AGENDA

COUNCIL MEETING
Tuesday, March 8, 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. 2/23/16 regular council minutes.
B. Monthly bills.
C. Hire Sue Rieder at $7.25/hr. for part-time employment at the golf course.

IV. NEW BUSINESS:
B. Resolution adopting 2016-2017 Budget.
C. Hiring of Shane Jones for Police Patrolman.
D. Waive building permit fee of $615.00 for Greene County Fair Association.
E. Consider third reading of ordinance amending Jefferson floodplain regulations.
F. Change Order No. 3 in the amount of $7,422.21 for Hydro Klean for the 2015 Grimmell Road Lift Station Project.
G. Pay Estimate No. 4 in the amount of $7,051.10 for Hydro Klean for the 2015 Grimmell Road Lift Station Project.

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

VI. ADJOURN.
AGENDA SUMMARY

DATE 3/8/16

NEW BUSINESS

A. Public Hearing for 2016-2017 Budget. There is no new information since the Budget Workshop. The levy will be $15.22 – down 4 cents. To date I have not had any comments. Attached is a copy of the Public Hearing Notice that was in the newspaper.

B. Resolution adopting 2016-2017 Budget.

C. Hiring Shane Jones for Police Patrolman. The Law Enforcement Committee has conducted the interviews and is recommending approval of hiring Mr. Jones at a salary of $38,552/yr. starting March 16, 2016. He will be attending the Police Academy this fall.

D. Waive building permit fee of $615.00 for Greene County Fair Association. Attached is a letter from the Fair Association requesting the waiver of the building permit fee for a 72 ‘X135’ Morton building at the fairgrounds.

E. Consider third reading of ordinance amending Jefferson floodplain regulations.

F. Change Order No. 3 in the amount of $7,422.21 for Hydro Klean for the 2015 Grimmell Road Lift Station Project. Attached is the Change Order.

G. Pay Estimate No. 4 in the amount of $7,051.10 for Hydro Klean for the 2015 Grimmell Road Lift Station Project. Attached is the Pay Estimate.
COUNCIL MEETING
February 23, 2016
5:30 P.M.

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

Mayor Berry presided.

During Open Forum Jim Ehmen, Volunteer for Community Center, voiced his concerns on Handicap parking in the Community Center parking lot.

On motion by Ahrenholtz, second by Jaskey, the Council approved the following consent agenda: February 9, 2016 Council Minutes and February 16, 2016 Budget Meeting Minutes.

AYE: Sloan, Ahrenholtz, Jaskey, Teeple
NAY: None

On motion by Jaskey, second by Sloan, the Council approved second reading of ordinance amending Jefferson floodplain regulations.

AYE: Ahrenholtz, Teeple, Sloan, Jaskey
NAY: None

On motion by Teeple, second by Ahrenholtz, the Council approved the following tax abatement applications for 2015.

<table>
<thead>
<tr>
<th>Property Owner</th>
<th>Address</th>
<th>Project Description</th>
<th>Project Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terry McCollom</td>
<td>504 East Harrison Street</td>
<td>New Building</td>
<td>$70,000.00</td>
</tr>
<tr>
<td>Shirley Stapleton</td>
<td>500 W Edgewood Ave</td>
<td>Garage &amp; Breezeway</td>
<td>$38,000.00</td>
</tr>
<tr>
<td>Jim Taylor</td>
<td>1007 W Wall Street</td>
<td>3 Season Porch</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Duane and Betty Larson</td>
<td>1239 Rushridge Road</td>
<td>Addition &amp; Deck</td>
<td>$48,000.00</td>
</tr>
<tr>
<td>Nick Shirmbeck</td>
<td>700 W State Street</td>
<td>Addition to Shed</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Mitch Mobley</td>
<td>600 S Grimmell Road</td>
<td>Pole Building</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>John Biggart</td>
<td>403 Sundown Court</td>
<td>Addition to House</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Syngenta</td>
<td>300 American Avenue</td>
<td>Addition to Building</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>John Hupp</td>
<td>408 Edgewood Avenue</td>
<td>Garage</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Kay Skalla</td>
<td>500 S Maple Street</td>
<td>New House</td>
<td>$160,000.00</td>
</tr>
<tr>
<td>Jim Ober</td>
<td>1221 Rushridge Road</td>
<td>Addition &amp; Deck</td>
<td>$70,000.00</td>
</tr>
<tr>
<td>TD Hunter</td>
<td>2204 N Mulberry Street</td>
<td>New Building</td>
<td>$500,000.00</td>
</tr>
<tr>
<td>Harry Silbaugh</td>
<td>502 E Adams Street</td>
<td>Addition to Garage</td>
<td>$1,200.00</td>
</tr>
</tbody>
</table>
Helen Zollars  306 N Cedar Street  Addition to House  $17,700.00
Jim Andrew  507 Edgewood Avenue  Addition to House  $270,000.00
Oly’s Corner  208 W Lincoln Way  Car Wash  $360,000.00
Don Sievers  217 E Lincoln Way  Building Addition  $50,000.00
Habitat for Humanity  901 W Washington St  Renovation  $90,000.00
Total Project Amt  $1,966,400.00

AYE: Jaskey, Teeple, Sloan, Ahrenholtz
NAY: None

On motion by Teeple, second by Sloan, the Council approved to create and advertise for the position of Assistant Golf Course Manager.

AYE: Ahrenholtz, Sloan, Teeple, Jaskey
NAY: None

RESOLUTION NO. 8-16
On motion by Jaskey, second by Ahrenholtz, the Council approved Resolution No. 8-16, a resolution approving contract and performance and payment bonds for the City of Jefferson 2015 Grimmell Road Lift Station Access Improvements Project.

AYE: Teeple, Ahrenholtz, Jaskey, Sloan
NAY: None

Randy Love, Fire Chief, gave an overview of fire department air packs.

On motion by Jaskey, second by Teeple, the Council approved of the City insurance policy with Unger Insurance.

AYE: Sloan, Jaskey, Teeple, Ahrenholtz
NAY: None

On motion by Ahrenholtz, second by Sloan, the Council approved of Union Contract with AFSCME/Iowa Council 61 Local 3949 effective July 1, 2016 to June 30, 2021.

AYE: Sloan, Teeple, Ahrenholtz, Jaskey
NAY: None

A quarterly workshop with Main Street Committee was held to update the Council on activities with the Main Street Program.
NOTICE OF PUBLIC HEARING
BUDGET ESTIMATE
FISCAL YEAR BEGINNING JULY 1, 2016 - ENDING JUNE 30, 2017

City of Jefferson, Iowa

The City Council will conduct a public hearing on the proposed Budget at City Hall on 03/08/2016 at 5:30 p.m.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per $1000 valuation on regular property ............ $ 15.22513
The estimated tax levy rate per $1000 valuation on Agricultural land is ............ $ 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

<table>
<thead>
<tr>
<th>Revenues &amp; Other Financing Sources</th>
<th>Budget FY 2017 (a)</th>
<th>Re-estimated FY 2016 (b)</th>
<th>Actual FY 2015 (c)</th>
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</thead>
<tbody>
<tr>
<td>Taxes Levied on Property</td>
<td>1,845,283</td>
<td>1,809,509</td>
<td>1,902,407</td>
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<tr>
<td>Less: Uncollected Property Taxes-Levy Year</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Net Current Property Taxes</td>
<td>1,845,283</td>
<td>1,809,509</td>
<td>1,902,407</td>
</tr>
<tr>
<td>Delinquent Property Taxes</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>TIF Revenues</td>
<td>126,100</td>
<td>123,100</td>
<td>109,844</td>
</tr>
<tr>
<td>Other City Taxes</td>
<td>720,590</td>
<td>631,061</td>
<td>501,572</td>
</tr>
<tr>
<td>Licenses &amp; Permits</td>
<td>14,900</td>
<td>30,500</td>
<td>49,859</td>
</tr>
<tr>
<td>Use of Money and Property</td>
<td>103,540</td>
<td>92,377</td>
<td>37,806</td>
</tr>
<tr>
<td>Intergovernment</td>
<td>630,844</td>
<td>519,090</td>
<td>917,231</td>
</tr>
<tr>
<td>Charges for Fees &amp; Service</td>
<td>3,194,960</td>
<td>3,113,986</td>
<td>2,819,227</td>
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<tr>
<td>Special Assessments</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>44,550</td>
<td>41,550</td>
<td>260,304</td>
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<tr>
<td>Other Financing Sources</td>
<td>0</td>
<td>25,000</td>
<td>2,727,669</td>
</tr>
<tr>
<td>Transfers In</td>
<td>2,005,979</td>
<td>1,548,894</td>
<td>852,794</td>
</tr>
<tr>
<td>Total Revenues and Other Sources</td>
<td>8,686,746</td>
<td>7,935,067</td>
<td>10,178,715</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures &amp; Other Financing Uses</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety</td>
<td>629,332</td>
<td>641,050</td>
<td>617,762</td>
</tr>
<tr>
<td>Public Works</td>
<td>696,797</td>
<td>416,784</td>
<td>435,811</td>
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<tr>
<td>Health and Social Services</td>
<td>14,000</td>
<td>14,000</td>
<td>24,396</td>
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<tr>
<td>Culture and Recreation</td>
<td>1,256,432</td>
<td>1,159,903</td>
<td>1,056,586</td>
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<tr>
<td>Community and Economic Development</td>
<td>295,250</td>
<td>367,978</td>
<td>1,417,934</td>
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<tr>
<td>General Government</td>
<td>444,779</td>
<td>507,383</td>
<td>524,614</td>
</tr>
<tr>
<td>Debt Service</td>
<td>465,750</td>
<td>331,000</td>
<td>466,270</td>
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<tr>
<td>Capital Projects</td>
<td>304,000</td>
<td>304,000</td>
<td>275,450</td>
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<tr>
<td>Total Government Activities Expenditures</td>
<td>3,802,340</td>
<td>3,742,098</td>
<td>4,818,829</td>
</tr>
<tr>
<td>Business Type / Enterprises</td>
<td>2,194,905</td>
<td>2,020,259</td>
<td>2,029,496</td>
</tr>
<tr>
<td>Total ALL Expenditures</td>
<td>5,997,245</td>
<td>5,762,357</td>
<td>6,848,325</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>2,005,979</td>
<td>1,548,894</td>
<td>852,794</td>
</tr>
<tr>
<td>Total ALL Expenditures/Transfers Out</td>
<td>8,003,224</td>
<td>7,311,251</td>
<td>7,701,119</td>
</tr>
<tr>
<td>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</td>
<td>683,522</td>
<td>623,816</td>
<td>2,477,596</td>
</tr>
<tr>
<td>Beginning Fund Balance July 1</td>
<td>8,797,355</td>
<td>8,173,539</td>
<td>5,695,943</td>
</tr>
<tr>
<td>Ending Fund Balance June 30</td>
<td>9,480,877</td>
<td>8,797,355</td>
<td>8,173,539</td>
</tr>
</tbody>
</table>
March 1, 2016

To the members of the Jefferson City Council and staff:

The Greene County Fair Association and the Greene County Fair Foundation are continuing our major building project at the fairgrounds. Our long range plans call for replacing six aging open pole buildings with modern facilities to further benefit exhibitors and citizens of Greene County giving value twelve months of the year.

This past fall we demolished two more pole barns directly east of the showring that have recently housed sheep during the fair.

We held our second annual agricultural products auction and have raised the funds to constructed a second 72'x135' Morton building that will have a full concrete floor. The new structure will be available not only for housing animals during the Greene County Fair, but will also provide space for other exhibitions and storage to better utilize the facility during the interim months of county fair.

At this time the Greene County Fairboard would respectfully request that the building permit fee be waived for this project. The Greene County Fair Association operates under 501c(5) status as a non-profit organization.

Annually, the fairgrounds is host to many activities such as district horse shows, wedding receptions, and commercial events each year that bring people to the community.

Douglas Hawn, Secretary
Greene County Fair Association
CHANGE ORDER

MHF ENGINEERING, P.C.
300 WEST MCKINLEY, P.O. BOX 68
JEFFERSON, IOWA 50129
515-386-4101

No.: Three (3) (Final)
Project No.: 13052
Date: December 8, 2015

Project: 2015 Sanitary Sewer & Manhole Rehabilitation
Grimmell Road Lift Station to Wall Street
Jefferson, Iowa

The Contractor, Hydro-Klean, LLC, is hereby ordered to make the following changes from the plans and specifications or do the extra work on your contract dated March 10, 2015. The adjustment in compensation that will be due the Contractor, by reason of these changes, will be made on the following basis.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Pipe Lining, Cured-In-Place, 12 Inch Sanitary Sewer</td>
<td>22 LF</td>
<td>$34.40</td>
<td>$756.80</td>
</tr>
<tr>
<td>7</td>
<td>Injection Grout for Manholes 12 and 15</td>
<td>1 LS</td>
<td>$3,610.00</td>
<td>$3,610.00</td>
</tr>
<tr>
<td>8</td>
<td>Sales Tax Reimbursement (J&amp;K Contracting, LLC)</td>
<td>1 LS</td>
<td>$1,055.41</td>
<td>$1,055.41</td>
</tr>
</tbody>
</table>

TOTAL $7,422.21

Total increase in compensation due the Contractor is $7,422.21.

The Contract completion date is hereby extended ____________ days to ____________.

Contractor: HYDRO-KLEAN, LLC

By: [Signature] Date: 2/26/2016

Recommended By Engineer: MHF ENGINEERING, P.C.

By: [Signature] Date: 2/23/16

Approval of Owner: CITY OF JEFFERSON, IOWA

By: ____________________________ Date: ____________________________

Attest for Owner:

By: ____________________________ Date: ____________________________

Diane M. Kennedy, City Clerk

1. Necessity for change: Adjust Quantities/Additional Work
   Yes X Not Necessary

2. Effect of this change on other prime contractors: None
   Yes X No

3. Has consent of surely been obtained?
   Yes X No

4. Will this change affect expiration
   or extent of insurance coverage?
   If "Yes", will the policies be extended?
   Yes X No

5. Effect on operation and maintenance costs: None
   Yes X No
APPLICATION FOR PARTIAL PAYMENT

M H F ENGINEERING, P.C.
300 W. MCKINLEY, P. O. BOX 68
JEFFERSON, IOWA 50129
PHONE: (515) 386-4101

PROJECT: 2015 Sanitary Sewer & Manhole Rehabilitation
Grummell Road Lift Station to Wall Street
Jefferson, Iowa

OWNER: City of Jefferson, Iowa

CONTRACTOR: Hydro-Klean, LLC
333 NW 49th Place
Des Moines, Iowa 50313
Phone: 515-283-0500

PAYMENT NO.: Four (4) (Sub-Final)
ENGINEERING PROJECT NO.: 13052
CONTRACT DATE: March 10, 2015
PAYMENT PERIOD FROM: October 6, 2015
TO: December 8, 2015

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ITEM DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
<th>QUANTITY</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Precast Manhole Adjustment, Major</td>
<td>10 EA</td>
<td>$2,310.00</td>
<td>$23,100.00</td>
<td>10</td>
<td>$23,100.00</td>
</tr>
<tr>
<td>* 1a</td>
<td>Additional Work on Manhole #12</td>
<td>1 LS</td>
<td>$1,817.89</td>
<td>$1,817.89</td>
<td>1</td>
<td>$1,817.89</td>
</tr>
<tr>
<td>2</td>
<td>Casting, Sanitary Sewer, SW-601 Type A, Bolt Down Frame</td>
<td>14 EA</td>
<td>$1,102.50</td>
<td>$15,435.00</td>
<td>14</td>
<td>$15,435.00</td>
</tr>
<tr>
<td>* 3</td>
<td>Chimney Seal, Rubber, Internal Subtotal, Division 1</td>
<td>20 EA</td>
<td>$945.00</td>
<td>$18,900.00</td>
<td>20</td>
<td>$18,909.00</td>
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<tr>
<td></td>
<td>DIVISION 1 - SANITARY SEWER MANHOLE ADJUSTMENTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* 4</td>
<td>Pipe Lining, Cured-In-Place, 12 Inch Sanitary Sewer</td>
<td>2944 LF</td>
<td>$34.40</td>
<td>$101,273.60</td>
<td>2944</td>
<td>$101,273.60</td>
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<tr>
<td>* 4a</td>
<td>Pipe Lining, Cured-In-Place, 8 Inch Sanitary Sewer (Westwood Drive)</td>
<td>433 LF</td>
<td>$30.00</td>
<td>$12,990.00</td>
<td>433</td>
<td>$12,990.00</td>
</tr>
<tr>
<td>* 5</td>
<td>Cleaning, Video Inspection</td>
<td>3074 LF</td>
<td>$0.98</td>
<td>$3,012.52</td>
<td>3074</td>
<td>$3,012.52</td>
</tr>
<tr>
<td>6</td>
<td>Precast Manhole Rehabilitation, Centrifugally Cast Cementitious Mortar Liner With Epoxy Seal</td>
<td>61.5 VF</td>
<td>$350.00</td>
<td>$21,325.00</td>
<td>61.5</td>
<td>$21,325.00</td>
</tr>
<tr>
<td>* 7</td>
<td>Injection Grout for Manholes 12 and 15</td>
<td>1 LS</td>
<td>$5,280.00</td>
<td>$5,610.00</td>
<td>1</td>
<td>$5,610.00</td>
</tr>
<tr>
<td></td>
<td>Subtotal, Division 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* 8</td>
<td>Reimbursement of Sales Tax (J&amp;K Contracting, LLC)</td>
<td>1 LS</td>
<td>$1,055.41</td>
<td>$1,055.41</td>
<td>1</td>
<td>$1,055.41</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL CONTRACT AMOUNT TO DATE</td>
<td></td>
<td></td>
<td>$204,719.42</td>
<td></td>
<td>$204,719.42</td>
</tr>
</tbody>
</table>

*Previous Payments*
Pay Estimate No. 1: $56,290.25
Invoice No. 51579-2: $3,012.52 (Paid Directly By City)
Pay Estimate No. 2: $87,059.75
Pay Estimate No. 3: $1,069.93
Total Payments: $187,432.55

*INCLUDES ALL CHANGE ORDERS ISSUED TO DATE AS SCHEDULED ON NEXT PAGE.*
<table>
<thead>
<tr>
<th>Contract Change Order No.</th>
<th>Date</th>
<th>Description</th>
<th>Additions To Contract Price As Shown On Change Orders</th>
<th>Deductions From Contract Price As Shown On Change Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>04/24/2015</td>
<td>Division 1 - Adjust Quantities</td>
<td>$4,652.89</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>08/31/2015</td>
<td>Division 2 - Adjust Quantities / Additional Work</td>
<td>$13,280.08</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>12/08/2015</td>
<td>Division 2 - Adjust Quantities / Additional Work / Sales Tax Reimbursement</td>
<td>$7,422.21</td>
<td></td>
</tr>
</tbody>
</table>

**Total** | $25,355.18 | $0.00

**ANALYSIS OF ADJUSTED CONTRACT AMOUNT TO DATE:**

(a) Original Contract Amount $179,364.24
(b) Plus: Additions Selected Above $25,355.18
(c) Less: Deductions Scheduled Above $0.00
(d) Adjusted Total Contract Amount To Date $204,719.42

**ANALYSIS OF WORK PERFORMED:**

(a) Cost of Contract Work Performed To Date $204,719.42
(b) Less: Amount Retained In Accordance With Contract Terms 5% $10,235.97
(c) Materials Stored At Close Of This Period $0.00
(d) Less: Amount Retained In Accordance With Contract Terms 5% $0.00
(e) Net Amount Earned On Contract Work To Date $194,483.45
(f) Less: Amount Of Previous Payments + $187,432.33
(g) BALANCE DUE THIS PAYMENT $7,051.10

**CERTIFICATION OF CONTRACTOR: HYDRO-KLEAN, LLC**
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: [Signature] Date: 8/24/2016

**RECOMMENDATION OF ENGINEER: MIF ENGINEERING, P.C.**
In accordance with above contract, the undersigned recommends payment to the Contractor of the Amount Due as shown hereon.

By: [Signature] Date: 2/29/16

**APPROVAL OF OWNER: CITY OF JEFFERSON, IOWA**

Amount Paid: 
Date Paid: 

By: Craig Berry
Title: Mayor

Attest: Diane M. Kennedy
Title: City Clerk