

AGENDA

COUNCIL MEETING

Tuesday, July 12, 2016

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. 6/28/16 regular council meeting minutes.
 - B. Payment of monthly bills
 - C. Wild Rose Jefferson, LLC. - Coaches Corner, Class C Liquor License.
- IV. **NEW BUSINESS:**
 - A. Second reading of ordinance to increase water rates by 3%.
 - B. Second reading of ordinance to increase sewer rates by 3%.
 - C. Consider approval to appoint Mark Clouse to permanent Police Chief.
 - D. Consider approval of Bolton & Menk proposal for storm sewer study for future development around West Business park, Wild Rose and lands adjacent.
 - E. Consider approval of first reading to amend Bow Hunting Ordinance.
 - F. Consider approval to extend Tier III Hotel/Motel Grant application deadline to September 2, 2016.
 - G. Discussion to eliminate voting wards.
 - H. Animal Shelter update from Don Orris.
- V. **REPORTS:**
 - A. Mayor
 - B. Engineer
 - C. City Clerk
 - D. Attorney
 - E. City Administrator
 - F. Council & Committees
- VI. **ADJOURN.**

COUNCIL MEETING

June 28, 2016

5:30 P.M.

PRESENT: Ahrenholtz, Sloan, Jaskey, Von Ahsen

ABSENT: Teeples

Mayor Berry presided.

During Open Forum a Jefferson resident Dave McQuillen voiced his concerns about Police report showing business alarms being reported.

On motion by Von Ahsen, second by Jaskey, the Council approved the following consent agenda: June 14, 2016 Council Minutes.

AYE: Von Ahsen, Jaskey, Ahrenholtz, Sloan

NAY: None

This was the time and place for the Public Hearing for Approval of the 2016 amendment to urban renewal plan for Jefferson Urban Renewal Area. Mayor Berry called for any oral or written comments and there were none. On motion by Jaskey, second by Sloan, the Council closed the Public Hearing.

AYE: Jaskey, Sloan, Ahrenholtz, Von Ahsen

NAY: None

RESOLUTION NO. 23-16

On motion by Jaskey, second by Ahrenholtz, the Council approved Resolution No. 23-16, a Resolution Approving of the amendment to urban renewal plan for Jefferson Urban Renewal Area.

AYE: Jaskey, Ahrenholtz, Von Ahsen, Sloan

NAY: None

On motion by Jaskey, second by Von Ahsen, the Council approved the first reading of ordinance adjusting water service rates by 3%.

AYE: Jaskey, Von Ahsen, Sloan, Ahrenholtz

NAY: None

On motion by Sloan, second by Ahrenholtz, the Council approved the first reading of ordinance adjusting sewer service rates by 3%.

AYE: Sloan, Ahrenholtz, Von Ahsen, Jaskey

NAY: None

RESOLUTION NO. 24-16

On motion by Von Ahsen, second by Ahrenholtz, the Council approved Resolution No. 24-16, a Resolution Approving Dean and Nancy Rogers Plat of Survey.

AYE: Von Ahsen, Ahrenholtz, Sloan, Jaskey

NAY: None

On motion by Jaskey, second by Sloan, the Council approved a Fireworks permit for Wild Rose Casino and Resort August 5, 2016.

AYE: Jaskey, Sloan, Von Ahsen, Ahrenholtz

NAY: None

On motion by Sloan, second by Von Ahsen, the Council approved a Fireworks permit for Terry Semke July 2 – 4, 2016.

AYE: Sloan, Von Ahsen, Ahrenholtz, Jaskey

NAY: None

There being no further business the Council agreed to adjourn.

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

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July 6, 2016

Mr. Mike Palmer
City Administrator
City of Jefferson
220 N. Chestnut Street
Jefferson, IA 50129

RE: Proposal for Storm Sewer Study

Dear Mr. Palmer:

Thank you for the opportunity to present this Proposal to the City of Jefferson. In addition to Bolton & Menk, Inc. being well qualified to serve the City of Jefferson, we are excited to continue providing quality services to the community. We are confident that you will find our reputation surpasses the level of service that you have come to expect, and we are prepared to meet the challenges this project presents by offering these benefits:

PROJECT UNDERSTANDING

The City of Jefferson is seeking an investigation of storm water conveyance alternatives, funding assistance, design, bidding and construction of a storm water project within Drainage District No. 59 for future developments near the intersection of Highways 4 and 30. This project is intended to improve the area drainage characteristics in anticipation of increased development. The improvements that will be investigated include a new interceptor storm sewer line and outlet and a combination of surface flow and storm water quality features to treat and convey runoff. Our success in assisting in securing funding with other projects of a similar nature also shows our ability to be creative and innovative with this project.

The alternative layouts to be proposed with the possible funding agency applications will be conceptual with sufficient engineering completed to ensure that each alternative is feasible. Requirements for funding may include environmental clearances and initiation of the final design. Bolton & Menk has the necessary in-house staff to complete the environmental review and begin the study for the proposed improvements. As the project moves forward from report stage through funding and preliminary and final design, the concepts will be refined to identify the most effective Best Management Practices (BMPs) for the project.

Our team leaders, consisting of James Leiding, Bill Douglass and Josh Shields, respectively representing the civil, water resources and landscape architecture aspects of the project, will work with the City to develop a final design that meets the project goals of:

- Improved Drainage for Existing Conditions
- Drainage Considerations for Future Development
- Reports that Meet Funding Agency Requirements
- Water Quality Considerations and Improvements

DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer



For the project to receive funding we must work closely with City staff, grant coordinator and funding agencies to identify storm water improvements that enhance any application. This may include infiltration systems, bio-swales, dry or wet detention and other potential BMPs. Other opportunities will be identified as we work through the Preliminary Storm Water Report phase of the project. We will commit staff immediately upon award to commence work on this project.

EXPERIENCE

Bolton & Menk has extensive experience and expertise in planning, engineering and preparing reports that are consistent with funding agency requirements for all types of water resources projects including detention cells, wetlands, rain gardens, and modeling. We also have a wide variety of experience preparing reports that meet the requirements of a multitude of funding sources, including CDBG and USDA. Upon request, we can provide examples of recent projects completed by Bolton & Menk that would be similar in scope and complexity to the type of improvements being considered for the City of Jefferson. With each of these projects, Bolton & Menk has been an integral part of the system evaluation, project engineering and project management, and worked to assure successful cooperation between our client, regulatory and funding agencies.

PROJECT APPROACH

Bolton & Menk has reviewed the proposed area for storm water alternatives, portions of Drainage District No. 59 watershed generally located north and west of the intersections of Highway 30 and 4. The existing storm sewer system in this area consists mainly of a drainage district tile system that is part of Drainage District No. 59 and is inadequate to meet current standards and provide reliable drainage for future developments.

Storm water and surface drainage from this northern portion of the City is conveyed through inadequate tile systems to the north and ultimately outlets into Hardin Creek. Previous improvements included detention basins, both private and system related and a storm sewer main serving the area just east of the subject area. We are proposing that a complete modeling and evaluation of the proposed development area along with other adjacent existing systems be completed and that a combination of new storm mains and various storm water BMP's be implemented for the area under consideration. Other options will be identified and evaluated by adding them to the calibrated hydraulic modeling of the existing system.

Bolton & Menk proposes to complete this project with the initial investigations, hydraulic modeling, preliminary design and preliminary environmental research to prepare and submit a Preliminary Engineering Report for potential funding applications. Future phases of this project will consist of the final design, bidding services and construction administration of the recommendations from the report and as accepted by the City.

Bolton & Menk proposes an Hourly Not-To-Exceed fee of \$12,500 to complete the hydraulic modeling and conceptual design using available aerial photography, LiDAR contours, existing as-built construction plans, and other information as the base file. A preliminary Engineering Report (PER), maps of the proposed improvements and opinions of probable construction cost will be included in the report for the various alternatives being considered and will be completed within 60 days of your Notice to Proceed. We will also work with your grant specialist to provide engineering clarifications and interpretations to help them prepare the appropriate grant and funding application information.



As part of some agency funding requirements, the final design of the project must at least be initiated at the time of applications to the agency for the application to be considered. Bolton & Menk can begin final design immediately after completion of the Preliminary Engineering Report and funding applications based upon funding agency procurement requirements and notice to proceed by the City.

Bolton & Menk, Inc. did not include any fees for the completion of any design or construction projects. The City will be selecting a consultant based on the procurement requirements of the funding agencies utilized. Bolton & Menk, Inc. proposes to prepare a separate scope of services and fee for the Design and Construction Phase portions of the project based on the findings and recommendations of the Preliminary Engineering Report and City direction.

We feel that the combination of our expertise and our dedication to understanding and meeting the needs of the City makes Bolton & Menk a valuable partner in successfully completing this project. Project experience and identification of key staff members can be provided upon request. We look forward to a continued working relationship with the City of Jefferson on this important project. Please do not hesitate to contact us if you have any questions regarding the enclosed information.

Sincerely,

BOLTON & MENK, INC.

Handwritten signature of James D. Leiding in cursive.

James D. Leiding, P.E.
Project Manager

Handwritten signature of Matthew W. Ferrier in cursive.

Matthew W. Ferrier, P.E.
Ames Office Manager