

AGENDA

COUNCIL MEETING

Tuesday, January 14, 2020

5:30 P.M.

CITY HALL COUNCIL CHAMBERS

I. CALL TO ORDER:

II. OPEN FORUM: This is a time for any concerned citizen to speak to the Council on an item that is not on the agenda.

III. CONSENT ITEMS:

- A. 12/10/19 regular Council meeting minutes.
- B. Casey's General Store #1617, Class E Liquor License.
- C. Dollar General Store #8463, Class C Beer Permit
- D. Hotel/Motel grant for \$900 Jefferson, IA app subscription.
- E. Approval of monthly bills.

IV. NEW BUSINESS:

- A. Committee appointments.
- B. Consider resolution setting date for public hearing on detailed plans and specifications, form of contract, and estimate of cost for the 100 East State Street Roof Structure and Roof Installation Project.
- C. Consider approval to upgrade two filters at the water plant.
- D. Quarterly report from Jefferson Police Department
- E. Consider approval to appoint or call for special election to fill two year Council term.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 1/14/20

NEW BUSINESS

- A. **Committee appointments.** Attached are the recommended committee assignments.
- B. **Consider resolution setting date for public hearing on detailed plans and specifications, form of contract, and estimate of cost for the 100 East State Street Roof Structure and Roof Installation Project.** Attached is the schedule for the roof replacement.
- C. **Consider approval to upgrade two filters at the water plant.** There are 4 filters at the Water Plant that each have nozzles, strainers and filter media in them. There are 433 nozzles and strainers in a filter. Because the nozzles and strainers are not performing efficiently, the media in the filters is not being cleaned properly when air and water are blown over them. The recommendation is to have the nozzles replaced, strainers cleaned and media replaced in two filters immediately and then to budget to have the other two filters done after July 1st. This is essential in maintaining proper chemical balance with nutrients in our water supply. The cost to upgrade each filter is \$45,000. The funds would come out of the plant replacement fund.
- D. **Quarterly report from Jefferson Police Department.**
- E. **Consider approval to appoint or call for special election to fill two year Council term.** If the Council decides to hold a special election the earliest date would be March 3.

COUNCIL MEETING

December 10, 2019

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Gordon

ABSENT: None

Mayor Berry presided.

During open forum a letter was presented to Council by Rochelle Thornton.

On motion by Sloan, second by Jackson, the Council approved the following consent agenda November 19, 2019 Special Council Minutes and November 26, 2019 Council Meeting, payment of monthly bills from City funds, approval of Hotel/Motel grant for historical walking tour plaque for \$2,193.50 and approval to waive the regular Council Meeting on December 24th 2019.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Gordon

NAY: None

RESOLUTION NO. 52-19

On motion by Wetrich, second by Sloan, the Council approved Resolution No. 52-19, a resolution approving 5-year Capital Improvement Plan and match funding for the Airport Improvement Project.

AYE: Wetrich, Jackson, Gordon, Ahrenholtz, Sloan

NAY: None

On motion by Jackson, second by Gordon, the Council approved the 12% health insurance increase for Wellmark Health Insurance effective January 1, 2020.

AYE: Wetrich, Sloan, Gordon, Ahrenholtz, Jackson

NAY: None

On motion by Sloan, second by Wetrich, the Council approved the purchase of a VERKADA Security Camera with equipment and 10 year license in the amount of \$2,435.19 and two wireless door entry chimes in the amount of \$340.08 from Central IA Systems.

AYE: Gordon, Ahrenholtz, Wetrich, Jackson, Sloan

NAY: None

RESOLUTION NO. 53-19

On motion by Gordon, second by Jackson, the Council approved Resolution No. 53-19, a resolution supporting Jefferson Matters: Main Street application for Grow Greene County grant.

AYE: Gordon, Jackson, Ahrenholtz, Wetrich

NAY: None

ABSTAIN: Sloan

On motion by Gordon, second by Wetrich, the Council approved of Hotel/Motel grant for historical building plaques.

AYE: Ahrenholtz, Wetrich, Jackson, Gordon

NAY: None

ABSTAIN: Sloan

Swearing in of newly elected Council members David Sloan, Matt Wetrich and Mayor Matt Gordon by was conducted by City Attorney Robert A. Schwarzkopf.

Michael Palmer, City Administrator presented Mayor Craig Berry with a plaque for all his years of service.

2020 Committee Assignments

Wage & Benefit- Harry

Rec- Darren, Matt W.

Airport- Matt W.

Fire Dept.- Matt G.

Public Works- Harry, Dave

Housing- Harry, Darren

GCDC - Harry

Finance-Harry

Wage & Benefit- Harry, MattG

Golf Course- Matt G

Recycling- Matt W.

Library - Matt W.

Cemetery- Darren

Hotel/Motel.- MattG

Hwy #30 Coalition- Dave, Larry

Animal Shelter- Dave

Police department- Matt G

Jefferson Matters Main Street- Dave

Grow Greene County- Darren

Cat- Darren, Dave

Harry - Mayor pro-tem

DOCUMENT 00310 - PRELIMINARY SCHEDULE –

1.1 PROJECT SCHEDULE

- A. This Document with its referenced attachments is part of the Procurement and Contracting Requirements for Project. They provide Owner's information for Bidders' convenience and are intended to supplement rather than serve in lieu of Bidders' own investigations. They are made available for Bidders' convenience and information, but do not affect Contract Time requirements. This Document and its attachments are not part of the Contract Documents.
- B. Available Project information includes the following:
1. Preliminary Project Schedule.
 - a. 14 January 2020 – Regular City Council Meeting – set date for Public Hearing.
 - b. Week of January 20, 2020 – City to publish notice of Public Hearing and architectural documents available for public view.
 - c. 28 January 2020 – City Council Meeting with Public Hearing and formal action for authorization to initiate bidding process.
 - d. 30 January 2020 - Bid Documents Released and notification through Master Builders of Iowa.
 - e. Week of February 3, 2020 – Locally publish/distribute invitation to bid.
 - f. 11 February 2020 - Pre-bid meeting.
 - g. 13 February; 5:00 PM local time - Close of period for bidder's submission of questions, requests for clarification, and procurement substitution requests.
 - h. 14 February 2020 - Final Addendum date without extending bid opening.
 - i. 20 February 2020 - Bid opening.
 - j. 25 February 2020 – Regular City Council Meeting with action on bidding and anticipated approval to issue Notice of Intent To Award.
 - k. 10 March 2020 – Regular City Council Meeting with action on Construction Contract execution.
 - l. To Be Determined - Preconstruction Meeting.
 - m. To Be Determined - Construction through Substantial Completion.
- C. Related Requirements:
1. Document 00413 "Bid Form - Stipulated Sum (Single-Prime Contract)" for Contract Time.
 2. Section 01100 "Summary" for scope of work and phased construction requirements.

END OF DOCUMENT 00310

Jefferson Public Library

Meeting of the Board of Trustees
January 13, 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: computer upgrade, digital archives, building repairs
- VI. Old Business
 - A. Priority survey
 - B. FY21 Budget proposal
 - C. County funding
- VII. New Business
 - A. Meeting room policy review
 - B. Winter programs
- VIII. Next Meeting – February 10 at 6:30 p.m.
- IX. Adjournment