



**Agenda
City Council Meeting
Monday, September 19, 2022 – 6:00 p.m.**

**City Council Chambers
201 East Pleasant Street
Maquoketa, IA 52060**

The Monday, September 19, 2022, Council meeting may be attended thru Zoom as allowed by Section 21.8 of Iowa Code. Anybody that would like to attend the meeting may do so thru the following means, and the meeting will rebroadcast over the local access channel:

The public will have both video and audio disabled throughout the virtual meeting unless a request to address the City Council is made during the Public Participation section of the Agenda. Speakers are kindly asked to keep participation to 3 minutes.

Web link: <https://zoom.us/j/96488987917>
Phone call: 312 626 6799
Meeting ID: 964-8898-7917

- 1. Call to order**
- 2. Pledge of Allegiance**
- 3. Roll call**
- 4. Approval of the Agenda**
- 5. Public Participation**
- 6. Consent agenda**
 - a. Minutes – September 6, 2022 Regular City Council Meeting**
 - b. Bills Payable through September 19, 2022 in the Amount of \$1,680,779.40**
- 7. Public Hearings**
 - a. Public hearing on the proposal to enter into a Community Space Development Agreement with Redeker Partners LLC (120 South Main Street)**

City Manager Summary: This public hearing is related to the Resolution at the last City Council meeting on September 6, 2022 in order to gather public input for entering into a community space development agreement with Redeker Partners LLC at 120 S Main St. To reiterate, this step is recommended by the City Attorney in order to establish a further agreement outside of CDBG requirements.

Council support is recommended.

b. Public hearing on the proposal to enter into an Upper Story Housing Agreement with Redeker Partners LLC (138 South Main Street)

City Manager Summary: This is the same action as the previous public hearing and recommended by the City Attorney. As stated on at the September 6th City Council meeting, the development will produce two high-end apartments in the downtown district at an estimated price of \$649,842. The owner will be subject to the local cost share and any change orders.

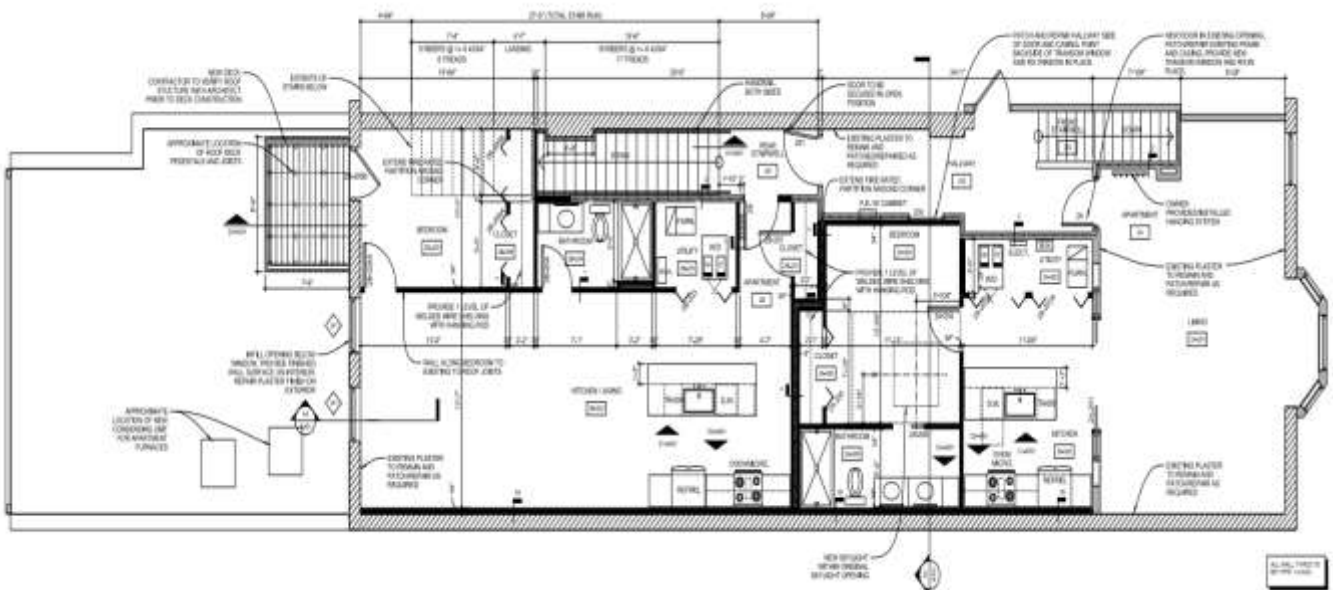
Council support is recommended.

c. Public hearing regarding plans, specifications and form of contract for 138 S Main Project

City Manager Summary: This is the public's opportunity to provide for input on the plans and specifications for the 138 S Main St housing development described just above. As I've stated, two high-end apartments will be produced at a very significant price tag.

The plans in the simplest form are described with this image on the second floor and available for further review at this link:

[138 S Main St Housing Project Drawings](#)



8. Old Business

- a. Resolution approving and authorizing execution of a Community Space Development Agreement by and between the City of Maquoketa and Redeker Partners LLC (120 South Main Street)**

City Manager Summary: This resolution action effectuates the final development agreement and follows the public hearing on item 7(A) of this agenda.

Council support is recommended.

- b. Resolution approving and authorizing execution of an Upper Story Housing Agreement by and between the City of Maquoketa and Redeker Partners LLC (138 South Main Street)**

City Manager Summary: Similar to items 8(A) and 7(A), this officially approves the housing agreement considered in public hearing item 7(B).

Council support is recommended.

- c. Resolution approving plans, specifications and form of contract for the 138 South Main Street Facility Improvement**

City Manager Summary: This Council resolution approves the plans as proposed in the public hearing for the 138 S Main housing improvements. If approved, the Council can expect bid proposals for both 138 and 120 S Main on October 3rd, 2022 Council meeting.

Council support is recommended.

9. New Business

- a. Resolution approving salary increase for Police Chief, Library Director and Public Works Director effective September 21, 2022**

City Manager Summary: By ordinance the City Manager must bring compensation recommendations for final approval to City Council. As such, this Resolution follows what was unanimously supported at the Finance & Personnel Committee meeting on September 12, 2022.

At the conclusion of the City Council's action on August 1, 2022, to revise City employee salaries by an additional 6% as a reactionary tool to market inflation and job competition, the recommendation of the City Manager was to wait for further analysis on the outcomes of revising department head salaries.

Staff is now at a point to provide that recommendation. The applicable department heads are Police Chief Brendan Zeimet, Public Works Director Frank Ellenz, and Library Director Katie Pauls.

- Police Chief Brendan Zeimet: Chief Zeimet started in his role December 2021 and currently has an \$80,000 salary. Chief Zeimet has done well in his transition and has assumed accountability for his department in an impressive way. Chief Zeimet continues to be challenged with recruiting, retention, and portraying the police in a productive and positive light. It is a difficult job and he bears the weight of the responsibilities just as any other police leader should do. Thus, Chief Zeimet and I have discussed the Chief market and several data points have been discovered.
 - Camanche PD Chief: 9 full-time POs - \$89,941 salary
 - Monticello PD Chief: 7 full-time POs - \$90,000 salary plus \$13,000 health-insurance opt-out incentive
 - DeWitt PD Chief: 10 full-time POs - \$91,710 plus \$3,600 annual vehicle allowance
 - Eldridge PD Chief: 11 full-time POs - \$87,568 with take City take home car (salary currently under negotiation)

Given Chief Zeimet's experience as Chief in Maquoketa, staff recommends supporting a flat \$90,000 salary for Chief Zeimet. This is consistent with the market but slightly behind comparables given the scale of work in Maquoketa and Chief Zeimet's actual time as serving Chief.

- Public Works Director Frank Ellenz: Public Works continues to run thin and Frank's response demands to public property complaints remains high. For what the position entails and for what Frank has made the position, staff believes Frank Ellenz should be in line for the same 6% increase as other City Employees. Frank's current salary is \$76,175 and this would increase to \$80,744.
- Library Director Katie Pauls: Katie Pauls' salary is currently \$55,779. The Library community and the ruling board are extremely pleased with Katie's performance. They believe they've never had a more passionate and talented director. From the City's perspective, staff shares the same opinion. Katie has volunteered to do the local access cable recordings at no demand for extra pay and transitioned the cable model to video recordings on Youtube for City Council meetings. This was a much-needed step. In addition, Katie unfortunately had a personnel issue in February 2022 resulting in the loss of one position which was not filled. Katie readjusted schedules and part-time hours to fit the Library needs and even with all potential salary and benefit increases, the Library personnel operation will be less expensive to the taxpayer because of Katie's solutions.

The City also formerly employed a person to run local access cable. Katie eliminated these expenses off the City's General Fund and as something of a reward to her and the library, the City uses \$20,000 of local access cable revenue for a library transfer in the annual budget. Katie found a solution she believes is mutually acceptable to the Library and City. Katie's proposed transferring the same \$20,000 but earmarking \$5,000 of the \$20,000 toward her salary.

In addition to this, the Library Board feels the Library Director position is out of competitive range. The most recent example is DeWitt's Library Director hire at \$68,000. The City and

Library conducted a larger analysis and found pay for Library Director ranged from \$46,116 - \$113,380.

The Library recommends increasing Katie's base salary to \$65,000 with \$5,000 of that total coming out of local access revenue from the City.

Council support is recommended.

b. Resolution approving an amendment to the resolution authorizing issuance of Sewer Revenue Capital Loan Notes Anticipation Project Note, Series 2019, dated December 20, 2019 and authorizing execution and delivery of Amendment to Loan Agreement

City Manager Summary: This action approves an amendment to the City's Sewer Revenue Capital Loan Notes Anticipation Project Note, Series 2019 (SRF P&D loan), which matures on December 20, 2022. Because this loan is coming due prior to when you plan to issue the permanent financing for the project, the Iowa Finance Authority (IFA) requires that the loan be extended, typically for another 3 years. The loan, after amendment, will come due on December 20, 2025, but will most likely be paid earlier by being rolled into the construction SRF loan upon completion of the City's Wastewater Treatment plant.

Council support is recommended.

c. Resolution awarding Tracy Thede a Downtown Incentives – Upper Story Renovation Grant in the amount of \$15,000

City Manager Summary: The next two Resolutions are tied to the City's Downtown Incentives Fund which has a fiscal year budget of \$90,000 and the City ultimately claims these progressive developments on the tax increment financing (TIF) claim with Jackson County.

Mr. Thede approached the City regarding a renovation at the newly purchased 112 W Platt St in Downtown Maquoketa. Mr. Thede plans a complete renovation of two present but aged apartments in the second story of the building. Mr. Thede plans on turning these two residences in short-term AirBNB style rentals for travelers enjoying the area's recreational features. Mr. Thede seems to have a sound business plan.

In the attached backup, the plans call for demolition, wall, floor, mechanicals, appliances, painting, and window repairs/replacements. The work is significant. The maximum allowable for Upper Story Renovation Grant in the Downtown Incentives fund is \$15,000. The applicant is seeking the maximum allowable.

A chart of fiscal year-to-date commitments is provided below. Please note the City Council has now committed to its yearly partners and the City will open up applications for the FY23-24 fiscal year around May 2023. This information has been communicated across City Staff, Downtown Incentives Committee, and JCEA.

MAQUOKETA DOWNTOWN GRANT PROGRAMS					
APPLICANT	PROGRAM DESCRIPTION	Date Minimum for Reimbursement	COUNCIL-GRANTEE CONTRACT AMOUNT	Paid to Date FY 2022-2023	Remaining Obligation
Innovate 120, Inc. (Abbott)	Commerical Interior Grant	7/5/2022	\$ 10,000.00	\$ -	\$ 10,000.00
Makin' Copies & More!, LLC (Lenth)	Commerical Interior Grant	7/5/2022	\$ 9,423.00	\$ 7,878.78	\$ 1,544.22
Infinity Satellite Systems LLC (Sokol)	Upper Story Renovation	7/5/2022	\$ 15,000.00	\$ 8,266.65	\$ 15,000.00
Harper Assets/Copper Cardinal	Commerical Interior Grant/Upper Story Renovation	7/5/2022	\$ 15,000.00	\$ -	\$ 15,000.00
Central Financial Group (Kinrade)	Commercial Interior Grant	7/5/2022	\$ 10,000.00	\$ -	\$ 10,000.00
Cardinal Crossfit	Façade Grant	7/5/2022	\$ 15,000.00	\$ -	\$ 15,000.00
Tracy Thede - 112 W Platt St	Commercial Interior/Upper Story Grant	7/5/2022	\$ 15,000.00	\$ -	\$ 15,000.00
Courney Hickson - 116 W Platt St	Façade Grant	7/5/2022	\$ 1,200.00	\$ -	\$ 1,200.00
			Total	\$ 90,623.00	\$ 16,145.43
			Total Budget Left	\$ (623.00)	

Council Support is recommended.

d. Resolution awarding Courtney Hickson a Downtown Incentives – Façade Grant in the amount of \$1,200

City Manager Summary: Just before the previous Resolution proposal, Courtney Hickson contacted the City with regard to adding a decorative awning at the 116 W Platt St building she purchased and is planning to open a Mental Health Counseling services business. Ultimately Courtney Hickson proposed a \$2,400 awning of which half would be covered under the Façade Grant program. The project will add business diversity to the downtown district and give the building a needed facelift.

Courtney Hickson filed application with the Downtown Incentives Committee and this was supported unanimously.

Council support is recommended.

e. Resolution between the City of Maquoketa and Jackson County Conservation Board pledging local match through Destination Iowa Grant Funds, Friends of Jackson County Conservation Trail Fund, and REAP Funds for the purpose of making a dual application to the Federal Recreational Trails Program and providing for a maintenance agreement upon completion of the project

City Manager Summary: At the beginning of September, ECIA provided City Staff a fund alert for potential grant opportunities. One said opportunity exists with the Federal Recreational Trails (FRT) fund which is managed by Iowa Department of Transportation (IDOT).

The cost share is 80% grant funded, 20% local. Staff met with grant manager, Scott Flagg, to ask several questions about the program and local match requirements. The application for the Federal Recreational Trails program is due October 1 which is why this is before the City Council. There is a State version of the trails program but the State is committed until Summer 2023. The FRT requires an authorized Resolution between the applicants in order to complete the application.

Jackson County Conservation Board Executive Director, Nathan Jones, and City Staff met on Wednesday, 09/14/22, to discuss this program.

There is one primary objective to this grant application and it relates to the Destination Iowa project. As previously discussed, the entire Destination Iowa project in Prairie Creek Recreation Area totals up to \$1.977 Million. Given some of the City and Conservation Board's recent capital projects such as the Stormwater Levee, it's not uncommon to receive contractor bids that are 25-50% more than originally budgeted for. Thus, if the City and Conservation Board can obtain another grant partnership to complete the Prairie Creek Recreation Area project, the partners and project outcome would be well served by building budget capacity with the help of the FRT program. If successful, this would relieve partners from having the inevitable what do we cut conversation and help Jackson County obtain the best possible outcome possible.

For the FRT program, we are proposing the Jacobsen Drive to 223rd Ave paved hot mix asphalt path on the backslope of Highway 64. This was already supported in concept by IDOT due to Highway 64's large shoulder footprint and the advantages to ADA accessibility. It will serve as a main recreational connector for the City to Prairie Creek Recreation Area. The engineer estimate kindly provided by Jackson County Conservation Board's contract engineer as of May 2022 was \$381,474.90 and is best detailed by this chart:

Trail Construction from Jacobsen Drive to 223rd Ave. (Paved)						Commentary
REF.#	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	ITEM COST	
1	EXCAVATION, CLASS 13, ROADWAY AND BORROW	CY	9400.00	\$ 12.00	\$ 40,800.00	Estimate is for a 10 foot wide paved multi-use trail that is ADA compliant with a 140 foot pedestrian bridge that is 30 feet wide over Prairie Creek along Highway 64 that runs on the backslope of the DOT right of way along Hwy. 64.
2	EXCAVATION, CLASS 13, CHANNEL	CY	140.00	\$ 10.00	\$ 1,400.00	
3	MODIFIED SUBBASE	CY	330.70	\$ 37.00	\$ 12,235.90	
4	EXCAVATION, CLASS 23	CY	128.00	\$ 18.00	\$ 2,304.00	
5	REINFORCING STEEL, EPOXY COATED	LB	11250	\$ 2.00	\$ 22,500.00	
6	STRUCTURAL CONCRETE (BRIDGE)	CY	35.00	\$ 550.00	\$ 19,250.00	
7	PILES, STEEL HP 10X42	LF	240.00	\$ 58.00	\$ 13,920.00	
8	PRE-ENGINEERED STEEL TRUSS TRAIL BRIDGE	EACH	1.00	\$ 110,000.00	\$ 110,000.00	
9	ENGINEERING FABRIC	SY	133.30	\$ 2.50	\$ 333.25	
10	REVEMENT, CLASS E	TON	200.00	\$ 30.00	\$ 6,000.00	
11	RECREATIONAL TRAIL, HOT MIX ASPHALT, 6 IN.	SY	2731.00	\$ 35.25	\$ 96,267.75	
12	DETECTABLE WARNING	SF	20.00	\$ 45.00	\$ 900.00	
13	TYPE A SIGNS	EACH	3.00	\$ 300.00	\$ 900.00	
14	CONSTRUCTION SURVEY	LS	1.00	\$ 15,000.00	\$ 15,000.00	
15	TRAFFIC CONTROL	LS	1.00	\$ 2,000.00	\$ 2,000.00	
16	MOBILIZATION	LS	1.00	\$ 17,000.00	\$ 17,000.00	
17	PERIMETER AND SEDIMENT CONTROL DEVICE, 8 IN. DIA.	LF	5000.00	\$ 3.00	\$ 15,000.00	
18	STABILIZING CROP	ACRE	1.20	\$ 500.00	\$ 600.00	
19	MULCHING	ACRE	1.20	\$ 520.00	\$ 624.00	
20	SEEDING AND FERTILIZING	ACRE	1.20	\$ 3,700.00	\$ 4,440.00	
TOTAL					\$	381,474.90



In addition to the Highway 64 trail, we will also propose trail construction within Prairie Creek Recreation area in the amount of \$180,280.25. This was also proposed in the Destination Iowa project and serves as a paved connector from the to be shelter off of Highway 64 & 223rd Ave to the main trail system within Prairie Creek Recreation Area. The same engineer estimate was provided in May 2022 and is backed by the awarded Destination Iowa grant. A detailed budget of said trail is provided with a visual:

TRAIL CONSTRUCTION IN PRAIRIE CREEK						Commentary
REF.#	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	ITEM COST	
1	CLEARING AND GRUBBING - JACKSON CO. CONSERVATION	ACRE	0	\$ 4,000.00	\$ -	Estimate is for 800 feet of paved trail to connect Hwy. 64 access point to a grass trail on opposite side of prairie creek. Trail is 10 feet wide ADA compliant with a 300 ft. pre-fabricated pedestrian bridge that is 10 ft. wide over Prairie Creek.
2	EXCAVATION, CLASS 13, ROADWAY AND BORROW	CY	346.00	\$ 15.00	\$ 5,190.00	
3	EXCAVATION, CLASS 13, CHANNEL	CY	40.00	\$ 10.00	\$ 400.00	
4	MODIFIED SUBBASE	CY	111.00	\$ 40.00	\$ 4,440.00	
5	EXCAVATION, CLASS 23	CY	128.00	\$ 18.00	\$ 2,304.00	
6	REINFORCING STEEL, EPOXY COATED	LB	8750.00	\$ 2.00	\$ 17,500.00	
7	STRUCTURAL CONCRETE (BRIDGE)	CY	26.00	\$ 550.00	\$ 14,300.00	
8	PILES, STEEL, HP 10W42	LF	125.00	\$ 66.00	\$ 8,125.00	
9	PRE-ENGINEERED STEEL TRUSS TRAIL BRIDGE	EACH	1.00	\$ 75,000.00	\$ 75,000.00	
10	ENGINEERING FABRIC	SF	133.30	\$ 2.50	\$ 333.25	
11	RETVEMENT, CLASS E	TON	200.00	\$ 30.00	\$ 6,000.00	
12	RECREATIONAL TRAIL, HOT MIX ASPHALT, 6 IN.	SF	800.00	\$ 35.00	\$ 28,000.00	
13	CONSTRUCTION SURVEY	LS	1.00	\$ 7,000.00	\$ 7,000.00	
14	MOBILIZATION	LS	1.00	\$ 10,000.00	\$ 10,000.00	
15	MULCHING	ACRE	0.40	\$ 520.00	\$ 208.00	
16	SEEDING AND FERTILIZING	ACRE	0.40	\$ 3,700.00	\$ 1,480.00	
				TOTAL	\$ 180,280.25	



The deployability of the proposed project is very high and if awarded Jackson County Conservation Board will be starting design as early as January 2023. Therefore, the project could realistically begin during Summer 2023. The project upon completion will be turned over to Jackson County Conservation Board and Jackson County for continued maintenance such as crack filling.

The total proposed FRT grant application will be \$561,755.15. The 20% local share of this is \$112,351.03. The City and Jackson County Conservation Board are proposing the \$112,351.03 be qualified within the Destination Iowa grant award of \$750,000. Jackson County Conservation Board has pledged, if needed, funds out of the Friends of Jackson County Conservation and REAP Grants in order to meet the match requirements.

Council support is recommended.

f. Resolution waiving request for qualifications and authorizing an exclusive listing agreement with Hubbell Commercial Brokers

City Manager Summary: This council action has the potential to be transformational for the community and greater Maquoketa area. The City has never employed a pro-active real estate broker to market the City's Industrial Park property and this allows Hubbell to represent the City.

In short, the City will list the 59.12-acre City owned site as well as a MIDAS owned 4.62-acre site for \$25,000/acre. According to the agreement, Hubbell will be paid on commission at a 5% rate on sales over 10 acres and 6% under 10 acres.

Staff previously surveyed Certified Industrial Sites with Iowa Economic Development Authority and contacted Centerville, Ottumwa, Forest City, Charles City, and Osage. Hubbell's name consistently came up as the premier listing partner of successful cities. Hubbell is also behind Repurposed Materials setting up a base in the City as well as the new addition of a production business that will fill the vacant 130,000 square foot old Hollander Building. The latter is still refraining from wanting public attention but is excited to move into Maquoketa. Hubbell's sale outcomes and reputation are exceptional and the City should be excited about this listing agreement.

Council support is recommended.

10. Reports and Communications

a. Council Member Reports

b. City Manager Report

11. Executive Session

a. None

12. Adjournment