

# AGENDA

## COUNCIL MEETING

Tuesday, February 10, 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. 1/27/15 council minutes.
  - B. Payment of monthly bills.
- IV. **NEW BUSINESS:**
  - A. Main Street Update.
  - B. Consider resolution recognizing Annette Chiafos for her years of service at the Jefferson Animal Shelter.
  - C. Consider approval to employ golf course manager.
  - D. Consider resolution approving plans and specifications, form of contract, and estimate of cost for 2015 Sanitary Sewer & Manhole Rehabilitation, Jefferson, Iowa, and setting dates for hearing and for receipt of bids.
  - E. Consider approval of proposal by Automatic Systems for computer upgrades to the water treatment plant.
  - F. Consider resolution approving plat of survey covering part of former RR right-of-way east of Elm Street.
  - G. Consider resolution adopting Outdoor Warning Siren Activation policy.
  - H. Set public hearing for adoption of 2015-2016 budget.
- V. **REPORTS:**
  - A. Mayor
  - B. Engineer
  - C. City Clerk
  - D. Attorney
  - E. City Administrator
  - F. Council & Committees
- VI. **ADJOURN.**

## AGENDA SUMMARY

DATE 2/10/15

### NEW BUSINESS

- A. **Main Street Update.**
- B. **Consider resolution recognizing Annette Chiafos for her years of service at the Jefferson Animal Shelter.**
- C. **Consider approval to employ golf course manager.** The committee conducted interviews and will have a recommendation at the meeting.
- D. **Consider resolution approving plans and specifications, form of contract, and estimate of cost for 2015 Sanitary Sewer & Manhole Rehabilitation, Jefferson, Iowa, and setting dates for hearing and for receipt of bids.**  
Attached is the location of the work and the project description. The public hearing would be set for March 10. The receipt of bids would be March 6.
- E. **Consider approval of proposal by Automatic Systems Co. for computer upgrades to the water treatment plant.** The computer system that was installed with the water plant is almost 18 years old. Several proposals were obtained for the work and evaluated by the City Engineer and presented to the Water Committee. The cost of the system would be \$88,870 and would be paid for from the Water Plant Replacement Fund.
- F. **Consider resolution approving plat of survey covering part of former RR right-of-way east of Elm Street.** See attached plat of survey
- G. **Consider resolution adopting Outdoor Warning Siren Activation policy.** The Code/Law Enforcement committee is recommending replacing the existing policy with this updated version. (attached)
- H. **Set public hearing for adoption of 2015-2016 budget.** The public hearing would be 2/24/15



**E-MAILED**

1/27/15

**AUTOMATIC SYSTEMS CO.**

Mr. Tom Schilling  
Jefferson, IA Water  
1000 North Cedar Street  
Jefferson, IA 50129

January 27, 2015

SUBJECT: Water SCADA System Upgrade

Mr. Schilling,

Thank you for your request for proposal for the upgrade of your Water Treatment Plant SCADA Computer, PLC processors, and replacement of your existing Dynamic Systems PLTU Telemetry System. We are pleased to offer the following proposal based on our review of the existing drawings and onsite review.

Our proposal includes replacing the existing PLTU Control System with new Rockwell Micrologix 1400 PLC's and UHF licensed ethernet radios for communications with the Water Treatment Plant. The WTP SLC-5/03 PLC's will be upgraded with new SLC-5/05 Ethernet Processors and the existing SCADA computer and Wonderware HMI Software will be upgraded to the latest version.

**Water Treatment Plant Modifications**

A One (1) **WTP Master Supervisory Control Panel Modifications** as required for replacing the existing Dynamic Systems PLTU System and radio.

Proposed panel modifications shall be complete with SLC-5/05 ethernet processor, ethernet switch, and UHF licensed ethernet radio.

The existing coaxial cable, connectors, and yagi-directional antenna will be reused.

B One (1) **Softener Control Panel Modifications** as required for upgrading to ethernet communications.

Proposed panel modifications shall be complete with a Rockwell SLC-5/05 Ethernet Processor, ethernet switch, and ethernet cabling.

C One (1) **Filter Control Panel Modifications** as required for upgrading to ethernet communications.

Proposed panel modifications shall be complete with a Rockwell SLC-5/05 Ethernet Processor, ethernet switch, and ethernet cabling.

D One (1) **Chemical Feed Remote I/O Control Panel Modifications** as required for upgrading to ethernet communications.

Proposed panel modifications shall be complete with a Rockwell SLC-5/05 Ethernet Processor, ethernet switch, and ethernet cabling.

**MANUFACTURERS REPRESENTATIVES**

- MAIN OFFICE P.O. BOX 120359
- BRANCH OFFICE P.O. BOX 787
- BRANCH OFFICE

**SYSTEMS INTEGRATION**

- ST. PAUL, MINNESOTA 55112 PHONE 651-631-9005
- AMES, IOWA 50010 PHONE 515-232-4770
- CHICAGO, ILLINOIS PHONE 815-927-3386

**INSTRUMENTATION**

- FAX (651) 631-0027
- FAX (515) 232-0795
- FAX (651) 631-0027

- E One (1) **Computer workstation to replace the existing** including Dell Optiplex 9020 Desktop Computer, Intel Core i5 Processor, Windows 7 Professional, 8 GB DDR3 SDRAM at 1600 MHz, monitor, Microsoft Office Professional, 1 TB 3.5inch SATA (7200 RPM) Hard Drive, Dell Quiet Keyboard, 6-button laser mouse, 3-year ProSupport with 3-year NBD Limited Onsite Service after remote diagnosis.
- F One (1) **Wonderware InTouch Runtime License Version Upgrade** of existing license to current version.
- All software files and media will be licensed in the city's name and turned over to the city upon completion.
- G One (1) **Network Security Firewall** for remote access of SCADA System utilizing city-provided iPads.

#### Remote Wells and Tower

- H One (1) **Well #4 Control Panel Modifications** to include replacement of the existing PLTU and radio.
- Proposed panel modifications shall be complete with a UPS, Rockwell Micrologix 1400 PLC, compact flash memory module, UHF licensed ethernet radio, lightning arrester, ethernet switch, and terminals.
- Equipment to be reused to include coaxial cable, connectors, and yagi-directional antenna.
- I One (1) **Well #6 Control Panel Modifications** to include replacement of the existing PLTU and radio.
- Proposed panel modifications shall be complete with a UPS, Rockwell Micrologix 1400 PLC, compact flash memory module, UHF licensed ethernet radio, ethernet switch, and terminals.
- Equipment to be reused to include coaxial cable, connectors, and yagi-directional antenna.
- J One (1) **Well #7 Control Panel Modifications** to include replacement of the existing PLTU and radio.
- Proposed panel modifications shall be complete with a UPS, Rockwell Micrologix 1400 PLC, compact flash memory module, UHF licensed ethernet radio, ethernet switch, and terminals.
- Equipment to be reused to include coaxial cable, connectors, and yagi-directional antenna.
- K One (1) **Well #8 Control Panel Modifications** to include replacement of the existing PLTU.
- Proposed panel modifications shall be complete with a UPS, Rockwell Micrologix 1400 PLC, compact flash memory module, UHF licensed ethernet radio, ethernet switch, and terminals.
- Separate mounted equipment to include coaxial cable, connectors, and yagi-directional antenna to be mounted to the well house exterior.
- L One (1) **Well #9 Control Panel Modifications** to include replacement of the existing PLTU and radio.

Proposed panel modifications shall be complete with a UPS, Rockwell Micrologix 1400 PLC, compact flash memory module, UHF licensed ethernet radio, ethernet switch, and terminals.

Equipment to be reused to include coaxial cable, connectors, and yagi-directional antenna.

- M One (1) **Well #10 Control Panel Modifications** to include replacement of the existing PLTU and radio.

Proposed panel modifications shall be complete with a UPS, Rockwell Micrologix 1400 PLC, compact flash memory module, UHF licensed ethernet radio, ethernet switch, and terminals.

Equipment to be reused to include coaxial cable, connectors, and yagi-directional antenna.

- N One (1) **Water Tower Control Panel Modifications** to include replacement of the existing PLTU and radio.

Proposed panel modifications shall be complete with a UPS, Rockwell Micrologix 1400 PLC, compact flash memory module, UHF licensed ethernet radio, ethernet switch, and terminals.

Equipment to be reused to include coaxial cable, connectors, and omni-directional antenna.

**Services**

- O One (1) **Electrical Installation Services** to include services by a licensed Master Electrician to install the plant ethernet cabling and Well No. 8 coaxial cable, connectors, and yagi-directional antenna.

- P One (1) **Professional Services** to include engineering, PLC programming, operator interface programming, and onsite field services.

- Q One (1) **On-site Field Services** to include start-up, testing, and operator training.

- R One (1) Set of Complete **Installation, Operation and Maintenance Manuals.**

Your net price for Items A thru R, FOB factory with **freight allowed** to jobsite including **one (1) year warranty** from date of startup (not to exceed 18 months from date of shipment).....**\$ 86,120.00 PLUS TAX .**

- S Six (6) **Well Flow Totalizer Digital Indicators** to replace the existing Dynamic Systems Totalizers at the well houses. The existing totalizers are connected via ribbon cable to the PLTU and cannot be reused.

Your net price for Item S, FOB factory with **freight allowed** to jobsite including **one (1) year warranty** from date of startup (not to exceed 18 months from date of shipment).....**\$ 2,750.00 PLUS TAX .**

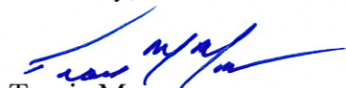
The above price for Items A thru S **does not** include any:

1. Sales or use taxes.
2. Bond costs.
3. License fees or permits of any kind.
4. Repair or replacement of any field devices.

Thank you very much for the opportunity of providing you with the above proposal, should you wish to proceed with an order please sign on the space provided below and return a copy to this office.

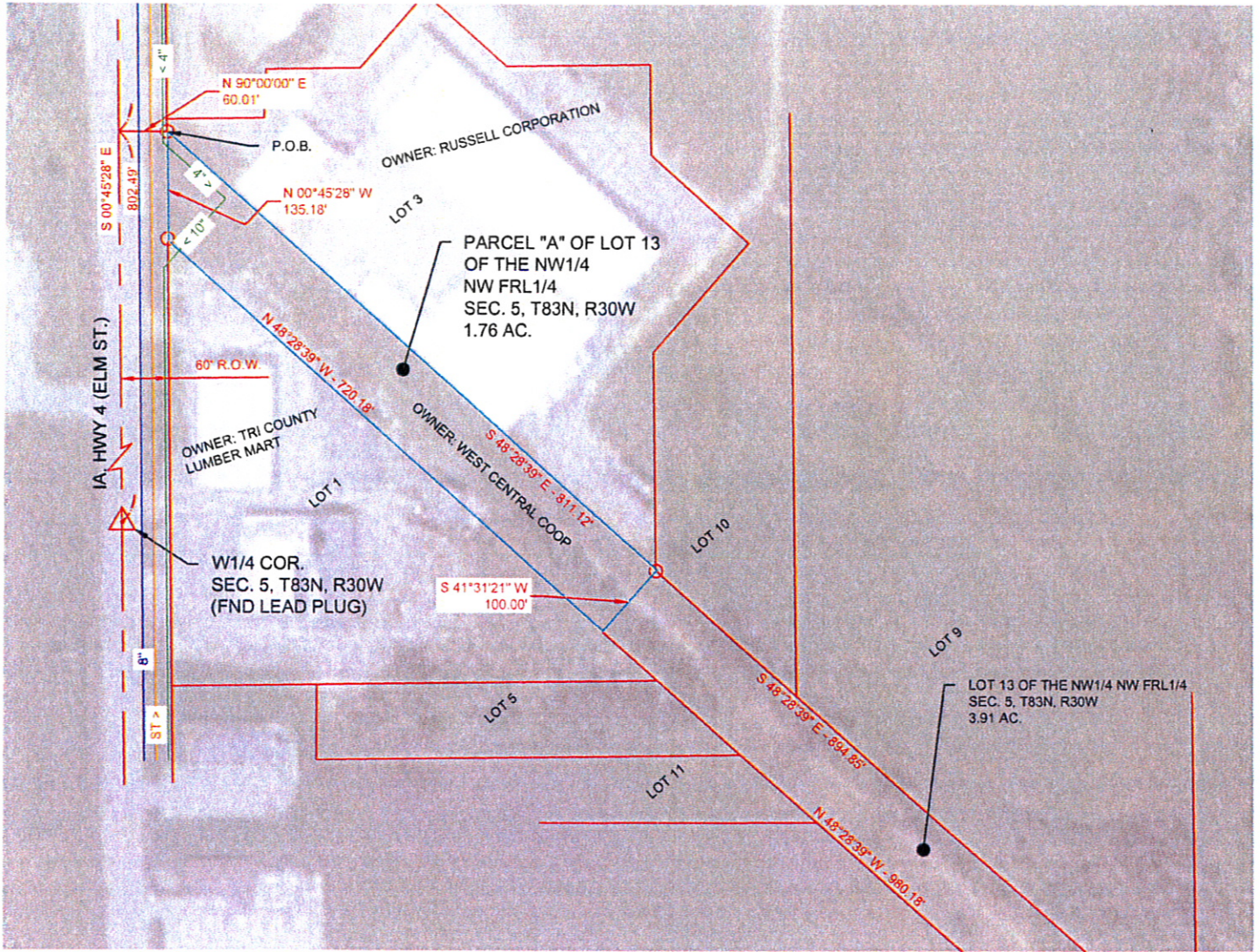
We look forward to hearing from you, should you have any questions please don't hesitate to give me a call.

Sincerely,



Travis Morar  
Automatic Systems Company

Items Ordered _____	Total Net Price _____
Authorized By _____	Purchase Order No. _____



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.



CITY UTILITY LEGEND

— S —	SANITARY SEWER (GRAVITY)
— FM —	SANITARY SEWER (FORCE MAIN)
— ST —	STORM SEWER
— W —	WATER MAIN



M.H.F. ENGINEERING, P.C.  
 ENGINEERS - LAND SURVEYORS  
 Jefferson, Iowa 50129 Ph. (515)386-4101

APPLICATION FOR APPROVAL OF PLAT OF SURVEY

TO: City Council of Jefferson

The undersigned owner of the land described in the attached plat of survey requests 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 1-20-2015 via e-mail.

2. A copy of a plat of survey prepared by Warder C. Hillhouse, Jr., an Iowa registered land surveyor, dated February 3, 2015, showing the land proposed to be divided is attached to this petition.

3. The purpose of this proposed division is:

Plat for all of Lot 13 was previously approved on November 11, 2014. The northwesterly part of that Lot 13 has been re-platted into Parcel A of Lot 13 so that this parcel can be deeded to adjoining owner Tri-County Cash Lumber Mart, Inc. (Russell Corporation on the northeast side of the old railroad right of way is disclaiming any interest in this parcel). The balance of Lot 13 will be conveyed to GCDC.

4. The name, address and telephone number of all the owners of the land described in the attached plat are as follows:

West Central Cooperative  
P. O. Box 68  
Ralston, IA 51459  
712-667-3520

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.

See attachment  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. (a) The existing zoning classification of the property covered by the plat is Light Industrial (LI). There is no pending plan or proposal to change this zoning classification.

(b) The zoning classification for the adjoining properties is/are as follows: Light Industrial (LI). There is no pending plan or proposal to change any zoning classification for any of the adjoining properties.

7. (Check applicable paragraph:)

X  There are no structures located on the property proposed to be divided.



# City of Jefferson

## Outdoor Warning Siren Activation

**Purpose:** To establish common guidelines for activation of outdoor warning sirens within the City of Jefferson.

**Background:** Confusion hinders public response. Using common/consistent guidelines for the outdoor warning sirens minimizes confusion in emergency situations.

**Scope:** The outdoor warning sirens represent only one part of a broader public emergency notification system. Other components might include: NOAA All-Hazards Radio, law enforcement, direct dialing/automated notification systems, and the media. Sirens are used to alert citizens who are outdoors of an imminent hazard and prompt them to seek additional information on the threat (timing, location, and severity).

### **Activation Conditions:**

Siren activation recommend for:

- 1) **Tornado Warning**
  - a. Issued by the National Weather Service indicating the city of Jefferson is in a zone based warning.
  - b. Tornado or funnel cloud reported by a trained spotter (law enforcement, fire department official, emergency management agency)
  
- 2) **Severe Thunderstorms**
  - a. Issued by the National Weather Service
  - b. Winds 70 mph or greater forecast or occurring
    1. Examples: Trees uprooted, 12 inch or greater healthy branches breaking, structural damage as reported by a trained spotter (law enforcement, fire department official, emergency management agency)

Warnings are officially issued by the National Weather Service (Johnston, Iowa) and are received at the Public Safety Answering Point (PSAP)/911 Communication Center in Greene County. The official warning is received via the National Law Enforcement Telecommunications Systems (NLTS).

National Weather Service warnings define the area threatened by the storm and include information about the history and/or potential of the specific storm. In addition, trained spotters such as law enforcement, fire, and emergency management officials may provide real-time reports of an imminent threat approaching or occurring in the community. When a warning includes the specific hazards defined above or when trained spotters report any of these hazardous conditions, sirens should be activated for all jurisdictions in the threatened area. Because of technology limitations and the configuration of siren activation systems, there may be areas adjacent to the threatened area, but outside the official warning boundaries that are warned as a precaution. People in or near the warned areas should always seek additional information from reliable sources such as NOAA All-Hazards Radio or the local media.

### **Activation Duration:**

When activated, the tone should be sounded for 3-5 minutes, re-sounding every 10-15 for the duration of the threat (warning period).

**All Clear:**

There will NOT be an “all clear” signal from the outdoor warning sirens. People in or near the warned area should monitor reliable sources such as NOAA All-Hazards Radio or local media to know when the hazard threat has dissipated.

**Testing:**

Outdoor warning sirens shall be tested on the first Monday of each month at 1:00 p.m. If that day is a holiday or if there is an actual threat of severe weather at that time, the test will be postponed until the following day.

Testing may be suspended during the winter months (December – March) when ice or sub-zero temperatures could damage the siren system. Testing should be considered condition-dependent during these months. Testing schedule should be maintained whenever possible for continuity purposes as well as system reliability.

## PROJECT AT A GLANCE

2015 Sanitary Sewer & Manhole Rehabilitation, Jefferson, Iowa  
MHF Project No. 13052-4

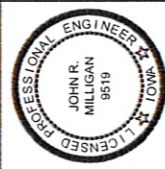
1. Work shall consist of approximately 2,922 LF of 12 CIPP, 2,778 LF of Video & Cleaning (only) 12" Sanitary, 61.5 VF of MH Rehabilitation, MH Adjustment, castings, chimney seals and all incidentals required to complete the project.
2. Public Hearing:           March 10, 2015 @ 5:30 p.m.  
                                  City of Jefferson  
                                  Municipal Building  
                                  220 North Chestnut Street  
                                  Jefferson, Iowa 50129
3. Bid Opening:            March 6, 2015 @ 11:00 a.m.  
                                  City of Jefferson  
                                  Municipal Building  
                                  220 North Chestnut Street  
                                  Jefferson, Iowa 50129
4. Project Estimate: \$312,000
5. Bid Security: 5% of Bid
6. Funding: Local
7. Completion Date: Work shall be completed NLT September 1, 2015
8. Liquidated Damages: \$500.00/Day
9. Electronic plans and specifications are available from MHF Engineering, P.C., 300 West McKinley Street, PO Box 68, Jefferson, Iowa 50129; e-mail: [mhf@netins.net](mailto:mhf@netins.net); phone: 515-386-4101.

# 2015 Sanitary Sewer & Manhole Rehabilitation Grimmell Road Lift Station to Wall Street Jefferson, Iowa

## INDEX OF DRAWINGS

Dwg No.	Description
A.01	Title Sheet
A.02	Legend Sheet
C.01	Est. of Quantities, Est. Reference Information
D.01	Site Plan: Grimmell Rd Lift Station to Manhole No. 8
D.02	Site Plan: Manhole No. 8 to Manhole No. 14 (Clark Street)
D.03	Site Plan: Manhole No. 14 to Manhole No. 17 (Wall Street)

- GENERAL NOTES:
- CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CURRENT URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS AS ADOPTED BY THE CITY OF JEFFERSON, IOWA.
  - M.H.F. ENGINEERING, P.C. ASSUMES NO GUARANTEE NOR ASSUMES ANY LIABILITY FOR THE LOCATION OF EXISTING UTILITIES WHETHER SHOWN OR NOT. ALL UTILITY LINES ARE ONLY GENERALLY LOCATED. CONTRACTOR SHALL LOCATE AND EXPOSE BEFORE CONSTRUCTION BEGINS. CALL "ONE CALL" (800)292-8989 BEFORE EXCAVATION BEGINS.



I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

Signature: John R. Milligan Date: \_\_\_\_\_

License number: 9519

My license renewal date is: December 31, 2015

PAGES OR SHEETS COVERED BY THIS SEAL: \_\_\_\_\_ ALL DRAWINGS

