

# AGENDA

## **COUNCIL MEETING** **Tuesday, December 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. 11/22/16 regular Council meeting minutes.
- B. Payment of monthly bills.
- C. \$1,950 Neighborhood Incentive Improvement Program funds for removal of two buildings at 601 E Adams Street.
- D. Cancel the regular Council Meeting on December 20, 2016

### **IV. NEW BUSINESS:**

- A. Public hearing for the application for Community Development Block Grant funds from the Iowa Economic Development Authority to provide funds for an owner-occupied housing rehabilitation program.
- B. Consider approval of Technical Services for the 2017 Community Development Block Grant owner-occupied rehabilitation program
- C. Resolution providing matching funds for the 2017 Community Development Block Grant owner-occupied rehabilitation program.
- D. Consider approval of Affirmative Fair Housing Policy and Equal Opportunity Policy Statement for 2017 Community Development Block Grant owner-occupied rehabilitation program.
- E. Consider approval of resolutions for 2017 Community Development Block Grant owner-occupied rehabilitation program.
  - 1) Code of Conduct.
  - 2) Residential Anti-Discrimination & Relocation Assistance Plan
  - 3) Procurement Policy.
  - 4) Excessive Force
- F. Consider resolution to amend Urban Renewal Plan.
- G. Set date of hearing and consultation on Urban Renewal plan amendment.
- H. Consider approval of resolution approving 5-year Capital Improvement Plan and match funding for the Airport Improvement Project.
- I. Consider agreement with Iowa DOT for the remaining payment of \$200,131.00 for the Grade Separation Project.
- J. Consider first reading of ordinance amending Jefferson Code of Ordinance provisions pertaining to traffic and speed regulations.
- K. Presentation by Don Orris on the proposed Animal Shelter.

### **V. REPORTS:**

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

### **VI. ADJOURN.**

# AGENDA SUMMARY

DATE 12/13/16

## NEW BUSINESS

- A. **Public hearing for the application for Community Development Block Grant funds from the Iowa Economic Development Authority to provide funds for an owner-occupied housing rehabilitation program.**
- B. **Consider approval of Technical Services for the 2017 Community Development Block Grant owner-occupied rehabilitation program. Attached is the proposal.** The fees of \$3,500 for technical assistance per house and \$1,000 for asbestos removal per house are recovered with the Community Development Block Grant funds.
- C. **Resolution providing matching funds for the 2017 Community Development Block Grant owner-occupied rehabilitation program.** This is for the city's match for this project which is six (6) projects at \$2,500 per project (maximum of \$15,000).

**Items D and E are policy and resolution requirements for the 2017 Community Development Block Grant owner-occupied rehabilitation program. Attached**

- D. Consider approval of Affirmative Fair Housing Policy and Equal Opportunity Policy Statement for 2017 Community Development Block Grant owner-occupied rehabilitation program.
- E. Consider approval of resolutions for 2017 Community Development Block Grant owner-occupied rehabilitation program.
  - 1) Code of Conduct.
  - 2) Residential Anti-Discrimination & Relocation Assistance Plan
  - 3) Procurement Policy.
  - 4) Excessive Force
- F. **Consider resolution to amend Urban Renewal Plan.** The City has consulted with its financial advisors regarding the financing of various projects such as paying the costs of the City's downtown façade renovation program, paying for the acquisition of real estate in the TIF area, paying the City's share of a CDBG program, paying the preliminary engineering costs surrounding a storm-water project in the TIF area and providing financing for the final payment to the IOWA DOT regarding the Hwy 4 railroad overpass project. Amending the Urban Renewal area to include these items will enable the City to provide the funding source for the approximate \$1,000,000 expenditures.
- G. Set date of hearing and consultation on Urban Renewal plan amendment.
- H. **Consider approval of resolution approving 5-year Capital Improvement Plan and match funding for the Airport Improvement Project. Attached**
- I. **Consider agreement with Iowa DOT for the remaining payment of \$200,130.53 for the Grade Separation Project.** The City initially sold \$1,200,000 bonds to pay for the estimated City share to construct the overpass. The actual City share was \$1,400,130.53. The agreement will provide for the payment of the additional \$200,130.53 will be paid for by August 31, 2017.
- J. **Consider first reading of ordinance amending Jefferson Code of Ordinance provisions pertaining to traffic and speed regulations.** The Code Enforcement Committee is recommending revisions to two different sections of our Jefferson Code of Ordinances dealing with traffic and speeding. The sections being amended are Section 62.01 that incorporates approximately 161 different sections of the Iowa Code relating to traffic violations dealing with matters other than speed violations. The other section is 63.04 which sets forth various special speed zones within the city limits. The City always had some speed zones established, but the Code had not previously included Elm Street (Highway No. 4) or U.S. Highway No. 30. Chief Clouse will be at the meeting to overview the reasons for the changes.
- K. **Presentation by Don Orris on the proposed Animal Shelter.**

COUNCIL MEETING

November 22, 2016

5:30 P.M.

PRESENT: Ahrenholtz, Teeples, Sloan, Benitz, Von Ahsen

ABSENT: None

Mayor Berry presided.

No citizens spoke during the Open Forum.

Swearing in of Dan Benitz as City Councilman by City Attorney Robert A. Schwarzkopf.

On motion by Von Ahsen, second by Teeples, the Council approved the following consent agenda: November 8, 2016 Council Minutes, Treasurer's Report, Set a public hearing on 12/13/16 for the application for Community Development Block Grant funds from the Iowa Economic Development Authority to provide funds for an owner-occupied housing rehabilitation program, Special Class C Liquor License for Hy-Vee Market Café, Class E Liquor License for Hy-Vee.

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

NAY: None

On motion by Teeples, second by Benitz, the Council approved the appointment of Amelia Carman to the Jefferson Fire Department as recommended by Fire Chief Jack Williams.

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

NAY: None

On motion by Ahrenholtz, second by Teeples, the Council approved to establish City/County Impound lot on south side of City street shop facility. Fencing and white rock will be completed by Greene County Secondary Roads Dept..

AYE: Benitz, Teeples, Sloan, Ahrenholtz, VonAhsen

NAY: None

On motion by Ahrenholtz, second by Sloan, the Council approved hiring an additional police patrolman. Position will be advertised.

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

NAY: None

On motion by Sloan, second by Ahrenholtz, the Council approved the appointment of Jason Kroeger to Police Sergeant for Jefferson Police Department as a salary of \$48,902/yr effective December 1, 2016.

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

NAY: None

On motion by Teeples, second by Benitz, the Council approved engineering services with Bolton and Menk for downtown alley replacement and pavement replacement project. The estimated engineering services for the project would be \$30,350 from LOSST funds.

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

NAY: None

**RESOLUTION NO. 34-16**

On motion by Teeples, second by Von Ahsen, the Council approved a Resolution No. 34-16, a resolution obligating funds from the Mark Bauer Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations, not to exceed \$19,000, scheduled to be paid in the next succeeding fiscal year.

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

NAY: None

**RESOLUTION NO. 35-16**

On motion by Sloan, second by Benitz, the Council approved a Resolution No. 35-16, a resolution obligating funds from the Jefferson Hotel Group Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations (not to exceed \$101,200.00) scheduled to be paid in the next succeeding fiscal year.

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

NAY: None

On motion by Teeples, second by Sloan, the Council approved the 6.87% premium increase for Wellmark Health insurance effective December 1, 2016.

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

NAY: None

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

**REGION XII COUNCIL OF  
GOVERNMENTS**

**HOUSING SERVICES AND PROGRAMS**

**TECHNICAL  
SERVICES PROPOSAL**

City of Jefferson

December 5, 2016

---

## **ABOUT REGION XII COUNCIL OF GOVERNMENTS, INC.**

Region XII COG is a recognized 501(c)(3) non-profit corporation formed through 28E agreement (by the six counties it serves). The COG has 59 employees who assist local governments in Audubon, Carroll, Crawford, Greene, Guthrie, and Sac Counties in western Iowa. In addition to these counties, the cities of Adel, Minburn, Perry, Redfield, and Madrid are currently associate members.

Although originally chartered to serve grant-writing and planning needs for the area, Region XII COG has grown into an agency that facilitates multi-community collaboration and development of all types and providing initiatives in the region that are needed that otherwise aren't provided.

## **EXPERIENCE WITH IEDA'S HOUSING REHABILITATION CDBG PROGRAMS**

The staff at Region XII COG is well qualified to provide the City of Jefferson with technical services to administer the CDBG Housing Rehabilitation program. The COG has provided technical services for housing grants for over 23 years. The staff is skilled in all aspects of technical services needed to run a successful CDBG Housing Rehabilitation program which includes the verification process, housing inspections, Section 106 clearance process, procurement of housing projects, preparation of proper documents, lead hazard reduction, and fiscal management (a complete list is on page 4 and 5 of this proposal). The COG's experience guarantees that all phases of the technical services will be streamlined to enable the program to run as smoothly as possible, be completed in the shortest time possible, and mirror the success of the many other programs Region XII COG has administered.

Furthermore, Region XII COG uses a construction management software program called One Roof. One Roof is designed specifically for the management of multiple housing programs. The program software assists housing staff to deliver prompt, accurate answers to client questions, correct payment to vendors, and clear, traceable paths of transactions for clean, painless audits. We believe that no other vendor has this capability.

## **HISTORY OF HOUSING PROJECTS ADMINISTERED/TECHNICAL SERVICES PROVIDED**

Region XII COG has years of experience working with federally and state-funded housing programs. The COG provides technical services for various loan and grant programs on a regional basis that are funded through Iowa Economic Development Authority, Iowa Finance Authority, and the Federal Home Loan Bank. At present, we are providing technical services for the following CDBG and/or HOME funded housing projects that include owner-occupied rehabilitation programs:

<b>CDBG Rehabilitation Programs</b>	<b>Down Payment Assistance Programs</b>
Early	City of Manning
Manilla	Carroll
Panora	Region XII (multiple cities)

<b>Lytton</b>	<b>Home Base (Glidden, Scranton, Templeton, Willey)</b>
<b>Glidden</b>	<b>Great Places (Perry, Panora, Redfield)</b>
	<b>Jefferson/Coon Rapids</b>
	<b>Stuart New Construction</b>

The COG has administered CDBG and HOME programs for the following communities and Counties in the last three years:

<b>Rehabilitation</b>	<b>Down Payment Assistance</b>
<b>Perry</b>	<b>Wall Lake</b>
<b>Odebolt</b>	<b>Greene County</b>
<b>Audubon</b>	<b>Manning</b>
<b>Ricketts</b>	<b>Perry</b>
<b>Guthrie Center</b>	<b>Manilla</b>
<b>Redfield</b>	<b>Carroll</b>
<b>Stuart</b>	<b>Nevada</b>
<b>Ralston</b>	<b>Region XII (multiple cities)</b>
<b>Jefferson</b>	

### **PERSONNEL ASSIGNED TO ADMINISTER THE PROJECT**

COG staff members have 54+ aggregate years of experience in providing technical services for housing rehabilitation programs and acquisition/demolition programs. The staff is very familiar with the Iowa Economic Development Authority Housing Quality Standards and the HUD's Lead Safe Housing Regulations. Due to the number years of experience and knowledge of the housing program requirements, the COG has had successful monitoring visits for all of the 45+ CDBG or HOME funded programs it has administered.

**Chris Whitaker**, Local Assistance Director will assist and manage the overall project as necessary. Chris has worked for Region XII COG for over 19 years and has 21 years of experience in working with CDBG programs and has worked on over 50 CDBG funded projects.

**Karla Janning**, Housing Programs Coordinator will be responsible for the oversight of all administrative and technical services associated with the City of Jefferson CDBG Rehabilitation program. These services include acquisitions to ensure clean titles, inspections, construction monitoring, final inspections, demolition oversight, and lead hazard reduction activities. Karla

will also maintain oversight on contractor payments, the procurement process, project budgeting, submitting fiscal documents to the City and State, and ensuring all necessary documentation is in client files.

Karla has been with Region XII for 3 ½ years and has over 21 years of construction management experience. She is a State Certified Lead Inspector/Risk Assessor (State Certification #0015984-INSP) and also holds her Housing Inspector Certification and is a member of Iowa Association of Housing Organizations (IAHO).

**Ashley Owen**, Housing Programs Administrative Assistant, will assist with the day to day housing programs administration and provide technical services in the form of preparing documents for the pre-construction conference, file forgivable mortgages on properties, perform federal Section 106 clearance process with IEDA, and prepare contractor and subcontractor IEDA eligibility forms. She will be responsible for ensuring all necessary documentation is in client files. Ashley has 8 years of experience working with housing-related programs for low and moderate income homeowners.

**Nancy Muhlbauer**, Housing Inspector, will be responsible for, in connection with Karla, initial inspections, creating housing bid documents, construction monitoring, final inspections, lead hazard reduction activities and pre-consultation. She will assist with the normal day-to-day activities of the City of Jefferson Rehabilitation Program. Nancy is well-versed in preparing contracts, liens and other necessary paperwork for the pre-construction conference.

Nancy has over 23 years of experience working in all areas of the Region XII COG housing programs both as an administrative assistant and as a full-time inspector for all of the COG's housing programs. She holds several certificates with the Iowa Association of Housing Organizations (IAHO) and is a State Certified Lead-Based Paint Inspector with an additional Elevated Blood Level (EBL) certification (State Certification #0006220-INSP-EBL).

**JoAnn Olberding**, Executive Secretary, will assist with application intake, income verification, maintaining all application records on the One Roof program, and ensuring all documentation is in file before eligibility determination. JoAnn has 3 ½ years of experience with the Region XII COG housing programs, as well as experience in housing development from previous positions at the COG. She has decades of experience with federal program compliance. JoAnn will be responsible for the application intake and third party verification according to the 2016 CDBG Housing Management Guide.

## **TECHNICAL SERVICES PROVIDED**

Region XII COG has a long-standing history of working with city and county governments. Having been established for 40 years, the majority of the time deeply involved with housing, Region XII COG staff is familiar with HOME/CDBG Technical Services requirements and are responsive to input from the general public as well as appointed and elected officials. Region XII COG will provide Technical Services including, but not limited to the following:



1. Prepare application materials, process individual applications, and verify income and all other eligibility criteria for each applicant according to requirements established by IEDA.
2. Conduct initial property inspections to determine what work items are needed to comply with the Iowa Minimum Housing Rehabilitation Standards and HUD's Lead Based Paint Standards.
3. Prepare work specifications and descriptions for public bidding that are within program budgetary limits.
4. Perform federal Section 106 clearance process with IEDA and Iowa State Historical Society.
5. Prepare and post a legal notice of the Notice to Bid in the local newspaper. Notify the MBE & WBE as listed in the CDBG Management Guide.
6. Conduct pre-bid meeting and issue any addendums.
7. Mail public bid materials to interested contractors and plan rooms. Identify the lead-based paint and rehabilitation items for the specifications.
8. Prepare line item cost estimates.
9. Prepare construction contracts and obtain necessary signatures.
10. Prepare contractor and subcontractor IEDA eligibility forms.
11. Prepare necessary change orders, including cost estimates for the changes.
12. Perform ongoing quality control inspections during the construction and notate issues/concerns as needed.
13. Ensure contractor provides quality work and that the homeowner is pleased with the outcome.
14. Receive necessary lien waivers and ensure that they are accurate.
15. Ensure compliance with lead based paint requirements, including: providing homeowner with required notices, working with homeowner, ensuring contractor complies with lead based paint safe work practices, and perform lead based paint clearance testing and provide lab results.
16. Schedule and attend local housing committee meetings. Prepare notes from meetings.
17. Provide information on expenditures for IEDA reports.
18. Manage dispute resolution as identified in the City's Administrative Plan.
19. Prepare, execute, and file mortgages on properties.
20. Retain all records for 5 years past the date IEDA closes CDBG agreement with HUD

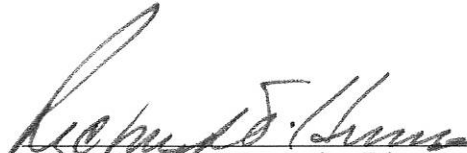
**PROPOSED FEES FOR CDBG REHABILITATION PROGRAM**

Region XII COG will provide technical services as described for \$3,500 per project for rehabilitated homes for the CDBG Rehabilitation Program.

In addition to the technical services, the COG will provide additional services for addressing lead hazards, when applicable. These lead hazard “carrying costs” will be provided for \$1,000 per project. Lead Hazard “carrying costs” will only pertain to the projects with homes that are built prior to 1978.

In the event that more homes are able to be rehabilitated than was stipulated in the City’s grant award (either through cost savings or through the acquisition of additional grant funds), Region XII COG will provide the proposed services at the proposed rates regardless of the number of projects undertaken (\$3,500 per project for technical services and \$1,000 per project for lead hazard “carrying costs”).

***NOTE: All proposed fees are subject to funding.***

  
Rick Hunsaker, Executive Director

12.5.2016  
Date

**REFERENCES:**

**SUZY DANNER, CITY ADMINISTRATOR  
CITY OF GLIDDEN  
108 IDAHO STREET, PO BOX 349  
GLIDDEN, IA 51443  
712-659-3010**

**DAWN ROHE, CITY ADMINISTRATOR  
CITY OF MANNING  
717 3RD STREET  
MANNING, IOWA 51455  
712-655-2176**

**NICK SORENSON, BUILDING INSPECTOR  
CITY OF JEFFERSON  
220 CHESTNUT ST.  
JEFFERSON IOWA 50129  
515-386-3111**

**LISA GROSSMAN, CITY ADMINISTRATOR  
CITY OF PANORA  
102 NW 2ND STREET, P.O. BOX 98  
PANORA, IA 50216  
641-755-2164**

**\*\*ADDITIONAL REFERENCES OR PROJECT CONTACTS AVAILABLE UPON REQUEST\*\***



**Iowa Department of Public Health**  
Promoting and Protecting the Health of Iowans

Gerd W. Clabaugh, MPA  
Director

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

October 6, 2016

Karla J Janning  
Region XII Council of Governments  
1009 E Anthony Rd, PO Box 768  
Carroll, IA 51401

Dear Karla J Janning:

The department has reviewed the information you submitted and determined that you have met the requirements for certification in the state of Iowa as a Lead Inspector Risk Assessor. Your certification number is: 0015984-INSP.

Your certification will expire on August 1, 2017. By that date, you must renew by verifying your information and paying a certification fee of \$60.00. **Also, please be aware that you are required to take a refresher course by August 1, 2017.**

Below you will find a **self-laminating** ID card with your certification number and expiration date. Keep this card with you when you are at a job site. If you have any questions, please contact us at the number below.

You can find the certification requirements and work practice standards for all lead professionals in Iowa Administrative Code 641 – Chapter 70, which is at: <http://www.idph.iowa.gov/LPP> under "Resources". You **must** be currently certified to perform work that requires certification.

Bureau of Lead Poisoning Prevention  
Phone: 800-972-2026  
E-mail: [Lead.Bureau@idph.iowa.gov](mailto:Lead.Bureau@idph.iowa.gov)

1. Peel Card Out



2. Flip Card Over



3. Lay Back Down



4. Push Through





**Iowa Department of Public Health**  
Promoting and Protecting the Health of Iowans

Gerd W. Clabaugh, MPA  
Director

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

September 8, 2016

Nancy K Muhlbauer  
Region XII C.O.G.  
1009 E. Anthony St., PO Box 768  
Carroll, IA 51401

Dear Nancy K Muhlbauer:

The department has reviewed the information you submitted and determined that you have met the requirements for certification in the state of Iowa as a Lead Inspector Risk Assessor. Your certification number is: 0006220-INSP-EBL.

Your certification will expire on October 2, 2017. By that date, you must renew by verifying your information and paying a certification fee of \$60.00. **Also, please be aware that you are required to take a refresher course by April 4, 2018.**

Below you will find a **self-laminating** ID card with your certification number and expiration date. Keep this card with you when you are at a job site. If you have any questions, please contact us at the number below.

You can find the certification requirements and work practice standards for all lead professionals in Iowa Administrative Code 641 – Chapter 70, which is at: <http://www.idph.iowa.gov/LPP> under "Resources". You **must** be currently certified to perform work that requires certification.

Bureau of Lead Poisoning Prevention  
Phone: 800-972-2026  
E-mail: [Lead.Bureau@idph.iowa.gov](mailto:Lead.Bureau@idph.iowa.gov)

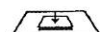
1. Peel Card Out



2. Flip Card Over



3. Lay Back Down



4. Push Through



IOWA DEPARTMENT  
OF PUBLIC HEALTH

Nancy K. Muhlbauer

Lead Inspector Risk Assessor

Certification Number: 0006220-INSP-EBL  
Expiration Date: October 2, 2017