

AGENDA

COUNCIL MEETING

Tuesday, February 12, 2019

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. 1/22/19 regular and 1/31/19 special meeting Council minutes.
- B. Payment of monthly bills
- C. Annual Tax Abatement approvals.

IV. NEW BUSINESS:

- A. GCDC Quarterly report and request for funds
- B. Annual Committee appointments.
- C. Consider approval of resolution for approval of hiring incentive for new police officers.
- D. Consider resolution waiving right to review plat of survey for parcel on 235th Street within two mile limit.
- E. Consider approval to employ Micah Destival as golf course manager.
- F. Consider approval of additional cost for floor refurbishing at swimming pool bathhouse.
- G. Consider approval of provider to update City website.
- H. Consider approval of plat of survey for E. Krieger Land LLC.
- I. 2019-2020 Budget Workshop

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 2/12/19

NEW BUSINESS

I. NEW BUSINESS:

- A. GCDC Quarterly report and request for funds.
- B. Annual Committee appointments. - Attached
- C. **Consider approval of resolution for approval of hiring incentive for new police officers.** The Council approved incentives for the hiring of new police officers on December 11, 2018. The attached resolution formally outlines those incentives.
- D. **Consider resolution waiving right to review plat of survey for parcel on 235th Street within two mile limit.** The City is provided with the opportunity to comment on a subdivision within 2 miles of the City limits. The reason is if the property is ever annexed the City had the opportunity to provide comment on a land subdivision that might be annexed and then become a city problem due to defective subdividing and no provision for improvements.
- E. **Consider approval to employ Micah Destival as golf course manager.** The term would be for 10 months at \$3,300 per month.
- F. **Consider approval of additional cost for floor refurbishing at swimming pool bathhouse.** Last year the Council approved a bid from West Central Iowa Concrete out of Carroll for \$16,420 to replace the existing surface of the bathhouses. The company is unable to do the work so a different company was contacted. Their price would be an additional \$5,080 to do the work. The work would be done in the spring once ground temperatures warm.
- G. **Consider approval of provider to update City website.** The City Staff obtained 5 proposals to rebuild the City website. The proposal from WTI is being recommended (attached)
- H. **Consider approval of plat of survey for E. Krieger Land LLC.** Attached.
- I. 2019-2020 Budget Workshop

COUNCIL MEETING

January 22, 2019

5:30 P.M.

PRESENT: Ahrenholtz, Teeples, Sloan, Wetrich, Gordon

ABSENT: None

Mayor Berry presided.

No citizens spoke during the Open Forum.

On motion by Sloan, second by Gordon, the Council approved the following consent agenda January 8, 2019 Council Minutes, Dollar General Store #8463, Class C beer permit, Fareway Stores, Inc., #888, Class E liquor license, and approval of \$3,000 Hotel/ Motel grant application for Kiwanis Club of Jefferson for Bell Tower Festival Motorcycle event for 2019 marketing and promotion.

AYE: Teeples, Ahrenholtz, Gordon, Sloan, Wetrich

NAY: None

On motion by Sloan, second by Ahrenholtz, the Council approved setting a Public Hearing for March 12, 2019 at 5:30 p.m. for Fiscal Year 2019-2020 Budget.

AYE: Wetrich, Ahrenholtz, Gordon, Teeples, Sloan

NAY: None

On motion by Wetrich, second by Gordon, the Council approved hiring Cole Jackson as Police Patrolman for Jefferson Police Department at a salary of \$41,516/yr effective January 25, 2019.

AYE: Sloan, Ahrenholtz, Gordon, Wetrich, Teeples

NAY: None

RESOLUTION NO. 1-19

On motion by Gordon, second by Teeples, the Council approved Resolution No. 1-19, a resolution approving the Iowa's Transportation alternative program application to the Iowa Department of Transportation for East Lincoln Way Trail.

AYE: Wetrich, Teeples, Gordon, Sloan, Ahrenholtz

NAY: None

On motion by Teeples, second by Wetrich, the Council approved the purchase of two blower motors for the Waste Water plant from Iowa Pump Works in the amount of \$19,549.00.

AYE: Ahrenholtz, Teeples, Sloan, Wetrich, Gordon

NAY: None

Item E was removed from the Agenda.

On motion by Ahrenholtz, second by Teeples, the Council approved \$2,193.50 Hotel/Motel grant application for Jefferson Matters:Main Street for a bronze plaque that will feature Spring Lake on the corner of Chestnut and State Street.

AYE: Wetrich, Teeples, Ahrenholtz, Gordon

NAY: None

ABSTAIN: Sloan

Mike Palmer gave a quarterly update of City department financials.

Item H was removed from the Agenda.

SPECIAL COUNCIL MEETING

January 31, 2019

12:00 P.M.

PRESENT: Teeples, Sloan
CELL PHONE: Wetrich
ABSENT: Ahrenholtz, Gordon

Mayor Berry Presided.

No citizens spoke during the Open Forum.

On motion by Sloan, second by Teeples, the Council approved hiring Shane Jones as Police Patrolman for Jefferson Police Department at a salary of \$45,114.00/yr effective February 4, 2019.

AYE: Sloan, Teeples, Wetrich
NAY: None

There being no further business the Council agreed to adjourn.

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk

Housing - Sloan and Ahrenholtz
Public Works - Sloan and Teeples
(Water, Sewer, Sanitation, Streets, Trees Forever)
Cemetery – Ahrenholtz
Recycling - Wetrich
PD/LEC/Fire/ Animal Shelter - Sloan and Ahrenholtz
Park and Rec - Sloan and Teeples
Airport - Teeples
Highway #30 Coalition - Teeples
Hotel/ Motel Tax - Sloan and Gordon
GCDC - Ahrenholtz
Golf Course - Wetrich
Finance - Ahrenholtz and Wetrich
Library - Gordon
Wage and Benefit - Wetrich and Gordon

RESOLUTION NO. _____

A RESOLUTION APPROVING HIRING INCENTIVES
FOR NEW POLICE OFFICERS

WHEREAS, the City of Jefferson maintains a police department, and in hiring and retaining qualified officers to staff such department it must compete with other law enforcement agencies; and

WHEREAS, for the purpose of providing incentives to attract and retain qualified officers the City Council adopted a motion at its meeting held on December 11, 2018, approving certain hiring incentives that had been proposed by the Chief of Police; and

WHEREAS, certain questions have arisen as to the application of such incentives, and the City Council therefore desires to adopt this resolution for the purpose of ratifying the action taken by motion at its December 11 meeting and to clarify the extent and application of the incentives that were approved.

NOW, THEREFORE, It Is Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The City of Jefferson adopts a Jefferson Police Department hiring incentive program consisting of and subject to the following terms and conditions:

- (a) A hiring bonus of \$2,000.00 shall be paid to newly hired officers.
- (b) Newly hired officers with a Criminal Justice degree will be paid an additional sum of \$200.00 per month while employed by the City for up to 48 months.
- (c) Any incentives payable pursuant to this resolution shall be paid on the next regularly occurring payroll date for which the City is able to include and process such payment.
- (d) These incentives shall only be provided to newly hired officers who have not previously worked for the City as a police officer within the preceding five years.
- (e) These hiring incentives shall be in addition to and shall not affect the existing hiring incentive of providing training at the law enforcement academy for new officers.
- (f) Officers receiving these incentives will be required to sign an agreement to repay these incentive benefits to the City if they don't work for the City as a police officer for at least four years on substantially the same terms and conditions as law enforcement academy training costs are required to be repaid.
- (g) This hiring incentive program shall be effective as of December 11, 2018, and shall apply to any eligible officers hired on or after that date.

(h) These incentives are intended only as a supplement to and are not intended to amend or modify any of the terms of employment set forth in the union contract between the City and the employees of the Police Department, including without limitation the City's rights under such contact as employer to lay off, suspend or discharge employees.

(i) The City Council shall have the right to modify or discontinue this program at any time, except that any new officers hired while these incentives are in place shall not be affected by a discontinuance of any part of the program.

Section 2. The Mayor, City Administrator, City Clerk, and Police Chief are authorized and directed to take such further action as may be necessary to carry out the intent and purpose of this resolution.

Section 3. All resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption and approval.

Passed and approved on _____.

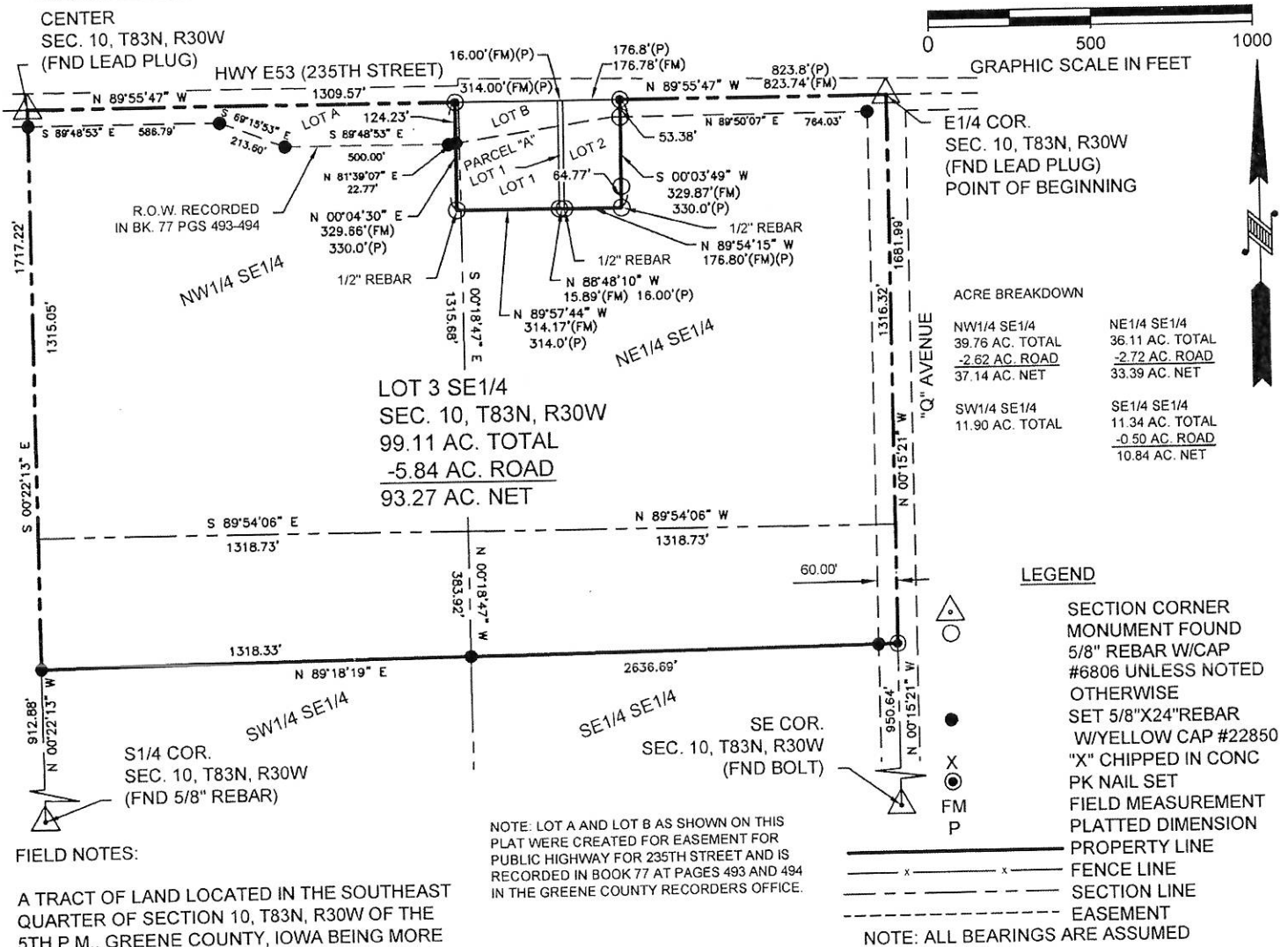
Craig J. Berry, Mayor

Attest:

Diane M. Kennedy, City Clerk

INDEX LEGEND	PLAT OF SURVEY
COUNTY: GREENE	
DESIGNATION: LOT 3 SE1/4	
LOCATION: SECTION 10, T83N, R30W	
SITE ADDRESS: N/A	
OWNER: IOWA LAND AND CATTLE CORP	
SURVEY REQUESTED BY: BRANDON MUIR	
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



FIELD NOTES:

A TRACT OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 10, T83N, R30W OF THE 5TH P.M., GREENE COUNTY, IOWA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE EAST QUARTER CORNER OF SAID SECTION 10; THENCE N89°55'47"W ON THE NORTH LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 823.74 FEET TO THE NORTHEAST CORNER OF LOT 2 OF SAID SOUTHEAST QUARTER; THENCE S00°03'49"W ON THE EAST LINE OF SAID LOT 2, A DISTANCE OF 329.87 FEET TO THE SOUTHEAST CORNER OF SAID LOT 2; THENCE N89°54'15"W ON THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 176.80 FEET TO THE SOUTHWEST CORNER OF SAID LOT 2 ALSO BEING THE SOUTHEAST CORNER OF PARCEL "A" OF LOT 1 OF SAID SOUTHEAST QUARTER; THENCE N88°48'10"W ON THE SOUTH LINE OF SAID PARCEL "A" OF LOT 1, A DISTANCE OF 15.89 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL "A" OF LOT 1; THENCE N89°57'44"W ON THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 314.17 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE N00°04'30"E ON THE WEST LINE OF SAID LOT 1, A DISTANCE OF 329.66 FEET TO THE NORTHWEST CORNER OF SAID LOT 1 ALSO BEING A POINT ON THE NORTH LINE OF SAID SOUTHEAST QUARTER; THENCE N89°55'47"W ON THE NORTH LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 1309.57 FEET TO THE CENTER OF SAID SECTION 10; THENCE S00°22'13"E ON THE WEST LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 1717.22 FEET; THENCE N89°18'19"E, A DISTANCE OF 2636.69 FEET TO A POINT ON THE EAST LINE OF SAID SOUTHEAST QUARTER; THENCE N00°15'21"W ON THE EAST LINE OF SAID SOUTHEAST QUARTER, A DISTANCE OF 1681.99 FEET TO THE POINT OF BEGINNING.



GENERAL NOTES:

1. THERE ARE NO CITY OF JEFFERSON UTILITIES (SANITARY SEWER, STORM SEWER, AND WATER).
2. AERIAL PHOTO IS ONLY APPROXIMATED TO PROPERTY LINES.

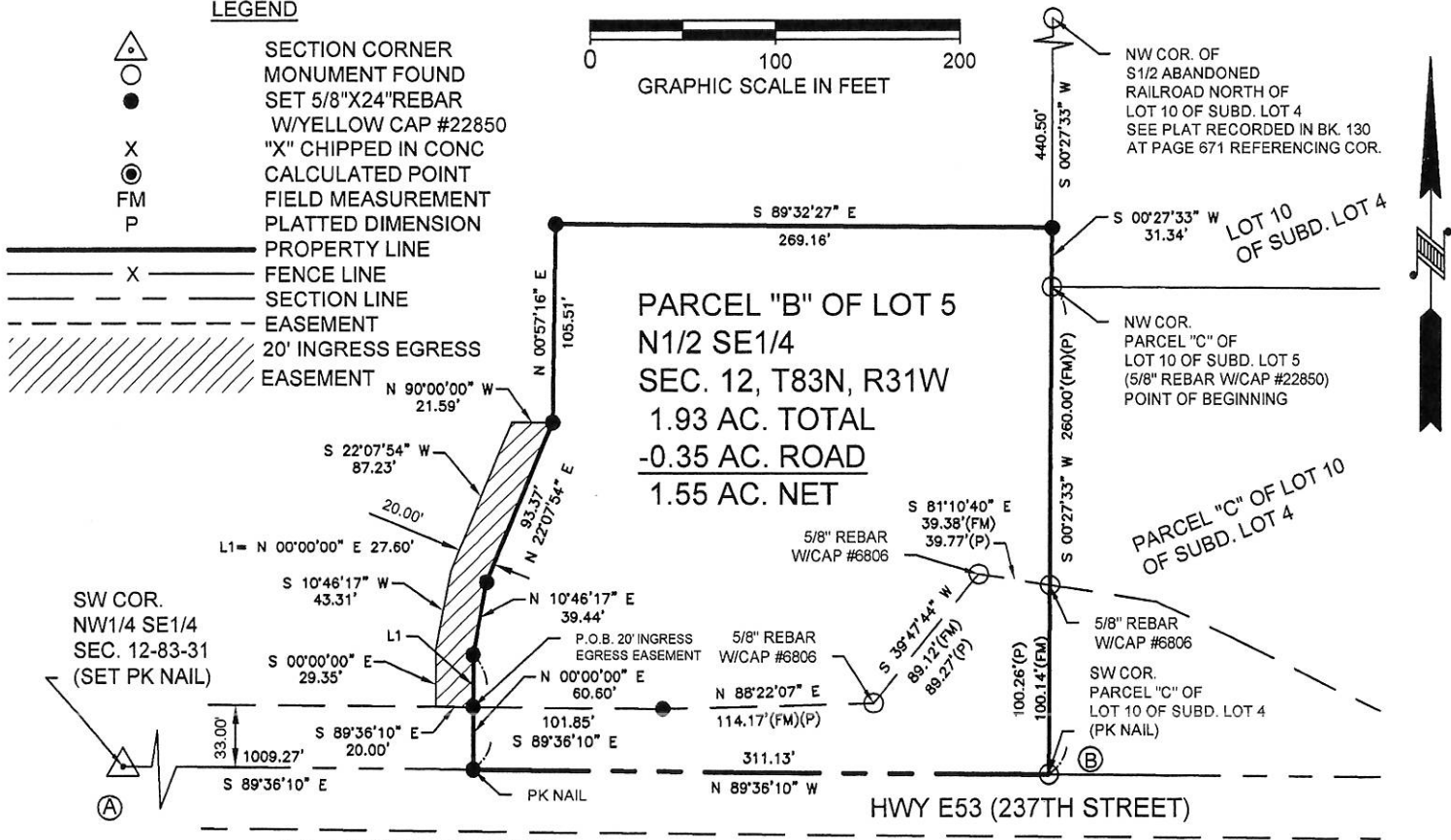
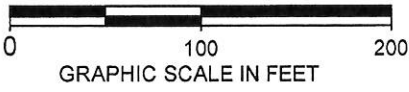


INDEX LEGEND	PLAT OF SURVEY
COUNTY: GREENE	
DESIGNATION: PARCEL "B" OF LOT 5 N1/2 SE1/4	
LOCATION: SECTION 12, T83N, R31W	
SITE ADDRESS: 1606 WESTWOOD DR., JEFFERSON, IA 50129	
OWNER: E. KRIEGER LAND, L.L.C.	
SURVEY REQUESTED BY: KURT KRIEGER	
SURVEYOR: ROBERT B. BILLS	

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

LEGEND

- SECTION CORNER
- MONUMENT FOUND
- SET 5/8"X24"REBAR
- W/YELLOW CAP #22850
- "X" CHIPPED IN CONC
- CALCULATED POINT
- FIELD MEASUREMENT
- PLATTED DIMENSION
- PROPERTY LINE
- FENCE LINE
- SECTION LINE
- EASEMENT
- 20' INGRESS EGRESS EASEMENT



FIELD NOTES:

A TRACT OF LAND LOCATED IN LOT 5 OF THE NORTH HALF OF THE SOUTHEAST QUARTER OF SECTION 12, T83N, R31W OF THE 5TH P.M., CITY OF JEFFERSON, GREENE COUNTY, IOWA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF PARCEL "C" OF LOT 10 OF THE SUBDIVISION OF LOT 4 IN SAID SECTION 12; THENCE S00°27'33"W ON THE WEST LINE OF SAID PARCEL "C", A DISTANCE OF 260.00 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL "C"; THENCE N89°36'10"W ON THE SOUTH LINE OF SAID LOT 5, A DISTANCE OF 311.13 FEET; THENCE N00°00'00"E, A DISTANCE OF 60.60 FEET; THENCE N10°46'17"E, A DISTANCE OF 39.44 FEET; THENCE N22°07'54"E, A DISTANCE OF 93.37 FEET; THENCE N00°57'16"E, A DISTANCE OF 105.51 FEET; THENCE S89°32'27"E, A DISTANCE OF 269.16 FEET TO A POINT ON THE WEST LINE OF SAID LOT 10; THENCE S00°27'33"W ON THE WEST LINE OF SAID LOT 10, A DISTANCE OF 31.34 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL SHALL HEREAFTER BE KNOWN AS PARCEL "B" OF LOT 5 OF THE NORTH HALF OF THE SOUTHEAST QUARTER OF SECTION 12, T83N, R31W OF THE 5TH P.M., CITY OF JEFFERSON, GREENE COUNTY, IOWA.

THE ABOVE DESCRIBED PARCEL CONTAINS 1.93 ACRES AND IS SUBJECT TO 0.35 ACRES FOR ROAD EASEMENT AND IS SUBJECT TO ANY AND ALL EASEMENTS APPARENT OR OF RECORD.

20' INGRESS EGRESS EASEMENT:

COMMENCING AT THE SOUTHWEST CORNER OF PARCEL "C" OF LOT 10 OF SUBDIVISION OF LOT 4 IN SAID SECTION 12; THENCE S89°36'10" E 1320.40' (FM) (P) TO THE POINT OF BEGINNING.

COMPANY OVERVIEW

Websites to Impress, Inc. (WTI) was formed in 2003 and has served over 1,000 clients across the United States. The team includes 20 professionals split between offices and offers custom web solutions, digital marketing and web hosting.

WTI has worked with many non-profit organizations and municipalities including several cities to refresh and enhance their websites.

In working with WTI, the end product will be tailored to exactly meet the needs of the client across design and functionality requirements. From experience, the WTI team will suggest a framework and features for the site that will serve the client as a long term solution.

PROJECT DESCRIPTION

The City of Jefferson, Iowa is seeking a redesigned website that will be modern looking and user-friendly to showcase their community that is full of opportunity and recreational diversity. In their quest to attract new visitors, residents, business owners, and site developers, WTI proposes the design and development of a newly designed site to represent their community.

The website will be designed to include the following functionality:

- calendar events
- news articles
- map gallery
- forms
- third party payment software integration at a later date

A content management system will be configured to allow the client to make updates to their site at their convenience.

Proposed Site Map

A site map will be finalized upon initiation of the project. A tentative site map is listed below.

- [FAQ](#)
- [Code Of Ordinances](#)
- [Map Gallery](#)
- [Online Forms](#)
- [Search This Site](#)
- [Mayor & Council](#)
 - [Mayor/Council](#)
 - [Mission Statement](#)
 - [Organizational Chart \(PDF\)](#)
 - [Meeting Agendas](#)
 - [Meeting Minutes](#)
 - [Boards and Commissions](#)
 - [Committee Agendas](#)
 - [Municipal Code](#)
 - [County Information](#)
 - [Complain/Action Form \(PDF\)](#)
- [City Departments](#)
 - [Airport](#)
 - [Building/Zoning & Code Enforcement](#)
 - [Cemetery](#)
 - [City Administrator](#)
 - [City Attorney](#)
 - [City Clerk](#)
 - [City Engineer](#)
 - [Code Enforcer](#)
 - [Employment](#)
 - [Fire Department](#)
 - [Library](#)
 - [Parks and Recreation](#)
 - [Police Department](#)
 - [Street, Sanitation, Recycling Dept.](#)
 - [Water Department](#)
 - [Wastewater Department](#)
- [Come Live Here!](#)
- [Community Information](#)
 - [Animal Shelter](#)
 - [Care Facilities](#)
 - [Greene County Chamber of Commerce](#)

- Greene County Development Corp.
- Child Care
- Churches
- History
- Housing Information
- Hospital
- Financial Resources
- Location
- Map/Location
- Newspaper
- Physicians/Clinics
- Schools
- Transportation
- Utilities
- Things to Do
- Historic Dist./Main St.
- Employment
- Links
- Home

Custom Website Design & Development

The site will be designed with a modern, industry appropriate look. Navigation that is decided upon during the initiation of the project will be included and used consistently on each page.

The site design will display the site contents in an organized and consistent layout. Relevant interior designs will also be presented to allow the client to approve all aspects of the site design before development is initiated.

The finalized site design will be used to build a responsive website. The site will be coded in a responsive framework that provides an optimal viewing experience for users on any type of computer, tablet or smartphone. Responsive web design provides easy navigating and reading with a minimal need for resizing and scrolling.

The site programming will involve the implementation of HTML, CSS, PHP, JavaScript, and other coding to create a functioning website from the approved designs. PHP is a versatile,

open source programming language that is easily scaled to fit changing needs for websites and offers fast website load times.

Content Management System

A Content Management System (CMS) is a web application designed to make it easy for non-technical users to add, edit, and manage a website. Not only do content management systems help website users with content editing, they also take care of a lot of "behind the scenes" work. WTI recommends the use of Wordpress CMS for this project.

Secure Login with Username & Password

The CMS can only be accessed by a user with the correct URL, username, and password.

Administrative User Management

Within the CMS, administrative users can add, edit or delete administrative logins.

Calendar Management

Within the CMS, administrative users can modify calendar events and details.

News Management

News postings can be added, edited or deleted through the CMS. New posts will appear on top and older posts will remain accessible on the site.

Page Management

Page content will be editable through the CMS, including the pages identified on the finalized site map. Content includes text, images and links within specified areas of each page.

Site Content

WTI will add content from the existing site and/or content provided into the pages listed in the finalized site map.

Custom Contact Form

WTI will create a custom contact form with fields of the client's choice and form results will be emailed to selected email addresses.

As an optional service, WTI can convert and publish forms so they can be fill-able online. In addition, WTI recommends partnering with the third-party vendor, PDFfiller at <https://www.pdfFiller.com/en/services.htm>, to provide the encryption service to protect the sensitive information collected from the online fill-able forms.

Interactive Map Gallery

WTI will convert the Map Gallery to an interactive Google Map. An example of the functionality can be seen on this site: <http://www.geneseoparkdistrict.org/interactive-map>.

Browser & Device Testing

The WTI team will complete comprehensive browser and device testing on each page of the site to ensure that it provides an optimal viewing experience for users on any type of computer, tablet or smart phone. Responsive web design provides easy navigating and reading with a minimal need for resizing and scrolling.

The team will conduct browser testing for all areas of the site in the following environments. Issues found will be recorded and addressed.

- iPhone 5s, 6, 7, 8, X
- iPad Air 2, iPad Mini 3
- Android 4.4, Android 5
- Mac Yosemite Safari, Mac Yosemite Firefox, Mac Yosemite Chrome, Mac Yosemite Opera Mac El Capitan Safari, Mac El Capitan Firefox, Mac El Capitan Chrome, Mac El Capitan Opera
- Windows 10 Edge, Windows 10 IE, Windows 10 Firefox, Windows 10 Chrome Windows 8 IE, Windows 8 Firefox, Windows 8 Chrome, Windows 8 Opera

Wordpress Web Hosting, SSL, Upgrade & Monitoring Program

WTI offers a robust, secure and reliable cloud based Wordpress Web Hosting Program for Wordpress sites that is customized to offer features that are advantageous for Wordpress site owners. This program offers extremely reliable service, historically 99.9% uptime, and personalized support.

Along with the Wordpress Web Hosting, the program offers automated upgrades of not only the Wordpress version, but also the Wordpress plugins. The continual updating of the site and plugins reduces the chance of vulnerabilities, making the site very secure. This service also takes a snapshot of each page of the site before upgrading and then does the same after the upgrade to ensure that the site has not been negatively impacted. If an issue is found, the site will be reverted to its previous version and the issue will be addressed manually.

Included with this service is daily monitoring. If WTI detects any suspicious changes with the website (questionable files added, modified, or deleted), the team will contact the client to determine if malicious or unintentional activity has occurred.

The built-in backup system backs up website files and database daily for a rolling period of thirty days. Should anything happen to the site's data, WTI can restore the content to a previous date within the past thirty days with the click of a button, and will be completed upon request at no additional charge.

An SSL certificate is also included within this hosting program to encrypt the data that is transmitted from the site.

WTI offers robust, secure and reliable cloud based web hosting for your site. WTI offers extremely reliable service, historically 99.9% uptime, and personalized support.

Google Analytics

Google Analytics will be installed on the new site. This tool is the enterprise-class web analytics solution that provides rich insights into website traffic and marketing

effectiveness. Powerful, flexible and easy-to-use features now allows users to see and analyze traffic data in an entirely new way. Google Analytics allows users to view daily visits, visitor locations, most popular pages, popular keywords, and more.

Testimonials

Websites to Impress, Inc. developed our website and I couldn't be more pleased. They were very easy to talk to and understood what I was asking and made our website user friendly and not complicated, which were two very important things for our business. In the last few months we've expanded into a SEO relationship. It's been a great experience and I'm looking forward to the positive returns it will produce for our business!

Written by: *Angie Williams*

Business: *Williams Welding Inc., Hamlin, IA*

I'd like to take this opportunity to thank Websites to Impress for your excellent work for Matthews Wall Anchor & Waterproofing Services over the last several years! Your dedication to seeing my vision through has been admirable considering all of the changes and adjustments that needed to be done. The site we had when I arrived here needed everything and you guys were able to transform the look and feel of our it to make it a very user friendly format. It is now one of the most visited sites in the world for our industry! I would not hesitate to recommend your company to anyone that wants to gain an advantage in SEO, Digitization, Social media, and consumer information driven web traffic. Thanks you to you and all of your staff for the great work!

Written by: *Terry Brennan, Managing Director*

Business: *Matthews Wall Anchor & Waterproofing Services, Beaver Point, PA*

Investment

Service	Investment
Web Design & Development	
Custom, Mobile Friendly Website Design & Development with Content Management System, Training & Launch	\$4,930
Additional Optional Services	

Prepare online fill-able forms with security encryption capability	\$85/page*
Web Hosting	
Domain name (transfer existing or create new)	\$22/year
Wordpress Web Hosting, SSL, Upgrade & Monitoring Program	\$600/year

*PDF filler is a third-party vendor that carries the liability and service on encryption and securing the sensitive information collected from the fill-able forms. The current cost for this service is \$240/year and will be a cost that is directly billed to the client.

Agreement

Payment & Proposal Initiation: WTI requires half of the investment price for website design and development to be paid up front to initiate the project. Once all requirements of this proposal have been met, WTI will invoice the client for the second half of the website.

Timeline: The timeline of the project will be determined after final approval of this proposal, based on timely responses and availability of the WTI staff workload.

Cancellation Policy: All hosting, SSL, Automated Backup & Monitoring and Domain Name fees recur annually. Notification of cancellation must be submitted prior to the renewal date for service not to renew and charges to not be incurred. Yearly services are invoiced once a year upon their renewal date.

Website Warranty: If the client chooses to host the website with WTI, any problems with the site due to hosting will be fixed at no charge. If the client chooses to host the website through a third party, all problems due to hosting will be invoiced at our hourly rate of \$85.

If a major new release of a browser or device compromises the look, feel, or functionality of your website, WTI can upgrade the website to operate in the new release for an additional charge. If any website problems not due to hosting, new browsers, or new devices are discovered, WTI will fix the issue at no charge if brought to our attention within 12 months of project completion.

Privacy Policy: WTI will add a GDPR compliant privacy policy to your site at the time of launch. If you wish to have a different privacy policy or have the privacy policy removed from the site you must inform WTI prior to the launch of your website. WTI will provide a copy for you to review upon your request.

Rate Policy: WTI has a one hour minimum charge policy. Updates that are not within the scope of this proposal will be quoted and if approved, invoiced in quarter hour increments at a rate of \$85.00/hour.

Changes to Project Scope: If the client wants to add functionality to the website that is not described in this proposal, the changes will be quoted and if approved, invoiced separately.

Project Process

1. The client will return a signed proposal to WTI to initiate the project.
2. WTI will forward an invoice for 50% of the project fee.
3. A WTI Account Manager will set up a meeting at the client's convenience to discuss and clarify design preferences and any outstanding items that are unclear.
4. A mockup or multiple mockups will be presented for client review and will be revised until approved.
5. The site will be built using the approved design and page content will be added.
6. WTI will thoroughly test the site and repair any issues found.
7. The site will be turned over to the client for final review.
8. The site will be launched and client training will be held.

We appreciate the opportunity to present this proposal. If you have any questions, please contact Kim Gehling, at (515) 681-9818 or kim@websites-to-impress.com.

The information contained in this **Web Proposal** constitutes the terms between WTI, 109 E. Orange St., Suite A, Geneseo, IL 61254 and the client City of Jefferson, IA 220 N. Chestnut St., Jefferson, IA 50129.

All prices agreed upon will be honored by both parties. Continued services after that time will require a new agreement.

Authorized Signature: The undersigned agrees to the terms of this contract on behalf of the organization.

Signature of Client: _____ Date: _____

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 01/29/2019.

2. A copy of a plat of survey prepared by ROBERT B. BILLS, an Iowa registered land surveyor, dated 02/05/2019, showing the land proposed to be divided is attached to this application.

3. The purpose of this proposed division is: SEPARATE EXISTING HOUSE FROM REMAINING PROPERTY

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:

E. KRIEGER LAND LLC 1606 WESTWOOD DR JEFFERSON, IA
515-370-1911

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.

NATURAL WONDERS LEARNING CENTER LLC 1512 WESTWOOD DR. JEFFERSON, IA

NICHOLAS ANDREW FOSTER 1103 W. LINCOLN WAY JEFFERSON, IA

6. (a) The existing zoning classification of the property covered by the plat is HD HOLDINGS. (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 N/A.)

(b) The zoning classification(s) for the adjoining properties is/are as follows: HD HOLDINGS. (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 N/A.)

7. (Check applicable paragraph:)

There are no structures located on the property proposed to be divided.

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: 2/6/18

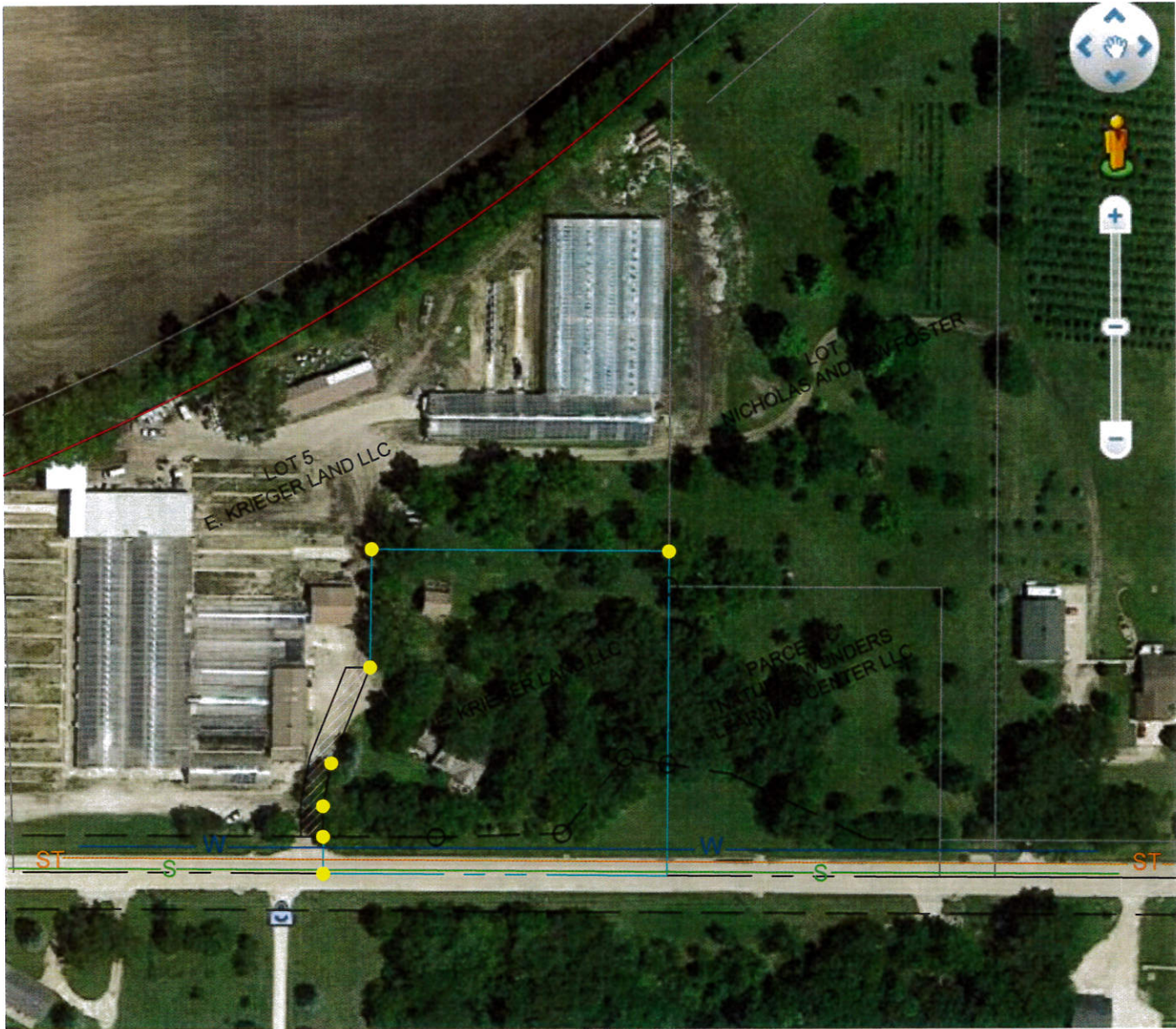
Kent Krieger

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.



Jefferson Park & Recreation Commission AGENDA

Tuesday, January 22, 2019

4:00 pm Greene County Community Center

- I. Call to Order
- II. Roll Call
- III. Jefferson Park and Recreation Commission Work shop

SPECIAL COUNCIL MEETING

JANUARY 31, 2019

12:00 NOON

CITY HALL

- 1. Open Forum:**
- 2. Roll Call:**
- 3. Consider hiring Shane Jones as Police Patrol Officer:**
- 4. Adjourn:**

Jefferson Public Library

Meeting of the Board of Trustees
February 11, 2019 6:30 PM
Library Basement Meeting Room

AGENDA

- I. Call to Order
- II. Open Forum: this is a time for any concerned citizen to speak to the trustees about an item that is not on the agenda.
- III. Approval of Minutes of Previous Meeting
- IV. Approval of Expenditures
- V. Director's Report
 - A. Monthly Circulation & Usage Report
 - B. Year-to-Date Monthly Financial Reports
 - C. Project Updates:
- VI. Old Business
 - A. Investment of estate funds
 - B. FY20 budget proposal
 - C. Building maintenance projects
 - D. County funding
- VII. New Business
 - A. State accreditation
 - B. Strategic Plan update
 - C. Friends of the Library activities
- VIII. Next Meeting – March 11 at 6:30 p.m.
- IX. Adjournment