

# AGENDA

## COUNCIL MEETING

Tuesday, April 26, 2022

5:30 P.M.

## CITY HALL COUNCIL CHAMBERS

### I. CALL TO ORDER:

### II. OPEN FORUM: This is a time for any concerned citizen to speak to the Council on an item that is not on the agenda. Limit of 3-5 minutes per speaker.

### III. CONSENT ITEMS:

- A. 4/12/22 regular Council minutes.
- B. Hire Mickey Teed as seasonal part time public works general worker at \$15 per hour.
- C. Set Public hearing for 2021-2022 budget amendments for May 24, 2022.
- D. Hire Samantha Schmidt as swimming pool manager at \$15.75 per hour.
- E. Hire Anna Pound as assistant swimming pool manager at \$12.75 per hour,
- F. Sewer adjustment of \$49.92 at property located at 1412 Southfield Drive.
- G. Sewer adjustment of \$122.48 at property located at 203 S. Cedar Street.

### IV. NEW BUSINESS:

- A. Consider approval of professional services with Bolton and Menk of \$730,000 for final design and bidding phase for the Wastewater Treatment Facility Improvement Project.
- B. Consider approval of single membership at the Jefferson Community Golf Course for Jefferson firefighters.
- C. Consider approval of sewer adjustment policy.
- D. Consider approval of engineering services for final design and bidding phase for City Hall front entrance.
- E. Consider approval of Resolution Proposing the sale of property located at 206 South Maple Street and setting hearing.
- F. Consider approval of Resolution Proposing the sale of property located at 500 North Oak Street and setting hearing.
- G. Consider approval of Resolution Proposing the sale of property located at 507 South Locust Street and setting hearing.

### V. REPORTS:

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

### VI. ADJOURN.

## AGENDA SUMMARY

DATE 4/26/22

### NEW BUSINESS

- A. **Consider approval of professional services with Bolton and Menk of \$730,000 for final design and bidding phase for the Wastewater Treatment Facility Improvement Project.** See attached memo from Bolton and Menk.
- B. **Consider approval of single membership at the Jefferson Community Golf Course for Jefferson firefighters.**
- C. **Consider approval of sewer adjustment policy.** Attached is the 2011 sewer adjustment policy along with the proposed a revised policy. The revision was to set a minimum amount for consideration.
- D. **Consider approval of engineering services for final design and bidding phase for City Hall front entrance.** Attached are the preliminary plans for the front entrance to City Hall. The cost of the improvements are part of the 2021 Bond.
- E. **Consider approval of Resolution Proposing the sale of property located at 206 South Maple Street and setting hearing.** Location map and resolution attached
- F. **Consider approval of Resolution Proposing the sale of property located at 500 North Oak Street and setting hearing.** Location map and resolution attached
- G. **Consider approval of Resolution Proposing the sale of property located at 507 South Locust Street and setting hearing.** Location map and resolution attached

COUNCIL MEETING

APRIL 12, 2022

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Gordon presided.

No citizens spoke during Open Forum.

On motion by Wetrich, second by Sloan, the Council approved the following consent agenda: March 22, 2022 Council Minutes, Employ Jordan Aubrey for seasonal part time help at Jefferson Community Golf Course Clubhouse at \$10/hr., Employ Jason Cerveney and Jeremy Cartwright for seasonal part time help at Jefferson Community Golf Course Clubhouse at \$9/hr., purchase dog holding equipment from Building Concepts in the amount of \$14,279.40 for the Greene County Animal Shelter, **RESOLUTION NO. 23-22** approving employee salaries for calendar year 2021, authorized signature form for the CDBG project at 123 N. Chestnut, approving pay estimate #4 of \$42,935.00 of CDBG funds for 200 E State Street, approving Class C Liquor Licenses for Greene County Fair Association and Doc's Stadium Bar and Grill, approving pay estimate #3 of \$129,094.07 to Jensen Builders, LTD for Greene County Animal Shelter, purchase vacuum system for \$14,021.87 to CleanWise for Greene County Animal Shelter and payment of monthly bills from City funds.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

**RESOLUTION NO. 24-22**

On motion by Ahrenholtz, second by Wetrich, the Council approved Resolution No. 24-22, a resolution approving \$150,000 Economic Development Forgivable Loan agreement with Pub Adventures, LLC.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

Councilman Darren Jackson gave an update on the TNR program from Linn Price (A.P.E.).

Sid Jones, president of Greene County Development Corporation approached the Council with an incentive housing program proposal. Council took no action.

The following bills were approved for payment from the City funds:

A1 AUTOMOTIVE	JFD VEH MAINT	96.68
ABC PEST CONTROL	PEST CONTR	404.25
ACCESS SYSTEMS LEASING	COPIER LEASE	1228.51
ACCO UNLIMITED CORP	PL FILTER MEDIA	2,317.05
ADVANCED WASTE SOLUTIONS	GCRSE PORT TOILET	105.00
AFLAC	AFLAC INS W/H	35.36
AG SOURCE COOP	SW TSTG	2,899.50
ALLIANT ENERGY	UTILITIES	32,277.13



## TECHNICAL MEMORANDUM

Date: April 15, 2022  
To: City of Jefferson, Iowa  
From: Katie Sterk, P.E. – Bolton & Menk, Inc.  
Subject: Wastewater Treatment Facility Improvements Preliminary Design Memo  
Nutrient Reduction and Facility Rehabilitation  
City of Jefferson, Iowa  
Project No.: OM2.123801

### I. BACKGROUND

On September 26, 2017, the City of Jefferson submitted a Nutrient Reduction Feasibility Report to the DNR. The purpose of the report was to evaluate operations changes and additional treatment technologies to reduce total nitrogen and total phosphorus discharge. On November 1, 2020, the city was reissued their National Pollutant Discharge Elimination System (NPDES) Permit. The permit contained a Nutrient Reduction Strategy Construction Schedule that laid out a timeline in which the recommended strategy from the Nutrient Reduction Feasibility Report must be completed by. The construction schedule can be found in table 1 below.

In December of 2020, Bolton & Menk completed a Wastewater Treatment Facility Plan for the City of Jefferson. The purpose of the Facility Plan was to identify financially and practically feasible options to meet the Nutrient Reduction Strategy requirement, as well as to provide improvements to the city's existing Wastewater Treatment Facility (WWTF) to extend its useful life through the design period. The purpose of this memorandum is to update the city on changes to the recommended improvements along with an updated opinion of probable costs.

Table No. 1 Nutrient Reduction Strategy Construction Schedule	
Submit Facility Plan	June 2020 (Amended to December 2020)
DNR Approve Facility Plan	December 2020 (Amended to June 2021)
Submit SRF IUP Application	June 2020 (Amended to December 2020)
Submit Construction Permit Application	Jun 2022
DNR Issue Construction Permit	Nov 2022
Start Construction	Dec 2022
Complete Construction	Jun 2024

## II. WWTF IMPROVEMENTS

In the December 2020 Facility Plan, Bolton & Menk recommended the City of Jefferson rehabilitate their existing WWTF along with installing nutrient removal processes. The Facility Plan recommended the construction of an anoxic basin for nitrogen removal and a rapid mix tank for chemical phosphorus removal. Due to the increased solids produced with these new processes, the plan also recommended the demolition of the existing biosolids storage tank and the construction of a new larger biosolids storage tank equipped with a new biosolids loadout building. Due to the existing plant hydraulics, it was also recommended to construct a lift station to convey wastewater from the existing grit tank to the proposed anoxic basin.

To facilitate the new processes and to extend the existing facility's useful life through the design period, the following improvements were recommended:

- Replace grit pump and valve
- Replace operations/pre-treatment building roof
- Modify aeration basin control structure to assist plant hydraulics
- Replace aeration basins fine bubble aeration system
- Replace aeration basins effluent overflow boxes
- Modify aeration basin effluent piping to assist plant hydraulics
- Rehabilitate aeration blowers
- Recoat interior of clarifier tanks
- Replace clarifier mechanisms
- Replace UV disinfection equipment
- Rehabilitate aerobic digesters (replace valves, roof hatches, aeration piping, and level sensors)
- Replace RAS and WAS pumps

Since the December 2020 Facility Plan, Bolton & Menk has started work on the final design of the City of Jefferson's WWTF improvements. During the design process, several recommendations have been updated. The following summarizes the updated recommendations.

- The Facility Plan recommended the installation of mixed liquor return (MLR) pumps in a manhole ahead of the new rapid mix basin. Due to minimal existing free space on-site, this has been updated to installing the MLR pumps into the existing aeration basins.
- The biosolids storage tank has been increased in size from 650,000 gallons to 700,000 gallons to facilitate extra solids generated from the proposed nutrient removal processes.
- Installation of two new biosolids transfer pumps located in the existing digester building to convey biosolids from the aerobic digesters to the proposed biosolids storage tank.
- The Facility Plan recommended coarse bubble aeration for mixing. This has been updated to a compressed gas mixing system with minimal aeration to save on electrical costs.

- Replace grit classifier, per discussions with city staff.
- Replace mechanical screen and washer compactor, per discussions with city staff.
- Replace digester blowers and coarse bubble diffusers, per discussions with city staff.

### III. FACILITY PLAN APPROVAL

The Facility Plan was submitted to the DNR on November 30, 2020 and an amendment was submitted on March 9, 2021. After initial review, the DNR indicated that they were concerned about spikes in effluent copper levels and that they required a plan for reviewing the facility's influent copper sources to be provided as an amendment to the Facility Plan prior to approving the Plan. That second amendment was provided to the DNR on November 11, 2021. Subsequently, the DNR indicated over the phone that the Influent Copper Review Plan provided was acceptable and that the Facility Plan would be approved. As of the date of this memo, final Facility Plan approval has not been received.

### IV. OPINION OF PROBABLE COSTS

Table 2 below shows an updated opinion of probable costs for the proposed improvements. The 2020 Facility Plan's opinion of probable costs was \$10,203,000 million in 2020 dollars. The increased in costs are due to the replacement of additional equipment, along with inflation related to the economic effects of recent world events.

<b>Table 2 Opinion of Probable Costs</b>	
General Conditions	\$400,000
Site Work	\$605,000
Cast in Place Concrete	\$797,000
Biosolids Storage Wire Wound Tank	\$880,000
Masonry/Precast	\$61,000
Carpentry/Misc. Metals/Roofs	\$127,000
Painting	\$242,000
Equipment	\$2,551,000
Equipment Installation	\$766,000
Piping, Valves, and Gates	\$450,000
Plumbing/HVAC	\$86,000
Electrical and Controls	\$1,728,000
<b>Subtotal</b>	<b>\$8,693,000</b>
Contingency (30% existing)	\$2,608,000
<b>Construction Subtotal</b>	<b>\$11,301,000</b>
Legal/Engineering/Financing/Administration (20%)	\$2,260,000
<b>Total</b>	<b>\$13,561,000</b>

# PROFESSIONAL SERVICES AGREEMENT

by and between  
**BOLTON & MENK, INC.**  
**300 West McKinley St., PO Box 68**  
**Jefferson, IA 50129**  
**Ph. (515) 386-4101**  
(hereinafter referred to as BMI)  
and

Date of Agreement: April 19, 2022

Agreement Number:

0M2.123801

Project Location: Jefferson, Iowa

## Client

Name: City of Jefferson, Iowa

Address: 220 N. Chestnut St.

Address: \_\_\_\_\_

City: Jefferson State IA Zip 50129

(hereinafter referred to as Client)

Phone No.:

(515) 386-3111

Fax No.:

(515) 386-4671

Agent or Person Ordering Services and/or  Billing Address (if different)

Agent or Person Ordering Services: Michael Palmer, City Administrator

Address: 220 N. Chestnut St

City: Jefferson State IA Zip 50129

Phone No.:

(515) 386-3111

Fax No.:

(515) 386-4671

## Fee Arrangement

Preliminary Design Phase Services: Hourly, Not to Exceed: \$127,500 (included in January 29, 2021 PSA and not included here)

**Final Design Phase Services: Not to Exceed Fixed Fee: \$730,000**

Construction Phase Services: To be Determined and agreed upon after bidding

## Scope/Intent and Extent of Services

See attached scope of services (Exhibit I) for the Wastewater Treatment Facility Improvements project.

## Special Conditions

The services described in the Work Order will be consistent with the terms and conditions described in the Agreement for Professional Services between Bolton & Menk, Inc. and the City of Jefferson, dated August 27, 2019 and approved by the Jefferson City Council on August 27, 2019 unless modified by this Work Order.

BMI and Client agree to the Terms and Conditions as stated above and on the reverse side of this Agreement. The below signed represents that he or she has been authorized to accept this agreement on behalf of the Client and assumes financial responsibility for all services in the event of default by the Client.

Offered by: Bolton & Menk, Inc.

Accepted by:

Kristopher J. Swanson, Principal Environmental Engineer

print name/title



4/18/2022

signature and date

\_\_\_\_\_

print name/title

\_\_\_\_\_

signature and date

## EXHIBIT I

### CONSULTANT'S SERVICES

#### WASTEWATER TREATMENT FACILITY IMPROVEMENTS

##### JEFFERSON, IOWA

April 19, 2022

#### DESCRIPTION OF PROJECT AND SCOPE OF IMPROVEMENTS

The CONSULTANT agrees to provide final design engineering and bidding services required for wastewater treatment facility improvements to:

Jefferson Wastewater Treatment Facility, 605 West Russel Street

This includes final design engineering and bidding phase services for Wastewater Treatment Facility Improvements.

The basic improvements anticipated as part of this Agreement include final design engineering - including preparing plans and specifications - and bidding services for rehabilitating the existing Control and Pretreatment Building, Blower Building, UV Building, and Biosolids Control Complex, including with wastewater treatment process equipment, piping and appurtenances within, and constructing an aeration lift station, an anoxic basin and a biosolids storage tank and loadout facility with all necessary process equipment and appurtenances.

#### I.A. BASIC SERVICES

For purposes of this Project, Basic Services to be provided by the CONSULTANT are as follows:

##### TASK 1: PRELIMINARY DESIGN

Task 1 services were agreed upon and completed as part of the original Professional Services Agreement and are not included in this Amendment.

##### TASK 2: FINAL DESIGN AND BIDDING PHASE SERVICES

###### Subtask 2.1: Final Design and Preparation of Contract Documents

**Description:** Finalize facility design and prepare final plans and specifications for the project, including necessary plans and specification items for site layout, structures, architectural, process, HVAC, plumbing, electrical, and controls systems.

- Final site layout, building layout, process design sizing, and piping/grading plans.
- Final structural design, in conjunction with structural engineering subconsultant, LS Engineers.
- Final architectural building design, in conjunction with architectural subconsultant, Vanman Architects.
- Final electrical design (power distribution and generation), controls and SCADA design, in conjunction with electrical engineering subconsultant, IMEG Corporation.



- Final mechanical and plumbing design, in conjunction with mechanical engineering subconsultant, IMEG Corporation.
- Update opinion of probable construction costs.

**Deliverables:**

- 60% Construction Plans for review

**Subtask 2.2: Design Review Meetings, Modification, and Submittal to the DNR**

**Description:** Meet with the CLIENT to verify and finalize the project design and make any final changes. Prepare and submit the Construction Permit Application and the plans and specifications to the DNR for review and approval.

**Deliverables:**

- Construction Permit Application
- 90% Draft Contract Documents, including Construction Plans and Specifications

**Subtask 2.3: Final Bid Package Preparation**

**Description:** Prepare final contract documents in accordance with any comments from the DNR, to bid a successful project.

**Deliverables:**

- Final Contract Documents, including Construction Plans and Specifications

**Subtask 2.4: Funding Assistance and Coordination**

**Description:** Coordinate final design and contract documents with the CLIENT's financial advisor to ensure that the bidding process, contractor selection, contract documents, worker's compensation, construction materials, insurance, bonding, etc. are fundable and in accordance with SRF loan and other funding requirements.

**Subtask 2.5: Bidding Services**

**Description:** Publish the Contract Documents for bidding and respond to requests for comments or questions by potential bidders. Prepare addenda, if required, and disseminate to all necessary contacts. Lead a pre-bid meeting for any interested bidders and respond to any questions or comments as a result of said meeting. Assist with the opening of bids, review all bids to determine that they meeting requirements, and make a recommendation to the CLIENT of which bidder is the lowest responsible and responsive bidder.

**Deliverables:**

- Addenda, if required
- Pre-Bid Meeting Agenda and Minutes
- Bid Evaluation and Recommendation of Award

## **Subtask 2.6: Contract Award and Meeting**

**Description:** Assist with the coordination and preparation of paperwork or other items needed to award the contract. Prepare and lead a Pre-Construction Meeting with the CLIENT and the awarded contractor.

### **Deliverables:**

- Notice of Award
- Pre-Construction Meeting Agenda and Minutes

## **TASK 3: CONSTRUCTION SERVICES**

Due to the nature of construction and the possibility of unforeseen conditions and schedules, CONSULTANT proposes an estimated hourly fee for construction related services. CONSULTANT will provide a proposal with construction fee and summary of these services after the bids are received in order to provide a well-defined scope and schedule. Construction services are not included within this agreement.

### **BASIS OF FEE ASSUMPTIONS**

For this proposal assumptions were made as to the nature of how or why certain situations will be handled. These assumptions are as follows:

- Any changes to the scope of work that are not specifically included in this proposal will be considered additional work and a negotiated amendment to the agreement will be completed

### **ITEMS PROVIDED BY CLIENT**

The following items are to be provided by CLIENT:

- Specification Special Provisions and Contract Front End Requirements
- Payment of Permit Fees
- Public Meeting location

## **I.B. ADDITIONAL SERVICES**

Consulting services performed other than those authorized under Section I.A shall be considered not part of the Basic Services and may be authorized by the CLIENT as Additional Services. Additional Services consist of those services that are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the bidding of the project; or vary depending on the technique, procedures or schedule of the project contractor.

Additional services may include:

1. Additional property or right-of-way acquisition services: Includes additional property or right-of-way acquisition services beyond those included in the Basic Services, including: Preparation of Eastment agreements, preparation of right-of-way plats, assistance with eminent domain proceedings, court preparation and testimony.
2. All other services not specifically identified in the Proposal or Sections I.A or I.B of this Exhibit I.

4-20-11

## **SEWER ADJUSTMENT POLICY**

4-20-11

The Sewer Committee for the City of Jefferson has established the following policy when considering a monetary adjustment to a sewer bill:

- 1) Only sewer charges will be considered. All other charges and associated fees require full payment.
- 2) Sewer charges are reviewed as:
  - a) **Charges that are attributed to water not entering the sewer.**
  - b) **Charges that are attributed to water entering the sewer.**  
In this category, the sewer portion of the monthly city utility bill must exceed \$500 in order to be considered for adjustment.

Process:

- A letter needs to be prepared by the applicant outlining the circumstances for the request.
- The request will then be forwarded to the Sewer Committee for review and recommendation.
- The City Council will act on any adjustment to the sewer bill.

## SEWER ADJUSTMENT POLICY

The Sewer Committee for the City of Jefferson has established the following policy when considering a monetary adjustment to a sewer bill:

- 1) Only sewer charges will be considered. All other charges and associated fees require full payment.
- 2) Sewer charge must be at least 4 times the 6 month average to be considered and no case with an amount under \$100.00. Customer shall be responsible for the first \$100.00 and anything over that amount can be considered for adjustment.
- 3) Sewer charges are reviewed as:
  - a) Charges that are attributed to water **not** entering the sewer.
  - b) Charges that are attributed to water entering the sewer. In this category, the sewer portion of the monthly city utility bill must exceed \$500.00 in order to be considered for adjustment.

Process:

- 1) A letter needs to be prepared by the applicant outlining the circumstances for the request.
- 2) The request will then be forwarded to the Sewer Committee for review and recommendation.
- 3) The city Council will act on any adjustment to the sewer bill.

**GOVERNING SPECIFICATIONS**

THE 2021 EDITION OF THE "IOWA STATEWIDE URBAN SPECIFICATIONS FOR PUBLIC IMPROVEMENTS" AND CITY OF DES MOINES SPECIFICATIONS.

MUTCD 2009 AS ADOPTED BY IOWA DEPARTMENT OF TRANSPORTATION.

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITHIN THE CONSTRUCTION OF THIS PROJECT.



NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY IOWA ONE CALL 1-800-292-8989 OR 811.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CHARGE 38-01, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

**RESOURCE LIST**

**CITY OF JEFFERSON**

City Hall  
City Clerk/Treasurer: Roseanne Gorkuch  
City Attorney: David F. Mohr  
City Administration:  
Mayor: Matt Gordon

**City Council Members:**

Barry Ahrensberg  
David Slack  
Matt Beckwith  
Paul Zimka  
Sharon Jackson  
City Engineer:  
(Camm-Barr)

**Public Works Department:**

Public Works Director: Dave Morlan  
Street Superintendent: David Treptow  
Wastewater Department: Danny Mohrville  
Water Superintendent: Marcy Murray

**UTILITIES**

GAZ/EL/ST/CTC  
Atlantic Electric  
4801 North Burlington Lane  
P.O. Box 77007  
Moline, IL 61702  
Phone: 1-800-444-4447  
Fax: 662-314-8108  
Website: www.aelectric.com

**TELEPHONE CABLE/INTERNET**

Jefferson Telecom  
106 W. Waterloo St.  
Jefferson, IA 50339  
Phone: 515-286-4141 Fax:  
515-286-7409  
Website:  
www.jeffersonia.com

**WATER/SEWER/SANITARY**

City Hall  
120 N. Chestnut  
Jefferson, IA 50329  
215-266-3111 8 a.m. - 5 p.m.  
Monday through Friday  
Call to City Hall to set up account, sewer, garbage and recycling account in your name. A \$150 deposit is required to set up an account. We bill on the first of every month with bills due the 15th.

**ELECTRIC**

Midland Power Cooperative  
1000 East Lombardy  
Jefferson, IA 50339  
Phone: 515-285-4111 or  
800-833-8876 Fax: 515-285-3385  
Website: www.mfca-power.com

# CITY OF JEFFERSON

## CONSTRUCTION PLANS FOR

# CITY HALL ENTRANCE IMPROVEMENTS

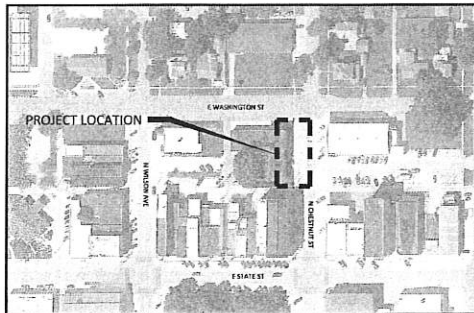
SEPTEMBER, 2021

**SHEET NUMBER**

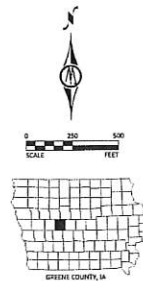
- A.01 - A.02
- B.01 - B.02
- C.01
- D.01 - D.02
- K.01
- R.01

**SHEET TITLE**

- TITLE SHEET & LEGEND
  - DETAILS
  - QUANTITIES & ESTIMATE REFERENCE NOTES
  - LAYOUT & GRADING PLANS
  - LANDSCAPE PLAN
  - REMOVALS PLAN
- THIS PLAN SET CONTAINS 2 SHEETS.



MAP OF PORTIONS OF THE CITY OF JEFFERSON GREEN COUNTY, IA



**MAP LEGEND**

- PROJECT LIMITS
- BID LOCATION
- EXCESS EXCAVATED MATERIAL DISPOSAL SITE

REVIEWED & APPROVED PUBLIC WORKS DIRECTOR DATE: \_\_\_\_\_

I HEREBY CERTIFY THAT THE PORTION OF THIS TECHNICAL SUBMISSION DESCRIBED BELOW WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND RESPONSIBLE CHARGE. I AM A duly licensed PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF IOWA.



CASEY BYERS  
REG. NO. 05637 DATE: \_\_\_\_\_  
MY LICENSE RENEWAL DATE IS JUNE 30, 2023  
PAGES OR SHEETS COVERED BY THIS SEAL:  
ALL SHEET



JAMES D. LEIDING, P.E.  
REG. NO. 17000 DATE: \_\_\_\_\_  
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2021  
PAGES OR SHEETS COVERED BY THIS SEAL:  
ALL SHEET

+ BM=XXXX.XX DESCRIPTION STATION LOCATION	PROJECT DATUM:	JEFFERSON, IA
	HORIZONTAL:	
	VERTICAL:	



300 WEST MADISON ST., P.O. BOX 64  
JEFFERSON, IOWA 50322  
Phone: 515-286-5101  
Email: jefferson@bolton-menk.com  
www.bolton-menk.com

NO.	REV.	DESCRIPTION	DATE
1	NDS		
2	CBS		
3	CSL		
4	CSL		
5	CSL		

PROJECT DATUM:	JEFFERSON, IA	SHEET
HORIZONTAL:		
VERTICAL:		A.01
TITLE SHEET		

**EXISTING TOPOGRAPHIC SYMBOLS**

ACCESS GRATE	SATELLITE DISH
AIR CONDITION UNIT	SIGN TRAFFIC
ANTENNA	SIGNAL CONTROL CABINET
AUTO SPRINKLER CONNECTION	SOIL BORING
BARRICADE PERMANENT	SIREN
BASKETBALL POST	TELEPHONE BOOTH
BENCH	TILE INLET
BIRD FEEDER	TILE OUTLET
BO. LARD	TILE RISER
BUSH	TRANSFORMER ELECTRIC
CATCH BASIN RECTANGULAR CASTING	TREE-CONIFEROUS
CATCH BASIN CIRCULAR CASTING	TREE-DEAD
CURB STOP	TREE-DECIDUOUS
CLEAN OUT	TREE STUMP
CULVERT END	TRAFFIC ARM BARRIER
DRINKING FOUNTAIN	TRAFFIC SIGNAL
DOWN SPOUT	TRASH CAN
FILL PIPE	UTILITY MARKER
FIRE HYDRANT	VALVE
FLAG POLE	VALVE POST INDICATOR
FLARED END / APRON	VALVE VAULT
FUEL PUMP	VAULT
GRILL	VENT PIPE
GUY WIRE ANCHOR	WATER SPRIG
HANDHOLE	WELL
HANDICAP SPACE	WETLAND DELINEATED MARKER
IRRIGATION SPRINKLER HEAD	WETLAND
IRRIGATION VALVE BOX	WET WELL
LIFT STATION CONTROL PANEL	YARD HYDRANT
LIFT STATION	
LIGHT POLE	
MAILBOX	
MANHOLE-COMMUNICATION	
MANHOLE-ELECTRIC	
MANHOLE-GAS	
MANHOLE-HEAT	
MANHOLE-SANITARY SEWER	
MANHOLE-STORM SEWER	
MANHOLE-UTILITY	
MANHOLE-WATER	
METER	
ORDER MICROPHONE	
PARKING METER	
PAVEMENT MARKING	
PEDESTAL COMMUNICATION	
PEDESTAL ELECTRIC	
PEDESTAL PUSH BUTTON	
PICNIC TABLE	
POLE-UTILITY	
POST	
RAILROAD SIGNAL POLE	
REGULATION STATION GAS	

**PROPOSED TOPOGRAPHIC SYMBOLS**

CLEANOUT
MANHOLE
LIFT STATION
STORM SEWER CIRCULAR CASTING
STORM SEWER RECTANGULAR CASTING
STORM SEWER FLARED END / APRON
STORM SEWER OUTLET STRUCTURE
STORM SEWER OVERFLOW STRUCTURE
CURB BOX
FIRE HYDRANT
WATER VALVE
WATER REDUCER
WATER BEND
WATER TEE
WATER CROSS
WATER SLEEVE
WATER CAP / PLUG
RIP RAP
DRAINAGE FLOW
TRAFFIC SIGNS
LIGHT POLE

**SURVEY SYMBOLS**

BENCH MARK LOCATION
CONTROL POINT
MONUMENT IRON FOUND
CAST IRON MONUMENT

**EXISTING TOPOGRAPHIC LINES**

RETAINING WALL
FENCE
FENCE DECORATIVE
GUARD RAIL
TREE LINE
BUSH LINE

**SURVEY LINES**

CONTROLLED ACCESS
BOUNDARY CENTERLINE
EXISTING EASEMENT LINE
PROPOSED EASEMENT LINE
EXISTING LOT LINE
PROPOSED LOT LINE
EXISTING RIGHT-OF-WAY
PROPOSED RIGHT-OF-WAY
SETBACK LINE
SECTION LINE
QUARTER LINE
SIXTEENTH LINE
TEMPORARY EASEMENT

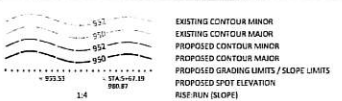
**EXISTING UTILITY LINES**

FORCEMAIN
SANITARY SEWER
SANITARY SERVICE
STORM SEWER
STORM SEWER DRAIN TILE
WATERSEWER
WATER SERVICE

**PROPOSED UTILITY LINES**

FORCEMAIN
SANITARY SEWER
SANITARY SERVICE
STORM SEWER
STORM SEWER DRAIN TILE
WATERSEWER
WATER SERVICE
PIPE CASING

**GRADING INFORMATION**



**HATCH PATTERNS**

HMA PAVEMENT	SIDEWALK	PCC PAVEMENT
DRIVEWAY	GRAVEL	

**EXISTING PRIVATE UTILITY LINES**

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY IOWA DNR CALL - 1-800-292-6389

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/AGCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPOSITION OF EXISTING SUBSURFACE UTILITY DATA"

UNDERGROUND FIBER OPTIC
UNDERGROUND ELECTRIC
UNDERGROUND GAS
UNDERGROUND COMMUNICATION
OVERHEAD ELECTRIC
OVERHEAD COMMUNICATION
OVERHEAD UTILITY

**UTILITIES IDENTIFIED WITH A QUALITY LEVEL OTHER THAN D:**

LINE TYPES FOLLOW THE FORMAT: UTILITY TYPE - QUALITY LEVEL  
EXAMPLE: UNDERGROUND GAS, QUALITY LEVEL A  
UTILITY QUALITY LEVEL (A,B,C,D) DEFINITIONS CAN BE FOUND IN C/AGCE 38-02.

**UTILITY QUALITY LEVELS:**  
LEVEL D - INFORMATION COMES SOLELY FROM EXISTING UTILITY RECORDS.  
LEVEL C - SURVEYING ABOVE GROUND UTILITY FACILITIES, SUCH AS MANHOLES, VALVE BOXES, ETC. AND CORRELATING THIS INFORMATION WITH EXISTING UTILITY RECORDS.  
LEVEL B - THE USE OF SURFACE GEOPHYSICAL TECHNIQUES TO DETERMINE THE EXISTENCE AND HORIZONTAL POSITION OF UNDERGROUND UTILITIES.  
LEVEL A - THE USE OF NONDESTRUCTIVE DIGGING EQUIPMENT AT HORIZONTAL AND VERTICAL POSITION OF UNDERGROUND UTILITIES, AS WELL AS THE TYPE, SIZE, CONDITION, MATERIAL, AND OTHER CHARACTERISTICS.

**ABBREVIATIONS**

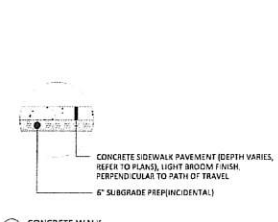
A	ALGEBRAIC DIFFERENCE	GV	GATE VALVE	RT	RIGHT
ADJ	ADJUST	HDPE	HIGH DENSITY POLYETHYLENE	SAH	SANITARY SEWER
ALT	ALTERNATE	RH	RANDHOLE	SCH	SCHEDULE
B-B	BACK TO BACK	HMA	HOT ASK ASPHALT	SEWF	SERVICE
BLDG	BUILDING	HP	HIGH POINT	SHLD	SHOULDER
BMP	BEST MANAGEMENT PRACTICE	HWL	HIGH WATER LEVEL	STA	STATION
BR	BEGIN RADUS	HYD	HYDRANT	STD	STANDARD
BV	BUTTERFLY VALVE	I	INVERT	STR	STORM SEWER
CB	CATCH BASIN	K	CURVE COEFFICIENT	TC	TOP OF CURB
C&G	CURB AND GUTTER	L	LENGTH	TE	TEMPORARY EASEMENT
CP	CAST IRON PIPE	LO	LOWEST OPENING	TEMP	TEMPORARY
DHP	DURED IN PLACE PIPE	LP	LOW POINT	TIH	TOP HOT HYDRANT
CL	CENTER LINE	ST	LEFT	TOP	TOP OF PIPE
CL	CLASS	MH	MANHOLE	TYP	TYPICAL
CMP	CORRUGATED METAL PIPE	MIN	MINIMUM	VCP	VITRIFIED CLAY PIPE
C.O.	CHANGE ORDER	MPW	MUSCATINE POWER & WATER	VERT	VERTICAL
CONGR	COMMUNICATION	MR	MINI RADIUS	VPC	VERTICAL POINT OF CURVE
CSP	CORRUGATED STEEL PIPE	NIC	NOT IN CONTRACT	VPI	VERTICAL POINT OF INTERSECTION
CLVT	CULVERT	NMC	NON-METALLIC CONDUIT	VPT	VERTICAL POINT OF TANGENT
DIA	DIAMETER	NTS	NOT TO SCALE	WH	WATERMAIN
DIP	DUCTILE IRON PIPE	NWL	NORMAL WATER LEVEL	WS	WATER SERVICE
DWY	DRIVEWAY	DHW	DIRTY HIGH WATER LEVEL		
E	EXTERNAL CURVE DISTANCE	PC	POINT OF CURVE		
ESMT	EASEMENT	PCC	PORTLAND CEMENT CONCRETE	AC	ACRES
ELEC	ELECTRIC	PE	PERMANENT EASEMENT	CF	CUBIC FEET
ELEV	ELEVATION	PEF	PEDESTAL, PIEDISTAL	CV	COMPACTED VOLUME
EQF	EMERGENCY OVERFLOW	PERF	PERFORATED PIPE	CY	CUBIC YARD
ER	END RADIUS	PERM	PERMANENT	EA	EACH
ER	EXISTING	PI	POINT OF INTERSECTION	EV	EXCAVATED VOLUME
FES	FLARED END SECTION	PL	PROPERTY LINE	LB	POUNDS
F-F	FACE TO FACE	PRC	POINT OF REVERSE CURVE	LF	LINEAR FEET
FF	FINISHED FLOOR	PT	POINT OF TANGENT	LS	LUMP SUM
FBI	FURNISH AND INSTALL	PVC	POLYVINYL CHLORIDE PIPE	LV	LOOSE VOLUME
FM	FOREMAN	PUNT	PAVEMENT	SF	SQUARE FEET
FO	FIBER OPTIC	R	RADIUS	SV	STOOPPILE VOLUME
F.D.	FIELD ORDER	RCR	REINFORCED CONCRETE PIPE	SF	SQUARE YARD
GRAN	GRANULAR	RET	RETAINING		
GRAV	GRAVEL	R/W	RIGHT-OF-WAY		
GU	GUTTER	RSC	RIGID STEEL CONDUIT		



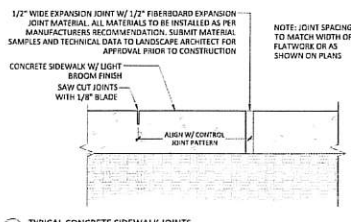
303 WEST HICKENLEY ST. # D. BOX 88  
JEFFERSON, IOWA 50129  
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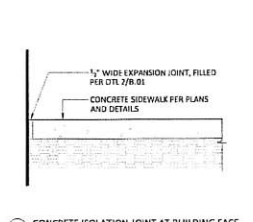
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CITY HALL ENTRANCE IMPROVEMENTS		A.02
LEGEND SHEET		



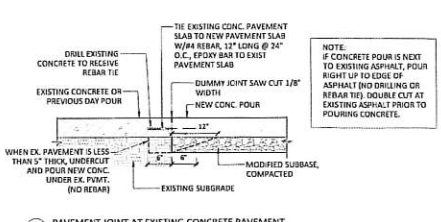
1 CONCRETE WALK



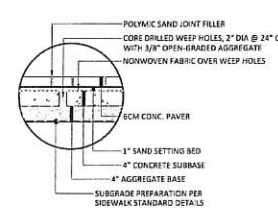
2 TYPICAL CONCRETE SIDEWALK JOINTS



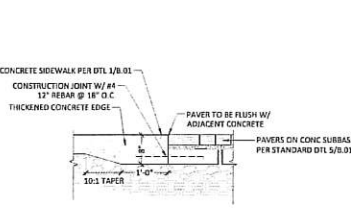
3 CONCRETE ISOLATION JOINT AT BUILDING FACE



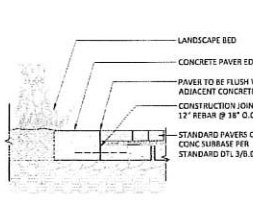
4 PAVEMENT JOINT AT EXISTING CONCRETE PAVEMENT



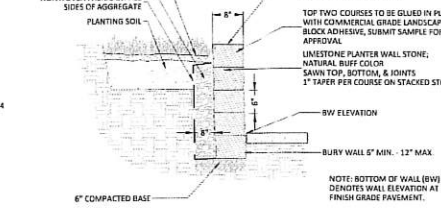
5 PAVERS OVER CONCRETE SUBBASE



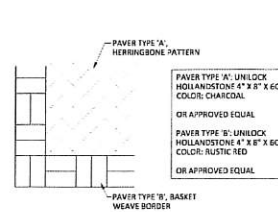
6 SECTION: CONCRETE SIDEWALK / PAVEMENT INTERFACE



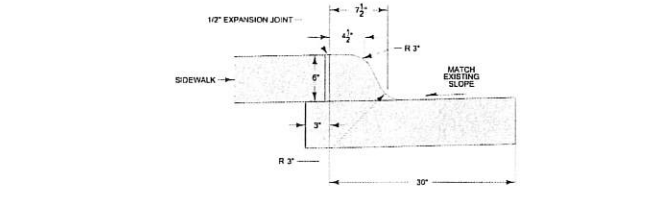
7 SECTION: CONCRETE PAVEMENT EDGE



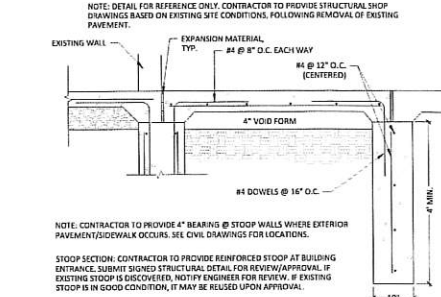
8 SECTION: LIMESTONE RETAINING WALL



9 PLAN: PAVEMENT PATTERN

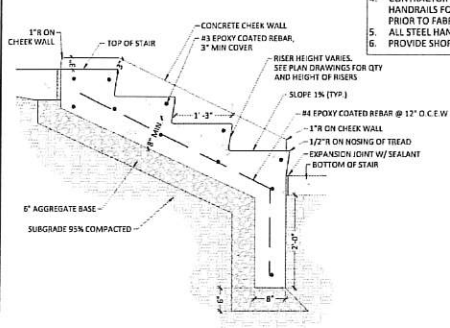


10 SECTION: 6\"/>

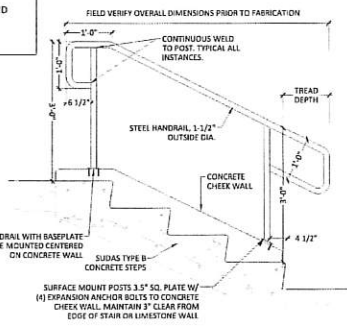


11 SECTION: STOOP

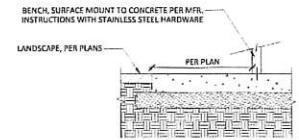
- NOTES FOR STEPS AND HANDRAIL:**
1. CONCRETE STEP AND HANDRAIL, SUDAS TYPE B
  2. SEE PLAN DRAWINGS FOR RISER QUANTITY AND HEIGHT, INCLUDING TOP OF STAIR AND BOTTOM OF STAIR ELEVATIONS
  3. TREADS TO BE EQUAL DEPTH FOR ENTIRE RUN
  4. CONTRACTOR SHALL VERIFY ALL MEASUREMENTS OF HANDRAILS FOLLOWING CONSTRUCTION OF STAIRS AND PRIOR TO FABRICATION.
  5. ALL STEEL HANDRAILS SHALL BE BLACK PAINTED.
  6. PROVIDE SHOP DRAWINGS FOR APPROVAL.



1 SECTION: TYPE B CONCRETE STEPS



2 SECTION/ELEVATION: STEEL HANDRAIL



BENCH, SURFACE MOUNT TO CONCRETE PER MFR. INSTRUCTIONS WITH STAINLESS STEEL HARDWARE

LANDSCAPE, PER PLANS

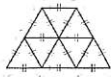
PER PLAN

BENCH, LANDSCAPE FORMS, SCARBOROUGH, BACKED 72", FINISH: POWDERCOAT BLACK CONTACT: STACY ERNST, 815.444.4376

OR APPROVED EQUAL

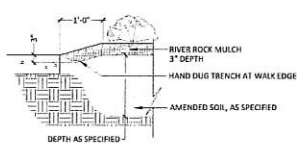
NOTES:  
1. SURFACE MOUNT ALL FURNISHINGS PER MANUFACTURER'S INSTRUCTIONS.

3 SURFACE MOUNT FURNISHINGS

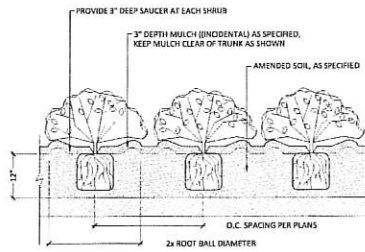


- NOTES:**
1. O.C. TRIANGULAR PLANT SPACING PER PLANS
  2. AREAS IDENTIFIED ON PLANTING PLAN AS O.C. SHALL BE TRIANGULAR SPACED
  3. SEE PLANTING PLAN FOR SPECIES

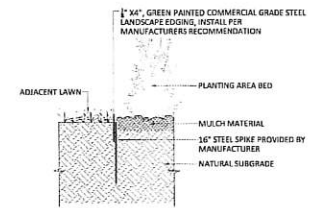
4 PERENNIAL PLANT SPACING  
NOT TO SCALE



5 PLANTING EDGE AT CONC. WALK  
NOT TO SCALE



6 SHRUB/PERENNIAL BED PLANTING  
NOT TO SCALE



7 TYPICAL SECTION: STEEL EDGE  
NOT TO SCALE



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JEFFERSON, IA  
CITY HALL ENTRANCE IMPROVEMENTS  
DETAILS

SHEET  
B.02



ESTIMATED PROJECT QUANTITIES				
ITEM NO.	ITEM CODE	ITEM	UNIT	QUANT
1	2010-105-C-0	CLEARING AND GRUBBING	LS	1
2	2010-105-D-1	TOPSOIL, ON SITE	CY	67.5
3	2010-108-F-0	EXCAVATION, CLASS 13	CY	112.2
4	2010-108-F-0	SUBBASE, 4000 PSI, 6"	SY	245.3
5	2010-108-F-0	SIDEWALK PAVEMENT, PCC, 5"	SY	42.6
6	2010-108-A-0	SIDEWALK PAVEMENT, PCC, 6"	SY	149.8
7	2010-108-F-0	CURB AND GUTTER, 30" WIDTH X 6" THICKNESS	LF	129.8
8	2010-108-F-0	CONCRETE UNIT PAVERS W/ PCC BASE	SF	68
9	2010-108-F-0	PAVEMENT REMOVAL	SY	170
10	9030-108-B-0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	AC	0.1
11	9030-108-B-0	DECIDUOUS SHRUBS	EA	17
12	9030-108-B-0	PERENNIAL GROUND COVER (1 GAL)	EA	122
13	9030-108-B-0	ROCK MULCH, 3" DEPTH	CY	6.9
14	9030-108-B-0	AMENDED SOIL, 12" DEPTH	CY	27.6
15	9070-108-B-0	LIMESTONE RETAINING WALL	SF	249.8
16	9080-108-A-0	CONCRETE STEPS W/ CHEEKWALL, PCC	SF	68
17	9080-108-B-0	HANDRAIL, BLACK PAINTED	LF	12
18	11010-108-A-1	MOBILIZATION	LS	1
19	11010-108-A-6	STEEL BENCH	EA	1
20	12010-108-X-1	STEEL EDGING, GREEN PAINTED, 1/8" X 4"	LF	101.7
21	12010-108-X-1	CONCRETE STOOP	LS	1

8	2010-108-F-0	CONCRETE UNIT PAVERS W/ PCC BASE	THIS ITEM INCLUDES PAVEMENT TYPES A & B, POLYMER SAND FOR JOINTS, SAND SETTING BED, GEOTEXILE FABRIC, 4 INCH THICK CONCRETE SLAB, WEAR, AND AGGREGATE SUBBASE. REFER TO SHEET D.01 FOR LOCATION AND SEE DETAILS ON SHEET B.02 REGARDING THE PATTERN, INSTALLATION AND INCIDENTAL ITEMS.	
9	2010-108-F-0	PAVEMENT REMOVAL	ALL REMOVALS TO BE MARKED AND MEASURED BY THE ENGINEER. FULL DEPTH SAW CUTS ALONG THE REMOVAL LIMITS ARE INCIDENTAL TO THIS ITEM. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADDITIONAL REMOVAL, FATHWORK, SUBGRADE PREPARATION, MODIFIED SUBBASE AND PAVING EXPENSES DUE TO DAMAGED EDITIONS. ADDITIONAL REMOVAL TO BE DETERMINED BY ENGINEER. PAYMENT SHALL BE MADE FOR THE AREA OF PAVEMENT REMOVED, REGARDLESS OF THICKNESS. CONTRACTOR SHALL LEGALLY DISPOSE OF ALL MATERIALS AT AN OFF-SITE WASTE AREA.	
10	9010-108-B-0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	SEED DISTURBED AREAS NOT INDICATED ON THE PLANS AS PLANTING AREAS OR PAVEMENT. THE COST FOR WEEDING SHALL BE CONSIDERED INCIDENTAL TO THIS ITEM. ROCK PEX CUTS, FRESH GRADING, AND RESEEDING ARE CONSIDERED INCIDENTAL TO THIS ITEM. NO ADDITIONAL PAYMENTS WILL BE MADE FOR RESEED AREAS. THE CONTRACTOR IS RESPONSIBLE FOR MOWING AND MAINTAINING SEEDING AREAS UNTIL THE PROJECT IS ACCEPTED BY THE OWNER.	
11	9010-108-B-0	DECIDUOUS SHRUBS	THIS ITEM INCLUDES LABOR, MATERIAL, AND EQUIPMENT TO FURNISH AND INSTALL DECIDUOUS SHRUBS. PLANTINGS SHALL HAVE ONE YEAR WARRANTY FROM DATE OF FINAL ACCEPTANCE FOR ALL PLANTINGS IN THE PROJECT. ACCEPTANCE OF PLANT MATERIALS CONSTITUTES FULL PAYMENT (MINUS ANY PROJECT RETAINAGE) INCLUDES ALL, BUT NOT LIMITED TO, EXCAVATION, INSTALLATION, MULCHING, AND MAINTENANCE DURING ESTABLISHMENT PERIOD, AND WARRANTY AND REJECTION REPLACEMENTS. REFER TO SHEET X.01 FOR PLANTING LAYOUT AND B.02 FOR DETAILS. ITEM IS TO BE MEASURED AND PAID FOR ON A COUNT BASIS PER EACH.	
12	9030-108-B-0	PERENNIAL GROUND COVER (1 GAL)	THIS ITEM INCLUDES LABOR, MATERIAL, AND EQUIPMENT TO FURNISH AND INSTALL PERENNIAL GROUND COVER (1 GAL) PLANTINGS SHALL HAVE ONE YEAR WARRANTY FROM DATE OF FINAL ACCEPTANCE FOR ALL PLANTINGS IN THE PROJECT. ACCEPTANCE OF PLANT MATERIALS CONSTITUTES FULL PAYMENT (MINUS ANY PROJECT RETAINAGE) INCLUDES ALL, BUT NOT LIMITED TO, EXCAVATION, INSTALLATION, MULCHING, AND MAINTENANCE DURING ESTABLISHMENT PERIOD, AND WARRANTY AND REJECTION REPLACEMENTS. REFER TO SHEET X.01 FOR PLANTING LAYOUT AND B.02 FOR DETAILS. ITEM IS TO BE MEASURED AND PAID FOR ON A COUNT BASIS PER EACH.	
13	9030-108-B-0	ROCK MULCH, 3" DEPTH	ITEM SHALL INCLUDE ALL LABOR, MATERIALS, AND EQUIPMENT TO INSTALL ROCK MULCH IN PLANTING AREAS AS INDICATED ON SHEET D.01 AND THE B-SERIES SHEETS. REQUIRED SURGRADE PREP SHALL BE CONSIDERED INCIDENTAL. MULCH DEPTH INDICATED IN PLANS IS AFTER COMPACTION. MEASUREMENT AND PAYMENT SHALL BE BY THE CUBIC YARD OF ROCK MULCH INSTALLED.	
14	9030-108-B-0	AMENDED SOIL, 12" DEPTH	ITEM SHALL INCLUDE ALL LABOR, MATERIALS, AND EQUIPMENT TO INSTALL AMENDED SOIL IN PLANTING AREAS AS INDICATED ON SHEET D.01, NOTES ON SHEET D.01 AND THE B-SERIES SHEETS. REQUIRED SURGRADE PREP SHALL BE CONSIDERED INCIDENTAL. AMENDED SOIL DEPTH INDICATED IN PLANS IS AFTER COMPACTION. MEASUREMENT AND PAYMENT SHALL BE BY THE CUBIC YARD OF AMENDED SOIL INSTALLED.	
15	9070-108-B-0	LIMESTONE RETAINING WALL	INCLUDES ALL MATERIALS, LABOR, AND EQUIPMENT TO FURNISH AND CONSTRUCT LIMESTONE RETAINING WALLS AS INDICATED ON SHEET D.01 AND B-SERIES SHEETS. INCIDENTAL TO THIS ITEM IS ALL OVER EXCAVATION, AGGREGATE SUBBASE, SURGRADE PREP, AGGREGATE BACKFILL, AND FABRIC AS REQUIRED. MEASUREMENT AND PAYMENT SHALL BE PER SQUARE FOOT OF FACE OF THE LIMESTONE WALL CONSTRUCTED, INCLUDING BUILT-IN BLOCKS.	
16	9080-108-A-0	CONCRETE STEPS W/ CHEEKWALL, PCC	INCLUDES ALL MATERIALS, LABOR, AND EQUIPMENT TO CONSTRUCT REINFORCED CONCRETE STEPS WITH CHEEKWALL AS INDICATED ON THE PLANS. REFER TO SHEET B.02 FOR DETAILS. REINFORCING IS INCIDENTAL TO THIS ITEM. MEASUREMENT AND PAYMENT SHALL BE BY THE SQUARE FOOT OF STEPS INSTALLED ON THE PROJECT.	
17	9080-108-B-0	HANDRAIL, BLACK PAINTED	INCLUDES ALL MATERIALS, LABOR, AND EQUIPMENT TO INSTALL HANDRAILS AS INDICATED IN THE PLANS. REFER TO SHEET B.02 FOR DETAILS. MEASUREMENT AND PAYMENT SHALL BE FOR THE LINEAL FOOT OF HANDRAILS INSTALLED ON THE PROJECT.	
18	11010-108-A-1	MOBILIZATION	THIS ITEM IS FOR ALL PREPARATORY WORK AND COSTS INCURRED BEFORE BEGINNING THE WORK ON THE PROJECT AND DURING THE PROJECT. THIS ITEM SHALL ALSO INCLUDE THE COSTS FOR ANY SCHED CONSTRUCTION AND EQUIPMENT SET UP TO COMPLETE THE WORK. NO CHANGE IN CONTRACT PRICE WILL BE MADE FOR ANY COMBINATION OF ADD-ON/ALTERNATES ADDED TO THE CONTRACT. THIS ITEM TO BE PAID PER SUGAS 11.020, 1.03A.	
19	12010-108-X-8	STEEL BENCH	INCLUDES ALL LABOR, MATERIALS, AND EQUIPMENT FOR FURNISHING AND INSTALLING BENCHES AS SPECIFIED IN THE DRAWINGS. THIS WILL BE MEASURED AND PAID FOR ON A COUNT BASIS PER EACH INSTALLED.	
20	12010-108-X-11	STEEL EDGING, GREEN PAINTED, 1/8" X 4"	ITEM SHALL INCLUDE ALL LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO INSTALL STEEL EDGING AS INDICATED IN THE PLANS. REFER TO D.01 FOR PLANS AND B.02 FOR DETAILS. MEASUREMENT AND PAYMENT SHALL BE BY THE LINEAL FOOT OF STEEL EDGING INSTALLED.	
21	12010-108-X-11	CONCRETE STOOP	INCLUDES ALL LABOR, MATERIALS, AND EQUIPMENT TO INSTALL REINFORCED CONCRETE STOOP AT BUILDING ENTRANCE AS INDICATED ON SHEET D.01, SEE SHEET B.01 FOR DETAILS. EXCAVATION, SUBGRADE PREP, AND REINFORCING SHALL BE CONSIDERED INCIDENTAL. MEASUREMENT AND PAYMENT SHALL BE LUMP SUM FOR THE COMPLETE INSTALLATION OF THE CONCRETE STOOP AT BUILDING ENTRANCE.	

ESTIMATE REFERENCE INFORMATION

ITEM NO.	ITEM CODE	DESCRIPTION
1	2010-105-C-0	CLEARING AND GRUBBING THIS ITEM INCLUDES THE REMOVAL OF ALL PLANTS WITHIN THE CONSTRUCTION LIMITS FOR PROPER INSTALLATION OF PROPOSED ITEMS. REMOVAL SHALL BE TO A DEPTH OF 12" BELOW FINISHED GRADE.
2	2010-108-D-1	TOPSOIL, ON-SITE THIS ITEM INCLUDES REMOVAL OF 4" OF TOPSOIL IN ALL AREAS THAT ARE GOING TO BE ENTRENCHED. REMOVED MATERIAL SHALL BE STOCKPILED AND REPLEASD AFTER COMPLETION OF PAVEMENT IMPROVEMENTS. PAYMENT WILL BE BASED ON CONTRACT QUANTITY. QUANTITY IS BASED ON PLACEMENT OF 4" MINIMUM DEPTH OF TOPSOIL ON ALL AREAS THAT ARE ENTRENCHED. QUANTITY IS FOR MATERIAL IN PLACE (SHRINKAGE NOT INCLUDED).
3	2010-108-F-0	EXCAVATION, CLASS 13 THIS ITEM SHALL INCLUDE THE REMOVAL OF EXISTING SOIL, HAULING AND PLACEMENT OF THE MATERIAL WITHIN THE GRADING LIMITS, HAULING AND PLACEMENT OF EXCESS SOIL ON-WASTE, AND HAULING AND PLACEMENT OF BORROW MATERIAL IN ACCORDANCE WITH THE SPECIFICATIONS AND THESE PLANS. ITEM SHALL INCLUDE STRIPPING, STOCKPILING, FURNISHING AND SPREADING OF TOPSOIL. THE CONTRACTOR SHALL DISPOSE OF EXCESS MATERIAL AND MATERIAL THAT IS NOT SUITABLE FOR RE-AMOUNTING CONSTRUCTION TO LOCATIONS AS SPECIFIED BY THE CONTRACTOR AND APPROVED BY THE ENGINEER. CONTRACTOR SHALL NOTIFY CITY OF ANY DISPUTE WITH EXCAVATION PLAN QUANTITY PRIOR TO CONSTRUCTION. OTHERWISE PLAN QUANTITY WILL BE USED FOR PAYMENT. TOPSOIL, STRIPPING, STOCKPILING AND SPREADING WILL NOT BE MEASURED OR PAID FOR SEPARATELY, AND WILL BE CONSIDERED INCIDENTAL TO THIS ITEM. PAYMENT SHALL BE PER PLAN QUANTITY. CONTRACTOR SHALL LEAVE SITE WITHIN 1" OF FINAL GRADE FREE OF WEEDS, DEBRIS AND ROCKS LARGER THAN 1".
4	2010-108-F-0	SUBBASE, 4000 PSI, 6"
5	2010-108-F-0	SIDEWALK PAVEMENT, PCC, 5"
6	2010-108-F-0	CONCRETE UNIT PAVERS W/ PCC BASE
7	2010-108-F-0	CURB AND GUTTER, 30" WIDTH X 6" THICKNESS REFER TO SHEETS FOR TYPICAL PAVEMENT SECTIONS. ALL EDGES SHALL BE CUT TO A DEPTH OF 1/2" AND SEALED. ALL CONCRETE SHALL BE CLASS C AND MEET MINIMUM COMpressive STRENGTH REQUIREMENT OF 4,000 PSI AT 28 DAYS. AREAS NOT MEETING THIS REQUIREMENT SHALL BE SUBJECT TO REPAIRS, REPLACEMENT OR REDUCED PAYMENT AS DETERMINED BY THE ENGINEER AND TEST RESULTS WILL REPRESENT ALL CONCRETE PLACED IN THE SAME LOT. CERTIFIED PLANT INSPECTION SHALL BE REQUIRED BY CONTRACTOR. LOW AIR REQUIREMENT LIMIT IS 0.210-0.208. NO ADDITIONAL PAYMENT WILL BE MADE FOR COLD WEATHER CONCRETE OR COVERING IF REQUIRED. CRACKED PAVERS SHALL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE UNLESS, IN THE JUDGEMENT OF THE ENGINEER, THE CRACK CAN BE ROUTED AND SEALED. ALL BACKFILL REQUIRED SHALL BE INCIDENTAL TO THIS ITEM AND SHALL CONSIST OF CLEAN SOILS.

1. All quantities are based on the plans and specifications. 2. All quantities are based on the plans and specifications. 3. All quantities are based on the plans and specifications.



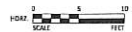
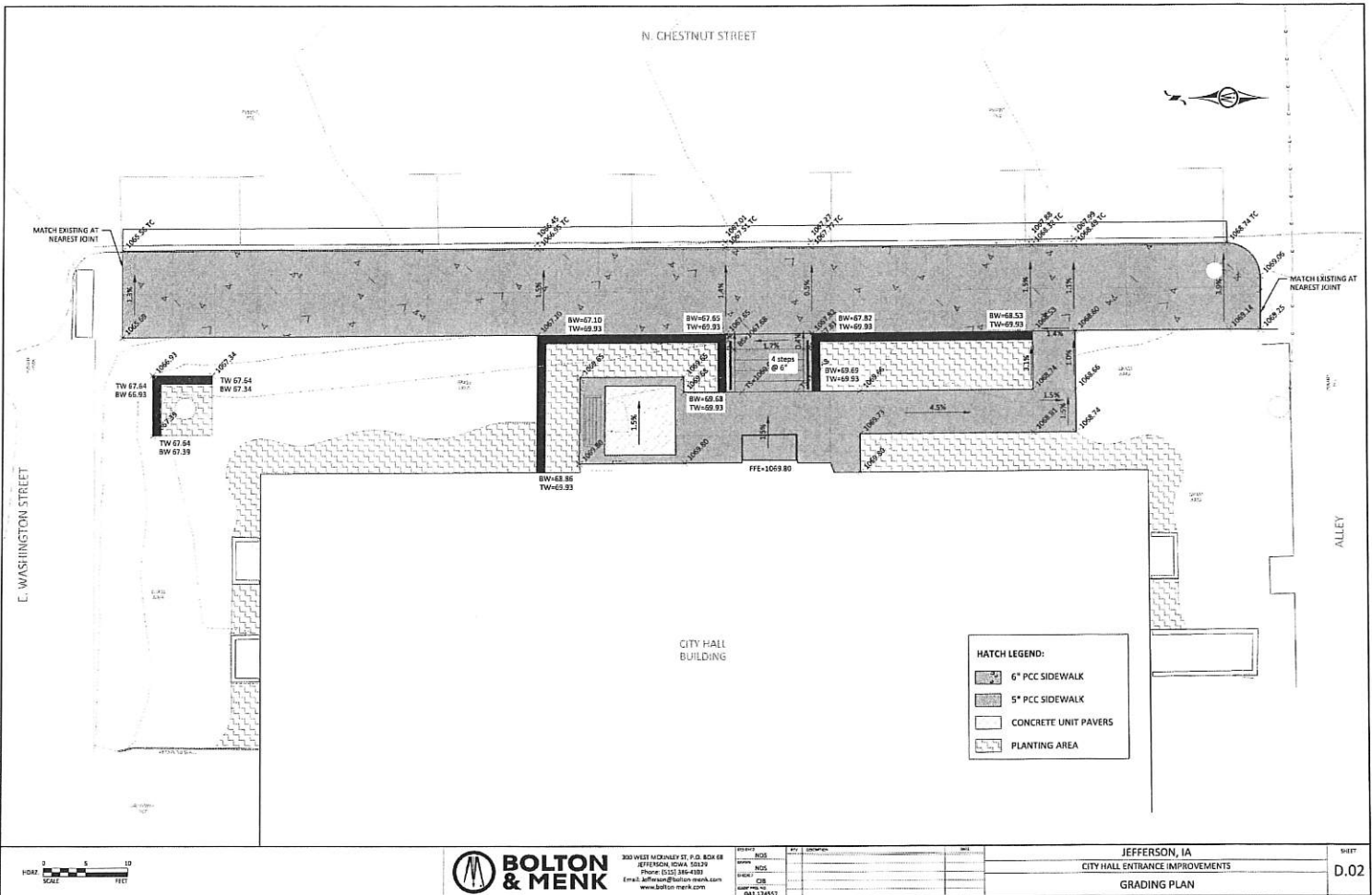
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 Phone: (513) 586-4001  
 Email: j@boltonmenk.com  
 www.boltonmenk.com

DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION

JEFFERSON, IA  
 CITY HALL ENTRANCE IMPROVEMENTS  
 QUANTITIES & ESTIMATE REFERENCE NOTES

C.01





300 WEST MCKINNEY ST. P.O. BOX 68  
 JEFFERSON, IOWA 50249  
 Phone: 531.316.4100  
 E-mail: jmenk@boltonmenk.com  
 www.boltonmenk.com

NO.	DATE	DESCRIPTION	BY	CHKD.
001	05/11/11	ISSUED FOR PERMIT	JM	MS
002	05/11/11	ISSUED FOR PERMIT	JM	MS
003	05/11/11	ISSUED FOR PERMIT	JM	MS
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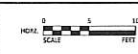
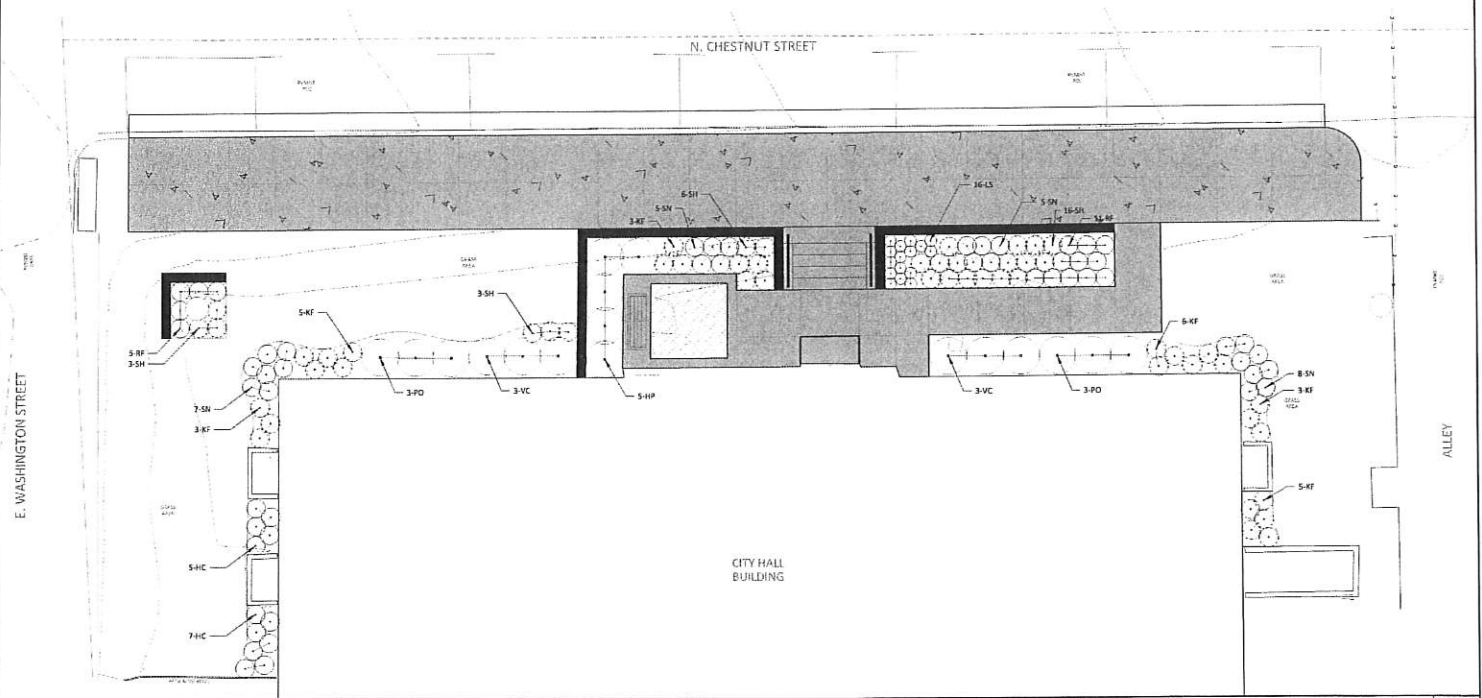
JEFFERSON, IA  
 CITY HALL ENTRANCE IMPROVEMENTS  
 GRADING PLAN

SHEET  
 D.02

PLANT SCHEDULE							
QTY.	SYM.	SCIENTIFIC NAME	COMMON NAME	UNIT	SIZE	SPACING	REMARKS
<b>SHRUBS</b>							
6	PO	<i>Physocarpus opulifolius 'Wjoni'</i>	AMBER JUBILEE NINEBARK	EA	3 GAL	SEE PLAN	
5	HP	<i>Hydrangea paniculata 'BLVD80'</i>	BOBO HARDY HYDRANGEA	EA	3 GAL	SEE PLAN	
6	VC	<i>Viburnum cerasiifolium 'Space Baby'</i>	KOREANSPICE VIRBURNUM	EA	3 GAL	SEE PLAN	
<b>PERENNIALS / GRASSES</b>							
25	SN	<i>Symphoricarpos rosea-anglica 'Purple Dome'</i>	PURPLE DOME ASTER	EA	1 GAL	SEE PLAN	
25	KF	<i>Carlina arvensis 'Earl Forester'</i>	KARL FORESTER GRASS	EA	1 GAL	SEE PLAN	
16	LS	<i>Liatris spicata 'Blackie'</i>	LIATRIS 'BLACKIE'	EA	1 GAL	SEE PLAN	
16	RF	<i>Rudbeckia fulgida 'Goldstrum'</i>	BLACK-EYED SUSAN	EA	1 GAL	SEE PLAN	
28	SH	<i>Spartanopsis heterophylla</i>	PRAIRIE DROPSIDE	EA	1 GAL	SEE PLAN	
12	HC	<i>Hosta x tardiana 'Halycon'</i>	HALCYON HOSTA	EA	1 GAL	SEE PLAN	

**GENERAL LANDSCAPE IMPROVEMENT NOTES:**

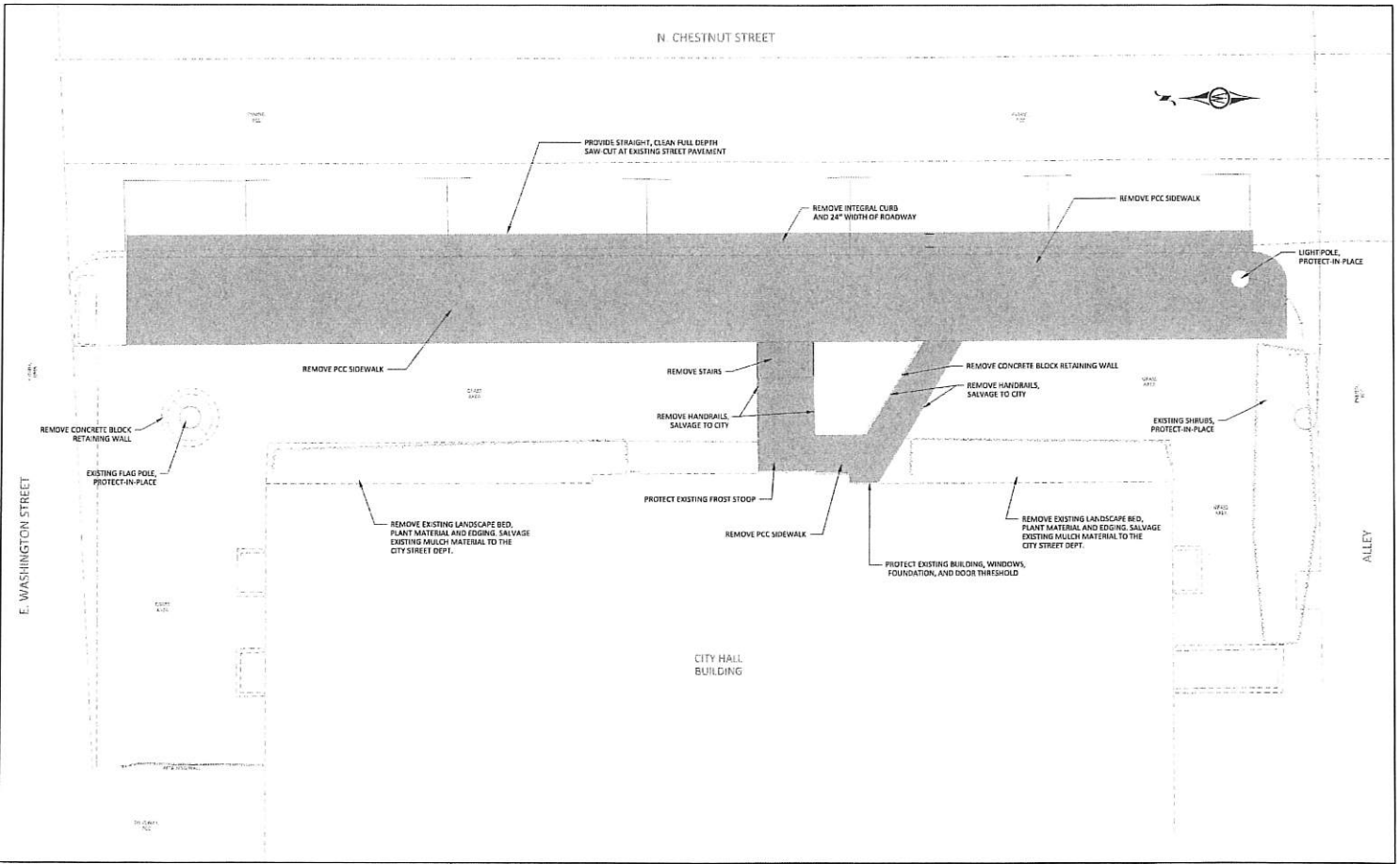
1. MASTER PLANT SCHEDULE: PERENNIALS/GRASSES ARE LISTED IN THE MASTER PLANT SCHEDULE. IF THERE IS A CONFLICT BETWEEN THE QUANTITIES SHOWN ON THE DRAWING AND THE QUANTITIES SHOWN IN THE PLANT SCHEDULE, THE PLAN QUANTITIES SHALL PREVAIL.
2. PLANTING LAYOUT: LAYOUT A TYPICAL PERENNIAL BED, AND OBTAIN APPROVAL OF THE LANDSCAPE ARCHITECT PRIOR TO PLANTING.
3. PERENNIAL GROUPINGS SHALL BE PLANTED AND MULCHED IN ONE CONTINUOUSLY MULCHED BED.
4. SEEDING: SEED ALL DISTURBED LAWN AREAS, AS SPECIFIED, UNLESS OTHERWISE NOTED.
5. AMENDED PLANTING SOIL: INCIDENTAL TO PERENNIAL/GRASS/SHRUB PLANTING TO DEPTH SPECIFIED, PLANTING BACKFILL SHALL CONSIST OF SUITABLE TOPSOIL AMENDED TO CONSIST OF 30% TOPSOIL, 60% SAND AND 10% COMPOST.



**BOLTON & MENK**  
 305 WEST MCKINNEY ST., P.O. BOX 68  
 JEFFERSON, IOWA 50129  
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 www.bolton-menk.com

NO.	DATE	DESCRIPTION	BY
001	01/12/2017	ISSUED FOR PERMITS	JLM
002	01/12/2017	ISSUED FOR PERMITS	JLM
003	01/12/2017	ISSUED FOR PERMITS	JLM
004	01/12/2017	ISSUED FOR PERMITS	JLM
005	01/12/2017	ISSUED FOR PERMITS	JLM

JEFFERSON, IA  
 CITY HALL ENTRANCE IMPROVEMENTS  
 LANDSCAPE PLAN  
 SHEET  
 K.01



300 WEST MCKINLEY ST., P.O. BOX 68  
 JEFFERSON, IOWA 50329  
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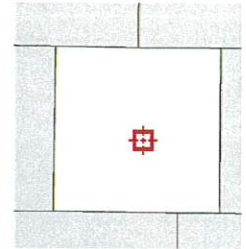
JEFFERSON, IA  
 CITY HALL ENTRANCE IMPROVEMENTS

REMOVALS PLAN

SHEET  
 R.01



Overview



Legend

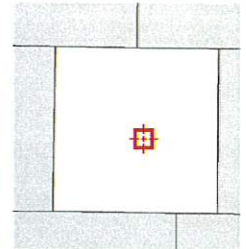
- Parcels
- Road Labels
- Corporate Limits
- Lots and Units

Parcel ID	1107431007	Alternate ID	GA220050	Owner Address	JEFFERSON, CITY OF
Sec/Twp/Rng	n/a	Class	ZZ		220 N CHESTNUT ST
Property Address	206 S MAPLE ST	Acreage	n/a		JEFFERSON, IA 50129
	JEFFERSON				
District	IJJF				
Brief Tax Description	GALLAHERS ADD- LOT 5 BLK 22				
	(Note: Not to be used on legal documents)				

Date created: 4/20/2022  
 Last Data Uploaded: 4/20/2022 12:19:42 AM



Overview



Legend

- Parcels
- Road Labels
- Corporate Limits
- Lots and Units

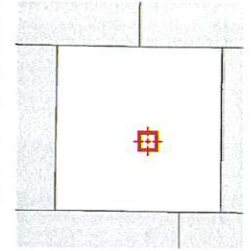
Parcel ID	1107237010	Alternate ID	BL220050	Owner Address	JEFFERSON, CITY OF
Sec/Twp/Rng	n/a	Class	ZZ		220 N CHESTNUT ST
Property Address	500 N OAK ST	Acreage	n/a		JEFFERSON, IA 50129
	JEFFERSON				
District	IJJF				
Brief Tax Description	BLAIRS ADD - LOT 5 BLK 22				
	(Note: Not to be used on legal documents)				

Date created: 4/20/2022  
 Last Data Uploaded: 4/20/2022 12:19:42 AM

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 GEOSPATIAL



Overview



Legend

-  Parcels
-  Road Labels
-  Corporate Limits
-  Lots and Units

Parcel ID	1108380004	Alternate ID	JF040070	Owner Address	JEFFERSON, CITY OF
Sec/Twp/Rng	n/a	Class	ZZ		220 N CHESTNUT
Property Address	<b>507 S LOCUST ST</b>	Acreage	n/a		JEFFERSON, IA 50129
	JEFFERSON				
District	IJJF				
Brief Tax Description	J F HEADS ADD- LOT 7 & VAC ALLEY & LOT A OF LOT 8 IN WYNKOOP'S SUB-DIV BLK 4				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 4/20/2022  
 Last Data Uploaded: 4/20/2022 12:19:42 AM

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## MINUTES

### **WATER/SEWER, STREET/SANITATION COMMITTEE TUESDAY, APRIL 19, 2022, 12:00 NOON JEFFERSON CITY HALL**

**ATTENDEES: Harry Ahrenholtz, Dave Sloan, Mike Palmer, Joyce Richardson, Matt Wetrich, Mark Clouse, Dave Morlan, Danny Moranville, Marty Murphy, Kent Curtis, Jim Leiding, Katie Sterk, Coltrane Carlson**

**MEETING CALLED TO ORDER 12:05PM**

#### **I. SEWER**

A. *Final review of sewer adjustment policy – item #2 on sewer adjustment policy shall read – Sewer charge must be at least 4 times the 6 month average to be considered and no case with an amount under \$100. Customer shall be responsible for the first \$100 and anything over that amount can be considered for adjustment. Item shall be sent to city council for final approval.*

B. *Engineer update on Wastewater Plant – Katie Sterk and Jim Leiding discussed the preliminary plans for the Wastewater Plant Project (refer to attached packet), it is unknown if or how much grant money, through the SRF program with the DNR can possibly be received. Katie has not heard back from the DNR on this yet. Some federal funds are handled by the state, supply and demands are behind on materials. She said the planning and design loan can be rolled into the construction loan. Would like to schedule bidding sometime in September or October. Due to the extent and cost of the project, final bid results will be brought to the committee so any final questions or concerns can be discussed and finalized before going to council.*

C. *Sewer adjustment requests –*

1. *Crystal Beyers – outside hydrant leaked - \$122.48 forgiveness*
2. *Carole Morton – running toilet in basement - \$49.92 forgiveness as she is responsible for the first \$500.*

D. *Arsenic and Copper Update at Wastewater (late add on) – Danny to get sample and it will be tested. There have been influent copper spikes and this needs to be caught early in the process as if waited and caught later in the process, it will be very expensive to fix. Investigation is underway about where it is coming from. Two likely possibilities, at this time, are Conner Athletics and AAI. These places will be checked first as the problem is from that area.*

## II. WATER

A. *Engineer update on preliminary report for Water Plant – Katie and Jim gave hand out and informed committee that the structural engineer will be here on May 4<sup>th</sup> to look things over in the plant. Inspection will be done so barring no issues, future water project can be started. If it passes and then with the updates, facility use should be able to be continued for 20 years. (Katie also gave the 20 year time line for the Wastewater Facility as well).*

B. *Update on Russell Street water line replacement – Jim said will start on design within the next week or so. Will be scheduled for June bidding, July, settle on bid and project start hopefully August and may run through to November. Due to time of year, seeding may wait until spring. Hoping for just a lane shift without road closure. Southwest corner is where they will make connection.*

C. *Discussion of water meter replacement due to property neglect – some customers have had repetitive meter replacements this season due to them getting frozen. It was discussed last meeting that the second or subsequent meter replacement should be assessed a “neglect” fee of \$125. This has been voted down by the committee and the committee would just like to assess the customer a public works hourly labor rate of \$50 per 1 hour with a minimum of 1 hour to be charged (rate is per current fee list in ordinance). This to be held over until fee schedule review has been done to be sure this amount does not increase.*

D. *Fee Schedule Review (late add on) – Fee schedule needs reviewed and possibly updated with increases and/or additions. This to be on next committee agenda. After the fee schedule review is done then item C will be sent to council for final approval.*

### **III. STREETS/PUBLIC IMPROVEMENTS**

A. *Review of East Lincoln Way landscape plan – Jim handed out plans for landscape project – Landscaping of plants would be done by volunteers, property owners are to continue to maintain as they are currently expected to. It is recommended to get the property owners opinion to decide if their sections will be left grass or if plants can be planted. If a plant similar to one listed on the plans is wanted, by the property owner, and the city finds the cost feasible, the city will buy that plant for the property owner.*

B. *Review of East Lincoln Way entry sign – Jim handed out plans for the sign project – sign east of town, east of the cemetery entrance – this is another volunteer project. Mike said Mark Devilbiss has offered to do the brick work for the city. Where to get the power for back lighting has been brought into question. Also need to know where the underground lines are in that area before finalizing placement. Need full costs before sending to council for approval.*

C. *Review of City Hall entry reconstruction plan and timeline to bid – need bid timeline, project plans are done, just need rechecked. Updates to be done in May, bids in June, July or August start of project. We can move on this now or wait until early 2023.*

D. *Farmers Market – (late add on) – the farmers market will not be in the square any longer. New group wants to have it on South Chestnut by the west side of the Jefferson Matters building and to continue south down that street. Court house is not wanting it in their area any longer due to parking issues for court dates since hearing times have changed. Dave M. said he would be willing to loan them the old wooden road closed signs but will not be willing to loan them any cones or newer items as they are expensive to replace. He also said that they would need to close and re-open the road themselves. Matt mentioned that someone should possibly educate them a little bit on how early to close road and where to put signs.*

### **IV. SANITATION/RECYCLING**

A. *Waste collection report to landfill was 224.92 tons.*

B. *Recycling collection report to Carroll was 24.01 tons.*

C. *Commercial Recycling for businesses on the square – how to make it the easiest for the businesses and for the recycling employee to pick up. Matt brought up idea of a metal or wooden rack with bins in it. Rack idea was 2 to 3 bins wide and 2 to 3 bins tall. Matt to get with Dave M. and Kent to discuss ideas in more detail.*

D. *Recycling for Grand Junction was discussed (late add on) – picture was shown of the recycling in Grand Junction and all of the non-recyclables Kent is getting in the bin. Some items could potentially pose a danger.*

**MEETING ADJOURNED AT 1:55PM**