

COUNCIL PROCEEDINGS  
MAY 10, 2023

Charles City city council met in a planning session on May 10, 2023 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: DeLaine Freeseaman, Patrick Lumley, Keith Starr, Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers, city engineer John Fallis and engineer in training Brian Sullivan.

Mayor Andrews reminded everyone to watch for their turn in doing city notes for the paper and to be sure and get those articles to Bob at the Press.

A street closure request for Rotary car show on July 15<sup>th</sup> was re visited. There was a complaint by Ryan Boehmer who uses the building next to Rustic Corner for his business. This event would block his entry to his building and he would like to limit the closure of the block in front of his building. The Rotary committee is asking for Main Street from Ferguson to Riverside be closed but will leave the intersection of Clark Street/Main open for people to get around. There will not be any cars parked in front of the theater. This block will be used for individual pictures of each car and for registration only. After all are registered, this block will be opened back up, estimating around noon. Boehmer didn't want any street closures for these types of events, only for parades and street construction. The option of re opening his block at noon was not agreeable to him. Jessica Gintz, chair of the car show, stated that they would gladly open the street up if he needed access. Boehmer was still not in favor. This item will be put back on the next regular agenda for council action.

More discussion was held on allowing parklets in the city downtown area. More info had been requested, so Mark Wicks did some research and presented that to the council. He talked to almost all of the downtown businesses and most were in favor of this concept. Some expressed concern over losing some downtown spaces and the viability of the project that has been presented to council. Wicks stated that some cities have a policy for parklets in place and some addressed it through a conditional use permit. It's hard to do a one size fits all. The current request is for location on Kelly Street. Council member Starr asked what we would do if we got a request to put one on Main Street. Answer was this will probably have to be done on a case by case basis if we choose to allow them. The person requesting this has stated that his ice cream/burger business will be operational by July 4<sup>th</sup> so he would like to know soon if council will allow the parklet. Any parklet that would be constructed will be temporary and be moved before snow falls. Most of the council was in favor of trying to attract more people to our downtown but the rushed timeline was a concern. They asked for more feedback from the downtown businesses that did not respond to the initial research by Wicks. Consensus was that this could be handled by a permit process to start and see how it works. But council would like to see a more complete eatery project before issuing a permit. In the case of this request, permission would have to also be given to use the sidewalk and parking spaces for the food truck that is now parked there and the parklet. Most of the council was not opposed to this but would like to see a draft of a permit process/policy. This will be re visited at the next planning session where council will get an update on the progress of the eatery and a draft of a policy/permit process.

Cory Spieker, water superintendent, presented a request to council to upgrade one of the slakers at the water plant. This equipment is for the softening process. There is a 3-4 month lead time on parts, so he would like to get this ordered now. It is included in the FY24 budget. This will be on the next regular agenda for council action.

Our sewer camera, that was purchased in 2009, also needs replacing. The module is outdated and is not supported anymore. Cost of a new one is approximately \$25,505. This item will be on the next regular agenda for council consideration.

Katie Nolte, housing director, was present to review two planned projects for housing: a roofing project at Morningside and the housing office and a window replacement project at North Cedar Terrace. There has been a lot of patching done on both of the roofs so quotes were requested. The housing board has reviewed the bids received and is recommending acceptance of Al and Tim's Roofing's quote of \$95,176.00. Council asked if references had been checked for this business and response was no. Nolte will check before the meeting on Monday and report back. Most of the windows at North Cedar Terrace

apartments aren't able to be opened. Two firms submitted quotes for replacement of 144 windows and the housing board is recommending acceptance of the quote for Pella windows from Isakson Construction for \$178,963.33. Isakson had also submitted a quote for Marvin windows for \$170,110.27 but that brand of windows was not acceptable. Council member Lumley asked if there was a warranty for the windows and Nolte replied that she believes it is a 10 year warranty with a one year warranty provided by the contractor. These items will be on the next regular agenda for council consideration.

Pay estimate #3 has been submitted for the clear well project. Total request is \$450,529.90 with about half of the request being for labor and the other half for materials. SEH has reviewed the request and is recommending approval. This item will be on the next regular agenda for council action. There has been a lot of water being pumped out of this excavation site, will that cause any issues for the design of this project? Reply was no, there is tile that will take most of that water away.

A permanent easement is needed to relocate the traffic signal at the corner of Main St and Gilbert Street. We want to move the signal back a bit to hopefully avoid anyone else hitting it when they turn that corner. There is no right of way to do this so a permanent easement is required from the owners of Vance Insurance. City attorney Slotter has prepared the easement and it has been signed by the owners. This item will be on the next regular agenda for council action.

City administrator Diers reported that staff is working on the upcoming health insurance renewal with our insurance advisor. We are currently self funded and are looking at a partial self funding option. This will be on the next planning session agenda to discuss with council. A notice was recently sent out to all property owners in the city concerning the responsibility for them to trim the trees located in the city right of way abutting their property. Our tree dump has been receiving many trees that originated from outside city limits, so we have been locking the tree dump at night. We are trying to figure out a way to restrict access to the site for only city residents. Residents can still access the leaves/grass clipping area 24/7. The can collector receptacles that were located at Dollar General have been moved to behind the old City Tap building. Diers and Michael Malena recently attended a nuisance conference that was very informative. We only have 10 lifeguards so far signed up and would like closer to 25 total. If we don't get enough, we may have to limit the pool hours this summer. Diers has created a YouTube page to store the videos from our city council meetings.

Council member Pittman reported that a student member has been selected for the Historic Preservation Commission. The Facebook page for the commission is up and running.

Councilmember Lumley reported that he recently worked at the mobile food pantry event and thought the city could man one of these events with city employees and city council.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk