AGENDA
COUNCIL MEETING
Tuesday, January 9, 2018
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. 12/12/17 regular Council meeting minutes.
B. Casey’s General Store #1617, Class E Liquor License.
C. Approval of $900 Hotel/Motel grant for Jefferson, Iowa app.
D. Approval of $4,340 Hotel/Motel grant for Bell Tower billboard advertising
E. Approval of monthly bills.

IV. NEW BUSINESS:

A. Consider approval of resolution to install street light at corner of American Avenue and Highway 4.
B. Committee appointments.
C. Consider approval of plat of survey for Regional Council of Government Housing Inc.
D. Consider approval of pay estimate number 7 to Pinnacle Construction in the amount of $137,736.14 for CDBG Façade project.
E. Consider approval of resolution to accept donations for Animal Facility.
F. Presentation from Zoey Mauch on bike/pedestrian network.
G. Presentation by Jefferson Fire Department.

V. REPORTS:

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

VI. ADJOURN.
NEW BUSINESS

A. Consider approval of resolution to install street light at corner of American Avenue and Highway 4. Street Committee reviewed a request for an additional light. A resolution is needed for Alliant to proceed.

B. Committee appointments. (attached)

C. Consider approval of plat of survey for Regional Council of Government Housing Inc. Plat of survey would combine lot 7 and parcel B of lot 7. (attached)

D. Consider approval of pay estimate number 7 to Pinnacle Construction in the amount of $137,736.14 for CDBG Façade project. (Pay estimate attached)

E. Consider approval of resolution to accept donations for Animal Facility.

F. Presentation from Zoey Mauch on bike/pedestrian network. Zoey is an ISU Landscape Architecture and Planning Student. See attached summary sheet of project.

G. Presentation by Jefferson Fire Department.
COUNCIL MEETING
December 12, 2017
5:30 P.M.

PRESENT: Ahrenholtz, Teeples, Sloan, Wetrich, Von Ahsen
ABSENT: None

Mayor Berry presided.

No citizens spoke during the Open Forum.

On motion by Von Ahsen, second by Sloan, the Council approved the following consent agenda: November 28, 2017 Council Minutes, payment of monthly bills from City funds, and approval to waive the regular Council Meeting on December 26, 2017.

AYE: Ahrenholtz, Sloan, Teeples, Von Ahsen, Wetrich
NAY: None

This was the time and place for the Public Hearing on the proposed 2017 Amendment to the City’s Urban Revitalization Plan. Berry called for any oral and written comments and there were none. On motion by Teeples, second by Ahrenholtz, the council closed the Public Hearing.

AYE: Von Ahsen, Teeples, Sloan, Wetrich, Ahrenholtz
NAY: None

RESOLUTION NO. 46-17
On motion by Teeples, second by Von Ahsen, the Council approved Resolution No. 46-17, a resolution adopting the 2017 Amendment to the Jefferson Urban Revitalization Area Plan.

AYE: Wetrich, Teeples, Ahrenholtz, Sloan, Von Ahsen
NAY: None

RESOLUTION NO. 47-17
On motion by Teeples, second by Von Ahsen, the Council approved Resolution No. 47-17, a resolution approving a 5-year Capital Improvement Plan and matching funding for the Airport Improvement Project.

AYE: Sloan, Wetrich, Von Ahsen, Ahrenholtz, Teeples
NAY: None

On motion by Ahrenholtz, second by Wetrich, the Council approved of Jefferson Wayfinding signage plan for locations of signage.

AYE: Von Ahsen, Ahrenholtz, Wetrich, Teeples, Sloan
NAY: None

Mayor Craig Berry presented Gary Von Ahsen a certificate and thanked him for his 8 years of service and dedication as a Councilperson for Jefferson.

The following bills were approved for payment from City funds:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC PEST CONTROL</td>
<td>PEST CONTROL</td>
<td>195.00</td>
</tr>
<tr>
<td>ACCESS SYSTEMS</td>
<td>LB CRUSTACEAN</td>
<td>218.44</td>
</tr>
</tbody>
</table>
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

Applications are due by October 2, 2017 at 5:00 PM at Jefferson City Hall.

Date: 12/20/17

Applicant Information:

Name of Organization and financial information. (Please list officers of the organization and provide balance sheet and income statement) See Attached.

Mailing Address: PO Box 222, Jefferson, IA 50129

Contact Name & Title: Carole Custer, President

Telephone: 515-370-0009 (cell) Email Address: custer@netsins.net

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

Description of project.

Billboard ad and rents located on hwy 141 near the bike trail southeast of hwy 4 intersection

How does the proposal promote the City of Jefferson?

The billboard will promote the Mahaska Memorial Carillon Tower as a tourist attraction from May-October. The Jefferson Chamber will use the board to promote tourism from November - April.

Date of event or project start and end date.

January 2018 - December 2018

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

6 months rent: $3,500 Money will pay for 1/2 yr of rent

Order production: $960 Art production: $4,340

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

No
Applicant Information:

Name of Organization and financial information. (Please list officers of the organization and provide balance sheet and income statement).

Bell Tower Community Foundation – a 501 (c) (3) non-profit organization
President - Carole Custer
Vice-President – Craig Berry
Secretary – Peg Raney
Treasurer – Bob Schwarzkopf

Balance sheet and income statement are attached.

Mailing Address: PO Box 222, Jefferson, Iowa 50129

Contact Name & Title: Carole Custer, President

Telephone: 515-370-0009 (cell) Email Address: custer@netins.net
<table>
<thead>
<tr>
<th>Income</th>
<th>Jan - Dec 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Grants</td>
<td></td>
</tr>
<tr>
<td>City of Jefferson</td>
<td>15,000.00</td>
</tr>
<tr>
<td>Greene County</td>
<td>7,500.00</td>
</tr>
<tr>
<td>Vision Iowa</td>
<td>29,164.75</td>
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<tr>
<td>Total Government Grants</td>
<td>51,664.75</td>
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<tr>
<td>Public Contributions</td>
<td></td>
</tr>
<tr>
<td>Interest &amp; dividends</td>
<td>172,505.86</td>
</tr>
<tr>
<td>Gains (Losses) on Investments</td>
<td>1,890.55</td>
</tr>
<tr>
<td>Unrealized Gain (Loss) on Inv</td>
<td>-801.68</td>
</tr>
<tr>
<td>Other Income</td>
<td>0.00</td>
</tr>
<tr>
<td>Souvenir Sales</td>
<td>1,936.00</td>
</tr>
<tr>
<td>Tower Tours</td>
<td>1,720.50</td>
</tr>
<tr>
<td>Total Income</td>
<td>239,666.78</td>
</tr>
<tr>
<td>Cost of Goods Sold</td>
<td></td>
</tr>
<tr>
<td>Cost of Goods Sold</td>
<td>1,245.64</td>
</tr>
<tr>
<td>Total COGS</td>
<td>1,245.64</td>
</tr>
<tr>
<td>Gross Profit</td>
<td>238,440.94</td>
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<tr>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>Advertising &amp; Promotion</td>
<td>10,000.25</td>
</tr>
<tr>
<td>Administrative Expenses</td>
<td>309.93</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>12.12</td>
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<tr>
<td>Grants Made</td>
<td>165,774.00</td>
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<tr>
<td>Insurance</td>
<td>196.00</td>
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<tr>
<td>Memberships</td>
<td>125.00</td>
</tr>
<tr>
<td>Other Expense</td>
<td>159.88</td>
</tr>
<tr>
<td>Payroll - Wages</td>
<td>7,942.00</td>
</tr>
<tr>
<td>Payroll - Emp’er Taxes</td>
<td>607.59</td>
</tr>
<tr>
<td>Postage</td>
<td>82.64</td>
</tr>
<tr>
<td>Souvenir Cost</td>
<td>1,028.54</td>
</tr>
<tr>
<td>Telephone &amp; Internet</td>
<td>781.97</td>
</tr>
<tr>
<td>Tower 50th Anniversary</td>
<td>3,016.35</td>
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<tr>
<td>Uniform Expense</td>
<td>35.31</td>
</tr>
<tr>
<td>Total Expense</td>
<td>190,070.58</td>
</tr>
<tr>
<td>Net Income</td>
<td>48,370.36</td>
</tr>
</tbody>
</table>
Bell Tower Community Foundation
Balance Sheet
As of December 31, 2016

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Dec 31, 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>Checking WF 821277</td>
<td>168,696.77</td>
</tr>
<tr>
<td>Total Checking/Savings</td>
<td>168,696.77</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>Inventory Asset</td>
<td>776.05</td>
</tr>
<tr>
<td>HSB CD 47818 1.20% d 12/31/16</td>
<td>41,463.13</td>
</tr>
<tr>
<td>HSB CD 48259 1.3% d 11/25/17</td>
<td>60,!455.75</td>
</tr>
<tr>
<td>Undeposited Funds</td>
<td>4,003.00</td>
</tr>
<tr>
<td>Total Other Current Assets</td>
<td>106,587.83</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>275,284.70</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>275,284.70</td>
</tr>
</tbody>
</table>

| LIABILITIES & EQUITY | | |
| Equity | | |
| Retained Earnings | 226,914.34 |
| Net Income | 48,370.36 |
| Total Equity | 275,284.70 |
| TOTAL LIABILITIES & EQUITY | 275,284.70 |

These financial reports for the calendar year ending December 31, 2016, do not accurately reflect normal annual operating activities of the Foundation because of the bell tower enhancement project that has been underway. The balance sheet reflects a larger than normal amount of cash assets on hand due to contributions received in connection with the enhancement project, most of which will be expended during 2017. Similarly, the income and expense statement shows a larger than normal amount of government grants and public contributions received and grants made due to the enhancement project, which won't be repeated in other years. The Foundation normally has an annual operating budget of approximately $22,500, which is funded by annual grants from Greene County (7,500.00), the City of Jefferson (5,000), and tour and souvenir receipts (10,000.00).
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 ____________________.

2. A copy of a plat of survey prepared by Robert B. Bills, an Iowa registered land surveyor, dated 12/15/17, showing the land proposed to be divided is attached to this application.

3. The purpose of this proposed division is: SPLIT PROPERTY OWNED BY Council of Governments Housing Inc into 2 PARCELS FOR RURAL HOUSING. LOT 7 AND PARCEL "B" WILL BE COMBINED AND NOT AS ONE PARCEL.

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:

   Council of Governments Housing Inc (Kaela Januwa)
   PO Box 768, Carroll, IA 51401 712-792-9914

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.

   PHYLLIS P. COUNCIL TRUST 407 S. CLARK ST. JEFFERSON
   RICHARD P. AND ADRIENNE L. SMITH 607 N. OLIVE ST. JEFFERSON
   MANDELLA M. WILSON 606 N. CEDAR ST. JEFFERSON

6. (a) The existing zoning classification of the property covered by the plat is RS-40. (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 SAME ____________________.

(b) The zoning classification(s) for the adjoining properties is/are as follows: RS-40 ____________________. (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 SAME ____________________.

7. (Check applicable paragraph:

   X There are no structures located on the property proposed to be divided. ALL HAVE BEEN DEMOLISHED ________________.

   ____ 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.

(Rev. July 16, 2012)
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: 12-27-17

Karla Janning
Housing Coordinator

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.
PARCEL "B" OF LOT 7 OF POTTER'S SUBDIVISION OF OUTLOT 1 MANNING'S ADDITION

LOT 7 OF MAPLEWOOD ADDITION AS SET FEBRUARY 28, 1860, AND THE EAST LINE OF SAID MAPLEWOOD ADDITION, A DISTANCE OF 41.27 FEET; THENCE 58°30'32"W, A DISTANCE OF 134.63 FEET TO A POINT ON THE SOUTH LINE OF SAID MAPLEWOOD ADDITION; THENCE 89°32'02"E ON SAID NORTH RIGHT OF WAY AND SAID SOUTH LINE OF LOT 7 OF OUTLOT NO. 1, A DISTANCE OF 134.45 FEET TO A POINT ON THE WEST RIGHT OF WAY OF CLARK STREET; THENCE N00°05'59"W ON SAID WEST RIGHT OF WAY, A DISTANCE OF 50.76 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL SHALL HEREAFTER BE KNOWN AS PARCEL "B" OF LOT 7 OF MARY L. AND HARVEY POTTER'S SUBDIVISION OF OUTLOT NO. 1 OF MANNING'S ADDITION TO THE CITY OF JEFFERSON, GREENE COUNTY, IOWA, AND SUBJECT TO ANY AND ALL EASEMENTS APPARENT OR OF RECORD.
# Certificate of Payment

The contractor, under this contract, is required to submit a Certificate of Payment. The AMOUNT CERTIFIED is payable only if the contractor has entered the Change Order (Line 3) less the line 6).

<table>
<thead>
<tr>
<th>AMOUNT CERTIFIED</th>
<th>$69,549.09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1:</td>
<td>$69,549.09</td>
</tr>
<tr>
<td>Line 2:</td>
<td>$64,864.42</td>
</tr>
<tr>
<td>Line 3: LESS PREVIOUS CERTIFICATE FOR PAYMENT</td>
<td>$7,684.67</td>
</tr>
<tr>
<td>Line 4: TOTAL EXARPEND LESS REFUNDAE</td>
<td>$61,864.76</td>
</tr>
<tr>
<td>Line 5: REFUNDAE</td>
<td>$39,610.50</td>
</tr>
<tr>
<td>Line 6: CONTRACTOR'S APPLICATION FOR PAYMENT</td>
<td>$22,254.26</td>
</tr>
<tr>
<td>Line 7: SOFTWARE LICENSE</td>
<td>$4,770.00</td>
</tr>
<tr>
<td>Line 8: TOTAL EXPENDITURES</td>
<td>$69,549.09</td>
</tr>
</tbody>
</table>

**Contractor's Signature:**

Date: 12/15/17

**City of Iowa Public Works:**

Date: 12/13/17

**Contractor:**

A. Contractor's Name:

B. Contractor's Address:

C. Contractor's Phone Number:

D. Contractor's Tax ID Number:

**Certificate of Payment:**

A. Permit Number:

B. Date of Permit:

C. Date of Completion:

D. Total Cost:

E. Change Orders:

F. Retainer:

**Certificate of Completion:**

A. Project Name:

B. Project Number:

C. Project Location:

D. Project Description:

E. Project Completion Date:

F. Final Payment:

**Certificate of Completion for Payment:**

A. Payment Date:

B. Payment Amount:

C. Payment Method:

D. Payment Approval:

E. Payment Check Number:

F. Payment Receipt:

**Certificate of Final Payment:**

A. Final Payment Date:

B. Final Payment Amount:

C. Final Payment Method:

D. Final Payment Approval:

E. Final Payment Check Number:

F. Final Payment Receipt:
I would like to thank the following for making this project possible:

- Michael Martin: Iowa State Landscape Architecture Academic Advisor
- Tom Bently: Landscape Architect with Vireo
- Rachel Oestman: NPS Rivers, Trails, and Conservation Assistance Intern
- Brian Lesher: Landscape Architect with NPS Rivers, Trails, and Conservation Assistance
- Vicky Lapham: Director of Jefferson Park and Recreation
- Tom Neppel: Iowa State Course Instructor

small towns when creating connectivity plans. Jefferson to become a prime destination off of the Raccoon River Valley Trail and a model for other

Jefferson to become the entire community. If implemented, there is great opportunity for

connect Jefferson into a comprehensive bike and

cycle a trail system to connect parks and schools within Jefferson into a comprehensive bike and

From August to December, the scope of the project has grown from a proposal strictly to

and collaboration with Vireo Landscape Architecture.

Jefferson, and a variety of content reviews by Iowa State faculty, Jefferson community members,

shaped through weekly student/instructor meetings at Iowa State, monthly public meetings in

planning. Beginning with initial site visits and preliminary meetings in August, the project has been

the Iowa State University departments of Landscape Architecture and Community and Regional

Park Service, Rivers, Trails, and Conservation Assistance Program, Jefferson Park and Recreation, and

The "Connecting Jefferson, Parks and Schools" project was a joint effort between the National