

## AGENDA

### CITY COUNCIL MEETING

Tuesday, March 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 3/11/25 regular Council Minutes.
- B. Approve Class C Retail Alcohol License for LimOne LLC, dba Peony Chinese Restaurant.
- C. Tree Removal Assistance Agreement: 500 S. Wilson Street.
- D. Tree Removal Assistance Agreement: 604 S. Maple Street.
- E. Cancel April 8<sup>th</sup> City Council Meeting.

#### **IV. NEW BUSINESS:**

- A. ORDINANCE Amending the Code of Ordinances of the City of Jefferson, Iowa, 2017, by Regulating the Sale and Use of Fireworks.
- B. ORDINANCE Amending the Code of Ordinances of the City of Jefferson, Iowa, 2017. by Amending Provision Pertaining to Sewer User Charges.
- C. ORDINANCE Amending the Code of Ordinances of the City of Jefferson, Iowa, 2017. by Amending Provision Pertaining to Tree Species Specifications and Planting Regulations.
- D. Property, Liability & Workers Compensation Insurance Renewal.
- E. Change Order No. 8 for Wastewater Treatment Facility Improvements Project.
- F. Consider Proposal for Greenwood Community Center and Golf Course Development Study.

#### **V. REPORTS:**

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

#### **VI. ADJOURN**

**TO: Mayor and City Council Members**  
**FROM: Scott Peterson, City Administrator**  
**SUBJECT: General Information Memo**  
**Regular City Council Session**  
**Tuesday, March 25, 2025 5:30 p.m.**

No April 8<sup>th</sup> Council meeting: There is a special City Council session scheduled for Tuesday, April 1<sup>st</sup> at 5:30 to hold the public hearing regarding FY 25-26 property taxes. There will also be a second short meeting at 5:45 that evening to set the public hearing date for the FY 25026 budget, take care of other issues, and approve routine business such as paying bills.

It is proposed that the City Council meeting on April 8<sup>th</sup> be cancelled as both Councilor Wetrich and I will be at the Main Street Now conference in Philadelphia.

Tree Assistance Fund Contracts: Enclosed are two applications for the Tree Removal Assistance Fund from:

500 S. Wilson Street	\$ 1979.50
604 S. Maple Street	\$ 3,000.00

Also enclosed is the legal Agreement the property owner and the City enter into regarding repayment.

Fireworks: The Council will consider the third reading of a proposed ordinance regarding the sale and use of fireworks. No comments have been received at City Hall.

Sewer Charges: The sewer rate increases under the current rates structure are 15% on July 1, 2025 and 15% on July 2026. A financial analysis indicates that a 10% increase will produce sufficient revenue for utility operations and cover the bond payments.

The Council will consider the third reading of an ordinance to increase sewer rates by 10% beginning July 1, 2025 and July 1, 2026.

Tree Ordinance: Dave Morlan, Brad Riphagen & I have been working on an update to the City's Tree Code. The proposed changes focus on the permitted species that can be planted in the right-of-way and the required spacing. The proposed amendments to the ordinance are attached. This was presented to the Streets Committee and is recommended for approval.

Property, Liability, & Work Comp Renewal: Enclosed are some summary documents regarding the renewal of property, liability, and Workers Compensation insurance. Options were presented to the Finance Committee about alterations to the deductible levels. The Finance Committee recommends approval of the renewal with no additional changes to the deductibles.

Jim Unger and Nathan Muench will be at the Council meeting to discuss the renewal.

WWTP Change Order: Enclosed is proposed Change Order #8 for the Sewer Plant project. This includes eleven changes totaling \$107,703.37. This has been presented to the Sewer Committee and is recommended for approval.

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;
- Determining 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 up to \$36,700. We have also applied for a \$5,000 grant which, with the match from Jefferson Telecom, would reduce the GCDC amount by \$10,000. The Council is asked to approve the Bolten & Menk proposal and commit \$5,000 toward the study. This has been reviewed by the Finance Committee and they recommend approval.

IMMI: I will be out of the office on March 26 through 28 to attend the Iowa Municipal Management Institute in Iowa City.

**CITY OF JEFFERSON  
TREE REMOVAL ASSISTANCE AGREEMENT**

This Tree Removal Assistance Agreement ("Agreement") is entered into between the City of Jefferson ("City") and the individual(s) identified below (individually and collectively "Owner") with respect to the following recitals, which are a substantive part of this Agreement. This Agreement shall be effective on the date signed by the City, which shall occur after execution by Owner ("Effective Date").

**RECITALS**

- A. Owner owns residential property in Jefferson, Iowa (the "Residential Property), specifically described in Exhibit A attached hereto, where Owner resides or is immediately contiguous to the parcel where Owner resides.
- B. There exists a dead, dying, or diseased tree, as determined by the City's Code Enforcement Officer, which is located on the Residential Property.
- C. The Code of Ordinances of the City of Jefferson ("Code of Ordinances"), specifically Chapters 50 and 151, permit the City to require property owners to remove dead, diseased, or damaged trees so as not to endanger persons or adjoining property or infest other trees with injurious diseases and pests.
- D. To offset the costs of tree removal to property owners, the City created a Tree Removal Assistance Subfund (the "Program") by adopting Resolution No. 87-24 on November 12, 2024, to be administered according to the terms of Resolution No. 3-25 adopted on January 14, 2025.
- E. The City previously approved Owner's application to receive assistance from the Program.
- F. Owner contracted with the qualified tree removal contractor described on Exhibit A (the "Contractor") for the Contractor to remove the eligible tree(s) from the Residential Property (the "Project").
- G. Upon completion of the Project, the City shall pay the sum described in Exhibit A to Contractor. Owner agree to repay said sum to the City in accordance with the terms of this Agreement.

NOW, THEREFORE, in consideration of the promises and mutual agreements herein, the City and Owner agree as follows:

**AGREEMENT**

- 1. Scope of Project; Work Performed. The Contractor shall complete the Project as shown on Exhibit A. Any additional work performed by the Contractor shall be at the Owner's sole cost and expense, and shall not be paid for by the City. No change orders shall be effective without the express written consent of the City, which shall be at the City's sole discretion.

2. Project Timeframe. The Contractor shall complete the Project on or before the one year anniversary of the City's approval of the Owner's application (the "Project Deadline"). If the Contractor fails to complete the Project by this date, the City may terminate this Agreement. The City Code Enforcement Officer, in their sole discretion, shall determine if the Project has been satisfactorily completed.

3. Contractor Payment. Upon completion of the Project as specified in Section 2 and satisfaction of all other conditions precedent, the City agrees to pay the "Project Payment" shown on Exhibit A directly to the Contractor. Contractor charges for the Project in excess of the Project Payment shall be the sole responsibility of the Owner.

3. Loan Payment. In consideration for City's assistance with the Project, Owner agrees to pay to City a sum equal to the Project Payment plus interest as provided herein. The Loan shall bear interest at a rate of equal to the short term Applicable Federal Rate (AFR) in effect on the date that the City pays the Project Payment to the Contractor, said AFR being published monthly by the Internal Revenue Service. Beginning on the 15<sup>th</sup> day of the month following the month in which the City delivers the Project Payment to the Contractor, Owner will begin making monthly payments to the City as shown on Exhibit B, which shall be calculated and completed by the City following the City's Project Payment to the Contractor, a copy of which shall be given to the Owner. Monthly payments to satisfy the Loan shall not be less than \$50.00, and the term of the Loan repayment shall not extend more than 60 months. Monthly payments shall continue until the outstanding balance is paid in full. Payments are due on the fifteenth day of each month until the balance is paid in full. There shall be no penalty for prepayment of any portion of the Loan.

3. Failure to Pay; Collection Procedures. In the event Owner fails to timely pay any installment payment, the Owner agrees that the City may assess the unpaid balance as a special assessment, to be collected in the manner of Owner's real estate taxes.

4. Balance Due on Sale or Transfer. In the event the Owner transfers or sells the Property prior to fulfilling all installment payments as provided herein, any outstanding balance owed to the City under this Agreement shall be immediately due and payable by the Owner. This Agreement shall be binding upon the heirs and assigns of the Owner.

5. Notice. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and shall be deemed given and received when deposited in the U.S. mail to the recipient by first-class mail (or an equal or better form of delivery) or when sent by e-mail at the following addresses:

Owner  
As shown on Exhibit A

City of Jefferson  
Attn: Code Enforcement  
220 N. Chestnut St.  
Jefferson, IA 50129

E-mail: [chads@cityofjeffersoniowa.org](mailto:chads@cityofjeffersoniowa.org)

6. Authority. The signatories to this Agreement warrant and represent that they have the legal right, power, and authority to execute this Agreement and bind their respective parties.

7. Waiver. No delay or omission by the City in exercising any right under this Agreement shall operate as a waiver of that or any other right and no single or partial exercise of any right shall preclude the City from any or further exercise of any right or remedy.

8. Complete Agreement; Written Amendments. This document constitutes the entire agreement between the parties pertaining to the subject of water infrastructure improvements and purchase of water. Any representations or statements made by any party and not incorporated herein do not constitute part of the agreement. Any amendments to this agreement must be in writing and signed by the respective parties.

9. Attorneys' Fees. In the event that any party institutes any action or suit to enforce this Agreement or to secure relief from any default hereunder or breach hereof, the breaching party or parties shall reimburse the non-breaching party or parties for all costs, including reasonable attorneys' fees, incurred in connection therewith and in enforcing or collecting any judgment rendered therein.

10. Choice of Law; Venue. This Agreement and the rights of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Iowa including all matters of construction, validity, performance, and enforcement and without giving effect to the principles of conflict of laws. Any action brought by any party hereto shall be brought within the State of Iowa, County of Greene.

11. Severability. In the event any term or provision of this Agreement is declared to be invalid or illegal for any reason, this Agreement will remain in full force and effect and will be interpreted as though such invalid or illegal provision were not a part of this Agreement. The remaining provisions will be construed to preserve the intent and purpose of this Agreement and the parties will negotiate in good faith to modify any invalidated provisions to preserve each party's anticipated benefits.

*SIGNATURE PAGE TO FOLLOW*

Now, therefore, the City and Owner have executed this Agreement on the date(s) set forth below.

OWNER(S)

CITY OF JEFFERSON

Maxwell L. McKim Jr.  
[Signature]

3-17-25  
Date

By: \_\_\_\_\_  
Craig Berry, Mayor

\_\_\_\_\_  
Date

ATTEST

Jess McKim  
Jess McKim

3-17-25  
Date

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

\_\_\_\_\_  
Date

**EXHIBIT A**

**Tree Removal Assistance Agreement Parameters**

A. Owner Information:

- 1. Name(s) *Marion L McKim Jr & Jessica McKim*
- 2. Mailing Address *5003 Wilson Ave*
- 3. Phone Number(s) *(515) 391-1933*
- 4. Email Address(es)  
*mmckim1968@gmail.com*

B. Residential Property Address: *5003 Wilson Ave*

C. Residential Property Legal Description: [RESIDENTIAL LEGAL]

D. Description of Tree(s): *Ash Trees (Dead)*

E. Contractor: *Link's Tree Care*  
*301 E Head St. Jefferson IA*

F. Project Payment Amount: [*\$ 1,979.50*]

G. Project Description: *Remove tree front yard*  
*Remove 2nd tree from around service line & roof.*

H. Project Completion Deadline:  
*on or before 1-29-26*

**EXHIBIT B**

**Loan Repayment Terms**

*To be completed by the City following the Project Payment to Contractor*

A. Loan Amount: [*\$ \_\_\_\_\_*]

B. Project Payment Date: [DATE]

C. Interest Rate / Short-Term AFR on Project Payment Date: [INTEREST %]

D. Amount of Monthly Payment for Loan: [AMMORTIZED OVER 60 MONTHS]

E. First Due Date for Loan Repayment: [15<sup>th</sup> DAY OF THE MONTH FOLLOWING PROJECT PAYMENT DATE]



**EXHIBIT A**

**Tree Removal Assistance Agreement Parameters**

A. Owner Information:

- 1. Name(s) Brandon Gustoff
- 2. Mailing Address 604 S. Maple St
- 3. Phone Number(s) 515-370-5870
- 4. Email Address(es) brandongustoff@gmail.com

B. Residential Property Address: 604 S. Maple St

C. Residential Property Legal Description:

D. Description of Tree(s): Large Ash tree in front yard over power line, side walk, and street.

E. Contractor: Busy Bees  
1 large and 1 small ash tree in back yard hanging in neighbors yard.

F. Project Payment Amount: [\$3,000]

G. Project Description: Cutting down all 3 trees and hauling away

H. Project Completion Deadline: plan to have done in April or May 2025

**EXHIBIT B**

**Loan Repayment Terms**

*To be completed by the City following the Project Payment to Contractor*

A. Loan Amount: [\$\_\_\_\_\_]

B. Project Payment Date: [DATE]

C. Interest Rate / Short-Term AFR on Project Payment Date: [INTEREST %]

D. Amount of Monthly Payment for Loan: [AMMORTIZED OVER 60 MONTHS]

E. First Due Date for Loan Repayment: [15<sup>th</sup> DAY OF THE MONTH FOLLOWING PROJECT PAYMENT DATE]

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 3<sup>rd</sup> 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 3<sup>rd</sup> is a Saturday or Sunday).
    - b. July 4<sup>th</sup> from the hours of 10:00 A.M. until 11:00 P.M.
    - c. From 10:00 A.M. on December 31<sup>st</sup> until 12:30 A.M. on January 1<sup>st</sup>.
  - 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

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

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

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

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF JEFFERSON, IOWA, 2017, BY AMENDING TREE SPECIES SPECIFICATIONS AND PLANTING REGULATIONS

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

SECTION 1. Section Amended. Section 151.03 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, is repealed and the following adopted in lieu thereof:

**PERMITTED SPECIES.** For the purpose of this chapter, trees planted in the parking shall be known as "street trees." Permitted street trees are defined as follows:

- 1. Category A, Low-growing Trees. Low-growing Trees as defined on the current version of the Tree Species Guide, as periodically published by Trees Forever, subject to Section 151.04.
- 2. Category B, Shade Trees. Shade Trees as defined on the current version of the Tree Species Guide as periodically published by Trees Forever, subject to Section 151.04.

SECTION 2. Section Amended. Section 151.04 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, is repealed and the following adopted in lieu thereof:

**PROHIBITED SPECIES.** The following are defined as undesirable species and shall not be planted in the parking:

- 1. Prohibited Species as defined on the current version of the Tree Species Guide as periodically published by Trees Forever.
- 2. The following species of trees, regardless of how or where they are listed in the Trees Forever Tree Species Guide:
 

Ash	Silver Maple
Box Elder	Walnut
Chinese Elm	Willows
Cottonwood	Fruit trees
Mulberry	
- 3. All coniferous trees, including but not limited to pine, fir, and spruce.
- 4. Shrubbery of any kind.

SECTION 3. Section Amended. Section 151.05 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, is repealed and the following adopted in lieu thereof:

**PLANTING REGULATIONS.** Street trees, as defined in this chapter, may be planted by property owners in the parking in conformity to the following conditions:

1. To permit trees to attain their full natural development, minimum center-to-center spacing shall be observed as follows:
  - A. Category A Trees, twenty-five feet;
  - B. Category B Trees, forty-five feet.

When trees of different categories are planted next to each other, the center-to-center spacing shall be not less than that required for the largest tree.

2. At least nine square feet of ground shall be maintained for each street tree and no impervious material shall be placed nearer than twenty-four inches to the trunk of the tree.
3. No street tree shall be planted nearer than two and one-half feet to the curb and sidewalk line and centered in parkings.
4. No street tree shall be planted closer than thirty feet from the corner of the curb at intersections or closer than ten feet to the edge of a driveway.
5. The minimum spacing from a light standard or transmission pole shall be ten feet for Category A, measured from center of street tree to standard or pole. Category B Trees shall not be planted adjacent to a light standard or transmission pole.
6. Only the species of Category A Trees may be planted under transmission lines.

SECTION 4. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed

SECTION 5. 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 6. When effective. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

# Tree Species Guide 2024-2025

Use this list as a guide when selecting trees for your project. Some flexibility is allowed with tree varieties and cultivars, but dwarf and weeping trees are not acceptable. If you would like to plant trees not on the list, please work with your Trees Forever field coordinator to discuss those and include that conversation in your application narrative. Note that not all tree species will thrive in all climates. It is important for you, the applicant, to know the zone and soil requirements of the trees you select to ensure that your planting will be successful in creating a lasting impact for many years to come.

Shade Trees	
Aspen, Quaking <sup>1</sup>	<i>Populus tremuloides</i>
Beech, American <sup>1</sup>	<i>Fagus grandifolia</i>
Birch, River <sup>1</sup>	<i>Betula nigra</i>
Blackgum, Black Tupelo <sup>1</sup>	<i>Nyssa sylvatica</i>
Buckeye, Ohio <sup>1</sup>	<i>Aesculus glabra</i>
Cherry, Black <sup>1</sup>	<i>Prunus serotina</i>
Catalpa, Northern <sup>1</sup>	<i>Catalpa speciosa</i>
Elm, American <sup>1</sup>	<i>Ulmus americana</i>
Ginkgo	<i>Ginkgo biloba</i>
Hackberry <sup>1</sup>	<i>Celtis occidentalis</i>
Sugarberry <sup>1</sup>	<i>Celtis laevigata</i>
Hickory, Shagbark <sup>1</sup>	<i>Carya ovata</i>
Honeylocust, Thornless <sup>1</sup>	<i>Gleditsia triacanthos</i>
Horse Chestnut <sup>1</sup>	<i>Aesculus hippocastanum</i>
Ironwood (American Hophornbeam) <sup>1</sup>	<i>Ostrya virginiana</i>
Katsuratree	<i>Cercidiphyllum japonicum</i>
Kentucky Coffeetree <sup>1</sup>	<i>Gymnocladus dioica</i>
Linden, Littleleaf	<i>Tilia cordata</i>
Linden, American (Basswood) <sup>1</sup>	<i>Tilia americana</i>
Linden, Silver	<i>Tilia tomentosa</i>
Magnolia, Cucumbertree <sup>1</sup>	<i>Magnolia acuminata</i>
Oak, Black <sup>1</sup>	<i>Quercus velutina</i>
Oak, Bur <sup>1</sup>	<i>Quercus macrocarpa</i>
Oak, Chinkapin <sup>1</sup>	<i>Quercus muehlenbergii</i>
Oak, Hill's/Northern Pin <sup>1</sup>	<i>Quercus ellipsoidalis</i>
Oak, Northern Red <sup>1</sup>	<i>Quercus rubra</i>
Oak, Scarlet <sup>1</sup>	<i>Quercus coccinea</i>
Oak, Shingle <sup>1</sup>	<i>Quercus imbricaria</i>
Oak, Shumard	<i>Quercus shumardii</i>
Oak, Swamp White <sup>1</sup>	<i>Quercus bicolor</i>
Oak, White <sup>1</sup>	<i>Quercus alba</i>
Osage Orange <sup>1</sup>	<i>Maclura pomifera (male, thornless)</i>
Sassafras <sup>1</sup>	<i>Sassafras albidum</i>
Sweetgum <sup>1</sup>	<i>Liquidambar styraciflua</i>
Sycamore <sup>1</sup>	<i>Platanus occidentalis</i>
London Planetree	<i>Platanus x acerfolia</i>
Tuliptree <sup>1</sup>	<i>Liriodendron tulipifera</i>
Yellowwood <sup>1</sup>	<i>Cladrastis kentuckea</i>

Low-growing Trees	
American Hornbeam <sup>1</sup> (Musclewood, Blue Beech)	<i>Carpinus caroliniana</i>
Crabapple	<i>Malus spp.</i>
Dogwood, Pagoda <sup>1</sup>	<i>Cornus alternifolia</i>
Eastern Redbud <sup>1</sup>	<i>Cercis canadensis</i>
Hawthorn, Thornless <sup>1</sup>	<i>Crataegus crusgalli var. inermis</i>
Japanese Tree Lilac	<i>Syringa reticulata</i>
Magnolia	<i>Magnolia spp.</i>
Plum, American <sup>1</sup>	<i>Prunus americana</i>
Serviceberry <sup>1</sup>	<i>Amelanchier spp.</i>
Viburnum, Nannyberry <sup>1</sup>	<i>Viburnum lentago</i>
Viburnum, Blackhaw <sup>1</sup>	<i>Viburnum prunifolium</i>
Witch Hazel <sup>1</sup>	<i>Hamamelis virginiana</i>

Edible Fruit Trees	
Apple, Cherry, etc.	<i>Malus spp., Prunus spp. etc.</i>

Conifers	
Arborvitae	<i>Thuja occidentalis</i>
Bald Cypress <sup>1*</sup>	<i>Taxodium distichum</i>
Cedar, Eastern Red <sup>1</sup>	<i>Juniperus virginiana</i>
Dawn Redwood*	<i>Metasequoia glyptostroboides</i>
Eastern Hemlock	<i>Tsuga canadensis</i>
Fir, Balsam <sup>1</sup>	<i>Abies balsamea</i>
Fir, Canaan	<i>Abies balsamea var. phanerolepis</i>
Fir, Concolor, White	<i>Abies concolor</i>
Fir, Frasier	<i>Abies fraseri</i>
Larch, European*	<i>Larix decidua</i>
Pine, Swiss Stone	<i>Pinus cembra</i>
Pine, Korean	<i>Pinus koraiensis</i>
Pine, Red or Norway	<i>Pinus resinosa</i>
Pine, White <sup>1</sup>	<i>Pinus strobus</i>
Spruce, Norway	<i>Picea abies</i>
Spruce, Serbian	<i>Picea omorika</i>

Prohibited Species	
Maple, Hybrid/Freeman	<i>Acer freemanii</i>
Maple, Amur	<i>Acer ginnala</i>
Maple, Norway	<i>Acer platanoides</i>
Ash	<i>Fraxinus spp.</i>
Spruce, Blue	<i>Picea pungens</i>
Callery/Ornamental Pear	<i>Pyrus spp.</i>

<sup>1</sup> These trees are native to the Midwest.

\*These trees are deciduous conifers and will drop their needles in the fall.

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City of Jefferson

Insurance 04/01/25 to 04/01/26

	2024	2025
Total Premium	250,964	276,785
Property	108,103	121,695
Liability	24,742	27,092
Crime	130	107
Inland Marine	3,739	4,127
Automobile	32,206	38,841
Work Comp	53,767	53,137
Umbrella	9,757	10,841
Linebacker	9,763	10,493
Law Enforcement	6,544	8,485
Cyber Liability	2,213	1,967

Property loss deductible is \$10,000 per occurrence. All buildings with a value of \$1,000,000 and above have a 1% of coverage limit wind and hail deductible per building.

Automobile comprehensive and collision deductibles are \$1,000 for vehicles with a cost new of under \$100,000; \$2,000 for vehicles with a cost new of \$100,000 to \$250,000 and \$5,000 for vehicles with a cost new over \$250,000

Linebacker policy loss deductible has increased from \$1,000 to \$10,000.

**WORKERS' COMPENSATION PORTION**

**April 1, 2023 to March 31, 2024**

Premiums	\$6,765,130		
Subtract retention	<u>\$2,097,190</u>		
	\$4,667,940		
Subtract losses and expenses	<u>\$5,250,977</u>		
Dividend	<u>(\$583,037)</u>	÷ 3 =	(\$194,346)

**April 1, 2022 to March 31, 2023**

Premiums	\$7,142,072		
Subtract retention	<u>\$2,214,042</u>		
	\$4,928,030		
Subtract losses and expenses	<u>\$5,241,060</u>		
Dividend	<u>(\$313,030)</u>	÷ 3 =	(\$104,343)

**April 1, 2021 to March 31, 2022**

Premiums	\$7,010,585		
Subtract retention	<u>\$2,173,281</u>		
	\$4,837,304		
Subtract losses and expenses	<u>\$1,129,562</u>		
Dividend	<u>\$3,707,742</u>	÷ 3 =	\$1,235,914

<b>TOTAL WORKERS' COMPENSATION PORTION:</b>	(\$194,346)
	(\$104,343)
	<u>\$1,235,914</u>
	<u>\$937,225</u>

<b>COMBINED CALCULATION:</b>	
PACKAGE:	\$6,396,937
WORKERS' COMPENSATION:	<u>\$937,225</u>
TOTAL DIVIDEND:	<u>\$7,334,162</u>

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The workers compensation experience modification factor is .70 effective 04/01/25. The 2024 modification factor was .66.

The 2025 experience modification factor is based on the following loss data:

04/01/21 to 04/01/22	3,884	paid loss and loss reserve
04/01/22 to 04/01/23	143	paid loss and loss reserve
04/01/23 to 04/01/24	6,203	paid loss and loss reserve

The 2026 experience modification factor will be determined by replacing the 04/01/21 to 22 loss data with the loss data from 04/01/24 to 25.

04/01/24 to 04/01/25	42,500	paid loss and loss reserve (as of 03/04/25)
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Buildings with insurance value over \$1,000,000

<b>303 E Head St-</b>	<b>Vehicle Garage</b>	<b>1,375,300</b>
<b>1579 235<sup>th</sup> St-</b>	<b>Office &amp; Hangers</b>	<b>2,125,255</b>
<b>1579 235<sup>th</sup> St-</b>	<b>New Hanger</b>	<b>1,035,500</b>
220 N Chestnut-	City Hall	4,394,699
1000 N Cedar-	Watertower	8,867,276
<b>200 W Lincoln Way-</b>	<b>Library</b>	<b>2,301,729</b>
204 W Harrison-	Community Center	7,782,216
W Russell-	Waste Water Plant	14,967,951
<b>501 W Greenwood-</b>	<b>Club House</b>	<b>1,131,721</b>

With current \$10K deductible option, 1% wind hail deductible would apply to each of the structures above. Estimated Premium- \$121,695

**Increasing to \$25K deductible option, would remove the 1% wind hail deductible from the buildings in bold as these buildings would then be covered under the \$25K occurrence deductible. Estimated Premium with this change- \$105,844 (Savings of \$15,851).**

**Additional Options-**

**City Hall- Buy down of deductible from 1% (\$43,946) to-  
\$10K Deductible-  
\$25K Deductible-**

**Community Center- Buy down of deductible from 1% (\$77,822) to-  
\$10K Deductible-  
\$25K- Deductible-**

SECTION 00991 – CHANGE ORDER

(Instructions on reverse side)

No. 8

PROJECT: Wastewater Treatment Facility Improvements

DATE OF ISSUANCE: March 25, 2025

EFFECTIVE DATE: March 25, 2025

OWNER: City of Jefferson, IA

ENGINEER'S Project No.: OM2.123801

CONTRACTOR: Shank Constructors

ENGINEER: Bolton & Menk, Inc.

You are directed to make the following changes in the Contract Documents.

**Description:**

Modifications to the project scope for reasons found in Contractor's PCOs located in attached Field Orders.

**Reason for Change Order:**

Various circumstances determined per each scope change.

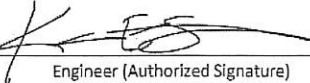
**Attachments: (List documents supporting change)**

Field Order 24, dated 2/18,2025

Field Order 25, dated 3/17/2025

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
<u>\$17,504,700.00</u>	Substantial Completion : <u>610</u> days or dates Ready for final payment : <u>735</u> days or dates
Net changes from previous Change Orders No. <u>1</u> to No. <u>7</u>	Net changes from previous Change Orders No. <u>--</u> to No. <u>7</u>
<u>\$686,894.71</u>	<u>235/201</u> days
Contract Price Prior to this Change Order	Contract Times prior to this Change Order
<u>\$18,191,594.71</u>	Substantial Completion : <u>845</u> days or dates Ready for final payment : <u>936</u> days or dates
Net <u>Increase</u> (Increase/Decrease/No Change) of this Change Order	Net <u>No Change</u> (Increase/Decrease/No Change) of this Change Order
<u>\$107,703.37</u>	<u>0</u> days
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
<u>\$18,299,298.08</u>	Substantial Completion : <u>845</u> days or dates (May 5, 2025) Ready for final payment : <u>936</u> days or dates (August 4, 2025)

RECOMMENDED:

By:   
Engineer (Authorized Signature)

APPROVED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

ACCEPTED:

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: 03/25/2025

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

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

EJCDC No. 1910C8-B (1990 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

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SECTION 00992 – ENGINEER’S FIELD ORDER

<b>ENGINEER'S</b>	OWNER	<input checked="" type="checkbox"/> Dave Morlan, City of Jefferson
		<input checked="" type="checkbox"/> Scott Peterson, City of Jefferson
<b>FIELD ORDER</b>	ENGINEER	<input checked="" type="checkbox"/> Katie Sterk, P.E., Bolton & Menk, Inc.
	CONSULTANTS	<input type="checkbox"/>
	CONTRACTOR	<input checked="" type="checkbox"/> Eric Taylor, Shank Constructors
		<input checked="" type="checkbox"/> Justin Sease, Shank Constructors
		<input checked="" type="checkbox"/> Walter Smith, Shank Constructors
	FIELD	<input checked="" type="checkbox"/> Ron Covert, Bolton & Menk, Inc.
	OTHER	<input type="checkbox"/>

PROJECT:	Wastewater Treatment Facility Improvements	FIELD ORDER NO: 24
OWNER:	City of Jefferson, IA	DATE: February 18, 2025
TO:	Shank Constructors, Inc. 3501 85 <sup>th</sup> Avenue North Brooklyn Park, MN 55443	ENGINEER'S PROJECT NO: 0M2.123801
		CONTRACT FOR: \$17,504,700.00
		CONTRACT DATED: November 22, 2022

You are hereby directed to execute promptly this Field Order which interprets the Contract Documents or orders minor changes in the Work without change in Contract Sum or Contract Time.

If you consider that a change in Contract Sum or Contract Time is required, please submit your itemized proposal to the Engineer immediately and before proceeding with this Work. If your proposal is found to be satisfactory and in proper order, this Field Order will in that event be suspended by a Change Order.

**Description:**

**Project Changes RE: Contractor’s Proposed Change Orders.** The work included in the following list of PCOs is authorized. A total of \$13,465.87 for these changes will be added to the contract via the next approved Change Order.

- Per PCO #073, Contractor to install two water hammer arrestors for the wash press and grit classifier for a cost addition of \$3,020.57.
- Per PCO #074, Time and Materials costs for previously approved work to relocate Clarifier 3 stairs to accommodate bridge length contract for a cost addition of \$395.70.
- Per PCO #079, Time and Materials costs for previously approved work to remove existing corroded pipe brackets in the WAS holding tank per RFI #104 for a cost addition of \$2,143.48.
- Per PCO #081, Contractor to provide two alarms and strobes with associated wiring and conduit for the pretreatment building ERU SCADA connections for a cost addition of \$4,887.67.
- Per PCO #082, Contractor to install 80A disconnect with time delay fuses for Enviromix air compressors per RFI #196 for a cost addition of \$5,692.94.
- Per PCO #084, Contractor to move unit heater and eye wash in disinfection building per FO #22 for a cost addition \$6,274.96.
- Per PCO #086, Contractor to provide a credit to the contract of (\$22,978.73) for removing the ferric chloride day tanks and associated pumps and piping per PR#09.

PROJECT: Wastewater Treatment Facility Improvements  
OWNER: City of Jefferson, IA

FIELD ORDER NO: 24  
DATE: February 18, 2025

- Per PCO #087, Contractor to route polymer carrier piping through pump room floor slab per RFI #193 for a cost addition of \$962.63.
- Per PCO #090, Contractor to locate transformer 15 outside of disinfection building to accommodate space for remote I/O cabinet for a cost addition of \$3,369.09.
- Per PCO #092, Contractor to reroute blower basement sump pump piping through floor and east wall of building to Aeration Tank 2 for a cost addition of \$5,363.22.
- Per PCO #095, Contractor to provide an additional analog output cable and card for MLR valve position command and viewing for a cost addition of \$4,334.34.

**Attachments:**

Contractor's PCO #073  
Contractor's PCO #074  
Contractor's PCO #079  
Contractor's PCO #081  
Contractor's PCO #082  
Contractor's PCO #084  
Contractor's PCO #086  
Contractor's PCO #087  
Contractor's PCO #090  
Contractor's PCO #092  
Contractor's PCO #095

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ENGINEER: Kathryn E. Sterk

DATE: 2/18/2025

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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
- 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 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:

## 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.

### **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)

# 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 <sup>1</sup>	\$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 <sup>1</sup>	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

<sup>1</sup> 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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COUNCIL MEETING

MARCH 11, 2025

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Berry presided.

No citizens spoke during Open Forum.

On motion by Zmolek, second by Jackson, the Council approved the following consent items: February 25, 2025 regular Council Minutes, hire Tom Welch as part-time Golf Course Groundskeeper at 14/hr., **RESOLUTION NO. 17-25** approving employee salaries for calendar year 2024, payment of COG Bike Funds of \$3,448.96 to the RVT Construction Fund and payment of monthly bills from City funds.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

On motion by Jackson, second by Sloan, the Council approved the second reading of an ordinance amending the code of ordinances of the City of Jefferson, Iowa, 2017, by regulating the sale and use of Fireworks.

AYE: Jackson, Sloan, Wetrich, Zmolek, Ahrenholtz

NAY: None

On motion by Zmolek, second by Wetrich, the Council approved the second reading of an ordinance amending the code of ordinances of the City of Jefferson, Iowa, 2017, by amending provision pertaining to Sewer User Charges.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

**RESOLUTION NO. 18-25**

On motion by Wetrich, second by Zmolek, the Council approved Resolution No. 18-25, a resolution approving 28E agreement with Greene County.

AYE: Sloan, Ahrenholtz, Jackson, Zmolek, Wetrich

NAY: None

**RESOLUTION NO. 19-25**

On motion by Ahrenholtz, second by Sloan, the Council approved Resolution No. 19-25, a resolution Ordering Bids, Approving Plans, Specifications, Form of Contract and Notice to Bidders, Fixing Amount of Bid Security and Ordering Clerk to Publish Notice for a Public Hearing on Plans, Specifications, Form of Contract and Estimate of Costs for the Construction of the Fuel Farm Improvements Project at the Jefferson Municipal Airport in Jefferson, Iowa. Public Hearing will take place at City Hall April 22, 2025 at 5:30 p.m.

AYE: Wetrich, Jackson, Sloan, Zmolek, Ahrenholtz

NAY: None

On motion by Wetrich, second by Jackson, the Council approved pay estimate #25 to Shank Constructors, Inc of \$211,412.05 for Wastewater Treatment Plant Project.

AYE: Zmolek, Jackson, Sloan, Wetrich, Ahrenholtz

NAY: None