

AGENDA

COUNCIL MEETING
Tuesday, February 26, 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. 2/12/19 regular Council minutes.
- B. Jefferson Community Golf Course, Class C Liquor License
- C. White Oak Station #84, Class C Beer Permit (BC)

IV. NEW BUSINESS:

- A. Hiring Johnathon Young as Patrol Officer
- B. Purchase agreement for Air Temp building downtown
- C. Presentation by Janice Gannon of Lincoln Highway Heritage Byway and Corridor Management Plan
- D. Discussion of Council compensation
- E. Main Street quarterly report

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 2/26/19

NEW BUSINESS

I. NEW BUSINESS:

- A. **Hiring Johnathon Young as Patrol Officer** at a salary of \$41,516 starting February 28, 2019.
- B. **Purchase of Air Temp building downtown.** Purchase price of \$6,600. Bob Schwarzkopf and Nick Sorensen will present information regarding the purchase.
- C. **Presentation by Janice Gannon of Lincoln Highway Heritage Byway and Corridor Management Plan.** Janice was on a previous agenda but had to cancel because of inclement weather.
- D. **Discussion of Council compensation.** Mayor Berry will lead this discussion.
- E. **Main Street quarterly report.** Their report is attached. Representatives from Main Street will be present to review their report with the Mayor and Council.

COUNCIL MEETING

February 12, 2019

5:30 P.M.

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

Mayor Berry presided.

Peg Raney of Jefferson Matters/Main Street invited Mayor and Council to the Main Street Iowa Awards on February 22, 2019 in Des Moines, IA.

On motion by Wetrich, second by Sloan, the Council approved the following consent agenda January 22, 2019 Council Minutes and January 31, 2019 Special Council Minutes, payment of monthly bills from City funds. Item C on consent items was removed.

AYE: Teeples, Ahrenholtz, Wetrich, Sloan
NAY: None

On motion by Ahrenholtz, second by Wetrich, the Council approved the following Mayor/Council appointments:

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

AYE: Sloan, Teeples, Wetrich, Ahrenholtz
NAY: None

On motion by Wetrich, second by Sloan, the Council approved the following appointments for the Police Department:

Mark Clouse	Police Chief
Heath Enns	Police Captain
Jason Kroeger	Police Sergeant
Shane Jones	Police Patrolman
Cody Smith	Police Patrolman
Andrew Chapman	Police Patrolman
Cole Jackson	Police Patrolman

AYE: Wetrich, Ahrenholtz, Sloan, Teeples
NAY: None

On motion by Sloan, second by Teeples, the Council approved the following Mayor/Council appointments:

Mayor Pro-Tem	Councilperson Ahrenholtz
Diane M. Kennedy	City Clerk
Robert Schwarzkopf	City Attorney
James D. Leiding, P.E	City Engineer
Nick Sorensen	Code Enforcement Officer/Building & Zoning Official
Jack Williams	Fire Chief
Diane M. Kennedy	City Treasurer

AYE: Wetrich, Teeples, Ahrenholtz, Sloan
NAY: None

Ken Paxton updated the Council on GCDC activities.
On motion by Ahrenholtz, second by Wetrich, the Council approved Quarterly Funding for GCDC in the amount of \$12,500.00.

AYE: Teeples, Wetrich, Sloan, Ahrenholtz
NAY: None

RESOLUTION NO. 2-19

On motion by Ahrenholtz, second by Sloan, the Council approved Resolution No. 2-19, a resolution approving hiring incentives for new police 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.

AYE: Wetrich, Ahrenholtz, Teeples, Sloan
NAY: None

RESOLUTION NO. 3-19

On motion by Wetrich, second by Teeples, the Council approved Resolution No. 3-19, a resolution waiving right to review plat of survey located east of Jefferson approximately 1687 235th street (Hwy E53), which parcel is located outside of the boundaries of the City of Jefferson but within the two mile limit within which the City has the right to review subdivision plats of plats of survey.

AYE: Sloan, Ahrenholtz, Wetrich, Teeples
NAY: None

On motion by Teeples, second by Sloan, the Council approved hiring Micah Destival as Golf Course Manager at \$3,300.00 a month for 10 months effective March 1, 2019.

AYE: Teeples, Sloan, Wetrich, Ahrenholtz
NAY: None

Randy Monthei gave a briefing on the company OnYourConcrete for the floor refurbishing at swimming pool bathhouse.

On motion by Wetrich, second by Sloan, the Council approved hiring OnYourConcrete for the floor refurbishing at the swimming pool bathhouse in the amount of \$21,500.00, with funds to be paid out of LOSST.

AYE: Teeples, Ahrenholtz, Sloan, Wetrich
NAY: None

On motion by Teeples, second by Ahrenholtz, the Council approved SALTECH SYSTEMS as a website provider in the amount of \$1,100.00 annual fee and \$95.00 monthly maintenance fee.

AYE: Ahrenholtz, Teeples, Wetrich
NAY: Sloan

RESOLUTION NO. 4-19

On motion by Sloan, second by the Council approved Resolution No. 4-19, a resolution approving Krieger Plat of Survey at approximately 1606 Westwood Drive, in Jefferson, Iowa.

AYE: Teeples, Ahrenholtz, Sloan, Wetrich

NAY: None

The Council held a Fiscal Year 2019-2020 Budget Workshop. No action was taken.

The following bills were approved for payment from the City funds:

ABC PEST CONTROL	PEST CONT	180.00
ACCESS ELEVATOR & LIFTS	LB MAINT	618.00
ACCESS SYSTEMS INC	RN CPIER LSE	639.23
ACCESS SYSTEMS LEASING	LB CPIER LSE	589.38
ACCO UNLIMITED CORP	PL PATCH/CAULK	2,616.60
AFLAC	AFLAC INS W/H	223.53
AFSCME/IOWA COUNCIL 61	UNION DUES	194.31
AG SOURCE LAB	WA-TSTG	203.50
ALEX AIR APPARATUS INC	JFD MAINT	695.00
ALEX ROBERTS	RN CLOCK	64.00
ALLIANT ENERGY	UTILITIES	30,822.10
AUTOMATIC SYSTEMS CO.	WA REPRS	2,026.25
AXON ENTERPRISE, INC.	PD HOLSTER	75.00
BAKER & TAYLOR INC.	LB MOVIES	2,027.39
BEE & HERALD	ADV	371.28
BLUETARP	BLDG INSP-SUPP	59.98
BOLTON & MENK INC	AP ENG	9,370.50
BOMGAARS	SUPP	1,179.45
CARROLL HYDRAULICS	RUT-VEH MT	126.44
CENTRAL IA BUILDING SUPP	CEM PARTS	1,420.69
CENTRAL IA SYST / TECH ZONE	LB REPRS	232.98
CINTAS CORP	1ST AID SUPP	427.03
CITY OF JEFFERSON	PD-PETTY CASH	45.95
CLEANING SOLUTIONS INC.	RN CLEAN	4,428.00
COBRAHELP	PA FEE	18.00
COMMUNITY OIL CO, INC	AP FUEL	10,499.70
COMPASS MINERALS	WA SALT	10,378.05
COMPUTER CONCEPTS	RN BLOCK HRS	1,080.00
CRAIG BERRY	REIMB MEETING	70.00
CRIME PREVENTION	PD FEE	200.00
CUMMINS SALES & SERV	SW GEN	21,535.61
DANIELSON AUTO SERV	PD VEH MAINT	127.78
DAVE DAVIS	REIMB CAF	241.95
DEMCO	LB-PROG SUPP	373.54
DISCOUNT SCHOOL SUPP	LB SUPP	121.5
DOLLAR GENERAL	LB-PROG SUPP	14.85
DON'S ACE HARDWARE	SUPPLIES	229.60
DPC INDUSTRIES, INC.	WA CHEM	210.75
DURBIN AUTO/TRUCK REPR	PD VEH MAINT	665.75
DURLAM ELECTRIC	ELEC SRV	3,988.28
EFTPS	FEDERAL W/H	33,113.02
EMC NATIONAL LIFE CO.	LIFE INS	214.43
FAREWAY	RN SUPP	248.48
FRANK DUNN CO.	RUT PATCH	799.00
FUTURE TIGERS GIRLS BASKET	RN REFUND	130.00
GALLS LLC	PD BOOTS	1,201.98
GENERAL TRAFFIC CONTROLS	RUT EQUIP	62.80

JEFFERSON MATTERS:

MAIN STREET

2019 Plan of Action We Aim High



Vision: *Downtown Jefferson is a colorful, modernized historic district brimming with art, shopping, dining and activities that people can't wait to get to and can't stop talking about. It's a great space that's part of a great place.*

Mission: *The mission of Jefferson Matters: Main Street is to work together as a community to strengthen, support and energize Jefferson's downtown through historic preservation.*

2019 Priorities:

1. Create upper story housing visibility
2. Recruit traffic-generating businesses to downtown
3. Apply for Iowa Great Place and Great American Main Street designations
4. Involve youth and school in Main Street program
5. Attract people to the Main Street District

Design Committee:

Purpose: To encourage improvement of the Main Street district's physical appearance.

- Volunteer support of city-acquired properties – work session on Feb. 6 with 10 volunteers
- Encourage free Design Assistance from Main Street Iowa– received conceptals for Habitat for Humanity, Apothecary, Arcade 1,2,3 & Hearing Unlimited. More interested.
- Building facade mini-grant program for facades – continue to promote
- Storefront signage mini-grant program – continue to promote
- Summer hanging baskets and seasonal pillar planters – planning for spring
- Expand locations for more planters in downtown – working with Olson Iron Works
- Attract interest in bldgs. through empty window displays – continuing to change out
- Present Christmas decoration proposal to City & County – committee working on proposal
- Tour of Possibilities (empty bldgs. with focus on upper story) – dates are April 25th & April 27th
EntreBash will also be on April 25. – working with GCDC & Midwest Partnership

Economic Vitality Committee:

Purpose: To strengthen and broaden the economic base of the Main Street district.

- Support City's Phase 2 for continued façade improvements & acquired buildings - work session on Feb. 6 with more planned.
- Tour of Possibilities – available buildings & upper stories – list of available buildings with contacts available on tour dates. Working on a map for Main Street District.
- Java & Juice events to include upper stories – Main Street will begin in March & alternate with Chamber each month
- Support SBDC & ICCC business workshops - Marketing 101 held on Jan. 24 with 14 attending
- RAGBRAI email sent to over 1,700 with info on Jefferson with 70% open rate
- Challenge Grant 2017 progressing at Prairie Lakes and application for 2019 has been chosen.
- Recruitment Team contacts for location in Main Street District – inquiries and contacts

Update Feb. 26, 2019

- Community Catalyst Grant celebration when Pillar Technology opens – possibly late June
- Open4Business competition entry – we have interest in applying. Finalist receives \$8,000; State winner receives \$20,000. Must be in business one year.
- Business Incentives for location in Main Street district – updated brochure.
- Building & Business Inventory updates through Business Visits – 10 volunteers visited Main Street businesses and received areas of interest & will do this again next summer.

Promotion Committee:

Purpose: To market the Main Street district by establishing a unified image and encouraging an exciting variety of activities for the community.

- Main Street Minute Videos with Jeff from Jefferson – Feb. “LoveIn” videos with more each month
- Amazing Race for Charity on Sept. 7 with Animal Shelter as recipient – planning has begun
- Scarecrow Invasion in Oct. with TVT
- Frequent Facebook posts & boosts for Shop Local – over 1,600 Facebook followers
- Swag bags for Jefferson Matters: Main Street guests – thanks for hotel/motel funds
- Displays in Mason’s window for Christmas & Feb. & will continue.
- Pursue another Historical Plaque in downtown – Spring Lake is ordered with hotel/motel funds. This is # 15.
- Update Jefferson IA app with all Jefferson businesses – Cost of \$900 annual fee from hotel/motel. 85 new downloads in past 6 months.
- Added the event with the libraries on April 6 to reach young families

Organization Committee:

Purpose: To establish a strong Main Street organization that utilizes a growing number of participants in the implementation and funding of the program.

- Conduct annual Investment Drive - \$41,784 with 61 individuals, 33 businesses in Jefferson & 31 new investors in the program. Goal is \$69,000.
- Organize volunteer reception with recognition awards – held Feb. 21 at Meythaler Photography – a volunteer recognized from each of 5 committees and 2018 Leadership Award announced.
- Bell Tower Festival involvement – Amy Milligan chairing class reunion event working with festival
- Family Feud~Jefferson Edition fundraising event – Sat., April 13 – 4 teams answering questions surveyed at 2018 Festival. Tickets \$20/each.
- Communication -monthly newsletters, website updates, column in Jefferson Herald on Main Street program.
- Volunteer recruitment – new volunteers joining committees and work sessions

Tower View Team:

Purpose: To promote and provide artwork in surprising places in Jefferson’s Main Street district.

- Complete Arch Alley with artist David Williamson – Community workshop held Jan. 31, on-site visit March 9
- Pursue another Rooftop Art installation – designs due Feb. 20 & 1 chosen for Unger’s
- Revamp Ring Out for Art sculpture contest – entries due March 10 – 4 chosen at \$1,000 each.
- Organize Scarecrow Invasion project for October – Angie Gingery & Amy Roberts are chairing
- Coordinate Mini-Bell Towers art project – 4 towers built by Marc M, 4 businesses will have them painted and in place May 15. Peoples, Jefferson Telecom, Wahl-McAtee, Tri-County Lumber

Update Feb. 26, 2019

- Public Painted Piano – piano located & GCHS students will paint

Board of Directors:

- Host Main Street Iowa Fall mtg. Oct. 22 & 23 in Jefferson –
- Main Street Community Exchange with another Story City in May & invite City Council/staff to participate. Story City will come to Jefferson and provide feedback too.
- Pursue Great American Main Street nomination for 2020 & Iowa Great Place designation – GCDC will be applicant for Iowa Great Place for Greene County with Region XII writing – due May 1. Main Street invited entities to pursue this.
- Continue visibility of projects for state and national recognition – 7 nominations for Main Street Iowa Awards; will receive \$5 million benchmark; The State of Main article; Main Street America article features Jefferson; Jefferson recognized by Governor Reynolds at Condition of the State and commented on our Main Street rehabilitation projects;
- Pillar Technology event on Dec. 8 – instrumental in coordinating the invitations, speaker event at History Boy Theatre, dinner for Pillar guests, and thank you gifts as follow-up.
- National Accreditation for Main Street America 2019 – achieved!
- Main Street training and professional development for board & director – Peg attended training on Dec. 4 on TIF, tax abatement & new housing initiatives. Will go to Mt. Vernon in May.