



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 20, 2021

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, July 20, 2021 to be approved as proposed or amended.

Consent:

1. Council Minutes July 6, 2021
2. A&R Land Services, Inc., ROW Services Deao Water Easement, \$2,066.08
3. ECICOG, Rehab Grant Administration, \$1,725.00
4. Flora, Wellness Park Landscaping, \$15,075.20
5. FOX Engineering, North 4th Avenue Street and Utility Improvements, \$1,185.00
6. FOX Engineering, 2020 Sanitary Sewer Extension, \$4,054.19
7. FOX Engineering, 2021 Water Main Improvements, \$2,000.00
8. Iowa Communities Assurance Pool, Commitment to Membership, \$164,031.00
9. IMWCA Work Comp Premium 21-22 Install 1, \$6,921.00
10. YMCA of Washington County, 2021 Pool Management Fees, \$2,500.00
11. Halcyon House, 1015 South Iowa Avenue, Special Class C Liquor License (**renewal**)
12. Department Reports
13. BW Construction, Housing Rehab Program, \$15,000 (**added item**)

Claims Report

- Claims for July 20, 2021

SPECIAL EVENT REQUEST

- Washington Chamber of Commerce – Thursday Night Live, August 19, 2021

SPECIAL PRESENTATION

- Mayoral Appointments – Planning & Zoning Commission, and Board of Adjustment
- Nuisance Report

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

NEW BUSINESS

1. Discussion & Consideration of Wellness Park Water Main Material Purchases
2. Discussion and Consideration of Authorizing a Quit Claim Deed and Accepting a Permanent Easement (Miller Trust)
3. Discussion & Consideration of a Resolution Authorizing Levy, Assessment, And Collection of Costs to the Washington County Treasurer
4. Discussion & Consideration of Appointment of Deputy City Clerk (Kelsey Brown)
5. Discussion & Consideration of an Engagement Letter (TIF/Budget Process Assistance)
6. Discussion & Consideration of City Administrator Position Profile and Salary Range
7. Discussion & Consideration of a Resolution Appointing City Administrator Hiring Committee
8. Discussion & Consideration of a Resolution Adopting a Development Agreement Amendment (Enos Yoder – 314/320 North Avenue C)
9. Discussion & Consideration of First Reading of an Ordinance Amending Zoning District Boundaries (Rezone Bordwell Property from CCRC to R-2 – P&Z Recommendation)
10. Discussion & Consideration of a Resolution Approving Final Plat (Business Park Phase II)
11. Discussion & Consideration of First Reading of an Ordinance Amending Zoning District Boundaries (Business Park Phase II Land from C-1 to I-1 and B-2 – P&Z Recommendation)
12. Discussion & Consideration of Third and Final Reading of an Ordinance Amending Chapter 69 (North E No Parking)
13. Discussion & Consideration of Fireworks Contract

WORKSHOP

- Discussion on Allocation of American Recovery Plan Act (ARPA) Funding

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 7-6-2021

The Council of the City of Washington, Iowa, met in Regular Session in the Council Chambers, 215 East Washington Street on Tuesday, July 6, 2021 at 6:00 p.m. Mayor Rosien in the chair.

On roll call present: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist.

Motion by Gault, seconded by Stigers, that the agenda for the Regular Session to be held at 6:00 p.m., Tuesday, July 6, 2021 be approved. Motion carried.

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

Motion by Youngquist, seconded by Pettit-Majewski, to approve consent items 1-14. Motion carried.

Claims for July 6, 2021 were presented by Finance Director Kelsey Brown.

Motion by Earnest, seconded by Pettit-Majewski, to approve the claims for July 6, 2021. Motion carried.

Washington Public Library Director Bryna Walker via Zoom presented a special event request for Miss Iowa reading in Central Park on July 13, 2021.

Motion by Youngquist, seconded by Gault, to approve the special event request for Miss Iowa Reading in the Park on July 13, 2021. Motion carried.

Mayor Rosien presented a proclamation recognizing July as Independent Retail and Small Business Month in the City of Washington.

Motion by Pettit-Majewski, seconded by Youngquist, to approve mayoral appointments of Clay Whisler to the Hotel/Motel Tax Committee, and Gary Murphy to the Washington Public Library Board of Trustees. Motion carried.

Presentation from the Public: Mary Audia, director of Washington Economic Development Group, thanked the council for support of WEDG and notified the council of a childcare study to take place in Washington County starting in August, a housing needs committee meeting, and working with ECICOG and Enterprise to address transportation issues in the area.

Motion by Pettit-Majewski, seconded by Youngquist, to untable the discussion and consideration of releasing demolition reserve at 1114 E. Washington Street. Roll call on the motion: Ayes: Earnest,

Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried.

Motion by Pettit-Majewski, seconded by Stigers, to release demolition reserve and have City Attorney Kevin Olson send a letter regarding other nuisances including vehicles on the property. Motion carried.

Motion by Pettit-Majewski, seconded by Stigers, to approve a Resolution Awarding Bid of West Buchanan Paving and Reconstruction Project to DeLong Construction, Inc. for \$1,714,667.30. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2021-061)**

Motion by Gault, seconded by Earnest, to approve a Resolution Approving a Site Plan for the Bazooka-Farmstar Expansion. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2021-062)**

A dog appeal hearing was held for Maze owned by Kairon McClenan. Mayor Rosien announced first the owner would speak, then Police Chief Jim Lester, and then council would discuss the matter. McClenan and Police Chief Lester each spoke. Council discussed the issue. Motion by Stigers, seconded by Gault, to uphold Police Chief Lester's decision to euthanize the dog. Motion carried.

Motion by Earnest, seconded by Stigers, to approve 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. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2021-063)**

Motion by Stigers, seconded by Gault, to approve an Engineering Services Agreement with Garden & Associates, Ltd. For \$12,900.00 for a Water Main Extension from Wellness Park to West 15th and Marion Avenue. Motion carried.

Motion by Youngquist, seconded by Pettit-Majewski, to approve a Resolution Declining to Exercise Extraterritorial Jurisdiction for the Fishback Farms Property, parcel 1011200004. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2021-064)**

Motion by Stigers, seconded by Pettit-Majewski, to approve a Resolution Declining to Exercise Extraterritorial Jurisdiction for the Wide Property, parcel 1105200007. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2021-065)**

Motion by Pettit-Majewski, seconded by Youngquist, to approve a Resolution Declining to Exercise Extraterritorial Jurisdiction for the Troyer property, parcel 1106100005. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2021-066)**

Motion by Youngquist, seconded by Pettit-Majewski, to approve a Resolution Accepting the NLW Subdivision Plat 1 Construction Project as Completed. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2021-067)**

Motion by Stigers, seconded by Gault, to approve the Second Reading of an Ordinance Amending Chapter 69 (North E No Parking). Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried.

Motion by Moore, seconded by Youngquist, to approve the City Administrator Search Proposal from Midwest Municipal Consulting, L.L.C. Elizabeth Hansen for up to \$13,300. Motion carried. Hansen joined the council meeting via Zoom and described the process.

Motion by Pettit-Majewski, seconded by Gault, to approve a Resolution Setting Interim City Administrators as Finance Director Kelsey Brown and City Clerk Sally Hart. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried.

Departmental reports were presented.

Motion by Moore, seconded by Gault, that the Regular Session held at 6:00 p.m. Tuesday, July 6, 2021, is adjourned at 7:11 p.m.

Sally Y. Hart, City Clerk

A & R Land Services, Inc.

1609 Golden Aspen Drive, Suite 102
Ames, IA 50010
515-337-1197

Invoice No. WAS-DEAO-2021-4

INVOICE

Customer

Name City of Washington, Iowa, c/o Brent D. Hinson
Address 215 East Washington Street
City Washington State IA ZIP 52353
Phone 319-653-6584

Date 7/9/2021
Order No. WAS-DEAO-2021

Qty	Description	Unit Price	TOTAL
	JUNE 2021		
25	ROW Services for City of Washington, Iowa 2021 Deao Water Easement	\$75.00	\$1,875.00
338	Mileage for project trips taken.	\$0.560	\$189.28
	Color copies/printing.	\$0.50	
	Black and white copies/printing.	\$0.10	
	Abstractor/Courthouse Fees	\$1.00	
1.8	Postage	\$1.00	\$1.80
	Recording Fees	\$1.00	
	SubTotal		\$2,066.08
	Shipping & Handling		\$0.00
	Taxes Iowa		

Payment Details

- Cash
 Check
 Credit Card

Name _____
CC # _____
Expires _____

SubTotal \$2,066.08
Shipping & Handling \$0.00
Taxes Iowa
TOTAL \$2,066.08

Office Use Only: Customer will be charged 1.5% interest per month for any invoices past due over 30 days.

Agreed expenses include: mileage at current the Federal rate, lodging at GSA's current rate, per diem at GSA's current rate, postage, copies/printing at 10 cents per black & white page and 50 cents per color page, telephone calls, and any other project-related expenses to be billed to client based on actual expense.

Your Expert Right of Way Resource



EAST CENTRAL IOWA
COUNCIL OF GOVERNMENTS
YOUR REGIONAL PLANNING AGENCY


700 16th Street NE, Suite 301
Cedar Rapids, IA 52402

Invoice

Date	Invoice #
6/30/2021	9324

Phone #	Fax #
319-289-0057	319-365-9981

Bill To
CITY OF WASHINGTON PO BOX 516 WASHINGTON IA 52353

Approved by: 

Quantity	Description	Rate	Amount
23	CDBG REHAB GRANT ADMINISTRATION	75.00	1,725.00
Please remit payment within 30 days.		Total	\$1,725.00



INVOICE

Farm. Fresh Flora

1160 Fir Ave.
Wellman, IA 52356
319-631-5328
melanie@farmfreshflora.com

DATE: 6.7.21
INVOICE # 279
BILL TO: City of Washington
FOR: Wellness Park landscaping
215 E Washington St.
Washington, IA 52353
653-6584 x 134
bhinson@washingtonia.gov

<u>Quant.</u>	<u>Description</u>	<u>Size</u>
3	Serbian spruce	6"BB
3	Maple 'Burgundy Belle'	2.5"BB
32	Hydrangea 'Quickfire'	#5
8	Grass 'Karl Foerster'	#2
114	Coreopsis 'Zagreb'	#1
13	Juniper 'Blue Pacific'	#5
1	Gray trap rock/weed mat 20 ton +/-	I.s.
1	Topsoil 80 tons +/-	I.s.
1	Quarry outcropping 9-14" 10 pc. +/-	I.s.
1	Fertilizer fee	I.s.
1	Labor/mobilization/initial watering	I.s.
9	Design/consulting from late 2020-April 2021	hr.

Subtotal	\$ 21,536.00
TE	\$ -
Less DP	\$ (6,460.80)
Total	\$ 15,075.20

Please make all checks payable to **flora LLC**. If you have any questions concerning this invoice, please contact Melanie at 319-631-5328.

THANK YOU FOR YOUR BUSINESS!
flora, LLC



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

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

Invoice number 48053
 Date 06/30/2021

Project 711419A N 4th Avenue Street and Utility Improvements

Professional Services for the Period of 5/30/2021 to 6/26/2021

Lump Sum Phases

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Data Collection	1,000.00	100.00	1,000.00	1,000.00	0.00
N. 4th Avenue Improvements Scoping Study	8,200.00	100.00	8,200.00	8,200.00	0.00
N. 2nd Avenue Stormwater Pump Station Evaluation	8,300.00	100.00	8,300.00	8,300.00	0.00
Preliminary Design	82,500.00	100.00	82,500.00	82,500.00	0.00
Final Design	71,000.00	100.00	71,000.00	71,000.00	0.00
Bidding & Negotiaiton	9,500.00	100.00	9,500.00	9,500.00	0.00
Property Boundary Survey	7,500.00	100.00	7,500.00	7,500.00	0.00
Topographic Survey	9,500.00	100.00	9,500.00	9,500.00	0.00
Emergency Topographic Surveying Services	1,900.00	100.00	1,900.00	1,900.00	0.00
Construction Administration	65,000.00	100.00	65,000.00	65,000.00	0.00
Emergency Repair Design Services	14,300.00	100.00	14,300.00	14,300.00	0.00
Post Construction Record Drawings	7,900.00	100.00	6,715.00	7,900.00	1,185.00
Construction Staking	19,500.00	100.00	19,500.00	19,500.00	0.00
Construction Staking - Additional Services	2,900.00	100.00	2,900.00	2,900.00	0.00
Total	309,000.00	100.00	307,815.00	309,000.00	1,185.00

Invoice total **\$1,185.00**

Approved by:

Steven P. Soufir

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



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

City of Washington
 PO Box 516
 Washington, IA 52353

Invoice number 48044
 Date 06/30/2021

Project 204520A Washington 2020 Sanitary
 Sewer Extension

Professional Services for the Period of 5/30/2021 to 6/26/2021

Lump Sum Phases

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	7,100.00	100.00	7,100.00	7,100.00	0.00
Final Design	5,250.00	100.00	5,250.00	5,250.00	0.00
Bidding	3,900.00	100.00	1,365.00	3,900.00	2,535.00
Boundary Survey	3,100.00	100.00	3,100.00	3,100.00	0.00
Topographic Survey	2,600.00	100.00	2,600.00	2,600.00	0.00
Construction Administration	9,200.00	15.00	0.00	1,380.00	1,380.00
Post Construction	1,200.00	0.00	0.00	0.00	0.00
Construction Staking	2,100.00	0.00	0.00	0.00	0.00
Geotechnical Report	6,500.00	100.00	6,500.00	6,500.00	0.00
Total	40,950.00	72.84	25,915.00	29,830.00	3,915.00

Standard Hourly Rate Phases

	Billed Amount
Permitting	
Professional Fees	124.00
Reimbursables	15.19
Permitting subtotal	139.19
Invoice total	<u><u>\$4,054.19</u></u>

Approved by:

Steven P. Soupir

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



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

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

Invoice number 48049
 Date 06/30/2021

Project 342420B 2021 Washington Water Main Improvements

Professional Services for the Period of 5/30/2021 to 6/26/2021

Lump Sum Phases

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
General Consultation	2,500.00	100.00	500.00	2,500.00	2,000.00
Preliminary Design	56,500.00	100.00	56,500.00	56,500.00	0.00
Final Design	49,000.00	100.00	49,000.00	49,000.00	0.00
Bidding Phase	8,600.00	0.00	0.00	0.00	0.00
Property Survey	9,000.00	90.00	8,100.00	8,100.00	0.00
Topographic Survey	9,600.00	100.00	9,600.00	9,600.00	0.00
Construction Administration	57,100.00	0.00	0.00	0.00	0.00
Post Construction Record Drawings	7,600.00	0.00	0.00	0.00	0.00
Total	199,900.00	62.88	123,700.00	125,700.00	2,000.00

Invoice total \$2,000.00

Approved by:

Steven P. Soupir

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



Iowa Communities Assurance Pool

Member Invoice

Member Name: City of Washington

Policy Number: R0488PC2021-1

Anniversary Date: 07/01/2021

<u>Coverage</u>	<u>Limit of Coverage</u>	<u>Contribution</u>
General Liability	\$2,000,000	\$29,711
Auto Liability	\$2,000,000	\$14,390
Law Enforcement Liability	\$2,000,000	\$5,056
Public Officials Liability	\$2,000,000	\$3,241
Excess Liability	\$6,000,000	\$18,610
Vehicles	\$3,903,628	\$18,841
Property	\$50,502,586	\$70,327
Equipment Breakdown	Included	Included
Crime	\$10,000	\$0
Marketing and Administration Fees		\$3,855
TOTAL CONTRIBUTION		\$164,031

**MAKE CHECKS PAYABLE TO IOWA COMMUNITIES ASSURANCE POOL ON OR BEFORE:
07/01/2021**

Payment for this invoice can be submitted electronically via the ICAP website. Please visit www.icapiowa.com and click "Member Pay" at the top right of the page to pay via ACH transfer. There is no fee for utilizing this service. If you require assistance or prefer to pay via check, please contact the ICAP office via 1-800-383-0116.

INVOICE INV80107

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

DATE

7/1/2021

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
	WASHI001	AG0075				
QUANTITY	ITEM NUMBER	DESCRIPTION	UOM	DISCOUNT	UNIT PRICE	EXTENDED PRICE
1.00	INSTALL1	Installment 1 - Work Comp Prem 21-22			6,921.00	\$6,921.00

This invoice is due on August 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	\$6,921.00
Bond Credit	\$0.00
Misc	\$0.00
Total	\$6,921.00



YMCA of Washington County

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

July 1, 2021

INVOICE

AMOUNT DUE as of 7/1/2021
\$2,500.00

City of Washington

Identification: 016015

Enclosed payment amount: \$

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

(return this portion with payment)

Account Fees

Date	Description	Due Date	Fee	Adjusted	Sched.	Paid	Balance
07/01/21	City Contribution - 2021 pool management fees	07/01/21	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Total							\$2,500.00
Amount Adjusted							\$0.00
Amount Paid							\$0.00
Amount Scheduled							\$0.00
Balance							\$2,500.00
Amount Due							\$2,500.00

THE CITY OF WASHINGTON

"Cleanest City in Iowa"



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

P.O. Box 516
215 E. Washington St.
Washington, IA 52353
319-653-6584
Fax Only 319-653-5273

NOTIFICATION FORM – LIQUOR/BEER/CIGARETTE/DANCE LICENSE RENEWALS

Business Name: **Halcyon House**

Business Address: **1015 South Iowa Avenue**

Application #: **142831**

Type of License: New: Renewal: **X**

Beer/Wine Permit:
Liquor License: **Special Class C Liquor License**
Cigarette License:
Dance Permit:
Sunday Sales:
Living Quarters:
Outdoor Service Area:
Catering Privilege:

Date of Council Meeting: **July 20, 2021**

Police: DCI background check and/or local background check: Yes: No:

Police Chief sign off _____ Date **7-7-2021**

Fire: fire inspection done: Yes: No:

Fire Chief sign off _____ Date _____

THE CITY OF WASHINGTON

"Cleanest City in Iowa"



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

P.O. Box 516
215 E. Washington St.
Washington, IA 52353
319-653-6584
Fax Only 319-653-5273

NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **Halcyon House**

Business Address: **1015 South Iowa Avenue**

Application #: **142831**

Type of License: New: Renewal: **X**

- Beer/Wine Permit:
- Liquor License: **Special Class C Liquor License**
- Cigarette License:
- Dance Permit:
- Sunday Sales:
- Living Quarters:
- Outdoor Service Area:
- Catering Privilege:

Date of Council Meeting: **July 20, 2021**

Police: DCI background check and/or local background check: Yes: No:

Police Chief sign off _____ . Date _____ .

Fire: fire inspection done Yes: No:

Fire Chief sign off  _____ . Date **7/15/21**

Washington Fire Department
215 East Washington Street
Washington, Iowa 52353
(319) 653-2239 Phone
(319) 653-5273 Fax
www.washingtoniowa.gov



Brendan DeLong- Fire Chief
Bill Hartsock- 1st Asst Fire Chief
Jim Williams- 2nd Asst Fire Chief
Carrie Ornduff- Asst Chief of EMS

June 2021 Activity Report

Report of calls- 11

Fires- 2
False alarms- 1
Weather related- 1
Mutual aid assists- 2
Grass fires- 1
Investigate/good intent- 2
Rescue/accidents- 2

Other activities that Washington Fire assisted in during the month of June included numerous parades in Washington and surrounding cities, participated in the touch-a-truck event at the square on Ridiculous day, and assisted the police with traffic control on a couple of different occasions for parades/escorts.

We also had one scheduled training on June 23rd. This focused on confined space rescue utilizing our training manhole located in our fire station. We had everyone on our roster at this training. This training was conducted by a Cedar Rapids firefighter who volunteered his time to come down and lead the training. We are thankful for his time spent teaching us. A CPR refresher training was also held on June 10th taught by Assistant Chief Ornduff.

I attended numerous meetings involving EMS and the organizing of this unit. Meetings included dispatching protocols, policy organization, and meeting with the whole EMS group to outline our procedures.

Officially, Washington EMS got off the ground and running on Friday, July 9th at 5:00pm. I will have a report of calls for the August meeting. We are still learning how to operate this unit, but so far things have gone well.

Brendan DeLong
Fire Chief
Washington Fire Department

Washington Volunteer Fire Department

Meeting Minutes

July 7, 2021

Call to order at 7:00 pm

May Fires:

7 City Fires	\$ 870
4 Rural Fires	\$ 300
Drills	\$ <u>0</u>
Total	\$1,170

Meeting opened with Chief DeLong in charge. Minutes were read from last meeting; Jack motioned to approve; seconded by Charles; motion approved. Treasurer report was read; Scott motioned to approve; seconded by Randy Tisor; motion approved.

Motion to pay bills by Scott; second by Randy Tisor.; motion passed.

Communications: Thank you from Washington Co. Fair Assn. for donation towards 9/11 exhibit and Washington Co. Iowa State Extension for Safety Day; and thanks for taking trucks to local parades.

Committees: **Social:** Bologna and cheese

Pancake: Nothing to report

Dance/Gun Raffle: Nothing to report

Golf: All available help is needed at 7:30 a.m. on July 31 with tournament setup; help is needed after 9 a.m. to help cook and serve lunch; and help will be needed at the conclusion of the tournament around 3:30 p.m.

Rescue Discussion

Old Business: Still seeking applications; pictures will be at the August business meeting; duty shirts have been ordered and paid for; and see Brendan if you need a dress white shirt.

New Business: Adam Blue with First Response Task Force spoke about no cost life insurance benefits to volunteer firefighters through AFBA, age 18-59 eligible for up to \$5,000 line of duty death benefit and \$2,000 off duty death benefit along with other available benefits at a cost; EMS go live date is this Friday, July 9, 2021 and responding to everything but nursing homes, assisted living units, and patient transfers; EMR class will be testing on Monday; July training will be this Saturday with PRI on grain bin rescue at 8:00 a.m. and no training on July 21; help will be needed with events at the county fair during the week of July 18, so be at the station at 6:00 p.m.; July 17 9/11 memorial exhibit convoy will be leaving Ainsworth at 2:00 and help will be needed at 1:00 to help setup flag at fire station; when storm spotting keep radio traffic to a minimum; house explosion cause came back from fire marshal's office as undetermined.; July 27 county meeting in Wellman

Discussion of Calls – nothing to discuss

Roll taken; Motion to adjourn by Josh; seconded by Craig; motion passed at 7:50 p.m.

Minutes completed by: *Philip Morris* - secretary

MAINTENANCE & CONSTRUCTION DEPT. REPORT

6-26-21/7-9-21

STREETS: Personnel trimmed a few trees for vehicular traffic sight issues. The street sweeper was out getting a good portion of the streets completed. Crews hauled some black dirt to Madison Park. Personnel constructed some alley work where deemed necessary.

WATER DISTRIBUTION: Personnel repaired a water shut off located at 213 West Washington St (SS rod). Personnel repaired another water shut off located at 514 South Ave C (SS rod). Personnel mowed and weed eated around Fire hydrants on the outer portions of the distribution system.

SEWER COLLECTION: Personnel televised the Aquatic Pool line to locate a leak.

STORM SEWER COLLECTION: Personnel televised and located two storm manholes for the Bazooka project.

MECHANIC/SHOP: Personnel serviced PD 306, #115 (A/C rebuild and replace condenser), FD Brush #4 (test drove), Backhoe (check over with John Deere mechanic-warranty), PD 307 (rotate tires and check on noise-found chips between rotor and dirt shield), PD 009 (rotate tires), Sweeper (repair elevator shaft, replace pick up broom bracket and set pattern), #504 (R&R right wheel speed sensor), #501 and PD 232 (flashlight bracket and repair wiring).

OTHER: Personnel responded to 79 One Call Locates. Yard waste route program continued. Personnel hauled the remaining mulch away from the WWTP from the tub grinding a few weeks ago, which some of the best mulch went to the Park Dept for around the trees. Personnel assisted the Library staff in moving shelving back to its original location as the carpet construction was completed.

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



Washington Police Department

James Lester, Chief of Police

215 East Washington Street

Washington, Iowa 52353

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

Rhonda Hill
Administrative Assistant

Department Activity June 2021

Lyle Hansen
Lieutenant

June was an active month for training, calls for service and community engagement activities.

Shamus Altenhofen
Lieutenant

We participated in the Truck-a-Truck during the Summer Classic and assisted with the Ag Day / Ridiculous Day Parade.

Jason Chalupa
Sergeant

Benjamin Altenhofen
Sergeant

Investigator Van Willigen attended a Crime Scene Investigation course in Hiawatha and participated in a virtual Child Exploitation training offered through ICAC.

Brian Van Willigen
Investigator

Sgt. Chalupa completed a Low-Light Firearms Instructor course in Altoona and he also assisted Lt. Altenhofen and Sgt. Altenhofen with a Kirkwood Kids Camp.

Eric Kephart
K-9 Handler

Seth Adam
Police Officer

Lt. Hansen and Officer Hansen visited the YMCA Daycare kids.

Tanner Lavelly
Police Officer

All members of the department completed the annual Blood Borne Pathogens training and the monthly Police Legal Science online course.

Christopher Raymer
Police Officer

Ethan Hansen
Police Officer

Respectfully submitted,

Jim Lester
Chief of Police

Washington Police Department
Activity & Offense Summary
For the Month of June 2021

Activity	Previous Month	Current Month	Year-To-Date
Citations / Warnings	32	41	296
Traffic Stops	77	44	351
Traffic Accidents	10	20	71
Parking Tickets	1	1	33
Vehicle Unlocks	40	24	200
Arrest Warrants Served	16	8	48
Search Warrants Served	1	1	5
Calls for Service	463	427	2468
Animal Calls	32	34	138
Mental Health Responses / Suicidal Subjects	16	16	56
Arrests	16	21	139

Offense Summary

Offenses	Previous Month	Current Month	Year-To-Date
Assaults	4	4	18
Domestic Assault	2	2	9
No Contact Order Violation	1	1	7
Burglary	1	1	7
Burglary to a Motor Vehicle	2	1	5
Criminal Mischief / Vandalism	7	5	25
Disorderly Conduct	0	0	6
Driving While Intoxicated (OWI)	2	0	6
Drunkenness (Public Intoxication)	0	0	4
Drug Offenses	4	0	13
Drug Paraphernalia	3	2	11
Sexual Abuse	3	1	5
Theft (includes Shoplifting)	10	6	44
Trespass	1	0	5
Pornography / Obscene Material	0	0	2
Weapons Laws Violations	0	0	1

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

**WWTP report
July 20th , 2021
Council meeting**

- **After hour alarm and dog call outs –**
7-02-2021 Dog call to the High school 11:25p.m. Parker
7-09-2021 Parkside lift station alarm 9:00p.m. Jason
7-10-2021 Dog call to 900 block E 3rd 11:00 Jason
7-11-2021 Parkside lift station alarm 5:30 p.m. Jason

- **Dept Head meetings** –I attended the meetings on July 6th, 13th

- **IDNR tour**-There will be some people from the Des Moines office down visiting the IDNR Region 6 office here in town and will be stopping out for a tour on the 21st.

- **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.

- **WWTP June 2021, Discharge Monitoring Report (DMR)** – Average daily flow **1.612 million gallons (mg)**, maximum daily flow **4.503 mg**, minimum daily flow **0.966 mg**. There were **zero (0)** violations of the WWTP's NPDES discharge permit. Total precipitation for May = **>5.07"** (recorded at the WWTP).

CBOD5 removal 85% required	result = 98.1 %
Influent CBOD5 monthly total =	1073.8 mg/L
Effluent CBOD5 monthly total =	20.44 mg/L

TSS removal 85% required	result = 99.7 %
Influent TSS monthly total =	1705.3 mg/L
Effluent TSS monthly total =	5.0 mg/L

**Jason Whisler
07/16/2021 9:00 A.M.**

Water Treatment Plant: June 2021 Council Report

Here is a summary of the major updates and activities from the Water Treatment Department for June 2021.

Well 6: As you know, council approved for Cahoy to mitigate the well 6 sulfur smell via aeration and caustic treatment. Cahoy is planning on coming down the last week in July to do the aeration and caustic treatment on well 6. Well 5 has sprung a small leak. Cahoy is going to fix this while they are in town.

Water Plant Operations: I submitted the June MOR to the DNR. We have been hitting the dead meter list hard. Will read book 7. We collected routine monthly bacteria samples; results were absent. We collected and delivered 2nd quarter radionuclides samples. We changed bag filters. We changed RO cartridge filters on all 3 units. We ordered more water meters. Our monthly bulk chemicals were filled up. We collected info for our back-flow inventory. Frank Millard is going to do yearly service/inspection in July. I finished the Risk and Resilience Assessment Plan and submitted it to the EPA. We collected our monthly well levels. I paid fiscal year-end bills. We've been watering the trees at the plant once or twice a week depending on rainfall.

Operators: Will and I gave the City of Wellman a tour of the water plant. Both Will and I are approved to take distribution exams. I attended weekly staff meetings. If you have any questions or concerns, please don't hesitate to contact myself or Will. Thanks, stay safe!

Water Plant Superintendent: Kyle W

MEMORANDUM

DATE: July 15, 2021
TO: Brent Hinson, City of Washington
FROM: Mark Culver, Housing Specialist
RE: Contractor Payment Request

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

1117 E Main Street, Washington, IA 52353 (Miller)

I approve the payment request in the amount of **\$15,000.00**

Please cut a check in the amount of \$15,000.00 and send it back to me.

ECICOG
Attn: Mark Culver
700 16th St NE Suite 301
Cedar Rapids, IA 52402

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



BW Construction
 1607 Highland Ave
 Washington, IA 52353
 319.389.5172

www.bwconstructionandroofing.com

Invoice

Date	Invoice #
7/8/2021	1073

Bill To
Sherri Miller 1117 E. Main St. Washington, IA 52353

Site Address if different:

P.O. No.	Terms	Project

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
Siding .0...	Vinyl Siding, Windows Wrapped & Aluminum Soffit: House Only					12,000.00			12,000.00
Siding .0...	Vinyl Siding & Aluminum Soffits: Garage Only					3,000.00			3,000.00

Total						\$15,000.00			
Payments/Credits						\$0.00			
Balance Due						\$15,000.00			

**CITY OF WASHINGTON, IOWA
CLAIMS REPORT
JULY 20, 2021**

POLICE	ACE-N-MORE	SUPPLIES	21.74
	ARNOLD MOTOR SUPPLY	PARTS	271.74
	BDH TECHNOLOGY LLC	TECH SERVICE	522.00
	CAPITAL ONE	SUPPLIES	15.88
	QUILL	OFFICE SUPPLIES	175.87
	SYNNEX FINANCIAL SERVICES	TABLET LEASES	1,208.52
	VERIZON WIRELESS	CELLULAR SERVICE	838.35
	WASH CO HOSPITAL	SERVICE	97.00
		TOTAL	3,151.10
FIRE	ACE-N-MORE	TRASH CAN	19.99
	ALL AMERICAN PEST CONTROL	PEST CONTROL	31.25
	COBB OIL CO., INC.	FUEL	17.00
	EBERT SUPPLY CO.	SUPPLIES	211.65
	GALLS LLC	SHIRTS	145.38
	HEIMAN FIRE EQUIPMENT	PARTS	428.33
	HIWAY SERVICE CENTER	PARTS & REPAIR	126.79
	MCAVOY, BRUCE	REIMBURSEMENT	498.26
	O'REILLY AUTOMOTIVE INC	PARTS	115.47
	RACOM CORPORATION	CHARGER	191.20
	TWENTY 5 DESIGN	METAL TAGS AND PLATES	157.50
	VERIZON WIRELESS	CELLULAR SERVICE	120.03
	WASH CO HOSPITAL	SERVICE	382.00
	WASHINGTON LUMBER	SUPPLIES	59.96
	WASHINGTON RENTAL	RENTAL	60.00
		TOTAL	2,564.81
EMS	ACE-N-MORE	SUPPLIES	101.51
		TOTAL	101.51
ANIMAL CONTROL	JOHN DEERE FINANCIAL	DOG FOOD	41.98
		TOTAL	41.98
DEVELOPMENT SERVICES	FARRIER, KELLY	GRASS ABATEMENT	156.00
	HAWKEYE FIRE & SAFETY	FIRE EXTINGUISHER SIGN	61.20
	HOWREY, WILLIAM	GRASS ABATEMENT	70.00
	VERIZON WIRELESS	CELLULAR SERVICE	184.53
		TOTAL	471.73
LIBRARY	ACCESS SYSTEMS	COPIER MAINTENANCE	106.31
	ACE-N-MORE	BUILDING MAINTENANCE	147.06
	ALBERT, KIRK	MILEAGE REIMBURSEMENT	98.00
	ALL AMERICAN PEST CONTROL	PEST CONTROL	31.25
	ALLIANT ENERGY	ALLIANT ENERGY	2,319.14
	AMAZON	BLDG MAINT	87.97
	BAKER & TAYLOR	LIBRARY MATERIALS	2,112.02
	CINTAS CORP LOC. 342	RUG SERVICE	64.98
	DEMCO	OFFICE SUPPLIES	72.89
	ENVISIONWARE INC	TECH SERVICES	785.42
	FAREWAY STORES	BATTERIES	15.47
	JOHNSON CONTROLS	SERVICE AGREEMENT 1YR	3,163.00
	KCTC	PHONE & INTERNET	448.69
	LIBRARY FURNITURE INERNATIONAL, INC	MOWING SERVICES	30,795.00

STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	207.12
VALENTINE, TAMMY	REIMBURSEMENT	5.04
	TOTAL	40,459.36

PARKS	ALLIANT ENERGY	ALLIANT ENERGY	1,243.90
	ACE-N-MORE	SUPPLIES	22.17
	ACTION SERVICES INC	PORTABLE TOILETS	440.00
	ALLIANT ENERGY	ALLIANT ENERGY	74.16
	JOHN DEERE FINANCIAL	SUPPLIES	1,000.32
	MENARDS	SUPPLIES	23.84
	VERIZON WIRELESS	CELLULAR SERVICE	41.51
	WASHINGTON LUMBER	SUPPLIES	50.65
	TOTAL	2,896.55	

POOL	ACCO	AUTO FILL-POOL/CHEMICALS	1,689.30
	ACE ELECTRIC. INC	POOL AUTO FILL INSTALL	452.70
		TOTAL	2,142.00

CEMETERY	ATCO INTERNATIONAL	GLOVES/EPOXY	601.18
	JONES FUNERAL HOME	URN VAULT	225.00
	WMPF GROUP LLC	ADVERTISING	36.00
		TOTAL	862.18

FINANCIAL ADMIN	ALL AMERICAN PEST CONTROL	PEST CONTROL	31.25
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	133.80
	GOOGLE LLC	MONTHLY SERVICE	396.00
	HY-VEE	OPEN HOUSE	32.94
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	200.00
	J & S ELECTRONIC BUSINESS SYSTEMS, INC	COPIER MAINTENANCE & COPIE	637.84
	PACE PAYMENT SYSTEMS	PACE ADMIN FEE	20.00
	VERIZON WIRELESS	CELLULAR SERVICE	86.52
	VISA-TCM BANK, N.A.	WEB HOSTING AND SERVER	1,314.00
	WASH CO RECORDER	RECORDER	32.00
	WASH COUNTY MINIBUS	LOST- JULY 2021	20,226.10
	WMPF GROUP LLC	ADVERTISING	917.83
		TOTAL	24,028.28

AIRPORT	ACE-N-MORE	SUPPLIES	6.59
	ALLIANT ENERGY	ALLIANT ENERGY	586.80
	BROOKHART ELECTRIC, INC	LIGHT REPAIR	504.72
	KLEOPFER LAWN CARE LLC	SPRAYING	675.00
	TITAN AVIATION FUELS	FUEL	35,232.65
	VERIZON WIRELESS	CELLULAR SERVICE	50.93
	VETTER'S INC-CULLIGAN WATER	WATER	14.94
	WEST LAWN CARE	MOWING AIRPORT	2,025.00
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE - JULY	189.33
		TOTAL	39,285.96

ROAD USE	COBB OIL CO., INC.	FUEL	116.17
	WMPF GROUP LLC	EMPLOYMENT ADVERTISING	310.28
		TOTAL	426.45

STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	10,364.65
		TOTAL	10,364.65

HOTEL/MOTEL TAX	VISA-TCM BANK, N.A.	WEB HOSTING AND SERVER TOTAL	1,314.00 1,314.00
CAPITAL PROJECTS	KCTC	SECURITY SYSTEM - BALLFIEL TOTAL	1,868.78 1,868.78
INDUSTRIAL DEVELOP	WEDG	WEDG SHARE- 915 E TYLER TOTAL	3,638.57 3,638.57
MUNICIPAL BAND	WISSENBERG, LISA	BAND SOLOIST PERFORMANCE TOTAL	200.00 200.00
TREE COMMITTEE	SINGBEIL, BYRON WMPF GROUP LLC	REIMBURSEMENT FOR MULCH ADVERTISING TOTAL	59.02 318.65 377.67
K-9 PROGRAM	WASH VETERINARY CLINIC JOHN DEERE FINANCIAL	CANINE TESTS K9 FOOD TOTAL	40.50 49.99 90.49
LIBRARY	AMAZON CAPITAL ONE FAREWAY STORES	PROGRAMMING SUPPLIES PROGRAMMING TOTAL	220.96 341.29 35.87 598.12
WATER PLANT	ALL AMERICAN PEST CONTROL ALLIANT ENERGY ARCIGA, ERICK BILLINGS, CYNTHIA BOWEN, BRIANA CRONE, DOUG GLOBAL PAYMENTS HANK, ANGELA IA DEPT OF NATURAL RESOURCES IA DEPT OF REVENUE JONES, SYDNEY MURPHY, COURTNEY SCHMIDT, RICHARD VERIZON WIRELESS WILLIAMS, JESSICA	PEST CONTROL ALLIANT ENERGY WATER DEPOSIT REFUND WATER DEPOSIT REFUND WATER DEPOSIT REFUND WATER DEPOSIT REFUND DC/CC ADMIN FEE WATER DEPOSIT REFUND ANNUAL WATER SUPPLY FEE WET TAX WATER DEPOSIT REFUND WATER DEPOSIT REFUND WATER DEPOSIT REFUND CELLULAR SERVICE WATER DEPOSIT REFUND TOTAL	31.25 19,932.28 120.99 111.01 112.86 20.41 1,281.33 63.54 828.02 7,533.00 79.88 39.74 59.66 46.51 3.04 30,263.52
WATER DISTRIBUTION	CAPITAL ONE THOMPSON TRUCK AND TRAILER INC. VERIZON WIRELESS WINDSTREAM IOWA COMMUNICATIONS	SUPPLIES PARTS CELLULAR SERVICE SERVICE - JULY TOTAL	29.84 9.38 84.52 120.12 243.86
WATER CAPITAL PROJ	WMPF GROUP LLC	LEGAL ADVERTISING TOTAL	33.00 33.00

SEWER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	14,915.70
	JOHN DEERE FINANCIAL	TOOLS	21.48
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	393.10
	IA DEPT OF REVENUE	SALES TAX	2,162.00
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE - JULY	286.71
	VERIZON WIRELESS	CELLULAR SERVICE	168.07
	STATE HYGIENIC LAB	TESTING	527.00
	AMAZON CAPITAL SERVICES	SEAT COVERS	114.48
		TOTAL	18,588.54
SEWER COLLECTION	ALLIANT ENERGY	ALLIANT ENERGY	781.02
	VERIZON WIRELESS	CELLULAR SERVICE	98.01
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE - JULY	120.11
		TOTAL	999.14
SELF INSURANCE	EMPLOYEE BENEFIT SYSTEMS	EBS ADMIN FEE	366.52
		TOTAL	366.52
		TOTAL	185,378.77



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: Thursday Night Live - Rain Date

Coordinator: Alisha Davis

Contact Number: 319-750-1546

Email Address: alisha@washingtioniowa.org

2. EVENT INFORMATION

Event Description: Live Music in Central Park on
Bandstand. Band was canceled on
7/15/21 so we would like to reschedule

Days/Dates of Event: 8/19/21

Time(s) of Event: (Include Set Up/Tear Down Time) 6pm - 7pm (5pm set-up)

Event Location: Central Park Bandstand

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: Bandstand

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/Speaker System

Public Address System

Recorded/Live Music

If so: BMI/ASCAP License obtained?

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

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

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

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.

Alice Dance 7/10/21
 Applicant/Sponsor Signature Date

DEPARTMENT APPROVALS

<u>Indicate Date Contacted</u>	The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.		
<u>7/10/21</u>	City Clerk (Liquor Licenses)	Sally Y. Hart 319-653-6584 ext 131	sallyhart@washingtioniowa.gov Comments/Restrictions:
<u>7/10/21</u>	Police Chief	Jim Lester 319-458-0264	jlester@washingtioniowa.gov Comments/Restrictions:
<u>7/10/21</u>	Fire Chief	Brendan DeLong 319-461-3796	bdelong@washingtioniowa.gov Comments/Restrictions:
<u>7/10/21</u>	Streets	JJ Bell 319-653-1538	jjbell@washingtioniowa.gov Comments/Restrictions:
<u>7/10/21</u>	Parks	Nick Pacha 319-321-4886	npacha@washingtioniowa.gov Comments/Restrictions:
<u>7/10/21</u>	County Environmental Health (if serving food): Jason Taylor; 319-461-2876; jtaylor@co.washington.ia.us Comments/Restrictions:		

CITY COUNCIL APPROVAL

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



Case Report

6/21/2021 - 7/15/2021

Case Date	Main Status	Actions Taken	Method of Warning	Description	Parcel Address
7/14/2021	Open		Hanger	parked on grass	815 N MARION AVE
7/14/2021	Closed		Verbal Warning	weeds/grass need cut	420 N. F Ave.
7/13/2021	Open		Hanger	tree branches over sidewalk	726 S 3RD AVE
7/13/2021	Open		Hanger	tree branches over sidewalk	724 S 3RD AVE
7/13/2021	Open		Hanger	mowed grass on street	802 E HARRISON ST
7/13/2021	Open		Hanger	high grass	732 S 8TH AVE
7/13/2021	Open		Hanger	grass mowed on street	803 E MADISON ST
7/13/2021	Open		Hanger	parked on grass	701 E MADISON ST
7/13/2021	Open		Hanger	high grass/tree branch over sidewalk	802 N MARION AVE
7/13/2021	Open		Hanger	grass and weeds	614 N D AVE
7/13/2021	Closed		Verbal Warning	tree blocking intersection	1301 E 3RD ST
7/9/2021	Open		Text Message	high grass and pile of trash	628 W MAIN ST
7/8/2021	Open		Email	high weeds	421 N D AVE
7/8/2021	Closed		Phone Call	high weeds	210 N MARION AVE
7/8/2021	Open		Phone Call	high grass	1120 E WASHINGTON ST
7/8/2021	Closed		Hanger	high grass	1101 E TAYLOR ST

7/7/2021	Closed		Hanger	indoor furniture outside	308 N C AVE
7/6/2021	Closed		Hanger	high grass	903 E 3RD ST
7/6/2021	Closed		Hanger	weeds back yard	610 N MARION AVE
7/6/2021	Closed		Phone Call	high grass	1126 E WASHINGTON ST
7/2/2021	Closed		Verbal Warning	weeds	201 N IOWA AVE
7/2/2021	Closed		Hanger	high grass	301 E 7TH ST
7/1/2021	Closed		Phone Call	high grass	312 E 3RD ST
7/1/2021	Closed		Hanger	high grass	420 W 3RD ST
7/1/2021	Open		Hanger	tree branch over sidewalk	909 S IOWA AVE
7/1/2021	Open		Hanger	tree branch over sidewalk	944 S IOWA AVE
6/30/2021	Open		Hanger	tree branch over sidewalk	909 S 3RD AVE
6/30/2021	Closed		Hanger	garbage in backyard, tree branch over sidewalk	903 S 3RD AVE
6/30/2021	Open		Hanger	tree branch over sidewalk	712 S C AVE
6/30/2021	Closed		Hanger	tires in front yard	710 N B AVE
6/30/2021	Closed		Hanger	vehicles on grass	717 N B AVE
6/29/2021	Closed		Hanger	tree branches over sidewalk	726 E JEFFERSON ST
6/28/2021	Open	took pictures	Letter	garage needs repaired	615 N 7TH AVE
6/28/2021	Open		Hanger	high weeds	319 S C AVE
6/28/2021	Closed		Hanger	tree branches over sidewalk and street	601 N 7TH AVE
6/28/2021	Closed		Hanger	high grass	320 W 5TH ST
6/28/2021	Closed		Hanger	high grass	323 W 3RD ST
6/25/2021	Open		Hanger	tree branches over sidewalk	602 E 15TH ST

6/25/2021	Closed		Hanger	high grass	1501 HIGHLAND AVE
6/23/2021	Closed		Hanger	bushes in alley need trimmed	626 E WASHINGTON ST
6/23/2021	Closed		Hanger	junk at curb	311 N C AVE
6/23/2021	Open		Verbal Warning	indoor furniture outside and motor home on grass	902 E MAIN ST
6/21/2021	Open		Hanger	junk vehicles	310 N D AVE

Total Records: 43

7/15/2021

*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 16, 2021

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


From: Sally Y. Hart
City Clerk

Re: Wellness Park Watermain Extension

Two bids have been received for the Wellness Park watermain extension materials. Maintenance and Construction Superintendent JJ Bell advises that material costs have risen significantly in recent months. He advises that each bid (see attached) is quoted for 1,000 feet of PVC, however 2,000 feet of PVC will be needed as well as a few more tees for hydrant legs, gate valves, bolts, gaskets, and lock-ons.

See below the quotes received followed by estimated total costs including the additional PVC.

- Quad Cities Winwater Company - \$46,015.84 → \$75,785.84 (estimated total)
- Schimberg Co. - \$56,865.60 → \$94,285.60 (estimated total)



SCHIMBERG CO.

1106 Shaver Road NE
 Cedar Rapids, IA 52402
 Ph: 319-365-9421 FAX: 319-365-9867
 www.schimberg.com

PRICE QUOTATION

Quote Date	07/08/21
Quote Number	8091117-00
Quote Expiration Date	07/15/21
Writer	Scott McMurrin
Salesperson	SCOTT MCMURRIN
Total Weight	21270.00000
Freight Terms	.
Placed By	JJ

Bill To:	WASHINGTON WATER/SEWER DEPT PO BOX 516 WASHINGTON, IA 52353
-----------------	---

Ship To:	WASHINGTON WTP 522 N 4TH AVE JJ BELL - 319-653-1538 WASHINGTON, IA 52353
-----------------	---

PHONE:(319) 653-2764
 EMAIL:smcmurrin@schimberg.com

Terms	Req Ship Date	Ship Point	Ship Via
NET 30 DAYS	07/08/21	SCHIMBERG CEDAR RAPIDS	S CO TRUCK

Line #	NS	Part Number And Description	Quantity Ordered	Qty U/M	Net Price	Ext. Price
1		56002011200 PIPE PVC C900 DR18 WM 12X20	1000.0	FT	37.42	37420.00
2		53090481200 MJXMJ GT VL OPEN LEFT CI 12 F6100 R/WCAST IRON BODY SQUARE OPERATING NUT LESS ACCESSORI ES ** PLEASE BE SURE TO TIGHTEN THE FOLLOWER PLATE BOLTS **	4	EACH	2111.40	8445.60
3		94696660550 WATEROUS PCR 5-1/4 3W 5-1/2 BU 1 HYDRANT ON HAND	4	EACH	2750.00	11000.00

3 Lines Total **Quote Total** 56,865.60

SALESPERSON CONTACT INFORMATION
 Scott McMurrin
 smcmurrin@schimberg.com

If "NS" is indicated in the "NS" column or any part number beginning with an "N" or "W" is non-stock material and subject to manufacturers restock & return freight charges.

--- The prices quoted are subject to inventory availability and changes in raw material costs. ---
 --- Jobs with multiple shipments or a duration of more than 30 days must be authorized in advance. ---



3535 S 11TH AVE
 ELDRIDGE, IA 52748-9309

PHONE (563) 223-9540
 FAX (563) 223-9539

Quoted To Customer
WASHINGTON CITY OF PO BOX 516 WASHINGTON, IA 52353-0516
Phone (319) 653-6584 Fax (319) 653-5273

Job Name
City of Washington - 12" WM Project

Quote No.	Date	Page
0002845	7/12/21	1
Expiration Date		8/10/21
Revised Date		7/12/21
Bid Due Date		7/11/21

Quoted By
Chris Burgmeier crburgmeier@winwaterworks.com (563) 223-9540

Customer	Payment Terms	Quoted To	Salesperson	FOB
000194	1% 10TH, NET 30TH	Chris Burgmeier	CHRISTOPHER BURGMEIER	D

Line	Qty.	Description	Unit Price	UOM	Extended Price
1.0	1000	12X20 C900 DR18 CL235 GJ	29.7700	FT	29770.00
2.0	4	2640-30 12 MJ GATE VLV OL LACC	1802.7200	EA	7210.88
3.0	2	F2545 MED 5-1/4 6MJ 5'6-YELLOW	2234.8500	EA	4469.70
4.0	2	F2545 MED 5-1/4 6MJ 6' YELLOW	2282.6300	EA	4565.26

Brent Hinson

From: Brent Hinson
Sent: Wednesday, July 14, 2021 8:31 AM
To: 'craig@washingtonlawoffice.org'
Cc: Sally Hart; Kelsey Brown
Subject: RE: Congrats and a real estate question
Attachments: plat of survey Parcel A .pdf

Craig:

I had a visit from Darrell Steele today asking about this. I see a simple solution that should work well for all involved: The City does a Quit Claim Deed for the strip of property, and the Miller Trust grants back a permanent easement. Kevin is out of the office this week, so I believe it would be best and most efficient if you could prepare these items; it would be ideal if this could be done prior to noon on Friday. I would propose we add this to the July 20 City Council agenda and we could be ready to sign after that.



Brent D. Hinson

City Administrator
City of Washington (Pop. 7,266)
215 East Washington St.
Washington, IA 52353
(p) 319-653-6584 X134
(f) 319-653-5273

Please note change of email address to washingtoniowa.gov

From: Brent Hinson <bhinson@washingtoniowa.gov>
Sent: Wednesday, June 30, 2021 4:44 PM
To: 'craig@washingtonlawoffice.org' <craig@washingtonlawoffice.org>
Subject: FW: Congrats and a real estate question

Craig:

Here is a plat of survey we located.



Brent D. Hinson

City Administrator
City of Washington (Pop. 7,266)
215 East Washington St.
Washington, IA 52353
(p) 319-653-6584 X134
(f) 319-653-5273

Please note change of email address to washingtoniowa.gov

From: Steve Troyer <stroyer@foxeng.com>
Sent: Tuesday, June 29, 2021 1:26 PM
To: Brent Hinson <bhinson@washingtoniowa.gov>
Cc: msh14 <msh14@foxeng.com>; Jason Whisler <jwhisler@washingtoniowa.gov>; Kevin Olson <kevinolsonlaw@gmail.com>; Sally Hart <sallyhart@washingtoniowa.gov>
Subject: Re: Congrats and a real estate question

Brent,

We'll have to look into this a bit further. I did find the attached Plat of Survey which appears to be for the same property. This may have been for what was acquired for the new outfall Jason was referring too.

Steve Troyer, P.E., BCEE



FOX Engineering Associates, Inc.

414 South 17th Street | Suite 107 | Ames, IA 50010

Office | 515.233.0000 | Cell | 515.290.3847

www.foxeng.com

From: "Brent Hinson" <bhinson@washingtioniowa.gov>
To: "Steve Troyer" <slt@foxeng.com>, "msh14" <msh14@foxeng.com>
Cc: "Jason Whisler" <jwhisler@washingtioniowa.gov>, "Kevin Olson" <kevinolsonlaw@gmail.com>, "Sally Hart" <sallyhart@washingtioniowa.gov>
Sent: Monday, June 28, 2021 7:38:33 PM
Subject: FW: Congrats and a real estate question

Gentlemen:

Do we have any mapping/diagrams of the location of the outfall line from the WWTP that you could provide? My guess based on the legal description is that this transaction relates to the original outfall, and we'd need to research if the current one still follows that same path. Obviously, the people back in 1926 were not doing an awesome job processing the paperwork.

Thanks for any assistance you can provide.



Brent D. Hinson

City Administrator
City of Washington (Pop. 7,266)
215 East Washington St.
Washington, IA 52353
(p) 319-653-6584 X134
(f) 319-653-5273

Please note change of email address to washingtioniowa.gov

From: craig@washingtonlawoffice.org <craig@washingtonlawoffice.org>
Sent: Monday, June 14, 2021 8:22 AM
To: bhinson@washingtioniowa.gov
Subject: Congrats and a real estate question

Brent: First, congratulations on your new position in Mason City. Thanks for all you've done for Washington. We are in great shape and so much has been accomplished here during your tenure. I'm sure I'll see you around before you leave.

Second, in 1926 the City received a deed from a predecessor in title to Charles Miller for a piece of real estate. Legal description is attached. The deed was recorded at LD 51 page 465. Obviously from the description it appears the piece was for sewer of some sort. No abandonment appears in the records. The Auditor's Office does not show the City as the owner and the Millers have been paying taxes on the piece for many years.

Can you have someone check into this? If the City hasn't been using the piece, then it did revert back to the owners but it would be great to have a quit claim deed from the City to clean up the title. Let me know your thoughts. Thanks. Craig

**QUIT CLAIM DEED
Recorder's Cover Sheet**

Preparer Information: Joseph L McConnell, P.O. Box 867, Washington, IA 52353, Phone:
319-653-5431

Taxpayer Information: Darrell Steele, 2605 Highway 1, Washington, IA 52353

Return Document To: Joseph L McConnell, P.O. Box 867, Washington, Iowa 52353

Grantors: City of Washington, Iowa

Grantees: Charles Miller Trust

Legal Description: See Page 2

Document or instrument number of previously recorded documents:



QUIT CLAIM DEED

For the consideration of One Dollar(s) and other valuable consideration, City of Washington, a Municipal Corporation organized and existing under the laws of Iowa, does hereby Convey to Charles Miller Trust all our right, title, interest, estate, claim and demand in the following described real estate in Washington County, Iowa:

Beginning at a point Eight (8) feet East and One hundred ninety-eight (198) feet North of the Southwest corner of the Northwest Quarter of the Northeast Quarter of said Section Number Thirty (30) running thence West Sixty-six (66) feet, thence South One hundred ninety-eight (198) feet to the South line of the Northeast Quarter of the Northwest Quarter of said Section Thirty (30), thence East Two Hundred fourteen and five tenths (214.5) feet, thence North One hundred and ninety-eight (198) feet, thence West One hundred forty-eight and five tenths (148.5) feet to beginning; also, excepting easement for a right-of-way for sewer as contained in deed recorded in the office of the County Recorder of Washington County, Iowa.

This deed is exempt according to Iowa Code 428A.2(21).

Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the real estate. Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated: _____.

City of Washington, a Municipal Corporation,

By _____
Jaron Rosien, Mayor

STATE OF IOWA, COUNTY OF _____

This record was acknowledged before me on _____,
by Jaron Rosien, as Mayor, of City of Washington, a Municipal Corporation.

Signature of Notary Public

**EASEMENT
Recorder's Cover Sheet**

Preparer Information: Craig A. Davis, PO. Box 867, Washington, IA 52353,
Phone: 319-653-5431

Taxpayer Information: Darrell Steele, 2605 Highway 1, Washington, IA 52353

Return Address: Craig A. Davis, PO. Box 867, Washington, IA 52353

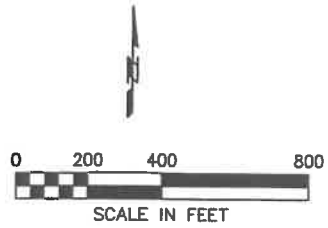
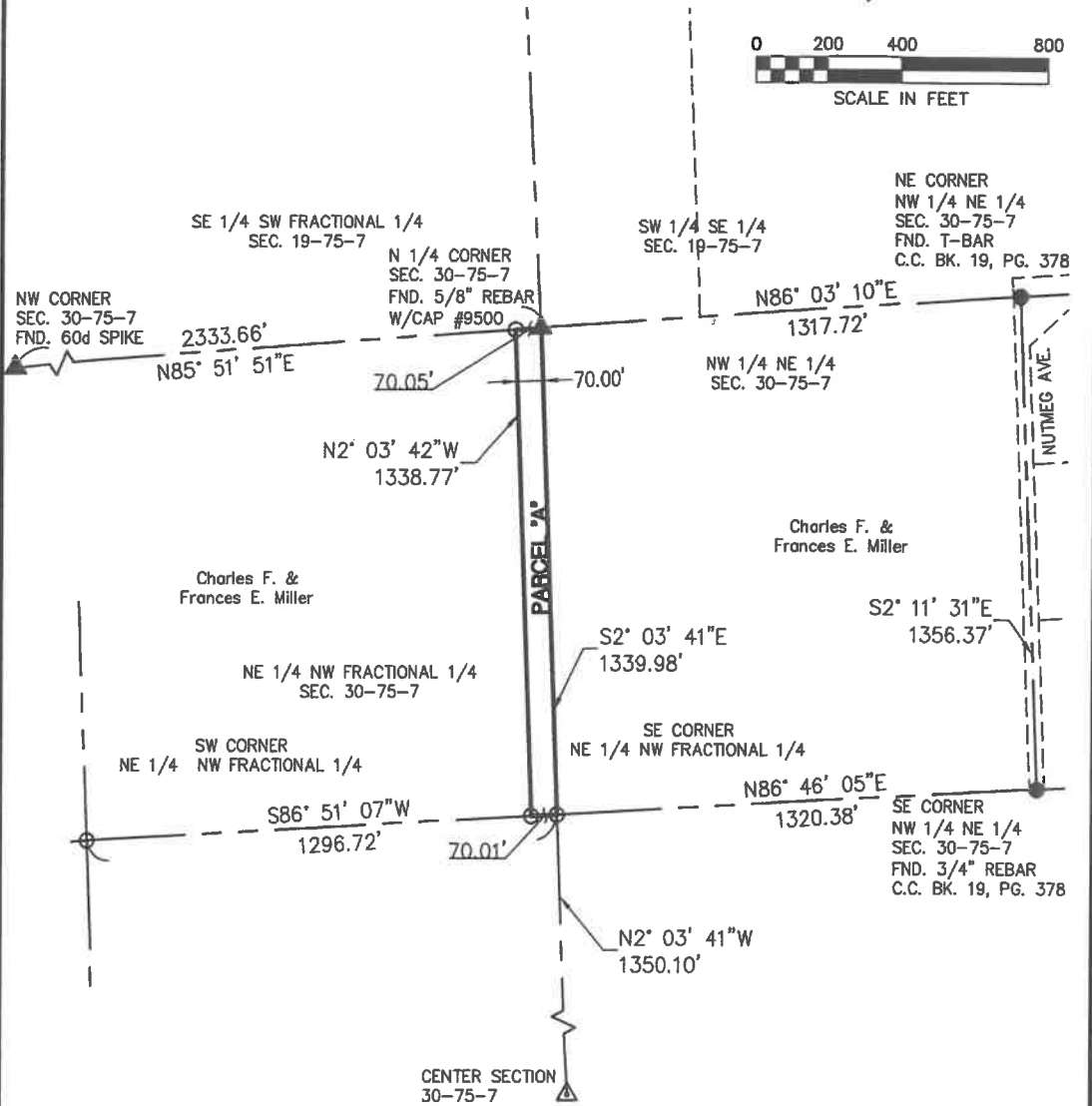
Grantors: Charles Miller Trust

Grantees: City of Washington, Iowa

Legal Description: See Page 2

Document or instrument number if applicable:

**PLAT OF SURVEY
PARCEL "A" NE 1/4 NW FRACTIONAL 1/4
SECTION 30-75-7
WASHINGTON COUNTY, IOWA**



PROPRIETORS: CHARLES F. & FANCES E. MILLER

Auditor's Parcel "A", being a strip of land 70.00 feet wide in the NE 1/4 NW Fract. 1/4 of Section 30, Township 75 North, Range 7 West of the 5th P.M., Washington County, Iowa, described as follows:
Commencing at the N 1/4 Corner of said Section 30; thence S 02° 03' 41" E along the east line of said NE 1/4 NW Fract. 1/4 a distance of 1339.98 feet to the southeast corner of said NE 1/4 NW Fract. 1/4;
thence S 86° 51' 07" W along the south line of said NE 1/4 NW Fract. 1/4 a distance of 70.01 feet;
thence N 02° 03' 41" W 1338.77 feet to a point on the north line of said NE 1/4 NW Fract. 1/4;
thence N 85° 51' 51" E along said north line 70.05 feet to the point of beginning.
Said parcel contains 2.152 acres, more or less.

PRESENT USE: CROP LAND

FUTURE USE: CROP LAND/ BURIED SEWER PIPE
PARCEL "A" IS A NON-BUILDABLE LOT

LEGEND

- ▲ ● FOUND MONUMENT AS NOTED
- △ ○ SET 5/8" REBAR W/CAP #9500
- C.C. CORNER CERTIFICATE

	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 LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.	
	SIGNATURE: _____	
	NAME: DONALD E. PUFFETT	
	DATE: _____	LICENSE NUMBER: 9500
	MY LICENSE RENEWAL DATE IS: DECEMBER 31, 2011	
PAGE(S) SHEETS OR DIMENSIONS COVERED BY THIS SEAL: 1		



<http://www.shive-hattery.com>
 Iowa - Illinois - Missouri - Nebraska
 ILLINOIS FIRM NUMBER: 184-000214

PLAT OF SURVEY PARCEL "A" NE 1/4 NW FRAC. 1/4 SEC. 30-75-7 WASHINGTON CO, IA		PROJECT NO. 110234
DATE 10/15/10	SCALE 1"=400'	SHEET NO.
DRAWN DCB/JCR	FIELD BOOK	1 OF 1
APPROVED DEP	REVISION	

RESOLUTION NO. _____

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

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

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

The property of Tri-County Carpentry, LLC at 818 S 2nd Ave. for the amount of \$120.00. Legal description (08 05 WILSONS ADD). Parcel Number (1120136002).

The property of Scott A. Egley at 802 N. Marion for the amount of \$312.00. Legal description (20 DENNYS 2ND ADD S1/2SW1/4). Parcel Number (1117133003).

and,

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

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

Passed and Approved this 20th day of July 2021.

Jaron Rosien, Mayor

Attest:

Sally 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 14, 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 printed name of Brent Hinson.

Re: Deputy Clerk Appointment

I am currently appointed as the Deputy Clerk, essentially as a backup in case Sally would need to be gone from a Council meeting, for purposes of preparing minutes and signing documents afterwards. With my impending departure from the City, I believe it is advisable to appoint Kelsey Brown to this position. This is an appointment that can be approved by simple motion.

*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 14, 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: TIF Consultant Engagement Letter

As has been discussed with Council, because I have handled the vast majority of the preparation of the annual TIF report and certification work in the past, it will be necessary to bring in extra help to ensure that the work is completed in a timely, accurate, and strategic manner. I recommend bringing in Kelly Groskurth of Center Point to assist with this process. Kelly has over 20 years of experience as a City Clerk or City Administrator/Manager in 5 different cities. She is a finance specialist and has a deep knowledge of TIF.

The attached agreement would cover the TIF certification, but depending on the City's needs and the timing of the new City Administrator's start date, it may be advisable to further retain Kelly for assistance in the budget process. Again, while Kelsey has had some ongoing involvement, the vast majority of the preparation and management-level work on the budget has been performed by my position.

An Engagement Letter between the City of Washington, Iowa (“City”) and Kelly Groskurth, Tax Increment Financing Consultant (“the Consultant”).

The purpose of this letter (the “Engagement Letter”) is to confirm our agreement that Consultant will assist the City with successful preparation, City Council approval, and submission of its FY21 State of Iowa Tax Increment Financing (TIF) report and its FY23 TIF certifications to the Washington County Auditor.

The Consultant’s scope of service is as follows:

1. Assist staff in review of source documents, including that for debt to be certified, applicable development agreements, outstanding internal loans, rebates, and other source materials.
2. Assist staff in proper preparation of FY21 State report, including ensuring upload of all relevant and required documents to State system.
3. Assist staff in preparation of County certifications for each individual increment, including aiding in identifying proper financial strategies to provide for the maximum policy benefit to the City. Assist in preparation of blanket certification resolution in City-approved format and including language for all annual appropriations.
4. Attend City Council meeting where State report and County certifications are considered to assist staff in answering questions. Assist with any editing and follow up needed to ensure accurate and timely submissions.
5. Act as a teacher and mentor to staff, to put them in a position to successfully perform the scope of work unassisted in future years.

City Responsibilities:

1. Outgoing City Administrator will be available for up to 3 strategy discussions, including at least one in person (must be conducted prior to July 30).
2. Designate official contact person for Consultant inquiries. This individual is Kelsey Brown, Finance Director, kbrown@washingtioniowa.gov.
3. Provide Consultant with all materials and details necessary to assist the City in an efficient and effective manner.
4. Handle all discussion with development agreement partners.

Fee Proposal:

Consultant will assist City from the date of signing of this Engagement Letter through December 3, 2021. The Consultant shall be paid \$50/hour for all time spent on site or on active work within the scope of services, not-to-exceed \$3,500 without further Council approval. Consultant shall be reimbursed mileage at the IRS maximum rate (currently 57.5 cents/mile) for up to 8 trips to & from Washington. The estimate of mileage reimbursement based on the maximum number of trips is approximately \$700.

While Consultant and City agree that the current scope does not involve general FY23 budget preparation assistance, the parties do agree that should those services be necessary, the City Council shall direct staff to notify the Consultant no later than November 16, 2021 of these desired additional services, and Consultant's timeline for assistance would essentially then be extended beyond December 3, 2021 to a timeframe as long as March 31, 2022. Any budget preparation & analysis services shall be offered under similar terms to the above, with exact scope and fee structure to be determined by mutual agreement of the parties and memorialized in an addendum to this agreement.

Additional Provisions:

This Engagement Letter shall remain in effect until all related activities associated with the process are complete unless canceled in writing by either party upon thirty (30) days' written notice to the other party. Consultant shall not subcontract any portion of the work without prior written authorization.

All notices given under this Engagement Letter will be in writing and sent by email to the addresses listed in the Engagement Letter. All materials and work products related to the search shall be the property of the City and shall be furnished upon request and in compliance with Iowa record retention practices and guidelines.

Except to the extent caused by willful misconduct, bad faith, gross negligence, or reckless disregard of obligations or duties under this Engagement Letter on the part of Consultant, Consultant shall have no liability for any good-faith act or omission in connection with performance of its services hereunder, or for any error of judgment or mistake of law.

Consultant at all times will be an independent contractor, and not deemed to be employees or joint ventures of the City by virtue of this Engagement Letter or any actions or services rendered under this Engagement Letter.

This Engagement Letter represents the entire agreement between City and Consultant and may not be amended or modified except in writing.

Approval by Consultant:

Kelly Groskurth, Consultant
kjgroskurth@yahoo.com

Approval by City Council:

Passed and approved this 20th day of July, 2021.

Mayor

ATTEST:

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 15, 2021

To: Mayor & City Council
Cc: Brent Hinson, City Administrator
Kelsey Brown, Finance Director

From: Sally Y. Hart
City Clerk

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

Re: City Administrator Search

Thanks for your support of the city administrator search process and for taking the time to meet with search consultant Elizabeth Hansen of Midwest Municipal Consulting, LLC. I have attached two action items to move the process along as discussed.

The first item is the salary range and position profile. The proposed salary range is \$105,000-\$125,000 annually depending on qualifications. The current salary is approximately \$113,000. The average is \$112,157 for towns with populations of 5,150-9,500, according to the Estherville Wages and Benefits Survey.

If council approves these documents, we will start advertising for the position this week.

The second item would appoint the committee to assist with the search led by Midwest Municipal Consulting. Attached is her proposed timeline and process, which includes a special session of council in September to select the finalists for interviews and final confirmation of hiring by the Council.

The third item attached is for your reference – it is the current job description of City Administrator that has been on file since at least 2014.

*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*

City Administrator Hiring Process

General Approach

- Committee consisting of Mayor, Finance Director, City Clerk, Police Chief, and 1 City Councilor
- Interview process consisting of interview with Mayor and Council, Department Heads, and community panel

Schedule for Process

- July 20 – Council discussion and approval of process and job description
- July 23 – Consultant begins advertisements and outreach
- August 23 – Application deadline and consultant screens candidates
- August 30 – Committee meets to reduce candidates to 7-10 semi-finalists
- September 3 – Semi-finalists invited to complete written sample, closed session authorization, background release, and transcripts (due September 10)
- September 10 – Committee meets to review and rank semi-finalists
- September 14 – City Council Special Closed Session to reduce 7-10 semi-finalists to 3-5 finalists for interviews
- September 30-October 1 – Formal interviews
- October 1 – Closed Session to deliberate and direct consultant to extend offer of employment
- October 5 – City Council to approve offer of employment (contract) at Council meeting
- October-November – City Administrator to start depending on length of notice requirement

CITY ADMINISTRATOR Washington, Iowa

Washington, Iowa, population 7,266 is seeking a high-quality candidate with strong, energetic, and visionary leadership skills to serve as their next City Administrator. Washington is a thriving community located in eastern Iowa, just 30 minutes southwest of Iowa City. It has the advantage of all the resources of major metropolitan areas with less than an hour's drive while living in a small community with lower cost of living. The City Administrator has __ direct reports. There is a total of forty-nine (49) full-time employees. The annual operating budget is approximately \$15 Million. To learn more about Washington and the position profile, visit their website at <https://www.washingtioniowa.gov>.

The successful candidate will have experience with economic development, budgeting, and financial management, strategic planning, and be ethical, creative, responsive and a teambuilder. The next City Administrator shall be a skilled communicator with the public, mayor and council, staff, and public.

Education

- Master's degree in public administration or related field

Experience

- Five (5) years of responsible City or County government operations and management experience

Salary and benefits

- \$105,000 to \$125,000 annually, depending upon qualifications
- Holidays, Vacation, and Personal Sick Leave
- Health Insurance, Dental coverage, Short-term Disability and Life Insurance available
- IPERS retirement benefits

Car Allowance

- A vehicle may be provided or mileage reimbursement at IRS rat
- Must obtain valid Iowa Driver's License

Cell Phone

- Cell phone provided or stipend is available to reimburse costs of monthly cellular phone

Residency

- Residency within the city limits is required within six months of employment

Additional Information

Confidential materials such as a cover letter, resume, salary history, and 5 professional references should be sent to:

Elizabeth Hansen, Midwest Municipal Consulting LLC

ehansen.mmc@gmail.com

515-391-9816

Applications will be accepted until the position is filled with the first review on **August 23, 2021**.





CITY ADMINISTRATOR

Washington is a growing county-seat community of 7,266 residents located 30 miles southwest of Iowa City and just 8 miles west of 4-lane U.S. Highway 218 in Eastern Iowa. Neighboring cities are Kalona, Fairfield, and Mount Pleasant.

The area enjoys a diversified and growing economy based around agriculture, ag business, light manufacturing, education, healthcare, hospitality, and construction, among many other sectors. Washington County is home to the Riverside Casino and Golf Resort, one of the state's premier gaming destinations.

With Washington being near Iowa City, the University of Iowa and University Hospitals and Clinics are among the top employers of Washington County residents.

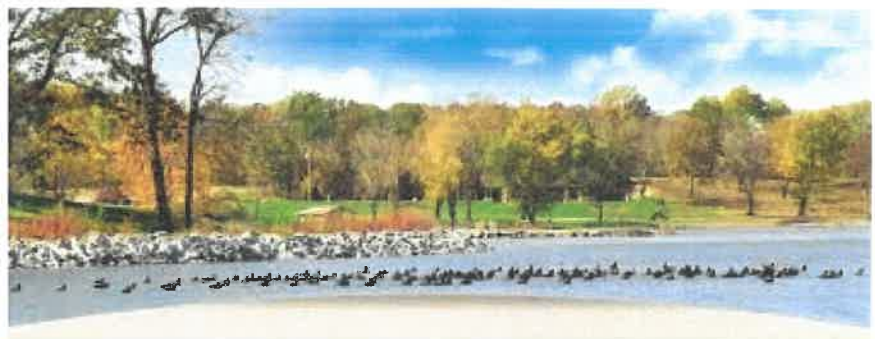
Washington has been designated as a Main Street Iowa community, and has enjoyed over \$10 million in private investment and \$12.5 million in public investment in its classic downtown square area in the past 12 years.

More information on the community is available at:

Chamber of Commerce, Economic Development, Main Street
www.washingtoniowa.gov

School District
www.washington.k12.ia.us

City
www.washingtoniowa.gov



The City of
Washington,
Iowa seeks a
visionary
leader who is
innovative and
an effective
communicator
to serve as the
next ...



The Community, continued...



Arts and Culture: Washington is bursting with art! The community offers two state-of-the-art performing arts venues that provide a regular schedule of performances, from music to live theater. Galleries and places to create fill the need for visual arts, and instruction in art, music and dance is available, too. Washington's claim to fame is as home to a Guinness World Record movie theater! The State Theatre was certified in 2016 as the World's Oldest Continually Operating Cinema Theatre. The Washington Community Center and the Washington Area Performing Arts and Events Center always have something in the works. Residents and visitors enjoy their musicals and plays, and the kids get comfortable on stage at their summer camps. The Chamber of Commerce office is extremely active and ensures entertainment and events throughout the year. Plus, Washington County hosts the best County Fair around!

Airport: Washington residents utilize Regional Airports, such as the Eastern Iowa Airport at Cedar Rapids Airport which is 50 miles away. For international travel, Washington is approximately 75 miles from the Quad City International Airport, a hub providing four airlines serving to 11 major airports in the US and two hours from the Des Moines International Airport, which is served by 6 airlines and many connecting hubs.

Education:

The Washington Community School District has 4 school buildings. There is also one private Catholic Elementary school. Washington is fortunate to have the Kirkwood Community College Regional Center and being in close proximity to the University of Iowa in Iowa City and Iowa Wesleyan University in Mount Pleasant.



The Community, continued...

Health Care and Churches:

Washington has many health and wellness opportunities and options for its residents. Washington County Hospital and Clinics is a county hospital with specialists on site, family medicine, emergency room services and physical therapy. There are four (4) wellness options, including the YMCA, four (4) chiropractic offices and a mental health center as well. There are fifteen (15) churches in Washington.



Parks and Recreation:

Washington has seven parks, over 13 miles of hiking/biking trail with partnership with Washington County and includes the Kewash Trail. The City opened the Wellness Park in May 2021, with a couple more phases of planning and construction to be implemented. The city also has a public pool called the Steele Family Aquatic Center.



Library:

The Washington Free Public Library relocated to a new state of the art building on the square in 2009. It currently has 9,475 active cards including city and rural residents, and hosts many events for all ages year-round.

Fire:

The Fire Department has 4 full-time employees and 28 volunteer firefighters, including the Fire Chief and EMS volunteers.

Police:

The Police Department has 11 full-time employees, including the Police Chief.



Governance and the Organization

Washington has been a municipal corporation since 1839 and adopted the Home Rule Charter. The city operates under a Mayor-Council form of government with a Council appointed City Administrator. The community elects a six-member council as its legislative and governing body. The mayor and two councilmembers are elected at-large, and one council member is elected to represent each of the four wards. The council hires the city administrator and city clerk, and appoints boards and commission members. The Police Chief and Fire Chief are appointed by the Mayor with council approval. The Mayor is elected every four years and six City Council members serve four-year overlapping terms. The Council meets in regular session on the 1st and 3rd Tuesday of each month at 6PM. The City just recently invested \$6 million to construct an addition and renovation of the City Hall, Police, and Fire Station.

Washington is a full government service community, including Administration, Fire, Police, Animal Control, Library, Water, Wastewater, Street Maintenance and Construction, Cemetery, and Parks and Recreation. The City enjoys a stable and committed workforce, with 49 total full-time employees.

The city's current tax rate is \$15.22393 per \$1,000 valuation, has a Moody's Bond Rating of A+, and has a FY21-22 overall budget of approximately \$15 million, including approximately \$8.7 million for capital projects. The city's finances are solid and stable, with a general fund balance of \$1 million.



Leadership and Innovation Opportunities

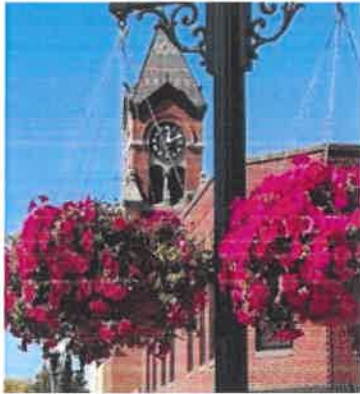
The City of Washington plans to hold a goal setting work session in December 2021. The next city administrator will participate in the process and will be expected to develop long-term strategies that will help the city address the current projects and priorities.

Current Priorities

- ◆ Continue current initiatives and implement the plans in place
- ◆ Maintain current tax levy rate, balanced budget and stay in good financial standing
- ◆ Commercial and Housing Development and Redevelopment
- ◆ Early Learning and Child Care
- ◆ Reducing Inflow and Infiltration with water and wastewater system updates (CIP)
- ◆ Continue building out the Wellness Park (Phases) and Southwest Business Park
- ◆ Continue efforts on Equipment Revolving Plan
- ◆ Expanding the trail system by partnership with Washington County

Desired Capabilities

The City of Washington seeks a visionary leader to be the next City Administrator. The ideal candidate will have an ability to see the big picture, be a strategic thinker, and able to take the lead and responsibility in order to make solid decisions that are in the best interest of the city.



The city administrator should have a management style that evolves toward greater employee fairness and involvement in determining how employees do their jobs. There is often more than one way to get the job done and allowing employees and supervisors the latitude to make decisions on how to meet the objectives, results in a higher level of job satisfaction and performance. Accepting, being open minded and listening to input from those employees, along with recognition of quality job performance is a means to retaining quality people. It also requires recognition of the value of cooperation with the needs of the business community. Contemporary leadership is a combination of being open to new ideas and cheerleading successes. The city administrator has the responsibility to create a team atmosphere.

Each department becomes aware of the jobs of the other departments and should seek to identify a way to work cooperatively. It will be important to create the team atmosphere and know how to coach and mentor employees so they can be the best they can be.

Washington's finances are stable; maintaining the same levy rate for many years; therefore, it is important to the City that the candidate has budgeting and fiscal management experience to keep the city finances in order. Forecasting long-term needs, financial planning and awareness of bonding practices and Tax Increment Financing (TIF) is critical.

Every community is working on economic growth and redevelopment. Washington is no different. The city administrator will lead the city on economic development efforts and can use these resources to stimulate development and redevelopment, especially of vacant by choice commercial and residential properties.

The city administrator is the chief executive officer for the city and is the public relations contact person. This means being present and accessible, approachable, friendly, having an open door policy and offering information on a regular basis to maintain an acceptable level of transparency. Strong presentation and communication skills; both orally and written, will be important.

The City has worked hard to build and maintain strong working relationships with community partners such as other cities and governments (Washington County), the Chamber, Main Street, Washington Economic Development Group (WEDG), the community school district, and many others, the city administrator must understand the importance of collaboration and continue to maintain great relations and be creative to seek innovative ways to partner with these groups.

Finally, the City has accomplished putting many plans in place, namely an annual strategic and capital improvement plan, comprehensive plan, and equipment replacement plan. The city administrator will be expected to maintain, implement and amend those plans with input of the staff, Mayor, City Council and the public.



Specific traits identified:

- Experienced in local government operations
- Experienced in Economic Development
- Strong knowledge of municipal budgeting
- Working knowledge of bonding, TIF, grants
- Advocate for the objectives of the city
- Ability to lead strategic initiatives
- Accepts responsibility and solid decision-maker
- Recognize employee accomplishments
- Using technology to operate more efficiently
- Building community and regional relationships through collaboration
- Experience managing human resource matters
- Knowledge of city and state laws and regulations
- Accept/evaluate new ideas with open mind
- Strategic planner and forecasts long-term
- Approachable, good listener
- Open and flexible in controversial situations
- Has open door policy, transparent and honest
- Strong communication skills
- Team oriented, coach, mentor

Education and Experience

It is preferred to hold a bachelor's degree with coursework in public administration, business management, law, political science, accounting, finance, business management or administration, economics, or related field and a minimum of five (5) years of increasingly responsible experience supervising and managing municipal government operations or comparable organizations.

Compensation and Benefits

The salary range is \$105,000 to \$125,000 annually, depending on experience, IPERS retirement benefits, life and short-term disability, medical and dental insurance, and Holiday, Paid Time Off, including, vacation, medical and administrative leave benefits. A vehicle is provided or mileage reimbursement is available. A cellular phone is provided or a stipend available. Residency within the City Limits is required within six months of employment, unless an extension is necessary.

How to Apply

Submit your cover letter, resume, salary history and five work related references by August 23, 2021 to Midwest Municipal Consulting, LLC. at EHansen.mmc@gmail.com. See full job description at www.washingtoniowa.gov. For more information, please contact Elizabeth Hansen by calling 515-391-9816.

Tentative Timeline

Applications will be accepted until	August 23
Screening/Written and/or Phone Interviews	September 10
Selection of Finalists and Background Checks Begin	September 14
Interviews	September 30
New City Administrator Starts	October or November





City of Washington – City Administrator Proposed Search Timeline

July	City Manager approved a contract with MMC to hire City Administrator	CITY
July 14-16	Confidential Interviews with Department Heads, Mayor, City Council and/or any focus groups, school officials, community groups, etc.	MMC
July 16	Update the job description and Prepare a Profile for the Position	MMC
July 20	City Council approves job description and profile	CITY
July 23	Prepare and begin advertisements. Prepare a list of potential candidates. Consultants advertised for the position on various websites. Emailing profile. Phone calls to potential candidates.	MMC
Aug 23	Deadline for applications and Screening of Candidates	MMC
August 27	Council Personnel Committee to meet. MMC to provide a ranked list of finalists ranked for review. Reduce semi-finalists to 7-10 to enter the screening process.	MMC/CITY
Sept. 3	Invite semi-finalists to complete Written Sample, Closed Session Authorization, Background Release, and Transcripts, must complete by noon on September 10	MMC
Sept. 10	Council Personnel Committee to meet to reduce to 3-5 Finalists. Select candidates for interview and to confirm dates/times of interview. Confirm contract/offer details. MMC to Send a packet of Information to Candidates for Formal Interviews. Education Verification, Criminal Background Checks – Finalists. Call to Candidate References and Coordinate Interviews by Sept 27.	MMC/CITY
Sept. 30- Oct 1	Formal Interviews. With the assistance of City Staff, Consultant to prepare the Interview Event schedule with logistical information. Additional elements of interview process may include: <ul style="list-style-type: none"> • Tour provided by City. • Interviews by Department Heads. • Interviews by Mayor and City Council. • 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. • 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).	MMC/CITY
October 1	Extend offer of employment. May be included, consultant to draft offer letter or agreement. City Attorney review and amend the agreement for Council execution.	CITY
October 5	City Council to approve offer of employment (contract) at Council Meeting.	CITY
October - November	City Administrator to start, depending on 30-day or 60-day notice requirement	

RESOLUTION NO. 2021 –

**A RESOLUTION CREATING AND APPOINTING A CITY ADMINISTRATOR
SEARCH COMMITTEE**

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

WHEREAS, the City Council wishes to support a thorough, well-organized, and inclusive process for the replacement of this important position; and

WHEREAS, the City Council has approved the hire of Midwest Municipal Consulting, L.L.C. to lead the search process; and

WHEREAS, the Council wishes to engage a committee to assist in this endeavor.

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

Section 1. The City Council approves the creation of a City Administrator Search Committee to organize and oversee the process of hiring a new City Administrator, subject to final confirmation by the Council.

Section 2. The City Council hereby accepts the recommended appointments of Jaron Rosien, Illa Earnest, Kelsey Brown, Sally Hart, and Jim Lester to the Committee.

PASSED AND APPROVED this 20th 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
Kelsey Brown, Finance Director*



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

TITLE: City Administrator
DEPARTMENT: Administration & Finance
REPORTS TO: City Council
FLSA: Exempt

POSITION SUMMARY:

The City Administrator is appointed by the City Council and serves at their direction to oversee the day-to-day business of the City and act as the Council's chief policy adviser.

ESSENTIAL FUNCTIONS AND DUTIES:

1. To supervise enforcement and execution of the municipal code, policies and council directives and to have general supervision and direction of the administration of the city government.
2. To attend all meetings of the City Council unless excused therefrom by the City Council or the Mayor.
3. To recommend to the City Council measures necessary and expedient for the good government and welfare of the City.
4. To supervise and direct the official conduct of all non-elective officers, departments and employees of the City.
5. To be responsible for the performance of all contracts for work to be done for the City and the purchase of materials and supplies;
6. To supervise the construction, improvement, repair, maintenance and management of all City property, capital improvements and undertakings of the City, except as provided by the City Council in a separate agreement;
7. To cooperate with administrative agencies, boards of trustees and other entities;
8. To be responsible for the recording, issuing and renovation of licenses and permits authorized by City law;
9. To be responsible for keeping the City Council fully advised of the financial and other conditions of the City and its future needs;
10. To be responsible for the preparation of required budgets;
11. To conduct the business affairs of the City and cause accurate records to be kept;

"One of the 100 Best Small Towns in America"

12. To be responsible for making to the City Council periodic itemized financial reports in writing;
13. To employ, reclassify or discharge all employees and fix their compensation, subject to civil service provisions and Iowa Code Chapter 35 (C) if applicable, except the City Clerk, Deputy City Clerk and City Attorney;
14. To make all appointments not otherwise provided for;
15. To suspend or discharge any officer, appointee, or employee whom the administrator has power to appoint or employ, subject to civil service provision and Iowa Code Chapter 35(C) if applicable;
16. To make such investigations into the affairs and conduct of any department, agency, officer or employee under the supervision of the City Administrator as is necessary or desirable or as so directed by the City Council;
17. To administer oaths;
18. To receive inquiries, concerns and complaints and to take such action as is necessary;
19. To work on methods for improving municipal operations and to keep the Council advised of new developments;
20. To perform such other duties as the City Council may direct.

TYPICAL DUTIES:

As above. Participates in the daily activities of the City of Washington's operation and meetings of the City Council. Other duties as assigned or delineated in a separate written employment agreement.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to perform essential functions and duties.

WORKING CONDITIONS:

Inside office work performed under controlled conditions, but with occasional humidity, poor ventilation or noise. Positions in this class typically require: reaching, fingering, grasping, talking, seeing and repetitive motions.

Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body.

REQUIREMENTS:

Master's degree in public administration or related field plus five years of increasingly responsible public sector management experience. Ability to communicate clearly, and keep accurate records. Ability to understand and carry out oral instructions as well as written instructions. Good public appearance and positive attitude. Must be insured by the City's insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical.

DISCLAIMER:

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

*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 14, 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: Revised Development Agreement for 314 & 320 North C; Construction of Duplexes

Last October, the Council approved a Development Agreement with Enos Yoder for the demolition of a fire-damaged house he owned at 314 North Avenue C and an adjacent fire-damaged home the City acquired at 320 North Avenue C. Enos has completed this work in an admirable fashion. The houses have been completely removed, the ground leveled and seeded, and even the overgrown trees trimmed. Under the current agreement, he is eligible for payment of \$7,500 for the demolition work (upon submission of invoices) and is eligible to have a 24' x 123.75' strip of property transferred to him to allow for the construction of a duplex at 314 North C. The agreement states that after the completion of the first duplex, he would then have an option to purchase 320 North C for \$1 for the construction of a 2nd duplex.

However, Enos has adjusted his plans, and would like to construct both duplexes at the same time. This would require an amendment to the Development Agreement. I am satisfied that he is ready to proceed with this revised project, as he has met with Sally and submitted the proper paperwork for building permits. I would ask the Council to revise the agreement to allow for transfer of both the 24' strip plus the reconstituted lot for 320 North C at the same time.

The City has significant work still to complete on improving this neighborhood, but this project is a solid step in the right direction, and will result in the production of 4 new housing units in the place of two unsafe and uninhabitable houses.

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A
DEVELOPMENT AGREEMENT AMENDMENT**

WHEREAS, Enos R. Yoder (the “Developer”) and the City have negotiated a Development Agreement whereby the City and Developer would work together to redevelop a City-owned property at 320 North C and a Developer-owned property at 314 North C for two duplexes; and

WHEREAS, the City Council approved said Development Agreement, following public hearing as required by law, on October 6, 2020; and

WHEREAS, the Developer has completed the demolition work, but has requested an amendment to the agreement to allow for construction of both duplexes at the same time.

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

Section 1. The Development Agreement between the City of Washington and Enos R. Yoder, dated October 6, 2020, is hereby amended as attached in Exhibit A. All other provisions remain in full force and effect.

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

PASSED AND APPROVED this 20th day of July, 2021.

Jaron P. Rosien, Mayor

Attest:

Sally Y. Hart, City Clerk

AMENDMENT TO DEVELOPMENT AGREEMENT

WHEREAS, the City of Washington (“City”) and Enos R. Yoder (“Yoder”) entered into a Development Agreement dated October 6, 2020, following public hearing as required by law, regarding 314 and 320 North Avenue C in the City to allow for the demolition of existing unsafe structures and the eventual construction of two new duplexes, for a total of 4 new housing units; and

WHEREAS, Yoder has completed the demolition work, but wishes to proceed with construction of both duplexes at the same time, rather than one at a time as envisioned in the Development Agreement, and has submitted building permit applications to this effect, indicating clear intention to proceed; and

WHEREAS, City staff recommends this amendment as being in the City’s best interest.

THEREFORE, the parties agree to the following amendment:

Section 1. The City agrees to transfer interest in the bare lot at 320 North Avenue C to Yoder for \$1 the purposes of construction of a new housing duplex. Said duplex shall be constructed within thirty (30) months of the approval of this agreement amendment, subject to Right of Reverter in the case of non-performance by Yoder.

Section 2. The parties agree that all other provisions of the original agreement remain in effect, except to the extent of a conflict with this agreement amendment.

Dated this ____ day of _____, 2021.

SIGNATURE PAGE FOR THE CITY OF WASHINGTON, IOWA

Jaron P. Rosien, Mayor

ATTEST:

Sally Y. Hart, City Clerk

STATE OF IOWA, WASHINGTON COUNTY, ss:

On this _____ day of _____, 2021, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Jaron P. Rosien and Sally Y. Hart, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Washington, Iowa; a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as passed by Resolution of the City Council; and Jaron P. Rosien and Sally Y. Hart acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public

SIGNATURE PAGE OF DEVELOPER:

By: _____
Enos R. Yoder, a single person

STATE OF IOWA, COUNTY OF WASHINGTON:

On this ___ day of _____, 2021, this document was executed by Enos R. Yoder, a single person.

Notary Public

*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 15, 2021

To: Mayor & City Council
Cc: Brent Hinson, City Administrator
Kelsey Brown, Finance Director

From: Sally Y. Hart
City Clerk

Re: Rezoning CCRC to R2

Mayor and Council, the City of Washington's Planning and Zoning Commission reviewed the rezoning petition from Richard and Virginia Bordwell. They requested to rezone four acres of land from CCRC (Continuous Care Retirement Community) to R-2 (1&2 Family Residential). They plan to build a personal residence on property on East Adams Street east of 12th Avenue.

The City of Washington's Planning and Zoning Commission recommends that that City of Washington's City Council approve the rezoning of four acres from CCRC to R-2.

INDEX LEGEND

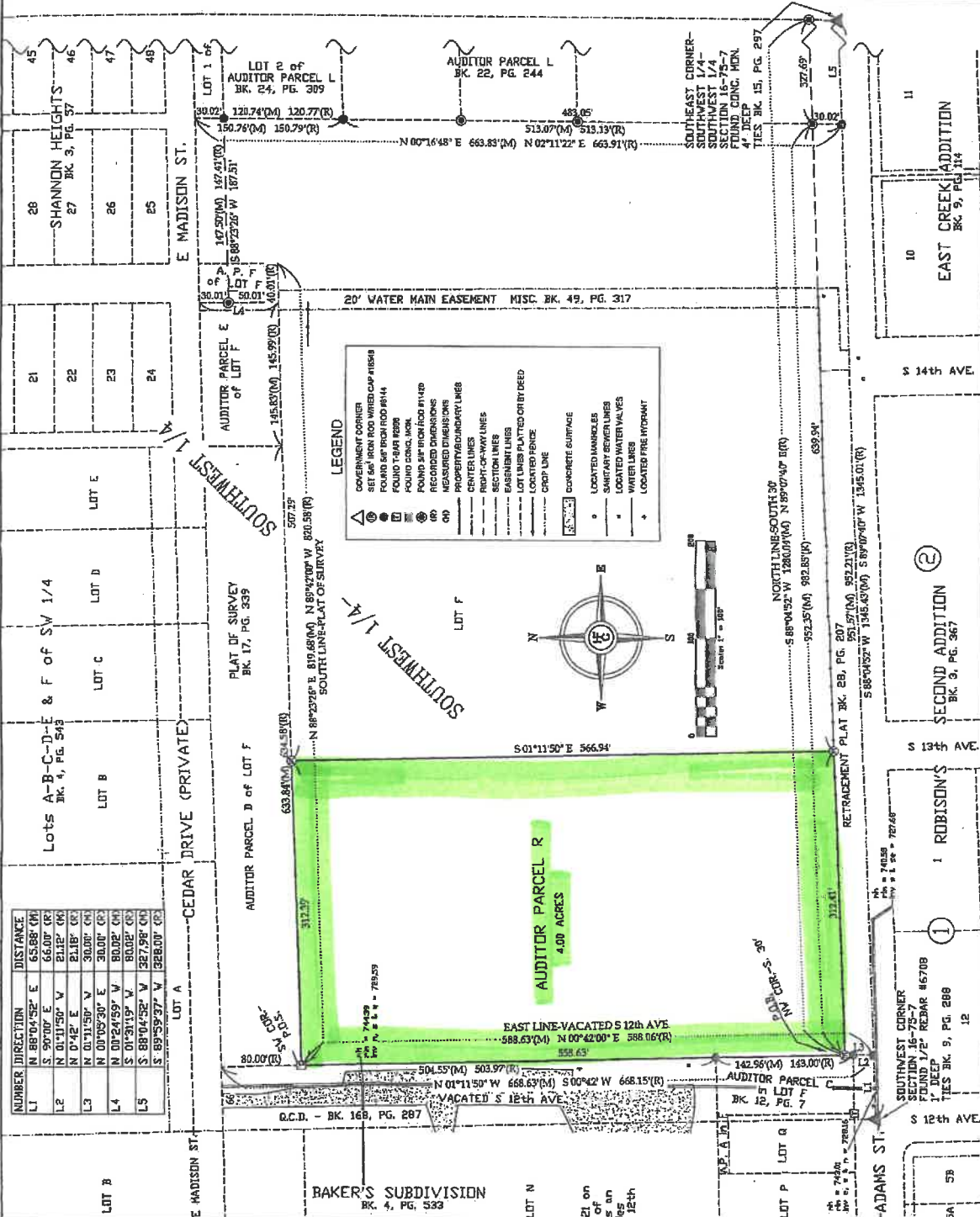
LOCATION: LOT F of the SOUTHWEST 1/4
SECTION 16, T-75-N, R-7-W
REQUESTOR: RICHARD BORDELL
PROPRIETOR: THEODORE C. STEWART
SURVEYOR: J. SCOTT RITTER, PLS #16546
COMPANY: HART-FREDERICK CONSULTANTS P.C.
510 STATE ST. PO BOX 560 TIFFIN, IA 52340
RETURN TO: sritter@hart-frederick.com (319) 545-7215

Instrument #: 2021-0272 B: 30 P: 0017
8/25/2021 10:22:51 AM Total Pages: 2
PLA PLAT & SURVEY
Recording Fee: \$ 12.00
Jo Grainer, Recorder, Washington County Iowa



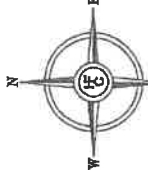
HART-FREDERICK CONSULTANTS P.C.

510 State Street P.O. Box 560 TIFFIN, IOWA 52340-0560 Phone: (319) 645-7215 www.hart-frederick.com



LEGEND

- GOVERNMENT CORNER
- SET 5/4" IRON ROD W/RECAP #1848
- FOUND 5/4" IRON ROD #1844
- FOUND 1" IRON ROD #2299
- FOUND CONC. MARK
- FOUND 5/8" IRON ROD #1749
- MEASURED DIMENSIONS
- PROPORTIONED ADJUTANT LINES
- CENTER LINES
- SECTION LINES
- BASEMENT LINES
- LOT LINES PLATTED OR BY DEED
- LOCATED FENCE
- CROP LINE
- CONCRETE SURFACE
- LOCATED MARKERS
- SANITARY OPEN LINES
- LOCATED WATER VALVES
- LOCATED FIRE HYDRANT



NUMBER	DIRECTION	DISTANCE
L1	N 88°04'52" E	658.87 (M)
L2	S 90°00' E	66.00' (R)
L3	N 01°11'50" W	811.82' (M)
L4	N 0°42' E	811.82' (M)
L5	N 01°11'50" W	30.00' (M)
L6	N 01°05'30" E	30.00' (M)
L7	N 01°24'59" W	80.02' (M)
L8	S 01°31'19" W	80.02' (M)
L9	S 88°04'52" W	327.98' (M)
L10	S 89°07'49" W	328.00' (M)

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.

J. Scott Ritter, P.L.S.
Iowa License Number: 16546
My license renewal date is December 31, 2022.
Pages covered by this seat: THIS SHEET ONLY.

Date: 1/12/21



NOTE: Per Document recorded in Book 221 on page 222, the City of Washington, retaining an Easement for Utilities and 66' wide.

PLAT OF SURVEY (Page 1 of 2)
AUDITOR PARCEL R
PART OF LOT F OF
THE SOUTHWEST 1/4 OF
SECTION 16, T-75-N, R-7-W
CITY OF WASHINGTON, IOWA
DATE: 11/11/20 DRW: JSR APP:
FLD BK: GPS PROJ. NO: 207195

ORDINANCE NO. _____

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

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

SECTION 1. Purpose: The purpose of this ordinance is to change the zoning of a certain parcel of property from Continuing Care Retirement Community (CCRC) to R-2 One and Two Family Residence District and as recommended by action of the City of Washington Planning & Zoning Commission following public hearing on July 13, 2021.

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

Auditor Parcel "R", a part of Lot F located in SW1/4 Section 16, T75N, Range 7N of 5th P.M. as shown on Document 2021-0272 and PB 30 P 0017.

Be and the same is hereby re-classified as R-2 One and Two Family Residence District and that said real estate be subject to all provisions and regulations as affecting R-2 One and Two Family Residence District real estate within the City of Washington, Iowa.

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

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

Passed and approved this ____ day of _____, 2021.

Jaron P. Rosien, Mayor

Attest:

Sally Y. Hart, City Clerk

Approved on First Reading: _____

Approved on Second Reading: _____

Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 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 15, 2021

To: Mayor & City Council
Cc: Brent Hinson, City Administrator
Kelsey Brown, Finance Director

From: Sally Y. Hart
City Clerk

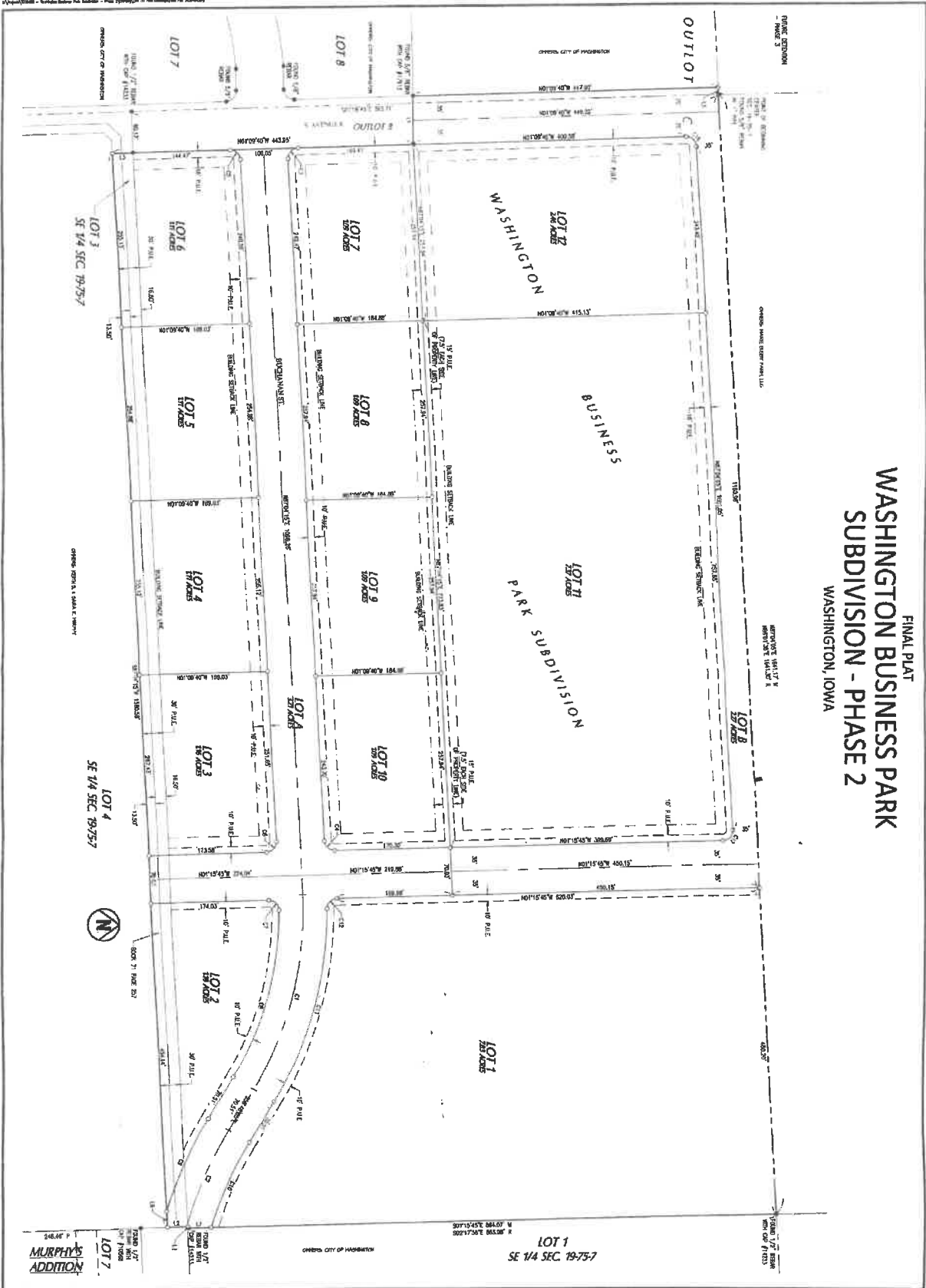
A handwritten signature in blue ink that reads "Sally Y. Hart". The signature is written in a cursive style.

Re: Business Park Phase II

Mayor and Council the City of Washington's Planning and Zoning Commission reviewed the Business Park Phase II Final Plat and rezoning. Please find attached a map of the Washington Business Park Subdivision Phase II Final Plat, followed by a map of the rezoning for the area. The rezoning of land is from C-1 (Conservation) to I-1 (Light Industrial) and B-2 (General Business). The rezoning also keeps Lot 1 as C-1 Conservation for future expansion of Elm Grove Cemetery.

The City of Washington's Planning and Zoning Commission recommends that the City of Washington's City Council approve the Final Plat of Business Park Phase II and rezoning of Business Park Phase II.

FINAL PLAT
WASHINGTON BUSINESS PARK
SUBDIVISION - PHASE 2
 WASHINGTON, IOWA



<p>GARDEN & ASSOCIATES, LTD. ENGINEERS & SURVEYORS <small>1701 2nd Avenue S.W., Suite 7 P.O. Box 451 Challenge, Iowa 51577 641.572.3288 Phone 641.572.3293 Fax</small></p> <p><small>800 Weyburn Ave. Quincy, Iowa 50822 641.252.4515 Phone 641.252.4118 Fax</small></p> <p><small>202.491.3234 Home Toll Free email@gardenassociates.net</small></p>	<p>WASHINGTON BUSINESS PARK SUBDIVISION - PHASE 2 WASHINGTON, IOWA</p> <p><small>© COPYRIGHT 2011 GARDEN & ASSOCIATES, LTD.</small></p>	<p>PROPERTY FINAL PLAT</p>	<p>SCALE: </p> <p>DATE: MAY 18, 2011</p> <p>PROJECT NO.: 7020406</p> <p>SHEET NO.: 2 OF 2</p>
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RESOLUTION NO. _____

**A RESOLUTION APPROVING THE FINAL PLAT FOR
WASHINGTON BUSINESS PARK SUBDIVISION- PHASE 2, WASHINGTON, IOWA**

WHEREAS, the City of Washington did properly file a Final Plat for Washington Business Park Subdivision- Phase 2, Washington, Iowa; and

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

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

WHEREAS, the aforementioned plat and subdivision is found to conform with Chapter 354 of the State Code of Iowa, Chapter 170 of the Washington Code of Ordinances, and all other ordinances and statutory requirements; and

WHEREAS, said final platting of the aforementioned subdivision has been examined by the Washington Planning and Zoning Commission; and

WHEREAS, recommendations from both said Commission and City Staff have been made; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington, Iowa, that the final platting of Washington Business Park Subdivision- Phase 2, Washington, Iowa is hereby approved.

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

PASSED AND APPROVED this 20th day of July, 2021.

Jaron P. Rosien, Mayor

ATTEST:

Sally Y. Hart, City Clerk

ORDINANCE NO. _____

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

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

SECTION 1. Purpose: The purpose of this ordinance is to change the zoning of certain parcels of property within the Washington Business Park Subdivision- Phase 2 from C-1 Conservation to I-1 Light Industrial or B-2 General Business, as applicable and as recommended by action of the City of Washington Planning & Zoning Commission following public hearing on July 13, 2021.

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

Lots 3-12, Washington Business Park Subdivision- Phase 2

Be and the same is hereby re-classified as I-1 Light Industrial and that said real estate be subject to all provisions and regulations as affecting I-1 Light Industrial real estate within the City of Washington, Iowa.

SECTION 3. Amendment: That the Zoning Districts and Zoning Map of the City of Washington, Iowa, be and the same are hereby amended to provide that the following real-estate as now laid out and established in the City of Washington, Washington County, Iowa and more particularly described as follows, to-wit:

Lot 2, Washington Business Park Subdivision- Phase 2

Be and the same is hereby re-classified as B-2 General Business and that said real estate be subject to all provisions and regulations as affecting B-2 General Business real estate within the City of Washington, Iowa.

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

SECTION 5. 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: _____

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

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 20th day of July, 2021.

Attest:

Jaron P. Rosien, Mayor

Sally Y. Hart, City Clerk

Approved on First Reading: June 15, 2021

Approved on Second Reading: July 6, 2021

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 15, 2021

To: Mayor & City Council
Cc: Brent Hinson, City Administrator
Kelsey Brown, Finance Director

From: Sally Y. Hart 
City Clerk

Re: Fireworks

Per council's request, please find attached the three-year fireworks agreement with J&M Displays. The contract signed in 2020 is for Fourth of July fireworks annually 2021-2023.



MULTIPLE YEAR AGREEMENT EXTENSION



This Agreement can be considered an extension of the previously signed Multiple Year Agreement made by and between J & M Displays, Inc., an Iowa corporation, having its principal place of business in Yarmouth, Iowa, hereinafter referred to as Seller, and the City of Washington, IA., hereinafter referred to as the Buyer. Whereas, the parties agree as follows:

1. Seller is in the business of providing fireworks displays. More specifically, Seller is in the business of providing fireworks for display.
2. Buyer hereby agrees to purchase all of their fireworks exclusively from Seller for the next three years (20²¹, 20²², 20²³). In consideration thereof, Seller hereby agrees to provide bonus product to the Buyer in an amount based on the total dollars of fireworks purchased by Buyer for a given year. The Seller will have the final choice of bonus product but said product is to be fireworks of like quality and condition as the fireworks purchased by Buyer from Seller for the given year. The bonus for signing this extension to the Buyer's original Multiple Year Agreement is as follows:
 - 20²¹ year: Bonus product equaling a dollar value of **15%** of the total fireworks dollar value purchased by Buyer (total dollar value is fireworks only and excludes cost of insurance, shoot fee, taxes, etc.);
 - 20²² year: Bonus product equaling a dollar value of **15%** of the total fireworks dollar value purchased by Buyer (total dollar value is fireworks only and excludes cost of insurance, shoot fee, taxes, etc.);
 - 20²³ year: Bonus product equaling a dollar value of **15%** of the total fireworks dollar value purchased by Buyer (total dollar value is fireworks only and excludes cost of insurance, shoot fee, taxes, etc.).
3. In addition to the "bonus product" described above, Buyer will also be entitled for each year of this Agreement to receive 8% of bonus product of like quality and condition as the fireworks purchased by the Buyer for the given year if Buyer provides an early order (all paperwork and payment for the fireworks display provided to Seller at least 70 days prior to display date). In the event that Seller should increase the amount of its bonus product percentage for "early order" for the years of this exclusive Agreement, Seller agrees to match the increased bonus product percentage for Buyer these given years.
4. In no way is Buyer obligated to purchase fireworks from Seller for any of the years covered by this Agreement. Rather, Buyer is only obligated to purchase fireworks from Seller should Buyer opt, at Buyer's sole discretion, to have a fireworks display at its events for the years in question.
5. Extension: The final year of the Multiple Year Agreement the buyer will have the option to extend the Multiple Year Agreement for an additional three years if both parties mutually agree and a Multiple Year Agreement Extension is completed and signed.
6. Termination: This Agreement will expire three (3) years from its execution. The Buyer or Seller may terminate this Agreement within 30 days after their fireworks display date. If Agreement is not terminated within the 30-day deadline, this Agreement will be in full force and effect for the following year.

J & M DISPLAYS, INC.

Monte D. Whitlock
 Seller
March 16, 2020
 Date

[Signature]
 Buyer
April 8, 2020
 Date

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 14, 2021

To: Mayor & City Council
Cc: Sally Hart

From: Brent Hinson
City Administrator

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

Re: Use of ARPA Funds

As the Council is aware, the City is in line for funds from the American Rescue Plan Act (ARPA) in the amount of approximately \$1,002,833. These funds have a variety of potential uses as outlined in the attached guidance from the U.S. Department of Treasury. One of the specific categories in the legislation is funding for water and sewer infrastructure. As we are all well aware, Washington's needs for water and sewer improvements far exceed this amount, and we have several projects in process that could benefit from this funding. It is our understanding that any projects funded with ARPA funds would need to follow CDBG/State Revolving Fund guidelines and procedures.

The guidance on any of the other uses is much more vague at this point in time. In any areas outside of water and sewer, the City would need much more planning time and analysis to determine eligibility and appropriateness for funding. My recommendation, as I have mentioned at past meetings, is that the vast majority of the funds, if not all of the funds, be spent on water and sewer projects, and that the total number of initiatives funded by ARPA funds be limited to 3-4 items to keep the compliance demands within staff capacity, especially given the coming interim period in my position.

Specific water/sewer projects I believe should be considered for funding are as follows and with explanation/justification:

- 1) CDBG Water Main Project: As we have discussed, the proposed \$1.8 million project that we hope to fund with a \$600,000 CDBG grant from the State of Iowa also has a bid alternate to replace the water main along West Madison from Avenue H (Casey's West) to Highway 1 & 92- we are already replacing water main from C to H as part

of the base project. The cost of this bid alternate is estimated at \$540,000. It is much-needed work along a high-breakage water main under a DOT highway that we are not otherwise able to fund at this time. The project has the additional advantage that we will already be going through CDBG compliance processes, so the additional compliance time & cost should be minimal.

- 2) Country Club Area Sewer Boring: As Council is aware, the City has been approached about a major residential subdivision that could result in a buildout as significant as 44 acres. The sanitary sewer available to the property is too shallow for residential development, so a lift station would have to be constructed to allow for development at present. Alternatively, we have identified an area where by boring 650' of new sewer, we would be able to deepen the sewer access to the property by 10', allowing for broad development (there is still a portion in the south & west of the parcel that drops off significantly, couldn't be easily served by gravity, and would probably make a better stormwater detention/retention area in any case). I recommend that \$125,000 be allocated toward this project, and that I be authorized to work with engineer Jack Pope of Garden & Associates to get moving forward on design so that we can meet the timelines the developer has in mind. We will have much more discussion at the August 3 meeting, but I have attached a process schedule & map to provide you more information.
- 3) East Adams Project Water Main: I do not have the cost estimate yet as of this writing, but based on discussion with Jack Pope, I am concerned about the updated cost estimate for East Adams. We allowed \$1.35 million for this project, with the water main being approximately \$200,000 of this cost.
- 4) Wellness Park/North Marion & West 15th Water Main Looping: The Council authorized moving forward on engineering for this project at the last meeting, and JJ has provided material bids for this agenda. Material costs have gone up significantly, and I feel that we may put the City in the best position if we pay for at least the contracted portion of the work from ARPA funds.

I believe these 4 projects all have great merit and fit extremely well with the aims of the legislation, and would exhaust the available ARPA funds. I look forward to discussion at the meeting.

Brent



Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

Indirect Recipients

- Non-entitlement units (\$19.5 billion)



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



For More Information: Please visit www.treasury.gov/SLFRP

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email SLFRP@treasury.gov for additional information



Example Uses of Funds

Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages

Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.

City of Washington
Schedule for MSJ Country Club Subdivision Legal & Administrative Proceedings

<u>Step</u>	<u>Task</u>	<u>Responsible Parties</u>	<u>Tentative Date</u>	<u>Done ?</u>
1	Preparation of subdivision preliminary project costs & design	Pope	By July 16, 2021	
2	Meet to discuss preliminary project costs & structure of development agreement (including review of draft Development Agreement- DA)	Hinson/ Hart/ MSJ	By July 19	
3	Council consensus on using ARPA funds for sewer boring	City Council	July 20	
4	Authorization to proceed from City to Engineer on design of sewer boring improvements	Hinson/ Pope	July 21	
5	Finalization of DA	Hinson/ Hart/ MSJ	By July 29	
6	Preparation/review of Urban Renewal (UR) Plan	Hinson/ Hart/ Olson	By July 29	
7	Preparation of legal proceedings for approval of UR Plan & DA	Olson	By July 29	
8	Council accepts Petitions for Voluntary Annexation	City Council	August 3	
9	Council sets date for public hearing on UR Plan and DA for September 14 at 6:30 PM	City Council	August 3	
10	Formal authorization of engineering agreement for sewer boring & other improvements	City Council	August 3	
11	Council sends Notice of Annexation to BOS & other affected entities	Hart/ Olson	By August 6	
12	TIF mailing to affected taxing entities, including copy of UR Plan & Proposed Joint Agreement Allowing Extended TIF	Hart	By August 6	
13	Consultation with BOS; Discussion & Consideration of Joint Agreement Allowing Extended TIF	Hart	August 17 at 9 AM (BOS Mtg)	
14	Preliminary design of sewer boring complete; legals for easements provided to City	Pope	By August 20	
15	BOS/Township Trustee Meeting on Annexation	Hart/ Olson/ BOS	August 24 at 9 AM (BOS Mtg)	
16	All hearing notices (UR, DA, Annexation) submitted for publication	Hart	By August 25	

City of Washington
Schedule for MSJ Country Club Subdivision Legal & Administrative Proceedings

<u>Step</u>	<u>Task</u>	<u>Responsible Parties</u>	<u>Tentative Date</u>	<u>Done ?</u>
17	Consultation with School Board; Discussion & Consideration of Joint Agreement Allowing Extended TIF	Hart	September 8 at 7 PM (School Bd Mtg)	
18	Securing of all easements needed for sewer boring project	Hart/Olson	By September 10	
19	Notice of hearing to paper & notice to bidders posted on Iowa League for sewer boring project	Hart	By September 10	
20	Consideration of preliminary subdivision plat & recommendation to Council	Planning & Zoning Commission	September 14 at 6 PM	
21	Hearing on Annexation & adoption of resolution (Special Meeting)	City Council	September 14, 2021 at 6:30 PM	
22	Hearing on UR Plan & adoption of plan, including joint agreement (Special Meeting)	City Council	September 14, 2021 at 6:30 PM	
23	Hearing on DA & adoption of agreement (Special Meeting)	City Council	September 14, 2021 at 6:30 PM	
24	Consideration of resolution approving preliminary subdivision plat (Special Meeting)	City Council	September 14 at 6:30 PM	
25	Consideration of resolution authorizing notice of hearing & letting on sewer boring and other improvements (Special Meeting)	City Council	September 14 at 6:30 PM	
26	Consideration of resolution allowing for early home construction prior to final plat approval (Special Meeting)	City Council	September 14 at 6:30 PM	
27	File Annexation with Secretary of State, each utility affected, Iowa DOT & Recorder's Office	Hart/Olson	By September 17	
28	Filing of Preliminary Subdivision Plat with Recorder	MSJ	By September 21	
29	Public hearing & resolution on plans, specs, form of contract (sewer boring)	City Council	September 21 at 6 PM	
30	Bid opening on sewer boring project	Hart/Pope	September 29 at 10 AM	
31	Begin subdivision construction	MSJ/ Contractor	By September 30	

City of Washington
Schedule for MSJ Country Club Subdivision Legal & Administrative Proceedings

<u>Step</u>	<u>Task</u>	<u>Responsible Parties</u>	<u>Tentative Date</u>	<u>Done ?</u>
32	Resolution awarding bid on sewer boring	City Council	October 5 at 6 PM	
33	Notice to Proceed on sewer boring	Hart/Pope	By October 15	
34	Completion of sewer boring construction	City Contractor	By November 15	
35	Substantial completion of subdivision construction	MSJ/ Contractor	By July 31, 2022	
36	Consideration of final plat & recommendation to City Council	Planning & Zoning Commission	By August 9, 2022	
37	Consideration of a resolution adopting final plat & dedication	City Council	August 16, 2022	
38	Filing of final plat	MSJ	By August 31, 2022	

Responsible Parties

- Pope= Jack Pope, Engineer with Garden & Associates
- MSJ= Jeff Hazelett & Scott Goodwin
- Hinson= Brent Hinson, City Administrator
- Olson= Kevin Olson, City Attorney
- Hart= Sally Hart, City Clerk/ Interim City Administrator
- BOS= Washington County Board of Supervisors

Overview of MSJ Country Club Subdivision- 6/28/21

2021 W, Buchanan Project (to Hwy 1)

< 2020 South E Project

Possible City-County Joint Paving Project (in 5-year > approx timeframe)

Bore 650 LF of sewer to < lower depth by 10'

Shorter-term development (2-3 phases)

Longer-term development (timing dependent on rate of development)

Washington Golf & Country Club

