

AGENDA

COUNCIL MEETING
Tuesday, September 14, 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. 8/24/21 regular Council minutes.
- B. Road Use, Street Finance report
- C. Payment of monthly bills

IV. NEW BUSINESS:

- A. Consider approval of resolution adopting Financial Policy.
- B. Consider approval of façade improvement grant application of \$145,000 for Art on the Fly at property located at 114 N. Wilson Avenue.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 9/14/21

NEW BUSINESS

- A. **Consider approval of resolution adopting Financial Policy. Attached is the policy that was developed by the Finance committee.** The document is designed to provide a consistent approach for financial management.
- B. **Consider approval of façade improvement grant application of \$145,000 for Art on the Fly at property located at 114 N. Wilson Avenue.** Attached is an application and supporting documents for a grant request for three sides of the building. The funding for the grant would be in the 2022-2023 fiscal budget.

COUNCIL MEETING

August 24, 2021

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek
ABSENT: None

Mayor Gordon presided..

Linn Cipperley-Price, (APE) spoke during Open Forum and reported the (TNR) program received \$4000 in grant funds. She asked the Council about areas in the City if they could trap safely in sewer areas and abandoned properties. The Council took no action.

On motion by Wetrich, second by Sloan, the Council approved the following consent agenda: August 10, 2021 Council Minutes, Neighborhood Improvement Incentive Program of \$1,450 for house demolition at 506 N Maple St., Dilapidated Housing Abatement Program of \$5,500 for demolition of house at 506 N Maple St., Sidewalk replacement reimbursement of \$1,050 at 1111 McDuffie Drive.

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

This was the time and place for the 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. Mayor Gordon called for oral or written comments and there were none. On motion by Jackson, second by Zmolek, the Council closed the Public Hearing.

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

RESOLUTION NO. 58-21

On motion by Jackson, second by Wetrich, the Council approved Resolution No. 58-21, a resolution approving Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the Greene County Animal Shelter Project.

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

On motion by Wetrich, second by Jackson, the Council approved of the appointment of Matt Gordon to the Jefferson Fire Department as recommended by Fire Chief Jack Williams.

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

On motion by Ahrenholtz, second by Sloan, the Council approved a Pay Estimate #11 (final) payment for Shared Use Path Project of \$46,903 to Caliber Concrete LLC.

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

RESOLUTION NO. 59-21

On motion by Sloan, second by Zmolek, the Council approved Resolution No. 59-21, a resolution transferring funds and closing fund accounts.

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

On motion by Ahrenholtz, second by Wetrich, the Council gave approval to move forward with building renovations at 105-107 N Chestnut Street.

AYE: Jackson, Sloan, Wetrich, Ahrenholtz, Zmolek

NAY: None

An appeal hearing was held on the Jefferson Police Department's determination of a dog at 402 South Wilson Ave. being deemed illegal under Section 55.11 of the Jefferson Municipal Code. Jill and Erick Johnson, owners of the dog, by and through their attorney, offered to agree to deem the dog a vicious animal under 55.12 of the Jefferson Municipal Code if the Council would dispense with the hearing. The Council denied the request on motion by Ahrenholtz, second by Sloan with a 5-0 vote.

AYE: Wetrich, Jackson, Sloan, Zmolek, Ahrenholtz

NAY: None

During the hearing the Council heard from the Johnson's as well, as Jefferson Police Officers. After deliberation the Council made a motion by Ahrenholtz, second by Zmolek, with a vote of 3-2 to uphold the determination of the dog as Illegal under Section 55.11 of the Jefferson Municipal Code.

AYE: Sloan, Zmolek, Ahrenholtz

NAY: Wetrich, Jackson

The quarterly report with Jefferson Matters: A Main Street & Chamber Community was held to update the Council on activities.

There being no further business the Council agreed to adjourn at 7:29 p.m.

Matt Gordon, Mayor

Roxanne Gorsuch, City Clerk



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2021
Jefferson
9/1/2021 3:16:25 PM

Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Salaries - Roads/Streets		\$228,061					\$228,061
Benefits - Roads/Streets	\$129,069	\$242					\$129,311
Training & Dues		\$882					\$882
Building & Grounds Maint. & Repair		\$4,929	\$253,753				\$258,682
Vehicle & Office Equip Operation and Repair		\$59,092					\$59,092
Other Maintenance and Repair			\$14,711				\$14,711
Insurance		\$48,380					\$48,380
Payments to other agencies		\$4,164					\$4,164
Other Contract Services		\$1,801					\$1,801
Minor Equipment Purchases		\$446					\$446
Operating Supplies		\$8,145					\$8,145
Other Supplies		\$7,981					\$7,981
Vehicles		\$152,000					\$152,000
Heavy Equipment		\$5,625					\$5,625
Transfer Out		\$50,000					\$50,000
Street Lighting		\$89,343					\$89,343
Traffic Control/Safety		\$4,410					\$4,410



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City Street Finance Report

Fiscal Year 2021
Jefferson
9/1/2021 3:16:25 PM

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Snow Removal		\$8,775					\$8,775
Total	\$129,069	\$674,276	\$268,464				\$1,071,809



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City Street Finance Report

Fiscal Year 2021
Jefferson
9/1/2021 3:16:25 PM

Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Levied on Property	\$79,069						\$79,069
Other Taxes (Hotel, LOST)			\$268,464				\$268,464
State Revenues - Road Use Taxes		\$650,282					\$650,282
Charges/fees						\$0	\$0
Sale of Property & Merchandise		\$6,447					\$6,447
Sale of Assessts		\$2,902					\$2,902
Transfer In	\$50,000						\$50,000
Total	\$129,069	\$659,631	\$268,464			\$0	\$1,057,164



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City Street Finance Report

Fiscal Year 2021
Jefferson
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Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
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City Street Finance Report

Fiscal Year 2021
Jefferson
9/1/2021 3:16:25 PM

Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
Target Concrete Saw (13-horse)	2006	Purchased	\$1,300	No Change
CAT Grader	1996	Purchased	\$51,000	No Change
Vermeer Brush Chipper BC 1400XL	2005	Purchased	\$40,000	No Change
Atlas Air Compressor	2006	Purchased	\$11,000	No Change
SnoGo Snow Blower	1997	Purchased	\$35,000	Traded
Elgin Street Sweeper	2018	Purchased	\$185,000	No Change
Solar Tech Silent Sentinel Signboard	2017	Purchased	\$4,500	No Change
Haulotte Biljax 5533A Lift	2014	Purchased	\$30,000	No Change
JLG 46055 Lift	2012	Purchased	\$35,000	No Change
Silverado K2500	2017	Purchased	\$30,011	No Change
Silverado K2500	2017	Purchased	\$31,511	No Change
International 7300 SFA4	2005	Purchased	\$61,835	Junked
Chevy Truck	2004	Purchased	\$19,798	No Change
International Truck 7300 4X2	2014	Purchased	\$20,000	No Change
International Dump Truck	2020	Purchased	\$84,000	No Change
International 7300 Single Axle	93000	Purchased	\$93,000	No Change
Cougar Mosquito Sprayer	2007	Purchased	\$8,000	No Change
Target Concrete Saw (35-horse)	2003	Purchased	\$13,000	No Change
CAT Loader	1997	Purchased	\$100,000	No Change
CAT Backhoe	2008	Purchased	\$90,000	No Change
Case Tractor 120C	2017	Purchased	\$68,000	No Change



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City Street Finance Report

Fiscal Year 2021
Jefferson
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Description	Model Year	Usage Type	Cost	Purchased Status
International 7300 Single Axle	2003	Purchased	\$70,500	No Change
International 7300 Single Axle	2005	Purchased	\$89,000	No Change
Bobcat Skid Loader	2004	Purchased	\$25,000	No Change
SnoGo WK800 Snow Blower	2020	Purchased	\$152,000	New



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City Street Finance Report

Fiscal Year 2021
Jefferson
9/1/2021 3:16:25 PM

Street Projects

Project Description	Contract Price	Final Price	Contractor Name
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City Street Finance Report

Fiscal Year 2021
Jefferson
9/1/2021 3:16:25 PM

Summary

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Beginning Balance	\$0	(\$2,574)	\$0	\$0	\$0	\$0	(\$2,574)
SubTotal Expenses (-)	\$129,069	\$624,276	\$268,464				\$1,021,809
Transfers Out (-)		\$50,000					\$50,000
Subtotal Revenues (+)	\$79,069	\$659,631	\$268,464			\$0	\$1,007,164
Transfers In (+)	\$50,000						\$50,000
Ending Balance	\$0	(\$17,219)	\$0	\$0	\$0	\$0	(\$17,219)

Resolution Number:
Execution Date: Tuesday, September 14, 2021
Signature: Sarah Morlan

City of Jefferson Financial Policies

These policies are intended to be a guide to the elected and appointed official of the City of Jefferson. They are a statement of the City's policies relating to financial management. To the extent possible, the Mayor, Council, and Administration are to follow these policies or strive to achieve them. The public is invited to review these policies and to hold the City officials to account in relation to compliance.

General Fund

1. The City shall provide for ending fund balance of at least 50% of expenditures within the City's general fund. This fund shall be substantially made up of cash balance. The reserve shall be added to on an annual basis, if necessary, to maintain the balance. This fund balance shall be considered an undesignated, unreserved general fund balance.
2. Surplus fund balance above the 50% threshold shall be transferred to an outside Emergency Fund, that shall build balance until it has a fund balance, substantially made up of cash balance, equal to 20% of expenditures.
3. Surplus fund balance above 50% in the general fund, where the Emergency Fund is fully funded, shall be transferred to an outside Discretionary Fund, from which surplus cash may be spent by the City on any lawful purpose, as authorized by the Council.
4. City Administration shall report to the Finance Committee monthly on the City's revenues, expenditures, and percentage of the budget committed for the fiscal year in question. The report shall provide the status of fund balances and estimated budget revenues and expenditures for the entire year shall be provided.
5. Budget amendments shall be authorized at the point in time when expenditures in the fund in question are known to exceed the preciously authorized expenditure. Amendments should reflect changes in expenditures, revenues, and transfers. Amendments should be enacted whenever there are variations from the current budget.
6. The City shall prepare a realistic general fund budget using conservative assumptions and the best-known information at the time of adoption.

City Budget

1. The City shall prepare an annual budget in accordance with State requirements. City Administration will begin the budget process early so that the Council has an opportunity to give adequate consideration to budget proposals and options.
2. The City Administrator shall prepare a proposed budget for the following fiscal year. The proposed budget shall reflect a reasonable estimate of revenues and expenditures for the period. The City Council shall give consideration to the proposed budget but may also request options to achieve Council goals and priorities. The City Administrator shall use his/her best efforts to reflect Council directives, policies in a final budget.
3. The budget adopted by the Council shall be a realistic statement of the City's plan for the fiscal year. All planned activity shall be reflected; reasonable estimates used, and accurate budgeting of financial transactions is expected.

Debt Management

1. The City will seek to limit total General Obligation outstanding debt to:
 - a. excluding overlapping debt, enterprise debt and revenue debt.
2. Not later than fiscal year 2025, a 5-year CIP shall be prepared for each budget cycle that includes all expected, anticipated, proposed capital items, and identifies a source for funding of such item. If funding involves debt; the CIP should identify the type of debt issue, its tax or user rate required to fund the debt, if any, the assumptions made with the debt projections. If debt is paid with TIF, the plan should identify if current TIF revenues exist to support the debt and, if not, what assumptions are required of the TIF to enable funding of the proposed item.
3. The City may issue revenue-supported debt to fund costs for water and sewer system improvements that benefit all or substantially all of the residents of the City. Users fees will be adjusted, if necessary, to support the debt.
4. If the revenue-supported debt is in the CIP, the City shall calculate the impact of the additional debt at the expected time of issuance on its utility budget and, if rates are insufficient to cover projected debt, operations, necessary reserves and maintenance costs, the City shall immediately begin the process to adjust rates sufficient to accommodate the debt at the time when it is scheduled to be issued.
5. A 5-year forward thinking analysis of utility operating income, expenses, debt, capital items and cash flow shall be prepared every three years. The analysis shall assume expense growth in all areas where expenses would normally grow at a rate not less than CPI.
6. TIF development agreements must stand on their own merit. Development agreement obligations shall not exceed the expected TIF income, using reasonable assumptions, from the development itself and no other income source, over the term of the agreement.
7. All TIF development agreements should contain “annual appropriation” provisions so that the agreement does not count against the City’s constitutional debt limit.
8. General Obligation debt for which property taxes are to levied, excluding voter-approved general obligation debt, must be fully repaid within ten fiscal years of original issuance. Voter-approved general obligation debt for which property taxes are to levied may be paid over 20 years. Voter approved debt may be issued with level P&I structure over the 20 year maximum period of time. All debt should contain early redemption provisions to allow the city to respond to changes and opportunities.
9. Proposed TIF debt may be issued with an annual appropriation pledge where the City determines that the new taxes created by the development will support the debt being contemplated with a repayment that does not exceed 15 years from the original issuance of the debt.
10. The City will seek improvements to its debt rating and will take those actions needed to improve the City’s rating.
11. Debt shall not be issued for normal operating expenses. Debt issued for capital expenses shall not exceed the normal life of the items to be financed.
12. The City will strive to maintain a reserve debt capacity margin of at least \$3.5 million.

Accounting Policies

1. Expenses and revenues will be charged to the correct amount in the appropriate fund and function regardless of the availability of specific budgetary authority.

2. Absent Council direction to the contrary, revenues, when received, will be credited to the account where there are associated expenses.
3. Financial reports will be compiled promptly and will be made available to the Finance Committee monthly and Council quarterly. All financial reports will be accessible to the public.
4. The City will periodically seek proposals for annual audit services. When soliciting proposals for audit services, the City shall prepare a form of RFP that includes all services that the City anticipates it desires the auditor to provide, the terms that it wishes the audit firms address in their proposal, and at a minimum, including agreed upon timeline for milestones leading to the receipt and presentation of audit to the Council. The evaluation of the audit proposals shall be made based first on the merit of the responding firm (relative to the request) and secondarily, the costs of the audit.
5. The City Administrator may allocate salaries and other costs among funds; if this is done, it will be an accurate representation of costs for each fund.

Other City Funds-Reserves

1. The City will create other non-statutory funds only when there is an interest in clearly showing financial transactions in a separate fund from other City funds.
2. An Economic Development Fund will be created and maintained to serve as a reserve for large expenses relating to economic development projects. This Fund will be a component of the General Fund for accounting purposes.
3. The City will create and maintain an Equipment Reserve Fund for large equipment acquisitions. Funding will be derived from transfers from all other City funds and departments. In order to keep the underlying operating fund from showing wide swings in expenses from one year to another, equipment purchases will be made from the Equipment Reserve Fund. An accounting of each department's fund balance will be maintained and reported to the Council at least annually.
4. In order to set aside amounts needed for future capital projects, the City may create a specific capital project fund. Each fund should be identified to indicate the project to be funded. To address concern that utility funds show large balance that are actually restricted to specific purposes, capital projects funds shall be held outside of the utility for which the fund is created (for example, a sewer capital project fund shall not be held within the sewer fund, but rather, shall be held in an outside capital project fund)
5. The City will create a Building Reserve Fund. This fund will accumulate reserves for major repairs and improvements to city buildings. When reserves are identified for a specific project, they will be transferred to the appropriate capital project or other fund for expenditure.
6. The City shall periodically, not less than annually, review the outstanding funds that have been created and close out funds that are no longer necessary. Other than funds created specially for use with one of the City's utilities, any remaining balance in funds to be closed out shall be transferred to the City's general fund. Funds closed out that were created specifically with respect to one of the City's utilities shall have the balances transferred to said utility.

Support of Economic Development

1. The City Council may determine that a development project is of such significance that the City should provide financial or other support.

2. Cash incentives to businesses or developers shall be in the form of TIF rebate of actual property taxes paid from the development. The term of rebate shall not exceed 10 years unless the City is receiving substantial public property out of the agreement of the City is receiving jobs that exceed Iowa's High Quality Jobs description. If the Council specifically determines that low or moderate income housing is required, the City may enter into rebates that exceed 10 years where necessary, within then current statutory provisions.

General Financial Management

1. The City will not use "exotic" financial tools for debt issuance, investments, and other financial matters. This includes the use of derivatives, variable interest rate debt, and other such tools.
2. The City may use a "forward delivery" type of debt instrument, when approved by Council, that allows the City to lock in current interest rates for a future delivery date, so long as the debt instrument doesn't contain any derivative structure or liability for the City to perform other than to deliver the debt instrument at the specified future date.
3. The City may issue draw-down debt that includes interest that is paid based on a variable index, such as U.S. Treasury or Bank Prime rate, however, not later than the date when the project in question (for which the debt was issued) has been completed, the City must convert the debt to a fixed-rate, fully amortizing structure.
4. The City will present all financial information to the Council and the public in a matter that is easy to comprehend. Questions about the City's financial affairs will be fully answered on a timely basis.

City of Jefferson

Façade Rehabilitation Program Application

Purpose:

The purpose of this grant program is to assist business/building owners within the City of Jefferson Main Street District to strengthen their neighborhood's appearance, to promote the area to visitors, and to improve the quality of life.

Eligible Applicants:

- ◆ Eligible applicants are building owners in the City of Jefferson Main Street District who are committed to the Historical District.

Eligible Projects to be Considered for Funding:

- ◆ Projects that correct violations of the current International Property Maintenance Code.
- ◆ Projects for facade improvements only.

Funding Requirements:

- ◆ Grant funds are available on a reimbursement basis only.
- ◆ Grants will generally be awarded on a 50/50 cash match basis.
- ◆ Building design and materials must be approved by Façade Review Committee.
- ◆ Before and after pictures are required for funding.
- ◆ Projects must abide by the City of Jefferson Downtown Building Design Guidelines
- ◆ Projects may be required to obtain design assistance through Main Street Iowa.
- ◆ Large projects must submit building renderings of design.

Applicant Information

Organization Name: Fit on the Fly Project Name: Art on the Fly/Columbian
Contact Person: Jolene Peters Mailing Address: 114 N Wilson Block
City, State, Zip: Jefferson, IA Daytime Phone Number: 515-370-2824
Fax: _____ E-mail: jpeters@netins.net
Total Project Cost: \$ 294,138.84 Amount requesting from this grant program: \$ 145,000
Project Address: 114/116 N Wilson, Jefferson, IA 50129
Project Description see attached - 3 Façades - Front of 114/116,
pedestrian alley (114) rear alley - 114 to original, 114/116
upper story windows

The Façade Review Committee will make final recommendations to the City Council regarding which projects should be funded. However, they will solicit input by utilizing, the City Engineer, City Department Staff, and/or City Council Members.

For More Information/Questions:

Contact the City Administrator or Building Official at 515-386-3111.

DESIGN CONCEPT PROPOSAL

May 15, 2020
Art on the Fly, 114 N Wilson Ave, Jefferson, IA
Project #01420



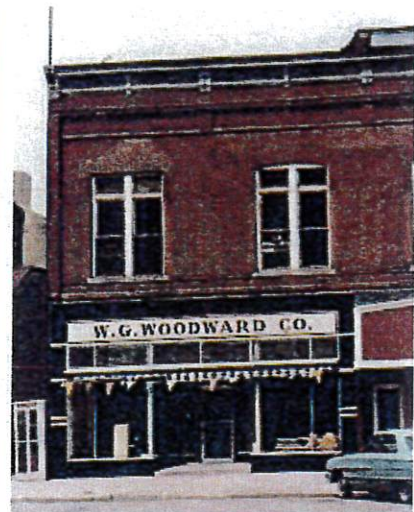
Design recommendations are based upon field inspection during the site visit and/or information provided by the owner/tenant and are conceptual only. They are not intended for construction purposes. Additional consultation, or the use of specialized consultants including a licensed architect or engineer, may be required for additional design development and for individual issues or concerns. Prior to beginning any work, consult with local officials to ensure compliance with local codes and ordinances.



Existing Building



Historic Photographs



NOTES

- This drawing proposes façade improvements for Art on the Fly at 114 N Wilson Ave. Since the storefront has undergone multiple alterations over time and little historic fabric remains, a new compatible storefront system is recommended.
- Remove the existing infill transom panel.
- Assess condition of masonry piers framing storefront. Make any repairs needed and repaint to match color of upper façade.
- Remove existing storefront and replace with a new, compatible system that fills the full opening. A signage panel is proposed in the upper portion to cover the lower secondary lintel. Frame in a new storefront system following the existing configuration, adding bulkhead panels and large storefront window openings with transoms.
- Cut out step at storefront and replace with a ramp to improve accessibility.
- Utilize the sign panel to highlight the creative business identity. A graphic background example is shown here, but consider different ways to highlight the owner's artistic talents. Individual letter signage adds some dimension to the sign panel. Continue signage and branding with vinyl cut lettering in the storefront window(s). Options could include taglines, class offerings, etc.



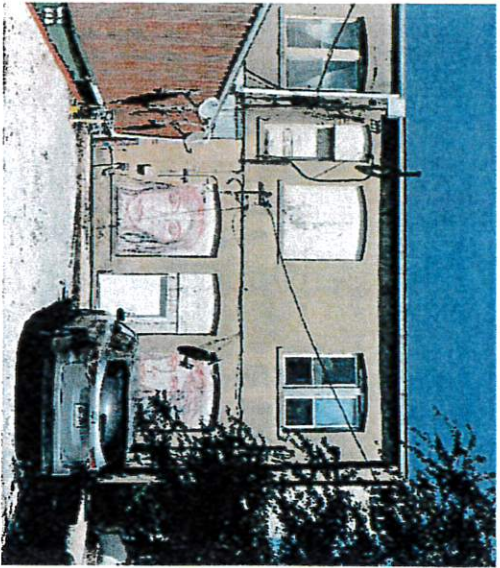
MAIN STREET
IOWA

DESIGN CONCEPT

Project #01420

Art on the Fly, 114 N Wilson Ave, Jefferson, IA

May 15, 2020



DESIGN CONCEPT

Project #01420 (Rear Façade)

Art on the Fly, Jefferson, IA

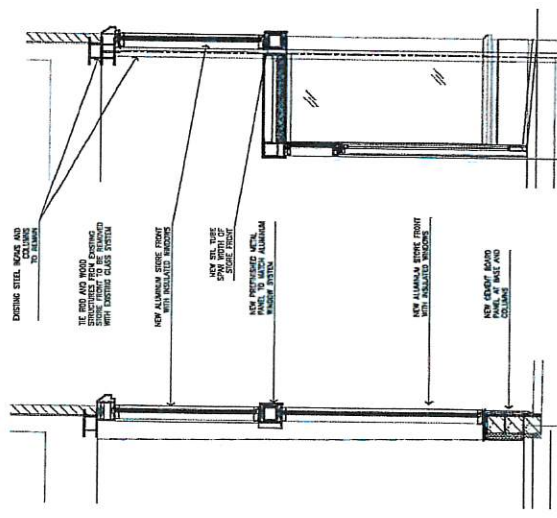
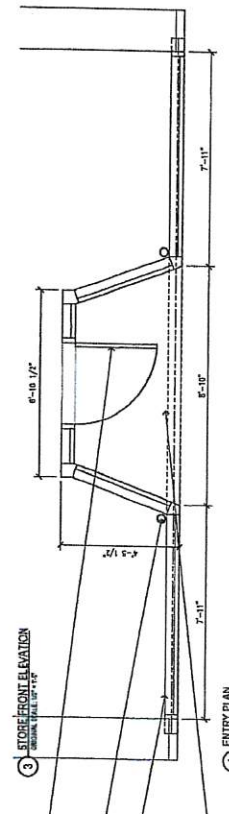
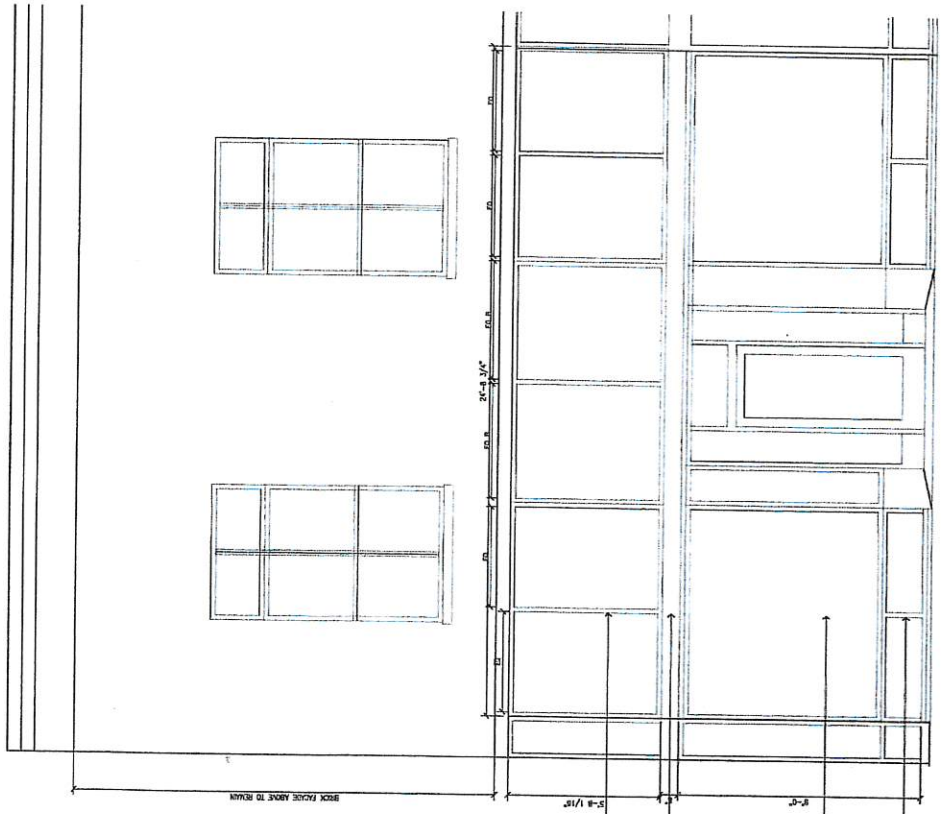
August 6, 2021

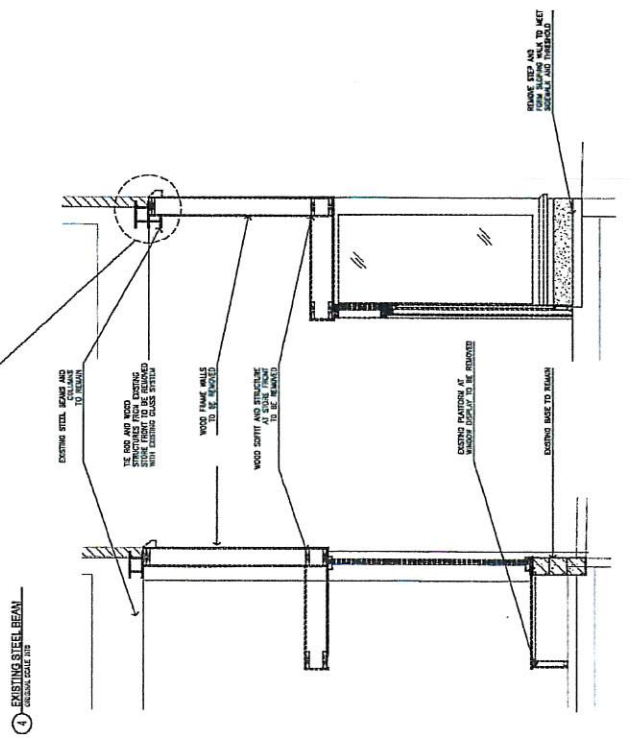
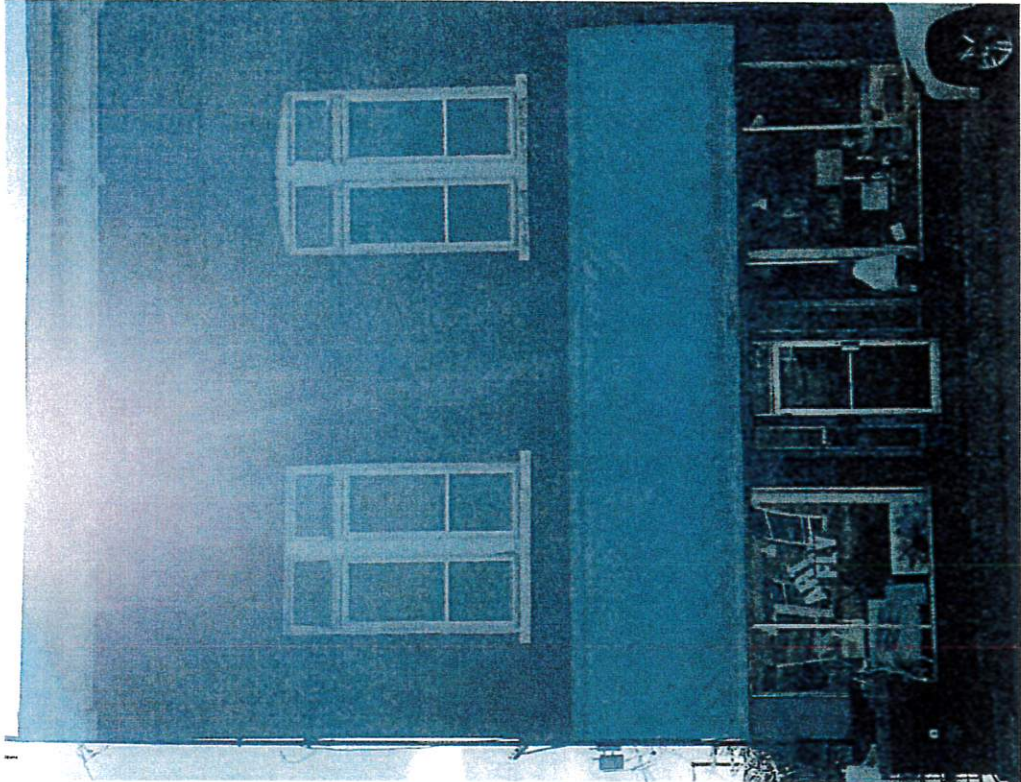
ART ON THE FLY
 Jefferson, Iowa

PROJECT NUMBER	15-000
DATE	01-01-2015
DRAWN BY	AAA
CHECKED BY	AAA
SCALE	AS SHOWN
DATE PLOTTED	01/01/2015
PLotted BY	AAA

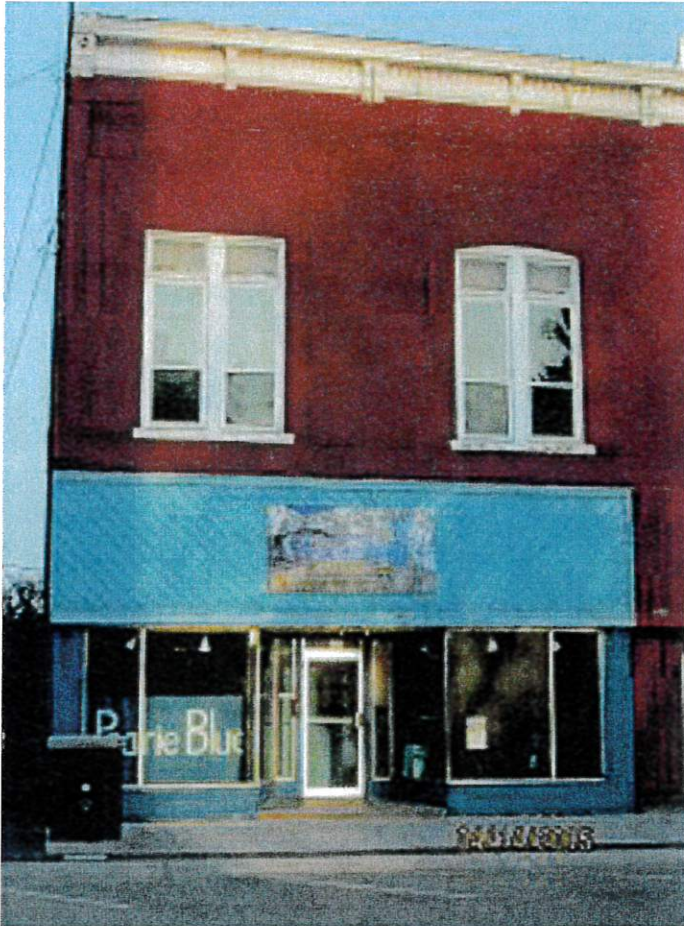
STORE FRONT
 STUDY
 SHEET 001

A1





Current Pictures



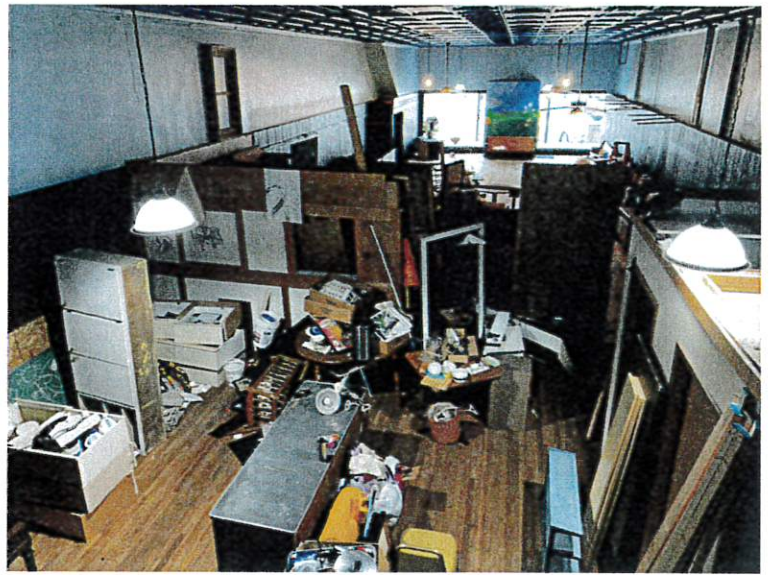
114 N. Wilson- Purchased March 13, 2020



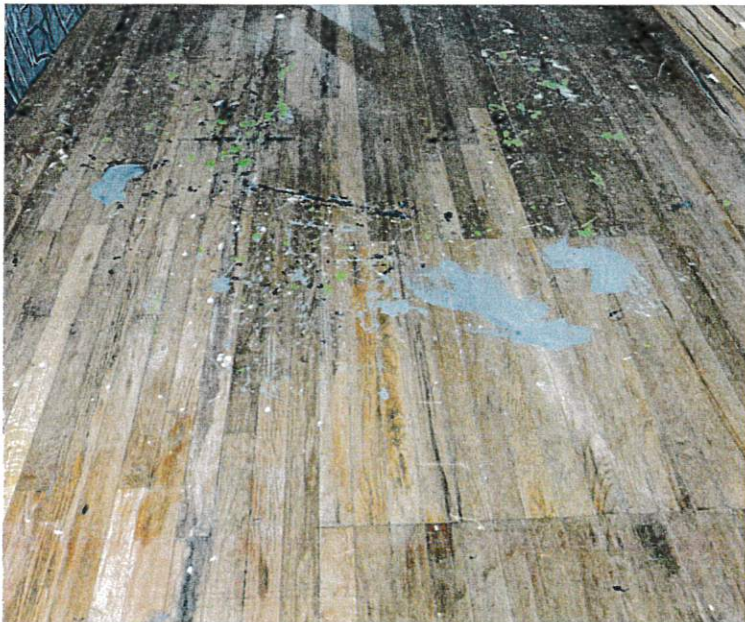
South Side of building at Purchase (Alley side)



Back door- not secure



Entire main floor was full of junk that had to be removed. Ceiling and lower walls were dark blue and black.



Floor was covered in fake blood, paint, Glitter, and grime



South Side after powder blasting to remove graffiti



Inside during deconstruction and removal of debris and junk.

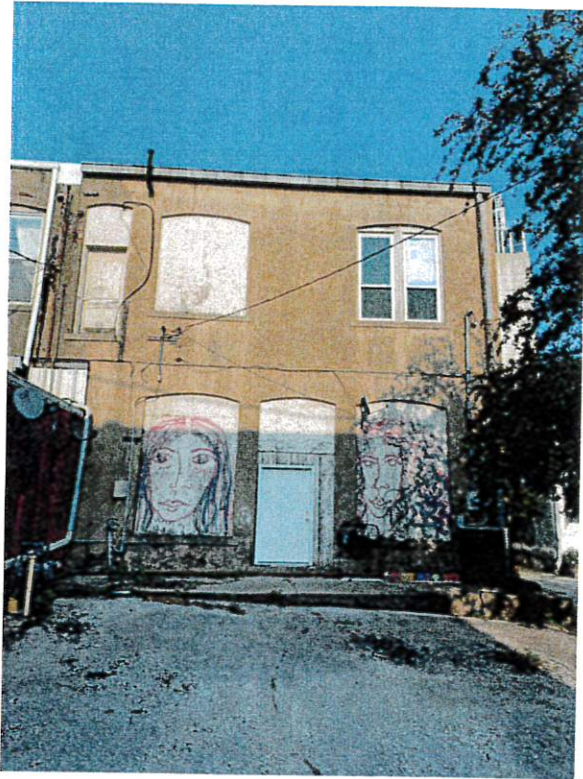


Original tiles were painted a brighter color, as we were unable to remove the blue.

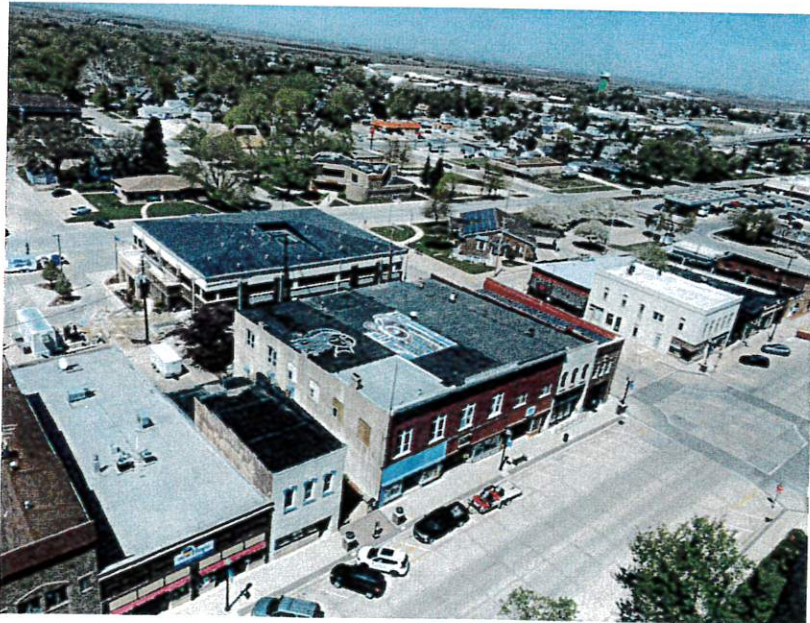


Floor was restored.





Back Alley picture. Temporary Steel door was installed to maintain a secure business.



114 and 115 N. Wilson are part of Tower View Team's Roof Top Art Installations

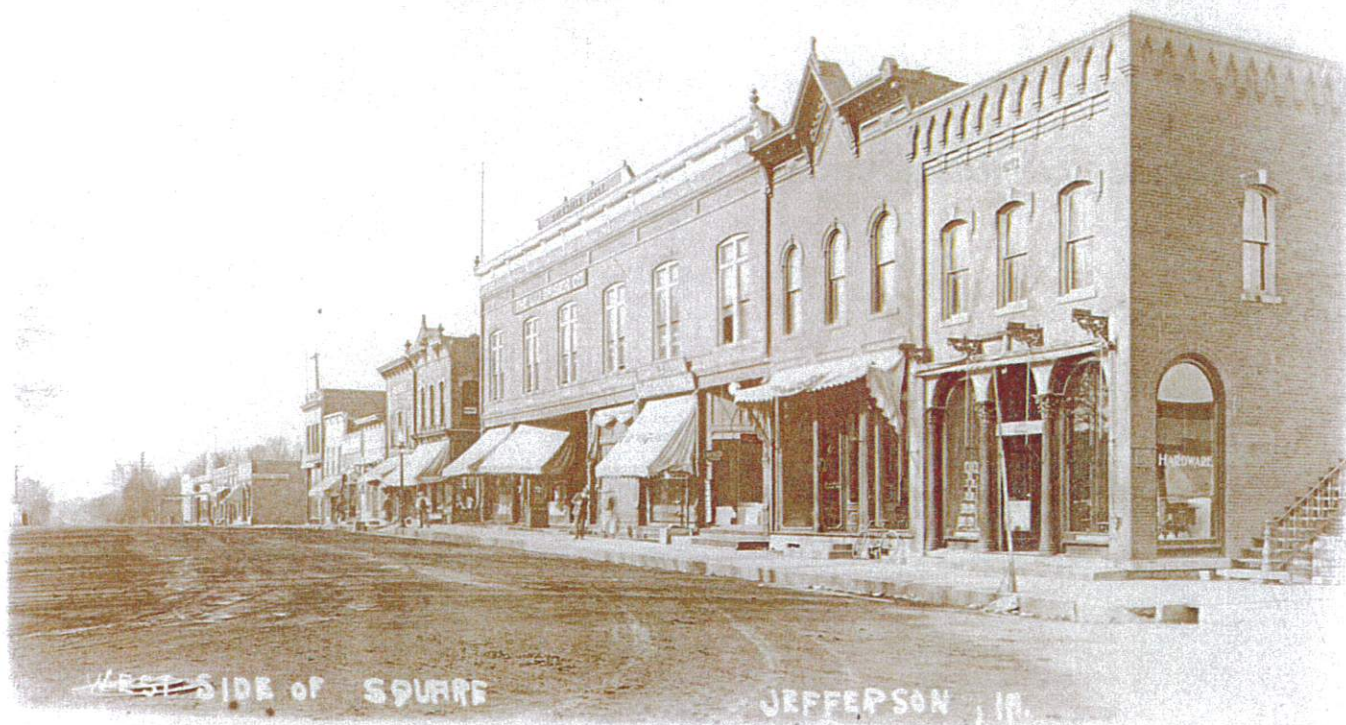


Art on the Fly is an Art Studio that offers experiences that nourish the mind body and spirit. We offer art classes in a variety of mediums to ages 3-103 years old.



Historic Pictures

114 N. Wilson-Previously 113 Cherry Street (Columbian Building)



- 1883 Oliver's 2nd Hand Store (sewing machines, Jewelry)
- 1888 Variety Store
- 1893 vacant
- 1898 Dry Goods, notions, boot and shoe?
- 1899 E.H. Carter- The Columbian Store (Dry Goods, Notions, Capes, Jackets, Furs, Shoes, groceries)
- 1909 Early Day Dry Goods Emporium L. J. Grisier Co.
- 1915 Dry Goods
- 1935 Franklin and Son Furniture





1944 Woodward Department Store
1959-1974 Anthony's

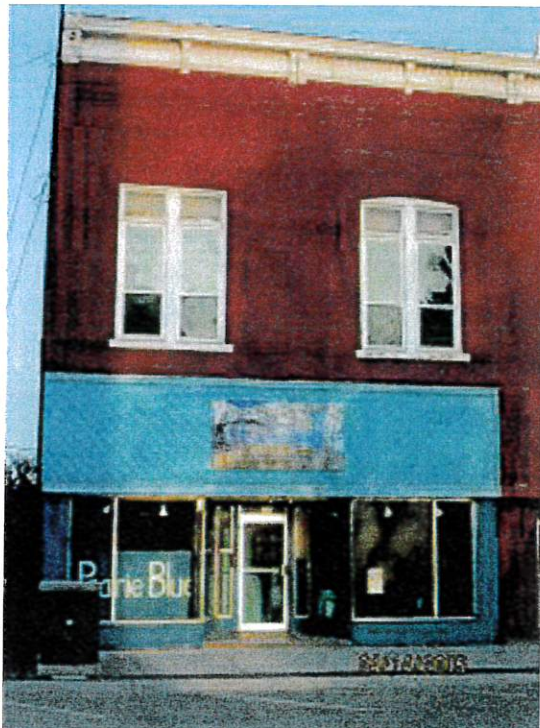


1939 W. G. Woodard Co





1974 Sewing Box
1982 Just Hers
1998-2006 Treasures from the Heart



2007 Prairie Blue

Jefferson Public Library

Meeting of the Board of Trustees
Monday, September 13, 2021 6:30 PM
Library 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 Reports
 - B. Year-to-Date Monthly Financial Reports
 - C. Fiscal Year End Reports
 - D. Project Updates
- VI. Old Business
 - A. Architecture feasibility study
 - B. Personnel
- VII. New Business
 - A. Policy Review – facilities & equipment
 - B. Investments
 - C. Iowa Library Trustees Handbook 2021
 - D. FY23 Budget Proposal
 - E. Work session for Director's annual performance review
- VIII. Next Meeting – Monday, October 11 at 6:30 p.m. (*Columbus Day*)
- IX. Adjournment

NOTE: Trustee Training – Tuesday, Nov 16, Grand Junction Community Center

MINUTES

FINANCE COMMITTEE- WEDNESDAY, SEPTEMBER 1, 2021, 2:00 PM- JEFFERSON CITY HALL

Present: Mike Palmer, Harry Arenholtz, Pat Zmolek, Sarah Morlan

- A. Review of monthly revenue and expenses for July
 - a. No report
- B. Financial Policy Edits
 - a. No changes from last meeting. Set to be on agenda on September 14, 2021. Asking Tim Oswald to be on standby for any questions.
- C. Street Finance Report
 - a. Due December 1st. This is the first year it does not need a resolution by Council. It will be on the September 14th Council meeting as an agenda item. Mike will mention that it is normally done by resolution but the parameters have changed.
- D. Financing for West Lincoln Way
 - a. Sent estimates to Tim Oswald. He will produce a more accurate spreadsheet for what is needed for the downtown buildings and then proceed to get a better idea on how West Lincoln Way could be financed.