

The Sheffield City Council Regular Session was called to order at Sheffield City Hall by Mayor, Nick Wilson, at 7:00PM on Monday November 14<sup>th</sup> 2016. Council Members in attendance were Jim Hegarty, JC McCaslin, Mike McKee, Ron Simmons, & Brad Mulford. Also in attendance were Pat Nuehring, Public Works Director; Police Chief, Sam Cain; and Police Deputy, Colten Kensett.

Mayor Wilson led the Pledge of Allegiance.

Mulford made a motion to move new business item #7 (opening and awarding of mowing and spraying bids) to the first item on the new business portion of the agenda and then to approve the agenda. Hegarty seconded, motion carried unanimously.

Mayor Wilson announced that it was the time and place for the public forum. Dan Fields, Sheffield Fire Chief, was present to bring to the council's attention that the house and lot next to the fire station is for sale and perhaps they can communicate with the home owner regarding it and the possibility of expansion.

Hegarty made a motion to approve the minutes from the regular October session. Mulford seconded, motion carried unanimously.

Hegarty made a motion to approve the bill listing. McKee seconded the motion and it carried unanimously.

A new monthly financial report was presented to the council based off their requests at the previous council meeting. McCaslin made a motion to approve the clerk's monthly finance report and McKee seconded the motion, it carried unanimously.

Mayor Wilson opened the Public Hearing for CDBG Application at 7:25. The public hearing on the proposal to submit a CDBG application to IEDA was opened. Chris Diggins, NIACOG staff presented the following: The need for the activity has been identified by the City Council, residents and businesses of the City and the IDNR for several years. The proposed activities will be funded with a combination of CDBG funds and SRF funds. The application has a due date of January 1, 2017, and will be submitted by that date. The City of Sheffield is requesting \$500,000 in CDBG funds. 54.43% low- and moderate-income persons, according to an income survey completed in June, July and August 2016, will benefit from the project. Therefore 54.43% or \$272,150 of federal funds will benefit LMI persons. The proposed activities will be conducted throughout the community in city owned right-of-way. There will be no displacement of persons or businesses as a result of funded activities. Not applicable. (Plans to assist persons actually displaced) The project includes approximately 8,650 linear feet of water main replacement, 1,500' of storm sewer installation, pavement restoration, mobilization, as well as permits, legal and administration. A motion was made by Hegarty to close, seconded by McCaslin.

#### In Old Business:

- McCaslin gathered on verbal estimate from a contractor to tuck-point the Pump House. That bid was for \$1000-\$1500 to tuck-point the problem areas. McKee made a motion to table the topic and decision until March. Simmons seconded the motion and it passed unanimously.
- Simmons made a motion to approve Bob Jensen's request to construct an awning outside the West Fork Wharf with the stipulation that a minimum of 5ft of sidewalk must remain between the structure and the curb to comply with ADA standards. Mulford seconded the motion and it passed unanimously.

#### In New Business:

- There was one bid for city mowing and spraying properties. It was from Stirling Lawncare for the same amount as the previous year. McCaslin motioned to accept the bid and commit to a 2 year bid with Stirling Lawncare. McKee seconded the motion and roll call vote was as follows, Ayes: Hegarty, McCaslin, McKee, Simmons, & Mulford. Mayor Wilson declared the resolution approved, adopted, and numbered 17-21.
- Chris Diggins from NIACOG was present to present the Community Development & Housing Needs Assessment for CDBG Application.

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

- A. Water System improvement project to ensure safe, efficient, delivery of potable water to the LMI residents in the City of Sheffield.
  - B. Providing assistance to low income families in owning and maintaining safe, decent, affordable housing.
  - C. Exploring opportunities to assist in the availability of safe, decent, low income rental housing for the elderly and for young working families.
  - D. Expanding mid-priced or affordable housing in the \$50,000 - \$65,000 range.
  - E. On-going infrastructure improvements such as water, wastewater, storm sewer and streets.
- I. Other Community Development and Housing Needs**
- A. Revitalizing the downtown business district
  - B. Attracting new businesses to the community.
  - C. Making infrastructure improvements to attract new housing and businesses such as municipal water and sanitary sewer systems improvements, and street improvements.
  - D. Expand or enhance recreational opportunities for residents such as the pool, parks, and trails.
- II. Planned or Potential Activities to Address Housing and Community Needs.**
- A. Apply for funding to improve the City's municipal water system to ensure the effective delivery of healthy and safe potable water for residents, businesses and industry in the City of Sheffield.
  - B. Continue to apply to IDED's Housing Fund for housing rehabilitation assistance to LMI families.
  - C. Continue to seek incentives that encourage the creation of residential building lots in the community as a way to encourage housing growth.
  - E. Expand opportunities to create in the future, development of low income/subsidized housing to meet the needs of the community and in turn create additional jobs in the community to maintain or increase income levels as part of the community's economic development efforts.
  - F. Continue efforts to keep the downtown storefront properties filled by local owners and continue to enhance the downtown business district.
  - G. Continue to work with and support the Franklin County Development Association and the Sheffield Economic Development Corporation in their housing, community, and economic development efforts.
  - G. Actively promote homebuyer assistance programs that are available.
  - H. Continue to work on the funding and developing of a Bike Trail that would eventually connect the community with other existing bike trails in the area.
  - I. Apply to funding programs to assist the City in financing improvements to the City infrastructure to lessen the financial burden on residents.

**Developed and prepared at a Council Meeting of the City of Sheffield on November 14, 2016.**

**3 local residents, 2 law enforcement, 5 City Council, 1 Mayor, 1 City Clerk, 1 Public Works Director and 1 NIACOG Staff were in attendance.**

- Simmons made a motion to approve a resolution committing the city to submitting a CDBG application. McKee seconded the motion and roll call vote was as follows, Ayes: Hegarty, McCaslin, McKee, Simmons, & Mulford. Mayor Wilson declared the resolution approved, adopted, and numbered 17-23.
- Chris Diggins spoke with the council about the CDBG Application process.
- Simmons made a motion to approve the NIACOG Proposal to begin the Environmental Process. McCaslin seconded the motion and it passed unanimously.
- Hegarty motioned to approve the ABD License for the West Fork Wharf, Mulford seconded the motion, and it passed unanimously.
- Discussion about the property at 112 Gilman occurred due to the property owners not complying with the nuisance abatement request by the city this past summer. After some discussion, it was decided that a quote would be obtained to repair the building temporarily. Hegarty motioned to table the topic until more information was obtained. Mulford seconded the motion and it passed unanimously.
- There was discussion regarding the vacancy on the library board. The mayor will ask some people and bring a recommendation back to the council next month. McCaslin motioned to table until next month, McKee seconded the motion and it passed unanimously.
- Hegarty motioned to appoint Scott Sanders to the Zoning Board of Adjustments. Mulford seconded the motion and it passed unanimously.
- Mulford made a motion to appoint Troy Pals to the Zoning Board of Adjustments, McKee seconded the motion and it passed unanimously.

- Mulford motioned the Health Insurance Renewal, Hegarty seconded the motion, and it passed unanimously.
- McCaslin motioned to approve Scott Deam's Tax Exemption Request, McKee seconded the motion and it passed unanimously.
- Hegarty motioned to approve a resolution adopting a Body Camera Policy. Mulford seconded the motion and roll call vote was as follows, Ayes: Hegarty, McCaslin, McKee, Simmons, Mulford. Mayor Wilson declared the resolution approved, adopted, and numbered 17-24.
- There was brief discussion about the Procedural Audit Findings, but there were no questions for the clerk and no one was concerned about any of the findings.
- Upon a motion duly made by McKee and seconded by Hegarty, (roll call vote was as follows: Hegarty, McCaslin, McKee, Mulford. Nays: Simmons) and approved in the November 14<sup>th</sup> 2016 open session Sheffield City Council Meeting, the Council went into closed session in accordance with Iowa Code Section 21.5(1)(j) to prevent the disclosure of information as privilege or confidential. The following people were present in the closed session: Mayor Wilson, Councilmen Hegarty, McCaslin, McKee, Simmons, Mulford and rotating in and out was Katy Flint, Pat Nuehring, & Colten Kensett. At 9:00PM, McKee motioned to exit the closed session, Hegarty seconded, and it passed unanimously.
- McKee made a motion approving wage increases for Katy Flint, Pat Nuehring, Jace Winfrey, & Colten Kensett. Hegarty seconded the motion and roll call vote was as follows, Ayes: Hegarty, McCaslin, McKee, Simmons, & Mulford. Mayor Wilson declared the resolution approved, adopted, and numbered 17-22.

Mayor/Council Comments – Nuehring filled the council in on an electrical service issue at the swimming pool. 2 sealed bids were obtained and after opening them, they agreed to go with Craighton Electric for the project. Nuehring also filled the council in on the update of well #5 repairs, etc. Simmons asked about the status of the gate at the lagoon, Nuehring will get it taken care of.

Mulford motioned to adjourn the meeting, Hegarty seconded the motion and it passed unanimously. Adjournment at 9:20PM.

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Katy Flint, City Clerk

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Nick Wilson, Mayor