



NOTICE OF PUBLIC MEETING

City Council Meeting Minutes Thursday December 8th, 2022 @ 7:00 PM City Hall - 103 E 1st St

The City Council of the City of Alburnett, Iowa met in regular session, Thursday, December 8th, at 7:00 pm at City Hall with Mayor Bethany Sarazin presiding. Sarazin called the meeting to order at 7:00 pm.

Following the Pledge of Allegiance, roll call was taken with the following council members present Joe Trumm, Chester Schantz, Chris Meyers, and Dave Boesenberg. TJ West not present. (4)

Approval of Agenda: Mayor Sarazin called for a motion to approve the agenda.

Move to change when Planning and Zoning meeting will move forward.

Moved by Shantz second by Boesenberg. Motion Approved. All Ayes. (4) Motion Carried.

SHERIFF'S REPORT: 43 hours met. 14 Total calls.

Planning and Zoning meeting - Jim Carver: Representing. Passed Unanimously for Rezoning 3 property.

Public Hearing: CDBG Proposed grant application submission. - Tracey Public Hearing.

**Public Hearing Minutes Required for
City of Alburnett CDBG DR Application
Thursday, August 8, 2022**

The public hearing was opened at 7:00 p.m. It was confirmed that the notice of public hearing was published, and there were no comments received prior to the hearing. Tracey Achenbach, ECICOG, stated the following:

How the need for the proposed activity or project was identified The City of Alburnett has determined that CDBG DR funding assistance would be greatly beneficial in helping to create additional rental units in the community. Landlords report they have waiting lists for persons wishing to rent in the community. The school district has many students who attend the school but are not able to find available housing in the community. The August 10, 2020 derecho storm impacted housing availability throughout Iowa, and most significantly in Linn County. This created even more pressure to create rental housing in the community. **How the proposed activity or project will be funded and the source of the funds.** The construction of six rental units in Alburnett will be funded with \$570,000 in CDBG DR funds and private developer funds of an estimated \$938,235. **The date the CDBG DR application will be submitted.** The application will be submitted online no later than December 30, 2022 at 3:00 pm. **Amount of federal funds to be requested.** The amount of federal funds to be requested is \$570,000. **Estimated portion of federal funds that will benefit persons of low and moderate income.**



66.6% of the funds will benefit households with incomes at or below 80 percent of the area's median income level. **Where the proposed activity or project will be.** The proposed activity will be located at 130 3rd St and 201, 206 and 212 Roosevelt St in Alburnett. **Plans to minimize displacement of persons and businesses as a result of funded activities or projects.** Due to the project being new construction, no displacement is anticipated to occur. **Plans to assist persons actually displaced.** Any persons displaced as a result of the project will be asked to find housing that is Lead Safe in which to relocate. The developer will reimburse anyone displaced, as a result of the project, for any housing costs and expenses that exceed their current housing costs for a period of time, as required by federal regulations. **The nature of the proposed activity or project.** This project will 1) remove an existing garage and replace it with a new one with a residential rental unit above the garage at two locations – 130 3rd St and 206 Roosevelt; and 2) build a duplex with two rental units and a garage with a residential rental unit above the garage at 212 Roosevelt; and 3) build a cottage for rent, in addition to the existing home, that will be wheelchair-accessible, at 201 Roosevelt. Four of the six units will be rented to low-to-moderate income households for a period of 20 years, and all units will be marketed for the first four months to rent to households who were derecho-impacted.

Achenbach then opened discussion for the preparation of the Community Development and Housing Needs Assessment, for which seven persons were in attendance. Four needs for community development and housing for low-moderate income were identified: Owner-occupied housing rehabilitation; Increased opportunity for home purchase; Increased opportunity for rental units; and Support for more affordable housing through zoning, permitting, and providing technical assistance. Four other needs, not specific to income level were identified: Increased opportunities for employment and housing through efficient and well-maintained infrastructure; Increased employment opportunities in the community; Expansion of housing options as people age in the community; and expanded owner-occupied and rental housing options for all in the community. Planned activities identified were: 1) Apply for a CDBG DR application to increase housing options for renters; 2) Continue to prioritize street, park/recreation and public service improvements by continuing to evaluate street conditions, evaluating Donald Dr for infrastructure expansion and residential development, engaging the P & Z to review the existing comprehensive plan to make recommendations to facilitate residential and commercial development, and planning for the reconstruction of Main Street from 3rd Street to Roosevelt Street. 3) Continue to update the City of Alburnett goals and CIP, to include remodeling the fire station and pursuing grant opportunities for a new generator and wellhouse, relocating city hall, and improving the city website to increase access.

Mayor Sarazin called for a motion to approve the agenda. Moved by Trumm second by Boesenberg. Motion Approved. All Ayes. (4) Motion Carried.

FIRE CHIEF REPORT: Fire Chief is not present. 8 calls. Chief is not currently able to participate in any calls and is on light duty.

MAYOR'S REPORT: Mayor Sarazin gave report. Year in a review. Balanced budget, on track to do the same again, Chris on boarded, Farmers market started, new systems, processes, rental communities, sewer maps, punch list at fire station, to finish recodification and process to website migration.



COUNCIL COMMENTS:

Trumm- Nothing to report.

Boesenberg – Thank to the committee for the Christmas lights. Lots of compliments.

Schantz – budget needs from all staff and council members with wish list items.

Meyers – Nothing to report

West – was not present.

CITIZENS COMMENTS – Agenda related:

Dan McMurrin landlord – Rental Inspection doesn't think rental inspections is a good idea. He thinks we don't need in Alburnett. Larry Marin and wife – landlords- think rental inspections are not necessary.

Larry Martin - discussed about fixing his property and that he does not like having outside inspectors.

Agenda related items:

- None Non-Agenda related:

Larry Martin- Stated that the railroad track has no stop sign and no blinking lights. 1st street and the area in question should have lights. Deferred to railroad company.

WRITTEN REPORTS:

Fire Department – Chief Graham not present. 8 calls for service and Chief is currently on medical restrictions. Chief Ford is acting chief.

Discussed chief request to have a cadet. One cadet already in the department with no cadet program in place. Cadet program needs to be outlined and needs to be sustainable and updated. Mentors will be assigned to the cadet. Access was supposed to be to remove for the cadet. Policy and procedures will need to be presented and approval from the city in place prior to cadet program reinstatement.

Public Works Department: Guy Trimble present. Christmas lights and banners worked on. Main street banner modifications.

Clerks Report: Chris Shelby present. Added possible future discussion to raise delinquent fee rates for water bill.

Treasurer's Report: Chris Shelby present nothing to add.



CONSENT AGENDA:

Previous minutes from 11/10/22 in packet.

City of Alburnett Claims Report

CITY OF ALBURNETT

CLAIMS REPORT: 11/11/2022- 12/8/22

| <i>VENDOR</i> | <i>REFERENCE</i> | <i>AMOUNT</i> |
|----------------------------|------------------------------|---------------|
| A1 RENTAL INC | PW EQUIPMENT | \$ 203.00 |
| ABC | GARBAGE | \$ 65.78 |
| ALLIANT ENGERY | UTILITIES | \$ 3,159.32 |
| CAREPRO HOME MEDICAL | O2 TANKS | \$ 44.00 |
| CHRIS SHELBY | HOLIDAY COMMITTEE WREATHS | \$ 76.80 |
| CUSTOM HOSE AND SUPPLIES | SHOP SUPPLIES | \$ 50.61 |
| DEPARTMENT OF TREASURY | PAYROLL: FED/FICA TAX/EFTPS | \$ 6,818.51 |
| FIRE SERVICE TRAINING | FD TRAINING | \$ 98.16 |
| GARY HOLSINGER | CITY HALL RENT | \$ 785.00 |
| HANDLEY DIRT WORK | EXCAVATOR WORK | \$ 2,081.63 |
| HAWKINS INC. | CLORINE | \$ 60.00 |
| HEAVY EQUIPMENT | VEHICLE REPAIR SUPPLIES | \$ 98.25 |
| IMWCA | WORK COMP | \$ 1,514.00 |
| IPERS | PAYROLL: IPERS | \$ 1,758.00 |
| KEYSTONE LABS, INC | WATER/WASTEWATER TESTING | \$ 492.00 |
| MARION IORN CO | METAL STOCK | \$ 314.59 |
| MARTIN GARNDER ARCHITCTURE | ENGINEERING | \$ 4,909.20 |
| MATT POST | BANNERS | \$ 435.00 |
| MEDIA QUEST SIGNS | REST OF DIGITAL SIGN EXPENSE | \$ 8,750.00 |
| MENARDS | MAINT SUPPLIES | \$ 512.20 |
| NAYLOR ESTATES | TIFF PAYMENT 3RD INSTALLMENT | \$ 20,851.19 |
| PAYROLL | PAYROLL | \$ 10,438.61 |
| ROTO ROOTER | CAMERA CRAWL | \$ 1,135.00 |
| SANDRY FIRE | FIRE SUPPLIES | \$ 1,329.75 |
| SPMB LAWYER | LAWYER FEES | \$ 481.00 |
| STEVE GRAHAM | FOOD FOR FD | \$ 104.79 |
| STOREY KENWORTHY | UTILITY CARDS | \$ 119.77 |
| SUMMIT | CHEMICAL EXTINGUISHER | \$ 370.50 |
| US CELLULAR | MAINTENANCE CELL PHONE | \$ 243.62 |
| USA COMMUNICATIONS | PHONE/INTERNET | \$ 75.54 |
| VISA - CC | CLERK EXPENSES/POSTAGE | \$ 390.37 |
| VISA - PW | PW EXPENSES | \$ 2,942.09 |
| WELLMARK BC/BS OF IOWA | HEALTH INS | \$ 1,200.24 |
| WENDLING QUARRIES | GRAVEL/SAND | \$ 320.92 |



| | | |
|---------------------------------|-------------------|---------------------|
| WET | WET | \$ 957.40 |
| WEX BANK | FUEL CARD MONTHLY | \$ 2,195.70 |
| WOODWARD COMMUNITY MEDIA | PUBLICATIONS | \$ 92.83 |
| ZIPPYS SALT BARN LLC | SALT FOR ROADS | \$ 718.48 |
| Accounts Payable Total | | \$ 76,193.85 |
| PAYROLL: 11/1/2022 (Nov Wages) | | \$10,438.61 |
| ***** REPORT TOTAL ***** | | \$ 76,193.85 |

APPROVAL OF CONSENT AGENDA:

List of Bills

Claims

Moved by Schantz second by Meyers. Motion Approved. All Ayes. (4) Motion Carried.

New Business:

a.) Recommendation from P&Z committee Board meeting. Moved up on agenda. Jim Carver: Representing and stated the board passed unanimously for Rezoning 3 property.

b.) Discussion of Plat Winfield Seventh addition request. Motion to approve.

Moved by Meyers second by Schantz. Motion Approved. All Ayes. (4) Motion Carried.

c.) Discuss possible Public Works Equipment purchase at auction for disc tiller. Ground ready and seeded.

a. Approval to see if he can purchase for 2000. Approved to purchase. Funds available in equipment reserve.

Moved by Boesenberg second by Trumm. Motion Approved. All Ayes. (4) Motion Carried.

d.) Discuss digital sign policies and procedures.

a. Should we keep non-profit or do we open the sign to businesses.

b. Keep sign advertisement in the community. Limited to special events. Possible some business advertising. Will do additional research and design policies and fee schedules.

c. Decision per council at this time is the sign will be for Nonprofit only.

e.) Discuss CDBG grant application

a. Discuss Resolution 2022-10 – Authorizing and Directing East Central Iowa Council of Governments. Resolution Approved.

Moved by Shantz second by Trumm. Motion Approved. Resolution Approved. All Ayes. (4) Motion Carried.

b. Discuss Resolution 2022-11 – Authorization Sign service and agreement



Moved by Meyers second by Boesenberg. Motion Approved. All Ayes. (4) Motion Carried.

f.) Discuss Scholarship Water Association funding - \$250 approved.

Moved by Trumm second by Meyers. Motion Approved. All Ayes. (4) Motion Carried.

Old Business:

g.) Ordinance 2022-2 second reading Property Maintenance code.

Moved by Meyers, Second by Trumm. Motion Approved. All Ayes. (4) Motion Carried.

Ordinance #2022-2 approved via roll call: Trumm (AYE), Boesenberg (AYE), Schantz (AYE), Meyers (AYE), West not present. All Ayes/No Nays

Mayor motioned to suspend 3rd reading of Ordinance:

1) Motion to suspend the rule requiring that an ordinance be voted on for passage at two council meetings prior to the meeting at which it is to be passed with respect to ordinance #2022-2.

Moved by Meyers, Second by Trumm. Motion Approved. All Ayes. (4) Motion Carried.

2) Motion to approve the final reading, passage, and adoption with respect to ordinance #2022-2.

Moved by Trumm Second by Boesenberg. Motion Approved. All Ayes. (4) Motion Carried.

Ordinance #2022-2 Approved. Ordinance to go into effect Jan 1st, 2022.

h.) Ordinance #2022-3 second reading Housing code.

Moved by Trumm, Second by Meyers. Motion Approved. 3 Ayes, 1 Nay. (3) Motion Carried.

Ordinance #2022-3 approved via roll call: Trumm (AYE), Boesenberg (AYE), Schantz (NAY), Meyers (AYE), West not present. Three Ayes, one Nay.

Mayor motioned to suspend 3rd reading of Ordinance:

1) Motion to suspend the rule requiring that an ordinance be voted on for passage at two council meetings prior to the meeting at which it is to be passed with respect to ordinance #2022-3.

Moved by Meyers, Second by Trumm. Motion Approved. 3 Ayes, 1 (Schantz) Nay. (4) Motion Carried.

2) Motion to approve the final reading, passage, and adoption with respect to ordinance #2022-3.

Moved by Boesenberg, Second by Meyers. Motion Approved. 3 Ayes, 1 (Schantz) Nay. (3) Motion Carried.

Ordinance approved. Ordinance 2022-2 will go into effect Jan 1st, 2022

i.) Review 28E agreement between Linn County and City of Alburnett for Property maintenance and Rental Housing Inspections. Mayor motion to approve agreements.

a. Agreement Linn County and City of Alburnett for Property maintenance.



Moved by Meyers, Second by Trumm. Motion Approved. All Ayes. (4) Motion Carried.

- a. Agreement Linn County and City of Alburnett for Rental Housing Inspections.

Moved by Meyers, Second by Trumm. Motion Approved. 3 Ayes, 1 Nay (Schantz). (3)
Motion Carried.

Moved by Meyers, Second by Trumm. Motion Approved. All Ayes. (4) Motion Carried.

- j.) Update on City Hall Renovation: Interested in if the beam can support it. Looking to begin bidding process in January.

Final Comments/Discussion – None

Motion to Adjourn - Meetings Moved by Trumm second by Boesenberg. Motion Approved. All Ayes. (4)
Motion Carried.