

City of Charles City City Council Agenda Council Chambers, City Hall

1. Meeting Date And Time

- A. September 6, 2016 Regular Session 7:00 P.m.

2. Call To Order

3. Citizen/Public Comments (Limited To 5 Minutes Per Comment)

An opportunity for citizens, groups or representatives or organizations to address the Governing Body on any issue which is not on the agenda

4. Mayor's Welcome

5. Consider Approval Of The Agenda

Discussion
Motion

6. Consider Approval Of The Minutes

- A. Minutes Of The August 10,15,And 22 Meetings
Discussion
Motion

Documents:

[MINUTES.PDF](#)

7. Consider Approval Of The Consent Calendar

- A. Consider Approval Of Special Class C Liquor License W/Outdoor Service And Sunday Sales For HyVee Fro Farm To Fork Dinner September 25th
- B. Consider Approval Of Renewal Of Class C Liquor License W/Sunday Sales For Lucky Dragon
- C. Approve Filing A Lien For Unpaid Utility Bill: Acct 5007370007 \$180.82.
- D. Payment Of Claims

Documents:

[CLAIMS SEPT 6.PDF](#)

8. Business Of The Mayor

9. Petitions, Public Hearings, Communications, Awards And Requests

- A. Public Hearing On 2016 House Demolition Project

- i. Open Hearing

- ii. Filing Of Affidavit Of Publication-8/26/16
- iii. Written Comments Or Objections
- iv. Oral Comments Or Objections
- v. Close Hearing
- vi. Consider Resloution 65-16 Approving Final Plans And Specs And Awarding Contract For 2016 House Demolition Project
 - Discussion
 - Motion

Documents:

[9A.PDF](#)

- vii. Consider Resolution No. 66-16 Awarding Contract
 - Discussion
 - Motion

Documents:

[66-16.PDF](#)

10. Ordinances And Resolutions

- A. Consider 3rd And Final Reading Of Ordinance 1096 Amending Section 136.04 Pertaining To Sidewalks
 - Discussion
 - Motion
 - Consider motion to adopt and publish Ordinance 1096
 - Discussion
 - Motion

Documents:

[10 A SEPT 6.PDF](#)

- B. Consider Motion To Approve Revised Language For Facade Program
 - Discussion
 - Motion

Documents:

[10B.PDF](#)

- C. Consider Motion To Approve Revised Language For Cultrual And Entertainment Grant Program
 - Discussion
 - Motion

Documents:

[10C.PDF](#)

- D. Consider Resolution 67-16 Accepting 2015 Water Main Project And Approving Final Payment

Discussion
Motion

Documents:

[10D.PDF](#)

- E. Consider Motion To Approve Installation Of Superhero Parking Sign In HyVee Parking Lot

Discussion
Motion

Documents:

[10E.PDF](#)

- F. Consider Resolution 68-16 Approving The Designation Of A School Zone On Salsbury Avenue And First Avenue At The Charles City High School/Middle School Campus

Discussion
Motion

Documents:

[10F.PDF](#)

11. Other Business

- A. Miscellaneous Correspondence
- B. Attorney's Report
- C. City Clerk's Report
- D. City Administrator's Report
- E. Board, Commission or Committee Reports

12. Adjournment

COUNCIL PROCEEDINGS
AUGUST 10, 2016

Charles City City Council met for a planning session on August 10, 2016 at 7:00 p.m. Mayor James Erb presided and the following council members were present: Keith Starr, Jerry Joerger, Michael Hammond and Dan Mallaro. DeLaine Freeseaman was absent.

Jeff Doty, BroadNet Connect, was present to review a proposed fiber optic loop in the city. The city has previously installed a loop and a new business in town would like to connect to that existing loop. Doing this would create a lateral line and creating a loop would be much more beneficial. One suggestion has been to install a line from this new business, down Main Street and connect back in to the original loop. The business would pay for their portion of this installation and the remaining would be the city's portion with other businesses possibly sharing in that expense. This proposed complete ring would cost approximately \$89,000. The new business' share would be about \$28,000 with the remaining amount of \$61,000 to be funded by the city and other possible Main Street businesses. The original loop was funded in part by a Federal grant but that would not be an option now. The city is currently exploring the possibility of starting up a telecommunications utility and if that does come to fruition, this added loop would have fiber available for the city to utilize. If the city declines to participate at this time, the new business would go ahead and install their lateral line and we would lose some economies of scale if we decide later to complete the next loop. Mayor Erb stated that we need a definite timeline of this project and some expert advice in order to make an informed decision.

Mark Wicks, was present to review a request for use of the cable stayed bridge for a Farm to Fork dinner event on September 25. They are partnering with various entities and businesses around town to serve a sit down dinner on the bridge. A liquor license has been applied for this event and the city's insurance agent has recommended getting an additional insured endorsement for this event. This item will be presented to the council for formal approval at the next regular council meeting.

The language in the Façade and Cultural/Entertainment grant programs has been reviewed and some changes are being recommended. The Façade applicants will be approved by council upon recommendation from the design committee. It currently has a 24 month time frame, it is being recommended to change that to 12 months so that the projects don't drag on. Council agreed with this. Council would like to leave the requirement that a consultation is done with the state Main Street design consultants and that a consultation via email is satisfactory. Adjacent sidewalk repair/replace for this program will remain ineligible as well as non-emergency roof repairs. If leaking can be shown, an emergency roof repair would qualify.

Cultural and Entertainment grants are approved by the steering committee since they are appointed by the council. Recommendation is to change the length of time for completion to 12 months from 24 months. Also do these on a case by case basis as submitted and have no deadline to apply as long as funding is available.

The lime sludge agreement with MBS might be back to square one. The agreement stipulates that the produce can be refused by MBS and they have already told us the product is not dry enough for their use. Staff will explore other possible users of this product that might use different methods of application to allow for a wetter product. If none can be found, we may be forced to either dry the product out more or else just contract with someone to haul the product away as is and dispose of it. Staff will continue to work on this issue.

The developers of Parkside Development are requesting an amendment to their PUD. They would like to do some 3 bedroom homes and also be able to increase the size of the lots. City Administrator Diers does not recommend allowing the larger lots but thinks the 3 bedroom request would be okay. This will have to go before planning and zoning once the requested changes are submitted and go through the process of changing the zoning. Council member Starr recommended that the total of the 3 bedrooms not be allowed to be upstairs, need to have at least one downstairs.

City Administrator Diers reported that the house the city purchased on Clark Street needs to be torn down. We have been waiting while we pursued purchasing the adjoining property so that all the structures could be demolished at once. But we have received no response from the adjoining property owner, so staff is recommending demolishing the structure the city now owns. Participation in the regional study for broadband will be discussed. Mayor Erb also commented that at the joint entity meeting tomorrow morning, discussion will be held on prioritization of all projects within the city. There being no further business, meeting was adjourned.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL MINUTES
REGULAR SESSION
AUGUST 15, 2016

Charles City city council met in regular session on August 15, 2016 at 7:00 p.m. in council chambers. Mayor James Erb 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, city engineer John Fallis and assistant city attorney Brad Slotter.

Citizen Comments – none

Mayor Erb welcomed everyone to the meeting.

Motion by Freeseaman, second Joerger to approve the agenda. Ayes – 5

Motion by Joerger, second Mallaro to approve the minutes from the August 1 meeting. Ayes – 5

Motion by Freeseaman, second Hammond to approve the consent calendar. Ayes – 5

Consent calendar consisted of the following: approve 7/16 financials for City of Charles City and CC Public Employees Health Plan, approve renewal of Class C liquor license w/ Sunday Sales and Outdoor Service for Hot Shots Billiards, approve filing the following liens: Utility bills: Acct5014870001 for \$131.09, Acct 5013410000 for \$113.61, Acct 5007100000 for \$41.19, Acct5022060002 for \$112.79; Mowing bills – 1800 Salzer for \$100.00 and 603 5th Ave for \$100 and payment of claims (including those approved by other boards):

Mark Wicks was present on behalf of the Chamber of Commerce to request use of the cable stayed bridge for a Farm to Fork dinner on September 25. The food will be prepared by local chefs, use only local ingredients and be served on the bridge. Serving will start at 5:00 and they hope to be done by 7:00. The Elks club is the backup location in case of inclement weather. Motion by Freeseaman, second Hammond to approve the request. Ayes – 5

Ordinance 1096 AN ORDINANCE AMENDING SECTION 136.04 OF THE CHARLES CITY CODE OF ORDINANCES BY CLARIFYING THE PROVISION THEREIN THAT AUTHORIZES A PROPERTY OWNER TO FILE AN APPLICATION WITH THE CITY COUNCIL FOR REMOVAL OF A SIDEWALK was presented for a second reading. This ordinance will amend Section 136.04 of the city code with language that was inadvertently left out during the recodification process last year. When text was added pertaining to property owners being liable for damages caused by failure to maintain the sidewalk, the following text was mistakenly omitted: “a property owner may file an application with the city council to remove the sidewalk if the following conditions exist”. The conditions were included in both the 2005 and the 2015 versions of the code, but that preceding sentence was omitted by mistake. Motion by Freeseaman, second Mallaro to approve the second reading of Ordinance 1096. Ayes – 5 Council member Freeseaman read the ordinance.

The property located at 1911 Clark Street that the city recently purchased has a structure on it that needs to be demolished. Preliminary plans and specs have been drawn and public hearing is scheduled for September 6th. Council member Freeseaman introduced Resolution No. 63-16 entitled, “RESOLUTION APPROVING PROPOSED PLANS, SPECIFICATIONS, CONTRACT DOCUMENTS AND NOTICE OF HEARING FOR THE 2016 HOUSE DEMOLITION PROJECT, CHARLES CITY, IOWA” and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes – Freeseaman, Hammond, Mallaro, Starr, Joerger. Nays – none

The city is ready to pursue the second phase of a regional fiber study. This phase would determine items such as the layout of the network to each community involved, what equipment/software/etc will be needed to construct the network, how the project would be financed, legal needs for constructing the network and the governing structure. There are presently 8 – 10 communities that have expressed interest in participating and the approximate \$255,000 total cost would be split among all those involved. The local broadband commission is in favor of our participation in this study. City Administrator Diers is recommending that we participate only if there are at least 8 cities participating. Motion by Hammond, second Freeseaman to approve signing letter of commitment for the Iowa Fiber Alliance Phase II regional study. Ayes – 5 The city is continuing work on our own pre-feasibility study and local meetings will be held to gauge the interest from the community.

Correspondence from MBS was shared concerning an open house they are hosting on September 7.

Assistant city attorney Brad Slotter reported that the property on Clark Street that had a fire has been demolished, so no further action will be taken by the city.

City Clerk O'Donnell reminded the council that the next planning session will be August 22 at 7:00.

City Administrator Diers reported that the Y is conducting a survey to figure out their needs for their facility and he encouraged everyone to fill one out.

Motion by Freeseaman, second Hammond to adjourn. Ayes - 5

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL MINUTES
SPECIAL SESSION
AUGUST 22, 2016

Charles City City Council met in special session on August 22, 2016 at 7:00 p.m. in council chambers. Mayor James Erb presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Dan Mallaro and Michael Hammond. Also present were City Administrator Steve Diers, City Engineer John Fallis and City Attorney Ralph Smith.

Motion by Freeseaman, second Joerger to approve the agenda. Ayes - 5

A property located at 507 Wright had previously been sold by the city. This property is currently being sold again and it was discovered that the incorrect legal description had been put on the deed. The legal description in the notice of public hearing was correct. The city attorney has drafted a corrective deed for this property and it will need to be recorded prior to the pending sale. Council member Hammond introduced Resolution No. 64-16 entitled, "RESOLUTION APPROVING ISSUANCE OF CORRECTIVE DEED" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Mallaro, Hammond. Nays - none.

Motion by Joerger, second Hammond to adjourn. Ayes - 5.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

COUNCIL PROCEEDINGS
AUGUST 22, 2016

Charles City City Council met in a planning session at 7:05 p.m. on August 22, 2016 in council chambers. Mayor James Erb presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Dan Mallaro and Michael Hammond. Also present were City Administrator Steve Diers, City Engineer John Fallis and City Attorney Ralph Smith.

Kim Carman was present to discuss a request from HyVee to install a reserved parking sign in the city owned parking lot at their location. The sign would be for veterans and active-duty military personnel. Violations of this signage will not be enforceable by the police department, but this type of sign is not illegal. Concern was raised over setting a precedence. Other HyVees have this type of sign in their lots, but the difference is that this lot is not owned by HyVee, it's a city owned lot. So city council needs to weigh in. This item will be on the September 6 agenda for council action. City Attorney Smith left the meeting at this time.

Kyle Mehmen, from MBS Family Farms, was present to personally invite the city council and other city officials to an open house being held on his family's farm on September 7 from 4:00 to 8:00.

The city council then received a tutorial on their new tablets that will be used for council meeting packets and other city use.

City engineer John Fallis then updated the council on a bike trail master plan being developed by NIACOG for our region for the state DOT. The state asked all COGS (councils of government) to create a master plan of existing and planned bike trails across the state. NIACOG met with county and city engineers in our area and went over this information. The county engineers have determined that these types of trails will not be allowed in the county right of way, so this limits our ability to connect to other existing trails in the area. The mayor asked if we could get a copy of the already existing and planned trails in our area and the state so we can see where we are at. Staff will get that info out. Iowa law does not allow the use of condemnation to build bike trails. Council member Starr asked about using the right of way along South Grand to take out the plantings there and put in a trail. That original funding was federal and it will be easier to wait out the end of that contract than to try and get permission to do this. City engineer Fallis stated that the NIACOG group will be meeting again in October and hopefully draft a regional plan at that time.

City Administrator Diers reported that he plans on starting meetings of the focus groups for the city's comprehensive plan the week of September 12. A broadband initiative public forum will be held August 30 at 6:30 in the Zastrow room. Question on if the McQuillen construction timeline is reasonable, it doesn't look like it's going to be done in time.

Being no further business, meeting was adjourned.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

CITY CLAIMS 09/06/16

VENDOR	DESCRIPTION	AMOUNT
PAYROLL	PAYROLL ENDING 08/20/16	\$ 89,188.61
PAYROLL LIABILITIES	PAYROLL LIABILITIES	\$ 100,319.85
AHLERS & COONEY	LABOR RELATIONS-LEGAL	\$ 100.00
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 168.35
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 815.71
BANCORPSV	FLEX PLAN DRAW-BENNY CARDS	\$ 166.96
BUSINESS CARD	VARIOUS CHARGES-CITY DEPTS	\$ 1,327.96
CARQUEST AUTO PARTS	HEAT SHRINK TUBING-STREET	\$ 8.98
CENTURYLINK COMMUNICATIONS	PHONE CHARGES-CVTC	\$ 404.81
DANA SHERMAN	OVERPAYMENT REFUND-WTP	\$ 522.16
DEX MEDIA	ADVERTISING-P&R	\$ 185.74
DISH NETWORK	TV SERVICE-P&R	\$ 69.01
HY-VEE INC	FUEL/FOOD/SUPPLIES-CITY DEPTS	\$ 731.43
IAWEA	EXAM FEES-KELLOGG/MARVIN-SANI SEWER	\$ 100.00
IAWEA	REGISTRATION-QUADE-SANI SEWER	\$ 170.00
IOWA DIVISION OF CRIMINAL INVESTIGATION	BACKGROUND CHECK-FGP	\$ 13.00
IOWA DIVISION OF CRIMINAL INVESTIGATION	BACKGROUND/FINGERPRINT CHECKS-FGP	\$ 84.00
IOWA WORKFORCE DEVELOPMENT	CORRECTION-OLLENDICK-PD	\$ 33.02
JOHN DEERE FINANCIAL	SUPPLIES-P&R	\$ 549.98
MIDAMERICAN ENERGY	UTILITIES-CVTC	\$ 1,410.66
RISE BROADBAND	EXTRA EMAIL-CABLE	\$ 19.00
STAPLES	OFFICE SUPPLIES-PD/CODE ENF	\$ 301.33
TREASURER, STATE OF IOWA	SALES TAX-CITY DEPTS	\$ 4,367.57
UNITED BEVERAGE	BEER-P&R	\$ 9.50
UNITED BEVERAGE	BEER-P&R	\$ 27.00
UNITED STATES CELLULAR	TABLETS/PHONES-CITY DEPTS	\$ 1,061.78
SEPTEMBER HAP CHECKS	SEPTEMBER HAP CHECKS	\$ 47,892.30
UTILITY DEPOSIT REFUNDS	UTILITY DEPOSIT REFUNDS	\$ 1,464.03
AGVANTAGE FS	GEAR OIL/TURBINE R&O-WTP	\$ 177.60
ATCO INTERNATIONAL	QUICKIES-SANI SEWER	\$ 157.70
BARCO MUNICIPAL PRODUCTS	CLASS 2 SAFETY VESTS-STREET	\$ 250.51
BASIL LAW	BALANCE INSURANCE PROCEEDS	\$ 5,000.00
BODENSTEINER IMPLEMENT CO	PARTS/LABOR-STREET	\$ 433.34
BRUENING ROCK PRODUCTS INC	DIRTY CHIPS/ROAD ROCK-P&R/WTP	\$ 521.67
CC FIRE EXTINGUISHER SERV	FIRE EXT SERVICE-FD	\$ 67.00
CC PUBLIC EMP HEALTH PLAN	INSURANCE-CITY DEPTS	\$ 59,545.50
CEDAR VALLEY PRINT & SUPPLY	SUPPLIES/SHIPPING-CITY DEPTS	\$ 829.36
CENTURYLINK COMMUNICATIONS	PHONE CHARGES-CITY DEPTS	\$ 1,839.35
CHARLES CITY ELECTRONICS	POLICE BICYCLES REPAIRS-PD	\$ 355.85
CITY OF CHARLES CITY	WATER/SEWER-CVTC	\$ 129.88
COCA-COLA BOTTLING CO	POP-P&R	\$ 331.92
COMMUNITY REVITALIZATION	FY16 BROADBAND ADMINISTRATION	\$ 10,000.00

COMPUTRONICS	USB WIRELESS ADAPTER-WWTP	\$ 20.00
D&K PRODUCTS	GOLF COURSE CHEMICALS-P&R	\$ 1,793.95
DAIRY QUEEN	68 LUNCHESS-FGP	\$ 442.00
DICK'S PETROLEUM COMPANY	FILTERS/LABOR/MILEAGE-CVTC	\$ 476.68
DOLLAR GENERAL STORES	IN-SERVICE ITEMS-FGP	\$ 10.70
DON'S REPAIR	POLE SAW REPAIR PARTS-P&R	\$ 26.04
ELECTRONIC ENGINEERING	PAGER BELT CLIPS-FD	\$ 37.50
FARMCHEM	REPAIR PARTS-SANI SEWER	\$ 62.44
FLOYD CO MEMORIAL HOSPITAL	RABIES TEST FEES-ANIMAL CONTROL	\$ 110.00
FLOYD CO PUBLIC HEALTH	FINAL HEP B-DUANE OLLENDICK-PD	\$ 50.00
FLOYD COUNTY TREASURER	TAXES-PHAT TONG PROPERTY-P&R	\$ 126.00
FMC COUNTY LANDFILL	24620 LBS OF GRIT (HIGH FLOWS)-WWTP	\$ 908.19
FOX ENGINEERING INC	NUTRIENT/FACILITY PLAN-WWTP	\$ 3,600.00
GILBERT'S SERVICE CENTER LLC	MOWER RADIATOR REPAIR-P&R	\$ 329.00
GURNEY & ASSOCIATES INC	SOLENOID VALVES-WTP	\$ 2,654.80
HAWKINS INC	CL2 150# CYLINDER-WTP	\$ 837.90
HEARTLAND ASPHALT INC	2015 PAVE/WATER MAIN REPAIRS	\$ 22,707.76
HEWETT WHOLESAL	FOOD-P&R	\$ 96.43
HOBERT ELECTRIC	WAVERLY HILL RESTROOM LIGHTS	\$ 20.25
HOCKENSON PLUMBING	PARTIAL REFUND PLUMBING PERMIT-CODE EN	\$ 66.00
HUNTER ORTMAYER	TRAVEL REIMBURSEMENT-RESV PD	\$ 19.90
IA ASSOC OF PROF FIRE CHIEFS	ANNUAL IAPFC DUES-WHIPPLE-FD	\$ 50.00
IA DEPT OF NATURAL RESOURCES	EXAM RETAKE-ZACH SULLIVAN-WWTP	\$ 30.00
IDOT-CASHIER'S OFFICE	FUEL/SUPPLIES-CITY DEPTS	\$ 1,480.51
IOWA LAW ENFORCEMENT ACADEMY	TRAINING-CODY VANHORN-PD	\$ 500.00
INTERNATIONAL CODE COUNCIL INC	MEMBER DUES-HUGHES-CODE ENF	\$ 135.00
IOWA CODIFICATION INC	ORDS.1091-1093 SUPPLEMENT-CLERK	\$ 155.00
IOWA DIV OF CRIMINAL INVESTIGATION	BACKGROUND/FINGERPRINT CHECKS-FGP	\$ 28.00
IOWA RURAL WATER ASSOCIATION	FALL CONF-C SPIEKER/T JOHNSON-WTP	\$ 280.00
IOWA STATE UNIVERSITY	REGISTRATION-DIRK UETZ-STREET	\$ 170.00
JACKSON STREET PRESS	NOTECARDS/ENVELOPES-PD	\$ 80.00
JOHN A HOWE	JANITORIAL CONTRACT-CITY HALL	\$ 850.00
KABRICK DISTRIBUTING CO	BEER-P&R	\$ 378.10
KEYSTONE LABORATORIES	POOL WATER ANALYSIS-P&R	\$ 30.00
KMART STORE #7767	BATH/KITCHEN SUPPLIES-FD	\$ 77.80
LEAF	COPIER LEASE-PD	\$ 126.58
LINDERMAN HEATING & AIR LLC	AIR CONDITIONER REPAIR-P&R	\$ 230.00
MARCO TECHNOLOGIES LLC	HP COLOR PRINTER-CITY ADMIN	\$ 706.32
MARTIN BROS DISTRIBUTING CO	JELLO SHOT CUPS-P&R	\$ 6.23
MERRITT COMPUTER SERVICE INC	COMPUTER SERVICE-CITY CLERK	\$ 697.00
METERING TECHNOLOGY SOLUTIONS	METER-MCQUILLEN PLACE-WTP	\$ 1,540.44
MICK GAGE PLUMBING & HEATING	RESTROOM RENTAL-P&R	\$ 2,345.50
MID-WEST ROOFING COMPANY	CONTROL BLDG LEAK REPAIRS-WWTP	\$ 249.69
MIDAMERICAN ENERGY	UTILITIES-CITY DEPTS	\$ 34,350.76
MIDTECH SERVICES INC	AUTO LEVEL-ENG DEPT	\$ 275.00
MIKE MOLSTEAD MOTORS INC	INSTALLED USED STEERING COLUMN	\$ 487.63
MIKE'S C&O TIRE INC	ARMY TRUCK TIRES-P&R	\$ 1,037.86

MILLS-INC	INSTALL WATER HEATER-CITY HALL	\$ 1,836.16
MISSISSIPPI LIME COMPANY	STANDARD QUICKLIME-WTP	\$ 11,207.78
NEWBAUER INC	MAT/TOWEL SERVICE-CITY HALL	\$ 121.05
PAWS HUMANE SOCIETY	CONTRACT-ANIMAL CONTROL	\$ 1,550.00
PEPSI-COLA	POP-P&R	\$ 208.88
PERRY NOVAK ELECTRIC INC	REMOVE/REINSTALL FAN MOTORS-CVTC/STRE	\$ 1,345.00
PETTY CASH,PARK & RECREAT	MAILING WATER SAMPLES-P&R	\$ 19.35
PLANSCAPE PARTNERS	SRF LOAN DISTRIBUTION PROCESS	\$ 274.00
PRODUCTIVITY PLUS ACCOUNT	REPAIR PARTS-STREET	\$ 2,775.25
RILEY'S INC	SUPPLIES-CITY HALL/P&R	\$ 249.34
SADLER POWER TRAIN INC	REPAIR PARTS-STREET	\$ 1,275.98
SHORT ELLIOTT HENDRICKSON INC	DEFICIENT SEEDING-FIRST AVE CONSTRUCTION	\$ 346.89
SHYVETTE WASHINGTON	CREDIT BALANCE-WTP	\$ 212.59
SISSON & ASSOCIATES INC	ADDL PREM-914K WHEEL LOADER-STREET	\$ 378.00
SMI CO	WW PLAYGROUND SAFETY FIBER-P&R	\$ 1,067.50
STEVEN T DIERS	MONTHLY PHONE STIPEND-ADMIN	\$ 50.00
SUPERIOR WELDING SUPPLY CO	16-NEW FIRE EXTINGUISHERS-FD	\$ 699.35
SWARTZROCK IMPLEMENT CO	MOWER BLADES-STREET	\$ 73.32
TRENT PARKER	COMPUTER WORK-FGP	\$ 135.00
USA BLUEBOOK	ALUMINUM HYDRANT GATE-WTP	\$ 1,013.39
VERIZON WIRELESS	MDT DATA SERVICES-PD	\$ 120.03
ZACHARY ECKENROD	MIDNIGHT BOARD/SHOTS REIMBURSEMENT	\$ 179.00

TOTAL \$ 436,983.24

ACCOUNTS PAYABLE ACTIVITY
Library **CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
ACCOUNTS PAYABLE CLAIMS				
BAKER & TAYLOR BOOKS, SERV	MEDIA-LIBRARY	2,918.50		
BAKER & TAYLOR ENTERTAIN	MEDIA-LIBRARY	26.21		
BRODART CO.	MEDIA-LIBRARY	589.00		
CAROL CASE	JANITORIAL-LIBRARY	818.00		
CC PUBLIC EMP HEALTH PLAN	HEALTH INS	2,639.28		
CITY DIRECTORY, INC	MEDIA-LIBRARY	139.00		
DEMCO, INC.	SUPPLIES-LIBRARY	466.27		
GALE	MEDIA-LIBRARY	232.71		
H.W. WILSON COMPANY	MEDIA-LIBRARY	295.70		
HY-VEE INC	MEDIA-LIBRARY	27.55		
INGRAM LIBRARY SERVICES	MEDIA-LIBRARY	133.24		
STATE LIBRARY OF IOWA	MEDIA-LIBRARY	3,175.40		
JAMES ZIRBEL	MAINTENANCE-LIBRARY	329.00		
LEAF	LEASE-LIBRARY	77.36		
MEDIACOM	INTERNET	456.41		
MICK GAGE PLUMBING & HEATING	SERVICE-LIBRARY	195.95		
MIDAMERICAN ENERGY	UTILITIES-LIBRARY	2,013.72		
NEUBAUER INC	MAT SERVICE-LIBRARY	59.00		
OVERDRIVE	MEDIA-LIBRARY	930.68		
VISA	SUPPLIES-LIBRARY	441.64		
**** SCHED	TOTAL *****	15,964.62		
*****	REPORT TOTAL *****	15,964.62		

ACCOUNTS PAYABLE ACTIVITY
Housing **CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
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ACCOUNTS PAYABLE CLAIMS

BUSINESS CARD	SERVICE-HOUSING	19.98		
C. NABER & ASSOCIATES	SERVICE-HOUSING	395.00		
CC FAMILY HEALTH CENTER	SERVICE-HOUSING	188.00		
CHARLES CITY ELECTRONICS	MAINTENANCE-HOUSING	268.98		
CHARLES CITY PRESS INC	SERVICE-HOUSING	944.00		
CINTAS CORPORATION #762	SERVICE-HOUSING	141.34		
CIRCLE K COMMUNICATIONS INC	SERVICE-HOUSING	60.00		
CITY OF CHARLES CITY	WATER	3,235.64		
DON'S REPAIR	MAINTENANCE-HOUSING	33.58		
FLOYD COUNTY TREASURER	PYMT IN LIEU OF TAX-HOUSING	39,202.70		
HAPPY SOFTWARE INC.	SERVICE-HOUSING	2,081.25		
HILLEGAS FLOORING, LLC	MAINTENANCE-HOUSING	1,035.00		
HOCKENSON PLUMBING	MAINTENANCE-HOUSING	128.00		
IDOT-CASHIER'S OFFICE	FUEL-HOUSING	251.42		
IOWA NAHRO	TRAINING-HOUSING	230.00		
JENDRO SANITATION SERVICES	TERRACES TRASH	611.00		
LINDERMAN HEATING & AIR LLC	MAINTENANCE-HOUSING	48.00		
MARCO TECHNOLOGIES LLC	SERVICE-HOUSING	74.20		
MICHAELS BAND BOX	SERVICE-HOUSING	238.10		
MIDAMERICAN ENERGY	UTILITIES-HOUSING	6,049.76		
NAN MCKAY & ASSOCIATES	SERVICE-HOUSING	573.00		
NOAH, SMITH & SCHUKNECHT PLC	LEGAL FEES-HOUSING	162.00		
PERRY NOVAK ELECTRIC INC	SERVICE-HOUSING	175.00		
PITNEY BOWES	LEASE-HOUSING	54.09		
QUALITY AUTO SERVICE	SERVICE-HOUSING	230.61		
SCHUETH ACE HARDWARE	MAINTENANCE-HOUSING	749.78		
SHERWIN-WILLIAMS CO	MAINTENANCE-HOUSING	172.60		
SHYVETTE WASHINGTON	SEC DEP REFUND-HOUSING	200.00		
STAPLES DIRECT	SUPPLIES-HOUSING	488.38		
STOCK GLASS	SERVICE-HOUSING	309.46		
SUPERIOR LUMBER INC	MAINTENANCE-HOUSING	70.00		
T-J SERVICE INC	MAINTENANCE-HOUSING	486.81		
TITUS LOCK SERVICES	SERVICE-HOUSING	154.00		
UNITED STATES CELLULAR	SERVICE-HOUSING	137.11		
WELLS FARGO VENDOR FIN SE	LEASE-HOUSING	265.03		
YARDI RESIDENT SCREENING	SERVICE-HOUSING	63.00		

**** SCHED TOTAL **** 59,526.82

***** REPORT TOTAL ***** 59,526.82

AGENDA ITEM SUMMARY

Subject: Consider approving the final plans and specifications and awarding bid for the 2016 House Demolition Project

Recommendation: Approve both Resolution No. 65-16 approving final plans and specifications and Resolution No. 66-16 awarding the bid for the 2016 House Demolition Project

Background Summary:

The City Council approved the preliminary plans and specifications for this project and authorized taking bids for the construction work at the August 15th meeting.

The City Council has discussed the need to demolish and remove nuisance houses in the City. The house at 1911 Clark Street has been listed as a nuisance property. The dilapidated condition of the house makes it uninhabitable, and the small lot does not conform to our existing zoning requirements making it an unbuildable lot. The City acquired the property to eliminate this condition in a prominent location on Clark Street.

Two addendums were issued during the bidding process. One, to clarify the bond requirements for the contract and provide additional bidding requirements for the tree removals; and two, provide information on the coordination of work with MidAmerican's tree trimming contractor. Since the two addendums did not change the scope of the project, the final construction documents essentially match the previously approved preliminary plans and specifications.

Bids were opened on September 2nd, and the following four (4) bids were received:

Sargent Trucking and Excavating, Floyd, IA	\$10,324.00
Kamm Excavating, Charles City, IA	\$11,450.00
Cole Excavating, Greene, IA	\$13,210.00
Popp Excavating, Osage, IA	\$15,500.00

I recommend approval of Resolution 65 -16 approving the final plans and specifications and approval of Resolution 66-16 awarding the bid to Sargent Trucking and Excavating.

CITY OF CHARLES CITY

RESOLUTION NO. 65-16

RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE 2016 HOUSE DEMOLITION PROJECT, CHARLES CITY, IOWA

WHEREAS, the City Council of the City of Charles City, Iowa directed the preparation of plans, specifications and contract documents for the 2016 House Demolition Project, set forth in the preamble hereof, and

WHEREAS, a hearing has been held and there were no written or oral objections to the plans, specifications, and form of contract for said project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charles City, Iowa meeting in regular session on this 6th day of September, 2016, that the final plans, specifications and form of contract are here and the same approved for the 2016 House Demolition Project.

COUNCIL MEMBER moved the adoption of the foregoing Resolution;

COUNCIL MEMBER seconded the motion to adopt, and on roll call the voting was as follows:

AYES:

NAYS:

Passed and approved this 6th day of September, 2016.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

RESOLUTION NO. 66-16

*RESOLUTION AWARDING CONTRACT FOR THE 2016 HOUSE DEMOLITION
PROJECT, CHARLES CITY, IOWA*

WHEREAS, the City Council of the City of Charles City, Iowa has by prior resolution published notice of letting on the 2016 House Demolition Project, set forth in the preamble hereof, and

WHEREAS, there were no written or oral objections at said hearing and Sargent Trucking and Excavating of Floyd, Iowa was the best bidder in the amount of \$10,324.00; and

WHEREAS, it is in the best interest of the citizens of the City of Charles City, that said improvements be completed.

NOW, THEREFORE, BE IT RESOLVED by the City of Charles City, Iowa meeting in regular session on this 6th day of September, 2016, that a contract is hereby awarded to Sargent Trucking and Excavating of Floyd, Iowa in the amount of \$10,324.00 for the 2016 Housing Demolition Project.

COUNCIL MEMBER moved the adoption of the foregoing Resolution;

COUNCIL MEMBER seconded the motion to adopt, and on roll call the voting was as follows:

AYES:

NAYS:

Passed and approved this 6th day of September, 2016.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

AGENDA ITEM SUMMARY

Subject: Third Reading of Ordinance 1096 amending Section 136.04, Property Owners Responsibility for Maintenance and adoption

Background Summary:

Recently it came to the Staff's attention that a portion of Section 136.04 in Chapter 136 of the Code of Ordinances was inadvertently removed as part of the 2015 recodification.

The recodification (2015 Code of Ordinances) of this section included placing information that the property owner may be liable for damages caused by failure to maintain the sidewalk. When this text was added the following was removed:

"A property owner may file an application with the City Council to remove the sidewalk if the following conditions exist:"

The "conditions" referenced above were included in the previous 2005 Code and remain in the current Code Section 136.02 as two bulleted items. City Attorney, Ralph Smith, has drafted the attached ordinance amendment that places language regarding the application to remove sidewalk as included in the 2005 Code into the current Code. The first reading was held at the August 1 council meeting and the second reading was held at the August 15 meeting.

We recommend approval of the third Reading of Ordinance 1096 and adoption.

CITY OF CHARLES CITY

ORDINANCE NO. 1096

AN ORDINANCE AMENDING SECTION 136.04 OF THE CHARLES CITY CODE OF ORDINANCES BY CLARIFYING THE PROVISION THEREIN THAT AUTHORIZES A PROPERTY OWNER TO FILE AN APPLICATION WITH THE CITY COUNCIL FOR REMOVAL OF A SIDEWALK

BE IT ENACTED by the City Council of the City of Charles City, Iowa:

SECTION 1. SECTION MODIFIED. Section 136.04 of the Code of Ordinances of the City of Charles City, Iowa is repealed and the following adopted in lieu thereof:

136.04 PROPERTY OWNER'S RESPONSIBILITY FOR MAINTENANCE. The abutting property owner shall repair, replace, or reconstruct, or cause to be repaired, replaced, or reconstructed, all broken or defective sidewalks and maintain in a safe and hazard-free condition any sidewalk outside the lot and property lines and inside the curb lines or, in the absence of a curb, any sidewalk between the property line and that portion of the public street used or improved for vehicular purposes. The abutting property owner may be liable for damages caused by failure to maintain the sidewalk.

The abutting property owner may file an application with the City Council to remove the sidewalk if the following conditions exist:

1. No major pedestrian generation exists at any residence as determined by the City Administrator; and
2. Less than 50% linear footage of the sidewalk exists within a block, or other special circumstances exist and the City Administrator recommends the removal.

If the City Council approves this application, the property owner will be required, upon removal of the sidewalk, to bring the lawn to grade and properly seed the area. The City Council reserves the right to require replacement of the sidewalk at a future date at its discretion.

(Code of Iowa, Sec. 364.12 [2c])

SECTION 2. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. When Effective. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the City Council on this _____ day of _____, 2016.

James A. Erb, Mayor

ATTEST:

Trudy O'Donnell, City Clerk

AGENDA ITEM SUMMARY

Subject: Community Revitalization Façade Improvement Program

Background Summary:

Chamber & Revitalization Executive Director Mark Wicks and I also reviewed the Façade Improvement Grant Program and then generally discussed at a recent Council Workshop. From that discussion we've made the following updates:

- Changed language on approving process to match current practice. Design Committee makes recommendation to City Council, who then ultimately considers funding
- Changed expected work to be completed and bills submitted prior to one year anniversary instead of current two year anniversary from grant award date
- Modified final inspection requirement to include Chamber Director as inspector
- Eligible projects:
 - Added "Emergency Roof Repair" as an eligible item for extreme cases of roof failure where deterioration of the structure is being impacted
 - Added Adjacent Sidewalk projects as an in-eligible item for funding

Funding: Currently we fund this program with \$25,000 per year via Riverside TIF funds. It has been requested that this amount be increased.

CITY OF CHARLES CITY

**COMMUNITY REVITALIZATION
FACADE IMPROVEMENT PROGRAM 2016-17**

INTRODUCTION

It is the intent of the Community Revitalization Design Committee to provide financial incentives to property owners and business people within the Downtown Urban Renewal Area (Riverside TIF District) to assist them in restoring and rehabilitating their property.

OBJECTIVES

The primary objective of the Facade Improvement Grant Program is to revitalize the Riverside TIF District by preserving and restoring the existing buildings. The purpose of the Facade Improvement Grant Program is to promote the economic development within the Riverside Tax Increment Financing District by providing financial incentives to encourage occupancy of a vacant commercial building, provide financial assistance to avoid the occurrence of a vacancy of a commercial building, or to encourage continued occupancy of a commercial building. Preservation as defined in this policy means such renovation of the existing structure of a building as is necessary to make the building structurally sound and usable for the applicant business but will not include work that is of a routine maintenance nature and is not necessary to the preservation of the building. It is hoped that in addition to preserving the appearance of the buildings, the program will provide examples for the rehabilitation of other properties throughout Charles City.

The grant can equal up to 50 percent of the total project cost up to \$10,000.00 (\$5,000.00 for not-for-profit entities). For example, if the total project cost is \$30,000.00, the grant could be as much as \$10,000.00. The grant will not exceed more than 50 percent of the total project cost. The owner is required to contribute a minimum of 10% of the funds necessary to complete the preservation project, and the source of these funds cannot be a loan or grant from the City. The owner must have a commitment for long-term financing, if necessary, for the remaining cost of the project. Subject to recommendation from the Design Committee and approval by the City Council, Community Revitalization will then provide a grant up to and not to exceed 50% of the project costs. The grant will in no event exceed \$10,000.00. An initial payment of 35% of the grant shall be provided upon proof of financing by the owner, and the remaining 65% of the grant shall be provided upon completion of the project. Funds are limited. The Design Committee will carefully examine applications to determine which projects will most contribute to the overall design quality of our community.

Community Revitalization's Facade Improvement Grant will be in the form of a forgivable loan. The grant shall be repaid in an amount and manner hereafter described if any of the following events occurs during the 24-month period immediately following completion of the approved project:

- The benefited property is sold or otherwise conveyed by the owner to another individual or entity; or
- The business located in the benefited property ceases operation; or
- Community Revitalization becomes aware that the applicant made false or misleading statements in the application which were material in making the grant; or
- The applicant becomes insolvent

Community Revitalization shall give written notice to the applicant upon determination that one of the forgoing events has occurred, in which case repayment shall be made in 12 equal monthly installments of principal only beginning on the 1st of the month next following the date of the notice and continuing on the 1st day of each month thereafter until repaid in full. Except for repayment caused by reasons set forth in subparagraph C above, the amount to be repaid shall be calculated as follows:

$$\text{Amount to be Repaid} = \text{Total Grant} - \frac{(\text{total grant})}{24} \times (\text{Number of full months from date of project Completion to date of repayment notice})$$

For repayment triggered by reasons set forth in subparagraph C above, the full amount of the grant shall be repaid. If no notice of repayment, as above described, is given to the applicant within the 24-month period after project completion, then the grant shall be deemed forgiven.

Pending forgiveness of the entire grant, or, pending full repayment of the grant, the grant shall be secured by a mortgage upon the benefited premises given by the owner at the time of grant approval and subject to foreclosure

upon default in making a required payment. A mortgage shall not be required if applicant has only a leasehold interest in the benefited property.

GUIDELINES

The Facade Improvement Program will provide technical assistance along with a grant to building owners that meet the following guidelines:

- The grant program will be administered by the Design Committee of Community Revitalization. The Design Review Committee will recommend eligibility of all grant applications to the City Council.
- Selection to participate in the program will be based upon the applicant’s consistency with the goals of the Design Committee and upon commitment to proceed with the building improvements.
- Applicants must submit a Facade Improvement Grant application along with cost estimates from a contractor specific of all work to be done. Applications are reviewed on a case-by-case basis, pending the availability of funds.
- Work is to be completed and bills submitted prior to the one-year anniversary date of the grant award.
- A complete copy of bills from expenses relating to a particular project must be presented to the Design Review Committee before the grant will be awarded. The amount of the grant may be adjusted if the actual cost is lower than the estimated cost. A final inspection of the project by the Design Review Committee or its designee (Chamber Director) will be conducted before payment of the grant will be issued. Any deviations from the approved application may disqualify the applicant.
- Recipient of any grant monies will actively support and/or participate in the programs and activities of Community Revitalization.
- Applicant must consult with Main Street Iowa’s Design Consultants prior to start of restoration project. These arrangements will be made through Community Revitalization.

EXAMPLES OF ELIGIBLE PROJECTS:

- Signage (addition or removal)
- Awnings (addition or removal)
- Exterior painting
- Repointing
- Cleaning
- Replacement of transom glass
- Removal of aluminum “slipcovers”
- Window repair and replacement
- Replacement of architectural detail
- Upper Story interior rehabilitation
- Emergency Roof Repairs (bldg. viability issues, i.e. leaking)

EXAMPLES OF INELIGIBLE PROJECTS:

- Routine roof repair/replacement
- Interior improvements (Main Floor)
- Electrical work (except related to signage and upper story)
- Installation of inappropriate materials (aluminum siding, mansard roofs, etc...)
- Sandblasting
- Window display (merchandising) details
- Adjacent Sidewalk

Upon approval of Community Revitalization’s Design Committee repairs from the ineligible projects list may be used to satisfy the 50% participation of the owner.

AGENDA ITEM SUMMARY

**Subject: Community Revitalization Culture and Entertainment Grant-
updates**

Background Summary:

Chamber & Revitalization Executive Director Mark Wicks and I also reviewed the Cultural & Entertainment Grant Program and then generally discussed at a recent Council Workshop. From that discussion we've made the following updates:

- Changed wording on funding cycle to allow applications based on a case by case basis through the year; dividing funding cycles by the June 15th deadline
- Changed expected work to be completed from not exceed 24 months and due on December 31st to due 12 months from award date
- Changed consultation with Main Street Iowa by removing need to meet with Tim Reinders specifically to Main Street personel generally
- Timeline: Kept June 15th as deadline between funding cycles and removed all other various deadlines to keep in line with operating on a case by case basis
- No change in funding eligible projects

Funding: Currently we fund this program with \$30,000 per year via Riverside TIF funds. It has been requested that this amount be increased as well.

CITY OF CHARLES CITY

CULTURAL & ENTERTAINMENT GRANT PROGRAM

INTRODUCTION

It is the intent of the Cultural & Entertainment Steering Committee to provide financial incentives to property owners and business people within the Downtown Urban Renewal Area (Riverside TIF District) to assist them in capital improvement projects which will expand and enhance cultural & entertainment activities within the Cultural & Entertainment District (CED).

OBJECTIVES

The primary objective of the Cultural & Entertainment Grant Program is to revitalize the Riverside TIF District by expanding and enhancing cultural & entertainment activities within the district. The purpose of the Cultural & Entertainment Grant Program is to promote the community & economic development within the Riverside TIF District by providing financial incentives to encourage capital improvement projects by contributing members of the district. The goals of the CED are as follows: increase tourism; attract well-educated and diverse employees and residents; increase retail establishments and sales; increase aesthetic and cultural appeal of the CED; enhance Charles City as a place to call home and promote Charles City's historic and cultural heritage.

The grant can equal up to fifty percent (50%) of the total project cost up to \$10,000.00. For example, if the total project cost is \$12,000.00, the grant could be as much as \$6,000.00. The grant will not exceed more than fifty percent (50%) of the total project cost. The applicant is required to contribute a minimum of ten percent (10%) of the funds necessary to complete the project and the source of these funds cannot be a loan. The applicant must have a commitment for long-term financing if necessary for a minimum of forty percent (40%) of the cost of the project. Subject to approval of the CED Steering Committee, Community Revitalization will then provide a grant up to and not to exceed fifty percent (50%) of the project costs. The grant will in no instance exceed \$10,000.00. Thirty-five percent (35%) of the grant shall be provided upon proof of financing by the applicant and the remaining sixty-five percent (65%) of the grant shall be provided upon completion of the project. Funds are limited. The CED Steering Committee will carefully examine applications to determine which projects will most contribute to the overall quality of the community.

Community Revitalization's Cultural & Entertainment Grant will be in the form of a forgivable loan. The grant shall be repaid in an amount and manner hereafter described if any of the following events occur during the twenty-four (24) month period immediately following completion of the approved project:

- The benefited property is sold or otherwise conveyed by the owner to another individual or entity;
- The business located in the benefited property ceases operation;
- Community Revitalization becomes aware that the applicant made false or misleading statements in the application which were material in making the grant;
- The applicant becomes insolvent

Community Revitalization shall give written notice to the applicant upon determination that one of the foregoing events has occurred, in which case repayment may be made in twelve (12) equal monthly installments of principal only beginning on the first of the month following the date of the notice and continuing on the first day of each month thereafter until repaid in full. Except for repayment caused by reasons set forth above, the amount to be repaid shall be calculated as follows:

Amount to be Repaid = Total Grant - $\frac{\text{total grant}}{24} \times \text{Number of full months from date of project completion to date of repayment notice}$

For repayment triggered by reasons set forth above, the full amount of the grant shall be repaid. If no notice of repayment, as above described, is given to the applicant within the twenty-four (24) month period after project completion, the grant shall be deemed forgiven.

Pending forgiveness of the entire grant or pending full repayment of the grant, the grant shall be secured by a mortgage upon the benefited premises given by the owner at the time of grant approval and subject to foreclosure upon default in making a required payment. A mortgage shall not be required if applicant has only a leasehold interest in the benefited property.

GUIDELINES

The CED Steering Committee will provide technical assistance along with a grant to building owners that meet the following guidelines:

The grant program will be administered by Community Revitalization. The CED Steering Committee will determine eligibility and approve all grant applications.

Selection to participate in the program will be based upon the applicant's consistency with the goals of the CED and upon commitment to proceed with the capital improvements. Capital improvements are defined as: expenditures that may benefit a future period as an asset that involve expenditures that are not recurring in nature and increase the use value (efficiency, productivity, or use utility) or the useful life of the property beyond what it was before the alterations.

Applicants must be a contributing member of the Cultural & Entertainment District. A contributing member is defined as a commercial establishment or public entity that provides cultural, historical, recreational, or entertainment value to the CED.

Applicants must submit a Cultural & Entertainment Grant application along with cost estimates from a contractor (if needed) specific to all work to be done. Applications for the next funding cycle will be taken annually until June 15th for that fiscal year. Applications received after this deadline will be considered for the next fiscal year funding cycle.

Work is expected to be completed and bills submitted prior to twelve (12) months from award date.

A complete copy of bills from expenses relating to a particular project must be presented to the CED Steering Committee before the final grant payment will be released. The amount of the grant may be adjusted if the actual cost is lower than the estimated cost. A final inspection of the project by Community Revitalization will be conducted before payment of the grant will be issued. Any deviations from the approved application may disqualify the applicant.

Recipient of any grant monies will actively support and/or participate in the programs and activities of Community Revitalization.

Applicant must consult with Community Revitalization prior to the start of the capital improvement project.

Applicant may need to consult with a Main Street Iowa Design Consultant prior to start of the project as deemed necessary by the Community Revitalization Design Committee or the CED Steering Committee.

TIMELINE

Deadline

June 15th cut off between fiscal year funding cycles;
Applications received after this date will be considered for the next fiscal year;
Applications taken on a case by case basis

EXAMPLES OF ELIGIBLE PROJECTS:

Remodeling
Outdoor Seating Areas (tables, benches, lighting, etc.)
Signage (addition or removal)
Elevators or other substantial ADA improvements
Expansions

EXAMPLES OF INELIGIBLE PROJECTS:

Office Equipment
Fixtures
Roof repairs
Electrical work (except related to signage)
Sandblasting
Window display (merchandising) details

Upon approval of the CED Steering Committee, ineligible project costs may be used to satisfy the fifty percent (50%) participation of the applicant.

AGENDA ITEM SUMMARY

Subject: Resolution accepting the 2015 PCC Paving and Water Repair Project and authorizing Final Payment

Recommendation: Approve Resolution No. 67-16

Background Summary:

Heartland Asphalt, the general contractor for the 2015 PCC Paving and Water Main Repair Project, has completed the construction of the project improvements in substantial compliance with the contract documents and authorized extra work.

This project consisted of replacing leaking water main on Kelly Street between Illinois and Howard Street and the water main at the intersection of South Main Street and Fourth Street. PCC pavement removal and replacement was also required as part of the water main reconstruction. Settled pavements on Boulder Avenue between Southgate Drive and the Hog Slats building and on Park Avenue south of First Avenue were removed, settled areas filled, and the pavements replaced. The project will also included pavement work in the City owned parking lots near Lidd & Cordray clothing store, First Security Bank, and Hy-Vee Food Store. Repairs to the sanitary sewer at the intersection of Hulin and North Illinois Streets were also included in this project. This project is funded by the water fund, sanitary sewer fund, and local option sales tax monies.

The PCC Paving and Repair Project was completed at a total cost of \$229,350.17, and the original bid price submitted by Heartland Asphalt was \$222,371.55. The three percent (3%) overrun resulted primarily in additional underground work on the Kelly Street portion of the project which resulted in additional pavement removal and replacement quantity as well as some additional pavement removal and replacement quantity on Fourth Street at South Main Street which was needed to properly connect the new pavement to the existing pavement slab.

We recommend approval of Resolution Number 67-16 accepting the project and authorizing final payment to Heartland Asphalt in the amount of \$21,783.42 for the 2015 PCC Paving and Repair Project.

CITY OF CHARLES CITY

RESOLUTION NO. 67-16

***RESOLUTION ACCEPTING THE 2015 PCC PAVING AND WATER REPAIR
PROJECT AND AUTHORIZING FINAL PAYMENT***

WHEREAS, the City Council of the City of Charles City, Iowa, has by prior resolution awarded a contract to Heartland Asphalt for the 2015 PCC Paving and Water Repair Project set forth in the preamble hereof, and

WHEREAS, the City Engineer recommends acceptance of the said project which has been completed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charles City, Iowa, meeting in regular session on this 6th day of September, 2016 that the 2015 PCC paving and Water Repair Project set forth in the preamble hereof is hereby accepted in the amount of \$229,350.17 and that final payment of \$21,783.42 be made.

COUNCIL MEMBER moved the adoption of the foregoing Resolution;

COUNCIL MEMBER seconded the motion to adopt, and on roll call the voting was as follows:

AYES:

NAYS:

Passed and approved this 6th day of September , 2016.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, City Clerk

AGENDA ITEM SUMMARY

Subject: Consider motion to allow Hy-Vee Food Store to sign and reserve one (1) parking stall for veterans and military personnel

Recommendation: Approve motion.

Background Summary:

Corporately Hy-Vee Food Stores has been designating "superhero parking" stalls in their stores' parking lots. As discussed at the last planning session, the Charles City Hy-Vee food store wants to designate one (1) parking stall as reserved parking for veterans and active-duty military personnel.

Since the parking lot is owned by the City of Charles City, Council approval is required to place additional signage; however, violations of this signage will not be enforceable by the Charles City Police Department.

We recommend approval of the motion to allow Hy-Vee place this sign in the City owned parking lot in front their store.

AGENDA ITEM SUMMARY

Subject: Consider Resolution No. 68-16 approving the designation of a school zone on Salsbury Avenue and First Avenue at the Charles City High School / Middle School campus

Recommendation: Approve Resolution No. 68-16

Due to the opening of the new Middle School, the Charles City School Board has requested the installation of stop signs at the intersections of First Avenue at L Street and First Avenue at Highland Avenue. Prior to the installation of traffic control devices, an engineering study and engineering judgement shall be conducted to justify the need for such signs. Since a final traffic pattern has yet to be established for vehicles entering and exiting the Middle School and the school officials are still evaluating the traffic circulation, it's premature to conduct a traffic study for this request.

Per the Manual on Uniform Traffic Control Devices (MUTCD), portable stop signs are allowed only for emergency situations. Iowa Code Section 321.249 provides for cities to establish a school zone. The prohibition on the use of portable stop signs is exempt within a designated school zone. At this time, the designation of a school zone will allow placement of temporary stop signs and provide time for the school to finalize their traffic flow plan and allow the City time to complete a traffic study.

The requested School Zone will include Salsbury Avenue from the north right-of-way line of Clark Street to First Avenue and will include First Avenue from Salsbury Avenue to the School District's east property line. This description is shown graphically on Exhibit A of Resolution 68-16.

We recommend approval of Resolution No. 68-16 approving the designated school zone.

RESOLUTION NO. 68-16

RESOLUTION APPROVING THE DESIGNATION OF A SCHOOL ZONE ON SALSBURY AVENUE AND FIRST AVENUE AT THE CHARLES CITY HIGH SCHOOL/MIDDLE SCHOOL CAMPUS

WHEREAS, a new Charles City Middle School opened at 1200 1st Avenue on August 29, 2016, for the 2016-2017 school year;

WHEREAS, Iowa Code Section 321.249 grants cities the power to establish school zones for the purpose of placing movable traffic control devices in the streets of designated school zones;

WHEREAS, it is in the best interest of the public to provide temporary and movable traffic control devices in the school zone because of the increased motor vehicle traffic resulting from the new school;

WHEREAS, the City therefore proposes to establish a school zone in the area set forth in the attached "Exhibit A" which by this reference is made a part hereof;

NOW, THEREFORE, BE IT RESOLVED that the area illustrated in the attached Exhibit A is hereby designated a school zone in accordance with Iowa Code Section 321.249.

Council Member _____ moved adoption of the foregoing Resolution, Council Member _____ seconded the motion to adopt, and on roll call, the voting was as follows:

Ayes: _____

Nays: _____

Passed and approved this _____ day of _____, 2016.

Attest:

James A. Erb, Mayor

Trudy O'Donnell, City Clerk

