

AGENDA

COUNCIL MEETING

Tuesday, September 13, 2016

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. 8/23/16 regular Council meeting minutes.
- B. Payment of monthly bills

IV. NEW BUSINESS:

- A. Appointment of Kevin Devilbiss to Board of Adjustment and Appeals.
- B. Consider award of contract for 2017 paving project.
- C. Consider approval to advertise for proposals to redevelop property at 111 E. Lincoln Way.
- D. Consider first reading of ordinance eliminating voting wards.
- E. Consider approval of agreement with Iowa Codification to supplement and readopt the City code.
- F. Consider approval of Hotel/Motel Tax grant disbursements.
- G. Set date for 2017-2018 budget workshop.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 9/13/16

NEW BUSINESS

- A. **Appointment of Kevin Devilbiss to Board of Adjustment and Appeals.**
- B. **Consider award of contract for 2017 paving project.** The City received 7 bids for the project (attached). The City Engineer will have a recommendation as to the successful bidder.
- C. **Consider approval to advertise for proposals to redevelop property at 111 E. Lincoln Way.** Attached is advertisement for the property (former Linda's Fashion building).
- D. **Consider first reading of ordinance eliminating voting wards.** The ordinance change would eliminate wards in Jefferson and allow all Council positions to be elected at large.
- E. **Consider approval of agreement with Iowa Codification to supplement and readopt the City code.** The City's Code of Ordinances need to be updated to reflect the changes that have occurred since 2008. The option of \$2,800 would provide the City with the necessary items to readopt the code.
- F. **Consider approval of Hotel/Motel Tax grant disbursements.** The City received 7 applications for the available funds of \$26,000. Recommendations for funding will be made by the committee at the meeting.
- G. **Set date for 2017-2018 budget workshop.** Recommending the workshop be held at the next Council meeting on September 27.

COUNCIL MEETING

August 23, 2016

5:30 P.M.

PRESENT: Ahrenholtz, Teeples, Sloan, Jaskey, 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: August 9, 2016 Council Minutes, Pay estimate #1 for Grimmell Road Lift Station Access Improvements in the amount of \$93,328.26, Change order #1 for Grimmell Road Lift Station Access Improvements in the amount of \$6,540.27, Pay estimate #2 (final) for Grimmell Road Lift Station Access Improvements in the amount of \$4,912.01, Certificate of Substantial Completion for Grimmell Road Lift Station Access Improvements, Bill Berger temporary part-time general service worker employee at \$12.00/hr, Jake Hinote part-time Golf Course employee at \$7.50/hr.

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

NAY: None

This was the time and place for the Public Hearing on plans, specifications and form of contract for 2017 paving projects. No comments were received. On motion by Sloan, second by Ahrenholtz, the Council closed the Public Hearing.

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

NAY: None

RESOLUTION NO. 26-16

On motion by Ahrenholtz, second by Von Ahsen, the Council approved Resolution No. 26-16, a Resolution Approving plans, specifications and form of contract for 2017 paving projects.

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

NAY: None

On motion by Von Ahsen, second by Jaskey, the Council approved of Neighborhood Improvement Incentive funds for project at 1108 N Wilson (Aaron Sloan) in the amount of \$2,000.00.

AYE: Jaskey, Teeples, Ahrenholtz, Von Ahsen

NAY: None

ABSTAIN: Sloan

On motion by Teeples, second by Ahrenholtz, the Council approved of Neighborhood Improvement Incentive funds for project at 400 E. Lincoln Way (Catherine Wilson) in the amount of \$2,000.00.

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

NAY: None

On motion by Ahrenholtz, second by Von Ahsen, the Council approved to advertise for redevelopment proposals for property located at 407 W. Lincoln Way.

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

NAY: None

On motion by Ahrenholtz, second by Jaskey, the Council approved hiring Kyle Terlouw as Police Patrolman for Jefferson Police Department at a salary of \$39,516/yr starting August 26th, 2016.

AYE: Von Ahsen, Jaskey, Ahrenholtz, Teeples, Sloan
NAY: None

On motion by Von Ahsen, second by Ahrenholtz, the Council approved the appointment of Jack Williams as Fire Chief.

AYE: Teeples, Jaskey, Ahrenholtz, Von Ahsen
NAY: Sloan

On motion by Teeples, second by Jaskey, the Council approved the appointment of Mr. Jesse Hermansen to the Jefferson Fire Department as recommended by Fire Chief Jack Williams

AYE: Sloan, Ahrenholtz, Jaskey, Teeples, Von Ahsen
NAY: None

On motion by Teeples, second by Sloan, the Council approved to purchase (3) HVAC units for recreation center in the amount of \$18,650.00 from Durlam Electric, Jefferson, IA.

AYE: Von Ahsen, Jaskey, Teeples, Sloan, Ahrenholtz
NAY: None

Ken Paxton from GCDC presented results of Greene County Workforce Housing study.

This was the time for the public meeting for citizens input on whether the City Council should eliminate wards in the City of Jefferson. After discussion and input received the council directed staff to prepare an ordinance that will make all the council positions as At-Large Council positions.

On motion by Ahrenholtz, second by Sloan, the Council approved holding a Special Election for the Council vacancy (after August 31, 2016) of Lisa Jaskey.

AYE: Von Ahsen, Sloan, Teeples, Ahrenholtz
NAY: None
ABSTAIN: Jaskey

Mayor Craig Berry presented Lisa Jaskey with a plaque and thanked her for her service and dedication as a Councilperson for Jefferson.

A quarterly workshop with Main Street Committee was held to update the Council on activities of the Main Street Program.

There being no further business the Council agreed to adjourn.

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk



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BID SUMMARY

Project Location: City of Jefferson, Iowa
Project Title: 2017 Paving Improvements

Bid Day/Date: Thursday, September 8, 2016
Bid Time: 11:00 a.m.

Project No.: A14.111568 / 16011
Addendum(s): No. 1 – Yes
 No. 2 – N/A

| | BIDDERS | CITY | BID BOND | ADDENDA | | TOTAL BID |
|----|-------------------------------------|----------------|----------|---------|---|--------------|
| | | | | 1 | 2 | |
| 1. | Godbersen-Smith Construction Co. | Ida Grove, IA | Yes | X | | \$338,846.20 |
| 2. | Ten Point Construction Co., Inc. | Denison, IA | Yes | X | | \$332,624.83 |
| 3. | Absolute Concrete Construction Inc. | Slater, IA | Yes | X | | \$292,061.35 |
| 4. | Henriksen Contracting, LLC | Grimes, IA | Yes | X | | \$254,565.15 |
| 5. | Caliber Concrete | Adair, IA | Yes | X | | \$243,502.31 |
| 6. | Kingston Services, LLC | Des Moines, IA | Yes | X | | \$235,504.80 |
| 7. | Hulstein Excavating Inc. | Edgerton, MN | Yes | X | | \$288,730.90 |
| 8. | | | | | | |
| 9. | | | | | | |

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CITY NOTICE REQUESTING PROPOSALS FOR REHABILITATION
OF PROPERTY AT 111 EAST LINCOLN WAY

The City of Jefferson has acquired the property located at 111 East Lincoln Way and is inviting written proposals for the purchase and historical rehabilitation of the property.

Proposals should contain the following information: (i) intended usage of the property (ii) a description of the proposed historical rehabilitation, (iii) plans and specifications for the historical rehabilitation, a budget showing estimated cost, estimated time for completion, and proof of financial ability to complete the project. (iv) the amount they are willing to pay for the property in its existing condition. Any person acquiring the property must agree to rehabilitate the property in a manner which will be compatible with the neighborhood and comply with existing zoning requirements (Central Business Commercial District - CBC) and applicable building and construction codes including the City's Historic Design Guidelines. Any person acquiring the property must complete the rehabilitation project within one year. Prior to applying, interested parties are required to have a meeting with City staff. Written proposals should be filed with the City Clerk of Jefferson on or before September 30, 5:00 PM. The City reserves the right to reject any and all proposals.

Iowa Codification, Inc.

Ordinance Codification Services

August 17, 2016

City of Jefferson
c/o Nick Sorensen, Building/Zoning & Code Enforcement
220 N Chestnut
Jefferson, IA 50129

Dear Nick:

Thank you for your inquiry into our firm's assistance in preparing an updated Code of Ordinances for Jefferson. As you may know, we are an Iowa company that works with over 400 cities statewide, in the preparation and maintenance of their city codes.

Our full range of services includes not only codifying city ordinances and providing annual summaries of State of Iowa legislative changes that impact city codes, but also assisting cities through supplying sample ordinances, information, and technical assistance relating to codification.

The City's Code was originally adopted in 2008. After reviewing your code, we have a couple options for the City to consider.

Option 1, Supplement and Readopt: For cities that have not completed annual supplements, this is the minimum action needed to be in compliance with Code of Iowa, Section 380.8. In addition to supplementing uncodified ordinances, we would also send you the necessary proceedings for the code to be readopted.

Specifically, this option includes:

- Up to 15 sets of replacement pages needed to incorporate changes required by Ordinances No. 527-572.
- Updated supplement record page to document the above codification.
- Proceeding documents to readopt the existing Code of Ordinances.
- Digital copy of your updated code book.

The cost to supplement and readopt the City code is \$2,800.

610 Buddy Holly Place • P.O. Box 141 • Clear Lake, Iowa 50428

Phone: 641-357-7596 • Fax: 641-357-7561

www.simmeringcory.com • www.iowacodification.com

Jefferson Public Library

Meeting of the Board of Trustees
September 12, 2016 6:15 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. Calendar of Events
 - D. Project updates: entryway remodel
- VI. Old Business
 - A. Orientation for new trustees
 - B. Personnel
- VII. New Business
 - A. Trustee continuing education – November
 - B. Presentation at 7:00 pm: Tim Reinders, Main Street Iowa design specialist
- VIII. Next Meeting – October 10 at 6:30 p.m. (Columbus Day – Library Closed)
- IX. Adjournment

AGENDA

WATER/SEWER, STREET/SANITATION COMMITTEES TUESDAY AUGUST 16, 2016, 12:00 NOON JEFFERSON CITY HALL

I. SEWER

- A. Sump pump discharge.

II. WATER

- A. Review of request to adjust fees

III. STREETS

- A. Bike lane painting on East Lincoln Way
- B. Discussion of improvements on East Lincoln Way.

IV. SANITATION/RECYCLE

- A. Review of fees for dumpsters
- B. Review of fees for recycling