

AGENDA

COUNCIL MEETING
Tuesday, April 14, 2020
5:30 P.M.

CITY HALL COUNCIL CHAMBERS

The City will be keeping the total number of attendees to 10 or less at city hall. In abiding by Governor Reynolds orders. The current COVID-19 situation makes in “impossible and impractical” to meet in one location. The public can simply call [1-312-626-6799](tel:1-312-626-6799) and use the meeting ID number: 377 759 2273 . From a smart phone questions and comment can be typed in. You can also “raise your hand” and be recognized to speak. Video conferencing is also available on the “Zoom meeting App”

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. 3/24/20 regular Council meeting minutes.
- B. Consider approval of Neighborhood Improvement Incentive grant of \$1,200 at 606 N. Cedar St.
- C. Payment of monthly bills

IV. NEW BUSINESS:

- A. Public Hearing for 2020-2021 budget.
- B. Consider approval of resolution adopting 2020-2021 budget.
- C. Public Hearing for the plans and specifications for the Chestnut & Adams Water Main Improvements Project.
- D. Consider resolution awarding contract for the Chestnut & Adams Water Main Improvements Project.
- E. Consider approval to hire Jeremy Beherns as a Jefferson Police Patrol Officer.
- F. Consider resolution ordering bids, approving plans, specifications, form of contract, estimate of cost and set public hearing on the Jefferson Municipal Airport Runway 14/32 Extension
- G. Set Public Hearing on amendment to City’s Urban Renewal Plan.
- H. Consider resolution awarding contract for 100 East State Street Roof Project.
- I. Consider approval to repair showers at the swimming pool
- J. Committee appointments
- K. Update from Cat Committee

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 4/14/20

NEW BUSINESS

- A. **Public Hearing for 2020-2021 budget. The budget has been attached as a separate PDF**
- B. **Consider approval of resolution adopting 2020-2021 budget.**
- C. **Public Hearing for the plans and specifications for the Chestnut & Adams Water Main Improvements Project.**
- D. **Consider resolution awarding contract for the Chestnut & Adams Water Main Improvements Project.** 6 bids were received for the project (bid information attached) for 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. Bolton and Menk have reviewed the bids and will be recommending the low bid from Keller Excavating of \$216,516.00
- E. **Consider approval to hire Jeremy Beherns as a Jefferson Police Patrol Officer.** Due to his 22 years of experience, Wage & Benefit is recommending to start Jeremy at Grade 7, which would make his salary \$50,692.00. Starting date would be April 17, 2020.
- F. **Consider resolution ordering bids, approving plans, specifications, form of contract, estimate of cost and set public hearing on the Jefferson Municipal Airport Runway 14/32 Extension.** The project is Extend Runway 14/32 to the south 900 feet and displace the north runway threshold by 100 feet to the south. Install lighting and navaid systems on the runway extension and relocate lighting and navaids on the north end. Project includes PCC paving, grading, drainage improvements, pavement marking, and electrical work as noted. Bid alternates may construct a turnaround at the south end of the runway extension and complete replacement of the runway light system with new LED runway lights.
- G. **Set Public Hearing on amendment to City's Urban Renewal Plan.** The current Urban renewal plan limits the amount that can be spent on any one building to \$150,000 and not to exceed \$600,000 for all buildings in one year. Since some building are more costly than others to rennovate, the proposal is to modify the amendment to eliminate the \$150,000 limit per building and leave the \$600,000 per year. In order to do this. The City would need to go through the amendment process..
- H. **Consider resolution awarding contract for 100 East State Street Roof Project.** The City received one bid for the project in the amount of \$217,370.
- I. **Consider approval to repair showers at swimming pool.** At the 3/24/20 meeting, the Council approved \$27,642 to repair the showers at the swimming pool. Upon further review, the amount was for the materials. The labor, upon completion of the project, is \$11,000 and will need to be approved for a total project bid of \$38,642 which is the amount the Park and Recreation Board approved. The funding would come from Local Option Sales Tax and General Fund.
- J. **Committee assignments**
- K. **Update from Cat Committee.**

COUNCIL MEETING

March 24, 2020

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Gordon presided.

Meeting was held at City Hall with Mayor Gordon and Councilman Ahrenholtz. Also present was Councilman Sloan, Jackson, Wetrich and Zmolek via invite on electronic Zoom application. This was necessary due to the State of Iowa Governor issuing a State Public Disaster Emergency which limited the meeting to no more than 10 people. The Disaster Emergency was due to the 2019 Novel Coronavirus.

No citizens spoke during Open Forum.

On motion by Sloan, second by Wetrich, the Council approved the following consent agenda March 10, 2020 Council Minutes and March 17, 2020 Special Council Minutes.

AYE: Jackson, Ahrenholtz, Sloan, Wetrich, Zmolek

NAY: None

This was the time and place for the Public Hearing on amendment to the City's Urban Renewal Plan to add Block 33, Original Town of Jefferson, to Urban Renewal Area. Gordon called for any oral or written comments and there were none. On motion by Ahrenholtz, second by Wetrich, the Council closed the Public Hearing.

AYE: Zmolek, Jackson, Ahrenholtz, Sloan, Wetrich

NAY: None

RESOLUTION NO. 10-20

On motion by Ahrenholtz, second by Sloan, the Council approved Resolution No. 10-20, a resolution to approve 2020-1 Urban Renewal Plan Amendment for the Jefferson Urban Renewal Area.

AYE: Wetrich, Jackson, Zmolek, Sloan, Ahrenholtz

NAY: None

On motion by Sloan, second by Wetrich, the Council approved tabling awarding contract for 100 East State Street Roof Project.

AYE: Ahrenholtz, Sloan, Jackson, Wetrich, Zmolek

NAY: None

RESOLUTION NO. 11-20

On motion by Ahrenholtz, second by Jackson, the Council approved Resolution No. 11-20, a resolution ordering bids, approving plans, specifications and form of contract and notice to bidder, fixing amount of bidder's check, and ordering clerk to publish notice and for a public hearing on plans, specifications, form of contract and estimate of costs for the Jefferson shared use path improvements project. A public hearing date has been set for April 28, 2020 at 5:30p.m.

ABSTAIN: Sloan

AYE: Jackson, Ahrenholtz, Wetrich, Zmolek

NAY: None

On motion by Sloan, second by Zmolek, the Council approved to Web Services-Hosted application agreement with the City's current provider Tyler Technologies to provide on-line utility payments which is a 3 year agreement for \$1,200 per year.

AYE: Zmolek, Jackson, Sloan, Wetrich, Ahrenholtz

NAY: None

On motion by Ahrenholtz, second by Sloan, the Council approved setting the Public Hearing for April 14th, 2020 at 5:30p.m. for the Fiscal Year 2020-2021 Budget.

AYE: Jackson, Ahrenholtz, Sloan, Wetrich, Zmolek

NAY: None

On motion by Sloan, second by Wetrich, the Council approved the following Mayor/Council appointments:

Diane M. Kennedy	City Clerk/Treasurer
Bob Schwarzkopt	City Attorney
James D. Leiding, P.E.	City Engineer
City Health Officer	Vacant
Darren Jackson	Park and Recreation Board
Matt Wetrich	Park and Recreation Board

AYE: Ahrenholtz, Wetrich, Zmolek, Sloan, Jackson

NAY: None

On motion by Sloan, second by Wetrich, the Council approved the appointment of Roxanne Gorsuch as City Clerk/Treasurer effective April 1, 2020 at the salary of \$47,264.

AYE: Jackson, Sloan, Wetrich, Zmolek, Ahrenholtz

NAY: None

Michael Palmer, City Administrator presented City Clerk/Treasurer Diane Kennedy a plaque for 40 years of service. Diane will retire from the City of Jefferson on March 31, 2020.

There being no further business the Council agreed to adjourn.

Matt Gordon, Mayor

Diane M. Kennedy, City Clerk

City of Jefferson

Neighborhood Improvement Incentive Program

Purpose:

The purpose of this grant program is to assist organizations, residents, and business owners within the City of Jefferson to strengthen their neighborhood's appearance, to promote the area to visitors, and to improve the quality of life.

Eligible Applicants:

- ◆ Eligible applicants are property owners in the City of Jefferson who are committed to improve neighborhoods, promote the area, and improve the quality of life.

Eligible Projects to be Considered for Funding: (Must demonstrate at least one of the items listed below)

- ◆ Projects that demolish a structure, including grading and seeding the area, in residential or commercial and public or private property.
- ◆ Projects that correct violations of the 2012 International Property Maintenance Code
- ◆ Project must be completed one year from application approval date.

Funding Requirements:

- ◆ Maximum request is \$2,000.
- ◆ Grant funds are available on a reimbursement basis only.
- ◆ Grants will generally be awarded on a 50/50 cash match basis up to \$2,000.
- ◆ Before and after pictures are required for funding.

Applicant Information

Organization Name: Region XII COG Project Name: 606 N. Cedar
Contact Person: Karla Janning Mailing Address: P.O. Box 768
City, State, Zip: Carroll, IA Daytime Phone Number: 515-370-1328
Fax: 712-792-1751 E-mail: kjanning@region12cog.org
Total Project Cost: \$ 175,000 Amount requesting from this grant program: \$ 1,200
Project Address: 606 N. Cedar St., Jefferson, IA
Project Description Three bedroom, two bath spec house on full basement

The City Administrator and the Building Official will make final recommendations to the City Council regarding which projects should be funded. However, they will solicit input by utilizing, the City Engineer, City Department Staff, and/or City Council Members.

For More Information/Questions:

Contact the City Administrator, City Clerk or Building Official at 515-386-3111.

Daniel Construction, LLC

601 South Center Street
Lake City, IA 51449

Invoice

Date	Invoice #
3/22/2020	598

Bill To
City of Jefferson Region XII Council of Governments 606 N. Cedar Street Jefferson, IA 50129

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
240	Approach at 606 N Cedar Street, Jefferson, IA 50129		
6	SF 6" concrete with rebar	4.50	1,080.00
	Tons road gravel subbase	20.00	120.00
Total			\$1,200.00

Phone #	Fax #	E-mail
712-464-0077	712-464-0076	danielconstruction3@hotmail.com

37-349

Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2020 - ENDING JUNE 30, 2021

Resolution No.: #12-20

The City of: Jefferson County Name: GREENE

Date Budget Adopted: _____
(Date) xx/xx/xx

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages. Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

515-386-3111
Telephone Number

Signature

County Auditor Date Stamp

January 1, 2019 Property Valuations

	With Gas & Electric	Without Gas & Electric	Last Official Census
Regular	2a <u>148,811,130</u>	2b <u>145,779,197</u>	4,345
DEBT SERVICE	3a <u>177,904,241</u>	3b <u>174,872,308</u>	
Ag Land	4a <u>1,921,294</u>		

TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	(A) Request with Utility Replacement	(B) Property Taxes Levied	(C) Rate
384.1	8.10000	Regular General Levy	5 1,205,370	1,180,811	43 8.10000
(384)		Non-Voted Other Permissible Levies			
12(8)	0.67500	Contract for use of Bridge	6	0	44 0
12(10)	0.95000	Opr & Maint publicly owned Transit	7	0	45 0
12(11)	Amt Nec	Rent, Ins. Maint of Civic Center	8	0	46 0
12(12)	0.13500	Opr & Maint of City owned Civic Center	9	0	47 0
12(13)	0.06750	Planning a Sanitary Disposal Project	10	0	48 0
12(14)	0.27000	Aviation Authority (under sec.330A.15)	11	0	49 0
12(15)	0.06750	Levee Impr. fund in special charter city	13	0	51 0
12(17)	Amt Nec	Liability, property & self insurance costs	14	48,982	52 0.33600
12(21)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.	462	0	465 0
(384)		Voted Other Permissible Levies			
12(1)	0.13500	Instrumental/Vocal Music Groups	15	0	53 0
12(2)	0.61000	Memorial Building	16	0	54 0
12(3)	0.13500	Symphony Orchestra	17	0	55 0
12(4)	0.27000	Cultural & Scientific Facilities	18	0	56 0
12(5)	As Voted	County Bridge	19	0	57 0
12(6)	1.35000	Missi or Missouri River Bridge Const.	20	0	58 0
12(9)	0.03375	Aid to a Transit Company	21	0	59 0
12(16)	0.20500	Maintain Institution received by gift/devise	22	0	60 0
12(18)	1.00000	City Emergency Medical District	463	0	466 0
12(20)	0.27000	Support Public Library	23	0	61 0
28E.22	1.50000	Unified Law Enforcement	24	0	62 0
Total General Fund Regular Levies (5 thru 24)			25 1,255,370	1,229,793	
384.1	3.00375	Ag Land	26 5,771	5,771	63 3.00375
Total General Fund Tax Levies (25 + 26)			27 1,261,141	1,235,564	Do Not Add
Special Revenue Levies					
384.8	0.27000	Emergency (if general fund at levy limit)	28 40,179	39,360	64 0.27000
384.6	Amt Nec	Police & Fire Retirement	29 0	0	0
	Amt Nec	FICA & IPERS (if general fund at levy limit)	30 243,366	238,407	1.63540
Rules	Amt Nec	Other Employee Benefits	31 305,191	298,973	2.05086
Total Employee Benefit Levies (29,30,31)			32 548,557	537,380	65 3.68626
Sub Total Special Revenue Levies (28+32)			33 588,736	576,740	
Valuation					
388	As Req	With Gas & Elec	Without Gas & Elec		
	SSMID 1 (A)	(B)	34	0	66 0
	SSMID 2 (A)	(B)	35	0	67 0
	SSMID 3 (A)	(B)	36	0	68 0
	SSMID 4 (A)	(B)	37	0	69 0
	SSMID 5 (A)	(B)	555	0	565 0
	SSMID 6 (A)	(B)	556	0	566 0
	SSMID 7 (A)	(B)	1177	0	### 0
	SSMID 8 (A)	(B)	1185	0	### 0
Total Special Revenue Levies			39 588,736	576,740	
384.4	Amt Nec	Debt Service Levy 76.10(6)	40 -1,363,002	40 0	70 0
384.7	0.67500	Capital Projects (Capital Improv. Reserve)	41	41 0	71 0
Total Property Taxes (27+39+40+41)			42 486,875	42 1,812,304	72 12.39226

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:

Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

- 1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, filed proof was evidenced.
- 2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
- 3) Adopted property taxes do not exceed published or posted amounts.
- 4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
- 5) Number of the resolution adopting the budget has been included at the top of this form.
- 6) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.
- 7) The long term debt schedule (Form 703) shows sufficient payment amounts to pay the G.O. debt certified by the city to this office.

(County Auditor)

RESOLUTION NO. _____

**RESOLUTION APPROVING CONTRACT AND BOND AND MAKING AWARD OF
CONTRACT FOR CHESTNUT & ADAMS STREET WATERMAIN IMPROVEMENTS PROJECT**

WHEREAS, The Consultant engineer, Bolton & Menk, Inc., 300 W. McKinley St., Jefferson, IA 50129 has prepared plans and specifications for the Chestnut & Adams Street Watermain Improvements Project: and

WHEREAS, the City of Jeffers City Council on March 10th, 2020, approved said plans and specifications subject to a public hearing thereon; and

WHEREAS, sealed bids were received by the City Clerk on April 8, 2020 at 3:00 PM; and

WHEREAS, the Public Hearing was held on April 14, 2020 @ 5:30 PM, and the City Council heard and considered all public comments, if any, on the project.

NOW, THEREFORE, BE IT RESOLVED, that the bid of Keller Excavating, Inc. from Boone, IA in the amount of \$216,516.00 for the Chestnut & Adams Street Watermain Improvements Project all as described in the plans and specifications adopted by this Council after public hearing on published notice required by law, is hereby accepted, the same being the lowest bid received for said project.

BE IT FURTHER RESOLVED, by the City Council of the City of Jefferson, Iowa that the Contract and Bond executed by Keller Excavating, Inc. of Boone, Iowa for the Chestnut & Adams Street Watermain Improvements Project as described by the plans and specifications filed in the office of the City Clerk, said contract to be signed by the Mayor and City Clerk on Behalf of the City, be and the same are hereby approved.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby directed to execute the contract with the foregoing bidder for such work.

PASSED AND APPROVED this 14th day of April, 2020.

(SEAL)

Matt Gordon, Mayor

ATTEST:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

RESOLUTION ORDERING BIDS, APPROVING PLANS, SPECIFICATIONS AND FORM OF CONTRACT AND NOTICE TO BIDDER, FIXING AMOUNT OF BIDDER'S CHECK, AND ORDERING CLERK TO PUBLISH NOTICE AND FOR A PUBLIC HEARING ON PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COSTS FOR THE JEFFERSON MUNICIPAL AIRPORT RUNWAY 14/32 EXTENSION PROJECT

WHEREAS, it is now necessary to advertise for bids and set a public hearing for approval of plans and specifications for the Jefferson Municipal Airport Runway 14/32 Extension project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Jefferson, Iowa, that the Jefferson Municipal Airport Runway 14/32 Extension project in the City of Jefferson, Iowa is hereby ordered to be advertised for bids for construction.

BE IT FURTHER RESOLVED, that the detailed plans and specifications as prepared by Bolton & Menk, Inc in the City of Jefferson, Iowa, and the form of contract and Notice to Bidders and Notice of Public Hearing, as approved, be and the same are hereby approved, subject to hearing thereon, and are hereby ordered placed on file in the office of the Clerk for public inspection.

BE IT FURTHER RESOLVED that the amount of the security to accompany each bid shall be in the amount of 5%, price pursuant to the provisions of Chapter 26 of the Code of Iowa, which bid security shall conform to the provisions of the Instruction to Bidders hereby approved.

BE IT FURTHER RESOLVED that the Clerk is hereby directed to advertise for bids for the construction of said improvements. Sealed bids will be received at City Hall, 220 Chestnut St., Jefferson, IA 50129 by the City Clerk until 3:00 P.M. on May 5, 2020, for the various items of work. Opening and reading of the bids will be performed at a CLOSED bid opening at the office of the City Clerk, City Hall, City of Jefferson after 3:00 P.M. on the same date such bids are scheduled to be received, unless otherwise specified. Bids will be tabulated and a bid summary posted on the Bolton & Menk, Inc. website and available by email upon request. Thereupon the bids will be referred to the City Council for action upon said bids at a future meeting to be held at the Council Chambers, City Hall, City of Jefferson in Jefferson, Iowa. Notice to Bidders is to be posted in / on all three of the following:

- in a relevant contractor plan room service with statewide circulation, and
- in a relevant construction lead generating service with statewide circulation, and
- either on an internet site sponsored by the governmental entity or a statewide association that represents the governmental entity.

BE IT FURTHER RESOLVED that the Council hold a public hearing on the matter of the adoption of proposed plans, specifications and form of contract for the making of said improvements, which documents are now on file in the office of the Clerk, said hearing to be held at the Council Chambers, City Hall, City of Jefferson in Jefferson, Iowa, on the 12th day of May, 2020 at 5:30 P.M., and that the City Clerk give notice of said hearing by publication once in a local legal newspaper, printed wholly in English language, not less than four (4) clear days nor more than twenty (20) days prior to the date fixed therefore.

PASSED AND APPROVED 14th day of April, 2020

Matthew Gordon, Mayor

ATTEST:

Roxanne Gorsuch, City Clerk