

Nashua City Council Meeting Minutes
City Hall – Council Chambers

The Nashua City Council met in regular session April 16, 2018 in Council Chambers at City Hall. The meeting was called to order at 7:00 pm with Mayor Clinton Betsinger presiding. Council members present were Angelina Dietz, Harold Kelleher III, Scott Cerwinski, Thomas Johnson, and Rolland Cagley. City Clerk Rhonda Dean, Police Chief Travis Marvin were city employees in attendance. Nick Henningsen from PeopleService was in attendance. Twelve (12) guests were in attendance.

The mayor called for citizen/public comments. Dietz moved to approve the agenda with two additions and one change. Cagley seconded. Motion carried. Cerwinski moved to approve the April 16, 2018 minutes with one correction. Hall seconded. Motion carried. Cerwinski moved to approve the consent calendar including claims and building permits. Dietz seconded. Motion carried.

The mayor reminded the public to respect the staff at city hall. Jon Biedermann from Fehr-Graham concerning Nashua-Plainfield High School paving project. Cerwinski moved to table the subject until next meeting to request school board member(s) to be present. Cagley seconded. Motion carried.

Department Reports:

Police Chief had no report.

City Clerk shared the Welcome Center and Library reports with Council. The March financial reports were shared with the council.

Waste water Superintendent shared the new samplers will be submitted under insurance. Henningsen gave the Council an update on the water testing and wells.

Council: Cagley asked a question regarding a citizen's sidewalk. Clerk will research minutes and have the information for the next council meeting. Kelleher stated the campground will be open officially on 4/27/18. Dietz shared the Welcome Center craft sale was well attended. Johnson asked if citizens need building permits to remove a tree.

Discussion/Action/Consider Resolution 18-22: INCREASE UTILITY CLERK CASH DRAWER STARTING CASH TO \$100 FROM \$30. Cerwinski moved to increase the utility clerk drawer to \$100.00. Cagley seconded. Motion carried.

Cerwinski moved to open Public Hearing regarding Owner/Occupied Housing Rehabilitation Grant Application. Dietz seconded. Ryan McKinley from INRCOG presented an overview of the written comments submitted prior to the Public Hearing. Those are listed below:

Nature and Location of Proposed Activities

- The City of Nashua is considering submitting a Community Development Block Grant (CDBG) application for the Housing Fund program as administered by the Iowa Economic Development Authority (IEDA). If funded, the nature of the proposed activities includes the rehabilitation of six (6) owner-occupied single-family homes within the identified Project Location.
- The Project Location (Target Area) is identified on the "PROPOSED PROJECT LOCATION" attachment. Generally, Beginning in the northwest boundary of the Area, the Project Location is from the corner of Lexington Ave. and Greeley Street; The Southwest corner is located at the intersection of Greeley Street and Wentling Street; The Southeast corner is located where the corner of Wentling Street and Jay Street would be if Wentling Street continued through; The Northeast corner is located the corner of Jay Street and Lexintogn Ave.

How the Need for the proposed activities was identified

- In order to have a significant impact on the appearance of the community, the City decided to designate a target area for the project. In early 2018, City officials conducted a baseline housing assessment to identify potential neighborhoods for this project. City officials, in consultation with the Iowa Northland Regional Council of Governments, finalized the Project Location. The area will be undergoing public infrastructure improvements that this program can capitalize upon. The area is an older part of the community, has a high rate of owner-occupied homes, and not within the 1.0 percent (100-year) flood zone.

Project Cost and Funding Source

<u>Funding Source (Activity)</u>	<u>Cost/Per</u>	<u>#</u>	<u>Estimate Cost</u>
CDBG (General Admin)	\$ 12,000	1	\$ 12,000
CDBG (Rehab Hard Costs)	\$ 24,9996		\$ 149,994
CDBG (Technical Services)	\$ 3,500	6	\$ 21,000
CDBG (Lead Hazard Carrying Costs)	\$ 6,000	6	\$ 36,000
CDBG (*Lead Hazard Reduction)	\$ 2,000	6	\$ 12,000
CDBG (*Temporary Relocation)	\$ 2,000	6	\$ 12,000
Total Est. Project Cost	-	-	\$ 242,994.00

- *Lead Hazard Reduction and Temporary Relocation expenses only as needed.
- All project funds (\$242,994) will benefit persons of low and moderate income, per program requirements.
- Total requested amount of CDBG federal funds: \$224,994
- The City intends to use of local Tax Incremental Financing (TIF) set-aside (generated by other housing programs) in an amount up to \$18,000 (\$3,000 per unit) to buydown the cost of the city's project and to make a more competitive application. Local funds would only be used on this project if approved via resolution by the City Council.

Plans to Minimize Displacement of Persons and Businesses and to Assist Persons Actually Displaced

- 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. In the event of displacement, the City would follow the HUD Relocation and Displacement Policy.

The project application will be submitted on or before May 4, 2018

COMMUNITY DEVELOPMENT AND HOUSING NEEDS ASSESSMENT

Community Name: City of Nashua, Iowa

COMMUNITY DEVELOPMENT AND HOUSING NEEDS ASSESSMENT OF LOW AND MODERATE INCOME PERSONS

1. Construction of sanitary sewer infrastructure improvements and compliance with sanitary sewer requirements and compliance permit.
2. Looping of water lines, which allows for maintenance of service if/when a waterline breaks. Specifically, looping also allows for maintenance of fire services and provision of potable water to residents.
3. Housing rehabilitation for Low and Moderate Income (LMI) persons throughout the community
4. Provide adequate and affordable housing.

- a. Low Rent Housing
 - b. First time buyer housing
 - c. Multi-family housing
5. Provide job opportunities for LMI persons.

PLANNED OR POTENTIAL ACTIVITIES TO ADDRESS HOUSING AND COMMUNITY NEEDS

1. Seek funding through the Community Development Block Grant Program, specifically for sanitary sewer improvements.
2. Seek funding through the Community Development Block Grant Program, specifically for housing rehabilitation activities in the community.
3. Work with city economic development professionals to assist with economic development activities and other improvements.

Date and location of assessment: April 16, 2018, Nashua City Hall
 Dietz moved to close public hearing. Cerwinske seconded. Motion carried.

Discussion/Action/Consider Resolution 18-23: AUTHORIZING THE MAYOR TO SIGN A MEMORANDUM OF UNDERSTANDING WITH INRCOG FOR THE GENERAL ADMINISTRATION OF THE COMMUNITY DEVELOPMENT CONTRACT. Cerwinske moved to approve the resolution. Cagley seconded. Motion carried.

Discussion/Action/Consider Resolution 18-24: AUTHORIZING THE MAYOR TO SIGN A MEMORANDUM OF UNDERSTANDING WITH INRCOG FOR THE TECHNICAL SERVICES ADMINISTRATION OF THE COMMUNITY DEVELOPMENT CONTRACT. Dietz moved to approve the resolution. Johnson seconded. Motion carried.

Discussion/Action/Consider Resolution 18-25: ADOPTING AN ADMINISTRATIVE PLAN FOR THE CITY OF NASHUA HOUSING REHABILITATION PROGRAM. Cagley moved to approve the resolution. Kelleher seconded. Motion carried.

Discussion/Action/Consider Resolution No. 18-26: GRANTING THE IOWA ECONOMIC DEVELOPMENT AUTHORITY CERTAIN ASSURANCES IN CONJUNCTION WITH THE 2018 COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING APPLICATION. Dietz moved to approve the resolution. Cagley seconded. Motion carried.

Discussion/Action/Consider Resolution No. 18-27: APPROVING A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION; DESIGNATING THE MAYOR AS THE OFFICIAL REPRESENTATIVE OF THE CITY AND AUTHORIZING THE MAYOR TO AFFIX THEIR SIGNATURE TO SAID APPLICATION AND CERTAIN ASSURANCES IN CONJUNCTION WITH SAME. Dietz moved to approve the resolution. Johnson seconded. Motion carried.

Discussion/Action for city mosquito control contract. There were questions regarding the application process. Cerwinske moved to table until next meeting to receive more information. Kelleher seconded. Motion carried.

Discussion/Action to hire/contract with a city treasurer. Dietz moved to advertise for a city treasurer at \$100/month. Kelleher seconded. Motion carried.

Discussion/Action to approve the Water/Waste water contract with Peoples Service, Inc. Cerwinske moved to approve contract. Cagley seconded. Motion carried via roll call.

Discussion/Action to hire/contract with a campground host. Cerwinske moved to advertise for a campground host with compensation of a free camp spot. Kelleher seconded. Motion carried.

Cerwinske moved to adjourn at 8:50 pm. Kelleher seconded. Motion carried.

pending approval by council
 Rhonda Dean
 City Clerk

City of Nashua
 Invoices - 4-16-18

Date	Vendor Name	Invoice Description	Invoice Amount
4/11/2018	ADVANCED SYSTEMS	Copy Machine Fees	\$ 210.74
4/9/2018	AVE OF THE SAINTS ANIMAL HOSPI	K9 Vaccinations	\$ 79.58
04/09/2018	BADGER METER	March18 Water Mtr Billing	\$ 566.04
04/11/2018	BAKER & TAYLOR	Library Books & DVDs	\$ 209.17
04/09/2018	BARNETT EXCAVATING & TRUCKING	Water Main Break Repair	\$ 1,365.16
04/11/2018	CENTER POINT LARGE PRINT	Library Books	\$ 45.00
04/11/2018	CENTURYLINK	City Phone Bills	\$ 724.66
04/09/2018	CITY LAUNDERING CO.	Custodian/Cleaning Supplies	\$ 82.92
04/09/2018	CITY OF NASHUA	Petty Cash Drawer Reimbursement	\$ 90.82
04/09/2018	DEAN, RHONDA	Travel Reimbursement	\$ 39.81
04/11/2018	DOLLAR GENERAL	Library Charges	\$ 48.25
04/09/2018	FEDEX	PD Postage - DCI	\$ 33.09
04/11/2018	HACKMAN, HEATHER M.	Library Travel and Training	\$ 48.41
04/09/2018	HAWKINS, INC.	Chlorine Cylinder	\$ 15.00
04/09/2018	INFINITY PRINTING SUPPLIES	Print Cartridges	\$ 370.76
04/11/2018	INGRAM	Library Books/DVDs	\$ 266.87
04/12/2018	IOWA COMMUNITIES	2018-2019 Insurance	\$ 30,689.12
04/09/2018	IOWA DEPARTMENT OF REVENUE	2018 April Sales Tax	\$ 1,152.00
04/12/2018	KEYSTONE LABORATORIES	Drinking Water Analysis	\$ 53.00
04/09/2018	KWIK TRIP	City Vehicle Fuel Expenses	\$ 696.16
04/09/2018	LINCOLN SAVINGS BANK	March 2018 ACH Fees	\$ 45.02
04/11/2018	NASHUA PUBLIC LIBRARY	Petty Cash Reimbursement	\$ 30.39
04/09/2018	NEW HAMPTON TRIBUNE NASHUA	WC Craft Show advertising	\$ 585.77
04/11/2018	ORKIN PEST CONTROL	Library Pest Control	\$ 416.64

04/11/2018	PERMA-BOUND	Library Books/DVDs	\$	561.34
04/11/2018	PIERCE, PATRICK	2017 1/2 Tax Reimbursement	\$	2,043.00
04/09/2018	PRICHARD LAW OFFICE PC	Legal Fees - Court/PD	\$	124.00
04/11/2018	QUALITY PUMP & CONTROL	Chlorine Injector Repair	\$	970.00
04/09/2018	RILEY'S INC.	March 2018 Copy Machine Fee	\$	210.28
04/09/2018	S & T COLLISION	Spark Plugs & Wires Rescue	\$	294.13
04/09/2018	STATE HYGENIC LAB	Mineral Test - Lakeshore	\$	195.50
04/11/2018	SCHOLASTIC, INC	Library Books/DVDs	\$	53.00
04/09/2018	STOREY KENWORTHY MATT PARROTT	Min, Res, and Ordinance Bks/Pg	\$	767.30
04/09/2018	T & K TRACTOR REPAIR	Hose for Snow Plow	\$	90.66
04/11/2018	THE MILL, INC.	Street Dept Oil	\$	1,070.00
04/09/2018	U.S. POST OFFICE	Postage	\$	305.00
04/02/2018	U.S. POST OFFICE	Postage-Water Billing April	\$	205.80
04/12/2018	ULTRAMAX	PD Ammunition	\$	215.00
04/09/2018	VERIZON	PD MDC Networks	\$	108.03
04/12/2018	WAVERLY TIRE COMPANY	Loader Tires	\$	2,600.00
04/09/2018	WEX BANK	City Fuel - March 2018	\$	659.03
TOTAL INVOICES			\$	48,336.45