

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH  
JAMES & JACQUELYN ANDREWS FOR A PERMANENT PUBLIC  
UTILITY EASEMENT.

WHEREAS, the City Council of Jefferson has contracted with Bolton & Menk, Inc. to drill a water main pipeline parallel to Russell Street.

WHEREAS, a portion of the proposed water main route intersects a residential property owned by James O. Andrew and Jacquelyn E. Andrew (the "Owner").

WHEREAS, the City Council proposes to enter into an easement agreement acquiring a permanent public utility agreement consisting of the north 5 feet of the west 35.4 feet of Lot 8 of Jongewaard's Addition along Russell Street, in Jefferson, Iowa (the "Easement"), from the Owner (the "Agreement"); and

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

Section 1. The City Council hereby approves the Agreement pursuant to which the City agrees to purchase the Easement, legally described as follows:

The North 5 Feet of the West 35.4 Feet of Lot 8, in Block A of Jongewaard's Addition to the Town (now City) of Jefferson, Greene County, Iowa;

from the Owner for no financial consideration, all in accordance with the terms and provisions set forth in the Agreement.

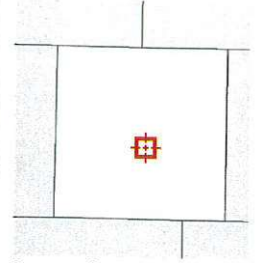
Section 2. The Mayor and City Clerk are hereby authorized and directed to execute and deliver the Agreement on behalf of the City in substantially the form and content in which the Agreement has been presented to this City Council, and such officers are also authorized to make such changes, modifications, additions or deletions as they, with the advice of counsel, may believe to be necessary.

Section 3. The Mayor, City Administrator and City Clerk are authorized to take such further action as may be necessary to complete the closing of the easement acquisition and to carry out the intent and purpose of this resolution.

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 All resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption and approval.



Overview



Legend

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

Date created: 12/7/2022  
Last Data Uploaded: 12/7/2022 12:16:03 AM

Developed by  Schneider  
GEOSPATIAL



ORDINANCE NO. \_\_\_\_\_  
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY  
OF JEFFERSON, IOWA, 2017, BY AMENDING PROVISION  
PERTAINING TO SEWER USER CHARGES

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

SECTION 1. Section Amended. Section 99.04 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, is repealed and the following adopted in lieu thereof:

**99.04 SEWER USER CHARGE.** Each customer shall pay a flat rate user charge and user charge rate for operation and maintenance as follows:

<b>Fiscal Year</b>	<b>Flat Rate User Charge (per month)</b>	<b>User Charge Rate (per 100 cubic feet of water used per month)</b>
2022-23	\$17.14	\$7.23
2023-24	\$19.71	\$8.31
2024-25	\$22.67	\$9.56
2025-26	\$26.07	\$10.99
2026-27	\$29.98	\$12.64

SECTION 2. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. When effective. This ordinance shall be effective as of the beginning of the monthly water and sewer billing cycle that commences immediately after this ordinance is published as required by law.

Finally passed by the Council and approved on \_\_\_\_\_, 2022.

\_\_\_\_\_  
Matt Gordon, Mayor

Attest:

\_\_\_\_\_  
Roxanne Gorsuch, City Clerk

----

I hereby certify that the foregoing ordinance was published in The Jefferson Herald on \_\_\_\_\_, 2022.

\_\_\_\_\_  
Roxanne Gorsuch, City Clerk

# Proposed 15% Sewer Rate for 2023

Flat Rate per month	\$17.14
Charge rate (per 100 cubic feet)	\$7.23

Total Cubic Feet Used	2023 Increase
200	\$4.12
300	\$5.06
400	\$6.00
500	\$6.94
600	\$7.88
700	\$8.82
800	\$9.76
900	\$10.70
1000	\$11.64



Average Uses	
Household of 1	270 cubic feet
Household of 2	540 cubic feet
Household of 3	810 cubic feet
Household of 4	1080 cubic feet

Please call City Hall at 386-3111 for more information about your bill and the 15% sewer rate increase



October 28, 2022

City of Jefferson  
Michael Palmer, City Administrator  
220 N Chestnut St  
Jefferson, IA 50129

Re: Offer of City Bridge Funding - Federal FY 2024

Mr. Michael Palmer:

Each year, the Iowa Department of Transportation (Iowa DOT) uses the City Bridge Candidate List to offer funds for the replacement or rehabilitation of city bridges. Cities are limited to one bridge per city, per fiscal year. I am pleased to inform you that the below bridge in your city is ranked high enough on the City Bridge Candidate List to receive funding for replacement or rehabilitation as noted.

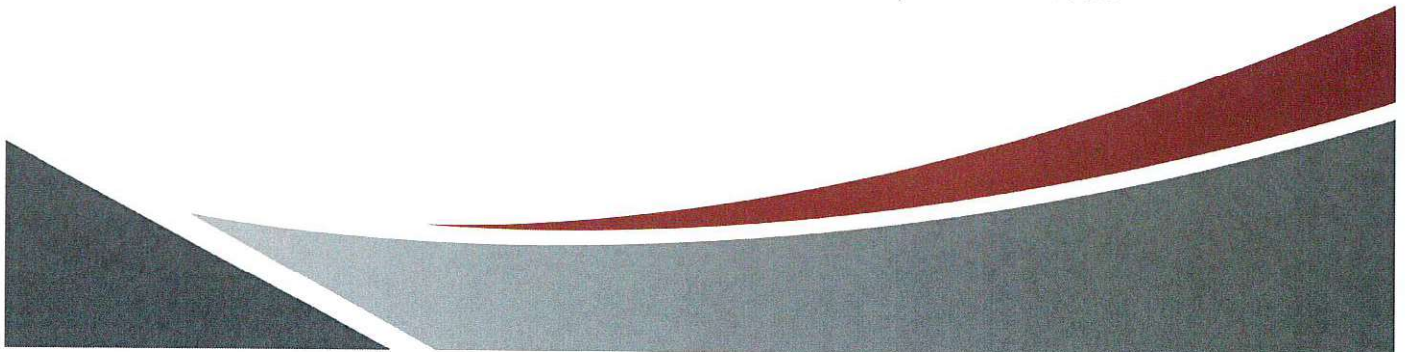
<u>FHWA #</u>	<u>City Street</u>	<u>Feature Crossed</u>	<u>Qualified for</u>
006710	South Grimmel Road	Raccoon River	Replacement

Bridges funded with either Federal-aid City Bridge funds or State City Bridge funds are eligible for 100% reimbursement of all eligible and properly documented construction costs. Engineering design and development, right-of-way, and inspection costs are not eligible for reimbursement. Federal-aid funds are eligible for up to \$1,500,000 in reimbursement. State City Bridge funds are eligible for up to \$500,000 in reimbursement. The Iowa DOT will make final determination of whether a project will receive Federal-aid City Bridge funds or State City Bridge funds after reviewing construction estimates. Typically, replacement or rehabilitation projects with estimated construction costs of less than \$500,000 are assigned State City Bridge funds to maximize program impact. Please refer to [I.M. 1.100 \(Highway Bridge Programs for Cities and Counties\)](#) for additional information.

**Accepting this Offer:**

If the city accepts this offer of funding, the city must:

- Send a letter or email confirming the city's acceptance by December 2, 2022 to my attention, along with a completed version of the "Attachment to Offer of City Bridge Funding" for each qualifying bridge.
  - If the timing of your city council meetings will not allow a response by this date, please contact me in advance to let me know when I can expect confirmation.



- Sign the project funding agreement with the Iowa DOT within 90 days of receipt. The funding agreement will be sent to the provided City contact after receipt of the acceptance letter.
- Develop the project to a successful construction contract letting within three years of signing the project agreement, but no earlier than October 1, 2023.

**Declining this Offer:**

If the city decides not to accept funding at this time, please:

- Send a letter or email declining the funding offer by December 2, 2022 to my attention, along with the completed version of the "Attachment to Offer of City Bridge Funding" for each qualifying bridge.

If a City chooses to decline City Bridge Funding at this time, there is no penalty. The bridge will remain on the Candidate List for future consideration and may be offered future funding. However, each year new bridges are added to the Candidate List and bridges already on the list continue to deteriorate. These factors impact priority point calculations, and combined with variations in funding levels, make it impossible to predict with certainty when this bridge may rank high enough to be offered funding again.

Thank you in advance for a timely response. If you have any questions about this program or the offered funding, please let me know.

Respectfully,



Jenifer J. Bates, P.E.  
Local Systems Urban Engineer  
[Jenifer.Bates@IowaDOT.us](mailto:Jenifer.Bates@IowaDOT.us)

cc: Christy Vanbuskirk, P.E., Local Systems Development Engineer  
Brian J. Catus, P.E. Central Region Local Systems Field Engineer  
Dakin Schultz, District 1 Planner  
Wade Weiss, P.E., Greene County Engineer

Attachment



## **Community Development Block Grant Subrecipient Procurement Policies and Procedures**

2 *CFR* 200.317 provides that subrecipients of a state that are administering federal funds will follow sections 200.318 (General procurement standards) through 200.326 (Contract provisions). However, 24 *CFR* 570.489(g), set out in full below, enables states that administer Community Development Block Grant funds to adopt procurement standards other than those set out in 2 *CFR* Part 200 for units of local government that are subrecipients of CDBG funds.

*24 CFR 570.489 (g) Procurement:* When procuring property or services to be paid for in whole or in part with CDBG funds, the State shall follow its procurement policies and procedures. The State shall establish requirements for procurement policies and procedures for units of general local government, based on full and open competition. Methods of procurement (e.g., small purchase, sealed bids/formal advertising, competitive proposals, and noncompetitive proposals) and their applicability shall be specified by the State. Cost plus a percentage of cost and percentage of construction costs methods of contracting shall not be used. The policies and procedures shall also include standards of conduct governing employees engaged in the award or administration of contracts. (Other conflicts of interest are covered by § 570.489(h).) The State shall ensure that all purchase orders and contracts include any clauses required by Federal statutes, Executive orders, and implementing regulations. The State shall make subrecipient and contractor determinations in accordance with the standards in 2 *CFR* 200.330.

The State of Iowa, in its administration of the CDBG, hereby establishes the following procurement standards for subrecipients of CDBG funding that are units of local government.

---

### **Procurement Standards**

#### **General** (Replaces 2 *CFR* 200.318)

Subrecipients of the CDBG program must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The subrecipient alone shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the subrecipient of any contractual responsibilities under its contracts.

#### **Conflicts of interest in awarding contracts** (Replaces 2 *CFR* 200.318)

The subrecipient must maintain written standards of conduct covering and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the subrecipient

may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

If the subrecipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

IEDA may terminate contracts with any CDBG subrecipient that violates this policy and may require full repayment of funds issued to the subrecipient.

**Best Cost** (Replaces 2 CFR 200.318)

The subrecipient's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The subrecipient is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

**Responsible Contractors** (Replaces 2 CFR 200.318)

The subrecipient must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

The subrecipient must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following:

1. rationale for the method of procurement
2. selection of contract type
3. contractor selection or rejection
4. the basis for the contract price.

**Competition** (Replaces 2 CFR 200.319)

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals shall be excluded from competing for such procurements. IEDA will consider requests for waivers of this provision. The subrecipient must make a sufficient showing that the number of contractors that provide the goods or services is insufficient that it is necessary to not exclude contractors that developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals.



Examples restrictions on competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive contracts to consultants that are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a "brand name" product instead of allowing "an equivalent" product to be offered and describing the performance or other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

The subrecipient must conduct procurement in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal or State of Iowa law expressly mandates or encourages geographic preference. Nothing in this section preempts state licensing laws.

When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion, provided that an appropriate number of qualified firms remain, given the nature and size of the project, to compete for the contract.

The subrecipient must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided. When it is impractical or not reasonably feasible to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

#### **Types of Procurement** (Replaces 2 CFR 200.320-based on Iowa Code section 11.118)

1. **Small:** Estimated annual value does not exceed \$5,000 and does not exceed \$15,000 for multiyear contracts: For supplies and services only. The subrecipient does not need to solicit competitive quotations if the subrecipient considers the price to be reasonable. To the extent practicable, the subrecipient must distribute such procurement equitably among qualified suppliers.

2. **Simple:** Estimated annual value exceeds \$5,000 but less than \$50,000 per year and does not exceed \$150,000 for multiyear contracts: For non-engineering and architectural services and supplies only. The subrecipient may use an informal competitive selection process to engage a service provider. Informal selection means price or rate quotations must be obtained from an adequate number of qualified sources. The subrecipient may contact the prospective service providers in person, by telephone, fax, email or letter. The subrecipient should solicit at least three prospective service providers. The sub recipient must justify, to IEDA's satisfaction, contacting fewer than three service providers. The justification shall be included in the contract file.

3. **Professional:** Estimated annual value exceeds \$50,000 per year and exceeds \$150,000 for multiyear contracts: For supplies and services and ALL engineering and architectural services, a subrecipient shall use a formal *competitive selection* process to procure the goods or services.

4. **Sealed bids:** (formal advertising): The sealed bid method is the preferred method for procuring construction. Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. A complete, adequate, and realistic specification or purchase description will be developed before bidding.

The following requirements apply:

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, and the invitation for bids must be publicly advertised (not required for nonprofit entities);
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. All bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;
4. The subrecipient shall enter into a firm fixed price contract award with the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
5. Any or all bids may be rejected if there is a sound documented reason.

Competitive Selection Process: The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when a sealed bidding process is not appropriate. If this method is used, the following requirements apply:



1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. Proposals must be solicited from an adequate number of qualified sources;
3. The subrecipient must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. The subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Noncompetitive proposals: Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source. This type of procurement is referred to as sole-source procurement;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined inadequate. This type of procurement is referred to as single-source procurement.

Responsible unit: IEDA project managers verified via monitoring and/or state auditor

**Targeted Small Businesses – Minority, Disabled, and Woman Owned Businesses** (Replaces 2 CFR 200.321)

The subrecipient must take all necessary affirmative steps to ensure that minority businesses, women's business enterprises, businesses owned by disabled persons, and labor surplus area firms are used when possible.

Affirmative steps must include:

- (1) Placing qualified small and minority businesses, small women's business enterprises, and small businesses owned by disabled persons on solicitation lists. Link to a directory of Targeted Small Businesses in Iowa: <https://iowaeda.microsoftcrmportals.com/tsb-search/>;

- (2) Ensuring that Targeted Small Businesses are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by Targeted Small Businesses;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by Targeted Small Businesses;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration, the Minority Business Development Agency of the Department of Commerce and the Iowa Economic Development Targeted Small Business Program <https://www.iowaeconomicdevelopment.com/tsb>; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

#### **Recycled Content and Products** (Replaces 2 CFR 200.322)

When appropriate, specifications shall include requirements for the use of recovered materials and products.

The specifications shall not restrict the use of alternative materials, exclude recovered materials, or require performance standards that exclude products containing recovered materials unless the subrecipient seeking the product can document that the use of recovered materials will impede the intended use of the product.

#### **Cost Analysis and Contract Price** (Replaces 2 CFR 200.323)

The subrecipient must perform a cost or price analysis in connection with every procurement action in excess of the small, simple and professional acquisition thresholds, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the subrecipient must make independent estimates before receiving bids or proposals.

The subrecipient must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the subrecipient under 2 CFR 200.402 - 406.

The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

### **Review of Procurement Documents and Procurement System** (Replaces 2 CFR 200.324)

The subrecipient must make available upon request pre-procurement review; procurement documents, such as requests for proposals or invitations for bids; or independent cost estimates, when:

1. Requested by IEDA;
2. The procurement is expected to exceed the small, simple and professional acquisition thresholds and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
3. The procurement, which is expected to exceed the small, simple and professional acquisition thresholds, specifies a "brand name" product;

**IEDA Certification:** The subrecipient may request that IEDA certify that its procurement system meets these standards.

**Self-certification:** The subrecipient may self-certify its procurement system. Such self-certification shall not limit IEDA's right to review and survey the system. If a subrecipient self-certifies its procurement system, the IEDA may rely on written assurances from the subrecipient that it is complying with these standards. The subrecipient must cite specific policies, procedures, regulations, or standards as compliant with these requirements and make its system available for review.

### **Bonding** (Replaces 2 CFR 200.325)

For construction or facility improvement contracts or subcontracts for public improvement projects and multi-family residential buildings, the minimum requirements shall be as follows:

- a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- b. A performance bond for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- c. A payment bond for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to ensure that the contractor will pay as required by law all persons supplying labor and material in the execution of the work provided for in the contract.



The subrecipient may petition IEDA to accept its bonding policy, provided that IEDA has made a determination that the Federal interest is adequately protected.

Recipients are expected to comply with all state requirements regarding bonding requirements for public improvement projects: <https://www.legis.iowa.gov/docs/code/2019/573.pdf>  
Recipients should consult with their legal counsel to determine how state requirements may impact their CDBG project.

**Contract Provisions** (Replaces 2 CFR 200.326)

The subrecipient's contracts must contain the applicable provisions set out in Appendix II of the CDBG Management Guide

**ACKNOWLEDGEMENT AND ADOPTION**

*As a recipient of Community Development Block Grant (CDBG) funds, the City of Jefferson adopts the State of Iowa's CDBG Procurement Policies and Procedures and agrees to apply all policies and procedures to CDBG funded projects within City of Jefferson.*

Adopted by City of Jefferson on **13th day of December, 2022**

Chief Elected Official:

Matt Gordon, Mayor

Typed/printed name

\_\_\_\_\_  
Signature

## FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP) PREAPPLICATION CHECKLIST

Please attach the following documents with your application.

- Sponsor Identification Sheet for the Airport
- Capital Improvement Program (CIP) Data Sheet (one for each project listed in the first three years of the CIP) and detailed cost estimate for each data sheet
- Five-Year CIP
- Long-Range Needs Assessment
- Verification of an updated airport layout plan (ALP) (when applying for new construction of buildings or airfield expansion)
- Verification of completed environmental processing in accordance with National Environmental Policy Act of 1969
- Verification of completed land acquisition or signed purchase agreement
- Verification of pavement maintenance program (when applying for pavement preservation or reconstruction)
- If requesting federal assistance for snow removal equipment, please include an inventory of the existing equipment and calculations based on Chapters 4 and 5 of the Airport Winter Safety and Operations Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment AC 150/5220-20 showing the minimum equipment needed, along with the Airport Capital Improvement Plan (ACIP) Data Sheet, include a copy of a completed Federal Aviation Administration's snow removal equipment spreadsheet.
- If requesting federal assistance for general aviation apron expansion, include a copy of a completed FAA apron design spreadsheet.
- If requesting pavement reconstruction, submit an engineering report showing the need for the reconstruction as part of the CIP justification.
- For revenue-producing facilities (i.e., fueling facilities and hangars), please submit:
  - 1) A statement that airside development needs are met or include a financial plan to fund airside needs over the next three years.
  - 2) A statement that runway approach surfaces are clear of obstructions (the FAA Airport 5010 should show at least a 20:1 clear approach).
  - 3) Justification for the project.
- System for Award Management (SAM) registration is up to date ([www.sam.gov](http://www.sam.gov))

Please e-mail this form with supporting documents identified in the checklist to [shane.wright@iowadot.us](mailto:shane.wright@iowadot.us).

Attn.: Program Manager  
Aviation Bureau  
Iowa Department of Transportation  
800 Lincoln Way  
Ames, IA 50010

E-mail: [shane.wright@iowadot.us](mailto:shane.wright@iowadot.us)  
FAX: 515-233-7983  
Phone: 515-239-1048

**AIRPORT SPONSOR IDENTIFICATION SHEET**

\*\*\* PLEASE ONLY SUBMIT IT YOU HAVE CHANGES FROM PREVIOUS YEAR. \*\*\*

Airport Name: Jefferson Municipal Airport

Airport sponsor(s) Name: City of Jefferson

Contact Person: Michael Palmer

Title: City Administrator

Email Address: michaelp@cityofjeffersoniowa.org

Physical Mailing Address: 220 N. Chestnut

P.O. Box (if applicable):

City: Jefferson

State: Iowa

ZIP Code: 50129

Phone: (515) 386-3111

U.S. Congressional District Number: IA District 4

Tax Identification Number: 42-6004818

Dun and Bradstreet Number (DUNS): 0514708130000

You **must** have a current System for Award Management (SAM) registration to receive a grant.  
Register at:

Please email (PDF) your completed preapplication, Capital Improvement Program (CIP), long-range needs assessment, signed CIP data sheets, and all supporting documents to your state agency and Federal Aviation Administration planner at [jeff.deitering@faa.gov](mailto:jeff.deitering@faa.gov).



**FIVE-YEAR AIRPORT  
CAPITAL IMPROVEMENT PROGRAM (CIP)**

Attach additional sheets if necessary.

Airport Name, LOCID, City, State: Jefferson Municipal Airport, EFW, Jefferson, IA

Prepared by: Bolton & Menk

Sponsor's E-mail: michaelp@cityofjeffersoniowa.org

Date Prepared: November 18, 2022

Sponsor's Signature: \_\_\_\_\_

Sponsor's Phone: (515) 386-3111

Printed Name: Michael Palmer

FY	Detailed Project/Scope Description	Funding Source	Total Estimated Cost
2025	Fuel System Improvements - Jet Fuel	Federal: \$ 132,000.00 BIL: \$ 318,000.00 State: \$ - Local: \$ 50,000.00 Total: \$ 500,000.00	
2025	Fuel System Improvements - AvGas Fuel (Iowa DOT Funded)	Federal: \$ - BIL: \$ - State: \$ 320,000.00 Local: \$ 80,000.00 Total: \$ 400,000.00	
2026	New Vault and Electrical Equipment	Federal: \$ 111,000.00 BIL: \$ 159,000.00 State: \$ - Local: \$ 30,000.00 Total: \$ 300,000.00	
2027	Runway Crack and Joint Sealing	Federal: \$ 360,000.00 BIL: \$ - State: \$ - Local: \$ 40,000.00 Total: \$ 400,000.00	
		Federal: \$ - BIL: \$ - State: \$ - Local: \$ - Total: \$ -	

**LONG-RANGE NEEDS ASSESSMENT  
YEARS SIX TO 20**

Attach additional sheets if necessary.

Airport name: Jefferson Municipal Airport

Estimated FY	Description of project	Funding source	Total estimated cost
2029	6 Unit T-Hangar	Federal	\$ 600000.00
		BIL	\$
		State	\$
		Local	\$ \$85,000.00
		Total	\$ \$685,000.00
		Federal	\$
		BIL	\$
		State	\$
		Local	\$
		Total	\$ \$0.00
		Federal	\$
		BIL	\$
		State	\$
		Local	\$
		Total	\$ \$0.00
		Federal	\$
		BIL	\$
		State	\$
		Local	\$
		Total	\$ \$0.00

**FEDERAL AVIATION ADMINISTRATION**

**CIP DATA SHEET**

CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION - CENTRAL REGION

**SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION**

<b>Airport Name, LOCID, City, State:</b>	Jefferson Municipal Airport, EFW, Jefferson, Iowa		
<b>AIP Project Type:</b>	Fuel System Improvements		
<b>Local Priority:</b>	1-Very High	<b>Fed. Share (AIP):</b>	\$ 132,000.00
<b>FFY Requested:</b>	2025	<b>Fed. Share (BIL-AIG):</b>	\$ 318,000.00
<b>NEPA Determination:</b>	See Below	<b>State Share:</b>	\$ -
<b>Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing (on a separate sheet) that clearly identifies the scope of the project.</b>	<b>Local Share:</b>	\$ 50,000.00	
	<b>Total Project Cost:</b>	\$ 500,000.00	

**Project Description:** This project will provide for a Jet fuel system at the airport.

**Justification:** The airport currently does not have a jet fuel system. Many turbines utilize the airport but must bring the fuel from some other airport. With the recent runway extension, jet fueling improvements will help the airport continue to grow and provide services similar to other general aviation airports with a similar length runway.

**ALP Verification:** The proposed improvements are shown on the current ALP.

**NEPA Categorical Exclusion or Date of Environmental Determination:** These improvements are CE per FAA order 1050.1F paragraph 5-6.4.i.

**Clear Approaches per FAA AC 150/5300-13 and FAA order 8260.3:** Approaches are clear

**Property Ownership:** The airport owns all land needed for these improvements.

**SPONSOR SIGNATURE BLOCK**

<b>Signature:</b>		<b>Date:</b>	11/18/2022
<b>Printed Name:</b>	Michael Palmer	<b>Title:</b>	City Administrator
<b>Phone Number:</b>	(515) 386-3111	<b>Email:</b>	michaelp@cityofjefferson.org

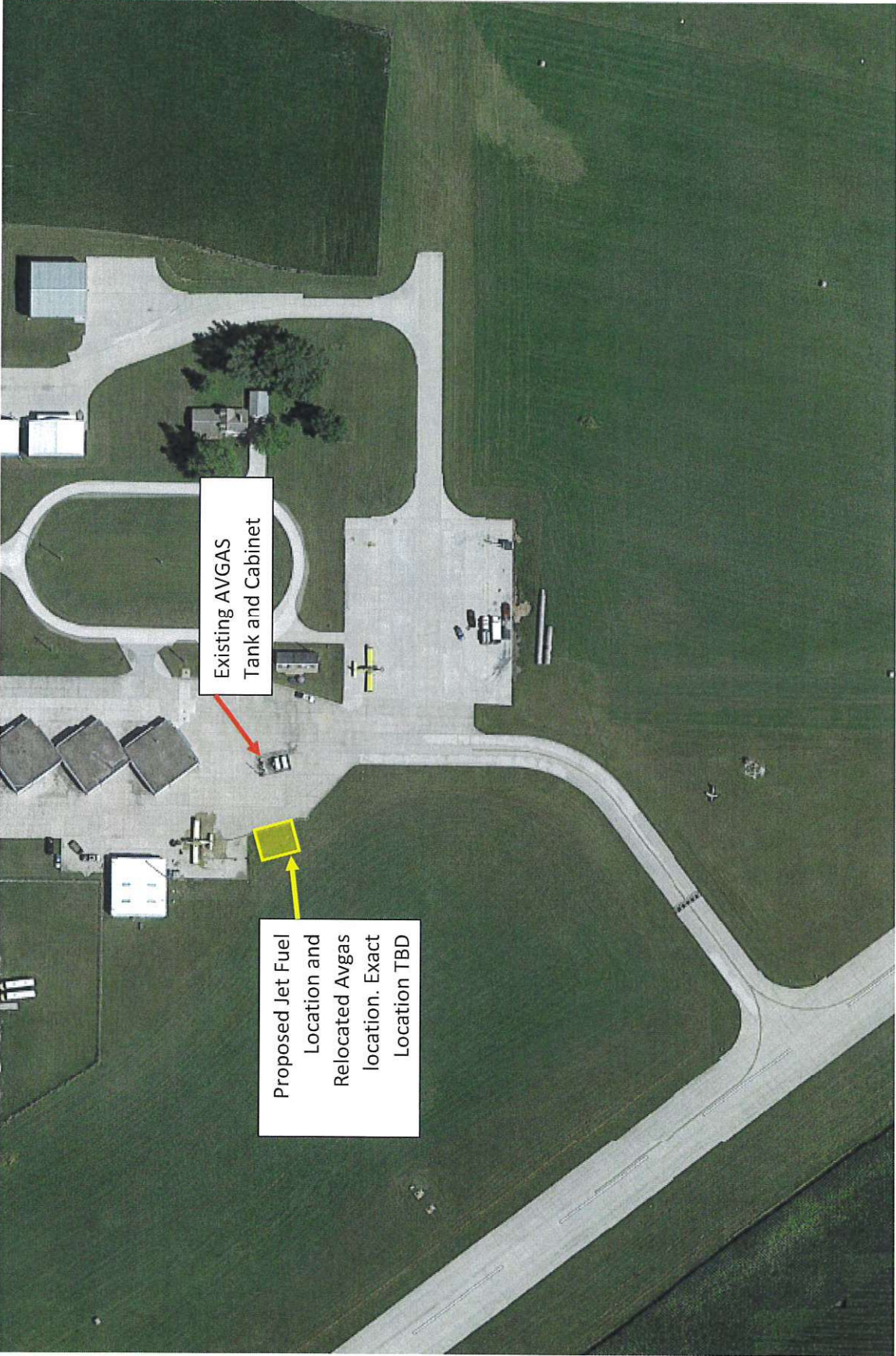




Real People. Real Solutions.

**FUEL SYSTEM IMPROVEMENTS - JET FUEL**

No.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL	Federal	90%	State	0%	Local	10%
1	MOBILIZATION	1	LS	\$ 53,000.00	\$ 53,000.00	\$ 47,700.00	\$	\$	-	\$	5,300.00
2	TRAFFIC CONTROL	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 6,750.00	\$	\$	-	\$	750.00
3	SECURITY LIGHT, SIGNAGE, FILTRATION AND OTHER APPURTENANCES	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 45,000.00	\$	\$	-	\$	5,000.00
4	BOLLARDS	30	EA	\$ 750.00	\$ 22,500.00	\$ 20,250.00	\$	\$	-	\$	2,250.00
5	ELECTRICAL	1	LS	\$ 45,000.00	\$ 45,000.00	\$ 40,500.00	\$	\$	-	\$	4,500.00
6	JET A FUEL CABINET	1	LS	\$ 85,000.00	\$ 85,000.00	\$ 76,500.00	\$	\$	-	\$	8,500.00
7	12,0000 GALLON JET A FUEL TANK	1	LS	\$ 110,000.00	\$ 110,000.00	\$ 99,000.00	\$	\$	-	\$	11,000.00
8	CREDIT CARD READER SYSTEM	2	LS	\$ 17,500.00	\$ 35,000.00	\$ 31,500.00	\$	\$	-	\$	3,500.00
9	SEEDING, MULCHING, FERTILIZING	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 6,750.00	\$	\$	-	\$	750.00
					\$ -	\$ -	\$ -	\$ -	-	\$ -	-
				Subtotal	\$ 415,500.00	\$ 373,950.00	\$	\$	-	\$	41,550.00
	PROJECT DEVELOPMENT / SCOPING			\$	2,000.00	\$ 1,800.00	\$	\$	-	\$	200.00
	DESIGN ENGINEERING			\$	40,000.00	\$ 36,000.00	\$	\$	-	\$	4,000.00
	CONSTRUCTION ENGINEERING			\$	35,000.00	\$ 31,500.00	\$	\$	-	\$	3,500.00
	GRANT ADMINISTRATION			\$	5,000.00	\$ 4,500.00	\$	\$	-	\$	500.00
	DISADVANTAGED BUSINESS ENTERPRISE (DBE) PLAN			\$		\$ -	\$	\$	-	\$	-
	ENVIRONMENTAL CATEx			\$		\$ -	\$	\$	-	\$	-
	ESTIMATED CITY ADMINISTRATION			\$	2,500.00	\$ 2,250.00	\$	\$	-	\$	250.00
	<b>FUEL SYSTEM IMPROVEMENTS - JET FUEL</b>			\$	<b>500,000.00</b>	\$ <b>450,000.00</b>	\$	\$	-	\$	<b>50,000.00</b>



Existing AVGAS  
Tank and Cabinet

Proposed Jet Fuel  
Location and  
Relocated Avgas  
location. Exact  
Location TBD



**FEDERAL AVIATION ADMINISTRATION**

**CIP DATA SHEET**

CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION - CENTRAL REGION

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
<b>Airport Name, LOCID, City, State:</b>	Jefferson Municipal Airport, EFW, Jefferson, Iowa		
<b>AIP Project Type:</b>	New Vault and Electrical Equipment		
<b>Local Priority:</b>	1-Very High	<b>Fed. Share (AIP):</b>	\$ 111,000.00
<b>FFY Requested:</b>	2026	<b>Fed. Share (BIL-AIG):</b>	\$ 159,000.00
<b>NEPA Determination:</b>	See Below	<b>State Share:</b>	\$ -
<b>Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing (on a separate sheet) that clearly identifies the scope of the project.</b>	<b>Local Share:</b>		\$ 30,000.00
	<b>Total Project Cost:</b>		\$ 300,000.00

**Project Description:** This project will construct a new electrical vault.

**Justification:** The current electrical vault does not meet FAA standards or current national electrical code requirements. The existing vault does not meet ballistic rating, fire protection or provide filtered ventilation requirements.

**ALP Verification:** The proposed improvements are shown on the current ALP.

**NEPA Categorical Exclusion or Date of Environmental Determination:** The project improvements are CE per FAA order 1050.1f paragraph 5-6.3.b.

**Clear Approaches per FAA AC 150/5300-13 and FAA order 8260.3:** Approaches are clear

**Property Ownership:** All land need for the project is currently owned by the airport.

SPONSOR SIGNATURE BLOCK			
<b>Signature:</b>		<b>Date:</b>	11/18/2022
<b>Printed Name:</b>	Michael Palmer	<b>Title:</b>	City Administrator
<b>Phone Number:</b>	(515) 386-3111	<b>Email:</b>	michaelp@cityofjefferson.org





Real People. Real Solutions.

**FUEL SYSTEM IMPROVEMENTS - JET FUEL**

No.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL	Federal	90%	State	0%	Local	10%
1	MOBILIZATION	1	LS	\$ 53,000.00	\$ 53,000.00	\$ 47,700.00	\$ -	\$ -	\$ -	\$ 5,300.00	
2	TRAFFIC CONTROL	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 6,750.00	\$ -	\$ -	\$ -	\$ 750.00	
3	SECURITY LIGHT, SIGNAGE, FILTRATION AND OTHER APPURTENCES	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 45,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	
4	BOLLARDS	30	EA	\$ 750.00	\$ 22,500.00	\$ 20,250.00	\$ -	\$ -	\$ -	\$ 2,250.00	
5	ELECTRICAL	1	LS	\$ 45,000.00	\$ 45,000.00	\$ 40,500.00	\$ -	\$ -	\$ -	\$ 4,500.00	
6	JET A FUEL CABINET	1	LS	\$ 85,000.00	\$ 85,000.00	\$ 76,500.00	\$ -	\$ -	\$ -	\$ 8,500.00	
7	12,0000 GALLON JET A FUEL TANK	1	LS	\$ 110,000.00	\$ 110,000.00	\$ 99,000.00	\$ -	\$ -	\$ -	\$ 11,000.00	
8	CREDIT CARD READER SYSTEM	2	LS	\$ 17,500.00	\$ 35,000.00	\$ 31,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	
9	SEEDING, MULCHING, FERTILIZING	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 6,750.00	\$ -	\$ -	\$ -	\$ 750.00	
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Subtotal	\$ 415,500.00	\$ 373,950.00	\$ -	\$ -	\$ -	\$ 41,550.00	
	PROJECT DEVELOPMENT / SCOPING			\$ 2,000.00	\$ 2,000.00	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 200.00	
	DESIGN ENGINEERING			\$ 40,000.00	\$ 40,000.00	\$ 36,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	
	CONSTRUCTION ENGINEERING			\$ 35,000.00	\$ 35,000.00	\$ 31,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	
	GRANT ADMINISTRATION			\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 500.00	
	DISADVANTAGED BUSINESS ENTERPRISE (DBE) PLAN			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	ENVIRONMENTAL CATEX			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	ESTIMATED CITY ADMINISTRATION			\$ 2,500.00	\$ 2,500.00	\$ 2,250.00	\$ -	\$ -	\$ -	\$ 250.00	
	<b>FUEL SYSTEM IMPROVEMENTS - JET FUEL</b>			\$ 500,000.00	\$ 500,000.00	\$ 450,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	

# New Vault and Electrical Equipment Sketch





**Program Narrative Statement**  
**FFY 2024 Pre-Application Package**  
**Jefferson Municipal Airport**

The Jefferson Municipal Airport includes a project in the FY 2024 FAA Pre-Application for a Fuel System Improvements - Jet Fuel project..

**Airside Needs:** No airside needs that would require discretionary funding are anticipated to be needed in the 3 years following the proposed project.

**Clear Approaches:** All approaches are clear, and this is also reflected in the 5010-airport master record.

**Justification:** The airport currently does not have a jet fuel system. Many turbines utilize the airport but must bring the fuel from some other airport. With the recent runway extension, jet fueling improvements will help the airport continue to grow and provide services similar to other general aviation airports with a similar length runway

Approved:

---

Signature

Michael Palmer

---

Name

City Administrator

---

Title

---

Date



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING  
BAD DEBT WRITE OFF FOR  
2015-2016 UTILITIES

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

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

WHEREAS, the total balance of the uncollectible debt is \$16,194.04 as shown on the attached aging report.

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

Section 1. The accounts shown on the attached report from 2015-2016 are hereby deemed uncollectible, and the total sum of the accounts, being \$16,194.04 is hereby written off as a bad debt.

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

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

Passed and approved on December 13, 2022.

\_\_\_\_\_  
Matt Gordon, Mayor

Attest:

\_\_\_\_\_  
Roxanne Gorsuch, City Clerk

## Overview of City Administrator Recruitment Proposals

City of Jefferson

City Council Meeting – December 7, 2022

#	Firm Name	Contact Person	Proposed Billing	Proposed Timeline
1	Hinson Consulting, LLC	Brent Hinson	\$16,500.00	January 2023 – April/May 2023 (Contract Offered)
2	Midwest Municipal Consulting, L.L.C.	Elizabeth Hansen	*\$10,700 (\$9.2k + projected expenses of \$1.5k)	December 2022 – March 2023 (Contract Offered)
3	Theia Management Consulting	Marketa George Oliver	*10,500 (\$8.7k + max expense reimbursement of \$1.8k)	December 2022 – March 2023 (Contract Offered)



---

# CITY ADMINISTRATOR EXECUTIVE SEARCH PROPOSAL

---

Elizabeth A. Hansen, Founder and President  
1210 NE 29<sup>th</sup> Street, Ankeny IA 50021  
515-391-9816



November 22, 2022

Midwest Municipal Consulting, L.L.C.



## Introduction and Eligibility

Midwest Municipal Consulting, LLC represents municipalities, non-profit organizations, and businesses in the Midwest. Our professional team specializes in short and long-term goal setting and community visioning, strategic, action, capital improvement and equipment replacement planning, and a variety of human resource needs, including executive professional searches filling critical leadership positions.

Is the mission of your community to provide high-quality services that meet the needs of your residents? We bring extensive experience and professionalism and can customize our support to meet your individual needs and concerns.

Our executives and facilitators are certified professionals in Human Resource Management from the National Society of Human Resources (SHRM-CP). They have been community leaders; leading searches such as these for decades. We know that executives play a critical role in how services are provided to the public and how local government and non-profit organization resources are utilized. We take pride in working with our clients to find the best possible fit for your community and organization. We find highly talented individuals with a commitment to serving the public, and our placements will be some of the best and brightest in their fields.

Midwest Municipal Consulting, LLC was founded by Elizabeth Hansen, President, and Founder, in 2016. A native of the Midwest, Ms. Hansen has over 18 years of experience in local government management, including as City Administrator in Elk Point, South Dakota as well as Jefferson, Nevada, and Windsor Heights, Iowa. She currently works as Director of Administrative Services in Clive, Iowa. Her communities benefited from her leadership and proficiency in community visioning and financial planning. These skills, abilities, and experiences are vital tools to promote and develop growth in rural and small communities throughout the Midwest. She has a master's in Public Administration from the University of South Dakota and a bachelor's degree in Paralegal Studies from the National American University in Sioux Falls, South Dakota.

Hansen was named Manager of the Year in 2014 by the Iowa City/County Management Association, and in 2007 she became the first recipient of the organization's Emerging Leader award. Ms. Hansen is also a Credentialed City Manager from the International City/County Manager's Association (ICMA-CM), a Certified Municipal Clerk in the State of Iowa, and a Certified Human Resource Professional from the National Society of Human Resource Management (SHRM-CP).

Assisting Midwest Municipal Consulting is Kandi Reindl-Sullivan. Reindl-Sullivan is a native of Iowa, Ms. Sullivan has over 29 years of experience in local government, recently retiring from the City of Des Moines, Iowa as Assistant to the City Manager. Over the years at the City of Des Moines, her responsibilities included City Manager's Office liaison to the police and fire departments, staff to the City's Legislative Subcommittee, staff to the Metropolitan Advisory Council (MAC), and Coordinator for the City's Special Events Team.

## Scope – Proposed Strategy

Ms. Hansen brings years of experience working closely with elected officials and department directors in many city planning settings. Her search process is based on prior experience and a proven search methodology. The goal of this process is two-fold. First, maximize your input while minimizing your time investment until we have a small, select pool of final candidates. Second, to provide you with the benefit of my expertise as you select a candidate who best matches your needs.

Task		Fee
<b>Phase I: Learn the Community's Needs</b>	We learn the community's needs through interviews with key city employees, elected and/or appointed officials, and any identified leaders in the community, such as the School Superintendent, chamber, developers, and other citizens selected by the Council. Appropriate compensation is determined. The outcome of all is shared with the Mayor and City Council members.	<b>\$1,000</b>
<b>Profile the Position and Marketing Strategy</b>	Based on the above input, I work with the Mayor and City Council members to delineate the skills, knowledge, and abilities a successful candidate must possess, along with the important traits, attitudes, and values. I do this by way of several informal meetings with city delegates to identify their thoughts on the critical strengths and characteristics they seek in a new leader. These meetings enable us to learn the City's requirements for the position, such as experience, education, and training, as well as management and communication style. We then discuss the challenges the City is facing and the goals for the next three to five years. I develop a position profile that includes a comprehensive job description, an overview of the community, the key opportunities and challenges facing the candidate, and the selection criteria established for the search.	<b>\$1,500</b>
<b>Phase II: Tap the Candidate Pool</b>	We tap the candidate pool in a variety of ways. <ol style="list-style-type: none"> <li>1) We develop and place advertisements in appropriate professional publications and newspapers.</li> <li>2) We develop and distribute the position profile to likely candidates and others who may be interested or helpful.</li> <li>3) Our contacts with City Managers/Administrators and City Clerks throughout the state and region tend to be the most fruitful source of top applicants.</li> <li>4) We seek out and encourage top-level people to apply for the position who may not be looking for employment or who may be reluctant to apply directly to the City.</li> <li>5) We review my files to find candidates whom we know already meet your specifications and contact people in local governments who may know suitable candidates for the position.</li> </ol>	<b>\$1,700</b>



<b>Screen, Evaluate, Interview</b>	Upon receipt of applications, we will screen and pre-qualify candidates for you. We do this by reviewing the applications and narrowing the candidate pool based on the extent of a match with the specified criteria. This narrowed pool is then further reduced through written samples, one-on-one meetings, or telephone interviews with the candidates. A written report of backgrounds, strengths, accomplishments, writing samples, and reference results are provided.	<b>\$1,000</b>
<b>Background Checks</b>	For candidates who pass the screening stage above, we conduct complete and thorough background investigations on their employment, education, criminal, and general background. We also make inquiries to individuals who are working with or have worked with the applicant. After background checks are completed, we screen down the top three to five candidates (number of finalists you desire).	<b>\$1,800</b>
<b>Phase III: Narrow the Field</b>	Once the finalists have been determined, they are invited to attend an on-site evaluation/interview for one or two days. At this time, they are given a tour of the City, and meetings with selected community leaders, staff, and City officials are arranged. We will provide scheduling and logistics support. We will also work with you to develop appropriate interview questions and travel arrangements for the on-site interviews.	<b>\$1,500</b>
<b>Make Offer</b>	We work with you and your City Attorney to help structure an offer that meets the City's needs. We may assist the City with the development of an employment contract, if necessary.	<b>\$700</b>

## References

Recent Midwest Municipal Consulting executive search experience includes:

City/Pop	Position	Contact	Number
Ottumwa (24,321)	City Administrator (2020)	Tom Lazio	(641) 683-0600
West Liberty (3,736)	City Manager (2020)	Lee Geertz	(319) 627-2418
Griswold (1,036)	City Manager (2020)	Carmen Sorenson	(712) 249-2198
West Liberty (3,736)	Police Chief (2021)	Lee Geertz	(319) 627-2418
West Liberty (3,736)	City Manager (2021)	Lee Geertz	(319) 627-2418
Center Point (2,555)	City Administrator (2021)	Paula Freeman-Brown	(319) 310-0568
Carroll (10,103)	Parks & Recreation Director (2021)	Mike Pogge-Weaver	(712) 775-7505
Washington (7,266)	City Administrator (2021)	Jaron Rosein	(319) 321-5365
Humboldt (4,792)	City Administrator (2021)	Gloria Christensen	(515) 332-3435
Woodbine (1,488)	City Administrator (2021)	Kristina Kelly	(712) 647-2550
Garner (4,792)	City Administrator (2021)	Kelly White	(641) 923-2588
Denison (8,337)	City Manager (2022)	Terry Crawford	(712) 263-3143
Anamosa (5,484)	City Manager (2022)	Jeremy Hoyt	(319) 480-3467
Carroll (10,103)	Library Director (2022)	Mike Pogge-Weaver	(712) 775-7505
Carroll (10,103)	City Manager (2022)	Jeff Caylor	(712) 214-1657



## Proposed Recruitment Timeline

Here is a proposed tentative search timeline:

December	City Council approved a contract with a consulting firm to hire City Administrator
January	Confidential Interviews with Department Heads, Mayor, and City Council, and any focus groups
January	Update the job description and Prepare a Profile for the Position
January	Council approves job description and profile
January	Prepare advertisements and a list of potential candidates. Consultants advertised for the position on various websites. Emailing profile. Phone calls to potential candidates.
February	Deadline for applications and Screening of Candidates
February	If necessary, Special Council Committee or Board Meeting – Closed Session to Update City Council on Process. Provide a list of finalists ranked by the consultant for review by the Council Personnel Committee and any other delegates. Finalists reduced to 3-5. Select candidates for interview and confirm dates/times of interview.
February	Phone, Skype, or Zoom Interview and/or Written Sample
February	Send a packet of Information to Candidates for Formal Interviews
February	Education Verification, Criminal Background Checks - Finalists Call to Candidate References and Coordinate Interviews
March	Formal Interviews. Additional elements of the interview process may include: <ul style="list-style-type: none"> <li>• Tour provided by City.</li> <li>• Interviews by Department Heads.</li> <li>• Interviews to be conducted by community leaders (from boards, chamber, EDC, business, and volunteers.</li> <li>• Public open house and formal presentations.</li> <li>• Comment cards provided and collected at each event.</li> <li>• Finalist does public presentation and final interview with City Council.</li> <li>• Comment cards provided to Mayor and Council before deliberation.</li> </ul> Closed Session to deliberate and direct the consultants to negotiate wage and other details of an employment offer (and contract, if necessary).
March	Extend offer of employment. May include consultant to draft the agreement. City Attorney reviewed and amended the agreement for execution.
March	City Council to approve the offer of employment (contract) at Council Meeting.
April	City Administrator to start, depending on 30-day or 60-day notice requirement per the previous contract

## Benefit Statement

The City will benefit by awarding the contract to Midwest Municipal Consulting, LLC because the President and Founder have over nineteen (19) years of municipal experience in the Midwest and mostly in Iowa, together with Ms. Reindl-Sullivan, MMC has forty-eight (48) years of municipal experience. The connections throughout the state of South Dakota, Iowa, Nebraska, Minnesota, and Illinois is great. It is helpful that Ms. Hansen has experience and relationships built while serving on the Iowa League of Cities (ILC) Board of Directors, Iowa City Manager's Association, and many board positions she has served. She facilitates sessions for the Iowa Municipal Professional's Institute offered by Iowa State Extension and hosts a booth at the ILC and Iowa Finance Officers Association (IMFOA) Conferences, to stay in front of potential candidates. For all these reasons, Ms. Hansen can leverage an extensive network of contacts that most out-of-state, part-time or semi-retired consultants may not.

## Attachments

- Previous Position Profile
- Midwest Municipal Consulting Service Infographic
- Professional Profile

## Professional Fee and Payment Policy

Midwest Municipal Consulting will search and provide all of the related services outlined above for a flat fee of **\$9,200** plus expenses, which includes the cost of advertising and mileage. Normally expenses do not exceed **\$1,500**. The City will pay for the costs associated with bringing finalists into the community to interview.

It normally takes 90-120 days to complete a candidate search and fill a position at this level. Fees are payable in three equal payments, with the first one-third payment due at the signing of the agreement; one-third due after Phase II, and the final payment due at the time the employment agreement is offered.

If for some reason the City chooses to re-advertise the position, the City shall pay a flat fee of \$5,000, plus expenses.

If the above proposal meets with your approval and is accepted, please sign below, and return one original to me. This proposal can be honored for the next 30 days. Thank you.

---

Matt Gordon, Mayor

---

Elizabeth A. Hansen, President  
Midwest Municipal Consulting, LLC



MAIN STREET IOWA PROGRAM CONTINUATION AGREEMENT

THIS MAIN STREET IOWA PROGRAM CONTINUATION AGREEMENT ("Agreement") is entered into and executed by the Iowa Economic Development Authority (the "IEDA"), the City of Jefferson (the "City"), and Jefferson Matters: Main Street (the "Local Main Street Program") (Individually "Party" and Jointly, the "Parties").

WHEREAS, the IEDA administers the Main Street Iowa Program (the "MSI Program"); and

WHEREAS, the City was selected to participate in the MSI Program in 2012 and entered into a Program Agreement with the IEDA pursuant to which the City and the Local Main Street Program established a partnership with IEDA; and

WHEREAS, the City and the Local Main Street Program desire to continue to participate in the MSI Program; and

WHEREAS, the IEDA desires to continue the relationship which has been established with the City and the Local Main Street Program;

NOW THEREFORE, in consideration of the foregoing and mutual covenants and agreements contained herein, the Parties agree as follows:

**SECTION I. The Local Main Street Program agrees to:**

1. Main Street Revitalization Focus:

- a. Maintain the Local Main Street Program's focus on the revitalization of the designated Main Street district utilizing the Main Street Approach®. This focus should be reflected in the programs annual plan of action, goals and objectives, vision, and mission statement.
- b. Promote the revitalization of the Main Street district through advocacy of tools and resources that support district investment, for example: development incentives, ordinances and policy that promote the revitalization of the district, design guidelines or standards that promote the protection of the traditional character of the district, district development planning, etc.

2. Main Street Paid Executive Director:

- a. Employ a paid part-time Executive Director for the Local Main Street Program who will be responsible for the day-to-day administration of the Local Main Street Program in the City. Full-time employment is defined as 40 hours per week dedicated to the Local Main Street Program. Part time employment is 25 hours per week dedicated to the Local Main Street Program. The Local Main Street Program and the City will work to the best of their ability to provide professional support, competitive compensation, and benefits for the Executive Director position.
- b. In the event this position is vacated during the time of this agreement, the Local Main Street Program shall fill this position in a reasonable time and provide a written timeline to fill this position to the IEDA's Main Street Iowa State Coordinator ("the Coordinator").
- c. If the Executive Director for the Local Main Street Program also serves as the director, executive director, chief executive officer, president, or other leadership role for another organization or program (e.g., chamber, tourism, community/county economic development, City, etc.) the Executive Director shall dedicate at least twenty-five hours per week to their duties as Executive Director of the Local Main Street Program.
- d. Develop and maintain an accurate position description for the Executive Director, a copy of which shall be provided to the Coordinator, which includes the rate of compensation and describes the professional activities for which the Executive Director is responsible.
- e. Maintain worker's compensation insurance for the Executive Director and staff.



3. Designated Main Street District: Submit to the Coordinator a current map of the approved designated Main Street district contemporaneously with execution of this Agreement.
4. Main Street Program Office: Maintain an office within the designated boundaries of the local Main Street district.
5. Main Street Economic Impact Reporting:
  - a. Submit economic impact reports to the Coordinator on or before established due date documenting the progress of the Local Main Street Program's activities.
  - b. If the Local Main Street Program is 30 or more days late submitting any economic impact report, Main Street Iowa design services, business support services, eligibility for grant applications, and targeted technical assistance visits available through Main Street Iowa may be suspended until the Local Main Street Program has submitted all required reports.
6. National Main Street Accreditation:
  - a. Maintain Main Street America National Accreditation.
  - b. Maintain a "Main Street America Member Community" membership with Main Street America.
  - c. Use the words "Main Street" when referring to and marketing the Local Main Street Program, either as an official part of the organization's name or as a tagline such as "A Main Street Iowa Program". As a designated Main Street Iowa community, the Local Main Street Program shall include the Main Street America and Main Street Iowa logos on all communication materials.
7. Training Requirements:
  - a. Participate, as required by the IEDA, in training sessions as scheduled throughout the year. To remain in compliance and to be eligible for Main Street America National Accreditation, the Local Main Street Program shall be represented at both days, in their entirety, of the three (3) annual training sessions that have been designated as mandatory on the MSI Program calendar.
  - b. Any newly hired Executive Director will be required to participate in Main Street Orientation as soon after the hire date as feasible. Registration and all related travel expenses for training will be paid by the Local Main Street Program.
8. Demonstrated Support:
  - a. Obtain from the City's governing body a Resolution of Support of the Local Main Street Program. This resolution must describe sources and amounts of funding for the program, a commitment to appoint a City official to represent the City on the Local Main Street Program governing board of directors, and that the City will continue to follow the Main Street Approach® as developed by Main Street America and espoused by Main Street Iowa for Main Street district revitalization.
  - b. Obtain a Resolution of Support from the Local Main Street Program governing board in which the board commits to continuing Main Street district revitalization following the Main Street Approach® as developed by the Main Street America and espoused by the MSI Program.
9. Compliance:
  - a. Not assign this agreement to another organization without obtaining prior written approval of the IEDA.
  - b. Remain in compliance with the requirements of the MSI Program as outlined in this agreement and the administrative rules for the MSI Program, 261 IAC Chapter 39. If the

IEDA finds that the Local Main Street Program is not in compliance with the requirements of this program agreement:

- i. IEDA shall issue an "Initial Warning" describing how the Local Main Street Program is out of compliance and provide guidance on how to resolve the issues. The Local Main Street Program will have 90 days to resolve non-compliance issues. During this 90-day period, all Main Street Iowa services, with the exception of targeted technical assistance to help the Local Main Street Program mitigate non-compliant items, will be suspended. At the end of the 90-day period, the IEDA will evaluate whether The Local Main Street Program has resolved the non-compliant issues.
- ii. If the Local Main Street Program is not in compliance at the end of the 90-day Initial Warning period, the IEDA may issue a Final Warning notifying the Local Main Street Program that, if the Local Main Street Program is not in compliance within 90 days after issuance of the Final Warning, Main Street Iowa may terminate this Agreement.
- iii. The IEDA will send Notice of Termination via overnight delivery service to the Local Main Street Program, the City, and Main Street America. Termination of this Agreement will result in the loss of recognition as a participant in the MSI Program and discontinuation all services provided by IEDA.
- iv. Within 30 days after issuance of the Notice of Termination, the Local Main Street Program shall cease using the trademarked brand "Main Street" and/or "Main Street Program" in its name or as part of its organization's identity.
- v. The City may reapply for Main Street Iowa designation.

10. Main Street Re-Designation:

- a. Continued participation in the MSI Program after the term of this Agreement shall be contingent upon re-designation as a participant in the MSI Program. Submission of a request for re-designation shall be submitted at least 90 days prior to the end of the term of this Agreement.
- b. The IEDA will provide information and guidance regarding re-designation to the Local Main Street Program at least 6 months prior to the re-designation request submission deadline.
- c. To be re-designated as a participant in the MSI Program, at a minimum, the Local Main Street Program shall:
  - i. Document local revitalization impacts through its partnership with Main Street Iowa;
  - ii. Demonstrate the Local Main Street Program's active utilization of MSI Program services and benefits;
  - iii. Identify specific plans for future downtown/Main Street district revitalization;
  - iv. Set out future Main Street Iowa technical assistance needs; and
  - v. Demonstrate continued broad-based commitment and support of the Local Main Street Program and its revitalization efforts.

**SECTION II. The CITY agrees to:**

1. Main Street Revitalization Support:

- a. Support and partner with the Local Main Street Program's focus on the revitalization of the designated Main Street district utilizing the Main Street Approach®.
- b. Support the revitalization of the Main Street district by utilizing tools and resources that support Main Street district investment, for example: development incentives, ordinances and policy that promote the revitalization of the district, design guidelines or standards that promote the protection of the traditional character of the district, district development planning, etc.

2. Main Street Financial Support: Invest financially into the operation of the Local Main Street Program.
3. National Main Street Accreditation: Support the Local Main Street Program in compliance with this Agreement and with the completion of the annual Main Street America Accreditation and the re-designation process described above.
4. Demonstrated Support: Pass a Resolution to demonstrate the City's support of the Local Main Street Program and revitalization of the downtown/designated Main Street district as an important element of the City's economic development strategy. In the resolution, the City must commit to providing funding for the Local Main Street Program, appoint a City official to represent the City on the Local Main Street Program governing board, and commit to continuing to follow the Main Street Approach® as developed by the Main Street America and espoused by the MSI Program for local Main Street district revitalization efforts.

**SECTION III. The IEDA agrees to:**

1. National Main Street Accreditation: Administer the Main Street America Accreditation process in Iowa on behalf of Main Street America and recognize Local Main Street Programs and Cities who successfully meet the Main Street America Accreditation Standards.
2. Main Street Technical Assistance:
  - a. Maintain a team of downtown revitalization specialists, including a Main Street Iowa State Coordinator, to manage communication between the Local Main Street Program, City, the Main Street Iowa Program, and state government agencies.
  - b. Provide, as requested and as can be scheduled, on-site technical assistance to the Local Main Street Program and City by one or more downtown revitalization specialists. Technical assistance may include design, economic vitality, promotion, organization, committee training, board planning retreat facilitation, and action planning.
  - c. Conduct an on-site partnership visit at least once every two years.
  - d. Provide continuing advice and information to the Local Main Street Program and City.
3. Main Street Training:
  - a. Coordinate at least three (3) statewide training sessions annually for Local Main Street Programs and Cities. The nature of training to be provided at each session shall be based on the combined needs of all Iowa Main Street Communities.
  - b. Conduct at least three MSI Program orientations for all new Executive Directors and Local Main Street Program board members and volunteers. The Orientation will introduce the Executive Director and Local Main Street Program volunteers and board members to the Main Street Program and to their immediate responsibilities.
  - c. Offer optional regional training sessions.
  - d. Statewide training sessions, orientations, and optional regional training sessions may be virtual, as determined by IEDA.
4. Main Street Network: Include the Local Main Street Program and City in the Main Street Iowa network.
5. Main Street Designation: Create and implement a re-designation process to be completed by all Local Main Street Programs every five (5) years.



**SECTION IV. The PARTIES hereto otherwise agree as follows:**

1. The term of this Agreement shall be for a period of twenty-four (24) months beginning January 1, 2022 and ending December 31, 2023.
2. This Agreement may be amended by a written agreement to amend the Agreement signed by all three Parties, provided that the IEDA may unilaterally amend this Agreement to comply with legislative, administrative, and policy changes by the federal or state government.
3. Should any governmental unit enact, promulgate, or adopt laws, regulations, rules, or policies which alter or in any way affect the MSI Program, the City and the Local Main Street Program shall not hold IEDA liable in any manner for the resulting changes.
4. This Agreement shall be binding upon and shall inure to the benefit of the Parties and their successors.
5. No Party shall discriminate against any employee or applicant for employment because of race, color, sex, age, disability, creed, religion, sexual orientation, marital status, or national origin.
6. Any Party may terminate this Agreement without cause after 30 days written notice to the other two parties.
7. This Agreement supersedes any previous agreements or negotiations, whether oral or written.
8. Nothing contained in this Agreement shall create any employer-employee relationship between or among any of the Parties.

**IN WITNESS WHEREOF, the parties have executed this agreement.**

BY: \_\_\_\_\_  
Mayor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Printed Name

Jefferson, IA  
\_\_\_\_\_  
City

BY: \_\_\_\_\_  
Board President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President Printed Name

Jefferson Matters: Main Street  
Local Main Street Program

BY: \_\_\_\_\_  
Deborah V. Durham, Director  
Iowa Economic Development Authority

\_\_\_\_\_  
Date

# MINUTES

## **WATER/SEWER, STREET/SANITATION COMMITTEE TUESDAY, NOVEMBER 16, 2021, 12:00 NOON JEFFERSON CITY HALL**

**Attendees: Mike Palmer, Joyce Richardson, Dave Sloan, Harry Ahrenholtz, Jim Leiding, Dave Morlan, Dave Teeples, Marty Murphy, Mark Clouse**

### **I. SEWER**

- A. Review of the proposed 2022-2023 budget- Dave M. said he has spoken with Sarah about a few items but is accurate at this time.
- B. Potential Drainage Projects – north side of casino, and same as discussion last meeting
- C. American Rescue Act Funds – Danny M. made up a map of the area for repair, it involves Monroe Street to over by Russell Park. Dave also getting slip lining estimates. Jim to double check but he believes the repairs must be set up for bidding no matter the size of the repair. Jim also recommends that the bids be done in the winter so work can start by spring. The sewer repairs will be done from the second round of funds that we get next year.

### **II. WATER**

- A. American Rescue Act Funds – Repair water lines that are continually causing issues breaking and needing repairs. This is top priority at this point. The current funds we have received will go towards this repair. Total funds for this project from the Act are \$300,000.
- B. Review of the proposed 2022-2023 budget- Dave mentioned possible \$35,000 from water department and \$35,000 from sewer budget to purchase a small excavator.
- C. GIS System update – Jim is bringing agreement to city in the spring, possibly as early as February so project can be started early summer.

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

- A. Update on speed limit on North Grimmell Road from UPRR to US30 – the spot for speed trailer has been built and post has been installed to chain the trailer to. Mark said a part is on order for the speed trailer and then once it comes in, he will double check with county to use it out there.
- B. Review of the proposed 2022-2023 budget – looks good, they would like to figure out a way to purchase a new payloader in the future, will trade the old one in for some credit on the new one.

**IV. SANITATION/RECYCLING**

- A. *Waste collection – 217.13 tons*
- B. *Recycling collection – 20.75 tons*
- C. *Jim to visit street shed to see where it would be feasible to possibly add on for a cardboard baler. Dave said he doesn't believe that this will be cost effective.*
- D. *Committee discussed the age of trucks and when should start thinking of replacing.*

*It was decided no meeting in December, will communicate by email unless something major comes up.*



# Jefferson Public Library

Meeting of the Board of Trustees  
Monday, December 12, 2022 6:30 PM  
Library Basement Meeting Room

## AGENDA

- I. Call to Order
- II. Open Forum: this is a time for any concerned citizen to speak to the trustees about an item that is not on the agenda.
- III. Approval of Minutes of Previous Meeting
- IV. Approval of Expenditures
- V. Director's Report
  - A. Monthly Circulation & Usage Reports
  - B. Year-to-Date Monthly Financial Reports
- VI. Old Business
  - A. Personnel – update on open positions
  - B. Project updates: security system
  - C. Youth and adult program updates
  - D. Architectural Feasibility Study
  - E. FY24 Budget presentation to County Supervisors
  - F. FY2023-2024 Budget proposal
- VII. New Business
  - A. Library expansion fund
  - B. Friends of the Library activities
  - C. New Trustee orientation – rescheduled to Jan.17, 6-7:30 pm @  
Grand Jct Public Library
- VIII. Next Meeting – Monday, January 9
- IX. Adjournment