



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, JULY 21, 2020

**\*\*\*To reduce the spread of the COVID-19 illness, members of the public interested in attending the meetings may choose to participate by electronic meeting (ZOOM) access. To request a Zoom link and password, please contact [jrosien@washingtioniowa.gov](mailto:jrosien@washingtioniowa.gov) or [bhinson@washingtioniowa.gov](mailto:bhinson@washingtioniowa.gov) prior to the meeting time.**

**The physical meeting will still be open to the public. However, 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.**

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, July 21, 2020 to be approved as proposed or amended.

**Consent:**

1. Council Minutes July 7, 2020
2. IA Communities Assurance Pool, Commitment to Membership, \$137,001.60
3. Simmering-Cory, Progress Payment 4, \$2,000.00
4. Chamber of Commerce, Annual Contribution to Tourism FY20-21, \$20,000.00
5. YMCA, 2020 City Contribution - Pool Management Fee, \$2,000.00
6. Iowa Association of Municipal Utilities, SASSO (Safety Training) July 2020-June 2021, \$5,375.18
7. Farnsworth Group, City Hall/Police Project, \$3,243.60
8. Halcyon House, 1015 South Iowa Avenue, Special Class C Liquor License (BW) (Beer/Wine) Sunday Sales, Outdoor Service **(new) (Changing from liquor license to beer/wine and adding outdoor on patio)**

## 9. Department Reports

### **Consent – Other:**

1. DeLong Construction, Wellness Park Ballfields & Roadway, \$313,839.13
2. DeLong Construction, Airport Taxilane for Fuel Facility, \$392,710.53
3. Bolton & Menk, Taxilane for Fuel Facility, \$7,006.75
4. Bushong Construction, City Hall/Police Project, \$117,415.25

### **Claims & Financial Reports:**

Claims for July 21, 2020

### **SPECIAL PRESENTATION**

- Wedding Ceremony Request – Isabella Santoro
- Nuisance Abatement Update – Jeff Duwa.
- Faith Baptist Church Request for August 2. (**Application will go out Monday**)

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

### **NEW BUSINESS**

1. Mayoral Appointments to Boards & Commissions.
2. Discussion and Consideration of Disc Golf Changes (Park Board recommendation)
3. Acknowledgment of Police Promotions (Chapter 9 Personnel Policies)
4. Update on N. 4<sup>th</sup> Sewer Collapse and Project.
5. Discussion and Consideration of an Engineering Services Agreement with Garden and Associates for Wellness Park.
6. Discussion and Consideration of a Resolution Approving Infill Housing Program – 926 S. 2<sup>nd</sup> Avenue (MSJ,LLC).
7. Discussion and Consideration of a Resolution Adopting Final Plat for NLW Subdivision Plat 1 (Planning and Zoning Recommendation)
8. Discussion and Consideration of a Resolution Awarding Construction Contract for NLW Subdivision Plat 1

### **PUBLIC HEARING**

Intent to Sell Lots in NLW Subdivision Plat 1.

- a. Discussion and Consideration of Resolution Setting Lot Prices and Declaring Intent to Sell Lots Located in NLW Subdivision.

## **WORKSHOP**

- Discussion on South Avenue C Traffic and Parking (requested by Councilors Moore, Youngquist, and Pettit-Majewski)

## **DEPARTMENTAL REPORT**

Police Department

City Attorney

City Administrator

## **MAYOR & COUNCILPERSONS**

Jaron Rosien, Mayor

Brendan DeLong

Steven Gault

Elaine Moore

Danielle Pettit-Majewski

Fran Stigers

Millie Youngquist

## **ADJOURNMENT**

Council Minutes 07-07-2020

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, July 7, 2020 at 6:00 P.M. Mayor Pro Tem DeLong in the chair. On roll call present: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Absent: none.

Motion by Gault, seconded by Youngquist, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, July 7, 2020 be approved as proposed. Motion carried.

**Consent:**

1. Council Minutes June 16, 2020
2. WEDG, Pledge for 2020, \$30,000.00
3. Garden & Assoc., South Avenue E Reconstruction Project, \$3,348.73
4. Garden & Assoc., Whitesell Survey and Subdivision, \$7,459.04
5. Garden & Assoc., South 15<sup>th</sup> Avenue Improvements Project, \$1,032.00
6. Municipal Pipe Tool, SE Basin I & I Reduction-Phase 1, Pay App #9, \$84,857.05
7. Cornerstone Excavating, N. 4<sup>th</sup> Ave. Improvements, \$209,527.25
8. Erin & Andrew Drahota, 610 S. 10<sup>th</sup> Ave., Tax Abatement Application
9. MSJ, LLC, 1622 Highland Ave. Tax Abatement Application.
10. MSJ, LLC, 1624 Highland Ave., Tax Abatement Application.
11. Rita Schonoff, 1013 East Adams Street, Tax Abatement Application.
12. Lynne R. Thomas, 1015 E. Adams Street, Tax Abatement Application.
13. Iowa League of Cities, Membership Dues 07-01-2020 to 06-30-2021, \$3,350.00
14. IA Municipal Workers' Compensation Association, Premium Deposit, \$15,636.00
15. Corner Stop, 100 East Madison St., Class C Beer Permit (BC), Sunday Sales, **(renewal)**
16. Halcyon House, 1015 South Iowa Avenue, Class C Liquor License (LC) (Commercial), Sunday Sales, **(renewal)**
17. Mi Pueblo Real #2, 1021 W. Madison St., Class C Liquor License (LC) (Commercial), Sunday Sales, **(renewal)**
18. Department Reports

**Consent – Other:**

Bolton & Menk, Taxilane for Fuel Facility at Airport, \$10,341.13  
MSA, Wellness Park, Phase 1 Design and Bidding, \$4,993.55

Motion by Stigers, seconded by Pettit-Majewski, to approve items 1-18 on the consent agenda. Motion carried.

Motion by Stigers, seconded by Youngquist, to approve consent-other item 1. Motion carried.

Motion by Pettit-Majewski, seconded by Youngquist, to approve consent-other item 2. Motion carried. Gault voted “no”.

Motion by Pettit-Majewski, seconded by Gault, to approve payment of the claims as presented. Motion carried.

Special Presentations:

Motion by Pettit-Majewski, seconded by Moore, to approve the requests from the rescheduled Kewash Half Marathon. Motion carried. The Marathon is scheduled for August 29, 2020.

Motion by Moore, seconded by Pettit-Majewski, to approve Main Street Washington's Movies On Main.

Motion by Moore, seconded by Youngquist, to approve the Washington Chamber of Commerce requests for Bryson Block Alive After Five and Dinner in the Park. Motion carried.

Presentation from the Public: none.

Mayor Pro Tem DeLong announced that now is the time for the public hearing on Disposing of Whitesell Property and Land and Adopting Real Estate Installments Contract.

No written or oral objections were received.

Motion by Youngquist, seconded by Stigers, 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 Moore, to approve the Resolution Disposing of Whitesell Property and Land and Adopting Real Estate Installments Contract. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-071)**.

Mayor Pro Tem DeLong announced that now is the time for the public hearing on Plans, Specifications, Form of Contract and Estimate of Cost for the NLW Subdivision Plat 1 Improvements.

No written or oral objections were received.

Motion by Pettit-Majewski, seconded by Moor 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 Pettit-Majewski, to approve the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the NLW Subdivision Plat 1 Improvements. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-072)**.

Motion by Stigers, seconded by Gault, to approve the Resolution Approving an Electric Facilities Extension Agreement (NLW Subdivision Plat 1). Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 20202-073)**.

Motion by Youngquist, seconded by Pettit-Majewski, to approve the Resolution Establishing Intent to Sell Lots in NLW Subdivision Plat 1 and Setting a Public Hearing for July 21, 2020. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-074)**.

No action was taken on Mayoral Appointments to Boards and Commissions.

Bids received for removal of dangerous trees:

Iowa River Tree Service	\$7,094.10
Sigourney Treecare, LLC	\$5,980.00

Trent Greiner Logging, LLC	\$4,900.00
Midwest Tree Service	\$4,250.00

Motion by Pettit-Majewski , seconded by Youngquist, to approve the bid from Midwest Tree Service for bid of \$4,250.00. Motion carried. Gault and Stigers voted “no”.

Bids received for Wellness Park Owner Supplied Purchases:

BSN Sports	\$19,518.00
Beacon Athletics	\$19,571.00

Motion by Stigers, seconded by Pettit-Majewski, to approve the bid of Beacon Athletics for Wellness Park Owner Supplied Purchases. Motion carried. Gault voted “no”.

Motion by Youngquist, seconded by Pettit-Majewski, to approve the Engineering Agreement with Garden & Associates (not to exceed \$235,000.00) for the West Buchanan Street/Business Park Phase II Improvements. Motion carried.

Motion by Gault, seconded by Stigers, to approve Change Order #2 in the amount of \$977.79 for City Hall/Police Furniture Contract. Motion carried.

Motion by Stigers, seconded by Youngquist, to approve the Resolution Authorizing the Mayor to Sign an Application for Voluntary Annexation. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-075).**

Motion by Stigers, seconded by Gault, to approve Setting a Public Hearing for August 4, 2020, on Voluntary Annexation Proposal. Motion carried.

Motion by Stigers, seconded by Youngquist, to approve the Resolution Adopting and Levying Final Schedule of Assessments for 2019 South 15<sup>th</sup> Avenue Improvements Project. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-076).**

Motion by Youngquist, seconded by Pettit-Majewski, to approve the Third Reading and Adopt the Ordinance Amending Washington Code of Ordinances Chapter 63.04 “Speed Zones” on W. 5<sup>th</sup> Street. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Ordinance No. 1106)**

Motion by Stigers, seconded by Gault, to approve the Third Reading and Adopt the Ordinance Amending Washington Code of Ordinances Chapter 165.09 and Chapter 165.12 “R-1 & R-3 Front Setbacks” ( per Planning & Zoning Recommendation). Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Ordinance No. 1107)**

Motion by Stigers, seconded by Gault, to approve the Third Reading and Adopt the Ordinance Rezoning Certain Property from I-1 “Industrial” to R-3 “Residential” – NLW Subdivision. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Ordinance No. 1108)**

Motion by Gault, seconded by Youngquist, that the Regular Session held at 6:00 P.M., Tuesday, July 7, 2020, is adjourned.

Illa Earnest, City Clerk




Iowa Communities Assurance Pool

## Commitment to Continue Membership

I, City of Washington, do hereby affix my signature to this form and promise to submit the contribution of \$145,941.00 (less attached vouchers if applicable) by Jul 21, 20. In order to fulfill this commitment, our payment will be received by the Iowa Communities Assurance Pool, at the address on this form, no later than Jul 28, 20.

	145,941.00
VOUCHER	8,939.40
	<hr/>
	\$ 137,001.60

Printed Name BRENT HINSON  
Signature   
Date 07-13-2020

Iowa Communities Assurance Pool  
5701 Greendale Road  
Johnston, IA 50131



Simmering-Cory | Iowa Codification  
114 E. 5<sup>th</sup> Street, Storm Lake, IA 50588  
P.O. Box 244, Storm Lake, IA 50588  
Tel 641-357-7595 | Fax 515-724-7868



INVOICE 2020-SC-0063

7.15.2020

**BILL TO**

City of Washington  
215 E. Washington St.  
Washington IA 52353

**INSTRUCTIONS**

Project #18-WS-020

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	"Progress Payments - \$2,000/3 months after Release of Funds" – 4 <sup>th</sup> Installment		\$2,000.00
TOTAL AMOUNT OF CONTRACT:		\$20,000	
LESS PREVIOUS PAYMENTS:		\$ 8,000	
LESS THIS PAYMENT:		<u>\$ 2,000</u>	
BALANCE DUE AFTER THIS PAYMENT:		\$10,000	
<b>TOTAL DUE</b>			<b>\$2,000.00</b>

Thank you for your business!

Washington Chamber of Commerce  
205 W Main St.  
Washington, IA 52353



E-mail: [michelle@washingtioniowa.org](mailto:michelle@washingtioniowa.org)  
[www.chamber.washingtioniowa.gov](http://www.chamber.washingtioniowa.gov)  
Phone (319) 653-3272

City of Washington  
215 E Washington St  
PO Box 516  
Washington, IA 52353

Invoice Date: 7/5/2020

Invoice Number: 2020-244

# INVOICE

DESCRIPTION	PRICE EACH	QUANTITY	AMOUNT
Annual city contribution to Chamber tourism (FY 20-21)	20,000.00		20,000.00

Please mark your billing preference

I prefer standard MAIL

Save a stamp, please E-MAIL invoices!

Send invoices to this email:

**Balance Due** \$20,000.00





**YMCA of Washington County**

520 W 5th St  
PO Box 887  
Washington, IA 52353  
United States  
(319) 653-2141

July 9, 2020

**INVOICE**

AMOUNT DUE as of 7/9/2020  
**\$2,000.00**

**City of Washington**

Identification: 016015

Enclosed payment amount: \$

**TO** City of Washington  
215 E Washington  
Washington, IA 52353  
United States

(return this portion with payment)

**Account Fees**

Date	Description	Due Date	Fee	Adjusted	Sched.	Paid	Balance
07/09/20	City Contribution - 2020 pool management fee	07/09/20	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00

Total	\$2,000.00
Amount Adjusted	\$0.00
Amount Paid	\$0.00
Amount Scheduled	\$0.00
Balance	\$2,000.00

**Amount Due** \$2,000.00



**IOWA ASSOCIATION OF  
MUNICIPAL UTILITIES**

1735 NE 70th Avenue  
Ankeny, IA 50021

# Invoice

Invoice Number	Invoice Date
22097	7/1/2020

Bill To
<b>City of Washington</b> <b>P.O. Box 516</b> <b>215 East Washington Street</b> <b>Washington, IA 52353-0516</b>

Account #:  
 Terms: Net 30  
 Due Date: 7/31/2020

Description	Quantity	Rate	Amount
SASSO • July 2020 - June 2021		5,375.18	5,375.18

Subtotal	\$5,375.18
Sales Tax (7.0%)	\$0.00
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$5,375.18</b>

Email Address	Phone #	Fax #	Website
jvandusseldorp@iamu.org	515-289-1999	515-289-2499	www.iamu.org



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

July 8, 2020  
 Project No: 019001.DA  
 Invoice No: 217715

**Invoice Total \$3,243.60**

Project 019001.DA Washington City Hall & Police Station

**Professional Services for Period Ending June 30, 2020**

**Professional Services**

Billing Phase	Fee	% Comp	Earned	Previous Fee Billing	Current Fee Billing
Construction Documents	28,349.50	100.00	28,349.50	28,349.50	0.00
Bidding and Negotiations	5,906.00	100.00	5,906.00	5,906.00	0.00
Construction Administration	29,532.00	70.00	20,672.40	17,719.20	2,953.20
Furniture	8,000.00	90.00	7,200.00	7,200.00	0.00
<b>Total Fee</b>	<b>71,787.50</b>		<b>62,127.90</b>	<b>59,174.70</b>	<b>2,953.20</b>
	<b>Total Fee</b>				<b>2,953.20</b>

**Reimbursable Expenses**

Mileage					
6/2/2020	Orth, Kristofer	Field Observation		145.20	
6/18/2020	Orth, Kristofer	Field Observation		145.20	
	<b>Total Reimbursables</b>			<b>290.40</b>	<b>290.40</b>
			<b>Total this Invoice</b>		<b>\$3,243.60</b>

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

Please include FGI invoice number on check.

For Billing Inquiries, please call: 309-663-8435 or 314-962-7900

1 1/2% Interest Monthly After 30 Days

www.f-w.com

FEIN#: 37-1123236

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

**Applicant License Application ( )**

<b>Name of Applicant:</b>	<u>Wesley Retirement Services, Inc.</u>		
<b>Name of Business (DBA):</b>	<u>Halcyon House</u>		
<b>Address of Premises:</b>	<u>1015 S Iowa Avenue</u>		
<b>City</b>	<u>Washington</u>	<b>County:</b>	<u>Iowa</u> <b>Zip:</b> <u>52353</u>
<b>Business</b>	<u>(319) 653-7264</u>		
<b>Mailing</b>	<u>1015 S Iowa Avenue</u>		
<b>City</b>	<u>Washington</u>	<b>State</b>	<u>IA</u> <b>Zip:</b> <u>52353</u>

**Contact Person**

<b>Name</b>	<u>Christine L Marshall</u>		
<b>Phone:</b>	<u>(319) 653-8313</u>	<b>Email</b>	<u>cmarshall@wesleylife.org</u>

**Classification** Special Class C Liquor License (BW) (Beer/Wine)

**Term:** 12 months

**Effective Date:** 07/27/2020

**Expiration Date:** 01/01/1900

**Privileges:**

Outdoor Service

Special Class C Liquor License (BW) (Beer/Wine)

Sunday Sales

**Status of Business**

<b>BusinessType:</b>	<u>Privately Held Corporation</u>		
<b>Corporate ID Number:</b>	<u>XXXXXXXXXX</u>	<b>Federal Employer ID</b>	<u>XXXXXXXXXX</u>

**Ownership**

**Robert Kretzinger**

**First Name:** Robert **Last Name:** Kretzinger  
**City:** Johnston **State:** Iowa **Zip:** 50131  
**Position:** CEO  
**% of Ownership:** 0.00% **U.S. Citizen:** Yes

**Kristy VanderWiel**

**First Name:** Kristy **Last Name:** VanderWiel  
**City:** Johnston **State:** Iowa **Zip:** 50131  
**Position:** Vice President of Strategy and Mission Integration  
**% of Ownership:** 0.00% **U.S. Citizen:** Yes

**Christine Marshall**

**First Name:** Christine **Last Name:** Marshall  
**City:** Washington **State:** Iowa **Zip:** 52353

**Position:** Executive Director

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

**Insurance Company:** Illinois Union Insurance Company

**Policy Effective Date:**

**Policy Expiration**

**Bond Effective**

**Dram Cancel Date:**

**Outdoor Service Effective**

**Outdoor Service Expiration**

**Temp Transfer Effective**

**Temp Transfer Expiration Date:**

# MAINTENANCE & CONSTRUCTION DEPT. REPORT

6-27-20/7-10-20

**STREETS:** Personnel ditched West 5th St around the Mini Bus & Custom Impressions, including replacing an 8 inch culvert. Personnel placed rock and bladed West Buchanan and replaced a culvert with a sinkhole, for the residences to have access once the new construction on E Ave closes down eastbound traffic.

**WATER DISTRIBUTION:** Personnel repaired a water main break located at South 2nd Ave-East Madison St, where a piece of 8 inch PVC and a 4 inch gate valve were installed.

**SEWER COLLECTION:** Personnel jetted a few sewer mains. Installed a terminal manhole in the 900 block of North Marion Ave on the west side of the street.

**STORM SEWER COLLECTION:** Personnel jetted a few driveway culverts not taking water. Personnel repaired a sinkhole located in the center of a ditch in front of 720 North Ave C.

**MECHANIC/SHOP:** Personnel serviced 005 (install strobe, rotate tires, checked brakes and repair coolant leak), 004 (electrical issue), Cemetery GMC dump truck (install water pump), 504 (install new fuel pump), PD 905 (rotate tires) and PD 306.

**OTHER:** Personnel continued yard waste and bag pick up. Responded to 72 One Call Locates.

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





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



Chief of Police Jim Lester  
Lieutenant Lyle Hansen

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

---

***Department Activity Report  
June 2020***

Three protests, noise complaints related to fireworks and vandalism reports highlighted June's activity.

The protests on June 3 and 5 were mostly locals and remained peaceful. On the evening of June 22 at about 9:15pm, we were made aware of a group of protestors from an Iowa City event coming to Washington where the Governor and Lt Governor were staying. After just over an hour of chanting, name-calling and lying in the street, law enforcement gave an order to disperse and the protestors left the area without incident. The protests resulted in about 70 extra officer-hours.

Vandalism reports included damage to vehicles and buildings, including one vehicle fire. Charges for arson and criminal mischief have been filed in that case.

Five officers participated in the promotional process as we work on restructuring the department and transition officers into leadership roles.

We assisted with the annual Tractor Parade on June 6<sup>th</sup> and provided seven birthday parades during the month of June.

**Officer Training and Presentations:**

Investigator VanWilligen attended training and recertification for Standardized Field Sobriety Testing Instructor.

Officers Ben Altenhofen and Ethan Hansen visited the Y Daycare kids.

Firearms Instructor Officer Jason Chalupa provided training and handgun qualifications for all officers.

The SWAT Team resumed their monthly training and utilized a city-owned property for training in June.

We have resumed our monthly staff meetings. Officer Chalupa and Officer B. Altenhofen provided in-service training related to our Use of Force policy and Investigator VanWilligen provided the first of two parts of a Standardized Field Sobriety Testing in-service.

Respectfully submitted,

  
Jim Lester  
Chief of Police

**Washington Police Department  
Activity & Offense Summary  
For the Month of June 2020**

<b>Activity</b>	<b>Previous Month</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Citations / Warnings	30	64	264
Traffic Stops	39	68	343
Traffic Accidents	10	19	79
Parking Tickets	1	26	55
Vehicle Unlocks	24	22	153
Arrest Warrants Served	6	8	29
Search Warrants Served	2	1	16
Calls for Service	301	381	1749
Animal Calls	27	27	132
Mental Health Responses / Suicidal Subjects	5	4	27
Arrests	26	12	152

**Offense Summary**

<b>Offenses</b>	<b>Previous Month</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Assaults	4	5	17
Domestic Assault	2	3	17
Harassment	0	1	5
No Contact Order Violation	2	0	8
Burglary	2	2	8
Burglary to a Motor Vehicle	1	1	14
Criminal Mischief / Vandalism	8	19	58
Disorderly Conduct	1	1	5
Driving While Intoxicated (OWI)	1	0	5
Drunkenness (Public Intoxication)	3	3	10
Drug Offenses	2	1	10
Drug Paraphernalia	0	3	10
Sexual Abuse	4	1	7
Theft (includes Shoplifting)	7	7	45
Trespass	0	1	3
Pornography / Obscene Material	1	1	3
Weapons Laws Violations	2	0	6

This chart indicates a summary of the types of offenses the Washington Police Department responded to during the reporting period. Some offense types are combined to simplify this report. It should also be noted that an offense does not always result in an arrest. Calls for service do not always include requests to return phone calls, instances where officers are approached while on patrol for minor issues or requests for assistance from other agencies such as probation / parole checks.

## Water Treatment Plant: June 2020 Council Report

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

**North 4<sup>th</sup> project-** Lots of activity around the water plant with this project. Alliant Energy's sub-contractor bored through well 7 main. They repaired it in a timely manner. I have been submitting a bypass report to the DNR a few times a week. The bypass is due to the sewer collapse. We are currently sending our concentrate water to the storm sewer. We have collected multiple samples and had them tested at our certified lab. We are sharing all information with the DNR.

**Washington Electric-** Mike Zehr with Washington Electric has a list of things to do for us. He ordered us the transfer switch for well 6. He needs to coordinate with Alliant to install. This transfer switch is for emergency/future use. Once the transfer switch is installed, we will have the capability to hook up a portable generator. This would allow the city to run at full capacity in case of an emergency/power outage. In the future we may plan to have a permanent generator at well 6. Mike is also going to be installing the decorative light pole on the boulevard that got hit this past winter. We already have the pole and are just waiting on him to do some ground work before install. This should be happening very soon. Mike is going to remove the old siren by McDonalds. Tom Wide requested the old siren when it is taken down.

**Water Plant Operations-** We had our Sanitary survey (inspection) with the DNR. There are a few things we need to update, but the inspection went well. Submitted the May MOR and currently working on June. We collected all 40 lead and copper samples and delivered them to the state hygienics lab. As long as all the results come back good, we will go back to routine sampling. We also collected and delivered other routine samples (radium, gross alpha's, manganese, and radon). The Consumer Confident Report was published in the paper on June 25<sup>th</sup>. The CCR is also on our web site, Iowa Rural Water web site, and is available at both City Hall and the water plant. Will read book 7. We collected routine monthly bacteria samples; results were absent. We changed bag filters and cleaned the filter vessels. We also changed all 3 RO's cartridge filters. We have changed a few leaking meters. Our monthly bulk chemicals were filled up. Frank Millard inspected our back-flow preventers. We ordered lab reagents, filters, and meters. Ace electric fixed the generator. It had a fault, low coolant, and needed some parameters adjusted. The new antenna and radio system were installed at the north tower for city communications.

**Operators-** We are back to normal operations. We are still limiting ourselves from being in the public's homes and having people at the plant. We are only going in homes as needed and letting people in the plant as needed. We attended an online continuing education class with the DNR. I attended weekly staff meetings. Both Will and I plan to take exams as soon as the DNR opens back up testing. Stay safe everyone!

Water Plant Superintendent

Kyle W

Washington Volunteer Fire Department  
July 8,2020

May Fires

5 City fires	1550.00
3 rural fires	1790.00
0 Drill	.00
8 fires	3340.00

Meeting opened with Chief Wide in charge.

Minutes of last month's meeting were read and approved

Treasures report was read.

Motion by Scott Bartholomew 2<sup>nd</sup> by Doug Sanders to pay all bills. Passed

Communications; Thank You from Don Wells for the birthday parade. Thank you from Glen Rowe family.

Committee: Social- snacks after meeting.

Golf: Tournament Aug. 23. Still looking for hole sponsor

Apps. Still looking for people in town/

Rescue

Old Business: County meeting will be in Brighton.

The new hose washer works great.

EMS training begins after the first of the year.

New tanker is done will pick up July 14<sup>th</sup>.

New business: We are updating the pack holder on Truck #1.

The new bell tower is getting put together.

Chain saw on Tk. 1 is bad checking on getting new one.

Training of 24 hours is still required.

Kirkwood Fire School Sept. 19 & 20.

Drill #1 that was canceled will be November 18.

Training July 15 at 6pm.

Discussion of calls: car fire across from football field was arson. House fire on North C was most likely caused by fireworks.

Roll call taken, meeting closed.

Secretary  
Tom Beauchamp

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



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

*Park Board Members:  
Keely Brower  
Charles Halvorson  
Gabriela Canchola  
Genie Davis  
Trent Stout  
Open Seat*

*Parks Superintendent:  
Nick Pacha*

---

---

## May/June City Council Update – Parks Department

- Mowing, trimming and spraying of all park properties and areas under park duties
- 2 employees off long term due to surgeries
- Fountain up and running daily checking and weekly cleaning
- Daily watering of flowers and weekly fertilizing of flowers
- 47 Trees planted at soccer fields, mulched and staked and weekly watering
- Hanging baskets downtown and flowers planted & watered daily.
- Attended SASSO safety meetings
- Attended weekly Department head meetings.
- Park board meetings for April and May were cancelled due to Covid – 19 June = low attendance.
- Pickleball meetings
- Meet with contractors and sales people for wellness park
- Wellness Park progress meetings
- Organized and attended several Wellness Park planning meetings, attend city council meetings, meetings with potential supplies for Wellness park.
- Park board meetings
- Painted all black garbage cans at Central Park and along downtown
- Pool is up and running. We had a major failure in one of our 3 large sand filters. Through a lot of phone calls and emails we did receive approval to run on 2 filters for this season. Luckily when the pool was built it was designed with plenty of filtration capacity. We will have to get engineers involved and decide if we are going to replace or run on 2 filters. I have been working on this with two different pool companies to get bids and options.

- Daily checks, adding chemicals at pool. Weekly vacuuming and backwashing of pool and fixing problems.
- Fixing vandalism at Parks.
- We over seeded the soccer fields to try and get a better grass stand
- Installing concrete at soccer fields for drinking fountain and bench and port o potty wind and visual screen.
- Restrooms at Central Park and Sunset closed due to Covid-19

\*Please note, this is a summary of work completed this month and does not include everything completed by the Department.

**WWTP report  
July 21<sup>st</sup>, 2020  
Council meeting**

- **After hour alarm and dog call outs –**  
7/03/2020 Dog call at safety Center 8:55 p.m. Dalton  
7/03/2020 Alarm call at WWTP 1:15 p.m.  
7/04/2020 Dog call at 615 S Marion ave. 9:45 p.m. Dalton  
7/07/2020 Dog call at North E ave. & W 2<sup>nd</sup> 10:25 p.m.  
7/16/2020 Dog call at 617 S 7<sup>th</sup> 6:03 p.m. Dalton
- **Dept Head meetings –**I attended the meetings, July 14<sup>th</sup> 21<sup>st</sup>
- **WWTP June, 2020 Discharge Monitoring Report (DMR) –** Average daily flow **3.759 million gallons (mg)**, maximum daily flow **5.753 mg**, minimum daily flow **1.458 mg**. There was one **(1)** violation of the WWTP's NPDES discharge permit. Total precipitation for June = **>10.66"** (recorded at the WWTP).

**CBOD5 removal 85% required                      result = 82.3 %**

Influent CBOD5 7day avg. =                      **72.4 mg/L**

Effluent CBOD5 7day avg. =                      **12.8 mg/L**

**TSS removal 85% required                      result = 89.8 %**

Influent TSS 7 day avg. =                      **810.1 mg/L**

Effluent TSS 7 day avg. =                      **36.3 mg/L**

The violation was not meeting the 85% removal. This is due to the low BOD loading in the influent. I have been in contact with Iowa DNR field office 6, he doesn't believe it to be a problem since we are still well under the effluent and no other violations occurred.

- **Hydrogen Sulfide Gas monitoring-** We read and check the monitors once a week.
- **WWTP Mowing-** Mowing continues at the WWTP, and lift stations.
- **UV Equipment-**We had a breaker go bad inside the U.V. control panel. I was able to find one at Van Meter in Iowa City and changed it out.
- **SBR Cycles-**Now with lower flows we are running the SBRs in 4 cycles a day. Normally we run 5 and in wet weather we have the ability to run 6 cycles.
- **West EQ Basin-**With the EQ pumped back we have been doing some cleaning with fire hose little by little.
- **Truck 501 (Dog Truck)-**On 7/16/20 We had a break down, possible motor issues we will know more in the coming days.

**Jason Whisler  
7/17/2020 10:00 a.m.**





**CONTRACTOR'S PAY REQUEST**

Washington Municipal Airport  
 Construct Taxi Lane (Fuel Access)  
 Washington, IA  
 BMI #T51.117678

DISTRIBUTION:	
CONTRACTOR (1)	
OWNER (1)	
ENGINEER (1)	
BONDING CO. (1)	
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$412,248.10
TOTAL, COMPLETED WORK TO DATE	\$413,379.50
RETAINED PERCENTAGE ( 5% )	\$20,668.98
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$392,710.53
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$314,142.20
PAY CONTRACTOR AS ESTIMATE NO. <b>3 (THREE)</b>	\$78,568.33

**Certificate for Partial Payment**

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: DeLong Construction Inc.  
 PO Box 488  
 Washington, IA 52353

By Jana DeLong President  
 Name Title

Date 6-27-20

**CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:**

ENGINEER: BOLTON & MENK, INC., ENGINEERS, 855 WRIGHT BROTHERS BLVD SW #2A, CEDAR RAPIDS, IA 52404

By Carl L. Byers, PROJECT ENGINEER  
 Carl L. Byers, P.E.

Date 6/19/2020

**APPROVED FOR PAYMENT:**

OWNER:

By Chase Rippe 6/24/20  
 Name Title Date

And Michael R. Rose 6/24/20  
 Name Title Date



Real People. Real Solutions.

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

To Ensure Proper Credit, Provide Invoice Numbers with Payment



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

June 30, 2020  
 Project No: T51.117678  
 Invoice No: 0253362  
 Client Account: WASHINGT\_CI\_IA

**Washington/Taxilane for Fuel Facility**

Taxilane for Fuel Facility Construction Phase

Construction Services (002)

**Professional Services**

	Hours	Amount	
Principal	1.00	195.00	
Design Engineer	16.50	1,650.00	
Project Manager	19.50	3,217.50	
Totals	37.00	5,062.50	
<b>Total Labor</b>			<b>5,062.50</b>

**Consultants**

Braun Intertec Corporation	1,944.25	
<b>Total Consultants</b>	<b>1,944.25</b>	<b>1,944.25</b>

**Billing Limits**

	Current	Prior	To-Date	
Total Billings	7,006.75	54,658.13	61,664.88	
Limit			71,900.00	
Remaining			10,235.12	
		<b>Total this Task</b>		<b>\$7,006.75</b>
		<b>Total this Invoice</b>		<b>\$7,006.75</b>

TO OWNER:  
 City of Washington  
 215 E Washington Street  
 Washington, IA 52353

PROJECT:  
 Washington City Hall & Police Station  
 Washington, IA

FROM CONTRACTOR:  
 Bushong Construction Company  
 704 E Wood Street  
 Montezuma, IA 50171

VIA ARCHITECT:  
 Farnsworth Group  
 14225 University Avenue, Suite 110  
 Waukee, IA 50263

APPLICATION NO: 9

PERIOD TO: 6/30/2020

PROJECT NOS:

CONTRACT DATE: 7/23/2019

Distribution to:  
 OWNER  
 CONTRACTOR  
 A/R  
 FILE

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
 Application is made for payment, as shown below, in connection with the Contract.  
 Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 1,909,000.00
2. Net change by Change Orders ..... \$ 83,997.37
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ 1,992,997.37
4. TOTAL COMPLETED & STORED TO DATE ..... \$ 1,247,656.57  
 (Column G on G703)
5. RETAINAGE:
  - a. 5 % of Completed Work \$ 62,382.83  
 (Column D + E on G703)
  - b. 5 % of Stored Material \$ -  
 (Column F on G703)
 Total Retainage (Lines 5a + 5b or  
 Total in Column I of G703) ..... \$ 62,382.83
   
 TOTAL EARNED LESS RETAIL ..... \$ 1,185,273.74  
 (Line 4 Less Line 5 Total)
   
 PAYMENT (Line 6 from prior Certificate) ..... \$ 1,067,858.49
   
 CURRENT PAYMENT DUE ..... \$ 117,415.25
   
 BALANCE TO FINISH, INCLUDING RETAINAGE \$ 807,723.63  
 (Line 3 less Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: BUSHONG CONSTRUCTION COMPANY, INC.

By: John Bushong Date: 07/06/20

State of: Iowa County of: Poweshiek  
 Subscribed and sworn to before me this 5th day of July, 2020  
 Notary Public Brenda J. Moore  
 My Commission Expires: 11/05/2022



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 117,415.25

(Attach explanation if amount certified differs from the amount applied. Initial all figures on t Application and on the Continuation Sheet that are changed to conform to the amount certified ARCHITECT:

By: [Signature] Date: 07/14/2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

OWNER CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$83,997.37	\$0.00
Total approved this Month	\$83,997.37	\$0.00
TOTALS	\$83,997.37	\$0.00
NET CHANGES by Change Order		\$83,997.37

CITY OF WASHINGTON, IOWA  
CLAIMS REPORT  
JULY 21, 2020

<b>POLICE</b>	CINTAS CORP LOC. 342	RUG SERVICE	14.28	
	COBB OIL CO, INC.	FUEL	1,352.43	
	DOGS FOR LAW ENFORCEMENT	KEPHART-DLE K9 SEMINAR	350.00	
	GALLS LLC	BATTERIES FOR FLASHLIGHT	113.18	
	KCTC	PHONE & INTERNET	366.19	
	PRO-VISION	BODY CAM REPLACEMENT	364.00	
	QUILL	SUPPLIES	88.98	
	SYNNEX FINANCIAL SERVICES	MOBILE COMPUTER LEASE	604.26	
	UPS	SHIPPING CHARGES	21.59	
	VANWILLIGEN, BRIAN	PARKING FEE	3.00	
	VERIZON WIRELESS	CELLULAR SERVICE	1,138.18	
		<b>TOTAL</b>	<b>4,416.09</b>	
	<b>FIRE</b>	CINTAS CORP LOC. 342	TOWEL SERVICE	85.53
COBB OIL CO, INC.		FUEL	20.98	
KCTC		PHONE & INTERNET	206.69	
VERIZON WIRELESS		CELLULAR SERVICE	168.20	
		<b>TOTAL</b>	<b>481.40</b>	
<b>DEVELOPMENT SERVICES</b>	COBB OIL CO, INC.	FUEL	94.89	
	DESIGN ENGINEERS, P.C.	YMCA ELECTRICAL INSPECTION	380.00	
	KBS SERVICES / KELLY FARRIER	GRASS ABATEMENT 818 S 2/713 W MAD	90.00	
	VERIZON WIRELESS	CELLULAR SERVICE	85.69	
	WMPF GROUP LLC	EMPLOYMENT ADS	40.33	
		<b>TOTAL</b>	<b>690.91</b>	
<b>LIBRARY</b>	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00	
	ALLIANT ENERGY	ALLIANT ENERGY	1,215.39	
	AMAZON	LIBRARY MATERIALS	1,193.31	
	BAKER & TAYLOR	LIBRARY MATERIALS	1,472.74	
	CINTAS CORP LOC. 342	RUG SERVICE	64.98	
	CLARION- PLAINSMAN	SUBSCRIPTION	40.00	
	KCTC	PHONE & INTERNET	546.21	
	KONE INC.	ELEVATOR MAINTENANCE	3,354.00	
	LIBRARY JOURNAL	SUBSCRIPTION	104.99	
	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	811.18	
	USA TODAY	SUBSCRIPTION	341.47	
		<b>TOTAL</b>	<b>9,188.27</b>	
	<b>PARKS</b>	ACTION SERVICES INC	PORTABLE TOILETS	430.00
		ALLIANT ENERGY	ALLIANT ENERGY	1,019.15
COBB OIL CO, INC.		FUEL	613.05	
HY-VEE		BUSHES	70.00	
JOHN DEERE FINANCIAL		GAS SPOUT/OIL FILTERS	38.67	
KCTC		PHONE & INTERNET	124.78	
MID-AM RES. CHEMICAL CORP		WEED KILLER	466.02	
MORNING SUN FARM		PARTS	40.47	
VERIZON WIRELESS		CELLULAR SERVICE	43.17	
WASHINGTON RENTAL		EQUIPMENT REPAIR	51.14	
		<b>TOTAL</b>	<b>2,896.45</b>	
<b>POOL</b>		ACCO	CHEMICALS	1,704.30
			<b>TOTAL</b>	<b>1,704.30</b>
<b>CEMETERY</b>	ATCO INTERNATIONAL	HERBICIDE	260.50	
	COBB OIL CO, INC.	FUEL	685.14	

	KCTC	PHONE & INTERNET	155.62
	TIFCO INDUSTRIES	PARTS AND SUPPLIES	159.00
	UNITY POINT CLINIC-OCCUPATIONAL MEDICI	TESTING FEES	42.00
	WMPF GROUP LLC	SUMMER CLEANUP	36.00
		SHOP TOOLS	89.95
		<b>TOTAL</b>	<b>1,428.21</b>
<b>FINANCIAL ADMIN</b>	BAKER PAPER & SUPPLY	COPY PAPER	112.95
	CINTAS CORP LOC. 342	RUG/TOWEL SERVICE	44.62
	CUSTOM IMPRESSIONS INC	PLATE	110.00
	FAREWAY STORES	SUPPLIES	17.67
	FISHER, JASON	CLEANING	320.00
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE & SUP	825.00
	J & S ELECTRONIC BUSINESS SYSTEMS, INC	COPIER SERVICE/ COPIES	431.28
	KCTC	PHONE & INTERNET	974.40
	ROSIEN, JARON	REIMBURSEMENT SEMCO MILEAG	56.35
	ROTARY CLUB OF WASHINGTON	DUES AND FEES	272.60
	STOREY KENWORTHY/MATT PARROTT	MINUTE BOOKS	157.86
	UNITY POINT CLINIC-OCCUPATIONAL MEDICI	TESTING FEES	42.00
	VERIZON WIRELESS	CELLULAR SERVICE	88.18
	WMPF GROUP LLC	ADVERTISING	760.57
		<b>TOTAL</b>	<b>4,213.48</b>
<b>AIRPORT</b>	ACE-N-MORE	SUPPLIES	19.98
	ALLIANT ENERGY	ALLIANT ENERGY	561.50
	JAMIESON, JEAN	CLEANING	196.00
	TITAN AVIATION FUELS	FUEL FOR AIRPORT	19,756.92
	VERIZON WIRELESS	CELLULAR SERVICE	53.25
	VETTER'S INC-CULLIGAN WATER	WATER	17.95
	WEST LAWN CARE	MOWING AT AIRPORT	3,000.00
		<b>TOTAL</b>	<b>23,605.60</b>
<b>ROAD USE</b>	ALLIANT ENERGY	ALLIANT ENERGY	1.55
	COBB OIL CO, INC.	FUEL	365.52
	UNITY POINT CLINIC-OCCUPATIONAL MEDICI	TESTING FEES	42.00
		<b>TOTAL</b>	<b>409.07</b>
<b>STREET LIGHTING</b>	ALLIANT ENERGY	ALLIANT ENERGY	22.80
		ALLIANT ENERGY	29.52
		<b>TOTAL</b>	<b>52.32</b>
<b>HOUSING REHABILITA</b>	WASH CO TREASURER	TAXES	769.00
	WMPF GROUP LLC	LEGAL ADV -CDBG NTC	78.81
		<b>TOTAL</b>	<b>847.81</b>
<b>2020 GO STR/EQUIP/SWR</b>	UMB BANK, N.A.	FEES	300.00
		<b>TOTAL</b>	<b>300.00</b>
<b>2020B BELL LAND</b>	UMB BANK, N.A.	FEES	300.00
		<b>TOTAL</b>	<b>300.00</b>
<b>CAPITAL PROJECTS</b>	DELONG CONSTRUCTION	PAY #3-TAXILANE FOR FUELIN	78,568.33
	WMPF GROUP LLC	LEGAL ADV-S AVE E	102.28
		<b>TOTAL</b>	<b>78,670.61</b>
<b>INDUSTRIAL DEVELOP</b>	INTERSTATE POWER & LIGHT COMPANY	ELECTRIC CONTRACT-NLW SUBD	13,882.76
	WMPF GROUP LLC	LEGAL ADV	87.68
		<b>TOTAL</b>	<b>13,970.44</b>

<b>CAPITAL PROJECTS</b>	MCCONNELL, MARDE	EAB PROJECT- REIMBURSEMENT	137.00
		<b>TOTAL</b>	<b>137.00</b>
<b>TREE COMMITTEE</b>	IOWA CITY LANDSCAPING	EAB PROJECT-TREES	662.00
		<b>TOTAL</b>	<b>662.00</b>
<b>WATER PLANT</b>	CENTRAL IOWA DISTRIBUTING	SUPPLIES	113.00
	COBB OIL CO, INC.	FUEL	16.95
	IA DEPT OF NATURAL RESOURCES	ANNUAL WATER SUPPLY FEE	829.81
	ION ENVIRONMENTAL SOLUTIONS	LAB SERVICES	104.00
	KCTC	PHONE & INTERNET	155.62
	TYLER TECHNOLOGIES	ONLINE BILLING FEES	772.50
	VERIZON WIRELESS	CELLULAR SERVICE	48.17
	WATER SOLUTIONS UNLIMITED	CHEMICALS	4,315.40
	WMPF GROUP LLC	LEGAL ADV-WATER QUALITY	224.98
		<b>TOTAL</b>	<b>6,580.43</b>
<b>WATER DIST</b>	COBB OIL CO, INC.	FUEL	148.95
	VERIZON WIRELESS	CELLULAR SERVICE	86.18
		<b>TOTAL</b>	<b>235.13</b>
<b>SEWER PLANT</b>	ALLIANT ENERGY	ALLIANT ENERGY	11,531.92
	COBB OIL CO, INC.	FUEL	226.44
	JOHN DEERE FINANCIAL	FUEL HOSE FOR GENERATOR/MOWER BLADE	459.96
	MID-AM RES. CHEMICAL CORP	WEED KILLER	635.35
	O'REILLY AUTOMOTIVE INC	BATTERY FOR PUMP	137.77
	TIFCO INDUSTRIES	PINS FOR REPAIRS	149.95
	TYLER TECHNOLOGIES	ONLINE BILLING FEES	772.50
	VERIZON WIRELESS	CELLULAR SERVICE	594.50
		<b>TOTAL</b>	<b>14,508.39</b>
<b>SEWER COLLECTION</b>	COBB OIL CO, INC.	FUEL	412.22
	VERIZON WIRELESS	CELLULAR SERVICE	145.97
		<b>TOTAL</b>	<b>558.19</b>
		<b>TOTAL</b>	<b>165,856.10</b>



# 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@washingtioniowa.gov](mailto:learnest@washingtioniowa.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: Wedding Ceremony in Central Park

Coordinator: Isabella Santoro

Contact Number: 319-461-3601

Email Address: isabella.santoro@gmail.com

**2. EVENT INFORMATION**

Event Description: wedding ceremony on bandstand with audience on chairs in grassy area in front, followed by short reception with light refreshments catered by Cafe Sodici

Days/Dates of Event: Saturday, October 10th, 2020

Time(s) of Event: (Include Set Up/Tear Down Time) 9am - 7pm

Event Location: Central Park

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Other Requests

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

Use of gators/UTV/ATV on City streets

Use of City Park (specify park : \_\_\_\_\_  
Electrical Needs: sound system

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

Walk/Run (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

Fireworks (specify location :)

Other (please specify :)

4. ITEMS REQUESTED FROM THE CITY OF WASHINGTON

Street barricades

Yield signs for crosswalks

Emergency "No Parking" Signs

Garbage/Recycling Barrels

Traffic cones

Street Sweeping following (parades)

Picnic Tables

Other (please specify :)

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

Amplified Sound/Speaker System

Recorded/Live Music

Public Address System

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? ) will provide 5-10 bottles of hand sanitizer

Contact Person: same as applicant

Phone: same

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.

Chadabelleff/aitore  
Applicant/Sponsor Signature

7/15/2020  
Date

**DEPARTMENT APPROVALS**

Indicate Date Contacted	The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.		
<u>7/15/2020</u>	City Clerk (Liquor Licenses)	Illa Earnest 319-653-6584 ext 131	<a href="mailto:learnest@washingtioniowa.gov">learnest@washingtioniowa.gov</a> Comments/Restrictions:
<u>7/15/2020</u>	Police Chief	Jim Lester 319-458-0264	<a href="mailto:jlester@washingtioniowa.gov">jlester@washingtioniowa.gov</a> Comments/Restrictions:
<u>N/A</u>	Fire Chief	Tom Wide 319-863-3332	<a href="mailto:firedept@washingtioniowa.gov">firedept@washingtioniowa.gov</a> Comments/Restrictions:
<u>N/A</u>	Streets	JJ Bell 319-653-1538	<a href="mailto:jjbell@washingtioniowa.gov">jjbell@washingtioniowa.gov</a> Comments/Restrictions:
<u>7/15/2020</u>	Parks	Nick Pacha 319-321-4886	<a href="mailto:npacha@washingtioniowa.gov">npacha@washingtioniowa.gov</a> Comments/Restrictions:
<u>7/15/2020</u>	County Environmental Health (if serving food): Jason Taylor; 319-461-2876; <a href="mailto:jtaylor@co.washington.ia.us">jtaylor@co.washington.ia.us</a> Comments/Restrictions:		

**CITY COUNCIL APPROVAL**

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

\_\_\_\_\_  
Date of Action

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

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



Isabella Santoro &lt;isabella.santoro@gmail.com&gt;

**letter to city council**

1 message

Isabella Santoro <isabella.santoro@gmail.com>  
To: Isabella Santoro <isabella.santoro@gmail.com>

Thu, Jul 16, 2020 at 11:30 AM

To: Washington City Council  
Re: Wedding Ceremony in Central Park  
When: Saturday, October 10<sup>th</sup>, 2020

In addition to the information on the application form, I wanted to add a few points. We plan on serving light refreshments, such as cake and some finger food appetizers plus wine and champagne. All will be catered by Café Dodici, who has their own liquor license. Café Dodici staff will ensure that all who are given alcohol are 21 years of age or older and are guests of the bride and groom.

We plan to provide a trash can large enough to contain the disposable cake plates and cups. Some people might choose to use the public trash cans but I don't predict we will have much trash. Between the Café Dodici staff and the family and friends attending the ceremony, we will share the responsibility of being careful and respectful of the park and leave it in great condition at the end of the event. Included in this application is proof of personal liability insurance with Kennedy Insurance. Please let me know if that will suffice.

The set up will include folding chairs set up in front of the bandstand, following social distancing guidelines. All guests will be given a mask or shield to wear if they choose. We plan to put a few decorations on the bandstand, such as fabric draped across the top, using the existing poles and hooks available, and hanging a backdrop from the hooks already there that are used to hang the flag when the community band performs. Nothing will be hammered or screwed into place if there is not a hook already there. When the decorations are removed, the bandstand will be in the same condition as we found it.

We may start setting up as early as 9am and it may be as late as 7pm by the time all the chairs are put away, trash is collected, and decorations are removed. The ceremony itself will be from 3:30 to about 4:30pm.

Thank you for your time and consideration.

Isabella Santoro



# Case Report

06/12/2020 - 07/15/2020

Case #	Case Date	Main Status	Type	Description	Actions Taken	Method of Warning	Clean up Deadline	Parcel Address
20136	7/14/2020	Open	Complainant	Trash smell and spills on the ground from dumping dumpsters	Talked to Mr. Sorrell and called Lukes Sanitation	Phone Call		1021 W MADISON ST
20135	7/9/2020	Open	Code Enforcement	Tall grass and weeds		Hanger		1114 E WASHINGTON ST
20134	7/7/2020	Pending	Code Enforcement	fridge by porch/tv at curb	talked to owner and will have removed by weeks end	Phone Call		317 E MADISON ST
20133	7/7/2020	Abated	Code Enforcement	spent fireworks boxes at curb,	called for emergency abatement on 7-15	Emergency Abatement		325 E MADISON ST
20132	7/7/2020	Abated	Complainant	Trash at front curb	called for emergency abatement on 7-7	Emergency Abatement		713 W MADISON ST
20131	7/7/2020	Pending	Complainant	Tall grass and weeds/tree branch	emailed property manager-will address issues	Email		907 S 4TH AVE
20130	7/6/2020	Closed	Code Enforcement	Tall grass and weeds		Hanger		606 S 9TH AVE
20129	7/6/2020	Closed	Code Enforcement	yard debris piled in street		Hanger		940 PROSPECT PL
20128	7/6/2020	Closed	Complainant	shrubs encroaching alley ROW		Hanger		115 MCCREEDY DR
20127	7/6/2020	Closed	Code Enforcement	Tall grass and weeds	owner contacted office-will mow 7-8	Hanger		727 E WASHINGTON ST
20126	7/2/2020	Closed	Code Enforcement	tall grass in ROW 1400 block E. Madison	Contacted owner/ will hire mowing service to resolve issue	Phone Call		
20125	7/2/2020	Closed	Complainant	Tall grass and weeds/empty lot next door. Contacted owner and will address.	contacted developer-will forward to mowing vendor	Phone Call		1421 E MADISON ST
20124	7/2/2020	Closed	Code Enforcement	Trash at front curb		Hanger		421 W WASHINGTON BLVD
20123	7/2/2020	Abated	Code Enforcement	Tall grass and weeds	called for emergency abatement on 7-6	Hanger		713 W MADISON ST
20122	7/2/2020	Open	Code Enforcement	couch at curb		Hanger		402 E MADISON ST
20121	7/1/2020	Closed	Code Enforcement	dumpster full	called/text trash vendor to empty	Phone Call		602 E WASHINGTON ST
20120	7/1/2020	Closed	Complainant	trash on sidewalk	called trash vendor to remove	Phone Call		116 E MAIN ST
20119	6/30/2020	Closed	Complainant	full/stinking	contacted trash	Phone Call		112 N IOWA

				dumpster in alleyway	vendor and will empty 6-30			AVE
20118	6/30/2020	Closed	Complainant	shrubs/trees in alley ROW		Hanger		314 E 6TH ST
20117	6/30/2020	Closed	Complainant	shrubs/trees in alley ROW		Hanger		308 E 6TH ST
20116	6/30/2020	Closed	Complainant	shrubs/trees in alley ROW		Hanger		302 E 6TH ST
20115	6/30/2020	Abated	Code Enforcement	Tall grass and weeds	called for emergency abatement on 6-30	Emergency Abatement		818 S 2ND AVE
20114	6/25/2020	Closed	Complainant	Tall grass and weeds		Hanger		1005 N 5TH AVE
20113	6/25/2020	Closed	Complainant	Tall grass and weeds in fence line		Letter	7/6/2020	402 E MADISON ST
20112	6/23/2020	Closed	Complainant	dead tree in ROW	emailed Andy to inspect tree- 900 block S. 6th	Email		
20111	6/23/2020	Pending	Code Enforcement	Junk vehicle/junk in yard	progress has been made	Letter	7/6/2020	821 E HARRISON ST
20110	6/19/2020	Closed	Code Enforcement	trash blowing from neighbors property				317 N C AVE
20109	6/18/2020	Closed	Code Enforcement	bushes encroaching alley		Letter	6/26/2020	723 N 2ND AVE
20108	6/18/2020	Closed	Code Enforcement	Junk pile in back yard		Letter	6/26/2020	800 E MADISON ST
20107	6/17/2020	Closed	Code Enforcement	Tall grass and weeds	Contacted owner and will work on getting mowed.	Phone Call	6/22/2020	925 E 3RD ST
20106	6/17/2020	Closed	Code Enforcement	Tall grass and weeds/field ROW on N. 12th		Letter		803 E 7TH ST
20105	6/17/2020	Pending	Code Enforcement	trip hazard in sidewalk	emailed JJ to take a look	Email		220 E VAN BUREN ST
20104	6/17/2020	Closed	Code Enforcement	Tall grass and weeds		Hanger		320 N C AVE
20103	6/17/2020	Closed	Code Enforcement	Tall grass and weeds		Hanger		308 N C AVE
20102	6/17/2020	Closed	Code Enforcement	Tall grass and weeds		Hanger	6/22/2020	815 S MARION AVE
20101	6/17/2020	Closed	Code Enforcement	Tall grass and weeds	yard was mowed/no further action required			709 E JEFFERSON ST
20100	6/17/2020	Closed	Code Enforcement	Tall grass and weeds/driving over curb/trusses laying on ground	contacted owner- is working to resolve issues	Letter		1135 W BUCHANAN ST
20099	6/16/2020	Closed	Code Enforcement	Tall grass and weeds	contacted owner- crew was on site 7-1 to spray	Phone Call		503 N 12TH AVE
20098	6/16/2020	Closed	Code Enforcement	Tall grass and weeds	made contact w/owner- will be hiring vendor to mow	Phone Call		1317 INDUSTRIAL PK DR
20097	6/16/2020	Closed	Code Enforcement	recliner at curb		Hanger		721 S B AVE
20096	6/15/2020	Pending	Code Enforcement	fire causing extensive damage/house needs demo	contacted owner/ is working on demolition and removal of house	Phone Call		314 N C AVE
20095	6/15/2020	Pending	Code	junk	progress h/b	Letter	7/8/2020	404 E

			Enforcement	vehicles/construction debris pile	made...truck,trailer gone			WASHINGTON ST
20094	6/15/2020	Closed	Code Enforcement	parking in alley ROW	forwarded to PD/officer made contact	Email		402 E MAIN ST
20093	6/15/2020	Closed	Code Enforcement	parking in alley ROW	forwarded to PD/officer made contact	Email		114 N 4TH AVE
20092	6/15/2020	Closed	Code Enforcement	Tall grass and weeds		Hanger		608 N D AVE
20091	6/15/2020	Closed	Code Enforcement	Tall grass and weeds/empty lot		Letter	6/22/2020	423 W MADISON ST
20090	6/15/2020	Closed	Code Enforcement	Tall grass and weeds/appliances		Hanger		702 S B AVE

## Illa Earnest

---

**From:** Nick Pacha <[npacha@washingtونيowa.gov](mailto:npacha@washingtونيowa.gov)> on behalf of Nick Pacha  
**Sent:** Friday, July 17, 2020 2:05 PM  
**To:** Brent Hinson; Illa Earnest  
**Cc:** Jason Peterson; Jaron Rosien  
**Subject:** RE: Disc Golf Changes for Packet

Illa, below is some information for the Council about Disc golf.

On Thursday July 9 the Park Board met at our regular Monthly meeting. A agenda item was discussion and action on Disc golf hole #1 &2 changes. Luke Leyden was in attendance to discuss the issues he has been having with Discs and dogs coming into his yard. (see attached picture from Brent for location) He was concerned for his kids safety and his property that Discs were coming into his yard. He said approximately 10 have come into his yard between Feb. - May of this year. Also dogs being off leash of people playing disc golf is a concern of his. He has home video of discs coming into his yard. Discussion was had about potential changes and suggestions to try and prevent discs from going into his yard. A new tee pad #1 location was suggested putting it closer to H Ave. and angling it to the NE to get the angle away from the Leyden property. Also suggestions were made to add signage highlighting city code that dogs are not to be allowed to run at large within the City limits. Discussion was had and all park board members in attendance along with my self agree that a new tee pad location and signage would be made as a attempt to prevent discs from going into the yard. Luke also requested we destroy the current tee pad to prevent people from still using it. I made the suggestion to put a bench on it so people could not use the tee pad and we could use a bench near #1 pad. He supported this idea. If you have any questions please let me know.

Thanks,  
Nick Pacha



### Nick Pacha

Parks Superintendent  
City of Washington (Pop. 7,266)  
215 East Washington St.  
Washington, IA 52353  
(p) 319-653-5220

**From:** Brent Hinson <[bhinson@washingtونيowa.gov](mailto:bhinson@washingtونيowa.gov)>  
**Sent:** Friday, July 17, 2020 9:56 AM  
**To:** Illa Earnest <[learnest@washingtونيowa.gov](mailto:learnest@washingtونيowa.gov)>  
**Cc:** Nick Pacha <[npacha@washingtونيowa.gov](mailto:npacha@washingtونيowa.gov)>  
**Subject:** Disc Golf Changes for Packet

Illa:

The attached materials are for the disc golf changes. Nick will provide a brief summary email of the Park Board discussion/recommendation.

**Disc Golf Hole #1  
Proposed Changes  
July 2020**

**Leyden  
Residence**

**"H" Ave.**

**Proposed new tee pad  
angled toward hole**

**Existing tee pad-  
repurpose for  
bench/kiosk**

**#2**

**#1**

**#3**







**PHELAN  
TUCKER  
LAW LLP**

321 East Market • Post Office Box 2150  
Iowa City, Iowa • 52244-2150  
Phone: (319) 354-1104 • Fax: (319) 354-6962  
[www.phelantuckerlaw.com](http://www.phelantuckerlaw.com)

June 15, 2020

E-mail addresses:  
attorney's last name  
@phelantuckerlaw.com

JOHN E. BEASLEY

DEAN D. CARRINGTON

THOMAS H. GELMAN

JESSICA TUCKER GLICK

L. CRAIG NIERMAN

GARY J. SCHMIT

WILLIAM N. TOOMEY

RICHARD M. TUCKER

BRUCE L. WALKER

CAROLYN RUSSELL WALLACE

\*THOMAS WILLIAMS

POPE S. YAMADA

Daniel W. Boyle  
[1933-2013]

Charles A. Mullen  
[1937-2001]

William V. Phelan  
[1922-2013]

William M. Tucker  
[1922-2003]

\* Also admitted to  
practice in Delaware

**Brent Hinson**  
Washington, Iowa City Manager  
215 E. Washington St.  
Washington, IA 52353

Via e-mail: [BHinson@washingtioniowa.gov](mailto:BHinson@washingtioniowa.gov)

Dear Brent:

I represent Luke Leyden. Mr. Leyden and his family reside at 105 S. H Avenue, Washington, Iowa.

Mr. Leyden and his family have experienced many problems as a result of the disk golf course located across the street from Mr. Leyden's residence. These problems include disks being thrown into Mr. Leyden's yard creating a significant risk of injury to Mr. Leyden and his family, disc golfers trespassing on Mr. Leyden's property and disc golfers permitting their unleashed dogs to run on to Mr. Leyden's property creating significant risk of injury to Mr. Leyden and his family.

It is my understanding that this disk golf course is on City of Washington, Iowa ("City") park land, was constructed by the City and is operated by the City.

The purpose of this letter is to request a meeting with you and the City's attorney in order to attempt to find a solution to the problems created for Mr. Leyden and his family by the City's disc golf course. Please let me know if you and the City's attorney will meet with Mr. Leyden and I in this regard.

If so, I would suggest that we meet at Mr. Leyden's residence.

Very truly yours

John E. Beasley  
[beasley@phelantuckerlaw.com](mailto:beasley@phelantuckerlaw.com)

JEB/aew

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



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

---

---

## **Memorandum**

July 17, 2020

To: Mayor & City Council  
Cc: Illa Earnest, City Clerk; Jim Lester, Police Chief

From: Brent Hinson  
City Administrator

A handwritten signature in blue ink, appearing to be "B. Hinson", is placed to the right of the typed name.

Re: Acknowledge Police Promotions/Alternative Supervisory Relationship

Chief Lester recently led the department through an extensive promotional process to determine the officers to be promoted to fill the vacant Lieutenant position (Ron See's former position) and the two new Sergeant positions authorized in the FY21 budget. The result of this is that Chief has selected Shamus Altenhofen as the Lieutenant and Jason Chalupa and Ben Altenhofen as the Sergeants. To stay consistent with our Personnel Policies (see below), we plan to have Ben report to Lyle Hansen and Chief, rather than his brother Shamus. In my capacity as City Administrator, I am asking that the Council acknowledge this alternative supervisory relationship, in the interest of transparency.

Here is the full policy:

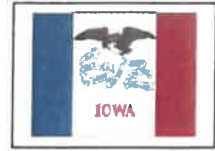
### **CHAPTER 9 EMPLOYMENT OF RELATIVES**

Relatives by definition are: spouse, mother, father, brother, sister, children, mother-in-law, father-in-law, other first-degree relatives, aunt, uncle, niece, nephew, in-laws, cousins of the first degree, and grandparents. The City will not employ relatives to work within the same department of the City in full-time, regular positions, except by special permission of the City Council, upon written recommendation of the City Administrator. In no case shall relatives work in supervisory/subordinate employment situations.

Notwithstanding the foregoing, when, subsequent to employment, an employee marries causing a relationship contrary to the above policy, all efforts possible shall be made to prevent a subordinate/supervisory relationship between the relatives. Section 71.1 of the Code of Iowa shall apply. No City employee shall be required to terminate employment due to the election of a relative to any elective City office.



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



Chief of Police Jim Lester  
Lieutenant Lyle Hansen

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

---

July 16, 2020

To: Mayor and City Council

Cc: Brent Hinson, City Administrator  
Illa Earnest, City Clerk

Ref.: Police Department Promotions

I am pleased to announce the completion of our promotional process and the selection of three officers for new supervisory roles in the department.

The promotional process included multiple steps: Officers submitted letters of interest outlining their experience and desire to serve as leaders; completed a written four-part questionnaire; two interview panels reviewed the written materials and met with each candidate; and the written materials were also reviewed and scored by five law enforcement leaders from outside the area.

Following the panel interviews, I met with the panelists as they discussed each candidate and eventually ranked all the candidates. Lt. Hansen and I then interviewed each candidate as the final step of the process.

The following promotions will be effective August 8, 2020:

Officer Shamus Altenhofen to rank of Lieutenant.  
Officer Jason Chalupa to rank of Sergeant.  
Officer Benjamin Altenhofen to rank of Sergeant.

In compliance with the City's Employee Manual, Chapter 9, Employment of Relatives, Sergeant Altenhofen will be a direct report to Lieutenant Hansen. Lieutenant Altenhofen will have no supervisory relationship over his brother, Sergeant Altenhofen.

I am excited for what the future holds for these new leaders as we work together in moving the Police Department into the future.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jim Lester".

Jim Lester  
Chief of Police

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



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

---

---

## **Memorandum**

July 17, 2020

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

From: Brent Hinson  
City Administrator

A handwritten signature in blue ink, appearing to be "Brent Hinson", is written over the printed name and title.

Re: North 4<sup>th</sup> Avenue Sewer Collapse Update

The Council was put in a tough position a month ago due to having to determine the best way to proceed with repairs to a major sewer collapse under the railroad tracks on North 4<sup>th</sup> Avenue. As there still appear to be considerable concerns about the decision to approve a change order to the existing North 4<sup>th</sup> project, I thought I would provide additional information and address any additional questions you may have.

First, the position the Council was in at the June 16 meeting was unpleasant. We try very, very hard as a staff to not put the Council in a position to have to make a snap decision on limited information. We did not have an alternative in this situation. This was (and is) a very urgent matter, which is not easily handled.

Next, the merits of a doing change order on the existing project (as was favored by a majority of those voting) versus the merits of separately bidding out the project (as was favored by a minority of those voting) continues to be a matter of consternation. While I typically don't find much to be gained from dredging back up settled matters, in this case, I feel additional explanation and analysis could be helpful to both Council and the public in understanding the decision to proceed with a change order, which I strongly believe was the correct one.

As was discussed at the June 16 meeting, of Cornerstone's approved change order price of \$355,690.80, \$112,498.80 of that was bid item pricing in their existing contract for the North 4<sup>th</sup> improvements. The larger project had been competitively bid just one month previous to the change order (the contract was awarded on May 5), and Cornerstone was \$120,000 below the engineer's estimate on that bid. Next, of the \$355,690.80, \$132,700 was the cost of the boring work to be performed by a subcontractor. Cornerstone got

multiple bids for this subcontract work, and any general contractor would have been in a similar position. Of the remaining work that was not an original bid item or part of the boring subcontract, Cornerstone's pricing was \$110,492 versus the engineer's estimate of \$118,650. Also keep in mind that we would have incurred additional engineering costs for the bid process and a different contractor would likely have needed more than the \$17,000 in mobilization costs included in the change order, making it very likely that any competitive bidding result would have been higher than the change order price.

Here is a table depicting the discussion from the previous paragraph:

City of Washington

Analysis of Change Order #1, North 4th Project

	Cornerstone	FOX Estimate
Bid Items with a set price	\$ 112,498.80	\$ 112,498.80
Subcontractor for boring	\$ 132,700.00	\$ 120,450.00
All other items	\$ 110,492.00	\$ 118,650.00
Total	\$ 355,690.80	\$ 351,598.80

So therefore, on a cost basis alone, I believe the City did all the due diligence needed to ensure that the change order was the appropriate route to proceed, and what was in the best interest of the City. However, keep in mind with the emergency situation we were (and are) presented with that cost is not the only factor, as ability to quickly complete the work is very important, and probably more important than cost in this case. FOX Engineering shared in the meeting discussion on June 16 that they felt bidding out the project separately would have added 6 weeks to getting the problem resolved.

Here is the current situation: Cornerstone got the boring subcontractor on site June 22, and they completed the bore under the railroad within about a week of that, which was an extremely fast turnaround. While the manholes were ordered immediately upon Council approval on June 16, they are not expected to arrive on site until the end of next week (about 5 weeks from ordering to receiving them). We believe that the sewer work can probably not be completed on the current schedule until the end of August. Even if FOX's time needed for bidding out the project were somewhat overstated, we would almost certainly be on a schedule for late September or early October completion of a separately bid project. In the meantime, the railroad has already begun to grow impatient with us, and for the first time this week shared that they intend to bill back their costs for dealing with the settlement along the track. This precise situation underlines why time was so important with this work.

I have also attached for your information the most recent update that FOX provided for the project (7/13/2020), which provides more of a general project update.

## Brent Hinson

---

**From:** John G. Washington <jgw@foxeng.com> on behalf of John G. Washington  
**Sent:** Wednesday, July 15, 2020 3:01 PM  
**To:** Steve Soupir; Brent Hinson; Jj Bell; Keith Henkel; Matt Anderson; BJ Miller  
**Subject:** Fwd: Washington N. 4th Ave. CPRR Emergency Repair - Update

Just received this e-mail from CPRR, below

### John Washington, P.E.



#### FOX Engineering Associates, Inc.

414 South 17th Street | Suite 107 | Ames, IA 50010  
Office | 515.233.0000 | Fax | 515.233.0103  
www.foxeng.com

---

**From:** "Daniel Sabatka" <Daniel\_Sabatka@cpr.ca>  
**To:** "Jj Bell" <jjbell@washingtioniowa.gov>  
**Cc:** "John G. Washington" <jgw@foxeng.com>, "William Honeycutt" <William\_Honeycutt@cpr.ca>, "Otis Goodman" <Otis\_Goodman@cpr.ca>, "Scott Paradise" <Scott\_Paradise@cpr.ca>, "Cindy Ingram" <Cindy\_Ingram@cpr.ca>, "Brandon Davis" <Brandon\_Davis@cpr.ca>  
**Sent:** Wednesday, July 15, 2020 2:57:07 PM  
**Subject:** FW: Washington N. 4th Ave. CPRR Emergency Repair - Update

JJ,

Following up our discussion, we have continued to see settlement issues due to the sewer pipe failure, and to ensure the safety of the CP operation and the community we took action today to temporarily improve the situation. We removed the track, excavated down to the collapsed pipe and placed a 24" CMP pipe in place of the failed 36" pipe. This of course is just a temporary solution so please push to expedite the permanent repairs and update us as it progresses.

Note that we are tracking our costs for this work and will invoice the City for these temporary repairs.

Thanks  
Dan



**Daniel Sabatka, P.E.**  
Director Projects and Public Works - US  
O 612-904-5904  
C 612-209-7659  
120 South 6<sup>th</sup> Street  
Minneapolis MN 55402

**From:** Otis Goodman <Otis\_Goodman@cpr.ca>  
**Sent:** Tuesday, July 14, 2020 8:43 PM  
**To:** Daniel Sabatka <Daniel\_Sabatka@cpr.ca>  
**Subject:** FW: Washington N. 4th Ave. CPRR Emergency Repair - Update

Dan,

After several phone calls, below is the update that I received from the contractor for Washington, IA Sanitary Sewer project and it doesn't sound promising. It appears that they're only halfway through the project with additional delays expected.

Please see below.

**From:** John G. Washington <[jgw@foxeng.com](mailto:jgw@foxeng.com)>  
**Sent:** Tuesday, July 14, 2020 5:33 PM  
**To:** Otis Goodman <[Otis\\_Goodman@cpr.ca](mailto:Otis_Goodman@cpr.ca)>; Brandon Davis <[Brandon\\_Davis@cpr.ca](mailto:Brandon_Davis@cpr.ca)>  
**Cc:** Brent Hinson <[bhinson@washingtioniowa.gov](mailto:bhinson@washingtioniowa.gov)>; Jj Bell <[jjbell@washingtioniowa.gov](mailto:jjbell@washingtioniowa.gov)>; Keith Henkel <[khenkel@washingtioniowa.gov](mailto:khenkel@washingtioniowa.gov)>; Matt Anderson <[matta@cstoneinc.com](mailto:matta@cstoneinc.com)>; BJ Miller <[wjm@cstoneinc.com](mailto:wjm@cstoneinc.com)>; Steve Soupir <[sps@foxeng.com](mailto:sps@foxeng.com)>  
**Subject:** Washington N. 4th Ave. CPRR Emergency Repair - Update

This email did not originate from Canadian Pacific. Please exercise caution with any links or attachments.

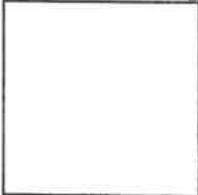
Otis and Brandon, wanted to get you an update on the emergency sanitary sewer repair in Washington N. 4th Ave. The sanitary sewer manholes required for the repair south of the tracks were placed on order immediately after this work was awarded but are having severe production issues at the Fortera plant in Marshalltown. As of right now, these manholes are scheduled to be shipped on July 24th. the contractor has expressed the extreme urgency of the need for these manholes, unfortunately this is the best the supplier can do. Cornerstone Excavating expects to start installing these manholes on Friday July 24th or Monday July 27th along with the sanitary sewer pipe (which is already onsite). Cornerstone anticipates the sanitary sewer work on the south side of the tracks to be completed within two weeks which results in a completion date of August 7th. Then Cornerstone needs to make the connection on the north side of the tracks as per the plans, they anticipate that this work will take another two weeks or until approximately August 21st. When this connection on the north side of the tracks is complete, the existing sanitary sewer will be immediately grouted solid. Cornerstone is ready to make these repairs and complete this work as quickly as possible after the required materials arrive.

The existing ROE document appears to expire at the end of the day on July 15th. Cornerstone will need an extension in order to complete this work as outlined above.

Please feel free to reach out with any questions or comments as well as how to best handle the ROE time extension.

Thanks

**John Washington, P.E.**



**FOX Engineering Associates, Inc.**  
414 South 17th Street | Suite 107 | Ames, IA 50010  
Office | 515.233.0000 | Fax | 515.233.0103  
[www.foxeng.com](http://www.foxeng.com)

----- IMPORTANT NOTICE - AVIS IMPORTANT ----- Computer viruses can be transmitted via email. Recipient should check this email and any attachments for the presence of viruses. Sender and sender company accept no liability for any damage caused by any virus transmitted by this email. This email transmission and any accompanying attachments contain confidential information intended only for the use of the individual or entity named above. Any dissemination, distribution, copying or action taken in reliance on the contents of this email by anyone other than the intended recipient is strictly prohibited. If you have received this email in error please immediately delete

# N. 4<sup>th</sup> Ave. Improvements

## Construction Update – Washington, IA



The intent of this update is to give an overview of work completed and a projection of work expected in the following weeks. It is intended to be a general overview and be tentative in nature. Construction progress may differ from the information provided due to weather or other construction elements.

### Previous Work Overview: July 3 – July 13

- N. 4<sup>th</sup> Ave. is closed to through traffic from E. 3<sup>rd</sup> St. to E. 7<sup>th</sup> St. Please observe traffic control/detour signs.
- Sanitary sewer work on N. 4<sup>th</sup> Ave. near the railroad tracks is ongoing.
- CEI has started sanitary sewer work at E. 6<sup>th</sup> St. and is working from south to north.
- CEI has installed water main from south to north and is currently working on water main installation the north side of E. 9<sup>th</sup> St.

### Upcoming Work Overview: July 13 – July 17

- CEI will continue sanitary sewer work on N. 4<sup>th</sup> Ave. near the railroad tracks.
- CEI will continue sanitary sewer work from E. 6<sup>th</sup> St. to E. 7<sup>th</sup> St.
- CEI will continue with water main installation working from south to north along N. 4<sup>th</sup> Ave. Water main work will terminate near the corner of E. 10<sup>th</sup> St.
- CEI will continue to remove portions of N. 4<sup>th</sup> Ave. pavement between E. 5<sup>th</sup> St and E. 7<sup>th</sup> St.

### What you need to know:

- Residents should continue to put their garbage and recycling receptacles out at their normal location and time/day of the week. CEI or the garbage service will pickup receptacles at their normal location. In some instances, receptacles will be transported to be emptied. If this happens, all receptacles will be tagged and returned to their normal location within the day.
- The contractor will notify property owners if work is expected to impact access to property or utility services. If property owners lose utility service, please contact your local service provider.
- Please do not remove any construction stakes or flags. Mow around them rather than pulling them out.
- Construction project schedules depend on many variables. Wet weather, utility conflicts, unknown underground items, and fabrication/delivery schedules all effect this type of work. We appreciate your patience and understanding during this very important project.

*If you have any questions, please contact Keith Henkel, City of Washington at 319-653-6584 ext. 123 or by email at [khenkel@washingtoniowa.gov](mailto:khenkel@washingtoniowa.gov) or John Washington with FOX Engineering at (515)-233-0000 or by email at [jgw@foxeng.com](mailto:jgw@foxeng.com).*



Steven Soupir, P.E., Project Manager  
FOX Engineering Associates, Inc.  
414 South 17<sup>th</sup> Street, Suite 107  
Ames, Iowa 50010  
Office: 515-233-0000

Keith Henkel, Engineering Tech  
City of Washington  
215 E. Washington Street  
Washington, IA 52353  
Office: 319-653-6584 ext. 123

William Miller, Owner, VP  
Cornerstone Excavating, Inc.  
1320 W. Main Street  
Washington, IA 52353  
Office: 319-653-3957



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



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

---

---

**Memorandum**

July 17, 2020

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

From: Brent Hinson  
City Administrator

A handwritten signature in blue ink, appearing to be "B. Hinson", is written over the printed name of Brent Hinson.

Re: Engineering Services for Wellness Park Ballfields & Roadway Project

As discussed in the letter I provided you on June 30 (which is also attached), I believe it was necessary to terminate the current engineering agreement for the Wellness Park Ballfields & Roadway project. I will let the letter speak for itself in that regard. MSA did not appeal the decision, and I did meet with their client relations person in the aftermath to debrief.

In order to work toward completion of this important project, I have asked Garden & Associates for a proposal to provide a basic level of construction administration and staking services. That proposal is attached for your consideration. I feel that Garden has been very reasonable on cost for these services.

As a final note, if this agreement is approved, it is likely that we will roll the D & 7<sup>th</sup> sidewalk improvements into the Wellness Park project, since we also have Garden designing those.

COPY

*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*

---

June 30, 2020

Mr. Jake Huck  
MSA Professional Services  
400 Ice Harbor Drive, Suite 110  
Dubuque, IA 52001

Re: Washington Wellness Park Engineering Services

Dear Jake:

On behalf of the City of Washington, I am writing to terminate our agreement for engineering services dated March 6, 2018 and as amended in February 2019. We are terminating this agreement for cause, due to substandard design and construction management services provided by your firm. We feel that the team assigned to our project does not have the necessary expertise or follow-through to properly assist us with the project. We have lost confidence in your firm's ability to perform these services, and will be hiring a different firm to complete the project.

This notice is effective July 7, 2020, unless we receive notification by noon on Monday, July 6 of your desire to appeal this decision to the City Council. In that case, you are asked to be present at the July 7 Council meeting to justify why the contract should not be terminated.

Sincerely,

Brent Hinson  
City Administrator

## 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 completion of the Wellness Park including construction staking and administration for the paving of the trail, and 7<sup>th</sup> Street and North Ave E. (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 completion of the Project; and

WHEREAS, the CONSULTANT is capable of supplying the desired professional services for a fee of not-to-exceed \$18,000.00; and

WHEREAS, accordingly, the CITY has agreed to engage the CONSULTANT as an independent contractor to assist in the services needed for construction staking and construction administration of the Project for a total consulting fee not to exceed \$18,000.00 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 as shown on Exhibit "A" no later than as required by the schedule by the contractor completing the work on the Project.

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 \$18,000.00. Said total fee shall be paid by the CITY to the CONSULTANT upon the completion of each of the Items below:

1.	Construction Staking	\$13,500
2.	Construction Admin.	\$4,500

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

## **EXHIBIT "A"**

### **SCOPE OF SERVICES**

1. Review staking data provided by city.
2. Prepare points files.
3. Stake improvements for streets, trails parking and light bases.
4. Review shop drawing for concrete mix design.
5. Review Pay Applications, Requests for Changes.
6. Coordinate construction with contractor and city staff.
7. Attend Progress meeting as request (up to three).

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



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

---

---

**Memorandum**

July 17, 2020

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

From: Brent Hinson  
City Administrator

A handwritten signature in blue ink, appearing to be "Brent Hinson", is written over the printed name and title.

Re: Housing Infill Partner Program- 926 South 2<sup>nd</sup> Avenue

Attached is an application from MSJ, LLC for a grant of \$5,500 under the program for a house they are building at 926 South 2<sup>nd</sup> Avenue. The new house is already going up and looks great (and I have been told it is already sold).

As we have discussed, the program will ultimately be self-sustaining from additional property taxes collected from homes built under the program.

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

**A RESOLUTION APPROVING AN APPLICATION UNDER THE INFILL HOUSING PARTNER PROGRAM**

WHEREAS, the City Council approved the creation of a Housing Infill Partner Program in Resolution 2019-085 on July 2, 2019 to encourage private demolition of problem houses and construction of new homes; and

WHEREAS, the MSJ, LLC has submitted an application for 926 South 2<sup>nd</sup> Avenue that appears to qualify for this program.

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

Section 1. The Council hereby approves the following application under said program:

- A. MSJ, LLC for 926 South 2<sup>nd</sup> Avenue (maximum grant of \$5,500 based on submission of acceptable documentation)

Section 2. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 21<sup>st</sup> day of July, 2020.

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

ATTEST:

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





# Housing Infill Partner Program Application

### Applicant

1) Applicant Business Name: MSJ LLC

2) Applicant Contact Person: Jeff Hazelett

3) Phone: 319-461-4810 Email: jeff@elliottrealttygroup.com

### Current Property

4) Property Location: 926 S. 2nd Ave. Washington

5) Property Owner (if different): \_\_\_\_\_

6) Description of Current Structures/Condition: The home was in extremely poor condition. Was beyond saving.

7) Estimated Cost of Demolition: \$7,000<sup>00</sup> (Actual Cost) Delong Cost.

8) Timeline for Demolition: Completed

### New Home Plans

9) Type of home to be constructed (circle): Single-Family (Maximum Grant \$5,500)  
Multi-Family (Maximum Grant \$7,500)

10) Description of homes to be constructed: \_\_\_\_\_

New single family. 3BR, 2 Baths, 2 car garage, Full basement

11) Additional details on construction plans: Home is under construction. Will be completed appx 10/1/20

- 12) Please list any local (Washington County) subcontractors or suppliers: DeLong Const,  
Leichty Const, Coleman Const, Washington Lumber, CML Const.,  
Armstrong HVAC, Carson Plumbing, Scott Goodwin Const. Coleman
- 13) Please attach sketch of new home on property, including square footage and setbacks, as well as architectural renderings/sketches (if available)

**Acknowledgements and Certifications**

I acknowledge and agree to abide by all of the requirements detailed in the program guidelines and specifically acknowledge and agree to the requirement to build on the property and make a home suitable for occupancy within 18 months.

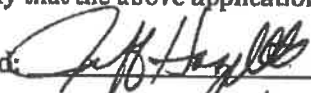
I acknowledge that grant fund shall be made on a reimbursement basis upon presentation of proper documentation following demolition, and that if no new home is constructed within 18 months, I may be liable for repayment of said grant.

I understand that this application is subject to approval of the City Council and to availability of funds.

I acknowledge and agree to fully comply with the requirements of the Washington Code of Ordinances as it may relate to this project.

I have investigated whether the current structure(s) contribute to an adopted historic district and verify that they do not. *Note: If property contains contributing structures that applicant plans to demolish, advance review and approval from the Washington Historic Preservation Commission and City Council is required.*

I certify that the above application is true and accurate, to the best of my knowledge and belief.

Signed:  Date: 7-15-20  
Printed Name: Jeff Hazelett Title: Manager

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



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

---

## **Memorandum**

July 17, 2020

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

From: Brent Hinson  
City Administrator

A handwritten signature in blue ink, appearing to be "B. Hinson", is written over the name "Brent Hinson" in the "From:" field.

Re: NLW Subdivision Plat 1, Final Plat Approval

The Planning & Zoning Commission met on July 14, and recommends the attached final plat to the City Council. Following your approval, the final plat will be filed with the County Recorder, along with a number of documents prepared by Kevin, including the Consent & Dedication, Opinion of Attorney, County Treasurer's Certificate, and County Auditor's Certificate, all of which are required by law to be filed with the final plat. We also are recommending the attached covenants for the lots, as have been included in previous meeting packets. Kevin and I did make a few minor adjustments to these covenants, so please read through them again to verify that they meet your approval.



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

# Memo

To: City Council  
From: Jeff Duwa-Building and Zoning Official  
Date: 7/16/2020  
Re: Final Plat NLW Subdivision – Plat 1

---

## **Issue**

Review and consider the Final Plat NLW Subdivision – Plat 1 for S. 12<sup>th</sup> Ave. between E. Tyler St. and E. Filmore St. (bare lot east of Whitesell).

## **Background**

The bare lot east of Whitesell, which is now owned by the City, has been rezoned from I-1 to R-3 for residential development. The setbacks in the R-1 and R-3 residential zones have been changed to be consistent with R-2 residential zone.

## **Recommendation**

The City of Washington's Planning and Zoning Commission recommends that the City of Washington's City Council approve the Final Plat NLW Subdivision – Plat 1 for the property east of Whitesell.

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

**A RESOLUTION APPROVING THE FINAL PLAT FOR  
NLW SUBDIVISION PLAT 1, WASHINGTON, IOWA**

WHEREAS, the City/owner did properly file a Final Plat for the NLW Subdivision Plat 1, Washington, Iowa; and

WHEREAS, the legal description for said Subdivision is described as in Exhibit A; and

WHEREAS, said property has been dedicated with the free consent and in accordance with the desires of the owner; and

WHEREAS, the aforementioned plat and subdivision is found to conform with Chapter 354 of the State Code of Iowa, Chapter 166 of the Washington Code of Ordinances, and all other ordinances and statutory requirements; and

WHEREAS, said final platting of the aforementioned subdivision has been examined by the Washington Planning and Zoning Commission, and recommendations from both said Commission and City Staff have been made; and

WHEREAS, after due deliberation, said Commission has recommended that the final platting of the proposed subdivision, be accepted and approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington, Iowa, that the final platting of NLW Subdivision Plat 1, Washington, Iowa is hereby approved.

BE IT FURTHER RESOLVED that certain appendant documents and protective covenants & restrictions are hereby adopted as prepared by the City Attorney for said final platting.

BE IT FURTHER RESOLVED that the City Clerk of the City of Washington, Iowa, is hereby authorized and directed to certify a copy of this Resolution to the County Recorder of Washington County, Iowa.

PASSED AND APPROVED this 21<sup>st</sup> day of July, 2020.

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

ATTEST:

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



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

### **PROTECTIVE COVENANTS AND RESTRICTIONS**

The undersigned, the City of Washington, Iowa, being the owner of the following premises in the City of Washington, Washington County, Iowa, to wit:

Lots 1-9, NLW Subdivision Plat 1, Washington, Iowa;

("the Property")

for the mutual benefit of those persons who may purchase any of the Property now owned by the undersigned, hereby imposes the following covenants and restrictions on said Property as covenants running with the land, and with such force and effect as if contained in each subsequent conveyance of land.

1. The use of the Property shall be limited to the Permitted Principal Uses in the R-1 One-Family Residence District, R-2 One and Two-Family Residence District, and R-3 One to Six-Family Residence Districts, except as follows:
  - a. Lots 1-2 are solely for duplexes and are to be no more than two stories high.
  - b. Lots 3-9 are solely for single-family houses and are to be no more than two stories high.
  - c. One outbuilding per lot is allowed not to exceed 240 square feet.
2. Each lot shall be used for a main structure. No residential lot as platted shall be subdivided nor shall any lots be combined.
3. Minimum ground floor square footage of livable space of a dwelling exclusive of porches and garages shall be as follows:
  - a. Single family homes - 1,000 square feet
  - b. Duplexes - 900 square feet per unit
  - c. All other (split foyer or level, story and a half and other multilevel dwellings) 800 square feet
4. All homes must be constructed with a poured Portland Cement Concrete foundation, and must meet all applicable provisions of the Washington Code of Ordinances.

5. No semi-truck (cab unit) or truck trailer shall be parked or stored in the subdivision, either temporarily or permanently.
6. No trailer, mobile home, barn, or pole barn shall be placed upon any lot in this subdivision.
7. Fences shall be allowed as per the Washington Zoning Ordinance.
8. Owner must plant a minimum of 2 approved trees in the parking area after the home is constructed.
9. There shall be a minimum roof pitch of 4/12.
10. All homes shall put in a public sidewalk at a width of 5' running along the front lot line at the time of home construction. Sidewalk shall be of Portland Cement Concrete construction at a minimum depth of 6" in driveway areas and a minimum depth of 4" in non-driveway areas.
11. No garbage, ashes, or refuse shall be allowed on the premises exposed to view and no outside incinerators shall be permitted and no burning of rubbish outside of the residence shall be permitted on said premises except that yard waste burning shall be permitted as allowed by City Ordinance.
12. The lots shall be at all times maintained in neat condition and appearance commensurate with the character of the subdivision and no poultry or animals of any type, except dogs or cats for domestic purposes and not for sale shall be kept on the premises.
13. Television antennas may be installed on the homes, but not on any type of free-standing tower or pole.
14. **Any lot sold is with the understanding that a home will be ready for final occupancy inspection by the City within 18 months of the date of recording of the deed for the conveyance of the lot. If the owner of any lot in this subdivision does not comply with this provision, the City of Washington may repurchase said property by providing sixty (60) days' written notice to the owner at the address listed in the records of the Washington County Auditor of its intention to repurchase. Said repurchase price shall be the same price for which the lot was sold to the owner, except that the City may subtract an administrative fee not to exceed ten percent (10%) of the original purchase price.**
15. All residences shall have a minimum double attached garage and Portland Cement Concrete paved driveway of at least 20 feet wide. Paving shall be continuous from the garage to the street.
16. No vehicles of any type shall be parked off the paved driveway.



17. No building or house shall be moved onto any lot, except by advance approval of the City Council and meeting all the requirements herein.
18. No portion of the property shall be occupied by a tax-exempt use unless the owner/tenant has entered into an agreement for payment in lieu of taxes.
19. In the event the parties hereto, or the owners of any lot or tract, or their heirs, successors, or assigns, shall violate or attempt to violate, any of the covenants and restrictions herein contained before twenty (20) years from the date this plat is recorded or during any successive ten (10) years extension, it shall be lawful for any other person or persons, owning any lot or tract of land in said subdivision, to prosecute any proceeding at law or in equity against the person or persons violating or attempting to violate any such covenant or restriction and either prevent them from so doing or recover damages for such violation.
20. Invalidation of any one of these covenants by judgment or court order shall in no way affect any of the other provisions, but they shall remain in full force and effect.
21. There is a perpetual easement for storm sewer and drainage and access purposes are reserved on portions of the lots as designated on the final plat. No improvements shall be placed within the easement rights-of-way which in any manner with the installation and maintenance of the easements.
22. By written consent of the record owners of not less than seventy-five percent (75) of the several lots when recorded in the office of the County Recorder of Washington County, Iowa, any one or more of the covenants, restrictions, or reservations above set forth may be partly or wholly waived and released.

Dated this \_\_\_\_ day of July, 2020.

CITY OF WASHINGTON:

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

ATTEST:

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

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



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

---

---

**Memorandum**

July 17, 2020

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

From: Brent Hinson   
City Administrator

Re: NLW Award of Construction Contract

We received 4 bids for the work on this week, and here are the totals:

Vicker Drilling	\$196,350.50
DeLong Construction	\$241,534.00
Sulzco	\$260,154.00
Cornerstone Excavating	\$331,553.00

The engineer's estimate for this work was \$276,690. Garden has not previously worked with Vicker Drilling, but has checked their references and believe they are fully capable of completing a project of this nature. See attached for a recommendation letter and detailed bid tab from engineer Jack Pope.

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

**A RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT**

WHEREAS, the construction project known as "2020 NLW Subdivision Plat 1 Project" has been designed and publicized for bid, and bids were received on July 16, 2020.

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

Section 1. That the following bid for the construction of certain public improvements described in general as "2020 NLW Subdivision Plat 1 Project" be and is hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: Vicker Drilling, LLC

Amount of Bid: \$196,350.50

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

PASSED AND APPROVED, this 21<sup>st</sup> day of July, 2020.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk



# 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

July 16, 2020

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

Re: NLW Subdivision – Plat 1  
Washington, Iowa - 2020  
G&A 7019316

Dear Brent:

Bids for the referenced work were received on July 16, 2020. As shown on the attached bid tabulation a total of four bids were received for the project.

The low bid for NLW Subdivision – Plat 1 – Water, Storm, Sewer, & Grading Improvements, Washington, Iowa was submitted by Vicker Drilling, LLC, Creston, Iowa in the amount of \$196,350.50.

As shown on the bid tabulation, the Engineer's Opinion of Probable Costs was \$276,690.00

We have reviewed the bids and based on that review we recommend award of the contract to Vicker Drilling, LLC, contingent upon your approval. If awarded, please sign and date all three copies of the enclosed Notice of Award and send one to the Contractor, return one to us and keep the other for your file.

Also enclosed are the original bids including a bid tabulation for your files.

If you have any questions, please contact me at 641-672-2526.

Sincerely,  
GARDEN & ASSOCIATES, LTD.

Jack Pope, P.E.

Enc: Original Bids Booklet  
Bid Tabulation  
Notice of Award

JP/ng

**BID TAB SHEET**  
**NLW Subdivision - Plat 1**  
**Water, Storm, Sewer, & Grading Improvements**  
**Washington, Iowa**  
**2020**

Bids received July 16, 2020  
 G&A 7019316

No.	Item	Unit	Estimated Quantity	Vicker Drilling, LLC		DeLong Construction, Inc		StarCo, LLC		Comerence Excavating, Inc.		Engineer's Opinion of Probable Cost	
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1.	Excavation, Class 10, 12, or 13	CY	3,715	\$3.50	\$13,002.50	\$28,977.00	\$8.00	\$29,720.00	\$14.00	\$52,010.00	\$10.00	\$37,150.00	
2.	Trench Compaction Testing	LS	XXX	XXX	\$3,500.00	XXX	XXX	XXX	XXX	\$5,500.00	XXX	\$1,500.00	
3.	Sanitary Sewer Service Ssh, Trenchless, PVC, 4"	LF	830	\$45.00	\$38,250.00	\$46.00	\$39,100.00	\$70.00	\$59,500.00	\$90.00	\$76,500.00	\$45.00	\$38,250.00
4.	Storm Sewer, Trenched, 12" HDPE or PP	LF	546	\$30.00	\$16,380.00	\$27.00	\$14,742.00	\$22.00	\$12,000.00	\$30.00	\$16,380.00	\$35.00	\$19,110.00
5.	Storm Sewer, Trenched, 15" HDPE or PP	LF	40	\$35.00	\$1,400.00	\$42.00	\$1,680.00	\$35.00	\$1,400.00	\$35.00	\$1,400.00	\$40.00	\$1,600.00
6.	Storm Sewer, Trenched, 18" RCP	LF	77	\$60.00	\$4,620.00	\$70.00	\$5,390.00	\$94.00	\$7,238.00	\$64.00	\$4,928.00	\$65.00	\$5,005.00
7.	Storm Sewer, Trenched, 21" RCP	LF	51	\$70.00	\$3,570.00	\$85.00	\$4,335.00	\$55.00	\$2,805.00	\$73.00	\$3,723.00	\$90.00	\$4,590.00
8.	Storm Sewer, Trenched, 30" RCP	LF	37	\$90.00	\$3,330.00	\$95.00	\$3,515.00	\$78.00	\$2,886.00	\$92.00	\$3,404.00	\$95.00	\$3,515.00
9.	Connection to Existing Inlets	EA	1	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$1,450.00	\$1,450.00	\$4,500.00	\$4,500.00	\$2,000.00	
10.	Footing Drain Collector (Secondary Storm Sewer), PVC, 8" PVC, 8"	LF	344	\$40.00	\$13,760.00	\$25.00	\$8,600.00	\$25.50	\$8,772.00	\$38.00	\$13,032.00	\$35.00	\$12,040.00
11.	Footing Drain Collector (Secondary Storm Sewer), CS90 PVC, 8"	LF	36	\$45.00	\$1,620.00	\$45.00	\$1,620.00	\$45.00	\$1,620.00	\$38.00	\$1,368.00	\$60.00	\$2,160.00
12.	Footing Drain Collector (Secondary Storm Sewer), PVC, 8"	EA	2	\$800.00	\$1,600.00	\$1,000.00	\$2,000.00	\$450.00	\$900.00	\$700.00	\$1,400.00	\$750.00	\$1,500.00
13.	Footing Drain Outlets and Connections	EA	6	\$200.00	\$1,200.00	\$1,500.00	\$9,000.00	\$400.00	\$2,400.00	\$750.00	\$4,500.00	\$350.00	\$2,100.00
14.	Storm Sewer Service Ssh, PVC, 4"	LF	56	\$40.00	\$2,240.00	\$65.00	\$3,640.00	\$33.00	\$1,848.00	\$42.00	\$2,352.00	\$25.00	\$1,400.00
15.	Storm Sewer Service Ssh, CS90 PVC, 4"	LF	100	\$40.00	\$4,000.00	\$60.00	\$6,000.00	\$44.00	\$4,400.00	\$38.00	\$3,800.00	\$50.00	\$5,000.00
16.	Water Main, Trenched, CS90 PVC, 12"	LF	190	\$50.00	\$9,500.00	\$70.00	\$13,300.00	\$70.00	\$13,300.00	\$62.00	\$11,780.00	\$98.00	\$18,620.00
17.	Water Main Connection	LS	XXX	XXX	\$1,800.00	XXX	\$1,000.00	XXX	\$600.00	XXX	\$1,000.00	XXX	\$750.00
18.	Water Service Ssh, Trenched, Type K Copper, 1"	EA	11	1,050	\$11,550.00	\$2,000.00	\$22,000.00	\$2,600.00	\$28,600.00	\$1,500.00	\$16,500.00	\$1,400.00	\$15,400.00
19.	Gas Valve, 12"	EA	1	\$2,646.00	\$2,646.00	\$3,000.00	\$3,000.00	\$3,100.00	\$3,100.00	\$2,500.00	\$2,500.00	\$3,500.00	
20.	Flushing Device (Blowoff), 4"	EA	1	\$1,689.00	\$1,689.00	\$1,900.00	\$1,900.00	\$1,850.00	\$1,850.00	\$2,000.00	\$2,000.00	\$2,000.00	
21.	Manhole, Type SW-401, 48" Dia.	EA	1	\$2,716.00	\$2,716.00	\$3,250.00	\$3,250.00	\$3,400.00	\$3,400.00	\$3,850.00	\$3,850.00	\$4,500.00	
22.	Inlet, Type SW-509	EA	1	\$6,960.00	\$6,960.00	\$6,500.00	\$6,500.00	\$7,400.00	\$7,400.00	\$9,500.00	\$9,500.00	\$9,000.00	
23.	Prefabricated PVC Inlets	EA	4	\$2,850.00	\$11,400.00	\$2,300.00	\$9,200.00	\$2,300.00	\$9,200.00	\$1,950.00	\$7,800.00	\$2,500.00	
24.	PCC Pavement Samples and Testing	LS	XXX	XXX	\$500.00	XXX	\$1,500.00	XXX	\$250.00	XXX	\$2,500.00	XXX	\$1,000.00
25.	Removal of Sidewalk	SY	141	\$20.00	\$2,820.00	\$10.00	\$1,410.00	\$8.00	\$1,128.00	\$26.00	\$3,666.00	\$12.00	\$1,692.00
26.	Removal of Driveway	SY	39	\$20.00	\$780.00	\$20.00	\$780.00	\$10.00	\$390.00	\$40.00	\$1,560.00	\$12.00	\$468.00
27.	PCC Sidewalk, 4" Thick	SY	123	\$61.00	\$7,503.00	\$58.00	\$7,134.00	\$54.00	\$6,642.00	\$100.00	\$12,300.00	\$60.00	\$7,380.00
28.	PCC Sidewalk, 6" Thick	SY	18	\$64.00	\$1,152.00	\$62.00	\$1,116.00	\$100.00	\$1,800.00	\$105.00	\$1,095.00	\$65.00	\$1,170.00
29.	Detachable Warnings	SF	10	\$65.00	\$650.00	\$35.00	\$350.00	\$25.00	\$250.00	\$35.00	\$350.00	\$60.00	\$600.00
30.	Paved Driveway, PCC, 6" Thick	SY	39	\$70.00	\$2,730.00	\$80.00	\$3,120.00	\$61.00	\$2,379.00	\$140.00	\$5,460.00	\$85.00	\$3,315.00
31.	Full Depth Patch, PCC, 7" Thick	SY	25	\$100.00	\$2,500.00	\$95.00	\$2,375.00	\$80.00	\$2,000.00	\$160.00	\$4,000.00	\$125.00	\$3,125.00
32.	Subbase Over-Excavation, 6"	TON	10	\$150.00	\$1,500.00	\$50.00	\$500.00	\$51.00	\$510.00	\$50.00	\$500.00	\$75.00	\$750.00
33.	Temporary Traffic Control	LS	XXX	XXX	\$2,500.00	XXX	\$1,500.00	XXX	\$2,450.00	XXX	\$3,500.00	XXX	\$2,500.00
34.	Seeding, Fertilizing, and Mulching for Hydraulic Seeding	LS	XXX	XXX	\$4,500.00	XXX	\$3,500.00	XXX	\$17,300.00	XXX	\$20,000.00	XXX	\$20,000.00
35.	SWPPP Preparation	LS	XXX	XXX	\$3,600.00	XXX	\$1,000.00	XXX	\$1,700.00	XXX	\$2,000.00	XXX	\$2,000.00
36.	SWPPP Management	LS	XXX	XXX	\$250.00	XXX	\$7,500.00	XXX	\$800.00	XXX	\$13,000.00	XXX	\$7,000.00
37.	Mobilization	LS	XXX	XXX	\$6,500.00	XXX	\$7,000.00	XXX	\$15,000.00	XXX	\$14,000.00	XXX	\$25,000.00
				<b>\$196,350.50</b>		<b>\$241,534.00</b>		<b>\$240,154.00</b>		<b>\$331,553.00</b>		<b>\$776,690.00</b>	

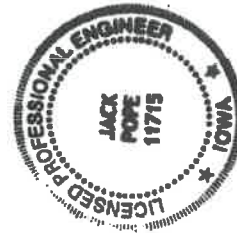
I hereby state that the aforementioned bid tabulation is a fair representation of those bids received July 16, 2020 for NLW Subdivision - Plat 1 - Water, Storm, Sewer, & Grading Improvements - Washington, Iowa - 2020.

*Jack Pope, P.E.*

Jack Pope, P.E.

7-16-2020

License No. 11715 (Renewal Date: 12/31/21)



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



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

---

---

**Memorandum**

July 17, 2020

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

From: Brent Hinson  
City Administrator

A handwritten signature in blue ink, appearing to be "Brent Hinson", is written over the printed name and title.

Re: NLW Residential Subdivision Lot Sales

Following public hearing on the proposal to sell lots, you will be ready to consider a resolution making these lots for sale. We would bring any offers received to future meetings for approval by resolution.

As stated previously, I plan to be the one at City Hall handling offers to purchase on lots, and will process these on a first come, first serve basis. I do not intend to negotiate on any of the lot prices- the prices are what the Council sets. The only exception to this would be the \$1,000 discount we agreed to if the house is being constructed to qualify for Workforce Housing Tax Credits.

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

**A RESOLUTION SETTING LOT PRICES AND DECLARING THE CITY OF WASHINGTON'S INTENTION TO SELL LOTS LOCATED IN NLW SUBDIVISION PLAT 1, WASHINGTON, IOWA**

WHEREAS, lots in NLW Subdivision Plat 1 were developed to sell to private persons and builders for the purpose of constructing new homes that will increase the community's property tax base and attract new individuals and families to the community; and

WHEREAS, the City Council has adopted and filed the Final Plat, adopted the Plans, Specifications, Form of Contract and Estimate of Cost for said project, and has accepted a bid from Vicker Drilling of Creston, Iowa for the Construction of said project; and

WHEREAS, following public hearing on the proposition on July 21, 2020, the City Council wishes to make lots available for sale, effective upon the execution of this Resolution by the Mayor and City Clerk.

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

Section 1. That the City Council authorizes the sale of lots in NLW Subdivision Plat 1 at the prices listed in Exhibit A, attached to this Resolution, with said lot prices listed by lot numbers designated in the Final Plat of the project. All sales are subject to the covenants and restrictions as adopted with the Final Plat.

PASSED AND APPROVED, this 21<sup>st</sup> day of July, 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*

---

---

**OFFER TO PURCHASE REAL ESTATE**

This agreement entered into this \_\_\_ day of \_\_\_\_\_, \_\_\_ between the City of Washington, Washington County, Iowa hereinafter known and referred to as Seller and \_\_\_\_\_ of the County of \_\_\_\_\_, State of \_\_\_\_\_ hereinafter known and referred to as Buyer, WITNESSETH AS FOLLOWS:

The Seller hereby agrees to sell to the Buyer on the performance of the agreement of the Buyer as hereinafter set forth, the following described real estate situated in Washington County, Iowa, to-Wit:

Lot \_\_\_\_, NLW Subdivision Plat 1, Washington, Iowa

This agreement is subject to the protective covenants and the stipulations as described in such covenants and as set out herein.

The Buyer, in consideration of the premises, hereby agrees to and with the Seller to purchase the real estate above described with all improvements thereon for the sum of \$\_\_\_\_\_ dollars payable at the time of closing. **The Deed shall include right of reverter to the City in the case in which a new house is not ready for final occupancy inspection by the City within 18 months of the closing. In the case that the City exercises this right under the terms of the Protective Covenants, the City is entitled to subtract an administrative fee not to exceed ten percent (10%) of the original purchase price.** The City shall not unreasonably withhold an occupancy permit.

The Seller agrees to furnish an abstract of title to said premises showing good merchantable title.

The Seller agrees to pay all taxes up to the date of this agreement on a prorated basis.

It is agreed that the Buyer is purchasing said premises upon his/her own inspection and not by reason of any warranty or representation of the Seller.

It is mutually agreed by and between the parties hereto that the covenants herein contained shall be obligatory upon the respective parties to this agreement. This offer cannot be assigned and the property cannot be conveyed after sale until a home has been constructed unless the Seller consents to said assignment in writing.

*"One of the 100 Best Small Towns in America"*

If such sums of money are paid as herein set forth promptly at the times agreed upon, and the covenants as stated are followed, the Seller will on receiving said sums of money, execute or cause to be executed and deliver at its own cost and expense, a good and sufficient Warranty Deed in due form of law conveying said property to the Buyer.

Closing date shall be on or before \_\_\_\_\_.

It shall be mutually agreed that the office of the City Administrator, City Hall, Washington, Iowa shall be the place of settlement, where all payments and tender of payments shall be made. Sale is subject to City Council approval, which shall be made within 45 days of the date of this agreement.

If more than one joins in the execution of this contract as Seller or Buyer or any be of the feminine sex, the pronouns and relative words herein used shall be read and construed as if written in the plural or the feminine, respectively.

WITNESS our hands the day and year first above written.

City of Washington, Iowa

Buyer(s)

By: \_\_\_\_\_  
City Administrator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, ss:

This record was acknowledged before me on \_\_\_\_\_, by

as \_\_\_\_\_  
of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

STATE OF IOWA, WASHINGTON COUNTY, ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Brent Hinson, to me personally known, who, being by me duly sworn, did say that he is the City Administrator of the City of Washington, Iowa; a municipal corporation; and that the instrument was signed on behalf of the corporation, by it voluntarily executed.

\_\_\_\_\_  
Notary Public

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



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

---

---

## **Memorandum**

July 17, 2020

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

From: Brent Hinson  
City Administrator

A handwritten signature in blue ink, appearing to be "B. Hinson", is written over the printed name of Brent Hinson.

Re: South C Traffic/Parking

Several of you asked that this item be put on the agenda for discussion. This item was last discussed along with parking & traffic discussion in April-August of 2018. At that time, the Council opted to add a 4-way stop at C & Van Buren but not to make additional changes.

Here is information we discussed at that time: South B is already no parking on the west side from Madison to Tyler and on the east side from Tyler to Sitler from 7:30AM-4PM on school days. South C traffic patterns have changed in recent years due to the construction/relocation of the high school. If the Council believes action is warranted, the Council could consider going to no parking on school days on one side of the street, as with B.