

AGENDA

**COUNCIL MEETING
Tuesday, March 28, 2023
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. 3/14/23 regular Council minutes.
- B. Sewer adjustment of \$249.53 for property located at 105 North Walnut Street.
- C. Hire Dave Davis part time at \$15 hour for golf course mowing.
- D. Pay estimate #15 of \$1,750.00 of CDBG funds for 200 E. State Street.
- E. History Boy Theatre Company, Special Class C Retail License

IV. NEW BUSINESS:

- A. Consider approval of Market-to-Market event for Saturday, May 20, 2023.
- B. 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 100 by 100 foot box hangar at the Jefferson Municipal Airport .

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 3/28/23

NEW BUSINESS

- A. **Consider approval of Market-to-Market event for Saturday, May 20, 2023.** The event is requesting a street closure of Lincoln Way from Wilson Street to the bike trail from 3:00 AM to 11:00 AM.
- B. **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 100 by 100 foot box hangar at the Jefferson Municipal Airport.** This project will include taxilane paving and a complete box hangar with full concrete floor, large hydraulic door (80' x 24'), insulated walls and roof, LED interior and exterior lighting, infrared heating, and stub outs for future utilities (water and sewer for a future bathroom) and includes a bid option for a rear overhead door. The total approximate project construction cost is \$1.5 million. Both Federal and State grants are being applied for to help cover project costs. Attached (separate attachment) are the plans for the hangar. The engineer for the airport project, Carl Byers, will be at the meeting.

COUNCIL MEETING

MARCH 14, 2023

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich

ABSENT: Zmolek

Mayor Gordon presided.

No citizens spoke during Open Forum.

On motion by Sloan, second by Jackson, the Council approved the following consent items: February 28, 2023 Council Minutes, Peony Chinese Restaurant, Special Class C Liquor License, Hire Jordan Aubrey at \$13 hour as part-time seasonal golf course clubhouse help, and payment of monthly bills from City funds.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich

NAY: None

This was the time and place for the Public Hearing on FY 2023-2024 Budget. Mayor Gordon called for oral or written comments and there were none. On motion by Wetrich, second by Ahrenholtz, the Council closed the Public Hearing.

AYE: Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

RESOLUTION NO. 14-23

On motion by Sloan, second by Wetrich, the Council approved Resolution No. 14-23, a resolution adopting FY 2023-2024 Budget.

AYE: Jackson, Ahrenholtz, Wetrich, Sloan

NAY: None

On motion by Sloan, second by Ahrenholtz, the Council approved the appointment of the Animal Shelter Board as:

PAWS – Ann Wenthold

Law Enforcement – Jason Kroeger

Greene County – Laura Snider

City Council Member – Darren Jackson

Veterinarian – Amy Klauber

At Large (2 spots) – Samantha Hardaway, Bonnie Silbaugh

AYE: Wetrich, Jackson, Ahrenholtz, Sloan

NAY: None

On motion by Ahrenholtz, second by Jackson, the Council approved of a contact with FT. Dodge Asphalt for resurfacing of Lincoln Way from Elm St (Highway 4) to Grimmell Road in the amount of \$160,942.92.

AYE: Wetrich, Ahrenholtz, Sloan, Jackson

NAY: None

On motion by Sloan, second by Wetrich, the Council approved of pay estimate #1 to Accujet, LLC in the amount of \$55,653.20 for Sanitary Sewer CIPP Lining.

AYE: Sloan, Ahrenholtz, Wetrich, Jackson

NAY: None

On motion by Wetrich, second by Jackson, the Council approved of pay estimate #1 to Shank Constructors, Inc. in the amount of \$671,313.70 for Wastewater Treatment Plant project.

AYE: Wetrich, Ahrenholtz, Sloan, Jackson

NAY: None

On motion by Ahrenholtz, second by Wetrich, the Council approved to purchase audio equipment for the downtown square from (CEC) Communication Engineering Company in the amount of \$22,460.86.

AYE: Jackson, Sloan, Wetrich, Ahrenholtz

NAY: None

RESOLUTION NO. 15-23

On motion by Ahrenholtz, second by Jackson, the Council approved Resolution No. 15-23, a resolution approving a CDBG contract between the Iowa Economic Development Authority and City of Jefferson for \$453,071.00.

AYE: Wetrich, Ahrenholtz, Jackson, Sloan

NAY: None

RESOLUTION NO. 16-23

On motion by Jackson, second by Sloan, the Council approved Resolution No. 16-23, a resolution Authorizing Adoption of Policies and Procedures Regarding Municipal Securities Disclosure.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich

NAY: None

The following bills were approved for payment from City funds:

ABC PEST CONTROL	PEST CONTROL	354.75
ACCESS ELEVATOR & LIFTS	LB LIFT TEST	782.00
ACCESS SYSTEMS LEASING	COPIER LSE'S	1,104.83
ACCO UNLIMITED CORP	WA CHEM	2,033.24
ACCUJET LLC	SW JET VAC	3,243.93
ACUSHNET CO.	GCRSE BALLS	511.79
AFLAC	AFLAC INS W/H	17.68
AG SOURCE COOP SERV	WA TSTG	2,471.75
ALLIANT ENERGY	UTILITIES	24,763.11
AMAZON CAPITAL SERV	LB SUPP;BOOKS	1,358.45
ATURA ARCHITECTURE	PL RESTRM ARCHITECT	214.00
BAKER & TAYLOR INC.	LB MOVIES	1,926.26
BOLAND RECREATION	RN MIRACLE REC EQUIP	70,850.00
BOLTON & MENK INC	ENG	39,971.04
BOMGAARS	SUPP	2,446.92
BRICK GENTRY P.C.	LEGAL FEES	945.00
CAMPBELL SUPPLY CO.	RN LINES	415.20
CARD SERVICE CENTER	CREDIT CARD	1,232.61
CENTER POINT LARGE PRINT	LB BOOKS	173.99
CHAD BLACK	RN INSTR	263.25
CHAD M. SCHWANDER	RN INSTR	263.25
CHAD STEVENS	BLDG/INSP POSTAGE	90.00
CHICAGO DISTRIBUTION CNTR	LB SUPP	415.44
CINTAS CORPORATION	FIRST AID	447.01
CLARION DISTRIBUTING LLC	SN SUPP	145.77
CLEANING SOLUTIONS INC.	RN CLEAN	2,160.00



REGION XII

COUNCIL OF GOVERNMENTS

Housing Services & Programs

Date: March 21, 2023

To: Roxanne Gorsuch

RE: GAX #15 Summary of Expenses

Please forward the following payments associated with GAX #15 within 10 days of receiving payment from IEDA.

\$ 0.00	To	Jefferson City View Properties, LLC
\$ 1,750.00	To	Region XII COG (Administrative costs)
\$ 1,750.00		TOTAL GAX #15

Thank You,

Karla Janning
Housing Programs Coordinator

RESOLUTION NO. _____

A Resolution Setting Date for Public Hearing on Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the Jefferson Municipal Airport Box Hangar Construction Project and Setting Date for Receiving Bids

WHEREAS, the City Council of Jefferson previously directed Bolton & Menk, Inc. (the "Project Engineer") to prepare plans and specifications for the Jefferson Municipal Airport Box Hangar Construction Project (the "Project"); and

WHEREAS, the Project Engineer has prepared detailed plans and specifications, a form of contract, and an estimate of cost for the Project, all on file in the office of the City Clerk; and

WHEREAS, it is necessary to fix a time and place of public hearing on the proposed plans and specifications, form of contract, and estimate of cost for the Project and to set a date for receiving bids.

WHEREAS, it is intended that the cost of said improvement shall be paid from such funds as the City of Jefferson may legally use for such purposes and from a grant in aid from the Federal Aviation Administration.

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

Section 1. The Council determines that it is advisable to proceed with the Project, and subject to final approval after public hearing, the detailed plans and specifications, form of contract, and estimate of cost for the Project are hereby tentatively approved.

Section 2. The City Council sets April 25, 2022, at 5:30 p.m., at the Jefferson Municipal Center, Jefferson, Iowa, as the time and place of hearing on the proposed plans and specifications, form of contract and estimate of cost for the Project.

Section 3. The City Clerk shall publish notice of hearing on the proposed plans and specifications, form of contract, and estimate of cost for the Project, which publication shall be made in a legal newspaper of general circulation in the City of Jefferson, which publication shall be not less than 4 days nor more than 20 days before the date set for hearing.

Section 4. The Contractor will be paid in monthly estimates for work completed as set out in the specifications. The project shall begin on or near the appropriate starting date as specified in the Project Manual and shall be completed by the completion date also indicated thereon.

Section 4. That the said improvements shall be paid for from such funds of the City of Jefferson as may be legally used for such purposes and a grant in aid from the Federal Aviation Administration.

Section 5. The City Council sets the amount of security to accompany each bid to be in the amount of 5% of the total bid, price pursuant to the provisions of Chapter 26 of the Code of

Iowa, which bid security shall conform to the provisions of the Instructions to Bidders hereby approved.

Section 6. The City Council sets April 18, 2022, at 2:00 p.m., at the Jefferson Municipal Center, Jefferson, Iowa, as the time and place to receive bids for the Project, and the City Council delegates to the City Administrator, the City Clerk and the Project Engineer (each with authority to act alone) the duty of receiving, opening, and announcing the results of all bids for the Project, to tabulate the same, and to present the same to the City Council at its next meeting for action thereon.

Section 7. The City Clerk, with the assistance of the Project Engineer, is authorized and directed to advertise for sealed bids for the Project in the manner required by law.

Section 8. The Mayor, City Administrator and City Clerk are authorized to take such further action as may be necessary to carry out the intent and purpose of this resolution.

Section 9. All resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption and approval.

Passed and approved on March 28, 2023.

Matt Gordon, Mayor

Attest:

Roxanne Gorsuch, City Clerk

MINUTES

WATER/SEWER, STREET/IMPROVEMENTS, SANITATION/RECYCLING COMMITTEE MEETING TUESDAY, MARCH 21, 2023, 12:00 NOON JEFFERSON CITY HALL

ATTENDEES: Harry Ahrenholtz, Mike Palmer, Dave Morlan, Mark Clouse, Chad Stevens, Joyce Richardson, Nelson Amaya-resident, Bill Fowler-resident

MEETING CALLED TO ORDER 12:06PM

III. STREETS/PUBLIC IMPROVEMENTS

B. *Request for removal of sidewalk at 810 W South Street – Bill Fowler from 405 S West St and Nelson Amaya from 810 W South St attended and spoke of concerns of the portions of sidewalk in their area. Some portions are broken, sunken down, large areas where there is none. They requested to either tear it out and seed it to grass or redo the whole sidewalk down the block. Residents are not using it, currently the public is using the street instead. After hearing all sides, the committee decided to go ahead and remove the current parts of the sidewalk in that area now with the understanding that it will be replaced, at a later time.*

I. SEWER

A. *Requested sewer adjustment – Resident at 105 N Walnut had an incident where the ice was melting off her roof and affected her water spigot, water went on the ground. The sewer total was \$349.53 but per policy, the resident is responsible for the first \$100.00. After deliberation the committee agreed to forgive \$249.53.*

II. WATER

A. *Review open records request policy - this was discussed as there have been incidents where people are wanting others personal*

information, Mike handed out a City of Jefferson Open Records Policy statement. Review fees and develop a form for records requests. Follow the policy for confidential information. This has been tabled until the next committee meeting.

III. STREETS/PUBLIC IMPROVEMENTS

A. Temporary street closure for Market to Market run on Saturday, May 20, 2023 – committee approved – to be added to the next city council meeting agenda.

C. Sidewalk replacement/shared use paths – Chad still working on list, discussion on where to start, the worst sidewalks or west side of town. Committee agreed that the priority is bad sidewalks first and fit some west side of town maybe in the mix.

IV. SANITATION/RECYCLING

A. Waste collection report is 180.42 tons

B. Recycling collection report is 18.85 tons

MEETING ADJOURNED 1:00PM