

AGENDA

COUNCIL MEETING Tuesday, April 26, 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. 4/12/16 regular and 4/19/16 special council meeting minutes.
- B. Salaries for 2015 calendar year.

IV. NEW BUSINESS:

- A. Public hearing on development agreement with Mark Bauer Development Company, L.L.C.
- B. Public hearing on development agreement with Tri-County Cash Lumber Mart, Inc.
- C. Consider resolution approving development agreement with Mark Bauer Development Company, L.L.C. to provide incentives for housing development in Lincoln Ridge Estates Phase One.
- D. Consider resolution approving development agreement with Tri-County Cash Lumber Mart, Inc. to provide incentives for housing development in Briarwood Subdivision.
- E. GCDC quarterly report and approval of funding.
- F. Consider approval to employ seasonal general service worker.
- G. Consider approval of agreement between the Iowa Economic Development Authority, the City of Jefferson and Jefferson Matters: Main Street for the purpose of continuing the Main Street Program in Jefferson.
- H. Consider authorization to cooperate with GCDC to obtain outside consultant to conduct housing needs assessment and depending on outcome of that assessment possible development of funding strategy.
- I. Tourism update from Angie Pedersen and Deb McGinn.
- J. Presentation from Jason Walker of 2016 urban forest management plan.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 4/26/16

NEW BUSINESS

- A. **Public hearing on development agreement with Mark Bauer Development Company, L.L.C.**
- B. **Public hearing on development agreement with Tri-County Cash Lumber Mart, Inc.**
- C. Consider resolution approving development agreement with Mark Bauer Development Company, L.L.C. to provide incentives for housing development in Lincoln Ridge Estates Phase One.
- D. Consider resolution approving development agreement with Tri-County Cash Lumber Mart, Inc. to provide incentives for housing development in Briarwood Subdivision.
- E. **GCDC quarterly report and approval of funding.**
- F. **Consider approval to employ seasonal general service worker.**
- G. Consider approval of agreement between the Iowa Economic Development Authority, the City of Jefferson and Jefferson Matters: Main Street for the purpose of continuing the Main Street Program in Jefferson. Attached is the two year agreement.
- H. **Resolution of Support and Financial Commitment for the Main Street Program.** Action required from Item G. Attached
- I. **Consider authorization to cooperate with GCDC to obtain outside consultant to conduct housing needs assessment and depending on outcome of that assessment possible development of funding strategy.**
- J. **Tourism update from Angie Pedersen and Deb McGinn.**
- K. Arbor Day Proclamation.
- L. **Presentation from Jason Walker of 2016 urban forest management plan.** Attached is a plan from the Department of Natural Resources that was initiated by the Jefferson Trees Forever organization.

COUNCIL MEETING

April 12, 2016

5:30 P.M.

PRESENT: Ahrenholtz, Teeples, Sloan, Jaskey, Von Ahsen

ABSENT: None

Mayor Berry presided.

Don Ihnken addressed the Council regarding no handicap parking on east side of square.

Dawn Rudolph and Jim Andrew addressed the Council on 2017 Freedom Rock to be placed at The Greene County Fair Grounds.

On motion by Teeples, second by Von Ahsen, the Council approved the following consent agenda: March 22, 2016 Council Minutes and payment of monthly bills from City funds.

AYE: Sloan, Ahrenholtz, Teeples, Von Ahsen, Jaskey

NAY: None

On motion by Ahrenholtz, second by Teeples, the Council appointed Jane Martino and Mike Piepel to Library Board beginning on July 1st 2016.

AYE: Von Ahsen, Jaskey, Sloan, Teeples, Ahrenholtz

NAY: None

On motion by Jaskey, second by Sloan, the Council approved hiring Randall Antonen as Animal Facility Custodian at \$7.25/hr.

AYE: Teeples, Sloan, Ahrenholtz, Jaskey, Von Ahsen

NAY: None

On motion by Teeples, second by Von Ahsen, the Council approved hiring Eric Fisher as Water Service worker at the salary of \$32,926.40 starting April 25, 2016.

AYE: Jaskey, Ahrenholtz, Teeples, Sloan, Von Ahsen

NAY: None

On motion by Teeples, second by Ahrenholtz, the Council approved a roofing proposal for building located at 111 E. Lincoln Way (former Linda's Fashion Building) with Grell Roofing in the amount of \$30,400.00 with 20 year warranty.

AYE: Von Ahsen, Ahrenholtz, Jaskey, Sloan, Teeples

NAY: None

RESOLUTION NO. 10-16

On motion by Teeples, second by Ahrenholtz, the Council approved the purchase agreement with Bank Of The West for 200 E State Street in the amount of \$100.00 plus taxes, legal abstracting fees.

AYE: Sloan, Jaskey, Teeples, Von Ahsen, Ahrenholtz

NAY: None

RESOLUTION NO. 11-16

On motion by Ahrenholtz, second by Von Ahsen, the Council set a public hearing on Resolution No. 11-16, a resolution setting date for April 26, 2016 at 5:30 p.m. for development agreement with Mark Bauer Development Company, L.L.C. including economic development payment in an amount not to exceed \$900,000.00 and on a Development Agreement with Tri-County Cash Lumber Mart, Inc., including economic development payments in an amount not to exceed \$600,000.00.

AYE: Teeples, Sloan, Jaskey, Von Ahsen, Ahrenholtz

NAY: None

The following bills were approved for payment from City funds:

A1 JANITORIAL SUPPLY	SW CHEM	999.00
ACCESS SYSTEMS	LB OVERAGE	51.61

SPECIAL COUNCIL MEETING

April 19, 2016

7:00 a.m.

PRESENT: Ahrenholtz, Teeples, Sloan, Jaskey, Von Ahsen

ABSENT: None

Mayor Berry presided.

The Council discussed housing development with Greene County Supervisors, GCDC & Grow Greene County.

There being no further business the Council agreed to adjourn.

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk

GREENE COUNTY CHAMBER AND DEVELOPMENT
MONTHLY STATUS REPORT- 4/5/16

PROJECTS

-GCDC sponsored the first Open Town Hall Meeting of 2016. The meeting was held March 21 at the Community Center. The meeting included reports on the downtown revitalization and grant application, hospital project update, Main Street current projects, tourism events, school projects and the next bond referendum, the Early Learning Center's need for expansion, and a report on the services available from the Small Business Development Center. An update on economic development projects was also covered.

-The next Open Town Hall Meeting will be held in late September.

-GCDC is working with the City of Jefferson and the Board of Supervisors on a proposed Animal Shelter and Dog Park project to be located in the southwest corner of the West Business Park. Details of the project and final approvals are still to be worked out. A new Animal Shelter is needed for the County and a Dog Park would be a positive attraction for our community.

-There are several projects going on in the West Business Park. GCDC is working with Alliant to provide electrical connections to the new dentist office and the remaining lots. The new service will include the three frontage lots on Highway 4 and provide electricity to the remaining lots immediately behind them. The drainage project is complete and approved. GCDC has signed a contract to begin construction on a dual driveway off of Highway 4 this Spring. That driveway will provide access to the two lots south of the dentist office. Two potential businesses are talking with GCDC on projects for lots in the West Business Park. The projects should be finalized this spring.

-The final plat process for the frontage lots in the East Business Park (between the Super 8 Motel and the Redwood Inn) will be submitted to the City for final approval.

-GCDC is working with the Early Learning Center on long range planning for expansion of their services. Several options will be explored to reduce the current waiting list.

-During March GCDC began a large mailing to site selectors in Chicago and Minneapolis. The mailing included new site maps and updated selling materials for our available business sites along Highway 30 surrounding the Casino. The new site maps are also being sent to businesses contacts recruited during meetings at the Fabtech Trade Show. GCDC will also be attending the Fabtech Trade Show this November and will be sponsored by Western Iowa Advantage.

-Several housing projects are in various stages of development. An investment group from Des Moines is looking at developing housing/duplexes on the lots owned by the City of Jefferson. They should submit a plan during April. The J-Corp Apartment Project is still working on

additional financing for their apartment project out by the Casino. Other developers have inquired about housing projects and GCDC is providing information and support for these efforts.

- A joint meeting between GGC, GCDC, the Jefferson City Council, and the Board of Supervisors will be held on April 19 to discuss sponsoring a housing development project conducted by Terry Lutz. The City is also looking at doing a housing study through Region XII.

- The City Council, Jefferson Matters Main Street, Region XII and GCDC continue to work on two downtown revitalization projects. In support of these projects, the City of Jefferson and Region XII are completing work on two grant applications. The first is a Challenge Grant to be used for improvements to the city purchased downtown building. The second is an application for a CDBG Grant which would be prepared and administered by Region XII with the City of Jefferson serving as director of the project. The grant would be for improvements to the facades of the downtown buildings and over 20 building owners have already agreed to support the grant. The City submitted the grant application in February. Announcement of who will receive the grants should be made in mid-May.

- The City of Jefferson, Jefferson Matters Main Street, and GCDC has been working on several projects around the square:

- A photographic studio from Des Moines has completed purchase of the Metro Club and held their grand opening during March. The new business will feature a full service photographic studio and retail space.

- The City is working on replacing the roof and gutting the interior of the old Linda's Fashion Building to improve the building for a potential purchaser this spring. They have also removed the asbestos and begun heating the building to help it dry out.

- The owner of the White Apartments contacted a local builder and replaced the roof. The next step is to begin construction on new apartments in that building.

- We continue to have veterans use our generic job application system. GCDC continues to support the Governor's program and in turn keep Greene County visible as the prototype HBI community. This has resulted in statewide promotion of our efforts. During March GCDC met with two other counties/cities to help them begin the process of becoming a Home Base Iowa Community.

- GCDC will be addressing the 2016 Home Base Iowa Partners Summit on April 7 at Camp Dodge. The event will feature Governor Branstad and focus on further expansion of the efforts to recruit veterans to Iowa.

- Held individual meetings with two potential new small businesses. There are currently three new businesses in various stages of development working on loan applications for the Greene County Revolving Loan Fund or Regional XII financing. They are also working with the Small Business Development Corp. on their business plans and financials.

- If anyone is aware of someone with a new business idea who is looking for help with financing or business planning please call Ken Paxton at 515-386-8255.
- Continuing to update and expand the GCDC website with new articles, market research and new economic data that shows positive migration trends for Greene County, The site also includes a weekly updated link for jobs available in Greene County and rental properties.
 - A new downtown market study conducted by Jefferson Matters Main Street and the Year-In-Review presentation from the GCDC Annual Dinner Meeting have been added to the site.
 - The unemployment rates for each month of 2015 were added to the website. The most recent unemployment percentage for Greene County in March was 2.7%
 - Anyone with rental properties should contact GCDC to get a free listing on our site.
- Cargill Industries have delayed their plans to develop a plant site on the east side of Grand Junction. The project has been slowed by the sale of their Pork Division to another international company. The project now must go through a second review process by the new ownership.
- A design project for the Main Street downtown buildings is being conducted by a class of students from ISU. They had their first visit to Jefferson the end of January and a second was held on February 22. The third meeting was held on March 28, with a final presentation April 26. The final presentation will be held at the Sierra Theatre and provide ideas for signage, branding, and other promotional and design ideas.

MEETINGS

- The Small Business Development Center held two workshops for entrepreneurs at the ISU Extension Office on March 29. SBDC went over the services they offer and met with local entrepreneurs considering starting a new business. They will be scheduling follow-up meetings in Greene County and Fort Dodge.
- The committee to promote passage of the School Bond Issue met on February 24 and again on March 29 to form committees to work on fund raising, advertising/marketing/social media, and Town Hall Meetings/other community meetings to inform the voters. GCDC will be assisting the committee with advertising and Town Hall Meetings.
- Terry Lutz, from McClure Engineering, made a presentation to the Jefferson City Council on a proposed housing development study on March 22. This presentation was also made to the Grow Greene County Board on March 28 and the Board of Supervisors on March 28. The goal is to have those three boards, plus GCDC, provide funding to conduct an in-depth housing assessment study and come up with a program that combines local support from several organizations to attract housing developers to Greene County. During his presentations Mr. Lutz reviewed studies and information sent to him covering our current and past projects. He

also discussed potential opportunities moving forward and how he can combine efforts with the Region XII Housing Study that will be conducted for the City of Jefferson.

-The next SMART Conference is scheduled for April 28 from 7 am to 4 pm. It will be held in the Community Choice Credit Union Convention Center in Des Moines. GCDC will be presenting some economic update data.

-The Highway 30 Coalition is intended to support projects to expand Highway 30 to four lanes and Greene County needs to increase our presence and input during those meetings. Because of lack of activity by the Coalition, GCDC is working to form a "Western Iowa Highway 30 Coalition" to focus on projects west of I-35. Region XII and Carroll Economic Development are interested in this project. We need as many Greene County representatives to be a part of this project as possible. If you wish to attend any of the Highway 30 Coalition meetings, please contact Ken Paxton. We will arrange transportation if necessary.

-The DOT recently conducted a transportation survey on line to establish future projects. Notice of this survey was been circulated throughout the County. Local residents were asked to go on line and complete the survey to let DOT know about the importance of expanding Highway 30 to four lanes. The more responses they got from Greene County the more they will be aware of the importance of the expansion project.

-The Highway 30 Coalition will be hosting a day of meetings at the Capital on Monday, April 4. The Coalition will be meeting with the Governor and other key government officials to sell the benefits of expanding Highway 30 to four lanes.

-Members of the Coalition met in Marshalltown on March 11 to plan for the presentations at the Capital and update current projects.

-Attended City Council meetings in Jefferson, Churdan, Paton, Grand Junction, Scranton, and Rippey. Presented monthly status report and updated projects for 2016. Reminded them of available funds for new businesses.

-Grand Junction had the grand opening for their new Community Center. GCDC held their March meeting at the Community Center. The Board was very impressed with the facilities.

-Attended the monthly Iowa Economic Development Marketing meetings and the HBI Meeting in Des Moines on March 9 and 23. The meetings covered future plans and projects for the IED group and updates on the HBI initiative.

-The monthly project update meeting between the Chamber/Tourism, Jefferson Matters Main Street, the City of Jefferson, and GCDC will be held Wednesday, April 6. The meeting is an excellent forum to provide communications between the four organizations. These joint meetings will continue on the fourth Wednesday of each month.

-GCDC requested the development of a new membership committee at the February Full Board Meeting. The goal is to add 10 new GCDC members during 2016. A list of potential new members is now being compiled.

-The most recent Educator/Employer Summit meeting was held in Carroll on March 17. The purpose of the meetings is to develop the agenda for the 2016 meeting that will be held in September.

-GCDC and Greene County hosted the monthly meeting of Western Iowa Advantage. The group was given a tour of Scranton Manufacturing by Jim Ober and meet for lunch and their business meeting at Wild Rose.

-GCDC met with a site selector from Minnesota in Ames on March 29 to update them on site availability in Greene County.

Agreement between the Iowa Economic Development Authority, the City of Jefferson and Jefferson Matters: Main Street for the purpose of continuing the Main Street Program in Jefferson.

THIS AGREEMENT is entered into and executed by the Iowa Economic Development Authority herein referred to as the "IEDA", the City of Jefferson and Jefferson Matters: Main Street hereinafter referred to as the "Community or Local Main Street Program".

WHEREAS, Jefferson Matters: Main Street established a partnership with the Iowa Economic Development Authority in 2012 and desires that the program continue; and

WHEREAS, the Iowa Economic Development Authority desires to continue the relationship which has been established with Jefferson Matters: Main Street;

NOW THEREFORE, in consideration of the foregoing and mutual covenants and agreements contained herein, the parties have agreed to do as follows:

SECTION I. The Local Main Street Program agrees to:

1. Maintain the local program's focus on the revitalization of the historic commercial district utilizing the Main Street Approach®. This should be reflected in the programs annual action plans, goals and objectives, vision, and mission statement.
2. Employ a paid part-time Executive Director for the Local Main Street Program who will be responsible for the day-to-day administration of the Main Street program in the Community. Full-time employment is defined as 40 hours per week dedicated to the Local Main Street Program work. Part time employment is 25 hours per week dedicated to the Local Main Street Program work. In the event this position is vacated during the time of this agreement, the Local Main Street Program agrees to fill this position in a reasonable time and provide a written timeline to fill this position to the Main Street Iowa State Coordinator.
3. Develop an accurate position description, which includes the rate of compensation, describing the administrative activities for which the program director is responsible. A copy of which is to be provided to Main Street Iowa annually.
4. Maintain worker's compensation insurance for the Executive Director and staff.
5. Maintain an office within the designated boundaries of the local Main Street district.
6. Submit monthly performance reports to the IEDA by established deadlines. The reports will document the progress of the Local Main Street Program's activities. Should a Local Main Street Program become three months tardy on submission of monthly reports, program services available through Main Street Iowa will be suspended until the Local Main Street Program has submitted all late reports to become current.
7. Provide Main Street Iowa examples of local best practices and information demonstrating local success stories (e.g. action plans, marketing materials, quality images, programmatic documents, etc.)
8. Achieve National Main Street Center accreditation at a minimum once every three years. Not achieving National Main Street Center accreditation at a minimum once every three years will result in termination of this agreement and loss of recognition as a Main Street Program Community.
9. Participate, as required by the State Main Street Coordinator, in training sessions as scheduled throughout the year. To remain in compliance and to be eligible for National Main Street accreditation, the Local Main Street Program must have representation at both days, in their

entirety, of the three (3) training sessions held annually, indicated as mandatory on the program calendar. In addition, any newly hired program director will be required to participate in Main Street Orientation, as soon after the hire date as feasible. Registration and all related travel expenses for training will be paid by the Community.

10. Have a Resolution of Support passed by the City Council. This resolution must stipulate sources of funding for the program, a commitment to appoint a city official to represent the City on the local Main Street governing board of directors, and that the Local Main Street Program will continue to follow the Main Street Approach® as developed by the National Main Street Center, Inc. and espoused by Main Street Iowa.
11. Have a Resolution of Support passed by the Local Main Street Program Board of Directors. This resolution must stipulate a commitment to continue to follow the Main Street Approach® as developed by the National Main Street Center, Inc.
12. Maintain a "Designated Main Street Network" membership with the National Main Street Center.
13. Use the words "Main Street" when referring to and marketing the local program, either as an official part of the organization's name or as a tagline such as... "A Main Street Iowa Program". As a designated Main Street Iowa community, the Local Main Street Program is required to include the National Main Street Center/Main Street America and the Main Street Iowa logos on local program websites.
14. Not assign this agreement to another organization without obtaining prior written approval of the IEDA.
15. Remain in compliance with the requirements of this program as outlined in this agreement. If the IEDA finds that the Local Main Street Program is not in compliance with the requirements of this program agreement, the Local Main Street Program will be notified of non-compliance and given a 90-day probationary period in which to return to compliance. Continued non-compliance will result in termination of this agreement and loss of recognition as a Main Street Program Community.
16. Submit with this signed Program Agreement, one (1) copy the City's Resolution of Support, one (1) copy of the Local Main Street Program Board of Director's Resolution of Support, and one (1) completed W-9 of the Local Main Street Program.

SECTION II. The IEDA agrees to:

1. Designate a Main Street State Coordinator to handle communication between the Community, the Main Street Iowa Program, and state government agencies.
2. Coordinate up to three (3) statewide training sessions annually for program directors and local Main Street volunteers based on the combined needs of all Iowa Main Street Communities.
3. Conduct three one-day (1) Main Street orientations for all new program directors, board members and volunteers. The Orientation will introduce the Executive Director to the Main Street Program and to their immediate responsibilities. Orientation meetings will be held in a central Iowa location.
4. Conduct an on-site program visit annually.
5. Provide continuing advice and information to the Local Main Street Program.
6. Include the Community in the Main Street Iowa network.

7. Provide, as requested and can be scheduled, on-site technical assistance visits to the Local Main Street Program with Main Street Iowa personnel in the areas of design, economic vitality, promotion, organization, committee training, board planning retreat facilitation, action planning.
8. Offer additional optional, regionally hosted trainings throughout the year.

SECTION III. The PARTIES hereto otherwise agree as follows:

1. The term of this agreement shall be for a period of two years, beginning July 1, 2016, and ending June 30, 2018. It may be extended or revised by a written amendment signed by both parties.
2. This agreement shall be binding upon and shall insure to the benefit of the parties and their successors.
3. Not to discriminate against any employee or applicant for employment because of race, color, sex, age, disability, creed, religion, sexual orientation, marital status, or national origin. The parties further agree to take affirmative action to assure that employees are treated without regard to their race, color, region, sex, age, disability, creed, religion, sexual orientation, marital status, or national origin during employment.
4. Either party may terminate this agreement without cause after 30 days written notice to the other party.
5. This document memorializes all elements of this agreement, and both incorporates and supersedes any previous agreements or negotiations, whether oral or written.
6. The IEDA is limited to furnishing its technical services to the Community and thus nothing contained herein shall create any employer-employee relationship.

IN WITNESS WHEREOF, the parties have executed this agreement.

BY: _____ (Date)
(Mayor *Signature*)

(Mayor *Printed Name*)
Jefferson, Iowa
(City)

BY: _____ (Date)
(Board President *Signature*)

(Board President *Printed Name*)
Jefferson Matters: Main Street
(Local Main Street Program)

BY: _____ (Date)
Deborah V. Durham, Director
Iowa Economic Development Authority

RESOLUTION
Jefferson City Council

Resolution of Support and Financial Commitment for the Main Street Program in Jefferson, Iowa.

WHEREAS, an Agreement between the Iowa Economic Development Authority, Jefferson Matters: Main Street and the City of Jefferson for the purpose of continuing the Main Street Iowa program Jefferson, Iowa and,

WHEREAS, this Agreement is pursuant to contractual agreements between the National Main Street Center, Inc. and the Iowa Economic Development Authority to assist in the revitalization of the designated Main Street project area of Jefferson, Iowa and,

WHEREAS, the City Council of Jefferson endorses the goal of economic revitalization of the Downtown within the context of preservation and rehabilitation of its historic buildings and supports the continuation of the Main Street Approach® as developed by the National Main Street Center and espoused by Main Street Iowa.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Jefferson, Iowa, meeting in regular session on ____ (date) ____ that the City of Jefferson hereby agrees to support both financially and philosophically the work of Jefferson Matters: Main Street and designates the Main Street Board to supervise the Executive Director. The source of funds to support Jefferson Matters: Main Street will be _____(source of funding)_____.

PASSED, APPROVED, AND ADOPTED THIS _____ day of _____, 20__.

Mayor