

AGENDA

COUNCIL MEETING Tuesday, August 23, 2016 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. 8/9/16 regular council meeting minutes.
- B. Pay estimate #1 for Grimmell Road Lift Station Access Improvements in the amount of \$93,328.26.
- C. Change order #1 for Grimmell Road Lift Station Access Improvements in the amount of \$6,540.27.
- D. Pay estimate #2 (final) for Grimmell Road Lift Station Access Improvements in the amount of \$4,912.01.
- E. Certificate of Substantial Completion for Grimmell Road Lift Station Access Improvements.
- F. Hire Bill Berger at \$12.00 per hour as temporary part-time general service worker.
- G. Hire Jake Hinote at \$7.50 per hour as part-time help at golf course.

IV. NEW BUSINESS:

- A. Public hearing on plans, specifications and form of contract for 2017 paving projects.
- B. Consider resolution approving plans, specifications and form of contract for 2017 paving projects.
- C. Consider approval of Neighborhood Improvement Incentive funds for project at 1101 N. Wilson.
- D. Consider approval of Neighborhood Improvement Incentive funds for project at 400 E. Lincoln Way.
- E. Consider approval to advertise for redevelopment proposals for property located at 407 E. Lincoln Way
- F. Consider approval to hire Kyle Terlouw as police patrol officer.
- G. Appointment of Fire Chief.
- H. Appointment of Jesse Hermansen as firefighter.
- I. Consider approval to purchase HVAC units for recreation center.
- J. Presentation of Greene County Workforce Housing Study.
- K. Public meeting on voting wards.
- L. Consider whether to fill council vacancy by appointment or special election.
- M. Quarterly meeting with Main Street.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 8/23/16

NEW BUSINESS

- A. **Public hearing on plans, specifications and form of contract for 2017 paving projects.** Attached is the project summary.
- B. **Consider resolution approving plans, specifications and form of contract for 2017 paving projects.**
- C. **Consider approval of Neighborhood Improvement Incentive funds for project at 1101 N. Wilson.** Housing Committee is recommending reimbursement of up to \$2,000 for exterior wall improvements
- D. **Consider approval of Neighborhood Improvement Incentive funds for project at 400 E. Lincoln Way.** Housing Committee is recommending reimbursement of up to \$2,000 for roof improvements.
- E. **Consider approval to advertise for redevelopment proposals for property located at 407 E. Lincoln Way.** The Housing Committee is recommending advertising (attached) for proposals to redevelop the property by removing the existing structures and constructing a new house.
- F. **Consider approval to hire Kyle Terlouw as police patrol officer.**
- G. **Appointment of Fire Chief.**
- H. **Appointment of Jesse Hermansen as firefighter.**
- I. **Consider approval to purchase HVAC units for recreation center.** Park and Recreation Board is recommending to accept proposal of \$18,650 from Durlam Electric to install three (3) roof top units at the rec center. This was not a budgeted item but the PACE fund will pay half the expense and Hotel/Motel tax will pay the other half.
- J. **Presentation of Greene County Workforce Housing Study.** Ken Paxton from GCDC will present the results.
- K. Public meeting on voting wards.
- L. **Consider whether to fill council vacancy by appointment or special election.** Lisa Jaskey's Council seat will be vacant 9/1/16. If the Council wants to appoint, two meetings will be necessary, one to make the decision to fill by appointment, and then a second to do the actual appointment, with a special notice published in between not less than 4 and not more than 20 days before the meeting at which the appointment is to be made. The two meetings would not have to be consecutive.
- M. **Quarterly meeting with Main Street.**

COUNCIL MEETING

August 9, 2016

5:30 P.M.

PRESENT: Ahrenholtz, Teeple, Sloan, Jaskey, Von Ahsen

ABSENT: None

No citizens spoke during the Open Forum.

On motion by Von Ahsen, second by Teeple, the Council approved the following consent agenda: July 26, 2016 Council Minutes, Class C Beer Permit for Casey's General Store #70, and payment of monthly bills from City funds.

AYE: Ahrenholtz, Jaskey, Teeple, Sloan, Von Ahsen

NAY: None

Sarah Gomez, Executive Director of Midwest Partnership, gave a report on activities of Midwest Partnership.

ORDINANCE NO. 573

On motion by Teeple, second by Sloan, the Council approved the third and final reading of ordinance amending the Code of Ordinances of the City of Jefferson, Iowa, 2008, by amending provision pertaining to bow hunting within city limits.

AYE: Sloan, Ahrenholtz, Teeple, Von Ahsen

NAY: Jaskey

RESOLUTION NO. 25-16

On motion by Ahrenholtz, second by Teeple, the Council approved Resolution No. 25-16, a Resolution Approving Community Development Block Grant Downtown Façade Rehabilitation Grant Contract.

AYE: Von Ahsen, Teeple, Ahrenholtz, Sloan, Jaskey

NAY: None

On motion by Jaskey, second by Ahrenholtz, the Council approved to share in animal shelter cost with Greene County for an architect for the building in the amount of \$1,500.00.

AYE: Teeple, Ahrenholtz, Sloan, Jaskey, Von Ahsen

NAY: No

There will be a public meeting on August 23, 2016 at 5:30 p.m., to receive citizen input on whether the City Council should eliminate wards in the City of Jefferson.

The following bills were approved for payment from City funds:

ACCESS SYSTEMS	RN COPY OVER	192.06
ACCESS SYSTEMS INC	RN CPIER LSE	608.74
ACCESS SYSTEMS LEASING	PA CPIER LSE	314.91
ACCO	PL CHEM	3,557.97
ACUSHNET CO	GCRSE CAPS	1,612.38
AFLAC	AFLAC	128.30

CONSENT ITEM B

SCHEDULE OF CONTRACT CHANGE ORDERS				
Contract Change Order		Description	Additions To Contract Price As Shown On Change Orders	Deductions From Contract Price As Shown On Change Orders
No.	Date			
1	08/12/2016	Adjust Quantities	\$6,540.27	
Total			\$6,540.27	\$0.00

ANALYSIS OF ADJUSTED CONTRACT AMOUNT TO DATE:

(a) Original Contract Amount \$91,700.00
 (b) Plus: Additions Selected Above \$6,540.27
 (c) Less: Deductions Scheduled Above \$0.00
 (d) Adjusted Total Contract Amount To Date \$98,240.27

ANALYSIS OF WORK PERFORMED:

(a) Cost of Contract Work Performed To Date \$98,240.27
 (b) Less: Amount Retained In Accordance With Contract Terms 5% \$4,912.01
 (c) Materials Stored At Close Of This Period
 (d) Less: Amount Retained In Accordance With Contract Terms 5% \$0.00
 (e) Net Amount Earned On Contract Work To Date \$93,328.26
 (f) Less: Amount Of Previous Payments
 (g) BALANCE DUE THIS PAYMENT \$93,328.26

CERTIFICATION OF CONTRACTOR: JENSEN BUILDERS, LTD.

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, being Applications for Payment numbered 1 through inclusive; and (2) all materials and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment are free and clear of all liens, claims, security interests and encumbrances.

By: Neil Chad Date: 8-18-16

RECOMMENDATION OF ENGINEER: BOLTON & MENK, INC.

In accordance with above contract, the undersigned recommends payment to the Contractor of the Amount Due as shown hereon.

By: _____ Date: _____
 John R. Milligan, P.E.

APPROVAL OF OWNER: CITY OF JEFFERSON, IOWA

Amount Paid: _____ Date Paid: _____

By: _____ Attest: _____
 Craig Berry Diane Kennedy

Title: _____ Title: _____
 Mayor City Clerk

CONSENT ITEM D

SCHEDULE OF CONTRACT CHANGE ORDERS				
Contract Change Order		Description	Additions To Contract Price As Shown On Change Orders	Deductions From Contract Price As Shown On Change Orders
No.	Date			
1	08/12/2016	Adjust Quantities	\$6,540.27	
Total			\$6,540.27	\$0.00

ANALYSIS OF ADJUSTED CONTRACT AMOUNT TO DATE:

(a) Original Contract Amount \$91,700.00
(b) Plus: Additions Selected Above \$6,540.27
(c) Less: Deductions Scheduled Above \$0.00
(d) Adjusted Total Contract Amount To Date \$98,240.27

ANALYSIS OF WORK PERFORMED:

(a) Cost of Contract Work Performed To Date \$98,240.27
(b) Less: Amount Retained In Accordance With Contract Terms 5%
(c) Materials Stored At Close Of This Period
(d) Less: Amount Retained In Accordance With Contract Terms 5% \$0.00
(e) Net Amount Earned On Contract Work To Date \$98,240.27
(f) Less: Amount Of Previous Payments \$93,328.26
(g) BALANCE DUE THIS PAYMENT \$4,912.01

CERTIFICATION OF CONTRACTOR: JENSEN BUILDERS, LTD.

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, being Applications for Payment numbered 1 through inclusive; and (2) all materials and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment are free and clear of all liens, claims, security interests and encumbrances.

By: Kevin [Signature] Date: 8-18-16

RECOMMENDATION OF ENGINEER: BOLTON & MENK, INC.

In accordance with above contract, the undersigned recommends payment to the Contractor of the Amount Due as shown hereon.

By: _____ Date: _____
John R. Milligan, P.E.

APPROVAL OF OWNER: CITY OF JEFFERSON, IOWA

Amount Paid: _____ Date Paid: _____

By: _____ Attest: _____
Craig Berry Diane Kennedy

Title: _____ Title: _____
Mayor City Clerk

CONSENT ITEM E

Certificate of Substantial Completion

Project: 2015 Grimmell Road Lift Station Access Improvements	Owner: City of Jefferson Municipal Building 220 North Chestnut Street Jefferson, Iowa 50129	Owner's Contract No.:
Contract:		Date of Contract: 01/26/2016
Contractor: Jensen Builders, Ltd. 1175 South 32 nd Street, Fort Dodge, Iowa 50501		Engineer's Project No.: 13052

This [definitive] Certificate of Substantial Completion applies to:

All Work under the Contract Documents: The following specified portions:

07/28/2016

Date of Substantial Completion:

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A [tentative] [revised tentative] [definitive] list of items to be completed or corrected, is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

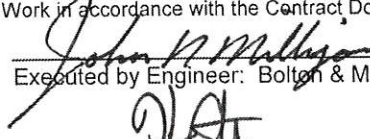
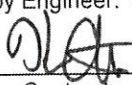
Amended Responsibilities Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

The following documents are attached to and made part of this Certificate:

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

	8/9/16
Executed by Engineer: Bolton & Menk, Inc.	Date
	8-18-16
Accepted by Contractor: Jensen Builders, Ltd.	Date
Accepted by Owner: City of Jefferson, Iowa	Date

PROJECT AT A GLANCE

2017 PAVING IMPROVEMENTS

DIVISION I – NORTH VINE STREET PCC CONSTRUCTION

DIVISION II – NORTH WILSON AVENUE & WEST REED STREET PCC CONSTRUCTION

DIVISION III – EAST/WEST ALLEY, BLOCK 11 PCC CONSTRUCTION

DIVISION IV – NORTH MULBERRY STREET PCC CONSTRUCTION

CITY OF JEFFERSON, IOWA

BMI PROJECT NO. A14.111568/ 16011

1. **Division I** – North Vine Street PCC Construction: This project includes approximately 103 SY of 6” Modified Subbase, 162 SY of Pavement with Full Depth Patches, 64 CY of Subbase Over-Excavation, 450 LF of Curb and Gutter, Remove and Replace, and all incidentals required to complete the project.

Division II – North Wilson Avenue & West Reed Street PCC Construction: This project includes approximately 72 SY of 6” Modified Subbase, 16 CY of Subbase Over-Excavation, 281.5 LF of Curb and Gutter, Remove and Replace, and all incidentals required to complete the project.

Division III – East/West Alley, Block 11 PCC Construction: This project includes approximately 106 CY of Class 13 Excavation, 580 SY of Subgrade Preparation, 580 SY of 6” Modified Subbase, 524 SY of 7” Class C PCC Pavement, 31 SY of Sidewalk, Remove and Replace, 598 SY of Pavement Removal, and all incidentals required to complete the project.

Division IV – North Mulberry Street PCC Construction: This project includes approximately 400 CY of Class 13 Excavation, 1,684 SY of Subgrade Preparation, 1,684 SY of 6” Modified Subbase, 1,555 SY of 8” Class C PCC Pavement, 1,249 SY of Pavement Removal, 145 TN of Granular Driveway, 96 TN of Granular Shoulder, and all incidentals required to complete the project.

2. Bid Opening: Thursday, September 8, 2016 at 11:00 a.m.
City of Jefferson Council Chambers
220 N. Chestnut Street
Jefferson, Iowa 50129
3. Bid Consideration: Tuesday, September 13, 2016 at 5:30 p.m.
City of Jefferson Council Chambers
220 N. Chestnut Street
Jefferson, Iowa 50129
4. Project Estimate: \$238,000.00
5. Bid Security: 5% of Bid
6. Funding: Local

7. Completion Date: Work shall be completed no later than:
Divisions I, II & III; Late start date of April 2, 2017 with a completion date no later than May 25, 2017;
Division IV; Late start date of May 25, 2017 with a completion date no later than July 25, 2017.
8. Liquidated Damages: \$500.00/Day
9. You may view the digital plan documents for free by entering Quest Project No. 4641746 on the website's Project Search page. Documents may be downloaded for (\$0.00) free. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, viewing, downloading, and working with this digital project information.

CITY NOTICE REQUESTING PROPOSALS FOR REHABILITATION OF PROPERTY
AT 407 WEST LINCOLN WAY

The City of Jefferson has acquired the property located at 407 West Lincoln Way which it intends to make available to an interested party for redevelopment purposes. The City is inviting proposals for development of that property. The City has adopted a resolution setting forth proposed terms that it would include in an agreement for the redevelopment of the property, including the following: The City will transfer ownership of the property to the highest bid of a qualified developer. The developer acquiring the property must agree to redevelop the property in a manner which will beautify the neighborhood including the removal of the current structures and will be subject to city review and approval. The developer will agree to complete the project within one and one half year from the time they take possession. Any proposal must be submitted on or before September 15, 2016 and should state the proposed purpose or purposes for which the property will be used and the estimated cost of the redevelopment. The city reserves the right to reject any and all proposals submitted, and the City may or may not decide to dispose of the property at this time. Further notice will be given and a public hearing will be held before a final agreement is made.



Electrical Contractors
Heating & Air conditioning

ELECTRIC, INC.
1108 N. Elm
Jefferson, Iowa 50129
515-386-3166

July 27, 2016

TO: Jefferson Park & Recreation Department

RE: Bid for roof top units

We propose to furnish and install all material to complete the following work in a professional and timely manner.

1. We will disconnect and remove the existing units. These units will be properly disposed of.
2. We will set two ZF048H12A 24ton ABA1A1 R410A 13-seer gas/electric package on the curb.
3. The gas line and electrical will be reconnected to the new unit.
4. We will install a Predator 3-12.5 T economizer on the unit.
5. We will disconnect and remove the existing unit. The unit will be properly disposed of.
6. We will set a 3 or 4-ton (whatever is needed, the price is the same) 13-seer gas/electric package on the curb..
7. The gas line and electrical will be reconnected to the new unit.
8. We will install a Predator 3-12.5 T economizer.

For this work we are pleased to quote a price of \$17,500.00 & tax (if applicable)

Option 1: Hail guard

1. We will install hail guards on all units. For this work we are pleased to quote a price \$1,150.00 & tax (if applicable)

I accept this quote and authorize Durlam Electric to proceed with the work as described.

18,650