

COUNCIL PROCEEDINGS
JUNE 14, 2023

Charles City city council met in a planning session on June 14, 2023 immediately following adjournment of a special meeting at 6:00 p.m. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Patrick Lumley, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers, city engineer John Fallis (via Zoom) and engineer in training Brian Sullivan.

Renewal of transit agreements was discussed. The agreement with Dan and Tammy Elthon includes a 3.1% increase for FY24. Another change to the agreement is adding the day after Thanksgiving as a day the transit will not operate. In the past, they have found that this day is very slow and with both the city and NIACOG being closed that day, the transit has no support if there are problems. Tammy gave a brief review of the operations of the transit. The city is reimbursed 100% for the expenses to operate the county transit and the deficit of the city transit service is shared 50/50 with the city and NIACOG. Our portion is funded by the transit levy. This will be on the next regular agenda for council approval.

An application for Façade funding has been submitted for Prologue located at 213 N. Main Street. The project includes demolition and removal of the existing “awning” that goes across the pocket park located next to this building and installation of fencing. The total estimated cost of the project is \$2,660 and the owner is asking for 50%, or \$1,330 for Façade funding. Mark Wicks commented that we only have \$1100 left for funding in this fiscal year, but the balance will be restored starting July 1, so payment for this would come after July 1. Darci explained that the fence is needed to serve wine outside. Question asked on how patrons will be monitored outside for the liquor and reply was that cameras will be installed and the owner will also keep an eye out. This item will be on the next regular agenda for council action.

Housing director Katie Nolte was present to discuss her department writing their own checks for their expenses. They have purchased a new computer software that would write the checks and also produce reports that they need to run the department and submit required reports to HUD. The public housing program is an accrual based reporting and the city is on a cash basis, so that has always presented a challenge in submitting their required reports to HUD. Payroll/HR functions would remain with the city and a transfer would be done from the housing bank account into the city's for all payroll expenses. Nolte and a board member would be signing the checks. Nolte's goal was to get this set up in time to start writing checks July 1. There was much concern expressed by the council on oversight, since the city is ultimately responsible for all funds for housing. Nolte stated that she could wait until more information is available on plans for oversight. A consultant has been hired to help make this transition as smooth as possible and he could talk to the council about the procedures that will be put in place. This item will come back to the council at a future date.

Pat Callahan was present to conduct the capital improvement plan process that was started at the May 24 planning session. He had asked department heads to list capital projects in excess of \$50,000 for a timeline of 5-6 years. A total of 63 projects were submitted by department heads and these were then reviewed with the council by each department head. Callahan reviewed the ranking process and suggested using an A/B/C/D scoring system with A being the most important and D being the least. He recommended only have a certain percentage of A and B projects so that we don't have too many projects to be able to be completed. Following are some of the projects submitted by the department heads: Library - replace portion of roof, replace flooring that was recently installed, HVAC replacement, ped mall concrete repair, replace tables/chairs in Zastrow room and replace circulation desk, Park and Rec - ballfield lights, bridge replacement at Sportsmen, Wildwood clubhouse repair or replacement, pool remodel, tractor purchase, CW trail renovations and Wildwood storage building construction, Fire Dept - fire truck replacement and roof replacement, WWRF - replace Old Hwy Road and 11th Street controls and Maple Heights lift station, tractor for the sewer cameras, monoform rehab, Water - bulk water filling station, lime sludge removal, looping project, purchase land for lime sludge storage, water main repairs, SCADA upgrades, water tower maintenance, replace PLC and VFD, Streets - blacktop maintenance, stormwater manhole rehab, traffic control lights, tree removal, vehicle replacement, Engineering - several streets reconstruction/repairs (Main Street, 11th Street, N. Grand), sanitary sewer lining (especially on streets that will have work done). Council member Freeseaman asked about the pavement management

system, is that being used to determine which streets need work? City engineer John Fallis replied that streets are being evaluated using PACER. The DOT had also done some analysis which was funded by Federal highway dollars. However, those guidelines used were geared toward higher speeds of traffic, so it really wasn't as applicable to our lower speed city streets. That is why we used PACER. Freeseaman asked for the rankings to be sent to council so Brian will get that info out to council. Engineering also had the bike trail extension on their CIP list. Public Housing - South Cedar Terrace general updates. City administrator Diers had city hall renovations/reception area security updates, create ambulance partnership, ped mall refresh, right of way tree replacement on his list. It was commented that Rotary is looking at helping with tree replacement and we will work with a forester to get a good diversity of trees to be planted to replace all of the ash trees we will be removing in the next few years. Items added by council tonight include Gilbert Street bridge, Main St. bridge, restrooms near riverfront and whitewater course enhancements to bring a total of 67 items. Funding sources for each project have somewhat been identified. Once we get a ranking from council, we will see where the ARPA funding can come in. Council member Starr also mentioned that we need to keep in mind the ambulance service startup costs we will be incurring. Other sources of possible funding would be local option sales tax, hotel/motel tax, possible EMS levy and possible franchise fees. Callahan reviewed the ranking system again and stressed that council be cognizant of how many A and B rankings they give. A deadline of June 30 for council to return their rankings to Diers was set. Those composite scores will then be calculated and a second ranking will be done at the August 16 planning session. That meeting will be dedicated mostly to finishing this capital improvement plan process.

City administrator Diers reported that the board of adjustment approved the conditional use permit last Friday for the proposed new owner of the Hartwood Hotel. The Rottinghaus' had their ground breaking for the 9 unit housing project at Sherman Nursery property. A local bank has bid on the tree removal loan. The Iowa games are this Saturday in Charles City. The appraisal for the library art collection has been received and council asked to have that sent to them.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk