

AGENDA

COUNCIL MEETING

Tuesday, December 11, 2018

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. 11/27/18 regular Council meeting minutes.
- B. Approval of monthly bills.
- C. Cancel the regular Council Meeting on December 25, 2018
- D. Approval of \$300 Hotel/Motel Grant for welcome bags
- E. Approval to increase hourly wage for part-time help at Recreation Center to \$9.00 per hour for Judy Turner and Tori Riley and \$8.50 per hour for Donna Meridith beginning January 1, 2019.

IV. NEW BUSINESS:

- A. Consider approval of resolution approving 5-year Capital Improvement Plan and match funding for the Airport Improvement Project.
- B. Consider approval of Resolution to apply for grants for animal shelter facility.
- C. Consider approval of incentive policy for hiring and retention of police officers.
- D. Consider approval of proposal by Grell Roofing in the amount of \$45,500 to replace flat roof at Jefferson Public Library.
- E. Consider approval of health insurance premium.
- F. Presentation by Alley Cat Allies.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 12/11/18

NEW BUSINESS

I. NEW BUSINESS:

- A. **Consider approval of resolution approving 5-year Capital Improvement Plan and match funding for the Airport Improvement Project.** Attached is the funding plan.
- B. **Consider approval of incentive policy for hiring and retention of police officers.** At the 11/13/18 Council meeting, the Police Department presented a proposal to provide incentives to attract new officers. The two areas of hiring incentives would be student loan and hiring bonus.

Student Loan Incentive

- \$200 per month student loan incentive (for Criminal Justice Degree)
- Up to \$9,600 (Four Years – Length of Contract).
- Once contract is fulfilled, this incentive will be eliminated if elected to do so by the city.
- Amount paid by the City will be added to the 4 year contract if the employee decides to leave.

Hiring Bonus

- \$2,000 hiring incentive
- Covers moving expenses and provides us a recruiting tool.
- To be added to 4 year contract.

- C. **Consider approval of Resolution to apply for grants for animal shelter facility.** This resolution would allow for grant writers to apply multiple funding organizations on behalf of the City without the need to obtain Council approval for each application.
- D. **Consider approval of proposal by Grell Roofing in the amount of \$45,500 to replace flat roof at Jefferson Public Library.**
- E. **Consider approval of health insurance premium.** The Broker for the City, Rod Brooks from Paradigm Benefits, has reviewed our health insurance plan and has gone out for quotes from Wellmark, Coventry, United Health Care and Health Alliance. Wellmark (our current carrier for several years) came back the most favorable. There is a 18.95% increase for next year. There was no increase for years 2013 and 2014; there was a 13% increase in 2015; and the increases for 2016, 2017, and 2018 below 10%. The biggest driver on this increase was the fact our claims doubled from last year. All the parameters of the plan remain the same as current. Recommendation to stay with Wellmark.
- F. **Presentation by Alley Cat Allies.** Alice Burton will be here on behalf of Alley Cat Allies to make a presentation regarding trap-neuter-return of feral cats. Information about Alley Cat Allies can be viewed at <https://www.alleycat.org/our-work/trap-neuter-return/>

COUNCIL MEETING

November 27, 2018

5:30 P.M.

PRESENT: Ahrenholtz, Teeples, Sloan, Wetrich
ABSENT: Gordon

Mayor Berry Presided.

No citizens spoke during the Open Forum.

On motion by Sloan, second by Teeples, the Council approved the following consent agenda November 13, 2018 Council Minutes, Approval of TIF annual report, Peony Chinese Restaurant, Special Class C Liquor License, Hy-Vee Market Café, Special Class C Liquor License and approval of \$900 Hotel/ Motel grant application for Jefferson Matters: Main Street for yearly cost of the Jefferson, IA app.

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

This was the time and place for the Public Hearing on proposed 2018-3 Urban Renewal Plan Amendment for Jefferson Urban Renewal Area. Berry called for any oral and written comments and there were none. On motion by Teeples, second by Ahrenholtz, the Council closed the Public Hearing.

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

RESOLUTION NO. 47-18

On motion by Wetrich, second by Sloan, the Council approved Resolution No. 47-18, a resolution approving 2018-3 Urban Renewal Plan Amendment for the Jefferson Urban Renewal Area.

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

RESOLUTION NO. 48-18

On motion by Ahrenholtz, second by Teeples, the Council approved Resolution No. 48-18, a resolution approving \$75,000 Economic Development Forgivable Loan Agreement with Sky Blue Properties LLC (the "Developer") for the purpose of making improvements to a building being acquired by it located at 1004 North Elm Street that will enable the Developer to continue and expand its hardware sales business in Jefferson (the "Jefferson ACE Hardware Project").

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

On motion by Sloan, second by Teeples, the Council approved supporting Region XII's application to Iowa Finance Authority Down Payment Assistance Program. The City will contribute \$22,500 to each of the projects applied for.

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

On motion by Ahrenholtz, second by Wetrich, the Council approved to allow the placement of Bell Tower replicas on the square for a period of one year.

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

A quarterly workshop with Main Street Committee was held to update the Council on activities with the Main Street Program.

There being no further business the Council agreed to adjourn.

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk

Description of Project

Five hundred imprinted welcome bags will be purchased for Jefferson Matters: Main Street to hand out at various times to people that stop at the Main Street office that are visiting our community. They will contain information about Jefferson and the Main Street district businesses.

How does the proposal promote the City of Jefferson?

We will fill the bags with various informational brochures about the community. What visitors can see here, experience here, and any events that Main Street is involved with. They will have information to read about the mission of Jefferson Matters: Main Street along with historical preservation information concerning the recent facade project done with the city of Jefferson. The design imprint on the front will be the new city logo and also Jefferson Matters: Main Street's logo since we work in partnership for the good of Jefferson.

We are experiencing more and more state officials coming to our community to directly visit with Jefferson Matters: Main Street. When we have dignitaries come to our community we want to be able to hand them information they can take back to their communities. We will be hosting a State of Iowa Main Street Director conference next October and we will definitely be handing them out to all of the directors in attendance giving them information to take back to their individual boards in their communities. This will be a great opportunity to share what we have in our city to many people.

We have seen an increase in people from other communities coming into Jefferson Matters: Main Street's office when they are beginning to explore the downtown district as either a place to open a new business or expand their business into our community. These would be beneficial to hand out during these visits as well.

Date of Event or Project Start and End Date

As soon as we are notified if we receive the grant, we will order the Welcome bags.

What is the amount requested and how is the money going to be used?

\$300.00 is being requested for the project. Jen Badger of ShineOn Designs will be printing the welcome bags for us so all funds requested will support a local downtown business owner. The bags will be white with the city logo and Jefferson-Matters: Main Street printed in black.

Does the applicant have other funding sources and if so how much are they funding?

Due to a small budget, the Promotion Committee of Jefferson Matters: Main Street does not have the necessary funds for this project to move forward. Hotel/Motel funds are being requested as this project helps get the information about our city into the hands of visitors and tourists.



**FIVE-YEAR AIRPORT
CAPITAL IMPROVEMENT PROGRAM (CIP)**
Attach additional sheets if necessary.

Airport name, LOCID, city, state Jefferson Municipal Airport (EFW), Jefferson, Iowa

Prepared by Bolton & Menk

Sponsor's email michaelpcjett@netins.net

Date prepared _____

Sponsor's signature _____

Sponsor's phone 515-386-3111

Printed name Michael Palmer

FY	Detailed project/scope description	Funding source				Total estimated cost
		Federal	State	Local	Total	
2020	Extend Runway 32 to 4,000 Feet (Design)	\$ 144,000	\$	\$ 16,000	\$ 160,000	
2021	Extend Runway 32 to 4,000 Feet (Construction)	\$ 1,269,090	\$	\$ 141,010	\$ 1,410,100	
		Federal \$	State \$	Local \$	Total \$	
		Federal \$	State \$	Local \$	Total \$	
		Federal \$	State \$	Local \$	Total \$	

Jefferson Public Library

Meeting of the Board of Trustees
December 10, 2018 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. Project Updates: design assistance
- VI. Old Business
 - A. Personnel
 - B. Investment of estate funds
 - C. Priority survey
 - D. Salary matrix update
 - E. FY20 budget proposal
- VII. New Business
 - A. Building maintenance projects – roof replacements, water pipes, water heater, smoke alarms, furnace and air conditioner
 - B. County funding
- VIII. Next Meeting – Monday, January 7 at 6:30 p.m.
- IX. Adjournment