



AGENDA OF THE REGULAR SESSION OF THE COUNCIL
OF THE CITY OF WASHINGTON, IA
TO BE HELD AT THE
COUNCIL CHAMBERS
215 E. WASHINGTON STREET
AT 6:00 P.M., TUESDAY, JANUARY 7, 2025

To attend the meeting via Zoom go to:

<https://us02web.zoom.us/j/5077385758?pwd=HnP5mNpbXUczw62k2enfl845WV7vbo.1&omn=81496476461>

Meeting ID: 507 738 5758

Passcode: 6536584

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF THE AGENDA

CONSENT:

1. Council Minutes for December 17, 2024 Regular Session
2. Strand Associates, Professional Services for 2021 Water Main Project from November 1, 2024 – November 30, 2024, \$380
3. Bolton & Menk, Washington Rehabilitate Hanger Fee, \$720
4. Veenstra & Kimm, Inc., Engineering Services for Central Park Restrooms, \$7,323.84
5. Veenstra & Kimm, Inc., Engineering Services for 12th Ave. & Washington St. Intersection, \$4,072.50
6. Washington Chamber of Commerce, 2025 Chamber Renewal and Ambassador Dues, \$1,482.60
7. Stivers Midwest Pro Upfitters, New Car Upfit, \$12,129.33
8. Summit Fire Protection, Replacement of Fire Alarm Panel in the Waste Water Treatment Plant, \$7,476.64

9. Iowa Municipalities Workers' Compensation Association, Work Comp Premium Installment 7, \$5,826.00
10. Tyler Technologies, Time & Attendance Annual Fees, \$2,672.25
11. Unc and Nephews, 1015 Madison Street, Class C Retail Alcohol License (**renewal**)
12. Department Reports

SPECIAL PRESENTATION

- Washington Police Department Promotion
- PLANT Washington Update

SPECIAL EVENT REQUEST

PUBLIC COMMENT – limit to 3 minutes

CLAIMS & FINANCIALS

- Claims Report for January 7, 2025

PUBLIC HEARING

1. Review of Bids Received for the Highway 92 & 12th Avenue Traffic Signal Project

NEW BUSINESS

1. Discussion and Consideration of a Resolution Awarding a Construction Contract for 12th Avenue Traffic Signal Project.
2. Set Public Hearing for Capital Investment Plan for January 21, 2025 at 6:00 p.m.
3. Discussion and Consideration of a Resolution to Declaring Certain City Property as Surplus.
4. Discussion and Consideration of a Resolution Approving a Development Agreement with Isabella and Ed Santoro for the Renovation of 217 West Main Street.
5. Discussion and Consideration of Change Order for Housing Rehabilitation Program for the 703 W. Main.
6. Discussion and Consideration of a Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer (final water utility bill).

CLOSED SESSION

- Closed session per Iowa Code 21.5(j) – To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price

the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

1. Formal action for any items discussed in Closed Session

DEPARTMENTAL REPORTS

Police Department
City Attorney
City Administrator

MAYOR & COUNCILPERSONS

Millie Youngquist, Mayor
Illa Earnest
Patrick Morgan
Elaine Moore
Ivan Rangel
Kenneth Schroeder
Fran Stigers

ADJOURNMENT

City of Washington
Council Minutes 12-17-2024

At 6:00 P.M. the Council of the City of Washington, Iowa, met in Regular Session in the Council Chambers, 215 East Washington Street with Mayor Millie Youngquist in the chair.

On roll call present: Morgan (via zoom), Moore, Stigers, Earnest, Schroeder, Rangel. Absent: None

Mayor Youngquist asked for a Motion for approval of the Agenda. Motion by Stigers, second by Moore to approve the Agenda. Motion carried. 6-0

CONSENT:

1. Council Minutes for December 3rd, 2024 Regular Session
2. Iowa Municipalities Workers' Compensation Association, Installment 6 Work Compensation Premium 2024-2025, \$5,826
3. Strand Associates, Professional Services for 2021 Water Main Improvements from September 1, 2024 – September 30, 2024, \$1,730
4. WEDG, payoff for 915 E. Tyler Street, \$467,278.12
5. Gronewold, Bell, Kyhnn & Co. P.C., Progress Billing on Audit of Financial Statements for Year End June 2024, \$5,000
6. UMB Bank, 2015 GO Bond Fee, \$250
7. UMB Bank, 2016A GO Bond Fee, \$250
8. UMB Bank, 2016B GO Bond Fee, \$250
9. UMB Bank, 2018A GO Bond Fee, \$300
10. UMB Bank, 2018B GO Bond Fee, \$300
11. Washington County EMA, Outdoor Warning Siren Project, \$15,000
12. Iowa Finance Authority, Westside Interceptor Interest Payment, \$17,832.50
13. Iowa Finance Authority, Wastewater Treatment Plant, \$87,902.50
14. Iowa Finance Authority, Water Plant Interest Payment, \$1,770
15. Iowa Finance Authority, Water Plant Interest Payment, \$32,420
16. Dollar General, 225 West Madison Street, Class B Retail Alcohol License (renewal)
17. The Topsy Travelers, 208 South Marion Avenue, Class C Retail Alcohol License (5 day, December 18th – 22nd)
18. Department Reports

Motion by Moore, second by Rangel to approve consent items 1-18. Motion Carried. 6-0

Special Presentation was given by Amy Schulte with the YMCA on the Annual Aquatics Center and Recreational Services.

Public Comment: None

The claims were presented by Finance Director, Kelsey Brown.

**CITY OF WASHINGTON, IOWA
CLAIMS REPORT
DECEMBER 17, 2024**

GENERAL			
	ACCESS SYSTEMS LEASING	COPIER LEASE	433.61
	ACE-N-MORE	SUPPLIES	515.70
	ALBERT, KIRK	MILEAGE REIMBURSEMENT	102.51
	ALL AMERICAN PEST CONTROL	PEST CONTROL	125.00
	ALLIANT ENERGY	ALLIANT ENERGY	3738.22
		MILEAGE/MEAL REIMBURSE-	
	ALTENHOFEN, BEN	REISSUE	174.22
FIRE	ALTENHOFEN, SHAMUS	MILEAGE AND MEAL REIMBURSE	360.23
	AMAZON CAPITAL SERVICES	PATROL CAR CABLES/MATERIALS	244.37
	ARNOLD MOTOR SUPPLY	OIL/OIL DISPENSER	329.33
	AXON ENTERPRISES, INC	TASER TRAINING CARTRIDGES	998.40
	BAKER & TAYLOR	LIBRARY MATERIALS	1383.72
		IT	
	BDH TECHNOLOGY LLC	MAINTENANCE/PRINTER/SOFTWARE	8216.65
	CARSON PLUMBING & HEATING		
EMS	SRVS INC	REPLACE WATER HEATER	1096.69
DEVELOPMENT			
SERVICES	CENGAGE LEARNING INC/GALE	LIBRARY MATERIALS	49.48
LIBRARY	CENTRAL IOWA DISTRIBUTING	JANITORIAL SUPPLIES	224.00
	CINTAS CORP LOC. 342	TOWEL SERVICE	280.41
	CREDIT BUREAU OF WASH	WEEKLY REPORT	150.00
	CUSTOM IMPRESSIONS INC	NOTARY STAMP	28.95
	EMBROIDERY BARN	PATCHES	167.00
	FAREWAY STORES	TEEN PROGRAM	28.32
	GOOGLE LLC	EMAIL SUBSCRIPTION	395.99
	HANSEN, LYLE	SUPPLY REIMBURSEMENT-REISSUE	12.75
	HIWAY SERVICE CENTER	PARTS	370.24
	IAMU - IA ASSOC MUNICIPAL		
	UTILITIES	4TH QTR SAFETY TRAINING	1740.00
	IOWA POLICE CHIEFS		
	ASSOCIATION	DUES - ALTENHOFEN/LESTER	200.00
PARKS	J MARIE ELECTRIC LLC	EQUIPMENT REPAIR	656.96
	JOHN DEERE FINANCIAL	MOWER REPAIR	155.40
	KCTC	PHONE & INTERNET	2275.13
	MENARDS	PLANTER DECORATIONS	291.98
FINANCIAL ADMIN	MID-AM RES. CHEMICAL CORP	WEED KILLER AND TUBE GREAS	1318.00
	PURCHASE POWER	POSTAGE METER REFILL	1009.75
	RACOM CORPORATION	PORTABLE RADIO EQUIPMENT	206.12
	RELIANT FIRE APPARATUS	COMPRESSOR ON LADDER TRUCK	1987.56
	SECRETARY OF STATE	NOTARY PUBLIC APPLICATION	30.00
	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	70.61
	VALENTINE, TAMMY	HOMEBOUND MILEAGE REIMB	4.69

VERIZON WIRELESS
WMPF GROUP LLC

WIRELESS SERVICE
LEGAL ADVERTISING
TOTAL

1254.51
558.88
31185.38

Motion by Moore, seconded by Stigers to approve December 17, 2024 claims report. Motion carried. 6-0

The November 2024 Financial Report was presented by Finance Director, Kelsey Brown.

**CITY OF WASHINGTON, IOWA
MONTH TO DATE REVENUE REPORT
NOVEMBER 30, 2024**

FUND	M-T-D REVENUES
001-GENERAL FUND	292419.78
002-AIRPORT FUND	14968.08
010-CHAMBER REIMBURSEMENT	0.00
011-MAIN STREET REIMBURSEMENT	4701.65
012-WEDG REIMBURSEMENT	9573.26
050-DOWNTOWN INCENTIVE GRANT	0.00
110-ROAD USE	91583.40
112-EMPLOYEE BENEFITS	42607.82
113-LIABILITY INSURANCE	0.00
114-EMERGENCY LEVY	0.00
121-LOCAL OPTION SALES TAX	91805.40
122-LOST DEBT SERVICE	0.00
123-LOST DEBT SERVICE RESERVE	0.00
124-HOTEL/MOTEL TAX	13930.78
125-UNIF COMM UR-NE IND	0.00
126-SE RES UR	0.00
127-UNIF COMM UR - BRIARWOOD	0.00
128-URBAN RENEWAL AREA #3B/D	0.00
129-SC RES UR	3994.06
130-URBAN RENEWAL AREA #3D	0.00
131-URBAN RENEWAL AREA #4	7936.08
132-UNIF COMM UR - EBD	-3179.55
133-UNIF COMM UR-IRE	0.00
134-DOWNTOWN COMM UR	0.00
135-UNIFIED COMM UR-BAZOOKA	0.00
145-HOUSING REHABILITATION	146483.32
146-LMI TIF SET-ASIDE	65977.39
200-DEBT SERVICE	48640.19
300-CAPITAL EQUIPMENT	946.80

301-CAPITAL PROJECTS FUND	11430.45
303-WWTP CAPITAL PROJ FUND	0.00
305-RIVERBOAT FOUND CAP PROJ	85019.10
308-INDUSTRIAL DEVELOPMENT	979398.97
309-MUNICIPAL BUILDING	0.00
310-WELLNESS PARK	86109.10
311-SIDEWALK REPAIR & REPLACE	0.00
312-TREE REMOVAL & REPLACE	0.00
315-RESIDENTIAL DEVELOPMENT	2256.32
317-ARPA CAPITAL PROJECTS	1829.73
325-BUILDING & FACILITY MAINT	0.00
510-MUNICIPAL BAND	0.00
520-DOG PARK	0.00
530-TREE COMMITTEE	677.85
535-NEIGHBORHOOD PRIDE	0.00
540-POLICE FORFEITURE	0.00
541-K-9 PROGRAM	200.00
545-SAFETY FUND	0.00
550-PARK GIFT	104.24
570-LIBRARY GIFT	2187.94
580-CEMETERY GIFT	0.00
590-CABLE COMMISSION	0.00
600-WATER UTILITY	179254.26
601-WATER DEPOSIT FUND	900.00
602-WATER SINKING	0.00
603-WATER CAPITAL PROJECTS	0.00
610-SANITARY SEWER	196789.71
612-SEWER SINKING	0.00
613-SEWER CAPITAL PROJECTS	0.00
670-SANITATION	58735.00
910-LIBRARY TRUST	0.00
950-SELF INSURANCE	4030.10
951-UNEMPLOYMENT SELF INS	46.87
TOTAL BALANCE	<u>2441358.10</u>

Motion by Moore, seconded by Earnest to approve November 2024 Financial report. Motion carried. 6-0

Discussion and Consideration to Approve and Authorize Mayor to sign Housing Rehabilitation Contract, Forgivable Loan, and related contract documents for 427 E. Main for \$16,500. Motion by Moore to approve, seconded by Rangel. Motion Carried. 6-0

Discussion and Consideration to Approve and Authorize Mayor to sign Housing Rehabilitation Contract, Forgivable Loan, and related contract documents for 1027 N. 6th Ave. for \$19,413. Motion by Moore to approve, seconded by Stigers. Motion Carried. 6-0

Motion by Moore, seconded by Earnest, to approve and affirm the Mayoral appointment of Fire Department Officers for 2025. Motion carried. 6-0

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

Discussion and Consideration of the Eagle Point Solar Agreement. Motion by Earnest to approve, seconded by Schroeder. Roll Call on Motion. Ayes: Schroeder, Morgan, Rangel, Earnest, Stigers. Nays: Moore. Motion carried. 5-1

Discussion and Consideration of a Resolution to Approve a Task Order with Strand Associates to Complete an Engineering Evaluation of the Egg Sanitary Sewer Drainage Basin at a Cost of \$167,400. Roll Call on Motion. Ayes: Rangel, Morgan, Earnest, Stigers, Moore, Schroeder. Nays: None. Motion carried. 6-0 **(RESOLUTION NO. 2024-083)**

Motion by Moore, seconded by Stigers, to go into closed session per Iowa Code 21.5(j) – To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. Roll call on the motion. Ayes: Moore, Morgan, Earnest, Rangel, Stigers, Schroeder. Nays: none. Absent: none. Motion carried. 6-0

Council went into closed session at 7:29 p.m.

Motion by Moore, seconded by Earnest, to end closed session at 7:37 p.m. Roll call on the motion: Ayes: Morgan, Schroeder, Earnest, Stigers, Moore, Rangel. Nays: none. Absent: none. Motion carried. 6-0

No action was taken regarding the closed session.

Department reports were presented.

Motion by Morgan, seconded by Rangel that the Regular Session held at 6:00 p.m., Tuesday, December 17, 2024, is adjourned at 7:52 p.m. Motion passed unanimously.

ATTEST:
Kathy Kron, City Clerk

Millie Youngquist
Mayor



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

Invoice

Kelsey Brown
 City of Washington
 City Hall
 215 East Washington Street
 Washington, IA 52353

December 11, 2024
 Project No: 7046.011
 Invoice No: 0219040

Professional Services: November 1, 2024 through November 30, 2024

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

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

Project	7046.013	2021 Washington Water Main Improvements- Permitting		
			Total this Project	0.00

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

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

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

Project	7046.011	Washington Water Main - Final Design	Invoice	0219040
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Project	7046.015	2021 Washington Water Main Improvements - Easements		
			Total this Project	0.00

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

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

Project	7046.018	2021 Washington Water Main Improvements - Construction Administration		
Fee				
Total Fee		69,200.00		
Percent Complete		93.00	Total Earned	64,356.00
			Previous Fee Billing	64,356.00
			Current Fee Billing	0.00
			Total this Project	0.00

Outstanding Invoices

Number	Date	Balance
0216613	10/10/2024	1,730.00
Total		1,730.00

Project	7046.019	2021 Washington Water Main Improvements - Post Construction/Record Drawings		
Fee				

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

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

Project	7046.011	Washington Water Main - Final Design	Invoice	0219040
Total Fee		7,600.00		
Percent Complete		5.00	Total Earned	380.00
			Previous Fee Billing	0.00
			Current Fee Billing	380.00
			Total this Project	\$380.00

Contract Amount 7,600.00

Total Billings to Date 380.00

Project	7046.020	2021 Washington Water Main Improvements - Construction Staking		
			Total this Project	0.00
			Total this Invoice	\$380.00

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

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



Please Remit To: Bolton & Menk, Inc.
 1960 Premier Drive | Mankato, MN 56001-5900
 507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Washington
 Washington Airport Commission
 Kevin Erpelding, Chairman
 215 East Washington
 Washington, IA 52353

November 29, 2024
 Project No: 0T5.131760.000
 Invoice No: 0351563
 Client Account: WASHINGT_CI_IA

Washington/Rehabilltate Hangar

Fee

Total Fee	25,000.00		
Percent Complete	87.80	Total Earned	21,950.00
		Previous Fee Billing	21,230.00
		Current Fee Billing	720.00
		Total Fee	720.00
		Total this Invoice	\$720.00

301-6-6020-6723
 602-6-2080 Initials gcl
 EXP. Hangar Repair
 Vender # _____ Date Rec. 12-18-24
 Due Date _____ Inv # _____

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.



STATEMENT OF PROFESSIONAL SERVICES

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

December 20, 2024
Invoice No: 24659 - 10

Project Manager Leland Belding III

Engineering services for Central Park Restrooms:

Professional Services from November 17, 2024 to December 14, 2024

Professional Personnel

	Hours	Rate	Amount	
Clerical II	9.50	89.00	845.50	
Engineer I-A	4.50	237.00	1,066.50	
Engineer II-A	14.00	198.00	2,772.00	
Architect II	3.00	167.00	501.00	
Drafter III	7.00	115.00	805.00	
Technician I	9.00	122.00	1,098.00	
Totals	47.00		7,088.00	
Total Labor				7,088.00

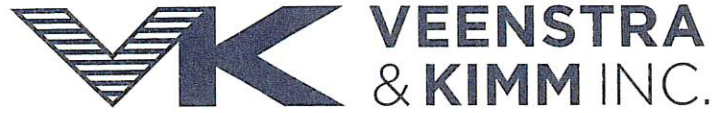
Reimbursable Expenses

Travel			180.90	
Total Reimbursables			180.90	180.90

Unit Billing

Mileage			54.94	
Total Units			54.94	54.94

Total this Invoice \$7,323.84



STATEMENT OF PROFESSIONAL SERVICES

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

December 20, 2024
Invoice No: 24653 - 20

Project Manager Leland Belding III

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

Professional Services from November 17, 2024 to December 14, 2024

Professional Personnel

	Hours	Rate	Amount	
Clerical II	10.50	89.00	934.50	
Engineer II-A	14.00	198.00	2,772.00	
Technician I	3.00	122.00	366.00	
Totals	27.50		4,072.50	
Total Labor				4,072.50
		Total this Invoice		\$4,072.50

Washington Chamber of Commerce

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



INVOICE

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

INVOICE 2024-1380
DATE 12/13/2024
TERMS Net 30
DUE DATE 01/12/2025

	DESCRIPTION	QTY	RATE	AMOUNT
2025 1-2 Base Renewal	2025 Chamber Renewal (Includes first 2 employees in the business)	1	216.00	216.00
2025 3-10 Renewal	Employees 3-10 (add \$45 per FTE employee)	8	45.00	360.00
2025 11-20 Renewal	Employees 11-20 (add \$19 per FTE employee)	10	19.00	190.00
2025 21-35 Renewal	Employees 21-35 (add \$15 per FTE employee)	15	15.00	225.00
2025 Employee Balance Renewal	Balance of Employees (add \$13 per FTE employee)	25	13.00	325.00
				Subtotal: 1,316.00
2025 Voluntary Contribution	Voluntary 10% Donation to the Washington Chamber Programming	1,316	0.10	131.60
2025 AMBASSADORS	2025 Annual Ambassador Dues: Millie Youngquist	1	25.00	25.00
Ambassador Jacket Rental	Ambassador Jacket Annual Rental Fee	1	10.00	10.00
Please remit payment to the Washington Chamber of Commerce. 205 W Main St Washington, IA 52353				SUBTOTAL 1,482.60
				TAX 0.00
				TOTAL 1,482.60
BALANCE DUE				\$1,482.60

Pay invoice



**STIVERS
MIDWEST PRO
UPFITTERS**

Expense Authorization

001-6 1010- _____

Initials _____

Description _____

INVOICE

Stivers Midwest Pro Upfitters
1450 E Hickman Rd
Waukee, Iowa 50263
United States

319-721-5224

BILL TO
WASHINGTON POLICE DEPARTMENT
JIM LESTER
215 E WASHINGTON ST
WASHINGTON, 52353

319-653-2256
JLESTER@WASHINGTONIOWA.GOV

Invoice Number: 732808

P.O./S.O. Number: VIN A67155

Invoice Date: December 19, 2024

Payment Due: January 18, 2025

Amount Due (USD): \$12,129.33

Please pay from this invoice

Items	Quantity	Price	Amount
BS508 WHELEN RST 2020+ FORD EXPLORER AMBER TRAFFIC ADVISOR WITH RED/BLUE ENDS	1	\$1,062.00	\$1,062.00
BW50UFX WHELEN WECAN-X INNER EDGE LIGHTBAR WITH FULL SCENE	1	\$1,560.00	\$1,560.00
I2D/I2E WHELEN ION DUO GRILLE LIGHTS (1 RED/WHITE, 1 BLUE/WHITE)	1	\$299.00	\$299.00
VTX609R/VTX609B VERTEX LIGHTS PLACED IN REAR TAIL LIGHTS	1	\$230.00	\$230.00
ETHFSS-SP-ISO, ETFBSSN-P FRONT AND REAR FLASHERS	1	\$275.00	\$275.00
C399/CCTL7 WHELEN WECAN X CORE LIGHT AND SIREN CONTROLLER WITH 21 BUTTON CONTROL HEAD	1	\$1,450.00	\$1,450.00
SA315P/SAK9 WHELEN SIREN SPEAKER AND BRACKET	1	\$299.00	\$299.00
C399K4 WHELEN 2020+ FORD UTILITY CANPORT CABLE	1	\$48.44	\$48.44
C-VS-1012-INUT-H HAVIS FORD CENTER CONSOLE W/ EQUIP BRACKETS, DUAL CUP HOLDER, ARM REST & ACCY POCKET	1	\$929.00	\$929.00
C-PM-134-PC BROTHER POCKETJET 8 PRINTER MOUNT FOR FORD INTERCEPTOR UTILITY	1	\$295.00	\$295.00



**STIVERS
MIDWEST PRO
UPFITTERS**

INVOICE

Stivers Midwest Pro Upfitters
1450 E Hickman Rd
Waukee, Iowa 50263
United States

319-721-5224

Items	Quantity	Price	Amount
C-MD-317 Havis swing arm with keyboard and tablet mounting platform	1	\$444.00	\$444.00
INSTALL INSTALL CUSTOMER SUPPLIED KEYBOARD	1	\$0.00	\$0.00
B4702UJINT20 PRO-GARD 2020+ REAR POLY BARRIER	1	\$529.00	\$529.00
LPT1230,46063,75552,46985 LIND POWER TIMER, 12 POS FUSE BLOCK WITH GROUND STRAP, 75A RELAY, 100 AMP CIRCUIT BREAKER	1	\$269.89	\$269.89
LABOR LABOR TO INSTALL EQUIPMENT	1	\$3,000.00	\$3,000.00
PKG-DS-GTC-901-3 DOCKING STATION WITH TRIPLE PASS THROUGH AND POWER SUPPLY FOR GETAC K120 TABLETS	1	\$1,290.00	\$1,290.00
WEATHERTECH FLOOR LINERS WEATHER TECH FLOOR LINERS-FRONT ONLY BLACK	1	\$149.00	\$149.00
Total:			\$12,129.33
Amount Due (USD):			\$12,129.33

YOUR BUSINESS IS VERY MUCH APPRICIATED. THANK YOU

Summit Fire Protection
4161 Naples Ave SW
Iowa City, IA 52240
Tel: (319)-665-4330
Fax:



Invoice

Bill to: WASHINGTON CITY HALL
215 E WASHINGTON ST
WASHINGTON, IA 52353-2024

Date: 12/24/2024
Invoice No: 2906213
WO#: 04145028

Service at: WASHINGTON WATER TREATMENT DEPARTMENT
522 N 4th Ave
Washington, IA 52353-2308

Terms: Net 30 Days
WO Completed: 12/12/2024

Customer ID: 680569

Reference WO#:

Description: Work Order 04145028 - Service Call - Alarm

PO Number:

Description	Quantity	Unit Price	Amount
Replace fire alarm panel and all initiating devices	1.0	\$7,476.64	\$7,476.64

PLEASE NOTE NEW BANK DETAILS

ACH Payments:

Beneficiary: Summit Fire Protection

Bank: Wells Fargo Bank

ABA Number: 121000248

Account Number: 4226038909

Please send inquiries / remittance to:
ar@summitcompanies.com

PLEASE NOTE NEW REMITTANCE ADDRESS

To Pay by Check or Credit Card
(651) 272-3251

Check Payments:

Summit Fire Protection

PO Box 851675

Minneapolis, MN 55485-1675

PAY ONLINE:

<https://summitfire.com/>

Subtotal:	\$7,476.64
Sales Tax:	\$0.00
Total Invoice:	\$7,476.64
Collected Onsite:	
Balance Due:	\$7,476.64

Cust: 680569

Inv: 2906213

Please reference the above noted
Customer ID and Invoice Number
on your remittance.

Iowa Municipalities Workers' Compensation Assoc
 500 SW 7th Street
 Suite 101
 Des Moines IA 50309

Invoice	INV92767
Date	1/1/2025
Page	1

Bill To:

Washington, City of
 215 E Washington
 Washington IA 52353

Ship To:

Washington, City of
 215 E Washington
 Washington IA 52353

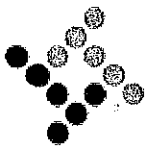
Please remit payment to: IMWCA, PO Box 8186, Des Moines, IA 50301

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
		WASHI001	AG0075		NET 30	1/1/2025	99,767
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
1	1	0	INSTALL7	Installment 7 - Work Comp Prem 24-25	\$0.00	\$5,826.00	\$5,826.00

This invoice is due by February 1, 2025.

Subtotal	\$5,826.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$5,826.00

A FINANCE CHARGE of 1.5% (APR 18%) will be added to balances over 30 days past due.
 When you provide a check as payment, you authorize IMWCA either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. For inquiries please call 515-244-7282.



tyler
technologies

Remittance:
Tyler Technologies, Inc
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
025-490469	12/19/2024	1 of 1

Questions:

Tyler Technologies- Local Government
Phone: 1-800-772-2260 Press 2, then 2
Email: ar@tylertech.com



Bill To: CITY OF WASHINGTON
215 EAST WASHINGTON
WASHINGTON, IA 52353-0516

Ship To: CITY OF WASHINGTON
215 EAST WASHINGTON
WASHINGTON, IA 52353-0516

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
44962 - MAIN - MAIN	205456	2024-502429-T5D2H9	USD	NET30	01/18/2025

Description	Extended Price
Incode Annual SaaS Fees (prorated 1.1.25-9.30.25)	2,672.25

Milestone Details

Description:	Contract Amount:	Amount Invoiced:
Time & Attendance (prorated 1.1.25-9.30.25)	2,672.25	2,672.25

****ATTENTION****

Order your checks and forms from
Tyler Business Forms at 877-749-2090 or
tylerbusinessforms.com to guarantee
100% compliance with your software.

Subtotal	2,672.25
Sales Tax	\$0.00
Invoice Total	2,672.25

Millie Youngquist, Mayor
Joe Gaa, City Administrator
Kathy Kron, City Clerk
Kelsey Brown, Finance Director
Kevin D. Olson, City Attorney



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

NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE LICENSE RENEWALS

Business Name: **Unc and Neph**s

Business Address: **1015 West Madison Street, Washington, Iowa**

App #: **App-210989**

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

Amendment: _____

Permanent Premise Transfer:

Beer/Wine Permit:

Liquor License: **Class C Retail Alcohol 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: **December 17th, 2024**

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

Police Chief sign off [Signature]. Date 12-7-2024

Fire: fire inspection done: Yes: _____ No: _____

Fire Chief sign off [Signature]. Date 12-17-24



Applicant

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

Contact Person

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

License Information

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

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Jan 18, 2025	Jan 17, 2026	

SUB-PERMITS

Class C Retail Alcohol License



PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

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

Insurance Company Information

INSURANCE COMPANY

Illinois Casualty Co

POLICY EFFECTIVE DATE

Jan 18, 2025

POLICY EXPIRATION DATE

Jan 17, 2026

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

M/C Dept 2025/2026 Summary

Accomplishments from last year include: The majority of personnel hours, had been accomplishing an 8 inch water main installation on South Ave B from West Van Buren to 504 South Ave B (100 ft south of West Monroe St). Roughly 1,000 feet with 3 fire hydrants and 29 service hook ups, as well as changing any lead lines we found to either plastic or copper and a manhole installation.

61 No Parking signs installed in numerous areas passed through Council.

16 water main breaks were repaired in 2024, down from the annual average of 21.

Other jobs included but not limited to: Yard waste pick up March-November, pothole patching, One Call Locates which averages 140+/month, routine water & sewer taps, leaf vac operation, flushing terminal manholes and trouble spots (using 385,200 gallons of water), storm pick up, plowing snow and hauling away the piles, installing water and sewer services to the new WP concession stand, street line painting, concrete patch work, routine water turn offs, changing out 11(20*) lead water services (*not including 1/3 of the water services on the South Ave B project-29 total), installed 1,000 ft of new 6 inch PVC water main on South 7th Ave between East Washington St & East Madison St., inspected all 21 manholes on the Egg sewer trunk line (8,000 ft of brick trunk line) and flushed all the fire hydrants in town (over 500). You all know most of the projects we've worked on, now you obviously want to know what this coming year's projects will entail.

Project plans for this coming year include continuing the televising of the egg system lateral lines. This may take 4 personnel to complete at times, with precleaning the lines by jetting and vac'ing ahead of the camera crew. We have 4 personnel licensed in assessing the sewer lines, PACP (Pipeline Assessment Certification Program), MACP (Manhole Assessment Certification Program) and LACP (Lateral Assessment Certification Program).

We also plan on pouring back South Ave B where the water main had been installed. This will be an estimated 100 yards of concrete. As to why I bumped up the line item in Road Use 6507. This could be assessed to Water Distribution 6507 as it was a water project. I am wanting this milled and overlaid later in the year, if possible. This is a heavily traveled street especially during the school year.

We also want to get caught up on our other patches of previous excavation including broken up areas that need to be addressed.

The water main on East 3rd St from North 2nd-North 7th on the CIP is a tricky one for us in house to accomplish. With the other work loads we are wanting to accomplish, it just pulls too many personnel away, not to mention other weekly/daily tasks we get caught up in. I'm not sure you all see every direction M/C gets pulled into, our department is the go to when something unusual needs to be done or we need to assist other Public Works departments. I have brought up in the past on many occasions that

it would work in the City's favor to have more major inhouse projects completed is to add at least one full time position to our workforce. I realise this process wouldn't be easy with financing an additional full time position no matter where they were added. I would like to have two crews on a regular basis, with one working on concrete patchwork and one on the sewer egg televising project. With other duties that we get pulled into, it can dramatically slow the process down. That is without mentioning having a guy or two either on vacation or on sick leave.

If you have any questions on our previous projects or our future projects and including M/C's budget, please feel free to reach out.

MAINTENANCE & CONSTRUCTION DEPT. REPORT

12-7-24/12-20-24

STREETS: Personnel finished installing No Parking signs per ordinance changes (61+). Personnel salted the streets on a couple occasions, ½ inch of snow & a tenth of ice. Crews have been picking up all the piles of brush residences that had endured during the recent ice storm. The street sweeper has been out since the temperatures have been up.

WATER DISTRIBUTION: Personnel installed a farm hydrant on City property located at the end of West Van Buren St. Personnel assisted with a fire flow check at Brava Tile.

SEWER COLLECTION: Personnel flushed a few manholes for maintenance and where there were issues, using 7,000 gallons of water. Personnel also jetted on East Madison St by the UP Home, using 5,500 gallons of water.

STORM SEWER COLLECTION: Personnel N/A

MECHANIC/SHOP: Personnel serviced #119 (air bag in seat), PD Investigator car (installed printer cable), 301 (put sander on, took decals off & took cb radio out), #403 (put sander on, hydraulic motor and air dryer), #111 & #311 (changed tires), FD #1 (installed air compressor bowl), PD 771, FD #1 & #2 (put light switches in both units), put 4 new tires on JD loader and assisted with brush pick up.

OTHER: Personnel responded to 41 One Call Locates. Personnel set up barricades for Marion Avenue Church's festivities.

*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.

Joe Gaa, City Administrator
Kathy Kron, City Clerk
Millie Youngquist, Mayor
Kevin Olson, City Attorney

Park Board Members:

Jayson Keil
Charles Halvorson
Erin Elgin
Jane Blieu
Erin Smith



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

Parks Superintendent:
Nick Pacha

December City Council Update – Parks Department

- Mulching of leaves on all Parks properties and areas our Dept. maintains.
- A lot of time spent on Wellness Park Soccer field concession/restroom project meetings, meeting with sub contractors and lining up timing of trades to get on site.
- Wellness park soccer concession stand/restrooms project. Walls are up, trusses on, weather proof wrap on outside. KCTC installed fiber optics to the building and security camera wiring and 5 out of 6 cameras. Windows are installed. Doors are installed, exterior concrete and trail is finished. Metal exterior is installed, Metal is installed on storage room. Plumbing and electrical are 90% complete. HVAC is 95% completed. We (Parks Dept) will be doing interior work as soon as some of the subs get done. Bathroom ceilings are done. We are trimming out and installing glass board on walls and ceilings in mechanical room, insulation in walls, restrooms, and concession area, door handles, door locks, thresholds. Etc. lots of time and work.
- Central Park restroom Demo of old structure was done on Sunday 11/24. Footings and walls are poured. One layer of the block wall is installed. They will pour the floor next and then set a tent up, heat it and continue to build out the block wall.
- Lots of limb and stick cleanup after ice storm around all the parks.
- We had a pipe freeze and break in the new dawn restroom at Sunset park. So we are cleaning this up and trying to dry things out and asses the damage. We will need to winterize this restroom in the fall from now on.
- Working on FY2026 Budget items, CEP, CIP, and regular FY26 budget.
- Attended weekly Department head meetings.
- Attended YMCA board meeting, and YMCA indoor pool grand opening
- Attended Park board meeting on December 12. 1 park board member attended. YMCA gave 2024 outdoor pool season and Recreation update.
- Attended annual CPO (certified pool operator) CEU class – Nick
- Jason attended 3 day CPO class (which is done every 5 years)
- Attended IPRA aquatics maintenance meeting
- Maintenance of all equipment including mowers, utility cart, gator etc.
- Shop and office cleaning and organizing trying to create more room.

- Bi-weekly garbage removal around parks.

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



Washington Police Department

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

Rhonda Hill
Administrative Assistant

Shamus Altenhofen
Lieutenant

Jason Chalupa
Sergeant

Benjamin Altenhofen
Sergeant

Brian VanWilligen
Sergeant / Investigator

Eric Kephart
K-9 Handler

Mia Brdecka
Police Officer

Jacob Butler
Police Officer

Ryan Burkhart
Police Officer

Devin Fraise
Police Officer

Easton Botkins
Police Officer

Noah Kleese
Police Officer

January 2, 2025

To: Mayor and City Council
Cc: Joe Gaa, City Administrator
Kelsey Brown, Finance Director
Kathy Kron, City Clerk

Ref.: Police Department Promotions

It is my pleasure to announce the promotions of Benjamin Altenhofen and Eric Kephart.

Sergeant Altenhofen has served the Washington community since 2015 and is being promoted to the rank of Lieutenant.

Officer Kephart has served the citizens of Washington since 2020 and is being promoted to the rank of Sergeant.

These promotions will strengthen our leadership team and enhance the department's ability to serve our community. Both officers demonstrate the principles of integrity, professionalism, and dedication in the performance of their duties.

Families of both officers will be present at the January 7th City Council meeting to participate in a badge pinning ceremony.

Please join me in congratulating Lieutenant Altenhofen and Sergeant Kephart on their well-deserved promotions. We look forward to their leadership and contributions in their new roles.

Respectfully,

Jim Lester
Chief of Police



Build community connections

through food,

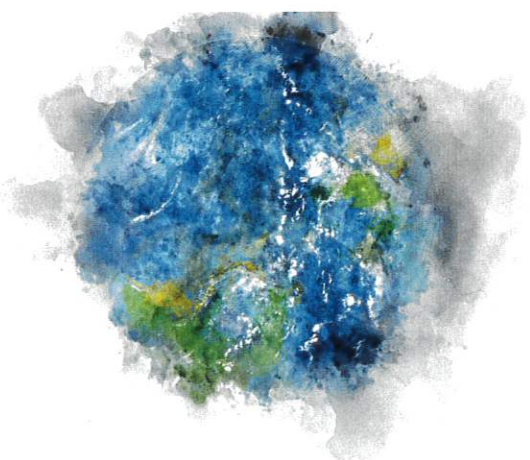
conversations,

and learning.



What We're About

- » Help people grow nutritious food to feed themselves and their families.
- » Educate community members.
- » Foster inclusivity.
- » Connect community and school.

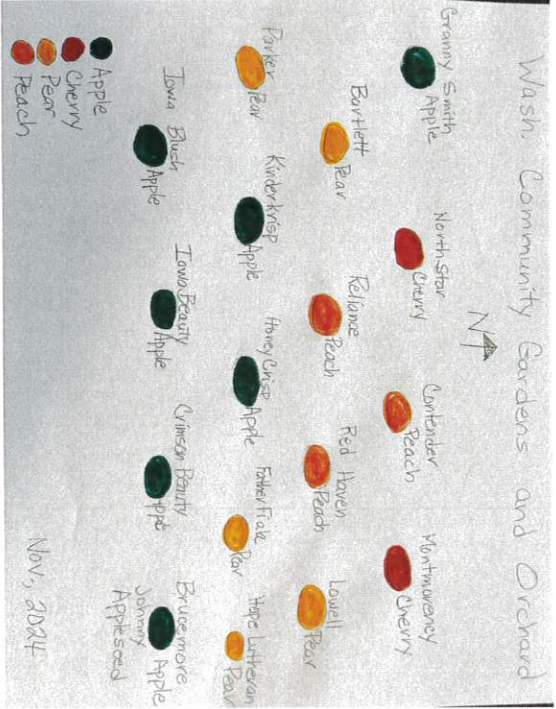


*PLANT
Washington*

*1/7/2025 City Council
Presentation*



7



8



How It's Going



5



Supporters



We've got water!
 Thank you,
 Maintenance
 and Construction,
 City of Washington!



\$6,517
 Brinton Trust

\$678
 Washington Tree Committee

Site Use, Hydrant, and Mulch
 City of Washington



*The song says,
 "It's beginning to look
 a lot like Christmas...."*

We've got mulch!
 So it also looks
 a lot like
**GETTING READY
 FOR SPRING!**

Thank you,
 Maintenance
 and Construction,
 City of Washington!

What is the Xerces Society

Science-based nonprofit based out of Portland, OR

Xerces works to preserve wildlife through the conservation of invertebrates and their habitats.

staff are nationwide



What's Next?

Pollinator Garden



Xerces works focuses on

- ▶ Diversifying the landscape through native habitat installation (farms, cities and towns, roadsides, etc.)
- ▶ Advocacy for invertebrates at the local, state and federal level
- ▶ Research and education and outreach
- ▶ Reduction of pesticide use across landscapes

Meet Sarah Nizzi

Pollinator Conservation Specialist, NRCS Partner Biologist with the Xerces Society for Invertebrate Conservation
She holds a B.S. in environmental science from Drake University.
She specializes in native habitat, land management, native seed mixes, pollinator conservation, and more!
Sarah covers the whole state of Iowa helping individuals and organizations install and/or manage pollinator habitat.

Photo courtesy of Sarah Nizzi



Motivations to install native habitat

- Support pollination and natural pest control by beneficial insects for food production
- Add aesthetics & beauty
- Provide opportunities for education and outreach
- Less mowing

Photo courtesy of Monika Owczaraki



Xerces Society/Practical Farmers of Iowa Habitat Grant

Xerces and PFI are currently working with urban/suburban farms and community gardens to provide the technical and financial support to install pollinator and beneficial insect habitat.

Photo: Community garden in Waterloo, Sarah Nizzi

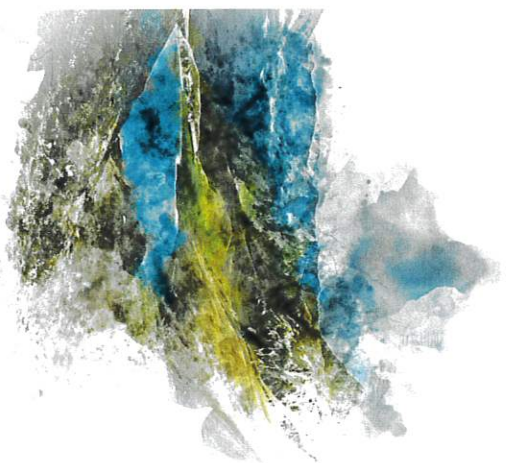


Qualifications

Community garden/farm needs to have a farm and tract number with USDA.

This opens the site up for funding opportunities and other assistance if desired, no requirement to participate in programs

Photo Sarah Nizzi



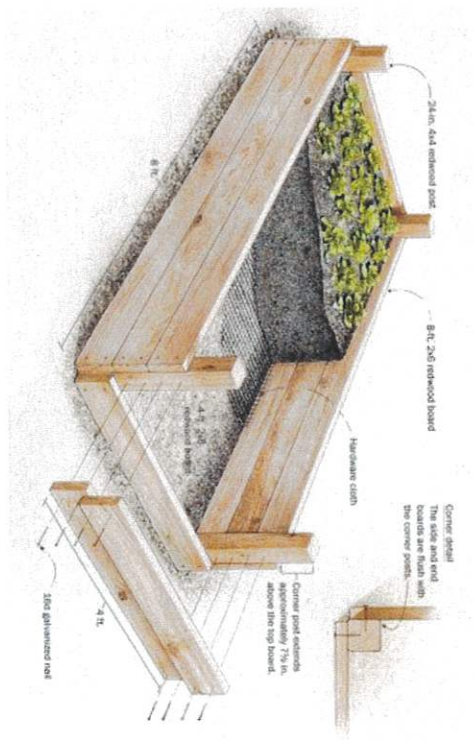
What's Next?

Construction of Raised Beds



What's Next?

History Bottle Tree



Source Link: [Build Your Own Raised Beds - Fine Gardening](#)



Raised Bed Materials, Construction, and Installation

- | | | |
|--|---|--|
| Materials | Construction | Installation |
| 24, 10' x 5' raised garden beds: | ➤ January - | at PLANT |
| ➤ 2" x 6" x 10' = \$27.00 each, 6 boards each bed, \$27 x 6 = \$162 boards x 24 beds = \$3,888 | ➤ February: Drew Ayrit's high school classes will build the raised beds in the shop | ➤ Final assembly at the garden site on March 13th and 14th, 2025 |
| ➤ 4" x 4" x 8' = \$39.00 each, 1 for each bed, 24 boards x \$39 = \$936 | | |
| ➤ 25# #3 deck screws \$100 | | |
| Total: \$4,924 | | |



What's Next?

Conservation Class
In-Progress Slides 27-30



Conservation Class
Information **Information**





What do we need from City Council?

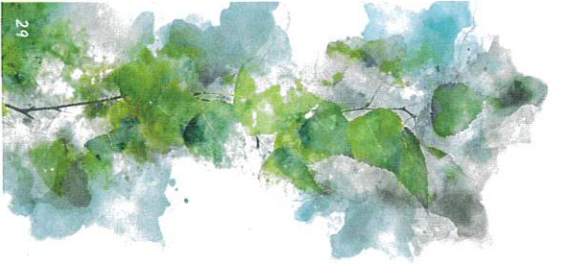
Conservation Class

Information

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Information

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Site Preparation

1. Mark the south boundary of the property. (New Request)
2. Remove dead trees.
3. Install gravel parking space.
4. Drop compost and mulch. (New Request)

Grant Qualification

➤ Apply for a USDA Farm and Track Number on PLANr's behalf.

Long-Term Commitment



Conservation Class

Information

—

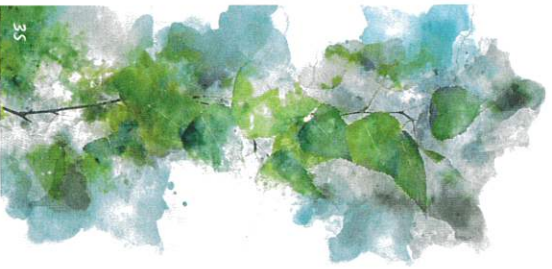
Information

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Information

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Presentation design

This presentation uses the following typographies:

- Titles: **Kalam**
- Body copy: **Merriveather**

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Credits

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CITY OF WASHINGTON, IOWA

CLAIMS REPORT

JANUARY 7, 2025

POLICE	ACE-N-MORE	PADLOCKS	30.17	
	ALLIANT ENERGY	ALLIANT ENERGY	956.39	
	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES/HOSTERS	341.66	
	AXON ENTERPRISES, INC	TASER INSTRUCTOR COURSE	495.00	
	BDH TECHNOLOGY LLC	IT CONTRACT	1014.00	
	BRDECKA, MIA	MEAL , MILEAGE REIMBURSEMENT	221.36	
	CUSTOM IMPRESSIONS INC	SWEATSHIRTS	808.54	
	DE LAGE LANDEN PUBLIC FINANCE LLC	MDT LEASE	577.88	
	ELLIOTT BULK SERVICES, LLC	FUEL	2593.51	
	GALLS LLC	PANTS-BURKHART	97.97	
	IGRAPHIX, INC	BUSINESS CARDS	104.00	
	IOWA POLICE CHIEFS ASSOCIATION	DUES - B ALTENHOFEN	75.00	
	KCTC	PHONE & INTERNET	199.36	
	MARCO, INC.	COPIER PRINTER LEASE	458.05	
	POLICE LEGAL SCIENCES	ANNUAL PLS TRAINING	1680.00	
	RANGEMASTERS TRAINING CENTER	HOLSTERS	594.24	
	SLEEP INN & SUITES	TRAINING- B ALTENHOFEN	179.20	
	VISA-TCM BANK, N.A.	FUEL/MEAL/EQUIPMENT	267.77	
		TOTAL	10694.10	
	FIRE	ALLIANT ENERGY	ALLIANT ENERGY	2151.89
		AMAZON CAPITAL SERVICES	SUPPLIES	39.95
CENTRAL IOWA DISTRIBUTING		SUPPLIES	477.10	
ELLIOTT BULK SERVICES, LLC		FUEL	662.63	
ELLIOTT OIL COMPANY-BP ONE TRIP		FUEL	15.23	
HEIMAN FIRE EQUIPMENT		SUPPLIES	135.11	
IMPRESSIONS COMPUTERS, INC		COMPUTER MAINTENANCE	255.00	
KCTC		PHONE & INTERNET	153.02	
VISA-TCM BANK, N.A.		MEALS, LODGING & PARKING	2753.57	
		TOTAL	6643.50	
ANIMAL CONTROL		TRACTOR SUPPLY	BUG FOGGER	12.99
		TOTAL	12.99	
DEVELOPMENT SERVICES	BRUNS, DAVID	INSPECTIONS	108.00	
	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	75.44	
	IOWA STATE UNIVERSITY	TRAINING, BEAL/GEARHART	1080.00	
	VISA-TCM BANK, N.A.	ARC GIS, DESKTOP SOFTWARE	460.00	
		TOTAL	1723.44	
LIBRARY	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS	198.60	
	BAKER & TAYLOR	LIBRARY MATERIALS	386.62	
	CAPITAL ONE	SUPP, VACUUM, PROGRAM SUPP	73.19	
	CENGAGE LEARNING INC/GALE	LIBRARY MATERIALS	49.48	
	CINTAS CORP LOC. 342	MAT SERVICE	135.81	

FACE ART BY BRANDI	NOON YEARS EVE PARTY	75.00
GFC LEASING - WI	PRINTER LEASE	249.64
PATTERSON, MARY	BOOK/PAPER WORKSHOPS	80.00
SILER, ADIAH	WRITERS WORKSHOP	50.00
SITLER'S SUPPLIES INC.	EQUIPMENT REPAIR	50.00
VALENTINE, TAMMY	HOMEBOUND MILEAGE REIMB	4.20
VISA-TCM BANK, N.A.	FAX SERV, POSTAGE, TECH S	177.63
	TOTAL	1530.17

PARKS

ACE-N-MORE	SUPPLIES	293.93
ALLIANT ENERGY	ALLIANT ENERGY	1123.24
BLUE MOON SATELLITES, LLC	PORTABLE TOILETS	150.00
ELECTRICAL ENGINEERING & EQUIPMENT CO	GFCI OUTLET	30.71
ELLIOTT BULK SERVICES, LLC	FUEL	274.82
KCTC	PHONE & INTERNET	340.21
VISA-TCM BANK, N.A.	SUPPLIES	206.79
WASHINGTON DISCOUNT TIRE	MOUNT AND BALANCE TIRES	202.13
	TOTAL	2621.83

POOL

ALLIANT ENERGY	ALLIANT ENERGY	217.91
KCTC	PHONE & INTERNET	15.95
	TOTAL	233.86

CEMETERY

ACE-N-MORE	GLOVES, WARMERS	96.93
ALLIANT ENERGY	ALLIANT ENERGY	655.55
ARNOLD MOTOR SUPPLY	PARTS & SUPPLIES	215.18
KCTC	PHONE & INTERNET	120.28
SPENLER TIRE	SPARTAN MOWER REPAIR	317.00
VISA-TCM BANK, N.A.	MEALS, TRAINING AND LODGIN	248.90
WASHINGTON LUMBER	SIDE BOARDS OFR M/C DODGE	37.78
WIBSTAD, ZACH	MEAL & TRAINING	18.68
	TOTAL	1710.30

FINANCIAL ADMIN

ALLIANT ENERGY	ALLIANT ENERGY	1673.69
ACCESS SYSTEMS LEASING	ACCESS SYSTEMS LEASING	455.30
ACE-N-MORE	SUPPLIES	51.96
BACKFLOW PREVENTION SRVS OF IA INC	BACKFLOW INSPECTION & MAIN	1379.50
GOOGLE LLC	EMAIL SUBSCRIPTION	395.99
IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	127.50
KCII	ADVERTISING	83.88
KCTC	PHONE & INTERNET	1079.15
PURCHASE POWER	POSTAGE METER	62.19
VISA-TCM BANK, N.A.	WEB INVOICES AND SOFTWARE	282.86
WMPF GROUP LLC	LEGAL ADVERTISING	716.03
	TOTAL	6308.05

AIRPORT

ALLIANT ENERGY	ALLIANT ENERGY	569.51
ACTERRA GROUP INC.	SERVICE	1287.76
VISA-TCM BANK, N.A.	COVERS, CARTRIDGES, ZOOM	575.91
	TOTAL	2433.18

ROAD USE	ACE-N-MORE	SUPPLIES	274.18
	ARNOLD MOTOR SUPPLY	PARTS & SUPPLIES	98.21
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	200.00
	DAKOTA SUPPLY GROUP	SNOW PLOW CUTTING EDGES	3720.00
	DOUDS STONE LLC	ROADSTONE	404.00
	ELLIOTT BULK SERVICES, LLC	FUEL	1116.48
	ELLIOTT OIL COMPANY-BP ONE TRIP	FUEL	113.24
	HIWAY SERVICE CENTER	SUPPLIES	225.08
	RIVER PRODUCTS	CONCRETE SAND	473.93
	SADLER POWER TRAIN	COUPLER	94.80
	WASH CO TREASURER	ROAD SALT	4001.78
	WASHINGTON DISCOUNT TIRE	TIRES JOHN DEERE LOADER	3073.40
		TOTAL	13795.10
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	340.05
	FRANZEN, DENNIS	TRAFFIC SIGNAL REPAIR	405.00
		TOTAL	745.05
HOTEL/MOTEL TAX	VISA-TCM BANK, N.A.	WEB INVOICES AND SOFTWARE	150.53
	VORTEX DIGITAL BUSINESS SOLUTIONS, INC	CLOUDFLAIR CONTENT DELIVER	720.00
		TOTAL	870.53
WELLNESS PARK	CARSON PLUMBING & HEATING SRVS INC	WP CONCESSION STAND	2397.59
	HAIFLEY CONSTRUCTION LLC	WP CONCESSION STAND	4500.00
	KCTC	WP CONCESSION-SECURITY	861.59
	WASHINGTON LUMBER	WELLNESS PARK CONCESSION	5169.02
		TOTAL	12928.20
K-9 PROGRAM	ACE-N-MORE	K9 FOOD	44.99
		TOTAL	44.99
LIBRARY GIFT	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS/MIP SUPPLIES	224.12
	BAKER & TAYLOR	LIBRARY MATERIALS	36.99
	CAPITAL ONE	SUPP, VACUUM, PROGRAM SUPP	34.88
	INTERACTIVE SCIENCES, INC.	DIGITAL SERVICES	500.00
	KANOPIY INC	DIGITAL MATERIALS	40.00
	OVERDRIVE, INC.	DIGITAL MATERIALS	212.55
		TOTAL	1048.54
WATER PLANT	AMERICAN WATER WORKS ASSN	MEMBERSHIP RENEWAL	450.00
	ALLIANT ENERGY	ALLIANT ENERGY	1570.14
	POSTMASTER	BULK MAILING WATER BILLS	1264.98
	RATHJEN, EDDIE	WATER DEPOSIT REFUND	53.77
	BECKLER, TODD	WATER DEPOSIT REFUND	25.28
	BURNELL, BROD	WATER DEPOSIT REFUND	98.26
	NOWELL, STEVIE	WATER DEPOSIT REFUND	103.64
	KCTC	PHONE & INTERNET	158.67

VISA-TCM BANK, N.A.	IA DNR FEES	119.41
HARRIS BOYZ HEATING & AIR LLC	FILTERS	256.00
ION ENVIRONMENTAL SOLUTIONS	LAB SERVICES	148.00
CONKLIN, DANA	MILEAGE REIMBURSEMENT	23.80
ELLIOTT BULK SERVICES, LLC	FUEL	59.85
	TOTAL	4331.80

WATER DISTRIBUTION

ALLIANT ENERGY	ALLIANT ENERGY	40.24
ACE-N-MORE	SUPPLIES	48.75
CAPITAL ONE	SUPP, VACUUM, PROGRAM SUPP	95.21
CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	57.35
ELLIOTT BULK SERVICES, LLC	FUEL	176.25
IGRAPHIX, INC	SUPPLIES	52.00
IOWA ONE CALL	SERVICE	79.20
KCTC	PHONE & INTERNET	104.31
MID-AM RES. CHEMICAL CORP	SHOP SUPPLIES	1215.28
QUAD CITIES WINWATER	LID/HYDRANT	4737.50
VISA-TCM BANK, N.A.	LODGING, MEALS, CONFERENCE	750.77
WASHINGTON DISCOUNT TIRE	TIRE DISPOSAL/END LOADER REPAIR	210.87
	TOTAL	7567.73

SEWER PLANT

ALLIANT ENERGY	ALLIANT ENERGY	10983.57
IGRAPHIX, INC	SHIPPING	17.02
KCTC	PHONE & INTERNET	198.62
USA BLUEBOOK	LAB SUPPLIES	167.25
ULINE	AIR EXCHANGE FILTERS	642.29
VISA-TCM BANK, N.A.	CEU, CONFERENCE, SUPP, CLA	1200.63
ACE-N-MORE	SUPPLIES	13.98
GPM ENVIRONMENTAL SOLUTIONS LLC	FLOW METER VERIFICATION	896.00
TRACTOR SUPPLY	DE-ICER	59.99
ELLIOTT BULK SERVICES, LLC	FUEL	216.23
	TOTAL	14395.58

SEWER COLLECTION

ACE-N-MORE	SUPPLIES	173.52
ARNOLD MOTOR SUPPLY	PARTS & SUPPLIES	152.20
ELLIOTT BULK SERVICES, LLC	FUEL	735.71
HENDERSON PRODUCTS, INC.	PARTS	465.23
HIWAY SERVICE CENTER	PARTS	49.52
KCTC	PHONE & INTERNET	104.31
VERMEER IOWA & N. MISSOURI	WOOD CHIPPER PARTS	360.00
	TOTAL	2040.49

SANITATION

WASH CO HUMANE SOCIETY	COLLECTIONS FOR DECEMBER	337.10
	TOTAL	337.10

TOTAL 92016.53



Millie Youngquist, Mayor
Joe Gaa, City Administrator
Kelsey Brown, Finance Director
Kathy Kron, 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

TO: Mayor and City Council

FROM: Joe Gaa, City Administrator 

DATE: December 3, 2025

SUBJECT: Resolution to Award Construction Contract for 12th Ave. Traffic Signal

On January 3, 2025, bids were opened for the 12th Avenue Traffic Signal Project. The lowest responsive bid was from Kline Electric, Inc. from Des Moines, Iowa in the amount of \$227,600.25. A complete bid tab is attached for your review. Our consulting engineer, Leland Belding has reviewed the bid from Kline Electric, Inc. and recommends approval. This bid was well within the engineer's estimated costs. Attached you will find a draft resolution to award the contract to Kline Electric for \$227,600.25.

If you have any questions or comments regarding this matter, feel free to contact me at your convenience.

RESOLUTION NO. 2025-

**A RESOLUTION AWARDING A CONSTRUCTION CONTRACT FOR THE 12TH
AVENUE TRAFFIC SIGNAL PROJECT**

WHEREAS, the construction project known as the “12th Avenue Traffic Signal Project” has been designed and publicized for bid, and bids were received on January 3, 2025.

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

Section 1. That the following bid for the construction of certain public improvements described in general as the “12th Avenue Traffic Signal Project” is hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: Kline Electric, Inc., Des Moines, Iowa

Amount of Bid: \$227,600.25

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

Passed and approved this 7th day of January 2025.

Millie Youngquist, Mayor

Attest:

Kathy Kron, City Clerk



VEENSTRA & KIMM INC.

2600 University Parkway, Suite 1
Coralville, Iowa 52241

319.466.1000 // 888.241.8001
www.v-k.net

January 3, 2025

Joe Gaa
City of Washington
215 E. Washington Street
P.O. Box 516
Washington, IA 52353

WASHINGTON, IOWA
HWY 92 & 12th STREET TRAFFIC SIGNAL
UST-092-9(172)—4A-92
RECOMMENDATION TO AWARD CONTRACT
BID TAB

The City of Washington received bids until 11:00 a.m., January 3, 2025 for the Hwy 92 & 12th Street Traffic Signal. A total of four bids were received as follows:

<u>Bidder</u>	<u>Bid</u>
Kline Electric, Inc.	\$227,600.25
Van Maanen Electric, Inc.	\$234,790.00
K&W Electric, Inc.	\$270,050.00
Voltmer, Inc.	\$305,205.00

The apparent low bid for the project was submitted by Kline Electric, Inc. with its bid in the amount of \$227,600.25. We have enclosed one copy of our certified bid tabulation for your use. Veenstra & Kimm, Inc. has examined the bidding documents and they appear in order.

The Engineer's estimate of cost for the project was \$327,000.00. The low bid submitted by Kline Electric, Inc. was approximately 30% below the Engineer's estimate of cost for the project.

Veenstra & Kimm, Inc. believes Kline Electric, Inc. has sufficient experience and resources to complete the project within the contract time. We also believe that the low bid is reflective of the current value of the project. We recommend that the City of Washington award the construction contract to Kline Electric, Inc. in the amount of the bid of \$227,600.25.

If you have any questions or comments concerning the project, please contact us at (319) 466-1000.

VEENSTRA & KIMM, INC.

Leland Belding
LJB:mmc
24653
Enclosures



BID TABULATION
HWY 92 12th STREET TRAFFIC SIGNAL
UST-092-9(172)-4A-92
WASHINGTON, IOWA

Bid No. 2
 Van Maanen Electric, Inc.
 500 Iowa Speedwys Drive
 Newton, IA 50208

Bid No. 1
 Kline Electric, Inc.
 6355 NE 14th Street
 Des Moines, IA 50313

Project: Construct Hwy 92 & 12th Street Traffic Signal for the following unit and lump sum prices:

		<u>Description</u>	<u>Unit</u>	<u>Estimated Quantities</u>	<u>Unit Price</u>	<u>Extended Price</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	2102-2710090	Excavation, Cl 10, Waste	CY	2	\$ 420.00	\$ 840.00	\$ 268.00	\$ 536.00
2	2105-8425005	Topsoil, Furn+Spread	CY	4	\$ 315.00	\$ 1,260.00	\$ 134.00	\$ 536.00
3	2115-0100000	Modified Subbase	CY	2	\$ 420.00	\$ 840.00	\$ 268.00	\$ 536.00
4	2511-6745900	Rmvl of Sidewalk	SY	19	\$ 53.00	\$ 1,007.00	\$ 54.00	\$ 1,026.00
5	2511-7526004	Sidewalk, PCC, 4"	SY	20	\$ 100.00	\$ 2,000.00	\$ 268.00	\$ 5,360.00
6	2525-0000100	Traffic Signalization	LS	1	\$ 201,530.00	\$ 201,530.00	\$ 198,176.60	\$ 198,176.60
7	2526-8285000	Construction Survey	LS	1	\$ 4,200.00	\$ 4,200.00	\$ 9,309.00	\$ 9,309.00
8	2527-9263212	Painted Pav't Mark, High-Build Waterborne	Sta	3.4	\$ 790.00	\$ 2,686.00	\$ 803.00	\$ 2,730.20
9	2527-9270112	Groove Cut - Pav't Mark	Sta	3.4	\$ 790.00	\$ 2,686.00	\$ 803.00	\$ 2,730.20
10	2528-8445110	Traffic Control	LS	1	\$ 4,500.00	\$ 4,500.00	\$ 2,675.00	\$ 2,675.00
11	2533-4980005	Mobilization	LS	1	\$ 5,500.00	\$ 5,500.00	\$ 8,500.00	\$ 8,500.00
12	2601-2634100	Mulch	Acre	0.05	\$ 5,250.00	\$ 262.50	\$ 32,100.00	\$ 1,605.00
13	2601-2636044	Seed+Fertilize (Urban)	Acre	0.05	\$ 5,775.00	\$ 288.75	\$ 21,400.00	\$ 1,070.00
					Total Bid (Items 1-13)	\$ 227,600.25		\$ 234,790.00



BID TABULATION
HWY 92 12th STREET TRAFFIC SIGNAL
 UST-092-9(172)-4A-92
 WASHINGTON, IOWA

Bid No. 4
 Voltmer, Inc.
 2279 State Hwy 9, P.O. Box 200
 Decorah, IA 52101

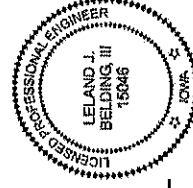
Bid No. 3
 K&W Electric, Inc.
 1127 Lincoln Street
 Cedar Falls, IA 50613

Project: Construct Hwy 92 & 12th Street Traffic Signal for the following unit and lump sum prices:

	<u>Unit</u>	<u>Estimated Quantities</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	CY	2	2102-2710090 Excavation, Cl 10, Waste	\$ 105.00	\$ 210.00	\$ 250.00	\$ 500.00
2	CY	4	2105-8425005 Topsoil, Furn+Spread	\$ 500.00	\$ 2,000.00	\$ 125.00	\$ 500.00
3	CY	2	2115-0100000 Modified Subbase	\$ 160.00	\$ 320.00	\$ 250.00	\$ 500.00
4	SY	19	2511-6745900 Rmvl of Sidewalk	\$ 80.00	\$ 1,520.00	\$ 50.00	\$ 950.00
5	SY	20	2511-7526004 Sidewalk, PCC, 4"	\$ 150.00	\$ 3,000.00	\$ 250.00	\$ 5,000.00
6	LS	1	2525-0000100 Traffic Signalization	\$ 245,000.00	\$ 245,000.00	\$ 253,855.00	\$ 253,855.00
7	LS	1	2526-8285000 Construction Survey	\$ 4,500.00	\$ 4,500.00	\$ 4,000.00	\$ 4,000.00
8	Sta	3.4	2527-9263212 Painted Pav't Mark,High-Build Waterborne	\$ 1,000.00	\$ 3,400.00	\$ 750.00	\$ 2,550.00
9	Sta	3.4	2527-9270112 Groove Cut - Pav't Mark	\$ 500.00	\$ 1,700.00	\$ 750.00	\$ 2,550.00
10	LS	1	2528-8445110 Traffic Control	\$ 5,000.00	\$ 5,000.00	\$ 11,200.00	\$ 11,200.00
11	LS	1	2533-4980005 Mobilization	\$ 2,500.00	\$ 2,500.00	\$ 21,100.00	\$ 21,100.00
12	Acre	0.05	2601-2634100 Mulch	\$ 9,000.00	\$ 450.00	\$ 30,000.00	\$ 1,500.00
13	Acre	0.05	2601-2636044 Seed+Fertilize (Urban)	\$ 9,000.00	\$ 450.00	\$ 20,000.00	\$ 1,000.00
				Total Bid (Items 1-13)	\$ 270,050.00		\$ 305,205.00

I hereby certify that this is a true tabulation of bids received on January 3, 2025 by the City of Washington, Iowa for the Hwy 92 & 12th Street Traffic Signal.

Leland J. Belding III, P.E.
 Iowa License No. 15046
 My license renewal date is December 31, 2025




Millie Youngquist, Mayor
Joe Gaa, City Administrator
Kelsey Brown, Finance Director
Kathy Kron, 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

TO: Mayor and City Council

FROM: Joe Gaa, City Administrator 

DATE: January 3, 2025

SUBJECT: Request to Set Public Hearing to Approve Updated Capital Improvement Program

On January 7th the Council will hold a budget workshop for the FY2026 Budget. At that time the updated Capital Improvement Program will be reviewed. The CIP consists of two parts: Capital Projects (FY25-FY29) and Capital Equipment(FY26-FY30).

In order to move forward with the FY2026 Budget, Council approval of the CIP is necessary. During the regular meeting on January 7th, staff requests that a Public Hearing be set for January 21, 2025 at 6:00pm. After the public hearing the CIP, both Capital Projects and Capital Equipment, will need approval by resolution.

If you have any questions or comments regarding this matter, feel free to contact me at your convenience.




Millie Youngquist, Mayor
Joe Gaa, City Administrator
Kelsey Brown, Finance Director
Kevin Olson, City Attorney

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

MEMORANDUM

TO: Mayor and City Council

FROM: Joe Gaa, City Administrator 

DATE: December 31, 2024

SUBJECT: Resolution to Declare Certain City Property as Surplus

An item has been placed on the January 7th agenda to declare certain city property as surplus so that it may be disposed of. The following items are no longer needed for City operations.

Pump- Wacker PTBA, VIN 672902393

Tires and Kubota Wheels- Titan, 2- 29x12.5-15, 2- 44x18-20

Once items are declared surplus, they will be disposed of on a website that specializes in selling government surplus. Staff recommends approval of the attached resolution. If you have any questions or comments regarding this matter, feel free to contact me at your convenience.

RESOLUTION NO. 2025-

A RESOLUTION DECLARING CERTAIN CITY PROPERTY AS SURPLUS

WHEREAS, the City of Washington, Iowa, owns the following items that are no longer of use in City operations, and

WHEREAS, the City wishes to dispose of these items.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA, that the City Council hereby:

1. The City Council declares the following items as surplus property:
 - a. Wacker PTBA trash pump, VIN 672902393
 - b. 4 Kubota tractor wheels with Titan turf tread tires, 2- 29x12.5-15, 2- 44x18-20
2. The City Council directs staff to sale the above surplus items as best determined by the City Administrator.

Passed and approved this 7th day of January, 2025.

Millie Youngquist, Mayor

Attest:

Kathy Kron, City Clerk

*Millie Youngquist, Mayor
Joe Gaa, City Administrator
Kelsey Brown, Finance Director
Kathy Kron, 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

TO: Mayor and City Council

FROM: Joe Gaa, City Administrator 

DATE: December 30, 2024

SUBJECT: Resolution to Approve Development Agreement for 217 W. Main

In November 2022, the building at 217 W. Main Street was heavily damaged by a fire. Since that time, the building has changed ownership and is undergoing renovations. The current owners, Isabella and Ed Santoro, have obtained some grants that require oversight of the City. One of those grants is a Community Catalyst Building Remediation Grant. This \$100,000 grant is awarded by the Iowa Economic Development Authority and administered by the City of Washington. This grant was awarded in 2024 and work has started. As part of the expense reimbursement process it was discovered that a development agreement between the City and the property owners for the grant funding had not been completed. Attached you will find a draft development agreement and a resolution to approve the agreement.

If you have any questions or comments regarding this matter, feel free to contact me at your convenience.

RESOLUTION NO. 2025-

A RESOLUTION APPROVING A DEVELOPMENT AGREEMENT WITH ISABELLA AND ED SANTORO FOR THE RENOVATION OF 217 WEST MAIN STREET

WHEREAS, the commercial building located at 217 West Main Street in Washington, Iowa was heavily damaged by fire in November 2022 and required substantial rehabilitation to return to a usable state; and,

WHEREAS, the City was granted an IEDA Community Catalyst Building Remediation Grant in the amount of \$100,000 to be used in the rehabilitation process; and,

WHEREAS, the developer/property owner has accepted the grant upon the terms and conditions set out in the attached development agreement.

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

Section 1. The City Council hereby approves the Development Agreement with Isabella and Ed Santoro attached to this Resolution.

Section 2. The Mayor and City Clerk are authorized to sign this Resolution and the Development Agreement.

Section 3. 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 January, 2025.

Millie Youngquist, Mayor

ATTEST:

Kathy Kron, City Clerk

DEVELOPMENT AGREEMENT

24-CTBF-EMERG-07

This Development Agreement ("Agreement") made this day 7th of January, 2025 by and between the CITY OF WASHINGTON, IOWA ("City") and Isabella and Ed Santoro ("Developer").

WHEREAS, the City submitted a grant application to the Iowa Economic Development Authority ("IEDA") for a Community Catalyst Building Remediation Grant for a proposed Project located at 217 West Main Street, Washington, Iowa to be completed at property owned by Developer; and

WHEREAS, the Grant application was approved for this project by IEDA and accepted by the City upon the terms and conditions set out by IEDA; and

WHEREAS, the Developer, as owner of the property, accepts the grant upon the terms and conditions set out in this Agreement;

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the Parties agree as follows:

1. **PROJECT.** "Project" means the activities and other obligations to be performed or accomplished by the City and the Developer as described in this Agreement, in the Scope of Work set out herein and, in the application, submitted through IowaGrants.gov.

2. **PROJECT COMPLETION PERIOD.** The "Project Completion Period" commences with the Date of Award Letter from IEDA, November 21, 2023 and ends with the Project Completion Date set out in the grant, November 21, 2025.

3. **COSTS TO BE REIMBURSED.** The costs to be reimbursed under this agreement are those costs that are directly related to the Project, as set out in Section 261-45.2 of Iowa Administrative Code. Those costs specifically do not include expenditures for furnishings, appliances, accounting services, legal services, loan origination and other financing costs, syndication fees and related costs, developer fees, or the costs associated with selling or renting dwelling units whether incurred before or after completion of the Project.

4. **PRIOR EXPENSES.** No expenditures made prior to the Date of Award Letter may be included as Project Costs.

5. **MAINTENANCE OF INSURANCE.** The Developer shall maintain the project property in good repair and condition, ordinary wear and tear excepted, and shall not suffer or commit waste or damage upon the project property. The Developer shall pay for and maintain insurance in an amount not less than the full insurable value of the project property. The Developer shall name the City and the IEDA as mortgagees and/or an additional loss payee(s). The Developer shall provide the City with a copy of each and every insurance policy in effect.

6. **SCOPE OF WORK.** The Project includes structural repairs, roof repairs, and updated electrical system, as more specifically described in the Grant application.

7. **WORK RESPONSIBILITIES.** Subject to the terms of this Agreement, Developer will be solely responsible for completing all work on the Project. Neither party will be considered an agent of the other for purposes of this Project, and each will hold harmless and indemnify the other for any damages suffered by any person or entity as a result of its own or its agents' acts or failures to act in performance of its obligations under this Agreement.

8. **FINANCIAL OBLIGATION.** In addition to the Grant funding the parties agree to the following financial commitments.

The City shall commit an amount of \$50,000 through a Downtown Investment Grant agreement.

The Developer shall commit a minimum of \$54,381 to be used to cover any expenses exceeding the Grant funds and City commitment. Any additional amounts necessary to complete the project shall be the responsibility of the Developer.

9. **ASSIGNMENT OF AGREEMENT.** The Parties may not assign, transfer or convey in whole or in part this Agreement, without the consent of each Party. Consent shall not be unreasonably withheld.

10. **WRITING REQUIRED.** No change, modification, or termination of any of the terms, provisions or conditions of this Agreement shall be effective unless made in writing and signed by the Parties.

11. **PAYMENT PROCEDURES FOR GRANT FUNDS.** Payment under the Grant shall be made on a reimbursement basis. Requests for reimbursement shall be submitted at two points in the Project. The first request shall be made at the Project Mid-Point after costs directly related to the Project are equal or greater than 60% of the Grant Fund. The final request for reimbursement shall be made within thirty (30) days of the Project Completion Date. Each request for reimbursement will include reports of the work completed, including photographs of the Project. Payments will be made to Developer within thirty (30) days of the receipt by the City of funds from the IEDA.

12. **MISCELLANEOUS.**

a Any publications or media releases related to the Project will contain the following. This Project is Sponsored in Part by the Iowa Economic Development Authority and the City of Washington

b The City's obligation to provide funds is contingent on funds being available to the City from the IEDA under the Community Catalyst Grant Program. Developer will hold the City harmless from any damage Developer sustains as a result of funds for the Project being unavailable through the Community Catalyst Grant Program

c If the City's agreement with IEDA is modified in any way, this Agreement will be similarly modified, if necessary, to comply with or carry out the obligations of the IEDA agreement. Developer will hold the City harmless from any damage. Developer sustains as a result of modifications to the City's agreement with IEDA over which the City has no control

d The City's Mayor, City Council members, and employees, and their immediate family members will not be paid for any work they perform on the Project through contracts with the Developer unless that work was contracted through a competitive bidding process.

11 **ENTIRE AGREEMENT.** This Agreement contains the entire understanding between the City and the Developer with respect to the Project contained herein.

IN WITNESS WHEREOF the parties have executed this Agreement at Washington, Washington County, Iowa, the day and year first stated.

City of Washington

BY. _____ ATTEST. _____
Mayor City Clerk

Isabella and Ed Santoro

BY. *Isabella Santoro*
Isabella Santoro

BY. *Ed Santoro*
Ed Santoro




*Millie Youngquist, Mayor
Joe Gaa, City Administrator
Kelsey Brown, Finance Director
Kathy Kron, 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

TO: Mayor and City Council

FROM: Joe Gaa, City Administrator 

DATE: December 31, 2024

SUBJECT: Consideration of Change Order- Housing Rehab Program- 703 W. Main

The Housing Rehabilitation Program that is being administered by ECICOG continues to progress. One property, 703 W. Main, is nearly finished. While completing the work, contractors found some rot below a window when they removed the old siding. To move forward, the rotten wood had to be replaced. Attached is a change order for \$300.00 for completing the extra work. This item has been added to the January 7, 2024 Council meeting agenda.

If you have any questions or comments regarding this matter, feel free to contact me at your convenience.

**CHANGE ORDER
HOUSING REHABILITATION PROGRAM**

CHANGE ORDER #: 1

CHANGE ORDER DATE: 11/25/24

OWNER: Sandra Jara
 ADDRESS: 703 W Main Street
Washington, IA 52353

The following change(s) is (are) authorized:

	COST
Replace wood sheating under window	300.00
TOTALS	300.00

Reasons: When siding was removed, it was discovered the sheating below a window was rotten.

There shall be: \$ _____ Credit
 \$ 300.00 Extra Charge
 \$ _____ No Cost Change

Original Bid: \$ 34,700.00
 Change Order Cost: \$ 300.00
 Total Job Cost: \$ 35,000.00

Signatures

Property Owner: *Sandra Jara*
 Gen. Contractor: *[Signature]*
 Housing Inspector: *[Signature]*
 City Rep.: _____

*Millie Younquist, Mayor
Joe Gaa, City Administrator
Kelsey Brown, Finance Director
Kathy Kron, City Clerk
Kevin Olson, City Attorney*

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

December 31, 2024

Gary J. Black & Michelle I.
726 E Jefferson St.
Washington, IA 52353

Re: Final Bill -for 726 E Jefferson St.
We have been unable to collect your final water bills for 726 E Jefferson St..
The amount is \$483.08.

We are writing to inform you , if this bill is not paid in full, It will be sent to Washington Co.
For tax assessment. A five dollar assmt fee is included in the amount.

Thank you for your time,
Washington Water Department

RESOLUTION 2025-_____

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

WHEREAS, the City of Washington, Iowa, is empowered to levy, assess, and collect costs of improvement for water service charges that remain unpaid and delinquent for the following listed property owner:

The property of Gary J. & Michelle L. Black at 726 E Jefferson Street for the amount of \$483.08. Legal Description (05 EWINGS SD W 62 FT). Parcel Number (1117454013).

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

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

PASSED AND APPROVED this 7th day of January, 2025.

Millie Youngquist, Mayor

ATTEST:

Kathy Kron, City Clerk