

COUNCIL PROCEEDINGS
JANUARY 5, 2022

Charles City city council met in a budget session on January 5, 2022 at 5:30 p.m. in the council chambers. The meeting was also held on zoom. Mayor Dean Andrews presided and the following members were present: Keith Starr, Patrick Lumley, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present were the city administrator Steve Diers, library director, Annette Dean, park and rec director, Tyler Mitchell, public safety director, Hugh Anderson, fire chief, Eric Whipple, and police captain, Brandon Franke.

Mayor Andrews welcomed everyone to the budget session.

Being this was the first budget session of the year, administrator Diers reviewed the way the budget worksheets are laid out. Diers explained we are starting out with the general fund items and at this time we do not have our valuations so there are no revenue items for property tax income listed on the budget sheets at this time.

Library director Dean reviewed the library budget. The library levy of \$.27/thousand is a voted levy. A new line item for federal grants received. This is where the e-rate money will be placed along with a grant that Dean had written for APRA funds. Dean stated that the Floyd County Librarians have met and are requesting an increase in funding from the county. Miscellaneous grant line includes a grant from the State Historical Society for the digitization project. Children's materials fees and fines have been discontinued. Deans sees in the future that it is possible that no fees or fines will be collected on late material. Salaries include a 3% increase with an exception of Assistant Director who will receive 5%. This was a three agreement when the position was filled to bring the salary up to the average salary of assistant directors around the area. Increased building and maintenance line to include doing windows twice a year instead of once and hoping to do some painting in the Zastrow room and children's room. Diers explained that in all departments you will see an increase in tort liability. Cleaning, maintenance, and IT included a small increase in contract services. Operating supplies have an increase of \$7,500 for an art appraisal. Capital equipment purchases are to include vmware network module and backup storage contract. Next the library trust funds were discussed. Dean said the interest rate has gone down substantially. Most funds are restricted as to what can be purchased, there are two that are unrestricted. Andres is a grant that is applied for every July.

Tyler reviewed the park & rec budget. Receive \$10,000 from CIA for mowing parks. Swim pool admissions were back this year. Wildwood revenues have been up the last couple of year. Golf course showed finishing up the year at a loss of just shy of \$9,000. This is an improvement from the last two years. Tyler said they are offering more things like couple's night. Use of course has gone up and have several new members. Looking at adding additional carts to have available. A cart for a full-year is \$500. If we bring it in for a day it is \$50. Looking at bringing in two additional carts and seeing how that goes. Pro Shop sales have been up but not sure if it is the new normal or if it is related to stimulus money that people had available. Salary includes a 3 percent raise. Would like to give seasonal park positions a .50/hour raise to help retain and attract staff. Park superintendent position has worked out

well and Nate has is very good mechanical skills which helps with maintenance numbers. Hot spots are for park shop and pool so they are able to work with our new electronic time and attendance system. Contract services is largely tree removal. This year put an amount back so that next year we may be able to purchase a top dresser for the golf course. They currently rent one at a cost of \$400/day. Construction line in park & rec includes cart shed renovations and riverfront rock along cement slide, amphitheater and whitewater course. Amount of money that it requires to maintain the pool is increasing. Park & rec capital improvement funds come mainly from hotel/motel tax. Revenues have been affected by Covid. Looking at using \$25,000 of this funding for trail repair and skate park. We will need to look at a long- term plan for Wildwood clubhouse.

Diers review the hotel/motel tax fund. This is money in and money out. 40% goes to park & rec capital improvements, 5.5% goes to city for administration & services. 2.5% goes to Chamber of Commerce for administration and 52% is marked for tourism.

Diers explained that several years ago we started a purchase reserve fund. The park & rec reserve fund has a balance of \$40,000. This year we will begin moving approximately \$7000 into that fund from water department and wastewater fund for mowing their locations. Diers sees this fund as more of an emergency fund instead of a major project fund. Phoebe asked about how the tree removal process was working for Tyler. Phoebe said her hometown has a tree board that is funded by a \$1.00/month charge included in their water bill. This board addresses all trees within the city. The tree board usually includes a board member who is a forester who can help with tree management. Might be something to look at. Swimming pool attendance is also up. Added water Zumba and a few other activities.

Public safety revenues were reviewed. Vest and step program monies are moved to the federal grant line instead of being coded to state grant line. Fire department service line item is monies received from St. Charles township through a 28 E agreement. Donations for CPR equipment was given by an anonymous donor. A discussion was held on the school resource officer funding. Anderson reviewed that the school resource officer was a least at one of the schools daily, but they are unable to attend every school event. Knighten asked if anything had been inputted into the budget for the fee that would be related to our new UTV/ATV ordinance. Anderson said that they would have to look at inputting a line item for that. Building permits have kept a pretty good pace. Anderson said they are still dealing with a lot of animal complaints. He says Paw does a good job of checking for licensing and vaccination for dogs that end up at their facility. Fee and fines for animals at large are set by the state. Anderson said the way they are operating without an animal control officer has worked out quite well. Police salaries were negotiated last fall for a 5% increase. Overtime is kept higher due to vacancies in the department. Salary and related expenses have all been projected for a fully staffed department. Notary line has changed due to the dispatchers not being located in the building anymore. At this time each officer has become a notary. We will not be purchasing a squad car this year due to a car that had been damaged beyond repair and has all ready been replaced. Next year we have put a car back in the budget. Still hoping to get a new back door installed, it took quite a long time to get the door here. Will wait until the weather warms up a bit to install. The scanning line item has been zeroed out since the new police secretary should have time to do this now since she won't be doing 9-1-1 duties. We currently have 2 reserve officers and would like to have 7. New state requirements make it a little more involved to get the training done. Council member Lumley asked about the school helping fund the school resource officer position again, can this be explored? Chief Anderson stated that even though the school stopped with funding, they continued to provide officers at school functions just because it is important for public safety, especially football games. This will be revisited with the school to see if they can participate with funding. Fire department budget reviewed. Salaries have been set at 3% for FY23.

There may be some retirements coming in the fire department this next fiscal year and discussions will need to be held on filling those positions. The funding of the ambulance service may have some impact on how we proceed with this process. Fire chief Whipple talked about the wages for volunteers. He is recommending raising rate to \$10/hr for training and \$12/hr for response to fires. Currently these are at \$7.25/hr for training and \$10/hr for fire response. We have 22 volunteers right now and Whipple would like to get to 30. For capital equipment, they will replace personal protective equipment. Council member Freeseaman asked if there was an equipment replacement schedule for the fire department and Whipple replied that he has a vehicle schedule but not really for other equipment other than major items. Will be looking at replacing the SCBAs in the next few years. There is also a 1998 truck that will need to be replaced in FY25 probably. Estimate around \$750,000 for that purchase right now. This truck is shared with St. Charles township, 70% city and 30% township. Ambulance remodel is included in current year for capital improvement. Roof replacement is set for FY24 and last year we started setting aside \$50000 each year for three years to cover that future expense. Council member Lumley asked what the plans are for the fire station, are we considering moving it at all? Diers stated the building is in good shape for it's age and it has been discussed previously about moving but nothing yet. Even if we move, the new roof will make the building more marketable to a buyer. Code enforcement budget reviewed next. Most is fairly steady. Salaries set for 3% for fy23. Have been looking at software for permits and may be able to get something that can be utilized by the water department as well. K-9 fund reviewed. When we returned Jordy, we were offered a reduction in a new dog if we chose. We did not go that route. Anderson said we are still considering getting another dog but we are waiting to see what happens with other laws before we decide. Safety education fund is for bike rodeo, national night out, kids supplies, etc. It is 100% funded by donations. Asset forfeiture fund is funded from drug seizures and is limited to what it can be spent on. Fire extinguisher fund is funded by sales and service of fire extinguishers and is used for purchasing things such as food, stove, microwave etc for the fire station. Nuisance abatement reserve is earmarked for purchase and demolition of nuisance properties. We have done several of these in the past and continue to identify and abate nuisance properties.

TIF funds budgets were reviewed. Dollars are certified each December 1 and that designates what our revenues will be for the next fiscal year. We have 4 active TIF areas currently. Riverside is our oldest one. There are several small rebates being done here. We also fund Main Street program and part of our ADC yearly support from here. Façade and cultural/entertainment grants run through this fund as well. SW Bypass district is a joint TIF with the county. Rebates to Cambrex, Zoetis and Croell are done from here. County and city support of ADC for \$17,500 each is funded and paid through this fund. South Grand TIF covers South Grand out to the avenue. Molstead has two development agreements running through this district. The loan payments for the certified site are also included here. FY23 will include a transfer out to General for reimbursement to the city for the purchase of lots in the new Parkside development. East Park TIF has expired. Still a balance there of \$3700 which could be used if we restart this TIF. Park Avenue TIF was established for the Allied subdivision development. This next year is the last year to collect funds since it has expired. Payments on LMI loans are here as well as a portion of support to ADC.

Being no further business, meeting was adjourned.

Dean Andrews, mayor

Attest:

Ginny Titus, deputy clerk

