

AGENDA

CITY COUNCIL MEETING

Tuesday, February 13, 2024

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 three minutes per speaker.

III. CONSENT ITEMS:

- A. 1/23/24 regular Council minutes.
- B. 2/6/24 special Council minutes.
- C. DOLGENCORP, LLC dba Dollar General #8463, Class B Retail Alcohol Permit
- D. Jefferson Community Golf Course, Class C Retail Alcohol Permit
- E. Appoint Noah Juergenson to Park & Rec Commission for term to expire 12/31/26
- F. Approval of monthly bills.

IV. NEW BUSINESS:

- A. PUBLIC HEARING Regarding a Proposal to Change the Zoning Classification for Property North of Railroad Tracks Between North Maple Street and North Elm Street.
- B. ORDINANCE Changing Zoning Classification for Property North of Railroad Tracks Between North Maple Street and North Elm Street.
- C. PUBLIC HEARING on proposal to enter into a General Obligation Loan Agreement
- D. RESOLUTION taking additional action on proposal to enter into a General Obligation Loan Agreement, authorizing the use of a Term Sheet, providing for the levy of taxes, and setting date for the private placement of General Obligation Corporate Purpose Bonds, Series 2024.
- E. RESOLUTION: Setting Date for Public Hearing on Detailed Plans and Specifications, Form of Contract, and Estimate of Costs for the Jefferson Lincoln Way Resurfacing Project and Setting Date for Receiving Bids.
- F. RESOLUTION Approving Amendments to the Airport Federal Funding Grant Agreements
- G. Consider approval of Pay Estimate #12 to Shank Constructors, Inc of \$ 1,375,826.10 for Wastewater Treatment Plant project.
- H. RESOLUTION Confirming the Employment of Jacob Kopaska as City Golf Course Superintendent.
- I. RESOLUTION Waiving Review of Shriver Family, LLC Plat of Survey

V. REPORTS:

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

VI. ADJOURN.

TO: Mayor and City Council Members
FROM: Scott Peterson, City Administrator
SUBJECT: General Information Memo
Regular City Council Session
Tuesday, February 13, 2024 5:30 p.m.

Park Board Membership: Noah Juergensen is recommended to fill a vacancy on the Park Board with the term ending 12-31-26.

Re-zoning KCG Housing Project: The Council will hold a public hearing on the proposed re-zoning of the land south of Ace Hardware from LI to RM3. A representative from KCG will be at the meeting.

Following the public hearing, the Council will consider the ordinance on page 4 to re-zone this property. A protest has been filed by adjacent property owners. When a protest is filed fulfilling the requirements as stated in the Zoning Code, “the favorable vote of at least three-fourths of all the members of the Council” (four affirmative votes) is required for passage of the ordinance. This ordinance would need to be passed three times by this super-majority.

Debt Issuance: It is proposed to issue up to \$1.7 million in General Obligation debt to finance the purchase of two sanitation trucks and the East Lincoln Way Street project. It is proposed that these bonds will be repaid over 10 years.

The Council will hold a public hearing on the proposed debt issuance. Following the public hearing, the Council will consider the resolution beginning on page 5 taking action to proceed with the debt issuance.

East Lincoln Way Project: Bolten & Menk’s proposed Bidding and Construction Schedule for the East Lincoln Way Resurfacing project is on page 7.

The Bid Letting is set for March 5th at 10:00 am at City Hall and is paper submittal only. The bids will be considered and potentially awarded at the March 12th Council meeting. The substantial completion date is September 27th with final completion by October 25th.

On page 9 is a resolution setting February 27th as the public hearing date on the plans, specification, form of contract, and estimate of costs.

Airport Grant Amendments: The airport hangar project is financed by two federal grants and one state grant. With the addition of the state grant, the percent allocation between the two federal grants changes. The AIP (Airport Infrastructure Program) previously had funded 57.09% of the project. The amendment changes this to 66% of federal funds. The BIL (Bipartisan Infrastructure Legislation) previously had funded 29.06% of the project. The amendment changes this to 34% of federal funds. The project was also awarded a state grant for \$225,000.

This paperwork simply formalizes the new percent allocation for the federal grants. We have been using these new allocation percentages since the project’s beginning.

WWTP Pay Application #12 in the amount of \$1,375,826.10 includes:

- Excavation for the lift station and sludge loadout building.
- Below grade exterior process piping
- Concrete pouring and finishing for the anoxic basin.

- Concrete prep and forms for the biosolids loadout building.
- Hatches and doors.
- UV and clarifier equipment, pumps, and pretreatment equipment stored on site.

Golf Course Superintendent: The City proposes to hire Jacob Kopaska as Golf Course Superintendent. The employment agreement begins on page 30. A resolution approving the employment of Jacob is on page 34.

Waiving Review of Plats of Survey: The Council is asked to waive review of a plat in the two-mile area outside of the City limits. The plat is from Shriver Family, LLC.

ORDINANCE NO. _____
AN ORDINANCE CHANGING ZONING CLASSIFICATION FOR
PROPERTY NORTH OF RAILROAD TRACKS BETWEEN
NORTH MAPLE STREET AND NORTH ELM STREET

WHEREAS, pursuant to an application for zoning change made by KCG Development, LLC, and consented to by the owner, SS Properties, LLC, of the property described below the Planning and Zoning Commission has recommended to the City Council that the zoning district classification for the property described below be changed from Light Industrial (LI) District to Residential Multi-Family 3 (RM 3) District under the Jefferson Zoning Regulations; and

WHEREAS, a public hearing on this proposed zoning amendment was held at the regularly scheduled City Council meeting on February 13, 2024, pursuant to notice given in the manner required by law; and

WHEREAS, the City Council feels that it is in the best interests of the City of Jefferson that this zoning change be made.

NOW, THEREFORE, Be It Ordained by the City Council of the City of Jefferson, Iowa, as follows:

SECTION 1. Amendment. The zoning classification for the following described property:

Lot 2 of the S 3/4 E 1/2 SE 1/4 SE 1/4 of Section 6, Township 83 North, Range 30
West of the 5th P.M., Greene County, Iowa,

is changed from Light Industrial (LI) District to Residential Multi-Family 3 (RM 3) District.

SECTION 2. Repealer. Any and all resolutions and ordinances, or parts thereof, in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. When effective. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Finally passed by the Council and approved on _____, 2024.

Craig J. Berry, Mayor

Attest:

Roxanne M. Gorsuch, City Clerk

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RESOLUTION NO. _____

Resolution taking additional action on proposal to enter into a General Obligation Loan Agreement, authorizing the use of a Term Sheet, providing for the levy of taxes, and setting date for the private placement of General Obligation Corporate Purpose Bonds, Series 2024

WHEREAS, the City of Jefferson (the “City”), in Greene County, State of Iowa proposes to enter into a General Obligation Loan Agreement (the “Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$1,700,000 for the purpose of purpose of paying the costs, to that extent, of (a) constructing street, water system, sanitary sewer system, storm water drainage and sidewalk improvements; (b) acquiring and installing street lighting, signage and signalization improvements; and (c) acquiring vehicles and equipment for the collection of solid waste; and has published notice of the proposed action and has held a hearing thereon on February 13, 2024; and

WHEREAS, a certain term sheet (the “Term Sheet”) will be prepared to facilitate the private placement of General Obligation Corporate Purpose Bonds, Series 2024 (the “Bonds”) to be issued in evidence of the obligation of the City under the Loan Agreement, and it is now necessary to make provision for the preparation of the Term Sheet and to authorize its use by Piper Sandler & Co. (the “Placement Agent”); and

WHEREAS, it is now necessary to set the date for the receipt of proposals for the private placement of the Bonds and to authorize the Placement Agent to negotiate such proposals for private placement; and

WHEREAS, the City intends to enter into the Loan Agreement in the future and to issue the Bonds and anticipates that principal and interest will come due on the Bonds before July 1, 2025; and

WHEREAS, it is now necessary to make provision for the levy of a debt service property tax in the 2024-2025 fiscal year for the payment of such anticipated principal and interest;

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

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and orders that the Bonds be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” required by Section 384.24A of the Code of Iowa.

Section 2. The City staff are hereby authorized to take such action as shall be deemed necessary and appropriate, with the assistance of the Placement Agent, to prepare and use the Term Sheet describing the Bonds and providing for the terms and conditions of its placement and to receive proposals for the private placement of the Bonds, and all action heretofore taken in this regard is hereby ratified and approved.

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Section 3. The City staff are hereby authorized to take such action as shall be deemed necessary and appropriate, with assistance from Dorsey & Whitney, LLP and the Placement Agent, to set the date of March 12, 2024 as the date for the receipt of proposals for the placement of the Bonds to be issued in evidence of the City's obligation under the Loan Agreement.

Section 4. For the purpose of providing for the levy and collection of a direct annual tax sufficient to pay the principal of and interest on the Bonds as the same become due, there is hereby ordered levied on all the taxable property in the City the following direct annual tax:

For collection in the fiscal year beginning July 1, 2024,
sufficient to produce the net annual sum of \$147,150.

provided, however, that at the time the Bonds are issued, the actual tax levy amounts required to pay the principal of and interest on the Bonds in each year shall be determined based upon the interest rate or rates at which the Bonds are issued, and this resolution shall be supplemented by a resolution of the City Council to provide for such actual and necessary tax levy amounts.

Section 5. A certified copy of this resolution shall be filed with the Greene County Auditor and said Auditor is hereby instructed to enter for collection and assess the tax hereby authorized. When annually entering such taxes for collection, the County Auditor shall include the same as a part of the tax levy for Debt Service Fund purposes of the City and when collected, the proceeds of the taxes shall be converted into the Debt Service Fund of the City and set aside therein as a special account to be used solely and only for the payment of the principal of and interest on the Bonds hereby authorized and for no other purpose whatsoever.

Section 6. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved February 13, 2024.

Mayor

Attest:

City Clerk



East Lincoln Way Resurfacing Improvements Bidding and Construction Schedule



Project Timeline

- Milestones

<input type="checkbox"/>	February 13, 2024	Resolution/Plans put on File with the Council
<input type="checkbox"/>	Feb 14 -March 5, 2024	Bidding Phase
<input type="checkbox"/>	Feb 13 or 20, 2024	Send Notice of Public Hearing to Paper – Tuesday before 4
<input type="checkbox"/>	Feb 15 or 22, 2024	Notice of Public Hearing published –
<input type="checkbox"/>	March 5, 2024 @ 10:00 AM	Jefferson City Hall Bid Letting
<input type="checkbox"/>	Feb 27, 2024 @ 5:30 PM	City Hall Public Hearing
<input type="checkbox"/>	March 12, 2024	City Hall Consider Bids, Resolution/Award
<input type="checkbox"/>	March 13 – Apr 5, 2024	Contracts (estimated)
<input type="checkbox"/>	Week of May 6, 2024	Preconstruction Conference (estimated)
<input type="checkbox"/>	May 13, 2024	Construction Start (estimated)
<input type="checkbox"/>	Sept 27, 2024	Substantial Completion -
<input type="checkbox"/>	Oct 25, 2024	Final Completion -

- Plans on File

- Thursday Prior to Council Meeting (Date)

- Bidding Documents received by City for inclusion in packets
- Public Hearing Notice assembled by Bolton & Menk and sent to City
- Project Background assembled by Bolton & Menk and sent to City

- Council Meeting (Date):

- Resolution Ordering Plans/Specs, Set Public Hearing

- Bidding Phase

- Notice to Bidders:

- Published at least once - Does not need to be published in paper
- **not less than 13 or more than 45 days** before date for filing bids by Bolton & Menk
- Advertise on QuestCDN, Master Builders, & Iowa League of Cities

- Notice of Public Hearing:

- Sent to City to send to paper – _____
- Published at least once, **not less than 4 or more than 20 days** prior to Public Hearing by City
- Published in local paper – _____

- Bid Letting/Opening

- (Date @ Time AM/PM in Bolton & Menk Office)

- Addendums

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East Lincoln Way Resurfacing Improvements Bidding and Construction Schedule

Project Timeline

- **Thursday Prior to Council Meeting (Date _____)**
 - Award Recommendation received by City for inclusion in packets*
 - Notice of Award and Draft Contract assembled by Bolton & Menk and sent to City*
 - Project Background assembled by Bolton & Menk and sent to City*
- **Council Meeting (Date _____):** Public Hearing and Award Contract
- **Contract Executed (Date) - _____**
 - Bolton & Menk routes to Contractor, Contractor signs and returns to Bolton & Menk with attachments, Bolton & Menk routes to City
- **Preconstruction Meeting (Date) - _____**
- **Construction Begins (Date) - _____**
- **Construction Progress Meetings (Day/Time) - _____**
- **Construction Substantially Complete (Date) - _____**
 - Certificate of Substantial Completion*
- **Construction Complete (Date) - _____**
 - No punchlist items remaining*
- **Tuesday prior to Council Meeting (Date estimated) - _____**
 - Final Pay Application*
 - Reconciliation Change Order*
 - Other related closeout documents provided to City*
- **Council Meeting (Date estimated) - _____**
 - Council Approves Final Pay Application/Project close*
- **Community Events - _____**
 - July 9 – 14, 2024 Greene County Fair
 - Greene County School District
 - Last Day of School – May 24, 2024
 - First Day of School – August 21, 2024 (not verified)
 - Softball Home Games
 - 5/28, 5/29, 5/31, 6/5, 6/7, 6/10, 6/12, 6/24, 7/1, 7/3
 - Adult Softball League
 - Tuesday and Thursday, 5:30-9:00, most of July and August

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RESOLUTION NO. _____

A RESOLUTION SETTING DATE FOR PUBLIC HEARING ON DETAILED
PLANS AND SPECIFICATIONS, FORM OF CONTRACT, AND
ESTIMATE OF COST FOR THE JEFFERSON EAST LINCOLN WAY
RESURFACING PROJECT AND SETTING DATE FOR RECEIVING BIDS

WHEREAS, the City Council of Jefferson previously directed Bolton & Menk, Inc. (the “Project Engineer”) to prepare plans and specifications for the Jefferson East Lincoln Way Resurfacing 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, all on file in the office of the City Clerk; 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 February 27, 2024, 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 March 5, 2024, at 10:00 a.m., at the Jefferson Municipal Center, Jefferson, Iowa, as the deadline and place to receive bids for the Project, all bids to be received by paper submittal only, and 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 5. The City Council sets the amount of security to accompany each bid to be in the amount of 5% of the total bid, price pursuant to the provisions of Chapter 26 of the Code of Iowa, which bid security shall conform to the provisions of the Instructions to Bidders hereby approved.

Section 6. 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 7. 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.

Passed and approved on February 13, 2024.

Craig J. Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AMENDMENTS TO THE AIRPORT
FEDERAL FUNDING GRANT AGREEMENTS

WHEREAS, the City of Jefferson previously applied to the United States Department of Transportation, through the Federal Aviation Administration (“**FAA**”), for a grant of funds to cover engineering services for the construction of a box hangar 100 feet by 100 feet (collectively the “**Project**”), as described in the FAA Airport Improvement Program (AIP) Grant;

WHEREAS, the FAA awarded the City with grant funding pursuant to AIP Grant Agreement No. 3-19-0049-019-2023 and AIP Grant Agreement No. 3-19-0049-020-2023 (collectively the “**Grant Agreements**”);

WHEREAS, the City Council previously passed a resolution approving the Grant Agreements, which were thereafter executed by the parties;

WHEREAS, the state of Iowa has since offered state funding for the Project (“**State Funds**”);

WHEREAS, the FAA has now prepared Amendment No. 1 to AIP Grant Agreement No. 3-19-0049-019-2023 and Amendment No. 1 to AIP Grant Agreement No. 3-19-0049-020-2023 (collectively the “**Amendments**”), thereby incorporating the State Funds into the amount of the project and thereby reducing federal funding of the Project; and

WHEREAS, the City Council finds that it is in the best interests of the City of Jefferson that such Amendments be approved.

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

Section 1. The above-described Amendments, which have been provided to the City Council for review, are approved.

Section 2. The City Administrator and City Attorney are each authorized to execute the Amendments on behalf of the City, and the Mayor, City Clerk, City Administrator and City Attorney are authorized to take such further action as may be necessary to carry out the intent and purpose of this resolution.

Section 3. 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.

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Passed and approved on February 13, 2024.

Craig J. Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
Central Region
Iowa, Kansas, Missouri, Nebraska

DP6LLH6UEMR6

(UEI No)

Jefferson Municipal Airport

(Airport/Planning Area)

AMENDMENT NO. 1 TO AIP GRANT AGREEMENT NO. 3-19-0049-019-2023

WHEREAS, the Federal Aviation Administration (hereinafter referred to as the "FAA") has determined it to be in the interest of the United States that the Grant Agreement between the FAA, acting for and on behalf of the United States, and the City of Jefferson (hereinafter referred to as the "Sponsor"), accepted by said Sponsor on June 16, 2023 be amended in conformance with the Sponsor's letter dated October 26, 2023 and as hereinafter provided.

NOW THEREFORE, WITNESSETH:

That in consideration of the benefits to accrue to the parties hereto, the FAA on behalf of the United States, on the one part, and the Sponsor, on the other part, do hereby mutually agree that the said Grant Agreement be and hereby is amended as follows:

This amendment modifies the project description as follows:

Construct Box Hangar (100ft x 100ft) – Construction Only Phase: 66%

This amendment also removes Paragraph 38 from the Grant Agreement and removes the Break out of Funding attached to the Grant Agreement and replaces it with the Proration Summary Table attached to this Amendment.

All other terms and conditions of the Grant Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to said Grant Agreement to be duly executed as of February 2, 2024

**UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**

Jim A. Johnson

(Signature)

Jim A. Johnson

(Typed Name)

Director, Central Region Airports Division

(Title of FAA Official)

DP6LLH6UEMR6

(UEI No)

Jefferson Municipal Airport

(Airport/Planning Area)

CITY OF JEFFERSON

(Name of Sponsor)

Scott Peterson

Scott Peterson (Feb 5, 2024 15:44 CST)

(Signature of Sponsor's Designated Official Representative)

Scott Peterson

(Typed Name of Sponsor's Designated Official Representative)

Cty Administrator

(Typed Title of Sponsor's Designated Official Representative)

February 5, 2024

(Date)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That I have examined the foregoing Amendment to the Grant Agreement and the proceedings taken by said Sponsor relating thereto, and find that the execution thereof by said Sponsor has been duly authorized and is in all respects due and proper and in accordance with the laws of the State of Iowa and further that, in my opinion, said Amendment to the Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated

By: _____

(Signature of Sponsor's Attorney)

Jefferson IA (EFW)
Construct Box Hangar

AIP:		BIL:	
Admin	\$3,012.00	Admin	\$839.00
Engineering Basic	\$0.00	Engineering Basic	\$0.00
Project Inspection	\$0.00	Project Inspection	\$0.00
Construction	\$660,622.00	Construction	\$331,380.00
Miscellaneous		Miscellaneous	\$5,558.00
Total	\$663,634.00	Total	\$337,777.00
Federal Share	\$597,270.60	Federal Share	\$303,999.30

Total Federal Share **\$901,270.00**
AIP Percentage **66.00%**
BIL Percentage **34.00%**



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
Central Region
Iowa, Kansas, Missouri, Nebraska

DP6LLH6UEMR6

(UEI No)

Jefferson Municipal Airport

(Airport/Planning Area)

AMENDMENT NO. 1 TO AIG GRANT AGREEMENT NO. 3-19-0049-020-2023

WHEREAS, the Federal Aviation Administration (hereinafter referred to as the "FAA") has determined it to be in the interest of the United States that the Grant Agreement between the FAA, acting for and on behalf of the United States, and the City of Jefferson (hereinafter referred to as the "Sponsor"), accepted by said Sponsor on June 22, 2023 be amended in conformance with the Sponsor's letter dated October 26, 2023 and as hereinafter provided.

NOW THEREFORE, WITNESSETH:

That in consideration of the benefits to accrue to the parties hereto, the FAA on behalf of the United States, on the one part, and the Sponsor, on the other part, do hereby mutually agree that the said Grant Agreement be and hereby is amended as follows:

This amendment modifies the project description as follows:

Construct Box Hangar (100ft x 100ft) – Construction Only Phase: 34%

This amendment also removes Paragraph 35 from the Grant Agreement and removes the Break out of Funding attached to the Grant Agreement and replaces it with the Proration Summary Table attached to this Amendment.

All other terms and conditions of the Grant Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to said Grant Agreement to be duly executed as of February 2, 2024

**UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**

Jim A. Johnson

(Signature)

Jim A. Johnson

(Typed Name)

Director, Central Region Airports Division

(Title of FAA Official)

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DP6LLH6UEMR6

(UEI No)

Jefferson Municipal Airport

(Airport/Planning Area)

CITY OF JEFFERSON

(Name of Sponsor)

Scott Peterson

Scott Peterson (Feb 5, 2024 15:45 CST)

(Signature of Sponsor's Designated Official Representative)

Scott Peterson

(Typed Name of Sponsor's Designated Official Representative)

City Administrator

(Typed Title of Sponsor's Designated Official Representative)

February 5, 2024

(Date)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That I have examined the foregoing Amendment to the Grant Agreement and the proceedings taken by said Sponsor relating thereto, and find that the execution thereof by said Sponsor has been duly authorized and is in all respects due and proper and in accordance with the laws of the State of Iowa and further that, in my opinion, said Amendment to the Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated

By:

(Signature of Sponsor's Attorney)

Jefferson IA (EFW)
Construct Box Hangar

AIP:		BIL:	
Admin	\$3,012.00	Admin	\$839.00
Engineering Basic	\$0.00	Engineering Basic	\$0.00
Project Inspection	\$0.00	Project Inspection	\$0.00
Construction	\$660,622.00	Construction	\$331,380.00
Miscellaneous		Miscellaneous	\$5,558.00
Total	\$663,634.00	Total	\$337,777.00
Federal Share	\$597,270.60	Federal Share	\$303,999.30

Total Federal Share **\$901,270.00**
AIP Percentage **66.00%**
BIL Percentage **34.00%**



Contractor's Application for Payment No.

12 (twelve)

Application Period: 1/1/2024 to 1/31/2024		Application Date: 1/31/2024	
To (Owner): 200 N Chestnut St, Jefferson, IA	From (Contractor): Shank Constructors, Inc. 35-01 85th Avenue North, Brooklyn Park, MN	Via (Engineer): Bolton & Menk Ames, IA	
Owner's DWSRF Number: 1445	Contractor's Contract Number: 1316	Engineer's Project Number: 134997	
Project: Jefferson WWTP		Contract:	

Application For Payment - Change Order Summary			
Number	Approved Change Orders	Deductions	
CO 1	\$ 185,359.09		17,504,700.00
CO 2	\$ 62,089.77		365,228.16
CO 3	\$ 117,779.30		17,869,928.16
1. Original Contract Price..... \$ 17,504,700.00			
2. Net change by Change Orders..... \$ 365,228.16			
3. Current Contract Price (Line 1 ± 2)..... \$ 17,869,928.16			
4. Total Completed and Stored to Date (Column F on Progress Estimate)..... \$ 8,979,534.92			
5. Retainage			
a. 5.0% X \$ 6,996,204.09	Work Completed.....		349,810.20
b. 5.0% X \$ 1,983,330.83	Stored Material.....		99,166.54
c. Early Release of Retainage.....			-
d. Total Retainage (Line 5a + Line 5b - Line 5c)..... \$ 448,976.74			
6. Amount Eligible to Date (Line 4 - Line 5d)..... \$ 8,530,558.18			
7. Less Previous Payments (Line 6 from prior Application)..... \$ 7,154,732.08			
8. Amount Due This Application..... \$ 1,375,826.10			
9. Balance to Finish, Plus Retainage (Column G on Progress Estimate + Line 5 above)..... \$ 9,339,369.98			

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: 02/07/2024
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Payment of: <u>\$1,375,826.10</u> (Line 8 or other - attach explanation of the other amount)	
is recommended by: (Engineer)	<u>02/07/2024</u> (Date)
Payment of: _____ (Line 8 or other - attach explanation of the other amount)	
is approved by: _____ (Owner)	_____ (Date)
Approved by: _____ Funding Agency (if applicable)	_____ (Date)

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	1/1/2024		1/31/2024		12 (twelve)		
Application Period:	A	B	C	D	E	F	G
Specification Section Number	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period	Total Completed to Date (C+D)	% (F/B)	Balance to Finish (B - F)
Division 01 - General Requirements							
	Mobilization	\$ 525,200.00	\$ 525,200.00		\$ 525,200.00	100.00%	\$ -
	Allowances	\$ 550,000.00	\$ 1,982.00		\$ 1,982.00	0.36%	\$ 548,018.00
	Allowances - Enviro mix	\$ 525,000.00	\$ 52,500.00		\$ 52,500.00	10.00%	\$ 472,500.00
Division 02							
	Site Removals	\$ 86,400.00	\$ 67,900.00	\$ 5,000.00	\$ 72,900.00	84.38%	\$ 13,500.00
	Demo SST Tank	\$ 445,800.00	\$ 445,800.00		\$ 445,800.00	100.00%	\$ -
	Strip Top Soil	\$ 25,700.00	\$ 25,100.00		\$ 25,100.00	97.67%	\$ 600.00
	Site Prep Sludge Tank	\$ 215,500.00	\$ 215,500.00		\$ 215,500.00	100.00%	\$ -
	Excavation Sludge Tank	\$ 338,700.00	\$ 338,700.00		\$ 338,700.00	100.00%	\$ -
	Excavation Sludge Loadout	\$ 78,400.00	\$ 52,100.00	\$ 26,300.00	\$ 78,400.00	100.00%	\$ -
	Excavation AET Lift Station	\$ 326,185.00	\$ 300,000.00	\$ 26,185.00	\$ 326,185.00	100.00%	\$ -
	Excavation Rapid Mix Tank	\$ 98,200.00	\$ 88,200.00		\$ 88,200.00	89.82%	\$ 10,000.00
	Excavation Ferric Slab	\$ 9,500.00	\$ 9,500.00		\$ 9,500.00	100.00%	\$ -
	Splitter Box Bypass	\$ 55,100.00	\$ -		\$ -	0.00%	\$ 55,100.00
	Grading Sidewalks	\$ 9,900.00	\$ -		\$ -	0.00%	\$ 9,900.00
	Top Soil Placement	\$ 12,900.00	\$ -		\$ -	0.00%	\$ 12,900.00
2370.0	Erosion Control	\$ 20,000.00	\$ 16,300.00		\$ 16,300.00	81.50%	\$ 3,700.00
	Site Concrete	\$ 75,600.00	\$ -		\$ -	0.00%	\$ 75,600.00
2920.0	Seeding	\$ 5,000.00	\$ -		\$ -	0.00%	\$ 5,000.00
	30" & 24" PP to Splitter Box	\$ 444,950.00	\$ -		\$ -	0.00%	\$ 444,950.00
	6" & 8" ST & 4" PD East	\$ 155,920.00	\$ 106,400.00	\$ 17,000.00	\$ 123,400.00	79.14%	\$ 32,520.00
	Piping Rapid Mix Area	\$ 253,380.00	\$ -		\$ -	0.00%	\$ 253,380.00
	6" ST & 12" RAS by AET Lift Station	\$ 172,880.00	\$ -	\$ 42,500.00	\$ 42,500.00	24.58%	\$ 130,380.00
	16" MLR to Aeration	\$ 558,620.00	\$ -		\$ -	0.00%	\$ 558,620.00
	HDPE/Utility Water	\$ 161,250.00	\$ -		\$ -	0.00%	\$ 161,250.00
	Aeration Tank Demo	\$ 28,770.00	\$ -		\$ -	0.00%	\$ 28,770.00
	Headworks Demo	\$ 11,150.00	\$ -		\$ -	0.00%	\$ 11,150.00
	Blower Building Demo	\$ 8,150.00	\$ -	\$ -	\$ -	0.00%	\$ 8,150.00
	Clarifiers Demo	\$ 421,920.00	\$ 140,640.00		\$ 140,640.00	33.33%	\$ 281,280.00
	Biosolids Demo	\$ 83,510.00	\$ -		\$ -	0.00%	\$ 83,510.00

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Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C + D)	% (F/B)	
	Disinfection Demo	\$ 6,500.00	-			\$ -	0.00%	\$ 6,500.00
		\$ 6,500.00				\$ -		
								Balance to Finish (B - F)

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Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C+D)	% (F/B)	
Division 03								
	Concrete - Anoxic Basin	\$ 1,155,800.00	\$ 1,139,300.00	\$ 16,500.00		\$ 1,155,800.00	100.00%	\$ -
	Concrete - Biosolids Loadout	\$ 132,700.00	\$ 2,500.00	\$ 5,200.00		\$ 7,700.00	5.80%	\$ 125,000.00
	Concrete - Rapid Mix	\$ 127,900.00	\$ 123,400.00	\$ 4,500.00		\$ 127,900.00	100.00%	\$ -
	Concrete - Biosolids Control	\$ 33,600.00	\$ 700.00	\$ 1,000.00		\$ 1,700.00	5.06%	\$ 31,900.00
	Concrete - Ferric Chloride	\$ 33,600.00	\$ 33,600.00			\$ 33,600.00	100.00%	\$ -
	Concrete - Misc	\$ 39,395.00	\$ 750.00	\$ 1,250.00		\$ 2,000.00	5.08%	\$ 37,395.00
	Precast Plank	\$ 30,500.00	\$ 2,500.00			\$ 2,500.00	8.20%	\$ 28,000.00
Division 04								
	Masonry	\$ 155,440.00	\$ 7,500.00			\$ 7,500.00	4.83%	\$ 147,940.00
Division 05								
	Metals Installation	\$ 44,650.00	\$ -			\$ -	0.00%	\$ 44,650.00
	Misc Metals Supply	\$ 111,960.00	\$ 31,404.00			\$ 31,404.00	28.05%	\$ 80,556.00
Division 06								
	Wood Blocking	\$ 56,600.00	\$ -			\$ -	0.00%	\$ 56,600.00
Division 07								
7535.0	Roofing & Sheet metal	\$ 169,000.00	\$ -			\$ -	0.00%	\$ 169,000.00
	Sealants	\$ 33,500.00	\$ -			\$ -	0.00%	\$ 33,500.00
Division 08								
	HM Doors & Frams	\$ 6,705.00	\$ -			\$ -	0.00%	\$ 6,705.00
	Hatches & Door Instalation	\$ 39,500.00	\$ -	\$ 15,400.00		\$ 15,400.00	38.99%	\$ 24,100.00
	Hatches & Door Instalation	\$ 25,000.00	\$ -	\$ 24,000.00		\$ 24,000.00	96.00%	\$ 1,000.00
Division 09								
	Coatings	\$ 765,550.00	\$ 296,000.00	\$ 63,250.00		\$ 359,250.00	46.93%	\$ 406,300.00
Division 11								
11000.0	Vesco direct Supplied Equipment	\$ 1,348,516.00	\$ 27,000.00			\$ 27,000.00	2.00%	\$ 1,321,516.00
11266.0	UV Disinfection Equipment	\$ 247,600.00	\$ -	\$ 247,600.00		\$ 247,600.00	100.00%	\$ -
11315.0	Rotary Lobe Pumps	\$ 114,118.00	\$ 5,706.00	\$ 108,412.00		\$ 114,118.00	100.00%	\$ -
11330/31	Bar Screens & Dewatering Press	\$ 88,677.00	\$ -	\$ 88,677.00		\$ 88,677.00	100.00%	\$ -
11351.0	Clarifier Equipment	\$ 356,634.00	\$ 71,820.00	\$ 284,814.00		\$ 356,634.00	100.00%	\$ -
11372.0	Blowers	\$ 129,230.00	\$ 6,460.00			\$ 6,460.00	5.00%	\$ 122,770.00
11374/75	Fine Pore Membrane Aeration Equip	\$ 159,150.00	\$ 15,960.00	\$ 23,700.00		\$ 39,660.00	24.92%	\$ 119,490.00
Division 11								
	Installation							
	Aeration Splitter Box	\$ 3,900.00	\$ -			\$ -	0.00%	\$ 3,900.00
	Secondary Splitter Box	\$ 3,900.00	\$ -			\$ -	0.00%	\$ 3,900.00
	Aeration Tank install	\$ 56,700.00	\$ -			\$ -	0.00%	\$ 56,700.00

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Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C + D)	% (F/B)	
	MLR 1, 2, 3	\$ 7,100.00	\$ -			\$ -	0.00%	\$ 7,100.00
	Headworks Equipment	\$ 20,500.00	\$ -			\$ -	0.00%	\$ 20,500.00
	Blower Building Equipment	\$ 31,300.00	\$ -			\$ -	0.00%	\$ 31,300.00
	Clarifiers Install	\$ 71,600.00	\$ 3,500.00			\$ 3,500.00	4.89%	\$ 68,100.00
	Was Pumps	\$ 4,830.00	\$ -	\$ 890.00		\$ 890.00	18.43%	\$ 3,940.00
	Disinfection Install	\$ 3,990.00	\$ -			\$ -	0.00%	\$ 3,990.00
	RAS/PST Pumps	\$ 49,350.00	\$ -	\$ 12,500.00		\$ 12,500.00	25.33%	\$ 36,850.00
	Flexzone - Anoxic Basin	\$ 20,680.00	\$ -			\$ -	0.00%	\$ 20,680.00
	Flexzone - Storage Tank	\$ 68,550.00	\$ -			\$ -	0.00%	\$ 68,550.00
	Flexzone - Aeration	\$ 61,450.00	\$ -			\$ -	0.00%	\$ 61,450.00
	Course Bubble Digester	\$ 17,800.00	\$ -			\$ -	0.00%	\$ 17,800.00
	Course Bubble WAS	\$ 4,800.00	\$ -			\$ -	0.00%	\$ 4,800.00
	Aeration Overflows	\$ 12,350.00	\$ -			\$ -	0.00%	\$ 12,350.00
	Division 13							
13216.0	Tank Mobilization	\$ 120,000.00	\$ 120,000.00			\$ 120,000.00	100.00%	\$ -
13216.0	Tank De-Mobilization	\$ 40,000.00	\$ 40,000.00			\$ 40,000.00	100.00%	\$ -
13216.0	Design Drawings & Calcs	\$ 104,000.00	\$ 104,000.00			\$ 104,000.00	100.00%	\$ -
13216.0	Footings Forms	\$ 24,000.00	\$ 24,000.00			\$ 24,000.00	100.00%	\$ -
13216.0	Reinforcing	\$ 56,000.00	\$ 56,000.00			\$ 56,000.00	100.00%	\$ -
13216.0	Place Floor/Footing Concrete	\$ 80,000.00	\$ 80,000.00			\$ 80,000.00	100.00%	\$ -
13216.0	Install Beds	\$ 29,000.00	\$ 29,000.00			\$ 29,000.00	100.00%	\$ -
13216.0	Form/Reinforce/Pour Panels	\$ 129,000.00	\$ 129,000.00			\$ 129,000.00	100.00%	\$ -
13216.0	Erect Panels	\$ 72,000.00	\$ 72,000.00			\$ 72,000.00	100.00%	\$ -
13216.0	Joints and Curb	\$ 29,000.00	\$ 29,000.00			\$ 29,000.00	100.00%	\$ -
13216.0	Shotcrete Diaphragm	\$ 29,000.00	\$ 29,000.00			\$ 29,000.00	100.00%	\$ -
13216.0	Erect Shoring	\$ 31,000.00	\$ 31,000.00			\$ 31,000.00	100.00%	\$ -
13216.0	Erect Formwork	\$ 23,000.00	\$ 23,000.00			\$ 23,000.00	100.00%	\$ -
13216.0	Reinforcing	\$ 54,000.00	\$ 54,000.00			\$ 54,000.00	100.00%	\$ -
13216.0	Place Dome Concrete	\$ 16,000.00	\$ 16,000.00			\$ 16,000.00	100.00%	\$ -
13216.0	Remove Formwork	\$ 23,000.00	\$ 23,000.00			\$ 23,000.00	100.00%	\$ -
13216.0	Prestress	\$ 45,000.00	\$ 45,000.00			\$ 45,000.00	100.00%	\$ -
13216.0	Wire Coat	\$ 19,000.00	\$ 19,000.00			\$ 19,000.00	100.00%	\$ -
13216.0	Body Coat	\$ 17,000.00	\$ 17,000.00			\$ 17,000.00	100.00%	\$ -
13216.0	Final Coat	\$ 4,000.00	\$ 4,000.00			\$ 4,000.00	100.00%	\$ -
13216.0	Tank Pipe, Fittings & Appurtenances	\$ 64,000.00	\$ 64,000.00			\$ 64,000.00	100.00%	\$ -
13216.0	Decorative Paint - Exterior	\$ 23,000.00	\$ 23,000.00			\$ 23,000.00	100.00%	\$ -

Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G Balance to Finish (B - F)
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C + D)	% (F/B)	
Division 14								
14620.0	Hoists	\$ 9,620.00	\$ -	\$ 9,620.00		\$ 9,620.00	100.00%	\$ -

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Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G Balance to Finish (B - F)
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C + D)	% (F/B)	
Division 15								
	Grit Separation Piping	\$ 34,900.00	\$ -			\$ -	0.00%	\$ 34,900.00
	Process Piping (Valve Repl)	\$ 290,100.00	\$ 77,700.00	\$ 26,000.00		\$ 103,700.00	35.75%	\$ 186,400.00
	Mixed Liquor Return Piping	\$ 289,560.00	\$ -			\$ -	0.00%	\$ 289,560.00
	Sludge Transfer Piping	\$ 50,080.00	\$ -			\$ -	0.00%	\$ 50,080.00
	Aeration Piping	\$ 391,900.00	\$ -			\$ -	0.00%	\$ 391,900.00
	RAS Piping	\$ 121,280.00	\$ -			\$ -	0.00%	\$ 121,280.00
	WAS Piping	\$ 68,040.00	\$ -			\$ -	0.00%	\$ 68,040.00
	Supernatant Piping	\$ 5,520.00	\$ -			\$ -	0.00%	\$ 5,520.00
	Chemical Piping	\$ 158,881.00	\$ -			\$ -	0.00%	\$ 158,881.00
	Mechanical Mobilization	\$ 93,320.00	\$ 31,085.00	\$ 7,740.00		\$ 38,825.00	41.60%	\$ 54,495.00
	Plumbing Demolition	\$ 12,995.00	\$ -			\$ -	0.00%	\$ 12,995.00
	HVAC Demolition	\$ 40,565.00	\$ -	\$ 4,150.00		\$ 4,150.00	10.23%	\$ 36,415.00
	Plumbing Rough-In	\$ 51,605.00	\$ -			\$ -	0.00%	\$ 51,605.00
	Plumbing Insulation	\$ 6,300.00	\$ -			\$ -	0.00%	\$ 6,300.00
	HVAC Ductwork Rough-In	\$ 78,125.00	\$ -			\$ -	0.00%	\$ 78,125.00
	HVAC Equipment	\$ 643,105.00	\$ 37,000.00	\$ 34,200.00		\$ 71,200.00	11.07%	\$ 571,905.00
	Temperature Controls	\$ 54,935.00	\$ -			\$ -	0.00%	\$ 54,935.00
	Ductwork Insulation	\$ 4,400.00	\$ -			\$ -	0.00%	\$ 4,400.00
	Testing and Balancing	\$ 13,750.00	\$ -			\$ -	0.00%	\$ 13,750.00
Division 16								
	Preliminary Documents and Submittals	\$ 25,000.00	\$ 20,500.00			\$ 20,500.00	82.00%	\$ 4,500.00
	Mobilization	\$ 35,000.00	\$ 35,000.00			\$ 35,000.00	100.00%	\$ -
	Temporary Power	\$ 20,000.00	\$ 20,000.00			\$ 20,000.00	100.00%	\$ -
	Integration Engineering	\$ 100,000.00	\$ 20,000.00			\$ 20,000.00	20.00%	\$ 80,000.00
	Site Electrical Labor	\$ 150,000.00	\$ 45,000.00	\$ 15,000.00		\$ 60,000.00	40.00%	\$ 90,000.00
	Site Electrical Materials	\$ 210,000.00	\$ 74,700.00	\$ 22,000.00		\$ 96,700.00	46.05%	\$ 113,300.00
	Generator Labor	\$ 65,000.00	\$ -			\$ -	0.00%	\$ 65,000.00
	Generator Materials	\$ 448,000.00	\$ 77,000.00			\$ 77,000.00	17.19%	\$ 371,000.00
	Blower Building Labor	\$ 80,000.00	\$ -			\$ -	0.00%	\$ 80,000.00
	Blower Building Materials	\$ 285,000.00	\$ -			\$ -	0.00%	\$ 285,000.00
	Final Clarifiers Labor	\$ 37,000.00	\$ 12,500.00			\$ 12,500.00	33.78%	\$ 24,500.00
	Final Clarifiers Materials	\$ 15,000.00	\$ 5,000.00			\$ 5,000.00	33.33%	\$ 10,000.00
	Bio Solids Control Complex Labor	\$ 50,000.00	\$ -			\$ -	0.00%	\$ 50,000.00
	Bio Solids Control Complex Materials	\$ 155,000.00	\$ -			\$ -	0.00%	\$ 155,000.00
	Disinfection Building Labor	\$ 40,000.00	\$ -			\$ -	0.00%	\$ 40,000.00

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Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G Balance to Finish (B - F)
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C + D)	% (F/B)	
	Disinfection Building Materials	\$ 95,000.00	\$ -			\$ -	0.00%	\$ 95,000.00
	Preliminary Treatment Building Labor	\$ 25,000.00	\$ -			\$ -	0.00%	\$ 25,000.00
	Preliminary Treatment Building Materials	\$ 75,000.00	\$ -			\$ -	0.00%	\$ 75,000.00
	Rapid Mix Structure Labor	\$ 20,000.00	\$ -			\$ -	0.00%	\$ 20,000.00
	Rapid Mix Structure Materials	\$ 10,000.00	\$ -			\$ -	0.00%	\$ 10,000.00
	Aeration Tanks Labor	\$ 20,000.00	\$ -			\$ -	0.00%	\$ 20,000.00
	Aeration Tanks Materials	\$ 10,000.00	\$ -			\$ -	0.00%	\$ 10,000.00
	Bio Solids Loadout Building Labor	\$ 75,000.00	\$ -	\$ 3,750.00		\$ 3,750.00	5.00%	\$ 71,250.00
	Bio Solids Loadout Building Materials	\$ 185,000.00	\$ -	\$ 9,200.00		\$ 9,200.00	4.97%	\$ 175,800.00
	Anoxic Basin Labor	\$ 35,000.00	\$ -	\$ 1,100.00		\$ 1,100.00	3.14%	\$ 33,900.00
	Anoxic Basin Materials	\$ 75,000.00	\$ -	\$ 2,300.00		\$ 2,300.00	3.07%	\$ 72,700.00
	Communication/Fiber Labor	\$ 45,000.00	\$ -			\$ -	0.00%	\$ 45,000.00
	Communication/Fiber Materials	\$ 100,000.00	\$ -			\$ -	0.00%	\$ 100,000.00
	Demobilization	\$ 10,000.00	\$ -			\$ -	0.00%	\$ 10,000.00
	As-Builts/Close Out Documents	\$ 5,509.00	\$ -			\$ -	0.00%	\$ 5,509.00
	Approved Project Change Orders							
CO 1	Unknown Tank Demo & Removal	\$ 185,359.09	\$ 185,359.09			\$ 185,359.09	100.00%	\$ -
CO 2	Clarifier Metal Coatings	\$ 62,089.77	\$ 20,700.00			\$ 20,700.00		\$ 41,389.77
CO 3	Electrical Upgrades VFD's & Metering	\$ 117,779.30						
	Total	\$ 17,869,928.16	\$ 5,846,466.09	\$ 1,149,738.00	\$ 1,983,330.83	\$ 8,979,534.92	50.25%	\$ 8,890,393.24

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Stored Material Summary

Contractor's Application

For (Contract): 0		1/1/2024 to 1/31/2024				Application Number: 12 (twelve)				
Application Period:		1/1/2024 to 1/31/2024				Application Date: 1/31/2024				
A Specification Section / Bid Item No.	B Supplier Invoice Number	C Description of Materials or Equipment Stored	Storage Location	D Stored Previously		E Amount Stored this Month (\$)	Subtotal Amount Completed and Stored to Date (D + E)	F Incorporated in Work		G Materials Remaining in Storage (\$) (D + E - F)
				Date Placed into Storage (Month/Year)	Amount (\$)			Date (Month/Year)	Amount (\$)	
	54071	Wall Sleeves	Onsite	Mar-2023	\$ 31,649.05		\$ 31,649.05			\$ 31,649.05
	54207	6" & 8" TR Flex	Onsite	Mar-2023	\$ 5,357.24		\$ 5,357.24			\$ 5,357.24
	54255	4" Perf HDPE	Onsite	Mar-2023	\$ 629.02		\$ 629.02			\$ 629.02
	5639	6" SST Wall Pipe	Onsite	Mar-2023	\$ 654.00		\$ 654.00			\$ 654.00
	54056	4, 6, 8, 12, 18, 24, 30 MJ DIP	Onsite	Mar-2023	\$ 167,849.35		\$ 167,849.35			\$ 167,849.35
	54056-001	6, 16, 24, 30 MJ DIP	Onsite	Mar-2023	\$ 4,299.02		\$ 4,299.02			\$ 4,299.02
	54063	4, 6, 8, 10, 12, 16, 18 FLG MJ DIP	Onsite	Mar-2023	\$ 48,552.33		\$ 48,552.33			\$ 48,552.33
	54058	4, 6, 12, 16, 18, 24, 30 MJ DIP	Onsite	Mar-2023	\$ 57,401.82		\$ 57,401.82			\$ 57,401.82
	54056-002	6, 16, 24, 30 MJ DIP	Onsite	Apr-2023	\$ 10,100.00		\$ 10,100.00			\$ 10,100.00
	54056-004	24" MJ DIP	Onsite	Apr-2023	\$ 8,802.47		\$ 8,802.47			\$ 8,802.47
	54063-002	12" & 18" Fig Fitting	Onsite	Apr-2023	\$ 3,594.17		\$ 3,594.17			\$ 3,594.17
	228481	Concrete Reinforcement	Onsite	Apr-2023	\$ 32,243.00		\$ 32,243.00			\$ 32,243.00
	54056-007	30" DI 90 & 45 Degree Elbows	Onsite	May-2023	\$ 48,065.56		\$ 48,065.56			\$ 48,065.56
	54592-000	LS475 Link Seal	Onsite	May-2023	\$ 1,405.44		\$ 1,405.44			\$ 1,405.44
	54063-004	18, 24, 16, 8, 10 Flange Fittings	Onsite	May-2023	\$ 62,911.64		\$ 62,911.64			\$ 62,911.64
	229978	Concrete Reinforcement	Onsite	May-2023	\$ 35,916.00		\$ 35,916.00			\$ 35,916.00
	54063-005	18" Reducer & Tee	Onsite	Jun-2023	\$ 15,932.92		\$ 15,932.92			\$ 15,932.92
	573136	Pipe 304 SS	Onsite	Jun-2023	\$ 29,529.16		\$ 29,529.16			\$ 29,529.16
	54056-008	30"x12" DI Tee	Onsite	Jun-2023	\$ 6,804.43		\$ 6,804.43			\$ 6,804.43
	231525	Concrete Reinforcement	Onsite	Jun-2023	\$ 32,482.00		\$ 32,482.00			\$ 32,482.00
	8804844	3" Sch. 80 PVC	Onsite	Jun-2023	\$ 1,860.38		\$ 1,860.38			\$ 1,860.38
	80098	Gaskets	Onsite	Jul-2023	\$ 3,685.13		\$ 3,685.13			\$ 3,685.13
	232637	Concrete Reinforcement	Onsite	Jul-2023	\$ 23,376.00		\$ 23,376.00			\$ 23,376.00
	20054911	HDPE Water Pipe	Onsite	Jul-2023	\$ 1,221.63		\$ 1,221.63			\$ 1,221.63
	20055196	Tracer Wire	Onsite	Jul-2023	\$ 1,425.81		\$ 1,425.81			\$ 1,425.81
	905984490	Clarifiers	Onsite	Jul-2023	\$ 303,138.90		\$ 303,138.90			\$ 303,138.90
	233451	Concrete Reinforcement	Onsite	Aug-2023	\$ 23,713.00		\$ 23,713.00			\$ 23,713.00
	6161808	Flange Bolts n Nuts	Onsite	Aug-2023	\$ 53,565.01		\$ 53,565.01			\$ 53,565.01
	54058-001	4, 6, 12, 18, 24, 30" SJ & RJ DIP	Onsite	Sep-2023	\$ 57,133.86		\$ 57,133.86			\$ 57,133.86
	55884-000	8" MJ DIP	Onsite	Sep-2023	\$ 2,051.04		\$ 2,051.04			\$ 2,051.04
	301992	Sludge Tank Aeration	Onsite	Sep-2023	\$ 25,647.00		\$ 25,647.00			\$ 25,647.00

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C3139-4	Partial TCF Fans	Johnston	Oct-2023	\$ 7,388.00	\$ 7,388.00	\$ 7,388.00	\$ 7,388.00
C3129-1	Unit Heat & Curbs	Johnston	Aug-2023	\$ 28,300.00	\$ 28,300.00	\$ 28,300.00	\$ 28,300.00
C3139-2	Electric Heat	Johnston	Sep-2023	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
C3139-3	Louvers	Johnston	Oct-2023	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
17228	UV Equipment	Onsite	Oct-2023	\$ 222,840.00	\$ 222,840.00	\$ 222,840.00	\$ 222,840.00
5284	Rotary Lobe Pumps	Onsite	Oct-2023	\$ 114,118.00	\$ 114,118.00	\$ 114,118.00	\$ 114,118.00
54063-6	DIP Flanged Fittings	Onsite	Nov-2023	\$ 11,437.45	\$ 11,437.45	\$ 11,437.45	\$ 11,437.45
137622	Portable Hoist	Onsite	Dec-2023	\$ 9,456.00	\$ 9,456.00	\$ 9,456.00	\$ 9,456.00
181121	BarScreen&Wash	Onsite	Dec-2023	\$ 88,677.00	\$ 88,677.00	\$ 88,677.00	\$ 88,677.00
303119	Fine & course Aeration	Onsite	Dec-2023	\$ 71,618.00	\$ 71,618.00	\$ 71,618.00	\$ 71,618.00
C3139-7	HRU-1,2	Onsite	Jan-2024	\$ -	\$ 298,500.00	\$ 298,500.00	\$ 298,500.00
Totals				\$ 1,684,830.83	\$ 298,500.00	\$ 1,983,330.83	\$ 1,983,330.83

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Partial Pay Estimates Paid-to-Date

Contractor's Application

For Jefferson WWTP (Contract): 0	Application Number: 12 (twelve)	
Application Period: From: 1/1/2024 To: 1/31/2024	Application Date: 1/31/2024	
Contractor: Shank Constructors, Inc. 3501 85th Avenue North, Brooklyn Park, MN		

Original Contract Amount: \$ 17,504,700.00

Approved Change Orders:

Number	Date	Amount

Revised Contract Amount: \$ 17,504,700.00

Pay Estimates Paid-to-Date

Pay Estimate Number	Date	Amount
1	3/22/2023	\$ 671,313.70
2	5/1/2023	\$ 1,022,619.74
3	5/26/2023	\$ 487,482.66
4	7/5/2023	\$ 1,024,287.85
5	7/17/2023	\$ 475,578.44
6	8/9/2023	\$ 804,790.10
7	9/13/2023	\$ 537,584.11
8	10/11/2023	\$ 541,133.21
9	11/14/2023	\$ 721,938.25
10	12/18/2023	\$ 433,520.57
11	1/19/2024	\$ 434,483.45

Total Estimates Paid to Date: \$ 7,154,732.08

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Total Construction Cost: \$ 7,154,732.08



EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the "Agreement") is made as of February 1, 2024, by and between the **City of Jefferson**, an Iowa municipal corporation, the address of which is 220 North Chestnut, Jefferson, Iowa 50129 (the "City"), and **Jacob Kopasta**, an individual with an address of 623 6th Ave., Coon Rapids, IA 50058 (hereinafter referred to as "Employee"), both who agree as follows:

WHEREAS, the City desires to employ Employee as the City's Golf Course Superintendent of the Jefferson Community Golf Course, and

WHEREAS, Employee desires to accept such employment and to perform such services; and

WHEREAS, the City and Employee wish to establish in writing the terms and conditions of said employment and the means for terminating said employment if either party desires to do so.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Employment Duties. The City employs Employee as Golf Course Superintendent to perform the functions and duties of Golf Course Superintendent as specified in Exhibit A attached hereto. Employee shall report directly to the Golf Course Manager, which for the purposes of this Agreement shall be Dave Morlan, although the City may change the identity of the Golf Course Manager from time to time during the term of this Agreement. The position of Golf Course Superintendent is a "Regular Part-Time" position as defined by the City's Personnel Handbook, but Employee will devote sufficient time to complete all of the duties listed on Exhibit A. It is anticipated that most of the duties outlined on Exhibit A will be performed from March through November.

2. Term. The term of employment under this Agreement, subject to the termination provisions herein, shall commence on February 1, 2024, and end on January 31, 2025.

3. Salary; Hours. The City agrees to pay Employee for his services under this Agreement an annual salary of \$54,000.00, payable in installments at the same time as other employees of the City, which payments shall be subject to normal withholding for applicable taxes. Employee shall keep and report a time sheet of hours worked and submit them every two weeks to the Golf Course Manager. If Employee has worked total hours that equal more than 1,660 hours during the Term once all of Employee's time cards are totaled, employee shall be paid those additional hours at a rate of \$32.53/hour.

4. Review. City shall review and evaluate Employees' job performance and compensation as needed, in City's sole determination, during the term of this Agreement.

5. Termination. (a) Employee understands that he serves as Golf Course Superintendent of the City of Jefferson at the pleasure of the City Council and that notwithstanding any other provision of this Agreement the City has and shall continue to have the right to terminate the employment of Employee at any time with or without cause. This employment contract may be renewed upon review each year at a time after its extension. Neither the City nor the Employee shall have any obligation to renew this contract for any additional terms after the expiration of the initial term as renewals will require specific action on the part of the City and Employee. Employee will serve at the will of the Council and may be terminated with or without cause at any time, but subject to due process requirements of Iowa Code Section 372.15.

6. Benefits. In addition to the salary provided in this Agreement, Employee will be eligible for IPERS retirement benefits. As a part-time employee of the City, Employee will not be eligible for vacation, holidays or other leave. Employee is not eligible for health insurance or sick leave. Employee will provide his own transportation, at his sole expense, to and from his job duties.

7. Miscellaneous. This Agreement contains the entire understanding between the parties and there are no other agreements between the parties, oral or written, pertaining to the employment relationship between the City and Employee. No term or provision of this Agreement shall be construed or interpreted to require either party to extend or renew the term provided for herein. This Agreement may only be modified, amended, or extended by an additional agreement signed by the parties or by resolution of the City Council countersigned by the Employee. This Agreement shall be binding upon and inure to the benefit of the parties, their heirs, personal representatives, successors, and assigns. If any provision, or any portion thereof, of this Agreement, is held to be invalid, unconstitutional, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall remain in full force and effect. This Agreement shall be contingent upon approval and ratification of the City Council.

IN WITNESS WHEREOF, City and Employee have executed this Agreement as of the date and year first shown above.

CITY OF JEFFERSON

EMPLOYEE

Craig Berry, Mayor

Jacob Kopasta

ATTEST:

Roxanne Gorsuch, City Clerk

EXHIBIT A
Employment Duties

Under broad supervision from Golf Course Manager, provides maintenance of the municipal golf course grounds, facilities and equipment. Superintendent shall be generally responsible for organizing, managing and performing the day to day maintenance and upkeep of the Golf Course, other than the clubhouse, which shall include without limitation the following:

- 1) Keep greens, fairways and tee areas properly watered and mowed and keep the Golf Course in a neat and clean condition;
- 2) Apply, or arrange for the application of, fertilizer and chemicals as required to keep the Golf Course in top condition and consult with other golf course professionals and turf management specialists as may be reasonably required to obtain advice as to the proper timing and rates of chemical and fertilizer application;
- 3) Reseed greens, fairways and tee areas as needed;
- 4) Identify and control weeds, pests, and turf diseases and disorders;
- 5) Maintain trees and shrubs;
- 6) Change pins and tee boxes;
- 7) Mark hazards, out of bounds and ground under repair;
- 8) Maintain bunkers;
- 9) Monitor, inspect, maintain and operate the irrigation system so as to keep it in good operating condition, and arrange for the irrigation system to be properly shut down and winterized at the end of the season so as to prevent damage from freezing;
- 10) Monitor, inspect, maintain and regulate the storm water management system along the south and west sides of the Golf Course, including without limitation the levee and water gates, so as to minimize flooding of the Golf Course, and to promptly report to the Golf Course Manager any repairs needed to the system;
- 11) Cooperate with Golf Course Manager in the scheduling of mowing and related turf management activities so as to accommodate and prepare for tournaments and special events;
- 12) Coordinate and cooperate with the Public Works Director in the purchase of fertilizer, chemicals and other supplies and the hiring of subcontractors needed for the operation of the Golf Course;
- 13) Keep the cart shed in a neat and clean condition and organized for the storage of golf carts by patrons, and help assure that City owned golf carts are ready for use by patrons;

- 14) Use and operate City owned equipment provided in a safe, reasonable, and responsible manner so as to prevent excessive wear and tear to such equipment, keep such equipment clean, perform routine maintenance and repairs as may be needed to preserve and keep such equipment in good operating condition, and promptly report to the Public Works Director, or his designee, issues or problems with such equipment that require more than minimal maintenance;
- 15) Communicate with and be receptive to comments from members and patrons as to the condition of the Golf Course, and inform the Golf Course Manager of any planned changes or maintenance activities which may affect the use or condition of the Golf Course;
- 16) Promptly report to the Golf Course Manager any known issues or problems involving the Golf Course;
- 17) Perform such other duties and activities as may be reasonably required by the City.

RESOLUTION NO. _____

A RESOLUTION CONFIRMING THE EMPLOYMENT OF
JACOB KOPASKA AS CITY GOLF COURSE SUPERINTENDANT

WHEREAS, the City desires to employ a golf course superintendent to manage the maintenance of the Jefferson Community Golf Course; and

WHEREAS, the City has negotiated the terms of an employment contract with Jacob Kopaska of Coon Rapids, Iowa to be the City Golf Course Superintendent, subject to confirmation by the Council.

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

Section 1. The Council confirms the employment of Jacob Kopaska as the City Golf Course Superintendent of the Jefferson Community Golf Course, under the terms outlined in the attached contract for employment.

Section 2. The Council hereby approves the aforementioned employment agreement between Jacob Kopaska and the City.

Section 3. All resolutions and orders, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 13th day of February, 2023.

Craig J. Berry, Mayor

ATTEST:

Roxanne M. Gorsuch, City Clerk

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RESOLUTION NO. _____

A RESOLUTION WAIVING REVIEW OF SHRIVER FAMILY, LLC
PLAT OF SURVEY

WHEREAS, Shriver Family, LLC, owner of the property described herein, requested the City Council of Jefferson to approve a plat of survey prepared by Robert B. Bills of Central Iowa Surveying, LLC dated January 22, 2024 (the "Plat of Survey"), covering the following described property:

Lot 2 of the Southwest Fractional Quarter of Section 18, Township 83 North, Range 30 West of the 5th P.M, Greene County, Iowa;

located between M Avenue and Meadow Avenue which is southwest of Jefferson, Iowa; and

WHEREAS, in accordance with Iowa Code Section 354.9, the City adopted Chapter 166 of the Code of Ordinances, permitting the City to review plats of survey lying in unincorporated areas within two miles of the City's boundaries.

WHEREAS, Sub-Section 166.03(2) of the Code of Ordinances of the City of Jefferson permits the City Council to waive its right to review such plats of survey if the subdivisions will not interfere City rights-of-way, extensions of existing City roads, or development under the City's comprehensive plan.

WHEREAS, the City Engineer and City Administrator determined the Plat of Survey will not interfere with the City's interests and recommended that the City waive its right to review the Plat of Survey; and

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

Section 1. In accordance with Sub-Section 166.03(2) of the Code of Ordinances of the City of Jefferson, the City hereby waives its right to review the Plat of Survey described above.

Section 2. The Mayor, City Clerk and City Administrator are authorized and directed to execute such instruments as may be necessary to confirm the approval of this plat of survey and to take such further action as may be necessary to carry out the intent and purpose of this resolution.

Section 3. 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.

(Remainder of page left intentionally blank – Signatures to follow)

Passed and approved on February 13, 2024.

Craig J. Berry, Mayor

Attest:

Roxanne M. Gorsuch, City Clerk

COUNCIL MEETING

JANUARY 23, 2024

5:30 P.M.

PRESENT: Jackson, Sloan, Wetrich, Zmolek

ABSENT: Ahrenholtz

Craig Berry presided.

Denny Lautner voiced his concerns during open forum.

On motion by Jackson, second by Zmolek, the Council approved the following consent items: January 9, 2024 Council Minutes, appoint Ted Semke to Jefferson Fire Department, approve Neighborhood Improvement Grant application for Terry Morrison for \$1,100, Fareway Stores, Inc., #888, Class E Retail Alcohol License and Casey's General Store #1617, Class E Retail Alcohol License.

AYE: Wetrich, Jackson, Sloan, Zmolek

NAY: None

RESOLUTION NO. 8-24

On motion by Jackson, second by Wetrich, the Council approved Resolution No. 8-24, a resolution setting public hearing regarding a proposal to change the zoning classification for property at 403 W Head Street. The Public Hearing has been set for February 13, 2024 at 5:30 p.m.

AYE: Jackson, Sloan, Wetrich, Zmolek

NAY: None

On motion by Wetrich, second by Zmolek, the Council approved sanitation (2024 Freightliner) and recycling truck (2024 Peterbilt). Recycling will move to "Single Stream" with all recyclables placed in 65-gallon containers that can be collected mechanically. Not to exceed \$728,000.

AYE: Wetrich, Jackson, Sloan, Zmolek

NAY: None

RESOLUTION NO. 9-24

On motion by Jackson, second by Wetrich, the Council approved Resolution No. 9-24, a resolution approving Engagement of Piper Sandler & Co. for assistance with General Obligation Bond underwriting.

AYE: Zmolek, Jackson, Wetrich, Sloan

NAY: None

RESOLUTION NO. 10-24

On motion by Wetrich, second by Zmolek, the Council approved Resolution No. 10-24, a resolution setting date for public hearing and additional action on proposal to enter into a General Obligation Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$1,700,000. The Public Hearing has been set for February 13, 2024 at 5:30 p.m.

AYE: Wetrich, Zmolek, Jackson, Sloan

NAY: None

On motion by Jackson, second by Wetrich, the Council approved to pay half of the cost for a Library Readiness Study with Amperage as the firm. The cost of the study is \$28,000. The City's portion would come from Grow Greene County Gaming Corporation funds.

AYE: Jackson, Wetrich, Sloan, Zmolek

NAY: None

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Kathy Bravard, representative from the Pickleball Committee gave the Council an update on the Pickleball project. On motion by Jackson, second by Zmolek the City Council approved the grant application and to act as the fiscal sponsor for the grant.

AYE: Zmolek, Wetrich, Sloan, Jackson

NAY: None

On motion by Jackson, second by Zmolek, the Council approved the first reading of an ordinance amending the code of ordinances of the City of Jefferson, Iowa, 2017, by amending provision related to organization of the Parks and Recreation Commission.

AYE: Jackson, Wetrich, Zmolek, Sloan

NAY: None

ORDINANCE NO. 634

On motion by Jackson, second by Zmolek, the Council waived the second and third readings and approved the final adoption of an ordinance amending the code of ordinances of the City of Jefferson, Iowa, 2017, by amending provision related to organization of the Parks and Recreation Commission.

AYE: Wetrich, Sloan, Jackson, Zmolek

NAY: None

On motion by Zmolek, second by Sloan, the Council approved the first reading of an ordinance amending the code of ordinances of the City of Jefferson, Iowa, 2017, by amending provision pertaining to oversized water meter surcharges.

AYE: Zmolek, Sloan, Jackson, Wetrich

NAY: None

ORDINANCE NO. 635

On motion by Zmolek, second by Wetrich, the Council waived the second and third readings and approved the final adoption of an ordinance amending the code of ordinances of the City of Jefferson, Iowa, 2017, by amending provision pertaining to oversized water meter surcharges.

AYE: Wetrich, Sloan, Jackson, Zmolek

NAY: None

On motion by Jackson, second by Zmolek, the Council approved the Livestreaming Service Contract agreement with Sebourn Video Services, LLC for livestreaming city council meetings and providing personnel and equipment necessary. The payment cost for each City Council meeting will be \$250 and \$50 addition for each City Council meeting hosted on Zoom or other video conferencing software.

AYE: Jackson, Sloan, Wetrich, Zmolek

NAY: None

On motion by Jackson, second by Wetrich, the Council approved the name "Community Animal Shelter" as the official name of the facility.

AYE: Jackson, Zmolek, Sloan, Wetrich

NAY: None

RESOLUTION NO. 11-24

On motion by Wetrich, and second Jackson, the Council approved Resolution No. 11-24, a resolution approving \$150,000 Economic Development Forgivable Loan agreement with Gregory Hacker and Shirley Hacker for a new event venue "Courtyard on State Street" at 108 W. State Street.

AYE: Wetrich, Sloan, Jackson, Zmolek

NAY: None

RESOLUTION NO. 12-24

On motion by Jackson, and second Zmolek, the Council approved Resolution No. 12-24, a resolution approving \$93,000 Economic Development Forgivable Loan Agreement with Jacob Keller and Jeanna M. Keller at 105 N. Chestnut Street.

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

RESOLUTION NO. 13-24

On motion by Wetrich, and second Sloan, the Council approved Resolution No. 13-24, a resolution approving Engagement of Bolton & Menk, Inc. for General Engineering Services for 2024.

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

The annual report with Thomas Jefferson Gardens was held to update the Council on activities.

Item O removed from the agenda.

Mayor Craig Berry mentioned the passing of John Milligan who was an owner of MHF Engineering and worked as the City Engineer for many years.

There being no further business the Council agreed to adjourn at 6:39 p.m.

Craig Berry, Mayor

Roxanne Gorsuch, City Clerk

SPECIAL COUNCIL MEETING

FEBRUARY 6, 2024

5:30 P.M.

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

Mayor Berry presided.

The Council held a Fiscal Year 2024 – 2025 Budget Priority Workshop.
No action was taken.

On motion by Wetrich, second, by Ahrenholtz, the Council approved setting time and place for a Public Hearing for the Proposed Property Tax Levy. The public hearing has been set for April 2, 2024.

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

There being no further business the Council agreed to adjourn at 6:42 p.m.

Craig J. Berry, Mayor

Roxanne Gorsuch, City Clerk

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Jefferson Public Library

Meeting of the Board of Trustees
Monday, February 12, 2024 6:30 PM
Library 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
 - C. Project updates
 - D. Youth and adult programs
- VI. Old Business
 - A. Readiness study
- VII. New Business
 - A. Friends of the Library
 - B. FY25 Proposed Budget – city, county
 - C. Investments
- VIII. Next Meeting – Monday, March 11, 6:30 pm
- IX. Adjournment