

AGENDA

COUNCIL MEETING
Tuesday, August 8, 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. 7/25/17 regular Council meeting minutes.
- B. Casey's General Store #70, Class C Beer Permit
- C. Payment of monthly bills.

IV. NEW BUSINESS:

- A. Consider approval of resolution expressing support for Region XII Council of Government's proposed single family new home construction project.
- B. Consider approval of preconstruction agreement with Iowa Department of Transportation for resurfacing of State Highway 4 in Jefferson.
- C. First reading of ordinance to increase water rates by 3%.
- D. First reading of ordinance to increase sewer rates by 3%.
- E. Consider approval of resolution to apply for a REAP grant Daubendiek Park trail.
- F. Consider approval of pay estimate number 2 to Pinnacle Construction in amount of \$81,092.00 for CDBG Façade project.
- G. Main Street brand/wayfinding presentation.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 8/8/17

NEW BUSINESS

- A. **Consider approval of resolution expressing support for Region XII Council of Government's proposed single family new home construction project.** Attached
- B. **Consider approval of preconstruction agreement with Iowa Department of Transportation for resurfacing of State Highway 4 in Jefferson.** The street committee reviewed a list of additional costs on the resurfacing project that would be paid for by the City (attached). The majority of the costs involve adding and replacing curb and gutter and adjusting manholes.
- C. First reading of ordinance to increase water rates by 3%.
- D. First reading of ordinance to increase sewer rates by 3%.
- E. **Consider approval of resolution to apply for a REAP grant Daubendiek Park trail.** Resolution attached. The REAP application is available at City Hall and will be available at the Council meeting.
- F. **Consider approval of pay estimate number 2 to Pinnacle Construction in amount of \$81,092.00 for CDBG Façade project.** Pay estimate attached
- G. Main Street brand/wayfinding presentation. Attached is the information Main Street is planning to present. It is also available at:
https://dl.dropboxusercontent.com/u/103108137/Jefferson%20Wayfinding%20Final%20Report_July%2019_2017.pdf

COUNCIL MEETING

July 25, 2017

5:30 P.M.

PRESENT: Teeples, Sloan, Wetrich, Von Ahsen

ABSENT: Ahrenholtz

Mayor Berry presided.

No citizens spoke during the Open Forum.

On motion by Teeples, second by Von Ahsen, the Council approved the following consent agenda: July 11, 2017 Council Minutes, Employ Jason Cervený as part-time employee (\$7.25 hr) at Jefferson Community Golf Course, Sparetime Lanes and Lounge, Class C Liquor License, Casa De Oro, Class C Liquor License.

AYE: Sloan, Wetrich, Teeples, Von Ahsen

NAY: None

Ken Paxton updated the Council on GCDC activities.

On motion by Sloan, second by Wetrich, the Council approved Quarterly Funding for GCDC in the amount of \$12,500.00.

AYE: Von Ahsen, Teeples, Sloan, Wetrich

NAY: None

On motion by Teeples, second by Von Ahsen, the Council approved the proposal for Murphy Excavation for demolition of houses located at 407 W Lincoln Way (\$3,890.00), 204 E McKinley (\$3,290.00), 305 E Vest (\$3,475.00), and 703 N Chestnut (\$3,950.00) with a total of \$14,605.00.

AYE: Teeples, Sloan, Wetrich, Von Ahsen

NAY: None

On motion by Sloan, second by Teeples, the Council approved a Hotel/Motel Grant request from the Lincoln Highway Association in the amount of \$3,000.00 to place a four panel marker on the east Lincoln Highway entry with placement to be approved by the city.

AYE: Von Ahsen, Wetrich, Sloan, Teeples

NAY: None

An update was given on the Animal Shelter.

There being no further business the Council agreed to adjourn.

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk

A RESOLUTION EXPRESSING SUPPORT FOR REGION XII COG'S PROPOSED SINGLE FAMILY NEW HOME CONSTRUCTION PROJECT

WHEREAS, Region XII Council of Governments (COG), Inc., the regional government organization serving Greene County has proposed to construct four new homes in Jefferson;

WHEREAS, these homes will be constructed to be affordable to for families who are at or below 80% of median income;

WHEREAS, three of the homes proposed will be on lots owned by the City of Jefferson and pledged as local match for the project; and

WHEREAS, although Region XII COG has applied for grant funding through the Federal Home Loan Bank and will itself be providing project financing through revolving loan funds it controls, the project requires additional capital to be feasible, capital that may be available through tax credits awarded by the Iowa Economic Development Authority.

BE IT HEREBY RESOLVED by the City of Jefferson City Council on this ____ day of _____, 2017 that it:

1. Supports Region XII COG's efforts to construct four (4) new homes in Jefferson.
2. Supports Region XII COG's application for Workforce Housing Tax Credits for this project through the Iowa Economic Development Authority.

Craig Berry, Mayor

Attest

Project Costs

Estimator: asmyth Design Section: District1 Office: Districts Event: D02

Design Number(s):

Alternative: 01 City Costs

Sub Alternative: a Jefferson

Project Number MP-004-1(708)23--76-37

County: GREENE

Last Submittal Date: 5/16/2017

Letting Date: 2018

Project Total \$71,825.31

Project Total With Last Years Item Costs \$62,082.30

Item Code	Item Description	Units	Quantity	Average Cost	Average Cost Last Year	Qty Factor	Risk Factor	Line Total
								1
2102-2713070	EXCAVATION, CL 13, RDWY+BORROW	CY	43.00	\$9.42	\$0.01	1	1	\$405.06
2105-8425005	TOPSOIL, FURN+SPREAD	CY	15.00	\$18.87	\$18.91	1	1	\$283.05
2123-7450020	SHLD FINISH, EARTH	STA	6.52	\$250.23	\$235.64	1	1	\$1,631.50
2213-6745500	RMVL OF CURB	STA	6.52	\$820.14	\$1,005.86	1	1	\$5,347.31
2435-0256210	INTAKE, SW-562 MOD	EACH	2.00	\$2,551.47	\$2,414.85	2	1	\$10,205.88
2435-0600010	MANHOLE ADJUSTMENT, MINOR	EACH	20.00	\$1,329.14	\$1,124.69	1	1	\$26,582.80
2502-8212404	SUBDRAIN, STD, NON-PERFORATED, 4"	LF	60.00	\$52.50	\$0.01	1	1	\$3,150.00
2502-8221303	SUBDRAIN OUTLET, DR-303	EACH	1.00	\$207.78	\$210.73	1	1	\$207.78
2510-6745850	RMVL OF PAVT	SY	146.40	\$6.39	\$5.60	1	1	\$935.50
2512-1725256	CURB+GUTTER, PCC, 2.5'	LF	652.00	\$33.95	\$30.36	1	1	\$22,135.40
2601-2639010	SOD	SQ	13.20	\$71.29	\$54.89	1	1	\$941.03
Standard Bid Item Total:								\$71,825.31

Non LS Special Bid Item Total: \$0.00

Special Bid Item Total: \$0.00

Unquantified Bid Item Total: \$0.00

RESOLUTION NO. _____

RESOLUTION IN SUPPORT OF THE CITY OF JEFFERSON SUBMITTING AN APPLICATION FOR AN IOWA DEPARTMENT OF NATURAL RESOURCES REAP GRANT FOR THE DAUBENDIEK TRAIL PROJECT

WHEREAS, the Jefferson City Council understands the value of having trails and recreational areas for the purpose of active and passive recreation and improving the existing Daubendiek Recreational Trail to enhance those facilities.

WHEREAS, the Jefferson City Council understands the importance of providing access to the North Raccoon River for all members of, and outside of, the community to enjoy the many natural resources of the North Raccoon River including: fishing; walking; hiking; photography; river overlooks; natural habitats for both wildlife and trail users; water resources; wildlife observation; and plant and tree observation for all trail users.

WHEREAS, the City of Jefferson would like to accomplish both by applying for a REAP (Resource Enhancement and Protection) Grant requesting \$75,000.00 with a local match of \$3,500.00 and other potential funding sources.

WHEREAS, the City of Jefferson proposes widening the existing 8 foot asphalt trail to a 10 foot concrete trail providing a more durable trail and allowing more versatile use for the area. This would provide a smoother route for persons with disabilities and more opportunities for families who currently use the trail for walking, picnicking, outdoor activities, and access to the North Raccoon River overlook areas. Better access could provide the potential for future development with the addition of amenities like disc golf, more community activities, educational opportunities, etc.

NOW, THEREFORE BE IT RESOLVED that the Jefferson City Council does hereby support the City of Jefferson submitting an application for an Iowa Department of Natural Resources REAP Grant.

PASSED AND APPROVED this 8th day of August, 2017.

Craig Berry, Mayor

ATTEST:

Diane Kennedy, City Clerk

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

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 #: 2
PERIOD TO: 07/15/17
PROJECT NOS: 90138
DISTRIBUTION TO:
 x Owner
 Const. Mgr
 x Architect
 Contractor

CONTRACT DATE: 05/22/17

CONTRACT FOR: CDBG Jefferson Main Street Façade Program

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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.

- 1. ORIGINAL CONTRACT SUM----- \$ 741,365.00
- 2. Net change by Change Orders----- \$ 14,080.00
- 3. CONTRACT SUM TO DATE (Line 1 +/- 2) \$ 755,445.00
- 4. TOTAL COMPLETED & STORED TO DATE-\$
 (Column G on Continuation Sheet) 108,460.00
- 5. RETAINAGE:
 - a. 5.0% of Completed Work \$ 5,423.00
 (Columns 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) \$ 5,423.00
- 6. TOTAL EARNED LESS RETAINAGE----- \$ 103,037.00
 (Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
 (Line 6 from prior Certificate)----- \$ 21,945.00
- 8. CURRENT PAYMENT DUE----- \$ 81,092.00
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE
 (Line 3 less Line 6) \$ 652,408.00

CONTRACTOR:

By: [Signature] Date: 7/24/17

State of: Iowa
 County of: Mills

Subscribed and sworn to before me this 24th day of July, 2017

Notary Public:

My Commission expires: 2-20-18

Kimberly J Allen
 Notary Public Iowa
 Commission No. 771744
 My Commission Expires 2-20-18

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 ----- \$ 81,092.00

(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.)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$14,080.00	
TOTALS	\$14,080.00	
NET CHANGES by Change Order	\$14,080.00	

ARCHITECT:

By: [Signature] Date: 7/25/2017

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.

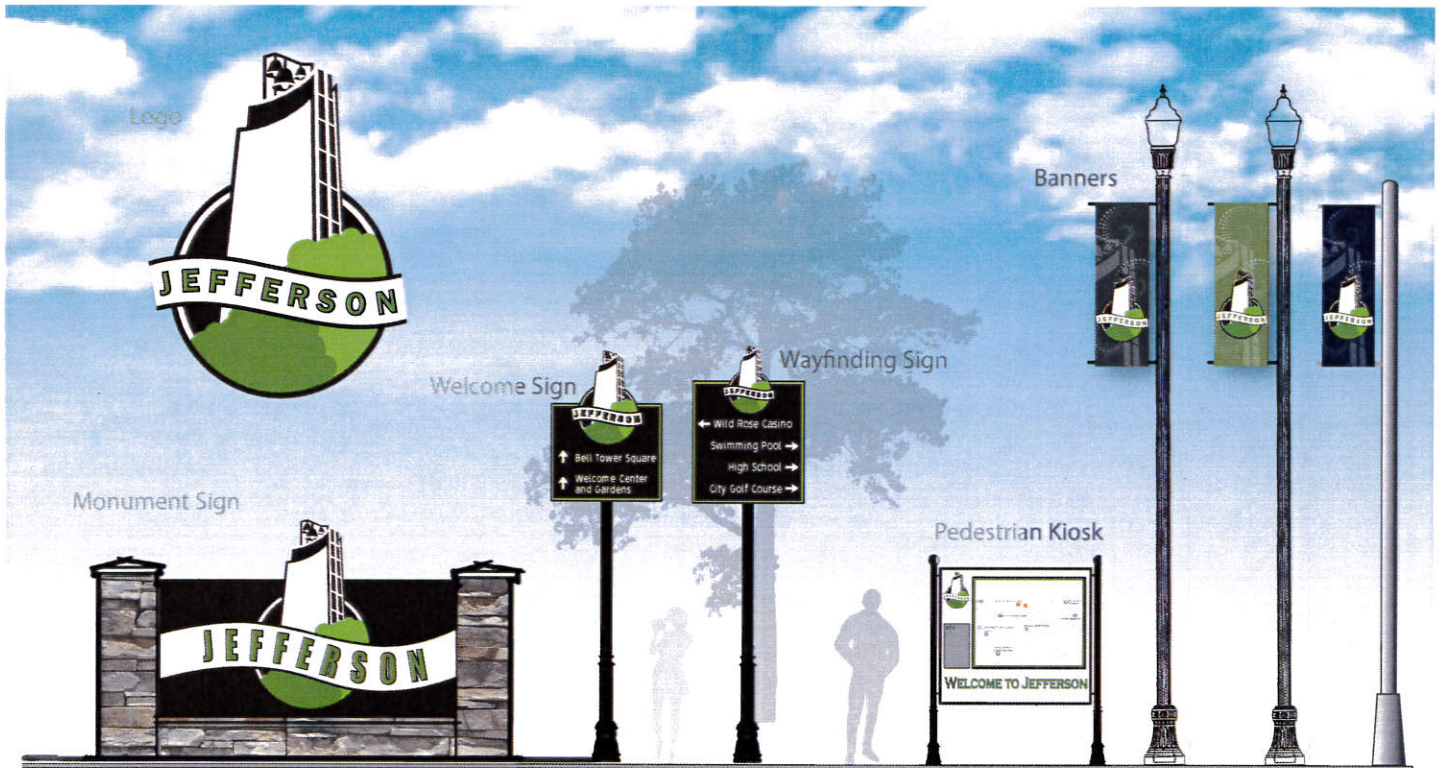
logo



PANTONE
Greenery 15-
0343 TCX



sign family



DESTINATION LISTINGS

NORTH		SOUTH		EAST		WEST	
1	^ BELL TOWER SQUARE ^ WELCOME CENTER & GARDENS	2	^ BELL TOWER SQUARE ^ WELCOME CENTER & GARDENS	10	^ BELL TOWER SQUARE ^ WELCOME CENTER & GARDENS	6	^ BELL TOWER SQUARE ^ WELCOME CENTER & GARDENS

Signs 1, 2, 6 & 10 are 'Welcome' signs at N, S, E, W city entrances with larger logo

Other Wayfinding Signs

3	> LIBRARY > BELL TOWER SQUARE > WELCOME CENTER & GARDENS > FAIRGROUNDS	4	< LIBRARY < BELL TOWER SQUARE < WELCOME CENTER & GARDENS < FAIRGROUNDS	5	> LAW ENFORCEMENT > RUSSELL PARK ^ HISTORICAL MUSEUM ^ ELEMENTARY SCHOOL	14	^ LIBRARY ^ LAW ENFORCEMENT ^ WILD ROSE CASINO ^ RVP 1875
17	< SWIMMING POOL > ELEMENTARY SCHOOL	18	< ELEMENTARY SCHOOL > SWIMMING POOL	9	< WILD ROSE CASINO > SWIMMING POOL > HIGH SCHOOL > CITY GOLF COURSE	7	< LAW ENFORCEMENT < RUSSELL PARK ^ LITTLE LEAGUE FIELDS ^ DEAL'S ORCHARD
				13	^ LIBRARY ^ LAW ENFORCEMENT ^ COMMUNITY REC CENTER ^ RVP 1875	8	> WILD ROSE CASINO < MIDDLE SCHOOL < HIGH SCHOOL < CITY GOLF COURSE
				12	> ELEMENTARY SCHOOL ^ FAIRGROUNDS ^ FREEDOM ROCK ^ SOFTBALL FIELDS	11	< ELEMENTARY SCHOOL ^ COMMUNITY REC CENTER ^ HISTORICAL MUSEUM ^ COURTHOUSE
				15	^ BIKE TRAIL ^ SOFTBALL FIELDS ^ FAIRGROUNDS < LITTLE LEAGUE FIELDS	16	> LITTLE LEAGUE FIELDS ^ DEAL'S ORCHARD



DESTINATIONS & ALL SIGNS

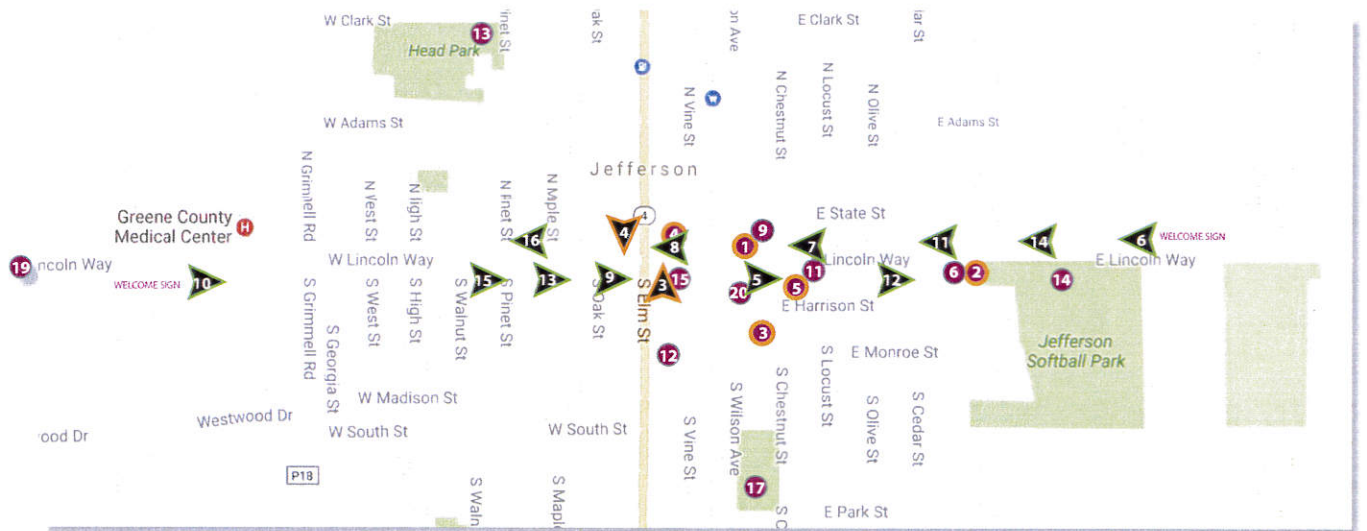


Number of sign listings

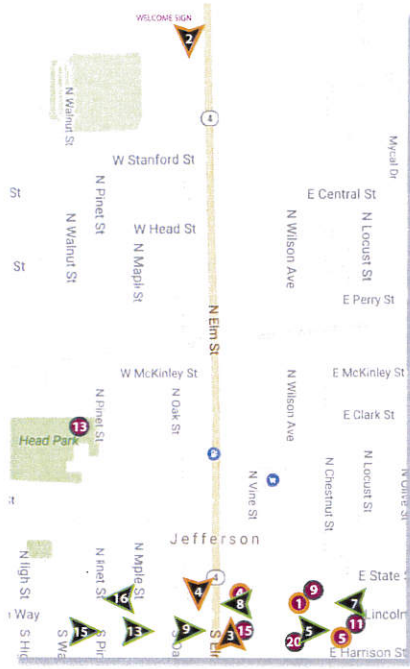
Dest #	SIGN #																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
1 BELL TOWER SQUARE	*	*	*	*		*				*									6
2 FAIRGROUNDS & FREEDOM ROCK			*	*								*		*					4
3 LAW ENFORCEMENT			*	*			*						*	*					4
4 LIBRARY			*	*								*	*						4
5 WELCOME CENTER & GARDENS	*	*	*	*		*				*									6
6 BIKE TRAIL														*					1
7 WILD ROSE CASINO								*	*					*					3
8 CITY GOLF COURSE								*	*										2
9 COURTHOUSE												*							1
10 HIGH SCHOOL								*	*										2
11 HISTORICAL MUSEUM					*						*								2
12 MIDDLE SCHOOL								*	*										1
13 LITTLE LEAGUE FIELDS							*							*	*				3
14 SOFTBALL FIELDS											*	*		*	*				2
15 COMMUNITY REC CENTER											*	*		*	*				2
16 ELEMENTARY SCHOOL					*						*	*		*	*		*	*	5
17 RUSSELL PARK					*		*												2
18 SWIMMING POOL							*		*							*	*		3
19 DEAL'S ORCHARD								*							*		*		2
20 RVP 1875												*	*						2
																			57



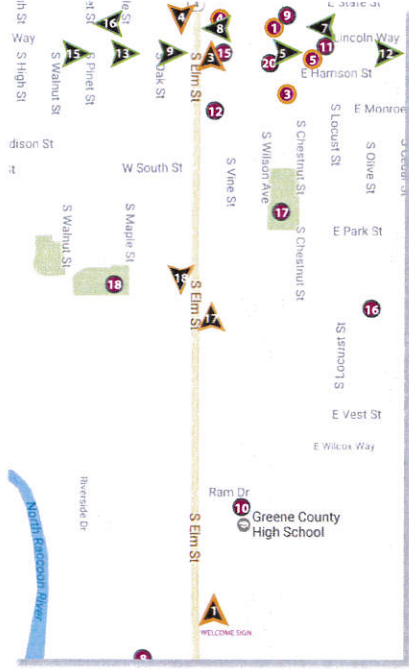
East & West signs



North



South



Welcome Sign (14) North, South, East, West entrances

SIGN STANDARDS - Welcome

Arrow Size: 6"

Text Height Size: 4" (Capital letter "M")

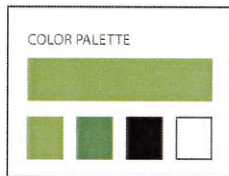
Maximum # of Characters Per Line: 17

of Lines Per Destination: 1 Preferred

Maximum # of Destinations Per Sign: 2

Font:

Clearview Hwy 2-W
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789



Wayfinding Sign - (18)

SIGN STANDARDS - Wayfinding
Arrow Size: 6"
Text Height Size: 4" (Capital letter "M")
Maximum # of Characters Per Line: 17
of Lines Per Destination: 1 Preferred
Maximum # of Destinations Per Sign: 4

Font:
Clearview Hwy 2-W
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789



Monument Sign 2 - North and South Entrances on Hwy 4



Banners 124 x 71



Wayfinding System – Implementation

PHASING

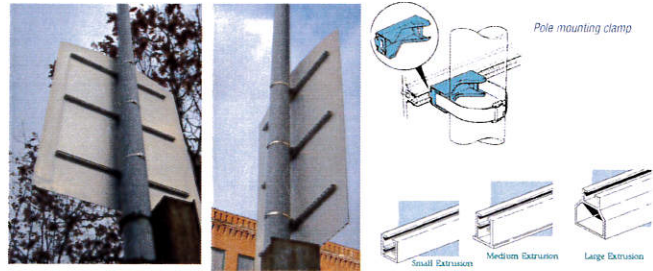
The most economical approach to implementing the Jefferson Wayfinding Signage would be to design, fabricate, and install all similar elements in unified packages, thus maximizing economies of scale. For example, advancing all the vehicular based signage in one effort.

If the financing or other variables limit the holistic implementation of similar elements, an alternative would be to prioritize certain components. Within the vehicular system, it is conceivable to fabricate and install only some of the sign locations, but this will quickly become challenging based on how destinations are woven throughout the entire system.

VEHICULAR WAYFINDING SYSTEM

The previous pages of this document conveys the content and location of each proposed vehicular wayfinding sign. To fully implement some or all of these signs, the following steps are required:

- Determination of any phasing or partial implementation of signs. Ultimately, all or a group of locations needs to be authorized.
- Throughout Jefferson, some existing community based wayfinding signs exist and need to be inventoried for removal.
- The exact mounting height needs to be determined. This is not an absolute, prescribed height and can be variable. Most communities choose to mount these signs with the bottom of the sign at nine to ten feet above grade. This allows for a smaller sign to still be placed below and also keeps the sign high enough to reduce most pedestrians from being able to reach or vandalize the signs. Additional consideration is needed for poles signs located very close to a vehicular travel lane. These signs can be at risk of being struck by a large/tall vehicle passing by. In these situations, the height can be raised or the sign can be offset slightly on the pole to minimize this risk.
- For each location, some additional field coordination is necessary including:
 - For existing poles scheduled to receive signs, any existing banner brackets or signs need to be considered for removal. In addition, some poles may require some base plate strengthening as advised by the entity owning the pole.
 - For locations requiring new poles, the exact location of the pole needs to be field determined and coordinated with utilities and other site features. In addition, the exact pole type, size and finish needs to be determined.
 - All locations require an inventory of nearby existing signage to confirm the proposed wayfinding sign will not obscure or conflict with any other signage.
- The exact sign mounting system need to be finalized and fully specified. Based on recent experiences in other communities including the City of Des Moines, the following options should be considered:
 - The illustrations on this page convey a system that has been used with some success in Downtown Des Moines. The horizontal channels are adhered to the panel using "very high bond" tape and a traditional pole mounting clamp is then utilized. An alternate system has also been used comprised of an Astro sign bracket, Stellar Series, Cable Mount to attach the signs to the poles. Each system has unique considerations and should be evaluated for Jefferson's needs.
 - The procurement method needs to be identified and integrated into the final design, specification, fabrication, and installation. Some communities choose to only contract for the sign panel fabrication and take on the installation themselves. Other more turn-key options can be utilized. Each option will result in a slightly different process and involvement by design professionals and field installation specialists.



These images are taken of the Downtown Des Moines vehicular wayfinding signage system.

Horizontal extrusion channel options

Conceptual Opinion of Probable Costs

Prepared by: RDG Planning & Design
7/18/2017

JEFFERSON WAYFINDING SIGNAGE

Item	Unit	Qty	Unit Costs	Totals	Grand Totals
Welcome Signs @ N, S, E, W Entrances					
Sign Panels	Ea	4	\$ 600	\$ 2,400	
Poles	Ea	4	\$ 2,500	\$ 10,000	
Mounting Hardware & installation	Ea	4	\$ 750	\$ 3,000	
					\$ 15,400
Wayfinding Signs - various locations					
Sign Panels	Ea	14	\$ 600	\$ 8,400	
Poles	Ea	14	\$ 2,500	\$ 35,000	
Mounting Hardware & installation	Ea	14	\$ 300	\$ 4,200	
					\$ 47,600
Gateway Signs					
Existing Monument Sign - North on Hwy 4	Ea	1	\$ 6,000	\$ 6,000	
New Monument Sign - South on Hwy 4	Ea	1	\$ 30,000	\$ 30,000	
					\$ 36,000
Downtown Pedestrian Kiosks					
Custom Information Kiosks	Ea	2	\$ 6,000	\$ 12,000	
					\$ 12,000
				Subtotal	\$ 111,000
				10% Contingency	\$ 11,100
				Subtotal	\$ 122,100
				15% Design/Admin	\$ 18,315
				Grand Total	\$ 140,415

this does NOT include any installation cost for Gateway signs and kiosks





Jefferson Wayfinding

JULY 19, 2011

Jefferson Public Library

Meeting of the Board of Trustees
August 7, 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
 - C. Project Updates – landscape improvements, computer upgrades
- VI. Old Business
 - A. Basement humidity level
- VII. New Business
 - A. Building repairs
 - B. Rental agreement with Greene Co. Genealogical Society
 - C. Summer reading programs
 - D. Friends of the Library activities
- VIII. Next Meeting – September 11 at 6:30 p.m.
- IX. Adjournment