

AGENDA

COUNCIL MEETING
Tuesday, January 8, 2013
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. 12/11/12 Council meeting minutes.
- B. Pit Stop Liquors & Tobacco Outlet, LLC, Class E Liquor License.
- C. Casey's General Store #1617, Class E Liquor License.
- D. Submit State TIF Report to Iowa Dept. of Management.
- E. Payment of monthly bills

IV. NEW BUSINESS:

- A. Annual appointments by the Mayor.
- B. Sewer bill adjustment.
- C. Approval of pay estimate #9 of \$34,255.06 for Jefferson Downtown Restoration project.
- D. Consider approval of proposal to repair basketball equipment at Community Center.
- E. Consider inviting proposals for redevelopment or rehabilitation of property at 500 S. Maple St.
- F. Set date for 2013-2014 budget workshop.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 1/8/13

NEW BUSINESS

- A. **Annual appointments by the Mayor.**
- B. **Sewer bill adjustment.** The Sewer Committee reviewed a request to adjust the sewer charges at 701 N. Cedar due to a water leak that did not enter the sewer. There is no adjustment to the water charges.
- C. **Approval of pay estimate #9 of \$34,255.06 for Jefferson Downtown Restoration project.**
- D. **Consider approval of proposal to repair basketball equipment at Community Center.** The Park and Recreation Committee is recommending American Athletic Inc to replace the winches and safety straps on the main basketball goals in the gym area at a total cost of \$15,000.
- E. **Consider inviting proposals for redevelopment or rehabilitation of property at 500 S. Maple St.** In 2012, the City obtained the property located at 500 S. Maple through a tax sale. The Building Inspector has determined that the house can be rehabilitated. In order to accomplish this the Staff is recommending the preparation of a request for proposal (RFP) which would outline the rehabilitation requirements that would be necessary for a private contractor or individual to complete in order to obtain the property. Attached is the proposed RFP language.
- F. **Set date for 2013-2014 budget workshop.** The recommended date is Tuesday, February 12, 2013 following the regular City Council meeting.

COUNCIL MEETING

December 11, 2012

5:30 P.M.

PRESENT: Figenshaw, Teeples, Black, Jaskey, Von Ahsen

ABSENT: None

No citizens spoke at the Open Forum.

On motion by Von Ahsen second by Figenshaw, the Council approved the following consent agenda items: November 27, 2012 Council Minutes and payment of monthly bills from City funds.

AYE: Teeples, Jaskey, Figenshaw, Black, Von Ahsen

NAY: None

On motion by Teeples second by Jaskey, the Council approved the hiring of Pat Gerhardt as a new police officer, at Step 1, effective December 28th.

AYE: Von Ahsen, Teeples, Black, Figenshaw, Jaskey

NAY: None

On motion by Teeples second by Black, the Council approved appointments of Shawn Olson Sr., Shawn Olson Jr., and Joe Lane to the Fire Department.

AYE: Jaskey, Von Ahsen, Black, Teeples, Figenshaw

NAY: None

On motion by Jaskey second by Figenshaw, the Council approved Pay Estimate #8 to Wicks Construction for \$155,763.67, for work to date on Downtown Restoration Project.

AYE: Black, Figenshaw, Jaskey, Teeples, Von Ahsen

NAY: None

On motion by Black second by Jaskey, the Council approved wage adjustment for Elizabeth Towers and Simeon Lang, at Step 2, \$13.55 per hour, effective December 15th.

AYE: Black, Teeples, Von Ahsen, Jaskey

NAY: Figenshaw

On motion by Black second by Von Ahsen, the Council approved cancelling the Council meeting scheduled for 4th Tuesday of December, 2012.

AYE: Figenshaw, Teeples, Black, Jaskey, Von Ahsen

NAY: None

The following bills were approved for payment from City funds:

CITY NOTICE REQUESTING PROPOSALS FOR REHABILITATION
OF PROPERTY AT 500 SOUTH MAPLE STREET

The City of Jefferson has acquired the property located at 500 South Maple Street and is inviting written offers and proposals for the purchase and redevelopment or rehabilitation of the property, which may include either the replacement of the existing improvements with a new house or rehabilitation of the existing house. Interested parties should submit a written proposal containing the following information: (i) the amount they are willing to pay for the property in its existing condition, (ii) a description of the proposed redevelopment or rehabilitation, (iii) any proposal for rehabilitation should include plans and specifications for the rehabilitation, a budget showing estimated cost, estimated time for completion, and proof of financial ability to complete the project. Any person acquiring the property must agree to redevelop or rehabilitate the property in a manner which will be compatible with the neighborhood and comply with existing zoning requirements (Residential Single-Family District -- RS-6) and applicable building and construction codes. Any person acquiring the property for rehabilitation purposes must complete the rehabilitation project within one year. Written proposals should be filed with the City Clerk of Jefferson on or before _____. The City reserves the right to reject any and all proposals.

AGENDA

WATER/SEWER, STREET/SANITATION COMMITTEES TUESDAY DECEMBER 18, 2012, 12:00 NOON JEFFERSON CITY HALL

I. SEWER

- A. Request for adjustment on sewer bill.
- B. UV bulb discussion
- C. Review 2013-2014 budget

II. WATER

- A. Water/Sewer tap fees for new residential school house.
- B. Update on front counter customer service improvements.
- C. Water loss detection improvements.
- D. Review 2013-2014 budget.

III. STREETS

- A. Discussion to install decorative fencing accents on alleys leading to the square.
- B. Discussion of straightening and painting steel light poles.
- C. Review of Washington and Locust St overlay proposal.
- D. Review 2013-2014 budget.

IV. SANITATION

- A. Fee schedule recommendation.
- B. Review 2013-2014 budget.

Mike Palmer
City Administrator
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michaelpcjeff@netins.net

Jefferson Park & Recreation Commission
Agenda
December 19, 2012
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 November
- V. Approval of bills for November 15-December 15
- VI. Old Business
 - a. Lights needed at Russell and Kelso Park
 - b. Progress of building repairs at Community Center
 - c. Information from ACCO on the detection of the leak
- VII. New Business
 - a. North and South basket repairs with AAI/Spalding
 - b. Revisit batting cage fees
 - c. Membership for part time personnel
 - d. Locate leak at the pool
 - e. Pump for baby pool
 - f. Desire to stay on the board for another three year term
 - i. Denise Promes
 - ii. Doug Meinecke
- VIII. Reports

- a. Wellness Report
 - b. Program Report
 - c. Directors Report
 - d. Parks Report
- IX. Adjournment-Next meeting Wednesday, January 16, 2013 at noon at the
GCCC

Agenda Summary

Old Business

- A. I was asked to check into lighting at Russell Park and Kelso Park. I met with Steve Nelson. He suggested that the pole on the east at the corner of the house lot would have a light on and then a pole on the northwest corner of the parking lot put up a pole to shine the light into the shelter house. The cost would be \$20 per month per pole for a total of \$480 per year at Russell. At Kelso one light could be mounted on the yard pole in the parking lot and the spot light could be shared between the playground and the shelter house. That would be \$20 per month with a cost of \$240 per year. According to the estimate I received from Steve Nelson it looks like for the 3 lights it will run around \$88 per month. I have talked with Chris Durlam and he will take a look at the shelter house to see what he could do.
- B. I have contacted Mike Wallace about the repairs. They started the repairs on Thursday, December 13.
- C. Debra Coffman, General Manager of ACCO sent us a bid of \$1700 to locate the leak at the pool. As discussed earlier, Dwight Lehman said his sump pump ran all summer long. After the pumps were shut off it quit pumping leading us to believe the tub is not leaking, but the pipes which are under pressure from the pumps are leaking. I am checking to see if they can't locate the leak if we will still be responsible to pay the \$1700. I talked with Stan from ACCO. They do not guarantee the work. Sometimes they will discount the work if they can't find it, but they come and set up and go to the work locating the leak. Stan said once we decide to do it they could come anytime it is nice. The pumps do not need to be on. I talked with Mike and he said the \$1700 could come from the LOST fund.

New Business

- A. The north basket in the gym is broken. I have met with Brian Holladay about the repairs. He recommends updating the equipment. A list of repairs was sent to the board members on Wednesday, Dec. 5 to look over. I have contacted

Chris Durlam with PACE to see what they can do financially. He said they would match whatever the city would put in up to \$10,000.

- B.** The batting cage is not being used due to the charge. Libby said she can think of only 3 people that have paid to use the cage since she starting working here. We would like to get that usage up again possibly bring in some new memberships.
- C.** Last year I tried to increase the hourly wage for part time staff and I was turned down. I don't think things improved for the city financially this year. We have 5 very dependable people working for us. I would like the board to consider letting them have a single membership after they have worked for 3 years.
- D.** Debra Coffman, General Manager of ACCO sent us a bid on finding the leak at the pool, which is \$1700. I am checking to see if they can't find the leak if we still are responsible for the \$1700. I spoke with Mike about funding and he said this could be paid for from the Lost Fund.
- E.** While looking into a splash pad I have found out that our baby pool pump will not work to circulate the water. I have priced the pump for the baby pool and it is \$495. I am out of budget for repairs at the pool, so will see if Stan can allow us to pay after July 1. Otherwise I may need to take it out of the Chemicals.
- F.** According to my records Denise and Doug terms are up this year 2012. At this meeting they can tell us if they wish to continue for another term.

Jefferson Park & Recreation Commission
Minutes
November 28, 2012
12:00 pm Greene County Community Center

Board Members Present: Doug Meinecke, Steve Hauptert, Larry Teeples, Heather Ruzicka, Lee Horbach, Rosemary Hoyt

Others Present: Vicky Lautner, Libby Towers, Simeon Lang, Craig Berry & Mike Palmer

Meeting called to order at 12:02. President Meinecke presided.

Berry explained progress for Market 2 Market relay run to begin in Jefferson and end in Des Moines on Saturday, May 11, 2013. The race organizer requested space on Friday, May 10 for packet pick up at the GCCC. Motioned by Ruzicka to allow a meeting room for May 10 at no charge for M2M use. Seconded by Hauptert. All were in favor.

Motioned by Hauptert seconded by Teeples to approve October minutes. All were in favor.

Motioned by Hauptert seconded by Hoyt to approve bills for October 15-November 15. All were in favor.

Under Old Business

Sign Update

The old sign was disconnected by Durlam's. Park guys removed the sign in the morning on November 28. Larry and Vicky are in contact with Doug Hawn to deliver sign. Once sign is delivered forms will be poured for base and point to point will be installed.

Wrestling Tournament Concession Stand

The Steven Silbaugh Memorial Wrestling Tournament has been set for Sunday, January 6. Park and Recreation Board members verbally committed to operating the concession stand for the second year.

Under New Business

Lights at the Park

Mayor Berry was approached by a representative from the Webb House. They requested better lighting for Russell Park. Lautner will be looking into options for Russell and possibly Kelso.

Repairs at GCCC

Motioned by Horbach to have Wallace Construction repair water damage near north emergency exit and at main entrance. Seconded by Ruzicka. All were in favor.

Budget Committee

Lautner requested two representatives from board to help with the next budget. Ruzicka and Hauptert will be assisting for the second year.

Hess Fund

The trustees for the Dorothy M. Hess Memorial determined they will provide \$5,000 towards the Life Fitness treadmill and the Life Fitness adjustable pulley system. Motioned by Hoyt to purchase the Life Fitness Treadmill. Seconded by Ruzicka. All were in favor. \$5,000 will not cover the full cost of both equipment. The pulley system will not be purchased.

Wellness, Program & Directors reports were included in meeting packets for board members to review on own time.

Meeting was adjourned at 12:32 pm.

AGENDA

Cemetery Committee
Thursday, December 20, 2012
@ noon
At City Hall

- I Call to Order
- II Old Business
 - A. Action on Resolution in regards to vandalism
 - B. GCCC Sign for Cemetery
 - C. Progress on Directory with Region XII
- III. New Business
 - A. Future Agenda Items
 - B. Department Report
- IV. Adjourn

Agenda Summary

Old Business

- A. Bob Schwartzkopf has talked with Diane about evaluating the Resolution and making needed changes. He has not gotten back to her on what progress she has made.
- B. The sign at the Greene County Community Center has been taken down and put in cold storage for the time being.
- C. I have communicated with Karina Ward from Region XII about making a directory for the Cemetery. She has not figured out a good way to put the information together and display it. She will have more time in January to work on this project and put together a cost for it.

New Business

- A. Future Agenda items.
- B. Department Report
 - a. Burials
 - i. October (3) 2 full burials and 1 cremations
 - ii. November (6) 3 cremations and 3 full
 - iii. December 13 (4) 3 full and 1 cremations
 - b. Bases for tall stones have been installed.
 - c. Iron ordered for Flag Poles
 - d. Conroy working on flag holders
 - e. Checked with Bill Kendall as where to purchase the flags

Next meeting on Thursday, February 21 @ City Hall at noon.

Jefferson Public Library

Meeting of the Board of Trustees

January 7, 2013 6:30 PM

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. December Circulation Report
 - B. December Usage Report
 - C. Year-to-Date and Monthly Financial Reports
 - D. Activity Report
 - E. Project updates: microfilm conversion, landscaping, improvement plan
- VI. Old Business
 - A. FY14 Budget Proposal
- VII. New Business
 - A. Greene County Librarians Association activities & FY14 county funding request
 - B. Consideration of Fee Increases: color copies & FAX charges
 - C. New Community Partnerships: Sierra Community Theatre, Greene County Middle School, Learning Express Library
 - D. Grant Application
 - E. Personnel
- VIII. Set Date for Next Meeting – February 11
- IX. Adjournment

MINUTES

Jefferson Public Library

Meeting called to order 6:35 PM by President Ballard

Present: Ballard, Lutz , Riphagen, Olhausen, Stapleton (arrived at 6:55); Millard, Clark (Staff)

Open Forum: No one present

November Minutes approved (Lutz/Olhausen)

August Expenditures approved (Lutz/Olhausen) Overall percentage spent is on track for the year, with 41.6% expected and 40.9% currently spent.

Director's Report:

A. Circulation: 7,582 (+654 from November 2011)

B. Usage: 10,462 (+ 1543 from November 2011); OPAC searches continue to be up almost 1,800 more than last year.

C. Year to Date and Monthly financial reports: To date there have been expenses of 40.94% and revenue of 42.01%, with the expected budgeted amount of both being 41.67%.

D. No Activity Report this month.

E. Project Updates: Microfilm conversion; new contract signed with Advantage Nov 28, they require 8 additional reels to cover the 20 years from 1870 to 1890, Jane will arrange a time to turn them over to Advantage staff, likely in Ames. Jane also spoke with Ann Wilson new owner of the Bee and Herald, she was supportive of the project. Improvement Plan: 1318 patrons withdrawn. Derrick Bauer hasn't been contacted yet, but will be concerning possible library addition.

Old Business:

A. Policy review: R-rated movies. **Motion:** Leave policy as written (Olhausen/Lutz) approved 5-0

B. Budget: new electronics line for things like WILBOR and EBSCOHost of \$1,500, Capital Improvements line of \$5,000. Jane informed board of a national professional development opportunity in Omaha which isn't budgeted for; **Motion** that \$1,000 be added to Professional Development to cover expenses associated with conference. (Stapleton, Lutz) motion passed.

The current budget is \$271,841 asked budget is \$280,516. Jane also indicated that the city had received the Alliant rebates for the insulation and lighting on the children's side. Rebate total for insulation was are \$1436.75, total cost of project was \$2052.50. All agreed this was a great program and very cost effective.

New Business:

- A. Friends of the Library: Trustee Stapleton was able to attend, no dollars were requested at this meeting, but some future projects that we will ask for funds are carpet replacement and a book mobile.
- B. New photocopier coming, it is multi-functional; cost will be \$207.50 per month up from the current rate of \$191.50.
- C. Events: 7th grade orientation last week, Friday Study Club decorated two trees, Winter adult reading program will run from mid-Jan to mid-Mar and will have an Iowa theme. Wonder Weavers story tellers presented at 6 county library's on December 6 and 7. This was funded by a grant of \$2,000 from Beta Tau Delta and very positively received. Storytime begins again in January.

Adjourn: (Olhausen/Stapleton) 7:45PM

Brad Riphagen, Secretary

President

Secretary