AGENDA

CITY COUNCIL MEETING
Tuesday, October 14, 2025
5:30 P.M.
CITY HALL COUNCIL CHAMBERS

I. **CALL TO ORDER:**

II. **OPEN FORUM: This is a time for any resident 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 City Council Minutes of September 23, 2025.
B. Approve Using Internal Service Funds for PD Computer Purchase
C. Approve Sidewalk Incentive Payment to 615 S. Chestnut Street.
D. Approve Class B Retail Alcohol License for Al's Corner Oil Co, DBA Sparky's One Stop #22
E. Approve Class C Retail Alcohol License for The Public House, LLC, DBA The Public House and Lounge.
F. Approval of monthly bills.

IV. **NEW BUSINESS:**

A. RESOLUTION Approving and Adopting Purchasing Policy
B. Approve Hiring Hannah Curtis as Utility Billing Clerk
C. Consider Approval of Pay Estimate #31 to Shank Constructors, Inc of $ 6,997.20 for Wastewater Treatment Plant Project.

V. **REPORTS:**

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

VI. **ADJOURN.**

TO: Mayor and City Council Members
FROM: Scott Peterson, City Administrator
SUBJECT: General Information Memo
Regular City Council Session
Tuesday, October 14, 2025 5:30 p.m.

PD Computer Purchase: The PD needs to purchase one desktop computer. The Police Chief and Police Committee recommend purchasing this computer using excess funds which had been set-aside for protective vests.

Sidewalk Reimbursement: A sidewalk was replaced at 615 S. Chestnut Street. The City's sidewalk grant to this project is $1,350.

Purchasing Policy: Enclosed is a proposed purchasing policy. The Finance Committee recommends approval of this policy.

Utility Billing Clerk: It is recommended to hire Hannah Curtis as Utility Biling Clerk at a beginning wage of $17.54 / hr. Kent Curtis, Hannah's father, works for the City as a Recycling worker.

WWTP Pay Application #31 in the amount of $ 6,997.20 includes work associated with Field Order #26.

November 11th Council Meeting: Veteran's Day, November 11th is a City holiday. We will still plan to hold the regular City Council meeting on that date as scheduled.

Dennhardt Concrete
2016 305th Street
Rippey, IA 50235

Invoice

Bill To
Mark Kendall 615 S Chestnut Jefferson, IA 50129

Date	Invoice No.	P.O. Number	Terms	Project
09/18/25	727		Due on receipt	

Item	Description	Quantity	Rate	Amount
Concrete work	Side walk 54' x 5	270	10.00	2,700.00

Subtotal	$2,700.00
Sales Tax	$0.00
Total	$2,700.00

Reimburse $ 1,350.00
LOST Sidewalk

PURCHASING POLICY
CITY OF JEFFERSON

1. PURPOSE

The purpose of the policy is to establish the guidelines City officials shall utilize when purchasing services or commodities for their departments. The term "item" can mean the purchase of a tangible product or a service provided by a contractor.

2. GENERAL GUIDELINES

A. Department Heads are authorized to purchase any single item or service up to $2,500.00, which are supplies or services and specifically identified in the approved and adopted fiscal year budget. Prior to purchasing the item or service, the Department Head will ensure the funds are available within the appropriate line item as shown by the monthly Expenditure Report or by conferring with the Finance Officer. The Public Works Director will perform this function for all Public Works departments.

B. This purchasing authority may be delegated by the Department Head to an employee within the department; however, the ultimate authority rests with the Department Head. Within the Public Works Department, the ultimate authority rests with the Public Works Director.

C. For purchasing items and services exceeding $2,5000.00, but less than $25,000.00, a minimum of two (2) quotations are required (three quotations are preferred). For items falling in this pricing category, informal quotations will suffice, which include, but are not limited to the following:

1) Written vendor quote.

2) Phone or verbal quote.

3) Internet quote.

4) Current catalog pricing, etc.

D. The City Administrator may authorize a purchase within this range without two quotations. These instances are to be limited in number. Such instances may occur when the number of local contractors providing a service or product is limited, when a contractor or vendor is routinely used, or an emergency or public safety situation exists. If a contractor or vendor is routinely used, prices shall be reviewed on a regular basis, not longer than every two years.

E. The Department Head (the public Works Director for all PW departments) shall retain a written accounting of quotes received, which may be reviewed by the City Administrator.

F. In the event the Department Head is recommending an item which is not the lowest quoted option, a written statement must be submitted to the City Administrator outlining the reasons for this recommendation, unless it falls under the Local Preference section 3 of this policy.

G. All purchases of $25,000.00 or greater require review and approval by the City Council prior to expending the funds. This section includes items specifically identified in the current budget. Exceptions may be granted by the City Administrator as stated under 2c or in an emergency/public safety situation as noted in Section 7 of this policy.

H. The State of Iowa annually establishes thresholds for when competitive quoting or competitive bidding are used. (In 2025, thresholds for *Vertical Infrastructure Projects* to utilize competitive quotes is between $82,000 and $206,000.) Vertical Infrastructure Projects with estimated costs within these thresholds will utilize a Competitive Quote Procedure as provided by the State of Iowa Code.

I. Vertical Infrastructure Projects with estimated costs exceeding the annual threshold for using the quoting procedure (in 2025, this is $206,000) will utilize a Competitive Bidding Procedure as required by the State of Iowa Code.

J. The State of Iowa annually establishes thresholds for when competitive bids are required for Horizontal Infrastructure. (In 2025, the threshold for *Horizontal Infrastructure Projects* to utilize competitive bidding is $62,000.) Horizontal Infrastructure Projects with estimated costs under the annually established threshold will utilize a Competitive Quote Procedure and projects with costs over the annually established threshold will utilize a Competitive Bidding Procedure as provided by the State of Iowa Code.

K. All expenditures of City funds, regardless of the amount or inclusion in the City budget, require approval by the City Council. In accord with the provisions of this policy, Council approval may occur prior to the purchase or retroactively except for purchases exceeding $25,000.00, for which approval must be obtained beforehand.

L. For items and services already received, the accompanying bills / invoices must be signed by the Department Head of the department that received the item or service. The Public Works Director shall review and sign all invoices pertaining to all Public Works Departments. Bills and invoices must be forwarded to the City Clerk (or designee) by noon Wednesday prior to a Council meeting to be included in that Council meeting.

M. This policy does not include those items included in the separate policy for preauthorized disbursements. These items include: insurance premiums, credit card payments, utility payments, payroll, postage, utility deposit refunds, and employee benefits approved under contract or other agreement.

3. **LOCAL PREFERENCE**

In an effort to promote the local business economy, with all other aspects being relatively equal in terms of product quality and services delivered, local Jefferson merchants will be given preference for commodity and service purchases under $5,000.00 based on the convenience and proven positive relationship provided the quote is within 10% of the next lowest quote.

In accord with Iowa Code, Chapter 73.1, preference will be given to products and provisions grown and produced within the State of Iowa. Department Heads shall make every reasonable effort to support Iowa products when making a purchase.

4. **REQUESTS FOR PROPOSAL**

A Request for Proposal (RFP) or a Request for Qualifications (RFQ) will be used for goods and services when the end product cannot be adequately defined or specified, or when factors other than the products or services need to be considered.

All Requests For Proposals (RFP) for materials, products, supplies, provisions and other needed articles and services to be purchased using public funds, shall not knowingly be written in such a way as to exclude any company capable of filling the needs of the purchasing entity from submitting a responsive proposal. The City may consider life cycle costing analysis, and may give weight to the value of standard facilities and equipment, in selecting a vendor.

5. **SOLE SOURCE ACQUISITION**

All sole source procurements in excess of $5,000 must be approved by the City Administrator and the Council Committee for that department. Sole Source procurement is used when there is only one source for the required product or service. This may be the case where a product is patented and no other product exists that offers equal performance. Other examples of sole source procurement or contracts which may not be suitable for competitive bids or proposals, include, but are not limited to the following:

1) There exists only one single source for the required good, service, or construction item.

2) There exists a long-standing, successful relationship for professional services, and the knowledge gained through this relationship adds value integral to the services provided.

3) A sole supplier's items are needed for trial use or testing.

4) The purchasing of used equipment.

5) Purchases at auction.

6. PROFESSIONAL SERVICES

When contracting the services of professionals such as engineers, architects, attorneys or other professionals working on City projects, it is not necessary to advertise and engage in the bidding process. A variety of factors in addition to price will be considered when contracting for professional services. These factors include: level of expertise, professional referrals, past record and experience, and work on similar projects, past relationships, convenience and availability. A Request for Qualifications (RFQ) may be obtained on a periodic basis at the direction of the Council or City Administrator to ensure that the City is receiving the highest quality service.

7. EMERGENCY PURCHASES

Emergency goods, services and construction items are those that are necessary to prevent or mitigate serious disruption of government services or threats to public health, welfare, or safety, or if it is needed as a result of events or circumstances not reasonably foreseeable. Emergency procurements shall be made with such competition as is practical based on the circumstances.

A written determination of the basis for the emergency and for the selection of the particular contractor and / or product shall be certified or prepared by the City Administrator for emergency purchases exceeding $5,000.00. The services of a professional such as an architect or engineer may be utilized to assist in determining the nature of the emergency.

8. PROCUREMENT CARD (CREDIT CARD) PURCHASES

For authorized travel, business and operational related expenses, Department Heads are permitted to use the City issued procurement card. All credit card transactions in Public Works departments shall be authorized by the Public Works Director. For each expense charged to a City procurement card, the cardholder must provide to the City Clerk an itemized receipt as soon as practical. If the charge is for normal operational expenses, all provisions of this purchasing policy must be followed. Procurement card purchases may only be used in accordance with the credit card policy separately adopted by Council.

9. COOPERATIVE PURCHASING

The City may initiate or participate with other governmental bodies, including the State of Iowa in cooperative purchasing. This may take place either through the use of the Iowa Code Chapter 28 E for intergovernmental agreements or utilization of a contract clause. This allows a legal purchase at the cost designated in another entity's contract, in the best interest of the City, notwithstanding any provisions of this policy to the contrary. Utilization of existing state or federal government contracts would satisfy bidding and quotation procedures under this policy with the possible exception of public improvement projects.

Where possible Department Heads are encouraged to coordinate their purchasing activities with other departments, GSA pricing outlets, and other purchasing resources in an effort to obtain the best possible price.

10. ELECTED OFFICIALS

Elected officials are prohibited from initiating a purchase on behalf of the City.

11. CONFIDENTIALITY

In order to ensure one vendor does not enjoy an unfair advantage over another, employees must be careful not to disclose information regarding a vendor's prices, terms, or other information, to another vendor during the course of the bidding process. Confidentiality must be maintained during the formal bidding process and informal quotation process. All Vendor requests for information will be referred to the City Administrator.

RESOLUTION NO. ________

A RESOLUTION APPROVING AND ADOPTING
PURCHASING POLICY

WHEREAS, the City has proposed the adoption of a Purchasing Policy for the City of Jefferson (the "Policy"), which contains certain rules and guidelines regarding in which City officials shall utilize when purchasing services or commodities for their departments, and such Policy is before the City Council for consideration; and

WHEREAS, the Policy has been developed to assist in following listed expectations regarding the City's rules and guidelines when purchasing services and items, and to clarify areas to ensure alignment when purchasing services or items pertaining to the employees of 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 Purchasing 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 October 14, 2025.

____
Craig J. Berry, Mayor

Attest:

____
Roxanne Gorsuch, City Clerk

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 31 (thirtyone)

Application Period:	8/1/2025	to	9/30/2025	Application Date:	9/30/2025
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

Number	Approved Change Orders: 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	
CO 7	$ -	
CO 8	$ 107,703.37	
CO 9	$ 95,218.49	
	$ -	
Totals:	$ 889,816.57	$ -
Net Change by Change Order:	$ 889,816.57	

1.	Original Contract Price	$ 17,504,700.00
2.	Net change by Change Orders	$ 889,816.57
3.	Current Contract Price (Line 1 ± 2)	$ 18,394,516.57
4.	Total Completed and Stored to Date (Column F on Progress Estimate)	$ 18,344,265.93
5.	Retainage	
a.	2.0% X $ 18,344,265.93 Work Completed	$ 366,885.31
b.	2.0% X $ - Stored Material	$ -
c.	Early Release of Retainage	$ -
d.	Total Retainage (Line 5a + Line 5b - Line 5c)	$ 366,885.31
6.	Amount Eligible to Date (Line 4 - Line 5d)	$ 17,977,380.62
7.	Less Previous Payments (Line 6 from prior Application)	$ 17,970,383.42
8.	Amount Due This Application	$ 6,997.20
9.	Balance to Finish, Plus Retainage (Column G on Progress Estimate + Line 5 above)	$ 415,721.75

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: Walt Smith Date: 9/30/2025

Payment of: $6,997.20
(Line 8 or other - attach explanation of the other amount)

is recommended by: [signature] (Engineer) 10/07/2025 (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:	31 (thirtyone)		
Application Period:	8/1/2025	to	9/30/2025	Application Date:	9/30/2025		

A		B	Work Completed C	Work Completed D	E	F		G
Specification Section Number	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period		Total Completed to Date (C + D)	% (F/B)	Balance to Finish (B - F)
Division 01 - General Requirements								
	Mobilization	$ 525,200.00	$ 525,200.00			$ 525,200.00	100.00%	$ -
	Allowances	$ 556.05	$ 556.05			$ 556.05	100.00%	$ -
	Allowances - Enviromix	$ 525,000.00	$ 525,000.00			$ 525,000.00	100.00%	$ -
	Chemical Feed Allowance	$ 127,140.00	$ 127,140.00			$ 127,140.00	100.00%	$ -
	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	$ 35,968.20			$ 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	$ 12,646.83			$ 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	$ 862.03			$ 862.03	100.00%	$ -
	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	$ 9,884.85	$ 9,884.85			$ 9,884.85	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%	$ -

	Specification Section Number	A Description	B Scheduled Value ($)	Work Completed C From Previous Application (C+D)	D This Period	E	F Total Completed to Date (C + D)	% (F/B)	G Balance to Finish (B - F)
		PCO#49 Grit Classifier Solenoid Wiring	$ 1,262.25	$ 1,262.25			$ 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	$ 13,865.47			$ 13,865.47	100.00%	$ -
		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 Acctuator	$ 9,289.18	$ 9,289.18			$ 9,289.18	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	$ 2,279.28	$ 2,279.28			$ 2,279.28	100.00%	$ -
		PCO#58 Exhaust Fan 8&9 Class1 Div1	$ 8,426.23	$ 8,426.23			$ 8,426.23	100.00%	$ -
		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	$ 6,753.45			$ 6,753.45	100.00%	$ -
		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 Deduct	$ (10,768.00)	$ (10,768.00)			$ (10,768.00)	100.00%	$ -
		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%	$ -
	FO#27	PCO#088 Installation of U-Bolts for MLR Piping support	$ 1,201.90				$ -	0.00%	
	FO#27	PCO#107 WAS and PST Pump Pressure Switch	$ 4,245.68				$ -	0.00%	
	FO#27	PCO#108 Remaining Harmonic Filter Credits	$ (6,861.78)				$ -	0.00%	
				$ -			$ -	#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	$ 55,100.00			$ 55,100.00	100.00%	$ -
		Grading Sidewalks	$ 9,900.00	$ 9,900.00			$ 9,900.00	100.00%	$ -
		Top Soil Placement	$ 12,900.00	$ 12,900.00			$ 12,900.00	100.00%	$ -
Absolut Group	2370.0	Erosion Control	$ 20,000.00	$ 20,000.00			$ 20,000.00	100.00%	$ -
		Site Concrete	$ 75,600.00	$ 75,600.00			$ 75,600.00	100.00%	$ -
Absolut Group	2920.0	Seeding	$ 5,000.00	$ 5,000.00			$ 5,000.00	100.00%	$ -
		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%	$ -

A		B	Work Completed C	Work Completed D	E	F		G
Specification Section Number	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period		Total Completed to Date (C + D)	% (F/B)	Balance to Finish (B - F)
	Piping Rapid Mix Area	$ 253,380.00	$ 253,380.00			$ 253,380.00	100.00%	$ -
	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%	$ -
	Disenfection Demo	$ 6,500.00	$ 6,500.00			$ 6,500.00	100.00%	$ -

	A		B	Work Completed C	Work Completed D	E	F		G
	Specification Section Number	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period		Total Completed to Date (C + D)	% (F/B)	Balance to Finish (B - F)
	Division 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	$ 39,395.00			$ 39,395.00	100.00%	$ -
Molin		Precast Plank	$ 30,500.00	$ 30,500.00			$ 30,500.00	100.00%	$ -
	Division 04								
Seedorf		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%	$ -
Bruer Metal		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								
Central Iowa	7535.0	Roofing & Sheet metal	$ 169,000.00	$ 169,000.00			$ 169,000.00	100.00%	$ -
		Sealants	$ 33,500.00	$ 33,500.00			$ 33,500.00	100.00%	$ -
	Division 08								
CCP		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								
ABC		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	$ 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	$ 1,348,516.00			$ 1,348,516.00	100.00%	$ -
Trojan/ electric	11266.0	UV Disinfection Equipment	$ 247,600.00	$ 247,600.00			$ 247,600.00	100.00%	$ -
boerger	11315.0	Rotary Lobe Pumps	$ 114,118.00	$ 114,118.00			$ 114,118.00	100.00%	$ -
vulcan	11330/31	Bar Screens & Dewatering Press	$ 88,677.00	$ 88,677.00			$ 88,677.00	100.00%	$ -
evoqua	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%	$ -

A		B	Work Completed C	D	E	F		G
Specification Section Number	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period		Total Completed to Date (C + D)	% (F/B)	Balance to Finish (B - F)
11374/75	Fine Pore Membrane Aeration Equip	$ 159,150.00	$ 159,150.00			$ 159,150.00	100.00%	$ -
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	$ 56,700.00			$ 56,700.00	100.00%	$ -
	MLR 1, 2, 3	$ 7,100.00	$ 7,100.00			$ 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	$ 71,600.00			$ 71,600.00	100.00%	$ -
	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	$ 49,350.00			$ 49,350.00	100.00%	$ -
	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	$ 61,450.00			$ 61,450.00	100.00%	$ -
	Course Bubble Digester	$ 17,800.00	$ 17,800.00			$ 17,800.00	100.00%	$ -
	Course Bubble WAS	$ 4,800.00	$ 4,800.00			$ 4,800.00	100.00%	$ -
	Aeration Overflows	$ 12,350.00	$ 12,350.00			$ 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%	$ -
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%	$ -

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)
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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A		B	Work Completed C	D	E	F		G
Specification Section Number	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period		Total Completed to Date (C + D)	% (F/B)	Balance to Finish (B - F)
Division 15								
	Grit Seperation Piping	$ 34,900.00	$ 34,900.00			$ 34,900.00	100.00%	$ -
	Process Piping (Valve Repl)	$ 290,100.00	$ 290,100.00			$ 290,100.00	100.00%	$ -
	Mixed Liquor Return Piping	$ 289,560.00	$ 289,560.00			$ 289,560.00	100.00%	$ -
	Sludge Transfer Piping	$ 50,080.00	$ 50,080.00			$ 50,080.00	100.00%	$ -
	Aeration Piping	$ 391,900.00	$ 391,900.00			$ 391,900.00	100.00%	$ -
	RAS Piping	$ 121,280.00	$ 121,280.00			$ 121,280.00	100.00%	$ -
	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	$ 158,881.00			$ 158,881.00	100.00%	$ -
	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	$ 51,605.00			$ 51,605.00	100.00%	$ -
	Plumbing Insulation	$ 6,300.00	$ 6,300.00			$ 6,300.00	100.00%	$ -
	HVAC Ductwork Rough-In	$ 78,125.00	$ 78,125.00			$ 78,125.00	100.00%	$ -
	HVAC Equipment	$ 643,105.00	$ 643,105.00			$ 643,105.00	100.00%	$ -
	Temperature Controls	$ 54,935.00	$ 54,935.00			$ 54,935.00	100.00%	$ -
	Ductwork Insulation	$ 4,400.00	$ 4,400.00			$ 4,400.00	100.00%	$ -
	Testing and Balancing	$ 13,750.00	$ 13,750.00			$ 13,750.00	100.00%	$ -
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	$ 150,000.00			$ 150,000.00	100.00%	$ -
	Site Electrical Materials	$ 210,000.00	$ 210,000.00			$ 210,000.00	100.00%	$ -
	Generator Labor	$ 65,000.00	$ 65,000.00			$ 65,000.00	100.00%	$ -
	Generator Materials	$ 448,000.00	$ 448,000.00			$ 448,000.00	100.00%	$ -
	Blower Building Labor	$ 80,000.00	$ 80,000.00			$ 80,000.00	100.00%	$ -
	Blower Building Materials	$ 285,000.00	$ 285,000.00			$ 285,000.00	100.00%	$ -
	Final Clarifiers Labor	$ 37,000.00	$ 37,000.00			$ 37,000.00	100.00%	$ -
	Final Clarifiers Materials	$ 15,000.00	$ 15,000.00			$ 15,000.00	100.00%	$ -
	Bio Solids Control Complex Labor	$ 50,000.00	$ 50,000.00			$ 50,000.00	100.00%	$ -
	Bio Solids Control Complex Materials	$ 155,000.00	$ 155,000.00			$ 155,000.00	100.00%	$ -
	Disinfection Building Labor	$ 40,000.00	$ 40,000.00			$ 40,000.00	100.00%	$ -
	Disinfection Building Materials	$ 95,000.00	$ 95,000.00			$ 95,000.00	100.00%	$ -
	Preliminary Treatment Building Labor	$ 25,000.00	$ 25,000.00			$ 25,000.00	100.00%	$ -
	Preliminary Treatment Building Materials	$ 75,000.00	$ 75,000.00			$ 75,000.00	100.00%	$ -
	Rapid Mix Structure Labor	$ 20,000.00	$ 20,000.00			$ 20,000.00	100.00%	$ -

A		B	Work Completed C	D	E	F		G
Specification Section Number	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period		Total Completed to Date (C + D)	% (F/B)	Balance to Finish (B - F)
	Rapid Mix Structure Materials	$ 10,000.00	$ 10,000.00			$ 10,000.00	100.00%	$ -
	Aeration Tanks Labor	$ 20,000.00	$ 20,000.00			$ 20,000.00	100.00%	$ -
	Aeration Tanks Materials	$ 10,000.00	$ 10,000.00			$ 10,000.00	100.00%	$ -
	Bio Solids Loadout Building Labor	$ 75,000.00	$ 75,000.00			$ 75,000.00	100.00%	$ -
	Bio Solids Loadout Building Materials	$ 185,000.00	$ 185,000.00			$ 185,000.00	100.00%	$ -
	Anoxic Basin Labor	$ 35,000.00	$ 35,000.00			$ 35,000.00	100.00%	$ -
	Anoxic Basin Materials	$ 75,000.00	$ 75,000.00			$ 75,000.00	100.00%	$ -
	Communication/Fiber Labor	$ 45,000.00	$ 45,000.00			$ 45,000.00	100.00%	$ -
	Communication/Fiber Materials	$ 100,000.00	$ 100,000.00			$ 100,000.00	100.00%	$ -
	Demobilization	$ 10,000.00	$ 10,000.00			$ 10,000.00	100.00%	$ -
	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	$ 117,779.30			$ 117,779.30	100.00%	$ -
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	$ 156,971.11			$ 156,971.11	100.00%	$ -
CO 6	Clarifer 3 Skim Coating	$ 113,226.99	$ 113,226.99			$ 113,226.99	100.00%	$ -
CO 7	Time Extension for Digester System	$ -	$ -			$ -	#DIV/0!	$ -
CO 8	FO#24 & FO#25	$ 107,703.37	$ 107,703.37			$ 107,703.37	100.00%	$ -
CO 9	FO#26	$ 95,218.49	$ 43,336.85	$ 7,140.00		$ 50,476.85	53.01%	$ 44,741.64
		$ -	$ -			$ -		$ -
	Total	$ 18,393,102.37	$ 18,337,125.93	$ 7,140.00	$ -	$ 18,344,265.93	99.73%	$ 48,836.44

COUNCIL MEETING

SEPTEMBER 23, 2025

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Berry presided.

During the open forum Russell Gettler expressed his concerns with property taxes being raised and asked the Council to find ways to control property taxes.

On motion by Zmolek, second by Wetrich, the Council approved the following consent items: September 9, 2025 Council Minutes, Annual Urban Renewal Report FY 24-25, Tree Removal Assistance Application from 106 W. Park Street for $1,070, Appoint Kelly Gray and Tracy Deal to the Park & Recreation Commission for terms to expire December 31, 2028, and Closure of Chestnut Street by TJ Gardens on October 5, 2025.

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

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

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Craig J. Berry, Mayor

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Roxanne Gorsuch, City Clerk