

# AGENDA

COUNCIL MEETING  
Tuesday, September 12, 2023  
**5:00 P.M.**

CITY HALL COUNCIL CHAMBERS

**I. CALL TO ORDER:**

**II. Enter Closed Session per Iowa Code §20.17.3**

**The Open Session of the Jefferson City Council shall begin at 5:30 p.m.**

**III. 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.**

**IV. CONSENT ITEMS:**

- A. Approve FY 2022-23 Annual Financial Report
- B. Approve FY 2022-23 Annual Urban Renewal Report
- C. Wild Rose Jefferson, LLC Class C Retail Alcohol License LC
- D. Payment of monthly bills
- E. 8/22/23 regular Council minutes

**V. NEW BUSINESS:**

- A. Karie Ramsey: Kading Housing Project.
- B. ORDINANCE: "Amending the Code of Ordinance of the City of Jefferson, Iowa, 2017, by Amending Provisions Relating to Building Permit Fees."
- C. Parks & Recreation Department: Pickleball Project.
- D. Consider Application for Forgivable Loan for 200 / 202 North Wilson.
- E. Consider approval of Pay estimate #7 to Shank Constructors, Inc, of \$ 537,584.11 for Wastewater Treatment Plant project.
- F. RESOLUTON Setting Public Hearing Date for Update to Flood Plain Ordinance.
- G. Planning & Zoning Issues:
  - a. Camper / RV / Boat / Trailer Parking.
  - b. Zero Lot Line Zoning.
  - c. Front Yard Setbacks for Infill Lots.
  - d. Fence Regulations.

**VI. REPORTS:**

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

**VII. ADJOURN.**

**TO: Mayor and City Council Members**  
**FROM: Scott Peterson, City Administrator**  
**SUBJECT: General Information Memo**  
**Regular City Council Session**  
**Tuesday, September 12, 2023 5:30 p.m.**

Annual Reports: The cover pages for the annual Financial Report and the annual Urban Renewal Report are included in this packet. The entire reports were attached to the e-mailed Council packet.

Kading Housing Project: Karie Ramsey, CEO of Kading Properties, will be at the Council meeting to present information about the proposed Kading Housing Project.

Building Permit Fees: It is proposed that the City of Jefferson's building permit fees will change whenever the fees are changed in the International Residential Code. An ordinance tying the City's fees to those listed in the IRC is on page 8. This will be the final reading of the ordinance.

Pickleball Project: The Park & Rec Board and a citizens committee are interested in constructing two pickleball courts in Russell Park. A draft site plan is on page 9. Denny Hammen will be at the Council meeting to present the proposed project. It is proposed to use \$40,000 from the Radebaugh funds as match for grants and private fundraising.

Forgivable Loan: An application from Rich Osbourne / Greene Bean Coffee for a forgivable loan begins on page 10. They are requesting a forgivable loan of \$70,000 for new roofing, second story windows, and the SW door & window. An addendum to their application is on page 22 discussing their efforts to recreate an apartment in the SW corner of the upper story, including HVAC.

WWTP Pay Application 7 in the amount of \$537,584.11 includes:

- Excavation of the lift station and rapid mix tank areas
- Concrete for the anoxic basin, rapid mix tank, and ferric chloride containment tank
- Miscellaneous metals materials
- Coatings on clarifier 2 and sludge storage tank
- Demobilization of the Preload crew and equipment
- Electrical work on clarifier 2

Flood Plain Ordinance: For Jefferson to remain in good standing with the National Flood Insurance Program, the Iowa DNR will require the City to update our floodplain management ordinance. The Iowa DNR has made several changes to their model ordinances since the city last updated our floodplain regulations in March, 2016. The proposed floodplain ordinance begins on page 31, with the proposed changes highlighted.

The DNR requests the City rescind its 2016 floodplain ordinance and adopt the updated floodplain management ordinance in its place. This issue has been reviewed by the P&Z and they recommend approval of the proposed change. Prior to considering the new ordinance, a public hearing is needed. The Council is asked to pass the resolution on page 43 setting September 26<sup>th</sup> as the date for the public hearing.

P & Z Issues: The P&Z recommends changes to the Zoning Code to address these topics:

- a. Camper / RV / Boat / Trailer Parking.
- b. Zero Lot Line Zoning.
- c. Front Yard Setbacks for Infill Lots.
- d. Fence Regulations.

Prior to considering any of these as formal ordinance changes, I'd like the Council to review these issues.

Camper Parking: Concerns have been raised about campers, boats, trailers, etc. parking in the front yards of homes. Several trailers have remained in their locations for many months. The P&Z recommends that:

Campers, RVs, Boats, Trailers, etc. not be permitted to park in the required front yard setback of homes. This means that trailers, etc. could not park in the required 30' front yard setback, or if the home has a setback of less than 30' the trailer could not park in the front yard at all. For corner lots, both street sides are considered front yards.

Campers, RVs, Boats, Trailers, etc. parked in the side or rear yard must be parked on a surface of crushed rock or better.

Zero Lot Line Zoning: The P&Z recommends instituting regulations to allow for duplexes to be built with "zero lot line." Essentially, this allows the platting and individual sale of both sides of a duplex. This would require that the parties enter into a maintenance agreement about how such things as roofing and exterior maintenance will be handled between the two owners. Suggested regulations are on pages 44 and 45.

Front Yard Setback for Infill Lots: In older, established areas of town where there are vacant infill lots, building a new structure on these infill lots becomes impossible if they need to meet a 30' front yard setback. The P&Z proposes a regulation allowing the new home to be built at the same front yard setback as the existing homes. The suggested regulation is:

*Infill Development:* The minimum front yard setback of a residential dwelling on an infill site shall be the minimum front yard setback of all other dwellings on the block, exclusive of steps, decks, or other accessory structures.

Fence Regulations: Currently the City has minimal regulation of fences concerning the location of fences and establish a maximum height. The P&Z recommends implementing the following regarding fences:

- a. Fences shall be constructed of materials commonly used for landscaping or fencing, such as masonry block, brick, field stone, limestone, concrete, lumber, vinyl, or chain link, but shall not include corrugated sheet metal, chicken wire, livestock panels, salvage material, or be electrified. Vertical board fences shall have a maximum edge to edge spacing between the boards of one inch less than the width of the widest board. Barbed wire may be used in Commercial and Industrial zones only and only on the top two feet of a fence that is at least six feet tall.

- b. Chain link fences shall have a maximum opening between the links of  $2 \frac{3}{8}$  inches as measured diagonally. Support posts shall be firmly implanted in the ground and shall be spaced not more than ten feet apart. Chain link fencing shall be attached to the top rail by fence ties at intervals of not more than three feet apart. Fencing shall be attached to the support posts and top rail by using standard chain link fence hardware.
- c. Wrought iron fencing shall have a maximum spacing of four inches between the vertical rails and a minimum spacing of five feet between the horizontal rails.
- d. The finished side of any fence shall face out from the enclosed lot.
- e. Every fence shall remain structurally sound and in a good state of repair or shall be removed.

STATE OF IOWA 2023 FINANCIAL REPORT FISCAL YEAR ENDED JUNE 30, 2023 CITY OF JEFFERSON, IOWA DUE: December 1, 2023	16203700400000 CITY OF JEFFERSON 220 N Chestnut Street JEFFERSON IA 50129-1900 POPULATION: 4182
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NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS				
	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
<b>Revenues and Other Financing Sources</b>				
Taxes Levied on Property	2,320,219		2,320,219	2,205,020
Less: Uncollected Property Taxes-Levy Year	0		0	0
<b>Net Current Property Taxes</b>	<b>2,320,219</b>		<b>2,320,219</b>	<b>2,205,020</b>
Delinquent Property Taxes	0		0	0
TIF Revenues	1,197,532		1,197,532	1,198,147
Other City Taxes	777,728	0	777,728	997,400
Licenses and Permits	35,177	0	35,177	27,800
Use of Money and Property	74,029	92,098	166,127	155,621
Intergovernmental	1,932,468	536,162	2,468,630	819,989
Charges for Fees and Service	385,062	3,067,081	3,452,143	4,186,589
Special Assessments	0	0	0	0
Miscellaneous	593,990	186,810	780,800	1,013,050
Other Financing Sources	0	700,000	700,000	0
Transfers In	2,164,336	0	2,164,336	2,412,780
<b>Total Revenues and Other Sources</b>	<b>9,480,541</b>	<b>4,582,151</b>	<b>14,062,692</b>	<b>13,016,396</b>
<b>Expenditures and Other Financing Uses</b>				
Public Safety	1,722,006		1,722,006	1,728,064
Public Works	890,867		890,867	850,852
Health and Social Services	37,930		37,930	5,000
Culture and Recreation	1,592,494		1,592,494	1,626,073
Community and Economic Development	729,877		729,877	1,487,312
General Government	602,572		602,572	496,700
Debt Service	1,011,676		1,011,676	1,577,677
Capital Projects	2,322,024		2,322,024	631,500
<b>Total Governmental Activities Expenditures</b>	<b>8,909,446</b>	<b>0</b>	<b>8,909,446</b>	<b>8,403,178</b>
BUSINESS TYPE ACTIVITIES		7,113,636	7,113,636	3,193,479
<b>Total All Expenditures</b>	<b>8,909,446</b>	<b>7,113,636</b>	<b>16,023,082</b>	<b>11,596,657</b>
Other Financing Uses	0	0	0	
Transfers Out	1,973,213	191,123	2,164,336	2,412,780
<b>Total All Expenditures/and Other Financing Uses</b>	<b>10,882,659</b>	<b>7,304,759</b>	<b>18,187,418</b>	<b>14,009,437</b>
<b>Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses</b>	<b>-1,402,118</b>	<b>-2,722,608</b>	<b>-4,124,726</b>	<b>-993,041</b>
Beginning Fund Balance July 1, 2022	6,663,835	5,130,517	11,794,352	11,723,828
Ending Fund Balance June 30, 2023	5,261,717	2,407,909	7,669,626	10,730,787

NOTE - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds	Pension Trust Funds
Private Purpose Trust Funds	Agency Funds

Indebtedness at June 30, 2023	Amount	Indebtedness at June 30, 2023	Amount
General Obligation Debt	5,505,000	Other Long-Term Debt	0
Revenue Debt	0	Short-Term Debt	0
TIF Revenue Debt	0		
		General Obligation Debt Limit	14,322,317

**CERTIFICATION**

The forgoing report is correct to the best of my knowledge and belief

	Publication
Signature of Preparer	
Printed name of Preparer	Phone Number
	Date Signed
Signature of Mayor or other City official (Name and Title)	5

**Levy Authority Summary**

Local Government Name: JEFFERSON  
 Local Government Number: 37G349

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
JEFFERSON URBAN RENEWAL	37001	13
JEFFERSON LINCOLN RIDGE ESTATES URBAN RENEWAL	37002	2

**TIF Debt Outstanding:** 0

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<b>TIF Sp. Rev. Fund Cash Balance</b>			<b>Amount of 07-01-2022 Cash Balance</b>
<b>as of 07-01-2022:</b>	<b>112,327</b>	<b>0</b>	<b>Restricted for LMI</b>

TIF Revenue:	1,197,530
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	11,938
<b>Total Revenue:</b>	<b>1,209,468</b>

Rebate Expenditures:	208,319
Non-Rebate Expenditures:	964,278
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>1,172,597</b>

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<b>TIF Sp. Rev. Fund Cash Balance</b>			<b>Amount of 06-30-2023 Cash Balance</b>
<b>as of 06-30-2023:</b>	<b>149,198</b>	<b>0</b>	<b>Restricted for LMI</b>

**Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance:** -1,321,795

**Urban Renewal Area Data Collection**

Local Government Name: JEFFERSON (37G349)  
 Urban Renewal Area: JEFFERSON URBAN RENEWAL  
 UR Area Number: 37001

UR Area Creation Date: 12/1989

Promote economic development in the City of Jefferson. To stimulate, through public involvement and commitment, private investments in commercial and industrial development and to create a sound economic base.

UR Area Purpose:

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
JEFFERSON CITY/GREENE COUNTY(JEFFERSON-SCRANTON)/TIF 1 INCREM	370066	370067	27,152,979
JEFFERSON CITY/GREENE COUNTY(JEFFERSON-SCRANTON)/TIF 2 INCREM	370068	370069	0
JEFFERSON CITY/GREENE COUNTY(JEFFERSON-SCRANTON)/TIF 3 INCREM	370070	370071	0
JEFFERSON CITY/GREENE COUNTY(JEFFERSON-SCRANTON)/TIF 4 INCREM	370072	370073	0
JEFFERSON CITY/GREENE COUNTY(JEFFERSON-SCRANTON) SCH AG TIF 1 INC	370078	370079	0
JEFFERSON CITY/GREENE COUNTY SCH/MARK BAUER DEV CO TIF 5 PHASE 3 INCR	370080	370081	0
JEFFERSON CITY/GREENE COUNTY SCH/HY-VEE TIF 6 INCR	370086	370087	1,352,421
JEFFERSON CITY, GREENE COUNTY SCH, WATER TOWER TIF 8	370088	370089	0
JEFFERSON CITY, GREENE COUNTY SCH, COBBLESTONE TIF 9	370090	370091	2,953,305
JEFFERSON CITY, GREENE COUNTY SCH, BRIARWOOD TIF 10	370092	370093	326,323
JEFFERSON CITY, GREENE COUNTY SCH, DOWNTOWN TIF 11	370094	370095	1,385,170
JEFFERSON CITY/GREENE COUNTY SCH/GCDC BUSINESS PARK #1 TIF 7 INC	370100	370101	1,030,590
JEFFERSON CITY/GREENE COUNTY SCH/GCDC BUSINESS PARK #2 TIF 12 INC	370102	370103	448,200

**Urban Renewal Area Value by Class - 1/1/2021 for FY 2023**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	11,042,200	52,524,600	15,843,900	0	-25,928	79,973,972	0	79,973,972
Taxable	0	5,977,167	47,272,140	14,259,510	0	-25,928	67,858,505	0	67,858,505
Homestead Credits									84

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2022:**

112,327

0

**Amount of 07-01-2022 Cash Balance Restricted for LMI**

TIF Revenue: 1,184,614  
 TIF Sp. Revenue Fund Interest: 0  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 11,938  
**Total Revenue: 1,196,552**

Rebate Expenditures: 197,403  
 Non-Rebate Expenditures: 964,278  
 Returned to County Treasurer: 0  
**Total Expenditures: 1,161,681**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2023:**

147,198

0

**Amount of 06-30-2023 Cash Balance Restricted for LMI**

ORDINANCE NO. \_\_\_\_\_  
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY  
OF JEFFERSON, IOWA, 2017, BY AMENDING PROVISIONS RELATING TO  
BUILDING PERMIT FEES

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

SECTION 1. Section Amended. Section 155.09 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, is repealed and the following adopted in lieu thereof:

**155.09 BUILDING PERMIT FEES.** On buildings, structures or alterations requiring a permit, the City hereby adopts for its building permit fee schedule and incorporates by reference the Permit Fee Schedule published in the appendices of the most recently published edition of the International Residential Code, published by the International Code Council, an official copy of which is on file in the office of the City Clerk. The International Residential Code is partially adopted by reference for the limited purposes of this section unless otherwise provided in the Code of Ordinances. The fees shall be based on the total construction costs of the proposed work, exclusive of the cost of land or costs for which other permit fees are required. No permits required by the Building Code shall be issued until the fee prescribed in this chapter has been paid nor shall any amendment to a permit be approved until the additional fee, if any, due to an increase in estimated cost of the building or structure, has been paid.

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 \_\_\_\_\_, 2023.

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

Attest:

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

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I hereby certify that the foregoing ordinance was published in The Jefferson Herald on \_\_\_\_\_, 2023.

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

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# Bring Pickleball to Russell Park!



**Fundraising Opportunities coming soon!**

Contact 386-3412 for information

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# City of Jefferson

## Forgivable Loan Application

### Purpose:

The purpose of this program is to assist business/building owners within the City of Jefferson Main Street District to strengthen their neighborhood's appearance, to promote the area to visitors, and to improve the quality of life.

### Eligible Applicants:

- ◆ Eligible applicants are building owners in the City of Jefferson Main Street District who are committed to the Historical District.

### Eligible Projects to be Considered for Funding:

- ◆ Projects that correct violations of the current International Property Maintenance Code.
- ◆ Projects for facade restoration
- ◆ Roof replacement

### Funding Requirements:

- ◆ .
- ◆ Building design and materials must be approved by Facade Review Committee.
- ◆ Before and after pictures are required for funding.
- ◆ Projects must abide by the City of Jefferson Downtown Building Design Guidelines
- ◆ Projects may be required to obtain design assistance through Main Street Iowa.
- ◆ Large projects must submit building renderings of design.

### Applicant Information

Organization Name: Greene Ventures LLC Project Name: McNeal

Contact Person: Rich Osborne Mailing Address: 202 N. Wilson

City, State, Zip: Jefferson, IA 50119 Daytime Phone Number: 515-370-5201

Fax: - E-mail: rich@greenebearcoffee

Total Project Cost: \$ ~~125,000~~ 85,000 Amount requesting from this grant program: \$ 70,000

Project Address: 200/202 N. Wilson

Project Description Full roof Replacement, Re-Habbing original roof pitch,

replace 8 windows on 2nd floor, replace door/windows on S side to  
Council + repaired estate. Add HVAC

The Facade Review Committee will make final recommendations to the City Council regarding which projects should be funded. However, they will solicit input by utilizing, the City Engineer, City Department Staff, and/or City Council Members.

### For More Information/Questions:

Contact the City Administrator or Building Official at 515-386-3111.

# BOONE GLASS COMPANY

2221 FIRST ST.  
P.O. BOX 4  
BOONE, IOWA 50036  
PHONE: 515.432.8265  
FAX: 515.432.4287

## *GREENE BEAN COFFEE – JEFFERSON, IOWA 7/31/2023*

### Revised Proposal for Phase II:

**Includes:** Removal of existing door/window and replacement w/ 1) dark bronze aluminum storefront door w/ transom and adjacent window, brake metal to separate each opening, medium stile door to have 10" bottom, standard hardware including push/pull, ms lock w/ standard cylinders, thumbturn, HD closer, sweep, all glazing to be insulated clear/lowE – tempered where required, interior & exterior caulking, use tax

**Excludes:** Site specific keying, all protection (final and temporary), any repairs/replacement to adjacent conditions

**Bid: \$8,285.00**

(Eight Thousand, Two Hundred, Eight-Five dollars)

### Proposal for Singlehungs

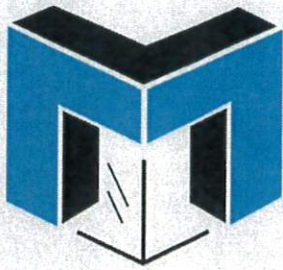
**Includes:** Removal & replacement 8 windows w/ dark bronze anodized aluminum Manko 5500 historical series singlehung windows w/ LowE insulated glazing & 1 vertical muntin, interior & exterior caulking, use tax

**Excludes:** All protection (final and temporary), any repairs/replacement to adjacent conditions (existing arched tops to remain)

**Bid: \$24,975.00**

(Twenty-Four Thousand, Nine Hundred, Ninety-Five dollars)

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# MANKO

## WINDOW SYSTEMS INC.

[www.mankowindows.com](http://www.mankowindows.com)

# 725

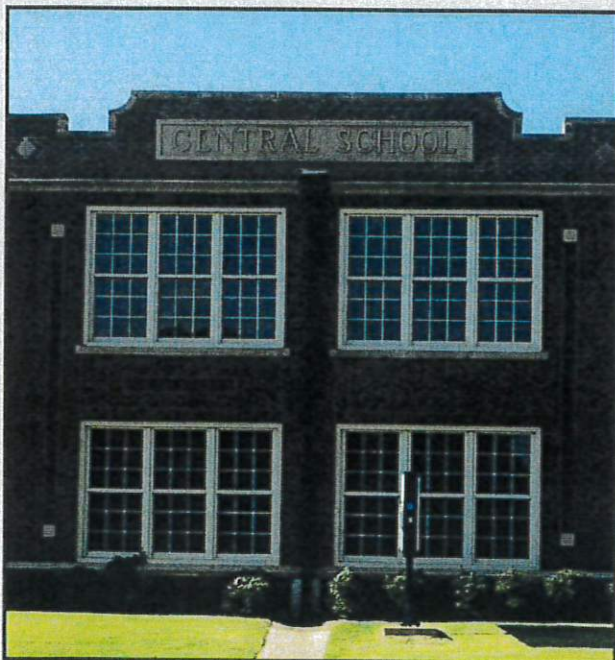
## HISTORICAL – SINGLE HUNG ■ FIXED

Manko's 725 series hung window system was designed as a true single window with the intention of meeting the replication of historical windows. This series is ideal for buildings seeking a replacement window or for new projects seeking a historical look. The 725's design includes pour and debridged thermally broken main frame and operable sash to provide improved thermal efficiency. Main frame and operable sash construction is mortise and tenon joinery with dual integral screw races. Structural glazing allows for a weather tight glazing seal. For added durability and extended operating life, the operable sash smoothly slides with either block and tackle or ultra-lift balances. If your project is seeking a quality single hung window with a historical profile, Manko's 725 series can be the perfect fit.

### Performance Results:

- ⇒ AAMA — CW40
- ⇒ Air Infiltration — 0.3 CFM\*
- ⇒ Water Resistance — 10 PSF\*

\*Minimum gateway performance values listed, product meets or exceeds values



### Features:

- ⇒ 3 1/4" overall frame depth
- ⇒ 3/4" insulated glass
- ⇒ Dual finseal weathering on operating sashes
- ⇒ Preglazed at factory for added quality control
- ⇒ Exterior applied & between glass muntins available
- ⇒ Panning systems & interior snap trims available
- ⇒ Custom configurations with standard details available
- ⇒ Full range of anodized & AAMA 2605 painted finishes

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# **Grell Roofing, LLC**

2315 235<sup>th</sup> St  
Fort Dodge, IA 50501

**PRESENTS**

**SPECIFICATIONS & PROPOSAL**

**FOR**

**REROOFING**

**TO**

**Greene Bean Coffee  
Jefferson, IA**

**June 19, 2023**



June 19, 2023

Greene Bean Coffee  
Jefferson, IA 50129  
Rich Osborn

Grell Roofing, LLC  
2315 235<sup>th</sup> St  
Fort Dodge, IA 50501  
(800) 208-9693

Dear Rich:

We at Grell Roofing LLC appreciate this opportunity to present to you what we feel is the best alternative for reroofing your facility.

We have enclosed the pertinent information needed to review our company, recommended product, and the proposed execution of your project. You will find that we pride ourselves on attention to detail, here within this proposal and most importantly, on your roof.

Thank you for considering Grell Roofing LLC on this important project.

Respectfully submitted,

Erica Grell  
Owner, Grell Roofing LLC

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## Insurance

We at Grell Roofing LLC are covered with general liability insurance including completed operations, as well as worker's compensation insurance for all labor related expenditures.

Certificates of insurance will be provided for auto, general liability, worker's compensation and umbrella. *Greene Bean Coffee* IA will be listed as named insured if requested.

## Safety

OSHA Compliance: All personnel are trained in the use of necessary equipment and proper roofing safety procedures. This proposal specifically excludes the handling or disposal of asbestos containing materials of any type unless specifically stated under "Construction Specifications."

The following is not meant to be an exhaustive explanation of all safety guidelines, but rather an explanation of our approach to job safety.

1. Ladders will be set up according to OSHA guidelines, securely tied to the building. All tools, materials and equipment will be hoisted to the rooftop.
2. All personnel working on or around the hoist during operation must wear hard-hats. We do not require the use of hard-hats on the rooftop.
3. Personnel are issued and required to wear ANSI approved 100% UV filtered safety sunglasses for protection from impact and the sun.
4. Ground fault interrupters (GFI) are used on all electrical circuits. Cords and power tools are to be inspected daily for satisfactory condition.
5. Warning lines are to be set up 6' from the perimeter of the roof in the area of the current work. Personnel leaving the enclosed area must either wear properly secured ropes with harnesses, or work in the presence of a safety monitor.
6. Material loaded on the roof will be kept weighted or strapped down to avoid blow off or injury due to wind.
7. Barricades will be erected on the ground around hoisting equipment, ladders, etc., if requested.

# Construction Specifications- Tear-off and Mechanically Fasten

Grell Roofing LLC recommends the following process when reroofing your facility:

1. \*Set up for reroofing operation as approved by Grell Roofing LLC.
2. \*Provide all necessary protection needed to guard all walls and adjacent structures.
3. \*Set up all required safety lines and guard rails as required by OSHA.
4. Lower all debris from the roof surface in an approved manner. Protect all building faces where needed to assure that no damage occurs.
5. Tear-off the old roof down to the roof deck.
6. Mechanically fasten two layers of ISO insulation to the roof deck.
7. Install the Duro-Last Roofing over the insulation fastening as per manufacturer requirements.
8. Install new prefabricated edging. Trim and seal properly to assure a neat looking appearance.
9. Install roof flashings to each obstruction.
10. Install new edge termination over the existing metal edging. Trim and seal properly to assure a neat looking appearance.
11. Seal and terminate each obstruction using termination bar and sealant.
12. Seal the perimeter fascia bar with approved sealant between the membrane and the fascia bar. Install fascia joint covers.
13. Seal the perimeter termination bar with approved sealant between the membrane and the wall. Complete the detail with a proper bead of sealant to the top of the termination bar.
14. \*HEAT WELD all flashings to the base membrane creating a one-piece roof system.
15. \*Clean the adjacent work areas daily so as not to hinder the normal operations of Greene Bean Coffee.
16. Provide a 20-year manufacturers labor and material warranty.



# Roofing Contract

To: Greene Bean Coffee  
Jefferson, IA

Attention: Rich

Grell Roofing LLC agrees to perform the work as listed in the “Construction Specifications” and by the guidelines required by the manufacture as herein stated.

Having physically examined the roof at the above-named property and familiarized ourselves with the job conditions, we the undersigned do hereby tender the following bids:

**Duro-Last Tear-Off 20-year Warranty:** To provide and install the Duro-Last Roofing System for the sum of: **Thirty-Seven Thousand Dollars (\$37,000.00).**

### **Payment Terms**

Material invoiced with the contract acceptance, payable to Grell Roofing LLC and due at the time of material delivery and job start. Balance due upon job completion, satisfactory inspection by Duro-Last Roofing, Inc., and issuance of written warranty.

### **Change Orders**

In accordance with the general conditions, it is understood John Copeland: On behalf of Greene Bean Coffee may, without invalidating the contract, order extra work or make changes by adding to, or deducting from the work. The contract sum shall be adjusted to reflect the changes. The value of such change shall be determined at the time of the change order by calculating a firm price, including Grell Roofing LLC's profit and overhead.

### **Note**

All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. In the event a change order decreases the value of the contract Greene Bean Coffee, Jefferson, IA will be responsible for only those materials that cannot be returned for full credit. Those materials not returnable become the property of Greene Bean Coffee.

**CONTRACT ACCEPTANCE**

Having thoroughly reviewed this contract document and application specification, we at Greene Bean Coffee. do hereby accept this proposal and terms within.

**Signed** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Title** \_\_\_\_\_

Grell Roofing LLC

**Date** \_\_\_\_\_

McNeal building rehab

The Osborne's started the first storefront rehab right after the Last Draw building was saved. However, it was also a year before Jefferson Main Street got started.

Being on our own, we attacked the building in small projects, based on our time, personal budget, and what was needed to create revenue, or what needed fixing. If anything was to be touched, we made sure that it was done right, with the future in mind, so that it would be touched once.

When we took over the building, there were existing businesses on the ground floor, and the basement and 2<sup>nd</sup> floor were nearly packed thigh high in junk and trash. When we got access to the location that became Greene Bean Coffee the first things done was to gut all the plumbing, both supply and drain lines from the meter in, to the sewer line entering the floor.

We had a recently retired plumber family member donate the labor for this.

The other first step, was to gut the 3 offices and a hallway layout, and along with the suspended ceiling, boxed in transoms, and fake walls on all sides. This led to gutting most of the electrical system. This called for replacing all electrical from the meter in, thru a new panel.

We got rid of the tiny windows, vinyl siding and masonite exterior that along with creating a safer step. Near this time, we also replaced the entire HVAC system on the North side. Nearly all labor was done ourselves, as Rich was a licensed contractor in Iowa, but allowed it to expire during COVID.

Greene Bean Coffee buildout:

Electric: \$3,500

HVAC: \$17,500

Exterior Concrete: \$2,310

Facade rebuild: \$5,135

Glass: \$3,705

Flooring: \$2,000

Stucco repair and tuck pointing: \$5,200

Asbestos abatement: \$1750

**Approx cost: \$41,100**

When the remaining tenants moved out, we had a quick flip to get the Bee & Herald moved in.

Electric service update: \$1,836

New HVAC: \$14,500

Tuck pointing, new drywall, paint, interior office windows: \$2800

**Approx cost: \$ 19,136**

Greene Bean Coffee is also nearly finished with an expansion project. This has uncovered and replaced an original door, replacing windows that filled opening with glazing, a original floor refinishing.

Expanding Greene Bean to Washington St, saw a reclaimed door and a window replacement, bringing that space back to original sizes. Countless hours were spent uncovering original floors around the building.

Door/Window: \$8,500

Flooring work: \$4,000

Electric Updates \$870

**Total Cost \$13,380 plus \$30,000 in business equipment**

The upper floor has been cleaned out, crumbling plaster removed, a new electric panel has been added to allow power and lighting expansion to where needed. Approximately half of the attic space has been insulated.

The roof has been in rough shape for a long time, with 2 ponds that formed inside the back edge. There was a large tear out and new overlay over a section of patches, that have eliminated various leaks. After that large repair, the entire roof was treated with a fresh coat of elastomeric paint. We still fight with the seals around 2 pipes that can cause drips in snowmelt or heavy rains.

With aid in sight, we want to tackle everything at once. A fresh roof to protect all the investment for several more decades, windows to replace the plywood and storm windows filling the window openings on the 2<sup>nd</sup> floor, making the upstairs weathertight and usable. We've already started with a furnace and ducting upstairs, but with the current state, is not cost efficient to run.

An optional component, in the quote, is to replace the window and door on the SW corner. While intact, the wood is quite weathered, and safety glass would bring it up to code.

Our immediate plans for the upstairs is to recreate the large apartment, and create a large performing arts studio for semi-private use. The large hall has already been used for dance practice, yoga, and video creation. It would be nice to use this space outside of perfect days in Spring and Fall

We do not want to turn the apartment into a full time occupancy unit, for fear of noise. But we have many friends and family that visit Jefferson often, and those who have need to use the studio space. When a future goal of adding live musicians to our format happens, we would offer this space to out of town guests.

Currently, most rooms have escape ladders on the street sides, or roof access. If this project becomes more commercial, we have located where an additional stairway could be placed with minimal disruption to the ground floor.

Grand Totals: A minimum of \$75000 has been invested over the past 10 years, with countless hours of labor from demolition, plumbing, drywall, tuck-pointing, and other general labor, with many trips supporting our local lumber yard and hardware stores.

# Addendum

Current projects:

In addition to the upper windows, SW corner storefront, and a roof, The Osbornes have already started investing in recreating the apartment in the SW corner of the 2<sup>nd</sup> floor. This area has already been cleaned out, loose plaster removed, and pre-existing old furnace, and original cast iron radiators have been removed. In it's place a newer HVAC system was already designed, runs cleared, and most new duct lines are acquired and staged to be put into place. A separate utility closet will be created for mechanicals, and will allow this system to be isolated from the rest of the upstairs for occupancy based efficiency.

Out of a \$16,000 estimate, we are down to acquiring final units worth ~\$4500 and labor for installation. While most of the upper attic space has been insulated, this section has not yet been done, and a stockpile of insulation is ready. Electric and sewer has also been stubbed out to this area.

We consider this a part of making portions of the upper floor usable year round, and since it was underway at time of application, wish want to mark it as noted as part of the overall project expense, but not part of the application for funding.



# Contractor's Application for Payment No. 7(seven)

<b>Application Period:</b> 8/1/2023 to 8/31/2023		<b>Application Date:</b> 9/1/2023	
<b>To (Owner):</b>	City of Jefferson 200 N Chestnut St, Jefferson, IA	<b>From (Contractor):</b>	Shank Constructors, Inc. 3501 85th Avenue North, Brooklyn Park, MN
<b>Owner's DWSRF Number:</b>	1445	<b>Contractor's Contract Number:</b>	1316
<b>Project:</b>	Jefferson WWTP	<b>Contract:</b>	
<b>Via (Engineer):</b>	Bolton & Menk Ames, IA	<b>Engineer's Project Number:</b>	134997

Application For Payment - Change Order Summary		
Approved Change Orders		
Number	Additions	Deductions
CO 1	\$ 185,359.09	
CO 2	\$ 62,089.77	
<b>Totals:</b>		<b>\$ 247,448.86</b>
<b>Net Change by Change Order:</b>		<b>\$ 247,448.86</b>

1. Original Contract Price..... \$ 17,504,700.00
2. Net change by Change Orders..... \$ 247,448.86
3. Current Contract Price (Line 1 ± 2)..... \$ 17,752,148.86
4. Total Completed and Stored to Date (Column F on Progress Estimate)..... \$ 5,288,059.57
5. Retainage
  - a. 5.0% X \$ 4,271,895.09 Work Completed..... \$ 213,594.75
  - b. 5.0% X \$ 1,016,164.48 Stored Material..... \$ 50,808.22
  - c. Early Release of Retainage..... \$ -
  - d. Total Retainage (Line 5a + Line 5b - Line 5c)..... \$ 264,402.97
6. Amount Eligible to Date (Line 4 - Line 5d)..... \$ 5,023,656.60
7. Less Previous Payments (Line 6 from prior Application)..... \$ 4,486,072.49
8. Amount Due This Application..... \$ 537,584.11
9. Balance to Finish, Plus Retainage (Column G on Progress Estimate + Line 5 above)..... \$ 12,728,492.26

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Date: 9/7/2023

**Payment of:** \$537,584.11  
(Line 8 or other - attach explanation of the other amount)

**is recommended by:** 9/8/2023  
(Engineer) (Date)

**Payment of:** \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

**is approved by:** \_\_\_\_\_  
(Owner) (Date)

**Approved by:** \_\_\_\_\_  
Funding Agency (if applicable) (Date)

# Progress Estimate - Lump Sum Work

# Contractor's Application

For (Contract): 0		Application Number:			7(seven)			
Application Period:		8/1/2023 to 8/31/2023		Application Date:		9/1/2023		
Specification Section Number	Description	Scheduled Value (\$)		Work Completed		Total Completed to Date (C + D)	% (F/B)	Balance to Finish (B - F)
		A	B	C	D			
<b>Division 01 - General Requirements</b>								
	Mobilization		\$ 525,200.00			\$ 525,200.00	100.00%	\$ -
	Allowances		\$ 1,075,000.00			\$ -	0.00%	\$ 1,075,000.00
<b>Division 02</b>								
	Site Removals		\$ 86,400.00			\$ 67,900.00	78.59%	\$ 18,500.00
	Demo SST Tank		\$ 445,800.00			\$ 445,800.00	100.00%	\$ -
	Strip Top Soil		\$ 25,700.00			\$ 25,100.00	97.67%	\$ 600.00
	Site Prep Sludge Tank		\$ 215,500.00			\$ 215,500.00	100.00%	\$ -
	Excavation Sludge Tank		\$ 338,700.00			\$ 338,700.00	100.00%	\$ -
	Excavation Sludge Loadout		\$ 78,400.00			\$ -	0.00%	\$ 78,400.00
	Excavation AET Lift Station		\$ 326,185.00		\$ 158,300.00	\$ 61,200.00	67.29%	\$ 106,685.00
	Excavation Rapid Mix Tank		\$ 98,200.00		\$ 10,400.00	\$ 77,800.00	89.82%	\$ 10,000.00
	Excavation Ferric Slab		\$ 9,500.00			\$ 9,500.00	100.00%	\$ -
	Splitter Box Bypass		\$ 55,100.00			\$ -	0.00%	\$ 55,100.00
	Grading Sidewalks		\$ 9,900.00			\$ -	0.00%	\$ 9,900.00
	Top Soil Placement		\$ 12,900.00			\$ -	0.00%	\$ 12,900.00
2370.0	Erosion Control		\$ 20,000.00			\$ 13,500.00	67.50%	\$ 6,500.00
	Site Concrete		\$ 75,600.00			\$ -	0.00%	\$ 75,600.00
	Seeding		\$ 5,000.00			\$ -	0.00%	\$ 5,000.00
2920.0	30" & 24" PP to Splitter Box		\$ 444,950.00			\$ -	0.00%	\$ 444,950.00
	6" & 8" ST & 4" PD East		\$ 155,920.00			\$ 27,800.00	17.83%	\$ 128,120.00
	Piping Rapid Mix Area		\$ 253,380.00			\$ -	0.00%	\$ 253,380.00
	6" ST & 12" RAS by AET Lift Station		\$ 172,880.00			\$ -	0.00%	\$ 172,880.00
	16" MLR to Aeration		\$ 558,620.00			\$ -	0.00%	\$ 558,620.00
	HDPE/Utility Water		\$ 161,250.00			\$ -	0.00%	\$ 161,250.00
	Aeration Tank Demo		\$ 28,770.00			\$ -	0.00%	\$ 28,770.00
	Headworks Demo		\$ 11,150.00			\$ -	0.00%	\$ 11,150.00
	Blower Building Demo		\$ 8,150.00			\$ -	0.00%	\$ 8,150.00
	Clarifiers Demo		\$ 421,920.00			\$ 140,640.00	33.33%	\$ 281,280.00
	Biosolids Demo		\$ 83,510.00			\$ -	0.00%	\$ 83,510.00

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Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C + D)	% (F/B)	
<b>Division 03</b>	Disinfection Demo	\$ 6,500.00	\$ -			\$ -	0.00%	\$ 6,500.00
	Concrete - Anoxic Basin	\$ 1,155,800.00	\$ 25,400.00	\$ 172,600.00		\$ 198,000.00	17.13%	\$ 957,800.00
	Concrete - Biosolids Loadout	\$ 132,700.00	\$ 2,500.00			\$ 2,500.00	1.88%	\$ 130,200.00
	Concrete - Rapid Mix	\$ 127,900.00	\$ 120,900.00	\$ 2,500.00		\$ 123,400.00	96.48%	\$ 4,500.00
	Concrete - Biosolids Control	\$ 33,600.00	\$ 700.00			\$ 700.00	2.08%	\$ 32,900.00
	Concrete - Ferric Chloride	\$ 33,600.00	\$ 700.00	\$ 32,900.00		\$ 33,600.00	100.00%	\$ -
	Concrete - Misc	\$ 39,395.00	\$ 750.00			\$ 750.00	1.90%	\$ 38,645.00
	Precast Plank	\$ 30,500.00	\$ -			\$ -	0.00%	\$ 30,500.00
<b>Division 04</b>								
	Masonry	\$ 155,440.00	\$ 7,500.00			\$ 7,500.00	4.83%	\$ 147,940.00
<b>Division 05</b>								
	Metals Installation	\$ 44,650.00	\$ -			\$ -	0.00%	\$ 44,650.00
	Misc Metals Supply	\$ 111,960.00	\$ 11,500.00	\$ 2,500.00		\$ 14,000.00	12.50%	\$ 97,960.00
<b>Division 06</b>								
	Wood Blocking	\$ 56,600.00	\$ -			\$ -	0.00%	\$ 56,600.00
<b>Division 07</b>								
7535.0	Roofing & Sheet metal	\$ 169,000.00	\$ -			\$ -	0.00%	\$ 169,000.00
	Sealants	\$ 33,500.00	\$ -			\$ -	0.00%	\$ 33,500.00
<b>Division 08</b>								
	HM Doors & Frams	\$ 6,705.00	\$ -			\$ -	0.00%	\$ 6,705.00
	Hatches & Door Instalaltion	\$ 39,500.00	\$ -			\$ -	0.00%	\$ 39,500.00
	Hatches & Door Instalaltion	\$ 25,000.00	\$ -			\$ -	0.00%	\$ 25,000.00
<b>Division 09</b>								
	Coatings	\$ 765,550.00	\$ 80,000.00	\$ 30,200.00		\$ 110,200.00	14.39%	\$ 655,350.00
<b>Division 11</b>								
11000.0	Vessco direct Supplied Equipment	\$ 1,348,516.00	\$ 27,000.00			\$ 27,000.00	2.00%	\$ 1,321,516.00
11266.0	UV Disinfection Equipment	\$ 247,600.00	\$ 75,000.00			\$ 75,000.00	30.29%	\$ 172,600.00
11315.0	Rotary Lobe Pumps	\$ 114,118.00	\$ 5,706.00			\$ 5,706.00	5.00%	\$ 108,412.00
11330/31	Bar Screens & Dewatering Press	\$ 88,677.00	\$ 4,400.00			\$ 4,400.00	4.96%	\$ 84,277.00
11351.0	Clarifier Equipment	\$ 356,634.00	\$ 71,820.00			\$ 71,820.00	20.14%	\$ 284,814.00
11372.0	Blowers	\$ 129,230.00	\$ 6,460.00			\$ 6,460.00	5.00%	\$ 122,770.00
11374/75	Fine Pore Membrane Aeration Equip	\$ 159,150.00	\$ 15,960.00			\$ 15,960.00	10.03%	\$ 143,190.00

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Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G Balance to Finish (B - F)
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C + D)	% (F/B)	
<b>Division 11</b>	Installation							
	Aeration Splitter Box	\$ 3,900.00	\$ -			\$ -	0.00%	\$ 3,900.00
	Secondary Splitter Box	\$ 3,900.00	\$ -			\$ -	0.00%	\$ 3,900.00
	Aeration Tank Install	\$ 56,700.00	\$ -			\$ -	0.00%	\$ 56,700.00
	MLR 1, 2, 3	\$ 7,100.00	\$ -			\$ -	0.00%	\$ 7,100.00
	Headworks Equipment	\$ 20,500.00	\$ -			\$ -	0.00%	\$ 20,500.00
	Blower Building Equipment	\$ 31,300.00	\$ -			\$ -	0.00%	\$ 31,300.00
	Clarifiers Install	\$ 71,600.00	\$ -			\$ -	0.00%	\$ 71,600.00
	Was Pumps	\$ 4,830.00	\$ -			\$ -	0.00%	\$ 4,830.00
	Disinfection Install	\$ 3,990.00	\$ -			\$ -	0.00%	\$ 3,990.00
	RAS/PST Pumps	\$ 49,350.00	\$ -			\$ -	0.00%	\$ 49,350.00
	Flexzone - Anoxic Basin	\$ 20,680.00	\$ -			\$ -	0.00%	\$ 20,680.00
	Flexzone - Storage Tank	\$ 68,550.00	\$ -			\$ -	0.00%	\$ 68,550.00
	Flexzone - Aeration	\$ 61,450.00	\$ -			\$ -	0.00%	\$ 61,450.00
	Course Bubble Digester	\$ 17,800.00	\$ -			\$ -	0.00%	\$ 17,800.00
	Course Bubble WAS	\$ 4,800.00	\$ -			\$ -	0.00%	\$ 4,800.00
	Aeration Overflows	\$ 12,350.00	\$ -			\$ -	0.00%	\$ 12,350.00
<b>Division 13</b>								
13216.0	Tank Mobilization	\$ 120,000.00	\$ 120,000.00			\$ 120,000.00	100.00%	\$ -
13216.0	Tank De-Mobilization	\$ 40,000.00	\$ -	\$ 40,000.00		\$ 40,000.00	100.00%	\$ -
13216.0	Design Drawings & Calcs	\$ 104,000.00	\$ 104,000.00			\$ 104,000.00	100.00%	\$ -
13216.0	Footings Forms	\$ 24,000.00	\$ 24,000.00			\$ 24,000.00	100.00%	\$ -
13216.0	Reinforcing	\$ 56,000.00	\$ 56,000.00			\$ 56,000.00	100.00%	\$ -
13216.0	Place Floor/Footing Concrete	\$ 80,000.00	\$ 80,000.00			\$ 80,000.00	100.00%	\$ -
13216.0	Install Beds	\$ 29,000.00	\$ 29,000.00			\$ 29,000.00	100.00%	\$ -
13216.0	Form/Reinforce/Pour Panels	\$ 129,000.00	\$ 129,000.00			\$ 129,000.00	100.00%	\$ -
13216.0	Erect Panels	\$ 72,000.00	\$ 72,000.00			\$ 72,000.00	100.00%	\$ -
13216.0	Joints and Curb	\$ 29,000.00	\$ 29,000.00			\$ 29,000.00	100.00%	\$ -
13216.0	Shotcrete Diaphragm	\$ 29,000.00	\$ 29,000.00			\$ 29,000.00	100.00%	\$ -
13216.0	Erect Shoring	\$ 31,000.00	\$ 31,000.00			\$ 31,000.00	100.00%	\$ -
13216.0	Erect Formwork	\$ 23,000.00	\$ 23,000.00			\$ 23,000.00	100.00%	\$ -
13216.0	Reinforcing	\$ 54,000.00	\$ 54,000.00			\$ 54,000.00	100.00%	\$ -
13216.0	Place Dome Concrete	\$ 16,000.00	\$ 16,000.00			\$ 16,000.00	100.00%	\$ -
13216.0	Remove Formwork	\$ 23,000.00	\$ 23,000.00			\$ 23,000.00	100.00%	\$ -
13216.0	Prestress	\$ 45,000.00	\$ 45,000.00			\$ 45,000.00	100.00%	\$ -
13216.0	Wire Coat	\$ 19,000.00	\$ 19,000.00			\$ 19,000.00	100.00%	\$ -
13216.0	Body Coat	\$ 17,000.00	\$ 17,000.00			\$ 17,000.00	100.00%	\$ -
13216.0	Final Coat	\$ 4,000.00	\$ 4,000.00			\$ 4,000.00	100.00%	\$ -

Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G Balance to Finish (B - F)
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C + D)	% (F/B)	
13216.0	Tank Pipe, Fittings & Appurtenances	\$ 64,000.00	\$ 64,000.00			\$ 64,000.00	100.00%	\$ -
13216.0	Decorative Paint - Exterior	\$ 23,000.00	\$ 23,000.00			\$ 23,000.00	100.00%	\$ -
<b>Division 14</b>								
14620.0	Hoists	\$ 9,620.00	\$ -			\$ -	0.00%	\$ 9,620.00
<b>Division 15</b>								
	Grit Separation Piping	\$ 34,900.00	\$ -			\$ -	0.00%	\$ 34,900.00
	Process Piping	\$ 290,100.00	\$ -			\$ -	0.00%	\$ 290,100.00
	Mixed Liquor Return Piping	\$ 289,560.00	\$ -			\$ -	0.00%	\$ 289,560.00
	Sludge Transfer Piping	\$ 50,080.00	\$ -			\$ -	0.00%	\$ 50,080.00
	Aeration Piping	\$ 391,900.00	\$ -			\$ -	0.00%	\$ 391,900.00
	RAS Piping	\$ 121,280.00	\$ -			\$ -	0.00%	\$ 121,280.00
	WAS Piping	\$ 68,040.00	\$ -			\$ -	0.00%	\$ 68,040.00
	Supernatant Piping	\$ 5,520.00	\$ -			\$ -	0.00%	\$ 5,520.00
	Chemical Piping	\$ 158,881.00	\$ -			\$ -	0.00%	\$ 158,881.00
	Mechanical Mobilization	\$ 93,320.00	\$ -			\$ -	0.00%	\$ 93,320.00
	Plumbing Demolition	\$ 12,995.00	\$ -			\$ -	0.00%	\$ 12,995.00
	HVAC Demolition	\$ 40,565.00	\$ -			\$ -	0.00%	\$ 40,565.00
	Plumbing Rough-In	\$ 51,605.00	\$ -			\$ -	0.00%	\$ 51,605.00
	Plumbing Insulation	\$ 6,300.00	\$ -			\$ -	0.00%	\$ 6,300.00
	HVAC Ductwork Rough-In	\$ 78,125.00	\$ -			\$ -	0.00%	\$ 78,125.00
	HVAC Equipment	\$ 643,105.00	\$ -			\$ -	0.00%	\$ 643,105.00
	Temperature Controls	\$ 54,935.00	\$ -			\$ -	0.00%	\$ 54,935.00
	Ductwork Insulation	\$ 4,400.00	\$ -			\$ -	0.00%	\$ 4,400.00
	Testing and Balancing	\$ 13,750.00	\$ -			\$ -	0.00%	\$ 13,750.00
<b>Division 16</b>								
	Preliminary Documents and Submittals	\$ 25,000.00	\$ 15,000.00	\$ 5,500.00		\$ 20,500.00	82.00%	\$ 4,500.00
	Mobilization	\$ 35,000.00	\$ 37,000.00	\$ (2,000.00)		\$ 35,000.00	100.00%	\$ -
	Temporary Power	\$ 20,000.00	\$ 20,000.00			\$ 20,000.00	100.00%	\$ -
	Integration Engineering	\$ 100,000.00	\$ -			\$ -	0.00%	\$ 100,000.00
	Site Electrical Labor	\$ 150,000.00	\$ 15,500.00			\$ 15,500.00	10.33%	\$ 134,500.00
	Site Electrical Materials	\$ 210,000.00	\$ 35,000.00			\$ 35,000.00	16.67%	\$ 175,000.00
	Generator Labor	\$ 65,000.00	\$ -			\$ -	0.00%	\$ 65,000.00
	Generator Materials	\$ 448,000.00	\$ 77,000.00			\$ 77,000.00	17.19%	\$ 371,000.00
	Blower Building Labor	\$ 80,000.00	\$ -			\$ -	0.00%	\$ 80,000.00
	Blower Building Materials	\$ 285,000.00	\$ -			\$ -	0.00%	\$ 285,000.00
	Final Clarifiers Labor	\$ 37,000.00	\$ 2,500.00	\$ 10,000.00		\$ 12,500.00	33.78%	\$ 24,500.00
	Final Clarifiers Materials	\$ 15,000.00	\$ -	\$ 5,000.00		\$ 5,000.00	33.33%	\$ 10,000.00
	Bio Solids Control Complex Labor	\$ 50,000.00	\$ -			\$ -	0.00%	\$ 50,000.00

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Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G Balance to Finish (B - F)
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C + D)	% (F/B)	
	Bio Solids Control Complex Materials	\$ 155,000.00	\$ -			\$ -	0.00%	\$ 155,000.00
	Disinfection Building Labor	\$ 40,000.00	\$ -			\$ -	0.00%	\$ 40,000.00
	Disinfection Building Materials	\$ 95,000.00	\$ -			\$ -	0.00%	\$ 95,000.00
	Preliminary Treatment Building Labor	\$ 25,000.00	\$ -			\$ -	0.00%	\$ 25,000.00
	Preliminary Treatment Building Materials	\$ 75,000.00	\$ -			\$ -	0.00%	\$ 75,000.00
	Rapid Mix Structure Labor	\$ 20,000.00	\$ -			\$ -	0.00%	\$ 20,000.00
	Rapid Mix Structure Materials	\$ 10,000.00	\$ -			\$ -	0.00%	\$ 10,000.00
	Aeration Tanks Labor	\$ 20,000.00	\$ -			\$ -	0.00%	\$ 20,000.00
	Aeration Tanks Materials	\$ 10,000.00	\$ -			\$ -	0.00%	\$ 10,000.00
	Bio Solids Loadout Building Labor	\$ 75,000.00	\$ -			\$ -	0.00%	\$ 75,000.00
	Bio Solids Loadout Building Materials	\$ 185,000.00	\$ -			\$ -	0.00%	\$ 185,000.00
	Anoxic Basin Labor	\$ 35,000.00	\$ -			\$ -	0.00%	\$ 35,000.00
	Anoxic Basin Materials	\$ 75,000.00	\$ -			\$ -	0.00%	\$ 75,000.00
	Communication/Fiber Labor	\$ 45,000.00	\$ -			\$ -	0.00%	\$ 45,000.00
	Communication/Fiber Materials	\$ 100,000.00	\$ -			\$ -	0.00%	\$ 100,000.00
	Demobilization	\$ 10,000.00	\$ -			\$ -	0.00%	\$ 10,000.00
	As-Builts/Close Out Documents	\$ 5,509.00	\$ -			\$ -	0.00%	\$ 5,509.00
<b>Approved Project Change Orders</b>								
CO 1	Unknown Tank Demo & Removal	\$ 185,359.09	\$ 185,359.09			\$ 185,359.09	100.00%	\$ -
CO 2	Clarifier Metal Coatings	\$ 62,089.77	\$ -	\$ 20,700.00		\$ 20,700.00		\$ 41,389.77
	<b>Total</b>	\$ 17,752,148.86	\$ 3,783,295.09	\$ 488,600.00	\$ 1,016,164.48	\$ 5,288,059.57	29.79%	\$ 12,464,089.29

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# Stored Material Summary

# Contractor's Application

For (Contract): 0		8/1/2023 to 8/31/2023				Application Number: 7(seven)				
Application Period:		8/1/2023 to 8/31/2023				Application Date: 9/1/2023				
A Specification Section / Bid Item No.	B Supplier Invoice Number	C Description of Materials or Equipment Stored	Storage Location	D Stored Previously		E Amount Stored this Month (\$)	Subtotal Amount Completed and Stored to Date (D + E)	F Incorporated in Work		G Materials Remaining in Storage (\$) (D + E - F)
				Date Placed into Storage (Month/Year)	Amount (\$)			Date (Month/Year)	Amount (\$)	
	54071	Wall Sleeves	Onsite	Mar-2023	\$ 31,649.05		\$ 31,649.05			\$ 31,649.05
	54207	6" & 8" TR Flex	Onsite	Mar-2023	\$ 5,357.24		\$ 5,357.24			\$ 5,357.24
	54255	4" Perf HDPE	Onsite	Mar-2023	\$ 629.02		\$ 629.02			\$ 629.02
	5639	6" SST Wall Pipe	Onsite	Mar-2023	\$ 654.00		\$ 654.00			\$ 654.00
	54056	4, 6, 8, 12, 18, 24, 30 MJ DIP	Onsite	Mar-2023	\$ 167,849.35		\$ 167,849.35			\$ 167,849.35
	54056-001	6, 16, 24, 30 MJ DIP	Onsite	Mar-2023	\$ 4,299.02		\$ 4,299.02			\$ 4,299.02
	54063	4, 6, 8, 10, 12, 16, 18 FLG MJ DIP	Onsite	Mar-2023	\$ 48,552.33		\$ 48,552.33			\$ 48,552.33
	54058	4, 6, 12, 16, 18, 24, 30 MJ DIP	Onsite	Mar-2023	\$ 57,401.82		\$ 57,401.82			\$ 57,401.82
	54056-002	6, 16, 24, 30 MJ DIP	Onsite	Apr-2023	\$ 10,100.00		\$ 10,100.00			\$ 10,100.00
	54056-004	24" MJ DIP	Onsite	Apr-2023	\$ 8,802.47		\$ 8,802.47			\$ 8,802.47
	54063-002	12" & 18" Flg Fitting	Onsite	Apr-2023	\$ 3,594.17		\$ 3,594.17			\$ 3,594.17
							\$ -			\$ -
							\$ -			\$ -
	228481	Concrete Reinforcement	Onsite	Apr-2023	\$ 32,243.00		\$ 32,243.00			\$ 32,243.00
							\$ -			\$ -
	54056-007	30" DI 90 & 45 Degree Elbows	Onsite	May-2023	\$ 48,065.56		\$ 48,065.56			\$ 48,065.56
	54592-000	LS475 Link Seal	Onsite	May-2023	\$ 1,405.44		\$ 1,405.44			\$ 1,405.44
	54063-004	18, 24, 16, 8, 10 Flange Fittings	Onsite	May-2023	\$ 62,911.64		\$ 62,911.64			\$ 62,911.64
	229978	Concrete Reinforcement	Onsite	May-2023	\$ 35,916.00		\$ 35,916.00			\$ 35,916.00
							\$ -			\$ -
	54063-005	18" Reducer & Tee	Onsite	Jun-2023	\$ 15,932.92		\$ 15,932.92			\$ 15,932.92
	573136	Pipe 304 SS	Onsite	Jun-2023	\$ 29,529.16		\$ 29,529.16			\$ 29,529.16
	54056-008	30"x12" DI Tee	Onsite	Jun-2023	\$ 6,804.43		\$ 6,804.43			\$ 6,804.43
	231525	Concrete Reinforcement	Onsite	Jun-2023	\$ 32,482.00		\$ 32,482.00			\$ 32,482.00
	8804844	3" Sch. 80 PVC	Onsite	Jun-2023	\$ 1,860.38		\$ 1,860.38			\$ 1,860.38
							\$ -			\$ -
	80098	Gaskets	Onsite	Jul-2023	\$ 3,685.13		\$ 3,685.13			\$ 3,685.13
	232637	Concrete Reinforcement	Onsite	Jul-2023	\$ 23,376.00		\$ 23,376.00			\$ 23,376.00
	20054911	HDPE Water Pipe	Onsite	Jul-2023	\$ 1,221.63		\$ 1,221.63			\$ 1,221.63
	20055196	Tracer Wire	Onsite	Jul-2023	\$ 1,425.81		\$ 1,425.81			\$ 1,425.81
	905984490	Clarifiers	Onsite	Jul-2023	\$ 303,138.90		\$ 303,138.90			\$ 303,138.90
	233451	Concrete Reinforcement	Onsite	Aug-2023			\$ 23,713.00			\$ 23,713.00
	6161808	Flange Bolts n Nuts	Onsite	Aug-2023			\$ 53,565.01			\$ 53,565.01
							\$ -			\$ -
							\$ -			\$ -
							\$ -			\$ -
							\$ -			\$ -

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								\$	-	\$	-
								\$	-	\$	-
								\$	-	\$	-
								\$	-	\$	-
<b>Totals</b>								\$	938,886.47	\$	77,278.01
								\$	1,016,164.48	\$	1,016,164.48

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FLOODPLAIN MANAGEMENT ORDINANCE

160.01- Definitions

Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this Ordinance its most reasonable application.

**APPURTENANT STRUCTURE** - A structure which is on the same parcel of the property as the principal structure to be insured and the use of which is incidental to the use of the principal structure.

**BASE FLOOD** - The flood having <sup>previously called 100-year flood</sup> one (1) percent chance of being equaled or exceeded in any given year. (Also commonly referred to as the "100-year flood").

**BASE FLOOD ELEVATION (BFE)** - The elevation floodwaters would reach at a particular site during the occurrence of a base flood event.

**BASEMENT** - Any enclosed area of a building which has its floor or lowest level below ground level (subgrade) on all sides. Also see "lowest floor."

**DEVELOPMENT** - Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials. "Development" does not include "minor projects" or "routine maintenance of existing buildings and facilities" as defined in this section. It also does not include gardening, plowing, and similar practices that do not involve filling or grading.

**ENCLOSED AREA BELOW LOWEST FLOOR** - The floor of the lowest enclosed area in a building when all the following criteria are met:

- A. The enclosed area is designed to flood to equalize hydrostatic pressure during flood events with walls or openings that satisfy the provisions of CH 160.06 (2)(D)(1) of this Ordinance, and
- B. The enclosed area is unfinished (not carpeted, drywalled, etc.) and used solely for low damage potential uses such as building access, parking or storage, and
- C. Machinery and service facilities (e.g., hot water heater, furnace, electrical service) contained in the enclosed area are located at least one (1) foot above the base flood elevation, and
- D. The enclosed area is not a "basement" as defined in this section.

**EXISTING CONSTRUCTION** - Any structure for which the "start of construction" commenced before the effective date of the first floodplain management regulations adopted by the community.

**EXISTING FACTORY-BUILT HOME PARK OR SUBDIVISION** - A factory-built home park or subdivision for which the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the first floodplain management regulations adopted by the community.

**EXPANSION OF EXISTING FACTORY-BUILT HOME PARK OR SUBDIVISION** - The preparation of additional sites by the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

**FACTORY-BUILT HOME** - Any structure, designed for residential use which is wholly or in substantial part, made, fabricated, formed or assembled in manufacturing facilities for installation or assembly and installation, on a building site. For the purpose of this Ordinance factory-built homes include mobile homes, manufactured homes, and modular homes; and also include "recreational vehicles" which are placed on a site for greater than 180 consecutive days and not fully licensed for and ready for highway use.

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**FACTORY-BUILT HOME PARK OR SUBDIVISION** - A parcel or contiguous parcels of land divided into two or more factory-built home lots for sale or lease.

**FIVE HUNDRED (500) YEAR FLOOD** - A flood, the magnitude of which has a two-tenths (0.2) percent chance of being equaled or exceeded in any given year or which, on average, will be equaled or exceeded at least once every five hundred (500) years.

**FLOOD** - A general and temporary condition of partial or complete inundation of normally dry land areas resulting from the overflow of streams or rivers or from the unusual and rapid runoff of surface waters from any source.

**FLOOD INSURANCE RATE MAP (FIRM)** - The official map prepared as part of (but published separately from) the Flood Insurance Study which delineates both the flood hazard areas and the risk premium zones applicable to the community.

**FLOOD INSURANCE STUDY (FIS)** - A report published by FEMA for a community issued along with the community's Flood Insurance Rate Map(s). The study contains such background data as the base flood discharge and water surface elevations that were used to prepare the FIRM.

**FLOODPLAIN** - Any land area susceptible to being inundated by water as a result of a flood.

**FLOODPLAIN MANAGEMENT** - An overall program of corrective and preventive measures for reducing flood damages and promoting the wise use of floodplains, including but not limited to emergency preparedness plans, flood control works, floodproofing and floodplain management regulations.

**FLOODPROOFING** - Any combination of structural and nonstructural additions, changes, or adjustments to structures, including utility and sanitary facilities, which will reduce or eliminate flood damage to such structures.

**FLOODWAY** - The channel of a river or stream and those portions of the floodplains adjoining the channel, which are reasonably required to carry and discharge flood waters or flood flows so that confinement of flood flows to the floodway area will not cumulatively increase the water surface elevation of the base flood by more than one (1) foot.

*Change*  
**FLOODWAY FRINGE** - Those portions of the Special Flood Hazard Area outside the floodway.

**HIGHEST ADJACENT GRADE** - The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**HISTORIC STRUCTURE** - Any structure that is:

- A. Listed individually in the National Register of Historic Places, maintained by the Department of Interior, or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing of the National Register;
- B. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- C. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or,
- D. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified by either i) an approved state program as determined by the Secretary of the Interior or ii) directly by the Secretary of the Interior in states without approved programs.

*Change*  
**LOWEST FLOOR** - The floor of the lowest enclosed area in a building including a basement except when the criteria listed in the definition of Enclosed Area below Lowest Floor are met.



**MAXIMUM DAMAGE POTENTIAL DEVELOPMENT** - Hospitals and like institutions; buildings or building complexes containing documents, data, or instruments of great public value; buildings or building complexes containing materials dangerous to the public or fuel storage facilities; power installations needed in emergency or other buildings or building complexes similar in nature or use.

**MINOR PROJECTS** - Small development activities (except for filling, grading and excavating) valued at less than \$500.

**NEW CONSTRUCTION** - (new buildings, factory-built home parks) - Those structures or development for which the start of construction commenced on or after the effective date of the first floodplain management regulations adopted by the community.

**NEW FACTORY-BUILT HOME PARK OR SUBDIVISION** - A factory-built home park or subdivision for which the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of the first floodplain management regulations adopted by the community.

**RECREATIONAL VEHICLE** - A vehicle which is:

- A. Built on a single chassis;
- B. Four hundred (400) square feet or less when measured at the largest horizontal projection;
- C. Designed to be self-propelled or permanently towable by a light duty truck; and
- D. Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

**ROUTINE MAINTENANCE OF EXISTING BUILDINGS AND FACILITIES** - Repairs necessary to keep a structure in a safe and habitable condition that do not trigger a building permit, provided they are not associated with a general improvement of the structure or repair of a damaged structure. Such repairs include:

- A. Normal maintenance of structures such as re-roofing, replacing roofing tiles and replacing siding;
- B. Exterior and interior painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work;
- C. Basement sealing;
- D. Repairing or replacing damaged or broken window panes;
- E. Repairing plumbing systems, electrical systems, heating or air conditioning systems and repairing wells or septic systems.

**SPECIAL FLOOD HAZARD AREA (SFHA)** - The land within a community subject to the "base flood". This land is identified on the community's Flood Insurance Rate Map as Zone A, A1-30, AE, AH, AO, AR, and/or A99.

**START OF CONSTRUCTION** - Includes substantial improvement, and means the date the development permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement, was within 180 days of the permit date. The actual start means either the first placement or permanent construction of a structure on a site, such as pouring of a slab or footings, the installation of pile, the construction of columns, or any work beyond the stage of excavation; or the placement of a factory-built home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

**STRUCTURE** - Anything constructed or erected on the ground or attached to the ground, including, but not limited to, buildings, factories, sheds, cabins, factory-built homes, storage tanks, grain storage facilities and/or other similar uses.

**SUBSTANTIAL DAMAGE** - Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred. Volunteer labor and donated materials shall be included in the estimated cost of repair.

**SUBSTANTIAL IMPROVEMENT** - Any improvement to a structure which satisfies either of the following criteria:

- A. Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure either (i) before the "start of construction" of the improvement, or (ii) if the structure has been "substantially damaged" and is being restored, before the damage occurred.

The term does not, however, include any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions. The term also does not include any alteration of an "historic structure", provided the alteration will not preclude the structure's designation as an "historic structure".

- B. Any addition which increases the original floor area of a building by 25 percent or more. All additions constructed after the effective date of the first floodplain management regulations adopted by the community shall be added to any proposed addition in determining whether the total increase in original floor space would exceed 25 percent.

**VARIANCE** - A grant of relief by a community from the terms of the floodplain management regulations.

**VIOLATION** - The failure of a structure or other development to be fully compliant with the community's floodplain management regulations.

#### 160.02 - Statutory Authority, Findings of Fact and Purpose

1. The Legislature of the State of Iowa has in Chapter 414, Code of Iowa, as amended, delegated the power to cities to enact zoning regulations to secure safety from flood and to promote health and the general welfare.

#### 2. Findings of Fact

- A. The flood hazard areas of the City of Jefferson are subject to periodic inundation which can result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base all of which adversely affect the public health, safety and general welfare of the community.
- B. These flood losses, hazards, and related adverse effects are caused by: (i) The occupancy of flood hazard areas by uses vulnerable to flood damages which create hazardous conditions as a result of being inadequately elevated or otherwise protected from flooding and (ii) the cumulative effect of obstructions on the floodplain causing increases in flood heights and velocities.
- C. This ordinance relies upon engineering methodology for analyzing flood hazards which is consistent with the standards established by the Department of Natural Resources.

#### 3. Statement of Purpose

It is the purpose of this Ordinance to protect and preserve the rights, privileges and property of the City of Jefferson and its residents and to preserve and improve the peace, safety, health, welfare, and comfort and convenience of its residents by minimizing those flood losses described in CH 160.02(2)(A) of this Ordinance with provisions designed to:

- A. Reserve sufficient floodplain area for the conveyance of flood flows so that flood heights and velocities will not be increased substantially.
- B. Restrict or prohibit uses which are dangerous to health, safety or property in times of flood or which cause excessive increases in flood heights or velocities.
- C. Require that uses vulnerable to floods, including public facilities which serve such uses, be protected against flood damage at the time of initial construction or substantial improvement.
- D. Protect individuals from buying lands which may not be suited for intended purposes because of flood hazard.

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- E. Assure that eligibility is maintained for property owners in the community to purchase flood insurance through the National Flood Insurance Program.

#### 160.03 - General Provisions

##### 1. Lands to Which Ordinance Apply

The provisions of this Ordinance shall apply to all lands within the jurisdiction of the City of Jefferson which are located within the boundaries of the Floodplain (Overlay) District as established in CH 160.05.

##### 2. Establishment of Official Floodplain Zoning Map

The Flood Insurance Rate Map (FIRM) for Greene County and Incorporated Areas, City of Jefferson, Panels 19073C0195B, 0215B, 0325B, 0350B, dated April 19, 2016, which were prepared as part of the Flood Insurance Study for Greene County, is (are) hereby adopted by reference and declared to be the Official Floodplain Zoning Map. The Greene County Flood Insurance Study is hereby adopted by reference and is made a part of this ordinance for the purpose of administering floodplain management regulations.

##### 3. Rules for Interpretation of Floodplain (Overlay) District

The boundaries of the Floodplain (Overlay) District areas shall be determined by scaling distances on the official Flood Insurance Rate Map. When an interpretation is needed as to the exact location of a boundary, the Building Inspector shall make the necessary interpretation. The Board of Adjustment shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Building Inspector in the enforcement or administration of this Ordinance.

##### 4. Compliance

No structure or land shall hereafter be used and no structure shall be located, extended, converted or structurally altered without full compliance with the terms of this Ordinance and other applicable regulations which apply to uses within the jurisdiction of this Ordinance.

##### 5. Abrogation and Greater Restrictions

It is not intended by this Ordinance to repeal, abrogate or impair any existing easements, covenants, or deed restrictions. However, where this Ordinance imposes greater restrictions, the provision of this Ordinance shall prevail. All other ordinances inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency only.

##### 6. Interpretation

In their interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the governing body and shall not be deemed a limitation or repeal of any other powers granted by State statutes.

##### 7. Warning and Disclaimer of Liability

The standards required by this Ordinance are considered reasonable for regulatory purposes. This Ordinance does not imply that areas outside the designated Floodplain (Overlay) District areas will be free from flooding or flood damages. This Ordinance shall not create liability on the part of the City of Jefferson or any officer or employee thereof for any flood damages that result from reliance on this Ordinance or any administrative decision lawfully made there under.

##### 8. Severability

If any section, clause, provision or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

#### 160.04 - Administration

##### 1. Appointment, Duties and Responsibilities of Local Official

A. The Building Inspector is hereby appointed to implement and administer the provisions of this Ordinance and will herein be referred to as the Administrator.

B. Duties and responsibilities of the Administrator shall include, but not necessarily be limited to the following:

- 1) Review all floodplain development permit applications to assure that the provisions of this Ordinance will be satisfied.
- 2) Review floodplain development applications to assure that all necessary permits have been obtained from federal, state and local governmental agencies including approval when required from the Department of Natural Resources for floodplain construction.
- 3) Record and maintain a record of (i) the elevation (in relation to North American Vertical Datum 1988) of the lowest floor (including basement) of all new or substantially improved structures or (ii) the elevation to which new or substantially improved structures have been floodproofed.
- 4) Notify adjacent communities/counties and the Department of Natural Resources prior to any proposed alteration or relocation of a watercourse and submit evidence of such notifications to the Federal Emergency Management Agency.
- 5) Keep a record of all permits, appeals and such other transactions and correspondence pertaining to the administration of this Ordinance.
- 6) Submit to the Federal Insurance Administrator an annual report concerning the community's participation, utilizing the annual report form supplied by the Federal Insurance Administrator.
- 7) Notify the Federal Insurance Administrator of any annexations or modifications to the community's boundaries.
- 8) Review subdivision proposals to ensure such proposals are consistent with the purpose of this ordinance and advise the Board of Adjustment of potential conflict.
- 9) Maintain the accuracy of the community's Flood Insurance Rate Maps when;
  - a. Development placed within the floodway results in any of the following:
    - (i) An increase in the Base Flood Elevations, or
    - (ii) Alteration to the floodway boundary
  - b. Development placed in Zones A, AE, AH, and A1-30 that does not include a designated floodway that will cause a rise of more than one foot in the base elevation; or
  - c. Development relocates or alters the channel.

Within 6 months of the completion of the development, the applicant shall submit to FEMA all scientific and technical data necessary for a Letter of Map Revision.

- 10) Perform site inspections to ensure compliance with the standards of this Ordinance.
- 11) Forward all requests for Variances to the Board of Adjustment for consideration. Ensure all requests include the information ordinarily submitted with applications as well as any additional information deemed necessary to the Board of Adjustment.

## 2. Floodplain Development Permit

- A. Permit Required - A Floodplain Development Permit issued by the Administrator shall be secured prior to any floodplain development (any man-made change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, filling, grading, paving, storage of materials and equipment, excavation or drilling operations), including the placement of factory-built homes.
- B. Application for Permit - Application shall be made on forms furnished by the Administrator and shall include the following:
  - 1) Description of the work to be covered by the permit for which application is to be made.
  - 2) Description of the land on which the proposed work is to be done (e.g., lot, block, track, street address or similar description) that will readily identify and locate the work to be done.
  - 3) Location and dimensions of all structures and additions.
  - 4) Indication of the use or occupancy for which the proposed work is intended.
  - 5) Elevation of the base flood.
  - 6) Elevation (in relation to North American Vertical Datum 1988) of the lowest floor (including basement) of structures or of the level to which a structure is to be floodproofed.
  - 7) For structures being improved or rebuilt, the estimated cost of improvements and market value of the structure prior to the improvements.

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8) Such other information as the Administrator deems reasonably necessary (e.g., drawings or a site plan) for the purpose of this Ordinance.

- C. Action on Permit Application - The Administrator shall, within a reasonable time, make a determination as to whether the proposed floodplain development meets the applicable standards of this Ordinance and shall approve or disapprove the application. For disapprovals, the applicant shall be informed, in writing, of the specific reasons therefore. The Administrator shall not issue permits for variances except as directed by the Board of Adjustment.
- D. Construction and Use to be as Provided in Application and Plans - Floodplain Development Permits based on the basis of approved plans and applications authorize only the use, arrangement, and construction set forth in such approved plans and applications and no other use, arrangement or construction. Any use, arrangement, or construction at variance with that authorized shall be deemed a violation of this Ordinance. The applicant shall be required to submit certification by a professional engineer or land surveyor, as appropriate, registered in the State of Iowa, that the finished fill, structure floor elevations, floodproofing, or other flood protection measures were accomplished in compliance with the provisions of this Ordinance, prior to the use or occupancy of any structure.

#### 160.05 - Establishment of Zoning (Overlay) Districts

The floodplain areas within the jurisdiction of this ordinance are hereby divided into the following districts:

1. Floodplain (Overlay) District - those areas identified as Zone A on the Official Flood Plain Zoning Map. The boundaries shall be as shown on the Official Floodplain Zoning Map. Within these districts, all uses not allowed as Permitted Uses are prohibited unless a variance to the terms of this ordinance is granted after due consideration by the Board of Adjustment.

#### 160.06 - Standards for Floodplain (Overlay) District

##### 1. Permitted Uses

- A. All development within the Floodplain District shall be permitted to the extent that they are not prohibited by any other ordinance (or underlying zoning district) and provided they meet the applicable performance standards of the Floodplain District.
- B. Any development which involves placement of structures, factory-built homes, fill or other obstructions, storage of materials or equipment, excavation or alteration of a watercourse shall be reviewed by the Department of Natural Resources to determine (i) whether the land involved is either wholly or partly within the floodway or floodway fringe and (ii) the base flood elevation. The applicant shall be responsible for providing the Department of Natural Resources with sufficient technical information to make the determination.
- C. Review by the Iowa Department of Natural Resources is not required for the proposed construction of new or replacement bridges or culverts where:
- 1) The bridge or culvert is located on a stream that drains less than two (2) square miles, and
  - 2) The bridge or culvert is not associated with a channel modification that constitutes a channel change as specified in 567-71.2(2), Iowa Administrative Code.

##### 2. Performance Standards

All development must be consistent with the need to minimize flood damage and meet the following applicable performance standards. Where base flood elevations and floodway data have not been provided in the Flood Insurance Study, the Iowa Department of Natural Resources shall be contacted to compute such data. The applicant will be responsible for providing the Department of Natural Resources with sufficient technical information to make such determination.

##### A. All development shall:

- 1) Be designed and adequately anchored to prevent flotation, collapse or lateral movement.
- 2) Use construction methods and practices that will minimize flood damage.
- 3) Use construction materials and utility equipment that are resistant to flood damage.

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- B. Residential structures - All new or substantially improved residential structures shall have the lowest floor, including basement, elevated a minimum of one (1) foot above the base flood elevation. Construction shall be upon compacted fill which shall, at all points, be no lower than 1.0 ft. above the base flood elevation and extend at such elevation at least 18 feet beyond the limits of any structure erected thereon. Alternate methods of elevating (such as piers or extended foundations) may be allowed where existing topography, street grades, or other factors preclude elevating by fill. In such cases, the methods used must be adequate to support the structure as well as withstand the various forces and hazards associated with flooding.

All new residential structures located in areas that would become isolated due to flooding of surrounding ground shall be provided with a means of access that will be passable by wheeled vehicles during the base flood. However, this criterion shall not apply where the Administrator determines there is sufficient flood warning time for the protection of life and property. When estimating flood warning time, consideration shall be given to the criteria listed in 567-75.2(3), Iowa Administrative Code.

- C. Non-residential structures - All new or substantially improved non-residential structures shall have the lowest floor (including basement) elevated a minimum of one (1) foot above the base flood elevation, or together with attendant utility and sanitary systems, be floodproofed to such a level. When floodproofing is utilized, a professional engineer registered in the State of Iowa shall certify that the floodproofing methods used are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the base flood; and that the structure, below the base flood elevation is watertight with walls substantially impermeable to the passage of water. A record of the certification indicating the specific elevation (in relation to North American Vertical Datum 1988) to which any structures are floodproofed shall be maintained by the Administrator.

- D. All new and substantially improved structures:

- 1) Fully enclosed areas below the "lowest floor" (not including basements) that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following minimum criteria:
  - a. A minimum of two (2) openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
  - b. The bottom of all openings shall be no higher than one foot above grade.
  - c. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they permit the automatic entry and exit of floodwaters.

Such areas shall be used solely for parking of vehicles, building access and low damage potential storage.

- 2) New and substantially improved structures must be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
- 3) New and substantially improved structures shall be constructed with electric meter, electrical service panel box, hot water heater, heating, air conditioning, ventilation equipment (including ductwork), and other similar machinery and equipment elevated (or in the case on non-residential structures, optionally floodproofed to) a minimum of one (1) foot above the base flood elevation.
- 4) New and substantially improved structures shall be constructed with plumbing, gas lines, water/gas meters and other similar service utilities either elevated (or in the case of non-residential structures, optionally floodproofed to) a minimum of one (1) foot above the base flood elevation or designed to be watertight and withstand inundation to such a level.

- E. Factory-built homes:

- 1) All new and substantially improved factory-built homes, including those placed in existing factory-built home parks or subdivisions, shall be elevated on a permanent foundation such that the lowest floor of the structure is a minimum of one (1) foot above the base flood elevation.

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- 2) All new and substantially improved factory-built homes, including those placed in existing factory-built home parks or subdivisions, shall be anchored to resist flotation, collapse, or lateral movement. Anchorage systems may include, but are not limited to, use of over-the-top or frame ties to ground anchors as required by the State Building Code.

F. Utility and Sanitary Systems:

- 1) On-site waste disposal and water supply systems shall be located or designed to avoid impairment to the system or contamination from the system during flooding.
- 2) All new and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system as well as the discharge of effluent into flood waters. Wastewater treatment facilities (other than on-site systems) shall be provided with a level of flood protection equal to or greater than one (1) foot above the base flood elevation.
- 3) New or replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system. Water supply treatment facilities (other than on-site systems) shall be provided with a level of protection equal to or greater than one (1) foot above the base flood elevation.
- 4) Utilities such as gas or electrical systems shall be located and constructed to minimize or eliminate flood damage to the system and the risk associated with such flood damaged or impaired systems.

G. Storage of materials and equipment that are flammable, explosive or injurious to human, animal or plant life is prohibited unless elevated a minimum of one (1) foot above the base flood elevation. Other material and equipment must either be similarly elevated or (i) not be subject to major flood damage and be anchored to prevent movement due to flood waters or (ii) be readily removable from the area within the time available after flood warning.

H. Flood control structural works such as levees, flood walls, etc. shall provide, at a minimum, protection from the base flood with a minimum of 3 ft. of design freeboard and shall provide for adequate interior drainage. In addition, the Department of Natural Resources shall approve structural flood control works.

I. Watercourse alterations or relocations must be designed to maintain the flood carrying capacity within the altered or relocated portion. In addition, the Department of Natural Resources must approve such alterations or relocations.

J. Subdivisions (including factory-built home parks and subdivisions) shall be consistent with the need to minimize flood damages and shall have adequate drainage provided to reduce exposure to flood damage. Development associated with subdivision proposals (including the installation of public utilities) shall meet the applicable performance standards of this Ordinance. Subdivision proposals intended for residential use shall provide all lots with a means of access which will be passable by wheeled vehicles during the base flood. Proposals for subdivisions greater than five (5) acres or fifty (50) lots (whichever is less) shall include base flood elevation data for those areas located within the Floodplain (Overlay) District.

K. Accessory Structures to Residential Uses

- 1) Detached garages, sheds, and similar structures that are incidental to a residential use are exempt from the base flood elevation requirements where the following criteria are satisfied.
  - a. The structure shall be designed to have low flood damage potential. Its size shall not exceed 600 sq. ft. in size. Those portions of the structure located less than 1 foot above the base flood elevation must be constructed of flood-resistant materials.
  - b. The structure shall be used solely for low flood damage potential purposes such as vehicle parking and limited storage. The structure shall not be used for human habitation.
  - c. The structure shall be constructed and placed on the building site so as to offer minimum resistance to the flow of floodwaters.
  - d. The structure shall be firmly anchored to prevent flotation, collapse, and lateral movement which may result in damage to other structures.
  - e. The structure's service facilities such as electrical and heating equipment shall be elevated or floodproofed to at least one foot above the base flood elevation.
  - f. The structure's walls shall include openings that satisfy the provisions of CH 160.06 (2)(D)(1) of this Ordinance.

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- 2) Exemption from the base flood elevation requirements for such a structure may result in increased premium rates for flood insurance coverage of the structure and its contents.

L. Recreational Vehicles

- 1) Recreational vehicles are exempt from the requirements of CH 160.06 (2)(E) of this Ordinance regarding anchoring and elevation of factory-built homes when the following criteria are satisfied.
  - a. The recreational vehicle shall be located on the site for less than 180 consecutive days, and,
  - b. The recreational vehicle must be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system and is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions.
- 2) Recreational vehicles that are located on the site for more than 180 consecutive days or are not ready for highway use must satisfy requirements of CH 160.06 (2)(E) of this Ordinance regarding anchoring and elevation of factory-built homes.

M. Pipeline river and stream crossings shall be buried in the streambed and banks, or otherwise sufficiently protected to prevent rupture due to channel degradation and meandering.

N. **Maximum Damage Potential Development** - All new or substantially improved maximum damage potential development shall have the lowest floor (including basement) elevated a minimum of one (1) foot above the elevation of the 500-year flood, or together with attendant utility and sanitary systems, be floodproofed to such a level. When floodproofing is utilized, a professional engineer registered in the State of Iowa shall certify that the floodproofing methods used are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the 0.2% annual chance flood; and that the structure, below the 0.2% annual chance flood elevation is watertight with walls substantially impermeable to the passage of water. A record of the certification indicating the specific elevation (in relation to North American Vertical Datum 1988) to which any structures are floodproofed shall be maintained by the Administrator. Where 0.2% chance flood elevation data has not been provided in the Flood Insurance Study, the Iowa Department of Natural Resources shall be contacted to compute such data. The applicant will be responsible for providing the Department of Natural Resources with sufficient technical information to make such determinations.

**160.07 - Appointment and Duties of Board of Adjustment**

1. **Appointment and Duties of Board of Adjustment** - A Board of Adjustment is hereby established which shall hear and decide (i) appeals and (ii) requests for variances to the provisions of this ordinance, and shall take any other action which is required of the Board.
2. **Appeals** - Where it is alleged there is any error in any order, requirement, decision, or determination made by an administrative official in the enforcement of this ordinance, the aggrieved party may appeal such action. The notice of appeal shall be filed with the Board of Adjustment and with the official from whom the appeal is taken and shall set forth the specific reason for the appeal. The official from whom the appeal is taken shall transmit to the Board of Adjustment all the documents constituting the record upon which the action appealed from was taken.
3. **Variance** - The Board of Adjustment may authorize upon request in specific cases such variances from the terms of this Ordinance that will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this Ordinance will result in unnecessary hardship. Variances granted must meet the following applicable standards.
  - A. Variances shall only be granted upon: (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local codes or ordinances.
  - B. Variances shall only be granted upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
  - C. In cases where the variance involves a lower level of flood protection for structures than what is ordinarily required by this Ordinance, the applicant shall be notified in writing over the signature of the Administrator that:

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(i) the issuance of a variance will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction increases risks to life and property.

D. All variances granted shall have the concurrence or approval of the Department of Natural Resources.

#### 4. Hearings and Decisions of the Board of Adjustment

A. **Hearings.** Upon the filing with the Board of Adjustment of an Appeal or a request for a Variance, the Board shall hold a public hearing. The Board shall fix a reasonable time for the hearing and give public notice thereof, as well as due notice to parties in interest. At the hearing, any party may appear in person or by agent or attorney and present written or oral evidence. The Board may require the appellant or applicant to provide such information as is reasonably deemed necessary and may request the technical assistance and/or evaluation of a professional engineer or other expert person or agency, including the Department of Natural Resources.

B. **Decisions.** The Board shall arrive at a decision on an Appeal or Variance within a reasonable time. In passing upon an Appeal, the Board may, so long as such action is in conformity with the provisions of this ordinance, reverse or affirm, wholly or in part, or modify the order, requirement, decision, or determination appealed from, and it shall make its decision, in writing, setting forth the findings of fact and the reasons for its decision. In granting a Variance, the Board shall consider such factors as contained in this section and all other relevant sections of this ordinance and may prescribe such conditions as contained in CH 160.07(4)(B)(2).

- 1) **Factors Upon Which the Decision of the Board of Adjustment Shall be Based** - In passing upon applications for Variances, the Board shall consider all relevant factors specified in other sections of this Ordinance and:
  - a. The danger to life and property due to increased flood heights or velocities caused by encroachments.
  - b. The danger that materials may be swept on to other land or downstream to the injury of others.
  - c. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination and unsanitary conditions.
  - d. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
  - e. The importance of the services provided by the proposed facility to the City.
  - f. The requirements of the facility for a floodplain location.
  - g. The availability of alternative locations not subject to flooding for the proposed use.
  - h. The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
  - i. The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
  - j. The safety of access to the property in times of flood for ordinary and emergency vehicles.
  - k. The expected heights, velocity, duration, rate of rise and sediment transport of the flood water expected at the site.
  - l. The cost of providing governmental services during and after flood conditions, including maintenance and repair of public utilities (sewer, gas, electrical and water systems), facilities, streets and bridges.
  - m. Such other factors which are relevant to the purpose of this Ordinance.
  
- 2) **Conditions Attached to Variances** - Upon consideration of the factors listed above, the Board of Adjustment may attach such conditions to the granting of variances as it deems necessary to further the purpose of this Ordinance. Such conditions may include, but not necessarily be limited to:
  - a. Modification of waste disposal and water supply facilities.
  - b. Limitation of periods of use and operation.
  - c. Imposition of operational controls, sureties, and deed restrictions.
  - d. Requirements for construction of channel modifications, dikes, levees, and other protective measures, provided such are approved by the Department of Natural Resources and are deemed the only practical alternative to achieving the purpose of this Ordinance.
  - e. **Floodproofing measures shall be designed consistent with the flood protection elevation for the particular area, flood velocities, duration, rate of rise, hydrostatic and hydrodynamic forces, and other factors associated with the regulatory flood.** The Board of Adjustment shall require that the applicant submit a plan or document certified by a registered professional engineer that the floodproofing

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measures are consistent with the regulatory flood protection elevation and associated flood factors for the particular area.

5. Appeals to the Court - Any person or persons, jointly or severally, aggrieved by any decision of the Board of Adjustment may present to a court of record a petition, duly verified, setting forth that such decision is illegal, in whole or in part, specifying the grounds of the illegality. Such petition shall be presented to the court within thirty days after the filing of the decision in the office of the Board.

#### 160.08 - Nonconforming Uses

1. A structure or the use of a structure or premises which was lawful before the passage or amendment of this Ordinance, but which is not in conformity with the provisions of this Ordinance, may be continued subject to the following conditions:
  - A. If such use is discontinued for six (6) consecutive months, any future use of the building premises shall conform to this Ordinance.
  - B. Uses or adjuncts thereof that are or become nuisances shall not be entitled to continue as nonconforming uses.
  - C. If any nonconforming use or structure is destroyed by any means, including flood, it shall not be reconstructed if the cost is more than fifty (50) percent of the market value of the structure before the damage occurred, unless it is reconstructed in conformity with the provisions of this Ordinance. This limitation does not include the cost of any alteration to comply with existing state or local health, sanitary, building or safety codes or regulations or the cost of any alteration of a structure listed on the National Register of Historic Places, provided that the alteration shall not preclude its continued designation.
2. Except as provided in CH 160.08(1)(B), any use which has been permitted as a Variance shall be considered a conforming use.

#### 160.09 - Penalties for Violation

Violations of the provisions of this Ordinance or failure to comply with any of the requirements (including violations of conditions and safeguards established in connection with grants of Variances) shall constitute a misdemeanor. Any person who violates this Ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$500.00 (FIVE HUNDRED DOLLARS) or imprisoned for not more than 30 (THIRTY) days. Each day such violation continues shall be considered a separate offense. Nothing herein contained prevent the City of Jefferson from taking such other lawful action as is necessary to prevent or remedy violation.

#### 160.10 - Amendments

The regulations and standards set forth in this Ordinance may from time to time be amended, supplemented, changed, or repealed. No amendment, supplement, change, or modification shall be undertaken without prior approval of the Department of Natural Resources.

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

A RESOLUTION SETTING PUBLIC HEARING REGARDING  
ADOPTION OF THE 2023 DEPARTMENT OF NATURAL RESOURCES FLOODPLAIN  
ORDINANCE

WHEREAS, the City of Jefferson has been presented with the 2023 version of the Department of Natural Resources Floodplain Ordinance (the “Ordinance”); and

WHEREAS, the Planning and Zoning Commission of the City of Jefferson met on August 30, 2023 and recommended the City adopt the Ordinance;

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

Section 1. The City Council shall meet at the Municipal Center in Jefferson, Iowa, on September 26, 2023, at 5:30 p.m., at which time and place a public hearing shall be held on the Ordinance, at which hearing all local residents who appear shall be given an opportunity to express their views.

Section 2. The City Clerk of the City of Jefferson is hereby directed to publish notice of this proposal and of the public hearing on the proposal one time, not less than four days nor more than 20 days before the date of the meeting, in The Jefferson Herald, a legal newspaper published and having a general circulation within the City of Jefferson.

Section 3. The Mayor, City Administrator and City Clerk are authorized to take such further action as may be necessary 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.

Adopted and approved on September 12, 2023.

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

Attest:

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

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## ZERO LOT LINE DEVELOPMENTS

Sections:

**17.26.010 Purpose and intent.**

**17.26.020 Zero lot line with existing subdivisions.**

**17.26.030 Zero lot line with new subdivisions.**

**17.26.040 Zero lot line design standards.**

### **17.26.010 Purpose and intent.**

The purpose of this chapter is to allow for development of single-family and duplex dwellings on property with design standards prescribed to allow for zero lot line setbacks. This concept is intended to provide more usable yard area, maximize views, conserve energy, and provide development flexibility. Zero lot line development is intended to allow for alternate siting of single-family, duplex and townhouse dwellings on individual lots if the development standards of the residential zone can be met. The requirements of this chapter shall be considered as modifications to the zoning requirements relating only to setbacks. Any zero lot line development approval under this section shall be restricted to development as herein prescribed.

### **17.26.020 Zero lot line with existing subdivisions.**

Except as specifically provided otherwise, all requirements of plats on developed land within the City are unchanged, to include but not be limited to the application of all provisions of this title and the currently adopted International Residential Code adopted by the City.

**17.26.030 Zero lot line with new subdivisions.** A zero lot line development may be done in conjunction with the subdivision of property through the subdivision process . Zero lot line applications in conjunction with short plats shall be subject to a public hearing.

### **17.26.040 Zero lot line design standards.**

Notwithstanding any other provision in the Jefferson Code of Ordinances and this title, a zero lot line development may be approved and thereafter developed in conformity with the following design standards:

A. All dwellings constructed within the zero lot line development shall be so constructed as to share a common property line with an adjoining parcel or lot.

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B. All lots located within a zero lot line development shall be designated as having the following property lines:

1. Front street property line, which shall be the property line adjacent to the street or public thoroughfare by which access is gained to the lot;
2. Rear lot line, which shall be the lot line opposite the front street property line;
3. Interior property line, which shall mean the lot line shared with the adjoining parcel or lots except for corner lots, where the side street property line shall be known as the side street property line;
4. Common property line shall mean the property line on which the dwelling structure is located, and which is shared with an adjoining property owner;
5. The dwelling unit shall be placed upon only one interior property line with zero setbacks.

C. No zero lot line shall be allowed for the yard adjacent to a public or private street.

D. Each dwelling shall be located on its own individual platted lot. The plat shall indicate the zero lot line easements and restrictions appurtenant thereto. A construction maintenance agreement between the owners of the zero lot line lots shall be recorded in the County Recorder's Office. The easement shall provide for a minimum five-foot easement extending in all directions from all zero setback walls. The purpose of the easement is for construction, maintenance, and repair of the dwellings located on the zero lot line.

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COUNCIL MEETING

AUGUST 22, 2023

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich

ABSENT: Zmolek

Mayor Gordon presided.

During the open forum Allison Drewry addressed the Council regarding an alleged incident involving her dog. The Council said that they would look further into this matter.

During the open forum Gary Turner asked the Council to drive by a property across from his residence at 406 W Head St. which he felt was a nuisance property.

On motion by Sloan, second by Jackson, the Council approved the following consent items: Forgiveness of high sewer bill to Greene County Conservation Board in the amount of \$672.96, Neighborhood Improvement Incentive Program application from Joel Lange for \$2000 to assist with the demolition of a home at 500 S. Grimmell Road, Pay estimate #9 for \$42,755.00 of CDBG funds for 123 N. Chestnut St., Pay estimate #17 for \$3,596.00 of CDBG funds for 200 E. State Street and August 8, 2023 Council Minutes.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich

NAY: None

**ORDINANCE NO. 622**

On motion by Sloan, second by Wetrich, the Council approved an ordinance amending the code of ordinances of the City of Jefferson, Iowa, 2017, by amending provisions pertaining to Collection Fees for Solid Waste and Recycling fees.

AYE: Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

On motion by Jackson, second by Sloan, the Council approved the second reading of an ordinance amending the code of ordinances of the City of Jefferson, Iowa, 2017, by amending provisions relating to Building Permit Fees.

AYE: Jackson, Sloan, Wetrich, Ahrenholtz

NAY: None

On motion by Jackson, second by Sloan, the Council approved the first reading of an ordinance amending the code of ordinances of the City of Jefferson, Iowa, 2017, by provisions pertaining to the Speed Limit for Westwood Drive between Grimmell Road and Linwood Avenue.

AYE: Wetrich, Ahrenholtz, Jackson, Sloan

NAY: None

**ORDINANCE NO. 623**

On motion by Ahrenholtz, second by Jackson, the Council approved to waive the second and third readings for final adoption of an ordinance amending the code of ordinances of the City of Jefferson, Iowa, 2017, by provisions pertaining to the Speed Limit for Westwood Drive between Grimmell Road and Linwood Avenue.

AYE: Jackson, Ahrenholtz, Sloan, Wetrich

NAY: None

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**RESOLUTION NO. 46-23**

On motion by Wetrich, second by Jackson, the Council approved Resolution No. 46-23, a resolution approving Hiring, and Incentives for Jefferson Patrol Officer Zachary Barden at an annual salary of \$55,220.99 beginning August 25, 2023.

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

On motion by Jackson, second by Wetrich, the Council made a motion for a resolution establishing access regulations and fees for the dog park. Motion failed due to Council voting 2-2, with Council member Zmolek absent.

AYE: Ahrenholtz, Jackson  
NAY: Sloan, Wetrich

On motion by Sloan, second by Ahrenholtz, the Council approved Change Order #3 for \$117,779.30 for the Wastewater Treatment Plant Project.

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

**RESOLUTION NO. 47-23**

On motion by Sloan, second by Wetrich, the Council approved Resolution No. 47-23, a resolution approving the installation of Street Lighting on the south end of Riverside Drive.

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

Ken Paxton, GCDC Director updated the Council on Greene County Development Corporation activity. On motion by Jackson, second by Ahrenholtz, the Council approved the quarterly payment of \$12,500.00 to GCDC.

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

There being no further business the Council agreed to adjourn at 7:04 p.m.

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Matt Gordon, Mayor

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Roxanne Gorsuch, City Clerk

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# Jefferson Public Library

Meeting of the Board of Trustees  
Monday, September 11, 2023 7:00 PM  
Library 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
  - C. Project updates: drinking fountain, phone upgrade, tree removal
  - D. Youth and adult programs
- VI. Old Business
  - A. Annual election of officers
- VII. New Business
  - A. Building expansion project update – presentation on professional fundraisers by Hollie Roberts
  - B. Annual county-wide Trustee Training – Thurs, Nov 2, 6 pm @ Churdan library
- VIII. Next Meeting – Monday, October 9 – Columbus Day holiday 6:30 pm adult dept
- IX. Adjournment

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