

# AGENDA

## COUNCIL MEETING

Tuesday, May 12, 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 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. 4/28/20 regular Council meeting minutes.
- B. Doc’s Stadium Bar and Grill. Class C Liquor License.
- C. Greene County Fair Association, Class C Liquor License.
- D. Part time help at Jefferson Community Golf Course - Jake Hinote - \$7.75, Tiffany Hupp - \$7.75  
Carter Morton - \$7.75, Andrew Michaelson - \$7.75, Quinton Clancy - \$7.75
- E. Payment of monthly bills.

#### IV. NEW BUSINESS:

- A. Public hearing on the Jefferson Municipal Airport Runway 14/32 Extension approving plans, specifications, form of contract, estimate of cost.
- B. Consider resolution approving plans, specifications, form of contract, estimate of cost for the Jefferson Municipal Airport Runway 14/32 Extension.
- C. Consider resolution awarding contract for the Jefferson Municipal Airport Runway 14/32 Extension.
- D. Consider approval of grant application for Jefferson Municipal Airport Runway 14/32 Extension Project.
- E. Consideration of approval of forgivable loan with Sebolt Wrestling Academy.
- F. Consider resolution approving contract and performance and payment bonds for the 100 East State Street Roof Structure and Roof Installation Project.
- G. Consider resolution awarding contract for Jefferson shared use path improvements project.
- H. Consider resolution approving amendment to 28E agreement with Greene County for sharing of animal shelter costs.
- I. Consider approval of Main Street/Chamber funding.
- J. Cat Committee proposal.
- K. Video Services for Council meetings

#### V. REPORTS:

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

#### VI. ADJOURN.

# AGENDA SUMMARY

DATE 5/12/20

## NEW BUSINESS

- A. **Public hearing on the Jefferson Municipal Airport Runway 14/32 Extension approving plans, specifications, form of contract, estimate of cost.** Attached is the project description.
- B. **Consider resolution approving plans, specifications, form of contract, estimate of cost for the Jefferson Municipal Airport Runway 14/32 Extension.**
- C. **Consider resolution awarding contract for the Jefferson Municipal Airport Runway 14/32 Extension.** See attached bids
- D. **Consider approval of grant application for Jefferson Municipal Airport Runway 14/32 Extension Project.**
- E. **Consideration of approval of forgivable loan with Sebolt Wrestling Academy.** The proposed agreement would be a \$150,000, 10-year forgivable loan to assist with the development of the existing Fieldhouse building into a wrestling academy.
- F. **Consider resolution approving contract and performance and payment bonds for the 100 East State Street Roof Structure and Roof Installation Project.** The Council approved an amendment to the Urban renewal area to remove the maximum allowable expenditure of \$150,000 per building improvement. The change allows for final approval of the contract of \$217,000 for the roof installation project.
- G. **Consider resolution awarding contract for Jefferson shared use path improvements project.** Attached are the bids for the shared use path project that were opened on 4/22/20. The low bid was Caliber Construction with a base bid of \$877,039.20 and a low bid of \$69,454.29 for the alternate bid item to complete the entire length of the trail on East Lincoln Way. The total award of the bid would be \$946,584.49.

### Project description:

- Greenwood Ave – Construction of a 10' wide PCC trail from the intersection of Ram Dr. south along the east side of Hwy 4 to Grauer St., crossing to the west side at Grauer and along the west side of Hwy 4 from Grauer St. to Greenwood Ave
  - East Lincoln Way – Entry way improvements will include the construction of an 8' wide PCC trail from the Raccoon River Valley trail head east along the south side of East Lincoln Way to the cemetery entrance and the construction of curb and gutter greenspaces along the north side of East Lincoln Way along the same area.
  - West Central Avenue – Construction of an 8' wide PCC trail along the south side of W Central Ave from Hwy 4 to the west to the west side of Walnut Ave and leaving connection for future trail by the school district to the new high school campus.
  - Daubendiek Park – Reconstruction of the existing HMA trail to a 10' wide PCC trail
- H. **Consider resolution approving amendment to 28E agreement with Greene County for sharing of animal shelter costs.** Attached is a 28E agreement the County approved at their regular 5/11/20 meeting to increase their share of reimbursable expenses for the animal shelter from a maximum of \$1,500 per year to \$6,000. Attached is the current agreement along with the proposed changes
  - I. **Consider approval of Main Street/Chamber funding.** Council discussed this at the 4/28/20 meeting to consider directing \$70,000 per year towards the merger of the Chamber and Main Street. The funding would come from \$30,000 of Hotel/Motel funds that is currently provided to the Chamber per year, \$20,000 of funding currently provided to Main Street with the final \$20,000 coming from other sources within the general fund.
  - J. **Cat Committee proposal.**
  - K. **Video Services for Council meetings**



COUNCIL MEETING

April 28, 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. Also present was Councilman Ahrenholtz, 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 Wetrich, second by Sloan, the Council approved the following consent agenda April 14, 2020 Council Minutes, **RESOLUTION NO. 18-20** approving employee salaries for calendar year 2019, Oly's Corner, Inc., Class C Beer Permit, approval of Sewer Adjustment for Dick Ferguson at 302 Edgewood Ave of \$505.23, approval of Neighborhood Improvement Incentive grant for \$2,000 at 702 W. Lincoln Way, Set public hearing for May 26th at 5:30 p.m. for the FY 2019-2020 budget amendment.

AYE: Ahrenholtz, Sloan, Wetrich, Jackson, Zmolek  
NAY: None

This was the time and place for the Public Hearing on plans, specifications form of contract and estimate of costs for the Jefferson shared use path improvements project. After some discussion Mayor Gordon called for any oral or written comments and there were none. On motion by Sloan, second by Zmolek, the Council closed the Public Hearing.

AYE: Jackson, Wetrich, Zmolek, Ahrenholtz, Sloan  
NAY: None

**RESOLUTION NO. 19-20**

On motion by Sloan, second by Ahrenholtz, the Council approved Resolution No. 19-20, a resolution approving Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the Jefferson Shared Use Path Improvements Project.

AYE: Zmolek, Ahrenholtz, Sloan, Jackson, Wetrich  
NAY: None

This was the time and place for the Public Hearing on amendment to the City's Urban Renewal Plan. Gordon called for any oral or written comments and there were none. On motion by Ahrenholtz, second by Sloan, the Council closed the Public Hearing.

AYE: Zmolek, Ahrenholtz, Jackson, Sloan, Wetrich  
NAY: None

**RESOLUTION NO. 20-20**

On motion by Ahrenholtz, second by Zmolek, the Council approved Resolution No. 20-20, a resolution to approve 2020-2 Urban Renewal Plan Amendment for the Jefferson Urban Renewal Area.

AYE: Sloan, Jackson, Wetrich, Zmolek, Ahrenholtz  
NAY: None

**RESOLUTION NO. 21-20**

On motion by Sloan, second by Jackson, the Council approved Resolution No. 21-20, a resolution adopting Multi-Jurisdictional Hazard Mitigation Plan.

AYE: Zmolek, Ahrenholtz, Jackson, Sloan, Wetrich  
NAY: None

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

AYE: Jackson, Ahrenholtz, Wetrich, Sloan, Zmolek  
NAY: None

A presentation was given by Sebolt Wrestling Academy who is interested in purchasing the property located at 202 South Chestnut also known as the Field House.

The Council discussed the Jefferson Matters; Main Street and Greene County Chamber merger. The proposal of \$70,000 from hotel/motel funds was presented. No action was taken.

**RESOLUTION NO. 22-20**

On motion by Sloan, second by Ahrenholtz, the Council approved Resolution No. 22-20, a resolution adopting the amended 2020-2021 budget.

AYE: Jackson, Ahrenholtz, Wetrich, Zmolek, Sloan  
NAY: None

Mike Palmer gave a quarterly financial update.

Councilman Darren Jackson presented the idea of Trap/Neuter/Release day where the cats could be caught and treated. No action was taken.

The Council discussed videoing council meetings and services from Sebourn Video Services. No action was taken.

There being no further business the Council agreed to adjourn.

\_\_\_\_\_  
Matt Gordon, Mayor

\_\_\_\_\_  
Roxanne Gorsuch, City Clerk

## NOTICE OF PUBLIC HEARING

### RUNWAY 14/32 EXTENSION CITY OF JEFFERSON JEFFERSON, IOWA

**Public Hearing on Proposed Contract Documents and Estimated Costs for Repair or Improvement.** A public hearing will be held by the City of Jefferson on the proposed contract documents (plans, specifications and form of contract) and estimated cost for the improvement at its meeting at at 5:30 P.M. CDST on Tuesday, May 12, 2020, at City Hall, 220 N. Chestnut Street, Jefferson, IA 50129

**PROJECT DESCRIPTION:** 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.

At said hearing, the City Council will consider the plans, specifications, proposed form of contract, and estimated total cost for the project, the same now being on file in the office of the City Clerk, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said City Council will also receive and consider any objections to said plans, specifications, estimate of cost, and form of contract made by any interested party.





Real People. Real Solutions.

300 W McKinley Street  
PO Box 68  
Jefferson, IA 50129

Ph: [515] 386-4101  
Bolton-Menk.com

May 7, 2020

City of Jefferson  
Roxanne Gorsuch, City Clerk  
220 N. Chestnut Street  
Jefferson, IA 5019

RE: Runway 14/32 Extension  
Recommendation of Award  
Project No.: T51.119027

Dear Roxanne Gorsuch:

At 3:00 P.M on May 5, 2020 bids were received for the Runway 14/32 Extension project. The Engineer’s Estimate for the base bid of the project was \$1,349,688.50. Four bids were received, all bidders were responsive, and bids for the Base Bid and both Bid Alternates ‘A’ and ‘B’ are summarized as follows:

Bidder	City	Base Bid Total	Bid Alt. ‘A’	Bid Alt. ‘B’	Total – All Work
Engineer’s Estimate		\$1,349,688.50	\$174,801.00	\$227,100.50	\$1,751,590.00
<b>Concrete Technologies, Inc.</b>	<b>Grimes, IA</b>	<b>\$1,121,785.40</b>	<b>\$219,443.40</b>	<b>\$135,504.50</b>	<b>\$1,476,733.30</b>
Godbersen-Smith Const. Co.	Ida Grove, IA	\$1,177,380.30	\$194,570.50	\$147,643.30	\$1,519,594.10
JB Holland Construction, Inc.	Decorah, IA	\$1,210,460.81	\$181,662.25	\$131,278.95	\$1,523,402.01
Absolute Concrete Const.	Slater, IA	\$1,385,891.55	\$207,296.40	\$131,516.90	\$1,724,704.85

The bid received from Concrete Technologies, Inc. was 16.9% below the Engineers estimate for the Base Bid, and the total for all work, including both bid alternates, was 15.7% below the Engineer’s estimate. For any combination of work awarded (Base Bid only, or Base Bid plus one or both alternates), the bid from Concrete Technologies, Inc. was the low bid, and they were determined to be the lowest responsive, responsible bidder. Bolton & Menk, Inc. has reviewed the bid documents submitted, checked references on this bidder, and was satisfied with responses given.

Therefore, Bolton & Menk, Inc. recommends award of the “Runway 14/32 Extension” project at the Jefferson Municipal Airport to Concrete Technologies, Inc. for all work (Base Bid, Bid Alternate ‘A’, and Bid Alternate ‘B’) for the total amount of \$1,476,733.30 (One Million, Four Hundred Seventy-Six Thousand, Seven Hundred Thirty-Three Dollars and Thirty Cents), subject to FAA concurrence and award of grant(s) from the FAA funding the project.

Jefferson Municipal Airport  
Award Recommendation for Runway 14/32 Extension  
May 7, 2020

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Should funding not be available for all work, we also recommend award of the Base Bid to Concrete Technologies, Inc. for the Base Bid total as noted above and all bid alternates that can be funded by the FAA with available grant amounts, for totals noted in the table above and in the bid tabulation.

The bid tabulation is attached for your use.

Feel free to contact me should there be any questions related to this project.

Sincerely,



Carl L. Byers, P.E.  
Aviation Project Manager

BOLTON & MENK, INC.

cc: File w/attachment

## BID SUMMARY



Real People. Real Solutions.

**Project Location:** City of Jefferson, Iowa  
**Project Title:** Jefferson Shared Use Path Improvements  
**Project No.:** A14.119874  
**Addendum(s):** N/A

**Bid Day/Date:** Wednesday, April 22<sup>nd</sup>, 2020  
**Bid Time:** 3:00 p.m.  
**Bid Location:** Bolton & Menk, Jefferson, Iowa  
 (Closed Bid Opening)

\$	BIDDERS	CITY	BID BOND	TOTAL BASE BID	TOTAL ALTERNATE A BID
1.	Howrey Construction, Inc.	Rockwell City, Iowa	Y / N	\$1,011,005.25	\$77,766.50
2.	Caliber Concrete LLC	Adair, Iowa	Y / N	\$877,039.20	\$69,454.29
3.			Y / N		
4.			Y / N		
5.			Y / N		
6.			Y / N		
7.			Y / N		
8.			Y / N		
9.			Y / N		
10.	Engineer's Estimate		Y / N	\$964,179.50	\$76,350.50

**BOLTON & MENK, INC.**

Mankato, MN • Fairmont, MN • Sleepy Eye, MN • Burnsville, MN • Chaska, MN • Duluth, MN  
 Willmar, MN • Ramsey, MN • Maplewood, MN • Rochester, MN • Baxter, MN • Fargo, ND  
 Ames, IA • Spencer, IA • Des Moines, IA • Jefferson, IA • Cedar Rapids, IA • Algona, IA  
 Bolton-Menk.com



RESOLUTION 17-2000  
28 E Agreement- Animal Shelter

WHEREAS Greene County, Iowa, desires to secure for itself the services of an animal shelter to use in securing and maintaining stray domestic animals until they can be returned to their owners or otherwise disposed of in accordance with law

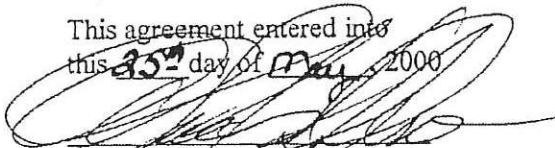
and WHEREAS the city of Jefferson, Iowa maintains and operates such an animal shelter

and WHEREAS the city of Jefferson, Iowa desires to defray its cost of maintaining and operating said animal shelter by sharing said costs with Greene County, Iowa in exchange for Greene County, Iowa's right to place and keep stray animals at said facility

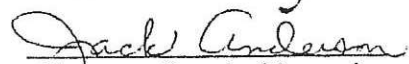
NOW THEREFORE, BE IT AGREED by and between Greene County, Iowa (herein referred to as County) and the City of Jefferson, Iowa (herein referred to as City) as follows:

- 1) The City shall allow stray animals in the custody of the County employees to be boarded, maintained and disposed of on the same basis as animals in the custody of City employees.
- 2) The County and City shall share the operational expenses of the Jefferson animal shelter equally up to the maximum contribution of \$1500.00 by the County. Said expenses shall include utilities and food. Said expenses shall not include costs for labor.
- 3) This agreement shall be in effect from the date approved by both parties. The duration shall be indefinite. Either party may terminate this agreement by giving written notice to the other party of its intention to do so. The contract will terminate at 11:59 p.m. on June 30th of the fiscal year following the fiscal year in which notice was given. (Notice given anytime during fiscal year 2001 which begins July 1, 2000 and ends June 30, 2001 would cause agreement to terminate at 11:59 p.m. on June 30, 2002.) If this agreement is terminated, it is understood that the City will no longer accept animals from the County.
- 4) Reimbursement of operational expenses for the animal shelter will be billed to the county biannually. Expenses will be billed as follows: July 1 through December 31 to be billed in January and expenses January 1 through June 30 to be billed in July of the next fiscal year.
- 5) The city clerk is hereby designated as the Administrator of the agreement. The city clerk shall keep adequate records of expenses and provide them to the County upon request. The city clerk shall issue invoices to the County as provided by the agreement. Modifications to this agreement may be made anytime by mutual consent of both parties.

This agreement entered into  
this 25<sup>th</sup> day of May, 2000

  
Mayor, City of Jefferson, Iowa

This agreement entered into  
this 25<sup>th</sup> day of May, 2000

  
Chairman, Board of Supervisors  
Greene County, Iowa

**AMENDMENTS TO THE 28E AGREEMENT  
BETWEEN GREENE COUNTY, IOWA, AND THE CITY OF JEFFERSON, IOWA,  
FOR THE SHARING OF ANIMAL SHELTER OPERATIONAL EXPENSES**

These amendments are by and between the County of Greene, Iowa, and the City of Jefferson, Iowa (“the Parties”), and are made pursuant to Section 5 of the 28E Agreement for the sharing of animal shelter operational expenses originally executed by the Parties on May 25, 2000 (“the Agreement”). In consideration of the mutual covenants made herein, the Parties agree as follows:

1. The Parties agree to amend Section 2 to replace “\$1500.00” with “\$6,000.00.”
2. The Parties agree to add the following Section to the Agreement:
  - 6) The purpose of this agreement is to provide animal shelter services to stray domestic animals in the custody of Greene County and to ensure that the City of Jefferson is adequately reimbursed for the provision of such services.
3. The Parties agree to add the following Section to the Agreement:
  - 7) This agreement does not create a separate legal or administrative entity to conduct the cooperative undertaking described in this agreement.
4. The Parties agree to add the following Section to the Agreement:
  - 8) All real and personal property acquired by either of the parties which may be used in connection with the cooperative undertaking described in this agreement shall be the separate property of the party acquiring such property and shall remain so upon the termination of this agreement.
5. The Parties agree that these amendments shall be effective on July 1, 2020.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020 at Jefferson, Iowa.

GREENE COUNTY BOARD OF SUPERVISORS CITY OF JEFFERSON, IOWA

BY \_\_\_\_\_  
JOHN MUIR, CHAIRMAN

BY \_\_\_\_\_  
MATT GORDON, MAYOR

ATTEST:

ATTEST:

\_\_\_\_\_  
JANE HEUN, COUNTY AUDITOR

\_\_\_\_\_  
ROXANNE GORSUCH, CITY CLERK