofs from Pure Prairie Farms was present to discuss their plans. They are planning an expansion of the current building and would like to go east of it out to Main Street and have truck traffic flowing through there. They are interested in buying the triangle green area across from the building that is owned partially by the City Improvement Association on the north end and the railroad on the south end. They are both interested in selling their parcels. Appraisals are being sought for Main Street and railroad land adjoining Lane Street. If Pure Prairie Farms could secure a long term lease on Main Street, they could build their expansion out to it. Council member Freeseaman asked if there would be any limitations on what changes could be done to Main Street and city attorney Sloter stated that there would be provisions in the lease to protect the city but those details have not been worked out yet. Roelofs commented that there are no plans to put any permanent structures onto Main Street, however, some of the street may be taken out and made into green space. Council member Freeseaman asked what the city's plans are for reconfiguring that intersection to change the flow to Main Street from Grand Avenue. It would make sense that if we are going to be closing that section of Main Street and redirecting traffic, we should probably have that new intersection ready to go. City engineer Fallis stated that the long term solution would be to have a signal at that intersection of Lane Street and Grand Avenue. Roelofs stated it is planned that the trucks will be coming in from the south on Lane Street to enter Pure Prairie, backing into the loading dock area and then exit out to the north onto North Grand. He also commented that they may put a gate on the south side of that section of Main Street to restrict public access. Signage might also possibly work that states it is restricted access to this area. Council member Starr asked how this might affect other businesses in the area. Roelofs stated that the grain elevator to the north of him is the only one affected and he is talking with them about swapping some of their land with property Pure Prairie owns across the street. The proposed expansion will add efficiencies, especially with distribution. It will also add a larger break room and the current break room will be made into locker rooms. Council member Lumley raised concern over congestion at the intersection of Grand and Lane, especially when Washington School starts and lets out, and for Pure Prairie employees trying to cross to the parking lot across N. Grand. Fallis stated that a study would need to be done first to see if signals are warranted and if so, it would happen at the intersection of Lane and N. Grand. Council members Pittman and Freeseaman agreed that the reconfiguration of Main Street in this area should be done sooner rather than later, especially with the old depot relocated to this area and the planned expansion of the bike trail there as well. Next step is to send the vacation to planning and zoning for their review. City attorney Sloter commented that once the recommendation comes from planning and zoning, council needs to also hold a public hearing and pass an ordinance. This would mean that mid-July would be the soonest that council could approve the lease of Main Street to Pure Prairie Farms. If this section of Main Street needed to be re-opened to the public anytime in the future, it can be re-dedicated as public right of way.

An ordinance has been drafted for the upcoming RAGBRAI event on July 28. This ordinance gives authority to the RAGBRAI committee to set vendor fees, operate a beer garden and use golf carts and UTVs to oversee the event. Council asked if Union House residents will be notified about the event and where they will be parking their vehicles that day. They also

asked for clarification on what a business expansion fee covers. There is a section that states that golf carts can only be operated until dusk, but council stated that if a golf cart has head lights, they should be able to operate after dark. These items will be researched and ready for council to approve the ordinance at the next regular meeting.

The RAGBRAI committee has designated what they want to use as an outdoor service area for the event. This will encompass Central Park and the surrounding streets, the parking lot behind TJ Service (and the two blocks of street surrounding it), and the 100 and 200 blocks of Main Street. There will be portable barricades that will designate the perimeter of the area with openings at different intervals so people can come and go easier. This 5 day beer permit will be on the next council agenda for approval.

Bob Moen and Ralph Smith, representing the depot museum, were present to discuss having public restrooms included in the renovation plans for the old depot. The committee is working on design now and wanted to get input from the council on the restrooms. They would like to have the restrooms accessible only from the outside and have them closed after dark. They would also like some verification on who will maintain the restrooms and how they will be funded. They don't know any costs yet, but wanted to open the discussion on it. Mayor Andrews stated he has talked to park and rec about maintaining these and they were okay with that, since they already maintain several restroom facilities around the city. Council member Freeseaman asked about estimates for constructing restrooms down on the riverfront. Moen replied that an estimate he got from the Minnesota DOT was \$300,000 for stand alone restrooms. Since the city plans to extend the bicycle trail to go right by the depot, it makes sense to have some public restrooms located here. Mayor Andrews asked when the committee would need to have an answer on this and reply was by the end of the year probably. Council stated they would like to know more what the cost would be for this before making a final decision.

The city has three houses that need to be demolished and would like to go out for bids to do this. The properties are 1701 Indiana, 1800 Rolfing and 607 S. Johnson. Staff will get quotes and bring those back to council for review. Some discussion on if the house on Indiana could be moved if someone was interested in doing so. Staff replied that the inside of that house is pretty rough and it needs to be gone soon for the clear well project to get started.

A budget amendment for FY22 has been drafted. There are several reasons for the amendment this year, including changes in timelines of projects, storm damage repairs, ambulance bay remodel, grant receipts and related expenditures, purchase of nuisance properties, new furnace and technology updates at city hall, increase in transit expenses due to COVID reimbursements, water project on 45h/5<sup>th</sup> Avenue and purchase property adjacent to the water plant for the upcoming clear well project. Amendments need to be completed by May 31 and a public hearing needs to be held, which will be scheduled for May 16.

Council member Lumley asked about the local access channel and where we were at with that. Diers replied that we are working on a new 28E agreement and there will probably be some changes made to it.

City administrator Diers commented that the CCADC has produced a promotional video that was released today. Spring cleanup starts tomorrow. We have secured the Lions and Rotary Club to help people who may not have the means to get their junk out to Shaw Avenue for the cleanup. Destination Iowa has funding for projects that will transform communities, so we are working on a possible project to submit to this program. The ambulance commission meets tomorrow night to start discussion on the AMR contract, which expires in June 2023. The Foster Grandparent program held their 50<sup>th</sup> anniversary celebration last week.

There being no further business, meeting was adjourned.

COUNCIL MINUTES  
REGULAR SESSION  
MAY 2, 2022

Charles City city council met in regular session on May 2, 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 Slotter.

Citizen comments – Steve Schwartzrock commented on the discussions being held concerning the Wildwood clubhouse and asked that a second opinion be done on it.

Mayor Andrews welcomed everyone to the meeting.

Motion by Freeseaman, second Pittman to approve the agenda. Ayes – 5

Motion by Knighten, second Freeseaman to approve the minutes of the April 13 and 18 meetings. Ayes – 5

Motion by Pittman, second Freeseaman to approve the consent calendar. Ayes – 5. Consent calendar consisted of the following: consider 5 day beer permit and outdoor service for RAGBRAI committee, consider approval of Casey's Class E liquor license w/ Sunday Sales, consider approval of Kwik Star Class C beer permit w/ Sunday Sales and payment of claims (including those approved by other boards):

Business of the Mayor – Mayor Andrews swore in our new police officer Dave Diercks.

Ordinance 1159 AN ORDINANCE REGULATING THE SALES OF FOOD, ALCOHOLIC BEVERAGES, MERCHANDISE, SERVICES AND THE PROVISION OF ENTERTAINMENT IN CHARLES CITY, IOWA ON JULY 28 AND 29, 2022 was presented for a first reading. This ordinance regulates the event and gives authority to the committee to set vendor fees, operate an outdoor service for alcoholic beverages, use golf carts until dusk and to coordinate the event. Motion by Freeseaman, second Pittman to approve the first reading of Ordinance 1159. Ayes – 5. Council member Freeseaman read the ordinance. Motion by Pittman, second Lumley to waive the second and third readings of the ordinance. Ayes – 5. Motion by Freeseaman, second Pittman to adopt and publish Ordinance 1159. Ayes – 5.

The budget amendment for FY22 has been prepared. There are several reasons for the amendment, including change in timing of projects, receipt/expenditures for grants received, ambulance bay remodel project and the water project on 4<sup>th</sup>/5<sup>th</sup> Avenue. A public hearing needs to be held on the amendment and that will be May 16. Council member Freeseaman introduced Resolution 56-22 entitled, "RESOLUTION SETTING PUBLIC HEARING ON FY22 BUDGET AMENDMENT" 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.

Ordinance 1158 AN ORDINANCE AMENDING CHAPTER 106 – COLLECTION OF SOLID WASTE OF THE CHARLES CITY CODE OF ORDINANCES BY ADDING A NEW SECTION 106.10 TO PROVIDE REGULATIONS FOR PERMITTING AND USE OF DUMPSTERS was presented for a third and final reading. This would only cover dumpsters that are set on the ground, not dump trailers since they are licensed. The city is asking that all dumpsters have reflective tape put on them to help be more visible, especially at night. Motion by Pittman, second Knighten to approve the third reading of Ordinance 1158. Ayes – 5. Motion by Freeseaman, second Pittman to adopt and publish Ordinance 1158. Ayes – 5

Discussions have been held about vacating the section of Main Street located in front of Pure Prairie Farms building on North Main. This needs to be sent to planning and zoning for their review and recommendation. Planning and zoning will hold a public hearing on this matter. Once it comes back to city council, they will also hold a public hearing and pass an ordinance to vacate. Once it is vacated, this section will be leased to Pure Prairie Farms. This would allow for the street to be re-dedicated to public right of way if the lease ceases at any time. Council member Knighten introduced Resolution 57-22 entitled, "RESOLUTION DIRECTING PROPOSAL FOR VACATION OF CERTAIN PUBLIC STREETS, ALLEYS OR GROUNDS TO PLANNING AND ZONING FOR CONSIDERATION AND RECOMMENDATION" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freeseeman, Pittman, Knighten. Nays – none

Terry Wegner has expressed interest to again lease the farm land around the water resource recovery facility. A one year lease has been drafted by city attorney Slotter for this purpose with the lease payment set at \$2500. This land is approximately 8 acres and will be used for corn or beans. We may consider allowing alfalfa in the future and if so, that would require a longer lease. Council member Lumley asked if there was any concern with pesticide run off into the reed beds and city administrator Diers replied that the topography of this land would keep that from happening. Council member Knighten introduced Resolution 58-22 entitled, "RESOLUTION APPROVING LEASE AGREEMENT FOR CITY PROPERTY" and moved for adoption. Second to adopt Freeseeman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freeseeman, Pittman, Knighten. Nays – none

City clerk O'Donnell reported that the next meeting will be a planning session on May 11 at 6:00 p.m.

City administrator Diers reported that there were 235 loads and 158 tires for the first 4 days of the spring clean up. On May 5, local civic groups and students will help pick up items for those who have signed up for this, which is 15 so far.

Council member Starr reported that the ambulance commission will meet this Thursday at 4:30 at the EOC with the 9-1-1 meeting to follow. Council member Lumley thanked the street department for their work on the spring clean up. He noticed some items out on curbs and asked what would be done with those. Chief Anderson stated that code enforcement has talked to those people and told them they need to take it to Shaw Avenue.

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

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk