

COUNCIL PROCEEDINGS
MAY 15, 2019

Charles City city council met in a planning session on May 15, 2019 at 5:00 p.m. at Wildwood golf course. Mayor Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Michael Hammond and Dan Mallaro. Also present were city administrator Steve Diers and city engineer John Fallis.

The meeting started with a tour of the course to see new projects completed and some areas that still need work. The business part of the meeting started at 6:00 in the social hall at the clubhouse.

Mayor Andrews was involved in discussions with property owners in the SW TIF district about the drainage issues there. We need to get costs of this project before we can go to the owners there for financial help in funding this. There should be a new engineer proposal in July and the Sw TIF board will meet then to discuss it. The trees and shrubs in the open area near the CVTC and the four lane highway should be cleaned up. The city doesn't have the right equipment to do this so a quote was received from Hillegas of \$600 to do this.

Steve Lindaman, park and rec director, informed the council that Tyler Mitchell will start his duties as the new park and rec director on May 23. It's been busy getting the pool ready to open, it will open Memorial Day but then closed the rest of the week due to school still being in session. Mayor Andrews asked if there would be any benefit to having the Y operate the pool. Lindaman replied that this had been discussed but the Y wasn't interested at the time. But this could be done. Tyler will be sent to get his pool operator certificate this summer.

A new mower for park and rec has been budgeted for FY20 and he has received two quotes on mowers. He is recommending purchasing a Toro model from MTI for \$22,048.70. The department already has a similar Toro unit so the parts would be interchangeable. This purchase was budgeted for \$24,000.

A sidewalk and parking lot repair project is planned for North/South Cedar Terrace to eliminate any tripping hazards and add more parking at North Cedar Terrace. There were units converted to be handicapped accessible there and there is no parking lot. An engineer is needed to take a survey of the sidewalks. They don't want to cut down any tripping hazards and plan on either replacing or jacking up any defective areas. An RFP was sent to 4 firms and three were received back. The housing board will review the bids tomorrow and make a recommendation for the council meeting Monday night. Staff will be recommending accepting the bid from SEH for not to exceed amount of \$22,900. Even though this is higher than the lowest bid of \$22,500 from Veenstra and Kim, the services include more items such as unlimited on site visits with no extra cost whereas V and K had limited visits with extra ones costing more.

The audit contract for housing with Collins and Associates is completed and Heidi would like to renew the contract for another three years for \$7,100/year. This firm has worked well with the housing staff and has done a great job the past three years.

The electrical service upgrade project was bid out and only one bid was received. The architect asked some of the plan holders why they didn't bid and most were just too busy to submit. Stanton Electric was the only bidder and their base bid came back at \$317,926 and the alternate bid for security lights came back at \$66,036. The engineer estimates were \$326,000 for the base bid and \$71,500 for the alternate. The residents will be without power for maybe two hours while they are switching the service over. The bidder said they would provide a generator if needed.

We have received notification from Banker's Trust that they have sold off their paying agent/escrow portion of their business to UMB. We utilize Banker's Trust as paying agent on several of our bonds. This will require council action to approve this transfer of paying agent to UMB and will be on the next regular agenda.

The city has recently purchased Outlot C located in Allied Subdivision from Allied Land Development Co. in exchange for releasing the performance bond that would require construction of a cul-de-sac to finish off this subdivision. The school has expressed interest in purchasing a portion of this parcel to allow for

changing Comet Drive configuration to accommodate construction of new ball fields. It has been discussed that the school would just pay for all the legal fees to transfer this property for the purchase. They are needing an approximate 50' by 200' area and would square this off to make it easier for definition. The school needs to do the topography and get more specific dimensions so that the city attorney can get a legal description and prepare all of the necessary documents. These will be regulation size ball fields and the school is trying to keep the costs down as low as possible.

Mayor Andrews commented that he has received a request from the county for the city to approve an adopt a highway application from Winnebago for the street that goes by their facility. Since some of this is in city limits, they would like city approval of it. This will be on the next regular agenda for council action.

City engineer John Fallis reviewed the ADA transition plan that is required by law. A survey needs to be done of accessibility of all of our facilities and a grievance procedure needs to be established. A sidewalk inspection program would be part of this. After inspection is complete, homeowners will be notified of any deficiencies and what needs to be done to correct them. We have about 1100 blocks of sidewalks and if we inspect 72/year, it would take us 15 years to get through all of the sidewalks. We would start with the older areas in town because their sidewalks are typically older and in more poor condition. City engineer John Fallis is recommending starting with this 15 year plan and we can always speed it up if we have the opportunity. We would also look at areas where there are sections missing and new installation is **required to complete a section of sidewalk. The amount of deviation allowed would be ¾", not ¼"** as previously discussed. Council members Starr and Freeseaman agreed that we should really focus on areas where there is no sidewalk and maybe try to get them done, there are more missing links out there than should be allowed. The schedule is to have the sidewalks inspected in the fall, give the homeowners one year to fix and/or replace the defective areas and if not done, the city would do it and assess the costs to the property. Staff will send out direct mail to the area we will be inspecting so the homeowners know it's coming and can take care of their problem areas prior if they choose.

An ordinance amending the sidewalk regulations has been prepared and is ready for council consideration. Currently, a license and bond is required for anyone installing sidewalks. This amendment would allow a property owner to do their own sidewalk without a license or bond. However, this change would not cover the driveway section of a sidewalk. This would still require a bond for that type of installation/repair. Any sidewalk repair/installation would still require a city inspection to be sure the proper requirements are being met. This will be on the next regular agenda for council action.

The city has received a request from a resident on Hildreth to allow use of a golf cart for him to get to his car which will be parked the closest side street due to the construction being done on the street in front of his residence. He lives in the middle of the block and due to a health issue, he can not walk very far. The city attorney has drafted an agreement for council to consider that would allow this. One requirement would be a note from the doctor stating this is a medical necessity and use would only be allowed during the construction. The agreement states that the city will provide the golf cart but council consensus was that the city would allow the use but not provide the cart. This agreement will be changed for that and be presented to council for action at the next regular meeting.

A request for a change order for the Riverside/Illinois street reconstruction project has been submitted by the contractor, King Construction. The old city storm maps were erroneous thus causing issues when the excavation was done and they weren't located where they thought. There were also issues with flooding during construction which added extra costs. The change order submitted from King Construction was \$53,000. The city responded with a \$37,000 amount and a counter offer of \$46,122 was sent back from the contractor. City staff is recommending acceptance of this amount.

City administrator Steve Diers reported that he attended the ICMA regional conference last week and attended a nuisance conference today in Coralville. We are still looking for substitute drivers for the city transit service. These drivers need a Class C license with passenger endorsement.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, city clerk