

COUNCIL PROCEEDINGS
MAY 25, 2022

Charles City city council met in a planning session on May 25, 2022 at 6:00 p.m. in council chambers. Mayor 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.

Mayor comments – Date was set for cleaning the city hall parking lots for May 31 at 5:00.

A façade application has been received for 413 N. Main Street. Two windows in the back of the building are being replaced and the total cost of the project is \$11,894.33 and they are requesting 50% of that, which is \$5,946. The design committee has reviewed this application and are recommending approval. This will be on the next council agenda for consideration.

Staffing of the fire department was discussed. We have had two retirements recently and one more possibly coming fairly soon. We have had 4 full time positions for quite awhile and with funding getting tighter and tighter, we may want to consider going strictly volunteer. This topic will take much more discussion but we wanted to start the discussion. The operations of the ambulance may come into play on this decision. Question on if our police officers have had any firefighter training, as that was discussed at some point a few years ago. Response was not really, that training is pretty expensive so we haven't done it. Our police officers have all trained on the CAF system. If we change to strictly volunteer, it is unclear how this would affect our agreement with St. Charles township. Chief Whipple will discuss this with them. The surrounding cities of New Hampton and Waverly are both strictly volunteer. Comment made that we may have to look at all of the programs we fund currently (such as Façade) and possibly make cuts to those to free up funding. Mayor Andrews stated he would like to see options on 2 full time fire, 4 full time fire, etc. with costs for each so council can make an informed decision.

Possible driveway regulation changes were discussed. Current maximum width allowed is 30' at the property line with a flare up to 40' at the street. Staff is suggesting increasing those widths to 40' and 50' respectively. These lengths can't exceed 50% of the total lot width. With lots being larger than in the past, there have been several instances where these new requirements would make sense, so staff wanted to bring it up to council for consideration. Some concern voiced over taking away too much on street parking, this may be affected more than we think. Citizen Jeff Marty was present via Zoom and expressed appreciation to the council for considering this change. He is one of those instances where this would make sense. City engineer Fallis will work with the city attorney to get an ordinance drafted for council consideration.

Short term borrowing was discussed. We do this annually to include items such as tree removal, police/fire equipment, uniforms, etc. Some of these are essential corporate purpose items and others are general corporate purpose items. The four local banks were contacted to submit a quote for a transaction fee for this issuance and we will review those at the June 6 regular meeting.

The possible vacation of a section of North Main Street by the chicken plant was reviewed. Planning and zoning has reviewed this and is recommending approval. Staff has done a traffic count in this area for three different time frames and it averages 120/hour on N. Grand and 100/hour on Main Street. City engineer Fallis has drafted three different options to handle the traffic flow for this change. One is to install curbs to direct flow on a curve to Main Street, another is to put in a roundabout. Temporary pavement markings would be used in the interim. The temporary markings would allow us to see how this will all flow without doing actual revamping of the street there. This vacating of that section will help Pure Prairie Farms,

the new owner of the chicken facility, quite a bit for their traffic flow and also allow them to do their expansion to the plant. We plan to re-do Main Street from Gilbert Street to Lane in 2024 through NIACOG program and we could get some economies of scale if we do both of these projects at the same time. Question on if a traffic control signal would be installed at the intersection of N. Grand and Lane Street. Reply was that a traffic analysis would have to be done and show that a signal there is justified. It was also stated that we would just be vacating that section of Main Street, not conveying it. If for some reasons we wanted to reopen that section of Main Street in the future, we can reinstate the right of way. Would Pure Prairie Farms be required to put Main Street back to the way is was if they cease operation and reply was that we could put that language in an agreement with them.

City administrator Diers reported that ADC has been talking to the carbon pipeline people and wanted to know if we are supportive of this project or not. Maybe council needs to do a vote on their position on this topic. City staff is working on a 28E with soil and water conservation district and we would use our sponsored project allotted dollars on some of this. The League conference is September 28-30, so if anyone is interested in going, let Trudy know. Council member Lumley reported that the airport will be receiving bids for their runway project and are trying to figure out how to spend their ARPA funds. Council member Pittman reported that park and rec is looking at pool proposals in the coming few weeks.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL MINUTES
REGULAR SESSION
JUNE 6, 2022

Charles City city council met in regular session on June 6, 2022 at 6:00 p.m. in council chambers. Mayor Pro Tem DeLaine Freesean presided and the following council members were present: Patrick Lumley, Phoebe Pittman and Phillip Knighten. Absent was Keith Starr. Also present were city administrator Steve Diers and city attorney Brad Sloter.

Citizen comments – Dennis Hull, VFW Commander, commented that the neighbors to the north of the VFW property have been driving across the VFW land to access their properties and are starting to cause damage. He asked if the city could do anything about it.

Mayor Pro Tem Freesean welcomed everyone to the meeting.

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

Motion by Pittman, second Knighten to approve the minutes of the may 11 and 16 meetings. Ayes – 4

Motion by Pittman, second Lumley to approve the consent calendar. Ayes – 4. Consent calendar consisted of the following: approve Class C liquor license w/ outdoor Service and Sunday Sales for Comet Bowl, approve class E liquor license w/ Sunday Sales for HyVee Food Store, approve the following cigarette permits: Liquor Beer Tobacco Outlet, HyVee Food, HyVee Gas, Fareway, Dollar General, Casey's, KwikStar #419, KwikStar #468 and payment of claims(including those approved by other boards):

Business of the mayor – Mayor Andrews is recommending appointing Steph Williams to replace Collette Schmidtke on the library board. Motion by Knighten, second Pittman to approve this appointment. Ayes – 4

Motion by Knighten, second Pittman to approve the Elks Flag Day proclamation. Ayes – 4

Street closures for Party in the Park were presented. There are four dates for this event, which are June 10, June 24, July 1 and August 12. On June 24, there will also be a truck show in coordination with party in the park. The closures are as follows: Kelly St and Blunt St between N. Main and N. Jackson and N. Jackson between Kelly St and Blunt St. Motion by Pittman, second Lumley to approve this request. Ayes – 4

Street closure, parade permit and request for use of golf carts for the July 4th events was also presented. Parade line up with again be on 13th Avenue. Parade runs down Main St to Riverside and then winds back up on N. Jackson and it starts at 10:30. Parade route will re-open at around noon. Motion by Pittman, second Lumley to approve this request. Ayes – 4

A façade application has been received for Rustic Corner located at 413 N. Main St. Two windows will be installed on the back side. Total cost is \$11,894.33 and the request for funding is 50%, which is \$5,946.00. This will deplete this year's funding for this program. Council member Pittman introduced Resolution 70-22 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 413 N. MAIN SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes – Lumley, Freesean, Pittman, Knighten. Nays – none

The annual short term borrowing is ready to be executed. The amount this year is \$300,433 and is for items such as tree removal, police/fire equipment, payment to TLC and remodel expenses at 401 N. Main. Bids were requested from the local banks to execute this transaction and First Security was low with \$125. Council member Pittman introduced Resolution 71-22 entitled, "RESOLUTION AUTHORIZING AND APPROVING A LOAN AGREEMENT AND PROVIDING FOR THE ISSUANCE OF A \$300,433 GENERAL OBLIGATION CORPORATE PURPOSE NOTE" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes – Lumley, Freesean, Pittman, Knighten. Nays – none.

Ordinance 1160 amending the Charles City Code of Ordinances Chapter 138 – Driveway Regulations, to increase the maximum width of driveways at the curb line and property line was presented for it's first reading. This change would allow for wider flares at the curb from 40' to 50' with the width on the property line increasing from 30' to 40'. The total can't be more than 50% of the property line length, which will help preserve on street parking. Council member Knighten expressed concern over reducing on street parking. Comment that most of the lots are small enough that they wouldn't be able to increase their driveway width and not go over the 50% rule. Motion by Lumley, second Pittman to approve the first reading of Ordinance 1160. Ayes – Lumley, Freeseaman, Pittman. Nays – Knighten. Council member Lumley read the ordinance.

Ordinance 1161 vacating a portion of Main Street in Charles City, Iowa was presented for a first reading. Pure Prairie Farms is re opening the chicken plant located on North Main Street and would like to do an expansion on to that current facility. This expansion will make the operation more efficient and also add much needed space for employee break room/locker area. Council referred this vacation of this section of N. Main Street to planning and zoning for their review and recommendation. After holding a public hearing on this matter, planning and zoning is recommending proceeding with this process. The property is three sided with two of those sides being bordered by railroad, so that leaves only the east side for expansion. The traffic on this section of Main Street will be re-routed. This can't be done until this ordinance passes, which will be the middle of July. We would probably wait until after RAGBRAI to actually start this re-routing. Comment made that it would be a good idea to publicize the date of this change as soon as we know it so the public can be aware of it prior. Motion by Pittman, second Lumley to approve the first reading of Ordinance 1161. Ayes – 4. Councilmember Pittman read the ordinance. City council also has to hold a public hearing on this ordinance and staff is recommending June 20. Council member Pittman introduced Resolution 72-22 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED ORDINANCE VACATING A SECTION OF NORTH MAIN STREET" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes – Lumley, Freeseaman, Pittman, Knighten. Nays – none. City attorney Slotter commented that we are still waiting on the appraisal for this property but hope to have it done by June 20.

The city has purchased the property located at 515 6th Avenue and has advertised for bids to sell it. This house is structurally sound and could be cleaned up and lived in. We set a minimum bid of \$12,000. We received two bids with one of them being below the minimum bid. The other bid was for \$15,800 from Kara Vogelson. A public hearing needs to be set for this and staff is recommending June 20. Council member Pittman introduced Resolution 73-22 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED CONVEYANCE OF REAL ESTATE OWNED BY THE CITY OF CHARLES CITY, IOWA" and moved for adoption. Second to adopt Lumley. Resolution duly passed on roll call vote as follows: Ayes – Lumley, Freeseaman, Pittman, Knighten. Nays – none

City clerk O'Donnell reported that the next meeting will be a planning session on June 15 at 6:00p.m. She also thanked the council for cleaning up the parking lots around city hall.

City administrator Diers reported that the city flags came in today and will be on sale at the Chamber office. The pre-ride group from RAGBRAI will be here Thursday. Park and rec will be hearing pool presentations this week, there will be two of them.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk