



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, FEBRUARY 4, 2025

*To attend the meeting via Zoom go to:*

[https://us02web.zoom.us/j/5077385758?pwd=HnP5mNpbXUczw62k2enfl845WV7vb  
o.1&omn=85835618211](https://us02web.zoom.us/j/5077385758?pwd=HnP5mNpbXUczw62k2enfl845WV7vb<br/>o.1&omn=85835618211)

Meeting ID: 507 738 5758

Passcode: 6536584

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF THE AGENDA**

**CONSENT:**

1. Council Minutes for January 21, 2025 Regular Session
2. Isabella and Ed Santoro, Emergency Catalyst Grant for 217 W. Main Street, \$60,000.00
3. BW Construction, Housing Rehabilitation Program Change Order for 737 S 2<sup>nd</sup> Ave, \$35,000.00
4. Veenstra & Kimm, Inc., Engineering Services for 12<sup>th</sup> Ave & Washington Street Intersection Improvements, \$1,039.00
5. Veenstra & Kimm, Inc., Engineering Services for 12<sup>th</sup> Ave & Washington Street Intersection Improvements, \$1,515.30
6. Veenstra & Kimm, Inc., Engineering Services for Central Park Restrooms, \$4,132.50
7. Veenstra & Kimm, Inc., Engineering Services for Central Park Restrooms, \$1,766.70
8. The Wagon Wheel, 521 East 7<sup>th</sup> Street, Special Class C Retail Alcohol License (**renewal**)
9. Department Reports

**SPECIAL PRESENTATION**

**SPECIAL EVENT REQUEST**

**PUBLIC COMMENT** – limit to 3 minutes

**CLAIMS & FINANCIALS**

- Claims Report for February 4, 2025

## **NEW BUSINESS**

1. Discussion and Consideration of the First Reading of an Ordinance Re-Zoning an Approximate 2.21-Acre Parcel Owned by United Presbyterian Home of Washington Iowa from CCRC Continuing Care Retirement Community District to R-1 One-Family Residence District.
2. Discussion and Consideration of a Resolution Approving an Application to the Washington County Riverboat Foundation for the Municipal Grant Funds for FY26.
3. Discussion and Consideration of Change Order for Housing Rehabilitation Program for the 1027 N. 6th Ave for \$15,500.00. **(tabled on 1/21/25)**
4. Discussion and Consideration of Change Order for Housing Rehabilitation Program for the 515 W. Jefferson Street for \$13,500.00. **(tabled 1/21/25)**
5. Discussion and Consideration of a Contract Extension for the Housing Rehabilitation Program for BW Construction at 529 W. Jefferson Street.
6. Discussion and Consideration of a Contract Extension for the Housing Rehabilitation Program for BW Construction at 602 E. Washington Street.

## **WORKSHOP**

- FY26 Budget

## **MAYOR, COUNCILPERSONS, & DEPARTMENTAL COMMENTS**

## **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

## **ADJOURNMENT**

City of Washington  
Council Minutes 1-21-2025

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, Moore, Stigers, Earnest, Schroeder, Rangel, Youngquist Absent: None

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

**CONSENT:**

1. Council Minutes for January 7, 2025 Special Budget Session
2. Council Minutes for January 7, 2025 Regular Session
3. Gronewold, Bell, Kyhnn & Co. P.C., Progress Billing of Financial Statements, \$3,000
4. Strand Associates, 2021 Water Main Improvements Final Design, \$380
5. Strand Associates, East Interceptor & IRE Consultation, \$285.50
6. Bolton & Menk, Washington Rehabilitate Hanger, \$845
7. Kevin D. Olson, Legal Services for November and December 2024, \$1,677.84
8. BW Construction, Housing Rehabilitation Program Change Order for 703 W Main Street, \$35,000
9. Department Reports

Motion by Morgan, second by Stigers to approve consent items 1-9. Motion Carried. 6-0

Public Comment: None

Special Event requests included the 3<sup>rd</sup> Annual Farm to Film Festival to be held in the Council Chambers Room on April 12 & 13 from 12:30 p.m. - 5:00 p.m., both days. Motion to approve made by Earnest, seconded by Morgan. Motion carried. 6-0. Kewash Half Marathon on April 26th from 4:30 a.m. – 12:30 p.m., 10k & 5k. Motion to approve made by Rangel, seconded by Schroeder. Motion carried. 6-0. WCHC's Kidz Fest on May 15th 8:00 p.m. – May 16th 9:00 p.m. in Central Park. Motion to approve made by Stigers, seconded by Rangel. Motion carried. 6-0

The claims were presented by Finance Director, Kelsey Brown.

**CITY OF WASHINGTON, IOWA  
CLAIMS BY FUND  
JANUARY 21, 2025**

**GENERAL**

4-M PLUMBING & HEATING INC.	FURNACE INSPECTION	47.50
ACE-N-MORE	SUPPLIES	320.41
ALL AMERICAN PEST CONTROL	PEST CONTROL	125.00
ALLIANT ENERGY	ALLIANT ENERGY	6332.03
AMAZON CAPITAL SERVICES	LIBRARY MATERIALS/SUPPLIES	312.89

ARNOLD MOTOR SUPPLY	SHOP WORK LIGHTS	97.57
BAKER & TAYLOR	LIBRARY MATERIALS	1379.08
BOOKPAGE	SUBSCRIPTION	420.00
BOUND TREE MEDICAL, LLC	SAFETY SUITS & SUPPLIES	269.63
CINTAS CORP LOC. 342	TOWEL SERVICE	474.82
CINTAS FIRST AID & SAFETY	SAFETY CABINET SUPPLIES	30.30
CUSTOM IMPRESSIONS INC	ENGRAVED SIGNS/PLAQUE	107.13
D.I.A.L./ELEVATOR SAFETY BUREAU	ELEVATOR INSPECTION	225.00
DOUDS STONE LLC	ROAD WORK	151.40
FIELD TRAINING SOLUTIONS	FTO TRAINING-KEPHART, B ALTEN	390.00
GALLS LLC	UNIFORMS-MILLER	593.88
GORDON FLESCH COMPANY INC	PRINTER LEASE	73.10
GUARDIAN TRAINING & CONSULTING SERVICE	MENTAL HEALTH TRAINING	200.00
HGTV MAGAZINE	SUBSCRIPTION	29.97
IA DEPT OF REVENUE	ELECTRIC FUEL TAX	49.69
IAFC	DUES	163.33
IAMU - IA ASSOC MUNICIPAL UTILITIES	1ST QTR SAFETY TRAINING	1792.00
IGRAPHIX, INC	NOTARY STAMP	32.88
IOWA FIREFIGHTERS ASSOCIATION	MEMBERSHIP DUES	828.00
IOWA PEACE OFFICERS ASSOCIATION	CONFERENCE REGISTRATION	125.00
KCTC	PHONE & INTERNET	368.63
LIBRARY JOURNAL	SUBSCRIPTION- YEARLY	179.00
LOWRY EQUIPMENT	KUBOTA STEERING REPAIR	117.56
LYONS APPLIANCE & REPAIR	REFRIGERATOR	929.00
MIDWEST ALARM	FIRE ALARM INSPECTIONS	1809.12
MIDWEST BREATHING AIR LLC	AIR TESTING	176.44
PANELESS WINDOW CLEANING	WINDOW CLEANING	250.00
RANGEMASTERS TRAINING CENTER	RAIN JACKETS/REPLACEMENT SITES	581.97
SEICCA	MEMBERSHIP DUES- KATHY, KELSEY	40.00
SITLER'S SUPPLIES INC.	LIGHT REPLACEMENT	150.00
STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	89.10
STORM TRAINING GROUP LLC	TRAINING	499.00
THE NEW YORKER	SUBSCRIPTION	179.99
TOYNE INC	REPAIR PARTS	256.48
VERIZON WIRELESS	WIRELESS SERVICE	1322.85
WASH CO RECORDER	LOT EXP, DW DEV , HOUS REH	64.00
WASH COUNTY MINIBUS	LOST- DEC. & JAN.	46099.44
WASHINGTON DISCOUNT TIRE	TIRE REPAIR	27.98
WASHINGTON STATE BANK	SAFE DEPOSIT BOX	101.00
	<b>TOTAL</b>	<b>67812.17</b>

Motion by Morgan, seconded by Stigers to approve January 21, 2025 claims report. Motion carried. 6-0

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

**CITY OF WASHINGTON, IOWA  
MONTH TO DATE REVENUE REPORT  
DECEMBER 31, 2024**

<b>FUND</b>	<b>M-T-D REVENUES</b>
001-GENERAL FUND	238328.08
002-AIRPORT FUND	24586.00
010-CHAMBER REIMBURSEMENT	9091.84
011-MAIN STREET REIMBURSEMENT	4701.65
012-WEDG REIMBURSEMENT	9573.26
050-DOWNTOWN INCENTIVE GRANT	0.00
110-ROAD USE	86943.60
112-EMPLOYEE BENEFITS	26882.56
113-LIABILITY INSURANCE	0.00
114-EMERGENCY LEVY	0.00
121-LOCAL OPTION SALES TAX	92592.36
122-LOST DEBT SERVICE	0.00
123-LOST DEBT SERVICE RESERVE	0.00
124-HOTEL/MOTEL TAX	7008.79
125-UNIF COMM UR-NE IND	398.75
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	1536.59
130-URBAN RENEWAL AREA #3D	0.00
131-URBAN RENEWAL AREA #4	0.00
132-UNIF COMM UR - EBD	0.00
133-UNIF COMM UR-IRE	0.00
134-DOWNTOWN COMM UR	0.00
135-UNIFIED COMM UR-BAZOOKA	0.00
145-HOUSING REHABILITATION	0.00
146-LMI TIF SET-ASIDE	0.00
200-DEBT SERVICE	30377.31
300-CAPITAL EQUIPMENT	0.00
301-CAPITAL PROJECTS FUND	16100.43
303-WWTP CAPITAL PROJ FUND	0.00
305-RIVERBOAT FOUND CAP PROJ	148349.40
308-INDUSTRIAL DEVELOPMENT	1113.27
309-MUNICIPAL BUILDING	0.00
310-WELLNESS PARK	4940.00
311-SIDEWALK REPAIR & REPLACE	0.00
312-TREE REMOVAL & REPLACE	0.00

315-RESIDENTIAL DEVELOPMENT	169.40
317-ARPA CAPITAL PROJECTS	1835.85
325-BUILDING & FACILITY MAINT	0.00
510-MUNICIPAL BAND	50.00
520-DOG PARK	0.00
530-TREE COMMITTEE	0.00
535-NEIGHBORHOOD PRIDE	0.00
540-POLICE FORFEITURE	0.00
541-K-9 PROGRAM	0.00
545-SAFETY FUND	0.00
550-PARK GIFT	604.31
570-LIBRARY GIFT	1602.91
580-CEMETERY GIFT	0.00
590-CABLE COMMISSION	0.00
600-WATER UTILITY	193492.27
601-WATER DEPOSIT FUND	1200.00
602-WATER SINKING	34190.00
603-WATER CAPITAL PROJECTS	0.00
610-SANITARY SEWER	208597.11
612-SEWER SINKING	105735.00
613-SEWER CAPITAL PROJECTS	0.00
670-SANITATION	61520.93
910-LIBRARY TRUST	0.00
950-SELF INSURANCE	3826.92
951-UNEMPLOYMENT SELF INS	29.57
<b>TOTAL BALANCE</b>	<b><u>1315378.16</u></b>

Motion by Morgan, seconded by Rangel to approve December 2024 Financial report. Motion carried. 6-0

Motion made by Stigers, seconded by Morgan to open Public Hearing for Fiscal Year 2026 Update to the Capital Improvement Plan which consists of Capital Projects for FY25-29 and Capital Equipment for FY26-30. Roll call on motion. Ayes: Morgan, Rangel, Moore, Stigers, Earnest, Schroeder. Nays: None. Motion carried. 6-0

Motion to close Public Hearing made by Earnest, seconded by Rangel. Roll call on motion. Ayes: Moore, Rangel, Morgan, Stigers, Earnest, Schroeder. Nays: None. Motion carried. 6-0

Motion made by Stigers, seconded by Morgan to approve a Resolution for the Fiscal Year 2026 Update to the Capital Improvement Plan. Roll Call on Motion. Ayes: Morgan, Stigers, Rangel, Moore, Earnest, Schroeder. Nays: None. Motion carried. 6-0 (**RESOLUTION NO. 2025-005**)

Motion made by Earnest, seconded by Schroeder to approve Change Order for Housing Rehabilitation Program for the 737 S. 2nd Ave for \$6,050. Motion Carried. 5-1.

Motion to table New Business items 3 and 4 until February 4, 2025 Regular Session made by Rangel, seconded by Stigers. Roll call on motion. Ayes: Moore, Rangel, Morgan, Earnest, Stigers, Schroeder. Nays: None.

Motion made by Earnest, seconded by Stigers to approve a Resolution for Entering into a Contract with Kline Electric, Inc. for the 12th Avenue Traffic Signal Light Project. Roll Call on Motion. Ayes: Schroeder, Stigers, Rangel, Moore, Morgan, Earnest. Nays: None. Motion carried. 6-0 (**RESOLUTION NO. 2025-006**)

Department reports were presented. Workshop for FY26 budget was held.

Motion by Stigers, seconded by Rangel that the Regular Session held at 6:00 p.m., Tuesday, January 21, 2025 is adjourned at 6:51 p.m. Motion passed unanimously.

ATTEST:  
Kathy Kron, City Clerk

Millie Youngquist  
Mayor

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

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## **Memorandum**

January 24, 2025

To: Mayor and City Council

From: Kelsey Brown  
Finance Director

Re: Emergency Catalyst Grant- Iowa Economic Development Authority-217 W. Main

In 2024, The City of Washington applied for a \$100,000 Emergency Catalyst Grant through the Iowa Economic Development Authority on behalf of the Santoro's property of 217 W. Main Street, resulting from the fire from a previous year. These grants are awarded to the City, as a recipient, on behalf of a property owner, who is then the sub-recipient. The scope of work for this grant is 60% completed so the City applied for reimbursement of \$60,000. This memo requests approval of this payment to be passed through to Isabella and Ed Santoro for the Emergency Catalyst Grant.

Thank you,

A handwritten signature in blue ink, appearing to be "Kelsey Brown", written over a horizontal line.


Kelsey



BUDGET FY	<b>General Accounting Expenditure</b>		DOCUMENT NUMBER
	DATE 12/2/2024	ACCTG PERIOD (mm/yy)	
VENDOR CODE 42-6005318		AGENCY NAME	
VENDOR NAME AND ADDRESS City of Washington 215 E. Washington Washington Iowa 52353		BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, IA 50315	SHIP TO ADDRESS
TERMS	FOB	ORDER APPROVED BY	GOODS RECEIVED/SERVICES PERFORMED DATE INITIALS
QUANTITY	VENDOR'S INVOICE NUMBER		

Line Item	Contract budget*	Expenditures		
		Since Last Report (1)	Previous Total (2)	Cumulative Expenditures (1+2)
Project Expenses Eligible for Reimbursement Grant Contract and approved budget in IowaGrants.gov  Project Name: Washington Emergency Project Address: 217 W. Main Street	Up to \$ 100000.00	\$60000.00	\$0	\$60000.00

CONTRACT NUMBER: 24-CTBF-EMERG-07  DRAW # <u>1</u>	Funds Requested	\$ 60000.00
	Less: Funds Requested to Date	\$0
	<b>NET REQUEST</b>	<b>\$60000.00</b>

<p><b>CLAIMANT'S CERTIFICATION</b></p> <p>I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.</p> <p>DATE: 12/2/2024 TITLE: Mayor</p> <p>CLAIMANT'S SIGNATURE: Authorized Official for Grantee - i.e. City (Mayor) or MSI Program (Board Pres.)</p> 	<p><b>AGENCY CERTIFICATION</b></p> <p>I CERTIFY THAT THE ABOVE EXPENSES WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:</p> <p><b>CODE OR CHAPTER SECTION(S)</b></p> <p>AUTHORIZED SIGNATURE</p>
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THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY															
DOC TYPE (GAX)	DOC NUMBER	DOC DATE	ACCTG PRD	BUDGET FY	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY					
GAX															
VENDOR CODE		ADDR OVERRIDE	F/A INDICATOR	EFT IND	TEXT -po's only (Y/N)		TEXT (po's only)								
42-6005318				N											
REF DOC TYPE	REF DOC NUMBER	REF DOC LINE	COM LN	VEND INVOICE #			COMMODITY CODE		GS CONTRACT						
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY/ UNITS	I/D	DESCRIPTION	AMOUNT	I/D
01															
02															

**DOCUMENT TOTAL** \$

**GAX**      **WARRANT #** \_\_\_\_\_      **AUDITED BY** \_\_\_\_\_      **PAID DATE** \_\_\_\_\_

008U-25-269

86450585  
\$\*\*\*\*60,000.00  
01/14/2025  
GAX 25JBGAX356



00080  
WASHINGTON CITY OF  
215 E WASHINGTON ST  
WASHINGTON IA 52353

FOR QUESTIONS, CONTACT:  
IOWA ECONOMIC DEVELOPMENT AUTHORITY  
515-348-6148

LINE #	UNIT	CHECK DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
01	CATALYST BUILDING REMEDIATION 24-CTBF-EMERG-07				\$ 60,000.00

601-4-6020-2-4440

TOTAL AMOUNT  
\$\*\*\*\*60,000.00

ACH001

For additional information about this payment, please go to <https://i3public.iowa.gov/payments/index.faces>

Account Numbers  
008U-25-269-000-0026-4124

DATE 01-14-25 No. 86450585

**NOT NEGOTIABLE**

SIXTY THOUSAND DOLLARS NO CENTS

AMOUNT

WASHINGTON CITY OF  
215 E WASHINGTON ST  
WASHINGTON IA 52353

\$\*\*\*\*60,000.00  
25JBGAX356

Per your authorization, the State of Iowa deposited this payment to the financial institution of your choice. Deposit date is three working days from the date above.

86450585

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## MEMORANDUM

DATE: January 29, 2025  
TO: Joe Gaa, City Administrator  
FROM: Mark Culver, Housing Specialist  
RE: Contractor Final Payment Request

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

737 S 2<sup>nd</sup> Ave (Garcia)

I approve the payment request in the amount of **\$35,000.00**

Please cut a check in the amount of **\$35,000.00** made out to **BW Construciton** and Mail to the contractor. Please send a copy of the check to me as well.

BW Construction  
2480 219<sup>th</sup> Blvd.  
Washington, IA 52353

**\*The enclosed "Final Payment Request" document requires a signature and is marked with a "sign here" tab. After you have signed the documents please make a copy for your records and then return the originals to me with a copy of the check to the contractor.**

Thank you,



Mark Culver  
East Central Iowa Council of Governments  
319-289-0061

# CITY OF WASHINGTON HOUSING REHABILITATION PROGRAM

**Homeowner Name:** Dawn Garcia  
**Address:** 737 S 2nd Ave  
 Washington, IA 52353  
  
**Contractor Name:** BW Construction  
**Address:** 2480 219th Blvd.  
 Washington, IA 52353  
**Phone:** 319-389-5172

## FINAL PAYMENT REQUEST

Final Items Completed:	\$28,950.00	
New Change Order Total:	\$6,050.00	
Total:	\$35,000.00	
Add Retainage 10%	\$0.00	
<b>Final Payment Due:</b>	<b>\$35,000.00</b>	

<b>Payment Summary</b>	Partial Payment	\$0.00
	Final Payment:	\$35,000.00
	Total Payment:	\$35,000.00
\$28,950.00	\$6,050.00	\$35,000.00
Original Contract +	Total Change Orders =	Total Payment

The undersigned contractor certifies that all work is completed in regards to this request for payment in accordance with the contract documents and that all work to date was inspected.

**General Contractor:** Brent Wick **Date:** 1-29-25

A property inspection has been made and the work completed to date meets my satisfaction in accordance with the construction contract. I authorize the release of payment.

**Property Owner:** Dawn Garcia **Date:** 1-29-25

**Approved by the ECICOG Project Administrator:** [Signature] **Date:** 1-29-25

**Housing Inspector:** [Signature] **Date:** 1-29-25

**Grantee (City) Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_





BW Construction  
 2480 219th Blvd  
 Washington, IA 52353  
 (319) 389-5172

# Invoice

Date	Invoice #
1/27/2025	1970

Bill To
East Central Iowa Council of Governments 700 16th St NE #301 Cedar Rapids, IA 52402

Work Completed at
Dawn Garcia 737 S. 2nd. Ave. Washington, IA 52353

Terms
Due on receipt

Item	Description	Quantity	Rate	Amount
Miscellaneous	All materials and work completed for scope of work on line items 1-5		28,950.00	28,950.00
Miscellaneous	Change order completed for Electrical Repairs.		250.00	250.00
Miscellaneous	Change order completed for replacing upper window sash with broken glass.		350.00	350.00
Miscellaneous	Change order completed for installing 7 new windows on home.		5,450.00	5,450.00

bwconstructionllc@hotmail.com      319.389.5172      www.bwconstructionandroofing.com

<b>Total Invoice</b>	\$35,000.00
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All material is guaranteed to be as specified. All work to be completed in a worklike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are covered by Workman's Compensation Insurance per state law.



STATEMENT OF PROFESSIONAL SERVICES

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

January 24, 2025  
Invoice No: 24653 - 21

Project Manager Leland Belding III

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

**Professional Services from December 15, 2024 to January 1, 2025**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Clerical II	5.00	89.00	445.00	
Engineer II-A	3.00	198.00	594.00	
Totals	8.00		1,039.00	
<b>Total Labor</b>				<b>1,039.00</b>
		<b>Total this Invoice</b>		<b>\$1,039.00</b>



STATEMENT OF PROFESSIONAL SERVICES

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

January 24, 2025  
Invoice No: 24653 - 22

Project Manager Leland Belding III

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

**Professional Services from January 02, 2025 to January 18, 2025**

**Professional Personnel**

	Hours	Rate	Amount	
Clerical II	3.00	89.00	267.00	
Engineer II-A	6.00	198.00	1,188.00	
Totals	9.00		1,455.00	
<b>Total Labor</b>				<b>1,455.00</b>

**Reimbursable Expenses**

Travel			60.30	
<b>Total Reimbursables</b>			<b>60.30</b>	<b>60.30</b>

**Total this Invoice \$1,515.30**



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

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

January 24, 2025  
Invoice No: 24659 - 11

Project Manager Leland Belding III

Engineering services for Central Park Restrooms:

**Professional Services from December 15, 2024 to January 1 2025**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Clerical II	7.50	89.00	667.50
Engineer I-A	.50	237.00	118.50
Engineer I-B	2.50	223.00	557.50
Engineer II-A	2.00	198.00	396.00
Architect II	4.00	167.00	668.00
Drafter III	15.00	115.00	1,725.00
Totals	31.50		4,132.50
<b>Total Labor</b>			<b>4,132.50</b>
		<b>Total this Invoice</b>	<b>\$4,132.50</b>





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

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

January 24, 2025  
Invoice No: 24659 - 12

Project Manager Leland Belding III

Engineering services for Central Park Restrooms:

**Professional Services from January 02, 2025 to January 18, 2025**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Clerical II	2.50	89.00	222.50
Engineer I-A	.50	237.00	118.50
Architect II	2.00	167.00	334.00
Drafter III	9.00	115.00	1,035.00
Totals	14.00		1,710.00
<b>Total Labor</b>			<b>1,710.00</b>

**Reimbursable Expenses**

Travel			56.70
<b>Total Reimbursables</b>			<b>56.70</b>

**Total this Invoice      \$1,766.70**

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

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NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE LICENSE RENEWALS

Business Name: **The Wagon Wheel**

Business Address: **521 East 7th Street, Washington, Iowa**

App #: **App-213575**

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: **February 4, 2025**

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

Police Chief sign off \_\_\_\_\_ Date 1-13-2025

Fire: fire inspection done: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Fire Chief sign off \_\_\_\_\_ Date \_\_\_\_\_.

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: **The Wagon Wheel**

Business Address: **521 East 7th Street, Washington, Iowa**

App #: **App-213575**

Type of License: New:  Renewal:  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: **February 4, 2025**

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 1/27/25



# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Hollywood 22, LLC	The Wagon Wheel	(319) 653-3637		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
521 East 7th Street		Washington	Washington	52353
MAILING ADDRESS	CITY	STATE	ZIP	
521 East 7th Street	Washington	Iowa	52353	

## Contact Person

NAME	PHONE	EMAIL
Brandon Banks	(319) 461-5163	bbanksracing22@gmail.com

## License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0044131	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
Mar 1, 2025	Feb 28, 2026	

### SUB-PERMITS

Class C Retail Alcohol License



PRIVILEGES

Living Quarters, Outdoor Service

**Status of Business**

BUSINESS TYPE

Limited Liability Company

**Ownership**

• Individual Owners

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

**Insurance Company Information**

INSURANCE COMPANY

Illinois Casualty Co

POLICY EFFECTIVE DATE

Mar 1, 2025

POLICY EXPIRATION DATE

Mar 1, 2026

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

# MAINTENANCE & CONSTRUCTION DEPT. REPORT

1-4-25/1-17-25

**STREETS:** Personnel street sweeper made it out a couple days. Salt trucks made another round through town with slick conditions.

**WATER DISTRIBUTION:** Personnel repaired the first and 2nd water main break of 2025, both were located at South 3rd Ave-East Van Buren St (4 inch CIP). Personnel shut a few water services on/off. Personnel rearranged material in the water parts building.

**SEWER COLLECTION:** Personnel televised a few areas for information. Jetting was needed at one of the television locations to remove debris for the camera to travel up the pipe.

**STORM SEWER COLLECTION:** Personnel N/A

**MECHANIC/SHOP:** Personnel serviced #330 backhoe (new front tires), #630 backhoe (routine oil change and new fuel filter and changed right side panel), #611 (new cab filter), FD #1, PD #771 (repaired tail light housing), PD # 718, PD #018, PD #404 (right rear tire repair), repaired 2 wheel pump trailer, #601 tonner (warranty work), FD #4 (changed ball valve on return line) and skid loader (installed 7 ft rubber on pusher).

**OTHER:** Personnel responded to 29 One Call Locates. Personnel picked up Xmas trees throughout the town. Personnel burned the brush pile at the WWTP, saving \$15K (not grinding pile). Personnel attended a SASSO mtg on accident prevention, welding and tool safety. All the overhead door hinges got lubricated.

\*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  
Erin Elgin  
Erin Smith



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

Parks Superintendent:  
Nick Pacha

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### January City Council Update – Parks Department

- 2 x snow removal of all areas we maintain
- 2 Large dead trees taken down at Sunset park by contractor and cleanup done by Parks dept.
- 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. We (Parks Dept) are doing interior work. All ceilings are done. Wall insulation is completed. We are trimming out and installing glass board on walls and ceilings in mechanical room, restrooms, and concession area. KCTC has installed WIFI and security camera system at facility and guest network for users groups to use. Heating/Cooling is completed. As soon as we get all the glass board up the electrician will finish in the concession area and sinks and stool will be installed by the plumber.
- 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. The area is backfilled and the next step is to pour concrete floor and then set a tent up, heat it and continue to build out the block wall. Completion date is scheduled for end of May.
- Lots of limb and stick cleanup after ice storm around all the parks.
- Started taking down Christmas decorations for Main street
- Removed 110 Christmas trees, T-posts and wood stakes for Main street.
- Getting bids on Sunset Park shelter roofs. We have 4 shingle roofs left to replace with metal roofs. Hoping to do complete this spring as budget allows.
- Submitted grant to Betterment foundation and was approved for Downtown flowers
- Ordered downtown flowers and hanging baskets from grower.
- Working on Part-Time staffing for 2025
- Working on FY2026 Budget items, CEP, CIP, and regular FY26 budget.
- Attended weekly Department head meetings.
- SASSO safety 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. \*\*\***



**CITY OF WASHINGTON, IOWA  
CLAIMS REPORT  
FEBRUARY 4, 2025**

<b>POLICE</b>	ACE-N-MORE	TRAINING AMMO/SUPPLIES	694.77	
	ALLIANT ENERGY	ALLIANT ENERGY	1511.62	
	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES/DESK/TABLE	484.06	
	ARMSTRONG HEATING & AC INC	FILTERS	33.98	
	ARNOLD MOTOR SUPPLY	PARTS	799.59	
	AXON ENTERPRISES, INC	TASER CARTRIDGES	1497.60	
	CAPITAL ONE	SUPPLIES, INK & BINDERS	24.89	
	DE LAGE LANDEN PUBLIC FINANCE LLC	MDT LEASE	577.88	
	ELLIOTT BULK SERVICES, LLC	BULK SERVICES-FUEL	2170.14	
	GALLS LLC	COLLAR PINS/BADGES/HOLDER	518.05	
	HOLIDAY INN	#225 MIA BRDECKA-1/26-1/2	179.20	
	IGRAPHIX, INC	OFFICE SUPPLIES	10.00	
	INTOXIMETERS INC	PBT'S	1245.00	
	MARCO, INC.	COPIER AND PRINTER LEASE	458.05	
	MIDWEST ALARM	MONITORING & BATTERIES	231.50	
	SECTOR	BODY CAM REPLACEMENT	100.00	
	VISA-TCM BANK, N.A.	ILEA GRADUATION LUNCH/CONF REG	496.67	
		<b>TOTAL</b>	<b>11033.00</b>	
	<b>FIRE</b>	ALLIANT ENERGY	ALLIANT ENERGY	3401.15
		ARMSTRONG HEATING & AC INC	FILTERS	233.42
ARNOLD MOTOR SUPPLY		PARTS	101.79	
DELONG, BRENDAN		CONFERENCE RBIMBURSMENT	485.61	
ELLIOTT BULK SERVICES, LLC		BULK SERVICES-FUEL	463.93	
FIRE SERVICE TRAINING BUREAU		TRAINING	50.00	
HEIMAN FIRE EQUIPMENT		GEAR CLEANER	122.82	
HIWAY SERVICE CENTER		SUPPLIES	46.20	
IGRAPHIX, INC		SHIPPING	15.80	
MIDWEST ALARM		MONITORING & BATTERIES	231.50	
TOYNE INC		SEAL KIT	312.21	
VISA-TCM BANK, N.A.		SOFTWARE & SUPPLIES	360.72	
		<b>TOTAL</b>	<b>5825.15</b>	
<b>EMS</b>		EMS LEARNING RESOURCES CENTER	EMT CLASS REGISTRATIONS	9600.00
	MOHROR, JOSH	CPR TRAINING	465.00	
	WASHINGTON COUNTY EMS ASSOCIATION	2025 MEMBERSHIP DUES	100.00	
		<b>TOTAL</b>	<b>10165.00</b>	
<b>DEVELOPMENT SERVICES</b>	SORRELL GLASS	FRONT COUNTER WINDOW	1224.74	
		<b>TOTAL</b>	<b>1224.74</b>	
<b>LIBRARY</b>	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS	120.28	
	BAKER & TAYLOR	LIBRARY MATERIALS	307.92	
	CAPITAL ONE	SUPPLIES, INK & BINDERS	71.17	
	CEBNGAGE LEARNING INC/GALE	LIBRARY MATERIALS	49.48	
	GFC LEASING - WI	PRINTER LEASE	249.64	
	GREINER, ALISON	TUITION REIMBURSEMENT	450.00	
	HARRIS, JENISA	TUITION REIMBURSEMENT	1800.00	
	OLIVEIRA, LUCAS	NOON YEARS EVE PROGRAMMING	135.00	
	VALENTINE, TAMMY	REIMB- HOMEBOUND	6.30	
	VISA-TCM BANK, N.A.	POSTAGE, FAX, MEMBERSHIP	527.20	
	WASHINGTON LUMBER	JANITORIAL SUPPLIES	8.29	
		<b>TOTAL</b>	<b>3725.28</b>	
<b>PARKS</b>	ACE-N-MORE	SUPPLIES	68.56	
	ALLIANT ENERGY	ALLIANT ENERGY	2166.09	
	CARSON PLUMBING & HEATING SRVS INC	NEW DAWN REPAIR	43.44	
	ELLIOTT BULK SERVICES, LLC	BULK SERVICES-FUEL	293.53	
	IA DEPT OF REVENUE	ELECTRIC FUEL TAX	49.69	
	VISA-TCM BANK, N.A.	MEALS AND SUPPLIES	83.47	
	WASHINGTON RENTAL	CHISEL & SHARPEN CHAIN SAW	55.36	
		<b>TOTAL</b>	<b>2760.14</b>	

<b>CEMETERY</b>	ALLIANT ENERGY	ALLIANT ENERGY	1131.40	
	ARNOLD MOTOR SUPPLY	BACKHOE PARTS/WORK LIGHTS	401.55	
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	85.00	
	VISA-TCM BANK, N.A.	TREE CLEANUP & MULCH WORK	293.35	
	WASH CO EXTENSION OFFICE	TURF-REGISTRATION- WAGONKN	45.00	
		<b>TOTAL</b>	<b>1956.30</b>	
<b>FINANCIAL ADMIN</b>	ACCESS SYSTEMS LEASING	COPIER LEASE	433.61	
	ACE-N-MORE	SUPPLIES	29.57	
	ALLIANT ENERGY	ALLIANT ENERGY	2645.34	
	BAKER PAPER & SUPPLY	COPY PAPER	252.00	
	KCII	ADVERTISING	113.52	
	MIDWEST ALARM	MONITORING & BATTERIES	231.50	
	PURCHASE POWER	POSTAGE REFILLS	1009.75	
	VISA-TCM BANK, N.A.	WEB SERVICES	165.65	
	WASHINGTON LAW OFFICE, LLP	TAX WORK	250.00	
	WMPF GROUP LLC	LEGAL ADVERTISING	457.88	
		<b>TOTAL</b>	<b>5588.82</b>	
	<b>AIRPORT</b>	ACE-N-MORE	SUPPLIES	92.98
CLOUDBURST 9		INTERNET	106.35	
KCII		ADVERTISING	113.52	
QT POD- PETROLEUM		FUEL SYSTEM	994.80	
TITAN AVIATION FUELS		JET FUEL	56710.51	
VISA-TCM BANK, N.A.		ZOOM SERVICE	17.11	
WASHINGTON DISCOUNT TIRE		TIRE REPAIR	34.25	
		<b>TOTAL</b>	<b>58069.52</b>	
<b>ROAD USE</b>		ACE-N-MORE	SUPPLIES	210.00
		AGRILAND FS, INC	LP TANK REFILL	19.62
	ARNOLD MOTOR SUPPLY	PARTS	85.73	
	DAKOTA SUPPLY GROUP	CUTTING EDGE-SNOW PLOW/BLADE	1455.00	
	DOUDS STONE LLC	ROADSTONE	898.19	
	ELLIOTT BULK SERVICES, LLC	BULK SERVICES-FUEL	1240.00	
	ELLIOTT OIL COMPANY-BP ONE TRIP	FUEL	58.96	
	HI-LINE INC	SUPPLIES	513.64	
	HIWAY SERVICE CENTER	PARTS	115.69	
	TIFCO INDUSTRIES	TAPE AND GEL LOCK	80.82	
		<b>TOTAL</b>	<b>4677.65</b>	
	<b>STREET LIGHTING</b>	ALLIANT ENERGY	ALLIANT ENERGY	1265.30
			<b>TOTAL</b>	<b>1265.30</b>
<b>HOTEL/MOTEL TAX</b>	FARM TO FILM FEST	FULL PG AD DONATION/GRANT	750.00	
	VISA-TCM BANK, N.A.	WEB SERVER	150.52	
		<b>TOTAL</b>	<b>900.52</b>	
<b>CAPITAL EQUIPMENT</b>	SECTOR	GE-TAC IN CAR VIDEO	5123.95	
		<b>TOTAL</b>	<b>5123.95</b>	
<b>WELLNESS PARK</b>	ACE-N-MORE	WP CONCESSION STAND	113.94	
	ALLIANT ENERGY	ALLIANT ENERGY	105.71	
	ARMSTRONG HEATING & AC INC	WP CONCESSION STAND	20816.94	
	WASHINGTON LUMBER	WOOD, NAILS AND BIT	99.93	
		<b>TOTAL</b>	<b>21136.52</b>	
<b>TREE COMMITTEE</b>	MCCONNELL, MARDE	REIMBURSEMENT - SUPPLIES	34.22	
		<b>TOTAL</b>	<b>34.22</b>	
<b>K-9 PROGRAM</b>	ACE-N-MORE	K9 FOOD	44.99	
		<b>TOTAL</b>	<b>44.99</b>	

<b>LIBRARY GIFT</b>	KCII	ADVERTISING	113.52	
	LAMINATOR.COM	LAMINATOR REPLACEMENT	2064.99	
	TUCCI, JESSICA H.	POTTERY CLASS- 1/25/25	351.74	
	TUCCI, JESSICA H.	POTTERY CLASS- 1/18/2025	261.74	
	VISA-TCM BANK, N.A.	POSTAGE, FAX, MEMBERSHIP	420.85	
	<b>TOTAL</b>	<b>3212.84</b>		
<b>WATER PLANT</b>	ALLIANT ENERGY	ALLIANT ENERGY	822.98	
	STOREY KENWORTHY/MATT PARROTT	LASER BILLS- UTILITY BILLI	1562.66	
	POSTMASTER	BULK MAILING WATER BILLS	1258.89	
	JETCO	SCADA SUPPORT CONTRACT	11654.00	
	CAHOY PUMP SERVICE, INC.	WELL #7 SERVICE	6068.75	
	WATER SOLUTIONS UNLIMITED	WATER PLANT CHEMICALS	9839.72	
	SUMMIT FIRE PROTECTION	ALARM PANEL	536.36	
	WASHINGTON DISCOUNT TIRE	TIRE REPAIR	27.98	
	ELLIOTT BULK SERVICES, LLC	BULK SERVICES-FUEL	28.80	
		<b>TOTAL</b>	<b>31800.14</b>	
<b>WATER DISTRIBUTION</b>	ACE-N-MORE	SUPPLIES	71.99	
	ALLIANT ENERGY	ALLIANT ENERGY	47.78	
	AMAZON CAPITAL SERVICES	PIPE WRENCHES	159.96	
	ARNOLD MOTOR SUPPLY	FUEL TREATMENT/PARTS	859.93	
	CAPITAL ONE	SUPPLIES, INK & BINDERS	268.78	
	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	45.01	
	CORE & MAIN LP	PARTS	245.74	
	ELDON C. STUTSMAN, INC	PARTS FOR TRASH PUMP	313.55	
	ELLIOTT BULK SERVICES, LLC	BULK SERVICES-FUEL	419.03	
	IOWA ONE CALL	SERVICE	64.80	
	JOHN DEERE FINANCIAL	THERMOSTAT/COOLANT-BACKHOE	203.36	
	LAWSON PRODUCTS INC	TOOLS	110.86	
	QUAD CITIES WINWATER	REPAIR PARTS	2548.88	
		<b>TOTAL</b>	<b>5359.67</b>	
	<b>SEWER PLANT</b>	ACE-N-MORE	SNOW SHOVELS	129.98
		ALLIANT ENERGY	ALLIANT ENERGY	25.89
AMAZON CAPITAL SERVICES		OFFICE SUPPLIES	101.82	
CJ COOPER & ASSOC.		EMPLOYMENT SCREENINGS	50.00	
ELLIOTT BULK SERVICES, LLC		BULK SERVICES-FUEL	120.09	
MIDWEST OVERHEAD CRANE		ANNUAL CRANE INSPECTION	1112.00	
WHISLER, JASON		BOOT REIMBURSEMENT	100.00	
		<b>TOTAL</b>	<b>1639.78</b>	
<b>SEWER COLLECTION</b>	ACE-N-MORE	SUPPLIES	158.87	
	ARNOLD MOTOR SUPPLY	SUPPLIES	222.79	
	ELLIOTT BULK SERVICES, LLC	BULK SERVICES-FUEL	766.01	
	VISA-TCM BANK, N.A.	TRAINING FOR MIKE & MARSHA	211.94	
	WASHINGTON DISCOUNT TIRE	TIRE PATCH	35.80	
		<b>TOTAL</b>	<b>1395.41</b>	
<b>SANITATION</b>	WASH CO HUMANE SOCIETY	COLLECTIONS FOR JANUARY	325.10	
		<b>TOTAL</b>	<b>325.10</b>	
	<b>TOTAL</b>	<b>177264.04</b>		



*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*

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MEMORANDUM

TO: Mayor and City Council

FROM: Joe Gaa, City Administrator

A handwritten signature in blue ink, appearing to be "Joe Gaa", is written over the name in the "FROM" line.

DATE: January 30, 2025

SUBJECT: 1<sup>st</sup> Reading of UP Home Rezone Request

Over the past few months City staff have been working with representatives from the UP Home on a partial re-zone and subdivision of property they own north of East Adams Street. We are now ready to bring action items to the Council for consideration. The first item being brought forward is a re-zone request. The current zoning of the property is CCRC- Continuing Care Retirement Community. As the plan is to subdivide the property along E. Adams Street into 5 buildable lots, the 2.21 acres for those lots will need to be re-zoned to residential. The requested re-zoning classification is R-1, which will allow for single family residences. The remaining property owned by the UP Home will remain CCRC and undeveloped at this time.

The Planning and Zoning Commission reviewed the R-1 re-zoning request at their December meeting and voted to forward to the City Council with a "Do Pass" recommendation. Re-zoning requests must be approved by ordinance. A draft ordinance is attached for your review. A map of the proposed plat is also attached as a reference. Approval of the plat will not come forward as an action item until the re-zoning request is approved.

This item has been placed on the February 4<sup>th</sup> meeting for a first reading. If you have any questions or comments regarding this matter, feel free to contact me at your convenience.

**ORDINANCE NO. 2025-**

**AN ORDINANCE RE-ZONING AN APPROXIMATE 2.21-ACRE PARCEL OWNED BY UNITED PRESBYTERIAN HOME OF WASHINGTON IOWA FROM CCRC CONTINUING CARE RETIREMENT COMMUNITY DISTRICT TO R-1 ONE-FAMILY RESIDENCE DISTRICT.**

WHEREAS, the United Presbyterian Home of Washington, Iowa (the "Owner"), owns the property legally described as:

A part of Lot 4, in the SW ¼ of Section 16, Township 75 North, Range 7 West of the 5<sup>th</sup> P.M., City of Washington, Washington County, Iowa, as described as follows:

Commencing at the SW corner of Lot 9, Prairie Ridge Subdivision on the east line of Lot F, said point being the point of beginning; thence North 00°16'34" East, 150.11 feet; thence South 88°04'52" West, 643.80 feet to a point on the east line of Auditor Parcel R; thence, along said line, South 01°10'51" East, 150.01 feet to a point on the north line of East Adams Street; thence, along said line, North 88°04'52" East, 639.98 feet to the point of beginning (the "Property").

WHEREAS, the Owner filed a petition to change the zoning designation of the Property from CCRC – Continuing Care Retirement Community to R-1 – One-Family Resident District; and

WHEREAS, the Washington Planning and Zoning Commission has recommended the City Council approve said rezoning request for the Property as request in said petition; and

WHEREAS, a public hearing has been held on said request pursuant to published notice thereof.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Washington, Iowa :

Section 1. That the zoning map for the City of Washington is hereby amended to show the zoning designation of the Property being R-1 One-Family Residence District in place of CCRC Continuing Care Retirement Community District.

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. 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 this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2025.

Read First Time: February 4, 2025

Read Second Time:

Read Third Time:

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Millie Youngquist, Mayor

ATTEST:

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Kathy Kron, City Clerk

# FINAL PLAT

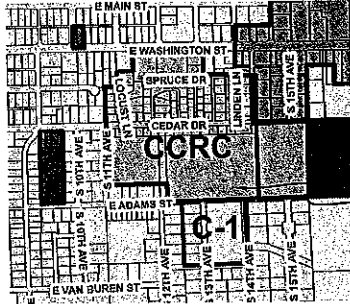
## INDEX LEGEND

Property Location: part Lot F in SW1/4 Section 16  
 Township 75 North, Range 7 West, City of Washington, Iowa  
 Surveyor: Robert H. Lance, Iowa P.L.S. #21980, rob@lancesurveying.com  
 Return Document to: Lance Surveying Services (319) 986-6779  
 1505 North Broadway Street, Mt. Pleasant, IA 52641  
 Survey Requested by: Lonnie Litchfield  
 Proprietor: United Presbyterian Home of Washington, Iowa  
 Survey Completed: 25 August 2024  
 Sheet 1/1 | Basis of Bearing: IA RTK, ISPS Zone | Litchfield, Lonnie.dwg

# Sunrise Ridge Subdivision

## R-1 ONE-FAMILY RESIDENCE DISTRICT setbacks

Building Height	Minimum Lot Width	Minimum Front yard depth	Minimum side yard depth	Minimum Rear yard depth
1 and 1 1/2 stories	70 feet	25 feet	7 feet	35 feet
2 and 2 1/2 stories	70 feet	25 feet	9 feet	35 feet



Zoning: Current - CCRC  
 Proposed - R-1

Vicinity sketch NTS

Out Lot A is intended for use as a future street if development occurs north of Sunrise Ridge Subdivision.

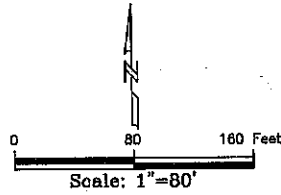
## Perimeter Description

In part of Lot F, in the SW1/4 of Section 16, Township 75 North, Range 7 West of the 8th P.M., City of Washington, Washington County, Iowa, described as follows:

Commencing at the SW corner of Lot 9, Prairie Ridge Subdivision on the east line of Lot F, said point being also the POINT OF BEGINNING;  
 thence North 00°18'34" East, 150.11 feet;  
 thence South 88°04'52" West, 643.80 feet to a point on the east line of Auditor Parcel R;  
 thence, along said line, South 01°10'51" East, 150.01 feet to a point on the north line of East Adams Street;  
 thence, along said line, North 88°04'52" East, 639.98 feet to the POINT OF BEGINNING, containing 2.21 acres.

The above bearings are based on Iowa State Plane South Coordinates and all distances are horizontal ground distances.

End of Description

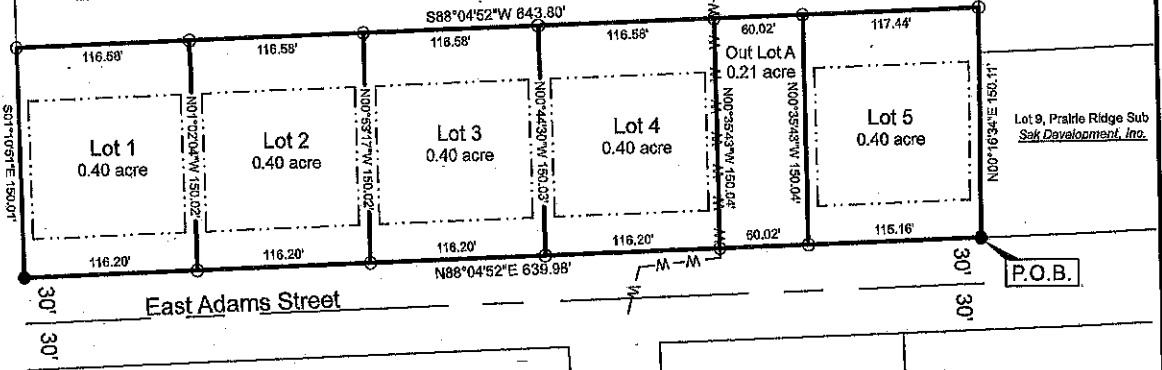


Auditor Parcel R  
 Richard S. & Virginia A. Bordwell

- Legend:
- set 1/2"x30" rebar/orange cap #21980
  - found 5/8" rebar
  - property line
  - W— water line
  - building setback line (R-1)
  - road centerline
  - (#) dimension from previous record

20' wide water main easement  
 Misc. Bk. 49 Page 317  
 The United Presbyterian Home of Washington, Iowa

Owner/Subdivider:  
 United Presbyterian Home of Washington, Iowa  
 1203 East Washington St.  
 Washington, IA 52353



Certification:  
 I hereby certify that this land surveying document was prepared, and the related survey work was performed by me or under my direct personal supervision, and that I am a duly licensed Professional Land Surveyor, under the laws of the State of Iowa.

Robert H. Lance  
 Iowa Professional Land Surveyor #21980  
 License renewal date: December 31, 2025  
 Pages covered by this sheet: 1

The City of Washington	
APPROVED BY THE CITY OF WASHINGTON	
Planning and Zoning Chair, City of Washington	Date
The City of Washington	
APPROVED BY THE CITY OF WASHINGTON	
Mayor, City of Washington	Date

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

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MEMORANDUM

TO: Mayor and City Council

FROM: Joe Gaa, City Administrator

A handwritten signature in blue ink, appearing to be "JG", is written over the name "Joe Gaa" in the "FROM" line.

DATE: January 30, 2025

SUBJECT: Resolution to Approving an Application to WCRF for Municipal Grant Funds

Each year the City has an opportunity to submit a request to the Washington County Riverboat Foundation for Municipal Grant Funds. For the past few years, the City has received an average of \$660,000/year in WCRF Municipal Funds. In preparing the FY2026 Budget proposal, certain projects have been earmarked as municipal grant projects. Grant applications are due on February 21<sup>st</sup> and staff requests permission to submit the following for municipal funds.

1. \$25,000- Library Genealogy Project
2. \$32,000- Flock Camera System
3. \$125,000- Downtown Investment Grants/Main Street Events
4. \$100,000- Parks Master Plan
5. All Remaining Available Funds- Park Projects (from Master Plan)  
Estimated \$300,000-\$325,000

A resolution approving the application for WCRF municipal funds is attached. If you have any questions or comments regarding this matter, feel free to contact me at your convenience.



**RESOLUTION NO. 2025-**

**A RESOLUTION APPROVING AN APPLICATION TO THE WASHINGTON COUNTY RIVERBOAT FOUNDATION FOR MUNICIPAL GRANT FUNDS**

**WHEREAS**, the City of Washington has been very fortunate to receive sizeable amounts of municipal grant funds from the Washington County Riverboat Foundation (WCRF) over the years; and,

**WHEREAS**, the WCRF is accepting applications from cities for projects they wish to complete in the coming fiscal year; and,

**WHEREAS**, the City Council has determined the projects and initiatives for which it would like to allocate these funds for Fiscal Year 2026.

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

Section 1. The City Council hereby requests that the Washington County Riverboat Foundation allocate anticipated municipal funds for the fiscal year beginning July 1, 2025 in the following manner.

- A. \$25,000- Library Genealogy Project
- B. \$32,000- Flock Camera System
- C. \$125,000- Downtown Investment Grants and Main Street Events
- D. \$100,000- Park Master Plan
- E. All Remaining Available Funds- Park Projects From Master Plan  
(Estimated at \$300,000-\$325,000)

PASSED AND APPROVED this 4th day of February, 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

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MEMORANDUM

TO: Mayor and City Council

FROM: Joe Gaa, City Administrator

DATE: January 29, 2025

SUBJECT: Consideration of Tabled Change Orders for Housing Rehab Program

The Housing Rehabilitation Program that is being administered by ECICOG continues to progress. On January 21<sup>st</sup> the Council considered change orders for three properties. Due to questions regarding the amounts and concerns of how they affected the budget, two of them were tabled for further review. The two table change orders were:

1027 N. 6<sup>th</sup> Ave      \$15,500      Replace siding and doors

515 W. Jefferson St.    \$13,500      Install railing, soffit, and fascia; Replace gutters, and doors

I have reached out to Mark Culver from ECICOG who is administering this program for additional information. Attached you will find an updated budget as well as a narrative describing each change order. I have requested that he attend the Council meeting either virtually or in-person.

These items have been added to the February 4, 2025 Council meeting agenda. Prior to discussing these items they will need to be removed from the table. If you have any questions or comments regarding this matter, feel free to contact me at your convenience.

Joe,

With each grant we do, we try to get as much work done as possible within the budget.

IFA had reached out to us in December requesting to expend as much of the funding as possible as this is funding that will go away if it is not spent. When inspections were originally done for work on the home, I try to put together a work list that can all be covered within the budget. This is done before any contractors look at the work to put prices together. Not knowing who will be submitting bids, we assume on the higher end. These were all very competitive, and with a local Washington bidder, that made a difference as well.

At 515 W Jefferson Street, the local bidder was awarded as the lowest responsible bidder, however the other bids were close to the max budget because they were traveling from Cedar Rapids. Once the bid was awarded, we had room in the budget to cover some of the other expenses that were not originally in the bidding document. We went ahead with a change order to cover those additional expenses to still be within the budget of the reimbursable expenses. This is a single elderly woman that these repairs will help with her daily life, not to mention the impact on the community.

At 1027 N 6<sup>th</sup> Avenue, we had a similar situation. This home was in complete disrepair and needed a lot of work. Originally I had the items on the change order on the original bid specs. Thinking that there would be no way to get all of that work done within the budget, they were removed. Once bids were received and a contractor was awarded, we looked into the possibility of adding those items back into the contract. This would not have been possible with other contractors that submitted bids. Due to the budget allowing for more work, we wanted to get as much done to this home as possible.

I hope this helps. Please let me know if you have any questions.

Thank you,

Mark Culver  
Housing Specialist  
East Central Iowa Council of Governments  
319-289-0061  
ECICOG.org  
700 16<sup>th</sup> St NE  
Cedar Rapids, IA 52402

Washington Pilot Program Status

Homeowners	Address	Work done	Original bid amount	Change Order costs	Total Bid Amount	Status
Edward Burdock	424 E Washington	Rebuild front porch. Replace front steps. Replace picture window. Paint house. Install aluminum Soffit and Fascia covers. New gutters. Replace flat roof. Enclose under front porch.	\$ 30,202.00	\$ (3,199.00)	\$ 27,003.00	Done, Contractor Paid
Katherine Bowen	312 E Main		\$ 35,000.00	-	\$ 35,000.00	Done, Contractor Paid
Mark Dowis	116 N 7th Ave	New vinyl siding. New gutters. Replace furnace and AC. Replace 4 windows.	\$ 31,200.00	-	\$ 31,200.00	Done, Contractor Paid
Carrie Septer	427 E Main	Replace 30 windows.	\$ 16,500.00	-	\$ 16,500.00	Done, Contractor Paid
Kelli Hoffman	703 S 3rd Ave	Replace 3 windows. Replace back deck. Replace 2 doors. New roofing. New shower. Install a radon abatement system.	\$ 21,050.00	\$ 1,550.00	\$ 22,600.00	Done, Contractor Paid
Jacayla Smith	326 E Jefferson	Reinforce front porch. Install vinyl siding. Replace 3 windows. New entry door. Repair sewer drain.	\$ 32,000.00	\$ 2,500.00	\$ 34,500.00	Done, Contractor Paid
Anthony Mondia	319 E Washington	New gutters. Reinforce and replace decking on back porch. Install new handicap ramp.	\$ 10,150.00	\$ 400.00	\$ 10,550.00	Done, Contractor Paid
Ronald Woodtey	1027 3rd Street	Rebuild back room addition. Reframe garage overhang, replace roof and siding on one side of garage.	\$ 34,720.00	-	\$ 34,720.00	Done, Contractor Paid
Sheila Harper	515 W Jefferson	Rebuild front and back decks. New AC unit. Replace water heater. Install a radon mitigation system. New aluminum soffit and fascia. New gutters. Replace 2 storm doors.	\$ 21,500.00	\$ 13,500.00	\$ 35,000.00	Precon 11/18/24
Sandra Jara	703 W Main Street	Replace 12 windows. Install new vinyl siding. New gutters. Blow insulation into the walls. Install a radon mitigation system.	\$ 34,700.00	\$ 300.00	\$ 35,000.00	Done, Contractor Paid
Richard Discher	317 E Main Street	Replace 12 Windows. Replace entry door. Paint siding.	\$ 28,500.00	-	\$ 28,500.00	Precon 11/7/24
Steven Downs	602 E Washington S siding.	Replace 6 windows. Blow insulation into walls. New gutters. Install new vinyl	\$ 34,950.00	-	\$ 34,950.00	Precon 11/13/24
Jeffrey Wheeler	529 W Jefferson Str	Rebuild front porch. Paint siding.	\$ 25,600.00	-	\$ 25,600.00	Precon 11/13/24
Dawn Garcia	737 S 2nd Avenue	New roof. Install vinyl siding. New gutters. Replace 2 entry doors. Repair electrical wires. Replace 7 windows.	\$ 28,950.00	\$ 6,050.00	\$ 35,000.00	Done, Payment requested
Jo Ardyth Lee Scott	1027 N 6th Avenue	New windows. Electrical repairs. Vinyl siding. New entry door.	\$ 19,413.00	\$ 15,500.00	\$ 34,913.00	Precon 12/12/24

Totals \$ 404,435.00 \$ 36,601.00 \$ 441,036.00

Total allocated

Including change orders

\$ 456,000.00 Total Award Available

\$ 14,964.00 Balance left

**CHANGE ORDER  
HOUSING REHABILITATION PROGRAM**

CHANGE ORDER #: 1

CHANGE ORDER DATE: 12/18/24

OWNER: Jo-Ardyth Scott  
 ADDRESS: 1027 N 6<sup>th</sup> Avenue  
Washington, IA 52353

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

	COST
Replace metal siding with vinyl siding	11,500.00
Replace side entry door and storm door	2,500.00
Replace front entry door	1,500.00
<b>TOTALS</b>	<b>15,500.00</b>

Reasons: When initial inspection was done, these items were put on the back burner because it was believed that the budget would not support the needed work. Once bids were received, there was room in the budget to get these repairs done as well.

\_\_\_\_\_

\_\_\_\_\_


There shall be:     \$ \_\_\_\_\_ Credit  
                           \$ 15,500.00 Extra Charge  
                           \$ \_\_\_\_\_ No Cost Change

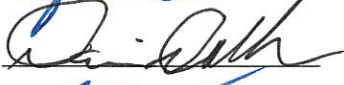
Original Bid:         \$ 19,413.00


Change Order Cost: \$ 15,500.00

Total Job Cost:     \$ 34,913.00

**Signatures**

Property Owner: 

Gen. Contractor: 

Housing Inspector: 

City Rep.: \_\_\_\_\_

**CHANGE ORDER  
HOUSING REHABILITATION PROGRAM**

CHANGE ORDER #:   1  

CHANGE ORDER DATE: 12/30/24

OWNER:   Sheila Harper    
 ADDRESS:   515 W Jefferson Street    
  Washington, IA 52353  

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

	COST
<u>Install new railing on front porch</u>	<u>1,300.00</u>
<u>Install aluminum soffit and fascia on House</u>	<u>8,000.00</u>
<u>Replace gutters and downspouts on house</u>	<u>2,700.00</u>
<u>Replace two storm doors</u>	<u>1,500.00</u>
<b>TOTALS</b>	<b>13,500.00</b>

Reasons:   Additional work was found needed as work started.  

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

There shall be:     \$ \_\_\_\_\_ Credit  
                           \$ 13,500.00 Extra Charge  
                           \$ \_\_\_\_\_ No Cost Change

**Signatures**

Original Bid:       \$ 21,500.00  
 Change Order Cost: \$ 13,500.00  
 Total Job Cost:     \$ 35,000.00

Property Owner: Sheila R. Harper  
 Gen. Contractor: Brent  
 Housing Inspector: \_\_\_\_\_  
 City Rep.: \_\_\_\_\_



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



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MEMORANDUM

TO: Mayor and City Council

FROM: Joe Gaa, City Administrator

A handwritten signature in blue ink, appearing to be "JG", is written over the name "Joe Gaa" in the "FROM" line.

DATE: January 29, 2025

SUBJECT: Contract Extension Requests for Housing Rehab Program

The Housing Rehabilitation Program that is being administered by ECICOG has continued to progress through what has been a relatively mild winter. Even with decent weather, the scope of work on some projects will need longer periods of good weather to complete. For that reason, two contract extension requests are being made at this time.

<u>Address</u>	<u>Contractor</u>	<u>Requested Extension Date</u>
602 E. Washington St.	BW Construction	April 15, 2025
529 W. Jefferson St.	BW Construction	June 1, 2025

These items have been added to the February 4, 2025 Council meeting agenda. If you have any questions or comments regarding this matter, feel free to contact me at your convenience.



**REHABILITATION CONTRACT EXTENSION**

PROJECT NAME: **Washington Pilot Housing Rehabilitation Project**

TO: OWNER(S), hereinafter referred to as the "OWNER"

Name: **Steven Downs**

Street Address: **602 E Washington Street**

City and State: **Washington, IA 52353**

TO: **City of Washington**

Street Address: **215 E Washington Street**

City and State: **Washington, IA 52353**

From: **BW Construction** hereinafter referred to as the "CONTRACTOR"

Street Address: **2480 219<sup>th</sup> Blvd**

City and State: **Washington, IA 52353**

The CONTRACTOR is granted an extension to the **April 15<sup>th</sup>, 2025** end date. The CONTRACTOR shall satisfactorily complete all rehabilitation work by: **April 15<sup>th</sup>, 2025**.

Signed:

CONTRACTOR

Officer's Signature & Date:  1-29-25

CITY REPRESENTATIVE

Representative's Signature & Date: \_\_\_\_\_

OWNER

Owner's Signature & Date:  1-29-25

PROJECT ADMINISTRATOR

ECICOG signature & Date:  1-29-25

**REHABILITATION CONTRACT EXTENSION**

**PROJECT NAME: Washington Pilot Housing Rehabilitation Project**

**TO: OWNER(S), hereinafter referred to as the "OWNER"**

**Name: Jeff & Karin Wheeler**  
**Street Address: 529 W Jefferson Street**  
**City and State: Washington, IA 52353**

**TO: City of Washington**  
**Street Address: 215 E Washington Street**  
**City and State: Washington, IA 52353**

**From: BW Construction hereinafter referred to as the "CONTRACTOR"**  
**Street Address: 2480 219<sup>th</sup> Blvd**  
**City and State: Washington, IA 52353**

The CONTRACTOR is granted an extension to the **June 1<sup>st</sup>, 2025** end date. The CONTRACTOR shall satisfactorily complete all rehabilitation work by: **June 1<sup>st</sup>, 2025.**

Signed:

CONTRACTOR

Officer's Signature & Date: Brent White 1-29-25

CITY REPRESENTATIVE

Representative's Signature & Date: \_\_\_\_\_

OWNER

Owner's Signature & Date: Jeff & Karin Wheeler 1-29-25

PROJECT ADMINISTRATOR

ECICOG signature & Date: [Signature] 1-29-25