

COUNCIL PROCEEDINGS  
JANUARY 11, 2017

Charles City City Council met in a planning/budget session on January 11, 2017 at 4:30 p.m. in council chambers. Mayor 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 and city engineer John Fallis.

Mayor Erb reported that he had attended a NIACOG meeting regarding TAP funding. He stated we need a capital improvement plan with priorities to help us as we proceed through the budget process.

Heidi Nielsen, housing director, was present to discuss amending Chapter 27 of the city code pertaining to the housing department. She has been working with city attorney Ralph Smith to draft a procurement policy that will satisfy federal regulations and give the housing board some autonomy but allow the city to retain oversight of the department. The draft includes ability of housing board to approve expenditures up to \$10,000. Any purchases from \$5,000 to \$10,000 would require board approval and housing director Heidi Nielsen would be authorized to spend up to \$5,000 without board approval. The first reading of this ordinance amendment will be presented at the January 16 council meeting.

The water department had budgeted for the purchase of a van for this fiscal year. The state bid from Karl Chevrolet is the lowest bid at \$35,122.44. The old water department van will go to the park and rec department who will then get rid of one of their vehicles.

Amendments are needed to Chapter 105 of city code to reflect what the actual procedure is for yard waste collection. The reference to stickers needed to be deleted and our current policy for brush and leaf pickup needed to be updated. This ordinance will be presented for its first reading at the next council meeting.

MidAmerican has requested an easement for changes to some of their equipment needed for McQuillen Place. To do this, an easement is needed in the 100 block of Main Street. The rest of the necessary work will go through the alley in the 200 block so no easement is necessary. A public hearing needs to be conducted for the granting of this easement and that has been set for February 6. MidAmerican will pay the costs for this easement. They will be boring in the new lines.

City Engineer John Fallis has been working on a sanitary sewer lining project for 2017. The area to be focused on is in between D Street and Cleveland, about a mile. Council will set a date for a public hearing for February 21 at their next regular meeting.

The UV disinfection project is ready to be accepted. The plant has been in operation but a few items needed to be done during the off season and they were completed in November. This will be on the next regular agenda for council approval.

Park and Rec budget was reviewed. Salary increases of 2.75%, same as the union, were used. Director Steve Lindaman had requested an additional increase and that is under review. For liability insurance, a 5% increase was used. Twenty thousand was included for FY18 for tree removal and this will be included in the one day borrowing total. In capital purchases, \$25,000 was included for a new pickup truck. We will look at possibly purchasing a state DOT truck. The current blue truck will be handed down and the oldest truck in the park and rec fleet will be sold. For re-estimated construction projects for FY17, bridge tuckpointing at Wildwood, club house ramp, Victory Park work and Sportsmen Park restrooms were included for a total of \$84,500. For FY18, way finding signs, more bridge tuckpointing and work on the park shop on South Grand were included at a total estimate of \$35,000. Improvements at the golf course were hindered last year due to weather. So hopes are to have them done by July 1 this year. It was mentioned that the course will be celebrating the start of the second 100 years of golfing there this summer. The pool is 26 years into an estimated 40 year life. Some capital improvement projects for FY17 include irrigation, tuck pointing, electrical at Riverfront park, signage for the riverfront and Victory Park work. Projects for FY18 include more tuck pointing, lights on the pickleball court, pool heater, shop on South Grand and kayaks for kayaking instruction. One project that needs to be kept in mind for the future is skate park updates and maintenance. The only thing left in the Riverfront Project fund is the

remaining donations from the county and that fund will zero out. It was also mentioned that we are joining with Manchester, Elkader and other cities in our region to advertise our kayaking facilities. Hotel Motel fund budget reviewed. The revenues into this fund are distributed as follows: 40% to park/rec capital improvements, 5.5% city administration, 2.5% chamber administration and 52% for tourism grants distributed locally. A fund for park/rec purchase reserves has also been established and be accumulated for future capital purchases.

Kim Jones, library director, was present to review the library budget. The city has a .27 levy in place to be used toward library operations. Plans are to add another part time person. There have been heating issues at the library, so a professional was brought in and assessed the needs. Duct work estimated at \$7500 is scheduled for FY17 and for FY18, the Allerton controls will be updated for an estimated cost of \$40,000. Plans are to replace 1 computer in the public section and 2 circulation computers. The money received from the Andres Trust is going to LED lights and controls.

City Administrator Diers reported that the wastewater facility plan draft will be coming soon. Three different projects/upgrades were identified with costs topping out at 15 million. They are looking at fall of 2019 to be operational.

There being no further business, meeting was adjourned.

James A. Erb, Mayor

Attest:

Trudy O'Donnell, city clerk