

COUNCIL PROCEEDINGS  
JULY 25, 2022

Charles City city council met in a planning session on July 25, 2022 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following people were present: Keith Starr, Patrick Lumley, Phoebe Pittman and Phillip Knighten. Absent was DeLaine Freeseaman.

Discussion held on a possible ordinance changes for mobile food vendor, solicitors and peddlers permits. We have had a lot of food vendors who have come into the city to do business and have not secured the proper permit. To help encourage vendors to comply with this ordinance, staff is recommending implementing a penalty. The amount that has been included is a flat \$75 across the board. It is also being recommended to increase the application fee to \$5 and include that in the prices listed for each vendor fee. The city requires this permitting process to help keep our residents safe, since we require that each vendor provide proof of state food license inspection. Question was asked on what other cities in our area charge for vendor fees. City clerk O'Donnell will check into that. This will be on the next regular meeting agenda for a first reading.

With the vacation of the section of N. Main Street in front of Pure Prairie Farms building and eventual closure of this section, staff is suggesting renaming the stretch of Lane Street from N. Grand to Main Street to North Main Street. There will be some traffic code changes in this area to allow for no parking, 2 hour parking, right turn only and left turn only to facilitate better flow to Main Street from N. Grand. The no parking section will be in front of North Iowa Sports and city engineer Fallis has talked to the owner about this possible change. He is okay with this and also changing the street name from Lane St. to Main St. We are also looking at installing a sign on N. Grand that would indicate that the new entrance to Main Street is at this intersection. The new right or left turn only changes will initially be done with pavement markings. The south side of the newly vacated Main Street section will be barricaded initially until concrete curbing will be installed to be more permanent. Signs will also be installed to indicate no entrance into the newly vacated section of Main Street, keep right and the other traffic code changes. There will be an addition to the wayfinding sign here that will indicate Main Street can be accessed by turning left or right at the barricades for the vacated section of Main Street. The changes to the traffic code and changing that section of Lane St. to Main St. will be on the next regular agenda for council consideration.

Council member Pittman reported that the park and rec board looked at JEO contract for a pool study and have some questions to be answered. Council member Starr reported that work continues on the ambulance agreement. City administrator Diers added that they are also looking at what it would cost to run the ambulance in house. Council member Lumley reported that the airport continues to work on securing grants for their projects.

City administrator Diers reported that staff is recommending changing the August 1 regular meeting to August 3 due to himself, city engineer and city clerk all being gone on August 1. The library had a leak in their roof and in evaluating this, will be sure that the Mooney collection is properly protected. In looking at this, they discovered that there was some separation in the roof over the Zastrow room, so will address that. There was a small fire at Wildwood Clubhouse caused by a cigarette being thrown in a dumpster. One side of the clubhouse was burnt. A structural engineer will be hired to get a report on the clubhouse. Discussion on possibly closing city hall at noon on RAGBRAI and consensus was that if a city employee wanted to continue working, they could. If they wanted to volunteer, they could and not use comp or vacation. If they did not volunteer and did not work, they would need to use comp or vacation time.

There being no further discussion, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, city clerk

COUNCIL MINUTES  
REGULAR SESSION  
AUGUST 3, 2022

Charles City city council met in regular session on August 3, 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.

Citizen comments – Council member Lumley stated that the landscaping around the new Chautauqua lift station looks very nice.

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

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

Motion by Freeseaman, second Pittman to approve the consent calendar. Ayes – 5. Consent calendar consisted of the following items: renewal of Class C liquor license w/ Sunday Sales and outdoor service for Hot Shots, renewal of Class C liquor license w/ Sunday Sales and outdoor service for Pub on the Cedar, renewal of Class B wine permit for Darbe and payment of claims (including those approved by other boards):

Business of mayor – Mayor Andrews thanked everyone who was involved with RAGBRAI, it was a successful event. Council member Freeseaman also stated he had heard many positive comments about Charles City as he rode RAGBRAI this year.

The arts center has submitted a street closure request for Art a Fest on August 20. It for the same streets they have requested in the past, which are: Jackson and Kelly Streets around Central Park. It is not known if the affected property owners have been notified yet or not. Motion by Starr, second Lumley to approve this request contingent on affected property owners being notified. Ayes – 5

Ordinance 1162 repealing Chapter 75 of the Charles City Code of Ordinances and adopting a new Chapter 75 which amends the provisions of the repealed chapter to provide rules and regulations for the operation of all-terrain vehicles, off road utility vehicles and snowmobiles within the city of Charles City, Iowa was presented for a first reading. This ordinance change will mirror the recent changes in the state code concerning UTVs. They are now allowed to drive on state highways, we have limited the time of operation. We also don't allow them to drive on our bike trail or off road in our parks. Since the state changes were effective July 1, staff is recommending waiving the second and third readings of this ordinance and adopting it tonight. Motion by Starr, second Pittman to approve the first reading of Ordinance 1162. Ayes – 5. Council member Starr read the ordinance. Motion by Freeseaman, second Starr to waive the second and third readings of Ordinance 1162. Ayes – 5. Motion by Pittman, second Lumley to adopt and publish Ordinance 1162. Ayes – 5

Amendments to Steve Diers and Trudy O'Donnell employment agreements have been prepared to compensate for extra time spent on the telecom project. The compensation is for work done up to June 2021. The amount for city clerk is \$1,023 and the amount for the city administrator is \$5,472. Council member Lumley introduced Resolution 90-22 entitled, "RESOLUTION APPROVING AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE CITY OF CHARLES CITY AND CITY CLERK TRUDY O'DONNELL" 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. Council member Starr introduced Resolution 91-22 entitled, "RESOLUTION APPROVING AMENDMENT TO EMPLOYMENT

AGREEMENT BETWEEN THE CITY OF CHARLES CITY AND CITY ADMINISTRATOR STEVE DIERS" and moved for adoption. Second to adopt Knighten. Resolution duly passed on roll call vote as follows: Ayes – Starr, Lumley, Freeseaman, Pittman, Knighten. Nays – none.

As discussed at the last planning session, staff is recommending changing the section of Lane Street from N. Grand to N. Main from Lane St. to N. Main Street. This will fit into the planned reconfiguration of this area due to the vacation and leasing of the section of Main Street in front of Pure Prairie Farms. There will be pavement markings to start out and barricades will be put on each end of the vacated section of Main Street. Once Pure Prairie Farms is done with their construction, a more permanent barrier will be put to keep the public from entering from the south side of the vacated street. Signs will also be erected to show the new traffic controls, such as "right turn only", "left turn only" and "no right turn". There will be no parking in front of Cal's old building and two hour parking limitation in front of North Iowa Lawn and Tractor. Council member Starr introduced Resolution 92-22 entitled, "RESOLUTION DIRECTING AND AUTHORIZING THE STREET NAME CHANGE OF LANE STREET BETWEEN NORTH GRAND AVENUE AND MAIN STREET TO NORTH MAIN STREET" 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. Council member Pittman introduced Resolution 93-22 entitled, "RESOLUTION AMENDING RESOLUTION NO. 35-92 THE OFFICIAL TRAFFIC CONTROL LISTING FOR THE CITY OF CHARLES CITY" 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. City administrator Diers commented that we are looking at a sign to direct people to the new entrance to Main Street when this reconfiguration is done.

Ordinance 1163 AMENDING THE CHARLES CITY CODE OF ORDINANCES SECTIONS 122.04 – APPLICATION FOR LICENSE AND 122.05 – LICENSE FEES, TO INCREASE THE LICENSE FEES FOR PEDDLERS, SOLICITORS, MERCHANTS, AND VENDORS AND TO ESTABLISH A LICENSE FEE FOR FAILURE TO PAY THE REQUIRED LICENSE FEE BEFORE ENGAGING IN REGULATED ACTIVITY was presented for a first reading. This ordinance would implement a \$75 penalty across the board for all of these types of permits for those who don't register with the city prior to conducting business in the city. This is getting more and more common to have to chase down vendors who do not register. Much discussion on the possibility of increasing this penalty amount, so staff will consult with the city attorney to see if there is a limit on what we can do. Motion by Freeseaman, second Pittman to approve the first reading of Ordinance 1163. Ayes – 5. Council member Freeseaman read the ordinance.

A public hearing needs to be set for the clear well project. We have been waiting for the DNR to approve the permit for this project and it was finally received. This public hearing has been scheduled for September 7. The bid documents will be sent out tomorrow and bids will be due September 30. Council member Freeseaman introduced Resolution 94-22 entitled, "RESOLUTION TO PROVIDE FOR A NOTICE OF HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE NEW 1 MILLION GALLON CLEARWELL TANK PROJECT AND THE TAKING OF BIDS THEREFOR" 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.

City clerk O'Donnell reported that the next planning session will be August 10 at 6:00 p.m.

City administrator Diers reported that discussions have been held with Pure Prairie Farms concerning the lease of that section of North Main Street in front of their facility and possible cost share of the reconfiguration of N. Main Street. They would prefer to purchase the street

rather than lease it to make securing financing easier. This will be discussed further at an upcoming council meeting. Work continues on options for EMS, we are getting more definite amounts for operations. Floyd Township is having problems securing fire service and we will try to help facilitate this. The recent RAGBRAI overnight went well. Council member Lumley commented that information will be going to the board of supervisors to make an EMS levy decision. Council member Starr commented that this levy would be for the entire county.

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

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Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk