



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, October 5, 2021

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, October 5, 2021 to be approved as proposed or amended.

**Consent:**

1. Council Minutes September 21, 2021
2. Ahlers Cooney Attorneys, Amend No. 2 to the Unified South Central Residential URP, \$507.00
3. Egli Landscapes, Madison Park, \$13,984.38
4. Garden & Associates, General Engineering, \$1,312.40
5. Garden & Associates, NLW Subdivision Phase 2, \$949.00
6. Garden & Associates, Business Park Subdivision Phase 2, \$296.50
7. Garden & Associates, Acquisition Plats in Sections 29 & 30-75-17, \$866.75
8. Garden & Associates, Buchanan Street Paving Project, \$512.50
9. Garden & Associates, Reconstruction of Adams Street, \$2,591.50
10. Garden & Associates, South E Avenue Street Reconstruction, \$532.00
11. Garden & Associates, Water Main Extension Deao Property, \$4,746.47
12. FOX Engineering, 2021 Sanitary Sewer Extension Project, \$2,300.00
13. FOX Engineering, Wastewater Treatment Plant, \$862.25
14. Kevin Olson, September Legal Fees, \$1,898.55
15. Midwest Municipal Consulting, LLC, Second Installment, \$4,876.88
16. Department Reports

**Claims and Financial Report**

- Claims for October 5, 2021

**SPECIAL PRESENTATION**

- Mayoral Proclamation – Domestic Violence Awareness Month
- Mayoral Proclamation – Careers in Construction Month

### **SPECIAL EVENT REQUESTS**

- Corn Country Cruisers – 2022 and 2023 Car Shows
- Washington Chamber of Commerce 2022 Events (Spring Craft Fair, Fall Craft Fair, Sumer Classic, and Thursday Night Live)

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

### **NEW BUSINESS**

1. Discussion and Consideration of Community Development Block Grant Contract with Iowa Development Authority
2. Discussion and Consideration of Grant Administration Agreement with Simmering-Cory
3. Discussion and Consideration of Wastewater Biosolids Land Application Bid
4. Discussion and Consideration of Resolution Approving Minor Site Plan for Washington County Minibus, Inc.
5. Discussion and Consideration of Resolution Approving Minor Site Plan for Up-Town Auto
6. Update on Wellness Park David Collins Memorial Pavilion
7. Discussion and Consideration of Resolution Setting Public Hearing for Wellness Park Water Main Extension for October 19<sup>th</sup> at 6 p.m.
8. Discussion and Consideration of a Resolution Approving Street Finance Report
9. Discussion and Consideration of 28E Agreement for Tobacco, Alternative Nicotine, and Vapor Product Enforcement with the Iowa ABD
10. Discussion and Consideration of First Reading of an Ordinance Amending Chapter 69.08 (No Parking Zones)

### **WORKSHOP**

- Main Street Washington

**Closed Session per Iowa Code 21.5(1)(i)** – *to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session*

### **DEPARTMENTAL REPORT**

Police Department

City Attorney

Interim City Administrators

**MAYOR & COUNCILPERSONS**

Jaron Rosien, Mayor

Illa Earnest

Steven Gault

Elaine Moore

Danielle Pettit-Majewski

Fran Stigers

Millie Youngquist

**ADJOURNMENT**

## Council Minutes 9-21-2021

The Council of the City of Washington, Iowa, met in Regular Session in the Council Chambers, 215 East Washington Street on Tuesday, September 21, 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 Youngquist, that the agenda for the Regular Session to be held at 6:00 p.m., Tuesday, September 21, 2021, be approved. Motion carried.

### Consent:

1. Council Minutes Regular Session September 7, 2021
2. Council Minutes Special Session September 14, 2021
3. Washington Chamber of Commerce, Annual Contribution for Tourism, \$20,000.00
4. ECICOG, CDBG Rehab Grant Administration, \$825.00
5. FOX Engineering, Washington 2020 Sanitary Sewer Extension, \$3,020.00
6. FOX Engineering, Washington Wastewater Treatment Plant, \$808.50
7. Main Street Washington, Annual Pledge, \$20,000.00
8. DNP LLC (Corner Stop), 100 East Madison St., Class E Liquor License, Sunday Sales (renewal)
9. Department Reports

Motion by Pettit-Majewski, seconded by Youngquist, to approve consent items 1-6 and 8-9. Motion carried.

Motion by Youngquist, seconded by Pettit-Majewski, to approve consent item 7. Motion carried.

Claims for September 21, 2021 were presented by Finance Director Kelsey Brown.

Motion by Youngquist, seconded by Stigers, to approve the claims for September 21, 2021. Motion carried.

Financial Report was presented by Brown. Motion by Gault, seconded by Moore, to approve the financial report. Motion carried.

Code Enforcement Officer Elaine Jennings presented the monthly nuisance report.

Presentation from the Public: none.

Motion by Pettit-Majewski, seconded by Stigers, to approve a Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried.  
**(Resolution 2021-090)**

Departmental reports were presented.

Motion by Youngquist, seconded by Stigers, that the Regular Session held at 6:00 p.m. Tuesday, September 21, 2021, is adjourned at 6:20 p.m.

Sally Y. Hart, City Clerk



**AHLERS COONEY**  
ATTORNEYS

**AHLERS & COONEY, P.C.**  
100 COURT AVENUE, SUITE 600  
DES MOINES, IOWA 50309-2231  
515-243-7611

FEDERAL ID 42-1323559

September 22, 2021

CITY OF WASHINGTON, IOWA  
CITY CLERK  
224 W. MAIN STREET  
P.O. BOX 516  
WASHINGTON, IA 52353

Invoice #: 809173  
Client #: 11307  
Matter #: 63  
Billing Attorney: JLC

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### INVOICE SUMMARY

RE: AMEND NO. 2 TO THE UNIFIED SOUTH  
CENTRAL RESIDENTIAL URP

For professional services rendered and costs advanced through September 19, 2021:

Total Professional Services	\$ 507.00
Total Expenses	<u>    \$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 507.00</b>

**Egli Landscapes**  
 1425 Highway 78  
 Wayland, IA 52654 US  
 319-256-5111  
 tim@egllandscapes.com  
 www.EgliLandscapes.com

# Invoice



**BILL TO**  
 Jaron Rosien  
 Washington City Hall  
 215 East Street  
 Washington, IA 52353 USA

**SHIP TO**  
 Jaron Rosien  
 Washington City Hall  
 215 East Washington Street  
 Washington, Iowa 52353

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
6352	09/14/2021	\$13,984.38	10/01/2021	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
Softscaping (shrubs & perennial areas)			
Karl Foerster Grass	7	25.00	175.00T
Coreopsis, Zagreb	22	13.50	297.00T
Azalea, Gibraltar	3	35.00	105.00T
Buckeye, Bottlebrush	3	345.00	1,035.00T
Hydrangea, Little Limelight	6	60.00	360.00T
Witchhazel, Jelena	6	185.00	1,110.00T
Aralia, Sun King	5	25.00	125.00T
Sea Green Juniper	3	35.00	105.00T
Bald Cypress, Lynsey Skyward	1	215.00	215.00T
Pine Straw Long Needle 2.3 Cu F	7	32.50	227.50T
Ton Top Soil	20	30.00	600.00T
Cu. Yd Hardwood Bark Mulch 2x ground	13	34.75	451.75T
Installation & Equipment		4,756.62	4,756.62T
			Subtotal: 9,562.87
Trees outside of landscaping areas			
Bald Cypress Shawnee Brave	1	377.00	377.00T
Kentucky Coffeetree, Espresso 2	1	400.00	400.00T
Crabapple, Adirondack	1	275.00	275.00T
Ivory Silk Jap Tree Lilac	3	375.00	1,125.00T
Osage Orange, White Shield	1	377.00	377.00T
Redbud, Appalachian	1	420.00	420.00T
Seven Sons Flower	1	380.00	380.00T
Spruce, Weeping Blue	1	340.00	340.00T

DESCRIPTION	QTY	RATE	AMOUNT
Installation & Equipment		727.51	727.51T
			Subtotal: 4,421.51
		SUBTOTAL	13,984.38
		TAX (0%)	0.00
		TOTAL	13,984.38
		BALANCE DUE	<b>\$13,984.38</b>

Jaron ~

Thank you and the City of Washington for your continued support. This would be the final invoice for all the work. Even the plants that are not in yet are included... This way it is cleaner for the books so to speak. We will get them planted in the spring of next season.

Again Thanks for your continued business.

Tim!



# GARDEN & ASSOCIATES, LTD.

1701 3<sup>rd</sup> Avenue East, Suite 1 • P.O. Box 451 • Oskaloosa, IA 52577  
Phone: 641.672.2526 • Fax: 641.672.2091

## INVOICE

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

September 22, 2021  
Invoice No: 42339

Project 9020317 Washington - General Engineering.  
Client ID# 20040

Professional Services for the Period: August 20, 2021 to September 16, 2021

### Professional Services

	Hours	Rate	Amount	
Principal Engineer	8.00	149.00	1,192.00	
Totals	8.00		1,192.00	
<b>Total Professional Services</b>				<b>1,192.00</b>

### Unit Billing

Mileage			120.40	
<b>Total Units</b>			<b>120.40</b>	<b>120.40</b>

**Total Project Invoice Amount \$1,312.40**

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE





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## INVOICE

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

September 22, 2021

Invoice No: 42338

Project 7021157 Washington - NLW Subdivision - Phase 2  
Client ID# 20040

**Professional Services for the Period: August 20, 2021 to September 16, 2021**

### Professional Services

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal Engineer	5.50	152.00	836.00	
Technician #1	1.00	113.00	113.00	
Totals	6.50		949.00	
<b>Total Professional Services</b>				<b>949.00</b>
		<b>Total Project Invoice Amount</b>		<b>\$949.00</b>

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JACK POPE, PE



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Phone: 641.672.2526 • Fax: 641.672.2091

## INVOICE

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

September 22, 2021  
Invoice No: 42337

Project 7020406 Washington Business Park Subdivision - Phase 2  
Client ID# 20040

**Professional Services for the Period: August 20, 2021 to September 16, 2021**

### Professional Services

	Hours	Rate	Amount	
Surveyor 1	2.00	124.00	248.00	
Technician #2	.50	97.00	48.50	
Totals	2.50		296.50	
<b>Total Professional Services</b>				<b>296.50</b>
		<b>Total Project Invoice Amount</b>		<b>\$296.50</b>

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JACK POPE, PE



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## INVOICE

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

September 22, 2021  
Invoice No: 42315

Project 6021240 Washington - Acquisition Plats in Sections 29 & 30-75-17 Washington, IA.  
Client ID# 20040

**Professional Services for the Period: August 20, 2021 to September 16, 2021**

### Professional Services

	Hours	Rate	Amount	
Surveyor 2	5.75	119.00	684.25	
Technician #2	1.50	97.00	145.50	
Technician #5	.50	74.00	37.00	
Totals	7.75		866.75	
<b>Total Professional Services</b>				<b>866.75</b>
		<b>Total Project Invoice Amount</b>		<b>\$866.75</b>

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## INVOICE

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

September 22, 2021  
Invoice No: 42336

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

Professional Services for the Period: August 20, 2021 to September 16, 2021

### Professional Services

	Hours	Rate	Amount	
Principal Engineer	3.00	152.00	456.00	
Technician #1	.50	113.00	56.50	
Totals	3.50		512.50	
<b>Total Professional Services</b>				<b>512.50</b>
		<b>Total Project Invoice Amount</b>		<b>\$512.50</b>

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Phone: 641.672.2526 • Fax: 641.672.2091

## INVOICE

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

September 22, 2021  
Invoice No: 42335

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

**Professional Services for the Period: August 20, 2021 to September 16, 2021**

### Professional Services

	Hours	Rate	Amount	
Principal Engineer	8.50	152.00	1,292.00	
Technician #1	11.50	113.00	1,299.50	
Totals	20.00		2,591.50	
<b>Total Professional Services</b>				<b>2,591.50</b>
				<b>Total Project Invoice Amount</b>
				<b>\$2,591.50</b>

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS

OSKALOOSA, IOWA

CRESTON, IOWA



# GARDEN & ASSOCIATES, LTD.

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Phone: 641.672.2526 • Fax: 641.672.2091

## INVOICE

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

September 22, 2021  
Invoice No: 42334

Project 5018069 Washington - South E. Ave Street Reconstruction  
Client ID# 20040

**Professional Services for the Period: August 20, 2021 to September 16, 2021**

### Professional Services

	Hours	Rate	Amount	
Principal Engineer	3.50	152.00	532.00	
Totals	3.50		532.00	
<b>Total Professional Services</b>				<b>532.00</b>
		<b>Total Project Invoice Amount</b>		<b>\$532.00</b>

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

## ENGINEERS AND SURVEYORS

OSKALOOSA, IOWA

CRESTON, IOWA



# GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

## INVOICE

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

September 22, 2021  
Invoice No: 42333

Project 4021249 Washington - Water Main Extension Deao Property.  
Client ID# 20040

Professional Services for the Period: August 20, 2021 to September 16, 2021

### Professional Services

	Hours	Rate	Amount	
Principal Engineer	15.00	152.00	2,280.00	
Technician #1	9.50	113.00	1,073.50	
Technician #2	8.25	97.00	800.25	
Technician #4	3.75	85.00	318.75	
Technician #5	2.00	74.00	148.00	
Totals	38.50		4,620.50	
<b>Total Professional Services</b>				<b>4,620.50</b>

### Unit Billing

Mileage			90.72	
GPS Survey Equipment			35.25	
<b>Total Units</b>			<b>125.97</b>	<b>125.97</b>

**Total Project Invoice Amount \$4,746.47**

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS

OSKALOOSA, IOWA

CRESTON, IOWA



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

City of Washington  
 PO Box 516  
 Washington, IA 52353

Invoice number 48114  
 Date 07/31/2021

Project 204520A Washington 2020 Sanitary  
 Sewer Extension

Professional Services for the Period of 6/27/2021 to 7/31/2021

**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	3,900.00	3,900.00	0.00
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	40.00	1,380.00	3,680.00	2,300.00
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
<b>Total</b>	<b>40,950.00</b>	<b>78.46</b>	<b>29,830.00</b>	<b>32,130.00</b>	<b>2,300.00</b>

Invoice total **\$2,300.00**

Approved by:

*Steven P. Soupis*

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 48070  
 Date 07/31/2021

Project 204508A Washington Wastewater  
 Treatment Plant

Professional Services for the Period of 6/27/2021 to 7/31/2021

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Facility Plan Amendment	13,500.00	100.00	13,500.00	13,500.00	0.00
Preliminary Design	307,400.00	100.00	307,400.00	307,400.00	0.00
Final Design	424,000.00	100.00	424,000.00	424,000.00	0.00
Bidding / Negotiation	22,500.00	100.00	22,500.00	22,500.00	0.00
UV Room Door	-6,946.00	100.00	-6,946.00	-6,946.00	0.00
Operations Manual	36,300.00	100.00	36,300.00	36,300.00	0.00
Construction Staking	24,840.00	100.00	24,840.00	24,840.00	0.00
<b>Total</b>	<b>821,594.00</b>	<b>100.00</b>	<b>821,594.00</b>	<b>821,594.00</b>	<b>0.00</b>

**Standard Hourly Rate Phases**

NPDES Permit Application  
 Professional Fees

**NPDES Permit Application Subtotal**

	Billed Amount
	862.25
	862.25
<b>Invoice total</b>	<b>\$862.25</b>

Approved by:

*Steven J. Trayer*

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

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

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

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October 1, 2021

Sally Y. Hart, City Clerk  
City of Washington, Iowa  
215 E. Washington Street  
Washington, Iowa 52353

**INVOICE**

For legal services rendered to the City of Washington, Iowa in October, 2021

TOTAL HOURS	18.0 hours (reg) 1.25 hrs (court)
TOTAL MILES	330 miles
Hourly Rate	\$90/hour- Reg \$75/hour - Court
Mileage Rate	\$0.56 per mile
TOTAL INVOICE FOR SEPTEMBER, 2021	\$1,898.55



Midwest Municipal Consulting, L.L.C.  
 1210 NE 29th Street  
 Ankeny, IA 50021

# INVOICE

Date	Invoice #
9/24/2021	92421

Bill To
City of Washington
Attn: Sally Hart and Kelsey Brown
Po Box 516
Washington, IA 52353

P.O. No.	Terms	Project
	Net 10	24-Sep

Quantity	Description	Rate	Amount
0	Executive Search Services	11800	\$3,933.33
240	7/14/21 - Mileage to Interview Community	0.560	\$134.40
1	Supplies - Binders, tabs, copies	0.25	\$117.25
240	9/29/21 - Mileage for Interview Day	0.560	\$134.40
5	DCI Background Records Fee	15.00	\$75.00
5	A-Check Global Credit Check Fee	6.50	\$32.50
1	Adversiting - ICMA	450	\$450.00
		<b>Total</b>	<b>\$ 4,876.88</b>

Thank you for your business!  
 Elizabeth A. Hansen

# MAINTENANCE & CONSTRUCTION DEPT. REPORT

8-21-21/9-3-21

**STREETS:** Personnel pothole patched. Personnel cleaned up a few trees due to the recent storm. Personnel cont'd line painting.

**WATER DISTRIBUTION:** Personnel repaired 1014 North 6th Ave water box (rod).

**SEWER COLLECTION:** Personnel jetted and televised sanitary sewer on North 2nd Ave in the 600 block (450 ft).

**STORM SEWER COLLECTION:** Personnel closed North 2nd Ave underpass due to recent rains. Personnel assisted WWTP at the lift station per issues in the line behind the pump house and installed 200 ft of 10 inch PVC as well as an additional intake.

**MECHANIC/SHOP:** Personnel serviced #004 (strobe light), #117 (blown radiator hose), #115 (broken oil line), PD 307 (headlight) and completed equipment list update.

**OTHER:** Personnel responded to 67 One Call Locates. Personnel were called out to remove a tree located in the 400 block of East Jefferson St-from a recent storm. Personnel hauled material back to the storage shed (rock & sand) and hauled the mulch away from the WWTP.

\*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.

*City Administrator -  
Jaron Rosien, Mayor  
Sally Hart, City Clerk  
Kevin Olson, City Attorney*



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

*Park Board Members:  
Keely Brower  
Charles Halvorson  
Genie Davis  
Erin Elgin  
Jane Blieu*

**Parks Superintendent:  
Nick Pacha**

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August /September City Council Update – Parks Department

- Mowing, trimming, spraying of all parks properties and areas we maintain.
- Trimming of areas around Kewash trail
- Setup and cleanup of many festivals including fall craft fair, car shows, races, church groups, latino festival, prayer services, farmers markets, etc.
- Keeping an eye and spraying all our ballfields for Army worms which can be devastating we hope we caught them early and we will be ok inside the fences. Outside the fences at the wellness park and other areas of town we will have to re seed.
- Many mower breakdowns. New engine had to be installed in one mower which has over 3,000 hours. The other mower has 3,000 + hours on it and is giving us a lot of trouble.
- 2 summer help employees are done for the season
- Many softball, baseball and soccer games at the new Wellness park and N. 18<sup>th</sup> soccer fields.
- Greenfield and Redlinger baseball fields are being used for YSF and JH football practice.
- Removal and sale of plastic tiles at tennis court to prep for new tennis court and pickleball surface. I have an electrician getting us a bid to get lights working at the tennis courts.
- Attended weekly Department head meetings, Park Board meetings ,Wellness Park operations meetings and council meetings when necessary.
- Meetings with contractors at Wellness park for final punch list.
- Working on dangerous tree list to go out for bid for removal of trees we cannot take down ourselves.
- Maintenance of all equipment
- Outdoor pool heater is installed by ACCO. They will come back in spring to startup.
- Pool is drained. We are still investigating possible leak areas and coming up with a plan for those.
- New Large flower cauldron purchased with memorial money is installed in Sunset park
- Daily watering and weekly fertilization of flowers at Sunset park, downtown, city hall, Madison park.
- Bi-Weekly watering of 80+ young trees in our parks.
- We are trying to keep Central Park fountain going for another week so it will be running for Homecoming festivities at Central park. We will then shut it down for the season.

- Meetings with contractors for Madison park expansion, dirt grading and seeding, water of grass and plants installed by contractor. Working on Pavilion bids and installation of 2 benches and picnic table, flag pole and decorative light pole at Park.
- security cameras at Wellness Park installed and paid for by a grant
- Working with Rotary on new Shelter at the Wellness park, paid for by Rotary and David Collins memorial and City.
- Bi-weekly garbage removal around parks
- Application and award of IDNR Derecho re-leaf grant. Planted 7 trees in Sunset Park, 2 at Central Park and will plant 50 new trees at Wellness Park on Oct. 16
- Repair by M/C of water service for Rocket slide restroom in Sunset park
- Stained all of the New Dawn wood playset.
- City Administrator interviews.

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

**WWTP report  
October 5<sup>th</sup>, 2021  
Council meeting**

- **After hour alarm and dog call outs**
  - 9-16-21 Dog call to S Marion & W Madison at 7:48p.m. Parker
  - 9-17-21 Dog call to Paws and More at 5:58 p.m. Parker
  - 9-18-21 Dog call to Lot Parkside Estates at 7:18 Parker
  - 9-20-21 Generator alarm at WWTP at 9:31 p.m. Parker
  - 9-21-21 Alarm at WWTP at 2:59 p.m. Parker
  - 9-24-21 Dog call to 921 E Washington at 9:32 Parker
  - 9-30-21 Dog call to meet at WWTP at 7:00 Jason
  
- **Dept Head meetings** –I attended the meetings on Sept. 28<sup>th</sup> and Oct. 5<sup>th</sup>
  
- **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.
  
- **2021 Bio-Solids-**We have been collecting extra samples and preparing for upcoming land application.
  
- **NPDES Permit-**We received our new final draft NPDES Permit (National Pollutant Discharge Elimination System) from the IDNR. I've been spending some time on it, there a few changes, nothing major.

**Jason Whisler  
10/01/2021 9:00 a.m.**

## **Elm Grove & Woodlawn Cemeteries**

### **Council Report for September 2021**

We mowed Elm Grove and Woodlawn twice each in September. I sprayed weeds twice in both cemeteries. We settled and seeded graves at Elm Grove Cemetery, as well as filled in some low spots and seeded those also. I also seeded the extension of Madison Park. I also began and completed the fall herbicide application for crabgrass and dandelions in the grass. I had 6 family requests for information this month. I sold 2 columbarium niches and several cemetery plots in September. We did several monument repairs. We trimmed trees around Elm Grove. We pulled or cut volunteer trees at Woodlawn. I also have been updating cemetery records as time allows. We mulched trees at Elm Grove and Woodlawn. We also watered young trees since it has been so dry. We also removed a short fence along the South edge of the Robertson property (Boot Hill Ranch) the City acquired by Woodlawn.

We planted 11 new trees in Elm Grove on 9/28 with high school agriculture students, as part of the DNR Derecho grant we received. We also transplanted 4 trees from the right of way along Buchanan Street to new places in Elm Grove.

We had 10 funerals at Elm Grove in September, 72 interments so far this year. In October, we plan to continue with funeral services (4 funerals scheduled so far), updating cemetery records, trim trees, mulch trees, settle graves, and continue mowing, trimming and spraying as needed. Thank you.

Respectfully submitted,

Nicholas Duvall



**CITY OF WASHINGTON, IOWA  
CLAIMS REPORT  
OCTOBER 5, 2021**

<b>POLICE</b>	ALLIANT ENERGY	ALLIANT ENERGY	865.37
	COBB OIL CO, INC.	FUEL	3222.65
	PRO-VISION	STORAGE	30.00
		<b>TOTAL</b>	<b>4118.02</b>
<b>FIRE</b>	ALLIANT ENERGY	ALLIANT ENERGY	1947.07
	ARNOLD MOTOR SUPPLY	OIL - 1/2	242.10
	COBB OIL CO, INC.	FUEL	474.59
	FIRE SERVICE TRAINING BUREAU	TRAINING	150.00
	IGRAPHIX, INC	INCIDENT REPORT FORMS	167.50
	MIDWEST BREATHING AIR SYSTEMS	TESTING	837.99
		<b>TOTAL</b>	<b>3819.25</b>
<b>DEVELOPMENT SERVICES</b>	ARNOLD MOTOR SUPPLY	PARTS	39.76
	COBB OIL CO, INC.	FUEL	74.94
	HOWREY, WILLIAM	GRASS/WEEDS ABATEMENT	135.00
	VISA-TCM BANK, N.A.	SEARCHES, SHELVING EXTING	221.38
		<b>TOTAL</b>	<b>471.08</b>
<b>LIBRARY</b>	ALBERT, KIRK	MILEAGE REIMBURSEMENT	91.28
	AMAZON	LIBRARY MATERIALS	91.27
	KCTC	PHONE & INTERNET	473.22
	VALENTINE, TAMMY	HOMEBOUND PROGRAM- MILEAGE	5.60
	VISA-TCM BANK, N.A.	SEARCHES, SHELVING EXTING	119.26
	WASHINGTON LUMBER	LUMBER FOR FRAMES	38.30
	WCDC INC	WINDOW WASHING	30.00
		<b>TOTAL</b>	<b>848.93</b>
<b>PARKS</b>	ACE ELECTRIC. INC	DOG PARK LIGHTS REPAIR	126.00
	ALLIANT ENERGY	ALLIANT ENERGY	1146.32
	AMAZON CAPITAL SERVICES	TRASH GRABBERS	127.88
	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	23.94
	COBB OIL CO, INC.	FUEL	1426.76
	JOHN DEERE FINANCIAL	REPAIR	141.34
	KLEOPFER LAWN CARE LLC	SPRAYING FOR ARMY WORMS	4332.50
	PIONEER MFG.	PAINT	261.80
	STOUT COMPANIES	ORGANIC BASE & AEROSOL PAINT	2140.00
	WASH CHAMBER OF COMMERCE	CHAMBER GOLF FEES	154.00
	WASH CO TREASURER	ROBERTSON LAND-TAXES	134.00
	WASHINGTON LUMBER	SUPPLIES	8.28
	WASHINGTON RENTAL	REPAIR TO CHAINSAW	100.38
		<b>TOTAL</b>	<b>10123.20</b>
	<b>POOL</b>	ACCO	CHEMICAL PUMP REPAIR
ARNOLD MOTOR SUPPLY		PARTS	37.74
ALLIANT ENERGY		ALLIANT ENERGY	292.53
MID-AM RES. CHEMICAL CORP		SLIP GUARDS	470.41
		<b>TOTAL</b>	<b>1232.42</b>
<b>CEMETERY</b>	ALLIANT ENERGY	ALLIANT ENERGY	177.74
	ARNOLD MOTOR SUPPLY	PARTS	219.86
	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	24.21

	COBB OIL CO, INC.	FUEL	491.98
	PRODUCTIVITY PLUS	BACKHOE PARTS	4071.05
	VISA-TCM BANK, N.A.	REPAIRS, PARTS & SHARPENIN	1010.37
	WASHINGTON DISCOUNT TIRE	TIRE REPAIR	209.90
		<b>TOTAL</b>	<b>6205.11</b>
<b>FINANCIAL ADMIN</b>	ALLIANT ENERGY	ALLIANT ENERGY	1514.39
	BAKER PAPER & SUPPLY	PAPER	174.57
	CAPITAL ONE	FLASH DRIVES	29.08
	CENTRAL IOWA DISTRIBUTING	PAPER TOWELS	43.80
	COMMUNICATIONS ENGINEERING CO	CAMERA SERVICE	350.00
	DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER LEASE AGREEMENT	154.98
	DODICI'S SHOP	LODGING/FOOD-ADMIN INTERVIEWS	263.70
	FLAMIN FLIPS BBQ PIT	FOOD- ADMIN SEARCH MEAL	540.00
	GIFFORD, DAN	HOTEL REIMBURSEMENT	89.25
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	220.00
	IOWA LEAGUE OF CITIES	MPI-FALL SESSION - S. HART	224.00
	KCII	ADVERTISING	81.10
	POSTMASTER	ANNUAL PERMIT-#85- PRESORT	265.00
	ROSIEN, JARON	MILEAGE REIMBURSEMENT	225.68
	VISA-TCM BANK, N.A.	ZOOM FEE	54.99
	WASH CHAMBER OF COMMERCE	CHAMBER GOLF FEES	77.00
		<b>TOTAL</b>	<b>4307.54</b>
<b>AIRPORT</b>	CLOUDBURST 9	INTERNET	72.09
	VISA-TCM BANK, N.A.	RODENT CONTROL	128.38
	WINDSTREAM IOWA COMMUNICATIONS	SEPTEMBER SERVICE	188.84
		<b>TOTAL</b>	<b>389.31</b>
<b>ROAD USE</b>	ACE-N-MORE	MARKING PAINT	41.94
	ARNOLD MOTOR SUPPLY	PARTS	169.89
	CHEMSEARCH FE	SUPPLIES	244.00
	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	36.03
	CJ COOPER & ASSOC.	SERVICE	35.00
	COBB OIL CO, INC.	FUEL	1359.52
	DOUDS STONE LLC	ROADSTONE	1444.92
	IDEAL READY MIX	CEMENT - E 3RD	1157.50
	RIVER PRODUCTS	BALLAST STONE	137.91
	SORRELL GLASS	REPAIR	93.00
	TIFCO INDUSTRIES	PARTS AND SUPPLIES	71.33
	WASHINGTON DISCOUNT TIRE	REPAIR	199.00
	WASHINGTON RENTAL	PAINTER REPAIR	50.20
	ZARNOTH BRUSH WORKS	SWEEPER SUPPLIES	1138.64
		<b>TOTAL</b>	<b>6178.88</b>
<b>STREET LIGHTING</b>	ALLIANT ENERGY	ALLIANT ENERGY	295.59
	TREASURER STATE OF IOWA	FRANZEN ELECTRIC	125.00
	MARIE ELECTRIC INC.	BATTERIES-12 V/LIGHT BALLAST	871.10
		<b>TOTAL</b>	<b>1291.69</b>
<b>HOTEL/MOTEL TAX</b>	HI-VIZ SAFETY	SINGAGE	550.00
		<b>TOTAL</b>	<b>550.00</b>
<b>HOUSING REHAB</b>	WASH CO TREASURER	534 S MARION	365.00
		320 N C AVE	557.00
		<b>TOTAL</b>	<b>922.00</b>

<b>CAPITAL PROJECTS</b>	BSN SPORTS LLC WIDE, TOM	SOCCER EQUIPMENT-WELLNESS BUSINESS PARK SIGNAGE <b>TOTAL</b>	8990.00 90.00 <b>9080.00</b>
<b>INDUSTRIAL DEVELOP</b>	WASH CO TREASURER	BUSINESS PARK-TAXES <b>TOTAL</b>	2920.00 <b>2920.00</b>
<b>SIDEWALK REPAIR &amp;</b>	VOSS, DAN	SIDEWALK REIMBURSMENT <b>TOTAL</b>	1152.00 <b>1152.00</b>
<b>TREE REMOVAL &amp; REP</b>	MIDWEST TREE SERVICE INC.	EMERGENCY TREE REMOVAL <b>TOTAL</b>	1200.00 <b>1200.00</b>
<b>RESIDENTIAL DEVELO</b>	WASH CO TREASURER	BELL LAND-TAXES <b>TOTAL</b>	357.00 <b>357.00</b>
<b>TREE COMMITTEE</b>	MCCONNELL, MARDE	SUPPLIES & TREE MEETINGS R <b>TOTAL</b>	65.78 <b>65.78</b>
<b>LIBRARY GIFT</b>	AMAZON VISA-TCM BANK, N.A.	SNEEZE GUARD SCREENS POSTAGE, SOFTWARE, PROGRA <b>TOTAL</b>	357.00 145.00 <b>502.00</b>
<b>WATER PLANT</b>	ALLIANT ENERGY COBB OIL CO, INC. HACH COMPANY JENNINGS, ELAINE MISCELLANEOUS V TREASURER, STATE OF PIP PRINTING POSTMASTER STATE HYGIENIC LAB TREASURER, STATE OF TYLER TECHNOLOGIES	ALLIANT ENERGY FUEL SUPPLIES MILEAGE REIMBURSEMENT WATER DEPOSIT REFUND NOTICE PRINTING BULK MAILING WTR BILLS- OC TESTING WATER DEPOSIT REFUND SOFTWARE SUPPORT <b>TOTAL</b>	5028.28 57.61 55.98 18.48 65.01 303.11 956.43 170.00 127.88 725.00 <b>7507.78</b>
<b>WATER DISTRIBUTION</b>	ALLIANT ENERGY COBB OIL CO, INC. CUSTOM IMPRESSIONS INC VISA-TCM BANK, N.A.	ALLIANT ENERGY FUEL SAFETY SHIRTS TRAINING, SUPPLIES, SAW <b>TOTAL</b>	45.70 463.81 63.52 638.27 <b>1211.30</b>
<b>SEWER PLANT</b>	ALLIANT ENERGY ARNOLD MOTOR SUPPLY COBB OIL CO, INC. DETECTION INSTRUMENTS CORPORATION GPM IGRAPHIX, INC TESTAMERICA LABORATORIES INC TIFCO INDUSTRIES TYLER TECHNOLOGIES USA BLUEBOOK VISA-TCM BANK, N.A. WASH CHAMBER OF COMMERCE WINDSTREAM IOWA COMMUNICATIONS	ALLIANT ENERGY PARTS FUEL H2S METER CALIBRATION FLOW METER CERTIFICATION SHIPPING FOR REPAIR TESTAMERICA LABORATORIES I TOOLS SOFTWARE SUPPORT GAS DETECTOR DNR FEE- RURAL WATER DUES CHAMBER GOLF FEES SEPTEMBER SERVICE <b>TOTAL</b>	178.28 7.89 515.70 225.49 700.00 17.24 1614.30 132.22 725.00 1112.02 250.00 154.00 286.66 <b>5918.80</b>

**SEWER COLLECTION**

AMAZON CAPITAL SERVICES  
ARNOLD MOTOR SUPPLY  
COBB OIL CO, INC.  
VISA-TCM BANK, N.A.  
WASHINGTON DISCOUNT TIRE  
WASHINGTON LUMBER

SCALE FOR YARD WASTE BAGS 33.95  
PARTS 139.95  
FUEL 1183.21  
TRAINING, SUPPLIES, SAW 213.52  
REPAIR 49.00  
SEALANT AND DRI-CRETE 58.88  
**TOTAL 1678.51**

**SANITIATION**

DE BOEF GRINDING LLC  
JOHNSON COUNTY REFUSE INC  
WASH CO HUMANE SOCIETY

GRINDING 4500.00  
REFUSE AND RECYCLING CITY 500.00  
SEPTEMBER COLLECTIONS 333.58  
**TOTAL 5333.58**

**TOTAL 77384.18**



# 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](mailto:sallyhart@washingtioniowa.gov)

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

**1. APPLICANT INFORMATION**

Name/Event: CORN COUNTRY CRUISERS

Coordinator: RANDY FARRINGTON

Contact Number: 319-560-7156

Email Address: RANDY.FARRINGTON@GMAIL.COM

**2. EVENT INFORMATION**

Event Description: CRUISE-IN CLASSIC CARS FROM #7 COUNTY AREA PARK AROUND SQUARE 4-8-30PM

Days/Dates of Event: MAY 14th, JUNE 11th, JULY 9th, AUG 13th 2022  
2023

Time(s) of Event: (Include Set Up/Tear Down Time) 3pm - 9pm

Event Location: CITY SQUARE DOWNTOWN

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: ALL OF NORTH SIDE, INSIDE LANES OF SOUTH, EAST, WEST INSIDE HALF

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

FLYER NOTICE ON DOORS, ETC

Other Requests

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

Use of City Park (specify park : 7th  
Electrical Needs: 75 SQUARE

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

NO Fireworks (specify location :)

NO Use of gators/UTV/ATV on City streets

NO Parade (attach map of route and indicate streets to be closed)

NO 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

\_\_\_\_\_ Yield signs for crosswalks

\_\_\_\_\_ Emergency "No Parking" Signs

\_\_\_\_\_ Garbage/Recycling Barrels

Traffic cones

\_\_\_\_\_ Street Sweeping following (parades)

\_\_\_\_\_ Picnic Tables

\_\_\_\_\_ Other (please specify :)

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

Amplified Sound/Speaker System WE HAVE OUR OWN \_\_\_\_\_ Recorded/Live Music

\_\_\_\_\_ Public Address System

\_\_\_\_\_ If so: BMI/ASCAP License obtained?  
APPLIED FOR 2/22

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: RANDY FARRINGTON

Phone: 319 560-7156

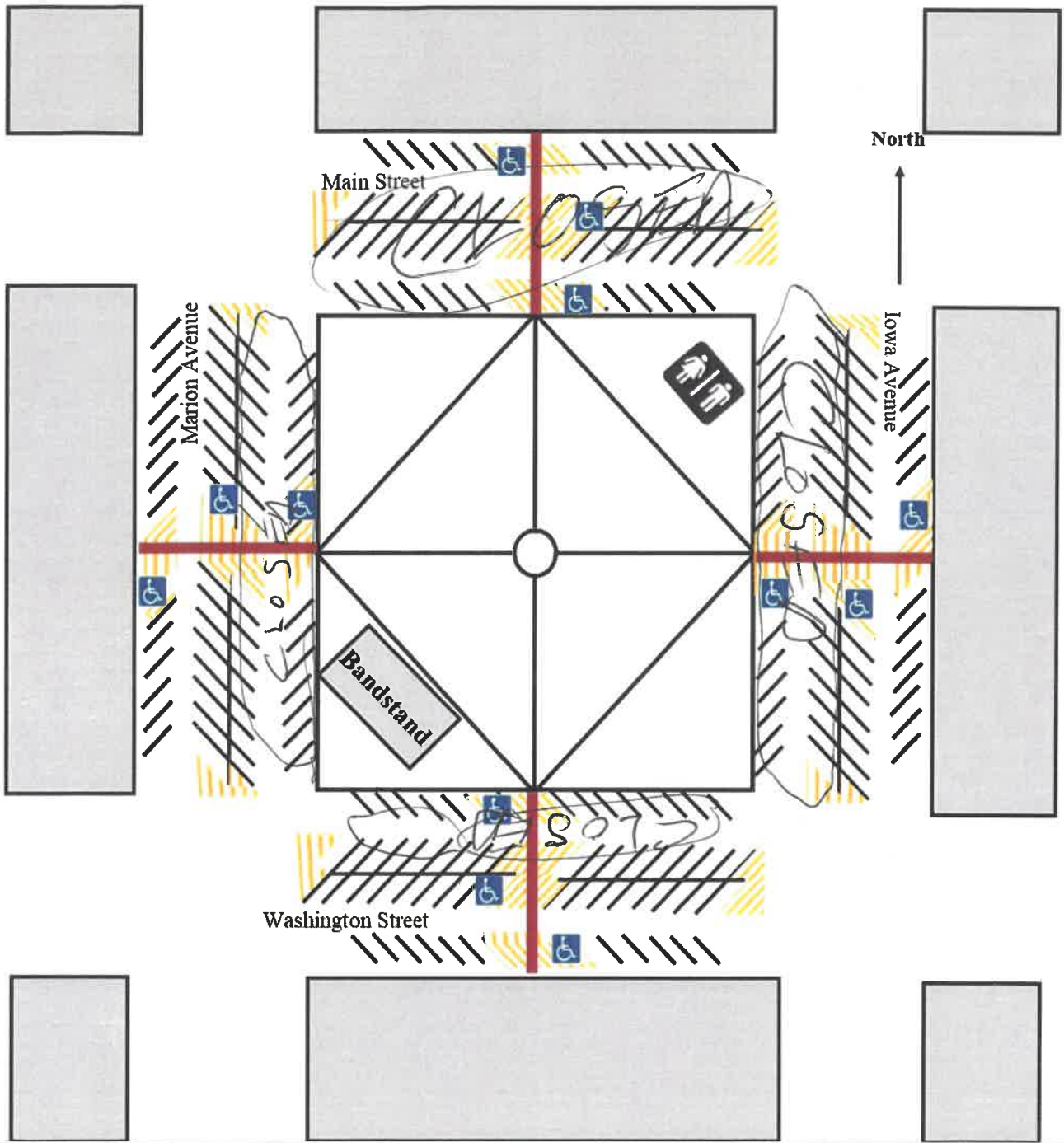
7. INSURANCE

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

INS #


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



**8. AGREEMENT**


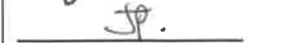

In consideration of the City of Washington, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Washington, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property 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.

  
 \_\_\_\_\_  
 Applicant/Sponsor Signature

9-27-2021  
 \_\_\_\_\_  
 Date

**DEPARTMENT APPROVALS**

<u>Indicate Date Contacted</u>	<b>The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.</b>			
_____	City Clerk (Liquor Licenses)	Sally Y. Hart	319-653-6584 ext 131	<a href="mailto:sallyhart@washingtioniowa.gov">sallyhart@washingtioniowa.gov</a>
_____		Comments/Restrictions:		
	Police Chief	Jim Lester	319-458-0264	<a href="mailto:jlester@washingtioniowa.gov">jlester@washingtioniowa.gov</a>
_____		Comments/Restrictions:		
	Fire Chief	Brendan DeLong	319-461-3796	<a href="mailto:bdelong@washingtioniowa.gov">bdelong@washingtioniowa.gov</a>
_____		Comments/Restrictions:		
	Streets	JJ Bell	319-653-1538	<a href="mailto:jjbell@washingtioniowa.gov">jjbell@washingtioniowa.gov</a>
_____		Comments/Restrictions:		
	Parks	Nick Pacha	319-321-4886	<a href="mailto:npacha@washingtioniowa.gov">npacha@washingtioniowa.gov</a>
_____		Comments/Restrictions:		
_____	County Environmental Health (if serving food): Jason Taylor; 319-461-2876; <a href="mailto:jtaylor@co.washington.ia.us">jtaylor@co.washington.ia.us</a>			
_____		Comments/Restrictions:		
	<i>FOOD IS PROVIDED BY "YS MEN CLUB" WE HAVE NO CONNECTION WITH THEM. THEY GET THE HEALTH REQUIREMENTS</i>			

**CITY COUNCIL APPROVAL**

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

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

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

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



**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Hagerty Insurance Agency, LLC 141 River's Edge Drive  Traverse City MI 49684-3265	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>CONTACT NAME:</b></td> </tr> <tr> <td><b>PHONE (A/C No, Ext):</b> (800) 922-4050</td> <td><b>FAX (A/C No):</b></td> </tr> <tr> <td colspan="2"><b>E-MAIL ADDRESS:</b></td> </tr> </table>	<b>CONTACT NAME:</b>		<b>PHONE (A/C No, Ext):</b> (800) 922-4050	<b>FAX (A/C No):</b>	<b>E-MAIL ADDRESS:</b>									
<b>CONTACT NAME:</b>															
<b>PHONE (A/C No, Ext):</b> (800) 922-4050	<b>FAX (A/C No):</b>														
<b>E-MAIL ADDRESS:</b>															
<b>INSURED</b> Corn Country Cruisers  21221 330th Ave.  Keota IA 52248	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: <b>Markel Insurance Company</b></td> <td style="text-align: center;">38970</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: <b>Markel Insurance Company</b>	38970	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: <b>Markel Insurance Company</b>	38970														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER: Cert ID 10532</b>	<b>REVISION NUMBER:</b>
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CVG2066-04	04/18/2021	04/18/2022	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>3,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>1,000,000</b>
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
							\$ \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Include as additional insured: Certificate Holder but only with respects to the named insured's actions and / or negligence with regards to the 2021 Cruise Nights on the Square to be held at Central Park, Washington, Iowa on 5/8/21, 6/12/21, 7/10/21 & 8/14/21.

<b>CERTIFICATE HOLDER</b>  City of Washington  215 E. Washington Street  Washington IA 52353	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--



# 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](mailto:sallyhart@washingtioniowa.gov)

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

1. APPLICANT INFORMATION

Name/Event: Spring+ Fall craft Fair, Summer Classic, Thursday Night Live,

Coordinator: Alisha Davis

Contact Number: 319-750-1546

Email Address: alisha@washingtioniowa.org

2. EVENT INFORMATION

Event Description: Community events for 2022 year.

Craft Fair: Spring Edition - May 7 (rain date May 14) Fall craft Fair: Sept 10 (rain date Sept 17) Summer Classic - June 3-5

Days/Dates of Event: Thursday Night Live - June 2 - August 18

Time(s) of Event: (Include Set Up/Tear Down Time) See Maps For Details

Event Location: Central Park

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

3. REQUEST INFORMATION (Check All Applicable Items)

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

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

Description: Ridiculous + tractor Parade,

craft fair events

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

Letter to residents + businesses

**Other Requests**

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

Use of gators/UTV/ATV on City streets

Use of City Park (specify park: \_\_\_\_\_)

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

Electrical Needs: pole + bandstand outlets

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

\_\_\_\_\_ Tent(s) to be used -- over 400 sq ft or canopies over 1,000 sq ft

\_\_\_\_\_ Fireworks (specify location :)

\_\_\_\_\_ Other (please specify :)

**4. ITEMS REQUESTED FROM THE CITY OF WASHINGTON**

Street barricades

Yield signs for crosswalks

Emergency "No Parking" Signs

Garbage/Recycling Barrels

Traffic cones

Street Sweeping following (parades)

Picnic Tables

Other (please specify :)

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

Amplified Sound/Speaker System

Recorded/Live Music

Public Address System

If so: BMI/ASCAP License obtained?

YES

**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? 10  
(General guideline of 1 restroom/100 people)

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

Contact Person: Curry's transportation Phone: 516.3.236.4100

**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.

Alisa Dan 9/28/21  
 Applicant/Sponsor Signature Date

**DEPARTMENT APPROVALS**

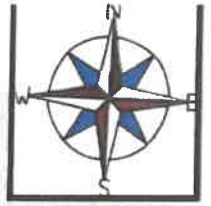
<u>Indicate Date Contacted</u>	<b>The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.</b>		
<u>9/28/21</u>	City Clerk (Liquor Licenses)	Sally Y. Hart 319-653-6584 ext 131	<a href="mailto:sallyhart@washingtioniowa.gov">sallyhart@washingtioniowa.gov</a>
	Comments/Restrictions:		
<u>9/28/21</u>	Police Chief	Jim Lester 319-458-0264	<a href="mailto:jlester@washingtioniowa.gov">jlester@washingtioniowa.gov</a>
	Comments/Restrictions:		
<u>9/28/21</u>	Fire Chief	Brendan DeLong 319-461-3796	<a href="mailto:bdelong@washingtioniowa.gov">bdelong@washingtioniowa.gov</a>
	Comments/Restrictions:		
<u>9/28/21</u>	Streets	JJ Bell 319-653-1538	<a href="mailto:jjbell@washingtioniowa.gov">jjbell@washingtioniowa.gov</a>
	Comments/Restrictions:		
<u>9/28/21</u>	Parks	Nick Pacha 319-321-4886	<a href="mailto:npacha@washingtioniowa.gov">npacha@washingtioniowa.gov</a>
	Comments/Restrictions:		
<u>9/28/21</u>	County Environmental Health (if serving food): Jason Taylor; 319-461-2876; <a href="mailto:jtaylor@co.washington.ia.us">jtaylor@co.washington.ia.us</a>		
	Comments/Restrictions:		

**CITY COUNCIL APPROVAL**

City Clerk Signature \_\_\_\_\_ Date of Action \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

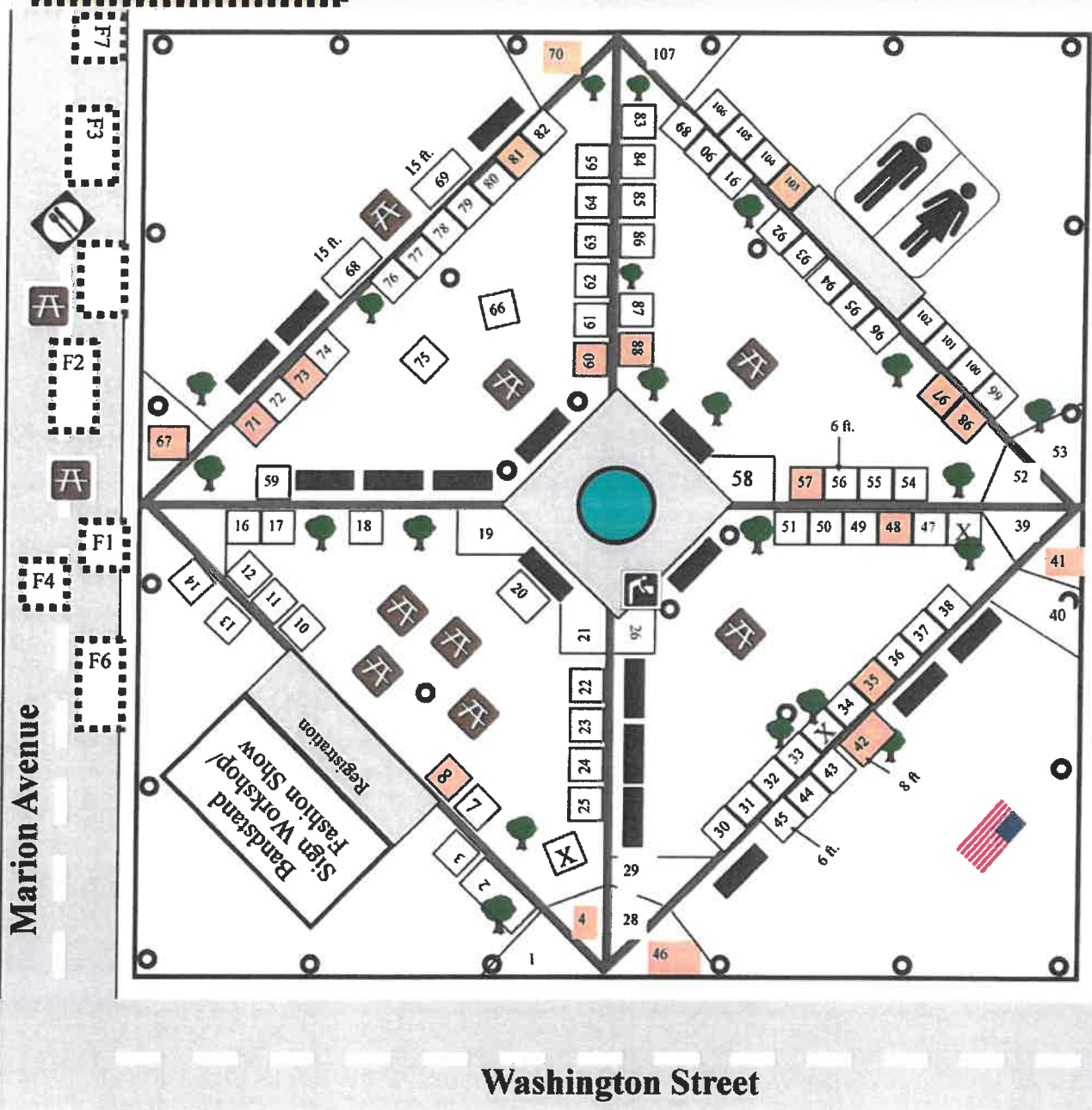
CONDITIONS IMPOSED: \_\_\_\_\_

# Spring Craft Fair Map



Rain Date: May 14

Main Street



Iowa Avenue: Loading/Unloading for Craft Fair

Marion Avenue

Washington Street

The standard booth size is 10ft. X 10ft.

Reserved Vendor Booths

Light Poles have electric outlets

Trees

Park Bench

Picnic Table

Water Fountain has water spigot for hose attachment

Created by and property of the  
Washington Chamber of Commerce

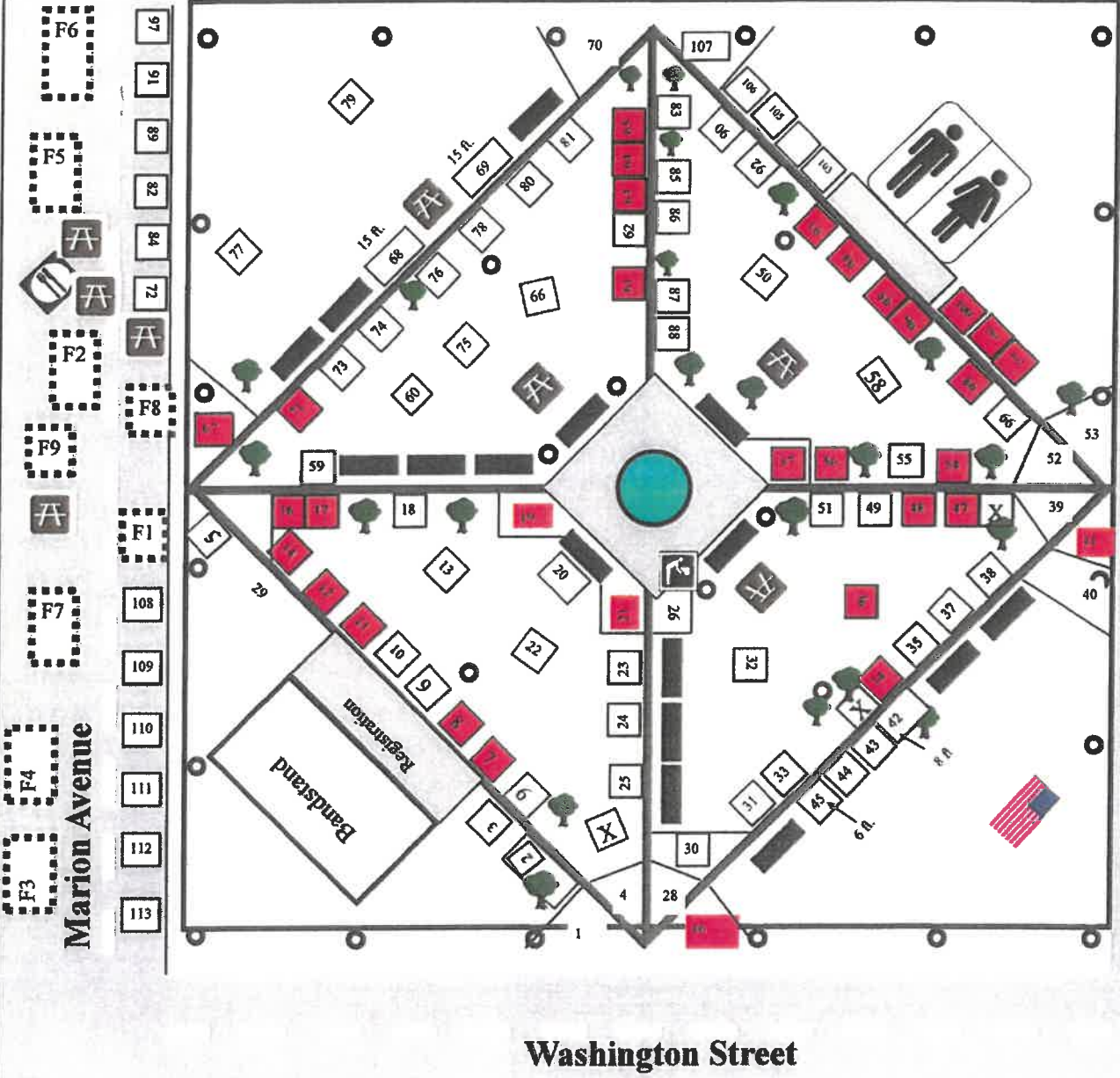
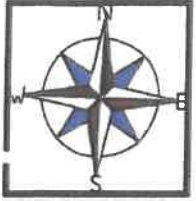
Undated 9/21/21



Rain Date: September 17

# Craft Fair Map

## Main Street



Iowa Avenue: Loading/Unloading for Craft Fair

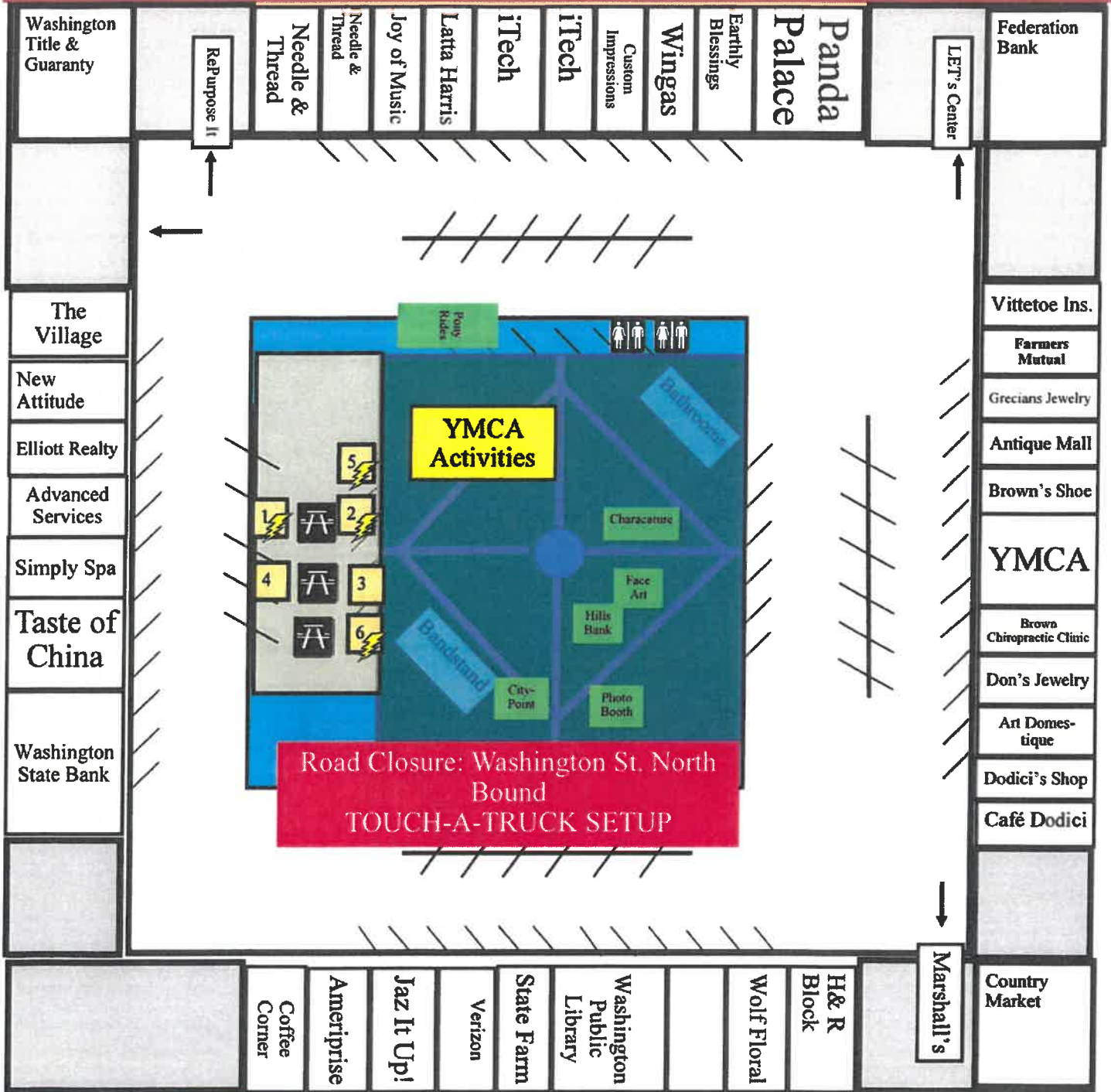
The standard booth size is 10ft. X 10ft.

-  Booths that are reserved for vendors
-  Light Poles have electric outlets
-  Trees
-  Park Bench
-  Picnic Table
-  Water Fountain has water spigot for hose attachment

Created by and property of the  
Washington Chamber of Commerce

Updated 9/28/21





Road Closure: Washington St. North Bound  
TOUCH-A-TRUCK SETUP

**Pedestrian Zone: Friday & Saturday**

**Food Court: Friday & Saturday**

Electricity

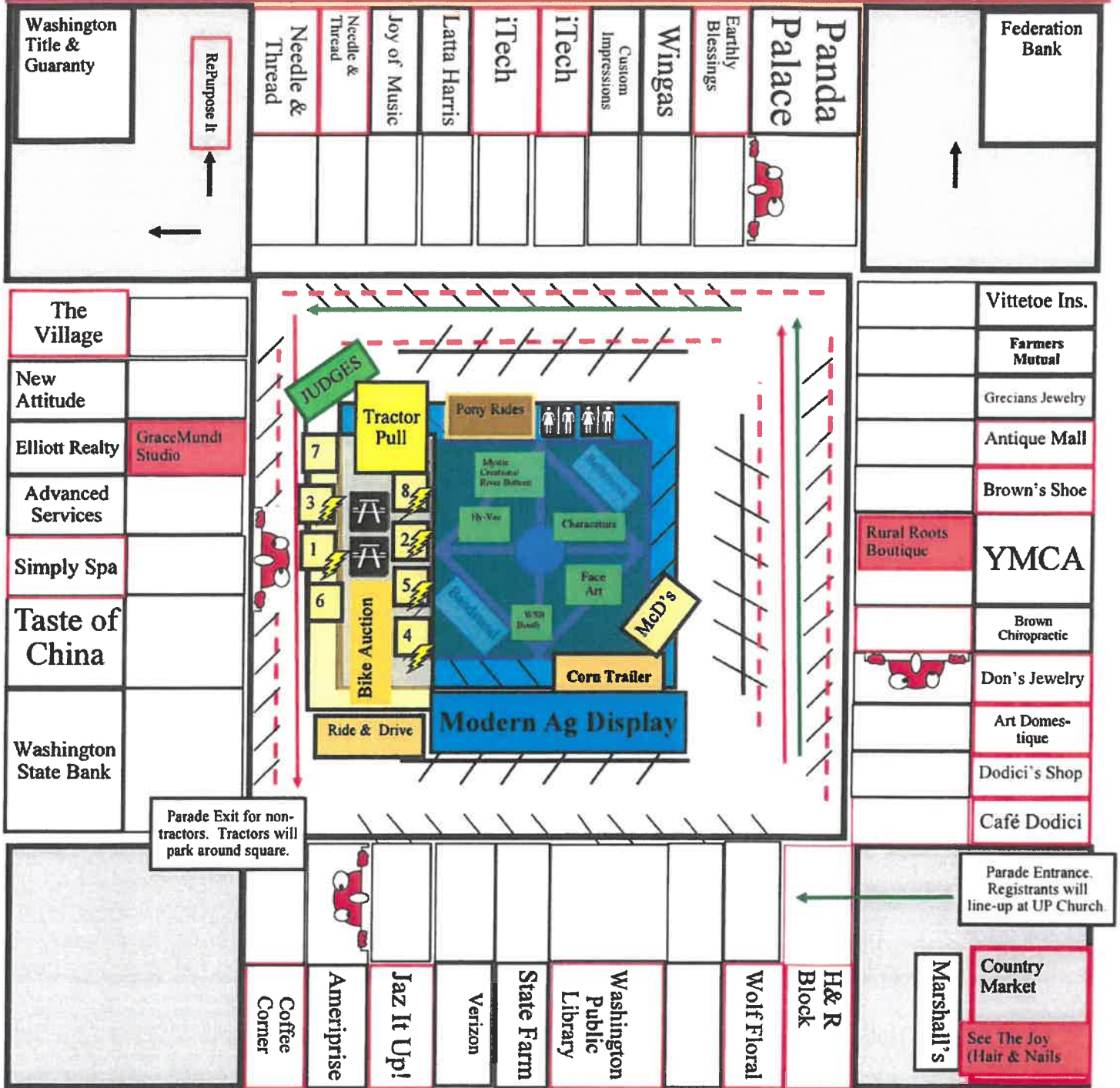
Bathrooms

**Bandstand Schedule**  
 4pm: Kickoff-Hills Bank  
 5-8pm: CityPoint Church  
 8:30pm Movies on Main Street

**KCII Schedule**  
 3-8p..m. with live recordings  
 at :00, :20, :40

- 1 Jerry + Margie's Catering
- 2 DeLovely's Delicious Mini Donuts
- 3 Sweet P's Concessions
- 4 Eaton Good Kettlecorn

- 5 Mango Jaziel Refresqueria
- 6 A Treat from Mexico



Parade Exit for non-tractors. Tractors will park around square.

Parade Entrance. Registrants will line-up at UP Church.

- Pedestrian Zone: Friday & Saturday**
- Food Court: Friday & Saturday**
- Open/ Sales**
- JUDGES**
- Bike Auction**

- Bathrooms
- Electricity
- KCII Schedule**  
1-6:3pm

**Bandstand Schedule**  
See spreadsheet.

**June 4 Tractor Parade Route**  
Downtown Arrival, Aprpx 6pm

**June 4 No Parking 1—6pm for Ridiculous Day parade**  
Ridiculous Day Parade Route, Aprpx 5:30pm →

- 1** Jerry + Margie's Catering
- 2** DeLovely's Delicious Mini Donuts
- 3** Stone Wall Brick Oven Pizza
- 4** Sweet P's Concessions
- 5** Lugo's Gourmet Popcorn
- 6** A Treat From Mexico
- 7** Pork Producers
- 8** Mango Jaziel Refresqueria



IOWA ECONOMIC DEVELOPMENT AUTHORITY

1963 Bell Avenue, Suite 200 | Des Moines, Iowa 50315 USA | Phone: 515.348.6200

iowaeda.com



September 21, 2021

Honorable Jaron Rosien  
City of Washington  
P.O. Box 516  
215 W. Washington St.  
Washington, Iowa 52353

SUBJECT: 2021 CDBG Water/Sewer Award (21-WS-021)

Dear Mayor Rosien:

I am pleased to inform you the Iowa Economic Development Authority (IEDA) has awarded the City of Washington a Community Development Block Grant (CDBG) in an amount not to exceed \$600,000.

Your contract with respect to this award (the "Contract") will have a start date of September 17, 2021 pending successful contract negotiation and complete execution. Enclosed is the Contract between the City of Washington and IEDA. Please review the document thoroughly. Once signed, please return the original signed copy to Hayley Crozier at IEDA. Upon receipt of your signed contract, we will execute and upload a copy to [iowaGrants.gov](http://iowaGrants.gov) for your records.

**No HUD Funds or non-HUD funds may be committed to the project until the applicant has secured environmental approval from the State, as provided in HUD regulation 24 CFR Part 58. In addition, pending environmental approval and pursuant to 24 CFR Part 58.22(a), no grant recipient or participant in the development process, including contractors or sub-contractors, may undertake an activity that may limit the choice of reasonable alternatives. Such choice limiting actions include real property acquisition, conducting a competitive sealed bid process for the project, signing a construction contract, leasing, rehabilitation, repair, demolition, conversion, and construction.**

**IF ANY CONDITIONS CONTAINED IN THIS LETTER ARE NOT SATISFIED IN THE SOLE DISCRETION OF IEDA, OR THE CONTRACT IS NOT FULLY EXECUTED BY December 1, 2021, THIS AWARD OF FUNDS SHALL BE RESCINDED, AND NO REIMBURSEMENT IS AVAILABLE FOR ANY COSTS INCURRED BY THE CONTRACT RECIPIENT WITH RESPECT TO THIS AWARD.**

If you have any questions, please contact your project manager, Joseph Bohlke, at 515.348.6207 or by e-mail at [joseph.bohlke@iowaEDA.com](mailto:joseph.bohlke@iowaEDA.com).

IEDA looks forward to working with the City of Washington on its CDBG Water/Sewer project **once all conditions to the award have been met and the contract is fully executed.**

Sincerely,

A handwritten signature in black ink, appearing to read "Debi V. Durham", with a long horizontal flourish extending to the right.

Deborah V. Durham  
Director

cc: Justin Yarosevich, Simmering-Cory Inc  
Representative Jarad J. Klein, House District 78  
Senator Kevin Kinney, Senate District 39

File: [iowaGrants.gov](http://iowaGrants.gov)

## **AGREEMENT FOR ADMINISTRATIVE SERVICES**

**ARTICLE I.** This AGREEMENT made and entered into this 5th day of October, 2021, by and between the City of Washington, hereinafter called the OWNER, and Local Government Professional Services, Inc., DBA Simmering-Cory, hereinafter called LGPS, WITNESSETH:

WHEREAS, the OWNER intends to construct improvements as part of a Water Main Improvement Project (21-WS-021) outlined in the 2021 Community Development Block Grant application approved by the Iowa Economic Development Authority, hereinafter called the PROJECT; and

WHEREAS, the OWNER has agreed with Iowa Economic Development Authority to perform all services outlined in and required by the Iowa Nonentitlement Community Development Block Grant Contract (hereinafter called STATE CONTRACT) and;

WHEREAS, the OWNER desires to employ LGPS to assist with completion of certain services outlined in the STATE CONTRACT and to perform professional services associated with the implementation, management, and administration of the Community Development Block Grant PROJECT.

NOW THEREFORE, in consideration of these premises and of the mutual covenants herein set forth, the parties hereto agree as follows:

### **ARTICLE II. GRANT MANAGEMENT AND ADMINISTRATION.**

LGPS agrees to furnish and perform various professional services required for the PROJECT and by the STATE CONTRACT, as follows:

- Day-to-day technical assistance and program management through project completion and close-out.
- Compliance with environmental and SHPO requirements. If an Archeological Phase 1 Site Survey or an Iowa Site File Search is required, the City will contract directly for those services at their expense. Costs for these services may be eligible for reimbursement through grant funds.
- Will provide the necessary publications and forms required for Release of Funds. The cost of publications will be an additional expense outside the cost of the contract for grant administration services and paid directly by the City.
- Required resolutions for procurement and code of conduct.
- State Contract negotiation and program schedule.
- Preparation and submittal of reports and forms as outlined in the State Contract, but not including the audit report.
- Ongoing assistance in establishing and maintaining an overall recordkeeping system.
- Compliance with affirmative action requirements.
- Attendance at all conferences, Council meetings, and State monitoring visits necessary to facilitate the project.

- Compliance with Fair Housing (any costs related to the publication or distribution of federal notices is outside the cost of the grant administration contract and the responsibility of the City), Equal Opportunity, Excessive Force, RARA and Citizen Participation regulations.
- Compliance with the Uniform Acquisition and Relocation Act pertaining to easements and land acquisition.
- Review of contracts and specs to ensure necessary Federal and State regulations are included.
- Requisition of grant funds and requisition of SRF loan funds (if the City is using SRF funding).
- Compliance with Davis-Bacon labor standards requirements and monitoring of weekly contractor payroll forms.
- Compliance with minority participation requirements and contractor clearance.
- Preparation of contract and program amendments as needed.
- We will provide the public notice and hearing announcements for mid project updates as required by IEDA. Any costs related to the publication of the notice is outside of this grant administration contract and the responsibility of the City.
- We will work with the City and their selected engineer on development of the bid package and compliance with federal bid laws. The cost of any required publications is the responsibility of the City and not a part of this grant administration agreement.
- Any additional administrative function as may be required or requested by the State.

The OWNER agrees to fulfill and take certain City Council action required to carry out the work and services outlined by the STATE CONTRACT and necessary for completion of the PROJECT.

**ARTICLE III. COMPENSATION.** The OWNER shall compensate LGPS for services outlined under ARTICLE II in an amount to not exceed \$20,000.

It is further understood and agreed by both parties, that the payment of fees shall be as follows:

- A. Initial Payment – 10% (\$2,000) at the time of Release of Funds.
- B. Progress Payments – \$2,000 every three (3) months after the Release of Funds.
- C. Final Payment – Balance of contract upon project completion.

In the event that the OWNER should decline grant funding for the PROJECT after signing the STATE CONTRACT but prior to the release of funds, the owner shall pay LGPS a portion of the grant administration fee in the amount of \$4,000.00 for services rendered on the PROJECT.

**ARTICLE IV. IN CONNECTION WITH THE CARRYING OUT OF THIS CONTRACT, ALL PARTIES SHALL COMPLY WITH THE FOLLOWING:**

- A. Termination or Abandonment of Project  
The OWNER and/or LGPS shall have the right to terminate this contract upon notice in writing. Upon cancellation, the OWNER will be responsible only for those costs incurred by LGPS to the date of termination.
- B. Title VI of the Civil Rights Act of 1964  
This act provides that no person shall be excluded from participation, denied benefits, or subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving Federal financial assistance.
- C. Section 109 of Title I of the Housing and Community Development Act  
This act provides that no person shall be excluded from participation, including employment, denied program benefits, or subjected to discrimination on the basis of race, color, physical or mental disabilities, national origin, religion, religious affiliation or sex under any program or activity funded in whole or in part under Title I of this act.
- D. Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.)  
This act provides that no person shall be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving Federal funds.
- E. Section 3 of the Housing and Urban Development Act of 1965 (as amended)  
This act provides that, to the greatest extent feasible, opportunities for training and employment that arise through HUD-financed projects shall be given to lower-income residents of the project area. Section 3 also provides that contracts awarded in connection with such project be awarded to businesses located in, or owned in substantial part by persons residing within the project area.
- F. Access to and Maintenance of Records  
LGPS shall, for a period of five years, beginning with the date of submission of the final expenditure report or until audit findings have been resolved, furnish all information and reports required and will permit access to books, records, and accounts by the OWNER, Department of Housing and Urban Development, the Secretary of Labor, the Iowa Economic Development Authority or their authorized representatives, for purposes of investigation to ascertain compliance.
- G. Federal Executive Order 11246  
“During the performance of this contract, LGPS agrees as follows:  
“1) LGPS will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. LGPS will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such

action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. LGPS agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

"2) LGPS will, in all solicitations or advertisement for employees placed by or on behalf of LGPS, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

"3) LGPS will send to each labor union or representative of workers with which they have a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of LGPS's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

"4) LGPS will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant order of the Secretary of Labor.

"5) LGPS will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to their books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

"6) In the event of LGPS's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or in part and LGPS may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

"7) LGPS will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. LGPS will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided however, that in the event LGPS becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, LGPS may request the United States to enter into such litigation to protect the interests of the United States."

H. The Americans with Disabilities Act

This act guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services and telecommunications.

I. Awarding Agency Reporting Requirements

The OWNER and LGPS must provide information as necessary and as requested by the Iowa Economic Development Authority for the purpose of fulfilling all reporting requirements related to the CDBG program.

J. Energy Efficiency.

Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act. Pub. L 94-163, 89 Stat. 871

City of Washington

By: \_\_\_\_\_

Date: October 5, 2021

Attest:

By: \_\_\_\_\_

Local Government Professional Services, Inc.

DBA: Simmering-Cory

By:  \_\_\_\_\_

Date: October 1, 2021

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

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WWTP MEMORANDUM

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**TO: COUNCIL, MAYOR, CITY CLERK, AND FINANCE DIRECTOR**  
**FROM: JASON WHISLER**  
**SUBJECT: FALL 2021 LAND APPLICATION OF TREATED BIO-SOLIDS**  
**DATE: FRIDAY, OCTOBER 1ST 2021**

**IT'S THAT TIME OF THE YEAR AGAIN WE'LL BE LAND APPLYING OUR TREATED BIO-SOLIDS IN THE NEAR FUTURE. I SENT OUT COST ESTIMATE LETTERS TO THREE (3) AREA MANURE CONTACTORS. I ONLY RECEIVED ONE (1) LETTER BACK FROM IOWA GROW, INC (IGI). IGI'S COST ESTIMATE WAS TWOPOINT EIGHT FIVE CENTS PER (2.85) CENTS PER GALLON. I'M ESTIMATING THERE WILL BE BETWEEN ONE POINT TWO MILLION GALLONS (1,200,000) TO ONE POINT FIVE MILLION GALLONS (1,500,000). THIS PROJECT WILL EXCEED \$5,000.00, SO COUNCIL APPROVAL IS NECESSARY. WE WON'T KNOW THE TOTAL COST UNTIL THE TANK IS EMPTY AND THE NUMBER OF GALLONS ARE TOTALED. THERE IS MONEY AVAILABLE IN ACCOUNT # 610-6-8015-6599 FOR THIS PROJECT. I'LL ASK SALLY TO INCLUDE THIS PROJECT ON THE CONSENT AGENDA FOR THE OCTOBER 5,2021 COUNCIL MEETING.**

**LET ME KNOW IF YOU HAVE ANY QUESTIONS.**

**THANKS**

**JASON WHISLER**



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

# Memo

To: City Council  
From: Jeff Duwa-Building and Zoning Official  
Date: 10/1/2021  
Re: Minor Site Plan for Washington County Minibus, Inc.

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## **Issue**

Review and consider the Minor Site Plan for Washington County Minibus, Inc. at 1010 W. 5<sup>th</sup> St.

## **Background**

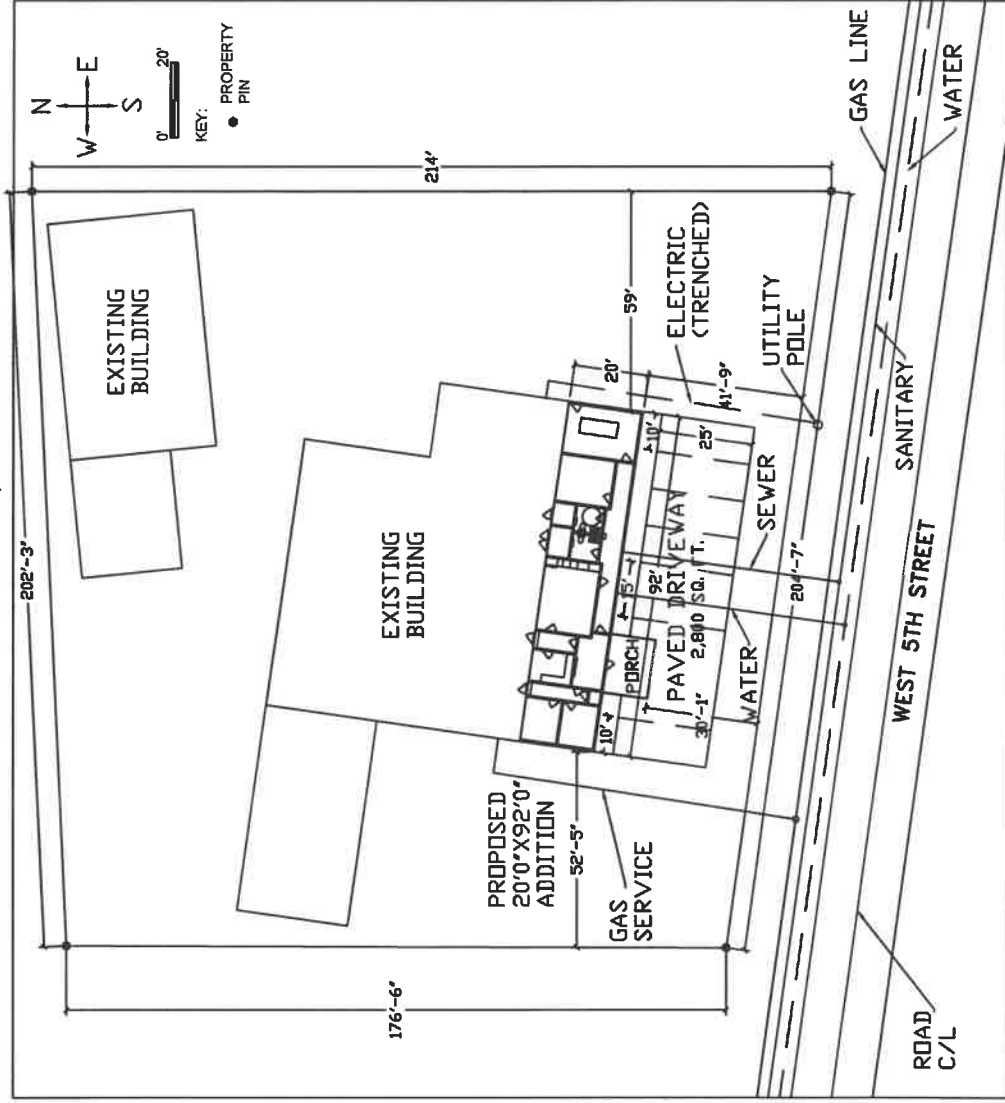
The Washington County Minibus, Inc. at 1010 W. 5<sup>th</sup> St. is planning to build an office addition on the front of the current Minibus Barn. This will allow the entrance, restrooms, and office areas to become compliant with current standards. A paved parking and drop off area in front will be included in the project with handicap capabilities. On Thursday, September 30, 2021, the City of Washington's Planning and Zoning Commission met to review and discuss the site plan.

## **Recommendation**

The City of Washington's Planning and Zoning Commission recommends that the City of Washington's City Council approve the Minor Site Plan for Washington County Minibus, Inc. at 1010 W. 5<sup>th</sup> St.



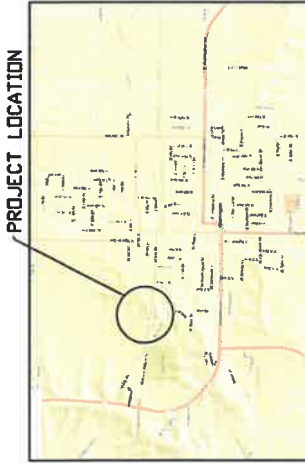
# BUILDING SITE PLAN WASHINGTON, IOWA



SITE PLAN

GENERAL NOTES:

1. THE BUILDING IS 20'X92'0"
2. BUILDING FLOOR AREA : MAIN LEVEL: 1,840 SQ. FT.
3. PARKING SPACES ADDED (FRONT OF STRUCTURE):  
 (1) HANDICAP PARKING  
 (5) STANDARD PARKING



PROPERTY NOTES:

1. ZONE COMMERCIAL
2. TOTAL LOT SIZE: 38,768 SQ. FT. (0.890 ACRE)

CURRENT OWNER: WASHINGTON COUNTY MINI BUS, INC  
 1010 5TH ST W  
 WASHINGTON, IA 52353

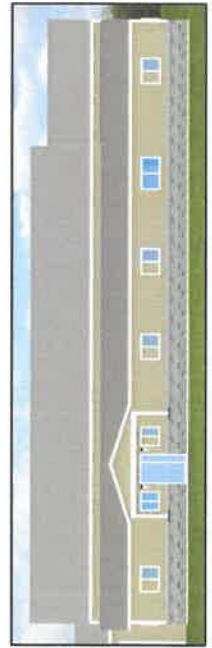
SITE ADDRESS: 1010 5TH ST W

LEGAL DESCRIPTION: 05 NW WASH E 200 FT OF W 453.4 FT

SITE PLAN APPLICANT: GREINER BUILDINGS, INC.  
 120 EAST MAIN ST, SUITE 1  
 WASHINGTON, IA 52353

SITE PLAN PREPARED BY: GREINER BUILDINGS, INC

CITY OF WASHINGTON, PRZ CHAIR PERSON	DATE
CITY OF WASHINGTON, MAYOR	DATE



**GREINER BUILDINGS INC.**  
 319.653.5532  
 120 East Main Street Washington, Iowa 52353  
 www.greinerbuildings.com  
 ngerber@gbinc.com  
 DATE: 28 SEPTEMBER 2021  
 Project:  
**Washington County Mini Bus**

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

**A RESOLUTION APPROVING THE MINOR SITE PLAN FOR WASHINGTON  
COUNTY MINIBUS, INC.**

WHEREAS, Washington County Minibus, Inc. has filed a Minor Site Plan for a proposed office and parking addition located at 1010 W. 5<sup>th</sup> St. as required under Chapter 161 of the Washington Code of Ordinances; and

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

WHEREAS, the Planning & Zoning Commission voted at its meeting on September 30, 2021, to recommend to the City Council the approval of said Minor Site Plan as presented.

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

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

PASSED AND APPROVED this 5<sup>th</sup> day of October 2021.

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

ATTEST:

\_\_\_\_\_  
Sally Hart, City Clerk



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

# Memo

To: City Council  
From: Jeff Duwa-Building and Zoning Official  
Date: 10/1/2021  
Re: Minor Site Plan for Up-Town Auto

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## **Issue**

Review and consider the Minor Site Plan for Up-Town Auto at 807 E. 7<sup>th</sup> St.

## **Background**

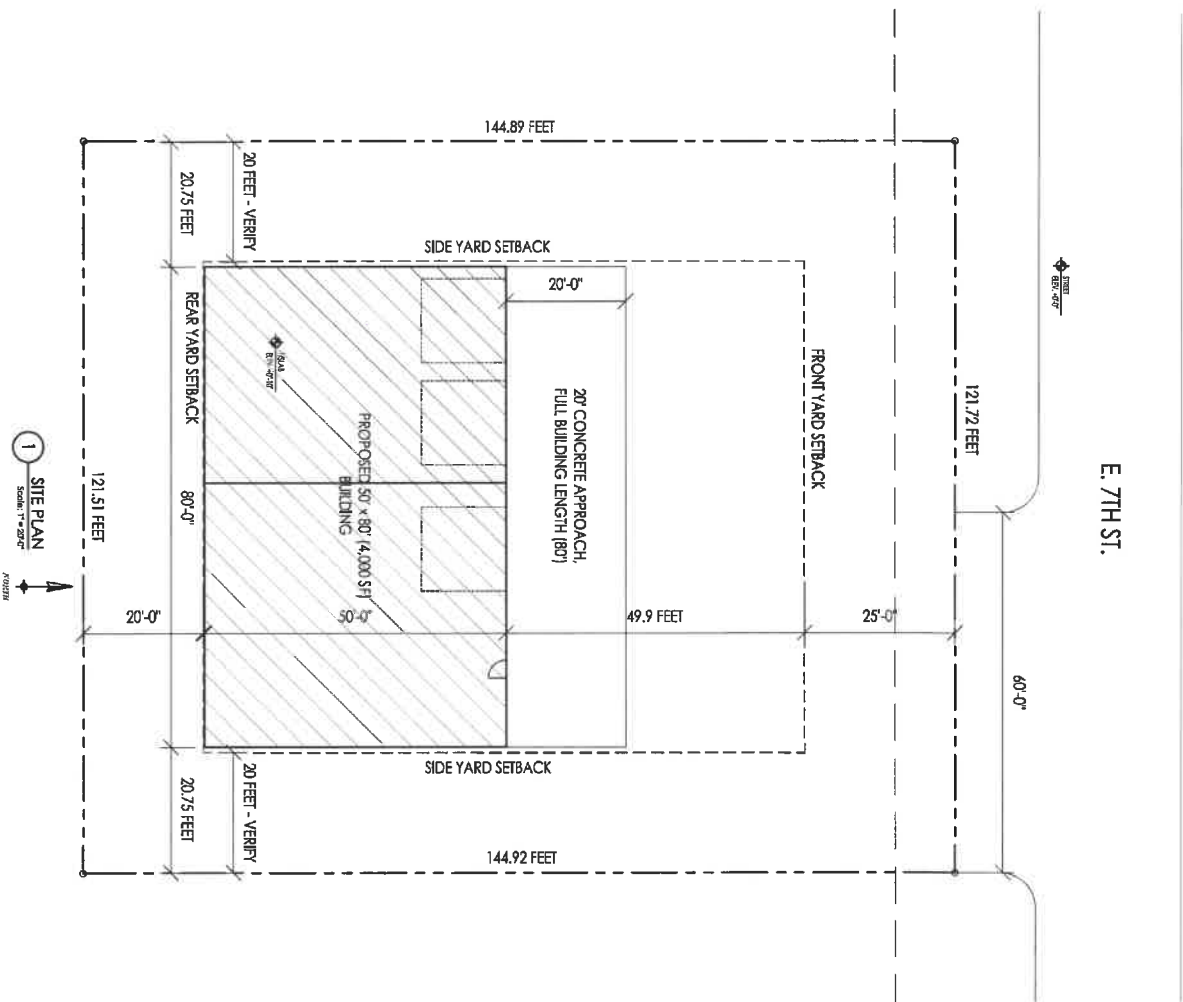
Up-Town Auto is planning to build a supply storage building on the empty lot at 807 E. 7<sup>th</sup> St. which will enable him to store supplies for his carwash and other deliveries. On Thursday, September 30, 2021, the City of Washington's Planning and Zoning Commission met to review and discuss the site plan.

## **Recommendation**

The City of Washington's Planning and Zoning Commission recommends that the City of Washington's City Council approve the Minor Site Plan for Up-Town Auto at 807 E. 7<sup>th</sup> St.



**REFERENCE LOCATION MAP**  
 SCALE: NOT TO SCALE  
 NORTH



DRAWN BY: ANV  
 CHECKED BY: GSS  
 APPROVED BY: GSS  
 JOB DATE: 9/21/2021  
 JOB NO: 21-523

**SHEET TITLE**  
 SCHEMATIC SITE DIAGRAM

50X80 Shop  
 807 E. 7th Street  
 Washington, Iowa  
 Kevin Kelly

REVISIONS		
#	DATE	DESCRIPTION

THESE PLANS ARE PROPERTY OF SELECT STRUCTURAL ENGINEERING, LLC  
 THESE PLANS PERTAIN TO THIS SPECIFIC PROJECT AND LOCATION  
 NO COPY, ALTER OR REPRODUCE WITHOUT PERMISSION

**SELECT STRUCTURAL ENGINEERING**

404 14TH AVE. SW  
 CEDAR RAPIDS, IOWA 52404  
 319-365-1150

2435 E KINGERLEY RD, SUITE 2405  
 BETHELDORF, IOWA 52722  
 563-359-3117

512 MULBERRY ST.  
 WATERLOO, IOWA 50703  
 319-287-9042

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

**A RESOLUTION APPROVING THE MINOR SITE PLAN FOR UP-TOWN  
AUTO.**

WHEREAS, Up-Town Auto has filed a Minor Site Plan for a proposed storage warehouse building located at 807 E. 7<sup>th</sup> St. as required under Chapter 161 of the Washington Code of Ordinances; and

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

WHEREAS, the Planning & Zoning Commission voted at its meeting on September 30, 2021, to recommend to the City Council the approval of said Minor Site Plan as presented.

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

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

PASSED AND APPROVED this 5<sup>th</sup> day of October 2021.

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

ATTEST:

\_\_\_\_\_  
Sally 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*

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**Memorandum**

September 30, 2021

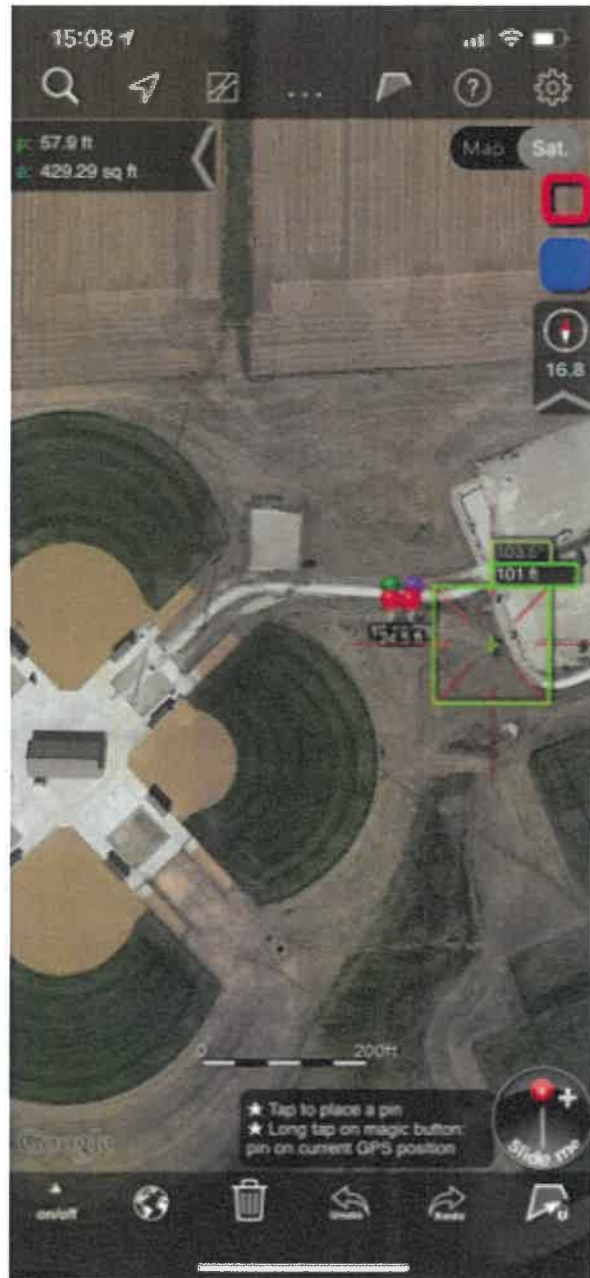
To: Mayor & Council

From: Sally Y. Hart – City Clerk

Re: Collins Memorial Pavilion at Wellness Park

A community fundraising effort has been underway for a pavilion to be added at the Wellness Park in memory of late-WEDG Director David Collins. Rotary will be donating most of the funds for the project. It is estimated to be a \$30,000 project. Parks Superintendent Nick Pacha has worked with the group on location of the pavilion at the park, as well as options to get electricity and water to it. Parks and M/C staff can do the dirt work and the small sidewalk leading up to the pavilion from the trail to contribute to the project. In addition, a \$2,000 contribution from the Parks Gift Fund is recommended.

The project will be constructed, and it will later be accepted by council by resolution when finished. Work is anticipated to begin in the next few weeks. See the proposed location on the attachment. The pavilion would be centrally located for those at the park using the baseball and softball fields, sand volleyball court, and soccer fields, and can be easily accessed from the parking lot.







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

RESOLUTION SETTING A DATE FOR HEARING ON THE PLANS, SPECIFICATIONS, ESTIMATE OF COST AND FORM OF CONTRACT; SETTING A DATE FOR RECEIVING OF BIDS AND DIRECTING POSTED NOTICE OF THE SAME FOR THE WELLNESS PARK WATER MAIN EXTENSION PROJECT – 2021.

WHEREAS, the City Council has deemed it necessary and desirable to make water main improvements near the Wellness Park, said project having been referred to as the “Wellness Park Water Main Extension Project – 2021” (the “Project”); and

WHEREAS, preliminary plans and specifications have been drafted for the Project; and

WHEREAS, it is now time for the City Council to set a public hearing on said plans and specifications as required by Chapter 26 of the Code of Iowa;

WHEREAS, it is also now time set a date for the receipt of bids on this Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Washington, Iowa, that a public hearing on the plans, specifications, estimate of cost and form of contract is hereby set for 6:00 p.m. on Tuesday, October 19, 2021 in the Council Chambers at 215 E. Washington Street, Washington, Iowa.

BE IT FURTHER RESOLVED, that the City shall receive sealed bids on this Project until 11:00 a.m. on Thursday, October 28, 2021.

BE IT FURTHER RESOVLED, that the City Clerk is hereby directed to publish notice of the hearing on the plans, specifications, estimate of cost and form of contract no less than four (4) days prior to the hearing date on October 19, 2021.

BE IT FURTHER RESOLVED, that the City’s engineer is hereby required to post the date to receive bids in an appropriate place as required by Chapter 26 of the Code of Iowa.

Passed and approved this 5<sup>th</sup> day of October, 2021.

\_\_\_\_\_  
Jaron Rosien, Mayor

ATTEST:

\_\_\_\_\_  
Sally Y. Hart, City Clerk

*Jaron 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*

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## **Memorandum**

September 24, 2021

To: Mayor & City Council  
Cc: City Clerk

From: Kelsey Brown  
Finance Director

Re: FY21 Street Finance Report

The Street Finance Report is a required report that details city receipts and expenditures on street related expenses. This report is filed with the Iowa Department of Transportation. They then compile all the results for the federal level. Filing this report enables us to continue to receive our Road Use Tax dollars.

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

**A RESOLUTION ADOPTING THE OFFICIAL 2021  
FISCAL YEAR STREET FINANCIAL REPORT**

WHEREAS, an annual Street Financial Report must be submitted to the Iowa Department of Transportation; and

WHEREAS, this report sets out how funds were spent during the fiscal year for street purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington, Iowa that the 2021 Fiscal Year Street Finance Report is hereby adopted and approved as prepared.

PASSED AND APPROVED this 5<sup>th</sup> day of October, 2021.

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

ATTEST:

\_\_\_\_\_  
Sally Hart, City Clerk



## City Street Finance Report

### Summary

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Beginning Balance	\$0	\$841,454	\$0	\$0	\$1,780,000	\$0	\$2,621,454
Sub Total Expenses (-)		\$757,896		\$228,480	\$1,794,586		\$2,780,962
Transfers Out (-)		\$671,511	\$75,184				\$746,695
Subtotal Revenues (+)	\$0	\$1,089,995	\$75,184	\$228,480	\$440	\$0	\$1,394,099
Transfers In (+)		\$75,184			\$671,511		\$746,695
Ending Balance	\$0	\$577,226	\$0	\$0	\$657,365	\$0	\$1,234,591

Resolution Number: 2021-

Execution Date: Tuesday, October 5, 2021

Signature: Kelsey Brown



Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Washington

9/24/2021 9:13:51 AM

### Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Salaries - Roads/Streets		\$247,587					\$247,587
Benefits - Roads/Streets		\$81,924					\$81,924
Training & Dues		\$1,443					\$1,443
Building & Grounds Maint. & Repair		\$296					\$296
Vehicle & Office Equip Operation and Repair		\$36,395					\$36,395
Operational Equipment Repair		\$43,203					\$43,203
Street Maintenance Expense		\$13,448					\$13,448
Other Contract Services		\$2,319					\$2,319
Minor Equipment Purchases		\$3,624					\$3,624
Operating Supplies		\$30,915					\$30,915
New Posts & Signs		\$4,451					\$4,451
Other Supplies		\$8,437					\$8,437
Heavy Equipment					\$122,600		\$122,600
Street - Preservation		\$86,468			\$1,671,986		\$1,758,454
Principal Payment				\$157,456			\$157,456
Interest Payment				\$70,124			\$70,124
Bond Registration Fees				\$900			\$900



Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021  
Washington  
9/24/2021 9:13:51 AM

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Transfer Out		\$671,511	\$75,184				\$746,695
Street Lighting		\$138,988					\$138,988
Snow Removal		\$57,839					\$57,839
Depreciation & Building Utilities		\$265					\$265
Accounting/Recording		\$294					\$294
<b>Total</b>		<b>\$1,429,407</b>	<b>\$75,184</b>	<b>\$228,480</b>	<b>\$1,794,586</b>		<b>\$3,527,657</b>



Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Washington

9/24/2021 9:13:51 AM

### Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Levied on Property	\$0		\$75,184	\$228,480			\$303,664
Interest		\$426					\$426
State Revenues - Road Use Taxes		\$1,087,446					\$1,087,446
Charges/fees						\$0	\$0
Sale of Property & Merchandise		\$2,123					\$2,123
Sale of Assets					\$440		\$440
Transfer In		\$75,184			\$671,511		\$746,695
<b>Total</b>	\$0	\$1,165,179	\$75,184	\$228,480	\$671,951	\$0	\$2,140,794



Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Washington

9/24/2021 9:13:51 AM

### Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
16C STREET/BIZ PARK	\$100,000	\$100,000	\$1,400	\$13,605	\$190	\$0
20A STREET/EQUIP/ SWR	\$4,565,000	\$110,000	\$106,770	\$42,892	\$41,632	\$4,455,000
18 street/fs/swr	\$2,395,000	\$280,000	\$72,170	\$90,252	\$23,262	\$2,115,000
15 street	\$1,530,000	\$100,000	\$47,075	\$10,707	\$5,040	\$1,430,000





Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Washington

9/24/2021 9:13:51 AM

### Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
CASE SV300 SKID LOADER	2011	Purchased	\$0	No Change
CHEVY C-60	1985	Purchased	\$0	No Change
GLOBAL M3 STREET SWEEPER	2019	Purchased	\$149,750	No Change
CATERPILLAR 120H GRADER	2001	Purchased	\$0	No Change
CAT END LOADER 926M	2017	Purchased	\$0	No Change
JOHN DEERE 544H LOADER	2001	Purchased	\$0	No Change
INTERNATIONAL 7400	2009	Purchased	\$0	No Change
INTERNATIONAL 4900	1999	Purchased	\$0	No Change
IH 4900	2000	Purchased	\$0	No Change
WESTERN HW-10	1994	Purchased	\$0	No Change
FORD F-700	1994	Purchased	\$0	No Change
CHEVY 2500HD	2013	Purchased	\$0	No Change
CHEVY K30	1989	Purchased	\$0	No Change
FORD F250	2002	Purchased	\$0	No Change
FORD F150	2001	Purchased	\$0	Traded
Chevy Tahoe	2014	Purchased	\$0	No Change
Freightliner	2009	Purchased	\$0	No Change



Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021  
Washington  
9/24/2021 9:13:51 AM

### Street Projects

Project Description	Contract Price	Final Price	Contractor Name
---------------------	----------------	-------------	-----------------



# Washington Police Department

James Lester, Chief of Police

215 East Washington Street

Washington, Iowa 52353

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

---

Rhonda Hill  
Administrative Assistant

Lyle Hansen  
Lieutenant

Shamus Altenhofen  
Lieutenant

Jason Chalupa  
Sergeant

Benjamin Altenhofen  
Sergeant

Brian VanWilligen  
Investigator

Eric Kephart  
K-9 Handler

Seth Adam  
Police Officer

Tanner Lavelly  
Police Officer

Christopher Raymer  
Police Officer

Ethan Hansen  
Police Officer

September 30, 2021

To: Mayor & City Council

Cc: Kelsey Brown, Finance Director and Sally Hart, City Clerk

Ref.: 28 Agreement for Tobacco, Alternative Nicotine and Vapor Product Enforcement

The Police Department has again been invited to participate in the I-PLEDGE Tobacco, Alternative Nicotine and Vapor Product Enforcement Program for FY- 2022. This is a program the department has participated in for several years. During the last program all retailers checked were in Washington were in compliance.

The agreement requires a compliance check at each of the licensed retailers between now and February 15, 2022. Any businesses that fail the first compliance check would have a recheck conducted prior to May 15, 2022. Clerks that fail the compliance checks shall be ticketed.

The agreement includes a \$75 fee paid to the Police Department for each compliance check.

I am requesting City Council approval to sign the 28E Agreement with the Iowa Alcoholic Beverages Division for the FY2022 Tobacco Compliance Program.

Respectfully,

Jim Lester  
Chief of Police



# Washington Police Department

James Lester, Chief of Police

215 East Washington Street

Washington, Iowa 52353

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

---

Rhonda Hill  
Administrative Assistant

October 1, 2021

Lyle Hansen  
Lieutenant

Shamus Altenhofen  
Lieutenant

To: Mayor and City Council  
Cc: Kelsey Brown and Sally Hart

Jason Chalupa  
Sergeant

Ref.: Traffic Issues near Stewart School

Benjamin Altenhofen  
Sergeant

At the request of Mayor Rosien, Councilor Gault and some concerned citizens we have worked with the Washington Community School District and reviewed traffic issues near Stewart School.

Brian VanWilligen  
Investigator

Eric Kephart  
K-9 Handler

Based on our review and discussion with the school administration, we recommend that "No Parking 7:30am to 4pm on school days" be added at the locations listed on the attached drawing. A first reading of an amendment to the Ordinance is included for your consideration.

Seth Adam  
Police Officer

Tanner Lavelly  
Police Officer

In addition to these parking restrictions that we hope will make the area safer for both pedestrians and motorists, the school has made an adjustment to their morning drop-off times that we hope will also aid in the traffic congestion before school.

Christopher Raymer  
Police Officer

Ethan Hansen  
Police Officer

As I have previously mentioned, there are other parts of the Parking Regulations Ordinance that need some adjustment and I have requested Mayor Rosien appoint some Councilors to work with me on making some recommendations for amendments in hopes of bringing something for your approval closer to the end of the year.

Respectfully,

Jim Lester  
Chief of Police

**Proposed No Parking Zone  
7:30AM – 4PM  
On School Days**

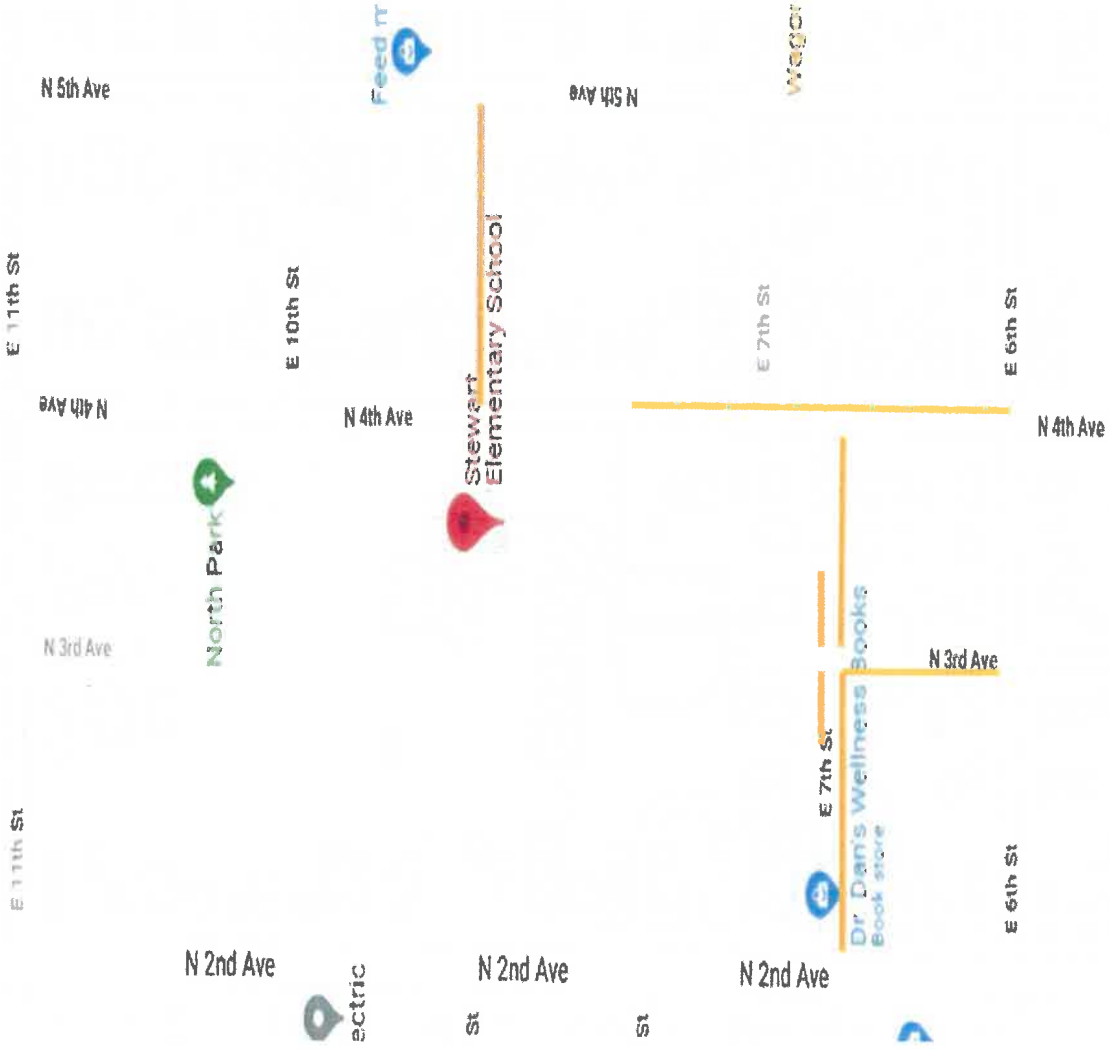
East side of North 4th Ave  
between East 6th Street & Stewart  
Pick-up/Drop-off Driveway

North side of East 7th Street 40  
feet both east and west of the  
intersection with North 3rd Ave.

South side of East 7th Street  
between North 2nd Ave & North  
4th Ave

West side of North 3rd Ave  
between East 6th Street and East  
7th Street

South side of East 9th Street  
between North 4th Ave and North  
5th Ave



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 97 is added as follows: "North Fourth Avenue, on the east side of the street between East Sixth Street and the Stewart School Pick-up/Drop-off driveway from 7:30 a.m. to 4:00 p.m. on school days."

SECTION 2. **Add Paragraph.** A new Section 69.08, "No Parking Zones", Paragraph 98 is added as follows: "East Seventh Street, on the north side of the street for 40 feet both east and west of the intersection with North Third Ave from 7:30 a.m. to 4:00 p.m. on school days."

SECTION 3. **Add Paragraph.** A new Section 69.08, "No Parking Zones", Paragraph 99 is added as follows: "North Third Avenue, on the west side of the street between East Sixth and East Seventh Street from 7:30 a.m. to 4:00 p.m. on school days."

SECTION 4. **Add Paragraph.** A new Section 69.08, "No Parking Zones", Paragraph 100 is added as follows: "East Seventh Street, on the south side of the street between North Second Ave and North Fourth Ave from 7:30 a.m. to 4:00 p.m. on school days."

SECTION 5. **Add Paragraph.** A new Section 69.08, "No Parking Zones", Paragraph 101 is added as follows: "East Ninth Street, on the south side of the street between North Fourth Ave and North Fifth Ave from 7:30 a.m. to 4:00 p.m. on school days."

SECTION 6. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 7. **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 8. **Effective Date.** This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

Attest:

\_\_\_\_\_  
Sally Y. Hart, City Clerk

Approved on First Reading: \_\_\_\_\_

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

A photograph of a child with long dark hair, wearing a red and black striped shirt, painting a wall. The wall is covered in vibrant, vertical streaks of paint in various colors including red, yellow, green, blue, and purple. The child is holding a paintbrush and is in the process of applying paint to the wall.

# STRATEGY FOR THE FUTURE

**PREPARED BY**

*Sarah Grunewaldt*

**PRESENTED BY**

*Tim Elliott*

*Maddie Widmer*

*Sarah Grunewaldt*





*Main Street's Impact*

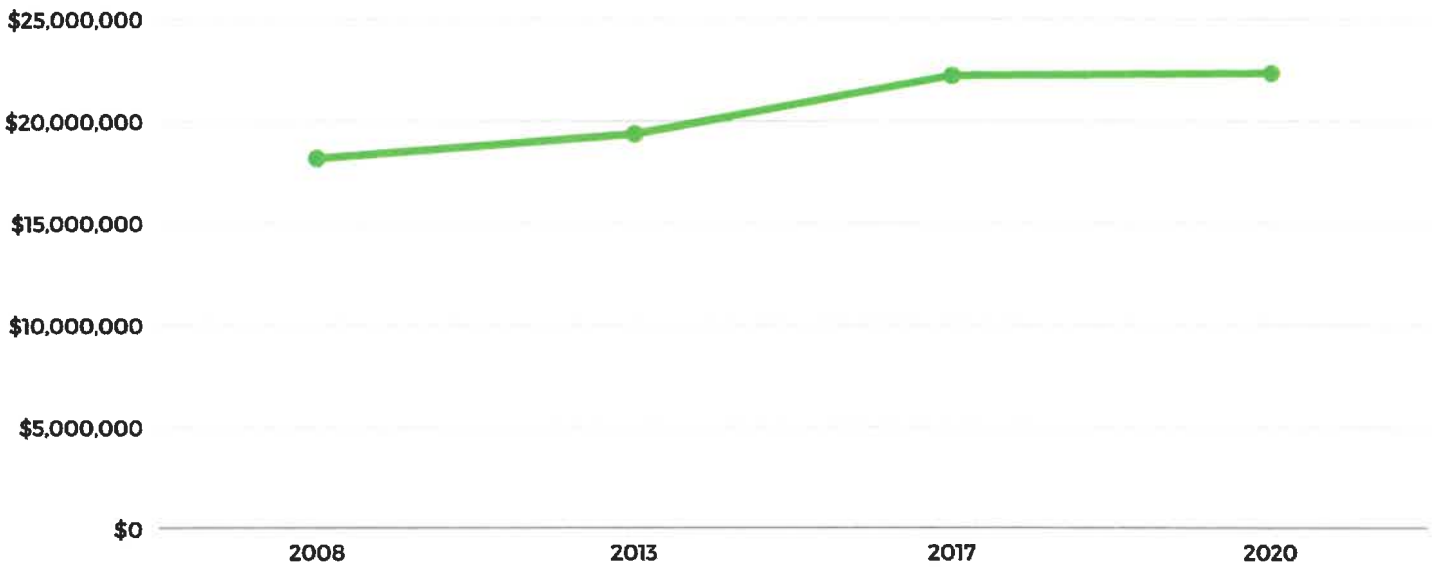
# NUMBERS & STATISTICS

Since 2008 Main Street has tracked the Assessed Value of downtown. Main Street is an incremental process & you can clearly see that at the 5 year mark our value took off jumping almost \$3 million dollars between 2013 & 2020. This is due to several factors including the addition of key properties back into the tax base. Grant dollars brought to our community & more buildings being utilized fully vs. having vacant 2nd stories. There was an adjustment to the base by the Assessor in 2018, but that impacted the numbers only slightly. These numbers are ONLY the assessed value of our actual Main Street district boundaries.

**23%**  
*growth since 2008*

---

**57%**  
*growth 2017-2020*



**OTHER IMPACTS:**

- Main Street Iowa Challenge Grants Awarded 4 equaling \$300,000 of direct impact.
- Free Architectural Services to property owners
- WCRF grants totaling over \$300,000, not including the DIG investments with the City of Washington.
- Quality Community Events
- Start Up business assistance & guidance.
  - 2020- 12 new businesses, no closures
  - 2021- 6 new businesses to date, at least 2 more coming.
- Planning committee for Washington's 175th Celebration & RAGBRAI 2016.
- Designed the new State Theatre mural
- Involvement in community projects like Washington County Wellness Coalition & Wellness Park Partners Group.

**MAIN STREET IOWA ASKS US MONTHLY TO REPORT CHANGES IN OUR DISTRICT. SINCE 2008, WE'VE LOGGED:**

- 51 Business Starts/Relocations/Expansions
- 116 Net New Jobs in Downtown
- 99 Building Investment Projects
- Over \$16 million of private investment
- 71 Buildings Sold
- Over 22,000 volunteer hours donated

*our plans for the future*

# MOVING FORWARD

**GOAL \$80,000**

**FUNDRAISING BREAKDOWN TOTAL**

Raised as of 10/1	\$27,920
City Pledge FY22	\$20,000
County Pledge FY22	\$6,971
<b>Total to Date</b>	<b>\$54,891</b>

Remaining need until Goal \$25,109

**FUNDRAISING EVENTS TOTAL**

Lights of Love	\$4,200
Quarantine Kitchen	\$820
Sip & Shop*	\$2,500
Breakfast with Santa*	\$1,000
Fashion Week Shows*	\$750
Movies in the Park	\$600
Main Street Masters	\$1,480

**TOTAL \$11,350**

\*based on normal year

**COMMUNICATIONS PLAN:**

We feel that part of our fundraising challenges have been due to not being able to articulate our impact to the community. There is a lot of confusion as to what we do & don't do.

We'd like to develop a more holistic communication plan that works off a calendar to tell our story, include businesses & individuals that we've had an impact on, & better articulate our mission, goals, & future plans.

**STRATEGIC PLANNING:**

Main Street is long overdue for a strategic planning session with our Board & Volunteers. We feel that an outside facilitator would be helpful to setting our goals moving forward.

**GOALS & PLANS:**

Fundraising has been a challenge in the past. We rely 100% on investments to run our operations. There are not grants for this type of infrastructure. In 2020 we were able to receive \$25,000 from the State for COVID recovery as well as an Emergency grant from the WCRF for operations, totaling about \$34,000. We focused on our businesses & their survival making sure that they were up to date with the ever changing programs. We lost no businesses during COVID & instead saw immense growth. We also saw a large number of A/R invoices remaining unpaid. We are working to correct this.

**MOVING FORWARD:**

*Fundraising General Operations*

- **2% increase year over year for cost of living**

*Fundraising Events*

- We'd like to get back to our regular calendar of events which all have sponsorships to cover expenses. Total's listed is income.
- Add additional fundraising events to diversify income
- **3% increase year over year in revenues total.**

*Monthly Giving:*

- This is a new function that we are able to offer. We'd like to grow our individual pledges.
- We'd like to develop this for Giving Tuesday on November 30th, 2021
  - **Goal to get to \$1000 monthly by the end of 2021.**

*Fees for Services Rendered*

- Currently we don't charge for services that Sarah renders like floor-planning & grant writing.
  - **Could design fee structure for non-members of the organization.**

*Jaron Rosien, Mayor  
Sally Hart, City Clerk  
Kevin Olson, City Attorney  
Kelsey Brown, Finance Director*



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

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## **Memorandum**

October 1, 2021

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

From: Kelsey Brown  
Finance Director

Re: Main Street Financial Status with City

Per council request, below is a summary of payments made, missed, and transfers made at the end of the fiscal year since the agreement was approved in December 2014:

FY15 made all monthly payments January – June (agreement started in January).

FY16 made all monthly payments

FY17 made all monthly payments

FY18 missed 2 monthly payments and transfer was made at the end of the fiscal year of \$7,628.72

FY19 paid missed payments from previous year, but missed 6 monthly payments and transfer was made at the end of the fiscal year of \$24,981.96

FY20 paid missed payments from previous year, but missed 8 monthly payments and transfer was made at the end of the fiscal year of \$32,990.00

FY21 paid missed payments from previous year, but missed 5 monthly payments and transfer was made at the end of the fiscal year of \$19,064.42

The amounts transferred to Main Street at the end of each fiscal year were to cover a negative fund balance. This action was necessary, as the city would receive a write up in the annual audit for having funds with negative balances.

I have also included the reimbursement agreement with Main Street and summary spreadsheet of the balance owed to the city, with tracking from April 2020 to current (October 1, 2021). As of October 1<sup>st</sup>, Main Street owes a total of \$22,663.54. At the time of this memo, we have not received our payment back of \$20,000 that was approved 9/21/21.

Please let me know if you would like me to provide any additional information.

A handwritten signature in blue ink, consisting of a vertical line on the left, a large loop in the middle, and a horizontal line extending to the right.

Kelsey

**RESOLUTION NO. 2014-107**

**A RESOLUTION APPROVING REIMBURSEMENT AGREEMENT  
WITH MAIN STREET WASHINGTON**

WHEREAS, the City has had a mutually beneficial relationship with Main Street Washington;  
and

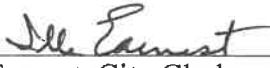
WHEREAS, Main Street has approached the City about entering into a reimbursement  
agreement whereby the Main Street Executive Director would become a City employee and  
Main Street would reimburse the full costs of employment:

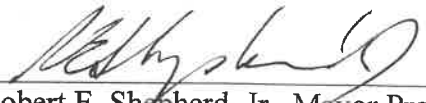
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
WASHINGTON, IOWA:

Section 1. The City Council hereby approves the Reimbursement Agreement attached as Exhibit  
A to this Resolution.

PASSED AND APPROVED this 16<sup>th</sup> day of December, 2014.

ATTEST:

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

  
\_\_\_\_\_  
Robert E. Shepherd, Jr., Mayor Pro Tem

## REIMBURSEMENT AGREEMENT

THIS REIMBURSEMENT AGREEMENT (the "Agreement") entered into by and between the City of Washington, Iowa, an Iowa municipal corporation, 215 E. Washington Street, Washington, Iowa 52353, hereafter referred to as "City"; and Main Street Washington, Inc., an Iowa nonprofit corporation, 205 W. Main Street, Washington, Iowa 52353, hereafter referred to as "Main Street."

WHEREAS, the City and Main Street collaborate on multiple endeavors to improve the business climate in the City and to improve the quality of life of the citizens of the City; and

WHEREAS, Main Street has requested that the City make the Director of Main Street (the "Employee") an employee of the City and to provide health insurance and other regular City employee benefits to said director; and

WHEREAS, Main Street will reimburse the City for the entire cost of employment of said director in accordance with the terms outlined below.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Employee. At the time of execution of this Agreement, the City shall make the Director of Main Street an employee of the City.
2. Employment Policies. Main Street agrees that all City policies relating to the payment of wages and benefits shall be applicable to the Employee. The exception to this requirement is that Main Street may opt whether to allow for, and fully pay the cost of employer-provided life insurance and disability insurance that is customarily offered to City employees at City expense.
3. City Payment Schedule. The City shall pay the Employee on the same schedule the City pays all of its employees.
4. Main Street Payment Schedule. Main Street shall pay the City in advance for the applicable costs, arranging for the payment of the ensuing month by automatic electronic payment on the first day of the month. These monthly payments shall cover the entire amount of the payment of the wages and benefits to the City, including the City share of any payments paid on behalf of the employee. Said payments shall include, but not be limited to, FICA payments, unemployment insurance, IPERS contributions and any other fees paid on behalf of the employee by the City.

5. Determination of Monthly Payments. Not less than 10 days prior to the start of the City fiscal year on July 1 of each year, the City shall provide information pertaining to the amount to be paid by Main Street in 12 equal monthly payments for the ensuing fiscal year. The City shall provide sufficient detail to allow for easy understanding of the calculated numbers.

6. Shortfalls/Surplus in Payment. The City shall set up this reimbursement agreement in a separate fund in its accounting system, and shall track the amount of reimbursement versus actual amount paid on a monthly basis. Should a shortfall in payment exist at the end of the City fiscal year, Main Street shall have 30 days to remedy the shortfall. Should a surplus in payment exist at the end of the City fiscal year, this amount shall roll forward as a credit against Main Street's future payments.

7. Amendment of Monthly Reimbursement Amount. The amount of compensation, and thus payment by the City and reimbursement by Main Street may only be changed during a period immediately prior to July 1 and December 1 of each year, with July 1 or December 1 as the effective date. The party requesting the change shall provide notice to the other party not less than 20 days prior to the desired effective date for the change. Unless Main Street advises otherwise not less than 20 days prior to July 1, the Employee shall receive the same salary increase as the average for other non-union City employees at the change of each City fiscal year.

8. City Official as Voting Board Member. As a term of this Agreement, Main Street agrees to designate an elected or appointed City official as a voting member of its board of directors, and to maintain a voting City representative throughout the duration of this Agreement.

9. Termination. This Agreement may be terminated in the following manner:

a. By either party giving the other party written notice of at least ninety (90) days.

b. In the event that the City is reclassified under the Patient Protection and Affordable Care Act or its successors as a large group employer by the inclusion of the Main Street, Washington Economic Development Group, and Chamber of Commerce employees, the City shall notify Main Street of this fact and this Agreement shall end on the last day of the calendar month which is at least 30 days after the notice to terminate has been sent.

10. Notices. Any notice under this Agreement shall be in writing and deemed served when it is delivered by personal delivery or mailed by U.S. Mail, postage prepaid, addressed to the parties at the addresses given below:

To the City:

City of Washington, Iowa  
115 E. Washington Street  
Washington, Iowa 52353  
ATTN: City Administrator

To Main Street:

Main Street Washington, Inc.  
205 W. Main Street  
Washington, Iowa 52353  
ATTN: Director

11. Enforceability. All parties to this Agreement expressly agree that this Agreement is not enforceable against the City until such time as approved by the Washington City Council as required by law.
12. Severability. If any term or provision of this Agreement or the application thereof to either party or circumstances shall be held invalid or unenforceable, the other provisions of this Agreement, or the application of such term or provision to persons or circumstances other than those held to be invalid or unenforceable, shall not be affected thereby but shall continue to be valid and be enforceable to the fullest extent permitted by law.
13. Captions. The captions to the paragraphs hereof are for convenience of reference only and are not intended to affect the meaning of the provisions of this Agreement.
14. Counterparts. This Agreement may be signed in any number of counterparts which together shall constitute one instrument.
15. Entire Agreement. This Agreement contains the entire agreement of the parties with respect to the subject matter thereof.
16. Governing Laws. This Agreement will be construed and enforced in accordance with the laws of the State of Iowa without regard to any conflicts of law rules.



ACCEPTED AND AGREED:

Main Street Washington, Inc.

By: Virginia A. McCurdy

Its: President

Date: 12/29/14 -- 10am

City of Washington, Iowa

[Signature]

Robert E. Shepherd, Jr., Mayor Pro Tem

ATTEST:

[Signature]

Illa Earnest, City Clerk

Date: December 18, 2014

**Main Street Payroll Reimbursement**  
**April 2020 - Current**

**34,251.64 April balance**  
4,314.86 May payroll  
(4,255.58) May 13 payment  
**34,310.92 May balance**  
4,314.86 June payroll  
(5,000.00) June 17 payment  
**33,625.78 June balance**  
4,314.86 July payroll  
**37,940.64 July balance**  
4,314.86 August payroll  
(7,000.00) August 17 payment  
**35,255.50 August balance**  
4,314.86 September payroll  
**39,570.36 September balance**  
4,314.86 October payroll  
(25,000.00) October 14 payment  
**18,885.22 October balance**  
4,314.86 November payroll  
**23,200.08 November balance**  
4,314.86 December payroll  
**27,514.94 December balance**  
4,314.86 January payroll  
(13,000.00) January 12 payment  
**18,829.80 January Balance**  
4,314.86 February payroll  
**23,144.66 February balance**  
4,314.86 March payroll  
**27,459.52 March balance**  
4,314.86 April Payroll  
(20,000.00) April 14 payment  
**11,774.38 April balance**  
4,314.86 May payroll  
**16,089.24 May Balance**  
4,314.86 June payroll  
**20,404.10 June Balance**  
4,314.86 July payroll  
**24,718.96 July Balance**  
4,314.86 August payroll  
**29,033.82 August balance**  
4,314.86 September payroll  
(15,000.00) September 20 payment  
**18,348.68 September balance**  
4,314.86 October payroll  
**22,663.54 October balance**