



AGENDA OF THE REGULAR SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IA
TO BE HELD IN THE
COUNCIL CHAMBERS
215 E. WASHINGTON STREET
AT 6:00 P.M., TUESDAY, July 6, 2021

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, July 6, 2021 to be approved as proposed or amended.

Consent:

1. Council Minutes Special Session June 29, 2021
2. G&R Miller Construction, West Buchanan Storm Sewer, \$18,915.00
3. WEDG, 2021 Portion of 2020-2022 Pledge Drive, \$30,000.00
4. Iowa League of Cities, Membership Dues, \$3,451.00
5. Simmering-Cory Iowa Codification, June 2021 Supplement Ordinances, \$329.00
6. Simmering-Cory Iowa Codification, CDBG Application, \$1,000.00
7. Garden & Associates, Prairie Ridge Subdivision Vacate Street Right of Way, \$228.00
8. Garden & Associates, General Engineering, \$655.92
9. Garden & Associates, Whitesell Survey & Subdivision, \$1,410.15
10. Garden & Associates, Buchanan Street Paving Project, \$1,340.34
11. Garden & Associates, Reconstruction of Adams Street, \$5,598.86
12. IMWCA, Work Comp Premium 21-22 Deposit, \$16,157.00
13. Kevin Olson, May and June Legal Services, \$2,090.38
14. Department Reports

Claims Report

- Claims for July 6, 2021

SPECIAL EVENT REQUEST

- Washington Public Library – Miss Iowa Reading in the Park July 13th

SPECIAL PRESENTATION

- Independent Retail & Small Business Month
- Mayoral Appointments – Hotel/Motel Tax Committee and Washington Public Library Board of Trustees

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

NEW BUSINESS

1. Discussion & Consideration of Releasing Demolition Reserve (1114 E. Washington St.)
(tabled 6/15/21)
2. Discussion & Consideration of a Resolution Awarding Bid (West Buchanan Paving & Reconstruction Project)
3. Discussion & Consideration of a Resolution Approving a Site Plan (Bazooka-Farmstar Expansion)
4. Kairon McClenan Dog Appeal Hearing
5. Discussion & Consideration of a Resolution Declaring an Official Intent Under Treasury Regulation 1.150-2 to Issue Debt to Reimburse the City for Certain Original Expenditures (2021 G.O. Bond Issuance)
6. Discussion & Consideration of Water Main Extension from Wellness Park to West 15th and Marion Avenue
7. Discussion & Consideration of Resolution Declining to Exercise Extraterritorial Jurisdiction – Fishback Property
8. Discussion & Consideration of Resolution Declining to Exercise Extraterritorial Jurisdiction – Wide Property
9. Discussion & Consideration of Resolution Declining to Exercise Extraterritorial Jurisdiction – Troyer Property
10. Discussion & Consideration of a Resolution Accepting the NLW Subdivision Plat 1 Construction Project as Completed
11. Discussion & Consideration of Second Reading of an Ordinance Amending Chapter 69 (North E No Parking)
12. Discussion & Consideration of Administrator Search Proposals
13. Discussion & Consideration of Resolution Setting Interim City Administrators

DEPARTMENTAL REPORT

Police Department

City Attorney

City Administrator

MAYOR & COUNCILPERSONS

Jaron Rosien, Mayor

Illa Earnest

Steven Gault

Elaine Moore

Danielle Pettit-Majewski

Fran Stigers

Millie Youngquist

ADJOURNMENT

Council Minutes 6-29-2021

The Council of the City of Washington, Iowa, met in Special Session in the Council Chambers, 215 East Washington Street on Tuesday, June 29, 2021 at 10:00 A.M. Mayor Rosien in the chair. On roll call present: Earnest, Gault, Moore, Stigers, and Youngquist. Absent: Pettit-Majewski

Motion by Gault, seconded by Youngquist, that the agenda for the Special Session to be held at 10:00 a.m., Tuesday, June 29, 2021 be approved as amended. Motion carried.

Consent:

1. Council Minutes June 15, 2021
2. UMB, General Obligation, Series 2016B, Fees, \$250.00
3. UMB, General Obligation, Series 2016C, Fees, \$250.00
4. UMB, General Obligation, Series 2015, Fees, \$250.00
5. UMB, General Obligation, Series 2016A, Fees, \$250.00
6. UMB, General Obligation, Series 2018A, Fees, \$250.00
7. UMB, General Obligation, Series 2018B, Fees, \$250.00
8. Corner Stop (DNP LLC), 100 E. Madison Street, Cigarettes/Tobacco/Alternative Nicotine Products/Vapor Products (**renewal**)

Motion by Youngquist, seconded by Stigers, to approve the Consent items 1-8. Motion carried.

Claims for June 29, 2021 were presented by Finance Director Kelsey Brown.

Motion by Stigers, seconded by Moore, to approve the claims for June 29, 2021. Motion carried.

No presentation from the public.

Justin Yarosevich of Simmering-Cory joined the council meeting via Zoom.

Mayor Rosien announced that now is the time for public hearing on a Community Development and Housing Needs Assessment.

No written or oral objections were received.

Motion by Youngquist, seconded by Gault, to close the public hearing. Roll call on the motion: Ayes: Earnest, Gault, Moore, Stigers, and Youngquist. Nays: none. Motion carried.

Motion by Stigers, seconded by Earnest, to approve adopting a Community Development Housing Needs Assessment. Roll call on the motion: Ayes: Earnest, Gault, Moore, Stigers, and Youngquist. Nays: none. Motion carried. (**Resolution 2021-058**)

Mayor Rosien announced the now is the time for public hearing on Submission of a Community Development Block Grant. He stated: City of Washington Public Hearing Announcements:
A. Explain how the need for the activities was identified. The need for the proposed Washington Water Main Improvements project is due to a need to provide residents in the target neighborhood with high quality water for normal residential use.

B. Explain how the proposed activities will be funded and the sources of funds. The project will be funded with a combination of CDBG funds and bond proceeds from a General Obligation Bond. It is estimated that total project costs will be \$1,374,618.00.

C. Announce the date the CDBG application will be submitted to the State. The grant application will be submitted to the Iowa Economic Development Authority no later than July 1, 2021, at midnight.

D. Announce the requested amount of federal funds. The City is requesting \$600,000 in CDBG funds for the proposed project.

E. Announce the estimated portion of funds that will benefit low-and-moderate income persons. The project will result in a target neighborhood benefit and based on results from a survey conducted by the City in June 2021, 72.18% of the residents living in the target neighborhood who will be impacted by the project are of low-and-moderate income.

F. Announce where the proposed activities will be conducted. The proposed project activities will take place on the East Main Street between S. 12th Avenue and S. 15th Avenue. Additional work will take place on W. Madison Street between S. Avenue H and S. Avenue C all in the City of Washington, Iowa.

G. Announce plans to minimize displacement of persons and businesses resulting of funded activities. The proposed project will not result in the displacement or relocation of any persons or businesses.

H. Announce plans to assist persons actually displaced. No persons will be displaced by the proposed project.

I. Announce the nature of the proposed activities. The nature of the proposed project involves the construction of approximately 3,490 linear feet of 8-inch water main, water service pipe, hydrants, valves, and related street patching.

No written or oral objections were received.

Motion by Gault, seconded by Moore, to close the public hearing. Roll call on the motion: Ayes: Earnest, Gault, Moore, Stigers, and Youngquist. Nays: none. Motion carried.

Motion by Youngquist, seconded by Moore, to approve a Resolution Committing Match Funds for CDBG Application. Roll call on the motion: Ayes: Earnest, Gault, Moore, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2021-059)**

Motion by Earnest, seconded by Stigers, to approve a Resolution Endorsing and Authorizing Submittal of a CDBG Application for Water System Improvements. Roll call on the motion: Ayes: Earnest, Gault, Moore, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2021-060)**

Motion by Moore, seconded by Youngquist, that the Special Session held at 10 a.m. Tuesday, June 29, 2021, is adjourned at 10:15 a.m. Motion carried.

Sally Y. Hart, City Clerk

Jaron Rosien, Mayor

ATTEST:

Sally Y. Hart, City Clerk

G & R Miller Construction
P. O. Box 3
Washington, IA 52353

Invoice

DATE	INVOICE #
6/16/2021	19653

Bill To
City of Washington P.O. Box 516 Washington, IA 52353

P.O. No.	TERMS	DUE DATE	PROJECT
	Net 30	7/16/2021	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	West Buchanan Storm Sewer As Per Quote Municipal Work No Tax	0.00%	18,915.00T 0.00

Total	\$18,915.00
Payments/Credits	\$0.00
Balance Due	\$18,915.00

Washington Economic Development Group
120 E Main St Ste 4
Washington, IA 52353
(319) 653-3942



Innovative Business • Creative Culture • Healthy Lifestyle

City of Washington
215 E Washington St
Washington, IA 52353

*Our Mission -- Create and promote an environment for
Economic Development*

INVOICE

Invoice Date: 7/1/2021

Invoice Number: 10961

Federal Tax ID #42-1276049

DESCRIPTION	AMOUNT
2021 Portion of 2020-2022 Pledge Drive <i>Thank you!</i> <i>Mary</i>	30,000.00

Thank you for your continued support of the Washington Economic Development Group (WEDG). Contributions or gifts to the WEDG are not tax deductible as charitable contributions for income tax purposes but they may be tax deductible as ordinary and necessary business expenses.

Total: \$30,000.00



City Membership Dues Invoice

A year ago, the League sent dues statements in the midst of a pandemic. There were so many questions and uncertainties. One thing was certain, city officials remained on the front-lines helping their communities cope by providing essential services safely and the League was by your side.

During the past year, the League understood that information was critical during this time and continued to provide our members with the resources to navigate and eventually recover from the pandemic. We created a COVID-19 webpage to assist cities with the required policies and tools to better understand the financial impact. We continued to use our weekly e-newsletters, League Weekly and Legislative Link to provide the latest information. As the federal government began providing support, we scheduled weekly telephone calls with Iowa's Federal Delegation. Our outreach efforts were expanded by collaborating with the National League of Cities and our fellow state municipal leagues to advocate for direct local aid to cities through the "Cities Are Essential" campaign. This work culminated in the passage of the American Rescue Plan (ARP), which included \$65.1 billion in direct aid to state and local governments.

In the coming months, the League will be working diligently to ensure its members have the required information and tools to appropriately and effectively use the ARP funds for recovery efforts.

Unable to meet our members in person the past year, we honed our ability to offer virtual training and meetings. In addition, we expanded the use of our social media platforms to provide timely information. The League's podcast, The Square, continues to provide insight into the work of those serving their communities. Mostly, we were available to answer your telephone calls and emails, which arrived in astounding numbers. We also used the time to update and enhance the League's website, so be sure to keep an eye out for its launch in August 2021.

Now that effective vaccines are available, we are returning to in-person workshops, including our Annual Conference & Exhibit in Coralville. We also intend to relaunch our suspended travel program and we cannot wait to visit your city.

By submitting the membership renewal for Washington using the invoice below, you continue to grant us the honor and privilege of serving you and your city's needs, continuing a century-old tradition with an emphasis on new and innovative approaches. Thank you for your membership and continuing support.

Respectfully submitted,
Waterloo Mayor Quentin Hart
League Board President

Alan W. Kemp
Executive Director

Iowa League of Cities City Membership Dues Invoice:

Remit to:
Iowa League of Cities
PO Box 8296
Des Moines, IA 50301



City Membership Dues Invoice

Customer Number: WASHI0001
Invoice #: 092015
Date: June 10, 2021

Washington
PO Box 516

Washington, IA 52353-0516

Item Description

Member Dues 7/1/21-6/30/22

Extended Price
\$3,451

Invoice Total
\$3,451

<http://www.iowaleague.org>

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



INVOICE 2021-IC-0198 **6.12.2021**

BILL TO
City of Washington
PO Box 516
Washington, IA 52353

INSTRUCTIONS
Thanks for your business.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	June 2021 Supplement Ord. No. 1120 to 1123	329.00	\$329.00

TOTAL DUE **\$329.00**

Thank you for your business!

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



INVOICE 2021-SC-0081

6.30.2021

BILL TO

City of Washington
PO Box 516
Washington, IA 52353

INSTRUCTIONS

Thanks for your business.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Water/Sewer CDBG Application Water Main Application	1,000.00	\$1,000.00

TOTAL DUE

\$1,000.00

Thank you for your business!



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

June 21, 2021

Invoice No: 41788

Project 6021096 Washington - Vacate Street ROW - Prairie Ridge Subdivision.
Client ID# 20040

Professional Services for the Period: May 21, 2021 to June 17, 2021

Professional Services

	Hours	Rate	Amount	
Principal Engineer	1.50	152.00	228.00	
Totals	1.50		228.00	
Total Professional Services				228.00
Total Project Invoice Amount				\$228.00

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS

OSKALOOSA, IOWA

CRESTON, IOWA



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

June 21, 2021
Invoice No: 41793

Project 9020317 Washington - General Engineering.
Client ID# 20040

Professional Services for the Period: May 21, 2021 to June 17, 2021

Professional Services

	Hours	Rate	Amount
Principal Engineer	4.00	149.00	596.00
Totals	4.00		596.00
Total Professional Services			596.00

Unit Billing

Mileage			59.92
Total Units			59.92

Total Project Invoice Amount \$655.92

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

June 21, 2021
Invoice No: 41794

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

Professional Services for the Period: May 21, 2021 to June 17, 2021

Professional Services

	Hours	Rate	Amount	
Surveyor 3	6.50	100.00	650.00	
Technician #4	7.25	83.00	601.75	
Totals	13.75		1,251.75	
Total Professional Services				1,251.75

Unit Billing

Mileage			64.40	
Robot Total Station Equipment			94.00	
Total Units			158.40	158.40

Total Project Invoice Amount \$1,410.15

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

June 21, 2021
Invoice No: 41795

Project 5020201 Washington - Buchanan Street Paving Project.
Client ID# 20040

Professional Services for the Period: May 21, 2021 to June 17, 2021

Professional Services

	Hours	Rate	Amount	
Principal Engineer	1.00	152.00	152.00	
Surveyor 1	1.00	124.00	124.00	
Technician #1	2.50	113.00	282.50	
Technician #4	5.00	85.00	425.00	
Technician #5	.75	74.00	55.50	
Totals	10.25		1,039.00	
Total Professional Services				1,039.00

Reimburable Expenses

Filing Fee				
5/14/2021	IDNR		175.00	
5/21/2021	WMPF Group, LLC		18.86	
Total Reimbursables			193.86	193.86

Unit Billing

Mileage			60.48	
Robot Total Station Equipment			47.00	
Total Units			107.48	107.48

Total Project Invoice Amount \$1,340.34

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS

OSKALOOSA, IOWA

CRESTON, IOWA



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

June 21, 2021
Invoice No: 41796

Project 5019061 Washington - Reconstruction of Adams Street.
Client ID# 20040

Professional Services for the Period: May 21, 2021 to June 17, 2021

Professional Services

	Hours	Rate	Amount	
Principal Engineer	19.25	152.00	2,926.00	
Surveyor 3	1.25	102.00	127.50	
Technician #1	22.00	113.00	2,486.00	
Totals	42.50		5,539.50	
Total Professional Services				5,539.50

Unit Billing

Mileage			59.36	
Total Units			59.36	59.36

Total Project Invoice Amount \$5,598.86

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

INVOICE

INV79767

IMWCA
IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION
 500 SW 7TH STREET, SUITE 101
 DES MOINES, IA 50309-4506
 PHONE: 800-257-2708

DATE
 6/1/2021

PAGE:
 1

Washington, City of
 215 E Washington

Mbr No: 0706 Member Name:
 Washington, City of

Washington IA 52353

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

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

QUANTITY	ITEM NUMBER	DESCRIPTION	UOM	DISCOUNT	UNIT PRICE	EXTENDED PRICE
1.00	DEPOSIT	Deposit - Work Comp Premium 21-22			16,157.00	\$16,157.00

This invoice is 25% of total annual premium. The balance will be invoiced in 7 monthly installments of \$6921. If full payment is remitted, total annual premium is \$64604.

This invoice is due on July 1, 2021.

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.

Thank You

Subtotal	\$16,157.00
Bond Credit	\$0.00
Misc	\$0.00
Total	\$16,157.00

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

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

July 1, 2021

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

INVOICE

For legal services rendered to the City of Washington, Iowa in May and June, 2021

TOTAL HOURS	20.75 hours (reg)
TOTAL MILES	398 miles
Hourly Rate	\$90/hour- Reg \$75/hour - Court
Mileage Rate	\$0.56 per mile
TOTAL INVOICE FOR MAY AND JUNE, 2021	\$2,090.38

Elm Grove & Woodlawn Cemeteries

Council Report for June 2021

We mowed Elm Grove and Woodlawn three times in June. I sprayed weeds once. We dug holes at the Wellness park for about 20 trees to be planted. I had 8 family requests for information this month. I sold 6 cemetery plots in June. We did several monument repairs. We trimmed trees around Elm Grove. We started to clean up the Robertson property over by Woodlawn by removing the wood fence and posts by the corner of W Van Buren and S Ave D. We also removed the pile of brush there, dug out tree stumps and volunteer trees, and fixed fence. We have been mowing the front part when we mow Woodlawn also. I also have been updating cemetery records as time allows. I worked every weekend in June (5 funerals and one call out for storm damage).

We had 12 trees damaged at Elm Grove on 6/20/2021 and we have removed 5 so far. There are 5 more to remove and 2 that need trimmed, and can be saved. There must have been some rotation in the storm as several tree tops ended up 300-500 feet from the trees they were attached to.

We had one disinterment and 13 funerals at Elm Grove in June, 39 interments so far this year. In July, we plan to continue with funeral services (5 funerals scheduled so far), updating cemetery records, trim trees, and continue mowing, trimming and spraying as needed. Thank you.

Respectfully submitted,

Nicholas Duvall

MAINTENANCE & CONSTRUCTION DEPT. REPORT

6-12-21/6-25-21

STREETS: Personnel finished prepping for the seal coat streets (Pelling coming mid July) using over 40 tons of cold mix. Personnel installed a TEE intersection sign on the west side of South Ave E at West Lincoln St. Personnel picked up brush and a few tree limbs including a tree (618 West Main) from Sunday evening's storm. Personnel hauled numerous loads of mulch from the WWTP.

WATER DISTRIBUTION: Personnel had 9 water shut offs for nonpayment. Personnel also operated

SEWER COLLECTION: Personnel investigated a sewer issue located at 715 North 5th Ave. Crews repaired a sewer main hit by a contractor which was not marked.

STORM SEWER COLLECTION: Personnel excavated a couple storm boxes on East Adams for Engineer purposes. Personnel closed North 2nd Ave (underpass) for flooding purposes.

MECHANIC/SHOP: Personnel serviced Street sweeper (main broom:installed new counter weight spring), #115 (A/C), PD 307 (engine light on & check operation with A/C), FD #4 (operation issue) and Parks Dept (remove blades from batwing mower).

OTHER: Personnel assisted De Boef with the grinding of brush at the WWTP. Personnel continued with yard waste pick up. Personnel responded to 89 One Call Locates.

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

**WWTP report
July 6th, 2021
Council meeting**

- **After hour alarm and dog call outs –**
 - 6-12-21 Alarm at WWTP 10:12 p.m. Parker
 - 6-13-21 Alarm at WWTP 2:02 a.m. Parker
 - 6-18-21 Alarm at WWTP 12:16 a.m. Parker
 - 6-18-21 Dog call to 1025 N 3rd 4:32p.m. Parker
 - 6-19-21 Alarm at WWTP 12:09a.m. Parker
 - 6-21-21 Alarm at WWTP at 5:00 a.m. Jason
 - 6-22-21 Alarm at WWTP at 11:40 p.m. Jason
 - 6-25-21 Alarm at Parkside lift station 2:00 a.m.
 - 6-24-21 Alarm at WWTP 5:00 a.m. Jason

- **Dept Head meetings** –I attended the meetings on June 15th ,22nd , 29th

- **Hydrogen Sulfide Gas-** We continue to have meetings and conference calls with IRE, NELCO,Fox eng., and City staff to resolve the issue. We did get four more hydrogen sulfide monitors for a total of seven. We have the monitors spread through the sewer system from IRE to the WWTP. We get readings from the monitors once a week, share and go over the information with everyone.

- **Parkside Lift station-** This station has been giving us fits, we have had to replace a few parts on it.

- **WWTP Grit Pump-**There is a seal going bad on the grit pump. We are going to get a new rotating assembly and then have the original one rebuilt, this will give us a spare and allow us to keep the pump in service with having a spare on hand.

- **Blower Room-**We found a broken belt in the exhaust fan for the SBR blower room replaced and serviced both fans.

- **Annual Toxicity Test-**We passed the annual toxicity test.

- **SBR Blower #4-**SBR blower is now back in service.

**Jason Whisler
7/1/2021 2:00 p.m.**

**CITY OF WASHINGTON, IOWA
CLAIMS REPORT
JULY 6, 2021**

POLICE	ARNOLD MOTOR SUPPLY CITY DIRECTORY INC. KCTC	PARTS CITY DIRECTORY PHONE & INTERNET TOTAL	169.44 116.02 360.21 645.67
FIRE	ARNOLD MOTOR SUPPLY CINTAS CORP LOC. 342 CITY DIRECTORY INC. KCTC	BACKUP LIGHT/PARTS TOWEL SERVICE CITY DIRECTORY PHONE & INTERNET TOTAL	139.75 100.06 116.02 211.85 567.68
EMS	IDPH-BETS	BACKGROUND CHECKS & APP FEES TOTAL	1,040.00 1,040.00
DEVELOPMENT SERV	AMAZON CAPITAL SERVICES CITY DIRECTORY INC.	ELECTRONIC LEVEL CITY DIRECTORY TOTAL	571.30 116.02 687.32
LIBRARY	AMAZON ARCHER APPLIANCE ARSL BAKER & TAYLOR BIBLIONIX BLACKSTONE PUBLISHING BRUTY'S CARPET CORNER CARSON PLUMBING & HEATING SRVS INC CENGAGE LEARNING INC/GALE CENTRAL IOWA DISTRIBUTING CINTAS CORP LOC. 342 CITY DIRECTORY INC. CLARION- PLAINSMAN FARONICS KCII SERVPRO STAPLES BUSINESS ADVANTAGE VALENTINE, TAMMY VISA-TCM BANK, N.A. WASHINGTON NOON KIWANIS CLUB	LIBRARY MATERIALS BOXES FOR MOVING BOOKS ASSOCIATION DUES BOOK REPLACEMENTS APOLLO SUBSCRIPTION AUDIO BOOKS CARPET-REMAINDER RESTROOM REPAIR WESTERNS JANITORIAL SUPPLIES RUG SERVICE CITY DIRECTORY SUBSCRIPTION TECH SERVICES ADVERTISING-PROGRAMMING BUILDING MAINTENANCE LIBRA SUPPLIES HOMEBOUND SERVICES POSTAGE AND TECHNOLOGY SER JUNE DUES TOTAL	11.94 379.00 49.00 13,684.20 2,049.00 131.78 70,848.65 125.90 42.68 118.00 64.98 155.25 41.00 462.00 97.32 4,614.83 200.97 8.40 100.94 83.00 93,268.84
PARKS	ACE ELECTRIC. INC ACE-N-MORE ACTION SERVICES INC ALLIANT ENERGY AMAZON CAPITAL SERVICES CENTRAL IOWA DISTRIBUTING KCTC MBA INCORPORATED SHERWIN-WILLIAMS STOUT COMPANIES WASHINGTON DISCOUNT TIRE WASHINGTON LUMBER WASHINGTON RENTAL	FOUNTAIN REPAIR SUPPLIES PORTABLE TOILET ALLIANT ENERGY SIGNS SUPPLIES PHONE & INTERNET BALL PARK DIRT & WELLNESS NEW DAWN STAIN LINE MARKER MOWER TIRE MATERIALS FOR SHELVES TRIMMER REPAIR TOTAL	89.36 207.29 110.00 307.89 78.40 281.25 568.75 1,130.00 811.86 1,424.72 97.95 85.98 55.20 5,248.65

POOL	ACCO	SUPPLIES	2,090.82
	ALLIANT ENERGY	ALLIANT ENERGY	6,854.65
	KCTC	PHONE & INTERNET	85.94
	STATE HYGIENIC LAB	POOL SAMPLE	13.50
		TOTAL	9,044.91
CEMETERY	ACE-N-MORE	SUPPLIES	602.00
	ALLIANT ENERGY	ALLIANT ENERGY	643.32
	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	12.11
	CITY DIRECTORY INC.	CITY DIRECTORY	116.02
	KCTC	PHONE & INTERNET	155.62
	TIFCO INDUSTRIES	AIRHOSE COUPLER	59.80
	TOTAL	1,588.87	
FINANCIAL ADMINISTRATI	ACE-N-MORE	SUPPLIES	29.16
	ARCHER APPLIANCE	WATER FILTER	52.99
	BAKER PAPER & SUPPLY	COPY PAPER	159.72
	CENTRAL IOWA DISTRIBUTING	JANITORIAL SUPPLIES	101.80
	CINTAS CORP LOC. 342	RUG SERVICE	42.79
	CITY DIRECTORY INC.	CITY DIRECTORY	696.13
	DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER LEASE AGREEMENT	154.98
	IGRAPHIX, INC	NEWSLETTER PRINTING/POSTAGE	2,343.07
	KCII	ADVERTISING	227.08
	KCTC	PHONE & INTERNET	916.26
	PFM FINANCIAL ADVISORS LLC	PROF FEES	2,000.00
	PIP PRINTING	ENVELOPES	474.11
	PURCHASE POWER	POSTAGE REFILLS	1,005.00
	ROSIEN, JARON	MILEAGE REIMBURSMENT	98.23
	SECRETARY OF STATE	NOTARY FEE	30.00
	SIMMERING-CORY, INC.	SUPPLEMENTS/ORDINANCES	1,009.00
	UNITED STATES TREASURY	PCORI FEE- PLAN YEAR 2020	122.36
		TOTAL	9,462.68
	AIRPORT	ARCHER APPLIANCE	REPAIR
CAPPER AUTO CENTER INC		COURTESY CAR	9,400.00
CLOUDBURST 9		INTERNET	72.09
COURTESY DOOR SALES & SER		STORAGE DOOR REPAIR	485.00
JAMIESON, JEAN		JUNE CLEANING	196.00
LEISON PLUMBING INC.		PUMP SEPTIC TANK	300.00
MCCAIN, ROBERT		REPAIR DRYWALL- AIRPORT	445.00
		TOTAL	11,024.69
ROAD USE	ACE-N-MORE	SUPPLIES	381.85
	ALTORFER	PARTS	200.88
	ARNOLD MOTOR SUPPLY	PARTS	290.54
	BARCO MUNICIPAL PRODUCTS INC	SIGNS	11,696.97
	DOUDS STONE LLC	ROADSTONE	566.45
	ELLIOTT EQUIPMENT CO	PARTS	263.50
	HELMUTH REPAIR, INC	PARTS	13.40
	HI-LINE INC	PARTS	413.65
	IDEAL READY MIX	IA & WASH ST/CC RD CEMENT	1,360.50
	IOWA PRISON INDUSTRIES	SIGNS	3,020.00
	JOHN DEERE FINANCIAL	SUPPLIES	10.47
	KCII	EMPLOYMENT ADVERTISING	104.16
	L L PELLING CO	LEVELING CHIP AND SEAL	1,713.04
	MIDWEST WHEEL	PARTS	409.75
	RIVER PRODUCTS	ROADSTONE	1,145.84
	S & G MATERIALS	RECYCLING ASPHALT	471.00
	TRUCK CENTER COMPANIES	PARTS	1,028.78
VISA-TCM BANK, N.A.	DNR FEES & FARM EQUIP	530.00	

	WASHINGTON LUMBER WELLINGTON, EARL	CONCRETE FORM BOARDS COMPRESSOR TOTAL	67.15 1,448.44 25,136.37
STREET LIGHTING	MARIE ELECTRIC	STREET LIGHT REPAIR TOTAL	1,129.21 1,129.21
HOTEL/MOTEL TAX	VORTEX DIGITAL BUSINESS SOLUTIONS, INC	WEB DEVELOPMENT TOTAL	2,501.54 2,501.54
CAPITAL EQUIPMENT	MORNING SUN FARM TRUCK EQUIPMENT INC	MOWER DUMPING FLATBED TOTAL	2,900.00 14,668.00 17,568.00
CAPITAL PROJECTS	MBA INCORPORATED SWAFFER WELDING, LLC	BALL PARK DIRT & WELLNESS MADISON PARK-LIGHT BASE TOTAL	2,250.00 55.00 2,305.00
LIBRARY GIFT	AMAZON FACE ART BY BRANDI LIBRARY FURNITURE INERNATIONAL, INC	LIBRARY MATERIALS SUMMER READING/FACE PAINTI DEPOSIT- FURNITURE TEEN RO TOTAL	196.67 200.00 3,070.00 3,466.67
CEMETERY GIFT	WOLF FLORAL INC.	MEMORIAL PLANTS TOTAL	55.00 55.00
WATER PLANT	ALLIANT ENERGY CARROLL, SUSAN CENTRAL IOWA DISTRIBUTING CINTAS FIRST AID & SAFETY CITY DIRECTORY INC. FERGUSON WATERWORKS# 2516 JENNINGS, ELAINE JETCO KCTC STREFF, ROSE POSTMASTER WASH CO HUMANE SOCIETY	ALLIANT ENERGY MILEAGE REIMBURSMET SUPPLIES FIRST AID SUPPLIES CITY DIRECTORY BELT CLIP BATTERIES MILEAGE REIMBURSMET AERATOR VFD REPLACEMENT PHONE & INTERNET MILEAGE REIMBURSMET WATER BILLING POSTAGE JUNE COLLECTIONS TOTAL	5,463.71 3.36 301.00 17.24 116.02 344.06 15.12 1,371.70 160.62 5.04 834.17 341.94 8,973.98
WATER DISTRIBUTION	ALLIANT ENERGY JOHN DEERE FINANCIAL MIDWEST WHEEL MIDWEST WHEEL RIVER PRODUCTS WELLINGTON, EARL USA BLUEBOOK VISA-TCM BANK, N.A. ACE-N-MORE TIFCO INDUSTRIES CINTAS FIRST AID & SAFETY AMAZON CAPITAL SERVICES WASHINGTON DISCOUNT TIRE SANOW, JAKE	ALLIANT ENERGY SUPPLIES PARTS JACKS AND PARTS ROADSTONE COMPRESSOR SAFETY GLASSES DNR FEES & FARM EQUIP SUPPLIES PARTS AND SUPPLIES FIRST AID SUPPLIES INSECT REPELLERS REPAIR BOOT REIMBURSEMENT TOTAL	10.47 11.04 27.16 1,083.62 256.65 1,448.44 199.40 360.00 15.17 121.54 15.53 30.98 45.50 100.00 3,725.50

SEWER PLANT	ACE-N-MORE	SUPPLIES	171.87
	AMAZON CAPITAL SERVICES	PHONE CASE	68.06
	BIG STATE INDUSTRIAL SUPPLY	OIL SPILL PADS	470.70
	CASH-N-CARRY CHEMICALS LLC	WEED KILLER	200.00
	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	27.93
	CITY DIRECTORY INC.	CITY DIRECTORY	116.02
	EASTERN IOWA CHIROPRACTIC CENTRE, PC	PRE-EMPLOYMENT PHYSICAL	165.00
	HENKEL, DYLAN	SAFETY SHOES	49.99
	TIFCO INDUSTRIES	CUT OFF WHEEL	54.90
	USA BLUEBOOK	LAB SUPPLIES	399.13
	WHISLER FARMS	TRACTOR RENTAL FOR MOWING	325.00
		TOTAL	2,048.60
	SEWER COLLECTION	ARNOLD MOTOR SUPPLY	PARTS
CHEMSEARCH FE		SUPPLIES	972.65
MARTIN EQUIPMENT OF IA-IL		PARTS	105.19
MIDWEST WHEEL		SAFETY STANDS	362.04
WELLINGTON, EARL		COMPRESSOR	1,448.43
		TOTAL	2,910.08
SANITATION		DE BOEF GRINDING LLC	YARD WASTE GRINDING
	JOHNSON COUNTY REFUSE INC	REFUSE AND RECYCLING CITY	48,320.00
		TOTAL	52,665.00
	TOTAL	255,064.26	



SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

PLEASE RETURN TO: Washington City Hall, 215 East Washington; ATTN: City Clerk
Contact info: Sally Hart, 319-653-6584 ext 131; sallyhart@washingtioniowa.gov

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

1. APPLICANT INFORMATION

Name/Event: Storytime with Miss Iowa

Coordinator: Jenise Harris - @WPL

Contact Number: 319-400-1157

Email Address: Jenise.harris@washingtioniowa.lib.ia.us

2. EVENT INFORMATION

Event Description: Miss Iowa, Grace Keller will be doing a family Storytime Tuesday, July 13th @ 10:00

Days/Dates of Event: Tues, July 13 @ 10:00

Time(s) of Event: (Include Set Up/Tear Down Time) 9-11

Event Location: Square, in front of stage

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

3. REQUEST INFORMATION (Check All Applicable Items)

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

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

Description: _____

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

Other Requests

_____ Temporarily park in a "No Parking" area location : _____

_____ Use of City Park (specify park : _____
Electrical Needs: _____

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

_____ Fireworks (specify location :)

_____ Use of gators/UTV/ATV on City streets

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

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

_____ Other (please specify :)

4. ITEMS REQUESTED FROM THE CITY OF WASHINGTON

_____ Street barricades

_____ Emergency "No Parking" Signs

_____ Traffic cones

_____ Picnic Tables

Yield signs for crosswalks

_____ Garbage/Recycling Barrels

_____ Street Sweeping following (parades)

_____ Other (please specify :)

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

_____ Amplified Sound/Spreaker System

_____ Public Address System

_____ Recorded/Live Music

_____ If so: BMI/ASCAP License obtained?

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

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

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

Contact Person: _____

Phone: _____

7. INSURANCE

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

_____ Certificate of Insurance provided and accepted _____ Certificate of Insurance not required

8. AGREEMENT

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

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

 _____ Date 6/28/21
 Applicant/Sponsor Signature

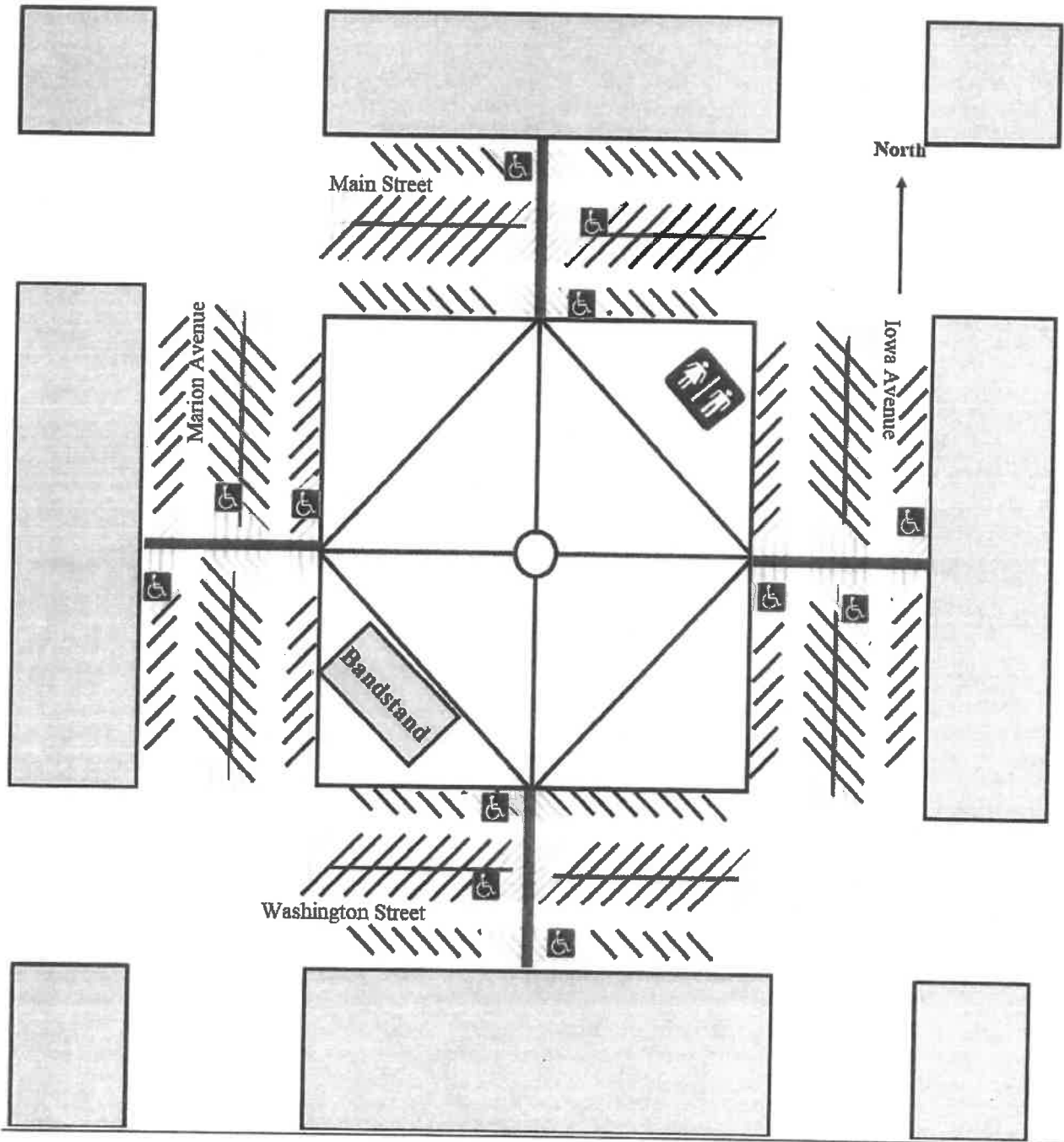
DEPARTMENT APPROVALS

<u>Indicate Date Contacted</u>	The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.		
<u>6-28-21</u>	City Clerk (Liquor Licenses)	Sally Y. Hart	319-653-6584 ext 131 sallyhart@washingtioniowa.gov
	Comments/Restrictions:		
<u>6-28-21</u>	Police Chief	Jim Lester	319-458-0264 jlester@washingtioniowa.gov
	Comments/Restrictions:		
<u>N/A</u>	Fire Chief	Brendan DeLong	319-461-3796 bdelong@washingtioniowa.gov
	Comments/Restrictions:		
<u>N/A</u>	Streets	JJ Bell	319-653-1538 jjbell@washingtioniowa.gov
	Comments/Restrictions:		
<u>6-28-21</u>	Parks	Nick Pacha	319-321-4886 npacha@washingtioniowa.gov
	Comments/Restrictions:		
<u>N/A</u>	County Environmental Health (if serving food): Jason Taylor; 319-461-2876; jtaylor@co.washington.ia.us		
	Comments/Restrictions:		

CITY COUNCIL APPROVAL

_____ Approved: _____ Denied: _____
 City Clerk Signature Date of Action
 CONDITIONS IMPOSED: _____

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



COPY

*Jaron P. Rosien, Mayor
Sally Hart, 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

June 15, 2021

To: Mayor & City Council
Cc: Sally Hart, City Clerk

From: Brent Hinson
City Administrator

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

Re: Release of Demolition Reserve on 1114 East Washington Street

Following completion of the State Fire Marshal's on-site investigation regarding the January gas explosion at 1114 East Washington and the release of the property back to property owner Jose Daniel Ramirez as of mid-April, an insurance demolition reserve was established for the property, pending completion of the demolition and removal of the structure by Mr. Ramirez.

This demolition reserve is mandated under Iowa Code 515.139 if:

- 1) The property is located within the corporate limits of a city;
- 2) The damage renders it uninhabitable; and
- 3) Proof of loss has been submitted for more than 75% of the face value of the insurance policy.

All of these items were applicable to the property at 1114 East Washington, and State Farm correctly set aside \$27,000 as required by law, following the prompting of City Attorney Olson. With the demolition and remediation work complete, Mr. Ramirez has asked the City to release all interest in the demolition reserve. In order to do this, the City Council must formally agree that demolition has been completed.

515.139 Demolition reserve on fire and casualty claims on property.

1. An insurer shall reserve ten thousand dollars or ten percent, whichever amount is greater, of the payment for damages to the property excluding personal property on which the insurer has issued a fire and casualty insurance policy as demolition cost reserve if the following are applicable:

a. The property is located within the corporate limits of a city.
 b. The damage to the property renders it uninhabitable or unfit for the purpose for which it was intended, without repair.

c. Proof of loss has been submitted by the policyholder for a sum in excess of seventy-five percent of the face value of the policy covering the building or other insured structure.

2. An insurer which has received a proof of loss in excess of seventy-five percent of the face value of the policy covering a building or other insured structure, shall notify the city council of the city within which the property is located. The notice shall be made by certified mail within five working days after receipt of the proof of loss.

3. The city shall release all interest in the demolition cost reserve within one hundred eighty days after receiving notice of the existence of the demolition cost reserve unless the city has instituted legal proceedings for the demolition of the building or other insured structure, and has notified the insurer in writing of the institution of the legal proceedings. Failure of the city to notify the insurer of the legal proceedings terminates the city's claim to any proceeds from the reserve.

4. A reserve for demolition costs is no longer required if either of the following is true:

a. The insurer has received notice from both the insured and the city council that the insured has completed repairs to the property or has completed demolition of the property in compliance with all applicable statutes and local ordinances.

b. The city has failed to notify the insurer as provided under [subsection 3](#).

5. If the city has instituted legal proceedings, undertaken emergency action, or is required to demolish the damaged property at city expense, the city shall present to the insurer costs incurred, since the date of the fire or other occurrence, including but not limited to legal costs, engineering costs, and demolition costs related directly to the enforcement of any local ordinance, and the insurer shall compensate the city for the incurred costs up to the amount in the demolition cost reserve. Any amount left from the demolition cost reserve after the cost of demolition of the property is paid to the city shall be paid to the insured if the insured is entitled to the remaining proceeds under the policy.

6. The insurer is not liable for any amount in excess of the limits of liability set out by the policy.

7. Insurers complying with [this section](#) or attempting in good faith to comply with [this section](#) shall be immune from civil and criminal liability.

[88 Acts, ch 1176, §1](#)

[C89, §515.150](#)

[89 Acts, ch 16, §1](#); [91 Acts, ch 59, §1](#); [92 Acts, ch 1163, §100](#); [2007 Acts, ch 152, §50](#)

[CS2007, §515.139](#)

Former §515.139 transferred to §515.111; [2007 Acts, ch 152, §45](#)

*Jaron P. Rosien, Mayor
Sally Hart, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

July 1, 2021

To: Mayor & City Council
Cc: Sally Hart, City Clerk

From: Brent Hinson
City Administrator

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

Re: West Buchanan Award of Bid

As I verbally informed the Council at the meeting on June 15, we got excellent results with the West Buchanan bids. The bids we received were:

- DeLong Construction: \$1,714,667.30
- Wicks Construction: \$1,808,948.95
- Cornerstone Excavating: \$1,864,959.70
- PIRC-Tobin Construction: \$2,185,296.50
- Reilly Construction: \$2,280,422.75
- Streb Construction: \$3,000,000.00

The engineer's estimate was \$2,161,713.25. This is a great result, and should be a great project for Washington.

RESOLUTION NO. _____

A RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT

WHEREAS, the construction project known as “2021-2022 West Buchanan Paving and Reconstruction Project” has been designed and publicized for bid, and bids were received on June 15, 2021.

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

Section 1. That the following bid for the construction of certain public improvements described in general as “2021-2022 West Buchanan Paving and Reconstruction Project” be and is hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: DeLong Construction, Inc.

Amount of Bid: \$1,714,667.30

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

PASSED AND APPROVED, this 6th day of July, 2021.

Jaron P. Rosien, Mayor

ATTEST:

Sally Y. Hart, City Clerk

*Jaron P. Rosien, Mayor
Sally Hart, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

July 1, 2021

To: Mayor & City Council
Cc: Sally Hart, 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: Bazooka Farmstar Site Plan

As required by ordinance, Bazooka Farmstar submitted a site plan for its expansion, which was reviewed by the Planning & Zoning Commission on June 29. P&Z recommended Council approval, pending receipt of the drainage calculations from their engineer (who is Jack Pope of Garden & Associates). Jack provided those calculations today, and the stormwater basin is appropriately sized to handle the 100-year storm.

I recommend approval of the site plan.

RESOLUTION NO. _____

**A RESOLUTION APPROVING MAJOR SITE
PLAN FOR BAZOOKA FARMSTAR BUILDING ADDITION**

WHEREAS, Bazooka Farmstar, LLC has filed a Major Site Plan for an expansion of its industrial facility located at 800 East 7th Street as required under Chapter 161 of the Washington Code of Ordinances; and

WHEREAS, the Acting Building Official has reviewed and recommended said Site Plan; and

WHEREAS, the Planning & Zoning Commission voted at its meeting on June 29, 2021 to recommend to the City Council the approval of said Major Site Plan, with the stipulation that the drainage calculations backing the stormwater detention plan be provided to the City; and

WHEREAS, the City has since received and reviewed said drainage calculations and found them to be in order.

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

Section 1. Said Major Site Plan is hereby approved by the City Council.

PASSED AND APPROVED this 6th day of July, 2021.

Jaron P. Rosien, Mayor

ATTEST:

Sally Y. Hart, City Clerk

BAZOOKA FARMSTAR BUILDING ADDITION WASHINGTON, IOWA

2021



VICINITY MAP
SCALE: NONE

ADDITIONAL INFORMATION
OWNER AND DEVELOPER:
BAZOOKA FARMSTAR, LLC
PO BOX 609
WASHINGTON, IOWA

ENGINEER & SURVEYOR:
GARDEN & ASSOCIATES, LTD.
1703 3RD AVE, SUITE 1
PO BOX 451
CONROCK, IOWA 52577

PROPERTY ADDRESS: 800 E. 7TH ST.

CURRENT ZONING: I1 - LIGHT INDUSTRIAL DISTRICT

SITE DEVELOPMENT REGULATIONS:

MINIMUM LOT AREA: NONE

MINIMUM LOT WIDTH: NONE

FRONT YARD SETBACK: 25 FEET

SEE VARIOUS SETBACKS TO BUILDING HEIGHT

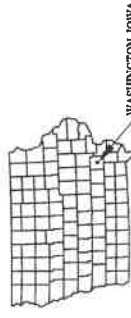
MINIMUM HEIGHT: 10 FEET TO 12 FEET

MINIMUM HEIGHT: 3 STOREYS OR 50 FEET

LOT AREA: 33,750 SQUARE FEET

CURRENT LAND USE: 60X50 LOT

PLANNED LAND USE: 37,500 SQFT MANUFACTURING FACILITY



WASHINGTON, IOWA

NOTE:
UNDERGROUND UTILITIES SHOWN BASED ON PHYSICAL EVIDENCE.
THESE UTILITIES ARE NOT TO BE CONSIDERED AS A GUARANTEE.
PROVIDED BY UTILITY COMPANIES. THESE MAY BE ADDITIONAL.
UNDERGROUND UTILITIES THAT ARE NOT SHOWN ON THIS DRAWING.

HORIZONTAL DATUM: IOWA DCS ZONE 13 - PREFIELD
VERTICAL DATUM: NAVD 1988

Materials and construction shall be in accordance with the SDAS
Standard Specifications, 2001 Edition, plus current Supplemental
Specifications and Special Provisions.

IOWA ONE CALL
1-800-292-8989
Call before you dig!
Call the toll-free number at least
48 hours before you dig.
Go to ALL excavations in Iowa.

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GARDEN & ASSOCIATES, LTD. IS PROVIDING THESE PLANS,
SPECIFICATIONS AND ALL INFORMATION CONTAINED HEREIN
AS A SERVICE TO OUR CLIENTS. THIS INFORMATION IS NOT
TO BE USED, REPRODUCED, OR TRANSMITTED IN ANY
MANNER WITHOUT THE WRITTEN CONSENT OF GARDEN &
ASSOCIATES, LTD.

GARDEN & ASSOCIATES, LTD.
ENGINEERS & SURVEYORS
1703 3RD AVENUE SUITE 1
CONROCK, IOWA 52577
P.O. BOX 451
864.823.2526 PHONE
864.872.7091 FAX
641.732.4055 PHONE
641.732.4119 FAX
enr@gnassoc.com
800.431.3234 TOLL FREE

**BAZOOKA FARMSTAR
BUILDING ADDITION
WASHINGTON, IOWA**
© COPYRIGHT 2021 GARDEN & ASSOCIATES, LTD.

**SHEET TITLE
TITLE SHEET**

SCALE: NO SCALE

DRAWN BY: TRH

APPROVED: JP

REVISIONS:

DATE: MAY 21, 2021

PROJECT NO.: 9021156

SHEET NO.: 1 OF 2

GARDEN & ASSOCIATES, LTD.
ENGINEERS & SURVEYORS
 1701 3rd Avenue East, Suite 1
 806 Wyoming Ave.
 Crystal, Iowa 50541
 P.O. Box 451
 Crystal, Iowa 50541
 562.282.0053 Phone
 562.282.0055 Fax
 562.282.0058
 641.722.2921 Fax
 800.691.2529 Iowa Toll Free
 email@gardenassociates.net

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BAZOOKA FARMSTAR
BUILDING ADDITION
WASHINGTON, IOWA

SHEET TITLE
SITE PLAN

SCALE:

DRAWN BY: THH

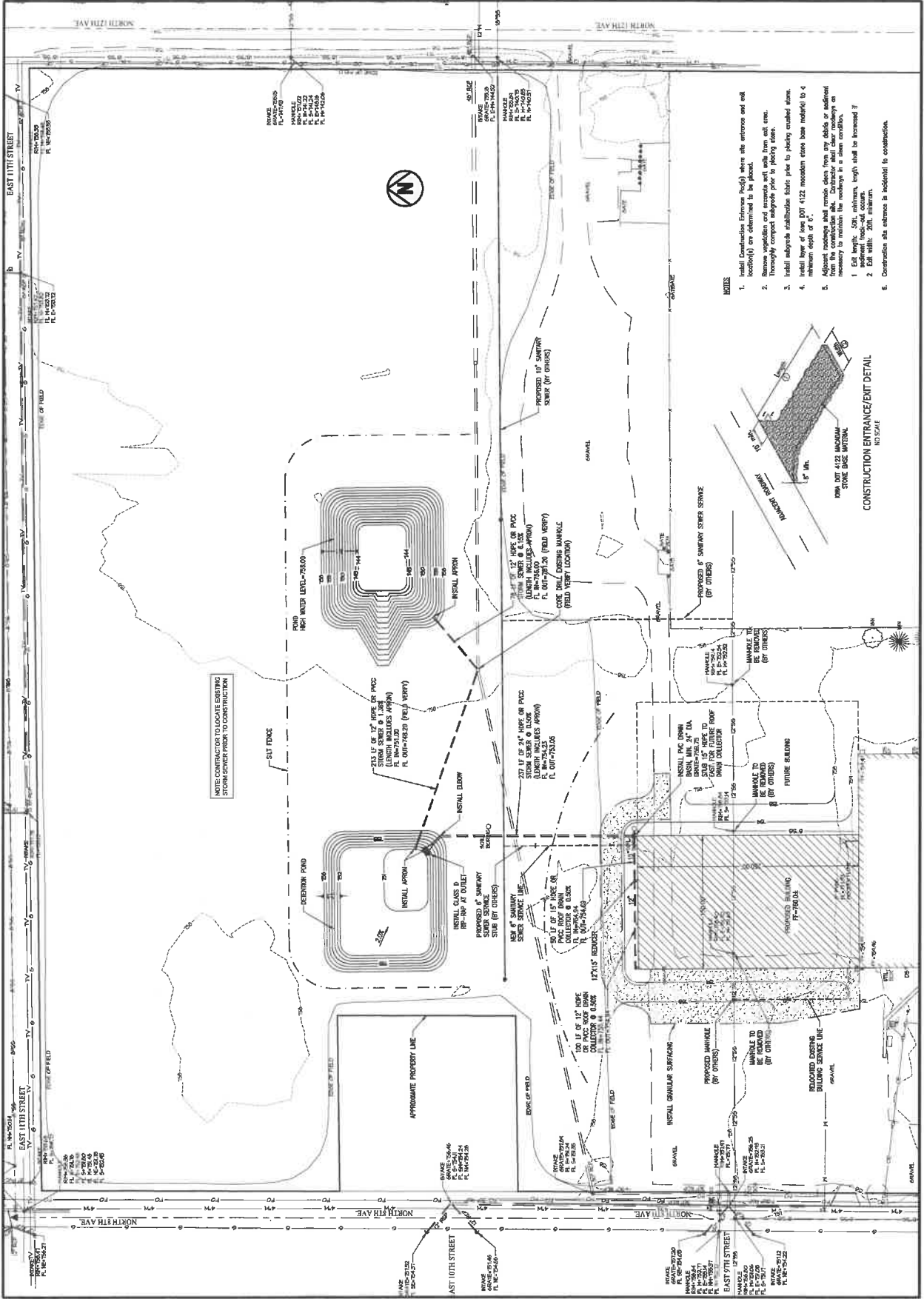
APPROVED: JP

REVISIONS:

DATE: MAR 21, 2021

PROJECT NO.: 9021156

SHEET NO.: 2 OF 2





Washington Police Department

James Lester, Chief of Police
215 East Washington Street
Washington, Iowa 52353
Phone: 319-653-2256 Dispatch: 319-653-2107

Rhonda Hill
Administrative Assistant

Lyle Hansen
Lieutenant

Shamus Altenhofen
Lieutenant

Jason Chalupa
Sergeant

Benjamin Altenhofen
Sergeant

Brian Van Willigen
Investigator

Eric Kephart
K-9 Handler

Seth Adam
Police Officer

Tanner Lively
Police Officer

Christopher Raymer
Police Officer

Ethan Hansen
Police Officer

June 30, 2021

To: Mayor & City Council
Cc: Brent Hinson, City Administrator & Sally Hart, City Clerk

From: Jim Lester, Chief of Police

Ref.: Kairon McClenan Vicious Animal Appeal- Ref. Incident on May 27, 2021

Mr. McClenan is appealing to the City Council the determination that his dog, "Maze" is a vicious animal and the order that it should be euthanized.

Included you will find my initial Memorandum and Notice of Finding and My Order for Euthanasia. Mr. McClenan appealed my determination to the City Administrator and City Attorney Olson served as the designated hearing officer for that appeal hearing on June 17th.

City Attorney Olson's Ruling is also included for your review.

Mr. McClenan has appealed this ruling to the City Council. The Appeal Hearing is scheduled for the Tuesday, July 6th Council meeting.

I will be present at the meeting to present a summary of the incident and more information regarding my determination.

Respectfully,

Jim Lester
Chief of Police



Washington Police Department

James Lester, Chief of Police

215 East Washington Street

Washington, Iowa 52353

Phone: 319-653-2256 Dispatch: 319-653-2107

Rhonda Hill
Administrative Assistant

Lyle Hansen
Lieutenant

Shamus Altenhofen
Lieutenant

Jason Chalupa
Sergeant

Benjamin Altenhofen
Sergeant

Brian Van Willigen
Investigator

Eric Kephart
K-9 Handler

Seth Adam
Police Officer

Tanner Lavelly
Police Officer

Christopher Raymer
Police Officer

Ethan Hansen
Police Officer

MEMORANDUM NOTICE OF FINDING

June 4, 2021

To: Officer Seth Adam


From: Chief of Police Jim Lester

Ref.: Dog Bite Incident P-IN-21-0204

After review of your report, the Animal Bite Investigation Report and other documents, it is my conclusion that in this incident, Kairon McClenan was keeping, sheltering or harboring a dangerous and vicious animal as outlined in City Ordinance Chapter 55.

This conclusion is based on the unprovoked attack of a person while the dog was running at-large, and that the owner knew or should have known that the dog had a propensity to attack, or bite based on conduct of the animal on 5-8-2021 (P-IN-21-0172). During this previous incident McClenan was cited for Dog at Large and Failure to have Rabies Vaccination and told Lt Hansen at that time that this dog has been at-large before. At the time of this recent incident McClenan had still not arranged for the dog, "Maze" to be vaccinated as required by law.

A separate Order will be drafted notifying McClenan that the animal must be destroyed within seven (7) days following the completion of the ten (10) day quarantine period.



Jim Lester
Chief of Police

**ORDER FOR EUTHANASIA OF ANIMAL
FOLLOWING QUARANTINE PERIOD**

COMES NOW, Chief of Police Jim Lester, and pursuant to Section 55.18 of the Code of Ordinances of the City of Washington, Iowa, and hereby ORDERS KAIRON McCLENAN, the owner of "Maze" (hereafter the "Owner"), who has been deemed a dangerous and vicious animal of the following:

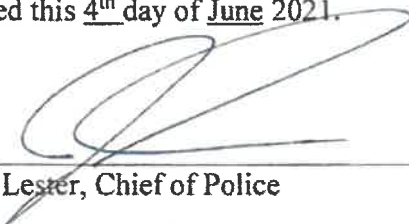
The animal shall be humanely destroyed within seven (7) days following the completion of the ten (10) day quarantine.

At the completion of the 10-day quarantine period, the animal shall remain in the custody of the City Animal Control pending the final disposition of this incident. McClenan shall communicate with Animal Control to arrange for transport to a local veterinarian for euthanasia within seven (7) days unless an appeal has been filed.

PLEASE BE ADVISED you have the right to appeal the decision of the Chief of Police by filing written notice of appeal with the City Clerk no later than seven (7) days after the receipt of this Order. Failure to file an appeal shall constitute waiver of your right to appeal.

The Owner is responsible for all medical and veterinarian expenses related to this incident.

Dated this 4th day of June 2021.



Jim Lester, Chief of Police

IN FRONT OF THE WASHINGTON CITY ADMINISTRATOR

IN RE THE DOG OWNED BY)
KAIRON MCCLENAN) RULING
)
)

STATEMENT OF FACTS

This matter comes before me from an incident on May 27, 2021, where a dog named "Maze" owned by Kairon McClenan (hereinafter "McClenan"), 3309 290th Street, Crawfordsville, Iowa, Washington, was engaged in an incident on E. Washington Street whereby Washington Police Officer Benjamin Altenhofen was bitten by Maze. In addition to the bite, Maze was determined not to have an up-to-date rabies vaccination as required by Section 55.12 of the Washington Code of Ordinances and was put under a 10-day quarantine for evaluation.

On June 4, 2021, Chief Lester formally ordered that Maze be humanely destroyed. McClenan subsequently requested a hearing on the matter.

McClenan was served a notice of a hearing to be held in front of me at City Hall per the provisions of Chapter 55, as designee of the City Administrator. Present at the hearing with me that day at 10:00 AM on Thursday, June 17, 2021 were: McClenan, Police Chief Jim Lester and City Clerk Sally Y. Hart.

NARRATIVE

The narrative of the case was consistent between the Chief's account and report and the testimony of McClenan. McClenan stated that he keeps numerous animals in a garage at 1021 E. Main Street in Washington, which is a rental house owned by McClenan, even though McClenan doesn't live at the premises. McClenan testified that he did not manage to get the lock on the

kennel for Maze secured and that allowed Maze to escape from the premises on May 8, 2021, that led to the events of the incident in question.

Officer Altenhofen suffered bite injuries as shown by photographs introduced by Chief Lester during the hearing.

DISCUSSION

Pursuant to Section 55.18, it was my duty to hold a hearing to determine: (a) Whether or not the animal "Maze" is vicious; (b) Whether or not the owner has failed to restrain such animal reasonably; and (c) Whether or not it is in the public best interest to destroy such animal.

My findings are as follows:

(a) Is Kamber vicious pursuant to Chapter 55 of the Code?

According to Section 55.01(22), " 'Vicious animal' means an animal that has attacked or bitten any person or animal without provocation..." Prior to the bite in question on Officer Altenhofen, Maze had harassed a citizen who was carrying groceries and pawed at the victim, but did not bite the victim. The Washington Police Department took some time to finally capture Maze and place him in quarantine. McClenan indicated that he did not believe Maze would bite anybody with McClenan present, however, it is undisputed that Maze did in fact bite Officer Altenhofen and harassed another citizen on the date in question. Therefore, I find based on the evidence, that Maze is a vicious animal under the Washington Code of Ordinances.

(b) Did McClenan fail to restrain Maze reasonably?

By McClenan's own admission, McClenan failed to secure the latch/lock on the kennel housing Maze on the date of question, allowing Maze to become at-large in the City of

Washington. The Police Chief also testified that this was the second time that Maze was at-large in the City, McClenan actually pleading guilty to the first charge on May 8, 2021, the date of this incident. Because this was the second time that Maze had been at large in a short period of time, and that McClenan does not even reside at the place where Maze is housed, I hereby find that McClenan failed to reasonably restrain Maze, allowing Maze to be at-large on the date of the incident.

(c) Is it in the public best interest to destroy Maze?

The first duty of the City related to cases of this nature is to protect public safety. Owners' rights apply only to the extent that they can be exercised in a safe manner. Based on the information presented at the hearing, Maze has been at-large on at least two (2) documented cases in the City of Washington. In addition, Maze harassed a citizen without provocation, luckily not biting the citizen, but jumping upon her, and also bit a trained law enforcement officer in the City. I hereby find that actions of Maze on the date of the incident show that Maze is a threat to the public and I therefore find that Maze should be humanely destroyed.

WHEREFORE, I uphold the Order of the Chief of Police to humanely destroy the dog known as Maze. The animal shall be humanely destroyed after the appeal period has expired.

APPEAL RIGHTS: Therefore, the owner has five (5) days from the delivery of this Ruling to the Owner to appeal my ruling to the Washington City Council. Written Notice of Appeal must be filed with the City Clerk within said five (5) days after receipt of this Ruling. Said written notice may be delivered personally to City Hall at 215 E. Washington Street, Washington, Iowa 52333 or via certified mail to the Washington City Clerk at the above address within said five (5) day period. The written notice of appeal must state the grounds upon which the appeal is made. Failure to file a written notice of appeal within five (5) days of receipt of this Ruling shall constitute waiver of the right to appeal this Ruling.

Dated this 21st day of June, 2021.



Kevin D. Olson, Washington City Attorney

*Jaron P. Rosien, Mayor
Sally Hart, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

July 1, 2021

To: Mayor & City Council
Cc: Sally Hart, City Clerk

From: Brent Hinson
City Administrator

Re: Reimbursement Resolution for 2021 G.O. Bonds

In part because of the delay in getting the CDBG grant for the water main project, we have not yet undertaken the G.O. bond proceedings that were planned (and authorized in our levy) for the FY22 budget. As a result, I am recommending that the Council adopt a “reimbursement resolution” so that funds can start being expended toward NLW Plat 2 and the Police equipment in the budget, in particular, and later be reimbursed by G.O. bond proceeds. There is no downside to adopting the resolution earlier rather than later, so I’d like to get this in place before I’m out the door to ensure that the City is covered.

RESOLUTION DECLARING AN OFFICIAL INTENT UNDER
TREASURY REGULATION 1.150-2 TO ISSUE DEBT TO
REIMBURSE THE CITY FOR CERTAIN ORIGINAL
EXPENDITURES PAID IN CONNECTION WITH SPECIFIED
PROJECTS

WHEREAS, the City anticipates making cash expenditures for one or more capital improvement projects generally described below (each of which shall hereinafter be referred to as a "Project"); and

WHEREAS, the City reasonably expects to issue debt to reimburse the costs of a Project; and

WHEREAS, the Council believes it is consistent with the City's budgetary and financial circumstances to issue this declaration of official intent.

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

Section 1. That this Resolution be and does hereby serve as a declaration of official intent under Treasury Regulation 1.150-2.

Section 2. That it is reasonably expected that capital expenditures will be made in respect of the following Project(s), from time to time and in such amounts as this Council determines to be necessary or desirable under the circumstances then and there existing.

Section 3. That the City reasonably expects to reimburse all or a portion of the following expenditures with the proceeds of bonds, notes or other indebtedness to be issued or incurred by the City in the future.

Section 4. That the total estimated costs of the Project(s), the maximum principal amount of the bonds, notes or other indebtedness to be issued for the foregoing Project(s) and the estimated dates of completion of the Project(s) are reasonably expected to be as follows:

<u>Project</u>	<u>Fund from which original expenditures are to be Advanced</u>	<u>Total Estimated Cost</u>	<u>Amount of Borrowing Anticipated</u>	<u>Estimated Date of Completion</u>
CDBG Water Main Project	Water	\$1,845,300	\$1,245,300	9/30/22
NLW Subdivision Plat 2	Residential Development	\$850,000	\$800,000	6/30/22
Police/Fire Capital Equipment	Capital Equipment	\$100,000	\$100,000	6/30/22

Section 5. That the City reasonably expects to reimburse the above-mentioned Project costs not later than the later of eighteen months after the capital expenditures are paid or eighteen months after the property is placed in service.

Section 6. That this Resolution be maintained by the City Clerk in an Official Intent File maintained in the office of the Clerk and available at all times for public inspection, subject to such revisions as may be necessary.

PASSED AND APPROVED this _____ day of _____, 2021.

Jaron P. Rosien, Mayor

ATTEST:

Sally Y. Hart, City Clerk

*Jaron P. Rosien, Mayor
Sally Hart, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

July 1, 2021

To: Mayor & City Council
Cc: Sally Hart, City Clerk

From: Brent Hinson
City Administrator

Re: Water Main Extension from Wellness Park to West 15th & Marion

A project that we have planned for since the construction of the North Water Tower in 2016 is a 12" water main loop from the new tower to the City's existing 12" loop at West 15th & Marion, which is designed to improve water pressure and redundancy in the northwest part of town. The Maintenance & Construction (M/C) Department constructed a major portion of this water main in 2019 as part of the Wellness Park improvements.

We have about 2,100' of water main remaining to construct to complete the loop. About 660' of this lies on our property, and the remainder is all on property owned by James & Katie Deao. We were able to complete the negotiation of easements recently with the Deaos, and are ready to move forward with having Jack Pope design the improvements. We are picturing that M/C will construct around 1,750' of this water main on the portions going through City property and the Deaos' farm field, and that we would hire a contractor to do the approximately 350' that involves the Deao driveway and going under North Marion to the existing 12".

We would hope to start on the M/C portion of this project after the crop is out this fall, and bid out the contracted project potentially in the spring.

**Water Main Extension to
15th & Marion Analysis
7-1-21**

Soccer
Complex

1108301027 1440

**< Proposed Water Main by
M/C Department
~1750'**

SUB. OF W1/2 SW1/4 SEC. 8-75-7

WASHINGTON

6605

1107400011

1108351014

**Wellness Park
Phase 1 Limits**

**Existing 12" Water Main to
North Water Tower**

1108351012

**Approx Main
Area by Contractor
~350'**

Existing 12" Water Main

1108301027



DEAD, JAMES D., JR. & KATHRYN A.
(Dead)
1503 N MARION AVE
Value \$110,500

View Parcel Report | Google Maps opens in a new tab

1108329008

1108377002

1108377005

1108377006

HIGHLAND PARK ADD.

W14TH ST

1108381006

1108381014

1108381009

1108381010

1108381007

1108381008

1108381005

1108381004

W13TH ST

1108351010

1108351015

1108351010

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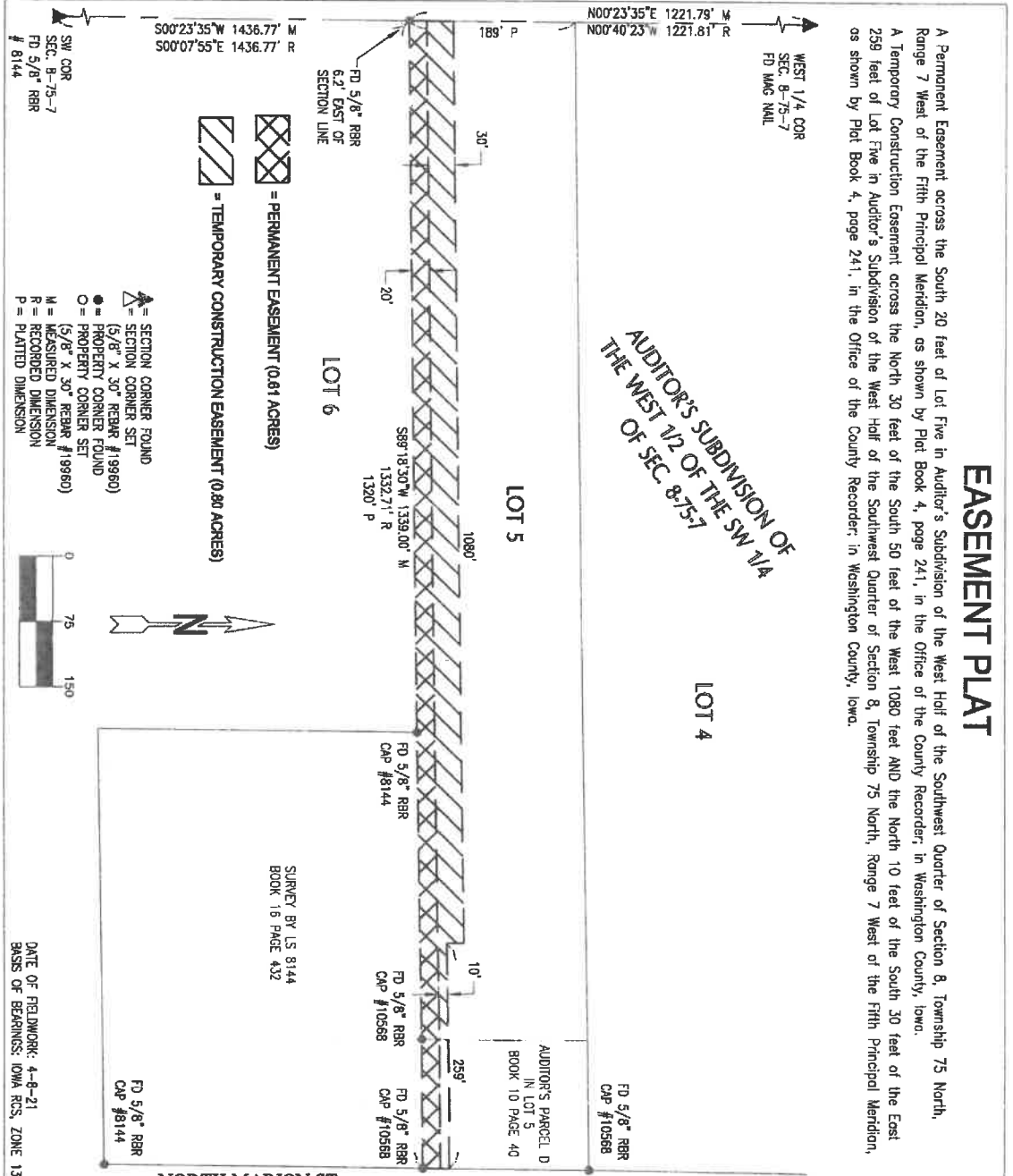
INDEX LEGEND	
LOCATION:	LOT 5 IN AUDITOR'S SUBDIVISION OF THE WEST 1/2 OF THE SW 1/4 OF SEC. 8-75-7
PROPRIETOR:	JAMES D. DEAO, JR. & KATHRYN A. DEAO
REQUESTED BY:	CITY OF WASHINGTON
PREPARED BY:	BOBBY J. MADDALENO
COMPANY:	GARDEN & ASSOCIATES, LTD.
RETURN TO:	P.O. BOX 451, OSKALOOSA, IOWA 52577



GARDEN & ASSOC.

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

RESERVED FOR RECORDER'S USE



A Permanent Easement across the South 20 feet of Lot Five in Auditor's Subdivision of the West Half of the Southwest Quarter of Section 8, Township 75 North, Range 7 West of the Fifth Principal Meridian, as shown by Plat Book 4, page 241, in the Office of the County Recorder, in Washington County, Iowa.

A Temporary Construction Easement across the North 30 feet of the South 50 feet of the West 1080 feet and the North 10 feet of the South 30 feet of the East 259 feet of Lot Five in Auditor's Subdivision of the West Half of the Southwest Quarter of Section 8, Township 75 North, Range 7 West of the Fifth Principal Meridian, as shown by Plat Book 4, page 241, in the Office of the County Recorder, in Washington County, Iowa.

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

Bobby J. Maddaleno, P.L.S. _____ Date _____
License number: 19960
My license renewal date is December 31, 2021
Pages or sheets covered by this seal:



JAMES D. & KATHRYN A. DEAO
LOT 5 OF AUDITOR'S SUB OF WEST 1/2 OF SW 1/4 OF 8-75-7 WASHINGTON COUNTY, IOWA

DATE: 4-15-21	DRN. BJM	APP.
FLD.BK.		PROJ.NO. 6021115

ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT, made and entered as of this _____ day of _____, 2021, by and between the City of Washington, Iowa, a Municipal Corporation, 215 E. Washington Street, Washington, Iowa 52353, hereinafter referred to as the "CITY," and Garden & Associates, Ltd., 1701 3rd Street, Suite 1, Oskaloosa, Iowa 52577, hereinafter referred to as the "CONSULTANT".

WHEREAS, the City Council of the City of Washington did heretofore deem it necessary and desirable to construct improvements related to the water main extension from N. Marion Avenue west to existing 12" diameter main (the "Project"); and

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

WHEREAS, the CONSULTANT is capable of supplying the desired professional services for a fee of not-to-exceed \$12,900.00; and

WHEREAS, accordingly, the CITY has agreed to engage the CONSULTANT as an independent contractor to assist in the design and construction of the Project for a total consulting fee not to exceed \$12,900.00 under the terms and conditions set forth below.

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

I. SCOPE OF SERVICES.

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

II. TIME OF COMPLETION.

The CONSULTANT shall complete the services to be rendered hereunder, excluding the construction administration as shown on Exhibit "A" no later than **September 30, 2021**.

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

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

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

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

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

IV. COMPENSATION FOR SERVICES.

The CITY shall compensate the CONSULTANT for services rendered under this Agreement for a total fee of \$12,900.00. Said total fee shall be paid by the CITY to the CONSULTANT upon the completion of each of the Items below:

- | | | |
|----|---|---------|
| 1. | Preliminary & Final Design
Bidding Phase (if required) | \$9,700 |
| 2. | Construction Staking & Admin | \$3,200 |

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

XV. FINAL AGREEMENT:

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

ACCEPTED & AGREED:

CONSULTANT:
Garden & Associates, Ltd.

CITY OF WASHINGTON:

Jack Pope, Vice-President

Jaron P. Rosien, Mayor

ATTEST:

Sally Hart, City Clerk

*Jaron P. Rosien, Mayor
Sally Hart, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

June 30, 2021

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


From: Sally Y. Hart
City Clerk

Re: Extraterritorial Jurisdiction

The City has been approached by three property owners and Washington County Engineer Jacob Thorius regarding waiver of extraterritorial jurisdiction. It is recommended that the City of Washington decline to exercise its extraterritorial jurisdiction, as done previously for other properties, for the following parcel numbers and property owners:

- 1011200004 Fishback Farms, L.L.C. property for a house to be built
- 1105200007 Thomas J. & Connie L. Wide property to split the house from the remainder of the property
- 1106100005 Brett D. & Bailey E.S. Troyer property for an accessory building to be constructed

RESOLUTION NO. 2021-___

**A RESOLUTION DECLINING TO EXERCISE EXTRATERRITORIAL
JURISDICTION FOR PARCEL 1011200004.**

WHEREAS, the City of Washington's City Administrator, acting under the authority granted by the Washington City Council and in accordance with previous practice, declined to review the plat for the Fishback Farms, L.L.C. property at 2075 230th Street, Washington, Iowa 52353;

WHEREAS, under this resolution, "Proposed plats within the two mile extraterritorial jurisdiction of the City of Washington shall be submitted to the City of Washington's Planning and Zoning Commission for review..." but "The City of Washington may decline to exercise its extraterritorial jurisdiction and choose to order the proposed subdivision to Washington County..." and

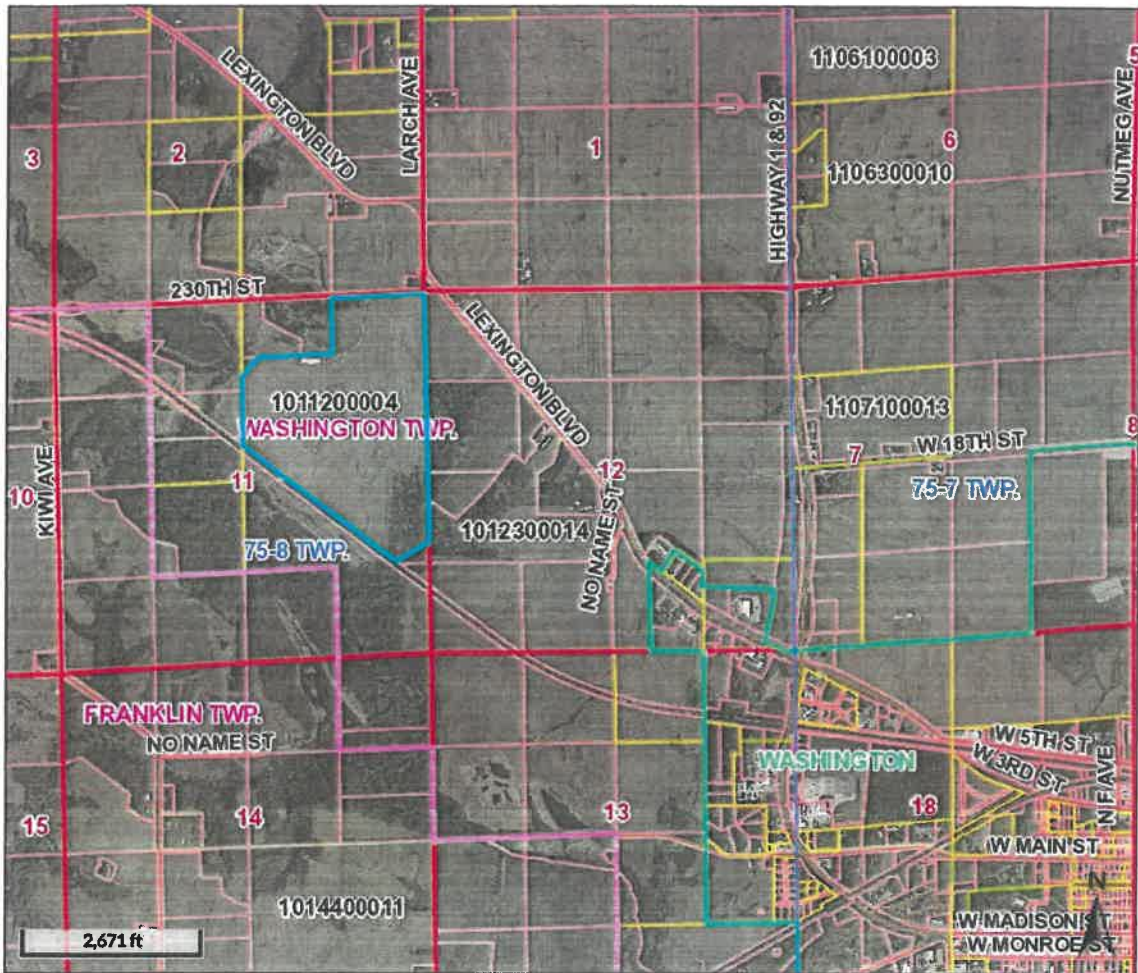
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WASHINGTON, IOWA that the action of the city administrator Brent Hinson in a memorandum dated July 6, 2021, attached as Exhibit A to this resolution, to decline to exercise extraterritorial jurisdiction regarding the Fishback property is hereby affirmed.

Passed and approved this 6th day of July, 2021.

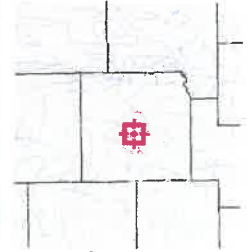
Jaron Rosien, Mayor

Attest:

Sally Y. Hart, City Clerk



Overview



Legend

- Political Township
- Geographic Township
- Corporation
- Sections
- Subdivisions
- Parcels
- Road Centerline

Parcel ID	1011200004	Class	A	Owner Address	FISHBACK FARMS, L.L.C.
Sec/Twp/Rng	n/a	Acreage	167.29		2011 LEXINGTON BLVD
Property Address	2075 230TH ST WASHINGTON				WASHINGTON, IA 52353
District	WATWS				
Brief Tax Description	11 75 08 LOT C E1/2 EXC .69 AC TR NW PT				
	(Note: Not to be used on legal documents)				

Date created: 6/30/2021
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Developed by **Schneider**
 GEOSPATIAL

RESOLUTION NO. 2021-___

**A RESOLUTION DECLINING TO EXERCISE EXTRATERRITORIAL
JURISDICTION FOR PARCEL 1105200007**

WHEREAS, the City of Washington’s City Administrator, acting under the authority granted by the Washington City Council and in accordance with previous practice, declined to review the plat for the Thomas J. and Connie L. Wide property at 2361 220th Street, Washington, Iowa 52353;

WHEREAS, under this resolution, “Proposed plats within the two mile extraterritorial jurisdiction of the City of Washington shall be submitted to the City of Washington’s Planning and Zoning Commission for review...” but “The City of Washington may decline to exercise its extraterritorial jurisdiction and choose to order the proposed subdivision to Washington County...” and

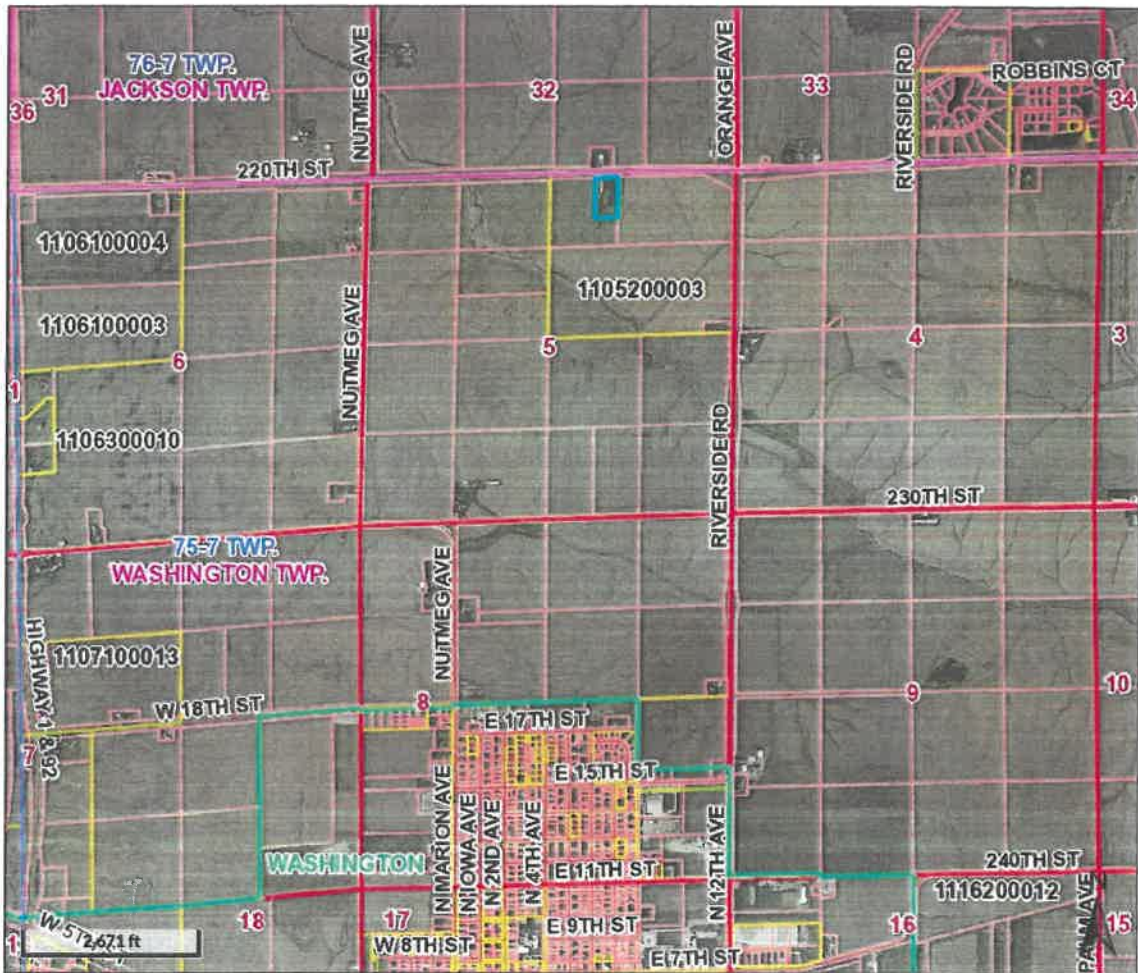
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WASHINGTON, IOWA that the action of the city administrator Brent Hinson in a memorandum dated July 6, 2021, attached as Exhibit A to this resolution, to decline to exercise extraterritorial jurisdiction regarding the Wide property is hereby affirmed.

Passed and approved this 6th day of July, 2021.

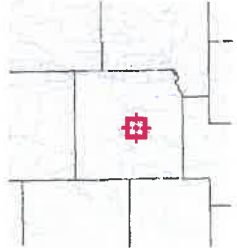
Jaron Rosien, Mayor

Attest:

Sally Y. Hart, City Clerk



Overview



Legend

- Political Township
- Geographic Township
- Corporation
- Sections
- Subdivisions
- Parcels
- Road Centerline

Parcel ID	1105200007	Class	R	Owner Address	WIDE, THOMAS J. & CONNIE L
Sec/Twp/Rng	n/a	Acreeage	n/a		2361 220TH ST
Property Address	2361 220TH ST WASHINGTON				WASHINGTON, IA 52353
District	WATWS				
Brief Tax Description	05 75 07 PAR A LOT 2 NE1/4				

(Note: Not to be used on legal documents)

Date created: 6/30/2021
Last Data Uploaded: 6/30/2021 2:47:28 AM

Developed by Schneider
GEOSPATIAL

RESOLUTION NO. 2021-__

**A RESOLUTION DECLINING TO EXERCISE EXTRATERRITORIAL
JURISDICTION FOR PARCEL 1106100005**

WHEREAS, the City of Washington's City Administrator, acting under the authority granted by the Washington City Council and in accordance with previous practice, declined to review the plat for the Brett D. and Bailey E.S. Troyer property at 2245 220th Street, Washington, Iowa 52353;

WHEREAS, under this resolution, "Proposed plats within the two mile extraterritorial jurisdiction of the City of Washington shall be submitted to the City of Washington's Planning and Zoning Commission for review..." but "The City of Washington may decline to exercise its extraterritorial jurisdiction and choose to order the proposed subdivision to Washington County..." and

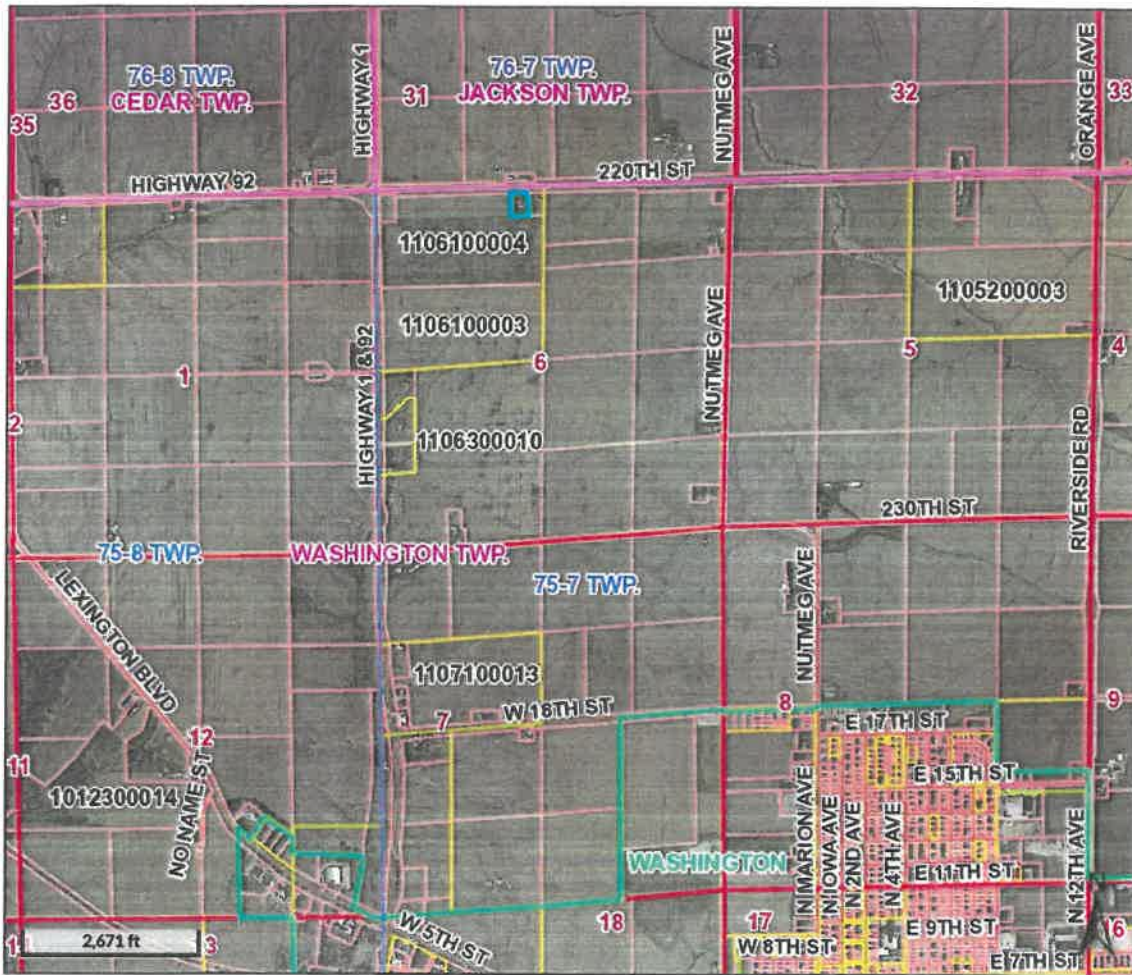
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WASHINGTON, IOWA that the action of the city administrator Brent Hinson in a memorandum dated July 6, 2021, attached as Exhibit A to this resolution, to decline to exercise extraterritorial jurisdiction regarding the Troyer property is hereby affirmed.

Passed and approved this 6th day of July, 2021.

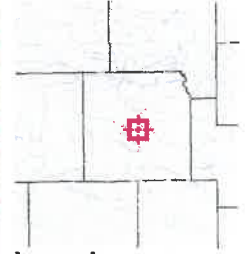
Jaron Rosien, Mayor

Attest:

Sally Y. Hart, City Clerk



Overview



Legend

- Political Township
- Geographic Township
- Corporation
- Sections
- Subdivisions
- Parcels
- Road Centerline

Parcel ID	1106100005	Class	R	Owner Address	TROYER, BRETT D. & BAILEY E. S.
Sec/Twp/Rng	n/a	Acreage	n/a		2245 220TH ST
Property Address	2245 220TH ST WASHINGTON				WASHINGTON, IA 52353
District	WATWS				
Brief Tax Description	06 75 07 PAR C NE1/4 NW1/4				

(Note: Not to be used on legal documents)

Date created: 6/30/2021
 Last Data Uploaded: 6/30/2021 2:47:28 AM

Developed by **Schneider**
 GEOSPATIAL

*Jaron P. Rosien, Mayor
Sally Hart, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

July 1, 2021

To: Mayor & City Council
Cc: Sally Hart, City Clerk

From: Brent Hinson
City Administrator

Re: NLW Plat 1 Change Order #1, Pay App #3 (Release of Retainage), and Project Closeout

We are bringing you 3 items rolled into a single resolution to wrap up the NLW Plat 1 Construction Project. These include:

- 1) Final Change Order #1, which decreases the contract price by \$16,870.67. These decreases are due to lower utilization of quantities (mostly in the removals and replacements) than was budgeted.
- 2) Pay Application #3 (Release of Retainage), in the amount of \$29,420.16. This retainage will be held for 30 days as per Iowa law prior to release to Vicker Drilling.
- 3) Acceptance of Public Improvements for the work completed.

All in all, a great project that opened up 7 new single-family and 2 duplex lots in Washington. I recommend approval of the resolution.

RESOLUTION NO. _____

RESOLUTION ACCEPTING THE NLW SUBDIVISION PLAT 1 CONSTRUCTION PROJECT AS COMPLETED.

WHEREAS, the City Council of the City of Washington did award a construction contract to Vicker Drilling, LLC in the amount of \$196,350.50 for the “NLW Subdivision Plat 1 Construction Project” (the “Project”); and

WHEREAS, the Project has now been completed in accordance with the plans and specifications; and

WHEREAS, it is necessary for the City Council to formally accept the Project.

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

Section 1. That Change Order #1, which decreases the contract price by \$16,870.67, is hereby approved.

Section 2. That Pay Application #3 (release of retainage) is hereby approved in the amount of \$29,420.16. Said retainage will be paid 30 days after the date of this Resolution if no claims are filed against the retainage without further action from this Council.

Section 3. That the construction of the Project is hereby accepted as completed, with a final contract price of \$179,479.83.

Passed and approved this 6th day of July, 2021.

Jaron P. Rosien, Mayor

ATTEST:

Sally Y. Hart, City Clerk

CHANGE ORDER

No. 1

DATE OF ISSUANCE 06/23/21 EFFECTIVE DATE 06/23/21

JURISDICTION City of Washington

CONTRACTOR Vickers Drilling, LLC

Contract: NLW Subdivision - Water, Storm, Sewer, Grading Improvements

Project: NLW Subdivision - Water, Storm, Sewer, Grading Improvements

JURISDICTION's Contract No. _____ ENGINEER's Contract No. _____

ENGINEER Garden & Associates, LTD

You are directed to make the following changes in the Contract Documents:

Description: Final Quantities Adjustement

Reason for Change Order: Actual Quantites Installed

Attachments: (List documents supporting change) Attachment to Change Order No. 1

CHANGE IN CONTRACT PRICE:
Original Contract Price: \$ <u>196,350.50</u>
Net Increase (Decrease) from previous Change Orders No. _____ to _____: \$ <u>0</u>
Contract Price prior to this Change Order: \$ <u>196,350.50</u>
Net Increase (Decrease) of this Change Order: \$ <u>-16,870.67</u>
Contract Price with all approved Change Orders: \$ <u>179,479.83</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: _____ Ready for final payment: _____ (days or dates)
Net change from previous Change Orders No. _____ to No. _____: Substantial Completion: _____ Ready for final payment: _____ (days)
Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____ (days or dates)
Net Increase (Decrease) this Change Order: Substantial Completion: _____ Ready for final payment: _____ (days)
Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____ (days or dates)

RECOMMENDED:

By: *Grant Cooper*
ENGINEER(Authorized Signature)

Date: 6.30.2021

APPROVED:

By: _____
JURISDICTION(Authorized Signature)

Date: _____

ACCEPTED:

By: *Myra Vickers*
CONTRACTOR(Authorized Signature)

Date: 6.30.21

EJCDC 1910-8-B (1996 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractor of America and the Construction Specifications Institute.

**Attachment to Change Order No. 1
 NLW Subdivision - Plat 1
 Water, Storm, Sewer, & Grading Improvements
 Washington, Iowa
 2020**

Vicker Drilling, LLC

No.	Item	Unit	Contract Quantity	Unit Price	Scheduled Value	Actual Quantity	Contract Adjustment
2.	Trench Compaction Testing	LS	1	\$3,500.00	\$3,500.00	0	-\$3,500.00
3.	Sanitary Sewer Service Stub, Trenchless, PVC, 4"	LF	850	\$45.00	\$38,250.00	900	\$2,250.00
24.	PCC Pavement Samples and Testing	LS	1	\$500.00	\$500.00	0	-\$500.00
25.	Removal of Sidewalk	SY	141	\$20.00	\$2,820.00	76.93	-\$1,281.40
26.	Removal of Driveway	SY	39	\$20.00	\$780.00	0	-\$780.00
27.	PCC Sidewalk, 4" Thick	SY	123	\$61.00	\$7,503.00	76.93	-\$2,810.27
28.	PCC Sidewalk, 6" Thick	SY	18	\$64.00	\$1,152.00	0	-\$1,152.00
29.	Detectable Warnings	SF	10	\$65.00	\$650.00	0	-\$650.00
30.	Paved Driveway, PCC, 6" Thick	SY	39	\$70.00	\$2,730.00	0	-\$2,730.00
31.	Full Depth Patch, PCC, 7" Thick	SY	25	\$100.00	\$2,500.00	6.33	-\$1,867.00
35.	SWPPP Preparation	LS	1	\$3,600.00	\$3,600.00	0	-\$3,600.00
36.	SWPPP Management	LS	1	\$250.00	\$250.00	0	-\$250.00
Total Adjustment							-\$16,870.67

APPLICATION FOR PAYMENT NO. 3

To: City of Washington, Iowa (JURISDICTION)

From: Vicker Drilling, LLC (CONTRACTOR)

Contract: NLW Subdivision - Water, Storm, Sewer & Grading Improvements

Project: NLW Subdivision - Water, Storm, Sewer & Grading Improvements

JURISDICTION's Contract No.: ----- ENGINEER's Project No.: 7019316

For Work Accomplished Through the Date of: 06/23/21


1. Original Contract Price:	<u>\$196,350.50</u>
2. Net Change by Change Orders and Written Amendments (+ or -):	<u>\$ (16,870.67)</u>
3. Current Contract Price (1 plus 2):	<u>\$179,479.83</u>
4. Total Completed and Stored to Date:	<u>\$179,479.83</u>
5. Retainage (Per Agreement):	
5% of Completed Work:	<u>\$0.00</u>
0% of Stored Material:	<u> </u>
Total Retainage:	<u>\$0.00</u>
6. Total Completed and Stored to Date Less Retainage (4 minus 5):	<u>\$179,479.83</u>
7. Less Previous Application for Payments:	<u>\$150,059.67</u>
8. DUE THIS APPLICATION (6 MINUS 7)	<u>\$29,420.16</u>

Accompanying Documentation:


CONTRACTOR'S Certification:

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

Payment of the above AMOUNT DUE THIS APPLICATION is **requested**.

Dated: 6-30-21 Vicker Drilling, LLC.
 By:  (CONTRACTOR)

Payment of the above AMOUNT DUE THIS APPLICATION is **recommended**.

Dated: 6-30-2021 Garden & Associates, LTD.
 By:  (ENGINEER)

Payment of the above AMOUNT DUE THIS APPLICATION is **approved**.

Dated: _____ City of Washington, Iowa
 By: _____ (JURISDICTION)

Attachment to Pay Application No. 3
 NLW Subdivision - Plat 1
 Water, Storm, Sewer, & Grading Improvements
 Washington, Iowa
 2020

Vicker Drilling, LLC

No.	Item	Unit	Contract Quantity	Unit Price	Scheduled Value	Work Completed			
						Previous Application	This Period	Quantity To Date	Value of Work Completed
1.	Excavation, Class 10, 12, or 13	CY	3,715	\$3.50	\$13,002.50		3715	3715	\$13,002.50
2.	Trench Compaction Testing	LS	1	\$3,500.00	\$3,500.00			0	\$0.00
3.	Sanitary Sewer Service Stub, Trenchless, PVC, 4"	LF	850	\$45.00	\$38,250.00	900		900	\$40,500.00
4.	Storm Sewer, Trenched, 12" HDPE or PP	LF	546	\$30.00	\$16,380.00	546		546	\$16,380.00
5.	Storm Sewer, Trenched, 15" HDPE or PP	LF	40	\$35.00	\$1,400.00	40		40	\$1,400.00
6.	Storm Sewer, Trenched, 18" RCP	LF	77	\$60.00	\$4,620.00	77		77	\$4,620.00
7.	Storm Sewer, Trenched, 21" RCP	LF	51	\$70.00	\$3,570.00	51		51	\$3,570.00
8.	Storm Sewer, Trenched, 30" RCP	LF	37	\$80.00	\$2,960.00	37		37	\$2,960.00
9.	Connection to Existing Intake	EA	1	\$2,500.00	\$2,500.00	1		1	\$2,500.00
10.	Footing Drain Collector (Secondary Storm Sewer), PVC, 8"	LF	344	\$40.00	\$13,760.00	344		344	\$13,760.00
11.	Footing Drain Collector (Secondary Storm Sewer), C900 PVC, 8"	LF	36	\$45.00	\$1,620.00	36		36	\$1,620.00
12.	Footing Drain Cleanout (Secondary Storm Sewer), PVC, 8"	EA	2	\$800.00	\$1,600.00	2		2	\$1,600.00
13.	Footing Drain Outlets and Connections	EA	6	\$200.00	\$1,200.00	6		6	\$1,200.00
14.	Storm Sewer Service Stub, PVC, 4"	LF	56	\$40.00	\$2,240.00	56		56	\$2,240.00
15.	Storm Sewer Service Stub, C900 PVC, 4"	LF	100	\$40.00	\$4,000.00	100		100	\$4,000.00
16.	Water Main, Trenched, C900 PVC, 12"	LF	190	\$50.00	\$9,500.00	190		190	\$9,500.00
17.	Water Main Connection	LS	1	\$1,800.00	\$1,800.00	1		1	\$1,800.00
18.	Water Service Stub, Trenched, Type K Copper, 1"	EA	11	1,050	\$11,550.00	11		11	\$11,550.00
19.	Gate Valve, 12"	EA	1	\$2,648.00	\$2,648.00	1		1	\$2,648.00
20.	Flushing Device (Blowoff), 4"	EA	1	\$1,689.00	\$1,689.00	1		1	\$1,689.00
21.	Manhole, Type SW-401, 48" Dia.	EA	1	\$2,716.00	\$2,716.00	1		1	\$2,716.00
22.	Intake, Type SW-509	EA	1	\$6,960.00	\$6,960.00	1		1	\$6,960.00
23.	Prefabricated PVC Intake	EA	4	\$2,850.00	\$11,400.00	4		4	\$11,400.00
24.	PCC Pavement Samples and Testing	LS	1	\$500.00	\$500.00			0	\$0.00
25.	Removal of Sidewalk	SY	141	\$20.00	\$2,820.00	50.55	26.38	76.93	\$1,538.60
26.	Removal of Driveway	SY	39	\$20.00	\$780.00			0	\$0.00
27.	PCC Sidewalk, 4" Thick	SY	123	\$61.00	\$7,503.00	50.55	26.38	76.93	\$4,692.73
28.	PCC Sidewalk, 6" Thick	SY	18	\$64.00	\$1,152.00			0	\$0.00
29.	Detectable Warnings	SF	10	\$65.00	\$650.00			0	\$0.00
30.	Paved Driveway, PCC, 6" Thick	SY	39	\$70.00	\$2,730.00			0	\$0.00
31.	Full Depth Patch, PCC, 7" Thick	SY	25	\$100.00	\$2,500.00		6.33	6.33	\$633.00
32.	Subbase Over-Excavation, 6"	TON	10	\$150.00	\$1,500.00	10		10	\$1,500.00
33.	Temporary Traffic Control	LS	1	\$2,500.00	\$2,500.00	0.5	0.50	1.00	\$2,500.00
34.	Seeding, Fertilizing, and Mulching for Hydraulic Seeding	LS	1	\$4,500.00	\$4,500.00		1	1	\$4,500.00
35.	SWPPP Preparation	LS	1	\$3,600.00	\$3,600.00			0	\$0.00
36.	SWPPP Management	LS	1	\$250.00	\$250.00			0	\$0.00
37.	Mobilization	LS	1	\$6,500.00	\$6,500.00	1		1	\$6,500.00
TOTALS					\$196,350.50				\$179,479.83



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

June 30, 2021

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

Re: NLW Subdivision – Plat 1
Water, Storm, Sewer & Grading Improvements
Washington, Iowa - 2020
G&A 7019316

Honorable Mayor and Council:

I hereby state that the work of the NLW Subdivision – Plat 1 – Water, Storm, Sewer & Grading Improvements, Washington, Iowa – 2020 under contract bearing the date of July 21, 2020 by and between the City of Washington, Iowa (Owner) and Vicker Drilling, LLC (Contractor) has been completed and substantially complies with the terms, conditions and stipulations of the plans and specifications for said improvements.

Respectfully submitted this 30th day of June, 2021.

Sincerely,
GARDEN & ASSOCIATES, LTD.

Jack Pope, P.E.

Cc: Vicker Drilling, LLC

JP/lm

ORDINANCE NO. ___

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE
CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER
69.08, "NO PARKING ZONES"

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

SECTION 1. **Add Paragraph.** A new Section 69.08, "No Parking Zones", Paragraph 96 is added as follows: "North Avenue E, on the west side, from its northern extremity to its intersection with West 7th Street."

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

SECTION 3. **Severability.** If any section, provision or part of this ordinance shall be judged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

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 ___ , 2021.

Jaron P. Rosien, Mayor

Attest:

Sally Y. Hart, City Clerk

Approved on First Reading: June 15, 2021

Approved on Second Reading: _____

Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. ____ on the ____ day
of _____, 2021.

City Clerk

*Jaron P. Rosien, Mayor
Sally Hart, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

July 1, 2021

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

A handwritten signature in blue ink that reads "Sally Y. Hart".

From: Sally Y. Hart
City Clerk

Re: City Administrator Search Consultant

Mayor Jaron Rosien, Finance Director Kelsey Brown, Police Chief Jim Lester, and I met to review the four administrative search consultant proposals the city received. We had reached out to several recommended firms for proposals.

We feel it is important to note that all four proposals received suggested beginning the city administrator search this summer with final interviews and offers presented in the fall. Of the four received, we recommend approving the attached agreement with Midwest Municipal Consulting L.L.C. of Ankeny, Iowa for up to \$13,300. We arrived at this recommendation due to the fees for service, knowledge of the region specifically eastern Iowa, and the proposed timeline.

The remaining three proposals were as follows:

- Aureus Group of Nebraska – 30% of first-year base salary (\$30,000+)
- Baker Tilly of Minnesota - \$24,500
- GovHR of Illinois - \$22,500

Due to the length of the proposals, electronic copies of these files are available upon request.



CITY ADMINISTRATOR SEARCH PROPOSAL



Midwest Municipal Consulting, L.L.C.

Elizabeth A. Hansen, Founder and President
1210 NE 29th Street, Ankeny IA 50021
515-391-9816

June 22, 2021

Introduction and Eligibility

Midwest Municipal Consulting, LLC represents municipalities, non-profit organizations, and businesses in the Midwest. Our professional team specializes in short and long-term goal setting and community visioning, strategic, action, capital improvement and equipment replacement planning, and a variety of human resource needs, including executive professional searches filling critical leadership positions.

Is the mission of your community to provide high quality services that meet the needs of your residents? We bring extensive experience and professionalism and can customize our support to meet your individual needs and concerns.

Our executives and facilitators are certified professionals in Human Resource Management from the National Society of Human Resources (SHRM-CP). They have been community leaders; leading searches such as these for decades. We know that executives play a critical role in how services are provided to the public and how local government and non-profit organization resources are utilized. We take pride in working with our clients to find the best possible fit for your community and organization. We find highly talented individuals with a commitment to serve the public, and our placements will be some of the best and brightest in their fields.

Midwest Municipal Consulting, LLC

Elizabeth Hansen, President and Founder

1210 NE 29th Street

Ehansen.mmc@gmail.com

515-391-9816 Office and Cell

Ankeny, IA 50021

www.midwestmunicipalconsulting.com

A native of the Midwest, Ms. Hansen has over 18 years of experience in local government management, including as City Administrator in Elk Point, South Dakota as well as Jefferson, Nevada and Windsor Heights, Iowa. Her communities benefited from her leadership and proficiency in community visioning and financial planning. These skills, abilities and experiences are vital tools to promote and develop growth in rural and small communities throughout the Midwest. She has a master's in Public Administration from the University of South Dakota and a bachelor's degree in Paralegal Studies from National American University in Sioux Falls, South Dakota.

Hansen was named Manager of the Year in 2014 by the Iowa City/County Management Association, and in 2007 she became the first recipient of the organization's Emerging Leader award. Ms. Hansen is also a Credentialed City Manager from the International City/County Manager's Association (ICMA-CM), Certified Municipal Clerk in the State of Iowa and Certified Human Resource Professional from the National Society of Human Resource Management (SHRM-CP).

Scope – Proposed Strategy

Ms. Hansen brings years of experience working closely with elected officials and department directors in many city planning settings. Her search process is based on prior experience and on a proven search methodology. The goal of this process is two-fold. First, to maximize your input while minimizing your time investment until we have a small, select pool of final candidates. Second, to provide you with the benefit of my expertise as you select a candidate who best matches your needs.

Task		Fee
Phase I: Learn the Community's Needs	We learn the community's needs through interviews with key city employees, elected and/or appointed officials, and any identified leaders in the community, such as the School Superintendent, developers and other citizens selected by the Council. An appropriate compensation is determined. The outcome of all is shared with the Mayor and City Council members.	\$1,200
Profile the Position and Marketing Strategy	Based on the above input, I work with the Mayor and City Council members to delineate the skills, knowledge, and abilities a successful candidate must possess, along with the important traits, attitudes, and values. I do this by way of several informal meetings with city delegates to identify their thoughts on the critical strengths and characteristics they seek in a new leader. These meetings enable us to learn the City's requirements for the position, such as experience, education, and training, as well as management and communication style. We then discuss the challenges the City is facing and the goals for the next three to five years. I develop a position profile which includes a comprehensive job description, an overview of the community, the key opportunities and challenges facing the candidate and the selection criteria established for the search.	\$1,800
Phase II: Tap the Candidate Pool	I tap the candidate pool in a variety of ways. One, I develop and place advertisements in appropriate professional publications and newspapers. Two, I develop and distribute the position profile to likely candidates and others who may be interested or helpful. Three, my personal contacts with City Managers/Administrators and City Clerks throughout the state and region tend to be the most fruitful source of top applicants. Four, I seek out and encourage top-level people to apply for the position who may not be looking for employment or who may be reluctant to apply directly to the City. Five, I review my files to find candidates who I know already meet your specifications and contact people in local governments who may know of suitable candidates for the position.	\$1,500
Screen, Evaluate, Interview	Upon receipt of applications, I will screen and pre-quality candidate for you. I do this by reviewing the applications and narrowing the candidate pool based on the extent of match with the specified criteria. This narrowed pool is then further reduced.	\$2,500

	through written samples, one-on-one meetings, or telephone interviews with the candidates. A written report of backgrounds, strengths, accomplishments, writing samples and reference results are provided.	
Background Checks	For candidates who pass the screening stage above, I conduct complete and thorough background investigations on their employment, education, criminal and general background. We also make inquiries to individuals who are working with or have worked with the applicant. After background checks are completed, we screen down the top three to five candidates (number of finalists you desire).	\$2,300
Phase III: Narrow the Field	Once the finalists have been determined, they are invited to attend an on-site evaluation/interview for one or two days. At this time, they are given a tour of the City and meetings with selected community leaders, staff, and City officials are arranged. We will provide scheduling and logistics support. I will also work with you to develop appropriate interview questions and travel arrangements for the on-site interviews.	\$1,800
Make Offer	I work with you and your City Attorney to help structure an offer that meets the City's needs. I may assist the City with the development of an employment contract, if necessary.	\$700

References

Recent Midwest Municipal Consulting executive search experience includes:

City/Pop	Position	Contact	Number
Windsor Heights (4809)	City Clerk (2018)	Marcia Woodke	(702) 497-0644
Windsor Heights (4809)	Public Works Director (2018)	Marcia Woodke	(702) 497-0644
Windsor Heights (4809)	Public Safety Director (2018)	Marcia Woodke	(702) 497-0644
Windsor Heights (4809)	Building Official (2017)	Marcia Woodke	(702) 497-0644
Ottumwa (24,321)	City Administrator (2020)	Tom Lazio	(641) 683-0600
West Liberty (3736)	City Manager (2020)	Lee Geertz	(319) 627-2418
Griswold (1036)	City Manager (2020)	Carmen Sorenson	(712) 249-2198
West Liberty (3736)	Police Chief (2021)	Lee Geertz	(319) 627-2418
West Liberty (3736)	City Manager (2021)	Lee Geertz	(319) 627-2418
Center Point (2555)	City Administrator (2021)	Paula Freeman-Brown	(319) 310-0568
Carroll (10,103)	Parks & Recreation Director (2021)	Mike Pogge-Weaver	(712) 775-7505

Respondent Resume - Attached Professional Profile

Additional Human Resource Experience - Attached Infographic

Previous Position Profile - Attached

Proposed Recruitment Timeline

Here is a proposed tentative search timeline:

July	City Council approved a contract with a consulting firm to hire City Administrator
July	Confidential Interviews with Department Heads, Mayor and City Council and any focus groups
July	Update the job description and Prepare a Profile for the Position
July	Council approves job description and profile
August	Prepare advertisements and a list of potential candidates. Consultants advertised for the position on various websites. Emailing profile. Phone calls to potential candidates.
August	Deadline for applications and Screening of Candidates
August	If necessary, Special Council Committee or Board Meeting – Closed Session to Update City Council on Process. Provide list of finalists ranked by consultant for review by Council Personnel Committee and any other delegates. Finalists reduced to 3-5. Select candidates for interview and to confirm dates/times of interview.
September	Phone, Skype, or Zoom Interview and/or Written Sample
September	Send a packet of Information to Candidates for Formal Interviews
September	Education Verification, Criminal Background Checks - Finalists Call to Candidate References and Coordinate Interviews
September	Formal Interviews. Additional elements of interview process may include: <ul style="list-style-type: none"> • Tour provided by City. • Interviews by Department Heads. • Interviews to be conducted by community leaders (from boards, chamber, EDC, business, and volunteers). • Public open house and formal presentations. • Comment cards provided and collected at each event. • Finalist does public presentation and final interview with City Council. • Comment cards provided to Mayor and Council before deliberation. Closed Session to deliberate and direct the consultants to negotiate wage and other details of an employment offer (and contract, if necessary).
October	Extend offer of employment. May include consultant to draft agreement. City Attorney reviewed and amended the agreement for execution.
October	City Council to approve offer of employment (contract) at Council Meeting.
October	City Administrator to start, depending on 30-day or 60-day notice requirement per previous contract

Benefit Statement

The City of Washington will benefit by awarding the contract to Midwest Municipal Consulting, LLC because the President and Founder has over eighteen (18) years of municipal experience in the Midwest and mostly in Iowa. The connections throughout the state of South Dakota, Iowa, and some in Nebraska, Minnesota and Illinois is great. It is helpful Ms. Hansen has experience and relationships built while serving on the Iowa League of Cities (ILC) Board of Directors, Iowa City Manager's Association, and many board positions she has served. She facilitates sessions for the Iowa Municipal Professional's Institute offered by Iowa State Extension and hosts a booth at the ILC and Iowa Finance Officers Association (IMFOA) Conferences, to stay in front of potential candidates. Hansen also is currently filling two executive positions in 2021 for West Liberty. For all these reasons, Ms. Hansen can leverage an extensive network of contacts that most out of state, part-time or semi-retired consultants may not.

Professional Fee and Payment Policy

Midwest Municipal Consulting will conduct the search and provide all the related services outlined above for a flat fee of \$11,800 plus expenses, which includes the cost of advertising and mileage. Normally expenses do not exceed \$1,500. The City will pay for the costs associated with bringing finalists into the community to interview.

Alternative steps and an alternative timeline could also be arranged. Clients use the above tasks, timeline and costs to narrow the scope of services requested.

It normally takes 90-120 days to complete a candidate search and fill a position at this level. Fees are payable in three equal payments, with the first one-third payment due at the signing of the agreement; one-third due after Phase II and the final payment due at the time the offer of employment is accepted.

Guarantee

If the selected candidate is terminated for non-performance of duties within the first 12 months of appointment, I will assist in refilling the position for the costs of expenses.

Approval to Proceed

If the above proposal meets with your approval, please sign below, and return one original to me. Thank you.

Jaron Rosien, Mayor

Elizabeth A. Hansen, President
Midwest Municipal Consulting, LLC



Midwest Municipal Consulting, L.L.C.

June 22, 2021

Sally Hart, City Clerk
City of Washington
PO Box 516
Washington, IA 52353

Executive Recruitment
•
Organizational Effectiveness Training
•
Goal Setting and Strategic Planning
•
Job Descriptions
•
Compensation Studies
•
Capital Improvement Planning

RE: City Administrator Recruitment Proposal

Dear Ms. Hart, Honorable Mayor and Members of the City Council:

This engagement letter will confirm our recent conversations and provide an agreement basis for my services in connection with the search of your next City Administrator. It is my understanding that the City desires recruitment assistance scheduled for immediately, for which I am pleased to offer my services.

Finding the right person to carry out the directions of the Mayor and Council is a major process. This is more labor intensive than finding people to fill other positions within the city's workforce. Cities are staffed to do the routine steps for regular employee selections. They are not staffed to do the tasks associated with executive searches. The decision to use a consulting service is a proper use of resources. Identifying the right person is more than finding someone with the credentials. It is finding the person that will fit best within the organization and the community.

I trust the current content and format of the attached proposal is in line with your thinking; if not ideal, we can alter accordingly.

Enclosed also is biographic information. You can see that I am a Certified Professional Human Resource Manager (SPHR-CP) and Credentialed City Manager (ICMA) with near twenty years of experience with managing human resource matters and conducting executive searches.

Your signature at the bottom of the proposal will confirm your acceptance of my service and payment details. Please forward a signed copy to me and I will enter an acceptable meeting date on the calendar and begin immediate preparation for your search.

I look forward to working with the City of Washington. If you have any questions regarding this proposal, please contact me at 515-391-9816.

Respectfully submitted,

Elizabeth A. Hansen
Elizabeth A. Hansen,
ICMA- CM, ICMC, SHRM-CP
President

Enc(s)

*Jaron P. Rosien, Mayor
Sally Hart, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

July 1, 2021

To: Mayor and City Council
Cc: Sally Hart, City Clerk

From: Brent Hinson
City Administrator

Re: Appointment of Joint Interim City Administrators

As I discussed with Council at the June 15 meeting, it is my recommendation that following my departure on August 6, Kelsey and Sally split my duties and be designated as joint interims. I believe this split is what makes sense for the City, and puts us in the best position to keep things running smoothly until my permanent successor can be appointed and start employment.

RESOLUTION NO. _____

**A RESOLUTION APPOINTING
JOINT INTERIM CITY ADMINISTRATORS**

WHEREAS, City Administrator Brent Hinson has announced his resignation, effective August 6, 2021; and

WHEREAS, the City Personnel Manual (2017) states that, “When a department head position, including the offices of City Administrator or City Clerk, is vacated for a period exceeding one month, it is the City’s policy that an employee or employees may be designated to assume the job duties of the position on an interim basis. Whenever possible, this assignment will be done in advance...”; and

WHEREAS, City Administrator Hinson has recommended Finance Director Kelsey Brown and City Clerk Sally Hart be designated as joint Interim City Administrators following his separation from employment; and

WHEREAS, while the City Personnel Manual states that, “If multiple employees are to split the duties...each may be compensated at a rate of up to \$1.00 per hour”, it is City Administrator Hinson’s recommendation that the compensation for the joint interims instead be a split of 25% of the gross wage that would have been paid to the City Administrator.

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

Section 1. The City Council hereby appoints joint Interim City Administrators Kelsey Brown and Sally Hart and sets their compensation at \$545.48 per pay period each, in addition to their regular compensation.

Section 2. Said additional compensation shall commence on August 7, 2021 and terminate upon the start of employment of a permanent City Administrator.

Section 3. The proposed general split of City Administrator duties attached as Exhibit A is hereby approved.

Section 4. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 6th day of July, 2021.

Jaron P. Rosien, Mayor

ATTEST:

Sally Y. Hart, City Clerk

Interim Process, Project & Supervision Responsibilities**Kelsey**

- Processes: 2021 G.O. Bonding (pending CDBG award), TIF Certification, State TIF Report, Budget Process, ARPA Funding Plan, Police Department staffing analysis, WWTP/West Side Interceptor debt refinancing.
- Projects: Bazooka Sewer Line, City Hall/Police, NLW Subdivision (Plat, UR area, bonding, project), CDBG Water Main, IRE H2S issue.
- Supervision: Police, WTP, WWTP, Cemetery.
- Liaison: WEDG, Library.

Sally

- Processes: MSJ (Annexation, Development Agreement, Rezoning, Plat), house explosion cleanup/demo, 314/320 North C redevelopment, Captain's Table, Capital Equipment Replacement Plan (for FY23 budget), Urban Revitalization (tax abatement) plan reauthorization by 4/1/22.
- Projects: Wellness Park Soccer Lighting, CDBG owner-occupied rehab program, ECIHTF owner-occupied rehab program, MSJ sewer boring project, Linn Hollow sewer installation/connection to City system, East Adams project/assessments, South E/closeout & completion of assessment process, Pickleball project, West Buchanan/Business Park Phase 2 project (assistance to lead staff Keith Henkel).
- Supervision: Fire/EMS, Parks, M/C.
- Liaison: Main Street, Chamber, Hotel/Motel.

Responsibility for all other duties, processes, and projects shall be determined by mutual agreement of the joint Interim City Administrators.

City of Washington
 Calculations for Interim Duties
 07/01/2021

Brent Current (Per Pay Period) \$ 4,363.85
 - 25% max (by policy) \$ 1,090.96

	PPD Current	Proposed Interim Pay	Total Pay	Annualized Equivalent
Kelsey	\$ 2,885.38	\$ 545.48	\$ 3,430.86	\$ 89,202.39
Sally	\$ 2,470.01	\$ 545.48	\$ 3,015.49	\$ 78,402.77