

AGENDA

CITY COUNCIL MEETING

Tuesday, January 14, 2025

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 12/10/24 regular Council Minutes.
- B. Approve Class E Retail Liquor License for Casey's #1617
- C. Approve GAX #7 for Centennial Upper Story Housing Grant 23-HSGU-003.
- D. Approval of monthly bills.

IV. NEW BUSINESS:

- A. RESOLUTION Confirming the Appointment of City Engineer, City Building Inspector, City Clerk, City Attorney.
- B. RESOLUTION: Designating the Jefferson Herald as the Official Newspaper for the Legal Publications of the City of Jefferson.
- C. 2025 Committee Appointments.
- D. 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.
- E. RESOLUTION Setting Forth Tree Removal Assistance Administration.
- F. RESOLUTION Approving Social Media and Mass Texting Policy.
- G. Hire Water Operator.
- H. Consider Approval of Pay Estimate #23 to Shank Constructors, Inc of \$ 278,729.48 for Wastewater Treatment Plant Project.

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, January 14, 2025 5:30 p.m.

Appoint City Officials & Newspaper: At the first Council meeting of the year several procedural issues are addressed. The City Clerk, Building Inspector, City Engineer, and the City Attorney are appointed annually. A resolution is included.

Also included is a resolution designating the Jefferson Herald as the City's newspaper for official publications. The Herald was designated last year but that did not include a designated time period. This resolution makes the designation permanent until changed by the Council.

Committee Appointments: Enclosed is a list of Mayoral appointments for Committees and Mayor Pro-Tem for 2025. No changes are proposed.

Animal Appeals Board: A proposed ordinance is enclosed creating an Animal Appeals Board and setting the criteria needed to appeal to that Board. This would be the second reading of this ordinance.

Tree Removal Assistance Administration: Enclosed is a resolution establishing the administrative rules for the Tree Removal Assistance Fund.

Social Media and Mass Texting Policy: Enclosed is a policy regarding City employees' use of social media and rules governing the City's social media presence. This policy also contains rules for the use of the Mass Texting system. This policy has been reviewed by the Finance / Personnel Committee and is recommended for approval.

Hire Water Employee: The selection committee has completed interviews for the Water Operator position and recommends the hiring of Michael Carlson, pending a physical and drug screen. Mike will be at Tuesday's meeting and will begin work on January 21st.

WWTP Pay Application #23 in the amount of \$278,729.48 includes:

- Piping around rapid mix tank.
- Roofing sealant.
- Aeration tank install; Fine pore aeration equipment.
- Mixed liquor & aeration piping.
- Generator.
- Communication / fiber materials & install.

BUDGET FY 2025		General Accounting Expenditure						DOCUMENT NUMBER 7								
		DATE 1/10/2025		ACCTG PERIOD (mm/yy)												
VENDOR CODE				AGENCY NAME												
VENDOR NAME AND ADDRESS City of Jefferson 220 North Chestnut Jefferson, Iowa 50129				BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Ave., Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS								
TERMS		FOB		ORDER APPROVED BY				GOODS RECEIVED/SERVICES PERFORMED								
								DATE INITIALS								
QUANTITY				VENDOR'S INVOICE NUMBER 7												
ORDERED	RECEIVED	UNIT OF MEASURE	Request for Payment under CDBG Contract Number: <u>23-HSGU-003</u> Report Number: <u>7</u>						UNIT PRICE	TOTAL PRICE 87,919.00						
DOCUMENT TOTAL								87,919.00								
CLAIMANT'S CERTIFICATION						AGENCY CERTIFICATION										
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.						I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:										
DATE		TITLE				CODE OR CHAPTER SECTION(S)										
CLAIMANT'S SIGNATURE						AUTHORIZED SIGNATURE										
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) GAX	DOC NUMBER 7		DOC DATE	ACCTG PRD	BUDGET FY #####	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE 1	INT IND	INT SELLER FUND	INT SELLER AGCY					
VENDOR CODE 219431		ADDR OVERRIDE	F/A INDICATOR	EFT IND Y	TEXT -po's only (Y/N)			TEXT (po's only)								
REF DOC TYPE	REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE # 7		COMMODITY CODE	GS CONTRACT								
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0340	269	4610	23			4125							87,919.00		
02																
03																
04																
05																
06																
07																
DOCUMENT TOTAL												87,919.00				

GAX

WARRANT #

AUDITED BY

PAID DATE

3

RESOLUTION NO. _____

A RESOLUTION CONFIRMING THE APPOINTMENT CITY ENGINEER, CITY BUILDING INSPECTOR, CITY CLERK, CITY ATTORNEY

WHEREAS, in accordance with Chapters 18, 20, 26, and 155 of the Code of Ordinances of the City of Jefferson, Iowa, the City Council of the City of Jefferson is required annually to appoint the City Engineer, City Building Inspector, City Clerk, and City Attorney.

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

Section 1. The City Council confirms the appointment of Bolton & Menk, Inc. as City Engineer.

Section 2. The City Council confirms the appointment of Chad Stevens as City Building Inspector, who is also designated as a Code Enforcement Officer.

Section 3. The City Council confirms the appointment of Roxanne Gorsuch as City Clerk.

Section 4. The City Council confirms the appointment of David F. Morain of Hoyt, Morain & Hommer, P.C., as City Attorney.

Section 5. The Mayor, City Administrator, and City Clerk are hereby authorized and directed to take such further action as may be necessary to carry out the intent and purpose of this resolution such as the execution of any employment agreements or service contracts necessary to obtain the regular services of the Appointees.

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

PASSED AND APPROVED this 14th day of January, 2025.

Craig Berry, Mayor

ATTEST:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A RESOLUTION DESIGNATING THE JEFFERSON HERALD AS THE OFFICIAL
NEWSPAPER FOR THE LEGAL PUBLICATIONS OF THE CITY OF JEFFERSON

WHEREAS, Iowa Code Section 362.3 and Iowa Code Chapter 618 require municipalities to publish legal notices and information concerning city matters in a newspaper of general circulation within city limits, published at minimum once a week; and

WHEREAS, the Jefferson Herald meets the requirements of the Iowa Code to serve as the designated newspaper for the legal publications of the City of Jefferson.

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

Section 1. The Council hereby selects the Jefferson Herald as the designated newspaper for the City of Jefferson's legal publications. The designation shall be indefinite until further action by the City Council.

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

PASSED AND APPROVED this 14th day of January 2025.

Craig Berry, Mayor

ATTEST:

Roxanne Gorsuch, City Clerk

CITY COUNCIL COMMITTEE APPOINTMENTS 2025

Mayor Pro-Tem: Jackson

Airport: Sloan

Animal Shelter: Jackson

Bell Tower Foundation: Wetrich

Cemetery: Jackson

Chamber/Jefferson Main Street: Sloan

Downtown Buildings: Sloan & Zmolek

Finance: Mayor Berry, Ahrenholtz & Zmolek

Fire: Mayor Berry & Sloan

GCDC: Ahrenholtz

Golf Course: Wetrich

Grow Greene County Gaming Corporation: Wetrich

Highway 30: Sloan

Housing: Ahrenholtz & Jackson

LEC Entity: Mayor Berry & Zmolek

Library: Jackson

Park & Rec: Jackson & Wetrich

Police: Mayor Berry & Zmolek

P & Z: Mayor Berry

Street, Water, Sewer, Sanitation: Ahrenholtz & Sloan

Recycling: Wetrich

Wage & Benefits: Ahrenholtz & Zmolek

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

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

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A RESOLUTION SETTING FORTH
TREE REMOVAL ASSISTANCE ADMINISTRATION

WHEREAS, the City of Jefferson, Iowa (the "City"), by its Resolution 87-24 passed on November 12, 2024, created the Tree Removal Assistance Subfund for the City of Jefferson and allocate \$50,000.00 thereto for the succeeding fiscal year; and

WHEREAS, the City Council desires to set forth the rules by which residents of the City may apply for financial assistance from the Tree Removal Assistance Subfund so that dead, dying and diseased trees may be professionally removed in an effort to improve safety to persons and property, while generally promoting beautification of the City.

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

Section 1. The Council hereby enacts the following administrative rules for the Tree Removal Assistance Subfund:

- A. The only properties eligible for tree removal assistance are owner-occupied residences that are owned by residents of the City of Jefferson, and those vacant lots immediately contiguous to the owner-occupied residence that are also owned by residents of the City of Jefferson.
- B. The maximum amount of assistance that can be applied for by an applicant is \$5,000.00. Funds can be used to remove more than one tree at the applicant's residence. The financial assistance will be in the form of a loan, not a grant.
- C. Applications will be processed on a first-come, first-served basis. There will be no income threshold for applicants, but the intention of the Tree Removal Assistance Subfund is to assist those applicants for which the cost of removing a tree is a significant financial burden.
- D. Although the impetus for the creation of the Tree Removal Assistance Subfund is the spread of the emerald ash borer, applicants can apply for financial assistance in removing any species of tree. The City's Code Enforcement Officer shall be charged with deciding whether or not a tree is dead, dying or diseased, in his sole discretion.
- E. All applications must include a written tree removal quote from a qualified tree removal contractor. To be a qualified tree removal contractor, the contractor must have general liability insurance of not less than \$500,000.00 per occurrence.
- F. The City shall approve or deny a completed application within 30 days of its submission.

- G. The tree removal contractor shall remove the subject tree or trees within one (1) year of the approval of an application. Upon completion of the tree removal, the City shall pay the contractor directly. The City's Code Enforcement Officer shall be responsible for determining if the removal of a tree has or has not been completed.
- H. Upon payment by the City to the contractor, the resident applicant shall be responsible for repayment of that amount to the City. Interest shall accrue from the date of payment to the contractor at a rate equal to the short term Applicable Federal Rate (AFR) then in effect, as published monthly by the Internal Revenue Service.
- I. The maximum length of time for repayment for tree removal will be five (5) years. Minimum monthly payments shall be \$50.00. Written appeals regarding the monthly payment amount may be made directly to the City Council. The City may assess the unpaid portion to the Greene County Treasurer, to be collected along with real estate taxes. The application submitted to the City for financial assistance will include language confirming that the applicant agrees to the voluntary assessment through the office of the Greene County Treasurer.

Section 2. The Mayor, City Clerk, and City Administrator are authorized to take such further action and promulgate additional rules and regulations 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 January 14, 2025.

Criag Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

City of Jefferson, Iowa
Social Media & Mass Texting Policy
Effective Date: _____

To assist in making responsible decisions about an employee's use of social media, and to provide guidance on the use of social media for the City as an organization, the City of Jefferson has established these guidelines for appropriate use of social media. These guidelines are not meant to address one particular form of social media, rather social media in general, as technology will inevitably change, and new tools will emerge.

This policy applies to **ALL** employees who work for the City.

Definitions

- *Posting:* Any writing, image, video, download, audio file, and hyperlink to other websites, or media which is downloaded, referenced, inserted, published, or placed upon any social media site.
- *Social media or site:* Includes, but is not limited to, electronic communications, applications, websites, and platforms through which users create or connect with online communities to share, post, view, or otherwise engage with information, ideas, personal messages, photographs, videos, and other content. Examples of the types of social networking sites covered by this policy include, but are not limited to: blogs, LinkedIn, Facebook, Google+, Twitter, YouTube, or Instagram, photo and video sharing sites, micro-blogging, podcasts, wikis, news sites, as well as viewable comments posted on the Internet and/or social media sites.

Guidelines for Personal Use of Social Media

All City employees are expected to use City computers, tablets, mobile phones, computer applications and programs, internet resources and network communications in a responsible, professional, ethical, and lawful manner always. This includes use of all social media utilizing these devices. Employees should be aware that all content, including social media, on these devices **is not private** and the employer could access any information saved to, accessed by, created on, transmitted on, downloaded to, exchanged over, or discussed on these devices, including social media, at any time. Consequently, **employees have no reasonable expectation of privacy when engaging in these activities and employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone.**

In addition, employees are expected to follow all other City policies with regard to their use of social media (*for example, City Employee Handbook or departmental SOP*). Any employee who violates this policy may be subject to disciplinary action.

The same principles and guidelines found in City policies and these basic beliefs apply to an employee's activities online. Ultimately, an employee is solely responsible for what the employee posts online. The employee may be personally responsible for any litigation that may arise should the employee make unlawful defamatory, slanderous, or libelous statements.

Know and Follow the Rules

Carefully read this policy in its entirety and ensure an employee's postings are consistent with these policies. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject an employee to disciplinary action up to and including termination.

Employees' Personal Use of Social Media

- Employees should limit their use of social media during working hours or on equipment provided by the City unless such use is work-related or authorized by a supervisor.
- Employees may not, unless expressly authorized in writing, make statements on behalf of the City on the employee's social media accounts. If a City employee has not received such express permission and the employee wishes to make a work-related statement on his/her social media that identifies that person as a City employee it is recommended that the employee include a qualifying statement in substantially the following form: *"The views I express on this site are my own and do not reflect any official view or position of the City of Jefferson."* The employee should include a disclaimer indicating that the opinions are the employee's personal opinions not the opinion of the City.
- Employees shall not use City provided e-mail accounts to sign up for or access social media unless expressly authorized to do so by the employee's supervisor.
- Employees shall have no expectation of privacy if they access their social media using City e-mail, City networks, City servers, City internet, City devices, and/or any other City resources.
- Employees shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment with the City unless expressly authorized. In addition, employees are expected to respect the privacy of their co-workers and citizens and must take steps to protect the privacy and confidentiality of others.
- Employees are not to use the City's intellectual property such as trademarks, logos, letterhead, etc. when posting on social media or in any other actions, unless expressly authorized in writing. This includes posting pictures of yourself or others wearing City uniforms or other apparel bearing the City's name or logo when the activity in the photos violates the policies in this Employee Handbook.
- Employees shall not post material that is abusive, obscene, libelous, threatening, profane or otherwise inappropriate about the City, its employees, or citizens.
- Employees shall not post material that may be construed to be discriminatory, harassing, or retaliatory under local, state, or federal law about the City, its employees, or citizens.
- Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law.
- Nothing in this policy is intended to infringe upon any employee's legitimate First Amendment rights and employees are free to express themselves as private citizens on social media sites. The intent of this policy is to prevent employees from engaging in unlawful speech, improperly impairing the working relationships of this City, impeding the performance of City duties and/or negatively affecting the public perception of the City. As public employees, employees are cautioned that speech made pursuant to an

employee's official duties is not protected speech under the First Amendment and may form the basis for discipline.

Guidelines for City Sanctioned Use of Social Media

This policy applies to the use of social media to interact with the public by City employees in their capacity as a City employee.

Social media improves interactivity between a city department and the public, and it reaches populations that do not consume traditional media as frequently as others do. Therefore, city departments are encouraged to enhance their communications strategies by using social media websites. In doing so, however, city departments should take care to choose the types of social networks that make the most sense for their type of information and that give emphasis to tools that provide more information across multiple outlets to the broadest audience.

All department communication tools should be used in ways that maximize transparency, maintain the security of the network, and are appropriate and professional. Social media is no exception. Regardless of the social media used, the purpose is to communicate information to the public, and, where requested by the city, to receive the public's feedback and comments on specific topics of importance to the city. The City does not, by using any form of social media, intend to establish an unlimited public forum in which persons are free to post comments or opinions. The city must retain control over the content of its pages, including comments and postings by members of the public.

- I. **Approval and Administration**
The establishment and use by any City Department of City social media sites are subject to approval by the City Administrator or his/her designee. All City of Jefferson social media sites shall be administered by the Department Director or his/her designee.
- II. **Compliance with Applicable Laws and Policies**
Users of all City social media shall adhere to applicable federal, state and local laws, regulations and policies.
- III. **Website Primary Source**
The city website should remain the primary source of official documents and be linked to in social media posts. Informational items posted on city social media sites should also be available on the main city website. The city website at www.cityofjeffersoniowa.org will continue to serve as the main information source. Items that serve a more timely response and need for dissemination may be pushed out on city social media accounts rather than be posted on the city website.
- IV. **Conduct Requirements when Posting on Behalf of City.**
An employee representing the City of Jefferson using social media sites must conduct themselves at all times as a representative of the City and be in accordance with City policies. As examples, employees posting on behalf of the City should utilize appropriate and professional language, attire, and profile pictures. Employees who fail to conduct themselves in a positive and professional manner will be subject to disciplinary action procedures as defined in the Employee Handbook.
Official City posts shall follow these key principles:

- Department Directors or their designee are responsible for authorization, administration, and password management for departmental social media sites.
- If the social media site allows interaction (i.e., comment from the public) it must clearly state that: (1) There is no intention to create a public forum; (2) The City reserves the right to eliminate comments entirely or to edit them.
- Employees who act as account administrators of social media sites will act in compliance with acceptable use guidelines such as no personal commentary, political, or private business activities.
- If an account is used for City purposes the entire account is subject to Iowa Open Records Law provisions and may also be subject to federal laws protecting the privacy of children.

V. Vendor Access

Vendors are only permitted access to post for specific pre-approved content items. Access to other areas of the account (e.g., analytics, account settings, user engagement tools, etc.) is strictly prohibited unless otherwise authorized in writing.

All content to be posted by vendors must be pre-approved by an authorized city government representative prior to publishing. This includes text, images, videos, and any accompanying media or links.

Vendors may not:

- Modify account settings (e.g., passwords, security settings, profile information).
- Respond to user comments or messages.
- Alter posts made by city officials or other designated personnel.
- Remove, edit, or hide any existing content.

VI. Commenting on third-party sites regarding City Business.

The City of Jefferson may become a subject in a media outlet that allows interaction (e.g. blogs, comment portions of online news sources). Elected officials and approved City staff are permitted to communicate with the media as a spokesperson and to comment in these forums as official representatives of the City of Jefferson.

VII. Misinformation.

If a City employee finds a posting or comment about the City of Jefferson that contains incorrect information, they are to report it to their supervisor as soon as possible. Additionally, comments posted by employees that contain intentionally misleading or inaccurate information may lead to disciplinary action up to and including termination.

VIII. Unacceptable uses.

The City considers the activities and uses of social media listed below to be unacceptable. Employees are prohibited from engaging in any of them on a social media account established by the City or a City department.

- i. Using social media in a manner that does not comply with federal, state, and local laws and regulations, and with City and department policies.

- ii. Using social media in a manner that:
 1. Violates the terms of contracts governing the use of any social media content, including but not limited to, software and other intellectual property licenses;
 2. Contains confidential or “for official use only” information or information that compromises the security of City networks or information systems.
 3. Violates the terms of use governing the social media account
 4. Discloses actual or potential claims and litigation involving the City.
 5. Discloses any personal, sensitive, or confidential information about anyone.
 6. Includes content prohibited in the comment policy.
 7. For any political purposes.
 8. To conduct private commercial transactions or to engage in private business activities. Except to acknowledge donations and program supporters.
 9. Endorsement or recommendation of any private business.
 10. Posting of personal commentary on City policy.

This list is not exhaustive. Questions about particular uses of social media or particular social media content should be directed to the City Administrator or his or her designee.

IX. Comment Policy

In accordance with the City’s purpose to use social media as a mechanism to disseminate information to the public, that is, to engage in government speech, the City reserves the right to disable, or prevent commenting on any of its social media pages. The City reserves the right to remove comments subject to, but not limited to, the following guidelines:

- Comments not related to the topic of discussion;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Sexual content or links to sexual content;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems; or
- Content that violates a legal ownership interest of any other party.

X. Monitoring for Compliance

Departments shall monitor their social media sites for comments requesting responses from the City and for usage in violation of this policy.

XI. Disclaimer

In addition to Terms of Service (TOS) and Terms of Use posted by the social media site City departments must include on their sites disclaimer language making it clear that the

City of Jefferson is not responsible for information posted by users to the site and must include contact information for requesting removal of objectionable content.

The City's acceptable Disclaimer and Terms of Use are:

Disclaimer

The City of Jefferson's social media and web pages are produced and maintained under the City Administrator's Office. Links to other Internet sites should not be construed as an endorsement of the views contained therein.

The City of Jefferson:

- Does not control or guarantee the accuracy, relevance, timeliness or completeness of information contained on a linked website.
- Does not endorse the organizations sponsoring linked websites or the views they express or the products/services they offer.
- Cannot and does not authorize the use of copyrighted materials contained in linked websites. Users must request such authorization from the sponsor of the linked website.
- Does not guarantee that external websites comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.
- Does not endorse or support opinions or views expressed by users of the City of Jefferson's social media or web pages.
- Is not directed to children and will delete any information about a child under the age of 13 that may have been inadvertently collected upon becoming aware of such information.
- The Iowa Open Records Act applies to records of the City so that content on this site which is kept as a record of the City is subject to public disclosure requirements.

Terms of Use

The City of Jefferson expects that participants will treat each other with respect.

- The use of vulgar, offensive, defamatory, pejorative, sexual, threatening or harassing language is prohibited.
- The City of Jefferson's social media and web pages are not open to the promotion or advertisement of a business or commercial transaction.
- Users are prohibited from posting any copyrighted content without the copyright holder's express permission or material protected by other intellectual property laws.
- The City of Jefferson does not intend to create a public forum on this site or any City of Jefferson social media site. This site is not for use by the public as a place for expressive activity. Users are prohibited from the posting of abusive and profane comments, and from content relating to politics, religion, supporting or opposing political candidates or issue advocacy, promoting illegal activity, or which is not topically related to the City's particular request for public feedback.
- The City reserves the right to eliminate comments/postings entirely if deemed in violation of this policy or any applicable law.
- Contact scottp@cityofjeffersoniowa.org or call 515-386-3111 in order to report the posting of materials infringing a third party's intellectual property rights, identifying information about children, or other illegal materials or content.

User Generated Content (UGC)

Users of the City of Jefferson's social media and web pages are fully responsible for the content they load to the City of Jefferson's social media and web pages. The user is responsible for all copyright and intellectual property laws associated with this content. Contact scottp@cityofjeffersoniowa.org or call 515-386-3111 in order to request removal of infringing materials.

Media Contacts

All media inquiries for official City responses should be directed to the City Administrator's office. Employees should not speak to the media for official responses on the City's behalf without contacting a Department Head, City Administrator or City Attorney.

Open Records

The City's social media sites or social media activity conducted on City devices or regarding City business, even if the employee considers the social media personal in nature, are considered public records. Social media users should be aware that these types of communications are considered public records and, consequently, must be handled in compliance with the Iowa Code Chapter 22 Public Records law. If requested, the City may be compelled to disclose public records to third-party requestors. The City in its sole discretion and pursuant to Chapter 22 of the Iowa Code shall determine whether postings on its social media websites or other social media activity related to the City are public records and whether exemptions from disclosure apply.

These guidelines are intended to ensure that City departments' social media sites are secure and appropriately used and managed by outlining "best practices" for the use of social media in City of Jefferson government. Thus, the suggestions provided in these guidelines are designed to protect city employees and ensure consistency across departments when incorporating social media into their mission.

If an employee has questions or needs further guidance regarding any aspect of this social media policy, please contact the City Administrator.

Mass Texting Service Policy

Purpose

The City of Jefferson's mass texting service is a communication tool designed to disseminate urgent, timely, or important information to residents, businesses, and visitors. The service aims to enhance public safety, improve community engagement, and provide clear and prompt updates during critical events.

Scope

This policy applies to all departments and officials within the City of Jefferson authorized to use mass texting services.

1. Authorized Use Cases

Mass texting services may be utilized under the following circumstances:

1.1. Public Safety Alerts:

- Immediate threats to public safety, including but not limited to natural disasters (e.g., tornadoes, floods), hazardous material incidents, and active security threats.
- Public health emergencies, such as disease outbreaks or contamination of essential services (e.g., water supply issues).

1.2. Emergency Notifications:

- Urgent notifications such as road closures due to accidents, extreme weather conditions, or infrastructure failures (e.g., power outages).
- Evacuation orders, shelter-in-place directives, or other urgent instructions related to public safety.

1.3. Community Notices:

- Notifications of scheduled disruptions to city services (e.g., water, electricity, or garbage collection) with a significant public impact.
- Announcements related to the availability of critical resources or services (e.g., warming or cooling centers during extreme weather).

1.4. Civic Engagement and Events:

- Important city events, town halls, voting information, and public hearings.
- Information on community events, provided they serve a public interest or foster community well-being.

2. Prohibited Use Cases

Mass texting services shall not be used for:

- Commercial or political advertisements.
- Non-emergency public events unless they meet a significant public interest or safety criterion.
- Routine administrative information that is not time-sensitive or critical.

3. Approval Process

- Each use of the mass texting service must be authorized by the City Administrator or his/her designee.
- Departments wishing to send out non-emergency communications must submit a request outlining the need and urgency of the message, subject to approval by the City Administrator or his/her designee.

4. Content Guidelines

All messages sent via the mass texting service must adhere to the following guidelines:

- **Clarity:** Messages must be concise, using plain language free from jargon or complex terms.
- **Accuracy:** Information provided must be factual and verified before dissemination.
- **Relevance:** Messages must be relevant to the recipient's geographic area or interests.
- **Frequency:** Messages should not be sent excessively or repetitively, to avoid desensitizing recipients to important alerts.

5. Privacy and Data Protection

- The City of Jefferson shall collect only necessary contact information (e.g., phone numbers) and will not share this information with third parties unless required by law.
- Residents may opt-in or opt-out of receiving notifications at any time.

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ADOPTING
SOCIAL MEDIA & MASS TEXTING POLICY

WHEREAS, the City has proposed certain policies concerning social media and mass texting for employees of the City of Jefferson, which are before the City Council for consideration; and

WHEREAS, the policies have been developed to assist in making responsible decisions regarding the use of the City's social media, employees' use of and interaction with social media, and the mass texting capabilities available to the City of Jefferson.

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

Section 1. The City approves and adopts the City of Jefferson Social Media & Mass Texting Policy. Copies of the policy shall be disseminated to all City employees.

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

Section 3. All resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption and approval.

Passed and approved on January 14, 2025.

Craig J. Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

Contractor's Application for Payment No.

23 (twenty-three)

Application Period: 12/1/2024

to 12/31/2024

Application Date:

12/31/2024

To (Owner):	City of Jefferson 200 N Chestnut St, Jefferson, IA	From (Contractor):	Shank Constructors, Inc. 3501 85th Avenue North, Brooklyn Park, MN	Via (Engineer):	Bolton & Menk Ames, IA
Owner's DWSRF Number:	1445	Contractor's Contract Number:	1316	Engineer's Project Number:	134997
Project:	Jefferson WWTP		Contract:		

Application For Payment - Change Order Summary		
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).....	\$	16,979,648.72
5. Retainage		
a. 5.0% X \$ 16,779,608.17 Work Completed.....	\$	838,980.40
b. 5.0% X \$ 200,040.55 Stored Material.....	\$	10,002.02
c. Early Release of Retainage.....	\$	-
d. Total Retainage (Line 5a + Line 5b - Line 5c).....	\$	848,982.42
6. Amount Eligible to Date (Line 4 - Line 5d).....	\$	16,130,666.30
7. Less Previous Payments (Line 6 from prior Application).....	\$	15,851,936.82
8. Amount Due This Application.....	\$	278,729.48
9. Balance to Finish, Plus Retainage (Column G on Progress Estimate + Line 5 above).....	\$	2,060,928.41

Payment of: \$278,729.48
(Line 8 or other - attach explanation of the other amount)

is recommended by: *Greg Jones* 01/08/2025
(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)

Contractor's Certification	
The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.	
By: <u><i>Walter Smith</i></u>	Date: 12/31/2024

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): 0				Application Number: 23 (twenty-three)					
Application Period: 12/1/2024		to 12/31/2024		Application Date: 12/31/2024					
A		B		Work Completed		E	F		G
Specification Section Number	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period	Total Completed to Date (C + D)	% (F/B)	Balance to Finish (B - F)		
Division 01 - General Requirements									
	Mobilization	\$ 525,200.00	\$ 525,200.00		\$ 525,200.00	100.00%	\$ -		
	Allowances	\$ 546.95	\$ -		\$ -	0.00%	\$ 546.95		
	Allowances - Enviromix	\$ 525,000.00	\$ 480,400.00	\$ 23,350.00	\$ 503,750.00	95.95%	\$ 21,250.00		
	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)	\$ -	\$ (28,401.00)	\$ (28,401.00)	100.00%	\$ -		
	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	\$ -	\$ 16,305.35	\$ 16,305.35	100.00%	\$ -		
	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	\$ 218,335.52		\$ 218,335.52	100.00%	\$ -		
	PCO#19 Underground Piping Conflict	\$ 35,968.20	\$ 33,651.08	\$ 2,317.12	\$ 35,968.20	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	\$ 6,696.83	\$ 12,646.83	100.00%	\$ -		
	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	\$ 1,262.25	\$ 1,263.25	\$ (1.00)	\$ 1,262.25	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%	\$ -		
	PCO#55 V-MLR-3&6 Electric Actuator	\$ 9,298.18	\$ -	\$ 9,298.18	\$ 9,298.18	100.00%	\$ -		
	PCO#56 T&M Broken Connection INT-1	\$ 527.41	\$ -	\$ 527.41	\$ 527.41	100.00%	\$ -		
	PCO#57 T&M Yard Hydrant Delete Splitter Strct.	\$ 2,279.28	\$ -	\$ 2,279.28	\$ 2,279.28	100.00%	\$ -		
	PCO#58 Exhaust Fan 8&9 Class1 Div1	\$ 8,426.23	\$ -		\$ -	0.00%	\$ 8,426.23		
	PCO#59 T&M Clarifier 3 Center Pier Plumb	\$ 5,000.68	\$ -	\$ 5,000.68	\$ 5,000.68	100.00%	\$ -		
	PCO#63 Digester Instrumentation	\$ 6,753.45	\$ -		\$ -	0.00%	\$ 6,753.45		
	PCO#65 T&M Demo Existing Ductbank	\$ 2,398.15	\$ -	\$ 2,398.15	\$ 2,398.15	100.00%	\$ -		
	PCO#66 T&M Grit Baffle Wall Rework	\$ 3,614.09	\$ -	\$ 3,614.09	\$ 3,614.09	100.00%	\$ -		
	PCO#68 VFD Harmonic Filter Deduc	\$ (10,768.00)	\$ -		\$ -	0.00%	\$ (10,768.00)		
	PCO#69 T&M Modified Subbase Under 8" PCC	\$ 6,723.46	\$ -	\$ 6,723.46	\$ 6,723.46	100.00%	\$ -		
	PCO#70 T&M UV Railing Bracket Support	\$ 1,779.87	\$ -	\$ 1,779.87	\$ 1,779.87	100.00%	\$ -		
	PCO#72 T&M Grit Baffle Wall Remodifications	\$ 5,072.03	\$ -	\$ 5,072.03	\$ 5,072.03	100.00%	\$ -		
			\$ -		\$ -	#DIV/0!	\$ -		
Division 02									

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)	
	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	\$ 65,600.00			\$ 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	\$ 11,350.00		\$ 171,960.00	67.87%	\$ 81,420.00
	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	\$ 558,620.00			\$ 558,620.00	100.00%	\$ -
	HDPE/Utility Water	\$ 161,250.00	\$ 161,250.00			\$ 161,250.00	100.00%	\$ -
	Aeration Tank Demo	\$ 28,770.00	\$ 28,770.00			\$ 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

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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 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	\$ 1,100.00		\$ 37,020.00	93.97%	\$ 2,375.00
	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	\$ 23,400.00		\$ 33,500.00	100.00%	\$ -
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%	\$ -
	Clarifier 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	\$ 33,512.00			\$ 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	\$ 65,470.00		\$ 145,130.00	91.19%	\$ 14,020.00
Division 11	Installation							
	Aeration Splitter Box	\$ 3,900.00	\$ -	\$ 3,900.00		\$ 3,900.00	100.00%	\$ -
	Secondary Splitter Box	\$ 3,900.00	\$ -	\$ 3,900.00		\$ 3,900.00	100.00%	\$ -
	Aeration Tank Install	\$ 56,700.00	\$ 37,422.00	\$ 19,278.00		\$ 56,700.00	100.00%	\$ -
	MLR 1, 2, 3	\$ 7,100.00	\$ 4,780.00	\$ 2,320.00		\$ 7,100.00	100.00%	\$ -
	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	\$ 5,760.00		\$ 53,494.00	74.71%	\$ 18,106.00
	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	\$ 48,107.00	\$ 13,343.00		\$ 61,450.00	100.00%	\$ -
	Course Bubble Digester	\$ 17,800.00	\$ -	\$ 2,460.00		\$ 2,460.00	13.82%	\$ 15,340.00
	Course Bubble WAS	\$ 4,800.00	\$ 4,800.00			\$ 4,800.00	100.00%	\$ -
	Aeration Overflows	\$ 12,350.00	\$ 8,265.00	\$ 4,085.00		\$ 12,350.00	100.00%	\$ -
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%	\$ -

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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	Place Floor/Footing Concrete	\$ 80,000.00	\$ 80,000.00			\$ 80,000.00	100.00%	\$ -
13216.0	Install Beds	\$ 29,000.00	\$ 29,000.00			\$ 29,000.00	100.00%	\$ -
13216.0	Form/Reinforce/Pour Panels	\$ 129,000.00	\$ 129,000.00			\$ 129,000.00	100.00%	\$ -
13216.0	Erect Panels	\$ 72,000.00	\$ 72,000.00			\$ 72,000.00	100.00%	\$ -
13216.0	Joints and Curb	\$ 29,000.00	\$ 29,000.00			\$ 29,000.00	100.00%	\$ -
13216.0	Shotcrete Diaphragm	\$ 29,000.00	\$ 29,000.00			\$ 29,000.00	100.00%	\$ -
13216.0	Erect Shoring	\$ 31,000.00	\$ 31,000.00			\$ 31,000.00	100.00%	\$ -
13216.0	Erect Formwork	\$ 23,000.00	\$ 23,000.00			\$ 23,000.00	100.00%	\$ -
13216.0	Reinforcing	\$ 54,000.00	\$ 54,000.00			\$ 54,000.00	100.00%	\$ -
13216.0	Place Dome Concrete	\$ 16,000.00	\$ 16,000.00			\$ 16,000.00	100.00%	\$ -
13216.0	Remove Formwork	\$ 23,000.00	\$ 23,000.00			\$ 23,000.00	100.00%	\$ -
13216.0	Prestress	\$ 45,000.00	\$ 45,000.00			\$ 45,000.00	100.00%	\$ -
13216.0	Wire Coat	\$ 19,000.00	\$ 19,000.00			\$ 19,000.00	100.00%	\$ -
13216.0	Body Coat	\$ 17,000.00	\$ 17,000.00			\$ 17,000.00	100.00%	\$ -
13216.0	Final Coat	\$ 4,000.00	\$ 4,000.00			\$ 4,000.00	100.00%	\$ -
13216.0	Tank Pipe, Fittings & Appurtenances	\$ 64,000.00	\$ 64,000.00			\$ 64,000.00	100.00%	\$ -
13216.0	Decorative Paint - Exterior	\$ 23,000.00	\$ 23,000.00			\$ 23,000.00	100.00%	\$ -
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	\$ 34,900.00			\$ 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	\$ 265,580.00	\$ 23,980.00		\$ 289,560.00	100.00%	\$ -
	Sludge Transfer Piping	\$ 50,080.00	\$ 50,080.00			\$ 50,080.00	100.00%	\$ -
	Aeration Piping	\$ 391,900.00	\$ 334,054.00	\$ 57,846.00		\$ 391,900.00	100.00%	\$ -
	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	\$ 118,700.00	\$ 9,630.00		\$ 128,330.00	80.77%	\$ 30,551.00
	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	\$ 51,180.00			\$ 51,180.00	99.18%	\$ 425.00
	Plumbing Insulation	\$ 6,300.00	\$ 6,100.00			\$ 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	\$ 632,700.00	\$ 5,000.00		\$ 637,700.00	99.16%	\$ 5,405.00
	Temperature Controls	\$ 54,935.00	\$ 52,600.00			\$ 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	\$ 128,000.00			\$ 128,000.00	85.33%	\$ 22,000.00
	Site Electrical Materials	\$ 210,000.00	\$ 186,700.00			\$ 186,700.00	88.90%	\$ 23,300.00
	Generator Labor	\$ 65,000.00	\$ 25,000.00	\$ 10,000.00		\$ 35,000.00	53.85%	\$ 30,000.00
	Generator Materials	\$ 448,000.00	\$ 77,000.00	\$ 75,000.00		\$ 152,000.00	33.93%	\$ 296,000.00
	Blower Building Labor	\$ 80,000.00	\$ 66,000.00			\$ 66,000.00	82.50%	\$ 14,000.00
	Blower Building Materials	\$ 285,000.00	\$ 245,000.00			\$ 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	\$ 40,800.00			\$ 40,800.00	81.60%	\$ 9,200.00
	Bio Solids Control Complex Materials	\$ 155,000.00	\$ 100,500.00			\$ 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	\$ 17,500.00			\$ 17,500.00	70.00%	\$ 7,500.00
	Preliminary Treatment Building Materials	\$ 75,000.00	\$ 75,000.00			\$ 75,000.00	100.00%	\$ -
	Rapid Mix Structure Labor	\$ 20,000.00	\$ -			\$ -	0.00%	\$ 20,000.00
	Rapid Mix Structure Materials	\$ 10,000.00	\$ 6,000.00			\$ 6,000.00	60.00%	\$ 4,000.00
	Aeration Tanks Labor	\$ 20,000.00	\$ 14,500.00			\$ 14,500.00	72.50%	\$ 5,500.00
	Aeration Tanks Materials	\$ 10,000.00	\$ 9,000.00			\$ 9,000.00	90.00%	\$ 1,000.00
	Bio Solids Loadout Building Labor	\$ 75,000.00	\$ 65,250.00			\$ 65,250.00	87.00%	\$ 9,750.00
	Bio Solids Loadout Building Materials	\$ 185,000.00	\$ 170,700.00			\$ 170,700.00	92.27%	\$ 14,300.00
	Anoxic Basin Labor	\$ 35,000.00	\$ 21,100.00			\$ 21,100.00	60.29%	\$ 13,900.00
	Anoxic Basin Materials	\$ 75,000.00	\$ 60,300.00			\$ 60,300.00	80.40%	\$ 14,700.00
	Communication/Fiber Labor	\$ 45,000.00	\$ 8,100.00	\$ 10,000.00		\$ 18,100.00	40.22%	\$ 26,900.00
	Communication/Fiber Materials	\$ 100,000.00	\$ 57,500.00	\$ 20,000.00		\$ 77,500.00	77.50%	\$ 22,500.00
	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	\$ 80,000.00			\$ 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	\$ 8,760.00		\$ 63,410.00	40.40%	\$ 93,561.11
CO 6	Clarifier 3 Skim Coating	\$ 113,226.99	\$ 113,266.99	\$ (40.00)		\$ 113,226.99	100.00%	\$ -
	Total	\$ 18,191,594.71	\$ 16,346,105.72	\$ 433,502.45	\$ 200,040.55	\$ 16,979,648.72	93.34%	\$ 1,211,945.99

Stored Material Summary

Contractor's Application

For (Contract): 0		12/1/2024 to 12/31/2024										Application Number: 23 (twenty-three)	
Application Period:		12/31/2024										Application Date: 12/31/2024	
A Specification Section / Bid Item No.	B Supplier Invoice Number	C Description of Materials or Equipment Stored	Storage Location	D Stored Previously		E Amount Stored this Month (\$)	Subtotal Amount Completed and Stored to Date (D + E)	F Incorporated in Work		G Materials Remaining in Storage (\$) (D + E - F)			
				Date Placed into Storage (Month/Year)	Amount (\$)			Date (Month/Year)	Amount (\$)				
	54071	Wall Sleeves	Onsite	Mar-2023	\$ 31,649.05	\$ 31,649.05	\$ 31,649.05		\$ 31,649.05	\$ -			
	54207	6" & 8" TR Flex	Onsite	Mar-2023	\$ 5,357.24	\$ 5,357.24	\$ 5,357.24		\$ 5,357.24	\$ -			
	54255	4" Perf HDPE	Onsite	Mar-2023	\$ 629.02	\$ 629.02	\$ 629.02		\$ 629.02	\$ -			
	5639	6" SST Wall Pipe	Onsite	Mar-2023	\$ 654.00	\$ 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		\$ 167,849.35	\$ -			
	54056-001	6, 16, 24, 30 MJ DIP	Onsite	Mar-2023	\$ 4,299.02	\$ 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		\$ 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		\$ 57,401.82	\$ -			
	54056-002	6, 16, 24, 30 MJ DIP	Onsite	Apr-2023	\$ 10,100.00	\$ 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		\$ 8,802.47	\$ -			
	54063-002	12" & 18" Flg Fitting	Onsite	Apr-2023	\$ 3,594.17	\$ 3,594.17	\$ 3,594.17		\$ 3,594.17	\$ -			
	228481	Concrete Reinforcement	Onsite	Apr-2023	\$ 32,243.00	\$ 32,243.00	\$ 32,243.00		\$ 32,243.00	\$ -			
	54056-007	30" DI 90 & 45 Degree Elbows	Onsite	May-2023	\$ 48,065.56	\$ 48,065.56	\$ 48,065.56		\$ 48,065.56	\$ -			
	54592-000	LS475 Link Seal	Onsite	May-2023	\$ 1,405.44	\$ 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		\$ 62,911.64	\$ 9,261.64			
	229978	Concrete Reinforcement	Onsite	May-2023	\$ 35,916.00	\$ 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		\$ 15,932.92	\$ -			
	573136	Pipe 304 SS	Onsite	Jun-2023	\$ 29,529.16	\$ 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		\$ 6,804.43	\$ -			
	231525	Concrete Reinforcement	Onsite	Jun-2023	\$ 32,482.00	\$ 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		\$ 1,860.38	\$ -			
	80098	Gaskets	Onsite	Jul-2023	\$ 3,685.13	\$ 3,685.13	\$ 3,685.13		\$ 3,685.13	\$ -			
	232637	Concrete Reinforcement	Onsite	Jul-2023	\$ 23,376.00	\$ 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		\$ 1,221.63	\$ -			
	20055196	Tracer Wire	Onsite	Jul-2023	\$ 1,425.81	\$ 1,425.81	\$ 1,425.81		\$ 1,425.81	\$ -			
	905984490	Clarifiers	Onsite	Jul-2023	\$ 303,138.90	\$ 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		\$ 23,713.00	\$ -			
	6161808	Flange Bolts n Nuts	Onsite	Aug-2023	\$ 53,565.01	\$ 53,565.01	\$ 53,565.01		\$ 51,765.00	\$ 1,800.01			
	54058-001	4, 6, 12, 18, 24, 30" SJ & RIDIP	Onsite	Sep-2023	\$ 57,133.86	\$ 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		\$ 2,051.04	\$ -			
	301992	Sludge Tank Aeration	Onsite	Sep-2023	\$ 25,647.00	\$ 25,647.00	\$ 25,647.00		\$ 25,647.00	\$ -			

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C3139-4	Partial TCF Fans	Johnston	Oct-2023	\$ 7,388.00	\$ 7,388.00	\$ 7,388.00	\$ -
C3129-1	Unit Heat & Curbs	Johnston	Aug-2023	\$ 28,300.00	\$ 28,300.00	\$ 28,300.00	\$ 28,300.00
C3139-2	Electric Heat	Johnston	Sep-2023	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
C3139-3	Louvers	Johnston	Oct-2023	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
17228	UV Equipment	Onsite	Oct-2023	\$ 222,840.00	\$ 222,840.00	\$ 222,840.00	\$ -
5284	Rotary Lobe Pumps	Onsite	Oct-2023	\$ 114,118.00	\$ 114,118.00	\$ 114,118.00	\$ -
54063-6	DIP Flanged Fittings	Onsite	Nov-2023	\$ 11,437.45	\$ 11,437.45	\$ 11,437.45	\$ -
137622	Portable Hoist	Onsite	Dec-2023	\$ 9,456.00	\$ 9,456.00	\$ 9,456.00	\$ -
181121	BarScreen&Wash	Onsite	Dec-2023	\$ 88,677.00	\$ 88,677.00	\$ 88,677.00	\$ -
303119	Fine & course Aeration	Onsite	Dec-2023	\$ 71,618.00	\$ 71,618.00	\$ 71,618.00	\$ -
C3139-7	HRU-1,2	Onsite	Jan-2024	\$ 298,500.00	\$ 298,500.00	\$ 298,500.00	\$ -
PayApp2	Nozzles, Headers, Piping, Anchors, & Supports (Eviro Mix)	Onsite	Feb-2024	\$ 307,125.00	\$ 307,125.00	\$ 307,125.00	\$ -
PayApp3	Valves Modules & MCP	Onsite	Feb-2024	\$ 94,500.00	\$ 94,500.00	\$ 94,500.00	\$ -
PayApp7	Dampers	Onsite	Mar-2024	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 16,200.00
PayApp4	Enviromix Compressor	Onsite	Apr-2024	\$ 15,611.84	\$ 15,611.84	\$ 15,611.84	\$ -
V11769	Vortex Pumps	Onsite	Jun-2024	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
306341	Digester Material	Onsite	Nov-2024	\$ 23,340.00	\$ 23,340.00	\$ 23,340.00	\$ 23,340.00
				\$ -	\$ -	\$ -	\$ -
	Totals			\$ 2,488,907.67	\$ 2,488,907.67	\$ 2,288,867.12	\$ 200,040.55

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Partial Pay Estimates Paid-to-Date

Contractor's Application

For Jefferson WWTP (Contract): 0		Application Number: 23 (twenty-three)	
Application Period:	From: 12/1/2024	To: 12/31/2024	Application Date: 12/31/2024
Contractor:		Shank Constructors, Inc. 3501 85th Avenue North, Brooklyn Park, MN	

Original Contract Amount: \$ 17,504,700.00

Approved Change Orders:

Number	Date	Amount

Revised Contract Amount: \$ 17,504,700.00

Pay Estimates Paid-to-Date

Pay Estimate Number	Date	Amount
1	3/22/2023	\$ 671,313.70
2	5/1/2023	\$ 1,022,619.74
3	5/26/2023	\$ 487,482.66
4	7/5/2023	\$ 1,024,287.85
5	7/17/2023	\$ 475,578.44
6	8/9/2023	\$ 804,790.10
7	9/13/2023	\$ 537,584.11
8	10/11/2023	\$ 541,133.21
9	11/14/2023	\$ 721,938.25
10	12/18/2023	\$ 433,520.57
11	1/19/2024	\$ 434,483.45
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	12/16/2024	\$ 579,634.16
23		
24		

Total Estimates Paid to Date: \$ 15,852,316.82

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Total Construction Cost: \$ 15,852,316.82

COUNCIL MEETING

December 10, 2024

5:30 P.M.

PRESENT: Ahrenholtz, Sloan, Wetrich, Zmolek

ABSENT: Jackson

Mayor Berry presided.

Sarah Olerich spoke on a dog bite incident during Open forum.

On motion by Wetrich, second by Zmolek, the Council approved the following consent items: Approve 11/26/24 regular Council Minutes, 12/3/24 special Council Minutes, Class E Retail Alcohol License for Shambo Enterprises, Inc., dba Oly's C Store, 208 W. Lincoln Way, GAX #6 for Centennial Upper Story Housing Grant 23-HSGU-003, and payment of monthly bills from City funds.

AYE: Ahrenholtz, Sloan, Wetrich, Zmolek

NAY: None

On motion by Wetrich, second by Ahrenholtz, the Council approved the first reading of 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.

AYE: Sloan, Wetrich, Zmolek, Ahrenholtz

NAY: None

RESOLUTION NO. 91-24

On motion by Ahrenholtz, second by Sloan, the Council approved Resolution No. 91-24, a resolution approving an Amendment to the Economic Community Development Block Grant Program Agreement with Jefferson City View Properties, LLC.

AYE: Sloan, Ahrenholtz, Zmolek, Wetrich

NAY: None

RESOLUTION NO. 92-24

On motion by Zmolek, second by Wetrich, the Council approved Resolution No. 92-24, a resolution approving an Amendment to the Economic Community Development Block Grant Program Agreement with Pub Adventures, LLC.

AYE: Ahrenholtz, Wetrich, Sloan, Zmolek

NAY: None

RESOLUTION NO. 93-24

On motion by Zmolek, second by Sloan, the Council approved Resolution No. 93-24, a resolution approving a Façade Rehabilitation Grant for 121 East Lincoln Way. August 13, 2024, Resolution No. 71-24 awarded \$134,733.00. Additional application for \$15,267.00 bringing the total value of requested award to the maximum offered of \$150,000.00.

AYE: Wetrich, Ahrenholtz, Sloan, Zmolek

NAY: None

RESOLUTION NO. 94-24

On motion by Wetrich, second by Zmolek, the Council approved Resolution No. 94-24, a resolution adopting 2 CFR Part 200 Procurement Policies and Procedures.

AYE: Zmolek, Wetrich, Sloan, Ahrenholtz

NAY: None

RESOLUTION NO. 95-24

On motion by Sloan, second by Ahrenholtz, the Council approved Resolution No. 95-24, a resolution approving Bad Debt Write Off for April 1, 2019 to December 31, 2020 Utilities in the amount of \$218.52.

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

On motion by Ahrenholtz, second by Wetrich, the Council approved pay estimate #22 to Shank Constructors, Inc. in the amount of \$579,254.16 for Wastewater Treatment Plant Project.

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

On motion by Ahrenholtz, second by Wetrich, the Council approved the Capital Improvements Plan as a guiding document.

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

On motion by Wetrich, second by Zmolek, the Council approved the City's 2025 Goals & Priorities .

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

ABC PEST CONTROL	PEST CONTR	333.22
ACCESS SYSTEMS LEASING	CPIER LSE	1259.85
ACCO UNLIMITED CORP	WA CHEM	1,558.00
ADVANTAGE ARCHIVES, LLC	LB DIGITIZATION	1,010.00
AFLAC	AFLAC INS W/H	17.68
AG SOURCE COOP SERV	LAB TSTG	1,172.65
ALLIANT ENERGY	UTILITIES	26,684.28
AMAZON CAPITAL SERV	SUPP;BOOKS	664.03
ANATOMY IT, LLC	COMPUTER SERV	1,235.65
BAKER & TAYLOR INC.	LB BOOKS;MOVIES	1,709.77
BAM PROPERTIES OF IOWA LLC	TIF 12 REBATE PMT#9	7,541.37
BOLTON & MENK INC	ENG	101,328.45
BOMGAARS	SUPP	1,766.31
BREADEAUX PIZZA	PA PLANNING SESSION	63.96
CARD SERVICE CENTER	CREDIT CARD	1,983.65
CARROLL COUNTY SOLID WASTE	RC MRKTG FEES	444.00
CARROLL HYDRAULICS CO INC	SN VEH MAINT	614.23
CENTER POINT LARGE PRINT	LB MEMORIALS-BOOKS	438.98
CENTRAL IOWA READY MIX	CONCRETE	658.25
CINTAS CORPORATION	FIRST AID	326.32
CLEANING SOLUTIONS INC.	JANITORIAL SERV	2,300.00
COBRAHELP	PA FEES	69.00
COLLECTION SERVICES CENTER	CASE ID 1034974	300.00
COMPASS MINERALS AMERICA	WA SALT	0.015.00

Jefferson Public Library

Meeting of the Board of Trustees
Monday, January 13, 2025 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 will be Wed, January 22, 6:30 pm
 - presentation to City Council on Tues, February 11, 5:30 pm
 - B. FY2025-2026 Budget proposal
- VII. New Business
 - A. GCLA FY26 budget presentation to County Supervisors
 - B. New service – hoopla digital
 - C. Building repairs
 - D. Grant requests
- VIII. Next Meeting – Monday, January 13 at 6:30 pm
- IX. Adjournment