

AGENDA

COUNCIL MEETING
Tuesday, August 24, 2021
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. Limit of 3-5 minutes per speaker.

III. CONSENT ITEMS:

- A. 8/10/21 regular Council minutes.
- B. Neighborhood Improvement Incentive Program of \$1,450 for demolition of house at 506 N Maple St.
- C. Dilapidated Housing Abatement Program of \$5,500 for demolition of house at 506 N Maple St
- D. Sidewalk replacement reimbursement of \$1,050 at 1111 McDuffie Drive

IV. NEW BUSINESS:

- A. Public hearing on detailed plans and specifications, form of contract, and estimate of cost for the Greene County Animal Shelter Project and setting date for receiving bids.
- B. Resolution approving detailed plans and specifications, form of contract, and estimate of cost for the Greene County Animal Shelter Project and setting date for receiving bids.
- C. Consider appointment of Matt Gordon as Jefferson Volunteer Firefighter.
- D. Consider approval of pay estimate #11 (final) payment for Shared Use path project of \$46,903
- E. Consider approval of resolution transferring inactive funds.
- F. Consider approval to proceed with building renovations at 105-107 N Chestnut Street.
- G. Appeal of Determination of Illegal Animal at 402 South Wilson St.
- H. Main Street/Chamber Quarterly report

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 8/24/21

NEW BUSINESS

- A. **Public hearing on detailed plans and specifications, form of contract, and estimate of cost for the Greene County Animal Shelter Project and setting date for receiving bids.**
- B. **Resolution approving detailed plans and specifications, form of contract, and estimate of cost for the Greene County Animal Shelter Project and setting date for receiving bids.**
Date to receive bids is 9/9/21, 2:00 PM.
- C. **Consider appointment of Matt Gordon as Jefferson Volunteer Firefighter.**
- D. **Consider approval of pay estimate #11 (final) payment for Shared Use path project of \$46,903.** Attached
- E. **Consider approval of resolution transferring inactive funds.** The City has a few inactive funds that have a zero dollar balance- these funds will be inactivated. There are also funds with a balance that the intended projects have been completed or discontinued. The City will transfer those funds into an active fund that has a related purpose. Attached
- F. **Consider approval to proceed with building renovations at 105-107 N Chestnut Street.** Building Committee met to review a proposed price to begin restoration of the City owned properties. The initial work would focus on replacing the roof and restoring the front facades. Interior work would then commence throughout the winter months.
- G. **Appeal of Determination of Illegal Animal at 402 South Wilson St.** A dog owned by citizens of Jefferson has been deemed an illegal animal pursuant to Section 55.11 and Section 55.01(7)(E) of the Code of Ordinances of the City of Jefferson. The citizens have requested a hearing before the City Council to challenge the determination.
- H. **Main Street/Chamber Quarterly report.**

COUNCIL MEETING

AUGUST 10, 2021

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Gordon presided.

No citizens spoke during Open Forum.

On motion by Sloan, second by Jackson, the Council approved the following consent agenda: July 27, 2021 Council Minutes, Casa De Oro, Class C Liquor License, Pay Estimate #6 of \$257,344.65 to Concrete Technologies Inc for Runway 14/32 Extension and payment of monthly bills from City funds.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

RESOLUTION NO. 57-21

On motion by Sloan, second by Ahrenholtz, the Council approved Resolution No. 57-21, a resolution setting Date for Public Hearing on Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the Greene County Animal Shelter Project and Setting Date for Receiving Bids. The public hearing has been set for August 24, 2021 at 5:30 p.m.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

Mike Palmer, City Administrator gave an update on 2020-2021 budget to actuals.

2022-2023 budget schedule and priority surveys were discussed.

On motion by Sloan, second by Wetrich, the Council approved to setting the 2022-2023 Budget Priority Workshop for September 28, 2021 at 5:30 p.m.

AYE: Jackson, Sloan, Wetrich, Zmolek, Ahrenholtz

NAY: None

The following bills were approved for payment form City funds:

A1 AUTOMOTIVE	PD RADIATOR FAN	1,021.60
ABC PEST CONTROL	PEST CONTROL	335.00
ACCESS SYSTEMS LEASING	CPIER LSE	1175.31
ACCO UNLIMITED CORP	WA CHEM	3,958.00
ADVANCED WASTE SOLUTIONS	GCRSE PORT TOILET	100.00
AFLAC	AFLAC INS W/H	59.21
AG SOURCE COOP SERV	SW TSTG	2,563.00
ALLIANT ENERGY	UTILITIES	27,217.79
ART ON THE FLY LLC	RN INSTRUCTOR	783.00
BAKER & TAYLOR INC.	LB BOOKS	1,341.97
BARCO MUNICIPAL PRODUCTS	WA MESH ROLLUP	137.05

Google Maps

506 N Maple St

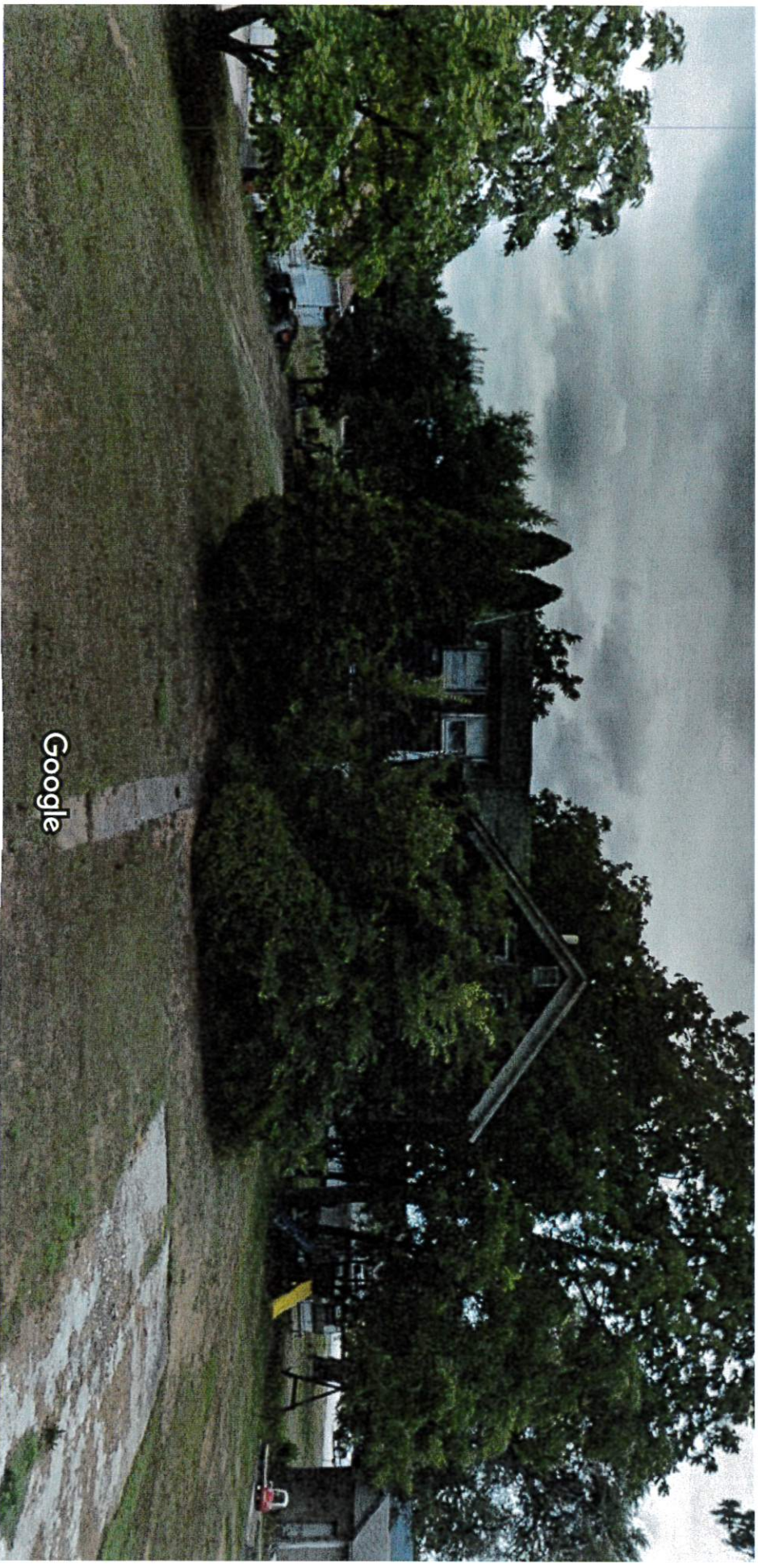


Image capture: Aug 2013 © 2021 Google

Jefferson, Iowa

Google

Street View





RESOLUTION NO. _____

A Resolution Approving Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the Greene County Animal Shelter Project

WHEREAS, by its Resolution No. _____ adopted on August 10, 2021, the City Council tentatively approved proposed plans and specifications, a proposed form of contract and estimate of cost (the "Contract Documents") for the Greene County Animal Shelter Project (the "Project"), and set a public hearing thereon; and

WHEREAS, notice of that public hearing has been published as required by law and that hearing has been held at the time and place as specified in the notice, and any and all objections or other comments relating to the Contract Documents and the Project have been heard; and

WHEREAS, it is in the best interests of the City of Jefferson that such Contract Documents be approved.

NOW, THEREFORE, It Is Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The Contract Documents referred to above and the Project as provided for in the Contract Documents are hereby finally approved and confirmed.

Section 2. All resolutions and orders, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved on August 24, 2021.

Matt Gordon, Mayor

Attest:

Roxanne Gorsuch, City Clerk

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:
Jefferson Shared Use Path Improvements		CONTRACTOR (1)
City of Jefferson, Iowa		OWNER (1)
BMI PROJECT NO. A14.119874		ENGINEER (1)
		BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$938,060.09
TOTAL, COMPLETED WORK TO DATE		\$938,060.09
RETAINED PERCENTAGE (0%)		\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$938,060.09
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$891,157.09
PAY CONTRACTOR AS ESTIMATE NO.	11 & Final 6/18/2021	\$46,903.00

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that applicable provisions of the Iowa Administrative Code have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: CALIBER CONCRETE LLC
309 AUDUBON STREET
ADAIR, IOWA 50002

By _____
Name Title

Date _____

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., ENGINEERS, 300 WEST MCKINLEY STREET, PO BOX 68, JEFFERSON, IA 50129

By _____, PROJECT ENGINEER
James D. Leiding, P.E.

Date _____

APPROVED FOR PAYMENT:

OWNER:

By _____ Mayor
Matt Gordon Title Date

And _____ City Clerk
Roxanne Gorsuch Title Date

RESOLUTION NO.

WHEREAS, the City of Jefferson maintains a fund accounting system that segregates cash according to the source and use of that cash, and

WHEREAS, it is necessary to create certain fund accounts from time to time as the need arises, and to close certain accounts as those needs disappear, and

WHEREAS, there is no longer a need to maintain an account for the following activities:

1. Fund 142- Fareware TIF
2. Fund 143- Community Dev Block Grant
3. Fund 144- CDBG Fore Main Project
4. Fund 145- Downpayment Assistance
5. Fund 147- Housing Rehab Program (Region 12)
6. Fund 149- Downtown Buildings
7. Fund 150- Downtown DCBG Grant
8. Fund 325- Railroad Grade Separation
9. Fund 361- Wastewater Treatment Plant
10. Fund 362- Harrison St Sewer Main
11. Fund 363- Sewer Force Main Project
12. Fund 602- Water Sinking
13. Fund 620- Drainage District #97
14. Fund 622- Drainage District #57

WHEREAS, it is necessary and appropriate to transfer money from closed funds and other funds within the City's accounting structure in order to eliminate the fund balances that currently exist in this accounts,

THEREFORE LET IT BE RESOLVED, that the City Council of the City of Jefferson authorizes the following transfer of money as follows:

From	To	Amount
Fund 136- Cemetery Land Reserve	General Fund- 001- 4-4050-1-4711	\$7.17
Fund 146- Downtown Streetscape	General Fund- 001- 4-6900-1-4711	\$88.00
Fund 201- Debt Service TIF	TIF- 125-4-5020-1-4711	\$7,893.67
Fund 338- Water System Improvement	Water- 600-4-8010-1-4711	\$3,000.00
Fund 397- Capital Improvement	CIP- 410-4-7500-4-4482	\$2,468.31
Fund 621- Drainage District #89	Wastewater- 610-4-8015-1-4711	\$265.00

Jefferson Matters: A Main Street & Chamber Community



2021 Plan of Action: We're All In This Together 2021 – August 24, 2021 update

Purpose: Our organization's purpose is to support, promote, and preserve the historic downtown of Jefferson, Iowa, while contributing to the greater community's continued vitality.

2021 Priorities:

1. Fill two city-owned buildings with businesses that provide a net positive effect on the community
2. Teams filled with energized volunteers of all ages
3. Successful fundraising campaign that includes educating the public and creates awareness of our organization
4. Experiences that showcase Jefferson as a destination to shop, eat, play and stay
5. Unity of the community for the vision of Jefferson Matters

Design Team:

- Building façade mini grants – expanded outside of Main Street District – property owners in Jefferson eligible
- Storefront signage mini grants – expanded outside of Main Street District – property owners in Jefferson eligible
- Empty window displays – new items and ideas
- Plant hanging baskets, pillar planters and cluster planters – spring planters done and involved more members of the community with the “Adopt A Planter” program
- Deco anchor for city planters
- Promote Main Street Iowa design assistance
- Created interactive display for Bell Tower Festival

Economic Vitality Team (including Ambassadors Revamped):

- Support continued façade improvements
- Java & Juice
- Support SBDC, ICCC and other business workshops offered in Jefferson
- Pursue Challenge Grant for 2021 & support 2020 recipient – Centennial Building
- Recruitment Team contacts for new businesses/tours – new business incentive brochure, information about community and resources for potential businesses & financial incentives for new and existing businesses and contacts
- Existing Business Visits taking place
- Support for City's acquired buildings
- Existing Business Growth Mini-Grants – expanded outside of Main Street District – property owners in Jefferson eligible
- Support and organize community development & special events – All are welcome to become an ambassador!

Promotion Team (Retail Revamped):

- Continue to enhance Shop Small and other retail events
- Frequent Facebook posts & boosts for local businesses
- Park(ing) Day retail event
- Advertising throughout the year through radio, newspaper, magazines and social media
- You Got Caught Shopping Local campaign
- Seasonal sales and advertising
- Social Media Internship Program and Chatterkick training officially kicked off

Tourism Team:

- Card Rack and Brochure Distribution
- Jeff from Jefferson videos to promote businesses and events
- KKRL Advertising every month
- Promoting the opening of the Bell Tower
- Post Card Project
- Summer Safari/Architecture Safari
- Chews Jefferson
- Additional historical plaques
- Update Jefferson IA App with all Jefferson businesses
- Newcomer Bags for new households moving into Jefferson

Organization Team:

- Conduct annual Donation Drive
- Organize ABC Award presentation and Community Appreciation Night
- Family Feud Iowa Edition fundraising event
- GCHS graduation cards in May
- Communication - weekly newsletters, website updates, news column & interviews
- Volunteer recruitment

Tower View Team:

- Ribbon cutting for Arch Alley – June 4th
- Art on the Square
- Continue Sally's Alley upkeep by volunteers
- Ring Out for Art sculptures arrived May 12th and May 15th
- Ekphrasis – Painters and Poets, November 14
- Alley Mural completed (Behind Mid-Iowa Insurance)
- Imagination Alley
- Rooftop Art

Events Team:

- BRAGC (Bike Ride Around Greene County)
- Bell Tower Festival
- Golf Tournament
- Cruisin' To The Square Car Show
- Winter Festival

Board of Directors:

- Iowa Downtown Conference Participation in Iowa City on August 3-4th in Iowa City
- Annual Strategic Planning being held on Thursday, Sept. 23rd
- MSI Fall Workshop in Fort Dodge on October 19-20th
- Thank you for your support!
- Questions?