AGENDA

COUNCIL MEETING
Tuesday, November 10, 2015
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. 10/27/15 council minutes.
B. Consider approval of Demolition Rebate to Janette Knieser for demolition of house at 504 E. Wilcox Way.
C. Hy-Vee Market Café, Special Class C Liquor License
D. Hy-Vee, Class E Liquor License
E. Payment of monthly bills.

IV. NEW BUSINESS:

A. Consider approval of projects for the Owner Occupied Rehab (CDBG Grant Program)
B. Peg Raney – Bell Tower Foundation grant.
C. Consider approval of Sean Schiltz to the Fire Department.
D. Consider approval of architect for downtown Community Development Block Grant.
E. Consider third reading of ordinance amending provision pertaining to no parking during snow removal.
F. Consider approval of one month of additional salary for golf course manager.
G. Consider approval of Certificate of Substantial Completion for 2015 Water and Sanitary Sewer Improvements, Division #1 and Division #2.
H. Consider approval of change order #1 for Scharnweber Water Conditioning, Inc for decrease of $29,528.04.
I. Consider approval of pay estimate #4 (substantial completion) for Scharnweber Water Conditioning, Inc in amount of $63,803.86.
J. Consider approval of Certificate of Substantial Completion for 2015 Water Main Replacement on North Walnut.
K. Consider approval of change order #1 for Hatch Grading & Contracting, Inc for decrease of $1,157.04.
L. Consider approval of pay estimate #2 (sub-final) for Hatch Grading & Contracting, Inc in amount of $7,834.23.
M. Consider approval of pay estimate #3 (final) for Hatch Grading & Contracting, Inc in amount of $2,866.15.
N. Consider approval of MHF Engineering invoice of $26,498.00 for additional engineering services for the 2015 Water and Sanitary Sewer Improvements.
O. Consider approval of health insurance premium.

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

VI. ADJOURN.
AGENDA SUMMARY

DATE 11/10/15

NEW BUSINESS

A. Consider approval of projects for the Owner Occupied Rehab (CDBG Grant Program). Karla Janning from Region XII COG will be here to explain this program and funding. They would like the city to fund 6 projects at $2,500 each for FY 16-17.

B. Peg Raney – Bell Tower Foundation grant.

C. Consider approval of Sean Schultz to the Fire Department.

D. Consider approval of architect for downtown Community Development Block Grant. On Tuesday 10/6/15 a 10 member committee interviewed 5 architectural firms to recommend a firm to provide services for the CDBG application, including a cost estimate and blight survey, and design, procurement, and construction administration. The committee is recommending the Franks Design Group. (Attached is information about the firm.) The next step would be to approve a contract with the Franks Group to conduct the blight survey.

E. Consider third reading of ordinance amending provision pertaining to no parking during snow removal.

F. Consider approval of one month of additional salary for golf course manager.

G. Consider approval of Certificate of Substantial Completion for 2015 Water and Sanitary Sewer Improvements, Division #1 and Division #2.

H. Consider approval of change order #1 for Scharnweber Water Conditioning, Inc for decrease of $29,528.04.

I. Consider approval of pay estimate #4 (substantial completion) for Scharnweber Water Conditioning, Inc in amount of $63,803.86.

J. Consider approval of Certificate of Substantial Completion for 2015 Water Main Replacement on North Walnut.

K. Consider approval of change order #1 for Hatch Grading & Contracting, Inc for decrease of $1,157.04.

L. Consider approval of pay estimate #2 (sub-final) for Hatch Grading & Contracting, Inc in amount of $7,834.23

M. Consider approval of pay estimate #3 (final) for Hatch Grading & Contracting, Inc in amount of $2,866.15

N. Consider approval of MHF Engineering invoice of $26,498.00 for additional engineering services for the 2015 Water and Sanitary Sewer Improvements.

O. Consider approval of health insurance premium. The Broker for the City, Rod Brooks from Paradigm Benefits, has reviewed our health insurance plan and has gone out for quotes from Wellmark, Coventry, United Health Care and Health Alliance. Wellmark (our current carrier for several years) came back the most favorable. There is a 13.43% increase for next year. We have not had any increase for each of the last 2 years. All the parameters of the plan remain the same as current. Recommendation to stay with Wellmark.
COUNCIL MEETING
October 27, 2015
5:30 P.M.

PRESENT: Ahrenholtz, Teeptes, Black, Jaskey
ABSENT: Von Ahsen

Mayor Berry presided.

Peg Raney from Main Street talked about a program they will be participating with the College School of Design Class through IA State Extension.

On motion by Black, second by Jaskey, the Council approved the following consent agenda: October 13, 2015 Council Minutes, Peony Chinese Restaurant Special Class C Liquor License and a $2000.00 Building Improvement Incentive reimbursement to Steve & Karen McCoy for demolition of house at 616 South Cedar Street.

AYE: Teeptes, Black, Ahrenholtz, Jaskey
NAY: None

On motion by Ahrenholtz, second by Teeptes, the Council approved the appointment of Heath Enns to Sergeant for Jefferson Police Department as of November 1, 2015 with a salary of $47,478.00.

AYE: Black, Jaskey, Ahrenholtz, Teeptes
NAY: None

On motion by Black, second by Ahrenholtz, the Council considered second reading of ordinance amending provision to pertaining to no parking during snow removal.

AYE: Teeptes, Black, Jaskey, Ahrenholtz
NAY: None

Tim Oswald with Piper Jaffray, Inc. and Sid Jones representing GCDC addressed the Council regarding the city applying for an IFA Loan for JCorporation for the construction of housing units. Mr. Oswald explained the city’s risks and procedures. Mr. Jones encouraged the Council to make application and accept the award if the IFA did indeed award the Loan to the city. Mr. Jones also said GCDC would move forward to find funding and pursue other avenues if the City does not apply for $1,000,000 Iowa Workforce Housing Loan.

On motion by Jaskey, second by Teeptes, the Council did not approve the resolution for the application for $1,000,000 Iowa Workforce Housing Loan.

AYE: Ahrenholtz, Teeptes, Black, Jaskey
NAY: None

There being no further business the Council agreed to adjourn.

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk
CHANGE ORDER

M H F ENGINEERING, P.C.
300 WEST MCKINLEY, P.O. BOX 88
JEFFERSON, IOWA 50129
515-396-4101

Project: 2015 Water & Sanitary Sewer Improvements
Division 1 - Sanitary Sewer Extension - Wild Rose Casino
Division 2 - Water & Sanitary Sewer Extension - Gallup Road
Jefferson, Iowa

The Contractor, Schramweber Water Conditioning, Inc., is hereby ordered to make the following changes from the plans and specifications or do the extra work on your contract dated February 24, 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>3</td>
<td>Engineering Fabric (Changed to Geo-Grid)</td>
<td>1272 SY</td>
<td>$2.50</td>
<td>$3,180.00</td>
</tr>
<tr>
<td>3a</td>
<td>Geo-Grid</td>
<td>1272 SY</td>
<td>$3.22</td>
<td>$4,065.64</td>
</tr>
<tr>
<td>4</td>
<td>Granular Trench Stabilizing Foundation Material</td>
<td>100 TN</td>
<td>$35.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>10</td>
<td>Storm Sewer, Trenched, HDPE, 12 inch, SW-103 Class F-2 Bedding</td>
<td>15 LF</td>
<td>$50.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>11</td>
<td>Drain Tile Repair, Polyethylene Field Tile, 4 inch, 6 inch, 8 inch</td>
<td>610 LF</td>
<td>$6.00</td>
<td>$4,600.00</td>
</tr>
<tr>
<td>12</td>
<td>Drain Tile Repair, HDPE, 12 inch, SW-103 Class F-2 Bedding</td>
<td>110 LF</td>
<td>$4.00</td>
<td>$4,400.00</td>
</tr>
<tr>
<td>19</td>
<td>Class A Crushed Stone</td>
<td>147 TN</td>
<td>$28.00</td>
<td>$4,116.00</td>
</tr>
<tr>
<td>20a</td>
<td>6&quot; Plug Valves for Force Mains</td>
<td>2 EA</td>
<td>$1,425.00</td>
<td>$2,850.00</td>
</tr>
<tr>
<td>20b</td>
<td>Trash Basket (Large)</td>
<td>1 EA</td>
<td>$455.00</td>
<td>$455.00</td>
</tr>
<tr>
<td>20c</td>
<td>16&quot; Water Main Repair Sleeve (Provided by City)</td>
<td>1 LS</td>
<td>$1,399.88</td>
<td>$1,399.88</td>
</tr>
<tr>
<td>21</td>
<td>Water, 3 inch C900 DR18 PVC (Trenched), SW-104</td>
<td>18.5 LF</td>
<td>$30.00</td>
<td>$1,320.00</td>
</tr>
<tr>
<td></td>
<td>Class F-1 Bedding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Sanitary Sewer, Gravity, SDR 29 PVC, 8 inch (Trenched), SW-103 Class F-2 Bedding</td>
<td>2 LF</td>
<td>$50.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>27</td>
<td>Fire Hydrant Assembly, 6 inch, WM-201, With Pumper Nozzle</td>
<td>1 EA</td>
<td>$4,950.00</td>
<td>$4,950.00</td>
</tr>
<tr>
<td>28</td>
<td>Water, flushing Device (Blowoff), 6 inch</td>
<td>1 EA</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>32</td>
<td>Liquidated Damages</td>
<td>53.25 DAYS</td>
<td>$500.00</td>
<td>$26,625.00</td>
</tr>
</tbody>
</table>

Total decrease in compensation due the Contractor is $29,528.04.

The Contract completion date is hereby extended [ ] days to [ ]

Contractor: SCHRAMWEBER WATER CONDITIONING, INC.
By: [Signature] Date: 11-4-15

Recommended By Engineer: M HF ENGINEERING, P.C.
By: [Signature] Date: 11-5-15

Approval of Owner: CITY OF JEFFERSON, IOWA
By: [Signature] Date: 

Attest for Owner:
By: [Signature] Craig Barry, Mayor

1. Necessity for change: Adjust Quantities, Additional Items and Liquidated Damages
2. Effect of this change on other prime contractors: None
3. Has consent of surety been obtained? Yes
4. Will this change affect expiration or extent of insurance coverage? Yes
5. Effect on operation and maintenance costs: None

<table>
<thead>
<tr>
<th>Necessity for change: Adjust Quantities, Additional Items and Liquidated Damages</th>
<th>Yes</th>
<th>X</th>
<th>Not Necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effect of this change on other prime contractors: None</td>
<td>Yes</td>
<td>X</td>
<td>No</td>
</tr>
<tr>
<td>Has consent of surety been obtained?</td>
<td>Yes</td>
<td>X</td>
<td>No</td>
</tr>
<tr>
<td>Will this change affect expiration or extent of insurance coverage?</td>
<td>Yes</td>
<td>X</td>
<td>No</td>
</tr>
<tr>
<td>Effect on operation and maintenance costs: None</td>
<td>Yes</td>
<td>X</td>
<td>No</td>
</tr>
</tbody>
</table>
## SCHEDULE OF CONTRACT CHANGE ORDERS

<table>
<thead>
<tr>
<th>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>10/09/15</td>
<td>Adjust Quantities, Additional Items and Liquidated Damages</td>
<td>$17,786.84</td>
<td>$47,314.88</td>
</tr>
</tbody>
</table>

**Total** $17,786.84 $47,314.88

### ANALYSIS OF ADJUSTED CONTRACT AMOUNT TO DATE:

(a) Original Contract Amount $597,789.00
(b) Plus: Additions Selected Above $17,786.84
(c) Less: Deductions Scheduled Above $47,314.88
(d) Adjusted Total Contract Amount To Date $562,250.96

### ANALYSIS OF WORK PERFORMED:

(a) Cost of Contract Work Performed To Date $562,250.96
(b) Less: Amount Retained In Accordance With Contract Terms 5% $33,413.05
(c) Materials Shipped 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 $538,837.91
(f) Less: Amount Of Previous Payments $571,044.05
(g) BALANCE DUE THIS PAYMENT $63,803.86

### CERTIFICATION OF CONTRACTOR: SCHARNWEBER WATER CONDITIONING

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, including 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: 11-4-15

### RECOMMENDATION OF ENGINEER: MHF 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: 11-5-15

### APPROVAL OF OWNER: CITY OF JEFFERSON

Amount Paid: ____________________________ Date Paid: ____________________________

By: [Signature] Craig Barry
Title: Mayor

Attest: [Signature] Dianne M. Kennedy
Title: City Clerk
CHANGE ORDER

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

No.: One (1) (Final)
Project No.: 15083
Date: October 29, 2015

Project: 2015 Water Main Replacement
N. Walnut Street - W. Mahlon Street to W. Central Avenue
Jefferson, Iowa

The Contractor, Hatch Grading & Contracting, Inc., is hereby ordered to make the following changes from the plans and specifications or d the extra work on your contract dated August 25, 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>1</td>
<td>Water, 8 Inch C900 DR18 PVC (Trenched), SW-104 CI P-1 Bedding</td>
<td>35 LF</td>
<td>$42.00</td>
<td>$1,470.00</td>
</tr>
<tr>
<td>10</td>
<td>Class A Crushed Stone, Road Restoration</td>
<td>313.8 TN</td>
<td>$22.00</td>
<td>$6,903.60</td>
</tr>
<tr>
<td>13</td>
<td>Re-Route 8&quot; Water Under Storm Sewer Main</td>
<td>1 LS</td>
<td>$4,347.56</td>
<td>$4,347.56</td>
</tr>
<tr>
<td>14</td>
<td>Pipe Materials Provided by City</td>
<td>1 LS</td>
<td>$71.00</td>
<td>$71.00</td>
</tr>
</tbody>
</table>

Total decrease in compensation due the Contractor is ($1,157.04).

The Contract completion date is hereby extended ________ days to ___________________ 20 ____.  

Contractor: HATCH GRADING & CONTRACTING, INC.

By: ___________________________  Date: ______________

Recommended by Engineer: MHF ENGINEERING, P.C.

By: ___________________________  Date: ______________

Approval of Owner: City of Jefferson, Iowa

By: ___________________________  Date: ______________

Attest for Owner:

By: ___________________________  Date: ______________

1. Necessity for change: Adjust quantities and Add Additional Items  
2. Effect of this change on other prime contractors: None  
3. Has consent of surety been obtained?  
4. Will this change affect expiration or extent of insurance coverage?  
   If "Yes", will the policy be extended?  
5. Effect on operation and maintenance costs: None  

Yes  X  Not Necessary  
Yes  X  No  
Yes  No
# Schedule of Contract Change Orders

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Description</th>
<th>Adjusted Total Contract Amount To Date</th>
<th>Analysis of Adjusted Contract Amount To Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10/29/2015</td>
<td>Adjust Quantities and Additional Items</td>
<td>$5,817.56</td>
<td>(a) Original Contract Amount:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$59,480.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(b) Plus: Additions Selected Above:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,817.56</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(c) Less: Deductions Scheduled Above:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,974.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(d) Adjusted Total Contract Amount To Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$57,322.96</td>
</tr>
</tbody>
</table>

**Analysis of Work Performed:**

(a) Cost of Contract Work Performed To Date: $57,322.96
(b) Less Amount Retained in Accordance With
    Contract Terms 5%: $2,866.15
(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: $54,456.81
(f) Less Amount Of Previous Payments: $46,622.58
(g) Balance Due This Payment: $7,834.23

**Certification of Contractor:** HATCH GRADING & CONTRACTING, INC.

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 numbers 1 through 10 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: 11/3/15

**Recommendation of Engineer:** MHF 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: 11-5-15

**Approval of Owner:** CITY OF JEFFERSON, IOWA

Amount Paid: Date Paid:

By: [signature] Attest: [signature]

Title: Mayor Title: City Clerk
**Schedule of Contract Change Orders**

<table>
<thead>
<tr>
<th>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>10/29/2015</td>
<td>Adjust Quantities and Additional Items</td>
<td>$5,817.56</td>
<td>$6,974.56</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

$5,817.56  
$6,974.56

**Analysis of Adjusted Contract Amount to Date:**

1. (a) Original Contract Amount: $58,480.00
2. (b) Plus: Additions Selected Above: $3,817.56
3. (c) Less: Deductions Scheduled Above: $6,974.56
4. (d) Adjusted Total Contract Amount To Date: $57,322.96

**Analysis of Work Performed:**

(a) Cost of Contract Work Performed To Date: $57,322.96
(b) Less: Amount Retained In Accordance With Contract Terms 5%: $0.00
(c) Less: Amount Retained In Accordance With Contract Terms 5%: $0.00
(d) Net Amount Earned On Contract Work To Date: $57,322.96
(e) Less: Amount Of Previous Payments: $54,456.81
(f) Balance Due This Payment: $2,866.15

**Certification of Contractor:** HATCH GRADING & CONTRACTING, INC.

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 this Application 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: 11/3/15

**Recommendation of Engineer:** MHF 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: 11-4-15

**Approval of Owner:** CITY OF JEFFERSON, IOWA

Amount Paid:  
Date Paid:  

By: Craig Berry  
Attorn: Diane M. Kennedy  
Title: Mayor  
Title: City Clerk