

COUNCIL PROCEEDINGS
SEPTEMBER 26, 2022

Charles City city council met in a planning session on September 26, 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 and Phillip Knighten. Absent was Phoebe Pittman. Also present were city administrator Steve Diers, city attorney Brad Sloter (through item 5 on the agenda) and city engineer John Fallis (via Zoom).

NIACC president Steve Schulz was present to discuss the possible sale of a portion of the city parking lot just south of the current NIACC center here in Charles City. They would like to do an addition to this building to house classrooms for a career academy. The city would be allowed to sell this area to NIACC for \$1 since they are a governmental entity. Question on if this would have to be advertised for bids and city attorney Sloter replied no but a public hearing will have to be held before we can convey the property. Schulz commented there is currently a storm water intake located in this area but that will be taken into account when the plans are drafted. It was also mentioned that an Eagle Scout project located at the corner of Brantingham and Clark needs to be considered and Schulz commented that given the location of the project, it should not be affected by this expansion but he will double check that. This item will be on a future regular agenda to set the public hearing for this conveyance.

Omnitel Communications has requested permanent easement agreements for expansion of their services into the downtown district. There are no alleys here so they will need permanent easements in the 100, 200, 300 and 500 blocks of Main Street. All of these are located in city parking lots and they will be put on the very edge of the lot to lessen any impact on possible future development. Josh Hveem from Omnitel stated that they have a three phase plan for downtown. Since there is lots of concrete to deal with, it is harder to build but they will try to coordinate with us on any parking lot projects we may have planned. These phases are built based on a business plan and are done based on demand in the areas. A public hearing needs to be held on these easements prior to approval and this will be set at the October 3 regular meeting.

A parking waiver request for 1007 Gilbert has been presented to planning and zoning. This is the former Casey's business and when they closed, they removed the tanks and gas pumps. This is the only area that is not paved. The new owners plan on running a sports bar and grill here and are asking for a waiver to pave this area until September 2023. It is late in the season so getting this done will be difficult. Planning and zoning commission is recommending approval of this request. This item will be on the next regular agenda for council action. Council member Starr asked what happens if they don't pave by the deadline. City attorney Sloter responded via text that a citation would be filed and a court order issued for compliance. These issues of non-compliance will be pursued with the city attorney to be brought into compliance. This waiver request will be on the next regular agenda for council action.

An agreement with SEH for construction administration services for the clear well project has been submitted for council consideration. This would be outside the scope of the design agreement we have with them so a separate agreement is needed. SEH would prepare change orders, pay estimates and perform construction observation. The construction administration fee is a lump sum fee of \$119,400 with construction observation and staking fees hourly not-to-exceed amounts of \$136,000 and \$8,900.00 respectively. These fees will be paid using proceeds from the SRF loan we are receiving for a 20 year term and an interest rate of 1.75 %.

City administrator Diers reported that council will act on October 3 on an agreement with Fox Strand for a diffuser study. The annual League of Cities conference is September 28-30 in Waterloo. The IaCMA conference he recently attended in Indianapolis was very good. We have received resignations from fire chief Eric Whipple, code enforcement officer Jason Webster and GIS planner Jake Johnson recently so will be working to fill their positions soon. Last brush pickup will be done October 17 - 19. We have two leaf pickups planned right now, one October 24 and the second November 14. We are working on the goal setting sessions with staff and council. Council member Lumley reported that the EMS advisory

board has information events planned every week until the last week of October leading up to the November 8 election.

There being no more business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, city clerk