

AGENDA

CITY COUNCIL MEETING

Tuesday, October 13, 2026

5:30 P.M.

CITY HALL COUNCIL CHAMBERS

I. PLEDGE OF ALLEGIANCE

II. CALL TO ORDER

III. 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.

IV. CONSENT ITEMS:

- A. Approve Council minutes from 9/22/26.
- B. Approve Class B Retail Alcohol License for Al's Corner Oil Co., dba Sparky's One Stop #22.
- C. Approve Neighborhood Improvement Incentive Program application from 216 E. State Street.
- D. Approve Sewer Forgiveness for 106 Lincoln Place.
- E. Approve Sewer Forgiveness for 105 Wilcox Way.
- F. Approve Sewer Forgiveness for 313 West Street.
- G. Approve Bills.

V. NEW BUSINESS:

- A. RESOLUTION Approving Memorandum of Understanding Regarding Jefferson Public Library Expansion Project.
- B. RESOLUTION Approving Policies for the City of Jefferson Downtown Revitalization Financial Assistance Program.
- C. RESOLUTION Approving Policies for the City of Jefferson East. Lincoln Way Revitalization Financial Assistance Program.
- D. Hire Jennifer Paulsen as Utility Billing Clerk
- E. Discuss Proposed Change to At-Grade Portion of Cemetery; Resolution Setting Public Hearing Date.
- F. Consider Change Order #2 for Airport Fuel Farm Project.
- G. Consider Approval of Pay Estimate #4 to Evora Energy, LLC of \$ 26,841.37 for Airport Fuel Farm Project.
- H. Consider Approval of Pay Estimate #1 to Cardenas Concrete of \$ 16,898.85 for Westwood Area Sidewalk Improvements.
- I. GCDC Report
- J. RESOLUTION Authorizing Continued Participation in and Support of Greene County Development Corp.
- K. RESOLUTION Authorizing Continued Participation in and Support of the Main Street Program.

VI. REPORTS:

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

VII. ADJOURN.

TO: Mayor and City Council Members
FROM: Scott Peterson, City Administrator
SUBJECT: General Information Memo
Regular City Council Session
Tuesday, August 25, 2026 5:30 p.m.

Neighborhood Improvement Program: The owner of 216 E. State Street has applied for \$2,500 assistance through the City's Neighborhood Improvement Incentive Program for new windows, a new sign, and painting the building.

Sewer Bill Forgiveness: The Sewer Committee recommends forgiveness of sewer fees for three customers as follows:

105 W. Wilcox Way	\$ 448.84
313 S. West Street	\$ 536.15
106 Lincoln Place	\$ 838.08

House Acquisition: The Council will consider a memorandum of Understanding with the Library Board and the Library Foundation about the acquisition of the home at 203 W. State Street. Ultimately, the home will be demolished with the lot used for Library parking. This MOU states:

- The City becomes the owner of the house.
- The City pays the \$130,000 purchase price up-front.
- The Foundation repays the City the \$130,000 when they have funds (anticipated when a pending estate settles).
- The City owns and maintains the property.
- The City retains the tenant's rent, but the rent amount is subtracted from the \$130,000 repayment amount.
- The City is responsible for maintenance of the house.
- The Library / Foundation is responsible for the demolition (considering demo as another project cost).
- The City is responsible for the construction of a parking lot.

Downtown and E. Lincoln Way policies: Enclosed are the revised operating rules for the Downtown Financial Incentive Program and the E. Lincoln Way Program. The Finance Committee has worked on these rules for several months and recommends approval.

Utility Billing Clerk: It is proposed to hire Jennifer Paulsen as the Utility Clerk with an hourly wage of \$20.03.

At-Grade Portion of Cemetery: The lots in the south-west corner of the Jefferson cemetery may only have at-grade markers. This is known as the "Lawn Level" area.

Lot sales in the Lawn Level area lag far behind the sales for the rest of the cemetery. Speculation is that folks don't like just having at-grade markers. Enclosed is an aerial photo showing the lawn level area and a lot map showing the lots sold vs. available.

The lawn level area with restricted headstones is detailed in the City Code. City staff and the Cemetery Committee recommend removing the restrictions on the lawn-level lots. Removing the restriction in this area requires an Ordinance change.

Prior to considering an ordinance change, it is recommended that the City Council hold a public hearing. Enclosed is a resolution setting October 27th as the date for a public hearing prior to considering an ordinance change.

Fuel Farm Change Order: This Change Order “squares-up” the bid quantities to the actual quantities. This accounts for the installation of one additional bollard. The total amount of this Change Order is \$418.74.

Fuel Farm Pay Estimate: Enclosed is Pay Estimate No. 4 for \$26,841.37 from Evora Energy, LLC for the airport fuel farm project. Construction is complete except for a couple of punch list items. This pay estimate is primarily for the remote fuel recovery system and system testing and start-up. The City is still holding 3% retainage.

Westwood Sidewalk Pay Estimate: Enclosed is Pay Estimate No. 1 for \$16,898.85 from Cardenas Concrete for the Westwood Sidewalk Project. This is primarily for excavation and sub-base as well as SWPP (storm water protection).

GCDC Update: Greg Piklapp will give a quarterly update from GCDC.

Resolutions of Support: Our auditors are requiring that the City have agreements in place with the non-profits which the City supports. The City does have these agreements in place, but the auditor would like these agreements to stipulate the amount of financial support. Enclosed are a resolution for GCDC and a resolution for Main Street authorizing the funding amounts which are included in the current budget.

City of Jefferson

Neighborhood Improvement Incentive Program Application

Purpose:

The purpose of this grant program is to assist organizations, residents, and business owners within the City of Jefferson to strengthen their neighborhood's appearance, to promote the area to visitors, and to improve the quality of life.

Eligible Applicants:

- ◆ Eligible applicants are owner occupied property owners in the City of Jefferson who are committed to improve neighborhoods, promote the area, and improve the quality of life.

Eligible Projects to be Considered for Funding: (At least one of the items)

- ◆ Projects that demolish a structure, including grading and seeding the area, in residential or commercial and public or private property.
- ◆ Projects that correct violations of the current International Property Maintenance Code
- ◆ Project must be completed one year from application approval date.

Funding Requirements:

- ◆ Maximum request is \$4,000.
- ◆ Grant funds are available on a reimbursement basis only.
- ◆ Grants will generally be awarded on a 50/50 cash match basis up to \$4,000 on materials only.
- ◆ Before and after pictures are required for funding.

Applicant Information

Organization Name: _____ Project Name: AI Automotive
Contact Person: John Aides Mailing Address: 2246 W Ave
City, State, Zip: Ripley, IA 50235 Daytime Phone Number: 515-360-4226
Application Date: 10/11/26 E-mail: _____
Total Project Cost: \$ 5000 Amount requesting from this grant program: \$ 2500
Project Address: 216 E State St Jefferson, IA 80129
Project Description Painting outside of Building, new sign & a few
new windows and or new front door

The City Administrator and the Building Official will make final recommendations to the City Council regarding which projects should be funded. However, they will solicit input by utilizing, the City Engineer, City Department Staff, and/or City Council Members.

For More Information/Questions:

Contact the City Administrator, City Clerk or Building Official at 515-386-3111.

Approval Date: _____

Denial: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the “MOU”) is made between the City of Jefferson, Iowa (the “City”), the City of Jefferson Library Board (the “Board”), and the Jefferson Public Library Foundation (the “Foundation”) (collectively, the “Parties”). The City, Board, and Foundation are sometimes referred to individually as a “Party” and collectively as the “Parties”.

Section 1. Purpose. The City seeks to complete a library expansion project (the “Project”) at the Jefferson Public Library (the “Library”). To obtain the developable real estate adjacent to the Library which is necessary for the Project, the City desires to purchase the property at 203 West State Street (“203 W. State St.”) from the owner Bret C. Durbin (the “Transaction”), pursuant to the terms of the proposed Purchase Agreement described by Resolution _____, passed by the City Council on _____, 2026. The Parties now wish to enter into this MOU to describe the Parties’ respective obligations with respect to the Project and Transaction.

Section 2. Project Details. The Project consists of the expansion of the Library footprint. The Project will include the City’s installation of a new parking lot on the site of 203 W. State St. following the demolition of the structures at 203 W. State St.

Section 3. Transaction and Property Details. For the Transaction, the City has proposed a total purchase price of \$130,000.00 to be paid to Bret C. Durbin upon conveyance by General Warranty Deed and satisfaction of any other sale conditions. The City will be the sole buyer and owner of 203 W. State St. following the Transaction. The City has not and does not intend to use the services of a real estate agent or broker. The City Attorney will provide the title opinion and other legal services the City requires as buyer. At this time, 203 W. State St. is subject to a residential lease agreement and occupied by a tenant. The City will serve as landlord following the Transaction and will manage the lease agreement, terminations, and evictions or legal proceedings, if necessary. As landlord, the City will be responsible for maintenance and upkeep of 203 W. State St., including snow removal and lawn care, unless otherwise designated as the tenant’s responsibility.

The Parties agree the Foundation shall bear sole financial responsibility for the demolition of any existing structures at 203 W. State St. Upon reaching the phase of the Project when it becomes necessary to demolish 203 W. State St., the Foundation shall provide written notice to the City. Thereafter, the City shall act in good faith to lawfully terminate any existing lease for 203 W. State St. and evict any parties in possession. The City shall provide written notice to the Foundation upon confirmation of the vacant status of 203 W. State St. Following demolition, the City will be responsible for the installation of a hard-surfaced parking lot at 203 W. State St.

Section 4. Financial Terms. The Parties agree that the City will expend the costs and expenses to complete the Transaction. The amount required to complete the Transaction will be communicated to the Board and Foundation. When the Foundation provides funding to the Board for the Project, in keeping with its stated purpose, the Board will reimburse to the City the amount of costs and expenses required to complete the Transaction. The Parties agree that any costs or

expenses associated with the demolition of structures at 203. W. State St. will be borne by the Foundation. All rents received by the City during its ownership of 203 W. State St. shall belong to the City; however, those sums shall offset and reduce the amount of funds to be ultimately paid by the Board.

Section 5. General Terms. This MOU is designed to outline the intent and basic obligations of the working relationship between the Parties. This processes and execution of the intent should be flexible in order to accomplish the goal of funding the Project and Transaction and any repayments to the General Fund or any other fund account of the City. The rights and obligations of the Parties contained in this MOU shall expire upon the mutual agreement of the Parties. Additionally, this MOU may be terminated by 30 days written notice delivered by either party to the other. This MOU shall be governed by and construed in accordance with the internal laws of the state of Iowa, without giving effect to any choice or conflict of law provision or rule (whether of the state of Iowa or any other jurisdiction) that would cause the application of laws of any jurisdiction other than those of the state of Iowa. Nothing herein is intended or shall be construed to confer upon any person or entity other than the Parties and their successors or assigns, any rights or remedies under or by reason of this MOU. Neither this MOU, nor any rights or obligations hereunder may be assigned, delegated or conveyed by either Party without the prior written consent of the other Party, such consent to not be unreasonably withheld. This MOU may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one agreement.

The undersigned organizations acknowledge and adopt this MOU.

CITY OF JEFFERSON

JEFFERSON LIBRARY BOARD

Craig J. Berry, Mayor

Alexis B. Stevens President
[Name] [Title]
Alexis Stevens

Attest:

Roxanne Gorsuch, City Clerk

Date: _____

Date: 10/5/2026

JEFFERSON PUBLIC LIBRARY FOUNDATION

Mollie Roberts, President
[Name] [Title]

Date: 10/5/26

RESOLUTION NO. _____

A RESOLUTION APPROVING
MEMORANDUM OF UNDERSTANDING REGARDING
JEFFERSON PUBLIC LIBRARY EXPANSION PROJECT

WHEREAS, the City of Jefferson (the “**City**”), the City of Jefferson Library Board (the “**Board**”), and the Jefferson Public Library Foundation (the “**Foundation**”), desire to coordinate the future planning for improvements to and expansion of the footprint for the Jefferson Public Library (the “**Project**”); and

WHEREAS, the City, Board and Foundation have come to an agreement in the form of a Memorandum of Understanding as to how preliminary funds may be expended for the Project, who will be responsible for the funds, and how communications among the parties will be accomplished moving forward (the “**MOU**”), which is a general outline but not a substitute for resolutions authorizing the acquisition of any real property or municipal budgeting; and

WHEREAS, the City Council finds that it is in the best interests of the City of Jefferson that the proposed MOU regarding the Project be approved.

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

Section 1. The MOU that is now before this Council is hereby approved.

Section 2. The Mayor and City Administrator are hereby authorized and directed to execute and deliver the MOU on behalf of the City, in substantially the form and content in which such agreement has been presented to this Council, and such officers are also authorized to make such changes, modifications, additions or deletions as they may believe to be necessary.

Section 3. The Mayor, City Administrator, and City Clerk are authorized and directed 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 October 13, 2026.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

City of Jefferson

Downtown Revitalization Financial Assistance Program

Purpose

The City of Jefferson has successfully operated the Downtown Revitalization Financial Assistance Program to support improvements to commercial structures within the Downtown district. To transition toward a more sustainable and self-sufficient downtown, the City will offer the Façade Improvement program and the Forgivable Loan program.

The Downtown Improvement Fund will remain available based on these criteria:

Eligibility Requirements

- Commercial property owners within the designated Downtown Jefferson district.
- Structures that have **not previously received** funding from the Forgivable Loan Program or the Façade Grant Program.
- Structures that have received less than \$150,000 assistance from the City may be eligible for additional assistance up to a total of \$150,000.

Ineligible Applicants:

- Any structure or business that previously received a Forgivable Loan and/or a Façade Grant totaling \$150,000.
- Any property having existing promissory notes secured by mortgages in an amount greater than 81% of the building's fair market value. The fair market value shall be determined through an appraisal from a licensed appraiser or a local real estate broker's written opinion of value.
- Any property having non-mortgage liens against the property, including but not limited to judgment liens, federal tax liens, and Iowa tax liens. The liens must be removed before the building owner is eligible to apply.
- Any property for which the real estate taxes are delinquent.

Eligible Projects

The same categories of eligible work that were previously allowable will remain in effect, including:

- Façade rehabilitation and preservation

- Roof repair or replacement
- Windows and door repair or replacement.
- Exterior and interior wall repairs
- Foundation stabilization
- HVAC, electrical, plumbing, and life-safety code compliance improvements
- Improvements to back side of buildings.

Evidence of Project Feasibility

The applicant shall demonstrate that the project would not proceed or would proceed at a significantly reduced scope or delayed timeline, without City assistance.

Applicants will provide evidence supporting their statement, including:

1. Narrative explaining why public assistance is needed.
2. Project budget; evidence of financing gap.
3. Contractor bids received within the last 90 days.
4. A detailed breakdown of the sources and use of funds/ Bank financing commitments for the project.
5. Evidence of owner's equity contribution; Letter of commitment from financial institution.
6. Report of title or abstract brought up to date at the applicant's expense. If the application is approved, these costs may be incorporated into the forgivable loan amount.
7. Copies of written leases, if the applicant leases all or a portion of the building.
8. Disclosure of any other agreements in place regarding the building, its use or its occupants.

Application Process

1. **Application Window:** Applications will be accepted on an open basis.
2. **Review:** All applications will be reviewed by City staff before forwarding them to the Downtown Buildings Committee for recommendation
3. **Approval** by the City Council is required.
4. **Award Criteria:** Applications will be evaluated based on project readiness, visual impact, historic preservation, and alignment with Downtown Design Standards.
5. **Documentation:** Facade grants will be approved by a resolution of the City Council.
Recipients of a forgivable loan must execute a Development Agreement, approved by

the City Council, outlining improvement timelines, documentation requirements, forgiveness schedule, repayment upon default, and mortgage requirements.

6. **Final Decision:** Each application will be reviewed and considered by the City Council based on its individual merits and compliance with the goals, objectives, eligibility requirements, and evaluation criteria of this Downtown Revitalization Financial Assistance Program. The City Council reserves the right to approve, approve with conditions, or deny any application that is determined to be inconsistent with the purpose or requirements of the program.

Certification of TIF Debt

TIF certification for each project shall be made by December 1st of the year after the project was approved for TIF funding.

Interplay with Real Estate Tax Abatement

The City offers certain real estate tax abatement incentives to businesses and individuals for new construction projects and improvements. As part of the Downtown Revitalization Financial Assistance Program, successful applicants are generally not afforded the opportunity to utilize tax abatement incentives, and the development agreements entered into between the applicant and the City stipulate that restriction.

However, projects that offer significant benefit to the community in the areas of housing, job creation, new or enhanced public recreation, and converting previously blighted or nontaxable property, may apply for tax abatement on a case-by-case basis. The City Council will consider such applications only if the project can be demonstrated to be so unique and beneficial to the community in the short- and long-term that granting the tax abatement is warranted in the best interests of the community.

Final Notes

- **Lien Waivers.** Signed lien waivers from all contractors are required prior to processing the final loan payment.
- **Previous Assistance Repaid:** If a previous owner had been awarded a grant or forgivable loan and all or any portion of the loan was repaid to the City, the new owner is eligible to apply for financial assistance equal to the amount of the repayment such that the total amount of assistance to the previous and current owner combined is \$150,000 or less.

- **Post-Program Support:** If loan or grant assistance is not possible, the City will consider new strategies for private investment, revolving loan funds, or incentive partnerships to continue supporting Downtown revitalization.

Adopted by the City of Jefferson

[Insert Date]

Contact:

Community Development Department
Chad Stevens, Building Official
City of Jefferson
220 N. Chestnut Street
Jefferson, IA. 50129
O: (515) 386-3111

RESOLUTION NO. _____

A RESOLUTION APPROVING POLICIES FOR THE CITY OF JEFFERSON
DOWNTOWN REVITALIZATION FINANCIAL ASSISTANT PROGRAM

WHEREAS, the City of Jefferson (the "City") desires to adopt a set of enumerated policies to guide its elected and appointed officials, as well as applicants, with respect to the City's economic development programs for the City's downtown area; and

WHEREAS, the attached City of Jefferson Downtown Revitalization Financial Assistance Program (the "Downtown Assistance Policy") have been presented to the City Council and the Council finds that is in the best interests of the City that they be approved.

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

Section 1. The attached Downtown Assistance Policy is hereby approved and adopted as a financial policy of the City of Jefferson.

Section 2. The Mayor, City Clerk, and City Administrator are authorized to take such further action as may be necessary to carry out the intent and purpose of this resolution.

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

Passed and approved on October 13, 2026.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

City of Jefferson

E. Lincoln Way Financial Assistance Program

Program Overview

To support the revitalization and long-term viability of East Lincoln Way, the City of Jefferson offers a **Forgivable Loan Program** to assist commercial property owners in making meaningful physical improvements. The program focuses on high-visibility exterior and critical building systems that enhance public appearance and ensure structural soundness.

Eligibility Requirements

- Eligible properties must be located within the designated **East Lincoln Way Commercial Corridor**. Properties must front onto E. Lincoln Way and be located east of Cedar Street.
- Properties must be used for commercial or industrial purposes.
- Structures that have **not previously received** funding from the Forgivable Loan Program or the Façade Grant Program.
- Structures that have received less than \$150,000 assistance from the City may be eligible for additional assistance up to a total of \$75,000.

Ineligible Applicants:

- Any structure or business that previously received a Forgivable Loan and/or a Façade Grant totaling \$75,000.
- Any property having existing mortgages greater than 81% of the building's value. The value to be determined through an appraisal or a brokers opinion of value.
- Any property having non-mortgage liens against the property. The liens must be cleared before the building owner is eligible to apply.

Eligible Projects

The same categories of eligible work will remain in effect, including:

- Façade rehabilitation and preservation
- Roof repair or replacement
- Windows and door repair or replacement.

- Exterior and interior wall repairs
- Foundation stabilization
- HVAC, electrical, plumbing, and life-safety code compliance improvements
- Improvements to back side of buildings.

Evidence of Project Feasibility

The applicant shall demonstrate that the project would not proceed or would proceed at a significantly reduced scope or delayed timeline, without City assistance.

Applicants will provide evidence supporting their statement, including:

1. Narrative explaining why public assistance is needed.
2. Project budget; evidence of financing gap.
3. Contractor bids received within the last 90 days.
4. Sources and use of funds/ Bank financing commitments.
5. Evidence of owner's equity contribution; Letter of commitment from financial institution.
6. Report of title or abstract brought up to date at the applicant's expense. If the application is approved, these costs may be incorporated into the forgivable loan amount.
7. Copies of written leases, if the applicant leases all or a portion of the building.

Application Process

1. **Application Window:** Applications will be accepted on an open basis.
2. **Review:** All applications will be reviewed by City staff before forwarding them to the Downtown Buildings Committee for recommendation
3. **Approval** by the City Council is required.
4. **Award Criteria:** Applications will be evaluated based on project readiness, visual impact, and improvement to structural stability.
5. **Documentation:** Recipients of a forgivable loan must execute a Development Agreement, approved by the City Council, outlining improvement timelines, documentation requirements, forgiveness schedule, repayment upon default, and mortgage requirements.
6. **Final Decision:** Each application will be reviewed and considered by the City Council based on its individual merits and compliance with the goals, objectives, eligibility requirements, and evaluation criteria of this E. Lincoln Way Financial Assistance Program. The City Council reserves the right to approve, approve with conditions, or deny any application that is determined to be inconsistent with the purpose or requirements of the program.

Certification of TIF Debt

TIF certification for each project shall be made by December 1st of the year after the project was approved for TIF funding.

Final Notes

- **Lien Waivers.** Signed lien waivers from all contractors are required prior to processing the final loan payment.
- **Previous Assistance Repaid:** If a previous owner had been awarded a grant or forgivable loan and all or any portion of the loan was repaid to the City, the new owner is eligible to apply for financial assistance equal to the amount of the repayment such that the total amount of assistance to the previous and current owner combined is \$75,000 or less.
- **Post-Program Support:** If loan or grant assistance is not possible, the City will consider new strategies for private investment, revolving loan funds, or incentive partnerships to continue supporting Downtown revitalization.

Adopted by the City of Jefferson

[Insert Date]

Contact:

Community Development Department
Chad Stevens, Building Official
City of Jefferson
220 N. Chestnut Street
Jefferson, IA. 50129
O: (515) 386-3111

RESOLUTION NO. _____

A RESOLUTION APPROVING POLICIES FOR THE CITY OF JEFFERSON
EAST LINCOLN WAY FINANCIAL ASSISTANT PROGRAM

WHEREAS, the City of Jefferson (the "City") desires to adopt a set of enumerated policies to guide its elected and appointed officials, as well as applicants, with respect to the City's economic development programs for the City's East Lincoln Way development area; and

WHEREAS, the attached City of Jefferson East Lincoln Way Financial Assistance Program (the "East Lincoln Way Assistance Policy") have been presented to the City Council and the Council finds that is in the best interests of the City that they be approved.

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

Section 1. The attached East Lincoln Way Assitsance Policy is hereby approved and adopted as a financial policy of the City of Jefferson.

Section 2. The Mayor, City Clerk, and City Administrator are authorized to take such further action as may be necessary to carry out the intent and purpose of this resolution.

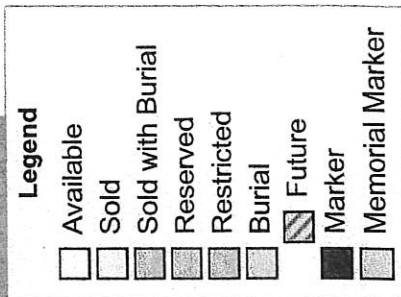
Section 3. All resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption and approval.

Passed and approved on October 13, 2026.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk



Law & Level

Jefferson City Cemetery

12 1110Z 10 9	8 7 6X 6 5	4 3 2X 2 1
13 1414Z 15 16	17 1818X19 20	21 2222X23 24
38 3736Z 36 35	34 3332X32 31	30 2928X28 27
39 4040Z 41 42	43 4444X45 46	47 4848X49 50
64 6362Z 62 61	60 5958X58 57	56 5554X54 53
65 6666Z 67 68	69 7070X71 72	73 7474X75 76
90X89X88Z88X87X	86X85X84X83X82X	81X80X79X78X77X
93X94X94Z95X96X	97X98X99X100X01X	102X 104X 106)
12 1110Z 10 9	8 7 6X 6 5	4 3 2X 2 1
13 1414Z 15 16	17 1818X19 20	21 2223X23 24
38 3736Z 36 35	34 3332X32 31	30 2928X28 27
	1ST ADD	
	43 4444X45 46	47 4848X49 50
64X64 6362Z 62 61	60 5958X58 57	56 5554X54 53
65X65 6666Z 67 68	69 7070X71 72	73 7474X75 76
94X93X92X91Z91X90X	89X88X87X86X85X	84X83X82X81X80)
11Z 11 10	9 8 7X 7 6	5 4 3X 3 2
16Z 16 17	18 1919X20 21	22 2323X24 25
37Z 37 36	35 3433X33 32	31 3029X29 28
42Z 42 43	44 4545X46 47	48 4949X50 51
63Z 63 62	61 6059X59 58	57 5655X55 54
68Z 68 69	70 7171X72 73	74 7575X76 77



All green are available lots/plots
around 95 available lots

Lower level

RESOLUTION NO. _____

A RESOLUTION SETTING PUBLIC HEARING REGARDING A
POTENTIAL AMENDMENT TO THE CEMETERY ORDINANCE

WHEREAS, Chapter 117 of the City of Jefferson Municipal Code governs the use, rules, and regulations of the Jefferson Cemetery located on East Lincoln Way (the “Jefferson Cemetery”); and

WHEREAS, the City Council is considering bringing forth readings of an amendment to Chapter 117, specifically Section 117.05(5), regarding the types of monuments and memorials that can be placed at gravesites in the southwest portion of the Jefferson Cemetery;

WHEREAS, it is in the best interest of the City of Jefferson to seek public input on such an ordinance prior to scheduling a first reading of the same.

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

Section 1. The City Council shall meet at the Municipal Center in Jefferson, Iowa, on October 27, 2026, at 5:30 p.m., at which time and place a public hearing shall be held on the proposal to be enacted by ordinance, at which hearing all local residents who appear shall be given an opportunity to express their views.

Section 2. The City Clerk of the City of Jefferson is hereby directed to publish notice of this proposal and of the public hearing on the proposal one time, not less than four days nor more than 20 days before the date of the meeting, in The Jefferson Herald, a legal newspaper published and having a general circulation within the City of Jefferson.

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

Section 4. All resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption and approval.

Adopted and approved on October 13, 2026.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES
OF THE CITY OF JEFFERSON, IOWA, 2017, BY AMENDING
PROVISIONS PERTAINING TO
JEFFERSON CEMETERY HEADSTONES

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

SECTION 1. Section Amended. Section 117.05(5) of the Code of Ordinances of the City of Jefferson, Iowa, 2017, is hereby repealed. Following subsections shall not be renumbered, as Section 117.05(5) shall be reserved for future ordinance amendments.

SECTION 2. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. When effective. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Finally passed by the Council on _____, 2026, and approved on _____, 2026.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

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

Roxanne Gorsuch, City Clerk

CHANGE ORDER

NO. 2 TWO (FINAL)

FUEL FARM IMPROVEMENTS JEFFERSON MUNICIPAL AIRPORT (EFW)

OWNER: CITY OF JEFFERSON, IOWA Contract No.: FAA AIP 3-19-0049-021-2025, 022-2025, 023-2026 & 024-2026

CONTRACTOR: EVORA ENERGY, LLC

ENGINEER: BOLTON & MENK, INC.

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

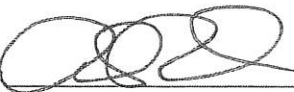
Description: Reconciliation of Final Quantities from "As-Bid" to "As-Built". See additional information on the following page.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
\$ 836,409.51	Completion Date: 6/15/2026
Net changes from previous Change Orders No. 1 to No. 1	Net changes from previous Change Orders No. 1 to No. 1
\$ (46,666.76)	Completion Date: 6/30/2026
Contract Price Prior to this Change Order	Contract Times prior to this Change Order
\$ 789,742.75	Completion Date: 6/30/2026
Net Increase of this Change Order	Net Increase (Decrease) of this Change Order
\$ 418.74	Completion Date: N/A
Contract Price with all Approved Change Orders	Contract Times with all approved Change Orders
\$ 790,161.49	Completion Date: 6/30/2026

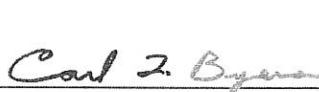
REQUESTED:

RECOMMENDED:

APPROVED:

By: 

Evora Energy, LLC

By: 

Carl L. Byers, P.E.
Bolton & Menk, Inc.

By: _____

City of Jefferson

Date: 10/6/2026

Date: 10/6/2026

Date: _____

Attachments:

1 – Supporting Documents

CHANGE ORDER

NO. 2 TWO (FINAL)

FUEL FARM IMPROVEMENTS JEFFERSON MUNICIPAL AIRPORT (EFW)

OWNER: CITY OF JEFFERSON, IOWA Contract No.: FAA AIP 3-19-0049-021-2025, 022-2025, 023-2026 & 024-2026

CONTRACTOR: EVORA ENERGY, LLC

ENGINEER: BOLTON & MENK, INC.

1. HAS THIS CHANGE ORDER BEEN DISCUSSED WITH FAA OFFICIALS?

This change order is only to adjust "As-Bid" quantities to "As-Built" quantities. The FAA allows this adjustment at the completion of the project.

2. BRIEF DESCRIPTION OF THE PROPOSED CONTRACT CHANGE(S) AND LOCATION(S).

One additional bollard was constructed over what was bid. This change order adjusts the contract value to reflect the additional bollard.

3. REASON(S) FOR THE CHANGE(S).

Bollards on the front of the project were slightly adjusted to allow for clearance around all fueling cabinets, which required one additional bollard. This was added at the bid price.

4. JUSTIFICATIONS FOR UNIT PRICES OR TOTAL COST.

The one additional bollard was added at the bid cost, and the quantity paid for was adjusted to reflect the additional bollard.

5. CONSEQUENCES OF CHANGE ORDER ATTACHMENT.

The Change Order attachment shows the cost breakout of the item discussed above. The total change in cost will be an addition of Four Hundred Eighteen and 74/100 Dollars (\$418.74 addition).

6. CONFORMANCE TO AIP STANDARDS AND REGULATIONS.

All work complied with FAA Advisory Circular 150/5370-10H. All work increasing costs (Item CO2-1) included in this change order will be AIP eligible.

CHANGE ORDER SUPPORTING DOCUMENTATION

Change Order No. 2 (Two) (FINAL)		Project: Jefferson Municipal Airport, Fuel Farm Improvements	
Engineers Project No. 24X.136957.000		3-19-0049-021-2025 & 022-2025 & 023-2026 & 024-2026	
FAA AIP:		IDOT Prj No. N/A	

ITEM NO.	ITEM	UNIT	UNIT PRICE	ORIGINAL BID QUANTITY	ORIGINAL BID COST	CHANGE ORDER UNIT PRICE CHANGE	CHANGE ORDER QUANTITY CHANGE	REVISED CONTRACT QUANTITY	REVISED CONTRACT COST	CURRENT CHANGE ORDER VALUE
19	BOLLARDS	EA	\$ 418.74	41	\$ 17,168.34	\$ -	1	42	\$ 17,587.08	\$ 418.74
TOTAL AMOUNT CHANGE ORDER NO. 2 (TWO)										\$ 418.74

Contractor's Application for Payment

Owner:	<u>City of Jefferson</u>	Owner's Project No.:	<u>24X.136957.000</u>
Engineer:	<u>Bolton & Menk, Inc.</u>	Engineer's Project No.:	<u>24X.136957.000</u>
Contractor:	<u>Evora Energy, LLC</u>	Agency's Project No.:	<u>N/A</u>
Project:	<u>Fuel Farm Improvements</u>		
Contract:	<u>3-19-0049-021-2025 & 022-2025 & 023-2026 & 024-2026</u>		
Application No.:	<u>4 (Four)</u>	Application Date:	<u>9/30/2026</u>
Application Period:	From <u>7/1/2026</u>	to	<u>9/30/2026</u>

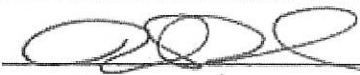
1. Original Contract Price	\$	836,409.51
2. Net change by Change Orders	\$	(46,248.02)
3. Current Contract Price (Line 1 + Line 2)	\$	790,161.49
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	790,161.49
5. Retainage		
a. <u>3%</u> X \$ <u>790,161.49</u> Work Completed	\$	23,704.84
b. <u>3%</u> X \$ <u>-</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	23,704.84
6. Amount eligible to date (Line 4 - Line 5.c)	\$	766,456.65
7. Less previous payments (From Unit Price Sheet - Previous Est.)	\$	739,615.28
8. Amount due this application	\$	26,841.37

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Evora Energy, LLC

Signature:  **Date:** 10/6/2026
Name: Ted Rumph **Title:** CFO

Recommended by Engineer

By: 
Name: Carl L. Byers, P.E.
Title: Aviation Project Manager
Date: 9/30/2026

Approved by Owner

By: _____
Name: _____
Title: _____
Date: _____

Progress Estimate - Unit Price Work

Owner :	City of Jefferson
Engineer :	Bolton & Menk, Inc.
Contractor :	Evora Energy, LLC
Project :	Fuel Farm Improvements
Contract :	3-19-0049-021-2025 & 022-2025 & 023-2026 & 024-2026

Contractor's Application for Payment

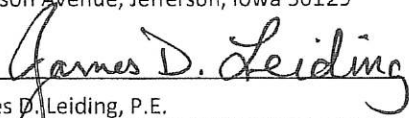
Owner's Project No.:	24X.136957.000
Engineer's Project No.:	24X.136957.000
Contractor's Project No.:	

Application No.:		4 (Four)		Application Period: From				07/01/26		to		09/30/26		Date:		09/30/26	
A		B		C	D	Contract Information		E	F	F1	F2	G	H	I	J		
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)		Quantity Previous Estimate	Value Previous Estimate	Work Completed		Materials Currently Stored (not in G) (\$)	Completed and Stored to Date (H + I) (\$)					
									Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)							
Original Contract																	
1	INLET PROTECTION DEVICE	1.00	EA	187.50		187.50	1.00	187.50	1.00	187.50		187.50		-	187.50		
2	MOBILIZATION	1.00	LS	4,000.00		4,000.00	0.75	3,000.00	0.75	3,000.00		4,000.00		-	4,000.00		
3	TRAFFIC CONTROL	1.00	LS	19,718.75		19,718.75	1.00	19,718.75	1.00	19,718.75		19,718.75		-	19,718.75		
4	CONSTRUCTION SURVEY	1.00	LS	8,500.00		8,500.00	1.00	8,500.00	1.00	8,500.00		8,500.00		-	8,500.00		
5	PAVEMENT REMOVAL, PCC PAVEMENT	50.00	SY	56.25		2,812.50	50.00	2,812.50	50.00	2,812.50		2,812.50		-	2,812.50		
6	PAVEMENT REMOVAL, PCC PAVEMENT	250.00	SY	56.25		14,062.50											
7	UNCLASSIFIED EXCAVATION	220.00	CY	75.00		16,500.00	220.00	16,500.00	220.00	16,500.00		16,500.00		-	16,500.00		
8	SUBGRADE PREPARATION, 12"	600.00	SY	13.75		8,250.00	600.00	8,250.00	600.00	8,250.00		8,250.00		-	8,250.00		
9	SUBGRADE PREPARATION, 12"	250.00	SY	13.75		3,437.50											
10	TOPSOIL STRIP, SALVAGE AND RESPREAD	245.00	CY	12.50		3,062.50	245.00	3,062.50	245.00	3,062.50		3,062.50		-	3,062.50		
11	SUBBASE COURSE, 6" MODIFIED	600.00	SY	7.50		4,500.00	425.00	3,187.50	425.00	3,187.50		4,500.00		-	4,500.00		
12	SUBBASE COURSE, 6" MODIFIED	250.00	SY	25.50		6,375.00											
13	PAVEMENT, PCC 6"	375.00	SY	84.37		31,638.75	375.00	31,638.75	375.00	31,638.75		31,638.75		-	31,638.75		
14	PAVEMENT, PCC 6"	250.00	SY	84.37		21,092.50											
15	PAVEMENT, PCC, SIDEWALK 4"	15.00	SY	112.50		1,687.50	15.00	1,687.50	15.00	1,687.50		1,687.50		-	1,687.50		
16	PAVEMENT, PCC, 6" TANK OR DISPENSER SLAB	200.00	SY	157.50		31,500.00	200.00	31,500.00	200.00	31,500.00		31,500.00		-	31,500.00		
17	SEEDING FERTILIZING AND MULCHING (SUDAS TYPE 1)	0.20	ACRE	3,750.00		750.00	0.20	750.00	0.20	750.00		750.00		-	750.00		
18	INSTALL OWNER PROVIDED CREDIT CARD READER	1.00	EA	8,600.00		8,600.00	1.00	8,600.00	1.00	8,600.00		8,600.00		-	8,600.00		
19	BOLLARDS	41.00	EA	418.74		17,168.34	42.00	17,587.08	42.00	17,587.08		17,168.34		-	17,168.34		
20	12,000 GALLON FLAMESHIELD JET A FUEL TANK, COMPLETE, IN PLACE	1.00	EA	82,734.06		82,734.06	1.00	82,734.06	1.00	82,734.06		82,734.06		-	82,734.06		
21	10,000 GALLON FLAMESHIELD AVGAS FUEL TANK, COMPLETE, IN PLACE	1.00	EA	72,281.56		72,281.56	1.00	72,281.56	1.00	72,281.56		72,281.56		-	72,281.56		
22	JET A FUEL DISPENSER PUMP WITH SEPARATE CABINET FOR HOSE REEL AND STATIC GROUND, COMPLETE, IN PLACE, INCLUDING PIPING	1.00	EA	118,125.00		118,125.00	1.00	118,125.00	1.00	118,125.00		118,125.00		-	118,125.00		
23	JET A FUEL HORIZONTAL FILTER VESSEL, COMPLETE, IN PLACE, INCLUDE PIPING	1.00	EA	37,375.00		37,375.00	1.00	37,375.00	1.00	37,375.00		37,375.00		-	37,375.00		
24	AVGAS FUEL DISPENSER PUMP WITH SEPARATE CABINET FOR HOSE REEL AND STATIC GROUND, COMPLETE, IN PLACE, INCLUDING PIPING	1.00	EA	78,625.00		78,625.00	1.00	78,625.00	1.00	78,625.00		78,625.00		-	78,625.00		
25	REMOTE FUELING CABINET FOR OFFLOAD, DUAL CABINET	1.00	EA	19,780.00		19,780.00	1.00	19,780.00	1.00	19,780.00		19,780.00		-	19,780.00		
26	INSTALL OWNER PROVIDED THREE LINE DISPLAY FOR CREDIT CARD READER	1.00	EA	8,587.50		8,587.50	1.00	8,587.50	1.00	8,587.50		8,587.50		-	8,587.50		
27	LIGHT POLE AND DUAL FIXTURES, INCLUDING FOUNDATION	1.00	EA	19,222.50		19,222.50	1.00	19,222.50	1.00	19,222.50		19,222.50		-	19,222.50		
28	ELECTRICAL UPGRADES	1.00	LS	49,366.25		49,366.25	1.00	49,366.25	1.00	49,366.25		49,366.25		-	49,366.25		
29	WINDCONE POWER RE-ROUTE, CONDUIT, 1" PVC	350.00	LF	37.50		13,125.00	350.00	13,125.00	350.00	13,125.00		13,125.00		-	13,125.00		
30	WINDCONE POWER RE-ROUTE, WIRE SIZE UNKNOWN	350.00	LF	37.50		13,125.00	350.00	13,125.00	350.00	13,125.00		13,125.00		-	13,125.00		
31	REMOVAL OF EXISTING ABOVE GROUND TANKS, FUEL DISPENSERS, RELATED APPURTENANCES, FENCING AND SECONDARY CONTAINMENT AREA	2.00	LS	6,740.63		13,481.26											
32	SAMPLING AND TESTING FOR PETROLEUM CONTAMINATION	1.00	LS	12,500.00		12,500.00	0.75	48,405.03	0.75	48,405.03		64,540.04		-	64,540.04		
33	SYSTEM TESTING AND STARTUP	1.00	LS	64,540.04		64,540.04											
A1	REMOTE FUEL RECOVERY SYSTEM FOR JET A FUEL, COMPLETE, INCLUDING PIPING AND HAND PUMP	1.00	EA	11,250.00		11,250.00	0.75	8,437.50	0.75	8,437.50		11,250.00		-	11,250.00		

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner : City of Jefferson Engineer : Bolton & Menk, Inc. Contractor : Evora Energy, LLC Project : Fuel Farm Improvements Contract : 3-19-0049-021-2025 & 022-2025 & 023-2026 & 024-2026										Owner's Project No.: 24X.136957.000 Engineer's Project No.: 24X.136957.000 Contractor's Project No.:									
Application No.: 4 (Four)										Date: 09/30/26									
Application Period: From 07/01/26 to 09/30/26																			
Bid Item No.	Description	Contract Information			F	F1	F2	G	H	I	J								
		Item Quantity	Units	Unit Price (\$)															
Original Contract (Cont'd.)																			
B1	REMOTE FUEL RECOVERY SYSTEM FOR AVGAS FUEL, COMPLETE, INCLUDING PIPING AND HAND PUMP	1.00	EA	11,250.00	11,250.00	0.75	8,437.50	1.00	11,250.00	-	11,250.00								
C1	TANK MONITORING SYSTEM	1.00	LS	7,198.00	7,198.00	0.50	3,599.00	1.00	7,198.00	-	7,198.00								
Original Contract Totals					\$	836,409.51	\$		738,207.98	\$		765,460.75							
Change Orders																			
CO # 1																			
6	PAVEMENT REMOVAL, PCC PAVEMENT	(250.00)	SY	56.25	(14,062.50)														
9	SUBGRADE PREPARATION, 12"	(250.00)	SY	13.75	(3,437.50)														
12	SUBBASE COURSE, 6" MODIFIED	(250.00)	SY	25.50	(6,375.00)														
14	PAVEMENT, PCC, 6"	(250.00)	SY	84.37	(21,092.50)														
31	REMOVAL OF EXISTING ABOVE GROUND TANKS, FUEL DISPENSERS, RELATED APPURTENANCES, FENCING & SECONDARY CONTAINMENT AREA	(2.00)	LS	6,740.63	(13,481.26)														
32	SAMPLING AND TESTING FOR PETROLEUM CONTAMINATION	(1.00)	LS	12,500.00	(12,500.00)														
CO1-1	OVEREXCAVATE UNSUITABLE SOILS (APPROX. 2 FT.)	113.70	CY	75.00	8,527.50	113.70	8,527.50	113.70	8,527.50		8,527.50								
CO1-2	GRANULAR SUBBASE FOR EXCAVATION	113.70	CY	135.00	15,349.50	113.70	15,349.50	113.70	15,349.50		15,349.50								
CO1-3	4" HDPE SUBDRAIN & CONNECTION	81.00	LF	5.00	405.00	81.00	405.00	81.00	405.00		405.00								
TOTAL CO # 1					\$	(46,666.76)	\$		24,282.00	\$		24,282.00							
CO # 2																			
CO2-1	BOLLARDS (ADDITIONAL - ITEM 19)	1.00	EA	418.74	418.74		-	1.00	418.74		418.74								
TOTAL CO # 2					\$	418.74	\$		418.74	\$		418.74							
Change Order Totals					\$	(46,248.02)	\$		24,282.00	\$		24,700.74							
Original Contract and Change Orders																			
Project Totals					\$	790,161.49	\$		762,489.98	\$		790,161.49							

Owner: <u>City of Jefferson, Iowa</u> Engineer: <u>Bolton & Menk, Inc.</u> Contractor: <u>Cardenas Concrete</u> Project: <u>Westwood Area Sidewalk Improvements</u>	Owner's Project No.: _____ Engineer's Project No.: <u>25X.138031.000</u> Agency's Project No.: _____																																	
Application No.: <u>1</u> Application Date: <u>10/1/2026</u> Application Period: From <u>9/8/2026</u> to <u>10/1/2026</u>																																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Original Contract Price</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;">790,002.00</td> </tr> <tr> <td>2. Net Change By Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">790,002.00</td> </tr> <tr> <td>4. Total Work Completed and Materials Stored To Date (Sum of Column H Unit Price Total and Column M Stored Materials)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">17,421.50</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td> a. <u>3%</u> X \$ <u>17,421.50</u> Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">522.65</td> </tr> <tr> <td> b. <u>3%</u> X \$ <u>-</u> Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">522.65</td> </tr> <tr> <td>6. Amount Eligible To Date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">16,898.85</td> </tr> <tr> <td>7. Less Previous Payments</td> <td></td> <td></td> </tr> <tr> <td>8. Amount Due This Application</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">16,898.85</td> </tr> </table>		1. Original Contract Price	\$	790,002.00	2. Net Change By Change Orders	\$	-	3. Current Contract Price (Line 1 + Line 2)	\$	790,002.00	4. Total Work Completed and Materials Stored To Date (Sum of Column H Unit Price Total and Column M Stored Materials)	\$	17,421.50	5. Retainage			a. <u>3%</u> X \$ <u>17,421.50</u> Work Completed	\$	522.65	b. <u>3%</u> X \$ <u>-</u> Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	522.65	6. Amount Eligible To Date (Line 4 - Line 5.c)	\$	16,898.85	7. Less Previous Payments			8. Amount Due This Application	\$	16,898.85
1. Original Contract Price	\$	790,002.00																																
2. Net Change By Change Orders	\$	-																																
3. Current Contract Price (Line 1 + Line 2)	\$	790,002.00																																
4. Total Work Completed and Materials Stored To Date (Sum of Column H Unit Price Total and Column M Stored Materials)	\$	17,421.50																																
5. Retainage																																		
a. <u>3%</u> X \$ <u>17,421.50</u> Work Completed	\$	522.65																																
b. <u>3%</u> X \$ <u>-</u> Stored Materials	\$	-																																
c. Total Retainage (Line 5.a + Line 5.b)	\$	522.65																																
6. Amount Eligible To Date (Line 4 - Line 5.c)	\$	16,898.85																																
7. Less Previous Payments																																		
8. Amount Due This Application	\$	16,898.85																																
Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																		
Contractor: <u>Cardenas Concrete</u>																																		
Signature:  Name: <u>Luke Lumsden</u>	Date: <u>10-2-2026</u> Title: <u>Manager</u>																																	
Recommended by Engineer: <u>Bolton & Menk, Inc.</u> <u>116 North Wilson Avenue, Jefferson, Iowa 50129</u>																																		
Approved by Owner: <u>City of Jefferson</u> <u>220 North Chestnut Street, Jefferson, Iowa 50129</u>																																		
By:  Name: <u>James D. Leiding, P.E.</u> Title: <u>Municipal Assistant Practice Leader</u> Date: <u>10-5-26</u>	By: _____ Name: <u>Craig Berry</u> Title: <u>Mayor</u> Date: _____																																	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Jefferson, Iowa
 Engineer: Bolton & Menk, Inc.
 Contractor: Cardenas Concrete
 Project: Westwood Area Sidewalk Improvements
 BMI Project No.: 25X.138031.000

Application No.: 1 Application Period: From 09/08/26 to 10/01/26 Application Date: 10/1/2026

A	B	C	D	E	F	G	H	
Bid Item No.	Description	Original Contract						
		Contract Information		Previous Estimate		Work Completed		
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work
BASE BID - WESTWOOD AREA SIDEWALK IMPROVEMENTS								
1	TOPSOIL, ON-SITE	2,704.00	CY	20.00	54,080.00	-	133.00	2,660.00
2	EXCAVATION, CLASS 13	1,408.00	CY	18.50	26,048.00	-	160.00	2,960.00
3	SUBBASE, MODIFIED, 6 INCHES	7,456.00	SY	5.00	37,280.00	-	762.00	3,810.00
4	REMOVAL OF STORM SEWER, <36 INCH	48.00	LF	25.00	1,200.00	-	-	-
5	PIPE CULVERT, TRENCHED, CMP, 12 INCH	171.00	LF	60.00	10,260.00	-	-	-
6	PIPE CULVERT, TRENCHED, CMP, 15 INCH	22.00	LF	75.00	1,650.00	-	-	-
7	PIPE APRON, CMP, 12 INCH	3.00	EA	90.00	270.00	-	-	-
8	PIPE APRON, CMP, 15 INCH	2.00	EA	120.00	240.00	-	-	-
9	SUBDRAIN, TYPE 1A, HDPE, 4 INCH	531.00	LF	18.00	9,558.00	-	-	-
10	SUBDRAIN CLEANOUT, TYPE A-1, 4 INCH	6.00	EA	350.00	2,100.00	-	-	-
11	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 4 INCH	5.00	EA	400.00	2,000.00	-	-	-
12	FIELD TILE REPAIR, < 12 INCH	50.00	LF	25.00	1,250.00	-	-	-
13	REMOVE AND RELOCATE FIRE HYDRANT	1.00	EA	1,250.00	1,250.00	-	-	-
14	INTAKE, SW-512	2.00	EA	4,200.00	8,400.00	-	-	-
15	MANHOLE ADJUSTMENT, MINOR	5.00	EA	1,800.00	9,000.00	-	-	-
16	INTAKE ADJUSTMENT, MAJOR	2.00	EA	800.00	1,600.00	-	-	-
17	REMOVE INTAKE	1.00	EA	400.00	400.00	-	-	-
18	116 North Wilson Avenue, Jefferson, Iowa 50129	2.00	EA	900.00	1,800.00	-	-	-
19	PAVEMENT, PCC, 7 INCH	483.00	SY	75.00	36,225.00	-	-	-
20	REMOVAL OF SIDEWALK	19.00	SY	10.00	190.00	-	-	-
21	REMOVAL OF DRIVEWAY	2,011.00	SY	4.00	8,044.00	-	-	-
22	SIDEWALK, PCC, 6 INCH	5,281.00	SY	60.00	316,860.00	-	-	-
23	DETECTABLE WARNING	345.00	SF	52.00	17,940.00	-	-	-
24	DRIVEWAY, PAVED, PCC, 6 INCH	1,692.00	SY	64.00	108,288.00	-	-	-
25	CURB GRINDING	105.00	LF	10.00	1,050.00	-	-	-
26	TEMPORARY TRAFFIC CONTROL	1.00	LS	6,500.00	6,500.00	-	0.15	975.00
27	REMOVE AND REINSTALL TRAFFIC SIGNS	17.00	EA	400.00	6,800.00	-	-	-
28	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND	2.00	AC	5,000.00	10,000.00	-	-	-
29	SWPPP PREPARATION	1.00	LS	1,800.00	1,800.00	-	1.00	1,800.00
30	SWPPP MANAGEMENT	1.00	LS	4,000.00	4,000.00	-	0.10	400.00
31	TEMPORARY RECP, 1-A	1,085.00	SY	3.00	3,255.00	-	-	-
32	WATTLE, STRAW, 9 INCH, INSTALLATION, MAINTENANCE, &	2,000.00	LF	3.00	6,000.00	-	870.00	2,610.00
33	SILT FENCE OR SILT FENCE DITCH CHECK	900.00	LF	4.00	3,600.00	-	-	-
34	INLET PROTECTION DEVICE	19.00	EA	300.00	5,700.00	-	4.00	1,200.00
35	MODULAR BLOCK RETAINING WALL, GRANITE, 4 PIECE	510.00	SFF	32.00	16,320.00	-	-	-
36	MODULAR BLOCK RETAINING WALL, HICKORY BLEND, 4 PIECE	200.00	SFF	32.00	6,400.00	-	-	-
37	CONCRETE STEPS	4.00	SF	60.00	240.00	-	-	-
38	MOBILIZATION	1.00	LS	20,130.00	20,130.00	-	0.05	1,006.50
39	CONCRETE WASHOUT	1.00	LS	1,000.00	1,000.00	-	-	-
40	REMOVE & RELOCATE LANDSCAPING ROCKS	3.00	EA	60.00	180.00	-	-	-

Contractor's Application for Payment

[illegible]

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING CONTINUING PARTICIPATION IN AND
SUPPORT OF GREENE COUNTY DEVELOPMENT CORP.

WHEREAS, the Greene County Development Corp. is a nonprofit organization; and

WHEREAS, Greene County Development Corp. promotes existing businesses and recruits new businesses to Jefferson, Iowa; and

WHEREAS, the City Council of Jefferson recognizes the importance of business growth in the City as well as all of Greene County, and supports the continuation of the vital services provided by the Greene County Development Corp. in furtherance of those goals.

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

Section 1. The City of Jefferson agrees to continue to support the work of the Greene County Development Corp. The City of Jefferson commits to financial support for the FY 2026-2027 in the amount of \$55,000.00.

Section 2. The source of funds to support the Greene County Development Corp. will be \$50,000.00 from the general fund and \$5,000.00 from hotel/motel tax revenues.

Section 3. The City of Jefferson commits to continue appoint a city official to represent the City on the Greene County Development Corp. Board of Directors.

Section 4. The Mayor, City Administrator, and City Clerk are authorized and directed to take such further action as may be necessary to carry out the intent and purpose of this resolution.

Section 5. 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 _____, 2026.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING CONTINUING PARTICIPATION IN AND
SUPPORT OF THE MAIN STREET PROGRAM

WHEREAS, an agreement has been entered into between the Iowa Economic Development Authority, Jefferson Matters: Main Street, and the City of Jefferson for the purpose of continuing the Main Street Iowa program in Jefferson, Iowa (the “**Agreement**”); and

WHEREAS, the Agreement is entered into pursuant to contractual agreements between Main Street America and the Iowa Economic Development Authority to assist in the revitalization of the designated Main Street project area of Jefferson, Iowa; and

WHEREAS, the City Council of Jefferson endorses the goal of economic revitalization of the designated Main Street District within the context of preservation and rehabilitation of its historic buildings and supports the continuation of the Main Street Approach™ as developed by Main Street America and espoused by Main Street Iowa.

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

Section 1. The City of Jefferson agrees to continue to support the work of Jefferson Matters: Main Street. The City of Jefferson commits to financial support for the FY 2026-2027 in the amount of \$70,000.00.

Section 2. The source of funds to support Jefferson Matters: Main Street will be \$70,000.00 from TIF funds.

Section 3. The Mayor, City Administrator, and City Clerk are authorized and directed 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 October 13, 2026.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

COUNCIL MEETING
SEPTEMBER 22, 2026
5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Winkelman

ABSENT: None

Mayor Berry presided.

No residents spoke during Open Forum.

On motion by Jackson, second by Wetrich, the Council approved the following consent items: Council minutes from September 8, 2026, hire Sarah Morlan as part-time office help at \$25/hr., Class E Retail Alcohol License for SGRD Group, Inc., dba Oasis Wine & Spirits at 507 N Elm St, Retail Tobacco License for SGRD Group, Inc., dba Oasis Wine & Spirits and approve FY 2025-26 Street Finance Report.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Winkelman

NAY: None

RESOLUTION NO. 60 -26

On motion by Winkelman, second by Wetrich, the Council approved Resolution No.60-26, a resolution approving the Final City of Jefferson Schedule of Assessment for Nuisance Abatements.

AYE: Winkelman, Wetrich, Sloan, Jackson, Ahrenholtz

NAY: None

RESOLUTION NO. 61 -26

On motion by Ahrenholtz, second by Sloan, the Council approved Resolution No. 61-26, a resolution approving Farm Lease for Property Near Airport.

AYE: Sloan, Jackson, Ahrenholtz, Wetrich, Winkelman

NAY: None

RESOLUTION NO. 62 -26

On motion by Winkelman, second by Wetrich, the Council approved Resolution No. 62-26, a resolution authorizing execution of Temporary Construction Easements for Westwood Sidewalk Project.

AYE: Jackson, Ahrenholtz, Sloan, Wetrich, Winkelman

NAY: None

There being no further business the Council agreed to adjourn at 5:43 p.m.

Craig J. Berry, Mayor

Roxanne Gorsuch, City Clerk