

AGENDA

COUNCIL MEETING
Tuesday, November 22, 2022
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. 11/8/22 regular Council minutes.
- B. Pay estimate #12 of \$4,870 of CDBG funds for 200 E. State Street.
- C. Hy-Vee Inc, Class E Liquor License
- D. Consider approval of pay estimate #2 of \$93,986.54 to Morris Enterprises, Inc for Russell Street Watermain Improvement, 2022.
- E. Pay estimate #2 of \$18,189.00 of CDBG funds for 123 N Chestnut Street.
- F. Sidewalk reimbursement of \$2,200 for Noah Winkleman
- G. Approval of Annual Financial Report

IV. NEW BUSINESS:

- A. Consider approval of resolution to award contract for 2022 Sanitary Sewer CIPP Lining Project.
- B. Consider approval of resolution to award contract for the Wastewater Treatment Facility Improvements.
- C. Consider approval of resolution setting the date for hearing on proposal to enter into a Sewer Revenue Loan and Disbursement Agreement and to borrow money thereunder
- D. Consider resolution approving not to exceed \$34,000 annual appropriation for rebate payments under Lincoln Ridge Estates Development Agreements.
- E. Consider resolution approving not to exceed \$6,200 annual appropriation for rebate payments under Briarwood Development Agreement.
- F. Consider resolution approving not to exceed \$101,200 annual appropriation for rebate payments under Jefferson Hotel Group Development Agreement.
- G. Consider resolution approving annual appropriation not to exceed \$19,000 for rebate payments under Michael and Miranda Wahl Development Agreement.
- H. Consider resolution approving not to exceed \$14,600 annual appropriation for rebate payments under Jefferson Veterinary Clinic Development Agreement.
- I. Consider approval of Leave Donation Policy.
- J. Appointment of Animal Shelter Committee.
- K. Presentation by Library Architectural Feasibility Study Committee.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 11/22/22

NEW BUSINESS

- A. **Consider approval of resolution to award contract for 2022 Sanitary Sewer CIPP Lining Project.** Attached is the recommendation from Bolton and Menk for the cured in place pipe (CIPP) project along with the maps of the project area. The project will be funded with \$306,000 of American Rescue Program Act (ARPA) and the balance with Local Option Sales Tax.
- B. **Consider approval of resolution to award contract for the Wastewater Treatment Facility Improvements.** Attached is the recommendation from Bolton and Menk
- C. Consider approval of resolution setting the date for hearing on proposal to enter into a Sewer Revenue Loan and Disbursement Agreement and to borrow money thereunder
- D. **Consider resolution approving not to exceed \$34,000 annual appropriation for rebate payments under Lincoln Ridge Estates Development Agreements.** Resolution attached
- E. **Consider resolution approving not to exceed \$6,200 annual appropriation for rebate payments under Briarwood Development Agreement.** Resolution attached
- F. **Consider resolution approving not to exceed \$101,200 annual appropriation for rebate payments under Jefferson Hotel Group Development Agreement.** Resolution attached
- G. **Consider resolution approving annual appropriation not to exceed \$19,000 for rebate payments under Michael and Miranda Wahl Development Agreement.** Resolution attached
- H. **Consider resolution approving not to exceed \$14,600 annual appropriation for rebate payments under Jefferson Veterinary Clinic Development Agreement.** Resolution attached
- I. **Consider approval of Leave Donation Policy.** Reviewed by Personnel and Finance. Attached is the proposed policy
- J. **Appointment of Animal Shelter Committee.** The Mayor will be recommending Council members for the committee.
- K. **Presentation by Library Architectural Feasibility Study Committee.** Attached is the study.

COUNCIL MEETING

NOVEMBER 8, 2022

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Sloan

ABSENT: None

Mayor Gordon presided.

No citizens spoke during Open Forum.

On motion by Zmolek, second by Jackson, the Council approved the following consent items: October 25, 2022 Council Minutes, Pay estimate #7 of \$78,249.79 to Jensen Builders, LTD for Greene County Animal Shelter, Sidewalk reimbursement of \$2,400 for Sloan Plumbing and Heating, and payment of monthly bills from City funds.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

This was the time and place for Public Hearing on Detailed Plans and Specifications, Form of Contract and Estimate of Cost for the 2022 Sanitary Sewer CIPP Lining Project. Mayor Gordon called for oral or written comments and there were none. On motion by Sloan, second by Wetrich, the Council closed the Public Hearing.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

RESOLUTION NO. 71-22

On motion by Ahrenholtz, second by Sloan, the Council approved Resolution No. 71-22, a resolution approving Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the 2022 Sanitary Sewer CIPP Lining Project.

AYE: Jackson, Sloan, Zmolek, Wetrich, Ahrenholtz

NAY: None

On motion by Wetrich, second by Jackson, the Council approved of façade improvement grant application of \$102,544.26 for property located at 100 E State Street.

AYE: Zmolek, Sloan, Wetrich, Ahrenholtz, Jackson

NAY: None

RESOLUTION NO. 72-22

On motion by Zmolek, second by Sloan, the Council approved Resolution No. 72-22, a resolution approving bad debt write offs for 2013-2014 Utilities.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

RESOLUTION NO. 73-22

On motion by Ahrenholtz, second by Wetrich, the Council approved Resolution No. 73-22, a resolution authorizing the following Institutions as Depositories for Public Funds for the City of Jefferson.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

Michael Palmer, City Administrator gave Council update on quarterly financials.

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

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

The following bills were approved for payment from City funds:

ABC PEST CONTROL	PEST CONTRL	386.25
ACCESS SYSTEMS LEASING	CPIER LSE	994.09
ACCESS TILE	SWLK HANDICAP PADS	2,250.00
ACCO UNLIMITED CORP	WA WATERWORX	3,243.19
ACP INTERNATIONAL	POLES	1,186.80
ACUSHNET COMPANY	GCRSE MERCH	842.03
AFLAC	AFLAC INS W/H	17.68
AG SOURCE COOP SERV	LAB TSTG	1,435.75
ALLIANT ENERGY	UTILITIES	27,538.65
AMANDA BACON	WA DEP REF	102.25
AMERICAN FENCE CO	ANIM SHELTFENCE	6,318.40
AMERICAN UNDERGROUND SUPP	WA TOOL	300.00
AMERICAN WATER WORKS ASSN	WA DUES	418.00
ATCO INTERNATIONAL	SW CHEM	157.75
ATURA ARCHITECTURE	ANIMAL SHELTFARCHIT	1,873.40
BAILEY MOUNT	LB PROG SUPP	65.10
BAKER & TAYLOR INC.	LB BOOKS	875.75
BOB & JOYCE AUSBERGER	WA DEP REF	106.74
BOLTON & MENK INC	WWTF IMPROVE	194,519.80
BOMGAARS	SUPP	775.94
BREADEAUX PIZZA	PHASE II FACADE GRANT	23,989.50
BRICK GENTRY P.C.	LEGAL FEES	510.00
BROWN SUPPLY CO	SW SUPP	430.00
BRYCE MARTIN	WA DEP REF	102.88
BYTESPEED COMPUTERS, LLC	VERKADA CAMERAS	15,786.00
CARD SERVICE CENTER	CREDIT CARD	3,043.83
CARROLL CDL TRAINING	WA CDL CLASS	1,875.00
CARROLL CO SOLID WASTE	RC MRKTG FEES	197.90
CARY BROOKS	WA DEP REF	94.70
CENTER POINT LARGE PRINT	LB BOOKS	194.76
CINTAS CORPORATION	FIRST AID	660.38
CLEANING SOLUTIONS INC.	RN CLEAN	108.00
COBRAHELP	PA FEE	15.00
COLLECTION SERV CENTER	CASE #895827	569.09
COMPASS MINERALS AMERICA	WA SALT	8,280.80
CONCRETE TECHNOLOGIES INC	AP 14/32 EST #8	74,440.25
CONTINENTAL RESEARCH CORP	SUPP	516.17
CORE & MAIN	WA PARTS	417.66
CUNNINGHAM LAWN PATROL, LL	PD MOWING	210.00
DANIELSON AUTO SERVICE	CEM MAINT	1,069.08
DAVE DAVIS	AP REPR	150.00
DAVIS AUTO COLLISION	PD REPRS	109.60
DEMCO	LB SUPP	858.97
DENNIS HAMMEN	H INS SINK C SH	4,894.73
DOLL DISTRIBUTING	GCRSE BEER	400.91
DUANE ONKEN	H INS SINKING	198.72
DUBI AM ELECTRIC	ST LIGHTS	2,500.00



REGION XII
COUNCIL OF GOVERNMENTS

Housing Services & Programs

Date: November 9, 2022

To: Roxanne Gorsuch

RE: GAX #12 Summary of Expenses

Please forward the following payments associated with GAX #12 within 10 days of receiving payment from IEDA.

\$ 2,227.00	To	Jefferson City View Properties, LLC
\$ 2,643.00	To	Region XII COG (Administrative costs)
\$ 4,870.00		TOTAL GAX #12

Thank You,

Karla Janning
Housing Programs Coordinator

Contractor's Application for Payment

Owner:	<u>CITY OF JEFFERSON, IOWA</u>	Owner's Project No.:	_____
Engineer:	<u>BOLTON & MENK, INC.</u>	Engineer's Project No.:	<u>0A1.126809</u>
Contractor:	<u>MORRIS ENTERPRISES, INC.</u>	Agency's Project No.:	_____
Project:	<u>RUSSELL STREET WATERMAIN IMPROVEMENT, 2022</u>		
Contract:	_____		

Application No.: 3 **Application Date:** 10/28/2022
Application Period: From 10/1/2022 to 10/28/2022

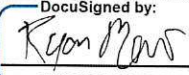
1. Original Contract Price	\$	395,763.00
2. Net change by Change Orders	\$	36,541.75
3. Current Contract Price (Line 1 + Line 2)	\$	432,304.75
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	348,672.45
5. Retainage		
a. <u>5%</u> X <u>\$ 348,672.45</u> Work Completed	\$	17,433.62
b. <u>5%</u> X <u>\$ -</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	17,433.62
6. Amount eligible to date (Line 4 - Line 5.c)	\$	331,238.83
7. Less previous payments	\$	237,252.29
8. Amount due this application	\$	93,986.54

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:


- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Morris Enterprises, Inc.

Signature:	<u></u>	Date:	<u>October 31, 2022</u>
Name:	<u>Ryan Morris</u>	Title:	<u>President</u>

Recommended by Engineer

Approved by Owner

By: 

Name: James D. Leiding, P.E.

Title: Project Manager

Date: October 31, 2022

By: _____

Name: Matt Gordon

Title: Mayor

Date: _____



REGION XII

COUNCIL OF GOVERNMENTS

Housing Services & Programs

Date: November 17, 2022
To: Roxanne Gorsuch
RE: GAX #2 Summary of Expenses

Please forward the following payments associated with GAX #2 within 10 days of receiving payment from IEDA.

<u>\$ 17,098.00</u>	To	<u>Pub Adventures, LLC</u>
<u>\$ 1,091.00</u>	To	<u>Region XII COG (Administrative costs)</u>
<u>\$ 18,189.00</u>		<u>TOTAL GAX #2</u>

Thank You,

Karla Janning
Housing Programs Coordinator

STATE OF IOWA
2022
FINANCIAL REPORT
FISCAL YEAR ENDED
JUNE 30, 2022
CITY OF JEFFERSON, IOWA
DUE: December 1, 2022

16203700400000
CITY OF JEFFERSON
220 N Chestnut Street
JEFFERSON IA 50129-1900
POPULATION: 4182

NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS

	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes Levied on Property	2,384,649		2,384,649	2,230,354
Less: Uncollected Property Taxes-Levy Year	0		0	0
Net Current Property Taxes	2,384,649		2,384,649	2,230,354
Delinquent Property Taxes	0		0	0
TIF Revenues	982,072		982,072	0
Other City Taxes	786,251	0	786,251	567,743
Licenses and Permits	42,543	0	42,543	34,825
Use of Money and Property	94,540	68,643	163,183	111,775
Intergovernmental	1,184,491	1,183,347	2,367,838	972,657
Charges for Fees and Service	360,294	2,961,804	3,322,098	3,561,479
Special Assessments	0	0	0	0
Miscellaneous	741,414	79,859	821,273	42,758
Other Financing Sources	2,967,307	0	2,967,307	0
Transfers In	2,967,307	0	2,967,307	1,533,371
Total Revenues and Other Sources	9,543,561	4,293,653	13,837,214	9,054,962
Expenditures and Other Financing Uses				
Public Safety	1,372,600		1,372,600	1,527,966
Public Works	680,581		680,581	246,355
Health and Social Services	32,891		32,891	5,000
Culture and Recreation	1,329,423		1,329,423	1,339,061
Community and Economic Development	556,236		556,236	2,004,213
General Government	515,536		515,536	393,197
Debt Service	1,079,488		1,079,488	984,873
Capital Projects	1,660,729		1,660,729	0
Total Governmental Activities Expenditures	7,227,484	0	7,227,484	6,500,665
BUSINESS TYPE ACTIVITIES		3,818,155	3,818,155	3,191,585
Total All Expenditures	7,227,484	3,818,155	11,045,639	9,692,250
Other Financing Uses	2,764,807	202,500	2,967,307	
Transfers Out	2,764,807	202,500	2,967,307	1,533,371
Total All Expenditures/and Other Financing Uses	9,992,291	4,020,655	14,012,946	11,225,621
Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses	-448,730	272,998	-175,732	-2,170,659
Beginning Fund Balance July 1, 2021	7,112,566	4,857,519	11,970,085	11,811,721
Ending Fund Balance June 30, 2022	6,663,836	5,130,517	11,794,353	9,641,062

NOTE - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds	Pension Trust Funds
Private Purpose Trust Funds	Agency Funds

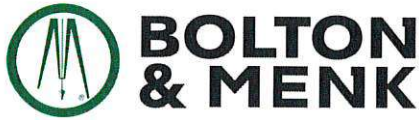
Indebtedness at June 30, 2022	Amount	Indebtedness at June 30, 2022	Amount
General Obligation Debt	6,365,000	Other Long-Term Debt	0
Revenue Debt	565,000	Short-Term Debt	0
TIF Revenue Debt	0		
		General Obligation Debt Limit	13,829,094

CERTIFICATION

The forgoing report is correct to the best of my knowledge and belief

	Publication 11/17/2022
Signature of Preparer	Phone Number
Printed name of Preparer	
	Date Signed
Signature of Mayor or other City official (Name and Title)	

PLEASE PUBLISH THIS PAGE ONLY



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& MENK**

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300 W McKinley Street
PO Box 68
Jefferson, IA 50129

Ph: (515) 386-4101
Bolton-Menk.com

November 17, 2022

City of Jefferson
Attn: Michael Palmer, City Administrator
220 North Chestnut Street
Jefferson, Iowa 50129

RE: 2022 Sanitary Sewer CIPP Lining
Recommendation of Award
Project No.: 0A1.128835

Dear Mr. Palmer:

At 10:00 A.M. on November 15th, 2022 bids were received for the 2022 Sanitary Sewer CIPP Lining project. The Engineer's Estimate for the base bid of the project was \$272,550.00. Six bids were received, the bidders were responsive, and bids for total base bid are summarized as follows:

Bidder	City	Amount
AccuJet, LLC	Perry, Iowa	\$241,105.00
Hydro-Klean, LLC	Des Moines, Iowa	\$275,907.73
Visu-Sewer, Inc.	Pewaukee, WI	\$280,655.00
Municipal Pipe Tool Co., LLC	Hudson, IA	\$305,372.50
S.J. Louis Trenchless, LLC	Rockville, MN	\$377,454.00
Insituform Technologies USA, LLC	Chesterfield, MO	\$399,360.00

One error was found for the second place bidder but it was in the alternate and does not affect the order of bidders. The bid received from AccuJet, LLC, from Perry, Iowa, was about 11.5% below the engineer's final estimate for the base bid portion of the project. Bolton & Menk, Inc. has reviewed the bid documents and bonds submitted, and was satisfied with information provided. There were two Alternates that were included as part of the proposal, these were also reviewed and were found to be satisfactory and City staff indicated that they should be included awarded project.

Therefore, if deemed economically feasible, Bolton & Menk, Inc. recommends award of the 2022 Sanitary Sewer CIPP Lining project to AccuJet, LLC for the base bid amount of \$241,105.00, Alternate A amount of \$35,170.00 and Alternate B amount of \$59,560.00. Total Awarded Contract amount of \$335,835.00 (Three Hundred Thirty-Five Thousand, Eight Hundred Thirty-Five and 00/100 Dollars). The bid tabulation is attached for your use.

Feel free to contact me should there be any questions related to this project.

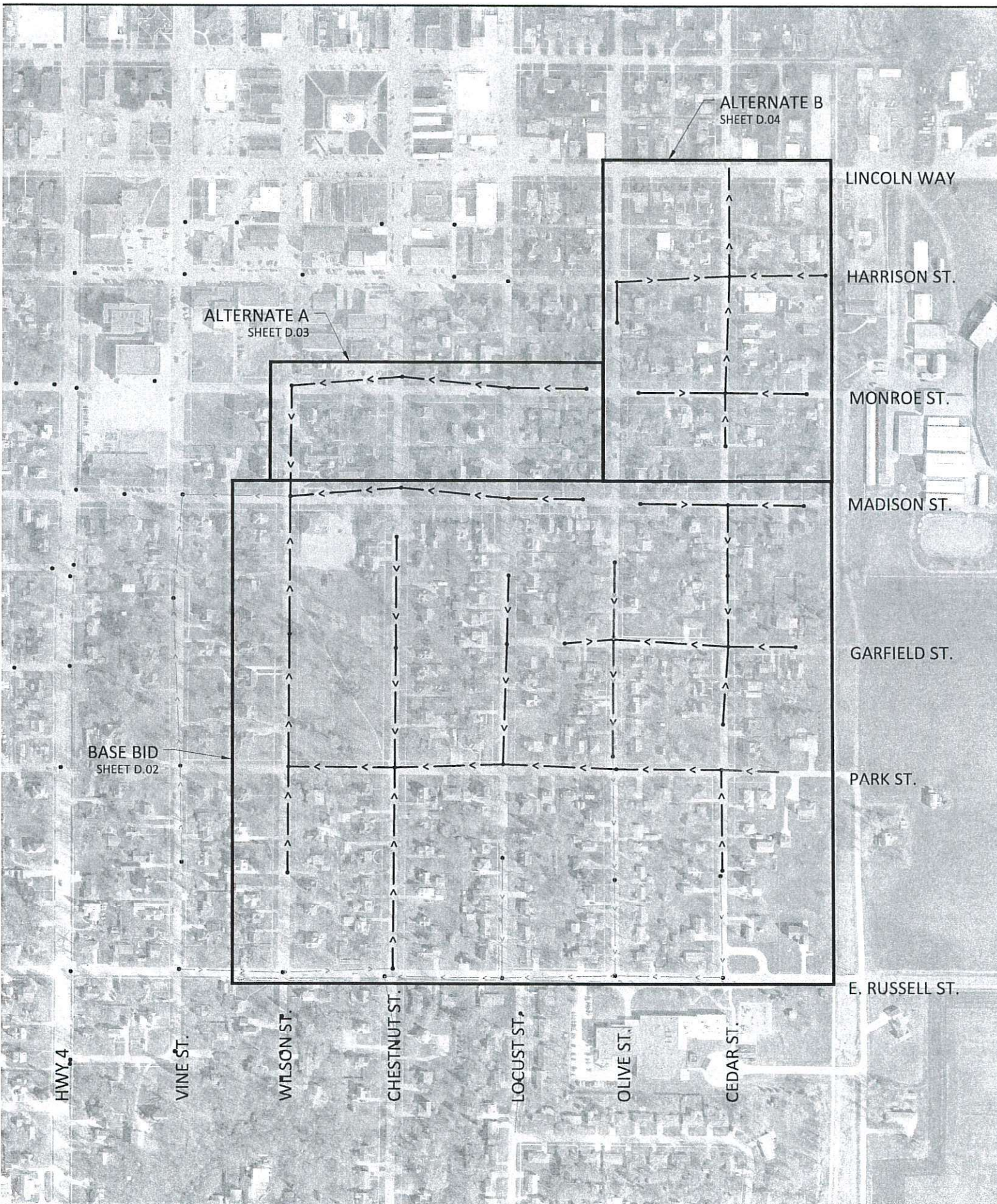
Sincerely,

Bolton & Menk, Inc.

James D. Leiding, P.E.

Project Manager

enclosure



BASE BID
SHEET D.02

ALTERNATE A
SHEET D.03

ALTERNATE B
SHEET D.04

HWY 4

VINE ST.

WILSON ST.

CHESTNUT ST.

LOCUST ST.

OLIVE ST.

CEDAR ST.

LINCOLN WAY

HARRISON ST.

MONROE ST.

MADISON ST.

GARFIELD ST.

PARK ST.

E. RUSSELL ST.



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Fax: (515) 233-4430
Bolton-Menk.com

November 17, 2022

City of Jefferson
Attn: Michael Palmer, City Administrator
220 North Chestnut Street
Jefferson, Iowa 50129

RE: 2022 Wastewater Treatment Facility Improvements
Recommendation of Award
Project No.: 0M2.12

Dear Mr. Palmer:

At 2:00 P.M. on November 16, 2022, bids were received for the 2022 Wastewater Treatment Facility Improvements project. The Engineer's Estimate for the base bid of the project was \$13.6 million. One bid was received, the bidder was responsive, and the bid for the base bid is summarized below.

Bidder	City	Base Bid Amount
Shank Constructors, Inc.	Brooklyn Park, MN	\$17,426,100.00

The bid received from Shank Constructors, Inc included all required attachments and documentation. Bolton & Menk, Inc. has reviewed the bid documents and bond submitted and is satisfied with the information provided.

There was one alternate that was included as part of the proposals, which has an alternative manufacturer and model of ultraviolet disinfection system. This bid alternate also reviewed and was found to be satisfactory. City staff indicated a preference for the bid alternate equipment option to be awarded, due to the local availability of service providers for that equipment manufacturer, which is a distinct advantage for maintenance and repair of sensitive equipment of this type.

Therefore, if deemed economically feasible, Bolton & Menk, Inc. recommends award of the 2022 Wastewater Treatment Facility Improvements project to Shank Constructors, Inc. for the bid alternate amount of \$17,504,700.00 (SEVENTEEN MILLION FIVE HUNDRED AND FOUR THOUSAND, SEVEN HUNDRED AND 00/100 DOLLARS), to include the Trojan ultraviolet disinfection system. The bid tabulation is attached for your use.

Please contact me if there are any questions related to this project.

Sincerely,

Bolton & Menk, Inc.

Kathryn Sterk, P.E.
Environmental Project Manager

Enclosure



BOLTON & MENK

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1519 Baltimore Drive
Ames, IA 50010-8783

Ph: (515) 233-6100
Fax: (515) 233-4430
Bolton-Menk.com

BID TABULATION

Project Location: Jefferson, Iowa
Project Title: Wastewater Treatment Facility Improvements - 2022
Project No.: 0M2.123801
Addendum(s): No. 1 – 10/27/2022
 No. 2 – 11/04/2022
 No. 3 – 11/10/2022
 No. 4 – 11/11/2022
 No. 5 – 11/14/2022
 No. 6 – 11/14/2022
 No. 7 – 11/14/2022

Bid Day/Date: Wednesday, November 16, 2022
Bid Time: 2:00 p.m.
Bid Opening: Jefferson City Hall
 2:00 p.m.

BIDDER	TOTAL PROJECT BASE BID PRICE	BID ALTERNATE PRICE	BID BOND	ADDEND(S).	SRF/CDBG DOCS.
Engineer's Estimate	\$13,611,000	N/A	N/A	N/A	N/A
Shank Constructors, Inc. Brooklyn Park, MN	\$17,426,100.00	\$17,504,700.00	Yes	Yes (1-7)	Yes

RESOLUTION NO. _____

A Resolution obligating funds from the Mark Bauer Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Jefferson Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, pursuant to the City’s Development Agreement with Mark Bauer Development Company, LLC (the “Developer”), approved by resolution of the City Council on April 26, 2016 (the “2016 Agreement”), the City agreed to make economic development tax increment payments in a total amount not to exceed \$900,000.00, subject to annual appropriation by the City Council; and

WHEREAS, in the resolution approving the 2016 Agreement, the City Council created a subfund of the Urban Renewal Tax Revenue Fund to be used to account for payments to be made under the 2016 Agreement (the “Mark Bauer Subfund”); and

WHEREAS, the Developer has filed a certification with the City showing that incremental property tax revenues in the estimated amount of \$34,000.00 are expected to be received under the 2016 Agreement, all in the Mark Bauer Subfund during the fiscal year that will begin July 1, 2023, and should be available to be paid to the Developer (the “Payments”) as provided in the the 2016 Agreement; and

WHEREAS, it is now necessary for the City Council to obligate such funds for appropriation to the Payments;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The City Council hereby obligates not to exceed \$34,000.00 for appropriation from the Mark Bauer Subfund of the City’s Urban Renewal Tax Revenue Fund to the Payments to be made under the 2016 Agreement in the fiscal year that will begin July 1, 2023.

Section 2. The City Clerk is hereby directed to certify to the County Auditor the total amounts obligated for appropriation in Section 2 above as part of the City's December 1, 2022, certification of debt payable from the Mark Bauer Subfund of the City's Urban Renewal Tax Revenue Fund and to reflect such amount in the City's budget for the fiscal year that will begin July 1, 2023.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved on November 22, 2022.

Matt Gordon, Mayor

Attest:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A Resolution obligating funds from the Tri-County Cash Lumber Mart Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Jefferson Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, pursuant to the City’s Development Agreement (the “Agreement”) with Tri-County Cash Lumber Mart, Inc. (the “Developer”), approved by resolution of the City Council on April 26, 2016, the City agreed to make economic development tax increment payments in an annual amount not to exceed 100% of the incremental property tax revenues received by the City each year attributable to the Property covered by the Agreement (payable in semi-annual payments) in a total cumulative amount not to exceed \$600,000.00, subject to annual appropriation by the City Council; and

WHEREAS, in the resolution approving the Agreement, the City Council created a subfund of the Urban Renewal Tax Revenue Fund to be used to account for payments to be made under the Agreement (the “Tri-County Cash Lumber Mart Subfund”); and

WHEREAS, the City Administrator has estimated the amount of incremental property tax revenues that could be collected and received in the Tri-County Cash Lumber Mart Subfund during the fiscal year beginning July 1, 2023, will be in the approximate amount of \$6,200.00, which amount should be available to be paid to the Developer (the “Payments”); and

WHEREAS, it is now necessary for the City Council to obligate such funds for appropriation to the Payments;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The City Council hereby obligates not to exceed \$6,200.00 for appropriation from the Tri-County Cash Lumber Mart Subfund of the City’s Urban Renewal Tax Revenue Fund to the Payments to be made in the fiscal year that will begin July 1, 2023.

Section 2. The City Clerk is hereby directed to certify to the County Auditor the amount obligated for appropriation in Section 1 above as part of the City's December 1, 2022, certification of debt payable from the Tri-County Cash Lumber Mart Subfund of the City's Urban Renewal Tax Revenue Fund and to reflect such amount in the City's budget for the fiscal year that will begin July 1, 2023.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved on November 22, 2022.

Matt Gordon, Mayor

Attest:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A Resolution obligating funds from the Jefferson Hotel Group Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Jefferson Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, pursuant to the City’s Development Agreement (the “Agreement”) with Jefferson Hotel Group, LLC (the “Developer”), approved by resolution of the City Council on February 24, 2015, the City agreed to make economic development tax increment payments in an annual amount not to exceed \$101,200.00 (two semi-annual payments of \$50,600.00 each) and a total cumulative amount not to exceed \$1,015,000.00, subject to annual appropriation by the City Council; and

WHEREAS, in the resolution approving the Agreement, the City Council created a subfund of the Urban Renewal Tax Revenue Fund to be used to account for payments to be made under the Agreement (the “Jefferson Hotel Group Subfund”); and

WHEREAS, the City Administrator has estimated the amount of incremental property tax revenues that could be collected and received in the Jefferson Hotel Group Subfund during the fiscal year beginning July 1, 2023, will exceed the amount of \$101,200.00 and that the amount of \$101,200.00 should be available to be paid to the Developer (the “Payments”); and

WHEREAS, it is now necessary for the City Council to obligate such funds for appropriation to the Payments;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The City Council hereby obligates not to exceed \$101,200.00 for appropriation from the Jefferson Hotel Group Subfund of the City’s Urban Renewal Tax Revenue Fund to the Payments to be made in the fiscal year that will begin July 1, 2023.

Section 2. The City Clerk is hereby directed to certify to the County Auditor the amount obligated for appropriation in Section 1 above as part of the City's December 1, 2022, certification of debt payable from the Jefferson Hotel Group Subfund of the City's Urban Renewal Tax Revenue Fund and to reflect such amount in the City's budget for the fiscal year that will begin July 1, 2023.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved on November 22, 2022.

Matt Gordon, Mayor

Attest:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A Resolution obligating funds from the Goodyear Tire Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Jefferson Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, pursuant to the City’s Development Agreement (the “Agreement”) with Michael J. Wahl and Miranda J. Wahl (the “Developer”), approved by resolution of the City Council on October 10, 2017, the City agreed to make economic development tax increment payments in an annual amount not to exceed 100% of the incremental property tax revenues received by the City each year attributable to the Property covered by the Agreement (payable in semi-annual payments) in a total cumulative amount not to exceed \$130,000.00, subject to annual appropriation by the City Council; and

WHEREAS, in the resolution approving the Agreement, the City Council created a subfund of the Urban Renewal Tax Revenue Fund to be used to account for payments to be made under the Agreement (the “Goodyear Tire Subfund”); and

WHEREAS, the City Administrator has estimated the amount of incremental property tax revenues that could be collected and received in the Goodyear Tire Subfund during the fiscal year beginning July 1, 2023, will be in the approximate amount of \$19,000.00, which amount should be available to be paid to the Developer (the “Payments”); and

WHEREAS, it is now necessary for the City Council to obligate such funds for appropriation to the Payments;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The City Council hereby obligates not to exceed \$19,000.00 for appropriation from the Goodyear Tire Subfund of the City’s Urban Renewal Tax Revenue Fund to the Payments to be made in the fiscal year that will begin July 1, 2023.

Section 2. The City Clerk is hereby directed to certify to the County Auditor the amount obligated for appropriation in Section 1 above as part of the City's December 1, 2022, certification of debt payable from the Goodyear Tire Subfund of the City's Urban Renewal Tax Revenue Fund and to reflect such amount in the City's budget for the fiscal year that will begin July 1, 2023.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved on November 22, 2022.

Matt Gordon, Mayor

Attest:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A Resolution obligating funds from the Clinic Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Jefferson Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, pursuant to the City’s Development Agreement (the “Agreement”) with Jefferson Veterinary Clinic, L.C., which was assigned to BAM Properties of Iowa, LLC (the “Developer”), approved by resolution of the City Council on October 23, 2018, the City agreed to make economic development tax increment payments in an annual amount not to exceed 100% of the incremental property tax revenues received by the City each year attributable to the Property covered by the Agreement (payable in semi-annual payments) in a total cumulative amount not to exceed \$100,000.00, subject to annual appropriation by the City Council; and

WHEREAS, in the resolution approving the Agreement, the City Council created a subfund of the Urban Renewal Tax Revenue Fund to be used to account for payments to be made under the Agreement (the “Clinic Subfund”); and

WHEREAS, the City Administrator has estimated the amount of incremental property tax revenues that could be collected and received in the Clinic Subfund during the fiscal year beginning July 1, 2023, will be in the approximate amount of \$14,600.00, which amount should be available to be paid to BAM Properties of Iowa, LLC, as Developer (the “Payments”); and

WHEREAS, it is now necessary for the City Council to obligate such funds for appropriation to the Payments;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The City Council hereby obligates not to exceed \$14,600.00 for appropriation from the Clinic Subfund of the City’s Urban Renewal Tax Revenue Fund to the Payments to be made in the fiscal year that will begin July 1, 2023.

Section 2. The City Clerk is hereby directed to certify to the County Auditor the amount obligated for appropriation in Section 1 above as part of the City's December 1, 2022, certification of debt payable from the Clinic Subfund of the City's Urban Renewal Tax Revenue Fund and to reflect such amount in the City's budget for the fiscal year that will begin July 1, 2023.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved on November 22, 2022.

Matt Gordon, Mayor

Attest:

Roxanne Gorsuch, City Clerk

Leave Donation Policy

The City of Jefferson recognizes that employees may have a family or personal serious health condition resulting in a need for additional time off in excess of their available sick, vacation, and/or compensatory time. To address this need, all eligible employees will be allowed to donate sick, vacation, and/or compensatory time from their unused balances into a Leave Bank in accordance with the procedure outlined below.

Donation of sick, vacation, and/or compensatory time is strictly voluntary and for the sole purpose to assist employees who have a family or personal serious health condition.

GUIDELINES

Transferred leave hours under this policy will run concurrently with authorized medical leave policies.

A leave recipient may not receive donated leave for any period covered by unemployment benefits, short- or long-term disability benefits, and/or worker's compensation benefits.

The City will contribute to the health insurance premium at the same rate as before leave was taken.

ELIGIBILITY

Recipient – Employees who request donated leave from the Transfer Leave Bank must meet the following requirements:

- Must be full-time employees eligible for benefits.
- Must be employed by the City of Jefferson for a minimum of twelve (12) months.
- Must have a serious personal health condition or be required to care for an immediate family member with a serious health condition as those terms are defined by the Family Medical Leave Act.
- Must be short at least nine (9) days of paid leave without reserve.
- Must have exhausted all forms of paid time off, excluding three sick days and three vacation days to be used after the employee returns to work.
- Must provide a written request for donated leave and submit it to Personnel Committee, however, the request for leave is not effective until approved by the City Administrator.
- May use donated leave only for the approved request.
- A request for donated leave will be valid for no more than twelve (12) weeks. Should the serious health condition continue beyond that time, a new request must be submitted by the employee.

Donor - Employees who donate leave time to the Leave Bank must meet the following requirements:

- Must be employed by the City of Jefferson for a minimum of twelve (12) months.
- Must submit a written agreement to donate leave to Personnel Committee; however, the request for leave is not effective until approved by the City Administrator.
- Must donate at least one (1) hour and must donate leave in one-hour increments.

- May donate no more than 50 to 75% of his/her annual leave accrual.
- Donated leave will be deducted from the donor's accrued leave immediately, and said donation is not revocable.

APPROVAL OR DISAPPROVAL OF THE REQUEST

The City will review an employee's request or application and typically notify the employee of the approval or disapproval within 10 business days after the date the application is received.

LEAVE BANK

All donated time will be converted to dollars based on the donating employee's hourly rate at the time of donation. These dollar amounts will be pooled together to form the Leave Bank. The pooled funds are converted to leave at the recipient's current hourly rate. Donated leave will be transferred from the Leave Bank to the recipient as needed to allow the recipient to receive a standard number of hours for a pay period.

SOLICITATION OF LEAVE

False statements or other misrepresentations made in connection with a request for donated leave may be grounds for: disqualification from the program; disciplinary action, up to and including termination; and/or liability for the amount of leave received.

All employees participating in this program agree that the City is the sole entity that may contact employees for the purpose of soliciting donations to the Leave Bank. No employee may intimidate, threaten, or coerce any other employee or interfere with any right that an employee may have with respect to donating, receiving, or using available leave. Should solicitations occur, the request for leave may be retroactively denied. Any acts in violation of this section may be the basis for disciplinary action, up to and including termination.



The Franks Design Group, PC

ARCHITECTS

Final Report of the Architectural Feasibility Study Committee

12 October 2022



JEFFERSON PUBLIC LIBRARY

Acknowledgements

Library Board of Trustees

Susan Laehn, President
Mary Jane Fields, Secretary
Jane Martino
Mike Piepel
Jerry Roberts
Hollie Roberts
Tom Yepsen
Adam Pedersen

Architectural Feasibility Study Committee

Connie Boyd
Carole Custer
Cindi Daubendiek
Tracy Deal
Craig Hertel
Allee Hinote
Amy Milligan
Kate Neese
Mary Pedersen
Nancy Teusch
Gavin Vander Linden
Chad Stevens, City of Jefferson
Darren Jackson, Jefferson City Council
Matt Wetrich, Jefferson City Council
Beth Vander Wilt, Jefferson Matters: A Main Street & Chamber Community
Ginny Showman, Friends of the Library

Library Administration

Jane Millard, Director
Stephanie Hall, Youth Services Librarian
Jo Byriel, Administrative Assistant

Jefferson City Council & Administration

Matt Gordon, Mayor
Harry Ahrenholtz
Dave Sloan
Matt Wetrich
Darren Jackson
Pat Zmolek
Mike Palmer, City Administrator

Friends of the Library Board of Directors

Jennifer Powers, President
Cheree Derry, Vice President
Kathy Marshall, Treasurer
Sarah Erickson, Secretary
Ada Ross, Historian
Ginny Showman
Cheryl Nailor
Rita Rasmussen
Tori Riley
Rita Hesson

Executive Summary

The Board of Trustees upon reviewing the Needs Assessment prepared by George Lawson - consulting library planner, dated May 3, 2018, accepts the key conclusion that the existing library is too small to meet the current needs or the projected long-term needs of the Jefferson Library. The Board then requested Grow Greene County grant funding to test and evaluate several long-term options for the Jefferson Public Library in Jefferson, IA.

The Board has established and tasked the Library Study Committee with conducting a Feasibility Assessment, which will conclude in the committee forming recommendations for next steps to both the Board and City Council.

The Franks Design Group out of Glenwood, IA was hired to consult and walk the study committee through the feasibility process, with the goal of identifying which Option best allows for a functional and flexible Library for current and future needs of the City of Jefferson.

Option A: Renovation with a potential building addition involving the current library facility.

Option B: Construction of a new library facility to meet current needs and allow for long-term flexibility.

Option C: Renovation/ adaptive re-use of the existing Wells Fargo building.

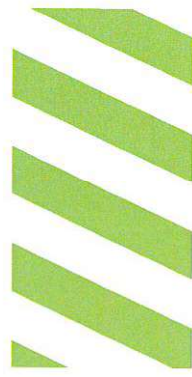
Option D: Renovation with a potential building addition involving the current library facility and acquisition of parcels North of the existing Carnegie Library.

RECOMMENDATIONS

Assuming the sites to the north of the library can be acquired for expansion, the overwhelming majority of committee members believe Option D is the best way forward, as it ultimately serves as a hybrid of Option A and Option B. It retains the historic Carnegie library and a downtown location, while offering the benefits of an economical 1-story new construction to assist with efficiency in the workplace and the expansion of staff workspace and programming space.

This Feasibility Study was commissioned by the Jefferson Public Library Board of Trustees with the aim of identifying long-term concepts to accommodate the current and future needs of the Jefferson Public Library.

Based on committee directed program requirements and functional needs, this study looks at four different concepts of varying degrees of work from full renovation to complete new build.



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HISTORY OF THE JEFFERSON PUBLIC LIBRARY

The Jefferson Public Library was founded in 1901. The Jefferson Public Library serves the community of Jefferson and the surrounding area. It continues to reside on its original site at the corner of Lincoln Way and Vine.

In 1903, a \$10,000 grant from the Carnegie Foundation enabled the city to construct the library. The Jefferson Public Library is one of 99 libraries built in Iowa with funding support from Andrew Carnegie and one of the remaining 48 still functioning as a library. The library earned state accreditation in 1991. This distinction means that the library meets the criteria set by the State Library of Iowa in the areas of governance, administration, funding, staffing, collections, services, and facilities.

In 1966, the architecture firm of Brown, Healey and Bock of Cedar Rapids was contracted to design an addition to the original building, Shriver Construction of Jefferson was contracted for the building work. The Wadsworth house was dismantled just to the west of the Carnegie building to make room for the new addition, including a new entry link connecting the two buildings. The new addition measured 4,000 square feet. Work included renovations to the existing Carnegie library. In the 1990s the library was made more handicapped accessible, as well as automating the library's collection and circulation functions.

The library is governed by a five-member board of trustees. The Trustees set the policies that guide the operation of the library, oversee the annual budget, and approve expenditures. The Library is funded by the City of Jefferson, Greene County, the State of Iowa, federal government, and donations from local businesses, community groups, and private individuals.

In 1993, The Friends of the Library group was organized, functioning as the fundraising arm of the library. Funds raised by the Friends are used to purchase items for the library over and above what is feasible in the library's annual operating budget.

The Jefferson Public Library has a total physical collection of around 40,000 books, video/audio, and periodicals. Online sources adds another 87,000 in virtual materials to the libraries collection. Jefferson Public Library, since the 1980s has taken part in the Interlibrary Loan program providing around 100 materials to other Iowa libraries and receiving around 80 materials from libraries around the state yearly.

****Collection numbers based off of 2020 data from the State of Iowa*

“The women of Jefferson are believers in the promotion of literature, science and the arts, not only in theory, but in practice. They never had a chance to make a public record until Monday of this week, but they seized that opportunity to make it with a vengeance. The vote on the library proposition was: for the library tax – 144; against the library tax – 1.”

- The Bee | March 21, 1901 | Jefferson, IA

EXISTING CONDITIONS

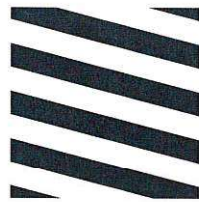
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HISTORIC CARNEGIE LIBRARY & 1967 ADDITION

The Franks Design Group began analyzing the existing library, and through detailed measuring, photos (See Appendix A), and drawings of the existing library it was concluded that the Jefferson Public Library is roughly 7,362 square feet of usable space.

Currently, the library houses:

- Adult Department (3,800 SF)
- Teen Department (110 SF)
- Children Department (1,600 SF)
- Special Programming (260 SF)
- Storage, Mechanical & Electrical (760 SF)



Carnegie - First Floor - Circulation Desk & Office



Carnegie - First Floor - Window



Carnegie - First Floor - Children's Library



Addition - Main Floor - Entryway

“As a parent to young children, the library is one of our top Saturday locations to visit. In our experience, if there are more than two families visiting the children’s section at any given time, it becomes uncomfortable and crowded. Looking ahead I would absolutely love to see our library have more space for group activities, reading nooks, quiet zones, games as it can help to serve a wider age group.”

- Jackie Cunningham



The City of Jefferson has a total population of 3,979 according to the 2020 U.S. Census. In 2022, the city's population is estimated at 4,141. If Jefferson's population increase is assumed to continue the public library collection and services offered also need to grow and adapt.

The Jefferson Public Library, as the life-long learning center of the community, is in desperate need of more space to house the library's collections, educational programming, provide technology resources, and act as a social gathering space. Among libraries in the same "peer group" as the Jefferson Public Library, the Jefferson Public Library (on average) loans 50% more items and provides twice as many programs, but in a smaller space than is typical among its peers. If the library is to remain a place where the joy of reading and the power of information leads to the discovery of new ideas and an expansion of the imagination, it must provide adequate amount of space for a current and future library.

JPL has two full-time librarians on staff, one for the adult department and another for the children/youth departments. There are 11 other part-time employees and numerous volunteers that work at the library, which is open roughly 36 hours per week. General workspace, storage, and circulation desks lack the necessary space for staff to do their work properly and efficiently.

32,571

TOTAL PRINTED MATERIALS

Children's books is 45% of the collection, young adult books being 2%, and the rest of the collection houses the adult department materials

5,286

VIDEO RECORDINGS

Total physical circulation is roughly 39,500 books, audio/visual, and periodicals

479

AUDIO RECORDINGS

Current number of registered borrowers of the library is roughly 4,500

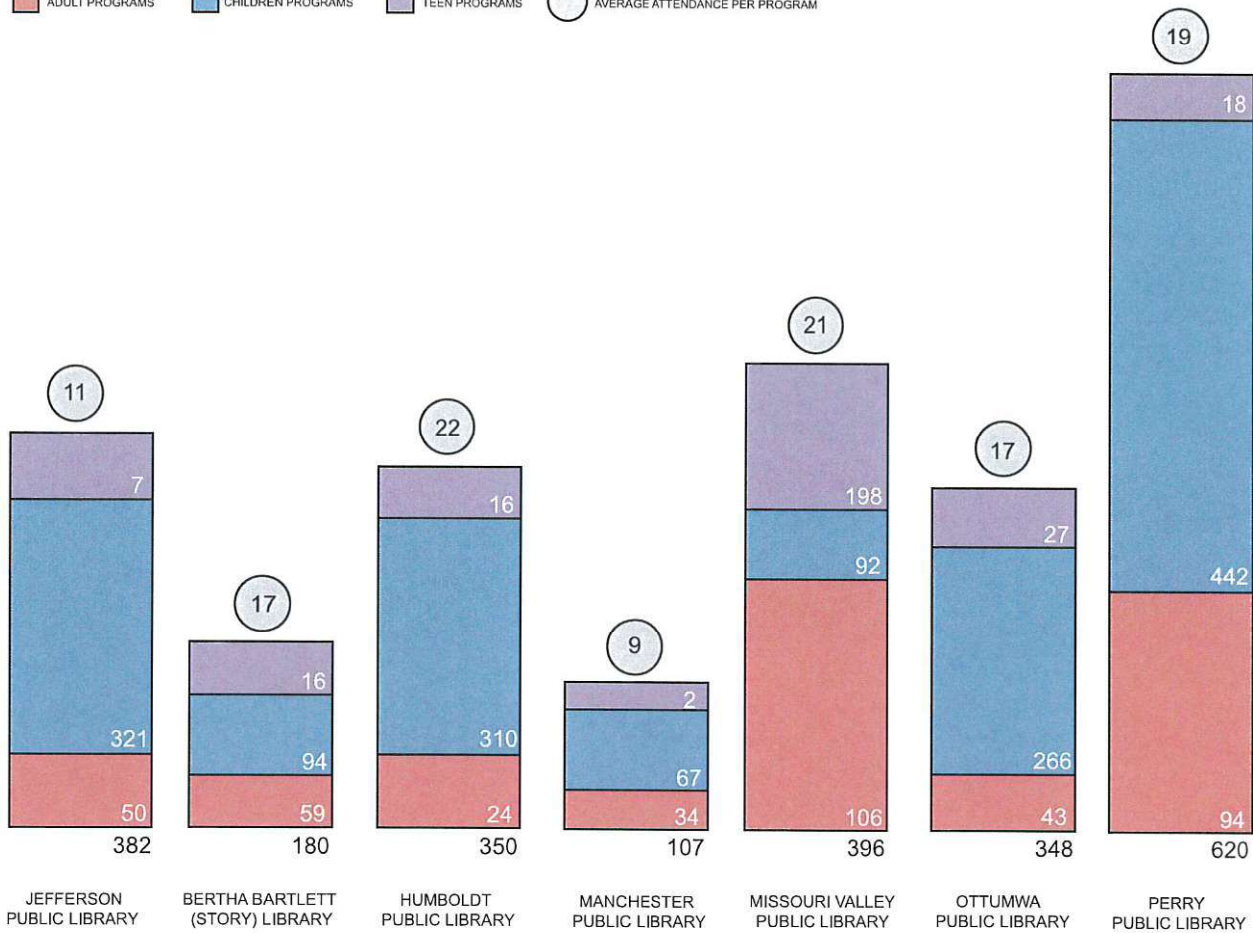
1,158

PERIODICALS

Collection use totals over 44,000



Jefferson Public Library Existing Program Floor Plan



***Collection numbers based off of 2020 data from the State of Iowa

“Sixty years ago, the Library needed more space for books. Now, the Library needs more space for people. With additional space, we know our Library can become an even more exceptional community resource.”

- Jane Millard, Library Director

- Jane Millard, Library Director



**JEFFERSON
PUBLIC LIBRARY**

2020 City Population:
4,345

**BERTHA BARTLETT
(STORY) LIBRARY**

2020 City Population:
3,431

**HUMBOLDT
PUBLIC LIBRARY**

2020 City Population:
4,690

**MANCHESTER
PUBLIC LIBRARY**

2020 City Population:
5,179

**MISSOURI VALLEY
PUBLIC LIBRARY**

2020 City Population:
2,838

**OTTUMWA
PUBLIC LIBRARY**

2020 City Population:
25,028

**PERRY
PUBLIC LIBRARY**

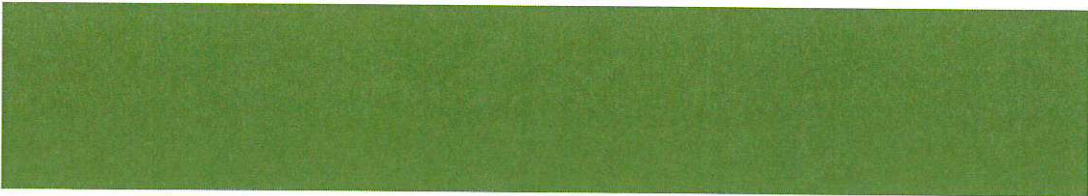
2020 City Population:
7,702

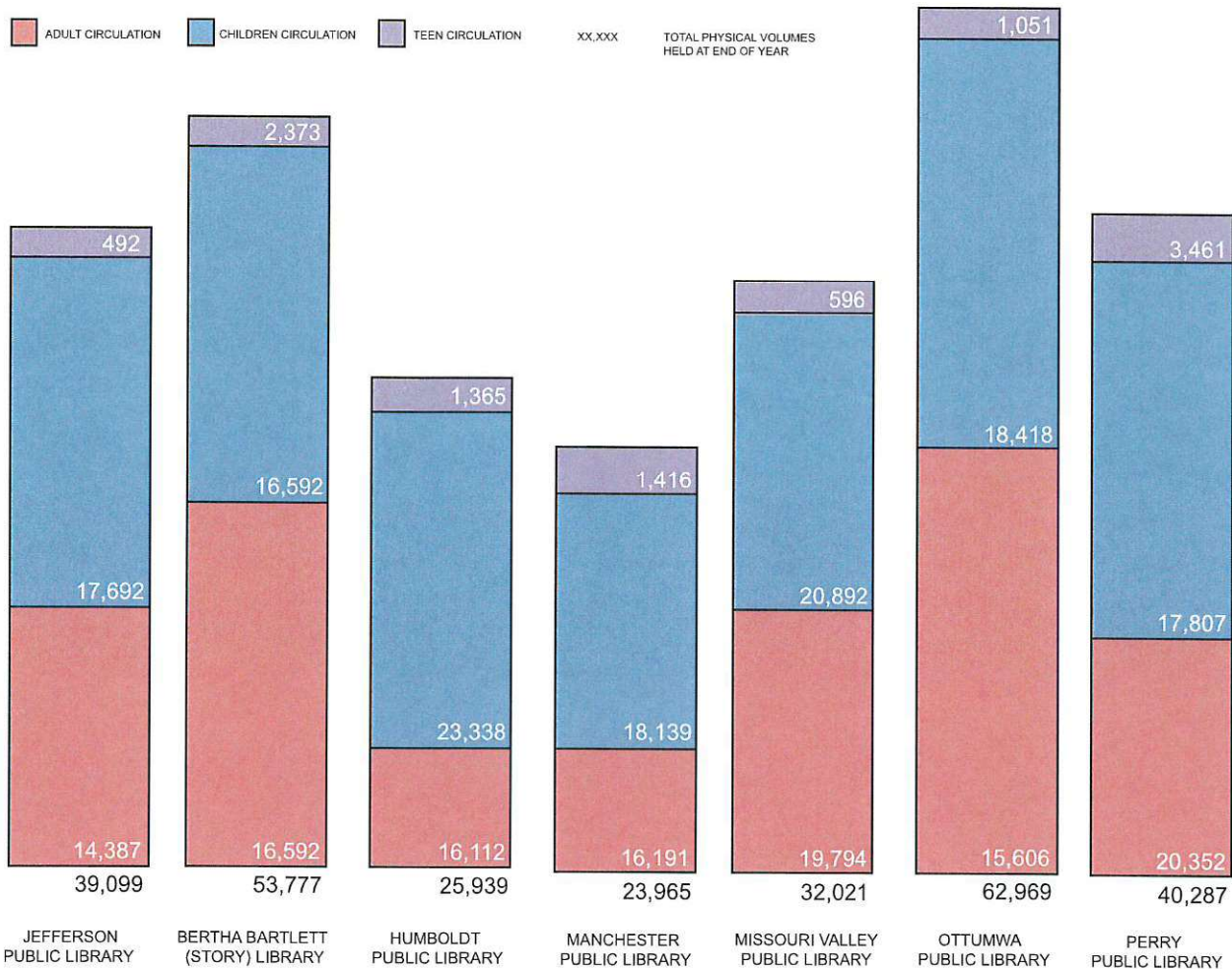
PEER LIBRARY: OFFERED PROGRAMS COMPARISON

In the 2018 report by George Lawson, the Jefferson Public Library was compared amongst a peer group of seven Iowa libraries. These peer libraries look at JPL's statistical comparison to other Class D libraries (serving a community with a population of 2,500 - 4,999).

The diagrams on page 10 and 12 look to compare JPL with peers having other similarities, such as number of programs offered and circulation numbers. With this comparison Bertha Bartlett in Story City, IA is listed as a Class D library along with Humboldt and Missouri Valley. Manchester and Perry public libraries are listed as Class E (serving 5,000 - 9,999) and Ottumwa serving between (25,000 - 49,999) is a Class G public library.

Although the numbers show that Jefferson is adequately performing amongst other Class D libraries, it is expected that Jefferson and Greene County will grow in population. Therefore, an increase in residents which the library will need to serve. Taking this into consideration JPL might aspire to meeting statistical benchmarks set by a Class E size library, such as Perry. In order to offer more varied types of program activities the Jefferson Public Library needs a larger space to hold such events. This leads to the discussion about current library square footage and the square footage offered by these other peer libraries.





***Collection numbers based off of 2020 data from the State of Iowa

“It’s so important to get teens excited about books and reading especially in the world we live in today. It’s a little escape that I believe every teen should experience. This is why we need a larger teen section dedicated to the growth of teenagers in Greene County.”

- Allee Hinote, Feasibility Committee Student Member



**JEFFERSON
PUBLIC LIBRARY**

Library Square Feet:
7,800

**BERTHA BARTLETT
(STORY) LIBRARY**

Library Square Feet:
9,800

**HUMBOLDT
PUBLIC LIBRARY**

Library Square Feet:
7,348

**MANCHESTER
PUBLIC LIBRARY**

Library Square Feet:
10,000

**MISSOURI VALLEY
PUBLIC LIBRARY**

Library Square Feet:
12,800

**OTTUMWA
PUBLIC LIBRARY**

Library Square Feet:
12,000

**PERRY
PUBLIC LIBRARY**

Library Square Feet:
12,850

PEER LIBRARY: PRINT CIRCULATION COMPARISON

The Jefferson Public Library currently operates the main library functions within 7,800 square feet. Other Class D libraries, such as Humboldt and the Story City Library, also operate with similar square footages. Humboldt, at years end holds about 13,000 less physical volumes than the Jefferson Public Library; while the Bertha Bartlett library holds 14,000 more. This physical volume capacity is reflected in the square footage differences.

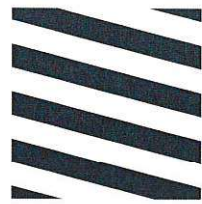
If Jefferson is to compare its' physical volume capacity with the Class E size library of Perry, there is minimal difference. Therefore, the Jefferson Public library currently functions and meets similar statistical benchmarks to the Perry library, but operates in a space that is almost two times smaller.

The need for more space, in order to meet the current demands of the Jefferson Public Library was also a statement reflected in the Lawson report. With this in mind, the committee had to evaluate long-term options which would offer the appropriate square footage for current and future growth and prosperity of the Jefferson Public Library.

PROGRAM

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PROGRAMMING

Programming involves research and decision making that establishes performance and design requirements for a project.

EXISTING LIBRARY

7,458 GSF

Through analysis of the existing library (See Appendix A), it was concluded that the existing 2-story Carnegie and 1-story addition, although in good condition, cannot adequately house the Jefferson Public Library's collections and properly facilitate its daily functions.

GEORGE LAWSON PROJECTED

19,000 GSF

With direction of the Franks Design Group, along with the library report written by George Lawson, the committee formed a proposed library program with an overall building square footage of 24,000. This program incorporates projected growth of the spaces for all three departments (adult, children, and teen), increased storage and staff work areas, along with additional special use spaces, such as a community event room. (See Appendix B) This program also addresses the many accessibility concerns echoed in the Lawson report which include wider paths of travel, proper book and material storage to allow for reachability, site accessibility, number of and needed space for handicapped restrooms, etc.

COMMITTEE PROPOSED

(> or =) 24,000 GSF