

AGENDA

COUNCIL MEETING Tuesday, November 10, 2015 5:30 P.M.

CITY HALL COUNCIL CHAMBERS

I. CALL TO ORDER:

II. OPEN FORUM: This is a time for any concerned citizen to speak to the Council on an item that is not on the agenda.

III. CONSENT ITEMS:

- A. 10/27/15 council minutes.
- B. Consider approval of Demolition Rebate to Janette Knieser for demolition of house at 504 E. Wilcox Way.
- C. Hy-Vee Market Café, Special Class C Liquor License
- D. Hy-Vee, Class E Liquor License
- E. Payment of monthly bills.

IV. NEW BUSINESS:

- A. Consider approval of projects for the Owner Occupied Rehab (CDBG Grant Program)
- B. Peg Raney – Bell Tower Foundation grant.
- C. Consider approval of Sean Schiltz to the Fire Department.
- D. Consider approval of architect for downtown Community Development Block Grant.
- E. Consider third reading of ordinance amending provision pertaining to no parking during snow removal.
- F. Consider approval of one month of additional salary for golf course manager.
- G. Consider approval of Certificate of Substantial Completion for 2015 Water and Sanitary Sewer Improvements, Division #1 and Division #2.
- H. Consider approval of change order #1 for Scharnweber Water Conditioning, Inc for decrease of \$29,528.04.
- I. Consider approval of pay estimate #4 (substantial completion) for Scharnweber Water Conditioning, Inc in amount of \$63,803.86.
- J. Consider approval of Certificate of Substantial Completion for 2015 Water Main Replacement on North Walnut.
- K. Consider approval of change order #1 for Hatch Grading & Contracting, Inc for decrease of \$1,157.04.
- L. Consider approval of pay estimate#2 (sub-final) for Hatch Grading & Contracting, Inc in amount of \$7,834.23.
- M. Consider approval of pay estimate #3 (final) for Hatch Grading & Contracting, Inc in amount of \$2,866.15.
- N. Consider approval of MHF Engineering invoice of \$26,498.00 for additional engineering services for the 2015 Water and Sanitary Sewer Improvements..
- O. Consider approval of health insurance premium.

V. REPORTS:

- A. Mayor
- B. Engineer
- C. City Clerk
- D. Attorney
- E. City Administrator
- F. Council & Committees

VI. ADJOURN.

AGENDA SUMMARY

DATE 11/10/15

NEW BUSINESS

- A. **Consider approval of projects for the Owner Occupied Rehab (CDBG Grant Program).** Karla Janning from Region XII COG will be here to explain this program and funding. They would like the city to fund 6 projects at \$2,500 each for FY 16-17.
- B. **Peg Raney – Bell Tower Foundation grant.**
- C. **Consider approval of Sean Schiltz to the Fire Department.**
- D. **Consider approval of architect for downtown Community Development Block Grant.** On Tuesday 10/6/15 a 10 member committee interviewed 5 architectural firms to recommend a firm to provide services for the CDBG application, including a cost estimate and blight survey, and design, procurement, and construction administration. The committee is recommending the Franks Design Group. (Attached is information about the firm.) The next step would be to approve a contract with the Franks Group to conduct the blight survey.
- E. **Consider third reading of ordinance amending provision pertaining to no parking during snow removal.**
- F. **Consider approval of one month of additional salary for golf course manager.**
- G. **Consider approval of Certificate of Substantial Completion for 2015 Water and Sanitary Sewer Improvements, Division #1 and Division #2.**
- H. **Consider approval of change order #1 for Scharnweber Water Conditioning, Inc for decrease of \$29,528.04.**
- I. **Consider approval of pay estimate #4 (substantial completion) for Scharnweber Water Conditioning, Inc in amount of \$63,803.86.**
- J. **Consider approval of Certificate of Substantial Completion for 2015 Water Main Replacement on North Walnut.**
- K. **Consider approval of change order #1 for Hatch Grading & Contracting, Inc for decrease of \$1,157.04.**
- L. **Consider approval of pay estimate#2 (sub-final) for Hatch Grading & Contracting, Inc in amount of \$7,834.23**
- M. **Consider approval of pay estimate #3 (final) for Hatch Grading & Contracting, Inc in amount of \$2,866.15**
- N. **Consider approval of MHF Engineering invoice of \$26,498.00 for additional engineering services for the 2015 Water and Sanitary Sewer Improvements.**
- O. **Consider approval of health insurance premium.** The Broker for the City, Rod Brooks from Paradigm Benefits, has reviewed our health insurance plan and has gone out for quotes from Wellmark, Coventry, United Health Care and Health Alliance. Wellmark (our current carrier for several years) came back the most favorable. There is a 13.43% increase for next year. We have not had any increase for each of the last 2 years. All the parameters of the plan remain the same as current. Recommendation to stay with Wellmark.

COUNCIL MEETING

October 27, 2015

5:30 P.M.

PRESENT: Ahrenholtz, Teeples, Black, Jaskey
ABSENT: Von Ahsen

Mayor Berry presided.

Peg Raney from Main Street talked about a program they will be participating with the College School of Design Class through IA State Extension.

On motion by Black, second by Jaskey, the Council approved the following consent agenda: October 13, 2015 Council Minutes, Peony Chinese Restaurant Special Class C Liquor License and a \$2000.00 Building Improvement Incentive reimbursement to Steve & Karen McCoy for demolition of house at 616 South Cedar Street.

AYE: Teeples, Black, Ahrenholtz, Jaskey
NAY: None

On motion by Ahrenholtz, second by Teeples, the Council approved the appointment of Heath Enns to Sergeant for Jefferson Police Department as of November 1, 2015 with a salary of \$47,478.00.

AYE: Black, Jaskey, Ahrenholtz, Teeples
NAY: None

On motion by Black, second by Ahrenholtz, the Council considered second reading of ordinance amending provision to pertaining to no parking during snow removal.

AYE: Teeples, Black, Jaskey, Ahrenholtz
NAY: None

Tim Oswald with Piper Jaffray, Inc. and Sid Jones representing GCDC addressed the Council regarding the city applying for an IFA Loan for JCorporation for the construction of housing units. Mr. Oswald explained the city's risks and procedures. Mr. Jones encouraged the Council to make application and accept the award if the IFA did indeed award the Loan to the city. Mr. Jones also said GCDC would move forward to find funding and pursue other avenues if the City does not apply for \$1,000,000 Iowa Workforce Housing Loan.

On motion by Jaskey, second by Teeples, the Council did not approve the resolution for the application for \$1,000,000 Iowa Workforce Housing Loan.

AYE: Ahrenholtz, Teeples, Black, Jaskey
NAY: None

There being no further business the Council agreed to adjourn.

Craig J. Berry, Mayor

Diane M. Kennedy, City Clerk



CHANGE ORDER

M H F ENGINEERING, P.C.
300 WEST MCKINLEY, P.O. BOX 68
JEFFERSON, IOWA 50129
515-386-4101

No.: One (1)

Project No.: 13052

Date: October 8, 2015

Project: 2015 Water & Sanitary Sewer Improvements
Division 1 - Sanitary Sewer Extension - Wild Rose Casino
Division 2 - Water & Sanitary Swere Extension - Gallup Road
Jefferson, Iowa

The Contractor, Scharnweber Water Conditioning, Inc., is hereby ordered to make the following changes from the plans and specifications or do the extra work on your contract dated February 24, 2015. The adjustment in compensation that will be due the Contractor, by reason of these changes, will be made on the following basis.

Table with 7 columns: ITEM NO., ITEM, QUANTITY, UNIT, PRICE, AMOUNT INCREASE, AMOUNT DECREASE. Rows include items like Engineering Fabric, Geo-Grid, Granular Trench Stabilizing Foundation Material, Storm Sewer, Drain Tile Repair, Class A Crushed Stone, Plug Valves, Trash Basket, Water Main Repair Sleeve, Water, Sanitary Sewer, Fire Hydrant Assembly, Water, Flushing Device, and Liquidated Damages.

Total decrease in compensation due the Contractor is \$29,528.04.

The Contract completion date is hereby extended _____ days to _____, 20____.

Contractor: SCHARNWEBER WATER CONDITIONING, INC.

By: [Signature] Date: 11-4-15

Recommended By Engineer: MHF ENGINEERING, P.C.

By: [Signature] John R. Milligan Date: 11-5-15

Approval of Owner: CITY OF JEFFERSON, IOWA

By: _____ Date: _____
Craig Berry, Mayor

Attest for Owner:

- 1. Necessity for change: Adjust Quantities, Additional Items and Liquidated Damages
2. Effect of this change on other prime contractors: None
3. Has consent of surety been obtained? Yes X Not Necessary
4. Will this change affect expiration or extent of insurance coverage? Yes X No
If "Yes", will the policies be extended? Yes No
5. Effect on operation and maintenance costs: None

PAYMENT # 4

SCHARNWEBER

SCHEDULE OF CONTRACT CHANGE ORDERS				
Contract Change Order		Description	Additions To Contract Price As Shown On Change Orders	Deductions From Contract Price As Shown On Change Orders
No.	Date			
1	10/08/2015	Adjust Quantities, Additional Items and Liquidated Damages	\$17,786.84	\$47,314.88
Total			\$17,786.84	\$47,314.88

ANALYSIS OF ADJUSTED CONTRACT AMOUNT TO DATE:

(a) Original Contract Amount \$697,789.00
 (b) Plus: Additions Selected Above \$17,786.84
 (c) Less: Deductions Scheduled Above \$47,314.88
 (d) Adjusted Total Contract Amount To Date \$668,260.96

ANALYSIS OF WORK PERFORMED:

(a) Cost of Contract Work Performed To Date \$668,260.96
 (b) Less: Amount Retained In Accordance With Contract Terms 5% \$33,413.05
 (c) Materials Stored At Close Of This Period \$0.00
 (d) Less: Amount Retained In Accordance With Contract Terms 5% \$0.00
 (e) Net Amount Earned On Contract Work To Date \$634,847.91
 (f) Less: Amount Of Previous Payments \$571,044.05
 (g) BALANCE DUE THIS PAYMENT \$63,803.86

CERTIFICATION OF CONTRACTOR: SCHARNWEBER WATER CONDITIONING

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, being Applications for Payment numbered 1 through inclusive; and (2) all materials and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment are free and clear of all liens, claims, security interests and encumbrances.

By: Terry M. [Signature]

Date: 11-4-15

RECOMMENDATION OF ENGINEER: MHF ENGINEERING, P.C.

In accordance with above contract, the undersigned recommends payment to the Contractor of the Amount Due as shown hereon.

By: John R. Milligan [Signature]
John R. Milligan

Date: 11-5-15

APPROVAL OF OWNER: CITY OF JEFFERSON

Amount Paid: _____

Date Paid: _____

By: _____
Craig Berry

Attest: _____
Diane M. Kennedy

Title: _____
Mayor

Title: _____
City Clerk



CHANGE ORDER

M H F ENGINEERING, P.C.
 300 WEST MCKINLEY, P.O. BOX 68
 JEFFERSON, IOWA 50129
 515-386-4101

No.: One (1) (Final)
 Project No.: 15083
 Date: October 29, 2015

Project: 2015 Water Main Replacement
 N. Walnut Street - W. Mahlon Street to W. Central Avenue
 Jefferson, Iowa

The Contractor, Hatch Grading & Contracting, Inc., is hereby ordered to make the following changes from the plans and specifications or d the extra work on your contract dated August 25, 2015. The adjustment in compensation that will be due the Contractor, by reason of these changes, will be made on the following basis.

ITEM NO.	ITEM	QUANTITY		UNIT PRICE	AMOUNT	
					INCREASE	DECREASE
1	Water, 6 Inch C900 DR18 PVC (Trenched), SW-104 CI P-1 Bedding	35	LF	\$42.00	\$1,470.00	
10	Class A Crushed Stone, Road Restoration	313.8	TN	\$22.00		\$6,903.60
13	Re-Route 6" Water Under Storm Sewer Main	1	LS	\$4,347.56	\$4,347.56	
14	Pipe Materials Provided by City	1	LS	\$71.00		\$71.00
TOTAL					\$5,817.56	\$6,974.60

Total decrease in compensation due the Contractor is (\$1,157.04).

The Contract completion date is hereby extended _____ days to _____, 20____.

Contractor: HATCH GRADING & CONTRACTING, INC.

By: [Signature] Date: 11/3/15

Recommended By Engineer: MHF ENGINEERING, P.C.

By: [Signature] Date: 11-4-15
 John R. Milligan

Approval of Owner: City of Jefferson, Iowa

By: _____ Date: _____

Attest for Owner:

By: _____ Date: _____

- Necessity for change: Adjust quantities and Add Additional Items
- Effect of this change on other prime contractors: None
- Has consent of surety been obtained? _____ Yes X Not Necessary
- Will this change affect expiration or extent of insurance coverage? _____ Yes X No
 If "Yes", will the policies be extended? _____ Yes _____ No
- Effect on operation and maintenance costs: None

PAYMENT FI 2 HATCH

Contract Change Order		Description	Additions To Contract Price As Shown On Change Orders	Deductions From Contract Price As Shown On Change Orders
No.	Date			
1	10/29/2015	Adjust Quantities and Additional Items	\$5,817.56	\$6,974.60
		Total	\$5,817.56	\$6,974.60

ANALYSIS OF ADJUSTED CONTRACT AMOUNT TO DATE:

(a) Original Contract Amount \$58,480.00
 (b) Plus: Additions Selected Above \$5,817.56
 (c) Less: Deductions Scheduled Above \$6,974.60
 (d) Adjusted Total Contract Amount To Date \$57,322.96

ANALYSIS OF WORK PERFORMED:

(a) Cost of Contract Work Performed To Date \$57,322.96
 (b) Less: Amount Retained In Accordance With Contract Terms 5% \$2,866.15
 (c) Materials Stored At Close Of This Period \$0.00
 (d) Less: Amount Retained In Accordance With Contract Terms 5% \$0.00
 (e) Net Amount Earned On Contract Work To Date \$54,456.81
 (f) Less: Amount Of Previous Payments \$46,622.58
 (g) BALANCE DUE THIS PAYMENT \$7,834.23

CERTIFICATION OF CONTRACTOR: HATCH GRADING & CONTRACTING, INC.

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, being Applications for Payment numbered 1 through inclusive; and (2) all materials and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment are free and clear of all liens, claims, security interests and encumbrances.

By: [Signature] Date: 11/3/15

RECOMMENDATION OF ENGINEER: MHF ENGINEERING, P.C.

In accordance with above contract, the undersigned recommends payment to the Contractor of the Amount Due as shown hereon.

By: [Signature] Date: 11-4-15
 John R. Milligan

APPROVAL OF OWNER: CITY OF JEFFERSON, IOWA

Amount Paid: _____ Date Paid: _____

By: _____ Title: Mayor
 Attest: _____ Title: City Clerk
 Diane M. Kennedy

PAYMENT # 3 HATCH

SCHEDULE OF CONTRACT CHANGE ORDERS				
Contract Change Order		Description	Additions To Contract Price As Shown On Change Orders	Deductions From Contract Price As Shown On Change Orders
No.	Date			
1	10/29/2015	Adjust Quantities and Additional Items	\$5,817.56	\$6,974.60
Total			\$5,817.56	\$6,974.60

ANALYSIS OF ADJUSTED CONTRACT AMOUNT TO DATE:

(a) Original Contract Amount \$58,480.00
 (b) Plus: Additions Selected Above \$5,817.56
 (c) Less: Deductions Scheduled Above \$6,974.60
 (d) Adjusted Total Contract Amount To Date \$57,322.96

ANALYSIS OF WORK PERFORMED:

(a) Cost of Contract Work Performed To Date \$57,322.96
 (b) Less: Amount Retained In Accordance With Contract Terms 5%
 (c) Materials Stored At Close Of This Period \$0.00
 (d) Less: Amount Retained In Accordance With Contract Terms 5% \$0.00
 (e) Net Amount Earned On Contract Work To Date \$57,322.96
 (f) Less: Amount Of Previous Payments \$54,456.81
 (g) BALANCE DUE THIS PAYMENT \$2,866.15

CERTIFICATION OF CONTRACTOR: HATCH GRADING & CONTRACTING, INC.

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, being Applications for Payment numbered 1 through inclusive; and (2) all materials and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment are free and clear of all liens, claims, security interests and encumbrances.

By: [Signature] Date: 11/3/15

RECOMMENDATION OF ENGINEER: MHF ENGINEERING, P.C.

In accordance with above contract, the undersigned recommends payment to the Contractor of the Amount Due as shown hereon.

By: [Signature] Date: 11-4-15
 John R. Milligan

APPROVAL OF OWNER: CITY OF JEFFERSON, IOWA

Amount Paid: _____ Date Paid: _____

By: Craig Berry Attest: Diane M. Kennedy
 Title: Mayor Title: City Clerk