

COUNCIL PROCEEDINGS  
FEBRUARY 16, 2022

Charles City city council met in a planning session on February 16, 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, city engineer John Fallis and police chief Hugh Anderson.

Mayor Andrews reported that he has spoken at a couple of groups about the upcoming local option sales tax referendum and he encouraged everyone to get out and vote on March 1.

**Mark Wicks, Chamber director, presented the revised Façade guidelines as discussed at previous planning session.** It has been changed to add the following language: Upon satisfactory completion of a **project, an applicant may apply for additional Façade Improvement Grant funding for the same property** as long as the project is substantially different from the previous one. Applicants will be limited to no more than \$15,000 overall for multiple grants in the same fiscal year (July through June). This will be on the next regular agenda for council action.

Wicks then presented a review of the historic preservation commission's activities as per the requirements of the certified local government program. They have recently added a student member of the board which has been very successful. This student member can not vote. They are exploring the possibility of having the Charles Theater listed on the national registry but this would ultimately be up to the owners of the theater to pursue. They are looking for new members of the commission with the recent resignation of two of their members. Council member Knighten asked if a person was required to live within city limits to be on this commission. City clerk O'Donnell will find this out and let the council know.

Tami Vetter, representing Charles City Rotary, presented a request for street closures for the car show on July 9. They would like to close Main Street from Riverside Drive to Clark Street and then between Clark Street and Ferguson (leaving the Clark Street intersection open). The cars will be parked on Main Street from Clark to Ferguson with any overflow going on Main Street south of Clark Street. They have met with the retailers along this route. Plans are to partner with the Chamber on the BBQ Challenge that day, which will be held on Blunt and Kelly Streets along Central Park. Question on whether the crossing at Clark Street by pedestrians would be any concern. Vetter stated they could move everything north a block to alleviate any issues with that. Chief Anderson stated that it should be okay the way it is. This will be on the next regular agenda for council action.

City engineer Fallis discussed an application to Transportation Alternatives Program for extending the bike trail along 11<sup>th</sup> Avenue beside the moved depot. We applied for this project last year but were not awarded. With the depot now moved to it's new location, that should make our application stronger and more apt to be funded. The hope is to have the depot be a trail head with public restrooms. This is a Federal program with 80% being funded and the city responsible for the remaining 20% of the estimated \$290,000 cost. A resolution needs to be passed showing the council commitment to the funding and also to maintaining this project for 20 years after completion. The city park and rec department would maintain the public restrooms once they are constructed by the depot committee. Our share of this project would come from the General Fund.

City engineer Fallis discussed the 2022 street paving project. The streets to be included are: Riverside Drive from Joslin to Johnson, Leland Avenue from Riverside Drive to Clark Street, Riverside Avenue from Kellogg to 300 feet west, Kellogg from Hart Street to 250 feet north and Eighth Avenue from J Street to L Street. Some will be reconstruction and some will be new paving on gravel streets. To provide flexibility, there will be a base bid and two alternate bids. If the prices are favorable, we should be able to do all of the bids. If prices are too high, we can then pick the bids that will fit into our budget.

Fallis then reviewed the 2020 Storm Drainage Improvement project. This work included correcting some drainage issues at the Art Center, a storm sewer extension on S. Grand near Comet Bowl and a diversion ditch in the 500/600 blocks of J Street. Kamm Excavating was the general contractor on this project. The final cost was \$241,131.00 which is 3.8% higher than the original bid. The over run was due to a conflict with a gas main with the work done on S. Grand and some additional pipe needed on the J Street work. This project is ready for acceptance and approval of the final payment. This will be on the next regular agenda for council action.

The agreement with GHD for monitoring and maintenance services at Shaw Avenue dump site needs to be renewed. These costs are shared 50/50 with Zoetis and are part of the requirements set by the EPA for this superfund site. The levels of contamination here are steadily decreasing, so we are making progress. The annual fee for GHD's services is \$10,650 making our share \$5,325. This will be on the next regular agenda for council action.

The council recently had a resident attend a council meeting to request waiving the snow removal fee on her sidewalk. There was still quite a bit of snow and ice left on the sidewalk after the contractor was done. City clerk O'Donnell contacted our contractor and discovered that, due to the extreme cold weather, the removal was delayed a few days. There was a warm up that caused the snow to melt and then freeze down, making standard removal very difficult. Discussion on the language used on the door hangers, is it clear enough for people to know what they need to do to be in compliance with the code. It states the sidewalk needs to be cleared, which means the entire width and length of the sidewalk, not just a small path like was done by the homeowner in this instance. The hanger does have a name and phone number to call if there are any questions.

City administrator Diers reviewed the ambulance bay remodel project that is complete and ready for city acceptance. This project involved constructing 5 rooms in the south end of the fire station to be used by the ambulance for offices and dorms. A storage area was built and HVAC systems were installed. Change orders amounting to \$22,000 were issued with the final cost coming in at \$162,609. The architect recommends acceptance of this project and final payment of \$8,130.48. This item will be on the next regular agenda for council consideration.

City administrator Diers reported that a flag design committee meeting was held today and they are working on narrowing down to 3-4 designs to be submitted for public input. With RAGBRAI coming back this summer, council should decide if the city will be the fiscal agent again for the revenues and expenses for this event. We will have this on the next regular agenda for council consideration. The Iowa Rural Summit is coming up in Ames and we usually have someone from the city attend this conference. The Lexipol police policies/procedures will be sent out to councilmembers Starr and Knighten to review prior to presenting to the city council. This will be on the next workshop agenda for council to review. Council member Pittman reported that the park and rec board is discussing what to do with the city pool. Council member Freeseaman asked if the city ever clears the snow from the bike trail. Reply was that Tyler Mitchell had consulted with former park and rec director Steve Lindaman and was told that the trail is only 2" thick so it wouldn't hold up to the equipment that would be used to clear the snow, would cause too much damage.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, city clerk

