

# AGENDA

## COUNCIL MEETING

Tuesday, February 23, 2021

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. 2/9/21 regular Council minutes
- B. Jefferson Community Golf Course, Class C Liquor License (LC) (Commercial)

**IV. NEW BUSINESS:**

- A. Public hearing on General Purpose Bond for animal Shelter
- B. Consider approval of resolution expressing the Council's intent to authorize General Purpose Bonds related to the animal shelter.
- C. Consider approval of professional service agreement with Bolton and Menk for preparation of a preliminary engineering report for the Jefferson Water Treatment Plant.
- D. Consider approval to hire Nick Johnson as Police Officer.
- E. Consider approval to employ Micah Destival as golf course manager.
- F. Mayor appointments, with Council approval.
- G. GCDC Quarterly report and approval of funds
- H. Jefferson Matters: Main Street Quarterly Report

**V. REPORTS:**

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

**VI. ADJOURN.**

## AGENDA SUMMARY

DATE 2/23/21

### NEW BUSINESS

#### NEW BUSINESS:

- A. **Public hearing on General Purpose Bond for animal shelter.**
- B. **Consider approval of resolution expressing the Council's intent to authorize General Purpose Bonds related to the animal shelter.**
- C. **For the purpose of reviewing current facilities and operations and exploring proposed alternatives for water supply, treatment and storage improvement options and costs. Committee reviewed and is recommending approval of \$43,200. (Service agreement attached. See committee notes.)**
- D. **Consider approval to hire Nick Johnson as Police Patrol Officer at the rate of \$47,321/yr.**
- E. **Consider approval to employ Micah Destival as golf course manager. The term would be for 10 months with starting date of March 1<sup>st</sup>.**
- F. **Annual Council appointments. The following positions are required by the City code to be appointed annually by the City Council: City Clerk/Treasurer, City Attorney, City Engineer, City Health Officer, 7<sup>th</sup> and 8<sup>th</sup> members of Park and Recreation Board.**
- G. **GCDC Quarterly report and approval of funds.**
- H. **Jefferson Matters: Main Street Quarterly Report**

COUNCIL MEETING

February 9, 2021

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek  
ABSENT: None

Meeting was held at City Hall with Mayor Gordon, Councilman Ahrenholtz, Sloan, Jackson, and Zmolek present. Also present was Councilman Wetrich via invite on electronic Zoom application. This was necessary due to the State of Iowa Governor issuing a State Public Disaster Emergency Proclamation. The Disaster Emergency was due to the 2019 Novel Coronavirus.

No citizens spoke during Open Forum.

On motion by Sloan, second by Zmolek, the Council approved the following consent agenda: January 26, 2021 Council Minutes, hiring Kelly Monthei as part time Wellness Director at \$14.00 per hour, approval of Dollar General Store #8463, Class C Beer Permit, Payment of monthly bills from City Funds and Annual Tax Abatement Approvals.

**2020 TAX ABATEMENT  
APPLICATIONS**

Property Owner	Street Name	Project Description	Project Amount
Justin & Diana Towers	102 Deer Run	New Detached Garage	\$20,000
Leonard & Barbara Brooker	402 N Cedar	New Detached Garage	\$25,000
Jamie & Cindi Daubendiek	1129 McDuffie Dr	New Home	\$600,000
Keishla Vargas-Sanchez	404 E Clark	New Home	\$190,000
Adam & Kelley Derry	204 E Wilcox Way	New Home	\$200,000
John & Sharon Stalder	1603 Westwood Dr	New Garage	\$29,000

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

This was the time and place for the Public Hearing for the Interim Loan and Disbursement Agreement with Iowa Finance Authority for Wastewater Treatment Plant Upgrade Project. Mayor Gordon called for oral or written comments and there were none. On motion by Ahrenholtz, second by Sloan, the Council closed the Public Hearing.

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

**RESOLUTION NO. 6-21**

On motion by Ahrenholtz, second by Jackson, the Council approved Resolution No. 6-21, a resolution taking additional action with respect to a Sewer Revenue Loan and Disbursement Agreement and authorizing, approving and securing the payment of a \$700,000 Sewer Revenue Loan and Disbursement Agreement Anticipation Project Note (IFA Interim Loan and Disbursement Agreement).

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

**RESOLUTION NO. 7-21**

On motion by Jackson, second by Sloan, the Council approved Resolution No. 7-21, a resolution providing for City Acceptance of Gift for Property Cleanup Purpose. Barbara Hanen of Jefferson, Iowa has proposed making a gift to the City of Jefferson in the amount of \$40,000.00 - \$50,000.00, to be used only for purpose of assisting the City in acquiring and clearing dilapidated residential properties.

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

This was the time and place for the Public Hearing on Proposed FY 2021-2022 Maximum Property Tax Dollars for FY 2021-2022. Mayor Gordon called for oral or written comments and there were none. On motion by Jackson, second by Zmolek, the Council closed the Public Hearing.

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

**RESOLUTION NO. 8-21**

On motion by Sloan, second by Zmolek, the Council approved Resolution No. 8-21, a resolution for the approval of FY 2022 Maximum Property Tax Dollars.

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

**RESOLUTION NO. 9-21**

On motion by Ahrenholtz, second by Sloan, the Council approved Resolution No. 9-21, a resolution adopting an updated Comprehensive Plan for the City of Jefferson, Iowa.

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

**RESOLUTION NO. 10-21**

On motion by Sloan, second by Zmolek, the Council approved Resolution No. 10-21, a resolution temporarily closing alley in Block 18 in Original Town of Jefferson per agreement until December 31, 2023.

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

**RESOLUTION NO. 11-21**

On motion by Zmolek, second by Jackson, the Council approved Resolution No. 11-21, a resolution approving lease of alley to Doc's Stadium, LLC per agreement until December 31, 2023.

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

**RESOLUTION NO. 12-21**

On motion by Ahrenholtz, second by Sloan, the Council approved Resolution No. 12-21 a resolution setting date for hearing on General Obligation Loan Agreement in amount not to exceed \$400,000. The public hearing is set for February 23, 2021 at 5:30 p.m.

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

The Council held a workshop on Fiscal Year 2021-2022 budget. No action was taken.

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

A1 AUTOMOTIVE	PD OIL CHNGE	130.20
ABC PEST CONTROL	RUT PEST CONTR	245.00
ACCESS SYSTEMS INC	RN CPIER LSE	596.15
ACCESS SYSTEMS LEASING	COPIER LSE	569.64
ACUSHNET CO.	GCRSE MERCH	381.75
ADVANTAGE ARCHIVES, LLC	LB SCAN/PRESERV	1,622.60
AFLAC	AFLAC INS W/H	59.21
AFSCME/IA COUNCIL 61	UNION DUES	112.95
AG SOURCE COOP SERV	WA TSTG	2,641.50
ALLIANT ENERGY	UTILITIES	34,214.69
ATURA ARCHITECTURE	ANIMAL SHEL ARCHITEC	44,795.00
BAKER & TAYLOR INC.	LB BOOKS	1,479.65
BLOHM INSPECT/ENVIRO	703 N WILSON ASBEST	938.00

RESOLUTION NO. \_\_\_\_\_

Expressing intent to enter into General Obligation Loan Agreement related to financing an animal shelter

WHEREAS, the City of Jefferson (the "City"), in Greene County, State of Iowa, has proposed to enter into a General Obligation Loan Agreement (the "Loan Agreement") in a principal amount not to exceed \$400,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of financing a portion of the cost of constructing an animal shelter, and has published notice of the proposed action and held a herein thereon, and no petition has been filed asking that the question of entering into such loan agreement be submitted to the registered voters of the City; and

WHEREAS, the City intends to enter into the Loan Agreement in the future and to issue General Obligation Bonds (the "Bonds");

NOW, THEREFORE, Be It Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The City Council declares its intent to enter into the Loan Agreement and also declares that this resolution constitutes the "additional action" required by Section 384.24A of the Code of Iowa, with respect to the Loan Agreement.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved February 23, 2021.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

# 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: February 23 2021
Agreement Number:  (BMI Project Number)
Project Location: Jefferson, IA

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

<input type="checkbox"/> Agent or Person Ordering Services and/or <input type="checkbox"/> Billing Address (if different)	
Agent or Person Ordering Services: <u>Michael Palmer, City Administrator</u> Address: <u>220 N. Chestnut St.</u> City: <u>Jefferson</u> State <u>IA</u> Zip <u>50129</u>	Phone No.: 515-386-3111  Fax No.:

Fee Arrangement
Preparation of Water Treatment Facility Preliminary Engineering Report for a Lump Sum fee amount of \$43,200.00


Scope/Intent and Extent of Services
See attached scope of services (Exhibit I) for the Water Treatment Facility Preliminary Engineering Report

Special Conditions
The services described in this Work Order/Professional Services Agreement 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 August 27, 2019 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:

Kristopher J. Swanson, Principal Engineer  
print name/title  
  
signature and date 2/17/2020

\_\_\_\_\_  
print name/title  
 \_\_\_\_\_  
signature and date

## EXHIBIT I

### CONSULTANT'S SERVICES

#### WATER TREATMENT FACILITY PRELIMINARY ENGINEERING REPORT

#### JEFFERSON, IOWA

February 23, 2021

#### **DESCRIPTION OF PROJECT AND SCOPE OF IMPROVEMENTS**

The CONSULTANT agrees to provide engineering services required for completion of a water treatment facility preliminary engineering report to:

Jefferson Water Treatment Facility, 1000 North Cedar Street

This includes evaluation of existing facility and preparation of proposed alternatives and recommendations for a Preliminary Engineering Report for Water Treatment Facility Improvements.

#### **I.A. BASIC SERVICES**

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

#### **TASK 1: PRELIMINARY ENGINEERING REPORT**

##### **Subtask 1.1: Project Initiation Meeting and Data Collection**

**Description:** Bolton & Menk will hold a project meeting with key members of our project team and City staff. The project meeting will provide an opportunity for the project team members to exchange information and review scope of work items and overall objectives. The meeting will also include a walk-through of the water treatment facility. A summary of the major activities that will be requested and discussed during the project meeting is as follows:

- Review and summarize previous well construction and water supply data.
- Review and collection information on historical water usage and projected future demand.
- Review water treatment facility.
- Review water storage.
- Review water quality data and treatment goals.
- Review project schedule.
- Data collection – collect historical water usage, well records, pumping records, MORs and water quality data.

### **Subtask 1.2: Water Demand Projections**

**Description:** Develop projections of the future (20-year) water demand based on available planning documents and discussions with staff and officials. The projected demand will be used as a basis for analyzing the existing water supply and treatment facility capacity.

### **Subtask 1.3: Evaluate Water Supply and Storage Adequacy**

**Description:** Evaluate the adequacy of existing well water supply source and existing storage capacity. The capacity of each well will be summarized based on available pumping data. Recommendations for water supply and storage improvements will be developed, if needed.

### **Subtask 1.4: Evaluate Water Quality and Treatment Facility Improvements**

**Description:** Review the existing data regarding raw and finished water quality. Evaluate the existing treatment process for adequacy in meeting projected water demand and treatment goals. Review the physical condition of the existing water treatment facility and storage reservoirs and develop recommendations and cost opinions for facility improvements rehabilitation and/or replacement items.

### **Subtask 1.5: Draft Preliminary Engineering Report**

**Description:** Prepare a draft Preliminary Engineering Report containing the results of the evaluations described above and present to the City for review and discussion. The report will include the following major components:

- Introduction
- Population Projections
- Water Demand Analysis
- Finished Water Quality Goals
- Water Quality Requirements
- Evaluation of existing Supply, Treatment, and Storage Facilities
- Alternatives Analysis for Water Supply, Treatment, and Storage Improvements
- Cost Opinions and Implementation Schedule
- Recommendations and Funding Options

### **Subtask 1.6: Final PER Presentation**

**Description:** Finalize the Preliminary Engineering Report and provide copies to the City. Summarize the report findings in a presentation to the appropriate City staff, Utility Committee and/or City Council.



## **Subtask 1.7: PER and IUP Application Materials Submittal**

**Description:** Prepare the necessary documents for a complete Intended Use Plan (IUP) Application for project funding through the State Revolving Fund (SRF), including the IUP Application and Environmental Review Checklist. Assist the City with completion of the required Water System Viability: Self-Assessment. Submit the Final Preliminary Engineering Report, IUP Application, Environmental Review Checklist and Viability: Self-Assessment to the Iowa Department of Natural Resources (DNR) for review, approval and placement on the SRF IUP List. Respond to any review comments from the DNR.

### **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.

### **ITEMS PROVIDED BY CLIENT**

The following items are to be provided by CLIENT:

- Background data on water system as requested during the Project Initiation Meeting.
- Completion of the Water System Viability: Self-Assessment, with assistance from Bolton & Menk, Inc.

### **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. Additional property or right-of-way acquisition services: Includes additional property or right-of-way acquisition services beyond those included in the Basic Services, including: Preparation of Easement agreements, preparation of right-of-way plats, assistance with eminent domain proceedings, court preparation and testimony.
2. All other services not specifically identified in the Proposal or Sections I.A or I.B of this Exhibit 1.

Mayor/Council appointments

Roxanne Gorsuch	City Clerk/Treasurer
David F. Morain	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