

COUNCIL PROCEEDINGS
FEBRUARY 14, 2018

Charles City city council met in a planning session on February 14, 2018 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Dan Mallaro and Michael Hammond. Also present was city administrator Steve Diers, city attorney Brad Sloter and city engineer John Fallis.

Discussed changing our meeting schedule since the conflict with the second Monday of the month is no longer an issue. Will leave it the same for now.

Jonathan Reece from TNT Fireworks was present to discuss use of the HyVee parking lot for the sale of fireworks this summer. There are two different options for location of the tent: 1-in the area south of the store where the garden center used to be and 2- in the southwest corner of the lot across from First Security bank. Concern raised over the amount of people who use this lot and having this tent located right in the middle of all those cars. Since HyVee requests the tent be located at least 150' from the store, the garden center location probably won't work so that leaves the second option. Concern voiced over having it that close to the bank and council requested that the bank be talked to again about this location to be sure they are comfortable with it. City attorney Sloter asked if HyVee would be the one to rent this area and then sub lease it to TNT. Jonathan replied that he would do this the way the council prefers. Council member Freeseaman wanted the city insurance agent to weigh in on the insurance policy provided to be sure the city is covered. TNT would connect with a local non profit to actually run this operation and those people would be trained by TNT to handle the fireworks. This item will be on the next regular agenda for council consideration once the additional information requested is submitted.

The status of the building at 201 and 203 N. Main was discussed. It has been named to the endangered building list by the State Preservation Associations. A walk through was done of this building last summer by a structural engineer but findings were inconclusive without drilling into the walls and inspecting structural items. The estimate to conduct this type of inspection is \$5,000 to \$7,500. It is unsure if the owner would contribute toward the cost of this so the city may end up paying for all of it. If it's found to be structurally safe, that would be the end of it for now. If not, the city could pursue with the owner to get it fixed. The city would not be able to assess any of the inspection fee to the property. But if it is found to be structurally unsafe, city could force the owner to fix it or else abate the nuisance ourselves and lien those costs on the property. Discussion on other buildings on Main Street that may also need some work, should we do them all at same time. Council member Starr had some reluctance in using this approach since the owners all are receiving income from these properties and should step up. Mayor Andrews stated that this entire block is considered historic so losing one building here would affect the entire block. City staff needs to sit down with the building owner to talk about this to see if she would agree to the structural inspection.

The street project on Riverside and Illinois was discussed. This project will involve securing some more right of way and staff has been in discussions with Joe and Lori Nettleton to purchase approximately 1000 sq ft from them for this. The city would pay all the fees associated with this transfer of the property. This item will be on the next regular agenda.

City engineer John Fallis is recommending application for TAP funding for the Charley Western Trail bridge. This funding is available for rec trails but not for regular bridges. Calhoun Burns has identified 3 different bridge style options for this construction and recommendation would be for a concrete beam bridge. This would be maintenance free, be able to carry a large vehicle load so our fire truck and ambulances could utilize it in an emergency and would also allow for observation "bump outs" to be built along it to hold benches, etc. City engineer Fallis commented that there are a lot of roadblocks to getting federal funding for a roadway bridge so a rec trail bridge would be more feasible at this point. Council liked the idea of the bump outs. The type of bridge and cost estimate need to be included on the TAP application. Calhoun Burns would do the preliminary design.

Calhoun Burns and Associates prepared the plans and specs for the Charley Western Trail bridge demolition with bids for this project being opened January 29. Their services ended with the bid opening.

Calhoun Burns has prepared a supplemental agreement for construct phase services for this project to include on site observation during the demo, arrange and lead a preconstruction conference, determine and verify quantities, prepare monthly payment requests, attend a punch list and final inspection meeting with city staff and provide a final acceptance letter for city council action. A not to exceed amount of \$60,000 has been set for these services. This agreement will be on the next regular agenda for council consideration.

Calhoun Burns and Associates has also prepared a supplemental agreement for the First Avenue Bridge improvement project. They had prepared the preliminary plans and specs and their services ended with the bid opening, which was done January 29, 2018. The supplemental agreement would be for construction related engineering services to include on site observation, determine and verify quantities, prepare monthly payment requests, final inspection and provide a final acceptance letter for council action. A not to exceed amount of \$55,000 has been set for these services. This agreement will be on the next regular agenda for council action.

Requests for proposals were sent out to six CPA firms for the city's next three audits. State of Iowa replied back that they weren't able to submit a proposal. Gardiner Thomsen and TP Anderson from Humboldt returned proposals. Gardiner Thomsen has been doing our audit for the last several years. Their bid was \$19,500 for each of the next three years. TP Anderson bid \$14,000 for FY18, \$14,800 for FY19 and \$15,550 for FY20. We have always been very happy with Gardiner's work. The cities we called that had used TP Anderson's were satisfied with their services. This will be on the next council agenda for consideration.

The final draft of the FY19 budget was reviewed. Levy is set for \$15.83178 for FY19 which is an increase of .016 from current levy. Public hearing needs to be set for the FY19 budget and that will be March 5 and be submitted to the state no later than March 15.

The Communications Board met this past Monday to discuss the dispatch center. The board voted 3-2 to include the dispatch center in the plans for the new jail.

City administrator Diers commented that Charley Thomson will be at the next workshop to update the council on McQuillen Place project. The police department was able to populate a renewal letter to all registered dog owners and that will be sent this week. Question on status of the request from Dollar Tree on improving the alley there and there has been nothing done to date.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, city clerk