



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, DECEMBER 4, 2018

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, December 4, 2018 to be approved as proposed or amended.

Consent:

1. Council Minutes November 20, 2018
2. Steve's Sales & Service, Rebuilt Engine for Police Car, \$5,688.50
3. Steve's Sales & Service, Incidentals on Engine Install, \$615.68
4. Garden & Associates, E. Washington Street Sidewalk Extension, \$867.20
5. Garden & Associates, 15th Avenue Paving, Storm Sewer, Sanitary Sewer, Water Main, \$300.50
6. Casey's General Store #1624, 1002 W. Madison Street, Class C Beer Permit (BC), Sunday Sales, (**renewal**)
7. Department Reports

Consent – Other:

Northway Corporation, Well #6 Improvements, Change Order #2, \$6,891.35

Claims & Financial Reports:

Claims for December 4, 2018

SPECIAL PRESENTATION

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

PUBLIC HEARING

NEW BUSINESS

1. Discussion and Consideration of a Resolution Approving Bid from Troy Renoux – Woodlawn Cemetery Shelter Repairs.
2. Discussion and Consideration of Tree Bid #7 for Tree Removal.
3. Discussion and Consideration of a Resolution Setting a Public Hearing for December 18 for FY18 Budget Amendment #1.
4. Discussion and Consideration of Setting a Public Hearing for December 18 for Demolition of 123 E. 2nd Street (Linda Lou/Red Bear Daycare).
5. Discussion and Consideration of an Amended Engineering Task Order (Fire Station Grading & Utilities Project).
6. Discussion and Consideration of a Resolution Setting Strategic Priorities for 2019 and 2020
7. Discussion and Consideration of a Resolution Authorizing Levy, Assessment and Collection of Costs to Washington County Treasurer.
8. Discussion and Consideration of Second Reading of an Ordinance Changing Boundaries of Zoning Districts (Iowa Bridge and Culvert – per P & Z Recommendation).
9. Discussion and Consideration of Third Reading of an Ordinance Vacating an Alley (Block 20 East-West Alley) (City Hall/Police/Fire).
10. Discussion and Consideration of Third Reading of an Ordinance Amending Chapter 164 (Site Plan Ordinance per P & Z Recommendation).

WORKSHOP

1. Update on Garbage & Recycling Review.
2. Discussion of FY20-24 Capital Improvements Plan Update.

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 11-20-2018

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, November 20, 2018 at 6:00 P.M. Mayor Rosien in the chair. On roll call present: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Absent: none.

Motion by Gault, seconded by Pettit-Majewski, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, November 20, 2018 be approved as proposed. Motion carried.

Consent:

1. Council Minutes November 6, 2018
2. Washington County Conservation Board, Kewash Nature Trail Upgrade, \$90,000.00 (this is pass through grant money)
3. Iowa Grow, Inc., Fall 2018 Pump & Apply WWTP Sludge, \$39,003.00
4. IMWCA, Workers Comp. Premium #5, \$7,080.00
5. Martin Gardner Architecture, Woodlawn Cemetery Gates, \$880.00
6. Bushong Construction, Fire Station Project, \$31,129.60
7. Bushong Construction, Fire Station Project,, \$44,246.25
8. Tricon Construction, Water Treatment Plant Improvements, \$126,793.29
9. City Construction, Fire Station Phase I Renovations. \$59,175.69
10. Terracon, Fire Station Project, \$1,261.00
11. Lynch Dallas, P.C., Public Works Union Negotiations, \$1,110.00
12. Lynch Dallas, P.C., Police Union Negotiations, \$1,028.49
13. Fox Engineering, Water Treatment Plant Improvements, \$12,045.80
14. Fox Engineering, South Elevated Water Storage Tank Improvements, \$321.75
15. Fox Engineering, Well #6 Pump Replacement, \$929.50
16. Fox Engineering, SE Basin I & I Reduction, \$1,575.00
17. Bankers Trust, General Obligation Capital Loan Notes, Series 2015, Interest, & Service Fee, \$27,293.75
18. Bankers Trust, General Obligation Refunding Bonds, Series 2016A, Interest, & Service Fee, \$16,985.00
19. Bankers Trust, General Obligation Refunding Bonds, Series 2016B, Interest, & Service Fee, \$7,881.25
20. Bankers Trust, General Obligation Bonds, Series 2016C, Interest, & Service Fee, \$2,450.00
21. Bankers Trust, General Obligation Capital Loan Note, Series 2018A, Interest & Service Fee, \$59,593.24
22. Bankers Trust, LOSST Revenue Bonds, Series 2018B, Interest & Service Fee, \$17,422.22
23. Cedar Rapids Bank & Trust, 2006 Urban Renewal TIF Revenue Bonds, Interest, \$537.50
24. Washington State Bank, 2014 General Obligation Bonds, Interest, \$449.03
25. Design Alliance, Fire Station Project, \$1,557.29
26. Design Alliance, City Hall and Police Station, \$590.63
27. Department Reports

Consent – Other:

1. DeLong Construction, Wellness Park Grading and Utilities, \$195,488.04
2. Terracon, Wellness Park, \$406.00
3. MSA, Wellness Park Phase I Design & Bidding, \$10,800.00

DeLong requested that items 6,7 and 8 be pulled from the consent agenda.

Motion by Pettit-Majewski, seconded by Youngquist, to approve the consent agenda items 1-5 and 9-27. Motion carried.

Motion by Pettit-Majewski, seconded by Gault, to approve consent agenda items 6,7 and 8. Motion carried. DeLong abstained with conflict.

Motion by Youngquist, seconded by Pettit-Majewski, to approve the consent-other. Motion carried. DeLong abstained with conflict and Gault voted "no".

Motion by DeLong, seconded by Gault, to approve payment of the claims as presented. Motion carried.

City Administrator Brent Hinson gave the October, 2018 Financial Reports. Motion by Youngquist, seconded by Gault, to approve the October Financial Reports. Motion carried.

Motion by Stigers, seconded by DeLong, to approve the Jingle Bell Run Request for Saturday, November 24, 2018.

Presentations from the Public: none.

Mayor Rosien announced that now is the time for the public hearing on Amendment No. 3 to the Washington Downtown Urban Renewal Area.

No written or oral comments were received.

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

Motion by DeLong, seconded by Youngquist, to approve the Resolution Approving Amendment No. 3 to the Washington Downtown Urban Renewal Area (in regard to the Captain's Table building, the council wants the City to act as a partner with other entities and the City not own the building). Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2018-138)**

Motion by DeLong, seconded by Pettit-Majewski, to affirm the Mayoral appointment of Rhonda Reed to the Hotel/Motel Tax Fund Administration Committee. Motion carried.

Motion by DeLong, seconded by Youngquist, to approve the Hotel/Motel Tax Fund Administration Committee recommendation that the City pay half (\$1,500) of the annual Web Maintenance Fees of \$3,000. Motion carried.

Motion by Pettit-Majewski, seconded by Stigers, to approve the Employee Health Insurance Renewal for 2019. Motion carried.

Motion by DeLong, seconded by Stigers, to approve the FY18 State TIF Report. Motion carried.

Motion by Pettit-Majewski, seconded by Youngquist, to approve the Resolution Obligating TIF Debts for FY20. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2018-139)**

Motion by Youngquist, seconded by Pettit-Majewski, to approve the Resolution Adopting Washington County Multi-Jurisdictional Hazard Mitigation Plan 2019. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2018-140)**

Motion by Pettit-Majewski, seconded by Gault, to approve the Agreement with Impressions Custom Computers to Provide Services to the City of Washington. Motion carried.

Motion by DeLong, seconded by Stigers, to approve the Resolution Authorizing Levy, Assessment and Collection of Costs to the Washington County Treasurer. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2018-141)**

Motion by DeLong, seconded by Stigers, at approve the First Reading of an Ordinance Changing Boundaries of Zoning Districts (Iowa Bridge and Culvert – per P & Z Recommendation). Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

Motion by Youngquist, seconded by Gault, to approve the Second Reading of an Ordinance Vacating an Alley (Block 20 East-West Alley) (City Hall/Police/Fire). Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

Motion by Stigers, seconded by Pettit-Majewski, to approve the Second Reading of an Ordinance Amending Chapter 164 (Site Plan Ordinance per P & Z Recommendation). Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

Motion by DeLong, seconded by Stigers, to approve the Third Reading and Adopt the 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, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Ordinance No. 1079)**

Motion by Stigers, seconded by DeLong, to approve the Third Reading and Adopt the Ordinance Amending Chapter 165 (B-1 Rear Yard Setback per P & Z Recommendation). Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Ordinance No. 1080)**

WORKSHOP

During the Workshop council discussed possible new projects to include in the Goal Setting Update for 2019 and 2020.

Motion by Gault, seconded by Stigers, that the Regular Session held at 6:00 P.M., Tuesday, November 20, 2018, be adjourned. Motion carried.

Illa Earnest, City Clerk

STEVE'S SALES AND SERVICE

304 N 4TH AVE.
WASHINGTON, IA. 52353
Phone: 319-653-3407 Fax: 319- -

INVOICE

22227

INVOICE

Date: 11/20/2018

CITY OF WASHINGTON

215 E Washington St
Washington, IA 52353
Home 319-653-6584 29 -- Office 319-653-7002 airpo

2012 Chevrolet - Tahoe - 5.3L, V8 (325CI) VIN(0)

Lic # : 501060

Odometer In : 128318

Unit # : #97

VIN # : 1GNLC2E00 CR250497

Hat # : t/;

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
ENGINE 18 MO 100,000 MILE WARRANTY <i>jasper</i>	1.00	3,875.00	3,875.00	11-8-18 ordered engine est 5800 R&R engine and components	1,150.00
REBUILT KIT <i>JASPER</i>	1.00	549.00	549.00		
6 dexos/filter	1.00	42.00	42.00		
antifreeze	3.50	15.00	52.50		
Shop Supplies			20.00		

001-8-1010-6332 Initials *JS*
 EXP. _____
 Vender # _____ Date Rec. _____
 Due Date _____ Inv # _____

Org. Estimate 5,688.50 Revisions 0.00 Current Estimate 5,688.50

Labor:	1,150.00
Parts:	4,538.50
SubTotal:	5,688.50
Tax:	0.00
Total:	5,688.50
Bal Due:	\$5,688.50

[Payments -]
Vehicle Received: 11/20/2018

Customer Number : 247

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

STEVE'S SALES AND SERVICE

304 N 4TH AVE.
 WASHINGTON, IA. 52353
 Phone: 319-653-3407 Fax: 319- -

INVOICE

22239

INVOICE

Date: 11/21/2018

CITY OF WASHINGTON
 215 E Washington St
 Washington, IA 52353
 Home 319-653-6584 29 -- Office 319-653-7002 airpo

2012 Chevrolet - Tahoe - 5.3L, V8 (325CI) VIN(0)
 Lic # : 501060 Odometer In : 128318
 Unit # : #97
 VIN # : 1GNLC2E00 CR250497 Hat # : t

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
Engine Mount C3211	2.00	68.66	137.32	replace motor mounts	n/c
Radiator B2370	1.00	231.98	231.98	flush transmission--color was very dark	54.00
Oil Dipstick tube and dipstick 917-307 a	1.00	48.52	48.52		
trans fluid	30.00	4.25	127.50		
Shop Supplies			16.36		

001-6-1010- 6332 Initials JSB
 EXP. _____
 Vender # _____ Date Rec. _____
 Due Date _____ Inv # _____

*Thank you!
 Thanks to for your business.
 Our shop has sold so will
 be closing doors Nov. 30
 we will still be in building
 till Dec. so payment
 can be sent to same
 address.*

Org. Estimate 615.68 Revisions 0.00 Current Estimate 615.68

Labor:	54.00
Parts:	561.68
SubTotal:	615.68
Tax:	0.00
Total:	615.68
Bal Due:	\$615.68

[Payments -]
 Vehicle Received: 11/21/2018 Customer Number : 247

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____



GARDEN & ASSOCIATES, LTD.

1701 3rd Avenue East, Suite 1 • P.O. Box 451 • Oskaloosa, IA 52577

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

November 20, 2018
Invoice No: 37328

Project 5016276 Washington - 15th Ave Paving, Storm Sewer, Sanitary Sewer, Water Main.
Client ID #20040

Professional Services for the Period: October 19, 2018 to November 15, 2018

Professional Services

	Hours	Rate	Amount	
Principal Engineer	1.50	141.00	211.50	
Technician #2	1.00	89.00	89.00	
Totals	2.50		300.50	
Total Professional Services				300.50
		Total Project Invoice Amount		\$300.50

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

Applicant License Application (BC0020351)

Name of Applicant: <u>Casey's Marketing Company</u>		
Name of Business (DBA): <u>Casey's General Store #1624</u>		
Address of Premises: <u>1002 West Madison</u>		
City <u>Washington</u>	County: <u>Washington</u>	Zip: <u>5235300</u>
Business <u>(319) 863-9040</u>		
Mailing <u>PO Box 3001</u>		
City <u>Ankeny</u>	State <u>IA</u>	Zip: <u>500218045</u>

Contact Person

Name <u>JESSICA FISHER, Store Operations</u>
Phone: <u>(515) 446-6404</u> Email <u>JESSICA.FISHER@caseys.com</u>

Classification Class C Beer Permit (BC)

Term: 12 months

Effective Date: 01/15/2019

Expiration Date: 01/14/2020

Privileges:

- Class C Beer Permit (BC)
- Sunday Sales

Status of Business

BusinessType: <u>Publicly Traded Corporation</u>
Corporate ID Number: <u>XXXXXXXXXX</u> Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

Michael Richardson

First Name: Michael **Last Name:** Richardson
City: Pleasant Hill **State:** Iowa **Zip:** 50327
Position: President
% of Ownership: 0.00% **U.S. Citizen:** Yes

42-0935283 Casey's General Stores, Inc

First Name: 42-0935283 **Last Name:** Casey's General Stores, Inc
City: Ankeny **State:** Iowa **Zip:** 50021-804
Position: Owner
% of Ownership: 100.00% **U.S. Citizen:** No

Julia Jackowski

First Name: Julia **Last Name:** Jackowski
City: Urbandale **State:** Iowa **Zip:** 50322
Position: Asst

% of Ownership: 0.00%

U.S. Citizen: Yes

James Pistillo

First Name: James

Last Name: Pistillo

City: Urbandale

State: Iowa

Zip: 50323

Position: Treasurer

% of Ownership: 0.00%

U.S. Citizen: Yes

JOHN SOUPENE

First Name: JOHN

Last Name: SOUPENE

City: ANKENY

State: Iowa

Zip: 50023

Position: VICE-PRESIDENT

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: First Western Insurance

Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

MAINTENANCE & CONSTRUCTION DEPT. REPORT

11-3-18/11-16-18

STREETS: Personnel continued the leaf vac program, plans are to conclude November 30. The street sweeper operated a few days and one Thursday evening in the business district.

WATER DISTRIBUTION: Personnel constructed a 1 inch water tap for the new Hy-Vee gas station off of West Monroe St. Personnel turned numerous water services on or off in the past two weeks.

SEWER COLLECTION: Personnel performed numerous televising in different locations of the sewer system. Personnel also performed a 4 inch sewer tap located at North Marion Ave-West 15th St.

STORM SEWER COLLECTION: Personnel televised a couple storm sewers, trying to locate a strong odor smell in the east end of town.

MECHANIC/SHOP: Personnel serviced leaf vac (electric), sweeper (hydraulic leak:hopper lift hose), PD 96 (rotate tires and transmission cooler line), 111 (set up for leaf vac), 119 (installed salt spreader), PD 79 (Subbed out Engine replacement), FD Tanker (inspect leak), 611 (picked up in Burlington-wiring harness warranty) and continue on 301 list (new box replacement).

OTHER: Personnel responded to 57 One Call Locates. Personnel attended a SASSO safety meeting on Chains & Slings. Yard waste and bag pick up continued, which will conclude November 30.

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.

MAINTENANCE & CONSTRUCTION DEPT. REPORT

11-17-18/11-30-18

STREETS: Personnel continued to push forward with leaf pick up, with a few setbacks and the weather, the crew will get back to normal routes as when weather permits as the season slows down. I expect to continue with the leaf vac and yard waste till at least Dec 15. Personnel plowed routes, clean up the snow on the square and hauled most of those piles away.

WATER DISTRIBUTION: Personnel repaired a water box (rod) located at 313 South 4th Ave. Personnel had 13 water shut offs for nonpayment.

SEWER COLLECTION: Personnel televised a few sewers to investigate different issues. Personnel flushed the East Interceptor at North 13th Ave-East 3rd St.

STORM SEWER COLLECTION: Personnel unplugged some intakes with the weather conditions.

MECHANIC/SHOP: Personnel serviced PD 905 (check engine light), PD 79 (part return & winter tires installed), 301 (spray undercoat), 601 (radiator), Case backhoe and serviced all the snow plows,

OTHER: Personnel responded to 45 One Call Locates. Numerous loads of rock material was hauled to the stock piles.

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.

*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

April 12, 2018

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

From: Brent Hinson
City Administrator

Re: Change Order #2, Well 6

As the engineer describes in the attached email, the items included in this change order are essentially plant staff requested additions that make sense to take care of now rather than later. We still do have the outstanding issue on this contract of the contractor's proposed charges for drilling through the grout in the casing and related issues, but plan to take a relatively hard line on that change due to a variety of factors. The bottom line is that there will be a Change Order #3 in the future to address these issues, but we will do everything we can to minimize that contract increase amount.

Brent Hinson

From: Rob Baker
Sent: Friday, March 30, 2018 11:15 AM
To: Brent Hinson; Chad McCleary
Cc: Kyle Wellington; Illa Earnest; Steve Troyer
Subject: Change Order No 2 Well 6 Improvements
Attachments: Well 6 Change Order No 2 signed.pdf

Brent and Chad,

Change Order No. 2 has been prepared and signed by FOX Engineering and Northway. The changes recommended have to do with replacement of old and worn out valves and an obsolete flow meter in Well 5 (above ground replacements in well house) and installing a small diameter PVC tubing into Well 7 (a stilling well) so that the water level sensor will function properly. Northway proved that the stilling well solution worked in Well 6 so we recommended doing the same thing for Well 7. A licensed well contractor needs to install the items and since Northway is under contract for the Well 6 Improvements, it is recommended to take care of these miscellaneous items now.

This change order also adds days for doing this work. It does not add days which would be associated with the extra time to drill through the grout last July or the extra time it took to install the pump. This is why the dates in this change order are in the past. FOX told Northway that time extensions with these items can be negotiated with the City when Northway meets with them to discuss additional payment for drilling through the grout in the casing and for pulling up the casing the first time that it did not fit. I think that the Contractor can provide some reasons for why the 125 HP pump install took longer (VFD not delivered to them in time), but we have not said that this delay would be approved just yet either. So the City still has LDs to negotiate with.

Since the VFD Bypass change proposal has needed revision and seems to be taking a while, we thought we would handle that potential change item separately and maybe once the City has better visibility on other unit price items which Northway Intends to bill more for. If this change order is approved sooner, Northway is available to do the work in April.

Please let us know if there are questions.

Robbie Baker, P.E.

FOX Engineering Associates, Inc.

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

Office | 515.233.0000 | Cell | 515.313.7202

www.foxeng.com



Contractor's Application for Payment No. 6

Application Period	June 1, 2018 to July 31, 2018	Application Date	10/31/2018
To (Owner):	City of Washington, Iowa	Via (Engineer)	FOX Engineering
Project:	Well #6 Improvements	Contract	Well #6 Improvements
Owner's Contract No	3424-15C	Contractor's Project No	3424-15C
		Engineer's Project No	3424-15C

Application For Payment Change Order Summary

Approved Change Order Number	Additions	Deductions
1	\$63,211.65	
2	\$16,709.58	
3	\$9,821.00	
TOTAL \$	\$89,742.23	
NET CHANGE BY CHANGE ORDERS	\$89,742.23	

1. ORIGINAL CONTRACT PRICE..... \$ 5372,755.50
2. Net change by Change Orders..... \$ 89,742.23
3. Current Contract Price (Line 1 + 2)..... \$ 5462,497.73
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ 5459,600.54
5. RETAINAGE:
 - a. 5% X \$459,600.54 Work Completed..... \$ 272,980.03
 - b. X Stored Material..... \$
 - c. Total Retainage (Line 5.a + Line 5.b)..... \$ 272,980.03
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 5436,620.51
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ ~~5124,888.05~~ \$429,729.16
8. AMOUNT DUE THIS APPLICATION..... \$ ~~5310,442.46~~ \$6,891.35
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.e above)..... \$ ~~566,554.41~~ \$25,877.22

Contractor's Certification
 The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances), and
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of	\$ 6,891.35	(Line 8 or other - attach explanation of the other amount)
is recommended by	<i>Matthew J. Howard</i>	(Engineer) 11-19-2018 (Date)
Payment of	\$	(Line 8 or other - attach explanation of the other amount)
is approved by	<i>[Signature]</i>	(Owner) 11/27/18 (Date)
Approved by		Funding or Financing Entity (if applicable) (Date)

Contractor's Signature: *[Signature]* Date: 11-7-18 10/31/2018

POLICE	ALLIANT ENERGY	ALLIANT ENERGY	178.44	
	AMAZON CAPITAL SERVICES	2 DESKTOP COMPUTERS-SQUAD ROOM	678.00	
	ARMSTRONG HEATING & AIR CONDITIONING I	CONDENSOR MAINTENANCE	432.50	
	ARNOLD MOTOR SUPPLY	PARTS	211.92	
	CINTAS CORP LOC. 342	RUG SERVICE	35.79	
	CITY DIRECTORY, INC.	CITY DIRECTORY	173.14	
	IGRAPHIX, INC	SHIPPING	11.59	
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	100.00	
	JOHN DEERE FINANCIAL	DOG FOOD	21.99	
	MARCO, INC.	COPIER CHARGES	327.91	
	QUILL	ADD MACHINE ROLLS, SUPPLIE	11.98	
	RAY O'HERRON CO.,INC.	FLAGS	85.74	
	UPS	SHIPPING CHARGES	19.16	
	UP-TOWN AUTO WASH	REFILL CAR WASH	100.00	
	WAL-MART	HARD DRIVE FOR CELL PHONE	188.00	
		TOTAL	2576.16	
	FIRE	ARNOLD MOTOR SUPPLY	PARTS	2.28
		ALLIANT ENERGY	ALLIANT ENERGY	356.89
		CITY DIRECTORY, INC.	CITY DIRECTORY	173.14
		MOORE'S BP AMOCO INC	FUEL	20.00
VISA		SUPPLIES & MEMBERSHIP	522.44	
		TOTAL	1074.75	
ANIMAL CONTROL	JOHN DEERE FINANCIAL	DOG MUZZLES/DOG FOOD	47.96	
		TOTAL	47.96	
DEVELOP SERV	CITY DIRECTORY, INC.	CITY DIRECTORY	173.14	
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	206.25	
	WHOLESALE FIRE EQUIPMENT	FLAGS	47.27	
		TOTAL	426.66	
LIBRARY	AMAZON	LIBRARY MATERIALS	295.96	
	CINTAS CORP LOC. 342	WALK-ON MATTS	62.19	
	DEMCO	OFFICE SUPPLIES	110.88	
	MARIE ELECTRIC INC.	REPAIR LIGHTS IN ALLEY	474.40	
	RECORDED BOOKS LLC	LIBRARY MATERIALS	134.97	
	VISA	POSTAGE, SUPPLIES & SUBSCR	281.89	
		TOTAL	1360.29	
PARKS	ACE-N-MORE	SUPPLIES	55.95	
	ALLIANT ENERGY	ALLIANT ENERGY	659.81	
	AQUA-PRO	SPRINKLER WINTERIZE	139.00	
	JOHN DEERE FINANCIAL	SUPPLIES	171.93	
	SITLER'S SUPPLIES INC.	PHOTO-CELL	49.50	
	VISA	SIGNS	47.88	
	WASHINGTON LUMBER	BRUSHES FOR PARK	16.97	
		TOTAL	1141.04	
POOL	AQUA-PRO	SPRINKLER WINTERIZE	139.00	
		TOTAL	139.00	
CEMETERY	ALLIANT ENERGY	ALLIANT ENERGY	141.28	
	ARNOLD MOTOR SUPPLY	SUPPLIES	34.90	
	CITY DIRECTORY, INC.	CITY DIRECTORY	173.15	

	JOHN DEERE FINANCIAL	WHEEL BEARRINGS-GATOR	156.06
	MIKE'S PARTS & SERVICE	CUTTING EDGES FOR PLOW	772.00
	VISA	CHAIRS & COVERS- MOWER DEC	741.07
		TOTAL	2018.46
FINAN ADMIN	ALLIANT ENERGY	ALLIANT ENERGY	374.26
	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	224.03
	CITY DIRECTORY, INC.	CITY DIRECTORY	173.15
	IMPRESSIONS COMPUTERS, INC	ANNUAL AGREEMENT- SERVICES	1800.00
	QUILL	ADD MACHINE ROLLS, SUPPLIES	168.44
	ROTARY CLUB OF WASHINGTON	DUES & MEALS	230.30
	VISA	MEAL REIMBURSEMENT	15.42
	VIVIAL	ADVERTISING CHGS	25.15
		TOTAL	3010.75
AIRPORT	L.J. ROTH RECONSTRUCTION INC.	REPAIR	121.71
	SORRELL GLASS	SERVICE CALL	50.00
		TOTAL	171.71
ROAD USE	AGRILAND FS, INC	CRACK SEALER FUEL	150.00
	ALTORFER	133 SERVICE	508.12
	ARNOLD MOTOR SUPPLY	SHOP STOCK	284.47
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	377.00
	GIERKE ROBINSON CO., INC	ADA PADS	1890.00
	GREINER DISCOUNT TIRES	GOLF CART TIRE REPAIR	25.45
	HOTSY CLEANING SYSTEMS	VEHICLE SOAP	70.00
	JOHN DEERE FINANCIAL	FINISH MOWER/SUPPLIES	1560.35
	L L PELLING CO	RE-STRIPE LINES	2023.36
	MOORE'S BP AMOCO INC	FUEL	315.71
	RIVER PRODUCTS	ROADSTONE	1091.41
		TOTAL	8295.87
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	294.62
		TOTAL	294.62
HOUSING REHAB	RDG PLANNING & DESIGN	HOUSING STUDY	700.00
		TOTAL	700.00
CAP EQUIPMENT	GRAFIX SHOPPE	STRIPES NEW INTERCEPTOR	422.00
		TOTAL	422.00
CAPITAL PROJECTS	IDEAL READY MIX	COUNTRY CLUB RD	2664.00
	UNITED RENTALS (NORTH AMERICA) INC.	EXCAVATOR RENTAL-WELLNESS	5658.84
		TOTAL	8322.84
SIDEWALK REPAIR/REPLACE	CROSSETT, MICHAEL	SIDEWALK REPLACEMENT PROGR	154.00
	WALSH, TONY	SIDEWALK REPLACEMENT PROGR	144.00
	WASHINGTON STATE BANK	SIDEWALK REIMBURSMENT	192.00
		TOTAL	490.00
LIBRARY GIFT	AMAZON	LIBRARY MATERIALS	98.42
	CUSTOM IMPRESSIONS INC	PROGRAMMING T-SHIRTS	156.76
	VISA	POSTAGE, SUPPLIES & SUBSCR	58.56
		TOTAL	313.74
WATER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	121.62

CARROLL, SUSAN	MILEAGE REIMBURSEMENT	14.17
CITY DIRECTORY, INC.	CITY DIRECTORY	173.14
JENNINGS, ELAINE	MILEAGE REIMBURSEMENT	17.98
POSTMASTER	BULK MAILING WATER BILLS	786.52
STREFF, ROSE	MILEAGE REIMBURSEMENT	4.30
WAL-MART	STORAGE CONTAINERS & SUPPL	53.76
	TOTAL	1171.49

WATER DIST

ALTORFER	SAW	799.00
ALLIANT ENERGY	ALLIANT ENERGY	300.44
ALTORFER	TRENCH SHIELD RENTAL-WELLN	2074.00
COLEMAN CONSTRUCTION	3RD & IOWA SIDEWALK	4599.00
FASTENAL COMPANY	LIFT CHAIN REPLACEMENT	719.14
HY-VEE	MTG	42.63
IOWA ONE CALL	SERVICE	139.00
SCHIMBERG CO.	WATER TAP INSTALL SUPPLIES	4367.23
TIFCO INDUSTRIES	SAFETY SUPPLIES	89.98
WAL-MART	STORAGE CONTAINERS & SUPPL	49.08
	TOTAL	13179.50

SEWER PLANT

ALLIANT ENERGY	ALLIANT ENERGY	21.97
BRECKE MECHANICAL CONTRACTORS	GARAGE HEAT PUMP REPAIR	904.08
CITY DIRECTORY, INC.	CITY DIRECTORY	173.14
ELECTRICAL ENGINEERING & EQUIPMENT CO	NEW BLOCK HEATER INSTALLAT	3101.73
JOHN DEERE FINANCIAL	SUPPLIES	223.17
TESTAMERICA LABORATORIES INC	WWTP TESTING	2091.76
USA BLUEBOOK	CAULKING FOR PIPES	111.69
VISA	PRINTER CARTRIDGE & GEN SU	169.28
	TOTAL	6796.82

SEWER COLLECT

ARNOLD MOTOR SUPPLY	LEAF VAC SUPPLIES	364.28
MID-IOWA SOLID WASTE EQUIPMENT	PARTS/TRACTOR REPAIR	4086.97
IDEAL READY MIX	S 2ND, MANHOLE REPAIR	1036.00
USA BLUEBOOK	SMOKE FLUID	275.03
	TOTAL	5762.28

SANITATION

LUKE WASTE MANAGEMENT	REFUSE AND RECYCLING CHARG	28577.75
PIP PRINTING	ANNUAL STICKERS	1153.70
WASH CO HUMANE SOCIETY	NOVEMBER COLLECTIONS	377.75
	TOTAL	30109.20

TOTAL **87825.14**

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

CLAIMS REPORT 12/4/2018

LIBRARY/LIBRARY GIFT
 AMAZON - MARTHA STEWART LIVING MAGAZINE
 AMAZON - BRIDES MAGAZINE
 AMAZON - ROLLING STONE MAGAZINE - (REFUNDED BELOW)
 AMAZON - INC MAGAZINE
 AMAZON - SIMPLE AND DELICIOUS MAGAZINE
 WALMART - PROGRAMMING AND DVDS
 BARNES AND NOBLE - ADULT PROGRAMMING - PUZZLES
 AMAZON - PREVENTION MAGAZINE
 AMAZON - THE FAMILY HANDYMAN MAGAZINE
 AMAZON - MIDWEST LIVING MAGAZINE
 WALMART - PROGRAMMING AND DVDS
 CREDIT VOUCHER - ROLLING STONE MAGAZINE

10.58
 10.00
 49.95
 10.67
 17.98
 78.73
 46.95
 25.44
 10.00
 120.11
 (49.95)
340.45

FEN ADMIN
 RCGR RIPPLE DINER - CHAMBER AMBASSADOR LUNCH - ROSIEN

15.42
15.42

POLICE

47.88
47.88

PARKS/POOL
 SMARTSIGN - LEASHED DOG SIGNS

47.88
47.88

DEVELOP SERV

-

AIRPORT

-

ROAD USE

52.44
 295.00
 175.00

FIRE
 WALMART - SUPPLIES
 AMAZON - MAYDAY EASY EVAC ROLL STRETCHER KIT (5)
 NFPA NATL FIRE PROTECT - MEMBERSHIP

52.44
 295.00
 175.00

SEWER PLANT
 WALMART - PRINTER CARTRIDGES/SUPPLIES

-
 169.28

CEMETERY
 LYNCHSUPPLY - NEW TENT CHAIRS COVERS & LAP BLANKETS
 HORN PLASTICS - POLY FOR MOWER DECK

522.46
 426.07
 315.00

SANITATION

169.28
169.28

WATER PLANT/WATER DIST

741.07

Grand Total

-
1,856.54

Grand Total

-
1,856.54

RESOLUTION NO. _____

A RESOLUTION AWARDDING CONSTRUCTION CONTRACT

WHEREAS, following preparatory work by the Historic Preservation Commission with the guidance of Martin Gardner Architecture, competitive quotations have been received for the project known as the "2018 Woodlawn Haven Shelter Project"; and

WHEREAS, the Historic Preservation Commission has selected the quote from Renoux Builders of Washington; and

WHEREAS, the Historic Preservation Commission and City Council wish to formalize this award of contract.

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

Section 1. The City Council hereby awards the 2018 Woodlawn Haven Shelter Project to Renoux Builders in the amount of \$13,985.64 for the scope of work described in the attached document.

Section 2. The Mayor and City Clerk are hereby directed to execute all related contract documents on behalf of the City of Washington.

PASSED AND APPROVED, this 4th day of December, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

RENOUX BUILDERS



Troy Renoux, Owner
319.653.5106
renouxbuildersinc.com

PRICE ESTIMATES

Custom Built Homes
Complete Design Service
Remodeling
Residential &
Commercial

In business in Washington IA since 1976

Estimate

Date	Estimate No.
10/30/2018	823

City of Washington
C/O Illa Earnest

Description	Total
<p>Woodlawn Haven Building</p> <p>Labor and material to replace roof and repair windows as per specifications below</p> <p>Remove existing roofing and sheathing Install new 3/4" CDX sheathing install 3/4" treated plywood up the parapet and roll roofing up to cement cap Install Black 60 Mill EPDM Rubber roofing Remove plywood covering from windows and doors Secure and repair windows Prep, prime and paint interior and exteriors of doors and windows Replace window glass with standard glass Replace door glass with laminated glass Install new wood storm windows with laminated glass Cover crawlspace access with 3/4" treated plywood</p>	13,985.64

This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started.

Total	\$13,985.64
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Development Services
215 E. Washington St.
Washington, IA 52353
319.653.6584 Ext. 124

Memo

To: City Council
From: Steve Donnolly, Emerald Ash Bore Committee
Date: 11/26/2018
Re: Tree Bid #7

The Emerald Ash Bore Tree Committee (EABC) met on Thursday, November 15, 2018, to discuss and consider the removal of 31 hazardous/ash trees.

The Committee recommends that the City Council except the bid from Trent Greiner Logging for \$4500.00 for group 7A and Browns Tree Service for \$5700.00 for group 7B and \$5150.00 for 7C. Browns Tree Service and Trent Greiner Logging had the same bid for 7B and the EABC gave the bid to Browns because they have done good work for the City in the past and they wanted to see how Trent Greiner Logging performed in their first bid with the City.

The bids for round 7 figure out to be about \$495 per tree. In comparison, round 6 trees were roughly \$560 a tree. Find attached a spread sheet of all the bids for this round of tree removal. If you have any questions or concerns, give me a call or email and I will try and answer your questions.

TREE BID #7	Group 7A (red)	Group 7B (green)	Group 7C (blue)
Midwest Tree Service	\$7,200.00	\$6,900.00	\$6,300.00
Brown Tree Service	\$5,800.00	\$5,700.00	\$5,150.00
Hairy Tree Care			
Sigourney Treecare, LLC			
Trent Greiner Logging	\$4,500.00	\$5,700.00	
Removal Deadline March 1, 2019			

**NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2018-2019 CITY BUDGET**

The City Council of Washington in WASHINGTON County, Iowa
will meet at Washington Free Public Library, 115 W Washington Street
at 6:00 pm on 12/18/2018
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2019
(year)
by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.
Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	3,677,676		3,677,676
Less: Uncollected Property Taxes-Levy Year	2	0		0
Net Current Property Taxes	3	3,677,676	0	3,677,676
Delinquent Property Taxes	4	0		0
TIF Revenues	5	269,338	95,100	364,438
Other City Taxes	6	910,116		910,116
Licenses & Permits	7	112,375		112,375
Use of Money and Property	8	154,788		154,788
Intergovernmental	9	2,189,524	205,840	2,395,364
Charges for Services	10	5,165,822		5,165,822
Special Assessments	11	120,000		120,000
Miscellaneous	12	393,840	66,960	460,800
Other Financing Sources	13	1,070,488	1,316,902	2,387,390
Transfers In	14	5,841,761	892,066	6,733,827
Total Revenues and Other Sources	15	19,905,728	2,576,868	22,482,596
Expenditures & Other Financing Uses				
Public Safety	16	1,958,420	29,304	1,987,724
Public Works	17	1,260,916		1,260,916
Health and Social Services	18	0		0
Culture and Recreation	19	895,100	38,000	933,100
Community and Economic Development	20	92,037	100	92,137
General Government	21	1,032,722	128,500	1,161,222
Debt Service	22	1,380,989	27,763	1,408,752
Capital Projects	23	5,689,075	361,960	6,051,035
Total Government Activities Expenditures	24	12,309,259	585,627	12,894,886
Business Type / Enterprises	25	6,594,758	1,287,103	7,881,861
Total Gov Activities & Business Expenditures	26	18,904,017	1,872,730	20,776,747
Transfers Out	27	5,841,761	892,066	6,733,827
Total Expenditures/Transfers Out	28	24,745,778	2,764,796	27,510,574
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	29	-4,840,050	-187,928	-5,027,978
Beginning Fund Balance July 1	30	10,080,148	10,197,821	20,277,969
Ending Fund Balance June 30	31	5,240,098	10,009,893	15,249,991

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Capital projects, vehicle purchases/repairs, grant funding

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Kelsey Brown

City Clerk/ Finance Officer Name

*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 30, 2018

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

From: Brent Hinson
City Administrator

Re: Demolition Bidding

The asbestos abatement is getting underway on the building, and it is time to get the actual building demolition bid out. We have agreed to let the developer have an extension until March 1, 2019 for closing on the property to get a couple of things worked out (the original date was January 4), so we have a little extra time to get this demo done.

We are asking you to set the public hearing on bids for the December 18 meeting. 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 no later than December 31, 2018 following abatement of asbestos. The selected demolition contractor must agree to final completion by February 15, 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 14th day of December, 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, December 18, 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.

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 December 14th 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 30, 2018

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

From: Brent Hinson
City Administrator

A blue ink signature of Brent Hinson, the City Administrator, is written over the name.

Re: Egg Sewer Relocation Task Order Amendment

As the Council is aware, the original project for the egg sewer relocation estimated at \$295,000 morphed into a larger project that is more like \$500,000 due to inclusion of number of changes, including a new water main and designing a complete regrading and reconstruction of South 3rd Avenue between Washington and Jefferson. As such, FOX's scope of services also had to expand. They have requested a \$15,000 add to their agreement, which I believe is reasonable based on all factors involved.

Task Order

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

Specific Project Data

- A. Title: City Hall Sanitary Sewer Interceptor Reroute
- B. Description: Design and construction phases services to facilitate project changes during design and construction for the modified project scope of the Fire Station project.

1. Services of Engineer

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

A1.01 Study and Report Phase – Not included.

A1.02 Preliminary Design Phase – Not Included.

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

- 1. Additional topographic survey area around the site, E. Washington Street, S. 3rd Avenue, and S. 2nd Ave. that was not included in the original scope of work for the sewer reroute project.
- 2. Additional water main design and permitting to accommodate extending the water main from E. Madison Street rather than connecting to water main currently on site. Includes additional design work to lowering the water main on S. 3rd Avenue.
- 3. Multiple design scenarios and redesigns for S. 3rd Ave. to accommodate possible water ponding issues from E. Washington Street. Additional expansion of the project design north to accommodate further lowering of S. 3rd Avenue.

A1.04 Bidding Phase – Not Included.

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

- 1. Additional reviews, CPR's, egg sewer complications, site visit for egg sewer connection, an additional site visit, and other additional services needed for project completion.

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

A.2.01 Additional Services Requiring Owner's Authorization in Advance – Not Included.

Exhibit D shall apply to this project in its entirety for any RPR services requested by the Owner in writing during the construction period.

2. Owner's Responsibilities

Exhibit B shall apply to this project in its entirety.

3. **Times for Rendering Services**

Phase	Days
<u>Final Design Phase</u>	<u>Work Completed</u>
<u>Construction Phase</u>	<u>Work Completed</u>

4. **Payments to Engineer**

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

Phase	Method of Payment	Amount
Final Design	Lump Sum	\$10,500
Construction Phase	Lump Sum	\$4,500

Total Fee: \$15,000

5. **Engineer's Consultants:** None

6. **Other Modifications to Master Agreement:** None

7. **Attachments:** None.

8. **Documents Incorporated By Reference:** None

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

The Effective Date of this Task Order is _____, 2018.

Engineer

Steven J. Troyer 11-27-18
Signature Date

Steven J. Troyer, P.E.
Name

Principal
Title

Owner

Signature Date

Name

Title

Designated Representative for Task Order:

Steven P. Soupier, P.E.
Name

Project Manager
Title

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

sps@foxeng.com
E-Mail Address

515-233-0000
Phone

515-233-0103
Fax

Designated Representative for Task Order:

Brent Hinson
Name

City Administrator
Title

215 E. Washington Street
Washington, IA 52353
Address

bhinson@washingtoniowa.net
E-Mail Address

(319) 653-6584
Phone

Fax

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



*215 East Washington Street
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Memorandum

November 30, 2018

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

From: Brent Hinson
City Administrator

Re: Strategic Priorities for 2019 and 2020

Attached is a proposed goals resolution for calendar years 2019 and 2020. I have tried my best to organize the resolution for effective implementation and to reflect the discussion held at the November 20 meeting.

Pending your approval, I will try to turn around on a strategic priorities work plan for your consideration at the December 18 meeting.

RESOLUTION NO. _____

**A RESOLUTION SETTING STRATEGIC PRIORITIES
FOR THE CITY OF WASHINGTON**

WHEREAS, the City Council sees the importance of strategic planning as a method for confronting the many challenges and opportunities presented our community; and

WHEREAS, the City Council met in special sessions on November 6 and 20, 2018 to update its top strategic priorities for 2019 and 2020.

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

Section 1. The City Council establishes the following as its top strategic priorities for 2019 and 2020:

- Complete Wellness Park Phase I improvements, including administrative setup and staffing analysis
- Sewer inflow/infiltration (I/I)
 - Complete Southeast Basin CDBG Project
 - Design Egg Sewer Water Plant Block Project
 - Continue evaluation of “egg” sewer basin
- Promote housing development
 - Complete South 15th Project
 - Complete countywide housing study
 - Work as a partner to identify additional development areas
- Complete Fire Station construction and design & begin construction of City Hall/Police improvements
 - Examine staffing for quality long-term building maintenance

Section 2. The City Council establishes the following as additional high strategic priorities for 2019 and 2020:

- Review of Police Department
 - Prepare for a time of transition due to retirements
 - Work to identify and encourage new leaders in department
- Participate with partners in continuity of operations planning
- Through Hotel/Motel Tax Fund Administration Committee, help to “define” Washington, and effectively promote ourselves to internal and external audiences

Section 3. While keeping in mind the broad range of important priorities the City may have, the City Council establishes its intent that the following long-term priorities and projects will receive continued emphasis:

- Continue to update & implement Capital Improvements Plan (CIP) and focus on maintaining & upgrading infrastructure
- Complete evaluation of all three sewer basins and strongly emphasize efforts toward eliminating sources of inflow/infiltration (I/I) into the sanitary sewer system
- Promote business development
 - Continue development of West Buchanan Street corridor to Highway 1/
Business Park Phase II
- Actively promote improved housing stock and supply
 - Continue proactive nuisance and dangerous house abatements
 - Consider CDBG housing rehabilitation & other programs
 - Continue looking for new ways to partner in development, seeking long-term options for providing adequate/quality housing supply
 - Pursue both single and multi-family housing development
- Promote improvements to parks & recreation, through construction projects and broadening community support & engagement.
 - Continued development of Wellness Park buildout
 - Additional park projects as per five-year CIP
 - Continued development of pedestrian/bicycle infrastructure, including trails
 - Work to improve public safety in parks
- Maintain & improve sidewalk infrastructure
 - Complete East Washington sidewalk
 - Continue trip hazards program
 - Implement “Safe Routes to School” sidewalk installation program, beginning with the established plan for the area near Lincoln Elementary

Section 4. The City Council recognizes the following items as organizational values that it will seek to uphold in its deliberations and actions:

- Maintain public trust
- Maintain public safety
- Maintain strong financial condition
- Transparency and strong & diverse public communication
- Support economic development efforts & programming
- Strategic and cost-effective deployment of resources, utilizing long-range planning to the greatest extent possible and in accordance with adopted plans

Section 5. The City Council commits to seeing that all of the above goals remain top priorities for the coming years and that continuing progress be made toward on-going commitments and priorities. The City Administrator is directed to provide regular updates to allow for proper benchmarking. Strategic Priorities are to be reviewed regularly.

PASSED AND APPROVED this 4th day of December, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

RESOLUTION NO. _____

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

WHEREAS, the City of Washington, Iowa is empowered to levy, assess, and collect costs of improvement and removal of debris against the abutting property owner,

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

The property of Donna Stocker at 328 E. Main St. for the amount of \$75.00. Legal description (19 NE WASH FRAC). Parcel Number (11-17-407-003).

and,

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

The property of Juan Cardoso and Araceli Ruiz at 903 W. Madison St. for the amount of \$170.00. Legal description (06 01 ADD TO SW WASH). Parcel Number (11-18-480-006).

and,

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 4th day of December, 2018.

Jaron Rosien, Mayor

Attest:

Illa Earnest, 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 R-2 One and Two Family Residential District to I-1 Light Industrial District, as recommended by action of the City of Washington's Planning & Zoning Commission on November 13, 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:

Outlots numbered 10, 11, 12, 13 and 15, in Win Smouse's Highland Park Addition to the City of Washington. Also all of Outlot 14, except the South 127 feet thereof, in the Win Smouse's Highland Park Addition to the City of Washington.

Be and the same is hereby re-classified as I-1 Light Industrial District and that said real estate be subject to all provisions and regulations as affecting I-1 Light Industrial 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: _____ November 20, 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.

Illa Earnest, City Clerk



R-2 to I-1

TO

ST TO

401-001
7.69

326-003
7.14

326-004

326-004

301-036
0.23

301-037
0.23

332-015

Iowa DNR. Esti. HERE. Garmin.

E. 170th ST.

W. 170th ST.

N. MARION AVE.

- Full Extent
- Previous Extent
- Search...
- Layers
- Export
- Print
- Share
- Map Query
- Point Select
- Line Measure
- Point Markup
- Street View
- Client Info
- Help

Scale 1: 1,128

0 30 60ft

Basemaps

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: 11-06-2018

Approved on Second Reading: 11-20-2018

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 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: 11-06-2018
Approved on Second Reading: 11-20-2018
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 30, 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: Garbage Contract Discussion

Mayor Rosien and I have met with two garbage/recycling firms thus far, and are attempting to set up meetings with three others. We will provide a brief update at the Council meeting, but would expect to have more substantial discussion at the December 18 meeting.

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



*215 East Washington Street
Washington, Iowa 52353
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Memorandum

November 30, 2018

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

From: Brent Hinson
City Administrator

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Re: Capital Improvements Plan (CIP) Update for FY20-24

The City Council last updated the CIP in January 2018. Attached is a proposed update to that plan, as we get ready for budget time. The total draft plan is around \$26 million, which is consistent with past plan updates. Around \$12 million of these projects are in various stages of already being in motion.

Here is a quick year-by-year summary of the changes proposed:

FY19/Carryover

- South 7th & Marion/Jefferson Water Main Tie-In: Added an in-house project to construct new water main from Washington to Madison on South 7th, plus tying together water mains at Marion and Jefferson that cross but do not intersect in order to improve water pressure along Jefferson. In-house project.

FY20

- South E Reconstruction: This has been moved back, since the South 15th project is slated to occur first. This project should be able to be underway in Fall 2019.
- East Main (12th to 15th) Water Main: This was planned as an in-house project, but we got very stacked up this year with the Fire Station water main, Wellness Park water main, and Country Club Road projects. We are now envisioning contracting this out.

- **Egg Sewer Evaluation:** We are envisioning getting started in earnest with this effort once the 2019 Southeast Basin project is under construction. We already have one Egg Basin project identified: The Water Plant block sewer separation (budgeted for FY20).
- **Lincoln Safe Routes to School:** In 2013, we did an extensive Safe Routes to School study, report, and grant application with the help of Washington County Public Health. Unfortunately, the grant program was later eliminated. This study identified various sidewalk improvements to be made. We have done some and are planning to take care of others along with anticipated paving projects, but I show us handling the remaining segments called for in the SRTS plan in this CIP update: along Monroe from Iowa to 4th in FY20 and along Van Buren from 6th to 9th in FY22.

FY21

- **South 12th/ East Adams Street Improvements:** We are now showing this as one large project to take care of all of the remaining southeast collector street network paving. This project now includes paving South 12th from Tyler to Adams and East Adams from 9th to 15th. It also includes sidewalk along Van Buren past Case Field and around Water Tower Park in addition to sidewalk along the length of the streets to be reconstructed. We also may want to consider adding a sidewalk segment on South 9th from Harrison to Tyler to complete the sidewalk network in that area.

FY22

- **Old WWTF Demo:** The removal of the old structures from the wastewater plant has been moved up a year because the timing and funding then works out better for the FY24 sewer I/I project.

FY23

- **Streetscape:** As I had previously shared with you, we can now support a \$3.5 million project in FY23. I will continue to work on the numbers and hope to push this a little higher so that the next phase of the streetscape can be the last. This will be a huge, highly involved project for us.

FY24 (Newly Added to Plan)

- **18/36 Approach Lighting:** I am still waiting for any updates in requests from the Airport Commission, but they had indicated in the last plan update that they wanted to do this project in FY24.
- **Egg Sewer I/I Project:** It is undetermined where this project will be within the Egg Sewer basin, but we are expecting this basin to be much more challenging than the Southeast Basin.

- North 2nd Underpass Lift Station: This is the stormwater lift station that is often overwhelmed during heavy rains, leading to the flooding of the underpass.

Future Years

Another new project listed in the “Future Years” of the plan is:

- West Main Water Line Replacement/Mill & Overlay: JJ has identified the water main along West Main from Avenue B to Avenue H as especially prone to breaks. This project, which could potentially take place in FY25, would include complete replacement of that line and then a mill and asphalt overlay over that entire length of street.

Projects Dropped from Scheduled to Future Years

- South Avenue B Water Main: This has been a line that has been prone to breaks in recent years. We were hoping to do this as an in-house project, but prospects are not looking good at this point in time. As a project that would be bid out, we have to move this back in the plan. We hope to get this moved back into the plan in future updates.
- South 4th Water Main- Washington to Madison: This was a new water main (there is no existing main along South 4th) designed to raise pressure to the Middle School and to Lincoln Elementary. However, we found out in our investigations with the Fire Station utilities project that we do not have existing water main on the south side of Washington to tie into as previously thought. FOX is currently examining to see whether their recommendations will change for this project. It is possible we may upsize the water main along Jefferson and create more tie-ins to improve water pressure at least to the Middle School.
- West Sewer Basin Evaluation: Assuming it may take 3-4 large projects to adequately address the Egg Basin, we have moved the evaluation of this basin out of the five-year plan for now.

I am hoping to have discussion at this meeting, and then we can complete the discussion and potentially set the hearing at the December 18 meeting. We could then hold the hearing at our first January meeting.

Proj #	Proj Type	Amount Budgeted	GO Debt	Revenue Debt	Water	Sewer	Road Use	TIF	Quarterly Riverboat	Special Assess	Grant	Other	Notes
Fiscal 2024													
	A	\$165,000					\$16,500				\$148,500		Programmed for FY24
	S	\$1,400,000	\$1,000,000			\$400,000							
	S	\$100,000				\$100,000							
		\$1,665,000	\$1,000,000	\$0	\$0	\$500,000	\$16,500	\$0	\$0	\$0	\$148,500	\$0	
		FY24 Totals											
		Programmed Totals	\$7,998,348	\$1,699,188	\$1,297,108	\$1,600,000	\$997,534	\$1,380,051	\$3,233,455	\$267,000	\$4,505,775	\$2,882,928	
Future Years or Unscheduled													
	A	\$2,100,000											Requested for FY28
	P	\$30,000											
	P	\$3,475,265											Start in FY25- Riverboat
	R	\$265,000											FY25?
	R	\$430,000											
	R	\$200,000											
	R	\$260,000											
	R/SS	\$596,800											
	R/W	\$625,900											
	R/SS	\$436,000											
	R/SS	\$377,250											
	R/SS	\$1,000,000											
111	W	\$250,000											Fed Aid after W. Buch? w/South B Overlay
	W	\$227,250											Main Possible In-House
	W	\$1,340,500											Per Facility Plan
	W	\$317,250											Needs further study
135	W	\$302,500											Deferred to work on egg
	W	\$436,200											
134	S	\$200,000											
	S	\$200,000											
	S	\$150,000											
		Future Years Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

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