

AGENDA

COUNCIL MEETING
Tuesday, October 25, 2022
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. Limit of 3-5 minutes per speaker.

III. CONSENT ITEMS:

- A. 10/11/22 regular Council minutes.
- B. Sewer adjustment of \$132.53 at property located at 405 N. Chestnut Street.

IV. NEW BUSINESS:

- A. Public Hearing on a Community Development Block Grant from Iowa Economic Development Authority for upper story housing conversion at 100 East State Street.
- B. Resolution authorizing the City of Jefferson to apply for a Community Development Block Grant for Upper Story Housing Conversion at the property located at 100 E. State Street, Jefferson, IA
- C. Resolution authorizing the contracting with Region XII, contingent upon grant award, to provide administrative services should a Community Development Block Grant Upper Story Housing Conversion Grant be awarded by the Iowa Economic Development Authority for the property located at 100 E. State Street, Jefferson, IA
- D. Public Hearing on the Plans, Specifications, Form of Contract and Estimate of Costs for the Wastewater Treatment Facility Improvements.
- E. Consider resolution approving Plans, Specifications for the Wastewater Treatment Facility Improvements.
- F. A Resolution Setting Date for Public Hearing on Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the 2022 Sanitary Sewer CIPP Lining Project and Setting Date for Receiving Bids
- G. Consideration of approval of second reading of an ordinance to establish no parking area on the north side of Adams Street west of Grimmell.
- H. Thomas Jefferson Gardens Annual report.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 10/25/22

NEW BUSINESS

- A. **Public Hearing on a Community Development Block Grant from Iowa Economic Development Authority for upper story housing conversion at 100 East State Street.**
- B. **Resolution authorizing the City of Jefferson to apply for a Community Development Block Grant for Upper Story Housing Conversion at the property located at 100 E. State Street, Jefferson, IA. Attached**
- C. **Resolution authorizing the contracting with Region XII, contingent upon grant award, to provide administrative services should a Community Development Block Grant Upper Story Housing Conversion Grant be awarded by the Iowa Economic Development Authority for the property located at 100 E. State Street, Jefferson, IA. Agreement attached**
- D. **Public Hearing on the Plans, Specifications, Form of Contract and Estimate of Costs for the Wastewater Treatment Facility Improvements.**
- E. **Consider resolution approving Plans, Specifications for the Wastewater Treatment Facility Improvements.**
- F. **A Resolution Setting Date for Public Hearing on Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the 2022 Sanitary Sewer CIPP Lining Project and Setting Date for Receiving Bids. Attached**
- G. **Consideration of approval of second reading of an ordinance to establish no parking area on the north side of Adams Street west of Grimmell. A map of the proposed no parking area is attached.**
- H. **Thomas Jefferson Gardens Annual report. Report attached**

COUNCIL MEETING

OCTOBER 11, 2022

5:30 P.M.

PRESENT: Jackson, Sloan, Zmolek

ABSENT: Ahrenholtz, Wetrich

Mayor Gordon presided.

Drew Sorenson addressed the City Council during the open forum about sources in town if power were to fail by having windmills and garden areas for food source and variety for Farmers Market.

On motion by Zmolek, second by Sloan, the Council approved the following consent items: September 27, 2022 Council Minutes, Sparky's One Stop, Class C beer permit, Annual Urban Renewal Report, FY 21-22, Pay estimate #2 of \$119,899.74 to Morris Enterprises, Inc. for Russell Street Watermain Improvement, 2022, Pay estimate GAX #11 of \$17,144.00 of CDBG funds for 200 E State Street, Pay estimate #6 of \$204,467.98 to Jensen Builders, LTD for Greene County Animal Shelter, and payment of monthly bills from City funds.

AYE: Jackson, Sloan, Zmolek

NAY: None

RESOLUTION NO. 64-22

On motion by Sloan, second by Jackson, the Council approved Resolution No. 64-22, a resolution setting time and place for Public Hearing concerning application for Community Development Block Grant for 100 East State Street housing funding. A public hearing date has been set for October 25, 2022 at 5:30 p.m.

AYE: Zmolek, Sloan, Jackson

NAY: None

ORDINANCE NO. 615

On motion by Zmolek, second by Sloan, the Council approved the third reading and final adoption of an ordinance amending The Code of Ordinances of the City of Jefferson, Iowa, 2017, by amending provisions pertaining to collection fees for solid waste.

AYE: Sloan, Zmolek, Jackson

NAY: None

RESOLUTION NO. 65-22

On motion by Jackson, second by Zmolek, the Council approved Resolution No. 65-22, a resolution approving bad debt write off for 2012 utilities.

AYE: Jackson, Sloan, Zmolek

NAY: None

RESOLUTION NO. 66-22

On motion by Sloan, second by Jackson, the Council approved Resolution No. 66-22, a resolution setting date for Public Hearing on Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the Wastewater Treatment Facility Improvement Project and setting date for receiving bids. A public hearing date has been set for October 25, 2022 at 5:30 p.m.

AYE: Zmolek, Sloan, Jackson

NAY: None

On motion by Zmolek, second by Sloan, the Council approved of change order #1 of \$36,541.75 for Russell Street water line replacement project.

AYE: Zmolek, Jackson, Sloan

NAY: None

On motion by Zmolek, second by Jackson, the Council approved of an engineering agreement with Bolton and Menk, Inc. for hourly, not to exceed \$15,200.00 for the 2022 CIPP Lining Improvement projects.

AYE: Sloan, Zmolek, Jackson

NAY: None

On motion by Sloan, second by Zmolek, the Council approved the first reading of an ordinance to establish no parking on the north side of Adams Street west of Grimmell.

AYE: Jackson, Zmolek, Sloan

NAY: None

The following bills were approved for payment from City funds:

A1 AUTOMOTIVE	PD OIL CHNGE	605.22
ABC PEST CONTROL	PEST CONTRL	351.75
ACCESS SYSTEMS LEASING	CPIER LSE	1254.60
ACCO UNLIMITED CORP	WA PUMPING TUBE	6,256.43
ADVANCED WASTE SOLUTIONS	GCRSE PORT POT	105.00
AFLAC	AFLAC W/H	17.68
AG SOURCE COOP SERV	WA TSTG	2,658.50
ALLIANT ENERGY	UTILITIES	33,104.84
AMERICAN UNDERGROUND SUPP	SW PUMP	2,219.02
ATURA ARCHITECTURE	ANIM SHEL-ARCHITECH	527.00
BAKER & TAYLOR INC.	LB BOOKS	4,339.98
BARCO MUNICIPAL PRODUCTS	RUT PARTS	736.06
BOLTON & MENK INC	ENG (0297910)	13,091.00
BOMGAARS	SUPP	1,354.08
BRICK GENTRY P.C.	LEGAL FEES	960.00

BROWN SUPPLY CO.	PK PAIL CEMENT	520.00
BRYCE MARTIN	WA REF	102.88
CARD SERVICE CENTER	CREDIT CARD	813.80
CARROLL COUNTY SOLID WASTE	RC MRKTG FEES	275.30
CENTER POINT LARGE PRINT	LB BOOKS	75.96
CENTRAL IOWA READY MIX	WA CONCRETE	1,709.00
CHEMSEARCH	WA CHEM	198.95
CINTAS CORP	FIRST AID SUPP	455.83
CITY OF JEFFERSON	PD PETTY CASH	176.26
CLARION DISTRIBUTING LLC	RC SUPP	167.6
CLEANING SOLUTIONS INC.	RN CLEAN	4,428.00
COBRAHELP	PA FEES	15.00
COLLECTION SERV CNTR	CASE #895827	1,138.18
COMPASS MINERALS AMERICA	WA SALT	7,972.47
CUMMINS SALES AND SERV	WA BANK TEST	817.20
CUNNINGHAM LAWN PATROL, LL	PD MOWING	210.00
DAVIS AUTO COLLISION	PD VEH REPR	200.00
DAVIS EQUIP CORP.	GCRSE EQUIP MAINT	282.83
DEB TURNER	RN REFUND	16.76
DENCO HIGHWAY CONSTR	RUT CRACK FILLING	61,903.25
DPC INDUSTRIES, INC.	WA CHEM	996.18
EBSCO INFORMATION SERV	LB RENEWALS	687.22
EFTPS	FEDERAL W/H	39,880.26
EMC NATIONAL LIFE CO.	LIFE INS	173.10
FAIRVIEW VET CLINIC	ANIMAL CNTRL-VET EXP	370.76
FAREWAY	RUT SUPP	77.52
FERGUSON ENTERPRISES LLC	WA LOCATOR	1,061.16
FUDGE'S FLOWERS & GIFTS	DWNTWN PLANTERS	3,127.54
GALLS LLC	PD CLOTH	48.91
GRAINGER	HARD HATS	203.90
GREENE CO. SEC ROADS	FUEL	8,872.59
GREENE CO. AUDITOR	PD DISPATCH	23,922.69
GREENE CO. DEVELOP CORP	PA ANNUAL MEETING	20.00
GREENE CO. CHEERLEADERS	RN CHEER CAMP	927.00
GROWMARK FS	GCRSE FUEL	2,722.81
HARRISON RV INC	SW UPS LABS	230.10
HOYT, MORAIN & HOMMER, P.C	LEGAL	4,565.50
IAMU	SAFETY DUES	1,294.15
ICE TECHNOLOGIES	PA SERV CONTRACT	949.90
IA DNR	SW PERMIT FEE	100.00
IOWA ONE CALL	WA ONE CALL	56.00
IOWA PRISON INDUSTRIES	HOT/MOT W/H	209.00
IOWA RADIO PLUS	HOT/MOT ADV	96.62

IOWA SMALL ENGINE	RUT CHAIN LOOP	226.82
IPERS-FOAB	IPERS W/H	12,924.29
JAMES E. FORBES	AP MGR	600.00
JANE MILLARD	LB REIMB	286.59
JAY D. GOUGHNOUR	GCRSE MAINT	1,500.00
JEFFERSON ACE HARDWARE	SUPP	435.08
JEFFERSON CITY VIEW PROPERTIE	CDBG GAX #8	26,591.00
JEFFERSON MILWAUKEE RAILRD	LB ROOM RENTAL	50.00
JEFFERSON TELECOM	PHONE	2,616.03
LASHAYA MCDOW	WA REF	18.02
KAREN LAWTON	DWNTWN PLANTERS	153.72
LORIE PIERSON	WA REF	99.11
LOUK PLUMBING, HEATING	WA RIX HYDRANT	172.68
MADISON SANDERS	WA REF	21.45
MAGUIRE IRON,INC.	WA TANK REPR	10,095.00
MARK WOLTERMAN	CAF REIMB	507.48
MATHESON TRIGAS	WA CHEM	57.80
MATT BEDNARIK	WA REF	33.17
METRO WASTE AUTHORITY	SN LF FEES	17,708.52
MIDLAND POWER COOP	AP LITES	587.29
MIDWEST SCORING	PK SCOREBRD CONTR	1,715.00
MIDWEST TAPE	LB AUDIOBOOKS	579.88
MIDWEST UNDERGROUND SUPP	WA VALVE	304.32
MORRIS ENTERPRISES, INC.	RUSSELL ST PAY EST#1	117,352.55
MOTOR PARTS	PARTS	233.32
MUIR EMBROIDERY & FOOTWR	RUT SAFE CLOTH	209.95
NEW COOP INC	RUT ROUNDUP	524.80
O'HALLORAN INTERNATIONAL	RC MAINT	3,878.19
OCLC, INC.	LB ILL&CATALOG	1,198.16
OLSEM PLUMBING LLC	RN CLEAN DRAIN	110.00
OPTIONS INK	GCRSE SUPP	245.35
OTC BRANDS INC.	LB SUPP	134.82
OTIS ELEVATOR CO.	PA ELEV CONTRACT	5,377.20
PAW'S	PAWS CONTRACT	2,000.00
PERFORMANCE TIRE AND SERV	RC ALIGNMENT	187.25
RACCOON VALLEY RADIO	GCRSE ADV	1,824.09
RAFAEL REYES	WA REF	27.26
RAMAKER & ASSOC, INC	CEM DATA ENTRY	5,262.50
REGION XII COUNCIL - GOVT	RUT TRANSIT	1,028.16
ROSE LEHRKAMP	RN REFUND	10.00
RUETER'S	RUT PARTS	77.73
SALTECH SYSTEMS	HOT/MOT WEBSITE	49.95
SEAN SHELL	WA REF	95.96

SEBOURN VIDEO SERV	PA VIDEO SERV	420.00
SHADRAN	SUPP	546.93
SHINEON DESIGNS	RN SOCKS/JERSEY	985.00
SITEONE LANDSCAPE SUPP	GCRSE CHEM	1,881.10
SLOAN PLUMBING HEATING	RN REPR	322.01
SPRING-GREEN	LB LAWN CARE	45.47
SRIXON	GCRSE BALLS	94.14
SYNCB/AMAZON	LB SUPP	559.20
TELRITE CORP	LNG DIST	188.63
THE BEE & HERALD	PA LEGALS	664.59
THE WALL STREET JOURNAL	LB SUBS RENEW	539.88
TIEFENTHALER AG LIME INC	GCRSE SAND	390.07
TREASURER STATE OF IA	STATE W/H	3,451.00
TRI-COUNTY LUMBER	SUPP	105.88
U.S. CELLULAR	WA PHONE	195.46
U.S. POST OFFICE	BILL POSTAGE	634.26
UNITED RENTALS	RUT BOOM REPRS	253.82
UTILITY EQUIP CO	WA PARTS	420.30
VAN-WALL EQUIP INC.	GCRSE PART	24.24
VERIZON WIRELESS	PD PHONE	282.81
VERMEER IOWA & NORTHERN	RUT EQUIP REPRS	1,149.58
WAHL MCATEE TIRE SERV	TIRES	1,987.68
WELLMARK BC/BS	HEALTH INS. W/H	22,131.22
WILLIAM DOUGLASS	AP REFUND	60.00
WRIGHTSCAPES LLC	PA MAINT	325.00
ZIEGLER	RUT PART	111.12

FUND TOTALS

001 GENERAL FUND	144,929.88
110 ROAD USE TAX	21,412.02
112 CAFETERIA PLAN	507.48
121 LOCAL OPTION SALES TAX	54,584.23
134 LIBRARY AGENCY	1,489.66
138 ANIMAL SHELTER	1,443.00
149 DOWNTOWN BUILDINGS	26,861.71
410 CIP	123,763.55
600 WATER	36,326.79
606 WATER TOWER REPAIR	10,095.00
610 WASTEWATER	20,296.25
660 AIRPORT	13,682.29
670 SANITATION	29,661.12
671 RECYCLING	9,480.24
GRAND TOTAL EXPENDITURES	494,533.22

001-GENERAL FUND	162,951.00
110-ROAD USE TAX	65,585.49
112-CAFETERIA PLAN	700.00
114-SPECIAL REVENUE	53,245.69
121-LOCAL OPTION SALES TAX	105,234.50
125-TIF	98,062.89
128-HEALTH INS. SINKING	1,504.30
130-UNEMPLOYMENT	19.80
131-INDUSTRIAL DEVELOPMENT	59.96
132-COMMUNITY CENTER	180.96
133-MAHANAY MAUSOLEUM	17.93
134-LIBRARY AGENCY	1,361.42
138-ANIMAL SHELTER	29,400.00
140-WATER DEPOSITS	3,950.00
141-CEMETERY PERMANENT CARE	500.00
149-DOWNTOWN BUILDINGS	26,591.00
156-AUTENREITH COMM CENTER	66.83
200-DEBT SERVICE	35,998.42
391-AIRPORT IMPROVEMENTS	51,737.40
410-CIP	455.83
600-WATER	107,609.92
601-WATER BOND RESERVE	147.16
603-WATER CAPITAL IMPROVE	835.75
610-WASTEWATER	96,944.33
611-WASTEWATER REPLACEMENT	60.70
660-AIRPORT	7,249.00
670-SANITATION	44,030.26
671-RECYCLING	26,277.24
GRAND TOTAL REVENUES (SEPT)	917,769.18

There being no further business the Council agreed to adjourn at 5:47 p.m.

Matt Gordon, Mayor

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING CDBG GRANT APPLICATION FOR
100 EAST STATE STREET

WHEREAS, the City of Jefferson, is in the process of preparing and submitting an application for a Community Development Block Grant (CDBG) (the “Grant Application”); and

WHEREAS, the City of Jefferson intends to enter into an agreement with Why Not Us, LLC (the “Owner”), an Iowa limited liability and title holder of the property locally known as 100 East State Street (the “Building”), in which the Owner will rehabilitate the second story of the building to provide residential rental housing for low- to moderate-income persons, such agreement to be contingent upon the award of the funds under the Grant Application;

WHEREAS, the City of Jefferson has received documentation during its public hearing on the Grant Application, held October 25, 2022, at 5:30pm at City Hall, including the Jefferson Community Development and Housing Needs Assessment reciting that the City is in need of housing for low- to moderate-income persons;

WHEREAS, the Form 2880 and Federal Assurances documents, as attached, are required to be signed and submitted in conjunction with the Grant Application;

WHEREAS, the conditions exist and the need for housing is present such that the best interests of the City would be met by submitting the Grant Application.

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

Section 1. The City Council finds that the rehabilitation, conservation, re-development, development, or a combination thereof, of the Building is in the interest of the public health, safety, or welfare of the residents of the City of Jefferson.

Section 2. The City Council further directs that the Grant Application for 100 East State Street, including the Form 2880 and Federal Assurances documents, shall be signed and submitted.

Section 3. 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 4. 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.

Contract Number: **BG22****

LOCAL PLANNING AND ADMINISTRATIVE ASSISTANCE CONTRACT

CITY OF JEFFERSON

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

IEDA CONTRACT #22-HSGU-XXX

100 E. State Street, Jefferson, IA 50129

Article 1.0 IDENTIFICATION OF PARTIES. This contract is entered into by and between the Region XII Council of Governments Inc., hereinafter referred to as COG, and the City of **Jefferson**, hereinafter referred to as the City.

Article 2.0 STATEMENT OF PURPOSE. The City wishes engage the COG to provide certain technical and professional services which the COG has the authority and necessary ability to perform.

Article 3.0 AREA COVERED. The COG shall perform all the work and services required under this contract in connection with and respecting the CDBG Grant awarded the City by the Iowa Economic Development Authority (IEDA) for second story apartment renovations at 1306 2nd Street in Perry.

Article 4.0 STATEMENT OF WORK AND SERVICES. COG shall perform in a satisfactory and proper manner as determined by the City, the following work and services:

FILES. COG shall assist the City in establishing and maintaining the following files as required by the Iowa Economic Development Authority (IEDA):

- Citizen Participation
- Environmental Review
- Federal Labor Standards
- Equal Opportunity/Affirmative Action
- Procurement Standards and Invitation for Bids
- Rehabilitation
- Financial Management
- Performance

COG shall review each file at least monthly and COG shall assist the City staff in insuring appropriate information is contained in the offices of each. The files shall be located in the City of Perry City Hall, and will remain the property of the City.

PROGRAM OPERATION. The COG will assist the City with rehabilitation of a minimum of **two (2) units**, all within one building in accordance with the City's contract with IEDA. **The COG will also provide income verification for initial lease up of tenants.**

FINANCIAL MANAGEMENT. The COG shall complete reimbursement requests and obtain appropriate signatures from the City officials. The City shall submit the requests to IEDA.

PERFORMANCE REPORTS. The COG shall prepare the required performance reports and submit the same to the City Designee for acceptance by the City. The COG will provide information as necessary and requested by IEDA for the purpose of fulfilling all reporting requirements related to the grant.

FEDERAL REQUIREMENTS. The COG shall assist the City in meeting the requirements of the following laws, rules, and regulations:

1. National Environmental Policy Act of 1969.
2. Federal Management Circulars 74-4 and 74-7 as they relate to the application, acceptance, and use of federal funds.
3. Executive Order #11988, relating to flood hazards.
4. Title VI of the Civil Rights Act of 1964.
5. Section 109 of the Housing and Community Development Act of 1974, as amended.
6. The Age Discrimination Act of 1975, as amended.
7. Section 504 of the Rehabilitation Act of 1973, as amended.
8. Section 3 of the Housing and Urban Development Act of 1968, as amended.
 - a. The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 - b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
 - c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
 - d. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
 - f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
 - g. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).
9. Title VIII of the Civil Rights Act of 1968, as amended.
 10. Executive Order #11063, relating to fair housing.
 11. The Davis-Bacon Act.
 12. The Copeland "Anti-Kickback" Act.
 13. Contract Work Hours and Safety Standards Act.
 14. The Department of Defense Authorization Act of 1986.
 15. OMB Circular No. A-102.
 16. Lead Based Paint Hazard Elimination Final Rule.
 17. Lead Based Paint Poisoning Prevention Act.
 18. Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213).

CIVIL RIGHTS PROVISIONS. During the performance of this contract, the contractor agrees as follows:

1. The COG will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The COG will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The COG agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The COG will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The COG will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive

- Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The COG will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 5. The COG will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 6. In the event of the COG's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the COG may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
 7. The COG will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The COG will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the COG becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the COG may request the United States to enter into such litigation to protect the interests of the United States.

OTHER FEDERAL LAWS. By virtue of the Federal funding provided for under this agreement, the parties hereto shall be bound by and adhere to all applicable Federal laws, rules, policies, orders and directions, including by way of specification but not limited to the following:

1. The requirements of Title VIII of the Civil Rights Act of 1968, 42 U.S.C. 3601-19 and implementing regulations; Executive Order 11063, as amended by Presidential Executive Order 12259; Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d-1), and the Americans with Disabilities Act, as applicable (P.L. 101-336, 42 U.S.C. 12101-12213) and related Civil Rights and Equal Opportunity statutes of 1965; Section 109, Title I of the Housing and Community Development Act of 1974, as amended; and, regulations which supplement these laws and orders.
2. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and the prohibitions against discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 (24 U.S.C. 794).
3. The requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3).
 - a. The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
 - c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
 - d. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
 - e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
 - f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
 - g. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).
4. The requirements of Executive Orders 11625, 12432, and 12138. Consistent with responsibilities under these Orders, the provider must make efforts to encourage the use of minority- and women-owned business enterprises in connection with activities funded under this part.

5. The maintenance of books, records, documents and other such evidence pertaining to all costs and expenses incurred and revenues received under this contract/subagreement to the extent and in such detail as will properly reflect all costs, direct and indirect, of labor, materials, and equipment, supplies, services, and other costs and expenses of whatever nature, for which payment is claimed under their contract/subagreement as specified in 261- -Chapter 23, Iowa Administrative Code and OMB Circular A-102, so that all reporting requirements for the City's CDBG may be fulfilled.
6. At any time during normal business hours and as frequently as deemed necessary, the parties heretofore shall make available to the Iowa Economic Development Authority, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract/subagreement and permit these agencies to audit, examine, make excerpts or transcripts from such records, contract, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this contract/subagreement.
7. Lead-safe housing regulations, as applicable, in 24 CFR Part 35 et. al.
8. Others as applicable.

STATE LAWS. By virtue of the funding provided for under this agreement, the parties hereto shall be bound by and adhere to all applicable State of Iowa laws, rules, policies, orders and directions, including by way of specification but not limited to the following:

1. The requirements of Iowa Code Chapter 8A 315-317 and Iowa Administrative Code Chapter 11-117.6 (5) – Recycled Product and Content.
2. Iowa Civil Rights Act of 1965.

Article 5.0 **TIME PERFORMANCE.** The services of the COG are to commence as of the (insert date) and shall be undertaken in such a manner as to assure their expeditious completion. All of the services required hereunder shall be completed on or before (insert date).

Article 6.0 **CONDITION OF PAYMENTS.** The City will reimburse COG for services performed following the submission of invoices that are sufficient to support payment under the City's established accounting procedures. In no event will the COG receive payment for costs exceeding \$25,000 within the contract period.

Article 7.0 **ACCOUNTABILITY.** The COG shall document the expenditure of such funds in accordance with the purposes and conditions of this Contract.

Article 8.0 **AMENDMENTS.** The COG or the City, may, during the duration of this Contract, deem it necessary to make alterations to the provisions of this contract. Any changes to the Contract which are mutually agreed upon by both the COG and the City shall be incorporated into this Contract through written amendment signed by both parties. The provisions of the amendment shall be in effect as of the date of the amendment unless otherwise specified within the amendment.

Article 9.0 **RELEASE OF DATA AND FINDINGS.** Any and all reports, information, data, findings, etc., given to, prepared, or assembled by the COG under this Contract shall not be made available to any individual or organization by the COG prior to the completion of this contract in its entirety or without advance written approval of such prior release by the City. Unless otherwise stated in Contract, the COG may release reports, information, etc., upon

completion of the Contract without written approval by the City. The COG will provide information as necessary and as requested by the IEDA for the purpose of fulfilling all reporting requirements related to the CDBG program.

- Article 10.0 TERMINATION.** Upon written agreement between the City and the COG, this contract may be declared null and void, whereupon all work completed to date of nullification shall be turned over to the City and the City shall reimburse the COG proportionately for the work completed. In addition to mutual termination, the following shall constitute events of default under this agreement:
1. *Material Misrepresentation.* If at any time any representation, warranty or statement made or furnished to the City by, or on behalf of the COG in connection with this agreement or to induce the City to make a grant to the COG shall be determined by the City to be incorrect, false, misleading or erroneous in any material respect when made or furnished and shall not have been remedied to the City's satisfaction within thirty (30) days after written notice by the City is given to the COG.
 2. *Noncompliance.* If there is a failure by the COG to comply with any of the covenants, terms or conditions contained in this agreement.
 3. *Misspending.* If the COG expends grant proceeds for purposes not described in the CDBG application, this agreement, or as authorized by the City.

- Article 11.0 CUSTODY AND RETENTION OF RECORDS.** The depository for all records pertinent to the CDBG Grant will be the Clerk's Office in the Perry City Hall in Perry, Iowa. The COG may retain a copy of any of the CDBG records to facilitate administration of the program. Financial records, supporting documents, statistical records, and all other records pertinent to the grant shall be retained for a period of five years. If any litigation, claim or audit is started before the expiration of the 5-year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved.

The head of the Department of Housing and Urban Development and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any pertinent books, documents, papers, and records of the COG to make audits, examinations, excerpts, and transcripts.

The COG will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and will permit access to books, records, and accounts by the City, Department of Housing and Urban Development, the Secretary of Labor, the IEDA or their authorized representatives for purposes of investigation to ascertain compliance.

- ARTICLE 12.0 LOBBYING.** The COG certifies, to the best of our knowledge and belief, that:
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the COG, to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the COG shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.
3. The COG shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

ARTICLE 13.0 INDEMNIFICATION. The City will defend, indemnify and hold harmless the COG and its officers, commissioners and employees from liability and claims for damages because of bodily injury, death, property damage, sickness, disease or loss and expense arising from any actions under this contract.

IN WITNESS THEREFORE, the parties hereto have executed this Contract on the day and year specified below.

REGION XII COG

CITY OF PANORA

BY: _____
 Richard T. Hunsaker
 Executive Director

BY: _____
 Matt Gordon
 Mayor

DATE: _____

DATE: _____

RESOLUTION NO. _____

A Resolution Approving Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the Wastewater Treatment Facility Improvement Project

WHEREAS, by its Resolution No. 66-22 adopted on October 11, 2022, the City Council tentatively approved proposed plans and specifications, a proposed form of contract and estimate of cost (the "Contract Documents") for the Wastewater Treatment Facility Improvement Project (the "Project"), and set a public hearing thereon; and

WHEREAS, notice of that public hearing has been published as required by law and that hearing has been held at the time and place as specified in the notice, and any and all objections or other comments relating to the Contract Documents and the Project have been heard; and

WHEREAS, it is in the best interests of the City of Jefferson that such Contract Documents be approved.

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

Section 1. The Contract Documents referred to above and the Project as provided for in the Contract Documents are hereby finally approved and confirmed.

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

Passed and approved on October 25, 2022.

Matt Gordon, Mayor

Attest:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A Resolution Setting Date for Public Hearing on Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the 2022 Sanitary Sewer CIPP Lining Project and Setting Date for Receiving Bids

WHEREAS, the City Council of Jefferson previously directed Bolton & Menk (the “Project Engineer”) to prepare plans and specifications for the 2022 Sanitary Sewer CIPP Lining 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 November 8th, 2022, 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 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 4. The City Council sets November 15th, 2022, at 10:00 a.m., at the Jefferson Municipal Center, Jefferson, Iowa, as the time and place to receive bids for the Project, and 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.

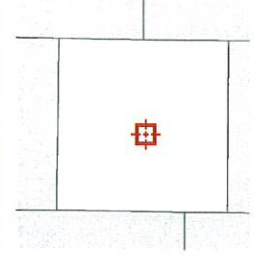
Section 5. The amount of the bid security to accompany each bid is hereby fixed at 5%.

Section 6. 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 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.



Overview



Legend

-  Parcels
-  Road Labels
-  Corporate Limits

Date created: 10/3/2022
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THOMAS JEFFERSON GARDENS OF GREENE COUNTY

CITY OF JEFFERSON 2021-2022 REPORT

CREDITS		DEBITS	
HOTEL/MOTEL JEFFERSON CITY GRANT	\$20,000	ALLIANT ENERGY	\$3,350
DONTATIONS	\$11,991	CITY OF JEFFERSON UTILITIES	\$564
RENTALS	\$1,122	EMPLOYEMNT	\$9,004
EDUCATION PROGRAMS	\$130	TECHNOLOGY	\$409
BANK INTEREST	\$14	UPKEEP AND SUPPLIES	\$136
PLANT SALE	\$4,750	INSURANCE	\$5,436
CONCERTS	\$10,371	LEGAL AND ACCOUNTING FEES	\$2,408
GREENE COUNTY COMMUNITY FOUNDATION GRANT	\$2,478	PLANTS AND GARDEN SUPPLIES	\$6,900
TOTAL	\$50,856	BANK SERVICE CHARGES & TAX	\$59
		STAMPS, PAPER, ENVELOPES, & PRINTING	\$521
		LAND SCAPE LIGHTING & SUN DIAL	\$4,035
		CONCERT FEES	\$1,208
		TOURISM	\$665
		TOTAL EXPENSES	\$34,695

Jefferson Public Library

Meeting of the Board of Trustees
Monday, October 10, 2022 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 Reports
 - B. Year-to-Date Monthly Financial Reports
- VI. Old Business
 - A. Personnel – update on open positions
 - B. Project updates: outdoor wifi, security systems
 - C. Youth and adult program updates
 - D. Investments
- VII. New Business
 - A. Annual Trustee Training – November 1, 6:00 pm @ Scranton
 - B. Approval of the Architectural Feasibility Study recommendation
 - C. FY2022-2023 Budget proposal work session
- VIII. Next Meeting – Monday, November 7
- IX. Adjournment

MINUTES

WATER/SEWER, STREET/SANITATION COMMITTEES TUESDAY, OCTOBER 18, 2022, 12:00 NOON JEFFERSON CITY HALL

Attendees: Dave Sloan, Mike Palmer, Jim Leiding, Dave Morlan, Marty Murphy, Jason Kroeger, Joyce Richardson, Chad Stevens, Coltrane Carlson, Jackie Andrews

Meeting called to order 12:03pm

I. SEWER

A. Sewer Forgiveness

– outside garden hose leaking at 405 N Chestnut, original sewer charge was \$232.53, customer responsible for first \$100.00 so committee agreed to forgive \$132.53

B. Review of FY 22-23 budget revenue projections

-projection higher than normal, this is attributed to the 5.5% rate increase

C. Wastewater Treatment Project

-Jim gave an update and said this will go on agenda for Tuesday city council and out for bid. Sealed bids must be received at city hall before November 15,2022 at 10:30am. Sealed bids will be opened and tabulated on November 15,2022 at 10:30am at city hall and then the bids will be considered at the city council meeting on November 22,2022 at 5:30pm. Jim spoke about the water treatment financial assistance program that has a grant the city can apply for with a maximum of \$500,000.00. The application is due by October 28,2022 and he believed it needed to be a resolution through council before sending the application in. Jim said it was not a guarantee but would be worth applying for, committee agreed so Jim to get application done and Mike to put on agenda for Tuesday, October 25,2022 city council meeting. Jim said city hall had 6 copies of plans and they are to go to city hall, Mike P, Dave M, Danny M, Shawn O, and the final can be set out for the public to look at.

D. Sewer Flushing

-Dave M gave an update on sewer flushing, both northeast and northwest parts of town have been done.

II. WATER

A. Review of FY 22-23 budget revenue projections

-projection higher than normal, this is attributed to the 5% rate increase

B. Russell Street

-Jim gave an update, said all has been passed and approved, he has preliminary engineering reports should anyone like a copy to review it.

III. STREETS

A. Request to allow all-terrain vehicles (ATV's) in city limits

-Jason K gave an update about the Law Enforcement Committee meeting's vote, he said it was unanimous for the continuation of UTV's but still no ATV's. Dave S feels this should go to vote with the city council. Dave S also requested that Mike P get the state code out to all the city council members for their review before the vote.

B. Pedestrian crossing at IA-4 (Elm) and Central Avenue

-Jason K gave an update, he said the DOT has agreed to do a study, it will be 1 to 3 months before the department gets an answer back. Mike to keep on water/sewer agenda each month until DOT findings are finished.

C. Discussion of equipment requests FY 22-23 budget

-Marty and Dave M discussed wanting to try to upgrade to a new hydrovac truck. The old one still works but is showing wear. They can trade it in to help offset the cost of a new one. Marty received two estimates from Midwest Underground Supply. One estimate was for a 550 vac system, which is what we currently have, after \$25,000 trade in, our cost would be \$67,555.00. The second estimate was for a 850 vac system, bigger than what we have now and would get things completed a lot faster and make jobs a lot easier. After trade in of \$25,000, our cost would be \$82,450.00. This could possibly come out of next years budget.

-Marty and Dave M spoke of getting a DD-1 Direction Drill Bore Machine -this machine will make running new lines faster and much easier - with lead and copper items going on right now, this machine would help with replacing galvanized lines should the city need to assist homeowners with that. This machine will not only work for water lines, it will also work for sewer lateral lines and conduit. Marty received an estimate from Roddie Inc. for the amount of \$86,866.23. This could also come out of next years budget.

D. Requests for security cameras at Public Works buildings

-Dave M said people are sneaking down after hours and dumping miscellaneous items down at the street shed. He would like to add a camera to the west side of the building. There is currently one camera on building already and he would like to try to utilize what he has now to help offset the cost. Estimate from Tech Zone was \$4,019.00. Will have enough to cover it out of this years budget. If needed can be divided between street, sanitation, and recycling departments. Dave S voted yes for this to be done and committee members all agreed it was a good idea.

-Dave M also spoke of needing cameras at the water facility. He would like three cameras there. First one by water sales on north side, second one by generator and overhead door

area on south side and the third by the front door on the east side of the building. Adding security to the building will hopefully deter anyone trying to acquire chemicals and other items. Estimate for three cameras from Tech Zone was \$11,867.00. This can also come from this years budget. If nothing else can use some of plant maintenance water budget. Dave S voted yes for this to be done and committee members all agreed it was a good idea.
-Cameras are wireless and the guys can monitor them from their laptops, phones and ipads. One of the water cameras will also give a better view of the recycling bins by tracks.

E. Request for caution signage and more light on S Vine Street from Harrison to Madison Streets

-Jackie Andrews attended the meeting with concerns about the speed of traffic by the Children's Center, she requested some sort of signs to gain traffic awareness to slow down in that area. Dave M said east side can hang signs on poles but not sure where could put on west side, he will look to see where best on west side. Jackie also raised concern about it being very dark in that area. Possibly maybe a streetlight needed on Vine and Monroe, Dave S asked for Dave M to also check on this as well. Could take several months to get a light there from Alliant Energy. This will be placed on next committee meeting agenda and Jackie was asked to attend for findings.

F. West Lincoln way reconstruction

-Dave M to get costs, give update next meeting

G. Review of FY 22-23 budget revenue projections

-budget looks good

H. Sidewalk replacement/shared use paths

-Currently funds are at \$50,000, Chad questioned if we need to increase this, Mike brought up local option sales tax. Chad also questioned about if we are needing to readjust how much the resident gets back from the city as it has only gone up \$0.50 per sq ft since 2014. We will bill the resident and if they do not pay then it will be liened to the property. Chad discussed city owned property sidewalk replacement and who would do that, the city employees or would we need to hire it done. Dave M recommended hiring it done right now as his guys currently have an extensive load of things to get done before winter and sidewalks are quite labor intensive.

IV. SANITATION/RECYCLING

A. Waste collection report

-Waste collection to landfill was 218.06 tons this month and last month was 255.01 tons.

B. Recycling report

-Recycling hauled to Carroll was 27.53 tons this month and last month was 18.66 tons.

C. Review of FY 22-23 budget revenue projections

-projection higher than normal due to sanitation and landfill rates being increased.