



AGENDA OF THE REGULAR SESSION OF THE  
COUNCIL OF THE CITY OF WASHINGTON, IOWA  
TO BE HELD IN THE COUNCIL CHAMBERS  
AT 120 E MAIN STREET  
AT 6:00 P.M., TUESDAY, JANUARY 3, 2017

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, January 3, 2017 to be approved as proposed or amended.

**Consent:**

1. Council Minutes 12-20-2016
2. A & R Land Services, ROW Services – Hwy 1 Water Main Project, \$195.00
3. A & R Land Services, ROW Services – E. Adams St. Improvement Project, \$616.05
4. IMWCA, Premium Installment 8 of 8, \$9,673.00
5. EOR Iowa, LLC, Fall 2016 Wetland Mitigation Monitoring & Annual Report, \$1,356.00
6. Kevin D. Olson, December, 2016, Professional Services, \$1,182.84
7. Department Reports.

**Consent – Other:**

1. DeLong Construction, House Demolition on N. Ave. D, \$4,500.00
2. DeLong Construction, Municipal Airport Apron Construction Pay App #2, \$298,972.60

**Claims and Financial Reports:**

Claims as Presented.

**SPECIAL PRESENTATION**

Nuisance Abatement Update.

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

**NEW BUSINESS**

Affirm Fire Department Officers - 2017: Chief Tom Wide; 1<sup>st</sup> Asst Craig Rembold; 2<sup>nd</sup> Asst Jim Williams; Secretary/Treasurer Tom Beauchamp.

Affirm Mayoral Appointments.

Discussion and Consideration of an Engineering Task Order – Lead Soil Removal at Old Water Tower Site.

### **CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS**

Discussion and Consideration of a Resolution Approving Capital Improvements Plan FY18-22 (**Tabled 12-20-2016**).

Discussion and Consideration of a Resolution Accepting Well #7 Pump Installation Project as Completed.

Discussion and Consideration of a Resolution Approving Department of Transportation (DOT) Agreement for Maintenance and Repair of Primary Roads.

Discussion and Consideration of a Resolution Endorsing Application for Municipal Grant Funds.

### **DEPARTMENTAL REPORT**

Police Department  
City Administrator  
City Attorney

### **MAYOR & COUNCILPERSONS**

Sandra Johnson, Mayor  
Brendan DeLong  
Steven Gault  
Kerry Janecek  
Jaron Rosien  
Kathryn Salazar  
Millie Youngquist

### **ADJOURNMENT**

Illa Earnest, City Clerk

Council Minutes 12-20-2016

The Council of the City of Washington, Iowa, met in Regular Session in the council chambers, 120 E. Main Street, at 6:00 P.M., Tuesday, December 20, 2016. Mayor Johnson in the chair. On roll call present: DeLong, Gault, Janecek, Youngquist. Absent: Rosien, Salazar.

Motion by DeLong, seconded by Youngquist, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, December 20, 2016 be approved as proposed. Motion carried.

**Consent:**

1. Council Minutes 12-06-2016
2. Bolton & Menk, Airport Parking Apron, \$13,780.00
3. Fox Engineering, Sanitary Sewer Collection System Evaluation, \$9,070.00
4. Fox Engineering, Well #6 Pump Replacement, \$3,146.88
5. Fox Engineering, Water Treatment Plant Improvements, \$7,459.40
6. Fox Engineering, Well #7 Pump Replacement and Electrical Modifications, \$685.00
7. Laura Allen, CDBG Survey for 2017 Grant Application, \$5,700.00
8. Ace-N-More, 1901 E. Washington Street, Class C Beer Permit (BC), Sunday Sales, **(renewal)**
9. Department Reports.

**Consent - Other:**

Motion by DeLong, seconded by Youngquist, to approve consent items 1-9. Motion carried.

Motion by Janecek, seconded by Gault, to approve payment of all claims. Motion carried.

Finance Officer Kelsey Brown gave the financial reports for November.

Motion by Janecek, seconded by Gault, to approve the financial reports as presented. Motion carried.

Denise Button, who owns 114 N. Iowa Avenue, came before council to discuss further the issues with the curb and sidewalk in front of the building. Debbie Farrell from the LETS Center and Lorraine Williams from Café Dodici were also present to speak to the subject. Further discussion will take place later.

Motion by Youngquist, seconded by DeLong, to approve the 2017 Contract for Technical Services with Impressions Custom Computers. Motion carried.

Motion by DeLong, seconded by Gault, to approve the RISE Grant settlement for E. Fillmore Street in the amount of \$49,862.00. Motion carried.

Mayor Johnson announced that now is the time for the public hearing for the FY17 Budget Amendment #1.

No written or oral objections were received.

Motion by Youngquist, seconded by DeLong, to close the public hearing. Roll call on motion: Ayes: DeLong, Gault, Janecek, Youngquist. Nays: Rosien, Salazar. Motion carried.

Motion by DeLong, seconded by Youngquist, to approve the Resolution Amending FY17 Budget. Roll call on motion: Ayes: DeLong, Gault, Janecek, Youngquist. Nays: Rosien, Salazar. Motion carried. **(Resolution No. 2016-116)**

Mayor Johnson announced that now is the time for the public hearing for Submission of an Application for a Community Development Block Grant – Water Treatment Plant Project.

The Mayor read these announcements during the public hearing.

## **CITY OF WASHINGTON PUBLIC HEARING ANNOUNCEMENTS**

### **A. Explain how the need for the activities was identified.**

- The proposed project is the result of the need to replace aging and deteriorated equipment in the water treatment plant.

### **B. Explain how the proposed activities will be funded and the sources of funds.**

- The project will be funded with a combination of CDBG funds and SRF loan funds. Total project costs are estimated to be \$5,465,000.

### **C. Announce the date the CDBG application will be submitted to the State.**

- The grant application will be submitted to the Iowa Economic Development Authority no later than January 1, 2017.

### **D. Announce the requested amount of federal funds.**

- The City is requesting \$600,000 in CDBG funds for the proposed project.

### **E. Announce the estimated portion of funds that will benefit low-and-moderate income persons.**

- The project will result in City-wide benefit and based on a 2016 survey, 52.89% of the residents living in the community are of low-and-moderate income.

**F. Announce where the proposed activities will be conducted.**

- Construction of the proposed activities will take place at the City's water treatment plant.

**G. Announce plans to minimize displacement of persons and businesses resulting of funded activities.**

- The proposed project will not result in the displacement or relocation of any persons or businesses.

- 

**H. Announce plans to assist persons actually displaced.**

- Since this project will not result in the displacement or relocation of any persons or businesses, there are no plans being made to assist displaced persons.

**I. Announce the nature of the proposed activities.**

- The nature of the proposed project involves converting the existing water treatment facility from an EDR plant to a reverse osmosis system. Construction would include a new addition to house high service pumps, chemical feed systems, and a new electrical system, as well as demolition of the older 1927 building, and a new SCADA system and controls.

No written or oral objections were received.

Motion by DeLong, seconded by Gault, to close the public hearing. Roll call on motion: Ayes: DeLong, Gault, Janecek, Youngquist. Nays: Rosien, Salazar. Motion carried.

Motion by DeLong, seconded by Youngquist, to approve the Resolution approving Submission of an Application for a Community Development Block Grant – Water Treatment Plant Project. Roll call on motion: Ayes: DeLong, Gault, Janecek, Youngquist. Nays: Rosien, Salazar. Motion carried. **(Resolution No. 2016-117)**

Mayor Johnson announced that now is the time for the public hearing for FY18-22 Capital Improvements Plan.

No written or oral objections were received.

Motion by DeLong, seconded by Youngquist, to close the public hearing. Roll call on motion: Ayes: DeLong, Gault, Janecek, Youngquist. Nays: Rosien, Salazar. Motion carried.

After discussion, motion by DeLong, seconded by Youngquist, to table the Discussion and Consideration of the FY18-22 Capital Improvements Plan. Roll call on motion: Ayes: DeLong, Gault, Janecek, Youngquist. Nays: Rosien, Salazar. Motion carried.

Motion by Youngquist, seconded by Gault, to approve the Resolution Setting Elm Grove Columbarium Pricing. Roll call on motion: Ayes: DeLong, Gault, Janecek, Youngquist. Nays: Rosien, Salazar. Motion carried. **(Resolution No. 2016-118)**

Motion by Youngquist, seconded by Gault, to approve Change Order #1 in the amount of \$410,952.29- Sitler Drive/S. Avenue H 2016 Paving Project. Motion carried. DeLong abstained with conflict.

Motion by Janecek, seconded by Youngquist, to approve the Resolution Accepting Sitler Drive/S. Avenue H 2016 Paving Project as Complete. Roll call on motion: Ayes: Gault, Janecek, Youngquist. Nays: Rosien, Salazar. Motion carried. DeLong abstained with conflict. **(Resolution No. 2016-119)**

Motion by Janecek, seconded by Gault, to approve contingent on the Resolution Setting the Amount of the Assessment to be Equal or Less Than Preliminary Assessment Designated Previously by City Council – Sitler Drive Improvements. Roll call on motion: Ayes: DeLong, Gault, Janecek, Youngquist. Nays: Rosien, Salazar. Motion carried. **(Resolution No. 2016-120)**

Motion by DeLong, seconded by Janecek, to approve the Resolution Waiving Assessment – 415 W. Madison Street, Roll call on motion: Ayes: DeLong, Gault, Janecek, Youngquist. Nays: Rosien, Salazar. Motion carried. **(Resolution No. 2016-121)**

Motion by DeLong, seconded by Youngquist, that the Regular Session held at 6:00 P.M., Tuesday, December 20, 2016 be adjourned. Motion carried.

Illa Earnest, City Clerk

Sandra Johnson, Mayor

# A & R Land Services, Inc.

1609 Golden Aspen Drive, Suite 104  
Ames, IA 50010  
515-337-1197

Invoice No. WASH-HWY1-16-9

## INVOICE

### Customer

Name City of Washington, Iowa, c/o Brent D. Hinson  
Address 215 East Washington Street  
City Washington State IA ZIP 52353  
Phone 319-653-6584

Date 12/26/2016  
Order No. WASH-HWY1-2016

Qty	Description	Unit Price	TOTAL
	<b>NOVEMBER 2016 (Water Main Easement Parcels)</b>		
3	ROW Services for City of Washington, Iowa Highway 1 Water Main Project	\$65.00	\$195.00
	Mileage for project trips taken.	\$0.540	
	Color copies/printing.	\$0.50	
	Black and white copies/printing.	\$0.10	
	Abstractor/Courthouse Fees	\$1.00	
	Postage	\$1.00	
	Recording Fees	\$1.00	
	SubTotal		\$195.00
	Shipping & Handling		\$0.00
	Taxes Iowa		
	<b>TOTAL</b>		<b>\$195.00</b>

### Payment Details

- Cash  
 Check  
 Credit Card

Name \_\_\_\_\_  
CC # \_\_\_\_\_  
Expires \_\_\_\_\_

Office Use Only: Customer will be charged 1.5% interest per month for any invoices past due over 30 days.

Agreed expenses include: mileage at current the Federal rate, lodging at GSA's current rate, per diem at GSA's current rate, postage, copies/printing at 10 cents per black & white page and 50 cents per color page, telephone calls, and any other project-related expenses to be billed to client based on actual expense.

Your Expert Right of Way Resource

# A & R Land Services, Inc.

1609 Golden Aspen Drive, Suite 104  
 Ames, IA 50010  
 515-337-1197

Invoice No. WASH-ADAMS-16-1

## INVOICE

### Customer

Name City of Washington, Iowa, c/o Brent D. Hinson  
 Address 215 East Washington Street  
 City Washington State IA ZIP 52353  
 Phone 319-653-6584

Date 12/26/2016  
 Order No. WASH-ADAMS-16

Qty	Description	Unit Price	TOTAL
	<b>NOVEMBER 2016</b>		
9.25	ROW Services for City of Washington, Iowa East Adams Street Improvement Project	\$65.00	\$601.25
	Mileage for project trips taken.	\$0.540	
18	Color copies/printing.	\$0.50	\$9.00
58	Black and white copies/printing.	\$0.10	\$5.80
	Abstractor/Courthouse Fees	\$1.00	
	Postage	\$1.00	
	Recording Fees	\$1.00	
	SubTotal		\$616.05
	Shipping & Handling		\$0.00
	Taxes Iowa		
	<b>TOTAL</b>		<b>\$616.05</b>

### Payment Details

- Cash  
 Check  
 Credit Card

Name \_\_\_\_\_  
 CC # \_\_\_\_\_  
 Expires \_\_\_\_\_

SubTotal \$616.05  
 Shipping & Handling \$0.00  
 Taxes Iowa

**TOTAL \$616.05**

Office Use Only: Customer will be charged 1.5% interest per month for any invoices past due over 30 days.

Agreed expenses include: mileage at current the Federal rate, lodging at GSA's current rate, per diem at GSA's current rate, postage, copies/printing at 10 cents per black & white page and 50 cents per color page, telephone calls, and any other project-related expenses to be billed to client based on actual expense.

Your Expert Right of Way Resource



# INVOICE

INV63835

## IMWCA

IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION

500 SW 7TH STREET, SUITE 101

DES MOINES, IA 50309-4506

PHONE: 800-257-2708

DATE

1/1/2017

PAGE:

1

Washington, City of  
215 E WashingtonMbr No: Member Name:  
0706 Washington, City of

Washington IA 52353

Please remit payment to: IMWCA, P.O. Box 310009, Des Moines, IA 50331-0009

PURCHASE ORDER NO.	CUSTOMER ID	SALES ID	SHIPPING METHOD	PAYMENT TERMS	REQ'D SHIP DATE	MASTER NUMBER
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WASHI001 AG0075

QUANTITY	ITEM NUMBER	DESCRIPTION	UOM	DISCOUNT	UNIT PRICE	EXTENDED PRICE
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1.00	INSTALL7	Installment 8 of 8 - Work Comp Prem 16-17			9,673.00	\$9,673.00
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This invoice is due by February 1, 2017.

A FINANCE CHARGE of 1.5% (APR 18%) will be added to balances over 30 days past the due date.

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.

Subtotal	\$9,673.00
Bond Credit	\$0.00
Misc	\$0.00
Total	\$9,673.00

EOR IOWA LLC  
915 8th Street  
Boone, IA 50036  
(515) 230-7044  
kgriggs@eorinc.com



# INVOICE

INVOICE # 12-357-008  
DATE 12/26/2016  
DUE DATE 01/25/2017  
TERMS Net 30

**BILL TO**  
City of Washington  
David Hinson, City  
Administrator  
215 East Washington Street  
Washington, Iowa 52353

Please detach top portion and return with your payment.

ACTIVITY	QTY	RATE	AMOUNT
Fall 2016 Wetland Mitigation Monitoring and Annual Report	1	1,356.00	1,356.00

It has been our pleasure working with you!

**BALANCE DUE**

**\$1,356.00**

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

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

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December 30, 2016

Mr. Brent Hinson, City Administrator  
City of Washington, Iowa  
215 E. Washington Street  
Washington, Iowa 52353

**DECEMBER, 2016 INVOICE**

For legal services rendered to the City of Washington, Iowa

TOTAL HOURS	11.5 hours (reg)
TOTAL MILEAGE	264 miles
Hourly Rate	\$90/hour- Reg
Mileage Rate	\$0.56 per mile
TOTAL FOR THIS INVOICE	\$1,182.84

**WWTP report  
January 3, 2017  
Council meeting**

- **After hour alarm and dog call outs –**
  - 18<sup>th</sup> WWTP alarm, decanter #1 VFD fault, 5:43 a.m. Fred
  - 18<sup>th</sup> WWTP alarm, decanter #2 VFD fault, 9:19 p.m. Fred
  - 23<sup>rd</sup> dog call, Safety Center reported a dog to be picked up at 517 W Main, 4:23 a.m. Parker
  - 23<sup>rd</sup> dog call, Safety Center reported a dog to be picked up at 727 South 2<sup>nd</sup>, 6:52 p.m. Parker
  - 27<sup>th</sup> WWTP alarm, decanter #2 VFD fault, 2:15 a.m. Jason
  - 28<sup>th</sup> dog call, Safety Center reported dog to be picked up at Parkside Estates, 4:10 p.m. Parker
  - 29<sup>th</sup> WWTP alarm, high TSS alarm, 6:00 a.m. Jason
  
- **Dept Head meetings** – I attended the meeting on December 20<sup>th</sup>. Jason attended the meeting in my absence on Dec 27<sup>th</sup>.
  
- **WWTP inspection by IDNR Field Office #6** – Brian Lee, IDNR Field Office #6 performed a walk through inspection on December 20, 2016. He also reviewed data that's has been submitted to the field office. He also planned on talking to JJ about the sewer collection system. A written inspection report to follow sometime soon.
  
- **WWTP chain link fence repair** – D & N Fence Company was at the WWTP on December 29, 2016 to repair the fence where Iowa Grow, Inc (IGI) had damaged it during the bio-solids land application project. IGI's insurance company paid for the repairs.
  
- **2017/2018 budget** – Continuing to work on the budget for next year.
  
- **Parker** – He is signed up to attend the National Animal Care & Control Association (NACA) Module A training in St Louis from January 30 – February 3, 2017.

**Fred E. Doggett  
12/29/2016 3:19 PM**

# Maintenance and Construction Report

12/17/16-12/30/16

**STREETS:** M/C Personnel plowed the streets and hauled the snow away from downtown and cul-de-sacs. Personnel repaired/replaced numerous stop signs and street ID signs that were hit during the recent snow storms.

**WATER DISTRIBUTION:** M/C Personnel repaired two water main breaks, 428 East Harrison (4 inch CIP) and 632 West 5<sup>th</sup> St (8 inch PVC/1" service saddle deteriorated). This marks the 16<sup>th</sup> & 17<sup>th</sup> breaks of the year. Personnel had 17 water shut offs for nonpayment. Personnel also repaired a water leak in the 200 block of South Marion on a service line, this was disconnected from the main. Personnel shut off numerous water lines due to frozen lines on private property.

**SEWER COLLECTION:** M/C Personnel switched out a sanitary sewer manhole casting on West 5<sup>th</sup> St, the lid had holes and it was thought to be the reason of sewer smell complaints in that area. This manhole is located at the West 3<sup>rd</sup> St extension onto West 5<sup>th</sup> on the north side of the nature trail, which is where the gravity sewer begins from Lexington lift station. FOX Eng personnel took some elevation shots on a few manholes in the SE Basin (4) and manholes on the Egg sewer around City Hall (6).

**STORM SEWER COLLECTION:** M/C Personnel FOX Eng personnel took rim and elevation shots in the 500 block of North 4<sup>th</sup> Ave area of combined storm/sewer.

**MECHANIC/SHOP:** M/C Personnel serviced PD 79 (shifting issues), #144 Tank Truck (repairing hydro booster), FD old brush truck (bed taken off and electric issue), #119 (salt spreader lid frame) and PD 92 (took to Keltec (Baxter)).

**OTHER:** M/C Personnel responded to 17 One Call Locates. Xmas Tree pick up is presently going on, with the last day Friday January 6<sup>th</sup>.

*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.*



# A VERY MERRY CHRISTMAS and Happy New Year!

Dear Friends of the Washington Chamber of Commerce,

On behalf of the Board of Directors and the Chamber team, it has been a pleasure to serve you in 2016. We look forward to continuing our beloved traditions while growing and progressing to meet the needs of an ever-changing and flourishing community.

During this holiday season, we would like to thank you, our friends and partners, for your support this past year. With your support, we continue to make great contributions to our local culture and economy. Attached you will find a fun graphic that looks back at our accomplishments of 2016. It's exciting to reflect and to be proud of what we have been able to achieve with the support of the business community and proud citizens of Washington who volunteer their time to make our mission possible.

In addition to our regular events and responsibilities we took on a few other major projects in 2016. In January it was announced that the Chamber's application requesting to make Washington an overnight stop during RAGBRAI's 2016 event had been accepted. We were then able to be a part of the Washington RAGBRAI Organizing Committee and see our dream become a reality.

This year we also reached out to all of our members and asked them to attend a Chamber Member Session. During these sessions we were able to learn more about our businesses and review the benefits of Chamber membership with our guests. If you were unable to attend we will be offering these sessions again in 2017. We hope to see you there!

***From our families to yours, we wish you a safe and happy holiday season and look forward to working with you in the coming year. We hope that 2017 will be filled with much joy, happiness, and success for all.***

Sincerely,

Michelle Redlinger  
Executive Director

&

Jaime Carpenter  
Assistant Director



DeLong Construction, Inc.  
1320 North 8th Avenue  
PO Box 488  
Washington, IA 52353  
(319) 653-3334

Invoice:

1599

Sold to  
City of Washington  
215 E. Washington  
Washington, IA 52353

Ship to  
Misc. Jobs - 2016

<u>Account</u> CITYWASH	<u>P.O. Num</u>	<u>Ship Via</u>	<u>Ship Date</u>	<u>Terms</u> Net 0	<u>Invoice Date</u> 12/22/16	<u>Page</u> 1
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<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
	1	House demolition on North Avenue D, work completed on 11/17/16 and 11/18/16.	4,500.00	4,500.00

Subtotal 4,500.00

Total \$4,500.00

**CONTRACTOR'S PAY REQUEST**

Washington Municipal Airport, Washington, Iowa  
Construct Apron  
BMI PROJECT NO.T51.109617

<b>DISTRIBUTION:</b>
CONTRACTOR (1)
OWNER (1)
ENGINEER (1)
BONDING CO. (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$640,527.99
TOTAL, COMPLETED WORK TO DATE	\$584,843.62
RETAINED PERCENTAGE ( 5% )	\$29,242.18
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$555,601.43
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$256,628.83
PAY CONTRACTOR AS ESTIMATE NO. <b>2 (Two)</b>	\$298,972.60

**Certificate for Partial Payment**

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: DeLong Construction, Inc  
PO Box 488  
Washington, IA 52353

By *Jana DeLong Pitters* Name president Title

Date 12-21-16

**CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:**

ENGINEER: BOLTON & MENK, INC., 855 WRIGHT BROTHERS BLVD. SW, SUITE 2A, CEDAR RAPIDS, IA 52404

By *Carl L. Byers*, PROJECT MANAGER  
Carl L. Byers, P.E.

Date 12/19/2016

**APPROVED FOR PAYMENT:**

OWNER:

By *[Signature]* Name Commission Chair Title 12/27/16 Date

And *[Signature]* Name Secretary Title 12/27/16 Date



## CITY OF WASHINGTON, IOWA

## CLAIMS REPORT FOR JANUARY 3, 2017

<b>POLICE</b>	ARAMARK UNIFORM SERV INC.	RUG SERVICE	245.42
	GALLS LLC	BOOTS	116.75
	GREINER DISCOUNT TIRES	TIRES	531.60
	IGRAPHIX, INC	SHIPPING	26.90
	QUILL	SUPPLIES	96.97
	VISA	MEMBERSHIPS, SUPPLIES	428.10
		<b>TOTAL</b>	<b>1,445.74</b>
<b>FIRE</b>	WINDSTREAM IOWA COMMUNICATIONS	TELECOMMUNICATIONS	172.59
		<b>TOTAL</b>	<b>172.59</b>
<b>DEVELOP SERV</b>	IOWA CHAPTER OF IAPMO CAPPS HOME REPAIR EL HERALDO HISPANO, INC.	DUES	25.00
		EMERGENCY SNOW REMOVAL	1,047.00
		ICE & SNOW REMOVAL AD	100.00
		<b>TOTAL</b>	<b>1,172.00</b>
<b>LIBRARY</b>	ALL AMERICAN PEST CONTROL DEMCO EBERT SUPPLY CO. RECORDED BOOKS LLC STAPLES ADVANTAGE STATE HISTORICAL SOCIETY WCDC INC	PEST CONTROL	44.00
		LABELS & LABEL PROTECTORS	100.76
		JANITORIAL SUPPLIES	50.16
		AUDIO BOOK	67.50
		OFFICE SUPPLIES	99.33
		3 YR SUBSCRIPTION	64.95
		WINDOW CLEANING	30.00
		<b>TOTAL</b>	<b>456.70</b>
<b>PARKS</b>	JOHN DEERE FINANCIAL	SUPPLIES	29.46
		<b>TOTAL</b>	<b>29.46</b>
<b>CEMETERY</b>	ALLIANT ENERGY CINTAS FIRST AID & SAFETY FUTURE LINE TRUCK EQUIPMENT	ALLIANT ENERGY	24.15
		FIRST AID CABINET SUPPLIES	55.35
		SNOWPLOW CUTTING EDGES	772.00
		<b>TOTAL</b>	<b>851.50</b>
<b>FINAN ADMIN</b>	ALL AMERICAN PEST CONTROL BAKER PAPER CO. CINTAS CORP LOC. 342 J & S ELECTRONIC BUSINESS SYSTEMS, INC KCII QUILL ROTARY CLUB OF WASHINGTON TYLER TECHNOLOGIES VIVIAL	PEST CONTROL	44.00
		COPY PAPER	31.35
		RUG SERVICE	138.67
		COPY MACHINE QUARTLY CONTR	756.15
		ADVERTISING	74.65
		SUPPLIES	165.02
		DUES & MEALS	137.80
		ANNUAL MAINTENANCE CONTRAC	1,112.00
		WINDSTREAM DIRECTORY	23.20
		<b>TOTAL</b>	<b>2,482.84</b>
		<b>AIRPORT</b>	ROE, MIKE
<b>TOTAL</b>	<b>195.70</b>		
<b>ROAD USE</b>	VISA	LODGING, MEALS & SUPPLIES	283.93
		<b>TOTAL</b>	<b>283.93</b>

## CITY OF WASHINGTON, IOWA

## CLAIMS REPORT FOR JANUARY 3, 2017

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	QUILL	SUPPLIES	96.97
	VISA	MEMBERSHIPS, SUPPLIES	428.10
		<b>TOTAL</b>	<b>1,445.74</b>
<b>FIRE</b>	WINDSTREAM IOWA COMMUNICATIONS	TELECOMMUNICATIONS	172.59
		<b>TOTAL</b>	<b>172.59</b>
<b>DEVELOP SERV</b>	IOWA CHAPTER OF IAPMO	DUES	25.00
	CAPPS HOME REPAIR	EMERGENCY SNOW REMOVAL	1,047.00
	EL HERALDO HISPANO, INC.	ICE & SNOW REMOVAL AD	100.00
		<b>TOTAL</b>	<b>1,172.00</b>
<b>LIBRARY</b>	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
	DEMCO	LABELS & LABEL PROTECTORS	100.76
	EBERT SUPPLY CO.	JANITORIAL SUPPLIES	50.16
	RECORDED BOOKS LLC	AUDIO BOOK	67.50
	STAPLES ADVANTAGE	OFFICE SUPPLIES	99.33
	STATE HISTORICAL SOCIETY	3 YR SUBSCRIPTION	64.95
	WCDC INC	WINDOW CLEANING	30.00
		<b>TOTAL</b>	<b>456.70</b>
<b>PARKS</b>	JOHN DEERE FINANCIAL	SUPPLIES	29.46
		<b>TOTAL</b>	<b>29.46</b>
<b>CEMETERY</b>	ALLIANT ENERGY	ALLIANT ENERGY	24.15
	CINTAS FIRST AID & SAFETY	FIRST AID CABINET SUPPLIES	55.35
	FUTURE LINE TRUCK EQUIPMENT	SNOWPLOW CUTTING EDGES	772.00
		<b>TOTAL</b>	<b>851.50</b>
<b>FINAN ADMIN</b>	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
	BAKER PAPER CO.	COPY PAPER	31.35
	CINTAS CORP LOC. 342	RUG SERVICE	138.67
	J & S ELECTRONIC BUSINESS SYSTEMS, INC	COPY MACHINE QUARTLY CONTR	756.15
	KCII	ADVERTISING	74.65
	QUILL	SUPPLIES	165.02
	ROTARY CLUB OF WASHINGTON	DUES & MEALS	137.80
	TYLER TECHNOLOGIES	ANNUAL MAINTENANCE CONTRAC	1,112.00
	VIVIAL	WINDSTREAM DIRECTORY	23.20
		<b>TOTAL</b>	<b>2,482.84</b>
	<b>AIRPORT</b>	ROE, MIKE	MEETING
		<b>TOTAL</b>	<b>195.70</b>
<b>ROAD USE</b>	VISA	LODGING, MEALS & SUPPLIES	283.93
		<b>TOTAL</b>	<b>283.93</b>

<b>STREET LIGHTING</b>	ALLIANT ENERGY	ALLIANT ENERGY	74.21	
	FRANZEN, DENNIS	TRAFFIC LIGHT REPAIR	130.00	
		<b>TOTAL</b>	<b>204.21</b>	
<b>LIBRARY GIFT</b>	COLIBRI SYSTEMS NORTH AMERICA INC	BOOK COVERING SYSTEM	1,942.00	
		<b>TOTAL</b>	<b>1,942.00</b>	
<b>WATER PLANT</b>	ALLIANT ENERGY	ALLIANT ENERGY	561.72	
	CARROLL, SUSAN	MILEAGE	14.58	
	FERGUSON WATERWORKS# 2516	SUPPLIES	19.37	
	FROHN, MELISSA	WATER DEPOSIT REFUND	187.50	
	JENNINGS, ELAINE	MILEAGE	12.96	
	POSTMASTER	MAILING WATER BILLS DEC 2016	794.10	
	STATE HYGIENIC LAB	TESTING	100.00	
	STREFF, ROSE	MILEAGE	4.00	
	WATER SOLUTIONS UNLIMITED	CHEMICALS	2,906.90	
	WINDSTREAM IOWA COMMUNICATIONS	TELECOMMUNICATIONS	41.84	
		<b>TOTAL</b>	<b>4,642.97</b>	
	<b>WATER DIST</b>	ALLIANT ENERGY	ALLIANT ENERGY	43.28
		VISA	LODGING, MEALS & SUPPLIES	37.44
		<b>TOTAL</b>	<b>80.72</b>	
<b>SEWER PLANT</b>	ALLIANT ENERGY	ALLIANT ENERGY	23.51	
	ATCO INTERNATIONAL	SUPPLIES	90.00	
	BRECKE MECHANICAL CONTRACTORS	GARAGE FLOOR HEAT REPAIR	2,226.43	
	CERTIFIED LABORATORIES	SUPPLIES FOR SHOP	354.56	
	TESTAMERICA LABORATORIES INC	TESTING FEES	1,360.80	
		<b>TOTAL</b>	<b>4,055.30</b>	
<b>SANITATION</b>	EL HERALDO HISPANO, INC.	GARBAGE STICKER AD	100.00	
	LUKE WASTE MANAGEMENT	REFUSE AND RECYCLING/BULKY	28,513.50	
	WASH CO HUMANE SOCIETY	DECEMBER COLLECTIONS	400.20	
		<b>TOTAL</b>	<b>29,013.70</b>	
<b>SELF INSURANCE</b>	WELLMARK BLUE CROSS BLUE SHIELD OF IOW	CHARGE FOR 3RD PARTY EOB	480.00	
		<b>TOTAL</b>	<b>480.00</b>	
		<b>TOTAL</b>	<b>47,509.36</b>	

**CITY OF WASHINGTON, IA  
VISA Card Charges - 2017**

**CLAIMS REPORT 1/3/2017**

DESCRIPTION	AMOUNT	DATE	AMOUNT
<b>POLICE</b>			
DROPBOX - SUBSCRIPTION RENEWAL - OFFICER SEE	99.00		45.85
VOXER PRO ANNUAL - RENEWAL	29.99		23.06
IOWA POLICE CHIEFS ASSOCI - MEMBERSHIP RENEWAL	75.00		82.00
ACCO BRANDS DIRECT - 2 POCKET DIARY CALENDARS	31.58		25.08
STAPLES - SUPPLIES; PENS, NOTEBOOKS, ENVELOPES	90.73		107.94
UI PARKING - PARKING FOR ASSAULT CASE	1.80		
LEGISLATIVE SRVS AGENCY - 2017 IOWA CODE	100.00		
	<b>428.10</b>		<b>283.93</b>

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**SEWER COLLECT**  
A WIRELESS WASHINGTON - USB CHARGER

	37.44		-
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CITY OF WASHINGTON, IA  
 VISA Card Charges - 2017

CLAIMS REPORT 1/3/2017

**POLICE**  
 DROPBOX - SUBSCRIPTION RENEWAL - OFFICER SEE  
 VOXER PRO ANNUAL - RENEWAL  
 IOWA POLICE CHIEFS ASSOCI - MEMBERSHIP RENEWAL  
 ACCO BRANDS DIRECT - 2 POCKET DIARY CALENDARS  
 STAPLES - SUPPLIES: PENS, NOTEBOOKS, ENVELOPES  
 UI PARKING - PARKING FOR ASSAULT CASE  
 LEGISLATIVE SRVS AGENCY - 2017 IOWA CODE

**ROAD USE**  
 PILOT NORTHFIELD MN - FUEL FOR VEHICLE - TRAVEL TO MN TO LOOK AT USED DUMP TRUCK  
 BUFFALO WILD WINGS ELK RIVER MN - MEALS FOR WIBSTAD/GLANDON IN MN TO LOOK AT USED DUMP TRUC  
 BP WATERLOO IA - FUEL FOR VEHICLE - TRAVEL TO MN TO LOOK AT USED DUMP TRUCK  
 PERKINS ELK RIVER MN - MEALS FOR WIBSTAD/GLANDON IN MN TO LOOK AT USED DUMP TRUCK  
 COUNTRY INN AND SUITES ELK RIVER MN - LODGING FOR WIBSTAD/GLANDON TO LOOK AT USED DUMP TRUC

99.00  
 29.99  
 75.00  
 31.58  
 90.73  
 1.80  
 100.00

428.10

**SEWER COLLECT**  
 A WIRELESS WASHINGTON - USB CHARGER

37.44

283.93

37.44

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OB #	DECEMBER 2016 ADDRESS	Ward	Complainant	Nuisance/Complaint/Concern	Complaint Date	Warning Date	Method of Warning	Clean up deadline	Pics	Action/Results	City Official	Status
1	719 N Iowa Ave	1	city	furniture-junk on front porch	1-Dec	1-Dec	letter	14-Dec	*		MH	CLOSED
2	910 E Madison St	3	city	trash bags on patio	1-Dec	1-Dec	hanger				MH	CLOSED
3	602 E 8th St	2	city	trash bags on patio	1-Dec	1-Dec	hanger				MH	CLOSED
4	1206 E. 2nd St.	2	police/citizen	bags of trash behind garage/junk car?	1-Dec					12-5-16 checked and bags gone	SED	CLOSED
5	608 E 2nd St	2	city	recliner behind garage	5-Dec	5-Dec	hanger				MH	CLOSED
6	602 E 2nd St	2	city	trash bags by front porch	5-Dec	5-Dec	hanger				MH	CLOSED
7	925 E 3rd Ave	2	city	trash bags at curb	5-Dec	5-Dec	hanger				MH	CLOSED
8	738 E Jefferson St	3	city	Springs/mattress behind garage	5-Dec	5-Dec	hanger				MH	CLOSED
9	427 E Madison St	3	city	dishwasher and microwave at curb	5-Dec	5-Dec	hanger				MH	CLOSED
10	708 E 2nd St	2	city	Springs/mattress in rear yard	5-Dec	5-Dec	hanger				MH	CLOSED
11	1121 E 2nd St	2	city	Springs/mattress in rear yard	5-Dec	5-Dec	hanger			step 3 letter 12-28-16 DL 1-11-17	MH	open
12	308 E Jefferson St	3	city	microwave on porch	6-Dec	6-Dec	hanger				MH	CLOSED
13	921 N 6th Ave	2	city	junk at curb	6-Dec	6-Dec	phone				MH	CLOSED
14	502 S 2nd Ave	3	city	junk, trash by garage and rear yard	6-Dec	6-Dec	letter	19-Dec	*		MH	open
15	621 W 2nd St	1	city	mattress by garage- trash bags behind house	7-Dec	7-Dec	letter			step 3 letter 12-28-16 DL 1-11-17	MH	open
16	611 S Ave B	4	city	trash bags by house	7-Dec	7-Dec	hanger				MH	CLOSED
17	701 S Ave B	4	city	trash bags around house	7-Dec	7-Dec	hanger				MH	CLOSED
18	701 S Ave B	4	city	TV by house	7-Dec	7-Dec	hanger				MH	CLOSED
19	417 S Marion Ave	4	city	couch on porch	7-Dec	7-Dec	hanger	14-Dec			MH	CLOSED
20	511 S Marion Ave	4	city	trash by house N side	7-Dec	7-Dec	hanger				MH	CLOSED
21	602 N Iowa Ave	1	city	dryer on patio	13-Dec	13-Dec	hanger				MH	CLOSED
22	620 N Marion Ave	1	city	trash bags at curb	13-Dec	13-Dec	hanger				MH	CLOSED
23	703 N Ave B	1	city	refrigerator on porch	13-Dec	13-Dec	hanger				MH	open
24	309 E 2nd St	2	city	trash bag by house	13-Dec	13-Dec	hanger				MH	CLOSED
25	408 N 12th Ave	2	city	dumping water on street-freezing	13-Dec	13-Dec	verbal				MH	CLOSED
26	508 S 7th Ave	3	city	office chair at curb	27-Dec	27-Dec	hanger				MH	open

*Brent Hinson, City Administrator  
Sandra Johnson, Mayor  
Illa Earnest, City Clerk  
Kevin Olson, City Attorney*



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

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## **Memorandum**

December 29, 2016

To: Mayor and City Council  
Cc: Illa Earnest, City Clerk

From: Brent Hinson  
City Administrator

Re: Old North Water Tower Lead Paint Abatement & FOX Task Order

In April 2015, we had a lead paint inspection done on the old north tower to prepare for demolition as part of the new north tower project. We found no lead paint on the tank itself, but did find considerable lead paint contamination in the soil below the tower, no doubt from past sandblasting of paint on that tower. As a result, we did not include demolition of the footings or removal of the soil in the contract, since it is specialized work that could have driven up the bid price for the new tower project.

The initial estimate FOX was able to get for removal of the contaminated soil was \$101,350. The amount is so high because it is necessary to blend non-contaminated soil with the contaminated to get the level of lead down low enough that it is not treated as hazardous waste (very few landfills can even take hazardous waste of this nature). The contractor FOX had talked with was planning to haul everything to the Des Moines Metro East Landfill. We have since gotten help from DeLong in examining alternatives in bringing the cost down. We believe we have come up with an acceptable plan that will cost about half of the previous estimate, but we will need FOX's help in developing project specifications and bidding the work. We are hoping to get this work done in advance of any work on the water plant project, so that we do not have any issues related to the State Revolving Fund or anticipated Community Development Block Grant funding.

**Task Order**

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

**Specific Project Data**

- A. Title: Lead Soil Removal at Water Plant Site
- B. Description: Project includes preparation of documents needed to obtain quotations for the removal of the soil containing high levels of lead (above 5 ppb), over an area of about 65 feet by 65 feet, and at depths ranging from 0 to 5 feet deep, at the water treatment plant site in Washington Iowa. This project also includes removal of the partially buried tower leg concrete foundations and buried piping east of the closest buried isolation valve to the active water main which used to be used for filling the former water tower.

**1. Services of Engineer**

Exhibit A shall apply to this project in its entirety, with the following exceptions and additions:

A1.01 Study and Report Phase – this phase does not apply.

A1.02 Preliminary Design Phase – this phase does not apply.

A1.03 Final Design Phase – per Exhibit A, except as follows:

- 1. This project will not be publicly bid. Owner will be requesting quotations. Engineer shall provide a set of documents to formally request quotations. Document set shall include: Request for Quotations, Competitive Quotation Form, Agreement or Form of Contract, Performance and Payment Bond Form, and Bidder Status Form.
- 2. The quotation documents shall contain a description of the work to be accomplished and the certification and experience requirements required of the Contractor. A limited set of technical Drawings and Specifications will be included to delineate the contaminated area, describe the approach to removing the lead contaminated soil, the testing requirements, and the anticipated disposal means to be implemented by the Contractor.
- 3. After completing the engineering services work under this phase, Engineer will furnish two (2) review copies of the Quotation Document Set to Owner. Engineer shall revise the Quotation Document Set in accordance with comments and instructions from the Owner, as appropriate, and submit two (2) final copies of the Quotation Document Set. The work is expected to be performed under one prime construction contract.

A1.04 Bidding Phase – per Exhibit A, except as follows:

- 1. Costs for quotation document printing and distribution will be paid by the Owner as an additional expense, as needed.
- 2. A pre-bid conference will not be required for this project.
- 3. Engineer will not physically attend the opening of quotations, but will be available by telephone when quotations are opened.

A1.05 Construction Phase – per Exhibit A, except as follows:

- 1. Engineer shall coordinate the signing of the construction Contract, insurance certificates, and the performance, and payment bond.
- 2. A preconstruction conference will be provided as a conference call.
- 3. No progress meetings or visits to the site by the Engineer are anticipated. Engineer will be available by phone to address contractor questions. Visits to the site by the Engineer will be done as an Additional Service.



4. It is anticipated that testing will be provided by the Contractor.
5. One final payment application is anticipated.

A1.06 Commissioning and Post Construction Phase – Not included.

A.2.01 Additional Services Requiring Owner’s Authorization in Advance – per Exhibit A.

Exhibit D shall apply to this project in its entirety, if an RPR is used.

**2. Owner's Responsibilities**

Exhibit B shall apply to this project in its entirety.

**3. Times for Rendering Services:**

Phase	Days
<u>Design Phase</u>	<u>45 days</u>
<u>Bidding Phase</u>	<u>30 days</u>
<u>Construction Phase</u>	<u>3 months (estimated)</u>

The above days are based on Owner providing the necessary information, comments, approvals, etc. to Engineer in a timely manner to allow work to proceed. If there are protracted delays for reasons beyond Engineer’s control, the schedule will be adjusted to reflect such delays.

**4. Payments to Engineer**

Owner shall pay Engineer for services within each phase as follows:

Phase	(Hourly/Lump Sum)*	Amount
Design Phase	Lump Sum	\$5,347
Bidding Phase	Lump Sum	\$1,974
Construction Phase	Hourly *	\$2,352
RPR Services	Hourly *	\$1,946
Total		\$11,619

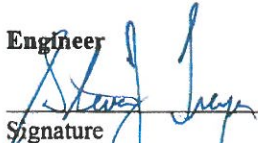
\* Note that hourly amounts are estimated amounts and not maximums. However, Engineer will request written authorization from Owner to continue such services should the accumulated hourly amounts charged for any given task or phase reach the estimated total amounts given above.

5. **Engineer’s Consultants:** n/a
6. **Other Modifications to Master Agreement:** None
7. **Attachments:** None
8. **Documents Incorporated By Reference:** None

(Remainder of page intended to be left blank)

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

The Effective Date of this Task Order is \_\_\_\_\_, 2016.

Engineer  
  
 Signature \_\_\_\_\_ Date 12-16-17  
Steven J. Troyer, P.E.  
 Name \_\_\_\_\_  
 Principal \_\_\_\_\_  
 Title \_\_\_\_\_

Owner  
 \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 Name \_\_\_\_\_  
 \_\_\_\_\_  
 Title \_\_\_\_\_

**Designated Representative for Task Order:**

Rob Baker, P.E.  
 Name \_\_\_\_\_  
 Project Manager \_\_\_\_\_  
 Title \_\_\_\_\_  
414 South 17<sup>th</sup> Street, Suite 107  
Ames, IA 50010  
 Address \_\_\_\_\_  
rbaker@foxeng.com  
 E-Mail Address \_\_\_\_\_  
515-233-0000  
 Phone \_\_\_\_\_  
515-233-0103  
 Fax \_\_\_\_\_

**Designated Representative for Task Order:**

\_\_\_\_\_  
 Name \_\_\_\_\_  
 \_\_\_\_\_  
 Title \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 \_\_\_\_\_  
 Fax \_\_\_\_\_

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

**A RESOLUTION APPROVING  
CAPITAL IMPROVEMENTS PLAN FOR FY18-22**

WHEREAS, the City Council and City staff have developed a Capital Improvements Plan (CIP) to address the community's current and future infrastructure and other capital needs; and

WHEREAS, the City Council voted on December 6, 2016 to set a hearing on the CIP, and notice of public hearing has been duly published as required by Iowa Code Section 384.15; and

WHEREAS, the Council held said hearing on December 20, 2016.

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

Section 1. The City Council hereby approves the Capital Improvements Plan for FY18-22. Said plan is to be reviewed and updated annually in conjunction with the annual budget process.

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

PASSED AND APPROVED this 3<sup>rd</sup> day of January, 2017.

\_\_\_\_\_  
Sandra Johnson, Mayor

ATTEST:

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

Proj # Proj Type Amount Budgeted GO Debt SRF Debt Water Sewer Road Use TIF Quarterly Riverboat Special Assess Grant Other Notes

**Council Previously Approved/Discussed Projects**  
**FY17 Budgeted/Council Approved/Carryover**

	R	\$468,900	\$250,000			\$72,900				\$110,000	\$36,000				Incl with Stiler (B to Iowa)	
	R	\$6,000,000	\$129,237	\$4,880,000		\$390,763						\$600,000			Apply for \$600k CDBG	
027	W	\$817,528				\$51,590						\$735,775			Airport 002 match	
044	A	\$300,000										\$150,000			Incl with Taxiway Project	
045	A	\$618,000													Airport 002 match	
	W	\$8,204,428	\$379,237	\$4,880,000	\$1,008,763	\$0	\$124,490	\$0	\$110,000	\$36,000	\$1,485,775	\$180,163				
	<b>Fiscal 2018</b>															
014	W	\$487,108				\$487,108										Bore Line & Patch Brick
024	B	\$2,488,694	\$700,000							\$914,827		\$250,000				Land Owner reimb \$75k
	R/SS/S/W	\$825,000	\$250,000			\$120,000				\$250,000	\$30,000	\$75,000				Incl w/S. 15th Subdiv.
026	SS	\$35,000				\$35,000						\$540,000				In-House Project
034	W	\$600,000										\$300,000				Phase 2
043	P/RSW	\$1,500,000	\$1,200,000									\$100,000				Joint with WCCB
	P	\$17,000										\$17,000				
	P	\$160,000	\$1,100,000			\$200,000						\$100,000				
	S	\$1,300,000	\$1,100,000			\$200,000						\$100,000				
	S	\$7,412,802	\$3,250,000	\$0	\$522,108	\$320,000	\$135,000	\$0	\$1,164,827	\$30,000	\$1,190,000	\$800,867				
	<b>Additional Funds Available</b>															

**Fiscal 2019**

023	R/SS	\$803,200	\$250,000			\$123,200				\$390,000	\$40,000					In-House FY19
032-1	W	\$25,000										\$25,000				Cost TBD by Tech Asst
	B	\$50,000										\$200,000				
	S	\$200,000				\$200,000						\$200,000				
	FY19 Totals	\$1,078,200	\$250,000	\$0	\$25,000	\$200,000	\$123,200	\$0	\$390,000	\$40,000	\$25,000	\$25,000				
	<b>Additional Funds Available</b>															

**Fiscal 2020**

039	R/SS	\$626,000	\$250,000			\$96,000				\$250,000	\$30,000					
042	B	\$1,474,437	\$700,000							\$150,000		\$100,000				\$524,437
	A	\$200,000										\$160,000				\$40,000 Airport 002 match- FY20?
	P	\$50,000										\$50,000				
	S	\$1,000,000	\$1,000,000													
	W	\$75,000				\$75,000										
	FY20 Totals	\$3,425,437	\$1,950,000	\$0	\$75,000	\$96,000	\$96,000	\$0	\$400,000	\$30,000	\$260,000	\$614,437				In-House FY20-22
	<b>Additional Funds Available</b>															

**Fiscal 2021**

02/25/30	R/S/W	\$600,000	\$250,000							\$200,000						
022	W	\$400,000				\$100,000										
037	R/SS/S/W	\$2,558,289				\$400,000				\$731,851						\$1,826,438

Proj #	Proj Type	Amount Budgeted	GO Debt	SRF Debt	Water	Sewer	Road Use	TIF	Quarterly Riverboat	Special Assess	Grant	Other	Notes
		\$75,000										\$75,000	
		\$125,000					\$125,000						
		\$3,758,289	\$250,000	\$0	\$450,000	\$100,000	\$125,000	\$731,851	\$200,000	\$0	\$1,826,438	\$75,000	
		Additional Funds Available											
		\$30,000										\$30,000	
		\$754,400	\$250,000				\$154,400		\$300,000	\$50,000			
		\$200,000			\$200,000								
		\$302,500			\$302,500								Top Priority in Fac Plan
		\$1,286,900	\$250,000	\$0	\$302,500	\$200,000	\$154,400	\$0	\$300,000	\$50,000	\$0	\$30,000	
		Additional Funds Available											
		\$25,166,056	\$6,329,237	\$4,860,000	\$2,383,371	\$820,000	\$758,090	\$731,851	\$2,564,827	\$186,000	\$4,787,213	\$1,725,467	
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		Addl Funds Available											
		\$200,000											
		\$3,000,000											Programmed for FY24
		\$2,333,000											
		\$100,000											
		\$596,800											Proposed for FY23
		\$468,000	\$250,000						\$195,000	\$23,000			Future years (City match)
		\$400,000											Stays in future years
		\$2,563,845											Main Possible In-House
		\$227,250											
		\$180,000											
		\$30,000											
		\$265,000											
		\$260,000											
		\$430,000											
		\$25,000											
		\$436,000											
		\$377,250											
		\$1,000,000											Fed Aid after W. Buch?
		\$150,000											Per Facility Plan
		\$1,340,500											
		\$317,250											
		\$436,200											Top Priority in Fac Plan
		\$15,136,095	\$250,000	\$0	\$0	\$0	\$0	\$0	\$195,000	\$23,000	\$0	\$0	
		Future Years Total											

Project Types: R= Road S= Sewer W= Water SS= Storm Sewer B= Building A= Airport P= Parks  
 Project Cost Key: Blank- no cost estimate FOX- engineer preparing cost estimates

*Brent Hinson, City Administrator  
Sandra Johnson, Mayor  
Illa Earnest, City Clerk  
Kevin Olson, City Attorney*



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

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## **Memorandum**

December 29, 2016

To: Mayor & City Council  
Cc: Illa Earnest, City Clerk

From: Brent Hinson  
City Administrator

Re: Well #7 Pump Installation Closeout

We had anticipated closing out the Well #7 pump replacement project at the December 6 meeting, but it was found prior to the meeting that everything on the punch list was not completed, so we only considered the final change order at that meeting. The work is now done to everyone's satisfaction, so everything is ready to proceed with project closeout.

The engineer has been out of the office, so I do not have an updated Certificate of Completion. I have noted the revised completion date, and we will get a corrected certificate prior to the Mayor & Clerk's signatures, pending your approval.

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

RESOLUTION ACCEPTING THE WELL #7 PUMP REPLACEMENT PROJECT AS COMPLETED.

WHEREAS, the City Council of the City of Washington did award a construction contract to Cahoy Pump Service in the amount of \$60,945.00 for the “Well #7 Pump Replacement Project” (the “Project”); and

WHEREAS, the Project has now been completed in accordance with the plans and specifications as per the attached Engineer’s Statement of Completion; and

WHEREAS, it is necessary for the City Council to formally accept the Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Washington, Iowa, that the construction of the Project is hereby accepted as completed, with a final contract price of Sixty Thousand Eight Hundred Fifty-Eight Dollars and Two Cents (\$60,858.02).

BE IT FURTHER RESOLVED that retainage in the amount of \$3,042.90 for the completion of the Project will be paid 30 days after the date of this Resolution if no claims are filed against the retainage, without further action from this Council.

Passed and approved this 3<sup>rd</sup> day of January, 2017.

\_\_\_\_\_  
Sandra Johnson, Mayor

ATTEST:

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

# Engineer's Statement of Completion

Project: <b>New Well Pump in Municipal Well No. 7</b>	Date of Contract: <b>June 28, 2016</b>
Owner: <b>City of Washington, Iowa</b>	Owner's Contract No.:
Engineer: <b>FOX Engineering</b>	Engineer's Project No.: <b>3424-16B</b>
Contractor: <b>Cahoy Pump Service</b>	

I hereby state that the construction of **New Well Pump in Municipal Well No. 7** project by a Contract dated June 28, 2016 has been satisfactorily completed in general compliance with the terms, conditions, and stipulations of said Contract.

The work was completed on December <sup>19</sup>1, 2016.

I further state that the total amount due to the Contractor for the fulfillment of said Contract is **\$60,858.02.**

A total of 47,890.91 has been paid previously, leaving \$12,967.51 pending due as of the date of this document. Of this amount, \$3,042.90 is retainage that shall then be paid no sooner than thirty (30) days following formal acceptance of the construction by the City Council provided that no unpaid claims existing in connection with this Contract. The Contractor will receive interest on any unpaid balance at the maximum legal rate from and after thirty (30) days following acceptance of the project by the City Council.

**Signed:**

FOX Engineering Associates

By:  R. J. Baker

Iowa Registration No.: 19510

Date: December 1, 2016

FOX PN: 3424-16B

Distribution:

- Engineer
- Contractor
- Owner
- IDNR

**Accepted by:**

Owner: \_\_\_\_\_

Resolution: \_\_\_\_\_

Date: \_\_\_\_\_

Date  
Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_



**CONTRACTOR'S PROGRESS ESTIMATE**

Application No.: #2- Final Application Date: 11/7/2016  
 For (contract): Washington Well #7 16110

Application Period: 8/27/2016 to 11/7/2016								
A	B	C	D	E	F	G	H	
Item	Description	Scheduled Value	Work Completed From Previous Applications (D+E)	Unit Billed	Work Completed This Period	Material Completed and stored (not in D and E)	Total Completed & Stored to Date (D+E+F)	Balance to Finish (C-G)
1	Mobilization/Demobilization	\$ 7,550.00	\$ 7,550.00		\$0.00		\$7,550.00	\$0.00
2	Install New Pump & Equipment	\$ 30,345.00	\$ 47,400.06		\$2,944.94		\$50,345.00	\$0.00
3	Disinfect Well	\$ 1,200.00	\$ 1,200.00		\$0.00		\$1,200.00	\$0.00
4	Test Pump Well	\$ 1,850.00	\$ 1,850.00		\$0.00		\$1,850.00	\$0.00
	<b>Original Contract Total</b>	\$ 60,945.00	\$ 58,000.06					
CO1	Less Motor	\$ (7,588.58)	\$ (7,588.58)		\$0.00		-\$7,588.58	\$0.00
CO2	Check Valve	\$ 4,321.00			\$4,321.00		\$4,321.00	
CO3	Valve, Flg. Etc	\$ 1,535.00			\$1,535.00		\$1,535.00	\$0.00
CO4	DI Tee	\$ 1,646.00			\$1,646.00		\$1,646.00	\$0.00
	<b>TOTALS</b>	\$ 60,858.42	\$ 50,411.48		\$10,446.94		\$60,858.42	\$0.00

5% Retainage \$ 522.35  
 Net Paid Prev. \$ 9,924.59 Due: \$ 9,924.59  
 Plus Retainage \$ 3,042.92  
**Total Due \$ 12,967.51**

*9924.59 pay after 30 days*

*Brent Hinson, City Administrator  
Sandra Johnson, Mayor  
Illa Earnest, 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**

December 29, 2016

To: Mayor & City Council  
Cc: Illa Earnest, City Clerk

From: Brent Hinson  
City Administrator

Re: DOT Five-Year Maintenance Agreement

Attached is a five-year agreement with the Iowa DOT for maintenance of the state highways within the city limits. This is the standard agreement they started doing a number of years back. I would consider this routine business, and recommend approval.



# Iowa Department of Transportation

## Agreement for Maintenance and Repair of Primary Roads in Municipalities

This Agreement made and entered into by and between the Municipality of Washington, Washington County, Iowa, hereinafter referred to as the Municipality, and the Iowa Department of Transportation, Ames, Iowa, hereinafter referred to as the Department.

### AGREEMENT:

In accord with Provisions of Chapter 28E, Sections 306.3, 306.4, 313.3-5, 313.21-23, 313.27, 313.36, 314.5, 321.348 and 384.76 of the Code of Iowa and the Iowa Administrative Rules 761 – Chapter 150 (IAC) the Municipality and Department enter into the following agreement regarding maintenance, repair and minor reconstruction of the primary roads within the boundaries of the Municipality.

#### I. The Department shall maintain and repair:

##### A. Freeways (functionally classified and constructed)

1. Maintain highway features including ramps and repairs to bridges.
2. Provide bridge inspection.
3. Highway lighting.

##### B. Primary Highways – Urban Cross-Section (curbed) (See Sec. II.A)

1. Pavement: Maintain and repair pavement and subgrade from face of curb to face of curb (excluding parking lanes, drainage structures, intakes, manholes, public or private utilities, sanitary sewers and storm sewers).
2. Traffic Services: Provide primary road signing for moving traffic, pavement marking for traffic lanes, guardrail, and stop signs at intersecting streets.
3. Drainage: Maintain surface drainage within the limits of pavement maintenance described in I.B.1 above.
4. Snow and Ice Removal: Plow traffic lanes of pavement and bridges and treat pursuant to the Department's policy.
5. Vehicular Bridges: Structural maintenance and painting as necessary.
6. Provide bridge inspection.

##### C. Primary Highways – Rural Cross-Section (uncurbed) (See II.B)

1. Maintain, to Department standards for rural roads, excluding tree removal, sidewalks, and repairs due to utility construction and maintenance.

##### D. City Streets Crossing Freeway Rights of Way (See II.C)

1. Roadsides within the limits of the freeway fence.
2. Surface drainage of right of way.
3. Traffic signs and pavement markings required for freeway operation.
4. Guardrail at piers and bridge approaches.
5. Bridges including deck repair, structural repair, berm slope protection and painting.
6. Pavement expansion relief joints and leveling of bridge approach panels.

#### II. The Municipality shall maintain and repair:

##### A. Primary Highways – Urban Cross-Section (curbed) (See Sec. I.B)

1. Pavement: Maintain and repair pavement in parking lanes, intersections beyond the limits of state pavement maintenance; curbs used to contain drainage; and repairs to all pavement due to utility construction, maintenance and repair.
2. Traffic Services: Paint parking stalls, stop lines and crosswalks. Maintain, repair and provide energy to traffic signals and street lighting.
3. Drainage: Maintain storm sewers, manholes, intakes, catch basins and culverts used for collection and disposal of surface drainage.
4. Snow and ice removal: Remove snow windrowed by state plowing operations, remove snow and ice from all areas outside the traffic lanes and load or haul snow which the Municipality considers necessary. Remove

snow and ice from sidewalks on bridges used for pedestrian traffic.

- 5. Maintain sidewalks, retaining walls and all areas between curb and right-of-way line. This includes the removal of trees as necessary and the trimming of tree branches as necessary.
- 6. Clean, sweep and wash streets when considered necessary by the Municipality.
- 7. Maintain and repair pedestrian overpasses and underpasses including snow removal, painting and structural repairs.

B. Primary Highways – Rural Cross-Section (uncurbed) (See Sec. I.C)

- 1. Maintain and repair highway facilities due to utility construction and maintenance.
- 2. Removal of trees as necessary and the trimming of tree branches as necessary.
- 3. Maintain sidewalks.

C. City Streets Crossing Freeway Rights of Way (See I.D)

- 1. All pavement, subgrade and shoulder maintenance on cross streets except expansion relief joints and bridge approach panel leveling.
- 2. Mark traffic lanes on the cross street.
- 3. Remove snow on the cross street, including bridges over the freeway.
- 4. Clean and sweep bridge decks on streets crossing over freeway.
- 5. Maintain all roadside areas outside the freeway fence.
- 6. Maintain pedestrian overpasses and underpasses including snow removal, painting, lighting and structural repair.

III. The Municipality further agrees:

- A. That all traffic control devices placed by the Municipality on primary roads within the Municipal boundaries shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways."
  - B. To prevent encroachment or obstruction within the right of way, the erection of any private signs on the right of way, or on private property which may overhang the right of way and which could obstruct the view of any portion of the road or the traffic signs or traffic control devices contrary to Section 318.11 of the Code of Iowa.
  - C. To comply with all current statutes and regulations pertaining to overlength and overweight vehicles using the primary roads, and to issue special permits for overlength and overweight vehicles only with approval of the Department.
  - D. To comply with the current Utility Accommodation Policy of the Department.
  - E. To comply with the access control policy of the Department by obtaining prior approval of the Department for any changes to existing entrances or for the construction of new entrances.
- IV. Drainage district assessments levied against the primary road within the Municipality shall be shared equally by the Department and the Municipality.
- V. Major construction initiated by the Department and all construction initiated by the Municipality shall be covered by separate agreements.
- VI. The Department and the Municipality may by a separate annual Supplemental Agreement, reallocate any of the responsibilities covered in Section I of this agreement.
- VII. This Agreement shall be in effect for a five year period from July 1, 2016 to June 30, 2021

IN WITNESS WHEREOF, The Parties hereto have set their hands, for the purposes herein expressed, on the dates indicated below.

City of Washington  
MUNICIPALITY

IOWA DEPARTMENT OF TRANSPORTATION

By \_\_\_\_\_

BY \_\_\_\_\_  
District Engineer

Date \_\_\_\_\_

Date \_\_\_\_\_

*Brent Hinson, City Administrator  
Sandra Johnson, Mayor  
Illa Earnest, City Clerk  
Kevin Olson, City Attorney*



*215 East Washington Street  
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**Memorandum**

December 29, 2016

To: Mayor & City Council  
Cc: Illa Earnest, City Clerk

From: Brent Hinson  
City Administrator

Re: Riverboat Municipal Grant Application Resolution

The Riverboat Foundation has changed their procedures, and is now requiring cities to apply for specific projects for their municipal grant allocation. I have prepared a resolution based on our CIP and the municipal grant funding model that was previously approved. Hopefully by submitting the applications now, we can get confirmations back from the Riverboat Foundation prior to the completion of our budget process.

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

**A RESOLUTION ENDORSING APPLICATIONS FOR  
MUNICIPAL GRANT FUNDS**

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

WHEREAS, the Riverboat Foundation has established new procedures requiring applications to be completed for each project cities wish to complete using municipal grant funds; and

WHEREAS, the City Council has determined the projects and initiatives for which it would like to allocate these funds for Fiscal Year 2017-2018.

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 grant funds for the fiscal year beginning July 1, 2017 in the following manner:

- A. South 15<sup>th</sup> Paving & Residential Subdivision: \$250,000
- B. City Hall, Police & Fire Facility Improvements: \$140,000 (saving up for future projects)
- C. Washington Incentive Fund (WIF) Partner Program with Main Street Washington: \$25,000
- D. Washington Area Performing Arts & Events Center pledge (year 3 of 5): \$10,000

Section 2. The City Council states its commitment to identifying additional funding needed to successfully complete the above projects and initiatives.

Section 3. The City Administrator is directed to prepare grant applications for the above projects and initiatives, utilizing the forms and procedures identified by the Riverboat Foundation.

PASSED AND APPROVED this 3<sup>rd</sup> day of January, 2017.

\_\_\_\_\_  
Sandra Johnson, Mayor

ATTEST:

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