

CITY OF SIGOURNEY, IOWA
MINUTES OF REGULAR CITY COUNCIL MEETING OF
WEDNESDAY, OCTOBER 20, 2021

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, October 20, 2021, with Mayor Glandon presiding and the following Council members answering roll call: Schultz, Morlan, Schröder, Bender (*via speakerphone*), and McLaughlin. Others present were: Bradley J. Grefe (Area 15 Regional Planning Commission); Don Northup, Public Works Director I; and Angie Alderson, City Clerk.

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

City Clerk Alderson did not get the October 6th Council meeting minutes sent out and the Council by consensus decided to review those and put them on the November 3rd Council meeting for approval.

Council member Schultz moved, seconded by Council member McLaughlin, to approve the following items on the consent agenda: Council accounts payable claims in the amount of \$69,826.57; City Clerk's Financial Reports for September 2021; payroll expenses, miscellaneous expenses, ACH and monthly transfers for September 2021; Sherrie Casper and Angie Alderson to attend the 2021 Budget Workshop sponsored by the Iowa League of Cities in Coralville, Iowa on Tuesday, November 9th at a total cost of \$150.00; credit card report; and the time and place for the November 3, 2021 regular Council meeting will be at 6:00 p.m. at City Hall. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Schröder, and McLaughlin. Nays: None. Abstain: Bender. Motion approved.

Public Hearing(s): Council member Morlan moved, seconded by Council member McLaughlin, to open the public hearing for the Iowa Economic Development Authority (IEDA) for Community Development Block Grant (CDBG) COVID-19 Fund Upper Story Housing Conversion. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Schröder, Bender, and McLaughlin. Nays: None. Motion approved and the public hearing was opened at 6:02 p.m.

Bradley Grefe from the Area 15 Regional Planning Commission (RPC) discussed the City's proposed application to the Iowa Economic Development Authority's (IEDA) Community Development Block Grant (CDBG) COVID-19 (CV) Fund for the purposes of an upper-story housing conversion project.

Mr. Grefe discussed the proposed application, noting that the City's Community Development and Housing Needs Assessment (CDHNA), most recently reviewed and adopted on August 18, 2021, identifies development of affordable housing and downtown revitalization as needs for both local low-to-moderate income (LMI) persons and the community at large. This project will serve mutual goals of rehabilitating downtown properties by providing an additional affordable housing opportunity.

The proposed project includes the rehabilitation of the upper level of the Garden Gate at 105 South Jefferson Street in downtown Sigourney, owned by Cindy Deitrich. The proposed project will convert a dilapidated, vacant space into four new rental housing units on the second story; two of each type: one-bedroom and two-bedroom. The estimated total cost of the project (need) currently is \$830,000 based on a reasonable cost estimate provided by the architect who has recent experience in similar upper-story housing projects. The local match (assistance) available for the project is estimated to be \$330,000. If awarded, the City's contribution to the project will be \$20,000 and the owner's contribution will be \$310,000. No other grants or assistance are currently available or will be sought for this activity. Therefore, the request from the CDBG-CV fund to cover the unmet need to complete the upper-story housing conversion project is \$500,000.

As a condition of the grant, all four of the assisted units are to be rented to low-moderate income persons for the first three years; therefore, 100% of the federal funding will benefit LMI individuals for at least the first three years. As the space is vacant, no persons or businesses will be displaced as a part of this project. The CDBG application will be submitted on or before 11/30/21. Eight people were in attendance for the hearing.

Mayor Glandon asked the City Clerk if she had received any written objections and City Clerk Alderson replied she had not received any.

Mayor Glandon asked for public input and none was received.

Council member Schultz moved, seconded by Council member Morlan, to close the public hearing for the Iowa Economic Development Authority (IEDA) for Community Development Block Grant (CDBG) COVID-19 Fund Upper Story Housing Conversion. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Schröder, Bender, and McLaughlin. Nays: None. Motion approved and the public hearing was closed at 6:08 p.m.

Council member Schröder moved, seconded by Council member Schultz, to approve Resolution No. 2021-10-03 Authorizing the Mayor to sign and submit the Community Development Block Grant (CDBG) COVID-19 Application to the Iowa Economic Development Authority's Upper Story Housing Conversion, if funded. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Schröder, Bender, and McLaughlin. Nays: None. Motion approved.

Council member Morlan moved, seconded by Council member McLaughlin, to open the public hearing for the Status of Community Development Block Grant (CDBG) Funded Activities for Wastewater Treatment Plant Improvements Project – 019-WS-009. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Schröder, Bender, and McLaughlin. Nays: None. Motion approved and the public hearing was opened at 6:09 p.m.

A public hearing was held on October 20, 2021, at 6:00 PM at City Hall in Sigourney, Iowa, for the purpose of updating the public on the status of the wastewater treatment plant improvements project funded, in part, by the Community Development Block Grant (CDBG) program.

Bradley J. Grefe, the grant administrator from Area 15 Regional Planning Commission, reported that in March 2019, the Iowa Economic Development Authority (IEDA) awarded CDBG funds to the City of Sigourney for the purpose of making improvements to the City's wastewater treatment plant. The City qualified for CDBG funds based on the HUD National Objective of "benefitting low-to-moderate income persons" (LMI). The City's estimated LMI was 51.41% based on an income survey completed in 2016, though the project will benefit all residents of Sigourney.

The project is replacing the existing aerated lagoon at the wastewater treatment plant with a Submerged Attached Growth Reactor (SAGR) located west of the existing lagoons. The improvements include upgrading the influent structure, lagoon aeration, the piping between the existing lagoons and other appurtenant work associated with wastewater treatment plant improvements. The original estimated cost of the project was \$5,230,000. The City applied for and was awarded \$500,000 in CDBG funds. The City was to match the remaining amount through a Clean Water Construction Loan from Iowa's State Revolving Fund (SRF).

The project received five bids for construction and the low bidder was Boomerang Corp. (Anamosa, IA). The winning bid (\$5,666,666) was slightly higher than the application budget. No change orders have been requested and approved at this time. The overall project cost currently sits at \$5,927,666 (which includes engineering and grant administration fees).

Construction began in April 2021 [some materials and mobilization were billed prior]. Based on the pay application #7 the contractor has billed approximately 53% of their total contract amount, the engineer had billed 12% [though I may be missing some invoices], and Area 15 RPC has billed 54% of its contract amount for grant administration. Most of the major construction work is supposed to be complete by Spring 2021. The CDBG contract end date of 03/31/2022.

Open for comments, concerns, and questions. No questions were asked; 8 people were in attendance.

Mayor Glandon asked the City Clerk if there were any written objections and City Clerk Alderson replied she had not received any.

Council member Schultz moved, seconded by Council member Morlan, to close the public hearing for the Status of Community Development Block Grant (CDBG) Funded Activities for Wastewater Treatment Plant Improvements Project – 019-WS-009. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Schröder, Bender, and McLaughlin. Nays: None. Motion approved and the public hearing was closed at 6:13 p.m.

Additional City Business: Mayor Glandon talked about an agreement for architecture services with Curtis Architecture and Designs and Erik and Brandi Wehr. This is for 123 East Marion Street for upper story apartment(s). Brad Grefe stated that this is a state grant due in January 2022. This is state money instead of federal and there are fewer restrictions such as environmental review and labor standards. This is similar to the Catalyst Grant. The owners can use their own contractor as long as they are licensed. Council member Schultz asked if this was strictly interior, and Mr. Grefe replied that it could include some exterior stuff as well that is associated with the apartment project. If there would need to be some tuckpointing done or an exterior door replaced, windows, and even possibly a roof. City Clerk Alderson stated this contract would be similar to the agreement that was done with Larry Deitrich. \$12,000.00 must be paid up front and if the grant is not funded, the architecture drawings/plans belong to Wehrs. Rod Curtis will bill Wehrs \$6,000.00 and the city \$6,000.00. Mr. Grefe stated there are no administrative line items. Area 15 RPC is writing the grant for the city without any charges. Council member McLaughlin asked if these apartments would be subject to the low to moderate income standards and Mr. Grefe stated no as these are state dollars. Council member Schultz stated that long term he hopes that all the things we are trying to do provide some housing units that are better quality. Mr. Grefe stated there are currently seven (7) first floor units in the downtown and when those buildings change ownership, they will not be allowed to be housing units. Right now, there is a deficit of housing units. City Clerk Alderson stated there are two (2) slight changes on the contract: CRP should be RPC and Eric should be Erik in the signature line. Council member McLaughlin moved, seconded by Council member Morlan, to approve the Agreement for Architectural Services with Curtis Architecture & Design and Erik and Brandi Wehr. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Schröder, Bender, and McLaughlin. Nays: None. Motion approved.

Mayor Glandon explained the contract with RG Construction for the Façade Project. The contractor has signed the contract. The contract numbers are the same with the reduction of the 101 West Marion Street dropping out. The City will be supplying the builders risk insurance. Council member McLaughlin moved, seconded by Council member Schultz, to approve a Contract with RG Construction, Inc. regarding the Proposed Downtown Revitalization Façade Improvements. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Schröder, Bender, and McLaughlin. Nays: None. Motion approved.

Mayor Glandon stated that he and the City Clerk sat through a four (4) hour class on how to use the GIS / Ersi software to map out the City's ward map. There were some adjustments made to the 2010 Census map to equalize for the 2020 Census map. This can not be voted on yet, but this gives the Council an opportunity to see what we are looking at.

Mayor Glandon stated that IowaWORKs called City Hall and asked if they could pass out packets of information on jobs to vehicles at an intersection on the square. They originally wanted to do this at one of the stop lights. As this is a state highway, we did not feel we could grant permission to do this. They inquired about the other two (2) intersections on the square. They do not have any insurance coverage. Council member Schröder moved, seconded by Council member Morlan, to deny the request for approval to give out packets of information on jobs to vehicles at an intersection on the square. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Schröder, Bender, and McLaughlin. Nays: None. Motion approved.

There was no report for Sigourney Area Development Corporation (SADC).

Streets and Sanitation: City Clerk Alderson talked about the garbage bags and the issue with it being a minimum of 16 weeks out to get an order. The city needs to order garbage bags. The company offered us a solution to use drawstring bags and large only. They are generic and will not have "City of Sigourney" stamped on the bags. They are opaque not florescent. The drawstring bags need to be ordered. The

company does have 33 cases of the City's yellow bags from an overrun that they will sell to the city for \$60.00 a case. The question is do we order these to get us through and then order the regular yellow bag. Or do we use the drawstring bags and see how they work. It was decided by consensus to order 200 cases of the drawstring bags and to have the 33 cases sent as well.

Water and Wastewater: Council member McLaughlin moved, seconded by Council member Morlan, to approve Pay Estimate No. 8 from Boomerang Corp. for Proposed Wastewater Treatment Plant Improvements – CDBG #19-WS-009 – Sigourney, Iowa – SRF #CS192087001. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Schröder, Bender, and McLaughlin. Nays: None. Motion approved.

Human Resources: City Clerk Alderson reviewed the medical, dental and vision policies. The health insurance did a 0.9% decrease and the dental insurance did a 9% increase. City Clerk Alderson reviewed the portion the employees pay and the portion the city pays on the behalf of the employees. The health insurance is split 20% employees and 80% City. The dental insurance provides for a flat rate the employees pay. Council member McLaughlin stated that she felt if the dental insurance takes an increase, it should be for both the City and the employees. Council member Schultz moved, seconded by Council member McLaughlin, to approve the policy for employee medical insurance benefits. Upon the roll being called the following voted Ayes: Schultz, Morlan, Schröder, Bender, and McLaughlin. Nays: None. Motion approved.

Public Input: There was no public input.

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

Douglas L. Glandon, Mayor

ATTEST: _____
Angela K. Alderson, City Clerk