

AGENDA

COUNCIL MEETING
Tuesday, January 9, 2018
5:30 P.M.

CITY HALL COUNCIL CHAMBERS

I. CALL TO ORDER:

II. OPEN FORUM: This is a time for any concerned citizen to speak to the Council on an item that is not on the agenda.

III. CONSENT ITEMS:

- A. 12/12/17 regular Council meeting minutes.
- B. Casey's General Store #1617, Class E Liquor License.
- C. Approval of \$900 Hotel/Motel grant for Jefferson, Iowa app.
- D. Approval of \$4,340 Hotel/Motel grant for Bell Tower billboard advertising
- E. Approval of monthly bills.

IV. NEW BUSINESS:

- A. Consider approval of resolution to install street light at corner of American Avenue and Highway 4.
- B. Committee appointments.
- C. Consider approval of plat of survey for Regional Council of Government Housing Inc.
- D. Consider approval of pay estimate number 7 to Pinnacle Construction in the amount of \$137,736.14 for CDBG Façade project.
- E. Consider approval of resolution to accept donations for Animal Facility.
- F. Presentation from Zoey Mauch on bike/pedestrian network.
- G. Presentation by Jefferson Fire Department.

V. REPORTS:

- A. Mayor
- B. Engineer
- C. City Clerk
- D. Attorney
- E. City Administrator
- F. Council & Committees

VI. ADJOURN.

AGENDA SUMMARY

DATE 1/9/18

NEW BUSINESS

- A. **Consider approval of resolution to install street light at corner of American Avenue and Highway 4.** Street Committee reviewed a request for an additional light. A resolution is needed for Alliant to proceed.
- B. **Committee appointments.** (attached)
- C. **Consider approval of plat of survey for Regional Council of Government Housing Inc.** Plat of survey would combine lot 7 and parcel B of lot 7. (attached)
- D. **Consider approval of pay estimate number 7 to Pinnacle Construction in the amount of \$137,736.14 for CDBG Façade project.** (Pay estimate attached)
- E. Consider approval of resolution to accept donations for Animal Facility.
- F. **Presentation from Zoey Mauch on bike/pedestrian network. Zoey is an ISU Landscape Architecture and Planning Student.** See attached summary sheet of project.
- G. **Presentation by Jefferson Fire Department.**

COUNCIL MEETING

December 12, 2017

5:30 P.M.

PRESENT: Ahrenholtz, Teeples, Sloan, Wetrich, Von Ahsen

ABSENT: None

Mayor Berry presided.

No citizens spoke during the Open Forum.

On motion by Von Ahsen, second by Sloan, the Council approved the following consent agenda: November 28, 2017 Council Minutes, payment of monthly bills from City funds, and approval to waive the regular Council Meeting on December 26, 2017.

AYE: Ahrenholtz, Sloan, Teeples, Von Ahsen, Wetrich

NAY: None

This was the time and place for the Public Hearing on the proposed 2017 Amendment to the City's Urban Revitalization Plan. Berry called for any oral and written comments and there were none. On motion by Teeples, second by Ahrenholtz, the council closed the Public Hearing.

AYE: Von Ahsen, Teeples, Sloan, Wetrich, Ahrenholtz

NAY: None

RESOLUTION NO. 46-17

On motion by Teeples, second by Von Ahsen, the Council approved Resolution No. 46-17, a resolution adopting the 2017 Amendment to the Jefferson Urban Revitalization Area Plan.

AYE: Wetrich, Teeples, Ahrenholtz, Sloan, Von Ahsen

Nay: None

RESOLUTION NO. 47-17

On motion by Teeples, second by Von Ahsen, the Council approved Resolution No. 47-17, a resolution approving a 5-year Capital Improvement Plan and matching funding for the Airport Improvement Project.

AYE: Sloan, Wetrich, Von Ahsen, Ahrenholtz, Teeples

NAY: None

On motion by Ahrenholtz, second by Wetrich, the Council approved of Jefferson Wayfinding signage plan for locations of signage.

AYE: Von Ahsen, Ahrenholtz, Wetrich, Teeples, Sloan

NAY: None

Mayor Craig Berry presented Gary Von Ahsen a certificate and thanked him for his 8 years of service and dedication as a Councilperson for Jefferson.

The following bills were approved for payment from City funds:

ABC PEST CONTROL	PEST CONTROL	195.00
ACCESS SYSTEMS	IP CIPHER LOCK	218.44

Hotel/Motel Tax Grant Application

Applications can be mailed to Jefferson City Hall at 220 N. Chestnut St., Jefferson Iowa 50129 or dropped off at Jefferson City Hall

Applications are due by October 2, 2017 at 5:00 PM at Jefferson City Hall.

Date: 12/20/17

Applicant Information:

Name of Organization and financial information. (Please list officers of the organization and provide balance sheet and income statement). See attached.

Mailing Address: Bell Tower Community Foundation
PO Box 222, Jefferson, IA 50129

Contact Name & Title: Carole Custer, President

Telephone: 515-370-0009 (cell) Email Address: custer@netins.net

Please feel free to attach additional information to the following questions.

Description of project.

Billboard ad and rent, located on hwy 141 near the bike trail southeast of hwy 4 intersection

How does the proposal promote the City of Jefferson?

the billboard will promote the Mahanay Memorial Carillon Tower as a tourist attraction from May - October. the Jefferson chamber will use the board to promote tourism from November - April.

Date of event or project start and end date.

January 2018 - December 2018

What is the amount requested and how is the money going to be used?

6 months rent: 3,380	Money will pay for 1/2 yr of rent
art production: 960	and production of the vinyl.
<u>5,340</u>	

Does the applicant have other funding sources and if so how much are they funding?

No

Applicant Information:

Name of Organization and financial information. (Please list officers of the organization and provide balance sheet and income statement).

Bell Tower Community Foundation – a 501 (c) (3) non-profit organization

President - Carole Custer

Vice-President – Craig Berry

Secretary – Peg Raney

Treasurer – Bob Schwarzkopf

Balance sheet and income statement are attached.

Mailing Address: PO Box 222, Jefferson, Iowa 50129

Contact Name & Title: Carole Custer, President

Telephone: 515-370-0009 (cell) Email Address: custer@netins.net

8:47 AM
09/25/17
Cash Basis

Bell Tower Community Foundation
Profit & Loss
January through December 2016

	<u>Jan - Dec 16</u>
Income	
Government Grants	
City of Jefferson	15,000.00
Greene County	7,500.00
Vision Iowa	29,164.75
Total Government Grants	<u>51,664.75</u>
Public Contributions	172,505.86
Interest & dividends	1,890.55
Gains (Losses) on Investments	-801.88
Unrealized Gain (Loss) on Inv	0.00
Other Income	1,936.00
Souvenir Sales	1,720.50
Tower Tours	10,771.00
Total Income	<u>239,686.78</u>
Cost of Goods Sold	
Cost of Goods Sold	1,245.84
Total COGS	<u>1,245.84</u>
Gross Profit	238,440.94
Expense	
Advertising & Promotion	10,000.25
Administrative Expenses	309.93
Bank Charges	12.12
Grants Made	165,774.00
Insurance	196.00
Memberships	125.00
Other Expense	159.88
Payroll - Wages	7,942.00
Payroll - Emp'er Taxes	607.59
Postage	82.64
Souvenir Cost	1,028.54
Telephone & Internet	781.97
Tower 50th Anniversary	3,015.35
Uniform Expense	35.31
Total Expense	<u>190,070.58</u>
Net Income	<u><u>48,370.36</u></u>

Bell Tower Community Foundation
Balance Sheet
 As of December 31, 2016

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Checking WF 621277	168,696.77
Total Checking/Savings	168,696.77
Other Current Assets	
Inventory Asset	776.05
HSB CD 47818 1.20% d 12/31/16	41,463.13
HSB CD 48259 1.3% d 11/25/17	60,345.75
Undeposited Funds	4,003.00
Total Other Current Assets	106,587.93
Total Current Assets	275,284.70
TOTAL ASSETS	275,284.70
LIABILITIES & EQUITY	
Equity	
Retained Earnings	226,914.34
Net Income	48,370.36
Total Equity	275,284.70
TOTAL LIABILITIES & EQUITY	275,284.70

These financial reports for the calendar year ending December 31, 2016, do not accurately reflect normal annual operating activities of the Foundation because of the bell tower enhancement project that has been under way. The balance sheet reflects a larger than normal amount of cash assets on hand due to contributions received in connection with the enhancement project, most of which will be expended during 2017. Similarly, the income and expense statement shows a larger than normal amount of government grants and public contributions received and grants made due to the enhancement project, which won't be repeated in other years. The Foundation normally has an annual operating budget of approximately \$22,500, which is funded by annual grants from Greene County (7,500.00), the City of Jefferson (5,000), and tour and souvenir receipts (10,000.00).

APPLICATION FOR APPROVAL OF PLAT OF SURVEY

TO: City Council of Jefferson

The undersigned owner(s) of the land described in the attached plat of survey request the City Council of the City of Jefferson to approve the division of land reflected in the attached plat of survey pursuant to Section 166.22 of the Code of Ordinances of the City of Jefferson. The following information is submitted in support of this application:

1. A pre-application conference regarding this proposed subdivision was held with the City Administrator on _____.

2. A copy of a plat of survey prepared by ROBERT B. BILLS, an Iowa registered land surveyor, dated 12/15/17, showing the land proposed to be divided is attached to this application.

3. The purpose of this proposed division is: SPLIT PROPERTY OWNED BY COUNCIL OF GOVERNMENTS HOUSING INC. INTO 2 PARCELS FOR FLUID HOUSING. LOT 7 AND PARCEL "B" WILL BE COMBINED AND ACT AS ONE PARCEL.

4. The name(s), address(es) and telephone number(s) of all the owners of the land described in the attached plat are as follows:

COUNCIL OF GOVERNMENTS HOUSING INC (KARLA JANNING)
PO BOX 768 CARROLL, IA 51401 712-792-9914

5. The names and addresses of all adjoining property owners are set forth below, and the approximate locations of their properties are shown on the attached plat.

PHYLLIS P. CROWDER TRUST 402 E. CLARK ST. JEFFERSON.
RICHARD P. AND ADRIENNE L. SMITH 607 N. OLIVE ST. JEFFERSON.
MARVELLA M. WILSON 608 N. CEDAR ST. JEFFERSON

6. (a) The existing zoning classification of the property covered by the plat is RS-6. (There is no pending plan or proposal to change this zoning classification./It is proposed that the zoning classification of this property be changed to SAME.)

(b) The zoning classification(s) for the adjoining properties is/are as follows: RS-6. (There is no pending plan or proposal to change any zoning classification for any of the adjoining properties./It is proposed that the zoning classification of adjoining property be changed to SAME.)

7. (Check applicable paragraph:)

There are no structures located on the property proposed to be divided.
ALL HAVE BEEN DEMOLISHED

There are one or more structures located on the property proposed to be divided, and the location of such structures and their distance from existing and proposed boundary lines has been shown by a registered land surveyor either on the attached plat or on a separate drawing attached to this application.

8. All existing and proposed public streets and roads, all public water and sanitary and storm sewer lines, and all gas and electrical services in relation to the property proposed to be divided have been described by a registered land surveyor either on the attached plat or on a separate drawing attached to this application. If any parcel shown on the attached plat does not have direct access to any such services, then it is proposed that access to such services be obtained as follows:

If any private easements are proposed, copies of the same will be provided upon request.

The undersigned acknowledge that they have reviewed the foregoing application and represent and warrant that the information set forth above is true and accurate. This application is being submitted in quadruplicate.

Date: 12-27-17

Karla Janning
Housing Coordinator

APPROVAL RECOMMENDED/NOT RECOMMENDED

City Engineer Date

APPROVAL RECOMMENDED/NOT RECOMMENDED

City Administrator Date



GENERAL NOTES:

1. CITY OF JEFFERSON UTILITY LINES (SANITARY SEWER, STORM SEWER, AND WATER) ARE ONLY GENERALLY LOCATED. UTILITY SERVICES BY OTHERS ARE NOT SHOWN. "ONE CALL" SHOULD BE CONTACTED PRIOR TO ANY CONSTRUCTION ACTIVITIES.
2. AERIAL PHOTO IS ONLY APPROXIMATED TO PROPERTY LINES.

— S —	— S —	SANITARY SEWER
— ST —	— ST —	STORM SEWER
— W —	— W —	WATER MAIN



INDEX LEGEND

COUNTY: GREENE

DESIGNATION: PARCEL "B" AND PARCEL "C" OF LOT 7 OF MARY L. AND HARVEY POTTER'S SUBDIVISION OF OUTLOT NO. 1 OF MANNING'S ADD. AND RETRACEMENT OF LOT 7 MAPLEWOOD ADD.

LOCATION: CITY OF JEFFERSON

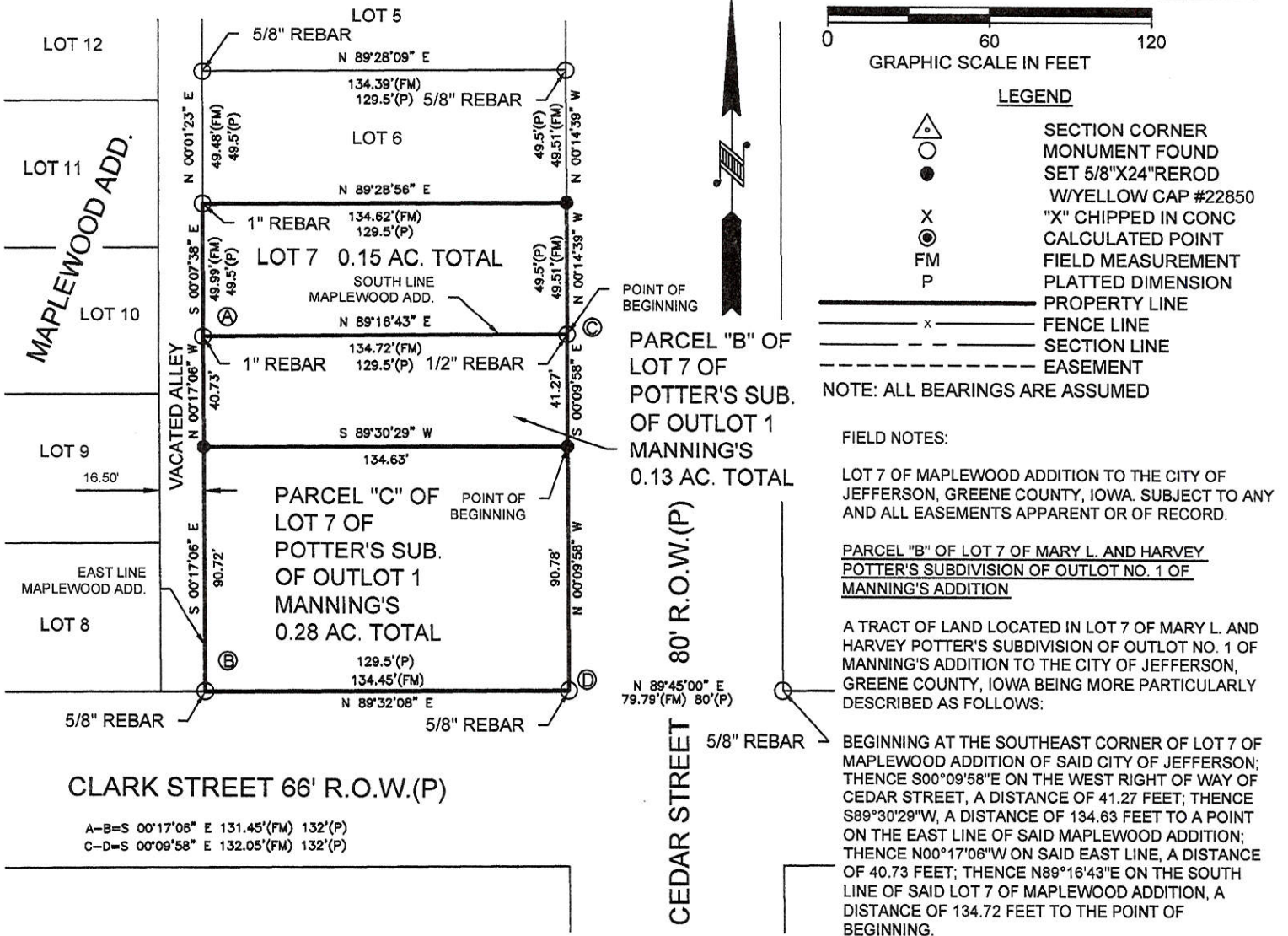
SITE ADDRESS: 606 AND 600 N. CEDAR STREET, JEFFERSON, IA 50129

OWNER: COUNCIL OF GOVERNMENTS HOUSING INC

SURVEY REQUESTED BY: REGION XII COUNCIL OF GOVERNMENTS

SURVEYOR: ROBERT B. BILLS

PREPARED BY AND RETURN TO: ROBERT B. BILLS CENTRAL IOWA SURVEYING, LLC P.O. BOX 67 JEFFERSON, IOWA 50129 (515)370-2399



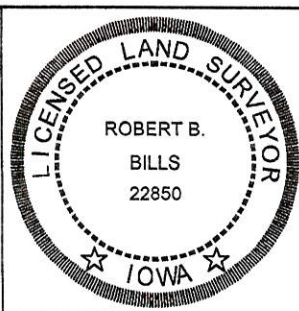
PARCEL "C" OF LOT 7 OF MARY L. AND HARVEY POTTER'S SUBDIVISION OF OUTLOT NO. 1 OF MANNING'S ADDITION

A TRACT OF LAND LOCATED IN LOT 7 OF MARY L. AND HARVEY POTTER'S SUBDIVISION OF OUTLOT NO. 1 OF MANNING'S ADDITION TO THE CITY OF JEFFERSON, GREENE COUNTY, IOWA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 7 OF MAPLEWOOD ADDITION OF SAID CITY OF JEFFERSON; THENCE S00°09'58"E ON THE WEST RIGHT OF WAY OF CEDAR STREET, A DISTANCE OF 41.27 FEET TO THE POINT OF BEGINNING; THENCE S89°30'29"W, A DISTANCE OF 134.63 FEET TO A POINT ON THE EAST LINE OF SAID MAPLEWOOD ADDITION; THENCE S00°17'06"E ON SAID EAST LINE, A DISTANCE OF 90.72 FEET TO A POINT ON THE NORTH RIGHT OF WAY OF CLARK STREET ALSO BEING A POINT ON THE SOUTH LINE OF SAID LOT 7 OF OUTLOT NO. 1; THENCE N89°32'08"E ON SAID NORTH RIGHT OF WAY AND SAID SOUTH LINE OF LOT 7 OF OUTLOT NO. 1, A DISTANCE OF 134.45 FEET TO A POINT ON THE WEST RIGHT OF WAY OF CEDAR STREET; THENCE N00°09'58"W ON SAID WEST RIGHT OF WAY, A DISTANCE OF 90.78 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL SHALL HEREAFTER BE KNOWN AS PARCEL "C" OF LOT 7 OF MARY L. AND HARVEY POTTER'S SUBDIVISION OF OUTLOT NO. 1 OF MANNING'S ADDITION TO THE CITY OF JEFFERSON, GREENE COUNTY IOWA. SAID PARCEL CONTAINS 0.28 ACRES AND IS SUBJECT TO ANY AND ALL EASEMENTS APPARENT OR OF RECORD.

THE ABOVE DESCRIBED PARCEL SHALL HEREAFTER BE KNOWN AS PARCEL "B" OF LOT 7 OF MARY L. AND HARVEY POTTER'S SUBDIVISION OF OUTLOT NO. 1 OF MANNING'S ADDITION TO THE CITY OF JEFFERSON, GREENE COUNTY IOWA. SAID PARCEL CONTAINS 0.13 ACRES AND IS SUBJECT TO ANY AND ALL EASEMENTS APPARENT OR OF RECORD.



I hereby certify that this land surveying document and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

Robert B. Bills
Signature

12/26/17
Date

Robert B. Bills

License number #22850
My license renewal date is Dec, 31, 2018
Pages or sheets covered by this seal: 1

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:
 City of Jefferson Iowa
 220 N Chestnut Street
 Jefferson, IA 50129

FROM CONTRACTOR:
 Pinnacle Construction, Inc.
 22060 221st Street South
 Glenwood, IA 51534

CONTRACT FOR: CDBG Jefferson Main Street Façade Program

PROJECT:
 90138, CDBG Jefferson Main Street Façade
 220 N Chestnut Street
 Jefferson, IA 50129
 VIA ARCHITECT:
 The Franks Design Group
 410 First Street
 Glenwood, IA 51534

APPLICATION #: 7
PERIOD TO: 12/15/17
PROJECT NOS: 90138
CONTRACT DATE: 05/22/17

Distribution to:

<input checked="" type="checkbox"/>	Owner
<input checked="" type="checkbox"/>	Const Mgr
<input checked="" type="checkbox"/>	Architect
<input type="checkbox"/>	Contractor

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
 Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM-----	\$	741,365.00
2. Net change by Change Orders-----	\$	69,545.06
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	810,910.06
4. TOTAL COMPLETED & STORED TO DATE-\$	\$	792,210.06

5. RETAINAGE:		
a. 5.0% of Completed Work	\$	39,610.50
(Column D+E on Continuation Sheet)		
b. 5.0% of Stored Material	\$	
(Column F on Continuation Sheet)		
Total Retainage (Line 5a + 5b or		
Total in Column 1 of Continuation Sheet-----	\$	39,610.50
6. TOTAL EARNED LESS RETAINAGE-----	\$	752,599.56
(Line 4 less Line 5 Total)		

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	614,863.42
(Line 6 from prior Certificate)-----		
8. CURRENT PAYMENT DUE-----	\$	137,736.14
(Line 3 less Line 6)	\$	58,310.50

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$27,555.00	
Total approved this Month		\$41,990.06	
TOTALS		\$69,545.06	
NET CHANGES by Change Order		\$69,545.06	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:
 By:  Date: 12/15/17

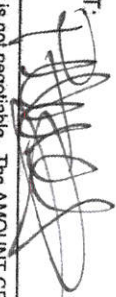
State of: Iowa
 County of: Mills
 Subscribed and sworn to before me this 15th day of December, 2017

Notary Public: 
 My Commission Expires: 7-26-19

Deborah K. Yates
 Notary Public Iowa
 Commission No. 709009
 My Commission Expires 7-26-19

CERTIFICATE FOR PAYMENT
 In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ----- \$ 137,736.14
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
 By:  Date: 12/29/2017
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

The "Connecting Jefferson's Parks and Schools" project was a joint effort between the National Park Service' Rivers, Trails, and Conservation Assistance Program, Jefferson Park and Recreation, and the Iowa State University Department of Landscape Architecture and Community and Regional Planning. Beginning with initial site visits and preliminary meetings in August, the project has been shaped through weekly student/instructor meetings at Iowa State, monthly public meetings in Jefferson, and a variety of content reviews by Iowa State faculty, Jefferson community members, and collaboration with Vireo Landscape Architecture.

From August to December, the scope of the project has grown from a proposal strictly to create a trail system to connect parks and schools within Jefferson into a comprehensive bike and pedestrian plan to connect the entire community. If implemented, there is great opportunity for Jefferson to become a prime destination off of the Raccoon River Valley Trail and a model for other small towns when creating connectivity plans.

I would like to thank the following for making this project possible:

Tom Neppi: Iowa State Course Instructor

Vicky Laurner: Director of Jefferson Park and Recreation

Brian Leaders: Landscape Architect with NPS Rivers, Trails and Conservation Assistance

Rachel Oestmann: NPS Rivers, Trails and Conservation Assistance Intern

Tom Bentley: Landscape Architect with Vireo

Carlton Basmajian: Iowa State Community and Regional Planning Academic Advisor

Michael Martin: Iowa State Landscape Architecture Academic Advisor

And many other faculty and students who provided guidance along the way

connecting 

JEFFERSON

This logo is an original design for the community of Jefferson, Iowa by Zoey Mauck