

AGENDA

COUNCIL MEETING

Tuesday, April 25, 2023

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. 4/11/23 regular Council minutes, 4/14/23 Closed Session minutes, 4/18/23 Special meeting minutes.
- B. Hire Carter Fecher for seasonal Public Works help at \$13 per hour.
- C. Hire Samantha Schmidt as swimming pool manager at \$15.75 per hour.
- D. Hire Anna Pound as assistant swimming pool manager at \$12.75 per hour.
- E. Hire Michael Allen at \$15 an hour as part-time seasonal clubhouse help.
- F. Hire Wade Adcock at \$12 an hour as part-time seasonal clubhouse help.
- G. Pay estimate #3 of \$50,830.70 to Westbrooke Construction Company for swimming pool restroom remodel.
- H. Pay estimate #7 of \$100,604.00 of CDBG funds for 123 N Chestnut Street
- I. Sidewalk reimbursement of \$4,048.00 for Chris and Mary Constantino at 100 S. Maple Street.

IV. NEW BUSINESS:

- A. Public Hearing on the Plans, Specifications, Form of Contract and Estimate of Costs for the 100 by 100-foot box hangar at the Jefferson Municipal Airport
- B. Consider approval of resolution approving Plans, Specifications, Form of Contract and Estimate of Costs for the 100 by 100-foot box hangar at the Jefferson Municipal Airport.
- C. Consider resolution awarding bid for 100 by 100-foot box hangar at the Jefferson Municipal Airport.
- D. Consider approval to close parking on the west side of Wilson Ave between Lincoln Way and State Street and the parking on the south side of State Street between Chestnut Street and Wilson Ave on Friday, May 19, 2023, from 3:00-7:00 PM.
- E. Consider approval to allow two food trucks on the south side of State Street between Chestnut Street and Wilson Ave on Friday, May 19, 2023, from 3:00-7:00 PM.
- F. Consider approval to hire part-time animal facility custodian, Jeanette Carhill at \$12 per hour.
- G. Consider approval of Pay estimate #2 to Shank Constructors, Inc, of \$1,022,619.74 for Waste Water Treatment Plant project.
- H. Consider approval of change order #3 of \$1,735.80 to Jensen Builders for Greene County Animal shelter.
- I. Consider approval of Change Order #1 of \$185,359.09 for the WWTF project.
- J. Consider approval of Certificate of Compliance for CDBG Procurement standards for 100 E. State St.
- K. Consider approval of Acknowledgement of Environmental Review Requirements for 100 E. State St.
- L. Consider approval of Signature Authorization for Alternate Signatures for 100 E. State St.
- M. Consider approval of forgivable loan application for building renovations of \$150,000 for Corner View Properties located at 100 and 102 N. Wilson Ave.
- N. Consider approval of forgivable loan application for building renovations of \$80,000 for VFW Post 9599 building located at 109 N Chestnut Street.
- O. Consider approval of forgivable loan application for building renovations of \$75,000 for Meythaler Photography building located at 122 E. State Street.

V. REPORTS:

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

VI. ADJOURN.

AGENDA SUMMARY

DATE 4/25/23

NEW BUSINESS

- A. **Public Hearing on the Plans, Specifications, Form of Contract and Estimate of Costs for the 100 by 100-foot box hangar at the Jefferson Municipal Airport**
- B. **Consider approval of resolution approving Plans, Specifications, Form of Contract and Estimate of Costs for the 100 by 100-foot box hangar at the Jefferson Municipal Airport.**
- C. **Consider resolution awarding bid for 100 by 100-foot box hangar at the Jefferson Municipal Airport. The City received two bids (attached). Bolton and Men is evaluating the bids and will have a recommendation at the meeting.**
- D. **Consider approval to close parking on the west side of Wilson Ave between Lincoln Way and State Street and the parking on the south side of State Street between Chestnut Street and Wilson Ave on Friday, May 19, 2023, from 3:00-7:00 PM. Reviewed by Street Committee. The closure would coincide with the Market to Market event.**
- E. **Consider approval to allow two food trucks on the south side of State Street between Chestnut Street and Wilson Ave on Friday, May 19, 2023, from 3:00-7:00 PM. The placement of the food trucks on public property requires Council approval.**
- F. **Consider approval to hire part-time animal facility custodian, Jeanette Carhill at \$12 per hour. Candidates were interviewed with the Animal Shelter Board recommending to hire Jeanette Carhill.**
- G. **Consider approval of Pay estimate #2 to Shank Constructors, Inc, of \$1,022,619.74 for Waste Water Treatment Plant project. Attached.**
- H. **Consider approval of change order #3 of \$1,735.80 to Jensen Builders for Greene County Animal shelter. Attached.**
- I. **Consider approval of Change Order #1 of \$185,359.09 for the WWTF project. Attached.**
- J. **Consider approval of Certificate of Compliance for CDBG Procurement standards for 100 E. State St. Requirement for CDBG funding.**
- K. **Consider approval of Acknowledgement of Environmental Review Requirements for 100 E. State St. Requirement for CDBG funding.**
- L. **Consider approval of Signature Authorization for Alternate Signatures for 100 E. State St. Requirement for CDBG funding.**
- M. **Consider approval of forgivable loan application for building renovations of \$150,000 for Corner View Properties located at 100 and 102 N. Wilson Ave. A 2018 amendment to the Jefferson Urban Renewal Area provided for incentives of up to \$600,000 of Tax Increment Financing for properties in this area. Reviewed by Housing/Façade Committee. 2018 amendment and application attached.**
- N. **Consider approval of forgivable loan application for building renovations of \$80,000 for VFW Post 9599 building located at 109 N Chestnut Street. A 2018 amendment to the Jefferson Urban Renewal Area provided for incentives of up to \$600,000 of Tax Increment Financing for properties in this area. Reviewed by Housing/Façade Committee. Application attached.**
- O. **Consider approval of forgivable loan application for building renovations of \$75,000 for Meythaler Photography building located at 122 E. State Street. A 2018 amendment to the Jefferson Urban Renewal Area provided for incentives of up to \$600,000 of Tax Increment Financing for properties in this area. Reviewed by Housing/Façade Committee. Application attached.**

COUNCIL MEETING

APRIL 11, 2023

5:30 P.M.

PRESENT: Ahrenholtz, Sloan, Wetrich, Zmolek

ABSENT: Jackson

Mayor Gordon presided.

No citizens spoke during Open Forum.

On motion by Zmolek, second by Sloan, the Council approved the following consent items: March 28, 2023 Council Minutes, **RESOLUTION NO. 18-23** approving employee salaries for calendar year 2022, set public hearing for May 23, 2023 at 5:30 p.m. for the FY 2022-2023 budget amendment, pay estimate #2 to Accujet, LLC of \$249,888.65 for Sanitary Sewer CIPP lining project, and payment of monthly bills from City funds.

AYE: Ahrenholtz, Sloan, Zmolek

NAY: None

Item A removed.

Item B removed.

Wetrich arrived.

On motion by Ahrenholtz, second by Zmolek, the Council approved the grant contract with Iowa Finance Authority of \$500,000 for Wastewater Facility Treatment Plant improvements.

AYE: Ahrenholtz, Sloan, Zmolek, Wetrich

NAY: None

On motion by Ahrenholtz, second by Wetrich, the Council approved the City Insurance policy for \$262,531 with Community Insurance Agency Co. effective April 1, 2023 – March 31, 2024.

AYE: Wetrich, Zmolek, Sloan, Ahrenholtz

NAY: None

On motion by Zmolek, second by Sloan, the Council approved of the Administrative contract with Region XII for CDBG at 100 E State Street.

AYE: Ahrenholtz, Sloan, Zmolek, Wetrich

NAY: None

RESOLUTION NO. 19-23

On motion by Wetrich, second by Sloan, the Council approved Resolution No. 19-23, a resolution on Code of Conduct Policy for CDBG funding.

AYE: Zmolek, Wetrich, Sloan, Ahrenholtz

NAY: None

RESOLUTION NO. 20-23

On motion by Ahrenholtz, second by Zmolek, the Council approved Resolution No. 20-23, a resolution on Prohibition of the Use of Excessive Force Policy for CDBG funding.

AYE: Wetrich, Zmolek, Sloan, Ahrenholtz

NAY: None

RESOLUTION NO. 21-23

On motion by Zmolek, second by Wetrich, the Council approved Resolution No. 21-23, a resolution approving Residential Anti-Displacement and Relocation Assistance Plan Policy (RARA) for CDBG funding.

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

On motion by Wetrich, second by Sloan, the Council approved of the extension of IEDA contract #20-CVN-008 until May 31, 2024 with Pub Adventures, LLC.

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

City Administrator, Mike Palmer congratulated City Clerk Roxanne Gorsuch who will be receiving her certification as Iowa Certified Municipal Finance Officer at the IMFOA conference.

The following bills were approved for payment from City funds:

A1 AUTOMOTIVE	PD OIL CHNG	52.10
ABC PEST CONTROL	PEST CONTR	531.97
ACCESS SYSTEMS LEASING	CPIER LSE	1,718.40
ACCO UNLIMITED CORP	WA CHEM	3,025.83
ACCUJET LLC	CIPP LINING PAY EST#1	55,653.20
ACUSHNET	GCRSE MERCH	511.32
AFLAC	AFLAC INS W/H	17.68
AFTER-MOUSE.COM	LB TOUCH TABLE	6,385.00
AG SOURCE COOP SERV	SW TSTG	1,575.70
ALLIANT ENERGY	UTILITIES	40,611.95
AMAZON CAPITAL SERV	LB BOOKS;SUPP	1,826.81
BAKER & TAYLOR INC.	LB BOOKS	1,779.00
BARBARA & RANDY DURBY	WA DEP REF	97.05
BARCO MUNICIPAL PRODUCTS	SIGNS	453.38
BASEPOINT BUILDING AUTOMAT	RN AUTOMATIC DOOR	2,975.00
BLOHM INSPECTION/ENVIRO	105 E ADAMS INSP/TEST	944.00
BOLTON & MENK INC	ENG	10,589.00
BOMGAARS	SUPP	1,130.80
BOOK FARM LLC	LB BOOKS	1,597.54
BREADEAUX PIZZA	RN MOTHER/SON	300.00
BRICK GENTRY P.C.	LEGAL FEES	315.00
BYTESPEED COMPUTERS, LLC	LB SECURTIY CAMERAS	5,502.00
CAMPBELL SUPPLY CO	PK HOSE	23.43
CARAHSOFT TECHNOLOGY CORP	LB RENEW ANT-VIRUS	333.74
CARD SERVICE CENTER	CREDIT CARD	2,080.79
CARROLL COUNTY SOLID WASTE	RC MKTG FEES	404.00
CENTER POINT LARGE PRINT	LB BOOKS	76.61
CENTRAL IOWA DISTRIBUTING	SUPPLIES	644.00
CENTRAL IOWA SYSTEMS	PL MONITOR SERV	549.80
CINTAS CORPORATION	FIRST AID	362.37
CLEANING SOLUTIONS INC.	RN CLEAN	2,484.00
COBRAHELP	PA FEE	51.00
COLLECTION SERV CENTER	CASE #895827	569.09
COMPASS MINERALS AMERICA	WA SALT	4,088.76
CONSTRUCTION MATERIALS	WWTF SAMPLES	849.00
CORE & MAIN	WA SUPP	281.32
DAVIS EQUIPMENT CORP.	GCRSE FILTERS	423.93
DEMCO	LB BOOK CART	613.35
DES MOINES REGISTER	LB SUBSCRIP	456.37
DOLLAR GENERAL	LB SUPP	23.75

SPECIAL CITY COUNCIL MEETING
Friday, April 14, 2023
Home State Bank Conference Room
115 W. State St., Jefferson, IA

PRESENT: Ahrenholtz, Jackson, Sloan, Zmolek, Wetrich
ABSENT: None

Mayor Pro Tem Zmolek presided.

On motion by Jackson, second by Sloan, the Council moved to go into Closed Session 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge are being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

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

On motion by Sloan, second by Wetrich, the Council moved to return to open session.

PRESENT: Ahrenholtz, Sloan, Jackson, Zmolek, Wetrich
ABSENT: None

On motion by Ahrenholtz, second by Wetrich, the Council moved to go into Closed Session 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge are being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

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

On motion by Ahrenholtz, second by Sloan, the Council moved to return to open session.

PRESENT: Ahrenholtz, Wetrich, Zmolek, Sloan, Jackson
ABSENT: None

On motion by Sloan, second by Wetrich, the Council moved to go into Closed Session 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge are being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

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

On motion by Wetrich, second by Sloan, the Council moved to return to open session.

PRESENT: Jackson, Ahrenholtz, Zmolek, Sloan, Wetrich
ABSENT: None

On motion by Jackson, second by Ahrenholtz, the Council moved to go into Closed Session 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge are being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

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

On motion by Jackson, second by Sloan, the Council moved to return to open session.

PRESENT: Ahrenholtz, Wetrich, Zmolek, Sloan, Jackson
ABSENT: None

There being no further business the Council agreed to adjourn at 2:30 p.m.

Matt Gordon, Mayor

Roxanne Gorsuch, City Clerk

SPECIAL CITY COUNCIL MEETING

April 18, 2023

7:00 A.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Zmolek, Wetrich

ABSENT: None

Mayor Gordon presided.

No citizens spoke during Open Forum.

RESOLUTION NO. 22-23

On motion by Wetrich, second by Jackson, the Council approved Resolution No. 22-23, a resolution Confirming the Appointment of Scott Peterson as City Administrator.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

There being no further business the Council agreed to adjourn at 7:01 a.m.

Matt Gordon, Mayor

Roxanne Gorsuch, City Clerk

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO OWNER: Green County Community Center

PROJECT: Family Restroom Remodel

204 W Harrison St
Jefferson, IA 50129

FROM CONTRACTOR:

VIA ARCHITECT:

Westbrooke Construction Company
7207 Douglas Avenue
Urbandale, IA 50322

Atura Architecture
912 N. 13th St
Clear Lake, IA 50428

CONTRACT FOR:

CONTRACT DATE: 10/12/2022

APPLICATION NO: 3

Distribution to:

PERIOD TO: 3/1/2023

OWNER
 ARCHITECT
 CONTRACTOR

CONTRACT NO:
PROJECT NOS:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

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 herein is now due.

1. ORIGINAL CONTRACT SUM \$ 104,261.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 104,261.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 103,661.00
5. RETAINAGE:
 - a. 5 % of Completed Work (Column D + E on G703) \$ 5,183.05
 - b. 5 % of Stored Material (Column F on G703) \$ 0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 5,183.05

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 98,477.95
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 47,647.25
8. CURRENT PAYMENT DUE \$ 50,830.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 5,783.05

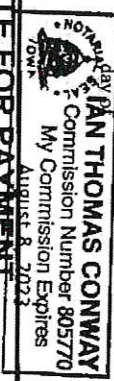
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

CONTRACTOR: Westbrooke Construction Company

By: [Signature] Date: 3-2-23

State of: IOWA County of: POLK

Subscribed and sworn to before me this Notary Public: My Commission expires:



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the 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 \$ 50,830.70

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT: Atura Architecture
By: [Signature] Date: March 20, 2023



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 or Contractor under this Contract.



REGION XII
COUNCIL OF GOVERNMENTS

Housing Services & Programs

Date: April 19, 2023
To: Roxanne Gorsuch
RE: GAX #7 Summary of Expenses

Please forward the following payments associated with GAX #7 within 10 days of receiving payment from IEDA.

\$100,604.00	To	Pub Adventures, LLC
<hr/>		<hr/>
\$ 0.00	To	Region XII COG (Administrative costs)
<hr/>		<hr/>
\$100,604.00		TOTAL GAX #7
<hr/>		<hr/>

Thank You,

Karla Janning
Housing Programs Coordinator

70156715

From *City Boys Concrete* DATE *4-15-25*

NAME *Chad & Mary Consterline*

ADDRESS *100 S. MAPLE ST.*

CITY, STATE, ZIP *Jefferson Iowa*

SOLD BY *CAST* CHECK CREDIT CARD ON ACCT. MIDSE. PAID OUT

DESCRIPTION PRICE AMOUNT

Tear out and replace concrete

157' of 4' sidewalk 5024-

7'x9' pad North 504-

7'x8' pad East 448-

70' of 5' sidewalk 3820-

\$ 20. - Building permit \$ 8796 -

PAID CAST 4/13/23 -> 1000. -

Thank you for letting us work for you! ~~\$7796~~ -

CAST 1028

RECEIVED BY *Chad Consterline*

KEEP THIS RECEIPT FOR REFERENCE

CALL 515-391-0993

Paul & Mary

Reinburse
1612 sq. ft.
@ \$4.00 per ft
\$ 4048.00



Real People. Real Solutions.

300 West McKinley Street
Jefferson, IA 50129
Ph: (515) 233-4430
Bolton-Menk.com

April 20, 2023

Mr. Michael Palmer, City Administrator
City of Jefferson
220 N. Chestnut Street
Jefferson, IA 50129

RE: Recommendation of Award - Construct Box Hangar
FAA AIP Project No.: 3-19-0049-019-2023-AIP
FAA AIP Project No.: 3-19-0049-020-2023-BIL-AIG
BMI Project No.: OT5.125744

Dear Mr. Palmer,

At 2:00 p.m. local time on April 18, 2023, bids were received for the Construct Box Hangar project. The Engineer's Opinion of Probable Cost for the Base Bid of the project was \$1,490,000.00, Bid Alternate 'A' was \$-5,000.00, Bid Alternate 'B' was \$23,955.00 and Bid Alternate 'C' was \$30,575.00 for a total of estimated cost of \$1,539,530.00. Two (2) bids were received, all bidders were responsive, and bids are summarized as follows:

Bidder	City	Base Bid	Bid Alternate 'A'	Bid Alternate 'B'	Bid Alternate 'C'	Total (Base Bid Plus All Alternates)
Jensen Builders Ltd	Fort Dodge, IA	\$1,190,028.00	\$52,000.00	\$18,650.00	\$29,800.00	\$1,290,478.00
Sande Construction & Supply, Inc.	Humboldt, IA	\$1,629,454.00	\$0.00	\$17,706.00	\$30,310.00	\$1,677,470.00

The bid received from Jensen Builders Ltd., for the base bid plus all alternates was 16% below the Engineer's Opinion of Probable Cost for the project and was determined to be the lowest responsive, responsible bidder. Bolton & Menk, Inc. has reviewed the bid documents submitted and checked references on this bidder and was satisfied with the responses given. The determination of the lowest responsible bidder was based upon the total of the Base Bid plus all Bid Alternates.

Bid Alternate 'A' included swapping the Base Bid Hydraulic Door to a Bi-Fold Door. According to Jensen Builders, the bid alternate would have required the height of the building to be increased to allow for use of the Bi-Fold Door, hence the substantial increase in cost received for this bid alternate above the engineers estimate. Due to the cost of this bid alternate, it is our recommendation to not select Alternate Bid 'A'.

Therefore, Bolton & Menk, Inc. recommends award of the Base Bid for the Construct Box Hangar Project to Jensen Builders Ltd. of Fort Dodge, Iowa, for the total amount of \$1,190,028.00 (One Million, One Hundred Ninety Thousand, Twenty-Eight and 00/100 Dollars), based on FAA concurrence and available FAA funding.

In addition, we recommend the award of Bid Alternate 'B' and Bid Alternate 'C' for an additional total amount of \$48,450.00 (Forty-Eight Thousand, Four Hundred Fifty and 0/100 Dollars). This award is based on receipt of a grant from the Iowa Department of Transportation.

The bid tabulation is attached for your use. Feel free to contact me should there be any questions related to this project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joe P. Roenfeldt".

Joseph P. Roenfeldt, P.E.
Aviation Project Manager

Attachment: Bid Tabulation

RESOLUTION APPROVING PLANS, SPECIFICATIONS AND ESTIMATED CONSTRUCTION COST FOR THE CONSTRUCTION OF THE CONSTRUCT BOX HANGAR IMPROVEMENTS PROJECT AT THE JEFFERSON MUNICIPAL AIRPORT IN JEFFERSON, IOWA,

WHEREAS plans, specifications and estimated cost for construction were placed on file in the office of the City Clerk of the City of Jefferson, Iowa for the Construct Box Hangar Improvements Project at the Jefferson Municipal Airport in Jefferson, Iowa; and

WHEREAS a public hearing notice on the proposed plans, specifications and estimated construction cost were duly published for a hearing now before the City Council; and

WHEREAS, written objections to the proposed plans, specifications and estimated construction cost have been called for and no such written objections have been received by the City Clerk; and

WHEREAS, oral objections to the proposed plans, specifications and estimated construction cost have been called for and no oral objections have been made in open City Council meeting; and

WHEREAS, it is now the decision of the City Council that the proposed plans, specifications and estimated construction cost should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JEFFERSON, IOWA:

Section 1. That the plans, specifications and estimated cost for construction placed on file and upon which a public notice was duly given and no objections have been made in writing or open City Council meeting, the City Council does hereby approve the plans, specifications and estimated cost for construction of the Construct Box Hangar Improvements Project at the Jefferson Municipal Airport.

Passed this 25th day of April 2023.

CITY OF JEFFERSON, IOWA

MAYOR

ATTEST:

CITY CLERK

RESOLUTION ACCEPTING BID AND AUTHORIZING THE AWARD OF CONTRACT, CONTINGENT UPON THE RECEIPT AND EXECUTION OF GRANT AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION AND RECEIPT AND EXECUTION OF GRANT AGREEMENT WITH THE IOWA DEPARTMENT OF TRANSPORTATION AND APPROVING AN APPLICATION FOR FEDERAL AVIATION FUNDING ASSISTANCE FOR THE CONSTRUCTION OF THE CONSTRUCT BOX HANGAR IMPROVEMENTS PROJECT AT THE JEFFERSON MUNICIPAL AIRPORT IN JEFFERSON, IOWA,

WHEREAS, the bid from Jensen Builders, Ltd. of Fort Dodge, Iowa is determined to be the lowest responsive and responsible bidder for the project: and

WHEREAS, it is now necessary to submit an application for Federal Assistance from the Federal Aviation Administration for the design and construction of said improvements.

WHEREAS, an application for additional funding from the Iowa Department of Transportation will be brought to City Council consideration at a future date, for the construction of Bid Alternate 'B' and Bid Alternate 'C' Improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JEFFERSON, IOWA:

Section 1. That the bid from Jensen Builders, Ltd. of Fort Dodge, Iowa is hereby accepted for the , as further described in the sections below, for the construction of the Construct Box Hangar Improvements Project, previously described in plans and specifications, previously order by the City Council; and

Section 2. That the bid amount of One Million, One Hundred Ninety Thousand, Twenty-Eight and 0/100 dollars (\$1,190,028.00) for the Base Bid is hereby awarded subject to receipt and execution of a grant agreement with the Federal Aviation Administration.

Section 3. That the bid amount of Forty-Eight Thousand, Four Hundred Fifty and 0/100 dollars (\$48,450.00) for Bid Alternate 'B' and Bid Alternate 'C' is hereby awarded subject to receipt and execution of a grant agreement with the Iowa Department of Transportation.

Section 4. The Mayor and City Clerk of the City of Jefferson, Iowa are hereby authorized and directed to execute the contract with Jensen Builders, Ltd. of Fort Dodge, Iowa subject to receipt and execution of a grant agreement with the Federal Aviation Administration.

Section 5. The Mayor and City Administrator are authorized and directed to sign and submit to the Federal Aviation Administration the application for Federal Assistance for the design and construction of the Base Bid Improvements for the Construct Box Hangar Improvements Project at the Jefferson Municipal Airport.

Passed this 25th day of April 2023.

CITY OF JEFFERSON, IOWA

MAYOR

ATTEST:

CITY CLERK

BID SUMMARY

Project Location: Jefferson, Iowa
Project Title: Construct Box Hangar
Project No.: OT5.125744

Bid Date: Tuesday, April 18, 2023
Bid Time: 2:00 P.M. CDST

BIDDER NAME	CITY	BID BOND	ADDEND NO. 1	BASE BID	ALT A	ALT B	ALT C	TOTAL BASE BID AND ALL ALTERNATES
1. Sande Construction	Humboldt	X	X	\$1,629,454 ⁰⁰	\$ 0	\$17,706 ⁰⁰	\$30,318. ⁰⁰	\$1,677,470 ⁰⁰
2. Jensen	Fort Dodge	X	X	\$1,190,028 ⁰⁰	\$52,000 ⁰⁰	\$18,658 ⁰⁰	\$29,800 ⁰⁰	\$1,290,478 ⁰⁰
3.				\$	\$	\$	\$	\$
4.				\$	\$	\$	\$	\$
5.				\$	\$	\$	\$	\$
6.				\$	\$	\$	\$	\$
7.				\$	\$	\$	\$	\$
8.				\$	\$	\$	\$	\$
9.				\$	\$	\$	\$	\$
10.				\$	\$	\$	\$	\$

Contractor's Application for Payment No. 2 (two)

Application Period: 3/1/2023 to 3/31/2023		Application Date: 3/31/2023	
To (Owner):	City of Jefferson 200 N Chestnut St, Jefferson, IA	From (Contractor):	Shank Constructors, Inc. 3501 85th Avenue North, Brooklyn Park, MN
Owner's DW/SRF Number:	1445	Contractor's Contract Number:	1316
Project:	Jefferson WWTP	Via (Engineer):	Bolton & Menk Ames, IA
		Engineer's Project Number:	134997

Application For Payment - Change Order Summary

Number	Additions	Deductions
Totals:	\$ -	\$ -
Net Change by Change Order:	\$ -	\$ -

1. Original Contract Price.....	\$	17,504,700.00
2. Net change by Change Orders.....	\$	-
3. Current Contract Price (Line 1 ± 2).....	\$	17,504,700.00
4. Total Completed and Stored to Date (Column F on Progress Estimate).....	\$	1,783,087.83
5. Retainage		
a. 5.0% X \$ 1,466,696.00 Work Completed.....	\$	73,334.80
b. 5.0% X \$ 316,391.83 Stored Material.....	\$	15,819.59
c. Early Release of Retainage.....	\$	-
d. Total Retainage (Line 5a + Line 5b - Line 5c).....	\$	89,154.39
6. Amount Eligible to Date (Line 4 - Line 5d).....	\$	1,693,933.44
7. Less Previous Payments (Line 6 from prior Application).....	\$	671,313.70
8. Amount Due This Application.....	\$	1,022,619.74
9. Balance to Finish, Plus Retainage (Column G on Progress Estimate + Line 5 above).....	\$	16,127,158.39

Payment of: \$1,022,619.74 (Line 8 or other - attach explanation of the other amount)

is recommended by:  (Engineer) 4/12/2023 (Date)

Payment of: \$1,022,619.74 (Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding Agency (if applicable) _____ (Date)

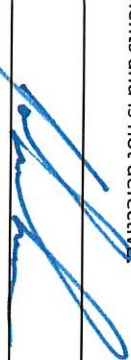
Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:  Date: 4/3/2023



DESIGN-BUILD GENERAL CONTRACTOR

1175 South 32nd St. • Fort Dodge, IA 50501 • Phone (515) 573-3292 • Fax (515) 573-5146
2097 NE 60th Avenue • Des Moines, IA 50313 • Phone (515) 292-5000 • Fax (515) 292-5100

Change Request

To: ATURA ARCHITECTURE
912 North 13th Street
Clear Lake, IA 50428

Number: 3
Date: 11/28/22
Job: 22-014 Greene County Animal Shelter
Phone:

Description: Central Vac Water Line & RPZ

We are pleased to offer the following specifications and pricing to make the following changes:

- Install 1/2" water line to the Central Vac System
- Insulate, and install RPZ for system

The total amount to provide this work is \$1,735.80

If you have any questions, please contact me at .

Submitted by: Jensen Builders Ltd

Approved by: _____
Date: _____

c: RILEY ARMSTRONG

SECTION 00991 – CHANGE ORDER

(Instructions on reverse side)

No. 1

PROJECT: Wastewater Treatment Facility Improvements

DATE OF ISSUANCE: April 19, 2023

EFFECTIVE DATE: March 22, 2023

OWNER: City of Jefferson, IA

ENGINEER'S Project No.: OM2.123801

CONTRACTOR: Shank Constructors

ENGINEER: Bolton & Menk, Inc.

You are directed to make the following changes in the Contract Documents.

Description:

Demolish and remove previously unknown buried tank in southeast corner of treatment facility property.

Reason for Change Order:

Previously unknown tank is in location of proposed Sludge Storage Tank and must be removed prior to construction of new tank.

Attachments: (List documents supporting change)

Proposal Request 1, dated March 15, 2023

Contractor's Potential Change Order #001, dated March 22, 2023

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price <u>\$17,504,700.00</u>	Original Contract Times Substantial Completion : <u>610</u> days or dates Ready for final payment : <u>735</u> days or dates
Net changes from previous Change Orders No. <u>--</u> to No. <u>--</u> <u>\$--</u>	Net changes from previous Change Orders No. <u>--</u> to No. <u>--</u> <u>00</u> days
Contract Price Prior to this Change Order <u>\$17,504,700.00</u>	Contract Times prior to this Change Order Substantial Completion : <u>610</u> days or dates Ready for final payment : <u>735</u> days or dates
Net Increase (Increase/Decrease/No Change) of this Change Order <u>\$185,359.09</u>	Net No Change (Increase/Decrease/No Change) of this Change Order <u>00</u> days
Contract Price with all approved Change Orders <u>\$17,690,059.09</u>	Contract Times with all approved Change Orders Substantial Completion : <u>610</u> days or dates Ready for final payment : <u>735</u> days or dates

RECOMMENDED:

By: 
Engineer (Authorized Signature)

APPROVED:

By: _____
Owner (Authorized Signature)

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: 4/19/2022

Date: _____

Date: _____

EJCDC No. 1910C8-B (1990 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

Certification of Compliance CDBG Procurement Standards

CDBG Applicant/Recipient: City of Jefferson

Application year: 2022

2 CFR 200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals **must** be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

I certify that I am the chief elected official and that the community listed above did not violate the above competition statute when competitively procuring engineering or administrative services as part of the potential CDBG award.

Signature: _____

Printed Name: Matt Gordon, Mayor

Date: _____

IOWA ECONOMIC DEVELOPMENT AUTHORITY

1963 Bell Avenue, Suite 200 | Des Moines, Iowa 50315 USA | Phone: 515.348.6200

iowaeda.com



REQUIRED ACKNOWLEDGEMENT OF ENVIRONMENTAL REVIEW REQUIREMENTS

By signing below, I hereby acknowledge that I accept and understand that no construction or other choice limiting actions may be commenced in relation to any portion or aspect of this project, regardless of the funding source, prior to the grant recipient, (city or county) receiving a formal Release of Funds letter from the offices of the Iowa Economic Development Authority (IEDA).

Choice limiting actions include, but are not limited to, not only actual traditional construction but also the purchase or lease of land or structures, bid letting (any advertisement of bids), signing construction contracts of any kind, rehabilitation, repair, remodeling, demolition, conversion, and any phase of construction activity whatsoever.

Release of Funds letters will be issued only upon proper completion and submittal of the appropriate level of Environmental Review Record (ERR) for the project to IEDA through the iowagrants.gov system.

I understand that violation of this federal rule by taking any prohibited action as outlined above prior to the receipt of a Release of Funds letter from IEDA is likely to result in the forfeiture of CDBG grant monies awarded.

Signed: _____
Mayor or County Chairperson

Date: _____

Print Name: Matt Gordon

Signed: Karla Janning
Grant Administrator

Date: 4/18/2023

Print Name: Karla Janning

Signed: _____
Subrecipient Entity (if applicable)

Date: _____

Print Name: _____

We strongly suggest that you please share this form with any engineers or architects involved in the project.

Note: Following execution and dating this form must be uploaded into the "Required Uploads" component for your respective grant project in the iowagrants.gov system. No claim for grant funds will be processed until this task is completed.

SIGNATURE AUTHORIZATION FOR ALTERNATE SIGNATORS

Upload a scanned copy of the completed document to the Electronic Documents form in IowaGrants. Retain the original, signed copy in your files.

RE: Contract Number: #23-HSGU-003
Recipient: City of Jefferson

In the event that the Chief Elected Official (CEO) is unable to sign project related correspondence for the Recipient's above referenced contract, the following alternates are designated below. The signatures attested below are effective as of: 02/15/2023.

Sincerely,

CEO Matt Gordon, Mayor

Signatory # 1 Roxanne Gorsuch, City Clerk

Signatory # 2

Signatory # 3

Witness

**CITY OF JEFFERSON, IOWA
JEFFERSON URBAN RENEWAL AREA**

**2018-1 AMENDMENT
URBAN RENEWAL PLAN**

April, 2018

The Urban Renewal Plan for the Jefferson Urban Renewal Area (the “Urban Renewal Area”) is hereby amended in accordance with Section 403.5 of the Code of Iowa to give information about new urban renewal projects that are proposed to be undertaken in the Urban Renewal Area.

The following projects would be added to the urban renewal plan:

1. Provide incentives to persons to make repairs and improvements to buildings in the downtown area, including repairs and improvements to roofs, exterior and interior walls, foundations, front facades, flooring, ceilings, and electrical, plumbing, and HVAC systems. The amount of tax increment revenues that may be used for this purpose shall not exceed \$150,000 for any one building and all of such projects shall not exceed \$600,000 in the aggregate for any one fiscal year.
2. Provide matching funds for façade rehabilitation projects in the downtown area, using tax increment revenues in an amount not to exceed \$300,000 in any one fiscal year.

For purposes of this Amendment the downtown area includes the portion of the Urban Renewal Area bounded on the west by Elm Street, on the north by Washington Street, on the east by the Raccoon River Valley Trail, and on the south by Harrison Street, and Block 32 in the Original Town (now City) of Jefferson.

The following property will be added to the Urban Renewal Area:

Block 32 in the Original Town (now City) of Jefferson, Greene County, Iowa.

The following information is provided in accordance with the requirements of Section 403.17 of the Code of Iowa:

Outstanding general obligation debt of the City	\$ _____
Constitutional debt limit of the City:	\$11,000,000
 Proposed debt payable from tax increment revenues for projects in any year	 \$900,000

City of Jefferson

Forgivable Loan Application

Purpose:

The purpose of this program is to assist business/building owners within the City of Jefferson Main Street District to strengthen their neighborhood's appearance, to promote the area to visitors, and to improve the quality of life.

Eligible Applicants:

- ◆ Eligible applicants are building owners in the City of Jefferson Main Street District who are committed to the Historical District.

Eligible Projects to be Considered for Funding:

- ◆ Projects that correct violations of the current International Property Maintenance Code.
- ◆ Projects for facade restoration
- ◆ Roof replacement

Funding Requirements:

- ◆ .
- ◆ Building design and materials must be approved by Facade Review Committee.
- ◆ Before and after pictures are required for funding.
- ◆ Projects must abide by the City of Jefferson Downtown Building Design Guidelines
- ◆ Projects may be required to obtain design assistance through Main Street Iowa.
- ◆ Large projects must submit building renderings of design.

Applicant Information

Organization Name: Corner View Properties Project Name: _____

Contact Person: Nikki Uebel Mailing Address: 100 N Wilson Ave

City, State, Zip: Jefferson IA 50202 Daytime Phone Number: 515-370-5993

Fax: _____ E-mail: uebelrealty@gmail.com

Total Project Cost: \$ 150,000.00 Amount requesting from this grant program: \$ 150,000.00

Project Address: 100 + 102 N Wilson Ave

Project Description Facade renovation - removal of false roof

The Facade Review Committee will make final recommendations to the City Council regarding which projects should be funded. However, they will solicit input by utilizing, the City Engineer, City Department Staff, and/or City Council Members.

For More Information/Questions:

Contact the City Administrator or Building Official at 515-386-3111.

Call me if you have any questions

C&D Masonry Inc.



2353 - 290th Street
Rippey, IA 50235

Phone: 515-473-4887

email: CandDMasonry@yahoo.com

ESTIMATE #

DATE: 2-13-23

TO:

CITY of Jefferson

Project Scope:

DRUG TOWN Bld.

DESCRIPTION	AMOUNT
- MATERIAL & LABOR TO DEMO EXISTING ROOF STRUCTURE ON EAST ELEVATION	
- MATERIAL & LABOR TO PREP WINDOWS FOR NEW STORE FRONT DOORS AND WINDOWS ON EAST & SOUTH ELEVATION.	
- M+L TO INSTALL NEW INFILL ON TRANSOM GLASS AREA	
- NEW STORE FRONT WINDOWS & DOORS	
- REPAIR DAMAGED BRICK, DUE TO OLD CANOPY.	
- ALLOWANCE OF \$2500 PER UPPER WINDOW (M+L)	
- NEW PARAPET CAP TO MATCH DRAWING	
CORNER WORK TO BE DETERMINED WITH REMAINING BUDGET	
* MINIMAL TUCKPOINT ON EAST ELEVATION (SPOT)	
* NO EXTERIOR LIGHT FIXTURES FIGURED (ORBUCE SIGNAGE)	
* CORNER WORK (METAL OR FYPEN) FIGURED	
TOTAL	\$150,000

Make all checks payable to: C&D Masonry Inc.

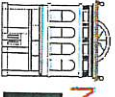
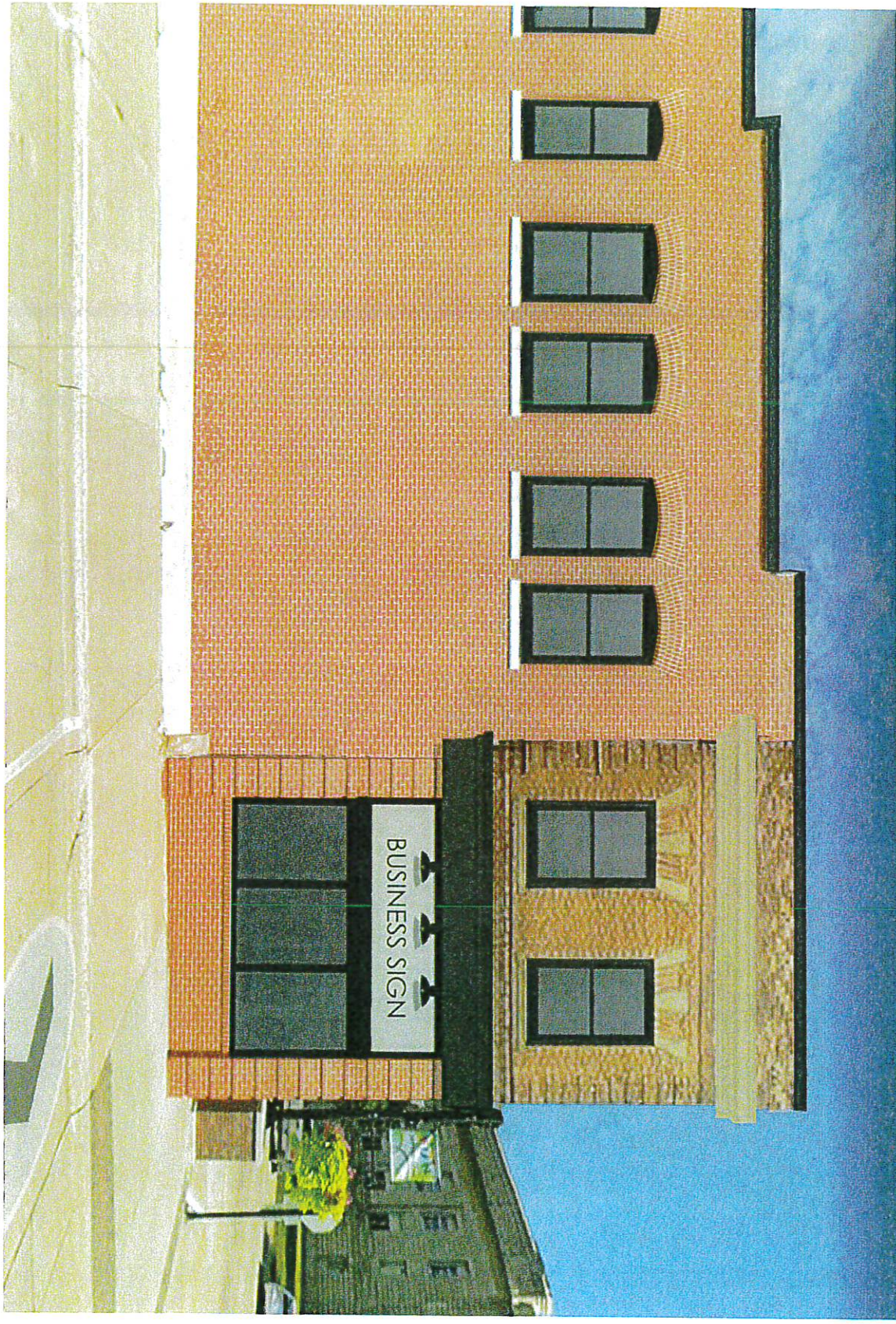
Total due in 30 days. Overdue accounts subject to a service charge of 1% per month

Thank you for your business!

FAÇADE CONCEPT WITH PAINTED/STAINED BRICK @ 102:



SOUTH FAÇADE CONCEPT:



MAIN STREET
IOWA

DESIGN CONCEPT

Project #09221

100 N Wilson, Jefferson, IA

January 7, 2022

City of Jefferson

Forgivable Loan Application

Purpose:

The purpose of this program is to assist business/building owners within the City of Jefferson Main Street District to strengthen their neighborhood's appearance, to promote the area to visitors, and to improve the quality of life.

Eligible Applicants:

- ◆ Eligible applicants are building owners in the City of Jefferson Main Street District who are committed to the Historical District.

Eligible Projects to be Considered for Funding:

- ◆ Projects that correct violations of the current International Property Maintenance Code.
- ◆ Projects for facade restoration
- ◆ Roof replacement

Funding Requirements:

- ◆ .
- ◆ Building design and materials must be approved by Facade Review Committee.
- ◆ Before and after pictures are required for funding.
- ◆ Projects must abide by the City of Jefferson Downtown Building Design Guidelines
- ◆ Projects may be required to obtain design assistance through Main Street Iowa.
- ◆ Large projects must submit building renderings of design.

Applicant Information

Organization Name: VFW Post 9599

Project Name: Facade

Contact Person: Renee Choate-Quartermaster

Mailing Address: 109 N. Chestnut St

City, State, Zip: Jefferson, IA 50129

Daytime Phone Number: 515-509-1298

Fax: N/A

E-mail: vfwpost9599@gmail.com and/or renee_choate@hotmail.com

Total Project Cost: \$ 80,000.00

Amount requesting from this loan program: \$80,000.00

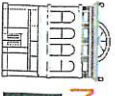
Project Address: 109 N. Chestnut St. Jefferson, IA 50129

Project Description: Building Facade Remodel

The Facade Review Committee will make final recommendations to the City Council regarding which projects should be funded. However, they will solicit input by utilizing, the City Engineer, City Department Staff, and/or City Council Members.

For More Information/Questions:

Contact the City Administrator or Building Official at 515-386-3111.



MAIN STREET
ICOWVA

DESIGN CONCEPT

Project #06421

VFW, 109 N Chestnut, Jefferson, IA

December 2, 2021



MAIN STREET
IOWVA

DESIGN CONCEPT

Project #06421

VFW, 109 N Chestnut, Jefferson, IA

December 2, 2021

C&D Masonry Inc.
 2353 290th Street
 Rippey, IA 50235



Phone: 515-473-4887
 Fax: 515-428-8442
 Email: CandDMasonry@yahoo.com

Invoice #
 Date: 2-24-22

To: VFW
 109 N CHESTNUT ST

Project Scope: NW facade work

DESCRIPTION		AMOUNT
- MATERIAL + LABOR TO demo ENTIRE front facade + dispose		
- MATERIAL + LABOR TO BUILD new facade with 8" CONCRETE Block, new steel I beam (if needed) + new Brick veneer		
- MATERIAL + LABOR TO INSTALL new ALUMINUM STORE front GLASS + new doorway		
- MATERIAL + LABOR TO Build new stem walls under windows		
- MATERIAL + LABOR TO demo + REBUILD NORTH + SOUTH COLUMN to match new brick work		
TOTAL	78615	00

* I need an allowance of 10% additional moneys to be available for unforeseen items + for price increases if needed \$ 7861

Make all checks payable to: C&D Masonry Inc.

Total due in 30 days. Overdue accounts subject to a service charge of 1% per month.

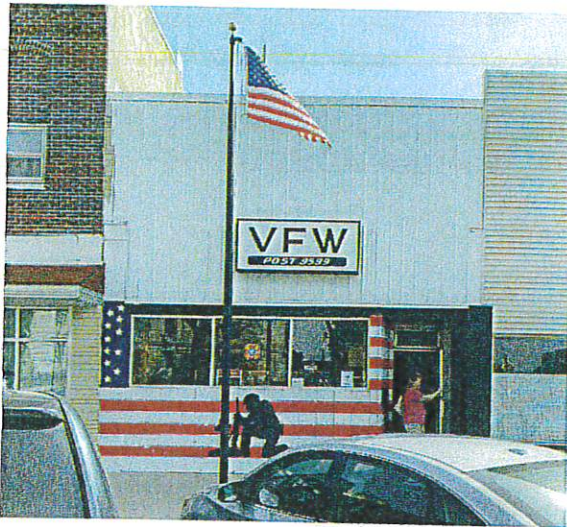
Thank you for your business!

DESIGN CONCEPT PROPOSAL

December 2, 2021
VFW, 109 N Chestnut St, Jefferson, IA
Project #06421



Design recommendations are based upon field inspection during the site visit and/or information provided by the owner/tenant and are conceptual only. They are not intended for construction purposes. Additional consultation, or the use of specialized consultants including a licensed architect or engineer, may be required for additional design development and for individual issues or concerns. Prior to beginning any work, consult with local officials to ensure compliance with local codes and ordinances.



Existing Building



Historic Photograph

NOTES

- This drawing proposes façade restoration for the VFW building at 109 N Chestnut Street. The façade has undergone numerous alterations over the years, and little historic fabric appears to remain. The upper brick façade was removed or collapsed at some point and is currently framed in and covered with metal siding.
- The prism glass transom windows were a primary feature of the historic storefront. The glass transom panel has been removed and is framed in, but some of the historic prism glass tiles remain above the drop ceiling. Salvage, clean and retain for potential reuse in the new storefront configuration.
- Remove the existing metal and wood siding from the façade.
- Work with a mason well versed in historic structures to rebuild the upper brick façade. The existing brick piers on each side of the storefront remain; remove paint following methods outlined in [Preservation Brief 1](#) (Do not sandblast) or repaint a brick tone to tie into the upper façade.
- Install a historically compatible new storefront like shown, including large display windows, a transom window band above and a recessed entrance door. Three options are shown for the transom window treatment:
 1. Ideally, the transom band would be fully restored with prism glass tiles. If additional tiles are needed, they can often be found at architectural salvage shops, on ebay, etc.
 2. If there aren't enough prism tiles for the full band, consider using the tiles in part of the transom band, with regular glass in the remainder.

3. As an alternate to using prism glass tiles, the transom windows could be framed with new clear glass inserted.
- Consider an awning to provide sun shading for the storefront. Two configurations are shown here: a smaller, narrow fixed awning below the transom band, or a full awning covering the transom opening. The awning could be fixed or operable, allowing it to be retracted as needed.
 - The existing building sign is retained and installed on the upper façade. Add the VFW emblem as vinyl graphic signage on the entrance door.
 - Remove the existing entry step, repouring as a ramped entry to improve accessibility issues.
 - Interior plans include relocating the kitchen area from the storefront to the rear of the building. While this work is underway, remove the existing drop ceiling and restore the historic tin ceiling tiles. If this is not feasible for the full space, restoring at least the front portion increases the ceiling height and allows for natural light through the transom windows.

Main Street Iowa recommendations follow the [Secretary of Interior's Standards](#) for the rehabilitation of historic buildings. Additional information on technical guidance can be found in [Preservation Briefs](#) prepared by the National Park Service.

COLOR SCHEME

Benjamin Moore paint colors and Sunbrella awning fabric is shown here for reference. Appearance of color samples will vary depending on computer screen or printer – view actual samples for color matching.



#2063-10



#HC-37



#2107-0063

Main Street Iowa design staff is available to provide continued assistance as the project progresses. Please contact Maia Fiala Jessen (515.348.6179 or maia.jessen@iowaeda.com) or Sarah Lembke (515.348.6181 or sarah.lembke@iowaeda.com) with any questions, requests for technical information or project updates.



City of Jefferson

Forgivable Loan Application

Purpose:

The purpose of this program is to assist business/building owners within the City of Jefferson Main Street District to strengthen their neighborhood's appearance, to promote the area to visitors, and to improve the quality of life.

Eligible Applicants:

- ◆ Eligible applicants are building owners in the City of Jefferson Main Street District who are committed to the Historical District.

Eligible Projects to be Considered for Funding:

- ◆ Projects that correct violations of the current International Property Maintenance Code.
- ◆ Projects for facade restoration
- ◆ Roof replacement

Funding Requirements:

- ◆ .
- ◆ Building design and materials must be approved by Facade Review Committee.
- ◆ Before and after pictures are required for funding.
- ◆ Projects must abide by the City of Jefferson Downtown Building Design Guidelines
- ◆ Projects may be required to obtain design assistance through Main Street Iowa.
- ◆ Large projects must submit building renderings of design.

Applicant Information

Organization Name: Meythaler Photography Project Name: New Roof
Contact Person: Dan Meythaler Mailing Address: 122 E. State St.
City, State, Zip: Jefferson IA 50129 Daytime Phone Number: 515-571-9120
Fax: _____ E-mail: info@meythalerphoto.com
Total Project Cost: \$ 75,000 Amount requesting from this grant program: \$ 75,000
Project Address: 122 E. State St. Jefferson, IA 50129
Project Description: Roof Replacement and gutter work.

The Facade Review Committee will make final recommendations to the City Council regarding which projects should be funded. However, they will solicit input by utilizing, the City Engineer, City Department Staff, and/or City Council Members.

For More Information/Questions:

Contact the City Administrator or Building Official at 515-386-3111.

C&D Masonry Inc.



2353 - 290th Street
Ripley, IA 50235

Phone: 515-473-4887

email: CandDMasonry@yahoo.com

ESTIMATE #

DATE: 2-13-23

TO:

CITY of Jefferson

Project Scope:

meythaler Photography

DESCRIPTION		AMOUNT
- MATERIAL + LABOR to tuck point on NORTH elevation + EAST ELEVATION	approx 400 sqft	
- TEAR OUT + replace approx 100 brick		
- MATERIAL + LABOR TO LIGHTLY powerwash EAST ELEVATION + NORTH ELEVATION		
- MATERIAL + LABOR TO infill broken brick + stucco 26 arches on EAST elevation paint to match brick		
TOTAL		30,000-

Make all checks payable to: C&D Masonry Inc.

Total due in 30 days. Overdue accounts subject to a service charge of 1% per month

Thank you for your business!

Grell Roofing, LLC

2315 235th St
Fort Dodge, IA 50501

PRESENTS

SPECIFICATIONS & PROPOSAL

FOR

REROOFING

TO

**Meythaler Photography
Jefferson, IA**

December 14, 2022



December 14, 2022

Meythaler Photography
Jefferson, IA 50129
Dan Meythaler

Grell Roofing, LLC
2315 235th St
Fort Dodge, IA 50501
(800) 208-9693

Dear Dan:

We at Grell Roofing LLC appreciate this opportunity to present to you what we feel is the best alternative for reroofing your facility.

We have enclosed the pertinent information needed to review our company, recommended product, and the proposed execution of your project. You will find that we pride ourselves on attention to detail, here within this proposal and most importantly, on your roof.

Thank you for considering Grell Roofing LLC on this important project.

Respectfully submitted,

Erica Grell
Owner, Grell Roofing LLC

Insurance

We at Grell Roofing LLC are covered with general liability insurance including completed operations, as well as worker's compensation insurance for all labor related expenditures.

Certificates of insurance will be provided for auto, general liability, worker's compensation and umbrella. *Meythaler Photography* IA will be listed as named insured if requested.

Safety

OSHA Compliance: All personnel are trained in the use of necessary equipment and proper roofing safety procedures. This proposal specifically excludes the handling or disposal of asbestos containing materials of any type unless specifically stated under "Construction Specifications."

The following is not meant to be an exhaustive explanation of all safety guidelines, but rather an explanation of our approach to job safety.

1. Ladders will be set up according to OSHA guidelines, securely tied to the building. All tools, materials and equipment will be hoisted to the rooftop.
2. All personnel working on or around the hoist during operation must wear hard-hats. We do not require the use of hard-hats on the rooftop.
3. Personnel are issued and required to wear ANSI approved 100% UV filtered safety sunglasses for protection from impact and the sun.
4. Ground fault interrupters (GFI) are used on all electrical circuits. Cords and power tools are to be inspected daily for satisfactory condition.
5. Warning lines are to be set up 6' from the perimeter of the roof in the area of the current work. Personnel leaving the enclosed area must either wear properly secured ropes with harnesses, or work in the presence of a safety monitor.
6. Material loaded on the roof will be kept weighted or strapped down to avoid blow off or injury due to wind.
7. Barricades will be erected on the ground around hoisting equipment, ladders, etc., if requested.

Construction Specifications- Tear-off and Mechanically Fasten

Grell Roofing LLC recommends the following process when reroofing your facility:

1. *Set up for reroofing operation as approved by Grell Roofing LLC.
2. *Provide all necessary protection needed to guard all walls and adjacent structures.
3. *Set up all required safety lines and guard rails as required by OSHA.
4. Lower all debris from the roof surface in an approved manner. Protect all building faces where needed to assure that no damage occurs.
5. Tear-off the old roof down to the roof deck.
6. Mechanically fasten two layers of ISO insulation to the roof deck.
7. Install the Duro-Last Roofing over the insulation fastening as per manufacturer requirements.
8. Install new prefabricated edging. Trim and seal properly to assure a neat looking appearance.
9. Install roof flashings to each obstruction.
10. Install new edge termination over the existing metal edging. Trim and seal properly to assure a neat looking appearance.
11. Seal and terminate each obstruction using termination bar and sealant.
12. Seal the perimeter fascia bar with approved sealant between the membrane and the fascia bar. Install fascia joint covers.
13. Seal the perimeter termination bar with approved sealant between the membrane and the wall. Complete the detail with a proper bead of sealant to the top of the termination bar.
14. *HEAT WELD all flashings to the base membrane creating a one-piece roof system.
15. *Clean the adjacent work areas daily so as not to hinder the normal operations of Meythaler Photography.
16. Provide a 20-year manufacturers labor and material warranty.

Roofing Contract

To: Meythaler Photography
Jefferson, IA

Attention: Dan

Grell Roofing LLC agrees to perform the work as listed in the "Construction Specifications" and by the guidelines required by the manufacture as herein stated.

Having physically examined the roof at the above-named property and familiarized ourselves with the job conditions, we the undersigned do hereby tender the following bids:

Duro-Last Tear-Off 20-year Warranty: To provide and install the Duro-Last Roofing System for the sum of:
Forty Thousand Dollars (\$40,000.00).

Payment Terms

Material invoiced with the contract acceptance, payable to Grell Roofing LLC and due at the time of material delivery and job start. Balance due upon job completion, satisfactory inspection by Duro-Last Roofing, Inc., and issuance of written warranty.

Change Orders

In accordance with the general conditions, it is understood John Copeland: On behalf of Meythaler Photography may, without invalidating the contract, order extra work or make changes by adding to, or deducting from the work. The contract sum shall be adjusted to reflect the changes. The value of such change shall be determined at the time of the change order by calculating a firm price, including Grell Roofing LLC's profit and overhead.

Note

All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. In the event a change order decreases the value of the contract Meythaler Photography, Jefferson, IA will be responsible for only those materials that cannot be returned for full credit. Those materials not returnable become the property of Meythaler Photography.

CONTRACT ACCEPTANCE

Having thoroughly reviewed this contract document and application specification, we at Meythaler Photography. do hereby accept this proposal and terms within.

Signed _____

Title _____

Date _____

Signed _____

Title _____

Grell Roofing LLC

Date _____

MINUTES

WATER/SEWER, STREET/SANITATION COMMITTEE TUESDAY, APRIL 18, 2023, 12:00 NOON JEFFERSON CITY HALL

ATTENDEES: Harry Ahrenholtz, Mike Palmer, Dave Sloan, Dave Morlan, Marty Murphy, Chad Stevens, Jim Leiding, Joyce Richardson

Meeting called to order at 12:00pm

Ginny Showman attended and spoke of Market to Market – the company that runs it wants to extend it to Friday night. She asked the committee for permission to close the parking on the west side of Wilson Avenue between Lincoln Way and State Streets and to close the parking on the south side of State Street between Chestnut Street and Wilson Avenue on Friday, May 19, 2023 from 3pm to 7pm. She has also requested for the permission of two food trucks to be allowed and to be parked on the south side of State Street between Chestnut Street and Wilson Avenue on Friday, May 19, 2023 from 3pm to 7pm. The committee approved her request, and this is to be placed on the city council agenda for final approval.

I. SEWER

A. Jim Leiding updated that the slip lining was done. Two places it could not be done, one was a dead end and the other was in an area where the sewer had been repaired and it would not fit through properly. Dave M. updated about the wastewater treatment project and said it is going to plan, no major issues. Jim Leiding said there were some additional costs for some extra removal so he will do a change order to be placed on the city council agenda.

II. WATER

A. PFAS Testing – Marty updated about the test that was done in January, he said the DNR said everything looked good. There will be another one in July with the results coming out in September.

• Add – on --- Diffusers - \$9,000 for the chemicals to clean filter 3 in place. Filter is slowly failing from manganese build up in the diffusers, which is causing low backwash flows. Replacement filters are expensive so this chemical will aid in them not having to be changed as often. Dave M said he has plenty in his budget so work can be done. Committee approved the work.

B. Open records policy – Mike passed around an example to be approved to use. This is to be put on the agenda for city council.

•Add- on --- Jim Leiding updated about the GIS System, he is getting coordinated for training on the equipment. Jim to look up what the financial status is on this and let Dave M know.

III. STREETS/PUBLIC IMPROVEMENTS

A. discussion of paving on East Lincoln Way from the bike trail to the cemetery entrance- Mike talked about widening the road on East Lincoln way to the new curbing, overlay it, \$65,000 limit so Harry recommended waiting until next year and do an overlay from Locust to cemetery. Jim Leiding will need to get a proposal, put on this coming budget, do after the fair, maybe get bids in January 2024.

B. Request for 52" broom for the 1025R – Dave M said the current broom needs \$2400 in repairs and a new one costs \$3400. Since all departments use it, he spoke with Danny about taking it from the wastewater capital outlet budget. The Committee agreed to purchase a new one.

C. Road improvement 100 block of East Mahlon Street – Dave recommended doing the whole L shape, will need double seal coated, like two blocks, Dave to add this to the other bid requests he is getting for seal coating and crack sealing. Dave M to give an update in the next committee meeting.

D. Discussion of amending 2018 fee schedule for City services – Each area to look over their current fees and give input on what needs increased in the next committee meeting.

E. Sidewalk replacement and shared use paths – he recommends sidewalk areas to concentrate on first are near the schools and the pool. Currently curbs are not handicap accessible, the kids are walking out in the street. New sidewalks will need to be 5 feet wide, the extra width added needs to be on the street side. At least start with curb cuts and pads. Chad questioned if the reimbursement to the resident needs to be higher as it is low. Chad to come up with reimbursement ideas and bring back to committee.

IV. SANITATION/RECYCLING

A. Waste collection was 259.82 tons

B. Recycling collection was 21.55 tons

Dave M said sanitation truck is back but still having some issues, it is close to aging out, going in 4th year and only last around 5 years. One idea is to use this truck for recycling and buy a new one for trash. if did this, then would have to buy the recycle carts.

Meeting adjourned at 1:20pm

Minutes

ANIMAL SHELTER BOARD THURSDAY, MARCH 16, 2023, 4:30 PM JEFFERSON CITY HALL

Present: Mike Palmer, Chad Stevens, Darren Jackson, David Morain, Jason Kroeger, Amy Klauer, Samantha Hardaway, Bonnie Silbaugh, Ann Wenthold, Shannon Hagan, Angela Milakovich

A. Election of Chairperson and Secretary

Darren J. was nominated as chairperson and Sam H as secretary. Moved by Jason K. and a second by Amy K. to close nomination. Vote was unanimous. Moved by Ann W. and second by Amy K. To elect Darren J. as chair and Samantha H. as secretary. Vote was unanimous.

B. Overview of Ordinance Discuss powers and duties of the board.

David M. gave a brief overview of ordinance, described as handbook for the board to operate the animal shelter.

C. Hiring Another Part Time Employee

Discussed hiring a second part time employee, Amy Klauer mentioned that a possible third part time employee might be needed at some point. Current budget will only allow for two part time employees. Motion was made by Ann W. with a second by Bonnie S. to hire an additional part-time employee. Vote was unanimous.

D. Discuss Pet Finder/Adoption Website

Darren was interested about the number of pets on the adoption website. Ann W. informed us that only animals that were ready to be adopted out were listed on the website. PAWS would like to be involved in adoption process, not chores anymore.

E. Fees County/ Other Cities / Owner Surrender /At Large/ Others?

Discussed fees that need to be charged for animal-at-large, impound fees. Motion was made by Bonnie to charge \$30 per 24 hours at the animal shelter facility. Second by Sam H. Vote was unanimous. Discussed fees for animals coming from other Greene county cities, was tabled, need to gather more information about how other shelters charge.

F. Meeting Dates/ Future Agenda Items

Next meeting will be April 20th at 4:30 P.M. at Jefferson City Hall