

AGENDA

CITY COUNCIL MEETING

Tuesday, March 26, 2024

5:30 P.M.

CITY HALL COUNCIL CHAMBERS

I. CALL TO ORDER:

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

III. CONSENT ITEMS:

- A. 3/12/24 regular Council minutes.
- B. LimOne LLC, dba Peony Chinese Restaurant, Class C Retail Alcohol license
- C. Resolution Approving Employee Salaries for Calendar Year 2023.
- D. Approve hiring Wade Adcock as golf clubhouse employe at \$13/hr.
- E. Approve hiring Jordan Lawson as golf clubhouse employe at \$13/hr.

IV. NEW BUSINESS:

- A. Thomas Jefferson Gardens: Street Closures for Farmers Market and Concerts
- B. Sewer bill forgiveness: 605 W. Monroe Street
- C. Sewer bill forgiveness: 406 N. Cedar Street.
- D. RESOLUTION Approving BASE4, LLC Plat of Survey.
- E. Insurance Renewal
- F. Jefferson Matters Report

V. REPORTS:

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

VI. ADJOURN.

/

TO: Mayor and City Council Members
FROM: Scott Peterson, City Administrator
SUBJECT: General Information Memo
Regular City Council Session
Tuesday, March 26, 2024 5:30 p.m.

2023 Wages: Annually, the City must pass a resolution listing the gross wages paid to all employees during the previous year. This resolution is included in the consent agenda. This resolution will be published in the newspaper.

Street Closures: Thomas Jefferson Gardens requests the closure of the 100 block of S. Chestnut from Lincoln Way to the alley for the Farmer's Market every Tuesday from 3:00 – 6:30 p.m. from June 11th through September 10th. They also are hosting concerts on July 20th, August 3rd, and September 7th and request the street closure from 4:30 – 7:30 those days. The Water, Sewer Streets Committee recommends approval of these closures.

High Sewer Bills: The Water, Sewer, Streets Committee heard requests for forgiveness of two high sewer bills. The committee recommends forgiveness of these bills as follows:

605 W Monroe St. Pipes in the crawl space froze and cracked. The water went onto the ground. The billed sewer amount was \$535.76. The customer is responsible for the first \$100.00 per the policy so the recommended forgiveness is \$435.76.

406 N Cedar St. Pipes froze in the crawl space and leaked into the ground. The billed sewer amount was \$6,086.01. The customer is responsible for the first \$100.00 per the policy so the recommended forgiveness is \$5,986.01.

Plat of Survey: Enclosed are documents to divide the land at 1900 N. Wilson Avenue. This is the location of the crematorium and the storage units (east of the Super 8 motel). This plat separates these two buildings to allow for the sale of the storage units.

Insurance Renewal: Jim Unger will be at the meeting to present the renewal for property, liability, and workers comp insurance.

Jim will discuss changes to property deductibles for wind and hail. Jim has prepared three options (on page 13) The Finance Committee has reviewed the options with Jim and recommends Option 3, while assuring that the City creates a sinking fund containing monies to offset these larger deductibles.

Jefferson Matters Report: Amy Milligan will be at the meeting to update the Council on the activities of Jefferson Matters.

RESOLUTION NO. 25-24

RESOLUTION APPROVING EMPLOYEE SALARIES FOR CALENDAR YEAR
2023

WHEREAS, the City of Jefferson Wage and Benefit Committee has met to consider Salaries for the City of Jefferson employees, and

WHEREAS, the City of Jefferson has paid the following salaries for the calendar year 2023 for the City of Jefferson employees:

Barden, Zachary T.	\$20,277.92
Behrens, Jeremy C.	\$30,791.14
Bigler, Bohden D.	\$64,160.97
Brenner, Jamie R.	\$13,000.51
Clouse, Mark A.	\$74,249.74
Johnson, Nicholas D.	\$57,625.36
Kroeger, Jason J.	\$64,195.98
Wolterman, Mark N.	\$61,358.52
Bauer, Derrik M.	\$1,608.49
Black, Chad A.	\$1,005.00
Campbell, Benjamin K.	\$955.00
Chargo, Dallas G.	\$960.00
Cunningham, Eldon D.	\$1,400.00
Durbin, Matthew L.	\$520.00
Eliserio, Eric J.	\$1,095.00
Fester, Jacob W.	\$1,160.00
Fester, Timothy W.	\$1,615.00
Ganoe, Jamie L.	\$2,125.00
Goughnour, Jeremiah J.	\$1,485.00
Hadley, Robert A.	\$500.00
Hermansen, Jesse D.	\$320.00
Hoyle, Bryce E.	\$930.00
Lamaak, Justin J.	\$1,645.00
Lawson, Robert E.	\$1,777.33
Newby, Robert J.	\$1,575.00
Olson, Shawn T.	\$1,655.00
Rogers, Larry W.	\$1,685.00
Scheffler, Steven A.	\$1,185.00
Schiltz, Sean P.	\$1,950.83
Schiltz, Sydney A.	\$500.00
Shriver, Colin D.	\$895.00
Wahl, Michael J.	\$890.00
Weber, Scott R.	\$1,785.00
Williams, Jack J.	\$3,460.00

Carhill, Jeanette L.	\$8,041.70
Dobney, Hether J.	\$11,425.62
Morlan, David M.	\$78,479.64
Boude, Carrie R.	\$1,194.00
Contner, Judy K.	\$2,233.75
Heithoff, Sandra L.	\$2,766.00
Hooper, Ilse A.	\$5,772.56
Jensen, Carrie S.	\$10,601.05
Lansman, Marilyn P.	\$2,867.35
Millard, Jane E.	\$54,457.77
Mills, Michael M.	\$897.00
Mohler, Judith E.	\$38.80
Mount, Bailey D.	\$30,574.36
Richardson, Trudy J.	\$3,678.00
Roeder, Sarah M.	\$13,767.04
Schwery, Sarah D.	\$14,660.11
Sharpe, Janice A.	\$359.26
Spencer, Anaia V.	\$2,214.00
Stehn, Diana L.	\$15,235.55
Tucker, Dylan M.	\$1,068.00
Whitver, Kathryn A.	\$2,184.12
Wind, Brian P.	\$7,196.74
Wright, Natalie G.	\$60.00
Onken, Duane R.	\$58,647.51
Brant, Lois R.	\$9,033.79
Carman, Isaac D.	\$1,172.50
Carstens, Layne E.	\$5,149.01
Clark, Katelyn A.	\$140.00
Danielson, Gary F.	\$2,916.70
Dowling, Sally L.	\$3,133.56
Hammen, Dennis L.	\$56,485.77
Kerr, Mailee	\$2,999.08
Madison, Kinsey L.	\$2,963.13
Kral, Nathan R.	\$39,033.36
McGrauth, Corey M.	\$3,823.72
Monthei, Hallie G.	\$160.00
Monthei, Kelly M.	\$5,833.72
Nugent, Paul E.	\$1341.45
Sumner, Disiree M.	\$3,520.68
Ausberger, Nathan L.	\$3,277.88
Behne, Nathan J.	\$1,596.51
Black, Nathan A.	\$2,719.95
Carstens, Ebyn E.	\$1,837.87
Clark, Aiden J.	\$724.50

Cunningham, Chanlyn C.	\$1,030.13
Daugherty, Patrick C.	\$1,545.37
Daugherty, Richard B.	\$1,528.32
Ewalt, Emma M.	\$202.44
Freeman, Kendall J.	\$2,922.58
Gordon, Shawn M.	\$891.00
Johnston, Taylor M.	\$889.70
McCarthy, Madeline M.	\$1,099.32
Mikkelsen, Margaret E.	\$976.30
Nystrom, Leah F.	\$692.25
Pound, Anna L.	\$3,867.82
Ruzicka, Brynley K.	\$1,850.14
Schmidt, Samantha K.	\$6,089.75
Shiple, Ella K.	\$1,426.50
Shiple, Emma G.	\$690.75
Telleen, Maya E.	\$1,082.25
Thompson, Zachary M.	\$4,360.12
Van Der Meer, Veronica	\$453.39
Wadsworth, Payton N.	\$886.50
Kaufman, Blake M.	\$1,500.00
Adcock, Wade	\$2,304.00
Allen, Michael L.	\$7,655.25
Davis, David L.	\$6,780.00
Destival, David A.	\$30,155.86
Foote, Joseph V.	\$31,737.24
Hinote, Jacob T.	\$1,116.00
Labath, William J.	\$4,590.00
Renwanz, Cody W.	\$2,226.00
Fisher, Eric M.	\$43,426.48
Ahrenholtz, Harry E.	\$1,574.33
Gordon, Matthew J.	\$4,498.08
Jackson, Darren F.	\$1,461.88
Palmer, Michael S.	\$60,871.90
Peterson, Scott D.	\$58,787.99
Sloan, David L.	\$1,740.00
Wetrich, Matthew T.	\$1,518.11
Zmolek, Patrick M.	\$1,518.11
Gorsuch, Roxanne R.	\$54,831.25
Morlan, Sarah E.	\$40,140.60
Richardson, Joyce D.	\$35,920.12
Stevens, Chad M.	\$57,998.28
Fecher, Carter A.	\$6,344.00
Robbins, Rodney A.	\$51,672.25
Teed, Mickey L.	\$33,798.23

Teeples, David M.	\$64,780.94
DeMoss, Kyle R.	\$56,273.45
Monthei, Anthony R.	\$41,322.72
Murphy, Marty E.	\$64,289.13
Moranville, Daniel J.	\$65,174.14
Olson, Shawn C.	\$50,739.90
Hostetler, Paul D.	\$15,806.25
McDowell, Bill D.	\$57,537.80
Schmidt, Kenneth D.	\$52,095.12
Wallace, Michael C.	\$48,132.85
Curtis, Kent C.	\$51,744.78

NOW, THEREFORE, BE IT RESOLVED THAT THE City Council of the City of Jefferson approved the salaries for the City of Jefferson employees from January 1, 2023 - December 31, 2023 as they are listed in this resolution.

PASSED AND ADOPTED this day of March 26, 2024.

Craig J. Berry, Mayor

Roxanne Gorsuch, City Clerk

APPLICATION FOR APPROVAL OF PLAT OF SURVEY

TO: City Council of Jefferson

The undersigned owner(s) of the land described in the attached plat of survey request the City Council of the City of Jefferson to approve the division of land reflected in the attached plat of survey pursuant to Section 166.22 of the Code of Ordinances of the City of Jefferson. The following information is submitted in support of this application:

1. A pre-application conference regarding this proposed subdivision was held with the City Administrator on FEB. 27th 2024.

2. A copy of a plat of survey prepared by ROBERT B. BILLS, an Iowa registered land surveyor, dated 03/15/2024, showing the land proposed to be divided is attached to this application.

3. The purpose of this proposed division is: CONVEY PARCEL "A" OF LOT 4 WHICH HAS AN EXISTING BUILDING ON IT.

4. The name(s), address(es) and telephone number(s) of all the owners of the land described in the attached plat are as follows:

BASE 4, LLC (AARON SCHROEDER) 119 W. LINCOLN WAY JEFFERSON
PH: 515-370-0746

5. The names and addresses of all adjoining property owners are set forth below, and the approximate locations of their properties are shown on the attached plat.

GREENE CO DEVELOPMENT CORP. PO BOX 166 JEFFERSON

RUSSELL CORPORATION P.O. BOX 90015 BOWLING GREEN, KY 42102

6. (a) The existing zoning classification of the property covered by the plat is LI. (There is no pending plan or proposal to change this zoning classification./It is proposed that the zoning classification of this property be changed to N/A.)

(b) The zoning classification(s) for the adjoining properties is/are as follows: LI. (There is no pending plan or proposal to change any zoning classification for any of the adjoining properties./It is proposed that the zoning classification of adjoining property be changed to N/A.)

7. (Check applicable paragraph:)

There are no structures located on the property proposed to be divided.

There are one or more structures located on the property proposed to be divided, and the location of such structures and their distance from existing and proposed boundary lines has been shown by a registered land surveyor either on the attached plat or on a separate drawing attached to this application.

(Rev. July 16, 2012)

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8. All existing and proposed public streets and roads, all public water and sanitary and storm sewer lines, and all gas and electrical services in relation to the property proposed to be divided have been described by a registered land surveyor either on the attached plat or on a separate drawing attached to this application. If any parcel shown on the attached plat does not have direct access to any such services, then it is proposed that access to such services be obtained as follows:

If any private easements are proposed, copies of the same will be provided upon request.

The undersigned acknowledge that they have reviewed the foregoing application and represent and warrant that the information set forth above is true and accurate. This application is being submitted in quadruplicate.

Date: 3/15/24

BASEY LLC by A.P.S.

APPROVAL RECOMMENDED/NOT RECOMMENDED

City Engineer Date

APPROVAL RECOMMENDED/NOT RECOMMENDED

City Administrator Date



GENERAL NOTES:

1. CITY OF JEFFERSON UTILITY LINES (SANITARY SEWER, STORM SEWER, AND WATER) ARE ONLY GENERALLY LOCATED. UTILITY SERVICES BY OTHERS ARE NOT SHOWN. "ONE CALL" SHOULD BE CONTACTED PRIOR TO ANY CONSTRUCTION ACTIVITIES.
2. AERIAL PHOTO IS ONLY APPROXIMATED TO PROPERTY LINES.



INDEX LEGEND **PLAT OF SURVEY**

COUNTY: GREENE

DESIGNATION: PARCEL "A" OF LOT 4

LOCATION: GCDC BUSINESS PARK NO.2, PHASE I, CITY OF JEFFERSON

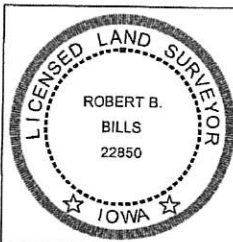
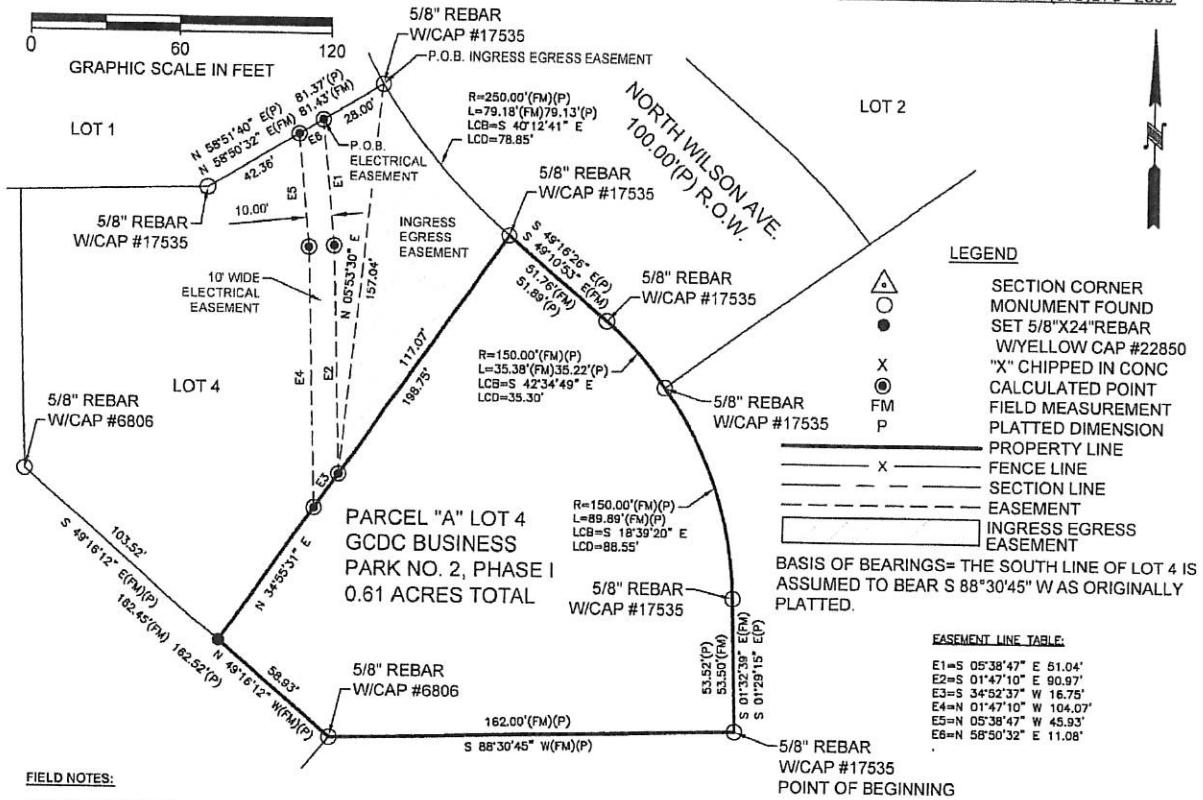
SITE ADDRESS: 1900 N. WILSON AVE., JEFFERSON, IA 50129

OWNER: BASE 4, LLC

SURVEY REQUESTED BY: AARON SCHROEDER

SURVEYOR: ROBERT B. BILLS

PREPARED BY AND RETURN TO: ROBERT B. BILLS CENTRAL IOWA SURVEYING, LLC P.O. BOX 67 JEFFERSON, IOWA 50129 (515)370-2399



I hereby certify that this land surveying document and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

Signature: Robert B. Bills Date: 03/15/2024

License number #22850
My license renewal date is Dec, 31, 2024
Pages or sheets covered by this seal: 1

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RESOLUTION NO. _____

A RESOLUTION APPROVING
BASE4, LLC
PLAT OF SURVEY

WHEREAS, BASE4, LLC, by and through Aaron Schroeder, its Manager, requested the City Council of Jefferson to approve a plat of survey prepared by Robert B. Bills of Central Iowa Surveying, LLC, dated March 15, 2024, covering the following described property:

Parcel "A" of Lot 4 of GCDC Business Park No. 2, Phase I of the City of Jefferson, Greene County, Iowa;

located adjacent to and southeast of 1900 N Wilson Ave, in Jefferson, Iowa; and

WHEREAS, Aaron Schroeder has represented that BASE4, LLC is the current owner of the land described in the proposed plat of survey and have provided the information required by Section 166.22 of the Code of Ordinances of the City of Jefferson; and

WHEREAS, the City Engineer and City Administrator have recommended that said plat be approved; and

WHEREAS, based on its review of the plat and the information provided the City Council finds that the plat should be approved.

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

Section 1. The plat of survey described above prepared by Robert B. Bills of Central Iowa Surveying, LLC, dated March 15, 2024, is hereby approved.

Section 2. The Mayor, City Clerk and City Administrator are authorized and directed to execute such instruments as may be necessary to confirm the approval of this plat of survey and 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 March ____, 2024.

Craig J. Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

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City of Jefferson

Coverage	04/01/23	04/01/24
Property	107,380	116,622
Liability	23,733	24,742
Inland Marine	3,464	3,739
Crime	130	130
Automobile	31,481	32,206
Workers Comp	71,691	58,245
Law Enforcement	5,345	6,544
Linebacker	8,836	9,763
Umbrella	8,843	9,757
	260,417	261,748

04/01/2023 to 2024 Blanket Limit of Insurance \$48,532,142

Property Coverage Deductible:

\$1,000 All Other Perils with \$5,000 Wind & Hail Per Occurrence Deductible

04/01/2024 to 2025 Blanket Limit of Insurance \$53,429,872

Property Coverage Deductible Options:

Option 1 – Minimum Available Deductible

\$2,500 All Other Perils with \$5,000 Wind and Hail - Per Occurrence Deductible.

All Buildings valued at \$500,001 and above will have a 1% of Coverage Limit Wind and Hail Deductible Per Building.

Option 2

\$5,000 All Perils Deductible Per Occurrence. All Buildings valued at \$500,001 and above have a 1% of Coverage Limit Wind and Hail Deductible Per Building.

Option 3

\$10,000 All Perils Deductible Per Occurrence. All Buildings Valued at \$1,000,000 and above have a 1% of Coverage Limit Wind and Hail Deductible Per Building

Property Premiums

04/01/2023 – 24	\$107,380
Option 1	\$116,622
Option 2	\$113,038
Option 3	\$103,294

Building Values 04/01/2024

Location	Under 500,000	500,001 – 999,999	1,000,000+
1-1			1,375,300
1-2	86,437		
1-3	22,167		
1-4	21,456		
2-1		727,945	
2-2	145,841		
2-3	81,536		
2-4	29,168		
2-Special		584,582	
3-1	145,841		
3-2	43,752		
4-1	21,877		
4-2	43,752		
5-1	218,763		
5-2	403,856		
5-3			2,125,255
5-4	490,370		
5-5	215,182		
5-6	215,182		
5-7	381,837		
5-8		950,000	
6-1	58,336		
6-2	121,263		
7-1			4,394,699
8-1			8,612,661
9-1			2,301,729
10-1			7,782,216
11-1	97,973		
12-1	358,061		
13-1	216,647		
14-1	172,855		
15-1	89,588		
16-1	137,207		
17-1	72,921		
18-1			3,929,156
19-1	218,763		
20-1	109,384		
21-1	51,046		
22-1			14,469,996

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22 - 1	43,556	
23 - 1	194,617	
24 - 1	290,429	
25 - 1	194,617	
26 - 1	142,581	
27 - 1	164,677	
28 - 1	133,238	
29 - 1	364,604	
30 - 1	72,921	
31 - 1	29,168	
32 - 1	360,935	
33 - 1	17,954	
33 - 2	132,153	
34 - 1		1,131,721
34 - 2	68,714	
34 - 3	54,972	
34 - 4	41,228	
34 - 5	27,485	
34 - Special	9,527	
35 - 1	28,081	
36 - 1	28,081	
37 - 1	28,081	
38 - 1	28,081	
39 - Special	360,935	
40 - 1	27,645	
41 - 1		853,470

52 Buildings under \$500,000

4 Buildings \$500,001 to \$999,999

9 Buildings \$1,000,000 and above

COUNCIL MEETING

MARCH 12, 2024

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Craig Berry presided.

Lori Mannel spoke during Open forum.

On motion by Zmolek, second by Wetrich, the Council approved the following consent items:
February 27, 2024 Council Minutes and payment of monthly bills from City funds.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

This was the time and place for the Public Hearing on the CDBG Centennial Block Upper Story Housing Project. Mayor Berry called for any oral or written comments and there were none. On motion by Ahrenholtz, second by Jackson, the Council closed the Public Hearing.

AYE: Zmolek, Sloan, Jackson, Ahrenholtz, Wetrich

NAY: None

RESOLUTION NO. 23-24

On motion by Jackson, second by Ahrenholtz, the Council approved Resolution No. 23-24, a resolution Adopting Plans, Specifications, Form of Contract and Authorization to Bid for the CDBG Centennial Block Upper Story Housing Grant Project (IEDA Project #23-HSGU-003).

AYE: Jackson, Ahrenholtz, Sloan, Wetrich, Zmolek

NAY: None

ORDINANCE NO. 636

CJ Lintner from KCG was available to answer questions on the KCG development project. After a lengthy discussion from several residents and citizens that voiced concerns and spoke against and for the project and zoning change. On motion by Jackson, and second by Wetrich, the Council approved the third reading and final adoption of an ordinance changing zoning classification for Property North of Railroad Tracks between North Maple Street and North Elm Street.

AYE: Ahrenholtz, Jackson, Wetrich, Zmolek

NAY: Sloan

RESOLUTION NO. 24-24

On motion by Ahrenholtz, second by Zmolek, the Council approved Resolution No. 24-24, a resolution Awarding Contract and Approving Contract and Bond for the Jefferson East Lincoln Way Resurfacing Project. Total Bid of \$833,555 with InRoads, LLC out of Des Moines, IA.

AYE: Sloan, Jackson, Ahrenholtz, Wetrich, Zmolek

NAY: None

On motion by Zmolek, second by Wetrich, the Council approved pay estimate #13 to Shank Constructors, Inc. in the amount of \$934,255.65 for Waste Water Treatment Plant Project.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

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