

COUNCIL PROCEEDINGS
MARCH 13, 2019

Charles City city council met in a planning session on March 13, 2019 in council chambers immediately following adjournment of a special meeting at 6:00 p.m. Mayor Dean Andrews presided and the following council members were present: Jerry Joerger, DeLaine Freeseman, Dan Mallaro, Michael Hammond and Keith Starr. Also present was city administrator Steve Diers.

Design for the 401 N. Main project was reviewed. Mark Moine, from Martin Gardner Architecture, was present to answer questions on the designs. The doors and windows there currently have a tendency to freeze shut in the winter and need to be replaced. The heating and cooling was replaced a couple years ago but now the building itself needs to be made more efficient. Plans are to incorporate a visitor's information center in the design as well. A hotel motel grant has been awarded for this project for \$10,000. The existing vestibule would be removed since it's not handicap accessible and revamping it to allow for racks with visitor information. The Main Street exterior door would remain open 24/7 to allow access to the visitor information but the inside door to the building would be locked after hours. The rear door will be replaced with an aluminum door. Need to re-route the main return air grills because they are located right next to the vestibule. Carpet that needs to be cut out will be replaced, 24 hour lighting will be put in the vestibule and existing woodwork around the windows will be refinished in place. The windows will be replaced and will be as big as the current ones. End of August is estimated substantial completion deadline.

Sidewalks for 4th Avenue street project discussed. This street is actually a state highway and the DOT will let this project the fall of 2020 with construction to be done in 2021. This will encompass from N. Grand Avenue and end at Superior Lumber on the east side of the city. We had asked the DOT to do a TEAP study at the intersection of N. Grand and 4th Avenue because we lose a lot of traffic lights there from trucks turning too short. Research and testing will be done to determine whether a full replacement or just an overlay will be done. They want to know what the city's preference is as far as additional sidewalk that should be included in the plans for this project. There are three sections where sidewalk can be added. The city would have to pay for these sidewalk sections but the DOT would include them in the plans. Most agreed that two of the sections would be worth installing but the third one was not as necessary. We will still ask the DOT for all three sections as options for this project but we may delete one of them when it comes time to award the contract.

Park and rec director Steve Lindaman is retiring toward the end of May. This position should be advertised soon so that the new director would have the opportunity to work with Steve for a short time to learn the ins and outs. Some members of the park and rec board were present to discuss this position and what it should entail. Staff is looking for some feedback from the council on what they would like to see included in these job duties. At budget time, the council elected to not add a full time park supervisor and to wait until the director was hired to make a determination if that was needed. The park and rec board is hopeful that more emphasis can be made on expanding recreation opportunities in the city. This might be done by having a summer intern focus on the recreation area. They would also like to see the new director to take some time in assessing what currently is done in Charles City to see what is working and what isn't before making a lot of changes right away. Council needs to decide exactly on what they are looking for in this position before it's advertised so we hire the right person for the job. This director job has really expanded over the years and it may be time to look at a different direction. Mayor Andrews had to leave the meeting at this time. The board thought it was very important that the cooperation between the school and the city be fostered and maintained, especially with the construction of a sports complex the school is pursuing. Also maintain the relationship we have with the City Improvement Association. City administrator Diers asked that one or two of the park board members sit in on the interviews for this position to help with the hiring. We are hoping to have a director starting on the job by the middle of May.

Changes to the tree trimming ordinance were discussed. It would allow abutting property owners to trim the trees in the city ROW without being licensed or bonded. Current code requires that all trimming be done only by licensed and bonded tree trimmers. Question on including "roadway" in the language rather than just state "right of way". City administrator Diers will consult with the city attorney on this language.

New language will also allow for the city to inspect the trimming and hold the property owner accountable for it to be done correctly. This will be on the agenda for Monday's meeting.

City administrator Diers reported that the most recent prediction for the Cedar River is a crest of 12 feet, which is very minor flooding for us. Iowa Rural Development Summit is coming to Grinnell in April with Jim Erb, Tim Fox and Steve Diers attending for Charles City. A broadband meeting was attended in Urbandale recently by two broadband commission members and Steve Diers. Information on an ice breaker for the street department had been distributed to the council for their review. Nuisance property list is being drafted by staff and will be finalized and prioritized for council review soon.

There being no further business, meeting was adjourned by Mayor Pro Tem Joerger.