

COUNCIL MINUTES
REGULAR SESSION
OCTOBER 4, 2021

Charles City city council met in regular session on October 4, 2021 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following members were present: Keith Starr (via Zoom), Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten (via Zoom). Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Slotter (via Zoom).

Citizen comments - Peggy Loftus commented on the citizen comments made at the last regular council meeting.

Mayor Andrews welcomed everyone to the meeting.

Council member Knighten logged out temporarily due to technical difficulties.

Motion by Freeseaman, second Pittman to approve the agenda. Ayes - 4

The August 16 minutes needed some additional language concerning the CDBG grant application as follows: The public hearing on the proposal to submit a CDBG application to IEDA was opened at 6:00 PM. Chris Diggins, NIACOG staff presented the following: The need for the activity for the proposed project of constructing a one million gallon clear well has been identified by the City Council, city staff, the City's hired engineer, residents and business/industry based on concerns about excessive and aggressive starts and stops of the Water Treatment Plant. This will lead to expensive repairs or existing equipment failure and loss of water service as well as increased operational costs due to excessive lime usage and disposal.

The proposed activities will be funded with a combination of CDBG funds and a State Revolving Funds (SRF) from the Iowa Department of Natural Resources. The application has a due date of October 1, 2021. The City of Charles City is requesting \$600,000 in CDBG funds. 55.2% low- and moderate-income persons, according to the 2011-2015 ACS LMI % provided on the IEDA website will benefit from the project. Therefore 55.2% or \$331,200 of federal funds will benefit LMI persons. The proposed activities will be conducted south of but adjacent to the existing water treatment plant located at 1709 Indiana Avenue within the city limits of Charles City. There will be no displacement of persons or businesses as a result of funded activities. Not applicable. (Plans to assist persons actually displaced) The project includes construction of a one million (1,000,000) gallon clear well treated water storage, associated piping, miscellaneous items, restoration, legal and administrative. Following review of the information above and the proposed application, Diggins presented a Community Development and Housing Needs Assessment (CDHNA) created for a previous CDBG application as well as summarizing community, housing and economic development activities that have taken place over the last several years. Charles City has recently seen increased commercial and industrial activity as well as new housing subdivisions be developed. However, many of the previous needs and activities are still relevant. The Council reviewed the items and either kept, removed or added needs and/or activities.

Community Development and Housing Needs Assessment

Community Name: _____ Charles City, Iowa _____

I Major housing and community development needs of low and moderate income persons in Charles City:

1. Providing assistance to low income families in owning and maintaining safe, decent, affordable housing.
2. Municipal Water System improvements to ensure efficient safe potable water for residents, business and industry.
3. Exploring opportunities to assist in the creation and availability of safe, decent, low income rental housing for elderly and young family households.
4. Expanding mid-priced or affordable housing in the \$60,000 - \$80,000 range.
5. Taking action that leads to the creation of more jobs or higher-paying jobs for low and moderate income residents in the community.
6. Wastewater Systems improvements for proper treatment of wastewater.

II Other major housing and community development needs (for residents who are not of low and moderate income):

1. Revitalization of the downtown business district.
2. Attracting new businesses to the community.
3. Enhancing development capacity in the community in order to create new single-family housing.
4. Water and Wastewater Improvements.

III Planned or potential activities to address housing and community development needs:

1. Apply to IEDA for Water/Sewer funds to undertake needed water system improvements.
2. Continue to apply to the IEDA Housing Fund for housing rehabilitation assistance for LMI families
3. Continue to promote housing development incentives already offered by the City, such as Housing TIF and other residential development incentives.
4. Expand opportunities to create to develop both low income/subsidized housing and market rate housing to meet the housing needs of the community.
5. Continue efforts to enhance and develop the downtown business district.
6. Continue economic development efforts to attract more businesses and industry to the community.
7. Continue efforts in promoting and expanding development activity in the Avenue of the Saints entrance to the City.
8. Continue to work with and support the Charles City Area Development Corporation in its housing, community, and economic development efforts.
9. Continue to support and enhance the City's present rental housing code inspection program with an eye on developing a complimentary rental rehabilitation program.
10. Continue to support homeownership opportunities for LMI households in the community such as the City's current Section 8 Homeownership Assistance Program.

Date and location assessment was prepared: August 16, 2021 6:00 PM

Charles City City Hall, 105 Milwaukee Mall, Charles City, IA 50616.

Number of local residents participating:

The Council, discussed the proposed CDHNA and, by consensus, approved the CDHNA as presented.

Following discussion of the CDHNA, a motion was made by Joerger, seconded by Pittman to close the public hearing. Roll call vote was as follows: Starr aye, Joerger aye, Freeseaman aye, Pittman aye, Knighten aye. The motion passed unanimously.

Motion by Starr, second Freeseaman to approve the amended August 16 minutes as presented. Ayes - 5

Motion by Freeseaman, second Joerger to approve the minutes of the September 14 and 20 meetings. Ayes - 4.

Motion by Starr, second Freeseaman to approve the minutes of the September 14 and 20 minutes. Ayes - 4

Motion by Joerger, second Freeseaman to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following items: payment of claims (including those approved by other boards):

74278	JENDRO SANITATION SERVICES, serv.	\$204.00
74279	AMERICAN PASS TRAIN MUSEUM, serv.	\$10,000.00
74280	DISH NETWORK, serv.	\$79.64
74281	FLOYD COUNTY TREASURER, property taxes	\$195.00
74282	JENDRO SANITATION SERVICES, serv.	\$49,784.65
74283	MARCO TECHNOLOGIES LLC, serv.	\$61.42
74284	VERIZON WIRELESS, serv.	\$120.03
74285-74299	PAYROLL ENDING 09/25/2021	\$105,314.46
ACH	AFLAC, payroll liabilities	\$1,004.42
74300	CITY OF CHARLES CITY, payroll liabilities	\$1,038.65
ACH	EFTPS, payroll liabilities	\$32,585.07
74301	EMC NATIONAL LIFE CO, payroll liabilities	\$6.00
74302-74303	DELTA DENTAL	**VOIDED**
74304	DELTA DENTAL, payroll liabilities	\$1,664.90
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,683.00
ACH	ICMA, payroll liabilities	\$2,100.03
ACH	IPERS, payroll liabilities	\$44,066.04
ACH	MUNICIPAL FIRE & POLICE, payroll liabilities	\$42,827.79
74305	VSP	**VOIDED**
74306	VSP, payroll liabilities	\$426.68
74307	MUTUAL OF OMAHA	**VOIDED**
74308	MUTUAL OF OMAHA, payroll liabilities	\$391.40
ACH	TREASURER STATE OF IOWA, payroll liabilities	\$16,941.00
74309	LORETTA KEMP, reissued deposit refund	\$11.02
74310	MIDAMERICAN ENERGY, serv.	\$14,409.23
74311-74325	OCTOBER HAP CHECKS	\$15,565.05
ACH	OCTOBER HAP CHECKS	\$55,300.15
ACH	BANCORPSV, serv.	\$207.12
ACH	BANCORPSV, serv.	\$305.60
ACH	FLOYD SWCD, serv.	\$6,570.63
ACH	KABRICK DISTRIBUTING, supp.	\$277.25
ACH	VICKI INMAN (FGP), mileage	\$11.76
74326	AGVANTAGE FS, supp.	\$3,215.28

74327	ANSELL HEALTHCARE PRODUCTS, supp.	\$606.40
74328	BROWN SUPPLY CO, supp.	\$900.00
74329	CAL'S AUTO REPAIR INC, supp.	\$116.40
74330	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
74331	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
74332	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
74333	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
74334	CC PUBLIC EMP HEALTH PLAN, serv.	\$75,427.67
74335	CENTURLINK, serv.	\$1,811.64
74336	CHARLES CITY ELECTRONICS, supp.	\$73.96
74337	CINTAS, supp.	\$127.94
74338	CINTAS CORPORATION, serv.	\$42.83
74339	CIRCLE K COMMUNICATIONS INC, serv.	\$5,358.61
74340	CITY OF CHARLES CITY, supp.	\$180.00
74341	CJ COOPER & ASSOCIATES INC, serv.	\$10.00
74342	COMMUNITY REVITALIZATION, serv.	\$715.66
74343	COMPUTRONICS, serv.	\$480.00
74344	CORNHUSKER STATE INDUSTRIES, supp.	\$926.49
74345	CROELL INC, supp.	\$3,478.00
74346	D&K PRODUCTS, supp.	\$320.00
74347	DELAINE FREESEMAN, travel reimbursement	\$161.48
74348	FLOYD CO MEDICAL CENTER CLINIC, serv.	\$272.00
74349	FOX ENGINEERING INC, serv.	\$22,451.05
74350	FRIEDRICH PLUMBING & HEATING, serv.	\$464.94
74351	GORDON FLESCH COMPANY INC, serv.	\$283.20
74352	GRAINGER, supp.	\$4,262.79
74353	HOLDEN HILLEGAS/H&R LAWNCARE, serv.	\$1,400.00
74354	HEWETT WHOLESALE, supp.	\$93.98
74355	IDOT-CASHIER'S OFFICE, supp.	\$2,867.63
74356	IDOT-CASHIER'S OFFICE, supp.	\$239.98
74357	IOWA LAW ENFORCEMENT ACADEMY, serv.	\$7,650.00
74358	IMAGETEK OPERATIONS LLC, serv.	\$210.00
74359	INDEED INC, serv.	\$506.78
74360	JEAN BOLEY, mileage reimbursement	\$39.20
74361	JENNIFER LANTZ, mileage reimbursement	\$118.72
74362	JERRY PYLE REPAIR, serv.	\$463.48
74363	HULL ENTERPRISES LLC, serv.	\$1,275.00
74364	JOHN DEERE FINANCIAL, supp.	\$113.26
74365	JOHN A HOWE, serv.	\$850.00
74366	KENTUCKY RIDGE ASSISTED LIVING, supp.	\$71.50
74367	KEYSTONE LABORATORIES, serv.	\$115.20
74368	MAIN STREET CHARLES CITY, serv.	\$16,000.00
74369	MARCO TECHNOLOGIES LLC, serv.	\$204.05
74370	METERING TECHNOLOGY SOLUTIONS, supp.	\$3,292.04

74371	MIKE'S C&O TIRE INC, supp.	\$459.26
74372	NCL OF WISCONSIN, supp.	\$233.68
74373	NEB-IA INDUSTRIAL FASTENERS, supp.	\$81.74
74374	NIACC, serv.	\$225.00
74375	NIACOG, serv.	\$523.50
74376	NOLT'S CUSTOM CONCRETE, serv.	\$600.00
74377	NORTH IOWA LAWN & SPORTS, supp.	\$141.96
74378	NORTH IOWA MEDIA GROUP, serv.	\$334.00
74379	PAWS HUMANE SOCIETY, serv.	\$1,550.00
74380	PERRY NOVAK ELECTRIC INC, serv.	\$1,485.55
74381	POWERPLAN, supp.	\$320.17
74382	RC SYSTEMS, serv.	\$2,167.67
74383	RIVER CITY PAVING, supp.	\$48,677.27
74384	STEVEN T DIERSm travel reimbursement	\$17.00
74385	SUBWAY, supp.	\$15.00
74386	T&W GRINDING & COMPOST SERVICE, serv.	\$6,240.00
74387	TRUDY O'DONNELL, travel reimbursement	\$162.40
74388	UNIQUE COUNTRY STORE, supp.	\$120.00
74389	USA BLUEBOOK, supp.	\$808.91
74390	YOUNG CONSTRUCTION LTD, serv.	\$350.55

TOTAL \$624,862.81

Business of the Mayor - Mayor Andrews declared that trick or treating in the city will be done on October 31 from 5:00 to 7:00. He asks that the same protocol as last year be followed, that people hand candy out and not let children take it from a bucket and to leave your porch light off if you don't want to participate in the trick or treating.

Jessica Gintz was present to request street closures for the Rotary holiday lighting event at Central Park on November 27. They are asking for Jackson Street, Kelly Street and Blunt Street around the park be closed from 3:00 p.m. to 8:30 p.m. and for no parking on Main Street side of the park as well. Council member Knighten rejoined the meeting at this time. City clerk O'Donnell requested that all of the food vendors be reminded to get their permit if they need one. Council member Freeseaman asked if the adjoining property owners had been notified, this item was not checked on the street closure permit. She wasn't sure but will check and let Trudy know. Motion by Freeseaman, second Joerger to approve the request. Ayes - 5.

A request to close some streets for the moving of the railroad depot has been submitted by Bob Moen. City engineer John Fallis outlined the plan for this move. It will start with closing 11th Avenue on Friday, October 8 between N. Grand and D Street, where the depot will be sitting through the weekend. It will be moved to it's final destination on Monday October 11. Eleventh Avenue is a very low traffic volume street, so staff doesn't see any problem with this. Council member Freeseaman asked if the street can handle having that heavy of load sitting on it that long and reply was yes, it can handle it. The weight is distributed enough over the axles that it will be fine. Motion by Freeseaman, second Pittman to approve this request. Police Anderson commented that Lawler Street will also be closed through this to minimize access. Moen commented that Mid American has been notified so any affected overhead wires will be moved if needed. On roll call vote, all voted aye.

Ordinance 1153 AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 1202 SOUTH MAIN STREET, CHARLES CITY, IOWA, FROM M-1, LIGHT MANUFACTURING DISTRICT, TO B-3, SERVICE BUSINESS DISTRICT was presented for a third and final reading. This ordinance will re-zone property located at 1202 South Main Street from M-1 to B-3. Planning and zoning has reviewed this ordinance and held a public hearing on it. They are recommending approval. City council also held a public hearing on this ordinance at the September 20 council meeting. Motion by Freeseaman, second Joerger to approve the third reading of Ordinance 1153. Ayes - all. Council member Freeseaman read the ordinance. Motion by Joerger, second Freeseaman to adopt and publish Ordinance 1153. Ayes - 5

Ordinance 1154 AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 904 COURT STREET, CHARLES CITY, IOWA, FROM R-3, MULTI-FAMILY RESIDENCE DISTRICT, TO B-3, SERVICE BUSINESS DISTRICT was presented for a third and final reading. This ordinance will re-zone property located at 904 Court Street from R-3 to B-3. This ordinance was reviewed by planning and zoning and they held a public hearing. The commission is recommending approval of this ordinance. City council also held a public hearing at the September 20 regular meeting. Motion by Freeseaman, second Joerger to approve the public hearing. Ayes - 5. Council member Freeseaman read the ordinance. Motion by Joerger, second Pittman to adopt and publish Ordinance 1154. Ayes - 5

Our Main Street Iowa agreement with the state is up for renewal. This is a two-year agreement and one requirement is that the city financially supports the program here, which we do. One change is that we have to maintain national accreditation. Having this accreditation gains us access to certain funding streams and also gets us a higher score on other grants. There are 55 Main Street Iowa communities in the state. Council member Pittman introduced Resolution 121-21 entitled, "RESOLUTION OF SUPPORT AND FINANCIAL COMMITMENT FOR THE MAIN STREET PROGRAM IN CHARLES CITY, IOWA" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

An application for Façade funding has been received from the property owner at 213 N. Main Street. This project includes work on the upstairs apartment to complete plumbing of a new bathroom and installation of a fire barrier. The total estimated cost of this project is \$31,350 and they are asking for the maximum funding of \$10,000. **Since this work is on upper story housing, it qualifies for Façade funding.** The design committee has reviewed this application and are recommending approval. Council member Pittman introduced Resolution 122-21 entitled, "RESOLUTION APPROVING FUNDING FOR A PROJECT AT 213 N. MAIN SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

Changes to the traffic code concerning no parking at the intersection of Clark and N. Jackson have been discussed at recent planning sessions. There have been several serious accidents here (with more than \$1500 damage) so staff feels that is enough to warrant some changes. Staff is proposing having no parking on both sides to the south of this intersection extended to a total of 46 feet from the middle of Clark Street at this intersection with both sides of the street having equal length of no parking. This change is made by resolution of the council and will be added to the city traffic code for enforcement. Council member Freeseaman introduced Resolution 123-21 entitled, "RESOLUTION AMENDING RESOLUTION NO. 35-92 THE OFFICIAL TRAFFIC CONTROL LISTING FOR THE CITY OF CHARLES CITY" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

The city is a member of the 28E that makes up the FMC Landfill. As a member, we need to receive a copy of their annual audit and approve it. The FY20 audit has been received by our representative on that

board and he provided a summary of the findings but a full copy of the audit was not distributed. Council will wait to approve this at the next meeting after getting a copy of the audit.

A request has been received from the Charles City school to have temporary handicap parking spaces near the football field. These will not be in the traffic code so will not be enforceable by our police department. It would be for varsity events only at the football field complex for this school year. We will see how it goes. The school will work with a local sign vendor to make up the signs, will be about the size of the small political signs you typically see. They will work with 8 spots. Motion by Freeseaman, second Pittman to approve these temporary handicap parking spots by the football field. Ayes - 5.

City clerk O'Donnell reported that the next meeting will be a planning session on October 13 at 6:00 p.m.

City administrator Diers reported that he and other staff will be meeting with the Comet Bowl owners to discuss the water issues occurring at their property during rain events. The last brush pickup of the season is scheduled for October 18. Leaf pickups have been scheduled for October 25 and November 15 with the same guidelines in place as in previous years. The city was visited by the AEDO committee last week for the process of receiving national designation as an area economic development and the visit went well. The street work at Grove and Illinois Streets is open.

Motion by Pittman, second Freeseaman to adjourn. Ayes - 5.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk