



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, AUGUST 18, 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@washingtونيowa.gov or bhinson@washingtونيowa.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, August 18, 2020 to be approved as proposed or amended.

Consent:

1. Council Minutes August 4, 2020
2. PAWS & More Animal Shelter, Animal Services April, May, June 2020, \$6,045.25
3. Farnsworth Group, City Hall/Police Project, \$3,258.40
4. Iowa Municipalities Workers Compensation Assoc., Installment #2, 6,699.00
5. Dollar General Store #2237, 1506 E. Washington St., Class C Beer Permit (BC), Class B Wine Permit, Sunday Sales, **(renewal)**
6. Unc & Neph's, 1015 W. Madison St., Class C Liquor License (LC) (Commercial) Outdoor Service, Sunday Sales **(renewal)**

Consent – Other:

1. DeLong Construction, Wellness Park Ballfields & Roadway, \$495,520.00

2. DeLong Construction, South Avenue E Reconstruction, \$74,651.00
3. Bushong Construction, City Hall/Police Project, \$242,635.70

Claims & Financial Reports:

Claims for August 18, 2020
Financial Reports for July, 2020

SPECIAL PRESENTATION

Nuisance Abatement Update – Jeff Duwa

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

PUBLIC HEARING

- Approving a Loan and Disbursement Agreement (Revised SRF Amount for Water Plant.
- Discussion and Consideration of a Resolution Approving a Loan and Disbursement Agreement (Revised SRF Amount for Water Plant.

NEW BUSINESS

1. Discussion and Consideration of a Resolution Releasing Funds As Per a Downtown Investment Grant Agreement with DW Developments, LLC.
2. Discussion and Consideration of Change Order #3, City Hall/Police Furniture.
3. Discussion and Consideration of an Engagement Agreement with Pickens, Barnes, & Abernathy (Northway Well #6 Lawsuit)
4. Discussion and Consideration of a Letter of Intent with Bazooka-Farmstar, Inc. (Plant Expansion/Sewer Line Relocation)
5. Discussion and Consideration of Setting a Public Hearing on Voluntary Annexation Proposal.
6. Discussion and Consideration of a Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer.
7. Discussion and Consideration of Second Reading of an Ordinance Amending Chapter 41.14 (Fireworks)

WORKSHOP

- Discussion of Possible South Avenue C Parking/Traffic Changes.
- Discussion on City Clerk Search Process.

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 08-04-2020

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, June 2, 2020 at 6:00 P.M. Mayor Rosien in the chair. On roll call present: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Absent: none.

Motion by Stigers, seconded by Youngquist, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, August 4, 2020 be approved as proposed. Motion carried.

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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.

Consent:

1. Council Minutes July 21, 2020
2. Council Minutes June 16, 2020 (revised for per IEDA request)
3. PFM, Professional Services Related to G.O. Bonds, Series 2020A, \$15,291.47
4. PFM, Professional Services Related to G.O. Bonds, Series 2020B, \$6,000.00
5. Garden & Associates, South Avenue E Street Reconstruction, \$5,129.46
6. Garden & Associates, Whitesell Survey & Subdivision, \$4,399.15
7. Garden & Associates, North Avenue D Sidewalk Investigation, \$6,860.25
8. TEAM Services, North 4th Avenue Improvements, \$1,063.15
9. TEAM Services, City Hall/Police Station Project, \$599.35
10. Fox Engineering, North 4th Avenue Street & Utility Improvements. \$11,908.50
11. Fox Engineering, Water Distribution System Study, \$3,115.20
12. IA Municipal Workers' Compensation Association, Installment #1, \$6,699.90
13. Kevin Olson, Professional Services for June and July, \$2,440.46
14. Corner Stop. 100 East Madison Street, Class E Liquor License (LE), **(new)**
15. Lebowsky's Rock n Bowl, 1601 East Washington Street, Class C Liquor License (LC) (Commercial) Outdoor Service, Catering Privilege, Sunday Sales. **(renewal)**
16. Department Reports

Consent – Other:

1. Stout Companies, Shakopee Clay for Wellness Park Infield Baseball/Softball Fields, \$1,916.74
2. Stout Companies, Shakopee Clay for Wellness Park Infield Baseball/Softball Fields, \$1,880.56
3. Stout Companies, Shakopee Clay for Wellness Park Infield Baseball/Softball Fields, \$1,959.35

4. Stout Companies, Shakopee Clay for Wellness Park Infield Baseball/Softball Fields, \$1,873.32.
5. Cornerstone Excavating, N. 4th Avenue Improvements Project, \$156,664.83

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

Item 5 on the consent-other agenda was pulled for separate consideration.

Motion by DeLong, seconded by Pettit-Majewski, to approve consent agenda items 1-4. Motion carried. Gault voted “no”.

Motion by Youngquist, seconded by Pettit-Majewski, to approve consent agenda item 5. Motion carried.

Motion by Stigers, seconded by Gault, to approve payment of the claims as presented. Motion carried.

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

Motion by Youngquist, seconded by Stigers, to accept the June 2020 financial reports. Motion carried.

Mayor Rosien and Police Chief Lester introduced the police officers who have received promotions and each officer’s wife pinned the new badge on their husband. The new promotions are Lieutenant Shamus Altenhofen; Sergeant Jason Chalupa, and Sergeant Ben Altenhofen.

Following discussion on Guest Speaker Dr. Kesho Y. Scott’s Request to use the Central Park Bandstand for a talk on Sunday, August 9, motion by Stigers, seconded by Gault, to deny the request. Motion failed on a 2-4 vote. DeLong, Moore, Pettit-Majewski, Youngquist voted “no”.

After further discussion, motion by Pettit-Majewski, seconded by Youngquist, to approve the use of the Bandstand for the guest speaker. Motion carried 4-2. Gault and Stigers voted “no”

Presentation from the Public: none.

Mayor Rosien announced that now is the time for the public hearing on Voluntary Annexation of Certain Properties (Bell Land).

No written or oral objections were received.

Motion by DeLong, 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 Stigers, seconded by Gault, to approve the Resolution Approving Voluntary Annexation of Certain Properties (Bell Land). Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-081)**

Quotes received for the South Avenue B Water Main Project Pavement Replacement:

Greg Bruty Construction	\$46,850.00
DeLong Construction	\$55,990.00
Coleman Construction	\$58,600.00

Motion by Moore, seconded by Youngquist, to approve the quote from Bruty Construction in the amount of \$46,850.00 for the South Avenue B Water Main Project Pavement Replacement. Motion carried.

Motion by Moore, seconded by Pettit-Majewski, to approve Change Order #1 in the amount of \$10,791.18 for the Wellness Park Fields and Roadway Project. Motion carried. Gault voted “no” and DeLong abstained with conflict.

Motion by Youngquist, seconded by Pettit-Majewski, to approve the Resolution Setting a Public Hearing for August 18, 2020 on Loan and Disbursement Agreement for Revised SRF Amount for Water Plant. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-082)**

Motion by Stigers, seconded by Gault, to approve the Resolution Accepting Assignment of Contract – Brava/Wildhawk to 915 East Tyler Street, LLC. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-083)**

Motion by Youngquist, seconded by Stigers, to approve the Resolution Approving Offer to Buy Real Estate and Acceptance (320 North Avenue C). Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-084)**

After discussion, motion by Moore, seconded by Pettit-Majewski, to approve the First Reading of an Ordinance Amending Chapter 41.14 (Fireworks). Roll call on motion: Ayes: DeLong, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: Gault. Motion carried.

Motion by Pettit-Majewski, seconded by Gault, that the Regular Session held at 6:00 P.M., Tuesday, August 4, 2020, is adjourned.

Illa Earnest, City Clerk

PAWS & More Animal Shelter

1004 1/2 West Madison Street
Washington, IA 52353

Invoice**Date**

8/10/2020

Invoice #

72

Bill To

City of Washington
PO Box 516
Washington, IA 52353

Terms

DUE UPON RE...

Description	Quantity	Rate	Amount
Animal Services - April, May, June 2020		6,045.25	6,045.25
		Total	\$6,045.25



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

August 5, 2020
 Project No: 019001.DA
 Invoice No: 218305

Invoice Total \$3,258.40

Project 019001.DA Washington City Hall & Police Station

Professional Services for Period Ending July 31, 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	80.00	23,625.60	20,672.40	2,953.20
Furniture	8,000.00	92.00	7,360.00	7,200.00	160.00
Total Fee	71,787.50		65,241.10	62,127.90	3,113.20
Total Fee					3,113.20

Reimbursable Expenses

Mileage					
7/6/2020	Orth, Kristofer	Field Observation		145.20	
Total Reimbursables				145.20	145.20
Total this Invoice					\$3,258.40

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

INVOICE

INV77270

IMWCA

IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION

500 SW 7TH STREET, SUITE 101

DES MOINES, IA 50309-4506

PHONE: 800-257-2708

DATE

8/1/2020

PAGE:

1

Washington, City of
215 E Washington

Mbr No: 0706 Member Name:
Washington, City of

Washington IA 52353

Please remit payment to: IMWCA, P.O. Box 8186, Des Moines, IA 50301

PURCHASE ORDER NO.	CUSTOMER ID	SALES ID	SHIPPING METHOD	PAYMENT TERMS	REQ'D SHIP DATE	MASTER NUMBER
	WASHI001	AG0075				

QUANTITY	ITEM NUMBER	DESCRIPTION	UOM	DISCOUNT	UNIT PRICE	EXTENDED PRICE
1.00	INSTALL2	Installment 2 - Work Comp Prem 20-21			6,699.00	\$6,699.00

This invoice is due on September 1, 2020.

A FINANCE CHARGE of 1.5% (APR 18%) will be added to balances over 30 days past the due date.

When you provide a check as payment, you authorize IMWCA either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. For inquiries please call 515-244-7282.

Subtotal	\$6,699.00
Bond Credit	\$0.00
Misc	\$0.00
Total	\$6,699.00

Thank You

080756/07-03

Applicant License Application (BC0030547)

Name of Applicant: <u>Dolgencorp, LLC</u>		
Name of Business (DBA): <u>Dollar General Store #2237</u>		
Address of Premises: <u>1506 E WASHINGTON ST</u>		
City <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>
Business <u>(319) 653-5877</u>		
Mailing <u>100 Mission Ridge</u>		
City <u>Goodlettsville</u>	State <u>TN</u>	Zip: <u>37072</u>

Contact Person

Name <u>Caleb Barton</u>	
Phone: <u>(615) 855-4000</u>	Email <u>tax-beerandwinelicense@dollargeneral.com</u>

Classification Class C Beer Permit (BC)

Term: 12 months

Effective Date: 09/14/2019

Expiration Date: 09/13/2020

Privileges:

Class B Wine Permit

Class C Beer Permit (BC)

Sunday Sales

Status of Business

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

Ownership

Dollar General Corporation

First Name: <u>Dollar</u>	Last Name: <u>General Corporation</u>
City: <u>Goodlettsville</u>	State: <u>Tennessee</u> Zip: <u>37072</u>
Position: <u>N/A</u>	
% of Ownership: <u>100.00%</u>	U.S. Citizen: <u>Yes</u>

Lawrence Gatta

First Name: <u>Lawrence</u>	Last Name: <u>Gatta</u>
City: <u>Brentwood</u>	State: <u>Tennessee</u> Zip: <u>37027</u>
Position: <u>Non member manager</u>	
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>Yes</u>

Jason Reiser

First Name: <u>Jason</u>	Last Name: <u>Reiser</u>
City: <u>Nashville</u>	State: <u>Tennessee</u> Zip: <u>37212</u>

Applicant License Application (LC0036352)

Name of Applicant: Dan's Bar, Inc.

Name of Business (DBA): Unc & Neph's

Address of Premises: 1015 West Madison St.

City Washington

County: Washington

Zip: 52353

Business (319) 653-4755

Mailing 1015West Madison

City Washington

State IA

Zip: 52353

Contact Person

Name David L Sorrell

Phone: (319) 461-3752

Email

d.sorrell@mchsi.com

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 09/15/2019

Expiration Date: 09/14/2020

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType: Privately Held Corporation

Corporate ID Number: XXXXXXXXXX

Federal Employer ID XXXXXXXXXX

Ownership

David Sorrell

First Name: David

Last Name: Sorrell

City: Washington

State: Iowa

Zip: 52353

Position: President

% of Ownership: 100.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: West Bend Mutual Insurance Company

Policy Effective Date: 09/15/2019

Policy Expiration 09/15/2020

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective Date

Temp Transfer Expiration Date:

Position: Non Member Manager

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

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:

**WWTP report
August 18th, 2020
Council meeting**

- **After hour alarm and dog call outs –**
7-19-20 Dog call at South side of Sitler Dr. south of the High school 6:40 p.m. Dalton
7-27-20 Alarm at the WWTP 1:08 a.m. Parker
8-9-20 Alarm at Lexington lift station 3:30 p.m. Jason
- **Dept Head meetings** –I attended the meetings on August 4th, 11th, and 18th
- **WWTP July, 2020 Discharge Monitoring Report (DMR)** – Average daily flow **1.82 million gallons (mg)**, maximum daily flow **5.56 mg**, minimum daily flow **1.028 mg**. There were **zero (0)** violations of the WWTP's NPDES discharge permit. Total precipitation for July = **>3.29"** (recorded at the WWTP).

CBOD5 removal 85% required	result = 96.98 %
Influent CBOD5 monthly average =	87.13 mg/L
Effluent CBOD5 monthly average =	5.54 mg/L

TSS removal 85% required	result = 95.8 %
Influent TSS monthly average =	104.77 mg/L
Effluent TSS monthly average =	4.40 mg/L

- **Peracetic acid testing-** We continue to test at the plant for Peracetic acid when IRE is discharging. We have had under detection results.
- **Hydrogen Sulfide Gas monitoring-** We have had some higher readings with spikes that go up and down sometimes daily.
- **Truck bed replacement-** We removed the truck bed from 504 and had a flatbed installed three weeks of the 3rd and are waiting on delivery of another flatbed for truck 501. Also we have ordered a new crane for 504.
- **Lawn Mower Bids-**I have sent out Lawn mower replacement bids to multiple dealers and are due the 27th.
-

**Jason Whisler
8/14/2020 12:00 P.M.**

Washington Volunteer Fire Department
August 5, 2020

June Fires

1 1 City fires	2270.00
2 rural fires	510.00
0 Drill	.00
13 fires	2780.00

Tour and preplan of the new communication center.

Meeting opened with Chief Wide in charge.

Minutes of last month's meeting were read and approved

Treasures report was read.

Motion by Randy Tisor 2nd Mark Chenoweth to pay all bills. Passed

Communications; None

Committee: Social- snacks after meeting.

Golf: Tournament Aug. 23. Still looking for hole sponsor. Help needed at 7:30am

Apps. Still looking for people in town/

Rescue

Old Business: County meeting was in Brighton. Talked about covid-19 and communications.

New tanker was picked up July 14th and is in service.

New business:

The new bell tower is getting put together.

Thank you from Riverside fire for mutual aid on barn fire.

Water fight equipment will be installed in parking pavement east of 3rd St.

Training of 24 hours is still required.

Kirkwood Fire School Sept. 19 & 20 is canceled.

Fire prevention at the schools and pancake day are in question.

Tom Wide must give a deposition on the house fire on west 3rd across from Sitler House of Lights.

Drill #1 that was canceled will be November 18.

Thank you to Ron And Kenny Armstrong for the air conditioning in the bay area.

Discussion of calls: The mutual aid call with Riverside was well organized.

Roll call taken, meeting closed.

Secretary
Tom Beauchamp



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



Chief of Police Jim Lester
Lieutenant Lyle Hansen
Lieutenant Shamus Altenhofen

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

***Department Activity Report
July 2020***

Early July we received several complaints of fireworks. In addition, we continue to respond to various animal complaints, and a number of vandalism/spray painting incidents.

Four search warrants were served in July and there are several ongoing investigations.

During the July 3-7 STEP project, officers recorded nine citations and issued 44 warnings. The post-wave seat belt survey showed 87% compliance.

One officer was on self-isolation and was tested twice related to an on-duty exposure to COVID-19. We have updated our COVID-19 Response plan to reflect current guidance as provided by Washington County Public Health.

Officer Training and Presentations:

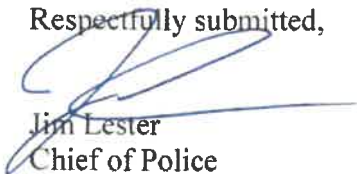
Sergeant Altenhofen did an informational program on ALICE for the noon Rotary group.

Chief Lester and Sergeant Chalupa completed ICAP's 2020 Iowa Law Enforcement Active Shooter Issues training.

All Officers completed an in-service by Investigator VanWilligen on Standardized Field Sobriety Testing and Implied Consent.

K-9 Handler Kephart and Dex successfully completed their certification as a team for Narcotics Detection.

Respectfully submitted,


Jim Lester
Chief of Police

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

Activity	Previous Month	Current Month	Year-To-Date
Citations / Warnings	64	74	342
Traffic Stops	68	81	424
Traffic Accidents	19	15	94
Parking Tickets	26	24	79
Vehicle Unlocks	22	30	183
Arrest Warrants Served	8	5	34
Search Warrants Served	1	4	20
Calls for Service	381	362	2111
Animal Calls	27	27	159
Mental Health Responses / Suicidal Subjects	4	3	30
Arrests	12	24	176

Offense Summary

Offenses	Previous Month	Current Month	Year-To-Date
Assaults	5	5	22
Domestic Assault	3	1	18
Harassment	1	0	5
No Contact Order Violation	0	2	10
Burglary	2	3	11
Burglary to a Motor Vehicle	1	2	16
Criminal Mischief / Vandalism	19	5	63
Disorderly Conduct	1	1	6
Driving While Intoxicated (OWI)	0	2	7
Drunkenness (Public Intoxication)	3	1	11
Drug Offenses	1	0	10
Drug Paraphernalia	3	0	10
Sexual Abuse	1	0	7
Theft (includes Shoplifting)	7	8	53
Trespass	1	2	5
Pornography / Obscene Material	1	0	3
Weapons Laws Violations	0	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.

MAINTENANCE & CONSTRUCTION DEPT. REPORT

7-25-20/8-7-20

STREETS: Personnel operated the street sweeper, cold mixed and picked up tree damage after the high winds.

WATER DISTRIBUTION: Personnel repaired a water main leak on North 4th Ave, 4 inch CIP inside Cornerstone's excavation. Marking the 16th main break of 2020. Personnel installed a one inch water service located at 1405 North 4th Ave. Personnel had 29 water shut offs for nonpayment. Crews repaired a water box located at 521 West 2nd St (rod).

SEWER COLLECTION: Personnel assisted Cornerstone on a few issues with the North 4th Ave project.

STORM SEWER COLLECTION: Personnel N/A

MECHANIC/SHOP: Personnel serviced Sweeper (clean gutter broom valve & set broom pattern), PD 905 (repair wires to USB hub), Online auction detail with furnaces, 004 (electrical issues), treat bulk fuel tanks and Parks truck (rotate tires).

OTHER: Personnel hauled spoil, picked up, yard waste and responded to 59 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.



Contractor's Application for Payment No. 4

Application Period: 7/1/20 - 8/7/20		Application Date: 8/12/2020
To: City of Washington	From (Contractor): Delong Construction	Via (Engineer): Garden & Associates, LDT
Project: Wellness Park Ballfields And Roadway	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 9020226

Application for Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions	1. ORIGINAL CONTRACT PRICE
	1	\$13,191.18	\$2,400.00	2. Net change by Change Order: \$ 2,993,670.85
				3. Current Contract Price (Line 1 + 2): \$ 310,791.18
				4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates): \$ 2,994,667.03
				5. RETAINAGE: \$ 11,479,439.00
				a. 5% X \$1,246,424.00 Work Completed: \$ 963,311.20
				b. 5% X \$233,015.00 Stored Material: \$ 11,650.75
				c. Total Retainage (Line 5a + Line 5b): \$ 713,971.95
				6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c): \$ 1,405,667.03
				7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application): \$ 969,947.05
				8. AMOUNT DUE THIS APPLICATION: \$ 495,520.00
				9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5c above): \$ 1,578,209.80
TOTALS		\$13,191.18	\$2,400.00	
NET CHANGE BY CHANGE ORDERS			\$10,791.18	

Contractor's Certification

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

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor's Signature

By: *John Delong*

Date: 8-12-20

Payment of \$ 495,520.00

(Line 8 or other - attach explanation of the other amount)

is recommended by:

(Engineer)

(Date)

Payment of: \$ 495,520.00

(Line 8 or other - attach explanation of the other amount)

is approved by:

(Owner)

(Date)

APPLICATION FOR PAYMENT NO. 1

To: City of Washington (JURISDICTION)
From: DeLong Construction, Inc. (CONTRACTOR)
Contract: South Ave. E Reconstruction
Project: South Ave. E Reconstruction
JURISDICTION's Contract No.: _____ ENGINEER's Project No.: 5018069
For Work Accomplished Through the Date of: August 7, 2020

1. Original Contract Price:	\$ 752,848.65
2. Net Change by Change Orders and Written Amendments (+ or -):	\$ -
3. Current Contract Price (1 plus 2):	\$ 752,848.65
4. Total Completed and Stored to Date:	\$ 78,580.00
5. Retainage (Per Agreement):	
5% of Completed Work:	\$ 3,929.00
0% of Stored Material:	
Total Retainage:	\$ 3,929.00
6. Total Completed and Stored to Date Less Retainage (4 minus 5):	\$ 74,651.00
7. Less Previous Application for Payments:	\$ -
8. DUE THIS APPLICATION (6 MINUS 7)	\$ 74,651.00

Accompanying Documentation:

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from JURISDICTION on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered -- through -- inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application of Payment will pass to JURISDICTION at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to JURISDICTION indemnifying JURISDICTION against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Payment of the above AMOUNT DUE THIS APPLICATION is requested.

Dated: 8-12-20 DeLong Construction, Inc.
(CONTRACTOR)
By: 

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: 8-12-2020 Garden & Associates, LTD.
(ENGINEER)
By: 

Payment of the above AMOUNT DUE THIS APPLICATION is approved.

Dated: _____ City of Washington, Iowa
(JURISDICTION)
G & A 5018069 By: _____

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

2

PAGES

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
 Waukegan, IA 50263

APPLICATION NO: 10

Distribution to:
☐ OWNER
☐ CONTRACTOR
☐ A/R
☐ FILE

PERIOD TO: 7/31/2020

PROJECT NOS:

CONTRACT DATE: 7/23/2019

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 \$ 1,503,062.57
 (Column G on G703)
5. RETAINAGE:
 - a. 5 % of Completed Work \$ 75,153.13
 (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) \$ 75,153.13
6. TOTAL EARNED LESS RETAINAGE \$ 1,427,909.44
 (Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR
 PAYMENT (Line 6 from prior Certificate) \$ 1,185,273.74
8. CURRENT PAYMENT DUE \$ 242,635.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 565,087.93
 (Line 3 less Line 6)

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

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: 07/30/20

State of: Iowa

County of: Poweshiek

Subscribed and sworn to before me this 30th day of July, 2020

Notary Public: Brenda J. MooreMy 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 \$ 242,635.70

(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.)

By: [Signature] Date: 08/04/2020

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.

**CITY OF WASHINGTON, IOWA
CLAIMS REPORT
AUGUST 18, 2020**

POLICE	911 CUSTOM	VEHICLE OPERATING EQUIP	135.00
	ACE-N-MORE	OPERATIONAL SUPPLIES	19.58
	ARNOLD MOTOR SUPPLY	PARTS	131.91
	BDH TECHNOLOGY LLC	IT SERVICES	510.00
	CHARLES CAPPER AUTO CENTER INC	VEHICLE REPAIR	192.06
	JOHN DEERE FINANCIAL	OPERATIONAL SUPPLIES	5.99
	KCTC	PHONE & INTERNET	367.15
	PRO-VISION	BODY CAM REPLACEMENT	349.00
	QUILL	SUPPLIES	134.13
	SYNNEX FINANCIAL SERVICES	LEASE	604.26
	VERIZON WIRELESS	WIRELESS SERVICE	1,248.40
		TOTAL	3,697.48
FIRE	ACE-N-MORE	SUPPLIES	40.94
	BUSINESS RADIO SALES INC	TANKER TRUCK RADIO	167.50
	EBERT SUPPLY CO.	CLEANING SUPPLIES	224.70
	FIRE SERVICE TRAINING BUREAU	TRAINING	150.00
	GALLS LLC	FIRE BOOTS	424.59
	HEIMAN FIRE EQUIPMENT	SUPPLIES	253.00
	KCTC	PHONE & INTERNET	206.69
	VERIZON WIRELESS	WIRELESS SERVICE	208.21
	VETTER'S INC-CULLIGAN WATER	FIRE DEPT SERVICE	18.95
		TOTAL	1,694.58
ANIMAL CONTROL	TIFCO INDUSTRIES	DOG POUND SUPPLIES	52.76
		TOTAL	52.76
DEVELOPMENT SERVICES	ACE-N-MORE	BUG SPRAY	17.18
	ARNOLD MOTOR SUPPLY	PARTS	309.52
	COBB OIL CO., INC.	FUEL	42.00
	HIWAY SERVICE CENTER	PARTS	50.29
	KBS SERVICES / KELLY FARRIER	GRASS ABATEMENT 818 S 2ND	45.00
	VERIZON WIRELESS	WIRELESS SERVICE	101.33
	WAL-MART	SUPPLIES	49.26
	WMPF GROUP LLC	EMPLOYMENT ADVERTISING-COD	232.51
		TOTAL	847.09
LIBRARY	ALLIANT ENERGY	ALLIANT ENERGY	1,671.98
	ACCESS SYSTEMS	EQUIPMENT REPAIR	96.64
	ACE-N-MORE	BLDG MAINTENANCE	193.54
	ALBERT, KIRK	MILEAGE REIMBURSEMENT	35.08
	BAKER & TAYLOR	LIBRARY MATERIALS	788.79
	CINTAS CORP LOC. 342	RUG SERVICE	64.98
	EBERT SUPPLY CO.	JANITORIAL SUPPLIES	83.50
	KCTC	PHONE & INTERNET/WEBCAM	652.34
	PROQUEST LLC	ANCESTRY LIBRARY MATERIALS	2,530.91
	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIAL	30.00
	VALENTINE, TAMMY	MILEAGE REIMB	3.45
		TOTAL	6,151.21
PARKS	ALLIANT ENERGY	ALLIANT ENERGY	1,130.42
	ACE-N-MORE	SUPPLIES	558.77
	ACTION SERVICES INC	PORTABLE TOILETS	275.00
	ALLIANT ENERGY	ALLIANT ENERGY	179.09
	IDEAL READY MIX	SUNSET PARK & SOCCER FIELD	1,033.75
	JOHN DEERE FINANCIAL	SUPPLIES	132.77

KCTC	PHONE & INTERNET	124.78
MENARDS	SUPPLIES	146.16
MOORE'S BP AMOCO, INC.	TOWING	75.00
VERIZON WIRELESS	WIRELESS SERVICE	43.17
WAL-MART	SUPPLIES	82.48
WASHINGTON LUMBER	SUPPLIES FOR PARK BENCHES	35.26
WASHINGTON RENTAL	REPAIR	67.36
	TOTAL	3,884.01

POOL	ACCO	CHEMICALS	44.00
	ACE-N-MORE	POOL SUPPLIES	22.35
		TOTAL	66.35

CEMETERY	ACE-N-MORE	SUPPLIES	85.08
	ARNOLD MOTOR SUPPLY	PARTS	285.01
	ATCO INTERNATIONAL	HAND SANITIZER STATION	284.30
	KCTC	PHONE & INTERNET	155.62
	SADLER POWER TRAIN	REPAIRS	1,440.95
		TOTAL	2,250.96

FINANCIAL ADMIN	ACE-N-MORE	CLEANING SUPPLIES	86.25
	ALLIANT ENERGY	ALLIANT ENERGY	22.42
	AMAZON CAPITAL SERVICES	COUNTERFEIT PEN MARKER	12.96
	BAKER PAPER & SUPPLY	COPY PAPER	112.95
	GOOGLE LLC	MONTHLY SERVICE	372.00
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	280.00
	J & S ELECTRONIC BUSINESS SYSTEMS, INC	COPIER SERVICE/COPIES	270.43
	KCTC	PHONE & INTERNET	953.30
	PACE PAYMENT SYSTEMS	PACE ADMIN FEE	20.00
	RUNNING ROBOTS	WEB HOSTING	498.00
	VERIZON WIRELESS	WIRELESS SERVICE	22.37
	WASH COUNTY MINIBUS	LOST- JULY/AUGUST 2020	38,556.87
	WMPF GROUP LLC	LEGAL ADVERTISING	951.61
		TOTAL	42,159.16

AIRPORT	ACE-N-MORE	SUPPLIES	63.56
	CARSON PLUMBING & HEATING SRVS INC	PLUMBING LABOR	42.95
	JAMIESON, JEAN	JULY CLEANING	98.00
	KLEOPFER LAWN CARE LLC	SPRAYING LIGHTS	825.00
	L.J. ROTH RECONSTRUCTION INC.	SERVICE	65.00
	VERIZON WIRELESS	WIRELESS SERVICE	53.25
	VETTER'S INC-CULLIGAN WATER	AIRPORT SERVICE	111.81
	WEST LAWN CARE	AIRPORT MOWING	2,400.00
	WINDSTREAM IOWA COMMUNICATIONS	AUGUST SERVICE	185.82
		TOTAL	3,845.39

ROAD USE	ACE-N-MORE	SUPPLIES	6.59
	ARNOLD MOTOR SUPPLY	PARTS	462.89
	BINNS & STEVENS EXPLOSIVES INC	CALCIUM	405.00
	BUSINESS RADIO SALES INC	RADIO REPAIRS/ANTENNA	324.18
	CASH-N-CARRY CHEMICALS LLC	WEED KILLER	61.25
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	279.00
	CHEMSEARCH	SUPPLIES	225.75
	COBB OIL CO., INC.	FUEL	101.00
	DOUDS STONE LLC	ROADSTONE	3,253.78
	ELLIOTT EQUIPMENT CO	PARTS	1,498.30
	GIERKE ROBINSON CO., INC	PARTS	353.98
	GREINER DISCOUNT TIRES	TIRE REPAIR	17.50
	HARRISON TRUCK CENTERS	PARTS	45.87
	HIWAY SERVICE CENTER	PARTS	10.76
	IOWA PRISON INDUSTRIES	SIGNS	1,612.35

	JOHN DEERE FINANCIAL	PARTS	151.10
	KIMBALL MIDWEST	PARTS	1,169.92
	LED LIGHTING SOLUTIONS	STOP SIGNS	1,103.86
	MID-AM RES. CHEMICAL CORP	RUST AND ODOR SUPPLIES	454.82
	RIVER PRODUCTS	ROADSTONE	1,697.88
	S & G MATERIALS	MATERIALS	86.53
	TIFCO INDUSTRIES	PARTS AND SUPPLIES	89.95
	UNITY POINT CLINIC-OCCUPATIONAL MEDICI	SERVICE	42.00
	ZARNOTH BRUSH WORKS	BROOMS FOR SWEEPER	785.00
		TOTAL	14,239.26
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	10,439.76
		TOTAL	10,439.76
HOUSING REHAB	WMPF GROUP LLC	LEGAL-RENTAL HOUSING	23.57
		TOTAL	23.57
CAPITAL PROJECTS F	BUSINESS RADIO SALES INC	RELOCATION OF MC ANTENNA	2,673.25
	BDH TECHNOLOGY LLC	EQUIPMENT SETUP FOR REMODE	169.00
	WMPF GROUP LLC	SCHEDULE OF ASSESSMENT	135.94
		TOTAL	2,978.19
RESIDENTIAL DEVELOP	WMPF GROUP LLC	LEGAL-NLW SUBDIVISION	30.38
	WASH CO RECORDER	SUBDIVISION	77.00
		TOTAL	107.38
K-9 PROGRAM	JOHN DEERE FINANCIAL	K9 DOG FOOD	95.98
		TOTAL	95.98
LIBRARY GIFT	BAKER & TAYLOR	LIBRARY MATERIALS	18.00
		TOTAL	18.00
WATER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	49.10
	ACE-N-MORE	SUPPLIES	36.68
	ALLIANT ENERGY	ALLIANT ENERGY	19,379.40
	ALVARADO, GUADALUPE	WATER DEPOSIT REFUND	21.54
	HARRIS BOYZ HEATING & AIR LLC	HANGING HEATER PARTS	1,227.00
	HOBACK, SARAH	WATER DEPOSIT REFUND	90.43
	IA DEPT OF REVENUE	WET TAX	7,529.00
	JETCO	WELL REPAIRS	1,335.85
	KCTC	PHONE & INTERNET	155.62
	MERCHANT SERVICES	DC/CC ADMIN FEE	1,425.23
	MILEWSKI, BRITTNEY	WATER DEPOSIT REFUND	114.93
	PEREZ AVINA, GRISELD	WATER DEPOSIT REFUND	21.09
	SIEGRIST, DYLAN	WATER DEPOSIT REFUND	48.58
	VERIZON WIRELESS	WIRELESS SERVICE	48.17
	WATER SOLUTIONS UNLIMITED	CHEMICALS	6,907.11
	WYATT, JODY	WATER DEPOSIT REFUND	48.84
		TOTAL	38,438.57
WATER DISTRIBUTION	ACE-N-MORE	SUPPLIES	86.97
	ALLIANT ENERGY	ALLIANT ENERGY	43.69
	ALTORFER	PARTS	339.15
	CHEMSEARCH	SUPPLIES	1,051.11
	CUSTOM IMPRESSIONS INC	SAFETY SHIRTS	364.32
	GREINER DISCOUNT TIRES	TIRE REPAIR	30.00
	IOWA ONE CALL	SERVICE	354.00
	JOHN DEERE FINANCIAL	TRAILER PARTS	558.55

LYONS APPLIANCE & REPAIR	1,029.00
MACQUEEN EQUIPMENT	773.10
OVERHEAD DOOR CO.	323.50
RIVER PRODUCTS	1,404.91
SCHIMBERG CO.	17,274.16
USA BLUEBOOK	1,309.95
VERIZON WIRELESS	128.10
WAL-MART	76.79
WINDSTREAM IOWA COMMUNICATIONS	115.78
TOTAL	25,263.08

SEWER PLANT

ALLIANT ENERGY	747.50
AMAZON CAPITAL SERVICES	225.00
ARNOLD MOTOR SUPPLY	57.62
CENTRAL IOWA DISTRIBUTING	291.20
D & S SALES INC	2,891.52
FRYTOWN TRAILERS	3,050.00
GREINER DISCOUNT TIRES	56.55
IA DEPT OF REVENUE	2,356.00
JOHN DEERE FINANCIAL	74.97
MIDWEST WHEEL	148.64
MINCER FORD	935.53
MOORE'S BP AMOCO, INC.	175.00
O'REILLY AUTOMOTIVE INC	27.75
TESTAMERICA LABORATORIES INC	1,423.80
USA BLUEBOOK	431.24
VERIZON WIRELESS	144.51
WINDSTREAM IOWA COMMUNICATIONS	276.32
TOTAL	13,313.15

SEWER COLLECTION

ALTORFER	2,295.00
ACE-N-MORE	174.60
ALLIANT ENERGY	964.34
ALTORFER	17.15
ARNOLD MOTOR SUPPLY	3.69
BARRON MOTOR SUPPLY	251.38
CINTAS FIRST AID & SAFETY	107.97
IDEAL READY MIX	331.00
IGRAPHIX, INC	336.54
MARTIN BROS EQUIPMENT	59.61
MILLER & SONS LTD	320.00
PLANK EQUIPMENT	4,254.97
TIFCO INDUSTRIES	168.46
USA BLUEBOOK	307.66
VERIZON WIRELESS	86.18
WINDSTREAM IOWA COMMUNICATIONS	115.78
TOTAL	9,794.33

SANITATION

JOHNSON COUNTY REFUSE INC	48,077.00
TOTAL	48,077.00

SELF INSURANCE

EMPLOYEE BENEFIT SYSTEMS	337.50
TOTAL	337.50

UNEMPLOYMENT SELF

IOWA WORKFORCE DEVELOPMENT	3,104.92
TOTAL	3,104.92

TOTAL 230,879.68

CITY OF WASHINGTON, IOWA
MONTH TO DATE TREASURERS REPORT
JULY 1, 2020

FUND	7/1/2020 BEGINNING CASH BALANCE	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	7/31/2020 ENDING CASH BALANCE
001-GENERAL FUND	1,029,564.55	117,040.85	-	400,324.28	-	746,281.12
002-AIRPORT FUND	291,086.69	56,834.37	-	29,581.75	-	318,339.31
010-CHAMBER REIMBURSEMENT	8,603.72	6,905.51	-	6,165.46	-	9,343.77
011-MAIN STREET REIMBURSEMENT	-	-	-	36,941.28	-	(36,941.28)
012-WEDG REIMBURSEMENT	1,218.93	8,431.61	-	7,802.84	-	1,847.70
050-DOWNTOWN INCENTIVE GRANT	80,500.00	-	-	-	-	80,500.00
110-ROAD USE	841,454.14	122,454.80	-	40,114.90	-	923,794.04
112-EMPLOYEE BENEFITS	-	5,755.74	-	5,755.74	-	-
114-EMERGENCY LEVY	-	540.66	-	540.66	-	-
121-LOCAL OPTION SALES TAX	-	77,113.74	-	77,113.74	-	-
122-LOST DEBT SERVICE	-	57,835.30	-	-	-	57,835.30
123-LOST DEBT SERVICE RESERVE	79,170.00	-	-	-	-	79,170.00
124-HOTEL/MOTEL TAX	59,503.35	-	-	-	-	59,503.35
134-DOWNTOWN COMM UR	-	550.78	-	-	-	550.78
145-HOUSING REHABILITATION	31,261.81	-	-	6,347.81	-	24,914.00
146-LMI TIF SET-ASIDE	96,822.84	-	-	-	-	96,822.84
200-DEBT SERVICE	-	7,210.65	-	21,891.47	-	(14,680.82)
300-CAPITAL EQUIPMENT	175,402.31	-	-	-	-	175,402.31
301-CAPITAL PROJECTS FUND	3,372,993.14	134,457.55	-	749,418.00	-	2,758,032.69
305-RIVERBOAT FOUND CAP PROJ	-	30,373.80	-	-	-	30,373.80
308-INDUSTRIAL DEVELOPMENT	417,305.37	27,137.59	-	13,541.85	-	430,901.11
309-MUNICIPAL BUILDING	397,332.12	13.51	-	120,658.85	-	276,686.78
310-WELLNESS PARK	808,285.14	39.48	-	-	-	808,324.62
311-SIDEWALK REPAIR & REPLACE	2,701.24	-	-	-	-	2,701.24
312-TREE REMOVAL & REPLACE	38,598.25	-	-	149.84	-	38,448.41
315-RESIDENTIAL DEVELOPMENT	64,966.02	-	-	21,429.48	-	43,536.54
510-MUNICIPAL BAND	3,963.16	-	-	-	-	3,963.16
520-DOG PARK	4,579.10	-	-	-	-	4,579.10
530-TREE COMMITTEE	9,142.34	-	-	712.00	-	8,430.34
540-POLICE FORFEITURE	3,559.72	-	-	-	-	3,559.72
541-K-9 PROGRAM	2,504.42	-	-	114.13	-	2,390.29
545-SAFETY FUND	4,410.50	-	-	-	-	4,410.50
550-PARK GIFT	42,610.20	2,500.42	-	-	-	45,110.62
570-LIBRARY GIFT	349,599.39	41.18	-	300.00	-	349,340.57
580-CEMETERY GIFT	10,993.00	-	-	-	-	10,993.00
600-WATER UTILITY	363,065.09	147,907.27	-	102,735.16	-	408,237.20
601-WATER DEPOSIT FUND	30,055.00	1,950.00	-	1,950.00	-	30,055.00
610-SANITARY SEWER	761,156.55	191,613.95	-	174,561.49	-	778,209.01
613-SEWER CAPITAL PROJECTS	-	-	-	86,857.05	-	(86,857.05)
670-SANITATION	101,916.53	48,241.32	-	48,311.94	-	101,845.91
950-SELF INSURANCE	328,089.11	703.34	-	1,914.26	-	326,878.19
951-UNEMPLOYMENT SELF INS	65,833.70	155.40	-	-	-	65,989.10
TOTAL BALANCE	9,878,247.43	1,045,808.82	-	1,955,233.98	-	8,968,822.27

Cash in Bank - Pooled Cash

		Interest Rate
Wash St. Bank - Operating Account	205,598.76 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Investment in IFAIT	1,555,680.20	0.20%
Wash St - Farm Mgmt Acct	110,677.52	
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	2.75%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	2.19%
Wash St Bank - CD 03/09/2017 - renewed	500,000.00	2.02%
Wash St Bank - CD 1/14/2019	500,000.00	2.75%
IPAIT ROLLING CD - MATURES MONTHLY	-	0.25%
Wash St Bank - CD 08/30/2018	266,176.39	2.28%
Wash St Bank - ISC Account	4,830,339.40	0.74%
TOTAL CASH IN BANK	8,968,822.27	

(1) Washington State Bank	432,278.11
Outstanding Deposits & Checks/Wages payable	(226,679.35)
	<u>205,598.76</u>

CITY OF WASHINGTON, IOWA
YEAR TO DATE TREASURERS REPORT
JULY 1, 2020

FUND	7/1/2020 BEGINNING CASH BALANCE	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	7/31/2020 ENDING CASH BALANCE
001-GENERAL FUND	1,029,564.55	117,040.85	-	400,324.28	-	746,281.12
002-AIRPORT FUND	291,086.69	56,834.37	-	29,581.75	-	318,339.31
010-CHAMBER REIMBURSEMENT	8,603.72	6,905.51	-	6,165.46	-	9,343.77
011-MAIN STREET REIMBURSEMENT	-	-	-	36,941.28	-	(36,941.28)
012-WEDG REIMBURSEMENT	1,218.93	8,431.61	-	7,802.84	-	1,847.70
050-DOWNTOWN INCENTIVE GRANT	80,500.00	-	-	-	-	80,500.00
110-ROAD USE	841,454.14	122,454.80	-	40,114.90	-	923,794.04
112-EMPLOYEE BENEFITS	-	5,755.74	-	5,755.74	-	-
114-EMERGENCY LEVY	-	540.66	-	540.66	-	-
121-LOCAL OPTION SALES TAX	-	77,113.74	-	77,113.74	-	-
122-LOST DEBT SERVICE	-	57,835.30	-	-	-	57,835.30
123-LOST DEBT SERVICE RESERVE	79,170.00	-	-	-	-	79,170.00
124-HOTEL/MOTEL TAX	59,503.35	-	-	-	-	59,503.35
134-DOWNTOWN COMM UR	-	550.78	-	-	-	550.78
145-HOUSING REHABILITATION	31,261.81	-	-	6,347.81	-	24,914.00
146-LMI TIF SET-ASIDE	96,822.84	-	-	-	-	96,822.84
200-DEBT SERVICE	-	7,210.65	-	21,891.47	-	(14,680.82)
300-CAPITAL EQUIPMENT	175,402.31	-	-	-	-	175,402.31
301-CAPITAL PROJECTS FUND	3,372,993.14	134,457.55	-	749,418.00	-	2,758,032.69
305-RIVERBOAT FOUND CAP PROJ	-	30,373.80	-	-	-	30,373.80
308-INDUSTRIAL DEVELOPMENT	417,305.37	27,137.59	-	13,541.85	-	430,901.11
309-MUNICIPAL BUILDING	397,332.12	13.51	-	120,658.85	-	276,686.78
310-WELLNESS PARK	808,285.14	39.48	-	-	-	808,324.62
311-SIDEWALK REPAIR & REPLACE	2,701.24	-	-	-	-	2,701.24
312-TREE REMOVAL & REPLACE	38,598.25	-	-	149.84	-	38,448.41
315-RESIDENTIAL DEVELOPMENT	64,966.02	-	-	21,429.48	-	43,536.54
510-MUNICIPAL BAND	3,963.16	-	-	-	-	3,963.16
520-DOG PARK	4,579.10	-	-	-	-	4,579.10
530-TREE COMMITTEE	9,142.34	-	-	712.00	-	8,430.34
540-POLICE FORFEITURE	3,559.72	-	-	-	-	3,559.72
541-K-9 PROGRAM	2,504.42	-	-	114.13	-	2,390.29
545-SAFETY FUND	4,410.50	-	-	-	-	4,410.50
550-PARK GIFT	42,610.20	2,500.42	-	-	-	45,110.62
570-LIBRARY GIFT	349,599.39	41.18	-	300.00	-	349,340.57
580-CEMETERY GIFT	10,993.00	-	-	-	-	10,993.00
600-WATER UTILITY	363,065.09	147,907.27	-	102,735.16	-	408,237.20
601-WATER DEPOSIT FUND	30,055.00	1,950.00	-	1,950.00	-	30,055.00
610-SANITARY SEWER	761,156.55	191,613.95	-	174,561.49	-	778,209.01
613-SEWER CAPITAL PROJECTS	-	-	-	86,857.05	-	(86,857.05)
670-SANITATION	101,916.53	48,241.32	-	48,311.94	-	101,845.91
950-SELF INSURANCE	328,089.11	703.34	-	1,914.26	-	326,878.19
951-UNEMPLOYMENT SELF INS	65,833.70	155.40	-	-	-	65,989.10
TOTAL BALANCE	9,878,247.43	1,045,808.82	-	1,955,233.98	-	8,968,822.27

Cash in Bank - Pooled Cash

		Interest Rate
Wash St. Bank - Operating Account	205,598.76 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Investment in IPAIT	1,555,680.20	0.20%
Wash St - Farm Mgmt Acct	110,677.52	
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	2.75%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	2.19%
Wash St Bank - CD 03/09/2017 - renewed	500,000.00	2.02%
Wash St Bank - CD 1/14/2019	500,000.00	2.75%
IPAIT ROLLING CD - MATURES MONTHLY	-	0.25%
Wash St Bank - CD 08/30/2018	266,176.39	2.28%
Wash St Bank - ISC Account	4,830,339.40	0.74%
TOTAL CASH IN BANK	8,968,822.27	

(1) Washington State Bank	432,278.11
Outstanding Deposits & Checks/Wages payable	(226,679.35)
	<u>205,598.76</u>



Case Report

07/17/2020 - 08/14/2020

Case #	Case Date	Main Status	Description	Actions Taken	Method of Warning	Parcel Address
20160	7/31/2020	Open	Tall grass and weeds	Plan to call also	Email	104 S IOWA AVE
20159	8/10/2020	Open	Camper parked in grass and trash in alley		Hanger	902 E MAIN ST
20158	8/7/2020	Open	Tarp on a roof/possible hole	Talked to property owner and plans to have completed this week.	Verbal Warning	310 N D AVE
20157	8/7/2020	Open	trailer parked on street for extended period	Sent an email to Jim Lester to address parking issue	Email	421 S C AVE
20156	8/7/2020	Closed	Camper parked on the street for extended period	Sent an email to Jim Lester to address parking issue	Email	1009 E 2ND ST
20155	8/7/2020	Closed	Tall grass and weeds		Hanger	220 S D AVE
20154	8/5/2020	Open	tall grass	Spoke with the manager of the store and provided her with the notification hanger for her to forward to DG headquarters.	Hanger	1506 E WASHINGTON ST
20153	8/5/2020	Pending	junk cars and weeds	Talked to resident and they are working to resolve the	Hanger	709 S 3RD AVE

				issues.		
20152	8/5/2020	Closed	junk car and tall weeds		Hanger	902 N MARION AVE
20151	8/5/2020	Open	collection of materials around building	Meeting Postponed until later in the week with Terry Phillips	Letter	212 N IOWA AVE
20150	8/4/2020	Closed	bushes growing over the sidewalk	placed a hanger on their door	Hanger	514 S MARION AVE
20149	8/4/2020	Closed	tall grass		Hanger	818 N 4TH AVE
20148	8/3/2020	Closed	Dumpsters at bowling alley, attracting rodents and wildlife	Talked to Bob Gaul owner of the bowling alley and he made contact with Marks Sanitation and the dumpsters will be getting taken care of within the week	Verbal Warning	1601 E WASHINGTON ST
20147	8/3/2020	Pending	Tall grass and weeds	Owner called and has been in the hospital for weeks and will get someone to take care of the issue.	Hanger	511 S E AVE
20146	7/31/2020	Closed	Tall grass and weeds	Called realtor Kim and she was going to contact the bank	Phone Call	502 S 2ND AVE
20145	7/31/2020	Abated	tall grass	called Farrier lawn care	Emergency Abatement	818 S 2ND AVE
20144	7/30/2020	Closed	overgrowth in alley, tall weeds		Hanger	803 S 3RD AVE
20143	7/27/2020	Closed	Tall grass and weeds			420 N. F Ave.

20142	7/24/2020	Closed	Tall grass and weeds		Hanger	515 W 5TH ST
20141	7/24/2020	Closed	Car illegally parked in grass	Taped a hanger to window	Hanger	1012 N MARION AVE
20140	7/22/2020	Closed	Tall grass and weeds and vehicles parked in the street	Sent an email to Jim Lester to address parking issue	Hanger	321 S 15TH AVE
20139	7/17/2020	Closed	Alley right of way has bushes and trees hanging over alley		Hanger	723 N 2ND AVE

Total Records: 22

8/14/2020

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



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

Memorandum

August 14, 2020

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

From: Brent Hinson
City Administrator

Re: Water Treatment Plant SRF Loan

As was discussed and approved by Council at the last meeting, it is now time to hold a public hearing and consider the resolution approving the issuance of additional State Revolving Fund proceeds for the Water Plant project. These funds, like the other \$4.4 million of our loan, will be borrowed at an effective rate of 2% for 20 years.

The Mayor announced that this was the time and place for the public hearing and meeting on the matter of the authorization of a Loan and Disbursement Agreement by and between the City and the Iowa Finance Authority, and the issuance to the Iowa Finance Authority of not to exceed \$250,000 Water Revenue Capital Loan Notes to evidence the obligations of the City under said Loan and Disbursement Agreement, in order to provide funds to pay costs of acquisition, construction, reconstruction, extending, remodeling, improving, repairing and equipping all or part of the Municipal Water Utility, and that notice of the proposed action by the City Council to institute proceedings for the authorization of the Loan and Disbursement Agreement and the issuance of the Notes had been published pursuant to the provisions of Sections 384.24A, 384.82 and 384.83 of the City Code of Iowa, as amended.

The Mayor then asked the Clerk whether any written objections had been filed by any City resident or property owner to the proposal. The City Clerk advised the Mayor and the City Council that _____ written objections had been filed. The Mayor then called for oral objections to the proposal and _____ were made. Whereupon, the Mayor declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections
received or made, if any)

The City Council then considered the proposed action and the extent of objections thereto.

Whereupon, Council Member _____ introduced and delivered to the Clerk the Resolution hereinafter set out entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION OF A LOAN AND DISBURSEMENT AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$250,000 WATER REVENUE CAPITAL LOAN NOTES", and moved:

- ☐ that the Resolution be adopted.
- ☐ to ADJOURN and defer action on the Resolution and the proposal to institute proceedings to the meeting to be held at _____ o'clock _____ M. on the _____ day of _____, 2020, at this place.

Council Member _____ seconded the motion. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the measure duly adopted.

**RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL
ACTION FOR THE AUTHORIZATION OF A LOAN AND DISBURSEMENT
AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$250,000
WATER REVENUE CAPITAL LOAN NOTES**

WHEREAS, pursuant to notice published as required by law, this Council has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan and Disbursement Agreement by and between the City and the Iowa Finance Authority, and the issuance to the Iowa Finance Authority of not to exceed \$250,000 Water Revenue Capital Loan Notes to evidence the obligations of the City under said Loan and Disbursement Agreement, for the purpose of paying costs of acquisition, construction, reconstruction, extending, remodeling, improving, repairing and equipping all or part of the Municipal Water Utility, and has considered the extent of objections received from residents or property owners as

to said proposal and, accordingly the following action is now considered to be in the best interests of the City and residents thereof:

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

Section 1. That this Council does hereby institute proceedings and takes additional action for the authorization of a Loan and Disbursement Agreement by and between the City and the Iowa Finance Authority, and the issuance to the Iowa Finance Authority in the manner required by law of not to exceed \$250,000 Water Revenue Capital Loan Notes for the foregoing purpose.

Section 2. That this Council does hereby consent to the terms and conditions of the DWSRF Loan Program, which terms and conditions and the disclosures provided with respect thereto are hereby acknowledged, accepted and approved.

Section 3. That the Clerk, with the assistance of the City Attorney and bond counsel, is hereby authorized and directed to proceed with the preparation of such documents and proceedings as shall be necessary to authorize the City's participation in the DWSRF Loan Program, to select a suitable date for final Council authorization of the required Loan and Disbursement Agreement and issuance of the Note to evidence the City's obligations thereunder, and to take such other actions as the Clerk shall deem necessary to permit the completion of a loan on a basis favorable to the City and acceptable to this Council.

Section 4. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the Water fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above loan agreement. The amounts so advanced shall be reimbursed from the proceeds of the Loan Agreement not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the loan amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

PASSED AND APPROVED this 18th day of August, 2020.

Mayor

ATTEST:

City Clerk

DRINKING WATER PROGRAM LOAN TERMS

- Principal amount authorized..... Determined in accordance with City's application.
- Interest rate Currently 1.75%
- Interest payment dates Typically June 1 and December 1 of each year, unless outstanding parity bonds require otherwise.
- Principal repayment dates Typically June 1 of each year, commencing not later than one year after the completion of the project being funded with the DWSRF loan.
- Term of loan Typically twenty or thirty years from date of completion of project.
- Optional redemption..... Principal of the loan may be called for redemption and paid before maturity on any date following receipt of written consent by the Iowa Finance Authority, from any funds regardless of source, in whole or from time to time in part, by giving thirty days' notice of redemption by certified or registered mail. The terms of redemption shall be par, plus accrued interest to date of call. The loan also is subject to optional redemption in the event all or substantially all of the Project is damaged or destroyed, at a price of par plus accrued interest.
- Initiation fee 0.50% of the principal amount borrowed, which may be deducted from the loan proceeds at the time of closing.
- Annual servicing fee..... 0.25% of the outstanding principal balance, payable each year at the time principal is paid.
- Rate covenant Water utility charges must be established at a level which produces and maintains net revenues at a level not less than 110% of principal and interest falling due in the same year.
- Other covenants..... No reserve fund or improvement fund is required for the DWSRF loan. DWSRF loan may be subordinate to outstanding sewer revenue obligations with consent of Iowa Finance Authority.
- Disbursement schedule..... Loan proceeds are disbursed following the receipt by the Iowa Finance Authority of a completed disbursement request form.
- Source of loan funds..... Iowa Finance Authority Drinking Water Program Revenue Bonds ("DWSRF Program Bonds")
- DWSRF Program Trustee..... Wells Fargo Bank, National Association
(contact person: Chitra Patel)
(telephone: 312/781-0727)
(e-mail: Chitra.N.Patel@wellsfargo.com)

205 W. Main Street Washington, Iowa 52353
319-653-3918 | 888-833-3529 | sarah@mainstreetiowa.org



2020 Board of Directors

Brent Kromrie, President
Tim Elliott, Vice President
Elaine Moore, Treasurer
Jordan Hill, Secretary
Jamie Collier
Maddie Widmer

Ex-Officio

Michelle Redlinger
Stan Stoops
Brent Hinson

What we do in a nutshell?

- Historic Preservation
- Economic Development
- Business Support
- Downtown Beautification
- Design Assistance & Consultation
- Marketing
- Event Planning
- Community Organizing
- & so much more...

Business Visit Program

We'd love to know more about you & your business! Let's sit down & see how Main Street can benefit you.

August 14, 2020

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

Dear City Councilors,

I am reaching out to you to inform you that DW Developments for their Downtown Investment Grant project at the Iowa Lofts has reached completion. Enclosed you will find a listing of over \$300,000 of receipts towards the project, which exceeds the \$226,000 project that they applied for.

I am requesting that the City of Washington issues payment of **\$48,500** to complete this DIG project awarded in 2019.

Thank you very much. If you have any questions please let me know.

Sincerely,

Sarah Grunewaldt
Executive Director

Affiliated & Accredited by:



RESOLUTION NO. _____

**A RESOLUTION RELEASING FUNDS AS PER A DOWNTOWN INVESTMENT
GRANT AGREEMENT WITH DW DEVELOPMENTS, LLC**

WHEREAS, the City Council awarded DW Developments, LLC a forgivable loan of \$48,500 for building improvements at its property at 110 South Iowa Avenue (Former 24-hour Y building) on April 2, 2019 under the Downtown Investment Grants (DIG) program; and

WHEREAS, the project at 110 South Iowa Avenue has been completed as planned, and the developer has provided acceptable documentation of eligible expenses incurred.

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

Section 1. The City Council hereby authorizes release of \$48,500 to DW Developments, LLC under the DIG program, pending the developer's signing of a Memorandum of Downtown Investment Grant Agreement for recording as a lien against the property under DIG guidelines.

Section 2. The Mayor and Clerk are directed to sign the Memorandum on behalf of the City of Washington, and the Clerk to record the Memorandum when fully executed.

Section 3. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 18th day of August, 2020.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

Prepared by: Kevin D. Olson, Washington City Attorney, PO Box 5127, Coralville, Iowa 52241 (319) 248-1700
Return to: City Clerk, City of Washington, Iowa, 215 E. Washington Street, Washington, Iowa 52353

MEMORANDUM OF DOWNTOWN INVESTMENT GRANT AGREEMENT

THIS MEMORANDUM OF DOWNTOWN INVESTMENT GRANT AGREEMENT (the "Memorandum") is entered into as of this _____ day of _____, 2020, by and between the City of Washington, 215 E. Washington Street, Washington, Iowa 52353 (the "City"); and DW Developments, LLC, (the "Developer").

WHEREAS, the City and Developer did on or about this 3rd day of April, 2019, make, execute and deliver to one another a Downtown Investment Grant Agreement and Promissory Note (collectively the "Agreement"), wherein and whereby Developer agreed, in accordance with the terms of this Agreement, to make certain improvements to the existing structure (as defined in the Agreement) for the benefit of certain property owned by Developer (hereinafter the "Development Property"), which Development Property is hereby legally described as:

**South 24.5 Feet Lot 3 & North 24 Feet Lot 6, Block 12,
Original Plat, Washington, Washington County, Iowa**

; and

WHEREAS, in exchange for constructing improvements on the Development Property, the City agreed to grant a low-interest loan to the Developer which would be forgiven after three (3) years if the Developer meets certain obligations outlined in the Agreement.

WHEREAS, the City and Developer desire to record this Memorandum as a memorandum of the Agreement referring to their respective interests, obligations and covenants hereunder.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. That the recording of this Memorandum shall serve as notice to the public that the Agreement contains provisions regarding repayment obligations that run with the title to the Development Property pursuant to the Agreement.

2. That all of the provisions of the Agreement and any subsequent amendments, if any, even though not set forth herein, are by the filing of this Memorandum made a part hereof by

reference, and that anyone making any claim against any of said Development Property in any manner whatsoever shall be fully advised as to all of the terms and conditions of the Agreement, and any amendments thereto, as if the same were fully set forth herein.

3. That when the Developer has satisfied all of the terms of the Agreement, the City will issue an appropriate release so that the Agreement does not remain a lien on the Property.

4. That the Developer shall reimburse the City the costs of recording this Memorandum.

5. That a copy of the Agreement and any subsequent amendments thereof, if any, shall be maintained on file for public inspection during ordinary business hours in the office of the City Clerk, 215 E. Washington Street, Washington, Iowa 52353.

IN WITNESS WHEREOF, the City and Developer have executed this Memorandum as of the date first above written.

City of Washington, Iowa

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

STATE OF IOWA, COUNTY OF WASHINGTON, ss:

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

Notary Public

DW Developments, LLC

By: _____

STATE OF IOWA, COUNTY OF WASHINGTON, ss:

This instrument was acknowledged before me on this ____ day of _____,
2020, by _____ as _____ of DW Developments, LLC.

Notary Public

DIG Reimbursement: Iowa Lofts

<u>Business</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Invoice Amt.</u>	<u>Payment/Check #</u>
Select Blinds	6719741	7/18/2020	\$275.56	cc
Ace-N-More	161024	6/8/2020	\$15.15	cc
Select Blinds	6665747	6/27/2020	\$220.04	cc
Menards	IOWA53673	6/7/2020	\$1,740.95	cc
Menards	MION90065	6/7/2020	\$439.58	cc
Ace-N-More	142053	3/29/2019	\$20.04	1176
Ace-N-More	145433	6/10/2019	\$41.05	1176
Ace-N-More	145084	6/3/2019	\$29.82	1107
Ace-N-More	150836	10/7/2019	\$257.80	1107
Ace-N-More	151061	10/11/2019	\$80.22	1107
Ace-N-More	151095	10/11/2019	\$255.68	1107
Ace-N-More	152054	11/3/2019	\$12.81	1107
Ace-N-More	152347	11/12/2019	\$36.37	1042
Ace-N-More	153007	11/24/2019	\$32.07	1042
Ace-N-More	154065	12/19/2019	\$48.32	1042
Ace-N-More	154471	1/2/2020	\$14.27	1053
Ace-N-More	154730	1/8/2020	\$11.53	1053
Ace-N-More	154879	1/12/2020	\$26.73	1053
Ace-N-More	156341	2/14/2020	\$10.69	1158
Ace-N-More	156222	2/11/2020	\$18.38	1158
Ace-N-More	158359	3/31/2020	\$15.20	1158
Ace-N-More	158540	4/6/2020	\$10.69	1158
Ace-N-More	161024	6/8/2020	\$15.15	1148
Ace-N-More	162133	7/2/2020	\$42.69	1148
Ace-N-More	162275	7/6/2020	\$0.64	1148
Ace-N-More	162954	7/20/2020	\$13.90	1148
Ace-N-More	163210	7/25/2020	\$15.34	1148
Ace-N-More	163264	7/27/2020	\$12.82	1148
Ace-N-More	D25955/1	7/24/2020	\$10.35	1128
Washington Lumber	Invoice Summary	8/11/19-8/11/20	\$13,599.33	1043
Bruty's Carpet Corner	50267	7/18/2020	\$2,127.96	1124
Bruty's Carpet Corner	50161	4/8/2020	\$10,371.00	1186
John Simmerling- concrete	845623	6/11/2019	\$150.00	1124
J&S Plumbing	43941	1/29/2020	\$10,000.00	1081
Frame Electric	2047	8/1/2020	\$13,648.16	1052
Frame Electric	1970	2/24/2020	\$25,364.71	

Wemiga Waste	31729	10/31/2019	\$1,629.40	1068
Wemiga Waste	32093	11/30/2019	\$993.17	1044
Wemiga Waste	32723	1/3/2020	\$422.65	1044
Wemiga Waste	33142	2/7/2020	\$422.65	1044
Wemiga Waste	33602	3/9/2020	\$525.37	1044
Blake Hershberger Enterprises LLC	16010	2/11/2020	\$250.00	1077
Armstrong Heating & Cooling	12880	7/24/2019	\$552.31	1077
Armstrong Heating & Cooling	14997	7/7/2020	\$8,781.42	1151
Armstrong Heating & Cooling	14998	7/7/2020	\$8,781.42	1097
Armstrong Heating & Cooling	14999	7/7/2020	\$8,536.67	
Armstrong Heating & Cooling	15000	7/7/2020	\$1,297.66	
Coleman Construction	12050	4/30/2020	\$500.00	
J&S Plumbing	43929	1/28/2020	\$408.10	
Drahota Woodworks/Andy Drahota	601	4/17/2020	\$8,081.81	1135
Coleman Construction	12116	6/3/2020	\$500.00	1052
City of Washington-Building Permit	200016	1/22/2020	\$353.10	1132
Freedom Foam Insulators	279553	2/3/2020	\$8,364.00	1051
Tamarack Materials	6545465-00	1/7/2020	\$738.08	1133
Tamarack Materials	6546883-00	2/25/2020	\$6,345.02	1051
Tamarack Materials	6546606-00	2/17/2020	\$1,042.55	1046
Tamarack Materials	6546595-00	2/14/2020	\$404.41	1059, 1069
DT Dustless Blasting	11112019	11/11/2019	\$1,059.30	1108
Drahota Woodworks/Andy Drahota	605	6/11/2020	\$20,376.97	1135
J&S Plumbing	45225	7/20/2020	\$18,143.05	
Menards	38725	3/28/2020	\$227.91	1135
Washington County Treasurer	R00045374	3/29/2019	\$1,461.00	cc
Lowe's	10875	1/8/2019	\$385.89	check
Harbor Freight	56945	11/23/2019	\$10.47	cash
Menards	38549	6/1/2020	\$23.82	CC
Lowes-Return	18583445	4/25/2020	(\$127.18)	
Lowes	7525	4/25/2020	\$1,506.39	1127
Lowes	18663	5/15/2020	\$151.54	1128
US Postal Service		1/6/2020	\$56.00	cc
Archer's Appliance		1/15/2020	\$10,432.50	
Helpers/Labor			\$70,241.58	checks, varying
Tony Jones-Framing		12/15/2019	\$6,442.43	1041
Croy Saevgung (sp?)- Welding		2/26/2020	\$90.95	1058

MTZ Painting & Drywall		3/25/2020	\$15,290.00	1072
Swaffer Welding		7/28/2020	\$245.00	1183
Prance Peller (Sp?)	208154	4/20/2020	\$6,971.42	1070
Dave Waite		7/16/2020	\$10,051.50	1181
	Total		\$300,955.33	

*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

August 13, 2020

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

From: Brent Hinson
City Administrator

Re: City Hall/Police Project, Furnishings Change Order #3

We are asking Council to make this change to allow us to have an individual desk for each officer in the new Police space. We were very close to having this many desks, and Chief Lester believes it makes the most sense to give each officer their own workspace. With a few other minor adjustments, the net increase to the contract is pretty minor at \$665.69.

**AIA**[®]**Document G701™ – 2017****Change Order**

PROJECT: *(Name and address)*
 Washington City Hall & Police Station
 Furniture Package
 215 E. Washington Street
 Washington, IA 52353

CONTRACT INFORMATION:
 Contract For: Furniture

CHANGE ORDER INFORMATION:
 Change Order Number: 003

Date: February 26, 2020

Date: August 11, 2020

OWNER: *(Name and address)*
 City of Washington, Iowa
 215 East Washington Street
 Washington, Iowa 52353

ARCHITECT: *(Name and address)*
 Farnsworth Group, Inc.
 14225 University Avenue, Suite 110
 Waukee, Iowa 50263

CONTRACTOR: *(Name and address)*
 Storey Kenworthy
 1333 Ohio Street
 Des Moines, Iowa 50314

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

See attached Change Order No.3 - Summary, dated 08/11/20.

TOTAL ADD: \$665.69

The original Contract Sum was	\$ 91,155.01
The net change by previously authorized Change Orders	\$ 2,362.17
The Contract Sum prior to this Change Order was	\$ 93,517.18
The Contract Sum will be increased by this Change Order in the amount of	\$ 665.69
The new Contract Sum including this Change Order will be	\$ 94,182.87

The Contract Time will be increased by Zero (0) days.
 The new date of Substantial Completion will be unchanged.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Farnsworth Group, Inc.
ARCHITECT *(Firm name)*

Storey Kenworthy
CONTRACTOR *(Firm name)*

City of Washington, Iowa
OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

Kristofer J. Orth, AIA

David Bertlshofer

Jaron Rosien

Architecture Principal
PRINTED NAME AND TITLE

Account Manager
PRINTED NAME AND TITLE

Mayor
PRINTED NAME AND TITLE

08/11/2020
DATE

8/11/2020
DATE

DATE

CHANGE ORDER NO. 3 - SUMMARY

Washington City Hall & Police Station

Furniture Package

Washington, Iowa

Date: 08/11/20

Original Contract Sum:	\$91,155.01
Net Change by previously authorized Change Orders	\$2,362.17
The Contract Sum prior to this Change Order	\$93,517.18

	Units	Unit Cost	Total Cost
PHASE 2:			
SGT & PATROL [165]:			
1) B5: ADD (1) Workstation (2 Person Desk)	1.00	\$630.05	\$630.05
2) C1: ADD (2) Mesh Task Chair, w/ Casters + Arms	2.00	\$270.83	\$541.66
INT RM (SOFT) [177]:			
3) C2: ADD (2) Side Chair, w/ Casters (No Arms)	2.00	\$188.80	\$377.60
4) C4: DELETE (1) Lounge Furniture, Settee (2 Person)	-1.00	\$976.02	(\$976.02)
LT OFFICE (CHIEF) [162]:			
5) F1: ADD (1) 4 Drawer Lateral File - Metal	1.00	\$777.41	\$788.28
6) F2: DELETE (1) 2 Drawer Lateral File - Metal + Lam. Top	-1.00	\$695.78	(\$695.78)
Minor Adjustments	1.00	-\$0.10	(\$0.10)
SUBTOTAL:			\$665.69

The Contract Sum will be increased by this Change Order in the amount of **\$665.69**

The new Contract Sum including this Change Order will be **\$94,182.87**

*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

August 13, 2020

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

From: Brent Hinson
City Administrator

Re: Engagement Agreement for Northway Lawsuit

Things are proceeding in the legal action with Northway Well & Pump regarding the Well #6 project. Kevin has gotten things to the point where he feels most comfortable. As it appears at this point in time we will be heading for trial, Kevin has recommended that we hire a litigation specialist to direct us the rest of the way. Kevin will still be part of the decision-making team, but has worked closely with Terry Abernathy of Pickens, Barnes & Abernathy in past litigation in Coralville, and highly recommends him as someone with excellent experience in civil trial work.

TERRY J. ABERNATHY
MATTHEW G. NOVAK
STEPHANIE L. HINZ
BRADLEY J. KASPAR

JAMES F. PICKENS (1929-2004)
MINOR BARNES, RETIRED



PICKENS, BARNES & ABERNATHY

ATTORNEYS AT LAW
1800 FIRST AVENUE NE, SUITE 200
MAILING ADDRESS: P.O. BOX 74170
CEDAR RAPIDS, IOWA 52407-4170

TELEPHONE:
(319) 366-7621

FACSIMILE:
(319) 366-3158

WEBSITE:
www.pbalawfirm.com

E-MAIL:
tabernathy@pbalaawfirm.com

August 6, 2020

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

Re: Terms of Engagement
The Northway Corporation v. City of Washington, Iowa

Dear Mr. Hinson:

The purpose of this letter is to set forth the terms upon which our firm will serve as attorneys for the City of Washington in connection with the above case and to provide you with information concerning our fees, billing and collection policies as well as other terms and conditions that will govern our relationship.

Scope of Engagement. We will provide legal services on behalf of the City of Washington, Iowa in the above captioned case. In order to provide that representation, we will need information from you, as well as other employees, about the circumstances giving rise to this litigation. Either I or someone from this office will contact you as the need arises. We will look to the City for payment of our fees and reimbursement of any expenses we incur. We will confer with you about matters relating to the lawsuit and will obtain your approval before incurring significant expenses or performing substantial work assignments.

Because a lawsuit has been filed the City is required to preserve all documents and data relating to any communication, either internal or external, from all sources which may relate to the facts giving rise to this lawsuit. "Documents and data" means not only hard copy documents, but email, audio recordings, videotapes, instant messages, word processing documents, spreadsheets, databases, calendars, telephone logs, internet usage files, and any other electronic information created, received and/or maintained by the City on its computer systems. "Sources" include all hard copy files, computer hard drives, removable media (e.g., CDs and DVDs), laptop computers, PDAs, smartphones, and any other location where hard copy and electronic data is stored. Please keep in mind any of the above sources may include personal computers you or other employees have access to at home or other locations that are used in connection with City business.

To comply with its legal obligations the City must immediately preserve all existing documents and data relevant to the claim described in the pending litigation and suspend deletion, overriding or any other possible destruction of relevant documents and data. Failure to preserve documents and data could result in penalties against the City and adversely impact its ability to defend itself in the pending litigation.

Standard Terms of Engagement. The general, standard terms of our Engagement are set forth in "Exhibit A" attached to this letter. Specific terms in the body of this letter shall take precedent over the standard terms set forth in the Exhibit A.

Compensation. Our fees are based on the hourly rates of the persons working on this Engagement. The current rate for partners is \$250 per hour; for associates \$175 per hour; and for legal assistants \$125 per hour. Our rates are subject to annual adjustments, and any such adjustments will apply to this Engagement. The rates quoted will apply throughout the year 2020.

Retainer. A retainer will not be required at this time. We reserve the right to request a retainer should that become necessary in the future.

We look forward to working with you and others in connection with our representation of the City in this matter. If you have questions or concerns at any time during the litigation, please contact me immediately at the numbers shown above. If I am not available, please contact Bradley J. Kaspar. If neither of us are available, please leave a message and we will return your phone call as quickly as possible. If you or any other city employees are contacted by anyone other than a representative of our office regarding information pertaining to this case, please refer that person to me.

In accordance with the requirements of Iowa Code Section 364.3(1), please have the Terms of Engagement regarding our representation of the City approved by a motion or resolution by the City Council. Following adoption of the motion or resolution please provide us a copy.

Sincerely,



TERRY J. ABERNATHY

TJA/lls
Enclosure

Cc: Kevin Olson

*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

August 13, 2020

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

From: Brent Hinson 
City Administrator

Re: Letter of Intent with Bazooka-Farmstar

For quite some time, we have been in discussions with Bazooka-Farmstar about a possible plant expansion. They are interested in expanding their plant by around 28,800 square feet to better accommodate their current and planned growth. The biggest issue preventing this is the existing City sewer line, which is located relatively close to the north side of the existing plant. We had FOX look into this a little bit back in September of last year, and they prepared the attached drawing of re-routing the existing sewer about 150' to the north. This is all the further north we can go, because of the elevation of the sewer we are discharging into at North 8th & East 9th, which would put the relocated sewer at a minimum slope. In February, we had a little more conversation, and I reviewed verbally with FOX following the issues we had with the east interceptor sewer, which runs along North 12th Avenue east of the old Modine building. I have attached a sketch I prepared at that time showing a relocation of the sewer to the east. This alignment has a number of advantages over the first option, although it is slightly more expensive.

Essentially, although the numbers are not scarily high, the sewer relocation cost versus what we would collect in additional taxes does not really justify itself on a TIF tax basis. Therefore, we started looking for additional options. Back in May, I had a phone conference with the U.S. Economic Development Administration (EDA) that was set up by Karen Kurt of ECICOG, and it sounds like this project would be a very good fit for their programming. We are not normally eligible for their funding, but gained temporary eligibility due to the COVID-19 Presidential disaster declaration. They felt they would be able to do up to a 50% grant for the project costs.

In order to proceed with the EDA grant, I prepared the attached Letter of Intent, and if you approve, would then plan to do an engineering procurement for project design. We would have to complete preliminary engineering prior to applying to EDA, and would complete this following the award of the grant. We also may propose to bring on ECICOG to assist with the grant-writing.

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



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

Letter of Intent

WHEREAS, Bazooka-Farmstar, Inc. ("Bazooka"), a growing local manufacturer, is planning an approximately 28,800 square foot expansion of their facility located at 800 East 7th Street in Washington; and

WHEREAS, the City of Washington ("City") is the owner of a sanitary sewer line that needs to be relocated to facilitate this expansion; and

WHEREAS, Bazooka and City wish to work together for a successful project, including seeking of grant funds to assist with anticipated project costs.

THEREFORE, the parties agree to the following:

Joint Declarations

- 1) Bazooka and City agree to work together in good faith to the negotiation of a Development Agreement that will outline the terms of cooperation and the timeline for the proposed plant expansion, including the improvements to be constructed & jobs to be added by Bazooka and the logistics for relocation of the sewer line by City.
- 2) Both parties acknowledge that any Development Agreement is subject to formal City Council approval, following publication of notice and subsequent public hearing on this proposition.

Dated this 6th day of August, 2020.

For Bazooka:


Eric Hahn, Manager

For the City:

Jaron P. Rosien, Mayor

Illa Earnest, City Clerk

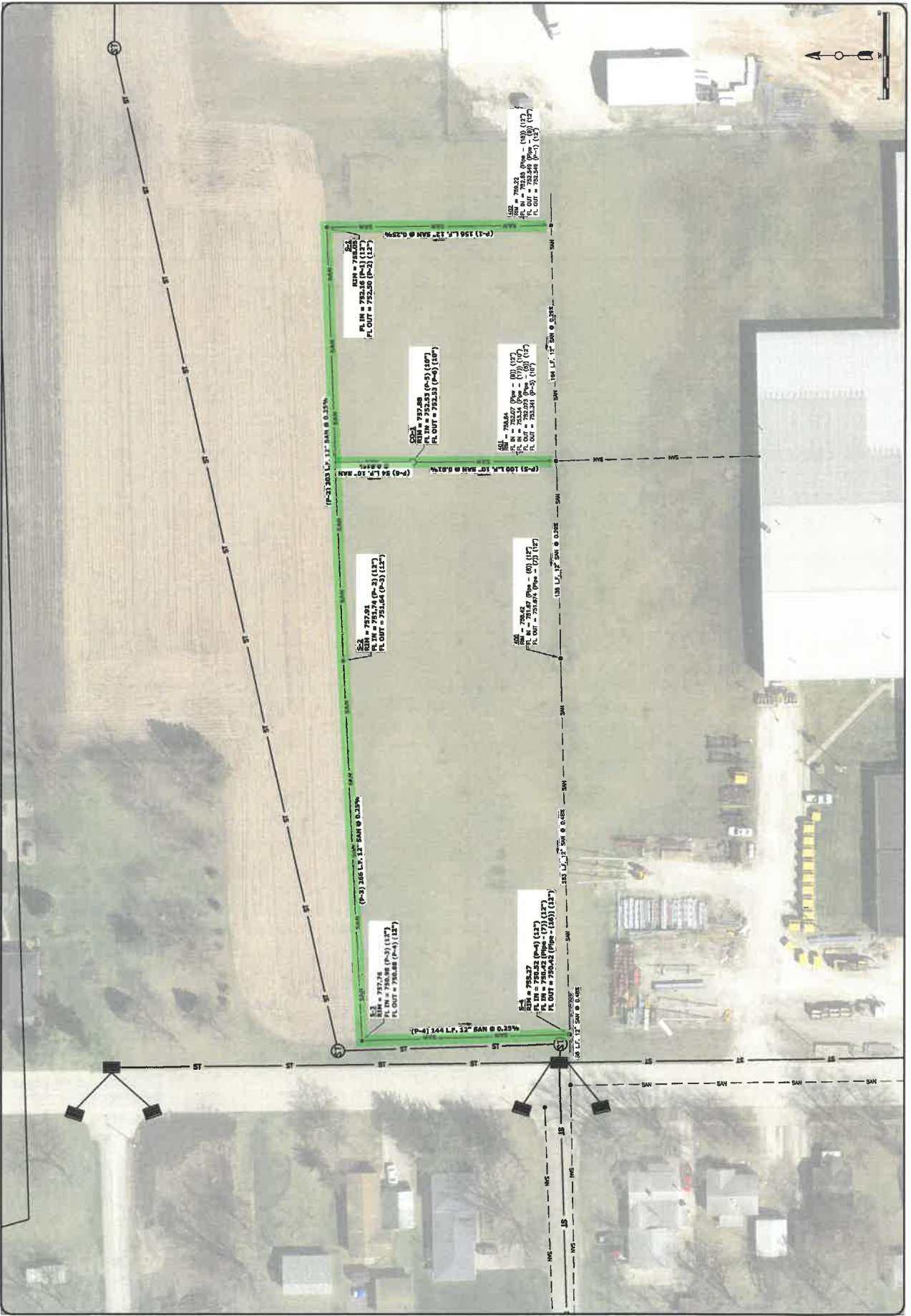
City of Washington
 Bazooka Farmstar Sewer Relocation Analysis
 August 2020

<u>Cost of Sewer</u>		<u>Re-Route North</u>	<u>Re-Route East</u>
Sewer Length (LF)		923	1,259
FOX Estimate	\$	125,000.00	\$ 170,503.79
Plus: Contingency (10%)	\$	12,500.00	\$ 17,050.38
Plus: Engineering, Legal, Etc. (15%)	\$	18,750.00	\$ 25,575.57
	\$	156,250.00	\$ 213,129.74

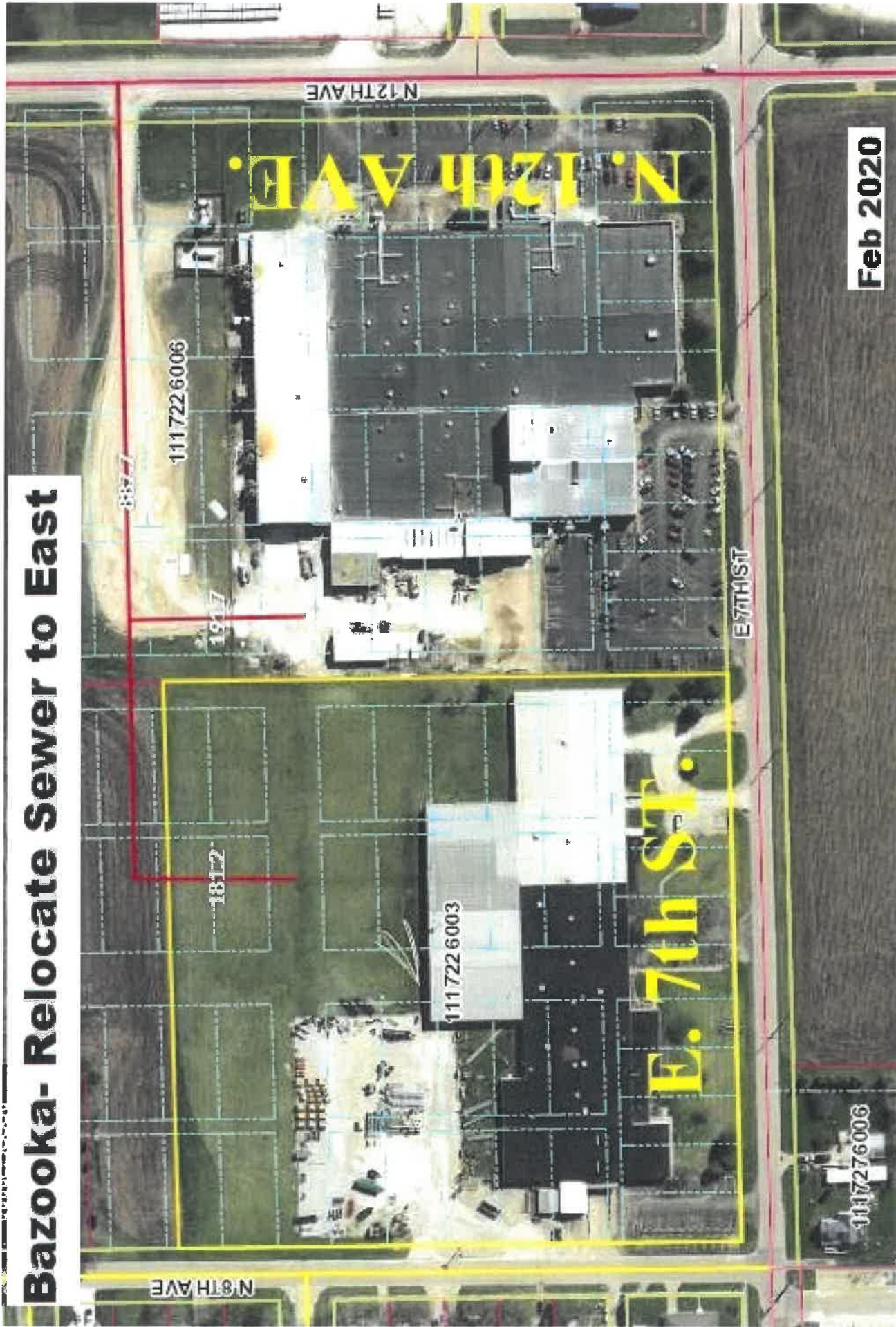
<u>Tax Analysis</u>	<u>Current</u>	<u>Proposed</u>
Building SF	97,527	28,800
Building Valuation	361,100	225,000
TIF Tax Rate (\$/1,000)		34
Rollback		90%
Anticipated Annual Taxes	\$	6,885.00

<u>Sewer Options/Payback</u>	<u>Re-Route North</u>	<u>Re-Route East</u>
Cost (from above)	\$ 156,250.00	\$ 213,129.74
Potential EDA Grant	\$ 78,125.00	\$ 106,564.87
Net Cost to City	\$ 78,125.00	\$ 106,564.87
Payback Years	11.35	15.48

- Minimum Fall	- Better Fall
- Potentially in way of future expansions	- Out of way of plausible options for future building additions
	- Moves flow to east basin/ potentially reduces H2S gas issue in this basin



Bazooka- Relocate Sewer to East



*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

August 13, 2020

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

From: Brent Hinson
City Administrator

Re: Bell Property Annexation

Unfortunately, the Notice of Public Hearing was not published for the annexation as required, so Kevin has advised that we need to start the process over. This is frustrating, but I guess we will have a lot of practice when done. Here is a revised schedule:

- August 18: Motion to set public hearing for September 15 on voluntary annexation proposal
- August 19: Send notice of annexation to Washington County BOS, Iowa Attorney General (state right-of-way), Washington County Attorney (county right-of-way) by certified mail
- August 27: Public hearing notice published in Washington Evening Journal
- September 15: Hold public hearing; Approve annexation resolution
- By September 18: File with Secretary of State, each utility affected, Iowa Department of Transportation and Recorder's Office

NOTICE OF ANNEXATION

TO: WASHINGTON COUNTY BOARD OF SUPERVISORS, WASHINGTON
COUNTY ATTORNEY, AND IOWA ATTORNEY GENERAL

RE: Annexation of the following property into the City of Washington:

Parcels F and G, as shown as Instrument No. 2020-1090, on that certain Plat of Survey recorded in Book 29 and Page 0163, Plat Records of Washington County, Iowa.

PLEASE BE ADVISED that the City Council of the City of Washington, Iowa, will hold a public hearing at 6:00 p.m. on September 15, 2020 at the Fire Department Training Room, 215 East Washington Street, on the proposal to annex the above-described property into the City of Washington.

The applications for annexation by the Bell Family (Mary Clarice Bell, Lisa Hardy, Jeffrey A. Bell, Jason W. Bell, Justin J. Bell, and Jon Bell) and the City of Washington, along with said Plat of Survey and an area map showing the parcels to be annexed into the City of Washington are enclosed with this Notice of Annexation.

If you have any questions, please do not hesitate to contact me at 319-653-6584 or bhinson@washingtونيowa.gov.

Brent Hinson, City Administrator

APPLICATION FOR VOLUNTARY ANNEXATION

TO THE CITY OF WASHINGTON, IOWA:

Mary Clarice Bell, Lisa Hardy, Jeffrey A. Bell, Jason W. Bell, Justin ("JJ") Bell and Jon Bell (collectively the owners of the Property), do hereby apply to the City Council of the City of Washington, Iowa, to annex the following legally described property into the City of Washington, to wit:

Parcels F and G, as shown as Instrument No. 2020-1090, on that certain Plat of Survey recorded in Book 29 at Page 0163, Plat Records of Washington, County, Iowa.

Dated this 2nd day of April, 2020.

By: Mary Clarice Bell
Mary Clarice Bell

SIGNATURE PAGE OF APPLICATION FOR VOLUNTARY ANNEXATION

Date: April 1, 2020.

By: Jason W. Bell
Jason W. Bell

By: Nancy Bell
Nancy Bell

Date: 4/2, 2020.

By: Jeffrey A. Bell
Jeffrey A. Bell

By: Janice Bell
Janice Bell

Date: 4-1, 2020.

By: Jon Bell
Jon Bell

By: Mary Bell
Mary Bell

Date: 5-8, 2020.

By: Justin ("JJ") Bell
Justin ("JJ") Bell

Date: June 12, 2020.

By: Lisa Hardy
Lisa Hardy, Co-Trustee of the Plunkett Hardy
Living Trust U/A dated August 8, 2019

By: Barry E. Plunkett
Barry E. Plunkett, Co-Trustee of the Plunkett Hardy
Living Trust U/A dated August 8, 2019

PETITION FOR VOLUNTARY ANNEXATION TO THE CITY OF WASHINGTON, IOWA

COMES NOW the undersigned owner of the below described real estate to hereby make application to the City of Washington, Iowa, for annexation of land to the existing city limits of the City of Washington. Attached as Exhibit A hereto is a plat of the area, with the proposed annexation parcel boldly outlined.

Said real estate to be annexed is legally described as follows:

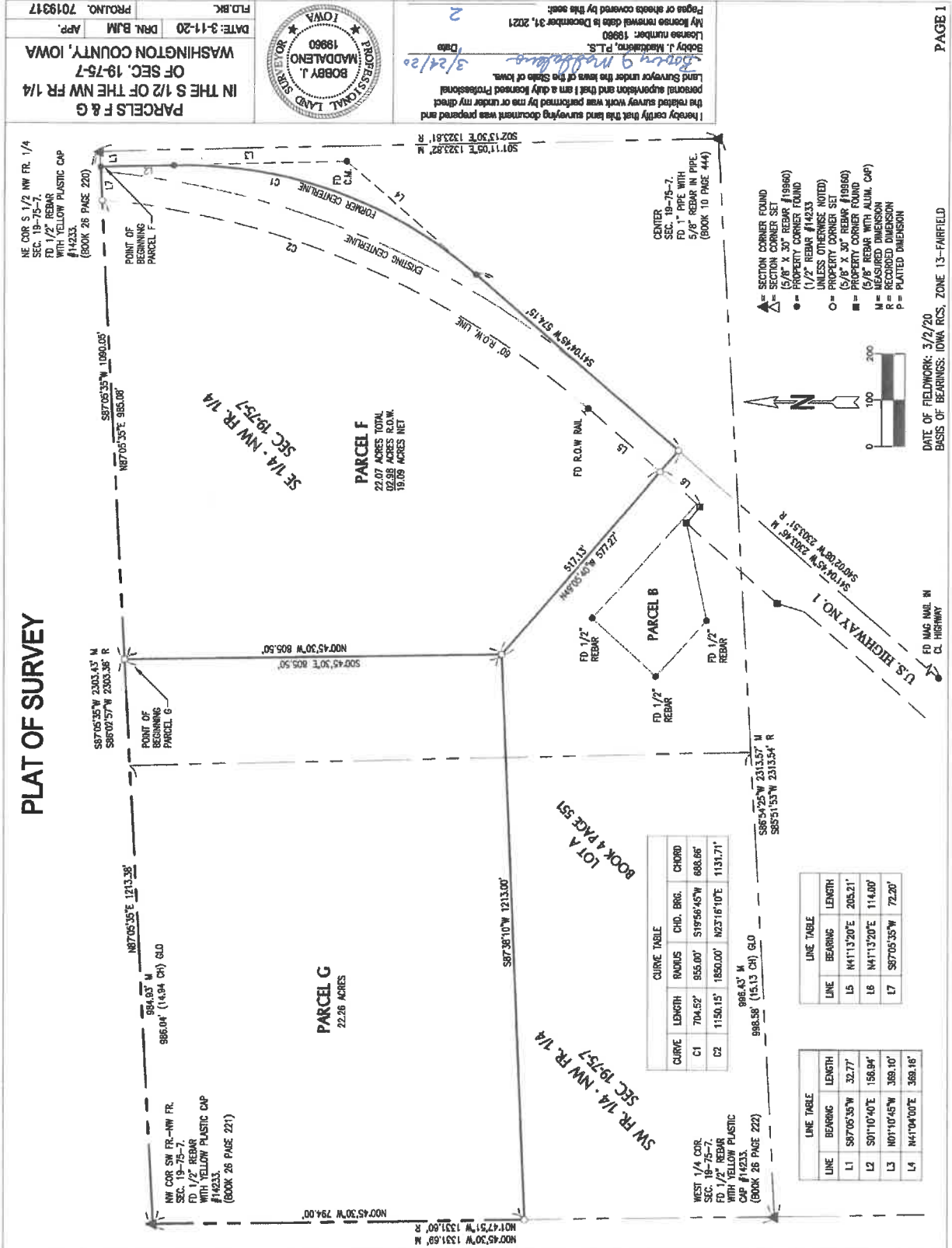
Parcel F, as shown as Instrument No. 2020-1090, on that certain Plat of Survey recorded in Book 29 at Page 0163, Plat Records of Washington County, Iowa.

Signed this 8th day of July, 2020.

City of Washington, Iowa

A handwritten signature in blue ink, appearing to read "Brendan DeLong", is written over a horizontal line.

Brendan DeLong, Mayor Pro Tem



RESERVED FOR RECORDER'S USE

GARDEN & ASSOC. P.O. Box 451, Oskaloosa, Iowa 52577-0451 Phone: (641) 672-2526

INDEX LEGEND

LOCATION: SOUTH 1/2 OF THE NW 1/4 OF SECTION 19-75-7

PROPRIETOR: MARY CLARCE BELL, ET AL

REQUESTED BY: CITY OF WASHINGTON, IOWA

PREPARED BY: BOBBY J. MADDALENO

COMPANY: GARDEN & ASSOCIATES, LTD.

RETURN TO: P.O. Box 451, Oskaloosa, Iowa 52577



PLAT OF SURVEY

PARCEL F LAND DESCRIPTION:

Parcel F being part of the South One-half of the Northwest Fractional Quarter of Section 19 - Township 75 North - Range 7 West of the 5th P.M., Washington County, Iowa which lies West and North of the centerline of the Highway as same was located on March 2, 1925.

Said Parcel F is more particularly described as follows:

Commencing at the Northeast corner of said South 1/2 of the NW Fractional 1/4; thence South 87°05'35" West 32.77 feet along the North line thereof to the centerline of said Highway as same was located on March 2, 1925, said point being the Point of Beginning; thence South 01°10'40" East 156.94 feet along said centerline; thence Southwesterly 704.52 feet along said centerline along a 955.00 foot radius curve, concave Northwesterly and having a chord which bears South 19°56'45" West 688.66 feet; thence continuing along said centerline South 41°04'45" West 574.15 feet; thence North 49°05'40" West 577.27 feet; thence North 00°45'30" West 805.50 feet to the North line of said South 1/2 of the NW Fractional 1/4; thence North 87°05'35" East 1057.28 feet along said North line to the Point of Beginning. Said Parcel F contains 22.07 acres subject to 2.98 acres of right-of-way.

PARCEL G LAND DESCRIPTION:

Parcel G being part of the South One-half of the Northwest Fractional Quarter of Section 19 - Township 75 North - Range 7 West of the 5th P.M., Washington County, Iowa which lies West and North of the centerline of the Highway as same was located on March 2, 1925.

Said Parcel G is more particularly described as follows:

Commencing at the Northeast corner of said South 1/2 of the NW Fractional 1/4; thence South 87°05'35" West 1090.05 feet along the North line thereof to the Point of Beginning; thence South 00°45'30" East 805.50 feet; thence South 87°38'10" West 1213.00 feet to the West line of said South 1/2 of the NW Fractional 1/4; thence North 00°45'30" West 794.00 feet along said West line to the NW corner of said South 1/2 of the NW Fractional 1/4; thence North 87°05'35" East 1213.38 feet along the North line of said South 1/2 of the NW Fractional 1/4 to the Point of Beginning. Said Parcel G contains 22.26 acres.

AREA TABLE PARCEL F (ACRES)			
1/4-1/4	TOTAL	R.O.W.	NET
SE-NW FR.	22.07	2.98	19.09
SW FR.-NW FR.	N.A.	N.A.	N.A.

AREA TABLE PARCEL G (ACRES)			
1/4-1/4	TOTAL	R.O.W.	NET
SE-NW FR.	4.15	0.00	4.15
SW FR.-NW FR.	18.11	0.00	18.11

PARCELS F & G
IN THE S 1/2 OF THE NW FR 1/4
OF SEC. 19-75-7
WASHINGTON COUNTY, IOWA

DATE: 3-11-20	DRN. BJM	APP.
FLD.BK.	PROJ.NO.	7019317

< Area to be annexed

RESOLUTION NO. _____

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

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

WHEREAS, tall grass and weeds were removed from the following listed property owners:

The property of Tri-County Carpentry, LLC at 818 S. 2nd Ave. for the amount of \$600.00. Legal description (08 05 WILSONS ADD). Parcel Number (11-20-136-002).

and,

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

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

Passed and Approved this 18th day of August 2020.

Jaron Rosien, Mayor

Attest:

Illa Earnest, City Clerk

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY CODE OF WASHINGTON, IOWA, BY AMENDING CHAPTER 41.14 (FIREWORKS)

WHEREAS, the General Assembly of the State of Iowa has taken measures to allow the sale and use of consumer fireworks in the State of Iowa during specific timeframes and pursuant to applicable state licensure; and

WHEREAS, the legislation provides for city councils, by ordinance, to prohibit or limit the use of consumer fireworks within their jurisdiction, if determined a public safety risk or a nuisance to neighbors; and

WHEREAS, the Council has determined that the discharging of consumer fireworks under the law is a public safety risk and a nuisance to neighbors.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of Washington, Iowa as follows:

SECTION 1. REPEAL SECTIONS. Chapter 41.14(3A) through (3I) related to Fireworks- Discharging General Requirements are hereby repealed.

SECTION 2. ADOPT NEW SECTION & RENUMBER. A new Chapter 41.14(3A) is adopted as follows, and all subsequent items are renumbered:

“3A. The use or explosion of consumer fireworks within the City is hereby prohibited.”

SECTION 3. REPEALER. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be effect from and after its final passage, approval and publication as provided by law.

Passed and approved this _____ day of _____, 2020.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: 08/04/2020 _____

Approved on Second Reading: _____

Approved on Third & Final Reading: _____

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

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

August 14, 2020

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

From: Brent Hinson
City Administrator

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.

I have attached the letter that went to all of the property owners along South C from Madison to Tyler. We have received two written responses, which are also attached.

*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*

Memorandum

July 24, 2020

To: South C Area Property Owners

Cc: Illa Earnest, City Clerk

From: Brent Hinson
City Administrator

Re: Potential South Avenue C Parking Changes

Dear Property Owner:

Please be aware that, due to issues observed, the City Council is strongly considering amending parking regulations for South Avenue C to restrict parking to one side either on a school-day basis (like South Avenue B) or on a permanent, 24-hour basis, or to consider other options to improve traffic flow. However, before formally considering any changes, they would like your input as an adjacent property owner.

The City Council plans to discuss this issue next at its regular meeting on August 18 at 6 PM at the Washington Fire Station Training Room, 215 East Washington. You are invited to attend this meeting to express your opinion on this subject or pose questions. You are also invited to make contact in advance in any of the following ways:

1. Contact your elected officials directly. Contact information can be found at: <https://washingtونيowa.gov/city-government/city-council-mayor/>.
2. Share your comments with City Clerk Illa Earnest by visiting City Hall, calling at 319-653-6584, or emailing at iearnest@washingtونيowa.gov.
3. Attend the City Council's meeting on Tuesday, August 4 (same time and location as above) to express your opinion during the Public Comment portion of the meeting.

Thank you for your attention to this matter.

AZBOY, MEHMET S. & VIRGINIA J. (Deed)
300 IOWA AVE
FAIRFIELD IA 52556

BANK, WASHINGTON STATE (Deed)
PO BOX 311
WASHINGTON IA 52353-0311

BENNETT, ROBERT J. (Deed)
806 S AVE C
WASHINGTON IA 52353

BLUE RIBBON PROPERTIES, LLC (Deed)
4034 WHITE PINES DR
DAVENPORT IA 52804

BRUTYS CARPET CORNER LLC (Deed)
100 W 14TH ST
WASHINGTON IA 52353

CARTER, CHRISTOPHER T. & REBECCA
703 S AVE C
WASHINGTON IA 52353

COLEMAN HOMES, LLC (Deed)
2667 WAYLAND RD
WASHINGTON IA 52353

FARRIER, TROY A. C. (Deed)
514 S AVE C
WASHINGTON IA 52353

GERDES, KYLE C., ET AL (Deed)
900 S AVE C
WASHINGTON IA 52353

GIBSON, JANICE A. (Deed)
700 S AVE C
WASHINGTON IA 52353

GILLIAND, GEORGIA K. (Deed)
PO BOX 311
WASHINGTON IA 52353-0311

GILMERE, SUSAN A. (Deed)
720 S AVE C
WASHINGTON IA 52353

GREENE, ARTHUR J. (Deed)
712 S AVE C
WASHINGTON IA 52353

GUZMAN, FERNANDO R. & ROSARIO HEI
600 S AVE C
WASHINGTON IA 52353

GUZMAN, MANUEL R. (Deed)
530 S AVE C
WASHINGTON IA 52353

HALSTEAD, JAYLENE M. & THOMAS A. (I
403 W MADISON ST
WASHINGTON IA 52353

HAMMEN, JOHN E. (Deed)
805 S AVE C
WASHINGTON IA 52353

HANSON, IRWIN M. (Deed)
319 W MONROE ST
WASHINGTON IA 52353

HELFRICH, RONALD G. & VICTORIA A. (D
401 W ADAMS ST
WASHINGTON IA 52353

HOWARD, GARY S. & CHARLA M. (Deed)
701 PERDOCK CT
WASHINGTON IA 52353

JOHNSON, KOLTON R. & ALISON J. (Deed)
525 S AVE C
WASHINGTON IA 52353

JS MANAGEMENT L.L.C. (Deed)
PO BOX 533
NORTH LIBERTY IA 52317

KNERR, SARAH J. (Deed)
820 S AVE C APT 11
WASHINGTON IA 52353

KROCHAK, A. WILLIAM & SOVILLA (Deed)
415 S AVE C
WASHINGTON IA 52353

MARNER, STANLEY J. & JOANN M. (Deed)
3093 110TH ST
BRIGHTON IA 52540

MILLER, GEORGE J. & CARMEL A. (Deed)
1507 N IOWA AVE
WASHINGTON IA 52353

NEMMERS, MARK A. & LAVONNE K. (Deed)
324 W TYLER ST
WASHINGTON IA 52353

PAYNE, RANDY R. & DARLENE A. (Deed)
2469 TUTTLE LN
WASHINGTON IA 52353

PINSON, JAMES D. (Deed)
815 S AVE C
WASHINGTON IA 52353

RAMIREZ, JACQUELINE M. (Deed)
421 S AVE C
WASHINGTON IA 52353

RAUHAUS, MICHAEL & MARCIE (Deed)
531 S AVE C
WASHINGTON IA 52353

RAYMUNDO, FERNANDO (Deed)
640 S AVE C
WASHINGTON IA 52353

RUNAAS, WILLIAM JR. (Deed)
212 SPRING ST
CALAMAS IA 52729

SCHLUTTENHOFER, SHARON F. (Deed)
3215 140TH ST
RIVERSIDE IA 52327

SINGBEIL, JORDAN L. (Deed)
320 E MAIN ST
WASHINGTON IA 52353

SMALL TIME INVESTORS, LLC (Deed)
1649 275TH ST
LETTS IA 52754-9550

STIGERS, DANIEL W. & DEBRA T. M.-S. (Deed)
741 S AVE C
WASHINGTON IA 52353

TAYLOR RENTALS, LLC (Deed)
3104 HWY 92
AINSWORTH IA 52201

WENGER, AARON J. (Deed)
2322 303RD ST
WASHINGTON IA 52353

WILSON, EILEEN (Deed)
321 W VAN BUREN ST
WASHINGTON IA 52353

ZAHS, BENJAMIN & JILL (Deed)
401 W MONROE ST
WASHINGTON IA 52353

ZEHR, LARRY C. & CARMA S. (Deed)
615 S AVE C
WASHINGTON IA 52353

Illa Earnest

From: Charla Howard <charlahoward@hotmail.com> on behalf of Charla Howard
Sent: Tuesday, July 28, 2020 5:11 PM
To: Illa Earnest; Genie Davis; Gary S. Howard
Subject: South C Area Property Owners/Potential parking changes

Hi Illa,

At this time, I plan to attend the 8-4-2020 meeting, but in case I can't I wanted to reach out to give my input regarding the parking conversation.

Our rental property is located at 526 S Ave C. Our tenants do not have licenses to drive and, as the landlords, we utilize the full garage space. Therefore, the driveway to the garage cannot be blocked by tenants, staff or visitors at any time. There is also no available parking on the lot itself, so the staff supervising our tenants have relied on the public parking readily available out front of the home. It's most convenient from a safety standpoint since there is a sidewalk directly to the front door for easy entry. The backyard slopes and the garage is detached, so exiting a car to the home would be cumbersome from the back area.

While we completely agree that the street parking should be limited to only ONE sided parking with ample spaces allowed for staff at both our property and the home directly next door to the North as those tenants also have supervisory staff that need the street parking, it should not make it a hinderance for anyone in the general public to have the ability to park on the street as well. We would appreciate serious consideration for the allowed street parking to exist on the East side of S Ave C to best accommodate both our tenants/staff & the tenants/staff for our northern neighbors.

Please do not consider the option of eliminating street parking as that would create huge obstacles for all parties previously mentioned. We would be happy to listen to any input of the council regarding their thoughts/solutions. Thank you for your time!

PS. We cc'd Genie Davis as she is a supervisory staff member for our 2 Tenants and she is also looking out for their best interests.

Charla & Steve Howard
Landlords of 526 S Ave C

Illa Earnest

From: Sadi Azboy <azboy@mediacombb.net> on behalf of Sadi Azboy
Sent: Tuesday, July 28, 2020 9:04 AM
To: iearnest@washingtioniowa.gov
Subject: parking South Ave. C

We vote for having parking restrictions to one side on a school-day basis.

*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

August 14, 2020

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

From: Brent Hinson
City Administrator

Re: City Clerk Search Process

After 36 years of service to the City of Washington, Illa has announced her retirement, effective at the end of the calendar year. It has been a great pleasure for me to work closely with Illa over the past 9 years, and she will be missed in our office. I am sure she will remain a highly-involved member of our community for years to come.

While it seems like a long time to the end of the calendar year, it will actually come quite quickly in comparison to the process needed to replace the position. Therefore, I have put together quite a bit of information for this meeting to move things along in that regard. I propose that the position be changed somewhat- while the City Clerk functions should remain the primary duties of the position, organizationally we have some other duties that need to be added. I propose that the position be named City Clerk/Development Services Director, and serve as the direct supervisor for the employees in that department (I took over those duties at the beginning of 2012 after the Council at the time eliminated the in-house City Engineer position). In order to facilitate this change, I am proposing two small ordinance changes in addition to the job description changes. These changes are to eliminate the appointment of the Clerk every two years and to specifically list the Development Services Director in the City Administrator's appointments. See attached for additional information.

Because this will be a joint Council/Administrator appointed position, I would like the assistance of two City Councilors on the hiring committee, in addition to Mayor Rosien and Finance Director Kelsey Brown. Please let me know if you are interested in being involved in this capacity.

Pending Council discussion, we plan to bring items related to the search for formal discussion & consideration at the September 1 meeting.

*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*

City Clerk/Development Services Director Hiring Process

Proposed 8/14/2020

General Approach

- Committee consisting of Mayor, 2 City Councilors, City Administrator, Finance Director
- Interview process consisting of interview with committee, interview with community panel, and tour/strategic discussion with Chamber or Main Street Director

Schedule for Process

- August 18: Initial Council discussion of process & revised job description
- September 1: Revised job description presented to Council for discussion & consideration; Council considers appointment of committee; 1st consideration of ordinance changes
- September 2-11: Committee meets to discuss hiring process, review position profile and advertising plan
- September 15: Council approves any changes to hiring process recommended by committee; Council approves position profile and advertising plan and authorizes committee to seek applicants; 2nd consideration of ordinance changes
- September 16- October 8: Advertising for applicants
- October 6: 3rd & final consideration of ordinance changes
- October 9: Deadline for applications
- By October 14: Committee meets to review applications and select finalists
- By October 30: Interviews of finalists; Committee meets following interviews to listen to input from community panel and make a hiring decision
- November 3: Council considers confirmation of hire
- By December 7: New Clerk starts (plan for brief overlap with Illa)

[Jaron P. Rosien](#)~~Brent Hinson~~,
City Administrator
~~Sandra Johnson~~, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
[Brent Hinson](#), City
Administrator



215 East Washington Street
Washington, Iowa 52353
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TITLE: City Clerk/Development Services Director
DEPARTMENT: Administration & Finance
REPORTS TO: City Council/City Administrator
FLSA: Exempt

POSITION SUMMARY:

The City Clerk/Development Services Director is an exempt professional position with proficiency in management, budgeting and decision making; which performs work related to the management, oversight, planning and implementation of the city's daily operations. ~~This position is appointed for a two year term at the first council meeting in January following the regular city elections. The city council shall appoint this position by majority vote.~~ This position will be required to attend and participate in council meetings.

The City Clerk follows prescribed policies and procedures and must be skilled in decision-making and generally work well with no supervision. Performs all other duties as assigned.

ESSENTIAL FUNCTIONS AND DUTIES:

Position holds primary responsibility for the following:

Supervise daily operations & employees of Development Services Department including code enforcement, permits, inspections, safety programming, and other departmental prerogatives.

Determine and priorities work plans and implement personnel, equipment and materials to accomplish results in a safe and efficient manner. Must have a thorough knowledge of operations and manpower necessary to perform tasks involving the city's daily operations. Responsible for the oversight of all the city council's activities; including but not limited to ~~Scheduling~~scheduling and publicizing meetings, recording measures considered, authentication and certification of measures, file records, maintenance of city records, issue of licenses and permits, apply and collect liens due the city. Responsible for keeping all City vehicles, equipment, tools, building and grounds in clean, safe and in good working condition as needed. Supervises work schedules and approves & coordinates employee leave time as needed. Interview, hire and evaluation of departmental employees. Preparation of yearly and special department budget requests. Purchases departmental supplies & equipment under applicable purchasing policies.

City Clerk/Development Services Director Job Description 8/14/2020

Coordinates with County Auditor's Office, the Office of the Iowa Secretary of State, and candidates for office on election matters.

Oversees official records of the City and coordinates with all appropriate agencies in the processing of official actions of the Council.

Prepares the official agenda and attachments for meetings of the City Council, in coordination with the Mayor and City Administrator, and with the input of the City Council.

Coordinates with the Finance Director on various matters, including limited shared oversight of administrative staff as it relates to delegated Clerk duties.

Key member of administrative leadership team; works cooperatively with City Administrator and Finance Director to guide the organizational administratively. Coordinates departmental activities with other departments, and assists other departments as needed. Chief liaison to individual departments as assigned by City Administrator.

Serves as chief liaison to organizations such as Washington Chamber of Commerce, Main Street Washington, and/or others as assigned by City Administrator. Chief liaison to individual City boards, commissions, and task forces as assigned by City Administrator, and generally responsible for tracking and coordinating board & commission appointments with Mayor on a periodic basis. Provides backup staff support & guidance to Building & Zoning Official for the Planning & Zoning Commission.

Chief organizational liaison to media and primary responsible party for public communications from the City. Responsible for general maintenance of website and periodic updating. Extensive external public relations duties.

Oversee purchases of capital equipment including vehicle titles and administration of Capital Equipment Plan.

Must have ability to bend, stoop, lift and carry 25 pounds, and must be in general good physical health. Must have ability to hear speech and other sounds effectively for the taking of statements and directions. Must possess sufficient mental functions and capabilities to make rational decisions to handle operational needs and business decisions of the position. Must have ability to establish and maintain effective working relationships with supervisor, co-workers and the general public. Must be able to understand and follow instructions and written diagrams, and have mastery of the spoken and written English language. Must be able to speak, write and understand English to effectively communicate with fellow employees, contractors and the general public by telephone, electronically, in written format and face-to-face. Must have ability to perform mathematical calculations necessary for accounting and bookkeeping.

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

TYPICAL DUTIES:

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

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Must have positive and professional demeanor when conducting City business. Self-starter that can work with limited supervision. Must be careful and skilled in the operation of equipment & complete in record keeping as needed. Must develop thorough knowledge and understanding of safety rules and regulations and City policies. Must work within and enforce these rules, regulations and policies. Team player who inspires other employees to perform to the best of their abilities.

Ability to effectively express ideas verbally and in writing. Ability to establish and maintain positive working relationships with Supervisors, City employees and the general public. Ability to deal with all of the aforementioned tactfully and courteously. Able to solve problems and make quality decisions, when necessary in consultation with supervisors.

WORKING CONDITIONS:

Inside . Regular lifting, climbing, stooping, reaching, and handling activities. Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and Council. Requires eye/hand coordination, manual/finger dexterity and motor coordination. Requires clerical, forms, numerical, and verbal perception. Physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 25 pounds.

REQUIREMENTS:

BS Degree in Accounting or Business with a minimum of 5 years of experience in the administrative operations of municipal government preferred. Ability to communicate clearly, and keep accurate records. Ability to understand and carry out oral instructions as well as basic written instructions. Good public appearance and positive attitude. Must possess a current Iowa Driver's License at time of hire and throughout employment. Must be insurable by the city's insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical.

DISCLAIMER:

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

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE
OF THE CITY OF WASHINGTON, IOWA, BY
AMENDING CHAPTERS 18 AND 21

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

SECTION 1. **Delete Words.** Paragraph 18.01, "Appointment and Compensation" is hereby repealed.

SECTION 2. **Add Paragraph.** A new Paragraph 18.01 is adopted as follows:

"18.01 Appointment and Compensation. The Council shall appoint by majority vote a City Clerk under the general supervision of the City Administrator."

SECTION 3. **Add Item & Renumber.** A new item is added to Paragraph 21.04 "City Administrator- Appointments" as follows, and all subsequent items are renumbered:

"4. Development Services Director"

SECTION 4. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 5. **Effective Date.** This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this _____ day of _____, 2020.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: _____

Approved on Second Reading: _____

Approved on Third & Final Reading: _____

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

City Clerk