

AGENDA

COUNCIL MEETING Tuesday, June 14, 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. 5/24/16 regular council meeting minutes.
 - B. Oly's Corner, Inc Class C Beer Permit.
 - C. Hy-Vee Market Café, Class C Liquor License.
 - D. B.P.O. Elks Lodge #2306, Class C Liquor License.
 - E. Cigarette Permits. July 1, 2016 through June 30, 2017.
 - F. Payment of monthly bills
- IV. NEW BUSINESS:**
 - A. Public hearing on 2016 amendment to urban renewal plan for Jefferson Urban Renewal Area.
 - B. Consider approval of resolution of 2016 amendment to urban renewal plan for Jefferson Urban Renewal Area.
 - C. Consider approval of plat of survey for Greene County Community School District.
 - D. Consider approval of Neighborhood Incentive improvement reimbursement of \$2,000 for demolition of house at 710 West Adams St.
 - E. Consider approval of plat of survey for Dennis and Linda Ross.
 - F. Consider approval to employ General Service / Sanitation / Recycling Worker.
 - G. Consider approval to promote Heath Enns to Captain.
 - H. Consider resolution approving extension of City Administrator Employment Agreement
 - I. Consider approval of settlement agreement between Roger Neilson and City of Jefferson to dismiss case against Jefferson.
- V. REPORTS:**
 - A. Mayor
 - B. Engineer
 - C. City Clerk
 - D. Attorney
 - E. City Administrator
 - F. Council & Committees
- VI. ADJOURN.**

AGENDA SUMMARY

DATE 6/14/16

NEW BUSINESS

- A. Public hearing on 2016 amendment to urban renewal plan for Jefferson Urban Renewal Area.
- B. Consider approval of resolution of 2016 amendment to urban renewal plan for Jefferson Urban Renewal Area.
- C. **Consider approval of plat of survey for Greene County Community School District.** (attached)
- D. **Consider approval of Neighborhood Incentive improvement reimbursement of \$2,000 for demolition of house at 710 West Adams St.**
- E. Consider approval of plat of survey for Dennis and Linda Ross. (attached)
- F. Consider approval to employ General Service / Sanitation / Recycling Worker.
- G. **Consider approval to promote Sergeant Heath Enns to Captain.**
- H. **Consider resolution approving extension of City Administrator Employment Agreement.** The extension is from July 1, 2016– June 30, 2017.
- I. Consider approval of settlement agreement between Roger Neilson and City of Jefferson to dismiss case against Jefferson.

COUNCIL MEETING

May 24, 2016

5:30 P.M.

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

ABSENT: None

Mayor Berry presided.

No citizens spoke during the Open Forum.

On motion by Teeple, second by Jaskey, the Council approved the following consent agenda:
May 10, 2016 Council Minutes, Class BB License for Jefferson Area Chamber of Commerce, d.b.a. as Bell Tower Festival, Class C Liquor License for Greene County Fair Association, and Class C Liquor License for Wild Rose Casino.

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

NAY: None

On motion by Von Ahsen, second by Sloan, the Council approved the appointment of Mr. Austin Davidson to the Jefferson Fire Department as recommended by Fire Chief Randy Love.

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

NAY: None

On motion by Ahrenholtz, second by Jaskey, the Council approved to raise minimum grave space from \$400.00 to \$500.00 beginning July 1st, 2016.

AYE: Teeple, Jaskey, Von Ahsen, Ahrenholtz

NAY: Sloan

On motion by Von Ahsen, second by Ahrenholtz, the Council approved the letter of support for National Park Grant application.

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

NAY: None

RESOLUTION NO. 16-16

On motion by Teeple, second by Ahrenholtz, the Council approved Resolution No. 16-16, a Resolution setting date for June 14, 2016 at 5:30 p.m. for public hearing on 2016 amendment to urban renewal plan for Jefferson Urban Renewal Area.

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

NAY: None

RESOLUTION NO. 17-16

On motion by Von Ahsen, second by Sloan, the Council approved Resolution No. 17-16, a Resolution Approving amendment to policy for Hotel and Motel Tax funding.

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

NAY: None

This was the time and place for the Public Hearing for the 2015-2016 Budget Amendment. Mayor Berry called for any oral or written comments and there were none. On motion by Von Ahsen, second by Ahrenholtz, the Council closed the Public Hearing.

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

NAY: None

RESOLUTION 18-16

On motion by Teeples, second by Ahrenholtz, the Council approved Resolution No. 18-16, a resolution approving the 2015-2016 Budget Amendment.

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

NAY: None

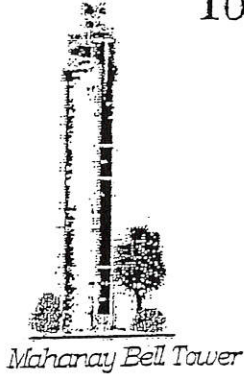
Jefferson Main Street Matters organization gave quarterly update on Main Street activities.

There being no further business the Council agreed to adjourn.

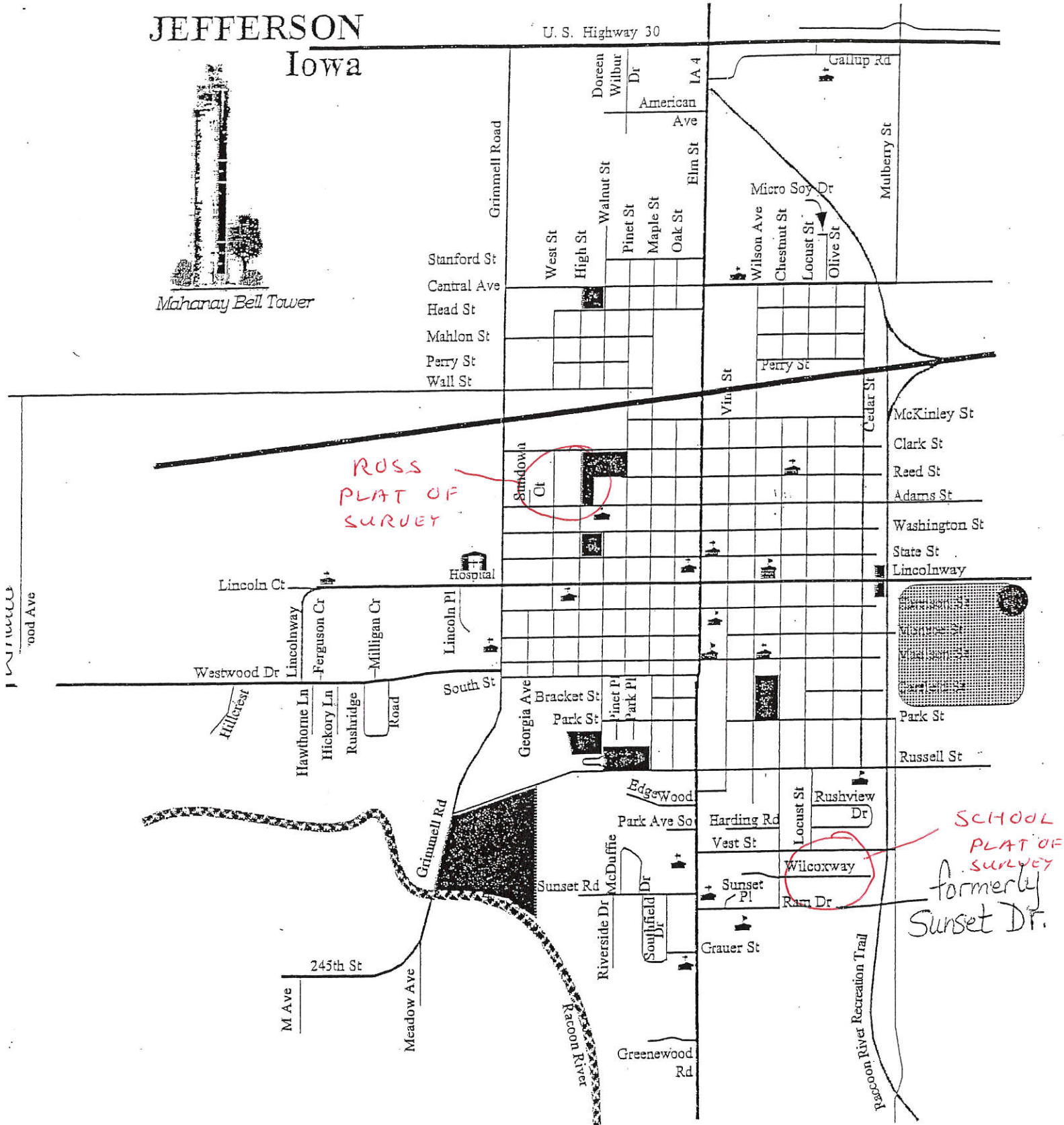
Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk

JEFFERSON Iowa



U. S. Highway 30



ROSS
PLAT OF
SURVEY

SCHOOL
PLAT OF
SURVEY
formerly
Sunset Dr.

APPLICATION FOR APPROVAL OF PLAT OF SURVEY

TO: City Council of Jefferson

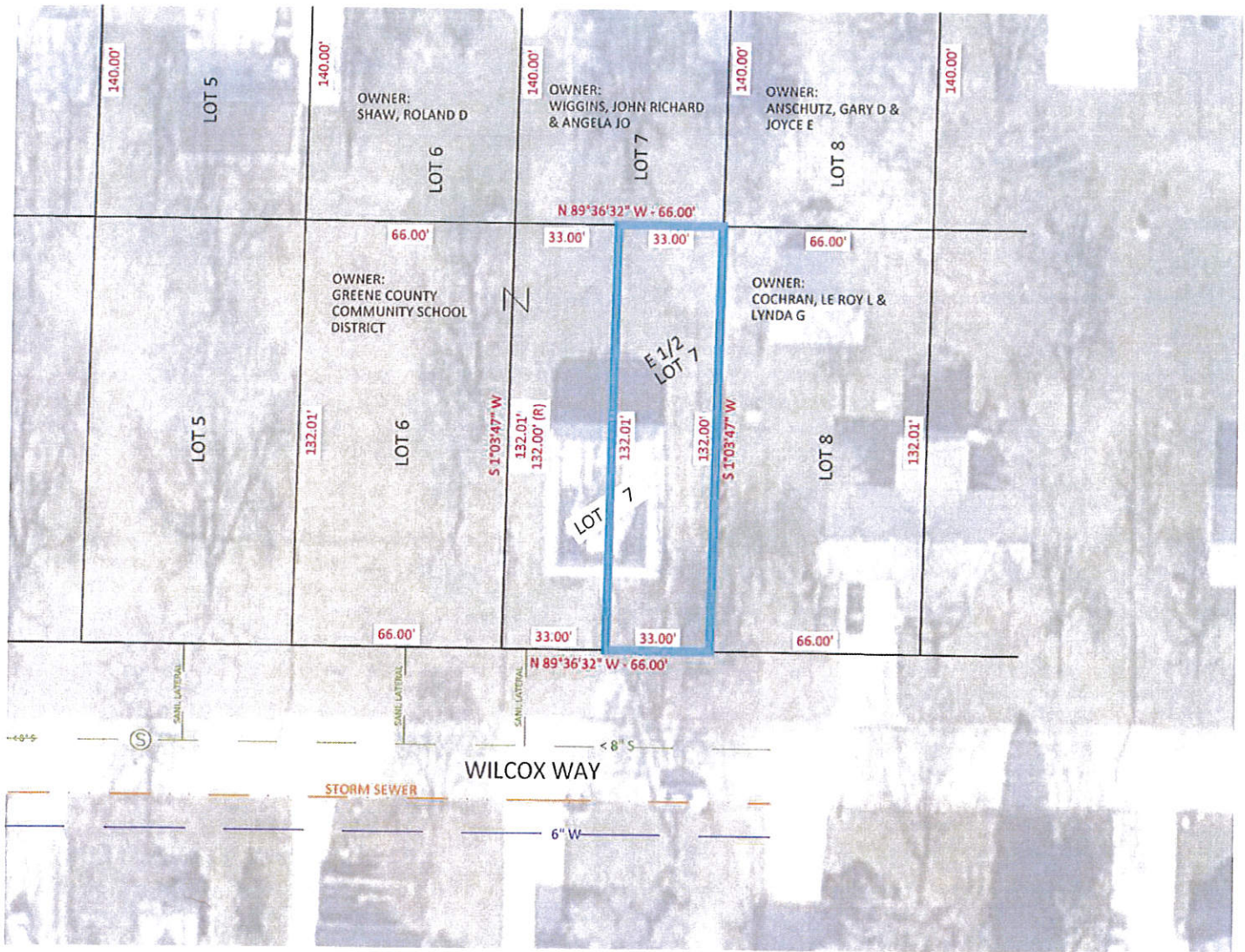
The undersigned owner(s) of the land described in the attached plat of survey request the City Council of the City of Jefferson to approve the division of land reflected in the attached plat of survey pursuant to Section 166.22 of the Code of Ordinances of the City of Jefferson. The following information is submitted in support of this application:

1. A pre-application conference regarding this proposed subdivision was held with the City Administrator on _____.
2. A copy of a plat of survey prepared by Gene Dreyer, an Iowa registered land surveyor, dated June 6, 2016, showing the land proposed to be divided is attached to this application.
3. The purpose of this proposed division is: Adjacent property owner LeRoy L. and Lynda G. Cochran propose to purchase the east one half of Lot 7.
4. The name(s), address(es) and telephone number(s) of all the owners of the land described in the attached plat are as follows:
Greene County Community School District, 204 W. Madison St., Jefferson, Iowa, 50129, Phone 515-386-4168 (Tim Christinsen)
5. The names and addresses of all adjoining property owners are set forth below, and the approximate locations of their properties are shown on the attached plat.
LeRoy & Lynda Cochran, 310 E. Wilcoxway, Jefferson, Iowa 50129
John & Angela Wiggins, 303 E. Vest Street, Jefferson, Iowa 50129
6. (a) The existing zoning classification of the property covered by the plat is RS. (There is no pending plan or proposal to change this zoning classification).

(b) The zoning classification(s) for the adjoining properties is/are as follows: RS. (There is no pending plan or proposal to change any zoning classification for any of the adjoining properties)
7. (Check applicable paragraph:)

There are no structures located on the property proposed to be divided.

There are one or more structures located on the property proposed to be divided, and the location of such structures and their distance from existing and proposed boundary lines has been shown by a registered land surveyor either on the attached plat or on a separate drawing attached to this application.







GENERAL NOTES:

1. CITY OF JEFFERSON UTILITY LINES (SANITARY SEWER, STORM SEWER, AND WATER) ARE ONLY GENERALLY LOCATED. UTILITY SERVICES BY OTHERS ARE NOT SHOWN. "ONE CALL" SHOULD BE CONTACTED PRIOR TO ANY CONSTRUCTION ACTIVITIES.
2. AERIAL PHOTO IS ONLY APPROXIMATED TO PROPERTY LINES.



CITY UTILITY LEGEND

	S	SANITARY SEWER (GRAVITY)
	FM	SANITARY SEWER (FORCE MAIN)
	ST	STORM SEWER
	W	WATER MAIN

APPLICATION FOR APPROVAL OF PLAT OF SURVEY

TO: City Council of Jefferson

The undersigned owner(s) of the land described in the attached plat of survey request the City Council of the City of Jefferson to approve the division of land reflected in the attached plat of survey pursuant to Section 166.22 of the Code of Ordinances of the City of Jefferson. The following information is submitted in support of this application:

1. A pre-application conference regarding this proposed subdivision was held with the City Administrator on _____.

2. A copy of a plat of survey prepared by Warder C. Hillhouse Jr., an Iowa registered land surveyor, dated January 2016, showing the land proposed to be divided is attached to this application.

The purpose of this proposed division is: to split the south 79.5' of Lot 5 and the south 79.5' of the east half of vacated High St. lying west of and adjacent to Lot 5, Block 6, Lincolnplace Addition to the town of Jefferson, Greene County, Iowa.

3. The name(s), address(es) and telephone number(s) of all the owners of the land described in the attached plat are as follows:

Dennis and Linda Ross, 800 W. Adams St., Jefferson, IA 50129

4. The names and addresses of all adjoining property owners are set forth below, and the approximate locations of their properties are shown on the attached plat.

Dennis and Linda Ross, 800 W. Adams St., Jefferson, IA 50129

Tom and Cindy Danielson, 408 N. Olive St., Jefferson, IA, 50129

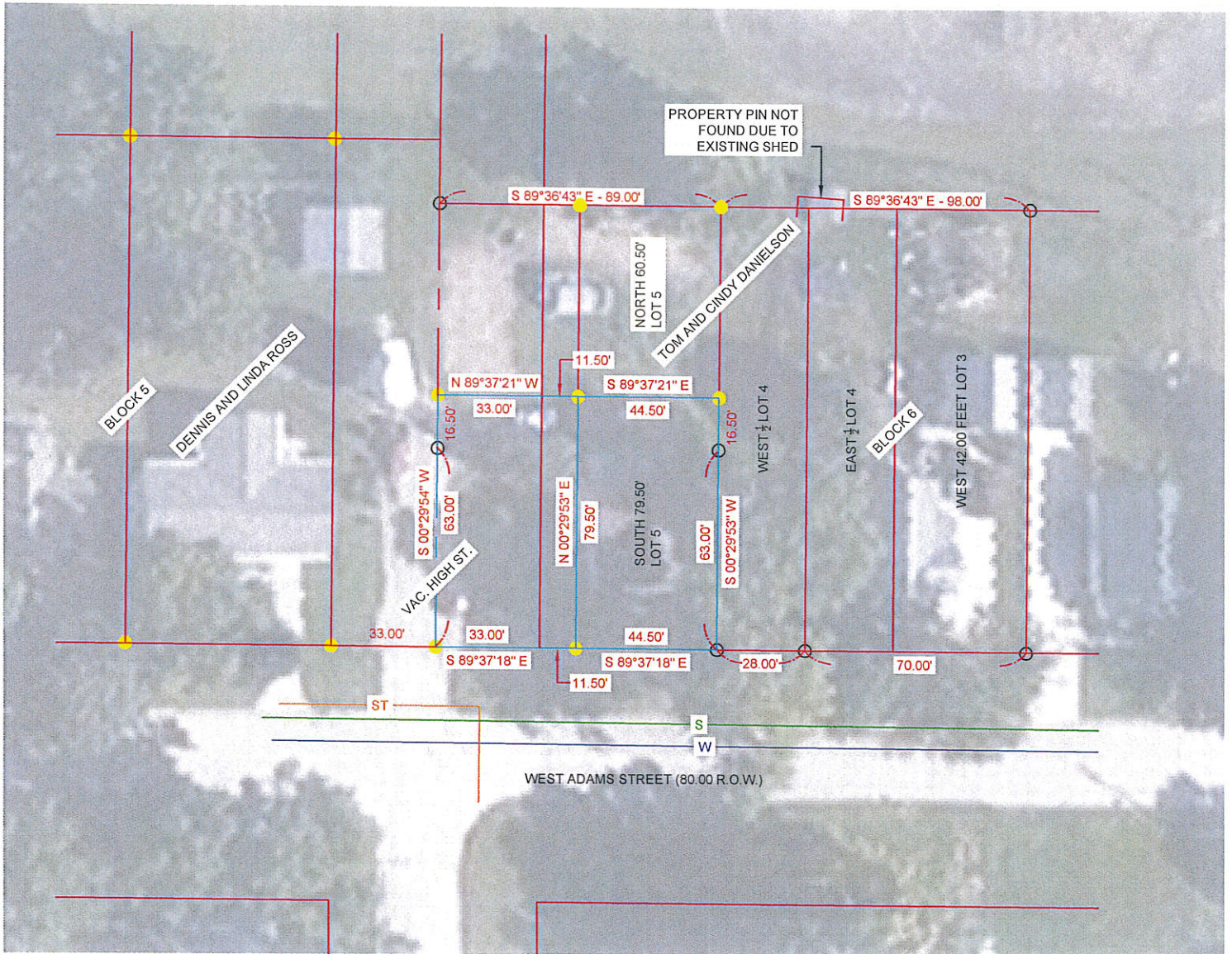
5. (a) The existing zoning classification of the property covered by the plat is RS-6. (There is no pending plan or proposal to change this zoning classification./It is proposed that the zoning classification of this property be changed to _____.)

(b) The zoning classification(s) for the adjoining properties is/are as follows: RS-6. (There is no pending plan or proposal to change any zoning classification for any of the adjoining properties./It is proposed that the zoning classification of adjoining property be changed to _____.)

6. (Check applicable paragraph:)

There are no structures located on the property proposed to be divided.

There are one or more structures located on the property proposed to be divided, and the location of such structures and their distance from existing and proposed boundary lines has been shown by a registered land surveyor either on the attached plat or on a separate drawing attached to this application. (Owner proposing to remove structure, therefore distances are not shown.)











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CITY UTILITY LEGEND

	S		SANITARY SEWER (GRAVITY)
	FM		SANITARY SEWER (FORCE MAIN)
	ST		STORM SEWER
	W		WATER MAIN



M.H.F. ENGINEERING, P.C.
 ENGINEERS - LAND SURVEYORS
 Jefferson, Iowa 50129 Ph. (515)386-4101

GENERAL SERVICE/RECYCLING WORKER

RECYCLING WORKER

PURPOSE OF POSITION

This position is responsible for the removal of recycling materials from residential and commercial areas, promotes the recycling program, attends recycling agency meetings, and performs other tasks within the public works area as required including streets, parks, cemetery, and sanitation.

ESSENTIAL DUTIES AD RESPONSIBILITIES

1. Implements Recycling Program
2. Operates curbside collection truck and picks up recyclables
3. Weighs containers/loads of recyclables.
4. Sorts recyclables according to commodity, grade and type.
5. Loads recycling drop containers with aid of straight truck and hook lift.
6. Delivers recyclables to sorting facility.
7. Picks up cardboard from various locations.
8. Attends recycling agency meetings.
9. Educates the public and promotes the recycling program.
10. Assists all other City departments as needed.

QUALIFICATIONS FOR APPOINTMENT

Required Knowledge, Skills, and Abilities:

Must be able to adapt to a wide variety of work related requirements in recycling operations. Must possess ability to perform heavy manual labor; to follow oral and written instructions; to keep accurate records; to work out-of-doors in all types of weather conditions. Must have skill and practice safety in operation of city owned motorized equipment.

SANITATION WORKER

PURPOSE OF POSITION

Under general supervision, collects residential and commercial solid waste on designated routes within municipality; lifts and dups solid waste from containers into hopper on packer truck; operates controls for compaction of solid waste material within packer truck; operates controls for removal of material from packer; scrapes residue material from packer; maintains and services packer trucks and other equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required as assigned.

1. Collects solid waste material on designated routes within municipality and dumps material into truck.
2. Operates control for compaction of solid waste material in packer.
3. Operates controls for removal of solid waste material from packer.
4. Scrapes residue material from packer.
5. Performs routine maintenance and repairs on packer trucks and keeps daily logs on maintenance.
6. Performs other tasks within the public works area as required including streets, parks, cemetery and sanitation.
7. Operates equipment and takes related safety precautions.
8. Suggests ways to improve efficiency and effectiveness in the areas of responsibility.
9. Responds to emergency and on-call situations in a timely fashion.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Outside work involving constant standing and walking. Work involves lifting, pushing, pulling, carrying heavy objects and materials including containers weighing up to 60 lbs. and frequent periods of sustained physical activity involving climbing, balancing, stooping, kneeling, crouching, reaching and handling. Must be agile and adapt to a variable routine. Normal talking and hearing ability. Requires clarity of vision 20' or less and 20' or more with high degrees of depth perception and field of vision. Exposure to temperature changes, humidity, noise and vibration. Job requires eye/hand/foot coordination, manual and finger dexterity, and motor coordination. Position requires demonstrated ability to insert, throw, dump and place heavy materials into equipment, start, stop and observe functions of equipment and the moving and carrying of heavy objects.

Cognitive Demands

Requires judgment regarding selection of tools and materials. Requires ability to move, guide, and/or place objects into hopper, and ability to observe the functioning of equipment for proper operation. Ability to follow written and oral directions.

Environmental Adaptability

Work is performed in an environment with undesirable conditions; exposure to extreme heat and cold temperatures, odors, noise, dust fumes, moving parts, burns and toxic agents. Occupational hazards are those generally associated with ongoing exposure to moving machinery/equipment leading to cuts, bruises, burns, strains, back injuries and potentially more serious injuries.

The City of Jefferson is an Equal Opportunity Employer, In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Jefferson Public Library

Meeting of the Board of Trustees
June 11, 2016 6:30 PM
Library Basement Meeting Room

AGENDA

- I. Call to Order
- II. Open Forum: this is a time for any concerned citizen to speak to the trustees about an item that is not on the agenda.
- III. Approval of Minutes of Previous Meeting
- IV. Approval of Expenditures
- V. Director's Report
 - A. Monthly Circulation & Usage Report
 - B. Year-to-Date Monthly Financial Reports
 - C. Calendar of Events
 - D. Project updates: entryway remodel, strategic planning
- VI. Old Business
 - A. ISU Retail Scapes community project
 - B. Polaris automation upgrade
 - C. Personnel
- VII. New Business
 - A. Summer Programming
 - B. Friends projects
 - C. Director's Performance Evaluation
- VIII. Next Meeting – July 11 at 6:30 p.m.
- IX. Adjournment