

**CITY OF SIGOURNEY, IOWA  
MINUTES OF REGULAR CITY COUNCIL MEETING OF  
WEDNESDAY, DECEMBER 5, 2018**

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, December 5, 2018 with Mayor Glandon presiding and the following Council members answering roll call: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Others present were: Holly Berg, Area 15 Regional Planning Commission; Peg Eversmeyer, Julie Wohler and Emily Wohler, 175<sup>th</sup> Anniversary Committee; Charlie Comfort, Sigourney News Review; Staci White, Christmas Festival Committee Representative; Matt Walker, French-Reneker-Associates; Brent Gilliland, Director of Public Works II; Derek Albert, Police Officer; Aaron Kephart, Police Chief; and Angie Alderson, City Clerk.

The meeting was called to order at 6:00 p.m. Council member McLaughlin moved, seconded by Council member Conrad, to approve the tentative agenda. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

Council member McLaughlin moved, seconded by Council member Conrad, to approve the following items on the consent agenda: Council accounts payable claims in the amount of \$124,739.15; City Clerk's October 2018 financial reports; payroll expenses, miscellaneous expenses, ACH and monthly transfers for October 2018; Resolution No. 2018-12-01 re: Memorial Hall Commission Reappointments; Resolution No. 2018-12-02 re: Temporary Closing of Downtown Streets during the Annual Christmas Festival Activities; and the credit card report. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

Council member Schultz moved, seconded by Council member Bender, to approve the remaining item on the consent agenda: Minutes from the regular Council meeting of November 21, 2018. Upon the roll being called, the following voted Ayes: Schultz, Bender, Conrad and McLaughlin. Nays: None. Abstain: Landgrebe. Motion approved. *(Council member Landgrebe was unable to attend the regular Council meeting on November 21, 2018.)*

**Public Hearings:** Mayor Glandon stated it was the time and place for a public hearing to review an application for the State Revolving Fund (SRF) loan and to make available to the public the contents of an Environmental Information Document and the City of Sigourney Project Plan including design and environmental information related to the Proposed Improvements to the City's Wastewater Treatment System and asked for a motion to open the public hearing. Council member Landgrebe moved, seconded by Council member Bender, to open the public hearing to review an application for the State Revolving Fund (SRF) loan and Environmental Information Document. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved, and the public hearing opened at 6:03 p.m.

Mayor stated the State Revolving Fund (SRF) Environmental Information Document is on the screen and copies are available for anyone to view. The public hearing announcement was published in the October 24, 2018 Sigourney News Review as required.

Mayor Glandon asked the City Clerk if there had been any written comments and/or objections to the Environmental Information Document and Clerk Alderson responded she had not received any.

Mayor Glandon asked if there was any public input. There being none, he called for a motion to close the public hearing.

Council member Bender moved, seconded by Council member Schultz, to close the public hearing to review an application for the State Revolving (SRF) loan and Environmental Information Document. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved, and the public hearing closed at 6:04 p.m.

Council member Schultz moved, seconded by Council member Conrad, to approve the Iowa State Revolving (SRF) Environmental Information Document. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

Mayor Glandon stated it was the time and place for a public hearing regarding the proposed activities relevant to application for Community Development Block Grant (CDBG) Funds and asked for a motion to open the public hearing. Council member McLaughlin moved, seconded by Council member Landgrebe, to open the public hearing regarding the proposed activities relevant to application for Community Development Block Grant (CDBG) Funds. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved, and the public hearing opened at 6:05 p.m.

Mayor Glandon introduced Holly Berg with Area 15 Regional Planning Commission to conduct the public hearing and answer any potential questions.

Ms. Berg presented the following information for a public hearing for CDBG application for the Sigourney Wastewater Treatment Plan Improvements Project.

1. How the need for the activities was identified. In March 2015, the City received a new Iowa NPDES (National Pollutant Discharge Elimination System) Permit (5475002). The new permit limits were analyzed with wastewater treatment plant (WWTP) data from the previous five years to determine where improvements are needed. The analysis concluded the City's existing WWTP would not be capable of meeting the ammonia limits. Therefore, improvements must be made to the system to meet the requirements of the new NPDES permit. The City of Sigourney procured French-Reneker-Associates to conduct a facility plan to identify steps to make the necessary improvements to the system.
2. How the proposed activities will be funded and the sources of funds. The total cost of the project is estimated at \$5,045,000. Funding for the project will include a proposed \$500,000 from the Iowa Community Development Block Grant Program. The local portion of the project is anticipated to be \$4,545,000 and will be paid through a combination of USDA-RD and SRF loans.
3. Date the CDBG application will be submitted. On or before 1 January 2019.
4. Estimated portion of federal funds that will benefit low- and moderate-income persons. 51.38% based on an income survey completed in **April 2016**.
5. Nature and location of the proposed activities will be conducted. This project will replace the existing aerated lagoon at the wastewater treatment plant with a SAGR (Submerged Attached Growth Reactor) located west of the existing lagoons. The improved system will upgrade the influent structure, lagoon aeration, and some of the piping between the existing lagoons. Several new buildings will be constructed for the new equipment and a generator will be provided for emergency operations. Work will include installation of 2,300 LF of new sanitary sewer piping and 14 manholes.
6. Plans to minimize displacement of persons and businesses resulting of funded activities. No persons or businesses will be displaced as a part of this project. The city will follow its residential anti-displacement and residential relocation plan if necessary.
7. Estimated impact on user rates: If funded, the average residential sewer bill would be \$54.00 with its standard 3% yearly increase. If the project is not funded, the improvements would still need to be carried out, and could raise the average residential bill by an additional estimated \$3.67 per month.

Federal law requires each local government applicant to identify community development and housing needs, including the needs of low- and moderate-income (LMI) persons and activities that will be undertaken to meet the needs.

At a city council meeting, public hearing or similar public meeting, or during a community planning process, the following items should be discussed and recorded:

1. Major housing and community development needs of LMI residents of the community.
2. Other major housing and community development needs (for non-LMI residents).
3. Planned or potential activities to address the needs identified in 1 and 2 above.

A Community Development and Housing Needs Assessment adopted in the current calendar or within previous two years will be considered current. As the last assessment was conducted in 2014, tonight we need to review

the updated assessment, and identify if any changes need to be made to the list below. If the list below continues to be satisfactory, no changes are necessary.

**Community Development Housing Needs Assessment  
Sigourney, Iowa  
December 5, 2018**

**Major Housing and Community Development Needs of Local LMI Persons**

- a) Rehabilitate owner-occupied housing units.
- b) Maintain public infrastructure and facilities such as water, sewer, streets and buildings
- c) Development of affordable rental housing

**Other Community Development and Housing Needs**

- a) Development of affordable housing for all income levels
- b) Improved handicap accessibility to City sidewalks
- c) Further development of the sports field complex
- d) Construct a tornado safe room at the sports complex.

**Planned or Potential Activities to Address Housing and Community Needs**

- a) Continue annual street and sidewalk improvement programs as identified in the City's Capital Improvement Program
- b) Seek funds for installation of amenities at the 7.4-acre soccer/football field complex
- c) Pursue funding for construction of a tornado safe room at the sports complex
- d) Promote the financial assistance programs available through the AHEAD Regional Housing Trust Fund (RHTF) for affordable housing activities.
- e) Pursue downtown revitalization projects.

The Council agreed the above list was current with the City's needs.

Mayor Glandon asked the City Clerk if there had been any written comments and/or objections and Clerk Alderson responded there had been none.

Mayor Glandon asked if there were any public comments and none were received. Mayor Glandon asked for a motion to close the public hearing.

Council member McLaughlin moved, seconded by Council Member Bender, to close the public hearing for proposed activities relevant to application for Community Development Block Grant (CDBG) Funds. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved, and the public hearing closed at 6:10 p.m.

Council member Conrad moved, seconded by Council member Schultz, to approve the submission of a Community Development Block Grant (CDBG) funds. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

**Other City Business:** Emily Wohler, 175<sup>th</sup> Anniversary Committee, stated the Dodransbicentennial will start on July 3<sup>rd</sup> and run through July 7<sup>th</sup>. July 3<sup>rd</sup> and 4<sup>th</sup> will be the normal activities with additional events on July 5<sup>th</sup> and 6<sup>th</sup> and concluding with an ecumenical service on July 7<sup>th</sup>. The Committee would like to close off three sides of the square for most of the celebration. They are hoping to have most of the activities on the square with a few at the Expo and/or Legion Park. All the details are being worked on. There is a contract with Standing Hampton for Saturday night for a Block Party. They would like to put a stage on one of the corners on the east side of the square. They would also like to have this area be the beverage garden. Kiwanis is going to oversee the beverage garden and will need volunteers. They Committee wants the Council to be aware of what they are working on. There will also be a Grand Reunion which has been done a couple of times and with everything being electronic, the Committee would like to have a donation button on the City's web site for people to make donations on line. We are looking at a PayPal account and this would be deposited into one of the City's account. Mrs. Wohler

stated the Committee does not want to put up a huge barrier for the beverage garden. They would like to rope it off with signage stating no alcohol beyond this point. They do not want people to feel fenced in and this will have to go up and down for events (parade), so they do not want this to be too cumbersome. They would also like to put up a large tent on the street or courthouse lawn (with permission). They would like for a lot of the activities/events to be held in this tent. The Committee would like to keep people from parking on the square during the parade so that kids can run out between cars in front of the big farm equipment. The Committee intends to send letters out to the businesses and tenants to work with them regarding parking. Committee members will go to each business and then hold meetings to try to make sure they are included in the events and their concerns are addressed. Council member Bender asked about the cost for the band. Mrs. Wohler stated that the Committee is planning to raise money for this and are looking for sponsors as well. Kiwanis is planning to pay for the band on Saturday night (Standing Hampton) as they will have the beer concessions. The biggest expenses they are looking at now would be the entertainment and the porta potties. Council member Schultz had concerns regarding blocking off parking on both sides of the square during the July 4<sup>th</sup> parade as older citizens like to park there to eliminate walking. He thought maybe one side being open would help. There will be a Kick-Off Brunch on January 27<sup>th</sup> at St. Mary's. The Committee is selling shirts to raise funds as well.

The Council discussed setting up accounts to process donations and/or payments for merchandise through the City's checking account. This eliminates some of the money handling process and makes things easier for people to donate to the 175<sup>th</sup> Anniversary event. Council member Schultz moved, seconded by Council member Landgrebe, to approve having an on-line donation service account. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

The Committee would also like to set up an account through the City with Square, Inc. to allow people to pay for purchases and make donations. Emily Wohler has the equipment necessary to do this and is willing to let the 175<sup>th</sup> Committee use this equipment with the money being deposited into the City's account and processed through our system. Council member Conrad moved, seconded by Council member McLaughlin, to approve setting up an account with Square, Inc. to process purchases and/or donations. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

Council member Landgrebe moved, seconded by Council member Conrad, to approve a performance contract with Standing Hampton to perform during the 175<sup>th</sup> Anniversary. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

Council member Schultz moved, seconded by Council member Landgrebe, to approve resolution no. 2018-12-03 Home Rule Proclamation. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

**Park and Recreation:** Council member McLaughlin moved, seconded by Council member Landgrebe, to approve advertising in the Sigourney News Review for the pool manager, assistant pool manager(s) and lifeguard positions for summer 2019. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

Council member McLaughlin moved, seconded by Council member Schultz, to approve a contract with Alan Sellers for Soccer Director. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

The Council reviewed the 2019 soccer and flag football equipment request and would like to see a quote for this before this is approved.

**Street and Sanitation:** Public Works Director II Gilliland stated that he would like to hire a third part-time (on an as needed) basis. Council member Schultz moved, seconded by Council member Bender, to hire a part-time employee on an as needed basis. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: No. Motion approved.

Public Works Director II Gilliland discussed closing the compost site. Once the weather gets bad people get stuck, so it easier/better to have it closed. The City Clerk will put in the utility bills for January 1<sup>st</sup>. Council member Schultz moved, seconded by Council member Landgrebe, to a close the compost side for the winter. Upon the

roll being called, the following voted Ayes: Schultz, Landgrebe, Conrad and McLaughlin. Nays: Bender. Motion approved.

**Water and Wastewater:** Matt Walker, French-Reneker-Associates, stated that they have evaluated the water distribution system and reviewed the pros and cons of the system and put together recommendations for improving the system overall. We are in great shape with the source water, elevated store supply (water tower) and the treatment plant. The lacking part is the distribution system itself. The main problem is Main Street with all the breaks and then we have asbestos pipes. Working with Director of Public Works I Northup they have put together seven priorities for projects that would help us over the course of time. The first recommended phase would replace all the cast iron main from the Hospital north to Casey. The only block that does not have cast iron main is the block along the square. The next project would be the asbestos cement pipe which feeds the water tower. That would be from just a block south on Jackson Street all the way to the corner of Cherry and Cramer which is through the golf course. This project is just short of 7,000 feet of water main. French-Reneker is recommending that we apply for a Community Development Block Grant (CDBG) in April when the application is due. This is a 50% grant which would amount to \$488,000. If the grant is awarded this could raise the rates by an average of \$5.41 if none of the water surcharge funds are used to offset this. Once the cast iron main is replaced, then the priority would be to eliminate the asbestos cement pipe. Once all that is replaced there are some other cast iron pipes throughout the City to be replaced in future phases. Council member Conrad moved, seconded by Council member Landgrebe to approve the Preliminary Engineering Report for Water Improvement Projects. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

**Public Safety:** Council member McLaughlin moved, seconded by Council member Conrad, to approve the second reading of Title III . Community Protection, Chapter 15 . Utility Trial Vehicles (UTVs) Ordinance. Upon the roll being called, the following voted Ayes: Schultz, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

Council member Landgrebe moved, seconded by Council member Bender, to approve the second reading of ordinance amending Title III . Community Protection, Chapter 14 . Golf Carts. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

**Finance Committee:** Clerk Alderson asked the Council if she could change out her stand up desk to an electronic version. Greenley is offering to refund part of the cost. The Council was okay with this and the extra expense.

**City Clerk:** The December 19, 2018 regular Council meeting will be held at City Hall at 6:30 p.m.

**Public Input:** Staci White was present to review the Christmas Festival event which will be held on Saturday, December 8, 2018.

The meeting was adjourned by acclamation at 6:57 p.m.

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Douglas L. Glandon, Mayor

ATTEST: \_\_\_\_\_  
Angela K. Alderson, City Clerk