

COUNCIL PROCEEDINGS
MARCH 23, 2020

Charles City city council met on March 23, 2020 at 6:00 p.m. Council members Keith Starr, DeLaine Freeseaman, Phoebe Pittman, Phillip Knighten and city attorney Brad Sloter attended remotely using Zoom software due to the COVID-19 pandemic mandate that no more than 10 people be attendance at a meeting at the same time. In the council chambers were Mayor Andrews, city engineer John Fallis, park and rec director Tyler Mitchell and city administrator Steve Diers.

Mayor Andrews thanked council member Phillip Knighten for his help in developing an informative brochure to be utilized by the census committee. They plan to make it available at various locations around the city to encourage our residents to register with the census.

The next meeting of the telecom board of trustees will be March 31 and will be done remotely. Some topics of discussion include the shared services agreement with the city and the business plan. City attorney Sloter stated that the shared services agreement was drafted by Dorsey Whitney law firm. Code states that city staff time spent on telecom matters be tracked and be reimbursed to the city by the telecom. This agreement will likely be on a city council agenda in April for council consideration. The telecom is purchasing 813 N. Main and will be accepting that deed at the March 31 meeting. The city will be purchasing this and will be reimbursed by the telecom through loan proceeds. The city will have to accept the deed to this property in April since the telecom can not own property. City administrator Diers stated that city staff will get in to the building as soon as they can to assess it. Sloter stated that he has been in contact with the city insurance agent Bob Ingram and he will have this on city insurance on April 1. This insurance expense will not be reimbursed by the telecom.

A facade application has been submitted from Dental Center. Mark Wicks, attending the meeting remotely, stated that they plan to replace back overhead apron and put in steel panels They also plan on replacing the wood shakers with steel panels like the ones on the Sutton building. They are asking for \$5,472 which is half of the total cost of the project. This application will be going to the design committee on April 9 and be on the April 20 council agenda for consideration.

Wicks also informed council that an annual report for historic preservation was included in their packets for this meeting for their review. This is something that the state historical preservation office now requires be done. Council member Pittman asked that with Wildwood Park being on our historic registry list, does this include the clubhouse or can we separate out the clubhouse and leave the historic bridges on the registry. Wicks will need to ask the state office on this.

Park and rec director Tyler Mitchell discussed securing deprecation tags for a deer hunt this fall again at Wildwood golf course. He has been talking to the DNR about last fall's hunt and concluded that the fact that hunters had to use their own state issued tags rather than get a deprecation tag was probably the reason we had so few hunters apply. There are two options for deprecation: city wide or just Wildwood. Consensus was to just do this program at Wildwood. We have to prove a certain amount of damage being done and we have several pictures from last year showing the damage and should be fine. This application to the state needs to be done by May 1 and it would only be for antlerless deer. Mitchell will work with the DNR to get a total number of tags we will issue.

A dissemination agreement has been received from Baird for any debt issuances we do through their firm. They would prepare the required yearly ongoing disclosure reports for a not to exceed amount of \$2000. This will be on the next regular agenda for council consideration.

Planning and zoning reviewed proposals for re-writing our zoning ordinance at their March 2 meeting. The scope of services for this project include: reviewing the existing code and amendments, ensure the new code meets the recently approved comprehensive plan, inform and receive information from the public, prepare a new user-friendly ordinance, assist staff with implementation of the new code and prepare a new subdivision ordinance. Five proposals were received as follows: Kendig Keast \$165,090; Marvin Planning Consultants-\$25,000; RDG Planning and Design - \$48,500; Ristroph Law, Planning and Research - \$62,350 and Snyder and Associates - \$44,963. The planning and zoning commission

selected RDG and Marvin Planning as their top two firms. They are recommending to council to accept the proposal from Marvin Planning. City engineer Fallis called references from other cities on both firms and found both were good. Mayor Andrews asked if there was any concern that Marvin was an out of state firm, would they be able to draft using Iowa laws? Fallis replied back that this firm had done this same project with Sergeant Bluff in Iowa and others, so he thinks that won't be an issue. This item will be on the next regular meeting for council consideration.

Purchase of new council work books discussed. Most of the ones currently being used are getting quite old and unreliable. Options include Ipads or Ipad pros, which would be easy to operate but also quite a bit higher in price. Council member Pittman likes having the option of using a touch screen or a keyboard and Council member Freeseaman would not like to have a screen any smaller than the current ones. City administrator Diers reminded council that if they chose to use their personal computers that all the information on them would be subject to the open records law and would be subject to review. Diers will do more research on models available.

City administrator Diers reported that the original drainage project that had been bid but then had to be put on hold pending receipt of some property owner easements is now ready to go back out for bid. City hall staff will be splitting shifts starting tomorrow to keep social distance. He is also in discussions with the union about relaxing the overtime restrictions during the COVID-19 pandemic. City will ramp up efforts to encourage the public to practice social distancing and to keep them informed of any recent changes in procedures. Mayor Andrews stated that some mayors across the state are asking for efforts to get the governor to put shelter in place mandates in effect. Diers commented that the transit buses are separating passengers to maintain the 6' distance and are disinfecting the buses after passengers disembark. The safety coordinator agreement needs one minor change pertaining to insurance so this will be on the next regular agenda for council action so that they can start advertising for this position.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk