

# AGENDA

## COUNCIL MEETING

Tuesday, June 23, 2020

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. 6/9/20 regular Council meeting minutes.
- B. Fireworks permit for Terry Semke at 1202 S Grimmell Rd. for July 3 and July 4, 2020
- C. Fireworks permit for Roger Neilson at 102/104 West McKinley Street for June 29 and July 3, 2020
- D. Hy-Vee Market Café, Class C Liquor License (Commercial)
- E. Hy-Vee Fast and Fresh Express, Class E Liquor License.
- F. Appointment of Council member to Bell Tower Foundation.

### IV. NEW BUSINESS:

- A. Consider approval of contract with Region XII Council of Governments for professional services for the Upper Story Housing Conversion Application.
- B. Set Public Hearing for CDBG Upper Story Housing Conversion Application.
- C. Consider motion setting public hearing on proposed zoning amendment to allow dwelling units on upper levels of buildings in the CBC District as a permitted use.
- D. Consider approval of plat of survey to combine the vacant lot of parcel A, Lot 9 with Lot 8 in Jefferson Land and Loan Company Second Addition.
- E. Consider approval of plat of survey to convey parcel A of lot 2 of Subdivision to Larry and Brinda Brown.
- F. Consider approval of City Administrators contract.
- G. Thomas Jefferson Gardens Annual update

### V. REPORTS:

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

### VI. ADJOURN.

COUNCIL MEETING

June 9, 2020

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Gordon presided.

No citizens spoke during Open Forum.

On motion by Wetrich, second by Sloan, the Council approved the following consent agenda: May 26, 2020 Council Minutes, approval of Coaches Corner, Wild Rose Jefferson LLC, Class C Liquor License (commercial), approval of Wild Rose Jefferson, LLC, Class C Liquor License (commercial), approval of hiring Jordan Aubrey and Janice Sharpe for part time help at Jefferson Community Golf Course at \$7.75/hr., approval of Façade Rehabilitation grant of \$4,562.50 for window replacement at 110 E State Street, approval of Neighborhood Improvement Incentive Program grant of \$2,000.00 for roof replacement at 407 E Monroe Street, approval of Neighborhood Improvement Incentive Program grant of \$2,000.00 for house demolition at 903 W Monroe Street, approval of appointing Matt Gordon and Pat Zmolek to Police Entity Board, approval of B.P.O. Elks Lodge #2306, Class C Liquor License, approval of a Fireworks permit for Wild Rose Casino and Resort for July 4, 2020 or Rain Date July 5, 2020, approval of a wage of \$22.00 per hour for part-time police officers, Pay Estimate #1 for \$38,893.00 to Westbrooke Construction Co. for 110 E. State Street and Payment of monthly bills from City funds.

AYE: Ahrenholtz, Sloan, Zmolek, Wetrich, Jackson

NAY: None

On motion by Sloan, second by Ahrenholtz, the Council approved pay estimate #2 to Leroy and Sons, Inc. of \$282,763.70 for airport runway extension.

AYE: Jackson, Sloan, Wetrich, Zmolek, Ahrenholtz

NAY: None

On motion by Ahrenholtz, second by Zmolek, the Council approved of a Façade Improvement Application for \$75,000 for Court Street, LLC for 215 South Wilson Avenue (White House Apartment) project.

AYE: Jackson, Ahrenholtz, Wetrich, Zmolek, Sloan

NAY: None

**RESOLUTION NO. 31-20**

On motion by Ahrenholtz, second by Wetrich, the Council approved Resolution No. 31-20, a resolution setting date for public hearing on Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the Arch Alley (Base Bid) and City Hall Parking Lot (Alternate A) Improvement Project and Setting Date for Receiving Bids. A public hearing date has been set for July 14, 2020 at 5:30 p.m.

AYE: Sloan, Zmolek, Jackson, Ahrenholtz, Wetrich

NAY: None

Item D was removed from Agenda. This was tabled due to concerned citizens who were given this time to voice their concerns on adding Chapter 48, Noise Control to Jefferson Municipal Code. The Mayor explained the reason for adding Chapter 48, Noise Control to Jefferson Municipal Code would be to have as a tool for the City of Jefferson Police Department to deal with specific noise complaints that currently the officers have no ability to enforce. Many citizens voiced their concerns and it was agreed to bring back to the police committee for further review.

**RESOLUTION NO. 32-20**

On motion by Wetrich, second by Jackson, the Council approved Resolution No. 32-20, a resolution supporting Jefferson Matters: Main Street application for Iowa Great Places Designation.

AYE: Ahrenholtz, Zmolek, Sloan, Jackson, Wetrich  
NAY: None

On motion by Jackson, second by Wetrich, the council approved 6 months of services from Sebourn Video Services of \$120.00 per meeting.

AYE: Ahrenholtz, Sloan, Jackson, Zmolek, Wetrich  
NAY: None

Item G removed from Agenda. This was tabled pending the price of a 2-year lease agreement for the property of 202 East State Street with Gravitare. Chris Deal and Geoff Wood were available to give a short presentation and answer questions.

On motion by Ahrenholtz, second by Jackson, the Council approved of applying for Community Development Block Grant (CDBG) for second floor living development in the downtown area.

AYE: Sloan, Ahrenholtz, Zmolek, Jackson, Wetrich  
NAY: None

The following bills were approved by payment from the City funds:

A1 AUTOMOTIVE	PD VEH MAINT	56.60
ABC PEST CONTROL	SN PEST CONTR	335.00
ACCESS SYSTEMS INC	RN COPIER LSE	579.43
ACCESS SYSTEMS LEASING	PA COPIER LSE	645.56
ACCO UNLIMITED CORP	WA CHEM	11,969.50
ADVANCED WASTE SOLUTIONS	GCRSE PORT POT	95.00
AFLAC	AFLAC INS W/H	72.47
AFSCME/IOWA COUNCIL 61	UNION DUES	112.95
AG SOURCE LAB	WA TESTING	95.50
ALLIANT ENERGY	UTILITIES	24,608.44
AXON ENTERPRISE, INC.	PD TASER CART	86.00
BAKER & TAYLOR INC.	LB BOOKS	1,999.60
BLOHM INSPECTION/ENVIRO	206 N WILSON ASBEST	396.00
BOLTON & MENK INC	AP CO ROAD PROJ	72,070.00
BOMGAARS	SUPPLIES	779.87
BOOKS A MILLION "BAM"	LB BOOKS;SUPP	184.72
BROWN SUPPLY COMPANY	SW PLUGS	73.89
C&D MASONRY INC	205 N WILSON LABOR	11,097.50
CARROLL COUNTY SOLID WASTE	RC MRKTG FEES	3,099.60
CENTRAL IOWA DISTRIBUTING	RUT SUPP	438.00
CENTRAL IOWA READY MIX	RUT CONCRETE	1,630.00
CENTRAL IOWA SYSTEMS	PL MONITOR SERV	164.94
CINTAS CORPORATION	FIRST AID	331.64
CITY OF JEFFERSON	PD PETTY CASH	179.05
CLARION DISTRIBUTING LLC	SN SUPP	24.00
CLEANING SOLUTIONS INC.	CLEANING	2,898.00
COBRAHELP	PA FEE	35.00
COLLECTION SERVICES CENTE	CASE #895827	682.9
COMPASS MINERALS AMERICA	WA SALT	7,257.86
COMPUTER CONCEPTS	WA REPR	4,777.50

APPLICATION FOR  
FIREWORKS PERMIT

The undersigned,

Name: TERRY SEMKE

Address: 1202 S. GRIMMELL  
JESSERSON, IA 50129

Telephone: 515-370-1790

hereby applies pursuant to the provisions of the Iowa Code for a permit  
to display fireworks at 1202 S. GRIMMELL RD - JESSERSON

such permit to be effective from July 3rd  
to July 4th. If this application is approved  
the undersigned agrees to faithfully observe all applicable laws  
governing the use of fireworks.

Date: 6-15-20

Terry Semke  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION FOR  
FIREWORKS PERMIT

The undersigned,

Name: Roger C Nelson  
owner AUGUST ENTERPRISES LLC

Address: 102/104 West McKinley Street  
Jefferson Iowa 50129

Telephone: 515 386 3477

hereby applies pursuant to the provisions of the Iowa Code for a permit  
to display fireworks at 102/104 W McKinley ST, Jefferson

such permit to be effective from on June 29, and July 3 2020  
to \_\_\_\_\_ . If this application is approved  
the undersigned agrees to faithfully observe all applicable laws  
governing the use of fireworks.

Date: 06 16 2020

Roger C Nelson  
104 W Clark St  
Jefferson IA 50129

LOCAL PLANNING AND ADMINISTRATIVE ASSISTANCE CONTRACT

CITY OF JEFFERSON

ENVIRONMENTAL REVIEW FOR HOUSING APPLICATION

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**Article 1.0 IDENTIFICATION OF PARTIES.** This contract is entered into by and between the Region XII Council of Governments, hereinafter referred to as COG, and the City of Jefferson, hereinafter referred to as the City.

**Article 2.0 STATEMENT OF PURPOSE.** The City intends to submit a 2020 Community Development Block Grant (CDBG) application to the Iowa Economic Development Authority (IEDA) for upper story conversion to housing. The City wishes to engage the COG to provide certain technical and professional services for this application.

**Article 3.0 AREA COVERED.** The COG shall perform all the work and services required under this contract in connection with and respecting required up-front environmental work in order for the City to submit a complete CDBG-Housing application to IEDA. The application will be on behalf of a private sub-recipient proposing to convert space on the second story of certain downtown buildings to create up to seven housing units.

**Article 4.0 STATEMENT OF WORK AND SERVICES.** The COG shall perform in a satisfactory and proper manner as determined by the City, the following work and services:

**Specific activities completed by the COG shall include:**

- Completing the necessary environmental review actions needed to submit a competitive application;
- Coordinating with the developer(s) for his or her chosen properties that will be the subject of the application to ensure proper information for the selected properties is included;
- Attendance at public hearings and other meetings as needed or desired; and
- Submission of the CDBG application by the deadline to be established by IEDA (currently July 31, 2020).

**Responsibilities of the City or its designees shall include but are not limited to:**

- Provision of information needed for completion of the application;
- Serving as a liaison to the developer, if necessary, and
- Convening of any required meetings, including public hearings.

**Article 5.0 TIME PERFORMANCE.** The services of the COG are to be undertaken in such a manner as to assure their expeditious completion. All of the services required hereunder shall be completed on or before September 30, 2020.

**Article 6.0 CONDITION OF PAYMENTS.** The City will pay the COG \$1,000.00 for services outlined in Article 4.0. The City will also reimburse the COG for any publication costs related to the application not directly paid by the City.

**Article 7.0 AMENDMENTS.** Any changes to the Contract that are mutually agreed upon by both the COG and the City shall be incorporated into this Contract through written amendment signed by both parties.

**Article 8.0 TERMINATION.** Upon written agreement between the City and the COG, this contract may be declared null and void, whereupon all work completed to date of nullification shall be turned over to the City and the City shall reimburse the COG for the work completed.

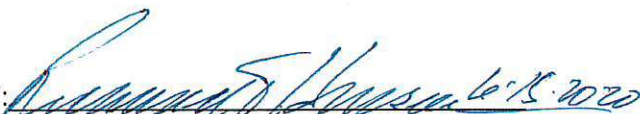
**Article 9.0 INDEMNIFICATION.** The City will defend, indemnify and hold harmless the COG and its officers, commissioners and employees from liability and claims for damages because of bodily injury, death, property damage, sickness, disease or loss and expense arising from any actions under this Contract.

**Article 10.0 GRANT ADMINISTRATION.** If the CDBG application is funded, the City will enter into a separate contract with the COG for administration of the CDBG at a cost not to exceed the administrative costs as identified in the CDBG application.

IN WITNESS THEREFORE, the parties hereto have executed this Contract on the day and year specified below.

**REGION XII COG**

**THE CITY OF JEFFERSON**

BY:  6-15-2020  
Richard T. Hunsaker                      Date  
Executive Director

BY: \_\_\_\_\_  
Matt Gordon                                      Date  
Mayor

## 165.34 CBC – CENTRAL BUSINESS COMMERCIAL DISTRICT.

### INTENT

1. This district is intended to accommodate the major business and office concentration in Jefferson. It is characterized further by a variety of stores and related activities which occupy the central commercial area of Jefferson. This district is intended to be the single central business district of Jefferson and is also characterized by certain mixed use structures and limited ~~single-family~~ residential. Bulk regulations further reflect a more in time use and development pattern.

### PERMITTED USES

2. The following uses are permitted in the CBC District:
- A. Business sales and services conducted entirely within the building, including those with incidental manufacturing or processing of goods or products.
  - B. Offices/clinics.
  - C. Hotels and motels.
  - D. Publicly owned and operated buildings and facilities including municipal or county jails, but excluding state and federal prisons, as well as excluding solid waste transfer stations.
  - E. One or more dwelling units above the first floor of a building.

### ACCESSORY USES

3. Uses of land or structure customarily incidental and subordinate to a permitted use in the CBC District including, but not limited to, the following:
- A. Private garages.
  - B. Parking lots.
  - C. Temporary buildings for uses incidental to construction work. Such buildings shall be removed upon the completion or abandonment of the construction work.
  - D. Accessory uses customarily incidental to any permitted principal use.

### SPECIAL EXCEPTIONS

4. Certain uses may be permitted in the CBC District subject to specific conditions and requirements as may be imposed by the Board of Adjustment which are intended to make them compatible with and acceptable to adjacent uses.
- A. Service stations and the sales of petroleum products.



- B. Warehousing.
- C. Preschools and child care centers.
- D. Churches or accessory facilities.
- E. Outdoor sales.
- F. Motor vehicle repair.
- G. Dwellings and dwelling units on the first story or in the basement of a building.
- H. Adult uses.

APPLICATION FOR APPROVAL OF PLAT OF SURVEY

TO: City Council of Jefferson

The undersigned owner(s) of the land described in the attached plat of survey request the City Council of the City of Jefferson to approve the division of land reflected in the attached plat of survey pursuant to Section 166.22 of the Code of Ordinances of the City of Jefferson. The following information is submitted in support of this application:

1. A pre-application conference regarding this proposed subdivision was held with the City Administrator on 04/14/2020.

2. A copy of a plat of survey prepared by ROBERT B. BIUS, an Iowa registered land surveyor, dated 06/02/2020, showing the land proposed to be divided is attached to this application.

3. The purpose of this proposed division is: CONVEY PARCEL "A" OF LOT 9 TO OWNER TO THE WEST SETH KARBEE

4. The name(s), address(es) and telephone number(s) of all the owners of the land described in the attached plat are as follows:

KATHELYN R. RICE 700 W. LINCOLN WAY JEFFERSON  
386-5459

5. The names and addresses of all adjoining property owners are set forth below, and the approximate locations of their properties are shown on the attached plat.

SETH C. KARBEE + HANNAH C. BURKHARDT  
704 W LINCOLN WAY ST JEFFERSON

6. (a) The existing zoning classification of the property covered by the plat is RM-4. (There is no pending plan or proposal to change this zoning classification./It is proposed that the zoning classification of this property be changed to N/A.)

(b) The zoning classification(s) for the adjoining properties is/are as follows: RS-6. (There is no pending plan or proposal to change any zoning classification for any of the adjoining properties./It is proposed that the zoning classification of adjoining property be changed to N/A.)

7. (Check applicable paragraph:)

There are no structures located on the property proposed to be divided.

There are one or more structures located on the property proposed to be divided, and the location of such structures and their distance from existing and proposed boundary lines has been shown by a registered land surveyor either on the attached plat or on a separate drawing attached to this application.

8. All existing and proposed public streets and roads, all public water and sanitary and storm sewer lines, and all gas and electrical services in relation to the property proposed to be divided have been described by a registered land surveyor either on the attached plat or on a separate drawing attached to this application. If any parcel shown on the attached plat does not have direct access to any such services, then it is proposed that access to such services be obtained as follows:

\_\_\_\_\_  
\_\_\_\_\_

If any private easements are proposed, copies of the same will be provided upon request.

The undersigned acknowledge that they have reviewed the foregoing application and represent and warrant that the information set forth above is true and accurate. This application is being submitted in quadruplicate.

Date: June 15, 2020

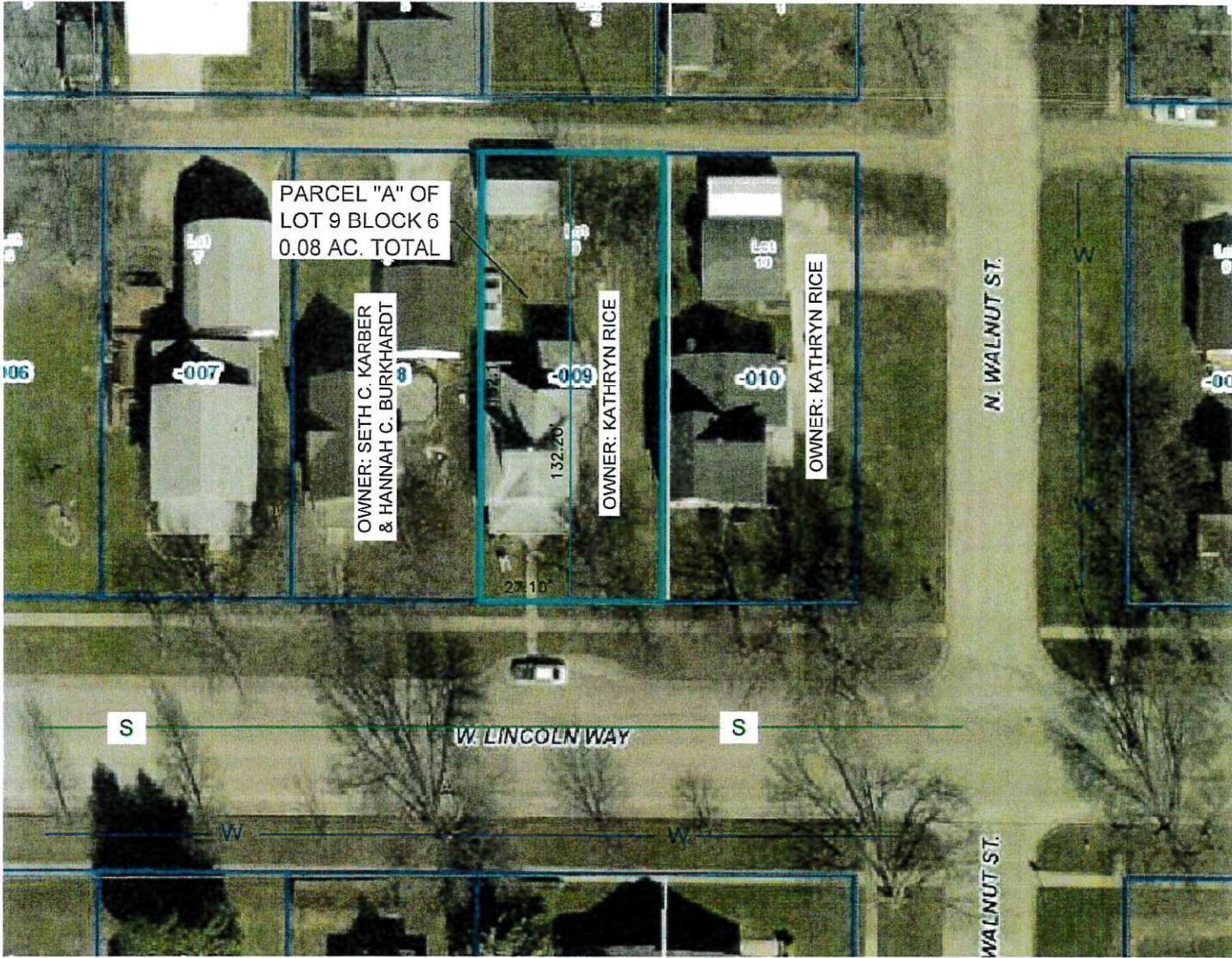
Kathryn Rice  
\_\_\_\_\_

APPROVAL RECOMMENDED/NOT RECOMMENDED

\_\_\_\_\_  
City Engineer Date

APPROVAL RECOMMENDED/NOT RECOMMENDED

\_\_\_\_\_  
City Administrator Date



GENERAL NOTES:

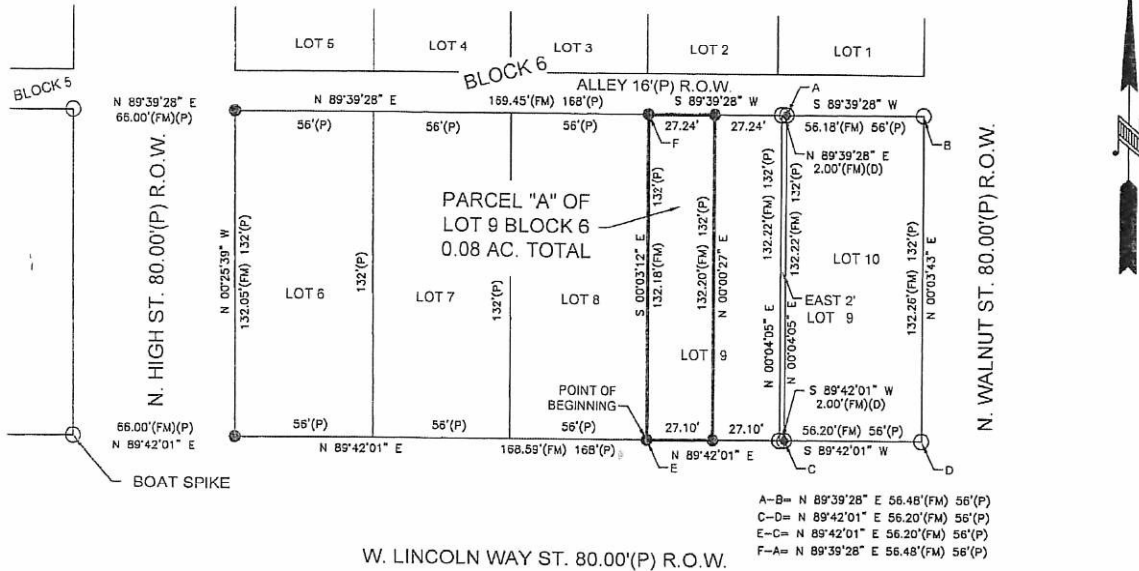
1. CITY OF JEFFERSON UTILITY LINES (SANITARY SEWER, STORM SEWER, AND WATER) ARE ONLY GENERALLY LOCATED. UTILITY SERVICES BY OTHERS ARE NOT SHOWN. "ONE CALL" SHOULD BE CONTACTED PRIOR TO ANY CONSTRUCTION ACTIVITIES.
2. AERIAL PHOTO IS ONLY APPROXIMATED TO PROPERTY LINES.

— S —	— S —	SANITARY SEWER
— ST —	— ST —	STORM SEWER
— W —	— W —	WATER MAIN

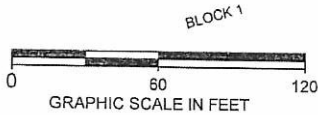


INDEX LEGEND	PLAT OF SURVEY
COUNTY: GREENE	
DESIGNATION: PARCEL "A" OF LOT 9 BLOCK 6	
LOCATION: JEFFERSON LAND AND LOAN COMPANY'S SECOND ADD. CITY OF JEFFERSON	
SITE ADDRESS: 702 W. LINCOLN WAY ST., JEFFERSON, IA 50129	
OWNER: KATHRYN RICE	
SURVEY REQUESTED BY: KATHRYN RICE	
SURVEYOR: ROBERT B. BILLS	

PREPARED BY AND RETURN TO: ROBERT B. BILLS CENTRAL IOWA SURVEYING, LLC P.O. BOX 67 JEFFERSON, IOWA 50129 (515)370-2399



W. LINCOLN WAY ST. 80.00'(P) R.O.W.



**FIELD NOTES:**

A TRACT OF LAND LOCATED IN LOT 9 OF BLOCK 6 OF JEFFERSON LAND AND LOAN COMPANY'S SECOND ADDITION TO THE CITY OF JEFFERSON, GREENE COUNTY, IOWA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 9; THENCE N 89°42'01"E ON THE SOUTH LINE OF SAID LOT 9, A DISTANCE OF 27.10 FEET; THENCE N 00°00'27"E, A DISTANCE OF 132.20 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 9; THENCE S 89°39'28"W ON SAID NORTH LINE, A DISTANCE OF 27.24 FEET TO THE NORTHWEST CORNER OF SAID LOT 9; THENCE S 00°03'12"E ON THE WEST LINE OF SAID LOT 9, A DISTANCE OF 132.18 FEET TO THE POINT OF BEGINNING.

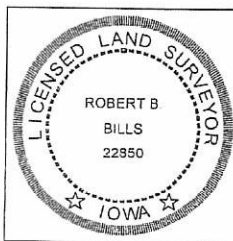
THE ABOVE DESCRIBED PARCEL SHALL HEREAFTER BE KNOWN AS PARCEL "A" OF LOT 9 OF BLOCK 6 OF JEFFERSON LAND AND LOAN COMPANY'S SECOND ADDITION TO THE CITY OF JEFFERSON, GREENE COUNTY, IOWA.

THE ABOVE DESCRIBED PARCEL CONTAINS 0.08 ACRES AND IS SUBJECT TO ANY AND ALL EASEMENTS APPARENT OR OF RECORD.

**LEGEND**

	SECTION CORNER
	MONUMENT FOUND
	5/8" REBAR W/CAP #6806 UNLESS NOTED OTHERWISE SET 5/8"X24"REBAR W/YELLOW CAP #22850
X	"X" CHIPPED IN CONC
	CALCULATED POINT
FM	FIELD MEASUREMENT
P	PLATTED DIMENSION
D	DEEDED DIMENSION
—	PROPERTY LINE
— x —	FENCE LINE
---	EASEMENT
- - -	SECTION LINE

NOTE: ALL BEARINGS ARE ASSUMED



I hereby certify that this land surveying document and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

*Robert B. Bills*  
Signature

06/02/2020  
Date

License number #22850  
My license renewal date is Dec, 31, 2020  
Pages or sheets covered by this seal: 1

APPLICATION FOR APPROVAL OF PLAT OF SURVEY

TO: City Council of Jefferson

The undersigned owner(s) of the land described in the attached plat of survey request the City Council of the City of Jefferson to approve the division of land reflected in the attached plat of survey pursuant to Section 166.22 of the Code of Ordinances of the City of Jefferson. The following information is submitted in support of this application:

1. A pre-application conference regarding this proposed subdivision was held with the City Administrator on 10/10/2019.

2. A copy of a plat of survey prepared by ROBERT B. BILLS, an Iowa registered land surveyor, dated 06/09/2020, showing the land proposed to be divided is attached to this application.

3. The purpose of this proposed division is: CONVEY PROPOSED PARCEL "A" OF LOT 2 IN SUBDIV. LOT B OF LOT 14 NW 1/4 SEC 17, T83N, R30W TO LARRY & BRINDA BROWN.

4. The name(s), address(es) and telephone number(s) of all the owners of the land described in the attached plat are as follows:

GOWER, RICHARD AND CAROL A. 909 S. ELM ST. JEFFERSON, IA 50129  
712-210-3626

5. The names and addresses of all adjoining property owners are set forth below, and the approximate locations of their properties are shown on the attached plat.

BROWN, LARRY W. AND BRINDA L., 109 HARDING RD. JEFFERSON, IA 50129

6. (a) The existing zoning classification of the property covered by the plat is RS-6. (There is no pending plan or proposal to change this zoning classification./It is proposed that the zoning classification of this property be changed to N/A.)

(b) The zoning classification(s) for the adjoining properties is/are as follows: RS-6. (There is no pending plan or proposal to change any zoning classification for any of the adjoining properties./It is proposed that the zoning classification of adjoining property be changed to N/A.)

7. (Check applicable paragraph:)

There are no structures located on the property proposed to be divided.

There are one or more structures located on the property proposed to be divided, and the location of such structures and their distance from existing and proposed boundary lines has been shown by a registered land surveyor either on the attached plat or on a separate drawing attached to this application.

8. All existing and proposed public streets and roads, all public water and sanitary and storm sewer lines, and all gas and electrical services in relation to the property proposed to be divided have been described by a registered land surveyor either on the attached plat or on a separate drawing attached to this application. If any parcel shown on the attached plat does not have direct access to any such services, then it is proposed that access to such services be obtained as follows:

N/A

If any private easements are proposed, copies of the same will be provided upon request.

The undersigned acknowledge that they have reviewed the foregoing application and represent and warrant that the information set forth above is true and accurate. This application is being submitted in quadruplicate.

Date: 6/10/20

Richard Gower  
Carol A Gower

APPROVAL RECOMMENDED/NOT RECOMMENDED

\_\_\_\_\_  
City Engineer Date

APPROVAL RECOMMENDED/NOT RECOMMENDED

\_\_\_\_\_  
City Administrator Date



GENERAL NOTES:

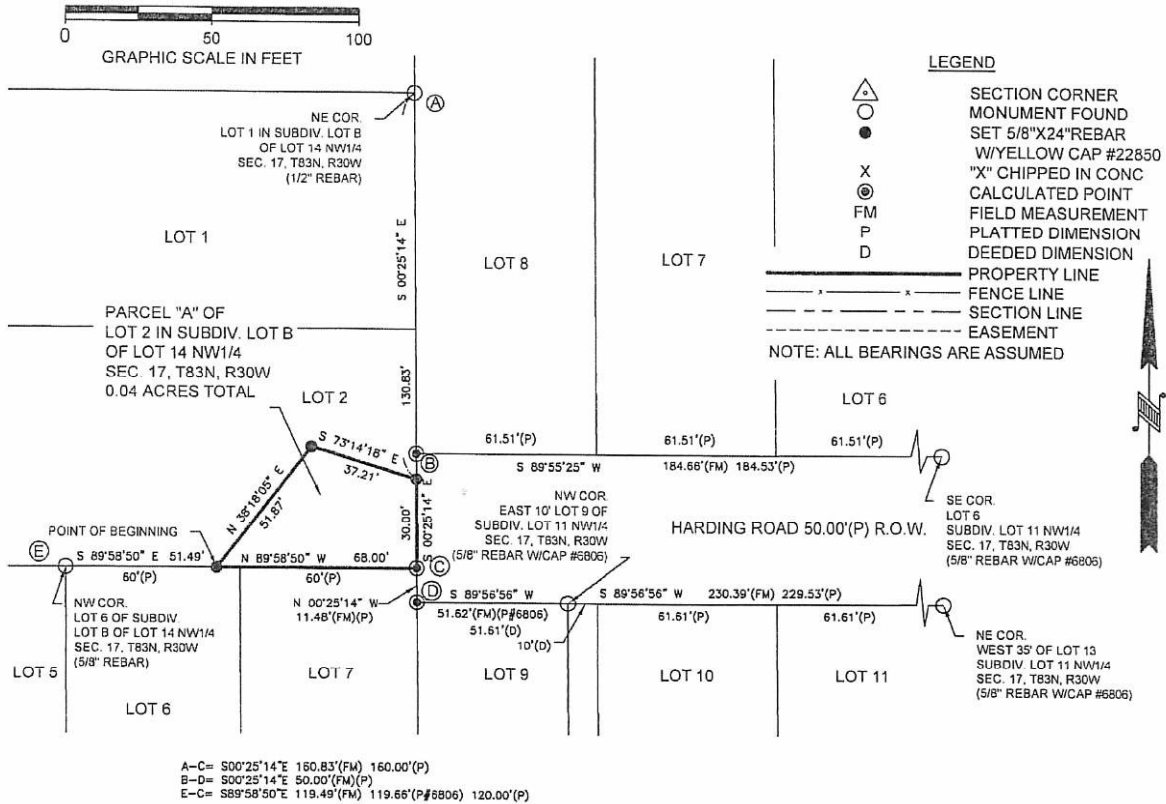
1. CITY OF JEFFERSON UTILITY LINES (SANITARY SEWER, STORM SEWER, AND WATER) ARE ONLY GENERALLY LOCATED. UTILITY SERVICES BY OTHERS ARE NOT SHOWN. "ONE CALL" SHOULD BE CONTACTED PRIOR TO ANY CONSTRUCTION ACTIVITIES.
2. AERIAL PHOTO IS ONLY APPROXIMATED TO PROPERTY LINES.





INDEX LEGEND	PLAT OF SURVEY
COUNTY: GREENE	
DESIGNATION: PARCEL "A" OF LOT 2 SUBDIV. LOT B OF LOT 14 NW1/4	
LOCATION: SECTION 17, T83N, R30W	
SITE ADDRESS: N/A	
OWNER: RICHARD AND CAROL A. GOWER	
SURVEY REQUESTED BY: RICHARD GOWER	
SURVEYOR: ROBERT B. BILLS	

PREPARED BY AND RETURN TO: ROBERT B. BILLS CENTRAL IOWA SURVEYING, LLC P.O. BOX 67 JEFFERSON, IOWA 50129 (515)370-2399



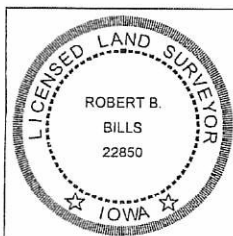
**FIELD NOTES:**

A TRACT OF LAND LOCATED IN LOT 2 OF THE SUBDIVISION OF LOT B OF LOT 14 OF THE NORTHWEST QUARTER OF SECTION 17, T83N, R30W OF THE 5TH P.M., CITY OF JEFFERSON, GREENE COUNTY, IOWA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 6 OF SAID SUBDIVISION OF LOT B; THENCE S89°58'50"E ON THE NORTH LINE OF SAID LOT 6 AND ON THE NORTH LINE OF LOT 7 OF SAID SUBDIVISION OF LOT B, A DISTANCE OF 51.49 FEET TO THE POINT OF BEGINNING; THENCE N38°18'05"E, A DISTANCE OF 51.87 FEET; THENCE S73°14'18"E, A DISTANCE OF 37.21 FEET TO A POINT ON THE EAST LINE OF SAID LOT 2 ALSO BEING A POINT ON THE WEST RIGHT OF WAY OF HARDING ROAD; THENCE S00°25'14"E ON SAID EAST LINE OF LOT 2 AND SAID WEST RIGHT OF WAY OF HARDING ROAD, A DISTANCE OF 30.00 FEET TO THE NORTHEAST CORNER OF SAID LOT 7; THENCE N89°58'50"W ON SAID NORTH LINE OF LOT 7, A DISTANCE OF 68.00 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL SHALL HEREAFTER BE KNOWN AS PARCEL "A" OF LOT 2 OF THE SUBDIVISION OF LOT B OF LOT 14 OF THE NORTHWEST QUARTER OF SECTION 17, T83N, R30W OF THE 5TH P.M., CITY OF JEFFERSON, GREENE COUNTY, IOWA.

THE ABOVE DESCRIBED PARCEL CONTAINS 0.04 ACRES AND IS SUBJECT TO ANY AND ALL EASEMENTS APPARENT OR OF RECORD.



I hereby certify that this land surveying document and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

Signature: *Robert B. Bills* Date: *06/10/2020*  
 Robert B. Bills

License number #22850  
 My license renewal date is Dec, 31, 2020  
 Pages or sheets covered by this seal: 1



June 17, 2020

Honorable Mayor  
Jefferson City Council Members  
Jefferson City Administrator

Dear People,

Attached is the report from the Thomas Jefferson Gardens of Greene County Board for the year ending June 30, 2020. We will be reporting in person at the June 23 meeting.

While an unusual and disappointing year regarding lack of bus tours, visitors have found refuge in the Gardens as a place to socially distance while enjoying the beautiful and serene surroundings. Several new additions including more than 100 plants and bushes, several trees, and a new instrument have been added to the Gardens. We recognize the tourism asset the Gardens is creating, as new items bring increased visitor traffic and general appreciation.

We are pleased the Education and Welcome Center building will be housing the new JMMS/Chamber Director. It became a domino effect, but a storage shed was built, so the Garden room could be emptied, then the northeast room was emptied into the former Garden room to make an office for the new Director. We look forward to working with the newly united Jefferson Matters Main Street and Chamber Boards, resuming tours and generating additional visitors for the summer of 2021.

A giant turning point will occur in July of 2020, when the Thomas Jefferson Gardens will be reimbursing the final payment to the Home State Bank for the building purchase and remodeling debt Thomas Jefferson Gardens assumed from the Chamber. There are numerous persons to thank, but you as the Administration of the City of Jefferson believed in us, and the result is a beautiful Garden and Welcome Center that is attracting new businesses, as well as visitors to our town.

The Board was deeply thrilled when the Heartland Bank administrator mentioned the Gardens as a part of the explanation about choosing to locate in Jefferson.

Another small comment that gave us great joy was a visitor that expressed amazement at the "welcome" provided to them as they came off the tour bus. This included personal goodie bags, and small group tours led by Garden Board members. She expressed great surprise we were all volunteers. The Jefferson, Iowa spirit of EVERYDAY EXTRAORDINARY prevails around the Square.

Thank you for reading and listening to our report. We look forward to working with you in 2021.

Sincerely,

Thomas Jefferson Gardens of Greene County Board

Thomas Jefferson Gardens and  
Welcome Center  
of Greene County, Iowa  
Summary of activities/visitors  
July 2019-June 2020  
Presented to City of Jefferson June 23, 2020

**BACKGROUND**

**MISSION: TO CREATE AN ARRAY OF SERENE GARDENS AND ATTRACTIONS DESIGNED TO HONOR THE LEGACY OF THOMAS JEFFERSON.**

**VISION: A PLACE FOR ALL TO ENJOY HISTORY, SERENITY, AND BEAUTY WITHIN THE GARDENS.**

10-member volunteer board (Two new Board members, Brad Riphagen and Mark Sawhill)

Beginning fourth year in the Welcome Center

Identifying ourselves as Greene County's Front Door

TJG receives \$20,000 Tier II funding from City of Jefferson, for the building

Receives no funds for the Gardens

Requested funding for 6 Tier III projects; Thank you for 3: Plant Doctor, Concert, Self-guiding brochure

**TOURS/VISITORS**

2 tour busses Bradyville and Ottumwa about 50 on each bus

Greene County Early Learning Center children (planted seeds to take home)

Jefferson Natural Wonders Learning Center children (planted seeds to take home)

Iowa Main Street Fall Conference tours given

**HAPPENINGS IN THE THOMAS JEFFERSON GARDENS/WELCOME CENTER**

Open for tours/visitors/restrooms during the Bell Tower Celebration in 2019

Sponsored Best Flower of Show for Greene County Fair

Living Waters, Memorial water feature installed and dedicated on west side of the Welcome Center

Completion of professionally designed Thomas Jefferson Gardens of Greene County Web Site  
[tjgardens.org](http://tjgardens.org)

Heirloom Garden initiated with 150-year-old family donated peonies

200 plus persons attended the Sievers Sisters performance of summer concert in the Pavilion-overflowed to Chestnut Street which was closed for the afternoon

Produce from Gardens delivered to Greene County Christian ARC, Food Bank of Iowa; carrots, radishes, tomatoes, peppers

Tours/open for Pillar-Forge grand opening

Installation of "Welcome Center" signage on the front gate

Amazing Race clues were hidden in the Garden

Hot August Night Gardens open for tours, building for restrooms, assisted Chamber with t shirt sales/raffle

Scarecrow Invasion 4 were located in the Gardens during the month of October

Trick or Treat on the Square Two board members in costume handing out treats

Holiday Map distribution of exterior decorated homes in Greene County

Christmas Tree Lighting open house with JMMS /Tag a Tree (2 Chamber certificates)/Cookie and reindeer food distribution

3<sup>rd</sup> Annual Plant Sale virtual 600 plants, 60 families

3<sup>rd</sup> Musical instrument installed

Bee hive from local apiarist to aid in pollination of flowers

## **BOARD TRAININGS**

Certified Professional Guide by ISU Extension and Outreach

Regional Tourism training for guides 3 board members attended

Iowa Tourism conference 2 board members attended

Strategic Planning for Thomas Jefferson Gardens Board by ISU Greene County Extension Director

## **PRESENTATIONS**

Understanding the Presidential Candidates Health Policies 27 persons

Meet your Legislators 3 sessions, (4<sup>th</sup> cancelled) 75 persons

3 Plant Dr. Presentations 24 persons

Hosted Java and Juice for TJG 18 persons

## **COMMUNITY MEETINGS**

Gravitate, hosted by Chris Deal working to bring a “business center” to Jefferson

Iowa Newspaper Association held their day long statewide workshop

Jefferson Matters Main Street used Welcome Center as host site for tour of available buildings

Baby and Bridal showers (2) individuals rented the building

Retail Revamped (on the square business owners who worked on promotions) hold monthly meetings

Hosted several Java and Juices for non-business organizations

Dream Team bicycle team from Des Moines was hosted, as their prep for RAGBRAI

## **BY THE REGISTERED NUMBERS**

5 International Visitors from Belgium, England, Ireland, New Zealand, and Wales

95 U.S. non-Iowan visitors

365 Iowa visitors

465 total registered visitors

(Numerous visitors and residents come for a stroll thru the Gardens and do not register)

## **STAFFING**

Open Monday-Friday Daily 10-4:00 by Chamber staff

Holidays and weekends from June-September by TJG staff

## **UPCOMING EVENTS**

Hot August Night August 13

Bell Tower Block Party August 29

## **PLANS FOR 2020-2021**

Final building payment in July 2020 on Chamber debt to Home State Bank

Welcome Center creating space for JMMS /Chamber executive director (built a new shed to clear the Garden Room of the building, to allow more storage space)

Development and paint a U.S. Lincoln Highway map on sidewalk from Museum to Welcome Center gates

Increase Greater Des Moines Community Foundation endowment funds for perpetuity of the Gardens/Welcome Center

Increase out of county tours

Work closely with JMMS/Chamber to improve marketing of Greene County

**Officers:**

Mary Weaver, Jean Walker, Roger Aegerter, John Turpin

**Directors**

Jacque Andrew, Brad Riphagen, Mark Sawhill, Ginny Showman, Beth Vanderwilt, and Jean Van Gilder

Alan and Becky Greiner resigned from the Board in February

**INVITATION:**

*COME FOR A PERSONAL GARDEN TOUR AS INDIVIDUALS, A FAMILY, OR FULL COUNCIL. WE WANT TO SHOW YOU HOW OUR GARDENS HAVE GROWN.*

# THOMAS JEFFERSON GARDENS OF GREENE COUNTY CITY OF JEFFERSON 2019-2020 REPORT

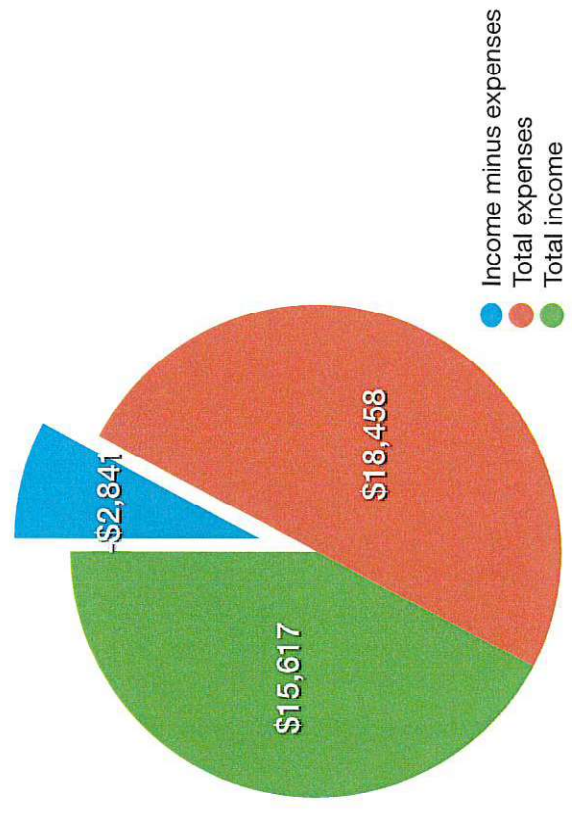
## THE GARDENS



<b>CREDITS</b>	
DONATIONS	\$15,282
EDUCATION PROGRAMS	\$74
RENT	\$100
HOME STATE BANK INTEREST	\$18
BUS TOUR	\$143
<b>TOTAL INCOME</b>	<b>\$15,617</b>

<b>DEBITS</b>	
PLANTS	\$6,291
GARDEN SHED	\$1,213
GARDENER'S WAGES	\$4,555
MUSICAL INSTRUMENT	\$5,634
CHRISTMAS EXPENSES	\$545
GARDEN SUPPLIES	\$192
HSB SERVICE CHARGES & TAX	\$28
<b>TOTAL EXPENSES</b>	<b>\$18,458</b>

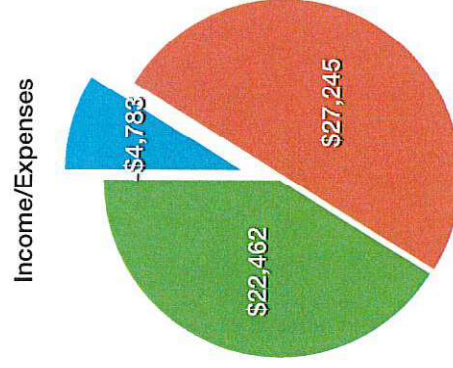
Income/Expenses



# THOMAS JEFFERSON GARDENS OF GREENE COUNTY CITY OF JEFFERSON 2019-2020 REPORT EDUCATION & WELCOME CENTER

CREDITS	MONEY LEFT OVER
HOTEL/MOTEL CITY GRANT TIER 2	Income minus expenses
\$20,000	-\$4,783
HOTEL/MOTEL CITY GRANT TIER 3	
\$488	
DONATIONS	
\$121	
RENTALS	
\$125	
TOURS	
\$1,637	
EDUCATION PROGRAMS	
\$74	
BANK INTEREST	
\$18	
<b>TOTAL INCOME</b>	
<b>\$22,462</b>	

DEBITS	Income/Expenses
ALLIANT ENERGY	\$3,612
HSB- CHAMBER LOAN PAYMENT	\$9,646
JEFFERSON TELECOM	\$317
EMPLOYMENT	\$3,685
TECHNOLOGY	\$1,208
UPKEEP AND SUPPLIES	\$403
INSURANCE	\$5,075
TOURISM	\$1,140
WILCOX LAW- LEGAL & ACCOUNTING FEES	\$1,016
HSB CHAMBER LOAN INTEREST	\$943
SNOW REMOVAL	\$200
<b>TOTAL EXPENSES</b>	<b>\$27,245</b>



● Income minus expenses  
● Total expenses  
● Total income



# **AGENDA**

## ***WATER/SEWER, STREET/SANITATION COMMITTEES TUESDAY, JUNE 16, 2020, 12:00 NOON JEFFERSON CITY HALL***

Present: Mike Palmer, Dave Morlan, Nick Sorensen, Mark Clouse, Teresa Gregerson  
Council Representatives, Dave Sloan and Harry Ahrenholtz,  
Citizens: Josh Hinote and John Brunow

### **I. SEWER**

- A. Review request to adjust sewer charges at 200 Central Avenue.

Recommendation to city council to give consent to adjust sewer charges in the amount of \$1045.52.

### **II. WATER**

- A. Review resuming late fees and disconnects

Teresa present to the committee information regarding the past due accounts because of COVID19. Information collected from other cities on their procedures. It was decided that late fees will be added to June bills and shut offs will resume on July 1, 2020. Notifications will be sent out and posted on web site. No arrangements if not paid by July 1, 2020.

- B. Monthly usage report.

Dave Morlan distributed report.

### **III. STREETS**

- A. Street light request at Lincoln Way and Locust St

John Brunow expressed the concerns of have the light at the corner. The resolution is to move existing pole from Lincoln Way to the corner of Lincoln Way and Locust St. Will need a resolution to relate the pole.

B. Driveway curb cut width

Parking in the right of way at 205 S Grimmell Rd. Resolution was to allow gravel for parking next to the garage, but not in the right of way.

C. Stop sign request at Catholic Church

Josh Hinote spoke about concerns of uncontrolled intersection. Reed street has been very busy since Hy-Vee was built. Need to revisit manual.

**IV. SANITATION/RECYCLE**

A. Waste collection report

222 tons collected.

B. Recycling Report.

35 tons collected taken to Carroll County. Matt Wetrich has a recycling video now on website.

C. Discussion of recycling and sanitation rates.

Need to have city attorney draw up a new ordinance with rate changes effective October 1, 2020. Need to look at having a regular rate increase.

D. Discussion of fees for commercial cardboard collection.

E. Discussion of City Wide Clean Up

Need an ordinance change regarding clean up to now be 4 -4 yd dumpsters to be rented for clean up time.