

AGENDA

COUNCIL MEETING Tuesday, November 14, 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. 10/24/17 regular Council meeting minutes.
- B. Hy-Vee Market Café, Special Class C Liquor License
- C. Peony Chinese Restaurant, Special Class C Liquor License.
- D. Hy-Vee, Class E Liquor License
- E. Payment of monthly bills

IV. NEW BUSINESS:

- A. Public Hearing on status of funded activities for Jefferson Storefront Façade Improvements.
- B. Consider resolution for setting date for hearing to 2017 Urban Revitalization Plan.
- C. Consider resolution approving of plat of survey for parcel of property owned by Nick Foster located at approximately 1510 Westwood Drive.
- D. Consider approval of IEDA contract for Owner Occupied Rehabilitation program.
- E. Consider appointment of Nick Sorensen as Special Projects Coordinator.
- F. Consider resolution to accept PACE community center reserve funds.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 11/14/17

NEW BUSINESS

- A. **Public Hearing on status of funded activities for Jefferson Storefront Façade Improvements.** This is a requirement of the federal funding related to the downtown façade project. Attached is the public hearing notice for the project.
- B. **Consider resolution for setting date for hearing to 2017 Urban Revitalization Plan.** This would be the first step to renew the 3 year property tax abatement.
- C. **Consider resolution approving of plat of survey for 1.13 acres of property owned by Nick Foster located at approximately 1510 Westwood Drive.** See attached application.
- D. **Consider approval of IEDA contract for Owner Occupied Rehabilitation program.** This is for the \$245,000 CDBG funds that were awarded for the rehabilitation of properties in Jefferson. A representative from Region XII will be here. Information attached.
- E. **Consider appointment of Nick Sorensen as Special Projects Coordinator.** Attached is the job description. This position is in addition to his regular duties. Wage and Benefit Committee is recommending the appointment of Nick Sorensen for the annual amount of \$10,000.
- F. **Consider resolution to accept PACE community center reserve funds.** The Park and Recreation Board is recommending for the City to accept and administer the PACE reserve funds used for building maintenance.

COUNCIL MEETING

October 24, 2017

5:30 P.M.

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

ABSENT: None

Mayor Berry presided.

During open forum Tori Riley reminded the Council of the 100th birthday celebration at the court house Friday October 27th. Peg Raney reminded the Council of a celebration stroll for CDBG Façade Project November 13th at 5p.m.

On motion by Ahrenholtz, second by Teeples, the Council approved the following consent agenda: October 10, 2017 Council Minutes, Shopko Hometown #678, Class C Beer Permit, and Sewer adjustment of \$107.95 for Chad Morton.

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

NAY: None

Ken Paxton updated the Council on GCDC activities.

On motion by Ahrenholtz, second by Von Ahsen, the Council approved Quarterly Funding in the amount of \$12,500.00 for GCDC.

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

NAY: None

On motion by Sloan, second by Wetrich, the Council approved hiring Cody Smith as Police Patrolman for Jefferson Police Department at a salary of \$40,504.00/yr effective October 25, 2017.

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

Nay: None

On motion by Teeples, second by Von Ahsen, the Council approved the Pay Estimate No. 5 to Pinnacle Construction for \$133,705.37 for CDBG Façade Project.

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

NAY: None

On motion by Teeples, second by Von Ahsen, the Council approved Master Agreement (January 2017 through January 2022) with Bolton & Menk Inc for Engineering & Construction Services at Jefferson Municipal Airport.

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

NAY: None

On motion by Von Ahsen, second by Teeples, the Council approved a 5 year agreement with Landus for bulk water discharge.

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

NAY: None

RESOLUTION NO. 39-17

On motion by Wetrich, second by Sloan, the Council approved Resolution No. 39-17 approving obligating funds from Mark Bauer Subfund of the City 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 in two agreements in the amount of \$38,700.00.

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

NAY: None

RESOLUTION NO. 40-17

On motion by Sloan, second by Wetrich, the Council approved Resolution No. 40-17 approving 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 in the amount of \$101,200.00.

AYE: Teeples, Sloan, Wetrich, Ahrenholtz, Von Ahsen
NAY: None

RESOLUTION NO. 41-17

On motion by Sloan, second by Von Ahsen, the Council approved Resolution No. 41-17 approving temporarily closing alley in Block 18 in Original Town of Jefferson per 3 year agreement.

AYE: Sloan, Wetrich, Teeples, Von Ahsen, Ahrenholtz
NAY: None

RESOLUTION NO. 42-17

On motion by Wetrich, second by Teeples, the Council approved Resolution No. 42-17 approving lease of alley to Doc's Stadium, LLC per 3 year agreement.

AYE: Ahrenholtz, Teeples, Wetrich, Sloan, Von Ahsen
NAY: None

Discussion of extension of and possible amendments to Jefferson Urban Revitalization Plan (tax abatement). Council directed staff to proceed with the extension of the current Plan.

There being no further business the Council agreed to adjourn.

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk

NOTICE OF PUBLIC HEARING ON THE STATUS OF FUNDED ACTIVITIES
JEFFERSON STOREFRONT FACADE IMPROVEMENTS

Pursuant to the requirements of Section 508 of the Housing and Community Development Act of 1987, as amended, the Jefferson City Council will hold a public hearing on November 14, 2017, at 5:30 pm at the Jefferson Municipal Building, 220 N. Chestnut Street, Jefferson, Iowa. The purpose of the hearing will be to discuss the status of federal funding for the Jefferson Storefront Façade Improvements project. The project consists of the rehabilitation of 14 storefront facades, including window replacement, door replacement, store front rebuilds, masonry, tuck-pointing and painting. The project is being funded with a \$500,000 Community Development Block Grant (CDBG) through the Iowa Economic Development Authority and approximately \$468,920 from the property owners, and the City of Jefferson. As of September 15, 2017, the project was 48 percent complete, and \$203,438 of the CDBG has been expended. The project meets the CDBG national objective of eliminating blight. No persons or businesses have been displaced by the project. It is estimated that substantial completion will occur around November 22, 2017.

If you have questions concerning the project, or if you require special accommodations to attend the hearing, such as handicapped accessibility or translation services, you may contact Michael Palmer, City Administrator, at 515-386-3111, or michaelpcjeff@netins.net. Prior to the hearing, written comments may be sent to: City Administrator, City of Jefferson, 220 N. Chestnut Street, Jefferson IA, 50129. Persons interested in the status of funding, or the progress of the project, are welcome to attend this meeting.

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 10/21/17.

2. A copy of a plat of survey prepared by ROBERT B. BILLS, an Iowa registered land surveyor, dated 11/02/17, showing the land proposed to be divided is attached to this application.

3. The purpose of this proposed division is: PROPOSED NEW CONSTRUCTION OF DAY CARE FACILITY

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:

NICHOLAS ANDREW FOSTER 1103 W. LINCOLN WAY, JEFFERSON, IA 50129

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.

E. KRIEGER LAND LLC 1606 WESTWOOD DR. JEFFERSON, IA 50129

KURT AND CARMEN KRIEGER 1506 WESTWOOD DR. JEFFERSON, IA 50129

6. (a) The existing zoning classification of the property covered by the plat is HD HOLDING. (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 NONE.)

(b) The zoning classification(s) for the adjoining properties is/are as follows: HD HOLDING. (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 NONE.)

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.

8. All existing and proposed public streets and roads, all public water and sanitary and storm sewer lines, and all gas and electrical services in relation to the property proposed to be divided have been described by a registered land surveyor either on the attached plat or on a separate drawing attached to this application. If any parcel shown on the attached plat does not have direct access to any such services, then it is proposed that access to such services be obtained as follows:

NONE

If any private easements are proposed, copies of the same will be provided upon request.

The undersigned acknowledge that they have reviewed the foregoing application and represent and warrant that the information set forth above is true and accurate. This application is being submitted in quadruplicate.

Date: 11-2-17

Mark Ford

APPROVAL RECOMMENDED/NOT RECOMMENDED

James D. Leiding 11-6-17
City Engineer Date

APPROVAL RECOMMENDED/NOT RECOMMENDED

Mike Palmer 11/9/17
City Administrator Date

INDEX LEGEND

COUNTY: GREENE

DESIGNATION: PARCEL "C" OF LOT 10 OF SUBDIVISION OF LOT 4

LOCATION: SECTION 12, T83N, R31W, CITY OF JEFFERSON

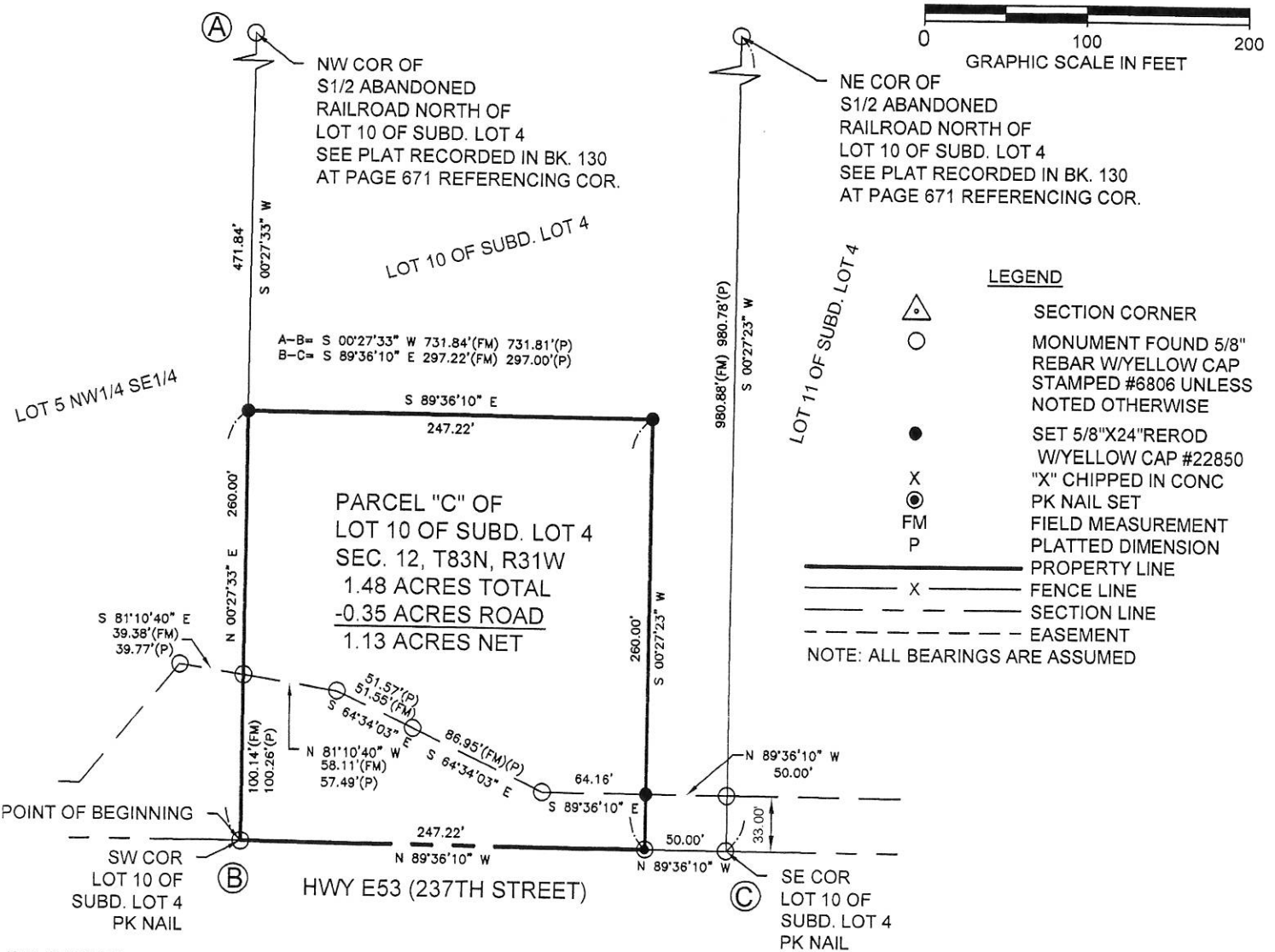
SITE ADDRESS: N/A

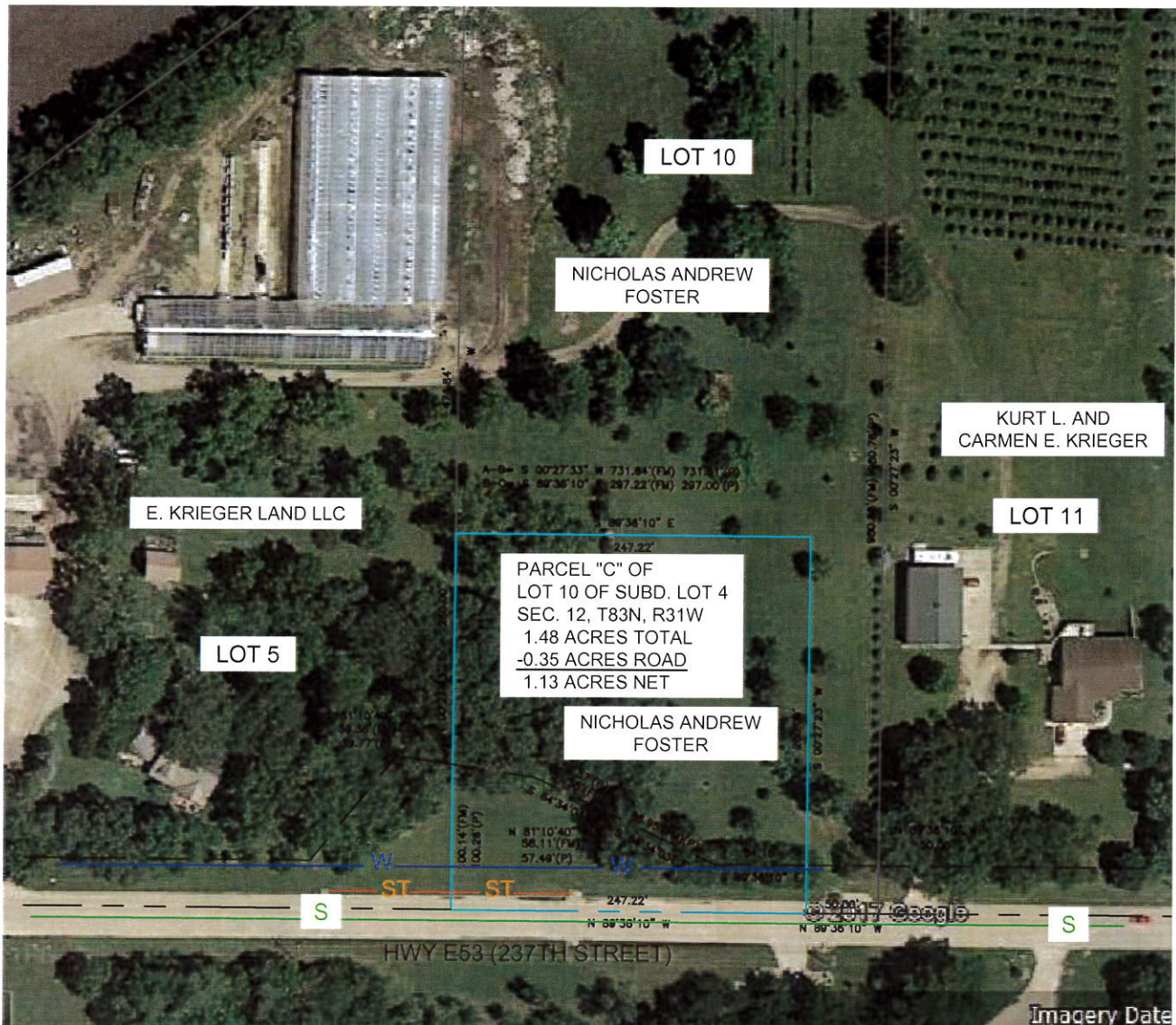
OWNER: NICHOLAS ANDREW FOSTER

SURVEY REQUESTED BY: NICOLE TIMMONS

SURVEYOR: ROBERT B. BILLS

PREPARED BY AND RETURN TO: ROBERT B. BILLS CENTRAL IOWA SURVEYING, LLC P.O. BOX 67 JEFFERSON, IOWA 50129 (515)370-2399





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.
3. THE STORM SEWER SHOWN IS AN APPROXIMATE LINE BETWEEN TWO EXISTING INTAKES.

	S		SANITARY SEWER
	ST		STORM SEWER
	W		WATER MAIN



IOWA ECONOMIC DEVELOPMENT AUTHORITY

200 East Grand Avenue | Des Moines, Iowa 50309 USA | Phone: 515.725.3000

iowaeconomicdevelopment.com



October 23, 2017

Honorable Craig Berry, Mayor
City of Jefferson
220 North Chestnut
Jefferson, Iowa 50129

SUBJECT: 2017 CDBG Housing Sustainability Award (17-HSG-009)

Dear Mayor Berry:

I am pleased to inform you the Iowa Economic Development Authority (IEDA) has awarded the City of Jefferson a Community Development Block Grant (CDBG) in an amount not to exceed \$245,000. IEDA received a final grant award from the United States Department of Housing and Urban Development (HUD).

Your contract with respect to this award (the "Contract") will have a start date of June 23, 2017 pending successful contract negotiation and complete execution. Enclosed is the Contract between the City of Jefferson and IEDA. Please review the document thoroughly. Once signed, please return the original signed copy to Tim Metz at IEDA. Upon receipt of your signed contract, we will execute and upload a copy to IowaGrants.gov for your records.

No HUD Funds or non-HUD funds may be committed to the project until the applicant has secured environmental approval from the State, as provided in HUD regulation 24 CFR Part 58. In addition, pending environmental approval and pursuant to 24 CFR Part 58.22(a), no grant recipient or participant in the development process, including contractors or sub-contractors, may undertake an activity that may limit the choice of reasonable alternatives. Such choice limiting actions include real property acquisition, conducting a competitive sealed bid process for the project, signing a construction contract, leasing, rehabilitation, repair, demolition, conversion, and construction.

IF ANY CONDITIONS CONTAINED IN THIS LETTER ARE NOT SATISFIED IN THE SOLE DISCRETION OF IEDA, OR THE CONTRACT IS NOT FULLY EXECUTED BY January 23, 2018, THIS AWARD OF FUNDS SHALL BE RESCINDED, AND NO REIMBURSEMENT IS AVAILABLE FOR ANY COSTS INCURRED BY THE CONTRACT RECIPIENT WITH RESPECT TO THIS AWARD.

If you have any questions, please contact your project manager, Steven Benne, at 515.725.3066 or by e-mail at Steven.Benne@IowaEDA.com.

IEDA looks forward to working with the City of Jefferson on its CDBG Housing Sustainability project **once all conditions to the award have been met and the contract is fully executed.**

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah V. Durham".

Deborah V. Durham
Director

cc: Karla Janning, Region XII Council of Governments
Representative Chip Baltimore, House District 47
Senator Jerry Behn, Senate District 24
File: IowaGrants.gov



**IOWA ECONOMIC DEVELOPMENT AUTHORITY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
CONTRACT**

RECIPIENT: Jefferson
CONTRACT NUMBER: 17-HSG-009
EFFECTIVE DATE: June 23, 2017
AWARD AMOUNT: \$245,000
END DATE: June 30, 2020

THIS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ("CDBG") CONTRACT is made by and between the IOWA ECONOMIC DEVELOPMENT AUTHORITY, 200 East Grand Avenue, Des Moines, Iowa 50309 ("Authority") and "Recipient", effective as of the date stated above.

WHEREAS, the Authority is designated to receive, administer, and disburse CDBG funds; and

WHEREAS, the Authority desires to disburse grant funds to the Recipient for eligible purposes primarily benefiting low and moderate income persons, eliminating slums and blight, or meeting community development needs having particular urgency; and

WHEREAS, the Recipient submitted an Application for funding to the Authority and the Authority has approved the Application; and

WHEREAS, in approving the Application the Authority has relied upon the Recipient's representations of proposed Project activities, management and financial condition of the Recipient, investment of other Project funds, and other material information contained therein; and

WHEREAS, the Recipient has certified to the Authority that the primary purpose for obtaining CDBG funds is to primarily benefit low and moderate income persons, eliminate slums and blight, or meet community development needs having a particular urgency;

NOW, THEREFORE, the Recipient accepts this grant upon the terms and conditions set forth in this Contract. In consideration of the mutual promises contained in this Contract and other good and valuable consideration, it is agreed as follows:

ARTICLE 1
DEFINITIONS

As used in this Contract, the following terms shall apply:

1.1 **ACT.** Act means Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 5301 et seq.).

1.2 **ACTIVITY.** "Activity" means the description of eligible work, services, and other accomplishments, as authorized by Section 105 of the "Act" and as further defined in 24 CFR 570.482, as revised April 1, 1997. Activities are found in the line items in the Recipient's "Budget Activity" in IowaGrants.gov account and have specific performance targets.

1.3 **ADMINISTRATIVE CODE.** "Administrative Code" means 261 Iowa Administrative Code, Chapter 23 and 25. Iowa Administrative Code is the composite of all rules adopted and administered by the executive branch to implement state law and policy.

1.4 **ALLOWABLE COSTS.** "Allowable Costs" are those costs which are identified in the "Budget Activity", Application, and consistent with Federal regulations and guidelines applicable to the CDBG program.

1.5 **APPLICATION.** "Application" is the Application the Recipient submitted in IowaGrants.gov.

1.6 **BUDGET.** "Budget" means the "Budget Activity" as found in the Recipient's IowaGrants.gov account.

1.7 **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG).** "Community Development Block Grant Program" means the grant program authorized by Title I of the Housing and Community Development Act of 1974, as amended.

1.8 **CONTRACT.** "Contract" means this Contract and all of the notes, leases, assignments, mortgages, and similar

TITLE: SPECIAL PROJECTS COORDINATOR

PURPOSE OF POSITION

General Statement of Duties: The Special Projects Coordinator is responsible for developing, coordinating and implementing special projects for the City of Jefferson including, but not limited to acquisition of real estate, rehabilitation of structures, grant submission and administration, economic development and developmental agreements.

This position is generally additional responsibilities added to an existing job description based on experience or job related skills with compensation set by the City Council.

Reports to: The Special Projects Coordinator shall be under supervision of the City Administrator.

Essential Duties and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all inclusive.

- Research and implement strategies to achieve goals;
- Work with the City Administrator to determine special project budget, strategy, goals and timelines;
- Formulate and recommend program goals and objectives in all areas of special projects;
- Responsible for the effective coordination, and execution of special projects;
- Coordinate special projects with engineers, architects, abatement contractors, rehabilitation contractors, local council of government, city employees and volunteer groups;
- Coordinate the demolition of dilapidated structures with asbestos abatement contractors, demolition contractors and utility providers;
- Responsible for informing the public of special projects;
- Oversee grant funds implementation;
- Work with department heads and other appropriate staff to execute special projects;
- Develop and assure project strategies are streamlined to maximize available resources;
- Assist City Administrator with contract application issues such as problem solving, disciplinary matters, grievances and arbitrations;
- Prepares and submits reports as requested;
- Performs other incidental and related duties as assigned.

QUALIFICATIONS:

Required Knowledge, Skills and Abilities: Must have knowledge of the federal, state, and local building codes and environmental remediation of such items as asbestos removal and contaminated soil. Able to read and interpret construction plans.

Job Conditions: Employee must frequently lift light objects, climb ladders, be exposed to heights. The employee is exposed to noise, dirt, dust and inclement weather. The work requires devices such as masks, goggles, and gloves. Employee must be able to communicate clearly and concisely, verbally and in writing. Must possess a valid driver's license.

Equipment and Materials Used: Computer, mobile phone, mobile radio, photocopier, telephone, car/light truck, high lift, hand tools, small power tools. Fax machine, dictionary, City of Jefferson Code of Ordinances, Code of Iowa, Urban Design Specifications for Improvements (SUDAS), Building Codes.

Education: High school diploma or equivalent required.

Experience: Management of public or private residential and commercial projects. Real estate experience.