

AGENDA

CITY COUNCIL MEETING

Tuesday, November 25, 2025

5:30 P.M.

CITY HALL COUNCIL CHAMBERS

I. CALL TO ORDER:

II. OPEN FORUM: This is a time for any resident 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 November 11th and 18th.
- B. Sewer forgiveness for 507 E Garfield Street, 615 S. Vine Street, and 600 S. Wilson Street.

IV. NEW BUSINESS:

- A. RESOLUTION Obligating funds from the Clinic Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year
- B. RESOLUTION Obligating funds from the Tri-County Cash Lumber Mart Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year
- C. RESOLUTION Obligating funds from the Mark Bauer Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year
- D. RESOLUTION Obligating funds from the Jefferson Hotel Group Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year
- E. RESOLUTION Approving Greene County Development Corp. Application for Plat of Survey
- F. Hire Lindsay Wathen as Assistant Rec Director
- G. Hire Luke Shipley as Sanitation / Streets Worker
- H. Proposed Sidewalk to High School
 - i. Grant application
 - ii. Engineering Agreement
- I. Drainage District 57 Engineering Study
- J. Consider Purchase of Generator for Wells 7 & 8
- K. Jefferson Matters Update

V. REPORTS:

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

VI. ADJOURN.

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

Sewer Forgiveness: The Sewer Committee recommends forgiveness of sewer charges consistent with the City's policy for three customers:

Address	Amount of Forgiveness
507 E. Garfield Street	\$ 245.80
615 S. Vine Street	\$ 515.39
600 S. Wilson Street	\$ 402.58

TIF Annual Allocations: The City Council annually approves the TIF payments to businesses. The amount of payment is determined by their Development Agreements. The amount paid to the business is based on the actual amount of taxes received from that business, but the estimated maximum TIF payment for these businesses are:

BAM – Vet Clinic = \$15,500
Tri-County Cash Lumber Mart, Inc. – Briarwood = \$7,000
Mark Bauer Development – Lincoln Ridge = \$27,000
Jefferson Hotel Group – Cobblestone = \$101,200

Resolutions approving these reimbursements to the businesses are included herein.

Plat of Survey: The Sanctuary Church is purchasing .76 acres of land from GCDC east of their new church building at 1603 N. Elm Street. The plat of survey is included herein.

Assistant Rec Director: It is proposed to hire Lindsay Wathen as the Assistant Rec Director at a salary of \$50,000 / yr. She will begin on December 1st.

Sanitation / Streets Worker: It is proposed to hire Luke Shipley as a Sanitation / Streets worker at an hourly rate of \$25.50.

High School Sidewalk: Enclosed are a preliminary lay-out and cost estimate for a proposed shared-use path from Central Avenue to the High School, with a spur to the dog park. I've spoken with the school and county about a possible joint project.

There are two items on the agenda for Council action: (1) approving an application for a \$250,000 Regional Transportation grant; and (2) consideration of an engineering contract with Bolten & Menk.

It is proposed that the City and School would be responsible for the costs in excess of that funded by the grant. In rough terms, the City would be responsible for the engineering costs and the school would be responsible for the additional construction costs over the \$250,000 grant. If the grant is not received, the project will not be undertaken. The Water, Sewer, Streets committee recommends approval.

Drainage Study: Enclosed is a proposal from Bolten & Menk for an engineering study on Drainage District 57. This study will analyze the entire district and prepare conceptual plans for three to four high priority areas. Cost of the study is \$25,000. The Water, Sewer, Streets committee recommends approval.

The proposal also includes additional costs for annexation into the district or reclassification of properties within the district. It is not proposed to undertake these actions now.

Purchase Generator for Well 7 & 8: The 1979 generator serving wells 7 & 8 (east of town on the highway) requires significant repair. It is proposed to replace the generator with a used one from the City of Osceola. The cost is \$21,000 including transportation and installation. The Water, Sewer, Streets committee recommends approval.

Jefferson Matters Report: Leaders from Jefferson Matters will present an update.

RESOLUTION NO. _____

A Resolution obligating funds from the Clinic Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Jefferson Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, pursuant to the City’s Development Agreement (the “Agreement”) with Jefferson Veterinary Clinic, L.C., which was assigned to BAM Properties of Iowa, LLC (the “Developer”), approved by resolution of the City Council on October 23, 2018, the City agreed to make economic development tax increment payments in an annual amount not to exceed 100% of the incremental property tax revenues received by the City each year attributable to the Property covered by the Agreement (payable in semi-annual payments) in a total cumulative amount not to exceed \$100,000.00, subject to annual appropriation by the City Council; and

WHEREAS, in the resolution approving the Agreement, the City Council created a subfund of the Urban Renewal Tax Revenue Fund to be used to account for payments to be made under the Agreement (the “Clinic Subfund”); and

WHEREAS, the City Administrator has estimated the amount of incremental property tax revenues that could be collected and received in the Clinic Subfund during the fiscal year beginning July 1, 2026, will be in the approximate amount of \$15,500.00, which amount should be available to be paid to BAM Properties of Iowa, LLC, as Developer (the “Payments”); and

WHEREAS, it is now necessary for the City Council to obligate such funds for appropriation to the Payments;

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

Section 1. The City Council hereby obligates not to exceed \$15,500.00 for appropriation from the Clinic Subfund of the City’s Urban Renewal Tax Revenue Fund to the Payments to be made in the fiscal year that will begin July 1, 2026.

Section 2. The City Clerk is hereby directed to certify to the County Auditor the amount obligated for appropriation in Section 1 above as part of the City's December 1, 2025, certification of debt payable from the Clinic Subfund of the City's Urban Renewal Tax Revenue Fund and to reflect such amount in the City's budget for the fiscal year that will begin July 1, 2026.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved on November 25, 2025.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A Resolution obligating funds from the Tri-County Cash Lumber Mart Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Jefferson Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, pursuant to the City’s Development Agreement (the “Agreement”) with Tri-County Cash Lumber Mart, Inc. (the “Developer”), approved by resolution of the City Council on April 26, 2016, the City agreed to make economic development tax increment payments in an annual amount not to exceed 100% of the incremental property tax revenues received by the City each year attributable to the Property covered by the Agreement (payable in semi-annual payments) in a total cumulative amount not to exceed \$600,000.00, subject to annual appropriation by the City Council; and

WHEREAS, in the resolution approving the Agreement, the City Council created a subfund of the Urban Renewal Tax Revenue Fund to be used to account for payments to be made under the Agreement (the “Tri-County Cash Lumber Mart Subfund”); and

WHEREAS, the City Administrator has estimated the amount of incremental property tax revenues that could be collected and received in the Tri-County Cash Lumber Mart Subfund during the fiscal year beginning July 1, 2026, will be in the approximate amount of \$7,000.00, which amount should be available to be paid to the Developer (the “Payments”); and

WHEREAS, it is now necessary for the City Council to obligate such funds for appropriation to the Payments;

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

Section 1. The City Council hereby obligates not to exceed \$7,000.00 for appropriation from the Tri-County Cash Lumber Mart Subfund of the City’s Urban Renewal Tax Revenue Fund to the Payments to be made in the fiscal year that will begin July 1, 2026.

Section 2. The City Clerk is hereby directed to certify to the County Auditor the amount obligated for appropriation in Section 1 above as part of the City's December 1, 2025, certification of debt payable from the Tri-County Cash Lumber Mart Subfund of the City's Urban Renewal Tax Revenue Fund and to reflect such amount in the City's budget for the fiscal year that will begin July 1, 2026.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved on November 25, 2025.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A Resolution obligating funds from the Mark Bauer Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Jefferson Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, pursuant to the City’s Development Agreement with Mark Bauer Development Company, LLC (the “Developer”), approved by resolution of the City Council on April 26, 2016 (the “2016 Agreement”), the City agreed to make economic development tax increment payments in a total amount not to exceed \$900,000.00, subject to annual appropriation by the City Council; and

WHEREAS, in the resolution approving the 2016 Agreement, the City Council created a subfund of the Urban Renewal Tax Revenue Fund to be used to account for payments to be made under the 2016 Agreement (the “Mark Bauer Subfund”); and

WHEREAS, the City Administrator has estimated the amount of incremental property tax revenues that could be collected and received in the Mark Bauer Subfund during the fiscal year beginning July 1, 2026, will be in the approximate amount of \$7,000.00, which amount should be available to be paid to the Developer (the “Payments”) as provided in the 2016 Agreement; and

WHEREAS, it is now necessary for the City Council to obligate such funds for appropriation to the Payments;

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

Section 1. The City Council hereby obligates not to exceed \$27,000.00 for appropriation from the Mark Bauer Subfund of the City’s Urban Renewal Tax Revenue Fund to the Payments to be made under the 2016 Agreement in the fiscal year that will begin July 1, 2026.

RESOLUTION NO. _____

A Resolution obligating funds from the Jefferson Hotel Group Subfund of the City of Jefferson Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment obligations scheduled to be paid in the next succeeding fiscal year

WHEREAS, the City of Jefferson, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Jefferson Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, pursuant to the City’s Development Agreement (the “Agreement”) with Jefferson Hotel Group, LLC (the “Developer”), approved by resolution of the City Council on February 24, 2015, the City agreed to make economic development tax increment payments in an annual amount not to exceed \$101,200.00 (two semi-annual payments of \$50,600.00 each) and a total cumulative amount not to exceed \$1,015,000.00, subject to annual appropriation by the City Council; and

WHEREAS, in the resolution approving the Agreement, the City Council created a subfund of the Urban Renewal Tax Revenue Fund to be used to account for payments to be made under the Agreement (the “Jefferson Hotel Group Subfund”); and

WHEREAS, the City Administrator has estimated the amount of incremental property tax revenues that could be collected and received in the Jefferson Hotel Group Subfund during the fiscal year beginning July 1, 2026, will exceed the amount of \$101,200.00 and that the amount of \$101,200.00 should be available to be paid to the Developer (the “Payments”); and

WHEREAS, it is now necessary for the City Council to obligate such funds for appropriation to the Payments;

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

Section 1. The City Council hereby obligates not to exceed \$101,200.00 for appropriation from the Jefferson Hotel Group Subfund of the City’s Urban Renewal Tax Revenue Fund to the Payments to be made in the fiscal year that will begin July 1, 2026.

Section 2. The City Clerk is hereby directed to certify to the County Auditor the amount obligated for appropriation in Section 1 above as part of the City's December 1, 2024, certification of debt payable from the Jefferson Hotel Group Subfund of the City's Urban Renewal Tax Revenue Fund and to reflect such amount in the City's budget for the fiscal year that will begin July 1, 2026.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved on November 25, 2025.

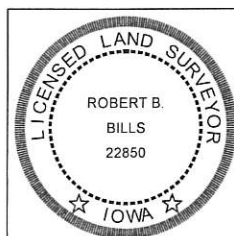
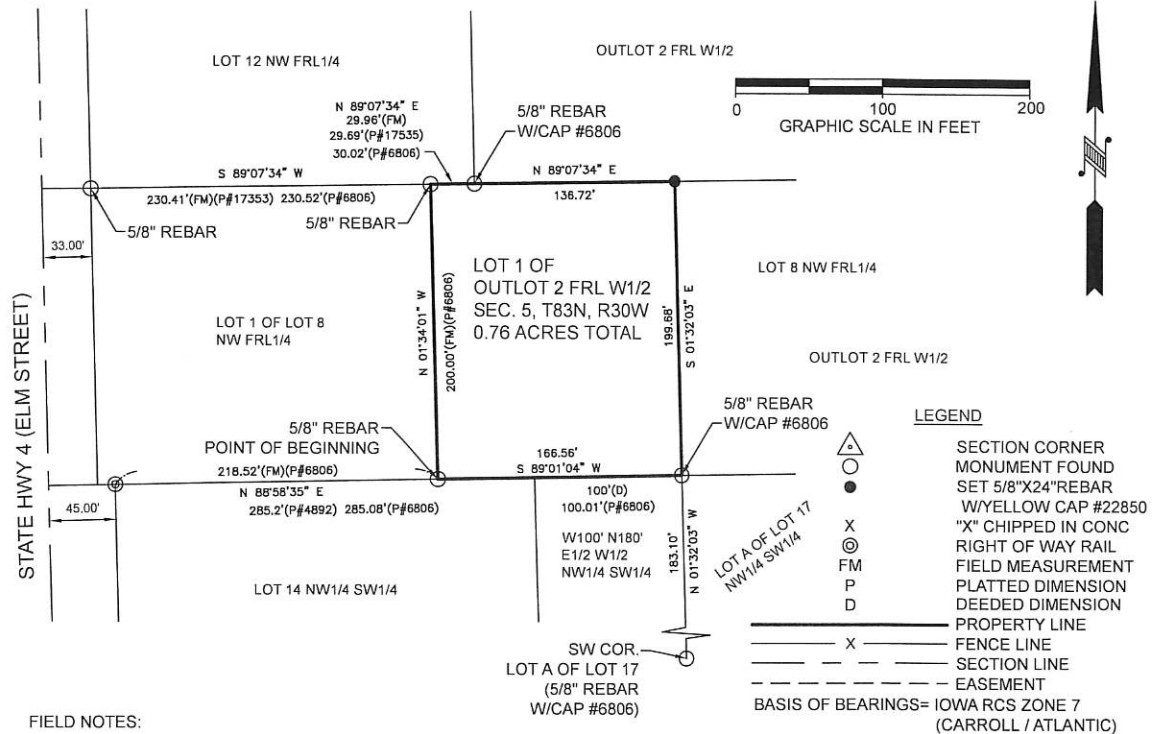
Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

INDEX LEGEND	PLAT OF SURVEY
COUNTY: GREENE	
DESIGNATION: LOT 1 OF OUTLOT 2 FRL W1/2	
LOCATION: CITY OF JEFFERSON SEC. 5, T83N, R30W	
SITE ADDRESS: N/A	
OWNER: GREENE COUNTY DEVELOPMENT CORP.	
SURVEY REQUESTED BY: THE SANCTUARY JEFFERSON	
SURVEYOR: ROBERT B. BILLS	

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



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

Robert B. Bills
Signature

Robert B. Bills

10/23/2025
Date

License number #22850
My license renewal date is Dec, 31, 2026
Pages or sheets covered by this seal: 1

CENTRAL IOWA SURVEYING, LLC
P.O. BOX 67 JEFFERSON, IOWA 50129
PHONE (515) 370-2399 EMAIL rbills@centraliowasurveying.com

FIELD WORK DATE: 10/2025

RESOLUTION NO. _____

A RESOLUTION APPROVING
GREENE COUNTY DEVELOPMENT CORP.
APPLICATION FOR PLAT OF SURVEY

WHEREAS, Greene County Development Corp. requested the City Council of Jefferson to approve a plat of survey prepared by Robert B. Bills of Central Iowa Surveying, LLC., dated October 23, 2025, covering the following described property:

Lot 1 of Outlet 2 of the Fractional West Half of Section 5, Township 83 North,
Range 30 West of the 5th P.M., City of Jefferson, 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 Robert B. Bills of Central Iowa Surveying, LLC., dated October 23, 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.

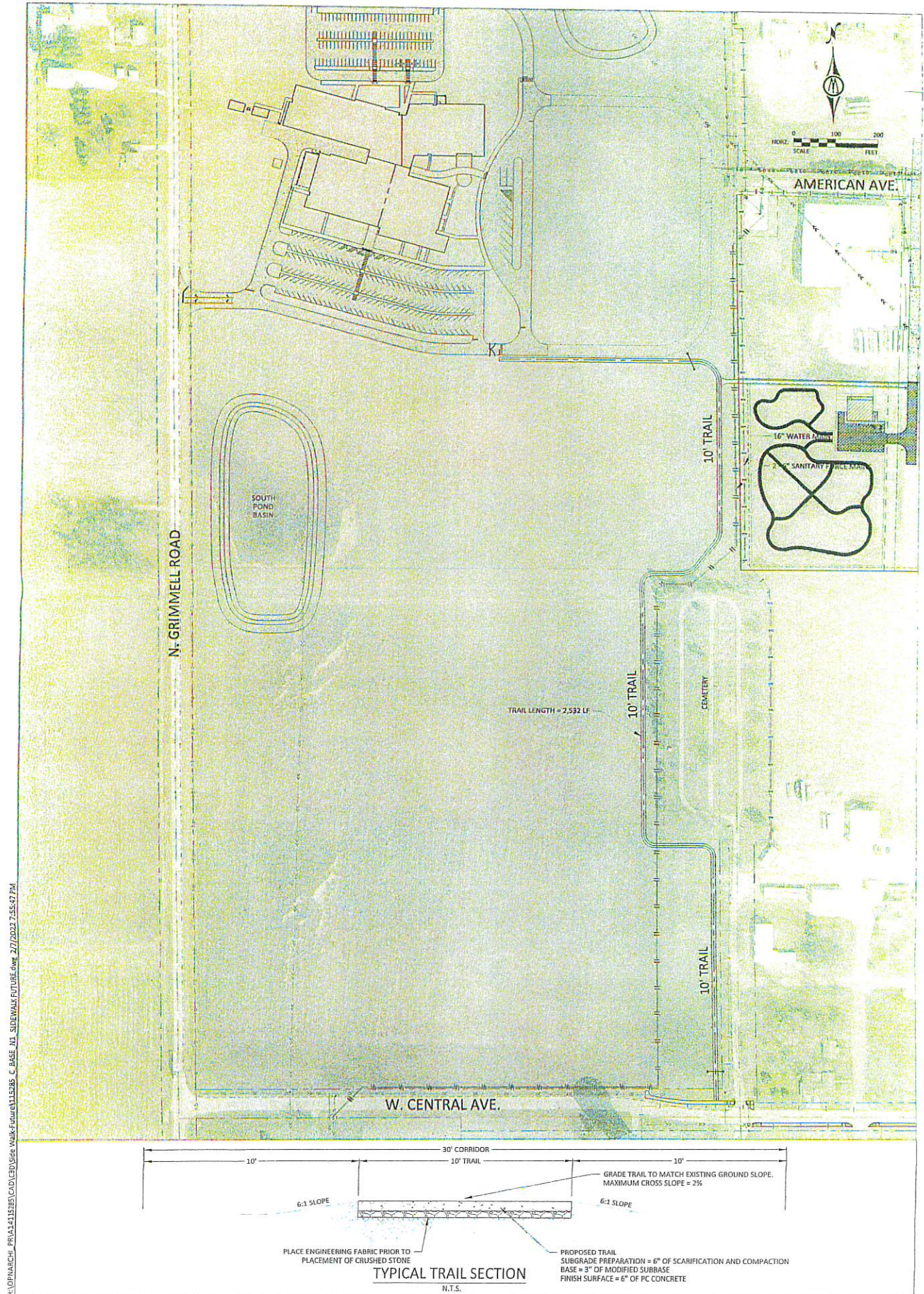
Section 3. All resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption and approval.

Passed and approved on November 25, 2025.

Craig J. Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk



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GREENE COUNTY COMMUNITY SCHOOL DISTRICT
HIGH SCHOOL SIDEWALK EXTENSION - FIGURE 5 REVISED
OPINION OF PROBABLE COSTS
Monday, August 18, 2025

Item No.	Description	Unit	Price	Quantity	Extension
1	TOPSOIL, ON-SITE	CY	\$ 10.00	1100.00	\$ 11,000.00
2	EXCAVATION, CLASS 10, CLASS 12, OR CLASS 13	CY	\$ 8.00	2950.00	\$ 23,600.00
3	SUBGRADE PREPARATION	SY	\$ 4.00	4075.00	\$ 16,300.00
4	SUBBASE, MODIFIED, 3"	SY	\$ 7.00	3315.00	\$ 23,205.00
5	PIPE CULVERT, TRENCHED, CMP, 12 INCH	LF	\$ 50.00	60.00	\$ 3,000.00
6	PIPE APRON, CMP, 12 INCH	EA	\$ 525.00	4.00	\$ 2,100.00
7	SHARED USE PATH, PCC, 6"	SY	\$ 50.00	3315.00	\$ 165,750.00
8	ENGINEERING FABRIC	SY	\$ 4.50	3775.00	\$ 16,987.50
9	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND MULCHING	AC	\$ 3,000.00	1.50	\$ 4,500.00
10	SWPPP PREPARATION	LS	\$ 3,000.00	1.00	\$ 3,000.00
11	SWPPP MANAGEMENT	LS	\$ 5,000.00	1.00	\$ 5,000.00
12	MOBILIZATION	LS	\$ 17,000.00	1.00	\$ 17,000.00
13					
14					
SUBTOTAL:					\$ 291,442.50
Subtotal Construction:					\$ 291,442.50
Construction Contingencies 10%:					\$ 29,100.00
Opinion of Estimated Construction Cost:					\$ 320,542.50
Subtotal Engineering:					\$ 63,500.00
TOTAL OPINION OF IMPROVEMENT COST					\$ 384,042.50

711,500



Real People. Real Solutions.

116 North Wilson Avenue
PO Box 68
Jefferson, IA 50129

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

November 14, 2025

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

RE: Proposal for High School East Shared Use Path Improvements

Dear Scott:

The City of Jefferson has initiated discussions with Greene County School District and Greene County regarding the potential for a Shared Used Path/trail from Central Ave north along the east side of the school property to the High School facility to provide for better access and safer pedestrian traffic movements to the High School building on Grimmel Road and the Animal Shelter and Dog Park on Doreen Wilbur Dr. This project will require strong collaboration between the above-mentioned stakeholders for a successful project. The project will allow students and residents to walk or exercise without being in the traveled lanes of the roadway on Grimmel Rd or Hwy 4. 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 High School East Shared Use Path Improvements.

In continued service to the City of Jefferson, we are excited at the opportunity to complete the High School East Shared Use Path Improvements. 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, County and School 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.

Subtask 1.3: Funding Assistance

Objective: Coordinate final design and contract documents with the CLIENT's financial advisor to ensure that the bidding process, contractor selection, contract documents, worker's compensation, construction materials, insurance, bonding, etc. are fundable and that all documentation is in accordance with funding agency requirements.

Should an alternative funding mechanism be selected, the scope of this task can be modified to include assistance with the specific requirements for that funding source.

Task 2: 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 3: Final Design

Subtask 3.1 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 shared use path 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 2026 file format and printed drawings for use in discussion at project coordination meetings with city staff.

Subtask 3.2 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:

- Shared Use Path 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 improvements
- 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
- Existing watermain and forcemain locations, and sizing
- Location of any 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 3.3: 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 an informational meeting to identify key project issues and concerns from adjacent property owners and stakeholders. This information will be incorporated into the final design. We plan to provide resources for the following:

- One city council meeting presentation

Deliverables: Copies of meeting notes

Subtask 3.4 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.

Subtask 3.5 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: Final plans at 95 percent complete stage; meeting notes from all design review with city staff.

Subtask 3.6 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 4: Bidding Administration

Subtask 4.1 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 4.2 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 4.3 Issue Addenda

Objective: Prepare addenda as needed

Description: We will prepare addenda for distribution.

Deliverables: Addenda in electronic and hard copy versions.

Subtask 4.4 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 4.5 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 5: Construction Services

Subtask 5.1 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.

Subtask 5.2 Field Staking

Objective: Complete necessary field staking.

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

- Construction limits
- Grading
- Shared Use Path alignments
- Pedestrian Ramps
- Miscellaneous infrastructure features

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

Subtask 5.3 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 are IDOT certified and have 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 contractors, city, and affected businesses and property owners
- Maintain daily construction logs
- Prepare monthly pay requests

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

Subtask 5.4 Field Testing Services

Objective: Coordinate construction and materials testing with City provided testing service.

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 6: Project Close-Out

Subtask 6.1 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 6.2 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.

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	\$12,000
Task 2: Topographic Survey	\$3,500
Task 3: Final Design	\$20,400
Task 4: Bidding Administration	\$3,000
Task 5: Construction Services	\$28,500
Task 6: Project Closeout	\$4,100

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	\$71,500

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.

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 [†]	\$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 [†]	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

[†] 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.



Real People. Real Solutions.

116 North Wilson Avenue
PO Box 68
Jefferson, IA 50129

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

November 14, 2025

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

RE: Proposal for Preliminary Engineers Report – Drainage District 57

Dear Scott:

The City of Jefferson has initiated discussions regarding operation and consideration of repairs or improvements to Drainage District No. 57. DD 57 provides drainage relief to portions of the east side of the City and agricultural lands laying east of the city and south of the airport. The proposed study will provide an overview of the facilities and available information on condition and capacity of the system and authorities available to the district trustees. Additionally, options are available for updating the assessment schedule to more equitably distribute the costs of any repairs deemed necessary.

In continued service to the City of Jefferson, we are excited at the opportunity to complete the Preliminary Engineers Report for DD 57. 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: Project Management

Subtask 1.1: Project Initiation

Objective: Bolton & Menk will facilitate a project meeting with City staff to accomplish the following:

- Review and confirm the scope and nature of the proposed study and repairs
- 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 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: Topographic Survey

Objective: Perform field reconnaissance 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 3: Preliminary Engineer's Report

Objective: Prepare a preliminary engineer's report, providing mapping, analysis and history of the district facilities to provide the city a true understanding of what the district owns/is responsible for and where problem spots exist from a strictly capacity standpoint.

Develop conceptual plans for 3-4 high priority areas where in depth study could be completed as an amendment to the report. This would allow the city to decide what priority areas to focus further investigation upon. Rough cost estimates of what that additional study and repair work would cost would be provided before beginning those studies.

Description: Bolton & Menk will review record and as-built plans and district minutes and incorporate the findings in the report.

Deliverables: Preliminary Engineer's Report for discussion at project coordination meetings with city staff and required Public Hearings

Task 4: Additional Tasks

Subtask 4.1 Annexation

Objective: Review benefited lands and recommend lands benefited by the district, not currently assessed by the district.

Description: Bolton & Menk will review the existing assessment schedule and benefited area to determine whether any lands benefited by district facilities are currently not assessed by the district. Bolton & Menk will also conduct the hearing with the trustees to annex those benefited lands to the district.

Deliverables: Annexation Report and Public Hearing.

Subtask 4.2 Reclassification

Option 1 – Comparative Classification

Objective: All historically assessed parcels or entities missing from the current schedule will be returned to the assessment schedule at historic classification rates

Description: Bolton & Menk review the historic classification schedule and restore any errors which have accumulated over time.

Deliverables: Complete assessment schedule reflecting the original distribution of costs to all lands in the district

Option 2 – Adjustment of Original Classification

Objective: The existing assessment schedule will be adjusted to reflect changes to land use and need for drainage and benefits derived from the drainage system

Description: Bolton & Menk review the historic classification schedule and apply adjustment factors to mimic modern classification methods. This will create a more equitable division of costs, though only partially reflective of modern methods.

Deliverables: Complete assessment schedule reflecting the original distribution adjusted based upon changes in land use and runoff.

Option 3 – Full Reclassification

Objective: The existing assessment schedule will be discarded and replaced with a full modern reclassification.

Description: Bolton & Menk will apply modern classification techniques to accurately assign values based upon proximity, use and need for drainage as well as relative runoff coefficients to equitably distribute all costs of work within the district.

Deliverables: Complete assessment schedule using modern techniques and factors

Any additional tasks requested by the city will have a fee estimate and amendment to the agreement completed prior to the start of any work.

✕

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	\$5,000
Task 2: Topographic Survey	\$7,500
Task 3: Final Design	\$12,500
Task 4: Additional Tasks	
Task 4.1: Annexation	\$2,000
Task 4.2: Option 1	\$5,000
Task 4.2: Option 2	\$12,000
Task 4.2: Option 3	\$20,000

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

Scope of Services – Base	
Total Not-to-Exceed Fee	\$25,000

BOLTON & MENK'S HOURLY RATES

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Included at the end of this document

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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 [†]	\$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 [†]	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

[†] 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.

COUNCIL MEETING

NOVEMBER 11, 2025

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Berry presided.

During Open Forum Bill Allen expressed his concerns with using water money for other items. Russell Gettler expressed his concerns with the concrete ramps on the downtown buildings.

On motion by Jackson, second by Wetrich, the Council approved the following consent items: October 28, 2025 Council Minutes, Promotion of Zachary Barden to Sergeant at a Salary of \$75,573.42 and payment of monthly bills from City Funds.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

RESOLUTION NO. 53-25

On motion by Jackson, second by Ahrenholtz, the Council approved Resolution No. 53-25, a resolution Authorizing Internal Advance for Funding of Urban Renewal Projects in Jefferson Urban Renewal Area.

AYE: Jackson, Ahrenholtz, Zmolek

NAY: Sloan

ABSTAIN: Wetrich

On motion by Wetrich, second by Ahrenholtz, the Council approved a Short-Term Contract with PeopleService at the rate of \$3000 per week. Grade 3 water treatment license and Grade 2 water distribution license is required for our plant.

AYE: Jackson, Ahrenholtz, Sloan, Zmolek, Wetrich

NAY: None

On motion by Ahrenholtz, second by Sloan, the Council approved pay estimate #32 to Shank Constructors, Inc. of \$195,347.31 for Wastewater Treatment Plant Project.

AYE: Sloan, Jackson, Zmolek, Wetrich, Ahrenholtz

NAY: None

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

ABC PEST CONTROL	RN PEST CONTR	446.81
ACCESS SYSTEMS LEASING	CPIER LSE	1821.93
ACCO UNLIMITED CORP	WA CHEM	2307.00
ACUSHNET COMPANY	GCRSE MERCH	57.22
AFLAC	AFLAC INS W/H	17.68

SPECIAL CITY COUNCIL MEETING

NOVEMBER 18, 2025

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, also Council Elect Luke Winkelman

ABSENT: Zmolek

Mayor Berry presided.

Council met for Strategic Planning and Goal Setting Session.

No action taken.

There being no further business the Council agreed to adjourn at 8:30 p.m.

Craig J. Berry, Mayor

Roxanne Gorsuch, City Clerk