

AGENDA

COUNCIL MEETING

Tuesday, January 12, 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. 12/8/15 regular council minutes. 12/31/15 special meeting minutes.
- B. Demolition reimbursement of \$2,000 for house removed at 404 S. Oak St.
- C. Hotel/Motel tourism reimbursement to Greene County Chamber.
- D. Casey's General Store #1617, Class E Liquor License.
- E. Dollar General Store, #8463, Class B Wine Permit, Class C Beer Permit.
- F. Monthly bill approval.

IV. NEW BUSINESS:

- A. Annual appointments by the Council and Mayor
- B. Appointment of Mark Clouse as Police Chief
- C. Appointment of Danny Moranville as Wastewater Superintendent.
- D. Set Public Hearing for intent to apply for Community Development Block Grant.
- E. Consider resolution approving matching funds for the CDBG downtown façade grant application.
- F. Set public hearing and letting date for Grimmell Road Lift Station Access Improvements.
- G. Consider approval of design guidelines for the historic district.
- H. Consider approval of technical services contract with Region XII for CDBG Rehabilitation Program.
- I. Consider approval of policy for Hotel and Motel Tax Funding for Community Organizations.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 1/12/16

NEW BUSINESS

- A. Annual appointments by the Council and Mayor**
- B. Appointment of Mark Clouse as Police Chief.**
- C. Appointment of Danny Moranville as Wastewater Superintendent.**
- D. Set Public Hearing for intent to apply for Community Development Block Grant façade grant.** The public hearing would be set for 1/26/16.
- E. Consider resolution approving matching funds for the CDBG downtown façade grant application.** The grant application for \$500,000 requires the City to commit a match of \$250,000 and the property owners a match of \$250,000.
- F. Set public hearing and letting date for Grimmell Road Lift Station Access Improvements.**
- G. Consider approval of design guidelines for the historic district.** The attached design guidelines are being proposed by the Main Street Design Committee. These would only be guidelines and not requirements.
- H. Consider approval of technical services proposal with Region XII for CDBG Rehabilitation Program.** This proposal would provide technical services to rehabilitate up to six homes in Jefferson. See attached services and proposed fees.
- I. Consider approval of policy for Hotel and Motel Tax Funding for Community Organizations.** Attached is the policy.

COUNCIL MEETING

December 8, 2015

5:30 P.M.

PRESENT: Ahrenholtz, Teeple, Black, Jaskey, Von Ahsen

ABSENT: None

Mayor Berry presided.

On motion by Teeple, second by Black, the Council approved the following consent agenda: November 24, 2015 Council Minutes, Item B under the consent agenda was removed, and payment of monthly bills from City funds.

AYE: Jaskey, Von Ahsen, Black, Ahrenholtz, Teeple

NAY: None

On motion by Ahrenholtz, second by Jaskey, the Council approved adjusting the Wild Rose Casino building permit to a total of \$5000.

AYE: Teeple, Black, Ahrenholtz, Jaskey, Von Ahsen

NAY: None

On motion by Black, second by Teeple, the Council approved the appointment of Mr. MacKenzie Parkis to the Jefferson Fire Department as recommended by Fire Chief Randy Love.

AYE: Black, Ahrenholtz, Von Ahsen, Teeple, Jaskey

NAY: None

This was the time and place for a Public Hearing on the 2016 CDBG Owner/Occupied Rehabilitation Program.

CITY OF JEFFERSON PUBLIC HEARING MINUTES FOR CDBG HOUSING FUND APPLICATION

A public hearing was held on December 8 at 5:30 PM at the Jefferson City Hall to hear comments on the city's application for a CDBG Housing Fund Application. The public hearing was opened at 5:30 PM by Mayor Berry. The hearing was pursuant to the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1987, as amended March 25, 1988. The Iowa Economic Development Administration (IEDA) will advise all CDBG applicants and grantees of the requirements, and of acceptable means to amended, to ensure compliance with said requirements by all applicants for and recipients of CDBG funds administered by the State of Iowa. The public was informed that IEDA requires reasonable public access to all local meetings, project records and information relating to the proposed and actual use of CDBG funds. All CDBG related meetings should be conducted in public buildings.

The need for owner-occupied housing rehabilitation has been realized by the City of Jefferson through a Housing Needs Assessment. The proposed project will rehabilitate 6 units to meet the Iowa Minimum Rehabilitation Standards and be lead safe upon completion. Families may be temporarily displaced during rehabilitation disturbing lead based paint. No businesses will be displaced as a result of this proposed project.

The city determined the 6 projects will be located in the following Targeted Area:

Railroad tracks on the north boundary, east to Elm Street, South to Ram Drive, west to Grimmell Road and back north to the Railroad tracks.

The total project is estimated to be \$254,750.00 which includes a \$16,250.00 local match share. Local matching funds would be provided by the City of Jefferson (\$15,000), Greene County Development Corporation (\$500), Home State Bank (\$500) and Peoples Bank and Trust (\$250). Grant administration of \$13,500.00 and Rehabilitation/Technical Services of \$225,000.00 are combined for a total CDBG request of \$238,500.00. The application deadline is January 15, 2016.

A requirement of the CDBG program is that funds must benefit a population of at least 51% of the households are occupied by low or moderate income families. The City of Jefferson's LMI percentage is 52.44% and 100% of housing rehabilitation participants will be low and moderate income.

The Public Hearing was closed at 5:38 PM.

Signed:

Craig J. Berry, Mayor

SPECIAL COUNCIL MEETING

December 31, 2015

12:00 Noon

PRESENT: Ahrenholtz, Jaskey, Von Ahsen

ABSENT: Teeples, Black

Mayor Berry presided.

On motion by Ahrenholtz, second by Jaskey, the Council approved the hire of David Morlan for Public Works Director as of January 4, 2016 with a current salary of \$62,520.00.

AYE: Von Ahsen, Ahrenholtz, Jaskey

NAY: None

On motion by Von Ahsen, second by Ahrenholtz, the Council approved the appointment of Mark Clouse to Interim Police Chief for Jefferson Police Department as of January 4, 2016 with a current salary of \$56,280.00.

AYE: Jaskey, Ahrenholtz, Von Ahsen

NAY: None

There being no further business the Council agreed to adjourn.

Craig Berry, Mayor

Diane M. Kennedy, City Clerk

DOWNTOWN BUILDING DESIGN GUIDELINES

The City of Jefferson advocates/endorse the following guiding principles in rehabilitation, renovation, remodeling and new construction activities within the Jefferson Central Business District. These guidelines are offered to help the property owner and developer make sound investment decisions in the building improvements while enhancing the area's historic character. Building plans should be reviewed with the city building inspector to ensure substantial compliance with these guidelines.

DO — Recommendations for Historic Renovation:

- The traditional configuration of the storefront opening should be maintained, with the original storefront line along the sidewalk being maintained or restored.
- Storefront window display areas should be considered an important part of the retail marketing strategy in the downtown area. Large street level display windows should be retained as part of remodeling or new construction.
- If the storefront has been altered substantially, attempt to bring back original historic proportions throughout the use of design elements, even if they are not a restoration of the original. Avoid altering, concealing or removing historic details when renovating existing older buildings.
- The original facade, materials and ornamentation, should be maintained and/or restored. Missing facade elements should be replaced with new materials that match the original as closely as possible.
- Coverings that obliterate the size and shape of upper story windows should be removed.
- The horizontal alignments or architectural components such as store front windows, kick plates, first story cornices, parapet cornices and window sills should be recreated or restored.
- Unless damaged beyond repair, architectural designs on the parapet should be maintained.
- The mass, volume and height of new buildings should be compatible with existing buildings in the immediate area.
- Selected building materials should complement and be compatible with existing buildings in the immediate area.
- Exterior remodeling should be designed to consider the entire building facade. The ground floor exterior should be designed to harmonize with the upper stories.
- Existing buildings and structures should be recognized as products of their own time. Alterations which have no historical basis are discouraged.

DO — Color choices: As you choose colors to beautify your building, please consider ones that would also complement surrounding buildings and coordinate with the overall attempt to restore historical beauty to our Business District. The Main Street office is available to offer assistance with color choices.

Don't — For Rehabilitation and Remodeling, the following are prohibited:

- Adding elements that are not original to the building, such as aluminum, vinyl, or fiberglass siding or roofing materials corrugated or beveled metal siding, highly tinted or mirrored glass, or corrugated fiberglass.
- Any material that attempts to mimic conventional building materials. For example: fiberglass panels that are molded to look like brick, or imitation metal rock work.
- Concrete block or brick larger than 4 inches in height, 12 inches in length
- New window openings or eliminating original window openings.
- Changing the roof design or style where visible from the ground
- Roof heating/cooling units visible from the street level
- Vinyl and metal screen/storm doors
- Astro turf, indoor-outdoor carpeting
- Removing or destroying original transom windows
- Removing, concealing or covering a cornice
- Removing, concealing or covering a parapet

Additional information and guidance on historical restoration is available from the Jefferson Matters: Main Street office.

TECHNICAL SERVICES PROVIDED

Region XII COG has a long-standing history of working with city and county government. Having been established for 40 years, the majority of the time deeply involved with housing, Region XII staff is familiar with HOME/CDBG Technical Services requirements and are responsive to input from the general public as well as appointed and elected officials. Region XII will provide Technical Services including, but not limited to the following:

1. Prepare application materials, process individual applications, and verify income and all other eligibility criteria for each applicant according to the IEDA's 2015 Housing Management Guide.
2. Perform Section 106 Clearance process with State Historical Society of Iowa. Ensure that work fully complies with these expectations and clearance is received from the State office.
3. Perform initial inspections to determine what work items are needed to comply with HUD Lead Based Paint standards and Iowa Minimum Housing Rehabilitation Standards.
4. Prepare work specifications and descriptions for public bidding that are within the program budgetary limits.
5. Prepare and post a legal notice of the Notice to Bid in the local newspaper. Notify the MBE & WBE firms/clearinghouses as listed in the IEDA Housing Management Guide.
6. Conduct pre-bid meeting and issue any addendums.
7. Mail public bid materials to interested contractors and plan rooms. Identify the lead-based paint and rehabilitation items for the specifications.
8. Prepare line item cost estimates.
9. Prepare and execute construction contracts and mortgages, obtain necessary signatures and file liens.
10. Prepare contractor and subcontractor IEDA eligibility forms.
11. Prepare any necessary change orders, including cost estimates for the changes.
12. Perform ongoing quality control inspections during the construction and maintain notes in the project journal. Ensure that the contractor provides quality work and that the homeowner is pleased with the outcome.
13. Receive necessary lien waivers and ensure that they are accurate.
14. Educate the homeowners on the lead-based paint requirements for construction and relocation.
15. Ensure that the contractor complies with Lead-Based Paint Safe Work Practices.
16. Perform lead-based paint clearance testing and provide certified lab results. Provide completed lead based paint notices to homeowners.
17. Schedule and attend housing committee meetings. Prepare record of meeting results.
18. Provide documentation on expenditures by unit for IEDA quarterly reports.
19. Manage dispute resolution as identified in City's Administrative Plan.

20. Retain all records for at least 5 years following project completion.
21. Communicate with City and IEDA grant administrator about the status of the projects on a regular basis.


PROPOSED FEES FOR CDBG REHABILITATION PROGRAM

Region XII will provide technical services as described for an average of \$3,500 per project for a minimum of **six (6)** completed rehabilitated homes for the CDBG Rehabilitation Program. The total initial budgeted amount will be **\$21,000.00**.

This proposal includes additional services for the lead hazard “carrying costs” at an average maximum of \$1,000 per project for **six (6)** projects (initially **\$6,000.00**).

If the targeted goal of **six (6)** homes is exceeded Region XII will propose that the average maximum per project remain the same at \$3,500 per project for technical services and \$1,000 per project for lead hazard “carrying costs”.

NOTE: Lead Hazard “carrying costs” will only pertain to the projects that are built prior to 1978.


Rick Hunsaker, Executive Director

12 28 15
Date

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Diane M. Kennedy, City Clerk