



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, March 7, 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, March 7th, 2023 to be approved as proposed or amended.

Consent:

1. Council Minutes February 21, 2023
2. Veenstra & Kimm, Inc., 12th Avenue and Washington Street Intersection Improvements, \$8,095.37
3. Veenstra & Kimm, Inc., Dog Park Storm Sewer, \$1,572.92
4. BP One Trip, 1504 E. Washington Street, Class B Retail Alcohol License (renewal)
5. Columbus Club of Washington, Iowa, 606 West Third Street, Class C Retail Alcohol License, Special Class A Beer Permit, Outdoor Service Area (renewal)
6. Department Reports

SPECIAL EVENT REQUESTS

- Marion Avenue Baptist Church – Easter Activities in Central Park, April 9, 2023

PRESENTATION FROM THE PUBLIC – Please limit comments to 3 Minutes

CLAIMS

- Claims for March 7, 2023

SPECIAL PRESENTATION

- Nuisance Report

NEW BUSINESS

1. Discussion and Consideration of a Resolution Setting Public Hearing for FY24 Budget as April 4, 2023
2. Discussion and Consideration of a Resolution Approving Purchase Agreement for Lot 7 of the Business Park with PAWS & More
3. Discussion and Consideration of a Resolution Approving a Payment in Lieu of Taxes Agreement with PAWS & More
4. Discussion and Consideration of a Resolution Approving Entering Into a Task Order with FOX Strand to Update the Wastewater Biosolids, Develop a Nutrient Strategy and Pretreatment Agreement Consultation with Bazooka Farmstar
5. Discussion and Consideration of a Resolution Approving AARP Grant Application
6. Discussion and Consideration of a Resolution Setting Fees for Mobile Food Vendor Licenses and Inspections
7. Overview of Water Cash Flows
8. Discussion and Consideration of E. Washington/Highway 92 and S. 12th Traffic Signal
9. Discussion and Consideration of Railroad Crossing Closures
10. Discussion and Consideration of Third and Final Reading of an Ordinance Amending Chapter 165.23 of the Code of Ordinances Regarding Home Occupations
11. Discussion and Consideration of Third and Final Reading of an Ordinance Amending Chapter 165 of the Code of Ordinances Regarding Short-Term Rental Properties
12. Discussion and Consideration of Third and Final Reading of an Ordinance Amending ATV/Golf Cart Ordinance

WORKSHOP

- FY24 Budget

DEPARTMENTAL REPORTS

Police Department
City Attorney
City Administrator

MAYOR & COUNCILPERSONS

Millie Youngquist, Mayor Pro Tem
Illa Earnest
Bethany Glinsmann
Elaine Moore
Ivan Rangel
Fran Stigers

ADJOURNMENT

CITY OF WASHINGTON
Council Minutes 2-21-2023

The Council of the City of Washington, Iowa, met in Regular Session in the Council Chambers, 215 East Washington Street on Tuesday, February 21, 2023, at 6:00 p.m. Mayor Pro Tem Youngquist in the chair.

Mayor Pro Tem Youngquist administered the oath of office for Ivan Rangel elected to serve as Ward 2 councilor.

On roll call present: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Absent: none.

Motion by Glinsmann, seconded by Moore, that the agenda for the Regular Session to be held at 6:00 p.m., Tuesday, February 21, 2023, be approved. Motion carried.

Consent:

1. Council Minutes February 7, 2023
2. Bolton & Menk, Airport Runway 18/36 Lighting, \$1,459.00
3. Bolton & Menk, Airport Fuel System Repair, \$970.00
4. FOX Strand, Downtown Streetscape Study, \$16,125.00
5. FOX Strand, Water Main Improvements, \$1,038.00
6. Gronewold, Bell, Kyhnn & Co. P.C., Progress Billing, \$2,000.00
7. Lynch Dallas, P.C., Professional Services, Police Negotiations, \$92.50
8. Lynch Dallas, P.C., Professional Services, Public Works Negotiations, \$37.00
9. SRF Consulting Group, Inc., Quiet Zone Study, \$7,186.33
10. SRF Consulting Group, Inc., Quiet Zone Study, \$10,426.49
11. The Wagon Wheel, 521 East 7th Street, Class C Retail Alcohol License, Living Quarters, Outdoor Service Area (**renewal**)
12. Department Reports

Motion by Stigers, seconded by Moore, to approve consent items 1-12. Motion carried.

Presentation from the public: Mike Levy with Mose Levy Company shared concerns with closing railroad crossings, specifically Iowa and Marion due to the traffic for his business that operates on both sides of the railroad tracks. Danielle Bombei shared concerns of children riding ATVs on streets and alleys.

Claims for February 21, 2023 were presented by Finance Director Kelsey Brown.

Motion by Moore, seconded by Stigers, to approve the claims for February 21, 2023. Motion carried.

Brown presented the January 2023 financial report.

Motion by Earnest, seconded by Glinsmann, to approve the January 2023 financial report. Motion carried.

Mayor Pro Tem Youngquist opened the public hearing for the Total Maximum Property Tax Dollars to be Levied in the Fiscal Year 2024 Budget. No oral or written objections were

received.

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

Motion by Moore, seconded by Rangel, to approve a Resolution Setting the Total Maximum Property Tax Dollars to be Levied in the Fiscal Year 2024 Budget. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Absent: none. Motion carried. **(Resolution 2023-013)**

Parks Director Nick Pacha answered council questions regarding pool filter replacement. Motion by Moore, seconded by Earnest, to get requests for proposal for pool filter project. Motion carried.

Motion by Earnest, seconded by Glinsmann, to approve a Resolution Setting Mayor Pro Tem Pay. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, and Stigers. Nays: none. Absent: none. Abstain with conflict: Youngquist. Motion carried. **(Resolution 2023-014)**

Library Director Cary Ann Siegfried answered council questions regarding FEH Design contract. Motion by Stigers, seconded by Rangel, to approve a Resolution Approving Contract with FEH Design and Washington Public Library. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Absent: none. Motion carried. **(Resolution 2023-015)**

Motion by Moore, seconded by Stigers, to approve a Resolution Approving Grant Agreement with the Iowa Finance Authority for the Home Rehabilitation Block Grant Pilot Program. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Absent: none. Motion carried. **(Resolution 2023-016)**

Motion by Moore, seconded by Glinsmann, to approve the third and final reading of an Ordinance Amending Chapter 130 – Public Sale of Food and Beverages from Mobile Food Vendors in City Limits. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Absent: none. Motion carried. **(Ordinance 1148)**

Motion by Stigers, seconded by Moore, to approve the second reading of an Ordinance Amending Chapter 165.23 of the Code of Ordinances Regarding Home Occupations. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Absent: none. Motion carried.

Motion by Earnest, seconded by Stigers, to approve the second reading of an Ordinance Amending Chapter 165 of the Code of Ordinances Regarding Short-Term Rental Properties. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Absent: none. Motion carried.

Motion by Moore, seconded by Rangel, to approve the second reading of an Ordinance Amending Chapter 77 Golf Carts and Utility Trail Vehicles Ordinance. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Absent: none. Motion carried.

Council went into workshop to discuss the Fiscal Year 24 budget. Washington Chamber of Commerce Director Michelle Redlinger (via Zoom), Main Street Washington Director Samantha Meyer, and Washington Economic Development Group Director Mary Audia presented their annual reports and budget requests.

Motion by Moore, seconded by Stigers, to go into closed session per Iowa Code 21.5(j) – To Discuss the purchase or sale or 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, Rangel, Stigers, and Youngquist. Nays: none. Absent: none. Motion carried.

Council went into closed session at 6:48 p.m.

Motion by Stigers, seconded by Moore, to end closed session at 7:00 p.m. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Absent: none. Motion carried.

Motion by Moore, seconded by Stigers, to accept the purchase offer from PAWS & More for lot 7 of the business park. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Absent: none. Motion carried.

Department reports were presented.

Motion by Glinsmann, seconded by Moore, that the Regular Session held at 6:00 p.m., Tuesday, February 21, 2023, is adjourned at 7:28 p.m. Motion passed unanimously.

Sally Y. Hart, City Clerk



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

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

February 24, 2023
Project No: 24653
Invoice No: 3

Project Manager Leland Belding III

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

Professional Services from January 22, 2023 to February 18, 2023

Professional Personnel

	Hours	Rate	Amount	
Engineer II-A	32.00	163.00	5,216.00	
Engineer X	25.50	90.00	2,295.00	
Engineer XI	4.00	82.00	328.00	
Technician I	2.00	101.00	202.00	
Totals	63.50		8,041.00	
Total Labor				8,041.00

Unit Billing

Mileage			54.37	
Total Units			54.37	54.37

Total this Invoice \$8,095.37



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& KIMM INC.**
STATEMENT OF PROFESSIONAL SERVICES

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

February 24, 2023
Project No: 24654
Invoice No: 1

Project Manager Leland Belding III

Engineering services for Dog Park Storm Sewer:
Professional Services from January 22, 2023 to February 18, 2023
Professional Personnel

	Hours	Rate	Amount	
Engineer II-A	2.00	163.00	326.00	
Engineer XI	12.00	82.00	984.00	
Technician I	2.00	101.00	202.00	
Totals	16.00		1,512.00	
Total Labor				1,512.00
Unit Billing				
Mileage			60.92	
Total Units			60.92	60.92
				Total this Invoice
				\$1,572.92

THE CITY OF WASHINGTON

"Cleanest City in Iowa"



Jaron P. Rosien, Mayor
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: **BP One Trip**

Business Address: **1504 E. Washington Street**

App #: **App-174675**

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

Beer/Wine Permit: **Class B Retail Alcohol License**

Liquor License:

Automatic Renewal:

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: **March 7, 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 **3/3/23**

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

Business Name: **BP One Trip**

Business Address: **1504 E. Washington Street**

App #: **App-174675**

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

Beer/Wine Permit: **Class B Retail Alcohol License**

Liquor License:

Automatic Renewal:

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: **March 7, 2023**

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

Police Chief sign off . Date **2-14-2022**

Fire: fire inspection done: Yes: No:

Fire Chief sign off _____ . Date _____



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
COBB OIL CO. , INC.	BP One Trip	(319) 694-2200		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
1504 East Washington Street		Washington	Washington	52353
MAILING ADDRESS	CITY	STATE	ZIP	
102 North Van Buren Street	Brighton	Iowa	52540	

Contact Person

NAME	PHONE	EMAIL
Laura Cobb	(319) 694-2200	lcobb@cobboil.com

License Information

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

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Apr 1, 2023	Mar 31, 2024	

SUB-PERMITS

Class B Retail Alcohol License

PRIVILEGES



Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Mark Cobb	Brighton	Iowa	52540	Owner	100.00	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: **Columbus Club of Washington, Iowa**

Business Address: **606 West Third Street**

App #: **App-172532**

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

Beer/Wine Permit: **Class C Retail Alcohol License, Special Class A Beer Permit**

Liquor License:

Automatic Renewal:

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: **X**

Catering Privilege:

Date of Council Meeting: **March 7, 2023**

Police: DCI background check and/or local background check: Yes: No:
Police Chief sign off _____ Date 3.5.2023

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



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
COLUMBUS CLUB OF WASHINGTON, IOWA	COLUMBUS CLUB OF WASHINGTON, IOWA	(319) 653-5000		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
606 WEST THIRD		Washington	Washington	52353
MAILING ADDRESS	CITY	STATE	ZIP	
606 WEST THIRD	Washington	Iowa	52353	

Contact Person

NAME	PHONE	EMAIL
DAVE SCHANTZ	(319) 750-2451	schantzdave@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0035929	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Mar 5, 2023	Mar 4, 2024	

SUB-PERMITS
Class C Retail Alcohol License



PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
DAVE SCHANTZ	WASHINGTON	Iowa	52353	PRESIDENT	0.00	Yes
DANIEL CONRAD	WASHINGTON	Iowa	52353	BOARD MEMBER	0.00	Yes
DAVE SCHANTZ	WASHINGTON	Iowa	52353	PRESIDENT		Yes

Insurance Company Information

INSURANCE COMPANY

Specialty Risk of America

POLICY EFFECTIVE DATE

Mar 5, 2023

POLICY EXPIRATION DATE

Mar 5, 2024

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE



State of Iowa

Alcoholic Beverages Division

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

*Millie Youngquist, Mayor Pro Tem
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
March 7, 2023

Project Updates:

Country Club View Subdivision: Water service lines continuing. Irrigation meter and meter pit for the country club getting relocated. A new meter is needed for the irrigation meter since it is in poor condition. Will be talking with the country club on this.

East Adams: Many utilities need to be moved yet and then they will be back to do sidewalks and grade and finish.

Water Main: This project may start in the spring. There are some supply chain issues so this may affect the overall timeframe for the project. Still working on getting right of entry forms.

Buchanan Street: Punch list items to be finished in the spring.

Trip Hazard Program: Sidewalks have all been inspected in quadrant 2. Forms are being reviewed to see how much of the improvements will be shared by the city's program. The plan is to get letters out within 2 weeks to property owners.

Meetings Attended:

Attended hotel/motel meeting, annual dinner, held a meeting with a funeral home director about the cemetery and their expectations from us, we reviewed applicants that we interviewed for the M/C position, have heard back from one accepting. We are hiring 2 with the retirement of one employee later this year. Held some department one on ones this week. Had a meeting regarding another proposed housing development in town. Attended the kickoff meeting with FEH about the makerspace at the library. Had a phone call with a representative from the railroad to get more clarification.

Next week's meetings include meeting to get a market cost for the old 911 building for the demolition permit, kiosk meeting, admin meeting, Great Places meeting, Leadership Washington, nuisance meeting, Council meeting, Main Street.

Elm Grove & Woodlawn Cemeteries

Council Report for January 2023

In January, I plowed snow at the Airport twice. I moved snow for 4 funerals at the cemetery. I plowed Buchanan Street and around the WWTP a couple of times. I finalized the cemetery budget for FY 2024, and had 2 budget meetings with Deanna and Kelsey. I had 6 family requests for information this month. I have been working on updating cemetery records and started on a military service record list. I have also been working on some equipment repairs and maintenance. I finished getting trimmers and handheld power equipment ready for spring. I started servicing the mowers.

We have had 4 funerals at Elm Grove this month. In February, we plan to continue with funeral services, general cemetery cleanup, updating cemetery records, plowing snow as needed, one on one meeting with city administrator and attend the budget workshop with council to present our budget for FY 2024. Thank you.

Respectfully submitted,

Nicholas Duvall

MAINTENANCE & CONSTRUCTION DEPT. REPORT

2-4-23/2-17-23

STREETS: Personnel hauled rock back to the stock piles. Personnel plowed the streets a couple of times with numerous salting occasions. Snow was hauled away from areas that had piles. Personnel added some rock to a few alleys.

WATER DISTRIBUTION: Personnel repaired the 4th, 5th & 6th water main breaks of 2023 located on West 14th St between North 2nd Ave & North Marion Ave, where 25 ft of 6 inch PVC was installed. One break was located at 908 South Iowa Ave, a 5 ft section of 6 inch PVC had been installed replacing 6 inch CIP. The 6th break was located on East Van Buren St between South 4th Ave & South 6th Ave in which a repair sleeve was used to cover a shear on a 4 inch CIP.

SEWER COLLECTION: Personnel N/A

STORM SEWER COLLECTION: Personnel kept storm intakes open with the rain and melting snow.

MECHANIC/SHOP: Personnel filled 100 sand bags for use on barricades. Personnel serviced PD 306 (drive shaft, motor, spark plugs, coolant hoses and transfer case install) and #104 continued (brakes).

OTHER: Personnel personnel hauled spoil away from the shop. Personnel remodeled one office and a meeting room, new floor (paint/epoxy) and painted the walls along with replacing all the ceiling tiles in both areas.

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

**WWTP report
March 7th , 2023
Council meeting**

- **After hour alarm and dog call outs –**
3-1-2023 Dog call to the PD @ 6:15 p.m. Dylan
3-1-2023 Dog call to 1401 N 4th Ave. @10:00 p.m. Dlyan
- **Dept Head meetings –**Feb. 28th , Mar 7th, 14th
- **Hydrogen Sulfide Gas-** We continue to have meetings and conference calls with IRE, NELCO, Fox eng., and City staff to resolve the issue. We did get four more hydrogen sulfide monitors for a total of seven. We have the monitors spread through the sewer system from IRE to the WWTP. We get readings from the monitors once a week, share and go over the information with everyone.
- **Maintenance-**Routine maintenance on Grit chamber was preformed.
- **Testing-**Regular testing of daily and weekly samples continue.
- **U.V. Equipment-**The U.V. equipment will be installed March 14th.
- **Conference-**I will be attending the 31st annual IAWEA biosolids conference on March 15th.

**Jason Whisler
3/3/2023 11:30 A.M.**



SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

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

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

1. APPLICANT INFORMATION

Name/Event: Marion Avenue Baptist Church - Easter event

Coordinator: Michael Griswold

Contact Number: 319 458 9360

Email Address: mikeg@marionavenuebaptist.com

2. EVENT INFORMATION

Event Description: Easter egg hunt, pictures, snacks

Days/Dates of Event: April 9, 2023

Time(s) of Event: (Include Set Up/Tear Down Time) 9:00 am - 3:00 pm

Event Location: Town square including the bandstand

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

3. REQUEST INFORMATION (Check All Applicable Items)

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

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

Description: _____

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

Other Requests

_____ Temporarily park in a "No Parking" area location : _____
_____ Use of City Park (specify park : _____
Electrical Needs: _____

_____ Use of gators/UTV/ATV on City streets
_____ Parade (attach map of route and indicate streets to be closed)
_____ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft
_____ Other (please specify :)

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

4. ITEMS REQUESTED FROM THE CITY OF WASHINGTON

_____ Street barricades
_____ Emergency "No Parking" Signs
_____ Traffic cones
_____ Picnic Tables
_____ Yield signs for crosswalks
_____ Garbage/Recycling Barrels
_____ Street Sweeping following (parades)
_____ Other (please specify :)

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

Amplified Sound/Speaker System
 Public Address System
 Recorded/Live Music
 If so: BMI/ASCAP License obtained?

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

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

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

Contact Person: _____ Phone: _____

7. INSURANCE

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

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

8. AGREEMENT

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

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

Michael Grunwald 02/28/23
 Applicant/Sponsor Signature Date

DEPARTMENT APPROVALS

<u>Indicate Date Contacted</u>	The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.		
	City Clerk (Liquor Licenses)	Sally Y. Hart	319-653-6584 ext 131 sallyhart@washingtioniowa.gov
	Comments/Restrictions:		
	Police Chief	Jim Lester	319-458-0264 jlester@washingtioniowa.gov
	Comments/Restrictions:		
	Fire Chief	Brendan DeLong	319-461-3796 bdelong@washingtioniowa.gov
	Comments/Restrictions:		
	Streets	JJ Bell	319-653-1538 jjbell@washingtioniowa.gov
	Comments/Restrictions:		
<u>02/28 Left voice mail</u>	Parks	Nick Pacha	319-321-4886 npacha@washingtioniowa.gov
	Comments/Restrictions:		
	County Environmental Health (if serving food): Jason Taylor; 319-461-2876; jtaylor@co.washington.ia.us		
	Comments/Restrictions:		

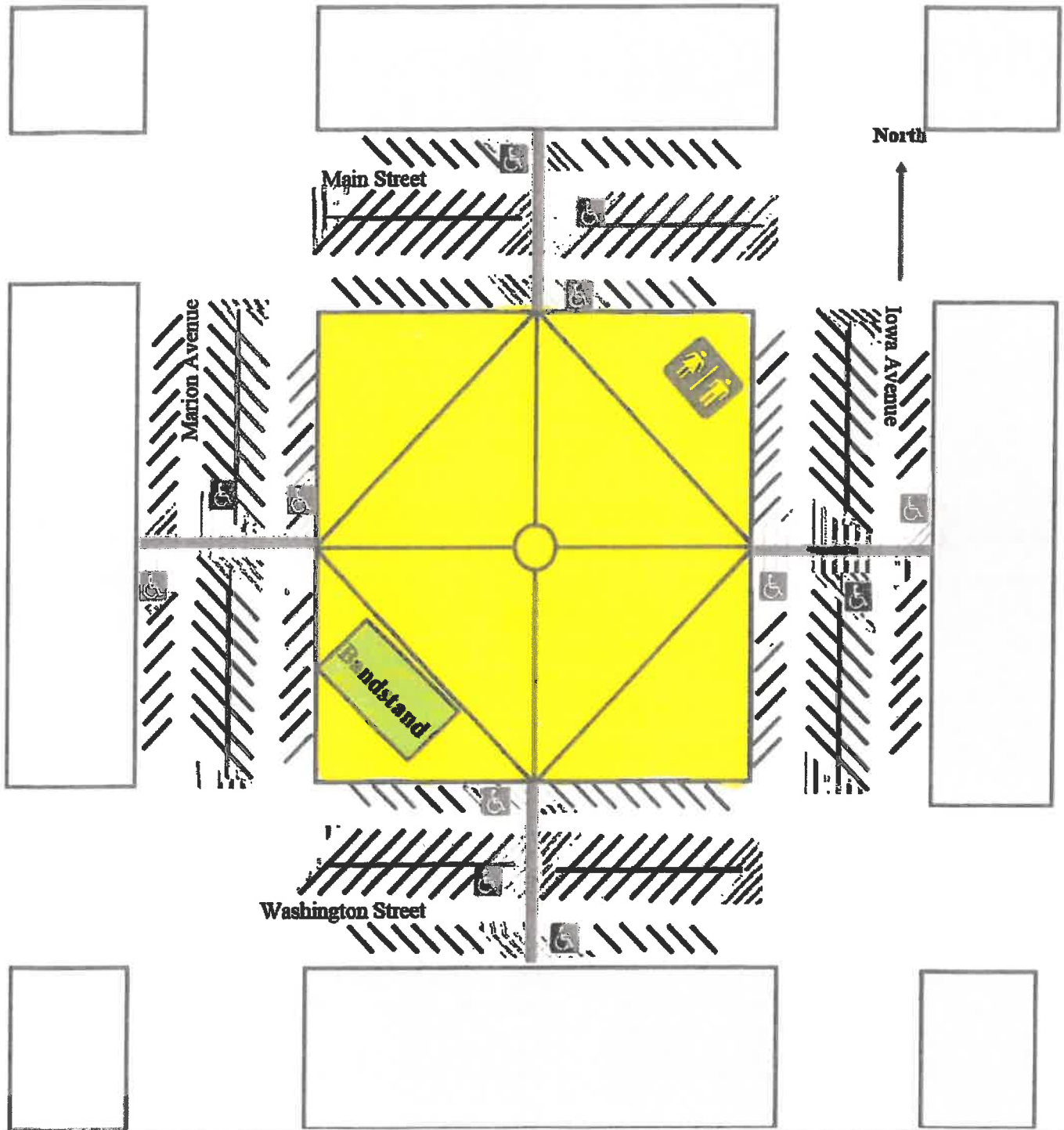
CITY COUNCIL APPROVAL

Approved: _____ Denied: _____

 City Clerk Signature Date of Action

CONDITIONS IMPOSED: _____

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





MARIAVE-01

ANGIE

CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
11/2/2022

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

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

PRODUCER Lee Agency 200 Ford Ave Muscatine, IA 52761	CONTACT NAME: PHONE (A/C, No, Ext): (563) 263-9252		FAX (A/C, No): (563) 263-9282
	E-MAIL ADDRESS:		
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Markel Insurance Company	
INSURED Marion Avenue Baptist Church Dan Woodward, Bus Director 215 S Marion Ave Washington, IA 52353-1743	INSURER B : Grinnell Mutual Reinsurance Co		14117
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			3AA560741	4/21/2022	4/21/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			0000798747	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Angie Sink

**CITY OF WASHINGTON, IOWA
CLAIMS REPORT
MARCH 7, 2023**

POLICE	ACE-N-MORE	HAND VAC	49.99
	ALLIANT ENERGY	ALLIANT ENERGY	1,096.70
	AMAZON CAPITAL SERVICES	UNIFORM SUPPLIES	38.88
	ARNOLD MOTOR SUPPLY	306/307 REPAIRS/ PARTS	263.94
	BDH TECHNOLOGY LLC	IT CONTRACT	533.00
	CITY DIRECTORY INC.	CITY DIRECTORY	116.02
	CRITICAL HIRE	NEW HIRE TESTING	75.00
	GALLS LLC	UNIFORM - BRDECKA	96.80
	KCTC	PHONE & INTERNET	241.24
	MARCO, INC.	COPIER FEES	442.31
	MOORE'S BP AMOCO, INC.	TOW TOYOTA CELICA -IMPOUND	275.00
	VISA-TCM BANK, N.A.	DURANGO ENGINE/DUES/LODGING	2,549.27
		TOTAL	5,778.15
FIRE	ALLIANT ENERGY	ALLIANT ENERGY	2,467.58
	CINTAS CORP LOC. 342	TOWEL SERVICE	87.87
	CITY DIRECTORY INC.	CITY DIRECTORY	116.02
	FELD FIRE	FIRE HOSE/REPLACE FOAM	18,959.00
	FIRE SERVICE TRAINING BUREAU	TRAINING - HANSEN	100.00
	HIWAY SERVICE CENTER	PARTS	43.96
	KCTC	PHONE & INTERNET	255.35
		TOTAL	20,029.78
EMS	VISA-TCM BANK, N.A.	EMS HOURS	222.60
		TOTAL	222.60
ANIMAL CONTROL	ACE-N-MORE	DOG POUND SUPPLIES	48.93
	IA DEPT OF AG & LAND STWD	POUND LICENSE	75.00
		TOTAL	123.93
DEVELOPMENT SERV	CAPITAL ONE	PROGRAM AND SUPPLIES	24.85
	CITY DIRECTORY INC.	CITY DIRECTORY	116.02
	NATIONAL INDUSTRIAL & SAFETY SUPPLY	PINK MARKING PAINT	285.60
	VISA-TCM BANK, N.A.	LODGING, ZOOM & SOFTWARE/COMP	585.89
		TOTAL	1,012.36
LIBRARY	ACCESS SYSTEMS	COPIER SERVICE	294.16
	ACE-N-MORE	AIR FILTERS	93.18
	CAPITAL ONE	PROGRAM AND SUPPLIES	143.55
	CENGAGE LEARNING INC/GALE	LIBRARY MATERIALS	66.82
	JOHNSON CONTROLS	HVAC REPAIR	197.95
	KCTC	PHONE & INTERNET	406.67
	THE WASHINGTON HI-LIFE YEARBOOK	YEARBOOK AD/WRITERS WORKSHOP	200.00
	VISA-TCM BANK, N.A.	POSTAGE, TRAINING, GOOGLE,	131.94
		TOTAL	1,534.27
PARKS	ALLIANT ENERGY	ALLIANT ENERGY	982.17
	KCTC	PHONE & INTERNET	331.96
	VISA-TCM BANK, N.A.	PARK LAPTOP, WEB SERV., SR	687.31
		TOTAL	2,001.44
POOL	ACE-N-MORE	POOL SUPPLIES	24.98
	ALLIANT ENERGY	ALLIANT ENERGY	144.59
	KCTC	PHONE & INTERNET	85.94

		TOTAL	255.51
CEMETERY	ACE-N-MORE	SUPPLIES	142.32
	ALLIANT ENERGY	ALLIANT ENERGY	832.42
	CITY DIRECTORY INC.	CITY DIRECTORY	116.02
	KCTC	PHONE & INTERNET	123.48
	VISA-TCM BANK, N.A.	TRIMMER PARTS, FLAGS & SUP	922.45
		TOTAL	2,136.69
FINANCIAL ADMIN	ALLIANT ENERGY	ALLIANT ENERGY	1,919.23
	ACE-N-MORE	ICE MELT	19.98
	ALBERT, KIRK	MILEAGE REIMBURSEMENT	95.63
	AMAZON CAPITAL SERVICES	SUPPLIES	141.78
	BAKER PAPER & SUPPLY	COPY PAPER	246.79
	CAPITAL ONE	SUPPLIES	75.59
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	142.00
	CINTAS CORP LOC. 342	RUG SERVICE	55.55
	CITY DIRECTORY INC.	CITY DIRECTORY	699.88
	CUSTOM IMPRESSIONS INC	ENGRAVED SIGN	10.10
	DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER LEASE	154.98
	GOOGLE LLC	EMAIL SUBSCRIPTION	396.00
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	1,577.00
	IOWA RADIO PLUS	ADVERTISING	40.00
	KCII	ADVERTISING-RAILROAD MTG/SAFETY	309.00
	KCTC	PHONE & INTERNET/INSTALLATION	3,581.69
	QUILL	OFFICE SUPPLIES	26.15
	ROTARY CLUB OF WASHINGTON	DUES & MEALS	342.60
	VISA-TCM BANK, N.A.	LODGING, ZOOM & SOFTWARE	583.92
	WASH CHAMBER OF COMMERCE	ANNUAL DINNER- WASH BUSINE	600.00
	WASH CO AUDITOR	SPECIAL ELECTION COSTS	2,217.77
	WASH CO RECORDER	VACATING PORTION- TYLER CI	17.00
	WASH COUNTY MINIBUS	LOST- MARCH 2023	28,494.43
	WMPF GROUP LLC	LEGAL ADVERTISING	533.79
		TOTAL	42,280.86
AIRPORT	ACE-N-MORE	SUPPLIES	88.74
	CLOUDBURST 9	INTERNET	87.09
	KCII	ADVERTISING	106.08
	SADLER POWER TRAIN	FUNNEL	509.76
	TITAN ACCESS ACCOUNT	AIRPORT FUEL	18,202.08
	VISA-TCM BANK, N.A.	ZOOM FEE	16.04
		TOTAL	19,009.79
ROAD USE	ARNOLD MOTOR SUPPLY	104 REPAIR	235.54
	COLEMAN CONSTRUCTION INC.	SNOW REMOVAL	240.00
	IOWA PRISON INDUSTRIES	SIGNS	162.70
	KCII	EMPLOYMENT ADVERTISING	81.66
	MID-AM RES. CHEMICAL CORP	DE-ICER & DISINFECTANT TOW	448.60
	O'REILLY AUTOMOTIVE INC	FUSE ASSORTMENT	3.99
	TIFCO INDUSTRIES	BOLTS AND PARTS	205.09
		TOTAL	1,377.58
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	443.91
		TOTAL	443.91
DOG PARK	VISA-TCM BANK, N.A.	SUPPLIES & DOG PARK	264.23
		TOTAL	264.23

LIBRARY GIFT	BAKER & TAYLOR	LIBRARY MATERIALS	550.22	
	CENGAGE LEARNING INC/GALE	LIBRARY MATERIALS	18.19	
	DEMCO INC	BOOK PROCESSING SUPPLIES	129.17	
	OVERDRIVE, INC.	DIGITAL MATERIALS	282.06	
		TOTAL	979.64	
WATER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	1,256.79	
	CITY DIRECTORY INC.	CITY DIRECTORY	116.02	
	ION ENVIRONMENTAL SOLUTIONS	LAB SERVICES	155.00	
	KCTC	PHONE & INTERNET	158.75	
	POSTMASTER	BULK MAILING WATER BILLS	1,123.29	
	QUILL	OFFICE SUPPLIES	158.74	
	STREFF, ROSE	MILEAGE REIMBURSEMENT	8.52	
	VESSCO INC.	PUMP HEAD/FITTING	284.40	
	WATER SOLUTIONS UNLIMITED	CHEMICALS	9,193.15	
	TOTAL	12,454.66		
WATER DISTRIBUTION	ACE-N-MORE	LADDER/BLINDS/SUPPLIES	552.66	
	ALLIANT ENERGY	ALLIANT ENERGY	48.08	
	ARNOLD MOTOR SUPPLY	FLOOR SWEEP	63.98	
	DOUDS STONE LLC	ROADSTONE	346.40	
	IOWA ONE CALL	SERVICE	45.00	
	KCTC	PHONE & INTERNET	99.35	
	QUIGLEY, JAY	BOOT REIMBURSEMENT	100.00	
	USA BLUEBOOK	SAFETY CLASSES	201.84	
	VISA-TCM BANK, N.A.	MATERIALS & HYDRANT TESTIN	254.88	
	WASHINGTON LUMBER	EPOXY/DOOR	298.99	
		TOTAL	2,011.18	
	SEWER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	19.07
		CENTRAL IOWA DISTRIBUTING	SUPPLIES	345.00
CINTAS FIRST AID & SAFETY		FIRST AID SUPPLIES	88.04	
CITY DIRECTORY INC.		CITY DIRECTORY	116.02	
EUROFINS ENVIRONMENT TESTING NC		CERTIFIED TESTING	1,348.20	
KCTC		PHONE & INTERNET	309.23	
TIFCO INDUSTRIES		PARTS FOR REPAIRS	141.41	
USA BLUEBOOK		FLAG	78.76	
VISA-TCM BANK, N.A.		SUPPLIES, MEMBERSHIP, CLAS	280.20	
		TOTAL	2,725.93	
SEWER COLLECTION		ARNOLD MOTOR SUPPLY	SUPPLIES	141.49
	KCTC	PHONE & INTERNET	99.35	
	MID-AM RES. CHEMICAL CORP	GREASE CONTROL	323.62	
	OVERHEAD DOOR CO.	REMOTES FOR DOORS-WASHBAY	614.00	
	TRUCK EQUIPMENT INC	LIGHTS ON TRUCK- STROBE	651.00	
	VISA-TCM BANK, N.A.	PARK LAPTOP, WEB SERV., SR	984.99	
	WELLINGTON, EARL	12 V ENGINE STARTER- JUMP	353.00	
		TOTAL	3,167.45	
SANITATION	JOHNSON COUNTY REFUSE INC	REFUSE AND RECYCLING	48,544.50	
	WASH CO HUMANE SOCIETY	FEBRUARY COLLECTIONS	331.76	
		TOTAL	48,876.26	
		TOTAL	166,686.22	



Case Report

02/02/2023 - 03/01/2023

Case Date	Main Status	Actions Taken	Method of Warning	Description	Parcel Address
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Group: Closed

3/1/2023	Closed	went and looked. Talked to owners and they have it sprayed monthly. Very clean	Verbal Warning	bug infestation	1016 W MONROE ST
2/28/2023	Closed	called metal scrapper	Hanger	fridge at curb	221 W 7TH ST
2/28/2023	Closed		Verbal Warning	broken glass on sidewalk	217 W MAIN ST
2/27/2023	Closed	gave her metal scrappers phone number	Hanger	appliance in back yard	314 W MONROE ST
2/22/2023	Closed		Phone Call	indoor furniture at curb	1416 E 2ND ST
2/21/2023	Closed		Email	sidewalk needs cleaned	102 S 7TH AVE
2/21/2023	Closed	emailed landlord	Email	garbage on porch	106 S B AVE
2/17/2023	Closed	put door hangers on both apartments has neither sidewalk has been shoveled	Hanger	sidewalk needs shoveled	319 S C AVE
2/17/2023	Closed	no answer for renter emailed landlord	Phone Call	sidewalk needs shoveled	411 W JEFFERSON ST

2/17/2023	Closed	left message	Phone Call	sidewalk needs shoveled	415 W JEFFERSON ST
2/17/2023	Closed	landlord was headed over there	Phone Call	sidewalk needs shoveled	221 S D AVE
2/17/2023	Closed		Hanger	sidewalk needs shoveled	421 W WASHINGTON BLVD
2/17/2023	Closed		Text Message	sidewalk needs shoveled	1009 E 2ND ST
2/17/2023	Closed		Hanger	sidewalk needs cleaned	919 S. 12th Ave.
2/15/2023	Closed		Hanger	trailer on grass	1302 E 3RD ST
2/15/2023	Closed		Phone Call	washer in driveway	1512 N 2ND AVE
2/14/2023	Closed		Verbal Warning	clean sidewalk	1021 W MADISON ST
2/14/2023	Closed	Took picture	Letter	indoor furniture outside	801 S IOWA AVE
2/13/2023	Closed		Hanger	parked on grass	1005 W MADISON ST
2/13/2023	Closed		Hanger	parked on grass	513 S E AVE
2/13/2023	Closed		Hanger	indoor furniture outside	428 S 4TH AVE
2/10/2023	Closed	emailed Kevin to contact bank	Email	shoveling sidewalk	421 E MADISON ST
2/10/2023	Closed		Email	shoveling sidewalk	503 W 5th St
2/7/2023	Closed		Hanger	junk vehicle on grass	1200 N IOWA AVE
2/7/2023	Closed	took picture and sent letter on 02/14/23	Hanger	appliance by garage and junk at curb	1205 N IOWA AVE
2/6/2023	Closed	called metal scrapper	Hanger	junk at curb	838 S C AVE
2/6/2023	Closed	called metal scrapper	Verbal Warning	junk metal	1027 E 3RD ST

2/6/2023	Closed		Hanger	furniture @ curb	747 E 3RD ST
2/6/2023	Closed		Hanger	appliance in yard	853 S IOWA AVE
2/2/2023	Closed		Phone Call	snow/ice on north sidewalk	201 S MARION AVE

Group Total: 30

Group: Open

3/1/2023	Open		Letter	junk vehicle parked on grass	1005 W MADISON ST
3/1/2023	Open		Hanger	parked on grass	1522 N 4TH AVE
3/1/2023	Open		Hanger	parked on grass	1610 N 4TH AVE
2/28/2023	Open	took picture	Letter	garbage and junk in yard	320 W 5TH ST
2/28/2023	Open	talked to manager at Laundro-Mutt.	Verbal Warning	dog feces in ROW	219 W MAIN ST
2/28/2023	Open	called landlord and put door hangers on doors	Phone Call	couch at curb	300 E MAIN ST
2/27/2023	Open		Hanger	appliance in driveway, junk vehicle, parking on grass	901 S B AVE
2/24/2023	Open		Hanger	junk vehicle (not current license flat tire)	409 E 3RD ST
2/24/2023	Open		Hanger	junk vehicle in back	626 E 3RD ST
2/15/2023	Open	took pictures	Letter	indoor furniture and other junk in back yard	1121 E 2ND ST
2/14/2023	Open		Letter	junk vehicle and other junk	1507 N 2ND AVE

2/6/2023	Open		Hanger	junk vehicle	632 W MADISON ST
2/6/2023	Open		Hanger	junk vehicle	620 W MADISON ST
2/6/2023	Open		Hanger	junk vehicle parked on grass	820 S 3RD AVE
2/6/2023	Open		Hanger	furniture @ curb	308 E VAN BUREN ST
2/3/2023	Open		Email	junk vehicles and junk in back yard	716 W 3RD ST
2/2/2023	Open	took picture	Letter	boat parked on grass	515 W 3RD ST
2/2/2023	Open	took pictures	Letter	dead tree	520 S 2ND AVE

Group Total: 18

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Total Records: 48

3/2/2023

RESOLUTION NO. 2023-

**A RESOLUTION SETTING A PUBLIC HEARING TO ADOPT THE ANNUAL
BUDGET FOR FISCAL YEAR 2023-2024**

WHEREAS, the annual budget has been prepared by City Council and staff for the Fiscal Year ending June 30, 2024; and

WHEREAS, a Public Hearing is required to be held where citizens may provide input to the City Council; and,

WHEREAS, a Public Hearing will be held on April 4, 2023, at which time citizen input is requested and all citizens comments will be heard.

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

Section 1. The City Council hereby sets a public hearing for Tuesday, April 4, 2023 at 6PM on adopting the annual budget for the Fiscal Year 2023-2024.

Section 2. The City Clerk is hereby directed to publish notice of said hearing in substantially the manner of the attached notice in the Southeast Iowa Union and on the City website as required by law.

PASSED AND APPROVED this 7th day of March, 2023.

Millie Youngquist, Mayor Pro Tem

ATTEST:

Sally Y. Hart, City Clerk

*Millie Youngquist, Mayor Pro Tem
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*

March 2, 2023

To: Mayor & City Council

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

From: Deanna McCusker
City Administrator

Re: Paws & More Animal Shelter Purchase Agreement

Following the closed session at the February 21st meeting, council approved the presented terms for purchasing lot 7 in the business park by Paws & More. We are now formally approving the purchase agreement with the terms laid out, including a payment of \$10,000 in lieu of taxes. We have already ordered the abstract to be updated and the title opinions will be done following that. The closing on the lot will take place on or before April 15, 2023.

I would recommend that Council formally approve the forementioned purchase agreement with Paws & More.

Thank you for your consideration.

RESOLUTION NO. _____

RESOLUTION APPROVING A PURCHASE AGREEMENT WITH PAWS & MORE ANIMAL SHELTER FOR LOT 7, WASHINGTON BUSINESS PARK SUBDIVISION, PHASE 1.

WHEREAS, Paws & More Animal Shelter, approached the City of Washington to purchase a lot in the Washington Business Park Subdivision, Phase 1; and,

WHEREAS, Paws & More Animal Shelter has negotiated a Purchase Agreement with the City of Washington to sell Lot 7 in said Subdivision for \$130,000, with the City pledging \$20,000 towards their project, which will reduce the actual amount required to be paid to \$110,000; and,

WHEREAS, Paws & More Animal Shelter and the City of Washington has negotiated a payment in lieu of taxes of \$10,000 as outlined in the Covenants for the Business Park; 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 the City of Washington and Paws & More Animal Shelter, is hereby ratified and approved. Further, the Mayor and City Clerk are hereby directed to execute a warranty deed to Paws & More Animal Shelter., and any other documentation necessary to effectuate this transaction.

Passed and approved this 7th day of March, 2023.

Millie Youngquest, Mayor Pro Tem

ATTEST:

Sally Y. Hart, City Clerk

PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT entered into by and between the Washington Economic Development Group (hereafter the "Seller"); and Washington County Humane Society (d/b/a Paws and More Animal Shelter) (hereinafter the "Buyer").

1. **REAL ESTATE DESCRIPTION.** The Seller agrees to sell and the Buyer agrees to purchase the parcel legally described as Lot 7, Washington Business Park Subdivision, Phase One, Washington, Washington County, Iowa, according to the recorded plat thereof and subject to easements and restrictions of record (hereafter the "Property").
2. **PURCHASE PRICE.** The purchase price of the Property shall be \$130,000.00, payable at Washington, Washington County, Iowa, as follows:
 - a. \$1,000.00 earnest money to Seller upon execution of this Agreement.
 - b. Remaining balance of the Purchase Price to be paid at the Closing.
3. **DATE OF POSSESSION.** The Buyer shall be granted possession of the Property no later than April 15, 2023.
4. **REAL ESTATE TAXES.** Seller shall pay any unpaid real estate taxes payable in prior years and any and all real estate taxes and utilities that accrue during the term of this Agreement. Seller shall pay the real estate transfer taxes and the Buyer shall pay the recording fees associated with this transaction.
5. **RISK OF LOSS AND INSURANCE.** Seller shall bear the risk of loss or damage to the Property prior to the date of possession. Seller may, at his sole cost and expense, maintain insurance on the Property, but is not obliged to do so.
6. **USE OF PURCHASE PRICE.** At the time of closing, the Buyer shall pay, without setoff, all the remaining monies due to the Seller after deducting the payments referenced in Paragraph 2 above.
7. **ABSTRACT AND TITLE.** Seller shall cause an abstract of title to be delivered to Buyer for the Property which shall show marketable title to the Property in Seller in accordance with the Title Standards of the Iowa Bar Association. Seller shall, at its sole cost, immediately execute any additional documentation necessary to convey marketable title to Buyer.
8. **DEED.** Upon payment of the purchase price, Seller shall convey the Property to Buyer by Warranty Deed, free and clear of all liens, restrictions, and encumbrances.
9. **TIME IS OF THE ESSENCE.** Time is of the essence in this contract.
10. **REMEDIES OF THE PARTIES.**

- a. If Buyer fails to perform this contract, Seller may forfeit it as provided in the Iowa Code, and all payments made shall be forfeited, at Seller's option, upon thirty days written notice of intention to accelerate the entire balance because of such failure (during which thirty days such failure is not corrected) Seller may declare the entire balance immediately due and payable. Thereafter, this contract may be foreclosed in equity and the Court may appoint a receiver.
- b. If Seller fails to timely perform this contract, Buyer shall have the right to have all payments made returned to them.
- c. Seller and Buyer also are entitled to utilize any and all other remedies or actions at law or in equity available to them and shall be entitled to obtain a judgment for costs and attorneys fees as permitted by law.

11. CONTRACT BINDING ON SUCCESSORS IN INTEREST. This contract shall apply to and bind the successors in interest of the parties.

12. ASSIGNMENT. Either party may assign this Purchase Agreement by giving written notice of said assignment to the other party.

13. CONSTRUCTION. Words and phrased shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

14. CERTIFICATION. Seller and Buyer each certify that they are not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order of the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and are not engaged in this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Each party hereby agrees to defend, indemnify, and hold harmless the other party from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to a breach of the foregoing certification.

15. TESTING/SURVEY. The Seller expressly agrees, that upon 24-hour notice to the Seller by the Buyer, to allow access onto and into the Properties for the purpose of testing and surveying said Property. In doing so, the Buyer hereby expressly indemnifies and holds the Seller harmless from any and all claims in connection with said testing/survey.

16. CITY COUNCIL APPROVAL REQUIRED. Both parties expressly agree that this Agreement is not binding upon the City until such time as approved by the Washington City Council with tentative approval being March 7, 2023.

17. TIME OF ACCEPTANCE. The Seller shall have until 4:00 p.m. on Monday, March 6, 2023, to accept this Offer by the City or this Agreement shall become null and void.

18. **SITE PLAN APPROVAL REQUIRED.** Buyer expressly agrees that any development of this vacant lot will require the approval of a site plan for the Property.

19. **MISCELLANEOUS PROVISIONS.**

- a. The Buyer shall have five (5) years from the date of this Agreement to construct a building on the Property.
- b. That the Buyer and City of Washington shall enter into a Payment in Lieu of Taxes Agreement whereby the Buyer will pay the sum of \$10,000 to the City as payment in full upon the submission of a building permit by the Buyer for the Property.
- c. That the City shall credit the sum of \$10,000 against the Purchase Price as a donation to the Buyer for its capital campaign to build its new facility on the Property.

Washington Economic Development Group:

By: _____
Mary Audia, Director

ACCEPTED on this ____ day of _____, 2023.

Washington County Humane Society

By: _____

Print name and title

RESOLUTION NO. 2023-_____

RESOLUTION APPROVING ENTERING INTO A PAYMENT IN LIEU OF TAXES
AGREEMENT WITH PAWS & MORE ANIMAL SHELTER

WHEREAS, Paws & More Animal Shelter intends to purchase Lot 7 in the Washington Business Park- Phase 1; and,

WHEREAS, Paws & More Animal Shelter is a 501 (c)(3) entity; and,

WHEREAS, as required by the covenants for Phase 1, if the sale of a lot is to a 501 (c)(3) entity which does not pay Internal Revenue taxes, a payment in lieu of taxes must be agreed upon; and,

WHEREAS, Paws & More and the City of Washington has negotiated a one-time payment of \$10,000 in lieu of taxes that would have been collected.

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

Section 1. The City Council hereby approves the Payment in Lieu of Taxes Agreement with Paws & More Animal Shelter 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 7th day of March, 2023.

Millie Youngquist, Mayor Pro Tem

ATTEST:

Sally Y. Hart, City Clerk

Prepared by: Kevin D. Olson, Washington City Attorney, 1400 5th Street, Coralville, Iowa 52241 (319) 351-2277
Return to: City of Washington, 215 E. Washington Street, Washington, Iowa 52353

PAYMENT IN LIEU OF TAXES AGREEMENT

THIS PAYMENT IN LIEU OF TAXES AGREEMENT (the “Agreement”) entered into as of this ____ day of _____, 2023, by the City of Washington, Iowa (hereafter the “City”) and Washington County Humane Society (d/b/a Paws and More Animal Shelter)(hereafter “Paws and More”).

WHEREAS, the City is the owner of that certain real property generally referred to as Lot 7, Washington Business Park Subdivision – Phase 1, Washington, Iowa (the “Property”); and

WHEREAS, as part of the covenants for said Washington Business Park Subdivision – Phase 1, the City could not sell any of the lots in said subdivision to an exempt entity unless the exempt entity entered into an agreement for payment in lieu of property taxes; and

WHEREAS, Paws and More is an exempt entity under Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, Paws and More and the City have entered into an agreement for Paws and More to purchase the Property from the City; and

WHEREAS, in order to complete the transaction, the City and Paws and More have agreed to enter into this Agreement.

NOW, THEREFORE, the parties agree as follows:

1. In consideration of the foregoing, Paws and More agrees to make a one-time payment (the “Payment”) to the City in lieu of taxes in an amount of \$10,000, which shall be made at the Closing for Lot 7, Washington Business Park Phase One, Washington, Iowa.
2. That Paws and More expressly agrees that any financial institution placing a mortgage or other financing instrument on the Property will need to consent to this Agreement and agree that obligation to make this Payment shall be prior to any mortgage placed on the Property and shall be wiped out by any foreclosure or deed in lieu of foreclosure action.
3. This agreement will be terminated upon the selling of the Property by Paws and More to another entity which is not providing animal services to the City. In the event that the

Property is sold to another 501(c)(3) entity, the new owner shall enter into a subsequent Payment in Lieu of Taxes agreement prior to the sale being finalized. In the event that is not done prior to the transfer of property, the City shall be entitled to collect the sum of the higher of \$10,000 per year or the taxes collected by the City of Washington on the actual value of the Property as a Payment in Lieu of Taxes from that subsequent owner. If the property is sold to a nonexempt entity, then the taxes will be collected in the normal course of business by the Washington County Treasurer.

4. This Agreement shall inure to the benefit of the assigns and successors in interest of the parties and shall run with the land.

Washington County Humane Society:

City of Washington:

By: _____

Millie Youngquist, Mayor Pro tem

Print name and title

ATTEST:

Sally Y. Hart, City Clerk

STATE OF IOWA, COUNTY OF WASHINGTON, ss:

This instrument was acknowledged before me on this _____ day of _____, 2023, by Millie Youngquist and Sally Y. Hart, as Mayor Pro tem and City Clerk respectively of the City of Washington, Iowa.

Notary Public

STATE OF IOWA, COUNTY OF WASHINGTON, ss:

This instrument was acknowledged before me on this ____ day of
_____, 2023, by _____ as
_____ of the Washington County Humane Society,

Notary Public

*Millie Youngquist, Mayor Pro Tem
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*

March 2, 2023

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

From: Deanna McCusker
City Administrator

Re: Task Order with Fox Strand

I forwarded the latest inspection report from the Iowa Department of Natural Resources and it is requiring us to update our Biosolids Land application, do treatment agreement with Bazooka Farmstar and update our nutrient reduction plan. Fox Strand has provided us costs to perform each of these tasks and to meet the required deadlines. Steve Troyer from Fox Strand will be the lead manager on these projects.

We are required by the DNR to do each of these tasks so not choice in moving forward. I would recommend that we approve this task order with Fox Strand.

Thank you for your consideration.

RESOLUTION NO. _____

A RESOLUTION APPROVING ENTERING INTO A TASK ORDER WITH FOX STRAND
TO UPDATE THE WASTEWATER BIOSOLIDS, DEVELOP A NUTRIENT STRATEGY
AND A PRETREATMENT AGREEMENT CONSULTATION WITH BAZOOKA
FARMSTAR

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

WHEREAS, the Iowa Department of Natural Resources is requiring the City of Washington Wastewater plant to submit an updated Biosolids Land Application Plan and a treatment agreement with Bazooka Farmstar by April 1, 2023, a nutrient reduction feasibility study by October 1, 2023; and,

WHEREAS, Fox Strand has provided a lump sum amount of \$5,000 for the Biosolids Land Application Plan and a hourly & reimbursable expenses of \$10,000 for the treatment agreement with Bazooka Farmstar and a lump sum amount of \$22,500 for the nutrient reduction feasibility study.

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 7th day of March, 2023.

Millie Youngquist, Mayor Pro Tem

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: Wastewater Treatment Plant - Biosolids Land Application Plan Update; Assistance with Pre-Treatment Agreement for Bazooka Farmstar and Nutrient Reduction Feasibility Study.
- B. Description: The Owner received a Wastewater Inspection Report from Iowa Department of Natural Resources (IDNR), dated Feb. 17, 2023, which requires the Owner to prepare and submit an updated sludge plan (Biosolids Land Application Plan) by April 1, 2023. Engineer prepared a biosolids land application plan in February 2014. The Owner has requested that Engineer update this plan.

The IDNR inspection report also stated that a treatment agreement may be required between the Owner and Bazooka Farmstar, an agricultural equipment manufacturer in the City of Washington. The IDNR report indicated Owner must contact IDNR and collect the necessary information to determine if Bazooka Farmstar is classified as a categorical industry and submit an update to IDNR by April 1, 2023.

The IDNR inspection report also noted the Owner must submit a nutrient reduction feasibility study by October 1, 2023, as required by the Owner's National Pollutant Discharge Elimination System (NPDES) permit. Engineer prepared a Nutrient Reduction Feasibility Report in March 2018. This report concluded that phosphorus reduction was not feasible at that time. The Owner's current NPDES permit requires that a report be prepared evaluating the feasibility and reasonableness of reducing the amount of phosphorus discharged. The Owner has requested that Engineer prepare a revised nutrient reduction feasibility report for phosphorus reduction.

- 1. **Services of Engineer** – Services of Engineer for this Task Order No. 7046.023 are indicated below.

Part 1 – Basic Services

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

A1.01.A Add the following paragraphs:

- 8. Prepare Biosolids Land Application Plan Update
 - a. Update the 2014 biosolids land application plan based on Owner's current practices and land application sites.
 - b. Owner shall provide all information necessary to update the plan, including but not limited to, legal descriptions, soils maps, and land application agreements for all current and proposed land application sites.
- 9. Consultation related to potential treatment agreement between Owner and Bazooka Farmstar.
 - a. Assist Owner with contacting IDNR to discuss if Bazooka Farmstar is a categorical industrial user.
 - b. Assist Owner in corresponding with Bazooka Farmstar to gather the IDNR required information.
 - c. Assist Owner in corresponding with IDNR regarding treatment agreement.
 - b. Assist the Owner in preparing a treatment agreement to be executed by the Owner and Bazooka Farmstar.
- 10. Nutrient Reduction Feasibility Study:
 - a. Evaluate existing wastewater treatment plant phosphorus removal capabilities.
 - 1. Compile and summarize Owner's operational data for phosphorus influent and effluent.
 - 2. Evaluate the existing wastewater treatment plant's (WWTP) current removal efficiencies for total phosphorus.
 - 3. Determine if facility phosphorus reduction complies with Iowa Nutrient Reduction Strategy goals.

- b. Evaluate potential operational changes at the WWTP to reduce phosphorus.
 1. Evaluate potential operational changes to the existing WWTP to reduce the amount of total phosphorus discharged.
 2. Estimate the amount of achievable reduction associated with proposed operational changes and evaluate impact of operational changes to removal of other pollutants (five-day carbonaceous biochemical oxygen demand, total suspended solids, and nitrogen).
 3. Prepare an opinion of cost associated with operational changes to reduce phosphorus.
- c. Evaluate additional and/or new treatment technologies
 1. Evaluate up to three new or additional treatment technologies that could be incorporated into the WWTP to reduce the amount of total phosphorus in the final effluent.
 2. Evaluate removal efficiencies for total phosphorus for each selected technology.
 3. Assess feasibility, reasonableness, practicability, the availability of equipment, capital costs, annual operating costs, and any non-water quality environmental impacts (e.g. additional air pollution, increased sludge production, etc.) for each selected technology.
- d. Prepare Nutrient Reduction Report
 1. Prepare a Nutrient Reduction Feasibility Report, to include:
 - A description of the existing WWTP, including current removal efficiency of phosphorus.
 - A description and evaluation of operational changes to the existing treatment facility that could be implemented to reduce the amount of total phosphorus discharged in the final effluent. The evaluation will consider the feasibility and reasonableness of proposed operational changes, including opinions of cost.
 - A description and evaluation of up to three new or additional treatment technologies that could reduce the amount of total phosphorus discharged in the final effluent.
 - Potential schedule for Owner's implementation selected nutrient reduction approach if improvements are needed.
 2. Submit one electronic (PDF) copy of the draft report to the Owner for review and comment.
 3. Incorporate Owner's comments, as appropriate, into a final Nutrient Reduction Feasibility Report and submit one electronic copy to the Owner.
- e. Meet with Owner up to two times in the city of Washington.

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

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

A1.04 Bidding Phase – This phase is not included.

A1.05 Construction Phase – This phase is not included.

A1.06 Commissioning and Post Construction Phase – This phase is not included.

Part 2 – Additional Services

A.2.01 Additional Services Requiring Owner's Authorization in Advance – As per Exhibit A of the Master Agreement, except for services specifically identified in this Task Order as part of Basic Services.

2. **Owner's Responsibilities** – Owner Responsibilities for this Task Order shall be as per Exhibit B of the Master Agreement and as noted within the scope of services of this Task Order.
3. **Times for Rendering Services** – shall be as follows:

Owner and Engineer 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.

Task
 Biosolids Land Application Plan Update
 Consultation related Bazooka Farmstar

 Nutrient Reduction Feasibility Study

Date Completed
 April 1, 2023
 Initial correspondence with IDNR – April 1, 2023
 Draft Treatment Agreement – June 30, 2023
 October 1, 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:

	Fee Basis	Amount
Biosolids Land Application Plan Update	Lump Sum	\$5,000
Consultation related Bazooka Farmstar	Hourly + Reimbursable Expenses	\$10,000
Nutrient Reduction Feasibility Study	Lump Sum	\$22,500

Hourly + Reimbursable Expense amounts are estimated amounts and not maximums. Engineer will request written authorization from Owner to continue such services should the accumulated charges for the services reach the estimated total amounts indicated above.

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

Signature Date

Joseph M. Bunker

Name

Corporate Secretary

Title

Owner

Signature Date

Name

Title

Authorized Representative for Task Order:

Steven J. Troyer, P.E.

Name

Project Manager

Title

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

Address

steve.troyer@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@washingtونيowa.gov

E-Mail Address

(319) 653-6584

Phone

(319) 653-5273

Fax

*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

March 3, 2023

To: City Council

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

From: Sally Y. Hart, City Clerk

Re: AARP Grant Application

AARP offers a Community Challenge Grant as part of the nationwide AARP Livable Communities initiative to “make communities livable for people of all ages.” In 2022, the program received over 3,200 applications and \$3.4 million was distributed to 260 projects. The average grant is \$11,500 with communities able to request up to \$50,000.

We are recommending applying for \$20,000 to enhance the Central Park restroom project and add wheelchair-accessible picnic tables to Central Park. The proposed project would renovate the two restroom stalls and make them family restrooms with changing tables, grab bars, new doors, and ADA fixtures to improve accessibility. It would also change the concrete apron that connects the restroom to the sidewalk to eliminate any trip hazards.

The grant request is for \$20,000, with the other \$20,000 of matching funds to be in-kind with staff doing the demolition of the current fixtures and the remaining to come from the Park Gift Fund.

The deadline to apply is March 15th.

RESOLUTION NO. 2023-___

**A RESOLUTION ENDORSING AN APPLICATION FOR COMMUNITY
CHALLENGE GRANT FUNDS**

WHEREAS, the Central Park is a hub for activities in Washington and regional draw for events; and

WHEREAS, the City Council has approved plans to renovate the Central Park restroom facility; and

WHEREAS, the City may apply for an AARP Community Challenge Grant for the Central Park restroom and wheel-chair accessible picnic tables project; and

WHEREAS, the City of Washington will provide a funding match of \$20,000 with Park Gift Funds and in-kind support for the demolition expenses; and

WHEREAS, the remodel, picnic tables, and concrete work is estimated to cost \$40,000; and

WHEREAS, in order to be eligible to apply for an AARP Community Challenge Grant, an application must be submitted by March 15, 2023.

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

Section 1. The City Council endorses the submission of an application for grant funds to AARP in the amount of \$20,000 for the Central Park restroom and accessible picnic table project.

PASSED AND APPROVED this 7th day of March, 2023.

Millie Youngquist, Mayor Pro Tem

ATTEST:

Sally Y. Hart, City Clerk

*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

March 2, 2023

To: City Council

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

From: Sally Y. Hart, City Clerk

Re: Mobile Food Vendors

With the updated Mobile Food Vendor Ordinance, it is time for council to set the associated fees. Mobile food vendors will 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 in advance of setting up so that city staff is aware of when and where vendors will be operating.

The previous fees in Washington were \$10 per day 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.

Attached is a spreadsheet of what some other cities in Iowa charge for their fees.

My recommendation is \$200 for the annual license, \$50 for a daily license, and \$50 for the annual fire inspection with the Washington Fire Department. This would put the total annual fees at \$250 for food vendors, in line with other cities our size.

Council may adjust these rates in the future with a new resolution, as you see fit.

Mobile Food Vendor Permit Fees

City	Population	Fees	Fire Inspections/Additional
Alleman	423	\$150/year	
Ankeny	67,887	\$250/year (prorated), \$75/1-3 days	fire department operational permit required
Burlington	23,931	\$250/year, \$100/month, \$50/week, \$20/day	approval from police and fire departments
Charles City	7,396	\$250/year, \$100/month, \$50/week, \$25/day	
Davenport	101,724	\$550/year permit fee, plus \$55 license fee	
DeWitt	5,512	\$200/year	
Hartford	733	\$100/year	
Indianola	15,833	\$300 6-12 months, \$200 up to 6 months, \$100/week, \$50/day	
Iowa City	74,828	\$1,000/year (may be prorated by month)	
Iowa Falls	5,103	\$100/year (plus \$25 for city electricity)	
Marshalltown	27,591	\$200/year or \$50/day (encourage annual license)	Fire inspection, DCI background check, etc.
Mt. Pleasant	9,274	\$150/month, \$50/week, \$25/day	
Nevada	6,925	none	yes, \$50 inspection fee
Ottumwa	25,529	\$300/year, \$50/month, \$10/day, \$25/week	
Waterloo	37,314	\$500/year, \$100/month, \$50/week	
Waverly	10,394	\$250/year, \$125/month, \$100/week, \$50/day	fire inspection for Class II and IV state license
Wayland	964	\$100/year, \$50/6 months, \$25/week, \$10/day (\$15 app fee)	
Food vendor fees that are not annual licenses:			
Fairfield (9,416)	pushcart	mobile food parking	mobile food parking
	\$50/year	\$20/month	\$5/week

RESOLUTION NO. 2023----

**A RESOLUTION SETTING FEES FOR MOBILE FOOD VENDORS
IN THE WASHINGTON CITY LIMITS**

WHEREAS, the Washington City Council approved the third and final reading of Ordinance 1148 Amending Chapter 130 Public Sale of Food and Beverages from Mobile Food Vendors in City Limits on February 21, 2023; and

WHEREAS, the Ordinance was published and recorded; and

WHEREAS, the Ordinance calls for the City Council to set fees for licenses and inspections for mobile food vendors by Resolution.

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

Section 1. The City Council sets the fees for annual fire inspections conducted by the Washington Fire Department at \$50.00.

Section 2. The City Council sets the daily mobile food vendor license fee at \$50.00.

Section 3. The City Council sets the annual mobile food vendor license fee at \$200.00.

Section 4. The City Council adopts the attached fire inspection form (Exhibit A) and license form (Exhibit B).

PASSED AND APPROVED this 7th day of March, 2023.

Millie Youngquist, Mayor Pro Tem

ATTEST:

Sally Y. Hart, City Clerk

Exhibit A

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 _____

Generator: Make _____ Output _____ kw Free from defects? Yes / No (CIRCLE ONE)

Inspector _____ Inspector Signature _____

Fire Chief _____ Signature _____ Date _____

Fire Safety Inspection

Violations found? YES/NO (CIRCLE ONE)

Description of code violations _____

Additional Comments _____

Exhibit B



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: _____

Annual License Daily License

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:

Residential Water Utility Rates

City of Washington, IA
Effective July 1, 2022

WET Tax 6%

	Old	New
Water Minimum Charge (No Increase)	\$ 17.85	\$ 17.85
Water Usage (5% Increase)	\$ 4.99	\$ 5.46
Sewer Minimum Charge (No Increase)	\$ 31.50	\$ 31.50
Sewer Usage (5% Increase)	\$ 4.68	\$ 4.91

65- Gallon Garbage*	\$ 21.70	\$ 22.79
35- Gallon Garbage*	\$ 17.94	\$ 18.84
35- Gallon Biweekly*	\$ 14.20	\$ 14.91
Water Deposit	\$ 150.00	\$ 150.00

NEW RATES

Consumption in Cu. Ft	minimum	100	200	300	400	500	600	700	800	900	1000	1100	1200
Water	17.85	23.31	28.78	34.24	39.71	45.17	50.63	56.10	61.56	67.03	72.49	77.95	83.42
Sewer	31.50	36.41	41.33	46.24	51.16	56.07	60.98	65.90	70.81	75.73	80.64	85.55	90.47
Tax	1.07	1.40	1.73	2.05	2.38	2.71	3.04	3.37	3.69	4.02	4.35	4.68	5.01
65-Gallon Garbage	22.79	22.79	22.79	22.79	22.79	22.79	22.79	22.79	22.79	22.79	22.79	22.79	22.79
35-Gallon Garbage	18.84	18.84	18.84	18.84	18.84	18.84	18.84	18.84	18.84	18.84	18.84	18.84	18.84
35-Gallon Biweekly	14.91	14.91	14.91	14.91	14.91	14.91	14.91	14.91	14.91	14.91	14.91	14.91	14.91
Total w/ 65-gallon	73.21	83.91	94.62	105.32	116.03	126.74	137.44	148.15	158.85	169.56	180.26	190.97	201.68
Total w/35-gallon	69.26	79.96	90.67	101.38	112.08	122.79	133.49	144.20	154.91	165.61	176.32	187.02	197.73
Total w/35-gal biwklly	65.33	76.04	86.74	97.45	108.15	118.86	129.57	140.27	150.98	161.68	172.39	183.10	193.80

OLD RATES

Consumption in Cu. Ft	minimum	100	200	300	400	500	600	700	800	900	1000	1100	1200
Water	17.85	22.84	27.83	32.82	37.81	42.80	47.79	52.78	57.77	62.76	67.75	72.74	77.73
Sewer	31.50	36.18	40.86	45.54	50.22	54.90	59.58	64.26	68.94	73.62	78.30	82.98	87.66
Tax	1.07	1.37	1.67	1.97	2.27	2.57	2.87	3.17	3.47	3.77	4.07	4.36	4.66
65-Gallon Garbage	21.70	21.70	21.70	21.70	21.70	21.70	21.70	21.70	21.70	21.70	21.70	21.70	21.70
35-Gallon Garbage	17.94	17.94	17.94	17.94	17.94	17.94	17.94	17.94	17.94	17.94	17.94	17.94	17.94
35-Gallon Biweekly	14.20	14.20	14.20	14.20	14.20	14.20	14.20	14.20	14.20	14.20	14.20	14.20	14.20
Total w/ 65-gallon	72.12	82.09	92.06	102.03	112.00	121.97	131.94	141.91	151.88	161.85	171.82	181.78	191.75
Total w/35-gallon	68.36	78.33	88.30	98.27	108.24	118.21	128.18	138.15	148.12	158.09	168.06	178.02	187.99
Total w/35-gal biwklly	64.62	74.59	84.56	94.53	104.50	114.47	124.44	134.41	144.38	154.35	164.32	174.28	184.25
Change- w/ 65-gallon	1.09	1.82	2.56	3.29	4.03	4.77	5.50	6.24	6.98	7.71	8.45	9.19	9.92
Change- w/35-gallon	0.90	1.63	2.37	3.11	3.84	4.58	5.32	6.05	6.79	7.53	8.26	9.00	9.73
Change- w/35-gal biwklly	0.71	1.45	2.18	2.92	3.66	4.39	5.13	5.87	6.60	7.34	8.07	8.81	9.55

* Garbage rates increase 5% per year through FY24 by adopted City Code without further Council action

City of Washington, Iowa
Water Enterprise Fund

EXHIBIT 1

Growth Assumptions	
Water Usage	0.00%
Operating Expenses	4.00%
Interest Rate	0.00%
Group Insurance & Utilities	8.00%

Water Revenue Adjustment		
12/1/2020	6/15/2024	9.00%
6/15/2021	6/15/2025	7.50%
6/15/2022	6/15/2026	6.50%
6/15/2023	6/15/2027	6.50%

	Audited Financial Statements			FY 2021-22	Budget	Projected				
	FY 2018-19	FY 2019-20	FY 2020-21			FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Per 100 Cu. Ft.	6/19/2018	6/18/2019	12/1/2020	6/15/2021	6/15/2022	\$5.46	\$5.96	\$6.40	\$6.82	\$7.26
Base Rate per Month	\$3.97	\$4.11	\$4.42	\$4.75	\$4.99	\$19.55	\$21.30	\$22.90	\$24.39	\$25.98
Avg. Number of Customers	\$17.85	\$17.85	\$17.85	\$17.85	\$17.85	3,061	3,061	3,061	3,061	3,061
Avg \$/100 CF (without Base)	3,005	3,019	3,047	3,061	3,061	\$4.97	\$5.42	\$5.82	\$6.20	\$6.60
Consumption (100 cubic ft)	\$4.14	\$3.94	\$4.26	\$4.32	\$4.54	0.00%	0.00%	0.00%	0.00%	0.00%
Total Water Usage	226,281	-4.39%	216,351	219,335	219,335	219,335	219,335	219,335	219,335	219,335
Operating Revenues										
Usage Fees	\$936,278	\$852,914	\$947,339	\$947,919	\$995,315	\$1,089,870	\$1,187,958	\$1,277,055	\$1,360,064	\$1,448,468
Base Rate Fees	643,600	646,706	652,614	655,720	655,720	718,013	782,634	841,332	896,018	954,260
Penalties	76,741	61,602	67,570	66,939	67,000	67,000	67,000	67,000	67,000	67,000
Sales Tax/WET	103,566	83,243	90,930	93,958	106,316	126,552	137,941	148,287	157,926	168,191
Water Deposits	21,825	21,300	20,400	17,100	25,000	25,000	25,000	25,000	25,000	25,000
Misc Charges	8,725	11,262	5,044	23,023	6,400	6,400	6,400	6,400	6,400	6,400
Total Operating Revenues	\$1,790,735	\$1,677,026	\$1,783,897	\$1,804,659	\$1,855,751	\$2,032,835	\$2,206,934	\$2,365,074	\$2,512,408	\$2,669,319
Operating Expenditures										
Personnel	\$441,677	\$421,792	\$443,619	\$427,704	\$470,350	\$489,164	\$508,731	\$529,080	\$550,243	\$572,253
Group Insurance	143,940	160,619	168,985	162,273	170,831	184,498	199,257	215,198	232,414	251,007
Repairs & Maintenance	159,392	160,200	92,071	101,772	111,200	115,648	120,274	125,085	130,088	135,292
Utilities	219,390	209,803	217,334	226,781	225,000	243,000	262,440	283,435	306,110	330,599
Contractual	37,998	32,940	92,197	56,123	71,700	74,568	77,551	80,653	83,879	87,234
Commodities / Other Supplies	75,761	200,402	106,401	140,248	110,500	114,920	119,517	124,297	129,269	134,440
Taxes	93,162	86,621	89,909	93,804	106,316	126,552	137,941	148,287	157,926	168,191
Chemicals	91,244	98,726	84,068	81,324	95,000	98,800	102,752	106,862	111,137	115,582
Water Deposit Refunds	18,865	18,075	21,645	15,075	23,400	25,000	25,000	25,000	25,000	25,000
Miscellaneous	3,142	1,873	2,087	9,694	6,975	7,254	7,544	7,846	8,160	8,486
Total Operating Expense	\$1,284,571	\$1,391,051	\$1,318,316	\$1,314,798	\$1,391,272	\$1,479,403	\$1,561,007	\$1,645,743	\$1,734,225	\$1,828,084
Net Operating Income	\$506,164	\$285,975	\$465,581	\$489,861	\$464,479	\$553,432	\$645,927	\$719,331	\$778,183	\$841,235
Interest Income	1,363	277	251	723	500	0	0	0	0	0
Net Revenue for Debt Service	\$507,527	\$286,252	\$465,832	\$490,584	\$464,979	\$553,432	\$645,927	\$719,331	\$778,183	\$841,235

A16

City of Washington, Iowa
Water Enterprise Fund

EXHIBIT 1

Growth Assumptions	
Water Usage	0.00%
Operating Expenses	4.00%
Interest Rate	0.00%
Group Insurance & Utilities	8.00%

Water Revenue Adjustment		
12/1/2020	7.54%	6/15/2024
6/15/2021	7.47%	6/15/2025
6/15/2022	5.00%	6/15/2026
6/15/2023	9.50%	6/15/2027
		9.00%
		7.50%
		6.50%
		6.50%

	Audited Financial Statements			Unaudited			Budget			Projected		
	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28		
Net Revenue for Debt Service	\$507,527	\$286,252	\$465,832	\$490,584	\$464,979	\$553,432	\$645,927	\$719,331	\$778,183	\$841,235		
Water Debt Service												
2018 SRF Water Notes	\$249,215	\$263,043	\$267,280	\$267,540	\$267,720	\$267,820	\$267,840	\$267,780	\$267,640	\$267,420		
2020 SRF Water Notes	0	0	11,575	14,180	14,980	14,760	14,540	14,320	15,100	14,860		
2026 SRF Water Notes	0	0	0	0	0	0	0	0	37,100	163,600		
Reserved	0	0	0	0	0	0	0	0	0	0		
Subtotal Revenue Debt	\$249,215	\$263,043	\$278,855	\$281,720	\$282,700	\$282,580	\$282,380	\$282,100	\$319,840	\$445,880		
Series 2009/2016A G.O.	\$0	\$0	\$0	\$22,675	\$12,675	\$12,675	\$12,675	\$12,675	\$12,675	\$12,675		
Series 2015A G.O.	92,357	0	96,925	23,836	78,325	127,000	137,575	134,825	137,075	133,925		
Series 2022 G.O.	0	0	0	0	89,569	90,550	128,818	160,030	161,730	158,280		
Reserved	0	0	0	0	0	0	0	0	0	0		
Subtotal G.O. Debt	\$92,357	\$0	\$96,925	\$46,511	\$180,569	\$230,225	\$279,068	\$307,530	\$311,480	\$304,880		
Total Water Debt Service	\$341,572	\$263,043	\$375,780	\$328,231	\$463,269	\$512,805	\$561,448	\$589,630	\$631,320	\$750,760		
Debt Service Coverage												
Net Revenues / Revenue Debt	2.04	1.09	1.67	1.74	1.64	1.96	2.29	2.55	2.43	1.89		
Net Revenues / All Debt	1.49	1.09	1.24	1.49	1.00	1.08	1.15	1.22	1.23	1.12		
Cashflow After Debt	\$165,955	\$23,209	\$90,052	\$162,353	\$1,710	\$40,627	\$8,479	\$129,701	\$146,863	\$90,475		
Capital Outlays	(\$1,842,148)	(\$805,851)	(\$263,452)	(\$223,863)	(\$1,870,000)	(\$75,000)	(\$75,000)	(\$75,000)	(\$2,575,000)	(\$75,000)		
G.O. Bond Proceeds	0	0	0	0	1,820,000	0	0	0	0	0		
SRF Bond Proceeds	1,500,107	363,393	219,000	213,729	0	0	0	0	2,500,000	0		
Other Cash Adjustments	267,622	93,057	35,000	112,424	0	0	0	0	0	0		
Transfers (to) / from Restricted	(2,960)	(3,225)	1,245	(2,025)	(1,600)	0	0	0	0	0		
Transfer (to) from Indust. Dev.	0	0	0	0	0	0	0	0	0	0		
Transfers (to) / from Other Funds	0	0	0	(211,729)	0	0	0	0	0	0		
Annual Surplus / (Deficit)	\$88,576	(\$329,417)	\$81,845	\$50,889	(\$49,890)	(\$34,373)	\$9,479	\$54,701	\$71,863	\$15,475		
Beginning Operating Cash Balance	\$603,906	\$692,482	\$363,065	\$444,910	\$495,799	\$445,909	\$411,535	\$421,014	\$475,715	\$547,578		
Annual Surplus / (Deficit)	88,576	(329,417)	81,845	50,889	(49,890)	(34,373)	9,479	54,701	71,863	15,475		
Ending Operating Cash Balance	\$692,482	\$363,065	\$444,910	\$495,799	\$445,909	\$411,535	\$421,014	\$475,715	\$547,578	\$563,053		
Cash % of O&M	54%	26%	34%	38%	32%	28%	27%	29%	32%	31%		
Debt Service Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Water Deposit Fund	26,830	30,055	28,810	30,835	32,435	32,435	32,435	32,435	32,435	32,435		
Total Restricted Cash	\$26,830	\$30,055	\$28,810	\$30,835	\$32,435	\$32,435	\$32,435	\$32,435	\$32,435	\$32,435		
Total Cash	\$719,312	\$393,120	\$473,720	\$526,634	\$478,344	\$443,970	\$453,449	\$508,150	\$580,013	\$595,488		

SRF loans must have at least 1.10x Coverage

A17

City of Washington, Iowa
Water Enterprise Fund

EXHIBIT 1

Growth Assumptions	
Water Usage	0.00%
Operating Expenses	4.00%
Interest Rate	0.00%
Group Insurance & Utilities	8.00%

Water Revenue Adjustment	
12/1/2020	7.54%
6/15/2021	7.47%
6/15/2022	5.00%
6/15/2023	9.50%

Audited Financial Statements		Unaudited		Budget		Projected		Projected		Projected		Projected	
FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28				

Water Capital Outlays												
Equipment Replacement	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
South 7th Water Main Project	25,000	0	0	0	0	0	0	0	0	0	0	0
Well Improvements	0	0	0	0	0	0	0	2,500,000	0	0	0	0
Wellness Park Water Main	0	0	0	0	0	0	0	0	0	0	0	0
Downtown Streetscape Project	0	0	0	0	0	0	0	0	0	0	0	0
Water Meter Replacement	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
2022 Water Main Project	1,820,000	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0
Total	\$1,870,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$2,575,000	\$75,000	\$75,000	\$75,000	\$75,000

*Millie Youngquist, Mayor Pro Tem
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*

March 2, 2023

To: Mayor & City Council

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

From: Deanna McCusker
City Administrator

Re: E. Washington/Hwy 92 & S. 12th Traffic Signal

The intersection at E. Washington/Hwy 92 & N. 12th was reviewed and a couple of options are ready to be reviewed. Option #1 is just adding the traffic signal and related items and Option #2 is adding the traffic signal but also widening both corners to improve for turning trucks, which would be very beneficial.

One thing to note, the traffic signal pole fabrication is taking 6-9 months so if ordered in March 2023, they won't be here until December. The project may wait until spring of 2024. The funding for this project is partly from RUT and the rest from a STBG grant as presented in the budget.

Thank you for your consideration.

**Opinion of Cost for
Washington and 12th Traffic Signal
Washington, Iowa
2/12/2023**

No.	Item	Description	Unit	Unit Price	Quantity	Option #1		Option #2	
						Signal Only	Extended Price	Signal & Widening	Extended Price
1	2102-2710090	EXCAVATION, CL 10, WASTE	CY	\$50.00	30	\$1,500.00	\$2,500.00		
2	2105-8425005	TOPSOIL, FURN+SPREAD	CY	\$100.00	10	\$1,000.00	\$3,000.00		
3	2115-0100000	MODIFIED SUBBASE	CY	\$100.00	30	\$3,000.00	\$5,000.00		
4	2301-1033080	STD/S-F PCC PAVT, CL C CL 3, 8"	SY	\$100.00	40	\$4,000.00	\$26,000.00		
5	2401-6745910	RMVL OF SIGN	EACH	\$200.00	1	\$200.00	\$600.00		
6	2435-0254100	INTAKE, SW-541	EACH	\$6,000.00	0	\$0.00	\$6,000.00		
7	2503-0114215	STORM SWR G-MAIN, TRENCHED, RCP 2000D, 15"	LF	\$1,000.00	0	\$0.00	\$5,000.00		
8	2510-6745850	RMVL OF PAVT	SY	\$40.00	10	\$400.00	\$6,400.00		
9	2510-6750600	RMVL OF INTAKE+UTILITY ACCESS	EACH	\$500.00	0	\$0.00	\$500.00		
10	2511-6745900	RMVL OF SIDEWALK	SY	\$40.00	70	\$2,800.00	\$3,200.00		
11	2511-7526004	SIDEWALK, PCC, 4"	SY	\$60.00	40	\$2,400.00	\$2,400.00		
12	2511-7526008	SIDEWALK, PCC, 8"	SY	\$100.00	25	\$2,500.00	\$2,500.00		
13	2525-0000100	DETECTABLE WARNING	SF	\$50.00	40	\$2,000.00	\$2,000.00		
14	2526-8285000	TRAFFIC SIGNALIZATION	LS	\$185,000.00	1	\$185,000.00	\$185,000.00		
15	2527-9263109	CONSTRUCTION SURVEY	LS	\$7,000.00	1	\$7,000.00	\$15,000.00		
16	2527-9263180	PAINTED PAVT MARK, WATERBORNE/SOLVENT	STA	\$200.00	13.5	\$2,700.00	\$3,000.00		
17	2528-8445110	PAV'T MARK RMVD	STA	\$1,000.00	1.0	\$1,000.00	\$1,000.00		
18	2533-4980005	TRAFFIC CONTROL	LS	\$1,000.00	1	\$1,000.00	\$15,000.00		
19	2554-0210201	MOBILIZATION	LS	\$25,000.00	1	\$25,000.00	\$30,000.00		
20	2554-0210205	FIRE HYDRANT ASSEMBLY, WM-201	EACH	\$7,000.00	0	\$0.00	\$7,000.00		
21	2601-2634100	FIRE HYDRANT ASSEMBLY REMOVAL	EACH	\$1,000.00	0	\$0.00	\$1,000.00		
22	2601-2636044	MULCH	ACRE	\$6,000.00	0.1	\$600.00	\$1,200.00		
		SEED+FERTILIZE (URBAN)	ACRE	\$6,000.00	0.1	\$600.00	\$1,200.00		
Subtotal						\$245,200.00	\$288,000.00		
Contingency 10%						\$24,500.00	\$28,800.00		
Construction Total						\$269,700.00	\$316,800.00		

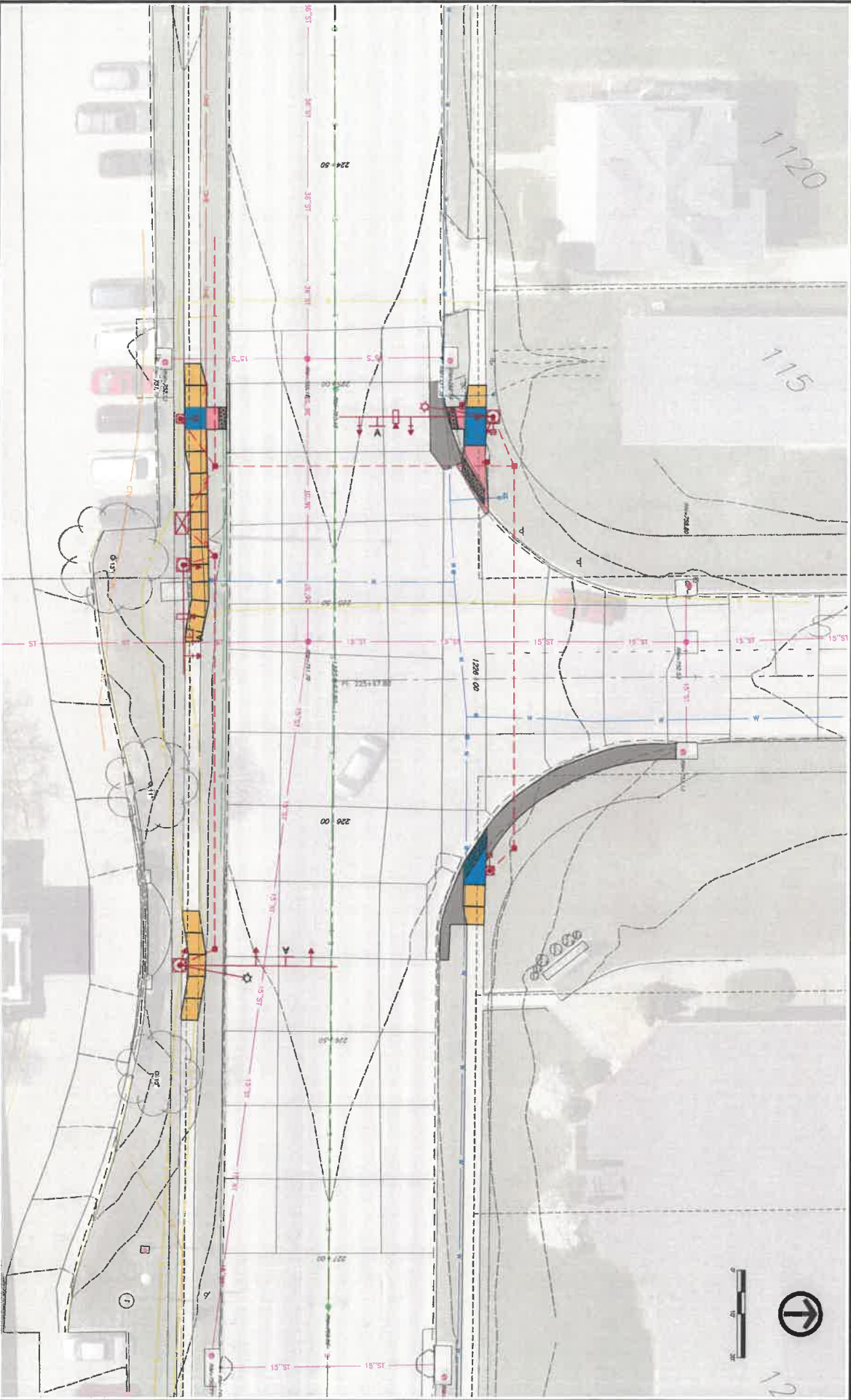
DATE	REVISIONS	SCALE	AS NOTED
		AS SHOWN	
		DATE	BY
		APPROVED	DATE
		DATE	BY
		PROJECT NO.	REVISION



12TH AVE AND WASHINGTON ST TRAFFIC SIGNAL
 CITY OF WASHINGTON

OPTION #1
 SIGNAL PLAN
 EXISTING GEOMETRY

DWG. NO. N.02A
 PROJECT 24653



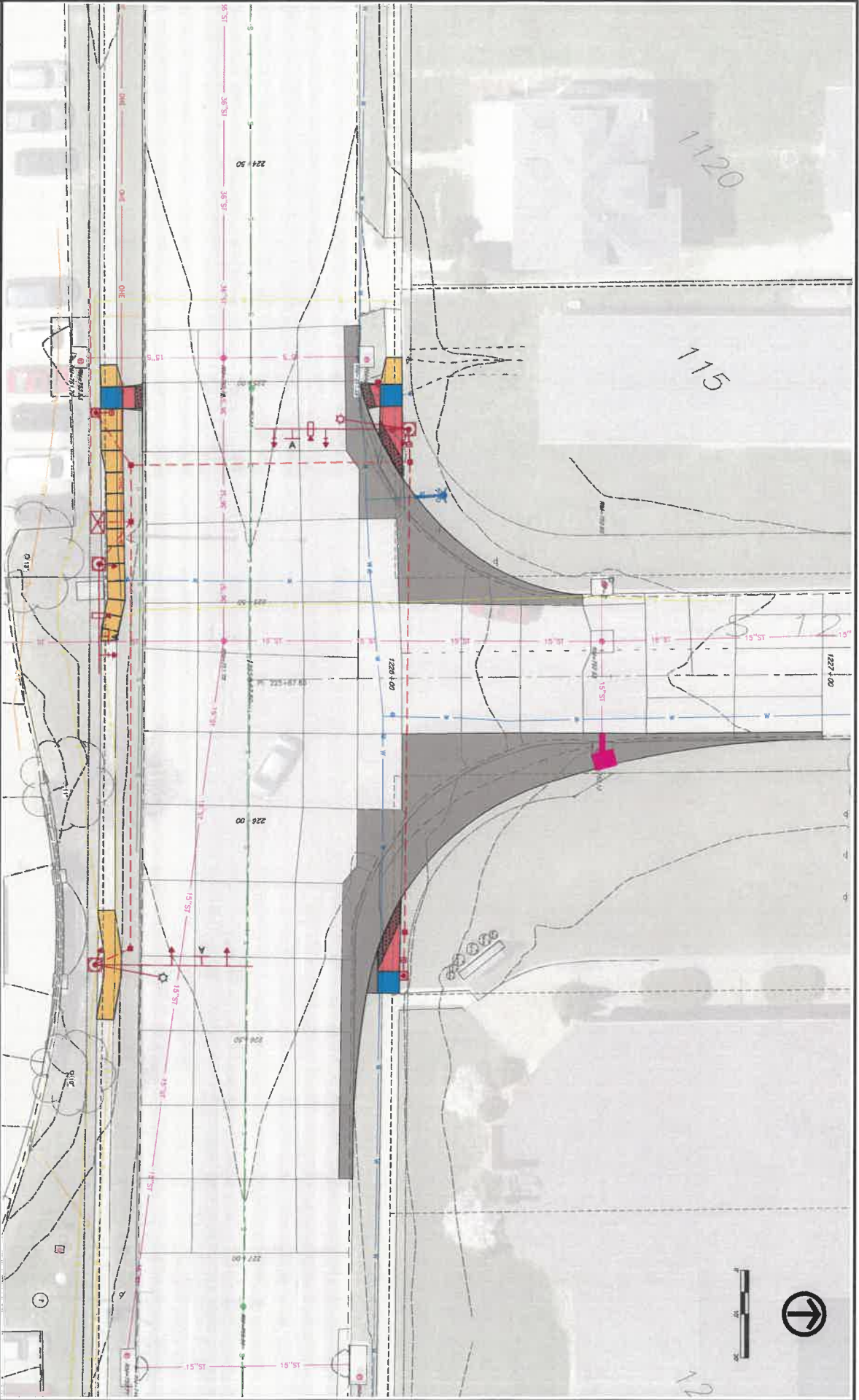
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		CHECKED	MM
		APPROVED	MM
		DATE	MM
		DESIGNED BY	MM
		EXAMINER	MM



12TH AVE AND WASHINGTON ST TRAFFIC SIGNAL
 CITY OF WASHINGTON
 2800 University Parkway, Suite 1 • Corvallis, Iowa 52241
 319-466-1000 • 319-466-1000(FAX) • 855-241-5201(WA13)

OPTION #2
 SIGNAL PLAN
 RADIUS WIDENING

DWG. NOS.
 N.02B
 PROJECT
 24653



Railroad Information Sheet

- Merger Information
 - The decision about the merger should be made by the end of March
 - Cooling Off Period of 1-30 days
 - Another 30 days for CP to take control
 - By July the City should have our check for \$200,000 Community Investment
 - STB Oversight period for up to 5 years following the merger for the public to continue to comment

- Economic Benefit:
 - The CP/KCS merger will economically benefit SE Iowa with the addition of approximately 119 railroad jobs added. Average salary of railroad employee with benefits is \$135,000.

- Closing a Crossing Process and Receiving Payout
 - If Council approves closing any crossings, there is an application that needs to be completed with CP that gets reviewed and approved by the DOT. Once application is approved, our public works with the assistance of CP's public works would remove the cross bars, signals and roadway markings. Concrete barriers would be placed on both sides of the tracks and there may be other barriers or signage that needs placed. Once everything has been removed, DOT comes to inspect to ensure it has been done properly. If the closing passed inspection, then the DOT and CP would issue the payment for the closed crossing. CP \$225,000 per closed crossing and DOT \$100,000 per crossing.

- Close Crossings Now or Delay
 - The \$100,000 payment from the DOT may end. It is fairly certain to remain until t least 2025, but then it may decrease. It was much lower than \$100,000 prior to the Bipartisan Infrastructure bill.
 - Cost of inflation will drive the estimated costs up if it is delayed

- How long will CP honor the \$225,000 for each closed crossing
 - CP will honor the payment of \$225,000 for each closed crossing through the Oversight Period or 1-5 years.

- Capital Improvement Plan by CP at crossing
 - Note: The siding between Washington and Ainsworth will be getting done in the next year
 - Replace at crossing: signals to constant warning signals and power out indicators

Vehicle Counts Going Just One Direction
At Railroad Crossings

Dates	Location	Vehicle Count	Notes
10/31/2022	D Avenue	394	
11/1/2022-11/4/2022	C Avenue	1586	speed trailer was there for 4 days
11/4/2022	B Avenue	2348	
11/5/2022	Marion Avenue	2577	
11/6/2022	Iowa Avenue	837	Not a full day
11/18/2022	4th Avenue	1305	
11/19/2022	12th Avenue	2927	
11/20/2022	F Avenue	1177	this was a Sunday
11/23/2022	W. Main	215	

Railroad Quiet Zone and Crossings Public Survey

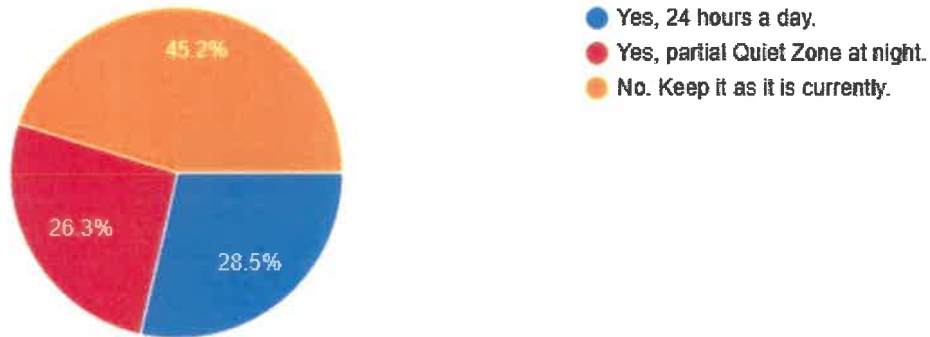
as of 12:45 p.m. March 3, 2023

Questions Responses **228** Settings

Would you like to have a Quiet Zone implemented in Washington?

[Copy](#)

228 responses

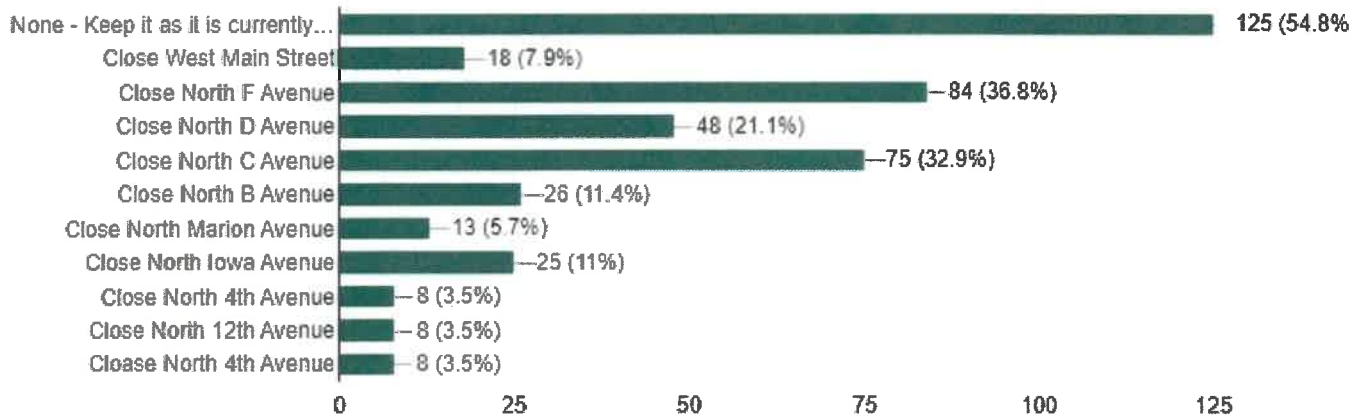


Indicate below which (if any) crossings you would be in favor of closing:

[Copy](#)

select all that apply

228 responses



March 3, 2023

To: City Council
Cc: Deanna McCusker, City Administrator & Sally Hart, City Clerk
From: Brendan DeLong, Fire Chief & Jim Lester, Chief of Police
Ref.: Railroad Quiet Zone and Crossing Closures

After reviewing information provided in the Quiet Zone Assessment provided to the City Council, hearing discussions on both quiet zone and crossing closures; and reviewing how both may affect public safety, we feel it necessary to provide our input.

The Quiet Zone Assessment focused on grade crossings and how the use of Supplementary Safety Measures (SSMs) could help mitigate the risk threshold. The assessment did not address the risk or safety for pedestrians either at the crossing or for those who may be trespassing along railroad right-of-way. A U.S. DOT study from 2020, points out that trespassing along railroad right-of-way is the leading cause of rail-related deaths in America.

In addition to the pedestrian safety concerns of a quiet zone, we have concerns related to motor vehicle traffic navigating the 60–100-foot non-traversable medians or channelization devices that may be required for a quiet zone. Even a 60-foot median at the crossings on North Iowa, North Marion and North Ave B could result in issues with traffic accessing some driveways or alleys near the crossings.

We do not support a quiet zone.

As for crossing closures, as pointed out by a local business owner at the last City Council meeting, the closure of either North Iowa or North Marion could result in serious traffic safety concerns, especially for large trucks. In addition, the closure of North F Ave, will divert traffic that normally uses West 5th Street and North F Ave to access KC Hall and St. James to residential areas.

As it relates to public safety and response, currently, we do not support the closure of any crossings.

We understand the city could receive \$200,000 from CP railroad and we encourage council to earmark at least \$50,000 of those funds towards the purchase of a foam trailer for the fire department.

Respectfully,



Brendan DeLong
Fire Chief



Jim Lester
Chief of Police

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 165.23 OF THE CODE OF ORDINANCES OF THE CITY OF WASHINGTON REGARDING HOME OCCUPATIONS.

WHEREAS, the City of Washington zoning code presently contains Section 165.23(4), which regulates home occupations; and

WHEREAS, the Iowa General Assembly passed and the Iowa Governor signed HF2431, on June 14, 2022, which restricts the ability of cities to regulate home occupation uses; and

WHEREAS, it is now necessary for the City Council to amend Section 165.23(4) to comply with the newly passed HF2431.

NOW, THEREFORE, BE IT ORDAINED, as follows:

1. Amendment. Section 165.23(4) of the Code of Ordinances of the City of Washington is hereby amended by deleting said Section 165.23(4) in its entirety and replacing it with the following, entitled “Home-based businesses”:

“4. Home-based businesses.

A. For the purposes of this Section 165.23(4), the following terms are hereby defined as follows:

- 1) The term “goods” means any merchandise, equipment, products, supplies or materials;
- 2) The term “Home-based business” means any business for the manufacture, provision or sale of goods or services that is owned or operated by the owner or tenant of a residential property on which the business operates.
- 3) The term “No-impact home-based business” means a home-based business for which all of the following apply:
 - a) The total number of on-site employees or clients does not exceed the city occupancy limit for the residential property;
 - b) The business activities are characterized by all of the following:
 - i) The activities are limited to the sale of lawful goods and services;
 - ii) The activities do not generate on-street parking or a substantial increase in traffic through the residential area;

- iii) The activities occur inside the residential dwelling or in the yard of a residential property; and
- iv) The activities are not visible from an adjacent property or street.

B. No-impact home-based business lawful. A person or entity may operate a No-impact home-based business in any residential zoning district within the City shall be deemed a permitted use, subject to the following regulations:

- 1) The residential property shall comply with all applicable building, fire safety and health, solid waste and nuisance regulations, except that a one or two family residence shall not be required to install or equip any fire sprinkler system to operate such a business;
- 2) No-impact home-based businesses shall not generate any on-street parking.
- 3) That any No-impact home-based business shall be a secondary use to the use of the property as a residence by the owner or tenant.
- 4) That all activities associated with a No-impact home based business that occur outside of the residential dwelling shall cease as of 9:00 p.m. each day.
- 5) That the No-impact home based businesses shall pay all applicable taxes generated by said business.
- 6) All activities that occur outside of the residential structure shall be screened from view of the adjacent properties or streets by fencing or appropriate landscaping.”

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

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

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

Passed and approved this 7th day of March, 2023.

Millie Youngquist, Mayor Pro Tem

Attest:

Sally Y. Hart, City Clerk

Approved on First Reading: February 7, 2023

Approved on Second Reading: February 21, 2023

Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of March, 2023.

City Clerk

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 165 OF THE CODE OF ORDINANCES OF THE CITY OF WASHINGTON REGARDING SHORT TERM RENTAL PROPERTIES.

WHEREAS, the Iowa General Assembly passed a statute that outlines a city's ability to regulate short-term rental properties; and

WHEREAS, it is now necessary for the City Council to amend Chapter 165 of the Code of Ordinances to incorporate said statutory changes.

NOW, THEREFORE, BE IT ORDAINED, as follows:

1. Amendment. Section 165.23 of the Code of Ordinances of the City of Washington is hereby amended by adding Section 165.23(6), entitled "Short Term Rental Properties," which reads as follows:

"6. Short-Term Rental Properties.

A. For use in this Section 165.23(6), the term "short-term rental property" means any individually or collectively owned single-family house or dwelling unit; any unit or group of units in a condominium, cooperative or time-share; or an owner-occupied residential property that is offered for lease for a fee for less than thirty (30) days. The term "short-term rental property" does not include a unit that is used for any retail, restaurant, banquet space, event center or other similar use.

B. A short-term rental property is classified as a residential land use designation.

C. No person shall operate a short-term rental property within the City unless the owner of said property does the following:

- 1) In order to promote and protect the public health and safety, each property to be used for a short-term rental property within the City shall pass an annual inspection satisfying the requirements outlined in Chapter 146 of this Code. (Rental Inspection requirements)
- 2) No person shall operate a short-term rental property within the City if the property is in violation of Section 157 of the Code (Property Maintenance)
- 3) No person shall operate a short-term rental property within the City if the property is in violation of Chapter 50 of this Code (Nuisance)

4) All persons operating a short-term rental property shall be required to collect and pay the Hotel/Motel tax imposed by the City pursuant to Chapter 11 of this Code.”

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

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

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

Passed and approved this 7th day of March, 2023.

Millie Youngquist, Mayor Pro Tem

Attest:

Sally Y. Hart, City Clerk

Approved on First Reading: February 7, 2023

Approved on Second Reading: February 21, 2023

Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of March, 2023.

City Clerk

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE
CITY OF WASHINGTON, IOWA, BY AMENDING
CHAPTER 77 GOLF CARTS AND UTILITY TRAIL VEHICLES**

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

SECTION 1. Chapter 77 is amended as attached.

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

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

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

Passed and approved this 7th day of March, 2023.

Millie Youngquist, Mayor Pro Tem

Attest:

Sally Y. Hart, City Clerk

Approved on First Reading: February 7, 2023

Approved on Second Reading: February 21, 2023

Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of March, 2023.

City Clerk

**CHAPTER 77
GOLF CARTS AND UTILITY TRAIL VEHICLES**

77.01 Purpose	77.07 Hours of Operation
77.02 Definitions	77.08 Speed
77.03 Operation of Golf Carts/UTV Permitted	77.09 Parking Prohibited
77.04 Prohibited Streets	77.10 Permits
77.05 Unlawful Operation	77.11 Penalty
77.06 Equipment	

77.01 PURPOSE.

The purpose of this chapter is to permit the operation of golf carts on certain streets in the City, as authorized by Section 321.247 of the Code of Iowa, as amended. This chapter applies whenever a golf cart, ATV or UTV is operated on any street or alley of the City of Washington, Iowa.

77.02 DEFINITIONS.

1. "Golf cart" means a three- or four-wheeled recreational vehicle generally used for transportation of persons in the sport of golf, and which is either electric powered or gas powered, with a ground speed limited to 25 mph.
2. "Utility trail vehicle" and "All-terrain vehicle" are as defined in Iowa Code 321I.1.

77.03 OPERATION OF GOLF CARTS AND UTVs PERMITTED.

Golf carts, ATVs and UTVs may be operated upon the streets of the City by persons possessing a valid Iowa driver's license, and who are at least 18 years of age. Operators must comply with all applicable provisions of this Code of Ordinances and the Code of Iowa related to motor vehicle traffic and parking regulations. Operators must carry proof of financial liability coverage as required by Iowa Code.

77.04 PROHIBITED STREETS.

Golf carts, ATVs and UTVs shall not be operated on the following streets, except to cross said streets:

1. State Highway 92 throughout the City limits.
2. State Highway 1 throughout the City limits.
3. West Fifth Street/Lexington Boulevard west of North Avenue C.
4. South Iowa Avenue south of Polk Street.
5. Twelfth Avenue north of Washington Street.
6. Fillmore Avenue east of South Twelfth Avenue to Airport Road.
7. Airport Road throughout the City limits.
8. Eighteenth Street west of North Marion Avenue.

77.05 UNLAWFUL OPERATION.

1. No golf cart, ATV or UTV shall be operated or parked upon City sidewalks or trails.
2. No golf cart, ATV or UTV shall be operated while under the influence of intoxicating liquor, narcotics or habit-forming drugs.
3. No person shall operate a golf cart, ATV or UTV in a careless, reckless, or negligent manner endangering persons or property of another or causing injury or damage to same.
4. No golf cart, ATV or UTV shall carry more passengers than for which the vehicle is designed.

77.06 EQUIPMENT.

Golf carts operated upon City streets shall be equipped with a minimum of the following safety features:

1. A slow moving vehicle sign.
2. A bicycle safety flag, the top of which shall be a minimum of five feet above ground level.
3. Adequate brakes.
4. Headlights and taillights.
 - A. Aftermarket headlights and taillights may be installed on golf carts.
 - B. Headlights must remain in use during operations.
5. Seatbelts for each person.
6. ATVs and UTVs operated upon City streets shall be equipped with parts, lamps and other equipment as required by Iowa Code.

77.07 HOURS OF OPERATION.

Golf carts may be operated on City streets and alleys only between sunrise and sunset.

77.08 SPEED.

No golf cart, ATV or UTV shall be operated on any City street at a speed in excess of 25 miles per hour. Posted speed limits must be followed in accordance with the Code of Iowa and this Code of Ordinances.

77.09 PARKING PROHIBITED.

Golf carts, ATV and UTVs shall not be parked overnight on City streets or alleys at any time.

77.10 PERMITS.

No person shall operate a golf cart on any public street or alley, for any purpose, unless the operator possesses a City of Washington permit to operate a golf cart on City streets, issued by the Police Chief.

1. Golf cart owners may apply for a permit on forms provided by the Police Chief.
2. The Police Chief shall not issue a permit until the owner/operator has provided the following:

A. Evidence that the operator is at least 18 years of age and possesses a valid Iowa driver's license.

B. Proof that owner and operator have liability insurance covering operation of golf carts on City streets in the amount required by the Code of Iowa.

3. All permits shall be issued for a specific golf cart.

Permits holders will be issued a number and a sticker to be affixed to the bottom of the slow-moving vehicle placard.

4. The fee for such permits are \$25.00. Permits will be granted for one year, valid from January 1 through December 31. Permits may be purchased at any time during the year but will be valid only through December 31.

5. The permit may be suspended or revoked upon finding evidence that the permit holder has violated the conditions of the permit or has abused the privilege of being a permit holder. There shall be no refund of the permit fee. Should a permit be suspended or revoked, the owner or operator must receive a majority vote of the City Council to allow for reinstatement of an existing permit or issuance of a new permit.

6. ATVs and UTVs shall be registered as required by Iowa Code.

77.11 PENALTY.

In addition to the suspension or revocation of the permit, a person who violates this chapter is guilty of a simple misdemeanor.