

The City Council of Gilbertville, Iowa met in Regular Session on Monday, November 21, 2016 at 7:00 p.m. at City Hall with Mayor Pro Tem Becker calling the meeting to order. Council members present: Ramaker, Meinert and Balvanz. French absent. Quorum present.

Carolyn Schmit gave the invocation and Mayor Pro Tem Becker led the Pledge of Allegiance.

Pledge of Allegiance

Motion by Meinert/Balvanz to approve the November 21, 2016 regular session agenda. Ayes - Four. Motion carried.

Approve Agenda

Motion by Ramaker/Balvanz to approve the following items listed on the consent agenda: 1) Minutes of the November 7, 2016 meeting; 2) Payment of bills; 3) Approve Casey Payne to the Fire Department. Ayes – Four. Motion carried.

Consent Agenda

REPORTS:

Fire: Chief Johnson reported the fire truck is fixed and a new member was approved tonight.

Fire

Police: Chief Bauwens reported the new car is picked up, the equipment is being installed and stripped.

Police

Clerk: Clerk Etringer reported the Source Water Protection Group would like to come to the December 19<sup>th</sup> meeting and meet at 6:30 p.m. to update the Council.

Clerk

Public Works Director: PWD Delagardelle reported the Christmas lights are up. The WWTP is up and running good. The Electrical Engineer did the inspection and a few minor things were taken care of Friday. The painting of the water tower is complete but when they started to fill the tower a leak was discovered. A seal was bad and has been replaced. The first water sample came back good and a second was sent it. Once testing is complete and repairs are completed the tower will be fully functional and the water hydrants will go back into service.

Public Works

A bid was received from Iowa Northland Regional Council of Governments (INRCOG) for Technical Services for the rehabilitation grant the City is applying for. Cindy Knox with INRCOG explained the technical services would take care of income qualifying the homeowners and working with them. Motion by Ramaker/Meinert to approve Resolution 2016-2014 authorizing the Mayor to sign a contract with INRCOG for Technical Services administration of the Community Development Block Grant (CDBG) for owner occupied housing rehabilitation program. Roll call vote. Ayes – Four. Motion carried.

Res 16-2014  
tech services  
for rehab grant

Mayor Pro Tem Becker opened the public hearing at 7:12 p.m. to discuss the submission of a Housing Fund Grant Application to the Iowa Economic development. The following information was discussed at the public hearing. Using information that was contained in a Regional Housing Plan completed in June 2010 and in recent conversations with City leaders and employees Gilbertville updated the city wide Community Development and Housing Needs Assessment. These documents illustrated a need for another owner occupied housing rehabilitation program. To determine additional community interest, potential participants were asked to sign up for the program and then complete pre-applications. Based on the obtained information, the City has decided to apply to the Iowa Economic Development Authority's Housing Fund for a grant to rehabilitate six low-to-moderate income owner-occupied housing units.

PH to discuss  
rehab program

In order to have a significant impact on the appearance of the community, the City has decided to designate a target area for the project. Only homes located within the targeted area but not in the 100 year flood plain will be eligible to participate in the program.

The target area includes the owner occupied homes within the following addresses:

- 513 18<sup>th</sup> Ave through 614 18<sup>th</sup> Ave
- 516 17<sup>th</sup> Ave through 626 17<sup>th</sup> Ave
- 424 16<sup>th</sup> Ave through 623 16<sup>th</sup> Ave
- 406 15<sup>th</sup> Ave through 526 15<sup>th</sup> Ave
- 300 14<sup>th</sup> Ave through 723 14<sup>th</sup> Ave
- 319 13<sup>th</sup> Ave through 426 13<sup>th</sup> Ave
- 407 12<sup>th</sup> Ave through 805 12<sup>th</sup> Ave
- 620 11<sup>th</sup> Ave through 719 11<sup>th</sup> Ave
- 609 10<sup>th</sup> Ave through 721 10<sup>th</sup> Ave
- 1414 3<sup>rd</sup> St through 1417 3<sup>rd</sup> St
- 1201 4<sup>th</sup> St through 1520 4<sup>th</sup> St
- 1206 5<sup>th</sup> St through 1821 5<sup>th</sup> St
- 1021 6<sup>th</sup> St through 1719 6<sup>th</sup> St
- 1020 7<sup>th</sup> St through 1519 7<sup>th</sup> St

The City is requesting a total of \$ 215,994.00 in federal funds from the Iowa Economic Development Authority, and the City will contribute \$ 18,000 in local funds for a project total of \$ 233,994.00. Due to the eligibility requirements of the program, 100% of the federal funds involved will benefit low-to-moderate income persons. No businesses or person will be displaced as a result of the proposed activities. The only relocation that will take place will be the temporary relocation of households in order to comply with lead base paint requirements. The application will be submitted to the Iowa Economic Development Authority on or before January 13, 2017.

Citizen proposals, any questions or complaints concerning this proposed activity can be directed to myself, Cindy Knox, Iowa Northland Regional Council of Governments, 229 E. Park Ave,

Waterloo, IA 50703. The City entertained public comment and questions on the specifics of the grant application during this hearing. There were four individuals from the community present and there was no public input. Council member Ramaker questioned the number of houses to be done. Knox explained the application is for 6 houses. Motion by Meinert/Balvanz to close the public hearing at 7:20 p.m. Ayes – Four. Motion carried.

Motion by Meinert /Ramaker to approve Resolution 2016-2011 approving the Housing Fund Grant Application and designating the Mayor as the official representative of the City and authorizing the Mayor to sign the cover letter and Federal Assurance form. Roll call vote. Ayes—Four. Motion carried.

Res 16-2011 housing grant application

Motion by Meinert/Balvanz to approve Resolution 2016-2012 granting the Iowa Economic Development Authority certain assurances in conjunction with the 2017 housing fund grant application. Roll call vote. Ayes – Four. Motion carried. The City will contribute \$3,000 for each house that is completed with LMI funds that are set aside.

Res 16-2012 local match to rehab program

Motion by Meinert/Balvanz to approve Resolution 2016-2013 adopting the Community Development and Housing needs assessment as part of the application process for an owner occupied housing rehabilitation grant. Roll call vote. Ayes – Four. Motion carried.

Res. 2016-2013 adopting needs assessment

A second request was made to forgive the lien on the property 1206 7<sup>th</sup> St owner going to a Nursing Home. The first request was made at the last meeting and denied. Jeanne Weber, Nancy Weber and Becky Backes were present to request the lien be forgiven as she is no longer able to live there and the house is being sold to pay for her living expenses. They reminded the Council that two other liens were forgiven due to the death of the owner. Jeanne stated when someone is deceased they don't need the money to pay expenses, her Mother needs the funds to help pay for the nursing home. Ramaker confirmed that two others were forgiven but that was a different Council and although he is empathetic of the situation he does have to vote for the betterment of the community. The funds will be put into an account for the City to use for low to moderate income projects. Becker stated research found is it totally up to the City, most Cities do not forgive it and each situation is different. Meinert stated she was not at the last meeting to vote and suggested it be revisited when all Council members are present. Ramaker did not believe it should continue to drag out. Nancy stated she believes it should be consistent and the Council should not consider forgiving any in the future new program. Jeanne questioned the amount of the lien. The amount will go down \$3,832.80 January 16, 2017. Cindy stated Council could approve the lien less the \$3,832.80 so the house could be sold sooner. She would draw up a document stating the amount to be paid back. Motion by Ramaker/Balvanz to approve payment of \$7,665.60 to satisfy the lien on the property. Ayes – Three. Meinert voted nay. Motion carried.

Rehab loan forgiveness

Motion by Balvanz/Ramaker to approve Resolution 2016-2015 approving pay request #1 for \$178,780.50 to Maguire Iron, Inc. for the water tower project. Ayes – Four. Motion carried.

Res 2016-2015 pay req#1 Maguire Iron

Motion by Ramaker/Balvanz to approve Resolution 2016-2016 approving an inner fund loan of \$200,000 from sewer surcharge to the water fund for the water tower painting project. Payments on the loan will be made in June of each year. Roll call vote. Ayes—Four. Motion carried.

Res 2016-2016 inner fund loan

Ordinance 302 amending provisions pertaining to water deposits increases the deposit to \$125.00 and adding that renter's deposits shall be held until they move out and all outstanding bills are paid. Motion by Meinert/Balvanz to approve and place on file the 1<sup>st</sup> reading of Ordinance 302 pertaining to water deposits. Roll call vote. Ayes—Four. Motion carried

1<sup>st</sup> reading Ordinance 302

Motion by Meinert/Ramaker to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings and place on file for final adoption of Ordinance 302. Ayes—Four. Motion carried.

Waive 2<sup>nd</sup> 3<sup>rd</sup> reading ord 302

Motion by Meinert/Balvanz to approve Ordinance 302 for the final reading and adopt Ordinance 302. Roll call vote. Ayes—Four. Motion carried.

Adopt ord 302 water deposit

Discussion was held on the revision to the Employee Handbook. PWD questioned the verbiage that requests for PTO time go through the Mayor or City Clerk he feels it should go through the Department Head, the same verbiage to be changed to approval needed for more than five days not for five days or more. He requested an option to be paid out for five days of PTO time with Council approval be added in addition to allowing the carryover of five days each year. He questioned what was going to happen to his unused vacation when we switch to PTO time. The vacation will remain his and Council will have to decide when it has to be used by. Clerk Etringer advised council that she is waiting to hear back from Paul Grueff on approving the balance to convert at January 1, 2017. Discussion was held regarding converting first of the year or at anniversary date. Clerk Etringer explained Mayor Thome would like the conversion to take place in January for all employees. Balvanz and Becker stated they had not had a change to get all the way through the manual. Clerk Etringer asked that everyone review the manual because it will be on the December 5<sup>th</sup> agenda and needs to be approved in December in order to implement PTO time in January.

Employee Handbook

Motion by Meinert/Ramaker to adjourn at 8:18 p.m. Ayes – Four. Motion carried.

Adjourn

\_\_\_\_\_  
Mark Thome, Mayor

ATTEST: \_\_\_\_\_  
Jean Etringer/City Clerk

