

MINUTES OF THE FAIRFIELD CITY COUNCIL  
SPECIAL MEETING DECEMBER 27, 2021

The Fairfield City Council met in regular session on Monday, December 27, 2021 at 5:00 P.M. with Mayor Boyer presiding. Members present were: Gandy, Halley, Flournoy, Anderson, Twohill, Rasmussen and Ham (via phone).

CONSENT AGENDA

Moved by Rasmussen, seconded by Gandy

AYES: Rasmussen, Gandy, Flournoy, Ham, Halley and Twohill

ABSTAIN: Anderson

**TO APPROVE THE MINUTES OF THE DECEMBER  
13, 2021 REGULAR CITY COUNCIL MEETING.**

Moved by Rasmussen, seconded by Gandy

AYES: Rasmussen, Gandy, Flournoy, Ham, Anderson, Halley and Twohill

**TO APPROVE THE DECEMBER 23, 2021 SPECIAL  
PAYROLL IN THE AMOUNT OF \$1,963.56.**

**TO APPROVE THE DECEMBER 24, 2021 PAYROLL  
IN THE AMOUNT OF \$125,773.26.**

**TO ADOPT RESOLUTION NO. 4014  
APPROVING EMPLOYMENT IN THE  
WASTE WATER DEPARTMENT.**

**TO ADOPT RESOLUTION NO. 4015  
APPROVING EMPLOYMENT OF A  
COMMUNICATIONS SPECIALIST.**

**TO APPROVE OPERATING CLAIMS IN THE  
AMOUNT OF \$59,606.20.**

RESOLUTIONS, ACTION ITEMS & ORDINANCES

**Anderson excused herself at 5:45 PM**

Moved by Gandy, seconded by Flournoy

AYES: Gandy, Flournoy, Ham, Halley, Rasmussen and Twohill

**TO DELAY ISSUANCE OF LETTER AND  
INSTEAD AUTHORIZE COUNCIL SERVICE  
AGENCY MEMBERS TO PRESENT AND  
NEGOTIATE AN EMA LEVY AT THE NEXT  
SCHEDULED SERVICE AGENCY MEETING.**

Moved by Gandy, seconded by Twohill

AYES: Gandy, Twohill, Flournoy, Rasmussen, Halley and Ham

**TO APPROVE THE STRATEGIC PLAN  
EXECUTIVE SUMMARY.**

Moved by Gandy, seconded by Twohill

AYES: Gandy, Twohill, Flournoy, Rasmussen, Halley and Ham

**TO ADOPT RESOLUTION NO. 4016  
CALLING A SPECIAL ELECTION (FIRE  
STATION).**

Mayor Boyer announced this was the date and time set for a public hearing for citizen participation regarding proposed activities relevant to application for Community Development Block Grant (CDBG) funds.

**Fairfield Food and Gardening Initiative December 27, 2021**

**Public Hearing for Community Development Block Grant COVID-19 Application**

City Administrator Aaron Kooiker discussed the City's proposed application to the Iowa Economic Development Authority's (IEDA) Community Development Block Grant (CDBG) COVID-19 fund for the purposes of a new community garden initiative program.

The proposed project is to address food needs for low to moderate income households in Fairfield. This need was caused by the pandemic of 2020 due to loss of jobs and reduced household income that caused an increase in food insecurity in the community. Increased food prices and reduced income affected the affordability of nutritious foods like fruits and vegetables. A community needs assessment conducted by the Sustainable Living Coalition of Fairfield in September 2021 confirmed that 95% of local respondents were concerned about local food security and lack of affordable fresh produce.

The Fairfield Garden Initiative project involves three activities: 1) garden resources – 6,000 plant starts will be available to help 200 households grow their own garden, and support 3 community gardens 2) Tools and Equipment – a lending library of garden tools will be purchased and made available during the growing seasons, and food preservation equipment will be available by partnership with the Fairfield Food Collective, and 3) community education and training – sixteen (16) workshops will be held by the Sustainable Living Coalition on topics including Getting Your Beds Ready, Container Gardening, Soil Testing, Seed Starting, Transplanting, Vermicompost, BioFertilizers, Harvesting, Pest and Disease Management, Water Management, Foliar Feeding, Pickling and Fermenting, Freeze Drying, Canning and Preserving, and Seed Saving. A part-time project coordinator will be hired to run this project.

Total cost and grant request for the project is \$99,975 from the CDBG COVID-19 fund. No local cash match is provided. The estimated benefit toward low to moderate income households is 52.5 % based

on most recent census data. The City of Fairfield is the eligible applicant for funds, and the Sustainable Living Coalition is the sub-recipient. Area 15 Regional Planning Commission will contract with City of Fairfield to administer the grant. Any additional costs over the estimate will be paid by the Sustainable Living Coalition of Fairfield. The primary contact person at SLC is Bob Ferguson, Executive Director, 500 East Burlington Avenue, Fairfield, IA. The City's Community Development and Housing Needs Assessment (CDHNA) adopted on January 13, 2020 was presented for update.

The CDHNA is required by HUD for all CDBG applications. It identifies major housing and community development needs for both local low-to-moderate income (LMI) persons and the entire community. The items below were discussed and agreed on during the public hearing.

#### **Major Housing and Community Development Needs of Local LMI Persons**

1. Need for additional housing for LMI households single/multi-family
2. Need for childcare facilities
3. Need for downtown revitalization, façade improvements, and streetscaping
4. Upgrade existing housing stock
5. Water distribution system improvements
6. Street infrastructure improvements
7. Wastewater-Major sewer rehabilitation project underway
8. Need to address food insecurity caused by pandemic

#### **Other Community Development and Housing Needs**

1. Attraction of new local businesses
2. Economic development of the area
3. Need for building/zoning code enforcement
4. Diversification of industrial base

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

1. Completion of the City's Housing Needs Assessment
2. Implement the new Comprehensive Plan for the City
3. Develop, adopt, and implement a new City Zoning Code
4. Apply for funding to improve the water, sanitary sewer, and storm sewer systems
5. Implement tax and other incentives for housing and commercial development
6. Cooperate with local, area, state, and federal service providers to access technical and financial assistance
7. Utilize special agency's programs to provide essential public facilities and services
8. Utilize bonds to provide public facilities and services
9. Engage in public/private partnerships or intergovernmental service agreements to provide or improve services
10. Initiate a food garden initiative program to provide households with the means to grow fresh fruits and vegetables and create a supply of affordable healthy food

No persons or businesses will be displaced as a part of this project. The grant application will be submitted by Area 15 Regional Planning Commission on or before 12/31/2021. 0 (number) people attended the public hearing.

There were no written or verbal objections, so Mayor Boyer closed the public hearing. Mayor Boyer stated she did not see verbiage in the draft narrative referencing any educational components originally discussed and also voiced her concerns of the tools being outside of City limits and possible access issues of lower income participants traveling out of town to attend the programs; Bob Ferguson, Sustainable Living Coalition Director, said there is educational activities will be created and they would be able to make accommodations for interested parties to attend. City Administrator Aaron Kooiker said he would notify Chris Bower of Area 15 to add these items to the narrative.

Moved by Flourney, seconded by Gandy

AYES: Flourney, Gandy, Halley, Twohill and Rasmussen

NAY: Ham

**TO INCLUDE A RECORDING OF THE  
EDUCATIONAL PORTION OF THE GRANT  
ACTIVITIES INTO THE DRAFT NARRATIVE.**

Moved by Flourney, seconded by Gandy

AYES: Flourney, Gandy, Halley, Twohill and Rasmussen

NAY: Ham

**TO ADOPT RESOLUTION NO. 4017 AUTHORIZING  
THE MAYOR TO SIGN DOCUMENTS AND SUBMIT  
THE COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICATION – COVID-19 FOR SUSTAINABLE  
LIVING COALITION – FOOD GARDEN INITIATIVE.**

Mayor Boyer announced this was the date and time set for a public hearing on the matter of amending district (ward) boundaries. No written or verbal objections were received, so Mayor Boyer closed the public hearing.

Moved by Flourney, seconded by Twohill

AYES: Flourney, Twohill, Gandy, Rasmussen, Ham and Halley

**TO SUSPEND THE RULES AND  
WAIVE THE FIRST AND SECOND  
READING OF ORDINANCE NO. 1208  
AMENDING DISTRICT (WARD) BOUNDARIES.**

Moved by Flournoy, seconded by Gandy

AYES: Flournoy, Gandy, Halley, Twohill, Ham and Rasmussen

**TO PASS THROUGH THE THIRD AND  
FINAL READING OF ORDINANCE NO.  
1208 AMENDING DISTRICT (WARD)  
BOUNDARIES.**

COMMITTEE & BOARD REPORTS

Ways and Means Committee met prior to Council; Councilperson Gandy reported on the items on their agenda; discussion of financial depository institutions, recommendation to invite Iowa State Bank and Midwest One give presentations to full Council; ARPA funds, recommendation to allocate one million to the new fire station if the referendum passes; Council Chamber updates, recommendation to authorize update of the microphones, chairs, and IPADS; also Committee is making recommendation to donate old items to charity.

Moved by Gandy, seconded by Twohill

AYES: Gandy, Twohill, Halley, Flournoy, Ham and Rasmussen

**TO REQUEST PRESENTATIONS BY  
IOWA STATE BANK AND MIDWEST  
ONE.**

Moved by Gandy, seconded by Rasmussen

AYES: Gandy, Rasmussen, Ham, Halley, Twohill and Flournoy

**TO COMMIT ONE MILLION DOLLARS  
OF ARPA FUNDS TO THE BUILDING  
OF THE FIRE STATION IF THE BONDING  
REFERENDUM OF UP TO FIVE MILLION  
DOLLARS PASSES THIS SPRING.**

Moved by Gandy, seconded by Flournoy

AYES: Gandy, Flournoy, Rasmussen, Halley and Twohill

ABSTAIN: Ham

**TO AUTHORIZE RE-ALLOCATION OF APPROXIMATELY  
\$3,700.00 OF LOCAL OPTION SALES TAX FUNDS  
INTENDED FOR THE SPEC BUILDING INTEREST PAYMENT  
TO PURCHASE AND INSTALL NEW MICS IN COUNCIL  
CHAMBERS.**

Moved by Gandy, seconded by Twohill

AYES: Gandy, Twohill, Rasmussen, Halley, Flournoy and Ham

**TO AUTHORIZE RE-ALLOCATION OF APPROXIAMATELY \$7,150.00 OF LOCAL OPTION SALES TAX FUNDS INTENDED FOR THE SPEC BUILDING INTEREST PAYMENT TO PURCHASE NEW CHAIRS FOR COUNCIL CHAMBERS FROM BAILEY'S OFFICE SUPPLY, OTTUMWA, IA WITH THE UNDERSTANDING THEY WILL PROVIDE ONE TO START TO SAMPLE AND IF COUNCIL DOES NOT LIKE IT THEY AUTHORIZE THE PURCHASE FROM A ANOTHER SOURCE.**

Moved by Gandy, seconded by Flournoy

AYES: Gandy, Flournoy, Rasmussen, Halley, Ham and Twohill

**TO AUTHORIZE RE-ALLOCATION OF LOCAL OPTION SALES TAX FUNDS INTENDED FOR THE SPEC BUILDING INTEREST PAYMENT TO PURCHASE NEW IPADS FOR COUNCIL AND MAYOR ALONG WITH KEYBOARD COVERS AT APPROXIMATELY \$500.00 EACH FOR CITY USE; THOSE WANTING TO UPGRADE ARE TO CONVEY IT TO THE CITY ADMINISTRATOR FOR HIM TO ORDER.**

Ways & Means Committee Chair Gandy noted they are directing the City Administrator to donate the old microphones and chairs to charity subject to Council approval.

#### SWEARING IN OF MAYOR

City Clerk Rebekah Loper swore in elected Mayor Connie Boyer.

#### SWEARING IN OF ELECTED OFFICIALS

Mayor Boyer swore in newly elected City Council members; Elizabeth Estey representing 4<sup>th</sup> Ward, Paul Gandy representing 2<sup>nd</sup> Ward and Doug Flournoy representing the City At Large.

#### SWEARING IN APPOINTED PERSONNEL

Mayor Boyer swore in City Clerk Rebekah Loper, Chief of Police David Thomas and City Attorney John Morrissey.

#### ORGANIZATIONAL ACTIONS

Moved by Flournoy, seconded by Twohill

AYES: Flournoy, Twohill, Ham, Estey, Gandy and Rasmussen

**TO ESTABLISH A MEETING SCHEDULE OF THE SECOND AND FOURTH MONDAY AT 7:00 PM OF EACH MONTH FOR CITY COUNCIL MEETINGS, EXCEPT FOR DECEMBER.**

Moved by Flournoy, seconded by Twohill

AYES: Flournoy, Twohill, Ham, Estey, Gandy and Rasmussen

**TO ACCEPT THE SERVICES OF THE JEFFERSON  
COUNTY POSSE AND POLICE RESERVE.**

Moved by Flournoy, seconded by Twohill

AYES: Flournoy, Twohill, Ham, Estey, Gandy and Rasmussen

**TO APPOINT THERESE CUMMISKEY TO  
THE CVB BOARD REPLACING DAN JOHNSON.**

Moved by Gandy, seconded by Flournoy

AYES: Gandy, Flournoy, Twohill, Ham, Estey and Rasmussen

**TO ACCEPT THE COUNCIL COMMITTEE  
ASSIGNMENTS AS PRESENTED.**

Moved by Flournoy, seconded by Gandy

AYES: Flournoy, Gandy, Twohill, Ham, Estey and Rasmussen

**TO DESIGNATE THE SOUTHEAST IOWA UNION  
FAIRFIELD LEDGER AS THE OFFICIAL NEWSPAPER  
FOR THE CITY OF FAIRFIELD.**

Moved by Flournoy, seconded by Gandy

AYES: Flournoy, Gandy, Twohill, Ham, Estey and Rasmussen

**TO DESIGNATE FIRST NATIONAL BANK  
AS THE OFFICIAL DEPOSITORY FOR THE  
CITY OF FAIRFIELD.**

ADJOURNMENT

Moved by Flournoy, seconded by Gandy

AYES: Flournoy, Gandy, Twohill, Ham, Estey and Rasmussen

**TO ADJOURN AT 6:46 P.M.**

Submitted by:

Rebekah Loper  
City Clerk