



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, January 3, 2023

To attend the meeting via Zoom go to:

<https://us02web.zoom.us/j/84413261389?pwd=Sy9VMjgldHpoYkkwTzFPTy84aUF2dz09>

Meeting ID: 844 1326 1389

Passcode: 6536584

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, January 3rd, 2023 to be approved as proposed or amended.

Consent:

1. Council Minutes December 20, 2022
2. FOX Strand, 2021 Washington Water Main Improvements – Final Design, \$4,025.25
3. Garden & Associates, Ltd., General Engineering, \$400.00
4. Garden & Associates, Ltd., NLW Subdivision Phase 2, \$815.75
5. Garden & Associates, Ltd., Washington Business Park Subdivision Phase 2, \$859.10
6. Garden & Associates, Ltd., Buchanan Street Paving Project, \$934.00
7. Garden & Associates, Ltd., Reconstruction of Adams Street, \$2,441.84
8. JETCO, Water Treatment Plant Well 7, \$10,743.50
9. Veenstra & Kimm, Inc., High School Expansion Site Plan Review, \$1,141.00
10. Veenstra & Kimm, Inc., 12th Avenue and Washington Street Intersection Improvements, \$2,046.00
11. Washington Chamber of Commerce, Thursday Night Live and Summer Classic Sponsorship, \$1,500.00
12. Washington Chamber of Commerce, Chamber Membership Renewal, \$1,427.20
13. Washington County Engineer's Office & Secondary Road Department, Engineering Services for 5th Street Paving Project, \$39,872.18
14. Hy-Vee Food Store, 528 Highway 1 S., Class C Beer Permit, Class B Wine Permit (**ownership amendment**)
15. Hy-Vee Washington Fast and Fresh Express, 520 South Highway 1, Class C Beer Permit (**ownership amendment**)

16. Hy-Vee Wine & Spirits, 1004 W. Madison Street, Class E Retail Alcohol License
(renewal)
17. Unc and Nephs – Kimmer LLC, 1015 West Madison Street, Class C Retail Alcohol
License, Outdoor Service Area (renewal)
18. Department Reports

PRESENTATION FROM THE PUBLIC – Please limit comments to 3 Minutes

CLAIMS

- Claims for January 3, 2023

NEW BUSINESS

1. **Public Hearing** on the Proposed Budget Amendment
2. Discussion and Consideration of a Resolution Approving Budget Amendment
3. Discussion and Consideration of a Resolution Approving a Purchase Agreement with Kyle Llewellyn for Lot 3, Washington Business Park Subdivision, Phase 1
4. Discussion and Consideration of a Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer
5. Discussion and Consideration of Resolution Approving Task Order with FOX Strand for Downtown Streetscape Study
6. Discussion and Consideration of Change Order No. 1 – 2022 Washington Water Main Improvements
7. Discussion and Consideration of Memorandum of Understanding for 2022 Volunteer Fire Assistance Grants Program
8. Discussion and Consideration of a Second Reading of an Ordinance Amending Chapter 63.04 Speed Zones (Changes on State Highway 92)

WOKRSHOP

- Discussion and Possible First Reading of an Ordinance Amending Chapter 130 – Public Sale of Food and Beverages From Mobile Food Vendors in City Limits

CLOSED SESSION

- Closed Session per Iowa Code 21.5(j) – To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

DEPARTMENTAL REPORTS

Police Department
City Attorney
City Administrator

MAYOR & COUNCILPERSONS

Jaron Rosien, Mayor

Illa Earnest

Bethany Glinsmann

Elaine Moore

Fran Stigers

Millie Youngquist

ADJOURNMENT

CITY OF WASHINGTON
Council Minutes 12-20-2022

The Council of the City of Washington, Iowa, met in Regular Session in the Council Chambers, 215 East Washington Street on Tuesday, December 20, 2022, at 6:02 p.m. Mayor Rosien in the chair.

On roll call present: Earnest, Glinsmann, Moore (via Zoom), Stigers, and Youngquist. Absent: none. Vacant: Ward 2.

Motion by Youngquist, seconded by Stigers, that the agenda for the Regular Session to be held at 6:00 p.m., Tuesday, December 20, 2022, be approved. Motion carried.

Consent:

1. Council Minutes December 6, 2022
2. Council Minutes December 9, 2022 – special session
3. Bolton & Menk, Runway 18/36 PAPI and REILs, \$691.00
4. Bolton & Menk, Runway 18/36 Lighting, \$4,136.00
5. Bolton & Menk, Airport Fuel System Repair, \$970.00
6. East Central Iowa Council of Governments, East Central Iowa Housing Trust Fund Housing Rehab Program, 1121 E. Main Street, \$1,800.00
7. Gronewold, Bell, Kyhnn & Co. P.C., Progress Billing on Audit of Financial Statements for the year ended June 30, 2022, \$3,100.00
8. Iowa Municipalities Workers' Compensation Association, Installment 6 Work Comp. Premium 22-23, \$6,909.00
9. Martin Gardner Architecture, Professional Services November 1-30, 2022, Woodlawn Cemetery Gates, \$1,163.71
10. Kevin Olson, City Attorney, November Legal Services, \$1,033.38
11. Swift & Swift, LLC, Contractor Final Payment Request Housing Rehabilitation Program, 726 W. Main Street, \$11,800.00
12. UMB, 2015 General Obligation Bond Fee, \$250.00
13. UMB, 2016A General Obligation Bond Fee, \$250.00
14. UMB, 2016B General Obligation Bond Fee, \$250.00
15. UMB, 2018A General Obligation Bond Fee, \$300.00
16. UMB, 2018B General Obligation Bond Fee, \$300.00
17. ACE N MORE, 1901 E. Washington St., Class B Retail Alcohol License (**renewal**)
18. Department Reports

Motion by Stigers, seconded by Glinsmann, to approve consent items 1-18. Motion carried.

Washington High School students involved in the FFA Land Lab including Jade Scheetz, Gavin Greiner, Lauren Lukavsky, and Blake Evans gave a presentation on their farming project including crops on city-owned property.

Code Enforcement Officer Elaine Jennings presented the monthly nuisance report.

City Councilor Bethany Glinsmann provided an annual report from the Historic Preservation Commission.

PAWS & More Director Amber Talbot and Board President Dr. Ann Valentine shared a presentation on PAWS & More and their efforts to construct a new facility.

Presentation from the public: Police Chief Jim Lester introduced Officer Mia Brdecka who graduated from the Law Enforcement Academy last week and is now in field training.

Claims for December 20, 2022 were presented by Finance Director Kelsey Brown.

Motion by Youngquist, seconded by Stigers, to approve the claims for December 20, 2022. Motion carried.

Brown presented the November financial report.

Motion by Stigers, seconded by Earnest, to approve the November financial report. Motion carried.

Motion by Youngquist, seconded by Earnest, to approve and affirm the Mayoral appointment of Fire Department Officers for 2023. Motion carried.

Fire Chief Brendan DeLong;
First Assistant Fire Chief Bill Hartsock;
Second Assistant Fire Chief Jim Williams;
Secretary/Treasurer Philip Morris

Mayor Rosien announced that now is the time for public hearing on the Proposal to Enter Into a General Obligation Loan Agreement in an Amount of Not-to-Exceed \$80,000 to Purchase a Police Vehicle. No oral or written objections were received.

Motion by Earnest, seconded by Youngquist, to close the public hearing. Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried.

Motion by Youngquist, seconded by Stigers, to approve a Resolution Authorizing and Approving a Loan Agreement with Federation Bank (to Enter Into a General Obligation Loan Agreement in an Amount of Not-to-Exceed \$80,000 to Purchase a Police Vehicle). Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried. **(Resolution 2022-140)**

Motion by Earnest, seconded by Glinsmann, to approve a Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer (removal of junk and trash). Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried. **(Resolution 2022-141)**

Motion by Youngquist, seconded by Stigers, to approve a Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer (final water utility bill). Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried. **(Resolution 2022-142)**

Cemetery Sexton Nick Duvall was present to answer questions related to the cemetery grave opening and the job description. Motion by Stigers, seconded by Glinsmann, to approve a Resolution Approving a Cemetery Grave Opening and Closing Agreement with Bean & Bean. Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried. **(Resolution 2022-143)**

Motion by Glinsmann, seconded by Youngquist, to approve Cemetery Technician/Operator 1 Job Description. Motion carried.

Motion by Earnest, seconded by Youngquist, to approve a Resolution to Set a Public Hearing for Budget Amendment for 6 p.m., January 3, 2023. Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried. **(Resolution 2022-144)**

Motion by Stigers, seconded by Youngquist, to approve a Resolution Amending the Employee Handbook for the City of Washington, Iowa. Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried. **(Resolution 2022-145)**

No action was taken on the Resolution of Intent to Appoint a Person to Fill Ward 2 City Council Vacancy.

Motion by Stigers, seconded by Glinsmann, to approve a Resolution Directing the City Clerk to Give Notice to the Washington County Auditor to Hold a Special Election to Fill the Ward 2 City Council Vacancy. Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried. **(Resolution 2022-146)**

Motion by Stigers, seconded by Earnest, to approve Pay Application No. 7 for the NLW Subdivision Phase 2 to DeLong Construction, Inc. for \$1,387.00. Motion carried.

Motion by Youngquist, seconded by Stigers, to approve Change Order No. 2 for the NLW Subdivision Phase 2 in the amount of \$12,336.90. Motion carried.

Motion by Youngquist, seconded by Stigers, to approve a Resolution Accepting the NLW Subdivision Phase 2 as Completed and Approving Pay Application No. 8 in the amount of \$29,292.07. Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried. **(Resolution 2022-147)**

Motion by Earnest, seconded by Glinsmann, to approve Pay Application No. 4 for Country Club View Subdivision to DeLong Construction, Inc., in the amount of \$108,892.80. Motion carried.

Motion by Stigers, seconded by Glinsmann, to approve the first reading of an Ordinance Amending Chapter 63.04 Speed Zones (Changes on State Highway 92). Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried.

Motion by Stigers, seconded by Youngquist, to untangle discussion and consideration of a Resolution Approving an Extension for the Downtown Investment Grant with Greiner Buildings, Inc. Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried.

No action was taken on a Resolution Approving an Extension for the Downtown Investment Grant with Greiner Buildings, Inc.

Motion by Earnest, seconded by Glinsmann, to approve a Resolution Approving Payment to Greiner Buildings, Inc. for the Downtown Investment Grant. Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried. **(Resolution 2022-148)**

Motion by Stigers, seconded by Earnest, to go into closed session per Iowa Code 21.5(j) – To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed. Roll call on the motion. Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried.

Council went into closed session at 7:13 p.m.

Motion by Earnest, seconded by Stigers, to end closed session at 7:26 p.m. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Stigers, and Youngquist. Nays: none. Absent: none. Vacancy: Ward 2. Motion carried.

No action was taken regarding the closed session.

Department reports were presented.

Motion by Glinsmann, seconded by Stigers, that the Regular Session held at 6:00 p.m. Tuesday, December 20, 2022, is adjourned at 7:35 p.m. Motion passed unanimously.

Sally Y. Hart, City Clerk



PROJECT STATUS REPORT

2022 Washington Water Main Improvements

Aspen Business Park | 414 South 17th Street, Suite 107 | Ames, Iowa 50010

DATE: December 8, 2022

TO: Deanna McCusker
City Administrator
City of Washington
215 East Washington St.
Washington, IA 52353

RE: 2022 Washington Water Main Improvements Project
FOX Strand PN: 7046.011 (3424-20B)

DELIVERY: USPS

ITEMS: November Invoice

COMMENTS:

The attached invoice includes work completed for the 2022 Washington Water Main Improvements Project as follows:

Permitting

1. NPDES Permit application.

Construction Administration

1. Contract documents to contractor and city staff.
2. Preconstruction meeting agenda, attend meeting, and meeting minutes.
3. Correspondence with city staff.
4. Correspondence with contractor.

If you have questions or concerns, please contact me.

Thank You,

Steven P. Soupir, P.E., CFM
Project Manager

PROJECT INFORMATION: FOX STRAND PN: 7046.011 (3424-20B) | DATE: 12/08/2022 | TIME: 10:00 AM



FOX Strand
 414 South 17th Street, Suite 107
 Ames, IA 50010-8106
 (515) 233-0000

Invoice

Deanna McCusker
 City Administrator
 City of Washington
 City Hall
 215 East Washington Street
 Washington, IA 52353

December 13, 2022
 Project No: 7046.011
 Invoice No: 0191772

Professional Services: November 1, 2022 through November 30, 2022

Project	7046.011	2021 Washington Water Main Improvements - Final Design		
Fee				
Total Fee		74,100.00		
Percent Complete		100.00	Total Earned	74,100.00
			Previous Fee Billing	74,100.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Project	0.00

Project	7046.012	2021 Washington Water Main Improvements - CDBG Grant Additional Services		
			Total this Project	0.00

Project	7046.013	2021 Washington Water Main Improvements- Permitting		
		Total Labor		911.25
			Total this Project	\$911.25

Project	7046.014	2021 Washington Water Main Improvements - Bidding		
Fee				
Total Fee		8,600.00		
Percent Complete		100.00	Total Earned	8,600.00
			Previous Fee Billing	8,600.00
			Current Fee Billing	0.00
			Total Fee	0.00

TERMS: Payment is due within 30 days of the date on this invoice.

Please Remit Payment To: FOX Strand 414 South 17th Street, Suite 107 Ames, Iowa 50010-8106 515-233-0000

Project	7046.011	Washington Water Main - Final Design	Invoice	0191772
			Total this Project	0.00

Project	7046.015	2021 Washington Water Main Improvements - Easements		
			Total this Project	0.00

Project	7046.016	2021 Washington Water Main Improvements - Property Survey		
Fee				
Total Fee		14,000.00		
Percent Complete		100.00	Total Earned	14,000.00
			Previous Fee Billing	14,000.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Project	0.00

Project	7046.017	2021 Washington Water Main Improvements - Topographic Survey		
Fee				
Total Fee		21,700.00		
Percent Complete		100.00	Total Earned	21,700.00
			Previous Fee Billing	21,700.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Project	0.00

Project	7046.018	2021 Washington Water Main Improvements - Construction Administration		
Fee				
Total Fee		69,200.00		
Percent Complete		7.50	Total Earned	5,190.00
			Previous Fee Billing	2,076.00
			Current Fee Billing	3,114.00
			Total Fee	3,114.00
			Total this Project	\$3,114.00

Project	7046.019	2021 Washington Water Main Improvements - Post Construction/Record Drawings		
Fee				
Total Fee		7,600.00		

TERMS: Payment is due within 30 days of the date on this invoice.

Please Remit Payment To: FOX Strand 414 South 17th Street, Suite 107 Ames, Iowa 50010-8106 515-233-0000

Project	7046.011	Washington Water Main - Final Design	Invoice	0191772
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Project	0.00

Project	7046.020	2021 Washington Water Main Improvements - Construction Staking		
			Total this Project	0.00
			Total this Invoice	\$4,025.25

TERMS: Payment is due within 30 days of the date on this invoice.

Please Remit Payment To: FOX Strand 414 South 17th Street, Suite 107 Ames, Iowa 50010-8106 515-233-0000



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

December 19, 2022

Invoice No: 44647

Washington - General Engineering.

Project 9020317

Client ID# 20040

Professional Services for the Period: November 18, 2022 to December 15, 2022

Professional Services

	Hours	Rate	Amount	
Principal Engineer	2.50	160.00	400.00	
Totals	2.50		400.00	400.00
Total Professional Services				\$400.00
				Total Project Invoice Amount

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS

CRESTON, IOWA



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

December 19, 2022
Invoice No: 44646

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

Professional Services for the Period: November 18, 2022 to December 15, 2022

Professional Services

	Hours	Rate	Amount	
Principal Engineer	5.00	160.00	800.00	
Technician #6	.25	63.00	15.75	
Totals	5.25		815.75	
Total Professional Services				815.75
				Total Project Invoice Amount
				\$815.75

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

ENGINEERS AND SURVEYORS

OSKALOOSA, IOWA

CRESTON, IOWA



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

December 19, 2022
Invoice No: 44645

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

Professional Services for the Period: November 18, 2022 to December 15, 2022

Professional Services

	Hours	Rate	Amount	
Surveyor 3	6.00	102.00	612.00	
Totals	6.00		612.00	
Total Professional Services				612.00

Unit Billing

Mileage			82.60	
GPS Survey Equipment			164.50	
Total Units			247.10	247.10

Total Project Invoice Amount \$859.10

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

December 19, 2022
Invoice No: 44644

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

Professional Services for the Period: November 18, 2022 to December 15, 2022

Professional Services

	Hours	Rate	Amount	
Principal Engineer	2.50	160.00	400.00	
Technician #4	6.00	89.00	534.00	
Totals	8.50		934.00	
Total Professional Services				934.00
		Total Project Invoice Amount		\$934.00

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

December 19, 2022
Invoice No: 44643

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

Professional Services for the Period: November 18, 2022 to December 15, 2022

Professional Services

	Hours	Rate	Amount	
Principal Engineer	3.00	160.00	480.00	
Surveyor 3	1.00	107.00	107.00	
Technician #2	2.25	102.00	229.50	
Technician #4	17.25	89.00	1,535.25	
Technician #6	.25	63.00	15.75	
Totals	23.75		2,367.50	
Total Professional Services				2,367.50

Unit Billing

Mileage			74.34	
Total Units			74.34	74.34

Total Project Invoice Amount \$2,441.84

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE



208 1ST AVENUE SOUTH
ALTOONA, IA 50009

Invoice

Date	Invoice #
12/22/2022	17480

Bill To
CITY OF WASHINGTON 215 E. WASHINGTON STREET WASHINGTON, IA 52353

Ship To
WTP

P.O. Number	Terms	Ship/Service	Via	F.O.B.	Project
Kyle	NET 30	10/27/2022	BEST WAY	ALTOONA	12726-CS WTP-Well 7 VFD

Quantity	Price Each	Description	Amount
16.75	145.00	Service Labor	2,428.75
0.5	217.50	Service Labor - OT	108.75
528	0.75	Mileage	396.00
1	7,810.00	ABB VFD See attached service report	7,810.00

600-6-8010- 6350 Initials KW
 EXP. _____
 Vender # _____ Date Rec. _____
 Due Date _____ Inv # _____

Phone # 515-967-5874	E-mail jetcoinfo@jetcoelectric.com	Total	\$10,743.50
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**VEENSTRA
& KIMM INC.**
STATEMENT OF PROFESSIONAL SERVICES

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

December 23, 2022
Project No: 24616-035
Invoice No: 1

Project Manager Leland Belding III

Engineering services for High School Expansion Site Plan Review:
Professional Services from November 13, 2022 to December 17, 2022
Professional Personnel

	Hours	Rate	Amount	
Engineer II-A	7.00	163.00	1,141.00	
Totals	7.00		1,141.00	
Total Labor				1,141.00
		Total this Invoice		\$1,141.00

 **VEENSTRA
& KIMM INC.**
STATEMENT OF PROFESSIONAL SERVICES

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

December 23, 2022
Project No: 24653
Invoice No: 1

Project Manager Leland Belding III

Engineering services for 12th Ave & Washington Street Intersection Improvements:

Professional Services from November 13, 2022 to December 17, 2022

Professional Personnel

	Hours	Rate	Amount	
Engineer II-A	12.00	163.00	1,956.00	
Engineer X	1.00	90.00	90.00	
Totals	13.00		2,046.00	
Total Labor				2,046.00
		Total this Invoice		\$2,046.00

Washington Chamber of Commerce

205 Main St
Washington, IA 52353
319-653-3272
michelle@washingtioniowa.org
www.chamber.washingtioniowa.gov



COMMUNITY AND BUSINESS DEVELOPMENT

INVOICE

BILL TO
Kelsey Brown
PO Box 516
Washington, IA 52353

INVOICE 2022-0747
DATE 12/23/2022
TERMS Net 30
DUE DATE 01/22/2023

	DESCRIPTION	QTY	RATE	AMOUNT
Presenting Sponsor	Presenting sponsorship: Thursday Night Live	1	750.00	750.00
Presenting Sponsor	Presenting sponsorship: Summer Classic	1	750.00	750.00

BALANCE DUE **\$1,500.00**

Pay invoice

Washington Chamber of Commerce

205 Main St
Washington, IA 52353
319-653-3272
michelle@washingtioniowa.org
www.chamber.washingtioniowa.gov



INVOICE

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

INVOICE 2022-0518
DATE 12/23/2022
DUE DATE 12/23/2022

	DESCRIPTION	QTY	RATE	AMOUNT
2023 1-2 Base Renewal	2023 Chamber Renewal (Includes first 2 employees in the business)	1	208.00	208.00
2023 3-10 Renewal	Employees 3-10 (add \$43 per FTE employee)	8	43.00	344.00
2023 11-20 Renewal	Employees 11-20 (add \$18 per FTE employee)	10	18.00	180.00
2023 21-35 Renewal	Employees 21-35 (add \$13 per FTE employee)	15	13.00	195.00
2023 Employee Balance Renewal	Balance of Employees (add \$11 per FTE employee)	25	11.00	275.00
				Subtotal: 1,202.00
2023 Voluntary Contribution	Voluntary Contribution for Increased Community Marketing (Suggested 10% membership dues)	1	120.20	120.20
2023 AMBASSADORS	2023 Annual Ambassador Dues: Deanna, Sally, Jaron	3	25.00	75.00
Jacket Rental	Ambassador Jacket Annual Rental Fee	3	10.00	30.00
BALANCE DUE				\$1,427.20

Dear Chamber Member,

Thank you for your membership with the Washington Chamber of Commerce. Your investment provides valuable resources our organization can use to create programs and opportunities for the business community in our region.

In the years I have been honored to serve in this capacity, I have never known such a robust period of growth and expansion. During the pandemic, we had more businesses open than in recent years. In 2022, I have had the privilege of working with more entities than ever who are needing assistance in finding land, buildings, and opportunities for their growing businesses. It's an exciting time to be a part of such progress.

As we close the year, I'm also at the end of my term as Chair of the Iowa Association of Chambers of Commerce (IACC). What is special about a chamber of commerce is that each organization and community can look a little different from each other and develop unique ways to support their businesses and community. The programming that IACC provides is the unifying glue that has helped me tremendously in my career.

I have been able to serve in this leadership role because of the strong community I belong to in Washington. Please know that my experience in serving at this capacity has solidified a confidence in our community that we are not only on the right path but leading the way. There was not a time that our strength, resilience, and values did not exceed state averages.

Across the nation we have partners all working together for similar visions. In Washington, I can proudly attest to the dedicated and insightful leadership we have in our chamber members who advance and support our communities. I have learned a lot from all the members who unite as part of the Washington Chamber, and I am happy to return the favor to anyone down the road. You are all rock stars in my opinion, who put the priorities of our communities in the highest regard.

I want to express how grateful I am to have the opportunity to be at the helm of a fantastic organization. The leaders that make up our business community are the most honorable people to work with. Thank you for all the work that you do and for allowing me to support your initiatives. I am in awe of all of you and wish you continued success in the coming year.

May peace, happiness, and love surround you this holiday season!



Michelle Redlinger

Michelle Redlinger

Executive Director, Washington Chamber of Commerce

Washington County Engineer's Office & Secondary Road Department

Engineer's Office
210 West Main Street
Washington, IA 52353
(319) 653-7731

Maintenance Shop
821 East 7th Street
Washington, IA 52353
(319) 653-7733

Date: 12/22/2022

Invoice:

20221203

Description: Engineering services provided for 5th Street Paving Project - 4/25/2022 thru 10/17/2022

Employee	Hourly Rate	OT Rate	Hours	Sub-total
County Engineer	\$ 107.93		25	\$ 2,698.25
Asst. Co. Engr.	\$ 69.32		98	\$ 6,793.36
Engineering Aide	\$ 50.71		147.13	\$ 7,460.96
		\$ 76.07	18.75	\$ 1,426.22
Engineering Technician	\$ 47.62		206.5	\$ 9,833.53
		\$ 71.43	9.5	\$ 678.59
Engineering Technician	\$ 58.64		43.5	\$ 2,550.84
Survey Crew	\$ 46.29		95.88	\$ 4,438.29
Survey Crew	\$ 48.20		103.5	\$ 4,988.70
		\$ 72.30	10.5	\$ 759.15
Survey Crew	\$ 16.50		22	\$ 363.00
				<u>\$ 41,990.88</u>
Eqmt #	Equipment Description	Hourly Rate	Hours	
201	2018 Dodge Ram PU	\$ 18.07	108.00	\$ 1,951.56
618	2014 Ford Supercab 4x4	\$ 18.07	60.00	\$ 1,084.20
621	2015 Chevy PU	\$ 18.07	24.00	\$ 433.68
614	2013 Chevy Silverado PU	\$ 18.07	56.00	\$ 1,011.92
820	2021 Toolcat	\$ 40.89	44.00	\$ 1,799.16
				<u>\$ 6,280.52</u>
Sub-Total to Date				\$ 6,280.52
			SUB-TOTAL	\$ 48,271.40

Total Due from City of Washington - @ 82.6% \$ 39,872.18

Amount due is payable upon receipt of bill. Delinquent accounts will be charged a finance charge of 1.5% per month. Thank you for keeping your account current.

Please make check payable to: WASHINGTON COUNTY TREASURER
And mail to: Washington County Engineer
210 West Main Street
Washington, IA 52353

ATTN: City of Washington
215 E. Washington Street
Washington, IA 52353

THE CITY OF WASHINGTON

"Cleanest City in Iowa"



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Deanna McCusker, City Administrator
Sally Y. Hart, City Clerk
Kevin Olson, City Attorney

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

NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **Hy-Vee Food Store**

Business Address: **528 Highway 1 South**

App #: **App-172407 (ownership amendment)**

Type of License: New: Renewal: Special Five-Day: Amendment: **X**

Beer/Wine Permit: **Class B Beer Permit, Class B Wine Permit**

Liquor License:

Cigarette License:

Dance Permit:

Sunday Sales: **Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

Living Quarters:

Outdoor Service Area:

Catering Privilege:

Date of Council Meeting: **January 3, 2023**

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

Police Chief sign off  Date 12-27-2022

Fire: fire inspection done: Yes: No:

Fire Chief sign off _____ Date _____

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

Business Name: **Hy-Vee Food Store**

Business Address: **528 Highway 1 South**

App #: **App-172407 (ownership amendment)**

Type of License: New: Renewal: Special Five-Day: Amendment: **X**

Beer/Wine Permit: **Class B Beer Permit, Class B Wine Permit**

Liquor License:

Cigarette License:

Dance Permit:

Sunday Sales: **Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

Living Quarters:

Outdoor Service Area:

Catering Privilege:

Date of Council Meeting: **January 3, 2023**

Police: DCI background check and/or local background check: Yes: No:
Police Chief sign off _____ . Date _____ .

Fire: fire inspection done: Yes: No: **Yes**
Fire Chief sign off  _____ . Date **12-29-22**



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Hy-Vee, Inc.	Hy-Vee Food Store	(515) 267-2800		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
528 Hwy 1 S		Washington	Washington	52353
MAILING ADDRESS	CITY	STATE	ZIP	
5820 Westown Pkwy	West Des Moines	Iowa	50266	

Contact Person

NAME	PHONE	EMAIL
Kelly Palmer	(515) 267-2949	kpalmer@hy-vee.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
BC0030371	Class C Beer Permit	12 Month	Submitted to Local Authority
TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS	
Mar 17, 2022	Mar 16, 2023		

SUB-PERMITS

Class C Beer Permit, Class B Wine Permit

PRIVILEGES



Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Andrew Schroeder	Johnston	Iowa	50131	AVP, Assistant Controller	0.00	Yes
Michael Jurgens	Des Moines	Iowa	50312	Vice President, Secretary	0.00	Yes
Jeremy Gosch	Urbandale	Iowa	50323	CEO	0.00	Yes

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

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Fax Only 319-653-5273

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

Business Name: **Hy-Vee Washington Fast and Fresh Express**

Business Address: **520 South Highway 1**

App #: **App-172408 (ownership amendment)**

Type of License: New: Renewal: Special Five-Day: Amendment: **X**

Beer/Wine Permit: **Class B Beer Permit**

Liquor License:

Cigarette License:

Dance Permit:

Sunday Sales: **Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

Living Quarters:

Outdoor Service Area:

Catering Privilege:

Date of Council Meeting: **January 3, 2023**

Police: DCI background check and/or local background check: Yes: No:
Police Chief sign off  . Date 12-27-2022

Fire: fire inspection done: Yes: No:
Fire Chief sign off _____ . Date _____

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NOTIFICATION FORM --

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **Hy-Vee Washington Fast and Fresh Express**

Business Address: **520 South Highway 1**

App #: **App-172408 (ownership amendment)**

Type of License: New: Renewal: Special Five-Day: Amendment: **X**

Beer/Wine Permit: **Class B Beer Permit**

Liquor License:

Cigarette License:

Dance Permit:

Sunday Sales: **Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

Living Quarters:

Outdoor Service Area:

Catering Privilege:

Date of Council Meeting: **January 3, 2023**

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

Police Chief sign off _____ Date _____

Fire: fire inspection done: Yes:

Fire Chief sign off *[Signature]* **No:** Date *12-29-22*



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Hy-vee, Inc.	Washington Fast and Fresh Express	(515) 267-2800		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
520 South Highway 1		Washington	Washington	52353
MAILING ADDRESS	CITY	STATE	ZIP	
Hy-Vee, Inc. 5820 Westown Parkway	West Des Moines	Iowa	50266	

Contact Person

NAME	PHONE	EMAIL
Kelly Palmer	(515) 267-2949	kpalmer@hy-vee.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
BC0030811	Class C Beer Permit	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Dec 24, 2022	Dec 23, 2023	

SUB-PERMITS

Class C Beer Permit



PRIVILEGES

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Andrew Schroeder	Johnston	Iowa	50131	AVP, Assistant Controller	0.00	Yes
Michael Jurgens	Des Moines	Iowa	50312	Vice President, Secretary	0.00	Yes
Jeremy Gosch	Urbandale	Iowa	50323	CEO	0.00	Yes

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

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NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **Hy-Vee Wine & Spirits**

Business Address: **1004 W. Madison Street**

App #: **App-172061**

Type of License: New: Renewal: **X** Special Five-Day:

Beer/Wine Permit: *Class E Retail Alcohol licenses now include the ability to sell beer and all types of wine with no additional fee. Separate wine and beer sub permits are no longer required.*

Liquor License: **Class E Retail Alcohol License**

Cigarette License:

Dance Permit:

Sunday Sales: **Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

Living Quarters:

Outdoor Service Area:

Catering Privilege:

Date of Council Meeting: **January 3, 2023**

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

Police Chief sign off  Date **12-17-2022**

Fire: fire inspection done: Yes: No:

Fire Chief sign off _____ Date _____

Done
12/25/2022

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NOTIFICATION FORM --

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **Hy-Vee Wine & Spirits**

Business Address: **1004 W. Madison Street**

App #: **App-172061**

Type of License: New: Renewal: **X** Special Five-Day:

Beer/Wine Permit: *Class E Retail Alcohol licenses now include the ability to sell beer and all types of wine with no additional fee. Separate wine and beer sub permits are no longer required.*

Liquor License: **Class E Retail Alcohol License**

Cigarette License:

Dance Permit:

Sunday Sales: **Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

Living Quarters:

Outdoor Service Area:

Catering Privilege:

Date of Council Meeting: **January 3, 2023**

Police: DCI background check and/or local background check: Yes: No:
Police Chief sign off _____ . Date _____ .

Fire: fire inspection done: Yes: No:
Fire Chief sign off  _____ . Date **12-29-22**



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Hy-Vee, Inc	Hy-Vee Wine & Spirits	(515) 267-2949		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1004 W Madison St		Washington	Washington	52353
MAILING ADDRESS	CITY	STATE	ZIP	
5820 Westown Pkwy	West Des Moines	Iowa	50266	

Contact Person

NAME	PHONE	EMAIL
Kelly Palmer	(515) 267-2800	kpalmer@hy-vee.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LE0001508	Class E Retail Alcohol License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Feb 24, 2023	Feb 23, 2024	

SUB-PERMITS

Class E Retail Alcohol License

PRIVILEGES



Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Andrew Schroeder	Johnston	Iowa	50131	Vice President, Accounting	0.00	Yes
Michael Jurgens	Urbandale	Iowa	50322	EVP, Secretary	0.00	Yes
Katie Nysten						
Randy Edeker	Urbandale	Iowa	50322	CEO, President	0.00	Yes
Morgan Beier						
Kelly Palmer						
Owen Turk						

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE



State of Iowa

Alcoholic Beverages Division

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

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Washington, IA 52353
319-653-6584
Fax Only 319-653-5273

NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **Unc and Nephs – Kimmer LLC**

Business Address: **1015 West Madison Street**

App #: **App-170601**

Type of License: New: Renewal: **X** Special Five-Day:

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

Date of Council Meeting: **January 3, 2023**

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

Police Chief sign off  Date 12-7-2022

Fire: fire inspection done: Yes: No:

Fire Chief sign off _____ Date _____

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Fax Only 319-653-5273

NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **Unc and Nephs – Kimmer LLC**

Business Address: **1015 West Madison Street**

App #: **App-170601**

Type of License: New: Renewal: **X** Special Five-Day:

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

Date of Council Meeting: **January 3, 2023**

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

Police Chief sign off _____ Date _____

Fire: fire inspection done: Yes: No:

Fire Chief sign off  _____ Date **12-29-2022**



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Kimmer LLC	Unc and Neph	(319) 461-5113		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1015 West Madison Street		Washington	Washington	52353
MAILING ADDRESS	CITY	STATE	ZIP	
2667 Wayland Road	Washington	Iowa	52353	

Contact Person

NAME	PHONE	EMAIL
Kim Coleman	(319) 461-1081	fishback.brenda@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0047890	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Jan 18, 2023	Jan 17, 2024	

SUB-PERMITS

Class C Retail Alcohol License



PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
KIM COLEMAN	Washington	Iowa	52353	Owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

MOUNT VERNON FIRE INS CO

Jan 15, 2023

Jan 15, 2024

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

Jaron P. Rosien, Mayor
Deanna McCusker, City
Administrator
Kelsey Brown, Finance Director
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

City Administrator Report

Project Update:

NWL: Project was accepted as complete

Country Club View: Project on hold until weather allows to resume

Buchanan Street: Project is complete. Punch list has been created and will be completed in the spring. Working with the Post Office to place a mailbox cluster along the road

East Adams: Remainder of project is on hold until weather allows to resume

Water Main Project: Project will probably wait until spring to start. Change order coming to reflect removing W. Washington and changing from a trail to a sidewalk.

Both Hwy 92 & N. 12th intersection and Downtown Streetscape: Engineers working on designing preliminary concepts. Should be to council for initial review 2nd meeting in January.

Not much to report from this past week except I was under the weather but worked as I could from home. Last week had a zoom meeting with Andy from SRF regarding data and options for Quiet Zone. He will be coming to a meeting later in January or in February.

Next week's meetings: Meeting regarding a possible home occupation, Nuisance meeting. Department one on one. Council one on one. Will be working mostly on the budget, calculating the re-estimated and starting to enter data into the budget worksheets once valuations have been received. Budget worksheets are due from Department Heads on December 30th and will start entering information.

Sidewalk inspections are continuing. At the end of this week, December 26th, we will have 120 inspections done. With this number completed, we are 30% done. We will continue to inspect 50 per week.

Scooters is to be opened this week, New Year's weekend, or first part of next week. Were waiting for all the final inspections to be completed.

Meetings the next week include: Main Street, Community Development, Admin, Great Places, Leadership Washington, Department head budget meetings.

First Budget Work Session for Council will be Tuesday, January 24th at 6?

We have just started the process of hiring another person for the maintenance department. External advertising will start next week. Applications are due February 6-7 with the start date the first of March. Please pass on to anyone who may be looking for a job or new position.

MAINTENANCE & CONSTRUCTION DEPT. REPORT

12-10-22/12-23-22

STREETS: Personnel repaired a damaged stop sign located at North 6th Ave-East 4rd St. After getting plow trucks and equipment ready, personnel plowed the streets after a two inch snow storm. Personnel installed a new street ID sign located at South Ave E-West Buchanan St. Personnel installed the new light pole in the SE corner of Iowa Ave-Main St.

WATER DISTRIBUTION: Personnel installed a new fire hydrant located at F Ave-West Main St, after repairing a leak the next day. Personnel installed a new one inch water service on (1134) West Buchanan St for Sunset Diesel. Personnel repaired a water service in the 700 block of South 9th Ave. The street sweeper is done for the season.

SEWER COLLECTION: Personnel installed a 4 inch sewer service located at #5 Circle Drive (duplex).

STORM SEWER COLLECTION: Personnel raised concrete storm lids on South 14th Ave south of the water tower.

MECHANIC/SHOP: Personnel serviced PD 306, took PD 307 to Mincer (warranty-recharge a/c), PD Van Willigen's (replaced rotors and brake pads & rotated tires), 119 (CB had bad connection), PD 009 (battery) and 117 (new windshield & repaired lights). Personnel repaired and painted a few barricades.

OTHER: Personnel located water boxes on the shut off list. Personnel responded to 17 One Call Locates.

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

**CITY OF WASHINGTON, IOWA
CLAIMS REPORT
JANUARY 3, 2023**

POLICE	ALLIANT ENERGY	ALLIANT ENERGY	887.24
	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	193.36
	BDH TECHNOLOGY LLC	SOFTWARE UPDATE/IT SERVICE	1,033.00
	CAPPER CHRYSLER DODGE JEEP RAM	REPAIR-UNIT 307	330.48
	CUSTOM IMPRESSIONS INC	OFFICER POLOS	604.74
	GALLS LLC	COATS/KEY	306.03
	HANSEN, LYLE	FUEL REIMBURSEMENT	37.02
	JOHN DEERE FINANCIAL	K9 FOOD	49.99
	MARCO, INC.	PRINTER/COPIER CONTRACT	389.54
	POLICE LEGAL SCIENCES	ANNUAL TRAINING SERVICE	1,440.00
	SYNNEX FINANCIAL SERVICES	TABLET LEASE	1,568.24
	VISA-TCM BANK, N.A.	EQUIPMENT	105.54
		TOTAL	6,945.18
FIRE	ACE-N-MORE	MEMBER TAGS	20.28
	ALLIANT ENERGY	ALLIANT ENERGY	1,996.29
	BUSINESS RADIO SALES INC	SPEAKERS FOR STATION	232.90
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	125.30
	FIRE SERVICE TRAINING BUREAU	TRAINING	143.66
	MIDWEST BREATHING AIR SYSTEMS	QUARTERLY AIR TEST	167.04
	O'REILLY AUTOMOTIVE INC	PARTS	69.98
	RACOM CORPORATION	RADIO ANTENNA	73.73
	TOYNE INC	AERIAL REPAIR	5,800.58
	VISA-TCM BANK, N.A.	TRUCK FUEL AND SUPPLIES	568.31
	WITMER PUBLIC SAFETY GROUP	GLOVES & HOOD	533.55
		TOTAL	9,731.62
	EMS	BARRON MOTOR SUPPLY	CLEANING WIPES
VISA-TCM BANK, N.A.		TRUCK FUEL AND SUPPLIES	369.96
		TOTAL	394.94
DEVELOPMENT SERV	INTERNATIONAL CODE COUNCIL, INC.	MEMBERSHIP RENEWAL	145.00
	VISA-TCM BANK, N.A.	REGISTRATION, SOFTWARE, SE	606.99
	WASHINGTON DISPOSAL LLC.	TRASH NUISANCES	290.00
		TOTAL	1,041.99
LIBRARY	AMAZON CAPITAL SERVICES	DVDS	74.29
	BAKER & TAYLOR	LIBRARY MATERIALS	122.40
	BLACKSTONE PUBLISHING	AUDIOBOOKS	177.09
	IOWA LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL	161.00
	LOEB, JENNIFER	PROGRAMMING FEE	275.00
	VISA-TCM BANK, N.A.	DONATION, BULBS, MEMBERSHI	519.19
		TOTAL	1,328.97
PARKS	ALLIANT ENERGY	ALLIANT ENERGY	1,014.93
	JOHN DEERE FINANCIAL	SUPPLIES	177.65
	VISA-TCM BANK, N.A.	MEALS, CEU'S & SUPPLIES	368.15
		TOTAL	1,560.73
POOL	ALLIANT ENERGY	ALLIANT ENERGY	153.83
		TOTAL	153.83
CEMETERY	ALLIANT ENERGY	ALLIANT ENERGY	542.13
	JOHN DEERE FINANCIAL	DUMP TRUCK PARTS	124.32
		TOTAL	666.45
FINANCIAL ADMINISTRATI	ALLIANT ENERGY	ALLIANT ENERGY	1,552.67
	DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER LEASE	154.98
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	300.00

	KCII	ADVERTISING	309.45
	QUILL	SUPPLIES	266.99
	VISA-TCM BANK, N.A.	MEALS & SUBSCRIPTION	406.69
		TOTAL	2,990.78
AIRPORT	VISA-TCM BANK, N.A.	ZOOM SERVICES	16.04
		TOTAL	16.04
ROAD USE	ALLIANT ENERGY	ALLIANT ENERGY	200.10
	THOMPSON TRUCK AND TRAILER INC.	PARTS	280.05
		TOTAL	480.15
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	76.33
		TOTAL	76.33
HOTEL/MOTEL TAX	VISA-TCM BANK, N.A.	REGISTRATION, SOFTWARE, SE	136.50
	VORTEX DIGITAL BUSINESS SOLUTIONS, INC	WEBSITE HOSTING	340.00
		TOTAL	476.50
CAPITAL PROJECTS	CORE & MAIN LP	TAP VALVE-COUNTRY CLUB SUB	6,600.00
		TOTAL	6,600.00
INDUSTRIAL DEVELOP	WEDG	LOT 8 SALE	1,800.00
		TOTAL	1,800.00
K-9 PROGRAM	AMAZON CAPITAL SERVICES	K9 EQUIPMENT-HOLSTER	42.33
	JOHN DEERE FINANCIAL	K9 FOOD	54.99
		TOTAL	97.32
PARK GIFT	RJ THOMAS MFG. CO. INC	N 18TH ST PAVILION PROJECT	3,611.00
		TOTAL	3,611.00
LIBRARY GIFT	BAKER & TAYLOR	LIBRARY MATERIALS	530.22
		TOTAL	530.22
WATER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	1,445.64
	ION ENVIRONMENTAL SOLUTIONS	LAB SERVICES	124.00
	POSTMASTER	WATER BILL POSTAGE	1,061.69
	STREFF, ROSE	DEC MILEAGE REIMBURSEMENT	6.25
		TOTAL	2,637.58
WATER DISTRIBUTION	ALLIANT ENERGY	ALLIANT ENERGY	47.34
	HY-VEE	SAFETY CLASS	37.43
		TOTAL	84.77
SEWER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	19.07
	ATCO INTERNATIONAL	LIFT STATION CLEANER	779.10
	VISA-TCM BANK, N.A.	LAB SUPPLIES & CONFERENCE	475.95
		TOTAL	1,274.12
SANITATION	WASH CO HUMANE SOCIETY	DECEMBER COLLECTIONS	331.81
		TOTAL	331.81
		TOTAL	42,830.33

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

City of WASHINGTON

Fiscal Year July 1, 2022 - June 30, 2023

The City of WASHINGTON will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2023

Meeting Date/Time: 1/3/2023 06:00 PM

Contact: Kelsey Brown

Phone: (319) 653-6584 ext: 122

Meeting Location: 215 E. Washington Street, Washington, Iowa 52353
City Council Chambers

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	3,984,796	0	3,984,796
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	3,984,796	0	3,984,796
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	501,810	0	501,810
Other City Taxes	6	1,070,561	0	1,070,561
Licenses & Permits	7	106,225	0	106,225
Use of Money & Property	8	256,673	0	256,673
Intergovernmental	9	3,045,318	2,755,685	5,801,003
Charges for Service	10	5,554,805	11,750	5,566,555
Special Assessments	11	25,000	0	25,000
Miscellaneous	12	433,182	396,798	829,980
Other Financing Sources	13	0	4,512,768	4,512,768
Transfers In	14	5,330,598	3,200,227	8,530,825
Total Revenues & Other Sources	15	20,308,968	10,877,228	31,186,196
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	2,141,091	331,025	2,472,116
Public Works	17	1,297,389	0	1,297,389
Health and Social Services	18	0	0	0
Culture and Recreation	19	1,119,351	164,253	1,283,604
Community and Economic Development	20	190,806	0	190,806
General Government	21	1,244,441	261,422	1,505,863
Debt Service	22	1,445,418	17,055	1,462,473
Capital Projects	23	2,406,166	5,450,260	7,856,426
Total Government Activities Expenditures	24	9,844,662	6,224,015	16,068,677
Business Type/Enterprise	25	5,354,073	3,150,488	8,504,561
Total Gov Activities & Business Expenditures	26	15,198,735	9,374,503	24,573,238
Transfers Out	27	5,330,598	3,200,227	8,530,825
Total Expenditures/Transfers Out	28	20,529,333	12,574,730	33,104,063
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-220,365	-1,697,502	-1,917,867
Beginning Fund Balance July 1, 2022	30	7,537,009	-1,109,706	6,427,303
Ending Fund Balance June 30, 2023	31	7,316,644	-2,807,208	4,509,436

Explanation of Changes: Update beginning balance, Public Safety Equipment, Airport Fuel Farm & Solar Project, carryover capital projects from FY22, new officer costs, fire equipment repairs, Wellness Park additions, additional hire/s in cemetery/chamber, debt service payment for new patrol unit, improvements to library and cemetery, carryover housing rehab program

Previously Approved Projects/Purchases

Capital Projects	From	Out Amount	Offsetting RV	RV Source
300 - Capital Equipment	220,900.00	220,900.00	220,900.00	FEIMA Grant (\$183,180)/GO Bond Issue (\$37,710)
300 - Capital Equipment	63,552.84	63,552.84	63,552.84	GO Bond Issue (\$22,280)/Local Bank Loan (\$63,552.84)
301 - Airport Fuel Farm	327,629.00	327,629.00	278,454.66	85% State Funded Grant
301 - Airport Solar Project	140,000.00	140,000.00	140,000.00	Federal Grant
301 - Wellness Development	730,000.00	730,000.00	800,000.00	GO Bond Issue
301 - East Adams Paving	1,513,015.00	1,513,015.00	1,513,015.00	GO Bond Issue
301 - Picketball Courts	25,000.00	25,000.00	25,000.00	Donations
301 - MSJ - Country Club View Subdivision	1,080,000.00	1,080,000.00	800,000.00	GO Bond Issue
301 - W 5th Lexington	67,581.81	67,581.81	67,581.81	State Reimbursement
301 - W Buchanan	1,100,000.00	1,100,000.00	1,332,418.00	State DOT Reimbursement
301 - Railroad Quiet Zone Study	36,000.00	36,000.00	26,988.00	State Grant
301 - Woodlawn Cemetery Gates	60,000.00	60,000.00	8,896.00	Partner Reimbursement
310 - Wellness Park	15,000.00	15,000.00	205,100.00	Riverboat Grant/Donations
310 - Wellness Park	346,034.00	346,034.00	310,000.00	NLW Phase 2 Sale Proceeds
315 - Residential Development	10,000.00	10,000.00	3,079,215.00	COBEG (\$500,000) & GO Bond Proceeds (\$2,479,215)
603 - Water Capital Projects	3,079,215.00	3,079,215.00		Transfer from Sewer Plant
613 - Sewer Capital Projects	8,512.66	8,512.66		

Previously Approved Projects/Purchases

Other Expenses	From	Out Amount	Offsetting RV	RV Source
001 - General Fund (Police)	6230	9,738.03		
001 - General Fund (Police)	6181	4,232.95		
001 - General Fund (Police)	6332	6,162.28		
001 - General Fund (Fire)	8310	2,289.50		
001 - General Fund (Fire)	6331	2,000.00		
001 - General Fund (Fire)	6332	7,760.00		
001 - General Fund (Fire)	6599	14,398.00		
001 - General Fund (Cemetery)	6010-6152	49,397.94		16818.36 Insurance Reimb for Marengo Fire 12/8/22
001 - General Fund (Cemetery)	6489	15,000.00		11,750.00 Cemetery Rate Increase
010 - Chamber Reimbursement	6010-6152	111,806.75		
200 - Debt Service	6801/6851	17,056.25		
124 - Hotel/Motel Tax	4440	980.89		81,948.87 Chamber Reimbursement/Hotel Motel Transfer
145 - Housing Rehab	6789	148,535.00		12,028.00 Car charging station grant
550 - Park Gift	6320	10,000.00		148,535.00 COBEG (\$115,000)/ECHITE Grant (\$33,535)
570 - Library Gift	6480	70,000.00		Transfer in from Municipal Grant \$
570 - Library Gift	6502	5,000.00		5,000.00 Foundation Reimbursement
570 - Library Gift	6506	1,000.00		1,000.00 Foundation Reimbursement
570 - Library Gift	6509	1,000.00		1,000.00 Foundation Reimbursement
570 - Library Gift	6721	7,500.00		14,500.00 Gift Donation
580 - Cemetery Gift	6589	5,355.00		
600 - Water Fund	6350	32,760.00		
600 - Water Fund	6502	30,000.00		

Total \$9,374,502.92 \$7,677,001.78

Transfers (Included Above)

From	To	In Amount	Purpose
Capital Projects	Capital Equip	54,765.00	Public Safety Equip
Capital Projects	Capital Projects	49,144.00	Fuel Farm
ARPA CP	Capital Projects	125,000.00	MSJ Sewer Boring
Road Use	Capital Projects	36,000.00	Railroad Quiet Zone Study
General Fund	Capital Projects	33,017.00	Woodlawn Cemetery Gates
Riverboat Cap Proj	Wellness Park	5,104.00	Storage Shed - Wellness Park
Riverboat Cap Proj	Wellness Park	100,000.00	Wellness Park Playground
Park Gift Fund	Wellness Park	36,500.00	Wellness Park Playground
Hotel Motel	Wellness Park	10,000.00	Wellness Park Playground
Hotel Motel	Chamber Reimb	29,957.89	Marketing Position
Riverboat Cap Proj	Park Gift	10,000.00	N 18th Pavilion
Sewer Plant	Water Plant	40,000.00	Pool Sand Filter Set Aside
Water CP	Water Plant	1,577.50	Interest payment correction from FY22
Capital Projects	Water CP	67,433.60	Principal payment correction from FY22
Sewer Plant	Water CP	2,479,215.00	Reverse transfer from FY22 year end covering water main expenses
Water Fund	Sewer CP	8,512.66	Water Main Project
Water Fund	Sewer CP	3,200,226.65	Cover old plant demo expenses

Other Notes

- Replacement SCBA's - Fire Equipment
 - Additional Police Patrol Unit - 4 yr loan from Federation
 - 15% Airport Funded with transfer
 - Carryover project FY22 - Phase 2 NLW subdivision
 - Carry over project from FY22 using GO Bonds from 2020/Special Assessments
 - Carryover project from FY22
 - Includes sewer being as well as our portion of infrastructure; funded by ARPA, fundstransfers
 - Carryover project from FY22
 - Carryover project from FY22
 - Covered by Road Use Transfer until CP Railroad merger complete
 - Carryover project from FY19
 - Wellness Park storage shed; Transfer from Municipal Grant Funds for remainder
 - Wellness Park playground; Transfers from Park gift, municipal grant, and hotel motel
 - Carryover project from FY22 - Engineering exp for NLW Phase 2
 - Water Main Project, East Main, W Madison
 - Carryover project from FY22 - demo of old sewer plant
- Other Notes**
- Academy cost for Officer Brdecka
 - Uniform expense for Officer Brdecka
 - Patrol Unit 307 engine replacement
 - A/C Repair
 - Fuel expenses from June carried over to July
 - exhaust fix on Truck #4; Rebuilt of ladder truck water/pump valves
 - Purchase of foam used to fight Marengo Fire, hopefully reimbursed by insurance company
 - Hire of additional cemetery full time employee
 - Grave Digging Contract
 - Chamber addition of 2 full time positions - Marketing/Outreach (funded 50% by HIM Tax) & Events Coordinator
 - See above, purchase of patrol unit
 - Changing station was purchased last fiscal year, electric work completed this year
 - Housing rehab program (started in previous fiscal year)
 - N 18th Soccer Pavilion
 - Basement design/renovation
 - 100 Books Before Kindergarten Grant/childrens programming
 - 100 Books Before Kindergarten Grant
 - 100 Books Before Kindergarten Grant/childrens programming
 - Childrens programming and equipment
 - Woodlawn fence repair
 - Well #7 pump
 - Meter bulk order

*Jaron P. Rosien, Mayor
Sally Hart, City Clerk
Kevin Olson, City Attorney
Deanna McCusker, City
Administrator*



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

December 27, 2022

To: Mayor & City Council
Cc: Sally Hart, City Clerk & Kelsey Brown, Finance Director

From: Deanna McCusker
City Administrator

Re: Sale of Lot 3 in the Business Park

Kyle Llewellyn wishes to purchase Lot 3 in phase 1 in the Business Park for a semi maintenance shop. They have agreed to \$27,300 for the purchase price of Lot 3, which is only .79 acres based on the price of \$30,000 for an acre lot. They would like to close March 1st on the property.

WEDG has also been involved with the sale discussions and are agreeable to the \$27,300 purchase price.

I would recommend to City Council that we approve this purchase of Lot 3.

Thank you for your consideration.

RESOLUTION NO. _____

RESOLUTION APPROVING A PURCHASE AGREEMENT WITH KYLE LLEWELLYN
FOR LOT 3, WASHINGTON BUSINESS PARK SUBDIVISION, PHASE 1.

WHEREAS, the City of Washington and the Washington Economic Development Group (“WEDG”) entered into a Real Estate Purchase Agreement for the marketing and sale of lots in the Washington Business Park Subdivision – Phase 1 (the “Subdivision”), which requires approval from the City prior to selling lots in said subdivision; and

WHEREAS, Kyle Llewellyn (“Llewellyn”) has negotiated a Purchase Agreement with WEDG to sell Lot 3 in said Subdivision for \$23,700; and

WHEREAS, to that end, the City Attorney has drafted an agreement to reflect the same which now requires approval by the City Council.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Washington, Iowa, that the aforementioned Purchase Agreement between WEDG and Kyle Llewellyn, is hereby ratified and approved.

Passed and approved this 3rd day of January, 2022.

Jaron Rosien, Mayor

ATTEST:

Sally Y. Hart, City Clerk

RESOLUTION NO. _____

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

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

WHEREAS, trash and junk was removed from the following listed property owners:

The property of Farrier, Troy A. C. located at 514 S Ave. C. for the amount of \$120.00.
Legal description (09 04 ORRS SD LOT 10 & N 6 FT) Parcel Number (1117360003).

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

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

Passed and Approved this 3rd day of January, 2023.

Jaron Rosien, Mayor

Attest:

Sally Y. Hart, City Clerk

RESOLUTION NO. _____

A RESOLUTION APPROVING ENTERING INTO A TASK ORDER WITH FOX STRAND
TO COMPLETE A CONCEPTUAL LAYOUT FOR THE DOWNTOWN STREETSCAPE
PROJECT

WHEREAS, the City Council did enter into a Master Agreement with Fox Engineering on May 1, 2013; and,

WHEREAS, the Downtown Streetscape has been identified as a top priority during the goal setting session that was held in October, 2022; and,

WHEREAS, the first step is to have a conceptual layout designed and to develop an estimated cost of completing the project; and,

WHEREAS, Fox Strand has provided a lump sum amount of \$21,500 to complete the Downtown Streetscape study and develop a concept layout.

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

Section 1. The City Council hereby approves the Task Order by Fox Strand attached to this Resolution.

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

PASSED AND APPROVED this 3rd day of January, 2023.

Jaron P. Rosien, Mayor

ATTEST:

Sally Y. Hart, City Clerk

Task Order

In accordance with paragraph 1.01 of the Master Agreement between the City of Washington (Owner) and FOX Strand (Engineer) for Professional Services dated May 1, 2013 ("Agreement"), Owner and Engineer agree as follows:

Specific Project Data

A. Title: Downtown Streetscape Study

B. Description: This project consists of providing the Owner a conceptual layout for a downtown streetscape project in the following areas:

- a. Project high priority areas includes approximately seven (7) blocks as follows:
 - E. Main St. from N. Iowa Ave. to N. 2nd Ave.
 - E. Main St. from N. B Ave. to N. Marion Ave.
 - W. Washington Street from S. B Ave. to S. Marion Ave.
 - S. Marion Ave. from W. Washington St. to W. Jefferson St.
 - S. Iowa Ave. from E. Washington St. to E. Jefferson St.
 - N. Marion Ave. from W. Main St. to W. 2nd St.
 - N. Iowa Ave. from E. Main St. to E. 2nd St.
- b. Project limited streetscape areas include approximately ten (10) blocks as follows:
 - E. 2nd St. from N. Iowa Ave. to N. 2nd Ave.
 - W. 2nd St. from N. B Ave. to N. Marion Ave.
 - N. Iowa Ave. from E. 2nd St. to the Canadian Pacific Railroad (CPRR) crossing.
 - N. Marion Ave. from W. 2nd St. to the CPRR crossing.
 - E. Jefferson St. from S. Iowa Ave. to S. 2nd Ave.
 - W. Jefferson St. from S. Marion Ave. to S. B Ave.
 - S. Iowa Ave. from E. Jefferson St. to E. Madison St.
 - S. Marion Ave. from W. Jefferson St. to W. Madison St.

1. Services of Engineer - Services of Engineer for this Task Order No. 7046.022.1 shall be as per Exhibit A of the Master Agreement except as modified below (*Paragraph and Sub-paragraph numbering below coincides with the particular Paragraph and Sub-paragraph numbering of Exhibit A of the Master Agreement for which modifications are hereby made*):

Part 1 -- Basic Services

A1.01 Study and Report Phase – As per Exhibit A of the Master Agreement, except for services specifically identified in this document as part of the Basic Services.

A.8.1 Background Data Collection

- a. Review existing available drawings as provided by the Owner from the project area and previous streetscaping projects.
- b. Review planned utility improvements in the areas based on Owner's planning documents.

A.8.2 Project Area

- a. Review planned priority streetscape areas provided by Owner. Review priority areas with Owner.
- b. Review planned limited streetscape areas provided by Owner. Review project limits and the scope of limited streetscaping with Owner.
- c. Attend one site visit with Owner.

A.8.3 Development of Conceptual Plan for Priority Streetscape Areas

- a. Review approximate extents of roadway replacements.
- b. Review approximate extent of sidewalk replacements.
- c. Include planned underground water main utility replacement in targeted priority areas as provided by Owner.
- d. Review parking areas for traffic and parking modifications at intersections and near pedestrian crossings.
- e. Incorporate concrete pavers in the conceptual layout at crosswalks and other off-street areas for Owner's budgeting purposes.
- f. Review options for landscaping areas and incorporate the Owner's preferences for landscaping areas. Specific plantings will not be included as part of this study.
- g. Incorporate streetscape amenity designated areas. Specific details of the amenities will not be incorporated as part of this study.

A.8.4 Development of Conceptual Plan for Limited Streetscape Areas

- a. Review approximate extents of sidewalk replacement.
- b. Review pedestrian crosswalk modifications such as location, striping, and surfacing.
- c. Include planned underground water main utility replacement in targeted priority areas as provided by Owner.
- d. Attend one meeting with Owner to review the concept plan. Incorporate Owner's changes as appropriate.

A.8.5 Project Summary Report

- a. Provide a summary of the conceptual plan areas.
- b. Prepare an opinion of probable project cost for the priority and limited streetscaping areas.

A1.02 Preliminary Design Phase – This phase is not applicable.

A1.03 Final Design Phase – This phase is not applicable.

A1.04 Bidding or Negotiating Phase - This phase is not applicable.

A1.05 Construction Phase - This phase is not applicable.

A1.06 Post-Construction Phase - This phase is not applicable.

Part 2 – Additional Services

A2.01 Additional Services Requiring Owner's Authorization - As per Exhibit A of the Master Agreement, except for services specifically identified in this document as part of the Basic Services.

2. Owner's Responsibilities - Owner Responsibilities for this Task Order shall be as per Exhibit B of the Master Agreement.

3. Times for Rendering Services - shall be as follows:

Engineer and Owner are aware that there are factors outside the Engineer's control that may affect the Engineer's schedule for completing the services under this Task Order. The Engineer will perform services consistent with the Standard of Care.

Phase	Anticipated Dates for Completion
DRAFT Project Summary Report	February 1, 2023
Final Project Summary Report	February 17, 2023

4. Payments to Engineer for Services and Reimbursable Expenses

Payments to Engineer shall be in accordance with Exhibit C of the Master Agreement. Specifically, Owner shall pay Engineer for services as follows:

Additional Services	Fee Basis	Amount
Downtown Streetscape Study	Lump Sum	\$21,500

5. Engineer's Consultants:

None.

6. Other Modifications to Master Agreement:

The term of the Master Agreement is hereby extended to the completion date of the services under this Task Order if that should extend beyond the current term of the Master Agreement.

7. Attachments – None.

8. Documents Incorporated By Reference – Master Agreement between Owner and Engineer for Professional Services dated May 1, 2013.

Approval and Acceptance: Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Agreement. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, 2023.

Engineer

Joseph M. Bunker 12/29/22
Signature Date

Joseph M. Bunker
Name

Corporate Secretary
Title

Owner

Signature Date

Name

Title

Authorized Representative for Task Order:

Steven P. Soupier, P.E.
Name

Project Manager
Title

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

steve.soupir@strand.com
E-Mail Address

515-233-0000
Phone

515-233-0103
Fax

Authorized Representative for Task Order:

Deanna McCusker
Name

City Administrator
Title

215 E. Washington Street
Address

dmccusker@washingtioniowa.gov
E-Mail Address

319-653-6584 X134
Phone

319-653-5273
Fax

CHANGE ORDER NO.: 1

Owner:	City of Washington	Owner's Project No.:	
Engineer:	FOX Strand	Engineer's Project No.:	3424-20B
Contractor:	Cornerstone Excavating, Inc.	Contractor's Project No.:	
Project:	2022 Washington Water Main Improvements		
Contract Name:	2022 Washington Water Main Improvements		
Date Issued:	12/29/2022	Effective Date of Change Order:	January 4, 2023

The Contract is modified as follows upon execution of this Change Order:

Item 1: Remove Division 12 (W. Washington Blvd) from the contract including bid items 12.01 through 12.36. The total deduct sum of all the Division 12 bid items is \$559,426.00.

Item 2: Change bid item 13.01 from a 6.5-inch, 10' wide PCC Multiuse Bike Trail to a 5-inch, 5' wide sidewalk at a cost of \$130.35 per square yard for approximately 367 square yards. Deduct \$10,881.55.

Attachments: Division 12 Bid Items.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 3,668,641.25	Original Contract Times: Substantial Completion: November 24, 2023 Ready for final payment: December 29, 2023
Decrease from previously approved Change Orders: \$ 0.00	[Increase] [Decrease] from previously approved Change Orders No.1 to No. __: Substantial Completion: 0 days Ready for final payment: 0 days
Contract Price prior to this Change Order: \$ 3,668,641.25	Contract Times prior to this Change Order: Substantial Completion: November 24, 2023 Ready for final payment: December 29, 2023
Decrease this Change Order: \$ 570,307.55	[Increase] [Decrease] this Change Order: Substantial Completion: 0 days Ready for final payment: 0 days
Contract Price incorporating this Change Order: \$ 3,098,333.70	Contract Times with all approved Change Orders: Substantial Completion: November 24, 2023 Ready for final payment: December 29, 2023

Recommended by Engineer (if required)
By: [Signature]
Title: Project Manager
Date: 12/29/2022

Accepted by Contractor
[Signature]
12/29/2022

Authorized by Owner
By: _____
Title: _____
Date: _____

Approved by Funding Agency (if applicable)

No.	Description	Quantity	Unit	Unit Price	Total Price
Division 12 - Washington Blvd.					
12.01	Cap Existing Water Main In Place	7	EA	\$ 1,680.00	\$ 11,760.00
12.02	Tapping Valve Assembly, 4"X4"	2	EA	\$ 5,150.00	\$ 10,300.00
12.03	Tapping Valve Assembly, 12"X8"	2	EA	\$ 10,075.00	\$ 20,150.00
12.04	Water Main, 8-Inch, Case 2, Trenchless PVC Or Di	848	LF	\$ 220.00	\$ 186,560.00
12.05	Water Main Service, 1-Inch Hardware, Connection To Existing	18	EA	\$ 490.00	\$ 8,820.00
12.06	Water Main Service Pipe Trenchless; 1-Inch Copper	869	LF	\$ 80.00	\$ 69,520.00
12.07	Water Main Service Pipe Trenched, 1-Inch Copper	30	LF	\$ 57.00	\$ 1,710.00
12.08	Water Service Curb Stop & Box	18	EA	\$ 475.00	\$ 8,550.00
12.09	Water Main Service Pipe, Abandon Existing	18	EA	\$ 375.00	\$ 6,750.00
12.10	Fire Hydrant Assembly	1	EA	\$ 8,540.00	\$ 8,540.00
12.11	Water Main, 8-Inch Resilient Wedge Gate Valve	2	EA	\$ 3,600.00	\$ 7,200.00
12.12	Sidewalk Removal And Disposal	114	SY	\$ 14.50	\$ 1,653.00
12.13	PCC Sidewalk, 5-Inch	115	SY	\$ 300.00	\$ 34,500.00
12.14	Pavement Removal And Disposal	184	SY	\$ 14.50	\$ 2,668.00
12.15	Brick Paver Removal And Salvage	25	SY	\$ 325.00	\$ 8,125.00
12.16	Removal Of Curb And Gutter	40	LF	\$ 32.50	\$ 1,300.00
12.17	Driveway Pavement Removal And Disposal	25	SY	\$ 22.00	\$ 550.00
12.18	PCC Full Depth Patch	126	SY	\$ 175.00	\$ 22,050.00
12.19	PCC Curb And Gutter, 30-Inch	40	LF	\$ 75.00	\$ 3,000.00
12.20	Brick Paver Patch, Restoration Of Existing Pavers	65	SY	\$ 223.00	\$ 14,495.00
12.21	PCC Residential Driveway Pavement, 6-Inch	26	SY	\$ 150.00	\$ 3,900.00
12.22	Hydraulic Seeding, Fertilizing, And Mulching - Type 1	0.50	AC	\$ 8,500.00	\$ 4,250.00
12.23	Compaction Testing	1	LS	\$ 6,225.00	\$ 6,225.00
12.24	Removals, Miscellaneous	1	LS	\$ 10,250.00	\$ 10,250.00
12.25	Remove And Replace Signage	1	LS	\$ 4,585.00	\$ 4,585.00
12.26	Topsoil, Strip, Stockpile, Furnish, And Respread	1	LS	\$ 12,500.00	\$ 12,500.00
12.27	Clearing And Grubbing, Tree Removal, Tree Trimming	1	LS	\$ 7,500.00	\$ 7,500.00
12.28	Water Main, Connect To Existing, W. Washington Blvd And S. F Ave.	1	LS	\$ 10,500.00	\$ 10,500.00
12.29	Water Main, Connect To Existing, W. Washington Blvd And S. D Ave.	1	LS	\$ 10,500.00	\$ 10,500.00
12.30	Pcc Pavement Samples And Testing	1	LS	\$ 5,500.00	\$ 5,500.00
12.31	Traffic Control & Staging	1	LS	\$ 5,500.00	\$ 5,500.00
12.32	Mobilization	1	LS	\$ 25,500.00	\$ 25,500.00
12.33	Exploratory Digging	1	LS	\$ 7,850.00	\$ 7,850.00
12.34	Water Main Testing And Disinfection	1	LS	\$ 5,500.00	\$ 5,500.00
12.35	Water Main Disconnections	1	LS	\$ 4,865.00	\$ 4,865.00
12.36	Water Main Casing With Watertight End Seals, Dip, 8-Inch	20	LF	\$ 315.00	\$ 6,300.00
ENGINEER'S COMPUTED TOTAL ITEMS NO. 12.01 THROUGH 12.36					\$ 559,426.00

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



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

MEMO

To: Mayor & City Council
From: Brendan DeLong, Fire Chief
RE: DNR grant MOU

Mayor & Council –

Back in October of 2022, I applied for some grant assistance from the Iowa DNR Forestry Fire Program. This program is for towns under 10,000 population and can be used for certain projects.

The project I applied for was for radio upfit assistance for our new pickup that has yet to arrive. The cost of a handheld radio & mobile mount radio is expensive due to the radio upgrade in our county. The cost for this \$7,750. This grant funds 50% of that which is \$3,875. The remaining balance of the radio upfits can be absorbed in my FY23 budget.

I am requesting approval of this memorandum of understanding with the DNR so we can get these funds.

Sincerely,

A handwritten signature in black ink, appearing to read "B. DeLong", written over a horizontal line.

Brendan DeLong
Fire Chief



Iowa Department of Natural Resources
Forestry - Fire Program

Gail Kantak, Fire Supervisor
2404 South Duff Ave.
Ames, IA 50010

Phone: (515) 233-8067 ext 1
Cell: (515) 689-0083
Gail.Kantak@dnr.iowa.gov

November 30, 2022

Washington Fire Department
Brenda DeLong
215 E Washington St
Washington, IA 52353

Dear Chief DeLong,

The DNR Forestry – Fire Program is pleased to inform you that your application for **2022 Volunteer Fire Assistance Grant** funds was approved for the following:

**US Forest Service
& DNR Forestry – Fire Program
2022 VFA GRANT**

**FEDERAL ASSISTANCE
APPROVED
\$ 3875**

FOR:
1 HANDHELD/PROGRAMMABLE RADIO; 1 MOBILE RADIO

Note: NO SINGLE ITEM PURCHASED AT \$5000 OR MORE IS ELIGIBLE!

To confirm your desire to use this allocation as identified above, you must sign and return the enclosed Memorandum of Understanding by January 31, 2023.

RECORD KEEPING

It is necessary for you to keep the following records for state and federal auditing purposes:

1. Copy of the Memorandum of Understanding (MOU) between your department and the DNR Forestry – Fire Program.
(Return original to DNR by January 31, 2023).
2. Source documents, such as paid invoices, time reports showing hours of volunteer work, copies of cancelled checks or evidence of payment, etc. – **All invoices must be dated between October 1, 2021 and June 30, 2023**
3. Records that show the source of the department funds and how funds were spent on this project.
4. Copy of the **Project Billing Certification Packet** (i.e., Project Billing Certification form, copies of paid invoices and evidence that invoices have been paid.) **(This packet, with original signatures, must be submitted to the DNR by July 31, 2023)**

5. Accountability records showing current status of equipment over \$1000 in value purchased under this agreement. All equipment with serial numbers and/or over \$1000 in value must be recorded. None of this equipment can be sold or disposed of without prior approval of the State Forester for a period of three years.
6. VFA grants are federally funded through **CFDA #10.664 from the US Department of Agriculture through the Forest Service Office**. If your entity is required to have a single audit in accordance with OMB circular A-133, a copy of the audit report will be provided to the DNR if any findings noted are related to the award provided by the DNR. If no findings relate to the DNR award, a notification letter will be provided to the DNR stating findings noted did not relate to the DNR award.

PROJECT BILLING

These federal Volunteer Fire Assistance funds are available to you upon submission of your completed:

- **Memorandum of Understanding** *(Submitted to DNR by January 31, 2023)*
- **Project Billing form;**
- **Copies of paid invoices**
(dated between October 1, 2021 and June 30, 2023); and
- **Evidence that the invoices have been paid.**

**Submitted to
DNR by
July 31, 2023**

To: Gail Kantak
Fire Supervisor
DNR Forestry – Fire Program
2404 South Duff Avenue
Ames, Iowa 50010-8093
Phone: 515-689-0083

Sincerely,



Gail A. Kantak
Fire Supervisor – DNR Forestry – Fire Program
Enclosure: Project Billing Form
Memorandum of Understanding

2022 Volunteer Fire Assistance (VFA) Grants Program Memorandum of Understanding

This Memorandum of Understanding, is made and entered into this 30th day of **November, 2022**, by and between the Iowa Department of Natural Resources – Division of Conservation and Recreation – Forestry – Fire Program (hereinafter referred to as the “Forestry – Fire Program”) and the Washington Fire Department (hereinafter referred to as the “Grantee”).

WITNESSETH THAT:

WHEREAS, the Grantee protects a community of less than 10,000 citizens, and

WHEREAS, the control of timber, grass, and wildland fires in, and adjacent to, rural and suburban areas is essential to an effective fire control program, and

WHEREAS, the Grantee is actively engaged in the prevention and suppression of all fires in and adjacent to rural and suburban area, and

WHEREAS, the Grantee can more adequately carry out this function if additional equipment is available, and

WHEREAS, the Forestry – Fire Program is authorized by Congress to provide such protection agencies with Fiscal Year 2022 Grant Funds for the Volunteer Fire Assistance Program, and

WHEREAS, this VFA grant program provides up to 50% cost-share, not to exceed \$4500, for the following items requested in the 2022 VFA Application:

1 HANDHELD/PROGRAMMABLE RADIO; 1 MOBILE RADIO
--

Note: NO SINGLE ITEM PURCHASED AT \$5000 OR MORE IS ELIGIBLE!

The parties to this memorandum of understanding do hereby agree as follows:

THE FORESTRY - FIRE PROGRAM AGREES:

1. To make available, based upon the FY 2022 Grantee application, **\$ 3875** of **VFA Funds** to the Grantee.
2. Upon receipt of the appropriate **Project Billing documentation**, (to be received by the Forestry – Fire Program **no later than July 31, 2023**, the Forestry – Fire Program will release 50% of the approved project costs up to the amount of the allocation made above.

THE GRANTEE AGREES:

1. **That no single item will be purchased at \$5000 or more.**
2. To return to the DNR Forestry – Fire Program – Attn: Gail Katak, DNR Fire Supervisor, 2404 South Duff Ave., Ames, IA 50010 a **signed copy of this Memorandum of Understanding by January 31, 2023.**
3. To submit documentation of only expenditures:
 - that are **less than \$5000** total value for a single item,
 - that have been paid in full,
 - that are identifiable and in accordance with the approved request and
 - that have been **incurred between October 1, 2021 and June 30, 2023.**
4. To submit the completed **Project Billing Certification** form, copies of **paid invoices** and **evidence that the invoice has been paid** in accordance with the approved application **no later than July 31, 2023.**
5. That the matching funds have not been derived from any federal source.

6. Grantee is not involved in any court litigation or lawsuits wherein it is alleged by private parties or the United States that persons were, on grounds of race, color, sex, or national origin excluded from participation in, denied benefits of, or otherwise subject to discrimination in the action or facilities of the Grantee.
7. Since VFA grants are federally funded through CFDA #10.664 from the US Department of Agriculture through the Forest Service Office, if your entity is required to have a single audit in accordance with OMB circular A-133, a copy of the audit report will be provided to the DNR if any findings noted are related to the award provided by the DNR. If no findings relate to the DNR award, a notification letter will be provided to the DNR stating findings noted did not relate to the DNR award.


IT IS MUTUALLY AGREED:

That if an item is purchased at \$5000 or more, that item will be considered ineligible and no percentage of it will be reimbursed.

That if the completed Project Billing documentation is not received by **July 31, 2023** the allocation will be **cancelled** and upon cancellation this memorandum of understanding will be null and void.

IN WITNESS WHEREOF, the parties by and through their duly qualified and acting officials have hereunto set their hands.

**FORESTRY – FIRE PROGRAM
DIVISION OF CONSERVATION AND RECREATION
IOWA DEPARTMENT OF NATURAL RESOURCES**

BY: 
Gail A. Kantak, DNR Fire Supervisor
For Jeff Goerndt, State Forester

Date: November 30, 2022

BY: _____
(Mayor or other official)

Phone: _____

Date: _____

BY: 
(Fire Chief)

Phone: 319-653-2239

Date: 12/29/2022

E-Mail: bdelong@washingtowiowa.gov

FOR OFFICIAL USE ONLY:

Fire Department: **Washington Fire Department**
Approved for \$ **3875** from **Consolidated** Funds

**Cancelled if NOT
RETURNED
BY JULY 31, 2023**

- Assistance (VFA Grant Funds): \$ _____
- Participants Contribution: \$ _____
- TOTAL PROJECT Expenditures: \$ _____

**2022 VOLUNTEER FIRE ASSISTANCE
PROJECT BILLING CERTIFICATION**

I certify

- that this billing is correct and just and is based upon actual payment(s) of record by the participant;
- that payment from the state has not been received;
- that the equipment and services are in accordance with the approved application.

I further certify

- that the matching funds of the participant have not been derived from federal sources;
- that the participant is not involved in any court litigation or lawsuits wherein it is alleged by private parties or the United States that persons were, on the grounds of race, color, sex, or national origin excluded from participation in, denied benefits of, or otherwise subject to discrimination in the action or facilities of the participant.
- that since VFA grants are federally funded through CFDA #10.664 from the US Department of Agriculture through the Forest Service Office, if our department required to have a single audit in accordance with OMB circular A-133, a copy of the audit report will be provided to the DNR if any findings noted are related to the award provided by the DNR. If no findings relate to the DNR award, a notification letter will be provided to the DNR stating findings noted did not relate to the DNR award.

I understand that any deviation from the original application may jeopardize our federal assistance.

Fire Department: **Washington Fire Department**

Approved for \$ **3875** from 2022 VFA Funds (up to 50% of estimated project expenditures, not to exceed specified allocation)

Federal Tax ID #: 42-6005318

DUNS#: 087128161

(check to make sure the FED ID # and the DUNS#'s are correct and are for the same agency)

Department/Agency

Fiscal Officer*

(Signature)

(Typed/Printed Name)

(E-Mail Address)

(Phone Number)

(Date Signed)

Fire Chief*


(Signature)

Brendan Delong
(Typed/Printed Name)

bdelong@washingtoniowa.gov
(E-Mail Address)

319 653 7239
(Phone Number)

12/29/2022
(Date Signed)

***Both signatures are required to receive payment.**

Grant awarded to:

Name: **Washington Fire Department**
 Address: **215 E Washington St**
 City, State, Zip: **Washington, IA 52353**

ORDINANCE NO.

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 63.04 "SPEED 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 Phrase.** A new Section 63.04 (7D), "Special 45 MPH Speed Zones", is added as follows:

"On State Highway 92 beginning 1020' from Wiley Avenue going west."

SECTION 2. **Add Phrase.** A new Section 63.04 (7E), "Special 45 MPH Speed Zones", is added as follows:

"On State Highway 92 beginning 340' from Airport Road going East."

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

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

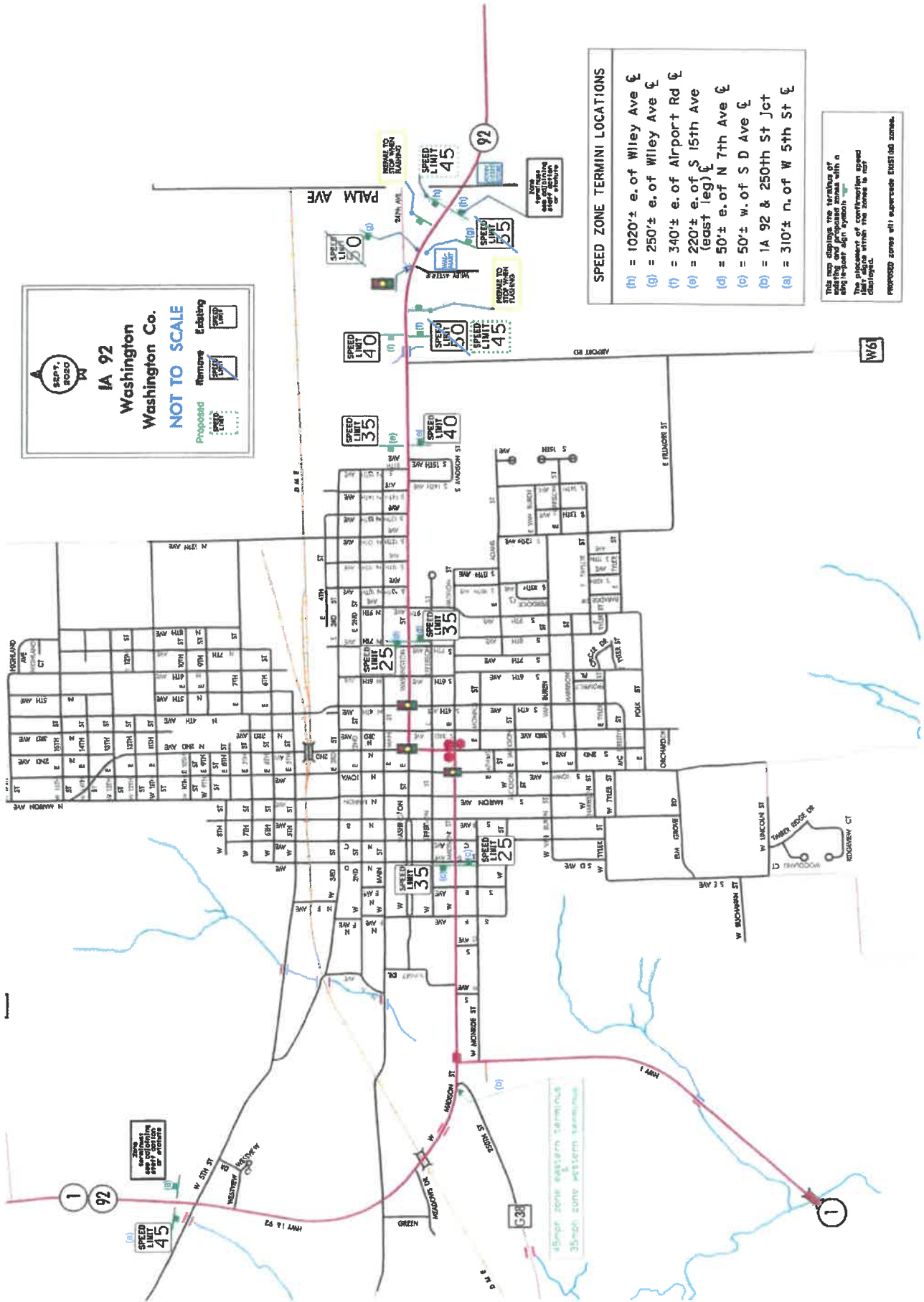
Passed and approved this ____ day of _____, 2023.

Jaron Rosien, Mayor

ATTEST:

Sally Y. Hart, City Clerk

IA 92
 Washington
 Washington Co.
NOT TO SCALE
 Proposed:
 Remove:
 Existing:



- SPEED ZONE TERMINI LOCATIONS**
- (h) = 1020'± e. of Wiley Ave ♻️
 - (g) = 250'± e. of Wiley Ave ♻️
 - (f) = 340'± e. of Airport Rd ♻️
 - (e) = 220'± e. of S 15th Ave (east leg) ♻️
 - (d) = 50'± e. of N 7th Ave ♻️
 - (c) = 50'± w. of S D Ave ♻️
 - (b) = IA 92 & 250th St Jct
 - (a) = 310'± n. of W 5th St ♻️

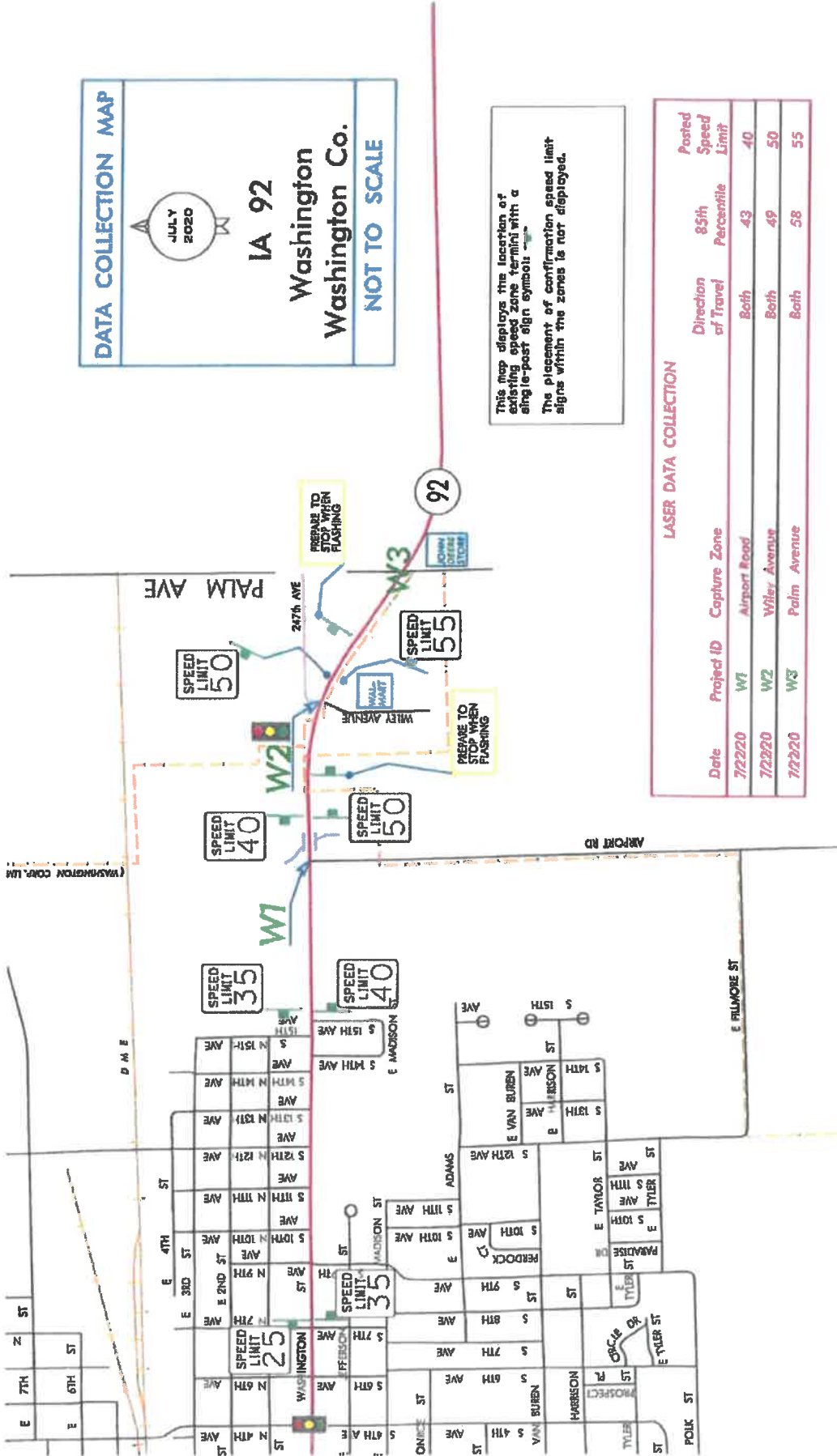
This map displays the termini of existing and proposed zones with a blue in-pour sign symbol. The placement of confirmation signs within the zones is not designated. Proposed zones will supersede existing zones.

DATA COLLECTION MAP

JULY 2020

IA 92
Washington Co.

NOT TO SCALE



This map displays the location of existing speed zone termini with a single-post sign symbol. The placement of confirmation speed limit signs within the zones is not displayed.

LASER DATA COLLECTION

Date	Project ID	Capture Zone	Direction of Travel	85th Percentile	Posted Speed Limit
7/22/20	W1	Airport Road	Both	43	40
7/22/20	W2	Willey Avenue	Both	49	50
7/22/20	W3	Palm Avenue	Both	58	55

Jaron P. Rosien, Mayor
Deanna McCusker, City Administrator
Kelsey Brown, Finance Director
Sally Y. 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

Memorandum

December 29, 2022

To: Mayor & City Council

CC: Deanna McCusker, City Administrator, & Kelsey Brown, Finance Director

From: Sally Y. Hart, City Clerk

Re: Mobile Food Vendors

The Mayor and staff have reviewed the City's currently mobile food vendor requirements, as the City has seen more mobile food vendors recently. We reviewed similar ordinances from other cities in Iowa for comparison.

At this time, the City has a \$10 per day policy for food trucks operating on public property and a peddler's license for those operating on private property at the following rates: \$2 application fee with \$3/day, \$15/week, and \$50/month.

The proposed change would be for all mobile food vendors operating within city limits and would require an annual inspection by the fire department. The changes would streamline the process. Mobile food vendors would first have an inspection by the fire department and then apply for an annual license with the City Clerk's office. The vendors would then notify the City Clerk at least two days in advance of setting up so that city staff is aware of when and where vendors will be operating.

The fees for the inspections and annual license will be set by the City Council by Resolution. This would allow the Council to change the fees as you see fit in the future.

This also provides a penalty for vendors who operate without an inspection and license.

The changes will not be applied to mobile food vendors associated with the weekly Farmers' Market or special events approved by City Council.

CHAPTER 130
PUBLIC SALE OF FOOD AND BEVERAGES, ~~AND NON-FOOD ITEMS~~
~~ON CITY PROPERTY~~ FROM MOBILE FOOD VENDORS IN CITY LIMITS

<u>130.01</u> Purpose	<u>130.04</u> Vendor Fees
<u>130.02</u> Definition	
<u>130.03</u> 2 Vendor Mobile Food License Required	<u>130.05</u> Nuisance
<u>130.04</u> 3 Vendor License Application	<u>130.06</u> Exception
<u>130.05</u> Performance Standards	
<u>130.06</u> Property Owner/Lessee Responsibility	
<u>130.07</u> License Fees	
<u>130.08</u> Compliance with the Law	
<u>130.09</u> Suspension or Revocation of License	
<u>130.10</u> Penalty	

130.01 PURPOSE

The purpose of this chapter is to provide rules, regulations and restrictions concerning the sale of any consumable food and beverage, ~~or non-food item~~ from a Mobile Food Vendor within the Washington City limits. ~~upon any publicly-owned City property including but not limited to streets, sidewalks, parks, rights-of-way, parking lots, and other public grounds owned by the City.~~ The provisions of this chapter are enacted for the protection of the health, safety, and welfare of the citizens of the City.

130.02 DEFINITION

“Mobile food vendor” means a person engaged in the business of selling food or beverages from a mobile food unit (self-contained motorized vehicle, trailer or pushcart).

130.03 ~~VENDOR. MOBILE FOOD LICENSE REQUIRED~~

~~—No person shall provide or sell any consumable food, beverage, or non-food item upon any publicly-owned City property to the public in the City unless the person first obtains a vendor’s permit from the City. An exception to this requirement is provided in Section 130.06.~~

It shall be unlawful for any person to engage in the sale of food or beverages from a mobile food unit within City limits on private or public property without first obtaining a mobile food unit license. A mobile food unit license is a special license and is required in addition to any other required City business license or state license or permit the person may hold or be required to hold. A mobile food unit license issued by the City Clerk or the City Clerk's designee shall be subject to the following:

- A. A mobile food unit license is an annual license that expires on December 31st each year and must be renewed prior to the first sale after that date.
- B. Each mobile food unit shall be licensed separately. No license

transfer is allowed.

- C. Each mobile food unit shall comply with Washington County and State of Iowa inspection requirements and display State license in full view of the public in or on the unit.
- D. Each mobile food unit shall have a working fire suppression system as needed determined during the annual fire inspection.
- E. Fire Department Inspection
 - 1. All mobile food units shall be inspected by the Fire Department prior to initiation of business operations within the City.
 - 2. All mobile food units inspected must comply with the provisions of the most recently adopted International Fire Code.
 - 3. Inspections are required annually and prior to submittal of a license application by the City. It shall be the obligation of the mobile food vendor to schedule the inspection with the Fire Department.
 - 4. The cost of the fire department inspection shall be set by resolution of the City Council.
 - 5. Upon completion of the annual fire inspection, if the Fire Department determines that the mobile food unit passes the inspection, the Fire Chief shall sign the certificate of compliance on the mobile food vendor license application and identify any conditions for operation as deemed appropriate as a result of said inspection.
- F. Exempt. The following shall be exempt from the licensing and fire department inspection requirement:
 - 1. Seasonal food stands selling only local fresh produce between May 15 and October 15.
 - 2. Vendors participating in the City-approved weekly Farmers Market.
 - 3. Concession stands associated with sports or recreational venues that have been approved as part of a site plan.
 - 4. Mobile Food Vendors are exempt from the fees if part of an event that has prior approval of the Council or the City Administrator, a fire department inspection is still required prior to the event.

130.03-VENDOR .04 LICENSE APPLICATION

~~The vendor shall submit an application for each day the vendor intends to operate and for each location if the vendor intends to operate at more than one location per day.~~ The application shall be on a form furnished by the City Clerk. All food vendors shall comply with the Iowa Department of Public Health rules and regulations governing the sale of food for consumption on the premises.

- A. Filing: Applications shall be filed with the City Clerk. No application request shall be accepted for filing and processing unless it conforms to the requirements of this chapter. This would include a complete and true application, all of the required materials and information prescribed, a Fire Safety Inspection Form with the signature of the Fire Chief and is accompanied by the required fees.

- B. Timely Submitted: Unless otherwise provided herein, applications must be submitted not less than two (2) business days prior to the proposed start date of the mobile food unit activities. The city reserves the right to reject any applications that have not been timely submitted to the city. The Clerk shall have the discretionary right to accept an application made less than 2 business days prior to the desired start date.

- C. Application Contents: Application shall be made on a form provided by the city and shall include:
 - 1. Full name of the applicant.
 - 2. Applicant's contact information including mailing address, phone numbers and e-mail address.
 - 3. State health inspection certificate with the classification level of the state license identified.
 - 4. Description of the kitchen facilities, cooking facilities, preparation area, safety features (fire suppression system, etc.) of the mobile food unit.
 - 5. Photographs of the mobile food unit from the front, side and back.
 - 6. Make, model and year of vehicle to be used and the license plate number.
 - 7. Overall size of the vehicle; to include length, width, and height.
 - 8. Fire Chief certificate of compliance with the Fire Department's annual inspection.
 - 9. Application and license fees.
 - 10. Insurance certificate.

- D. Issuance of License. Upon completion of the review process and determination of compliance with the applicable regulations, the City Clerk will issue a mobile food unit license. The license shall be placed in the upper left (passenger side) of the front windshield or the left front side of a trailer or cart to aid in the visual verification of the licensing for that year.
- E. Modification of License After Issuance. Should the mobile food vendor change the food or beverage being offered during the term of an issued license that would change the designation of the mobile food unit to a higher State licensing level classification, a new application and fire inspection shall be required.
- F. Right to Appeal: If the City Clerk revokes or refuses to issue a license, an applicant may appeal to the City Council at its next regularly scheduled meeting by filing with the City Clerk a written request for an appeal to the City Council at least seven (7) days prior to the meeting. As a result of this appeal, the City Council may affirm, modify or reverse the decision of the clerk not to issue the license. If the application for license is denied, the applicant is not eligible for the issuance of a license under this chapter for a period of one year from the date of notification that the license application was disapproved, was served in person or deposited in U.S. mail.
- G. Applications Deemed Withdrawn: Any application received shall be deemed withdrawn if it has been held in abeyance, awaiting the submittal of additional requested information from the applicant, and if the applicant has not communicated in writing with the city and made reasonable progress within thirty (30) days from the last notification from the city to the applicant. The application fee is nonrefundable. Any application deemed withdrawn shall require submission of a new application and fees to begin a new review and approval process.

~~130.04 VENDOR FEES.~~

~~The Council may establish a permit fee by resolution.~~

~~130.05 NUISANCE.—~~

~~—The sale of any consumable food, beverage, or non-food item upon any publicly-owned City property without a permit or in violation of any of the provisions of this chapter is hereby declared to be a nuisance. Any member of the Police Department is empowered to cause any vendor in violation of this chapter to be immediately removed without notice.~~

~~130.06 EXCEPTION.—~~

~~—It is not a violation of this chapter and no vendor permit is required for a person to sell any consumable food, beverage, or non-food item under the following conditions:~~

- ~~—1.—The person is a vendor at an event located on City-owned public property.~~
- ~~—2.—The sponsor of the event has had prior approval of the Council or the City Administrator.~~
- ~~—3.—The sponsor of the event has authorized and approved said vendor including the assessment of any fee established by the sponsor.~~
- ~~—4.—The vendor complies with the Iowa Department of Health rules regulations governing the sale of food for consumption on the premises.~~

130.05 PERFORMANCE STANDARDS

- A. Mobile food unit(s) are allowed to be operated on public property if approved by the City. Mobile units are prohibited from parking within 100 feet of any permanent building establishment that sells prepared food or beverages.
- B. Music and Sound Making Devices: The use of music or sound making devices as a part of mobile food unit shall be prohibited, unless expressly allowed as part of an approved event.
- C. Persons conducting business from a mobile food unit must do so in compliance with the following standards:
 - 1. The mobile food vendor must obtain expressed written consent of the property owner or lessee to use the property on which they propose to operate. The written consent must be kept in the unit at all times that the unit is on the property. Written consent does not excuse or permit the violation of any other imposable regulations.
 - 2. The operator of the mobile food unit shall display their city license in full view of the public in or on the unit.
 - 3. Mobile food units shall serve patrons which are on foot only; no drive-up service to the unit itself shall be provided or allowed.
 - 4. The mobile food unit must be located on a paved or rocked surface, unless approved as part of an event permit.
 - 5. Mobile food units shall be located on property that is zoned B-1 Retail Business, B-2 General Business, C-1 Conservation, CCRC – Continuous Care Retirement Community, FG Fairground, I-1 Light Industrial, I-2 Heavy Industrial, or A-1 Agricultural.
 - 6. All mobile food units shall maintain a minimum separation from buildings of fifteen feet as measured to the closest building element including awnings or canopies, tents or membrane structures.

Location of food unit shall not impede pedestrians entering or exiting a building.

7. The window or area where a patron orders and receives their purchase shall be located so as to not require a patron to stand, or create a line that may cause pedestrians to be in the public right of way, vehicle travel lane, including parking lot drive aisles, or similar situation that may create a potential safety hazard. Adequate safe space for patrons waiting for their order must be available on the property where the mobile food unit is located.
8. Off premises signs directing patrons to the mobile food unit are prohibited.
9. During business hours, the mobile food vendor shall provide a trash receptacle for use by customers and shall keep the area around the mobile food unit clear of litter and debris at all times.
10. All mobile food units shall be located in such a manner as to not create a safety hazard, such as blocking emergency access to buildings and the site, obstructing access to fire hydrants, impeding entering and exiting from a building, creating a visual impediment for the motoring public at drive entrances, intersections, pedestrian crossings, or similar movement and access.

130.06 PROPERTY OWNER/LESSEE RESPONSIBILITY.

By allowing the mobile food unit on their property, the property owner or lessee jointly and severally with the vendor are responsible for compliance with this chapter and to ensure the safety of pedestrians and access of emergency vehicles to and around the site. Failure to do so could result in the property owner or lessee being party to any enforcement actions or penalties allowed by law.

130.07 LICENSE FEES.

At the time of submittal of a license application, the applicant shall pay to the city the applicable license fee in addition to any applicable inspection fee(s). The fee schedule will be set by resolution and may be modified from time to time with approval by resolution of the City Council.

Any license who surrenders their license prior to the date of expiration shall not be entitled to a refund of any portion of the fee.

130.08 COMPLIANCE WITH THE LAW.

Each Mobile Food Unit vendor shall comply with all applicable federal, state, and local laws, regulations and rules.

130.09 SUSPENSION OR REVOCATION OF LICENSE.

Any license issued under the provisions of this chapter may be suspended or revoked by the city as follows:

- A. Grounds: The City Clerk may suspend or revoke any license issued under this chapter, for any of, but not limited to, the following reasons:
 - 1. The licensee has made fraudulent statements in his/her application for the license or conduct of his/her business.
 - 2. The license has violated this chapter or any other chapter of this code or has otherwise conducted his/her business in an unlawful manner.
 - 3. The licensee has conducted his/her business in such manner as to endanger the public welfare, safety, order or morals.
 - 4. The city clerk or the city clerk's designee has received and investigated three (3) or more found complaints during the licensed period related to the manner in which the licensee is conducting business.

- B. Notice of Suspension or Revocation; Right to Appeal: The City Clerk shall cause notice of the license revocation to be served in person by a city official or by mail to the licensee's local address, which notice shall specify the reason(s) for such action, at which time operations of the licensee must cease within the corporate limits of the City of Washington. The licensee may appeal the revocation of the license to the City Council at its next regularly scheduled meeting by filing with the City Clerk a written request for an appeal to the City Council at least seven (7) days prior to the meeting. The City Council may affirm, modify or reverse the decision of the City Clerk to revoke such license. If a license is revoked, no refund of any license fee paid shall be made. Upon the revocation of a license, the licensee is not eligible for the issuance of a new license under this chapter for a period of one year from the date the license revocation is served in person or deposited in the U.S. mail.

130.10 PENALTY.

Unless another penalty is expressly provided by this chapter for any particular provision or section, violations of this chapter are municipal infractions subject to a fine of not more than \$625.00 or may be punishable as municipal infractions subject to a civil penalty as set forth in this Code of Ordinances. Each day a municipal infraction occurs and/or is permitted to exist constitutes a separate offense. Police officers and code enforcement officers shall have the authority to issue citations for violations of this chapter and shall have the discretion to enforce this chapter as a municipal infraction.

Washington Fire Department
Brendan Delong, Fire Chief
215 East Washington Street
Washington, Iowa 52353
(319) 653-2239 Phone
firedept@washingtioniowa.gov



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

Mobile Food Vehicle

Fire Safety Inspection

Name _____ Inspection Date _____

Business Name _____ Phone Number _____

Type I Hood with fire suppression Yes/No/NA (CIRCLE ONE) Hood Clean? Yes/No/NA (CIRCLE ONE)

Class K Fire Ext. Yes/No/NA (CIRCLE ONE) 2A:10BC(min.) Fire Ext. Yes/No (CIRCLE ONE)

Service/Inspection Tags: Hood _____ (DATE) Suppression System _____ (DATE)

Class K _____ (DATE) 2A:10BC _____ (DATE) Other _____ (DATE)

Gas Type: (CIRCLE ONE) LP (Propane) CNG (Compressed Natural Gas) *must comply with NFPA 52*

Tank size _____ lbs. No. of Tanks _____ *200 lbs. propane aggregate (max)*

Gas Tanks Fully Restrained/Protected Yes /No (CIRCLE ONE)

Piping/Connections Secured/Protected Yes /No (CIRCLE ONE)

Cooking Appliances secured in place? Yes / No (CIRCLE ONE)

Carbon Monoxide detector installed Yes /No (CIRCLE ONE) Manufacture Date _____

Inspector _____ Inspector Signature _____

Fire Chief _____ Signature _____ Date _____

Fire Safety Inspection

Violations found? YES/NO (CIRCLE ONE)

Description of code violations _____

Additional Comments _____



APPLICATION FOR MOBILE FOOD VENDOR LICENSE

PLEASE RETURN TO: Washington City Hall, 215 East Washington;
ATTN: City Clerk

Contact Information: Sally Hart, 319-653-6584 ext. 131;
sallyhart@washingtioniowa.gov

Must have annual fire inspection complete

****Must be submitted to City Clerk at least 2 days prior to the day of the event****

*****License not required if previously authorized in conjunction with community special event application*****

1. APPLICANT INFORMATION

Name of Business: _____

Tax ID Number: _____

If required, is user licensed with the Washington County Environmental Health? __ Yes __ No

Event Sponsor (if applicable): _____

Name of Contact Person: _____

Contact Phone Number: _____

Email Address: _____

2. USE INFORMATION

Activity Description: _____

Make, model, year of vehicle to be used, and license plate number: _____

Description of Vehicle, Push Cart, etc. being used – including length, width, and height:

List below the dates of sale, addresses of locations, and property owner:
(contact City Clerk two business days before setting up, if exact locations and dates are not known at the time of the annual license application)

3. ATTACHMENTS

- Attach photos of the mobile food unit.
- Attach Fire Department certificate of compliance with annual inspection of the mobile food unit.
- Attach state/county health certificate of the mobile food unit.

4. INSURANCE

Proof of proper insurance coverage must be submitted prior to City Clerk consideration of the application. Clerk 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

5. 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 SET FORTH HERIN.

Applicant Signature

Date

CITY CLERK APPROVAL

City Clerk Signature

Date of Action

Approved: ___

Denied: ___

Date License Commences: _____

Date License Expires: December 31, _____

CONDITIONS IMPOSED:
