

# **AGENDA**

## **COUNCIL MEETING**

**Tuesday, February 25, 2020**

**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. 2/11/20 regular Council meeting minutes.
- B. Reimbursement to Marv Book of \$1,000 for sewer repairs .
- C. Approve Diane M Kennedy and Roxanne Gorsuch authority to act within Home State Bank.

### **IV. NEW BUSINESS:**

- A. Consider approval to employ Micah Destival as golf course manager.
- B. Consider resolution to set March 24, 2020 as the date for a hearing on a new amendment to the City's urban renewal plan.
- C. Consider approval of engineering agreement with Bolton and Menk for engineering services for north square alley and adjoining public parking lot improvements.
- D. Main Street quarterly report
- E. Discussion of Police Wages.

### **V. REPORTS:**

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

### **VI. ADJOURN.**

## AGENDA SUMMARY

DATE 2/25/20

### NEW BUSINESS

- A. **Consider approval to employ Micah Destival as golf course manager.** The term would be for 10 months at \$3,300 per month.
- B. **Consider resolution to set March 24, 2020 as the date for a hearing on a new amendment to the City's urban renewal plan.** The amendment would be to add block 33 into the urban renewal area in order to enable the former veterinarian to have access to the City façade program.
- C. **Consider approval of engineering agreement with Bolton and Menk for engineering services for north square alley and adjoining public parking lot improvements.** Streets committee reviewed a proposal from Bolton and Menk for engineering services for the north alley (Arch Alley) and the paving of the public parking lot behind City Hall. The amount of \$23,100 represents the cost of services for the entire project. The committee discussed completing the engineering for task one and two which would provide for plans and estimates for the project. The cost of those two tasks is \$13,900. Proposal attached
- D. Main Street quarterly report.
- E. Discussion of Police Wages.

COUNCIL MEETING

February 11, 2020

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich

ABSENT: None

Mayor Gordon presided.

Roger Nielson voiced his concerns on several things happening in the City.

On motion by Sloan, second by Jackson, the Council approved the following consent agenda January 28, 2020 Council Minutes, Jefferson Community Golf Course, Class C Liquor License and Payment of monthly bills from City funds. Item D was removed.

AYE: Wetrich, Ahrenholtz, Jackson, Sloan

NAY: None

Ken Paxton, GCDC Director updated the Council on Greene County Development Company activity. On motion by Wetrich, second by Ahrenholtz, the Council approved the quarterly payment of \$12,500.00 to GCDC.

AYE: Jackson, Ahrenholtz, Wetrich, Sloan

NAY: None

On motion by Sloan, second by Wetrich, the Council approved pay estimate #1 to Leroy & Sons, Inc. of \$107,609.83 for airport runway extension project.

AYE: Ahrenholtz, Wetrich, Jackson, Sloan

NAY: None

**RESOLUTION NO. 5-20**

On motion by Ahrenholtz, second by Sloan, the Council approved Resolution No. 5-20, a resolution re-setting date for the 100 East State Street Roof Structure and Roof Installation Project, and setting date for March 5, 2020 at 2:00 p.m. for receiving bids.

AYE: Wetrich, Ahrenholtz, Sloan, Jackson

NAY: None

On motion by Sloan, second by Wetrich, the Council approved Amendment #2 to Local Planning and Administrative Assistance Contract #HF1703T from Region XII COG for CDBG Housing Set-Aside Grant Program.

AYE: Jackson, Sloan, Ahrenholtz, Wetrich

NAY: None

On motion by Wetrich, second by Jackson, the Council approved Subrecipient Agreement Amendment #2 with Region XII COG for Contract #17-HSG-009 for the CDBG Housing Set-Aside Grant Program.

AYE: Sloan, Ahrenholtz, Jackson, Wetrich

NAY: None

On motion by Ahrenholtz, second by Sloan, the Council approved Amendment #1 to Local Planning and Administrative Assistance Contract #HF1703A from Region XII COG for CDBG Housing Set-Aside Grant Program.

AYE: Wetrich, Jackson, Ahrenholtz, Sloan

NAY: None

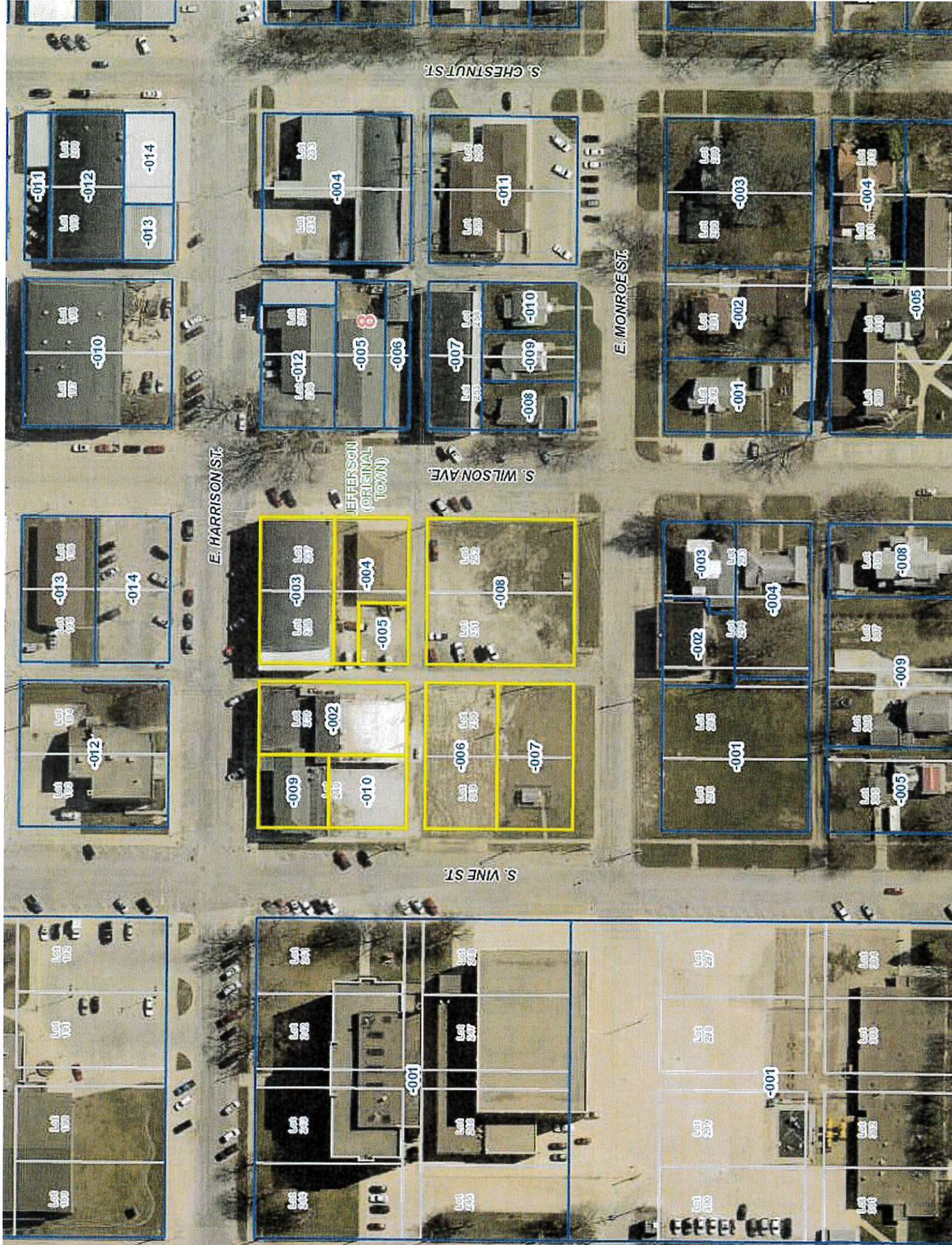
Dave Morlan, Public Works Director updated the Council on department activities for the last quarter.

Discussion took place combining Jefferson Area Chamber & Jefferson Main Street. No action was taken.

The Council held a workshop on Fiscal Year 2020-2021 budget. No action was taken.

The following bills were approved by payment from the City funds:

A1 AUTOMOTIVE	PD VEH OIL CHNG	38.60
ABC PEST CONTROL	RN PEST CONTROL	245.00
ACCESS SYSTEMS INC	RN CPIER LSE	579.43
ACCESS SYSTEMS LEASING	PA CPIER LSE	552.39
ACCO UNLIMITED CORP	WA CHEM	2,362.00
ACUSHNET CO.	GCRSE MERCH	596.19
AFLAC	AFLAC INS W/H	72.47
AFSCME/IOWA COUNCIL 61	UNION DUES	112.95
AG SOURCE LAB	WA TSTG	313.00
ALEX AIR APPARATUS INC	JFD EQPMENT	3,168.88
ALLIANT ENERGY	UTILITIES	24,590.89
ANDREW WOODLEY	RN DJ	350.00
ARROWHEAD SCIENTIFIC INC	PD RED TAPE	185.98
AUTOMATIC SYSTEMS CO.	WA SERV	554.25
BAKER & TAYLOR INC.	LB BOOKS	1,121.21
BARCO MUNICIPAL PRODUCTS	RUT SIGN	104.93
BOLTON & MENK INC	GRWOOD/CENTRAL ENG	21,928.00
BOMGAARS	SUPP	1,402.37
BOOK LOOK	LB BOOKS	61.96
BOONE GLASS CO	205 N WILSON GLASS	42,548.75
BROWN SUPPLY CO.	RUT PLOW BLADE	900.00
C&D MASONRY INC	200 E STATE PAINT	166,394.30
CARROLL CO SOLID WASTE	RC MKTG FEES	3,048.30
CARROLL POLICE DEPT	PD TEST SERV FEE	200.00
CENTRAL IOWA SYSTEMS	CAMERA INSTAL/CHIME	573.96
CINTAS CORP	FIRST AID	323.97
CLEANING SOLUTIONS INC.	RN CLEAN	2,376.00
CLOUSER PLUMBING TECH	WA PIPE	371.81
COBRAHELP	PA FEE	18.00
COMPASS MINERALS	WA SALT	7,081.71
COMPUTER CONCEPTS	LB REPAIR	593.33
CORE & MAIN	WA MODULE	219.31
COUNTYWIDE ELECTRIC SERV	200 E STATE ELEC	5,314.21
CROWD CONTROL WAREHOUSE	HOT/MOT BARRICADES	2,704.43
DAVE DAVIS	CAF REIMB	25.00
DAVE & JULIE MULDER	WA DEP REF	78.68
DENNIS HAMMEN	RN REIMB CONCESS	280.60
DISCOUNT PAPER PRODUCTS	LB SUPP	72.99
DORSEY & WHITNEY LLP	2019 GO BONDSLEGAL	20,000.00
DURLAM ELECTRIC	RN QUARLY SRV	1,385.05
EAST STATE STREET PROPERTIES	204-206 E STATE FACAD	78,026.00
EFTPS	FEDERAL W/H	16,542.91
ELLIOTT EQUIPMENT CO.	RC CONTAINERS	3,130.00
EMC NATIONAL LIFE CO.	EMC LIFE INS	184.97
ENVIRONMENTAL PROPERTY	100 E STATE ASBEST RV	2,980.00
FAREWAY	LB SUPP	66.40
FASTLANE MOTOR PARTS LLC	PARTS	567.54
FREEDOM FIRE & SAFETY LLC	PD FIRE EXTIN MAINT	29.25
GALLS LLC	PD CUFFS	432.59



S. CHESTNUT ST.

E. MONROE ST.

S. WILSON AVE.

E. HARRISON ST.

S. VINE ST.

JEFFERSON  
(ORIGINAL  
TOWN)

Lot 100  
Lot 101  
Lot 102  
-011  
-012  
-013  
-014

Lot 200  
Lot 201  
-004

Lot 300  
Lot 301  
Lot 302  
-011

Lot 400  
Lot 401  
-003

Lot 500  
Lot 501  
Lot 502  
-004  
-005

Lot 107  
Lot 108  
-010

Lot 202  
Lot 203  
Lot 204  
Lot 205  
-012  
-005  
-006  
8

Lot 303  
Lot 304  
Lot 305  
Lot 306  
-007  
-008  
-009  
-010

Lot 402  
Lot 403  
-001  
-002

Lot 503  
Lot 504  
Lot 505  
-005

Lot 103  
Lot 104  
Lot 105  
-013  
-014

Lot 206  
Lot 207  
Lot 208  
-003  
-004  
-005

Lot 307  
Lot 308  
-008

Lot 404  
Lot 405  
-002  
-003  
-004

Lot 506  
Lot 507  
-008  
-009

Lot 106  
Lot 109  
-012

Lot 209  
Lot 210  
-002  
-009  
-010

Lot 309  
Lot 310  
-006  
-007

Lot 406  
Lot 407  
-001

Lot 508  
Lot 509  
-005

Lot 110  
Lot 111  
Lot 112  
-015  
-016  
-017

Lot 211  
Lot 212  
Lot 213  
Lot 214  
-001

Lot 311  
Lot 312  
Lot 313  
-001

Lot 408  
Lot 409  
-001

Lot 510  
Lot 511  
Lot 512  
-001

# PROFESSIONAL SERVICES AGREEMENT

by and between  
**BOLTON & MENK, INC.**  
**300 West McKinley St., PO Box 68**  
**Jefferson, IA 50129**  
**Ph. (515) 386-4101**  
 (hereinafter referred to as BMI)  
 and

Date of Agreement:
Agreement Number:  (BMI Project Number)
Project Location: City of Jefferson

Client	
Name: <u>City of Jefferson</u>	Phone No.: 515-386-3111
Address: <u>220 N. Chestnut St.</u>	
Address: _____	Fax No.: 5153864671
City: <u>Jefferson</u> State <u>IA</u> Zip <u>50129</u>	
(hereinafter referred to as Client)	

<input checked="" type="checkbox"/> <b>Agent or Person Ordering Services and/or</b> <input type="checkbox"/> <b>Billing Address (if different)</b>	
Agent or Person Ordering Services: <u>Michael Palmer, City Administrator</u>	Phone No.:
Address: _____	
City: _____ State _____ Zip _____	Fax No.:

Fee Arrangement
Hourly, Not to Exceed Fee, \$23,100 for design and construction phase services for the City Hall Parking Lot and Alley improvements

Scope/Intent and Extent of Services
See attached scope of services, Exhibit I for the City Hall Parking Lot and Alley Improvements

Special Conditions
The services described in this Work Order will be consistent with the terms and conditions described in the Agreement for Professional Services between Bolton & Menk, Inc and the City of Jefferson, dated August 27, 2019 and approved by the Jefferson City Council on that day, unless modified by this Work Order..

BMI and Client agree to the Terms and Conditions as stated above and on the reverse side of this Agreement. The below signed represents that he or she has been authorized to accept this agreement on behalf of the Client and assumes financial responsibility for all services in the event of default by the Client.

Offered by: Bolton & Menk, Inc.

Accepted by:

James D. Leiding, P.E., Project Manager  
print name/title

Matthew Gordon, Mayor  
print name/title

\_\_\_\_\_  
signature and date

\_\_\_\_\_  
signature and date

## EXHIBIT I

### CONSULTANT'S SERVICES

#### 2020 CITY HALL PARKING LOT & ALLEY IMPROVEMENTS

#### JEFFERSON, IOWA

February 2020

### DESCRIPTION OF PROJECT AND SCOPE OF IMPROVEMENTS

The Consultant agrees to provide civil engineering services required for the City Hall parking lot & alley improvements on the existing lot west of City Hall and the alley south of city hall to State St. as further described below.

The basic improvements anticipated as part of this Agreement include topographic survey, design, final plans and construction contract administration.

#### I.A. BASIC SERVICES

For purposes of this Project, Basic Services to be provided by the CONSULTANT are as follows:

#### TASK 1: TOPOGRAPHIC SURVEY

**Description:** Bolton & Menk will conduct a topographic survey of the project site to obtain information that is necessary to complete the design. Features that will be included in our survey are driveways, access points, drainage structures, fences, buildings, trees, signs and other relevant roadway or topographic features. Coordination with Iowa One call is included as part of this Task.

**Deliverables:**

- Electronic base mapping in CAD format

#### TASK 2: FINAL PLANS

**Description:** Bolton & Menk will complete the final design and prepare construction plans, special provisions, and final opinion of probable construction cost for the 2020 City Hall Parking Lot & Alley Improvements project. This task includes design, coordination with the City and Arch Alley design personnel and a 95% plan submittal prior to bidding. The 100% plans will include all necessary revisions/modifications from the City's review. It will not include major design changes associated with modifications to project limits, roadway geometry and profiles, foundations, detour plan, or project scope.

Sheets expected with this plan set include: Title sheet, legend, details and special footing details, existing conditions and proposed improvements.

**Deliverables:**

- Final Plans in CAD and PDF format

### **TASK 3: BIDDING PHASE**

**Description:** Assist City staff in preparing bidding documents and recommendation for City Council regarding the award of the bid.

- Prepare advertisement for bids and submit to the City Clerk for publications
- Distribute copies of the contract/bidding documents
- Maintain and update plan holders list throughout bidding period
- Address questions from prospective bidders, subcontractors and suppliers, and prepare and issue addenda as required
- Assist City staff with the public opening and reading of the bids, review bids and prepare bid tabulation

**Deliverables:**

- Ad for Bid, copies of contract/bidding documents, bid abstract, letter of recommendation

### **TASK 4: CONSTRUCTION SERVICES**

#### **Subtask 4.1 Construction Staking**

**Description:** Survey crews will complete construction staking on the following features:

- Construction limits/right-of-way
- Parking Lot and Alley
- Other key features

**Deliverables:** Construction stakes and documentation of all survey points installed

#### **Subtask 4.2 Construction Administration**

**Description:** The Project Manager will perform the following construction administrative responsibilities:

- Coordinate and facilitate a preconstruction meeting
- With the assistance of City staff and the City Attorney, prepare contracts for execution by the City and the Contractor
- Provide supervision and support to Resident Project Representative (RPR) and perform regular on-site reviews
- Prepare change orders and written directives
- Preview and approve shop drawings, materials lists, suppliers' lists, and other required submittals
- Assist the RPR with the preparation, review and approval of partial pay requests.

**Deliverables:** Copies of meeting notes, change orders, directives, shops drawings, materials lists, supplier's list, and pay requests

#### **Subtask 4.3 Construction Observation**

**Description:** The Resident Project Representative (RPR) will be on-site during the various stages of construction in order to observe and review the quality of work as an experienced and qualified design professional. For budgeting purposes, it is assumed the construction period will be 8 weeks with an average of 3 hours per week of construction observation budgeted. This budget shall be reviewed and agreed upon prior to the commencement of construction.



**Deliverables:** Copies of Construction Logs

**Subtask 4.4 Conduct Final Review of Project**

**Description:** Walk site with project stakeholders and identify any punchlist items that need to be addressed. Review any punchlist items until acceptable by the City.

**Subtask 4.5 Project Closeout**

**Description:** Prepare pay estimate and ensure all bonds have been completed and submitted by the Contractor

**ADDITIONAL SERVICES**

**BASIS OF FEE ASSUMPTIONS**

For this proposal assumptions were made as to the nature of how or why certain situations will be handled. These assumptions are as follows:

- Any changes to the scope of work that are not specifically included in this proposal will be considered additional work and a negotiated amendment to the agreement will be completed

**I.B. ADDITIONAL SERVICES**

Consulting services performed other than those authorized under Section 1.A shall be considered not part of the Basic Services and may be authorized by the CLIENT as Additional Services. Additional Services consist of those services that are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the bidding of the project; or vary depending on the technique, procedures or schedule of the project contractor.

Additional services may include:

1. All other services not specifically identified in the Proposal or Sections I.A or I.B of this Exhibit 1.

**COMPENSATION**

The compensation for the following:

Topographic Survey & Basemap (Task 1)	\$2,800
Design (Task 2):	\$10,100
Bidding Phase (Task 3)	\$1,200
Construction Administration (Task 4)	\$3,000
Construction Services (Tasks 5 & 6):	\$6,000
<b>Total:</b>	<b>\$23,100</b>

CITY OF JEFFERSON  
CITY HALL PARKING LOT & ALLEY IMPROVEMENTS  
OPINION OF PROBABLE COSTS  
Tuesday, February 18, 2020

Item No.	Description	Unit	Price	Quantity	Extension
1	EXCAVATION, CLASS 10, CLASS 12, OR CLASS 13	CY	\$ 12.00	265.00	\$ 3,180.00
2	SUBGRADE PREPARATION	SY	\$ 4.00	1020.00	\$ 4,080.00
3	SUBBASE, MODIFIED, 6"	SY	\$ 14.00	1020.00	\$ 14,280.00
4	FOUNDATION, ARCH BEAM SUPPORT	EA	\$ 750.00	6.00	\$ 4,500.00
5	PAVEMENT, PCC, 6"	SY	\$ 55.00	1020.00	\$ 56,100.00
6	PCC PAVEMENT SAMPLES AND TESTING	LS	\$ 1.00	1500.00	\$ 1,500.00
7	PAVEMENT REMOVAL	SY	\$ 15.00	236.00	\$ 3,540.00
8	TEMPORARY TRAFFIC CONTROL	LS	\$ 1.00	3500.00	\$ 3,500.00
9	BIORETENTION CELL, COMPLETE	SF	\$ 20.00	1100.00	\$ 22,000.00
10	MOBILIZATION	LS	\$ 7,000.00	1.00	\$ 7,000.00
11					
<b>SUBTOTAL:</b>					<b>\$ 119,680.00</b>
Subtotal Construction:					\$ 119,680.00
Construction Contingencies 10%:					\$ 12,000.00
<b>Opinion of Estimated Construction Cost:</b>					<b>\$ 131,680.00</b>
Preliminary Engineering Report:					\$ -
Route Survey:					\$ 3,000.00
Design, Plans and Specifications:					\$ 10,000.00
Construction Contract Administration:					\$ 3,000.00
Construction Staking:					\$ 2,000.00
Resident Project Representative - Part Time:					\$ 5,000.00
<b>Subtotal Engineering:</b>					<b>\$ 23,000.00</b>
<b>TOTAL OPINION OF IMPROVEMENT COST</b>					<b>\$ 154,680.00</b>

# **AGENDA**

## ***WATER/SEWER, STREET/SANITATION COMMITTEES TUESDAY, FEBRUARY 18, 2020, 12:00 NOON JEFFERSON CITY HALL***

Present: Mike Palmer, Diane Kennedy, Matt Gordon, Dave Morlan, Danny Moranville, Dave Tepples, Tom Schilling, Paul Hostetler, Mark Clouse, Coltrane Carlson, Jim Leiding and Council Representatives, Dave Sloan and Harry Ahrenholtz

### **I. SEWER**

#### A. Review of bills for sewer repair at 503 E Vest St.

Marvin Book was present. Marvin talked about history of water line break. Wanted to know why he wasn't reimbursed for plugged line.

\* Committee offered \$1,000 to settle with Marvin, and he was acceptable to offer.

### **II. WATER**

#### A. Monthly usage report.

Tom distributed report. Discussed state of water plant filters.

### **III. STREETS**

#### A. Parking Lot and Arch Alley.

City Engineer Jim Leiding distributed proposal for alley and parking lot. Overall proposal is \$154,680.

\* Move ahead with engineering and \$23,100, put on next agenda.

### **IV. SANITATION/RECYCLE**

#### A. Waste collection report

1168 tons collected.

B. Recycling Report.

Dave working with Metro Waste to take recycling. They may be able to accept glass and cardboard. Next committee agenda rate adjustment

C. Discussion of recycling and sanitation rates.

Reviewed rate study. Consider increase rates annually. Look at increasing per dump fee. How much does tonnage go up?

D. Review of recycling and sanitation budget.