



AGENDA OF THE REGULAR SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IA
TO BE HELD IN THE
FIRE DEPARTMENT TRAINING ROOM,
215 E. WASHINGTON STREET
AT 6:00 P.M., TUESDAY, APRIL 7, 2020

*****To reduce the spread of the COVID-19 illness, members of the public interested in attending the meetings are strongly encouraged to participate by electronic meeting (ZOOM) access. To request a Zoom link and password, please contact jrosien@washingtونيowa.gov or bhinson@washingtونيowa.gov prior to the meeting time.**

The physical meeting will be open to the public, but measures are being taken to keep the total number of persons onsite under 10 to comply with federal and state emergency guidelines. If you would like to submit comments for the Council's information, please provide these either to either of the above listed email addresses or to any City Councilor. All comments received will be referenced in the meeting minutes.***

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, April 7, 2020 to be approved as proposed or amended.

Consent:

1. Council Minutes March 17, 2020
2. City of Washington Fire Works Permit.
3. Kevin D. Olson, Professional Services, \$1,647.88
4. Garden & Assoc., S. Ave. E Reconstruction Project, \$2,094.65
5. Garden & Assoc., Whitesell Survey and Subdivision, \$2,928.68
6. Garden & Assoc., Bell Property Boundary and Subdivision, \$7,658.26
7. Simmering-Cory, Code of Ordinances Supplement, \$920.00
8. Municipal Pipe Tool, SE Basin I & I Reduction-Phase I, \$77,148.49
9. Farnsworth Group, City Hall/Police Building Project, \$7,775.96
10. Fox Engineering, Water Treatment Plant Improvements, \$487.50

11. Fox Engineering, Wastewater Treatment Plant, \$224.50
12. Fox Engineering, N 4th Avenue and Utility Improvements, \$33,136.50
13. Bolton & Menk, Airport Taxilane for Fuel Facility Construction, \$1,625.00
14. Eric & Heidi Schmitt, Tax Abatement Application.
15. Wal-Mart, 24875 Hwy 92, Class C Beer Permit (carryout beer), Class B Wine Permit, Class E Liquor License, Sunday Sales, **(renewal)**
16. JP's 207, 207 W. Main Street, Class C Liquor License (Commercial), Catering Privilege, Sunday Sales, **(renewal)**
17. Department Reports

Consent – Other:

MSA Professional Services, Wellness Park – Phase I Design & Bidding, \$16,622.90

Claims & Financial Reports:

Claims for April 7, 2020

SPECIAL PRESENTATION

PRESENTATION FROM THE PUBLIC – Please limit comments to 3 Minutes.

PUBLIC HEARING

NEW BUSINESS

1. Discussion & Consideration of Expenditure of Hotel/Motel Tax Funds for 10 for 50 Program
2. Discussion & Consideration of a Job Description (Building Maintenance Technician)
3. Discussion and Consideration of Police Department Updated Job Descriptions.
4. Discussion & Consideration of a Resolution Amending the City of Washington Personnel Manual (Families First Coronavirus Relief Act Policy).
5. Discussion & Consideration of Change Order #3, Southeast Basin Sewer I&I Project
6. Discussion & Consideration of a Resolution Approving Notice of Hearing & Letting (2020 Sealcoat Project)
7. Discussion & Consideration of a Resolution Awarding Contract (Wellness Park Phase 1B)
8. Discussion and Consideration of Letter of Intent with Brava Tile for Whitesell Building Sale.
9. Discussion and Consideration of a Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer.

DEPARTMENTAL REPORT

Police Department

City Attorney
City Administrator

MAYOR & COUNCILPERSONS

Jaron Rosien, Mayor
Brendan DeLong
Steven Gault
Elaine Moore
Danielle Pettit-Majewski
Fran Stigers
Millie Youngquist

ADJOURNMENT

Council Minutes 03-17-2020

The Council of the City of Washington, Iowa, met in Regular Session in the Washington Fire Department Training Room, 215 East Washington Street on Tuesday, March 17, 2020 at 6:00 P.M. Mayor Rosien in the chair. On roll call present: DeLong, Gault, Moore, Pettit-Majewski, Stigers. Youngquist. Absent: none.

In the interest of transparency and open meetings requirements this meeting was recorded and placed on the City website for public access.

Motion by Gault seconded by Youngquist, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, March 17, 2020 be approved as proposed. Motion carried.

Consent:

1. Council Minutes March 3, 2020
2. Terracon, Whitesell Project, \$4,578.75
3. Gronewold, Bell, Kyhnn & Co., FY19 Annual Audit, \$1,633.09
4. Department Reports

Consent – Other:

MSA, Wellness Park Phase I Design & Bidding, \$24,274.33
Bushong Construction Co., City Hall/Police Project, \$147,123.03

Motion by Stigers, seconded by Youngquist, to approve the four items on the consent agenda. Motion carried.

Motion by Pettit-Majewski, seconded by Stigers, to approve consent-other. DeLong abstained with conflict. Gault voted “no”. Motion carried,

Motion by DeLong, seconded by Youngquist, to approve payment of the claims as presented. Pettit-Majewski abstained with conflict. Motion carried.

Finance Director Kelsey Brown gave the financial reports for February, 2020,

Motion by Gault, seconded by Youngquist, to accept the financial reports for February, 2020.

Special Presentations:

DAR Junk in the Truck Event – May was withdrawn.

PAWS and More Annual Car Show was rescheduled to the April 17 agenda.

Presentation from the Public: none.

Mayor Rosien announced that now is the time for the public hearing for FY21 Budget.

No written or oral objections were received.

Motion by Youngquist, seconded by Pettit-Majewski, to close the public hearing. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist, Nays: none. Motion carried.

Mayor Rosien announced that now is the time for the public hearing for 2020 Wellness Park Phase 1B Project.

No written or oral objections were received.

Motion by Youngquist, seconded by Pettit-Majewski, to close the public hearing. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist, Nays: none. Motion carried.

Motion by Stigers, seconded by Pettit-Majewski, to approve the Resolution Adopting the FY21 Budget. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist, Nays: none. Motion carried. **(Resolution No. 2020-030)**

Motion by Stigers, seconded by Youngquist, to approve the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost for 2020 Wellness Park Phase 1B Project. Roll call on motion: Ayes: DeLong, Moore, Pettit-Majewski, Stigers, Youngquist, Nays: Gault. Motion carried. **(Resolution No. 2020-031)**

Motion by Youngquist, seconded by Pettit-Majewski, to approve South Ave. B Water Main Extended Project Expenses in the estimated amount of \$36,057.40 from W. Van Buren Street to W. Monroe Street. Motion carried.

Motion by Pettit-Majewski, seconded by Youngquist, to approve Change Order #1 in the amount of \$1,384.38 for the City Hall/Police Furniture Agreement. Motion carried.

Bids received for the \$4,565,000 General Obligation Capital Loan Notes, Series 2020A:

<u>Bidder Name</u>	<u>TIC</u>
UMB Bank N.A.	1.713259
Robert W. Baird & Co., Inc.	1.726632
Piper Sandler & Co.	1.783715
FHN Financial Capital Markets	1.796500
SunTrust Robinson Humphrey	1.800846
D.A. Davidson & Co.	1.826268
Northland Securities, Inc.	1.868316

Motion by DeLong, seconded by Stigers, to approve the Resolution Appointing UMB Bank N.A. of West Des Moines, Iowa, to Serve as Paying Agent, Note Registrar, and Transfer Agent, Approving the Paying Agent and Note Registrar and Transfer Agent Agreement and Authorizing the Execution of the Agreement. Roll call on motion: Ayes: DeLong, Gault, Pettit-Majewski, Stigers, Youngquist, Nays: none. Moore abstained. Motion carried. **(Resolution No. 2020-032)**

Motion by Youngquist, seconded by Gault, to approve a Resolution Amending the "Resolution Authorizing the Issuance of \$4,565,000 General Obligation Capital Loan Notes, Series 2020A, and Levying a Tax for the Payment Thereof" Passed and Approved on February 18, 2020, by Substituting a New Resolution Therefore, Approving and Authorizing a Form of Loan Agreement, Authorizing and Approving the Issuance of the Notes, and Levying a Tax for the Payment Thereof and Approving the Tax Exemption Certificate and Continuing Disclosure Certificate. Roll call on motion: Ayes: DeLong, Gault, Pettit-Majewski, Stigers, Youngquist, Nays: none. Moore abstained. Motion carried. **(Resolution No. 2020-033)**

Bids received for \$525,000 Taxable General Obligation Capital Loan Notes, Series 2020B:

<u>Bidder Name</u>	<u>TIC</u>
UMB Bank, N.A.	1.541354
Robert W. Baird & Co., Inc	1.769186
D.A. Davidson & Co.	2.157201

Motion by DeLong, seconded by Gault, to approve the Resolution Appointing UMB Bank N.A. of West Des Moines, Iowa, to Serve as Paying Agent, Note Registrar, and Transfer Agent, Approving the Paying Agent and Note Registrar and Transfer Agent Agreement and Authorizing the Execution of the Agreement. Roll call on motion: Ayes: DeLong, Gault, Pettit-Majewski, Stigers, Youngquist, Nays: none. Moore abstained. Motion carried. **(Resolution No. 2020-034)**

Motion by Youngquist, seconded by Pettit-Majewski, to approve a Resolution Amending the “Resolution Authorizing the Issuance of \$525,000 Taxable General Obligation Capital Loan Notes, Series 2020B, and Levying a Tax for the Payment Thereof” Passed and Approved on February 18, 2020, by Substituting a New Resolution Therefore, Approving and Authorizing a Form of Loan Agreement and Authorizing and Providing for the Issuance of the Notes, and Levying a Tax for the Payment Thereof; Approval of the Continuing Disclosure Certificate. Roll call on motion: Ayes: DeLong, Gault, Pettit-Majewski, Stigers, Youngquist, Nays: none. Moore abstained. Motion carried. **(Resolution No. 2020-035)**

Motion by Pettit-Majewski,, seconded by Stigers, to approve a Resolution Providing for a Notice of Hearing (May 5) and Letting (April 28) and Authorizing Advertising for Bids for the N. 4th Avenue Project. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist, Nays: none. Motion carried. **(Resolution No. 2020-036)**

Motion by Gault, seconded by Stigers, to approve the Third Reading and Adopt the Ordinance Amending Chapter 155 of the Washington Code of Ordinances – the 2018 Code Adoptions. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist, Nays: none. Motion carried. **(Ordinance No. 1103)**

The Council received an update on and discussed a tentative plan for City of Washington and the Coronavirus/COVID-19 situation.

The Mayor has issued an emergency proclamation which directed the closure of public access to the Library and City Hall and adjustment of policies as needed.

And because congregation of groups over 50 people is discouraged by the CDC but public access to meetings will be maintained the public is encouraged to reach out to Councilpersons and the City Clerk by phone or emails with concerns rather than physically attending meeting. Concerns given to Councilors or the City Clerk will be announced at Council meetings and noted in the Council minutes. Council meetings will be recorded and placed on the City website for public access.

Motion by Gault, seconded by Stigers, that the Regular Session held at 6:00 P.M., Tuesday, March, 2020, is adjourned.

Illa Earnest, City Clerk

FOR FIREWORKS PERMIT
City of Washington, Iowa

I (We), City of Washington, Iowa hereby make application for a Fireworks Permit to be used in the City of Washington, Iowa; that J & S Displays of Yarmouth, Iowa will be the "competent operator" of the fireworks display due to his/her experience or training or education with fireworks displays; that said application is being requested for:

Date: July 4, 2020

Beginning Time: approx. 9:30 p.m.

Ending Time: _____

(NO PERMIT WILL BE ISSUED FOR LONGER THAN 11:00 P.M.)

Rain Date: July 5, 2020

Beginning Time: approx. 9:30 p.m.

Ending Time: _____

(NO PERMIT WILL BE ISSUED FOR LONGER THAN 11:00 P.M.)

ADDRESS OR PLACE OF FIREWORKS DISPLAY: Washington County Fair Grounds.



Applicant's Signature

April 7, 2020

Date

215 E. Washington Street

Address of Applicant

319-653-6584

Telephone

Fire Chief Notification and Approval.

Chief, Washington Fire Department

PASSED AND APPROVED BY WASHINGTON CITY COUNCIL this _____ day of _____, 20____.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk



DISPLAY INFORMATION



Please complete the following information printed in **RED**:

Display Date: **July 4 2020** Rain Date: **7-5-20**

Time of Display: **aprox: 9:30**

Name of **Organization Purchasing Display**: **City of Washington, IA.**

Billing Address: **PO Box 516**

City, State, Zip: **Washington, IA. 52353**

Telephone: **319-653-6584** Fax: _____ E-mail: **iearnest@washingtونيowa.gov**

Name of **Contact Person**: **Ila Ernst: extension 131**

Contact Address: _____

City, State, Zip: _____

Telephone: **319-653-6584** Fax: _____ E-mail: **iearnest@washingtونيowa.gov**

Send **Invoice to**: _____

Billing Address: _____

City, State, Zip: **fairground contact John Wagner - 319-461-4853**

Telephone: _____ Fax: _____ E-mail: _____

FOR SALES REPRESENTATIVE

☒ J&M Fired ☐ 1.4G ☐ 1.3G ☐ PROXIMATE ☐ HAND FIRE ☐ FLAME

Sales Representative: **whitlock**

Insurance Extension: ☒ YES or ☐ NO

Delivery Information: Customer Pick Up At: _____ On-Site Delivery: ☒

Driver Name: _____ Telephone: _____

Delivery Address to Shoot Site: **contact shooter to coordinate delivery**

Delivery to Bunker: ☐ Location: _____

Shooter Contact Person: _____ Telephone: _____

NOTES: **fairground contact John Wagner - 319-461-4853**

Proposal # **8033** Final Show \$: **6,500.00**

Bonuses: **8%** Prepayment **15%** Multiple Year Agreement _____ Pick Up Mileage: _____ (by air miles)

OFFICE USE ONLY O# _____ C# _____ Customer PO# _____

<input type="checkbox"/> tax exempt certificate received	<input type="checkbox"/> Agreement received	<input type="checkbox"/> Full payment	<input type="checkbox"/> Down payment
<input type="checkbox"/> permit received	<input type="checkbox"/> IQ received	\$ _____	\$ _____
<input type="checkbox"/> ATF permit Exp. _____	<input type="checkbox"/> S/P _____	Date _____ Check# _____	Date: _____ Check# _____

Kevin D. Olson
Attorney-at-Law
1400 5th Street, P.O. Box 5127
Coralville, Iowa 52241

Phone (319) 351-2277 Fax: (319) 351-2279 e-mail: kevinolsonlaw@gmail.com

April 1, 2020

Mr. Brent Hinson, City Administrator
City of Washington, Iowa
215 E. Washington Street
Washington, Iowa 52353

INVOICE

For legal services rendered to the City of Washington, Iowa in March, 2020

TOTAL HOURS	15.5 hours (reg) 1.0 hrs (court)
-------------	-------------------------------------

TOTAL MILES	198 miles
-------------	-----------

Hourly Rate	\$90/hour- Reg \$75/hour - Court
-------------	-------------------------------------

Mileage Rate	\$0.56 per mile
--------------	-----------------

Reimbursements:

Clerk of Court	\$50.00	
Recorder fees	\$17.00	

TOTAL INVOICE FOR MARCH, 2020		\$1,647.88
-------------------------------	--	------------



GARDEN & ASSOCIATES, LTD.

1701 3rd Avenue East, Suite 1 • P.O. Box 451 • Oskaloosa, IA 52577

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

City of Washington
P. O. Box 516
215 East Washington
Washington, IA 52353

March 25, 2020

Invoice No: 39539

Project 5018069 Washington - South E. Ave Street Reconstruction
Client ID# 20040

Professional Services for the Period: February 21, 2020 to March 19, 2020

Professional Services

	Hours	Rate	Amount	
Principal Engineer	9.50	145.00	1,377.50	
Surveyor 1	.50	118.00	59.00	
Technician #1	.50	105.00	52.50	
Technician #3	2.50	87.00	217.50	
Technician #5	4.25	71.00	301.75	
Totals	17.25		2,008.25	
Total Professional Services				2,008.25

Unit Billing

Copies - Color		27.00	
Copies-Specs.		59.40	
Total Units		86.40	86.40
Total Project Invoice Amount			\$2,094.65

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS
OSKALOOSA, IOWA CRESTON, IOWA



GARDEN & ASSOCIATES, LTD.

1701 3rd Avenue East, Suite 1 • P.O. Box 451 • Oskaloosa, IA 52577

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

City of Washington
P. O. Box 516
215 East Washington
Washington, IA 52353

March 25, 2020

Invoice No: 39540

Project 7019316 Washington - Whitesell Survey & Subdivision.
Client ID# 20040

Professional Services for the Period: February 21, 2020 to March 19, 2020

Professional Services

	Hours	Rate	Amount	
Principal Engineer	8.50	145.00	1,232.50	
Engineer #4	10.25	100.00	1,025.00	
Technician #2	1.00	92.00	92.00	
Technician #3	4.50	87.00	391.50	
Totals	24.25		2,741.00	
Total Professional Services				2,741.00

Unit Billing

Mileage	142.68	
Robot Total Station Equipment	45.00	
Total Units	187.68	187.68
Total Project Invoice Amount		\$2,928.68

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS
OSKALOOSA, IOWA CRESTON, IOWA



GARDEN & ASSOCIATES, LTD.

1701 3rd Avenue East, Suite 1 • P.O. Box 451 • Oskaloosa, IA 52577

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

City of Washington
P. O. Box 516
215 East Washington
Washington, IA 52353

March 25, 2020
Invoice No: 39541

Project 7019317 Washington - Bell Property Boundary and Subdivision.
Client ID# 20040

Professional Services for the Period: February 21, 2020 to March 19, 2020

Professional Services

	Hours	Rate	Amount	
Engineer #3	.50	108.00	54.00	
Surveyor 1	27.50	118.00	3,245.00	
Surveyor 3	4.00	96.00	384.00	
Technician #2	4.50	92.00	414.00	
Technician #3	29.75	87.00	2,588.25	
Totals	66.25		6,685.25	
Total Professional Services				6,685.25

Unit Billing

Mileage	331.76	
GPS Survey Equipment	585.00	
Robot Total Station Equipment	56.25	
Total Units	973.01	973.01

Total Project Invoice Amount \$7,658.26

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS
OSKALOOSA, IOWA CRESTON, IOWA



SIMMERING-CORY &
IOWA CODIFICATION

3.13.2020

INSTRUCTIONS

We appreciate your business.

Thank you for your business!

Contractor's Application for Payment No. 8

Unit Price Contract

Project:	SE Basin I&I Reduction - Phase 1	From (Contractor):	Municipal Pipe Tool Co. LLC	Application Date:	3/24/2020
To (Owner):	City of Washington, IA	Owner's Project No.:	CIPP #2019-01	Period From:	2/20/2020
Via (Engineer):	FOX Engineering	Engineer's Proj. No.:	2045-17A	Period To:	3/23/2020

Approved Change Order Summary:		
No.	Date Approved	Additions
1	6/18/2019	\$113,403.40
2	2/4/2020	-\$3,927.00
TOTALS		
		\$113,403.40
		NET CHANGE BY CHANGE ORDERS
		\$109,476.40

1. ORIGINAL CONTRACT PRICE.....	\$	1,079,630.10
2. Net change by Change Orders.....	\$	109,476.40
3. Current Contract Price (Line 1 + 2).....	\$	1,189,106.50
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$	1,134,680.24
5. RETAINAGE:		
a. 5% X \$1,134,680.24 Work Completed.....	\$	56,734.01
b. 5% X Stored Material.....	\$	
c. Less Total Retainage Released Early.....	\$	
d. Total Retainage (Line 5a + Line 5b - Line 5c).....	\$	56,734.01
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	1,077,946.23
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	1,000,797.74
8. AMOUNT DUE THIS APPLICATION.....	\$	77,148.49
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$	111,160.28

Contractor's Certification The undersigned Contractor certifies that to the best of its knowledge: (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 Work covered by prior Applications for Payment; (2) title of 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 Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.	
By: <i>Shaun Waschke</i>	Date: <i>4/1/2020</i>

Payment of	\$	77,148.49	(Line 8 or other - attach explanation of the other amount)
Is recommended by:	<i>[Signature]</i>	04/02/2020	(Date)
Payment of	\$		(Line 8 or other - attach explanation of the other amount)
Is approved by:			(Owner)



Brent Hinson
 City of Washington, IA
 City of Washington
 215 East Washington Street
 Washington, IA 52353

March 11, 2020
 Project No: 019001.DA
 Invoice No: 214329

Invoice Total \$7,775.96

Project 019001.DA Washington City Hall & Police Station

Professional Services for Period Ending February 29, 2020

Professional Services

Billing Phase	Fee	% Comp	Earned	Previous Fee Billing	Current Fee Billing
Construction Documents	28,349.50	100.00	28,349.50	28,349.50	0.00
Bidding and Negotiations	5,906.00	100.00	5,906.00	5,906.00	0.00
Construction Administration	29,532.00	30.00	8,859.60	7,383.00	1,476.60
Furniture	8,000.00	85.00	6,800.00	800.00	6,000.00
Total Fee	71,787.50		49,915.10	42,438.50	7,476.60
Total Fee					7,476.60

Reimbursable Expenses

Mileage					
2/26/2020	Orth, Kristofer	Furniture Package Mtg & Field Obs	148.76		
Total Reimbursables				148.76	148.76

In House Expenses

Mileage			150.60		
Total In House Expenses				150.60	150.60

Total this Invoice \$7,775.96

Please Remit Payment to: Farnsworth Group, Inc. P.O. Box 843219, Kansas City, MO 64184-3219

Please include FGI invoice number on check.

For Billing Inquiries, please call: 309-663-6435 or 314-962-7900

1 1/2% Interest Monthly After 30 Days

www.f-w.com

FEIN#: 37-1123236

Please submit all other correspondence to: Farnsworth Group, Inc. 2709 McGraw Dr., Bloomington, IL 61704 Attn: Accounts Receivable



414 South 17th Street, Ste 107
Ames, IA 50010
515-233-0000

City of Washington
PO Box 516
Washington, IA 52353
Brent Hinson

Invoice number 45982
Date 02/29/2020

Project 342416A Washington Water Treatment
Plant Improvements

Professional Services for the Period of 2/1/2020 to 2/29/2020

Lump Sum Phases

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	126,460.00	100.00	126,460.00	126,460.00	0.00
Final Design	177,830.00	100.00	177,830.00	177,830.00	0.00
Bidding	16,780.00	100.00	16,780.00	16,780.00	0.00
Total	321,070.00	100.00	321,070.00	321,070.00	0.00

Standard Hourly Rate Phases

Commissioning & Post-Construction
Professional Fees

Billed
Amount

487.50

Commissioning & Post-Construction subtotal

487.50

Invoice total **\$487.50**

Approved by:

Steven J. Troyer

Late Payment Charge: 15% per annum beginning 30 days from above date



414 South 17th Street, Ste 107
Ames, IA 50010
515-233-0000

City of Washington
PO Box 516
Washington, IA 52353
Brent Hinson

Invoice number 45975
Date 02/29/2020

Project 204508A Washington Wastewater
Treatment Plant

Professional Services for the Period of 2/1/2020 to 2/29/2020

<u>Standard Hourly Rate Phases</u>	<u>Billed Amount</u>
Consultation - IRE Pretreatment Agreement	
Professional Fees	224.50
Invoice total	<u><u>\$224.50</u></u>

Approved by: _____

A handwritten signature in blue ink, appearing to read 'Brent Hinson', is written over a horizontal line.

Late Payment Charge: 15% per annum beginning 30 days from above date



414 South 17th Street, Ste 107
Ames, IA 50010
515-233-0000

City of Washington
PO Box 516
Washington, IA 52353
Brent Hinson

Invoice number 46001
Date 02/29/2020

Project 711419A N 4th Avenue Street and Utility
Improvements

Professional Services for the Period of 2/1/2020 to 2/29/2020

Lump Sum Phases

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Data Collection	1,000.00	100.00	1,000.00	1,000.00	0.00
N. 4th Avenue Improvements Scoping Study	8,200.00	100.00	8,200.00	8,200.00	0.00
N. 2nd Avenue Stormwater Pump Station Evaluation	8,300.00	100.00	8,300.00	8,300.00	0.00
Preliminary Design	82,500.00	100.00	82,500.00	82,500.00	0.00
Final Design	71,000.00	60.00	10,650.00	42,600.00	31,950.00
Bidding & Negotiaton	9,500.00	0.00	0.00	0.00	0.00
Property Boundary Survey	7,500.00	90.00	6,750.00	6,750.00	0.00
Topographic Survey	9,500.00	100.00	9,500.00	9,500.00	0.00
Construction Administration	65,000.00	0.00	0.00	0.00	0.00
Post Construction Record Drawings	7,900.00	0.00	0.00	0.00	0.00
Construction Staking	19,500.00	5.00	0.00	975.00	975.00
Total	289,900.00	55.13	126,900.00	159,825.00	32,925.00

Standard Hourly Rate Phases

Easement Plats

Professional Fees

Billed Amount

211.50

Easement Plats subtotal

211.50

Invoice total **\$33,136.50**

Approved by:

Steven P. Soupir



Real People. Real Solutions.

Please Remit To: Bolton & Menk, Inc.
 1960 Premier Drive | Mankato, MN 56001-5900
 507-625-4171 | 507-625-4177 (fax)
 www.Bolton-Menk.com

To Ensure Proper Credit, Provide Invoice Numbers with Payment



City of Washington
 Washington Airport Commission
 Kevin Erpelding, Chairman
 215 East Washington
 Washington, IA 52353

February 28, 2020
 Project No: T51.117678
 Invoice No: 0247340
 Client Account: WASHINGT_CI_IA

Washington/Taxilane for Fuel Facility

Taxilane for Fuel Facility Construction Phase

Construction Services (002)

Professional Services

	Hours	Amount	
Administrative	1.00	90.00	
Project Manager	9.50	1,535.00	
Totals	10.50	1,625.00	
Total Labor			1,625.00

Billing Limits

	Current	Prior	To-Date
Total Billings	1,625.00	34,070.00	35,695.00
Limit			71,900.00
Remaining			36,205.00

Total this Task \$1,625.00

Total this Invoice \$1,625.00

301-6-6020-6793

002-6-2080 Initials JEHEXP. RampVender # _____ Date Rec. 4-2-2020

Due Date _____ Inv # _____

APPLICATION FOR TAX ABATEMENT UNDER THE
WASHINGTON URBAN REVITALIZATION PLAN FOR
WASHINGTON, IOWA

____ Prior Approval for Intended Improvements

✓ Approval of Improvements Completed

FOR PROPERTY TAX EXEMPTION FOR IMPROVEMENTS UNDER THE PROVISIONS OF THE WASHINGTON
URBAN REVITALIZATION PLAN ADOPTED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA

The Washington Urban Revitalization Plan allows property tax exemptions as follows:

Residential

All qualified real estate assessed as residential property is eligible to receive a one hundred percent (100%) exemption from taxation on the first seventy-five thousand dollars (\$75,000) of actual value added by the improvements. The exemption is for a period of three (3) years. Improvements must increase the assessed value by a minimum of 10%.

Commercial/Industrial

All qualified real estate assessed as commercial and/or industrial property is eligible to receive a partial exemption from taxation on the actual value added by the improvements. The exemption is for a period of five (5) years. Improvements must increase the assessed value by a minimum of 10%. The amount of the partial exemption is equal to a percent of the actual value added by the improvements, determined as follows:

- 1) First Year – 75% Exemption
- 2) Second year – 60% Exemption
- 3) Third Year – 45% Exemption
- 4) Fourth Year – 30% Exemption
- 5) Fifth Year – 15% Exemption

Commercial includes property that consists of 3 or more separate living quarters with at least 75% of the space used for residential purposes.

In order to be eligible, the property must be located in the Washington Revitalization Area. A map is available for inspection at City Hall.

This application must be filed with the City by February 1 of the assessment year for which the exemption is first claimed, but not later than 2 years after the February 1st following the year that the improvements are first assessed for taxation.

Address of Property: 415 West Madison St., Washington, IA 52353

Legal Description: Lot 3, Block 2, Orr's Subdivision of Orr Lot 6 and West 11 pole out lot

Title Holder or Contract Buyer: Eric and Heidi Schmitt

Address of Owner (if different than above): PO Box 423 Washington, IA 52353

Phone Number (to be reached during the day): 319-333-4266

Is there a Tenant on the Property that will be displaced by the Improvements who has occupied the same dwelling unit continuously for 1 year prior to _____ [insert date of adoption of the Plan]? Yes ____ No ✓

Existing Property Use: ____ Residential ____ Commercial ____ Industrial ✓ Vacant

Proposed Property Use: Single family residential for owner

Nature of Improvements: ✓ New Construction ____ Addition ____ General Improvements

Specify: New construction on vacant lot, purchased 3/6/20 for \$165,000

Permit Number(s) from the City of 18-222 Building Department

Date Permit(s) Issued: 8/11/2018

Permit(s) Valuation: 118,029 [Attach approved Building Permit to this application]

Estimated or Actual Date of Completion: April 19, 2019

Estimated or Actual Cost of Improvements: \$ 175,000 actual cost, house purchased 3/4/20 for 916,500

Signature: Eric Schmitt

Name (Printed) Eric Schmitt

Title: Homeowner

Company: _____

Date: 3/7/2020

FOR CITY USE

CITY COUNCIL	Application Approved/Disapproved
	Reason (if disapproved) _____
	Date _____ Resolution No. _____
	Attested by the City Clerk _____
ASSESSOR	Present Assessed Value of Structure _____
	Assessed Value with Improvements _____
	Eligible or Noneligible for Tax Abatement _____
	Assessor _____ Date _____

* Example: To receive a full 5 year exemption on Improvements that were first fully assessed on 1-1-2012, the property owner must file the application with the City no later than 2-1-2014.

This Application is a summary of some of the Plan terms; for complete information, read a copy of the WASHINGTON URBAN REVITALIZATION PLAN, available at City Hall.

ATTACHMENTS: ATTACH YOUR APPROVED BUILDING PERMIT TO THIS APPLICATION

This Application is to be forwarded by the City to the County Assessor by March 1.



Zoning Permit Application

Applicant's Signature: _____

Permit Amount: \$ 711.56

Permit #: 18-222

Valuation of Project: \$ 118,029.00

Date Permit Issued

8 / 1 / 18

Authorized By: _____

Digitally signed by i.w55c.net
DN: ou=Created by http://www.fiddler2.com,
o=DO_NOT_TRUST, cn=i.w55c.net
Date: 2018.08.01 14:15:56 -05'00'

SECTION 1. GENERAL INFORMATION

Property Owner: Nathan Brown

Phone Number (319) 480 - 7161

Address of Property Owner: 903 N. Iowa Ave. Washington, IA 52353

SECTION 2. SITE & CONSTRUCTION INFORMATION

Zoning District R-2

Address of site: 415 W. Madison St.

Use of Property residential

Change in use: ☐ yes ☒ no if yes, from _____ to _____

Class of work: ☒ New ☐ Addition ☐ Remodel ☐ Repair

Setbacks of Structure: Front yard 25 ft. Side yard (1) 10 ft. (2) 10 ft. Rear yard 50 ft.

Height of structure 20 ft. Construction Dimensions 40 x 44 = 1760 Sq. Ft.

Describe Work: construct new house

Work will be preformed by: ☒ Homeowner ☐ Contractor (supply information below)

Contractor: _____ Contact Number () - _____

ZONING ADMINISTRATOR

Setback/pin verification: Preconstruction by: Steve Donnolly Date: 7 / 26 / 18

(If required)

Construction by: _____ Date: ____ / ____ / ____

Inspection Notes: _____

Building Inspections: Steve Donnolly (W) 319-653-6584 ext. 124 or (c) 319-458-0190
sdonnolly@washingtioniowa.net

Applicant License Application (LE0001529)

Name of Applicant: <u>Walmart Inc.</u>		
Name of Business (DBA): <u>Wal-Mart Supercenter# 1475</u>		
Address of Premises: <u>2485 HWY 92</u>		
City <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>
Business	<u>(319) 653-7213</u>	
Mailing	<u>508 SW 8th Street</u>	
City <u>Bentonville</u>	State <u>AR</u>	Zip: <u>72716</u>

Contact Person

Name	<u>Cynthia Montero</u>		
Phone:	<u>(479) 277-4656</u>	Email	<u>cynthia.montero@walmart.com</u>

Classification Class E Liquor License (LE)

Term:12 months

Effective Date: 05/11/2019

Expiration Date: 05/10/2020

Privileges:

Class B Wine Permit

Class C Beer Permit (Carryout Beer)

Class E Liquor License (LE)

Sunday Sales

Status of Business

BusinessType:	<u>Publicly Traded Corporation</u>		
Corporate ID Number:	<u>XXXXXXXXXX</u>	Federal Employer ID	<u>XXXXXXXXXX</u>

Ownership

Doug McMillon

First Name:	<u>Doug</u>	Last Name:	<u>McMillon</u>	
City:	<u>Bentonville</u>	State:	<u>Arkansas</u>	Zip: <u>72712</u>
Position:	<u>President & CEO</u>			
% of Ownership:	<u>0.00%</u>	U.S. Citizen:	<u>Yes</u>	

Cynthia Moehring

First Name:	<u>Cynthia</u>	Last Name:	<u>Moehring</u>	
City:	<u>Bentonville</u>	State:	<u>Arkansas</u>	Zip: <u>72712</u>
Position:	<u>Sr. VP & Chief Compliance Officer</u>			
% of Ownership:	<u>0.00%</u>	U.S. Citizen:	<u>Yes</u>	

Andrea Marie Lazenby

First Name:	<u>Andrea Marie</u>	Last Name:	<u>Lazenby</u>
--------------------	---------------------	-------------------	----------------

City: Bentonville State: Arkansas Zip: 72712
Position: Assistant Secretary
% of Ownership: 0.00% U.S. Citizen: Yes
Matthew Allen
First Name: Matthew Last Name: Allen
City: Rogers State: Arkansas Zip: 72758
Position: Assistant Treasurer
% of Ownership: 0.00% U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>Travelers Casualty & Surety Company of America</u>	
Policy Effective Date: <u>05/11/2019</u>	Policy Expiration <u>01/01/1900</u>
Bond Effective <u>2</u>	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Applicant License Application (LC0039133)

Name of Applicant: <u>JARON PRICE, LLC</u>		
Name of Business (DBA): <u>JP's 207</u>		
Address of Premises: <u>207 W Main Street</u>		
City <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>
Business <u>(319) 321-5365</u>		
Mailing <u>207 W Main Street</u>		
City <u>Washington</u>	State <u>IA</u>	Zip: <u>52353</u>

Contact Person

Name <u>Jaron P Rosien</u>	
Phone: <u>(319) 321-5365</u>	Email <u>jaron.jps207@gmail.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 05/01/2020

Expiration Date: 04/30/2021

Privileges:

Catering Privilege

Class C Liquor License (LC) (Commercial)

Sunday Sales

Status of Business

BusinessType: <u>Limited Liability Company</u>	
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

Jaron P Rosien

First Name: Jaron P

Last Name: Rosien

City: Washington

State: Iowa

Zip: 52353

Position: Manager

% of Ownership: 100.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>Owners Insurance Company</u>	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective Date	Temp Transfer Expiration Date:

Washington Free Public Library

Board of Trustees

Regular Meeting Minutes- February 27, 2020

Call to Order: at 10:00 a.m. by Mike Kramme with members Harold Frakes, Carol Ray, Margi Jarrard, Isabella Santori, Rick Hofer and Bryna Walker, ex-officio in attendance.

Approval of Minutes: Santori moved to approve the minutes, seconded by Jarrard. The motion was approved.

Approval of Expenditures: A total of \$6274.88 has been spent in the general fund and \$433.97 in the gift fund. Walker was asked about the terms of the alarm services. She will look into the contract. She also said that one person is now doing all of the ordering. The Board asked that comparisons in costs of purchasing materials continue. Ray moved to approve the expenditures. Frakes seconded, and the motion was approved.

Budget Report: At 58.33% of the year, we are slightly over budget at 59.23%. In General Revenue, we are under budget \$954 as we haven't received the 2nd payment yet. The Gifts Fund is \$345 for the month, the Fines/Fees \$685.10. Walker said she is going to examine the breakdown of what are fines and what are fees. She explained that after two weeks of circulation and seven days grace, a 10 cent fine is assessed. After 30 days, the patron is contacted and asked to purchase the book. Hofer moved to accept the budget report. This was seconded by Jarrard, and the motion was approved.

New Business: a. Public Health made a request to put a condom machine in the restrooms. Ray made a motion to not grant this request, seconded by Hofer. The motion was approved. Walker will contact Public Health to see if they will provide sanitary products and needle disposal containers that would be available in the restrooms.

b. Meeting Room Policy Review: Section A. Public Meeting Rooms, 2. Facilities, b. The kitchenette will be a part of use of the room at a fee of \$20. (See 4.e.) 2.d. Smoking/Alcohol: Add vaping to read "Smoking/Vaping/Alcohol: Smoking, vaping and alcohol are prohibited." 2.a. Damage: Add "if floors are soiled or stained" to "A \$35 fee will be assessed to the signer of the contract if trash is not cleared from the room at the end of its use." Ray moved to make these changes. Hofer seconded, and the motion was approved.

c. Air Fresheners for Bathrooms: Santori moved to install free dispensers for odor control in the main floor restrooms with a cost of \$88 per case for the fresheners. They will last 90 days. Ray seconded, and the motion was approved.

d. Painting Bid for Children's Area: Jarrard moved to accept the bid for \$1,164.27 from Janine Rosein for painting the children's area. Ray seconded, and the motion was approved. The Gift Fund will be used for this with the donation from Maurice Ferrier. The project will start around the end of March.

e. Circulation of Materials Amendment: In Section C. Circulation of materials, 3. Circulating materials: change entertainment and non-fiction DVDs from 2 to 3. Change from 14 days to 5 days. Ray moved to make these changes, seconded by Santori. Motion was approved.

Informational Items: Kramme asked the Board to examine the FY2020 Library Board Goals that are listed on the letterhead.

City Relationship & Building: Change "Discuss" to "Pursue" to read "Pursue pedestrian safety downtown." "Complete LED conversion project" has been completed.

Collections and Patrons: "Disburse Native artifacts respectfully" has been completed. Change "Create" to "Monitor fine-free policy."

Continuing Education: "Meet with Board committees as needed" and "Increase Digital Collection CE" are both ongoing.

Foundation Relationship: "Encourage gifts to the library" and "Art Committee display/label artwork" are ongoing.

Frakes said that one of the electric handicapped door openers is not working. Walker will check into it. Walker said she will be applying for a Riverboat grant for the adult section . She said the Foundation is buying eight new reading chairs. She will check on places to donate the existing chairs. Walker announced that she is now a Level 6 librarian in the state of Iowa.

The next meeting will be Thursday, March 5, at 10:00 a.m., to discuss the strategic plan. The regularly scheduled March Board meeting will be Thursday, March 26, at 10:00 a.m.

Adjournment: The meeting was adjourned at 11:13 a.m.

Respectfully submitted: Margi Jarrard, secretary

**WWTP report
April 7th, 2020
Council meeting**

- **After hour alarm and dog call outs –**
No after hour alarms to report for this time.
- **Dept Head meetings –** I attended the meetings March 24th, 31st, and April 7th.
- **WWTP Shifts-** Parker and I have been rotating 4-10 hour days and Dalton works with me because he is still in training. We have been spring cleaning, routine maintenance, and getting the lawn mower serviced and ready.
- **E-Coli sampling-** We will be E-Coli sampling the month of April, 5 samples.
- **UV Equipment-** I believe the ZED upgrades to the U.V. equipment have improved the premature failures.
- **Dog Pound-** The remodel continues we are about half done.
- **Hydrogen Sulfide Gas Testing-** The monitors are currently out for a fresh air cycle and IRE has been off line. I've been in contact with Lonnie from IRE and he will let me know at least one week ahead of time before they start up.
- **Yard Waste Center (YWC) –** We have set the dates for the YWC to be open on Saturday mornings from 7:00 a.m. to 10:00 a.m. so Washington residents can haul their yard waste to the YWC. The dates are as follows: April 18, 25, May 2, 9, 16, 23.

**Jason Whisler
4/03/2020 10:00 AM**

MAINTENANCE & CONSTRUCTION DEPT. REPORT

3-7-20/3-20-20

STREETS: Personnel began working on alleys and shoulders. The street sweeper was in operation. Personnel pothole patched as necessary. Crews continued sawing concrete patches and for the South Ave B water main project. A tree trimming list was compiled to meet City ordinance and door hangers were distributed as needed.

WATER DISTRIBUTION: Personnel marked water boxes for nonpayment. Personnel installed 150 ft of 1 inch plastic water line for the north end soccer field (water fountain). Crews repaired a water box (rod) located at 1921 West Main St (house demo).

SEWER COLLECTION: Personnel televised a sanitary sewer in the 900 block of East Madison St to verify an issue with the service line. Personnel jetted 340 ft in the 300 block of East Main St (north side sewer main).

STORM SEWER COLLECTION: Personnel unplugged intakes with the heavy rain experienced.

MECHANIC/SHOP: Personnel serviced 104 (radiator to Burlington), FD Tanker, FD V#4 (took to Mincer-warranty), End loaders (greased) and disinfected the entire shop & vehicles/equipment (steering wheels and door handles). Materials ordered (disinfectant wipes, hand sanitizer, anti-disinfectant spray and bleach).

OTHER: Personnel responded to 21 One Call Locates. Personnel hauled rock to the material storage building. Personnel attended a SASSO meeting on Drugs/Alcohol & Chainsaw Safety.

*Please note that this report does not include every task M/C personnel performed, but shall be a highlight of our work performed as a department.

Water Treatment Plant: March 2020 Council Report

Here is a summary of major updates and activities from the Water Department in March, 2020.

Well 5- Peerless Well and Pump is waiting on the parts for the cathodic protection. They have received all other material (pump, motor, check valve, sub cable). They are hoping to have this project wrapped up by the end of April. I have been pleased with Peerless thus far.

Traffic Lights- We replaced a push button at Madison and S ave B. A semi hit one of our pedestrian lights Iowa/Madison. I ordered a new assembly.

Water Plant Operations- Submitted the February's MOR and currently working on March. IRE purchased a 6" meter from us. The DNR wants us to hold off until June to start collecting next round of lead and coppers. We read book 7. We collected routine monthly bacteria samples; results were absent. We collected and delivered our yearly radium samples. We changed bag filters. Our monthly bulk chemicals are getting refilled this week.

Operators- We have gone to 4 days on, 4 days off-shifts. We are not allowing people in the water plant unless it is necessary. We are not going into the public's homes unless it is an emergency. We are focusing on treating the drinking water and staying healthy during this crisis. Attended weekly staff meetings along with two emergency meetings about covid-19. If anyone has any questions feel free to call or email us. Stay safe!

Water Plant Superintendent

Kyle W

Elm Grove & Woodlawn Cemeteries

Council Report for March 2020

By Nicholas Duvall

We completed spring cleanup, and filled the dumpster 6 times. We picked up several loads of down sticks and limbs in both cemeteries from the winter weather. I had a high amount of plot sales this month. I also had 3 family requests for information this month. I got all the mowers serviced and ready to mow. I took delivery of the new mower also this month and checked it over. We raked the gravel out of the grass from snow removal. We also settled winter graves and backfilled them with dirt getting them ready to seed in April. I also had 2 seasonal employees start this month as well. I cleaned up, serviced, and put away the snow removal equipment. I also ordered grass seed and herbicides needed for spring.

We have had 6 funerals at Elm Grove this month, 18 total for the year. In April, we plan to continue with funeral services, begin mowing and trimming, start herbicide applications, general cemetery cleanup, and trimming and mulching trees. We will also be working on cemetery records updating as time allows. Thank you.

**Remit to:**

MSA Professional Services, Inc.
1230 South Boulevard
Baraboo, WI 53913

INVOICE

PAYMENT DUE UPON RECEIPT OF INVOICE.
INTEREST AT THE RATE OF 1.5% PER MONTH
ON UNPAID BALANCE WILL BE ADDED TO
YOUR NEXT STATEMENT.

For questions, contact: (800) 362-4505

City of Washington IA
215 East Washington Street
Washington, IA 52353

March 27, 2020

Invoice No: R10322002.0 - 14

Project Manager 00-50-100
Client Liaison Jacob Huck
Jacob Huck

AMOUNT DUE THIS INVOICE: \$16,622.90

Project R10322002.0 Washington Wellness Park Phase 1 Design & Bidding

Professional Services from February 23, 2020 to March 21, 2020

Phase 100 Lump Sum Portion

Description	Contract Amount	Percent Complete	Amount Earned	Previous Invoices	This Invoice
Wellness Park Phase 1 Design & Bidding	90,000.00	100.00	90,000.00	90,000.00	0.00
Amend.1 - Wetland Delineation/Permitting	7,000.00	100.00	7,000.00	7,000.00	0.00
Amend. 1- Engineering/Architectural Tasks	18,000.00	100.00	18,000.00	18,000.00	0.00
Amend. 1 - Bidding Tasks	1,500.00	100.00	1,500.00	1,500.00	0.00
Amend. 1 - Construction Administration	8,000.00	100.00	8,000.00	8,000.00	0.00
Amend. 1 - Construction Staking	3,500.00	100.00	3,500.00	3,500.00	0.00
Total Fee	128,000.00		128,000.00	128,000.00	0.00

Total Fee 0.00

Total this Phase 0.00

Phase 700 Amend #1 Phase 1C Design

Task 701 Site Design

For ACH notification, remit to:

ach@msa-ps.com

Account Number: 101065930 Routing Number: 075901590

Bank Information: Baraboo State Bank, 101 3rd Ave., PO Box 50., Baraboo, WI 53913, (608) 356-7703

MSA ENABLES PEOPLE TO POSITIVELY IMPACT THE LIVES OF OTHERS.

We are proud to be a 100% employee-owned firm.

Professional Personnel				
		Hours	Amount	
Deaver, Jake		3.50		
Huck, Jacob		16.00		
Totals		19.50		
Total Labor				3,864.50
Other Expenses				
Mileage		262.0 Miles @ 0.575	150.65	
Total Other Expenses			150.65	150.65
Total this Task				\$4,015.15

Task	702	Meeting Attendance		
Professional Personnel				
			Hours	Amount
Huck, Jacob			6.50	
	Totals		6.50	
	Total Labor			1,378.00
			Total this Task	\$1,378.00

Task	703	Plan Preparation		
Professional Personnel				
		Hours	Amount	
Scheckel, Jayden		76.00		
Urbain, Janet		.50		
Totals		76.50		
Total Labor				9,160.00
			Total this Task	\$9,160.00

Task	704	Site Electrical Design		
Professional Personnel				
		Hours	Amount	
Scheckel, Jayden		4.00		
Totals		4.00		
Total Labor				480.00
			Total this Task	\$480.00
			Total this Phase	\$15,033.15

Phase	800	Amend #1 - Phase 1B Bidding		
Task	801	Bid Prep		

For ACH notification, remit to:

ach@msa-ps.com

Account Number: 101065930 Routing Number: 075901590

Bank Information: Baraboo State Bank, 101 3rd Ave., PO Box 50., Baraboo, WI 53913, (608) 356-7703

MSA ENABLES PEOPLE TO POSITIVELY IMPACT THE LIVES OF OTHERS.

We are proud to be a 100% employee-owned firm.

Professional Personnel

	Hours	Rate	Amount	
Basten, Michelle	.50	75.00	37.50	
Urbain, Janet	.75	80.00	60.00	
Totals	1.25		97.50	
Total Labor				97.50
		Total this Task		\$97.50
		Total this Phase		\$97.50

Phase	900	Amend #1 Phase 1C Bidding
Task	901	Bid Prep

Professional Personnel

	Hours	Rate	Amount	
Basten, Michelle	.75	75.00	56.25	
Huck, Jacob	3.00	212.00	636.00	
Scheckel, Jayden	4.00	120.00	480.00	
Urbain, Janet	4.00	80.00	320.00	
Totals	11.75		1,492.25	
Total Labor				1,492.25
		Total this Task		\$1,492.25
		Total this Phase		\$1,492.25

AMOUNT DUE THIS INVOICE: \$16,622.90

For ACH notification, remit to:

ach@msa-ps.com

Account Number: 101065930 Routing Number: 075901590

Bank Information: Baraboo State Bank, 101 3rd Ave., PO Box 50., Baraboo, WI 53913, (608) 356-7703

MSA ENABLES PEOPLE TO POSITIVELY IMPACT THE LIVES OF OTHERS.

We are proud to be a 100% employee-owned firm.

**CITY OF WASHINGTON, IOWA
CLAIMS REPORT
APRIL 7, 2020**

POLICE

ACE-N-MORE	KEYS	28.62
ALLIANT ENERGY	SERVICE	550.59
CINTAS CORP LOC. 342	RUG SERVICE	38.08
EMBROIDERY BARN	ALTERATIONS & EMBLEMS	85.00
GALLS LLC	NAMEPLATE/UNIFORMS	1,495.26
GREINER DISCOUNT TIRES	TIRE REPAIR	18.50
IAPE	MEMBERSHIP FEE	50.00
IOWA LAW ENFORCMT ACADEMY	EVALUATION	150.00
JOHN DEERE FINANCIAL	TORCH KIT	39.99
KCTC	PHONE & INTERNET	361.20
MARCO, INC.	COPIER PMT	317.91
PIP PRINTING	BUSINESS CARDS	89.65
QUILL	OFFICE SUPPLIES	74.93
STATE UNIVERSITY OF IOWA	SERVICE	142.00
UPS	SHIPPING	31.59
	TOTAL	3,473.32

FIRE

ACE-N-MORE	SUPPLIES	37.74
ALLIANT ENERGY	SERVICE	1,101.19
BUSINESS RADIO SALES INC	MOTOROLA ANTENNA	18.80
CHENOWETH, MARK	REIMBURSEMENT	16.99
CINTAS CORP LOC. 342	TOWEL SERVICE	43.13
DON'S TRUCK SALES, INC	PARTS	37.84
DUSENBERY, BILL	MILEAGE REIMB	63.48
EBERT SUPPLY CO.	JANITORIAL SUPPLIES	337.65
GALLS LLC	SUPPLIES	305.99
GREINER DISCOUNT TIRES	TIRE	185.00
HAWKEYE FIRE & SAFETY	SUPPLIES	23.15
KCTC	PHONE & INTERNET	206.69
MCGRATH POWERSPORTS	REPAIR- RANGER XP	104.74
MIDWEST ALARM	ALARM SYSTEMS	366.00
MOORE'S BP AMOCO INC	FUEL	43.65
POWER COM MOTOR CONTROL	REPAIR GENERATOR ON TRUCK	191.60
SITLER'S SUPPLIES INC.	BATTERIES	136.08
	TOTAL	3,219.72

ANIMAL CONTROL

JOHN DEERE FINANCIAL	DOG FOOD	37.98
NORTHLAND PET SUPPLY, INC.	DOG KENNELS	5,906.00
WASHINGTON LUMBER	LUMBER DOG POUND	1,225.00
	TOTAL	7,168.98

DEVELOPMENT SERVICES

INTERNATIONAL CODE COUNCIL, INC.	CODE BOOKS	541.85
KCII	B & Z EMPLOYMENT ADS	584.22
MIDWEST WHEEL	SUPPLIES	2.33
	TOTAL	1,128.40

LIBRARY

AMAZON	LIBRARY MATERIALS	321.41
CENGAGE LEARNING INC/GALE	WESTERNS	60.87
CENTRAL IOWA DISTRIBUTING	JANITORIAL SUPPLIES	1,155.90
ENVISIONWARE INC	TECH SERVICES	538.85
FISHER, JASON	CLEANING/MAINTENANCE	1,245.00
I TECH TECHNOLOGY EXPERTS	TECH SERVICES	142.50
STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	369.99
VISA	SUPP, POSTAGE, PROGRAMMING	152.28
	TOTAL	3,986.80

PARKS	ACE-N-MORE	GRAFFITTI SUPPLIES	21.39
	ALLIANT ENERGY	SERVICE	1,785.27
	CARSON PLUMBING & HEATING SRVS INC	CENTRAL PARK RR REPAIR	124.89
	CUSTOM IMPRESSIONS INC	SIGNS	98.00
	HY-VEE	FOUNTAIN COVER HELP-DONUTS	16.00
	IOWA PRISON INDUSTRIES	DISC GOLF SIGNS	492.03
	KCTC	PHONE & INTERNET	124.78
	MOORE'S BP AMOCO INC	FUEL	22.43
	SITLER'S SUPPLIES INC.	BULBS	55.20
	VISA	MEAL, SHIPPING, CHAIR REPA	39.68
	WAL-MART	SUPPLIES	38.88
		TOTAL	2,818.55
POOL	ACE-N-MORE	POOL CHAIR REPAIR	21.99
	ALLIANT ENERGY	ALLIANT ENERGY	147.47
	CARRICO AQUATIC RESOURCES	PUMP PARTS	2,455.09
	VISA	MEAL, SHIPPING, CHAIR REPA	85.40
		TOTAL	2,709.95
CEMETERY	ACE-N-MORE	SUPPLIES	437.14
	ALLIANT ENERGY	SERVICE	274.07
	ATCO INTERNATIONAL	GLOVES & HAND WIPES	663.55
	KCTC	PHONE & INTERNET	155.62
	LENGACHERS SMALL ENGINE SALES AND SERV	BELT FOR MOWER	68.71
	VISA	OFFICE SUPPLIES	75.96
		TOTAL	1,675.05
FINAN ADMIN	ACE-N-MORE	BROOM/DUSTPAN	41.88
	ALLIANT ENERGY	SERVICE	1,144.99
	ARMSTRONG HEATING & AIR CONDITIONING I	FURNACE MAINTENANCE	298.66
	BAKER PAPER & SUPPLY	COPY PAPER	112.95
	CINTAS CORP LOC. 342	TOWEL SERVICE	114.69
	DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER LEASE AGREEMENT	154.98
	FISHER, JASON	CLEANING	240.00
	GOOGLE LLC	MONTHLY SERVICE	353.66
	HY-VEE	EMPLOYEE APPRECIATION DINN	780.00
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	240.00
	JP'S	VINYL GLOVES	10.50
	KCTC	PHONE & INTERNET	784.88
	LLOYD, MCCONNELL, AND DAVIS	SERVICE	50.00
	QUILL	OFFICE SUPPLIES	98.93
	ROSIEN, JARON	MILEAGE REIMB	54.05
	RUNNING ROBOTS	WEBSITE	498.00
	UPS	SHIPPING	37.45
	VISA	LABELS/MEAL	70.70
	WASH COUNTY MINIBUS	LOST- APRIL 2020	16,411.52
		TOTAL	21,497.84
AIRPORT	ACE-N-MORE	SUPPLIES	6.59
	ALLIANT ENERGY	ALLIANT ENERGY	1,034.01
	CLOUDBURST 9	INTERNET	72.09
	HALO BRANDED SOLUTIONS	LIGHT SUPPLIES	475.99
	JAMIESON, JEAN	MARCH CLEANING	147.00
	VETTER'S INC-CULLIGAN WATER	WATER AT AIRPORT	14.94
		TOTAL	1,750.62
ROAD USE	ACE-N-MORE	SUPPLIES	195.53
	AGRILAND FS, INC	SUPPLIES	309.00
	ALTORFER	PARTS	143.86
	ARNOLD MOTOR SUPPLY	PARTS	835.63

	DOUDS STONE LLC	ROADSTONE	692.64
	EQUIPMENT BLADES INC	SNOW PLOW ACCESSORIES	1,495.40
	IOWA PRISON INDUSTRIES	REPLACE SIGNS FROM ACCIDEN	73.50
	MIDWEST WHEEL	PARTS	39.80
	MIKE'S PARTS & SERVICE	PARTS	259.47
	MOORE'S BP AMOCO INC	FUEL	29.65
	RIVER PRODUCTS	CONCRETE SAND	230.93
	STATE UNIVERSITY OF IOWA	SERVICE	94.00
	WASH CO TREASURER	FEB- SALT USE	1,026.49
	WASHINGTON AUTO CENTER	REPAIR 2002-F250	2,046.36
		TOTAL	7,472.26
STREET LIGHTING	ALLIANT ENERGY	SERVICE	22,053.94
	TRAFFIC & TRANSPORATION	TRAFFIC SUPPLIES	355.21
		TOTAL	22,409.15
CAPITAL PROJECTS	SCHIMBERG CO.	WELLNESS PARK METER/SUPPLIES	1,050.18
	HARTSOCK, BILL	REPAIR-STORAGE SHED	730.00
		TOTAL	1,780.18
RESIDENTAL DEVELOP	WASH CO RECORDER	BELL PROPERTY PLAT OF SURV	12.00
		TOTAL	12.00
TREE COMMITTEE	MCCONNELL, MARDE	TREE COMM MEETING	34.22
		TOTAL	34.22
LIBRARY GIFT	J-9 PAINT & DESIGN, LLC	PAINTING CHILDRENS ROOM	1,213.49
	AMAZON	LIBRARY MATERIALS	105.47
	VISA	SUPP, POSTAGE, PROGRAMMING	49.88
		TOTAL	1,368.84
WATER PLANT	ALLIANT ENERGY	SERVICE	29,745.11
	FERGUSON WATERWORKS# 2516	METER	7,261.73
	JENNINGS, ELAINE	MILEAGE REIMBURSMET	24.15
	JETCO	CONTROL SERVICE	7,785.95
	KCTC	PHONE & INTERNET	155.62
	MUNICIPAL SUPPLY INC	METER PARTS	588.50
	PEERLESS WELL & PUMP	LOAD, MOBILIZE AND PULL PU	6,740.00
	POSTMASTER	BULK MAILING WATER BILLS	803.70
	STATE HYGIENIC LAB	TESTING	773.50
	STREFF, ROSE	MILEAGE REIMB	5.87
	WATER SOLUTIONS UNLIMITED	CHEMICALS	8,002.94
		TOTAL	61,887.07
WATER DISTRIBUTION	ACE-N-MORE	DUCT TAPE	11.98
	ALLIANT ENERGY	SERVICE	183.20
	GREINER DISCOUNT TIRES	TIRES	259.00
	IOWA ONE CALL	SERVICE	69.30
	O'REILLY AUTOMOTIVE INC	AUTOMOTIVE PARTS	32.46
	WAL-MART	SUPPLIES	11.88
	WASHINGTON AUTO CENTER	REPAIR 2007 -FORD F550	278.21
		TOTAL	846.03
SEWER PLANT	ACE-N-MORE	MISC BLDG SUPPLIES	14.73
	ALLIANT ENERGY	SERVICE	12,301.33
	ATCO INTERNATIONAL	LIFT STATION MAINTENANCE	410.00
	CARSON PLUMBING & HEATING SRVS INC	CAPP OFF WATER LINES	50.44

ENVIRONMENTAL RESOURCE ASSOCIATES	ANNUAL COMPLIANCE TEST	173.30
JOHN DEERE FINANCIAL	PLUG FOR WARNING LIGHT	9.99
ONSITE SERVICES SOLUTIONS, LLC	YEARLY CALIBRATION	2,932.00
STATE UNIVERSITY OF IOWA	SERVICE	142.00
TESTAMERICA LABORATORIES INC	TESTING FEES	1,701.00
UNITED LABORATORIES	DEGREASER	335.70
USA BLUEBOOK	SUPPLIES	571.56
VISA	LAPTOP, SUPPLIES, MEMBERSH	805.60
	TOTAL	19,447.65

SEWER COLLECTION

ALLIANT ENERGY	SERVICE	2,938.86
GREINER DISCOUNT TIRES	TIRE REPAIR	66.90
ACE-N-MORE	SUPPLIES	45.95
	TOTAL	3,051.71

SANITATION

WASH CO HUMANE SOCIETY	MARCH COLLECTIONS	349.61
JOHNSON COUNTY REFUSE INC	REFUSE AND RECYCLING	47,158.00
	TOTAL	47,507.61

TOTAL	215,245.95
--------------	-------------------

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



*215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax*

Memorandum

April 2, 2020

To: Mayor & City Council
Cc: Illa Earnest, City Clerk

From: Brent Hinson
City Administrator

Re: \$10 for \$50 Program

In order to help our businesses and promote shopping local during these difficult times, we are asking the Council to authorize the expenditure of up to \$16,000 in Hotel/Motel Tax funds for a program we are calling "\$10 for \$50". This is very similar to a program that Kalona just launched. If you spend \$50 at our local businesses, you can submit receipts to get a \$10 rebate in Chamber Bucks. We envision the program running from now until May 31, subject to availability of funds. The budgeted amount allows for administrative costs (mostly postage) that the Chamber will incur in mailing out the Chamber Bucks to program participants.

To get this moving as soon as possible, I authorized my maximum spending authority of \$7,500 toward the program, in consultation with Millie and members of the Hotel/Motel Tax Committee. However, we would like official Council approval to get to a higher amount to increase the impact and longevity of the program. We do currently have \$74,468 in the Hotel/Motel Tax fund.

Brent Hinson

From: Michelle Redlinger <michelle@washingtونيowa.org> on behalf of Michelle Redlinger
Sent: Wednesday, April 1, 2020 2:42 PM
To: Gretchen Teske; Sally Hart; Joe Nichols; Matt Bryant; Brent Hinson; Alisha Davis; Sarah Grunewaldt; Bill Monroe
Subject: For immediate Release: City of Washington & Chamber offer Shop Local Rebates
Attachments: City-Chamber-Joint-Logo-10-for-50.jpg

April 1, 2020

One of the best ways to help support the local economy at this time is to Shop Local! Now is the time to order food for pick up or delivery, get groceries, purchase a gift certificate to use later, or make online purchases at our local retailers.

The City of Washington & Chamber of Commerce are committed to incentivizing support of our business community. We invite residents to shop local and earn \$10 in Washington Chamber Bucks when you spend \$50 (excluding gas, utilities, tobacco products, medications or copays, gambling, and alcohol) at a business in the Washington area.

Starting April 1, if you spend \$50 or more at any of our local businesses, take a photo of your receipt totaling \$50 or more, complete the following form, and we will mail you \$10 in Chamber Bucks for supporting local shopping!

Rules of the Promotion:

1. \$10 maximum reimbursement per receipt.
2. Multiple same day receipts from different businesses with the same day totaling \$50 or greater can be submitted together.
3. Multiple submissions are allowed from a single day.
4. Receipts submitted must be dated between April 1, 2020 and May 31, 2020 (or until allocated funds expire)

If you have problems filling out this form, please submit the following information (name, phone number, address and a photo of your receipt(s) via email or postal mail. info@washingtونيowa.org or 205 W Main St, Washington, IA 52353

How to use Chamber Bucks: Washington Chamber Bucks are gift certificates that can be used at many local businesses. For a list of identified businesses, please visit this link.

About this promotion: Funding for this promotion comes from monies received from the Washington Hotel Motel Tax. Due to this, receipt submissions must come from businesses with a 52353 area code.

Thank you for your support!
The City of Washington & Washington Chamber of Commerce

A link to this information can be found at our website. [CLICK HERE](#)
[CLICK THIS LINK to link to submit your receipt.](#)

Michelle

Michelle Redlinger

Executive Director, Washington Chamber of Commerce
Board Member, Iowa Chamber of Commerce Executives
205 West Main Street, Washington, IA. 52353
Office: (319) 653-3272

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



*215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax*

Memorandum

April 2, 2020

To: Mayor & City Council
Cc: Illa Earnest, City Clerk

From: Brent Hinson
City Administrator

RE: Building Maintenance Technician Job Description

As authorized in the FY21 budget, we are ready to move forward with the hiring of a Building Maintenance Technician. This position would perform custodial and maintenance activities at the Library, Municipal Building, and other City facilities. We would like your consideration of the attached job description for the position.

A proposed schedule is also attached. We hope to have the new person starting by early July.

Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator



215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax

TITLE: Building Maintenance Technician
DEPARTMENT: Library/All Applicable Departments
REPORTS TO: Library Director (Primary Supervisor)

- Finance Director (Municipal Building Site Supervisor)
- Other Site Supervision by Departmental Superintendents

FLSA: Non-Exempt

POSITION SUMMARY:

With overall supervision of the Library Director with site supervision by the Finance Director and the applicable Departmental Superintendents, the Building Maintenance Technician is a non-exempt position which performs custodial work and interior and exterior maintenance on City of Washington buildings; primarily Library and Municipal Building, but may include any or all City-owned buildings, as directed. An employee of this class may occasionally operate light equipment needed for building or grounds maintenance. Work involves the safe and efficient performance of manual tasks of ordinary difficulty requiring skills or knowledge acquired through schooling and/or past experience. Assists administrative staff in planning for significant interior and exterior building maintenance activities and coordinates with contractors as approved for electrical, mechanical, and plumbing work.

The Building Maintenance Technician's work is performed under supervision and is reviewed through inspection of work while in progress and upon completion. Performs all other duties as assigned.

ESSENTIAL FUNCTIONS AND DUTIES:

- Essential Functions: Vacuum high traffic areas daily or as directed; clean carpet stains as needed; wipe down counters; dust weekly (phones, computers, desks when cleaned off, pictures on walls, stair railings, tables, window seats); clean vestibule and other high-touch window areas weekly or more frequently if needed; clean water fountains; disinfect door handles periodically; sweep and mop floors as needed; empty waste baskets and recycling.
- General: Secure buildings by locking doors; turn off lights; pick up debris in and around building; replace light bulbs as needed; clean light fixtures; clean up cobwebs; incidental cleaning jobs as they arise.

Building Maintenance Technician Position Description, March 2020

- **Restrooms:** Empty wastebaskets; clean and disinfect stools; clean sinks, countertops, mirrors, and paper towel dispensers; sweep and mop floors as needed, refill toilet paper, soap dispensers, and paper towel dispensers as needed.
- **Kitchen Areas:** Clean sinks and kitchenette counters in meeting room and staff break room; wipe down tables in meeting rooms (including conference room, study rooms, and downstairs staff break room); take out garbage/recycling; refill paper towel dispensers as needed; clean microwave in & out as needed.
- **Quarterly:** Clean interior windows; wipe down door frames, window ledges, and floor boards; clean door guards; sweep back stairwell and basement hallway; wipe down and disinfect computer stations, computer mice, and chairs; replace carpet squares as needed.

Operates and maintains manual and power-driven machines. Keeps detailed maintenance records for all items requiring regular maintenance. Maintains SDS material data sheets in compliance with federal law and City policies. Must have the ability to understand the safety rules and regulations, policies, needs, equipment, instruments and their use. Ability to work within these rules, regulations and policies, and know when to stop work until a safety problem is corrected. Emergency on-call and call-out duties may be required for this position.

Must have ability to bend, stoop, lift and carry 50 pounds, and must be in general good physical health. Must have ability to hear speech and other sounds effectively for the taking of statements and directions. Must possess sufficient mental functions and capabilities to make rational decisions to handle operational needs and business decisions of the position. Must have ability to establish and maintain effective working relationships with supervisor, co-workers and the general public. Must be able to understand and follow instructions and written diagrams, and have mastery of the spoken and written English language. Must be able to speak, write and understand English to effectively communicate with fellow employees, contractors and the general public by telephone, electronically, in written format and face-to-face. Must have ability to perform basic mathematical calculations.

Position performs other assigned duties as deemed necessary or as required.

TYPICAL DUTIES:

As above. Participates in the daily activities of the City of Washington's operations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Must have positive and professional demeanor when conducting City business. Self-starter that can work with limited supervision. Must be meticulous in the maintenance of vehicles and careful & complete in record-keeping. Must develop thorough knowledge and understanding of safety rules and regulations and City policies. Must work within and enforce these rules, regulations and policies. Trustworthy individual with strong understanding of the importance of keeping confidential sensitive information he/she may come in contact with on a sporadic basis.

Building Maintenance Technician Position Description, March 2020

Ability to effectively express ideas verbally and in writing; to prepare written reports which are informative, accurate, and comprehensive. Ability to establish and maintain positive working relationships with Supervisor, City employees and the general public. Ability to deal with all of the aforementioned tactfully and courteously. Able to solve problems and make quality decisions, when necessary in consultation with supervisors.

WORKING CONDITIONS:

The duties of this job are normally performed under controlled conditions, but with occasional humidity and poor ventilation. The employee occasionally works in high, precarious places and is occasionally exposed to wet conditions, fumes or airborne particles, and toxic chemicals. The employee occasionally works near moving mechanical parts and is sometimes exposed to risk of electrical shock. Occasional outside work of moderate difficulty, in outdoor conditions.

Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and Council. Requires eye/hand coordination, manual/finger dexterity and motor coordination. Requires clerical, forms, numerical, and verbal perception. Moderately high physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 50 pounds.

REQUIREMENTS:

Valid Iowa Driver's License. Good oral and written communication skills. Background in custodial services is desirable. Must be insurable by the city's insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical. Ability to communicate clearly, and keep accurate records. Ability to understand and carry out oral instructions as well as basic written instructions. Good public appearance and positive attitude. Must be able to possess a current Commercial Driver's License and endorsements; must obtain this license within 60 days of employment and maintain it throughout employment.

DISCLAIMER:

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

City of Washington, Washington Free Public Library
Building Maintenance Technician Hiring Timetable

- By April 3: Committee agrees to a job description (by email).
- April 7, 2020: Council consideration of job description for position.
- By April 10: City Administrator appoints hiring committee.
- Week of April 13: First hiring committee meeting. Discuss process for evaluating applications and doing interviews.
- By April 21: Advertising begins.
- May 20: Deadline for applications.
- By May 28: Hiring committee meeting to review applications and select finalists.
- By May 29: City Administrator contacts all selected finalists and schedules interviews.
- June 4-8: Interviews.
- By June 9: Background checks.
- By June 11: Tentative offer of hire, pre-employment physical & drug screen.
- July 6: Start date (tentative).

Advertising Plan

- Local Plan: Washington Evening Journal, KCII, City website, City bulletin board
- External Plan: League of Cities website

Job Ad

Building Maintenance Technician. Full-time position responsible for maintenance and custodial activities at City of Washington facilities including City Hall and Library. Starting wage is \$17.97/hour. City benefits include IPERS retirement and Wellmark BC/BS health coverage. Application deadline is May 20, 2020. Full information at www.washingtoniowa.gov. Submit application materials including City employment application to: Brent Hinson, City Administrator, 215 East Washington Street, Washington, IA 52353 or bhinson@washingtoniowa.gov. EOE.

KCII/Journal:

Building Maintenance Technician. Full-time position responsible for maintenance and custodial activities. Starting wage is \$17.97/hour plus excellent benefits. Application deadline is May 20, 2020. Full information at www.washingtoniowa.gov. EOE.



**Washington Police Department
215 E. Washington
Washington, IA 52353**



Chief of Police Jim Lester
Lieutenant Lyle Hansen

Phone: 319-653-2256
Tip: 800-847-7492
Fax: 319-653-2317

April 2, 2020

To: Mayor and City Council
Cc: Illa Earnest, City Clerk
Brent Hinson, City Administrator

Ref.: Approval of Police Department Job Descriptions

I am presenting for your review and approval updated Job Descriptions for the Washington Police Department.

The current Job Descriptions are dated 2007 and were in need of revision to better align with current department operations and restructuring proposed for July 1, 2020.

They were developed using our current Job Descriptions along with those of other Iowa police departments.

These Job Descriptions also align with our newly adopted Policy Manual.

Respectfully submitted,


Jim Lester
Chief of Police

Job Description
Administrative Assistant
Washington Police Department
215 E. Washington
Washington, IA 52353

Job Title: Administrative Assistant

Reports To: Chief of Police

Supervision: Part-time support staff

POSITION SUMMARY: Performs general administrative and clerical duties of a complex nature using courteous, professional and respectful treatment of the public and conscientious and efficient performance of duties.

Essential Functions:

- Serve as office manager in delegating tasks, ordering supplies and coordinating clerical duties.
- Manage and maintain confidential records, information and correspondence.
- Maintain confidential information as it relates to personnel issues, internal investigations, city/departmental matters and other information provided by the Chief of Police.
- Review and compile investigative, incident and arrest reports.
- Complete required state and federal criminal justice reporting documents.
- Proctor POST and MMPI testing as needed for new hires.
- Complete and maintain updated contact information for department staff.
- Provide general support and information to department staff, visitors and callers.
- Manage and respond to requests for information from other agencies.
- Complete general administrative duties such as filing, typing, copying, etc.
- Direct public information requests to the appropriate resource.
- Coordinate the repair and maintenance of facilities and office equipment.
- Complete and process expenditures and revenues.
- Notarize officer complaints, citations and other documents.
- Assist in the development and administration of the annual budget.
- Ensure courteous, professional and respectful treatment and observance of rights of all persons contacted.
- Adhere to all department policies, post orders and directives.

Required Qualifications:

- High School diploma or GED
- Valid Iowa driver's license.
- Successful completion of City of Washington pre-employment requirements including, but not limited to background check, DCI/FBI fingerprint clearance, and pre-employment physical and drug screen.

Job Description Police Officer

**Washington Police Department
215 E. Washington
Washington, IA 52353**

Job Title: Police Officer

Reports To: Shift Supervisor, Sergeant, Lieutenant, Chief of Police.

Supervision: None

POSITION SUMMARY: Performs general law enforcement duties to patrol the City of Washington to protect life and property, and to enforce laws and ordinances using courteous, professional and respectful treatment of the public and conscientious and efficient performance of duties.

Essential Functions:

- Patrol assigned areas as directed by vehicle or on foot to deter crime and promote good public relations.
- Investigate offenses and suspicious conditions, make arrests, recover property and transport prisoners.
- Secure and process crime scenes, gather evidence and assist investigations as requested.
- Respond to calls for service and assistance as directed by dispatch or supervisors.
- Eliminate or abate public hazards and preserve public peace.
- Complete timely and accurate reports and testify in court as required.
- Enforce traffic and parking regulations, direct traffic, investigate and report traffic accidents and issue citations and warnings to traffic violators as appropriate.
- Provide first aid assistance to the sick and injured.
- React to situations utilizing appropriate levels of force as required for the situation.
- Ensure courteous, professional and respectful treatment and observance of rights of all persons contacted.
- Maintain neat and orderly uniform and patrol vehicle.
- Fairly and impartially enforce all laws.
- Adhere to all department policies, post orders and directives.

Required Qualifications:

- High School diploma or GED
- Valid Iowa driver's license.
- Successful completion of Iowa Law Enforcement Academy and City of Washington pre-employment requirements including, but not limited to background check, DCI/FBI fingerprint clearance, MMPI and pre-employment physical and drug screen.
- Successful completion of the Iowa Law Enforcement Academy within one year of hire.

Job Description Sergeant

**Washington Police Department
215 E. Washington
Washington, IA 52353**

Job Title: Sergeant

Reports To: Lieutenant, Chief of Police.

Supervision: Police Officer

POSITION SUMMARY: In addition to the duties of a Police Officer this position performs highly responsible and difficult law enforcement work as a first line supervisor of the Patrol Division.

Essential Functions:

- Perform essential functions of the Police Officer.
- Assign, direct, supervise and inspect the work of assigned Patrol Officers.
- Ensure the maintenance and upkeep of vehicles used by Police Officers.
- Gather information and conduct meetings and information-sharing sessions to discuss issues and criminal activity related to the Patrol Division.
- Assist with tactical approaches to resolve cases.
- Set performance objectives for assigned shifts and assist as requested with performance evaluations of subordinates.
- Maintain confidential information as it relates to personnel issues, internal investigations, city/departmental matters and other information provided by the command staff.
- Counsel and coach Police Officers regarding performance improvement.
- Make recommendations for promotion, commendation, recognition and disciplinary action related to assigned subordinates.
- Assess and recommend training needs.
- Communicate with other command staff concerning all operations, activities, actions, corrective measures, problems and disciplinary matters conducted during assigned shift.
- Delegate, review and coordinate all officers at an incident in the absence of other supervisory personnel.
- Analyze, evaluate and solve traffic problems to keep traffic moving during emergency situations.
- Assist with criminal investigations as requested.
- Handle special assignments as directed by Lieutenant or Chief of Police.
- Adhere to all department policies, post orders and directives.

Required Qualifications:

- Meet all qualifications of a Police Officer.
- Minimum of five years certified law enforcement experience.

Job Description Criminal Investigator

**Washington Police Department
215 E. Washington
Washington, IA 52353**

Job Title: Criminal Investigator

Reports To: Lieutenant, Chief of Police.

POSITION SUMMARY: In addition to the duties of a Police Officer the Criminal Investigator is responsible for investigating or assisting in the investigation of crimes and incidents including, but not limited to, burglaries, theft, assaults, unattended deaths, homicides, child/dependent adult abuse, sexual assaults and other cases as assigned.

Essential Functions:

- Perform the essential functions of Police Officer.
- Conduct detailed investigations of complex criminal activities and other violations of local, state or federal law.
- Collect, analyze and preserve evidence.
- Manage and properly document crime scenes and collect and process evidence.
- Complete detailed case reports, file and maintain records.
- Regularly provide Command Staff with investigation updates.
- Testify in court regarding case evidence and findings.
- Familiar with computers and multimedia technology.
- Interview victims, informants, suspects and witnesses to gather details and facts of the incident.
- Conduct periodic in-service training regarding case management, proper evidence collection and crime scene processing.
- Evaluate and review incident and arrest reports of police officers and provide investigative assistance as needed.
- Maintain confidential information as it relates to investigations, city/departmental matters and other information provided by the Chief of Police.
- Work with Property/Evidence Officer to manage and maintain all evidence and property in police department custody.
- Establish and maintain working relationship with state crime lab and investigators.
- Conduct surveillance and monitor suspects.
- Exchange information and coordinate activities with other law enforcement agencies.
- Handle special assignments as directed by Chief of Police.

Required Qualifications:

- Meet all qualifications of a Police Officer.
- Minimum of five years law enforcement experience.
- Successful completion of the Iowa Law Enforcement Intelligence Network (LEIN) course within two years of appointment.

Job Description Lieutenant

**Washington Police Department
215 E. Washington
Washington, IA 52353**

Job Title: Lieutenant

Reports To: Chief of Police.

Supervision: Sergeant, Investigator, Police Officer

POSITION SUMMARY: In addition to the duties of a Police Officer and Sergeant this position performs highly responsible and difficult law enforcement work as an administrative supervisor of the Police Department. Takes command of the department in the absence of the Chief of Police.

Essential Functions:

- Perform the essential functions of the Police Officer and Sergeant.
- Assign, direct, supervise and inspect the work of subordinates.
- Conduct periodic evaluation of Sergeants and Police Officers.
- Authority to issue written warnings for disciplinary matters.
- Recommend subordinates for hire, commendation, recognition, discipline or termination.
- Maintain confidential information as it relates to personnel issues, internal investigations, city/departamental matters and other information provided by the Chief of Police.
- Counsel and coach subordinates regarding performance improvement.
- Evaluate and review incident and arrest reports submitted by subordinates.
- Assist with criminal investigations.
- Make day-to-day assignments as required by the needs of the department.
- Prepare and coordinate assignments for special events.
- Analyze and make recommendations for new equipment and procedures.
- Maintain Police Department training records and scheduling.
- Manage purchasing, maintenance and inventory of police equipment.
- Coordinate activity with Chief of Police and Sergeants.
- Handle special assignments as directed by Chief of Police.

Required Qualifications:

- Meet all qualifications of a Police Officer and Sergeant.
- Minimum of seven years certified law enforcement experience or a combination of education and experience providing the equivalent knowledge, skills and abilities to perform the job of Lieutenant.

Job Description Chief of Police

**Washington Police Department
215 E. Washington
Washington, IA 52353**

Job Title: Chief of Police

Reports To: City Administrator / Mayor

Supervision: All Police Department Personnel

POSITION SUMMARY: The Chief of Police is the executive head of the Police Department and is responsible for the general direction, control and administration of the department as authorized by statute, ordinance and the department's policies.

Essential Functions:

- Serve as Chief Executive Officer of the Police Department.
- Administer and enforce policies, rules, ordinances and statutes for the control, disposition and discipline of the Police Department employees.
- Be the final department authority in all matters of policy, procedure, operations and discipline.
- Exercise all powers and duties delegated to the position by the governing body.
- Administer the work of the department through the divisions established.
- Assign, direct, supervise and inspect the work of subordinates.
- Maintain confidential information as it relates to personnel matters, internal investigations, city/departmental matters and other information.
- Maintain updated and accurate records of all personnel matters.
- Develop, review and issue policies, procedures, directives, memorandums and post orders on a continuous basis.
- Complete annual performance evaluations for all employees.
- Prepare, edit and issue work schedules for all employees.
- Assign and delegate duties as necessary for efficient operations.
- Evaluate, implement and update law enforcement operations and programs.
- Prepare and manage the overall police department budget.
- Research and acquire grant funding as available.
- Lead strategic planning of police department operations.
- Develop and maintain the City's Emergency Operations Plan.
- Prepare and publish monthly activity reports of department activity.
- Prepare and publish an annual statistical report of police department activity.
- Represent the Police Department in community and professional organizations.

Required Qualifications:

- In addition to the qualifications of a Washington Police Officer, the Chief of Police shall have a minimum of ten years supervisory law enforcement experience or a combination of education and experience providing the equivalent knowledge, skills and abilities to perform the job of Chief of Police.

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



*215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax*

Memorandum

April 3, 2020

To: Mayor and City Council
Cc: Illa Earnest, City Clerk

From: Brent Hinson
City Administrator

Re: Families First Coronavirus Response Act (FFCRA)

Due to U.S. Government legislation adopted March 18, 2020, it is necessarily for us to extend Emergency Paid Sick Leave and adopt additional guidelines related to the Family & Medical Leave Act (FMLA) expansion. Lynch Dallas developed the attached policy for us. The provisions would be in effect from April 1 to December 31 and then would expire, unless otherwise extended at the federal level.

RESOLUTION NO. _____

**A RESOLUTION TEMPORARILY AMENDING THE PERSONNEL POLICIES
OF THE CITY OF WASHINGTON, IOWA**

WHEREAS, pursuant to the Families First Coronavirus Response Act (FFCRA), passed March 18, 2020, it is necessary for the City to establish a policy to set guidelines for Emergency Paid Sick Leave and the Emergency Expanded Family & Medical Leave Act.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA:

Section 1. The City Council directs the temporary addition of language to Chapter 23 of the City of Washington Personnel Manual as attached in Exhibit A to this Resolution, retroactive to April 1, 2020.

Section 2. These provisions will expire December 31, 2020, unless renewed by U.S. Government action, in which case they shall be automatically extended to keep in compliance with the FFCRA, and will expire at the same time as any such extensions.

PASSED AND APPROVED this 7th day of April, 2020.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

**City of Washington, Iowa
Families First Coronavirus Response Act Policy
April 1, 2020**

Effective: April 1, 2020 – December 31, 2020 (Unless Extended)

GOALS: To protect City of Washington (“City”) employees and citizens. To establish a consistent approach to an infectious disease which is potentially impactful to the quality and timeliness of City services in compliance with the Families First Coronavirus Response Act.

COVID-19: COVID-19, or coronavirus, is a respiratory illness for which no vaccine exists, and people do not possess immunities from previous exposure/infection. This new (“novel”) coronavirus was discovered in Wuhan, China in December 2019. The incubation period for COVID-19 is estimated to be approximately 14 days. COVID-19 is spread through infected aerated respiratory droplets from a host coming into contact with a recipient’s mouth, nose, or eye membranes via talking, coughing or sneezing. Transmission may be human-to-human, object-to-human, fecal matter-to-human. There is possible, but low threat of animal-to-human and food-to-human exposure as well. Because of the possibility of person-to-person transmission, it is important that you stay a minimum of six (6) feet away from persons with whom you are interacting and refrain from handshakes and other forms of human touching. Common areas such as computers, mice, public countertops, chairs, tables, doors, knobs, light switches, restroom sinks and toilet handles, manual soap and sanitizer dispensers should be regularly wiped down with disinfectant. Employees using these items should wash their hands or use sanitizer with at least 60% alcohol following the contact.

**EMERGENCY PAID
SICK LEAVE ACT:**

Pursuant to federal legislation passed March 18, 2020, the City will provide paid time off for employees who meet the following criteria:

1. A federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to (1) a federal, state, or local quarantine or isolation order related to COVID-19; or (2) advice by a healthcare provider to self-quarantine due to concerns related to COVID-19.
5. The employee is caring for a son or daughter of the employee if the school or place of care of the son or daughter has closed or the child care provider of such son or daughter is unavailable due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Department of Labor.

Employees meeting one of these criteria shall report their desire to take this leave to their Supervisor and City Administrator. As soon as practicable, employees shall be required to provide proof of the need for such leave, which may include through a quarantine or isolation order, a note from their healthcare provider, or proof that their child's school/childcare has closed.

Additionally, employees with reduced hours due to shift staggering ordered by the City Administrator to reduce the spread of COVID-19 shall be eligible to utilize this leave.

Employees shall not be required to take any other kind of leave before utilizing this leave. This leave shall not carry over from one calendar year to the next.

Employees shall be entitled to this leave in the following amounts:

- For full-time employees, 80 hours.
- For part-time employees, a number of hours equal to the number of hours that such employee works on average, over a two-week period.
- Note, for criteria 4-6 listed above, the employee's leave benefits are limited to two-thirds of eighty hours for full-time employees and two-thirds of a number of hours equal to the number of hours that such employee works on average, over a two-week period for part-time employees.
- There are caps on the amount of money an employee taking this leave may be compensated. The City of Washington will enforce these legally required caps.

The City will allow employees who are requesting this leave for school or childcare closures or unavailability to use the leave on an intermittent basis. For example, for an employee requesting this leave for school or childcare closure or unavailability who is able to work part-time due to other individuals being able to care for the child(ren), that employee shall be able to use their hours intermittently for any leave experienced until the hours they are entitled to are exhausted. However, the employee shall work with the City to schedule the intermittent leave so as to minimize the impact on the City's business operations as much as practicable.

Employees seeking to use this leave for any other reason other than school or childcare closure or unavailability are not permitted to use this leave on an intermittent basis.

**EMERGENCY
EXPANDED FMLA:**

On March 18, 2020, the federal government temporarily expanded the FMLA to include a new qualifying reason for FMLA leave related to the public health emergency. *A qualifying need related to a public health emergency means that the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place*

of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

In addition to the City's FMLA policy already in place, the following guidelines apply to this new qualifying reason:

- The only eligibility requirement for employees to be eligible for this leave is that the employee has worked for thirty calendar days prior taking the leave.
- For leave taken under the public health emergency leave, the first ten days for which the employee takes leave are unpaid.
- After the first ten days of leave, the employee shall be paid for remaining leave as follows:
 - Not less than two-thirds of the employee's regular rate of pay (as determined by Section 7(e) of the FLSA).
 - For employees whose schedules vary from week to week, the employee will be paid two-thirds of their regular rate of pay for those hours that the employee would have worked with if the leave was not necessary. If the hours the employee would have normally worked are not apparent, the hours the employees should be compensated for will be calculated as follows:
 - A number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
 - If the employee did not work over the 6-month period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.
- Employees eligible for FMLA under the public health emergency qualification must run all available paid leave, including Emergency Paid Sick Leave, pursuant to the legal and policy requirements of the leave concurrent to this Expanded FMLA leave.
- Under no circumstances will an employee be compensated more than \$200/day or \$10,000 in the aggregate for this leave.
- As with other FMLA leaves, this leave may be taken intermittently. However, the employee shall work with the City to schedule the intermittent leave so as to minimize the impact on the City's business operations as much as practicable.

ILLNESS REPORTING: Do Not Enter a City facility if:

- If you are experiencing any of the following flu-like/respiratory symptoms,
 - Fever – over 100.4 degrees Fahrenheit
 - Coughing
 - Sneezing
 - Shortness of Breath

- Any other flu-like symptom. Uncommon symptoms of COVID-19 include diarrhea, nausea, and fatigue.
- YOU MAY NOT RETURN TO WORK UNTIL THE LATER OF THE FOLLOWING: (1) seven (7) days from the onset symptoms; (2) fever free for seventy-two (72) hours without any fever reducing medication.
- Have been diagnosed with COVID-19 and/or tested positive for COVID-19.
- Been around someone who has been diagnosed with COVID-19 or tested positive for COVID-19. This includes living in the same household or spending time within six (6) feet of someone who has been diagnosed with COVID-19 or tested positive for COVID-19.

Employees experiencing any of the above should report it immediately to the City Administrator via telephone.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



*215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax*

Memorandum

April 3, 2020

To: Mayor & City Council
Cc: Illa Earnest, City Clerk

From: Brent Hinson
City Administrator

Re: Southeast Sanitary Sewer Basin Project Change Order #3

We ended up lower on quantities than expected for the project and thus under budget, and thus have the ability to get some additional work done to max out the \$600,000 CDBG grant funds.

We have identified damage to the Southeast Interceptor in conjunction with the Hydrogen Sulfide (H₂S) gas issue that we have previously discussed. We are proposing to line 1,185 lineal feet of the interceptor. Any future occurrence of H₂S gas would be mitigated, as the gas eats concrete but not PVC. This additional work would raise our total expected project expenditure to \$1,233,328.

Brent Hinson

From: Steven Soupir <sps@foxeng.com> on behalf of Steven Soupir
Sent: Tuesday, March 31, 2020 5:23 PM
To: Brent Hinson
Cc: Keith Henkel; JJ Bell
Subject: 204517A - Pay Request No. 8 and Change Order No. 3
Attachments: CO No. 3 Pipe Segment Map.pdf; 2045-17A 2017 REPAIR F1.0 - CO No. 3.pdf

Brent,

I have been working with MPT to get their numbers finalized so we can verify costs and the potential for additional CIPP line segments, likely on E. Washington Street. Based on the information I received today for pay request no. 8, it appears that if we complete the remaining segments along E. Washington Street, the project will be over the original contract price by approx. \$153,698 and over the change order no. 1 amount by approx. \$40,295 with a total project cost of \$1,233,328.

As summary of the line segments included in the proposed change order is as follows:

CO No. 3 CIPP Segments (See Attached Maps):

4065 to 4066 - 61 ft
4066 to 4067 - 401 ft
4067 to 4068 - 378 ft
4069 to 4295 - 345 ft

If we eliminate pipe segment 4069 to 4295 (segment that turns south from E. Washington Street) and reduce CO No. 3 CIPP length by 345 ft, then the project will be over the original contract price by approx. \$126,133 and over the change order no. 1 amount by approx. \$12,729 with a total project cost of \$1,205,763.

If the city decides to proceed with CO no. 3 for the additional CIPP length, the project substantial completion will be extended to June 1st.

Let me know how you'd like to proceed so that I can provide you Change Order No. 3 this week for next week's council meeting.

Thank you,

Steven Soupir, P.E., CFM



FOX Engineering Associates, Inc.

414 South 17th Street | Suite 107 | Ames, IA 50010
Office | 515.233.0000 | Cell | 515.451.7498
www.foxeng.com

Date of Issuance: 03/31/2020
Owner: City of Washington
Contractor: Municipal Pipe & Tool
Engineer: FOX Engineering Associates, Inc.
Project: SE Basin I&I Reduction Project – Phase I

Effective Date: April 7, 2020
Owner's Contract No.: N/A
Contractor's Project No.:
Engineer's Project No.: 2045-17A
Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description:

Add the following item and quantities to the contract documents for additional work required as a result of precleaning and televising activities:

Item CO3-1.01, Mobilization. ADD a Lump Sum of \$3,967.	<u>\$3,967.00</u>
Item CO3-1.02, CIPP Lining, 21" O.D., Modulus EL = 350,000, 6MM. ADD 1,185LF at \$79/LF	<u>\$93,615.00</u>
Item CO3-1.03, CCTV 21-Inch Sanitary Sewer w/Report, Post Construction Inspection. ADD 1,185 LF at \$0.9/LF	<u>\$1,066.50</u>

CIPP Segments (See Attached Maps):

4065 to 4066 - 61 ft
4066 to 4067 - 401 ft
4067 to 4068 - 378 ft
4069 to 4295 - 345 ft

Approximate Length = 1,185 LF

Increase the contract dates by 122 days for substantial completion to allow the additional work to be completed.

TOTAL ADD TO CONTRACT = \$98,648.50

RESOLUTION NO. _____

**A RESOLUTION TO PROVIDE FOR A NOTICE OF HEARING AND LETTING
ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND
ESTIMATE OF COST FOR THE 2020 SEALCOAT PROJECT, AND TAKING
OF BIDS THEREFOR.**

WHEREAS, the City Council has heretofore authorized certain improvements that are in the best interests of the City, to be completed in accordance with the plans, specifications and form of contract prepared by the City, and such proposed plans, specifications, form of contract and estimate of cost being on file with the City Clerk; and

WHEREAS, detailed plans and specifications, notice of hearing and notice to bidders, form of contract and estimate of cost have been prepared and filed by the City; and

WHEREAS, it is necessary to fix a time and place of public hearing on the proposed plans, specifications, form of contract and estimate of cost for the Project and to advertise for sealed bids.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA:

Section 1. The detailed plans and specifications, notice of hearing, notice to bidders, form of contract and estimate of cost referred to in the preamble hereof are subject to the hearing.

Section 2. The Project is necessary and desirable for the City, and it is in the best interests of the City to proceed toward the construction of the Project.

Section 3. The amount of the bid security to accompany each bid is hereby fixed at 10%.

Section 4. The City Council hereby delegates to the City Clerk the duty of receiving, opening and announcing the results of all bids for the construction of the Project on the 30th day of April, 2020 at 9:05 AM at City Hall, 215 E. Washington Street, Washington, Iowa. The 5th day of May, 2020 at 6:00 PM at the Fire Station Training Room, Washington Fire Station, 215 East Washington Street, Washington, Iowa is hereby fixed as the time and place of hearing on the proposed plans, specifications, form of contract and estimate of cost for the Project and the 5th day of May, 2020 at 6:00 PM at the Fire Station Training Room, Washington Fire Station, 215 East Washington Street, Washington, Iowa as the time and place of considering bids received by the City in connection therewith.

Section 5. The City Council hereby authorizes the City Clerk to provide notice of the aforementioned hearing and taking of bids in accordance with Chapter 26 of the Code of Iowa by posting a notice to bidders not less than thirteen (13) and not more than forty-five (45) days before the date for filing bids in a relevant contractor plan room service

with statewide circulation, in a relevant construction lead generating service with statewide circulation, and on the Iowa League of Cities website. The said notice is in the form substantially as attached to this Resolution.

Section 6. All provisions set out in the following form of notice are hereby recognized and prescribed by this Council and all Resolutions or orders or parts thereof, to the extent the same may be in conflict herewith, are hereby repealed.

PASSED AND APPROVED this 7th day of April, 2020.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



*215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax*

Memorandum

April 3, 2020

To: Mayor & City Council
Cc: Illa Earnest, City Clerk

From: Brent Hinson
City Administrator

Re: Wellness Park Ball Fields & Roadway Project (Phase 1B)

We received bids on April 1. There was only one bid, which came from DeLong Construction. Their base bid was \$2,688,249.25, and the total of 10 bid alternates was \$645,420.80, the vast majority of the alternate cost being for field lighting.

I recommend that the Council approve the base bid from DeLong, and all of the alternates except for #6 (Baseball Field 2 Lighting) and #7 (Soccer Field Lighting). We just cannot make the budget stretch far enough to allow for those alternates to be accepted at this time. We do, however, have several outstanding and planned grant requests, which could make these alternates possible add-ons as we get further into the project.

Thanks to DeLong and to Greiner Buildings for all their work in helping us to get the project to this point. We could not have done it without their support and assistance, and we have an outstanding and highly impactful community project to look forward to.

RESOLUTION NO. _____

A RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT

WHEREAS, the construction project known as "Wellness Park Ball Fields and Roadway Project" has been designed and publicized for bid, and bids were received on April 1, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA:

Section 1. That the following bid for the construction of certain public improvements described in general as "Wellness Park Ball Fields and Roadway Project" be and is hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: DeLong Construction, Inc.

Amount of Bid: \$2,983,671.65

Section 2. That the Mayor and Clerk are hereby directed to execute contract with the contractor for the construction of said public improvements.

PASSED AND APPROVED, this 7th day of April, 2020.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of OWNER, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 5 - BASIS OF BID

5.01 BIDDER will complete the Work in accordance with the Contract Documents for the following price(s):

ITEM NO.	ITEM DESCRIPTION	EST QTY	UNITS	UNIT PRICE	TOTAL PRICE
DIVISION 2: EARTHWORK					
2.01	EXCAVATION, CLASS 13	1	LS	\$ 158,000.00	\$ 158,000.00
2.02	SUBGRADE PREPERATION	12,079	SY	\$ 2.25	\$ 27,177.75
2.03	SPECIAL BACKFILL,	5,624	TONS	\$ 26.50	\$ 149,036.00
DIVISION 3: TRENCH & TRENCHLESS CONSTRUCTION					
3.01	GRANULAR TRENCH BACKFILL	852	LF	\$ 22.00	\$ 18,744.00
DIVISION 4: SEWERS & DRAINS					
4.01	SANITARY SEWER, SDR-35, 4"	22	LF	\$ 170.00	\$ 3740.00
4.02	SANITARY SEWER CLEANOUT	1	EA	\$ 750.00	\$ 750.00
4.03	STORM SEWER CLEANOUT	5	EA	\$ 960.00	\$ 4800.00
4.04	STORM SEWER, HDPE, 6"	208	LF	\$ 23.00	\$ 4784.00
4.05	STORM SUBDRAIN, HDPE, 6"	382	LF	\$ 20.00	\$ 7640.00
4.06	STORM SEWER, HDPE, 15"	668	LF	\$ 41.00	\$ 27,388.00
4.07	STORM SEWER, RCP, 15"	247	LF	\$ 56.00	\$ 13,832.00
4.08	STORM SEWER, RCP, 18"	356	LF	\$ 60.00	\$ 21,360.00
4.09	FLARED END SECTION, STEEL, 15"	1	EA	\$ 600.00	\$ 600.00
4.10	FLARED END SECTION, RCP, 18"	1	EA	\$ 2950.00	\$ 2950.00
DIVISION 5: WATER MAINS & APPURTENANCES					
5.01	WATER SERVICE, PE, 2"	360	LF	\$ 20.00	\$ 7200.00
5.02	CORPORATION STOP, 2"	3	EA	\$ 850.00	\$ 2550.00
5.03	CURB STOP & BOX, 2"	4	EA	\$ 1000.00	\$ 4000.00
5.04	WATER SERVICE CONNECTION	3	EA	\$ 1000.00	\$ 3000.00
5.05	VALVE BOX ADJUSTMENT	10	EA	\$ 575.00	\$ 5750.00
5.06	HYDRANT ADJUSTMENT	5	EA	\$ 1290.00	\$ 6450.00
DIVISION 6: STRUCTURES FOR SANITARY & STORM SEWERS					
6.01	MANHOLE, SW-401, 48"	4	EA	\$ 4250.00	\$ 17,000.00
6.02	INTAKE, SW-501	2	EA	\$ 5950.00	\$ 11,900.00

BIDDER DeLong Construction, Inc.

6.03	NYLOPLAST DRAIN BASIN, 30"	4	EA	\$ 480.00	\$ 16,720.00
6.04	SANITARY MANHOLE ADJUSTMENT, MINOR	5	EA	\$ 1100.00	\$ 5500.00
6.05	GREASE TRAP	1	LS	\$ 3455.00	\$ 3455.00
DIVISION 7: STREETS & RELATED WORK					
7.01	PCC PAVEMENT, 6"	10,812	SY	\$ 39.65	\$ 428,695.80
7.02	PCC PAVEMENT, 7"	5,500	SY	\$ 35.75	\$ 196,625.00
7.03	PCC PAVEMENT W/INTEGRAL CURB, 7"	1,872	SY	\$ 44.30	\$ 82,929.60
7.04	DETECTABLE WARNINGS	112	SF	\$ 40.00	\$ 4480.00
7.05	GRANULAR SURFACING, 6"	1,259	SY	\$ 8.50	\$ 10,701.50
DIVISION 8: TRAFFIC CONTROL					
8.01	PAINTED PAVEMENT MARKINGS	865	SF	\$ 2.50	\$ 2162.50
DIVISION 9: SITE WORK & LANDSCAPING					
9.01	CONVENTIONAL SEEDING	44,527	SY	\$ 0.50	\$ 22,263.50
9.02	TURF SEEDING	39,690	SY	\$ 3.55	\$ 140,899.50
9.03	FERTILIZER FOR SEEDING	84,233	SY	\$ 0.10	\$ 8423.30
9.04	HYDROMULCHING FOR SEEDING	84,233	SY	\$ 0.60	\$ 50,539.80
9.05	SWPPP	1	LS	\$ 8000.00	\$ 8000.00
9.06	EROSION CONTROL BLANKET	2,820	SY	\$ 1.10	\$ 3102.00
9.07	RIP RAP	29	SY	\$ 60.00	\$ 1740.00
9.08	SILT FENCE	5,704	LF	\$ 2.25	\$ 12,834.00
9.09	STABILIZED CONSTRUCTION ENTRANCE	1	EA	\$ 1500.00	\$ 1500.00
9.10	INLET PROTECTION	11	EA	\$ 175.00	\$ 1925.00
9.11	FLOW TRANSITION MAT	400	SF	\$ 20.00	\$ 8000.00
9.12	CHAIN LINK FENCE, 6' HEIGHT	4,186	LF	\$ 14.30	\$ 59,859.80
9.13	CHAIN LINK FENCE, 10' HEIGHT	216	LF	\$ 39.40	\$ 8510.40
9.14	CHAIN LINK FENCE, 18' HEIGHT (BACKSTOP)	488	LF	\$ 102.00	\$ 49,776.00
9.15	CHAIN LINK GATE, 10' WIDTH, 6' HEIGHT	8	EA	\$ 410.00	\$ 3280.00
9.16	CHAIN LINK GATE, 6' WIDTH, 6' HEIGHT	8	EA	\$ 185.00	\$ 1480.00
9.17	CHAIN LINK GATE, 14' WIDTH, 6' HEIGHT	4	EA	\$ 565.00	\$ 2260.00
DIVISION 11: MISCELLANEOUS					
11.01	MOBILIZATION	1	LS	\$ 223,000.00	\$ 223,000.00
11.02	CONCRETE WASHOUT	1	LS	\$ 1200.00	\$ 1200.00
11.03	SKINNED INFIELD, 4"	9,168	SY	\$ 4.15	\$ 38,047.20
11.04	GRANULAR SURFACE, 4"	467	SY	\$ 11.00	\$ 5137.00

BIDDER DeLong Construction, Inc.

11.05	SAND BASE, VOLLEYBALL	1,475	SY	\$ 22.50	\$ 33,187.50
11.06	BORDER EDGING	1,450	LF	\$ 11.50	\$ 16,675.00
11.07	CONCESSION STRUCTURE, COMPLETE	1	LS	\$ 347,500.00	\$ 347,500.00
11.08	DUGOUT STRUCTURE, COMPLETE	8	EA	\$ 13,240.00	\$ 105,920.00
11.09	IRRIGATION SYSTEM, BASEBALL FIELDS	1	LS	\$ 95,000.00	\$ 95,000.00
11.10	IRRIGATION SYSTEM, SOCCER FIELD	1	LS	\$ 40,000.00	\$ 40,000.00
11.11	BASEBALL FIELD 1 EQUIPMENT	1	LS	\$ 8890.00	\$ 8890.00
11.12	BASEBALL FIELD 2 EQUIPMENT	1	LS	\$ 8890.00	\$ 8890.00
11.13	BASEBALL FIELD 3 EQUIPMENT	1	LS	\$ 8890.00	\$ 8890.00
11.14	BASEBALL FIELD 4 EQUIPMENT	1	LS	\$ 8890.00	\$ 8890.00
11.15	SAND VOLLEYBALL COURT EQUIPMENT	1	LS	\$ 3000.00	\$ 3000.00
11.16	FLAGPOLE ARRANGEMENT	1	LS	\$ 23,500.00	\$ 23,500.00
11.17	REMOVABLE BOLLARD	2	EA	\$ 1000.00	\$ 2000.00
11.18	FENCE TOP PROTECTION, OUTFIELD FENCE	2,046	LF	\$ 2.35	\$ 4808.10
11.19	BATTING CAGE EQUIPMENT	2	EA	\$ 1200.00	\$ 2400.00
DIVISION 12: ELECTRICAL					
12.01	SITE ELECTRICAL CONDUIT	1	LS	\$ 77,000.00	\$ 77,000.00

TOTAL: Items #2.01-#12.01

\$ 2,688,249.25

ALTERNATE 1					
A.01	CHAIN LINK FENCE, 6' HEIGHT, UPGRADE	4,186	LF	\$ 5.30	\$ 22,185.80
A.02	CHAIN LINK FENCE, 10' HEIGHT, UPGRADE	216	LF	\$ 9.30	\$ 2008.80
A.03	CHAIN LINK FENCE, 18' HEIGHT BACKSTOP, UPGRADE	488	LF	\$ 24.50	\$ 11,956.00
A.04	CHAIN LINK GATE, 10' WIDTH, 6' HEIGHT, UPGRADE	8	EA	\$ 210.00	\$ 1680.00
A.05	BASEBALL FIELD LIGHTING (FIELD 1)	1	LS	\$ 249,000.00	\$ 249,000.00
A.06	BASEBALL FIELD LIGHTING (FIELD 2)	1	LS	\$ 184,000.00	\$ 184,000.00
A.07	SOCCER FIELD LIGHTING	1	LS	\$ 166,000.00	\$ 166,000.00
A.08	FENCE TOP PROTECTION, FOUL LINE FENCE	1,300	LF	\$ 2.35	\$ 3055.00
A.09	BATTING CAGE EQUIPMENT	2	EA	\$ 1200.00	\$ 2400.00

BIDDER DeLong Construction, Inc.

A.10	CHAIN LINK GATE, 6' WIDTH, 6' HEIGHT, UPGRADE	8	EA	\$ 225.00	\$ 1800.00
A.11	CHAIN LINK GATE, 14' WIDTH, 6' HEIGHT, UPGRADE	4	EA	\$ 334.00	\$ 1336.00

TOTAL: Items #A.01-#A.11

\$ 645,420.80

BID ALTERNATIVES

Alternative Bid items are listed above. OWNER shall have the right to accept the Base Bid and any combination of the respective Bid Alternatives. Failure to supply Base Bid and Alternative Bids may invalidate Bid.

BID EVALUATION

The OWNER shall have the right to award to the responsible Bidder providing the lowest total sum of Base Bid and any selected combination of Alternative Bids. The decision for basis of award is at the sole discretion of the OWNER.

Unit prices have been computed in accordance with Paragraph 11.03.B of the General Conditions.

BIDDER acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Bid items will be based on actual quantities determined as provided in the Contract Documents.

ARTICLE 6 - TIME OF COMPLETION

6.01 BIDDER agrees that the Milestone of infield material installed and playing turf seeded shall be on or before June 15, 2020. BIDDER agrees that the remainder of project work will be substantially completed on or before October 30, 2020 and will be completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before November 30, 2020.

6.02 BIDDER accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 - ATTACHMENTS TO THE BID

7.01 The following documents are submitted with and made a condition of this Bid:

A. Required Bid security in the form of Bid bond

City of Washington
Wellness Park Phase 1
Council Recommendation 4/3/20

	COMPLETE		AS BID			
	Phase 1A:		Phase 1B:			
<u>Uses</u>	<u>Grading & Utilities</u>		<u>Fields & Structures</u>		<u>Totals</u>	
Grading & Util Contract	\$	898,711.90		\$	898,711.90	
Water Main	\$	93,977.04		\$	93,977.04	
Mobilization			\$	223,000.00	\$	223,000.00
Other Utilities & Grading			\$	524,326.75	\$	524,326.75
Roads, Trails, Parking			\$	725,594.40	\$	725,594.40
Playing Fields			\$	684,908.10	\$	684,908.10
Buildings			\$	453,420.00	\$	453,420.00
Electrical & Light 1 Field			\$	326,000.00	\$	326,000.00
Owner Supplied/Contingency			\$	146,862.46	\$	146,862.46
Inspections/Admin	\$	21,611.11	\$	10,000.00	\$	31,611.11
Engineering	\$	146,000.00	\$	166,394.40	\$	312,394.40
Total Uses	\$	1,160,300.05	\$	3,260,506.11	\$	4,420,806.16

Sources

General Obligation Bond	\$	762,139.56	\$	1,067,353.04	\$	1,829,492.60
Riverboat Mun Grant	\$	304,183.45	\$	771,896.07	\$	1,076,079.52
Park Gift Fund			\$	100,000.00	\$	100,000.00
Wellmark Grant			\$	100,000.00	\$	100,000.00
WP Fund- Farm Lease			\$	60,000.00	\$	60,000.00
City Donation- Water Main	\$	93,977.04			\$	93,977.04
City Donation- Road			\$	64,899.00	\$	64,899.00
Minnesota Twins			\$	10,000.00	\$	10,000.00
KC Royals			\$	5,000.00	\$	5,000.00
WCRF Competitive Grant			\$	650,000.00	\$	650,000.00
TIF Loan			\$	431,358.00	\$	431,358.00
Total Sources	\$	1,160,300.05	\$	3,260,506.11	\$	4,420,806.16

Sources/Uses	\$	-	\$	-	\$	-
--------------	----	---	----	---	----	---

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



*215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax*

Memorandum

April 3, 2020

To: Mayor & City Council
Cc: Illa Earnest, City Clerk

From: Brent Hinson
City Administrator

Re: Letter of Intent with Brava Roof Tile for Whitesell Building Sale

As has been discussed by the Council, the City and WEDG have been engaged in negotiations with local industry Brava Roof Tile for the purchase of the Whitesell building at 915 East Tyler. We will not officially own the facility until around May 15, but believe it is both in the City's and in Brava's interest to get something in writing at this point in time to state our joint intent.

Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator



215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax

Letter of Intent

WHEREAS, the City of Washington ("City") intends to take possession on or about May 15, 2020 of certain real estate known locally as the Whitesell Building as per a gift agreement approved by the City Council on February 25, 2020; and

WHEREAS, Wildhawk Investments, LLC, d/b/a Brava Roof Tile ("Brava"), a growing industry with 60 local employees, wishes to purchase the facility to expand and improve their operations.

THEREFORE, the parties agree to the following:

Joint Declarations

- 1) City and Brava agree to work together in good faith to the execution of a Real Estate Installments Contract in substantially the same form as is attached to this document.
- 2) Both parties acknowledge that said contract sale is subject to successful legal transfer of the property to the City from NLW Holdings, LLC.
- 3) Both parties acknowledge that said contract sale is subject to formal Council approval, following publication of notice and subsequent public hearing on this proposition.

Dated this 7th day of April, 2020.

For Brava:

Adam Brantman

Adam Brantman, Manager

For the City:

Jaron P. Rosien, Mayor

Illa Earnest, City Clerk

Prepared by: Kevin D. Olson, Washington City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277
Return to: City of Washington, Iowa, 215 E. Washington Street, Washington, Iowa 52353

REAL ESTATE INSTALLMENTS CONTRACT

THIS PURCHASE AGREEMENT entered into by and between the City of Washington, Iowa, Washington, Iowa 52353 (hereafter the "Seller"); and Wildhawk Investments, LLC, 2000 James Street, Coralville, Iowa 52241 (hereinafter the "Buyer").

1. **REAL ESTATE DESCRIPTION.** The Seller agrees to sell and the Buyer agrees to purchase the following described properties in the City of Washington Iowa:

That parcel of property generally referred to as 915 E. Tyler Street, Washington, Iowa 52353, and legally described as follows:

Commencing at the Southeast corner of Out Lot 10 in A.W. Chilcote's Out Lot Addition to Southeast Washington, as recorded in Plat Book 4, Page 511, Plat Records of Washington County, Iowa; thence West 992.84 feet; thence North 209.90 feet to the centerline of the abandoned C.B. & Q. railroad right-of-way; thence northwesterly along the centerline of the abandoned railroad right-of-way to the south line of East Polk Street; thence East 25.00 feet along the South line of East Polk Street to the east line of South 9th Avenue; thence North 297.95 feet; thence East 1195.50 feet to the Northeast corner of said Out Lot 10; thence south 804.50 feet to the point of beginning, as shown in Plat Book 10, Page 248; in Washington County, Iowa.

Excepting therefrom that portion of said Out Lot 10 in A.W. Chilcote's Out Lot Addition and that portion of Parcel "A" of Lot 1 of W.E. Chilcote's Addition to the City of Washington conveyed to the City of Washington by Quit Claim Deed filed September 24th, 2008 as recorded in Book 2008 on Page 3685 in the Washington County Recorder's Office.

And excepting therefrom Lot 1 of Lot A in the Subdivision of Out Lot 10 of A.W. Chilcote's Out Lot Addition to Southeast Washington, Washington County, Iowa, as shown on the Plat of Survey recorded in Book 29 at Page 0149, Plat Records of Washington County, Iowa.

(hereafter the "Property"). The exact legal description to be taken from the abstract of title.

2. **PURCHASE PRICE.** The purchase price of the Property shall be \$1,245,000.00, payable at 215 E. Washington Street, Washington, Iowa, to be paid monthly installments, in the manner as follows:

Buyer shall pay the sum of \$8,597.75 per month beginning on the 1st day of July, 2020, and the balance of \$1,245,000.00 shall accrue 3% interest per annum based upon a 15-year amortization schedule, said amortization schedule attached hereto as Exhibit "A." Each \$8,597.75 monthly payment will be applied to interest first, then principal. Said monthly payments shall be credited towards the purchase price for the Property. The remaining balance of \$659,285.24 shall be paid in full on July 1, 2028. Buyer understands that the Seller will not extend the length of this Agreement past July 1, 2028.

3. **DATE OF POSSESSION.** The Buyer shall be granted possession of the Property no later than July 1, 2020.

4. **REAL ESTATE TAXES.** Buyer shall pay any unpaid real estate taxes payable in prior years and any and all real estate taxes for prior years that have accrued as of July 1, 2020 (payable in September 2020 and March 2021). For the remaining term of this Agreement, the Buyer shall pay, when due, all real estate taxes that are due and payable as of the date of possession (first payment will be due on or before September 30, 2021). Upon payoff of the contact, the Buyer shall pay to the Seller the pro rata share of property taxes as of the date of payoff.

5. **RISK OF LOSS AND INSURANCE.** Buyers as of and from the Date of Possession, shall constantly keep in force insurance, premiums therefore to be prepaid by Buyer (without demand) against loss by fire, tornado and other hazards, casualties and contingencies as Seller may reasonably require on all buildings and improvements, nor on or hereafter placed on said Property, in companies reasonably approved by Seller in an amount not less than the full insurable value of such improvements with such insurance payable to Buyer and Seller as their interests may appear. Buyer shall promptly deposit such policy with riders with Seller for further security for the payment of such sums herein mentioned. In the event of any casualty loss, the insurance proceeds may be used under the supervision of the Seller to replace or repair said loss if the proceeds be adequate; if not, then some other reasonable application of such funds shall be made, but in any event such proceeds shall stand as security for the payment of obligations hereunder.

6. **CARE OF THE PROPERTY.** Buyer shall take good care of the Property; shall keep the buildings and other improvements now or hereafter placed upon the Property in good and reasonable repair and shall not injure, destroy or remove the same during the life of this Agreement. Buyer shall not make any material alteration to the Property without written consent of Seller. Buyer shall not use or permit said Property to be used for any illegal purpose.

7. **ABSTRACT AND TITLE.** Seller, within 30 days of the Date of Possession, shall promptly obtain an abstract of title to the Property continued through the date of acceptance of this Offer, and deliver it to Buyer for examination. It shall show merchantable title in Seller in conformity with this Agreement, Iowa law and title standards of the Iowa State Bar Association. Seller shall make every reasonable effort to perfect title. If the Date of Possession is delayed by Seller's inability to provide marketable title, this Agreement shall remain in full force and effect unless rescinded by Buyer after giving ten days written notice to Seller. The abstract shall become property of Buyer when the purchase price is paid in full. Seller shall pay the costs of any additional abstracting work due to any act or omission of Seller.

8. **DEED.** Upon payment of the purchase price, Seller shall convey the Property to Buyer by Warranty Deed, free and clear of all liens, but subject to easements and restrictions of record as of the date of this Agreement.

9. **TIME IS OF THE ESSENCE.** Time is of the essence in this contract.

10. **FORFEITURE.** If Buyer (a) fail to make the payments aforesaid, or any part thereof, as same become due; or (b) fail to pay taxes or special assessments or charges, or any part thereof, levied upon said Property, or assessed against it, by any taxing body before any such items become delinquent; or (c) fail to keep the Property insured as outlined in this Agreement; or (d) fail to keep the Property and/or buildings located upon the Property in reasonable repair; or (e) fail to perform any of the agreements as herein made or required; then Seller, in addition to any and all other legal and equitable remedies which they may have, at its option, may proceed to forfeit and cancel this contract as provided by law pursuant to Chapter 656 of the Code of Iowa (2019), as amended. Upon completion of such forfeiture Buyer shall have no right of reclamation or compensation for money paid, or improvements made; but such payments and/or improvements if any shall be retained and kept by Seller as compensation for the use of said Property, and/or as liquidated damages for breach of this contract; and upon completion of such forfeiture, if the Buyer, or any other person be in possession of said Property or any part thereof, such party or parties in possession shall at once peacefully remove therefrom, or failing to do so may be treated as tenants holding over, unlawfully after the expiration of a lease, and accordingly may be ousted and removed as provided by law.

11. **FORECLOSURE AND REDEMPTION.** If Buyer fails to timely perform this contract, Seller, at its option, may elect to declare the entire balance immediately due and payable after such notice, if any, as may be required by Chapter 654 of the Code of Iowa (2019), as amended. Thereafter this contract may be foreclosed in equity and the court may appoint a receiver to take immediate possession of the property and the revenues and income accruing therefrom and to rent or cultivate the same as the receiver may deem best for the interest of all parties concerned, and such receiver shall be liable to account to Buyer only for the net profits, after application of rents, issues and profits from the costs and expenses of the receivership and foreclosure end upon the contract obligation.

It is agreed that is this contract covers less than ten (10) acres of land, and in the event of such foreclosure of this contract and sale of the property by sheriff's sale in such foreclosure proceedings, the time of one year for redemption from said sale provided by the statutes of the State of Iowa shall be reduced to six (6) months provided the Seller, in such action file an election to waive any deficiency judgment against Buyer which may arise out of such foreclosure proceedings; all to be consistent with the provisions of Chapter 628 of the Code of Iowa (2019), as amended. If the redemption period is so reduced, for the first three (3) months after the sale such right of redemption shall be exclusive to Buyer, and the time period in Section 628.5, 628.15 and 628.16 of the Iowa Code (2019), as amended, shall be reduced to four (4) months.

It is further agreed that the period of redemption after a foreclosure of this contract shall be reduced to sixty (60) days if all three of the following contingencies develop: (i) the real estate is less than ten (10) acres in size; (ii) the Court finds affirmatively that the said real estate has been abandoned by the owners and those people liable under this contract at the time of such foreclosure; and (iii) Seller in such action file an election to waive any deficiency judgment against Buyer or its successor in interest in such action. If the redemption period is so reduced, Buyer or its successor in interest or the owner shall have the exclusive right to redeem for the first thirty (30) days after such sale, and the time provided for redemption by creditors as provided in Section 628.5, 628.15 and 628.16 of the Code of Iowa (2019), as amended, shall be reduced to forty (40) says. Entry of appearances by pleading or docket entry by or on behalf of Buyer shall be presumption that the Property is not abandoned. Any such redemption period shall be consistent with Chapter 628 of the Code of Iowa (2019), as amended. This paragraph shall not be construed to limit or otherwise affect any other redemption provisions contained in Chapter 628 of the Code of Iowa (2019), as amended.

12. ATTORNEYS' FEES. In case of any action, or in any proceedings in any Court to collect any sums payable or secured herein, or to protect the lien or title herein of Seller, or in any other case permitted by law in which attorneys' fees may be collected from Buyer, or imposed upon them, or upon the above described property, Buyer agrees to pay reasonable attorneys' fees and costs.

13. INTEREST IN DELINQUENT AMOUNTS. Either party will pay interest at the highest legal contract rate applicable to a natural person to the other on all amounts herein as and after they became delinquent, and/or on cash reasonably advanced by either party pursuant to the terms of this contract, as protective disbursements.

12. CONTRACT BINDING ON SUCCESSORS IN INTEREST. This contract shall apply to and bind the successors in interest of the parties.

13. ASSIGNMENT. The Buyer shall not assign this Agreement without prior written consent of the Seller.

13. CONSTRUCTION. Words and phrased shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

14. **CERTIFICATION.** Seller and Buyer each certify that they are not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order of the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and are not engaged in this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Each party hereby agrees to defend, indemnify, and hold harmless the other party from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to a breach of the foregoing certification.

15. **TESTING/SURVEY.** The Seller expressly agrees, that upon 24-hour notice to the Seller by the Buyer, to allow access onto and into the Properties for the purpose of testing and surveying said Property.

16. **CITY COUNCIL APPROVAL REQUIRED.** Both parties expressly agree that this Agreement is not binding upon the City until such time as approved by the Washington City Council

17. **OUTSIDE STORAGE.** Any outside storage by the Buyer shall be screened from view via a privacy fence or masonry enclosure.

18. **CONDITION OF PROPERTY.** Buyer specifically acknowledges and agrees that the Property is being sold in an "AS IS" condition, "WHERE IS" and "WITH ALL FAULTS."

19. **MAINTENANCE AND UTILITIES.** Buyer shall be responsible for paying, when due, all utility charges for the Property. In addition, Buyer shall be responsible for all repairs and maintenance of the Property.

20. **TRANSFER TAX.** State transfer tax, based on the original purchase price and applicable tax rate at the time of payoff, will be due to the County Recorder when the contract is paid in full, and this amount will be deducted from the contract payoff.

21. **MORTGAGE PROHIBITED.** The Buyer shall not have the right to use the Property for any collateral on any financing arrangements of the Buyer.

22. **PREPAYMENT.** Buyer shall have the right to prepay, without penalty, the principal remaining on the contract, or any portion thereof.

Dated this ____ day of _____, 2020.

Buyer:
Wildhawk Investments, LLC

City of Washington:

By: _____

Jaron P. Rosien, Mayor

Print name and title

ATTEST:

Illa Earnest, City Clerk

STATE OF IOWA, COUNTY OF WASHINGTON, ss:

This instrument was acknowledged before me on this _____ day of _____, 2020, by Jaron P. Rosien and Illa Earnest, as Mayor and City Clerk respectively of the City of Washington, Iowa.

Notary Public

STATE OF IOWA, COUNTY OF _____, ss:

This instrument was acknowledged before me on this _____ day of _____, 2020, by _____ as Manager of Wildhawk Investments, LLC.

Notary Public

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING LEVY,
ASSESSMENT, AND COLLECTION OF COSTS TO
THE WASHINGTON COUNTY TREASURER.**

WHEREAS, the City of Washington, Iowa is empowered to levy, assess, and collect costs of improvement and removal of debris against the abutting property owner,

WHEREAS, snow and ice was removed from the following listed properties:

The property of Joseph Schmits located at 706 S. 9th St. for the amount of \$120.00. Legal description (1101 Perdock SD). Parcel Number (1120226006).

The property of Brett D. and Christie A. Antczak located at 315 E. Washington St. for the amount of \$120.00. Legal description (03 E WASH LOT D EXC HWY). Parcel Number (1117378022).

and,

WHEREAS, due notice was given to the above property owners that said amount would be assessed to the property if payment was not made or an appeal was not made,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WASHINGTON, IOWA that the City Clerk be instructed to certify the above delinquent payment to be assessed against said property as listed above and that the City Clerk certify a copy of this resolution to the Washington County Treasurer.

Passed and Approved this 7th day of March, 2020.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk