



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, JANUARY 21, 2020

Call to Order

Pledge of Allegiance

Roll call

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

Consent:

1. Council Minutes January 7, 2020
2. Fox Engineering, Water Treatment Plant Improvements, \$1,930.00
3. Fox Engineering, WWTP Consultation - Pretreatment Agreement, \$2,411.00
4. Fox Engineering, N 4th Ave. Street and Utility Improvements, \$47,777.25
5. PAWS & More Animal Shelter, Animal Services Oct.-Dec. 2019, \$6,045.25
6. PAWS & More Animal Shelter, 2019 Dogs Taken from Pound, \$3,899.80
7. PAWS & More Animal Shelter, 2019 Trap-Neuter-Release Program, \$1,470.00
8. IA Municipal Workers Comp. Assoc., Premium Installment 7, \$6,669.00
9. Gronewold, Bell, Kyhnn & Co., Audit Services FY19, \$4,000.00
10. Farnsworth Group, Fire Station Project, \$790.00
11. Farnsworth Group, City Hall/Police Project, \$1,629.10
12. Dollar General Store #21535, 225 W. Madison Street, Class C Beer Permit (BC),
Class B Wine Permit, Sunday Sales, (new)
13. Department Reports

Consent – Other:

Bushong Construction, City Hall/Police Project, Pay App #3, \$98,465.13

Claims & Financial Reports:

Claims for January 21, 2020
Financial Report – December, 2019

SPECIAL PRESENTATION

- 911 Memorial Returns to Washington During the County Fair in July, 2020 – Carol Horning
- Bryna Walker, Washington Public Library Director, FY Annual Survey Results.
- Washington Tree Committee Annual Report.

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

NEW BUSINESS

1. EMS Study Update.
2. Discussion and Consideration of Ratify Change of Hearing Date – CIP Plan Update.
3. Discussion and Consideration of an Agreement with Terracon Consultants for Environmental Consulting Services (Whitesell Property)
4. Discussion and Consideration of an Agreement with Terracon Consultant for Roof Inspection Services (Whitesell Property)
5. Discussion and Consideration of Amendment to Services Agreement with Farnsworth Group for Architect Assistance with Furnishings.
6. Discussion and Consideration of Engagement Agreement with Ahlers & Cooney, P.C. (2020 G.O. Bonding Legal Work)
7. Discussion and Consideration of a Resolution Fixing Date for Consideration of a Loan Agreement (2020A G.O. Capital Loan Notes)
8. Discussion and Consideration of a Resolution Fixing a Date for Consideration of a Loan Agreement (2020B G.O. Capital Loan Notes)
9. Discussion and Consideration of a Resolution Setting a Public Hearing for February 11 for the Total Maximum Property Tax Dollar Levied for FY21 Budget.
10. Discussion and Consideration of a Resolution Adopting Police Department Policy Manual.
11. Discussion and Consideration of Final Payment of \$14,850 to BW Construction for 725 W. Madison St. (Owner -Occupied Housing Rehabilitation Program)
12. Discussion and Consideration of Third Reading of an Ordinance Amending Chapter 40 of the Code of Ordinances – Public Peace (Add Disorderly House Provision).
13. Discussion and Consideration of Third Reading of an Ordinance Amending Chapter 65 of the Washington Code of Ordinances (S. 15th Avenue Stop Signs)

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 01-07-2020

The Council of the City of Washington, Iowa, met in Regular Session in the Washington Fire Department Training Room, 215 East Washington Street on Tuesday, January 7, 2020 at 6:00 P.M. Mayor Rosien in the chair. On roll call present: DeLong, Gault, Moore, Pettit-Majewski, Stigers. Youngquist. Absent: none.

Mayor Rosien requested that consideration of agenda items 10 and 11 be moved to after Presentation from the Public.

Motion by Pettit-Majewski, seconded by Youngquist that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, January 7, 2020 be approved as amended. Motion carried.

Consent:

1. Council Minutes December 17, 2019
2. Bolton & Menk, Taxilane for Fuel Facility Construction Phase, \$4,448.25
3. Ahlers & Cooney, Professional Services, \$484.50
4. Washington Chamber of Commerce, 2020 Chamber Membership, \$1,172.60
5. Garden & Associates, Whitesell Survey and Subdivision, \$7,468.49
6. Garden & Associates, South Avenue E Reconstruction, \$1,420.50
7. Garden & Associates, 15 Ave. Paving, Storm Sewer, Sanitary Sewer, Water Main, \$2,911.21
8. Farnsworth Group, Washington City Hall/Police Project, 741.92
9. Kevin D. Olson, Professional Services – November, \$1,921.45.
10. Washington Liquor & Tobacco Outlet, 304 W. Madison St., Class E Liquor License (LE), Class B Wine Permit, Class C Beer Permit (carryout beer), Sunday Sales. (renewal)
11. Department Reports

Consent – Other:

Motion by Stigers, seconded by Gault, to approve the eleven items on the consent agenda. Motion carried.

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

Special Presentations: none.

Presentation from the Public:

Don Bayliss, rental property owner, spoke questioning the need for the proposed “Disorderly House” ordinance; Ed Weeks, Y Board Member, thanked the Council for their co-operation making land available for the new Y and spoke in favor of the new management agreement for the Aquatic Center; Charla Howard, rental property owner and realtor, spoke regarding the proposed “Disorderly House” ordinance; Richard Gilmore, rental property owner, questioned why the proposed “Disorderly House” ordinance was needed.

Motion by Gault, seconded by Pettit-Majewski, to approve the third reading and adopt the Alliant Energy Agreement for Gas Franchise. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Ordinance No. 1098)**

Motion by Stigers, seconded by Youngquist, to approve the third reading and adopt the Alliant Energy Agreement for Electric Franchise. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Ordinance No. 1099)**

Motion by Stigers, seconded by Gault, to remove from the table the Second Reading of an Ordinance Amending Chapter 40 of the Code of Ordinances-Public Peace (Add Disorderly House Provision). **(tabled 12-17-2019)**. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

After discussion, motion by DeLong, seconded by Gault, to approve as amended the second reading of an Ordinance Amending Chapter 40 of the Code of Ordinances-Public Peace (Add Disorderly House Provision). Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

Motion by Gault, seconded by Pettit-Majewski, to remove from the table a Resolution Adopting a Management Services Agreement for the Washington Steele Family Aquatic Center (2020-2022 Seasons). **(tabled 12-17-2019)**. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

After discussion, motion by Gault, seconded by Youngquist, to approve a Resolution Adopting a Management Services Agreement for the Washington Steele Family Aquatic Center (2020-2022 Seasons). **(Resolution No. 2020-001)**

Motion by Youngquist, seconded by Pettit-Majewski, to approve the FY21-FY25 Capital Improvements Plan Update and set a public hearing on the Plan for January 21, 2020. Motion carried.

Motion by DeLong, seconded by Stigers, to Acknowledge the 2019 Annual Report to the Washington County Riverboat Foundation. Motion carried. Gault voted no.

Motion by Stigers, seconded by Pettit-Majewski, to approve the Agreement with Impressions Custom Computers for 2020-2021. Motion carried.

Motion by Youngquist, seconded by Pettit-Majewski, to approve Architect Invoices to be Submitted for Financial Damages (Fire Station Project). Motion carried.

Motion by DeLong, seconded by Pettit-Majewski, to approve a Resolution Amending Purchasing Policy for Staff Purchasing Authority. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2020-002)**

Motion by Pettit-Majewski, seconded by Youngquist, to approve an Engagement Letter with PFM Financial Advisors (2020 GO Bonds). Motion carried.

Motion by Gault, seconded by Stigers, to approve an Engagement Letter with S&P Global Ratings (2020 GO Bonds). Motion carried.

Motion by Youngquist, seconded by Gault, to approve a Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer. Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No, 2020-003)**

Motion by DeLong, seconded by Pettit-Majewski, to approve the Second Reading of an Ordinance Amending Chapter 65 of the Washington Code of Ordinances (S 15th Ave. Stop Signs). Roll call on motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

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



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

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

Invoice number 45465
 Date 12/30/2019

Project **342416A Washington Water Treatment Plant Improvements**

Professional Services for the Period of 11/24/2019 to 12/18/2019

Lump Sum Phases

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

Standard Hourly Rate Phases

Commissioning & Post-Construction

	Billed Amount
Professional Fees	1,930.00
Commissioning & Post-Construction subtotal	1,930.00
Invoice total	\$1,930.00

Approved by:

Steven J. Troyer

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



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

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

Invoice number 45460
Date 12/30/2019

Project **204508A Washington Wastewater Treatment Plant**

Professional Services for the Period of 11/24/2019 to 12/18/2019

<u>Standard Hourly Rate Phases</u>	<u>Billed Amount</u>
Consultation - IRE Pretreatment Agreement	
Professional Fees	2,209.50
Reimbursables	201.50
Consultation - IRE Pretreatment Agreement Subtotal	2,411.00
Invoice total	\$2,411.00

Approved by: 

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



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

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

Invoice number 45477
 Date 12/30/2019

Project 711419A N 4th Avenue Street and Utility Improvements

Professional Services for the Period of 11/24/2019 to 12/18/2019

Lump Sum Phases

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Data Collection	1,000.00	100.00	1,000.00	1,000.00	0.00
N. 4th Avenue Improvements Scoping Study	8,200.00	100.00	8,200.00	8,200.00	0.00
N. 2nd Avenue Stormwater Pump Station Evaluation	8,300.00	100.00	8,300.00	8,300.00	0.00
Preliminary Design	82,500.00	60.00	6,600.00	49,500.00	42,900.00
Final Design	71,000.00	0.00	0.00	0.00	0.00
Bidding & Negotiatiton	9,500.00	0.00	0.00	0.00	0.00
Property Boundary Survey	7,500.00	85.00	5,625.00	6,375.00	750.00
Topographic Survey	9,500.00	100.00	7,125.00	9,500.00	2,375.00
Construction Administration	65,000.00	0.00	0.00	0.00	0.00
Post Construction Record Drawings	7,900.00	0.00	0.00	0.00	0.00
Construction Staking	19,500.00	0.00	0.00	0.00	0.00
Total	289,900.00	28.59	36,850.00	82,875.00	46,025.00

Standard Hourly Rate Phases

	Billed Amount
Consultation	
Professional Fees	958.75
Consultation subtotal	958.75
Easement Plats	
Professional Fees	793.50
Easement Plats subtotal	793.50
Invoice total	\$47,777.25

Approved by:

Steven P. Soupir

PAWS & More Animal Shelter

1004 1/2 West Madison Street
Washington, IA 52353

Invoice

Date	1/7/2020
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Invoice #	68
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Bill To
City of Washington
215 E Washington St
Washington, IA 52353

Terms	DUE UPON RE...
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Description	Quantity	Rate	Amount
Animal Services-Oct-Dec. 2019		6,045.25	6,045.25
Total			\$6,045.25

PAWS & More Animal Shelter

1004 1/2 West Madison Street
Washington, IA 52353

Invoice

Date	1/7/2020
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Invoice #	70
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Bill To

City of Washington
215 E Washington St
Washington, IA 52353

Terms	DUE UPON RE...
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Description	Quantity	Rate	Amount
2019 Dogs taken from pound in leu of euthanization - see next page for detail	37	105.40	3,899.80
Total			\$3,899.80

2019 Dog Found Dogs

Animal ID	Species	Primary Breed	Intake Date	Intake 1	Intake Subtype	Found Address	Jurisdiction Agency Name	Admitter
A43100088	Dog	Siberian Husky	10/29/2019 9:33 AM	Stray	Public Drop Off	Washington Dog Pound	City of Washington	Parker Turner
A43500443	Dog	Terrier, American Pit Bull	12/27/2019 1:50 PM	Stray	ACO Pickup / Drop Off	Pound	City of Washington	Parker Turner
A42701344	Dog	Terrier, American Pit Bull	9/10/2019 4:20 PM	Stray	ACO Pickup / Drop Off	720 N Iowa Ave, pound	City of Washington	Parker Turner
A40543938	Dog	Maltese	1/11/2019 9:39 AM	Stray	ACO Pickup / Drop Off	Found around sunset park caught by dog catcher	City of Washington	Parker Turner
A40580921	Dog	Chihuahua, Short Coat	1/16/2019 2:01 PM	Stray	Public Drop Off	washington dog pound	City of Washington	Parker Turner
A40580921	Dog	Chihuahua, Short Coat	12/28/2019 1:01 PM	Stray	Public Drop Off	Square, pound	City of Washington	Parker Turner
A42756079	Dog	Beagle	9/17/2019 12:23 PM	Stray	Public Drop Off	Washington Dog Pound	City of Washington	Parker Turner
A42204996	Dog	Bulldog, American	7/13/2019 12:12 PM	Stray	Abandoned	abandoned at his house 713 E Jefferson, pound	City of Washington	William Leisure
A41004759	Dog	Retriever, Labrador	3/5/2019 5:46 PM	Stray	Public Drop Off	Middle School	City of Washington	Jesus Nunez
A41857480	Dog	Siberian Husky	8/8/2019 2:20 PM	Stray	Public Drop Off	Pound	City of Washington	Parker Turner
A42815985	Dog	German Shepherd	6/4/2019 2:52 PM	Stray	Public Drop Off	City Dog Pound	City of Washington	Jason Whistler
A42616572	Dog	Shetland Sheepdog	9/24/2019 2:11 PM	Stray	Public Drop Off	Washington Dog Pound	City of Washington	Parker Turner
A43100135	Dog	German Shepherd	8/30/2019 1:21 PM	Stray	Public Drop Off	City of Washington Dog Pound	City of Washington	Parker Turner
A43100142	Dog	Siberian Husky	10/29/2019 9:33 AM	Stray	Public Drop Off	Washington Dog Pound, Aspens puppy	City of Washington	Parker Turner
A43100145	Dog	Siberian Husky	10/29/2019 9:33 AM	Stray	Public Drop Off	Washington Dog Pound, Aspens puppy	City of Washington	Parker Turner
A43100148	Dog	Siberian Husky	10/29/2019 9:33 AM	Stray	Public Drop Off	Washington Dog Pound, Aspens puppy	City of Washington	Parker Turner
A43100153	Dog	Siberian Husky	10/29/2019 9:33 AM	Stray	Public Drop Off	Washington Dog Pound, Aspens puppy	City of Washington	Parker Turner
A43100163	Dog	Siberian Husky	10/29/2019 9:33 AM	Stray	Public Drop Off	Washington Dog Pound, Aspens puppy	City of Washington	Parker Turner
A43100169	Dog	Siberian Husky	10/29/2019 9:33 AM	Stray	Public Drop Off	Washington Dog Pound, Aspens puppy	City of Washington	Parker Turner
A41256142	Dog	Retriever	4/8/2019 1:37 PM	Stray	ACO Pickup / Drop Off	found at Saftey Center	City of Washington	Parker Turner
A40868530	Dog	Terrier, Staffordshire Bull	2/28/2019 1:57 PM	Stray	Public Drop Off	701 S Ave B, pound	City of Washington	Parker Turner
A43160559	Dog	Terrier, Pit Bull	11/5/2019 3:04 PM	Stray	Public Drop Off	Washington dog pound	City of Washington	Parker Turner
A42701332	Dog	Terrier, American Pit Bull	9/10/2019 4:20 PM	Stray	ACO Pickup / Drop Off	720 N Iowa Ave, pound, Maya's puppy	City of Washington	Parker Turner
A42701338	Dog	Terrier, American Pit Bull	9/10/2019 4:20 PM	Stray	ACO Pickup / Drop Off	720 N Iowa Ave, pound, Maya's puppy	City of Washington	Parker Turner
A42701345	Dog	Terrier, American Pit Bull	9/10/2019 4:20 PM	Stray	ACO Pickup / Drop Off	720 N Iowa Ave, pound, Maya's puppy	City of Washington	Parker Turner
A42701353	Dog	Terrier, American Pit Bull	9/10/2019 4:20 PM	Stray	ACO Pickup / Drop Off	720 N Iowa Ave, pound, Maya's puppy	City of Washington	Parker Turner
A41769466	Dog	Bulldog, American	5/24/2019 2:22 PM	Stray	Public Drop Off	Dog pound	City of Washington	Parker Turner
A41865938	Dog	Mixed Breed, Medium (up to 44	6/5/2019 1:02 PM	Stray	ACO Pickup / Drop Off	City Dog Pound	City of Washington	Parker Turner
A43100204	Dog	Terrier, American Pit Bull	10/29/2019 9:33 AM	Stray	Public Drop Off	Washington Dog Pound, 720 N Iowa Ave	City of Washington	Jason Whistler
A42359928	Dog	Bearded Collie	7/31/2019 2:23 PM	Stray	Public Drop Off	1213 N Marlon Owner passed, pound	City of Washington	Parker Turner
A41904640	Dog	Terrier, American Pit Bull	6/10/2019 9:35 AM	Stray	ACO Pickup / Drop Off	Dog Pound	City of Washington	Mike & Kayle Meyers
A42650986	Dog	Terrier, American Pit Bull	9/4/2019 2:58 PM	Stray	Public Drop Off	720 N Iowa, pound	City of Washington	Parker Turner
A42701462	Dog	Terrier, Pit Bull	9/10/2019 4:33 PM	Stray	ACO Pickup / Drop Off	720 N Iowa, pound	City of Washington	Christopher Rose
A42701463	Dog	Terrier, Pit Bull	9/10/2019 4:33 PM	Stray	ACO Pickup / Drop Off	720 N Iowa, pound	City of Washington	Parker Turner
A42701288	Dog	Terrier, American Pit Bull	9/10/2019 4:20 PM	Stray	ACO Pickup / Drop Off	720 N Iowa, pound	City of Washington	Parker Turner
A41656655	Dog	Bulldog, French	5/9/2019 1:21 PM	Stray	ACO Pickup / Drop Off	Surrendered to dog pound	City of Washington	Parker Turner

37 dogs

x105.40

\$3899.80

PAWS & More Animal Shelter

1004 1/2 West Madison Street
Washington, IA 52353

Invoice

Date	1/7/2020
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Invoice #	69
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Bill To

City of Washington
215 E Washington St
Washington, IA 52353

Terms	DUE UPON RE...
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Description	Quantity	Rate	Amount
2019 Trap-Neuter-Release Program 21 Cats-see attached for detail	21	70.00	1,470.00
Total			\$1,470.00

2019 TNR

Animal #	Animal Name	Species	Intake Date	Intake Type	Intake Subtype	Intake Jurisdiction	Outcom
A41357414	F7414	Cat	4/21/2019 3:36:04 PM	Stray	Public Drop Off	City of Washington	TNR
A41872287	F2287	Cat	6/6/2019 8:00:08 AM	Stray	Public Drop Off	City of Washington	TNR
A41895568	F5568	Cat	6/8/2019 12:16:32 PM	Stray	Public Drop Off	City of Washington	TNR
A41902033	Danish	Cat	6/9/2019 2:38:28 PM	Stray	Public Drop Off	City of Washington	TNR
A41902034	Strudel	Cat	6/9/2019 2:38:28 PM	Stray	Public Drop Off	City of Washington	TNR
A42211393	Yuri	Cat	7/14/2019 2:34:10 PM	Stray	Public Drop Off	City of Washington	TNR
A42274331	Biquette	Cat	7/22/2019 8:20:06 AM	Stray	Public Drop Off	City of Washington	TNR
A42283903	F3903	Cat	7/23/2019 8:26:49 AM	Stray	shelter personal pick-up	City of Washington	TNR
A42361698	F1698	Cat	7/31/2019 4:13:18 PM	Stray	shelter personal pick-up	City of Washington	TNR
A42469040	F9040	Cat	8/13/2019 2:44:36 PM	Stray	shelter personal pick-up	City of Washington	TNR
A42496008	F6008	Cat	8/16/2019 12:21:10 PM	Stray	Public Drop Off	City of Washington	TNR
A42526454	Milwanah	Cat	8/20/2019 2:15:44 PM	Stray	Public Drop Off	City of Washington	TNR
A42526616	Mable	Cat	8/20/2019 2:25:19 PM	Stray	Public Drop Off	City of Washington	TNR
A42853120	pippen	Cat	9/28/2019 3:55:25 PM	Stray	Public Drop Off	City of Washington	TNR
A42870588	F0588	Cat	10/1/2019 11:58:40 AM	Stray	Public Drop Off	City of Washington	TNR
A42934171	Tom Cat	Cat	10/8/2019 3:55:17 PM	Stray	Public Drop Off	City of Washington	TNR
A42975975	F5975	Cat	10/13/2019 3:51:51 PM	Stray	Public Drop Off	City of Washington	TNR
A42978063	F8063	Cat	10/14/2019 9:58:00 AM	Stray	Public Drop Off	City of Washington	TNR
A42978066	F8066	Cat	10/14/2019 9:57:59 AM	Stray	Public Drop Off	City of Washington	TNR
A43049534	F9534	Cat	10/22/2019 3:48:42 PM	Stray	Public Drop Off	City of Washington	TNR
A43197523	F7523	Cat	11/10/2019 2:16:36 PM	Stray	Public Drop Off	City of Washington	TNR

21 cats
x 70
1470

INVOICE INV75501

IMWCA

IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION

500 SW 7TH STREET, SUITE 101
 DES MOINES, IA 50309-4506
 PHONE: 800-257-2708

DATE

1/1/2020

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 310009, Des Moines, IA 50331-0009

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	INSTALL7	Installment 7 - Work Comp Prem 19-20			6,669.00	\$6,669.00

This invoice is due by February 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	\$6,669.00
Bond Credit	\$0.00
Misc	\$0.00
Total	\$6,669.00

Thank You

Gronewold, Bell, Kyhnn & Co. P.C.

1910 E. 7th Street
P.O. Box 369
Atlantic, IA 50022
712-243-1800

CITY OF WASHINGTON
215 EAST WASHINGTON ST.
WASHINGTON, IA 52353

Invoice No. 26366
Date 12/31/2019
Client No. 03793

Progress billing on audit of financial statements
for the year ended June 30, 2019.

\$ 4,000.00

Interest at 18% per annum will be charged on any balance not paid within 30 days of receipt of invoice.



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

January 14, 2020
 Project No: 017055.DA
 Invoice No: 213128

Invoice Total \$790.00

Project 017055.DA Washington Fire Station
Professional Services for Period Ending December 31, 2019
 Professional Services

Billing Phase	Fee	% Comp	Earned	Previous Fee Billing	Current Fee Billing
Construction Administration	21,312.50	100.00	21,312.50	21,312.50	0.00
October Additional CA Services	4,560.00	100.00	4,560.00	4,560.00	0.00
November Additional CA Services	2,680.00	100.00	2,680.00	2,680.00	0.00
December Additional CA Services	790.00	100.00	790.00	0.00	790.00
Total Fee	29,342.50		29,342.50	28,552.50	790.00
	Total Fee				790.00
			Total this Invoice		\$790.00

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



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

January 14, 2020
 Project No: 019001.DA
 Invoice No: 213116

Invoice Total \$1,629.10

Project 019001.DA Washington City Hall & Police Station

Professional Services for Period Ending December 31, 2019

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	20.00	5,906.40	4,429.80	1,476.60
Total Fee	63,787.50		40,161.90	38,685.30	1,476.60
	Total Fee				1,476.60

In House Expenses

Mileage				152.50	
Total In House Expenses				152.50	152.50
			Total this Invoice		\$1,629.10

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: 309-683-8435 or 314-962-7900

1 1/2% Interest Monthly After 30 Days

www.f-w.com

FEIN#: 37-1123236

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

Applicant License Application ()

Name of Applicant: <u>DOLGENCORP, LLC</u>		
Name of Business (DBA): <u>DOLLAR GENERAL STORE# 21535</u>		
Address of Premises: <u>225 W MADISON STREET</u>		
City <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>
Business	<u>(615) 855-4000</u>	
Mailing	<u>100 MISSION RIDGE</u>	
City <u>GOODLETTSVILLE</u>	State <u>TN</u>	Zip: <u>37072</u>

Contact Person

Name <u>VALERIE JAMES</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: 01/27/2020

Expiration Date: 01/01/1900

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: DOLLAR **Last Name:** GENERAL CORPORATION
City: GOODLETTSVILLE **State:** Tennessee **Zip:** 37072
Position: N/A
% of Ownership: 100.00% **U.S. Citizen:** Yes

LAWRENCE GATTA

First Name: LAWRENCE **Last Name:** GATTA
City: BRENTWOOD **State:** Tennessee **Zip:** 37072
Position: MOM MEMBER MANAGER
% of Ownership: 0.00% **U.S. Citizen:** Yes

JASON REISER

First Name: JASON **Last Name:** REISER
City: NASHVILLE **State:** Tennessee **Zip:** 37212

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:

MAINTENANCE & CONSTRUCTION DEPT. REPORT

12-28-19/1-10-20

STREETS: Personnel salted the streets once after a small amount of snowfall.

WATER DISTRIBUTION: Personnel turned on a lot of water boxes from shut offs a couple weeks ago. Personnel investigated a minor water leak inside the basement located at South 7th Ave-East Van Buren St, ongoing investigation. A Water service located at 925 (house fire) was inspected for a disconnect by the contractor. 2019 total water main breaks - 35.

SEWER COLLECTION: Personnel performed a 4 inch sewer tap located at 316 East 11th St. Personnel assisted in traffic control for MPT performing sanitary sewer work on North 12th Ave.

STORM SEWER COLLECTION: Personnel unplugged intakes with the recent rainfall.

MECHANIC/SHOP: Personnel serviced overhead door in wash bay, PD 307 (new camera install and rotate tires), 104 (begin repair), online auction sales, street sweeper (paint inside of hopper and hydraulic leak), PD 306 (and rotate tires), FD 4 (exhaust system modification), PD 905 (and brakes) and Code Enforcement (lights).

OTHER: Personnel responded to 23 One Call Locates. Personnel hauled numerous loads of spoil away from the shop. Xmas trees were picked up in Central Park and around town, which were hauled out to the WWTP (6 trailer loads).

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

Washington Volunteer Fire Department
January 7, 2020

November fires

3 City fires	750.00
1 rural fires	870.00
0 Drill	.00
4 fires	1620.00

Meeting opened Chief Wide in charge. Meeting was held after patting was done.

Minutes of the previous meeting were read and approved

Treasure report was read.

Doug Sanders made a motion to pay all bills against the department seconded by Jack Guengerich. Motion passed.

All members need to log in to Fire Service Bureau to update information.

Committees: Social; snacks after meeting. Bruce McAvoy;s birthday cake.

Pancake; Wednesday is the day. Thank you to everyone.

Rescue. no comments because it is late

Communications: Thank you from Louise Brinning and \$250.00 donation. Thank you from Tom & Pat Colthurst & \$50.00 donation.

Application; Dan Stiger has resigned after 25 years on the department. We need to be looking for new members.

Old Business: County meeting is in Washington January 28.

Open House went well. A lot of good comments, over 400 people attended

New Business; Those interested in EMS Charles, Jack, Jerry, Nic, Kelly, Doug, Josh, Brendan, Tom
Everyone needs to sign in on I'm Responding when going to a call.

Ames fire school

Hazmat training at Keota 1/20/2020 at 6pm-10pm

FF11 class start 1/20/2020

Pearl Vally tour 1/15/2020

Rail road training Feb. 19

New station rules; North of brick wall is clean part no fire equipment or muddy boots.

Discussion of calls;

Roll call taken meeting adjourned.

Secretary
Tom Beauchamp

**WWTP report
January 21, 2020
Council meeting**

- **After hour alarm and dog call outs –**
12th Dog call at 610 S 9th at 1:20 p.m. Parker

- **Dept Head meetings –**I attended the meetings on Jan.7th ,Jan 21st with EOP meeting after

- **WWTP December 2019 Discharge Monitoring Report (DMR) –** Average daily flow **1.110 million gallons (mg)**, maximum daily flow **2.708 mg**, minimum daily flow **0.812 mg**. There were **zero (0)** violations of the WWTP’s NPDES discharge permit. Total precipitation for December 2019 = **>1.35”** (recorded at the WWTP).

CBOD5 removal 85% required	result = 90.7 %
Influent CBOD5 monthly average =	85.2 mg/L
Effluent CBOD5 monthly average =	7.9 mg/L
TSS removal 85% required	result = 96.4 %
Influent TSS monthly average =	147.3 mg/L
Effluent TSS monthly average =	5.3 mg/L

- **Effluent Valve update-** The actuator has been sent off for repairs for \$1250.00 new replacement was \$5000.00

- **WWPT Digester #1 –** Jeff from JETCO was at the WWTP on Jan. 9th to install the new transducer, that reads the depth .

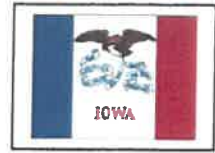
- **WWTP Hiring Committee –** We went over apps. And will conduct 2 interviews Friday the 17th , and 2 interviews on Tuesday the 21st .

- **Budget 20/21-** Went over the proposed budget with Brent and Kelsey on the 15th am.

**Jason Whisler
1/17/17 10:00 AM**



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



Chief of Police Jim Lester
Lieutenant Lyle Hansen
Lieutenant Ron See

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

***Department Activity Report
December 2019***

Included is the December 2019 activity report for the Washington Police Department.

A new in-car camera has been installed – purchased with funds from GTSB. We participated in the most recent STEP wave during the holidays – Dec 13 thru Jan 1. Officers issued 99 warnings and 13 citations including two drug related OWIs. Officers assisted 32 motorists and had two felony arrests and two narcotics arrests related to their stepped up enforcement. Pre-wave seat belt survey was 74% and post wave survey was 88%. Next STEP wave will be March 14 – 17th.

Officers spent time in each of the schools during the month, interacting with students, handing out “Be Bucks” at the Middle School and assisted in judging locker decorations at the High School.

Officer Training / Presentations:

Lt. Hansen, Lt. See, Officer S. Altenhofen and Chief Lester participated in Coffee with a Cop at the McGreedy Home on December 5.

K-9 Handler Adam participated in a job shadow with a high school student.

Chief Lester attended county ambulance and radio meetings during the month and also participated in a Trauma Informed curriculum review at the Iowa Law Enforcement Academy.

Respectfully submitted,

A blue ink signature of Jim Lester, the Chief of Police.

Jim Lester
Chief of Police

**Washington Police Department
Activity & Offense Summary
For the Month of December, 2019**

Activity	Previous Month	Current Month	Year-To-Date
Citations / Warnings	28	82	736
Traffic Stops	62	128	672
Traffic Accidents	10	16	174
Parking Tickets	11	0	137
Vehicle Unlocks	25	25	352
Arrest Warrants Served	4	11	94
Search Warrants Served	0	2	23
Calls for Service	273	336	3797
Animal Calls	20	21	263
Mental Health Responses / Suicidal Subjects	7	4	57
Arrests	21	23	355

Offense Summary

Offenses	Previous Month	Current Month	Year-To-Date
Assaults	3	8	61
Domestic Assault	3	2	20
Harassment	0	1	5
No Contact Order Violation	3	1	13
Burglary	4	1	21
Burglary to a Motor Vehicle	2	2	12
Curfew Violations	0	0	8
Disorderly Conduct	2	0	22
Driving While Intoxicated (OWI)	1	1	13
Drunkenness (Public Intoxication)	1	0	11
Drug Offenses	1	2	60
Drug Paraphernalia	1	2	34
Sexual Abuse	0	2	16
Theft (includes Shoplifting)	9	11	103
Trespass	2	1	25
Pornography / Obscene Material	1	1	5
Weapons Laws Violations	1	0	4

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.

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:
 Farmsworth Group
 14225 University Avenue, Suite 110
 Waukee, IA 50263

APPLICATION NO: 3

Distribution to:
 OWNER
 CONTRACTOR
 A/R
 FILE

PERIOD TO: 12/31/2010

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 \$196,922.50
 (Column G on G703)
5. RETAINAGE:
 - a. 5 % of Completed Work 9,846.13
 (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) \$ 9,846.13
6. TOTAL EARNED LESS RETAI. \$ 187,076.38
 (Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 88,611.25
8. CURRENT PAYMENT DUE \$ 98,465.13
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 1,805,921.00
 (Line 3 less Line 6)

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

CONTRACTOR: BUSHONG CONSTRUCTION COMPANY, INC.

By: John Bushong Date: 12/31/19

State of: Iowa County of: Poweshiek

Subscribed and sworn to before me this 31st day of December, 2019

Notary Public: Brenda J. Moore
 My Commission expires: 11/05/2022



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 98,465.13

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

By: [Signature] Date: 01/16/2020

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

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

**CITY OF WASHINGTON, IOWA
CLAIMS REPORT
JANUARY 21, 2020**

POLICE	ALLIANT ENERGY	ALLIANT ENERGY	611.24	
	ALTENHOFEN, BEN	REIMB- MASKS & EYE PROTECT	4.17	
	ARNOLD MOTOR SUPPLY	PARTS	623.00	
	CINTAS CORP LOC. 342	RUG SERVICE	38.08	
	COBB OIL CO, INC.	FUEL	2,386.44	
	CUSTOM IMPRESSIONS INC	PLACQUE	97.50	
	DURST, TIMOTHY	AUTO REPAIR	66.34	
	GALLS LLC	UNIFORM	162.30	
	GREINER DISCOUNT TIRES	TIRE DISPOSAL	42.00	
	IOWA EMERGENCY VEHICLE INSTALLS	INSTALLATION-CAMERA SYSTEM	400.00	
	IOWA NARCOTICS OFFICERS ASSOCIATION	CONFERENCE REGISTRATION	250.00	
	KCTC	PHONE & INTERNET	315.59	
	MARCO, INC.	COPIER LEASE	327.91	
	PIP PRINTING	BUSINESS CARDS	88.96	
	PRO-VISION	IN CAR VIDEO BASE KIT- 5 C	3,830.53	
	QUILL	OFFICE SUPPLIES	66.91	
	SCOTT MERRIMAN INC.	PARKING TKTS PRINTING	810.00	
	SYNNEX FINANCIAL SERVICES	MAINT CHARGES	604.26	
	UPS	SHIPPING CHARGES	20.34	
	VERIZON WIRELESS	CELLULAR SERVICE	1,172.07	
	WASHINGTON STATE BANK	SAFE DEPOSIT BOX RENT	50.50	
		TOTAL	11,968.14	
	FIRE	ALLIANT ENERGY	ALLIANT ENERGY	1,222.48
ARNOLD MOTOR SUPPLY		PARTS	43.74	
COBB OIL CO, INC.		FUEL	178.82	
FIRE SERVICE TRAINING BUREAU		TRAINING	250.00	
HOTSY CLEANING SYSTEMS		EQUIPMENT PARTS & REPAIR	1,276.90	
KCTC		PHONE & INTERNET	206.69	
LEET'S REFRIGERATION		MOVED ICE MACHINE & SET UP	191.58	
MARIE ELECTRIC INC.		AIR CONDITIONER DISCONNECT	792.51	
MIDWEST ALARM		ALARMS	457.86	
MIDWEST BREATHING AIR SYSTEMS		HOSE & PARTS	453.94	
VERIZON WIRELESS		CELLULAR SERVICE	169.81	
WMPF GROUP LLC		ADVERTISING	132.00	
		TOTAL	5,376.33	
DEVELOPMENT SERVICES		CDW GOVERNMENT	LICENSING SUBSCRIPTION REN	431.64
		VERIZON WIRELESS	CELLULAR SERVICE	199.82
	WEMIGA WASTE INC.	APPLIANCES/TRASH ABATEMENTS	145.00	
		TOTAL	776.46	
LIBRARY	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00	
	ACE-N-MORE	BATTERY FOR SINKS/SUPPLIES	46.96	
	ALLIANT ENERGY	SERVICE	1,523.26	
	AMAZON	LIBRARY MATERIALS	439.65	
	BAKER & TAYLOR	LIBRARY MATERIALS	2,523.21	
	BOOKPAGE	LIBRARY MATERIALS	354.00	
	CENGAGE LEARNING INC/GALE	LIBRARY MATERIALS	130.34	
	CUSTOM IMPRESSIONS INC	SIGN FOR SAT HRS	30.00	
	GOOGLE LLC	SERVICE	11.18	
	I TECH TECHNOLOGY EXPERTS	PRINTER MAINTENANCE	95.00	
	KCH	HOLIDAY ADVERTISING	111.97	
	KCTC	PHONE & INTERNET	712.27	
	STAPLES BUSINESS ADVANTAGE	TONER CARTRIDGES	456.45	
	STRYKER SALES CORPORATION	AED INFANT CHILD PADS	105.57	
	WMPF GROUP LLC	EMPLOYMENT ADVERTISING	190.28	
		TOTAL	6,774.14	
	PARKS	ALLIANT ENERGY	ALLIANT ENERGY	1,634.51
ARNOLD MOTOR SUPPLY		PARTS	188.09	
COBB OIL CO, INC.		FUEL	175.93	
JOHN DEERE FINANCIAL		KABOTA LIGHTS/GAS CAN/FILTERS	171.26	
KCTC		PHONE & INTERNET	124.78	
STRYKER SALES CORPORATION		AED INFANT CHILD PADS	105.58	
VERIZON WIRELESS		CELLULAR SERVICE	42.66	
WASHINGTON CO EXTENSION		APPLICATORS REGISTRATION	35.00	

		TOTAL	2,477.81
CEMETERY	ALLIANT ENERGY	ALLIANT ENERGY	235.61
	GREINER DISCOUNT TIRES	BATTERY FOR GMC DUMP TRUCK	136.95
	KCTC	PHONE & INTERNET	155.62
	WIDE, TOM	SAFETY CLOTHING	245.00
		TOTAL	773.18
FINANCIAL ADMIN	ALL AMERICAN PEST CONTROL	PEST CONTROL	80.00
	ALLIANT ENERGY	ALLIANT ENERGY	1,222.48
	ARCHER APPLIANCE	VACUUM PART	37.93
	CINTAS CORP LOC. 342	TOWEL SERVICE	158.82
	EBERT SUPPLY CO.	JANITORIAL SUPPLIES	379.65
	FAREWAY STORES	SUPPLIES	31.39
	IGRAPHIX, INC	OFFICE PAID STAMP	31.25
	IIMC	MEMBERSHIP RENEWAL-EARNEST	170.00
	IOWA COUNTY RECORDERS ASSOCIATION, INC	FILING FEE	75.00
	J & S ELECTRONIC BUSINESS SYSTEMS, INC	COPIES	444.43
	KCII	ADVERTISING	144.20
	KCTC	PHONE & INTERNET	830.74
	PACE PAYMENT SYSTEMS	PACE PAYMENT ADMIN FEE	20.00
	STOREY KENWORTHY/MATT PARROTT	TAX FORMS	237.94
	VERIZON WIRELESS	CELLULAR SERVICE	47.66
	WASHINGTON STATE BANK	SAFE DEPOSIT BOX RENT	50.50
	WMPF GROUP LLC	ADVERTISING/LEGALS	712.60
		TOTAL	4,674.59
AIRPORT	ALLIANT ENERGY	ALLIANT ENERGY	1,153.71
	ACE-N-MORE	SUPPLIES	6.59
	CAPPS HOME REPAIR	SNOW REMOVAL	50.00
	IOWA PUBLIC AIRPORTS ASSOC.	MEMBERSHIP	175.00
	KCII	ADVERTISING	74.65
	L.J. ROTH RECONSTRUCTION INC.	MCCOY PLUMB-AIRPORT FURNAC	3,109.46
	ROE, MIKE	CONFERENCE	150.00
	TITAN AVIATION FUELS	AIRPORT FUEL	17,900.11
	VERIZON WIRELESS	CELLULAR SERVICE	52.57
	WINDSTREAM IOWA COMMUNICATIONS	JANUARY PHONE SERVICE	184.62
		TOTAL	22,856.71
ROAD USE	ARNOLD MOTOR SUPPLY	PARTS	505.13
	ACE-N-MORE	SUPPLIES	135.33
	BROWN SUPPLY CO	SNOW PLOW CURB GUARDS	1,290.00
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	449.50
	CHARLES CAPPER AUTO CENTER INC	PARTS	519.12
	CHEMSEARCH	FUEL TREATMENT	389.70
	COBB OIL CO, INC.	FUEL	824.41
	DOUDS STONE LLC	ROADSTONE	1,125.62
	GREINER DISCOUNT TIRES	TIRES	1,240.75
	HARRISON TRUCK CENTERS	WINDSHIELD WASHER PARTS	72.54
	HI-LINE INC	SUPPLIES	200.29
	HOTSY CLEANING SYSTEMS	SUPPLIES	245.00
	IOWA PRISON INDUSTRIES	SIGNS	669.00
	JOHN DEERE FINANCIAL	SUPPLIES	53.96
	LAWSON PRODUCTS INC	PARTS & SUPPLIES	441.16
	MOSE LEVY CO INC	MATERIAL	37.60
	RIVER PRODUCTS	SAND	245.61
	WASH CO TREASURER	ROAD SALT	758.71
	WIDE, TOM	LOGO ON VEHICLES	320.00
		TOTAL	9,523.43
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	303.42
	MARIE ELECTRIC INC.	DOWNTOWN LIGHTS	97.54
	SITLER'S SUPPLIES INC.	LED BULBS	264.00
		TOTAL	664.96
CAPITAL PROJECTS	DRAS CASES	RADIO CABINETS-FIRE STATION	2,337.37
		TOTAL	2,337.37
LIBRARY GIFT	BAKER & TAYLOR	LIBRARY MATERIALS	11.98
	FAREWAY STORES	PROGRAMMING	13.74
		TOTAL	25.72

WATER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	9,775.80
	COBB OIL CO, INC.	FUEL	79.73
	IA DEPT OF REVENUE	WET TAX	9,361.00
	KCTC	PHONE & INTERNET	155.62
	MERCHANT SERVICES	DC/CC ADMIN FEE	1,202.64
	STREFF, ROSE	MILEAGE REIMBURSEMENT	4.98
	VERIZON WIRELESS	CELLULAR SERVICE	47.66
	WATER SOLUTIONS UNLIMITED	CHEMICALS	8,332.80
		TOTAL	28,960.23
WATER DISTRIBUTION	ARNOLD MOTOR SUPPLY	PARTS	737.17
	CHEMSEARCH	LUBE	178.85
	COBB OIL CO, INC.	FUEL	520.98
	LINCOLN WINWATER WORKS CO	HYDRANT EXTENSION	524.00
	OVERHEAD DOOR CO.	FH DOOR REPLACEMT-M/C	1,428.75
	VERIZON WIRELESS	CELLULAR SERVICE	100.79
	WINDSTREAM IOWA COMMUNICATIONS	JANUARY PHONE SERVICE	110.59
		TOTAL	3,601.13
	WATER CAPITAL PROJECTS	TRICON CONSTRUCTION	PAY #19- RETAINAGE
UTILITY SERVICE COMPANY, INC.		PAY APP# 3- RETAINAGE	17,673.70
		TOTAL	264,692.87
SEWER PLANT	ALLIANT ENERGY	SERVICE	143.76
	ARNOLD MOTOR SUPPLY	PARTS	42.72
	BRECKE MECHANICAL CONTRACTORS	GARAGE HEAT PUMP REPAIR	435.82
	COBB OIL CO, INC.	FUEL	258.31
	CUSTOM IMPRESSIONS INC	BUSINESS CARDS	60.00
	GREINER DISCOUNT TIRES	TIRES	670.40
	IA DEPT OF REVENUE	SALES TAX	2,050.00
	IGRAPHIX, INC	SHIPPING	161.07
	TESTAMERICA LABORATORIES INC	ZINC TESTING/CERTIFIED TESTING	2,018.10
	UNITY POINT CLINIC-OCCUPATIONAL MEDICI	TESTING	42.00
	VERIZON WIRELESS	CELLULAR SERVICE	74.33
	WINDSTREAM IOWA COMMUNICATIONS	JANUARY PHONE SERVICE	275.93
	WMPF GROUP LLC	EMPLOYMENT ADVERTISING	151.42
		TOTAL	6,383.86
	SEWER COLLECTION	ACE-N-MORE	SUPPLIES
ARNOLD MOTOR SUPPLY		PARTS	153.17
CHEMSEARCH		RAD COOL	382.25
COBB OIL CO, INC.		FUEL	940.70
HENDERSON PRODUCTS, INC.		PARTS	505.00
MID-AM RES. CHEMICAL CORP		SAFETY SUPPLIES	234.43
MIKE'S PARTS & SERVICE		CUSTOM PLOW MOUNT/CONTROLS	2,477.08
SCHIMBERG CO.		SEWER SADDLE	120.11
VERIZON WIRELESS		CELLULAR SERVICE	111.95
WINDSTREAM IOWA COMMUNICATIONS		JANUARY PHONE SERVICE	110.59
		TOTAL	5,150.25
SANITATION		JOHNSON COUNTY REFUSE INC	REFUSE- CITY LOCATIONS
		TOTAL	500.00
SELF INSURANCE	EMPLOYEE BENEFIT SYSTEMS	EBS ADMIN FEE	360.00
		TOTAL	360.00
	TOTAL	377,877.18	

**CITY OF WASHINGTON, IOWA
MONTH TO DATE TREASURERS REPORT
DECEMBER 31, 2019**

FUND	12/1/2019	M-T-D	REVENUES NOT	M-T-D	EXPENSES NOT	12/31/2019
	BEGINNING					REVENUES
	CASH BALANCE					BALANCE
001-GENERAL FUND	1,038,299.39	356,267.49	-	253,182.92	-	1,141,383.96
002-AIRPORT FUND	283,725.25	32,035.28	-	28,569.69	-	287,190.84
010-CHAMBER REIMBURSEMENT	8,265.36	6,120.55	-	5,980.24	-	8,405.67
011-MAIN STREET REIMBURSEMENT	(11,884.04)	-	-	3,850.03	-	(15,734.07)
012-WEDG REIMBURSEMENT	960.13	8,320.04	-	7,652.37	-	1,627.80
050-DOWNTOWN INCENTIVE GRANT	-	30,000.00	-	-	-	30,000.00
110-ROAD USE	897,204.77	68,988.05	-	40,680.00	-	925,512.82
112-EMPLOYEE BENEFITS	-	37,546.70	-	37,546.70	-	-
114-EMERGENCY LEVY	-	3,526.94	-	3,526.94	-	-
121-LOCAL OPTION SALES TAX	-	155,339.88	-	155,339.88	-	-
122-LOST DEBT SERVICE	129,770.00	-	-	-	-	129,770.00
123-LOST DEBT SERVICE RESERVE	79,170.00	-	-	-	-	79,170.00
124-HOTEL/MOTEL TAX	44,149.50	18,173.61	-	2,044.00	-	60,279.11
125-UNIF COMM UR-NE IND	5,153.59	4,782.02	-	-	-	9,935.61
127-UNIF COMM UR - BRIARWOOD	4,683.50	-	-	-	-	4,683.50
129-SC RES UR	-	3,655.95	-	3,655.95	-	-
132-UNIF COMM UR - EBD	17,490.48	-	-	-	-	17,490.48
133-UNIF COMM UR-IRE	55,713.47	-	-	-	-	55,713.47
134-DOWNTOWN COMM UR	19,719.27	6,058.63	-	-	-	25,777.90
145-HOUSING REHABILITATION	37,168.81	9,100.00	-	9,100.00	-	37,168.81
146-LMI TIF SET-ASIDE	43,044.32	1,294.21	-	-	-	44,338.53
200-DEBT SERVICE	351,562.96	48,193.64	-	-	-	399,756.60
300-CAPITAL EQUIPMENT	(185,900.50)	-	-	-	-	(185,900.50)
301-CAPITAL PROJECTS FUND	480,995.32	2,325.81	-	211,174.45	-	272,146.68
305-RIVERBOAT FOUND CAP PROJ	-	107,195.01	-	107,195.01	-	-
308-INDUSTRIAL DEVELOPMENT	409,297.28	119.59	-	-	-	409,416.87
309-MUNICIPAL BUILDING	1,090,259.67	4,932.40	-	-	-	1,095,192.07
310-WELLNESS PARK	645,741.42	78,267.51	-	-	-	724,008.93
311-SIDEWALK REPAIR & REPLACE	11,008.24	5,000.00	-	6,723.00	-	9,285.24
312-TREE REMOVAL & REPLACE	30,523.34	-	-	-	-	30,523.34
510-MUNICIPAL BAND	3,363.16	-	-	-	-	3,363.16
520-DOG PARK	4,475.60	103.50	-	-	-	4,579.10
530-TREE COMMITTEE	5,490.08	-	-	84.50	-	5,405.58
540-POLICE FORFEITURE	2,160.99	-	-	-	-	2,160.99
541-K-9 PROGRAM	2,577.11	500.00	-	141.58	-	2,935.53
545-SAFETY FUND	2,475.50	-	-	-	-	2,475.50
550-PARK GIFT	44,904.51	28.92	-	-	-	44,933.43
570-LIBRARY GIFT	349,556.44	1,153.16	-	723.89	-	349,985.71
580-CEMETERY GIFT	10,993.00	-	-	-	-	10,993.00
590-CABLE COMMISSION	10,761.14	-	-	-	-	10,761.14
600-WATER UTILITY	548,924.25	139,792.06	-	182,720.13	-	505,996.18
601-WATER DEPOSIT FUND	26,905.00	2,325.00	-	1,500.00	-	27,730.00
602-WATER SINKING	-	38,319.77	-	38,319.77	-	-
603-WATER CAPITAL PROJECTS	(7,249.26)	-	-	47,157.93	-	(54,407.19)
610-SANITARY SEWER	1,117,107.96	185,904.29	-	296,017.79	-	1,006,994.46
612-SEWER SINKING	-	218,535.00	-	218,535.00	-	-
613-SEWER CAPITAL PROJECTS	(101,239.20)	1,072.50	-	18.79	-	(100,185.49)
670-SANITATION	130,965.28	44,216.92	-	49,060.50	-	126,121.70
950-SELF INSURANCE	276,065.87	4,967.43	-	599.20	-	280,434.10
951-UNEMPLOYMENT SELF INS	59,078.69	1,043.79	-	-	-	60,122.48
TOTAL BALANCE	7,973,437.65	1,625,205.65	-	1,711,100.26	-	7,887,543.04

Cash in Bank - Pooled Cash

		Interest Rate
Wash St. Bank - Operating Account	603,935.22 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Investment in IPAIT (PLUS 3 CDS)	2,297,537.71	1.34%
Wash St - Farm Mgmt Acct	107,759.12	
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	2,612,861.38	1.50%
Wash St Bank - CD 08/30/2018	265,099.61	2.28%
TOTAL CASH IN BANK	7,887,543.04	

(1) Washington State Bank	682,139.77
Outstanding Deposits & Checks/Wages payable	(78,204.55)
	<u>603,935.22</u>

CITY OF WASHINGTON, IOWA
YEAR TO DATE TREASURERS REPORT
DECEMBER 31, 2019

FUND	7/1/2019	Y-T-D	REVENUES NOT	Y-T-D	EXPENSES NOT	12/31/2019
	BEGINNING					
	CASH BALANCE					BALANCE
001-GENERAL FUND	1,000,000.00	2,092,020.50	-	1,950,636.54	-	1,141,383.96
002-AIRPORT FUND	291,302.19	197,159.32	-	201,270.67	-	287,190.84
010-CHAMBER REIMBURSEMENT	7,806.45	39,455.78	-	38,856.56	-	8,405.67
011-MAIN STREET REIMBURSEMENT	-	34,044.64	-	49,778.71	-	(15,734.07)
012-WEDG REIMBURSEMENT	1,259.20	49,920.24	-	49,551.64	-	1,627.80
050-DOWNTOWN INCENTIVE GRANT	9,500.00	49,500.00	-	29,000.00	-	30,000.00
110-ROAD USE	981,616.71	570,271.03	-	626,374.92	-	925,512.82
112-EMPLOYEE BENEFITS	-	381,758.40	-	381,758.40	-	-
114-EMERGENCY LEVY	-	34,893.96	-	34,893.96	-	-
121-LOCAL OPTION SALES TAX	-	533,035.12	-	533,035.12	-	-
122-LOST DEBT SERVICE	-	158,940.00	-	29,170.00	-	129,770.00
123-LOST DEBT SERVICE RESERVE	79,170.00	-	-	-	-	79,170.00
124-HOTEL/MOTEL TAX	50,552.29	29,422.68	-	19,695.86	-	60,279.11
125-UNIF COMM UR-NE IND	-	9,935.61	-	-	-	9,935.61
127-UNIF COMM UR - BRIARWOOD	3,562.36	14,292.64	-	13,171.50	-	4,683.50
129-SC RES UR	1,314.27	37,280.63	-	38,594.90	-	-
132-UNIF COMM UR - EBD	-	17,490.48	-	-	-	17,490.48
133-UNIF COMM UR-IRE	-	55,713.47	-	-	-	55,713.47
134-DOWNTOWN COMM UR	4,198.90	24,546.74	-	2,967.74	-	25,777.90
145-HOUSING REHABILITATION	8,740.56	104,667.00	-	76,238.75	-	37,168.81
146-LMI TIF SET-ASIDE	68,475.93	13,662.60	-	37,800.00	-	44,338.53
200-DEBT SERVICE	632.26	490,131.84	-	91,007.50	-	399,756.60
300-CAPITAL EQUIPMENT	142,108.48	-	-	328,008.98	-	(185,900.50)
301-CAPITAL PROJECTS FUND	2,124,307.12	876,763.58	-	2,728,924.02	-	272,146.68
305-RIVERBOAT FOUND CAP PROJ	-	361,013.77	-	361,013.77	-	-
308-INDUSTRIAL DEVELOPMENT	299,670.29	131,395.29	-	21,648.71	-	409,416.87
309-MUNICIPAL BUILDING	1,443,871.94	118,223.48	-	466,903.35	-	1,095,192.07
310-WELLNESS PARK	398,324.05	325,684.88	-	-	-	724,008.93
311-SIDEWALK REPAIR & REPLACE	45,361.60	30,000.00	-	66,076.36	-	9,285.24
312-TREE REMOVAL & REPLACE	62,663.34	-	-	32,140.00	-	30,523.34
510-MUNICIPAL BAND	3,363.16	-	-	-	-	3,363.16
520-DOG PARK	4,899.95	199.15	-	520.00	-	4,579.10
530-TREE COMMITTEE	13,843.88	4,140.00	-	12,578.30	-	5,405.58
540-POLICE FORFEITURE	2,160.99	-	-	-	-	2,160.99
541-K-9 PROGRAM	3,985.70	600.00	-	1,650.17	-	2,935.53
545-SAFETY FUND	2,475.50	-	-	-	-	2,475.50
550-PARK GIFT	43,809.97	3,756.28	-	2,632.82	-	44,933.43
570-LIBRARY GIFT	337,893.03	18,550.78	-	6,458.10	-	349,985.71
580-CEMETERY GIFT	10,993.00	-	-	-	-	10,993.00
590-CABLE COMMISSION	10,761.14	-	-	-	-	10,761.14
600-WATER UTILITY	692,482.31	841,186.18	-	1,027,672.31	-	505,996.18
601-WATER DEPOSIT FUND	26,830.00	12,450.00	-	11,550.00	-	27,730.00
602-WATER SINKING	-	38,319.77	-	38,319.77	-	-
603-WATER CAPITAL PROJECTS	-	311,213.35	-	365,620.54	-	(54,407.19)
610-SANITARY SEWER	843,146.97	1,114,740.58	-	950,893.09	-	1,006,994.46
612-SEWER SINKING	-	218,535.00	-	218,535.00	-	-
613-SEWER CAPITAL PROJECTS	346,219.50	398,435.85	-	844,840.84	-	(100,185.49)
670-SANITATION	139,865.38	493,346.97	-	507,090.65	-	126,121.70
950-SELF INSURANCE	265,746.61	55,650.36	-	40,962.87	-	280,434.10
951-UNEMPLOYMENT SELF INS	50,228.60	10,612.88	-	719.00	-	60,122.48
TOTAL BALANCE	9,823,143.63	10,302,960.83	-	12,238,561.42	-	7,887,543.04

Cash in Bank - Pooled Cash

		Interest Rate
Wash St. Bank - Operating Account	603,935.22 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Investment in IPAIT (PLUS 3 CDS)	2,297,537.71	1.34%
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TOTAL CASH IN BANK	7,887,543.04	

(1) Washington State Bank	682,139.77
Outstanding Deposits & Checks/Wages payable	(78,204.55)
	603,935.22

Washington Free Public Library

Board of Trustees

Regular Meeting Minutes- December 19, 2019

Call to Order: at 10:00 a.m. by President Mike Kramme with members Mindy Graham, Harold Frakes, Margi Jarrard, Carol Ray, Isabella Santoro, Rick Hofer, Bryna Walker, ex-officio, and guest Allie Paarsmith, Adult Services Librarian, in attendance.

Approval of Minutes: Frakes moved to approve the minutes, seconded by Ray. The motion was carried.

Approval of Expenditures: Walker noted that the monthly fee of \$421.43 for KCTC covers telephone and internet. There will be some reimbursement because of our free and reduced lunch rate of 70%. Ray moved to approve the expenditures. Graham seconded, and the motion was approved.

Budget Report: Walker said that at 41% of the year gone, 43.8% has been spent. Areas that are over are part time wages at 70.2%, workman's comp at 71.41% and office supplies at 63.07%. Deposits include \$120 gift fund, \$80 fines, \$3,492.69 direct state aid reimbursement, and \$1,633.83 ILL reimbursement. Ray moved to accept the report. Hofer seconded it, and the motion was approved.

Old Business: a. Use of Collection Policy Review: Walker said that she will be looking at the fine free policies in July of 2020.

b. Saturday Hour Tracking Chart/Saturday Hours: A survey chart of Saturday hours was presented. The hours at present time are 8:00 a.m.-1:00 p.m. Walker said there is more traffic during the 12:00-1:00 p.m. time. She shared data from other libraries of similar size concerning their Saturday hours. After discussion, Graham moved to change the Saturday hours to 10:00 a.m.- 2:00 p.m. Jarrard seconded. The motion was approved.

New Business: a. "At the Library": The Board will contribute an article to the "At the Library" news column detailing why the library is important and why they chose to serve. It will include brief biographies of the members. Walker asked that they bring them to the January 23 meeting.

b. Annual Survey Review: The annual survey report for FY2019 was shared. Walker highlighted FY19 circulation and user statistics. There was a 13% decrease in number of physical volumes owned due to weeding in the adult and children sections. There was a 7% increase in physical and downloadable volumes. Many areas showed increased circulation. Revenues showed the city of Washington allocation of \$307,315 and County funds of \$61,105. Other revenues include \$7,146 fines/copies/fees, \$5,982 state income from the State Library of Iowa, \$9,839 from contracting cities (Ainsworth and Brighton), \$32,000 from grants, and \$7,212 from memorials and gifts. Ray moved to approve the report, seconded by Santoro. The motion was approved.

c. Resignation Request Approval for Adult Services Librarian: Allie Paarsmith, Adult Services Librarian, submitted her resignation, effective January 4, 2019. She has accepted a directorship position at the West Liberty Library. Walker talked about making some changes in structuring the position. She will be posting the position immediately. Interviews will be conducted in January. Frakes moved to accept the resignation. Hofer seconded, and the motion was approved.

d. Request to close the library early on New Year's Eve: Hofer moved to close the library at 5:00 p.m. on New Year's Eve. Graham seconded it. The motion was approved.

e. Approval of light installation (back of library and stairwell): A quote from Marie Electric for approximately \$600 was submitted for approval. Ray moved to accept the quote, seconded by Hofer. The motion was approved.

f. Biblionix ILS quote approval for FY21 budget: Walker suggested that the Biblionix system replace Alexandria, the current system. She said that Alexandria is designed as one for schools and hasn't been a good fit for the library. The fee is \$4,200 for FY2020 due to set up costs, and \$2,700 in the following years. Jarrard moved to make the change to Biblionix. Santoro seconded it, and the motion was approved.

Informational items: There was some discussion about students who are currently suspended from school, spending their days at the library without supervision. Walker has talked to the school about this and will continue to try and get this resolved by meeting with the school administration. There was also discussion about how the city maintenance position would be structured and overseen.

Announcements: Ray announced that two more paintings had been purchased by the art committee.

Adjournment: The next meeting will be Thursday, January 23, 2020, at 10:00 p.m. The meeting was adjourned at 11:18 a.m.

Respectfully submitted: Margi Jarrard, secretary

*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

January 17, 2020

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

From: Brent Hinson
City Administrator

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

Re: EMS First Responder (QRS) Study Committee Update

Since its establishment by the Council on December 17, 2019, the study committee has met twice. The committee includes: Mayor Rosien, Councilor Pettit-Majewski, City Administrator Hinson, Police Chief Lester, Fire Chief Wide, and Kelly Williams from the WFD. I am writing to provide an update on activities for the full Council for your discussion & direction as needed.

Based on our examination to this point and consultation with the Iowa Department of Public Health (IDPH), the regulatory agency for EMS providers, we believe that a "Conditional EMT" service will be the best fit for Washington. We would ensure that everyone is trained to an Emergency Medical Responder (EMR) level, but any people with the higher Emergency Medical Technician (EMT) certification would be able to perform EMT functions. The difference between gaining EMR certification and EMT certification is about 100 hours of training, and we believe that the EMR level will be appropriate for the type of responses that we are likely to provide.

Chief Lester is working to get his EMS trainer certification renewed, and we are hoping to be able to set up a class in Washington for those that may be interested this spring. We believe there are 8-9 current firefighters that would be interested in gaining EMR certification and being part of the new service, and 3 members are currently EMTs. We would also seek volunteers from outside of the department. The overall goal would be to get at least 12 members that regularly respond to calls, which seems to be about the appropriate staffing level from speaking with other services.

Next steps for the committee include meeting and speaking with similar services in Washington County and in other areas of the state to determine best practices for policies & procedures, as well as equipment and supplies. IDPH will also be providing us with some sample policies & procedures. We have gathered call data from Washington County Ambulance and IDPH and will continue to work on analyzing this to determine appropriate volunteer staffing levels.

We are hoping to have our membership determined and training conducted by late spring, with the hope of gaining IDPH certification to begin offering service July 1. The FY21 proposed budget will include around \$30,000 for EMS service expenses, and we also propose \$30,000 in budget authorization for the current fiscal year to cover training, equipment, and supply expenses. Further, the Fire Department has requested an SUV in the FY21 budget that we would also utilize as our EMS vehicle.

Thanks,
Brent

*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

January 17, 2020

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

From: Brent Hinson
City Administrator

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

Re: Capital Improvements Plan (CIP) Update- Ratify Change of Hearing Date

At the last meeting, the Council approved setting the hearing on the CIP update for the January 21 meeting. Unfortunately, we had a publication issue with the hearing notice, and we now need to move the hearing to the January 28 budget session, which will be held at the Nicola-Stoufer Room of the Library. We are asking the Council to ratify this change of date and location.

*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

January 17, 2020

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

From: Brent Hinson
City Administrator 

Re: Terracon Environmental & Inspection Services Agreements

As part of our due diligence for the Whitesell property, we are asking the Council to approve agreements with Terracon for environmental and roof inspection services. We expect to be able to recoup all of these costs at a later date through an agreement with WEDG.



January 14, 2020

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

Attn: Mr. Brent Hinson, City Administrator
P: 319-653-6584
E: bhinson@washingtونيowa.gov



RE: Proposal for Environmental Consulting Services
915 East Tyler Street
Washington, Iowa 52353
Terracon Proposal No. P06207001

Dear Mr. Hinson:

It was a pleasure to meet with you and Mr. David Collins of the Washington Economic Development Group on January 10, 2020. Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to the City of Washington, Iowa (the City) to complete a Phase I Environmental Site Assessment (ESA) and a limited asbestos survey at the above-referenced site. Terracon understands that the City has entered into an agreement to acquire the site (Parcel ID 112028006) from the Nlw Holdings, L.L.C. (owner). We understand that the tenant, Whitesell Group, is moving operations to a different location. Terracon further understands that a local entity may be interested in leasing the building. Furthermore, the City has plans to develop the vacant 6.72-acre eastern portion of the site for use as medium density residential.

As mentioned, the Terracon Cedar Rapids, Iowa office has extensive project experience with similar investigation and survey activities. Terracon is an industry leader and completes more than 8,000 ESAs per year. Additionally, we are currently ranked by Engineering News Record as #1 in asbestos design. Our diverse project experiences coupled with our knowledge and understanding of applicable regulations will ensure that this unique project gets started on the right track.

We also understand that the City is interested in completing a roofing evaluation on the structure. Terracon will deliver a separate scope of services for a roof evaluation by a registered roofing consultant under separate cover.

If this proposal meets with your approval, work may be initiated by returning a fully executed copy of the attached Agreement for Services and User Questionnaire attached to this proposal to dan.green@terracon.com.

Terracon Consultants, Inc. 2640 12th Street SW Cedar Rapids, Iowa 52404
P [319] 366-8321 F [319] 366-0032 terracon.com

4.0 SCOPE LIMITATIONS AND PROJECT UNDERSTANDINGS

- The fee is valid for 90 days from the date of this proposal; the fees are based on the assumptions, information gathered, and conditions provided at the time of this proposal.
- Terracon’s staff will require legal access to all areas of the buildings during normal business hours in order to conduct the survey.
- The findings and conclusions presented in the final report will be based on the site’s current utilization, the anticipated future use of the site, and the information collected as discussed in this proposal.
- Terracon will make reasonable efforts to locate and sample regulated building materials including asbestos. However, some materials may be inaccessible or hidden and not discovered until renovation/demolition activities begin.
- The reports are not intended for use as a bidding document. Consultants and contractors reviewing the reports must draw their own conclusions regarding the need for further investigation, remediation, and quantities.
- This scope does not include time for conference calls or meetings regarding anticipated scope of work, aerial lift rental, or other laboratory analyses presented herein.
- Terracon does not warrant the work of regulatory agencies, laboratories, or other third parties supplying information used in the report.

Any restrictions, special access requirements or known environmental conditions at the building (i.e., hazardous materials or processes, specialized protective equipment requirements, unsound structural members, etc.) shall also be communicated to Terracon prior to site mobilization.

5.0 COMPENSATION

Our estimated fees are presented below:

Task	Estimated Fee
Phase I ESA consistent with ASTM E1527-13	\$2,750
Chain of title/environmental lien search is not included in this fee.	Lump Sum
Limited Asbestos Survey	\$15,500
Includes the collection and analysis of up to 375 bulk material samples by PLM with standard turn-around; up to 20 400-point count samples; sampling supplies; travel/mobilization, per diem, report preparation, and associated project management.	Time and materials

January 17, 2020

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

Attn: Mr. Brent Hinson, City Administrator
P: 319-653-6584
E: bhinson@washingtونيowa.gov

RE: Supplemental Proposal for Roof Evaluation
915 East Tyler Street
Washington, Iowa 52353
Terracon Proposal No. PF1206005



Dear Mr. Hinson:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to the City of Washington, Iowa (City) for the above-referenced project.

A. PROJECT INFORMATION

The City has requested a roof evaluation be performed for the existing roofs located at 915 East Tyler Street, Washington, Iowa. The primary purpose of the evaluation is to provide our professional opinion of the condition of the current roof membrane/flashings for the low-slope roofs. This review will be performed in conjunction with the Terracon Cedar Rapids staff's limited asbestos survey.

B. BACKGROUND INFORMATION

The site is developed with an approximately 204,000 square-foot (SF), single-story industrial structure, constructed in 1958, with several additions in 1958, 1968, 1973, 1976, and 1977. The building includes offices, a small basement space, manufacturing space, three cold storage areas, and a boiler room. The site building currently houses the Whitesell Group, which is in the process of moving operations to another location.

Terracon's understanding of the roof systems are described below.

- Terracon understands the roof to be a ballasted ethylene propylene diene monomer (EPDM) rubber membrane roof. A review of roofing specifications reviewed during the walkthrough by the Cedar Rapid's staff indicates asbestos is potentially in the roofing materials.
- The southwest quarter section of the manufacturing area roof was replaced due to storm damage.
- The cold storage area is constructed with a pitched metal roof.

Terracon Consultants, Inc. 600 SW Seventh Street Des Moines, Iowa 50309
P [515] 244 3184 F [515] 244 5249 terracon.com

C. SCOPE OF SERVICES

A Senior Engineer and Registered Roof Consultant (RRC) with Terracon will perform a visual field evaluation for the subject low-slope roof areas on the entire building and prepare a written report. We have assumed access to the roof is via a wall-mounted ladder and roof hatch found in the boiler room. The RRC will also visit with any staff familiar with the building history to review locations of previous and/or existing leaks, as well as any other issues related to the roof areas assessed.

Terracon requests that if any construction plans are available, we have access to these documents for our review. Our fee and scope of services include costs for a roofing sub-contractor to make core cuts (penetrations through the roofing matrix) and patching of the existing roof system. The core cuts will be performed in conjunction with the limited asbestos survey, to the extent feasible. The City and the Whitesell Group must agree to defend and hold Terracon harmless from subsequent liability and damages that may result from sampling the roofing materials.

After we obtain and evaluate the field information; a written report will be submitted to provide a summary of our observations, deficiencies observed, conversations, research, and photographs. We will provide our professional opinion of the life expectancy for the roofs based on the information collected and also our opinion of the general condition of the roof membrane and flashings, and if the roofs need repairs or replacement.

D. SCHEDULE

We will proceed with our services to the City only upon acceptance of the attached supplemental agreement. We anticipate performing the field evaluation concurrently with the asbestos investigation services (weather and snow cover dependent). The report will be issued approximately 15 business days following the field evaluation services.

E. COMPENSATION

Service	Lump Sum Fee
Roof Evaluation & Report	\$5,000

Additional services requested by the City and not addressed in the above Scope of Work will be billed on a Time & Expense basis in accordance with our most current schedule of fees, which is available upon request.

Should it be necessary to expand our services beyond those outlined in this proposal, we will notify you, then send a supplemental proposal stating the additional services, the rationale for such services, and fee. We will not proceed without your authorization, as evidenced by your signature on the attached Agreement for Services.

*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

January 17, 2020

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

From: Brent Hinson
City Administrator

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

Re: City Hall/Police Project, Architect Assistance with Furnishings

We are proposing to have Farnsworth assist us with the selection and procurement of the furnishings for the City Hall/Police facility. We have budgeted \$100,000 for furnishings. We would expect the architect's fee to come out of these expenses, so this contract amendment would not be expected to create an increase to the overall budget.



AIA[®]

Document G802™ – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
Washington City Hall & Police Station
215 East Washington Street
Washington, Iowa 52353

AGREEMENT INFORMATION:
Date: October 22, 2018

AMENDMENT INFORMATION:
Amendment Number: 001
Date: January 16, 2020

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

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

The Owner and Architect amend the Agreement as follows:

Proceed with Furniture Design as described in the original agreement, §4.1.1.28 as an additional service. Work to include design/selection of basis-of-design furniture, preparing documentation, identifying 3 - 5 vendors to solicit proposals for the furniture package, finish selection, and installation verification.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:
Additional fixed fee of \$8,000.00

Schedule Adjustment:
Anticipated completion of furniture package work is October 31, 2020.

SIGNATURES:

Farnsworth Group, Inc. formerly
Design Alliance, Inc.

ARCHITECT *(Firm name)*

SIGNATURE

Kristofer J. Orth, Principal
PRINTED NAME AND TITLE

01/16/2020
DATE

City of Washington, Iowa

OWNER *(Firm name)*

SIGNATURE

Jaron Rosien, Mayor
PRINTED NAME AND TITLE

DATE

*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

January 17, 2020

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

From: Brent Hinson 
City Administrator

Re: 2020 G.O. Bonds- Ahlers Engagement Agreement & Resolutions Setting Hearings

Attached is an engagement agreement with Ahlers & Cooney, P.C, the City's bond counsel. They will be providing the legal advice and proceedings for the issuance of the bonds.

Also attached are resolutions setting the hearings for the two bond issuances. As stated at the last meeting, we are planning to split the bond issuance into an approximately \$4.6 million non-taxable issuance and an approximately \$500,000 taxable issuance. The Bell land purchase is not tax-exempt because it is our intent to divide and re-sell the land.

For your information, I have also attached an overall issuance schedule from PFM.



Ahlers & Cooney, P.C.
Attorneys at Law

100 Court Avenue, Suite 600
Des Moines, Iowa 50309-2231
Phone: 515-243-7611
Fax: 515-243-2149
www.ahlerslaw.com

Jason L. Comisky
515.246.0337
jcomisky@ahlerslaw.com

January 15, 2020

Via E-mail and Overnight Delivery

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

RE: City of Washington, Iowa -- Bond Counsel Engagement Agreement
Not to Exceed \$5,380,000 General Obligation Capital Loan Notes

Dear Mayor and City Council:

The purpose of this Engagement Agreement (the "Agreement") is to disclose and memorialize the terms and conditions under which services will be rendered by Ahlers & Cooney, P.C. as bond counsel to the City of Washington, Iowa (the "City" or "Issuer") in connection with the above-referenced issuance (the "Notes"). While additional members of our firm may be involved in representing the Issuer on other matters unrelated to the Notes, this Agreement relates to the agreed-upon scope of bond counsel services described herein (the "Services").

A. SCOPE OF SERVICES -- *Bond Counsel*

As Bond Counsel, we will represent the City and cooperate with the following persons and firms: the underwriters or other purchasers who purchase the Notes from the City (all of whom are referred to as the ("Note Purchasers")), counsel for the Note Purchasers, the Municipal Advisor, trustee, paying agent and bond registrar and their designated counsel (you and all of the foregoing persons or firms collectively, the "Participants"). We intend to undertake each of the following as are necessary:

1. Review relevant Iowa law, including pending legislation and other recent developments, relating to the legal status and powers of the City or otherwise relating to the issuance of the Notes.
2. Obtain information about the Note transaction and the nature of use of the facilities or purposes to be financed (the "Project").
3. Review the proposed timetable and consult with the Participants as to the issuance of the Notes in accordance with the timetable.
4. Consider issues arising under the Internal Revenue Code of 1986, as amended, and applicable tax regulations and other sources of law relating to the issuance of the Notes on a tax-exempt basis; these issues include, without limitation, ownership and use of the project, use and investment of Note proceeds prior to expenditure and security provisions or credit enhancement relating to the Notes.

the covenants relating to the continuing compliance with the federal tax requirements. Accordingly, we want you to ask questions about anything in the documents that is unclear.

6. As noted, the members of the governing body of the City also have duties under the State and Federal Securities and tax laws with respect to these matters and should be knowledgeable as to the underlying factual basis for the bond issue size, use of proceeds and related matters.

D. FEES

It is our practice to bill our fees as Bond Counsel on a transactional basis instead of hourly. Factors which affect our billing include: (a) the amount of the issuance; (b) an estimate of the time necessary to do the work; (c) the complexity of the issue (number of parties, timetable, type of financing, legal issues and so forth); (d) recognition of the partially contingent nature of our fee, since it is customary that in the case no financing is ever completed, we render a greatly reduced statement of charges; and (e) a recognition that we carry the time for services rendered on our books until a financing is completed, rather than billing monthly or quarterly.

We estimate that our fee for Bond Counsel services will not exceed \$13,500. If, at any time, we believe that circumstances require an adjustment of our original fee estimate(s), we will advise you of such requirement. Such adjustment might be necessary in the event: (a) the principal amount of Notes actually issued differs significantly from the amount anticipated at the time we initially estimated our fee(s); (b) material changes in the structure or schedule of the financing occur; or (c) unusual or unforeseen circumstances arise which require a significant increase or decrease in our time or responsibility, such as personal attendance at meetings, significant travel, or unexpected revision of the issuance documents at the request of the Issuer, any agent acting on your behalf (such as a financial advisor), the purchaser, a bond insurer, other counsel providing services with respect to issuance of a particular issuance of obligations.

In addition to our flat fees, we will charge for any incidental costs (copies, overnight charges, bond printing, travel reimbursement, deliveries, etc.), at actual costs incurred. We estimate that such charges will not exceed \$750. We will contact you prior to incurring expenses that exceed this amount.

The delivery of written advice, or opinions beyond the Bond Opinion, to third parties at the request of the Issuer with respect to a series of Notes shall be subject to a separate opinion charge in an amount established at the time of the request.

Billing Matters:

We will submit a summary invoice for the professional services described herein after Closing. In the event of a substantial delay in completing the financing, we reserve the right to present an interim statement for payment. Unless other arrangements have been agreed upon in advance, we anticipate our statements to be paid in full within thirty (30) days of receipt.

If, for any reason, the financing represented by an issue of Notes is not consummated or is completed without the delivery of our Bond Opinion, or our services are otherwise terminated, we will expect to be compensated at our normal hourly rates¹, plus incidental costs, as described above (not to exceed the fee we would have received if we had rendered our Bond Opinion).

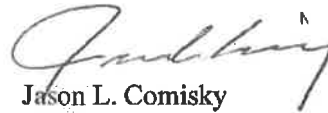
1. The firm reviews hourly rates on an annual basis, and reserves the right to implement rate adjustments. If implemented in any particular year, adjustments generally become effective on January 1. Accordingly, our work on this matter will be billed at the hourly rate in effect at the time services are performed. Our current (2020) hourly rates are as follows:

- a. Attorneys: \$200-\$355/hour (for reference purposes, the undersigned's hourly rate as of 1/1/20 is \$295/hour).
- b. Legal Assistants: \$120/hour.

Please carefully review the terms and conditions of this Agreement. *If the above correctly reflects our mutual understanding, please so indicate by returning a signed and dated copy of this Agreement, retaining an original for your file as well.*

If you have questions regarding any aspect of the above or our representation as Bond Counsel, please do not hesitate to contact me.

Very truly yours,



Jason L. Comisky
FOR THE FIRM

JLC:ks

Accepted:
City of Washington, Iowa

By: _____ Date: _____

*Approved by action of the governing body on _____, 2020.

Council Member _____ introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$4,830,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF WASHINGTON, STATE OF IOWA (FOR ESSENTIAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Council Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$4,830,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF WASHINGTON, STATE OF IOWA (FOR ESSENTIAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, it is deemed necessary and advisable that the City of Washington, State of Iowa, should provide for the authorization of a Loan Agreement and issuance of General Obligation Capital Loan Notes, to the amount of not to exceed \$4,830,000, as authorized by Sections 384.24A and 384.25, of the Code of Iowa, for the purpose of providing funds to pay costs of carrying out essential corporate purpose projects as hereinafter described; and

WHEREAS, the Loan Agreement and Notes shall be payable from the Debt Service Fund; and

WHEREAS, before a Loan Agreement may be authorized and General Obligation Capital Loan Notes, issued to evidence the obligation of the City thereunder, it is necessary to comply with the provisions of the Code of Iowa, as amended, and to publish a notice of the proposal and of the time and place of the meeting at which the Council proposes to take action for the authorization of the Loan Agreement and Notes and to receive oral and/or written objections from any resident or property owner of the City to such action.

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

Section 1. That this Council meet in the Fire Department Training Room, 215 E. Washington Street, Washington, Iowa, at _____ .M., on the 18th day of February, 2020, for the purpose of taking action on the matter of the authorization of a Loan Agreement and issuance of not to exceed \$4,830,000 General Obligation Capital Loan Notes, for essential corporate purposes, the proceeds of which notes will be used to provide funds to pay the costs of:

a) the construction, reconstruction, and repairing of any street improvements; the acquisition, installation, and repair of traffic control devices; and the acquisition of real estate needed for any of the foregoing purposes;

b) the acquisition, construction, improvement, and installation of street lighting fixtures, connections, and facilities;

c) the construction, reconstruction, and repair of sidewalks and the acquisition of real estate needed for such purposes;

d) the acquisition, construction, reconstruction, extension, improvement, and equipping of works and facilities useful for the collection, treatment, and disposal of sewage in a sanitary manner and for the collection and disposal of surface waters and streams;

e) the equipping of fire, police, sanitation, and street departments;

f) the acquisition, construction, reconstruction, improvement, repair, and equipping of water mains and extensions, and real and personal property, useful for providing potable water

including street, storm sewer, sanitary sewer, water main improvements at North 4th; acquisition and equipping of tanker truck for fire department; acquisition and equipping of street sweeper for street department; acquisition and equipping of police vehicles; equipping fire department with EMS quick responder equipment, equipping sanitation department with garbage and recycling bins; East Adams – 9th to 15th paving improvements; and South and North Avenue E paving improvements.

Section 2. To the extent any of the projects or activities described in this resolution may be reasonably construed to be included in more than one classification under Division III of Chapter 384 of the Code of Iowa, the Council hereby elects the "essential corporate purpose" classification and procedure with respect to each such project or activity, pursuant to Section 384.28 of the Code of Iowa.

Section 3. The Clerk is authorized and directed to proceed on behalf of the City with the negotiation of terms of a Loan Agreement and the issuance of General Obligation Capital Loan Notes, evidencing the City's obligations to a principal amount of not to exceed \$4,830,000, to select a date for the final approval thereof, to cause to be prepared such notice and sale information as may appear appropriate, to publish and distribute the same on behalf of the City

and this Council and otherwise to take all action necessary to permit the completion of a loan on a basis favorable to the City and acceptable to the Council.

Section 4. That the Clerk is hereby directed to cause at least one publication to be made of a notice of the meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the City. The publication to be not less than four clear days nor more than twenty days before the date of the public meeting on the issuance of the Notes.

Section 5. The notice of the proposed action to issue notes shall be in substantially the following form:

(To be published between January 29, 2020 and February 7, 2020)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE CITY OF WASHINGTON, STATE OF IOWA, ON THE MATTER OF THE PROPOSED AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$4,830,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY (FOR ESSENTIAL CORPORATE PURPOSES), AND THE HEARING ON THE ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Washington, State of Iowa, will hold a public hearing on the 18th day of February, 2020, at _____ .M., in the Fire Department Training Room, 215 E. Washington Street, Washington, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$4,830,000 General Obligation Capital Loan Notes, for essential corporate purposes, to provide funds to pay the costs of:

a) the construction, reconstruction, and repairing of any street improvements; the acquisition, installation, and repair of traffic control devices; and the acquisition of real estate needed for any of the foregoing purposes;

b) the acquisition, construction, improvement, and installation of street lighting fixtures, connections, and facilities;

c) the construction, reconstruction, and repair of sidewalks and the acquisition of real estate needed for such purposes;

d) the acquisition, construction, reconstruction, extension, improvement, and equipping of works and facilities useful for the collection, treatment, and disposal of sewage in a sanitary manner and for the collection and disposal of surface waters and streams;

e) the equipping of fire, police, sanitation, and street departments;

f) the acquisition, construction, reconstruction, improvement, repair, and equipping of water mains and extensions, and real and personal property, useful for providing potable water

including street, storm sewer, sanitary sewer, water main improvements at North 4th; acquisition and equipping of tanker truck for fire department; acquisition and equipping of street sweeper for street department; acquisition and equipping of police vehicles; equipping fire department with EMS quick responder equipment, equipping sanitation department with garbage and recycling bins; East Adams – 9th to 15th paving improvements; and South and North Avenue E paving improvements.

Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Washington, State of Iowa, as provided by Sections 384.24A and 384.25 of the Code of Iowa.

Dated this _____ day of _____, 2020.

City Clerk, City of Washington, State of Iowa

(End of Notice)

PASSED AND APPROVED this 21st day of January, 2020.

Mayor

ATTEST:

City Clerk

Council Member _____ introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$550,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF WASHINGTON, STATE OF IOWA (FOR GENERAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Council Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$550,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF WASHINGTON, STATE OF IOWA (FOR GENERAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, it is deemed necessary and advisable that the City of Washington, State of Iowa, should provide for the authorization of a Loan Agreement and issuance of General Obligation Capital Loan Notes, to the amount of not to exceed \$550,000, as authorized by Sections 384.24A and 384.26, of the Code of Iowa, for the purpose of providing funds to pay costs of carrying out general corporate purpose projects as hereinafter described; and

WHEREAS, the Loan Agreement and Notes shall be payable from the Debt Service Fund; and

WHEREAS, the Issuer has a population of more than 5,000 but not more than 75,000, and the Notes for these purposes do not exceed \$700,000; and

WHEREAS, before a Loan Agreement may be authorized and General Obligation Capital Loan Notes, issued to evidence the obligation of the City thereunder, it is necessary to comply with the provisions of the Code of Iowa, as amended, and to publish a notice of the proposal and of the time and place of the meeting at which the Council proposes to take action for the authorization of the Loan Agreement and Notes and to receive oral and/or written objections from any resident or property owner of the City to such action; and

WHEREAS, before the Notes may be issued, it is necessary to comply with the provisions of Chapter 384 of the Code of Iowa, and to publish a notice of the proposal to issue such Notes and the right to petition for an election.

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

Section 1. That this Council meet in the Fire Department Training Room, 215 E. Washington Street, Washington, Iowa, at _____ .M., on the 18th day of February, 2020, for the purpose of taking action on the matter of the authorization of a Loan Agreement and issuance of not to exceed \$550,000 General Obligation Capital Loan Notes, for general corporate purposes, the proceeds of which notes will be used to provide funds to pay the costs of any other purpose which is necessary for the operation of the city or the health and welfare of its citizens including acquisition of land and related costs for future residential development and shall bear interest at a rate not exceeding the maximum specified in the attached notice.

Section 2. The Clerk is authorized and directed to proceed on behalf of the City with the negotiation of terms of a Loan Agreement and the issuance of General Obligation Capital Loan Notes, evidencing the City's obligations to a principal amount of not to exceed \$550,000, to select a date for the final approval thereof, to cause to be prepared such notice and sale information as may appear appropriate, to publish and distribute the same on behalf of the City and this Council and otherwise to take all action necessary to permit the completion of a loan on a basis favorable to the City and acceptable to the Council.

Section 3. That the Clerk is hereby directed to cause at least one publication to be made of a notice of the meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the City. The publication to be not less than ten clear days nor more than twenty days before the date of the public meeting on the issuance of the Notes.

Section 4. The notice of the proposed action to issue notes shall be in substantially the following form:

(To be published between January 29, 2020 and February 7, 2020)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE CITY OF WASHINGTON, STATE OF IOWA, ON THE MATTER OF THE PROPOSED AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$550,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY (FOR GENERAL CORPORATE PURPOSES), AND THE HEARING ON THE ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Washington, State of Iowa, will hold a public hearing on the 18th day of February, 2020, at _____ .M., in the Fire Department Training Room, 215 E. Washington Street, Washington, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$550,000 General Obligation Capital Loan Notes, for general corporate purposes, bearing interest at a rate of not to exceed nine (9%) per centum per annum, the Notes to be issued to provide funds to pay the costs of any other purpose which is necessary for the operation of the city or the health and welfare of its citizens including acquisition of land and related costs for future residential development. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

At any time before the date of the meeting, a petition, asking that the question of issuing such Notes be submitted to the legal voters of the City, may be filed with the Clerk of the City, including the drop box at City Hall during non-business hours, in the manner provided by Section 362.4 of the Code of Iowa, pursuant to the provisions of Sections 384.24A and 384.26 of the Code of Iowa.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Washington, State of Iowa, as provided by Sections 384.24A and 384.26 of the Code of Iowa.

Dated this _____ day of _____, 2020.

City Clerk, City of Washington, State of Iowa

(End of Notice)

PASSED AND APPROVED this 21st day of January, 2020.

Mayor

ATTEST:

City Clerk



City of Washington, Iowa Series 2020AB Financing Schedule of Events

<u>Date</u>	<u>Action Item</u>	<u>Responsible Party</u>
December 2019	<ul style="list-style-type: none"> Finalize debt schedule for Series 2020AB Notes Review/edit timeline and issue sale details 	City, PFM
January 2020	<ul style="list-style-type: none"> Estimated release of January 1, 2019 for FY 2020-21 assessed and taxable valuations 	County
January 17, 2020	<ul style="list-style-type: none"> Finish compilation of POS and begin review 	PFM
January 21, 2020 (Council meeting)	<ul style="list-style-type: none"> Adopt resolution fixing date for public hearing for essential and general corporate purpose notes for February 18, 2020 	City, Ahlers
January 27, 2020	<ul style="list-style-type: none"> Send POS to City and Ahlers for review 	PFM
Not later than February 7, 2020	<ul style="list-style-type: none"> Publish notice fixing public hearing in "Evening Journal" <ul style="list-style-type: none"> \$4,830,000 essential corporate purpose \$550,000 general corporate purpose 	City
February 11, 2020	<ul style="list-style-type: none"> Send final preliminary official statement to City for City Council review and for inclusion in City Council packets 	PFM
February 14, 2020	<ul style="list-style-type: none"> Credit presentation with S&P at 1:00 PM CST 	City, PFM
February 18, 2020 (Council meeting)	<ul style="list-style-type: none"> Hold public hearing for essential and general corporate purpose notes Adopt resolution instituting FY 2020-21 pre-levy of \$385,183 Adopt resolution instituting proceedings to take additional action on Series 2020AB Notes Adopt resolution approving electronic bidding procedures and preliminary official statement. 	City, Ahlers
February 24, 2020	<ul style="list-style-type: none"> Ratings released 	City, PFM
March 3, 2020 (Council meeting)	<ul style="list-style-type: none"> Receipt of bids for Series 2020AB Notes Adopt resolution directing sale for Series 2020AB Notes 	City, Ahlers, PFM
March 17, 2020 (Council meeting)	<ul style="list-style-type: none"> Adopt resolution appointing paying agent, note registrar and transfer agent; and authorizing and executing respective agreements Adopt resolution authorizing issuance Approval of continuing disclosure certificate and tax exemption certificate 	City, Ahlers
March 31, 2020	<ul style="list-style-type: none"> Close note sale and deliver funds Issue IRS Form 8038G 	City, PFM, Ahlers

*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

January 17, 2020

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

From: Brent Hinson
City Administrator

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

Re: FY21 Budget Max Levy Hearing

Under the procedures newly adopted by the Iowa Legislature and signed by the Governor this past session, we now have to have a “max levy hearing” in addition to our hearing prior to the formal adoption of the budget. Theoretically, if the proposed increase in the dollars levied is more than 2%, it takes a 2/3 supermajority of the Council to approve the resolution. However, since we have a 6-member Council, it always takes a 2/3 majority to pass any resolution. In any event, the proposed increase in dollars levied is only 0.32%. This is because we are proposing to continue our policy of keeping the levy the same, and we had a very small increase in taxable valuations for this budget.

This resolution would set the max levy hearing for our February 11 budget special meeting. The hearing and adoption of the final budget is expected to take place at our March 17 regular meeting.

RESOLUTION NO. _____

**A RESOLUTION SETTING A PUBLIC HEARING DATE RELATING TO THE
TOTAL MAXIMUM PROPERTY TAX DOLLARS PROPOSED TO BE LEVIED
IN THE FISCAL YEAR 2020-21 BUDGET**

WHEREAS, the State of Iowa has made changes to city budget procedures in an effort to provide additional transparency to the budget process and property tax levy changes; and

WHEREAS, this process requires an additional public notice, public hearing, and a resolution to approve the maximum amount of property tax dollars that may be levied for the next fiscal year; and

WHEREAS, the City staff have prepared a proposed annual budget for Fiscal Year 2020-21, and ask the Council consider action on the proposed levy amounts for the budget.

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

Section 1. A public hearing is hereby set on the total maximum property tax dollars for the FY21 budget on the 11th day of February, 2020 at 6:00 PM at the Fire Station Training Room, 215 East Washington Street, Washington, Iowa.

Section 2. The Clerk is hereby directed to publish the notice of said hearing in compliance with the attached notice and in accordance with approved publication procedures.

PASSED AND APPROVED this 21st day of January, 2020 by the following roll-call vote:

Ayes: _____

Nays: _____

Absent: _____

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

CITY NAME Washington	NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY Fiscal Year July 1, 2020 - June 30, 2021	CITY CODE 92-887
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The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 02/11/2020	Meeting Time: 6:00 AM	Meeting Location: Fire Department Training Room, 215 East Washington
------------------------------------	---------------------------------	--

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

City Web Site (if available): www.washingtoniowa.gov/city-government	City Telephone Number: 319-653-6584
--	---

Iowa Department of Management	Current Year Certified Property Tax 2019/2020	Budget Year Effective Property Tax 2020/2021**	Budget Year Proposed Maximum Property Tax 2020/2021	Annual % CHG
Regular Taxable Valuation 1	245,370,522	245,880,295	245,880,295	
Tax Levies:				
Regular General 2	\$1,987,501	\$1,987,501	\$1,991,630	
Contract for Use of Bridge 3	\$0	\$0		
Opr & Maint Publicly Owned Transit 4	\$0	\$0		
Rent, Ins. Maint. Of Non-Owned Civ. Ctr. 5	\$0	\$0		
Opr & Maint of City-Owned Civic Center 6	\$0	\$0		
Planning a Sanitary Disposal Project 7	\$0	\$0		
Liability, Property & Self-Insurance Costs 8	\$100,001	\$100,001	\$91,246	
Support of Local Emer. Mgmt. Commission 9	\$0	\$0		
Emergency 10	\$66,250	\$66,250	\$66,387	
Police & Fire Retirement 11	\$0	\$0		
FICA & IPERS 12	\$333,277	\$333,277	\$345,100	
Other Employee Benefits 13	\$371,999	\$371,999	\$373,942	
*Total 384.15A Maximum Tax Levy 14	\$2,859,028	\$2,859,028	\$2,868,305	0.32%
Calculated 384.15A Maximum Tax Rate 15	\$11.65188	\$11.62772	\$11.66546	

Explanation of significant increases in the budget:

N/A

If applicable, the above notice also available online at:

www.washingtoniowa.gov/city-government/administration

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

**Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year



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



Chief of Police Jim Lester
Lieutenant Lyle Hansen
Lieutenant Ron See

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

January 15, 2020

To: Mayor and City Council
Cc: City Administrator Brent Hinson

Ref.: Washington Police Department Policy Manual

As you are aware, prior to my appointment as Chief of Police, the City entered into an agreement with Lexipol for development of the Police Department's policy manual. This project was made possible through grant funds provided by ICAP.

Working with the Lexipol staff and input from the Mayor, City Administrator and Police Officers, we have completed the policy manual.

The ever-changing complexity of law enforcement operations makes it impossible to strictly outline an officer's action in every situation. The policy guidelines provided by Lexipol serve as best-practices and are current with updated case law.

As you can see by the enclosed Table of Contents, the policies cover a wide range of topics. If you have any questions or would like information on any particular policy, please do not hesitate to contact me.

I am requesting your approval in adopting the Washington Police Department Policy Manual.

Once adopted, officers will receive the policies electronically and Lexipol provides training based on these policies to each of the officers. The policies will be continually updated and maintained in accordance with our agreement with Lexipol.

Respectfully,

A blue ink signature of Jim Lester, Chief of Police.

Jim Lester
Chief of Police

Washington Police Department Policy Manual

Effective January 1, 2020

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*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

January 17, 2020

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

From: Brent Hinson
City Administrator

A blue ink signature of Brent Hinson, the City Administrator, is written over the text "City Administrator".

Re: Owner-Occupied Housing Rehabilitation Program- Final Payment for 725 W. Madison

We are asking for approval of a payment in the amount of \$14,850 to BW Construction of Washington. The work they completed on the house included: Window replacements, new siding & soffit, and new gutters & downspouts.

The grant amount will be secured by a 5-year lien on the home.

MEMORANDUM

DATE: January 15, 2020
TO: Brent Hinson, City of Washington
FROM: Mark Culver, Housing Specialist
RE: Contractor Payment Request

Enclosed please find the required paperwork to authorize contractor payment for the house at:

725 W. Madison Street, Washington, IA 52353 (Rios)

I approve the payment request in the amount of **\$14,850.00**

Please cut a check in the amount of \$14,850.00 and send to the Contractor.
BW Construction
1607 Highland Avenue
Washington, IA 52353

*** Please send me a copy of the check to the contractor.**

Thank you and as always, please let me know if you have any questions.



BW Construction
 1607 Highand Avenue
 Washington, IA 52353
 (319) 389-5172

Invoice

Date	Invoice #
1/13/2020	677

Bill To
Jose Rios 725 W. Madison St. Washington, IA 52353

Work Completed at

Terms

Item	Description	Quantity	Rate	Amount
Windows	Completion of installing Windows: 1 window on east side of home - We will remove existing window and install a new vinyl double hung window with jam, caulk and paint if needed.		450.00	450.00
Windows	Completion of installing Windows: 2nd Level 2 windows - We will remove existing windows and install new vinyl double hung windows with jam, caulk and paint if needed.		900.00	900.00
Windows	Completion of installing Windows: Kitchen windows, 2 single and 1 double window - We will remove existing windows and install a new vinyl double hung windows with jam, caulk and paint if needed.		1,800.00	1,800.00
Gutters	Completion of installing gutters Gutters: - We will remove existing gutters and downspouts. - We will install new white gutters and downspouts.		1,100.00	1,100.00

3193895172

bwconstructionllc@hotmail.com

www.bwconstructionandroofing.com

Total Invoice

Job Total Balance



BW Construction
 1607 Highand Avenue
 Washington, IA 52353
 (319) 389-5172

Invoice

Date	Invoice #
1/13/2020	677

Bill To
Jose Rios 725 W. Madison St. Washington, IA 52353

Work Completed at

Terms

Item	Description	Quantity	Rate	Amount
Siding	Completion of Vinyl Siding and Soffit: - We will remove existing siding on home. - We will wrap house with fanfold. - We will install new vinyl siding with all trim and accessories. - We will replace missing fascia cover on front of home. - We will install aluminum soffit and fascia cover on areas of back of house that need finished.		10,600.00	10,600.00

3193895172

bwconstructionllc@hotmail.com

www.bwconstructionandroofing.com

Total Invoice	\$14,850.00
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Job Total Balance	\$14,850.00
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All material is guaranteed to be as specified. All work to be completed in a worklike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are covered by Workman's

*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

January 17, 2020

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

From: Brent Hinson
City Administrator

Re: Disorderly House Ordinance- 3rd & Final Reading

I have attached a proposed version for 3rd reading, with the changes that were approved at the last meeting. These changes were to paragraph #4 of the text, and included adding the word "habitual" and requiring certified mail or personal service to a landlord rather than regular mail.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 40, PUBLIC PEACE,
OF THE CODE OF ORDINANCES OF WASHINGTON, IOWA**

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

SECTION 1. **Add Section.** A new Paragraph 40.06 is adopted as follows:

“40.06 DISORDERLY HOUSE.

1. Definition. For purposes of this section, the term “disorderly house” shall mean and include any building, house, enclosure, or place in or upon which occurs any of the following prohibited activities:
 - A. Disorderly conduct as defined in Section 40.03.
 - B. Any noise in violation of the provisions set forth in this or any other chapter of this Code of Ordinances.
 - C. The open storage, use, consumption, or distribution of a controlled substance as defined in Chapter 124 of the Code of Iowa, under which possession of such substance would be an offense.
 - D. Gambling in violation of Chapter 99B of the Code of Iowa.
 - E. Dispensing, selling, or consumption of an alcoholic beverage in violation of Chapter 123 of the Code of Iowa.
 - F. Acts of prostitution, pimping, or pandering as defined in Chapter 725 of the Code of Iowa.
 - G. Illegal use of fireworks that an individual, owner, lessee, renter, proprietor, or any other person with control of the real property allows, permits, hosts, consents to, or facilitates the use of.
2. Disorderly House Prohibited. No person (individual, owner, lessee, renter, proprietor, or any other person with control of the real property) shall knowingly keep, maintain, operate, or be concerned with keeping, maintaining or operating with the city a disorderly house; nor shall any person knowingly own or be interested as a proprietor or landlord of such a place.
3. Authority to Restore Order and Disperse; Failure to Disperse. Upon issuance of a citation for violation of this section, any peace officer of the city shall have the authority to restore order upon the subject premises, up to and including ordering the dispersal of persons from the subject premises. Any

person who fails or refuses to obey and abide by such an order shall be guilty of a violation of this section.

4. Notice Procedure for Landlords. In the event that the City has determined that a habitual Disorderly House is a residential rental property, the City shall give notice via certified mail or personal service to the Landlord to the address listed on its rental registration on file with the City. Said notice shall describe the condition that at the residential rental property which gives rise to a violation of this Section 40.06 and a notice that the failure to remedy the prohibited activity at the residential rental property may result in a violation of this Section 40.06. However, if the Landlord takes either of the following actions, the City shall not file a municipal infraction against the Landlord for violation of said Section 40.06:
 - A. Commenced procedures under Chapter 562A of the Code of Iowa to evict the tenant from the residential rental property; or
 - B. If a first offense against this particular tenant at the residential rental property, the Landlord provides to the City a plan to ensure that a recurrence of the violations will not continue at the residential rental property.

If the Landlord fails to take any action within thirty (30) days within the mailing of the notice described in this subparagraph 4, the City may file a municipal infraction citation against the Landlord for violation of said Section 40.06.

5. Appeals. A Landlord, within thirty (30) days of the mailing of the notice above, may file written notice of appeal to the City Clerk. The appeal will be heard in accordance with the appeal procedures outlined in Chapter 50 of this Code.
6. Penalty.
 - A. Any person violating the provisions of this Section shall be deemed guilty of a simple misdemeanor and conviction of such may impose punishment as outlined in Section 1.14 of this Code.
 - B. Any repeat violations of this Section 40.06 by a property owner or tenant may be considered a municipal infraction punishable as outlined in Chapter 4 of this Code.”

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

SECTION 3. **Effective Date.** This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Proposed Version for Final Adoption, 1/17/2020

Passed and approved this _____ day of _____, 2020.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: October 15, 2019
Approved on Second Reading: January 7, 2020
Approved on Third & Final Reading: _____

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

City Clerk

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE
CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 65.02
“SPECIAL STOPS REQUIRED”- SOUTH 15TH AVENUE**

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

SECTION 1. **Add Phrase.** Section 65.02, “Special Stops Required”, New Paragraph 257 “East Madison Street and South Fifteenth Avenue (eastbound stop).”

SECTION 2. **Add Phrase.** Section 65.02, “Special Stops Required”, New Paragraph 258 “South Fifteenth Avenue and East Adams Street (southbound stop).”

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

SECTION 4. **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 _____, 20__.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: December 17, 2019
Approved on Second Reading: January 7, 2020
Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 20__.

City Clerk