

APPROVED 11/4/2021

October 21, 2021

The Bloomfield City Council met in regular session at 7:00pm at the Bloomfield Public Library with the following members present:

Mayor:	Daniel Wiegand
Council:	Darin Garrett, Earl Howard, Scott Moore, Don Walton
City Attorney:	Gayla Harrison
City Administrator:	Tomi Jo Day (by phone)
City Clerk:	Sandy Jones
UB Clerk:	Kyle McClure
Police Chief:	Shawn Armstrong
Fire/Code Enforcer:	Jeff McClure
Comm. Develop:	Tammy Roberts

Mayor Wiegand called the meeting to order and welcomed those present.

Everyone stood and recited the pledge of allegiance.

Motion by Moore, second by Garrett to approve the agenda.

Motion carried.

Mayor Wiegand announced this is the time and place fixed for a Public Hearing for the purpose of discussing Amendment No. 5 to the Bloomfield Urban Renewal Plan.

Motion by Howard, second by Garrett to open the Public Hearing.

Ayes: Walton, Moore, Howard, Garrett

Nays: None

The Mayor called for any public comments. No oral objections or comments were offered and the Clerk reported that no written objections or comments thereto had been filed.

Motion by Moore, second by Walton to close the Public Hearing.

Ayes: Howard, Garrett, Moore, Walton

Nays: None

Motion by Garrett, second by Howard to approve Resolution No.: 2021-35, "A Resolution Determining an Area of the City to be an Economic Development and Blighted Area, and that the Rehabilitation, Conservation, Redevelopment, Development or a Combination Thereof, of Such Area is Necessary in the Interest of the Public Health, Safety or Welfare of the Residents of the City; Designating Such Area as Appropriate for Urban Renewal Projects; and Adopting the Amendment No. 5 to the Bloomfield Urban Renewal Plan".

Ayes: Moore, Garrett, Howard, Walton

Nays: None

Mayor Wiegand announced this is the time and place fixed for a Public Hearing for the purpose of discussing a CDBG-CV grant application and supporting documents.

Motion by Walton, second by Garrett to open the Public Hearing.

Ayes: Moore, Garrett, Howard, Walton

Nays: None

The Mayor called for any public comments.

Ashley Utt, Executive Director with Pathfinders, presented the following information.

1. Community development and housing needs of Low and Moderate Income (LMI) residents.
 - Sanitary Sewer Improvements. Due to significant flooding in 2019, the City sustained damage to a significant portion of their sanitary sewer infrastructure. Needs include the repair of underground sanitary sewer main and lining of sewer mains to eliminate inflow and infiltration (I/I). The City is also under a Consent Order with the United States Environmental Protection Agency (EPA) to eliminate sanitary sewer overflows. Several sanitary manholes throughout town overflow with wastewater during wet weather events. The sewer overflows can cause serious water quality problems and threaten public health. (HIGH)
 - Housing Rehabilitation. With a high percentage of low-to-moderate income residents within the community the City feels a need to encourage and help residents with improvements to their homes. Needed improvements include exterior maintenance needs, energy efficiency improvements, and accessibility enhancements. (HIGH)
 - Develop Outdoor Recreational Opportunities. The City currently has limited outdoor recreational opportunities and has been working with a local trail organization to create a trail that stretches from one side of Bloomfield to the other side, which will create not only an outdoor recreational opportunity, but also helps residents get from one location to another location safely when they don't have access to a means of transportation. The City would also like to install new outdoor playground equipment, upgrade the public pool and install sport courts that will connect to the trail network. (LOW)
2. Community development and housing needs of non-LMI residents.
 - Rehabilitation of Downtown Buildings. As part of a desire to see reinvestment in the City's downtown area, the City would like to see the restoration and rehabilitation of the existing buildings in the downtown area. The City would also like to see a section of buildings that has been deemed dangerous, rehabilitated and put back into commercial use. (MEDIUM)
 - Community Center Improvements. The City's community center needs improvements and some rehabilitation to ensure the long-term use of the facility. A new air conditioning system is needed to help keep up with the current usage, as well as new equipment for safety purposes. (MEDIUM)
 - Encourage Development of New Housing. The City would like to see the growth of new single and two-family home construction. An incentive is currently offered, but is limited to first come, first serve. A continuation of this program would help get additional housing built. (MEDIUM)
3. Planned or potential activities to address the needs identified in 1 and 2 above.
 - Sanitary Sewer Improvements. Apply for CDBG funds to match with funds provided by FEMA to repair a collapsed sewer main, and line critical mains to reduce I/I in the sanitary sewer system. A recent Sanitary Sewer Master Plan has identified the following high priority

sanitary sewer projects with the intent to reduce sanitary sewer overflows and comply with the EPA Consent Order: 1) Upsize pump capacity at Lift Station #1, 2) I/I investigations in three priority areas, including smoke testing, televising, and flow monitoring, 3) Sewer rehabilitation projects, including point repairs, sewer lining, removal of cross connections, etc., (specific project scope will depend on the I/I investigation findings).

- Housing Rehabilitation. Look for funding and/or grants that could help assist low-to-moderate income families who own their homes with rehabilitation efforts.
- Develop Outdoor Recreational Opportunities. Work with residents, local organizations and regional authorities to develop a plan to apply for funding to assist with the purchase of two to three new outdoor playground equipment products. Two parks already exist and the City would like to create a third playground that is available on the side of town that currently doesn't have one. The City will also apply for funding to help with the sport court installation and public pool and equipment upgrades.
- Rehabilitation of Downtown Buildings. Work with building owners to encourage rehabilitation and updating of buildings. Look for ways to help owners find funding to assist with improvements. The City would also like to explore the opportunity of gathering several businesses into one larger project.
- Community Center Improvements. Identify potential funding for improvements to the City's community center facility. Explore private donors and other local organizations that might take part in purchasing needed equipment.
- Encourage Development of New Housing. Look for funding options to continue the incentive program currently offered.

Date of Public Hearing when assessment was prepared: 10/21/2021

Number of residents participating: 17

CDBG-CV Duplication of Benefits (DOB) Policy

Created: City of Bloomfield

Department: Planning and Community Development Department

Developed by: Tammy Roberts, Development Director

Approved by: Bloomfield City Council

As a recipient of federal HUD CDBG-CV funds, the City of Bloomfield ("City") is to ensure that CDBG-CV funds are used consistent with program requirements. HUD requires that there are adequate procedures in place to prevent any duplication of benefits ("DOB"), and to ensure HUD complies with this requirement, this responsibility is passed on to all CDBG-CV grantees. Establishing a process to effectively identify and prevent DOB is critical for CDBG-CV grantees to effectively manage the multiple active funding streams related to coronavirus response and efficiently target CDBG-CV resources to meet unmet needs within the community.

This policy ensures that there is no DOB for any entity receiving CDBG-CV assistance from the City.

Definitions

- **DOB:** Duplication of benefits (DOB) occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.
- **Non-entitlement entities:** Also known as Units of General Local Government (UGLG) are the recipients of the CDBG.
- **Sub-recipient:** Sub-recipient means an organization and/or business selected by the City to receive a portion of the City's CDBG-CV (or other federal) funds.
- **Scope:** This policy applies to all City employees or consultants who oversee agreements or contracts with Sub-recipients.

Policy/Conditions

1. Authority
This policy shall be under the direction and authority of the City Administrator, Tomi Jo Day, as that authority has officially been delegated by the Bloomfield City Council, and by the Mayor of the City of Bloomfield. Within the CDBG-CV program, all grantees are bound by Section 312 of the Stafford Act, as amended by section 1210 of the Disaster Recovery Reform Act (DRRA) of 2018, and the OMB Cost Principles within 2 CFR § 200 that requires all costs to be "necessary and reasonable for the performance of the Federal award."
2. Conditions
Monitoring by staff and/or consultants must address both program wide and project specific issues of CDBG-CV funded activities.

Requirements/Responsibilities

1. City Responsibilities:
 - a. Establish a line of communication with the applicant for preventing DOB.
 - b. Communicate that any person or entity receiving CDBG-CV assistance (including sub-recipients and direct beneficiaries) must agree to repay assistance that is determined to be duplicative.
 - This may be documented through a subrogation agreement or similar clause included in the agreement with the person or entity.
 - c. Establish a method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need.
2. Recipient Agency Responsibilities:
 - a. Comply with disclosure of any funds received from the list of Federal CARES Act funding sources.
 - b. Maintain administrative records, including written agreements and financial reports.

Procedures

1. Monitor current programs - When considering subrecipients of CDBG-CV funds, the City will evaluate current programs available at the local, county, state, and federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups.
2. Agency self-disclosure - Applicants will be asked to disclose any funds received from the list of Federal CARES Act (Appendix A) and coronavirus response programs and funding sources, along with any state, or local funding.
3. Determine/Calculate DOB - The following steps will be taken by the City and/or Sub-recipient to:
 - a. Assess Need: Determine the amount of need (total cost);
 - b. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
 - c. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum CDBG-CV award (unmet need); and
 - d. Document analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

Note: In DOB calculations, private loans are not considered a form of assistance and should not be considered when calculating duplication of benefits. However, subsidized loans from SBA or FEMA should be included in the duplication of benefits analysis unless one of the three exceptions is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with CDBG-CV funds,
2. Declined or canceled subsidized loans, or
3. Loan assistance is used toward a loss suffered as a result of a major disaster or emergency; An example of a subsidized loan is the SBA Economic Injury Disaster Loans (EIDL).

Citizen Participation Meeting

1. How was the need for this project identified?

Over the past year, City officials have been working with business owners, school administration, public facility managers and local organizations to learn how the COVID pandemic was affecting their business or organization. These conversations brought up needs and repairs that would be necessary to enable the business owners to continue, for school staff and students to have access to necessary materials, as well as opening up and maintaining public facilities that provided the distance required for safety.

- CMTEL: Public Wifi/Broadband Access
- Mutchler Center: Public Facilities/Public Spaces (City Park Playground)
- City of Bloomfield: Safer sidewalks around square for passage and public transit
- Façade: Bloomfield Square businesses are showing signs of slum and blight

2. How the project will be funded and the sources of funds:

- a. These projects will be funded by CDBG funds and local match from the sub-recipients per the project requirements.

3. Date the CDBG will be submitted:

a. There is no application deadline and the various applications will be submitted when completed. There will not be a batch application date.

4. Requested amount of federal funds:

a. Each CDBG grant has its own application amount:

i. Façade Grants: \$50,000

ii. Micro-Enterprise: \$50,000

iii. CMTEL Public Wifi/Broadband Access: \$395,000

iv. Housing: \$500,000

v. Mutchler Center Public Facilities/Public Spaces: \$500,000

vi. City of Bloomfield Public Spaces: \$500,000

5. Estimated portion of federal funds that will benefit LMI persons:

a. Bloomfield LMI based on the Income Survey: 51.98%

b. Activity will benefit all the residents of a primarily residential area where at least 51 percent of the residents are low- and moderate-income persons

c. City of Bloomfield is going to be applying for

i. (14) Façade Grants: \$50,000

ii. Micro-Enterprise: \$50,000

iii. Broadband Access: \$450,000

iv. Housing: \$500,000

v. Mutchler Center Public Facilities: \$115,000.00

vi. Mutchler Center Public Spaces: \$475,000.00

vii. Mutchler Center Public Spaces: \$460,000.00

viii. City of Bloomfield Public Spaces: \$500,000.00

6. Where the proposed activities will be conducted:

a. Façade projects: each separate business location on square

b. Micro-enterprise: each separate business location on square

c. Broadband: southeast Davis County households

d. Upper Story Housing: each separate project will be its own location for upper story housing

e. Mutchler Center project: HVAC, City Park and Lake Fisher

- f. City of Bloomfield: North, South and West side of the square
7. Plans to minimize displacement of persons or businesses resulting of funded projects:
 - a. NA; project is located on an already existing sites/areas. There is no displacement of persons or businesses.
8. Plans to assist persons actually displaced:
 - a. NA; project is located on an already existing sites/locations. There is no displacement of persons or businesses.
9. The nature of the proposed activities:
 - a. Façade grant applications are to help with funding to eliminate slum and blight and improve commercial façade in districts impacted by COVID-19. These projects are exterior improvements only.
 - b. Micro-enterprise grant applications are to assist local businesses impacted by COVID-19 and must have 5 or fewer employees. These grants can be used for working capital, equipment, building improvements or related costs to sustain or expand the business.
 - c. Upper Story Housing will provide funding for the conversion of existing buildings into housing units. Including construction and development of existing space into housing.
 - d. Broadband grant application is to expand fiber optics to the southeast portion of Davis County to 19 households.
 - e. Public spaces grant application through Mutchler Center is to install new playground equipment at the City Park and Lake Fisher for local residents and visitors to Bloomfield.
 - f. Public Spaces grant application through the City of Bloomfield is to improve the sidewalks on the North, South and West side of the square so that it is safer for people maneuver with distance guidelines and improving means of traveling for residents and visitors while completing necessary errands and shopping.
10. General description of accomplishments to date:
 - a. Engineer procurement: Façade – September 2021
 - b. Engineer procurement: Public Spaces – October 2021
 - c. Architect procurement: Façade: September 2021
 - d. Grant Writing: August 2021
 - e. CDBG Administration Procurement: September 2021
11. Summary of expenditures to date:
 - a. Engineering
 - b. Architect
 - c. Income Survey

d. Grant Writing

12. General Description of remaining work: CDBG's will be submitted after all project information is gathered. If received, projects will begin within 30 days. All funds have to be expended by July 2023.

13. There is no deadline for the CDBG-CV funds, it is a first come, first serve grant application.

14. If anyone has any questions or concerns, you can contact Tammy Roberts, City of Bloomfield Development Director at 641-664-9653 or tammy.roberts@cityofbloomfield.org.

No oral objections or comments were offered and the Clerk reported that no written objections or comments thereto had been filed.

Motion by Howard, second by Moore to close the Public Hearing.

Ayes: Walton, Howard, Moore, Garrett

Nays: None

Motion by Garrett, second by Moore to approve the CDBG-CV Duplication of Benefits Policy.

Ayes: Moore, Garrett, Walton, Howard

Nays: None

Updates:

Police:

- Helped with Literacy Night at the Elementary School.
- Oct. 29 is Trick-or-Treat Night. Police will get with the Street Dept. for street closing.
- There was a case of arson at the City Pool restroom. There has been an arrest made.

Fire/Code Enforcement:

- Busy with Fire Prevention at the schools.
- Have a new home inspection this week.
- Has approved building permits. Working with Nicole to update the application.
- Will have a Town Hall Meeting for landlords Nov.1 at 7pm at the Fire Station.
A flyer will be sent out in the bills regarding the meeting.

Motion by Walton, second by Garrett to approve the consent agenda. (Approve City Council minutes, 10/07/2021)

Motion carried.

Motion by Walton, second by Garrett to approve second reading of "An Ordinance Adding Chapter 55, Animal Control Ordinance to the Bloomfield Code of Ordinances, Bloomfield, Iowa"

Ayes: Walton, Howard, Moore, Garrett

Nays: None

Tree trimming bids were opened and presented. Southern Iowa Tree Services, \$69,750. Cody's Tree Service, \$18,206. Kiowa Line Builders, Inc., Bid was hourly rates of labor and equipment.

Motion by Garrett, second by Walton to award bid for tree trimming project to Cody's Tree Service for \$18,206.

Electric pole replacement bids were opened and presented. Liberty Line Builders, Inc. \$101,022. Kiowa Line Builders, \$68,480.

Motion by Garrett, second by Moore to award bid for electric pole replacement to Kiowa Line Builders for \$68,480.

Motion carried.

Motion by Walton, second by Garrett to sign a letter of support to SIEC for their FEMA Grant Application.

Motion carried.

Motion by Moore, second by Garrett to approve Resolution No.: 2021-36, "A Resolution Setting Public Hearing to Amend Chapter 69 of the Bloomfield Code of Ordinances by Amending Restrictions on Parking". Public Hearing set for November 7, 2021 at 7pm..

Ayes: Howard, Garrett, Moore, Walton

Nays: None

Motion by Garrett, second by Walton to approve "A Resolution Appointing Commissioner to the Area XV Multi-County Housing Authority" Tammy Roberts is appointed.

Ayes: Howard, Moore, Garrett, Walton

Nays: None

City Administrator Day was given direction to contact Attorney Denny Puckett to review the Solar Regulations Chapter 111.07 Interconnection Standards.

Community Development Director Roberts was given direction to proceed with the application to annex South Lake Fisher Road with the current configuration if the fee is within the City Administrator's spending limits. She will report back to the council and then decide how to proceed if the application is not approved.

Motion by Walton, second by Moore to approve Certificate of Occupancy and Incentive Payment of \$15,000 for 407 North Jones Avenue.

Motion carried.

Motion by Howard, second by Walton to approve payment of LL Pelling Invoice #25596 in the Amount of \$46,829.00 for Work Completed.

Motion carried.

Motion to approve Pay Request #14 from Woodruff Construction for Work Completed on the Wastewater Treatment Plant Project in the Amount of \$3,911.19.

Motion carried.

Motion by Howard, second by Garrett to approve payment to HRGreen of Invoices Totaling \$36,372.32

1. Invoice #146655 in the Amount of \$2,212.32 for Design Work on the SRF Sponsored Project

2. Invoice #147068 in the Amount of \$34,160.00 for the Sanitary Sewer Master Plan

Motion carried.

Motion by Garrett, second by Walton to approve 4th Quarter Funding for DCDC in the Amount of \$3,750.

Motion carried.

Motion by Howard, second by Walton to approve claims as presented.

Motion carried.

ACCO Unlimited Corp	Equipment	\$38.34
Airgas USA LLC	Tank Rent	\$68.06
Bailey Office Outfitters	Office Supplies	\$38.79
Bloomfield Auto Supplies	Auto Supplies	\$99.93
Bloomfield Greenhouse	Supplies	\$446.64
Blfd True Value Hardware	Supplies	\$129.24
Brother's Market	Supplies	\$40.26
City of Bloomfield	Library Utilities	\$685.74
CMTEL	Phone Service	\$259.13
Core & Main LP	Supplies	\$825.00
Crescent Electric Supply Co	Equipment	\$463.26
Davis County Public Health	Immunization	\$225.00
DC Auditor	Meals, Laundry	\$6.12
DC Development Corp	4th Quarter Funding	\$3,750.00
Davis County Tire	Repairs	\$21.00
DC Treasurer	Fuel/Fire	\$51.82
Ditch Witch - Iowa, Inc.	Repairs	\$462.31
Elliott Bulk Services, LLC	Fuel Oil	\$12,347.63
Farmers Harness Shop	Supplies	\$35.80
Fletcher-Reinhardt Co.	Uniforms	\$449.00
Jeff Francis	Rebate	\$100.00
FS3, INC.	Supplies	\$587.58
Halls Safety Equipment Inc	Overcharge	-\$94.65
Hamilton Produce Co.	Supplies	\$259.50
Harrison Moreland & Webber PC	Professional Services	\$166.50
Hickenbottom Inc.	Supplies	\$730.08
Hill Productions and MediaGroup	Website	\$2,893.75
Horn's Sales & Service	Parts	\$547.91
IA One Call	Locates	\$105.70
IOWA MS INC	Labor	\$1,456.00
JF Company	Services	\$600.00
Lone Oak Sewing & Tack	Equipment	\$130.00
Jeff McClure	Equipment/Fire	\$250.00
Menards/Ottumwa	Supplies	\$113.12
MFA Oil Co	Overpayment	-\$23.78
Modern Marketing	Supplies/PD	\$620.27
Murphy Tractor & Equipment Co.	Equipment	\$6,485.00

Northeast Mo. El. Power Co-op	Labor	\$1,341.67
Postmaster	Postage	\$529.07
RT Auto	Service	\$69.99
John Sample	Services	\$300.00
Southern Iowa Electric Coop	Utilities	\$363.49
Staples Advantage	Office Supplies	\$71.93
The Des Moines Register	Subscription/Library	\$11.25
Tri-County Shopper, Inc	Advertising	\$180.00
US Geological Survey	Dues/Subscription	\$2,160.00
Robert Von Bon	Services	\$140.00
Winger Companies	Services	\$1,158.50
Zoro Tools, Inc.	Parts	\$273.80
Accounts Payable Total		\$41,969.75

Fund Name		
001 General		\$13,095.34
110 Road Use Tax		\$8,627.17
600 Water		\$1,405.41
610 Sewer		\$3,321.77
630 Electric		\$14,237.70
640 Gas		\$1,282.36

Reports:

City Administrator:

- Thanked Staff and Council for helping while she was out of town.

Community Development Director:

- Will be going to Dallas to finish Economic Development Certification.

Council:

- Public Safety Committee met and removed the Police Department out of 28E regarding dispatchers.
- Walton attended a meeting Tammy Roberts hosted. Said there was a lot of good information and good things going on in the future.
- The Hills has received a \$100,000 challenge grant for their Hill Block Project.

Greg Procter spoke saying that Tammy Roberts is doing an excellent job for the city and county. She needs to be thanked.

Motion by Garrett, second by Walton to adjourn the meeting at 8:39pm.

Motion carried.

