



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, JUNE 2, 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 [irosien@washingtونيowa.gov](mailto:irosien@washingtونيowa.gov) or [bhinson@washingtونيowa.gov](mailto: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, June 2, 2020 to be approved as proposed or amended.

**Consent:**

1. Council Minutes May 19, 2020
2. Kevin D. Olson, Professional Services, \$1,413.38
3. Bolton & Menk, Taxilane for Fuel Facility Construction Phase, \$8,622.00
4. Garden & Assoc., S. 15<sup>th</sup> Ave., Improvements Project, \$1,173.00
5. Garden & Assoc., S. Ave. E Reconstruction, \$830.55
6. Garden & Assoc., 2020 Sealcoat Improvements, \$763.75
7. Garden & Assoc., Whitesell Survey and Subdivision, \$1,577.50
8. TEAM Services, City Hall/Police Station Project, \$2,821.02
9. Casey's General Store #3528, 1730 E. Washington St., Class B Wine Permit, Class C

- Beer Permit (carryout beer), Class E Liquor License (LE), Sunday Sales, **(renewal)**
10. Casey's General Store #3528, 1730 E Washington, Cigarette/Tobacco/Nicotine/Vapor **(renewal)**
  11. Casey's General Store #1624, 1002 W. Madison, Cigarette/Tobacco/Nicotine/Vapor **(renewal)**
  12. Fareway Stores, Inc. #554, 301 N. Marion Ave., Cigarette/Tobacco/Nicotine/Vapor **(renewal)**
  13. BP One Trip, 1504 E. Washington St., Cigarette/Tobacco/Nicotine/Vapor **(renewal)**
  14. Department Reports

**Consent – Other:**

**Claims & Financial Reports:**

Claims for June 2, 2020

**SPECIAL PRESENTATION**

Marion Avenue Baptist Church Request

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

**PUBLIC HEARING**

- On the Resolution Adopting Plans, Specifications, Form of Contract, and Estimate of Cost for South Avenue E Project.
- Discussion and Consideration of a Resolution Adopting Plans, Specifications, Form of Contract, and Estimate of Cost for South Avenue E Project.

**NEW BUSINESS**

1. Discussion and Consideration of a Resolution Setting a Public Hearing Regarding Intent to Vacate Certain Street Rights-of-Way - Prairie Ridge Subdivision.
2. Discussion and Consideration of Construction Testing Services Proposals for N. 4<sup>th</sup> Avenue Improvements.
3. Discussion and Consideration of Service Agreement for CDBG Housing Grant Application.
4. Discussion and Consideration of Engineering Services Agreement for W. 7<sup>th</sup> St. & North Avenue D Sidewalk Improvements.
5. Discussion and Consideration of First Reading of an Ordinance Amending Chapter 63.04 "Speed Zones" (West 5<sup>th</sup> Street).
6. Discussion and Consideration of First Reading of an Ordinance Amending Chapter 1665.09 and 165.12 (R-1 & R-3 Front Setbacks (per Planning & Zoning Recommendation))

7. Discussion and Consideration of First Reading of an Ordinance Rezoning Certain Property from I-1 “Industrial” to R-3 “Residential” (NLW Subdivision)

### **WORKSHOP**

- NLW Subdivision Plat 1 – Lot Sales Structure & Procedures.

### **CLOSED SESSION**

- Per Iowa Code 21.5(i) Personnel

### **DEPARTMENTAL REPORT**

Police Department

City Attorney

City Administrator

### **MAYOR & COUNCIL PERSONS**

Jaron Rosien, Mayor

Brendan DeLong

Steven Gault

Elaine Moore

Danielle Pettit-Majewski

Fran Stigers

Millie Youngquist

### **ADJOURNMENT**

## Council Minutes 05-19-2020

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, May 19, 2020 at 6:00 P.M. Mayor Rosien in the chair. On roll call present: DeLong, Gault, Moore, Pettit-Majewski (by Zoom), Stigers (by Zoom), Youngquist (by Zoom). Absent: none.

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Motion by Gault, seconded by Moore, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, May 19, 2020 be approved as proposed. Motion carried.

### **Consent:**

1. Council Minutes May 7, 2020
2. UMB, Series 2018A General Obligation Capital Loan Notes, Principal & Interest, \$401,485.00
3. UMB, Series 2018B LOSST Revenue Bonds, Principal & Interest, \$129,170.00
4. UMB, Series 2016A General Obligation Refunding Bonds, Principal & Interest, \$150,435.00
5. UMB, Series 2016B General Obligation Refunding Bonds, Principal & Interest, \$52,181.25
6. UMB, Series 2016C General Obligation Bonds, Principal & Interest, \$131,512.50
7. UMB, Series 2015 General Obligation Capital Loan Notes, Principal & Interest, \$190,393.75
8. Iowa Finance Authority, Water Treatment Plant Improvements, Principal, Interest, & Fees, \$224,723.44
9. Iowa Finance Authority, West Side Interceptor, Principal, Interest, & Fees, \$115,437.50
10. Iowa Finance Authority, Wastewater Treatment Plant, Principal, Interest, & Fees, \$605,520.00
11. Fox Engineering, City Hall Interceptor Reroute, \$212.50
12. Fox Engineering, N 4<sup>th</sup> Avenue Street & Utility Improvements, \$10,888.00
13. Fox Engineering, Wastewater Treatment Plant, 1,381.75
14. Farnsworth Group, City Hall/Police Station, \$4,815.00
15. Bellino Fireworks, Application to Sell Fireworks.
16. Casey's General Store #1624, 1002 W. Madison St., Class B Wine Permit, Class C Beer Permit (carryout beer), Class E Liquor License (LE), Sunday Sales, (**renewal**)
17. Department Reports

### **Consent – Other:**

Bushong Construction Company, City Hall/Police Project, \$275,844.63  
DeLong Construction, Well Park Ballfields and Roadway, \$134,334.04  
MSA Professional Services, Wellness Park Phase 1 Design & Bidding, \$10,255.04

Motion by Gault, seconded by DeLong, to approve the seventeen items on the consent agenda. Moore abstained with conflict. Motion carried.

Motion by Youngquist, seconded by Pettit-Majewski, to approve the first consent-other item. DeLong abstained with conflict. Motion carried.

Motion by Moore, seconded by Youngquist, to approve the second and third consent – other items. Gault voted “no”. DeLong abstained with conflict. Motion carried.

Motion by Pettit-Majewski, seconded by Stigers, to approve payment of the claims as presented for May 19. Motion carried.

Finance Director Kelsey Brown gave the financial reports for April, 2020.

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

Special Presentations:

2020 Farmers Market Session Proposal. Tentatively to open on June 4 from 5 – 7. Motion by Youngquist, seconded by Pettit-Majewski, to accommodate the Farmers Market Request. Motion carried.

Update on the Washington Steele Family Aquatic Center tentative opening June 8 or 15 dependent on the Governor’s proclamations.

Motion by Gault, seconded by Pettit-Majewski, to approve Café Dodici’s request to expand the outdoor seating in front of the restaurant per safe distancing guidelines. Motion carried.

Motion by Youngquist, seconded by Stigers, to approve the Chamber of Commerce Antique Tractor Parade Request for Saturday, June 6. Motion carried.

Presentation from the Public: none.

Mayor Rosien announced that now is the time for the public hearing for FY20 Budget Amendment #2.

No written or oral objections were received.

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

Motion by Youngquist, seconded by Gault, to approve the Resolution Amending FY20 Budget. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-050)**

Mayor Rosien announced that now is the time for the public hearing on the Resolution of Necessity for South Avenue E Project.

No written or oral objections were received.

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

Motion by Youngquist, seconded by DeLong, to approve the Resolution of Necessity for South Avenue E Project. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-051)**

Motion by Moore, seconded by Pettit-Majewski, to approve the Resolution Authorizing a Notice of Hearing (June 2) and Letting (June 11) for the South Avenue E Project. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-052)**

Bid received for 2020 John Deere 310HL backhoe:

Martin Equipment      \$95,700.00 (less trade in amount of \$31,800.00) = \$63,900.00

Motion by DeLong, seconded by Moore, to approve purchase of John Deere backhoe from Martin Equipment for \$63,900.00. Motion carried.

Motion by Youngquist, seconded by Pettit-Majewski, to approve the Resolution Endorsing a Request from the Washington Historic Preservation Commission to Apply for a HRDP Grant for Washington Boulevard Brick Rehabilitation. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-053)**

Motion by Moore, seconded Gault, to approve final payment of \$15,000 to BW Construction for Owner-Occupied Housing Rehabilitation Program for 409 W. Madison Street. Motion carried.

Motion by Youngquist, seconded by Stigers, to approve the Resolution Approving Preliminary Plat for NLW Subdivision (per P & Z Recommendation). Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-054)**

Motion by DeLong, seconded by Moore, to approve an Engineering Agreement not to exceed \$18,250.00 with Garden & Associates for NLW Subdivision Plat 1. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

Motion by DeLong, seconded by Gault, to approve a Resolution Adopting a Distribution Agreement between the City of Washington and WEDG for the NLW Holdings Property. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-055)**

Motion by Moore, seconded by Youngquist, to approve Change Order #3 in the amount of \$9,871.92 for Wellness Park Phase 1A. Gault voted “no” and DeLong abstained with conflict. Motion carried.

Motion by Moore, seconded by Youngquist, to approve a Resolution Accepting Wellness Park Phase 1A Project as Completed and Approving Pay Application #9 in the amount of \$42,490.65. Roll call on motion: Ayes: Moore, Pettit-Majewski, Stigers, Youngquist. Nays: Gault. DeLong abstained with conflict. Motion carried. **(Resolution No. 2020-056)**

Motion by Youngquist, seconded by Moore, to approve a Resolution Approving Electric Facilities Extension Agreement for Wellness Park Phase 1B. Roll call on motion: Ayes: DeLong, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: Gault. Motion carried. **(Resolution No. 2020-057)**

Motion by DeLong, seconded by Pettit-Majewski, to approve of a Street Lighting Resolution for West 7<sup>th</sup> Street/North Ave E/Wellness Park Phase 1B. Roll call on motion: Ayes: DeLong, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: Gault. Motion carried. **(Resolution No. 2020-058)**

Motion by Moore, seconded by Stigers, approve purchase of Infield Clay for Wellness Park Baseball/Softball Fields. Gault voted "no" and DeLong abstained with conflict. Motion carried.

Motion by Gault, seconded by Pettit-Majewski, to remove from the table Discussion and Consideration of an Ordinance Amending Chapter 65 "Special Stops" on West 5<sup>th</sup> Street and North Avenue D. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

Motion by Stigers, seconded by Gault, to approve the second reading of an Ordinance Amending Chapter 65 "Special Stops" on West 5<sup>th</sup> and North Avenue D. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

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

Motion by Gault, seconded by Youngquist, to approve the third reading and adopt the Ordinance Amending Chapter 65 "Special Stops" on West 5<sup>th</sup> Street and North Avenue D. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.  
**(Ordinance No. 1104)**

Council discussed the results of the speed study done on West 5<sup>th</sup> Street. Staff will prepare an ordinance on proposed speed changes for Council consideration at the June 2 Council Meeting.

Motion by Gault, seconded by Pettit-Majewski, that the Regular Session held at 6:00 P.M., Tuesday, May 19, 2020, is adjourned.

Illa Earnest, City Clerk

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

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

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May 28, 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 May, 2020

TOTAL HOURS	14.25 hours (reg)
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TOTAL MILES	198 miles
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Hourly Rate	\$90/hour- Reg \$75/hour - Court
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Mileage Rate	\$0.56 per mile
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Reimbursements – Recording Fees \$20.00

TOTAL INVOICE FOR MAY, 2020	\$1,413.38
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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



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

April 30, 2020

Project No: T51.117678  
 Invoice No: 0250233  
 Client Account: WASHINGT\_CI\_IA

**Washington/Taxilane for Fuel Facility**

Taxilane for Fuel Facility Construction Phase

Construction Services (002)

**Professional Services**

	Hours	Amount	
Principal	3.00	585.00	
Project Engineer	17.00	2,057.00	
Technician	10.00	700.00	
Project Manager	32.00	5,280.00	
Totals	62.00	8,622.00	
<b>Total Labor</b>			<b>8,622.00</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	8,622.00	35,695.00	44,317.00
Limit			71,900.00
Remaining			27,583.00

**Total this Task** **\$8,622.00**

**Total this Invoice** **\$8,622.00**



# GARDEN & ASSOCIATES, LTD.

1701 3<sup>rd</sup> 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

May 19, 2020

Invoice No: 39787

Project 5016276  
Client ID #20040

Washington - 15th Ave Paving, Storm Sewer, Sanitary Sewer, Water Main.

**Professional Services for the Period: April 17, 2020 to May 14, 2020**

### Professional Services

	Hours	Rate	Amount	
Principal Engineer	7.75	149.00	1,154.75	
Technician #5	.25	73.00	18.25	
Totals	8.00		1,173.00	
Total Professional Services				1,173.00
Total Project Invoice Amount				\$1,173.00

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS

OSKALOOSA, IOWA

CRESTON, IOWA



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## INVOICE

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

May 19, 2020  
Invoice No: 39788

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

**Professional Services for the Period: April 17, 2020 to May 14, 2020**

### Professional Services

	Hours	Rate	Amount
Principal Engineer	3.75	149.00	558.75
Technician #1	1.00	110.00	110.00
Technician #5	1.50	73.00	109.50
Technician #6	.50	59.00	29.50
Totals	6.75		807.75
<b>Total Professional Services</b>			<b>807.75</b>

### Unit Billing

Copies-Specs.		22.80	
<b>Total Units</b>		<b>22.80</b>	<b>22.80</b>
<b>Total Project Invoice Amount</b>			<b>\$830.55</b>

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS  
OSKALOOSA, IOWA CRESTON, IOWA



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Phone: 641.672.2526 • Fax: 641.672.2091

## INVOICE

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

May 19, 2020  
Invoice No: 39789

Project 5020098 Washington - 2020 Sealcoat Improvements  
Client ID# 20040

**Professional Services for the Period: April 17, 2020 to May 14, 2020**

### Professional Services

	Hours	Rate	Amount	
Principal Engineer	4.50	149.00	670.50	
Technician #5	.25	73.00	18.25	
Totals	4.75		688.75	
<b>Total Professional Services</b>				<b>688.75</b>

### Reimbursable Expenses

Job Costs-Recoverable				
5/8/2020	QUESTCDN.COM		75.00	
<b>Total Reimbursables</b>			<b>75.00</b>	<b>75.00</b>

**Total Project Invoice Amount \$763.75**

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS

OSKALOOSA, IOWA

CRESTON, IOWA



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1701 3<sup>rd</sup> 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

May 19, 2020

Invoice No: 39790

Project 7019316 Washington - Whitesell Survey & Subdivision.

Client ID# 20040

**Professional Services for the Period: April 17, 2020 to May 14, 2020**

### Professional Services

	Hours	Rate	Amount
Principal Engineer	5.00	149.00	745.00
Engineer #3	7.50	111.00	832.50
Totals	12.50		1,577.50
<b>Total Professional Services</b>			<b>1,577.50</b>
<b>Total Project Invoice Amount</b>			<b>\$1,577.50</b>

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS

OSKALOOSA, IOWA

CRESTON, IOWA

# INVOICE

INVOICE NO: 1802080-0

INVOICE DATE: May 20, 2020



REMIT TO: **TEAM Services, Inc.**  
717 S.E. 6th Street  
Des Moines, IA 50309  
ph: 515-282-8818  
fax: 515-282-8741  
ID No. 42-1416550

BILL TO: Brent Hinson  
City of Washington  
215 East Washington Street  
  
Washington, IA 52353

PROJECT: **Washington City Hall and Police Station Project**  
Washington, IA  
No: 9-2715

PO Reference: 11-2349

Services for period of 4/1/2020 through 4/30/2020

Reference: Construction Testing Services

ITEM	QTY	UNITS	DESCRIPTION	UNIT PRICE	AMOUNT
1	2.50	hour	Field Concrete Testing - Engineering Technician O-T	69.00	172.50
2	8.00	hour	Sample Pickup	46.00	368.00
3	19.00	hour	Field Testing of Concrete Paving/Site Concrete Testing	46.00	874.00
4	12.00	test	Concrete Cylinder Compressive Strength Tests, including Molds	14.00	168.00
5	4.00	test	Compressive Strength of Concrete Masonry Unit Block (includes Capping)	120.00	480.00
6	774.00	mile	Transportation Charges, Private Car or Company Vehicle	0.98	758.52

**Invoice Total:** 2821.02

**Amount Received:** \$0.00

**Amount Due:** \$2,821.02

TERMS: 1.5% Interest per month will be added after 30 days.

Total billed, through 5/20/2020: \$3,458.66

Pay by Credit Card

Project Summary Through May 20, 2020:

☐ Master Card ☐ Visa ☐ Am. Ex. ☐ Discover

Project Budget: \$13,364.96

Name on Card :

Project Total Billed: \$3,458.66

Card Number :

Project Amount Received: \$637.64

Exp.Date (MM/YY) :

Project Budget Remaining: \$9,906.30

301-6-6020-6751  
BH

Printed: 5/20/2020 8:42 AM

**Applicant License Application ( LE0003274 )**

**Name of Applicant:** CASEY'S MARKETING

**Name of Business (DBA):** CASEY'S GENERAL STORE #3528

**Address of Premises:** 1730 E WASHINGTON ST

**City** Washington

**County:** Washington

**Zip:** 52353

**Business** (319) 653-7437

**Mailing** PO BOX 3001

**City** ANKENY

**State** IA

**Zip:** 50021

**Contact Person**

**Name** JESSICA FISHER-COMSTOCK, STORE OPERATIONS

**Phone:** (515) 446-6404

**Email**

JESSICA.FISHER@CASEYS.COM

**Classification** Class E Liquor License (LE)

**Term:** 12 months

**Effective Date:** 07/01/2020

**Expiration Date:** 06/30/2021

**Privileges:**

Class B Wine Permit

Class C Beer Permit (Carryout Beer)

Class E Liquor License (LE)

Sunday Sales

**Status of Business**

**BusinessType:** Publicly Traded Corporation

**Corporate ID Number:** XXXXXXXXXX

**Federal Employer ID** XXXXXXXXXX

**Ownership**

**42-0935283 CASEY'S GENERAL  
STORE INC**

**First Name:** 42-0935283

**Last Name:** CASEY'S GENERAL STORE, INC.

**City:** ANKENY

**State:** Iowa

**Zip:** 50021

**Position:** OWNER

**% of Ownership:** 100.00%

**U.S. Citizen:** Yes

**Michael Richardson**

**First Name:** Michael

**Last Name:** Richardson

**City:** PLEASANT HILL

**State:** Iowa

**Zip:** 50327

**Position:** PRESIDENT

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**JOHN SOUPENE**

**First Name:** JOHN

**Last Name:** SOUPENE

City: ANKENY  
Position: VICE PRESIDENT  
% of Ownership: 0.00%

State: Iowa Zip: 50023  
  
U.S. Citizen: Yes

**JULIA JACKOWSKI**

First Name: JULIA  
City: URBANDALE  
Position: SECRETARY  
% of Ownership: 0.00%

Last Name: JACKOWSKI  
State: Iowa Zip: 50322  
  
U.S. Citizen: Yes

**JAMES PISTILLO**

First Name: JAMES  
City: URBANDALE  
Position: TREASURER  
% of Ownership: 0.00%

Last Name: PISTILLO  
State: Iowa Zip: 50323  
  
U.S. Citizen: Yes

**Insurance Company Information**

Insurance Company: Merchants Bonding Company

Policy Effective Date: 07/01/2020

Policy Expiration 01/01/1900

Bond Effective 2

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:





Iowa Retail Permit Application for  
Cigarette/Tobacco/Nicotine/Vapor

<https://tax.iowa.gov>

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2020 through June 30, 2021

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA CASEY'S MARKETING COMPANY/DBA CASEY'S GENERAL STORE# 3528

Physical Location Address 1730 E WASHINGTON STREET City WASHINGTON ZIP 52353

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Business Phone Number 3196537437

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP CASEY'S GENERAL STORE, INC.

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Phone Number 515-446-6404 Fax Number 515-965-6205 Email JESSICA.FISHER@CASEYS.COM

**Retail Information:**

Types of Sales: **Over-the-counter** ☒ Vending machine ☐

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ **Convenience store/gas station** ☒ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) JULIA L. JACKOWSKI, SECRETARY FOR  
CASEY'S MARKETING COMPANY

Name (please print) \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signature

Date 04/01/2020

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- ☐ Fill in the amount paid for the permit:
- ☐ Fill in the date the permit was approved by the council or board:
- ☐ Fill in the permit number issued by the city/county:
- ☐ Fill in the name of the city or county issuing the permit:
- New ☐ Renewal ☒

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- ☐ Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- ☐ Fax: 515-281-7375



## Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor

<https://tax.iowa.gov>

### Instructions on the reverse side

For period (MM/DD/YYYY)

07 / 01 / 2020 through June 30, 2021

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

#### Business Information:

Trade Name/DBA CASEY'S MARKETING COMPANY/DBA CASEY'S GENERAL STORE# 1624

Physical Location Address 1002 WEST MADISON ST City WASHINGTON ZIP 52353

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Business Phone Number 3198639040

#### Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP CASEY'S GENERAL STORE, INC.

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Phone Number 515-446-6404 Fax Number 515-965-6205 Email JESSICA.FISHER@CASEYS.COM

#### Retail Information:

Types of Sales: **Over-the-counter** ☒ Vending machine ☐

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ **Convenience store/gas station** ☒ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) JULIA L. JACKOWSKI, SECRETARY FOR  
CASEY'S MARKETING COMPANY

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature

Date 04/01/2020

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

#### FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

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- ☐ Fill in the date the permit was approved by the council or board:
- ☐ Fill in the permit number issued by the city/county:
- ☐ Fill in the name of the city or county issuing the permit:
- New ☐ **Renewal** ☒

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- ☐ Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- ☐ Fax: 515-281-7375

**Instructions on the reverse side**

For period (MM/DD/YYYY) 07 / 01 / 2020 through June 30, 2021

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA Fareway Stores, Inc. # 554  
Physical Location Address 301 North Marion Avenue City WASHINGTON ZIP 52353  
Mailing Address 301 North Marion Avenue City WASHINGTON State IA ZIP 52353  
Business Phone Number 319 653-5064

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐  
Name of sole proprietor, partnership, corporation, LLC, or LLP Fareway Stores, Inc.  
Mailing Address PO Box 70 City Boone State IA ZIP 50036  
Phone Number 515-433-5336 Fax Number 515-433-4416 Email twilson@farewaystores.com

**Retail Information:**

Types of Sales: Over-the-counter ☒ Vending machine ☐  
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒  
Types of Products Sold: (Check all that apply)  
Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐  
Grocery store ☒ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐  
Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**Signature of Owner(s), Partner(s), or Corporate Official(s)**

Name (please print) Garrett S Piklapp Name (please print) \_\_\_\_\_  
Signature *Garrett S Piklapp* Signature \_\_\_\_\_  
Date 05/01/2020 Date \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

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- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375

**Instructions on the reverse side**

For period (MM/DD/YYYY) 07 / 01 / 2020 through June 30, 2021

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA BP One Trip  
Physical Location Address 1504 E. Washington St. City Washington ZIP 52353  
Mailing Address PO Box 178 City Brighton State IA ZIP 52540  
Business Phone Number 319-653-2243

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐  
Name of sole proprietor, partnership, corporation, LLC, or LLP Cobb Oil Co., Inc.  
Mailing Address PO Box 178 City Brighton State IA ZIP 52540  
Phone Number 319-694-2200 Fax Number 319-694-2201 Email lcobb@cobbil.com

**Retail Information:**

Types of Sales: Over-the-counter ☒ Vending machine ☐  
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒  
Types of Products Sold: (Check all that apply)  
Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐  
Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**Signature of Owner(s), Partner(s), or Corporate Official(s)**

Name (please print) Laura Cobb Name (please print) \_\_\_\_\_  
Signature Laura Cobb Signature \_\_\_\_\_  
Date 5-13-2020 Date \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- Fill in the amount paid for the permit: \_\_\_\_\_
- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_
- New ☐ Renewal ☐

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- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375

**Washington Free Public Library**

**Regular Meeting Minutes- April 23, 2020**

**Zoom E-Meeting**

**Call to Order:** The meeting was called to order at 10:05 a.m. by President Mike Kramme with Rick Hofer, Harold Frakes, Mindy Graham, Isabella Santoro, Carol Ray, Margi Jarrard, and Bryna Walker, ex-officio, in attendance. The meeting was held through zoom.

**Approval of Minutes:** Santoro moved to approve the minutes, seconded by Hofer. The motion was approved.

**Approval of Expenditures:** Walker noted that expenditures from the gift fund were \$1,381.29 and from the general fund, \$4,088.69. She said that each city employee has been given 80 hours of covered sick leave due to the COVID-19 virus. Ray made a motion to approve the expenditures, seconded by Graham. The motion was approved.

**Budget Report:** At 75% of the year, we are under budget at 73.68%. Walker pointed out areas that were over: part time wages at 105%, workers' comp at 90.88%, training at 124.52%, equipment repair at 99.81%, janitorial at 82.40%, and office supplies at 90.28%. In technology services, out of \$4000 budgeted, \$2775.31 has been spent on lap tops, a phone, and a camera. There have been some donations made for the summer reading program. Walker said they are discussing plans on how to do it this summer. Frakes moved to accept the budget report. Santoro seconded it, and the motion was approved.

**Old Business: a. Strategic Plan:** The Strategic Plan for January 2020-December 2023 was reviewed. Changes to measures used to assess progress will be added with baseline figures. Jarrard moved to approve the plan with those changes. Ray seconded the motion, and the motion was approved.

**New Business: a. Re-Opening Plan:** Walker shared a Public Services Return to Work Re-Opening Plan. She said the State Library of Iowa has a meeting planned to provide guidance for libraries on how to accomplish this. Walker said that she will call a special meeting of the Board after the meeting to approve a plan for our library. She also said that our library was closed because of the city's proclamation, and that it can only be re-opened by the city.

**b. Teen Room Painting Quote:** There are no Riverboat Grants this spring so Walker said she is looking at other grants. There was a quote of \$866 to paint the teen room. Funds from the gift fund will be used. Santoro made a motion to go ahead with the painting, seconded by Hofer. The motion was approved.

**c. Apollo Transition in May:** Walker said the transition to Apollo from Alexandria will be done in May instead of July.

**d. Internet Use Policy Review:** A change on page 26, section A. 3. Use: from the word "insure" to "ensure." Ray moved to approve the change, and Graham seconded. The motion was approved.

**Informational Items:**

- Kramme announced that the city is donating records to the Washington County Historical Society, to be housed in the archive room.
- Walker said that she has done a cost comparison of Baker and Taylor to Amazon. She noted that Baker and Taylor is more expensive but provides much better service. By consensus, the Board directed Walker to use her discretion on where to purchase.
- Eight old library chairs will be donated to the homeless shelter.
- The janitorial/maintenance position has been posted, and interviews will be held next month. Hofer and Walker will be on the interview team.
- The Board complimented the staff on the postings on Facebook and other social media.
- Walker announced that reviews for the staff will be done in May.

**Announcements and Adjournment:** The next meeting will be held May 28, 2020, at 10:00. The meeting was adjourned at 11:05 a.m.

**Respectfully submitted:** Margi Jarrard, secretary

**WWTP report  
June 2nd, 2020  
Council meeting**

- **After hour alarm and dog call outs –**  
5-25-2020-Dog call at 319 W Jefferson 1:15p.m.
- **Dept Head meetings –** I attended the meetings May 19<sup>th</sup>, 26<sup>th</sup>, on Zoom.
- **UV Equipment-**Working well.
- **E-Coli testing-**2<sup>nd</sup> round of E-coli testing will be in June.
- **Hydrogen Sulfide Gas Testing-**We have all 3 monitors in collecting data before IRE starts discharging June 1<sup>st</sup>
- **Mowing-**Mowing a lot at the WWTP
- **NPDES Permit-** We have to renew our NPDES permit next year and there is so extra testing required which the first round was competed April 24<sup>th</sup> .
- **City Wide Clean Up-**City wide clean up is at the WWTP and we got with Johnson Co. refuse and set up cones and signage for the event.
- **LS Tractor-** We got the parts for the tractor with some help from Zack we are up and running.
- **Time Off-**I will be the week of June 1<sup>st</sup>

**Jason Whisler  
5/29/2020 10:00 AM**

## Water Treatment Plant: May 2020 Council Report

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

**Well 5-** Well 5 is back in service. We passed both bacteria tests. The well head had a very slight leak and Peerless came right away to fix it.

**Jetco-** Jetco came and swapped out the radio at well 6. It has been giving us issues for a while. Luckily, we have a spare on hand. They are sending the old radio to manufacturer for repair. Jetco also tweaked the parameters on well 5 VFD so it could get a little more flow.

**Water Plant Operations-** Submitted the April MOR and currently working on May. We will be collecting 2<sup>nd</sup> round of lead and copper samples in June. Lead and Copper samples are due by June 30<sup>th</sup>. The Consumer Confidence Report is due by July 1<sup>st</sup>. The CCR will be posted in the newspaper and copies will be available at City Hall. Will read book 7. We collected routine monthly bacteria samples; results were absent. We changed bag filters and cleaned the filter vessels. We greased all the pumps and motors. We have changed a few leaky meters. Our monthly bulk chemicals will get filled up first week in June. Frank Millard is coming for annual back-flow inspection June 1<sup>st</sup>. They will also be inspecting the back-flow devices at the pool, M&C, and the WWTP.

**Operators-** We operated on rotating 4 days on, 4 days off-shifts for the month. We are going back to regular work schedule Monday, June 1<sup>st</sup>. We are going to continue to use social distancing. We are going to continue to keep the public out of the water plant for the month of June. We will only go into properties if it's an emergency. We both filled out our evaluations. I have my meeting with Brent scheduled for Monday, June 1<sup>st</sup>. I attended weekly staff meetings. If anyone has any questions feel free to call or email us. Stay safe!

Water Plant Superintendent

Kyle W



**CITY OF WASHINGTON, IOWA  
CLAIMS REPORT  
JUNE 2, 2020**

<b>POLICE</b>	ALLIANT ENERGY	ALLIANT ENERGY	393.27
	ARNOLD MOTOR SUPPLY	PARTS	108.20
	CAPPER CHRYSLER DODGE JEEP RAM	VEHICLE REPAIR	95.90
	CINTAS CORP LOC. 342	RUG SERVICE	38.08
	DURST, TIMOTHY	VEHICLE REPAIR	74.90
	QUILL	SUPPLIES	91.92
	SYNNEX FINANCIAL SERVICES	COPIER LEASE CONTRACT	604.26
		<b>TOTAL</b>	<b>1,406.53</b>
<b>FIRE</b>	ARNOLD MOTOR SUPPLY	PARTS	79.90
	ALLIANT ENERGY	ALLIANT ENERGY	786.55
	AMAZON CAPITAL SERVICES	SUPPLIES	819.00
	BUSINESS RADIO SALES INC	RADIO TO INTERCOM SYSTEM	1,165.00
	CAPITAL SANITARY SUPPLY	SUPPLIES	518.69
	CINTAS CORP LOC. 342	TOWEL SERVICE	58.97
	COBB PETROLEUM	FUEL	11.10
	EBERT SUPPLY CO.	SUPPLIES	46.35
	EMS LEARNING RESOURCES CENTER	LIFE SUPPORT- PROVIDER CAR	96.00
	GUENGERICH, JACK	REIMB FOR CLASS	899.50
	HAWKEYE FIRE & SAFETY	SUPPLIES	195.00
	HEIMAN FIRE EQUIPMENT	SUPPLIES	48.00
	MENARDS	UTILITY FAN	170.97
	PRO-HYDRO TESTING	TESTING CYLINDERS	260.00
	VISA	HANDSET, TRUCK TOPPER, TRA	1,917.11
		<b>TOTAL</b>	<b>7,072.14</b>
<b>EMS</b>	VISA	HANDSET, TRUCK TOPPER, TRA	899.50
		<b>TOTAL</b>	<b>899.50</b>
<b>DEVELOPMENT SERVICES</b>	AMAZON CAPITAL SERVICES	DESK DRAWERS	97.47
	ARCHER APPLIANCE	SCREEN PROTECTOR	55.98
	HUISENGA, WILLIAM	ABATEMENT GRASS/818 S 2ND	275.00
	WASHINGTON EVENING JOURNAL SUBSCRIPTIO	SUBSCRIPTION #1867	142.50
	VISA	MONITORS, ZOOM PROGRAM	815.64
		<b>TOTAL</b>	<b>1,386.59</b>
<b>LIBRARY</b>	AMAZON	LIBRARY MATERIALS/BOOKS	340.66
	CENTRAL IOWA DISTRIBUTING	JANITORIAL SUPPLIES	184.50
	DEMCO	PROGRAMMING/SUMMER	101.56
	FISHER, JASON	CLEANING	1,170.00
	SEW ON THE GO	MASKS	50.00
	VISA	POSTAGE AND TECH SERVICE	263.01
		<b>TOTAL</b>	<b>2,109.73</b>
<b>PARKS</b>	ALLIANT ENERGY	ALLIANT ENERGY	752.89
	ARNOLD MOTOR SUPPLY	PARTS	66.12
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	330.00
	HOLT SUPPLY CORPORATION	FLOWER WATER REPAIR	147.68
	VISA	POSTAGE STAMPS	22.00
		<b>TOTAL</b>	<b>1,318.69</b>
<b>POOL</b>	ACCO	POOL REPAIR/CAULK FOR DECK	393.63
	ELITE HOME AUDIO	POOL CAMERAS	3,134.89
		<b>TOTAL</b>	<b>3,528.52</b>
<b>CEMETERY</b>	ALLIANT ENERGY	ALLIANT ENERGY	148.11
	ATCO INTERNATIONAL	DISINFECTANT/GLOVES/MASKS	348.35

	CINTAS CORP LOC. 342	TOWEL SERVICE	58.97
	GREINER DISCOUNT TIRES	BACKHOE TIRES	1,579.60
	HANK'S POWER & EQUIPMENT	2 NEW TRIMMERS/OIL	706.18
	VISA	HERBICIDE	84.98
	WMPF GROUP LLC	EMPLOYMENT ADVERTISING	30.00
		<b>TOTAL</b>	<b>2,956.19</b>
<b>FINANCIAL ADMINISTRATI</b>	ALLIANT ENERGY	ALLIANT ENERGY	786.55
	AMAZON CAPITAL SERVICES	HAND SANITIZER	16.64
	BATTERSON PHOTOGRAPHY	FRAMING OF DISPLAY AT CITY	192.62
	CINTAS CORP LOC. 342	RUG SERVICE	98.85
	DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER LEASE AGREEMENT	154.98
	IGRAPHIX, INC	NEWSLETTER PRINTING/POSTAGE	2,313.23
	PIP PRINTING	WINDOW ENVELOPES	463.28
	QUILL	OFFICE SUPPLIES	95.96
	VISA	MONITORS, ZOOM PROGRAM	85.94
	WASHINGTON LUMBER	ACRYLIC	145.98
	WMPF GROUP LLC	ADVERTISING/SHOP LOCAL	774.30
		<b>TOTAL</b>	<b>5,128.33</b>
<b>ROAD USE</b>	ACE ELECTRIC. INC	MAINT. BLDG. GENERATOR REP	197.54
	ARNOLD MOTOR SUPPLY	PARTS	130.95
	COBB PETROLEUM	FUEL	69.06
	DOUDS STONE LLC	ROADSTONE	1,814.35
	IOWA PRISON INDUSTRIES	SIGN	73.60
	L L PELLING CO	HIGH PERF PRE-MIX	849.85
	LAWSON PRODUCTS INC	PARTS	41.66
	MIDWEST WHEEL	SWITCH	5.96
	MIKE'S PARTS & SERVICE	PART	29.55
	NORRIS ASPHALT & PAVING	ASPHALT	1,108.25
	NORSOLV SYSTEMS ENVIRONMENTAL SERVICES	ANTIFREEZE	222.75
	STRANSKY, JIM	CHAINSAW OIL	58.10
	THOMPSON TRUCK AND TRAILER INC.	PARTS	59.92
	TRUCK EQUIPMENT INC	PARTS	1,342.48
	WASHINGTON CO TREASURER	ROAD STONE/SALT	1,065.38
	WASHINGTON LUMBER	MATERIALS	77.89
	WMPF GROUP LLC	ADVERTISING/SEAL COAT	10.96
		<b>TOTAL</b>	<b>7,158.25</b>
<b>STREET LIGHTING</b>	ALLIANT ENERGY	ALLIANT ENERGY	255.44
		<b>TOTAL</b>	<b>255.44</b>
<b>HOTEL/MOTEL TAX</b>	WASH CHAMBER OF COMMERCE	HOTEL-MOTEL PROMOTION	10,639.95
		<b>TOTAL</b>	<b>10,639.95</b>
<b>CAPITAL PROJECTS</b>	ARCHER APPLIANCE	REFRIGERATOR	1,550.00
	BDH TECHNOLOGY LLC	TECH SETUP/EQUIPMENT	2,277.50
	IMPRESSIONS COMPUTERS, INC	COMPUTER SRV & MOVINIG EQU	1,205.50
	STOUT SEED SALES	WELLNESS PARK SEEDING	14,400.00
	WMPF GROUP LLC	LEGAL ADVERTISING/BIDS N 4-S E	140.39
		<b>TOTAL</b>	<b>19,573.39</b>
<b>TREE COMMITTEE</b>	FORREST KEELING NURSERY	TREES FOR GIVE-AWAY	2,303.00
	KELLY TREE FARM	TREES FOR GIVE-AWAY	750.00
	KELLY TREE FARM	DALLMEYER MEMORIAL/WP WIND	1,645.00
	MCCONNELL, MARDE	SUPPLY REIMBURSEMENT	15.98
		<b>TOTAL</b>	<b>4,713.98</b>
<b>LIBRARY</b>	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	84.64
		<b>TOTAL</b>	<b>84.64</b>

<b>WATER PLANT</b>	ALLIANT ENERGY	ALLIANT ENERGY	3,833.94
	ION ENVIRONMENTAL SOLUTIONS	TESTING SERVICES	130.00
	JENNINGS, ELAINE	MILEAGE REIMBURSEMENT	18.40
	POSTMASTER	BULK MAILING WATER BILLS	808.83
	STREFF, ROSE	MILEAGE REIMBURSEMENT	6.33
		<b>TOTAL</b>	<b>4,797.50</b>
<b>WATER DISTRIBUTION</b>	ACE-N-MORE	SUPPLIES	146.43
	ALLIANT ENERGY	ALLIANT ENERGY	68.16
	AMAZON CAPITAL SERVICES	ICE MAKER MACHINE	390.39
	ARNOLD MOTOR SUPPLY	SUPPLIES	59.98
	BARCO MUNICIPAL PRODUCTS INC	TRAFFIC CONES & SUPPLIES	985.43
	CHEMSEARCH	SUPPLIES	1,606.40
	GREINER DISCOUNT TIRES	TIRE & REPAIR	135.95
	IOWA ONE CALL	SERVICE	226.40
	KIMBALL MIDWEST	SANITIZER	84.00
	LAWSON PRODUCTS INC	PARTS	3.32
	MARTIN EQUIPMENT OF IA-IL	AIR FILTERS	151.79
	SCHIMBERG CO.	S AVENUE B-PROJECT	6,513.81
	USA BLUEBOOK	SUPPLIES	185.77
	UTILITY EQUIPMENT CO	S AVENUE B PROJECT	9,983.57
		<b>TOTAL</b>	<b>20,541.40</b>
<b>SEWER PLANT</b>	ALLIANT ENERGY	ALLIANT ENERGY	18.41
	ARNOLD MOTOR SUPPLY	PARTS	97.83
	ATCO INTERNATIONAL	SUPPLIES	1,038.19
	BIG STATE INDUSTRIAL SUPPLY	FACE MASKS	199.80
	ELECTRICAL ENGINEERING & EQUIPMENT CO	GENERATOR SERVICE	1,216.00
	I TECH TECHNOLOGY EXPERTS	WEB CAM FOR MEETINGS	31.99
	IOWA PUMP WORKS INC	LEXINGTON CHECK	1,137.50
	TESTAMERICA LABORATORIES INC	TESTING	2,194.50
	VISA	LAB SUPP, SPRINKLERS, SOFT	326.00
		<b>TOTAL</b>	<b>6,260.22</b>
<b>SEWER COLLECTION</b>	DETROIT INDUSTRIAL TOOL	HAND SANITIZER	404.36
	UTILITY EQUIPMENT CO	SUPPLIES	1,950.00
		<b>TOTAL</b>	<b>2,354.36</b>
<b>SANITATION</b>	WASH CO HUMANE SOCIETY	MAY COLLECTIONS	365.09
		<b>TOTAL</b>	<b>365.09</b>
		<b>TOTAL</b>	<b>102,550.44</b>

CITY OF WASHINGTON, IA  
VISA Card Charges

CLAIMS REPORT 6/2/2020

FIRE/EMS ENGINEUS TECHNOLOGY CASEYS KIRKWOOD AUTO TRIM AND SIGNS	RADIO FOR 2017 F150 MEAL IN CEDAR RAPIDS EMR TRAINING 2017 F150 -INSTALL ATC LER RUNS, TOPPER, LOADMASTER BED SYSTEM, TAILGATE SEAL (THIS IS A DEPOSIT, TOTAL DUE \$3,063)	374.24 11.37 899.50 1,531.50	FIN ADMIN	ZOOM	ONLINE CONFERENCING	85.94
POLICE		2,816.61	LIBRARY/LIBRARY GIFT	USPS ENDICIA GOOGLE GSUITE USPS ZOOM	POSTAGE POSTAGE MONTHLY EMAIL SUBSCRIPTION POSTAGE ONLINE CONFERENCING	55.00 10.65 38.52 100.00 58.84
WATER PLANT		-	CEMETERY	ORSCHLENS	HERBICIDE	263.01 84.98
SEWER PLANT	ORSCHLENS WALMART CARBONITE	79.98 126.03 119.99	PARKS/POOL	USPS	2 BOOKS OF STAMPS	84.98 22.00
AIRPORT		326.00	DEVELOP SERVICES	HP	COMPUTER MONITORS	22.00 815.64
Grand Total						4,392.18



## SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

PLEASE RETURN TO: Washington City Hall, 215 East Washington; ATTN: City Clerk  
Contact info: Illa Earnest, 319-653-6584 ext 131; [learnest@washingtونيowa.gov](mailto:learnest@washingtونيowa.gov)

**\*\*Requires advance City Council approval- Council meets 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays at 6 PM;  
Completed applications are due the Thursday previous to the meeting\*\***

### 1. APPLICANT INFORMATION

Name/Event: Marion Avenue Baptist Church Open House

Coordinator: Michael Griswold

Contact Number: 319-458-9360 or 855-825-4113

Email Address: mikeg@marionavenuebaptist.com

### 2. EVENT INFORMATION

Event Description: We would like to host our annual Open House for the community with inflatables, a meal, and games.

Days/Dates of Event: June 26 7:00 close streets Event: June 27-28

Time(s) of Event: (Include Set Up/Tear Down Time) June 27:00 10:00 am June 28 4:30 pm

Event Location: City Square (and part of two streets)

Will event require an alcohol license or require modification of an existing license? ☐ Yes ☒ No

### 3. REQUEST INFORMATION (Check All Applicable Items)

If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times.

☒ Temporarily close a street for a special event (specify street, times, and indicate on map: )

Description: North bound Marion Avenue Washington to Main

West bound Washington Marion to Iowa

Method of Notification for businesses/downtown residents (if applicable):

Letter on their doors.

Other Requests

☐ Temporarily park in a "No Parking" area  
location: \_\_\_\_\_

☒ Use of City Park (specify park :  
Electrical Needs: Regular outlets on square

☐ Walk/Run (attach map of route and indicate  
streets to be closed)

☐ Fireworks (specify location :)

☒ Use of gators/UTV/ATV on City streets  
Shuttle elderly

☐ Parade (attach map of route and indicate  
streets to be closed)

☐ Tent(s) to be used – over 400 sq ft or canopies  
over 1,000 sq ft

☐ Other (please specify :)

4. ITEMS REQUESTED FROM THE CITY OF WASHINGTON

☒ Street barricades

☒ Emergency "No Parking" Signs

☒ Traffic cones

☐ Picnic Tables

☐ Yield signs for crosswalks

☒ Garbage/Recycling Barrels

☐ Street Sweeping following (parades)

☐ Other (please specify :)

5. SOUND SYSTEMS Please indicate if the following will be used (verify availability with Parks Dept):

☒ Amplified Sound/Speaker System

☒ Public Address System

☒ Recorded/Live Music

☐ If so: BMI/ASCAP License obtained?

6. SANITATION Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site unless special arrangements are made (event trash may be hauled to Parks Shop dumpster at Sunset Park).

Will additional restrooms be brought to the site? ☐ Yes ☒ No If yes, how many? \_\_\_\_\_  
(General guideline of 1 restroom/100 people)

Will handwashing/hand sanitizer stations be provided? ☒ Yes ☐ No If yes, how many? )

We will have hand sanitizer at each game

Contact Person: Michael Griswold

Phone: 319-458-9360

7. INSURANCE

For events requiring an alcohol license, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. The minimum limits for the liquor liability policy shall be \$500,000. For all other events held on public property, the minimum amount of coverage for the general liability insurance policy will be \$500,000. Proof of proper insurance coverage must be submitted prior to City Council consideration of the application. City Council may require certificate of insurance with City listed as "additional insured" if deemed necessary.

☒ Certificate of Insurance provided and accepted \_\_\_\_\_ Certificate of Insurance not required

## 8. AGREEMENT

In consideration of the City of Washington, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Washington, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Washington, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the codes, rules, regulations, terms and conditions established by the City of Washington, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

*Milt Lusvardi*

Applicant/Sponsor Signature

05-28-20

Date

## DEPARTMENT APPROVALS

Indicate Date  
Contacted

**The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.**

City Clerk Illa Earnest 319-653-6584 [iearnest@washingtونيowa.gov](mailto:iearnest@washingtونيowa.gov)  
(Liquor Licenses) ext 131  
Comments/Restrictions:

5/28 2:39

Police Chief Jim Lester 319-458-0264 [jlester@washingtونيowa.gov](mailto:jlester@washingtونيowa.gov)  
Comments/Restrictions:

2:41  
5/28 Left voicemail

Fire Chief Tom Wide 319-863-3332 [firedept@washingtونيowa.gov](mailto:firedept@washingtونيowa.gov)  
Comments/Restrictions:

5/28 2:44

Streets JJ Bell 319-653-1538 [jjbell@washingtونيowa.gov](mailto:jjbell@washingtونيowa.gov)  
Comments/Restrictions:

2:46  
5/28 Left voicemail

Parks Nick Pacha 319-321-4886 [npacha@washingtونيowa.gov](mailto:npacha@washingtونيowa.gov)  
Comments/Restrictions:

County Environmental Health (if serving food):  
Jason Taylor; 319-461-2876; [jtaylor@co.washington.ia.us](mailto:jtaylor@co.washington.ia.us)  
Comments/Restrictions:

## CITY COUNCIL APPROVAL

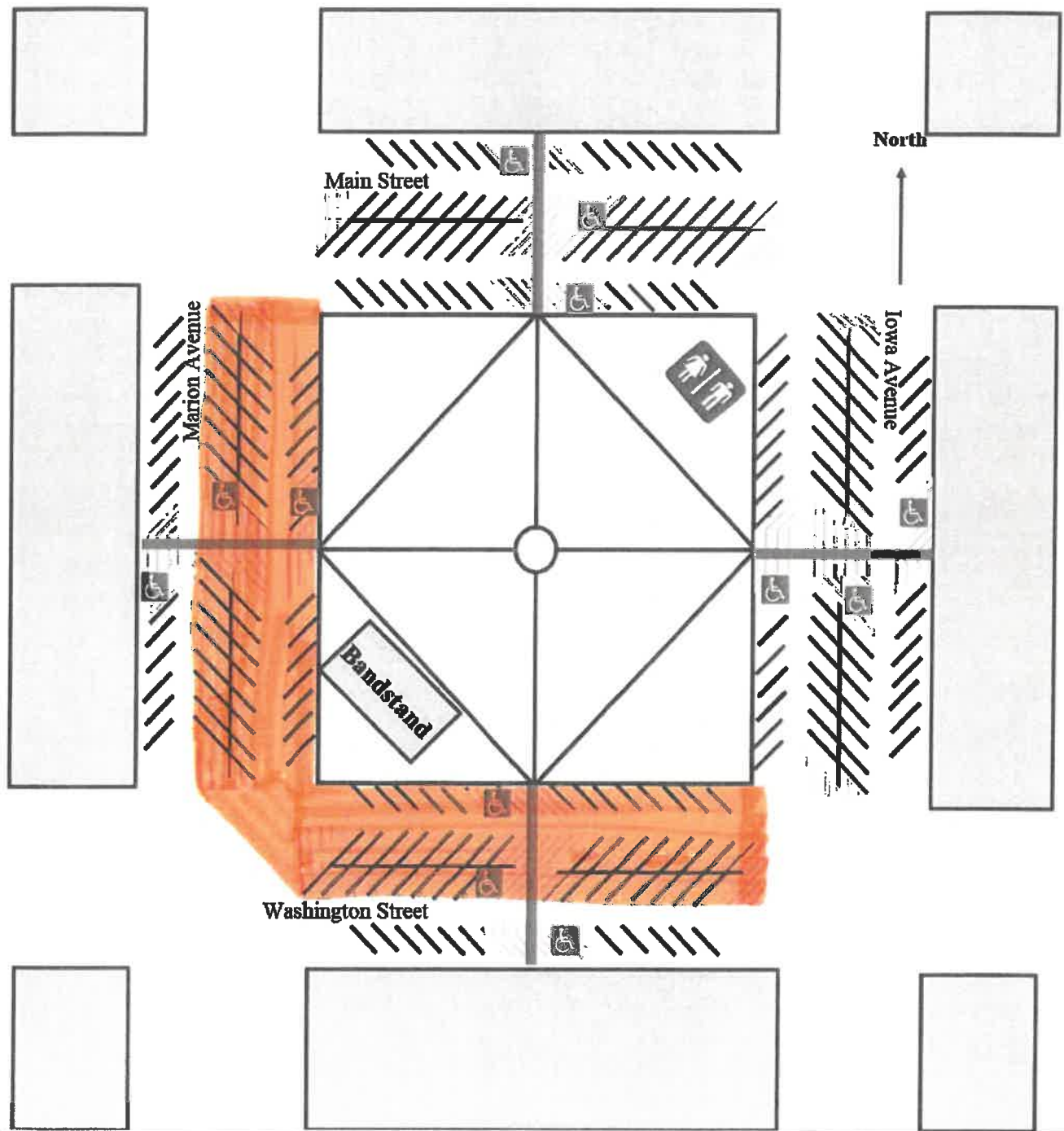
City Clerk Signature

Date of Action

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

CONDITIONS IMPOSED: \_\_\_\_\_

**Downtown Map (If Area Outside Downtown, Please Attach a Map):**



We would like to use the whole square and the highlighted portions of the streets as indicated.



*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*

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## **Memorandum**

May 29, 2020

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

From: Brent Hinson  
City Administrator

Re: South E Plans & Specs Hearing & Resolution

It is now time for the hearing and consideration of the resolution adopting the plans & specs for this project. We will receive bids on June 11 and Council will review bids and hopefully be able to award the contract at the June 16 meeting. Everything else is on track on the project to this point.

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

**A RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF  
CONTRACT, AND ESTIMATE OF COST**

WHEREAS, Garden & Associates, Ltd. has prepared plans, specifications, form of contract and estimate of cost for the construction of certain public improvements described in general as the “2020 South Avenue E Improvements Project”; and

WHEREAS, notice of hearing on plans, specifications, form of contract, and estimate of cost for said public improvements was published as required by law.

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

Section 1. That the plans, specifications, form of contract, and estimate of cost are hereby approved as the plans, specifications, form of contract, and estimate of cost for said public improvements, as described in the preamble of this Resolution.

PASSED AND APPROVED, this 2<sup>nd</sup> day of June, 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*



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

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South Avenue E Project 2020  
Schedule of Activities (as of 5/29/2020)

- March 3, 2020: Preliminary Resolution **COMPLETED**
- By April 15: Preliminary plans and estimated costs are made available **COMPLETED**
- By April 15: Schedule of assessments prepared by engineer **COMPLETED**
- April 21: Council adopts plat, schedule and estimate of cost **COMPLETED**
- April 21: Council sets hearing on Resolution of Necessity and orders publication **COMPLETED**
- April 23: Publication of notice of hearing and letters are sent by certified mail to affected property owners **COMPLETED**
- May 6: Informal web conference with property owners; additional meetings as needed **COMPLETED**
- May 19: Public hearing and adoption of Resolution of Necessity (requires  $\frac{3}{4}$  vote) **COMPLETED**
- May 19: Council approves resolution ordering preparation of detailed plans, specs, form of contract and estimate of cost and authorizing Notice of Hearing & Letting **COMPLETED**
- By May 26: City Clerk files certified Resolution of Necessity, plat and schedule with County Treasurer **COMPLETED**
- June 2: Council holds hearing on plans, specs, form of contract and estimate of cost and adopts resolution approving the same
- June 11: Bid opening
- June 16: Council reviews bids and approves resolution awarding contract & authorizes Mayor & Clerk to sign contracts & bonds
- July 1: Start of construction
- November 13: Construction completed
- By November 25: Engineer files certificate of final completion
- December 1: Council approves resolution accepting public improvements and determines amount to be assessed
- By December 31: Engineer files final assessment schedule
- January 5, 2021: Council adopts schedule, levy assessment and orders notice to be provided to affected property owners
- By January 8: Publication of notice of final schedule of assessments and mailing to affected property owners
- February 9: Deadline for owners to pay assessments without interest applied

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



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## **Memorandum**

May 29, 2020

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

From: Brent Hinson  
City Administrator

Re: Vacating of Rights-of-Way in Prairie Ridge Subdivision

As preparations have begun for construction of a new home on Lot 1 of the Prairie Ridge Subdivision, it has come to our attention that an oversight was made in the platting of the subdivision. The streets intended to continue east of South 15<sup>th</sup> are East Monroe (the Pamida sewer installed in 2018 was aligned to this future right-of-way) and a new alignment for East Adams (this alignment keeps the development on a single property owner's current property as opposed to having to deal with multiple property owners for future ROW). However, in the final plat, 30' of additional right-of-way was included for the extension of East Madison Street, which will never happen due to the (proper) decision in 2016 to vacate a portion of the existing ROW to allow Vogels to construct 2 new homes on South 15<sup>th</sup>. The current alignment of East Adams also had 30' of right-of-way added to it.

The issue the above situation presents for the development of Lot 1 and for Lot 5 is that those lots are both "triple frontage", i.e., they are bordered by 3 street rights-of-way and thus would require 3 front setbacks under the zoning code, greatly limiting the way they can be developed. After discussing with Kevin, we believe the most straightforward way to remedy this situation is to vacate the rights-of-way described and convey those back to the developer for inclusion in Lot 1 and Lot 5, respectively.

The Council is asked to set a public hearing on this proposition for the June 16 Council meeting. Following the hearing, the Council will be able to consider an ordinance vacating the rights-of-way and a resolution conveying the rights-of-way to the developer.

RESOLUTION NO. 2020-\_\_\_\_\_

RESOLUTION OF INTENT TO VACATE AND DISPOSE OF SURPLUS RIGHTS-OF-WAY IN  
PRAIRIE RIDGE SUBDIVISION.

WHEREAS, in the platting of the Prairie Ridge Subdivision, certain road rights-of-way were reserved for extension of East Madison Street and the extension of the existing alignment of East Adams Street east of South 15<sup>th</sup> Avenue; and

WHEREAS, said rights-of-way are unnecessary and were included in the final plat due to an oversight by the developers and the City; and

WHEREAS, it is advantageous to the City and its future development to vacate and convey said rights-of-way back to the developer, and

WHEREAS, it is now required for the City Council to set a public hearing on the intent to vacate said rights-of-way.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Washington, Washington County, Iowa that a public hearing on the intent to vacate a portion of said East Madison Street and said East Adams Street is hereby set for 6:00 p.m. on June 16, 2020 at the Fire Station Training Room, 215 East Washington Street, Washington, Iowa. Further, the City Clerk is hereby directed to publish notice of said hearing in accordance with applicable law.

Passed and approved this 2<sup>nd</sup> day of June, 2020.

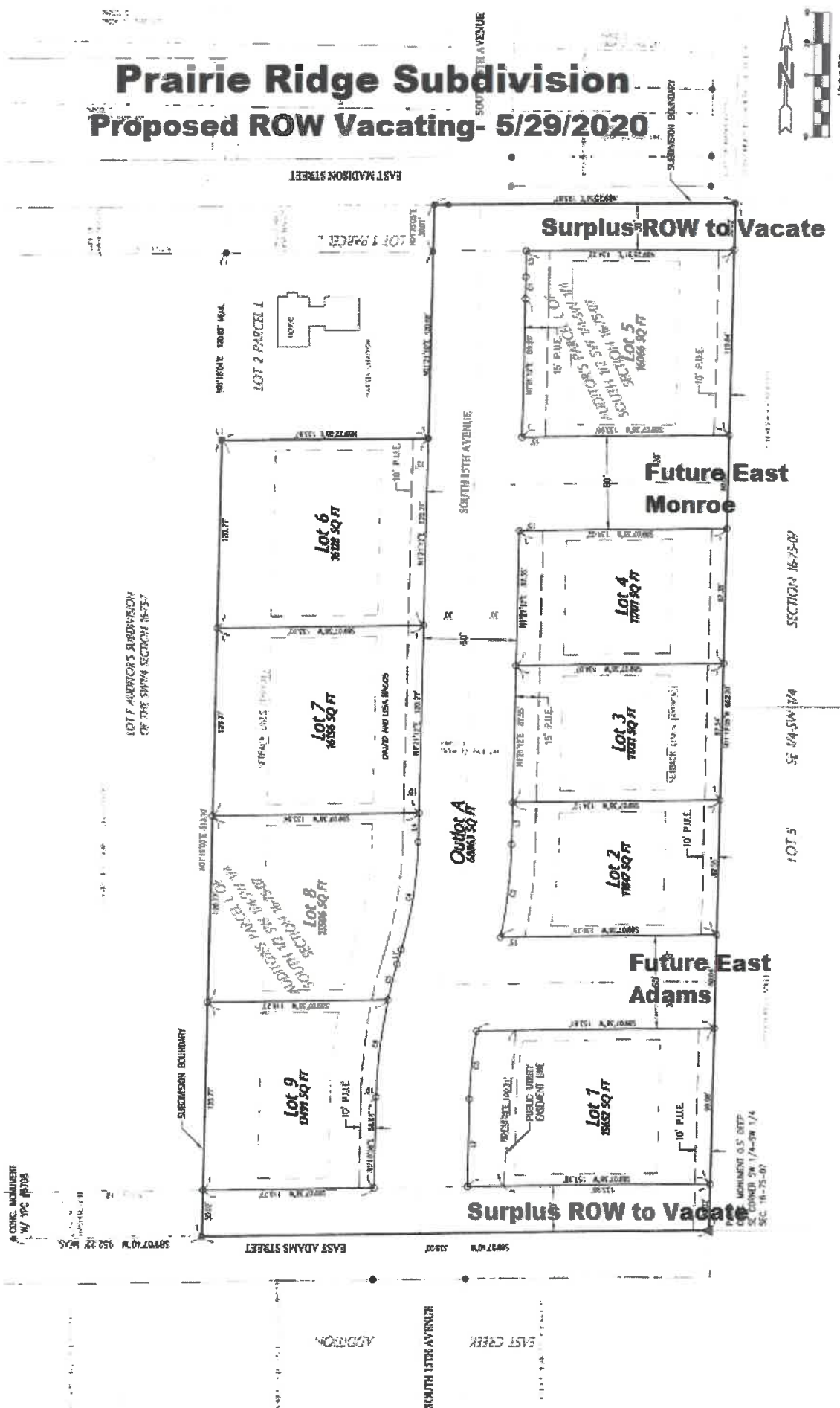
\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

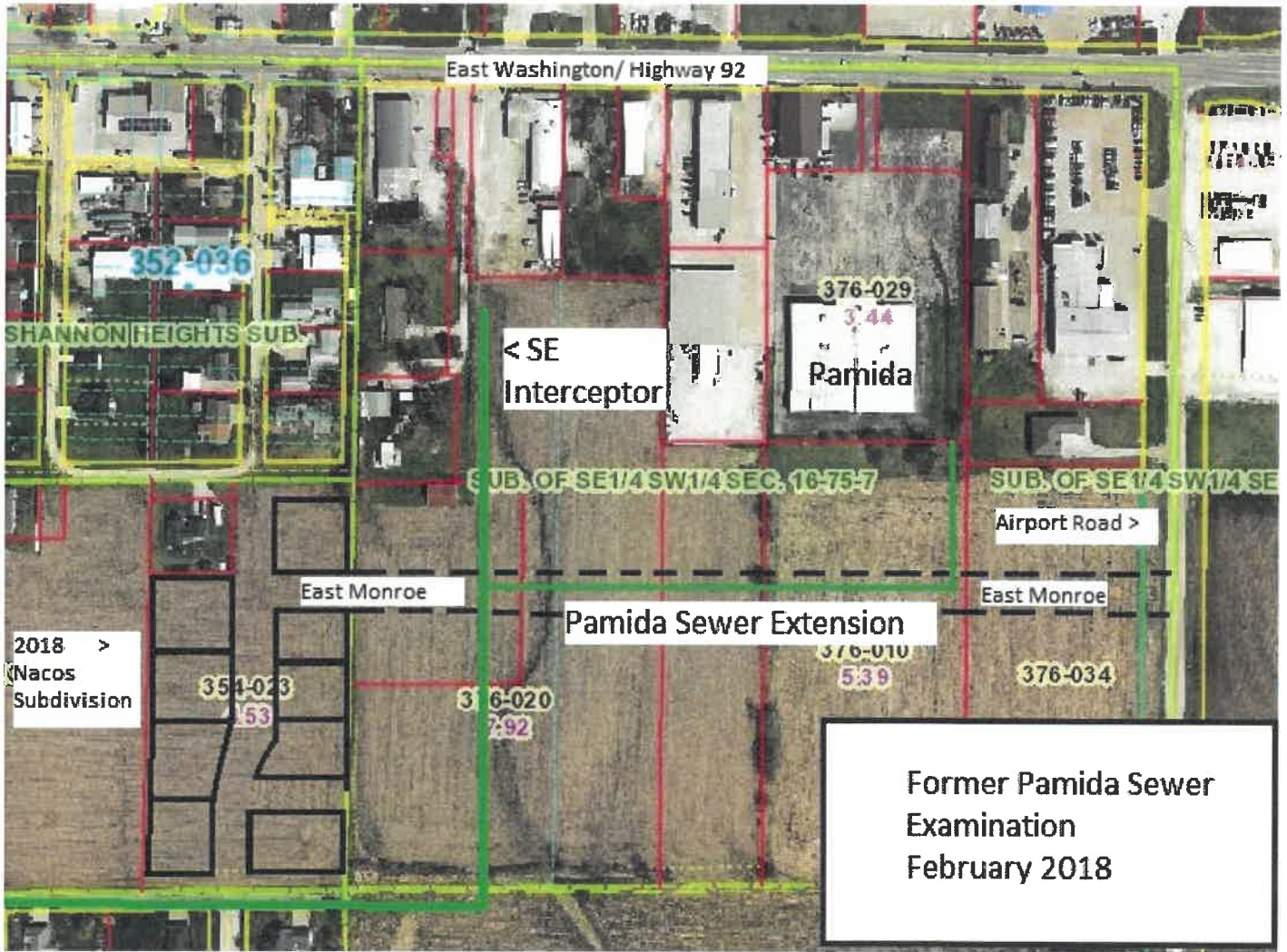
\_\_\_\_\_  
Illa Earnest, City Clerk

# Prairie Ridge Subdivision

## Proposed ROW Vacating- 5/29/2020







*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*

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## **Memorandum**

May 29, 2020

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

From: Brent Hinson  
City Administrator

Re: North 4<sup>th</sup> Avenue Construction Observation/Testing

I solicited proposals from TEAM Services & Terracon for construction observation & testing services. As has been our recent experience, at first glance TEAM's proposal appears to be significantly higher; however, after reviewing on a per-trip basis (which is how both firms charge), TEAM is slightly less expensive (\$277.73 per trip versus \$310.97 for Terracon). Both firms are highly qualified and can provide what we need, so I recommend that Council accept the proposal from TEAM Services.



City of Washington  
North 4th Improvements  
Construction Observation Proposal Analysis

	TEAM Services			Terracon		
	Hours/Units	Multiplier	\$ Total	Hours/Units	Multiplier	\$ Total
1 Project Administration- Analysis/Report	3	115	\$345.00	15.25	88.147541	\$1,344.25
2 Field Testing of Compacted Subgrade	36	49	\$1,764.00	72	52	\$3,744.00
3 Field Testing of Compacted Fill/Backfill	54	49	\$2,646.00			\$0.00
4 Sample Pickup	7.5	49	\$367.50			\$0.00
5 Services of Engineering Tech- Pavement Coring	5	49	\$245.00			\$0.00
6 Proofroll Observation	18	49	\$882.00			\$0.00
7 Field Testing of Concrete Paving	30	49	\$1,470.00	23	25	\$575.00
11 Transportation Charges	4876	0.98	\$4,778.48	24	75	\$1,800.00
Construction Observation Subtotal			\$12,497.98			\$7,463.25
Trips			45			24
Cost/Trip			\$277.73			\$310.97
8 Concrete Cylinder Compressive Strength Tests	48	15	\$720.00			\$0.00
9 Concrete Core 9-Point Length Tests	5	16	\$80.00			\$0.00
10 Standard Proctor Test (ASTM D-698)	5	120	\$600.00	9	133.33333	\$1,200.00
12 Coring Equipment Charges	1	150	\$150.00			\$0.00
			\$0.00			\$0.00
Lab Testing Subtotal			\$1,550.00			\$1,200.00
# Tests			58			9
Cost/Test			\$26.72			\$133.33
Total Fee Proposal			\$14,047.98			\$8,663.25

	Observations/tests to be performed	No. of Visits	Hours / visit	Total # units	\$ Unit rates	Extension
1.	Services of Project Engineer - Analysis/Report			3 hours	\$115.00	\$345.00
2.	• Field Testing of Compacted Subgrade/Granular Subbase	12	3	36 hours	\$49.00	\$1,764.00
3.	• Field Testing of Compacted Fill/Backfill/Trench Backfill	18	3	54 hours	\$49.00	\$2,646.00
4.	• Sample Pickup	3	2.5	7.5 hours	\$49.00	\$367.50
5.	• Services of Senior Engineering Technician -- Pavement Coring	1	5	5 hours	\$49.00	\$245.00
6.	• Field Observation of Subgrade Proofroll/Observation of Subgrade Stabilization	6	3	18 hours	\$49.00	\$882.00
7.	• Field Testing of Concrete Paving/Site Concrete Testing	6	5	30 hours	\$49.00	\$1,470.00
8.	Concrete Cylinder Compressive Strength Tests, including Molds			48 tests	\$15.00	\$720.00
9.	Concrete Core 9-point Length Tests			5 tests	\$16.00	\$80.00
10.	Standard Proctor Test (ASTM D-698)			5 tests	\$120.00	\$600.00
11.	Transportation Charges, Private Car or Company Vehicle			4876 miles	\$0.98	\$4,778.48
12.	Coring Equipment Charges			1 days	\$150.00	\$150.00

**ESTIMATED FEE FOR ABOVE SCOPE    \$14,047.98**

Please note our attached general terms and conditions. These should be considered a part of our contract for services. Should you find that this proposal meets your needs, please sign in the space provided below and return a signed copy to us. If you have any questions regarding this proposal, please do not hesitate to contact us. We appreciate the opportunity to be of service.

Sincerely,  
TEAM Services

(es) Cory Denham  
Construction Marketing Manager

**Proposal for Construction Observation and Materials Testing Services**  
 N. 4th Avenue Improvements ■ Washington, Iowa  
 May 28, 2020 ■ Terracon Proposal No. P06201163



### **COST ESTIMATE**

Service Type	No. of Services	Hr(s)/service	Rate	Unit	Cost
<b>EARTHWORK OBSERVATION AND TESTING</b>					

Estimated quantities are based on the following: The contractor estimated 30 trips for utility trench backfill and 3 trips for subgrade backfill; however, we estimated 24 trips based on SUDAS specifications and the plans.

#### **Field Technician**

Utility Trench Backfill and Subgrade Placement	24	3.00	\$52.00	hour	\$3,744.00
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#### **Trip Charge\***

Trip Charge	24		\$75.00	visit	\$1,800.00
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#### **Field Equipment**

Nuclear Density Gauge	23		\$25.00	trip	\$575.00
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**Subtotal = \$6,119.00**

### **LABORATORY SOIL / AGGREGATE TESTING**

Standard Proctor, Soil	6		\$120.00	each	\$720.00
Standard Proctor, Soil/Cement	3		\$160.00	each	\$480.00

**Subtotal = \$1,200.00**

### **PROJECT MANAGEMENT**

#### **Project Administration**

Field/Lab Coordinator	6.25		\$65.00	hour	\$406.25
Project Manager/Engineer	7.25		\$98.00	hour	\$710.50
Senior Project Manager/Engineer	1.75		\$130.00	hour	\$227.50

**Subtotal = \$1,344.25**

### **ESTIMATED OBSERVATION AND TESTING FEE**

**ESTIMATED TOTAL = \$8,663.25**

\*We anticipate providing multiple services during some trips; therefore, the quantity of services estimated may not equal the quantity of trips estimated.

It should be noted the client is billed only for the amount of service provided, i.e. Terracon will not bill for the total Cost Estimate if the total booked is less than the estimate. The number of tests, trips, and hours on-site are primarily controlled by the contractor's schedule. We recommend the contractor review our estimated number of tests, trips, and duration of on-site time to determine if our estimate is compatible with their production. The estimated cost can then be revised if necessary.

*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*

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## **Memorandum**

May 29, 2020

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

From: Brent Hinson  
City Administrator

Re: ECICOG Service Agreement for CDBG Housing Application

The State of Iowa has been developing new guidelines for its Community Development Block Grant (CDBG) housing program for some time, with the goal of reducing the compliance costs and making the program more flexible. These are Federal funds, but the State can set up its own program as long as it complies with Federal rules. Within the last week, the State finally released the new guidelines, but we will have a quick turnaround if we would like to apply. The application is due July 31, but all of the homeowners to be assisted with the program have to be pre-qualified before the application can be submitted. To this end, I asked ECICOG to provide us a proposal to prepare the grant application, which would cost \$3,000 and could be paid from LMI TIF set-aside monies. There is no further City match required, but we may have future discussion on whether some match is advisable to make the grant application more competitive. If funded, 6 qualifying Washington homeowners could each receive up to \$24,999 for exterior rehabilitation of their homes, much like the program we are currently doing with ECICOG using housing trust funds rather than CDBG funds.

I recommend approval of the agreement so that we can get moving forward swiftly on this initiative.



## SERVICE AGREEMENT

**Purpose.** This SERVICE AGREEMENT is hereby entered into by the **CITY OF WASHINGTON, IOWA** (hereinafter referred to as "the CITY") and the **EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS** (hereinafter referred to as the "SERVICE PROVIDER") for the purpose of contracting with the SERVICE PROVIDER for the preparation of a **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION** (hereinafter referred to as "APPLICATION").

**Application Preparation.** The SERVICE PROVIDER agrees to prepare the APPLICATION to be submitted to the Iowa Economic Development Authority (IEDA) for the purpose of funding a City of Washington Exterior Rehabilitation Program. This also includes preparation of a homeowner application and processing of the applications as they are received from the homeowners. Through the application intake and homeowner income and property verification process, SERVICE PROVIDER will determine the households qualified to be assisted in the Program and included in the CITY APPLICATION.

**Terms & Fee.** The SERVICE PROVIDER will provide staff services for a fee of **\$3,000** (three thousand dollars), due upon submission and acceptance of APPLICATION by IEDA. In addition to the APPLICATION preparation fee, the CITY agrees, by signing this SERVICE AGREEMENT, to have the SERVICE PROVIDER administer the project if the APPLICATION is successful. The fee for such service will be stipulated in the APPLICATION and paid with CDBG dollars.

**Effective Dates.** The effective starting date of this SERVICE AGREEMENT shall be                     , 2020, and the SERVICE AGREEMENT shall remain in effect until the Notice of Award. Upon award of a grant, the CITY and the SERVICE PROVIDER shall enter into a separate AGREEMENT for grant administration.

**Termination.** This SERVICE AGREEMENT may be terminated by either the CITY or the SERVICE PROVIDER by submitting written notice of termination to the other party no less than seven (7) days before the end date of this SERVICE AGREEMENT. Should the CITY terminate the agreement, SERVICE PROVIDER shall invoice the CITY for the staff hours spent on the application prior to the termination date at a rate of \$75 per hour and not to exceed \$3,000.

This SERVICE AGREEMENT represents the entire and integrated agreement between the CITY and the SERVICE PROVIDER and supersedes all prior negotiations, representations, or agreements, either written or oral. This SERVICE AGREEMENT may be amended only by written instrument signed by both the CITY and the SERVICE PROVIDER.

**CITY:**

\_\_\_\_\_  
City of Washington

\_\_\_\_\_  
Date

**SERVICE PROVIDER:**

\_\_\_\_\_  
Executive Director, ECICOG

\_\_\_\_\_  
Date

# Three New Housing Opportunities for Cities

## Upper Story Rehabilitation

**Applications due July 31.**

The program supports the rehabilitation of the upper story of a downtown building or buildings under a single owner into rental housing. At least 51% of renters must be low to moderate income and HOME program rental limits apply. Renters' incomes must be verified for a 5-year period. The application process may require a market study at the applicant's expense. The maximum grant amount is \$500,000 for seven units. The grant amount is based on the percentage of low to moderate income units. The project must be completed in three years.

## Homebuyer Assistance

**Ongoing application process. Applications processed on a first-come, first-served basis until funds are depleted. Early action is important to secure funding.**

This grant allows cities to provide down payment assistance for up to five home buyers with a maximum award of \$24,999 per home. The program covers 50% of down payment assistance required by lender, up to \$3,500 in closing costs, and \$300 inspection fee and provides a five-year forgivable loan to the buyer.

## Owner-Occupied Rehabilitation

**Ongoing application process. IEDA will begin to review applications on July 1. Applications processed on a first-come, first-served basis until funds are depleted. Early action is important to secure funding.**

This program may be used for the following eligible activities: architectural barrier removal, energy efficiency improvements or exterior improvements. A maximum of six homes per eligible activity may be identified in the application. An application may propose to conduct two activities on different homes, but removal of architectural barriers must be one of the activities proposed in the application.

<b>Architectural Barrier Removal</b>	Household must have member who is 60 or over or a severely disabled person and the eligible work items are those that would assist the household members to remain living in their home as they age, with some specific work items not eligible.
<b>Energy Efficiency Improvements</b>	Eligible work items are those that make the home more energy efficient, including new windows and doors. Materials used must meet certain criteria as outlined by IEDA, i.e. windows cannot be vinyl.
<b>Exterior Improvements</b>	Eligible work items include roofs, gutters, siding, fascia, soffit, foundations, outside stairways, etc. Some materials used must meet certain criteria as outlined by IEDA.

*As Proposed*  
All properties must be under contract within six months of release of funds, and the work must be completed within two years. A maximum of \$24,999 per home may be allotted (\$38,500 with lead mitigation). Assisted households must be income-qualified and the properties deemed eligible prior to the application being submitted to IEDA, requiring ECICOG to charge \$3,000 per application. No local match is required; cities may determine how much they would like to contribute toward the program.

## Ready to get started?

ECICOG's Housing staff is here to help! If your community is interested in applying for any of these programs, please contact us.

Tracey Achenbach  
Housing & Community Development  
Department Director  
tracey.achenbach@ecicog.org  
319-365-9941 ext. 139



700 16th St. NE Suite 301 Cedar Rapids, IA 52402 | 319-365-9941 | ecicog.org





# City of Washington Exterior Housing Rehabilitation Program

If you're a homeowner in Washington, and your home is your primary residence, and your income is less than the amounts shown below, you may qualify to participate in the City of Washington's Housing Exterior Improvements Rehabilitation Program!

The City of Washington intends to apply for a grant that will assist 6 homeowners to make exterior improvements to their homes. The following information is intended to provide a brief description about the project and its requirements. If you have any questions or concerns, contact Mark Culver, East Central Iowa Council of Governments (ECICOG), at 319-365-9941, ext. 124 or email [mark.culver@ecicog.org](mailto:mark.culver@ecicog.org)

## What can I do with this grant?

The grant will be in the form of a 5-year forgivable loan for an amount not to exceed \$25,000 for most types of exterior improvements. Some examples of eligible projects include installation of siding, roof, fascia, soffit and gutter replacements and exterior doors.

## Who can apply?

If you live within the city limits of Washington and not in a 100-year floodplain, own or purchasing your home and reside in it as your principal residence and meet the income requirements (listed below), please apply. Applications will be processed on a first-received, first-qualified basis. Interested candidates can print an application from the [www.washingtoniowa.gov/news-events/cdbg-rehab](http://www.washingtoniowa.gov/news-events/cdbg-rehab) or call the East Central Iowa Council of Governments at 319-365-9941 ext. 124 to request one.

Household Size	1 person	2 person	3 person	4 person
Eligible Income* (Maximum)	\$43,800	\$50,050	\$56,300	\$62,550

\* Eligibility is based on annualization of applicant's income at the time of application & anticipated in the coming year.

## Are there any restrictions I should be aware of?

Assistance is provided in the form of a five-year forgivable loan that recedes at a rate of 20 percent per year. As long as you live in your home for five years after completion you will not have to pay anything.

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

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## **Memorandum**

May 29, 2020

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

From: Brent Hinson  
City Administrator

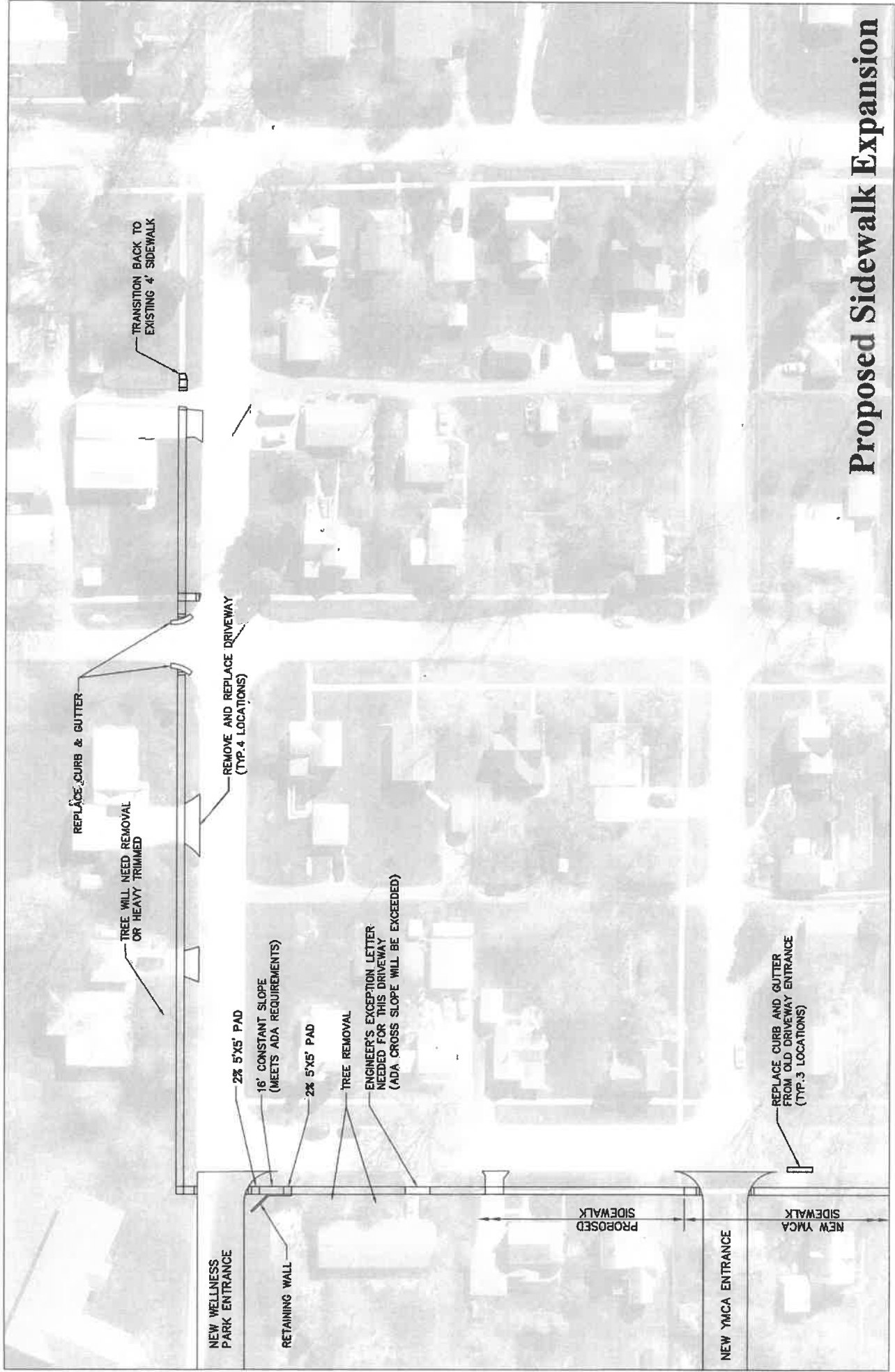
Re: West 7<sup>th</sup> & North D Sidewalk Engineering Agreement

As was discussed at the April 21 meeting, we are in much need of filling out the sidewalk network in the Y & Wellness Park area by connecting new sidewalks extended by those 2 projects to the existing sidewalk network. The only logical places to provide these connections are on the north side of West 7<sup>th</sup> (only 3 homeowners will not have sidewalk by the time the Wellness Park project is done) and the west side of North D (only one homeowner does not have sidewalk at the current time, but 2 additional homes only have a 4' sidewalk, which does not match with our current standard of 5').

When we talked on April 21, we thought that Keith Henkel could prepare the plan with minimal oversight by engineer Jack Pope of Garden & Associates (see attached for his plan, the same one as was in the April 21 packets). However, we have since determined that the ADA cross-slope issue is much more severe than originally thought, and significant topographical survey and design work will be needed to get that slope as close to ADA as possible and to not create a big issue for the homeowner. We believe at this time that the sidewalk will not be able to meet ADA due to the existing grades, but by doing this analysis & design, Jack will be able to prepare a legally binding ADA exception letter, which will be required to deviate at all from the ADA guidelines. The result of the in-depth analysis is that it is not cheap for engineering services at \$17,250. However, I do believe it is necessary and in the City's best interest to proceed with the attached agreement.

It is our intent to stay below the bid threshold and be able to keep to a limited plan set that would be submitted to local contractors for competitive quotations.





## ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT, made and entered as of this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the City of Washington, Iowa, a Municipal Corporation, 215 E. Washington Street, Washington, Iowa 52353, hereinafter referred to as the "CITY," and Garden & Associates, Ltd., 1701 3<sup>rd</sup> Street, Suite 1, Oskaloosa, Iowa 52577, hereinafter referred to as the "CONSULTANT".

WHEREAS, the City Council of the City of Washington did heretofore deem it necessary and desirable to construct improvements related to the installation of 5' wide sidewalk on N. D Ave. from W. 6<sup>th</sup> Street to W. 7<sup>th</sup> Street and on W. 7<sup>th</sup> Street from N. D Ave. to mid-block between N. C Ave. and N. B Ave. (the "Project"); and

WHEREAS, the CITY did heretofore determine that it is necessary and proper to acquire professional engineering services to assist the CITY in the design of the Project; and

WHEREAS, the CONSULTANT is capable of supplying the desired professional services for a fee of not-to-exceed \$17,250.00; and

WHEREAS, accordingly, the CITY has agreed to engage the CONSULTANT as an independent contractor to assist in the design and construction of the Project for a total consulting fee not to exceed \$17,250.00 under the terms and conditions set forth below.

NOW THEREFORE, THE CITY AND THE CONSULTANT, FOR CONSIDERATION HEREINAFTER SET FORTH, DO MUTUALLY AGREE AS FOLLOWS:

### I. SCOPE OF SERVICES.

The CONSULTANT shall perform in a timely and satisfactory manner the consistent with standard, professional practice the engineering services in connection with the Project as set forth in Exhibit "A" attached hereto and incorporated into this Agreement by this reference.

### II. TIME OF COMPLETION.

The CONSULTANT shall complete the services to be rendered hereunder, excluding the construction administration as shown on Exhibit "A" no later than **August 15<sup>th</sup>, 2020**.

2. Professional Liability or Errors or Omissions Insurance covering all aspects of the Project in the amount of not less than \$1,000,000 per occurrence of \$2,000,000 aggregate coverage.

3. General Liability insurance covering all operations under the Agreement, limits for bodily injury or death not less than one million dollars (\$1,000,000.00) for one person and two million dollars (\$2,000,000.00) for each accident; for property damage not less than one million dollars (\$1,000,000.00) for each accident and two million dollars (\$2,000,000.00) aggregate during such policy period. Said insurance shall name the City of Washington as an Additional Insured under the policy.

4. Automobile liability insurance on all self-propelled vehicles used in connection with the Agreement, whether its own, non-owned or hired; public liability limits of not less than five hundred thousand dollars (\$500,000.00) for one person and one million dollars (\$1,000,000.00) for each accident; property damage limit of two hundred fifty thousand dollars (\$250,000.00) for each accident or a combined single limit of one million dollars (\$1,000,000.00)

CITY shall have the right at any time to require public liability insurance, errors and omissions coverage and/or property damage liability insurance greater than that specified in the above paragraphs. If required, the additional premiums shall be added to the bid price.

The CONSULTANT shall furnish Certificates of Insurance to the CITY made in favor of the CITY prior to commencing work showing compliance with the foregoing requirements. Insurance shall provide notice of cancellation or revocation.

#### IV. COMPENSATION FOR SERVICES.

The CITY shall compensate the CONSULTANT for services rendered under this Agreement for a total fee of \$18,250.00. Said total fee shall be paid by the CITY to the CONSULTANT upon the completion of each of the Items below:

- |    |   |          |
|----|---|----------|
| 1. | Preliminary & Final Design<br>Bidding Phase | \$12,500 |
| 2. | Construction Staking & Admin                | \$2,750  |
| 3. | Additional Services (Easements, legals)     | \$2,000  |

Provided, however in express acknowledgement that this Agreement is a COMPLETION DATE CONTRACT without which the CITY would not have engaged the CONSULTANT.

XV. FINAL AGREEMENT:

Both the CONSULTANT and the CITY hereby expressly acknowledge and agree that this Agreement is intended to set forth the entire agreement between the parties regarding the services to be rendered by the CONSULTANT to the CITY in connection with the Project, that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement, and that no other monies or considerations have been solicited. No waiver, change, modification or amendment of this Agreement shall be binding upon either party hereto unless in writing and signed by both the CONSULTANT and the CITY. The waiver by either party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that provision or of any other provision or condition in this Agreement.

ACCEPTED & AGREED:

CONSULTANT:  
**Garden & Associates, Ltd.**

CITY OF WASHINGTON:

\_\_\_\_\_  
Jack Pope, Vice-President

\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

\_\_\_\_\_  
Illa Earnest, City Clerk

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 63.04 "SPEED ZONES"**

**BE IT ORDAINED** by the City Council that the Code of Ordinances of the City of Washington, Iowa be amended as follows:

SECTION 1. **Add Phrase.** A new Section 63.04(3D), "Special 25 MPH Speed Zones", is added as follows:

"D. West Fifth Street, between North Avenue C and North Avenue F."

SECTION 2. **Delete Phrase.** Section 63.04(4A), "Special 30 MPH Speed Zones", is hereby repealed.

SECTION 3. **Add Phrase.** A new Section 63.04(5I), "Special 35 MPH Zones", is hereby added as follows:

"I. West Fifth Street, from its intersection with North Avenue F west for a distance of 3,672 feet."

SECTION 4. **Delete Phrase.** Section 63.04(6A), "Special 40 MPH Speed Zones", is hereby repealed.

SECTION 5. **Add Phrase.** A new Section 63.04(6A), "Special 40 MPH Speed Zones" is hereby added as follows:

"A. West Fifth Street, from its intersection with State Highways 1 and 92 east for a distance of 1,262 feet."

SECTION 6. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 7. **Effective Date.** This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

Attest:

\_\_\_\_\_  
Illa Earnest, City Clerk

Approved on First Reading: \_\_\_\_\_  
Approved on Second Reading: \_\_\_\_\_  
Approved on Third & Final Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day  
of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk

## Brent Hinson

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**From:** Jim Lester <jlester@washingtونيowa.gov> on behalf of Jim Lester  
**Sent:** Tuesday, May 12, 2020 3:20 PM  
**To:** Brent Hinson; Jaron Rosien; Keith Henkel  
**Subject:** West 5th Speed comparisons  
**Attachments:** West 5th Speed Review Comparisons.docx

Good Afternoon -

Attached are the speed comparisons from two different devices placed along West 5th.

I think it definitely shows that vehicles travel a lot faster than the currently posted 40 MPH speed limit when there is no visual reminder (Speed Trailer) in place.

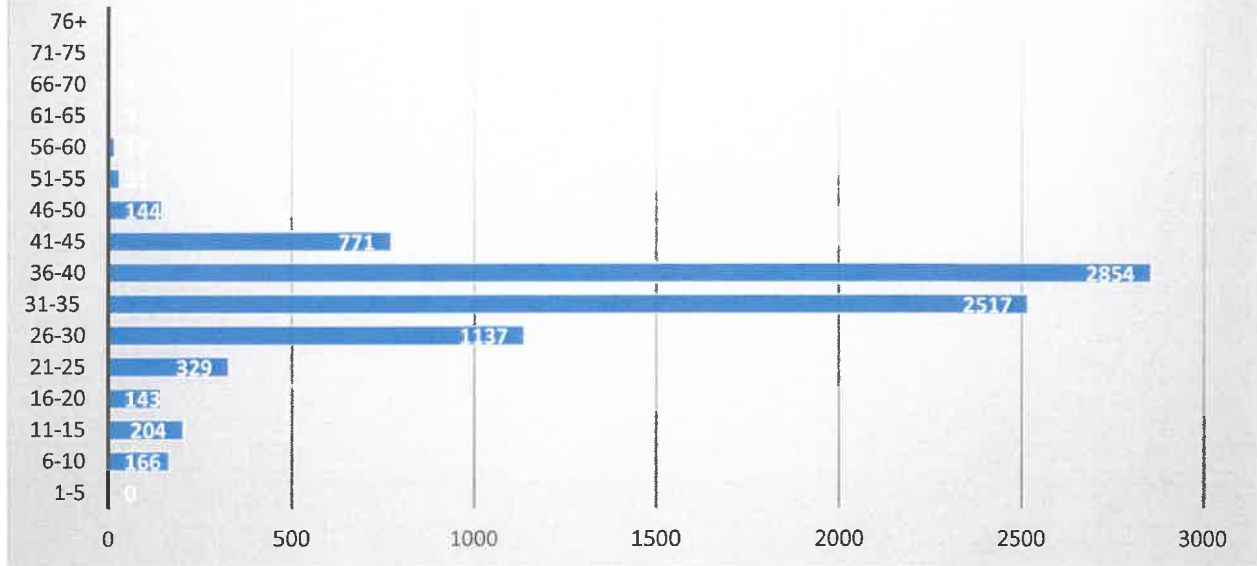
I'm interested in everyone's thoughts on this.

Thanks  
Jim

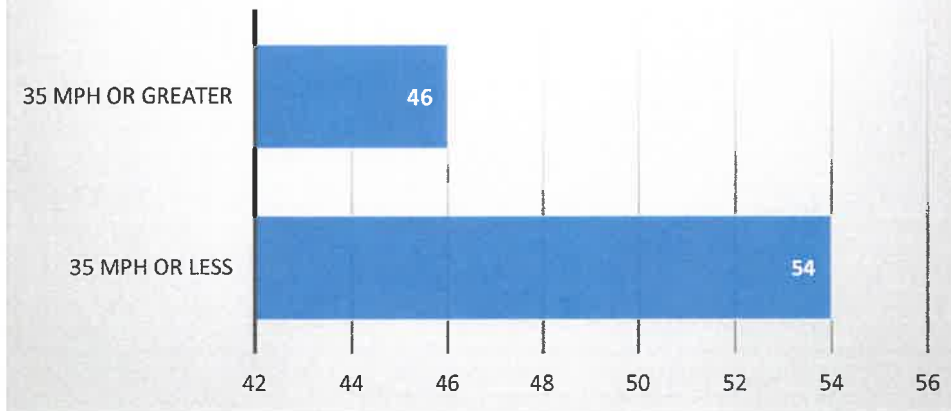
Jim Lester  
Chief of Police  
City of Washington  
215 E. Washington Street  
Washington, IA 52353  
Office: 319-653-2256 Ext. 143  
24-Hour Dispatch: 319-653-2107  
Cell Phone: 319-458-0264

**NOTICE:** Subject to the requirements of the Iowa Open Records Act, this message and accompanying documents are covered by the Electronic Communications Privacy Act, 18 U.S.C. Subsection [2510-252](#), as amended, and contains information intended for the specified individual(s) only. This information is confidential. If you are not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, copying, or the taking of any action based on the contents of this information is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

## Speed Patterns 1100 Blk West 5th April 22-27



## Percent of Vehicles +/- 35 MPH





*Development Services Department  
215 East Washington Street  
Washington, IA 52353  
319-653-6584*



# MEMO

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**To:** City Council  
**From:** Keith Henkel, Engineering Technician  
**Date:** 4/17/2020  
**Re:** Proposed Speed Limit Changes on West 5<sup>th</sup> Street

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Council,

Chief Lester and I have reviewed the speed limits along W. 5<sup>th</sup> Street with the addition of the YMCA and ongoing speeding complaints in the area. We are proposing a lowering of the limits as shown on the attached map. In addition to the limit changes, we are also proposing a 4-way stop intersection at W. 5<sup>th</sup> Street and N. D Avenue. With the YMCA we are anticipating a sizable increase in pedestrian traffic at this intersection. If you refer to the attached map we are proposing lowering the blue and green sections 5 MPH. East of the blue section is already 25 MPH and west of the green area is currently 40 MPH with no proposed change.

Thank You,

  
Keith Henkel



 Proposed Speed - 25 MPH Limit (Currently 30 MPH)

 Proposed Speed - 35 MPH Limit (Currently 40 MPH)

 Proposed Speed - 40 MPH Limit (Currently 40 MPH)

## Proposed Speed Limits on West 5th



Development Services  
215 E. Washington St.  
Washington, IA 52353  
319.653.6584 ext. 124

# Memo

To: City Council  
From: Steve Donnolly-Building and Zoning Official  
Date: 5/29/2020  
Re: Rezone and front yard setbacks

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## **Issue**

Review and consider a rezone for S. 12<sup>th</sup> Ave. between E. Tyler St. and E Filmore St. (bare lot east of Whitesell) and front yard setbacks in R-1 and R-3 zoning districts.

## **Background**

The bare lot east of Whitesell, which is now owned by the City, needs to be rezoned from I-1 to R-3 for residential development. The setbacks in the R-1 and R-3 residential zones are needed to be changed to be consistent with R-2 residential zone. This change was also recommended in the 2012 Comprehensive Plan.

## **Recommendation**

The City of Washington's Planning and Zoning Commission recommends that the City of Washington's City Council approve the rezone of the property east of Whitesell from I-1 to R-3 and change the front yard setback in R-1 and R-3 to 25 feet.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE WASHINGTON ZONING ORDINANCE  
BY CHANGING THE FRONT YARD SETBACKS IN R-1 AND R-3 ZONING  
DISTRICTS.**

**BE IT ENACTED** by the City Council of the City of Washington, Washington County,  
Iowa:

SECTION 1. Purpose: The purpose of this ordinance is to change the front yard setbacks of property in R-1 (one family residential) and R-3 (1 to 6 family residential) zoning districts as recommended by action of the City of Washington's Planning & Zoning Commission on May 12, 2020.

SECTION 2. Amendment: That section 165.09.5 table be deleted and replaced with the following:

			MINIMUM SIDE YARD WIDTHS		
BUILDING HEIGHT	MINIMUM LOT WIDTH	MINIMUM FRONT YARD DEPTH	LEAST WIDTH	SUM LEAST WIDTHS	MINIMUM REAR YARD DEPTH
1 and 1½ stories	70 feet	25 feet	7 feet	16 feet	35 feet
2 and 2½ stories	70 feet	25 feet	9 feet	20 feet	35 feet

SECTION 3. Amendment: That section 165.12.5 table be deleted and replaced with the following:

			MINIMUM SIDE YARD WIDTHS		
BUILDING HEIGHT	MINIMUM LOT WIDTH	MINIMUM FRONT YARD DEPTH	LEAST WIDTH	SUM LEAST WIDTHS	MINIMUM REAR YARD DEPTH
1 and 1½ stories	50 feet	25 feet	6 feet	13 feet	30 feet
2 and 2½ stories	50 feet	25 feet	7 feet	15 feet	30 feet
3 stories	55 feet	25 feet	8 feet	20 feet	35 feet

SECTION 3. Repealer: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

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

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

Attest:

\_\_\_\_\_  
Illa Earnest, City Clerk

Approved on First Reading: \_\_\_\_\_

Approved on Second Reading: \_\_\_\_\_

Approved on Third & Final Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE WASHINGTON ZONING ORDINANCE  
BY CHANGING THE BOUNDARIES OF ZONING DISTRICTS.**

**BE IT ENACTED** by the City Council of the City of Washington, Washington County, Iowa:

SECTION 1. Purpose: The purpose of this ordinance is to change the zoning of a parcel of property from I-1 Light Industrial to R-3 One to Six Family Residential, as recommended by action of the City of Washington Planning & Zoning Commission on May 26, 2020.

SECTION 2. Amendment: That the Zoning Districts and Zoning Map of the City of Washington, Iowa, be and the same are hereby amended to provide that the following real-estate as now laid out and established in the City of Washington, Washington County, Iowa and more particularly described as follows, to-wit:

Lot 1 of Lot A in the Subdivision of Outlot 10 of A.W. Chilcote's Outlot Addition to Southeast Washington, Washington County, Iowa. Said Lot 1 of Lot A is more particularly described as follows:

Beginning at the Northeast corner of said Lot A of Outlot 10 as shown in Plat Book 4 on Page 511, in the Office of the Washington County Recorder; thence South 01°01'20" East 772.64 feet along the East line thereof to the North right-of-way line of East Fillmore Street according to the Acquisition Plat recorded in Book 22 on Page 242; thence South 89°31'55" West 379.00 feet along said right-of-way line; thence North 01°01'20" West 771.87 feet to the North line of said Lot A of Outlot 10 of A.W. Chilcote's Outlot Addition; thence North 89°25'00" East 379.00 feet along said North line to the Point of Beginning. Said Lot 1 of Lot A contains 6.72 acres.

Be and the same is hereby re-classified as R-3 One to Six Family Residential and that said real estate be subject to all provisions and regulations as affecting R-3 One to Six Family Residential real estate within the City of Washington, Iowa.

SECTION 3. Repealer: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

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

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

Attest:

\_\_\_\_\_  
Illa Earnest, City Clerk

Approved on First Reading: \_\_\_\_\_

Approved on Second Reading: \_\_\_\_\_

Approved on Third & Final Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day  
of \_\_\_\_\_, 2020.

\_\_\_\_\_  
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

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## **Memorandum**

May 29, 2020

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

From: Brent Hinson  
City Administrator

Re: NLW Residential Subdivision Lot Sales Discussion

With a number of items already in motion or approved regarding the NLW Subdivision Plat 1, it is now time to have some discussion regarding lot sales and our financial model for the new subdivision. While acting as a residential developer is new territory for the City of Washington, I do have significant personal experience to lean on in my past experience with the City of Garner. There, we developed a 44-lot residential subdivision in 2006. While there will be plenty of information to develop and review in the near future on this subdivision, I have attached the following items that I think need your initial attention:

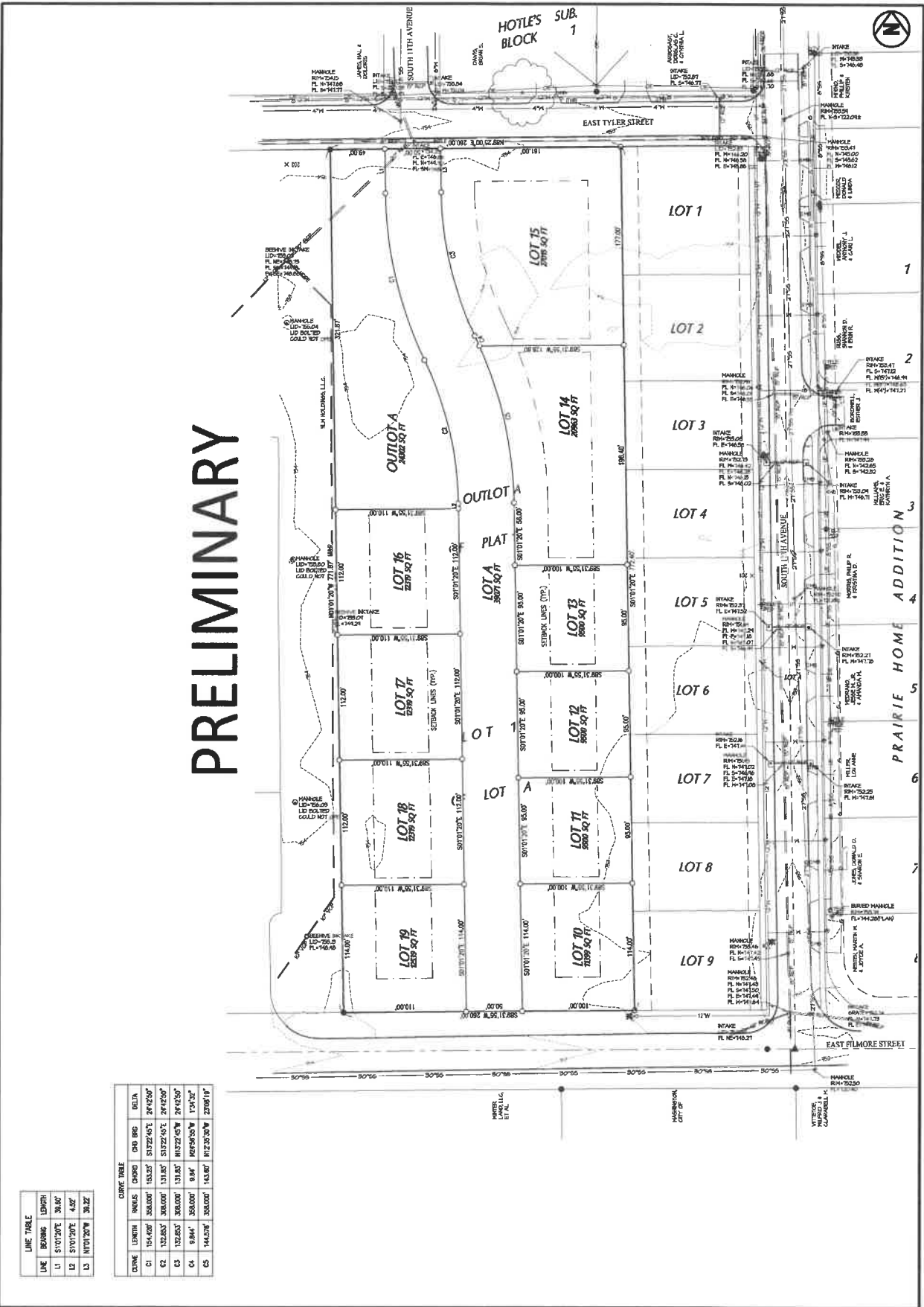
1. **Proposed Lot Pricing.** This pricing was based by reviewing lot sale pricing for the Prairie Home Addition (east side of South 12<sup>th</sup>) and for Oakwood Village Subdivision, developing a per square-foot sales price guideline, and then reviewing this with the WEDG Creative Housing Committee. It was the committee's sentiment that the lots should be "priced to sell", and the proposed prices reflect what I would consider to be a relatively low, but appropriate level to encourage fast development.
2. **Proposed Building Sale Proceeds Distribution.** At the last meeting, the Council approved a Distribution Agreement with WEDG for the Whitesell building. I have taken the projected proceeds we will receive and have proposed an allocation as follows: 50% to residential development, weighted most heavily in the first years of payments; 25% to industrial development; and 25% to parks & recreation development, weighted to the last years of payments. While these allocations could change over time as the City's needs change, I believe it is useful to have Council review & guidance at this point in time to ensure we utilize those building sale proceeds in the most effective way possible for the long-term good of the community.



3. Proposed Residential Development Financial Model. I have produced a draft financial model for all of the City's future direct residential development activities, not just the NLW Subdivision. This model reflects diverse funding sources, including residential TIF, utility reimbursements, lot sales proceeds, building sale proceeds, and 2020B G.O. Bond proceeds. The goal is to construct the NLW Plats 1 & 2 without further external debt issuance, and to build up proceeds to help with the future development of the Bell land and to lower the City's risk on that much larger development project.

Pending Council discussion at this meeting, if we are ready to proceed on to the next steps in the process, I will bring more detail including proposed forms to the next meeting.





City of Washington  
 NLW Subdivision  
 Lot Pricing- Proposed 5/29/2020

Plat 1- Proposed

Lot	Type	Size	Price	Price/Sq Ft
1	Duplex	13,054	\$ 30,000.00	\$ 2.30
2	Duplex	10,830	\$ 27,000.00	\$ 2.49
3	SF	9,006	\$ 22,000.00	\$ 2.44
4	SF	9,006	\$ 22,000.00	\$ 2.44
5	SF	9,006	\$ 22,000.00	\$ 2.44
6	SF	9,006	\$ 22,000.00	\$ 2.44
7	SF	9,006	\$ 22,000.00	\$ 2.44
8	SF	9,006	\$ 22,000.00	\$ 2.44
9	SF	10,146	\$ 25,000.00	\$ 2.46

11 Units \$ 214,000.00

Plat 2- Conceptual

10	Duplex	11,399	\$ 27,000.00	\$ 2.37
11	Duplex	9,500	\$ 23,000.00	\$ 2.42
12	Duplex	9,500	\$ 23,000.00	\$ 2.42
13	Duplex	9,500	\$ 23,000.00	\$ 2.42
14	Townhm	20,963	\$ 42,000.00	\$ 2.00
15	Townhm	27,015	\$ 49,000.00	\$ 1.81
16	Duplex	12,319	\$ 30,000.00	\$ 2.44
17	Duplex	12,319	\$ 30,000.00	\$ 2.44
18	Duplex	12,319	\$ 30,000.00	\$ 2.44
19	Duplex	12,539	\$ 30,000.00	\$ 2.39

28 Units \$ 307,000.00

\$ 521,000.00

## City of Washington

## NLW Holdings Building

## Building Sale Proceeds Distribution- Proposed 5/29/2020

[illegible]

City of Washington  
NLW Subdivision  
Financial Model- Proposed 5/29/2020

FY	Phase 1 Dvpt	Phase 2 Dvpt	Property Taxes	TIF Repayment	Alliant Reimb	Lot Sales	Building Proceeds	Bond Proceeds	Net for Year	Total Net Proceeds
2021	\$ (304,877.08)	\$	(2,127.25)			\$ 74,000.00	\$ 17,875.16	\$ 100,000.00	\$ (115,129.16)	\$ (115,129.16)
2022		\$	(2,127.25)			\$ 71,000.00	\$ 43,668.41		\$ 112,541.17	\$ (2,588.00)
2023		\$ (750,000.00)	(2,127.25)	\$ 8,539.60	\$ 6,666.67	\$ 115,000.00	\$ 43,668.41		\$ (578,252.56)	\$ (580,840.56)
2024			(2,127.25)	\$ 17,079.21	\$ 6,666.67	\$ 91,000.00	\$ 25,793.25		\$ 138,411.88	\$ (442,428.68)
2025			(4,254.49)	\$ 34,158.41	\$ 6,666.66	\$ 57,000.00	\$ 25,793.25		\$ 119,363.83	\$ (323,064.85)
2026			(4,254.49)	\$ 44,832.92	\$ 6,000.00	\$ 53,000.00	\$ 25,793.25		\$ 125,371.67	\$ (197,693.18)
2027			(4,254.49)	\$ 57,642.32	\$ 6,000.00	\$ 60,000.00	\$ 20,634.60		\$ 140,022.43	\$ (57,670.75)
2028			(2,127.25)	\$ 70,451.73	\$ 6,000.00		\$ 15,475.95		\$ 89,800.43	\$ 32,129.68
2029			(2,127.25)	\$ 83,261.13	\$ 6,000.00		\$ 138,438.46		\$ 225,572.34	\$ 257,702.02
2030			(2,127.25)	\$ 83,261.13	\$ 6,000.00				\$ 87,133.88	\$ 344,835.91
2031				\$ 83,261.13					\$ 83,261.13	\$ 428,097.04
2032				\$ 83,261.13					\$ 83,261.13	\$ 511,358.17
				\$ 565,748.71	\$ 50,000.00	\$ 521,000.00	\$ 357,140.74			

\* Net proceeds available for Bell or other future residential development