

I.E. AUTHORIZATION

City of Jefferson

Bolton & Menk, Inc.

By: _____
Craig Berry Date
Mayor

By: Joseph P. Roenfeldt 1/21/2025
Joseph P. Roenfeldt, P.E. Date
Aviation Project Manager

Attest: _____
Roxanne Gorsuch Date
City Clerk

Attachments:

Exhibit I – Project Fee Breakdown

Exhibit II – Federal Contract Provisions for A/E Agreements, Updated May 24, 2023



PROJECT FEE ESTIMATE

CLIENT: <i>Jefferson Municipal Airport</i>	DATE: 1/20/2025
PROJECT: <i>Fuel Farm Improvement - Jet A and AvGas - Design, Bidding and Construction Services</i>	PREPARED BY: JR/RR

Task	Task Description	Estimated Person Hours Required							Totals
		Principal Eng.	Sr. Eng.	Project Eng.	Design Eng.	Surveyor	Planner	Admin.	
1	Design & Bid Administration								
1.1	Project Scoping	2	8	4	0	0	0	0	14
1.2	Project Meetings and Coordination	2	4	6	0	0	0	0	12
1.3	Topographical Survey	0	0	4	0	8	0	0	12
1.4	Geotechnical Investigation (Not Required for this Project)								
1.5	Preliminary Design / Planning	2	6	10	18	0	8	0	44
1.6	FAA Design Report and Form 5100 (Not Required for this Project)								
1.7	Construction Safety and Phasing Plan (CSPP)	0	6	12	0	0	0	0	18
1.8	Modification of Airport Design Standards	0	0	0	0	0	0	0	0
1.9	Prepare Prelim. Plans, Specs., and Cost Est.	4	50	150	0	0	0	12	216
1.10	Prepare Final Plans, Specs., and Cost Est.	2	8	32	0	0	0	0	42
1.11	Prepare Disadvantaged Business Plan (DBE)	0	4	0	0	0	0	24	28
1.12	Prepare Advertisement for Bids and Bid Docs	0	2	4	0	0	0	8	14
1.13	Respond to Bidders Questions	0	4	8	0	0	0	16	28
1.14	Prepare and Distribute Addendums	0	2	4	0	0	0	4	10
1.15	Bid Opening	0	4	0	0	0	0	2	6
1.16	Bid Review and Bid Tabulation	0	2	2	0	0	0	2	6
1.17	Prepare Recommendation for Award	0	4	0	0	0	0	4	8
1.18	Prepare Grant Application	2	4	0	0	0	0	8	14
1.19	Environmental Review, (Not Required for this Project)								
Total Person Hours		14	108	236	18	8	8	80	472
Direct Labor Rate		\$72.00	\$58.00	\$40.00	\$33.00	\$55.00	\$42.00	\$35.00	
Total Direct Labor Cost		\$1,008.00	\$6,264.00	\$9,440.00	\$594.00	\$440.00	\$336.00	\$2,800.00	\$20,882.00
Overhead		\$2,275.06	\$14,137.85	\$21,306.08	\$1,340.66	\$993.08	\$758.35	\$6,319.60	\$47,130.67
Subtotal Labor Cost									\$68,012.67
Fixed Fee x Subtotal Labor Cost									\$10,201.90
Total Task 1 (Fixed Lump Sum)									\$78,214.58
Direct Expenses									
Total Expenses Task 1									\$0.00
Subtotal Task 1									\$78,214.58
ROUNDED TASK 1:									\$78,200.00

2.2570 Labor Multiplier

15% Profit

Task	Task Description	Estimated Person Hours Required							Totals
		Principal Eng.	Sr. Eng.	Project Eng.	Design Eng.	Surveyor	Planner	Admin.	
2	Construction Administration								
2.1	Pre-Construction Meeting	0	4	8	0	0	0	2	14
2.2	Initial Construction Survey Control Layout	0	2	4	0	10	0	0	16
2.3	Prepare Construction Management Plan (CMP)								
2.4	Prepare Contract Manuals	0	2	0	0	0	0	8	10
2.5	Construction Management Services	6	30	60	0	0	0	8	104
2.6	Resident Project Representative Services								
Number of Days		0	4	32	0	0	0	0	
Hours Per Day		8	7	8	8	8	8	8	
Total Hours		0	28	256	0	0	0	0	284
2.7	Final Inspection and Documentation	0	0	0	0	0	0	0	0
2.8	As-Built Plans	0	2	6	0	0	0	0	8
2.9	Update Airport Layout Plan (Not Required for this Project)								
2.10	Project Closeout	0	6	12	0	0	0	8	26
Total Person Hours		6	74	346	0	10	0	26	462
Direct Labor Rate		\$72.00	\$58.00	\$40.00	\$33.00	\$55.00	\$42.00	\$35.00	
Total Direct Labor Cost		\$432.00	\$4,292.00	\$13,840.00	\$0.00	\$550.00	\$0.00	\$910.00	\$20,024.00
Overhead		\$975.02	\$9,687.04	\$31,236.88	\$0.00	\$1,241.35	\$0.00	\$2,053.87	\$45,194.17
Subtotal Labor Cost									\$65,218.17
Fixed Fee x Subtotal Labor Cost									\$9,782.73
Total Task 2 (Cost Plus a Fixed Fee, NTE)									\$75,000.89
Direct Expenses									
Construction Testing									\$3,900.00
Total Expenses Task 2									\$3,900.00
Subtotal Task 2									\$78,900.89
ROUNDED TASK 2:									\$78,900.00
TOTAL PROJECT FEE									\$157,100.00

2.2570 Labor Multiplier

15% Profit

35

RESOLUTION NO. _____

A RESOLUTION APPROVING THE PROFESSIONAL SERVICES CONTRACT WITH
BOLTEN& MENK FOR THE AIRPORT FUEL IMPROVEMENT PROJECT

WHEREAS, the City of Jefferson desires to enter into a Professional Services Contract (the "Contract") with Bolten & Menk, an engineering firm, related to the fuel service system improvement project at the Jefferson Municipal Airport (the "Project");

WHEREAS, a copy of the Contract has been presented to the City and is available to the City Council for review;

WHEREAS, the Federal Aviation Administration (FAA) requires that an independent fee estimate (IFE) be performed by an independent third-party, apart from the proposed engineering firm, to determine if the engineering fee is reasonable;

WHEREAS, the City Council desires to enter into the Contract with Bolten & Menk contingent upon FAA approval of the IFE.

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

Section 1. Contingent upon the FAA approving the IFE, the Contract is hereby approved, and the Mayor is authorized to execute the same on behalf of the City.

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

Section 5. 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 January 28, 2025.

By: _____
Craig J. Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the "Agreement") is made as of February 1, 2025, 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 2025 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. Term. The term of the previous employment agreement dated February 1, 2024 (the "2024 Agreement") is hereby extended to February 28, 2025. The provisions of that 2024 Agreement shall remain in full force and effect until February 28, 2025. On March 1, 2025, the provisions of this Agreement shall control the employment arrangement between the parties. The term of employment under this Agreement, as specified in the sections that follow, and subject to the termination provisions herein, shall commence on March 1, 2025, and end on February 28, 2026.

2. 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.

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 \$41,200.00, 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 City Clerk.

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, 2026.

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 club 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 City Golf Course 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 28th day of January, 2025.

Craig J. Berry, Mayor

ATTEST:

Roxanne Gorsuch, City Clerk

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the "Agreement") is made as of February 1, 2025, 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 **Jacob Kopasta**, an individual with an address of 623 6th Ave., Coon Rapids, IA 50058 (hereinafter referred to as "Employee"), both who agree as follows:

WHEREAS, the City desires to employ Employee as the City's Golf Course Superintendent of the Jefferson Community Golf Course, 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. Term. The term of the previous employment agreement dated February 1, 2024 (the "2024 Agreement") is hereby extended to February 28, 2025. The provisions of that 2024 Agreement shall remain in full force and effect until February 28, 2025. On March 1, 2025, the provisions of this Agreement shall control the employment arrangement between the parties. The term of employment under this Agreement, as specified in the sections that follow, and subject to the termination provisions herein, shall commence on March 1, 2025, and end on January 31, 2026.

2. Employment Duties. The City employs Employee as Golf Course Superintendent to perform the functions and duties of Golf Course Superintendent as specified in Exhibit A attached hereto. Employee shall report directly to the Golf Course Manager, which for the purposes of this Agreement shall be Dave Morlan, although the City may change the identity of the Golf Course Manager from time to time during the term of this Agreement. The position of Golf Course Superintendent 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 November.

3. Salary; Hours. The City agrees to pay Employee for his services under this Agreement an annual salary of \$55,620.00, payable in installments at the same time as other employees of the City, which payments shall be subject to normal withholding for applicable taxes. Employee shall keep and report a time sheet of hours worked and submit them every two weeks to the Golf Course Manager. If Employee has worked total hours that equal more than 1,660 hours during the Term once all of Employee's time cards are totaled, employee shall be paid those additional hours at a rate of \$33.51/hour.

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

5. Termination. (a) Employee understands that he serves as Golf Course Superintendent 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.

6. 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.

7. 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

Jacob Kopasta

ATTEST:

Roxanne Gorsuch, City Clerk

EXHIBIT A
Employment Duties

Under broad supervision from Golf Course Manager, provides maintenance of the municipal golf course grounds, facilities and equipment. Superintendent shall be generally responsible for organizing, managing and performing the day to day maintenance and upkeep of the Golf Course, other than the clubhouse, which shall include without limitation the following:

- 1) Keep greens, fairways and tee areas properly watered and mowed and keep the Golf Course in a neat and clean condition;
- 2) Apply, or arrange for the application of, fertilizer and chemicals as required to keep the Golf Course in top condition and consult with other golf course professionals and turf management specialists as may be reasonably required to obtain advice as to the proper timing and rates of chemical and fertilizer application;
- 3) Reseed greens, fairways and tee areas as needed;
- 4) Identify and control weeds, pests, and turf diseases and disorders;
- 5) Maintain trees and shrubs;
- 6) Change pins and tee boxes;
- 7) Mark hazards, out of bounds and ground under repair;
- 8) Maintain bunkers;
- 9) Monitor, inspect, maintain and operate the irrigation system so as to keep it in good operating condition, and arrange for the irrigation system to be properly shut down and winterized at the end of the season so as to prevent damage from freezing;
- 10) Monitor, inspect, maintain and regulate the storm water management system along the south and west sides of the Golf Course, including without limitation the levee and water gates, so as to minimize flooding of the Golf Course, and to promptly report to the Golf Course Manager any repairs needed to the system;
- 11) Cooperate with Golf Course Manager in the scheduling of mowing and related turf management activities so as to accommodate and prepare for tournaments and special events;
- 12) Coordinate and cooperate with the Public Works Director in the purchase of fertilizer, chemicals and other supplies and the hiring of subcontractors needed for the operation of the Golf Course;
- 13) Keep the cart shed in a neat and clean condition and organized for the storage of golf carts by patrons, and help assure that City owned golf carts are ready for use by patrons;

- 14) Use and operate City owned equipment provided in a safe, reasonable, and responsible manner so as to prevent excessive wear and tear to such equipment, keep such equipment clean, perform routine maintenance and repairs as may be needed to preserve and keep such equipment in good operating condition, and promptly report to the Public Works Director, or his designee, issues or problems with such equipment that require more than minimal maintenance;
- 15) Communicate with and be receptive to comments from members and patrons as to the condition of the Golf Course, and inform the Golf Course Manager of any planned changes or maintenance activities which may affect the use or condition of the Golf Course;
- 16) Promptly report to the Golf Course Manager any known issues or problems involving the Golf Course;
- 17) Perform such other duties and activities as may be reasonably required by the City.

RESOLUTION NO. _____

A RESOLUTION CONFIRMING THE EMPLOYMENT OF
JACOB KOPASKA AS CITY GOLF COURSE SUPERINTENDANT

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

WHEREAS, the City has negotiated the terms of an employment contract with Jacob Kopaska of Coon Rapids, Iowa to be the City Golf Course Superintendent, 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 Jacob Kopaska as the City Golf Course Superintendent 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 Jacob Kopaska 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 28th day of January, 2025.

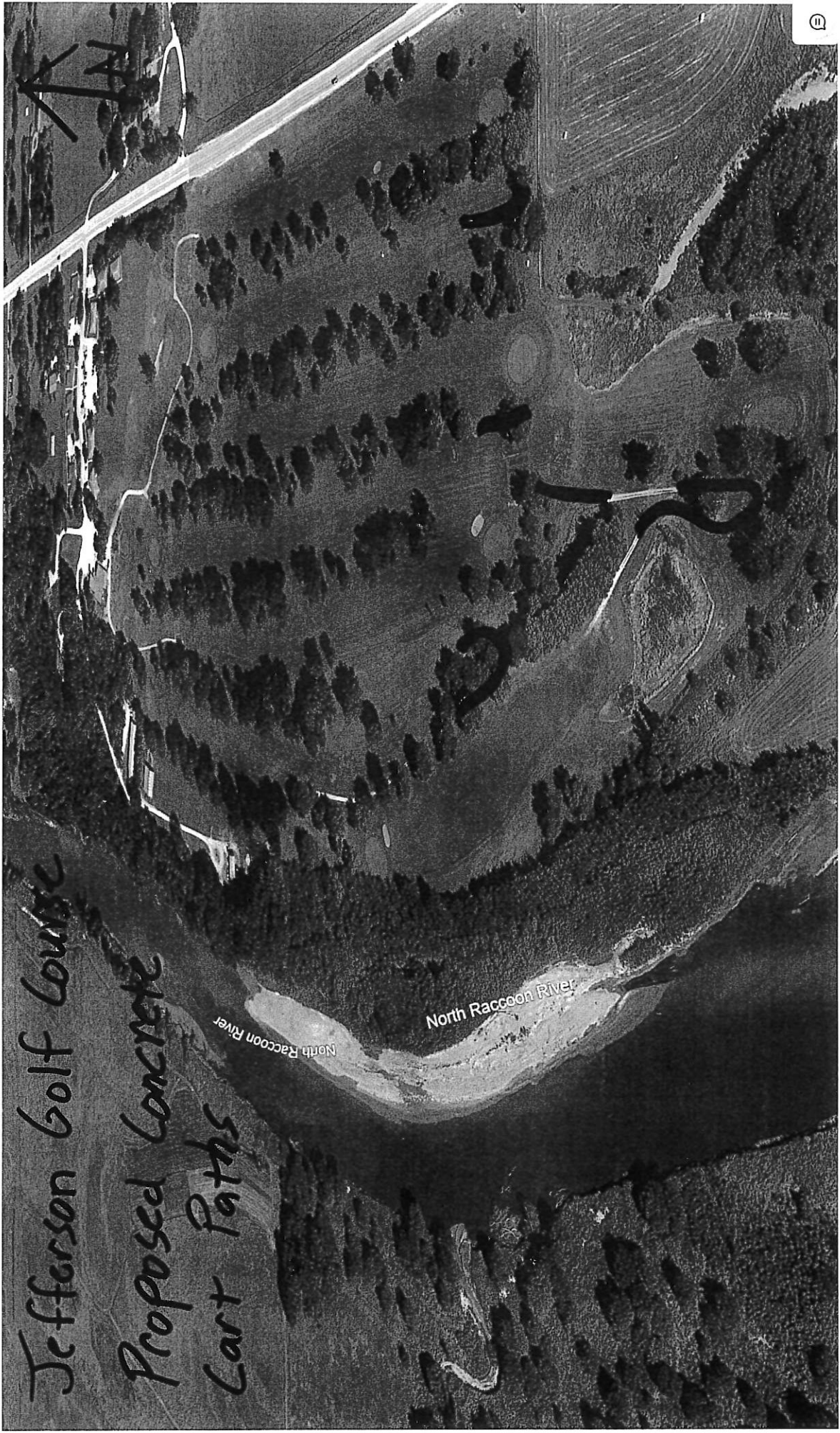
Craig J. Berry, Mayor

ATTEST:

Roxanne Gorsuch, City Clerk

46

Jefferson Golf Course
Proposed Concrete
Cart Paths



█ = Proposed 6' wide concrete cart paths

<https://earth.google.com/web/@41.99451668,-94.38024034,300.66361196a,597.777590701,35y,0.00000001h,58.98334802l,360r/data=CgRC-AggBIMKKIw6ICIE-xWUxHZzMIcVdsWUJpMFFYe-H00IFXcGF6VzJDa0pMVRG8gATdCgEwOgIjAElCjPPB1uYHEAE>

City of Jefferson

Budget Workshop

FY 2025-2026

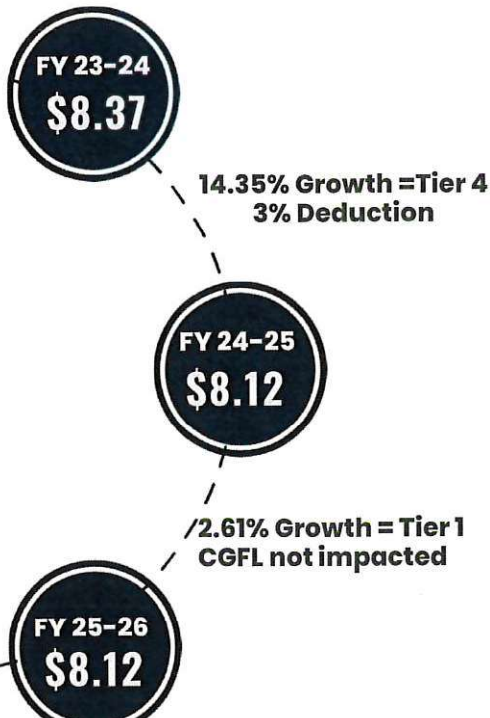
www.cityofjeffersoniowa.org



1

CGFL

Combined General Fund Levy

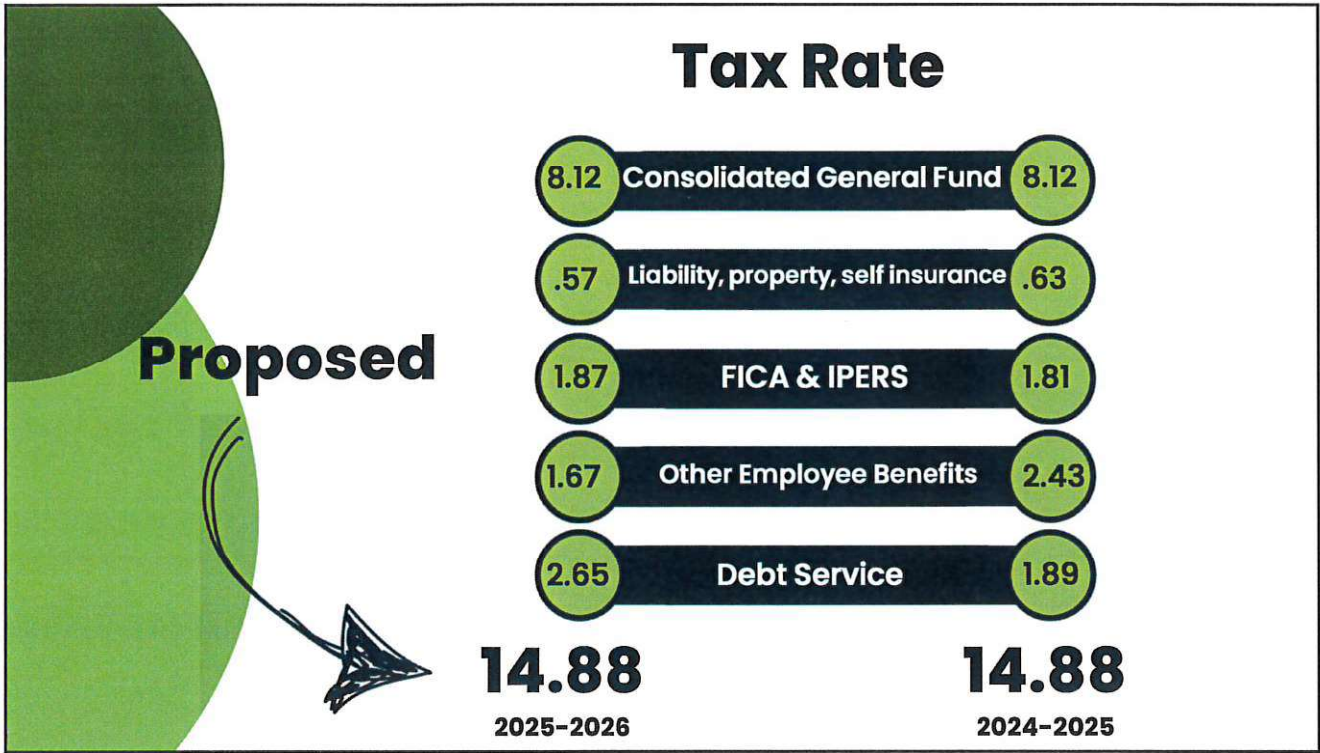


NEW CGFL SYSTEM

Tier	Annual Non-TIF Taxable Valuation Growth	CGFL Impact
Tier 1	Less than 2.75%	CGFL not impacted
Tier 2	2.75%-3.99%	Revenue growth reduced by approximately 1% for the next budget year
Tier 3	4%-5.99%	Revenue growth reduced by approximately 2% for the next budget year
Tier 4	6% or higher	Revenue growth reduced by approximately 3% for the next budget year

2

48 1



3

Valuations

2024-2025		2025-2026
158,291,612	Regular with Gas & Electric	162,422,857
155,426,007	Regular without Gas & Electric	159,596,574
14.35%	Revenue Growth	2.61%

4

49



5

Notable Changes in Revenue

<p>Interest Accounts General Fund Increase of over \$136,000</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>CIP</td><td style="text-align: right;">\$37,000</td></tr> <tr><td>Water Cap</td><td style="text-align: right;">\$19,000</td></tr> <tr><td>Community Center</td><td style="text-align: right;">\$970</td></tr> <tr><td>Wastewater</td><td style="text-align: right;">\$70,000</td></tr> <tr><td>Ind & Econ Dev</td><td style="text-align: right;">\$900</td></tr> </table>	CIP	\$37,000	Water Cap	\$19,000	Community Center	\$970	Wastewater	\$70,000	Ind & Econ Dev	\$900	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Sewer Replace</td><td style="text-align: right;">\$2,000</td></tr> <tr><td>Autenreith</td><td style="text-align: right;">\$2,000</td></tr> <tr><td>ISF</td><td style="text-align: right;">\$20,000</td></tr> <tr><td>Special Revenues</td><td style="text-align: right;">\$12,000</td></tr> <tr><td>TOTAL:</td><td style="text-align: right;">\$204,370</td></tr> </table>	Sewer Replace	\$2,000	Autenreith	\$2,000	ISF	\$20,000	Special Revenues	\$12,000	TOTAL:	\$204,370
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Special Revenues	\$12,000																					
TOTAL:	\$204,370																					
<p>Increased Membership Rates Rec Center & Golf Course Rec Center Membership rates have not increased since 2011. Golf Course Membership rates have not increased since 2023.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Unemployment</td><td style="text-align: right;">\$1,800</td></tr> <tr><td>Cem Perm Care</td><td style="text-align: right;">\$7,000</td></tr> <tr><td>Mahanay Trust</td><td style="text-align: right;">\$250</td></tr> <tr><td>Community Center</td><td style="text-align: right;">\$2,500</td></tr> <tr><td>Airport</td><td style="text-align: right;">\$5,200</td></tr> </table>	Unemployment	\$1,800	Cem Perm Care	\$7,000	Mahanay Trust	\$250	Community Center	\$2,500	Airport	\$5,200											
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<p>Hotel Motel General Fund Tracking for an increase of \$10,000</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Special Revenues</td><td style="text-align: right;">\$12,000</td></tr> <tr><td>LEC Cap Improve</td><td style="text-align: right;">\$1,000</td></tr> <tr><td>Water Deposits</td><td style="text-align: right;">\$3,000</td></tr> <tr><td>PACE</td><td style="text-align: right;">\$750</td></tr> <tr><td>Library Agency</td><td style="text-align: right;">\$7,000</td></tr> </table>	Special Revenues	\$12,000	LEC Cap Improve	\$1,000	Water Deposits	\$3,000	PACE	\$750	Library Agency	\$7,000											
Special Revenues	\$12,000																					
LEC Cap Improve	\$1,000																					
Water Deposits	\$3,000																					
PACE	\$750																					
Library Agency	\$7,000																					
<p>RUT Monthly Receiver RUT- Streets Increase \$6.50 per capital, nearly \$27,000 increase annually</p>																						

6

50

3

CIP Plan- Projects

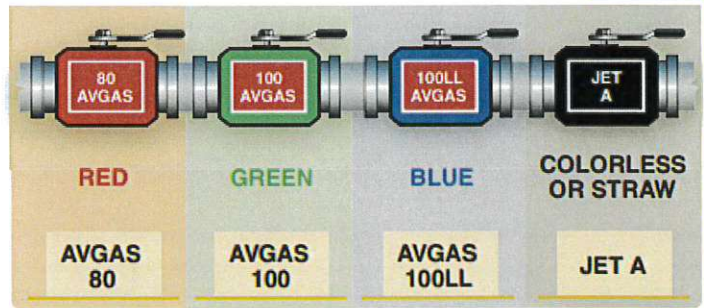
Library		
LED Lighting Upgrade	\$15,000	Grant
Recreation		
Restrooms at Daubendiek	\$130,000	Grant
	\$70,000	GF-Donations



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CIP Plan- Projects

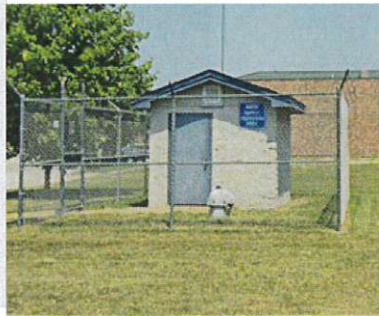
Airport		
Jet Fuel/ AvGas	\$1,069,050	Grant
	\$83,450	Local Match
Fire Department		
Fire Truck	\$110,198	ISF
	\$310,300	Bond 2026-2027



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CIP Plan- Projects

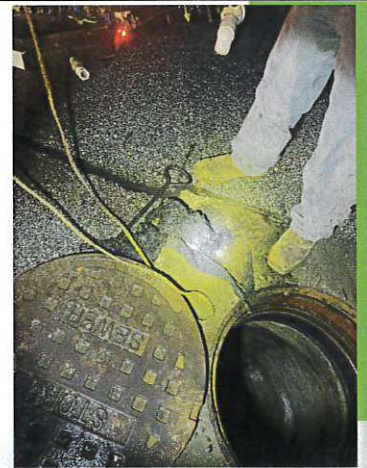
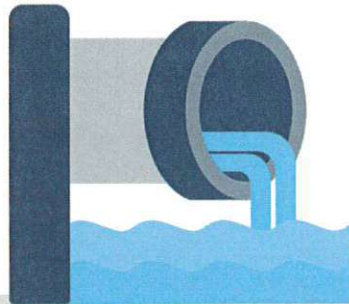
Water		
South Wilson 2" Main	\$75,000	Water Capital
Minor Water Plant Repairs	\$20,000	Water Operations
#9, #10 Power Backup for Wells	\$200,000	Water Capital
Hydrant Replacement	\$15,000	Water Operations
Valve Replacement	\$15,000	Water Operations



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CIP Plan- Projects

Wastewater		
Lift Station	\$30,000	Wastewater
Flushing & Cleaning	\$20,000	Wastewater
Pipe Cleaning & Root Cutting	\$15,000	Wastewater
Lining Clark Street- Elm to Wilson	\$15,000	Wastewater



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CIP Plan- Projects

Streets		
Crack Seal	\$35,000	LOST
Chip Seal	\$30,000	LOST
ADA Replacement Program	\$40,000	LOST
Fairground Cold Storage Roof	\$30,000	LOST



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Debt Issuance

Westwood Loop

\$900,000

McKinley Overlay

\$250,000

Fire Truck

\$183,000

Golf Course Mower

\$70,000

\$1.61 million

Issuing June 2026

Debt Service Levy: \$2.65

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Transfers

Tree Removal Fund	\$35,000	SR to GF	Police Body Armour	\$1,400	GF to ISF
Admin & Hangar Reimb	\$30,800	AP to GF	Admin Expense	\$5,000	Recycle to GF
New Fire Truck	\$28,694	GF to ISF	Recycling New Truck	\$47,500	Recycle to ISF
Library Automation	\$2,000	GF to LB Agency	Admin Expense	\$43,000	Sanitation to GF
Police LEC Share	\$30,000	LOST to GF	Sanitation New Truck	\$41,500	Sanitation to ISF
Street Lighting	\$99,000	LOST to RUT	SRF Payments	\$996,000	SW to SW SRF
Policy Duty Vehicle	\$35,000	GF to ISF	Admin Expense	\$37,000	SW to GF
Police Admin Vehicle	\$7,000	GF to ISF	Police Admin Vehicle	\$7,000	GF to ISF

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Transfers Continued

Wells	\$30,000	Water to Water Cap
Plant Replacement	\$185,500	Water to Water Plant Replace
Water Tower Repair	\$50,000	Water to Water Tower Repair
Water Cap Improve	\$55,000	Water to Water Cap
Admin Expense	\$35,000	Water to GF

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Equipment

<p>City Hall Computers & Server</p> <p>\$57,000</p> 	<p>JLG Drivable Lift</p> <p>\$60,000</p> 
<p>New Codification</p> <p>\$7,500</p> 	<p>Ford Truck- Water Department</p> <p>\$50,000</p> 
<p>John Deere Tractor Parks & Cemetery</p> <p>\$12,500</p> 	

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Grant Projects

	<p>Dog Park Walking Paths Animal Shelter \$40,000</p>
	<p>Golf Course Cart Paths Golf Course \$45,000</p>
	<p>Washington Park Parks & Recreation \$35,000 Grant \$12,000 Hotel Motel</p>






For good. Forever.

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Talking Points



TNR
\$5,000
Animal Control





Hotel Motel

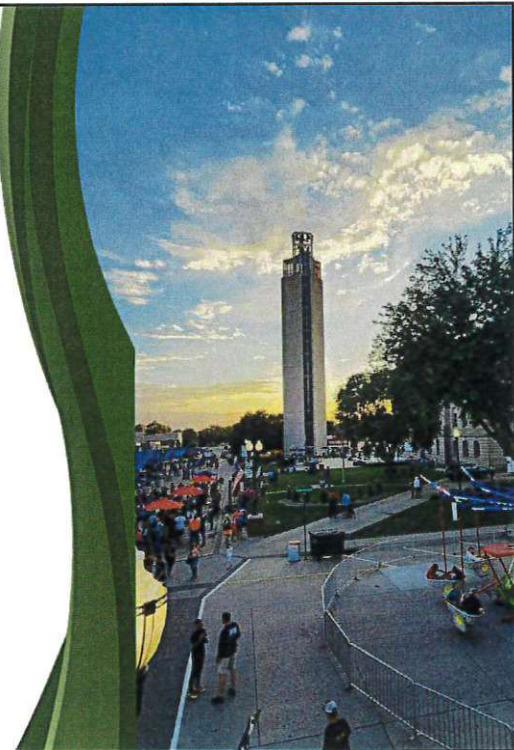
Main Street	\$50,000
Thomas Jefferson	\$20,000
Bell Tower Foundation	\$7,500
Bell Tower Festival	\$15,000
MFRC	\$5,000
The Children's Center	\$5,000
Discretionary Grants	\$37,500



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Questions?

-  **515-386-3111**
-  **www.cityofjeffersoniowa.org**
-  **sarahm@cityofjeffersoniowa.org**
-  **220 N Chestnut, Jefferson, Iowa 50129**



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Revenue Expenditures
Budget 25-26

Fund	Sub-Fund	Projected Revenues	Projected Expenditures	Difference
General	Police		1,121,753	
	Fire		243,592	
	Animal		106,579	
	Siresn		2,450	
	Streets		115,448	
	Pest		3,000	
	Library		396,498	
	Parks		163,514	
	Recreation		686,134	
	Pool		101,292	
	Swim Team		8,251	
	Golf Course		349,140	
	Cemetery		126,108	
	Econ Dev		210,250	
	Building		117,471	
	Admin		663,094	
	TOTAL GF	4,172,764	4,414,574	(241,810)
Road Use Tax		687,389	687,389	0
Cafeteria Plan		7,500	7,500	0
Special Revenue		652,279	640,279	12,000
LOST		603,278	549,000	54,278
TIF		1,200,000	332,700	867,300
PD Forfeiture		0	0	0
Health Ins Sink		5,000	102,000	(97,000)
Internal Sinking		20,000	110,198	(90,198)
Unemployment		2,200	0	2,200
Industrial Development		2,000	0	2,000
Community Center		4,500	0	4,500
Mahanay Mausoleum		500	0	500
Library Agency		23,300	12,500	10,800
Skate Park		50	0	50
LEC Cap Improve		8,000	0	8,000
Enrich Iowa		2,500	2,500	0
Water Deposits		30,000	23,000	7,000
Cemetery Perm Care		13,000	0	13,000
Downtown Buildings		0	0	0
PACE		750	10,000	(9,250)
Autenreith		30,000	5,000	25,000
Library Expansion		5,000	0	5,000
Debt Service		444,806	444,806	0
Airport Improve		712,527	712,527	0
CIP		40,000	10,000	30,000
Water		1,487,104	1,494,916	(7,812)
Water Capital		120,000	305,000	(185,000)
Water Plant Replace		185,500	0	185,500
Water Tower Repair		50,000	30,000	20,000
Wastewater		1,878,191	1,766,202	111,989
Wastewater Replace		24,000	0	24,000
Wastewater Sink		0	0	0
Wastewater SRF Debt Service		996,000	996,000	0
Airport		135,440	90,300	45,140
Sanitation		642,115	625,099	17,016
Recycling		227,568	218,047	9,521
		14,413,261	13,589,537	

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25-26 Budget

Project	Department	Amount	Funding Source
City Hall Computers & Servers	Admin	57,000	General Fund
New Codification	Admin	7,500	General Fund
Tree Removal Fund	Admin	50,000	General Fund
Transfer to Airport Improvement	Admin	92,400	General Fund
Jet Fuel/Av Gas	Airport	93,580	General Fund
Jet Fuel/Av Gas	Airport	618,947	Grant
Transfer to General	Airport	30,800	Airport
Walking Paths	Animal Shelter	45,000	Grant
Cart Paths	Golf Course	45,000	Grant
36- 1994 Chevrolet Kodiak	Fire	110,198	ISF
Transfer for New Truck	Fire	28,694	General Fund
LED Lighting	Library	15,000	Grant
Transfer for Automation	Library	2,000	General Fund
Transfer to General: Police LEC Share	LOST	30,000	LOST
Transfer to RUT: Street Lighting	LOST	99,000	LOST
2015 1025r JD Tractor	Parks	12,500	Parks
2015 1025r JD Tractor	Cemetery	12,500	Cemetery
Transfer 1/2 Duty	Police	35,000	General Fund
Transfer 1/3 Admin	Police	7,000	General Fund
Transfer Body Armour	Police	1,400	General Fund
Daubendiek Restrooms	Recreation	130,000	Grant
Daubendiek Restrooms	Recreation	70,000	Donation
Washington Park	Recreation	35,000	Grant
Washington Park	Recreation	12,000	Rec Hotel Motel
Transfer to General Fund	Recycling	5,000	Recycling
Transfer for New Truck	Recycling	47,500	Recycling
Transfer to General	Sanitation	43,000	Sanitation
Transfer for New Truck	Sanitation	41,500	Sanitation
Crack Seal - SW Section 2	Street	35,000	LOST
Chip Seal SE	Street	30,000	LOST
ADA Replacement Program	Street	40,000	LOST
Fairgrounds Storage Building Roof	Street	30,000	LOST
12 JLG Driveable Lift	Street	60,000	RUT

25-26 Budget

Lift Station Pump Maintenance	Wastewater	30,000 Wastewater
Flushing & Cleaning	Wastewater	20,000 Wastewater
Pipe Cleaning/ Root Cutting	Wastewater	15,000 Wastewater
Transfer for SRF Principle & Interest	Wastewater	996,000 Wastewater
Transfer to General	Wastewater	37,000 Wastewater
Well Backup Power for Well 9 & 10	Water	200,000 Water Capital
South Wilson - Russell south to Dead End	Water	75,000 Water Capital
Minor WTP Repairs	Water	20,000 Water
Hydrant Replacement Program	Water	15,000 Water
Valve Replacement Program	Water	15,000 Water
2015 Ford F250	Water	50,000 Water
Transfer for Wells	Water	30,000 Water
Transfer for Plant Replacement	Water	185,500 Water
Transfer for Water Tower Repair	Water	50,000 Water
Transfer to Water Capital	Water	55,000 Water
Transfer to General	Water	35,000 Water

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Proposed Debt Schedule from CIP

GO Table

Fiscal Year	Existing Bonds	LOST equip	Sidewalks	LOST equip	LOST equip	Library	Tax
	Net of abatement	6/1/25	6/1/28	6/1/30	6/1/35	6/1/38	Tax Rate
	-----Proposed Bonds-----						
Fiscal Year	Bonds Net of ab.	OST equip 6/1/2	Sidewalks 6/1/28	OST equip 6/1/3	OST equip 6/1/3	Library 6/1/38	Tax Rate
6/1/26	443,606	79,400					2.66
6/1/27	442,617	88,800					2.65
6/1/28	436,259	102,800					2.64
6/1/29	434,682	161,200					2.86
6/1/30	437,736	162,200					2.82
6/1/31	435,202	163,000		39,600			2.95
6/1/32	437,299	163,600		29,200			2.85
6/1/33	438,808	164,000		39,200			2.85
6/1/34	434,848	164,200		53,800			2.85
6/1/35	215,450	164,200		282,800			2.83
6/1/36	180,100	164,000		52,600	288,200		2.87
6/1/37	180,300	163,600		56,200	286,800		2.83
6/1/38	180,350	163,000		54,600	290,200		2.78
6/1/39	180,250	162,200		53,000	288,200		2.71
6/1/40		161,200		56,400	286,000		1.95
6/1/41				54,600	288,600		1.31
6/1/42				52,800	290,800		1.28
6/1/43				56,000	287,600		1.26
6/1/44				54,000	289,200		1.23
6/1/45				52,000	290,400		1.21
6/1/46					286,200		0.99
6/1/47					286,800		0.97
6/1/48					287,000		0.95
6/1/49					286,800		0.94
6/1/50					291,200		0.93
6/1/51							
6/1/52							
6/1/53							
6/1/54							
6/1/55							
6/1/56							
6/1/57							
6/1/58							
6/1/59							
6/1/60							
6/1/61							
6/1/62							
Totals:	4,877,507	2,227,400	0	986,800	4,324,000	0	

\$1,580,000

\$ 704,745

\$3,035,582

BUDGET TIMELINE FOR FY 25-26

Council Meeting going overall budget and CIP Plan	Dec 3 or 10 (special meeting?)
Budgets due to Sarah	Dec 13
Rough Budget to Finance Committee	Dec 30
Less rough budget to Finance Committee	January 17
Budget Workshop to Council	January 28
Set Property Tax Hearing for April 1	February 11
Send Property Tax Rate Levy to Auditor's Office	February 12
Send publication to newspaper for March 21	March 18
Auditors Mail Out Property Tax Rate	March 20
Publication in newspapers for Property Tax Rate	March 21
Hold Property Tax Hearing (open/close, only item on agenda)	April 1* special meeting
Set Public Hearing for full budget adoption for April 22	April 1 (separate meeting)
Send budget to newspaper for publication for April 11	April 7
Publication to begin in paper for budget adoption	April 10
Public Hearing & Adoption of full budget	April 22
Submit Budget to Auditor's office	April 23

COUNCIL MEETING

January 14, 2025

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Berry presided.

No citizens spoke during Open Forum.

On motion by Zmolek, second by Wetrich, the Council approved the following consent items: December 10, 2024 Council Minutes, Class E Retail Liquor License for Casey's #1617, GAX #7 for Centennial Upper Story Housing Grant 23-HSGU-003 and payment of monthly bills from City funds.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

RESOLUTION NO. 1-25

On motion by Ahrenholtz, second by Wetrich, the Council approved Resolution No. 1-25, a resolution confirming the appointment of City Engineer, City Building Inspector, City Clerk, City Attorney.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

RESOLUTION NO. 2-25

On motion by Zmolek, second by Sloan, the Council approved Resolution No. 2-25, a resolution designating the Jefferson Herald as the Official Newspaper for Legal Publications of the City of Jefferson.

AYE: Jackson, Ahrenholtz, Sloan, Zmolek, Wetrich

NAY: None

On motion by Wetrich, second by Jackson, the Council approved the following Mayor/Council appointments:

Mayor Pro Tem: Jackson

Airport: Sloan

Animal Shelter: Jackson

Bell Tower Foundation: Wetrich

Cemetery: Jackson

Chamber/Jefferson Main Street: Sloan

Downtown Buildings: Sloan & Zmolek

Finance: Mayor Berry, Ahrenholtz & Zmolek

Fire: Mayor Berry & Sloan

GCDC: Ahrenholtz

Golf Course: Wetrich

Grow Greene County Gaming Corporation: Wetrich

Highway 30: Sloan

Housing: Ahrenholtz & Jackson

LEC Entity: Mayor Berry & Zmolek

Library: Jackson

Park & Rec: Jackson & Wetrich

Police: Mayor Berry & Zmolek

P & Z: Mayor Berry

Street, Water, Sewer, Sanitation: Ahrenholtz & Sloan

Recycling: Wetrich

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Wage & Benefits: Ahrenholtz & Zmolek

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

On motion by Ahrenholtz, second by Wetrich, the Council approved the second reading of an ordinance amending the code of ordinances of the City of Jefferson, Iowa, 2017 by adding a new Chapter 31 – Animal Appeals Board and Amending Chapters 55 and 56.

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

RESOLUTION NO. 3-25

On motion by Sloan, second by Ahrenholtz, the Council approved Resolution No. 3-25, a resolution setting forth Tree Removal Assistance Administration.

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

RESOLUTION NO. 4-25

On motion by Wetrich, second by Jackson, the Council approved Resolution No. 4-25, a resolution approving and adopting Social Media & Mass Texting Policy.

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

On motion by Ahrenholtz, second by Jackson, the Council approved hiring Michael Carlson as Water Operator at an annual salary of \$45,572.80 (\$21.91/hr) with a start date of January 21, 2025.

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

On motion by Wetrich, second by Zmolek, the Council approved pay estimate #23 to Shank Constructors, Inc. in the amount of \$278,729.48 for Wastewater Treatment Plant Project.

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

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

ABC PEST CONTROL	PEST CONTR	683.83
ACCESS SYSTEMS LEASING	CPIER LSE	1,719.61
ACCO UNLIMITED CORP	WA CHEM	1,558.00
AFLAC	AFLAC INS W/H	17.68
AG SOURCE COOP SERV	SW/WA TSTG	2,691.40
ALEX AIR APPARATUS	JFD LED SCENELIGHT	1,783.22
ALLIANT ENERGY	UTILITIES	25,469.22
AMAZON CAPITAL SERVICES	BOOKS;SUPP	1,864.03
AMERICAN WATER WORKS	WA DUES	450.00
ANATOMY IT, LLC	COMPUTER SERV	5,196.01
ASCAP	HOT/MOT MUSIC LIC	445.00
ASCENDANCE TRUCKS MIDWEST	SN FILTER	131.82
AUDITOR OF STATE, ROB SAND	PA AUDIT FEE FY23-24	425.00
AUTOMATIC SYSTEMS CO.	WWTP LEVEL TRANSDUCER	1,190.78
AXON ENTERPRISE, INC.	PD TAZER CERT	2,880.00
BAKER & TAYLOR INC.	LB BOOKS	733.24
BARCO MUNICIPAL PRODUCTS	CEM SIGNS	103.20
BEAM INSURANCE	DENTAL INS	637.91
BILL MCDOWELL	H INS SINKING	1,700.00

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Jefferson Public Library

**Meeting of the Board of Trustees
Wednesday, February 5, 2025 5:30 pm
Jefferson Community Golf Course
501 W. Greenwood Road**

The Library Board of Trustees will meet for a presentation of the final report of the Readiness Study for future library expansion that has been conducted by advisers from Amperage Marketing & Fundraising.

Library Board meetings are open to the public.

**This final report will also be presented to the
Jefferson City Council at their regular meeting
Tuesday, February 11, 2025 5:30 pm
Jefferson City Hall – Council Chambers**

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