

Council/Staff Planning Session

1. Meeting Date And Time

1.I. September 14, 2021 6:00 P.m., Council Chambers, 105 Milwaukee Mall Note: Mayor, Council And Staff Will Be Attending This Meeting In Person In The Council Chambers. Public Can Attend In Person Or They Can Attend The Meeting On Their Own Computer Via Zoom.com: Meeting ID 787 065 8066 Phone Number To Call To Participate Via Telephone: 312-626-6799

2. Call To Order

3. Mayor's Comments

4. Façade Program Requirements – Funding On Multiple Projects At Same Address

Documents:

[FACADE GRANT PROGRAM 2020 FOR TRUDY.PDF](#)

5. Jendro Request To Increase Garbage Rates

Documents:

[AIS 5 - JENDRO LJP RATE INCREASE REQUEST \(PACKET\).PDF](#)

6. Speed Limit On South Grand Avenue

Documents:

[AIS 2021 2021 SOUTH GRAND AVENUE SPEED LIMIT PLANNING SESSION ATTACHMENTPDF.PDF](#)

7. Discuss Site Line Issues At Clark/N. Jackson Intersection

Documents:

[AIS 2021 NORTH JACKSON STREET SITE DISTRANCE DISCUSSION PLANNING SESSION.PDF](#)

8. City Administrator Report

9. Adjourn



COMMUNITY REVITALIZATION FACADE IMPROVEMENT PROGRAM 2020



INTRODUCTION

It is the intent of the Community Revitalization Design Committee and City of Charles City 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. 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 (capped at \$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 and proof of actual project cost (copies of invoices). If the actual project cost is substantially lower than the original estimate, the dollar figure may be reduced accordingly from the remaining 65% grant payment. 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:

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

Amount to be repaid = Total Grant - $\frac{(\text{total grant})}{24}$ x (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, which has final approval.
- 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 Community Development Director before the grant will be awarded in full. 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 (Community Development 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 may be required to consult with Main Street Iowa's Design Specialists prior to start of a 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 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.

**** For application & assistance, contact Mark Wicks at Charles City Community Revitalization, (641) 228-2335 ****

AGENDA ITEM SUMMARY

**Subject: Garbage/Recycling Rate increase request – Jendro
Sanitation/LJP Waste Solutions**

Background Summary:

The city's 2016 agreement with Jendro Sanitation (LJP Waste Solutions) for waste services allows them to request for an increase in their rates once per year which is to be based on the aggregated twelve-month change in CPI from the twelve previous months based upon the date of their request. Jendro made a request in August of 2021 to implement a CPI adjusted rate increase. Based on CPI changes that appears to equate to a 2.7% increase (August 2020 to July 2021 changes).

Additionally, the agreement provides for rate adjustments based on in unanticipated and documented cost increases. Jendro/LJP also recently saw a tipping fee increase from Floyd, Mitchell, Chickasaw (FMC) Landfill of 5%.

Jendro/LJP also sets the rates for orange bag prices (15-gallon and 33-gallon), which since moving to wheeled carts are now used primarily for supplemental usage when the amount of garbage exceeds the size of the users' cart.

In total we are looking at a request for a 7.7% increase in the monthly wheeled cart charge for each of the three cart sizes 35,65,95 gallons This translates to the tote prices as follows:

35-gallon tote – from \$13.30 to \$14.32

65-gallon tote – from \$17.14 to \$18.46

95-gallon tote – from \$20.97 to \$22.58.

The price of the 33-gallon bags will likely go from \$1.58 to about \$1.83 each, and 15-gallon bags will go from \$1.14 each to about \$1.39 each I believe. We are still discussing the pricing for these at this time.

Assuming council is ready to approve at the next meeting, these prices will go into effect October 1 and will be reflected in the November utility bills.

Enclosed is supplemental pricing information for this change and others since 2016.

9.13.2021		2021		Residential Garbage & Recycling Rates													
				Jendro rate increase request													
Container distribution	Container Splits					Price Increase Proposal - 10.4%	Price Increase - City Recommendation - 7.7%	Price Increase Request from Jendro/LJP	\$ increase	% increase	price per gallon of increase	City Counter - 5% to offset FMC CPI S/B 2.7%	\$ increase	% increase	price per gallon increase		
Can size - gallons	Month of August 2021	2021 current pricing	Current FY22 Revenues	Jendro Requested FY22 Revenue change - 10.4%	Staff recommended - 7.7%			10.4% across the board increase pricing		% increase		7.7% across the board increase in pricing					
35	1057	\$13.30	\$168,697.20	\$186,201.12	\$181,686.88	\$17,504	\$12,990	\$14.68	\$1.38	10.38%	\$0.0394	\$14.32	\$1.02	7.7%	\$0.029		
65	1577	\$17.14	\$324,357.36	\$358,042.08	\$349,332.88	\$33,685	\$24,976	\$18.92	\$1.78	10.39%	\$0.0274	\$18.46	\$1.32	7.7%	\$0.020		
95	340	\$20.97	\$85,557.60	\$94,452.00	\$92,145.54	\$8,894	\$6,588	\$23.15	\$2.18	10.40%	\$0.0229	\$22.58	\$1.61	7.7%	\$0.017		
Total carts	2974		\$578,612.16	\$638,695.20	\$623,165.30	\$60,083	\$44,553										

Notes:

Jendro Sanitation has made a request to increase garbage & recycling rates, as per contract that considers Annual change in CPI-All Urban Customers

- 1) First request is a 5% increase based on the FMC Landfill increasing tipping fees by 5%
- 2) 2nd request is for a 5.4% increase based on CPI - Need to confirm CPI from last twelve months.

Request -10.4% increase across the board

City review of request

- 1) FMC Landfill did increase rates by 5% - allowed per contract
- 2) CPI increase from August 2020 to July 2021 = total of 2.683% - round increase to 2.7%

Consider - 7.7% increase

Rate Changes since 2016 change to Yard Carts

		Contract Base									
		Nov-17	Jan-19		Apr-20			Oct-21			
Gallon Tote			New Price	% change	\$ Change	New Price	% change	\$ Change	New Price	% change	\$ Change
35		12.00	13.00	8.3%	\$ 1.00	13.30	2.3%	\$ 0.30	14.32	7.7%	\$ 1.02
65		15.00	16.75	11.7%	\$ 1.75	17.14	2.3%	\$ 0.39	18.46	7.7%	\$ 1.32
95		18.00	20.50	13.9%	\$ 2.50	20.97	2.3%	\$ 0.47	22.58	7.7%	\$ 1.61
Garbage Bag											
33		1.54	1.54	0.0%	\$ -	1.58	2.6%	\$ 0.04	1.83	15.8%	\$ 0.25
15		1.14	1.14	0.0%	\$ -	1.14	0.0%	\$ -	1.39	21.9%	\$ 0.25
Bin Usage						Diff prev			diff prev		
35 Gallon			1099			1090	-9		1057	-33	
65 Gallon			1570			1557	-13		1577	20	
95 Gallon			316			313	-3		340	27	
Total		0	2985			2960	-25		2974	14	

AGENDA ITEM SUMMARY

**Subject: Discuss speed limit on South Grand Avenue
(US Hwy 18) from Old Hwy Road to south City limits**

Background Summary:

Councilman Keith Starr is requesting to discuss this item for possible referral to the Iowa Department of Transportation (DOT) for study to determine if a lower speed limit is warranted.

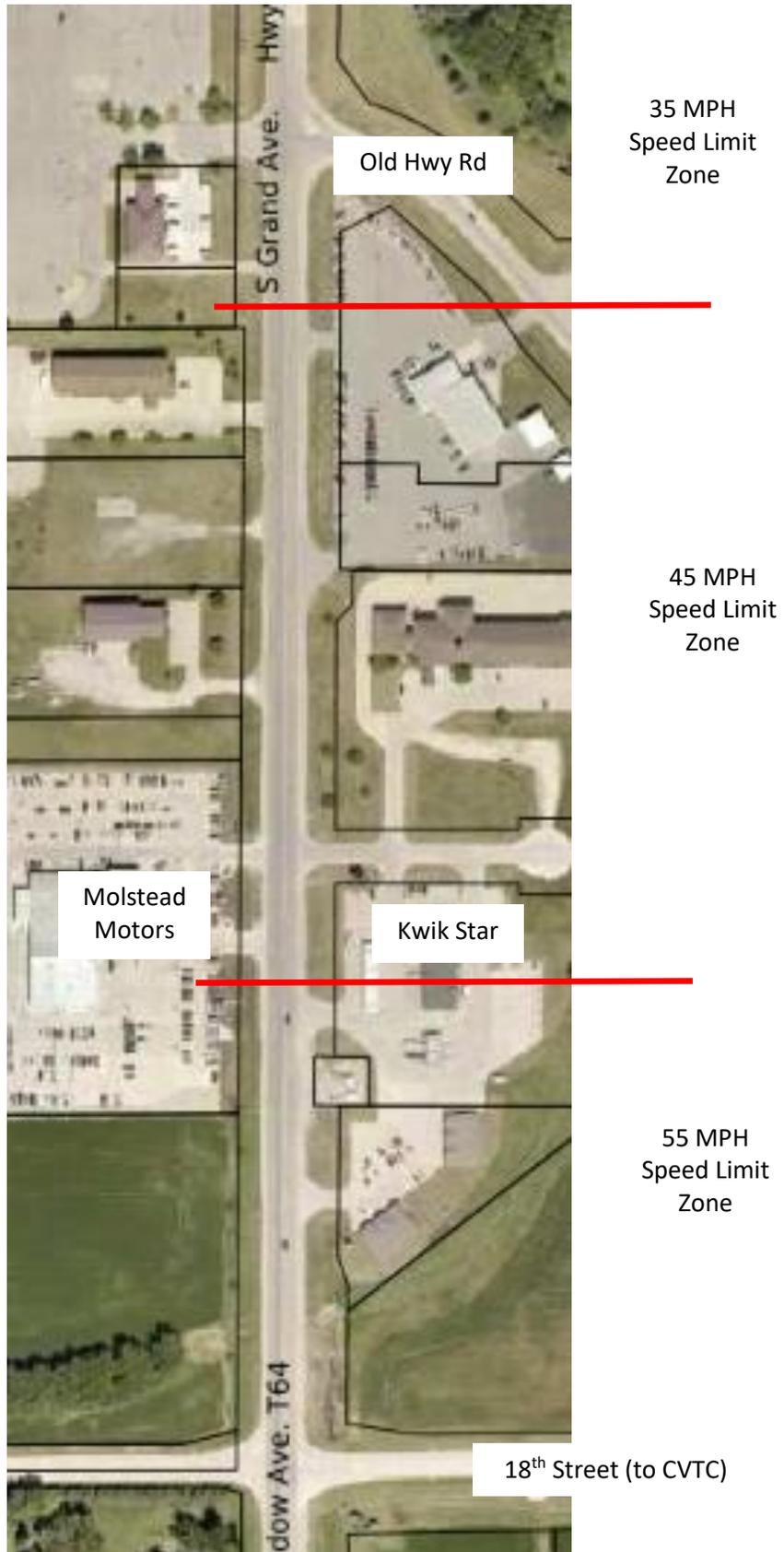
South Grand Avenue from Old Highway Road to the south City limits consists of three separate speed limit zones. North of CUSB Bank the posted speed limit is 35 miles per hour (MPH). From CUSB Bank to Molstead Motors the speed limit is 45 MPH. South of Molstead Motors the speed limit is 55 MPH. Please refer to the attachment that provides a visual of the speed limit zones.

Since Highway 18 is on the primary highway system, the DOT is responsible for setting the speed limit on the roadway. Consideration for changing the speed limit begins by requesting that the DOT study the existing conditions as part of a traffic investigation. We make that request through the local district office.

The DOT considers a speed study as an important part of the traffic investigation. When choosing a speed, drivers take many roadway environment factors into consideration. Therefore, the DOT regards the speed that the majority of people consider prudent is an important value. The speed of the traffic is collected and an analysis is performed on the results to determine the 85th percentile. This is the value indicating the speed which most (85%) drivers are traveling at or below. The DOT's experience has shown that traveling much faster or slower than this value can increase the chance of accidents.

The DOT has prepared a short video that explains why and how speed limits are set. We will review this video during Tuesday's planning session. If you want to watch the video prior to the meeting, the link to the video is: [Traffic and Safety Bureau | Iowa DOT](#).

South Grand Avenue (US Hwy 18) Speed Limit Zones



AGENDA ITEM SUMMARY

Subject: Discuss site distance at North Jackson Street intersections

Background Summary:

The need to implement parking restrictions at the intersections of North Jackson Street and Clark Street and North Jackson Street and Kelly Street was briefly questioned at a recent Council meeting during the public comment period.

These intersections are controlled by stop signs with Clark Street and Kelly Street having the stop condition. At times, cars may be parked on Jackson Street that can limit site distance for drivers stopped on Clark and Kelly Streets. There is an area marked as “no parking here to corner” on the southerly side of the Clark Street / North Jackson Street intersection.

We will have an initial discussion with the City Council on Tuesday to determine if we want to study these intersections and gather information for possible revisions to the traffic code for additional no parking areas.