

# AGENDA

**COUNCIL MEETING**  
**Tuesday, March 10, 2020**  
**5:30 P.M.**

## **CITY HALL COUNCIL CHAMBERS**

### **I. CALL TO ORDER:**

Swearing in of Pat Zmolek as City Councilman.

### **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. 2/25/20 regular Council meeting minutes.
- B. Hotel/Motel applications
- C. Tax abatements
- D. Payment of the monthly bills

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

- A. Consider approval to employ Melody Larson as Accounting Clerk/Administrative Assistant.
- B. Consider approval of City insurance policy with Unger Insurance.
- C. Consider approval of resolution adopting a Facility Use Policy.
- D. Consider resolution awarding contract for 100 East State Street Roof Project.
- E. Consider approval of valve repair for water plant filter replacement project.
- F. Consider approval to purchase computer equipment for City Hall.
- G. Consider approval to purchase computer equipment for Recreation Center.
- H. Consider approval to repair showers at swimming pool.
- I. Resolution ordering the plans and specifications for the Chestnut & Adams Water Main Improvements Project.
- J. Presentation on combining Chamber & Main Street Director position.

### **V. REPORTS:**

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

### **VI. ADJOURN.**

## AGENDA SUMMARY

DATE 3/10/20

### NEW BUSINESS

- A. **Consider approval to employ Melody Larson as Accounting Clerk/Administrative Assistant.**
- B. **Consider approval of City insurance policy with Unger Insurance.** Attached is the annual premium for insurance renewal. Jim Unger will be at the meeting to overview the costs
- C. **Consider approval of resolution adopting a Facility Use Policy.** Attached is a policy
- D. **Consider resolution awarding contract for 100 East State Street Roof Project.** The City received one bid for the project at the amount of \$217,370. The work is estimated to take about 3-5 months.
- E. **Consider approval of valve repair for water plant filter replacement project.** During the replacement of the filters a critical valve component was determined to need replacement. The estimated cost of the work is \$4,400 (attached). Staff is requesting approval of the repair in an amount not to exceed \$10,000.
- F. **Consider approval to purchase computer equipment for City Hall.** Attached is a proposal for upgrades to the City Hall systems. The Staff worked with three different companies to access needs and obtain prices. The total price of the upgrades is \$9,085 per month plus \$25 per month for online backup.
- G. **Consider approval to purchase computer equipment for Recreation Center. Attached is a proposal for computer upgrades.** The Park and Recreation Department, the Park and Rec Board and City Hall Staff worked with three different providers
- H. **Consider approval to repair showers at swimming pool.** Attached is a proposed amount for shower improvements at the swimming pool. The funding would come from Local Option Sales Tax.
- I. **Resolution ordering the plans and specifications for the Chestnut & Adams Water Main Improvements Project.** Requirement as part of the construction of approximately 1,450 LF of 6 inch water main along East Washington Street from Wilson Ave. to the alley just east of Chestnut St., East Adams St. from Wilson to the alley just east of Chestnut St and in the alley from Chestnut Street to Adams Street. The engineering agreement approved by the Council on 10/22/19 has been attached.
- J. **Presentation on combining Chamber & Main Street Director position.**

COUNCIL MEETING

February 25, 2020

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan

ABSENT: Wetrich

Mayor Gordon presided.

No citizens spoke during Open Forum.

On motion by Sloan, second by Jackson, the Council approved the following consent agenda February 11, 2020 Council Minutes, Reimbursement to Marv Book of \$1000.00 for sewer repairs, Approve Diane M. Kennedy and Roxanne Gorsuch authority to act within Home State Bank.

AYE: Ahrenholtz, Jackson, Sloan

NAY: None

On motion by Ahrenholtz, second by Jackson, the Council approving hiring Micah Destival as Golf Course Manager at \$3,450.00 a month for 10 months effective March 1, 2020.

AYE: Jackson, Ahrenholtz

NAY: Sloan

The Motion Failed

On motion by Sloan, second by Jackson, the Council approved hiring Micah Destival as Golf Course Manager at \$3,300.00 a month for 10 months effective March 1, 2020.

AYE: Ahrenholtz, Jackson, Sloan

NAY: None

**RESOLUTION NO. 6-20**

On motion by Ahrenholtz, second by Sloan, the Council approved Resolution No. 6-20, a resolution on proposed 2020-1 Amendment to the Jefferson Urban Revitalization Plan and setting public hearing on March 24, 2020 at 5:30 p.m.

AYE: Jackson, Ahrenholtz, Sloan

NAY: None

On motion by Ahrenholtz, second by Sloan, the Council approved engineering agreement with Bolton and Menk for engineering services for north square alley and adjoining public parking lot improvements. The Council agreed to start with Topographic Survey & Basemap (Task 1) and Design (Task 2) in the amount of \$12,900.00.

AYE: Sloan, Jackson, Ahrenholtz

NAY: None

The quarterly workshop with Main Street Committee was held to update the Council on activities with the Main Street Program.

A lengthy discussion was held regarding Police wages increasing. No action was taken.

There being no further business the Council agreed to adjourn.

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Matt Gordon, Mayor

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Diane M. Kennedy, City Clerk

# Jefferson Public Library

Meeting of the Board of Trustees  
March 9, 2020 6:30 PM  
Library Basement Meeting Room

## 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. Monthly Circulation & Usage Report
  - B. Year-to-Date Monthly Financial Reports
  - C. Project updates
  - D. Upcoming event calendar
- VI. Old Business
  - A. FY21 Budget
- VII. New Business
  - A. Budget amendment
  - B. County funding
  - C. New City personnel
- VIII. Next Meeting – April 13 at 6:30 p.m.
- IX. Adjournment

# 2019 URBAN REVIT

	PROPERTY OWNER	PARCEL #	PERMIT #	HOUSE #	STREET NAME	PROJECT DESCRIPTION	PROJECT \$	ISSUE DATE	URBAN REVIT	ASSESSORS COPY	ABATEMENT \$
1	Randal Hayes	11-17-176-018	49-18	502	E Wilcox Way	Attached Garage	\$26,430.00	8/1/2018	Yes	Yes	\$17,800
2	James Hagar	11-08-126-016	61-19	208	E McKinley	Attached Garage	\$12,000.00	10/29/2019	Yes	Yes	\$16,500
3	Kathleen Walker	11-07-301-001	35-19	1311	W Lincoln Way	Addition	\$30,000.00	7/19/2019	Yes	Yes	\$9,400
4	Rowland Real Estate, LLC	11-08-133-001	34-19	501-523	N Olive St	3 Four-plex Apartments	\$800,000.00	7/29/2019	Yes	Yes	\$736,500.00
5	Randy Bunker	11-17-177-004	50-19	305	E Wilcox Way	Addition	\$35,000.00	9/20/2019	Yes	Yes	\$11,200
6	Michael Silbaugh	11-17-200-004	52-19	901	E Russell St	New House	\$162,270.00	8/1/2019	Yes	Yes	\$100,100
7	Tim Gettler	11-07-438-003	26-19	601	W Madison St	New Garage	\$25,000.00	6/8/2019	Yes	Yes	\$17,700
8	Danny Moranville	11-07-257-011	44-19	902	W State St	Addition	\$35,000.00	8/22/2019	Yes	Yes	\$20,000
9	Jim Taylor	11-07-126-003	53-19	1007	W Wall St	Addition	\$10,000.00	10/5/2019	Yes	Yes	\$25,700
										<b>Total</b>	<b>\$954,900</b>

## IAMU Safety Group Dividend Report

The City of Jefferson received their portion of the Iowa Association of Municipal Utilities (IAMU) Safety Group dividend for the policy period April 1, 2018 to March 31, 2019 . 2020 payment to the City was \$20,767.29, about 11% of the total City of Jefferson premium paid for this term.

2019 dividend payment was \$27,019.05

2018 dividend payment was \$16,193.48

16178

IOWA ASSOCIATION OF MUNICIPAL UTILITIES

INSURANCE TRUST ACCOUNT

1735 NE 70TH AVENUE  
ANKENY, IA 50021-9353

COMMUNITY STATE BANK  
DES MOINES, IOWA 50316

72-1011/739

1/9/2020

PAY TO THE  
ORDER OF

City of Jefferson

\$ \*\*20,767.29

Twenty Thousand Seven Hundred Sixty-Seven and 29/100\*\*\*\*\* DOLLARS

City of Jefferson  
220 North Chestnut Street  
Jefferson, IA 50129

*Long M D*  
D & H COPY

MEMO



THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE. RED IMAGE DISAPPEARS WITH HEAT.

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IOWA ASSOCIATION OF MUNICIPAL UTILITIES  
INSURANCE TRUST ACCOUNT  
City of Jefferson

16178

Date	Type	Reference	Original Amt.	Balance Due	1/9/2020 Discount	Payment
1/7/2020	Bill	Dividend 2019	20,767.29	20,767.29		20,767.29
					Check Amount	20,767.29

CSB Operating/Sweep

20,767.29

IOWA ASSOCIATION OF MUNICIPAL UTILITIES  
INSURANCE TRUST ACCOUNT  
City of Jefferson

16178

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1/7/2020	Bill	Dividend 2019	20,767.29	20,767.29		20,767.29
					Check Amount	20,767.29

CSB Operating/Sweep

20,767.29



## IAMU Safety Group 2019 Annual Report

Congratulations to member cities and utilities of the IAMU Safety Group Insurance Program! We are pleased to announce that Safety Group members have earned the third largest dividend in the program's history. The enclosed check represents your portion of the total 2019 dividend of \$4,000,003.

The dividend is a unique feature of the Safety Group program, allowing any excess premiums to be returned to members based on the overall results of the program. A portion of the dividend is also used by IAMU to support the substantial risk management services they extend to members.

The dividend is calculated each year using a pre-established formula that utilizes premium dollars collected and claim payments made over the three most recent policy years. Cities and utilities who place their Work Comp coverage in the program and have experience mods under 1.00 are rewarded with a larger portion of the group dividend.

Enclosed you will find a copy of the detailed dividend calculation. The program continues to grow but has seen increased levels of claim activity in the two most recent policy years, in both the Package and Work Comp areas. In order to maintain dividend levels for next year, the program will need to see a reduction in overall claims. We encourage Safety Group members to continue to put an emphasis on loss control efforts and to utilize the resources available within EMC and IAMU's Risk Management Division.

We appreciate the continued loyalty and strong support for the program shown by cities and utilities across the state. Please don't hesitate to contact us with any comments, questions, or concerns.

For the IAMU Trust Committee:

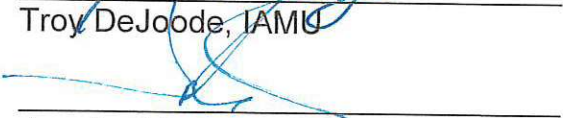
John Bilsten, Algona  
Chairman

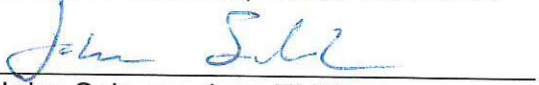
Brad Honold, Coon Rapids  
Trustee

Steve Pick, Spencer  
Trustee

Program Partners:

  
Troy DeJode, IAMU

  
Janelle Friedman, Jester Insurance

  
John Schumacher, EMC





## IAMU Safety Group 2019 Dividend Calculation

### Package Portion

#### April 1, 2018 to March 31, 2019

Premiums	\$15,556,753		
Subtract retention	<u>-6,067,134</u>		
	9,489,619		
Subtract losses and expenses	<u>-7,850,593</u>		
Dividend	<b>\$1,639,026</b>	÷3 =	<b>\$546,342</b>

#### April 1, 2017 to March 31, 2018

Premiums	\$14,588,643		
Subtract retention	<u>-5,689,571</u>		
	8,899,072		
Subtract losses and expenses	<u>-5,654,498</u>		
Dividend	<b>\$3,244,574</b>	÷3 =	<b>\$1,081,525</b>

#### April 1, 2016 to March 31, 2017

Premiums	\$14,065,802		
Subtract retention	<u>-5,485,663</u>		
	8,580,139		
Subtract losses and expenses	<u>-2,369,687</u>		
Dividend	<b>\$6,210,452</b>	÷3 =	<b>\$2,070,151</b>

<b>TOTAL PACKAGE PORTION:</b>	\$546,342
	\$1,081,525
	<u>\$2,070,151</u>
	<b><u>\$3,698,018</u></b>

## WORKERS' COMPENSATION PORTION

### April 1, 2018 to March 31, 2019

Premiums	\$7,109,794		
Subtract retention	<u>-2,204,036</u>		
	4,905,758		
Subtract losses and expenses	<u>-5,298,478</u>		
	<b>(\$392,720)</b>	<b>÷ 3 =</b>	<b>(\$130,907)</b>

### April 1, 2017 to March 31, 2018

Premiums	\$8,055,559		
Subtract retention	<u>-2,497,223</u>		
	5,558,336		
Subtract losses and expenses	<u>-7,018,256</u>		
	<b>(\$1,459,920)</b>	<b>÷ 3 =</b>	<b>(\$486,640)</b>

### April 1, 2016 to March 31, 2017

Premiums	\$8,007,121		
Subtract retention	<u>-2,482,208</u>		
	5,524,913		
Subtract losses and expenses	<u>-2,766,318</u>		
	<b>\$2,758,595</b>	<b>÷ 3 =</b>	<b>\$919,532</b>

<b>TOTAL WORKERS COMPENSATION PORTION:</b>	(\$130,907)
	(\$486,640)
	<u>\$919,532</u>
	<u><b>\$301,985</b></u>

### **COMBINED CALCULATION:**

<b>PACKAGE:</b>	<b>\$3,698,018</b>
<b>WORKERS' COMPENSATION:</b>	<b><u>\$301,985</u></b>
<b>TOTAL DIVIDEND:</b>	<b><u>\$4,000,003</u></b>

# Unger Insurance, Ltd.

103 E. LINCOLNWAY • P.O. BOX 191 • JEFFERSON, IOWA 50129  
PHONE 515-386-4156  
FAX 515-386-8471

City of Jefferson

Insurance 04/01/20 to 04/01/21

	2019	2020
Total Premium	185,862	210,603
Property	51,467	61,623
Liability	17,142	18,802
Crime	118	118
Inland Marine	2,247	2,311
Automobile	25,997	30,011
Work Comp	78,708	85,750
Umbrella	5,089	5,711
Linebacker	3,116	3,818
Law Enforcement	1,978	2,459

Blanket property values total \$34,963,003 for the 2020 policy year, up from \$33,581,304, a 4.1% increase.

City of Jefferson's work comp experience modification factor changes from 1.02 to 1.14 on 04/01/20.

The 04/01/20 experience modification factor is based on the following loss data:

04/01/16 to 04/01/17	867	paid loss and loss reserves
04/01/17 to 04/01/18	700	paid loss and loss reserves
04/01/18 to 04/01/19	386,652	paid loss and loss reserves

The 04/01/21 experience modification factor will be determined by replacing the 04/01/17 loss data with the loss data from 04/01/20.

04/01/19 to 03/03/20	2,598	paid loss and loss reserves
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**City of Jefferson  
Facility Use Policy**

**Purpose:**

The City of Jefferson ("City") has established this Facility Use Policy to ensure that City facilities are safe and welcoming and provide equitable access to materials and services for all facility users. Use of City facilities should be conducted appropriately based on behavior normally associated with the facility frequented by the patron. This policy is intended to cover all City owned property open to the public, including but not limited to the Greene County Community Center, the Jefferson Swimming Pool, the Jefferson Municipal Golf Course, the Jefferson Public Library, the Jefferson Municipal Center, and all City parks.

**Inappropriate Conduct Prohibited:**

No individual may engage in inappropriate conduct on City property or when participating in City facility programs. Patrons shall be engaged in normal activities associated with the use of the City facility while on the premises. Patrons engaged in inappropriate conduct or who are otherwise not engaged in appropriate use of the City facility and individuals that staff has a reasonable basis to anticipate may engage in inappropriate conduct may be barred from using the facility. Inappropriate conduct shall include, without limitation, the following conduct or behaviors:

- Committing or attempting to commit any activity that would constitute a crime or a violation of federal, state, or local law.
- Possessing, selling, distributing, displaying or using any dangerous weapon according to federal, state, or local law upon City property or using or threatening the use of any other object in such a manner that it may be considered a weapon.
- Engaging in any physically intimidating or assaultive behavior or making any threats of violence or unlawful activities.
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- Trespassing by entering or remaining on City premises after having been notified by staff or law enforcement personnel not to do so.
- Refusing to follow the reasonable directions of City staff including failure to take shelter in an emergency as directed by staff.
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to other users of the City facility or staff including stalking, prolonged staring at or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.

- Engaging in any sexual contact, activities, or conduct.
- Using City materials, furniture, equipment or facilities in any manner inconsistent with the customary use thereof or the theft or intentional damaging of City materials, furniture, equipment or facilities.
- Entering non-public areas of the premises without permission.

A reasonable basis to anticipate that a person may engage in inappropriate conduct may include, but not be limited to, the fact that an individual has been convicted of a crime that would constitute inappropriate conduct under this policy or notification from law enforcement personnel that an individual may engage in such conduct.

**Staff Response to Inappropriate Conduct:**

Any person engaging in inappropriate conduct or who otherwise is not engaged in appropriate use of a City facility, or any individual that staff has a reasonable basis to anticipate may engage in inappropriate conduct, may be requested by City staff to not enter or use the City facility. Staff in its discretion may determine the extent of the ban by making it applicable to certain times of the day or applicable to all times and may determine the duration of the ban for whatever period of time it determines to be appropriate. The ban shall be in force immediately upon verbal communication of the ban to the individual. The director or manager of the facility from which the individual is being banned, or his or her designee, or the City Administrator shall confirm the ban by giving written notice to the individual within seven days of the commencement of the ban. The notice shall state the reason for the ban and may be given either (1) by personally delivering the notice to the individual or (2) by mailing the notice by certified mail sent to the individual's last known address. Any person not complying with the ban shall be considered to be trespassing under the Iowa Criminal Code.

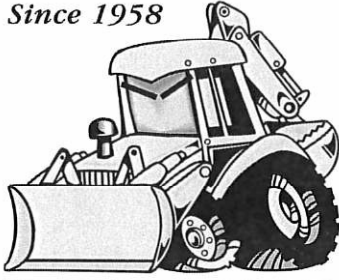
**Appeal Procedure:**

An individual may appeal the ban to the City Council of Jefferson by delivering a written notice of appeal within 20 days after receiving the written notice of the ban. The notice of appeal shall be delivered during normal business hours or mailed to the City Clerk of Jefferson at 220 North Chestnut St., Jefferson, Iowa, 50129. The City Council shall hold a hearing on the appeal within 30 days after the notice has been timely delivered. The appellant shall be notified of the date and time of the hearing at least seven days before the hearing.

At the hearing the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The Mayor shall conduct the hearing, and the Mayor may direct that the proceedings be recorded.

Within 30 days of the completion of the hearing, the City Council shall issue a written decision stating the reasons therefor. The City Council shall have the power to affirm, reverse, or modify the written ban letter or to remand it to City staff with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

Since 1958



# C.L. Carroll Co. Incorporated



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3623 6th Avenue • Des Moines, IA 50313 • Phone: 515-282-7495 • Fax: 515-282-1406

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## Proposal

3/5/2020

### Jefferson WTP Filter Effluent Valve Repair

#### Scope of Work

CL Carroll will replace worn or broken parts inside the existing Dezurik gear operator. We will remove concrete curb under gear operator, straighten operator so the orientation is correct, install new anchors and repour curb. We will repair or replace worn key / shaft as necessary.

Gear operator parts =	\$600.00
20" Blind Flange=	\$500.00
Labor =	\$3200.00

**Total Price** **\$4300.00** (mid march completion)

If we need a new shaft (we won't know until we get it apart) **add \$4400.00** (8-10 week delivery)

#### **NOTES:**

Price is good for 60 days from today.

Payment terms are net 30.

Jefferson City Hall  
220 N. Chestnut  
Jefferson, IA 50129

Date: 02-19-2020

RE: IT Upgrade

Below is a breakdown of what we need for IT upgrades for City Hall. This excludes the server as you noted that would be done at a later date and since it is 2012 server we are not as under the gun (simply gambling with age).

When the RFP came out there was (5) PC's and (1) laptop but based on what I can see we only have four machines we need to get replaced at this time as we addressed the Front Desk under emergency fairly recently. I don't know what the plan was for the laptop. We would plan to use your existing monitors but I have listed the cost of new wireless keyboard/mice should you choose to upgrade those.

You already have antivirus and that will be migrated from the old machines to the new. It is billed annually in June and runs \$40 per license as we have upgraded all clients to the advanced product for better protection of email.

I have listed the price of a wireless access point and cloud key to provide better wireless internet but was not sure if this was something you viewed as an immediate need.

Because we are not addressing the server I am sticking with our very basic suggestion for backup. That of putting Backup Assist on the server for better reporting and then getting you a couple new 2TB hard drives for weekly swapping. In addition I would like to see your data backed up offsite every night to protect from data loss in the event of fire, tornado or theft.

For improved network connectivity and long term stability I also recommend we replace the current network switch.

I have things broken down with descriptions and then have provided a total at the bottom for your board's discussion and approval.

Concepts Business Desktop featuring the Latest Gen Intel i5 CPU, 16GB RAM, 256GB SSD, Windows 10 Pro OS, 15.6" Screen and 1 year warranty for **\$890 per unit (recommend 4 units)**.

\*Mike, Roxanne, Nick, Diane

Logitech Wireless Keyboard and Mouse for **\$50 per unit (recommend 4 units)**

\*Mike, Roxanne, Nick, Diane

24 Port Netgear Gigabit POE ProSafe Managed Switch for **\$350 (recommend 1)**

SonicWALL TZ400 3 Year Competitive Upgrade is **\$1700 (recommend 1)** – This is ordered and in route per email 2/19/20

\*current unit expires Feb. 2021 so need to budget and plan for this now

Secure Certificate for SonicWALL for Global VPN is **\$100 per year**.

\*allows secure connection for Denny at the Rec to enter his stuff without having to go to City Hall and all of you remote access should you need it on bad weather events and such.

Global VPN License for SonicWALL is **\$50 (recommend 1)**

\* allows secure connection for Denny at the Rec to enter his stuff without having to go to City Hall and all of you remote access should you need it on bad weather events and such.

Backup Assist Software is **\$275 (recommend 1)**

2TB External Hard Drive is **\$125 (recommend 2)**

MDM Online Backup is **\$25 per month for up to 60GB**

Microsoft O365 Business Premium is **\$150 per license per year (recommend 4 license)**

- Mike, Roxanne, Diane and Nick
- Includes Outlook, Word, Excel, Power Point, Publisher, Access, Exchange Email and Teams
- I recommend we get you all setup with email addresses tied to your domain name instead of Netins ([roxanne@cityofjeffersoniowa.org](mailto:roxanne@cityofjeffersoniowa.org), [Mike@cityofjeffersoniowa.org](mailto:Mike@cityofjeffersoniowa.org), etc.)

I estimate about **\$2000 for labor** to properly work through this conversion for you and then removing all old equipment, installing new and testing.

**Total Project Estimate: \$9085 plus \$25 per month**

Please let me know if you have questions for me on this and or if we can look to proceed with this upgrade.

Thank you,  
Adam Schweers – President  
712-790-6283





Jefferson Park and Rec  
204 W. Harrison  
Jefferson, IA 50129

Date: 02/17/20

RE: IT Update

In this estimate please find a proper breakdown of all IT updates necessary for you moving forward. It includes the times discussed last week as well. I have things broken down with descriptions and then have provided a total at the bottom for your board's discussion and approval.

HP ProBook 450 G6 featuring the Latest Gen Intel i5 CPU, 16GB RAM, 256GB SSD, Windows 10 Pro OS, 15.6" Screen and 1 year warranty for **\$945 per unit (recommend 4 units)**.

\*Denny, Nathan, Simeon, Pool

Triple Video Docking Station for **\$215 per unit (recommend 3 units)**

\*Denny, Nathan, Simeon

Logitech Wireless Keyboard and Mouse for **\$50 per unit (recommend 4 units)**

\*Denny, Nathan, Simeon, Front Desk

16 Port Netgear Gigabit ProSafe Switch for **\$189 (recommend 1)**

Concepts "Server" PC for Front Counter featuring latest Gen Intel i7 CPU, 32GB RAM, 500GB SSD, Windows 10 Pro OS and 3 year warranty for **\$1210 (recommend 1)**

\*Front Desk – will use existing monitors

Tablet for Pool - Supersonic or similar brand with 10.1" Screen, Atom CPU, 2GB RAM, 32GB Flash memory, Windows 10 and 2 Megapixel front/rear camera for **\$260 (recommend 1)**.

SonicWALL TZ400 2 Year Competitive Upgrade is **\$1400 (recommend 1)**

\*current unit expires Feb. 2021 so need to budget and plan for this now

Secure Certificate for SonicWALL for Global VPN is **\$100 per year**.

\*allows secure connection from Pool or outside the Rec to "server" for staff

Global VPN License for SonicWALL is **\$50 (recommend 1)**

\*allows secure connection from Pool or outside the Tech to "server" for staff

Annual Domain Name is **\$25 per year**. We would assist with lining up what you want all be it [www.jeffersonparkandrec.com](http://www.jeffersonparkandrec.com) or [www.greencountyrec.com](http://www.greencountyrec.com) or something like this.

\*allows for professional email (not netins.net) and eventual website as well other email related features

Microsoft O365 Business Premium is **\$160 per license per year (recommend 4 license)**

- Denny, Nathan, Simeon and info@
- Includes Outlook, Word, Excel, Power Point, Publisher, Access, Exchange Email and Teams

Ubiquity Outdoor Wireless Access Point for the Pool is **\$199 (recommend 1)**

\*includes a POE Injector to power the unit

DATTO Backup is **\$100 per unit per year (recommend 4)**

\*Denny, Nathan, Simeon and "server"

Trend Micro Advanced Antivirus is **\$40 per user per year (recommend 6)**

I have spoken to Sportsman's Software and confirmed with Jordan and tech support that they are 90% sure we can use the Orbit scanner you have now for membership scanning at the front desk. We will however need an additional scanner for the pool and they recommend a Data Logic Quick scan for **\$240**.

He confirmed we can use a pretty generic USB Keypad for allowing people to type their member number and those are **\$40 per unit**. We will need one for the rec and one for the pool.

I confirmed a box of 1000 perforated membership card sheets is **\$131**. They have other clients that configure a manual feed tray (the one that takes envelopes) on their All-in-one printers to print these so we should not need to order a special printer unless you find this to be inefficient. If you want a printer at the front desk a very basic laser printer that can take card stock is about **\$200**.

We decided against any need for a receipt printer at the pool concessions. If someone ever asked for a receipt the software would technically allow you to key in their email and send it to the person that way.

As far as conversion goes we will just need to assist them with exporting the Rec Trac data to a .csv or excel file and then they will import that into your new Sportsman's database.

They do all training and conversion work remotely. I would advocate we get the laptops over to you and get Sportsman's installed and a copy of our Rec Trac data in place and then you can train on those while still running your old equipment for a couple weeks. Then we can do a final export of Rec Trac and schedule a day to transfer all data from the old equipment to new and go through and make sure everything is full active and the old equipment is taken away.

The software runs on the web but there is a local client that needs to be installed on the equipment and this is a download from their website and then we point it to their database in the Cloud.

They are also sending us all information about possible exclusions that will need added to the Antivirus to avoid any conflict with that.

I estimate about **\$2250 for labor** to properly work through this conversion for you and then removing all old equipment, installing new and testing.

**Total Project Estimate: \$12,039**

*\*does not include new laser printer for membership cards*

Please let me know if you have questions for me on this and or if we can look to proceed with this upgrade.

Thank you,  
Adam Schweers – President  
712-790-6283

893604

Statement		DATE	TERMS
TO		2/25/2020	
City of Jefferson - Park & Rec. Department			
Attn: Dennis Hammen - Director			
Jefferson, IA 50129			
IN ACCOUNT WITH			
Teeples Heating + Cooling, LLC - Derrick & Lana Teeples - owners			
1775 W Avenue			
Jefferson, IA 50129			
	Pool-Shower Remodel		
	Shower Valves (4)	6928	00
	Mixing Valve (1)	848	00
	Stainless Wall Boxes (4)	6440	00
	Lavatory Faucets (2)	956	00
	Lavatory Measuring Valve (2)	580	00
	AO Smith Water Heater	10,420	00
	Copper Pipe	465	00
	Copper Fittings	480	00
	Gas Pipe + Fittings	150	00
	Wire, Disconnect, Fittings	110	00
	Vent Pipe + Fittings	175	00
	Misc fittings, wire connectors	90	00
CURRENT	OVER 30 DAYS	OVER 60 DAYS	TOTAL AMOUNT
			27,642.00

121-5-4045-63100 \$ 10,000

**EXHIBIT I**  
**SCOPE OF SERVICES**  
**Chestnut & Adams Street Watermain Improvement**  
**Jefferson, Iowa**  
**October 2019**

**DESCRIPTION OF PROJECT AND SCOPE OF IMPROVEMENTS**

Basic Services of the Engineer - Consultant agrees to provide professional services required for the design of CHESTNUT & ADAMS STREET WATERMAIN IMPROVEMENT. The work will consist of completing Topographic Survey, Watermain Alignment and Design, PCC Pavement Repairs, Contract Document Preparation, Bidding Services, and Construction Administration for the construction of approximately 1450 LF of 6" watermain, 20 service connections, hydrants, valves and abandonment of the existing watermain. The limits of the project are along East Washington Street from Wilson Ave to the alley east of Chestnut St., East Adams Street from Wilson Ave to the alley east of Chestnut St. and in Alley from Chestnut St to Adams St.

**I. Basic Scope of Services**

**A. Topographic Survey**

- a. Consultant will perform topographic survey of the west half of North Chestnut Street from Washington St. to McKinley St. and the north half of Washington Street from Chestnut St. to Wilson Ave along with all possible service connections. Survey to include:
  - i. Establish horizontal and vertical control
  - ii. Survey existing ground to create surface model and contours for the site
  - iii. Locate surface features within the project limits including pavement, ground shots, existing located utilities, building corners, entrances, trees and other miscellaneous items
  - iv. Incorporate utility information provided by One-Call request and Water Department
  - v. CAD drafting to create electronic mapping

**B. Watermain Design**

- a. Consultant will complete final design for the construction of the watermain improvement project in accordance with City of Jefferson Water Department and SUDAS requirements. Final design will include the following design elements:
  - i. Review existing information and data on the project
  - ii. Complete a detailed design of the watermain, services and pavement repairs
  - iii. Provide complete plans including quantities, notes, details and alignment
  - iv. Prepare project specifications and contract documents for public bidding
    1. General information for bidders: Advertisement for Bids, Instructions to Bidders, Special Provisions
    2. General Supplementary Conditions

3. Proposal and Bid Bond forms
4. Agreement and Performance, Payment and Maintenance Bond forms
5. Technical Specifications, SUDAS
- v. Prepare Engineer's opinion of probable construction cost
- vi. Prepare and submit Permit applications for DNR approvals
- vii. Final plans and specifications will be provided to the City for review and approval prior to issuance for bidding activities
- viii. Consultant will coordinate project activities with City of Jefferson and franchise utilities identified in the project limits. Coordination activities will begin during design and continue throughout construction activities for utility relocation

### **C. Bidding Phase**

- a. The Consultant will provide bidding assistance to the City as follows:
  - i. Develop bid documents and distribute in accordance with the state of Iowa bidding laws.
  - ii. Address questions by bidders and issue addenda as necessary
  - iii. Attend Bid Letting, develop project bid summary and bid tabulations, make recommendation of award
  - iv. Coordinate contract documents with winning bidder and City

## **II. Construction Administration Services**

### **A. Construction Administration**

- a. Consultant will provide the following construction administration services:
  - i. Convene and preside over a preconstruction conference. Preconstruction conference attendees in addition to Consultant staff will include:
    1. City staff
    2. Representatives from the contractor, subcontractors and suppliers
    3. Representatives from affected utility companies, if requested
  - ii. Provide supervision and support to Resident Project Representative (RPR) and perform regular on-site reviews
  - iii. Provide City with weekly updates on construction progress and proposed schedules
  - iv. Prepare change orders and written directives as needed
  - v. Review and approve shop drawings and other required submittals by contractor
  - vi. Assist the RPR with the preparation, review and submittal pay requests
  - vii. Meet with affected property owners as required to address construction related concerns
  - viii. Support construction close-out with following tasks:
    1. Conduct an on-site review of the project with City staff, contractor's representatives, and other stakeholders as appropriate
    2. Develop an itemized list of construction issues (punch list) to be corrected or resolved
    3. Monitor completion of the punch list items by the contractor

4. Conduct a final project walk through with the City and the contractor to verify that all punch list items have been completed to the satisfaction of the City
  5. Resolve any issues regarding pay item quantities with the contractor
  6. Prepare final pay estimate and submit to contractor for review and approval
  7. Secure all other documentation required from contractor for project close-out required by the City
- b. Provide Resident Project Representation (RPR) for the duration of the project as detailed in Exhibit I-1
  - c. Coordinate construction methodology to meet City requirements
  - d. Provide construction staking for the construction Contractor
  - e. Consultant will perform an as-built survey of the project and develop as-built drawings
  - f. Consultant will submit digital copies of required project construction documentation in accordance with City standards

### **III. Items Provided by the Client**

- A. Existing mapping, reports, and other pertinent information
- B. Specification Special Provisions
- C. Payment of Permit Fees
- D. Payment of the Soil and Compaction Testing (By Others)

### **IV. Additional Services**

- A. 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:

- a. All other services not specifically identified in the Proposal or Sections I through II of this Exhibit 1.

## EXHIBIT I-1

### RESIDENT PROJECT REPRESENTATIVE

The CONSULTANT will furnish a Resident Project Representative (RPR), assistants and other field staff to assist CONSULTANT in observing performance of the Work of the CONTRACTOR.

Through more extensive on-site observations of the Work in progress and field checks of materials and equipment by the RPR and assistants, CONSULTANT assists the CLIENT in monitoring the progress and quality of the work; but, it is agreed that the furnishing of such services will not make CONSULTANT responsible for or give CONSULTANT control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for CONTRACTOR'S failure to perform the Work in accordance with the Contract Documents.

The duties and responsibilities of the RPR are limited to those of CONSULTANT in the construction Contract Documents, and are further limited and described as follows:

#### A. GENERAL

RPR is CONSULTANT'S agent at the site, will act as directed by and under the supervision of CONSULTANT, and will confer with CONSULTANT regarding RPR's actions. RPR's dealings in matters pertaining to the on-site work shall in general be with CONSULTANT and CONTRACTOR keeping CLIENT advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of CONTRACTOR. RPR shall generally communicate with CLIENT with the knowledge of and under the direction of CONSULTANT.

#### B. DUTIES AND RESPONSIBILITIES OF RPR

1. Schedules: Review the progress schedule, prepare a schedule of Shop Drawing submittals and review the schedule of values prepared by CONTRACTOR and consult with CONSULTANT concerning acceptability.
2. Conferences and Meetings: Attend meetings with CONTRACTOR, such as preconstruction conferences, progress meetings, job conferences and other project related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
  - a. Serve as CONSULTANT'S liaison with CONTRACTOR, working principally through CONTRACTOR'S superintendent and assist in understanding the intent of the Contract Documents; and assist CONSULTANT in serving as CLIENT'S liaison with CONTRACTOR when CONTRACTOR'S operations affect CLIENT'S on-site operations.

- b. Assist in obtaining from CLIENT additional details or information, when required for proper execution of the Work.
4. Shop Drawings and Samples:
- a. Record date of receipt of Shop Drawings and samples.
  - b. Receive samples which are furnished at the site by CONTRACTOR, and notify CONSULTANT of availability of samples for examination.
  - c. Advise CONSULTANT and CONTRACTOR of the commencement of any Work requiring a Shop Drawing or sample if the submittal has not been approved by CONSULTANT.
5. Review of Work, Rejection of Defective Work, Inspections and Tests:
- a. Conduct on-site observations of the Work in progress to assist CONSULTANT in determining if the Work is in general proceeding in accordance with the Contract Documents.
  - b. Report to CONSULTANT whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise CONSULTANT of Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
  - c. Verify that tests, equipment and systems startups and operating and maintenance training are conducted in the presence of appropriate personnel, and that CONTRACTOR maintains adequate records thereof; and observe, record and report to CONSULTANT appropriate details relative to the test procedures and startups.
  - d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to CONSULTANT.
6. Interpretation of Contract Documents: Report to CONSULTANT when clarifications and interpretations of the Contract Documents are needed and transmit to CONTRACTOR clarifications and interpretations as issued by CONSULTANT.
7. Modifications: Consider and evaluate CONTRACTOR'S suggestions for modifications in Drawings or Specifications and report with RPR's recommendations to CONSULTANT. Transmit to CONTRACTOR decisions as issued by CONSULTANT.



8. Records:

- a. Maintain orderly files for correspondence, reports or job conferences, Shop Drawings and samples, reproductions of original Contract Documents including all Work Directive Changes, Addenda, Change Orders, Field Orders, additional Drawings issued subsequent to the execution of the Contract, CONSULTANT'S clarifications and interpretations of the Contract Documents, progress reports, and other Project related documents.
- b. Keep a diary or log book, recording CONTRACTOR hours on the job site, weather conditions, data relative to questions of Work Directive Changes, Change Orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures.
- c. Record names, addresses and telephone numbers of all CONTRACTORS, subcontractors and major suppliers of materials and equipment.

9. Reports:

- a. Furnish CONSULTANT periodic reports as required of progress of the Work and of CONTRACTOR'S compliance with the progress schedule and schedule of Shop Drawing and sample submittals.
  - b. Consult with CONSULTANT in advance of scheduled major tests, inspections or start of important phases of the Work.
  - c. Draft proposed Change Orders and Work Directive Changes, obtaining backup material from CONTRACTOR and recommend to CONSULTANT Change Orders, Work Directive Changes, and Field Orders.
  - d. Report immediately to CONSULTANT and CLIENT upon the occurrence of any accident.
10. Payment Requests: Review applications for payment with CONTRACTOR for compliance with the established procedure for their submission and forward with recommendations to CONSULTANT, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by CONTRACTOR are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to CONSULTANT for review and forwarding to CLIENT prior to final payment for the Work.

12. Completion:

- a. Conduct final inspection in the company of CONSULTANT, CLIENT, and CONTRACTOR and prepare a final list of items to be completed or corrected.
- b. Observe that all items on final list have been completed or corrected and make recommendations to CONSULTANT concerning acceptance.
- c. Assist in preparation of Record Drawings and provide copies of documentation requested by CLIENT for occupation of the Project.

C. LIMITATIONS OF AUTHORITY

It is agreed that Resident Project Representative's responsibility and obligations do not include the following actions nor shall RPR be directed to or be empowered to:

1. Authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by CONSULTANT.
2. Exceed limitations of CONSULTANT'S authority as set forth in the Contract Documents.
3. Undertake any of the responsibilities of CONTRACTOR, subcontractor or CONTRACTOR'S superintendent.
4. Advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
5. Advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
6. Accept Shop Drawing or sample submittals from anyone other than CONTRACTOR.
7. Authorize CLIENT to occupy the Project in whole or in part.
8. Participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by CONSULTANT.