

COUNCIL PROCEEDINGS
JUNE 15, 2022

Charles City city council met in a planning session on June 15, 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, city engineer John Fallis and city attorney Brad Slotter (through item 5 on the agenda).

Mark Wicks, Main Street Charles City/Chamber director, was present to discuss street closures for fireworks and Firecracker 5 race. The race will be held on the bike trail now that the Charley Western bridge is finished and will require some control at only a couple of spots along the route. This includes the crossing on South Grand. Salisbury Street from Clark to Owen will be closed from 5:00 a.m. to 10 a.m. and then reopened after the race is done. The fireworks will be shot off July 3 from the bridge. Main Street will be closed for this. It will reopen after the fireworks are done. Mark is meeting with the police department tomorrow to go over all of these closures.

A 28E with Floyd Soil and Water Conservation District has been drafted for coordinating rural water quality practices for our sponsored project. This agreement is similar to another county's agreement. These sponsored project dollars are from our WRRF project. Doug Johnson has been doing this type of work for us but now the city would be paying him with sponsored project funds. The projects need to be identified in order to amend the loan and some of them won't be done for awhile (such as permeable paving project) and others are being done now (such as the arboretum). FSWCD will be sure the projects are designed properly and will monitor adherence to the maintenance agreement with the farmers. If there is a violation of a maintenance agreement, we may have to recover funds from the farmer.

It is time for the evaluations of the city administrator, city clerk and city attorney. Forms from the last year have been distributed to council and staff needs to know if it is okay to use those same forms this year. It was commented that some of the questions didn't apply to the individual, can there be a "not applicable" option? It was decided that if it is n/a, that question should just be skipped. These evaluation forms will once again be completed using Survey Monkey and we will include the city attorney again. There will be a closed session at the July 6 meeting to conduct these evaluations. Council should get their forms back by June 30 so the results can be tabulated.

Circle K transit agreement is ready to be renewed. The only change is an increase of 4% in their payment, which will go to \$5,572.95 per month. Tammy Elthon was present and commented that we are doing non emergency medical transfers (NEMTs) quite a bit but we only do them if we have time or availability of a bus. It doesn't affect our normal riders at all. This agreement will be on the next regular agenda for council action.

The two agreements with NIACOG for county and regional transit services is also ready for renewal. NIACOG oversees the operation of these two services. The ticket prices are remaining the same. These two agreements will be on the next regular agenda for council action.

City administrator Diers asked about moving the June 20 regular meeting to June 21 due to the Juneteenth federal holiday on the 20th. Consensus was to move this meeting. It was also discussed to move the July 5 meeting to July 6 and consensus was to also make this change. The painting of the Main Street bridge railing is being done. Governor Reynolds signed a UTV law which makes us unable to charge a fee for registering UTVs but we can dictate where they can operate on our city streets. We will need to change our UTV ordinance to comply with these new state requirements. The Kmart building will be auctioned on Monday. Condolences were expressed to Mayor Andrews on the death of his mother.

Council member Lumley reported that the airport is waiting on funding. They need signage repaired and updated. Runway rehab should be started spring of next year. Diers reported that an RFI for the ambulance has been given to ambulance providers and they are due back by June 30. Another company has been identified to possibly provide this service so an RFI was sent to them as well.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL MINUTES
REGULAR SESSION
JUNE 20, 2022

Charles City city council met in regular session on June 20, 2022 at 6:00 p.m. in council chambers. Mayor Protem DeLaine Freesean presided and the following council members were present: Keith Starr and Phoebe Pittman. Absent were Patrick Lumley and Phillip Knighten. Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Sloter.

Citizen comments – none.

Mayor Protem Freesean welcomed everyone to the meeting.

Motion by Starr, second Pittman to approve the agenda. Ayes – 3

Motion by Pittman, second Starr to approve the minutes of the May 25 and June 6 meetings. Ayes – 3

Motion by Pittman, second Starr to approve the consent calendar. Ayes – 3. Consent calendar consisted of the following: approve 5/22 financials for city of Charles City and CC Public Employee Health plan, approve cigarette permit for Rush Stop and payment of claims (including those approved by other boards):

Business of the Mayor – Motion by Pittman, second Starr to approve the appointment of Steph Williams to replace Collette Schmidtke on the library board. Ayes – 3
City clerk O'Donnell swore in Seth Uetz as a police officer.

A fireworks permit has been submitted by the Chamber for July 3. These will be shot off the Main Street bridge and Chamber director Mark Wicks has met with the police department on the necessary street closures. One was added after the presentation at the last planning session and that is the closure of Court Street. This is for safety purposes to maintain enough distance. Motion by Pittman, second Starr to approve this fireworks permit. Ayes – 3
Street closures for the Firecracker 5K and the fireworks have been submitted. For the race, most of it will be on the bike trail since the Charley Western bridge is completed. They are asking that Salsbury from Clark Street to Owen Street be closed from 5:00 a.m. to 10:00 a.m. on Monday July 4. Motion by Starr, second Pittman to approve the street closure for the 5K race. Ayes – 3
The fireworks street closures will be as follows: Main Street bridge from Court Street to Riverside Drive and Court Street from Main Street to Jackson Street from 9:00 p.m. to 11:00 p.m. on July 3 for the fireworks. Motion by Starr, second Pittman to approve this street closure. Ayes – 3

Mayor Protem Freesean opened the public hearing on Ordinance 1161 vacating a section of North Main Street. Affidavit of publication dated 6/10/22 was informally filed. Mayor Protem Freesean asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Pittman, second Starr to close the hearing. Ayes – 3. This is the second reading of Ordinance 1161 which would vacate N. Main Street from the north side of the CN Railroad track up to Floyd Street. Pure Prairie Farms would like to expand their facility located here and would like to build out to Main Street. This vacation was referred to planning and zoning for their recommendation. They held a public hearing on this matter on May 23 and received no comments. They are recommending approval. Motion by Starr, second Pittman to approve the second reading of Ordinance 1161. Ayes – 3. Mayor ProTem Freesean asked if there are any issues with trucks turning and the traffic pattern in this

area. City engineer Fallis replied no, there will be a turning lane on the N. Grand at this intersection. Council member Starr read the ordinance.

Mayor ProTem opened the public hearing on conveyance of property located at 515 6th Avenue. Affidavit of publication dated 6/7/22 was informally filed. Mayor Pro Tem Freeseaman asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Pittman, second Starr to close the hearing. Ayes – 3. This property was a nuisance property that was purchased by the city using the 657 process. We advertised for bids on this property with a minimum bid of \$12,000 being set. Two bids were received with one being below the base bid. Kara Vogelsson submitted a bid of \$15,800. Council member Pittman introduced Resolution 74-22 entitled, “RESOLUTION APPROVING CONVEYANCE OF REAL PROPERTY” and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseaman, Pittman. Nays – none.

A request for street closure for a block party has been submitted by Todd Prichard. He is asking that N. Illinois from Kelly to Blunt be closed on July 4 for a block party. Motion by Starr, second Pittman to approve this request. Ayes – 3

Ordinance 1160 amending driveway regulations was presented for a second reading. This amendment would allow a driveway opening of up to 50’ at the curb line (it’s currently 40’) and an opening of 40’ at the property line (it’s currently limited to 30’). The driveway width is limited to 50% of the lot width. City engineer Fallis has prepared a map showing the areas of town where the lots are large enough to allow these increases and it was a minimal number of lots. Motion by Pittman, second Starr to approve the second reading of Ordinance 1160. Ayes – 3. Council member Pittman read the ordinance.

A request has been made by US Cellular to located a temporary cell tower in the city to accommodate the large volume of calls we will have during the RAGBRAI event happening here on July 28. A lease has been approved for the parking lot area directly south of the NIACC building. They are also requesting a license agreement be executed for this. City attorney Slotter has reviewed the agreement provided by them. Adequate cell coverage is very important for this type of event, especially for law enforcement. Council member Starr introduced Resolution 75-22 entitled, “RESOLUTION APPROVING LICENSE AGREEMENT BETWEEN US CELLULAR 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, Freeseaman, Pittman. Nays – none

Pay estimate #32 has been submitted for the WRRF project. It is for \$754,281.56 with almost two thirds of this amount being a reduction in the retainage for this project. The remainder of this pay estimate is for paving and site work. Council member Starr introduced Resolution 76-22 entitled, “RESOLUTION APPROVING PAY ESTIMATE #32 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. Nays – none. Mayor ProTem Freeseaman asked when this project is set for completion and Diers replied it was originally due to be done in July. The holdup now is waiting for a piece of pipe to be replaced with an American made pipe and that will take 22 weeks to get here.

Salaries for non bargaining unit employees need to be set for FY23. Council has traditionally given the same increase to non bargaining as what the union employees will be receiving. That is 3% for FY23. There are a few exceptions, such as police, water/street superintendent, public housing and a Foster Grandparent employee. Council member Pittman introduced Resolution 77-22 entitled, “RESOLUTION SETTING SALARIES/WAGES FOR APPOINTED OFFICERS AND NON-COLLECTIVE BARGAINING UNIT EMPLOYEES OF THE CITY FOR THE FISCAL YEAR BEGINNING JULY 1, 2022” and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseaman, Pittman. Nays – none.

An agreement with Circle K for operating the city transit service is ready for renewal. The agreement remains mostly the same except for an increase in the monthly payment to \$5,572.95. Council member Pittman introduced Resolution 78-22 entitled, "RESOLUTION APPROVING RENEWAL OF SUBCONTRACTED TRANSIT SERVICE AGREEMENT WITH CIRCLE K COMMUNICATIONS" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseeman, Pittman. Nays – none.

The agreements with NIACOG for the county and regional transit service are also up for renewal. There is an additional bus included in the regional agreement for non emergency medical treatment riders but the rest of the agreement is the same. The costs for county and regional rides are 100% reimbursed to the city. The city ride costs are reimbursed at 50%. Council member Starr introduced Resolution 79-22 entitled, "RESOLUTION APPROVING TRANSIT AGREEMENTS WITH NIACOG" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Freeseeman, Pittman. Nays – none.

City clerk O'Donnell reported that the next meeting will be a planning session on June 29. The first meeting in July will be on July 6 due to the July 4th holiday.

City administrator Diers reported that he will be gone the rest of the week.

There being no further business, motion by Pittman, second Starr to adjourn. Ayes – 3

DeLaine Freeseeman, Mayor Protem

Attest:

Trudy O'Donnell, City Clerk

