

AGENDA

CITY COUNCIL MEETING

Tuesday, February 25, 2025

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. Approve 2/11/25 regular Council Minutes.
- B. Hire Jordan Lawson as part-time Clubhouse Attendant at \$14.00 / hour.
- C. Hire Nick Labath as part-time Clubhouse Attendant and Groundskeeper at \$14.00 / hour.
- D. Hire Wade Adcock as part-time Clubhouse Attendant at \$14.00 / hour.
- E. Approve Class C Retail Alcohol License for Jefferson Municipal Golf Course.

IV. NEW BUSINESS:

- A. PUBLIC HEARING on proposal to enter into a General Obligation Corporate Purpose Loan Agreement”
- B. RESOLUTION taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and providing for the levy of taxes to pay General Obligation Corporate Purpose Bonds, Series 2025”
- C. ORDINANCE Amending the Code of Ordinances of the City of Jefferson, Iowa, 2017, by Regulating the Sale and Use of Fireworks.
- D. ORDINANCE Amending the Code of Ordinances of the City of Jefferson, Iowa, 2017. by Amending Provision Pertaining to Sewer User Charges.
- E. RESOLUTION Approving Greene County Development Corporation Application for Plat of Survey
- F. RESOLUTION Adoption New and Revised Fees for the Greene County Community Center.
- G. RESOLUTION Adoption New and Revised Fees for the City of Jefferson Community Golf Course.
- H. Consider purchase of Trailer and Locator for the Water Department.
- I. Consider Engineering Agreement for Westwood Sidewalk Project.
- J. Consider Proposal for Greenwood Community Center and Golf Course Development Study.
- K. GCDC Quarterly Report / Payment

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, February 25, 2025 5:30 p.m.

G.O. Debt: The Council will hold a public hearing on the proposed issuance of not more than \$2.0 million in G.O. debt to fund projects identified in the CIP. It is proposed that these bonds will be repaid over 15 years.

Following the public hearing, the Council will consider the enclosed resolution authorizing the levying of a Debt Service tax for FY 25-26 and stating the Council's intention to enter into a Loan Agreement in the future. The debt will likely be issued in May or June, 2026.

Fireworks: Enclosed is a proposed ordinance regarding the sale and use of fireworks. This ordinance allows the sale of fireworks from June 1 through July 8:00 and from December 10 until January 3rd, consistent with State law.

Under the City's current fireworks regulation, use of consumer fireworks is not permitted. This proposed ordinance will allow the use of consumer fireworks on July 3rd, July 4th, and December 31st at the times listed in the proposed ordinance.

No permit would be necessary to set off consumer fireworks. A permit would be necessary for large community displays such as those put on by the fairgrounds or the casino.

This proposed ordinance has been reviewed by both the Police and Fire committees with both committees recommending approval.

Sewer Charges: In preparation of the wastewater plant construction project, in 2022 the City had passed a sewer rate ordinance increasing rates over five years. Year 4 of 5 will begin on July 1 2025.

We asked our financial advisor to analyze the revenues generated from past increases and revenues to be generated by the proposed increases in Years 4 and 5. The increases in Years 4 and 5 under the current rates structure are 15% each year. The financial analysis indicates that a 10% increase will produce sufficient revenue for utility operations and to cover the bond payments.

Enclosed is an ordinance to increase sewer rates by 10% beginning July 1, 2025 and July 1, 2026. This proposed ordinance has been reviewed by both the Sewer Committee and the Finance Committee with both committees recommending approval.

GCDC Plat: Enclosed is resolution approving a plat of survey from GCDC creating one lot in the East Business Park.

Rec Center Fees: Enclosed is a resolution increasing the membership fees for the Greene County Community Center. Fees are proposed to increase 15% for family memberships and 10% for all other types of membership. Fees were last increased in 2011. The rates are shown in the enclosed resolution. The Park and Rec Board recommends approval of these new rates.

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Golf Course: Enclosed is a resolution increasing fees for the Golf Course for 2025 and 2026. Over the course of two years, membership fees are proposed to increase by \$100. A spreadsheet showing the current rates and the proposed rates for 2025 and 2026 is also enclosed.

This resolution also increases fees for cart passes, cart storage, and daily green fees. This also implements a trail fee for golfers utilizing their own golf cart.

The golf course committee recommends approval of these new rates period

Trailer and Locator Purchase: The Water Department recommends the purchase of a 16' gravity tilt trailer and a new underground locator. Information about these purchases is included herein.

The trailer is proposed to be purchased from Olsen's Outdoor Power in Carroll for \$11,265

The locator is proposed to be purchased from Vermeer for \$5,661.93.

The Water committee recommends purchasing the trailer and locator as proposed.

Westwood Sidewalk Engineering Agreement: Enclosed is an engineering proposal from Bolten & Menk for the Westwood / Lincoln Way sidewalk project. Also enclosed is the engineer's preliminary cost estimate.

Greenwood / Golf Course Development Study: The City / Greenwood Community Center, and GCDC propose to partner on a study to determine the feasibility of:

- The City owning or leasing the Greenwood Center;
- Repurposing the lower level of the Greenwood Center to become the golf course clubhouse;
- Determine needed changes to the golf course to accommodate the new clubhouse location;
- Costs to turn the existing clubhouse / parking lot lands into a housing development.
- Study the financial feasibility of these changes for the City, the golf course, and Greenwood.
- The main floor of the Greenwood Center is the community's Congregate Meal site. This will continue to be the site for congregate meals in the future.

Enclosed is a proposal from Bolten & Menk to conduct the study at a cost of \$46,700. The proposed cost share is: City \$5,000; Greenwood \$5,000; and GCDC Special Project Fund \$36,700. The Council is asked to approve the Bolten & Menk proposal and commit \$5,000 toward the study, pending approval from GCDC.

GCDC Report: Ken Paxton will present GCDC's quarterly report.

RESOLUTION NO. _____

Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and providing for the levy of taxes to pay General Obligation Corporate Purpose Bonds, Series 2025

WHEREAS, the City of Jefferson (the “City”), in Greene County, State of Iowa heretofore proposes to enter into a General Obligation Corporate Purpose Loan Agreement (the “Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$2,000,000 for the purpose of paying the costs, to that extent, of (a) constructing street, water system, sanitary sewer system, storm water drainage and sidewalk improvements; (b) acquiring and installing street lighting, signage and signalization improvements; (c) acquiring and equipping vehicles for the municipal police department; and (d) acquiring and equipping a vehicle for the municipal fire department, and has published notice of the proposed action and has held a hearing thereon on February 25, 2025; and

WHEREAS, the City intends to enter into the Loan Agreement in the future and to issue General Obligation Corporate Purpose Bonds, Series 2025 (the “Bonds”) in evidence of its obligations thereunder and anticipates that principal and interest will come due on the Bonds before July 1, 2026; and

WHEREAS, it is now necessary to make provision for the levy of a debt service property tax in the 2025-2026 fiscal year for the payment of such anticipated principal and interest;

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

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and orders that the Bonds be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” contemplated under Section 384.25 of the Code of Iowa.

Section 2. For the purpose of providing for the levy and collection of a direct annual tax sufficient to pay the principal of and interest on the Bonds as the same become due, there is hereby ordered levied on all the taxable property in the City the following direct annual tax:

For collection in the fiscal year beginning July 1, 2025,
sufficient to produce the net annual sum of \$79,400.

provided, however, that at the time the Bonds are issued, the actual tax levy amounts required to pay the principal of and interest on the Bonds in each year shall be determined based upon the interest rate or rates at which the Bonds are issued, and this resolution shall be supplemented by a resolution of the City Council to provide for such actual and necessary tax levy amounts.

Section 3. A certified copy of this resolution shall be filed with the Greene County Auditor and said Auditor is hereby instructed to enter for collection and assess the tax hereby authorized. When annually entering such taxes for collection, the County Auditor shall include the same as a part of the tax levy for Debt Service Fund purposes of the City and when collected,

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the same as a part of the tax levy for Debt Service Fund purposes of the City and when collected, the proceeds of the taxes shall be converted into the Debt Service Fund of the City and set aside therein as a special account to be used solely and only for the payment of the principal of and interest on the Bonds hereby authorized and for no other purpose whatsoever.

Section 4. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved February 25, 2025.

Mayor

Attest:

City Clerk

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ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY
OF JEFFERSON, IOWA, 2017, BY
REGULATING THE SALE AND USE OF FIREWORKS

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

SECTION 1. Section Amended. Section 41.12 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, is repealed and the following adopted in lieu thereof:

1. Definitions. The definitions enumerated in Iowa Code Section 727.2 and Sections 10A.518 and 10A.519 are incorporated herein by reference.
2. Sales – General Requirements.
 - A. Dates of Sale. Consumer fireworks sales shall only be conducted in accordance with dates and times designated by Iowa Code Section 727.2. It shall be unlawful to sell consumer fireworks without meeting the requirements specified in this Ordinance, or to sell fireworks outside of the dates specified.
 - a. Approved consumer fireworks sales meeting the requirements of this chapter shall be allowed from an approved permanent structure or building between June 1 and July 8 and from December 10 until January 3.
 - b. Approved consumer fireworks sales meeting the requirements of this chapter shall be allowed from an approved temporary structure between June 13 and July 8.
 - B. Safety Requirements. The following safety requirements shall be adopted for all locations where consumer fireworks are sold.
 - a. No person shall sell consumer fireworks to a person under the age of 18.
 - b. Consumer fireworks shall not be sold to persons showing visible signs of, or determined to be, intoxicated or under the influence of a drug or narcotic.
 - C. It is unlawful for any person to offer for sale, expose for sale, and sell at retail any consumer fireworks without first providing evidence of Iowa State Fire Marshal inspection and



licensing compliance and applying to the City for a permit and payment of a fee as established by the most current resolution passed by the City Council.

- D. Restricted Sale Locations. Consumer fireworks sales shall only be allowed in areas zoned CBC – Central Business Commercial and LI – Light Industrial.
3. Fireworks – Restrictions on Discharging.
- A. No person shall discharge a consumer fireworks device outside the following dates and hours:
 - a. July 3rd from the hours of 10:00 A.M. until 10:00 P.M. (Exception: discharge hours are extended to 11:00 P.M. if the 3rd is a Saturday or Sunday).
 - b. July 4th from the hours of 10:00 A.M. until 11:00 P.M.
 - c. From 10:00 A.M. on December 31st until 12:30 A.M. on January 1st.
 - B. No person under the age 18 shall possess or discharge a consumer firework within the municipal limits of Jefferson without parental supervision.
 - C. A person shall only discharge a consumer fireworks device on real property they own or on property where signed and written consent has been given.
 - D. The City may, upon application in writing, grant a permit for the display of display fireworks on public property by a City agency, fair associations, and such other organizations or groups of individuals approved by City authorities when such display fireworks display will be handled by a licensed operator. No permit shall be granted hereunder unless the operator or sponsoring organization has filed with the City evidence of insurance as required under Iowa Code Section 727.2 and under this Chapter.
 - E. Consumer fireworks shall not be possessed or discharged by persons showing visible signs of, or determined to be, intoxicated or under the influence of a drug or narcotics.
 - F. It shall be unlawful to alter, remove, or discharge components of a consumer fireworks device.
 - G. Sky lantern open flame devices are not permitted to be released within the city limits.
 - H. Any person discharging a consumer fireworks device assumes all responsibility for its operation and the consequences thereof. No person shall discharge a consumer fireworks device in a reckless manner or manner such as to cause death, injury, fire, or property damage.

- I. Consumer fireworks shall not be discharged during a burn ban as established by the Iowa State Fire Marshal pursuant to Iowa Code Section 100.40, or as recommended by the Jefferson Fire Chief pursuant to Section 37.07(10) of the Code of Ordinances of the City of Jefferson.
- J. Consumer fireworks shall not be discharged, lit, or otherwise activated within 1,000 feet of where commercial fireworks are sold.

4. Manufacture of Fireworks. It shall be unlawful for a person to manufacture fireworks within the city limits without a permit as may be required by local, state, or federal laws and regulations.

5. Violations. All violations of any provisions of this Chapter may be prosecuted by the City either as simple misdemeanors or municipal infraction with fines as provided herein. A landowner who knowingly allows persons to discharge fireworks on their property in violation of this Ordinance shall also be deemed to be in violation. A violation of this Ordinance is punishable by a fine of not less than \$500.00 for the first offense, \$750.00 for the second offense, and \$1,000.00 for the third and subsequent offenses. Violations of this Ordinance shall additionally be reported to the Iowa State Fire Marshal.

SECTION 2. Repealer. All ordinances or parts of ordinances 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 _____, 2025.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

Sewer System Pro-forma

Jefferson, Iowa

Revenue Increase Assumed: **NEED FROM CITY**

10.00% 10.00% 3.00% 3.00% 3.00%

Operating expense increase assumed:

3.00% 3.00% 3.00% 3.00% 3.00%

Column	(1)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
Fiscal Year	audit	audit	unaudited	Annualized						
	6/30/22	6/30/23	6/30/24	6/30/25	6/30/26	6/30/27	6/30/28	6/30/29	6/30/30	
Operating Revenues										
Charges for Services	1,044,742	1,096,781	1,278,961	1,633,457	1,796,803	1,976,483	2,035,778	2,096,851	2,159,757	
Intergovernmental	3,524			2,970	2,970	2,970	2,970	2,970	2,970	2,970
Interest Income	3,105		2,400	64,080	64,080	64,080	64,080	64,080	64,080	64,080
Miscellaneous	3,556		7,500	0	0	0	0	0	0	0
Totals	1,054,927	1,096,781	1,288,861	1,700,507	1,863,853	2,043,533	2,102,828	2,163,901	2,226,806	
Operating Expenses										
Human Capital	640,521	619,633	269,517	269,314	277,394	285,716	294,287	303,116	312,209	
Repair, Maintenance & Utilities			333,600	147,544	151,970	156,529	161,225	166,062	171,044	
Contractual Services				115,707	119,178	122,753	126,436	130,229	134,136	
Commodities				13,772	14,185	14,611	15,049	15,500	15,965	
Capital Outlay			25,000	33,005	33,995	35,015	36,066	37,147	38,262	
Administration				0	0	0	0	0	0	0
Interest on Bonds	18,560			341,495	334,250	323,505	308,525	292,513	275,538	
Totals	659,081	619,633	628,117	920,837	930,972	938,129	941,587	944,567	947,153	
Operating Surplus	395,846	477,148	660,744	779,670	932,881	1,105,404	1,161,240	1,219,334	1,279,653	
Non Operating Income (Expenses)										
Transfers from other funds										
intergovernmental		3,127								
interest on investments		21,559								
Transfer to bonds & interest			-535,260							
Transfers for Plant Replacement			-85,000	-112,000						
Principal on bonds	-275,000	-1,374,311	-236,000	-448,411	-614,000	-856,000	-915,000	-970,000	-986,000	
Call of Prior 2012 bond										
transfer to general fund	-37,000	-37,000	-37,000	-37,000						
bond proceeds incoming		1,498,750								
capital projects outgoing		-4,097,926								
Cash contribution to Project			-500,000							
Totals	-312,000	-3,985,801	-1,393,260	-597,411	-614,000	-856,000	-915,000	-970,000	-986,000	
Change in Fund Balance	83,846	-3,508,653	-732,516	182,259	318,881	249,404	246,240	249,334	293,653	
Beginning Balance	1,555,175	1,639,021	-1,869,632	1,955,153	2,137,413	2,456,294	2,705,698	2,951,938	3,201,273	
Ending Fund Balance	1,639,021	-1,869,632	1,955,153	2,137,413	2,456,294	2,705,698	2,951,938	3,201,273	3,494,926	
Restricted for debt service	-30,231	-30,231	-30,231	65,826	79,021	98,292	101,960	105,209	105,128	
Restricted for other										
Unrestricted Balance	1,608,790	-1,899,863	1,924,922	2,203,238	2,535,314	2,803,990	3,053,899	3,306,482	3,600,054	
New restricted Debt Service - SRF				-1,304,300	-1,304,300	-1,304,300	-1,304,300	-1,304,300	-1,304,300	
Net Unrestricted balance	1,608,790	-1,899,863	1,924,922	898,938	1,231,014	1,499,690	1,749,599	2,002,182	2,295,754	
Unrestricted balance as % of expenditures	244.10%	-306.61%	306.46%	97.62%	132.23%	159.86%	185.81%	211.97%	242.38%	
Reconciliation of Cash for Debt										
Change in Fund Balance	83,846	-3,508,653	-732,516	182,259	318,881	249,404	246,240	249,334	293,653	
Add back interest on bonds	18,560	0	0	341,495	334,250	323,505	308,525	292,513	275,538	
Add back principal on bonds	275,000	1,374,311	236,000	448,411	614,000	856,000	915,000	970,000	986,000	
add back engineering expense		830,261								
Add back transfers out	0	0	620,260	112,000	0	0	0	0	0	
Add back early call of bonds		565,000								
Add back cash contribution to project	0	0	500,000	0	0	0	0	0	0	
Total Cash available for Debt	377,406	-739,081	623,744	1,084,165	1,267,131	1,428,909	1,469,765	1,511,847	1,555,191	
Scheduled Debt Service										
GO Principal				0	0	0	0	0	0	
GO Interest				0	0	0	0	0	0	
Sewer Rev Principal	275,000			414,000	614,000	856,000	915,000	970,000	986,000	
Sewer Rev Interest	18,060			341,495	334,250	323,505	308,525	292,513	275,538	
Early retirement of Debt										
Other										
Total Debt	293,060	0	0	755,495	948,250	1,179,505	1,223,525	1,262,513	1,261,538	
Bond Coverage - Current year - Scheduled	1.29			1.44	1.34	1.21	1.20	1.20	1.23	

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

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

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

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

Fiscal Year	Flat Rate User Charge (per month)	User Charge Rate (per 100 cubic feet of water used per month)
2025-26	\$24.94	\$10.52
2026-27	\$27.43	\$11.57

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

SECTION 3. When effective. This ordinance shall be effective for water usage incurred after June 30, 2025, after this ordinance is published as required by law.

Finally passed by the Council and approved on _____, 2025

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

I hereby certify that the foregoing ordinance was published in The Jefferson Herald on _____, 2025.

Roxanne Gorsuch, City Clerk

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RESOLUTION NO. _____

A RESOLUTION APPROVING
GREENE COUNTY DEVELOPMENT CORPORATION
APPLICATION FOR PLAT OF SURVEY

WHEREAS, Greene County Development Corporation requested the City Council of Jefferson to approve a plat of survey prepared by Eugene R. Dreyer of Bolton & Menk, Inc., dated January 6, 2025, covering the following described property:

An Official Replat of Outlot 1 of the Fractional, W ½ of Section 5, Township 83 North, Range 30 West of the 5th P.M., City of Jefferson, Greene County, Iowa, which includes:

Lot “A” of GCDC Business Park No. 2, Phase I of the City of Jefferson, Greene County, Iowa

Lot 5 of Outlot 1 of the Frl W1/2 of Section 5, Township 83 North, Range 30 West of the 5th P.M., Greene County, Iowa

Lot “B” of Outlot 1 of the Frl W1/2 of Section 5, Township 83 North, Range 30 West of the 5th P.M., Greene County, Iowa

Outlot 1, Except Lot 5 and Except Lot “B”, of the Frl W1/2 of Section 5, Township 83 North, Range 30 West of the 5th P.M., Greene County, Iowa

WHEREAS, the applicant 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 Eugene R. Dreyer of Bolton & Menk, Inc., dated January 6, 2025, 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.

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Passed and approved on February 25, 2025.

Craig J. Berry, Mayor

Attest:

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 11/18/2024.

2. A copy of a plat of survey prepared by Gene Dryer, Bolton & Menk, Inc., an Iowa registered land surveyor, dated 01/06/2025, showing the land proposed to be divided is attached to this application.

3. The purpose of this proposed division is: Separation of parcel for sale by GCDC and parcels for dedication as road Right of Way.

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:

Greene County Development Corporation (515) 386-8255

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.

- 1 - BAM Properties of Iowa, LLC 1908 N Wilson St
- 2 - Carroll County Redemption, LLC 1900 N Wilson Ave
- 3 - Base 4, LLC 1900 N Wilson Ave
- 4 - HDLK, LLC 209 E Gallup Rd
- 5 - Landus Cooperative N Mulberry St

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 _____.)~~

(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 _____.)~~

7. (Check applicable paragraph:)

X 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.

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:

There is watermain access to the property, sanitary sewer will be extended by GCDC in spring of 2025. Storm will be onsite retention to overland flow. Aggregate driveway extended by GCDC in spring of 2025 also.

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

25' Public Utility Easement on Lot 5 along the street side of the property, shown on plat.

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: February 17, 2025

James D. Leiding

Bolton & Menk, Inc.

APPROVAL RECOMMENDED/NOT RECOMMENDED

City Engineer Date

APPROVAL RECOMMENDED/NOT RECOMMENDED

City Administrator Date

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INDEX LEGEND	
LOCATION	PARTS OF OUTLOT 1 OF THE FRL W1/2 OF SECTION 5, TOWNSHIP 83 NORTH, RANGE 30 WEST OF THE 5TH P.M., CITY OF JEFFERSON, GREENE COUNTY, IOWA
REQUESTOR:	GREENE COUNTY DEVELOPMENT CORP
PROPRIETOR:	GREENE COUNTY DEVELOPMENT CORP
SURVEYOR:	EUGENE R DREYER, P.L.S. #17535
SURVEYOR COMPANY:	BOLTON & MENK, INC.
RETURN TO:	EUGENE R DREYER, BOLTON & MENK, INC. 1519 BALTIMORE DRIVE, AMES, IA 50010 (515)-233-6100

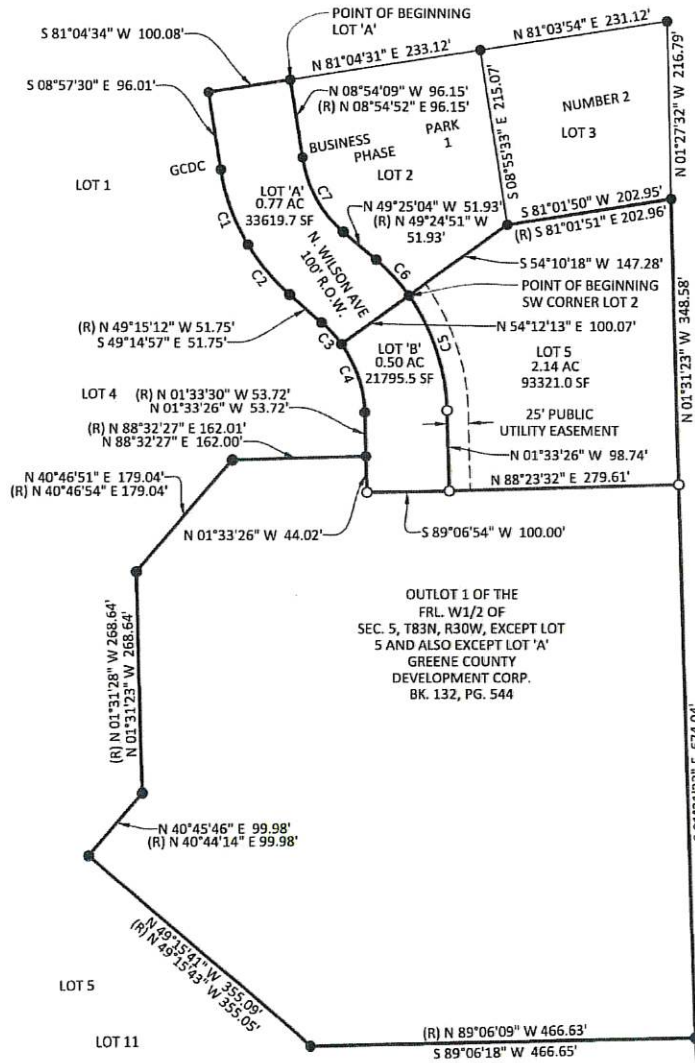
FOR RECORDER USE ONLY

PLAT OF SURVEY

AN OFFICIAL REPLAT OF OUTLOT 1 OF THE FRL W1/2 OF SEC. 5, T83N, R30W

JEFFERSON, IOWA

JANUARY 6, 2025



CURVE TABLE						
CURVE #	LENGTH	RADIUS	DELTA	CH LENGTH	CH BEARING	
C1	97.16	250.00	22°16'02"	96.55	S19° 56' 32"E	
C2	79.19	250.00	18°08'52"	78.85	S40° 13' 52"E	
C3	35.39	150.00	13°31'11"	35.31	S42° 42' 21"E	
C4	89.69	150.00	34°15'33"	88.36	N18° 35' 02"W	
C5	149.65	250.00	34°17'51"	147.43	N18° 34' 23"W	
C6	58.74	250.00	13°27'47"	58.61	N42° 32' 45"W	
C7	105.77	150.00	40°24'08"	103.59	N29° 03' 17"W	

LEGAL DESCRIPTION LOT 5:
THAT PART OF OUTLOT 1 IN THE FRACTIONAL WEST ONE-HALF OF SECTION 5, TOWNSHIP 83 NORTH, RANGE 30 WEST OF THE 5TH P.M., GREENE COUNTY, IOWA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 2 OF GCDC BUSINESS PARK NUMBER 2, PHASE 1; THENCE 149.65 FEET ALONG A 250 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY, WITH A LONG CHORD BEARS NORTH 18°34'23" WEST, 147.43 FEET WITH A DELTA OF 34°17'51"; THENCE SOUTH 01°33'26" EAST, 98.74 FEET; THENCE NORTH 89°06'54" WEST, 279.61 FEET TO THE EAST LINE OF SAID OUTLOT 1; THENCE NORTH 01°31'23" WEST, 248.58 FEET ALONG THE WEST LINE OF SAID OUTLOT 1 TO THE SOUTHWEST CORNER OF LOT 3, GCDC BUSINESS PARK NUMBER 2, PHASE 1; THENCE SOUTH 81°01'50" WEST, 202.95 FEET TO THE SOUTHWEST CORNER OF SAID LOT 3; THENCE SOUTH 54°10'18" WEST, 147.28 FEET ALONG THE SOUTH LINE OF SAID LOT 2 TO THE POINT OF BEGINNING

Tract contains 2.14 acres and is subject to all easements of record.

LEGAL DESCRIPTION LOT 'A':
THAT PART OF OUTLOT 1 IN THE FRACTIONAL WEST ONE-HALF OF SECTION 5, TOWNSHIP 83 NORTH, RANGE 30 WEST OF THE 5TH P.M., GREENE COUNTY, IOWA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 2, GCDC BUSINESS PARK NUMBER 2, PHASE 1, AS RECORDED IN THE GREENE COUNTY RECORDER'S OFFICE AS INSTRUMENT #2023-2057; THENCE SOUTH 81°04'34" WEST, 100.08 FEET; THENCE SOUTH 08°57'50" EAST, 96.61 FEET TO THE BEGINNING OF A 250 FOOT RADIUS CURVE, CONCAVE NORTHEASTERLY, THE LONG CHORD BEARS SOUTH 19°56'32" EAST, 95.55 FEET, WITH A DELTA OF 22°16'02"; THENCE 97.16 FEET SOUTHEASTERLY ALONG SAID CURVE TO THE BEGINNING OF A 250 FOOT RADIUS CURVE, CONCAVE NORTHEASTERLY, THE LONG CHORD BEARS SOUTH 40°13'52" EAST, 78.85 FEET, WITH A DELTA OF 18°08'52"; THENCE 79.19 FEET ALONG SAID CURVE, THENCE SOUTH 49°14'57" EAST, 51.75 FEET TO THE BEGINNING OF A 150 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY, WITH A LONG CHORD OF SOUTH 42°42'21" EAST, 35.31 FEET, WITH A DELTA OF 13°31'11"; THENCE SOUTHEASTERLY 35.39 FEET ALONG SAID CURVE TO THE NORTHWEST CORNER OF LOT 'B'; THENCE NORTH 54°12'13" EAST, 100.07 FEET TO THE SOUTHWEST CORNER OF SAID LOT 2 AND ALSO THE NORTHEAST CORNER OF SAID LOT 'B', AND TO THE BEGINNING OF A 250 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY, LONG CHORD BEARS NORTH 42°32'45" WEST, 58.61 FEET; WITH A DELTA OF 13°27'47"; THENCE 58.74 FEET NORTHWESTERLY ALONG SAID CURVE; THENCE NORTH 49°25'04" WEST, 51.53 FEET TO THE BEGINNING OF A 150 FOOT RADIUS CURVE, CONCAVE NORTHEASTERLY, LONG CHORD BEARS NORTH 29°03'17" WEST, 103.59 FEET, WITH A DELTA OF 40°24'08"; THENCE 105.77 FEET NORTHWESTERLY ALONG SAID CURVE; THENCE NORTH 08°54'09" WEST, 96.15 FEET TO THE POINT OF BEGINNING.

Tract contains 0.77 acres and is subject to all easements of record.

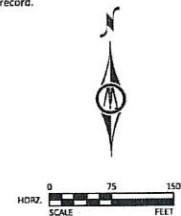
LEGAL DESCRIPTION LOT 'B':
THAT PART OF OUTLOT 1 IN THE FRACTIONAL WEST ONE-HALF OF SECTION 5, TOWNSHIP 83 NORTH, RANGE 30 WEST OF THE 5TH P.M., GREENE COUNTY, IOWA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:


BEGINNING AT THE SOUTHWEST CORNER OF LOT 2 OF GCDC BUSINESS PARK NUMBER 2, PHASE 1; THENCE 149.65 FEET ALONG A 250 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY, WITH A LONG CHORD BEARS NORTH 18°34'23" WEST, 147.43 FEET WITH A DELTA OF 34°17'51"; THENCE SOUTH 01°33'26" EAST, 98.74 FEET; THENCE SOUTH 89°06'54" WEST, 100.00 FEET; THENCE NORTH 01°33'26" WEST, 97.74 FEET; THENCE 89.69 FEET ALONG A 150 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY, LONG CHORD BEARS N18°35'02" WEST, 88.36 FEET, WITH A DELTA OF 34°15'33"; THENCE NORTH 54°12'13" EAST, 100.07 FEET TO THE POINT OF BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 2

Tract contains 0.50 acres and is subject to all easements of record.

- LEGEND:**
- FOUND 1/2" REBAR WITH YELLOW PLASTIC CAP #17535
 - SET 1/2" X 24" REBAR W/ YELLOW PLASTIC CAP #17535
 - (R) RECORDED DIMENSION

- NOTES:**
1. BEARINGS SHOWN ARE IOWA REGIONAL COORDINATE SYSTEM ZONE 7.
 2. OUTLOT 1 WAS CREATED WITH PLAT OF SURVEY RECORDED INSTRUMENT #2023-2057.
 3. LOT 'A' & 'B' TO BE DEDICATED TO THE CITY OF JEFFERSON FOR RIGHT-OF-WAY PURPOSES.






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

Eugene R. Dreyer, PLS
LICENSE NUMBER 17535 DATE: 03/06/2025
MY LICENSE RENEWAL DATE IS 12/31/2026
PAGS OR SHEETS COVERED BY THIS SEAL:
THIS SHEET

PLAT OF SURVEY

AN OFFICIAL REPLAT OF OUTLOT 1 OF THE FRL W1/2 OF SEC. 5, T83N, R30W



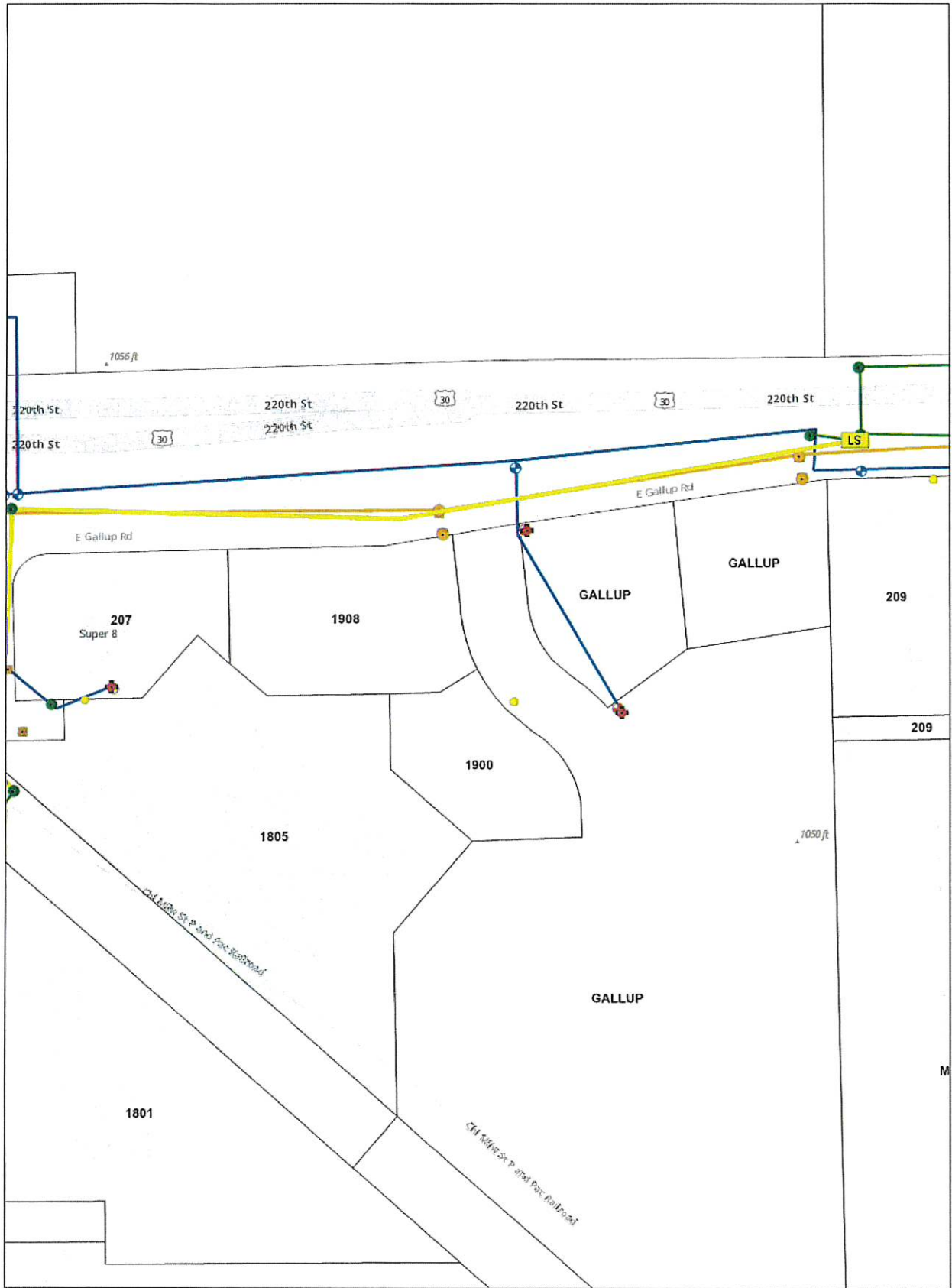
BOLTON & MENK

1519 BALTIMORE DRIVE
AMES, IA 50010
(515) 233-6100

SHEET
1
OF
1

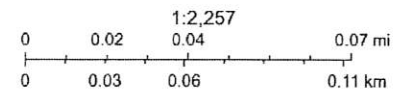
15

Location Map



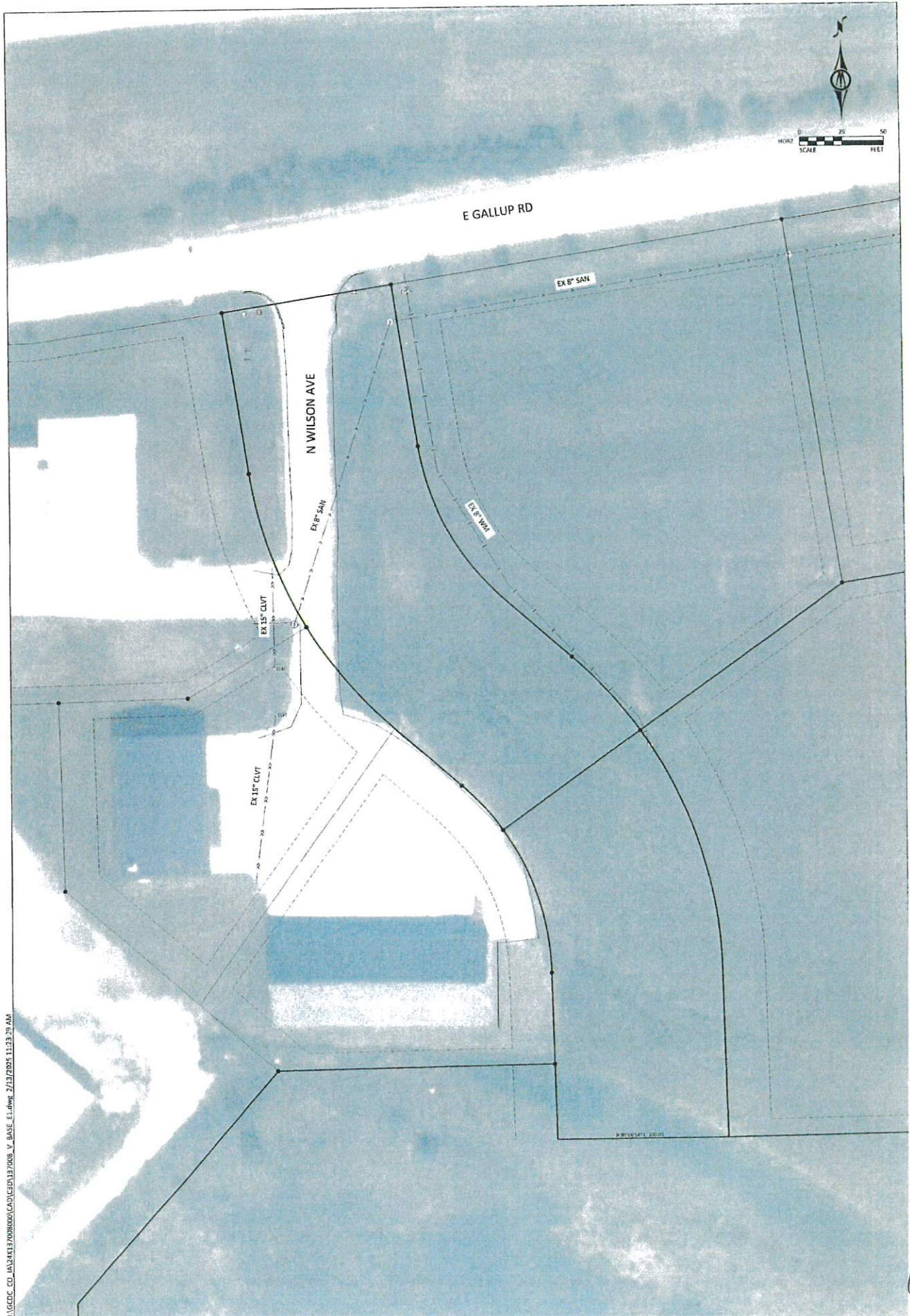
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- | | | |
|---------------------------------|----------------|--------------------|
| LS Sanitary Lift Station | Storm Intake | Hydrant |
| Sanitary Manhole | Storm Pipe | Water System Pipes |
| Sanitary Pipe | Water Hydrant | Watermain |
| Force Main | Water Curbstop | City Limits |
| Main | Water Valve | Parcels |
| Storm Manhole | Gate | |



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Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson,

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RESOLUTION NO. _____
A RESOLUTION ADOPTING NEW AND REVISED FEES FOR
THE GREENE COUNTY COMMUNITY CENTER

BE IT RESOLVED by the City Council for the City of Jefferson, Iowa, that the following membership fees shall be set for the Greene County Community Center to assist with its carrying costs, improvements, staffing and activities.

NOW, THEREFORE, it is resolved by the City Council of the City of Jefferson, Iowa, that the following Fee Schedule is hereby adopted or adjusted effective July 1st, 2025, and will be posted in City Hall and at the Greene County Community Center:

**GREENE COUNTY COMMUNITY CENTER
MEMBERSHIP FEE SCHEDULE
2025**

YEARLY

Description	Fee
Family	\$368.00
Adult Couple	\$306.90
Adult Single	\$264.00
Senior Couple	\$267.30
Senior Single	\$210.10
Youth (8-18)	\$139.70
Youth Adult Single (19-22)	\$217.80
Walking Pass (3-Month)	\$55.00

AUTO- DEBIT - MONTHLY

Description	Fee
Family	\$31.60
Adult Couple	\$26.50
Adult Single	\$23.00
Senior Couple	\$23.20
Senior Single	\$18.40
Youth (8-18)	\$12.60
Youth Adult Single (19-22)	\$18.90

MONTHLY

Description	Fees
Family	\$46.00
Adult Couple	\$38.50
Adult Single	\$33.00
Senior Couple	\$34.10
Senior Single	\$25.30
Youth (8-18)	\$17.60
Youth Adult Single (19-22)	\$27.50

Section 2. The Mayor, City Clerk, and City Administrator are authorized 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 _____, 2025.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

Jefferson Community Golf Course
Proposed Price Increase 2025&2026

2024 Pricing

Memberships
Young Single - \$300
Senior Single - \$325
Regular Single - \$350
Young Couple/Family -
\$400
Senior Couple - \$500
Regular Couple/Family -
\$550
Junior Membership - \$150
FT College Student - \$200

Cart Pass
1 Seat Cart Pass (single) -
\$300
2 Seat Cart Pass (couple)
- \$350
2 Cart Pass (family)
- \$400

Cart Storage
Gas Cart Storage - \$180
Electric Cart Storage -
\$230

No Trail Fees 2024

Daily Green Fees
9 Holes Adult \$16
9 Holes Jr/SR - \$10
18 Holes Adult - \$22
18 Holes Jr/Sr - \$14

**Daily Cart Fees (per
golfer)**
9 Holes - \$12
18 Holes - \$16

Proposed 2025 Pricing

Memberships
Young Single - \$350
Senior Single - \$375
Regular Single - \$400
Young Couple/Family -
\$450
Senior Couple - \$550
Regular Couple/Family -
\$600
Junior Membership - \$175
FT College Student - \$250

Cart Pass(new carts)
1 Seat Cart Pass (single) -
\$400
2 Seat Cart Pass (couple)-
\$450
2 Cart Pass (family)
- \$500

**Cart Storage (includes
trail fee)**
Gas Cart Storage - \$190
Electric Cart Storage -
\$265

Trail Fee

Daily Trail Fee - \$5
Annual Trail Fee - \$50

Daily Green Fees
9 Holes Adult - \$18
9 Holes Jr/Sr - \$14
18 Holes Adult - \$23
18 Holes Jr/Sr - \$19

**Daily Cart Fees (per
golfer)**
9 Holes - \$15
18 Holes - \$20

Proposed 2026 Pricing

Memberships
Young Single - \$400
Senior Single - \$425
Regular Single - \$450
Young Couple/Family -
\$500
Senior Couple - \$600
Regular Couple/Family -
\$650
Junior Membership - \$175
FT College Student - \$250

Cart Pass
1 Seat Cart Pass (single) -
\$450
2 Seat Cart Pass (couple)-
\$500
2 Cart Pass (family)
- \$550

**Cart Storage (includes
trail fee)**
Gas Cart Storage - \$200
Electric Cart Storage -
\$275

Trail Fee

Daily Trail Fee - \$8
Annual Trail Fee - \$75

Daily Green Fees
9 Holes Adult - \$20
9 Holes Jr/Sr - \$16
18 Holes Adult - \$25
18 Holes Jr/Sr - \$21

**Daily Cart Fees (per
golfer)**
9 Holes - \$16
18 Holes - \$22

RESOLUTION NO. _____
A RESOLUTION ADOPTING NEW AND REVISED FEES FOR
THE CITY OF JEFFERSON
COMMUNITY GOLF COURSE

BE IT RESOLVED by the City Council for the City of Jefferson, Iowa, that fees to utilize the Jefferson Community Golf Course, including its improvements and structures, shall be adopted or adjusted to assist with covering the carrying cost for the Jefferson Community Golf Course.

BE IT RESOLVED that in order to better plan and budget, the City Council has decided to set the fee schedule for the 2025 course year as well as the 2026 course year.

NOW, THEREFORE, it is resolved by the City Council of the City of Jefferson, Iowa, that the following Fee Schedule is hereby adopted or adjusted effective _____ 2025, and will be posted at City Hall and at the clubhouse at the Jefferson Community Golf Course:

**CITY OF JEFFERSON
FEE SCHEDULE
2025**

MEMBERSHIPS

Description	Fee
Young Single	\$350
Senior Single	\$375
Regular Single	\$400
Young Couple/Family	\$450
Senior Couple	\$550
Regular Couple/Family	\$600
Junior Membership	\$175
FT College Student	\$250

**CART PASS (NEW
CARTS)**

Description	Fee
1 Seat Cart Pass (single)	\$400
2 Seat Cart Pass (couple)	\$450
2 Cart Pass (family)	\$500

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CART STORAGE (INCLUDES TRAIL FEE)

Description	Fees
Gas Cart Storage	\$190
Electric Cart Storage	\$265

TRAIL FEE

Description	Fee
Daily Trail Fee	\$5
Annual Trail Fee	\$50

DAILY GREEN FEES

Description	Fees
9 Holes Adult	\$18
9 Holes Jr/Sr	\$14
18 Holes Adult	\$23
18 Holes Jr/Sr	\$19

DAILY CART FEES (PER GOLFER)

Description	Fee
9 Holes	\$15
18 Holes	\$20

**CITY OF JEFFERSON
FEE SCHEDULE
2026**

MEMBERSHIPS

Description	Fee
Young Single	\$400
Senior Single	\$425

Regular Single	\$450
Young Couple/Family	\$500
Senior Couple	\$600
Regular Couple/Family	\$650
Junior Membership	\$175
FT College Student	\$250

CART PASS (NEW CARTS)

Description	Fee
1 Seat Cart Pass (single)	\$450
2 Seat Cart Pass (couple)	\$500
2 Cart Pass (family)	\$550

CART STORAGE (INCLUDES TRAIL FEE)

Description	Fees
Gas Cart Storage	\$200
Electric Cart Storage	\$275

TRAIL FEE

Description	Fee
Daily Trail Fee	\$8
Annual Trail Fee	\$75

DAILY GREEN FEES

Description	Fees
9 Holes Adult	\$20
9 Holes Jr/Sr	\$16
18 Holes Adult	\$25
18 Holes Jr/Sr	\$21

23

DAILY CART FEES (PER GOLFER)

Description	Fee
9 Holes	\$16
18 Holes	\$22

Section 2. The Mayor, City Clerk, and City Administrator are authorized 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 19, 2025.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

Customer Quote



Quote : DQT292777
 Entry Date : 01/08/2025
 Sales Rep : TYLER NELSON
 Email : TYLER@OLSENSOUTDOORPOWER.COM

Quote By
 Olsens Outdoor Power
 19072 Kittyhawk Ave
 Carroll IA, USA 51401
 F:
 P: (712) 775-4000

Quote to
 CITY OF JEFFERSON
 JEFFWATERPLANT@HOTMAIL.COM
 P: 515-402-1722

Item	Model	Qty	Price
82x16+6 Gravity Tilt Equipment Trailer, 16K	H16+6GTL-160	1	\$11,265.00

Standard Features

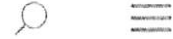
Frame : 8" Steel Channel	Crossmembers : 3" Steel Channel, 16" On-Center
Tongue : 6" Steel Channel, Fully Wrapped	Coupler : 2 5/16" Adjustable Channel Mount, Demco EZ Latch
Safety Chains : DOT Compliant	Tongue Jack : 12K Drop Leg, Set-Back
Bulkhead : HD Tube	Dovetail : Reverse Taper Cut
Fenders : Double Break Tread Plate	Axle : (2) 8000 lb. Drop Slipper Spring Brake
Hubs : Oil Bath	Breakaway : Battery, Switch, and Lanyard
Tires : 215/75R17.5J 18-PR	Wheels : 17.5", 8-Hole Steel
Exterior Finish : Industrial Grade Polymer Finish	Decking : 2" Pressure Treated Pine
Decking : 6' Stationary	Decking : Board Retainers
Tie Downs : Banjo Tie-Downs	Tie Downs : Stake Pockets
Exterior Storage : Spare Tire Carrier	Connector Plug : Round 7-pin Blade
Wiring : Sealed Wiring Harness	Exterior Lights : Full LED, DOT Compliant
Hydraulic Components : Heavy Duty Hinge Latches	Hydraulic Components : Hydraulic Cushion Load Cylinder with Stop Valve
Warranty : Limited 3-Year Warranty	

Selected Options

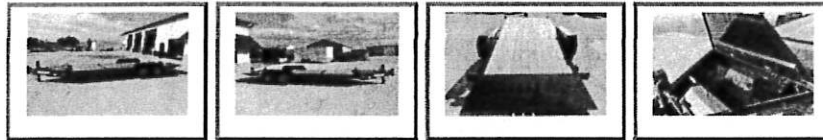
COLOR, BLACK	HUPG10269	1	\$0.00
Sub Total			\$11265.00
Tax (0%)			\$0.00
Freight			\$0.00

Total		\$11,265.00
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NEW 2025 H&H TRAILERS 82"X16'+6' 17.6K TOPLINE I-BEAM GRAVITY TILT EQUIPMENT TRAILER



Price: **\$11,750**

ON ORDER

Stock #: HH608227

Location: De Soto, IA

Status: On Order



Vermeer[®]
Iowa & N. Missouri

22025 221st Street
Glenwood, IA 51534
Ph. 712-302-9100 F. 712-527-3513
www.vermeeriowa.com

Quotation

Customer Name: Jefferson Water Dept Address: 1000 N. Cedar St Jefferson, IA 50129	Date: 2/7/2025 Purchase Order #:
Ship to: Jefferson, IA 50129	Contact: Marty Murphy Phone: 515-370-3108 Email: jeffwaterplant@hotmail.com
	Sales Rep.: Dustin Warnick Date needed: Jun-24

Description: Verifier G3+ Utility Package w/Coil Clamp -Soft Ca	TOTAL
*** Active frequencies 38 kHz ±2%, 9.5 kHz ±2%, 80 kHz ±2%, 850 Hz ±2%, 512 Hz ±2%, Current direction (CD): 512 Hz and 9.5 kHz *** Passive radio 9 kHz to 33 kHz (80 bands) *** Passive power 50 Hz - 60 Hz, 100 Hz - 120 Hz *** Depth display High-precision depth measurement	\$5,661.93

Model:	Hours:	Sub Total:	\$5,661.93
Serial Number:		Freight:	\$ -
Trade in Detail:		Prep:	\$ -
		Less Trade-in:	\$ -
		Sales Tax:	
Trade Amount Allowed		Total Net:	\$ 5,661.93

Vermeer Iowa & N. Missouri	EQUIPPED TO DO MORE.	Customer:
By: <u>Dustin Warnick</u>		By: _____

Quotation valid for 30 days. To order, please sign, date and return to Vermeer Iowa or your Sales Representative.

OTHER LOCATORS QUOTED:

RD8200 Locator Kit	Subsurface Solutions	\$ 9,168
RD7200 Locator Kit	Subsurface Solutions	\$ 6,905
RD7200 Locator Kit	Vermeer	\$ 5,337

VERIFIER® G3+ UTILITY LOCATOR



VERIFIER G3+ MAP MOBILE APP. Pair your smartphone with the locator to plot location information such as depth, current index, GPS data, operator name, device name and utility type.



COIL CLAMP. Exclusive one-size-fits-all coil clamp does not need to encircle utility to induce signal. Clamp is 100% waterproof.



DURABILITY. 3-year service coverage including water damage.



AMBIENT NOISE DETECTION (A.N.D.). Helps improve accuracy of locates by determining the frequency with the least amount of interference on your jobsite.



REMOTE CONTROL VIA WIRELESS. Adjust the frequency and power output on your transmitter from up to 500-ft (200-m) away.



CURRENT DIRECTION. Identify target line in congested areas by determining the direction of current flow against "adjacent signals" caused by returning current.

VERIFIER® G3+ UTILITY LOCATOR

VERMEER VERIFIER G3+ LOCATOR. Weatherproof receiver and transmitter backed by a "no water damage" 3-year coverage.

RECEIVER (RX)

Active frequencies: 38 kHz \pm 2%, 9.5 kHz \pm 2%, 80 kHz \pm 2%, 850 Hz \pm 2%, 512 Hz \pm 2%, Current direction (CD): 512 Hz and 9.5 kHz

Passive radio: 9 kHz to 33 kHz (80 bands)

Passive power: 50 Hz - 60 Hz, 100 Hz - 120 Hz

Battery type: Six alkaline LR6 AA

Battery life: 18 hours, 68°F (20°C)

Battery status: Continuous indication

Power save function: Automatic power off after 5 minutes of inactivity

Visual indication: LCD: bar graph, digital number and character

Depth display: High precision depth measurement

Range: Line: 0 to 5 m / 16 ft (0-5 m / 0-16 ft mode), 0 to 10 m / 30 ft (0-10 m / 0-30 ft mode), Probe: 0 to 10 m / 30 ft, Real time depth measurement 0 to 9.9 m / 0 to 33 ft

Depth readout unit: Feet, meter and inch

Depth accuracy*: 6.5 ft (2 m): \pm 2.5%, 10 ft (3 m): \pm 5%, 16.5 ft (5 m): \pm 10%

Current value: Current value showing on the conductor is displayed for line identity in milliamps (mA)

Audio output: Internal speaker with an adjustable volume function, and optional earphone

Data Transfer: Via wireless 5.0 on Verifier G3+ Locator Map App (available for IOS and Android)

Data logging: Memorize 400 points of depth, current measurement, date and time

Interface: 6-pin output connector

Operating temperature: -4°F to 122°F (-20°C to 50°C)

Dimensions: 26 in x 5.1 in x 10.6 in (66 cm x 13 cm x 27 cm)

Weight: 4.7 lb (2.1 kg) including six batteries

TRANSMITTER (TX)

Output frequencies: 38 kHz \pm .02% (Standard frequency), 9.5 kHz \pm .02%, 80 kHz \pm .02%, 512 Hz \pm .02% (Direct connection mode only), Dual: 9.5 kHz and 38 kHz \pm .02% (Direct connection mode only) Current direction (CD): 512 Hz and 9.5 kHz

Output power: 5 watts maximum, 80 kHz: 1 watt maximum

Operating modes: Direct connection mode, inductive mode and external coil clamp mode

Remote controlled transmitter: Via wireless 5.0 on Verifier G3+ Locator Map App (available for IOS and Android)

Battery type: Eight alkaline LR20 D

Battery life: Direct mode: 50 hours — output 4 mA, 68°F (20°C), Inductive mode: 20 hours — output 50%, 68°F (20°C), Full power (5 W): 10 hours, 68°F (20°C)

Battery status: Low battery indication and press key readout

Visual indication: LCD: bar graph and digital number

Audio indication: Internal speaker: alarm and beeping sounds

Measuring function: Output current: 0 mA - 300 mA, line voltage: 0 V to 250 V

Output protection: AC 250 V, 512 Hz, output is cut off automatically

Operating temperature: 4°F - 122°F (-20°C - 50°C)

Dimensions: When using: 10.3 in x 12.4 in x 4.3 in (26.2 cm x 31.5 cm x 11 cm), When in storage: 8.9 in x 12.4 in x 4.3 in (23 cm x 31.5 cm x 11 cm)

Weight: 7.9 lb (3.6 kg) including eight batteries

*Locators are tested in test field conditions with no adjacent signals. Always excavate the line with non-destructive means before digging.

*Optional cable is necessary to read the logging data.

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Vermeer



EQUIPPED TO DO MORE.



Real People. Real Solutions.

116 North Wilson Avenue
PO Box 68
Jefferson, IA 50129

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

February 21, 2025

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

RE: Proposal for Westwood Area Sidewalk Improvement

Dear Scott:

The City of Jefferson has initiated the Westwood Area Sidewalk Improvement project to provide for safer pedestrian traffic movements in the Westwood and W. Lincoln Way area. This project will require strong collaboration between stakeholders and buy in from adjacent landowners to construct the proposed sidewalk. The project will allow residents in the area to walk or exercise without being in the traveled lanes of the roadway. 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 Westwood Area Sidewalk Improvement.

In continued service to the City of Jefferson, we are excited at the opportunity to complete the Westwood Area Sidewalk Improvement. 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.
Municipal Assistant Group Leader

SCOPE OF SERVICES

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

Task 1: Client coordination and project management

Subtask 1.1: 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 improvements
- Review any special conditions regarding project staging during construction
- Conduct a field review of project area by project team members with City staff
- Adjust project schedule if required

Deliverables:

- Minutes of the kick-off meeting

Subtask 1.2: 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 Sub-consultants, review of progress, and senior review of deliverables. For estimating purposes, it is assumed that the project design duration will be three (3) months.

Task 2: Preliminary Design

Objective: Complete a preliminary layout of desired improvements based on a conceptual plan from a previous study provided by others, identify issues or risks to the project's success requiring greater exploration during final design, and communicate these elements to the project stakeholders.

Description: Preliminary design will be performed in coordination with City staff to determine if the project is feasible and cost effective. The preliminary design will identify critical elements for each segment of the project and provide City staff opportunity to direct the final design.

Deliverables: City staff will be provided with one preliminary design layout, at which time staff may comment on the preliminary layout. Final layout will be used as the basis for the final design.

Task 3: Topographic Survey

Objective: Perform field control survey and create a base map identifying existing above and below ground infrastructure features in electronic format. This base map will be used as the basis and background for final design.

Description: Pertinent field information on city infrastructure, adjacent buildings, right-of-way, contours, and private small utilities will be gathered. Underground utility information will be located and described per available as-builts, field markings, and private utility map information facilitated through Iowa State One Call. Right-of-way and property lines will be illustrated based on found field monumentation and plat information received from the city.

Deliverables: Not applicable.

Task 4: Final Design

Subtask 4.1 Existing Plans

Objective: Prepare a base plan with consideration given to existing record or as-built plans. The base plan will lay out the existing roadway profiles and rights-of-way for use during final design.

Description: Bolton & Menk will review record and as-built plans provided by city staff and incorporate the findings in the base plan.

Deliverables: Electronic base plan in AutoCAD Civil3D 2024 file format and printed drawings for use in discussion at project coordination meetings with city staff.

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Subtask 4.2 Final Design Plans and Specifications

Objective: Complete final design. Develop plans and specifications consistent with city and state standards.

Description: Final plans and specifications will be prepared in coordination with city staff. Major design components will include the following:

- Sidewalk profiles
- Intersection layouts with curb and gutter elevations where required
- Cross-sections at 50-foot intervals, driveways, and critical design locations
- Existing location and elevations of all existing utilities
- Storm sewer sizing and design for necessary replacements
- Communications with all small utilities to discuss replacement and/or relocation (including electric, gas, telephone, cable TV, etc.)
- Location and elevations of the existing sanitary sewer system, including potential system upgrades due to the sidewalk placement
- Existing watermain locations, elevations, and sizing, including potential relocations due to the sidewalk placement
- Location of signing and striping
- Design of ADA-compliant sidewalks, trails, pedestrian ramps, and other amenities
- Preparation of the Stormwater Pollution Prevention Plan (SWPPP), including plan sheets and specifications
- Preparation of traffic control and construction phasing plan with an emphasis on business and resident access during construction
- Identification of any acquisitions and construction easements
 - acquisition plats can be provided to the City in their approved format at an additional fee
- Preparation of statement of estimated quantities including street, utilities, and miscellaneous construction items, all consistent with the city's standard specifications and, specifically, the city's method of measurement and payment

Deliverables: Final plans

Subtask 4.3: Meetings and Public Involvement

Objective: Contribute to the public involvement plan and coordinate with affected property owners and stakeholders.

Description: Bolton & Menk will work with city staff on the public involvement plan and attend informational meetings to identify key project issues and concerns from adjacent property owners and stakeholders. Properties with significant impacts or critical design elements will be met using the "Kitchen Table" meeting format where we meet with the property owner at their house to discuss the proposed changes/impacts to their property. This information will be incorporated into the design. We plan to provide resources for the following meetings:

- Two city council meetings
- Two neighborhood meetings
- Eight Individual Kitchen Table meetings

Deliverables: Copies of meeting notes and any necessary project analysis

Subtask 4.4 Contract Documents

Objective: Prepare contract documents based on city and state standards.

Description: Bolton & Menk will work with city staff to prepare the overall contract documents for bidding and construction purposes based off approved final design plans and specifications. Bidding documents will include the following:

- Civil plans
- Standard specifications
- Standard details
- Special provisions for street and utility construction
- Bidding schedule

Deliverables: Hard copy and electronic copy of final plans and specifications.

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Subtask 4.5 Review and Approval

Objective: Submit final plans and specifications to city for review and approval.

Description: Bolton & Menk will work with city staff to submit multiple copies of the plans and specifications for final city staff approval.

Deliverables: Preliminary and final plans at 50 percent and 95 percent complete stages; statement of estimated quantities and meeting notes from all design review with city staff.

Subtask 4.6 Opinion of Probable Construction Costs

Objective: Prepare opinion of probable construction cost.

Description: Using past bid information, current contractor pricing, overall knowledge of the city, local contractors, and site conditions, we will prepare an opinion of probable construction cost.

Deliverables: Electronic and hard copy of opinion of probable construction cost.

Task 5: Bidding Administration

Subtask 5.1 Prepare Notice to Bidders

Objective: Notice to Bidders.

Description: Staff will prepare and submit publications in accordance with the State of Iowa bidding laws.

Deliverables: Not applicable.

Subtask 5.2 Answer Bidder's Questions

Objective: Answer all bidders' questions.

Description: We will answer all written and verbal questions from potential bidders.

Deliverables: Written responses to bidder questions.

Subtask 5.3 Issue Addenda

Objective: Prepare addenda as needed

Description: We will prepare addenda for distribution.

Deliverables: Addenda in electronic and hard copy versions.

Subtask 5.4 Bid Opening and Tabulation

Objective: Attend bid opening, open bids and tabulate bids.

Description: The Engineer along with city staff will open and tabulate bids.

Deliverables: Not applicable.

Subtask 5.5 Prepare Letter of Award Recommendation

Objective: Award contract to contractor.

Description: We will prepare the Letter of Award recommendation to city council or staff. Coordinate contract documents with winning bidder and City.

Deliverables: Letter of Award, Contracts.

Task 6: Construction Services

Subtask 6.1 Construction Administration

Objective: Perform construction administration.

Description: The project manager will perform the following construction administration responsibilities:

- Attend preconstruction meeting
- Perform on-site review pertaining to work and progress as needed
- Provide supervision and support to Resident Project Representative (RPR)
- Attend weekly progress meetings as needed
- Prepare change orders and written directives
- Review shop drawings, material lists, and suppliers
- Review and approve pay requests

Deliverables: Copies of meeting notes, change orders, directives, shop drawings, materials lists, supplier's lists, and pay requests.

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Subtask 6.2 Field Staking

Objective: Complete necessary field staking.

Description: Survey crews will complete field staking on the following features:

- Construction limits
- Grading
- Sidewalk alignments
- Curb and gutter
- Pedestrian Ramps
- Miscellaneous infrastructure features

Deliverables: Field stakes and documentation of all survey points installed.

Subtask 6.3 Construction Observation Support

Objective: Provide a qualified individual to serve as construction resident project representative (RPR) to perform construction administration and observation of the contractor's work.

Description: The RPR will be on-site part time during the various stages of construction to observe and review the quality of work. Our proposed RPR staff is IDOT certified and has training and experience performing construction observation on similar projects. The RPR will perform the following tasks:

- Provide day-to-day construction observation and coordination between contractor, city, and affected businesses and property owners
- Maintain daily construction logs
- Prepare monthly pay requests

Deliverables: Inspection notes, photos, and other field records.

Subtask 6.4 Field Testing Services

Objective: Coordinate construction and materials testing.

Description: Materials testing will be performed by the city's retained geotechnical consultant in accordance with the SUDAS and IDOT Schedule for Materials Control and coordinated through the RPR.

Deliverables: Material testing reports, laboratory analyses, and required documentation to fulfill construction testing requirements.

Task 7: Project Close-Out

Subtask 7.1 Final Project Review

Objective: Review project site with the city and contractor.

Description: We will walk the site with project stakeholders and identify any punchlist items that need to be addressed. Punchlist items will be reviewed until acceptable by the city.

Deliverables: Copy of any punchlist items.

Subtask 7.2 Record Drawings

Objective: Drawings documenting the "as-built" conditions for the city's records and future use.

Description: Bolton & Menk will combine all field information prepared by the construction observer, contractor, and subcontractors for use in preparing record drawings.

Deliverables: The record drawings will be provided to the city for review. Upon approval by the city, the final drawings will be provided in electronic (Adobe PDF) format for printing (if necessary) and archiving. One 11"x17" final hardcopy set will also be provided.

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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: Coordination and Project Management	\$8,100
Task 2: Preliminary Design	\$10,100
Task 3: Topographic Survey	\$17,200
Task 4: Final Design	\$47,000
Task 5: Bidding Administration	\$4,700
Task 6: Construction Services	\$67,000
Task 7: Project Closeout	\$4,900

The cost for the above Scope of Services is proposed as follows for a Not to Exceed amount of:

Scope of Services	
Total Not-to-Exceed Fee	\$159,000

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 funding options. 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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2025 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, 2025. 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	2025 Hourly Billing
Graduate Engineer	\$125-185
Design Engineer	\$125-196
Project Engineer	\$145-215
Senior Project Engineer	\$160-215
Project Manager	\$135-240
Senior Project Manager	\$188-273
Architect	\$186-267
Planner	\$125-168
Senior Planner	\$170-228
Landscape Designer	\$98-196
Landscape Architect	\$148-176
Senior Landscape Architect	\$160-268
Survey Technician ¹	\$90-196
Graduate Surveyor	\$122-190
Licensed Project Surveyor	\$180-225
Technician	\$75-182
Senior Technician	\$125-212
Administrative/Corporate Specialists	\$68-175
Specialist*	\$100-230
Practice Expert**	\$145-363
Principal**	\$175-316
Senior Principal**	\$218-333
GPS/Robotic Survey Equipment ¹	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

¹ 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.

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

CITY OF JEFFERSON
 SIDEWALK IMPROVEMENT PROJECT
 OPINION OF PROBABLE COSTS
 Friday, February 21, 2025

ALTERNATE A - West Lincoln Way - Hospital to Westwood Dr					
Item No.	Description	Unit	Price	Quantity	Extension
1	CLEARING AND GRUBBING	LS	\$ 2,650.00	1.00	\$ 2,650.00
2	TOPSOIL, ON-SITE	CY	\$ 16.00	600.00	\$ 9,600.00
3	EXCAVATION, CLASS 13	CY	\$ 21.00	250.00	\$ 5,250.00
4	SUBBASE, MODIFIED 6"	SY	\$ 16.00	2500.00	\$ 40,000.00
5	PIPE CULVERT, TRENCHED	LS	\$ 5,300.00	2.00	\$ 10,600.00
6	SIDEWALK PAVEMENT, PCC, 4"	SY	\$ 52.00	0.00	\$ -
7	SIDEWALK PAVEMENT, PCC, 6"	SY	\$ 63.00	2300.00	\$ 144,900.00
8	PAVEMENT REMOVAL	SY	\$ 11.00	15.00	\$ 165.00
9	TEMPORARY TRAFFIC CONTROL	LS	\$ 3,700.00	1.00	\$ 3,700.00
10	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	AC	\$ 5,500.00	6.00	\$ 33,000.00
11	SWPPP PREPARATION	LS	\$ 3,200.00	0.34	\$ 1,088.00
12	SWPPP MANAGEMENT	LS	\$ 4,200.00	0.34	\$ 1,428.00
13	LIMESTONE RETAINING WALL	SFF	\$ 80.00	400.00	\$ 32,000.00
14	MOBILIZATION	LS	\$ 17,000.00	1.00	\$ 17,000.00
15					
16					
SUBTOTAL:					\$ 301,381.00
ALTERNATE B - Westwood Dr - W Lincoln Way to Grimmel Road					
Item No.	Description	Unit	Price	Quantity	Extension
B1	CLEARING AND GRUBBING	LS	\$ 2,650.00	1.00	\$ 2,650.00
B2	TOPSOIL, ON-SITE	CY	\$ 16.00	2881.00	\$ 46,096.00
B3	EXCAVATION, CLASS 13	CY	\$ 21.00	610.00	\$ 12,810.00
B4	SUBBASE, MODIFIED 6"	SY	\$ 16.00	2200.00	\$ 35,200.00
B5	PIPE CULVERT, TRENCHED	LS	\$ 5,300.00	1.00	\$ 5,300.00
B6	SIDEWALK PAVEMENT, PCC, 4"	SY	\$ 52.00	0.00	\$ -
B7	SIDEWALK PAVEMENT, PCC, 6"	SY	\$ 63.00	2000.00	\$ 126,000.00
B8	PAVEMENT REMOVAL	SY	\$ 11.00	75.00	\$ 825.00
B9	TEMPORARY TRAFFIC CONTROL	LS	\$ 5,300.00	1.00	\$ 5,300.00
B10	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	AC	\$ 5,500.00	1.50	\$ 8,250.00
B11	SWPPP PREPARATION	LS	\$ 3,200.00	0.33	\$ 1,056.00
B12	SWPPP MANAGEMENT	LS	\$ 4,200.00	0.33	\$ 1,386.00
B13	LIMESTONE RETAINING WALL	SFF	\$ 80.00	600.00	\$ 48,000.00
B14	MOBILIZATION	LS	\$ 18,000.00	1.00	\$ 18,000.00
B15					
B16					
SUBTOTAL:					\$ 310,873.00
ALTERNATE C - Grimmel Road - Westwood Dr to W Lincoln Way					
Item No.	Description	Unit	Price	Quantity	Extension
C1	CLEARING AND GRUBBING	LS	\$ 1,600.00	1.00	\$ 1,600.00
C2	TOPSOIL, ON-SITE	CY	\$ 16.00	1250.00	\$ 20,000.00
C3	EXCAVATION, CLASS 13	CY	\$ 21.00	250.00	\$ 5,250.00
C4	SUBBASE, MODIFIED 6"	SY	\$ 16.00	600.00	\$ 9,600.00
C5	PIPE CULVERT, TRENCHED	LS	\$ 5,300.00	0.00	\$ -
C6	SIDEWALK PAVEMENT, PCC, 4"	SY	\$ 52.00	0.00	\$ -
C7	SIDEWALK PAVEMENT, PCC, 6"	SY	\$ 63.00	556.00	\$ 35,028.00
C8	PAVEMENT REMOVAL	SY	\$ 11.00	25.00	\$ 275.00
C9	TEMPORARY TRAFFIC CONTROL	LS	\$ 2,700.00	1.00	\$ 2,700.00
C10	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	AC	\$ 5,500.00	0.60	\$ 3,300.00
C11	SWPPP PREPARATION	LS	\$ 3,200.00	0.33	\$ 1,056.00
C12	SWPPP MANAGEMENT	LS	\$ 4,200.00	0.33	\$ 1,386.00
C13	LIMESTONE RETAINING WALL	SFF	\$ 80.00	0.00	\$ -
C14	MOBILIZATION	LS	\$ 5,000.00	1.00	\$ 5,000.00
C15					
C16					
SUBTOTAL:					\$ 85,195.00
Subtotal Construction:					\$ 697,449.00
Construction Contingencies 20%:					\$ 139,500.00
Opinion of Estimated Construction Cost:					\$ 836,949.00
Preliminary Engineering Report:					\$ 10,000.00
Route Survey and Geotechnical Testing:					\$ 17,000.00
Design, Plans and Specifications:					\$ 65,000.00
Construction Contract Administration:					\$ 8,000.00
Construction Staking:					\$ 4,000.00
Resident Project Representative - Part Time:					\$ 56,000.00
Subtotal Engineering:					\$ 160,000.00
TOTAL OPINION OF IMPROVEMENT COST					\$ 996,949.00

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Real People. Real Solutions.

300 W McKinley Street
PO Box 68
Jefferson, IA 50129

Ph: (515) 386-4101
Bolton-Menk.com

January 10, 2025

Scott Peterson
City Administrator
City of Jefferson
220 North Chestnut St
Jefferson, IA 50129

RE: Proposal for Greenwood Community Center & Golf Course Development Study

Dear Scott:

The City of Jefferson has initiated the Greenwood Community Center & Golf Course Development Study to evaluate the feasibility and financial impacts for the City in repurposing the existing Greenwood Community Center to the Golf Course Clubhouse with amenities and development of residential housing lots near the site of the existing clubhouse building. This project would provide for an improved clubhouse building, better utilize an existing building not being used to its potential and provide a location for some needed residential home construction. 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 Greenwood Community Center & Golf Course Development Study.

In continued service to the City of Jefferson, we are excited at the opportunity to complete the Greenwood Community Center & Golf Course Development Study. 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.
Engineer Assistant Group Leader

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SCOPE OF SERVICES

Our team will work through a series of investigations and evaluations to fully understand existing conditions, the City's goals and objectives, develop concept level feasible alternatives, evaluate alternatives, provide financial impact statement and document the study. Ongoing discussions will occur with all stakeholders, finalizing steps along the way to minimize potential surprises as the study concludes. We believe the process outlined below will effectively study and provide concept level improvement recommendations supported by all project partners.

Task 1: Client Coordination and Project Management

Subtask 1.1: Project Initiation

Description: Bolton & Menk will facilitate a project kick-off meeting with City staff and other interested stakeholders to accomplish the following:

- Review and confirm the scope and nature of the proposed improvements
- Review the intended vision and goals for the project
- Conduct a field review of project area by project team members with City staff
- Review project schedule if required

Deliverables:

- Minutes of the kick-off meeting

Subtask 1.2: Project Management

Description: 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 Sub-consultants, review of progress, and senior review of deliverables.

- Includes attendance at 2 progress or review meetings with the Client

Task 2: Clubhouse Renovation

Subtask 2.1: Feasibility Study

Description: Bolton & Menk's architectural team will facilitate the review of the existing community center and determine the extent of upgrades and renovations required for the space to meet the program requirements of the proposed use. This work will include the following key elements:

- Site Visit to review and document the existing building
 - It is assumed that no existing plans will be provided
 - On-site measuring will be required to produce an accurate existing floor plan
- Participate in kickoff meeting to understand overall goals, scope review, and coordinate critical milestone dates
- Understand level of quality, ideal function and adjacency relationship of primary spaces which are to be included in the project
- Provide potential concept floor plan sketch of possible new layout to meet project programming requirements
- Provide a preliminary code analysis to ensure that all state, local and governmental regulations are met
- Provide a list of potential exterior building improvements to be considered (door or window replacements etc.)

Deliverables:

- Conceptual Floor Plan to meet all program requirements
- List of Exterior Building Upgrades or Improvements
- Probable Building Cost range for remodel of existing building

Task 3: Clubhouse Site Concepts

Subtask 3.1: Site Concepts

Description: Site concepts will be developed for the area immediately adjacent to the Community Center building. Concept is to visualize the incorporation of modified and new program use of the building for the community and golf course. Feasibility sketch to consider access walks, golf cart staging, cart paths and outdoor patio spaces for Clubhouse and/or Community Center events. Considerations will be made for golf cart trailer access, vehicular, and pedestrian connectivity to parking areas and roadways.

- Attend in person stake holder kickoff meeting. Site related materials for owner review to include:
 - Existing conditions Clubhouse access routes
 - Outdoor gathering space imagery
- Clubhouse exterior layout concepts to include:
 - Two concept sketch plans for circulation options
 - Patio space for exterior gatherings
 - Exterior pathway and use coordination with interior programming
 - One final sketch layout plan drawn at 30 scale
 - Schematic cost estimate of improvements

Task 4: Land Development

Subtask 4.1: Concept Layout

Description: Bolton and Menk will work with City Staff to develop the conceptual layout for the proposed development including the remaining portion of City property and existing clubhouse site. The concept designs will be completed according to City of Jefferson requirements including the following items:

- Development of existing site drawing utilizing aerial photos and LiDAR contours
- Concept layout for entire site, including:
 - Neighborhood lot layout
 - Including setbacks and required easements
 - Public street layout
 - Trail and/or sidewalk locations
 - Preliminary Public utility layouts
 - Preliminary Storm Water Management Layout (concept only)
- One revision of concept layout after review by the City
- Preliminary Cost for property survey requirements for development area and clubhouse area
- Preliminary Cost Opinion for Site Development including:
 - Earthwork
 - Utilities (does not include private utilities: gas, electric, fiber, phone)
 - Paving – streets and sidewalks

Deliverables:

- Conceptual Site Plan

Task 5: Financial Feasibility Study

Description: Bolton and Menk will provide financial analysis for the conversion of a privately held community center to a public owned golf course clubhouse and sale of vacant lots for residential development. This proposal assumes the entire existing community center is converted to a clubhouse for the adjacent golf course. Figures may change slightly if only a portion of the community center is converted to clubhouse use.

Subtask 5.1: Review Existing

Review existing property and building values and taxes paid for parcels involved.

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Subtask 5.2: Market Analysis

We will conduct market analysis of the value of vacant residential lots. We will engage local assessor to also help determine value/taxable value of the lots (and/or portion of the community center to not be converted). This will help to establish estimated sales price of city land converted to developable lots.

Subtask 5.3: Financial Analysis

We will create financial analysis to include the estimates for conversion of the building as well as cost estimates for extension of utilities for building out the new developable area/residential lots.

Subtask 5.4: Entitlement Process

We will outlay the entitlement process to achieve the conversion and creation of the new residential lots to be sold.

Deliverables: Deliverable will be a high-level financial analysis and entitlement process memo

Optional Tasks

These optional task ideas may aid in the understanding of issues, enhance solution development, improve the quality of deliverables, or aid in stakeholders understanding of concepts and recommendations. We have taken liberties in the scope, as well as customized the scope to align with the way we believe the project should be directed. We appreciate the opportunity to discuss this further.

O.1 Concept Visualizations/Animations

Our team knows visualizations are valuable to show stakeholders what improvements can look like. This task includes 3D flyover simulation highlighting project areas and poster-sized exhibits of key locations within the project area

O.2 Concept Renderings

A less expensive option is simple visual renderings of select concepts to be used as stakeholder educational tools. This option is typically hundreds of dollars, rather than thousands.

Additional optional services to consider

- Wetland delineation
- Environmental documents
- Detailed geometric layout (with profiles and construction limits)
- Detailed hydraulics evaluation
- Funding application assistance
- Project information at local community events
- Noise analysis

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 & Client Coordination	\$7,700.00
Task 2: Building Renovation	\$15,000.00
Task 3: Clubhouse Site Improvement	\$6,500.00
Task 4: Land Development	\$10,000.00
Task 5: Financial Impact Study	\$7,500.00

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

Scope of Services	
Total Not-to-Exceed Fee	\$46,700.00

BOLTON & MENK'S HOURLY RATES

Additional Services will be provided on the following hourly basis:

(See 2025 Schedule of Fees on Next Page)

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2025 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, 2025. 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	2025 Hourly Billing
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Design Engineer	\$125-196
Project Engineer	\$145-215
Senior Project Engineer	\$160-215
Project Manager	\$135-240
Senior Project Manager	\$188-273
Architect	\$186-267
Planner	\$125-168
Senior Planner	\$170-228
Landscape Designer	\$98-196
Landscape Architect	\$148-176
Senior Landscape Architect	\$160-268
Survey Technician ¹	\$90-196
Graduate Surveyor	\$122-190
Licensed Project Surveyor	\$180-225
Technician	\$75-182
Senior Technician	\$125-212
Administrative/Corporate Specialists	\$68-175
Specialist*	\$100-230
Practice Expert**	\$145-363
Principal**	\$175-316
Senior Principal**	\$218-333
GPS/Robotic Survey Equipment ¹	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

¹ 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.

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

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SCHEDULE

A detailed schedule of the anticipated work tasks, task relationships, critical path timeline, deliverable due dates, and completion dates has not been developed at this time. It is our understanding that the City is looking at other potential options for review of this site and the related tasks. Once the City has determined their intended course of action and initiates this project with Bolton & Menk, a schedule will be developed based on our review of the project background, description, and scope of services included in this Request for Proposals and the information gathered at the planned Client kickoff meeting. 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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GREENE COUNTY DEVELOPMENT CORP.
MONTHLY STATUS REPORT- 2/6/25

-The Vision 2030 Steering Committee held two meetings during January to develop the next steps for the strategic planning project. A request for proposal was sent to a possible moderator for the project. The Steering Committee should receive a proposal in the next week and a meeting will be held with the moderator to establish goals, next steps, and a calendar for the project. Following that meeting a series of meetings will be scheduled with a variety of groups around Greene County.

-The City of Jefferson continues to work on the Rural Housing Readiness Assessment. A work group held two meetings with a final meeting in early March to review the findings of the assessment. The results of this study will be incorporated into the Vision 2030 project.

-GCDC is continuing to work with a technology training company to develop a program to utilize the vacant Forge facility. This program is still in the development stage and moving forward with fund raising.

-The Multicultural Family Resource Center continues to expand its presence in the community and receive positive feedback. The Director, Sara Huddleston, has offices at the Middle School and City Hall. The Center will continue to work directly with the school system, local government, County Board of Supervisors, law enforcement, church community, GCDC, Jefferson Matters, retail community, local organizations, and especially our employers. A separate MFRC Monthly Report is distributed to GCDC Membership.

-The next MFRC Board of Directors meeting is scheduled for 2/19/25

-Origin Homes, a housing developer out of Des Moines, has agreed to build three new single-family homes in Jefferson during 2025.

-KCG Properties will construct a 40-unit apartment project on the land south of Ace Hardware. The project will provide housing for lower income families to support retail businesses, schools, the casino, and multiple other employers. The units should be available in 2025.

-GCDC provides funding to SBDC, so they are available to assist potential new businesses by creating financial and business plans at no cost. They are currently

working with one of our local businesses. If anyone is aware of someone with a new business idea who is looking for help with financing or business planning, please contact Ken Paxton at 515-386-8255 or by email at ken@greencountyiowa.com.

-GCDC and the City of Jefferson continue working with a developer from Carroll to purchase three lots in the East Business Park. These lots would be used to construct two 10,000 sq ft buildings to house new small businesses.

-The Plat of Survey for one of the lots is complete and approved by the buyer. The survey is now going through the City approval process.

-GCDC will provide a road extension and new sewer for the project.

-Construction will begin in the Spring.

-The renovation of the Homestead Building continues. The new facility should open this year as the home of Journey Financial. This will be a significant addition to our downtown.

-Work on the interior of the new business class restaurant on the Square has begun. The apartments above are complete and rented.

-A new business will be moving into the current Gravitare facility. Gravitare will move next door to occupy the first floor of the Forge. This will provide a new business for downtown Jefferson as well as utilize the Forge space.

-Bolton and Mink are in the process of moving into the John's Appliance and Art On The Fly buildings. This will be an asset for our downtown Square.

MEETINGS

-GCDC provided a letter of support for a grant application to expand/improve the Greene County Fairgrounds. This would be a multi-stage project.

-GCDC met with a new housing developer to begin discussions on new single-family housing in Greene County.

-GCDC will be working with the Career Academy to develop a career fair in April.

-GCDC attended the Region XII Revolving Loan Fund Meeting on January 8. The review board approved a loan to a housing developer. GCDC will follow up with that developer to see if there is any interest in projects in Greene County.

-GCDC and MFRC presented to the Board of Supervisors for our quarterly update on 1/13/25.

-Western Iowa Advantage held their annual planning meeting in Carroll on December 9. The plan was reviewed at their January 13 meeting. A second meeting on February 10 will finalize the plan. Once the plan is approved it will be distributed to GCDC Membership.

-Iowa Public Television will do a special show on our MFRC in February. They will interview Sara and other members of the MFRC Board. We will notify the membership of the broadcast date.

COUNCIL MEETING

February 11, 2025

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Wetrich, Zmolek

ABSENT: Sloan

Mayor Berry presided.

No citizens spoke during Open Forum.

On motion by Wetrich, second by Zmolek, the Council approved the following consent items: January 28, 2025 regular Council Minutes, GAX #8 for Centennial Upper Story Housing Grant 23-HSGU-003 and payment of monthly bills from City funds.

AYE: Ahrenholtz, Jackson, Wetrich, Zmolek

NAY: None

On motion by Ahrenholtz, second by Wetrich, the Council approved March 2025 as Problem Gambling Awareness Month Proclamation.

AYE: Zmolek, Wetrich, Jackson, Ahrenholtz

NAY: None

On motion by Ahrenholtz, second by Zmolek, the Council approved the setting date for Public Hearing for the Proposed Property Tax Levy. The Public Hearing is set for April 1, 2025 at 5:30 p.m.

AYE: Wetrich, Jackson, Ahrenholtz, Zmolek

NAY: None

RESOLUTION NO. 11-25

On motion by Zmolek, second by Jackson, the Council approved Resolution No. 11-25, a resolution setting the date for public hearing on proposal to enter into General Obligation Loan Agreement and to borrow money thereunder in principal amount not to exceed \$2,000,000. The Public Hearing has been set for February 25, 2025 at 5:30 p.m.

AYE: Jackson, Zmolek, Wetrich, Ahrenholtz

NAY: None

RESOLUTION NO. 12-25

On motion by Zmolek, second by Wetrich, the Council approved Resolution No. 12-25, a resolution approving Engagement of Piper Sandler & Co for Assistance with General Obligation Bond Underwriting.

AYE: Ahrenholtz, Jackson, Wetrich, Zmolek

NAY: None

On motion by Wetrich, second by Jackson, the Council approved the purchase of the Fire Department of a Pumper Truck from Toyne, Inc. in the amount of \$420,498.

AYE: Zmolek, Jackson, Wetrich, Ahrenholtz

NAY: None

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On motion by Ahrenholtz, second by Zmolek, the Council approved pay estimate #3 to Caliber Concrete, LLC of \$20,092.50 for Pickleball Court Project.

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

On motion by Jackson, second by Wetrich, the Council approved pay estimate #24 to Shank Constructors, Inc of \$533,902.51 for Wastewater Treatment Plant Project.

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

Melissa Pence from Amperage Marketing and Fundraising presented the findings of the Library Readiness Study.

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

ABC PEST CONTROL	PEST CONTR	364.72
ACCESS ELEVATOR & LIFTS	LB LIFT TEST	782.00
ACCESS SYSTEMS LEASING	CPIER LSE	1275.30
ACCO UNLIMITED CORP	WA CHEM	1,707.80
AFLAC	AFLAC INS W/H	17.68
AG SOURCE COOP SERV	LAB TSTG	3,905.85
ALLIANT ENERGY	UTILITIES	41,276.99
AMAZON	SUPP	837.72
ANATOMY IT, LLC	COMPUTER SERV	1,135.01
ANDREW WOODLEY	RN DJ	500.00
BAKER & TAYLOR INC.	LB BOOKS	1,600.96
BEAM INS	EMP DENTAL/VISION	362.76
BOLTON & MENK INC	PICKLEBALL COURTS	49,530.50
BOMGAARS	SUPP	1,452.31
BREADEAUX PIZZA	RN PIZZA	276.00
BRENT D. BADGER	FORGIVABLE LN	44,140.92
BRICK, GENTRY P.C.	PA LEGAL FEES	165.00
BYTESPEED COMPUTERS, LLC	LB LIC RENEW	2,100.00
CAHOY PUMP SERVICE INC.	WA WELL#6 VHS MOTOR	9,309.00
CALIBER CONCRETE LLC	PICKLEBALL PMT EST#3	20,092.50
CARD SERVICE CENTER	CREDIT CARD	2,474.03
CARROLL COUNTY SOLID WASTE	RC MRKTG FEES	427.25
CARROLL HYDRAULICS CO INC	RUT COUPLERS	399.70
CARROLL TIMES HERALD	LB SUBSRIP	84.00
CENTER POINT LARGE PRINT	LB BOOKS	336.34
CINTAS CORPORATION	FIRST AID	398.92
CLEANING SOLUTIONS INC.	SN CLEAN	2,931.00
COBRAHELP	PA FEES	12.00
COLLECTION SERVICES CENTE	CASE ID 1034974	300.00
COMPASS MINERALS AMERICA	WA SALT	9,115.99
CONSTRUCTION MATERIALS TEST	WWTP TEST/INSP	276.00
CORE & MAIN	WA PARTS	176.97
CRISTIAN BUESO	WA DEP REF	23.01
CULLIGAN WATER CONDITIONING	WA TANK RENTAL	56.00
DUNCAN CO	WA AQMATIC	1,104.74
EBSCO INFORMATION SERV	LB MAGAZINE SUBSCRIP	5.20
ED M. FELD EQUIP CO.	ANIMAL SHELTL ALARM MONITR	105.00
EFTPS	FEDERAL W/H	18,649.56
ELLIOTT EQUIPMENT CO.	RC PARTS	509.13
ENGINEERED EQUIPMENT SOLUT	SW V-BELTS	1,019.60

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MINUTES

WATER/SEWER, STREETS/SANITATION COMMITTEE TUESDAY, FEBRUARY 18, 2025, AT 8:30 A.M. JEFFERSON CITY HALL

ATTENDEES: Harry Ahrenholtz, Chad Sloan, Scott Peterson, Kyle DeMoss, Dave Morlan, Dave Teeples, Jim Leiding, Chad Stevens, Joyce Richardson

The meeting was called to order at 8:30 a.m. by Harry Ahrenholtz.

I. WATER

- A. Consider Purchase of Trailer – Kyle talked over two estimates for a new gravity tilt trailer. Kyle recommended the trailer be purchased through a place in Carroll. The committee agreed for the trailer to be purchased from Olsen’s Outdoor Power in Carroll, Iowa. The description of the trailer is an 82x16+6 gravity tilt trailer, 16K. This purchase will cost \$11,265.00. This will be placed on the city council agenda for final approval.
- B. Consider Purchase of New Locator – Kyle explained estimates for a new locator. He recommended the Verifier G3+ Utility Locator. He said he demoed several models, and he liked this one the best. Some of the other locators had more options but those options were ones that they really would probably not use. The current one we have is having a cord issue. Still works but you must hold the cord in the right spot for the functions to work. The committee agreed to the purchase that Kyle recommended. The purchase will come from Vermeer. This purchase will cost \$5661.93. This will be placed on the city council agenda for final approval.
- C. Lead Service Lines – Kyle gave updated numbers on service lines. There are currently 3 confirmed lead, 102 galvanized needing replaced, 311 unknown, and 1652 non-lead. Per the DNR, if the customer side needs replaced, the water department is to make

four attempts and if the customer still refuses, the city is to do nothing until a new property owner comes in. The city is to attempt the four times again with the new owners. Repeat the process for that property for every additional new owner.

D. Add-On – Disconnect fee – Currently the disconnect/reconnect fee is \$85. We had an instance where someone on the shut off list parked their car over the curb box so their water could not be shut off. This curb box was on their property and not in the city right-of-way. The police checked and the customer was legally parked. The customer has also done the same thing in the past. The question is – Do we charge the \$85 for going to the property and making a valid attempt to shut the water off or do we not charge because we could not shut the water off. Do we move the curb box? Do we install a meter in the residence that we can shut off from the street? Currently we assess the \$85 to the customer, if they were not parked on the curb box then the water would have been able to be shut off. Scott is to research the code and bring the findings back to the committee for discussion. The process will remain the same at this time.

II. SEWER

A. Sewer Rates – The city’s financial advisor ran the numbers, and instead of the 15% sewer increase that was suspected to have to happen (in the five-year plan) years four and five can be lowered to 10% increases. The committee agreed to the 10% instead of the projected 15% for both years four and five so only one ordinance will need done. This will need to be placed on the city council agenda for final approval.

B. *Waste Water Treatment Plant – Scott gave an update on the current project. As the project gets nearer to being completed, Scott has suggested holding all further change order requests to the end and just do one final one to include them all. He said that there is a two-year maintenance agreement. The two-year time frame will stagger as to when that portion of the work was completed. The committee agreed. This will need to be placed on the council agenda for an update.*

III. STREETS/PUBLIC IMPROVEMENTS

A. *Speed Feedback Signs – The D.O.T. will supply the signs for this. They will be placed on the flashing school zone speed limit signs located at both the north end and south end of Elm at the Junior High. Harry also suggested maybe a school zone ahead sign out at the south end. Scott is to work with the D.O.T. He will give an update at the next committee meeting.*

B. *Hillcrest Ravine – Scott said there isn't any new information yet. He is waiting on Bolton & Menk and Dave Morain to get him an update. This needs to be placed on the next committee meeting agenda.*

C. *Sidewalk/Trails Study – There is an engineering proposal being prepared for the sidewalk addition to Westwood. Chad Stevens also said South Street could use something, right off Westwood. He said the sidewalks are hit and miss through that area. Dave T. asked if once the sidewalks are in, will the speed be increased back up to 35mph? The committee made no decision on the increase in speed at this time. This will need to be placed on a future committee agenda once the proposal is finished.*

IV. SANITATION/RECYCLING

A. *Greene County Recycling Agency / 28E's – The agency has officially been dissolved and the 28E agreements have been sent out to the cities involved.*

B. Waste Collection Report – 198.56 tons taken to Metro Waste Landfill

C. Recycling Report – 17.09 tons taken to Carroll and 26.84 tons taken to Metro Waste Recycling in Grimes.

Add – on – There have been 111 stumps ground at the golf course, and they have removed 15 or 16 more trees. Chad said he has had 2 applications so far for the city tree removal program for residents. He is just waiting on the legal agreements from Dave Morain.

The meeting was adjourned at 9:37 a.m. by Harry Ahrenholtz.

The minutes were taken by Joyce Richardson, Utility Billing Clerk.