

AGENDA

COUNCIL MEETING
Tuesday, December 10, 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. 11/19/19 Special meeting and 11/26/19 regular Council minutes.
- B. Approval of monthly bills.
- C. Hotel/Motel grant for historical walking tour plaque for \$2,193.50
- D. Cancel the regular Council Meeting on December 24, 2019

IV. NEW BUSINESS:

- A. Consider approval of resolution approving 5-year Capital Improvement Plan and match funding for the Airport Improvement Project. Attached is the funding plan.
- B. Consider approval of health insurance plan.
- C. Consider approval to purchase security camera and equipment for City Hall.
- D. Consider approval of resolution in support of the building plaque project.
- E. Consider approval of Hotel/Motel matching grant for historical building plaques.
- F. Swearing in of newly elected Council members and Mayor.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 12/10/19

NEW BUSINESS

- A. **Consider approval of resolution approving 5-year Capital Improvement Plan and match funding for the Airport Improvement Project.** Attached is the funding plan.
- B. **Consider approval of health insurance plan.** The Broker for the City, Rod Brooks from Paradigm Benefits, has reviewed our health insurance plan and went out for quotes from Wellmark, United Health Care and plans covered by the ACA. Wellmark (our current carrier for several years) came back the most favorable. There is a 12% increase for next year. There was no increase for years 2013 and 2014; there was a 13% increase in 2015; and the increases for 2016, 2017, and 2018 below 10%. The biggest driver on this increase was the fact our claims were still the same amount as last year. To leave the plan exactly the same as we currently have, the increase is 20.8%. Staff is recommending the city move to the plan with a 12% increase. The difference between the current plan (20.8% increase) and the recommended plan (12% increase) is the deductible changes from \$1,500/individual (\$4,500 per family) to \$2,000/individual (\$6,000 per family). The only other change is the Annual Out of Pocket Maximum changes from the current \$3,000/individual (\$9,000 per family) to \$4,000/individual (\$12,000 per family). Everything else stays the same as far as the plan goes. The estimated total annual group insurance premium (at 12%) will be \$576,653.28 per year.
- C. **Consider approval to purchase security camera and door bells for City Hall.** The proposal is to install one security camera to monitor activity at the front counter along with wireless door entry chimes for the front and rear door at City Hall. Cost of the camera with a 10 year software license is \$2,435.19. Cost of the two chimes is \$317.83. All prices include installation.
- D. **Consider approval of resolution in support of the building plaque project.** At the last meeting the Building Plaque committee formed by Jefferson Matters: Main Street's promotion committee indicated that they would like to apply for a Grow Greene County grant to purchase and install bronze plaques for 33 buildings in the historic district
- E. **Consider approval of Hotel/Motel matching grant for historical building plaques.** Historic building plaques for 33 buildings in the historic district are estimated to cost about \$56,500. The Building Plaque Committee intends to apply for a Hotel/Motel grant of \$5,650 as a match to the Grow Greene County grant.
- F. **Swearing in of newly elected Council members and Mayor.**

SPECIAL COUNCIL MEETING

November 19, 2019

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Gordon

ABSENT: Wetrich

Mayor Berry Presided.

No citizens spoke during the Open Forum.

RESOLUTION NO. 51-19

On motion by Gordon, second by Jackson, the Council approved Resolution No. 51-19, a resolution approving purchase agreement for property at 100 East State Street.

AYE: Ahrenholtz, Sloan, Jackson, Gordon

NAY: None

On motion by Gordon, second by Ahrenholtz, the Council approved professional services contract with The Franks Design Group, PC of \$19,960.00 for architectural and structural services at 100 East State Street.

AYE: Sloan, Gordon, Ahrenholtz, Jackson

NAY: None

There being no further business the Council agreed to adjourn.

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk

COUNCIL MEETING

November 26, 2019

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Gordon

ABSENT: None

Mayor Berry presided.

No citizens spoke during Open Forum.

On motion by Wetrich, second by Sloan, the Council approved the following consent agenda November 12, 2019 Council Minutes, approval of TIF annual report, approval of two weeks annual vacation for Nathan Kral for first two years of employment, Peony Chinese Restaurant, Special Class C Liquor License, Hy-Vee Market Café, Special Class C Liquor License.

AYE: Jackson, Wetrich, Ahrenholtz, Gordon, Sloan

NAY: None

Ken Paxton, GCDC Director updated the Council on Greene County Development Company activity. On motion by Gordon, second by Ahrenholtz, the Council approved the quarterly payment of \$12,500.00 to GCDC.

AYE: Wetrich, Jackson, Ahrenholtz, Gordon, Sloan

NAY: None

Mike Palmer gave a quarterly update of City financials.

Nick Sorensen, Building Official/Code Enforcement gave an update on City owned downtown buildings.

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

There being no further business the Council agreed to adjourn.

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

Date: Nov. 11, 2019

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 - Jamie Dankendia K Pres
Angie Milligan - VP
Mailing Address: 110 W. Lincoln Way
Contact Name & Title: Deb McGinn, Promotion Chair Megan Wilson, Treas.
Telephone: 515-370-1569 Email Address: manddenet,ns.net

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

Description of project. See attached

How does the proposal promote the City of Jefferson? see attached

Date of event or project start and end date. see attached

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

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

Description of Project

This is a continuation of the larger bronze lamp post plaques found around the square. We are seeking funding for another plaque to honor past Jefferson resident Victor Hugo Lovejoy, the first editor of the Jefferson Bee & The Jefferson Herald. Mr. Lovejoy was also a past mayor of Jefferson serving from 1913-1915, president of the Iowa State Press Association, and was named Iowa Master Editor in 1937. Mr. Lovejoy was featured at the last plaque walk Main Street's promotion committee held and was portrayed by now city councilman, Darren Jackson.

How does the proposal promote the city of Jefferson?

Our history and our people in our community that make up that history are celebrated on each plaque around our square. The square is a walkable space and the plaques are on the pedestrian side of the sidewalks for that purpose. Tourists who come here can go on a self-guided walking tour and learn who and what have made Jefferson what it is today. There are tour maps now available at the Bell Tower and Welcome Center that show the location of each plaque. Even people that live here can learn something about the community with these plaques. The more you know, the more ownership you take in a community. The walking tour is a wonderful outdoor classroom for teachers who want their students to learn more about Jefferson. History of place plays a valuable part of promoting our city today.

Date of event or project start and end date

We hope to have this ordered later this fall and then wait until spring to install it before the Bell Tower Festival (it is a good time to promote all of the plaques in their Bell Tower tab which we do each year). It usually takes anywhere from 8 - 10 weeks after proofing the narrative on the plaque until receiving the final product. This is an ongoing project. After the first initial 10 plaques were installed we had more names and places submitted and are hoping to install one large plaque a year; this will be considered the plaque for 2020 by the time it is ordered, received, and installed.

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

\$2,193.50 is the cost of the bronze plaque which includes the tax. The money will be used to purchase the plaque. All funds stay in Jefferson as we order them through Jefferson Monument Works and Dave Sloan volunteers to install them correctly for the city.

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

We are requesting the full amount for this plaque since this plaque project celebrates a person from Jefferson. The project was first promoted by the city of Jefferson and the city administrator asked the Promotion committee of Jefferson Matters: Main Street to take it over. Jefferson Matters: Main Street's volunteers do all the leg work on this project for the city, we have written the guidelines to follow, and do the research of names that are turned in for consideration. We hope the city will allow Hotel/Motel funds to be used so the plaque project may continue around the square.



**FIVE-YEAR AIRPORT
CAPITAL IMPROVEMENT PROGRAM (CIP)**

Attach additional sheets if necessary.

Airport name, LOCID, city, state Jefferson Municipal Airport (EFW), Jefferson, Iowa

Prepared by Bolton & Menk Sponsor's email michaelpcjeff@netins.net

Date prepared _____ Sponsor's signature _____

Sponsor's phone 515-386-3111 Printed name Michael Palmer

FY	Detailed project/scope description	Funding source	Total estimated cost
2020	Upgrade Fuel System - Jet A System (Iowa DOT Funded)	Federal \$0 State \$150,000 Local \$50,000 Total \$200,000	
2020	Replace Hangar Doors (Iowa DOT Funded)	Federal \$0 State \$127,500 Local \$22,500 Total \$150,000	
2021	100' x 100' Hangar	Federal \$600,000 State \$ Local \$331,000 Total \$931,000	
2021	100' X 100' Hangar Apron & Site Work (Iowa DOT Funded)	Federal \$ State \$110,500 Local \$19,500 Total \$130,000	
2024	New Vault & Electrical Equipment	Federal \$450,000 State \$ Local \$50,000 Total \$500,000	

VERKADA Security Camera-10 Yr. Lic.

12/05/2019 | Sales Rep: Bob Smith

NETW

Office Camera

100 Foot TECH ZONE CAT6E CAT6E BLUE Plenum per ft. \$52.00

NETW Labor: \$195.00
NETW Material: \$52.00
NETW Total: \$247.00

Networking

Office Camera

2 EA PERFECT-10 EZ-RJ45-CAT6 EZ-RJ45 Cat6/6e Connector More reliable and higher performance. \$2.98
Works with solid or stranded wire - separate connectors are not required, reducing inventory and confusion.
FCC and RoHS compliant.
UL rated.



Networking Labor: \$39.00
Networking Material: \$2.98
Networking Total: \$41.98

Security

Office Camera

1 VERKADA D30-HW D30 Indoor Dome Camera \$559.30
1/2.8 Progressive CMOS Sensor Built-in IR Illuminators P-iris Lens



1 VERKADA LIC-10Y COMMAND CLOUD SERVICE \$959.40

1 EA VERKADA ACC-MNT-3 Wall Mounted L-Shaped Bracket Kit \$90.30
Compact bracket for mounting camera perpendicular to wall



Security Labor: \$227.50
Security Material: \$1,609.00
Security Total: \$1,836.50

VERKADA Security Camera-10 Yr. Lic.

12/05/2019 | Sales Rep: Bob Smith

Office Camera

1 TRENDnet TPE-TG50g 5-PORT GIGABIT POE+SWITCH \$103.33

The 5-Port Gigabit PoE+ Switch, model TPE-TG50g, delivers data and power over existing Ethernet cables to Power over Ethernet (PoE) devices such as Access Points and IP Cameras. It supports both PoE (802.3af) and PoE+ (802.3at) devices with a 31 Watt PoE budget. Plug and Play this sturdy metal switch for reliable high speed PoE networking.



Labor:	\$65.00
Material:	\$103.33
Total:	\$168.33

VERKADA Security Camera-10 Yr. Lic.

12/05/2019 | Sales Rep: Bob Smith

Summary Of Costs

Material Subtotal :	\$1,767.31
FITTINGS AND CONNECTORS :	\$141.38
Final :	\$299.00
Prewire :	\$195.00
Programming :	\$32.50
Labor Subtotal :	\$526.50
Subtotal :	\$2,435.19
Tax (0%) :	\$0.00
Grand Total :	\$2,435.19

Payment Terms

Percentage	Description	Amount
50%	Upon Acceptance	\$1,217.51
50%	Upon Completion	\$1,217.52

Acceptance

City Hall - City of Jefferson

Date

CENTRAL IA SYSTEMS

Date

Summary Of Costs

Material Subtotal :	\$83.64
FITTINGS AND CONNECTORS :	\$6.69
Final :	\$227.50
Labor Subtotal :	\$227.50
Subtotal :	\$317.83
Tax (7%) :	\$22.25
Grand Total :	\$340.08

Payment Terms

Percentage	Description	Amount
50%	Upon Acceptance	\$170.04
50%	Upon Completion	\$170.04

Acceptance

City Hall - City of Jefferson

Date

CENTRAL IA SYSTEMS

Date

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

Date: November 27, 2019

Applicant Information:

Name of Organization and financial information. (Please list officers of the organization and provide Main Street
balance sheet and income statement). Jaime Daybeide K. Pres.; Amy Milhcan VP
Megan Wilson. Treas.

Mailing Address: 110 W. Lincoln Way

Contact Name & Title: Deb McGinn, Chair Bldg. Plaque Comm.

Telephone: 515-370-1569 Email Address: mandd@netins.net

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

Description of project.

See attached

How does the proposal promote the City of Jefferson?

See attached

Date of event or project start and end date.

See attached

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

See attached

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

See attached

Description of project

The building plaque committee of Jefferson Matters: Main Street is seeking \$5,650 to use as a match for the Grow Greene County Gaming Corp. grant we are writing. The project, if we get the Grow Greene County grant, will allow us to purchase bronze historical plaques for 33 buildings in our National Historic district which will celebrate the history of each building. These plaques each cost \$1,712 (installed with tax).

How does the proposal promote the City of Jefferson

The city of Jefferson is unique that it has a designated Main Street district but it also has a designated Historical district because of the buildings found within its boundaries. These plaques will enhance even further the walkability of our square for not only residents but even more for visitors. The building plaques will be a reflection in Jefferson our future is certainly celebrated; but, we will honor our past. Our square is one of the few remaining intact squares in Iowa. Celebrating our buildings with plaques that tell their story is the companion piece to the lamp post plaques that are found downtown that celebrate the people and places that have made Jefferson what it is today. Along with the Mahanay Carillon Bell Tower, Sally's Alley, soon to be Arch Alley, the public art found on the plaza, the lamp post plaques, and now these building plaques will assist with even more things to do while people stay and discover Jefferson. The longer people stay downtown, the more they become attached to our community.

Date of event or project start and end date.

If we are awarded the grant we would begin immediately.

1. April 2020 - write narratives for individual plaques
2. May 2020 - send all narratives to plaque company for first proof run through
3. June 2020 - get layout proofs back and correct any errors and give okay to plaque company for production
4. August 2020 - completed plaques should be returned from the company. This usually takes anywhere from 6 - 8 weeks after giving our okay for production if the first proofs come back correct. If not, it will take longer so that is why we suggest an August 2020 date.
5. September - October 2020 - installation begins and ends

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

We are requesting \$5,650 from hotel/motel funds which is a grant match of 10% to be included for the Grow Greene County Gaming grant. The funds will be used towards the match to show the city has buy in to the project. This will be used toward the purchase of 33 plaques.

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

We are also asking a pledge of \$25 from all other building owners that are receiving a plaque on their building and Main Street's promotion committee has \$1000 budgeted towards this project. With the city's 10% that will show the grant committee there are several entities supporting this project. The only other funds available are these hotel/motel funds. We are hoping by writing one large grant to Grow Greene County will help free up the hotel/motel funds for other projects through the years and will be saving the city significant funds in the future.

Jefferson Public Library

Meeting of the Board of Trustees
December 9, 2019 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. Priority survey
 - B. FY21 Budget proposal
 - C. County funding: Mon, Jan 6 at 10:00 am - FY21 budget presentation to County Board of Supervisors
 - D. Project updates: computer upgrade, digital archives, building repairs
- VII. New Business
- VIII. Next Meeting – January 13 at 6:30 p.m.
- IX. Adjournment