

AGENDA

CITY COUNCIL MEETING

Tuesday, December 10, 2024

5:30 P.M.

CITY HALL COUNCIL CHAMBERS

I. CALL TO ORDER:

II. OPEN FORUM: This is a time for any concerned citizen of Jefferson to speak to the Council on an item that is not on the agenda. Limit of three minutes per speaker.

III. CONSENT ITEMS:

- A. Approve 11/26/24 regular Council Minutes.
- B. Approve 12/3/24 special Council Minutes.
- C. Approve Class E Retail Alcohol License for Shambo Enterprises, Inc., dba Oly's C Store, 208 W. Lincoln Way.
- D. Approve GAX #6 for Centennial Upper Story Housing Grant 23-HSGU-003.
- E. Approval of monthly bills.

IV. NEW BUSINESS:

- A. ORDINANCE Amending the Code of Ordinances of the City of Jefferson, Iowa, 2017, by Adding New Chapter 31 – Animal Appeals Board and Amending Chapters 55 and 56.
- B. RESOLUTION Approving an Amendment to the Economic Development Community Development Block Grant Program Agreement with Jefferson City View Properties, LLC.
- C. RESOLUTION Approving an Amendment to the Economic Development Community Development Block Grant Program Agreement with Pub Adventures, LLC.
- D. RESOLUTION Approving a Façade Rehabilitation Grant for 121 East Lincoln Way.
- E. RESOLUTION Adopting 2 CFR Part 200 Procurement Policies and Procedures.
- F. RESOLUTION Approving Bad Debt Write-Off for April 1, 2019 to December 31, 2020 Utilities.
- G. Consider Approval of Pay Estimate #22 to Shank Constructors, Inc of \$ 579,254.16 for Wastewater Treatment Plant project.
- H. Capital Improvements Plan.
- I. Consider Statement of Goals / Priorities for 2025.

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, December 10, 2024 5:30 p.m.

Animal Appeals Board: The Police Committee has discussed possible changes to the process needed to appeal a charge under the City's animal regulations. A proposed ordinance is included which creates an Animal Appeals Board and sets the criteria needed to appeal to that Board.

City View Amendment: Chris Deal, as the developer of City View Properties, received a CDBG grant to partially fund the second story apartments. Originally, he was awarded a grant of \$435,000. This increased to \$500,000, with \$25,000 committed to Region XII for grant administration. The change in the amount of the CDBG requires a change in Chris' mortgage from \$435,000 to \$475,000 and this amendment also includes a \$25,000 penalty if the grant requirements are not met such that it requires repayment from the City.

Enclosed is an amendment changing the amount of the forgivable loan and the mortgage amount from \$435,000 to \$475,000 and instituting the \$25,000 penalty if needed.

Pub Adventures Amendment: CDBG funds were used to partially fund the Pub Adventures second-story residential project. Their grant was \$500,000. Their agreement is proposed to be amended to clarify that the grant is \$475,000 with \$25,000 committed to Region XII for grant administration

As a requirement of the CDBG, Pub Adventures agrees to abide by the CDBG regulations for a period of time. Originally, their contract required compliance for five years. This compliance period has been reduced to three years.

Enclosed is an agreement making the change to three years and changing the loan amount to \$475,000 with \$25,000 to Region XII for administration.

Tim Heisterkamp Amendment: No Limits Properties, LLC applied for and was awarded a façade grant of \$134,733. As Tim got into the project, the construction costs have increased substantially. Tim has requested that the façade grant amount be increased to the maximum amount of \$150,000. The Downtown Buildings Committee recommends approval of this request. A resolution awarding an additional grant of \$15,267 is included.

Procurement Policy: As a requirement of many federal grants, including funds used for the Middle School project, the City needs to have a procurement policy in place. A recommended policy and a resolution to approve the policy are included herein.

Bad Debt Write-Off: Enclosed is a resolution writing off \$218.52 of utility charges as bad debt. These charges were incurred in 2019 and 2020. The Finance Committee recommends writing off this bad debt.

WWTP Pay Application #22 in the amount of \$921,552.99 includes:

- Aeration tank coatings
- Concrete work on the site
- Piping to the aeration tank

- Mixed liquor tank piping
- Work on the bio-solids load-out
- Electric work
- Digester replacement
- Skim coat on Clarifier 3
- Many other smaller items.

Capital Improvements Plan: The Council will be asked to approve the Capital Improvements Plan as a guiding document. The CIP was e-mailed as a separate attachment.

Goals / Priorities for 2025: Enclosed is a draft of the City's 2025 Goals & Priorities. This was prepared based on the discussion from last Tuesday's planning session as well as some hold-over goals from this current year. The Council is asked to review and approve the goals for 2025.

REMINDER: This is the only City Council meeting for December. There is no City Council meeting on December 24th.

Draw #6 100 East State Street Centennial Building Jefferson, IA	Project Soft Costs	Rehabilitation Costs	Administrative Costs	CDBG Funded	Match Funded	Totals
Westbrooke Construction						
Draw #04	\$0.00	\$62,887.15		\$56,598.00	\$6,289.15	\$62,887.15
Auto Owners Insurance					\$0.00	\$0.00
October Premium	\$202.29			\$182.00	\$20.29	\$202.29
Franks Design Group					\$0.00	\$0.00
Invoice #693	\$15,682.84			\$14,113.00	\$1,569.84	\$15,682.84
					\$0.00	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
					\$0.00	\$0.00
Soft Cost & Construction Cost Total	\$15,885.13	\$62,887.15	\$0.00	\$70,893.00	\$7,879.28	\$78,772.28
Region XII COG						
Region XII COG			\$0.00	\$0.00	\$0.00	\$0.00
Administrative Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Totals	\$15,885.13	\$70,893.00	\$0.00	\$70,893.00	\$7,879.28	\$78,772.28
Breakdown by Funding Source	CDBG (90%)	Match (10%)		CDBG Admin (100%)	Total CDBG	
	\$70,893.00	\$7,879.28		\$0.00	\$70,893.00	\$70,893.00

\$78,772.28

\$78,772.28

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ORDINANCE NO. _____
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY
OF JEFFERSON, IOWA, 2017, BY ADDING A NEW CHAPTER 31 – ANIMAL APPEALS
BOARD AND AMENDING CHAPTERS 55 AND 56

Be it enacted by the City Council of Jefferson, Iowa:

SECTION 1. Chapter Added. Chapter 31 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, be created and therefore be enacted in the following chapter:

**CHAPTER 31
ANIMAL APPEALS BOARD**

31.01 DEFINITIONS. The following terms are defined for use in this chapter.

1. “Board” shall refer to the Animal Appeals Board established in this chapter.
2. “Appellant” shall refer to an applicant who seeks to appeal to the Board.

31.02 BOARD ESTABLISHED. There is established an Animal Appeals Board consisting of five (5) members. The members shall serve without pay but may be reimbursed for actual and reasonable expenses. The members shall be determined as follows:

1. One member shall be the current Mayor.
2. One member shall be the current City Administrator.
3. One member shall be a member of the Council and shall be appointed annually by the Mayor with the approval of the Council.
4. Two members shall be representatives of the Jefferson Police Department. The first shall be the current Police Chief and the second shall be the current Police Captain. These members shall serve for as long as they maintain their rank and positions within the Jefferson Police Department.

31.03 MEETINGS; RULES OF CONDUCT; CONFLICTS OF INTEREST.

1. The Mayor shall serve as the Chairperson of the Board. In their absence, the Board shall select an acting Chairperson. The Chairperson shall have the authority to administer oaths and compel attendance of witnesses.
2. The Jefferson City Clerk shall serve as Secretary of the Board. In their absence, the Board shall select an acting Secretary. The Secretary shall keep minutes of Board proceedings that show the votes of each members, or if absent or abstaining, indicate such fact.
3. Subject to Council override, the Board shall adopt rules and policies to conduct its affairs in accordance with this Ordinance.

4. Meetings shall be held at the call of the chair and at such other times as the Board may determine is appropriate by majority vote.
5. All proceedings shall be open to the public.
6. The Board shall keep records of examinations, hearings and other official acts, which shall be filed with the City Clerk as public records.
7. In the event a member of the Board is personally involved with the circumstances giving rise to the appeal, including but not limited to serving as the responding police officer to the incident or a victim of the animal, an alternate shall serve for that particular appeal. For the purposes of Board composition:
 - a. If the conflict belongs to the Mayor, then the Mayor Pro Tem shall serve for that appeal.
 - b. If the conflict belongs to the City Administrator, then the Finance Officer shall serve for that appeal.
 - c. If the conflict belongs to the Council member, then the Chairperson shall appoint another Council member to serve for that appeal, such appointment to be made at the outset of the appeal hearing.
 - d. If the Conflict belongs to the Police Chief or the Police Captain, the Chairperson shall appoint an alternate representative from the Jefferson City Police Department to serve on the Board for that appeal, such appointment to be made at the outset of the appeal hearing.

31.04 JURISDICTION. The Board shall have jurisdiction to hear and decide appeals of citations and orders issued by City departments and officials resulting from alleged violations of Chapters 55 and 56 of the Code of Ordinances.

31.05 RULES OF APPELLATE PRDOCEDURE. Appeals to the Board shall be initiated and adjudicated as follows:

1. A matter within the jurisdiction of the Board, as specified in Section 31.04 of the Code of Ordinances, may be appealed to the Board by filing a written notice of appeal in compliance with the following procedures:
 - a. A notice of appeal must be filed with the Clerk within ten (10) days receipt of the citation or order. The notice of appeal shall be considered filed when received by the office of the City Clerk or if mailed to the Clerk. However, a notice of appeal delivered by U.S. mail shall be considered to have been timely filed if the postmark date is within the time allowed to file the appeal. For good cause shown to the reasonable satisfaction of the City Clerk, the City Clerk may accept the late filing of a notice of appeal that otherwise complies with the requirements of this section.

- b. A notice of appeal must contain the following information:
- i. The name and residential address of the appellant.
 - ii. Contact information for the appellant, including phone number, mailing address and, if available, an e-mail address to which all further notices may be served.
 - iii. The nature of the decision appealed from, including a case or citation number or date of incident if available.
 - iv. A detailed narrative of the animal incident or circumstances that resulted in the citation or order.
 - v. A description of the animal or animals involved, including name, breed, age, color, size, and status of most recent vaccinations.
 - vi. If the appeal concerns an illegal or vicious animal determination as defined in Chapter 55 of the Code of Ordinances, the following additional materials must be submitted with the notice of appeal:
 1. Written proof of vaccination, microchipping, and City registration of the vicious animal.
 2. A quote for insurance for the vicious animal that satisfies the requirements of Section 55.12(2) of the Code of Ordinances.
 3. If applicable, the location outside of City limits where the animal is being kept.
 4. An acknowledgment signed by the appellant whereby they acknowledge their review and understanding of the confinement, muzzling and other requirements of Section 55.12 of the Code of Ordinances.
 5. An acknowledgement signed by the appellant whereby they acknowledge that if the Board upholds the vicious animal determination, the vicious animal shall not be allowed within City limits until all requirements of the Code of Ordinances are fulfilled, and furthermore, that the appellant shall have ninety (90) days to fulfill said requirements or else the vicious animal designation shall be automatically rescinded.
- c. Notices of appeal that fail to abide by the preceding procedures shall be returned to the Appellant with an explanation of the rejection. Following rejection, an appellant may file a new or corrected notice of appeal subject to the original deadline set forth in Section 31.05(1)(a) of the Code of Ordinances.

- d. Failure to file such written notice of appeal shall constitute a waiver of right to appeal the citation or order of the City.
2. Upon receipt of a timely-filed and proper notice of appeal, the Clerk shall promptly notify the Board and affected City departments or officials. The Police Department or other affected City departments or officials shall thereafter investigate the merits of the appeals and submit all documents related to the alleged violation to the Board.
3. Except in the case of an illegal animal designation, a proper notice of appeal stays all proceeding in furtherance of the decision appealed from unless the stay would, in the Mayor's opinion, pose an imminent peril to life and property. Owners of those animals deemed to be illegal animals must adhere to the requirements under the City Code pending the disposition of the appeal.
4. The Board shall meet and decide on the appeal within twenty-one (21) days of the Clerk's receipt of a notice of appeal.
5. The Board shall fix a reasonable time for the appeals hearing and shall be mailed by U.S. mail to the appellant not less than five (5) days prior to the hearing. The Board shall post notice of the hearing not less than four (4) days and not more than twenty (20) days prior to the hearing.
6. The Board shall make a reasonable effort to notify any persons who would have had direct involvement in the incident, including those persons who were injured or who owned animals that were injured in the incident.
7. In the event the affected department elects to withdraw a decision which is the subject of an upcoming appeal, it shall promptly provide notice to the appellant, Board and Clerk.
8. At the hearing, any party may appear in person, by agent, or by attorney, and may present evidence and arguments to the Board. The Board may exclude evidence that is immaterial, unduly repetitive, or otherwise inappropriate.
9. If the appellant fails to appear at the hearing, the Board may proceed with the hearing and issue a decision in the appellant's absence. The Board may alternatively, at its discretion, deem that the appellants have waived their right to continue the appeal and deny the appeal summarily.
10. The standard of proof is the preponderance of evidence, and the burden belongs to the appellants.
11. The Board may reverse or affirm, in whole or in part, or modify the original decision of the City department.
12. The decision of the Board and its reasons shall be summarized in writing and provided to the appellant and made available as public record.

13. The costs of the administrative hearing, if any, may be assessed against the losing party.
14. Any person aggrieved by the decision of the Board may seek review of that decision by filing an action in the District Court for Greene County, Iowa, within thirty (30) days of the Board's final determination unless more time is provided by an order of the district court or applicable Iowa law.

31.06 ADDITIONAL POWERS AND DUTIES. The Council may by resolution delegate to the Board additional obligations, powers and duties.

SECTION 2. Section Added. Chapter 55 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, is amended and the following Section 55.27 is adopted and added therein:

55.27 APPEALS. Appeals of City decisions regarding alleged violations of this Chapter, including but not limited to vicious animal determinations, shall be adjudicated by the Animal Appeals Board as established by Chapter 31 of the Code of Ordinances.

SECTION 3. Section Added. Chapter 56 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, is amended and the following Section 56.07 is adopted and added therein:

56.07 APPEALS. Appeals of City decisions regarding alleged violations of this Chapter, including but not limited to delinquent licensing fees, shall be adjudicated by the Animal Appeals Board as established by Chapter 31 of the Code of Ordinances.

SECTION 4. 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 5. 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 Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

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I hereby certify that the foregoing ordinance was published in The Jefferson Herald on _____, 2024.

Roxanne Gorsuch, City Clerk

**FIRST AMENDMENT TO
DEVELOPMENT AGREEMENT
FOR 200 EAST STATE STREET**

This Amendment is entered into as of _____, 2024, by and between the City of Jefferson, Iowa (the “**City**”), and Jefferson City View Properties, LLC, an Iowa limited liability company (the “**Developer**”),

WHEREAS, City and Developer entered into an Economic Development Forgivable Loan Agreement (the “**Agreement**”) following adoption of Resolution No. 18-22 on March 22, 2022, whereby the City offered a \$435,000.00 forgivable loan (the “**Loan**”) to Developer conditioned upon Developer’s completion of certain improvements to Developer’s property at 200 East State Street (the “**Property**”) to make the upper story suitable for housing purposes (the “**Project**”);

WHEREAS, Developer made an application to the Iowa Economic Development Authority (the “**IEDA**”) for a Community Block development Grant such that the City would receive a forgivable loan from IEDA to provide the funds for the City to provide the Loan;

WHEREAS, IEDA increased the total award from \$435,000.00 to \$500,000.00 for the Project with \$475,000.00 to be used by the Developer and \$25,000.00 to be utilized by the Region XII Council of Governments;

WHEREAS, both the City and Developer desire to amend the Agreement and accompanying documents, such that the Loan amount should be \$475,000.00 and there is added a \$25,000.00 penalty on Developer should the IEDA rescind its loan to the City;

NOW, THEREFORE, the parties agree as follows:

1. Section 1 of the Agreement is hereby amended such that the \$435,000.00 Loan principal amount is replaced with \$475,000.00.

2. The Agreement is hereby amended to add the following clause to Section 9:

In the event Developer’s default, act, or omission causes the IEDA to rescind the Community Development Block Grant to City for the Project, such that City would be required to repay all or part of the grant to IEDA, Developer shall immediately pay a \$25,000.00 penalty to City.

3. The parties shall prepare and file an amendment to that certain mortgage and promissory note dated March 23, 2022, and filed on March 25, 2022, in Instrument Number 2022-0569, such that the note reflects \$475,000.00 instead of \$435,000.00, and that such note is secured by the mortgage in the amount of \$475,000.00 instead of \$435,000.00.

4. The remainder of the Agreement shall remain unchanged and in full force and effect.

*First Amendment to Development Agreement
Jefferson City View Properties, LLC – City of Jefferson
Signature Page*

DEVELOPER
Jefferson City View Properties, LLC

CITY
City of Jefferson

By: _____
Christopher W. Deal, Manager

By: _____
Craig Berry, Mayor

Attest: _____
Roxanne Gorsuch, City Clerk

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RESOLUTION NO. _____

A RESOLUTION APPROVING AN AMENDMENT TO THE ECONOMIC
DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM AGREEMENT WITH
JEFFERSON CITY VIEW PROPERTIES, LLC

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 15A of the Code of Iowa, may foster economic development for public purposes by providing grants, loans, and other financial benefits to private persons; and

WHEREAS, an Economic Development Forgivable Loan Agreement (the “Development Agreement”) between the City and Jefferson City View Properties, LLC (the “Developer”) pursuant to which agreement the City would make a \$435,000 economic development loan to the Developer for the purpose of making improvements to a building located at 200 East State Street that will make the upper story suitable for housing purposes (the “Project”), was entered into between the City and Developer following the adoption of Resolution No. 18-22 on March 22, 2022; and

WHEREAS, Developer made an application to the Iowa Economic Development Authority (the “IEDA”) for a Community Block Development Grant (the “CBDG”) such that the City would receive a forgivable loan from IEDA to provide the funds for the City to provide the Loan;

WHEREAS, IEDA gave a total award of \$500,000.00 to the Project with \$475,000.00 to be used by the Developer and \$25,000 to Region XII as the grant administrator;

WHEREAS, the Development Agreement provided that the loan proceeds would be forgivable in five annual installments commencing on one month after the IEDA loan to the City is forgiven; and

WHEREAS, no funds have yet been advanced under the Development Agreement; and

WHEREAS, the parties desire to amend the Development Agreement pursuant to the Amendment to Development Agreement, which has been provided to the City Council, such that the City increases its loan to Developer to \$475,00.00 to match the increased IEDA forgivable loan to the City, and to add a clause that the Developer will be liable to pay the City \$25,000.00 in the event Developer causes IEDA’s rescission of the CBDG;

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

Section 1. The Amendment to Development Agreement is hereby approved.

Section 2. 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, including amending the accompanying promissory note and real estate mortgage.

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.

Passed and approved on December 10, 2024.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

**FIRST AMENDMENT TO
ECONOMIC DEVELOPMENT FORGIVEABLE LOAN AGREEMENT
FOR UPPER-STORY RENTAL HOUSING AT 123 NORTH CHESTNUT**

This Amendment is entered into as of _____, 2024, by and between the City of Jefferson, Iowa (the “City”), and Pub Adventures, LLC, an Iowa limited liability company (the “Developer”),

WHEREAS, City and Developer entered into an Economic Development Forgivable Loan Agreement (the “Agreement”) following adoption of Resolution No. 21-22 on March 22, 2022, whereby the City offered a \$500,000.00 forgivable loan (the “Loan”) to Developer conditioned upon Developer’s completion of certain improvements to Developer’s property at 123 North Chestnut (the “Property”) to make the upper story suitable for housing purposes (the ‘Project’);

WHEREAS, Developer made an application to the Iowa Economic Development Authority (the “IEDA”) for a Community Development Block Grant such that the City would receive a forgivable loan from IEDA to provide the funds for the City to provide the Loan;

WHEREAS, IEDA gave a total award of \$500,000.00;

WHEREAS, it is desired that the original award of \$500,000.00 be amended to a \$475,000.00 award to the Developer and \$25,000.00 to Region XII as grant administrator;

WHEREAS, the Development Agreement originally provided for a five-year affordability period which would begin on the receipt of a certificate of occupancy;

WHEREAS, regulations have now been changed to require only a three-year affordability period under the Development Agreement, and the City and Developer desire to amend the Development Agreement to provide for the same.

NOW, THEREFORE, the parties agree as follows:

1. The award of \$500,000.00 is hereby recategorized as an award to the Developer of \$475,000.00 and the remaining \$25,000.00 is to Region XII as grant administrator.
2. All references in the Agreement to a five-year period of affordability are now amended to refer to a three-year period of affordability.
3. The remainder of the Agreement shall remain unchanged and in full force and effect.

SIGNATURE PAGE TO FOLLOW

DEVELOPER

Pub Adventures, LLC

By: _____
Amanda Bills, Manager & Member

CITY

City of Jefferson

By: _____
Craig Berry, Mayor

Attest: _____
Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AMENDMENT TO THE ECONOMIC
DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM AGREEMENT WITH PUB ADVENTURES, LLC

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 15A of the Code of Iowa, may foster economic development for public purposes by providing grants, loans, and other financial benefits to private persons; and

WHEREAS, an Economic Development Forgivable Loan Agreement (the “Development Agreement”) between the City and Pub Adventures, LLC (the “Developer”) pursuant to which agreement the City would make a \$500,000 economic development loan to the Developer for the purpose of making improvements to a building located at 123 North Chestnut that will make the upper story suitable for housing purposes (the “Project”), was entered into between the City and Developer following the adoption of Resolution No. 21-22 on March 22, 2022; and

WHEREAS, Developer made an application to the Iowa Economic Development Authority (the “IEDA”) for a Community Block Development Grant (the “CBDG”) such that the City would receive a forgivable loan from IEDA to provide the funds for the City to provide the Loan;

WHEREAS, it is desired that the original award of \$500,000.00 be amended to a \$475,000.00 award to the Developer and \$25,000.00 to Region XII as grant administrator;

WHEREAS, the Development Agreement originally provided for a five-year affordability period which would begin on the receipt of a certificate of occupancy;

WHEREAS, regulations have now been changed to require only a three-year affordability period under the Development Agreement, and the City and Developer desire to amend the Development Agreement to provide for the same.

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

Section 1. The Amendment to Development Agreement changing the character of the award to \$475,000.00 award to the Developer and \$25,000.00 to Region XII as grant administrator; and to change to a three-year affordability period, is hereby approved.

Section 2. 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, including amending the accompanying promissory note and real estate mortgage.

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.

Passed and approved on December 10, 2024.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

City of Jefferson

Façade Rehabilitation Program Application

Purpose:

The purpose of this grant 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:

- ◆ Grant funds are available on a reimbursement basis only.
- ◆ Grants will generally be awarded on a 50/50 cash match basis.
- ◆ 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: No Limits Properties Project Name: 121 E. Lincoln Way Facade
Contact Person: Tim Heisterkamp Mailing Address: 1305 W. Lincoln Way
City, State, Zip: Jefferson IA 50129 Daytime Phone Number: 515-386-2570 or 370-5021
Fax: 515-386-2276 E-mail: timh@journeyfinancialllc.com
Total Project Cost: \$ 400,000⁰⁰ Amount requesting from this grant program: \$ 15,267⁰⁰
Project Address: 121 E. Lincoln Way
Project Description: East Wall rebrick & Front facade rehab

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.

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Journey Financial, LLC

Estimates

Date of Estimate

Building Cost	\$ 109,000.00
Property tax	\$ 4,472.00
Total Cost to buy the building	\$ 113,472.00

East Wall (outside) demo/rebrick	\$ 179,512.00	does not include windows	9/23/2023
Windows Estimate	\$ 40,000.00	this was an educated guess	NA
Front Facade	\$ 89,954.00		11/16/2023
Mold Removal	\$ 42,673.43		11/12/2023
Inside Remodel			11/12/2023
Demolition of current walls	\$20,000		
Construction of offices, Education Room , Kitchen and restrooms			
HVAC and Plumbing			
Electrical Upgrade			
Flooring			
Total Remodeling Cost	\$ 372,139.43		
Office Furnishings	\$ 125,000.00	this is an uneducated guess	
Totals	\$ 610,611.43		

Current Grants

City of Jefferson 50/50: East	
Wall and Façade	\$ 150,000.00
Inside Remodel: Fogivable Loan	\$ 150,000.00

Private Donation	\$ 20,000.00
Total potential grants	\$ 320,000.00

Local couple would like to donate \$20,000 to Jefferson Matters: Main Street to be used specifically for this project

RESOLUTION NO. _____

A RESOLUTION APPROVING A FAÇADE REHABILITATION GRANT FOR
121 EAST LINCOLN WAY

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Jefferson Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, the Jefferson Urban Renewal Plan, as amended, provides that eligible urban renewal projects include the City providing matching funds for façade rehabilitation projects in the downtown area; and

WHEREAS, No Limits Properties, LLC (the “Applicant”) submitted an application for a façade rehabilitation grant in the amount of \$134,733.00 façade rehabilitation project at 121 East Lincoln Way (the “121 East Lincoln Way Project”), which was awarded at a meeting of the City Council on August 13, 2024, pursuant to Resolution 71-24; and

WHEREAS, the façade project ended up being more extensive and expensive than originally anticipated, and the Applicant has made another application for an additional \$15,267.00, bringing the total value of the requested award to the maximum offered of \$150,000.00;

WHEREAS, Chapter 15A of the Code of Iowa (“Chapter 15A”) declares that economic development is a public purpose for which a City may provide grants, loans, tax incentives, guarantees and other financial assistance to or for the benefit of private persons; and

WHEREAS, Chapter 15A requires that in determining whether funds should be spent, a City Council must consider any or all of a series of factors.

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

Section 1. Pursuant to the factors listed in Chapter 15A, the Council hereby finds that:

- (a) The 121 East Lincoln Way Project will promote diversity and generate new opportunities for the Jefferson and Iowa economies;
- (b) The 121 East Lincoln Way Project will generate public gains and benefits, particularly in the retention of jobs, which are warranted in comparison to the amount of the proposed incentive.

Section 2. The Council further finds that a public purpose will reasonably be accomplished by providing the requested façade rehabilitation grant to the Applicant.

Section 3. The additional façade rehabilitation grant application of the Applicant in the amount of \$15,267.00 is hereby approved and the Mayor, City Administrator, and City Clerk are

hereby authorized and directed to take such actions as may be necessary to carry out the provisions of the grant and the façade grant program.

Section 4. All resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption and approval.

Passed and approved on December 10, 2024.

Criag Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

CITY OF JEFFERSON, IOWA
Procurement Policy

Definitions

- **2 CFR Part 200** - Establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-federal entities.
 - Found here: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- **Conflict of interest** -a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
- **Noncompetitive procurement** - Purchase of property, goods, and/or services, where a competitive method of procurement is not utilized. Noncompetitive procurement can only be awarded if one or more of the situations detailed under Section 4(C)(i) apply.
- **Procurement** - the act of obtaining or purchasing goods or services, typically for business purposes.

1. Introduction and Purpose.

In keeping with its commitment to maintain the highest standards of conduct and ethics, the City of Jefferson, Iowa (“City”) has adopted this Procurement Policy (the “Policy”) to ensure that goods and services purchased by the City are obtained in a cost-effective manner and in compliance with applicable federal and state laws.

The acquisition processes described in this Policy apply to all government-funded purchases made by the City’s employees, directors, officers, or agents (together, “City Purchasers”). Purchases may also be subject to prior funding source approval and additional requirements imposed by grants or contracts. Program directors are responsible for reviewing any such additional requirements and ensuring that contractors and vendors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

2. Code of Conduct.

- A. City Purchasers shall not participate in the selection, award, or administration of a contract if they have a real or apparent conflict of interest. Such a conflict arises when:
 - i. The City Purchaser, any immediate family member (spouse, child, parent, parent-in-law, sibling, or sibling-in-law) partner, or an organization that employs, or is about to employ, any of the above has a direct or indirect financial or other interest in or will receive a tangible personal benefit from a firm or individual considered for the contract award.
 - ii. An “organizational conflict of interest” is created because of a relationship the City Purchaser has with a parent, affiliate, or subsidiary organization that is involved in the transaction such that the City Purchaser is or appears to be unable to be impartial in conducting a procurement action involving the related organization.
- B. City Purchasers shall not solicit or accept gifts, money, gratuities, favors, or anything of monetary value, except unsolicited items or services of nominal value (no greater than \$20)

from vendors, prospective vendors, parties to subcontracts, or any other person or entity that receives, or may receive, compensation for providing goods or performing services for the City.

- C. All City Purchasers shall review and comply with the City's procedures for disclosing, reviewing, and addressing actual and potential conflicts of interest.

3. ***Procurement Requirements and Considerations.***

- A. Competition. All procurements shall be conducted in a manner that provides, to the maximum extent practical, full, and open competition. Procurements shall:

- i. Avoid noncompetitive practices that may restrict or eliminate competition, including but not limited to:
 - a. Unreasonable qualification requirements.
 - b. Unnecessary experience and excessive bonding requirements.
 - c. Noncompetitive pricing practices between firms or affiliated companies.
 - d. Noncompetitive contracts to consultants on retainer contracts.
 - e. Organizational conflicts of interest.
 - f. Specifying "brand name" only instead of allowing "an equal" product.
 - g. Arbitrary actions.
- ii. Not intentionally split a single purchase into two or more separate purchases to avoid dollar thresholds that require more formal procurement methods.
- iii. Exclude contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for a proposal from competing for such procurement.
- iv. Include in any prequalified list an adequate number of current, qualified vendors, firms, or products.
- v. Not preclude potential bidders from qualifying during the solicitation period.
- vi. Not use any geographic preferences (state, local or tribal) in the evaluation of bids or proposals, except where expressly mandated or encouraged by applicable federal statutes.

- B. Profit. For noncompetitive procurements (or when cost analysis is used), profit must be negotiated as a separate element of the procurement price.

- i. To establish a fair and reasonable profit, consider: complexity of work performed, risk borne by contractor, contractor's investment, amount of subcontracting, quality of contractor's record and past performance, and industry profit rates in surrounding geographical area for similar work.
- ii. The City may not use either the cost plus a percentage of cost, or percentage of construction cost methods of contracting.

- C. Minority Owned, Women Owned, and Small Business Vendors. The City is committed to taking all necessary affirmative steps to assure that minority business, women's business enterprises and labor surplus area firms ("MWSB Vendors") are used whenever possible. Such steps include:
- i. Placing qualified MWSB Vendors on solicitation lists;
 - ii. Soliciting MWSB Vendors whenever they are potential sources;
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by MWSB Vendors;
 - iv. Establishing delivery schedules, where requirement permits, which encourage participation by MWSB Vendors;
 - v. Using services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - vi. Requiring the prime contractor, if subcontracts used, to take affirmative steps listed in paragraphs (i) through (v) of this section.
- D. Minimum Bonding Requirements. For construction or facility improvement contracts or subcontracts exceeding the Simple Acquisition Threshold (\$250,000), the requirements for bonding shall, at a minimum, be as follows:
- i. A bid guarantee from each bidder is equivalent to 5% of the bid price.
 - ii. A performance bond on the part of the contractor is for 100% of the contract price.
 - iii. A payment bond on the part of the contractor is for 100% of the contract price.
 - iv. All bonds required in this section are obtained from companies holding certificates of authority as acceptable sureties pursuant to the surety requirements for companies doing business with the United States (31 CFR Part 223).
- E. Solicitations. All solicitations shall incorporate a clear and accurate description of the technical requirements for products or services to be procured. Descriptions:
- i. Must not contain features which unduly restrict competition.
 - ii. May include a statement of the qualitative nature of the material, product, or service to be procured.
 - iii. When necessary, must set forth minimum essential characteristics and standards necessary to satisfy its intended use.
 - iv. Must avoid detailed product specifications if possible.

- v. May use a “brand name or equivalent” description to define performance or other salient requirements when impractical or uneconomical to make a clear and accurate description of technical requirements. Specific named brand features required to be met must be clearly stated.
 - vi. Identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids and proposals.
- F. Considerations. City Purchasers should consider taking the following actions when procuring goods and services:
- i. Conduct a lease vs. purchase analysis, when appropriate, including for property and large equipment.
 - ii. Consolidate or break out procurements to obtain a more economical purchase, if possible.
 - iii. Use value engineering clauses to offer reasonable opportunities for cost reductions in construction contracts for projects of sufficient size.
 - iv. Use time and materials contracts only if no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at their own risk. If such contract is negotiated and awarded, the City must assert a high degree of oversight to obtain reasonable assurance that contractor using efficient methods and effective cost controls.

4. Procurement Methods.

- A. All procurements. All procurements made under this policy shall:
- i. Be necessary, at a reasonable cost, documented, not prohibited by law or the applicable funding source, and made in accordance with this Policy.
 - ii. Avoid acquiring unnecessary or duplicative items.
 - iii. Engage responsible vendors who possess the ability to perform successfully under the terms and conditions of a proposed procurement. City Purchasers shall consider: vendor integrity and qualifications, public policy compliance, past performance record, financial and technical resources, key personnel, and other factors that will provide the best overall value and are deemed to serve the best interests of the City.
- B. Standard Methods. For transactions meeting the specifications set forth in Appendix 1, City Purchasers shall follow the applicable procurement method set forth therein.
- C. Exceptions to Standard Methods.
- i. *Noncompetitive Procurement*. Procurement by solicitation of a proposal from a single source may only be used if at least one of the following apply and is adequately documented:

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- a. The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (refer to Appendix I);
- b. Item is only available from a single source;
- c. Public exigency or emergency will not permit any delay;
- d. Federal awarding agency or pass-through expressly authorizes a noncompetitive procurement in response to a City request; or
- e. After soliciting a number of sources, competition is determined inadequate.

5. **Procurement Procedures.** See Appendix 2 for the City Procurement Procedures.

6. **Contract Provisions.** All City procurement contracts shall contain the applicable contract provisions contained in Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity.

7. **Documentation.**

A. Debarment. The City shall either:

- i. Confirm and document that the vendor is not excluded from doing business with the federal government (see www.sam.gov/SAM/) before entering into a contract; or
- ii. Obtain a signed Debarment Certificate substantially in the form of Appendix 3.

B. Lobbying Certificate. The City shall obtain signed Lobbying Certificates substantially in the form of Appendix 4 for procurements > \$100,000.

C. Records. The City shall maintain records sufficient to detail history of each procurement transaction. These records must include, but are not limited to:

- i. A description and supporting documentation showing rationale for procurement method (e.g., cost estimates);
- ii. Selection of contract type;
- iii. Written price or rate quotations (such as catalog price, online price, email or written quote), if applicable;
- iv. Copies of advertisements, requests for proposals, bid sheets or bid proposal packets;
- v. Reasons for vendor selection or rejection, including relevant panel or committee records, rejection letters and award letter; and
- vi. The basis for the contract price.

8. **Compliance with this Policy.** Program directors shall maintain oversight to ensure that contractors and vendors perform in accordance with the terms, conditions, and specifications of contracts or purchase orders. Violations of this policy may result in disciplinary action, up to and including termination.

Appendix 1
Standard Methods of Procurement

All purchases made by the City and City Purchasers will be approved by the City Council of the City of Jefferson.

Type	Threshold	Method
<i>Micro-purchase</i>	≤ \$10,000	<ul style="list-style-type: none"> - Price must be reasonable - Periodically distribute purchases equitably among qualified vendors
<i>Small Purchase</i>	\$10,000.01 ≤ \$250,000	<ul style="list-style-type: none"> - Obtain written price or rate quotations from at least two qualified vendors - Example documentation: catalog price, online price, email, or written quote
<i>Sealed Bids</i>	> \$250,000	<p>Pre-Solicitation</p> <ul style="list-style-type: none"> - Conduct cost or price analysis <p>Solicitation</p> <ul style="list-style-type: none"> - Publicly advertise invitation for bids - Include specifications or information sufficient for bidders to respond - Provide adequate time to respond - Solicit a sufficient number of bids <p>Bid Review/Selection</p> <ul style="list-style-type: none"> - Open bids at time and place set forth in invite - Award to lowest responsive and responsible bidder - May reject bids for sound, documented reason - Award written, fixed price contract
<i>Competitive Proposals</i>	> \$250,000	<p>Pre-Solicitation</p> <ul style="list-style-type: none"> - Conduct cost or price analysis <p>Solicitation</p> <ul style="list-style-type: none"> - Publicly advertise request for proposals - Identify all evaluation factors and their relative importance - Solicit bids from at least two vendors <p>Proposal Review/Selection Committee as defined by Appendix 2</p> <ul style="list-style-type: none"> - Consider all proposals to maximum extent practical - Use written method to conduct technical evaluations of the proposals - Award contract to bidder with most advantageous proposal, considering price and other factors as defined by Appendix 5 rubric - Award fixed price or cost-reimbursement contract

Appendix 2
City Procurement Procedures

A. New Contract/Purchase Order

1. City Purchaser determines the applicable and appropriate procurement method.
 - a. If micro-purchase or small purchase methods are appropriate, conduct procurement as outlined in the Policy and retain appropriate documentation of quotes and vendor selection, etc. If prior approval is required for the purchase, refer to step 2.
 - b. If sealed or competitive bid methods are required, complete steps 2 through 5.
2. If funding source approval is required, work with CFO or designee to obtain. Depending on the procurement method used, City Purchaser completes Bid Form and submits to City Council as part of the approval process.
3. City Purchaser, in consultation with accounting and legal departments as needed, formalizes the bid packet and submits it to the City Clerk to post to the City's website, cityofjeffersoniowa.org, for prospective vendors to access after completing a short registration.
4. Depending on company thresholds or minimum requirements set for approval, City Purchaser either makes the procurement decision or presents all bid responses to the appropriate committee or personnel.
5. If a purchasing committee is involved, it makes a recommendation on awarding the bid to the CFO. Bid award is reviewed and a final decision made by the CFO.

Appendix 3

Certification Regarding Contract Provisions for Non-Federal Entity Contracts Under Federal Awards Appendix II of 2 CFR Part 200

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be

required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Name of Vendor, Contractor, or Subgrantee: _____

Signature: _____

Name of Authorized Signatory: _____

Title: _____

Date: _____

Appendix 4

***“44 C.F.R. PART 18 APPENDIX A – CERTIFICATION REGARDING LOBBYING”
Certification for Contracts, Grants, Loans, and Cooperative Agreements***

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Contractor’s Authorized Official

Name and Title of Contractor’s Authorized Official

Date

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Appendix 5
Example RFP Decision Rubric

Architectural Design Services		Category Weight	Weight
Category 1	Deliverables	20	
	Adequacy, clarity and completeness of response		10
	Project plan - technical approach to the project		10
Category 2	Price	30	
	Total proposal cost		25
	Additional cost factors		5
Category 3	Capacity	20	
	Number of employees dedicated to project		5
	Past performance on similar size projects		10
	Financial stability		5
Category 4	Company Expertise	30	
	Expertise level of project members		10
	Experience on related projects		10
	Has firm shown innovative designs on past projects		10
TOTAL		100	

Instructions:

Step 1: Add factors in the decision in column B

Make sure you copy formulas if you add rows.

Step 2: Change weights so that they add to 100 (see below cat weight column)

This forces you to understand how important these elements are to you relative to each other.

Step 3: Fill out areas with scores from 1-10

Note for negatives, reverse your thinking (so a high score on negative like risk means it's not risky).

Use category weight subtotals to help guide your weighting.

Note that as you do, the weighted averages are shown as subtotals and absolute totals along the bottom.

Resulting scores are shown at the bottom of each opinion.

Resolution No. _____

RESOLUTION ADOPTING 2 CFR PART 200 PROCUREMENT POLICIES AND PROCEDURES

WHEREAS, as a recipient of Federally awarded funds the City of Jefferson is required to have an up-to-date Procurement Policies and Procedures; and

WHEREAS, it was determined that with various federal funding received, the City needed to adopt the Procurement Policies and Procedures per 2 CFR Part 200.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Jefferson, Iowa as a recipient of Federally awarded funds, adopts the 2 CFR Part 200 Procurement Policies and Procedures as affixed to this resolution and now therefor part of it, and agrees to apply all policies and procedures to the necessary funded projects within the City of Jefferson.

Passed and approved on December 10, 2024.

Criag Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A RESOLUTION APPROVING
BAD DEBT WRITE OFF FOR
APRIL 1, 2019 TO DECEMBER 31, 2020 UTILITIES

WHEREAS, the City of Jefferson has several utility accounts that have become uncollectible;
and

WHEREAS, it is the recommendation of the Finance Committee to write off the uncollectible debts, and the recommendation of the auditor to follow established procedures; and

WHEREAS, the total balance of the uncollectible debt is \$218.52 as shown on the attached aging report.

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

Section 1. The accounts shown on the attached report from April 1, 2019 to December 31, 2020, are hereby deemed uncollectible, and the total sum of the accounts, being \$218.52 is hereby written off as a bad debt.

Section 2. The Mayor, City Administrator, and City Clerk are authorized and directed 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.

Passed and approved on December 10, 2024

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

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ZONE: ALL

CONTRACTS: NO

STAT: All

START DATES: 0/00/0000 THRU 99/99/9999

LAST BILL DATES: 0/00/0000 THRU 99/99/9999

FINAL DATES: 4/01/2019 THRU 12/31/2020

ACCOUNT NO#	NAME	LAST PAY	ST	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
01-003830-10	THE JEFFERSON FIVE LLC	10/15/2020	F					32.64	32.64
01-004980-08	PARKER, JENNIFER	3/30/2020	I						0.00
01-006100-17	GARREANS, MARK	11/12/2019	I						0.00
01-010900-00	LANDUS COOPERATIVE	3/16/2020	F						0.00
01-014550-01	MCDOWELL, JASON/MICHELLE	8/21/2019	F	0.59CR					0.59CR
01-025450-03	WHITE OAK STATION #84	8/20/2019	I						0.00
01-026200-13	GERHARDT, PATRICK	4/01/2019	I						0.00
01-031060-04	FIELDS, MICHELLE	5/24/2019	I						0.00
01-031400-00	REDFERN, LINDA	2/18/2020	I						0.00
01-033413-28	KELLY, LORRAINE	10/22/2019	I						0.00
01-033610-10	BINKLEY, TRAY/ABBEY	7/12/2019	F					124.61	124.61
01-033790-07	SLOAN, CHAD	10/28/2020	I						0.00
01-051941-05	BRADSHAW, CHARLIE	5/15/2019	I						0.00
01-053090-09	NELSON, MERI	3/15/2019	I						0.00
01-073210-03	BRADLEY HOUSE	3/09/2020	I						0.00
01-083510-15	JOHNSTON, TYLER	11/09/2020	I						0.00
01-113610-12	EASTERDAY, MARK	4/15/2020	F					61.86	61.86
01-143050-12	HENSCHIED, JENNY	6/10/2019	I						0.00
01-143142-22	GEIGLE, MERSADEES A	5/02/2019	I						0.00


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 **** BOOK # :0001 TOTAL ACCOUNTS: 19 0.59CR 0.00 0.00 0.00 219.11 218.52
 =====

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 REPORT TOTALS TOTAL ACCOUNTS: 19 0.59CR 0.00 0.00 0.00 219.11 218.52
 =====

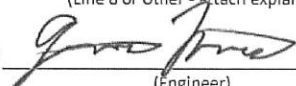
Contractor's Application for Payment No. 22 (twenty-two)	
Application Period: 11/1/2024 to 11/30/2024	Application Date: 11/30/2024
To (Owner): City of Jefferson 200 N Chestnut St, Jefferson, IA	From (Contractor): Shank Constructors, Inc. 3501 85th Avenue North, Brooklyn Park, MN
Owner's DWSRF Number: 1445	Contractor's Contract Number: 1316
Via (Engineer): Bolton & Menk Ames, IA	
Engineer's Project Number: 134997	
Project: Jefferson WWTP	
Contract:	

Application For Payment - Change Order Summary		
Approved Change Orders		
Number	Additions	Deductions
CO 1	\$ 185,359.09	
CO 2	\$ 62,089.77	
CO 3	\$ 117,779.30	
CO 4	\$ 51,468.45	
CO 5	\$ 156,971.11	
CO 6	\$ 113,226.99	
Totals:	\$ 686,894.71	\$ -
Net Change by Change Order:	\$ 686,894.71	

1. Original Contract Price.....	\$ 17,504,700.00
2. Net change by Change Orders.....	\$ 686,894.71
3. Current Contract Price (Line 1 ± 2).....	\$ 18,191,594.71
4. Total Completed and Stored to Date (Column F on Progress Estimate).....	\$ 16,686,249.27
5. Retainage	
a. 5.0% X \$ 16,346,105.72 Work Completed.....	\$ 817,305.28
b. 5.0% X \$ 340,143.55 Stored Material.....	\$ 17,007.17
c. Early Release of Retainage.....	\$ -
d. Total Retainage (Line 5a + Line 5b - Line 5c).....	\$ 834,312.45
6. Amount Eligible to Date (Line 4 - Line 5d).....	\$ 15,851,936.82
7. Less Previous Payments (Line 6 from prior Application).....	\$ 15,272,682.66
8. Amount Due This Application.....	\$ 579,254.16
9. Balance to Finish, Plus Retainage (Column G on Progress Estimate + Line 5 above).....	\$ 2,339,657.89

Contractor's Certification	
<p>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.</p>	
By: 	Date: 11/30/2024

Payment of: \$579,254.16
(Line 8 or other - attach explanation of the other amount)

is recommended by:  12/6/2024
(Engineer) (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): 0				Application Number: 22 (twenty-two)			
Application Period: 11/1/2024		to 11/30/2024		Application Date: 11/30/2024			
A	B	Work Completed		E	F	G	
		C	D				
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	\$ 43,967.90	\$ -		\$ -	0.00%	\$ 43,967.90
	Allowances - Enviromix	\$ 525,000.00	\$ 480,400.00		\$ 480,400.00	91.50%	\$ 44,600.00
	Chemical Feed Allowance	\$ 127,140.00	\$ -		\$ -	0.00%	\$ 127,140.00
	PCO#03 Temporary Main Power Relocation	\$ 6,076.00	\$ 6,076.00		\$ 6,076.00	100.00%	\$ -
	PCO#04 Slide Gate Removal From Contract	\$ (28,401.00)			\$ -	0.00%	\$ (28,401.00)
	PCO#09 UV Cabinet Support	\$ 6,943.36	\$ 6,943.36		\$ 6,943.36	100.00%	\$ -
	PCO#10 Digester Blower Soft Starts	\$ 16,305.35	\$ -		\$ -	0.00%	\$ 16,305.35
	PCO#13 Operation Building VCT Tile Add	\$ 1,894.59	\$ 1,894.59		\$ 1,894.59	100.00%	\$ -
	PCO#17 Aeration Tanks Coating	\$ 218,335.52	\$ 145,630.00	\$ 72,705.52	\$ 218,335.52	100.00%	\$ -
	PCO#19 Underground Piping Conflict	\$ 33,651.08	\$ 33,651.08		\$ 33,651.08	100.00%	\$ -
	PCO#20 UV Trough Drain	\$ 3,559.76	\$ 3,559.76		\$ 3,559.76	100.00%	\$ -
	PCO#21 Access Hatches Drains and Plumbing	\$ 7,691.83	\$ -	\$ 7,691.83	\$ 7,691.83	100.00%	\$ -
	PCO#22 18" DIP Underground Removal	\$ 15,375.60	\$ 15,375.60		\$ 15,375.60	100.00%	\$ -
	PCO#23 V-GS-1&2 Explosion Proof Change	\$ 12,646.83	\$ -	\$ 5,950.00	\$ 5,950.00	47.05%	\$ 6,696.83
	PCO#24 Aeration Tank Collection Box Height Change AT3	\$ 6,729.85	\$ -	\$ 6,729.85	\$ 6,729.85	100.00%	\$ -
	PCO#25 Reroute AT#3 EDI (Sump Pit)	\$ 7,252.16	\$ 7,252.16		\$ 7,252.16	100.00%	\$ -
	PCO#27 Underground Rework Add 45	\$ 4,489.47	\$ 4,489.47		\$ 4,489.47	100.00%	\$ -
	PCO#28 V-WAS-24&25 Relocate	\$ 4,111.86	\$ 4,111.86		\$ 4,111.86	100.00%	\$ -
	PCO#29 Stainless Sleeves Control Complex	\$ 3,718.77	\$ 3,718.77		\$ 3,718.77	100.00%	\$ -
	PCO#31 V-PP-1 Operator Access	\$ 1,565.44	\$ 1,565.44		\$ 1,565.44	100.00%	\$ -
	PCO#34 Pretreatment Slide Gate	\$ 862.03	\$ -		\$ -	0.00%	\$ 862.03
	PCO#35 Control Complex Roofing Mod.	\$ 1,226.30	\$ 1,226.30		\$ 1,226.30	100.00%	\$ -
	PCO#36 Clarifier 1 Center Pier Plumbing	\$ 11,464.13	\$ 11,464.13		\$ 11,464.13	100.00%	\$ -
	PCO#37 Reusing Ductwork For ERU-2	\$ (1,490.00)	\$ -	\$ (1,490.00)	\$ (1,490.00)	100.00%	\$ -
	PCO#38 OAL-8 Louver Size Change	\$ 1,072.32	\$ -	\$ 1,072.32	\$ 1,072.32	100.00%	\$ -
	PCO#39 Biosolids Loadout Compressor Pads	\$ 7,126.51	\$ -	\$ 7,126.51	\$ 7,126.51	100.00%	\$ -
	PCO#41 Grit Tank Baffle Wall Replacement	\$ 9,884.95	\$ -	\$ 9,884.95	\$ 9,884.95	100.00%	\$ -
	PCO#42 Blower 8 Additional Conduit and Conductors	\$ 1,250.30	\$ -	\$ 1,250.30	\$ 1,250.30	100.00%	\$ -
	PCO#44 New Wall Brackets For Mechanical Units	\$ 1,043.77	\$ -	\$ 1,043.77	\$ 1,043.77	100.00%	\$ -
	PCO#49 Grit Classifier Solenoid Wiring	\$ 1,263.25	\$ -	\$ 1,263.25	\$ 1,263.25	100.00%	\$ -
	PCO#50 Demo Buried Digester	\$ 2,814.04	\$ -	\$ 2,814.04	\$ 2,814.04	100.00%	\$ -
	PCO#51 Digester Temp Heat and Roofing	\$ 13,865.47	\$ -		\$ -	0.00%	\$ 13,865.47
	PCO#53 UV Disinfection Exterior Stairs	\$ 2,720.98	\$ -	\$ 2,720.98	\$ 2,720.98	100.00%	\$ -
	PCO#54 Added Bollards Near Loadout	\$ 3,841.58	\$ -	\$ 3,841.58	\$ 3,841.58	100.00%	\$ -
		\$ -	\$ -		\$ -	#DIV/0!	\$ -
Division 02							
	Site Removals	\$ 86,400.00	\$ 86,400.00		\$ 86,400.00	100.00%	\$ -
	Demo SST Tank	\$ 445,800.00	\$ 445,800.00		\$ 445,800.00	100.00%	\$ -
	Strip Top Soil	\$ 25,700.00	\$ 25,700.00		\$ 25,700.00	100.00%	\$ -
	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	\$ 78,400.00		\$ 78,400.00	100.00%	\$ -
	Excavation AET Lift Station	\$ 326,185.00	\$ 326,185.00		\$ 326,185.00	100.00%	\$ -
	Excavation Rapid Mix Tank	\$ 98,200.00	\$ 98,200.00		\$ 98,200.00	100.00%	\$ -
	Excavation Ferric Slab	\$ 9,500.00	\$ 9,500.00		\$ 9,500.00	100.00%	\$ -
	Splitter Box Bypass	\$ 55,100.00	\$ 27,550.00		\$ 27,550.00	50.00%	\$ 27,550.00
	Grading Sidewalks	\$ 9,900.00	\$ 4,950.00		\$ 4,950.00	50.00%	\$ 4,950.00
	Top Soil Placement	\$ 12,900.00	\$ -		\$ -	0.00%	\$ 12,900.00
2370.0	Erosion Control	\$ 20,000.00	\$ 19,300.00		\$ 19,300.00	96.50%	\$ 700.00
	Site Concrete	\$ 75,600.00	\$ 42,350.00	\$ 23,250.00	\$ 65,600.00	86.77%	\$ 10,000.00
2920.0	Seeding	\$ 5,000.00	\$ 2,300.00		\$ 2,300.00	46.00%	\$ 2,700.00
	30" & 24" PP to Splitter Box	\$ 444,950.00	\$ 444,950.00		\$ 444,950.00	100.00%	\$ -
	6" & 8" ST & 4" PD East	\$ 155,920.00	\$ 155,920.00		\$ 155,920.00	100.00%	\$ -
	Piping Rapid Mix Area	\$ 253,380.00	\$ 160,610.00		\$ 160,610.00	63.39%	\$ 92,770.00
	6" ST & 12" RAS by AET Lift Station	\$ 172,880.00	\$ 172,880.00		\$ 172,880.00	100.00%	\$ -
	16" MLR to Aeration	\$ 558,620.00	\$ 508,090.00	\$ 50,530.00	\$ 558,620.00	100.00%	\$ -
	HDPE/Utility Water	\$ 161,250.00	\$ 156,900.00	\$ 4,350.00	\$ 161,250.00	100.00%	\$ -

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A		B	Work Completed		E	F		G
			C	D		Total Completed to Date (C + D)	% (F/B)	
Specification Section Number	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
	Aeration Tank Demo	\$ 28,770.00	\$ 19,190.00	\$ 9,580.00		\$ 28,770.00	100.00%	\$ -
	Headworks Demo	\$ 11,150.00	\$ 11,150.00			\$ 11,150.00	100.00%	\$ -
	Blower Building Demo	\$ 8,150.00	\$ 8,150.00			\$ 8,150.00	100.00%	\$ -
	Clarifiers Demo	\$ 421,920.00	\$ 421,920.00			\$ 421,920.00	100.00%	\$ -
	Biosolids Demo	\$ 83,510.00	\$ 83,510.00			\$ 83,510.00	100.00%	\$ -
	Disinfection Demo	\$ 6,500.00	\$ -			\$ -	0.00%	\$ 6,500.00

A		B	Work Completed		E	F		G
			C	D		Total Completed to Date (C + D)	% (F/B)	
Specification Section Number	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				Balance to Finish (B - F)
Division 03								
	Concrete - Anoxic Basin	\$ 1,155,800.00	\$ 1,155,800.00			\$ 1,155,800.00	100.00%	\$ -
	Concrete - Biosolids Loadout	\$ 132,700.00	\$ 132,700.00			\$ 132,700.00	100.00%	\$ -
	Concrete - Rapid Mix	\$ 127,900.00	\$ 127,900.00			\$ 127,900.00	100.00%	\$ -
	Concrete - Biosolids Control	\$ 33,600.00	\$ 33,600.00			\$ 33,600.00	100.00%	\$ -
	Concrete - Ferric Chloride	\$ 33,600.00	\$ 33,600.00			\$ 33,600.00	100.00%	\$ -
	Concrete - Misc	\$ 39,395.00	\$ 35,920.00			\$ 35,920.00	91.18%	\$ 3,475.00
	Precast Plank	\$ 30,500.00	\$ 30,500.00			\$ 30,500.00	100.00%	\$ -
Division 04								
	Masonry	\$ 155,440.00	\$ 155,440.00			\$ 155,440.00	100.00%	\$ -
Division 05								
	Metals Installation	\$ 44,650.00	\$ 44,650.00			\$ 44,650.00	100.00%	\$ -
	Misc Metals Supply	\$ 111,960.00	\$ 111,960.00			\$ 111,960.00	100.00%	\$ -
Division 06								
	Wood Blocking	\$ 56,600.00	\$ 56,600.00			\$ 56,600.00	100.00%	\$ -
Division 07								
	7535.0 Roofing & Sheet metal	\$ 169,000.00	\$ 169,000.00			\$ 169,000.00	100.00%	\$ -
	Sealants	\$ 33,500.00	\$ 10,100.00			\$ 10,100.00	30.15%	\$ 23,400.00
Division 08								
	HM Doors & Frams	\$ 6,705.00	\$ 6,705.00			\$ 6,705.00	100.00%	\$ -
	Hatches & Door Instalaltion	\$ 39,500.00	\$ 39,500.00			\$ 39,500.00	100.00%	\$ -
	Hatches & Door Instalaltion	\$ 25,000.00	\$ 25,000.00			\$ 25,000.00	100.00%	\$ -
Division 09								
	Clarifier 1	\$ 98,560.00	\$ 98,560.00			\$ 98,560.00	100.00%	\$ -
	Clarifier 2	\$ 102,070.00	\$ 102,070.00			\$ 102,070.00	100.00%	\$ -
	Carifier 3	\$ 98,560.00	\$ 98,560.00			\$ 98,560.00	100.00%	\$ -
	Sludge Storage Tank	\$ 160,373.00	\$ 160,373.00			\$ 160,373.00	100.00%	\$ -
	Anoxic Basin	\$ 56,328.00	\$ 56,328.00			\$ 56,328.00	100.00%	\$ -
	Aeration Lift Station	\$ 78,692.00	\$ 78,692.00			\$ 78,692.00	100.00%	\$ -
	Biosolids Building	\$ 33,512.00	\$ 30,904.00	\$ 2,608.00		\$ 33,512.00	100.00%	\$ -
	Operations Building	\$ 68,924.00	\$ 68,924.00			\$ 68,924.00	100.00%	\$ -
	Pump room	\$ 36,941.00	\$ 36,941.00			\$ 36,941.00	100.00%	\$ -
	Rapid Mix Tank	\$ 31,590.00	\$ 31,590.00			\$ 31,590.00	100.00%	\$ -
Division 11								
	Equipment							
	11000.0 Vessco direct Supplied Equipment	\$ 1,348,516.00	\$ 1,274,922.00			\$ 1,274,922.00	94.54%	\$ 73,594.00
	11266.0 UV Disinfection Equipment	\$ 247,600.00	\$ 247,600.00			\$ 247,600.00	100.00%	\$ -
	11315.0 Rotary Lobe Pumps	\$ 114,118.00	\$ 114,118.00			\$ 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	\$ 356,634.00			\$ 356,634.00	100.00%	\$ -
	11372.0 Blowers	\$ 129,230.00	\$ 129,230.00			\$ 129,230.00	100.00%	\$ -
	11374/75 Fine Pore Membrane Aeration Equip	\$ 159,150.00	\$ 79,660.00			\$ 79,660.00	50.05%	\$ 79,490.00
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	\$ 37,422.00			\$ 37,422.00	66.00%	\$ 19,278.00
	MLR 1, 2, 3	\$ 7,100.00	\$ 4,780.00			\$ 4,780.00	67.32%	\$ 2,320.00
	Headworks Equipment	\$ 20,500.00	\$ 20,500.00			\$ 20,500.00	100.00%	\$ -
	Blower Building Equipment	\$ 31,300.00	\$ 31,300.00			\$ 31,300.00	100.00%	\$ -
	Clarifiers Install	\$ 71,600.00	\$ 47,734.00			\$ 47,734.00	66.67%	\$ 23,866.00
	Was Pumps	\$ 4,830.00	\$ 4,830.00			\$ 4,830.00	100.00%	\$ -
	Disinfection Install	\$ 3,990.00	\$ 3,990.00			\$ 3,990.00	100.00%	\$ -
	RAS/PST Pumps	\$ 49,350.00	\$ 41,700.00			\$ 41,700.00	84.50%	\$ 7,650.00
	Flexzone - Anoxic Basin	\$ 20,680.00	\$ 20,680.00			\$ 20,680.00	100.00%	\$ -
	Flexzone - Storage Tank	\$ 68,550.00	\$ 68,550.00			\$ 68,550.00	100.00%	\$ -
	Flexzone - Aeration	\$ 61,450.00	\$ 40,557.00	\$ 7,550.00		\$ 48,107.00	78.29%	\$ 13,343.00
	Course Bubble Digester	\$ 17,800.00	\$ -			\$ -	0.00%	\$ 17,800.00
	Course Bubble WAS	\$ 4,800.00	\$ 4,800.00			\$ 4,800.00	100.00%	\$ -
	Aeration Overflows	\$ 12,350.00	\$ 8,265.00			\$ 8,265.00	66.92%	\$ 4,085.00
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 Footing 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%	\$ -

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A		B	Work Completed		E	F		G
			C	D		Total Completed to Date (C + D)	% (F/B)	
Specification Section Number	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				Balance to Finish (B - F)
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%	\$ -
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	\$ 27,600.00	\$ 7,300.00		\$ 34,900.00	100.00%	\$ -
	Process Piping (Valve Repl)	\$ 290,100.00	\$ 276,200.00			\$ 276,200.00	95.21%	\$ 13,900.00
	Mixed Liquor Return Piping	\$ 289,560.00	\$ 241,930.00	\$ 23,650.00		\$ 265,580.00	91.72%	\$ 23,980.00
	Sludge Transfer Piping	\$ 50,080.00	\$ 50,080.00			\$ 50,080.00	100.00%	\$ -
	Aeration Piping	\$ 391,900.00	\$ 258,654.00	\$ 75,400.00		\$ 334,054.00	85.24%	\$ 57,846.00
	RAS Piping	\$ 121,280.00	\$ 60,640.00			\$ 60,640.00	50.00%	\$ 60,640.00
	WAS Piping	\$ 68,040.00	\$ 68,040.00			\$ 68,040.00	100.00%	\$ -
	Supernatant Piping	\$ 5,520.00	\$ 5,520.00			\$ 5,520.00	100.00%	\$ -
	Chemical Piping	\$ 158,881.00	\$ 109,200.00	\$ 9,500.00		\$ 118,700.00	74.71%	\$ 40,181.00
	Mechanical Mobilization	\$ 93,320.00	\$ 93,320.00			\$ 93,320.00	100.00%	\$ -
	Plumbing Demolition	\$ 12,995.00	\$ 12,995.00			\$ 12,995.00	100.00%	\$ -
	HVAC Demolition	\$ 40,565.00	\$ 40,565.00			\$ 40,565.00	100.00%	\$ -
	Plumbing Rough-In	\$ 51,605.00	\$ 47,880.00	\$ 3,300.00		\$ 51,180.00	99.18%	\$ 425.00
	Plumbing Insulation	\$ 6,300.00	\$ 2,100.00	\$ 4,000.00		\$ 6,100.00	96.83%	\$ 200.00
	HVAC Ductwork Rough-In	\$ 78,125.00	\$ 78,125.00			\$ 78,125.00	100.00%	\$ -
	HVAC Equipment	\$ 643,105.00	\$ 626,100.00	\$ 6,600.00		\$ 632,700.00	98.38%	\$ 10,405.00
	Temperature Controls	\$ 54,935.00	\$ 50,600.00	\$ 2,000.00		\$ 52,600.00	95.75%	\$ 2,335.00
	Ductwork Insulation	\$ 4,400.00	\$ -	\$ 4,400.00		\$ 4,400.00	100.00%	\$ -
	Testing and Balancing	\$ 13,750.00	\$ -			\$ -	0.00%	\$ 13,750.00
Division 16								
	Preliminary Documents and Submittals	\$ 25,000.00	\$ 25,000.00			\$ 25,000.00	100.00%	\$ -
	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	\$ 100,000.00			\$ 100,000.00	100.00%	\$ -
	Site Electrical Labor	\$ 150,000.00	\$ 88,000.00	\$ 40,000.00		\$ 128,000.00	85.33%	\$ 22,000.00
	Site Electrical Materials	\$ 210,000.00	\$ 166,700.00	\$ 20,000.00		\$ 186,700.00	88.90%	\$ 23,300.00
	Generator Labor	\$ 65,000.00	\$ -	\$ 25,000.00		\$ 25,000.00	38.46%	\$ 40,000.00
	Generator Materials	\$ 448,000.00	\$ 77,000.00			\$ 77,000.00	17.19%	\$ 371,000.00
	Blower Building Labor	\$ 80,000.00	\$ 61,000.00	\$ 5,000.00		\$ 66,000.00	82.50%	\$ 14,000.00
	Blower Building Materials	\$ 285,000.00	\$ 240,000.00	\$ 5,000.00		\$ 245,000.00	85.96%	\$ 40,000.00
	Final Clarifiers Labor	\$ 37,000.00	\$ 25,500.00			\$ 25,500.00	68.92%	\$ 11,500.00
	Final Clarifiers Materials	\$ 15,000.00	\$ 15,000.00			\$ 15,000.00	100.00%	\$ -
	Bio Solids Control Complex Labor	\$ 50,000.00	\$ 32,800.00	\$ 8,000.00		\$ 40,800.00	81.60%	\$ 9,200.00
	Bio Solids Control Complex Materials	\$ 155,000.00	\$ 90,500.00	\$ 10,000.00		\$ 100,500.00	64.84%	\$ 54,500.00
	Disinfection Building Labor	\$ 40,000.00	\$ 15,000.00			\$ 15,000.00	37.50%	\$ 25,000.00
	Disinfection Building Materials	\$ 95,000.00	\$ 68,500.00			\$ 68,500.00	72.11%	\$ 26,500.00
	Preliminary Treatment Building Labor	\$ 25,000.00	\$ 14,500.00	\$ 3,000.00		\$ 17,500.00	70.00%	\$ 7,500.00
	Preliminary Treatment Building Materials	\$ 75,000.00	\$ 73,400.00	\$ 1,600.00		\$ 75,000.00	100.00%	\$ -
	Rapid Mix Structure Labor	\$ 20,000.00	\$ -			\$ -	0.00%	\$ 20,000.00
	Rapid Mix Structure Materials	\$ 10,000.00	\$ 2,000.00	\$ 4,000.00		\$ 6,000.00	60.00%	\$ 4,000.00
	Aeration Tanks Labor	\$ 20,000.00	\$ 1,500.00	\$ 13,000.00		\$ 14,500.00	72.50%	\$ 5,500.00
	Aeration Tanks Materials	\$ 10,000.00	\$ 3,000.00	\$ 6,000.00		\$ 9,000.00	90.00%	\$ 1,000.00
	Bio Solids Loadout Building Labor	\$ 75,000.00	\$ 40,250.00	\$ 25,000.00		\$ 65,250.00	87.00%	\$ 9,750.00
	Bio Solids Loadout Building Materials	\$ 185,000.00	\$ 130,700.00	\$ 40,000.00		\$ 170,700.00	92.27%	\$ 14,300.00
	Anoxic Basin Labor	\$ 35,000.00	\$ 16,100.00	\$ 5,000.00		\$ 21,100.00	60.29%	\$ 13,900.00
	Anoxic Basin Materials	\$ 75,000.00	\$ 37,300.00	\$ 23,000.00		\$ 60,300.00	80.40%	\$ 14,700.00
	Communication/Fiber Labor	\$ 45,000.00	\$ 8,100.00			\$ 8,100.00	18.00%	\$ 36,900.00
	Communication/Fiber Materials	\$ 100,000.00	\$ 57,500.00			\$ 57,500.00	57.50%	\$ 42,500.00
	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	\$ 62,089.77			\$ 62,089.77	100.00%	\$ -
CO 3	Electrical Upgrades VFD's & Metering	\$ 117,779.30	\$ 60,000.00	\$ 20,000.00		\$ 80,000.00	67.92%	\$ 37,779.30
CO 4	UV Epoxy Injection & Keegaurd Roof Edge	\$ 51,468.45	\$ 51,468.45			\$ 51,468.45	100.00%	\$ -
CO 5	Digester Replacement	\$ 156,971.11	\$ -	\$ 54,650.00		\$ 54,650.00	34.82%	\$ 102,321.11
CO 6	Clarifier 3 Skim Coating	\$ 113,226.99	\$ 51,303.00	\$ 61,963.99		\$ 113,266.99	100.04%	\$ (40.00)
	Total	\$ 18,191,594.71	\$ 15,619,268.83	\$ 726,836.89	\$ 340,143.55	\$ 16,686,249.27	91.73%	\$ 1,505,345.44

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Stored Material Summary

Contractor's Application

For (Contract): 0		11/1/2024 to 11/30/2024				Application Number: 22 (twenty-two)				
Application Period:		11/30/2024				Application Date: 11/30/2024				
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	4, 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" Flg 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" DJ 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	\$ 9,261.64
	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	\$ 101,138.90
	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		\$ 51,765.00	\$ 1,800.01
	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	\$ -
C3129-1	Unit Heat & Curbs	Johnston	Aug-2023	\$ 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
C3139-3	Louvers	Johnston	Oct-2023	\$ 10,000.00	\$ 10,000.00	\$ -
17228	UV Equipment	Onsite	Oct-2023	\$ 222,840.00	\$ 222,840.00	\$ -
5284	Rotary Lobe Pumps	Onsite	Oct-2023	\$ 114,118.00	\$ 114,118.00	\$ -
54063-6	DIP Flanged Fittings	Onsite	Nov-2023	\$ 11,437.45	\$ 11,437.45	\$ -
137622	Portable Hoist	Onsite	Dec-2023	\$ 9,456.00	\$ 9,456.00	\$ -
181121	BarScreen&Wash	Onsite	Dec-2023	\$ 88,677.00	\$ 88,677.00	\$ -
303119	Fine & course Aeration	Onsite	Dec-2023	\$ 71,618.00	\$ 71,618.00	\$ 36,058.00
C3139-7	HRU-1,2	Onsite	Jan-2024	\$ 298,500.00	\$ 298,500.00	\$ -
PayApp2	Nozzles, Headers, Piping, Anchors, & Supports (Eviro Mix)	Onsite	Feb-2024	\$ 307,125.00	\$ 307,125.00	\$ 104,045.00
PayApp3	Valves Modules & MCP	Onsite	Feb-2024	\$ 94,500.00	\$ 94,500.00	\$ -
PayApp7	Dampers	Onsite	Mar-2024	\$ 40,000.00	\$ 40,000.00	\$ 16,200.00
PayApp4	Enviromix Compressor	Onsite	Apr-2024	\$ 15,611.84	\$ 15,611.84	\$ -
V11769	Vortex Pumps	Onsite	Jun-2024	\$ 25,000.00	\$ 25,000.00	\$ -
306341	Digester Material	Onsite	Nov-2024	\$ 23,340.00	\$ 23,340.00	\$ 23,340.00
				\$ -	\$ -	\$ -
	Totals			\$ 2,465,567.67	\$ 2,488,907.67	\$ 340,143.55

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Partial Pay Estimates Paid-to-Date

Contractor's Application

For Jefferson WWTP (Contract): 0		Application Number: 22 (twenty-two)	
Application Period:	From: 11/1/2024	To: 11/30/2024	Application Date: 11/30/2024
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
12	2/20/2024	\$ 1,375,826.10
13	3/18/2024	\$ 934,255.65
14	4/12/2024	\$ 644,423.24
15	6/3/2024	\$ 1,064,975.37
16	6/17/2024	\$ 652,161.94
17	7/26/2024	\$ 313,818.67
18	8/16/2024	\$ 1,082,569.81
19	9/13/2024	\$ 401,516.55
20	10/15/2024	\$ 726,850.26
21	11/18/2024	\$ 921,552.99
22		
23		
24		

Total Estimates Paid to Date: \$ 15,272,682.66

Total Construction Cost: \$ 15,272,682.66

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GOALS / PRIORITIES FOR 2025

1. Housing: Complete the Rural Housing Readiness Assessment. Develop a comprehensive plan to address housing needs, development options including available lands, and incentives from the City and other entities.
2. Golf Course Improvements Explore options for a new clubhouse and housing development around the site.
3. Technology: Explore technologies to increase efficiency of City Hall and all City operations; explore opportunities for additional e-commerce applications; explore payroll options.
4. Citizen Engagement: Using traditional means and modern methods via technology, encourage information exchange and two-way communication with the public.
5. Downtown Buildings: Complete Downtown Building improvements that are currently in progress or in the pipeline. Analyze future needs as downtown re-development winds down.
6. Business Recruitment & Support: Working with GCDC, reinvigorate business and industry recruitment and efforts in support of existing businesses.
7. Staff Development: Continue to support departments in attracting and retaining qualified employees and doing succession planning. Encourage Professional Development for all staff members. Assure all required training is completed.
8. Non-Profits: Develop a reporting process to receive updates of funds used and justification for future requests from all non-profits to which the City provides funds.
9. Tourism: Develop specific, measurable initiatives for how the City may support Tourism efforts.
10. Policy Issues: Consider policy issues including backyard chickens and fireworks.
11. Projects: Implement the items Included in the Capital Improvements Plan. Including
 - Sidewalk projects: Westwood / Lincoln Way Neighborhood and continuing handicap ramp installations.
 - Daubendiek Park Improvements: water, sewer & electricity to modern restroom.
 - Equipment replacement / upgrade per schedule.
 - Long-term projects for Library and Rec Center.

COUNCIL MEETING

November 26, 2024

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Berry presided.

No citizens spoke during Open Forum.

On motion by Jackson, second by Zmolek, the Council approved the following consent items: November 12, 2024 Council Minutes, sidewalk payment to Rowland Construction for 105 & 107 South Olive Street in the amount of \$6,475.00, Recycling Overpayment Settlement Agreement with Westview Village, Limited Partnership in the amount of \$18,000.00, and Cancel December 24th, 2024 Council meeting.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

Minutes for SOFA Public Hearing

City of Jefferson

November 26, 2024: 5:30 P.M.

A public hearing was held during the regular City Council Meeting on November 26, 2024 at 5:30 P.M. to provide interested persons with the opportunity to be heard and have their opinions made known on the 100 East State Street Upper Story Conversion project. The notice of the public hearing was published in Bee and Herald on November 14, 2024. A representative from Region XII Council of Governments, as grant administrator, provided a report on the status of the overall program. Jefferson received \$435,071 of CDBG funds to provide funding for the creation of two upper story rental units. Both of the rental units will serve households at or below 80% of the county AMI. The assistance is in the form of a 5-year non-receding forgivable loan and targets Upper Story conversion issues. Construction is approximately 53% complete on the units. The project is scheduled to be substantially complete by 12/31/2024, well ahead of the 2/28/2026 completion date. Expenditures to date are \$251,973.04 of which \$187,527.00 has been requested from CDBG equaling 43% of the total CDBG funds. 100% of the CDBG funds spent benefit LMI households.

It was noted that the public has reasonable access to all local meetings, project records and other information relating to the use of these CDBG funds at either Jefferson City Hall or at the Region XII Council of Government building.

No comments were received.

On motion by Ahrenholtz, second by Wetrich, the Council approved to close the Public Hearing at 5:33 P.M.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

RESOLUTION NO. 89-24

On motion by Zmolek, second by Sloan, the Council approved Resolution No. 89-24, a resolution approving TD Hunter, LLC plat of survey.

AYE: Jackson, Ahrenholtz, Zmolek, Sloan, Wetrich

NAY: None

RESOLUTION NO. 90-24

On motion by Jackson, second by Wetrich, the Council approved Resolution No. 90-24, a resolution approving an application to the assistance to Firefighters Grants Program. JFD desires to apply for a grant to assist with the purchase of a new firetruck, the cost of which is estimated to be \$465,000.00. City hereby commits 5% match of the project, contingent upon the awarding of a grant for the Project.

AYE: Sloan, Ahrenholtz, Jackson, Zmolek, Wetrich

NAY: None

Proposals for Videography service were received from Sebourn Video Services, LLC for \$200.00 per meeting and Art of Aeries for \$260.00 per meeting.

On motion by Jackson, second by Sloan, the Council approved Live Streaming Service with Sebourn Video Services, LLC for \$200.00 per meeting.

AYE: Jackson, Zmolek, Wetrich, Sloan, Ahrenholtz

NAY: None

Ken Paxton, GCDC Director updated the Council on Greene County Development Corporation activity. On motion by Ahrenholtz, second by Wetrich, the Council approved the quarterly payment of \$12,500.00 to GCDC.

AYE: Zmolek, Ahrenholtz, Jackson, Sloan, Wetrich

NAY: None

There being no further business the Council agreed to adjourn at 5:44 p.m.

Craig J. Berry, Mayor

Roxanne Gorsuch, City Clerk

**SPECIAL CITY COUNCIL MEETING
DECEMBER 3, 2024
5:30 P.M.**

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Berry presided.

Council met for a planning session, reviewed the Capital Improvements Plan, reviewed priorities for current year and discussed goals for the upcoming year.

No action taken.

There being no further business the Council agreed to adjourn at 7:32 p.m.

Craig J. Berry, Mayor

Roxanne Gorsuch, City Clerk

MINUTES

AIRPORT COMMISSION MEETING MONDAY DECEMBER 2, 2024, 12:00 P.M. AIRPORT OFFICE

ATTENDEES: Scott Peterson, Ryan Stott, Larry Teeples, Birton Davis, Dan Benitz, Joyce Richardson, Steve Harrison joined by telephone, Carl Byers and Joe Roenfeldt joined by zoom meeting.

MEETING CALLED TO ORDER AT 12:05 P.M.

- I. OPEN FORUM – no citizens present
- II. MINUTES FROM PREVIOUS MEETING – Joyce did a quick overview of the previous meeting minutes and Larry made motion to approve, Ryan seconded the motion. The minutes to the prior meeting were approved.
- III. DISCUSSION ITEMS
 - A. FUEL FARM PROJECT UPDATE – Joe and Carl gave an update on the current standing. The state D.O.T. did not approve a portion of funding for a new fuel farm. The federal has agreed to fund both Avgas and jet fuel projects. This will include a new credit card reader as well. With federal grant money, nothing old can be used, everything must be new. If we do a multi-year funding project, then we can possibly have the project completed several months faster than if we waited another year. The grant and design in the spring of 2025, BIL application in the spring of 2025, fiscal 2025 grants need to be in place around June/July 2025. Some work could possibly get started in the fall of 2025 and then it will get finished in the calendar year of 2026. This will consist of two tanks, 10,000 gallons for avgas and 12,000 gallons for jet fuel. The funding could potentially be 95% from the federal with a 5% local match. Carl and Joe said we are more likely to look at a 90% federal and 10% local match. The worst-case scenario will be \$140,000 on the local side. Ryan made a motion to approve the multiyear decision, Steve seconded the motion, all remaining voting members in attendance were in favor. Scott to complete the FAA portion of the okay of the project so we can get the go letter. Carl said once we get the go letter then we will do a stand-alone engineering contract.

- B. *C.I.P. APPROVAL – Scott, Joe, Carl and the commission discussed the capital improvement plan, and the commission voted to keep it as is with Ryan making a motion to approve, Larry seconded the motion, all remaining voting members in attendance were in favor. Joe will submit the C.I.P. to the F.A.A. upon the recommendation of the commission.*
- C. *FISCAL YEAR 2025/2026 BUDGET – Scott reviewed the upcoming budget with the members in attendance. It was noticed that the insurance ran over budget by \$26 last fiscal year, so Scott is having the finance officer discuss the numbers with Jim Unger in case an increase in budget needs done.*
- D. *OFFICE AND HANGAR MX ISSUES – Currently we have #2, #6, #12, #17, and #25 open. Ryan said he would talk with Perry and Boone about their waiting lists. UPDATE – Birton spoke with Jack in Perry and Jack gave Birton a list of people they had waiting. Birton forwarded the list on to Joyce and Joyce has calls out to them and is currently waiting for call backs.*

IV. *OLD BUSINESS*

- A. *PAPI lights are now working*
- B. *Derek Teeples fixed the drain that keeps freezing.*

V. *NEW BUSINESS*

- A. *Cleaning guy quit so the airport will need to find someone to clean once a week. Birton may know of someone who might be interested. He will check and see. Joyce will stop over and clean and stock the bathrooms weekly until a new cleaning person is hired.*

A MOTION TO ADJOURN THE MEETING WAS MADE BY RYAN AT 12:58 P.M. AND LARRY SECONDED THE MOTION. ALL OTHER VOTING MEMBERS WERE IN FAVOR.

Minutes were completed by Joyce Richardson, City of Jefferson Utility billing Clerk

Jefferson Public Library

Meeting of the Board of Trustees
Monday, December 9, 2024 6:30 PM
Library – Adult Department

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
 - E. Friends of the Library report
- VI. Old Business
 - A. Library Expansion: Readiness Study Committee update
- presentation of final report
 - B. FY2025-2026 Budget proposal – salaries, insurance
- VII. New Business
 - A. Investment
 - B. City Capital Improvement Plan
- VIII. Next Meeting – Monday, January 13 at 6:30 pm
- IX. Adjournment