

COUNCIL PROCEEDINGS
MAY 11, 2022

Charles City city council met in a planning session on May 11, 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 and city engineer John Fallis.

The proposed clear well project was discussed. The need for more storage at the water plant has been discussed for quite some time. We currently have only 500,000 gallons of storage and the new clear well would add one million gallons. Staff has been working with SEH on the plans for this project. Rustin Lingbeck, from SEH, was present to answer questions. He stated that the plans were submitted to the DNR about four weeks ago so should be approved soon. The bid opening is set for July 14. This project would save in lime costs, wear and tear on the equipment and also give us more capacity in the event our tower would go down. Council member Freeseaman asked if we had a dollar amount of the cost savings and reply was no but that will be calculated and brought back to the next regular meeting. Cory Spieker, water superintendent, commented that this clear well would allow us to utilize the full capacity of the plant.

US Cellular has requested lease of a city parking lot to put up a temporary cell phone tower to handle the extra volume of calls for RAGBRAI when it is in town. They have asked to use the parking lot to the west of the optometric center for a period from July 7 to August 5 for a payment of \$500. Concern was voiced about using up that much space for that long of time, will it be too great of an inconvenience to our citizens? Consensus was maybe the parking lot directly south of the NIACC center would be better? The representatives from US Cellular were supposed to be on the Zoom meeting tonight but were not able to connect. Trudy will talk to them before the meeting on Monday to see if this alternate spot may work for them.

Street closures for RAGBRAI have been decided and will be presented to council for approval. The route coming in on Hwy 14 will have side streets blocked all the way to Blunt Street. Gilbert Street intersection will have officers directing traffic. RAGBRAI exec committee chair for public safety, Drew Mitchell, was present to answer questions. He will notify the down town businesses and residents about the route and street closures prior to the event. Another RAGBRAI committee member will be notifying the residents along the route about the closures. This item will be on the next regular meeting for council action.

Our police department has been trying to find other agencies to help with law enforcement for RAGBRAI. One of them has requested that a memorandum of understanding be executed so city attorney Slotter has drafted one. We will probably send this same agreement to the other agencies we've contacted even though they didn't request one.

A fire occurred at a residence located at 201 Oliver Street last fall. The resident's insurance company has notified the city that they are holding a reserve amount as required by law in case the city ultimately needs to step in and demolish the structure and cap the utilities. We have been approached by Denny Tynan, who wants to purchase the house as is and rehab it for someone to live in. Since the deadline for the city to request the reserve is coming soon, Denny has agreed to pay us the \$10,000 to hold in case he doesn't get this project completed. That way, we won't lose out on the reserve. Council member Freeseaman asked why Denny isn't paying the full \$17,760 reserve amount? City administrator Diers stated that he thinks the \$10,000 is a fair amount to request. This item will be on the next regular agenda for council action.

Cory Spieker, water and street superintendent, discussed an asset management program he thinks would be very beneficial to the city. This purchase was talked about at budget time. He has researched various companies and has determined that Utility Cloud would work well for us. This program would build on all of the GIS work done to date for various departments. This program helps track all of the repairs done on all assets for the city, including vehicles, fire hydrants, water and sewer mains, etc. We can use this data to determine which items need replaced and when. All of the information we have in GIS now would be uploaded into this program. It is very user friendly and access can be limited for people to only view certain areas on the software that is pertinent to their department. Question on if the data would remain ours if we would happen to change companies in the future and reponse was probably but that will be verified before council acts on this. This software could be used by any department in the city to track their assets.

The traffic signal in the southeast corner of the Gilbert St/Main Street intersection is in need of repair. It looks like it's been hit several times. K and W, the business doing work for the DOT this summer, looked at it and gave us a quote on repairing it. Perry Novak did not submit a quote. The approximate cost to repair is \$32,000. The unit will be galvanized and will be moved back a bit from the street to hopefully prevent being hit anymore.

The house located at 515 6th Avenue has been vacant for quite some time. The owner is deceased and no heirs have stepped forward to claim the property. It is becoming a nuisance property pretty quickly. City attorney Slotter has guided us through the 657A process to acquire this property. The structure itself is in good shape so staff is recommending going out for bids on the purchase of this property. The next door neighbor has expressed interest in purchasing it. Staff is recommending a minimum bid of \$12,000 be set and would like to allow each bidder to raise their bid once they are all opened. Council will approve putting this out for bids at the May 16 council meeting and we hope to have this transaction completed by mid July. It will be a condition of the sale to abate the nuisance after the purchase. Council expressed concern over allowing the bidders to increase their bid, thought was just to submit one bid and high bid gets it. We will reserve the right to reject any and all bids.

Wastewater superintendent Dan Rimrod was present to discuss increasing the charge for dumping septage in our plant. Septage is what comes from pumping rural septic systems or from RVs. This fee has been \$.03/gallon for a very long time and cost to treat is at \$.18/gallon per a study done by Fox Engineering for the city of New Hampton. Cost to treat product from portapotties is even more than that, closer to \$.25/gallon. Staff is recommending doing a two phase increase that will get us to \$.19/gallon. Discussion from council on not just breaking even on this and also just increasing it all at once to get to the price we want. Consensus was to set price at \$.25/gallon right away. This item will be on the next regular agenda for action.

City administrator Diers reported that we are working on the renewal for the ambulance contract, which is set to expire next year. One item being discussed is the county implementing an EMS levy, which they are open to doing. Council member Starr stated that we are happy with the ambulance service we are receiving, we just want to be sure we have the best service for our residents.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL MINUTES
MAY 16, 2022
REGULAR SESSION

Charles City city council met in regular session on May 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 city attorney Brad Sloter.

Citizen comments – Mike Williams commented on a dangerous intersection at Waller and S. Iowa Streets and asked city staff to look into different signs there.

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Freeseaman, second Pittman to approve the minutes of the April 27 and May 2 meetings. Ayes – 5

Motion by Pittman, second Knighten to approve the consent calendar. Ayes – 5. Consent calendar consisted of the following: Approve the following liens for unpaid utility bills \$119.21Acct5020390009,\$86.43Acct5012200008,\$91.13Acct5014290004,\$105.99Acct5029360004, consider approval of 4/22 financials for city of Charles City and CC Public Employee health Plan, consider approval of changes to Lexipol police policy manual, consider approval of 6 month license for Comet Bowl for Party in the Park and payment of claims (including those approved by other boards):

Mayor Andrews recommended re appointing Robin Macomber and Bruce Hovden to the planning and zoning commission. Motion by Knighten, second Pittman to approve. Ayes – 5 Mary Mooberry was present to request a proclamation for Poppy Day in Charles City for May 27. Motion by Freeseaman, second Pittman to approve the proclamation. Ayes – 5. Carol Frye, from the historic preservation commission, was present to request a proclamation for National Historic preservation week.

Street closures for RAGBRAI were reviewed. The route coming in on Hwy 14 will have the side streets intersections closed for most of the day on July 28 and the route going out of town on Clark Street the next day will have those side street intersections closed early that morning. The following streets will be closed on July 28: Main Street from Gilbert to Blunt St, Jackson from Riverside to Blunt, Riverside from Main to Jackson, Clark from Jackson to Main, Kelly from Jackson to Main and Blunt from Jackson to Main. Motion by Pittman, second Lumley to approve these street closures for RAGBRAI. Ayes – 5

A request for street closures for farmer's market has been submitted from Main Street Charles City. They are requesting that Blunt Street next to Central Park be closed from 2:30 to 6:30 on Wednesdays and 8:00 a.m. to 12:30 p.m. on Saturdays until October 15. Motion by Freeseaman, second Pittman to approve the request. Ayes – 5

Mayor Andrews opened the public hearing on the FY22 budget amendment. Affidavit of publication dated 5/6/22 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 Pittman to close the hearing. Ayes – 5. A budget amendment is required anytime spending goes over in any function. There are several reasons for the amendment this year, including timing changes for projects, receipt/disbursement for various grants, payments on the WRRF project that won't be paid for loan proceeds until after June 30, storm damage repairs

and ambulance bay remodel costs. Council member Pittman introduced Resolution 59-22 entitled, "RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2022" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freeseaman, Pittman, Knighten. Nays – none

The clear well project was discussed. This project will add an additional one million gallons of additional water storage near the water plant. Utilizing this storage will allow the plant to be more optimally operated and will save wear and tear on equipment without all of the stops and starts it has currently. The biggest cost saving will be on the lower amounts of lime we will need, which will be an approximate \$15,000 savings. Council member Lumley introduced Resolution 60-22 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF CONSTRUCTION COST FOR CLEAR WELL 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, Lumley, Freeseaman, Pittman, Knighten. Nays – none.

The WRRF project is in need of a change order. This change order covers several items including Gilbert St. hoist base revision, upsizing a sanitary sewer drain, stainless steel fitting fabrication for pump, raw wastewater pump cable routing and connection and EQ manhole cover. The amount of the order is an increase in the contract price of \$63,311.72. Council member Freeseaman introduced Resolution 61-22 entitled, "RESOLUTION APPROVING CHANGE/EXTRA WORK ORDER #8 FOR WATER RESOURCE AND RECOVERY FACILITY PROJECT, CHARLES CITY, IOWA" 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

Our septage price has remained at \$.03/gallon for over 20 years and the cost to process this type of waste is \$.18/gallon, according to a study done by the city of New Hampton. Septage from porta potties costs even more to process. After this discussion at the last planning session, consensus of council was to increase our fee to \$.25/gallon immediately and that is how the resolution has been drafted. Council member Knighten introduced Resolution 62-22 entitled, "RESOLUTION APPROVING INCREASE IN CHARGES FOR ACCEPTING SEPTAGE" 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

Property located at 515 6th Avenue has been abandoned. The owner has passed away and no next of kin have stepped forward to take possession of the property. It is starting to become a nuisance so the city used the 657A process to purchase this property. We would now like to sell this property by sealed bid. Deadline for bid submittal is 5/30/22 and one condition of the sale is that the new owner will abate the nuisance. A minimum bid of \$12,000 will be required. The city will be giving a quit claim deed to the new owner. Council member Pittman introduced Resolution 63-22 entitled, "RESOLUTION APPROVING NOTICE OF REQUEST FOR BIDS FOR PROPERTY LOCATED AT 515 6TH AVENUE" 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.

Water/street superintendent Cory Spieker was present to discuss a software program for asset management from Utility Cloud. This software would track all of the city's assets, including water/sewer mains and equipment showing any repairs done and when the item may need to be replaced. It will integrate with our current GIS system. If we would happen to leave this company, we would keep all of our data. This is a three year contract for a price of \$58,500. Council member Pittman introduced Resolution 64-22 entitled, "RESOLUTION APPROVING PURCHASE OF ASSET MANAGEMENT SOFTWARE" 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.

There is a property at 201 Oliver Street that had a house fire in the fall of 2021. As per state law, that insurance company has held a reserve that the city can access in the event this structure is not either demolished or repaired. This reserve is available for a limited time to the city. The owner has been approached Dennis Tynan to purchase the house and rehab it. Since the time limit for the reserve account is June, staff is proposing entering an agreement with the purchaser to give the city \$10,000 to replace the reserve amount from the insurance company. The city will hold this money for a certain period and if the house is not completed by that deadline, the city would keep this money and use it to demolish the house and disconnect the utilities. If Tynan either demolishes or rehabs the house by the deadline, then the city will give this reserve back to him. City attorney Brad Sloter has drafted an agreement for this arrangement with Tynan. Council member Freesean introduced Resolution 65-22 entitled, "RESOLUTION APPROVING AGREEMENT FOR DEMOLITION RESERVE" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freesean, Pittman, Knighten. Nays – none.

Our police department has been reaching out to area law enforcement agencies to recruit extra help with RAGBRAI here on July 28. One of those agencies has requested a memorandum of understanding for providing officers and one has been drafted by city attorney Brad Sloter. RAGBRAI committee will reimburse the cities for their officer's wages while being here. Council member Freesean introduced Resolution 66-22 entitled, "RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING FOR EXTRA RAGBRAI LAW ENFORCEMENT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freesean, Pittman, Knighten. Nays – none.

US Cellular has reached out to the city to use one of the parking lots for a temporary cell tower for RAGBRAI to help with the large volume of calls they will be experiencing that day. The parking lot area directly south of the NIACC center has been chosen for this lease. It will start July 18 and go through August 5. It is very likely that entire length will not be necessary but they wanted to be sure. The amount of the lease will be \$500. Council member Freesean introduced Resolution 67-22 entitled, "RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN US CELLULAR AND THE CITY OF CHARLES CITY FOR USE OF PUBLIC PARKING LOT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freesean, Pittman, Knighten. Nays – none.

The city has requested quotes to demolish three houses they have purchased. They are located at 1709 Indiana Avenue, 1800 Roling Street and 607 S. Johnson. Four quotes were received with Kamm Excavating being low at \$29,540.00. Engineer's estimate for this project was \$47,000. This work will be done this summer. Council member Freesean introduced Resolution 68-22 entitled, "RESOLUTION ACCEPTING QUOTE FOR THE 2022 HOUSE DEMOLITION PROJECT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freesean, Pittman, Knighten. Nays – none.

Pay estimate #31 in the amount of \$124,976.17 has been received for the WRRF project. Fox Engineering has reviewed this and is recommending payment. Council member Pittman introduced Resolution 69-22 entitled, "RESOLUTION APPROVING PAY ESTIMATE #31 FOR WATER RESOURCE RECOVERY FACILITY PROJECT" and moved for adoption. Second to adopt Freesean. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freesean, Pittman, Knighten. Nays – none. City engineer Fallis commented that we will likely reduce the retainage we have kept and pay some out, probably with the next pay estimate. This is required by state law to reduce retainage on very large projects.

City clerk O'Donnell stated that the next meeting will be a planning session on May 23 at 6:00 p.m. City hall will be closed on Monday, May 30 for Memorial Day.

City administrator Diers reported that there will be a whitewater event on May 19 from 1:00 to 3:00 p.m. Chickasaw County will be releasing the results of their ambulance study on Tuesday and we will have someone in attendance to hear the report.

Council member Lumley asked if we would be receiving data on spring clean up for this year and last few years to compare.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk