

COUNCIL PROCEEDINGS  
JANUARY 15, 2020

Charles City city council met in a planning/budget meeting on January 15, 2020 at 5:30 in council chambers. Council member DeLaine Freesean called the meeting to order and the following council members were present: Keith Starr, Phoebe Pittman and Phillip Knighten. Absent was Jerry Joerger and Mayor Andrews arrived at 5:36. Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Sloter.

An agreement has been prepared to trade our K-9 Jordy in to a trainer to be re-trained for dual purpose service. This trainer will then sell us a new K-9 dog for the vastly reduced price of \$5,000 if we choose to replace Jordy. Jordy is just not working out like we had hoped but did do quite a bit of good things while he was with us. This agreement will be on the next regular council meeting agenda for council action.

A property located at 312 15<sup>th</sup> Avenue has been in discussion for quite some time with the owner. It is a duplex and has been empty for at least 2 years. This is the second of two properties we would like to proceed with the 657 procedure to purchase and demolish the structure. Mayor Andrews arrived at 5:36 p.m. If council approves proceeding with this process, we would ask the court to deem this property abandoned and we will proceed with purchasing the property and demolishing the structure. This will be on the next regular agenda for council consideration.

Ordinance 1142 has been prepared by city attorney Sloter for changes to the current parking lot requirements. We have had several waivers over the past few years and this past fall when we received another one from Jerry Hegvedt, staff was directed to come up with requirements that were less restrictive and therefore be less cost prohibitive to businesses that need to comply. The city needs to prevent gravel from getting into the storm sewer and also provide safe parking for customers at the businesses. City staff, Mayor Andrews and chair of the planning and zoning commission Rick Noah met with Jerry Hegvedt to help develop a plan for changes that would still provide minimum requirements for what the city needs and be less restrictive for compliance. The changes would include a 38 foot section measured from the street that would need to be paved, asphalted or permeable paving installed. The thickness requirements were already lessened in an ordinance that was passed in June 2019. This 38 feet would allow two car lengths to park there on hard surface and would minimize potential of tracking rock on to the sidewalk and into the street. Discussion on how these requirements would fit a parking lot like the one at Simply Essentials, would they be sufficient. Fallis replied that these requirements would be applied to all affected parking lots the same. Much discussion on if we need to look at larger parking lots for businesses such as Simply Essentials differently since their usage is different than just a retail business. No alternative was able to be determined during this discussion. Council member Pittman asked what the council's goal was in these parking requirements, is it more aesthetic or to keep gravel out of the street. Reply was both. Council would like to eliminate most of the waiver requests we have been getting in recent years. Council member Knighten commented that this ordinance change is a start at least, maybe give it a couple years to see how it goes and make changes then if necessary. Right now, the code reads that the issuance of any permit for a business would trigger compliance with the parking lot requirements. These changes can't be enforced on existing businesses until a permit might be applied for by the owner. Staff has started the process of getting RFPs for updating the city's current zoning code. This will be a year long process, so this proposed ordinance would be in effect until the entire code is updated and approved by council. This ordinance is on the next regular agenda for it's first reading. After more discussion, Council member Starr stated he would like to wait on any action on this ordinance by council for two weeks and revisit it at the next planning session. He would like time to really think about these changes. Staff was directed to pull this item from Monday's agenda and put it on the next planning agenda.

The Main Street bridge has had an evaluation done by Calhoun Burns and they have submitted their report on its condition. They have labeled it in fair condition but found some deficiencies they are recommending we address. Soil borings done found that fill inside the arches is loose and needs solidifying. They are recommending injecting some type of polyurethane into to make more solid and fill the voids. Some cracks they found could also be corrected. This bridge is on the national historic register so we need to get approval from the state historical organization and from the corps of engineers. We would like to get this project done this summer, the estimated cost for this is \$260,000. Mayor Andrews asked if the bridge could be painted at the same time. Fallis replied that this would have to be done by a

sub contractor and that we could do an alternate bid for the painting to see what it might cost. Council consensus was to do this so Fallis will contact Calhoun Burns to include the painting as an alternate bid.

The city has received quotes for moving the dirt that's being given to the city from the school for the WRRF project. Low quote was from Baker Enterprises for \$24,750 for approximately 7,000 cubic feet of dirt. This dirt fits in perfectly with our project. We had originally planned on digging out the dirt we needed onsite at the project but the quality of that dirt was unknown. The school dirt has been tested and it fits our needs. Terracon will direct what dirt needs to be hauled to our site.

Fostergrandparent budget was reviewed with director Sarah Merrifield. There have been some changes in line items that are a result of changes made by the federal government in the program policies. A part time recruiter has been hired to help get more volunteers for the program. She has been able to add three more sites into our program already. Stipends line item has decreased due to changes in the volunteer service years. We needed to add line items to account for 1% of Sarah's salary that is earmarked for securing outside grants for our program. According to the Federal grant requirements, this time can not be taken out of that grant so this has been included in the non grant area in the budget. The FGP advisory fund is used to receipt in local grants and to pay expenses that can not be included in the federal grant.

Public housing funds budgets reviewed with housing director Heidi Nielsen. Housing operating budget reviewed first. Dwelling rent line item has a 1.6% cost of living increase for FY21. Salaries here represent 70% of salaries, the remaining 30% is budgeted in the Section 8 fund. Nielsen is suggesting a larger increase for salaries for her employees due to eliminating a position 5 years that has caused more workload for them. Salaries in the operating fund are budgeted to go from \$93,540 in FY20 to \$121,045 for FY21. An increase is budgeted in the staff training line item due to new programs that will require more training. An increase in legal line item is to cover more legal fees for the planned sale of housing property to the school for their ball diamond project. The payment in lieu of taxes line is dependent on rental revenues and utilities and this gets paid to the county. The security deposit fund is money in and money out for security deposits and remains mostly unchanged.

Section 8 fund budget reviewed. This program involves funding from the federal government to go to landlords participating in the program and for help in paying utility bills of the residents on the program. In the last few years, we received enhance vouchers when we took over Comprehensive System's vouchers. The 2018 Rehab Grant fund budget was reviewed. Over the years, we have done about 40 to 50 homes. This is an owner occupied program and each participating home owner can get up to \$24,999 to go toward eligible costs of home repairs. We have six homes in the 2018 grant. The capital project funds are earmarked for the following projects: 2017 is for windows at South Cedar Terrace, 2018 is for part of the transformer project and part for the parking lot/sidewalk project at North Cedar Terrace, 2019 is for the remaining cost of parking lot/sidewalk work at North Cedar Terrace and the 2020 fund is earmarked for refrigerators at both North and South Cedar Terrace.

More general fund departments budgets reviewed. Council/mayor line items include \$3250 for updating to Ipads for council use at meetings. The rest of the council expenses are pretty much the same for FY21. Engineering line items include a 3% salary increase. Contracted services line item includes costs for bridge inspections. Capital equipment line item for FY21 includes purchase of a new receiver for the GIS program. The current receiver program is old and is no longer supported. The new software will upload information to our GIS program automatically. It can also be used for our upcoming sidewalk inspection program to track that data. The airport payment line includes the usual payment of the airport levy we utilize plus payments toward the taxiway project there. There is an immediate payment include of \$16,666 in the re estimated FY20 amount and FY21 includes the first of ten payments of about \$9500 that will help the remaining deficit in funding. The deficits are being shared equally among the city, the county and the airport authority. Our payments will be funded with one day borrowing receipts. The funding for Floyd County Community Foundation will be discussed during outside agencies requests on January 30. The planning and zoning line items include \$25000 in FY21 for revamping the city's zoning code. The building line item in the 401 N. Main department has \$60,000 in FY21 for the proposed window/door/remodel project. This project was supposed to be done in FY20 but we were unable to get any contractors to bid on it. So we will re-bid it for FY21. The payments to others - TIF includes payments to ADC, Main Street, Cultural/entertainment and Façade projects and legal fees for TIF projects. These

will be certified in their respective TIF districts and the city will get reimbursed for them once the taxes are received.

Emergency fund is where we receipt the \$.27/thousand emergency levy and those funds will then get transferred into the general fund at the end of the fiscal year.

Employee benefits fund is funded by the employee benefits levy. It is used to pay for all employee benefits for general fund and road use tax salaries only. This levy will be determined once we get further in the calculation of all the other levies.

The TIF fund budgets were reviewed. SW Tif fund is being slowly spent down. Valero payments here will be done in FY20 and the Trelleborg payments will be done in FY22. South Grand TIF fund has the Molstead development agreement payments included and also the certified site purchase loan payments included. East Park TIF has expired Park Avenue TIF is winding down with only 2 years left on it's life.

There being no further business, the meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk