

## **AGENDA**

**CITY COUNCIL MEETING**  
**Tuesday, January 13, 2026**  
**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 Council minutes from December 9<sup>th</sup> & 16<sup>th</sup>.
  - B. Approve Class E Retail Alcohol License for Casey's Marketing Company, dba Casey's #1617, 508 N. Elm Street.
  - C. Approve Chris Anderson as a member of the Jefferson Fire Department.
  - D. Approval of monthly bills.
- IV. NEW BUSINESS:**
  - A. PUBLIC HEARING Concerning the Grant of Easements to Red Lion Renewables for Solar Installations
  - B. Discussion and Possible Action on Next Steps for the Solar Project.
  - C. RESOLUTION Confirming the Appointment of City Engineer, City Building Inspector, City Clerk, and City Attorney.
  - D. RESOLUTION: Designating the Jefferson Herald as the Official Newspaper for the Legal Publications of the City of Jefferson.
  - E. Committee Appointments.
  - F. RESOLUTION Approving a Consulting Service Agreement for Water Facility Operation and Maintenance with PeopleService, Inc.
  - G. Westwood Sidewalk
  - H. Approve the Hiring of Jacob Schleisman as a Parks / Cemetery Worker
  - I. Strategic Planning / Goal Setting Report
- 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, January 13, 2026 5:30 p.m.

Solar Project: Following the last Council meeting, I was contacted by two other solar companies about the City's project. These two firms, Eagle Point Solar and 1Source Solar, have provided proposals. I am still awaiting some final information from one of the proposals. I will provide information about the proposals when I have the complete information.

At the previous meeting, the Council set January 13<sup>th</sup> as the date for a public hearing regarding easements for Red Lion Renewables. We will proceed with this public hearing but take no action on the easements.

Appoint City Officials & Newspaper: At the first Council meeting of the year, several procedural issues are addressed. Included is a resolution appointing the City Clerk, Building Inspector, City Engineer, and the City Attorney. Also included is a resolution designating the Jefferson Herald as the City's newspaper for official publications.

Committee Appointments: Enclosed is a list of Mayoral appointments for Committees and Mayor Pro-Tem.

PeopleService: The City proposes to enter into a Consultation Agreement with PeopleService for the water utility. PeopleService will cover the certification requirement for the water treatment facility and distribution system. They will perform the necessary duties to ensure compliance, including submitting the required paperwork. City staff performs day-to-day operations.

The proposed agreement is for five years, but either party can terminate the agreement with 60-days notice. The contract fee for 2026 is \$7,909 monthly.

Westwood Sidewalk: To address concerns raised at the public meeting about residents in the neighborhoods south of Westwood accessing the sidewalk if it is on the north side of Westwood Drive, Bolten & Menk has prepared an option that includes an additional sidewalk on the south side of Westwood for about 3 ½ blocks. Maps showing project lay-out and costs are enclosed.

If the Council is ready to proceed with the project, Bolten & Menk will proceed with surveying and plan preparation.

Parks / Cemetery Worker: With the retirement of Dewey Onken, Eric Fisher has been promoted to lead person in Parks & Cemetery. It is proposed to hire Jacob Schleisman for the Parks / Cemetery worker position at a wage of \$ 22.57 / hr.

Strategic Planning / Goal Setting: The final report for the Council's planning / goal setting is enclosed. The Council is asked to approve the plan as the guiding document for efforts over the next two years.

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

A RESOLUTION CONFIRMING THE APPOINTMENT OF CITY ENGINEER,  
CITY BUILDING INSPECTOR, CITY CLERK, and CITY ATTORNEY

WHEREAS, in accordance with Chapters 18, 20, 26, and 155 of the Code of Ordinances of the City of Jefferson, Iowa, the City Council of the City of Jefferson is required annually to appoint the City Engineer, City Building Inspector, City Clerk, and City Attorney.

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

Section 1. The City Council confirms the appointment of Bolton & Menk, Inc. as City Engineer,

Section 2. The City Council confirms the appointment of Chad Stevens as City Building Inspector, who is also designated as a Code Enforcement Officer.

Section 3. The City Council confirms the appointment of Roxanne Gorsuch as City Clerk.

Section 4. The City Council confirms the appointment of David F. Morain of Hoyt, Morain & Hommer, P.C., as City Attorney.

Section 5. The Mayor, City Administrator, and City Clerk are hereby authorized and directed to take such further action as may be necessary to carry out the intent and purpose of this resolution such as the execution of any employment agreements or service contracts necessary to obtain the regular services of the Appointees.

Section 6. All resolutions and orders, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 13<sup>th</sup> day of January 2026.

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Craig Berry, Mayor

ATTEST:

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Roxanne Gorsuch, City Clerk

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

A RESOLUTION DESIGNATING THE JEFFERSON HERALD AS THE OFFICIAL  
NEWSPAPER FOR THE LEGAL PUBLICATIONS OF THE CITY OF JEFFERSON

WHEREAS, Iowa Code Section 362.3 and Iowa Code Chapter 618 require municipalities to publish legal notices and information concerning city matters in a newspaper of general circulation within city limits, published at minimum once a week; and

WHEREAS, the Jefferson Herald meets the requirements of the Iowa Code to serve as the designated newspaper for the legal publications of the City of Jefferson.

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

Section 1. The Council hereby selects the Jefferson Herald as the designated newspaper for the City of Jefferson's legal publications. The designation shall be indefinite until further action by the City Council.

Section 2. All resolutions and orders, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 13<sup>th</sup> day of January 2026.

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Craig Berry, Mayor

ATTEST:

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Roxanne Gorsuch, City Clerk

# **CITY COUNCIL COMMITTEE APPOINTMENTS 2026**

Mayor Pro-Tem: Jackson

Airport: Sloan

Animal Shelter: Jackson

Assessor's Conference Biard – Mayor Berry

Bell Tower Foundation: Wetrich

Cemetery: Jackson

Chamber/Jefferson Main Street: Winkelman

Downtown Buildings: Ahrenholtz & Sloan

Finance: Mayor Berry, Ahrenholtz & Winkelman

Fire: Mayor Berry & Winkelman

GCDC: Ahrenholtz

Golf Course: Wetrich

Grow Greene County Gaming Corporation: Wetrich

Highway 30: Sloan

Housing: Ahrenholtz & Jackson

LEC Entity: Mayor Berry & Winkelman

Library: Jackson

Park & Rec: Jackson & Wetrich

Police: Mayor Berry & Winkelman

P & Z: Mayor Berry

Street, Water, Sewer, Sanitation: Ahrenholtz & Sloan

Recycling: Wetrich

Wage & Benefits: Ahrenholtz & Sloan

## AGREEMENT FOR CONSULTING SERVICES

This Professional Services Agreement (this "**Agreement**"), dated as of January 1, 2026 (the "**Effective Date**"), is by and between PeopleService Inc., a Nebraska corporation, with its principal place of business at 209 S 19<sup>th</sup> St, Omaha, NE 68102 (the "**Service Provider**") and the City of Jefferson, Iowa, with its principal place of business at 220 N Chestnut St, Jefferson, Iowa 50129 (the "**Customer**").

### 1. Services.

1.1 Service Provider shall provide to Customer the services (the "**Services**") set forth in **Exhibit A** (the "**Scope of Work**"). If Customer wishes to change the scope or performance of the Services, it shall submit details of the requested change to Service Provider in writing. Service Provider shall, within a reasonable time after receiving a Customer-initiated request, provide a written change order (the "**Change Order**") to Customer of:

- (a) the likely time required to implement the change;
- (b) any necessary variations to the fees and other charges for the Services arising from the change; and
- (c) any other impact the change might have on the performance of this Agreement.

Customer shall be bound by the Change Order unless Customer submits a written rejection of such Change Order to Service Provider within ten (10) days of receipt of the Change Order.

1.2 Service Provider shall provide the Services (a) in accordance with the terms and subject to the conditions set forth in this Agreement; (b) using personnel of required skill, experience, licenses, and qualifications; (c) in a timely, workmanlike, and professional manner; (d) in accordance with generally recognized industry standards in Service Provider's field; and (e) to the reasonable satisfaction of Customer. Nothing in this Agreement shall prevent Service Provider from providing the same or similar services to other customers (subject to confidentiality and intellectual property obligations set forth below).

2. Customer's Obligations. Customer shall (a) provide Service Provider with access to Customer's premises, office accommodation, and other facilities as may reasonably be required by Service Provider for the purposes of performing the Services; (b) respond promptly to any Service Provider request for information or approvals that Service Provider requires to perform the Services; (c) provide Service Provider with access to the staff responsible for operation of Customer's facilities; (d) pay all costs associated with the operation and maintenance of the facilities; (e) be responsible for any fines and penalties for violating any regulatory requirements or permits; and (f) provide personnel to properly operate and maintain the facilities.

3. Term and Termination.

3.1 Term. This Agreement shall commence as of the Effective Date and shall continue through the time specified in the Scope of Work (the "**Term**"), unless sooner terminated pursuant to this Section 3.

Upon the Effective Date of this Agreement, that certain Temporary Help Agreement November 4, 2025 between the Owner and PeopleService shall automatically terminate and shall be superseded by this Agreement.

3.2 Termination for Convenience. Either party, in its sole discretion, may terminate this Agreement, in whole or in part, at any time without cause, by providing at least sixty (60) days' prior written notice to the other party.

3.3 Termination for Cause. Either party may terminate this Agreement, effective upon written notice to the other party (the "**Defaulting Party**"), if the Defaulting Party (a) materially breaches this Agreement, and such breach is incapable of cure, or with respect to a material breach capable of cure, the Defaulting Party does not cure such breach within fifteen (15) days after receipt of written notice of such breach; (b) becomes insolvent; (c) admits its inability to pay its debts generally as they become due; (d) becomes subject to any bankruptcy proceeding which is not dismissed or vacated within fifteen (15) days after filing; (e) is dissolved or liquidated; (f) makes a general assignment for the benefit of creditors; or (g) has a receiver, trustee, custodian, or similar agent appointed by court order to take charge of or sell any material portion of its property or business.

3.4 Effects of Termination or Expiration. Upon expiration or termination of this Agreement for any reason, (a) Service Provider shall: (i) return to Customer all Customer-owned property, equipment, or materials in its possession or control; and (ii) remove any Service Provider-owned property, equipment, or materials located at Customer's locations; (b) Customer shall pay all outstanding invoices immediately, including invoices for services supplied up to the date of termination, which Service Provider shall submit within a reasonable time following the date of termination; and (c) each party shall return to the other party or destroy, at the other party's discretion, all documents and tangible materials (and any copies, physical or electronic) containing, reflecting, incorporating or based on the other party's Confidential Information and certify in writing that it has done so.

3.5 Survival. The rights and obligations of the parties set forth in this Section 3.5 and Section 3.4, Section 5, Section 6, Section 7, and any right or obligation of the parties in this Agreement which, by its nature, should survive termination or expiration of this Agreement, will survive any such termination or expiration of this Agreement.

4. Fees and Expenses; Payment Terms.

4.1 In General. In consideration of the provision of the Services by the Service Provider and the rights granted to Customer under this Agreement, Customer shall pay the fees as follows:

(a) Time and Materials. For Services provided on a time and materials basis, Customer shall pay fees (the "**Fees**") calculated in accordance with Service Provider's rates as set forth in the Scope of Work.

(b) Expense Reimbursement. Customer shall reimburse Service Provider for all actual, documented, and reasonable travel and out-of-pocket expenses incurred by Service Provider in performing the Services at Service Provider's actual cost. If Service Provider purchases any repair or maintenance parts or supplies on Customer's behalf, Service Provider may add a handling fee of up to fifteen percent (15%) to the invoice price for said purchases.

(c) Additional Services. In the case of any services requested by Customer and provided by Service Provider that do not fall within the Services as defined in the Scope of Work, Service Provider shall issue invoices for the fees of such services, and Customer shall pay such fees, on the terms and conditions set forth in Section 4.2.

#### 4.2 Invoicing and Payment.

(a) Customer shall pay Fees in accordance with the fee schedule set forth in the Scope of Work.

(b) For non-monthly Fees, Service Provider shall issue invoices to Customer monthly in arrears for the immediately preceding month. Each invoice shall also include a detailed breakdown of reimbursable expenses incurred in connection with the applicable Services and any handling fees related thereto. Customer shall pay all amounts due to Service Provider within ten (10) days after Customer's receipt of such invoice, except for any amounts disputed by Customer in good faith, with no right of setoff. If Customer fails to timely pay an invoice, Service Provider may (a) charge interest on unpaid amounts at a rate of 8% per month or the maximum amount permitted by law, whichever is lower, from the date such payment was due until the date paid; and (b) suspend performance for all Services until payment has been made in full, except for any amount disputed in good faith.

4.3 Taxes. Customer shall be responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by Customer hereunder except for any taxes imposed on, or with respect to, Service Provider's income, revenues, gross receipts, personnel, or real or personal property or other assets.

#### 5. Confidential Information.

5.1 All non-public, confidential or proprietary information of either party ("**Confidential Information**"), including, but not limited to, information about such party's business affairs, products, services, methodologies, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, disclosed by one party (the "**Disclosing Party**") to the other party (the "**Receiving Party**"), whether disclosed orally or disclosed or accessed in written, electronic, or other form or media, or otherwise learned by the Receiving Party in connection with this Agreement, and whether or not marked, designated, or otherwise identified as "confidential," is confidential, solely for use in performing this Agreement and may not be disclosed or copied unless

authorized by the Disclosing Party in writing. The Receiving Party shall protect and safeguard the confidentiality of the Disclosing Party's Confidential Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care. Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of the Receiving Party's breach of this Agreement; (b) is obtained by the Receiving Party on a non-confidential basis from a third-party that was not legally or contractually restricted from disclosing such information; (c) the Receiving Party establishes was in its possession prior to the Disclosing Party's disclosure hereunder; (d) was or is independently developed by the Receiving Party without using any of the Disclosing Party's Confidential Information; or (e) is required to be disclosed under applicable federal, state or local law, regulation or a valid order issued by a court or governmental agency of competent jurisdiction.

5.2 The Receiving Party shall be responsible for any breach of this Section 5 caused by any of its employees, contractors, agents, or representatives. On the expiration or termination of the Agreement, the Receiving Party shall promptly return, and shall require its Representatives to return to the Disclosing Party all copies, whether in written, electronic or other form or media, of the Disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the Disclosing Party that such Confidential Information has been destroyed.

## 6. Representations and Warranties.

6.1 Mutual. Each party represents and warrants to the other party that: (a) it has the full right, power, and authority to enter into this Agreement, to grant the rights and licenses granted hereunder and to perform its obligations hereunder; and (b) when executed and delivered by such party, this Agreement will constitute the legal, valid and binding obligation of such party, enforceable against such party in accordance with its terms.

6.2 Service Provider. Subject to sections 6.2.1 and 8 below, Service Provider represents and warrants to Customer that: (a) it shall perform the Services in a professional and workmanlike manner in accordance with commercially reasonable industry standards for similar services and in compliance with all applicable laws, and shall devote adequate resources to meet its obligations under this Agreement; and (b) the Services shall conform in all material respects with the specifications and will be performed to Customer's reasonable satisfaction.

6.2.1 Service Provider is not in any way responsible for water quality that inherently fails to meet specifications of the Safe Drinking Water Act, 42 U.S.C. § 300f et seq. concerning inorganic chemicals, pesticides, volatile organic chemicals, synthetic organic compounds, lead and copper standards. Service Provider will use its best efforts to treat Customer's potable water supplies to meet the foregoing drinking water standards. Further, Service Provider is not in any way responsible for obtaining permits from local, state, or federal agencies for water quality or discharges or intake of water to or from Customer's Plant (collectively, "Permits"), and its Services are limited to compliance with the terms of Permits that Customer has or will obtain.

6.3 EXCEPT FOR THE EXPRESS WARRANTIES IN THIS AGREEMENT, (A) EACH PARTY HEREBY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE UNDER THIS AGREEMENT, AND (B) SERVICE PROVIDER SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT.

7. Indemnification.

7.1 Service Provider shall indemnify, defend, and hold harmless Customer and its officers, directors, employees, agents, affiliates, successors, and permitted assigns ("**Customer Indemnified Party**") against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees and costs, awarded against a Customer Indemnified Party in a final, non-appealable judgment (collectively, "**Losses**"), arising out of or occurring in connection with: (a) bodily injury, death of any person or complete loss of real or tangible personal property resulting from Service Provider's willful, fraudulent, or grossly negligent acts, errors, or omissions; or (b) Service Provider's breach of this Agreement.

7.2 Customer shall indemnify, defend, and hold harmless Service Provider and its officers, directors, employees, agents, affiliates, successors, and permitted assigns ("**Service Provider Indemnified Party**") against any and all Losses arising out of or occurring in connection with: (a) bodily injury, death of any person or damage to real or tangible, personal property resulting from Customer's acts, errors, or omissions; (b) Customer's negligence, willful misconduct, or material breach of this Agreement; (c) any malfunction or failure of Customer's facilities or any components thereof; or (d) any failure to comply with permitting, reporting or other statutory or regulatory requirements.

8. LIMITATION OF LIABILITY. SERVICE PROVIDER SHALL USE REASONABLE EFFORTS TO PROVIDE ASSISTANCE TO CUSTOMER, BUT IN NO EVENT WILL SERVICE PROVIDER BE LIABLE FOR: (A) ANY PLANT PERFORMANCE OR WATER QUALITY VIOLATIONS RESULTING FROM PLANT LOADINGS AND FLOWS THAT EXCEED ENGINEERING DESIGN STANDARDS, UNLESS DUE TO THE SOLE GROSS NEGLIGENCE OF SERVICE PROVIDER, NOR (B) ANY FINES OR PENALTIES RESULTING FROM CUSTOMER'S VIOLATION OF ANY REGULATORY REQUIREMENTS OR PERMITS. IN NO EVENT WILL SERVICE PROVIDER BE LIABLE FOR: (A) ANY LOSS OF USE, REVENUE, OR PROFIT OR LOSS OF DATA OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES; OR (B) DIRECT DAMAGES OF MORE THAN THE AMOUNT PAID TO SERVICE PROVIDER UNDER THIS AGREEMENT.

9. Force Majeure. No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from events outside of the party's reasonable control ("**Force Majeure Events**"), including but not limited to: (a) acts of God; (b) flood, fire, earthquake, epidemics, or explosion; (c) war, invasion, hostilities

(whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order or law; (e) actions, embargoes, or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances; and (i) shortage of adequate power or transportation facilities. The affected party shall resume performance under this Agreement as soon as reasonably practicable after the Force Majeure Event has been resolved or terminated.

10. Miscellaneous.

10.1 Independent Contractors. The parties are independent contractors, and nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment, or fiduciary relationship between them. Neither party shall be authorized to contract for or bind the other party in any manner whatsoever.

10.2 Notice. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "Notice") shall be in writing and addressed to the parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the receiving party from time to time in accordance with this Section). All Notices shall be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), or email (with confirmation of transmission) or certified or registered mail (in each case, return receipt requested, postage pre-paid). Except as otherwise provided in this Agreement, a Notice is effective only (a) upon receipt by the receiving party; and (b) if the party giving the Notice has complied with the requirements of this Section.

10.3 Entire Agreement; Order of Precedence. This Agreement, together with all Schedules and Exhibits and any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. In the event of any conflict between the terms and provisions of this Agreement and those of any Schedule or Exhibit, then the terms of this Agreement shall control unless expressly set forth otherwise in the applicable Schedule or Exhibit.

10.4 Assignment. Neither party may assign, transfer, or delegate any or all of its rights or obligations under this Agreement, including by operation of law, change of control, or merger, without the prior written consent of the other party. No assignment shall relieve the assigning party of any of its obligations hereunder. Any attempted assignment, transfer or other conveyance in violation of the foregoing shall be null and void. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and permitted assigns.

10.5 No Third-Party Beneficiaries. This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person any legal or equitable right, benefit, or remedy of any nature whatsoever, under or by reason of this Agreement.

10.6 Amendment and Modification; Waiver. This Agreement may be amended, modified, or supplemented only by an agreement in writing signed by each party hereto. No failure to exercise any rights, remedy, power or privilege ("Right(s)") arising from this

Agreement shall operate or be construed as a waiver thereof. No single or partial exercise of any Right hereunder precludes any other or further exercise thereof or the exercise of any other Right.

10.7 Severability. No invalidity, illegality, or unenforceability of any provision herein in any jurisdiction, shall affect any other term or provision of this Agreement or invalidate or render such provision unenforceable in any other jurisdiction. If any provision is determined to be invalid, illegal, or unenforceable, the parties hereto shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible.

10.8 Governing Law; Submission to Jurisdiction. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Nebraska without giving effect to any choice or conflict of law provision or rule that would cause the application of laws of any other jurisdiction. Any legal suit, action, or proceeding arising out of this Agreement or the Services provided hereunder shall be instituted in the state or federal courts in Omaha or Douglas County, Nebraska, and each party irrevocably: (a) submits to the exclusive jurisdiction of such courts; (b) waives any objection to such courts based on venue or inconvenience; and (c) waives any right to trial by jury.

10.9 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

**PEOPLESERVICE, INC.**

**JEFFERSON, IOWA:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## EXHIBIT A

### SCOPE OF WORK

#### Description of Services

Service Provider will provide the following services to Customer:

- Professional and technical assistance in the operation and maintenance of the Customer's water facility by certified water personnel as follows:
  - Either one (1) site visit per week (up to 4 hours in duration) or two (2) site visits per week (up to 2 hours in duration each) during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday excluding holidays) including, but not limited to, the following:
    - Certification coverage
    - Operations review with Customer's staff
    - Assist with completion of regulatory paperwork
    - Training/mentoring of Customer's staff

#### Term

The term of the Agreement shall continue through December 31, 2030.

#### Rates

From January 1, 2026 through December 31, 2026; \$7,909 per month  
From January 1, 2027 through December 31, 2027; \$8,225 per month  
From January 1, 2028 through December 31, 2028; \$8,555 per month  
From January 1, 2029 through December 31, 2029; \$8,900 per month  
From January 1, 2030 through December 31, 2030; \$9,255 per month

Any professional services provided by Service Provider, in addition to the services stated above, will be billed at the rate of \$80.00 per hour during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday excluding observed holidays) and at the rate of \$120.00 at all other times.

#### Fee Schedule

Customer shall pay the Fees set forth on each invoice within ten (10) days of Customer's receipt of such invoice.

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

A RESOLUTION  
APPROVING A CONSULTING SERVICE AGREEMENT FOR  
WATER FACILITY OPERATION AND MAINTENANCE WITH  
PEOPLESERVICE INC.

WHEREAS, the City of Jefferson, Iowa ("City"), recognizes the importance of ensuring the continued effective operation and maintenance of the City's water utility facilities for the benefit of its residents and the community as a whole; and

WHEREAS, after due consideration and evaluation, the City has determined that retaining the professional services of PeopleService Inc. ("Service Provider"), as outlined in the attached Agreement for Consulting Services dated January 1, 2026 (the "Consulting Agreement"), provides the necessary expertise to assist the City in managing, maintaining, and operating its water facilities; and

WHEREAS, the Consulting Agreement specifies that the Service Provider shall:

1. Provide certified water personnel to assist in the supervision and operation of the City's water facilities, including periodic site visits, operations reviews, regulatory compliance support, and staff training as further detailed in Exhibit A of the Consulting Agreement;
2. Deliver services on a monthly basis in consideration of the agreed fee schedule, beginning at \$7,909.00 per month for the initial 12-month period, subject to annual increases as delineated in the fee schedule; and
3. Perform its obligations in accordance with the standards and conditions set forth in the Consulting Agreement, including compliance with applicable legal and regulatory requirements.

WHEREAS, the City finds that it is in the best interests of the City and its residents to accept the Consulting Agreement in order to enhance operational efficiency, preserve facility compliance, and secure cost effective professional services; and

WHEREAS, the City now desires to formally engage PeopleService Inc. and to approve the Agreement for Consulting Services.

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

Section 1. The City hereby formally accepts the Consulting Agreement with PeopleService Inc., and agrees to all terms, conditions, and obligations set forth therein, subject to the additional provisions outlined in this Resolution.

Section 2. The City authorizes the payment of fees to the Service Provider in accordance with the terms and conditions of the Consulting Agreement and the City's own policies and procedures.

Section 3. The Mayor, City Administrator and City Clerk are authorized to execute the Consulting Agreement and 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 January 13, 2026.

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Craig Berry, Mayor

Attest:

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Roxanne Gorsuch, City Clerk

WESTWOOD AREA SIDEWALK IMPROVEMENTS  
CITY OF JEFFERSON IOWA

WESTWOOD AREA SIDEWALK LAYOUT  
MAY 2025



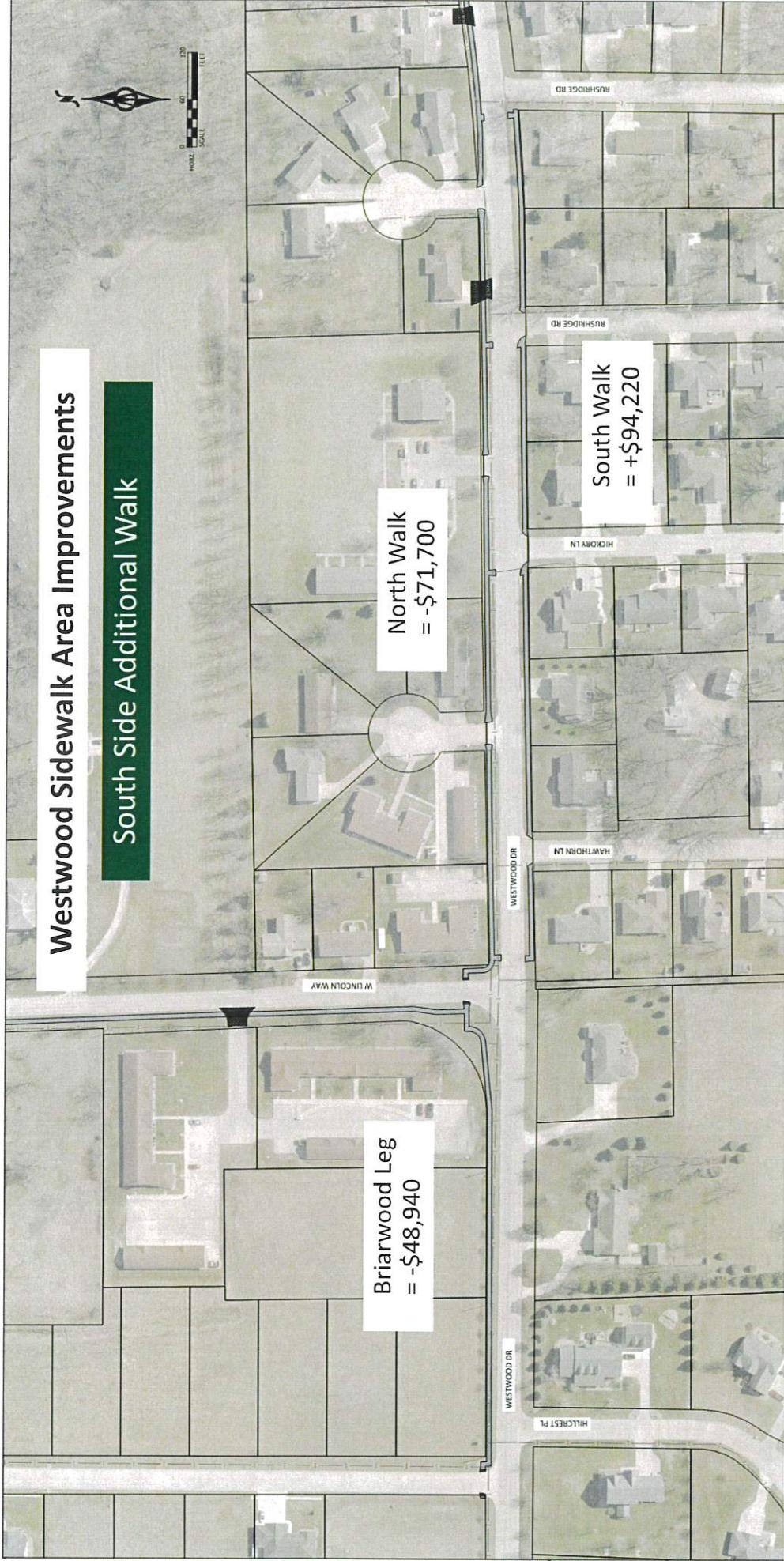
Westwood Sidewalk Area Improvements

South Side Additional Walk

$$\begin{aligned} \text{North Walk} \\ = -\$71,700 \end{aligned}$$

South Walk  
= +\$94,220

Briarwood Leg  
= -\$48,940



CITY OF JEFFERSON, IOWA  
MAYOR & CITY COUNCIL GOAL SETTING REPORT  
2026-2027

Mayor:  
Craig J. Berry

City Council:  
Harry Ahrenholz  
Darren Jackson  
Pat Zmolek (2025)  
Matt Wetrich  
Chad Sloan  
Luke Winkelman (2026)

City Clerk:  
Roxanne Gorsuch

City Administrator:  
Scott Peterson

Library Director:  
Jane Millard

Public Works Director:  
Dave Morlan

Police Chief:  
Mark Clouse

Finance Director:  
Henry Pohlmeyer

Director of Parks & Recreation:  
Nathan Kral

Building Inspector:  
Chad Stevens

Wastewater Superintendent:  
Danny Moranville

Water Superintendent:

Street Superintendent:  
David Teeple

Fire Chief:  
Jack Williams

Facilitated by:  
Patrick Callahan  
Callahan Municipal Consultants, LLC  
November 18, 2025

# City of Jefferson, Iowa

## Mayor & City Council Goal Setting Session

### 2026-2027

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#### **Introduction**

The City of Jefferson requested assistance from Patrick Callahan in August 2025 for a Mayor and City Council goal setting process. Mr. Callahan agreed to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify department needs, capital projects, accomplishments, programs, issues, trends, and team building suggestions.
2. Prepare a list of the overall capital projects and suggested initiatives and programs based upon the comments of the elected officials and city department heads.
3. Facilitate two strategic planning and goal setting sessions with the elected officials and department heads.
4. Preparation of this final report.

#### **Goal Setting Work Sessions**

City Council Members and the Mayor held an informal non-binding work session that was conducted by Mr. Callahan on November 18, 2025. The City's elected officials and department heads were asked to do the following:

1. Identify the major accomplishments of the City in 2024 and 2025, as listed by the Mayor, Council Members, and the City Department Heads. (**Exhibit A**)
2. Review the list of most important issues, concerns and trends facing the City in 2021, as listed by the Mayor and Council Members and by the City Department Heads. (**Exhibit B**)
3. Review and revise the list of potential initiatives, policies, and programs. (**Exhibit C**)
4. Indicate those initiatives and programs that are currently the most urgent or important.
5. Review and revise the list of potential capital projects. (**Exhibit D**)
6. Indicate those capital projects that are currently the most urgent or important.
7. Provide comments and suggestions regarding teamwork objectives. (**Exhibits E**)

**Note:** The Letter of Introduction, the Agenda for the Goal Setting Session, and the Preliminary Questionnaire are attached to this report as Appendix A, Appendix B and Appendix C, respectively.

The Consultant facilitated a goal setting session with the City Department Heads prior to the City Council goal setting session. The Department Heads reviewed and updated the exhibits attached to the report. The twelve Department Heads also reviewed and ranked

the programs & policies and the capital projects and equipment purchases. The first column on Exhibits C and D shows the number of department heads who selected these particular items as one of their “top ten” goals or objectives on Exhibit C and their “top five” projects on Exhibit D.

There were six elected officials who reviewed the responses on the questionnaires that were submitted. The mayor and city council members reviewed and ranked the programs and policies on Exhibit C and the capital projects and equipment purchases on Exhibit D. Their scores are listed in the last column on Exhibits C and D. The final rankings of the items on Exhibits C and D were based upon the scores of the elected officials, who were asked to list their top ten items on Exhibit C and their top five items on Exhibit D. The maximum score for items was six for the elected officials’ column.

#### **FINAL PRIORITIZATION PROCESS**

After the Mayor and City Council Members selected their top programs or policies, as shown in Exhibit C, and their top capital projects, as shown in Exhibit D, each of the six elected officials were given a ballot and asked to do a second ranking of the initial top 13 programs & policies and the top 10 capital projects. They were asked to assign a different number to each item with a “1” being the most important project in their opinion. This second ranking process has been added to Exhibits C and D and labeled as the “Final Prioritization Ballot.” An average score was calculated for each item based upon the individual scores of the 13 programs and 10 capital projects. These average scores are the basis for the listing of items in this report.

#### **THE CITY COUNCIL LIST OF “GIVENS”**

After reviewing the list of proposed programs, policies and capital projects the Mayor and City Council Members concluded that the City was already committed to the completion of the following programs, policies, and initiatives and capital projects:

1. Update the entire City Code
2. Implement Site Plan Ordinance
3. Consult the CIP five-year plan for major equipment purchases
4. New housing in former Middle School
5. Resurface McKinley Street

Since the City Council had already committed to the completion of these items, it was agreed that the Mayor and City Council would not need to rank or prioritize these programs and projects.

#### **INITIATIVES AND PROGRAMS – 2026-2027**

The Mayor and City Council identified the following initiatives and programs as the most urgent or important.

| A. Top Tier – Programs/Policies   | Average Score |
|---|---------------|
| 1. Employee Recruitment and Retention Program/Strategies<br>*Improve retention, morale and professional development<br>*City Staff Continuity of Operations – Address staff turnover<br>with improved retention, cross-training and succession planning | 1.67          |

|   |      |
|---|------|
| 2. Maintain competitive wages   | 4.17 |
| 3. Map existing sidewalks, underground utilities and storm water Routes – develop a digital map to guide future maintenance and repair.             | 6.50 |
| 4. East Side drainage – City needs a drainage study   | 6.50 |
| 5. Annual update of CIP and financing plan – identify and prioritize infrastructure needs.  | 6.67 |
| 6. Review policies on raising livestock (e.g. chickens) – Evaluate ordinances for responsible ownership within city limits.                         | 7.00 |
| <b>B. Second Tier – Programs/Policies</b><br>These items will be completed if the time and resources are available.                                 |      |
| 1. Revisit our codes for private property issues re; vehicle numbers, accumulated debris, structure condition, etc.                                 | 7.50 |
| 2. Use state and local grants and community support for beautification of city parks and cemeteries.  | 7.60 |
| 3. Enable City Hall to become more efficient with new technology available to streamlining routine operations such as payroll and accounts payable. | 7.80 |

**NOTE:** A complete list of all programs and initiatives, as ranked by the Mayor and City Council Members, is attached as **Exhibit C**.

#### **CAPITAL IMPROVEMENT PROJECTS – 2026-2027**

The Mayor and City Council identified the following capital projects and equipment purchases as the most urgent or important.

| A. Top Tier – Capital Projects  | Average Score |
|---|---------------|
| 1. Aging underground infrastructure –Replace deteriorating utility lines with phased upgrades.  | 3.33          |
| 2. Street Improvement Program<br>*Street Maintenance – Coordinate major street repair projects with funding strategies.<br>*Enable city crews to complete street repairs projects with funding strategies<br>*Increase funding for street re-construction | 3.33          |

|   |      |
|---|------|
| 3. Storm water drainage improvements adjacent to East Lincoln Way and Fairgrounds – Determining funding plan. | 4.00 |
| 4. West Lincoln Way Sidewalks and Westwood Sidewalk Construction.   | 5.17 |
| 5. Seal Coat Streets  | 5.17 |
| <b>B. Second Tier – Capital Project.</b>  |      |
| These items will be completed if the staff time and resources are available.                                  |      |
| 1. Replanting of trees throughout the City.   | 5.33 |
| 2. Restrooms at Russell Park, Kelso Park, and Head Park   | 6.17 |
| 3. Downtown Public Parking Lot  | 6.83 |

Note: A complete summary of the rankings of all capital projects and equipment purchases is attached as Exhibit D.

#### **TEAM BUILDING AGREEMENTS**

The Mayor and City Council reviewed a list of ideas and suggestions relating to team building and building a better working relationship. The list of team building suggestions is identified as **Exhibits E**.

#### **FUTURE PLANNING SUGGESTIONS**

It is recommended that the city staff and management team prepare an “action plan” for the capital projects, and the initiatives & programs. The action plan for each goal would define the steps needed to accomplish the various tasks or objectives. This action plan could then be presented to the Mayor and City Council for review and approval and made a part of this Goal Setting Report.

It is recommended that the goals and objectives be posted in the Council Chambers at City Hall. The posting of the City Council’s goals and objectives will serve as a reminder to the City Department Heads and Staff Members as to the priorities that were established by the Mayor and City Council.

It is recommended that the City Council review the lists of capital projects and equipment purchases, and initiatives, programs, and monitor the progress that is made on each item on a quarterly basis. The City could use a format that shows the project or item side by side with a comment that updates the City Council and the residents of the City on the progress that has been made on each item at the end of each quarter. The tentative dates in 2026-2027 for the quarterly updates are: May 12, August 11, November 10, and February 9.

It is important to note that the prioritizing of all the capital projects and various initiatives is not “cast in stone.” The two lists can be modified as new circumstances may dictate. Hopefully, the Mayor and City Council will repeat this process in 2027, which may result in some additional modifications.

It is recommended that the City continue to update the capital improvements plan to identify the City’s capital projects over the next four to six years. The plan could include cost estimates, descriptions of the projects, the justification, and sources of funding. A handout on the preparation of a capital improvements plan has been made available to the City Administrator.

### **COMMUNICATION OF COUNCIL GOALS AND OBJECTIVES TO CITIZENS**

Since the citizens of Jefferson are basically the “stockholders” or owners of the City, it is important that they are informed about the goals and objectives that have been established by the Mayor and City Council. The following is a summary of various activities that have been used in other cities to communicate the City Council’s goals and objectives to residents.

1. ***City Website.*** After the Mayor and City Council have reviewed and formally adopted the Goal Setting Report, a copy of the report can be placed on the City’s website for review by the citizens of Jefferson.
2. ***Town Hall Meeting.*** The City Council could schedule a town hall meeting or public forum to present a summary of the City’s goals and objectives and to seek comments and observations from residents.
3. ***City Hall Posting of Goals.*** The Council’s goals and objectives could be posted in the lobby area at City Hall for interested residents to review.
4. ***Open Houses – City Facilities.*** Annual “open houses” at various City buildings, such as City Hall, Fire Station, Police Station, Library, Public Works Shop, Water Plant and Wastewater Treatment Plant could be held to inform the citizens about the upcoming city projects and programs that have been proposed.
5. ***Community Leaders’ Meeting.*** The Mayor and City Council could schedule an annual or semi-annual meeting with the County Supervisors, School Board, and the Jefferson Chamber/Economic Development Board of Directors, to review and discuss the City Council’s goals and objectives. These meetings could also provide an opportunity to learn more about the projects, programs, and objectives under consideration by these same organizations.
6. ***Presentations to Service Clubs.*** The Mayor, Council Members, and City Administrator could make brief presentations to local services clubs and organizations outlining the goals and objectives.
7. ***Public Places –Reading Material.*** A copy of this goal-setting report or a summary of the City’s goals and objectives could be made available in public places, or where local residents could read this report.

### **FINAL COMMENTS**

It was a pleasure to assist the City of Jefferson with this goal setting process. We were impressed with the level of cooperation of the city staff and the elected officials.

Once again, thanks to the City Administrator, the Mayor, the City Council Members, and City Department Heads for great cooperation and timely responses during this process.

Patrick Callahan  
Callahan Municipal Consultants, LLC

December 15, 2025

## **EXHIBIT A**

### **MAJOR ACCOMPLISHMENTS**

#### **Infrastructure Improvements**

1. Wastewater Treatment Plant Renovation – Major renovation improving efficiency, regulatory compliance and long-term reliability of city utilities - \$18 million
2. Resurface East Lincoln Way from Locust to east city limit.
3. Rushridge Dr. concrete project.
4. Sidewalks – handicap ramps.
5. Airport Fuel Farm.
6. Airport Hangar Project.
7. Street improvements.

#### **Parks, Recreation, & Cemetery Improvements**

8. Russell Park Improvements – Installed new playground equipment and pickleball courts, enhancing accessibility and recreation for residents.
9. Daubendiek Park Restroom Project – Water Sewer, & Power.
10. Pickleball Court Project.
11. Rec Center is now operating on 24/7 basis.
12. New Washington Park Playground.
13. Three New AC Units at Recreation Center.
14. New fence around baby pool.
15. New Vacuum for pool.
16. Updating Membership Prices at Recreation Center.
17. Donation Policy for Parks and Recreation.

18. Playground updates - Russell, Head, and Washington Parks.
19. Cemetery updates and preservation.
20. Removal of approximately 600 dead Ash trees throughout the city.
21. Cims online cemetery information.

#### **Public Safety Projects – Police & Fire**

22. Chassis for new fire truck arrived.
23. Fully staffed Police Department.
24. Flashing sign for crosswalk on Lincoln Way between Library and Recreation Center.
25. Law enforcement center moved to new location.

#### **Financial Successes**

26. Completed City's Capital Expenditure five-year plan – Capital Improvements Plan.
27. Maintained tax levy and identified new sources of funding.

#### **Administration/Personnel Projects**

28. Updated personnel policy.
29. New purchasing policy.
30. Quarterly personnel training – good speakers and good information.
31. Engagement with community has improved through social media & texting.
32. City department head meetings have improved communication.
33. Mass Texting Service implemented.
34. Provided opportunities for career advancement.

### **Economic Development Successes**

35. Downtown square building renovations and facades completed – i.e. Voyage Financial, Bolton & Menk, Courtyard, Theater, etc.
36. Initiated Middle School conversion to 25-unit apartment complex and attraction of KG Homes 45 unit apartment complex.
37. Joined forces of GCDC and Ames Regional Economic Alliance.
38. Business incubator under construction at North Business Park.
39. Partnered with Main Street Program

### **Community Betterment Projects**

40. Bulk curbside recycle and pick up via mechanical arm truck unit
41. Rural Housing Assessment project initiated and in progress.
42. Great American Main Street Award – National recognition for downtown revitalization, preservation, and strong public – private partnerships; boosted Jefferson's visibility, investment appeal, and community pride.
43. Origin Homes Development – Partnered with Origin Homes to build three new houses, addressing local housing needs and promoting infill growth.
44. Won Iowa League of Cities All-Star Community Award in 2025.
45. Numerous Awards – State & National.
46. Multicultural family resources center is a much-needed resource and Sara Huddleston is exceptional.
47. City tree planting program.

## **EXHIBIT B**

### **ISSUES, CONCERNS, TRENDS, & OPPORTUNITIES**

#### **Community Development & Demographic Concerns**

1. Housing availability/selection for all age groups in the community.
2. Continuing escalation of construction costs for new and existing housing renovations.
3. Attraction of new businesses to and expansion of existing businesses in the community.
4. Still a need to continue to strengthen the methods & message for information flows to public.
5. Unoccupied Downtown Buildings – Vacant or underused buildings limit growth; opportunities exist for reinvestment and upper- story housing.
6. Keeping up with Social Media Growth.
7. Declining Population.
8. Citizen distrust of government.
9. Safety precautions needed during large public events such as Spook the Loop – close the downtown area to car traffic for family events like this to keep kids safe.

#### **Economic Development Issues/Opportunities**

10. Attraction of more young families to the community to improve balance of current work force vs retirement population.
11. Attracting Industry and Skilled Labor Jobs – Continue recruiting new industry and supporting skilled labor opportunities.
12. Lack of land for development.
13. New fast-food restaurant/drive through where Dairy Queen was located and do something with the old BP gas station that is sitting empty on Highway 4.

14. Can City work with County & Chamber to create more tourism destinations for bus tours such as the Gallup House and a pink house for the museum's Barbie collection to bring more tourism dollars? Add to the reasons why people want to visit or move here.

15. Keeping businesses on the Downtown Square.

16. Aging Infrastructures.

17. Rainwater Drainage Issues – Heavy rainfall overwhelms storm drains; improve grading, culverts, and maintenance.

### **Financial Concerns**

18. Tightening of city portion of state property tax revenues, TIF, etc. - via potential state legislative tax reforms being discussed for next session.

19. Increases in City's expenses.

20. Decrease in assessed property values.

21. To be flexible enough to be able to adapt to state property tax reduction.

22. Recent State legislative changes to property taxes & TIF.

23. Changes at state legislative level that negatively affect smaller cities that don't have a large tax base comparatively.

### **Personnel Issues**

24. Recruiting/retaining employees.

25. Pay scale for department leads.

26. Upcoming labor union negotiations.

27. More time for city staff to dedicate to keeping City website up to date & dynamic.

28. Sufficient fire department staffing & public safety concerns.

### **Opportunities & Miscellaneous Observations**

29. The Library provides many services and lifelong learning opportunities for residents and visitors, and it is on a path for future growth; lots of opportunities to support this going forward.
30. Attractiveness of our community – offer whatever assistance or incentives the City can to help residents with major repairs such as roof replacement. Can Habitat for Humanity become more active again in Greene County?
31. The downtown business square looks great and there is still a need for new small business startups with young entrepreneurs. We still have some empty stores and business owners that may be planning to retire. Can we partner with Main Street/GCCSD/Ames Development Corp to fund training opportunities for local high school students to work in local businesses and learn how to become small business owners?
32. City administration staff and city employees are active in the community – this creates positive public relations.

## EXHIBIT C – INITIAL RANKINGS

### SIGNIFICANT INITIATIVES, PROGRAMS & POLICIES

| Initiative, Program, Policy   | Dept. Heads | Mayor/<br>Council |
|---|-------------|-------------------|
| 1. Employee Recruitment and Retention Program/Strategies<br>*Improve retention, morale and professional development<br>*City Staff Continuity of Operations – Address staff turnover with improved retention, cross-training and succession planning. | 10          | 6                 |
| 2. Map existing sidewalks, underground utilities and storm water routes – Develop a digital map to guide future maintenance and repairs.  | 6           | 5                 |
| 3. Annual update of CIP and financing plan – identify and prioritize infrastructure needs.  | 6           | 4                 |
| 4. Review policies on raising small livestock (e.g. chickens)- Evaluate ordinances for responsible ownership within city limits.  | 4           | 4                 |
| 5. Maintain competitive wages.  | 8           | 3                 |
| 6. East Side drainage – City needs a drainage study.  | 8           | 3                 |
| 7. Clarify existing and identify potential new incentives for external appearance improvements to residential housing and adjacent structures.  | 7           | 3                 |
| 8. Enable City Hall to become more efficient with new technology available to streamline routine operations such as payroll and accounts payable.   | 6           | 3                 |
| 9. Revisit our codes for private property issues re: vehicle numbers, accumulated debris, structure condition, etc. - Consider strengthening code and/or enforcement.   | 3           | 3                 |
| 10. Annual community survey for feedback.   | 1           | 3                 |
| 11. Use state and local grants and community support for beautification of city parks and cemeteries.   | 1           | 3                 |
| 12. City ordinance on feral cats.   | 0           | 3                 |
| 13. Enhance Jefferson events – Bell Tower Festival, etc.  | 0           | 3                 |
| 14. Implementation of cost reductions from the City's Departments.  | 7           | 2                 |
| 15. Review the recently completed Greenwood/Golf course study for next steps.   | 4           | 2                 |
| 16. City Disaster Preparedness Plan to supplement county plan.  | 3           | 2                 |

|  |   |   |
|--|---|---|
| 17. Fire Department Volunteer Recognition Program -Response pay, officer pay, and length of service award program.         | 3 | 2 |
| 18. Explore alternative to brush grinding – identify efficient and environmentally friendly disposal or recycling options. | 1 | 2 |
| 19. Reduction of line items that are underutilized utilities – Ex- NIP, tree removal, etc.                                 | 2 | 1 |
| 20. City employee job description review – Ensure accuracy, consistency, and alignment with current duties.                | 1 | 1 |
| 21. Address ambiguous ordinance wording and enforcement – Simplify and clarify language for consistency and transparency.  | 1 | 1 |
| 22. Consider employee longevity incentives.  | 6 | 0 |
| 23. Develop land for housing.  | 6 | 0 |
| 24. Review City water and sewer rates.   | 4 | 0 |
| 25. Develop a replacement schedule for fire trucks.  | 2 | 0 |
| 26. Tuition assistance for higher education.   | 2 | 0 |
| 27. Enforce new policy on fireworks and when they can be used.   | 2 | 0 |
| 28. Streamlining clock-in, clock-out system.   | 1 | 0 |
| 29. Employee wellness and fitness program.   | 1 | 0 |

**Footnotes:**

1. Twelve city department heads were asked to select the ten top programs or policies, as shown in the first column.
2. Six elected officials were asked to select their ten top programs or policies, as shown in the last column.
3. The order of ranking was based upon the programs or policies selected by the elected officials.
4. A second ranking will be completed by the elected officials to further prioritize the programs and policies.

## CITY OF JEFFERSON, IOWA

### EXHIBIT C – FINAL PRIORITIZATION BALLOTT As completed by the Mayor and City Council

#### SIGNIFICANT INITIATIVES, PROGRAMS & POLICIES

**Instructions: Assign a different number from 1 to 13 to each program with a “1” being your most important program to a “13” being your least important program.**

| Initiative, Program, Policy   | Average Score |
|---|---------------|
| 1. Employee Recruitment and Retention Program/Strategies<br>*Improve retention, morale and professional development<br>*City Staff Continuity of Operations – Address staff turnover with improved retention, cross-training and succession planning. | 1.67          |
| 2. Map existing sidewalks, underground utilities and storm water routes – Develop a digital map to guide future maintenance and repairs.  | 6.50          |
| 3. Annual update of CIP and financing plan – identify and prioritize infrastructure needs.  | 6.67          |
| 4. Review policies on raising small livestock (e.g. chickens)- Evaluate ordinances for responsible ownership within city limits.  | 7.00          |
| 5. Maintain competitive wages.  | 4.17          |
| 6. East Side drainage – City needs a drainage study.  | 6.50          |
| 7. Clarify existing and identify potential new incentives for external appearance improvements to residential housing and adjacent structures.  | 8.33          |
| 8. Enable City Hall to become more efficient with new technology available to streamlining routine operations such as payroll and accounts payable.   | 7.80          |
| 9. Revisit our codes for private property issues re: vehicle numbers, accumulated debris, structure condition, etc.   | 7.50          |
| 10. Annual community survey for feedback.   | 9.60          |
| 11. Use state and local grants and community support for beautification of city parks and cemeteries.   | 7.60          |
| 12. City ordinance on feral cats.   | 10.00         |
| 13. Enhance Jefferson events – Bell Tower Festival, etc.  | 8.33          |

As in the game of golf – low score wins!

## EXHIBIT D – INITIAL RANKINGS

### CAPITAL PROJECTS & EQUIPMENT PURCHASES

| Project/Purchase   | Dept Heads | Mayor/Council |
|--|------------|---------------|
| 1. Storm water drainage improvements adjacent to East Lincoln Way and Fairgrounds – Determine funding plan   | 9          | 3             |
| 2. Aging Underground infrastructure – Replace deteriorating utility lines with phased upgrades.  | 9          | 3             |
| 3. Street Improvement Program<br>*Street Maintenance – Coordinate major street repair projects with funding strategies.<br>*Enable City Crews to complete major concrete street repairs via budget.<br>*Increase funding for street re-construction. | 5          | 3             |
| 4. Restrooms at Russell Park, Kelso Park, and Head Park  | 8          | 2             |
| 5. West Lincoln Way Sidewalks and Westwood Sidewalk Construction   | 6          | 2             |
| 6. Downtown Public Parking Lot   | 3          | 2             |
| 7. Raccoon River Valley Trail Extension – Extend trail to Deals Orchard or Wild Rose Casino.   | 1          | 2             |
| 8. Seal Coat Streets   | 0          | 2             |
| 9. Replanting of trees throughout the City.  | 0          | 2             |
| 10. Rain Gardens.  | 0          | 2             |
| 11. Library Expansion -- \$4M- expanded areas for children & teens & community program space, accessibility improvements for restrooms &pathways & parking to modernize the Library.   | 4          | 1             |
| 12. Potable Water Plant Renovation – Modernize facilities to ensure capacity and compliance.   | 2          | 1             |
| 13. Removal of Skate Park.   | 1          | 1             |
| 14. Replacement Windows at Recreation Center.  | 1          | 1             |
| 15. Sidewalk Replacements – throughout the City.   | 0          | 1             |
| 16. Nature Park.   | 0          | 1             |
| 17. Sealant for Recreation Center building – last done in 2019, was \$13,500 at that time.   | 0          | 1             |

|   |   |   |
|---|---|---|
|   |   |   |
| 18. Recreation Center Expansion to meet needs of its users & the community - \$8M.                                    | 5 | 0 |
| 19. Partner on sidewalk to the High School per Grant.   | 2 | 0 |
| 20. Mini excavator/backhoe for cemetery.  | 2 | 0 |
| 21. Solar Power Project.  | 2 | 0 |
| 22. Replace playground equipment at Kelso and Chataqua Parks.   | 0 | 0 |
| 23. Fire Department Building – Plan renovation or replacement for safety and modernization.                           | 0 | 0 |
| 24. Replace AC Units at Recreation Center   | 0 | 0 |
| 25. Training space for Fire Fighters – basement training space is full of library and city stuff so it can't be used. | 0 | 0 |
| 26. Gateway – 3 block development on Iowa Highway 4.  | 0 | 0 |
| 27. Update the City website.  | 0 | 0 |

**Footnotes:**

1. Twelve City department heads were asked to select their five top projects, as shown in first column.
2. Six elected officials were asked to select their five top projects, as shown in last column.
3. The order of ranking was based upon the projects selected by the elected officials.
4. A second ranking will be completed by the elected officials to further prioritize the projects.

## JEFFERSON, IOWA

### EXHIBIT D – FINAL PRIORITIZATION BALLOT As completed by the Mayor & City Council

#### CAPITAL PROJECTS & EQUIPMENT PURCHASES

**Instructions: Assign a different number from 1 to 10 to each project with a “1” being your most important project to “10” being your least important project.**

| Project/Purchase   | Average Score |
|--|---------------|
| 1. Storm water drainage improvements adjacent to East Lincoln Way and Fairgrounds – Determine funding plan   | 4.00          |
| 2. Aging Underground infrastructure – Replace deteriorating utility lines with phased upgrades.  | 3.33          |
| 3. Street Improvement Program<br>*Street Maintenance – Coordinate major street repair projects with funding strategies.<br>*Enable City Crews to complete major concrete street repairs via budget.<br>*Increase funding for street re-construction. | 3.33          |
| 4. Restrooms at Russell Park, Kelso Park, and Head Park  | 6.17          |
| 5. West Lincoln Way Sidewalks and Westwood Sidewalk Construction   | 5.17          |
| 6. Downtown Public Parking Lot   | 6.83          |
| 7. Raccoon River Valley Trail Extension – Extend trail to Deals Orchard or Wild Rose Casino.   | 7.83          |
| 8. Seal Coat Streets   | 5.17          |
| 9. Replanting of trees throughout the City.  | 5.33          |
| 10. Rain Gardens.  | 7.83          |

The average score was determined by totaling the individual rankings and dividing by the number of responses. The lower the number – the more highly ranked the project.

## **EXHIBIT E**

### **TEAMWORK SUGGESTIONS**

1. Continue the dynamic committee system and discipline that is currently in place and continue to have these committees populated with selected council members, pertinent administration staff, department heads, etc.
2. Continue the reviews between city administrator and city council committee members.
3. Continue regular scheduled reviews and meetings between city administration and dept heads. Regular review between department heads and department staff.
4. Develop a Shared Project Tracking System – Centralized tracking to improve communication and accountability.
5. Clarify Committee Roles and Transparency – Define committee roles and publish updates and minutes for public awareness.
6. Council does a good job of listening to concerns, gathering information, being responsive and fair in their decisions.
7. Be inclusive and show appreciation to all city workers – full-time and part-time.
8. City administrator has great leadership and communication qualities and is very responsive to department needs.
9. Crosstrain Water & Wastewater staff.
10. Crosstrain City Hall staff.
11. Develop tours of city facilities for Mayor & Council Members.
12. City Council members need to be more informed about the different city departments so they are more aware of what is happening.
13. Continue to be open and have respectful dialogue.
14. Read Council Packets prior to the meetings.
15. Team Building.

16. Support Each Other's Goals.
17. Build Strong Relationships with Public Engagement.
18. Encourage professional development.
19. Make sure that decisions are made in adherence to the City's Vision and Plan.

COUNCIL MEETING

December 9, 2025

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Berry presided.

No residents spoke during Open Forum.

On motion by Zmolek, second by Wetrich, the Council approved the following consent items: November 25, 2025 regular Council Minutes, Cancel December 23, 2025 City Council Meeting, Class E Alcohol License for Hy-Vee Inc, 106 W. Washington Street, Class E Retail Alcohol License for Shambo Enterprises, Inc., dba Oly's C Store, 208 W. Lincoln Way, Tree Removal Assistance Application for 601 S. Oak Street in the amount of \$1,300.00, and monthly bills from City Funds,

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

NAY: None

**RESOLUTON NO. 59-25**

On motion by Wetrich, second by Jackson, the Council approved Resolution No. 59-25, a resolution setting time and place for a Public Hearing concerning the Grant of a Solar Power Generation Easement to Red Lion Jefferson Solar, LLC. The Public Hearing will be held on January 13, 2026 at 5:30p.m. at City Hall.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

Engineer James Leiding from Bolton & Menk gave a presentation of the Greenewood Financial Feasibility Analysis study.

On motion by Wetrich, second by Ahrenholtz, the Council approved acknowledgment of receipt of report on the Greenewood Financial Feasibility Analysis study.

AYE: Sloan, Jackson, Ahrenholtz, Zmolek, Wetrich

NAY: None

On motion by Wetrich, second by Zmolek, the Council approved the Forgivable Loan application for Docs Stadium Bar and Grill at 613 South Chestnut Street for the roof and HVAC system. The total loan would be \$72,500.00. A Development agreement will be prepared for Council consideration later date.

AYE: Zmolek, Ahrenholtz, Jackson, Wetrich

NAY: None

ABSTAIN: Sloan

On motion by Ahrenholtz, second by Wetrich, the Council approved extending PeopleService Agreement until December 31, 2025. \$3000.00 per week till end of December.

AYE: Zmolek, Sloan, Jackson, Wetrich, Ahrenholtz

NAY: None

On motion by Zmolek, second by Sloan, the Council approved hiring Walter Jack Seaman III as Water Operator at an annual salary of \$53,040.00 (\$25.50/hr) with start date of December 1, 2025.

AYE: Wetrich, Sloan, Ahrenholtz, Zmolek, Jackson

NAY: None

On the motion by Wetrich, second by Sloan, the Council approve pay estimate #33 to Shank Constructors, Inc in the amount of \$17,154.72 for Wastewater Treatment Plant Project.

AYE: Sloan, Jackson, Ahrenholtz, Wetrich, Zmolek

NAY: None

Mayor Berry presented Councilman Pat Zmolek with a plaque for his dedication as a Council member since 2020.

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

|                            |                            |          |
|----------------------------|----------------------------|----------|
| ABC PEST CONTROL           | PEST CONTROL               | 289.48   |
| ACCESS SYSTEMS LEASING     | COPIER LEASES              | 1345.59  |
| ACCO UNLIMITED CORP        | CHEM;REPRS                 | 2544.50  |
| AFLAC                      | AFLAC INS W/H              | 17.68    |
| AG SOURCE COOP SERV        | LAB TSTG                   | 1567.90  |
| ALLIANT ENERGY             | UTILITIES                  | 39511.93 |
| AMAZON CAPITAL SERVICES    | CARTRIDGES;SUPP            | 958.60   |
| ANATOMY IT, LLC            | SERV AGREE;BACKUP          | 1327.94  |
| ART ON THE FLY LLC         | WA DEP REF                 | 87.19    |
| ASCENDANCE TRUCK CENTERS   | RC PARTS                   | 369.99   |
| BAM PROPERTIES OF IOWA LLC | TIF 12 REBATE PMT#11       | 5949.51  |
| BEAM INS ADMINISTRATION    | DENTAL/VISION INS          | 352.95   |
| BOHDEN BIGLER              | PD REIMB                   | 73.82    |
| BOILER & PRESSURE VESSEL   | RN BOILER INSPECT          | 95.00    |
| BOLTON & MENK INC          | ENG                        | 12659.50 |
| BOMGAARS                   | SUPP                       | 1823.15  |
| BRANDON/SARAH MORLAN       | WA DEP REF                 | 44.03    |
| BREADEAUX PIZZA            | PA PLAN SESSION            | 99.93    |
| CALLAWAY                   | GCRSE MERCH                | 1500.54  |
| CARD SERVICE CENTER        | CREDIT CARDS               | 773.50   |
| CARROLL CO SOLID WASTE     | RC MRKTG FEES              | 379.59   |
| CENTER POINT LARGE PRINT   | LB BOOKS                   | 95.79    |
| CENTRAL IA BUILDERS        | AP DOWNSPOUT REPRS         | 325.00   |
| CENTRAL IOWA READY MIX     | CONCRETE                   | 2165.00  |
| CINTAS CORPORATION         | FIRST AID                  | 468.21   |
| CITY OF LAKE VIEW          | RN TRENCHER RENTAL         | 1660.00  |
| CLARION DISTRIBUTING LLC   | SN KLEENEX                 | 63.75    |
| CLEANING SOLUTIONS INC.    | CLEANING                   | 2100.00  |
| COBRAHELP                  | PA FEES                    | 12.00    |
| COLLECTION SERV CENTER     | CASE ID 1034974            | 300.00   |
| COMPASS MINERALS AMERICA   | WA SALT                    | 9380.90  |
| DEPT OF COMM               | WATER SAFETY EQUIPMENT KIT | 100.10   |

SPECIAL COUNCIL MEETING

DECEMBER 16, 2025

5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Wetrich, Zmolek

ABSENT: Sloan

Mayor Berry presided.

**RESOLUTION NO. 60-25**

On motion by Jackson, and second by Wetrich, the Council approved Resolution No. 60-25, a resolution approving \$72,500 Economic Development Forgivable Loan Agreement with Doc's Stadium, LLC.

AYE: Ahrenholtz, Jackson, Wetrich, Zmolek

NAY: None

On motion by Jackson, second by Zmolek, the Council approved Wellmark Health Insurance effective January 1, 2026.

AYE: Zmolek, Wetrich, Jackson, Ahrenholtz

NAY: None

There being no further business the Council agreed to adjourn at 5:45p.m.

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Craig J. Berry, Mayor

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Roxanne Gorsuch, City Clerk

# **Jefferson Public Library**

**Meeting of the Board of Trustees  
Monday, January 12, 2026 6:30 PM  
Library – Basement Meeting Room**

## **AGENDA**

- I. Call to Order
- II. Open Forum: this is a time for any concerned citizen to speak to the trustees about an item that is not on the agenda.
- III. Approval of Minutes of Previous Meeting
- IV. Approval of Expenditures
- V. Director's Report
  - A. Monthly Circulation & Usage Reports
  - B. Year-to-Date Monthly Financial Reports
  - C. Project updates
  - D. Youth and adult programs
  - E. Friends of the Library report
- VI. Old Business
  - A. Library expansion project
  - B. Strategic plan – review updated draft
- VII. New Business
  - A. Accreditation update
  - B. Calendar year overview
- VIII. Next Meeting – Monday, February 9 at 6:30 pm
- IX. Adjournment

Reminder: Trustee training—open meetings/open records—Thursday, Feb 5 @ 6 pm at GCCC