

AGENDA

COUNCIL MEETING

Tuesday, June 13, 2017

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. 5/23/17 regular Council meeting minutes.
- B. Payment of monthly bills
- C. Wild Rose Jefferson, LLC, Class C Liquor License (commercial).
- D. Hy-Vee Market Café, Class C Liquor License.
- E. Wild Rose Jefferson, LLC. - Coaches Corner, Class C Liquor License.
- F. B.P.O. Elks Lodge #2306, Class C Liquor License.
- G. Cigarette Permit for Dollar General Store

IV. NEW BUSINESS:

- A. Consider second reading of ordinance to amend the Municipal Code to require \$150 deposit for new municipal utility accounts.
- B. Consider third reading on Ordinance to amend the Municipal Zoning Code to add preschools and child care centers as use that may be permitted by special exception in the HD - Holding District.
- C. Consideration of approval with Murphy Excavating for interior demolition at former Pizza Ranch building.
- D. Consideration of approval to donate vacant lots at 506 East Clark, 507 S. Locust and 507 N Cedar to Region XII Council of Governments.
- E. Sub Final Pay Estimate No. 2 to Kingston Construction for \$158,996.85 for 2017 Paving Project.
- F. Change Order No. 2 to Kingston Construction for \$21,745.70 for 2017 Paving Project.
- G. Consider approval of Standard Operating procedures and policies for the Jefferson Fire Department.
- H. Consider approval of resolution for the Airport State Grant application.
- I. Approval of Hotel/Motel funds for additional banner arms and banners on the square.
- J. Consider approval of method to fill vacant Council seat.
- K. Presentation of East Lincoln Way entry design.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 6/13/17

NEW BUSINESS

- A. **Consider second reading of ordinance to amend the Municipal Code to require \$150 deposit for new municipal utility accounts.**
- B. **Consider third reading on Ordinance to amend the Municipal Zoning Code to add preschools and child care centers as use that may be permitted by special exception in the HD - Holding District.**
- C. **Consideration of approval with Murphy Construction for interior demolition at former Pizza Ranch building.** City personnel and volunteers have removed fire debris, furniture and floor coverings from the former Pizza Ranch. The next step will be to remove all wall and ceiling coverings carpet from the building and will require a contractor. Murphy Construction has proposed to do the demolition work for \$25,200.
- D. **Consideration of approval to donate vacant property lots at 506 East Clark, 507 S. Locust and 507 N Cedar to Region XII Council of Governments.** The Housing Committee reviewed a presentation from Region XII regarding the development of new housing. A key component will be for the City to donate properties for them to construct housing on. Karla Janning from Region XII will be at the meeting.
- E. **Sub Final Pay Estimate No. 2 to Kingston Construction for \$158,996.85 for 2017 Paving Project.** See attached estimate
- F. **Change Order No. 2 to Kingston Construction for \$21,745.70 for 2017 Paving Project.** See attached estimate
- G. **Consider approval of Standard Operating procedures and policies for the Jefferson Fire Department. Operating procedures were distributed at the last meeting.** Fire Chief Jack Willams will be available for any questions.
- H. **Consider approval of resolution for the Airport State Grant application.** This resolution is directed towards the State Aid funding the Airport has applied for and is a condition of approval for the grant if the project is chosen. The previous resolution from last fall did not specifically call out the state funding, only federal funding. This states that matching funds are available for each project awarded a grant. Resolution attached.
- I. **Approval of Hotel/Motel funds for additional banner arms and banners on the square.** Hotel/Motel Committee reviewed a request from Jefferson Main Street for \$1,080 to purchase the banner arms and banners to complete all four sides of the square. See attached application language.
- J. **Consider approval of method to fill vacant Council seat. The Council can either fill the vacant position by appointment or special election.** If they do it by appointment then it has to be done within 60 days after the vacancy occurs, which would be July 17, 2017. The appointment would be effective until the next city election, which will be this November. The other option is to hold a special election right away to fill the vacancy for the balance of the term which goes until December 31, 2019.
- K. **Presentation of East Lincoln Way entry design.**

COUNCIL MEETING

May 23, 2017

5:30 P.M.

PRESENT: Ahrenholtz, Teeples, Sloan, Von Ahsen

ABSENT: None

Mayor Berry presided.

No citizens spoke during the Open Forum.

On motion by Von Ahsen, second by Teeples, the Council approved the following consent agenda: May 9, 2017 Council Minutes, Jefferson Area Chamber, d.b.a. as Bell Tower Festival, Class BB License, Greene County Fair Association, Class C Liquor License and Cigarette Permits July 1, 2017 – June 30, 2018.

AYE: Ahrenholtz, Sloan, Teeples, Von Ahsen

NAY: None

This was the time and place for the Public Hearing for the 2016-2017 Budget Amendment. Mayor Berry called for any oral or written comments and there were none. On motion by Teeples, second by Ahrenholtz, the Council closed the Public Hearing

AYE: Von Ahsen, Teeples, Sloan, Ahrenholtz

NAY: None

RESOLUTION NO. 19-17

On motion by Von Ahsen, second by Sloan, the Council approved Resolution No. 19-17, a resolution approving the 2016-2017 Budget Amendment.

AYE: Teeples, Ahrenholtz, Sloan, Von Ahsen

NAY: None

On motion by Sloan, second by Ahrenholtz, the Council approved the second reading of ordinance to amend the Municipal Zoning Code to add preschools and child care centers as use that may be permitted by special exception in the HD-Holding District.

AYE: Ahrenholtz, Teeples, Von Ahsen, Sloan

NAY: None

RESOLUTION NO. 20-17

On motion by Ahrenholtz, second by Teeples, the Council approved Resolution No. 20-17, a resolution Approving Contract and Performance and Payment Bonds for CDBG Main Street Jefferson Façade Rehabilitation Project.

AYE: Von Ahsen, Ahrenholtz, Sloan, Teeples

NAY: None

RESOLUTION NO. 21-17

On motion by Von Ahsen, second by Teeples, the Council approved Resolution No. 21-17, a resolution Approving and Accepting Jefferson Façade Easement Agreements, Property Owner Acknowledgement of Terms of Construction Agreements, and Owner Payments.

AYE: Sloan, Von Ahsen, Ahrenholtz, Teeples

NAY: None

On motion by Teeples, second by Sloan, the Council approved first reading of ordinance to amend the Municipal Code to require \$150 deposit for new municipal utility accounts.

AYE: Ahrenholtz, Teeples, Von Ahsen, Sloan

NAY: None

On motion by Ahrenholtz, second by Von Ahsen, the Council approved a Fireworks permit for Wild Rose Casino and Resort July 4, 2017 (rain date July 5, 2017).

AYE: Teeples, Von Ahsen, Sloan, Ahrenholtz

NAY: None

There being no further business the Council agreed to adjourn.

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk

Murphy Construction

P.O. Box 109
Jefferson, la

(515)-370-8573



TO:
City of Jefferson
Attn; Nick

Bid for work at Pizza Ranch building. To do work discussed, remove ceiling, insulation, sheetrock, wood trim, and other material we talked about. Dispose debris at landfill.

ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
<p style="text-align: center;">Bid</p> <p style="text-align: center;">If we remove all screws and nails extra \$2500</p>	<p>\$22,700.00</p>
TOTAL	

Thanks! Andy Murphy

4/20/2017

DATE

CONTRACTOR'S PAY REQUEST

2017 PAVING IMPROVEMENTS
 DIVISION I, II, III & IV
 CITY OF JEFFERSON, IOWA
 BMI PROJECT NO. A14.111568

DISTRIBUTION:

CONTRACTOR (1)
 OWNER (1)
 ENGINEER (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$262,650.50
TOTAL, COMPLETED WORK TO DATE	\$262,650.50
RETAINED PERCENTAGE (5%)	\$13,132.53
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$249,517.98
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$90,521.13
PAY CONTRACTOR AS ESTIMATE NO. (Sub-Final) 2	\$158,996.85

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: KINGSTON SERVICES, LLC
 1444 ILLINOIS STREET
 DES MOINES, IOWA 50314

By *Paul Hart* *President*
 Name Title

Date 6-6-17

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., ENGINEERS, 300 W. MCKINLEY STREET, JEFFERSON, IOWA 50129

By *James D. Leiding*, PROJECT ENGINEER
 James D. Leiding, P.E.

Date 6-6-17

APPROVED FOR PAYMENT:

OWNER: CITY OF JEFFERSON, IOWA

By Craig Berry Mayor Date

And Diane M. Kennedy City Clerk Date

CHANGE ORDER

No. 2 (Final)

PROJECT: 2017 Paving Improvements, City of Jefferson, Iowa

DATE OF ISSUANCE: May 31, 2017

EFFECTIVE DATE: May 31, 2017

OWNER: City of Jefferson, Iowa

ENGINEER'S Project No.: A14.111568

CONTRACTOR: Kingston Services, LLC

ENGINEER: Bolton & Menk, Inc., Jefferson, Iowa

You are directed to make the following changes in the Contract Documents.

Description:

See Attachment A

Reason for Change Order:

Adjust Quantities to Final Quantities

Attachments: (List Documents Supporting Change)

Change Order No. 2 (Final), Attachment A

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
<u>\$235,504.80</u>	Substantial Completion : ____ days or dates
Net Changes from Previous Change Orders No. 1 to No. 2	Ready for Final Payment : ____ days or dates
<u>\$5,400.00</u>	Net Changes from Previous Change Orders No. ____ to No. ____
Contract Price Prior to this Change Order	____ days
<u>\$240,904.80</u>	Contract Times Prior to this Change Order
Net Increase of this Change Order	Substantial Completion : ____ days or dates
<u>\$21,745.70</u>	Ready for Final Payment : ____ days or dates
Contract Price with all Approved Change Orders	Net (Increase/Decrease/No Change) of this Change Order
<u>\$262,650.50</u>	____ days
	Contract Times with all Approved Change Orders
	Substantial Completion : ____ days or dates
	Ready for Final Payment : ____ days or dates

RECOMMENDED: Bolton & Menk, Inc.

APPROVED: City of Jefferson, Iowa

ACCEPTED: Kingston Services, LLC

By: James D. Leiding By: _____
James D. Leiding, P.E. Craig Berry, Mayor

By: [Signature]
Contractor (Authorized Signature)

Date: 6-6-17 Date: _____

Date: 6-6-17

EJCDC No. 1910C8-B (1990 Edition) \

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

cc: City of Jefferson, Iowa - Owner
 Kingston Services, LLC - Contractor
 Bolton & Menk, Inc. - Engineer

RESOLUTION NO. _____

Moved by _____ and seconded by _____ that the following resolution be adopted:

WHEREAS, as a condition to receiving State aid for the Jefferson Municipal Airport, the following provisions must be met:

- Approved State Funding Application for FY 2018 with the Sponsor's Signature,
- Approved 5-Year Capital Improvement Program,
- Approved Project Data sheets with the Sponsor's Signature,
- Certification that the local match exists if the grant is awarded,
- Authorization to submit the proposed projects for State Grants; and

WHEREAS, the FY 2018 Airport State Funding Application, Five-Year Capital Improvement Program and Project Data Sheets are attached listing projects deemed to be in the best interests to the Jefferson Municipal Airport.

NOW THEREFORE, BE IT RESOLVED that the City of Jefferson, Iowa authorizes the submittal of the attached FY 2018 Airport State Funding Application, Five-Year Capital Improvement Program for the Jefferson Municipal Airport, the Airport Project Data Sheets for possible FY 2018 State Aviation Grants, and to certify that the local match is available for each project awarded a grant.

Passed and adopted this _____ day of _____, 2017.

CITY OF JEFFERSON, IOWA

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk

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 September 1, 2016 at 5:00 PM at Jefferson City Hall.

Date: May 3, 2017

Applicant Information:

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

Jefferson Matters: Main Street

Mailing Address: P.O. Box 13, Jefferson, IA 50129

Contact Name & Title: Peg Raney, Program Director; Karen Lawton, Design Committee Chair; Chris Heisterkamp, Banner Chairperson

Telephone: 515-386-3585 Email Address: director@jeffersonmatters.org

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

Description of project.

In 2016, the Design Committee benefitted from the City of Jefferson's Grow Greene County funds of \$10,000 to purchase pillar planters for the downtown square, 12 sets of banner arms, and 4 seasons of 12 banners for the lampposts on Lincoln Way. This year we appreciate hearing that the \$10,000 Grow Greene County funds will again be provided for pillar planter flowers for 4 seasons and hanging basket flowers for the summer. We would like to expand the banners to the 3 outer sides of the square which would be 12 more sets of banner arms and 48 banners (12 for each season). We feel with 12 additional banners, the banners could be alternated around the square – a look that marketing and graphic designers have suggested making the most visual impact. We would coordinate the banners with a complimentary design of the first set of 12 for each season. The inside square banners will continue to be the 50th Anniversary of the Mahanay Bell Tower and the 100th Anniversary of the Greene County Courthouse. This would complete the welcoming look of banners and flowers around the square. Then the following year, we can branch out with other areas of beautification with this phase completed.

How does the proposal promote the City of Jefferson?

The banners and flowers have been receiving many compliments from residents and visitors throughout all of the seasons. In fact, we have had more people join our Design committee because they love the welcoming feel of our downtown with these improvements. These additions have added to the beauty of our downtown and people of all ages are proud of this “living room” of our community. Each banner has a message for each season – Fun in Jefferson (summer) Beauty in Jefferson (fall) Joy in Jefferson (winter)

and Life in Jefferson (spring) Along with the beautiful flowers & plants, these banners promote Jefferson in a positive light drawing tourists and visitors into the downtown.

Date of event or project start and end date.

If we can receive the additional funding needed, the first set of banners would be designed and ordered to go up yet this summer. If not, we would start with the fall banners but would eventually have all four seasons this year. These banners would continue through each season staying up for 3 months at each time. We anticipate the banners would work for a number of seasons. Once the banner arms are purchased, they will be used for years.

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

We are requesting \$1,080 which would make up the difference of purchasing 12 sets of banner arms and 12 banners for the downtown this year instead of 6 this year and 6 the following year.

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

The Design Committee works within the budget of \$10,000 of Grow Greene County funds that are budgeted by the City of Jefferson for downtown beautification. We feel with \$11,080, we can get this accomplished this year. All of the work of ordering, designing and planting are done through volunteers of the Design Committee. We truly appreciate the work of the City of Jefferson Street Dept. in hanging the banners and watering the flowers.

Jefferson Public Library

Meeting of the Board of Trustees
June 12, 2017 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
- VI. Old Business
 - A. Landscaping improvement project
 - B. FY17 Budget
- VII. New Business
 - A. Upcoming projects and events
- VIII. Next Meeting – June 12 at 6:30 p.m.
- IX. Adjournment