

AGENDA

COUNCIL MEETING
Tuesday, December 11, 2012
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. 11/27/12 Council meeting minutes.
- B. Payment of monthly bills

IV. NEW BUSINESS:

- A. Appointment of Police Officer.
- B. Appointment of three volunteer firemen.
- C. Approval of pay estimate #8 of \$155,763.67 for Jefferson Downtown Restoration project.
- D. Consider approval of wage adjustment for Park and Recreation Department personnel.
- E. Consider Approval to cancel Council meeting scheduled for 4th Tuesday of December, 2012.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 12/11/12

NEW BUSINESS

- A. **Appointment of Police Officer.** Chief Morlan is recommending Patrick Gerhardt.
- B. **Appointment of three volunteer firemen.** Shawn Olson Sr., Shawn Olson Jr., and Joe Lane are being recommended by the Fire Department.
- C. **Approval of pay estimate #8 of \$155,763.67 for Jefferson Downtown Restoration project.**
- D. **Consider approval of wage adjustment for Park and Recreation Department personnel.**
- E. **Consider Approval to cancel Council meeting scheduled for 4th Tuesday of December, 2012.**

COUNCIL MEETING

November 27, 2012

5:30 P.M.

PRESENT: Von Ahsen, Figenshaw, Teeples, Black

ABSENT: Jaskey

Mark Rasmussen spoke during Open Forum regarding runners without reflective gear and on the wrong side of the road.

On motion by Teeples second by Black, the Council approved the following consent agenda items: November 13, 2012 Council Minutes.

AYE: Teeples, Black, Von Ahsen, Figenshaw

NAY: None

RESOLUTION NO. 54-12

On motion by Von Ahsen second by Figenshaw, the Council approved Resolution No. 54-12, a resolution awarding contract for GCDC Business Park No. 1 Project, to Sandstone Management, Ltd. in the amount of \$220,814.79

AYE: Von Ahsen, Figenshaw, Teeples, Black

NAY: None

RESOLUTION NO. 55-12

On motion by Black second by Von Ahsen, the Council approved Resolution No. 55-12, a resolution approving contract and performance and payment bonds for GCDC Business Park No. 1 Project.

AYE: Black, Von Ahsen, Figenshaw, Teeples

NAY: None

On motion by Teeples second by Figenshaw, the Council approved purchasing automated fuel dispensing equipment from Seneca Companies, in the amount of \$15,831.50, for the Jefferson Municipal Airport, with the money to come from airport funds.

AYE: Teeples, Figenshaw, Black, Von Ahsen

NAY: None

RESOLUTION NO. 56-12

On motion by Figenshaw second by Teeples, the Council approved Resolution No. 56-12, a resolution authorizing the submittal of a Five Year Capital Improvement Plan (FY 2014 through FY 2018) for the Jefferson Municipal Airport.

AYE: Figenshaw, Teeples, Black, Von Ahsen
NAY: None

There being no further business the Council agreed to adjourn.

Craig Berry, Mayor

Diane M. Kennedy, City Clerk

Jefferson Park & Recreation Commission
Agenda
November 28, 2012
12:00 pm Greene County Community Center

- I. Call to Order
- II. Roll Call
- III. Open Forum: This is a time for any concerned citizen to speak to the Board on an item that is not on the agenda. (Limit 3-5 minutes).
- IV. Approval of minutes for October
- V. Approval of bills for October 15-November 15
- VI. Old Business
 - a. Sign update
 - b. Wrestling Concessions
- VII. New Business
 - a. Lighting needed in the Parks
 - b. Repairs at GCCC
 - c. Budget Committee
- VIII. Reports
 - a. Wellness Report
 - b. Program Report
 - c. Directors Report
 - d. Parks Report
- IX. Adjournment-Next meeting Wednesday, December 19, 2012 at noon at the GCCC

Agenda Summary

Old Business

- A. The GCCC sign has been disconnected by Durlam's. Dave and Dewey will be removing the sign. Doug Hawn will be delivering the new sign when he has time. After the sign has been delivered we will start with the forms for the base. Larry will be testing the point to point for the computer operation.
- B. The wrestling tournament has been set for Sunday, Jan. 6. Will we have board members able to help?

New Business

- A. Craig Berry spoke with me about adding more lights in the Parks. I suggested Russell Park and Kelso Park. Will need discussion on which parks need more lighting. The lights at Russell Park on the basketball court are in need of repair
- B. I contacted Mike Wallace about repairs on the North wall by the social room. There was a leak. Dave caulked the outside flashing last spring and there has been no more leaks. We also had a leak in the entry on the ceiling. The leak has been repaired. The cost for the repairs is \$250.
- C. We need to form a Budget Committee to meet before December 14. That is when the new budget needs turned in. Last year Heather and Steve met with me.

Jefferson Park & Recreation Commission

Minutes

October 17, 2012

12:00 pm Greene County Community Center

Board Members Present: Doug Meinecke, Steve Hauptert, Larry Teeples, Sam Harding, Rosemary Hoyt

Others Present: Vicky Lautner, Libby Towers

Meeting called to order at 12:05. President Meinecke presided.

Lautner explained request from Jennifer Silbaugh for use of room or lobby for fundraiser. Motioned by Hoyt to allow use of lobby for fundraiser. Seconded by Hauptert. All were in favor.

Lautner asked for approval of use of entire gym for Craig Hartel, Trinity Lutheran Church's 75th celebration. Event will be held Sunday of Bell Tower Weekend 2014. Fees will be charged for 2014 rate of entire gym for the whole day. Motioned by Hoyt to allow rental of the gym. Seconded by Hauptert. All were in favor.

Motioned by Hauptert seconded by Harding to approve September minutes. All were in favor.

Motioned by Harding seconded by Hauptert to approve bills for September 15- October 15. All were in favor.

Under Old Business

Hess Fund

Lautner requested adding the Life Fitness Adjustable Pulley System to the Hess Fund wish list. Motioned by Hoyt to approve revised Hess Fund list. Seconded by Harding. All were in favor.

Under New Business

Concession Stand for Wrestling Tournament

Board discussed whether or not to operate the concession stand at the Steven Silbaugh Memorial Tournament. Date is yet to be determined. Tentative dates are Sunday, January 6 or 20. Motioned by Hoyt to operate the 2013 wrestling tournament concession stand. Seconded by Harding. All were in favor.

Wellness, Program & Directors reports were included in meeting packets for board members to review on own time.

Meeting was adjourned at 12:42 pm.

Jefferson Public Library

Meeting of the Board of Trustees

December 12, 2012 6:30 PM

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. November Circulation Report
 - B. November Usage Report
 - C. Year-to-Date and Monthly Financial Reports
 - D. Activity Report
 - E. Project updates: microfilm conversion, landscaping, improvement plan
- VI. Old Business
 - A. Policy Review: movie purchases
 - B. FY2013-2014 Budget Proposal
- VII. New Business
 - A. Friends of the Library activities
 - B. Equipment -- photocopier lease
 - C. Upcoming programs
- VIII. Set Date for Next Meeting -- January 7
- IX. Adjournment

Jefferson Public Library Board Minutes- November 12, 2012

Board Members present: Lutz, Olhausen, Stapleton, Friends of Library: Ada Ross, City Council: Bill Figenshaw, Librarian Millard.

Bob Lutz opened the meeting. Olhausen moved we approve the minutes of the October meeting, Stapleton seconded, motion carried. Bills were approved for payment upon a motion by Olhausen and seconded by Stapleton; motion carried.

Directors Report:

Usage has been up on the website and catalog searches. Kindergarten classes are coming once a month. The Iowa Genealogical Society did a class on online resources for family history research. At a third of the way through the fiscal year, expenditures are at 31.96%. Revenues received are 34.42%.

Activity Report:

Microfilm: Jane informed Ali, our representative from Advantage (company working on digitizing microfilm) that the original cost was quoted at \$10,350, almost \$4,000 more than Heritage. After Jane questioned the difference, Advantage came back with a \$7,275 quote. They are checking for missing issues from the vault list. Since Heritage has moved to Mexico, they may not be recovered. Jane had copies of references of several libraries around the state from other libraries that have or are using Advantage. Patty Fisher from the GCCF said that there wasn't a timeline on our grant. Since we had difficulties with the previous company, we are behind with that project and may apply for a new grant project. At this point the processing time is 5 months.

Jane met with Ann Wilson, the new owner of the Bee and Herald, who was impressed by our search capabilities.

Landscaping committee has not met.

Old Business:

Stapleton moved we table movie purchase until next month, Olhausen seconded. Motion passed.

Proposed Budget

Line items- Postage and freight would be cut. Building and maintenance are down by \$1,500 because of new lighting and insulation projects completed this fiscal year.

Electronic subscriptions is a new line item. The extra \$1,000 in books, materials, and supplies reflects increased cost per units. New line item for Capital improvements (proposed \$5,000) would save some funds aside for carpet or any remodeling issues that come up. This would work the same way as technology replacement. Budgeting for salaries may change after union and City negotiations; proposed 3.25% COLA increase plus 5% increase for Terry.

Did include funds in professional development for annual ILA conference. Next year (Sept) the national conference for the Association of Small and Rural Libraries will be held in Omaha. Fees for 2 people would be about \$900. Jane shared how they decided what needs the library has and what people can donate.

Friends meeting

Thursday evening, Nov 15 at 6:30p.m. They have filed with the IRS as a non-profit. They meet every 3 months. They have paid for powerpoint electronics, wifi. Discussion has been held on purchasing a t.v. for use in the basement.

Holiday Closings

Thanksgiving- Wed. Nov. 21 close @ 6/ Thursday Nov. 22-closed

Christmas- Mon. Dec 24- closed / Tues. Dec 25.- closed

New Years- Mon Dec. 31 closed @ 6 / Tues. Jan 1 -closed

Future Developments

-Jenny Fisher is taking a break from teaching computer classes this winter.

-Wonder Weavers are story tellers from Minnesota that will be performing around the county Dec. 5-7 and are sponsored by GCLA and Beta Tau Delta.

- Mike Palmer has suggested having Derek Bauer at Tri County help draw an entryway, remodeling or addition to the library. He would do this as a donation.

The next meeting is Dec. 10 at the library.

Olhausen moved we adjourn and Stapleton seconded. Motion passed.

Respectfully submitted-Shirley Stapleton