

AGENDA

COUNCIL MEETING

Tuesday, May 24, 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. 5/10/16 regular council meeting minutes.
- B. Jefferson Area Chamber of Commerce, d.b.a. as Bell Tower Festival, Class BB License.
- C. Greene County Fair Association, Class C Liquor License.
- D. Wild Rose Jefferson, LLC, Class C Liquor License (commercial).

IV. NEW BUSINESS:

- A. Public hearing FY 2015-2016 budget amendments.
- B. Approval of resolution for the 2015-2016 budget amendments.
- C. Appointment of Firefighter to Jefferson Fire Department.
- D. Consider resolution setting date for public hearing on 2016 amendment to urban renewal plan for Jefferson Urban Renewal Area.
- E. Consider approval to raise minimum grave space from \$400.00 to \$500.00.
- F. Consider letter of support for National Park Grant application
- G. Consider amending Hotel-Motel Tax distribution policy.
- H. Quarterly meeting with Main Street.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 5/24/16

NEW BUSINESS

- A. **Public hearing FY 2015-2016 budget amendments.** Outline of amendments attached.
- B. **Approval of resolution for the 2015-2016 budget amendments.**
- C. **Appointment of Firefighter to Jefferson Fire Department.**
- D. **Consider resolution setting date for public hearing on 2016 amendment to urban renewal plan for Jefferson Urban Renewal Area.** Draft of amendment attached.
- E. **Consider approval to raise minimum grave space from \$400.00 to \$500.00.** Cemetery Committee recommendation.
- F. **Consider letter of support for National Park Grant application.** The Park and Recreation Director, Vicky Lautner, will be at the meeting to overview the grant. See attached letter of support.
- G. **Consider amending Hotel-Motel Tax distribution policy.** Hotel-Motel Committee reviewed a proposal to modify the policy to allow for Thomas Jefferson Gardens to qualify for the funds outlined in item 1(b) of the policy. Current policy attached.
- H. **Quarterly meeting with Main Street.**

COUNCIL MEETING

May 10, 2016

5:30 P.M.

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

ABSENT: None

Mayor Berry presided.

No citizens spoke during the Open Forum.

On motion by Ahrenholtz, second by Teeples, the Council approved the following amendment to April 26, 2016 Council Minutes: Remove the following motion from the minutes: On motion by Ahrenholtz, second by Von Ahsen, the Council authorized cooperation with GCDC to obtain outside consultant to conduct housing needs assessment. Replace with: On motion by Ahrenholtz, second by Von Ahsen, the Council authorized local housing assessment study in cooperation with GCDC. AYE: Von Ahsen, Jaskey, Sloan, Teeples, Ahrenholtz. NAY: None

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

NAY: None

On motion by Jaskey, second by Von Ahsen, the Council approved the following consent agenda: April 26, 2016 Council Minutes, a Class C Liquor License for Doc's Stadium Bar and Grill, a Class C Liquor License for B.P.O Elks Lodge #2306, hire of Alex Rasmussen at \$7.25/hr for part-time employment at the golf course and payment of monthly bills from City funds.

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

NAY: None

On motion by Ahrenholtz, second by Jaskey, the Council approved setting a Public Hearing for May 24, 2016 at 5:30 p.m. for the FY 2015-2016 Budget.

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

NAY: None

On motion by Von Ahsen, second by Ahrenholtz, the Council approved the Final Change Order #2 in the amount of \$5,558.20 to Scharweber Water Conditioning, Inc., for 2015 Water & Sanitary Improvements.

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

NAY: None

On motion by Von Ahsen, second by Sloan, the Council approved the Sub-Final Pay Estimate #5 in the amount of \$5,280.29 to Scharweber Water Conditioning, Inc., for 2015 Water & Sanitary Improvements.

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

NAY: None

On motion by Teeples, second by Jaskey, the Council approved the Final Pay Estimate #6 in the amount of \$33,690.96 to Scharweber Water Conditioning, Inc., for 2015 Water & Sanitary Improvements.

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

NAY: None

Micah Destival manager of Jefferson Community Golf Course updated the Council on the operation of the Jefferson Community Golf Course.

On motion by Teeples, second by Jaskey, the Council approved to purchase well pump for Jefferson Community Golf Course from LOST for the amount of \$19,250 to Central Pump & Motor, LLC.

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

Chris Heisterkamp made a presentation on behalf of the Main Street Committee on light pole banners for the square.

City Administrator Palmer reported the city has been gifted 4.5 acres of land by GCDC in the southwest corner of the GCDC Business Park #1 for the construction of an animal shelter and animal park.

The following bills were approved for payment from City funds:

A1 JANITORIAL SUPPLY	SW CHEM	999.00
ACCESS SYSTEMS INC	RN COPIER LSE	588.74
ACCESS SYSTEMS LEASING	PA CPIER LSE	314.91
ACCO	WA CHEM	722.20
ACUSHNET COMPANY	GCRSE MERCH	117.00
ADVANTAGE COMPANIES	LB MICROFILM	200.00
AFLAC	AFLAC	128.30
AFSCME/IOWA COUNCIL	UNION DUES	407.00
AG SOURCE LABORATORIES	WA TSTG	102.00
ALLENDER BUTZKE ENGINEERS	200 E STATE	2,300.00
ALLIANT ENERGY	UTILITIES	39,152.67
AMAZON	LB BOOKS	784.00
ANDREW RUMLEY	WA DEP REF	100.00
ASA EXCAVATION LLC	SW CASINO PROJ	6,000.00
ATCO INTERNATIONAL	WA TAKE OFF	105.00
AUTOMATIC SYSTEMS CO.	SW PLT MT	15,300.00
BAKER & TAYLOR INC.	LB MOVIES	3,829.67
BEE & HERALD	ADV & LEGAL	786.55
BLOHM INSPECTION/ENVIRO	200 E STATE	1,250.00
BOMGAARS	SUPP	796.73
BREADEAUX PIZZA	RN PIZZA	72.00
BRIAN MARKINS	WA DEP REF	100.00
BRIDGESTONE GOLF, INC	GCRSE GLOVES	522.06
BROWN SERVICES	RN CLEAN	2,268.00
CARMAN CUSTOM TREE SERV	205 N WILSON	140.00
CARPENTER UNIFORM CO	PD CLOTH	447.61
CENTRAL IOWA DISTRIBUTING	RUT SOLVENT	288.10
CHIEF SUPPLY CORPORATION	PD HOLDER	29.80
CHIEF/LAW ENFORCEMENT	PD CLOTH	83.09
CHRISTIAN PANIAGUA	WA REF	2.38
CINDY ROWLAND	SW REF	157.96
CINTAS CORPORATION	FIRST AID	165.79
CITY OF JEFFERSON	WA DELINQUENT	2,875.38
CLEVELAND GOLF / SRIXON	GCRSE BALLS	214.20
CLOUSE PAINTING & CONST	RUT PAINTING	400.00
COBRAHELP	PA FEE	15.00
COLLECTION SERVICES	CASE IDENTIFIER	281.33
COMFORT INN & SUITES	WA HOTEL	61.60
COMPASS MINERALS	WA SALT	7,425.54
COMPUSENSE	LB SUPPORT	81.75
COUNTYWIDE ELECTRIC SERVIC	205 N WILSON	296.14
DANIELSON AUTO SERVICE	FD MAINT	3,531.15
DAVE DAVIS	CAF REIMB	103.82
DE LAGE LANDEN	LB CPIER LSE	207.50
DEAL'S ORCHARD	GCRSE KEG	75.00

**NOTICE OF PUBLIC HEARING
AMENDMENT OF CURRENT CITY BUDGET**

Form 653.C1

The City Council of JEFFERSON in GREENE County, Iowa
will meet at City Hall 220 N. Chestnut
at 5:30 P.M. on May 24, 2016
(hour) (Date)

, for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2016
(year)

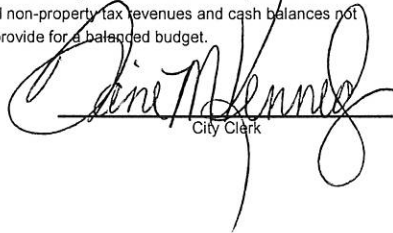
by changing estimates of revenue and expenditure appropriations in the following programs for the reasons given. Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources			
Taxes Levied on Property	1,809,509	0	1,809,509
Less: Uncollected Property Taxes-Levy Year	0	0	0
Net Current Property Taxes	1,809,509	0	1,809,509
Delinquent Property Taxes	0	0	0
TIF Revenues	123,100	0	123,100
Other City Taxes	621,061	124,000	745,061
Licenses & Permits	30,500	10,000	40,500
Use of Money and Property	92,377	-4,000	88,377
Intergovernmental	519,090	730,434	1,249,524
Charges for Services	3,180,986	-240,200	2,940,786
Special Assessments	0	0	0
Miscellaneous	41,550	62,200	103,750
Other Financing Sources	1,573,894	69,000	1,642,894
Total Revenues and Other Sources	7,992,067	751,434	8,743,501
Expenditures & Other Financing Uses			
Public Safety	641,050	94,796	735,846
Public Works	416,784	0	416,784
Health and Social Services	14,000	0	14,000
Culture and Recreation	1,159,903	76,500	1,236,403
Community and Economic Development	357,978	882,555	1,240,533
General Government	507,383	0	507,383
Debt Service	331,000	1,108,200	1,439,200
Capital Projects	304,000	752,000	1,056,000
Total Government Activities Expenditures	3,732,098	2,914,051	6,646,149
Business Type / Enterprises	2,020,259	238,200	2,258,459
Non-Program			
Total Gov Activities & Business Expenditures	5,752,357	3,152,251	8,904,608
Transfers Out	1,548,894	69,000	1,617,894
Total Expenditures/Transfers Out	7,301,251	3,221,251	10,522,502
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	690,816	-2,469,817	-1,779,001
Beginning Fund Balance July 1	5,640,333	0	5,640,333
Ending Fund Balance June 30	6,331,149	-2,469,817	3,861,332

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Rev- Local Option Sales Tax; Bldg Permits; FAA Grant; State & Local Grants; Golf Crse Fees; Ave Flags; Ins. Reimb. Rev Less- Charges for Serv in Water/Sewer/Garbage/Airport. Expend- PD Car purchase; FD Equip Purchase; Repairs/Supp; Ave Flags; TIF Projects; Dwntrn Buildings/Beautification/Bldg Purchases; Quiet Zone;

There will be no increase in tax levies to be paid in the current fiscal year named above. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget. This will provide for a balanced budget.



City Clerk

This document is in 6 point font, the MINIMUM allowed for publication

**CITY OF JEFFERSON, IOWA
JEFFERSON URBAN RENEWAL AREA**

**2015 AMENDMENT
URBAN RENEWAL PLAN**

June 2016

The Urban Renewal Plan for the Jefferson Urban Renewal Area (the “Urban Renewal Area”) is hereby amended in accordance with Section 403.5 of the Code of Iowa to give information about new urban renewal projects that are proposed to be undertaken in the Urban Renewal Area.

The following projects would be added to the urban renewal plan:

1. Make repairs and improvements to buildings acquired by the City in the downtown area, including repairs and improvements to roofs, exterior and interior walls, foundations, front facades, flooring, ceilings, and electrical, plumbing and HVAC systems. For purposes of this Amendment the downtown area includes the portion of the Urban Renewal Area bounded on the west by Elm Street, on the north by Washington Street, on the east by the Raccoon River Valley Trail, and on the south by Harrison Street.
2. Provide incentives to persons who agree to purchase from the City and rehabilitate and improve buildings in the downtown area.
3. The amount of tax increment revenues that may be used for paragraphs 1 and 2 above shall not exceed \$ _____ for any one building and all of such projects shall not exceed \$ _____ in the aggregate for any one fiscal year.
4. Provide matching funds for a CDBG Downtown Revitalization Main Street Façade Rehabilitation Program, using tax increment revenues in an amount not to exceed \$250,000.00 in any one fiscal year.

The following information is provided in accordance with the requirements of Section 403.17 of the Code of Iowa:

Outstanding general obligation debt of the City	<u>[\$3,385,000]</u>
Constitutional debt limit of the City:	<u>[\$9,976,750]</u>

Proposed debt payable from tax increment revenues for projects in Urban Renewal Area, including \$250,000 for CDBG grant matching funds and \$ _____ for building improvements	<u>[\$ _____]</u>
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Jefferson City Council
220 North Chestnut
Jefferson, IA 50129

National Park Service,

The Jefferson City Council is writing this letter in support of the proposed planning project by the Jefferson Park and Recreation Department, to be performed in conjunction with the National Park Service, looking at a "Park Plan" and the possibility of connecting Jefferson's Parks and schools.

The Council understands the parks in the community are a great way for families to spend time together and enjoy the outdoors. One of our parks is by the river with a scenic walking trail. There are two areas that access the river so that it can be viewed, but it needs improvement.

The City Council is in support of completing connections that the planning project identifies, by assisting in applying for grants, available to the City, by State and local entities and other opportunities identified by the National Park Service.

Thank you for your consideration.

Sincerely,

Jefferson City Council

City of Jefferson Policy
Hotel and Motel Tax Funding for Community Organizations

The Iowa Department of Revenue remits quarterly to the City of Jefferson moneys collected from a locally imposed 7% hotel and motel tax. The Iowa Code requires that these moneys be credited to the general fund of the City and used in accordance with the requirements of Iowa Code Section 423A.7.4, which requires that at least 50% of the funds be used for recreation, convention, cultural, or entertainment facilities or for the promotion and encouragement of tourism and convention business in the City, with the balance to be used for other operations authorized by law as a proper use of property tax. In accordance with that section the City of Jefferson has adopted Ordinance Section No. 124.05, which requires that 80% of this tax be spent for the promotion and encouragement of tourism and convention business in the City, with the remaining 20% to be spent by the Parks and Recreation Department of the City for any lawful purpose.

The quarterly remittances of hotel and motel tax by the State to the City are made in arrears approximately the middle of the third month following each quarter (e.g., the remittance for the quarter consisting of July through September would be made approximately the middle of December, and so on). Under the first two funding priorities described below the City will first disburse certain amounts to the Chamber of Commerce (of Jefferson), using funds received in the current fiscal year to the extent available, and when actual total receipts for the fiscal year are known in mid-June the City will then be able to determine if any funds are available for disbursement under its third priority.

The City Council adopts the following policies, guidelines, and priorities with respect to its use of hotel and motel tax moneys and applications for disbursements of those funds:

1. Priorities. The City adopts the following priorities in awarding moneys from hotel and motel tax funds received:

(a) First. The City will award to the Chamber of Commerce (of Jefferson) an annual amount equal to \$30,000 or 80% of total hotel and motel tax received, whichever is less, to be used for the promotion and encouragement of tourism and convention business in the City. This amount may not be used for the construction of or payment of indebtedness for the construction of or for the operation of a welcome center. This amount may be paid from moneys received in the current fiscal year to the extent available.

(b) Second. The City will award to the Chamber of Commerce (of Jefferson) an annual amount equal to \$20,000 or 80% of the excess of gross hotel and motel tax receipts received by the City during the fiscal year over \$37,500, whichever is less, to be applied, first, to the construction of or payment of principal and interest on indebtedness incurred for the construction of a welcome center located at 201 East Lincoln Way, and, second, to the costs of operating such welcome center. Prior to funding any amounts for this second priority the City shall receive a cost estimate and budget for the total cost of such construction project, plans and specifications for the project, proof that the Chamber has the right to occupy and use the welcome center for its tourism purposes for at least 20 years, and a budget and plan for operating, maintaining and staffing such center, all of which shall show that the Chamber has funding commitments in place to complete the total cost of the construction project and that the Chamber will be capable of successfully operating and staffing such center on a long term basis. Disbursements for this second priority may be made from moneys received in the current fiscal year only after the City has received sufficient hotel and motel tax revenues to fully cover the first priority for

that fiscal year. These second priority disbursements will not be made if the Chamber does not operate the welcome center.

(c) Third. If 80% of the actual total hotel and motel tax received by the City during the fiscal year exceeds the total of the amounts distributable to the Chamber under the first two priorities described above, the excess shall be made available to qualified organizations for the promotion and encouragement of tourism and convention business in the City of Jefferson. Disbursements for this third priority will be approved for any fiscal year only if and to the extent 80% of the actual total hotel and motel tax received by the City during the fiscal year exceeds the total of the amounts set as first and second priorities for the Chamber, which amounts will be made available and disbursed in the following fiscal year.

2. Qualified Applicants. Only qualified organizations are eligible to apply for funding, which for purposes of this policy will include only organizations that are defined as exempt organizations under Section 501(c) of the Internal Revenue Code.

3. Applications. Applications must be submitted in writing before July 1 to be considered for excess funds received during the fiscal year just ended. Applications shall include the following information:

(a) A description of the proposed use of the funds and how that use promotes and encourages tourism and convention business in the City of Jefferson.

(b) A balance sheet of the applicant as of the most recently ended month available.

(c) An income statement or statement of cash flow for the most recently completed fiscal year or calendar year of the applicant.

(d) The names of the organization's officers and members of its governing body.

(e) After its receipt of the above items the City Council may request such other information as it feels appropriate and may require the applicant to make a presentation in support of its request at a City Council meeting.

(f) The Chamber will not have to submit an application for the first two priorities stated above, but it must provide the items required under (b), (c), (d), and (e) above on at least an annual basis. The Chamber may submit an application for third priority funds, in which case it would have to provide the information required under (a) above.

4. Awards. The City will attempt to act on the applications within two months after the deadline for applications. Awards made under the third priority will be made available to recipients during the fiscal year in which the awards are approved and must be used during that fiscal year.

5. Use of funds. All recipients of hotel and motel tax funds from the City (including the Chamber) must submit proof that moneys received by them are being used for the promotion and encouragement of tourism and convention business in Jefferson prior to disbursement by the City. Costs and expenses that relate directly to the production of revenue received for a fundraising or other event conducted by an organization do not qualify for reimbursement.

6. Limitations. Funding provided by the City may not be used for programs or projects which promote specific religious or political viewpoints. Other than as provided under this policy, an award of funding shall not guarantee or imply ongoing or future funding for an applicant. Amounts awarded pursuant to this policy shall be paid only from hotel and motel tax revenues received by the City from the Department of Revenue and do not constitute general obligations of the City.

Adopted by Resolution No. ____ of the City Council of Jefferson on _____.

Diane M. Kennedy, City Clerk

AGENDA

WATER/SEWER, STREET/SANITATION COMMITTEES TUESDAY May 17, 2016, 12:00 NOON JEFFERSON CITY HALL

I. SEWER

- A. Discussion of sump pump discharge.

II. WATER

III. STREETS

- A. Proposal for temporary structure on Doc's Alley.
- B. Review of parking space request on South Wilson between Harrison and Monroe Streets
- C. Quiet Zone update

IV. SANITATION

- A. Review of fees for dumpsters

AGENDA

Cemetery Committee
Thursday, May 19, 2016
@ noon

At Jefferson Cemetery weather permitting

- I Call to Order
- II Old Business
 - A. Road repair at the cemeteries
- III. New Business
 - A. Fee increase cemetery lots
 - B. Memorial Day preparations
 - a. Weed eating
 - b. Flags
 - B. Future Agenda Items
 - C. Department Report
- IV. Adjourn

Agenda Summary

Old Business.

- A. Dave Morlan has notified the contractor for the repairs on the cemetery roads. This will be done this summer after July 1 as it is in 2016-17 budget.

New Business

- A. Violet Hill Cemetery in Perry increased their rate to \$500 for each burial plot. With a 4-foot requirement that is \$125/ft. Ours is \$100/ft.
- B. Memorial Day preparations
 - a. Weed eating has been scheduled for Friday, May 20 starting at 7 am with city crews
 - b. I have spoken with Bill Berger and arrangement for the flags going up on Memorial Day are ready.
- C. Future Agenda items.
- D. Department Report
 - a. Burials
 - i. March 15- Friday, May 20: 18 burials

Next meeting on Thursday, July 21 @ St Joseph's Cemetery at noon.