

# AGENDA

## COUNCIL MEETING

Tuesday, November 24, 2015

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. 11/24/15 council minutes.
  - B. Sewer adjustment of \$882.13 at 701 N. Cedar St.
  - C. Hotel/Motel tourism reimbursement of \$9,490.97 to Greene County Chamber.
  - D. Annual state fiscal year end TIF fund report.
- IV. **NEW BUSINESS:**
  - A. GCDC Quarterly report and request for funds.
  - B. Consider approval to create and advertise for the position of Public Works Director.
  - C. Resolution of support for the Community Attraction and Tourism (CAT) for the Bell Tower Foundation grant application.
  - D. Consider resolution approving agreement to purchase tax sale certificate for property at 703 N. Chestnut Street.
  - E. Consider approval of contract with Franks Group for architectural services to prepare for downtown Community Development Block Grant.
  - F. Consider annual TIF appropriation in amount not to exceed \$19,000 for Lincoln Ridge Estates.
  - G. Quarterly meeting with Main Street
  - H. 2016-2017 budget priority workshop.
- V. **REPORTS:**
  - A. Mayor
  - B. Engineer
  - C. City Clerk
  - D. Attorney
  - E. City Administrator
  - F. Council & Committees
- VI. **ADJOURN.**

# AGENDA SUMMARY

DATE 11/24/15

## NEW BUSINESS

- A. **GCDC Quarterly report and request for funds.** See attached report from Ken Paxton.
- B. **Consider approval to create and advertise for the position of Public Works Director.** With the recent retirements and resignations the Wage and Benefit Committee is recommending the creation of this position as a means of allocating human resources. This position would also participate in the work. The savings from the vacated positions would largely pay for this position. Attached is the job description.
- C. **Resolution of support for the Community Attraction and Tourism (CAT) for the Bell Tower Foundation grant application.**
- D. **Consider resolution approving agreement to purchase tax sale certificate for property at 703 N. Chestnut Street.** The council is being requested to adopt a resolution that would approve an agreement by which the City would purchase from Greene County a tax sale certificate held on the Brandon Smith property located at 703 N. Chestnut Street. This is a property that the City has been working on to obtain control of for a couple years, and Nick Sorensen was recently contacted by a representative of the mortgage holder, Wells Fargo Mortgage, who made a significant offer to assist the City with demolition costs that will eventually be incurred with respect to that property as well as pay all back taxes.  
The property was sold at tax sale on June 21, 2010, and all taxes since that time have not been paid as well for a total tax delinquency of about \$11,500.00. Nick has estimated asbestos inspection and abatement and property demolition costs of approximately \$10,300.00. Wells Fargo has offered and agreed to pay the total of these costs (\$21,816.43) to our trust account to use and apply for these costs as timing permits. This is being done pursuant to some program that Wells Fargo Mortgage apparently has in place for blighted properties that it holds delinquent mortgages on.  
The County holds the tax sale certificate on the property and the first step in the process will be for the City to purchase the tax sale certificate from the County for its stated amount of \$1,257.00, and the action being requested of the council is to approve an agreement to purchase this tax sale certificate from the County. Acquisition of this certificate will give the City the right to send out the 90 day redemption notices and obtain a tax deed to the property.  
As soon as the City obtains the tax sale certificate we will obtain an abstract of title for the property and will then send out the necessary 90 day notices to necessary parties, and after the necessary 90 days have passed the City will obtain a tax deed for the property (assuming the owner doesn't come in and redeem the property from tax sale). The City will then be able to go in and take control of and demolish the property.  
The money that will be paid into our firm's trust account will first be used to pay for the tax sale certificate, and after the City has obtained title to the property the money can then be used for payment of the delinquent taxes, for asbestos inspection and abatement, and for the demolition of the property.
- E. **Consider approval of contract with Franks Group for architectural services to prepare for downtown Community Development Block Grant.** Attached is the proposal.
- F. **Consider annual TIF appropriation in amount not to exceed \$19,000 for Lincoln Ridge Estates.** Annual action as outlined in the development agreement for Lincoln Ridge Estates.
- G. **Quarterly meeting with Main Street.**
- H. **2016-2017 budget priority workshop.**

COUNCIL MEETING

November 10, 2015

5:30 P.M.

PRESENT: Ahrenholtz, Teeples, Black, Von Ahsen

ABSENT: Jaskey

Mayor Berry presided.

Angie Pedersen, Chamber Tourism Director updated the Council on recent tourism events.

On motion by Teeples, second by Black, the Council approved the following consent agenda: October 27, 2015 Council Minutes, Approval of Demolition Rebate to Janette Knieser for demolition of house at 504 E. Wilcox Way, Hy-Vee Market Café Special Class C Liquor License, Hy-Vee Class E Liquor License, and payment of monthly bills from City funds.

AYE: Von Ahsen, Teeples, Ahrenholtz, Black

NAY: None

Karla Janning from Region XII COG explained the owner-occupied rehabilitation program and funding of the CDBG Grant Program. They would like the city to consider the funding of 6 projects in Jefferson at \$2,500 each for FY 16-17.

Peg Raney representative of Bell Tower Foundation spoke on the Foundation applying for a CAT Grant to continue improvements and to complete and install the full set of carillon bells to the tower.

On motion by Von Ahsen, second by Ahrenholtz, the Council approved the appointment of Mr. Sean Schiltz to the Jefferson Fire Department as recommended by Fire Chief Randy Love.

AYE: Black, Ahrenholtz, Von Ahsen, Teeples

NAY: None

On motion by Ahrenholtz, second by Black, the Council approved the architect firm of Franks Design Group for downtown Community Development Block Grant.

AYE: Teeples, Black, Von Ahsen, Ahrenholtz

NAY: None

**ORDINANCE NO. 569**

On motion by Teeples, second by Von Ahsen, the Council approved third reading and final adoption of an ordinance amending The Code of Ordinances of the City of Jefferson, Iowa, 2008, by amending provisions pertaining to no parking during snow removal.

AYE: Ahrenholtz, Teeples, Black, Von Ahsen

NAY: None

On motion by Von Ahsen, second by Teeples, the Council approved one month of additional salary for golf course manager Micah Destival.

AYE: Von Ahsen, Teeples, Black, Ahrenholtz

NAY: None

On motion by Black, second by Von Ahsen, the Council approved Certificate of Substantial Completion of 2015 Water and Sanitary Sewer Improvements, Division #1 and Division #2.

AYE: Black, Von Ahsen, Ahrenholtz, Teeples

NAY: None

On motion by Von Ahsen, second by Black, the Council approved of the Change Order No. 1 for Scharnweber Water Conditioning, Inc. for decrease of \$29,528.04 for the 2015 Water/Sewer Improvements Division 1 and Division 2.

AYE: Teeples, Black, Von Ahsen, Ahrenholtz  
NAY: None

On motion by Black, second by Teeples, the Council approved of Pay Estimate #4 (substantial completion) to Scharnweber Water Conditioning, Inc. in the amount of \$63,803.86 for the 2015 Water/Sewer Improvements Division 1 and Division 2.

AYE: Von Ahsen, Ahrenholtz, Black, Teeples  
NAY: None

On motion by Von Ahsen, second by Black, the Council approved of Certificate of Substantial Completion for 2015 Water Main Replacement on North Walnut from W. Mahlon St. to W. Central Ave.

AYE: Teeples, Black, Von Ahsen, Ahrenholtz  
NAY: None

On motion by Teeples, second by Von Ahsen, the Council approved of the Change Order No. 1 for Hatch Grading & Contracting, Inc. for decrease of \$1,157.04 for 2015 Water Main Replacement on North Walnut from W. Mahlon St. to W. Central Ave.

AYE: Von Ahsen, Black, Ahrenholtz, Teeples  
NAY: None

On motion by Black, second by Ahrenholtz, the Council approved of Pay Estimate #2 (sub-final) to Hatch Grading & Contracting, Inc. in the amount of \$7,834.23 for 2015 Water Main Replacement on North Walnut from W. Mahlon St. to W. Central Ave.

AYE: Teeples, Von Ahsen, Ahrenholtz, Black  
NAY: None

On motion by Black, second by Von Ahsen, the Council approved of Pay Estimate #3 (final) to Hatch Grading & Contracting, Inc. in the amount of \$2,866.15 for 2015 Water Main Replacement on North Walnut from W. Mahlon St. to W. Central Ave.

AYE: Black, Teeples, Ahrenholtz, Von Ahsen  
NAY: None

On motion by Von Ahsen, second by Ahrenholtz, the Council approved the MHF Engineering invoice of \$26,498.00 for additional engineering services for the 2015 Water and Sanitary Sewer Improvements.

AYE: Black, Ahrenholtz, Von Ahsen, Teeples  
NAY: None

On motion by Teeples, second by Black, the Council approved the 13.43% premium increase for Wellmark Health insurance.

AYE: Ahrenholtz, Von Ahsen, Teeples, Black  
NAY: None

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\* This Levy Authority is locked waiting for Governing Body Approval, changes to Urban Renewal Area and/or TIF Taxing District pages are not allowed.

## Levy Authority Summary

Local Government Name: JEFFERSON  
 Local Government Number: 37G349  
 Contact Name: Diane Kennedy  
 Contact Phone: 515-386-3111  
 Contact Email: cjeff@netins.net

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts	Increment Value Used
JEFFERSON URBAN RENEWAL	37001	5	2,757,724
JEFFERSON LINCOLN RIDGE ESTATES URBAN RENEWAL	37002	2	483,798

**TIF Debt & Obligations Outstanding** 5,124,392

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2014** -294,935 **Amount of 07-01-2014 Cash Balance Restricted for LMI** 24,175

TIF Revenue: 109,844  
 TIF Sp. Revenue Fund Interest 0  
 Property Tax Replacement Claims 0  
 Asset Sales & Loan Repayments 2,422,119  
**Total Revenue** 2,531,963

Rebate Expenditures 14,882  
 Non-Rebate Expenditures 1,290,305  
 Returned to County Treasurer 0  
**Total Expenditures** 1,305,187

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2015** 931,841 **Amount of 06-30-2015 Cash Balance Restricted for LMI** 25,935

**Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance** 2,887,364

Governing Body Approval Date  Enter date as: mm/dd/yyyy    
 Levy Authority PDF: TIF-37G349-2013\_11-17-2015.pdf \* Pending Approval

**POSITION:** Public Works Director  
**DEPARTMENT:** Public Works  
**REPORTS TO:** City Administrator

**FLSA CLASSIFICATION:** Exempt  
**JOB STATUS:** Full Time, Salaried

### **JOB SUMMARY**

Under administrative direction of the City Administrator, plans, develops, coordinates, and organizes the municipal public works activities of the City within parameters set forth by local, state and federal authorities. Responsible for supervision, coordination, evaluation and performance of street, water and wastewater functions, parks, cemeteries, facilities, and equipment. Must maintain and exert managerial and leadership capabilities in areas such as maintenance, operation and comprehensive planning of all public works areas. Performs supervisory duties such as assigning work, maintaining standards, training, interviewing, disciplining, evaluating and recommending discharge. Performs other duties as required.

### **JOB FUNCTIONS**

#### Essential Job Functions

1. Plans, develops, coordinates, and organizes effective operation of all public works within the City; includes supervising maintenance, construction, operation and comprehensive planning for the sewage collections system, water distribution system, City street system, storm water collection system, Park maintenance, Cemetery, Sanitation and City owned facilities other than Recreation Building, Swimming Pool and Library facilities.
2. Provides guidance to subordinates regarding planning, scheduling, assignment of duties within all public works areas; responsible for maintaining a high standard of quality work; assists with inspection of work by contractors; and conducts regular checks of facilities and work sites to monitor staff and assist with problem resolution.
3. Supervises the maintenance of all buildings, property, materials, apparatus and/or equipment used by or designated to be under the control of the department.
4. Prepares budgets, including the Equipment Replacement Plan and Capital Improvement Plan, with assistance from the City Administrator, for each department supervised.
5. Interviews, recommends hiring, trains and evaluates staff; assigns work duties to staff; monitors work to assure proper completion; conducts formal performance evaluations; recommends promotion and demotion, discharge or other discipline to the City Administrator; insures that all policies and procedures established for City personnel are complied with.

6. Attends all City Council meetings, staff meetings, and other seminars or meetings as necessary or assigned; attends workshops and seminars to keep abreast of governmental regulations and related program developments which impact water distribution and wastewater systems; and conducts staff meetings for dissemination of pertinent information.
7. Submits required reports including monthly activity reports, staff updates, newsletter articles, budget reviews and monthly expenditures. Gives preliminary approval to payment of departmental bills in accordance with established policy and procedures.
8. Responsible for organizing and staffing safety programs for staff; encourages safety compliance in all phases of work. Assists with conducting safety education training for the department and assists or coordinates such activity for other departments of the local government.
9. Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility; and evaluates issues and options regarding municipal public works and makes recommendations; and develop and recommend policies and procedures regarding departmental operations.
10. Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
11. Coordinate projects involving federal, state and local funding.
12. Maintains and updates location maps for all City utilities, and all records, including One Call utility locates.
13. Respond to questions and complaints from the public; inspect problem areas to determine the nature of work required including manpower, equipment and materials needed; investigate causes and take corrective action as appropriate; maintain records of resolution.
14. Performs activities under strict deadlines and other time pressures.
15. Reports on a regular basis to the City Administrator on the activities, accomplishments and operations of the public works department.

Other Job Functions

1. Assists other City departments as needed and directed.
2. Performs other duties as assigned by the City Administrator.

## **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

Required Physical Activities: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Fingering, Grasping, Feeling, Talking, Hearing.

Physical Characteristics of the Job: Generally medium work requiring the exertion of up to fifty (50) pounds of force occasionally, up to twenty-five (25) pounds of force often, and up to twenty (20) pounds of force constantly to move objects.

Environmental Conditions: The work is performed under all conditions which may include exposure to awkward or confining work space, extreme heat and cold, darkness, poor lighting, dirt/dust, fumes/odors, wetness/humidity, isolation, moving machinery, noise, vibrations, visual strain, unprotected height, working on uneven ground, mechanical hazards, electrical hazards, traffic hazards, fire hazards, and bodily injury. Also, the work may expose the employee to significant work pace pressure, and irregular work hours.

## **EQUIPMENT AND MATERIALS USED**

Truck and attachments, tractor, mower, grader, backhoe, loader, street sweeper, sewer cleaning equipment, air compressor, electrical welding equipment, combustible gas meter, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, hand-held computer used for reading meters and generating reports, water main tapping machine, valve-power wrench machine, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, pH meter, ion-sensitive electrodes, water distillation equipment, titration equipment, flow finder, register testing equipment, vacuum filtration equipment, glassware, hazardous chemicals and materials, level, metal detecting device, thermometer, calculator, telephone, mobile radio, computer, photocopier, fax machine, dictionary, MSDS documentation, federal register, standard operating procedures, DNR rules, Code of Iowa, City of Jefferson Code of Ordinances, SUDAS and Uniform Traffic Code.

## **EMPLOYMENT STANDARDS**

Required Knowledge, Skills, & Abilities:

1. Ability to use logic or science to solve problems with several abstract and concrete variables; ability to perform arithmetic, algebraic and geometric calculations, fractions, decimals and percentages.
2. Ability to operate equipment and materials as listed in EQUIPMENT AND MATERIALS USED.
3. Knowledge of and ability to perform effective training and organizing methods.
4. Knowledge of the sewage collections system, water distribution system, City street system, storm water collection system and City owned facilities.
5. Ability to report, write or edit articles for publication; ability to prepare and deliver lectures; ability to interview, counsel or advise people; ability to evaluate technical data; ability to use a telephone and a mobile radio.



6. Ability to work independently while being responsible for planning, coordinating, organizing and participating in the public works activities of the City in an effective and efficient manner: ability to plan and administer a comprehensive public works program.
7. Knowledge of principles, practices, and operation of public works infrastructure, facilities and equipment.
8. Knowledge of municipal, state and federal laws/codes and standards pertaining to public works and local government.
9. Knowledge of the methods, practices and materials used in construction by engineers, contractors, laborers, suppliers and municipal representatives.
10. Knowledge of safety procedures, equipment and materials for programs such as lock out/tag out; underground excavations; OSHA and state certification programs.
11. Ability to read engineering drawings, plat maps, topographic materials and specifications; interpret them and comment on them.
12. Ability to establish and maintain effective, positive working conditions with the City Administrator, City Council, Mayor, co-workers, subordinates and the public.

Education, Training, & Experience

Required Education: Graduate from High School or equivalent.

Required Training: Training sufficient to obtain a Grade II Wastewater Treatment Plant Operator's Certification and State of Iowa Certification as Water Plant Operator II

Required Experience: At least five (5) years experience in public works, with at least one (1) year of supervisory or administrative capacity in public works or similar organization.

Required Special Qualifications:

1. Shall possess, (or have the ability to possess within 6 months) a valid Class B Commercial Driver's License (CDL) with air brakes endorsements issued by the State of Iowa.
2. Shall be generally available for off-hour emergencies.



20 November 2015

Jefferson City Council  
c/o Mike Palmer, City Administrator  
220 N. Chestnut Street  
Jefferson, IA 50129

RE: Authorization to initiate professional services for Jefferson Façade Rehabilitation Project CDBG Application

Dear Council,

The Franks Design Group, PC is very pleased to have a role in support of your efforts to prepare a complete and competitive application for the CDBG Downtown Revitalization Program's Façade Rehabilitation Project. To confirm our review of information to date, it is our understanding that this project ultimately anticipates the rehabilitation of approximately 15-20 commercial building facades in the National Register-listed Jefferson Square Commercial Historic District.

Because neither the project scope nor the required design services are, at this point, sufficiently defined to generate a complete description of professional services or a confident estimate of our professional time commitment, this correspondence will serve as a provisional agreement until such time as a more complete services description and fee estimate can be prepared.

In the interim, and with your consent, we will begin our firm's work on our two primary roles in support of the preparation of the anticipated CDBG application. First, we will prepare Slum and Blight Inventories and Summary, to determine the contents and boundaries of a downtown Slum and Blight District. Second, we will develop concept-level project scoping and estimating for the 15-20 facades that anticipate representation in the Façade Rehabilitation Project CDBG Grant Application. More specifically:

- Full project:
  - Kickoff meeting with primary Stakeholders to discuss and establish consensus expectations process, logistics, budget, etc.
  
- Slum and Blight – initial work:
  - On-site documentation and visually assessment of all existing buildings within the (yet to be determined) boundary area. This process will reference HUD's Slum and Blight National Objective, and work towards the completion of IEDA's 2016 application paperwork in [IowaGrants.org](http://IowaGrants.org).
  - Draft preparation of assessment sheets for each existing building.
  - Draft preparation of the Target Area Summary sheets
  - Draft delineation of the boundaries of a Slum and Blight Target Area.

- Facades-proper:
  - Additional, more-intensive on-site documentation at each participating subject property.
  - Field measure subject building facades for primary width and height dimensions that will permit concept design and cost estimating.
  - Develop a preliminary existing conditions graphic using all collected documentation.
  - Develop a three-tiered "bullet point" conceptual rehabilitation scope of work based on Slum and Blight assessment items and recommended "good, better, best" extent and intensity of work for each façade. To be presented in a one-page graphic and text layout.

We would expect that once this work is in progress we will become better equipped to describe the project and to fully detail the required professional services.

For this initial work we do not anticipate the need for the involvement of our consultants. We do, however, anticipate that your project will require the expertise of our consulting Structural Engineering and Architectural Conservator firms. Their work will be covered in the forthcoming professional services agreement, where it will be described in detail.

Until such time as a complete project agreement can be put in force, we will record these initial efforts by the time dedicated to your project and invoice this time on an hourly basis. The invoice will be generated at the close of the month, and will be due and payable within thirty days. Our 2015 Standard Hourly Rates are included as an attachment.

Again, we are very pleased to be working with you on this project and look forward to developing a professional relationship and a successful project together. Please sign and return one copy of this correspondence for our records and retain one copy for your own records. You may, of course, contact me at any time if there are any questions or concerns on your part. Email - [pete@franksdesigngroup.com](mailto:pete@franksdesigngroup.com), at the office, or via my cellphone (712) 309-2855.

Thank You.



Peter G. Franks, AIA, NCARB, LEED AP  
President, The Franks Design Group, P. C.

Owner's acknowledgement and acceptance:

Signature and printed name, title, and date

## 2015 Standard Hourly Rates

Architect/Principal	\$ 110.00/hour
Project Architect/Technician I	\$ 95.00/hour
Design Staff/Technician II	\$ 85.00/hour
Design Staff/Technician III	\$ 70.00/hour
Clerical/Support	\$ 50.00/hour

Any consultants required for the services will, likewise, be invoiced per their standard hourly rates.

Other direct expenses such as mileage, printing, shipping, etc. are in addition to fees for professional services.

### Typical reimbursable expense unit costs:

Mileage (standard IRS rate)	\$ 0.575/mile
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### In-house printing & plotting:

24" x 36" blackline sheets	\$ 2.00/sheet
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11" x 17" blackline sheets	\$ 0.25/sheet
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8 ½" x 11" color printing	\$ 0.40/page
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**2015 DEVELOPER'S ESTIMATE  
REGARDING INCREMENTAL PROPERTY TAX REVENUES**

TO: City of Jefferson  
220 N. Chestnut  
Jefferson, IA 50129

I, Mark F. Bauer, Manager of **Mark Bauer Development Company, L.L.C.** ("MBDC"), and on behalf of MBDC, estimate that the combined Incremental Property Tax Revenues (as defined by the Agreement) for **Phase I** will be **\$14,321.38**.

MBDC estimates that the combined Incremental Property Tax Revenues for **Phase II** will be **\$4,029.43**.

MBDC did not certify a Phase III for 2015. However, additional properties may be designated under a new agreement contemplated by MBDC and the City of Jefferson.

Please note that the Developer's Estimate does not take into account a reduction by the Low and Moderate Set Aside Amount, as such amount is not calculated until the payment date.

**MARK BAUER DEVELOPMENT  
COMPANY, L.L.C.**

By: \_\_\_\_\_

Mark F. Bauer, Manager



## 2015 Survey comments:

The following are comments from Council members. Comments from Lisa are attached and noted with a “\*”.

**Economic Development** – Keep working with GCDC, Main St. & Chamber. \*

**Code enforcement** – The committee has helped-keep moving forward. Need to tighten up those areas where a clear path to enforcement is not as well defined as it could be. Make sure our scarce human resources have right tools for effective enforcement. \*

**Housing** – Needed with County growth. New J Corp development, removal of substandard houses and structures. \*

**Strategic Planning for Casino Revenues** - Work with committees so we know what needs are. At some point property tax relief needs to be part of the discussion. \*

**Main Street Program** - CDBG continuation. New leadership has helped them! Lets just continue to work with them and support. Considerable momentum now with this program and group. continue support to maintain it. \*

**Obtaining grants** - We need to leverage resources wherever possible. \*

**Organizational efficiency** - Council needs monthly dept. status-financial. A good time to look at this. \*

**Tourism** – We need to keep those visiting the casino in town. Resolve Welcome Center issue and tax revenue distribution.\*

**Building Maintenance** - Focus on preventive maintenance for functionality and safety.

**Water and sewer line improvements** - Much progress in this area over past couple of years. continue focus and prioritization.

**Entries to the City** – East Side needs work. \*

**Street improvements**- Good progress over past couple of years. With projected increase in visitors, this will remain a priority. \*

**Zoning overview for new development**- \*

**Development of Recreation Assets**- Insure the key assets we have now are highly maintained, upgraded for performance, efficiency, and safety. \*



**Highway 30 Coalition (How involved)** - Important but likely years away. \*

**Lincoln Way improvements (Old US30)** – Heart of the City, we need this updated. \*

**Sidewalk Replacement** - Good progress over past year, continue with current reimbursement program. \*

**Development of north part of City** - Current momentum with development project, Hy Vee, etc. Focus on clean up and substandard structure removals. \*

**Upgrade of equipment** - Strong preventive maintenance for existing, identify opportunities for improved performance, efficiency, and safety. \*

**Drainage improvements** - I need better understanding of where we may have any chronic issues now.

**Emerald Ash Bore** - \*

**Golf Course** – Keep supporting –its been better this year. Build on momentum of 2015. \*

**Housing Rental Inspection** - \*

**Website** – Needs upgrade. Update yearly. \*

**Neighborhood Improvement Program** – Continue this. \*

**Animal Shelter** - Need a definitive strategic plan which is in progress under lead of Don Orris currently. \*

**Historic Preservation** – Concentrate with Main Street. Working together with Main St. Support of Main Street program and group should accomplish this effectively.\*

**Swimming Pool** – Keep maintaining. Continue maintenance to high level of functionality. \*

**Construction of new Sidewalks** – Bike trail to casino. \*

**Park improvements** - continue effective current upkeep program. \*

**Quiet Zone for trains** - \*

**Recycling** – Adjust fee structure.

**Thomas Jefferson Gardens** - Resolve Welcome Center issue.

**Airport Improvements** - \*

**Close RR crossings** -

**Cemetery Improvements** - Minor upgrades, but continue high level of care of grounds

LISA

From Lisa Jaskey

Item	Rank	Comments
Street Improvements	2	Focus on North side of Jefferson
Economic Development	1	Important to continue to act proactively and not reactively. Place focus on projects that give biggest bang for buck. Priorities are projects that add jobs, add multi-family housing and encourage investment in Jefferson. Also like us to continue to "get the deals done" by using all the tools at our disposal, such as TIF, Tax abatement, etc.
Historic Preservation	1	Critical that we be a leader in preserving our downtown historic district buildings in collaboration with other partners such as Main Street. We can't be all and do all, but can lead the charge and do our part.
Park Improvements	2	Resurface trail at Daubendiek Park
Sidewalk Replacement	2	Part of Neighborhood Improvements. Perhaps restructure the funding for this area.
Airport Improvements	3	I think priority will become higher in a few years.
Construction of new sidewalks	2	North side of town as development occurs
Drainage Improvements	2	
Upgrade of equipment	2	Especially in area of technology
Obtaining grants	1	Continue to explore grant sources and/or low interest loans with our partners like Region XII, Iowa Finance Authority, IEDC, Main Street.
Code Enforcement	1	Time to implement some strategic plans to encourage/enforce the property maintenance Code we worked so hard to get passed. Begin exploring partnerships to create funding sources (donations?) for outdoor home improvements for LMI property owners. Also, begin planning for expansion of BOZO Department - split duties into 2 full-time jobs.
Water & sewer line improvemtns	2	
Organizational efficiency	1	Perhaps create a committee to study all city departments and processes for a year with an eye toward recommendations for improvements/cost savings. My guess is that many improvements/efficiencies to "business as usual" or "we've always done it this way" business practices could be identified at surprisingly large cost savings. Create a technology/efficiency committee?
Cemetery Improvements	3	
Quiet zone for trains	3	Better use of our time and resources in many other higher priority areas
Website	2	Keeping the information current would be a good start.
Swimming Pool	2	One of GCDC's priority projects is exploring a water park.
Tourism	3	Increase in priority depends on Chamber's willingness to negotiate
Main Street Program	1	We have a wonderful partnership. Let's keep it going! Suggest adding a budget item in for a 3 year commitment of support that could be revisited annually as to increases. Increase in commitment could perhaps be equivalent to value of free office rent and utilities given to Chamber.

Housing Rental Inspections	2	Can of worms to single out rental housing for inspection!
Entries to City	2	Important, but not as much as downtown restoration for coming year.
Lincoln Way Improvements	2	As higher priorities complete, this will raise in importance
Highway 30 Coalition	1	Jefferson's voice MUST BE HEARD! Partner with GCDC as this is one of their priority projects.
Zoning Overview for new develop	1	Important to be proactive and prepared ahead of new developments
Housing	1	Focus should be on rental developments & exploring the addition of LMI complexes. Lots of need.
Development of Rec Assets	2	Part of GCDC priority projects - take a partnership role
Development of north side	1	we have good start with sewer improvements. Create a development plan.
Recycling	2	
Close RR crossings	3	
TJ Gardens	3	
Golf Course	3	Not enough citizens use this facility to justify a higher priority ranking
Animal Shelter	2	Focus on location (old A&W site?) and planning
Strat Plann for Casino revenues	2	Goes hand in hand with other priority project rankings. Balance with some immediate "WOW" projects/ accomplishments and some long term or long range projects.
Emerald Ash Borer	2	Once borer hits, this will need higher ranking.
Neighborhood Improvement	2	Need to better publicize existing resources. Perhaps change focus away from sidewalk replacement to outside cosmetic repairs and fixes.

# **AGENDA**

## ***WATER/SEWER, STREET/SANITATION COMMITTEES TUESDAY NOVEMBER 17, 2015, 12:00 NOON JEFFERSON CITY HALL***

### **I. SEWER**

II. Request for adjustment to sewer bill.

### **III. WATER**

A. Discussion of land planning for City facilities on north Cedar St.

### **IV. STREETS**

A. Review of Vine Street repairs between Adams St and Washington St.

B. Discussion of comprehensive sign plan.

### **V. SANITATION**

## AGENDA

Cemetery Committee  
Thursday, October 19, 2015  
Noon @ City Hall

- I Call to Order
- II Old Business
  - A. Flag replacement update
- III. New Business
  - A. Waiting on bid from Manatt's to repair the roads in the cemetery
  - B. Repairs to the cemetery shed
  - B. Future Agenda Items
- IV. Department Report
- V. Adjourn

### Agenda Summary

#### Old Business

- A. I have verified the names and numbers of the damaged flags. I will be starting the process of putting the names and numbers on the flags.

#### New Business

- A. I have a partial bid from Manatt's which will be included in the packet.
- B. The repairs to the shed at the cemetery were denied in the budget. Dave and Dewey would like to take the lean to off. With the old truck moved out there will be room for storage inside and the lean to will not be needed.
- C. Future Agenda items.

#### Department Report

- a. Dave and Dewey have been grinding leaves at the cemetery.
- b. Burials
  - i. Sept. 21-Nov 19 have been 9

Next meeting on Thursday, January 21, 2016 @ Jefferson Cemetery at noon.