

# AGENDA

**COUNCIL MEETING**  
**Tuesday, August 10, 2021**  
**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. Limit of 3-5 minutes per speaker.**

**III. CONSENT ITEMS:**

- A. 7/27/21 regular Council minutes.
- B. Casa De Oro, Class C Liquor License
- C. Pay estimate #6 of \$257,344.65 to Concrete Technologies Inc for Runway 14/32 Extension.
- D. Payment of monthly bills

**IV. NEW BUSINESS:**

- A. Consider resolution setting date for public hearing on detailed plans and specifications, form of contract, and estimate of cost for the Greene County Animal Shelter Project and setting date for receiving bids.
- B. Review of 2021-2022 budget to actuals
- C. 2022-2023 budget schedule and priority surveys.
- D. Set priority workshop date

**V. REPORTS:**

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

**VI. ADJOURN.**

## AGENDA SUMMARY

DATE 8/10/21

### NEW BUSINESS

- A. **Consider resolution setting date for public hearing on detailed plans and specifications, form of contract, and estimate of cost for the Greene County Animal Shelter Project and setting date for receiving bids.** Public Hearing would be set for 8/24/21. Date to receive bids is 9/9/21, 2:00 PM.
- B. **Review of 2021-2022 budget to actuals.** The Finance Committee reviewed the actuals. Attached are the financials.
- C. **2022-2023 budget schedule and priority surveys.** See attachment
- D. **Set priority workshop date.** The recommended date is 9/28/2.

COUNCIL MEETING

JULY 27, 2021

5:30 P.M.

PRESENT: Ahrenholtz, Sloan, Wetrich, Zmolek

ABSENT: Jackson

Mayor Pro Tem Zmolek presided.

During Open Forum, attendees addressed the council regarding swimming pool bathroom and changing room access, and animal control ordinances related to dogs at large.

On motion by Sloan, second by Wetrich, the Council approved the following consent agenda: July 13, 2021 Council Minutes, Neighborhood Improvement Incentive Program of \$2,000 for house demolition at 403 E State St., Sparetime Lanes and Lounge, Class C Liquor License, Adjustment to sewer charges of \$125.56 at 709 West State Street, Adjustment to sewer charges of \$77.52 at 400 N Locust St.

AYE: Ahrenholtz, Sloan, Wetrich, Zmolek

NAY: None

This was the time and place for the Public Hearing for the sale of property located at 703 North Wilson Avenue to James Ford in the amount of \$2,500.00. Mayor Pro Tem Zmolek called for oral or written comments and there were none. On motion by Ahrenholtz, second by Wetrich, the Council closed the Public Hearing.

AYE: Zmolek, Wetrich, Sloan, Ahrenholtz

NAY: None

**RESOLUTION NO. 54-21**

On motion by Ahrenholtz, second by Sloan, the Council approved Resolution No. 54-21, a resolution approving agreement for sale of property located at 703 North Wilson Avenue.

AYE: Wetrich, Ahrenholtz, Sloan, Zmolek

NAY: None

**ORDINANCE NO. 606**

On motion by Sloan, second by Wetrich, the Council approved the third reading and final adoption of an ordinance amending The Code of Ordinances of the City of Jefferson, Iowa, 2017, By amending provisions pertaining to the Water Service System.

AYE: Ahrenholtz, Zmolek, Sloan, Wetrich

NAY: None

**ORDINANCE NO. 607**

On motion by Wetrich, second by Ahrenholtz, the Council approved the third reading and final adoption of an ordinance amending The Code of Ordinances of the City of Jefferson, Iowa, 2017, By amending provisions pertaining to the Zoning Regulations for RS District Decks Permitted Under Section 165.26.

AYE: Sloan, Ahrenholtz, Wetrich, Zmolek

NAY: None

**ORDINANCE NO. 608**

On motion by Sloan, second by Ahrenholtz, the Council approved the third reading and final adoption of an ordinance amending The Code of Ordinances of the City of Jefferson, Iowa, 2017, By amending provisions pertaining to Animal Protection and Control.

AYE: Wetrich, Ahrenholtz, Zmolek, Sloan

NAY: None

On motion by Wetrich, second by Sloan, the Council approved to accept Airport Coronavirus Relief Grant Program (ACRGP) Grant Agreement offer of \$13,000.00.

AYE: Zmolek, Sloan, Wetrich, Ahrenholtz  
NAY: None

**RESOLUTION NO. 55-21**

On motion by Ahrenholtz, second by Wetrich, the Council approved Resolution No. 55-21, a resolution approving 28E agreement for the Joint Operation and Maintenance of the Greene County Law Enforcement Center.

AYE: Sloan, Wetrich, Ahrenholtz, Zmolek  
NAY: None

**RESOLUTION NO. 56-21**

On motion by Wetrich, second by Sloan, the Council approved Resolution No. 56-21, a resolution approving Greene County Community School District Plat of Survey.

AYE: Ahrenholtz, Sloan, Wetrich, Zmolek  
NAY: None

Ken Paxton, GCDC Director updated the Council on Greene County Development Company activity. On motion by Ahrenholtz, second by Wetrich, the Council approved the quarterly payment of \$12,500.00 to GCDC.

AYE: Zmolek, Wetrich, Sloan, Ahrenholtz  
NAY: None

There being no further business the Council agreed to adjourn at 6:51 p.m.

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Matt Gordon, Mayor

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Roxanne Gorsuch, City Clerk

**CONTRACTOR'S PAY REQUEST**

City of Jefferson  
 Runway 14/32 Extension  
 Jefferson, IA  
 BMI PROJECT NO. T51.119027

**DISTRIBUTION:**

CONTRACTOR (1)  
 OWNER (1)  
 ENGINEER (1)  
 BONDING CO. (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$1,476,733.30
TOTAL, COMPLETED WORK TO DATE	\$1,341,821.15
RETAINED PERCENTAGE ( 5% )	\$67,091.06
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$1,274,730.09
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$1,017,385.45
PAY CONTRACTOR AS ESTIMATE NO. <b>6 (SIX)</b>	\$257,344.65

**Certificate for Partial Payment**

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Concrete Technologies Inc.  
 1001 SE 37th Street  
 Grimes, IA 50111

By Trent D. Petersen Name Project Manager Title

Date 8-4-21

**CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:**

ENGINEER: BOLTON & MENK, INC., 300 West McKinley Street, PO Box 68, Jefferson, IA 50129

By J. B. Catlett, PROJECT ENGINEER

Date 08/24/2021

**APPROVED FOR PAYMENT:**

OWNER:

By \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 Name Title Date

And \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 Name Title Date

## AT A GLANCE FINANCIALS - APRIL- JUNE 2021

### GENERAL FUND

This is only a partial List

	FY 20-21 Budget	YTD	Balance	% Rec'd FY 20-21
<b>REVENUES</b>				
PROPERTY TAXES	\$1,205,370.00	\$1,304,829.30	-\$99,459.30	108.25%
POLICE	\$49,400.00	\$180,344.93	-\$130,944.93	365.07%
FIRE (Includes Township)	\$53,597.00	\$60,671.67	-\$7,074.67	113.20%
GOLF COURSE	\$137,400.00	\$129,259.45	\$8,140.55	94.08%
ANIMAL CONTROL	\$6,550.00	\$3,076.04	\$3,473.96	46.96%
LIBRARY	\$32,480.00	\$20,691.93	\$11,788.07	63.71%
PARK	\$400.00	\$41.96	\$358.04	10.49%
RECREATION	\$328,500.00	\$317,461.05	\$11,038.95	96.64%
CEMETERY	\$20,600.00	\$28,423.12	-\$7,823.12	137.98%
SWIMMING POOL	\$38,600.00	\$44,044.10	-\$5,444.10	114.10%
CASINO	\$138,000.00	\$160,212.18	-\$22,212.18	116.10%
HOTEL MOTEL	\$90,000.00	\$47,905.77	\$42,094.23	53.23%
<b>TOTAL REVENUES</b>	<b>\$2,100,897.00</b>	<b>\$2,296,961.50</b>	<b>-\$196,064.50</b>	<b>109.33%</b>
<b>EXPENSES</b>				
POLICE	\$861,586.00	\$771,838.37	\$89,747.63	89.58%
FIRE	\$133,858.00	\$160,998.13	-\$27,140.13	120.28%
GOLF COURSE	\$203,483.00	\$206,696.75	-\$3,213.75	101.58%
ANIMAL CONTROL	\$16,500.00	\$14,879.40	\$1,620.60	90.18%
SWIMMING POOL	\$83,391.00	\$65,583.18	\$17,807.82	78.65%
LIBRARY	\$287,000.00	\$267,260.50	\$19,739.50	93.12%
PARK	\$119,516.00	\$111,695.23	\$7,820.77	93.46%
RECREATION	\$422,159.00	\$342,453.98	\$79,705.02	81.12%
CEMETERY	\$111,824.00	\$103,831.04	\$7,992.96	92.85%
HOTEL MOTEL	\$75,000.00	\$77,571.47	-\$2,571.47	103.43%
<b>TOTAL EXPENSES</b>	<b>\$2,314,317.00</b>	<b>\$2,122,808.05</b>	<b>\$191,508.95</b>	<b>91.73%</b>
	-\$213,420.00	\$174,153.45	-\$387,573.45	

## ENTERPRISE FUND SUMMARY

	FY 20-21 Budget	YTD	Balance	% Rec'd FY 20-21
<b>REVENUES</b>				
WATER	\$1,253,475.00	\$1,102,670.29	\$150,804.71	87.97%
SEWER	\$1,076,816.00	\$978,035.44	\$98,780.56	90.83%
SANITATION	\$543,000.00	\$535,827.28	\$7,172.72	98.68%
RECYCLING	\$128,000.00	\$185,585.53	-\$57,585.53	144.99%
AIRPORT	\$101,100.00	\$97,651.68	\$3,448.32	96.59%
<b>TOTAL REVENUES</b>	<b>\$3,102,391.00</b>	<b>\$2,899,770.22</b>	<b>\$202,620.78</b>	<b>93.47%</b>
<b>EXPENSES</b>				
WATER	\$1,244,571.00	\$1,385,243.49	-\$140,672.49	111.30%
SEWER	\$988,853.00	\$957,097.86	\$31,755.14	96.79%
SANITATION	\$596,732.00	\$783,674.53	-\$186,942.53	131.33%
RECYCLING	\$153,829.00	\$172,768.40	-\$18,939.40	112.31%
AIRPORT	\$90,100.00	\$86,243.06	\$3,856.94	95.72%
<b>TOTAL EXPENSES</b>	<b>\$3,074,085.00</b>	<b>\$3,385,027.34</b>	<b>-\$310,942.34</b>	<b>110.11%</b>
	\$28,306.00	-\$485,257.12	\$513,563.12	

## ROAD USE TAX

	FY 20-21 Budget	YTD	Balance	% Rec'd FY 20-21
<b>REVENUES</b>	\$543,780.00	\$658,628.41	-\$114,848.41	121.12%
<b>EXPENSES</b>	\$611,266.00	\$674,883.68	-\$63,617.68	110.41%
<b>REVENUES-EXPENSES</b>	<b>-\$67,486.00</b>	<b>-\$16,255.27</b>	<b>-\$51,230.73</b>	

## LOST

	FY 20-21 Budget	YTD	Balance	% Rec'd FY 20-21
<b>REVENUES</b>	\$425,000.00	\$489,847.65	-\$64,847.65	115.26%
<b>EXPENSES</b>	\$427,000.00	\$662,413.65	-\$235,413.65	155.13%
<b>REVENUES-EXPENSES</b>	<b>-\$2,000.00</b>	<b>-\$172,566.00</b>	<b>\$170,566.00</b>	<b>-39.87%</b>

# MEMO

DATE: 8/10/21

TO: Mayor Gordon and the Jefferson City Council

FROM: Mike Palmer, City Administrator

SUBJECT: Priority Surveys for 2021-2022 Budget

Attached is the 2021-2022 priority survey comments and rankings along with the budget schedule. Since 2008, the list has consisted of about 30 items that provide guidance to the Council, Committees and Staff to budget funds and to keep things in perspective during the year. As new Council members are elected, the priorities serve as a historical reference as to how projects were determined. Most importantly, the priorities communicate to the public where and why the City focuses their resources.

In previous years, the Council has been asked to review the listed items and rank each one of them from 1 to 3 with a 1 as the most important. The list has been shortened by the removal of items that have consistently been near the bottom of the list (cemetery improvements) or are routine activity (organizational efficiency, obtaining grants) or items the Council had indicate that could be removed (Building maintenance, Development of north part of City). If there are additional priority items feel free to add them.

The approach this year will be to rank each one and spend the time at the Priority Workshop on the top 5 or 10 most important items. The results will be tabulated for the 9/28/21 priority workshop. Please try to have this filled out and returned by the next meeting on **8/24/21**.

ITEM	# (1,2,3)	COMMENTS
Street improvements		
Economic Development		
Historic Preservation		
Park improvements		
Sidewalk Replacement		
Construction of new Sidewalks		
Drainage improvements		
Code enforcement		
Water and sewer line improvements		
Website		
Swimming Pool		
Tourism		
Main Street/Chamber Organization		
Entries to the City		
Lincoln Way improvements (Old US30)		



Highway 30 Coalition			
Zoning overview for new development.			
Housing			
Development of Recreation Assets			
Recycling			
Golf Course			
Animal Shelter			
Neighborhood Improvement Programs			
Dog Park			
Development of three block middle school area			
Development of shared use paths			
OTHER			

# MINUTES

**FINANCE COMMITTEE- MONDAY, AUGUST 2, 2021, 10:00 AM- JEFFERSON CITY HALL**

**Present: Mike Palmer, Harry Arenholtz, Matt Gordon, Tim Oswald, Sarah Morlan**

## **A. Financial Policy with Tim Oswald**

- a. General Fund 1: General Fund balance of at least 50% means we would have higher cash on hand which counterbalances any oversights with the rating company would have.
- b. General Fund 2: Surplus fund balance over 50% in GF transferred to Discretionary Fund, if Emergency Fund is fully funded. Most cities do not do this. This would be like the Internal Service Fund. Squirreling away money into Emergency- for events like the Derecho. This transfer would have to be done by resolution through Council at year end.
- c. Debt Management 1a: Strike from policy
- d. Debt Management 1b: Strike from policy
- e. Debt Management 1c: Strike from policy
- f. Debt Management 1d: Strike from policy
- g. Debt Management 2: Not later than fiscal year 2024, a 5 year plan will be prepared. Hopeful to start CIP software soon for fiscal year 23-24. That gives us year to learn the software.
- h. Debt Management 8: Tim advised to strike. Rating agencies do not care about voter approved debt with level P&I structure.
- i. Debt Management 11: Strike from policy
- j. Debt Management 13: leaving in policy because of language of "striving to"
- k. Accounting Policies: RFP should be reevaluated every 5 years. Ask auditors to shoot for a January deadline.
- l. Accounting Policies 22: Transferring from Water and Wastewater Capital plans into the actual Capital Improvements Fund. This gives the auditors (and council) a better picture of where we are with cash. A lot of the Water and Wastewater Fund is skewed because of funds for plant replacements. Try to start in 2025. Put in budget.
- m. Accounting Policies 24: Review outstanding funds and try and close them out. Currently in process right now.

## **B. Review of monthly revenue and expenses**

- a. Hotel/Motel, Recreation, Golf Course, Library are all candidates for revenue replacement from American Rescue Act Plan
- b. No report.

## **C. Incode Bank Reconciliation Update**

- a. Plan is to send out letter for reissue of payment then send in to state. Payroll checks are still the process due to W2 being affected.

## **D. CIP 5 Year Plan**

- a. Currently in 90 day trial of software. The plan is purchase the software and get it up and running for budget year 23-24 with help from department heads

**E. IPAIT Transfer of Funds**

- a. Transferring funds from IPAIT to local banks for a better interest rate. Will start the process soon.

**F. Audit from Gronewold, Bell, Kyhnn & Co.**

- a. No report

**G. Salaries**

- a. No report

**H. Review of actual numbers for FY 20-21**

- a. No report.

**I. Review of budget schedule for FY 22-23**

- a. No report.