

COUNCIL PROCEEDINGS  
JANUARY 6, 2021

Charles City city council met in a budget session on January 6, 2021 at 5:30 p.m via Zoom due to the COVID-19 pandemic. Mayor Dean Andrews presided and the following members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present was city administrator Steve Diers, library director Annette Dean and park and rec director Tyler Mitchell.

Mayor Andrews welcomed everyone to another budget season.

City administrator Diers did a short budget information overview.

Library director Dean reviewed the library budget. The library levy of \$.27/thousand is a voted levy. A lot of the re-estimated numbers were reduced due to being closed for the pandemic. The FY22 budget was calculated with the hope and assumption operations would be back to normal by July 1. For building and maintenance, most of the large items have been done, such as HVAC system. Things for FY22 building and maintenance include sign repair, fence paint and fixing a crack in the wall. An increase of \$7500 in operating supplies is for an art re-evaluation. It's been quite awhile since this was done and our insurance agent is recommending this. Library trust accounts have not seen much for interest so those revenue amounts were lowered. Some trusts are restricted as to what they may be used for, such as art items, gardening items and children's books. Mayor Andrews stated that the revenues listed are lower than the expenses, where does that approximate deficit of \$250,000 get funded from? City administrator Diers replied that it comes from the general fund. The city just allocates the funding to the library, they can not specify what it's used for.

Park and rec budget was reviewed next. Revenues include the agreement with CIA, pool admissions, cart shed rental and green fees. Some of these were re-estimated lower due to pool not being open and golf course closed for awhile due to COVID. The hall is also not insulated which can cause the pipes to freeze so no rentals during the winter months. A 2.25% increase in salaries has been calculated for FY22. The park superintendent position was added for FY21, this employee started in September. Tree removal of \$20,000 for FY22 will be covered by one day borrowing. Capital equipment line item includes \$40,000 for rough mower in FY21 and for FY22, there is a top dresser (6000), metal detector (250) and a trailer for mowers (2000). Life expectancy for the top dresser is 15-20 years. Right now, they rent one each year for \$1500, so purchasing this item seems reasonable. Construction line item includes a re estimated amount of \$4000 since the clubhouse siding won't be done. This is due to having too many issues with the building, such as foundation being inadequate. For FY22, there is a bathroom renovation and cart shed renovations. They would like to put wifi in at the swimming pool so that is included in FY22 pool expenses. For the clubhouse, FY22 is budgeted to replace the front door. Leisure Time car rental expense will also increase for FY22. Mayor Andrews asked about the projected loss for the pool and golf course separately. Mitchell estimated an approximate loss of \$30000 for the pool and approximately \$20000 for the golf course. He will get more definite numbers to the council. Park and rec capital improvement fund is funded from 40% of the hotel motel tax receipts. The lower tax revenue has been largely impacted by COVID. The school reimbursed us for half of the cost of resurfacing the tennis courts. Expenses budgeted for FY22 include a master park plan and pool study for a total of \$40,000. Mitchell reported that a committee has been formed with representatives from the school, YMCA and community members to look at a community pool project. A survey will be sent out to the community to see what they would like to see included in this type of project. The committee will then get quotes from pool companies. It was also talked about starting discussions on a rec center partnership with the school and YMCA. To that end, they are looking at holding a two day seminar on rec centers that would cost about \$5000 with all three entities sharing in that cost. For FY21 and FY22, a \$10,000 transfer out to the CW Bridge project is budgeted. These are the first two of five transfers scheduled.

Hotel Motel Tax fund budget was reviewed. These revenues are split between park/rec capital improvement, admin for the city, admin for the Chamber and for tourism grants. We had a \$5500 refund from an entity who did not complete their project that received a tourism grant.

Park and rec purchase reserve fund has a balance of \$40,000 in it that will be used for the purchase of the rough mower. Pickle ball courts have bad cracks and should be totally re-done. Mitchell talked about a new type of surface that might work well here.

Discussion on if the council meeting scheduled for January 18, Martin Luther King Day, should be moved to Tuesday, January 19. We will talk more on this at the budget meeting tomorrow night.

There being no further discussion, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk