

# AGENDA

**COUNCIL MEETING**  
**Tuesday, October 11, 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. 9/27/16 regular Council meeting minutes.
  - B. Payment of Hotel/Motel reimbursement to Greene County Chamber.
  - C. Payment of Neighborhood Improvement Incentive Program to Danene and Dick Janssen for exterior improvements at 207 E Vest for \$2,000.00.
  - D. Payment of monthly bills.
- IV. NEW BUSINESS:**
  - A. Consider third reading of ordinance eliminating voting wards.
  - B. Consider second reading of ordinance to increase residential and commercial trash fees by 5%.
  - C. Consider second reading of ordinance to increase recycling fees by 5%
  - D. Consider approval of contract in the amount of \$27,000 with Grell Roofing to install a new roof at 200 East State Street.
  - E. Consider approval of contract with C&D Masonry in an amount not to exceed \$30,000 for tuck pointing and wall repair at 200 East State Street.
  - F. Consider approval of 5 year contract with Grave Discover for Software setup and data field customization for Jefferson cemeteries.
  - G. 2017-2018 budget priority workshop.
- V. REPORTS:**
  - A. Mayor
  - B. Engineer
  - C. City Clerk
  - D. Attorney
  - E. City Administrator
  - F. Council & Committees
- VI. ADJOURN.**

## **AGENDA SUMMARY**

**DATE 10/11/16**

### **NEW BUSINESS**

- A. Consider third reading of ordinance eliminating voting wards.**
- B. Consider second reading of ordinance to increase residential and commercial trash fees by 5%.**
- C. Consider second reading of ordinance to increase recycling fees by 5%**
- D. Consider approval of contract with Grell Roofing in an amount of \$27,000 to install new roof at 200 East State Street.**
- E. Consider approval of contract with C&D Masonry in an amount not to exceed \$30,000 for tuck pointing and wall repair at 200 East State Street.**
- F. Consider approval of 5 year contract with Grave Discover for Software setup and data field customization for Jefferson cemeteries.** Attached is a proposal from Grave Discover regarding the software and setup.
- G. 2017-2018 budget priority workshop.**

COUNCIL MEETING

September 27, 2016

5:30 P.M.

PRESENT: Ahrenholtz, Teeples, Sloan, Von Ahsen

ABSENT: None

Mayor Berry presided.

No citizens spoke during the Open Forum.

On motion by Von Ahsen, second by Teeples, the Council approved the following consent agenda: September 13, 2016 Council Minutes, Class B Native Wine Permit for The Printers Box, Class C Beer Permit for Sparky's One Stop and **RESOLUTION NO. 27-16** for submission of FY 15-16 Road Use Tax Report.

AYE: Sloan, Ahrenholtz, Teeples, Von Ahsen

NAY: None

On motion by Von Ahsen, second by Sloan, the Council approved the second reading of ordinance eliminating voting wards.

AYE: Teeples, Ahrenholtz, Von Ahsen, Sloan

NAY: None

**RESOLUTION NO. 28-16**

On motion by Ahrenholtz, second by Von Ahsen, the Council approved Resolution No. 27-16, a Resolution Approving Contract and Performance and Payment Bonds for the City of Jefferson 2017 Paving Improvement Project.

AYE: Sloan, Von Ahsen, Teeples, Ahrenholtz

NAY: None

On motion by Teeples, second by Sloan, the Council approved the first reading of ordinance increasing fees for residential and commercial solid waste collection and recycling.

AYE: Ahrenholtz, Teeples, Sloan, Von Ahsen

NAY: None

On motion by Ahrenholtz, second by Von Ahsen, the Council scheduled date for 2017-2018 Budget Priority Workshop to October 11<sup>th</sup>, 2016.

AYE: Von Ahsen, Teeples, Sloan, Ahrenholtz

NAY: None

Cemetery Name(s): City Cemetery + St. Joseph's Catholic Cemetery

Cemetery Location(s): Jefferson, Iowa

Prepared For: City of Jefferson



Thank you for allowing us to explore your needs and present you with this proposal. Our experience and expertise in cemetery software and management will support your needs. The information below describes the features and functionality of Grave Discover Software. The information below has been customized to fit your needs.

## Cemetery Background

- ✓ **Estimated Cemetery Size** – 5000-6000 graves / 400-600 graves
- ✓ **Current Data Storage** – hardcopy/paper
- ✓ **Current Mapping** – lot maps

## Core Software Features

- ✓ **Web Based** - access cemetery data anytime with an Internet connection
- ✓ **Responsive Design** – works on PC's, tablets, smartphones, and kiosk devices
- ✓ **Cloud Data Storage** - data will be backed up each time a change is made, and kept for twelve weeks
- ✓ **Mapping** – ability to map burial locations, empty grave sites, and cemetery boundaries on Google satellite map
- ✓ **Detail Mapping** – ability to overlay section, lot, row, and plot map on Google satellite map
- ✓ **Data Management** – add and manage data on graves, owners, occupants, reserves, documents, and images
- ✓ **GPS Enabled** – navigate to a specific grave site with any GPS-enabled device
- ✓ **Printer Friendly** – ability to print maps, grave locations, headstone images, and other cemetery data
- ✓ **Import/Export** – ability to import cemetery data from Excel, Access, and other database systems
- ✓ **Public Search** – public access to search map for burial locations, empty grave sites, and cemetery areas
- ✓ **Multi-Data Display** – view cemetery data information using satellite mapping or data table layout
- ✓ **Contact Display** – display cemetery contact information and background
- ✓ **Software Support** – contact support team through email or support ticket system
- ✓ **Data Export** – export data into .csv file

## Software Investment

Description of Maintenance Services	Pricing - 1 Year Contract	Pricing - 5 Year Contract
Software Setup & Data Field Customization <ul style="list-style-type: none"><li>• Upload up to 3 images per grave site</li><li>• Upload up to 2 documents per grave site</li><li>• Custom data field creation</li><li>• Software training</li><li>• Overlay lot map on cemetery mapping</li></ul>	\$800 (one time)	\$500 (one time)
Data Migration	No Data Migration	No Data Migration
Jefferson City Cemetery - Software License, Data Storage, Email/Ticket Support	\$150/month	\$75/month
St. Joe Catholic Cemetery - Software License, Data Storage, Email/Ticket Support	\$50/month	\$25/month

## Payment Information

We require a deposit in the amount of \$500 to initiate the setup and configuration. Monthly services are to be paid for the coming year upon completion of the setup and configuration. The maintenance services fee will recur annually.

Austin Scott, Sales and Support Manager

Email: [sales@gravediscover.com](mailto:sales@gravediscover.com)

Direct Phone: (712) 210-6088

## AGENDA

**Cemetery Committee**  
**Thursday, October 6, 2016**  
**@ noon**

**At Jefferson Cemetery weather permitting**

- I Call to Order
- II Old Business
  - A. Road repair at the cemeteries update
  - B. Hydrant installation
  - C. Repair on Cemetery shop
  - D. Cemetery Software
- III. New Business
  - A. Iowa Prisoners weed eat at the cemeteries when needed
  - B. Future Agenda Items
  - C. Department Report
- IV. Adjourn

### **Agenda Summary**

#### **Old Business.**

- A. Road Repair was completed in August
- B. Hydrant Installations was completed in August
- C. Repairs and Paint on Cemetery building With Dave and Dewey being gone at separate times they have been unable to accomplish much but mowing
- D. Cemetery Software Mike and I had a demonstration with Grave Discover Software out of Carroll with Austin Scott. He looked at our overlay we supplied and he said it looked good. Information will be in your packet about the cost.

#### **New Business**

- A. Consideration of the Iowa Prison take over weed eating at the cemeteries. Dave Morlan will be contacting them to get a cost and what would be required to have them.
- B. Future Agenda Items
- C. Report on burials from July 21-September 19 there have been 13 burials.

Next meeting on Thursday, November 17 @ City Hall at noon.

# Jefferson Public Library

Meeting of the Board of Trustees  
October 10, 2016 6:30 PM  
Library Basement 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 Report
  - B. Year-to-Date Monthly Financial Reports
  - C. Calendar of Events
  - D. Project updates: entryway remodel; planning for the future
- VI. Old Business
  - A. Trustee continuing education – Tues, Nov. 1, 6 pm @ Churdan P.L.
  - B. Personnel
- VII. New Business
  - A. Sidewalk replacement
  - B. Performance Showcase
  - C. State Library update
  - D. FY18 budget proposal
- VIII. Next Meeting – November 7 at 6:30 p.m.
- IX. Adjournment