

# AGENDA

**COUNCIL MEETING**  
**Tuesday, August 22, 2017**  
**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. 8/8/17 regular Council meeting minutes.

**IV. NEW BUSINESS:**

- A. Consider approval of administrative services with Region XII for rehabilitation of 6 properties under IEDA contract.
- B. Consider approval to employ Kyle DeMoss as a Water Operator.
- C. Second reading of ordinance to increase water rates by 3%.
- D. Second reading of ordinance to increase sewer rates by 3%.
- E. Consider approval to waive building permit for Greene County Fair Board Association.
- F. Consider first reading of an ordinance adopting the existing city code of the City of Jefferson, Iowa, 2008, as the code of ordinances of the City of Jefferson, Iowa, 2017.
- G. Discussion of development agreement for new McAtee Tire facility.
- H. Consider resolution approving extension of City Administrator Employment Agreement.
- I. Quarterly meeting with Main Street.

**V. REPORTS:**

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

**VI. ADJOURN.**

## AGENDA SUMMARY

DATE 8/22/17

### NEW BUSINESS

- A. **Consider approval of administrative services with Region XII for rehabilitation of 6 properties under IEDA contract. The City was awarded a \$245,000 grant to revitalize up to 6 houses in Jefferson.** This action would allow Region XII to provide the necessary services to administer the rehabilitation for an amount not to exceed \$20,000. A copy of the agreement has been attached.
- B. **Consider approval to employ Kyle DeMoss as a Water Operator.**
- C. **Second reading of ordinance to increase water rates by 3%.** This would increase the monthly water base rate by \$0.31 from \$10.21 to \$10.52
- D. **Second reading of ordinance to increase sewer rates by 3%.** This would increase the monthly sewer base rate by \$.36 from \$11.88 to \$12.24.
- E. **Consider approval to waive building permit for Greene County Fair Board Association.** A letter from Doug Hawn requesting the waiver of fee has been attached. The amount of the fee is \$702.50
- F. **Consider first reading of an ordinance adopting the existing city code of the City of Jefferson, Iowa, 2008, as the code of ordinances of the City of Jefferson, Iowa, 2017.** This action would formally adopt the changes in the ordinance book made since 2008. Ordinance attached.
- G. **Discussion of development agreement for new McAtee Tire facility.**
- H. **Consider resolution approving extension of City Administrator Employment Agreement.**
- I. **Quarterly meeting with Main Street.**



COUNCIL MEETING

August 8, 2017

5:30 P.M.

PRESENT: Teeples, Sloan, Wetrich, Ahrenholtz

ABSENT: VonAhsen

Mayor Pro Tem Ahrenholtz presided.

During open forum citizens spoke animal shelter and rail road crossing. Phyllis Crowder presented a petition for a new animal shelter with 111 signatures gathered.

On motion by Teeples, second by Sloan, the Council approved the following consent agenda: July 25, 2017 Council Minutes, Casey's General Store #70, Class C Beer Permit, and payment of monthly bills from City funds.

AYE: Ahrenholtz, Sloan, Teeples, Wetrich

NAY: None

**RESOLUTION NO. 28-17**

On motion by Sloan, second by Teeples, the Council approved Resolution No. 28-17, a resolution expressing support for Region XII Council of Government's proposed single family new home construction project.

AYE: Wetrich, Teeples, Sloan, Ahrenholtz

NAY: None

On motion by Teeples, second by Wetrich, the Council approved the preconstruction agreement with Iowa Department of Transportation for resurfacing of State Highway 4 in Jefferson

AYE: Sloan, Teeples, Ahrenholtz, Wetrich

NAY: None

On motion by Teeples, second by Sloan, the Council approved the first reading of ordinance adjusting water service rates by 3%.

AYE: Sloan, Ahrenholtz, Wetrich, Teeples

NAY: None

On motion by Wetrich, second by Sloan, the Council approved the first reading of ordinance adjusting sewer rates by 3%.

AYE: Ahrenholtz, Teeples, Wetrich, Sloan

NAY: None

**RESOLUTION NO. 29-17**

On motion by Teeples, second by Wetrich, the Council approved Resolution No. 29-17, a Resolution in support of the City of Jefferson submitting an application for an Iowa Department of Natural Resources REAP grant for the Daubendiek Trail Project.

AYE: Sloan, Wetrich, Teeples, Ahrenholtz

NAY: None

On motion by Teeples, second by Sloan, the Council approved the Pay Estimate No. 2 to Pinnacle Construction for \$81,092.00 for CDBG Façade Project.

AYE: Sloan, Ahrenholtz, Wetrich, Teeples

NAY: None

Peg Rancy of Jefferson Matters/Main Street gave a presentation on the Main Street branding/wayfinding signage.

**LOCAL PLANNING AND ADMINISTRATIVE ASSISTANCE CONTRACT**

**CITY OF JEFFERSON**

**HOUSING SET-ASIDE GRANT PROGRAM  
ADMINISTRATIVE SERVICES FOR IEDA CONTRACT # 17-HSG-009**

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- Article 1.0 IDENTIFICATION OF PARTIES.** This contract is entered into by and between the Region XII Council of Governments, Inc., hereinafter referred to as COG, and the City of Jefferson, hereinafter referred to as the City.
- Article 2.0 STATEMENT OF PURPOSE.** WHEREAS, the City wishes to engage the COG to provide certain technical and professional services and, WHEREAS, the COG has the authority and necessary ability to perform such services, THEREFORE, the parties hereto do agree as follows:
- Article 3.0 AREA COVERED.** The COG shall perform all the work and services required under this contract in connection with and respecting administration of the IEDA Housing Grant #17-HSG-009 awarded the City for a housing project.
- Article 4.0 STATEMENT OF WORK AND SERVICES.** The COG shall perform in a satisfactory and proper manner as determined by the City, the following work and services:

FILES. COG shall assist the City in establishing and maintaining the following files as required by the Iowa Economic Development Authority (IEDA):

- Citizen Participation
- Environmental Review
- Federal Labor Standards
- Equal Opportunity/Affirmative Action
- Procurement Standards and Invitation for Bids
- Rehabilitation
- Financial Management
- Performance

All material used in establishing and maintaining the files shall be furnished by the City. COG shall review each file at least monthly and COG shall assist the City staff in insuring appropriate information is contained in the offices of each. The files shall be located in the City of Jefferson City Hall, and will remain the property of the City.

PROGRAM OPERATION. The COG will assist the City with rehabilitation of a minimum of six (6) properties in accordance with the City's contract with IEDA.

FINANCIAL MANAGEMENT. The COG shall complete reimbursement requests and obtain appropriate signatures from the City officials. The City shall submit the requests to IEDA.

PERFORMANCE REPORTS. The COG shall prepare the required performance reports and submit the same to the City Designee for acceptance by the City. The COG will provide information as necessary and requested by IEDA for the purpose of fulfilling all reporting requirements related to the grant.

FEDERAL REQUIREMENTS. The COG shall assist the City in meeting the requirements of the following laws, rules, and regulations:

1. National Environmental Policy Act of 1969.
2. Federal Management Circulars 74-4 and 74-7 as they relate to the application, acceptance, and use of federal funds.
3. Executive Order #11988, relating to flood hazards.
4. Title VI of the Civil Rights Act of 1964.
5. Section 109 of the Housing and Community Development Act of 1974, as amended.
6. The Age Discrimination Act of 1975, as amended.
7. Section 504 of the Rehabilitation Act of 1973, as amended.
8. Section 3 of the Housing and Urban Development Act of 1968, as amended.
9. Title VIII of the Civil Rights Act of 1968, as amended.
10. Executive Order #11063, relating to fair housing.
11. The Davis-Bacon Act.
12. The Copeland "Anti-Kickback" Act.
13. Contract Work Hours and Safety Standards Act.
14. The Department of Defense Authorization Act of 1986.
15. OMB Circular No. A-102.
16. Lead Based Paint Hazard Elimination Final Rule.
17. Lead Based Paint Poisoning Prevention Act.
18. Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213).

CIVIL RIGHTS PROVISIONS. During the performance of this contract, the contractor agrees as follows:

1. The COG will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The COG will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The COG agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The COG will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The COG will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order No. 11246 of

September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. The COG will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The COG will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the COG's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the COG may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The COG will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The COG will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the COG becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the COG may request the United States to enter into such litigation to protect the interests of the United States.

**Article 5.0 TIME PERFORMANCE.** The services of the COG are to commence as of the 10th day of July, 2017, and shall be undertaken in such a manner as to assure their expeditious completion. All of the services required hereunder shall be completed on or before July 31, 2020.

**Article 6.0 CONDITION OF PAYMENTS.** The City will reimburse COG for services performed following the submission of invoices that are sufficient to support payment under the City's established accounting procedures. During the contract period, in no event will the COG receive payment exceeding \$20,000 for administrative fees.

**Article 7.0 AMENDMENTS.** The COG or the City, may, during the duration of this Contract, deem it necessary to make alterations to the provisions of this contract. Any changes to the contract which are mutually agreed upon by both the COG and the City shall be incorporated into this contract through written amendment signed by both parties. The provisions of the amendment shall be in effect as of the date of the amendment unless otherwise specified within the amendment.

**Article 8.0 RELEASE OF DATA AND FINDINGS.** Any and all reports, information, data, findings, etc., given to, prepared, or assembled by the COG under this contract shall not be made available to any

individual or organization by the COG prior to the completion of this contract in its entirety or without advance written approval of such prior release by the City. Unless otherwise stated, the COG may release reports, information, etc., upon completion of the contract without written approval by the City.

**Article 9.0 TERMINATION.** Upon written agreement between the City and the COG, this contract may be declared null and void. Whereupon all work completed to date of nullification shall be turned over to the City and the City shall reimburse the COG proportionately for the work completed.

**Article 10.0 CUSTODY AND RETENTION OF RECORDS.** The depository for all records pertinent to the CDBG Grant will be in the City of Jefferson City Hall in Jefferson, Iowa. The COG may retain a copy of any of the CDBG Grant records to facilitate administration of the program. Financial records, supporting documents, statistical records, and all other records pertinent to the grant shall be retained for a period of five years. If any litigation, claim or audit is started before the expiration of the 5-year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved.

The head of the Department of Housing and Urban Development and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any pertinent books, documents, papers, and records of the COG to make audits, examinations, excerpts, and transcripts.

The COG will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and will permit access to books, records, and accounts by the City, Department of Housing and Urban Development, the Secretary of Labor, IEDA or their authorized representatives for purposes of investigation to ascertain compliance.

**Article 11.0 LOBBYING.** The COG certifies, to the best of its knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the COG, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the COG shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.
3. The COG shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-contractors shall certify and disclose accordingly.



This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

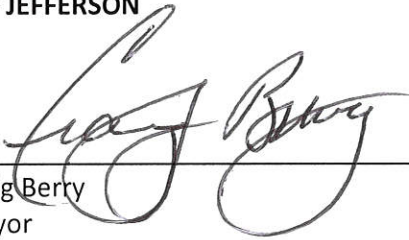
**ARTICLE 12.0 INDEMNIFICATION.** The City will defend, indemnify and hold harmless the COG and its officers, commissioners and employees from liability and claims for damages because of bodily injury, death, property damage, sickness, disease or loss and expense arising from any actions under this contract.

IN WITNESS THEREFORE, the parties hereto have executed this Contract on the day and year specified below.

**REGION XII COG, Inc.**

BY:   
Richard T. Hunsaker  
Executive Director

**CITY OF JEFFERSON**

BY:   
Craig Berry  
Mayor

DATE: 7.31.17

DATE: \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ADOPTING THE EXISTING CITY CODE OF THE CITY OF JEFFERSON, IOWA, 2008, AS THE CODE OF ORDINANCES OF THE CITY OF JEFFERSON, IOWA, 2017**

**BE IT ORDAINED** by the City Council of the City of Jefferson, Iowa, as follows:

**SECTION 1. PURPOSE.** The purpose of this ordinance is to comply with the provisions of Section 380.8, Code of Iowa, requiring cities to compile a code of ordinances at least once every five years.

**SECTION 2. CODE ADOPTED.** The CODE OF ORDINANCES OF THE CITY OF JEFFERSON, IOWA, 2008, as amended by Ordinances No. 507 through 574, both inclusive, being found to be correct and adequate for the City is hereby readopted as the CODE OF ORDINANCES OF THE CITY OF JEFFERSON, IOWA, 2017, with the following amendments:

A. **TITLE.** Section 1.01 is repealed and the following enacted in lieu thereof:

“1.01 **TITLE.** This Code of Ordinances shall be known and may be cited as the Code of Ordinances of the City of Jefferson, Iowa, 2016.”

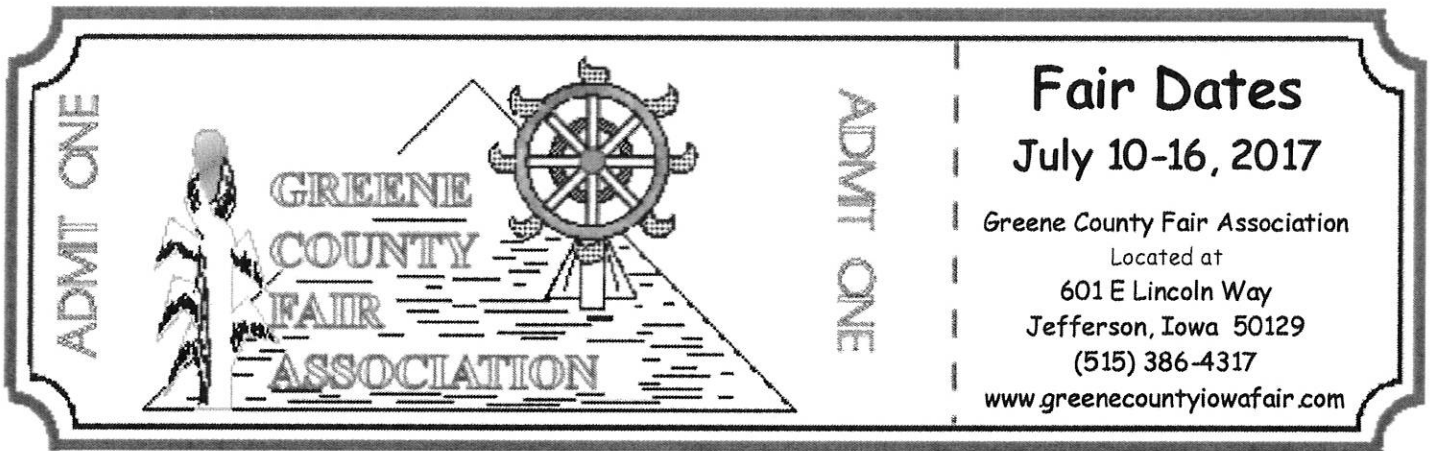
B. **DEFINITIONS.** Section 1.02, subsection 5 is repealed and the following is enacted in lieu thereof:

“5. ‘Code of Ordinances’ means the Code of Ordinances of the City of Jefferson, Iowa, 2016.”

**SECTION 3. AMENDMENTS.** All general ordinances of the City passed hereafter shall be in the form of an addition, amendment or repealer to the CODE OF ORDINANCES OF THE CITY OF JEFFERSON, IOWA, 2016, and shall include proper references to title, chapter, and section or subsection to maintain the orderly codification of ordinances.

**SECTION 4. COPY ON FILE.** An official copy of the “CODE OF ORDINANCES OF THE CITY OF JEFFERSON, IOWA, 2016,” adopted by this ordinance, including a certificate of the City Clerk as to its adoption and the effective date, is on file in the office of the City Clerk and is available for public inspection.

**SECTION 5. EFFECTIVE DATE.** This ordinance shall be in full force and effect from and after its publication, as required by law.



**Secretary**

Association Mailing Address  
 Douglas Hawn  
 650 190th St  
 Scranton, Iowa 51462  
 (712) 652-3685  
 dehawn@netins.net

**Board of Directors**

**President**

Bob Allen, Churdan

**Vice President**

Connor Juergensen, Churdan

**Treasurer**

Gary Hoffman, Jefferson

- Don Badger, Bagley
- Gary Betts, Jefferson
- Ann Cunningham, Paton
- Joshua Hedges, Jefferson
- Rick Humpal, Jefferson
- Shawneene Keenan, Rippey
- Steve Kennedy, Gr Junction
- JD Marshall, Dana
- Paul Quam, Jefferson
- Justin Robbins, Scranton
- David Tipton, Gr Junction
- Barry Tronchetti, Jefferson
- Doug Walker, Jefferson
- Jack Williams, Jefferson
- Rod Wolf, Scranton

**Grounds**

Gary Schiltz, Jefferson

August 14, 2017

To the members of the Jefferson City Council and staff:

The Greene County Fair Association and the Greene County Fair Foundation are continuing on our major building project at the fairgrounds. Our long range plans call for replacing six aging open pole buildings with modern facilities to further benefit exhibitors and citizens of Greene County giving value twelve months of the year.

Since completing this year's fair, we have started demolishing two more pole barns directly west of the showing that have recently housed beef during the fair.

We held our third annual agricultural products auction and have raised the funds to construct a third Morton building that will have a full concrete floor, this one 81' x 119'. The new structure will be available not only for housing animals during the Greene County Fair, but will also provide space for other exhibitions and storage to better utilize the facility during the interim months of county fair.

At this time the Greene County Fairboard would respectfully request that the building permit fee be waived for this project. The Greene County Fair Association operates under 501c(5) status as a non-profit organization.

Annually, the fairgrounds is host to many activities such as district horse shows, wedding receptions, and commercial events each year that bring people to the community.

Douglas Hawn, Secretary  
 Greene County Fair Association

# **AGENDA**

## ***WATER/SEWER, STREET/SANITATION COMMITTEES TUESDAY, AUGUST 15, 2017, 12:00 NOON JEFFERSON CITY HALL***

### **I. SEWER**

A) Update on proposal to dispose of bulk waste water.

### **II. WATER**

A) Review of water deposit return policy

B) Review of monthly minimum charges on rental properties

### **III. STREETS**

A. East Lincoln Way entryway update.

B. Quiet zone update

C. Wayfinding sign proposal

### **IV. SANITATION/RECYCLE**

**Jefferson Park & Recreation Commission**  
Wednesday August 16, 2017  
12:00 pm Greene County Community Center

- I. Call to Order
- II. Roll Call
- III. Open Forum: This is a time for any concerned citizen to speak to the Board on an item that is not on the agenda. (Limit 3-5 minutes).
- IV. Approval of minutes for July
- V. Approval of bills for July 15-Aug 15
- VI. Old Business
  - a. Greene County Community Center 20 year celebration
  - b. Frisbee Golf Course at Daubendiek Park
  - c. Pool Update
- VII. New Business
- VIII. Reports
  - a. Wellness Report
  - b. Program Report
  - c. Directors Report
  - d. Parks Report
- IX. Adjournment-Next meeting Wednesday, September 20, 2017 at noon at the GCCC