

# AGENDA

## COUNCIL MEETING

Tuesday, September 27, 2022

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. Limit of 3-5 minutes per speaker.

### III. CONSENT ITEMS:

- A. 9/13/22 regular Council minutes.
- B. Sewer adjustment of \$82.21 at property located at 727 S Chestnut Street.
- C. Sewer adjustment of \$147.00 at property located at 604 W State Street.
- D. Sewer adjustment of \$572.15 at property located at 701 N Cedar Street

### IV. NEW BUSINESS:

- A. Consider approval of third reading to increase water rates by 5%
- B. Consider approval of third reading of revised sewer rate ordinance effective for FY 2023-2024.
- C. Consider approval of second reading of an ordinance to increase residential landfill fees and residential sanitation rates.
- D. Consider resolution Ordering Bids, Approving Plans, Specifications, Form of Contract and Notice to Bidders, Fixing Amount of Bidder's Security, Ordering Clerk to Publish Notice and For a Public Hearing on the Plans, Specifications, Form of Contract and Estimate of Costs for the Wastewater Treatment Facility Improvements.
- E. 2023-2024 budget priority work session.

### V. REPORTS:

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

### VI. ADJOURN.

## AGENDA SUMMARY

DATE 9/27/22

### NEW BUSINESS

- A. **Consider approval of third reading to increase water rates by 5%.** The water committee evaluated the increase costs of chemicals and funding necessary for anticipated plant improvements and is recommending the 5%. The rate would increase the base amount for water service for the first 134 cubic feet by 35 cents per month from \$11.86 to \$12.45 and the price per additional 100 cubic feet would increase by 37 cents from \$7.44 to \$7.81. Attached is a table showing the increase by amount of water used.
- B. **Consider approval of third reading of revised sewer rate ordinance effective for FY 2023-2024.** The Wastewater Committee and Finance committee reviewed the fee structure needed to provide the necessary funding for a \$15 million dollar upgrade of the wastewater treatment plant to meet the Department of Natural Resources discharge requirements. The annual increase would be 11% for each year (beginning July 1, 2023) for the next 5 years. The base rate would increase for sewer service in the first year by \$1.64 per month from \$14.90 to \$16.54. The price per 100 cubic feet would increase by 69 cents from \$6.29 to \$6.98. Attached is a table showing the increase by amount of sewer used along with a copy of the fee schedule.
- C. **Consider approval of second reading of an ordinance to increase landfill fees and sanitation rates.** The Finance and Sanitation committees reviewed the costs of operating the solid waste utility and determined the increase in fuel, equipment and disposal fees necessitated an increase in fees. The proposal is to raise fees for the current 22-23 fiscal year: Land fill fee from \$2.50 to \$3.00. Solid waste collection from \$11.45 to \$12.50. The new fees would automatically increase \$0.25 per year for the next four fiscal years. The proposed ordinance is attached with the changes highlighted.
- D. **Consider resolution Ordering Bids, Approving Plans, Specifications, Form of Contract and Notice to Bidders, Fixing Amount of Bidder's Security, Ordering Clerk to Publish Notice and For a Public Hearing on the Plans, Specifications, Form of Contract and Estimate of Costs for the Wastewater Treatment Facility Improvements.**
- E. **2023-2024 budget priority work session** Attached are the results of the priority survey.

COUNCIL MEETING  
SEPTEMBER 13, 2022  
5:30 P.M.

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

Mayor Gordon presided.

Bruce Banister addressed the Council in open forum regarding a residential property at 705 W Sunset Rd. Mr. Bannister requested that the City take action regarding potential ordinance violations at the property. The City Council said the City would look into the matter and take the appropriate actions.

On motion by Sloan, second by Zmolek, the Council approved the following consent August 23, 2022 Council Minutes, pay estimate #10 of \$138,052.00 of CDBG funds for 200 E State Street, The Printer's Box, Ltd Class B Native Wine Permit and payment of monthly bills from City funds.

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

On motion by Sloan, second by Wetrich, the Council approved the second reading of an ordinance adjusting water service rate by 5%.

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

On motion by Jackson, second by Sloan, the Council approved the second reading of revised ordinance adjusting sewer service rate effective for FY 2023-2024 by 11%.

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

**RESOLUTION NO. 61-22**

On motion by Jackson, second by Wetrich, the Council approved Resolution No. 61-22, a resolution approving bad debt write off for 2010-2011 Utilities.

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

**RESOLUTION NO. 62-22**

On motion by Wetrich, second by Jackson, the Council approved Resolution No. 62-22, a resolution awarding contract and approving contract and bond for the City of Jefferson pool house family restroom remodel project. Total Bid of \$104,261.00 with Westbrooke Construction out of Urbandale, IA.

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

On motion by Jackson, second by Zmolek, the Council approved the first reading of an ordinance to increase residential landfill fees and sanitation rates.

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

On motion by Sloan, second by Wetrich, the Council approved Change Order #2 of -\$11,953.55 for Jefferson Municipal Airport 14/32 Runway Extension Project.

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

On motion by Ahrenholtz, second by Zmolek, the Council approved to pay estimate #8 (final) of \$74,440.25 to Concrete Technologies for Jefferson Municipal Airport 14/32 Runway Extension Project.

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

**RESOLUTION NO. 63-22**

On motion by Wetrich, and second by Sloan, the Council approved Resolution No. 63-22, a resolution accepting completed construction and approving final payment for the City of Jefferson Airport Runway 14/32 Extension Project.

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

On motion by Sloan, second by Wetrich, the Council approved Pay Estimate #1 of \$117,352.55 to Morris Enterprises, Inc. for Russell Street Watermain Improvement 2022 project.

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

On motion by Ahrenholtz, second by Jackson, the Council approved of Administrative Contract with Region XII for CDBG upper story grant application for property located at 100 East State Street.

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

A quarterly report the Jefferson Matters: A Main Street & Chamber Community was held to update the Council on activities.

The following bills were approved for payment from City funds:

ABC PEST CONTROL	PEST CONTRL	480.00
ACCESS SYSTEMS LEASING	COPIER LEASE	1,848.10
ACCO UNLIMITED CORP	CHEM/TUBE	761.83
ADVANCED WASTE SOLUTIONS	GCRSE PORT TOILET	210.00
AFLAC	AFLAC INS W/H	17.68
AG SOURCE COOP SERV	LAB TSTG	1,924.50
ALLIANT ENERGY	UTILITIES	43,214.64
ART ON THE FLY LLC	RN INSTRUCTOR	360.00
ATURA ARCHITECTURE	ANIM SHEL T ARCHITECT	7,027.68
BAKER & TAYLOR INC.	LB BOOKS	2,457.96
BLOHM INSPECTION/ENVIRO	307 N WILSON ST ABESTS	350.00
BOLTON & MENK INC	ENG	424,691.10
BOMGAARS	SUPP	1,037.21
BOOK LOOK	LB BOOKS	524.66
BRICK GENTRY P.C.	LEGAL FEES	555.00
BROWN SUPPLY CO.	ANIM SHEL SUPP	464.40
CARD SERVICE CENTER	CREDIT CARD	1,698.31
CARROLL COUNTY SOLID WASTE	RC MKTG FEES	186.60
CENTER POINT LARGE PRINT	LB BOOKS	562.22
CENTRAL IA DISTRIBUTING	RUT CHEM	549.00
CENTRAL IA READY MIX	RUT CONCRETE	8,254.50
CHAD STEVENS	BLDG INSP DUES	145.00
CHEMSEARCH	WA CHEM	198.95
CINTAS CORPORATION	FIRST AID	919.47
CLEANING SOLUTIONS INC.	RN CLEAN	4,644.00
COBRAHELP	PA FEE	20.00
COLLECTION SERVICES CNTR	CASE#	569.09

# Proposed Water Rate for 2022

Flat Rate per month (First 134 cubic feet)	\$12.45
Charge Rate (per 100 cubic feet, all over 134)	\$7.81

Total Cubic Feet Used	2022 Monthly Increase	Average Uses
200	\$0.88	Household of 1 270 cubic feet
300	\$1.27	Household of 2 540 cubic feet
400	\$1.66	Household of 3 810 cubic feet
500	\$2.05	Household of 4 1080 cubic feet
600	\$2.45	
700	\$2.84	
800	\$3.24	
900	\$3.63	
1000	\$4.02	



Please call City Hall at 386-3111 for more information about your bill and the proposed water rate increases

# How to find cubic feet of water used:

CITY OF JEFFERSON • 220 N. CHESTNUT • JEFFERSON, IA 50129

READING DATE	BILLING DATE	PREV BALANCE
03/14/22	03/25/22	0.00
READINGS	USED	AMOUNT
PREVIOUS	1199	
PRESENT	1218	14.54
	GARBAGE	11.45
	LANDFILL	2.50
	RECYCLING	4.70
	SEWER	24.25
	YARDWATER	1.00
	WATER REPORT ON THE SITE	0.87

RETURN SERVICE REQUESTED

Presented  
First Class Mail  
US Postage Paid  
Jefferson, IA 50129  
Permit No. 38

FINAL ACCOUNT NUMBER	DUE DATE
[REDACTED]	05/16/2022
TAX	AMOUNT DUE AFTER DUE DATE
0.87	59.31
PENALTY AMOUNT AFTER DUE DATE	AMOUNT DUE NOW
5.94	59.31

Make checks payable to: City of Jefferson

PLEASE RETURN BOTTOM COPY WITH PAYMENT

LOCATION:

ACCOUNT NUMBER
[REDACTED]
DUE DATE
05/16/2022
AMOUNT DUE AFTER DUE DATE
59.31
AMOUNT DUE NOW
59.31



JEFFERSON IA 50129-1807



**Find it under "Used" on your City of Jefferson Utility Bill!**

# Proposed Sewer Rate for 2023

Flat Rate per month	\$16.54
Charge rate (per 100 cubic feet)	\$6.98

Total Cubic Feet Used	2022 Monthly Increase	Average Uses
200	\$3.02	Household of 1 270 cubic feet
300	\$3.71	Household of 2 540 cubic feet
400	\$4.40	Household of 3 810 cubic feet
500	\$5.09	Household of 4 1080 cubic feet
600	\$5.78	
700	\$6.47	
800	\$7.16	
900	\$7.85	
1000	\$8.54	



Please call City Hall at 386-3111 for more information about your bill and the proposed water rate increases

ORDINANCE NO. [#]

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF JEFFERSON, IOWA, 2017, BY AMENDING PROVISIONS PERTAINING TO COLLECTION FEES FOR SOLID WASTE

Be it enacted by the City Council of Jefferson, Iowa:

SECTION 1. Subsections Amended. Sections 106.08, Subsections 1 and 2 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, is repealed and the following adopted in lieu thereof:

1. Residential Fees. The residential fees for solid waste collection and disposal service, used or available, are:

A. For each residential premises – the following monthly rate per container will apply during the applicable year :

FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
\$12.50	\$12.75	\$13.00	\$13.25	\$13.50

B. For each dwelling unit of a multiple-family dwelling containing four or more apartments or dwelling units – the following monthly rate per apartment or dwelling unit will apply during the applicable year:

FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
\$8.00	\$8.25	\$8.50	\$8.75	\$9.00

If collection for such units is made through the use of a dumpster the following monthly rate per apartment or dwelling unit will apply during the applicable year:

FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
\$6.70	\$6.95	\$7.20	\$7.45	\$7.70

C. For each mobile home in a mobile home court or mobile home park – the following monthly rate per mobile home will apply during the applicable year:

FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
\$12.50	\$12.75	\$13.00	\$13.25	\$13.50

If collection for the mobile home units is made through the use of a dumpster the following monthly rate per mobile home will apply during the applicable year :



FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
\$9.25	\$9.50	\$9.75	\$10.00	\$10.25

D. Landfill fee – the following monthly rates will apply during the applicable year:

FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
\$3.50	\$3.75	\$4.00	\$4.25	\$4.50

E. Recycling fee of \$4.70 per month.

F. Yard waste site fee of \$1.00 per month.

2. Commercial. The commercial fees for solid waste collection and disposal service, used or available, are:

A. For each commercial premises, the following monthly base fee will apply during the applicable year:

FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
\$12.50	\$12.75	\$13.00	\$13.25	\$13.50

B. An additional monthly charge shall be made for commercial premises where dumpsters are being used, which shall be calculated by multiplying the number of pickups per month (which shall be determined by multiplying the normal number of pickups per week times four) times the following amounts, based on the size of dumpster picked up:

Size	Amount
1 yard .....	\$ 6.85
1½ yards.....	\$ 8.00
2 yards.....	\$ 9.00
2½ yards.....	\$ 10.25
3 yards.....	\$ 11.40

C. Recycling fee of \$4.70 per month.

SECTION 2. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed

SECTION 3. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. When effective. This ordinance shall be in effect after its final passage, approval and publication as provided by law.



## 2022 Survey comments:

The following are the survey comments from Council members. *Italic print are the comments from*

**Housing:** We're starting to get more housing. Apartment living is coming along well.

**Economic Development:** Revisit current and potential incentives, allowances to accelerate housing advancement. Much improvement is happening. Probably won't ever get caught up.

**3 Economic Development Areas that need attention:** Attracting and incentivizing new businesses. Find programs to better help existing businesses. Support local groups. Housing. Attract active commercial occupant for Penny's building. Leverage new Career Academy/Pillar Complex/Local Entrepreneurs to grow a high skill, high pay work force.

**Animal Shelter:** Completion of facility and operating plan. We are going to lose the old facility so this is very necessary to hold stray animals. Finish it! Look at operational fee and how best to manage the facility.

**Water & Sewer Line:** Complete water line replacement from Russell to Wastewater Plant. Water and sewer departments develop priority list of focus areas due to repeated like breaks, blockages.

**Zoning Overview for New Development:** We really don't have a well defined area for housing development and this deserves some attention. There is some need to clean up minor issues along entryway to city from north and east.

**Code Enforcement:** Always needed. Need to continue to remove dilapidated properties, work on improving east corridor.

**Neighborhood Improvement Plan:** Enlist Region XII in this.

**Drainage Improvements:** Revisit the previously identified north drainage project for need and timeline. Look at storm drainage system at Russell and Chestnut. Drainage near Casino.

**Street Improvements:** Recent upgrades to Mulberry and Gallup Road are a big improvement. Maintain current level of city crew attention to maintenance of streets. Would propose streets department develop their priority list of street improvements and share with council. Currently going on, improvement happening, probably wont ever get caught up.

**Development of Recreation Assets:** Students are upset about the condition of the softball field.

**Development of 3 Block Area:** Major consideration now is Middle School conversion plan and successful completion of grant funding requests. Haven't heard much support for it, very expensive project right now. Could this money be used for sewer plant or future water improvements. Fingers crossed.

**Main Street:** continue to support these groups

**Recycling:** not sure if this is saving or making us any money

**Sidewalk Replacement:** Lots of sidewalks in town need to be replaced or repaired.

**3 Areas of Sidewalks that need replaced:** Parks. Downtown Square. Main Roads. North of Middle School. Middle school. Older parts of town. Address as needed.

**New Sidewalks/Shared Used Paths:** The recent completions of shared use paths on South Highway 4, Daubendiek Park, Central Avenue, and east Lincoln Way to Cemetery are major additions and improvements. Participate with school in connection of new high school to Central Avenue. Extend shared use path west of hospital.

**Lincoln Way Improvements (Old 30):** This will be a major cost issues so comparative project priority, bonding capacity, and timeline needs comprehensive review.

**Park/Swimming Pool:** This is always going on now.

**Golf Course:** Look at revenue and expense issues. Would like to see operating comparison with other courses of similar size around the state. Take deeper dive into financials to reduce losses.

**Highway 30 Coalition:** Need to stay closely connected with activity that is occurring as it appears this issue is heating up and it would have major implications for Jefferson

**Other:** A #1 priority now includes compliance upgrade and financing of wastewater treatment facility. Another high priority item is comprehensive evaluation of existing water plant for longevity and continues performance.

**From:** Mike Palmer  
**Sent:** Tuesday, September 13, 2022 3:15 PM  
**To:** Mike Palmer  
**Subject:** 9/20/22 revised committee agendas

## **AGENDA**

### **WATER/SEWER, STREET/SANITATION COMMITTEES TUESDAY, SEPTEMBER 20, 2022, 12:00 NOON JEFFERSON CITY HALL**

#### **I. SEWER**

- A. Slip lining
- B. Request for sewer adjustment
- C. Discussion of sewer expense at 407 West Lincoln Way
- D. Review of FY 21-22 budget to actual revenues and expenses.

#### **II. WATER**

- A. Review of FY 21-22 budget to actual revenues and expenses.

#### **III. STREETS/PUBLIC IMPROVEMENT**

- A. Request to allow all-terrain vehicles (ATV) in City limits.
- B. Discussion of pedestrian crossing at IA-4 (Elm) and Central Avenue.
- C. Request for no parking on Adams street west of Grimmell.
- D. Request for caution signage on S Vine Street from Harrison to Madison Street.
- E. West Lincoln Way reconstruction.
- F. Review of FY 21-22 budget to actual revenues and expenses.

#### **IV. SANITATION/RECYCLE**

- A. Waste collection report.
- B. Recycling report.
- C. Review of FY 21-22 budget to actual revenues and expenses.

# **MINUTES**

## **WATER/SEWER, STREET/SANITATION COMMITTEES TUESDAY, SEPTEMBER 20, 2022, 12:00 NOON JEFFERSON CITY HALL**

**Attendees: Jim Leiding, Dave Morlan, Danny Moranville, Mark Clouse, Harry Ahrenholtz, Dave Sloan, Marty Murphy, Joyce Richardson**

**Meeting called to order at 12:02 pm**

### **I. SEWER**

#### **A. Slip lining –**

- 1. Dave M and Danny M spoke about using ARP funds to do some slip lining of at least two sewer mains. Danny received two quotes, one from ACCU Jet, who uses steam, and one from CIT Sewer Solutions, who uses UV. Jim spoke about since this was ARP funds that it would need to be a bid job. He felt that steam would work just fine to keep the cost down as UV is more expensive. The bid process could be 4 to 6 weeks.*

#### **B. Sewer adjustments –**

- 1. 727 S Chestnut had a hose left on and water went on ground, sewer charge was \$182.21, resident responsible for first \$100.00 so recommended adjustment was \$82.21. to be placed on council agenda for final approval.*
- 2. 604 W State had a hose left on and water went on ground, sewer charge was \$247.00, resident responsible for first \$100.00 so*

*recommended adjustment was \$147.00. To be placed on council agenda for final approval.*

- 3. 701 N Cedar had a trailer with a pipe leaking, eventually pipe broke underneath and water went on ground, this involved three bills until leak was noticed, located, and corrected. Sewer charges on bill were \$580.32, \$616.08, and \$711.44. Monthly average is \$445.23. Recommended adjustments are \$135.09, \$170.85, and \$266.21 for a combined total of \$572.15. To be placed on council agenda for final approval.*

**C. Discussion of Sewer Expense at 407 W Lincoln Way-**

- 1. New homeowner Ken Bose and his contractor were present for the discussion. Cost for tapping into the sewer was \$4,723.81 over what was originally estimated due to difficulty finding the sewer line. Instead of plumber going further to locate, they tied straight into the main. Normally it is homeowner's expense, but committee agreed that they needed more information and to discuss further. (Per Harry by phone on 9/21/2022) Harry wants to get with Dave S and Dave M to meet at site to look over things and further discuss. To be placed on agenda before next meeting for either decision or update of decision. Dave M also mentioned that he offered to have city cut street for them and they did it on their own.*

**D. Review of FY 21-22 budget to actual revenues and expenses-**

- 1. Recommendation to be reviewed by finance committee.*

- E. Late addition – Sewer Waste Project Update – Jim said plan was sent to DNR, plant to city Sept. 27<sup>th</sup>, will go out for bids shortly after. A reduction strategy extension request was sent to the DNR but have not heard back yet. Time wise it can be done but materials/supplies it cannot.**

**II. WATER**

**A. Review of FY 21-22 budget to actual revenues and expenses-**

1. *Recommendation to be reviewed by finance committee.*
2. *Marty mentioned that a company will be here on 9/21/2022 to start a repair on the water tower that was budgeted for last year.*
3. *Water Treatment Plant – Jim has asked for this to be discussed next meeting to go over sustainability and to further discuss 4 options including the following: do nothing, capital improvements, rehab of existing \$11-\$15 million or new facility \$20-\$25 million. Jim says structure of current facility is sound, just needs many updates. To be placed on agenda for next meeting.*

### **III. STREETS/IMPROVEMENTS**

#### **A. Request to allow all-terrain vehicles (ATV) in city limits-**

1. *To be placed on agenda for next meeting.*

#### **B. Discussion of pedestrian crossing at IA-4 (Elm) and Central Avenue-**

1. *J.B. Hinote requested someone look at the enhanced traffic due to the high school. He said he has seen many near miss accidents and excessive speed. He asked about stop light, roll out stop sign during school hours, etc. Mark said it would need to be decided by the state since state highway. He will talk with them to see what options can be done and to see if they can at least come and study the amount of traffic to see what is happening. Mark to give update next meeting.*

#### **C. Request for no parking on Adams Street west of Grimmell-**

1. *Krystal Kempf, current property manager of Walton Woods, came in to discuss the parking along Adams. She said when people are parked there, it can be hard to see, and difficult for delivery trucks and sanitation trucks to get through there. Mark agreed for the*



*small stretch to be made no parking. Needs to go to council for approval and further discussion.*

**D. Request for caution signage on S Vine from Harrison to Madison Streets-**

1. *Request from someone with the Early Learning Center but they did not attend meeting, this topic was tabled until next meeting.*

**E. West Lincoln Way Reconstruction-**

1. *Needing update from Mike and his talk with the bond council. This to be placed on next meeting agenda.*

**F. Review of FY 21-22 budget to actual revenues and expenses-**

1. *Recommendation to be reviewed by finance committee.*

**IV. SANITATION/RECYCLING**

**A. Waste collection report-**

1. *255.01 tons to landfill*

**B. Recycling report-**

1. *18.66 tons to Carroll – down from last month*

**C. Review of FY 21-22 budget to actual revenues and expenses-**

1. *Recommendation to be reviewed by finance committee.*

**MEETING ADJOURNED AT 12:50PM**