

## **AGENDA**

### **CITY COUNCIL MEETING**

**Tuesday, July 22, 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 City Council Minutes of July 8, 2025
- B. Approve Street Closures for Cruisin' to the Square.
- C. Approve Lepe Corporation, Inc, dba Casa De Oro, Class C Retail Alcohol License
- D. Approve Sidewalk Incentive for 204 N. West Street.
- E. Approve GAX #11 for Centennial Upper Story Housing Grant 23-HSGU-003.
- F. Acknowledge Receipt of \$50,000 from Grow Greene County Gaming Corporation
- G. Approval of monthly bills.

**IV. NEW BUSINESS:**

- A. RESOLUTION Approving Partial Amount Towards a Forgivable Loan and Authorizing Forgiveness of Remaining Loan Balance for 111 E. Lincoln Way.
- B. RESOLUTION Approving United States Department of Transportation Federal Aviation Administration Grant – AIP Funding
- C. RESOLUTION Approving United States Department of Transportation Federal Aviation Administration Grant – IIJA AIG Funding
- D. RESOLUTION Transferring Funds and Closing Fund Accounts

**V. REPORTS:**

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

**VI. ADJOURN.**

1

**TO: Mayor and City Council Members**  
**FROM: Scott Peterson, City Administrator**  
**SUBJECT: General Information Memo**  
**Regular City Council Session**  
**Tuesday, July 22, 2025 5:30 p.m.**

Car Show: Cruisin' to the Square will be held on Thursday, August 14<sup>th</sup>. Enclosed is an aerial photo showing the requested street closures. The Street Committee recommends approval of this request.

Sidewalk Reimbursement: A sidewalk was replaced at 204 N. West Street. The amount of the City's sidewalk grant to these projects is \$2,000.

Sensibly Chic: There is an investor planning to purchase the Sensibly Chic building. They had a \$150,000 forgivable loan on the building. According to our records, Sensibly Chic ceased operation and finalized their liquidation sale in April, 2023. Based on that date, the amount outstanding on their forgivable loan is \$67,500. Tucker's have requested to count the months in which they have had special events in the store toward the amount forgiven. This includes such things as special markets, Barbie by the Bells, etc.

The Tuckers have requested to settle at \$60,000. The Downtown Buildings Committee agrees with the proposal to settle at \$60,000. A resolution authorizing this action is enclosed.

OPTION 2: Yesterday, Nikki Ubell received interest in the building from another person to place a retail business in the building. If this leads toward a possible purchase, the resolution will likely be removed from Tuesday's agenda.

Airport Grants: The City has received contracts for two grants for the Airport Fuel Farm. The Airport Improvement Program (AIP) grant is for 300,000. The IIJA grant is for \$281,000. The contracts were e-mailed as separate files.

The project is funded by AIP grants and IIJA grants for the current year and next year. Enclosed is a spreadsheet showing the funding break-out.

The Council will consider two separate resolutions approving these grants.

Transfers: The Finance Director has prepared a list of year-end transfers to be approved by the Council. A resolution approving these transfers is enclosed.

Go gle Maps Cruisin to the Square August 14<sup>th</sup> (Rain Date 15<sup>th</sup>)  
Close streets @ 1pm



Imagery ©2024 CNES / Airbus, Maxar Technologies, Map data ©2024 100 ft

★ Barricades needed before 1pm at the locations on map with an X.

★ Also need an additional dumpster at the courthouse and at least 12 blue garbage cans.

Please pass this onto the appropriate departments.

# Geo Villa Services LLC

# INVOICE

Ana Garcia  
Perry, Iowa 50220  
(515) 726-9670  
geovservices@gmail.com

DATE 05/07/2025

Ellen Ritter  
204 North West ST  
Jefferson, IA 50129

FOR Concrete

Description	Amount
<b>5x80 Sidewalk</b>	
We will remove the concrete and haul it away. We will bring about 2 to 3 inches of gravel to prepare the base for the new sidewalk. We will use a rebar for reinforcement. The concrete will be 4000psi and it will be 4 inches thick. We will create control joint cuts, and we will remove the forms. At the end we will clean up, fill in the edges with new black dirt and grass seed.	
<ul style="list-style-type: none"><li>We are not responsible for alkaline pops, de-ice salt sealing and concrete cracking. This estimate includes up to 2 inches of gravel, if project requires more, it will cost extra.</li><li>If you would like to move forward, we require a non-refundable 50% retainer, the remaining balance is due once the project is completed. Time frame can be changed to the future if client desire. Depending on weather the project may be pushed back but it will be next in line.</li></ul>	
<b>Total</b>	\$3,200.00
<b>tax</b>	\$224.00
<b>Sub-Total</b>	\$3,424.00
<b>Check received on</b>	<b>Check Number</b>
	<b>Retaining payment</b>
	<b>Remaining Balance</b>
	\$1,712.00
	\$1,712.00

Make all checks payable to  
Geo Villa Services LLC  
PO Box 31, perry IA 50220

If you have any questions concerning this invoice, contact Ana Garcia (515) 726-9670

Signature: \_\_\_\_\_

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

THANK YOU FOR YOUR BUSINESS!

Ellen Ritter CS

\$ 2,000.00

4

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

A RESOLUTION APPROVING PARTIAL AMOUNT TOWARDS A  
FORGIVABLE LOAN AND AUTHORIZING FORGIVENESS OF  
REMAINING LOAN BALANCE FOR 111 E LINCOLN WAY

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to Resolutions 4-17 and 7-17 previously entered into an Agreement for Sale and Redevelopment of Property dated February 17, 2017 (the “Agreement”) with Raymond and Rosemary Tucker (the “Borrowers”). The Agreement provided for the sale of 111 E Lincoln Way (the “Property”) to the Borrowers and that the City would provide financial assistance to the Borrowers to develop and improve the Property for the purpose of opening a new business in exchange for the Borrowers forgivable notes and other covenants in the Agreement; and

WHEREAS, the Agreement further provided for forgivable loans given by the City to the Borrowers for \$45,000.00 for the purchase price of the Property and \$105,000.00 for improvements to be made (together the “Forgivable Loans”). The loans as evidenced by notes and mortgages by the Borrowers were to be forgivable in 10 equal annual installments starting on October 1, 2018, and each October first thereafter, under the condition that the Borrowers remain in business and own the property for the duration of the 10 years; and

WHEREAS, the Borrowers’ business closed permanently in the spring of 2023 and the now are seeking to sell the Property to another party. The forgivable portion of the loans prorated during the Borrowers business operations (2017 – 2023) represents \$90,000.00. The Borrower has fulfilled all conditions required under the Agreement thus far and requests the City to accept \$60,000.00 as partial payment on the Forgivable Loans and in full satisfaction of the Agreement and notes and release of the mortgages issued by Borrowers; and

WHEREAS, The City has reviewed the Borrower’s compliance and recommends approval of the partial payment and forgiveness of the remaining loan balance.

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

1. Approval of Partial Payment. The City hereby accepts the Borrower’s amount towards the Forgivable Loans in the amount of \$60,000.00 towards the principal balance of the loans, to be paid on or before the time of closing on the sale of the Property.
2. Forgiveness of Remaining Balance. The City hereby forgives the remaining balance of \$90,000.00 on the Forgivable Loans, pursuant to the terms of the Agreement.

Section 1. The Council further finds that a public purpose was reasonably accomplished thus far by entering into the Agreement and providing the Forgivable Loans to Borrowers.

Section 2. The partial amount towards a Forgivable Loans and authorizing forgiveness of the remaining loan balances is hereby approved and the Mayor and City Clerk are hereby authorized and directed to execute such documents and to take such actions as may be necessary to carry out the provisions of the Agreement and 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

Attachment 1 - Proration Summary Table  
Jefferson EFW Fuel Farm 021 and 022

Grant FY	Program	Phase	Proration	Total Eligible	Federal Share	Local Match
FY25 Grant 021	AIP	1	52%	\$ 315,790.00	\$ 300,000.00	\$ 15,790.00
FY26 Multi-Year Grant 021	AIP	1		\$ 157,895.00	\$ 150,000.00	\$ 7,895.00
FY25 GRANT 022	IIJA	1	32%	\$ 295,790.00	\$ 281,000.00	\$ 14,790.00
FY26 Grant	IIJA	1	16%	\$ 144,211.00	\$ 137,000.00	\$ 7,211.00
Total Eligible Project Cost			100%	\$ 913,686.00	\$ 868,000.00	\$ 45,686.00
Total Ineligible Project Cost				\$ 58,448.76		
Total Sponsor Share				\$ 94,530.00		
Total Project Cost				\$ 1,025,000.00		

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

A RESOLUTION APPROVING UNITED STATES  
DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION  
ADMINISTRATION GRANT  
Grant Agreement No. 3-19-0049-021-2025

WHEREAS, the City of Jefferson, Iowa (the "City") is committed to maintaining and improving the Jefferson Municipal Airport utilizes to serve its citizens and the business community; and

WHEREAS, the City applied for grant funds from the United States Department of Transportation ("US DOT") Federal Aviation Administration ("FAA"), such grant funds to be utilized for Fuel System Improvements - AvGas – AIP Funding (the "Project")

WHEREAS, the City was awarded a grant for the Project, such Project referred to by the FAA as Project No. 3-19-0049-021-2025, whereby the FAA will award a grant of up to \$300,000.00 for the Project;

WHEREAS, the City is required to commit five percent (5%) of the funds for the total cost of the Project;

WHEREAS, the City Council finds that it is in the best interests of the City of Jefferson that it approve the grant for the Project and expend funds to complete the Project on top of those awarded pursuant to the grant.

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

Section 1. The proposed grant agreement for the Project is hereby approved.

Section 2. The City hereby agrees that it shall expend up to 5% of the cost of the Project.

Section 3. The Mayor, City Administrator and City Clerk are authorized to take such further action as may be necessary to carry out the intent and purpose of this resolution.

Section 4. 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 July 22, 2025.

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

Attest:

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

8



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

A RESOLUTION APPROVING UNITED STATES  
DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION  
ADMINISTRATION GRANT  
Grant Agreement No. 3-19-0049-022-2025

WHEREAS, the City of Jefferson, Iowa (the “City”) is committed to maintaining and improving the Jefferson Municipal Airport utilizes to serve its citizens and the business community; and

WHEREAS, the City applied for grant funds from the United States Department of Transportation (“US DOT”) Federal Aviation Administration (“FAA”), such grant funds to be utilized for Fuel System Improvements - AvGas – Infrastructure Investment and Jobs Act (IIJA) Airport Infrastructure Grant (AIG) Funding (the “Project”);

WHEREAS, the City was awarded a grant for the Project, such Project referred to by the FAA as Project No. 3-19-0049-022-2025, whereby the FAA will award a grant of up to \$281,000.00 for the Project;

WHEREAS, the City is required to commit five percent (5%) of the funds for the total cost of the Project;

WHEREAS, the City Council finds that it is in the best interests of the City of Jefferson that it approve the grant for the Project and expend funds to complete the Project on top of those awarded pursuant to the grant.

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

Section 1. The proposed grant agreement for the Project is hereby approved.

Section 2. The City hereby agrees that it shall expend up to 5% of the cost of the Project.

Section 3. The Mayor, City Administrator and City Clerk are authorized to take such further action as may be necessary to carry out the intent and purpose of this resolution.

Section 4. 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 July 22, 2025.

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

Attest:

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

9

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

A RESOLUTION TRANSFERRING FUNDS AND CLOSING FUND ACCOUNTS

WHEREAS, following the 2024-2025 Fiscal Year, the City of Jefferson finds that it is in the best interest of the City that certain funds should be transferred into other funds, all in accordance with Iowa Administrative Code 545-2.5.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Jefferson authorizes the following transfer of funds as of June 30, 2025.

1. Transfer from the General Fund to the Equipment Reserve-ISF Fund - \$27,000.00 to pay for future Police duty vehicle-budgeted.
2. Transfer from the General Fund to the Equipment Reserve-ISF Fund- \$7,000.00 to pay for future Police admin vehicle- budgeted.
3. Transfer from the General Fund to the Equipment Reserve-ISF Fund- \$1,400.00 to pay for future Police body armor replacement-budgeted.
4. Transfer from the General Fund to the Equipment Reserve-ISF Fund -\$22,000.00 to pay for future Fire Truck-budgeted.
5. Transfer from the General Fund to the Equipment Reserve-ISF Fund- \$6,694.00 to reimburse for Fire Truck previously purchased- budgeted.
6. Transfer from the Equipment Reserve- ISF Fund to General Fund- \$33,809.96 to pay for outfitting new police vehicles- budgeted.
7. Transfer from the General Fund to the Library Agency Fund- \$2,000.00 for technology replacement- budgeted.
8. Transfer from the Road Use Tax Fund to the General Fund- \$50,000.00 to pay for administrative expenses- budgeted.
9. Transfer from the Special Revenue Fund to the General Fund- \$671,053.00 to pay for employees benefit expenses- budgeted.
10. Transfer from the Airport Fund to the General Fund- \$35,000.00 to pay for administrative expenses- budgeted.
11. Transfer from the Water Fund to the General Fund- \$35,000.00 to pay for administrative expenses- budgeted.
12. Transfer from Special Revenue to General Fund- \$10,239.75 to pay for Tree Removal Assistance Fund- unbudgeted.
13. Transfer from the Water Fund to the Water Capital Improvement Fund- \$55,000.00 to pay for water capital improvement projects- budgeted.
14. Transfer from the Water Fund to the Water Capital Improvement Fund- \$30,000.00 to pay for future water well improvements- budgeted.

15. Transfer from the Water Fund to the Water Plant Replacement Fund- \$275,000.00 to pay for future Water Plant Replacement- budgeted.
16. Transfer from the Water Fund to the Water Tower Repair- \$114,000.00 to pay for water tower repair and maintenance- budgeted.
17. Transfer from the Wastewater Fund to the General Fund- \$37,000.00 to pay for administrative expenses- budgeted.
18. Transfer from the Wastewater Fund to the Wastewater Plant Replacement- \$112,000.00 to pay for wastewater plant replacement- budgeted.
19. Transfer from Wastewater Fund to Wastewater SRF Debt Service- \$720,275.73 to pay for SRF payments- budgeted.
20. Transfer from the Sanitation Fund to the Equipment Reserve-ISF Fund- \$20,000.00 to pay for future equipment purchases- budgeted.
21. Transfer from the Recycling Fund to the General Fund- \$5,000.00 to pay for administrative expenses- budgeted.
22. Transfer from the Recycling Fund to the Equipment Reserve-ISF Fund- \$56,000.00 to pay for future equipment purchases- budgeted.
23. Transfers from Local Option Sales Tax to the Road Use Tax Fund- \$99,000.00 to pay for street lighting- budgeted.
24. Transfer from TIF Fund to Downtown Buildings- \$437,771.33 to pay for tax increment finance expenses budgeted.
25. Transfer from TIF Fund to Downtown Buildings- \$193,893.34 to pay for tax increment finance expenses budgeted.
26. Transfer from Road Use Tax to Equipment Reserve- ISF Fund- \$42,412.00 to pay for future equipment- budgeted
27. Transfer from Local Option Sales Tax Fund to General Fund- \$30,000.00 to pay for police salary and administrative position- budgeted.
28. Transfer from General Fund to CIP- \$70,688.70 to pay for bond expenses- non-budgeted.
29. Transfer from Wastewater Sinking to Wastewater Fund- \$30,230.92 to close out Wastewater Sinking Fund- unbudgeted.
30. Transfer from Water Revenue Reserve to Water-\$242,100.00 to close out Water Revenue Reserve- budgeted.
31. Transfer from Road Use Tax to General Fund- \$18,917.31 to pay employee benefit expenses, FICA- budgeted.
32. Transfer from Road Use Tax to General Fund- \$1,954.36 to pay employee benefit expenses, IPERS- budgeted.
33. Transfer from Road Use Tax to General Fund- \$5,930.83 to pay employee benefit expenses, Group Health Insurance- budgeted.

Section 3. 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 4. 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 July 25, 2023.

---

Craig Berry, Mayor

Attest:

---

Roxanne Gorsuch, City Clerk

COUNCIL MEETING

JULY 8, 2025

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Berry presided.

During open forum Linda Ross and Bill Allen with congregate meals voiced their concerns about the Greenwood Community Center if the Golf Course Clubhouse would be moved to that location and what effects that could have for the seniors and the upstairs of the Greenwood Community Center. Congregate Meals started nearly 50 years ago and they serve an average of 92 meals daily for dine-in, carryout and delivery. The commercial kitchen is inspected by the state annually and meals are delivered to five communities. Volunteer deliveries might be the only people the in-home person sees daily and want everyone to know how important this entity is to our community.

On motion by Wetrich, second by Sloan, the Council approved the following consent items: June 24, 2025 Council Minutes, Hy-Vee Fast & Fresh Express, Class E Retail Alcohol License, G-WILLY-S, LLC, dba The Courtyard, Class C Retail Alcohol License and monthly bills from City Funds.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

**ORDINANCE NO. 644**

On motion by Jackson, second by Ahrenholtz, the Council approved the third reading and final adoption of an ordinance providing for the Division of Taxes Levied on Taxable Property in the 2025 Jefferson Redevelopment Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

On motion by Zmolek, second by Sloan, the Council approved pay estimate #29 to Shank Constructors, Inc of \$4,045.35 for Wastewater Treatment Plant Project.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz

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

A1 AUTOMOTIVE	BLDG/ZONE OIL CHNGE	62.44
ABC PEST CONTROL	PEST CONTR	289.48
ACCESS SYSTEMS LEASING	CPIER LSE	1439.31
ACCO UNLIMITED CORP	CHEM	8309.05
ACUSHNET COMPANY	GCRSE MERCH	1762.65
ADVANCED WASTE SOLUTIONS	GCRSE PORT TOILET	250.00
AFLAC	AFLAC INS W/H	17.68
AG SOURCE COOP SERV	WA TSTG	1591.90
ALLIANT ENERGY	UTILITES	32586.18
AMAZON CAPITAL SERV	LD BLDG/CLUB	271.12

13