

COUNCIL PROCEEDINGS
FEBRUARY 22, 2021

Charles City city council met in a planning session on February 22, 2021 at 6:00 p.m. via Zoom due to the COVID-19 pandemic. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers and city engineer John Fallis.

Quotes for the ambulance bay remodel at the fire station and windows/door replacement at 401 N. Main were discussed. We are still waiting on final numbers on the quotes. We have tried several times to get quotes on the work at 401 N. Main but couldn't get anyone to bid. When the ambulance bay remodel project came along, we combined the two in hopes of getting someone to bid. These are two separate projects that will be done at the same time. Martin Gardner designed the plans for the ambulance bay, too. There will be two offices and two bays with a mezzanine for storage. We think this is a better route to go rather than lease a separate building, want to keep it all in one building with the fire department. We plan on having the final numbers for the meeting on Monday for council consideration. For the 401 N. Main project, the design shows listing all three entities in this building on a sign out front but budget constraints will make this portion wait until funds are available. Mayor Andrews asked if we could substitute "401 N. Main" above the front door with the names of the entities. Council member Freeseaman commented that the names should be the responsibility of those entities rather than the city. City administrator Diers stated that is the route that will likely be taken.

A revised 28E agreement with the Charles City school, Charles City Chamber and Community revitalization has been in discussion with all entities involved. This agreement covers the operation of the local access channel and administration of the franchise fee we currently receive from Mediacom. These funds are used for several purposes, such as payment to the school for training students to tape meetings and city events, payment to Community Revitalization and Chamber for local access channel ads and overseeing the city's broadband commission functions. This is a two year agreement for FY21 and FY22. The broadband commission has approved this. It is a temporary solution until the next agreement, we will be looking to make some possible changes to funding and the equipment needs to facilitate the broadcasting on the local access channel. We may change the way we broadcast meetings and other events since the equipment that needs replacing is quite expensive. The payment to the school for FY21 is \$43,163 and for FY22 it is \$41,000. These payments are to help cover a portion of the PAN director salary for helping to train people to video events and to place the videos on the PAN and local access channel for the public to view. The payments to Community Revitalization of \$10000 and Chamber of \$3900 remain unchanged.

SEH, the engineering firm who oversaw the public housing parking lot/sidewalk project, has submitted a supplemental agreement to cover extra costs for that project. Some changes were made in the project mid stream which in turn, caused extra time and expenses to be incurred by SEH staff. This supplemental agreement is asking for an additional \$3800 to cover the added expenses. This will be on the next regular agenda for council consideration.

The wayfinding project is completed and ready for acceptance. This project had previously been let but the bids came in considerably higher than expected. So some changes were made to the specs and the project was re-let. It came in lower so the project moved forward. The total cost of the project came in about \$5000 under budget. COVID-19 caused some delays in the completion but it is finally completed and ready to accept. It was asked if we can add some additional signs at some point, such as some for Wildwood Golf Course on Hwy 14 and reply was yes, but we would have to go out for quotes to do that. This project included wayfinding signs around town, information kiosks and the large welcome signs on the edge of town. Signs and More from Independence was the general contractor for this project.

An application is ready for the TAP program to help fund the connection for the bike trail at 11th Avenue. Currently, the trail ends at F Street near 11th Avenue and doesn't go all the way to North Grand Avenue. A plan has been developed that would take the bike trail from F Street to North Grand. From there, we could use on-street trails to get to the cable stayed bridge at the end of Clark Street. This TAP funding application is due March 10.

City administrator Diers reported that we are looking into a rural innovation grant that would require a \$10000 local match that we are hoping could be used to repurpose the old Kmart building. Tim Fox will write the grant and we have several local entities who will share in funding the local match. City staff met last Friday with IT personnel to develop a plan to make it possible to go live with the council meetings while still maintaining social distance and other protocols when we are ready to take that step.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk