

The Waukon City Council met in regular session via an electronic meeting on November 16, 2020 at 7:00 o'clock P.M. in the council room of City Hall, 101 Allamakee Street and via Zoom technology. Mayor Pat Stone presided. The Governor of Iowa declared a public emergency because of the COVID-19 pandemic. It has been determined that if an in-person meeting is impossible or impractical, per Iowa Code Section 21.8, we are permitted to conduct a meeting by electronic means. Council members present: John Ellingson, Ben Rausch, John Lydon, Arvid Hatlan, and Gayle Decker. Council members absent: None. Others present: City Manager Gary Boden; Police Chief Paul Wagner; Water & Sewer Superintendent Jim Cooper; Assistant City Attorney Kevin Stinn; WEDC- Ardie Kuhse; Fehr Graham- Lyle Tekippe; The Standard- Joe Moses; City Finance Director – Lana Snitker; Library Director Cate St. Clair, Upper Explorerland RPC– Rachelle Howe, Group Services – Ranae Warren and citizens.

The Mayor called the meeting to order.

Moved by: Lydon Seconded by: Rausch  
To approve the consent agenda.

Agenda  
Minutes of November 2, 2020 regular session.

Resolution – To approve appropriating funds of \$5,000 for tax rebate for the 2022 fiscal year, Second Innovative Ag Development Agreement. The Clerk assigned number 3646 to the resolution.

Resolution – To approve appropriating funds of \$19,000 for tax rebate for the 2022 fiscal year, Second Reel Core Development Agreement. The Clerk assigned number 3647 to the resolution.

Resolution – Agreeing to transfer \$6,621.25 from the TIF fund to the Debt Service Fund for the interest payments due December 1, 2020 on the 2020 General Obligation Corporate Purpose and Refunding Bonds. The Clerk assigned number 3648 to the resolution.

Resolution – Agreeing to transfer \$2,056.60 from TIF fund to the Debt Service Fund for the City's equalization interest payment due December 1, 2020 to the County for the Fire Station. The Clerk assigned number 3649 to the resolution.

Resolution – Agreeing to transfer \$6,618.67 from the General Fund to the Tennis Courts Fund for project improvements, with the understanding that when grant/contribution funds are received, this amount will be paid back by transfer to the General Fund. The Clerk assigned number 3650 to the resolution.

Resolution – Authorizing Internal Advance of \$50,000 to Capital Project Fund from the SE Tax Increment Fund for the McMillan Expansion Project. The Clerk assigned number 3651 to the resolution.

Approval of City Clerk/Treasurer Reports – October 2020  
Approval of Pay Application #18 of \$288,415.76 - Wastewater Treatment Plant Improvements Project- Wapasha Construction Co., Inc.  
Payment of Claims

**Payment of Claims:**

**November 16, 2020**

Alera Group	Safe-T Fund	14.22
Allamakee Clayton Electric	Electricity-September	86.38
Allamakee Clayton Electric	Principal - Fire Station	2,666.67
Allamakee Clayton Electric	Principal - Fire Station	3,000.00
Allamakee County Auditor	Equalization-Int. Fire Station	2,056.60
Allamakee County Sheriff	Answering Services-October	750.00
Benjegerdes Machine, Inc.	Repairs	169.09
Benzing Surveying, LLC	Services	480.00
Black Hills Energy	Gas - October	1,109.05
Century Link	Telephone -September	395.23
City Laundering, Inc.	Uniforms - October	1,051.24
Clark Equipment Company	BobCat Stump Grinder	7,061.92
Clark Tire Pros	Repairs	159.00
Jim Cooper	Training-Hotel/Meal - Water	350.34
Cunningham Hardware	Repairs	111.34
Fehr Graham Engineering	Engineering - WWTP	6,497.00
Fehr Graham Engineering	Engineering - Hidden Creek	203.75
Fehr Graham Engineering	Engineering - Street Improve	6,195.75
First Net/ AT&T Mobility	Communications	98.61
Galls	Uniforms	1,106.78
Group Services	Administration Fees	306.45
Dustin Harrington	Reimburse - Fuel - Police	25.73
Dustin Harrington	Reimburse -Mileage - Police	281.88
Hausladen's Auto Supply	Repairs	56.49
Iowa Rural Water Assoc.	Membership	325.00
Jim's Full Service	Fuel	1,524.05
Jim's Full Service	Fuel - Ambulance	162.60
Keystone Laboratories	Water Testing	50.00

Kwik Trip, Inc.	Fuel	682.24	
Mediacom Business	Telephone/Internet	117.14	
Midwest Drafting & Design	Services - W Side Develop	255.00	
Midwest Patch/Hi-Viz Safety	Supplies	24.00	
News Publishing	Services	816.82	
Old Mill Floral	Council	40.00	
Palmer Repair, Inc.	Repairs	35.00	
Prime Electric	Services	1,627.66	
RCT Sewer & Vac	Services	2,300.00	
Reiser Implement	Repairs	309.05	
River City Paving	Repairs	4,500.00	
Ricoh USA Inc.	Copier	33.84	
Snitker Lawn & Tree Service	Tree Removal – 2021 Street	7,550.00	
Spartan Armor Systems	Uniforms	1,915.72	
Storey Kenworthy	Supplies	211.78	
Strub Blacktopping	Repairs	800.00	
UMB	GO BOND '16 Cap INT	13,043.75	
UMB	GO BOND WWC-15 Cap.INT	15,162.50	
US Cellular	Services - October	420.29	
Village Farm & Home	Supplies	1,494.21	
Wright Way Computers	IT Services	202.00	
IPERS	October Withholding - Police	4,061.84	
IPERS	October W/H - Regular	12,404.55	
Treasurer-State of IA	State W/H - October	4,448.00	
Vantagepoint Transfer	ICMA Retirement -October	604.74	
Regular Payroll	October 18 - October 31, 2020	40,264.70	
EFTPS	Federal W/H	3,936.10	
EFTPS	SS / Medicare W/H	8,554.72	
Richard Christianson	Dig Bond Refund	750.00	
Dave's Complete Const.	Police Station-remodel-pay #2	61,928.64	
Iowa DNR	Permit - Water	100.00	
Skyline Construction	Tennis Court -Final Pay #4	6,618.67	
Waukon Postmaster	Stamps	550.00	
Wellness Claims:			
Fastenal	Supplies	134.76	
Tim Lund	Services	483.41	
Push-Pedal-Pull	Repairs	232.50	
West Side Lumber	Repairs	16.00	
Winona Controls	Repairs	2,013.40	
Park/Rec - Pool Claims:			
Bodensteiner Implement	Supplies	22.95	
Kurth Plumbing & Heating	Repairs	93.29	
Quillin's	Fuel	254.61	
Village Farm & Home	Supplies / Repairs	578.48	
Waukon Power Sports	Repairs	226.23	
West Side Lumber	Repairs	7.59	
General:	44,292.73	Park Trust:	6,618.67
Library:	4,968.42	West Side Dev.:	255.00
RUT:	13,315.55	2020 Municipal:	61928.64
Employee Ben.:	11,571.23	Wellness:	2,880.07
2021 Street	13,745.75	Water:	16,682.82
Cap Equipment:	8,192.04	Sewer:	9,040.16
Sewer Plant:	6,497.00	Debt Service:	<u>35,929.52</u>
Hidden Creek:	203.75	<b>TOTAL:</b>	<b>\$236,121.35</b>

Yes: Lydon, Hatlan, Ellingson, Rausch, Decker  
The Mayor declared the motion carried.

No: 0

Under Public Comments: There were no public comments

Under Department Reports:

Park and Recreation, Wellness Center Director, Jeremy Strub, briefed that group classes at the wellness center have been cancelled until December 10<sup>th</sup> due to the Governor's Proclamation. There is currently no limit on how many people can be in the wellness center. Police Chief, Paul Wagner, briefed that he and John Ellingson met with someone to discuss costs for cameras downtown and also that the storm siren on the roof of city hall was checked but he is waiting to hear how that went. Water & Sewer Superintendent, Jim Cooper, briefed that they are jetting the sewers with a different section being completed each year and that they had three pours at the sewer plant happening so hoping the concrete work will be completed in December. Library Director, Cate St. Clair, briefed to remind the public that there are media items that can be checked out at the library to help save on costs of streaming movies or tv shows.

City Manager, Gary Boden, briefed on the Governor's Proclamation regarding Covid-19. He stated he has been working with Travis Squires to help offset the borrowing done from the State and mentioned that the water main work along 1<sup>st</sup> Street should happen soon.

The Mayor announced that this was the time and place for the public hearing regarding proposed activities and community needs assessment for the CDBG housing grant. The Mayor called for any written or oral objections. The City Clerk announced that there were no oral or written comments received. Rachele Howe with Upper Explorerland presented the proposed activities and went through the community needs assessment.

(a) how the need for the proposed activity or projects were identified

The need for the owner-occupied exterior rehabilitation housing program with the Iowa Economic Development Authority came from several public meetings held by the city council members. Waukon has a high priority placed on rehabilitation primarily due to the fact of their aging housing stock. Additional information showing the need for this project was found in the Assessor's report and the Housing Study.

Some data showing the need found in the housing study includes:

- 23% of the County's housing units are located in Waukon
- Over 30% of Waukon's homeowners are age 65 or older
- 72% of homes are in normal or better condition
- There are 73 housing units listed as "observed"

(b) how the proposed activity or projects will be funded and the sources of funds

The proposed activity will be funded with \$253,000 of Community Development Block Grant Funds for the owner-occupied program for six homes.

(c) the date the Housing Fund applications will be submitted

The Housing Fund Exterior Owner-Occupied applications will be submitted on or before January 1, 2021 to the Iowa Economic Development Authority (IEDA).

(d) requested amount of federal funds (Housing Fund)

The requested amount is \$253,000 for the Exterior Owner-Occupied Housing Rehabilitation Program.

(e) estimated portion of federal funds that will benefit persons of low and moderate income

The City has proposed assisting six (6) LMI households with exterior rehabilitation of their homes. The intent is to target those living in homes considered to be in deteriorated condition. The Federal Funds will benefit only those below HUD's 80% Low Income Limits for Allamakee County. It is expected that 100% of the federal funds will be used for low-to-moderate income households and that these funds will benefit six (6) homes of that Low-Income population.

(f) where the proposed activity or project will be conducted

The projects will be conducted within the City Limits of Waukon.

(g) plans to minimize displacement of persons and businesses as a result of funded activities or projects

No businesses or persons will be displaced during this process

(h) plans to assist persons actually displaced, and

There are no plans to displace any persons

(i) the nature of the proposed activity or project.

The nature of the proposed projects within Waukon is to assist in the rehabilitation of 6 existing homes for low to moderate income families. The programs mission is to stimulate the City of Waukon's economy one home at a time and to continue to improve the housing stock within the city.

#### Community Development and Housing Needs of Low- and Moderate-Income Persons

Decrease the number of substandard units in the city.

Minimize hardship by assisting in the rehabilitation of homes.

Eliminate future deterioration in the housing stock.

Provide for energy efficiency in homes

Support the NEIRHTF which helps with homeowner rehabilitation and first-time homebuyers.

#### Other Community Development and Housing Needs

Provide additional housing opportunities

Provide ongoing job creation

Continue to enhance retail/commercial business in the community

Continue street and infrastructure improvements

Continue new construction development in subdivisions

Eliminate blighted buildings or building and address the conditions

Continue to promote tourism within the community and apply for funding to assist.

Encourage housing development in underdeveloped or in infill lots

Promote annexation of new areas to support housing and industry growth

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

Application for Housing Sustainability Grant through IEDA

Apply for a housing development grant to build nine new duplex buildings with two units in each; to be done in two phases on city owned property

Under construction of demolition and site restoration for construction of a duplex intended for low-to-moderate income residents

Apply for the NEIRHTF Home Removal Demolition Program to tear down two dilapidated buildings and utilize the space for new housing development

Apply for a Community Catalyst Building Remediation grant to rehabilitate a city owned building on our main street for a new business

Under construction of renovating the current police station

Under construction on a new Wastewater Treatment Plant, to be finished in spring of 2021

Working to encourage developers to acquire under-used lots in the city limits with the goal of providing various levels of housing needs.

There being no further comments, the Mayor declared the hearing closed.

Moved by: Decker

Seconded by: Rausch

To approve the CDBG Administration Plan to IEDA for CDBG Exterior Sustainable Program.

Yes: Decker, Ellingson, Hatlan, Lydon, Rausch

No: 0

The Mayor declared the resolution approved and the Clerk assigned number 3652 to the resolution.

Moved by: Rausch

Seconded by: Lydon

To approve certifying \$484,900 to TIF Increment Tax for the 2022 FYE.

Yes: Decker, Ellingson, Hatlan, Lydon, Rausch

No: 0

The Mayor declared the resolution approved and the Clerk assigned number 3653 to the resolution.

Moved by: Rausch  
To approve the Community Needs Assessment for the CDBG Housing Grant.  
Yes: 5  
The Mayor declared the motion carried.

Seconded by: Lydon  
No: 0

Ranae Warren with Group Services discussed the group health insurance renewal. She discussed different plan options, the current and alternate plan maximum exposure amounts and her recommendation.

Moved by: Decker  
To approve Wellmark Alternate Plan U5H/TMV.  
Yes: 5  
The Mayor declared the motion carried.

Seconded by: Rausch  
No: 0

Moved by: Ellingson  
To approve the Annual Urban Renewal (TIF) Report for FYE June 30, 2020.  
Yes: 5  
The Mayor declared the motion carried.

Seconded by: Lydon  
No: 0

Moved by: Lydon  
To enter into closed session per Iowa Code Section 21.5 (1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

Yes: Decker, Ellingson, Hatlan, Lydon, Rausch  
The Mayor declared the motion carried.

Seconded by: Rausch  
No: 0

Moved by: Hatlan  
To exit closed session.  
Yes: Decker, Ellingson, Hatlan, Lydon, Rausch  
The Mayor declared the motion carried.

Seconded by: Decker  
No: 0

Moved by: Hatlan  
To enter into closed session per Iowa Code Chapter 21.5 (1)(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

Yes: Decker, Ellingson, Hatlan, Lydon, Rausch  
The Mayor declared the motion carried.

Seconded by: Lydon  
No: 0

Moved by: Hatlan  
To exit closed session.  
Yes: Decker, Ellingson, Hatlan, Lydon, Rausch  
The Mayor declared the motion carried.

Seconded by: Lydon  
No: 0

Moved by: Hatlan  
To adjourn.  
Yes: 5  
The Mayor declared the motion carried.

Seconded by: Decker  
No: 0

Sarah Snitker  
City Clerk