AGENDA
COUNCIL MEETING
Tuesday, July 17, 2017
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. 6/27/17 regular Council meeting minutes.
B. Payment of monthly bills

IV. NEW BUSINESS:
A. Consider approval of pay estimate number 1 to Pinnacle Construction in amount of $21,945.00 for
CDBG Façade project.
B. Consider approval of pay estimate number 3 (Final) to Kingston Construction for $13,132.52 for 2017
Paving Project.
C. Consider approval to hire Paul Keeland patrol officer for Jefferson Police Department.

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

VI. ADJOURN.
COUNCIL MEETING
June 27, 2017
5:30 P.M.

PRESENT: Teebles, Sloan, Von Ahsen
ABSENT: Ahrenholtz

Mayor Berry presided.

No citizens spoke during the Open Forum.

On motion by Von Ahsen, second by Sloan, the Council approved the following consent agenda: June 13, 2017 Council Minutes with the following corrections from June 13, 2017: On motion by Von Ahsen, second by Teebles, the Council approved a Letter of Intent to transfer vacant lots at 506 East Clark, 507 S Locust, and 507 N Cedar to Region XII Council of Governments. Said lots will be transferred, in accordance with Iowa Code Section 364.7, if Region XII is successful in receiving grant funds for building Low to Moderate Income homes on these lots for resale. AYE: Sloan, Ahrenholtz, Von Ahsen, Teebles NAY: None.

AYE: Teebles, Von Ahsen, Sloan
NAY: None

ORDINANCE NO. 579
On motion by Teebles, second by Sloan, the Council approved third reading and final adoption of an ordinance amending The Code of Ordinances of the City of Jefferson, Iowa, 2008, by amending provision pertaining to pertaining to customer utility service account.

AYE: Von Ahsen, Teebles, Sloan
NAY: None

RESOLUTION NO. 23-17
On motion by Von Ahsen, second by Sloan, the Council approved Resolution No. 23-17, a resolution waiving right to review plat of survey for property located at Lot 1 of the Northeast Quarter of the Southeast Quarter of Section 25, Township 84 North, Range 31 West of the 5th P.M., in Greene County, Iowa.

AYE: Sloan, Von Ahsen, Teebles
NAY: None

RESOLUTION NO. 24-17
On motion by Sloan, second by Teebles, the Council approved Resolution No. 24-17, a resolution waiving right to review plat of survey for property located at Lot A of Lot 3, of the North Half of the Northeast Quarter of Section 31, Township 84 North, Range 30 West of the 5th P.M., in Greene County, Iowa.

AYE: Teebles, Von Ahsen, Sloan
NAY: None

RESOLUTION NO. 25-17
On motion by Teebles, second by Von Ahsen, the Council approved Resolution No. 25-17, a resolution approving Bingham plat of survey located at approximately 1004 N. Elm Street, in Jefferson, Iowa.

AYE: Von Ahsen, Sloan, Teebles
NAY: None

RESOLUTION NO. 26-17
On motion by Teebles, second by Sloan, the Council approved Resolution No. 26-17, a resolution approving purchase agreement for property located at 305 East Vest Street.

AYE: Teebles, Sloan, Von Ahsen
NAY: None
On motion by Sloan, second by Teeple, the Council approved the fireworks permit for Terry Semke at 1202 S. Grimmell Rd for July 1 – July 5, 2017 with only 2 days allowed during that time frame.

AYE: Von Ahsen, Teeple, Sloan
NAY: None

On motion by Teeple, second by Sloan, the Council approved the fireworks permit for Roger Chesler at 1202 W. Lincoln Way for July 1 – July 8, 2017 with only 2 days allowed during that time frame.

AYE: Sloan, Von Ahsen, Teeple
NAY: None

On motion by Ahrenholtz, second by Von Ahsen, the Council approved a Change Order No. 1 in the amount of $14,080.00 for removal of asbestos for the Community Development Block Grant Downtown Revitalization Grant.

AYE: Sloan, Teeple, Von Ahsen
NAY: None

On motion by Sloan, second by Von Ahsen, the Council approved hiring Teresa Chapman as Utility Clerk at the rate of $12.92/hr starting July 10, 2017.

AYE: Teeple, Von Ahsen, Sloan
NAY: None

**RESOLUTION NO. 27-17**

On motion by Von Ahsen, second by Sloan, the Council approved Resolution No. 27-17 a resolution making appointment to fill City Council Vacancy. Matt Wetrich was appointed to fill vacancy until next regular city election (November, 2017).

AYE: Von Ahsen, Sloan, Teeple
Nay: None

There being no further business the Council agreed to adjourn.

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk
### APPLICATION AND CERTIFICATE FOR PAYMENT

**TO OWNER:**
City of Jefferson Iowa  
220 N Chestnut Street  
Jefferson, IA 50129  

**FROM CONTRACTOR:**  
Pinnacle Construction, Inc.  
22080 221st Street South  
Glenwood, IA 51534  

**PROJECT:**  
90138, CDBG Jefferson Main Street Façade  
220 N Chestnut Street  
Jefferson, IA 50129  

**VIA ARCHITECT:**  
The Franks Design Group  
410 First Street  
Glenwood, IA 51534  

**CONTRACT FOR:**  
CDBG Jefferson Main Street Façade Program  

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**CONTRACTOR’S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. The Continuation Sheet is attached.

1. **ORIGINAL CONTRACT SUM**
   $741,365.00

2. **Net change by Change Orders**
   
3. **TOTAL COMPLETED & STORED TO DATE**
   $741,365.00

4. **TOTAL COMPLETED & STORED TO DATE**
   $23,100.00

5. **RETAINAGE:**
   
   a. **5.0% of Completed Work**
      
   b. **5.0% of Stored Material**
      
   Total Retainage: Line 5a + 5b or Total in Column 1 of Continuation Sheet
   $1,155.00

6. **TOTAL EARNED LESS RETAINAGE**
   $21,945.00

7. **LESS PREVIOUS CERTIFICATES FOR PAYMENT**
   (Line 6 from prior Certificate)
   
8. **CURRENT PAYMENT DUE**
   $21,945.00

9. **BALANCE TO FINISH, INCLUDING RETAINAGE**
   (Line 3 less Line 6)
   $719,420.00

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**CHANGE ORDER SUMMARY**

<table>
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<tr>
<th>ADDITIONS</th>
<th>DEDUCTIONS</th>
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</table>

**NET CHANGES by Change Order**

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The undersigned Contractor certifies that to the best of the Contractor’s knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

**CONTRACTOR:**

Signed:  
Date: 6/23/17

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**STATE OF IOWA**

**COUNTY OF MILLS**

Subscribed and sworn to before me this 23rd day of June, 2017

Notary Public:
Kimberly J. Allen  
Notary Public Iowa  
Commission No. 771744  
My Commission Expires 6-23-18

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**CERTIFICATE FOR PAYMENT**

In accordance with Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect’s knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED**

$21,945.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

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**ARCHITECT:**

Signed:  
Date: 7-5-2017

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This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.
## CONTRACTOR'S PAY REQUEST

**2017 PAVING IMPROVEMENTS**  
DIVISION I, II, III & IV  
CITY OF JEFFERSON, IOWA  
BMI PROJECT NO. A14.111568

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS</td>
<td>$262,650.50</td>
</tr>
<tr>
<td>TOTAL, COMPLETED WORK TO DATE</td>
<td>$262,650.50</td>
</tr>
<tr>
<td>RETAINED PERCENTAGE</td>
<td>0%</td>
</tr>
<tr>
<td>TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)</td>
<td>$0.00</td>
</tr>
<tr>
<td>NET AMOUNT DUE TO CONTRACTOR TO DATE</td>
<td>$262,650.50</td>
</tr>
<tr>
<td>TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES</td>
<td>$249,517.98</td>
</tr>
<tr>
<td>PAY CONTRACTOR AS ESTIMATE NO. (Final)</td>
<td>$13,132.52</td>
</tr>
</tbody>
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Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: KINGSTON SERVICES, LLC  
1444 ILLINOIS STREET  
DES MOINES, IOWA 50314

By ________________________________ 
Name ____________________________  
Title ____________________________  
Date ______________________________

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:  
ENGINEER: BOLTON & MENK, INC., ENGINEERS, 300 W. MCKINLEY STREET, JEFFERSON, IOWA 50129

By ________________________________  
James D. Leiding, P.E.  
Date ______________________________

APPROVED FOR PAYMENT:  
OWNER: CITY OF JEFFERSON, IOWA

By ________________________________  
Craig Berry  
Mayor  
Date ______________________________

And ________________________________  
Diane M. Kennedy  
City Clerk  
Date ______________________________
Jefferson Public Library

Meeting of the Board of Trustees
July 10, 2017  6:30 PM
Library Basement Meeting Room

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 Report
   B. Year-to-Date Monthly Financial Reports
   C. Fiscal Year-End Reports

VI. Old Business
   A. Landscaping improvement project
   B. Upcoming events

VII. New Business
   A. Basement humidity level
   B. Election of officers
   C. Personnel
   D. Staff continuing education
   E. Computer upgrades

VIII. Next Meeting – August 7 at 6:30 p.m.

IX. Adjournment