

**AGENDA**

**CITY COUNCIL MEETING**

**Tuesday, February 27, 2024**

**5:30 P.M.**

**CITY HALL COUNCIL CHAMBERS**

**I. CALL TO ORDER:**

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

**III. CONSENT ITEMS:**

- A. 2/13/24 regular Council minutes.
- B. Approve hiring Cody Renwanz as Golf Clubhouse help

**IV. NEW BUSINESS:**

- A. PUBLIC HEARING on Plans and Specifications, Form of Contract, and Estimate of Costs for the Jefferson Lincoln Way Resurfacing Project
- B. RESOLUTION Approving Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the Jefferson East Lincoln Way Resurfacing Project
- C. ORDINANCE Changing Zoning Classification for Property North of Railroad Tracks Between North Maple Street and North Elm Street.
- D. RESOLUTION to Fix a Time and a Date for a Public Hearing Regarding Plans and Specifications and Proposed Form of Contract for the CDBG Centennial Block Upper Story Housing Grant Project (IEDA Project #23-HSGU-003).
- E. RESOLUTION Approving Bad Debt Write Off for 2015-2019 Utilities.
- F. RESOLUTION Confirming the Employment of Joe Foote as City Golf Course Clubhouse Manager.
- G. Consider approval of Pay Estimate #5 to Jensen Builders, Ltd, of \$ 14,782 for Airport Hangar project.
- H. Consider Proposal from Bolten & Menk for Capital Improvements Plan Preparation.

**V. REPORTS:**

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

**VI. ADJOURN.**

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**TO: Mayor and City Council Members**  
**FROM: Scott Peterson, City Administrator**  
**SUBJECT: General Information Memo**  
**Regular City Council Session**  
**Tuesday, February 27, 2024 5:30 p.m.**

Clubhouse Employee: Included in the consent agenda is the proposed hiring of Cody Renwanz as Golf Clubhouse help for \$13.00 hr.

East Lincoln Way Project: The Council will hold a public hearing on the proposed plans, specification, form of contract and estimate of cost for the East Lincoln Way project. The Council will consider the resolution on page 3.

Re-zoning KCG Housing Project: The Council will consider the second reading of the ordinance on page 4 to re-zone the land south of Ace Hardware from LI to RM3. A representative from KCG will be at the meeting.

As a protest has been filed by adjacent property owners, four affirmative votes are required for passage of the ordinance. This ordinance would need to be passed three times by this super-majority.

Centennial CDBG Public Hearing: The second story residential project at the Centennial is partially funded by a Community Development Block Grant. As the City is the fiscal agent for the grant, the City needs to hold a public hearing on the proposed project. The Council is asked to consider the resolution on page 5 setting March 12<sup>th</sup> as the date for the public hearing.

Bad Debts: On page 6 is a resolution writing off bad debts remaining from 2015 through 2019. The total amount of write-offs is \$2,379. The finance committee recommends approval.

Clubhouse Manager: The City proposes to again hire Joe Foote as the golf course Clubhouse Manager for the 2024 season. The employment agreement begins on page 8. A resolution approving the employment of Joe is on page 12.

Airport Hangar Pay Estimate #5 in the amount of \$14,782 is largely for seeding, as well as the remainder of mobilization, traffic control, construction staking, and subdrain cleanout.

Capital Improvements Plan: Beginning on page 16 is a scope of services and proposed contract for Bolten & Menk to provide professional services for a Capital Improvements Plan. The total fee is \$16,700.

The City will also work with Tim Oswald from Piper Sandler on the financial issues relating to the CIP. There is no additional fee from Piper Sandler for this plan.

The Streets, Water, Sewer Committee and the Finance Committee recommend proceeding with the Capital Improvements Plan.

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

A Resolution Approving Detailed Plans and Specifications, Form of Contract, and Estimate of Cost for the Jefferson East Lincoln Way Resurfacing Project

WHEREAS, by its Resolution No. 15-24 adopted on February 13, 2024, the City Council set a public hearing on proposed plans and specifications, a proposed form of contract and estimate of cost (the "Contract Documents") for the Jefferson East Lincoln Way Resurfacing Project (the "Project"); and

WHEREAS, notice of that public hearing has been published as required by law and that hearing has been held at the time and place as specified in the notice, and any and all objections or other comments relating to the Contract Documents and the Project have been heard; and

WHEREAS, it is in the best interests of the City of Jefferson that such Contract Documents be approved.

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

Section 1. The Contract Documents referred to above and the Project as provided for in the Contract Documents are hereby finally approved and confirmed.

Section 2. All resolutions and orders, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved on February 27, 2024.

\_\_\_\_\_  
Craig J. Berry, Mayor

Attest:

\_\_\_\_\_  
Roxanne M. Gorsuch, City Clerk

ORDINANCE NO. \_\_\_\_\_  
AN ORDINANCE CHANGING ZONING CLASSIFICATION FOR  
PROPERTY NORTH OF RAILROAD TRACKS BETWEEN  
NORTH MAPLE STREET AND NORTH ELM STREET

WHEREAS, pursuant to an application for zoning change made by KCG Development, LLC, and consented to by the owner, SS Properties, LLC, of the property described below the Planning and Zoning Commission has recommended to the City Council that the zoning district classification for the property described below be changed from Light Industrial (LI) District to Residential Multi-Family 3 (RM 3) District under the Jefferson Zoning Regulations; and

WHEREAS, a public hearing on this proposed zoning amendment was held at the regularly scheduled City Council meeting on February 13, 2024, pursuant to notice given in the manner required by law; and

WHEREAS, the City Council feels that it is in the best interests of the City of Jefferson that this zoning change be made.

NOW, THEREFORE, Be It Ordained by the City Council of the City of Jefferson, Iowa, as follows:

SECTION 1. Amendment. The zoning classification for the following described property:

Lot 2 of the S 3/4 E 1/2 SE 1/4 SE 1/4 of Section 6, Township 83 North, Range 30 West of the 5th P.M., Greene County, Iowa,

is changed from Light Industrial (LI) District to Residential Multi-Family 3 (RM 3) District.

SECTION 2. Repealer. Any and all resolutions and ordinances, or parts thereof, in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. 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 4. When effective. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Finally passed by the Council and approved on \_\_\_\_\_, 2024.

\_\_\_\_\_  
Craig J. Berry, Mayor

Attest:

\_\_\_\_\_  
Roxanne M. Gorsuch, City Clerk

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RESOLUTION \_\_\_\_\_

TO FIX A TIME AND A DATE FOR A PUBLIC HEARING REGARDING PLANS AND SPECIFICATIONS  
AND PROPOSED FORM OF CONTRACT FOR THE CDBG CENTENNIAL BLOCK UPPER STORY  
HOUSING GRANT PROJECT (IEDA PROJECT #23-HSGU-003).

THE CITY COUNCIL OF THE CITY OF JEFFERSON, IA HEREBY RESOLVES that:

Section 1. A Public Hearing will be held as part of the regularly scheduled City Council meeting on March 12, 2024 at 5:30 PM to discuss the Plans and Specifications and Proposed Form of Contract for the CDBG Centennial Block Upper Story Housing Grant Project (IEDA project #23-HSGU-003).

Section 2. The City Clerk is hereby directed to give notice of the proposed hearing, setting forth the purpose, the time when and place where the hearing will be held, by publication at least once and not less than 4 nor more than 20 days before the date of the hearing, in a legal newspaper which has a general circulation in the City.

Passed and approved on February 27, 2024.

\_\_\_\_\_  
Craig J. Berry, Mayor

Attest:

\_\_\_\_\_  
Roxanne M. Gorsuch, City Clerk

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

A RESOLUTION APPROVING  
BAD DEBT WRITE OFF FOR  
2015-2019 UTILITIES

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

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

WHEREAS, the total balance of the uncollectible debt is \$2,379.00 as shown on the attached aging report.

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

Section 1. The accounts shown on the attached report from 2015-2019 are hereby deemed uncollectible, and the total sum of the accounts, being \$2,379.00 is hereby written off as a bad debt.

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

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

Passed and approved on February 27, 2024.

\_\_\_\_\_  
Craig Berry, Mayor

Attest:

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

ZONE: ALL  
STAT: Disconnect, Final, Inactive  
START DATES: 0/00/0000 THRU 99/99/9999  
LAST BILL DATES: 0/00/0000 THRU 99/99/9999  
FINAL DATES: 12/31/2014 THRU 3/31/2019

2024 write-offs

ACCOUNT NO#	NAME	LAST PAY	ST	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
01-003640-18	GROSS, KESSA	11/09/2018	F					14.56	14.56
01-006430-08	ACKERMAN, STAN	10/10/2017	F					40.15	40.15
01-011210-03	COBLEND, JOHN	7/10/2019	F					263.55	263.55
01-012341-17	FARRAH, KAYLEIGH	2/27/2018	F					119.17	119.17
01-022570-11	KENNEDY, PATRICK	9/01/2015	F					867.74	867.74
01-022570-13	HAMILTON, MIKE	7/19/2016	F					409.70	409.70
01-031910-01	SANCIA, CONNIE	7/31/2017	F					246.04	246.04
01-051630-05	WICKLIFF, RYAN	12/08/2017	F					91.43	91.43
01-054310-02	PRICE, JERRY & MICHELE	1/13/2017	F					175.12	175.12
01-071411-03	TOY, JAMES	2/28/2017	F					39.25	39.25
01-093050-01	SHOPKO HOMETOWN #678	1/14/2019	F					28.05	28.05
01-141230-05	WHITLER, DOUG & CELIA	1/25/2017	F					84.24	84.24

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 \*\*\*\* BOOK # :0001      TOTAL ACCOUNTS:      12                      0.00              0.00              0.00              0.00              2379.00              2379.00  
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 \*\*REPORT TOTALS\*\*      TOTAL ACCOUNTS:      12                      0.00              0.00              0.00              0.00              2379.00              2379.00  
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## **EMPLOYMENT AGREEMENT**

**THIS EMPLOYMENT AGREEMENT** (the "Agreement") is made as of February 1, 2024, by and between the **City of Jefferson**, an Iowa municipal corporation, the address of which is 220 North Chestnut, Jefferson, Iowa 50129 (the "City"), and **Joe Foote**, an individual with an address of 304 Edgewood Avenue, Jefferson, IA 50129 (hereinafter referred to as "Employee"), both who agree as follows:

**WHEREAS**, the City desires to employ Employee as the City's Clubhouse Manager of the Jefferson Community Golf Course for the 2024 golf season, and

**WHEREAS**, Employee desires to accept such employment and to perform such services; and

**WHEREAS**, the City and Employee wish to establish in writing the terms and conditions of said employment and the means for terminating said employment if either party desires to do so.

### **NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. Employment Duties. The City employs Employee as Clubhouse Manager to perform the functions and duties of Clubhouse Manager as specified in Exhibit A attached hereto. Employee shall report directly to the City Administrator, which for the purposes of this Agreement shall be Scott Peterson, although the City may change the identity of the Employee's supervisor from time to time during the term of this Agreement. The position of Clubhouse Manager is a "Regular Part-Time" position as defined by the City's Personnel Handbook, but Employee will devote sufficient time to complete all of the duties listed on Exhibit A. It is anticipated that most of the duties outlined on Exhibit A will be performed from March through October.

2. Term. The term of employment under this Agreement, subject to the termination provisions herein, shall commence on February 1, 2024, and end on January 31, 2025. Employee's peak season employment term ("Peak Season") shall commence on March 1, 2024 and end on October 31, 2024. Employee's off season employment term ("Off Season") shall commence on November 1, 2024 and end on February 28, 2025.

3. Salary: Peak Season. The City agrees to pay Employee for his services performed during the Peak Season under this Agreement an annual salary of \$40,000.00, payable in bimonthly installments at the same time as other employees of the City, which payments shall be subject to normal withholding for applicable taxes. During the Peak Season, Employee shall keep and report a time sheet of hours worked and submit them every two weeks to the Golf Course Manager.



4. Wage; Off Season Term. The City may need additional services during the Off Season. In such case, the City agrees to pay Employee for his services performed during the Off Season additional hourly compensation at a rate of \$20.00 per hour. Employee's total hours worked during the Off Season under this Agreement shall be limited to 100 hours maximum unless later amended by the Parties in accordance with Section 8 of this Agreement. Employee understands the City's acquisition and installation of a golf simulator at the Jefferson Community Golf Course may require such modification of Employee's Off Season work hours limit to properly staff the simulator. During the Off Season, Employee shall keep and report a time sheet of hours worked and submit the time sheet at the conclusion of the Off Season. Employee's total compensation for additional Off Season hours worked shall be paid on or about the City's payroll made payable on March 15, 2025.

5. Review. City shall review and evaluate Employees' job performance and compensation as needed, in City's sole determination, during the term of this Agreement.

6. Termination. (a) Employee understands that he serves as Clubhouse Manager of the City of Jefferson at the pleasure of the City Council and that notwithstanding any other provision of this Agreement the City has and shall continue to have the right to terminate the employment of Employee at any time with or without cause. This employment contract may be renewed upon review each year at a time after its extension. Neither the City nor the Employee shall have any obligation to renew this contract for any additional terms after the expiration of the initial term as renewals will require specific action on the part of the City and Employee. Employee will serve at the will of the Council and may be terminated with or without cause at any time, but subject to due process requirements of Iowa Code Section 372.15.

7. Benefits. In addition to the salary provided in this Agreement, Employee will be eligible for IPERS retirement benefits. As a part-time employee of the City, Employee will not be eligible for vacation, holidays or other leave. Employee is not eligible for health insurance or sick leave. Employee will provide his own transportation, at his sole expense, to and from his job duties.

8. Miscellaneous. This Agreement contains the entire understanding between the parties and there are no other agreements between the parties, oral or written, pertaining to the employment relationship between the City and Employee. No term or provision of this Agreement shall be construed or interpreted to require either party to extend or renew the term provided for herein. This Agreement may only be modified, amended, or extended by an additional agreement signed by the parties or by resolution of the City Council countersigned by the Employee. This Agreement shall be binding upon and inure to the benefit of the parties, their heirs, personal representatives, successors, and assigns. If any provision, or any portion thereof, of this Agreement, is held to be invalid, unconstitutional, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall remain in full force and effect. This Agreement shall be contingent upon approval and ratification of the City Council.

**IN WITNESS WHEREOF**, City and Employee have executed this Agreement as of the date and year first shown above.

**CITY OF JEFFERSON**

**EMPLOYEE**

\_\_\_\_\_  
Craig Berry, Mayor

\_\_\_\_\_  
Joe Foote

**ATTEST:**

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

**EXHIBIT A**  
**Employment Duties**

Under broad supervision of the City Administrator, provides management and operation of the municipal golf course clubhouse, facilities and equipment. Clubhouse Manager shall be generally responsible for organizing, managing and performing the day to day operations of the clubhouse, which shall include without limitation the following:

- 1) Ensure efficient daily operation of the clubhouse;
- 2) Uphold a favorable state of clubhouse cleanliness and appearance;
- 3) Supervise, train, and schedule clubhouse employees;
- 4) Establish a maintain employee knowledge of applicable laws and regulations, including laws regarding liquor and alcoholic beverages.
- 5) Maintain proper merchandise, food, and drink inventories;
- 6) Facilitate the correct display of merchandise and consumables;
- 7) Develop retail objectives for the clubhouse;
- 8) Coordinate special events and golf outings with the Golf Course Manager;
- 9) Keep regular communications with the Golf Course Manager and City Administrator regarding the operation of the clubhouse and all other golf course facilities;
- 10) Become competent on running, repairing and troubleshooting the golf simulator, if purchased by the City;
- 11) Be receptive to and forward all stakeholder complaints and suggestions to the City Administrator as advisable;
- 12) Promptly report to the Golf Course Manager any known issues or problems involving the Golf Course;
- 13) Promptly report to the City Administrator any known issues or problems involving the clubhouse;
- 14) Perform such other duties and activities as may be reasonably required by the City.

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

A RESOLUTION CONFIRMING THE EMPLOYMENT OF  
JOE FOOTE AS CITY GOLF COURSE CLUBHOUSE MANAGER

WHEREAS, the City desires to employ a golf course clubhouse manager to manage the clubhouse of the Jefferson Community Golf Course; and

WHEREAS, the City has negotiated the terms of an employment contract with Joe Foote of Jefferson, Iowa to be the City Golf Course Clubhouse Manager, subject to confirmation by the Council.

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

Section 1. The Council confirms the employment of Joe Foote as the Clubhouse Manager of the Jefferson Community Golf Course, under the terms outlined in the attached contract for employment.

Section 2. The Council hereby approves the aforementioned employment agreement between Joe Foote and the City.

Section 3. All resolutions and orders, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 27th day of February, 2023.

\_\_\_\_\_  
Craig J. Berry, Mayor

ATTEST:

\_\_\_\_\_  
Roxanne M. Gorsuch, City Clerk

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**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Jefferson</u>	<b>IDOT Project No.:</b> <u>IDOT AIP</u>
<b>Engineer:</b> <u>Bolton &amp; Menk, Inc.</u>	<b>Engineer's Project No.:</b> <u>OT5.125744</u>
<b>Contractor:</b> <u>Jensen Builders Ltd</u>	<b>FAA AIP Project No.:</b> <u>3-19-0049-019-2023</u>
<b>Project:</b> <u>Construct Box Hangar</u>	<b>FAA BIL Project No.:</b> <u>3-19-0049-020-2023</u>
<b>Contract:</b> <u>Construction of a hangar and site improvements</u>	
<b>Application No.:</b> <u>5</u>	<b>Application Date:</b> <u>2/19/2024</u>
<b>Application Period:</b> <b>From</b> <u>12/30/2024</u> <b>to</b> <u>2/19/2024</u>	

1. Original Contract Price		\$	1,190,028.00
2. Net change by Change Orders		\$	48,450.00
3. Current Contract Price (Line 1 + Line 2)		\$	1,238,478.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		\$	1,209,092.20
5. Retainage			
a. <u>5%</u> X <u>\$ 1,209,092.20</u> Work Completed		\$	60,454.61
b. _____ X <u>\$ -</u> Stored Materials		\$	-
c. Total Retainage (Line 5.a + Line 5.b)		\$	60,454.61
6. Amount eligible to date (Line 4 - Line 5.c)		\$	1,148,637.59
7. Less previous payments (From Unit Price Sheet - Previous Est.)		\$	1,133,855.59
8. Amount due this application		\$	14,782.00

**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.

**Contractor:** Jensen Builders Ltd

**Signature:** Jack Kersten Digitally signed by Jack Kersten  
DN: cn=Jack Kersten, o=Jensen Builders, Inc., Chicago, IL, email=jkersten@jensbuilders.com

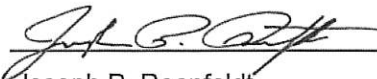
**Date:** \_\_\_\_\_

**Name:** Jack Kersten

**Title:** Project Manager

**Recommended by Engineer**

**Approved by Owner**

**By:**   
**Name:** Joseph P. Roenfeldt  
**Title:** Aviation Project Manager  
**Date:** 02/21/2024

**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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**Progress Estimate - Unit Price Work**

Owner: City of Jefferson  
 Engineer: Bolton & Menk, Inc.  
 Contractor: Jensen Builders Ltd  
 Project: Construct Box Hangar  
 Contract: Construction of a hangar and site improvements

**Contractor's Application for Payment**

IDOT Project No.: IDOT AIP  
 Engineer's Project No.: 075.125744  
 FAA AIP Project No.: 3-19-0049-019-2023  
 FAA BIL Project No.: 3-19-0049-020-2023

Application No.:		S		From 12/30/24		to 02/19/24		Application Date:		02/19/24				
Bid Item No.	Description	C	D	Contract Information		F	F1	F2	G	H	I	J	K	L
				Item Quantity	Units									
Original Contract														
1	EROSION CONTROL DEVICES	1.00	LS	7,000.00	7,000.00	7,000.00	1.00	7,000.00	1.00	7,000.00		7,000.00	100%	-
2	MOBILIZATION	1.00	LS	35,500.00	35,500.00	35,500.00	0.90	31,950.00	1.00	35,500.00		35,500.00	100%	-
3	TRAFFIC CONTROL	1.00	LS	16,000.00	16,000.00	16,000.00	0.90	14,400.00	1.00	16,000.00		16,000.00	100%	-
4	CONSTRUCTION SURVEY	1.00	LS	14,000.00	14,000.00	14,000.00	0.90	12,600.00	1.00	14,000.00		14,000.00	100%	-
5	REMOVAL OF STORM SEWER PIPE, 24" AND LESS	50.00	LF	50.00	3,000.00	5,400.00	90.00	5,400.00	90.00	5,400.00		5,400.00	180%	(2,400.00)
6	TREE REMOVAL	2.00	EA	1,500.00	3,000.00	3,000.00	2.00	3,000.00	2.00	3,000.00		3,000.00	100%	-
7	GRADING AND SUBGRADE PREP	100.00	CY	300.00	30,000.00	30,000.00	100.00	30,000.00	100.00	30,000.00		30,000.00	100%	-
8	AGGREGATE BASE COURSE, 6"	1,090.00	SY	18.00	19,620.00	17,395.20	966.40	17,395.20	966.40	17,395.20		17,395.20	89%	2,224.80
9	SEPARATION GEOTEXTILE	4,360.00	SY	4.00	17,440.00	3,865.60	966.40	3,865.60	966.40	3,865.60		3,865.60	89%	494.40
10	CONCRETE PAVEMENT, 6"	1,050.00	SY	68.00	71,400.00	63,192.40	929.30	63,192.40	929.30	63,192.40		63,192.40	89%	8,207.60
11	PAVEMENT MARKINGS, SOLID YELLOW, WITH BEADS	1.00	SF	4,000.00	4,000.00	4,000.00	-	-	-	-		-	-	4,000.00
12	8" HDPE STORM SEWER	120.00	LF	50.00	6,000.00	5,650.00	113.00	5,650.00	113.00	5,650.00		5,650.00	94%	350.00
13	STORM SEWER, TRENCHED, 15" RCP	32.00	LF	104.00	3,328.00	9,984.00	96.00	9,984.00	96.00	9,984.00		9,984.00	300%	(6,656.00)
14	STORM SEWER, TRENCHED, 12" RCP	80.00	LF	82.00	6,560.00	6,396.00	78.00	6,396.00	78.00	6,396.00		6,396.00	98%	164.00
15	4" PERFORATED SUBDRAIN	450.00	LF	30.00	13,500.00	12,825.00	427.50	12,825.00	427.50	12,825.00		12,825.00	95%	675.00
16	SUBDRAIN CLEANOUTS	4.00	EA	500.00	2,000.00	1,000.00	2.00	1,000.00	4.00	2,000.00		2,000.00	100%	-
17	SW-401, CIRCULAR MANHOLE, 48"	1.00	EA	4,600.00	4,600.00	4,600.00	1.00	4,600.00	1.00	4,600.00		4,600.00	100%	-
18	INTAKE, SW-512, CASE 1	2.00	EA	2,600.00	5,200.00	7,800.00	3.00	7,800.00	3.00	7,800.00		7,800.00	150%	(2,600.00)
19	CONNECTION TO EXISTING STORM STRUCTURE	2.00	EA	1,500.00	3,000.00	3,000.00	-	-	-	-		-	-	3,000.00
20	MANHOLE ADJUSTMENT, MINOR	1.00	EA	1,200.00	1,200.00	1,200.00	-	-	-	-		-	-	1,200.00
21	UNDERGROUND WATER SERVICE LINE RELOCATION	1.00	LS	15,000.00	15,000.00	15,000.00	1.00	15,000.00	1.00	15,000.00		15,000.00	100%	-
22	SEEDING, FERTILIZING AND MULCHING	0.60	ACRE	13,350.00	8,010.00	8,010.00	-	-	0.60	8,010.00		8,010.00	100%	-
23	100' X 100' CONVENTIONAL HANGAR, COMPLETE	1.00	LS	913,750.00	913,750.00	913,750.00	1.00	913,750.00	1.00	913,750.00		913,750.00	100%	-
						Original Contract Totals		\$ 1,190,028.00	\$ 1,165,808.20	\$ 1,181,368.20	\$	\$ 1,181,368.20	99%	\$ 8,659.80

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**Progress Estimate - Unit Price Work**

Owner: City of Jefferson  
 Engineer: Bolton & Menk, Inc.  
 Contractor: Jensen Builders Ltd  
 Project: Construct Box Hangar  
 Contract: Construction of a hangar and site improvements

**Contractor's Application for Payment**

IDOT Project No.: IDOT AIP  
 Engineer's Project No.: 075.125744  
 FAA AIP Project No.: 3-19-0049-019-2023  
 FAA BIL Project No.: 3-19-0049-020-2023

Application No.: 5		From 12/30/24		to 02/19/24		Application Date: 02/19/24							
Bid Item No.	Description	C	D	Contract Information		F	G	H	I	J	K	L	
				Item Quantity	Units								Unit Price (\$)
B1	AGGREGATE BASE COURSE, 6"	115.00	SY	18.00	2,070.00	102.70	1,848.60	102.70	1,848.60	1,848.60	89%	221.40	
B2	SEPARATION GEOTEXTILE	115.00	SY	4.00	460.00	102.70	410.80	102.70	410.80	410.80	89%	49.20	
B3	CONCRETE PAVEMENT, 6"	90.00	SY	58.00	6,120.00	86.00	5,848.00	86.00	5,848.00	5,848.00	96%	272.00	
B4	HANGAR ROLL UP DOOR	1.00	LS	10,000.00	10,000.00	1.00	10,000.00	1.00	10,000.00	10,000.00	100%	-	
C1	AGGREGATE BASE COURSE, 6"	350.00	SY	18.00	6,300.00	127.10	2,287.80	127.10	2,287.80	2,287.80	36%	4,012.20	
C2	SEPARATION GEOTEXTILE	350.00	SY	4.00	1,400.00	127.10	508.40	127.10	508.40	508.40	36%	891.60	
C3	CONCRETE PAVEMENT, 6"	325.00	SY	58.00	22,100.00	100.30	6,820.40	100.30	6,820.40	6,820.40	31%	15,279.60	
				Change Order Totals \$		\$ 48,450.00		\$ 27,724.00		\$ 27,724.00		\$ 20,776.00	
				Project Totals \$		\$ 1,238,478.00		\$ 1,193,532.20		\$ 1,209,092.20		\$ 29,385.80	

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**BOLTON  
& MENK**

Real People. Real Solutions.

300 W McKinley Street  
PO Box 68  
Jefferson, IA 50129

Ph: (515) 766-4423  
Bolton-Menk.com

February 9, 2024

Mr. Scott Peterson  
City Administrator  
City of Jefferson  
220 N. Chestnut St.  
Jefferson, IA 50129

RE: Proposal for Capital Improvement Plan (CIP) Development

Dear Scott:

The City of Jefferson has initiated the task of development of a Capital Improvement Plan to provide for tracking and long-range planning of equipment needs, infrastructure projects and other items for all departments within the City of Jefferson. The project will allow City staff to better prepare for purchases or improvements and review funding sources in advance of the actual need. Like you, Bolton & Menk, Inc. takes great pride in designing and managing projects that are safe, sustainable, and functional. We understand what needs to be accomplished for the successful completion of the development of a Capital Improvement Plan.

### **Client Need – Our approach**

**A Consultant You Can Trust:** City of Jefferson wants a consultant who is familiar with your processes. Through our team's previous work on this project and other projects, we have extensive knowledge of both the area and specific project needs. We will take what we learned through our work and apply it to this scope with no second-guessing the best course of action. We will use available resources to move forward with the project--not backwards--saving the city time and resources.

**Experience and Longevity –** For 8 years, we have brought consistency to the engineering services provided to the City of Jefferson. We have invested time getting to know the community and serve as a partner for the long-haul. Bolton & Menk has been serving Midwest communities for over 70 years and we have a track record of providing long-term service to our clients. More than 30 of our city engineering clients have been with us over 30 years and nearly 95 percent of our business is from repeat clients.


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**A Consultant Who Watches Your Bottom Line:** We understand City of Jefferson is watching its bottom line. Bolton & Menk engineers and planners are creative problem solvers, which means we work to find the right solution at the right budget. Development of a Capital Improvement Plan will be a critical advancement in maintaining fiscal responsibility. We also have a history of successful funding assistance for cities and counties. In fact, we have secured more than \$1 billion in funding from a variety of sources in recent years.

In continued service to the City of Jefferson, we are excited at the opportunity to assist in the development of a Capital Improvement Plan. I will serve as your lead client contact and project manager. Please contact me at 515-509-3408 or james.leiding@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,  
**Bolton & Menk, Inc.**



**James D. Leiding, P.E.**  
Project Manager

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# SCOPE OF SERVICES

Bolton & Menk, Inc. will complete the following scope of work:

## Task 1: Project Management

### Subtask 1.1: Project Management

**Objective:** The project manager from Bolton & Menk will be responsible for monthly progress reporting, meeting minutes, interoffice memoranda, and invoicing. This task also includes scheduling of staff, coordinating with any internal work groups, review of progress, and senior review of deliverables. For estimating purposes, it is assumed that the project design duration will be five (5) months.

### Subtask 1.2: Project Initiation

**Objective:** Bolton & Menk will facilitate a project kick-off meeting with City staff to accomplish the following:

- Review and confirm the scope and nature of the proposed CIP
- Verify staff for individual data collection meetings
- Develop project schedule

**Deliverables:**

- Minutes of the kick-off meeting

## Task 2: Data Collection

### Subtask 2.1: Data Collection

**Objective:** The Project Manager will facilitate a one-on-one meeting with department heads and other staff as directed. These meetings will be used to compile lists of the major equipment or improvement items that pertain to the departments as well as a preliminary timeline of when each would want to be accomplished. (Generally the next 1-5 years)

**Description:** City staff will have the opportunity to provide direct items to include on the CIP. These may include equipment purchases, improvement projects to a specific location or large capital improvements that may be further out than 1-5 years but would have a significant impact on the budget or user rates.

Departments that will be included:

- Administration
- Water Department
- Wastewater Department
- Street Department
- Park & Rec
- Cemetery
- Library
- Sanitation
- Law Enforcement
- Fire Department

The Public Works Director may be able to provide information for some departments and can be included in the individual meetings if desired.

**Deliverables:**

- Notes from the individual meetings

### Subtask 2.2: Data Review

**Objective:** The Project Manager will meet with the City Administrator and Public Works Director after the department meetings to review the information gathered from the departments.

**Description:** This meeting and data review will provide an opportunity for City leadership to refine the lists for each department and ensure that the listed items are to be included in the CIP and add any additional items that may have been missed. The meeting will also discuss the overall look of the CIP document, how the information will be broken up and what information should be included.

**Deliverables:**

- Notes from the meeting

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## Task 3: Data Migration

### Subtask 3.1: Data Migration

**Objective:** Compile lists of data received from the department meetings and develop the CIP file in excel format.

**Description:** The data received from the individual meetings with the departments will be compiled. This compiled information will be entered into a spreadsheet style CIP document that will provide the following information:

- Department
- Type of Project or Purchase
- Location
- Brief Description
- Reason for Project
- Anticipated Construction Year
- Funding Sources Internal
- Funding Sources External
- Total Cost

Items may be added or deleted based on input from the review meeting.

**Deliverables:** Preliminary CIP File

## Task 4: Final CIP

### Subtask 4.1 CIP Review

**Objective:** City Staff will review the preliminary CIP file and provide feedback on it.

**Description:** Bolton & Menk will provide a copy of the preliminary CIP file to City Staff for their review. Staff will have the opportunity to provide comments on the appearance of the CIP, the organization, information included and include information known regarding specific projects that may not be included.

**Deliverables:** None.

## Subtask 4.2 Final CIP

**Objective:** Complete final CIP file consistent with city requirements.

**Description:** Project Manager will review comments from final review by City Staff and incorporate those changes into the Final CIP file. Once the file has been completed the electronic version will be provided to the City.

The Project Manager will be available for the Council meeting when the CIP is presented to them for their consideration and approval. They will answer any questions regarding the development of the plan.

**Deliverables:** Final CIP Excel File.

## Task 5: Future Updates

### Subtask 5.1: Updates

**Objective:** It is the intention of this project to provide a CIP document that the City will be able to utilize for future updates and revisions as needed and with internal staff. These revisions can be made at a frequency deemed appropriate by the City.

However, Bolton & Menk can provide any support necessary to ensure this remains a usable and critical document. We can provide preliminary opinions of probable cost for specific projects as they are determined or provide updates to the projects that are moved in the schedule.

This work is not included in this proposal but could be managed on a per hour basis through the General Engineering contract that is in place with the City.

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# FEES

Bolton & Menk, Inc.'s proposed fees to provide the described work will be billed hourly based on the enclosed fee schedule with the total estimated cost to be:

Scope of Services Rates	
Task	Estimated Fees
Task 1: Project Management	\$3,600
Task 2: Data Collection	\$4,300
Task 3: Data Migration	\$5,200
Task 4: Final CIP	\$3,600
Task 5: Future Updates	TBD

The cost for the above Scope of Services is proposed as follows:

Scope of Services	
Total Not-to-Exceed Fee	\$16,700

# BOLTON & MENK'S HOURLY RATES

Additional Services will be provided on the following hourly basis:

Included at the end of this document

These rates include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey equipment, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.

# SCHEDULE

We have not yet developed a schedule detailing the anticipated work tasks, task relationships, critical path timeline, deliverable due dates, and completion dates for this project. This schedule will be established during a project kickoff meeting based upon timing and staff availability. Upon selection, Bolton & Menk will work with city staff and other project partners to revise and update this schedule as needed to ensure successful delivery of this project.

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# 2024 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2024. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Senior Project Manager	\$180-261
Project Manager	\$145-231
Senior Project Engineer	\$140-216
Project Engineer	\$130-201
Design Engineer	\$115-176
Graduate Engineer	\$120-156
Senior Planner	\$110-231
Planner	\$85-161
Senior Landscape Architect	\$145-216
Landscape Architect	\$130-161
Landscape Designer	\$75-134
Licensed Project Surveyor	\$160-191
Graduate Surveyor	\$125-191
Survey Technician	\$80-189
Senior Technician	\$120-206
Technician	\$85-176
Specialist*	\$95-226
Practice Expert**	\$170-311
Senior Principal	\$200-320
Principal	\$165-286
Administrative/Corporate Specialists	\$50-176
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

\* No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

\*Specialized role not classified above otherwise, incl. graphic design, project communication, funding support, etc.

\*\*Highly specialized and industry expertise unique to the market or area of discipline.

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**PROFESSIONAL SERVICES AGREEMENT**

**Bolton & Menk, Inc.**  
300 W. McKinley St.  
Jefferson, IA 50129  
Ph. (515) 766-4423

Date of Agreement: February 27, 2024  
Bolton & Menk Project No: \_\_\_\_\_  
Project Manager (PM): James Leiding, P.E.  
PM Phone No. or Ext.: 515-509-3408

(Hereinafter referred to as "BMI")

Client Name: City of Jefferson Phone No: 515-386-4100  
Client Contact: Scott Peterson, City Administrator Other Phone: \_\_\_\_\_  
Client Address: 220 N. Chestnut St. Email Contact: ScottP@cityofjeffersoniowa.org  
City: Jefferson State: IA Zip: 50129

(Hereinafter referred to as "Client")

Client is Property Owner  Client is Agent or Other (Not Property Owner)

Billing Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ Email Contact: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(Insert Billing Address if Different)

Property Owner Name: \_\_\_\_\_  
Property Owner Address: \_\_\_\_\_  
Legal Description (or attach): \_\_\_\_\_  
Scope of Services (or attach): Capital Improvement Plan Development – Exhibit 1 (attached)  
Fee Arrangement: \$16,700 Hourly Not to Exceed  
Special Conditions: \_\_\_\_\_  
 Payment Due Prior to Release of Deliverables  Retainer & Amount \_\_\_\_\_

BMI and CLIENT agree to the Terms and Conditions as stated above and on the reverse side of this Agreement, including Limitation of Liability. The undersigned represents that it is the CLIENT and authorized to accept this Agreement. The undersigned accepts full financial responsibility for all services and costs of collection incurred by BMI, including reasonable attorney fees, in the event of CLIENT'S default, unless "Additional Guarantee of Payment" is also executed by a person(s) or firm guaranteeing payment.

CLIENT acknowledges that it is the owner of the property described above or is a legally authorized representative of the property owner with sufficient interest and authority to enter into this agreement for the purposes of making improvements to and upon the property.

**OFFERED by Bolton & Menk, Inc.**

Matthew W. Ferrier, Principal In Charge  
\_\_\_\_\_  
Print Name/Title  
*Matthew W. Ferrier* February 20, 2024  
Signature and Date

**ACCEPTED by CLIENT:**

\_\_\_\_\_  
Print Name/Title  
\_\_\_\_\_  
Signature and Date

~~CREDIT REQUESTED (See Reverse for Terms): I/We authorize BMI to obtain any information necessary to review status of my/our credit for purposes of advancing, at sole discretion of BMI, services to me/us on credit. I/We authorize any credit bureau to release information to BMI regarding my/our credit and any financial institution to provide information to BMI regarding sufficiency of funds in my/our accounts.~~

~~\_\_\_\_\_  
Print Name/Title  
\_\_\_\_\_  
Signature and Date~~

~~ADDITIONAL GUARANTEE OF PAYMENT: I/We accept the Terms and Conditions as stated above and on the reverse side of this Agreement and personally guarantee payment of all obligations for services to be provided by BMI under this Agreement. I/We further agree to pay all costs of collection incurred by BMI, including reasonable attorney's fees.~~

~~\_\_\_\_\_  
Print Name/Title  
\_\_\_\_\_  
Signature and Date~~

## Terms and Conditions

Bolton & Menk (BMI) shall perform the services outlined in this agreement for the stated fee arrangement.

**Billings and Payments:** Invoices for BMI's services shall be submitted, at BMI's option, either upon completion of such services or on a monthly basis. Unless credit to Client is approved, payment is due upon receipt of services and prior to release of deliverables. If, at sole discretion of BMI, credit is advanced to Client, invoices shall be due and payable within 30 days after the invoice date. If the invoice is not paid within 30 days, BMI may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of its services. BMI reserves the right to withhold any deliverables until all unpaid fees are paid in full. Amount of retainer (if applicable) will be applied to amount owed on final invoice. To pay by credit card, please contact us for project number and/or invoice number and enter into our credit card link at: <https://www.e-billexpress.com/ebpp/BoltonMenk/>

**Late Payments:** Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance. If any portion or all of an account remains unpaid 60 days after billing, the Client shall pay all costs of collection, including reasonable attorney fees.

**Access to Site:** Unless otherwise stated, Client agrees to provide BMI with access to the site, including adjoining properties, for activities necessary for the performance of services. It is understood that in the normal course of work, unavoidable property damage may occur due to excavations, tree and brush trimming, marking lines, etc. BMI will take reasonable precautions to minimize damage due to its activities. The cost to correct resulting damage has not been included in the fee and the Client agrees to reimburse BMI for any costs associated with required restoration work.

**Information from Client:** Except as otherwise noted, Client agrees to provide BMI with all site information necessary to complete its services. This information should include current site property descriptions (from abstract, title opinion or title commitment); other legal documents affecting the site; copies of previous surveys, maps, engineering studies and plans; existing or required geotechnical reports; governmental, regulatory and utility reviews and determinations; and all other pertinent information. Client shall promptly inform BMI of any alleged defects in services provided on the project.

**Ownership of Documents:** All documents or electronic media prepared or furnished by BMI under this agreement shall remain the property of BMI. The Client may make and retain copies for its use in connection with this project. However, such documents may not be reused by the Client for any other project or use by others without the written consent of BMI.

**Standard of Care:** Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of BMI's profession currently practicing under similar conditions. **BMI makes no warranties, expressed or implied, or otherwise with respect to any services performed or furnished.**

**Project Approvals:** Due to site limitations, code interpretations, regulatory reviews, political considerations and Client directed design and improvements; BMI makes no representations as to acceptability or approvability of the project, or, zoning requests, permit applications, site and development plans, plats and similar documents. Payment of fees to BMI is not contingent upon project approval.

**Certifications:** Any certification provided by BMI is a professional opinion based upon knowledge, information and beliefs available to BMI at the time. Such certifications are not intended and shall not be construed as a guarantee or warranty. BMI shall not be required to certify the existence of conditions whose existence BMI cannot ascertain.

**Waiver:** To the fullest extent permitted by law, Client and BMI waive against each other, and the other's employees, partners, officers, agents, insurers and subcontractors, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement, from any cause or causes.

**LIMITATION OF LIABILITY:** In recognition of the relative risks, rewards and benefits of the project to both the Client and BMI, the risks have been allocated such that the Client agrees that BMI's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claimed expenses arising out of the performance of this agreement from any cause or causes, shall not exceed total compensation paid to BMI. Such claims include, but are not limited to, BMI's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

**LIEN RIGHTS - IA:** Pursuant to the representations by the CLIENT and to the extent permitted by Iowa Law for the improvements to be made to the project property, BMI reserves the right to file a lien against the project property in the event of delinquent or non-payment of monies owed to BMI by the CLIENT.

**Termination of Services:** This agreement may be terminated by the Client or BMI should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay BMI for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

**Dispute Resolution:** Any claims or disputes made during or after the performance of services between BMI and the Client, with the exception of claims by BMI for non-payment of services rendered, shall first be submitted to mediation for resolution prior to initiating any other legal proceedings.

COUNCIL MEETING

February 13, 2024

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Craig Berry presided.

During Open Forum Dennis Lautner addressed the Council and asked the Council to put on hold the East Lincoln Way project and stop spending unnecessary money. Tim Williams suggested to Council to look for improvements for audio and video for the council room.

On motion by Ahrenholtz, second by Wetrich, the Council approved the following consent items: January 23, 2024 Council Minutes, February 6, 2024 Special Council Minutes, DOLGENCORP, LLC dba Dollar General #8463, Class B Retail Alcohol License, Jefferson Community Golf Course, Class C Retail Alcohol License, Appoint Noah Juergenson to Park & Rec Commission for term to expire 12/31/26 and payment of monthly bills paid by City funds.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

This was the time and place for the Public Hearing on the Proposal to Change the Zoning Classification for Property North of Railroad Tracks Between North Maple Street and North Elm Street. Mayor Berry called for oral or written comments and there was a very lengthy discussion with several residents and citizens that voiced concerns and spoke against the zoning change. Anna Folwell from KCG was available to answer questions. The Mayor and Council members received copies of letters of support from Wild Rose Casino & Hotel, Greene County Community School District and Jefferson Telecom. On motion by Jackson, second by Wetrich, the Council closed the Public Hearing.

AYE: Ahrenholtz, Jackson, Zmolek, Sloan, Wetrich

NAY: None

On motion by Ahrenholtz, second by Wetrich, the Council approved the first reading of an ordinance changing zoning classification for Property North of Railroad Tracks between North Maple Street and North Elm Street.

AYE: Zmolek, Wetrich, Ahrenholtz, Jackson

NAY: Sloan

This was the time and place for the public hearing on proposal to enter into a General Obligation Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$1,700,000 for debt to finance the purchase of two Sanitation trucks and East Lincoln Way Street project. Mayor Berry called for oral and written comments and Sue Bose expressed her concerns to hold off on East Lincoln Way Resurfacing Project when have funds available and Council member Sloan felt it was a waste of money when there are other projects to prioritize. On motion by Jackson, second by Ahrenholtz, the Council closed the Public Hearing.

AYE: Jackson, Ahrenholtz, Zmolek, Wetrich, Sloan

NAY: None

**RESOLUTION NO. 14-24**

On motion by Ahrenholtz, second by Wetrich, the Council approved Resolution No. 14-24, a resolution approving taking additional action on proposal to enter into a General Obligation Loan Agreement, authorizing the use of Term Sheet, providing for the levy of taxes and setting, date for the private placement of General Obligation Corporate Purpose Bonds, Series 2024.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

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On motion by Sloan, to table setting the Public Hearing on Detailed Plans and Specifications, Form of Contract, and Estimate of Costs for Jefferson Lincoln Way Resurfacing Project and Setting Date for Receiving Bids. Motion died for lack of second.

**RESOLUTION NO. 15-24**

On motion by Ahrenholtz, second by Wetrich, the Council approved Resolution No.15-24. a resolution.to set the Public Hearing on Detailed Plans and Specifications, Form of Contract, and Estimate of Costs for Jefferson East Lincoln Way Resurfacing Project and Setting Date for Receiving Bids. The Public Hearing date has been set for February 27, 2024 at 5:30 p.m.

AYE: Zmolek, Wetrich, Jackson, Ahrenholtz  
NAY: Sloan

**RESOLUTION NO. 16-24**

On motion by Jackson, second by Zmolek, the Council approved amendments to the Airport Federal Funding Grant Agreements No. 3-19-0049-019-2023 and 3-19-0049-020-2023.

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

On motion by Zmolek, second by Wetrich, the Council approved pay estimate #12 to Shank Constructors, Inc. in the amount of \$1,375,826.10 for Wastewater Treatment Plant Project.

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

**RESOLUTION NO. 17-24**

On motion by Wetrich, second by Jackson, the Council approved Resolution No. 17-24, a resolution confirming the employment of Jacob Kopaska as City Golf Superintendent in the amount of \$54,000/yr.

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

**RESOLUTION NO. 18-24**

On motion by Ahrenholtz, and second Wetrich, the Council approved Resolution No. 18-24, a resolution waiving review of Shriver Family, LLC plat of survey.

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

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

ABC PEST CONTROL	PEST CONTR	435.56
ACCESS ELEVATOR & LIFTS	LB SAFE TEST	937.00
ACCESS SYSTEMS LEASING	COPIER LSE	1,568.01
ACCO UNLIMITED CORP	WA CHEM	3,475.06
AFLAC	AFLAC INS W/H	17.68
AG SOURCE COOP SERV	TSTG	2,179.05
AHLBORN EQUIPMENT, INC.	RUT GLOVES;CHAPS	441.38
ALLIANT ENERGY	UTILITIES	43,182.16
AMAZON CAPITAL SERV	SUPP	901.44
AMPERAGE	GROW GR (LIBRARY STUDY)	14,000.00
ANATOMY IT, LLC	SERV AGREE	2,365.01
ANDREW WOODLEY	RN DJ	400.00
AUREON	PD DOMAIN	105.00
BAKER & TAYLOR INC.	LB MOVIES	1,128.39
BOLTON & MENK INC	ENG	88,956.50
BOMGAARS	SUPP	1,137.38
BOOK FARM LLC	LB BOOKS	1,530.45