

AGENDA

COUNCIL MEETING
Tuesday, March 9, 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. 2/23/21 regular Council minutes
- B. Peony Chinese Restaurant, Special Class C Liquor License
- C. Payment of monthly bills

IV. NEW BUSINESS:

- A. Consider approval of Annual Urban Renewal (TIF) Report.
- B. Consider resolution proposing sale of property at 709 W. Lincoln Way and setting public hearing.
- C. Consider resolution proposing sale of property at 205 N. Wilson Ave. and setting public hearing.
- D. Resolution Authorizing Preliminary Official Statement for General Obligation Purpose & Refunding Bonds Series 2021A, Taxable General Obligation Urban Renewal Bonds Series 2021B.
- E. Consider approval of expenditure for CDBG funds for 200 East State Street second floor project.
- F. Consider approval to update The Affirmative Fair Housing and EEO policies.
- G. Consider approval to update the procurement policy as it relates to CDBG work
- H. Resolution ordering the plans and specifications and setting public hearing for March 23, 2021 for the 2021 Alley reconstruction project.
- I. Consider approval of City insurance policy with Unger Insurance.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 3/9/21

NEW BUSINESS

NEW BUSINESS:

- A. **Consider approval of Annual Urban Renewal (TIF) Report.** Report attached
- B. **Consider resolution proposing sale of property at 709 W. Lincoln Way and setting public hearing.** Property was acquired through the Neighborhood Stabilization Program in 2009 for the purpose of demolishing the house. Attached is the proposal to sell the property to the adjoining property owners Eldon and Peggy Cunningham for \$250.
- C. **Consider resolution proposing sale of property at 205 N. Wilson Ave. and setting public hearing.**
- D. **Resolution Authorizing Preliminary Official Statement for General Obligation Purpose & Refunding Bonds Series 2021A, Taxable General Obligation Urban Renewal Bonds Series 2021B.** See attached information from the bond attorney regarding the Preliminary Official Statement (POS).
- E. **Consider approval of expenditure for CDBG funds for 200 East State Street second floor project.** Request #1 for reimbursement \$5,941.00 of eligible expenses related to the 200 East State Street Project. Costs include architectural fees, historical review service and legal fees.
- F. **Consider approval to update The Affirmative Fair Housing and EEO policies.** The resolution will need to be updated with a new contact listed. Current resolutions attached
- G. **Consider approval to update the procurement policy as it relates to CDBG work.** The procurement policy has had additional verbage added and needs to be approved. Attached is the updated version.
- H. **Resolution ordering the plans and specifications and setting public hearing for March 23, 2021 for the 2021 Alley Reconstruction project.** The alleys affected would be the west half of the alley between S Chestnut and Wilson Ave. The east alley between Wilson and Vine (adjacent to veterinarian clinic) and the alley between Wilson and Vine Street (adjacent to post office). Cost estimate and location attached.
- I. **Consider approval of City insurance policy with Unger Insurance.** Attached is information regarding the coverage. The proposed premium is \$228,079

COUNCIL MEETING

February 23, 2021

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Meeting was held at City Hall with Mayor Gordon, Councilman Ahrenholtz Jackson, Sloan, Wetrich and Zmolek present. Via invite on electronic Zoom application 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 Jackson, the Council approved the following consent agenda: February 9, 2021 Council Minutes, approval of Jefferson Community Golf Course, Class C Liquor License.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

This was the time and place for the Public Hearing for the General Obligation Loan Agreement in amount not to exceed \$400,000 for the purpose of financing an animal shelter. Mayor Gordon called for oral or written comments and there were none. On motion by Sloan, second by Wetrich, the Council closed the Public Hearing.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

RESOLUTION NO. 13-21

On motion by Jackson, second by Sloan, the Council approved Resolution No. 13-21, a resolution Expressing intent to enter into General Obligation Loan Agreement related to financing an animal shelter.

AYE: Jackson, Sloan, Wetrich, Zmolek, Ahrenholtz

NAY: None

On motion by Sloan, second by Zmolek, the Council approved professional service agreement with Bolton and Menk for Preparation of Water Treatment Facility Preliminary Engineering Report for a fee amount of \$43,200.00.

AYE: Ahrenholtz, Zmolek, Sloan, Wetrich, Jackson

NAY: None

On motion by Zmolek, second by Wetrich, the Council approved hiring Nicholas Johnson as Police Officer for Jefferson Police Department at a salary of \$47,321/yr effective February 24, 2021.

AYE: Jackson, Wetrich, Sloan, Ahrenholtz, Zmolek

NAY: None

On motion by Wetrich, second by Ahrenholtz, the Council approved hiring Micah Destival as Golf Course Manager at \$3,440.00 a month for 10 months effective March 1, 2021.

AYE: Sloan, Wetrich, Ahrenholtz, Zmolek, Jackson

NAY: None

On motion by Sloan, second by Ahrenholtz, the Council approved the following 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

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

Ken Paxton, GCDC Director updated the Council on Greene County Development Company activity. On motion by Ahrenholtz, second by Wetrich, the Council approved the quarterly payment of \$12,500.00 to GCDC.

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

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

There being no further business the Council agreed to adjourn at 6:02 p.m.

Matt Gordon, Mayor

Roxanne Gorsuch, City Clerk

Levy Authority Summary

Local Government Name: JEFFERSON
 Local Government Number: 37G349

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
JEFFERSON URBAN RENEWAL	37001	12
JEFFERSON LINCOLN RIDGE ESTATES URBAN RENEWAL	37002	2

TIF Debt Outstanding: **0**

TIF Sp. Rev. Fund Cash Balance as of 07-01-2019:	558,579	21,298	Amount of 07-01-2019 Cash Balance Restricted for LMI
TIF Revenue:	618,960		
TIF Sp. Revenue Fund Interest:	0		
Property Tax Replacement Claims	0		
Asset Sales & Loan Repayments:	0		
Total Revenue:	618,960		
Rebate Expenditures:	253,408		
Non-Rebate Expenditures:	156,340		
Returned to County Treasurer:	0		
Total Expenditures:	409,748		

TIF Sp. Rev. Fund Cash Balance as of 06-30-2020:	767,791	21,600	Amount of 06-30-2020 Cash Balance Restricted for LMI
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**Year-End Outstanding TIF
 Obligations, Net of TIF Special
 Revenue Fund Balance:** **-1,177,539**

RESOLUTION NO. _____

A RESOLUTION PROPOSING SALE OF PROPERTY LOCATED AT
709 W LINCOLN WAY AND SETTING PUBLIC HEARING

WHEREAS, the City of Jefferson previously acquired ownership of property located at 709 W Lincoln Way, in Jefferson, legally described as follows:

Lot Five (5), Block One (1), Jefferson Land and Loan Company's First Addition to Jefferson, Greene County, Iowa (the "**Property**"); and

WHEREAS, the City has received from Eldon D. Cunningham and Peggy A. Cunningham a proposal to purchase the Property pursuant to the terms and provisions of a Real Estate Purchase and Sale Agreement (the "**Purchase and Sale Agreement**") that is now before this Council; and

WHEREAS, the City Council finds that it is in the best interests of the City of Jefferson that such sale be made; and

WHEREAS, before the city may proceed with such proposal it is necessary that notice of this proposal be published and that public hearing be held in accordance with the Iowa Code.

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

Section 1. The City of Jefferson proposes to sell the Property to Eldon D. Cunningham and Peggy A. Cunningham for the sum of \$250.00 in accordance with the terms and provisions of the Purchase and Sale Agreement now before the Council.

Section 2. The City Council shall meet at the Municipal Center in Jefferson, Iowa, on March 23, 2021, at 5:30 p.m., at which time and place a public hearing shall be held on the proposal, at which hearing all local residents who appear shall be given an opportunity to express their views for or against the proposal.

Section 3. The City Clerk of the City of Jefferson is hereby directed to publish notice of this proposal and of the public hearing and the proposal one time, not less than four days nor more than twenty days before the date of the meeting, in the Jefferson Herald, a legal newspaper published and having a general circulation within the City of Jefferson.

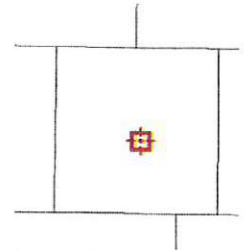
Section 4. The Mayor, City Administrator and City Clerk are authorized to take such further action as may be necessary to carry out the intent and purpose of this resolution.

Section 5. 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.

Adopted and approved on March 9, 2021.



Overview



Legend

-  Parcels
-  Road Labels
-  Corporate Limits
-  Lots and Units

Parcel ID	1107403001	Alternate ID	JL010050	Owner Address	JEFFERSON, CITY OF
Sec/Twp/Rng	n/a	Class	ZZ		220 N CHESTNUT ST
Property Address	709 W LINCOLN WAY ST	Acreage	n/a		JEFFERSON, IA 50129
	JEFFERSON				
District	IJJF				
Brief Tax Description	JEFF LAND & LOAN CO 1ST - LOT 5 BLK 1				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 3/4/2021
 Last Data Uploaded: 3/4/2021 12:37:00 AM

Developed by  **Schneider**
 GEOSPATIAL

NOTICE OF MEETING OF THE CITY COUNCIL
OF JEFFERSON, IOWA, AND OF PUBLIC HEARING
ON PROPOSAL TO SELL PROPERTY LOCATED
AT 205 NORTH WILSON AVENUE

The City Council of the City of Jefferson, Iowa, will hold a public hearing at its regular meeting at the Municipal Center in Jefferson, Iowa, on March 23, 2021, at 5:30 p.m., on the City Council's proposal to sell property located at 205 North Wilson Avenue, in Jefferson, Iowa, legally described as The West One-third of Lot 93, in Block 10, in the Original Town (now City) of Jefferson, Greene County, Iowa, except the South 80.4 feet thereof, to RAK, LLC, for the sum of \$93,000.00, of which \$93,000.00 will be financed by a forgivable loan from the City, all pursuant to the terms and provisions of a sale and redevelopment agreement. All local residents who appear at said meeting shall be given an opportunity to express their views for or against the proposal. At the meeting, or any adjournment thereof, the City Council of Jefferson may adopt resolutions and motions, as necessary, determining whether or not to proceed with the proposal.

This notice is given by order of the City Council on March 9, 2021.

ROXANNE GORSUCH
City Clerk of Jefferson

When issuing bonds by the City there are three sets of rules pursuant to which the City must comply. Federal Internal Revenue Code tax-exemption provisions, federal securities laws provisions and State of Iowa procedural law requirements. In addition, with respect to the securities laws, the underwriter for the Bonds (in this case “Piper Sandler”) must also comply with many securities laws rules and regulations as the underwriter markets the Bonds to the public investors.

Bonds issued by the City to the marketplace are securities just as stock or other forms of investments are securities. Fortunately, bonds issued by governmental entities are exempt from registration pursuant to the securities laws. However, because bonds are securities an entity such as the City issuing bonds must comply with Rule 10b-5 of the Securities Act. The general contextual requirement of Rule 10b-5 for the issuance of securities (the Bonds) is that the Issuer (in this case the City) must prepare a document (the POS) which meets Rule 10b-5 by setting forth any material risks to be stated and does not omit to state material risks. The Preliminary Official Statement (“POS”) is the document pursuant to which the Bonds will be offered to investors, is the document pursuant to which the Bonds will be sold and for which the City must ensure it is meeting the requirements of 10b-5. As the POS is a document of the City it must be approved and “deemed final” by the City Council and the City Council should be comfortable with its contents prior to being distributed to Piper Sandler and investors.

In order to ensure meeting the requirements of 10b-5 a process of review commonly referred to as “due diligence” is conducted via questions, a telephone call review, etc. with staff and others to the extent necessary. The due diligence process has been conducted culminating in the POS before the City Council. In addition, at closing Dorsey will provide an opinion to the City, and on which the City can rely, stating that based on Dorsey’s professional judgment and as a result of taking part in the due diligence process, drafting of the POS, and undertaking any other inquiry we deem necessary, Dorsey is not aware of any material risks or material omissions with respect to the Bonds not included in the POS.

Lastly, Piper Sandler, as an underwriter of Bonds to the marketplace, also has many regulations and requirements (Municipal Securities Rulemaking Board, SEC, Rule 15c2-12 requirements) in order to meet their general duty of fair dealing in putting in marketing the Bonds to the investing public. The POS also serves to allow the underwriter to meet its regulated requirements as it offers the Bonds to investors.

Timothy J. Oswald
Managing Director | Des Moines Public Finance

Piper Sandler & Co.
3900 Ingersoll Ave. Suite 110 | Des Moines, IA 50312

RESOLUTION NO. _____

Resolution approving Preliminary Official Statement related to sale of General Obligation Bonds

WHEREAS, the City Council of the City of Jefferson (the "City"), in Greene County, State of Iowa, has proposed to enter into general obligation loan agreements (the "Loan Agreements") and has published notices and held hearings thereon; and

WHEREAS, a preliminary official statement (the "Preliminary Official Statement") has been prepared related to the sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2021A and Taxable General Obligation Urban Renewal Bonds, Series 2021B (the "Bonds"), and it is now necessary to make provision for the approval of the Preliminary Official Statement and to authorize its use by Piper Sandler & Co.;

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

Section 1. The use by Piper Sandler & Co. of the Preliminary Official Statement relating to the Bonds, in substantially the form as has been presented to and considered by the City Council, is hereby approved, and Piper Sandler & Co. is hereby authorized to prepare and use a final Official Statement for the Bonds substantially in the form of the Preliminary Official Statement, but with such changes therein as are required to conform the same to the terms of the Bonds and, when adopted, the resolution authorizing the issuance of the Bonds, and the appropriate City officials are hereby authorized and directed to execute a final Official Statement for the Bonds, if requested. The Preliminary Official Statement as of its date is deemed final by the City within the meaning of Rule 15(c)(2)-12 of the Securities and Exchange Commission.

Section 2. All resolutions and orders or parts thereof in conflict with the provisions of this resolution, to the extent of such conflict, are hereby repealed.

Passed and approved March 9, 2021.

Mayor

Attest:

City Clerk

AFFIRMATIVE FAIR HOUSING POLICY

This notice is published pursuant to the requirements of Executive Order 11063 on equal opportunity in housing and non-discrimination in the sale or rental of housing built with federal assistance, and with Title VIII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in the provision of housing because of race, color, creed, religion, sex, national origin, disability or familial status.

The City of Jefferson advises the public that it will administer its assisted programs and activities relating to the housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.

The City of Jefferson shall assist individuals who believe they have been subject to discrimination in housing through the resources of the Iowa Civil Rights Commission or the U.S. Department of Housing and Urban Development.

The City of Jefferson has designated the following Nick Sorensen as the contact to coordinate efforts to comply with this policy. Inquiries should be directed to:

NAME: Nick Sorensen

OFFICE: City of Jefferson

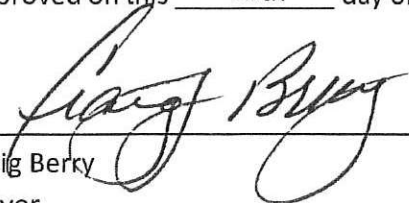
ADDRESS: 220 N. Chestnut

CITY/STATE/ZIP: Jefferson, IA 50129

PHONE NUMBER: 515-386-3111

HOURS: 8-5 M-F

Approved on this 13th day of December, 2016



Craig Berry
Mayor



EQUAL OPPORTUNITY POLICY STATEMENT

DATE: December 13, 2016

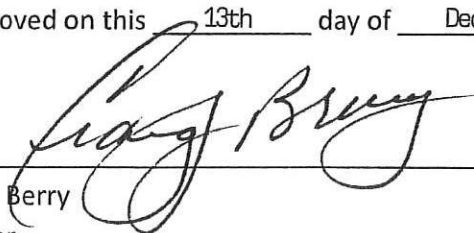
It is the policy of the City of Jefferson to provide equal opportunity to all employees, applicants, and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped and to administer its programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, disability, age, familial status, political affiliation, citizenship or sexual orientation.

The City of Jefferson has ultimate responsibility for the overall administration of the affirmative action/equal opportunity program. The total integration of equal opportunity into all parts of personnel and program management is the City of Jefferson's responsibility. The City of Jefferson will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes.

The right of appeal and recourse is guaranteed by the City of Jefferson. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administered by the City of Jefferson because of race, creed, color, religion, sex, national origin, age, disability, political affiliation, sexual orientation, or citizenship has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by Nick Sorensen, who can be contacted at City Hall 515-386-3111.

This Equal Opportunity Policy of the City of Jefferson shall be posted in conspicuous places within the facility, distributed to all employees, contractors and to the persons of all advisory and policy-making groups.

Approved on this 13th day of December, 2016



Craig Berry
Mayor

RESOLUTION PROCUREMENT POLICY

RESOLUTION # _____

PURPOSE

The purpose of this Procurement Policy is to ensure that sound business judgement is utilized in all procurement transactions and that supplies, equipment, construction, and services are obtained efficiently and economically and in compliance with applicable federal law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition.

APPLICATION

This policy applies to the procurement of all supplies, equipment, construction, and services of and for the city of Jefferson related to the implementation and administration of the CDBG award. All procurement will be done in accordance with 2 CFR Part 200 and Appendix II to Part 200.

POLICY

GENERAL PROCUREMENT PRACTICES

The city of Jefferson will adhere to the following general procurement practices: document procurement standards; maintain oversight of contractors to ensure performance in accord with standards; avoid acquisition of unnecessary or duplicative items; encourage procurement or use of shared goods and services; use Federal excess and surplus property when feasible; encourage value-engineering clauses in construction contracts; award contracts only to responsible contractors; limit use of time and materials contracting; and use good administrative judgement to settle all contractual and administrative issues.

COMPETITION

The city of Jefferson will provide full and open competition; publishing (in newspaper); prohibit use of state or local geographical preferences; develop written procedures for procurement transactions to ensure competition is not restricted and ensure that pre-qualified lists are current.

FIVE METHODS OF PROCUREMENT

Procurement under grants shall be made by one of the following methods, as described herein: (a) micro-purchase; (b) small purchase procedures; (c) sealed bids (formal advertising/published); (d) competitive proposals; (e) noncompetitive proposals.

- A. Micro-purchase includes the acquisition of supplies or services that do not exceed \$3,000 (or \$2,000 for acquisitions for construction subject to Davis-Bacon Act)
- B. Small purchase procedures are relatively simple and informal procurement methods that are sound and appropriate for the procurement of services, supplies, or other property, costing in aggregate not more than \$150,000. If small purchase procedures are used for procurement under a grant, then a price or rate quotations (minimum of 2) shall be obtained from an adequate number of qualified sources.

no price in RFQ's) and other factors considered. Unsuccessful offerors will be promptly notified in writing.

5. The city of Jefferson should use competitive proposal procedures for qualification-based procurement of architectural/engineering (A/E) professional services whereby competitor's qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in the procurement of A/E professional services. It cannot be used to procure other types of services (e.g., administration professional services) even though A/E firms are a potential source to perform the proposed effort.
- E. Noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation from a number of sources, competition is determined inadequate. A noncompetitive proposal means a procurement through either a "sole source," when the Recipient solicits an offer from one source, or a "single source," when the Recipient solicits offers from multiple sources but receives only one or the competition is determined inadequate. Noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids (formal advertising), or competitive proposals. Circumstances under which a contract may be awarded by noncompetitive proposals are limited to the following:
1. The item is available from only a single sources;
 2. After solicitation of a number of sources, competition is determined inadequate;
 3. A public exigency or emergency exists when the urgency for the requirement will not permit a delay incident to competitive solicitation; and
 4. The awarding agency (IEDA) authorizes noncompetitive proposals. (Sole or single source procurement for supplies, equipment, construction, and services valued at \$25,000 or more must have prior approval of the Iowa Economic Development Authority).
- Sole or single source procurement is unusual and the circumstances and rationale for its use must be fully documented. Additionally, IEDA must approve in advance sole or single source procurement for contracts or purchases valued at \$25,000 or more.
- F. The city of Jefferson will provide, to the greatest extent possible, that contracts be awarded to qualified small and minority firms, women business enterprises, and labor surplus area firms whenever they are potential sources.
- G. Any other method of procurement must have prior approval of the Iowa Economic Development Authority.

RECYCLED MATERIALS

The city of Jefferson will procure items with recycled content following the requirements of Code of Iowa chapter 8A.315-317 and Iowa Administrative Code Chapter 11-117.6(5) – Recycled Product and Content.

BID LANGUAGE – PROCUREMENT OF RECOVERED MATERIALS

Recipients shall include in all requests for proposals and bid documents the following language:

RESOLUTION NO. _____

A Resolution Setting Date for Public Hearing on Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the 2021 Alley Improvement 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 2021 Alley Improvement 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; 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.

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 March 23, 2021, 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 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 4. 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 5. The City Council sets March 31, 2021, at 3:00 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 6. 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 7. 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 8. 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 _____.

Matt Gordon, Mayor

Attest:

Roxanne Gorsuch, City Clerk

**CITY OF JEFFERSON
2020 ALLEY IMPROVEMENTS
OPINION OF PROBABLE COSTS
Tuesday, October 20, 2020**

Item No.	Description	Unit	Price	Quantity	Extension
1	TOPSOIL, OFF-SITE	CY	\$ 15.00	40.00	\$ 600.00
2	EXCAVATION, CLASS 13	CY	\$ 20.00	210.00	\$ 4,200.00
3	SUBGRADE PREPARATION	SY	\$ 4.50	1140.00	\$ 5,130.00
4	SUBBASE, MODIFIED, 6 IN.	SY	\$ 16.00	1140.00	\$ 18,240.00
5	VALVE BOX EXTENSION	EA	\$ 300.00	2.00	\$ 600.00
6	MANHOLE ADJUSTMENT, MINOR	EA	\$ 1,500.00	2.00	\$ 3,000.00
7	PAVEMENT, PCC, 7 IN	SY	\$ 55.00	1070.00	\$ 58,850.00
8	SIDEWALK, PCC, 6 IN	SY	\$ 70.00	32.00	\$ 2,240.00
9	DRIVEWAY, GRANULAR	SY	\$ 15.00	190.00	\$ 2,850.00
10	PAVEMENT REMOVAL	SY	\$ 8.00	1230.00	\$ 9,840.00
11	TEMPORARY TRAFFIC CONTROL	LS	\$ 3,000.00	1.00	\$ 3,000.00
12	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND MULCHING	AC	\$ 10,000.00	0.10	\$ 1,000.00
13	INLET PROTECTION DEVICE, FILTER SOCK, 8 IN.	EA	\$ 200.00	2.00	\$ 400.00
14	MOBILIZATION	LS	\$ 7,000.00	1.00	\$ 7,000.00

SUBTOTAL: \$ 116,950.00

Subtotal Construction: \$ 116,950.00
Construction Contingencies 20%: \$ 23,400.00
Opinion of Estimated Construction Cost: \$ 140,350.00

Design, through Bidding: \$ 16,500.00
Construction Phase (Estimate): \$ 14,500.00

Subtotal Engineering: \$ 31,000.00

Land Acquisition (Permanent): \$ -
Land Acquisition (Temporary): \$ -

TOTAL OPINION OF IMPROVEMENT COST \$ 171,350.00

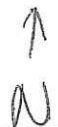
2020 ALLEY IMPROVEMENTS

CITY OF JEFFERSON, IOWA

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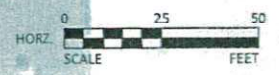


JEFFERSON, IA City of \Proposals\2020 Alley Improvements\FAM.dwg 6/19/2020 9:59:44 AM



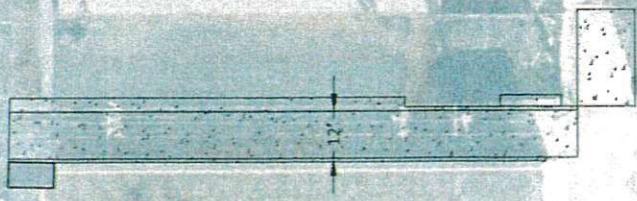
S. WILSON AVE.

S. WILSON AVE.



W. HARRISON ST.

S. CHESTNUT ST.



Unger Insurance, Ltd.

103 E. LINCOLNWAY • P.O. BOX 191 • JEFFERSON, IOWA 50129

PHONE 515-386-4156

City of Jefferson

FAX 515-386-8471

Insurance 04/01/21 to 04/01/22

	2020	2021
Total Premium	210,603	228,079
Property	61,623	66,863
Liability	18,802	20,515
Crime	118	118
Inland Marine	2,311	2,697
Automobile	30,011	32,226
Work Comp	85,750	91,295
Umbrella	5,711	6,494
Linebacker	3,818	5,424
Law Enforcement	2,459	3,447

Blanket property value \$34,963,003 is unchanged for 2021. The property loss deductible changes to \$5,000 wind or hail \$1,000 all other perils.

The workers compensation deposit payroll increased from \$1,860,557 to \$1,991,026. The experience modification factor changes from 1.14 to 1.07 on 04/01/21.

The 04/01/21 experience modification factor is based on the following loss data:

04/01/17 to 04/01/18	700	paid loss and loss reserves
04/01/18 to 04/01/19	282,325	paid loss and loss reserves
04/01/19 to 04/01/20	6,134	paid loss and loss reserves

The 04/01/22 experience modification factor will be determined by replacing the 04/01/18 loss data with the loss data from 04/01/21

04/01/20 to 04/01/21	2,428	paid loss and loss reserves
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Unger Insurance, Ltd.

103 E. LINCOLNWAY • P.O. BOX 191 • JEFFERSON, IOWA 50129
PHONE 515-386-4156
FAX 515-386-8471

IAMU Safety Group Dividend Report

The City of Jefferson received it's portion of the Iowa Association of Municipal Utilities (IAMU) Safety Group dividend for the policy period April 1, 2019 to March 31, 2020. 2021 payment to the City was \$12,414.49, about 6.7% of the total City premium paid for this period.

2020 dividend payment was \$20,767.29

2019 dividend payment was \$27,019.05

2018 dividend payment was \$16,193.48



IOWA ASSOCIATION OF MUNICIPAL UTILITIES
INSURANCE TRUST ACCOUNT
1735 NE 70TH AVENUE
ANKENY, IA 50021-9353

COMMUNITY STATE BANK
DES MOINES, IOWA 50316

16670

72-1011/739

1/18/2021

PAY TO THE ORDER OF City of Jefferson

\$**12,414.49

Twelve Thousand Four Hundred Fourteen and 49/100***** DOLLARS

City of Jefferson
220 North Chestnut Street
Jefferson, IA 50129

COPY



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MEMO

THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. IN THE EVENT OF PRESSURE, HEAT, OR DAMAGE, THIS INFORMATION WILL DISAPPEAR WITH HEAT.

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IOWA ASSOCIATION OF MUNICIPAL UTILITIES
INSURANCE TRUST ACCOUNT
City of Jefferson

16670

Date	Type	Reference	Original Amt.	Balance Due	1/18/2021 Discount	Payment
1/15/2021	Bill	Dividend 2020	12,414.49	12,414.49		12,414.49
					Check Amount	12,414.49

CSB Operating/Sweep

12,414.49



IAMU Safety Group 2020 Dividend to Members

Congratulations to member cities and utilities of the IAMU Safety Group Insurance Program! We are pleased to announce that our members will again receive a significant portion of their premium returned to them in the form of a dividend. The enclosed check represents your portion of the total 2020 dividend of **\$2,692,552**.

The dividend is a unique feature of the Safety Group program, allowing any excess premiums to be returned to members based on the overall results experienced by the program. A portion of the dividend is also utilized by IAMU to support the substantial risk management services they extend to members.

The dividend is calculated each year using a pre-established formula using premium dollars collected and claim payments made over the three most recent policy years. Cities and utilities who place their Work Comp coverage in the program and have experience mods under 1.00 are rewarded with a larger portion of the group dividend.

Enclosed you will find a copy of the detailed dividend calculation. The program continues to grow but has seen increased levels of claim activity in recent years. In order to maintain dividend payments, we strongly encourage all Safety Group members to continue to put an emphasis on loss control efforts and to utilize the resources available within EMC and IAMU's Risk Management Division.

We appreciate the continued loyalty and strong support for the program shown by cities and utilities across the state. Please don't hesitate to contact us with any comments, questions, or concerns.

For the IAMU Trust Committee:

John Bilsten, Algona
Chairman

Brad Honold, Coon Rapids
Trustee

Steve Pick, Spencer
Trustee

Program Partners:

Troy DeJoode, Executive Director
IAMU

Janelle Friedman, President
Jester Insurance

John Schumacher, Branch V.P.
EMC Companies



IAMU Safety Group 2020 Dividend Calculation

Package Portion

April 1, 2019 to March 31, 2020

Premiums	\$16,969,977		
Subtract retention	<u>-6,618,291</u>		
	10,351,686		
Subtract losses and expenses	<u>-5,966,442</u>		
Dividend	\$4,385,244	÷3 =	\$1,461,748

April 1, 2018 to March 31, 2019

Premiums	\$15,556,753		
Subtract retention	<u>-6,067,134</u>		
	9,489,619		
Subtract losses and expenses	<u>-7,850,593</u>		
Dividend	\$1,639,026	÷3 =	\$546,342

April 1, 2017 to March 31, 2018

Premiums	\$14,588,643		
Subtract retention	<u>-5,689,571</u>		
	8,899,072		
Subtract losses and expenses	<u>-5,654,498</u>		
Dividend	\$3,244,574	÷3 =	\$1,081,525

TOTAL PACKAGE PORTION:	\$1,461,748
	\$546,342
	<u>\$1,081,525</u>
	<u>\$3,089,615</u>

WORKERS' COMPENSATION PORTION

April 1, 2019 to March 31, 2020

Premiums	\$6,722,157		
Subtract retention	<u>-2,083,869</u>		
	4,638,288		
Subtract losses and expenses	<u>-3,976,835</u>		
	\$661,453	÷ 3 =	\$220,484

April 1, 2018 to March 31, 2019

Premiums	\$7,109,794		
Subtract retention	<u>-2,204,036</u>		
	4,905,758		
Subtract losses and expenses	<u>-5,298,478</u>		
	(\$392,720)	÷ 3 =	(\$130,907)

April 1, 2017 to March 31, 2018

Premiums	\$8,055,559		
Subtract retention	<u>-2,497,223</u>		
	5,558,336		
Subtract losses and expenses	<u>-7,018,256</u>		
	(\$1,459,920)	÷ 3 =	(\$486,640)

TOTAL WORKERS COMPENSATION PORTION:	\$220,484
	(\$130,907)
	<u>(\$486,640)</u>
	<u>(\$397,063)</u>

COMBINED CALCULATION:

PACKAGE:	\$3,089,615
WORKERS' COMPENSATION:	<u>(\$397,063)</u>
TOTAL DIVIDEND:	<u>\$2,692,552</u>

Cyber Liability and Data Compromise Coverage

\$1,000,000 Cyber Liability Coverage Limit

\$ 2,500 Deductible

Annual Premium \$1,200

A \$250,000 computer crime coverage is included.

IAMU
Cyber Liability Program
2021-2022 Term

Cyber Liability - \$1M: Coverage for 3rd party financial loss that you are legally obligated to pay, caused by a hacking attack or virus that came from or through your computer systems or your cloud computing provider's system.

Privacy Liability - \$1M: Coverage for loss resulting from a security breach that you are legally obligated to pay, resulting from: a breach of personally identifiable information, failure to adequately warn affected individuals, failure to maintain confidential employee data, breach of website privacy statement, breach of confidential commercial information or personally identifiable information related to a contract or non-disclosure agreement, or a breach of data that you are responsible for on a cloud computing provider's system.

System Damage - \$1M: Coverage for costs you incur in restoring, repairing or replacing any of your computer programs or systems that are lost or damaged due to a hacking attack.

System Business Interruption - \$1M: Coverage to reimburse you for a reduction in profit during a system outage caused by a hacking attack or virus.

Consequential Reputational Harm - \$1M: Coverage to reimburse you for a reduction in profit as a result of losing current or future customers due to your reputation being damaged from a system outage or security breach.

Regulatory Actions & Investigations - \$1M: Coverage for fines and penalties that result from a regulatory investigation arising out of a security breach.

Your Notification Costs - \$1M: Coverage for notification costs you incur and are legally obligated to pay as a result of a security breach.

Third Party Notification Costs - \$1M: Coverage for costs your clients incur and are legally obligated to pay as a result of your security breach (if contractually required).

Cyber Threats & Extortion - \$1M: Reimbursement for costs you incur as a direct result of a specific threat made against you to: prevent access to your computer systems or any 3rd party systems hosting your applications or data, introduce a virus into your computer systems, reveal your confidential information or damage your brand by posting false comments about you on social media sites.

Multimedia Liability - \$1M: Includes coverage for the following arising out of media content or user generated content:

- Defamation including libel and slander, or emotional distress based on harm to the reputation of any person or entity
- Intellectual Property Rights Infringement including trademark or copyright infringement, misappropriation of a trade secret, plagiarism, etc.
- Invasion of Rights of Privacy including public disclosure of private facts, intrusion, breach of confidence, breach of confidentiality agreement, etc.
- Content Liability including a negligent act, error, omission, misstatement or misrepresentation.

Court Attendance Costs - \$100K: Reimbursement for reasonable costs you incur to attend court as a witness in connection with a claim covered under your policy.

Crisis Communication Costs - \$1M: Coverage for reasonable costs incurred for the services of a public relations consultant hired for the purpose of averting or mitigating damage to your reputation caused by a claim/loss.

Also included within the CFC's coverage:

Computer Crime - \$250K: Reimbursement for a loss that results from any 3rd party committing an unauthorized EFT, theft from your bank account or corporate credit cards.

Identity Theft - \$250K: Reimbursement for a loss that arises from the fraudulent use or misuse of your electronic identity including: establishment of credit in your name, electronic signing of any contract or creation of a website designed to impersonate you.

Telephone Hacking - \$250K: Reimbursement for a loss that results from a 3rd party hacking your telephone system.

Phishing Scams - \$250K: Reimbursement in the event of fraudulent electronic communications or websites designed to impersonate you for: the cost of communication to your customers, cost of reimbursing your customers for their financial loss and your reduction in profit as a result of the fraudulent communication.

DISCLAIMER

This provides a brief description of the insurance protection. Please refer to the policy itself for actual terms and conditions.

Jefferson Public Library

Meeting of the Board of Trustees
Monday, March 8, 2021 6:30 PM
Location: Virtual

NOTICE TO THE PUBLIC: This meeting is open to the public. Due to the corona-virus, this meeting will be held as a virtual Zoom video conference. The link to the meeting is below.

Link to Join Zoom Meeting:

<https://us02web.zoom.us/j/86841355422?pwd=dnowZ3AzSzdJlVCR3JuRUh4VHpoZz09>

Meeting ID: 868 4135 5422

Passcode: 380186

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 Reports
 - B. Year-to-Date Monthly Financial Reports
 - C. Project Updates: outreach programs
- VI. Old Business
 - A. Limited services during pandemic
 - B. FY22 Budget proposal
 - C. Planning for the future; feasibility study
 - D. Personnel
- VII. New Business
 - A. State accreditation – Feb 2022
 - B. FY21 Budget amendment
- VIII. Next Meeting – Monday, April 12 at 6:30 p.m.
- IX. Adjournment