

AGENDA

COUNCIL MEETING Tuesday, February 23, 2016 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. 2/9/16 regular council minutes. 2/16/16 budget meeting minutes.
- IV. NEW BUSINESS:**
 - A. Consider second reading of ordinance amending Jefferson floodplain regulations.
 - B. Annual Tax Abatement approvals.
 - C. Consider approval to create and advertise for the position of Assistant Golf Course Manager.
 - D. Consider resolution approving contract and performance and payment bonds for the City of Jefferson 2015 Grimmell Road Lift Station Access Improvements Project.
 - E. Overview of Fire Department air packs by Fire Chief Randy Love.
 - F. Consider approval of City insurance policy with Unger Insurance.
 - G. Consider approval of Union Contract.
 - H. Main Street Quarterly meeting
- V. REPORTS:**
 - A. Mayor
 - B. Engineer
 - C. City Clerk
 - D. Attorney
 - E. City Administrator
 - F. Council & Committees
- VI. ADJOURN.**

AGENDA SUMMARY

DATE 2/23/16

NEW BUSINESS

- A. **Consider second reading of ordinance amending Jefferson floodplain regulations.**
- B. **Annual Tax Abatement approvals.** Attached is the list of projects and amounts that were approved for building permits. The assessor takes this information in order to determine the amount of property tax to abate.
- C. **Consider approval to create and advertise for the position of Assistant Golf Course Manager.** Attach is a job description for the Assistant Golf Manager. The Golf Course Committee concurred with the staff recommendation that the existing part-time staff and the addition of an assistant manager should be able to adequately staff the clubhouse and maintain the course.
- D. **Consider resolution approving contract and performance and payment bonds for the City of Jefferson 2015 Grimmell Road Lift Station Access Improvements Project.**
- E. **Overview of Fire Department air packs by Fire Chief Randy Love.**
- F. **Consider approval of City insurance policy with Unger Insurance.** Jim Unger and Scott Weber will be at the meeting to overview the insurance.
- G. **Consider approval of Union Contract.**
- H. **Main Street Quarterly meeting**

COUNCIL MEETING

February 9, 2016

5:30 P.M.

PRESENT: Ahrenholtz, Teeple, Sloan, Jaskey, Von Ahsen

ABSENT: None

Mayor Berry presided.

No citizens spoke during the Open Forum.

Mayor read two Open Letters to Jefferson City Council from Michael F. Mumma.

On motion by Jaskey, second by Sloan, the Council approved the following consent agenda: January 26, 2016 Council Minutes and payment of monthly bills form City funds.

AYE: Ahrenholtz, Sloan, Von Ahsen, Teeple, Jaskey

NAY: None

On motion by Jaskey, second by Teeple, the Council approved setting a Public Hearing for March 8, 2016 at 5:30 p.m. for Fiscal Year 2016-2017 Budget.

AYE: Von Ahsen, Ahrenholtz, Teeple, Jaskey, Sloan

NAY: None

Angie Pedersen, Tourism Task Force, updated the Council on tourism in Greene County and the upcoming events that are in the planning stages.

Micah Destival, Jefferson Community Golf Course Manager, updated the Council on last season and the upcoming plans for the summer golf season.

On motion by Teeple, second by Von Ahsen, the Council approved hiring of Micah Destival as Golf Course Manager at \$3,848 a month for 10 months starting February 15, 2016.

AYE: Sloan, Teeple, Jaskey, Von Ahsen, Ahrenholtz

NAY: None

On motion by Von Ahsen, second by Ahrenholtz, the Council approved the bids for als of surplus equipment.

AYE: Teeple, Von Ahsen, Ahrenholtz, Sloan, Jaskey

NAY: None

Item F was removed from the agenda.

On motion by Teeple, second by Sloan, the Council approved first reading of ordinance amending Jefferson floodplain regulations.

AYE: Jaskey, Sloan, Teeple, Ahrenholtz, Von Ahsen

NAY: None

The following bills were approved for payment from City Funds:

A1 JANITORIAL SUPP	SW SUPP	999.00
ACCESS SYSTEMS	RN CDIER ICE	107.77

COUNCIL MEETING

February 16, 2016

10:00 A.M.

PRESENT: Ahrenholtz, Teeples, Sloan, Jaskey, Von Ahsen

ABSENT: None

Mayor Berry presided.

The Council held a Fiscal Year 2016-2017 Budget Workshop, no action was taken.

There being no further business the Council agreed to adjourn.

Craig Berry, Mayor

Diane M. Kennedy, City Clerk

2015 Tax Abatement Applications

<u>Property Owner</u>	<u>Address</u>	<u>Project Description</u>	<u>Project Amount</u>
Terry McCollom	504 East Harrison Street	New Building	\$70,000.00
Shirley Stapleton	500 W Edgewood Avenue	Garage & Breezeway	\$38,000.00
Jim Taylor	1007 W Wall Street	3 Season Porch	\$5,000.00
Duane and Betty Larson	1239 Rushridge Road	Addition & Deck	\$48,000.00
Nick Shirmbeck	700 W State Street	Addition to Shed	\$1,500.00
Mitch Mobley	600 S Grimmel Road	Pole Building	\$15,000.00
John Biggart	403 Sundown Court	Addition to House	\$50,000.00
Syngenta	300 American Avenue	Addition to Building	\$200,000.00
John Hupp	408 Edgewood Avenue	Garage	\$20,000.00
Kay Skalla	500 S Maple Street	New House	\$160,000.00
Jim Ober	1221 Rushridge Road	Addition & Deck	\$70,000.00
TD Hunter	2204 N Mulberry Street	New Building	\$500,000.00
Harry Silbaugh	502 E Adams Street	Addition to Garage	\$1,200.00
Helen Zollars	306 N Cedar Street	Addition to House	\$17,700.00
Jim Andrew	507 Edgewood Avenue	Addition to House	\$270,000.00
Oly's Corner	208 W Lincoln Way	Car Wash	\$360,000.00
Don Sievers	217 E Lincoln Way	Building Addition	\$50,000.00
Habitat for Humanity	901 W Washington Street	Renovation	\$90,000.00
		TOTAL PROJECT AMT	\$1,966,400.00

Jefferson Community Golf Course – City of Jefferson

Salary Range \$16,000 - \$26,000

9 ½ Month Seasonal Position

Assistant Golf Manager Job Description

Position Summary: The Assistant Manager assists the General Manager in the management of day-to-day golf operations of the facility. The position is responsible to supervise and manage total golf operations in the absence of the General Manager. Position will directly oversee and assist with grounds and food & beverage operation. All duties of the position shall be performed with a commitment to the highest level of customer service and total satisfaction of all customers.

Specific Responsibilities - include but are not limited to:

- Assist with golfer check-in and fee collection; control and manage play
- Assist with opening and closing procedures
- Assist in managing facility tournament operations including special events and leagues
- Assist with management of outside service staff to ensure the highest quality of customer service is achieved
- Assist in managing golf car operation, practice area and cart sheds
- Conduct oneself in a professional manner and maintain a professional image at all times
- Assist with the administration of applicable staff via recordkeeping, work schedules, etc. in accordance with facility human resource policies
- Directly responsible for supervision of part-time ground staff including training and scheduling
- Assist in coordinating golf activities with ground staff
- Supervises and assists staff in determining the need for irrigation, sod cutting, cutting turf grass on fairways, tees, greens, and roughs; raking sand traps
- Mow or arrange for mowing of all turf areas, in addition, ensure greens, fairways and tee areas are properly watered and mowed and keep the Golf Course in a neat and clean condition
- Apply, or arrange for the application of, fertilizer and chemicals as required to keep the Golf Course in top condition and consult with other golf course professional and turf management specialists as may be reasonably required to obtain advice as to the proper timing and rates of chemical and fertilizer application
- Use and operate City owned equipment provided in a safe, reasonable, and responsible manner so as to prevent excessive wear and tear to such equipment, keep such equipment clean, perform routine maintenance and repairs as may be needed to preserve and keep such equipment in good operating condition, and promptly report to the Golf Course Manager, or his designee, issues or problems with such equipment that require more than minimal maintenance. Ensures all workers are trained in the proper operation, care, and maintenance of equipment. Supervises maintenance and repair on assigned vehicles and equipment
- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met
- Promptly report to the Golf Course Manager any known issues or problems involving the Golf Course
- Performs regular cleaning of workshops and sheds
- Helps plan and approve external and internal marketing and sales promotion activities for the food operation
- Researches new products and develops an analysis of the cost/profit benefits
- Develops new and innovative ways in which to stimulate activities and participation in Club events
- Coordinates menus for weekly leagues and special events

- Helps plan and approve external and internal marketing and sales promotion activities for the food operation
- Assists in planning and implementing of procedures for special club events and banquet functions
- Maintains any Food & Safety licenses required
- Maintains documentation of food and beverage departments
- Ensures that all legal requirements are consistently adhered to, including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages
- Ensure a safe working environment and positive attitude on the part of all employees in areas of responsibilities.
- Other duties as needed

Minimum Entrance Qualifications:

Considerable (5 or more years) experience in Food and Beverage including supervising multiple employees. Working knowledge of various computer software programs and access to email. Ability to efficiently spot problems and resolve quickly. Ability to plan, order, pickup and prepare snacks, meals and dinners efficiently. Master of multitasking and being able to stay on tasks effectively, completing them on time.

Considerable knowledge in methods, equipment and materials used in maintaining a golf course; good knowledge of general repair and maintenance procedures; good knowledge of automatic irrigation systems. Considerable skill in planning work; skill in keeping records.

Ability, when necessary, to perform work requiring a moderate amount of physical stamina indoors and outdoors in a variety of weather conditions. Understanding and skill in operating equipment used in the maintenance of golf course grounds; ability to deal effectively with supervisor; subordinates and the general public; ability to communicate effectively verbally, in writing, and electronically.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.