



**CLINTON CITY COUNCIL
COMMITTEE OF THE WHOLE**

May 24, 2016

CITY HALL COUNCIL CHAMBER

ROLL CALL:

- 1. Lincolnway Rail and Air Park Broker Presentation – Charlie Armstrong**
- 2. FY17 General Fund Budget Update – Anita Dalton**
- 3. Replacement of 1996 Road Grader – Dennis Hart**
- 4. Discussion on Transit Use of Trolley – Dennis Hart**
- 5. Ashford Residential Parking District – Pat Van Loo**
- 6. Request to Sell 315 2nd Avenue North – Jessica Kinser**
- 7. Mayor & Council Member Updates**

Committee of the Whole Summary Sheet

May 24, 2016

1. Railpark Broker Presentation

Charlie Armstrong with NAI Ruhl will be presenting to the Council on his activities with the representation of the Railpark thus far.

ACTION REQUESTED

No action requested.

2. FY17 GF Budget Update

As we near July 1st, there is a need to ensure the Council wants to retain a large transfer in to the General Fund in light a surplus that came at the very end of the FY17 budget process.

ACTION REQUESTED

No recommendation; if the Council wants to remove the transfer in, move a budget modification resolution to the next Council meeting.

3. Replacement of Road Grader

The small road grader used for alley maintenance broke and is not easily repaired due to the age and lack of parts. Staff is recommending replacement of the grader in the current fiscal year from the Road Use Tax Fund.

ACTION REQUESTED

To direct staff to proceed with the acquisition of a new road grader.

4. Trolley Discussion

The Finance Committee has moved forward a revised policy related to the General Fund contingency reserve, which provides guidance on how the amount should be budgeted.

ACTION REQUESTED

No recommendation; if the Council wants to utilize the trolley on a route, direct staff to reject the previous bid and move a budget modification resolution to the next Council meeting for the Transit Fund.

5. Residential Parking District

With Ashford closing, it is a good time to review whether the City should continue the residential parking district or return the area to normal parking.

ACTION REQUESTED

To move forward an ordinance amendment to the next Council meeting to repeal the residential parking district.

6. 315 2nd Ave North

I have been contacted about selling the lot in the title, which has been owned by the City for many, many years. The memo includes a proposed timeline for disposal through a sealed bid process.

ACTION REQUESTED

To direct the City Administrator to start the disposal process through a sealed bid.



FINANCE DEPARTMENT

MEMORANDUM

To: Mayor Vulich and City Council
FROM: Anita Dalton, Finance Director
SUBJECT: FY17 Budget Surplus Revisited
DATE: May 19, 2016

When the budget was finalized at the end of March, and the FY17 budget was approved and submitted to the state and local entities, we showed a surplus of \$162,619 in the General Fund.

2/8/2016	Workshop started with a Budget Deficit =	-\$45,107
2/8/2016	+ Transfer from F548	\$95,000
2/8/2016	Additional funds to increase the contingency reserve	\$49,893 +
2/19/2016	Then we received an adjusted valuation figure from the County	\$112,726 +
2/19/2016	Which created an even larger surplus in the General Fund	\$162,619 =
2/19/2016	+ Transfer from F548 (still included in the above figure)	\$95,000
3/15/2016	Surplus as it would be without the transfer from F548	\$67,619

This surplus also includes an already budgeted \$30,000 for a Parks Master Plan

This is how we left the GF at the last workshop - with these

I wanted to revisit this prior to July 1, 2017. If you will recall, the council authorized a \$95,000 transfer from the Marina Amenities Fund to the general fund, because we were facing a deficit of \$45,000 in the general fund at the last budget workshop.

Later we received word from the County Auditor that the utility valuation information for Iowa American Water had not been included in our total valuation figure that we had been working off of. This change in valuation, in addition to the \$95,000 authorized transfer from Fund 548, is what makes up the FY17 General Fund surplus of \$162,619 figure. Is it still the desire of the council to transfer \$95,000 from the Marina Amenities Fund in FY2017 to the general fund? Without that transfer, the general fund is still in a surplus position.

Thank you~
 Anita Dalton



Fleet and Transit Division

Date: May 18, 2016

Memo to: Mayor and City Council

From: Dennis Hart, Director of Fleet & Transit

Re: Small Grader Replacement

The small grader that is used to grade alleys had a major axle failure this week. I had originally hoped that it would be FY18 before we needed to request funds for replacement of this 20 year old piece of equipment. The grader is a 1996 Champion Grader.

We are having trouble locating replacement parts. The Champion Motor Grader Company was purchased by another company several years ago and has since discontinued their grader line of equipment. I am in the process of getting estimates for a new grader and what I have seen so far is in the range of \$150,000 to \$175,000.

The Road Use Tax Fund ended with a fund balance of \$814,000 in fiscal year 2015; and it looks like we are on pace to add another \$300,000 to that balance by the end of fiscal year 2016. This equipment purchase could easily be made from the excess revenues in fiscal year 2016, and the fund balance from last year would be maintained.

I have included some pictures of the damaged axle on the grader. I am requesting that City Council approve the replacement of this small grader as it is an essential piece of equipment that maintains the alley-ways throughout the City.





Fleet and Transit Division

Date: May 18, 2016

Memo to: Mayor and City Council

From: Dennis Hart, Director of Fleet & Transit

Re: Trolley Route

With the Council's direction from the last meeting to develop a Trolley route, I have met with CVB Director Carrie Donaire, for input on a local tourism route that the Trolley would be dedicated for. When the Trolley is in for repairs a regular transit bus would be used on this route.

Our notes from the CVB meeting:

Trolley

Local tourism route

Designated stops and times will be included on the route maps.

Saturdays all summer long, from 9am – 4pm

Some stops will have a place for passengers to wait for the bus out of the elements.

The new route is within walking distance of multiple parks and areas of interest listed.

CVB will help to market and promote the Trolley route to reunion groups and visitors

Clinton County Historical Society

Veterans War Memorial

Riverview Bandshell

Tennis courts

Fishing Pier

Clinton LumberKings at Ashford University Field

Discovery Trail

Hawthorne Park – within walking distance from Riverview Drive

Sawmill Museum

Riverview Park

Clinton Municipal Pool

Skate Park

Showboat Theatre

Lubbers Fountain

Candlelight Inn/ Clinton Marina

Four Square Park

Elijah Buell Terrace
Main Avenue business district
One block from Catholic Historical Center
Eagle Point Park/ trolley would stop at the Lodge
Soaring Eagle Nature Center
Prairie Pastures Dog Park
Bickelhaupt Arboretum
Curtis Mansion
Downtown Business District

Neubauer Park
Fisher House B & B

(CTP) Central Transfer Point- where transit buses meet.

The new Trolley route would leave the CTP in the downtown area every 60 minutes. The route would start on Memorial Day weekend and end after Labor Day weekend.(15 days) It would begin at 9AM and end at 4PM on Saturdays only. The Trolley would be only used on a route, it would not be available for any kind of rental.

The operating cost was calculated using 2015 yearend IDOT report, which calculated to \$62.88 per hour. $\$62.88 \times (15(\text{days}) \times 7 \text{ hours}) = 105 \text{ hours} = \$6,602.40$ total costs





City Clerk

Phone: 563-244-3421 Fax: 563-244-3426
611 South Third Street
P. O. Box 2958
Clinton, IA 52733-2958
www.cityofclintoniowa.us

To: Mayor Vulich and the City Council
From: Pat Van Loo, City Clerk
Date: May 17, 2016
RE: Parking in the Vicinity of Bluff Boulevard and North 4th Street

In 2011 residents living along 4th, 5th, and 6th Avenues North from Bluff Boulevard to North 4th Street began experiencing issues related to the expansion of Ashford University and students parking in front of their residences. The Rules and Regulations Committee met and forwarded a recommendation to the Committee of the Whole that a residential parking district be formed. Citizens living in the district could then request parking permit stickers from the City Clerk's office making it easier for law enforcement personnel to identify whether or not a vehicle belonged to a resident of the area. An ordinance establishing residential parking districts was approved by the Council and the City began distributing parking permits to residents at no charge.

With the closure of Ashford University the question is whether parking permits are necessary. The Clinton Police Department has informed me that they favor eliminating the residential parking permit program. An email received from the Captain Kopp stated "The residential parking permit program was initiated to offer relief from student parking to the permanent residents. While the program forced the residents to jump through certain hoops to obtain a permit, it did provide for parking of their vehicles in front of their homes. However, since Ashford is no longer in business, there will be no student parking in these neighborhoods and the permit program is more burden to the residents than help."

Therefore, if it is Council's desire to eliminate the Residential Parking Permit Program the first consideration of an amendment to the ordinance would be on the June 14, 2016 City Council agenda.

ORDINANCE NO. 2461

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CLINTON, IOWA BY ESTABLISHING A NEW CHAPTER, 79A, RESIDENT PERMIT PARKING DISTRICTS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLINTON, IOWA:

Section 1. Purpose. The purpose of this ordinance is to add a new Chapter, Chapter No. 79A, Resident Permit Parking Districts to the Code of Ordinances of the City of Clinton, Iowa. Said ordinance is to address motor-vehicle congestion on certain streets and in certain neighborhoods caused by non residents.

Section 2. The Code of Ordinances of the City of Clinton is hereby amended by adding the following new Chapter:

CHAPTER 79A – RESIDENT PERMIT PARKING DISTRICTS

79A.100 FINDINGS AND DECLARATIONS.

(A) *In general.* The City Council finds and declares that serious adverse conditions in certain areas and neighborhoods of Clinton result from motor-vehicle congestion, particularly long-term parking of motor vehicles on the streets of those areas and neighborhoods by nonresidents.

(B) *Program intent.* The permit parking program established by this subchapter is intended:

(1) To reduce hazardous traffic conditions resulting from the use of streets within these areas or neighborhoods by nonresidents;

(2) To protect these areas and neighborhoods from excessive noise, trash and refuse caused by the entry of nonresident vehicles;

(3) To protect the residents of these areas and neighborhoods from unreasonable burdens in gaining access to their residences;

(4) To preserve the character of these areas as residential areas and neighborhoods;

(5) To preserve the value of the property in these areas and neighborhoods;

(6) To preserve the safety of children and other pedestrians;

(7) To encourage the use of public transportation, and parking facilities;

(8) To promote efficiency in the maintenance of streets in these residential districts in a clean and safe condition;

(9) To forestall dangers arising from the blocking of fire lanes, hydrants and other facilities required by emergency vehicles, both in reaching victims and in transporting them to hospitals; and

(10) For the peace, good order, comfort, convenience, and welfare of the inhabitants of Clinton.

79A.200. RESIDENT PERMIT PARKING DISTRICT No. 1.

Resident Permit Parking District (RPPD) No. 1 shall be constituted of all the streets and avenues located within the area bounded by 3rd Avenue North from Bluff Boulevard east to North 5th Street and then north on North Fifth Street to 6th Avenue North and then west on 6th Avenue North to Bluff Boulevard and on Bluff Boulevard back to the point of beginning .

79A.300. PLAT.

The city engineer shall cause to be filed in the office of the city clerk a plat of the Resident Permit Parking District as established by this division.

79A.400 Resident Parking Permits.

(A) Permit eligibility.

(1) Resident permits.

(a) Resident permits may be issued to:

1. Each person with a primary residence within the RPPD, limited to one resident parking permit per motor vehicle owned by, and registered to the RPPD resident;
2. A vehicle regularly utilized by a person who owns, or leases commercial property, or is employed by a person or entity that owns or leases commercial property and actively engages in business activity within the RPPD;
3. Any vehicle utilized in the area by an institution, such as a church, school, or hospital, located wholly or partially within the RPPD. However, no more than one parking permit may be issued for each institution within an RPPD for a motor vehicle registered to, or under the control of, such an enterprise, unless the City determines a greater number may be appropriate for the particular RPPD involved.

(b) Information required on application. Permits will be issued only to residents of an address within the RPPD, or as otherwise set forth herein. Final determination of eligibility will be made by the City Clerk, based upon criteria clearly set forth within its rules and regulations. Each application for a parking permit shall contain at least the following information:

1. Applicant name and address;
2. Proof of residency shown by Applicant's name on a deed, lease, current vehicle registration, or current utility bill;
3. Make, model and license tag number of motor vehicle(s) for which an application is made;
4. Current vehicle registration and proof of ownership of motor vehicle, or principal use by the applicant of the motor vehicle in the case of an employer issued vehicle; and
5. Any other information required by a rule or regulation adopted by the City pursuant to this subchapter.

(2) Visitor permits.

(a) Upon application of any resident of an RPPD, the City shall issue a visitor parking permit to the resident for temporary use on a visitor's vehicle.

(b) No more than two visitor parking permits shall be issued to any one household/dwelling unit, at any one time. For the purposes of this regulation, the resident shall be the holder of the visitor permit, and shall be responsible for its use or misuse.

(c) Visitor permits are transferable between automobiles. No resident of the RPPD may use the visitor permits for their personal vehicles. A visitor permit may only be used during the time a visitor is visiting with or working for the resident at the resident's residence. It is the resident's responsibility to ensure that the visitor permit is returned after each use.

(d) A visitor permit shall be displayed on or about the front windshield of the vehicle so as to be easily visible from outside the vehicle.

(e) The City may issue regulations regarding the use of visitor permits in order to prohibit the abuse of such permits.

(3) *Special permits.*

(a) *Event permits.* Any person or persons who will be attending a special meeting or event within the boundaries of the RPPD may apply for an event permit. Such application will be reviewed by the City to determine the applicable restrictions, including day/date/time of validity, which shall be prominently indicated upon the face of the permit. While the event period may be granted for certain days within a period of time, no permit shall be valid for a period of longer than one year.

(b) *Temporary permits.* Any person or persons requesting special exception from the residential neighborhood permit parking regulations for a one-day period only, may make such a request to the City and may be granted a temporary one-day permit. There will be no fee for this permit. Any person will be limited to no more than four such temporary permits per 12-month period; any excess requests shall be charged as an event permit.

(B) *Decal required.* Resident permits shall be visibly displayed and permanently affixed to the vehicle in the lower left corner of the rear window or other location as determined by the City. The use of glue, tape or other temporary means will be considered invalid and subject to citation as per section 79A.800(4). Visitor and special permits shall be visibly displayed by hanging the permit from the rearview mirror in the front windshield.

(C) *Replacement of permit.* If the make, model or license tag number of a permitted vehicle changes during the year, the applicant may bring in the new information to the parking enforcement office to obtain a replacement sticker. The permit previously issued to the permit holder immediately shall become void.

(D) *Change of residency.* If residents of a property change during the calendar year, the new resident(s) may complete a change of residency form and request application for permit. The permit(s) previously issued to the RPPD residents immediately shall become void upon application by the new resident(s).

(E) *Expiration of permits.* Permits will expire 12 months after the issuance date of the permit. The date of expiration will be clearly marked on all permits.

(F) *Appeals of decision denying parking permit.* Any person who has been denied a parking permit by the City may appeal that decision in writing to the City Administrator, or a designee. Such appeal shall be answered within ten days of receipt of said appeal, and the decision of the City Administrator shall be final.

79A.500 PARKING SPACE NOT GUARANTEED.

Possession of any RPPD permit shall not guarantee or reserve the holder an on-street parking space.

79A.600 PARKING RESTRICTIONS.

(A) All permitted vehicles must adhere to all state and local parking regulations.

(B) RPPD permits do not take precedence over No Stopping Zones, or any other temporary or permanent no parking zones posted by City for tree removal, snow removal, street sweeping, bus stops, utility work, or other actions deemed necessary by the City Council.

(C) The restrictions of an RPPD shall not apply to any marked City vehicle or a marked emergency vehicle.

79A.700 EXEMPTIONS.

(A) The following vehicles shall be exempt from the parking restrictions imposed within the RPPD, as set forth herein:

- (1) Any vehicle, including but not limited to, a clearly-marked delivery, emergency utility or service vehicle with appropriate commercial license plates, which is under the control of an individual providing service to a property located within the RPPD, while actually engaged in making pick-ups or deliveries of goods, wares, or merchandise from to any building or structure within the RPPD, or rendering emergency service to a resident within the RPPD. Identification of such vehicle is the responsibility of the driver of such vehicle.
- (2) Emergency utility vehicles identified in subsection (A)(1), above, shall be limited to parking within the RPPD for a period of no greater than two hours, unless said emergency utility vehicle has contacted City to identify the problem that prevents adherence to the parking restrictions.
- (3) For purposes of this subchapter, service or delivery vehicles, including moving vans or trucks, that must be parked within the RPPD for longer than 24 hours must obtain a temporary permit. However, no parking is allowed on sidewalks, grass, or any non-parking areas.
- (4) Health care providers may park their vehicles within the RPPD during the times they are rendering assistance and/or health care service to residents of the RPPD. (Health care provider defined as nurse, home health aid, physical therapist, or any other medical professional.)

79A.800 ENFORCEMENT.

Violations. The following shall constitute violations of the RPPD and shall be subject to citation:

(A) It shall be unlawful for any person other than the City to knowingly sell, offer for sale, or acquire for the purpose of sale any residential parking permit, visitors permit, special event permit, one day permit, or other permit. Any person violating this provision shall be fined \$200.00.

(B) It shall be unlawful for any person to purchase any residential parking permit, special event permit, one day permit or other permit issued pursuant to this section from any person other than the City. Any person violating this provision shall be fined \$200.00.

(C) It shall be unlawful for any person to park in a RPPD without a valid permit affixed to their vehicle. Any person violating this provision shall be fined \$25.00.

(D). It shall be unlawful for any person to park in a Resident Permit Parking District with a invalid, expired or improperly affixed permit. Any person violating this provision shall be fined \$15.00.

(E). It shall be unlawful to display a resident permit not registered to the vehicle in which it is displayed.

Section 3. Repealer. All other sections of the Code Ordinances in conflict with these provisions shall be repealed.

Section 4. Severability. If any section, provisions or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall no effect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 5. Effective Date. This Ordinance shall be in full force and effect from and after its adoption and publication as provided by law.

Rodger E. J. Hohm, MAYOR

Attest: _____
CITY CLERK

ADOPTED: August 23, 2011



SPRINGDALE DR

N. CLIFF BLVD.

FAYETTE ST.

N. 5th ST.

N. 4th ST.

N. 1st ST.

N. 2nd ST.

N. 3rd ST.

N. 6th ST.

N. 7th ST.

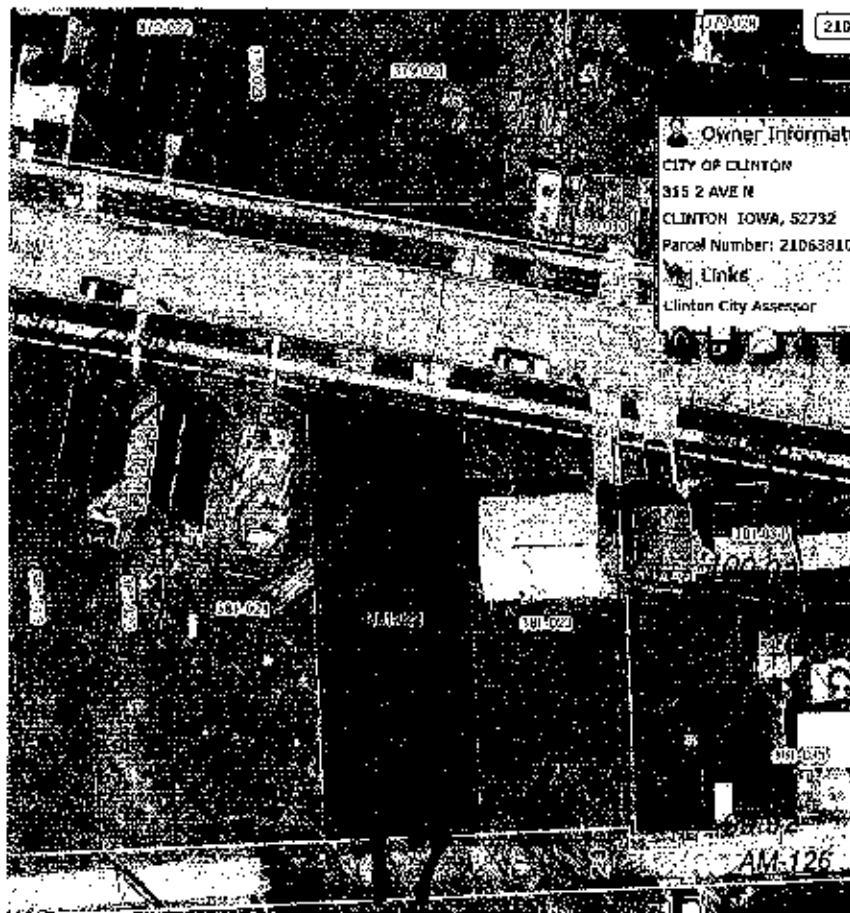


City Administrator

Phone: 563-242-2141 Fax: 563-244-3426
611 South Third Street
P. O. Box 2958
Clinton, IA 52733-2958
www.cityofclintoniowa.us

To: Mayor Vulich and the City Council
From: Jessica Kinser, City Administrator
Date: May 19, 2016
RE: Disposal of 315 2nd Ave N

The City owns the vacant lot at 315 2nd Avenue North, and this is one that is on the list to dispose. I was contacted by an individual who was interested in purchasing the lot. Therefore, the request before you is to authorize the City Administrator to begin the process for disposing of 315 2nd Avenue North. The lot, pictured below, is a 50 foot wide lot, which would be buildable.



I am proposing the following method and timeline for this process:

- May 24th: Receive permission to dispose of lot through a sealed bid method
- June 1st: Issue Request for Bids, with a bid period of 14 days (2 weeks); see attached draft.
- June 14th: Resolution to set public hearing on the disposal of the property is considered
- June 15th: Bids are due by 2PM.
- June 28th: Public hearing held; resolution disposing of property considered.



City Administrator

Phone: 563-242-2144 Fax: 563-244-3426
611 South Third Street
P. O. Box 2958
Clinton, IA 52733-2958
www.cityofclintoniowa.us

REQUEST FOR SEALED BIDS

SALE OF PROPERTY

315 2ND AVENUE NORTH

The City of Clinton is accepting bids on 315 2nd Avenue North, a vacant lot measuring 50 x 140 feet. The property is zoned R-2 Residential. The property is legally described as Lot 21 of Block 17 in the original plat of the town of Clinton.

To bid on the property, please submit the bid amount and name, address, and telephone number of the buyer on the attached bid sheet in an envelope. The envelope must be sealed and should be marked as a "Sealed Bid" referencing the address of 315 2nd Avenue North on the outside of the envelope. Bids should be submitted to the following address no later than 2PM on Wednesday, June 15, 2016:

City of Clinton
City Administrator
PO Box 2958
611 S. 3rd St.
Clinton, IA 52733-2958

No fax or emailed bids will be accepted. Bids must be dropped off in person or sent via mail or through a parcel service.

The bid will be awarded to the highest bidder, except that the City reserves the right to reject all bids and require rebidding. The bid is subject to City Council approval. State law requires that a public hearing be held on the sale of the property as well, which is scheduled occur on Tuesday, June 28, 2016, at 7PM in City Council Chambers, City Hall, 611 S. 3rd Street.

Please contact Jessica Kinser, City Administrator, with questions at 242-0261 or by email at jessicakinser@cityofclintoniowa.us.