

## COUNCIL PROCEEDINGS SEPTEMBER 14, 2022

Charles City city council met in a planning session on September 14, 2022 at 6:00 p.m. in council chambers. 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 and city engineer John Fallis.

**A Façade application has been submitted from Prichard Law Office for replacing an awning on the front of his building and installing a new awning on the back entrance.** Todd Prichard was in attendance to answer any questions. The total cost of the project is \$5, 301.60 and he is asking for the maximum 50% of the total, which is \$2,650.80. This application has been reviewed and approved by the design committee. This item will be on the next regular agenda for council action.

A 28E was recently approved between the city and the Floyd Soil and Water Conservation District to implement projects for watershed best practices and water quality/quantity improvement projects. Grant coordinator Doug Johnson has identified two such projects and would like council approval for them so the work can be done yet this fall. One is located on Floyd County Conservation land known as Mink Creek area. The other is located on property owned by Dennis Sanvig on Gilbert Street. Both projects will be for construction of a bioreactor. The city's total share for both projects is \$9,627.38, which represents 25% of the total cost. The city will pay these amounts to the individual land owners upon completion of the project. We will then submit for reimbursement from the state for these payments.

There have been several discussions previously about partnering with the train depot museum to install public restrooms as part of the depot renovations. These restrooms would be located on the soon to be constructed bike trail extension that will go right by the depot. They would be accessible to the public even when the museum is closed. Timers will be installed so the doors automatically lock at night and are re-opened early the next morning to reduce the chance of vandalism. The museum is asking for a \$50,000 contribution to the cost of these restrooms. City staff has done research on what a stand alone restroom would cost the city and the estimates are \$350,000 to \$395,000 for a facility that is air conditioned, heated and has plumbing. If the city would decline to participate, this space in the museum would be used for something else since they already have restrooms inside the building. There is a state grant available and it is necessary to know if the city is participating or not in order for the depot committee to complete the grant paperwork. This \$50,000 would count as a match from the city, so it would give the application a better chance at being awarded. The \$50,000 would be a maximum amount and if costs come in lower, it could be lower. Money the city has been awarded for the trail extension in this area could also be counted as a match for the depot grant. Much discussion on locating rest rooms near the white water park, this has been something that has been discussed several times over the past years. With this opportunity to partner with the depot and get some public restrooms for only \$50,000 , the consensus was to pursue this partnership and hopefully look at another option by the river front. One option is a brick building that has some apartments in it by the boat dock. It may be feasible to renovate that structure for restrooms and showers fairly reasonable. Consensus was to have this item on the next regular agenda for council consideration. Question on if an agreement will be done with the train museum as to the maintenance and future use of this restroom. The city attorney is not available until Monday, so that would not be able to be on the agenda but it can be drafted and put on a future meeting for discussion.

An employee handbook for the foster grandparents who are part of our foster grandparent program has been submitted by the AmeriCorp Senior organization that oversees our program. It mostly covers the foster grandparents themselves but also the staff to a much lesser degree. City attorney Slotter has reviewed this and sees no issues with it. He recommended that the council approve this handbook, so it will be on the next regular agenda for council action. One change that is included in this version is that the required hours per week have been reduced from 15 hours to 5 hours. Fostergrandparent director Jennifer Lantz stated that she hopes this will generate more participation and therefore more hours to go toward our requirements.

With the newly installed colored lights on the Corporate Drive water tower, city staff is recommending that an agreement be adopted to allow people to pay to have the tower lit up with their choice of colors for special events. We have received the city of Altoona's agreement for this type of thing to give us a starting point. They charge \$50/hour, so where do we want to set ours at? Consensus was to have ours go from dusk to dawn and possibly go with \$75 for the fee. Any revenue from this would go into the water fund to go toward maintenance of the lights. Whenever the lights are requested to be lit, the reason for it will be publicized on the city Facebook page and website unless requested to be kept anonymous. There may also be public reasons for lighting the tower, such as for the country of Ukraine, that would not require a payment, so staff will work on parameters for these instances.

Cory Spieker, street/water superintendent, was present to discuss the purchase of a lift for the street department. This would be used for changing the street banners, trimming trees, working on street lights and traffic signals, to name a few. He requested quotes from 4 different companies and only received two back. The low bid was from Mid Country Machinery for \$35,000. It was asked if there is any possibility of sharing this purchase with another entity and reply was that the school had been interested but then had to step back due to budget constraints. The possibility of renting this item out was also discussed but then dropped due to concerns over wear and tear and also liability. This item will be on the next regular agenda for council consideration.

Request for quotes had been sent out for engineering services on the 2024 Main Street Overlay project. This will cover Main Street from Gilbert Street to Lane Street for overlay work and also for the newly added section of Main Street that intersects with North Grand Avenue. This job is too large to do in house so an engineering firm needs to be hired. Four quotes were received as follows: CGA \$144,600.00; Fehr Graham \$198,000.00; SEH \$89,800.00 and Veenstra & Kimm \$98,500.00. City engineer Fallis is recommending acceptance of Veenstra and Kim's quote due to their extensive experience in downtown road projects and their inquiries with Fallis on the project prior to submitting their bid. Since this quote is for services, we are not required to take the lowest bid. All four companies are capable of providing the necessary services, but Fallis is recommending Veenstra & Kimm. This item will be on the next regular agenda for council consideration.

The city has received a request from LJP/Jendro's for an increase in their garbage services in the amount of the CPI, which is calculated to be 7.4%. This request is allowed per the agreement we have with them. The fuel surcharge being paid to them ends in September. City administrator Diers shared the breakdown of the various tote sizes and what the increases might be to each of them using a straight across split of the increase or having the increase based on per gallon. Since price per gallon increases were used the last time these rates were changed, consensus was to use that method again this time. Those rates would be: 35 gallon - \$14.54; 65 gallon - \$19.41 and 95 gallon - \$24.40. This item will be on the next regular council meeting for council consideration.

City administrator Diers asked about moving the September 28 planning session due to the League conference going on that night and it was decided that this meeting will move to Monday, September 26 at 6:00 p.m. A RAGBRAI meeting was held this morning with the director from Des Moines. The city's email hosting will change soon to keep issues with overloading the system to a minimum. This has been happening lately with our current email host. Diers will be attending the ICMA conference Friday through Wednesday. Goal setting has been set for November 30 at 5:30 in the Zastrow Room with Elizabeth Hansen. The shelters currently in Dana Park will be moved elsewhere in the city since Pure Prairie Farms nor CIA want them.

Council member Lumley reported that the EMS advisory committee will be holding informational meetings starting September 21 through October in the cities in Floyd County up until the November 8 election for this levy.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

