



AGENDA OF THE REGULAR SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IOWA
TO BE HELD IN THE NICOLA-STOUFER ROOM.
PUBLIC LIBRARY AT 115 W. WASHINGTON STREET
AT 6:00 P.M., TUESDAY, NOVEMBER 06, 2018

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, November 06, 2018 to be approved as proposed or amended.

Consent:

1. Council Minutes October 16, 2018
2. MSA, WEDG Regional Trails & Recreation Plan, \$10,000.00
3. L.L. Pelling Co., Street Patching, \$15,316.25
4. PAWS & More, Animal Services , \$5,763.15
5. Forrest Keeling Nursery, Trees for Park, \$1,248.50
6. Washington Chamber of Commerce, Reimbursement Request, \$12,426.52
7. Kevin D. Olson, Professional Services, \$1,219.80
8. Department Reports

Consent – Other:

Claims & Financial Reports:

Claims for November 6, 2018

SPECIAL PRESENTATION

Chamber of Commerce Requests – 2019

Marion Avenue Baptist Church Request – Live Animal Christmas Play

Nuisance Abatement Update – Jason Peterson

PRESENTATION FROM THE PUBLIC – Please limit comments to 3 Minutes.

UNFINISHED BUSINESS

PUBLIC HEARING

Vacating an Alley (Block 20 East-West Alley) (City Hall/Police/Fire)

Discussion and Consideration of First Reading of an Ordinance Vacating an Alley (Block 20 East-West Alley) (City Hall/Police/Fire)

NEW BUSINESS

1. Discussion and Consideration of Repairs to 2012 Police Tahoe
2. Discussion and Consideration of Change Order #1, Washington Fire Station - Phase I Renovations Project.
3. Discussion and Consideration of Setting a Public Hearing For November 20 for Demolition of 123 E. 2nd Street (Linda Lou's/Red Bear Daycare)
4. Discussion and Consideration of a Resolution Approving Joint Agreement for Recreational Trail Maintenance Pursuant to Provisions of Iowa Code Section 28E.
5. Discussion and Consideration of a Resolution Approving an Agreement with Iowa Bridge & Culvert, L.C.
6. Discussion and Consideration of a Resolution Amending Personnel Policies (Expense Reimbursement Requests) **Tabled 08/21/2018.**
7. Discussion and Consideration of a Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer.
8. Discussion and Consideration of First Reading of an Ordinance Amending Chapter 164 (Site Plan Ordinance per P & Z Recommendation)
9. Discussion and Consideration of Second Reading of an Ordinance Changing the Boundaries of Zoning Districts (Rezone East View Subdivision to R-1 per P & Z Recommendation)
10. Discussion and Consideration of Second Reading of an Ordinance Amending Chapter 165 (B-1 Rear Yard Setback per P & Z Recommendation)

WORKSHOP

1. Discussion of Garbage and Recycling Contract – July 2019
2. Discussion of Goal-Setting Update for 2019 and 2020

DEPARTMENTAL REPORT

Police Department
City Attorney
City Administrator

MAYOR & COUNCILPERSONS

Jaron Rosien, Mayor
Brendan DeLong
Steven Gault
Elaine Moore
Danielle Pettit-Majewski
Fran Stigers
Millie Youngquist

ADJOURNMENT

Illa Earnest, City Clerk

Council Minutes 10-16-2018

The Council of the City of Washington, Iowa, met in Regular Session in the Nicola-Stoufer Room, Washington Free Public Library, 115 West Washington Street on Tuesday, October 16, 2018 at 6:00 P.M. Mayor Rosien in the chair. On roll call present: DeLong, Moore, Pettit-Majewski, Stigers, Youngquist. Absent: Gault.

Motion by DeLong, seconded by Youngquist, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, October 16, 2018 be approved as proposed. Motion carried.

Consent:

1. Council Minutes October 2, 2018
2. Kevin Olson, Professional Services, \$871.59
3. G & R Miller Construction, Fire Station Utilities & Grading Project, \$105,147.37
4. Terracon, Water Treatment Plant Improvements, \$2,306.50
5. Design Alliance, Fire Station Building Project, \$619.53
6. Fox Engineering, Well #6 Pump Replacement, \$250.25
7. Fox Engineering, South Elevated Water Storage Tank Improvements, \$12,102.00
8. Fox Engineering, Water Treatment Plant Improvements, \$16,023.14
9. Fox Engineering, City Hall Interceptor Reroute. \$3,290.00
10. Fox Engineering, SE Basin I & I Reduction, \$12,295.00
11. Fox Engineering, SE Basin I & I Reduction, \$17,110.00
12. Fox Engineering, City Hall Interceptor Reroute, \$79.00
13. Fox Engineering, South Elevated Water Storage Tank Improvements, \$5,520.75
14. Fox Engineering, Well #6 Pump Replacement, \$1,179.75
15. Fox Engineering, Water Treatment Plant Improvements, \$8,210.30
16. IMWCA, Work Comp Installment #4, \$7,080.00
17. Washington Chamber of Commerce – Tourism Committee, \$20,000.00
18. MSA Professional Services, Wellness Park Phase I Design & Bidding, \$6,300.00
19. Schimberg Company, Wellness Park Water Main, \$5,377.44
20. Altorfer, Inc., Grapple for M/C (Tree Removal Work), \$14,711.08
21. Casey's General Store #3528, 1730 E. Washington Street, Class B Wine Permit, Class C Beer Permit (BC), Sunday Sales, **(renewal)**
22. Café Dodici, 120-122 S. Iowa Ave, Class C Liquor License (LC) (Commercial), Catering Privilege, Class B Wine Permit, Outdoor Service, Sunday Sales, **(renewal)**
23. Department Reports

Consent – Other:

1. Tricon Construction, Water Treatment Plant, \$144,474.49
2. DeLong Construction, Wellness Park Utilities & Grading, \$77,898.76

There was a change to the October 2, 2018 minutes. The amount for TEAM Services was corrected to \$18,554.00.

Motion by DeLong, seconded by Pettit-Majewski, to approve the consent agenda as amended. Motion carried.

Motion by Moore, seconded by Youngquist, to approve the consent-other. Motion carried. DeLong abstained with conflict.

Motion by Moore, seconded by Youngquist, to approve payment of the claims as presented. Motion carried.

Finance Director Kelsey Brown gave the September 2018 Financial Reports. Motion by Pettit-Majewski, seconded by Youngquist, to approve the Financial Reports. Motion carried.

Mayor Rosien announced that Trick or Treat Night in Washington will be October 31 from 5:30 P.M. to 7:30 P.M.

Mayor Rosien announced that the Historic Preservation Commission and the Visitors and Tourism Committee have openings for citizen volunteers on their committees. Applications are available at City Hall and on the City's website.

Motion by Moore, seconded by Youngquist, to approve the Chamber of Commerce requests for Trick or Treat activities around the Square and in front of the YMCA Building. Motion carried.

Presentations from the Public:

Luke Leyden came before the council to thank everyone who came out to the disc golf course to study the problems and work on solutions. He reported on results from people playing on the course and some problems that occurred. Due to the weather there were not a lot of people using the course.

Craig Jones and Darin Rich came before council with concerns about the proposed sidewalk along E. Washington Street and property owner assessments.

After discussion of the proposed Disc Golf Course Expansion, motion by Stigers, seconded DeLong, to leave all holes temporary until Spring and re-evaluate them at that time. Motion carried.

Mayor Rosien announced that now is the time for the public hearing on the Resolution of Necessity for East Washington Street Sidewalk Project.

Oral comments received:

Craig Jones (landowner along proposed route)– recognizes the need for the sidewalk, concerned that the sidewalk will be too close to the highway, the traffic speed zone needs to be reduced along the route, questioned how the cost was computed for landowners, problem with keeping the snow and ice off the sidewalk especially with State Highway trucks throwing snow over them, lighting concerns, and he and other landowners feel Wal-Mart should pay more as they should benefit more.

Deran Rich (landowner along proposed route) –asked how the City came up with the formula to assess landowners, questioned why a first time project should be assessed to landowners, he doesn't feel the sidewalk will benefit his business,

Phil Reed (landowner along proposed route) – would like the speed limit to be reduced along the route out to the Wal-Mart stoplights, questioned whether the sidewalk would raise property taxes.

Motion by DeLong, seconded by Youngquist, to close the public hearing. Roll call on said motion: Ayes: DeLong, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

After further discussion, motion by Moore, seconded by Pettit-Majewski, to approve the Resolution of Necessity for East Washington Street Sidewalk Project. Roll call on said motion: Ayes: DeLong, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried. **(Resolution No. 2018-125)**

Councilor Moore left at this time.

Bids received for the Fall 2018 Land Application of Treated Bio-Solids:

Iowa Grow, Inc.	3 cents per gallon
Tallcorn Enterprises, LLC	2.95 cents per gallon

Motion by DeLong, seconded by Pettit-Majewski, to approve the bid from Iowa Grow, Inc. for 3 cents per gallon. Motion carried.

Bids received for 2018-2019 Concrete Patching Program:

Coleman Construction	\$6.45 per square foot
Rodney's Construction	\$9.00 per square foot
C&C Contractors	\$19.00 per square foot

Motion by Stigers, seconded by Pettit-Majewski, to approve the bid from Coleman Construction for \$6.45 per square foot. Motion carried.

Motion by Youngquist, seconded by DeLong, to approve the contract for asbestos abatement for 123 E. 2nd Street to EnviroNET Professional Environmental Services for \$49,500.00 Motion carried.

Motion by DeLong, seconded by Youngquist, to approve the Resolution for Architectural Services in the amount of \$118,125.00 plus applicable expenses with Design Alliance, Inc. for the City Hall/Police Building Project. Roll call on said motion: Ayes: DeLong, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried. **(Resolution No. 2018-126)**

Motion by Pettit-Majewski, seconded by Youngquist, to approve Change Order #1 in the amount of \$0.00 for the Fire Station Utilities and Grading Project. Motion carried.

Motion by Youngquist, seconded by Stigers, to approve Pay Application #4 in the amount of \$105,147.37 to G & R Miller Construction for the Fire Station Utilities and Grading Project. Motion carried.

Motion by Youngquist, seconded by Pettit-Majewski, to approve the Resolution Endorsing Applications for Municipal Grant Funds for FY20. Roll call on said motion: Ayes: DeLong, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried. **(Resolution No. 2018-127)**

Motion by DeLong, seconded by Youngquist, to approve the Resolution Setting a Date for Consultation and Hearing on Amendment #3 to Washington Downtown Urban Renewal Plan. Roll call on said motion: Ayes: DeLong, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried. **(Resolution No. 2018-128)**

Motion by DeLong, seconded by Pettit-Majewski, to approve the Resolution Approving Site Plan for Hy-Vee Gas Kiosk at 528 Hwy 1 South. Roll call on said motion: Ayes: DeLong, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried. **(Resolution No. 2018-129)**

Motion by Youngquist, seconded by DeLong, to approve the Resolution Accepting a Conveyance of Property – Lot 4 of Block 4 in MM YOUNGS 2nd ADD. Roll call on said motion: Ayes: DeLong, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried. **(Resolution No. 2018-130)**

Motion by Pettit-Majewski, to approve the Resolution Directing the Sale of an Interest in Real Property Following Public Hearing (YMCA). Roll call on said motion: Ayes: DeLong, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried. **(Resolution No. 2018-131)**

Motion by Youngquist, seconded by Pettit-Majewski, to approve the Resolution Approving Site Plan for YMCA of Washington County at 520 W. 5th Street. Roll call on said motion: Ayes: DeLong, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried. **(Resolution No. 2018-132)**

Motion by Youngquist, seconded by Pettit-Majewski, to approve the Resolution Approving the Preliminary Plat for East View Subdivision. Roll call on said motion: Ayes: DeLong, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried. **(Resolution No. 2018-133)**

Motion by DeLong, seconded by Youngquist, to approve the Resolution Setting Public Hearing for November 6 on Vacating an Alley (Block 20 East-West Alley) (City Hall/Police/Fire Station Building Project). Roll call on said motion: Ayes: DeLong, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried. **(Resolution No. 2018-134)**

Discussion and Consideration of a Resolution Amending Personnel Policies (Expense Reimbursement Requests) **Tabled 08/21/2018**. Remains tabled.

Motion by Pettit-Majewski, seconded by DeLong, to approve the Third Reading and Adopt the Ordinance Amending Chapter 165 (Outside Storage – P & Z Recommendation). Roll call on said motion: Ayes: DeLong, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried. **(Ordinance No. 1078)**

Motion by Youngquist, seconded by Pettit-Majewski, to approve the First Reading of an Ordinance Changing the Boundaries of Zoning Districts (Rezone East View Subdivision to R-1 per P & Z Recommendation). Roll call on said motion: Ayes: DeLong, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried.

Motion by Youngquist, seconded by Pettit-Majewski, to approve the First Reading of an Ordinance Amending Chapter 165 (B-1 Rear Yard Setback per P & Z Recommendation). Roll call on said motion: Ayes: DeLong, Pettit-Majewski, Stigers, Youngquist. Nays: Gault (absent). Motion carried.

Motion by Stigers, seconded by Youngquist, that the Regular Session held at 6:00 P.M., Tuesday, October 16, 2018, be adjourned. Motion carried.

Illa Earnest, City Clerk



Remit to:
 MSA Professional Services, Inc.
 1230 South Boulevard
 Baraboo, WI 53913

INVOICE

PAYMENT DUE UPON RECEIPT OF INVOICE.
 INTEREST AT THE RATE OF 1.5% PER MONTH
 ON UNPAID BALANCE WILL BE ADDED TO
 YOUR NEXT STATEMENT

For questions, contact: (800) 362-4505

Brent Hinson
 City of Washington, IA
 215 East Washington Street
 Washington, IA 52353

October 15, 2018
 Project No: R18613000.0
 Invoice No: 5
 00-04-28
 Project Manager: Christopher Janson
 Client Liaison: Jacob Huck

Project R18613000.0 WEDG Regional Trails & Recreation Plan
Professional Services from July 1, 2018 to October 6, 2018

Description	Contract Amount	Percent Complete	Amount Earned	Previous Invoices	This Invoice
Regional Trails & Recreation Plan	50,000.00	90.00	45,000.00	35,000.00	10,000.00
Total Fee	50,000.00		45,000.00	35,000.00	10,000.00
Total Fee					10,000.00
AMOUNT DUE THIS INVOICE:					\$10,000.00

For ACH notification, remit to:
 ach@msa-ps.com

Account Number: 101065930 . Routing Number: 075901590
 Bank Information: Baraboo State Bank, 101 3rd Ave., PO Box 50., Baraboo, WI 53913, (608) 356-7703

MSA ENABLES PEOPLE TO POSITIVELY IMPACT THE LIVES OF OTHERS.
 We are proud to be a 100% employee-owned firm.



Remit to:
 L. L. Pelling Co.
 P.O. Box 230
 North Liberty, IA 52317
 (319) 626-4600
 www.llpelling.com

DUPLICATE INVOICE

Invoice #:	21213
Date:	10/29/2018
Customer #:	100221
Total Due:	15,316.25
Page 1 of 1	

Contract: 53230. City of Washington Patching

To: Washington, City of
 PO Box 516
 Washington, IA 52353

▲ PLEASE RETURN TOP PORTION OF INVOICE WITH PAYMENT ▲

Contract: 53230. City of Washington Patching

Cont Item	Description	Contract Quantity	U/M	Unit Price	Contract Amount	Qty Period	Amount Period	Quantity JTD	Amount To-Date
10	6" HMA Patching	69.000	SY	65.00000	4,485.00	81.600	5,304.00	81.600	5,304.00
20	5" HMA Patching	135.000	SY	55.00000	7,425.00	113.950	6,267.25	113.950	6,267.25
30	2? HMA Patching	160.000	SY	22.00000	3,520.00	160.000	3,520.00	160.000	3,520.00
40	Water Valve & Manhole Riser	1.000	LS.	225.00000	225.00	1.000	225.00	1.000	225.00

Total Billed To Date:	15,316.25
Retainage	0.00
Less Previous Applications	0.00
Total Due This Invoice	15,316.25

Invoice #:	21213	Date:	10/29/2018	Customer #:	100221
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PAWS & More Animal Shelter

1004 1/2 West Madison Street
Washington, IA 52353

Invoice

Date	10/18/2018
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Invoice #	61
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Bill To

City of Washington
215 E Washington St
Washington, IA 52353

Terms	DUE UPON RE...
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Description	Quantity	Rate	Amount
Animal Services-1ST Quarter 07/01/18-09/30/18		5,250.00	5,250.00
Animal Services-January 1, 2018-October 10, 2018 Dogs taken from pound in leu of euthanization 11 X \$46.65	11	46.65	513.15
Total			\$5,763.15



FORREST KEELING NURSERY
P.O. Box 135
Elsberry, MO 63343
(573) 898-5571
(573) 898-5803 Fax
www.fknursery.com

Invoice

Invoice Number:
 SI-127364
 Invoice Date:
 10/16/2018

Bill To:

City of Washington IA Parks Dept
 Attn: Don Pfeiffer
 1115 West Main St
 Washington, IA 52353
 Ph. (319) 653-4912

Ship To:

City of Washington IA Parks Dept
 Attn: Don Pfeiffer
 215 East Washington St
 Washington, IA 52353
 Ph. (319) 653-4912

CUSTOMER		CUSTOMER PO		Terms	
20244				Net Cash	
Salesperson	ENTERED BY	Ship Via	SHIP DATE	DUE DATE	
Mary Gibler	mary	Deliver	10/16/2018	10/17/2018	
QUANTITY SHIPPED	ITEM #	DESCRIPTION	SIZE	UNIT PRICE	EXT. PRICE
1	1018	Acer rubrum 'Franksred'	S3-15 RPM	73.00	73.00
5	18627	Gleditsia triacanthos var. inermis 'Skycole'	S3-15	73.00	365.00
1	13633	Gymnocladus dioicus	S3-5 RPM	23.50	23.50
2	1733	Quercus bicolor	S3-15 RPM	68.00	136.00
2	1757	Quercus macrocarpa	S3-15 RPM	68.00	136.00
1	1828	Quercus shumardii	S3-15 RPM	68.00	68.00
4	1942	Taxodium distichum	S3-15 RPM	68.00	272.00

RPM Patent number 7,308,775 / 8,236,322 / 8,460,677

Shipped By Burkemper
 Thank you.

SIGNATURE _____ DATE _____

TERMS:

Unless credit has been established, all sales are on a cash in advance of shipping basis. Credit may be obtained by submitting a credit application. For Customers with approved credit, **payment is due within 30 days of invoice** Payment may be made with Cash, Check, American Express, Master Card, Visa or Discover Card. Past due accounts will be subject to a Service charge of 2% per month (24% annum).

SHIPMENTS WILL NOT BE MADE TO CUSTOMERS WHOSE ACCOUNTS ARE DELINQUENT.

Subtotal: 1,073.50
Freight: 175.00
Other: 0.00
Sales Tax: 0.00

Amount Due: 1,248.50

WASHINGTON CHAMBER OF COMMERCE

205 W. Main Street
Washington, IA
52353

"One of THE BEST Small Towns in America"

City of Washington
215 E Washington St
PO Box 516
Washington, IA 52353

Phone (319) 653-3272

E-mail: michelle@washingtioniowa.org

INVOICE

Invoice Date: 9/12/2018

Invoice Number: 2018-0397

DESCRIPTION	PRICE EACH	QUANTITY	AMOUNT
Hotel Motel Reimbursement Request 12/17 - 10/25/18	12,426.52		12,426.52

Please mark your billing preference

www.chamber.washingtioniowa.org

I prefer standard MAIL.

Balance Due \$12,426.52

Save a stamp, please E-MAIL invoices!

Send invoices to this email:



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

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

November 1, 2018

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

INVOICE

For legal services rendered to the City of Washington, Iowa in October, 2018

TOTAL HOURS	11.5 hours (reg)
TOTAL MILES	330 miles
Hourly Rate	\$90/hour- Reg \$75/hour - Court
Mileage Rate	\$0.56 per mile
TOTAL INVOICE FOR OCTOBER, 2018	\$1,219.80

**WWTP report
November 6, 2018
Council meeting**

- **After hour alarm and dog call outs –**
19th dog call, Safety Center reported a dog bite case, dog taken to the pound from 820 South B Avenue, 6:00 p.m. Fred
21st WWTP, urgent alarm, 10:27 a.m. Fred
25th WWTP, high TSS alarm, 7:00 p.m. Jason
1st dog call, Safety Center reported a dog to be picked up at Fareway, 5:03 p.m. Parker
- **Dept Head meetings** – I attended the meetings on October 16th, 23rd, and 30th.
- **WWTP and lift station mowing** –Mowing continues. Jason hooked up the 8 ft bushhog mower to the LS tractor and hit some areas he couldn't get with the batwing mower. Mowing with the tractor is done for the year.
- **WWTP and Yard Waste Center (YWC)** – We will be open on Saturday mornings from 7:00 a.m. to 10:00 a.m. through November 17. This will allow Washington residents to haul their tree trimmings and yard waste to the YWC.
- **Treated bio-solids** – Iowa Grow, Inc (IGI) started our bio-solids project around 10:00 a.m. on October 29, 2018. IGI was finished by 2:00 p.m. on the 31st. A total of one million three hundred thousand one hundred gallons (1,300,100) were applied to the Murphy and City fields. The total cost of the 2018 project was thirty nine thousand three dollars (\$39,003.00).
- **WWTP office/lab building heat pump** – Armstrong Heating replaced a burnt out fan motor on one (1) of the three (3) heat pumps.
- **SASSO safety meeting** – Parker, Jason, and I attended the safety meeting in Washington on October 17, 2018. The topics were confined space entry and lock out/ tag out. We earned some continuing education units for this meeting to be used for our state license renewal.
- **Bi-annual sampling** – Jason completed the bi-annual sampling at Bazooka- Farmstar, Inc on October 16, 2018. Jason completed the bi-annual sampling at Saputo (formerly Monchevre-Betin, Inc/goat milk transfer station) on October 17, 2018. The test results are back for both places and no violations occurred during this sampling period.
- **WWTP garage heat** – The water to water heat pump for the garage floor heat kept throwing fault alarms. Jason contacted Brecke Mechanical to look at the heat pump. Jake from Brecke was at the WWTP on October 24th. Jake found the unit was low on refrigerant; he added some and got it back in service the same day.
- **Washington County Hospital (WCH)** – Jason and I met with WCH maintenance staff about discharging waste water from their ER containment tank. They thought there may be small amount of diesel fuel in the containment tank. Upon inspection we didn't see any floating on the surface. We placed an oil absorbent pillow in the containment tank and returned later in the day. When we removed the pillow we didn't see any diesel fuel on the pillow. I told the WCH staff they could discharge the containment tank waste water through the sanitary sewer.

**Fred E Doggett
11/2/2018 9:59 AM**

MAINTENANCE & CONSTRUCTION DEPT. REPORT

10-6-18/10-19-18

STREETS: Personnel worked on a few alleyways needing attention.

Personnel installed 4 stop signs (South Ave E-West Tyler-2), (South Ave C-West Van Buren-2) and 4 No Parking signs located on the north side of West Monroe between 'C' & 'E'. Personnel also installed No Parking signs (Corner To Here) both located at South Iowa-West Tyler. Personnel poured 25 yards of concrete on Country Club Road.

WATER DISTRIBUTION: Personnel continued installing 6 inch water main in the Wellness Park, even with the wet conditions after all the rains the personnel completed the water main and the installation of 3 fire hydrants on that line. Personnel installed a 2 inch water service for 1242 M Ave Court in the Business Park along West Buchanan St.

SEWER COLLECTION: Personnel investigated a few sewers with issues.

STORM SEWER COLLECTION: Personnel unplugged intakes with all the rainfall.

MECHANIC/SHOP: Personnel serviced #301 (took the old box off and dropped the transmission for replacement), Leaf vac (serviced and operated one day, official start day is Monday Oct 22), 601 (installed leaf box and covered appropriate vented areas), 115 (Driver's door panel and rotate tires) and PD 79 (runs rough, removed intake and injectors and replaced as well as Egr valve and fuel pressure sensor).

OTHER: Personnel responded to 64 One Call Locates. Personnel continued yard waste and brush pick up. M/C personnel assisted with the annual Fall Clean up at the WWTP. Personnel attended a SASSO meeting on Confined Space & Lock out/Tag out.

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.

Washington Volunteer Fire Department
October 3, 2018

August Fires

4 City fires	900.00
3 rural fires	800.00
0 Drill	.00
7 fires and 0 drill	1700.00

Meeting opened Chief Wide in charge

Minutes of the previous meeting were read and approved.

Treasure report was read.

Zack Thomas made a motion to pay all bills against the department seconded by Mark Chenoweth. Motion passed.

Committees; Social: snacks after meeting.

Fire prevention; Go to schools October 9 & 10. Help needed

Pancake; January 9,2019. This will be different .

Rescue.

Application. Full

Old Business:County meeting was in Riverside. Went and looked at their burn tower. used shipping crates.

Wives appreciation October 6 at 6pm at JP 107.

Rail Car Class at Marr Park was a good class.

Drivers Opp class later this fall.

Side by side grant from DNR

Kirkwood fir school. Charles Halverson went to bus rescue.

New Business; Pipeline Training October 29 at 5:30pm at KC hall.

Truck #1 is still missing a hand held radio

Saturday October 13 County wide disaster drill

Training October 17 at 6pm

Station update; Dirt work and sewer work are done. Piers Oct. 22 Building 1st week of Dec. completion around May 22.

Physicals will be Nov, 14 from 4-8:30pm and Nov. 15 from 8-11am.

Ron And Karen Armstrong 60th. anniversary party Nov. 10, at 5:30 at KC hall.

Discussion of calls;

Roll call taken and meeting adjourned

Secretary
Tom Beauchamp



205 West Main Street ▪ Washington, IA 52353 ▪ (319) 653-3272 ▪ Fax (888)833-3529

December 4, 2018

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

Dear Council Members,

The Washington Chamber of Commerce will be hosting a downtown Halloween celebration on Thursday, October 31. Over the last four years the Chamber's Trick-or-Treat Around the Square additions of the hayride, pony rides, bounce house, and so forth were a huge success; and they brought hundreds to the downtown. Our goal this year is to continue to on with this popular tradition.

The Washington Chamber of Commerce will partner again with the YMCA and Washington area merchants in efforts to bring this community event to life. We are working with county partners to ensure a collaborative event for our region.

Our first activity, Trick-or-Treat Around the Square, begins at 5:00pm in Central Park and brings approximately 800 children and families to our square. From then on activities will move to inside the YMCA beginning at 5:30 for a free meal for children, games and bounce houses. The Y's Men will be providing Pony Rides outside the Y. From 6:00-7:30pm two tractors will provide free hayrides and will circle the downtown square.

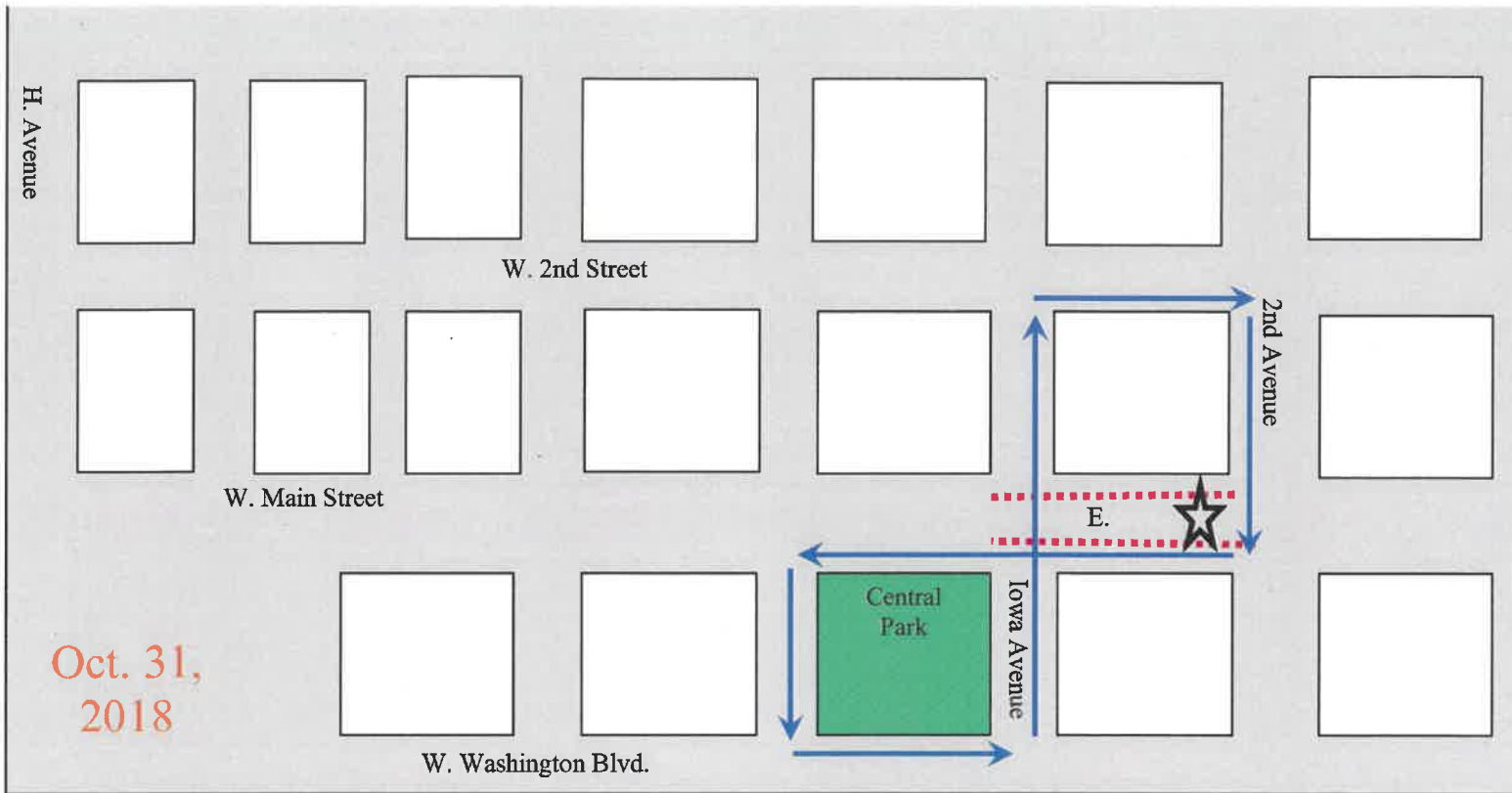
In order for this year's Halloween to be a success, we ask for your help. The Washington Chamber of Commerce requests that you allow us to block parking and drive thru traffic on E Main Street from 3-8:30 p.m. in front of the YMCA so children & families can have safe access to the pony rides & hayrides. We will block as little space as necessary and will keep in contact with Marty at Jones Eden Funeral Home in case more parking needs to be made available for a service during that time.

Washington Chamber of Commerce will coordinate the street closures and blocked parking with the Washington Police Department. Any logistical concerns will be addressed by the Chamber Oktober Madness Committee prior to the event's start.

Thank you for your time and consideration in helping to make a successful Halloween!

Sincerely,

Alisha Davis
Event Coordinator
Washington Chamber of Commerce



..... Reserved Parking 3-8:30



Short Hay Ride Route



Load/ Unload

Two tractors will take short routes from in front of the YMCA, around the Square then looping around to park back in front of the YMCA.

The hay ride will be run by the Antique Tractor Club and will start after the traditional Trick-or-Treat Around the Square.

Trick-or-Treat Around the Square: 5pm

Pony rides, bounce houses, games, meal at the YMCA: 5:30-7:30pm.

Two tractors providing hayrack rides: 6:00-7:30pm.

Address questions to:

Alisha Davis
 Event Coordinator
 Chamber of Commerce
 319-653-3272
 info@washingtioniowa.org



**2018
Chamber Board**



Michelle Redlinger
Executive Director

205 West Main Street • Washington, IA 52353 • www.chamber.washingtoniowa.org

Jaron Rosien
President
Mayor
JP's 207

December 4, 2018

Washington City Council,

Erin Drahota
Vice President
United Presbyterian
Home

The Chamber of Commerce is excited to be hosting the Summer Classic, May 30-June 2, which includes 4 days of events to kick off summer in Washington. The Summer Classic will highlight all that we love about the community and Iowa summers.

Matthew Brown
Treasurer
CBI Bank & Trust

The activities that will be offered as part of this year's schedule will be very similar to last year, with a few minor changes. We look forward to hosting this summer kickoff for years to come, and thank you for your continued support.

Alisha Davis
Secretary
Washington Chamber

Attached in the packet you will find the maps listing all requested street closures. We will have food, two parades, family games, and the concerts at the airport. Thank you for your time and consideration. Please let us know if you have any questions.

Marty Beenblossom
Jones & Eden Funeral
Home

Alisha Davis
Event Coordinator

Erik Buchholz
Washington High School

Rich Bentler
Riverside Casino & Golf
Resort

Adam McLaughlin
LJ Roth Restoration

Diane Gallagher
Gallagher Farms

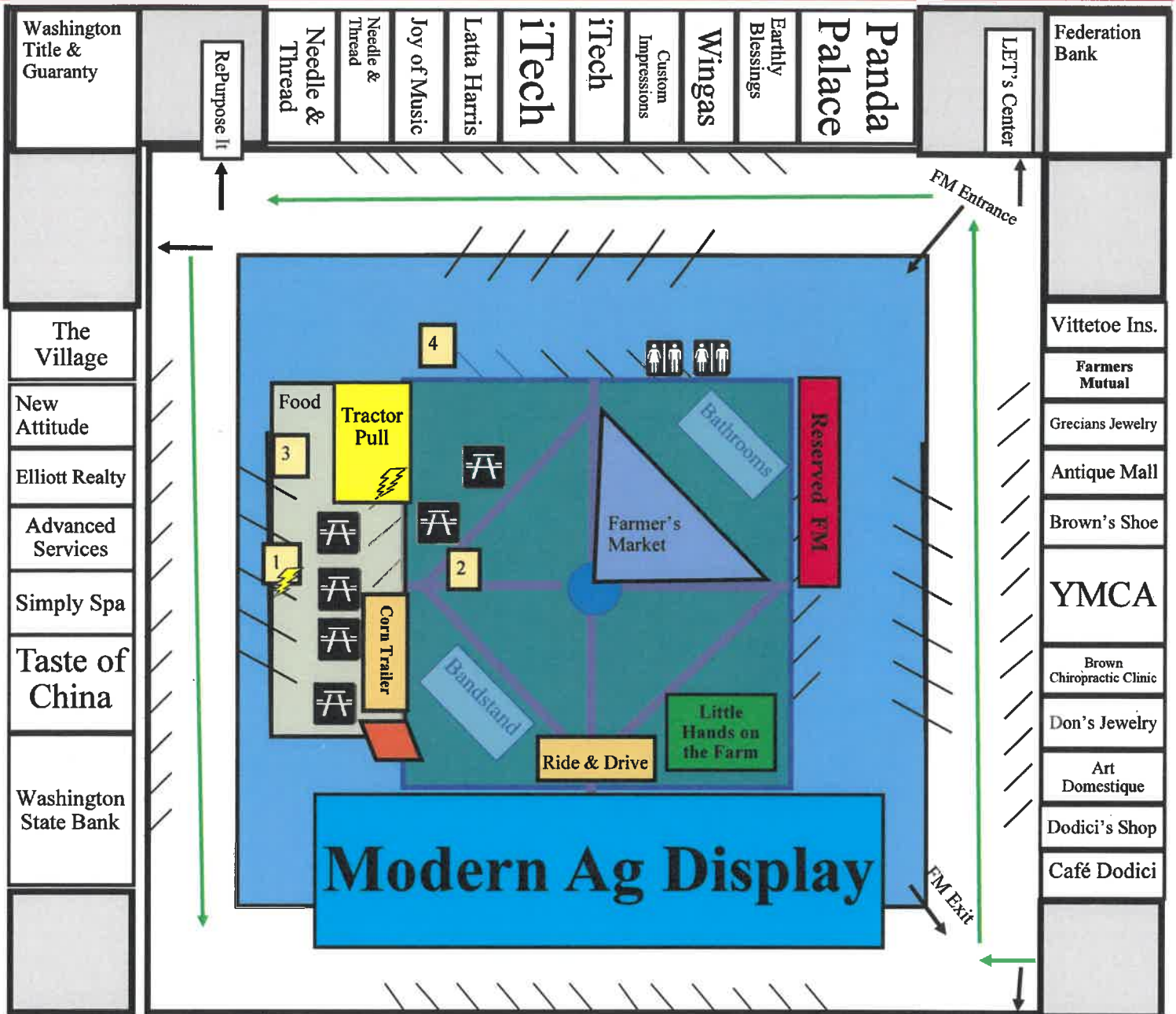
Makyla Maize
Washington County
Hospital & Clinics

Maureen Howard
Past President
Immanuel Lutheran
Church
Ex-officio

Ed Raber
WEDG
Ex-Officio

Sarah Grunewaldt
Main Street
Ex-Officio

O (319) 653-3272 • F (888) 833-3529 • michelle@washingtoniowa.org



KCII Schedule:
2-4:30p.m. with live recordings at :00, :20, :40

- Pedestrian Zone
- Food Court: Thurs—Sun
- Municipal Band Trailer
- Bathrooms
- Electricity

- Coffee Corner
- Ameriprise
- Jaz It Up!
- Verizon
- State Farm
- Washington Public Library
- Central Park Community Center
- Wolf Floral
- Fitness & Friends

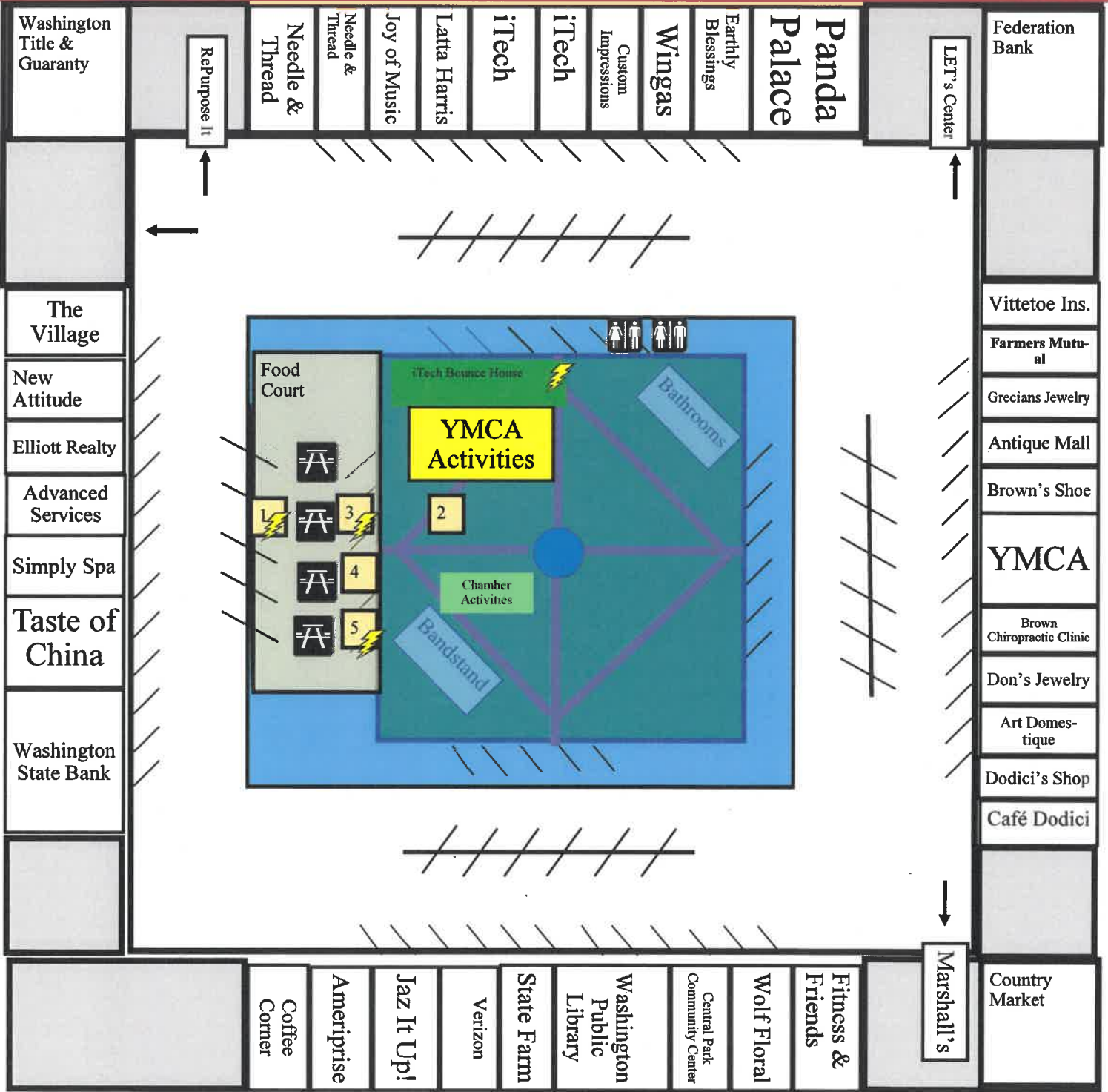
- Kiddie Tractor Pull
- Farmer's Market
- Reserved load/unload FM
- Modern Ag Display
- Little Hands on the Farm

- 1 Cheryl's Ice Cream
- 2 Got Dough
- 3 Pork Producers
- 4 Cattle Producers

KCII Schedule
2-5pm

Tractor Parade Route

Bandstand Schedule
5:15-7:30pm Mike Whittaker featuring Katie Schneider & singer/songwriter Bree Nettie
8pm Municipal Band



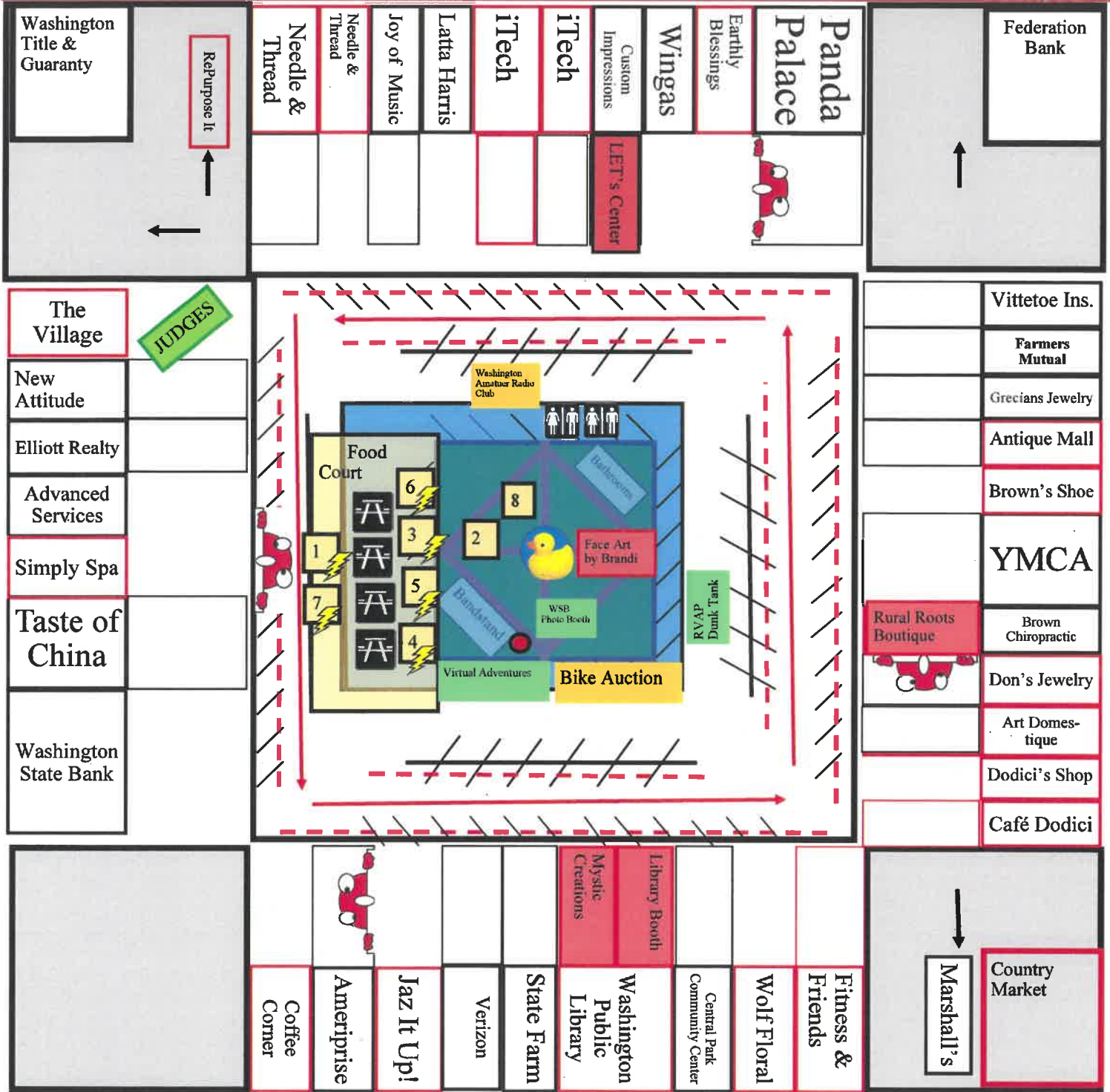
- Pedestrian Zone: Thursday—Sunday**
- Food Court: Thursday—Sunday**
- Electricity**

- iTech Bounce House**
- Bathrooms**

KCII Schedule
3-6p..m. with live recordings at :00, :20, :40

Bandstand Schedule
4:45-5pm: Catfish Keith
6-7pm: James Mons & His Not So Little Monsters
7:15-8:15pm: Forro fo Sho
8:30pm Movies on Main Street: Princess & The Frog

- 1** Cheryl's Ice Cream
- 2** Got Dough
- 3** HyVee
- 4** Beverage Tent
- 5** Main Street



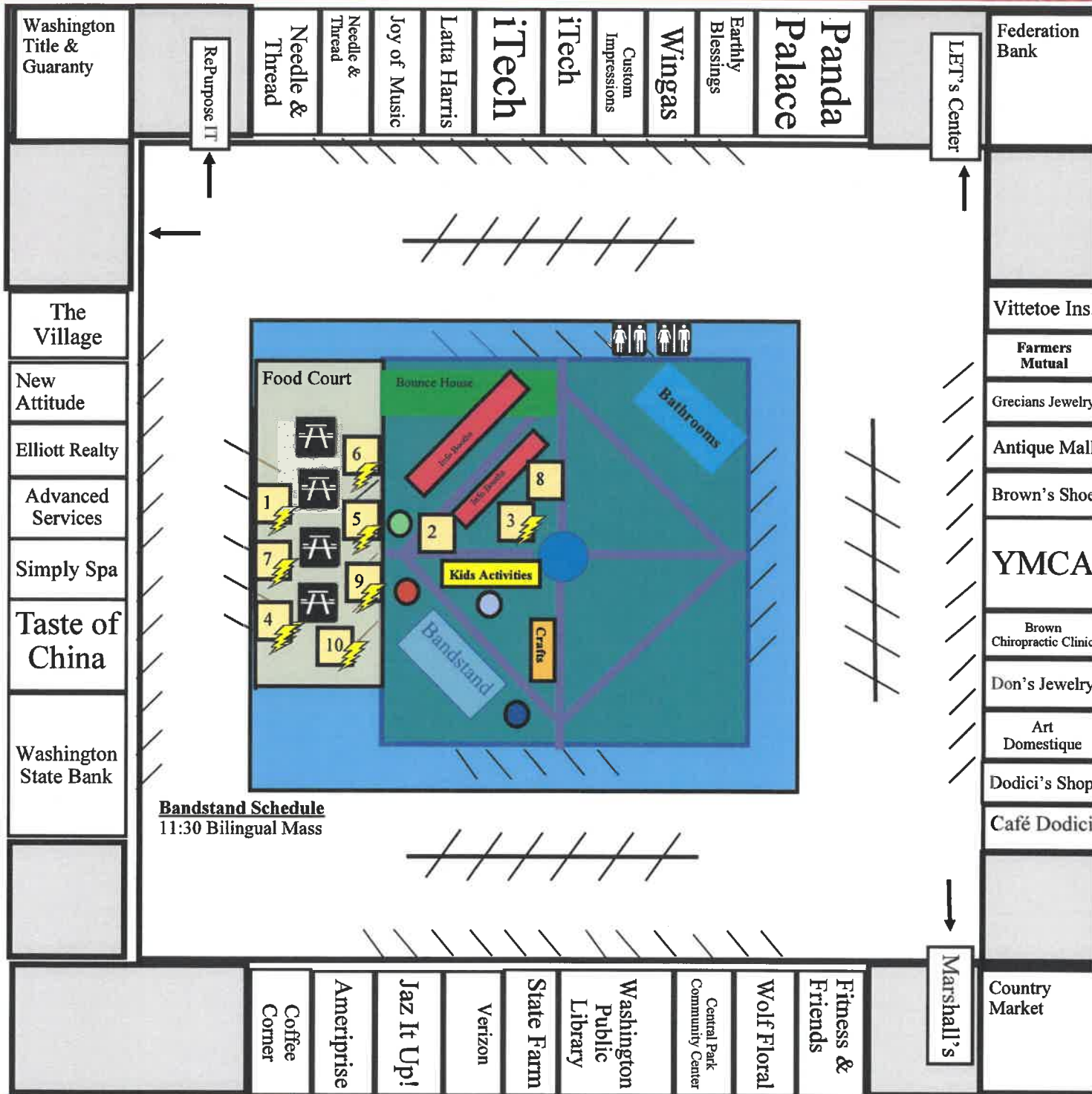
Pedestrian Zone: Thursday—Sunday
Food Court: Thursday—Sunday
Open/ Sales
JUDGES
Bike Auction

Bathrooms
Electricity
KCII Schedule 8-10:30am 1:30-3pm

Bandstand Schedule
 10am Princess Contest
 10:30am Superhero Contest
 11:30am Lunch begins
 Noon: Ducks in FOUNTAIN
 2pm: Ridiculous Day Parade!
 Parade Line Up at Noon.

1 Cheryl's Ice Cream	5 Lugo's Popcorn
2 Got Dough	3 Hy-Vee
6 St. James	7 El Gringo Loco
4 Sweet P's Concessions	8 Gabby's Corn

--- Closed Saturday 12pm—3pm for parade



Bandstand Schedule
11:30 Bilingual Mass

Pedestrian Zone: Thursday- Sunday

Food Court: Thursday - Sunday

Bathrooms

Electricity

Pinatas **Latinos**

Community 1st Booth **JW Vittetoe**

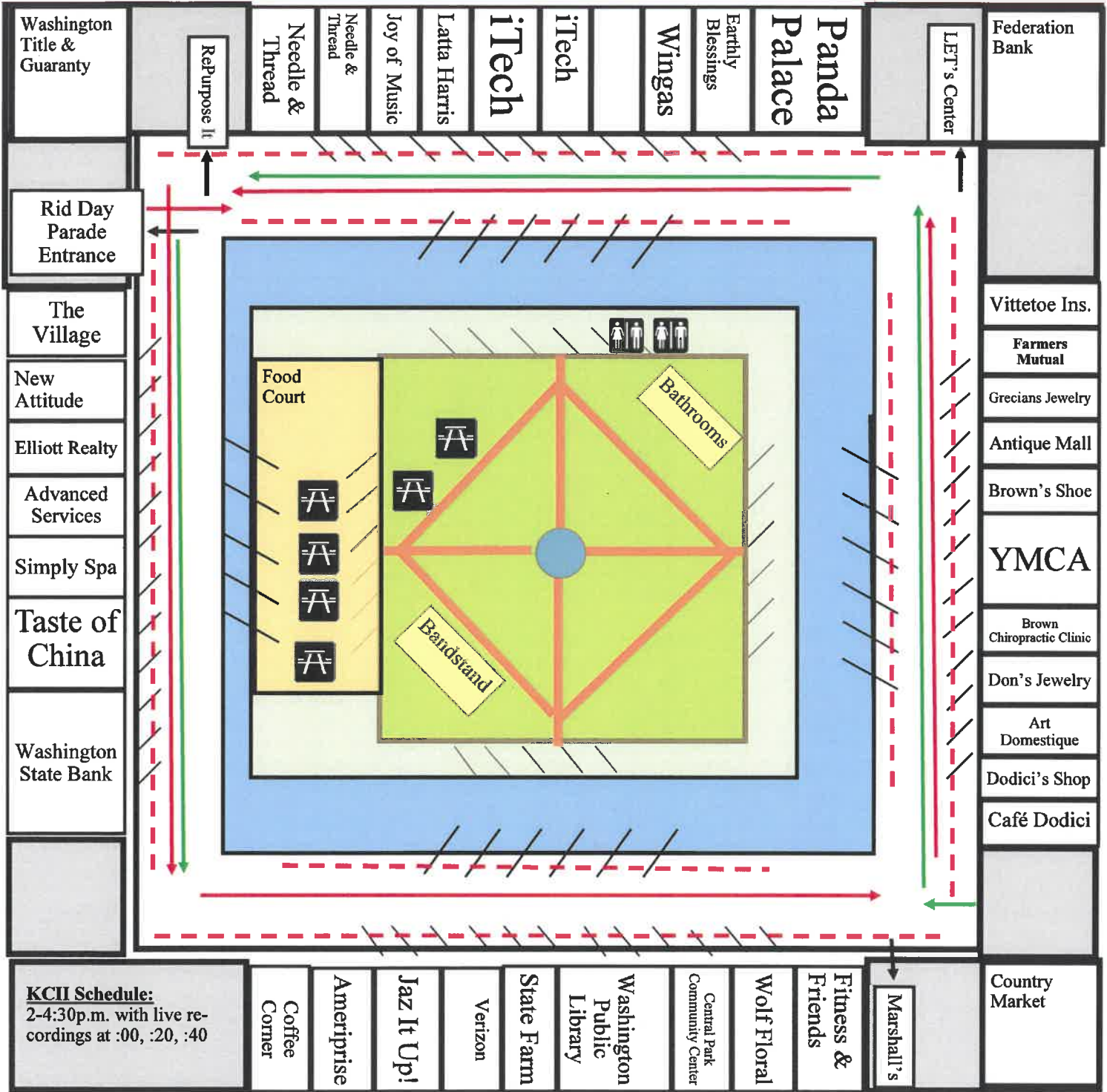
Bandstand Schedule
 11:30am-12:30pm: St. James Bilingual Mass
 12:40-1pm: Concorso de Traje Tipico/Regalia Contest
 1-1:30pm: Danza San Judas
 1:30-1:45pm: Friend of Immigrants Volunteer Leadership Award Recognition Ceremony
 1:45-2pm: Corn Eating Contest
 2-3pm: Son Perchos Folk Music
 3-4p.m: Brazilian Moves Samba Lessons
 4-4:45pm: Clown Churrumais
 4:45-5:15pm Corazon Latino (Ballet Folkloric)
 5:30-6:30pm: Salsa Music & Instructor

- | | |
|-----------------|-------------------------|
| 1 Cheryl's | 3 Martinez Cotton Candy |
| 2 Got Dough | 7 El Gringo Loco |
| 6 St.James | 8 Gabby's Corn |
| 4 Maria's Tacos | 9 Guzman Hamburgers |
| 5 Super Taco | 10 Take2Scene2 |



Washington Downtown Street Closures

2019 Summer Classic: May 30– June 2



KCH Schedule:
2-4:30p.m. with live recordings at :00, :20, :40

Thursday, May 31 Ag Day Pedestrian Zone

May 31 Tractor Parade Route
Downtown Arrival, Apprx 6pm

Friday—Sunday, June 1-3 Pedestrian Zone

Additional Bathrooms

June 2 No Parking 12pm—3pm for Ridiculous Day parade
Ridiculous Day Parade Route

Food Court: Thurs—Sun



MARION AVENUE
—BAPTIST CHURCH—

11-1-18

To whom it may concern,

The Marion Avenue Baptist Church would like to request permission from the City of Washington to close the south bound side of Marion Ave. in front of the church, from the alley to Jefferson St., as well as the middle parking area. We would like to set up a 30 x 90 tent to accommodate people waiting to get into our Live Animal Christmas Play. The tent would be set up by Big Ten Rental from Iowa City on Friday afternoon December 7 and removed by Big Ten on Monday morning December 10th. The tent will use a weight system to hold the tent down so there wouldn't be any damage done to the street surface. We will notify all of our neighbors so they can plan accordingly.

Michael Griswold
Assistant Pastor
(319) 458-9360
mikeg@marionavenuebaptist.com

215 South Marion Avenue // Washington, IA 52353
www.marionavenuebaptist.com // 1.855.825.4113
Joseph Brown, Pastor // Randy Bingham, Spanish Pastor

October 2018 ADDRESS

JOB #	Ward	Complainant	Nuisance/Complaint/Concern	Complaint Date	Warning Date	Method of Warning	Clean up deadline	Pics	Action/Results	City Official	Status
1	2	city	dumpster full/trash at curb	1-Oct	1-Oct	phone call			called vendor to remove from street	JJP	Closed
2	1	city	trash bags of insulation stored on ground	1-Oct	1-Oct	letter			owner called in and is waiting on a dumpster	JJP	Closed
3	1	city	reciner at curb/no tag	1-Oct	1-Oct	hanger	7 day			JJP	Closed
4	1	city	tall grass/weeds/volunteer trees	1-Oct	1-Oct	step 2 letter	8-Oct		bill to abate 10-17	JJP	Abated
5	3	citizen	junk on empty lot-see Steve about this	2-Oct	5-Oct	letter	17-Oct		talked to owner/lot picked up	JJP	Closed
6	1	citizen	Junk and tall weeds on dirt pile	3-Oct					owner has made significant progress/will observe	JJP	Closed
7	4	city	junk vehicle in yard	5-Oct	4-Oct	phone call	10 day		car has been removed	JJP	Closed
8	4	citizen	construction debris out back/furniture at curb	5-Oct	5-Oct	hanger			talked to owner/will clean up	JJP	Closed
9	2	city	trash bags at curb	5-Oct	5-Oct	hanger				JJP	Closed
10	2	city	tall grass/weeds	5-Oct	5-Oct	hanger				JJP	Closed
11	2	city	trash bags on porch	5-Oct	5-Oct	phone call				JJP	Abated
12	1	citizen	trash out back/mattress in yard	7-Oct	8-Oct	letter			called bank/property is in process of foreclosure	JJP	Abated
13	1	city	trash on ground behind business	8-Oct	8-Oct	phone call			trash gone/mattress left	JJP	Closed
14	1	city	trash on ground in alley	8-Oct	8-Oct	phone call			owner will keep cans inside/put out on trash day	JJP	Closed
15	2	citizen	flowers blocking visibility at intersection of N. 12th Ave & E. 2nd St.	8-Oct	8-Oct	letter			talked to owner and he will take tables down flowers are being displayed on	JJP	Closed
16	1	citizen	car o grass, fence falling down, tall weeds/grass	8-Oct							
17	4	citizen	trash pile in back yard	9-Oct	9-Oct	hanger	48 hr		called Bob to abate 10-11	JJP	Abated
18	1	citizen	grass/weeds/volunteer trees	9-Oct	9-Oct	letter			step 2 letter sent	JJP	Closed
19	1	city	trash pile at curb	9-Oct	9-Oct	hanger	48 hr		called owner/will remove 10-11 or 10-12	JJP	Closed
20	2	city	couch at curb	9-Oct	9-Oct	hanger			bulky bags 1/b purchased	JJP	Closed
21	2	city	trash/weeds/appliance	10-Oct	10-Oct	step 2 letter	9-Nov		step 2 letter sent 10-30	JJP	open
22	4	city	couch at curb	10-Oct	10-Oct	hanger				JJP	Closed
23	2	city	household items piled at curb	11-Oct	11-Oct	hanger			left fall clean up info	JJP	Closed
24	3	city	dumpster full of regular trash	11-Oct	11-Oct	hanger	18-Oct			JJP	Closed
25	3	city	someone living in shed in backyard	12-Oct	12-Oct	letter			told her immediately. Give me a call to work out solution	SED	open
26	3	city	tall grass	15-Oct	15-Oct	hanger				JJP	Closed
27	1	city	construction cone in street	15-Oct	15-Oct	hanger			removed cone from roadway	JJP	Closed
28	1	citizen	driving in grass alley/tearing up	15-Oct	16-Oct	phone call			talked to J-will gravel N. half of alley	JJP	Closed
29	1	citizen	driving in grass alley/tearing up	15-Oct	16-Oct	phone call			talked to J-will gravel N. half of alley	JJP	Closed
30	1	city	junk in front yard	16-Oct	16-Oct	letter	28-Oct		Violet called in and is trying to get a dumpster	JJP	open
31	3	city	scrap carpet on front steps/junk near alley	16-Oct	16-Oct	step 2 letter	12-Nov		step 2 letter sent 10-31	JJP	open
32	2	citizen	cardboard all over street	16-Oct	16-Oct	step 2 letter			removed from street	JJP	Abated
33	1	city	trash/mattress by garage	16-Oct	16-Oct	phone call			owner is in process of evicting occupant	JJP	Closed
34	1	citizen	illegal dumping in alley	17-Oct	16-Oct	phone call			PD installed camera in alley 10-16	JJP	Closed
35	4	city	trash bags at curb/no stickers	17-Oct	17-Oct	hanger	48 hr		also left text message w/property manager	JJP	Closed
36	4	city	furniture at curb/junk in yard	17-Oct	17-Oct	verbal			talked to owner/evicted occupant & is in process of cleaning up	JJP	Closed
37	4	citizen	citizen slipped on sidewalk full of acorns resulting in broken arm	17-Oct	19-Oct	phone call			made several attempts to contact owners, also went to Jeanne Arnold's house- no answer. Called Bill for emergency abatement	JJP	Abated
38	1	city	illegal dumping in alley beside building	22-Oct	22-Oct	letter			remind landlord to advise tenants of proper waste storage	JJP	Closed
39	1	city	illegal dumping in area	22-Oct	22-Oct	letter			remind landlord to advise tenants of proper waste storage	JJP	Closed
40	1	citizen	report of rock spilled in street	23-Oct	23-Oct	phone call			informed JJ Bell/will remove if necessary	SED	Closed
41	2	city	household items at curb	23-Oct	23-Oct	hanger				JJP	open
42	2	city	glass bottles at curb on empty lot	23-Oct	23-Oct	hanger			removed items from ROW	JJP	Abated
43	3	citizen	car w/expired plates parked for weeks in street	24-Oct	24-Oct	phone call			called PD	JJP	Closed
44	3	citizen	car without plates in driveway/yard	23-Oct	24-Oct	hanger				JJP	Closed
45	3	citizen	owner painted "no parking" lines on street by business	23-Oct	25-Oct	email			emailed Kevin to contact the owner	JJP	open
46	4	citizen	citizen complaint of loud barking dog	25-Oct	25-Oct	phone call			gave him Safety Center number to contact	JJP	Closed
47	4	citizen	trash out back	25-Oct	25-Oct	text message				JJP	Closed
48	1	city	dresser at curb	29-Oct	29-Oct	hanger				JJP	Closed
49	4	city	Furniture at curb	29-Oct	29-Oct	phone call				JJP	Closed
50	1	city	interior door at curb	30-Oct	30-Oct	hanger			owner evicted tenant/will have removed within next few days	JJP	Closed
51	2	city	vehicles parking in yard	31-Oct	31-Oct	letter				JJP	open
52	1	city	trash bags piled up by garage	31-Oct	31-Oct	hanger				JJP	open
53	4	city	dumpster full-needs dumped/removed	31-Oct	31-Oct	hanger				JJP	open
54	2	city	trailer/vehicles parked in yard	31-Oct	31-Oct	hanger			resident is tearing down a shed/did not observe vehicle in yard	JJP	open
55	4	citizen								JJP	Closed
56	4	citizen								JJP	Closed

CITY OF WASHINGTON, IOWA

CLAIMS REPORT FOR NOVEMBER 6, 2018

POLICE	ACE-N-MORE	REPLACE BROKEN RAKE	9.99	
	ADAM, SETH	MILEAGE REIMB	174.40	
	ALLIANT ENERGY	SERVICE	196.34	
	ARMSTRONG HEATING & AIR CONDITIONING I	HVAC ANNUAL MAINTENANCE	225.33	
	CINTAS CORP LOC. 342	RUG SERVICE	35.79	
	EMBROIDERY BARN	EMBROIDERY	24.00	
	KCTC	INTERNET	104.99	
	MARCO, INC.	COPIER SERVICE	260.79	
	MOORE'S BP AMOCO INC	PARKING AND STORAGE OF VEH	185.00	
	QUILL	SUPPLIES	65.97	
	RAY O'HERRON CO.,INC.	CLOTHING AND SUPPLIES	500.43	
	SEE, RON	LODGING REIMBURSEMENT	241.92	
	UPS	SHIPPING CHARGES	19.19	
	VISA	CONF, SIREN, SOFTWARE	845.95	
	WAL-MART	FLAG	6.98	
	WASH CO PUBLIC HEALTH	SERVICE	270.00	
		TOTAL	3167.07	
	FIRE	ACE-N-MORE	BIRD DETERANT	49.94
		ALLIANT ENERGY	SERVICE	392.67
		AMAZON CAPITAL SERVICES	WALL CALENDAR	16.97
ARCHER APPLIANCE		SUPPLIES/CABLE/TV	730.99	
ARMSTRONG HEATING & AIR CONDITIONING I		HVAC ANNUAL MAINTENANCE	225.33	
ARNOLD MOTOR SUPPLY		LAMPS	9.64	
FELD FIRE		FOG FLUID/COAT REPAIR	469.00	
INTERNATIONAL CODE COUNCIL, INC.		FOR 1FC BOOKS	13.95	
VISA		RESCUE ESSENTIALS	214.65	
WIDE, TOM		REIMBURSEMENT	98.60	
		TOTAL	2221.74	
DEVELOP SERV		ACE-N-MORE	SAFETY SUPPLIES	32.97
		HUISENGA MOWING	WEED ABATE. 328 E MAIN/604 S IA	125.00
	LUKE WASTE MANAGEMENT	TRASH ABATEMENT 903 W MADI	120.00	
	VISA	LODGING-CONF & MEMBERSHIPS	335.00	
	WAL-MART	SUPPLIES	15.09	
	WESTERN TOOL AND SAFETY SUPPLY	UNIVERSAL LIQUID SPILL KIT	269.70	
		TOTAL	897.76	
LIBRARY	ACCESS SYSTEMS	COPIER MAINTENANCE	83.06	
	AMAZON	LIBRARY MATERIALS	637.06	
	DEMCO	DVD HOLDERS/CASES	88.62	
	EBERT SUPPLY CO.	JANITORIAL SUPPLIES	165.32	
	HARRIS BOYZ HEATING & AIR LLC	BLDG MAINT/FILTER INSTALLA	486.00	
	I TECH TECHNOLOGY EXPERTS	LASER JET PRINTER	528.99	
	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	166.03	
	VISA	CONF, POSTAGE, SUPPLIES	687.52	
	WASH CHAMBER OF COMMERCE	OCT MADNESS CALENDAR	25.00	
	WCDC INC	WINDOW WASHING	30.00	
		TOTAL	2897.60	
	PARKS	ACE-N-MORE	SUPPLIES	224.08
ALLIANT ENERGY		ALLIANT ENERGY	886.46	
AMAZON CAPITAL SERVICES		EQUIPMENT REPAIR	14.84	
KCTC		INTERNET/PHONE	278.90	
MEADER, EMILY		MUNIBAND STIPEND 2018	60.00	
MURPHY, JANE		MUNICIPAL BAND STIPEND-LIB	200.00	
PACHA, NICK		SAFETY REIMB	100.00	
VISA		DISC GOLF BASKET	260.00	
WAL-MART		SUPPLIES	77.39	
WASHINGTON LUMBER		REPAIR SUPPLIES	16.69	
		TOTAL	2118.36	

POOL	ACCO	POOL REPAIR	1858.65
	ALLIANT ENERGY	ALLIANT ENERGY	72.30
	AMAZON CAPITAL SERVICES	POOL REPAIR	68.35
		TOTAL	1999.30
CEMETERY	ACE-N-MORE	SUPPLIES	228.28
	ALLIANT ENERGY	SERVICE	116.90
	ATCO INTERNATIONAL	EPOXY/HAND CLEANER	385.65
	STRANSKY, JIM	2 CYCLE OIL & CHAIN OIL	54.35
	VISA	HERBICIDE, TRIMMER PARTS	1134.83
	WINDSTREAM IOWA COMMUNICATIONS	OCT SERVICE	139.61
		TOTAL	2059.62
FIN ADMIN	ACE-N-MORE	EMERGENCY EXIT LIGHT BATTE	31.98
	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
	ALLIANT ENERGY	ALLIANT ENERGY	435.65
	AMAZON CAPITAL SERVICES	WALL CALENDAR	16.97
	ARMSTRONG HEATING & AIR CONDITIONING I	HVAC ANNUAL MAINTENANCE	225.33
	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	224.03
	DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER MAINTENANCE AGREEME	154.98
	EBERT SUPPLY CO.	CLEANING SUPPLIES	57.00
	FAREWAY STORES	SUPPLIES	54.93
	GOOGLE LLC	MONTHLY SERVICE	225.00
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	431.25
	KCTC	INTERENT	105.00
	ROSIEN, JARON	MILEAGE REIMB	19.07
	VISA	MEALS & LODGING	2309.05
	VIVIAL	ADVERTISING	25.15
	WAL-MART	SUPPLIES	161.86
	WASH CO PUBLIC HEALTH	SERVICE	150.00
	TOTAL	4671.25	
AIRPORT	ALLIANT ENERGY	SERVICE	611.00
	AVTECH MARKETING INC	SOFTWARE UPGRADE & EQUIPME	1647.00
	CASH-N-CARRY CHEMICALS LLC	PRODUCT	525.00
	CLOUDBURST 9	INTERNET	72.09
	JAMIESON, JEAN	OCTOBER CLEANING	196.00
	WEST LAWN CARE	MOWING AIRPORT	1740.00
		TOTAL	4791.09
ROAD USE	HY-VEE	SASSO MTG	49.56
	QUIGLEY, JAY	REIMB SUPPLIES	39.98
	WAL-MART	SUPPLIES & EQUIP	110.96
		TOTAL	200.50
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	9600.40
	TRAFFIC & TRANSPORATION	CONFLICT MONITOR UNIT	5498.87
		TOTAL	15099.27
CAPITAL PROJECTS	ALLIANT ENERGY	ALLIANT ENERGY	2206.09
	UTILITY EQUIPMENT CO	WATER MAIN EXTENSION	59881.40
		TOTAL	62087.49
SIDEWALK REPAIR/REPLACE	BLACK, TOM	SIDEWALK REPLACEMENT PROGR	96.00
		TOTAL	96.00
TREE REMOVAL	BROWN'S TREE SERVICE	TREE LIST 6C	5800.00
		TOTAL	5800.00
LIBRARY GIFT	AMAZON	LIBRARY MATERIALS	144.70
	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	93.79
		TOTAL	238.49
WATER PLANT	ACE-N-MORE	SOCKET SET	5.99
	ALLIANT ENERGY	ALLIANT ENERGY	15044.43

	ARNOLD MOTOR SUPPLY	PART	30.67
	CARROLL, SUSAN	MILEAGE REIMBURSEMENT	14.17
	JENNINGS, ELAINE	MILEAGE REIMB	14.71
	POSTMASTER	POSTAGE FOR MAILING WATER	785.40
	STATE HYGIENIC LAB	TESTING	104.00
	STREFF, ROSE	MILEAGE REIMBURSEMENT	4.14
	VISA	REGISTRATION & FUEL & WORK	282.68
	WAL-MART	SUPPLIES & EQUIP	116.15
	WATER SOLUTIONS UNLIMITED	CHEMICALS	10043.30
	WILSON'S TOWN & COUNTRY	611 CIRCLE DRIVE	30.00
		TOTAL	26475.64
WATER DIST			
	ACE-N-MORE	SUPPLIES	89.89
	ALLIANT ENERGY	ALLIANT ENERGY	221.39
	ARNOLD MOTOR SUPPLY	PART	2.89
	SAMO, BENJAMIN	SAFETY REIMB	100.00
	UTILITY EQUIPMENT CO	REPAIR CLAMPS	4115.84
	WAL-MART	SUPPLIES	143.48
		TOTAL	4673.49
SEWER PLANT			
	ACE-N-MORE	PT-RUBBER BOOTS	79.99
	ALLIANT ENERGY	ALLIANT ENERGY	12827.45
	ARMSTRONG HEATING & AIR CONDITIONING	LAB HEAT PUMP MOTOR REPAIR	376.64
	CINTAS FIRST AID & SAFETY	1ST AID KIT SUPPLIES	56.47
	FAREWAY STORES	DISTILLED WATER	7.92
	JETCO	LIFT STATION & UV WIPER RE	671.30
	TESTAMERICA LABORATORIES INC	TESTING FEES	254.10
	TIFCO INDUSTRIES	SHOP SUPPLIES	161.94
	VISA	TUITION, TONER & SUPPLIES	653.29
	WAL-MART	TESTING FEES	1718.64
		TOTAL	16807.74
	ALLIANT ENERGY	ALLIANT ENERGY	515.57
		TOTAL	515.57
SANITATION			
	LUKE WASTE MANAGEMENT	CLEANUP AND REG. BULKY STI	188.00
	LUKE WASTE MANAGEMENT	FALL CLEANUP	3650.00
	LUKE WASTE MANAGEMENT	RECYCLING & REFUSE	28482.50
	MIDWEST COMPUTER BROKERS	EWASTE DISPOSAL-FALL CLEAN	528.00
	WASH CO HUMANE SOCIETY	OCTOBER COLLECTIONS	392.25
	WEIKERT IRON & METAL	APPLIANCE PICKUP	92.00
	WEMIGA WASTE INC.	OCTOBER SERVICES	3500.00
		TOTAL	36832.75
		TOTAL	193650.73

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

CLAIMS REPORT 11/6/2018

LIBRARY/LIBRARY GIFT

IOWA LIBRARY ASSOC - ILA CONFERENCE - JENISA
IOWA LIBRARY ASSOC - ILA CONFERENCE - BRYNA
WALMART - SUPPLIES
USPS - POSTAGE
WALMART -PROGRAMMING AND LIBRARY MATERIALS
AMAZON- LIBRARY MATERIALS -MAGAZINES
ENDICIA FEES- POSTAGE FEE

100.00
155.00
33.88
200.00
81.70
106.99
9.95

FIN ADMIN

SPRINGHILL SUITES - LEAGUE OF CITIES HOTEL ROOM FOR ELAINE AND MILLIE
SALTY DOG - JARON AND ELAINE MEAL AT LEAGUE OF CITIES CONFERENCE
SPRINGHILL SUITES - LEAGUE OF CITIES HOTEL ROOM FOR JARON
SOFTWARE CASCADE - OFFICE FOR DANIELLE'S SURFACE
SPRINGHILL SUITES - LEAGUE OF CITIES HOTEL ROOM FOR BRENT
PHILLIPS SEAFOOD - MEAL FOR BRENT AT CONFERENCE
METROPOLITAN AIRPORT - PARKING FOR BRENT WHILE AT CONFERENCE
CHARATON INNER HARBOR - LODGING FOR BRENT WHILE AT CONFERENCE

515.20
40.10
257.60
69.99
257.60
33.00
35.00
1,100.56

POLICE

PAYPAL*DREBELPOLIC - SIREN CONTROL FOR UNIT 101
EXPEDIA - HOTEL ROOM FOR JASON CHALUPA WHILE ATTENDING NTOA TEAM LEADER TRAINING
DOWNTOWN DELI - MEAL FOR CHALUPA AT TRAINING
BARREL HOUSE - MEAL FOR CHALUPA AT TRAINING
INTOXIMETERS INC - 108 LITER DRY GAS TANK AND MOUTHPIECE
IN*CENTER MASS INC - SWAT OPERATOR PIN
Credit voucher for return

687.52
287.08
392.12
8.56
20.05
172.00
98.61
(132.47)

PARKS/POOL

DISC GOLF ASSOCIATION - DISC GOLF BASKET

260.00

DEVELOP SERV

IAPMO- MEMBERSHIP
INTL CODE COUNCIL - MEMBERSHIP

845.95
200.00
135.00

AIRPORT

260.00

ROAD USE

AMAZON - RESCUE ESSENTIALS QUIKLITTER

335.00

214.65

SEWER PLANT

TONERPRATE.COM - PRINTER CARTRIDGES
KIRKWOOD - CLASSES FOR JASON AND PARKER
HF SCIENTIFIC- 2 QUARTZ CUVETES FOR UV1515 TESTER

76.78
275.00
301.51

GEMETERY

DONYPONL.COM - HERBICIDE
PARTSTREE.COM - TRIMMER PARTS

603.03
531.80

214.65

SANITATION

WATER PLANT/WATER DIST
CASEYS - FUEL WHILE TRAVELING FOR CONFERENCE
TACO JOHNS - MEAL WHILE AT CONFERENCE
CASEYS - FUEL WHILE TRAVELING FOR CONFERENCE
AMER. MEMBRANE TECH - WORKSHOP REGISTRATION
IOWA RURAL WATER ASSOC - CONFERENCE REGISTRATION-CHAD

653.29
34.50
11.18
37.00
50.00
150.00
282.68

3,134.83
34.50
11.18
37.00
50.00
150.00
282.68

Grand Total

6,722.97

Prepared by and return to: City of Washington, Iowa, 215 E. Washington Street, Washington, Iowa 52353

ORDINANCE NO. _____

AN ORDINANCE VACATING A PLATTED ALLEY

WHEREAS, the City Council of the City of Washington, Iowa, has heretofore deemed it necessary and desirable to vacate a platted alley; and

WHEREAS, pursuant to Section 354.23 of the Code of Iowa (2017), the City published notice of the same and the public hearing has now been held; and

WHEREAS, it is now necessary to vacate said alley via Ordinance.

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

SECTION 1. That the City Council has heretofore determined that the alley described as follows:

The east-west alley lying between Lots 1-4 and Lots 5-8, Block 20, Original Plat, Washington, Washington County, Iowa (the "Alley"),

is no longer of use for the public.

SECTION 2. That the City Council has determined that it is in the best interest of the public to vacate said alley in order to allow for replatting of the adjacent City-owned properties.

SECTION 3. That said Alley is hereby declared vacated.

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

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

Passed and approved this ____ day of _____, 2018.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: _____

Approved on Second Reading: _____

Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day
of _____, 2018.

City Clerk

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



COPY

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

Memorandum

October 12, 2018

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "B. Hinson", is placed to the right of the typed name.

Re: Vacating of East-West Alley, City Hall Block

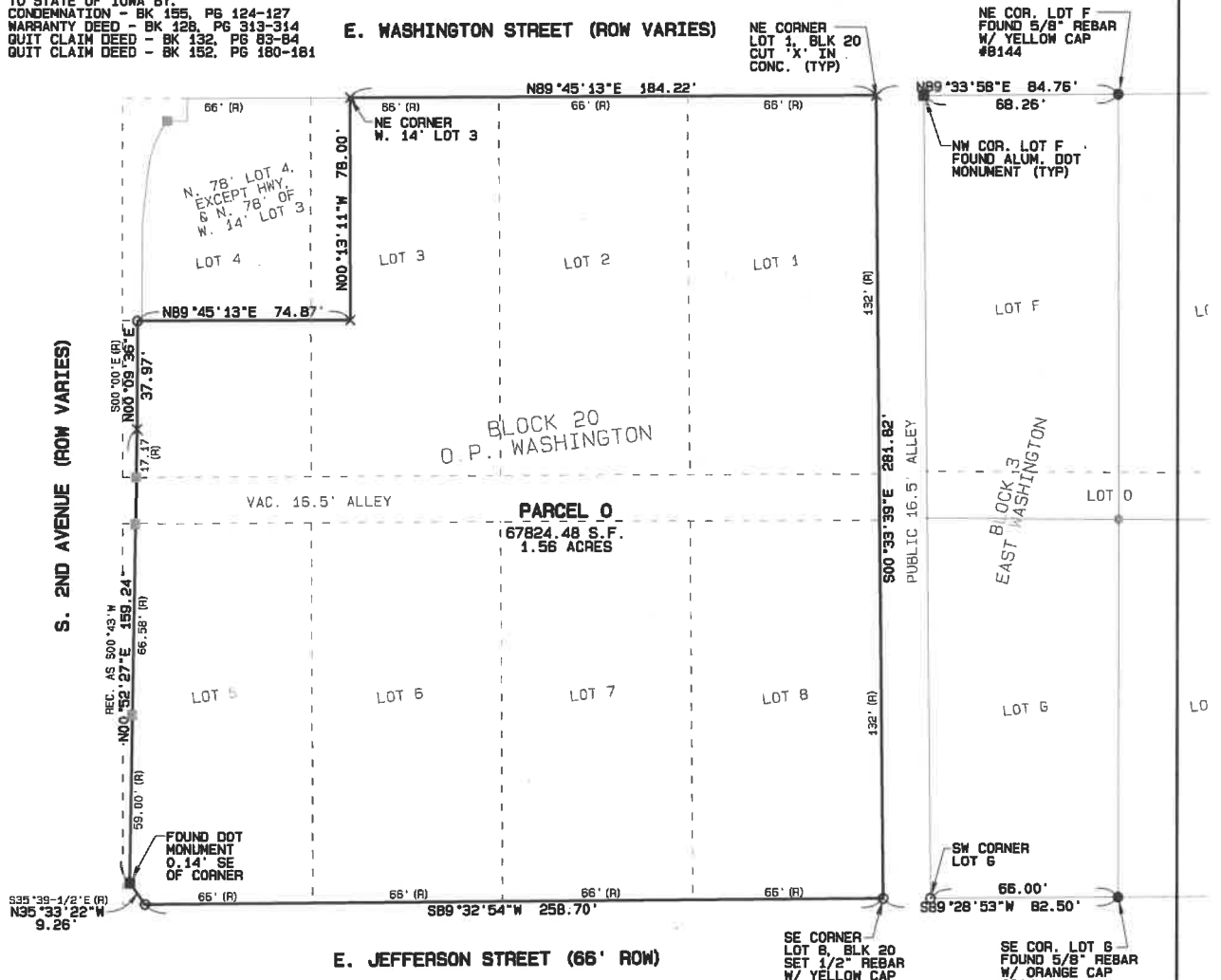
We are asking you to set a public hearing on vacating the east-west alley on the City Hall block now that the public utilities have been removed. The new Fire Station will sit on top of this alley, and we plan to replat the whole block (with the exception of the Blair House) into a single lot once this alley is vacated.

PLAT OF SURVEY

LOCATION: IN BLOCK 20, D.P. WASHINGTON, WASHINGTON COUNTY, IOWA
PROPRIETOR: CITY OF WASHINGTON
REQUESTED BY: STEVE SDOPIR, FOX ENGINEERING
SURVEYOR: R. BRADLEY STUMBO, PLS #17161
 STUMBO & ASSOCIATES LAND SURVEYING
 P.O. BOX 1864
 AMES, IA 50010
 515-233-3689

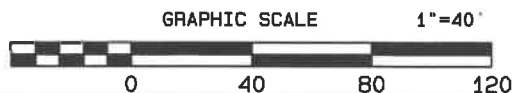
W. LINE BLOCK 20 DEEDED TO STATE OF IOWA BY:
 CONDEMNATION - BK 155, PG 124-127
 WARRANTY DEED - BK 128, PG 313-314
 QUIT CLAIM DEED - BK 132, PG 83-84
 QUIT CLAIM DEED - BK 152, PG 180-181

E. WASHINGTON STREET (ROW VARIES)



Survey Description-Parcel 'D':
 Lots 1, 2, 6, 7 and 8, Lot 3, except the North 78 feet of the West 14 feet thereof, Lot 4, except the North 78 feet and except highway, and Lot 5, except highway, and all of the east/west alley lying between said Lots 4-4 and Lots 5-5, except highway, all in Block 20 of the Original Plat of Washington, Washington County, Iowa, and all together being more particularly described as follows: Beginning at the Northeast Corner of said Lot 1; thence $S00^{\circ}33'39''E$, 281.82 feet to the Southeast Corner of said Lot 8; thence $S89^{\circ}32'54''W$, 258.70 feet along the south line of said Lots 8-5 to the east right of way line of S. 2nd Avenue; thence following said line $N35^{\circ}33'22''W$, 9.26 feet; thence $N00^{\circ}52'27''E$, 159.24 feet; thence $N00^{\circ}09'36''E$, 37.97 feet; thence departing said line $N89^{\circ}45'13''E$, 74.87 feet; thence $N00^{\circ}13'11''W$, 78.00 feet to the north line of said Lot 3; thence $N89^{\circ}45'13''E$, 184.22 feet to the point of beginning, containing 1.56 acres

Note: Corner monuments will be set once demolition of existing structures and construction of new improvements have been completed.



STUMBO & ASSOCIATES
LAND SURVEYING

510 S. 11TH STREET, SUITE #102
 AMES, IOWA 50010
 PH. 515-233-3689 • FAX 515-233-4409

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.

DRAFT

Date: _____

R. Bradley Stumbo License #17161
 My license renewal date is December 31, 2019
 Job #17081 Date: 6/25/18 Page 1 of 1



*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

November 1, 2018

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

From: Brent Hinson 
City Administrator

Re: Police Vehicle Issues

As the Council is aware, we have had more than our share of vehicle issues in the Police Department this year. Unfortunately, those issues have worsened. We have 2 vehicles with bad motors: 1) The 2010 Explorer driven by Lt. Hansen; and 2) The 2012 Tahoe patrol vehicle.

The Explorer was due to be cycled out of the department (Council authorized its replacement in the FY19 budget and the new vehicle is on order) and be transferred to Development Services. However, we do not think it is worth replacing the engine in this vehicle given its condition and previous water/flash flooding damage, and that we would instead identify a different vehicle for Development Services in the FY20 budget.

We believe the Tahoe is worthy of having its engine replaced at this time. Due to the busy time of year preparing for snow removal season for our mechanic Zach Wibstad, we recommend sending this to Schrader Automotive for the replacement at a cost of \$5,800. See attached for more information from Zach and Chief Goodman.

Given where our fleet is at this point, we believe we will need to plan to replace 2 vehicles in the FY20 budget. These would be the 2012 Tahoe and our 2014 Tahoe, which is also a patrol vehicle. These would be removed from the heavy use that they experience as patrol vehicles, but could presumably be used for many years in other departments (Development Services and Parks or M/C).

Here is an illustration of vehicle replacement to show the plan moving forward:

<u>Fiscal Year</u>	<u>Vehicles Addressed</u>
2018-19	Lyle (replace 2010 Explorer) Greg (replace 2008 Tahoe) Unit 97 Patrol (Engine Only)
2019-20	Unit 97 Patrol (to Development Services) Unit 96 Patrol (to Parks or M/C)
2020-21	Unit 905 Patrol (to Parks or M/C)
2021-22	K-9 (Sell outright or trade)
2022-23	Unit 96 or 97 Patrol (to Ron or Greg)
2023-24	Unit 96 or 97 Patrol (to Ron or Greg)
2024-25	Unit 905 Patrol (to WWTP or another department)
2025-26	Lyle (to another department)

Brent Hinson

From: Greg Goodman
Sent: Tuesday, October 2, 2018 11:08 AM
To: Brent Hinson
Cc: command@washingtoniowa.net; Zach Wibstad
Subject: FW: Tahoe
Attachments: scan.pdf

Brent,

Attached is what Zach has given to me about the Unit 97 Tahoe with the bad motor. The repair estimates range from 4500 to 6500 depending what kind of warranty we want and who we want to do the repair.

This is just for the motor and not the transmission or ANY of the computers.

Please see Zach's email about engine idle hours and the problems that it causes us. I saw the article that Zach referenced. Again the problem with shutting the cars off in summer or winter is that the weather shuts down all the programs and computers in the cars. It is too extreme for them. It takes about 15 minutes to boot everything back up.

Let me know what you think.

Zach if there is anything you would like to add please do so.

Greg

Greg L. Goodman

Chief of Police
215 E. Washington
Washington, IA. 52353
319 653 2256 - Voice
319 653 2317 - Fax
ggoodman@washingtoniowa.gov
www.washingtoniowa.net

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From: ggoodman@washingtoniowa.gov <ggoodman@washingtoniowa.gov>
Sent: Tuesday, October 2, 2018 11:03 AM
To: ggoodman@washingtoniowa.gov
Subject: Tahoe

NOTE: Effective immediately my email has changed to the same first initial and last name @washingtoniowa.gov - Please change your address book to reflect the change.

Tahoe

Greg Goodman

From: Greg Goodman
Sent: Wednesday, September 19, 2018 12:56 PM
To: Zach Wibstad
Cc: 'command@washingtoniowa.net'
Subject: RE: unit 97

Zach,

Sorry I could not talk yesterday afternoon.

What is the overall condition of Unit 97 (Tahoe with bad engine). Before I make a decision what to do I need to know the overall condition. I cant put an engine in and have to take it out of service after a year because the frame is rusted out.

I would like to be able to determine if we need to move toward replacement of the vehicle or engine. At this point I am not sure what the best way to move is.

Thanks
Greg

Greg L. Goodman

Chief of Police
215 E. Washington
Washington, IA. 52353
319 653 2256 - Voice
319 653 2317 - Fax
ggoodman@washingtoniowa.gov
www.washingtoniowa.net

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From: Zach Wibstad <zwibstad@washingtoniowa.gov>
Sent: Tuesday, September 18, 2018 5:53 PM
To: Greg Goodman <ggoodman@washingtoniowa.gov>
Subject: unit 97

Chief,

The idle hours that the patrol units have to endure daily, is what is so hard on these vehicles. I have been researching the hour range that a modern gas engine can dependably endure. I found a study done by Ford Motor Co. and the Daytona Beach FL. Police dept.

What they came up with is, one idle hour on a patrol car is the equivalent to 33 miles of drive time. That has to be figured and added onto the actual mileage to figure the actual wear on the vehicle. Assume that 50% of the time is spent idling. In 200 hours we may have 2000 miles, i.e., but we have to add idling-equivalent hours, which in this case would be 100 hours times 33 miles. The actual wear on the engine after 2000 miles is really the wear after 5300 miles, i.e., 2000 odometer miles plus 3300 miles idling.

So apply that to the new Ford Explorer. Last service was done at 34065 miles and 5600 hours. So, the actual wear on the engine is 126,465 miles. 34065 odometer miles plus 92,400 idle miles. 50% of engine hours times 33. Ford Motor Co. says that Ford utility's are good for 8000-10000 engine hours, before you experience a major drive line failure, which usually is the engine.

The usage of the patrol units has dropped significantly with the addition of the third patrol car. I had been servicing the vehicles with hour meters at 150-200 engine hours. The new Tahoe's do not have engine hours on a display so I service at a 2000 mile interval. The 97 car has 128,320 miles. Estimating the idle hours based off of the Explorers usage and data from the old Crown Vic's. I believe the Tahoe's have somewhere in the neighborhood of 15,400 engine hours. So unit 97 actually has the wear of 382,420 miles. With that said, the Chevy Tahoe's have actually performed great for the city.

I would like to see us, sit down and come up with a plan that will eliminate your department seeing these type of repairs. We either, come up with a trade cycle that moves these vehicles out of patrol into another position within the city. Or simply trade them in before we get this type of wear on the vehicles.

Or we come up with a place to pull these units inside out of the weather so we can reduce the idle hour demand on the vehicles.

Also, Both Tahoe's will be in the market for having some extensive repairs done this year. Besides the engine replacement on unit 97.

Drivers seats	\$500-\$1000 each
Front and rear struts	\$500 per vehicle
wheel hub assemblies	\$720 per vehicle
Rack and pinion and outer tie rod ends	\$1500 per vehicle
Fuel pumps	\$300 per vehicle
possibly a transmission replacement	\$3500 plus

I just wanted to get this information to you, so we can start working on a plan that will cover your guys. The City of Washington, is truly blessed. By having the officers that we have. An absolutely stellar group of guys. I will do my best to keep their vehicles in tip top shape. I want to figure out a solution to keep them working in dependable vehicles.

God Bless America,

ZW

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Brent Hinson

From: Greg Goodman
Sent: Monday, September 10, 2018 9:47 AM
To: Zach Wibstad
Cc: command@washingtoniowa.net; Brent Hinson
Subject: RE: PD 97

Zach,

I would like to get with you and talk about the Tahoe when you can.

We need to determine the best thing to do in this case with Unit 97, the Tahoe.

We DO NOT want to run into an issue like we did with the blue 99 Ford Crown Vic. About a year after we put the new motor in it we had the bad rust issues. It had to be taken out of service at that time.

So I would like to see what your thoughts are on the condition of the rest of the Tahoe.

Thanks
Greg

Greg L. Goodman

Chief of Police
215 E. Washington
Washington, IA. 52353
319 653 2256 - Voice
319 653 2317 – Fax
ggoodman@washingtoniowa.gov
www.washingtoniowa.net

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From: Zach Wibstad <zwibstad@washingtoniowa.gov>
Sent: Thursday, September 6, 2018 3:23 PM
To: Greg Goodman <ggoodman@washingtoniowa.gov>
Subject: PD 97

Chief,
Unit 97 has major internal engine damage. Some options for repair are as follows.

Cappers Auto in Marengo, IA. Install a remanufactured engine with 3 year 100,000 mile warranty for \$6650

Schrader's here in town would re power it with a remanufactured engine with a 18 month 100,000 mile warranty for \$5800

I can order a Jasper remanufactured engine, with a 3 year 100,000 mile warranty. Re power the vehicle in our shop for \$3775 plus a \$900 dollar core that we should get back if the core is reusable. \$4675 total.

Let me know, how you want me to address this repair. This repair may take me a little longer to complete, than one of the other shops, just because I am not able to stay on a project like this straight through completion. Due to other city breakdowns, service and repairs needed. With that said, I always aim to complete all my repairs in a professional manor and look at your department as a Priority. I will do my best for you.

On another note, I can't recover the engine hours out of this unit without a scan tool. Unit 905, the 2017 Ford Explorer had just been serviced in the shop, it has 34000 miles on it and 5600 engine hours. Most vehicles with this amount of engine hours have 120,000 plus miles on the clock. This is due to the idle time on these engines, which I know is not avoidable. Just food for thought, we may need to look at trading your patrol units every two years. This would increase trade value, guarantee your patrol units are always under a power train warranty. Also would keep your department from experiencing these expensive, extensive repairs.

Respectfully,
ZW

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NOTE: Effective immediately my email has changed to the same first initial and last name [@washingtioniowa.gov](mailto:ZW@washingtioniowa.gov) - Please change your address book to reflect the change.

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

November 1, 2018

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "Brent Hinson", is written over the printed name and title.

Re: Fire Station Phase 1 Improvements, Change Order #1

The Phase 1 Improvements project is now substantially complete, but we have several changes that were needed for the project, with the total recommended amount for the change order being \$7,255.

This amount is somewhat misleadingly high, as it includes \$4,764 that will be deducted from our payment to the generator supplier (the generator is an owner-supplied item and not under City Construction's contract) due extra work needed because the generator did not show up on site as specified. Therefore, the total net change to the City for this project will be \$2,491, which is a very minimal 1.7% in change orders for the project.

See attached for more information.

AIA[®] Document G701[™] – 2017

Change Order

PROJECT: (Name and address)
 Washington Fire Station
 Phase 1 Renovation
 215 East Washington Street
 Washington, Iowa 52353

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: May 16, 2018

CHANGE ORDER INFORMATION:
 Change Order Number: 001
 Date: October 26, 2018

OWNER: (Name and address)
 City of Washington, Iowa
 215 East Washington Street
 Washington, Iowa 52353

ARCHITECT: (Name and address)
 Design Alliance, Inc.
 14225 University Avenue, Suite 110
 Waukee, Iowa 50263

CONTRACTOR: (Name and address)
 City Construction
 2346 Mormon Trek Blvd., Suite 2500
 Iowa City, Iowa 52240

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

See attached Change Order No. 01 - Summary, dated 10/26/18.

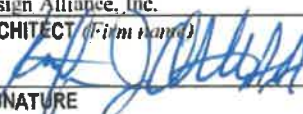
TOTAL ADD: \$7,255.00


The original Contract Sum was	\$	<u>147,300.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>147,300.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>7,255.00</u>
The new Contract Sum including this Change Order will be	\$	<u>154,555.00</u>

The Contract Time will be increased by Zero (0) days.
 The new date of Substantial Completion will be unchanged.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Design Alliance, Inc.
 ARCHITECT (Firm name)

 SIGNATURE
 Kristofer J. Orth, AIA
 PRINTED NAME AND TITLE
 10/26/18
 DATE

City Construction
 CONTRACTOR (Firm name)

 SIGNATURE
 Matt Toth, Project Manager
 PRINTED NAME AND TITLE
 10/30/18
 DATE

City of Washington
 OWNER (Firm name)

 SIGNATURE
 Jaron Rosien, Mayor
 PRINTED NAME AND TITLE

 DATE



CHANGE ORDER NO. 01 - SUMMARY
Washington Fire Station - Phase 1 Renovations
Date: 10/26/18

Original Contract Sum	\$147,300
Net Change by previously authorized Change Orders	\$0
The Contract Sum prior to this Change Order	\$147,300
A) Change Order Request - COR #1 Add Drain Piping off the Backflow Preventer to the exterior of the building.	\$575
B) Change Order Request - COR #2 Relocate 240 Volt Outlet for Hose Dryer & Pressure Washer.	\$132
C) Change Order Request - COR #3 Relocate Generator 40" to accommodate Alliant clearance requirements.	\$254
D) Change Order Request - COR #4 Replace room timer with motion sensor.	\$132
E) Change Order Request - COR #5 Add 4' x 13'6" wall across the face of existing garage door.	\$670
F) Change Order Request - COR #6 Additional Generator Work	\$4,764
G) Change Order Request - COR #7 Added Telecom Scope	\$728
The Contract Sum will be increased by this Change Order in the amount of	\$7,255
The new Contract Sum including this Change Order will be	\$154,555

Brent Hinson

From: Tyler Luttenegger
Sent: Friday, October 26, 2018 1:36 PM
To: Kristofer Orth
Cc: Brent Hinson; Matt Toth; Austin Hennessey
Subject: RE: WFS - Phase 1 (Extras - Washington Electric)

Kristofer,

We reviewed the proposed change orders and our thoughts are below.

COR #6 – Generator Work

- We reviewed to ensure all the billed work was in fact additional work that was required due to the generator not showing up as specified.
- The cost for the work looks reasonable and the scope also looks to only cover the additional work
- All of the cost in this COR should be covered by the generator supplier.

COR #7 – Telecom Work

- This price seems reasonable for the owner directed work

Let me know if you have any additional questions.

Thanks,

Tyler

TYLER LUTTENEGGER, P.E., LEED AP BD+C
SR. PROJECT MANAGER



118 E COLLEGE ST. SUITE 200
IOWA CITY, IA 52240
tluttenegger@modus-eng.com
319-248-4602 direct
319-248-4600 office
www.modus-eng.com

From: Kristofer Orth <korth@designallianceinc.com>
Sent: Wednesday, October 24, 2018 2:51 PM
To: Tyler Luttenegger <tluttenegger@modus-eng.com>
Cc: Brent Hinson <bhinson@washingtioniowa.gov>; Matt Toth <matt@cityconstruction.build>
Subject: FW: WFS - Phase 1 (Extras - Washington Electric)

Tyler,

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

November 1, 2018

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

From: Brent Hinson 
City Administrator

Re: Demolition Bidding

As things get going on the asbestos abatement for Linda Lou's, I want to make sure we are on top of the actual building demolition to make sure we can meet the development agreement-designated date of January 4, 2019 for Pam Panm to close on the property. We are asking you to set the public hearing on bids for the November 20. In addition to publishing the notice, we will also send it to the local excavating firms directly.

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Public Bid Announcement
Demolition of Structures for the City of Washington

The City of Washington, Iowa, is requesting public proposals for demolition of a building located at 123 East 2nd Street in Washington (locally known as the Linda Lou's/ Red Bear Daycare building).

The building is expected to be cleared for demolition contractor mobilization by December 3, 2018 following abatement of asbestos. The selected demolition contractor must agree to final completion by January 3, 2019.

Bid packets containing information regarding the conditions for the demolition contract are available at City Hall, located at 215 East Washington Street. Anyone submitting a proposal must agree in writing to meet the conditions set by the City of Washington. Sealed proposals are due on or before 9 o'clock A.M. on the 16th day of November, 2018, in the office of the City Clerk, City Hall, 215 East Washington Street, Washington, Iowa. Proposals will be opened immediately following the deadline. Any interested contractors are advised to contact the Washington Fire Department for additional details at 653-2239.

The Washington City Council will hold a public hearing and act on proposals for the demolition on Tuesday, November 20, 2018 at 6 o'clock P.M. in the Nicola-Stoufer Room of the Washington Public Library at 115 West Washington Street. At that time, the City Council may accept the proposals and award the sale to the contractor whose application is the most advantageous to the citizens of the City. The City Council may reject any and all proposals in its sole discretion. The City may waive any discrepancies or technicalities associated with said proposal.

Published by order of the City Council of Washington, Iowa
Illa Earnest, City Clerk

Demolition Guidelines

By making a proposal, the contractor represents that it has examined the properties in question. Additional questions may be directed to the Washington Fire Department at 653-2239.

All structures have been tested for asbestos, and the necessary asbestos removal will be done by the City prior to demolition by the contractor. The Washington Fire Department will assist in wetting down the structures as demolition proceeds to reduce dust. The contractor will be responsible for hauling all debris to the SEMCO landfill or a City-approved off-site location using the guidelines propagated by the Iowa DNR for controlled burns of demolished buildings.

This is a unit price, lump-sum contract, and all proposals are on a "not-to-exceed" basis. Change orders must be approved by the City Administrator in writing before the work is performed. No work shall be commenced until a start time and date is coordinated with the Washington Fire Department.

The contractor will be responsible for complete removal of the structures on the site, including removal of foundations and leveling of the site. All backfill shall be clay, properly compacted to support new construction in the future, to be verified by a qualified geotechnical engineer under separate contract with the City. The City will arrange for disconnection of all utilities prior to demolition proceeding. The contractor will have sole salvage rights to any items of value remaining on the site as of the bid award date.

The contractor must carry and be able to provide proof of the following insurances:

- 1) Workman's compensation insurance;
- 2) Public liability and property damage insurance not less than \$1 million per occurrence or \$2 million aggregate; and
- 3) Automobile liability insurance on all vehicles used on the project, not less than \$500,000 per occurrence or \$1 million aggregate.

EXECUTIVE SUMMARY

This Executive Summary does not Fully Summarize Findings and Opinions.
Findings and Opinions are conveyed through the full Report.

Enviro**NET**, Inc. (Enviro**NET**) was retained by the City of Washington, Iowa, to conduct a Phase I Environmental Site Assessment (ESA) of its Property located at 107-125 E. 2nd Street in Washington, Iowa (Property). The Property location is depicted on the United States Geological Survey (USGS) topographic map and other Property maps as provided in Appendix D. Property boundaries were determined using information from parcel maps available through the Washington County GIS Website together with observation and interview data.

PROPERTY DESCRIPTION

The Property comprises 0.3 acres of land targeted for redevelopment. It consists of two contiguous parcels that comprise a rectangular shape located on the south side of East 2nd Street in a commercial and residential area of Washington, Iowa. Historical addresses for the Property range from 107 to 125 E. 2nd Street.

The western parcel, 107-115 E. 2nd Street, is without structures, has a small partial slab of concrete, a small tree by the building with sparse grass, and is otherwise mostly bare soil. According to Assessor documents, the lot comprises 4356 SF.

The eastern parcel is developed with two structures. One is the original one-story building with the address of 115-117 E. 2nd Street. It was constructed in 1917 of concrete block and wood frame covered in stucco, and later metal siding. The roof was observed to be pitched and structurally deficient. A partial basement under the original section was observed to consist of approximately 640 square feet. The building addition, adjacent and east of the 1917 structure, has an address of 121-123 E. 2nd Street. It was constructed between 1945 and 1953 (references vary) of concrete block and wood frame and some siding but no basement. The roof for the addition was observed to be pitched and leaking. According to the County Assessor's office, the structures collectively occupy a footprint of 8,580 square feet.



Bid for Demolition of City-Owned Property

Demolition of 123 East 2nd Street

My bid: _____

____ I acknowledge and agree to all of the requirements detailed in the Public Bid Announcement.

____ I acknowledge and agree to fully comply with the requirements of the Washington Code of Ordinances as it may relate to this project.

____ I acknowledge and agree that the City of Washington has the right to reject any and all proposals.

Contractor Information:

Contractor Name: _____

Address: _____

Contact Phone: _____

Signature: _____ Date: _____

Signed By/Title: _____

Please seal your bid in an envelope and submit to Washington City Hall at 215 East Washington Street by November 16th at 9 AM.

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

November 1, 2018

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "Brent Hinson", is written over the name in the "From:" field.

Re: 28E on Trail Maintenance

As part of the discussion of our recent trail improvements in partnership with the Washington County Conservation Board (WCCB) and in connection with the Wellness Park, we have been administratively discussing entering into a 28E with the WCCB to define who is responsible for future trail maintenance for each trail segment.

The basic delineation we have arrived at is that the City would maintain the trail surfaces east of Highway 1 and the WCCB would continue to have responsibility for trails west of Highway 1. This seems equitable, especially with our coming Wellness Park trail extensions and other items we have been discussing in the countywide trail planning process.

Attached is a proposed 28E agreement and adopting resolution. This has been reviewed and signed off on by Kevin. Pending your approval, the WCCB would take up consideration of the 28E at their regular meeting on November 8.

RESOLUTION NO. _____

**A RESOLUTION APPROVING A JOINT AGREEMENT FOR
RECREATIONAL TRAIL MAINTENANCE PURSUANT
TO THE PROVISIONS OF IOWA CODE SECTION 28E**

WHEREAS, the City of Washington and the Washington County Conservation Board wish to enter into an agreement under Iowa Code Chapter 28E to formally define recreational trail maintenance responsibilities within the Washington corporate limits.

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

Section 1. The City Council hereby approves the attached 28E agreement, which will be effective January 1, 2019 with the mutual agreement of the Washington Conservation Board.

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

PASSED AND APPROVED by the City Council of the City of Washington, Iowa this 6th day of November, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

28E AGREEMENT

THIS 28E AGREEMENT (the "Agreement") entered into by and between the City of Washington, Iowa, 215 E. Washington Street, Washington, Iowa 52353 (hereafter referred to as the "City") and the Washington County Conservation Board, 2943 Highway 92, Ainsworth, Iowa 52201 (hereafter referred to as the "WCCB").

WHEREAS, the City and the WCCB have collaborated on recreational trail improvements in the past and plan to continue this cooperation in the future in accordance with current and future planning processes and governing body policy decisions; and

WHEREAS, with these improvements come additional maintenance demands, and the City and WCCB wish to outline each entity's responsibility in regard to future trail maintenance.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. PURPOSE. The purpose of this 28E Agreement is to set forth the duties and obligations of the City and WCCB in connection with future trail maintenance responsibilities.

2. SEPARATE ENTITY. Further, it is hereby noted that no separate legal entity shall be created by this Agreement and the Washington City Council and Washington County Conservation Board shall administer its provisions.

3. DUTIES AND RESPONSIBILITIES OF THE PARTIES.

- A. Following completion of the planned overlay work on the existing asphalt surfacing on the Kewash Nature Trail east of Highways 1 & 92 in 2018 or 2019, the City shall be responsible for all future maintenance and repair of this surfacing.
- B. The City shall be responsible for the maintenance and repair of all connecting spurs to the Kewash Nature Trail it has created or will create east of Highways 1 & 92.
- C. The WCCB agrees to continue assisting with the maintenance of vegetation along the Kewash Nature Trail east of Highways 1 & 92.
- D. The WCCB shall be responsible for the operation and maintenance of all other aspects of the Kewash Nature Trail and spurs it may create west of Highways 1 & 92.

4. TERM AND TERMINATION OF THIS AGREEMENT. This Agreement shall remain in full force and effect from the approval and execution of the Agreement by the WCCB and the City. It may be terminated or amended by mutual agreement of the parties, subject to formal approval by each governing body.

5. DEFAULT AND REMEDIES. In the event that either party to this Agreement defaults on its obligations, the non-defaulting party shall send notice of said default to the other party requesting that said default be remedied within 30 days. In the event that the defaulting party fails to remedy said default within said 30-day period, the non-defaulting party may terminate this Agreement and file an action in the Iowa District Court for Washington County to pursue any remedy allowed by law or equity. In the event that the non-defaulting party prevails in such an action, the defaulting party will also owe the non-defaulting party reasonable attorneys' fees and costs for prosecuting said action to enforce the terms of this Agreement.

6. NOTICES. All notices given under this Agreement shall be in writing and shall be deemed delivered on the date of placing the notice in the U.S. Mail, postage prepaid, to the following address:

For the WCCB:

Washington County Conservation Board
2943 Highway 92
Ainsworth, IA 52201
ATTN: Executive Director

For the City:

City of Washington, Iowa
215 E. Washington Street
Washington, Iowa 52353
ATTN: City Administrator

7. INDEMNITIES. Each party to this Agreement expressly agrees to save and hold the other party, its employees and agents, harmless from any and all claims filed against both or either party arising from the performance of the duties and obligations under this Agreement.

8. FILING. The Washington City Clerk shall file this Agreement with the Iowa Secretary of State's office as required by Section 28E.8 of the Code of Iowa.

Executed and approved this _____ day of _____, 2018.

CITY:

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

Executed and approved this _____ day of _____, 2018.

WCCB:

Craig Capps, Chairman

ATTEST:

Steven P. Anderson, Executive Director

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

November 5, 2018

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

From: Brent Hinson
City Administrator

Re: Iowa Bridge & Culvert Agreement

Iowa Bridge & Culvert (IBC) has had their material storage yard at 106 East 17th Street for many years. However, this site is currently zoned as R-2 residential, which makes their activity at that site a legal non-conforming use. For business reasons they have needed to expand the area they are using to an area that was previously used as a pasture, which constitutes an expansion of a non-conforming use that is not allowable.

Therefore, we have met with IBC and come up with a possible solution that works for their business as well as brings them into compliance with our code. IBC will apply for a rezoning to I-1 light industrial and will agree to construct a privacy fence to comply with our code for fencing of industrial storage yards. Under the agreement, should they be approved for the rezoning, IBC would be given up to 24 months to come into compliance on the fencing requirement. We believe this is a fair resolution to the issue, which is business-friendly but properly balances zoning concerns.

RESOLUTION NO. _____

**A RESOLUTION APPROVING AN AGREEMENT
WITH IOWA BRIDGE & CULVERT L.C.**

WHEREAS, the City of Washington and Iowa Bridge & Culvert L.C. have reached a tentative agreement regarding fencing of an industrial use area located at 106 East 17th Street; and

WHEREAS, the City wishes to formalize this agreement.

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

Section 1. The City Council hereby approves the attached agreement.

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

PASSED AND APPROVED by this 6th day of November, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

AGREEMENT

THIS AGREEMENT (the "Agreement") entered into by and between the City of Washington, Iowa, 215 E. Washington Street, Washington, Iowa 52353 (hereafter the "City"); and Iowa Bridge & Culvert, L.C., an Iowa limited liability company, 409 N. Avenue B, Washington, Iowa 52353 (hereafter "IBC").

WHEREAS, IBC is the owner of real property generally referred to as 106 W. 17th Street in the City (the "Property"); and

WHEREAS, IBC uses the Property in part for business storage purposes; and

WHEREAS, the Property is currently zoned R-2, One and Two-Family Residence District, said zoning classification does not allow for outside storage of business materials; and

WHEREAS, outside storage of materials by IBC at the Property was previously a legal, nonconforming use under the City Zoning Code; and

WHEREAS, IBC has expanded its outside storage of materials at the Property in violation of Section 165.03(3) of the Washington Code of Ordinances, by expanding said legal, nonconforming use on the Property; and

WHEREAS, the City has previously passed Ordinance No. 1078, which requires screening of outside storage from adjoining street and properties; and

WHEREAS, IBC and the City have negotiated the terms of an agreement with the City Council to address the zoning and outside storage of materials on the Property.

NOW, THEREFORE, in consideration of the mutual promises outlined in this Agreement, the parties agree as follows:

1. That IBC shall submit an application for to rezone the Property from R-2 One and Two-Family Residence District to I-1, Light Industrial District.

2. That upon receiving said application outlined in Section 1 above, the City shall process said application in the normal course of business, through the Planning and Zoning Commission and the City Council.

3. Within twenty-four (24) months of the approval of rezoning to I-1 Light Industrial District, IBC shall install a privacy fence, uniform in appearance, and eight-feet in height, to screen the outside storage on the Property from view in accordance with Section 165.7.1(E) of the Washington Code of Ordinances. Said fence shall be installed in accordance with all applicable ordinances. IBC expressly agrees to maintain the fence itself and also agrees to keep the outside of the fence free from rubbish and weeds, so not create a nuisance under the Washington Code of Ordinances.

4. Until such time as the rezoning application has been approved by the City Council and the privacy fence installed, IBC expressly agrees that it shall not expand its current outside storage on the Property.

5. Each party represents to the other party that the party has the full power and authority to enter into this Agreement and that this Agreement is a binding agreement duly authorized by the governing body of each party.

6. This Agreement represents the entire agreement between the parties and may not be amended or assigned without the express written permission of the other party.

7. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of both parties.

8. This Agreement shall be deemed to be a contract made under the laws of the State of Iowa, and for all purposes shall be governed by and construed in accordance with the laws of the State of Iowa.

9. If any provision of this Agreement or the application thereof to any person or circumstance shall be invalid, illegal or unenforceable to any extent, the remainder of this Agreement and the application thereof shall not be affected and shall be enforceable to the fullest extent permitted by law.

Dated this 2nd day of November, 2018.

IBC:

CITY:

By: Brian Uitermarkt

Jaron P. Rosien, Mayor

Brian Uitermarkt VP
Print name and title

ATTEST:

Illa Earnest, City Clerk

RESOLUTION NO. _____

**A RESOLUTION AMENDING THE PERSONNEL POLICIES
OF THE CITY OF WASHINGTON, IOWA**

WHEREAS, the adopted Personnel Policies currently do not speak to the issue of expenses that may be incurred by the Mayor for informal business meetings needed for the furtherance of City purposes and aims; and

WHEREAS, the Council wishes to clarify this issue and provide documentation of the public purpose.

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

Section 1. The City Council directs that Chapter 5 of the Personnel Manual be revised as attached in Exhibit A to allow for payment of certain claims for expense reimbursement.

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

PASSED AND APPROVED this 6th day of November, 2018.

Brendan DeLong, Mayor Pro Tern

ATTEST:

Illa Earnest, City Clerk

CHAPTER 5

TRAVEL & TRAINING EXPENSE REIMBURSEMENT REQUESTS

When approved by the department head or City Administrator, all appropriate continuing education and training expenses shall be paid for by the City. Department heads may approve single-day in-state travel requests. Out of state or multi-day travel must be pre-approved by the City Administrator. All employees involved in continuing education and training will be paid their regular rate of pay for all time spent in continuing education and training sessions. The City reserves the right to adjust an employee's regular weekly schedule to assure the employee is being paid during this time.

The City will pay for meals and expenses incurred in attending approved training sessions, meetings or seminars on a reasonable basis. What is reasonable shall be in the sole discretion of the City Administrator. Amounts for meals greater than \$40.00 may be considered unreasonable.

Receipts must be retained and submitted for reimbursement for any expense incurred for meals when on approved travel. Upon return, employees must complete an expense form within sixty (60) days and attach itemized receipts to receive reimbursement. Alternatively, or additionally, the department head or City Administrator may authorize the employee to carry and utilize a City credit card for the duration of the travel. All credit card receipts must be kept and submitted within the time period necessary to allow for timely payment of the bill by the City. The City will not reimburse, nor may a City credit card be used for expenses related to gratuity greater than 20% of a bill, personal entertainment, or alcoholic drinks.

Employees will attempt to travel and reach the location of the session during regular working hours if possible, by the most direct route. Any compensation for time an employee spends travelling will be governed by the Fair Labor Standards Act and the particular circumstances. If the session exceeds one day, and overnight stay is required, lodging will be reimbursable for a standard hotel room only. Employees will be compensated for mandatory time spent in training, plus the travel time from the City to the session and vice versa.

The City will provide a vehicle for transportation if available. If a City vehicle is not available for approved travel, employees will be reimbursed for any mileage incurred on a personal vehicle due to City business, excluding transportation to and from the employee's place of work. This will be at the IRS mileage rate. All claims for mileage reimbursement must be submitted within sixty (60) days after return from the travel or training. The same mileage reimbursement policy shall apply to employees authorized by the City Administrator to utilize their personal vehicles for regular City business in or around the City of Washington.

The Mayor may claim reimbursement for meal or related expenses for certain infrequent or informal business meetings in Washington needed for the furtherance of specific City purposes or aims. Said reimbursement claims shall not exceed \$50 per month without advance City Council approval, and the Mayor shall document the public purpose of each transaction on a form to be submitted to the Finance Director. This paragraph should not be construed to restrict the Mayor's ability to separately claim reimbursement for legitimate out-of-town travel and training expenses in the same manner as other employees and as described above.

Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator



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

Mayoral Expense Reimbursement

<u>Date</u>	<u>Expense Type</u>	<u>Public Purpose</u>	<u>Amount</u>
Total			

I certify that said expenses comply with Chapter 5 of the City of Washington, Iowa Personnel Manual 2017, as amended, to the best of my knowledge and belief. I have attached all receipts relevant to the above expenses.

 Mayor (Signed)

 Date

RESOLUTION NO. 2018-122

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

WHEREAS, the City of Washington, Iowa is empowered to levy, assess, and collect costs to the Washington County Treasurer for improvement and removal of debris against the abutting property owner, and unpaid delinquent utility charges,

WHEREAS, water service charges remain unpaid and delinquent for the following listed property owner:

The property of Tyler L. Vradenburg, 515 S. Iowa Ave. for the amount of \$428.61. Legal description (14 SD OL 8 S 63FT) Parcel number (11-17-382-024)

and,

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

The property of Thomas E. Knerr located at 807 S 2nd Ave. for the amount of \$266.54. Legal description (02 04 WILSONS ADD) Parcel Number (11-20-135-006).

and,

WHEREAS, tall grass and weeds were removed from the following listed property owners:

The property of Marcus Greer and Lindsey J. Long located at 834 E. Madison St. for the amount of \$250.00. Legal description (08 E WASH E1/2 S1/2 OL) Parcel Number (11-17-458-016).

The property of Thomas E. Knerr located at 807 S. 2nd Ave. for the amount of \$350.00. Legal description (02 04 WILSONS ADD) Parcel Number (11-20-135-006).

The property of Tyler Vradenburg located at 515 S. Iowa Ave. for the amount of \$350.00. Legal description (14 SD OL 8 S 63 FT) Parcel Number (11-17-382-024).

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

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

Passed and Approved this 06th day of November, 2018.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk



Development Services
215 E. Washington St.
Washington, IA 52353
319.653.6584

Memo

To: City Council
From: Steve Donnolly and P&Z Commission
Date: 11/2/2018
Re: Chapter 164-Site Plan Requirement Changes

There have been a couple of times in the past when P&Z has reviewed site plans, P&Z felt that the Code did not let P&Z make recommendations or variances of the plan.

Listed below summarize the changes that the P&Z Commission recommend that City Council approves:

- Minor site plans need to be designed by a engineer and not approved. This will allow the Building Official to review the minor site plans.
- Water quality criteria have been removed. Jack Pope, engineer from Garden and Associates, reviewed the situation and water quality criteria is not required by SUDAS in the storm water management report. A Storm Water Management Plan will still be required to be designed by an engineer for all major site plans.
- Buffer wall height and materials that can be used has been changed to match other requirements of our Code to make them consistent.
- Surface requirements in Industrial Zones have changed to let P&Z waive the requirement if it does not adversely affect the general public and surrounding property.
- When a development reaches 10,000 square feet, the major site plan will have to be designed. This was made to control storm water and closes a loop

hole that allowed certain additions to buildings and parking lots, but did not require storm water management.

P&Z feels that these are changes are necessary to allow development and protect the neighboring properties at the same time.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 164-SITE PLAN REQUIREMENTS OF THE CODE OF ORDINANCES OF THE CITY OF WASHINGTON

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

1. Amendment. Section 164.04 heading “Required Information” is hereby amended by deleting the entire heading and replacing with the following:

“164.04 REQUIRED INFORMATION. All site plans required under section 164.02 shall be designed by a licensed engineer, land surveyor or landscape architect and shall include as a minimum the following information:”

2. Amendment. Section 164.04(24)(D) “Water Quality Criteria” is hereby amended by deleting the section in its entirety.

3. Amendment. Section 164.04 (24)(E) is hereby amended by deleting the section in its entirety, renumbering to Section 164.04(24)(D) and replacing with the following:

“D. The Storm Water Management Plan shall be designed and signed by a licensed engineer.”

4. Amendment. Section 164.06(3)(A) is hereby amended by deleting the section in its entirety and replacing with the following:

“A. Buffer Wall: A buffer wall or fence shall not be less than eight (8) feet in height and must be constructed of a permanent low maintenance material such as concrete block, cinder block, brick, concrete, precast concrete, tile block, chain link fence with slatting or weather resistant wood approved by the Planning and Zoning Commission and City Council.”

5. Amendment. Section 164.06(6) is hereby amended by deleting the section in its entirety and replacing with the following:

“6. Surfacing Requirements. Driveway entrances must be of Portland Cement Concrete for a minimum of ten (10) feet. Industrial Zones are allowed to have aggregate parking, loading areas and access roadways. If outside parking, outside storage, loading areas and access roads are within 200 feet of any other district except A-1, a durable and dustless surface paved with an

asphaltic or Portland Cement Concrete pavement must be used unless the Planning and Zoning Commission recommends to City Council the requirement be waived.”

6. Amendment. Section 164.06(9) is hereby amended by deleting the section in its entirety and replacing with the following:

“9. Waiver of Requirements. The City Council reserves the right to waive or modify to a lesser requirement any provisions or requirement of off-street parking, outside storage, loading areas and access roads contained in this chapter, provided a report on such change is received from the Planning and Zoning Commission or City Administrator, provided adequate area exists for future expansion, and further provided said waiver or modification does not adversely affect the intent of these regulations to adequately safeguard the general public and surrounding property.”

7. Amendment. Section 164.11(2) is hereby amended by deleting the section in its entirety and replacing with the following:

“2. In the case on non-building uses or non-building portion of uses, in an amount of 50% or greater of the existing developed non-building site area; or”

8. Amendment. Section 164.11(3) is hereby added to the Code of Ordinances as follows:

“3. In the case the total impervious space of the building and non-building uses exceeds 10,000 square feet, then the provisions of this chapter shall apply.”

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

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

Passed and approved this _____ day of _____, 2018.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: _____
Approved on Second Reading: _____
Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of _____, 2018.

City Clerk

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE WASHINGTON ZONING ORDINANCE
BY CHANGING THE BOUNDARIES OF ZONING DISTRICTS.**

BE IT ENACTED by the City Council of the City of Washington, Washington County, Iowa:

SECTION 1. Purpose: The purpose of this ordinance is to change the zoning of property from CCRC- Continuing Care Retirement Community to R-1 One-Family Residence District, as recommended by action of the City of Washington's Planning & Zoning Commission on October 9, 2018.

SECTION 2. Amendment: That the Zoning Districts and Zoning Map of the City of Washington, Iowa, be and the same are hereby amended to provide that the following real-estate as now laid out and established in the City of Washington, Washington County, Iowa and more particularly described as follows, to-wit:

Eastview Subdivision is a part of Auditor's Parcel L, 4.989 acres, as shown in Plat Book 22, Page 244, in the South Half (S ½) of the Southwest Quarter (SW ¼) of the Southwest Quarter (SW ¼) in Lot F of the Auditor's Subdivision of the Southwest Quarter (SW ¼) of Section Sixteen (16), Township Seventy-five (75) North, Range Seven (7) West of the Fifth (5th) Principal Meridian, in the City of Washington; in Washington County, Iowa; subject to easements and restrictions of record. Deed Book 2008 Page 4335 in the office of Washington County Recorder, except Lots One (1) and Two (2) of Auditor's Parcel "L". Eastview Subdivision is more particularly described as follows: Beginning at the Southeast corner of said Parcel "L" of SW ¼ of SW ¼ Section 16; thence South 89°07'40" West 328.00 feet along the South line thereof; thence North 01°19'00" East 513.10 feet along the West line of said Parcel "L"; thence North 89°22'05" East 133.97 feet along the South line of Lot 2 of Parcel "L"; thence North 01°21'10" East 120.68 feet along the East line of Lot 2 of Parcel "L"; thence North 01°25'05" East 30.01 feet along the East line of Lot 1 of Parcel "L"; thence North 89°25'50" East 193.87 feet along the North line of Parcel "L" to the East line thereof; thence South 01°19'05" West 662.20 feet along said East line to the Point of Beginning, containing 197,141 square feet (4.53 acres).

Be and the same is hereby re-classified as R-1 One-Family Residential District and that said real estate be subject to all provisions and regulations as affecting R-1 One-Family Residential District real estate within the City of Washington, Iowa.

SECTION 3. Repealer: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

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

Passed and approved this ____ day of _____, 2018.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: _____

Approved on Second Reading: _____

Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day
of _____, 2018.

City Clerk

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 165 OF THE CODE OF ORDINANCES OF THE CITY OF WASHINGTON BY ESTABLISHING A 5 (FIVE) FOOT REARYARD SETBACK IN A B-1 ZONE.

NOW, THEREFORE, BE IT ORDAINED, as follows:

1. Amendment. Section 165.15.5 of the Code of Ordinances is hereby amended by deleting "10 feet" under minimum rear yard depth and replacing it with "5 feet".
2. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.
3. Effective Date. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this _____ day of _____, 2018.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: _____ October 16, 2018 _____

Approved on Second Reading: _____

Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2018.

City Clerk

Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator



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

Memorandum

November 1, 2018

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

From: Brent Hinson 
City Administrator

Re: Garbage Contract Discussion

The City has a three-year contract for residential solid waste and recycling pickup, which expires on June 30, 2019. We as a staff see a variety of issues with our current setup, and would like to initiate some City Council discussion on what the contract request for proposals (RFP) for 2019-2022 may look like.

One of the key issues we see is the availability of recycling carts and bins. The cost of both has continued to rise, as both are essentially a custom product. We may soon reach a point where it is not possible to even get the bins that fit our carts- we have had to switch vendors recently when the vendor we were using stopped making the bins. The carts have around a 3-month turnaround time from when we order them, and are then assembled by staff, typically Nick Duvall. We store the carts and bins, and provide them at no cost to residents as they need them. The total cost for a cart with 4 bins has now risen to \$243.22. We spend around \$26,000 per year on carts and bins, but if you extrapolate the total number of carts and bins we have out for the whole town, the cost of replacing all of them would be \$619,000.

A key hurdle to converting to a different system would be that our current collection vendor and the 28E Recycling Center are geared for resident pre-sorted recyclables. In order to achieve a more sustainable and affordable system for our carts and bins while sticking with this pre-sort system, we would have to come up with some different multi-bin system. There may be options for this, but I am not aware of any at the current time, as much of the market has gone to single-stream recycling, in which the resident places all of their items in a single bin, and the materials are later sorted at a facility. A big advantage to this is that standardized wheeled carts can be used rather than the custom carts we are paying a premium for.

A number of other communities in our area have gone to standardized wheeled carts for both garbage and recycling in recent times. These include Kalona, Riverside, Lone Tree, Tiffin, Solon, and North Liberty. Their vendors are utilizing automated collection with a single employee operating a truck with an “arm” to grab and dump the cart contents in the truck. I have the best information on Kalona, so here is a little bit of comparison on what we do today versus what they have been doing since July 1, 2018:

<u>Item</u>	<u>Washington Current Practice</u>	<u>Kalona Cart System</u>
Garbage Can	35 gallon max, provided by resident	35 or 65 gallon, standardized wheeled carts provided by vendor
Monthly Charge on Bill	\$7.35	\$15 for 35-gallon \$16.50 for 65-gallon
Yearly Sticker	\$90 (\$7.50/month)	None
Per-Bag Sticker	\$2	\$3
Recycling Carts	Multi-Bin, Residents pre-sort City purchases carts and bins at total cost of \$243.22 per cart with bins- City spends \$26,000/year on carts & bins	65-gallon standardized wheeled carts provided by vendor; single-stream recycling
Ownership of Recyclables	Transferred to 28E Recycling Center, then sold by Recycling Center vendor for profit or loss City pays \$42,000/year to participate in Recycling Center	Owned by collection vendor once picked up at curb

While it’s difficult to accurately project our pricing versus Kalona’s experience due to the fact that they haul to a different landfill, on the face of it, pricing does not seem to be that different from where we are at the current time. The only comment I’d make is that for those putting out small amounts of garbage, their plan does seem more expensive than our current plan. Since many of those residents are likely to be senior citizens, this is something we would have to look at closely were we to move toward a system like this. For your information, I have also attached some of the written materials they distributed to their residents in preparation for the change in systems.

There are numerous pitfalls possible in a change of systems. We do not know, for example, how a change might affect our participation in the 28E Recycling Center. Many of our residents do take recyclables out to the center on Saturdays, for example, and the center also provides a household hazardous waste collection site for our residents through the SEMCO landfill. We would have to weigh the impact on the current contractual approach and determine the extent the Supervisors would be likely to work with us for a much more limited level of participation. If we were to totally curtail city resident access to this site, I

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would anticipate significant public backlash, at least at first. One fortunate thing related to our participation in the 28E Recycling Center is that the contract for the operation of that facility also expires on June 30, 2019, so the appropriate time to consider any changes would coincide with our consideration of changes for collection.

Finally, I am not aware of our likely bidders' abilities to convert to a system like Kalona's, which requires specialized and expensive equipment. I think we should open up a line of communication with all five vendors that bid last time: Luke's, Mark's, WEMIGA, Johnson County Refuse, and Waste Management, to hear their input on the best way to approach adjustments or wholesale changes to our solid waste and recycling collection system. We can also do a little research and determine if there are other vendors we should also be talking with in this regard.

I apologize for coming to you with more questions than answers at this time, but thought I would at least get some ideas out on the table for discussion. It would be nice to have some idea of what to anticipate before we head into the annual budget process.



City Of Kalona

511 C Avenue - P.O. Box 1213
Kalona, Iowa 52247-1213
319-656-2310

TO: Residents of Kalona

The City Council will be making a change in the renewal of the contract with Johnson County Refuse, Inc., which will be the exclusive contract hauler for Residential Solid Waste and Recycling within the City of Kalona. Carts will be distributed in June and service will be starting **effective July 1, 2018**, the following rules and regulations will apply:

The City will be going to 65/35 gallon carts for Solid Waste and 65 gallon carts for Recycling. Each customer may choose the size cart as follows:

- 65 gallon cart – holds approximately 6-13 gallon trash bags and 65 gallon recycle cart
For a cost of \$16.50 per month billed on your water/sewer utility bill
- 35 gallon cart – holds approximately 3-13 gallon trash bags and 65 gallon recycle cart
For a cost of \$15.00 per month billed on your water/sewer utility bill
- Any exchange of carts after July 1, 2018, whether it be changing the size or replacement of carts will be a cost of \$50.00 per cart
- All carts should stay with the address

Solid Waste Pickup

- You must use place all trash in bin to be picked up – nothing else will be accepted
- Cart can be filled only to level full and lid must shut not heaped up
- For any items that can not be put in garbage (appliances, carpet, etc.) arrangements can be made directly with the hauler
 - If you have a week that you have an excess of solid waste and you want it gone – there will be a \$3.00 sticker for a 30 gallon bag, which must be placed on top of the solid waste cart
- Pick-up day is Monday
- Solid Waste must be within three (3) feet of the edge of curb or road by 7:00 A.M.

Recycling

- List of recyclables is on yellow lid. You must place all recyclables inside container
- Bin must be within three (3) feet from edge of curb or road by 7:00 A.M.
- Pick-up day is Monday

All customers will be set at the 65/65 gallon Solid Waste/Recyclable Cart unless you apply for the 35/65 gallon Solid Waste/Recyclable Cart. Enclosed is an application to do so, which must be received in the office by the deadline of Monday, April 30, 2018.

If you have any questions about these changes, please feel free to contact the City of Kalona at 319-656-2310.

If there is a problem with your solid waste or recycling collection, Johnson County Refuse, Inc. will leave a tag explaining what the problem is. If you have any questions about the collection, please feel free to contact said company at the following toll free number: **319-665-4498**.

Ken Herington, Mayor

Ryan Schlabaugh, City Administrator

Karen Christner, City Clerk

City of Kalona Residents:

Single Stream Recycling Carts can start now!!!!

One container for all recycling materials, no separation is required. All recycling must be clean!!! NO PLASTIC BAGS!!

And a friendly reminder: WE DO NOT RECYCLE styrofoam, window glass, mirrors, electronic waste, motor oil containers, yard waste, chemical containers, plastic bags, ceramics or dishes, food waste, scrap metal, monitors, medical needles or waste, animal food bags, kitty litter bags.

Placement for curbside trash and recycling collection is incredibly easy, but it's also incredibly important to ensure your trash and recycling services are handled properly. **All carts need to be placed by 7 am.**

Place your trash cart and recycling cart at the curb with the wheels facing your house and the lid opening towards the street. Keep your carts 4 feet apart and 5 feet from any obstacles such as mailboxes, carts, lamp posts, power lines, etc. The best place to make sure is clear of all obstacles is one on each side of driveway.

If you follow these guidelines, you shouldn't have any problems with your collection. If there are issues, you can call Johnson County Refuse, Inc. at 319-665-4498 to report it. Our job is to provide you with the best collection possible, so please don't hesitate to reach out!

On **July 13**, residents can put out old trash cans, old recycling bins, and accompanying lids to be recycled at no charge. All containers need to be empty and placed at curb by 6:00 am.

JOHNSON COUNTY REFUSE INC. 319-665-4498

City of Kalona Residents:

Trash Pickup with Carts will start the week of July 1, 2018

Placement for curbside trash collection is incredibly easy, but it's also incredibly important to ensure your trash services are handled properly. Use garbage bags to help keep your container stay cleaner longer. And a friendly reminder: NO YARDWASTE, TOXIC ITEMS / LIQUIDS, ELECTRONICS, DIRT /SAND, CONCRETE BLOCKS OR BRICK, CARDBOARD.

Place your trash cart at the curb with the wheels facing your house and the lid opening towards the street. Keep your carts 4 feet apart and 5 feet from any obstacles such as mailboxes, carts, lamp posts, power lines, etc. The best place to make sure cart is clear of all obstacles is one on each side of driveway. If this is not possible, then place at curb on grass. All carts need to be placed at curb by 7 am.

If you follow these guidelines, you shouldn't have any problems with your collection. If there are issues, you can call Johnson County Refuse, Inc. at 319-665-4498 to report it. Our job is to provide you with the best collection possible, so please don't hesitate to reach out!

Any garbage that does not fit into the cart needs to be in a bag no larger than 35-gallon with a 40-pound weight limit, placed on top of can with lid closed and with 1 sticker on bag. One sticker is sold for \$3.00.

On July 13, residents can put out old trash cans, old recycling bins, and accompanying lids to be recycled at no charge. All containers need to be empty and placed at curb by 6:00 am.

JOHNSON COUNTY REFUSE INC. 319-665-4498

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

November 1, 2018

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "B. Hinson", is written over the printed name of Brent Hinson.

Re: Strategic Goal-Setting Meeting, November 2018

It is time again for the Council to set the goals for the next fiscal year. This process is useful in gaining consensus on the big picture challenges and opportunities the City is facing, as well as reaching a determination of the appropriate projects and initiatives to accomplish those goals.

This year, I am planning on a limited in-house update, and we can consider going back to a consultant-led process next year. I have prepared an update on progress toward the goals for Calendar Years 2018 and 2019, which I hope will be instructive as you set priorities for Calendar Years 2019 and 2020.

We plan to have a Department Head session at our weekly meeting on November 6, so will hopefully be able to bring you additional feedback to the Council meeting. At this point, we are anticipating a workshop session after the November 20 to firm up the goals, and then adopting of the updated resolution at the December 4 meeting.

Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator



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

Memorandum

November 1, 2018

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

From: Brent Hinson 
City Administrator

Re: Progress Report on Strategic Priorities, November 2018

Background: The City Council unanimously adopted a resolution setting strategic priorities for calendar years 2018 and 2019 on December 5, 2017 and a resolution adopting a strategic priorities work plan on December 19, 2017. This report seeks to provide the City Council with a one-year update on progress toward these goals.

Calendar Years 2018 & 2019 Priorities:

Top Priorities

- **Design & construct Wellness Park Phase I improvements**

Staff Primarily Responsible: Park Superintendent, City Administrator and Project Committee

The City Council authorized this project and the issuance of General Obligation bonds in the amount of \$1 million in the annual budget process. The bond sale was held, and the funds are on hand for the project. Things quickly progressed from conceptual design on the groundwork portion of the project at the time the strategic priorities were adopted to final design, and a Utilities & Grading project was bid out. The result of this bid process was the award of a contract in the amount of \$850,292 to DeLong Construction. This part of the project is nearly complete.

Plans have solidified for the 2nd half of the 40-acre Phase I project, which will include finish grading of fields, fencing, trail/sidewalk development, road development, etc. There is still

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a large funding gap for this portion of the project, so significant in-kind donations and grant funds will be needed to close the gap and allow construction to proceed. At this point, we are hoping to begin construction on the rest of the Phase I improvements in Spring 2019. Additionally, substantial work remains to be done on the administrative/operating structure for the new facilities over the next year.

- **Sewer inflow/infiltration (I/I)**

Staff Primarily Responsible: Maintenance & Construction Superintendent, Engineering Technician, and City Administrator

The City Council authorized a \$1 million Southeast Sewer Basin I/I Reduction project in the FY19 budget, and further authorized the submission of a \$600,000 Community Development Block Grant (CDBG) application prior to the April 1, 2018 submission deadline. The project consists of various point repairs, manhole rehabilitations, and CIPP lining throughout the southeast basin. The \$600,000 CDBG was awarded in June, and plans reached the 90% stage in October and were submitted to DNR for their review. It is anticipated that the DNR will issue a construction permit in mid to late November, and we plan to receive bids on the project on January 3, 2019. Work will likely begin in February and then be completed by September.

We next intend to proceed with the investigation and modeling of the “egg” system in cooperation with FOX Engineering, most likely starting in mid-2019.

- **Promote housing development**

Staff Primarily Responsible: City Administrator & WEDG Director

The proposed South 15th Avenue Subdivision project has been slowly moving forward, with the property owner now having gained approval for the preliminary plat and the Council having approved 1st reading of an ordinance rezoning the property to R-1. The City completed the acquisition of additional right-of-way on both East Adams and East Madison to help facilitate this project and the eventual build-out of the collector street network for this area. Staff has also been actively seeking out additional housing opportunities, including the development of additional downtown housing, such as the 6-unit Pennsylvania House Townhomes that are nearing completion. Discussions have been ongoing with developers, realtors, and others regarding several other potential locations for long-term subdivision activity.

The City is in the process of working with a consortium that currently includes the cities of Washington, Wellman, Kalona, and Riverside, as well as KCTC and Alliant Energy to develop a countywide housing study. RDG Planning & Design has been hired to assist with this process, and work has begun. The City Council approved the City of Washington to act as the fiduciary for this process and also authorized \$7,500 in City funds to match the grants and other community contributions.

- **Move forward on the construction of a new Fire Station and design of improvements to City Hall/Police facilities**

Staff Primarily Responsible: Project Committee, including Fire Chief, Police Chief, Finance Director, City Administrator and others

The Council authorized the issuance of Local Option Sales & Service Tax revenue bonds in the FY19 budget for the Fire Station project, and this issuance was completed and funds are on hand. The City was also fortunate to receive a \$100,000 competitive grant from the Washington County Riverboat Foundation.

The City is substantially complete on two precursor projects to the main Fire Station building construction project: 1) A “Phase I Renovations” project that included the construction of an electrical and water service room in the existing building and placement of a new generator and transformer; and 2) A “Grading & Utilities” project that included the relocation of the “egg” sewer and numerous other utilities, placement of underground stormwater detention, and grading of the building pad to prepare for construction.

The City Council approved award of the contract for Fire Station building construction on August 21 to Bushong Construction in the amount of \$2,474,900. A subcontractor has completed the installation of vibratory stone columns (geopiers) to stabilize the building pad, and we expect the contractor to begin full mobilization on Monday of next week.

The Council approved the creation of a committee to assist with planning and design of City Hall/Police building improvements on September 5. The Council formally approved the committee’s recommendation that Design Alliance continue as the architect for this project on October 16, and the contract has been prepared and signed for these services. Design Alliance plans to meet with the committee on November 6 to initiate the building design process. It is expected that this project will follow immediately on the heels of the substantial completion of the Fire Station and the moving of Fire Department operations.

High Priorities

- **Maintain & improve sidewalk infrastructure**

Staff Primarily Responsible: Engineering Technician, Building & Zoning Official, and City Administrator

The City Council approved the inclusion of the East Washington sidewalk construction project in the FY19 budget, and approved hiring Garden & Associates to design the improvements on April 17. The design was completed and the special assessment process initiated, and the Council ultimately passed the Resolution of Necessity on October 16. The project is expected to be bid in February 2019.

The City Council authorized the proposed sidewalk inspection program for trip hazards and the issuance of 172 notices in Zone 1 (roughly, Ward 1) in May. Much work has already been completed in accordance with these notices, and staff is working on a list of incomplete notices to be rolled into a single project that will be bid early next year.

• **Improve communication to public, including communication of accomplishments**

Staff Primarily Responsible: Elected Official representative(s) to be determined, website committee, Wastewater Plant Superintendent, Police Chief, and City Administrator

The City is now working with the Chamber, WEDG, and Main Street on an integrated community website, with that process being administered through the Hotel/Motel Tax committee, working with consultant Running Robots. Notice has been sent to GovOffice for early termination of our contract, and the City's website committee plans to meet with Running Robots next week to discuss the structure for our portion of the site.

Due to focus on other issues including numerous construction projects, we have not yet made progress on the planned e-newsletter.

• **Review of Police Department**

Staff Primarily Responsible: Mayor, City Administrator, Police Chief, other Police representatives and City Council member(s) as designated

Not much movement has been made on this priority.

• **Continue to emphasize improved private property maintenance**

Staff Primarily Responsible: Mayor, City Administrator, City Attorney, Building & Zoning Official, and Code Enforcement Officer

City staff developed, and City Council approved the creation of an Owner-Occupied Housing Rehabilitation program to be administered by ECICOG. The City Council authorized the use of \$37,800 in existing Low and Moderate-Income Tax Increment Financing (LMI TIF) funds to provide local match for the East Central Housing Trust Fund (ECIHTF) in exchange for a \$151,200 grant from the ECIHTF. The ECIHTF awarded these funds in July for 2019. The project plan is to offer an exterior improvement grant of up to \$15,000 for 9 qualifying households in a geographical area that includes the east-west Highway 92 corridor through town, plus the residential portion of the 12th Avenue/Riverside Road corridor. It is hoped that this program will significantly improve the appearance along some of our main corridors and help leverage improvements that would not otherwise be possible. If this program is successful, the City would have the capacity to revisit a similar program in future years, given the expected continued inflow of LMI TIF funds from current and future non-LMI housing subdivisions.

In code enforcement, a Nuisance Review committee consisting of the Mayor, City Attorney, City Administrator, Building & Zoning Official, and Code Enforcement Officer continues to meet twice a month. The committee discusses and strategizes on nuisance matters great and small. We feel we have continued to make very good progress on the smaller nuisances and have picked out a few larger/thornier nuisances at a time to work through. We believe we have been very responsive to citizen concerns and continue to conduct some proactive code enforcement as well.

Major “white elephants” such as Goncho Apartments, Pamida, and the former paint factory on East 5th have been addressed in recent years, with significant private investment on each site providing additional property valuation and much-improved appearance. The City also has struck what looks to be an excellent deal to demolish the former Linda Lou’s building on East 2nd in exchange for the construction of a new \$2 million office building. The next big challenge is anticipated to be working for the rehabilitation of the Smouse House/Captain’s Table property on South Iowa. A downtown TIF amendment currently in process will help to facilitate both the Linda Lou’s and Captain’s Table projects.

- **Through Hotel/Motel Tax Fund Administration Committee, help to “define” Washington, and effectively promote ourselves to internal and external audiences**

Staff Primarily Responsible: Councilor Youngquist, Councilor Gault, City Administrator, Chamber Director, Hotel/Motel Fund Administration Committee

The Fund Administration Committee recommended and the City Council approved on April 3 the hiring of Running Robots to assist with branding and marketing of Washington. Initially at least, the focus is on internet presence and marketing. As referenced above, the initial process will include development of a carefully structured website presence that will operate under the City’s washingtoniowa.gov umbrella (we are told this is the best vehicle for directing web traffic to our sites), but will also include improvements to the WEDG, Chamber, and Main Street websites.

Summary of Progress on Long-Term Priorities

- **Continue to update & implement Capital Improvements Plan (CIP) and focus on maintaining & upgrading infrastructure:** The City Council approved the \$27.8 million FY19-23 CIP update on January 30. The updated plan continues a focus on strong investments in street and utility infrastructure and facility improvements. The CIP update process for FY20-24 is expected to begin in December.
- **Complete evaluation of all three sewer basins and strongly emphasize efforts toward eliminating sources of inflow/infiltration (I/I) into the sanitary sewer system:** As stated above, following the initiation of the 2019 Southeast Sewer Basin construction project, we plan to next focus on the investigation and modeling of the “egg” basin. As this is the oldest part of the system, we are likely to find enough issues to justify

several projects in this basin in the ensuing years.

- **Promote business development:** WEDG has been without an Executive Director since Ed Raber left at the end of March, but the board has been conducting in-person interviews of candidates this week and hopes to have a new person selected soon. A variety of commercial and industrial improvements are on the horizon, including continued development of the Business Park. The KCTC facility there is near completion, and the Sustainable Solutions truck shop/industrial condo facility is under construction. We also have a very strong prospect looking at a lot, so may have another lot sale to bring the Council in the near future.

The City's joint program with Main Street, Downtown Investment Grants (DIG) got off to a good start, with the following grants approved to date: Greiner Buildings/Former Library (\$50,000 grant), Royal Midwest/Frontier Family Restaurant (\$40,000 grant), and DW Developments/Washington Evening Journal (\$29,000). Greiners unveiled their wonderful renovation of the library to the public on October 18, and DW Developments also held an open house showcasing their improvements this fall. The Frontier project still being worked on, with work on the new façade underway currently.

The City actively partnered with Cornerstone Property Management to redevelop the long-vacant former Pamida building on East Washington Street for the new Washington Auto Center, including the extension of a sewer line that opens up approximately 25 acres for future commercial and residential development.

- **Actively promote increased housing development:** As stated above, work continues on the administrative end of the South 15th project. The City has been able sell its lots at 420 West 6th and 415 West Madison (both are nuisance house abatements) for construction of new homes. Nathan Brown is currently constructing a new spec home at 415 West Madison. The lot at 1218 North 2nd was swapped to Jeff Hazelett for a lot he owned adjacent to the soccer complex. Jeff plans to work with Scott Goodwin on constructing a new house on that site soon. The City also worked hand-in-hand with the developer for the Pennsylvania House Townhomes.
- **Complete Police/Fire/City Hall building improvements:** As stated above, good progress has been made on the Fire Station project, and design process for the City Hall/Police project is getting started on schedule.
- **Promote improvements to parks & recreation, through construction projects and broadening community support & engagement:** Much of the focus in park improvements over the past year has rightly been on the Wellness Park. This is a major undertaking for us. However, good progress has been made on the Kewash paving/Kirkwood trail spur project. A low construction bid for the primary trail project has allowed us to expand the scope of the 2018/2019 improvements to include asphalt overlay of the existing paved portion of the Kewash, plus a new trailhead at the Kirkwood Regional Center is on track to be constructed in the spring.

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Minor parks initiatives such as re-roofing of several parks shelters have been completed, and the next initiative we plan to undertake is a 5-year maintenance plan for our 18-year-old Aquatic Center. We feel that by making relatively small investments now, we can save the City significant dollars in the long run, minimize operational disruptions, and keep the facility much nicer for public use during its operating life. The Council also approved applying to the Riverboat Foundation for \$50,000 in municipal grant funds to renovate the main shelter at Sunset Park.

Significant progress has been made in most areas identified by the Council. It is a pleasure to work with you in tackling such a wide array of projects and initiatives to benefit our community. Please let me know if you have any questions regarding this report.

City of Washington Goal-Setting Quick Reference
Calendar Years 2018 and 2019

<u>Goal</u>	<u>Classification</u>	<u>Goal Type</u>	<u>Status</u>	<u>Completion Date</u>
Wellness Park Phase I	Top Priority	Project	Utilities & Grading project ("Phase 1A") nearly complete, planning underway for completion of all Phase 1 initiatives, funding gap still to be closed	Late 2019
Sewer I/I	Top Priority	Projects & Focused Initiative	Significant Progress on SE Basin Project	Ongoing for at least 10 years
Promote Housing Development	Top Priority	Broad Initiative	Progress on South 15 th Subdivision, Pennsylvania Townhomes, Housing Study	Ongoing
Fire Station/City Hall/Police Improvements	Top Priority	Project	Fire Station building under construction contract, City Hall/Police design underway	Late 2020
Maintain & Improve Sidewalk Infrastructure	High Priority	Projects & Focused Initiative	Trip hazard notices for Zone 1 sent and repairs are underway- completion of Zone 1 in 2019, East Washington sidewalk to be constructed in early 2019	Ongoing annual trip hazards program plus targeted projects as approved
Improve Communication to Public	High Priority	Broad Initiative	In early stages of integrated community website and digital marketing	Ongoing
Review of Police Department	High Priority	Focused Initiative	Not initiated yet	To be determined
Improved Private Property Maintenance	High Priority	Projects and Broad Initiative	Significant progress on addressing key "white elephants" and also typical nuisances, home rehab grant through ECIHTF for 2019	Nuisance abatement ongoing, ECIHTF grant completed by late 2019
Define and promote Washington to Internal and External Audiences	High Priority	Broad Initiative	Hotel/Motel Fund Administration Committee working on digital marketing and web presence	Website live in 2019, promotion through H/M tax ongoing