



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, JANUARY 15, 2019

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, January 15, 2019 to be approved as proposed or amended.

Consent:

1. Council Minutes January 2, 2019
2. IMWCA, Work Comp. Premium Installment #7, \$7,080.00
3. TEAM Services, Fire Station Project – Construction Testing Services, \$830.42
4. PAWS & More Animal Shelter, Animal Services Oct. – Dec. 2018, \$5,250.00
5. Fox Engineering, South Elevated Water Storage Tank Improvements, \$1,119.63
6. Fox Engineering, Water Treatment Plant Improvements, \$10,723.90
7. Fox Engineering, SE Basin I & I Reduction, \$885.00
8. Design Alliance, Fire Station Project, \$2,702.12
9. Design Alliance, City Hall & Police Station Project, \$4,201.95
10. Shaw Electric, Relocate Generator from Fire Station to M/C
11. Kevin Olson, Professional Services, \$411.42
12. Department Reports

Consent – Other:

1. Tricon Construction, Water Treatment Plant Improvements, \$68,601.90
2. Bushong Construction, Fire Station Project, \$263,505.35

Claims & Financial Reports:

Claims for January 15, 2019

Financial Reports – December, 2018

SPECIAL PRESENTATION

2019 Kewash Half Marathon Road Closure Request – Saturday, April 20, 2019.

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

UNFINISHED BUSINESS

Discussion and Consideration of a Resolution Approving Strategic Priorities Work Plan for 2019 and 2020. **(Tabled 01/02/2019)**

Discussion and Consideration of a Resolution Acknowledging Fulfillment of a Contract for Sale of Real Property (Business Park Lot 1). **(Tabled 01/02/2019)**

PUBLIC HEARING

- Vacating Certain Streets and Alleys – Water Treatment Plant Block

Discussion and Consideration of First Reading of an Ordinance Vacating Certain Streets and Alleys – Water Treatment Plant Block.

NEW BUSINESS

1. Discussion and Consideration of Police K-9 Purchase and Training Expenditures.
2. Affirm Mayoral Appointment to Historic Preservation Commission – Evie Richardson
3. Mayoral Appointment of Council Liaison to Historic Preservation Commission.
4. Discussion and Consideration of Approving Issuance of a Solid Waste and Recycling Collection Request for Proposals.
5. Discussion and Consideration of a Resolution Approving a Joint Agreement Pursuant to Iowa Code 28E for Recreational Trailhead Project (Agreement with Kirkwood and WCCB)
6. Discussion and Consideration of a Preliminary Resolution for Construction of the 2019 S. 15th Avenue Improvements Project.
7. Discussion and Consideration of a Resolution Adopting a Funding Commitment Agreement and Award Agreement (ECI Housing Trust Fund)
8. Discussion and Consideration of a Resolution Creating a Police Chief Search Committee and Confirming Appointments.
9. Discussion and Consideration of a Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer.

WORKSHOP

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 01-02-2019

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 Wednesday, January 2, 2019 at 6:30 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 Youngquist, that the agenda for the Regular Session to be held at 6:30 P.M., Wednesday, January 2, 2019 be approved as proposed. Motion carried.

Consent:

1. Council Minutes December 18, 2018
2. MSA, WEDG Regional Trails & Recreation Plan, \$5,000.00
3. Garden & Associates, 15th Avenue Paving, Storm Sewer, Water Main, \$5,600.85
4. Washington Chamber of Commerce, 2019 Membership Dues, \$1,148.40
5. Sigourney Treecare, Tree Group 6B Service, \$4,770.00
6. RDG, Washington County Housing Study, \$9,375.00
7. Washington Liquor and Tobacco Outlet, 304 W. Madison Street, Class C Beer Permit, Class B Wine Permit, Class E Liquor License, Sunday Sales, **(New Owner)**
8. Washington Liquor and Tobacco Outlet, 304 W. Madison Street, Cigarette Retail Cigarette/Tobacco/Nicotine/Vapor Permit, **(New Owner)**
9. Department Reports

Consent – Other:

1. Bushong Construction, Fire Station Project, \$38,017.10

Councilor Stigers asked that items #7 and #8 be removed from the consent agenda.

Motion by Pettit-Majewski, seconded by Gault, to approve consent agenda items 1-6 and 9. Motion carried.

Motion by Stigers, seconded by Gault, to approve consent agenda items 7 and 8. Motion carried. Stigers voted “no”.

Motion by Youngquist, seconded by Gault, to approve consent – other. Motion carried. DeLong abstained with conflict.

Motion by DeLong, seconded by Pettit-Majewski, to approve payment of the claims as presented. Motion carried.

Presentations from the Public: none

Mayor Rosien announced that now is the time for the public hearing for the FY20-24 Capital Improvements Plan Update.

No written or oral objections were received.

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

Motion by Stigers, seconded by Moore, to approve the Resolution Approving FY20-24 Capital Improvements Plan Update. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2019-001)**

Motion by Pettit-Majewski, seconded by Youngquist, to approve the 2018 Riverboat Foundation Annual Report. Motion carried.

Motion by Gault, seconded by Pettit-Majewski, to approve the Custodial Agreement with Jason Fisher for the Washington Free Public Library. Motion carried.

Motion by Moore, seconded by Youngquist, to approve payment of the Invoice from Cahoy Well and Pump for Repair Costs to Well #7 in the amount of \$85,713.50. Motion carried. Stigers voted "no".

Motion by Moore, seconded by Youngquist, to approve payment of the WEMIGA Waste Invoice for Recycling Costs under 28E Recycling Center Contract Amendment in the amount of \$1,543.15. Motion carried. DeLong and Gault voted "no".

Motion by DeLong, seconded by Stigers, to approve a Resolution Setting a Policy for an Employee Annual Safety Recognition Award. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2019-002)**

Motion by Gault, seconded by Youngquist, to table Discussion and Consideration of a Resolution Acknowledging Fulfillment of a Contract for Sale of Real Property (Business Park Lot 1). Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

Motion by Youngquist, seconded by Stigers, to approve a Resolution Certifying an Internal Debt and Related Promissory Note (TIF to Repay Road Use Tax). Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2019-003)**

Motion by Pettit-Majewski, seconded by Stigers, to table Discussion and Consideration of a Resolution Approving Strategic Priorities Work Plan for 2019 and 2020. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

Motion by DeLong, seconded by Pettit-Majewski, to approve the Resolution Setting a Public Hearing for February 5, 2019 for Approval of Plans and Specifications for the 2019 Southeast Sewer Basin Project. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2019-004)**

Motion by Pettit-Majewski, seconded by DeLong, to approve the Resolution Setting a Public Hearing for January 15, 2019 for Vacating Certain Streets and Alleys. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2019-005)**

Motion by Moore, seconded by Gault, that the Regular Session held at 6:30 P.M., Wednesday, January 2, 2019, be adjourned. Motion carried.

Illa Earnest, City Clerk

INVOICE

INV71716

IMWCA
IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION
 500 SW 7TH STREET, SUITE 101
 DES MOINES, IA 50309-4506
 PHONE: 800-257-2708

DATE

1/1/2019

PAGE:

1

Washington, City of
 215 E Washington

Mbr No: Member Name:
 0706 Washington, City of

Washington IA 52353

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

| PURCHASE ORDER NO. | CUSTOMER ID | SALES ID | SHIPPING METHOD | PAYMENT TERMS | REQ'D SHIP DATE | MASTER NUMBER |
|--------------------|-------------|-------------------------------------|-----------------|---------------|-----------------|----------------|
| | WASHI001 | AG0075 | | | | |
| QUANTITY | ITEM NUMBER | DESCRIPTION | UCM | DISCOUNT | UNIT PRICE | EXTENDED PRICE |
| 1.00 | INSTALL7 | Instalment 7 - Work Comp Prem 18-19 | | | 7,080.00 | \$7,080.00 |

This invoice is due by February 1, 2019.

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

When you provide a check as payment, you authorize IMWCA either to use the information from your check to make a one-time electronic fund transfer from your account *Thank You* payment as a check transaction. For inquiries please call 515-244-7282.

| | |
|-------------|------------|
| Subtotal | \$7,080.00 |
| Bond Credit | \$0.00 |
| Misc | \$0.00 |
| Total | \$7,080.00 |

INVOICE

Remit To: **TEAM Services, Inc.**
717 S.E. 6th Street
Des Moines, IA 50309
ph: 515-282-8818
fax: 515-282-8741
ID No. 42-1416550

Invoice No: **1796682-0**

Invoice Date: December 26, 2018

TO: Brent Hinson

City of Washington

215 East Washington Street

Washington, IA 52353

PROJECT: **Washington Fire Station**
Washington, IA
No: 9-2550

PO Reference: 11-2083

Services for period of 11/1/2018 through 11/30/2018

Reference: Construction Testing Services

| QTY | UNITS | DESCRIPTION | UNIT PRICE | AMOUNT |
|-------------------------|-------|--------------------------------------------------------------------------------|------------|-----------------|
| 0.50 | hour | Services of Project Engineer - Analysis/Report | 111.00 | 55.50 |
| 3.50 | hour | Field Testing of Concrete Paving/Site Concrete Testing | 45.00 | 157.50 |
| 2.50 | hour | Special Inspection of Excavation/Foundation Bearing Surfaces | 45.00 | 112.50 |
| 1.50 | hour | Special Inspection and Testing of Reinforcing Steel and Cast-in-Place Concrete | 45.00 | 67.50 |
| 2.50 | test | Sample Pickup | 45.00 | 112.50 |
| 4.00 | test | Concrete Cylinder Compressive Strength Tests, including Molds | 14.00 | 56.00 |
| 324.00 | mile | Transportation Charges, Private Car or Company Vehicle | 0.83 | 268.92 |
| Invoice Total: | | | | 830.42 |
| Amount Received: | | | | \$0.00 |
| Amount Due: | | | | \$830.42 |

TERMS: 1.5% Interest per month will be added after 30 days.

Total billed, through 12/26/2018: \$830.42

Project Summary Through December 26, 2018:

Project Budget: \$18,554.00

Project Total Billed: \$830.42

Project Amount Received: \$0.00

Project Budget Remaining: \$17,723.58

Pay by Credit Card

Master Card Visa Am. Ex. Discover

Name on Card :

Card Number :

Exp.Date (MM/YY) :

PAWS & More Animal Shelter

1004 1/2 West Madison Street
Washington, IA 52353

Invoice

| | |
|------|----------|
| Date | 1/3/2019 |
|------|----------|

| | |
|-----------|----|
| Invoice # | 62 |
|-----------|----|

Bill To

City of Washington
215 E Washington St
Washington, IA 52353

| | |
|-------|----------------|
| Terms | DUE UPON RE... |
|-------|----------------|

| Description | Quantity | Rate | Amount |
|------------------------------|----------|--------------|------------|
| Animal Services OCT-DEC 2018 | | 5,250.00 | 5,250.00 |
| | | Total | \$5,250.00 |



414 South 17th Street, Ste 107
 Ames, IA 50010
 515-233-0000

City of Washington
 PO Box 516
 Washington, IA 52353
 Brent Hinson

Invoice number 43901
 Date 12/30/2018

Project **342417B Washington South 0.5 MG
 Elevated Water Storage Tank
 Improvements**

Professional Services for the Period of 11/25/2018 to 12/19/2018

Lump Sum Phases

| Description | Contract Amount | Percent Complete | Prior Billed | Total Billed | Current Billed |
|--------------------|------------------|------------------|------------------|------------------|----------------|
| Preliminary Design | 5,713.00 | 100.00 | 5,713.00 | 5,713.00 | 0.00 |
| Final Design | 13,534.00 | 100.00 | 13,534.00 | 13,534.00 | 0.00 |
| Bidding | 3,994.00 | 100.00 | 3,994.00 | 3,994.00 | 0.00 |
| Total | 23,241.00 | 100.00 | 23,241.00 | 23,241.00 | 0.00 |

Standard Hourly Rate Phases

Construction Administration

| | | Billed Amount |
|---------------------------------------------|-----------------|-----------------|
| Professional Fees | | 178.75 |
| Outside Services | KCL Engineering | 940.88 |
| Construction Administration Subtotal | | 1,119.63 |

Invoice total **\$1,119.63**

Approved by:

Steven J. Trayer

Late Payment Charge: 15% per annum beginning 30 days from above date



414 South 17th Street, Ste 107
 Ames, IA 50010
 515-233-0000

City of Washington
 PO Box 516
 Washington, IA 52353
 Brent Hinson

Invoice number 43900
 Date 12/30/2018

Project **342416A Washington Water Treatment Plant Improvements**

Professional Services for the Period of 11/25/2018 to 12/19/2018

Lump Sum Phases

| Description | Contract Amount | Percent Complete | Prior Billed | Total Billed | Current Billed |
|---------------------------|-------------------|------------------|-------------------|-------------------|----------------|
| Preliminary Design | 126,460.00 | 100.00 | 126,460.00 | 126,460.00 | 0.00 |
| Final Design | 177,830.00 | 100.00 | 177,830.00 | 177,830.00 | 0.00 |
| Bidding | 16,780.00 | 100.00 | 16,780.00 | 16,780.00 | 0.00 |
| Total | 321,070.00 | 100.00 | 321,070.00 | 321,070.00 | 0.00 |

Standard Hourly Rate Phases

Construction Administration

| | | |
|---------------------------------------------|------------------------|-----------------|
| Professional Fees | | 5,614.75 |
| Reimbursables | | 202.15 |
| Outside Services | Rietz Consultants, Ltd | 875.00 |
| Construction Administration Subtotal | | 6,691.90 |

Construction Staking

| | | |
|--------------------------------------|------------------------------------|-----------------|
| Outside Services | Stumbo & Associates Land Surveying | 4,032.00 |
| Construction Staking Subtotal | | 4,032.00 |

Invoice total **\$10,723.90**

Approved by:

Steven J. Trayer

Late Payment Charge: 15% per annum beginning 30 days from above date



414 South 17th Street, Ste 107
 Ames, IA 50010
 515-233-0000

City of Washington
 PO Box 516
 Washington, IA 52353
 Brent Hinson

Invoice number 43897
 Date 12/30/2018

Project **204517A Washington SE Basin I&I Reduction**

Professional Services for the Period of 11/25/2018 to 12/19/2018

Lump Sum Phases

| Description | Contract Amount | Percent Complete | Prior Billed | Total Billed | Current Billed |
|-----------------------------------|-------------------|------------------|------------------|------------------|----------------|
| Preliminary Design | 57,100.00 | 100.00 | 57,100.00 | 57,100.00 | 0.00 |
| Final Design | 29,500.00 | 100.00 | 28,615.00 | 29,500.00 | 885.00 |
| Bidding | 8,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Construction Administration | 29,800.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Post Construction Record Drawings | 5,700.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 130,600.00 | 66.31 | 85,715.00 | 86,600.00 | 885.00 |

Invoice total **\$885.00**

Approved by: _____

Late Payment Charge: 15% per annum beginning 30 days from above date



City of Washington
215 East Washington Street
Washington, IA 52353

January 4, 2019
Invoice No: 205620
Project No: 217055

Attn: Brent Hinson

Re: Washington Fire Station

For professional services rendered for the period December 1, 2018 to December 31, 2018
for the referenced project.

| Description | Contract Amount | % Work To Date | Amount Billed | Previous Billed | This Inv Billed |
|------------------------|-----------------|----------------|---------------|-----------------|-------------------|
| Predesign | 15,500.00 | 100.00% | 15,500.00 | 15,500.00 | 0.00 |
| Schematic | 7,750.00 | 100.00% | 7,750.00 | 7,750.00 | 0.00 |
| Design Dev | 31,000.00 | 100.00% | 31,000.00 | 31,000.00 | 0.00 |
| Const Doc | 54,250.00 | 100.00% | 54,250.00 | 54,250.00 | 0.00 |
| Bid/Negot | 7,750.00 | 100.00% | 7,750.00 | 7,750.00 | 0.00 |
| Const Admin | 38,750.00 | 16.03% | 6,211.63 | 3,712.25 | 2,499.38 |
| Total Fixed Fee | 155,000.00 | | 122,461.63 | 119,962.25 | 2,499.38 |
| Total Fixed Fee | | | | | \$2,499.38 |

| | |
|-------------------------------------|-----------------|
| Kristofer Orth - mileage | 202.74 |
| Total Out-of-Pocket Expenses | \$202.74 |

INVOICE TOTAL \$2,702.12

Please notify our office if you have any questions concerning your invoice balance.

1.5% interest charged on unpaid balance over 30 days

14225 University
Suite 110
Waukee, IA 50263
TEL 515.225.3469
FAX 515.225.9649
DesignAllianceInc.com



City of Washington
215 East Washington Street
Washington, IA 52353

January 4, 2019
Invoice No: 205619
Project No: 219001

Attn: Brent Hinson

Re: Washington City Hall & Police Station

For professional services rendered for the period December 1, 2018 to December 31, 2018
for the referenced project.

| Description | Contract Amount | % Work To Date | Amount Billed | Previous Billed | This Inv Billed |
|-------------------------------------|-----------------|----------------|---------------|-----------------|-------------------|
| Schematic | 11,812.50 | 50.00% | 5,906.25 | 1,771.88 | 4,134.37 |
| Design Dev | 23,625.00 | 0.00% | 0.00 | 0.00 | 0.00 |
| Const Doc | 47,250.00 | 0.00% | 0.00 | 0.00 | 0.00 |
| Bid/Negot | 5,906.25 | 0.00% | 0.00 | 0.00 | 0.00 |
| Const Admin | 29,531.25 | 0.00% | 0.00 | 0.00 | 0.00 |
| Total Fixed Fee | 118,125.00 | | 5,906.25 | 1,771.88 | 4,134.37 |
| Total Fixed Fee | | | | | \$4,134.37 |
| Kristofer Orth - mileage | | | | | 67.58 |
| Total Out-of-Pocket Expenses | | | | | \$67.58 |
| INVOICE TOTAL | | | | | \$4,201.95 |

Please notify our office if you have any questions concerning your invoice balance.

1.5% interest charged on unpaid balance over 30 days

14225 University
Suite 110
Waukegan, IA 50263
TEL 515.225.3469
FAX 515.225.9649
DesignAllianceInc.com

GROUNDING IN VALUES
FOCUSED ON
VALUE



SHAW ELECTRIC INC

930 E. River Drive
Davenport, IA 52803
Ph. (563) 323-3611

invoice

PAGE: 1
INVOICE NO: 68350
INVOICE DATE: 12/03/18
JOB: 283428
CITY OF WASHINGTON-GENERATOR
P/O:

CITY OF WASHINGTON
515 E 6TH STREET
WASHINGTON IA 52353

CUST #: CITYWASH

| | | | | |
|--------------------|-----------|---------------|-----------|-----------|
| GENERATOR RELOCATE | | | | 13,070.00 |
| SCHEDULED VAL : | 13,070.00 | % COMPLETE : | 100.00 | |
| MATERIAL : | 0.00 | \$ COMPLETE : | 13,070.00 | |
| PREV WORK : | 0.00 | | | |

TOTAL SALES: -----
13,070.00
=====

INVOICE AMOUNT: 13,070.00

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

January 10, 2019

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 December, 2018

| | |
|----------------------------------|-------------------------------------|
| TOTAL HOURS | 3.75 hours (reg) |
| TOTAL MILES | 132 miles |
| Hourly Rate | \$90/hour- Reg \$75/hour - Court |
| Mileage Rate | \$0.56 per mile |
| TOTAL INVOICE FOR DECEMBER, 2018 | \$411.42 |

MAINTENANCE & CONSTRUCTION DEPT. REPORT 12-15-18/12-28-18

STREETS: Personnel cold patched some areas in town. The leaf vac finished up the season, although it will be back out Monday the 31st to make the final round. Yard waste pick up will conclude December 31 as well. Personnel had to use heavy equipment once more to get a few leaf piles the vac couldn't vac. Personnel set up the Xmas Tree Drop Off fenced area in Central Park, last day will be January 10th for Xmas tree pick up. The street sweeper has been out with the unseasonable weather.

WATER DISTRIBUTION: Personnel had 11 water shut offs for nonpayment. Other numerous water services were operated due to owners request or new occupancy.

SEWER COLLECTION: Personnel flushed inside IRE (Bio-Diesel Plant) to assist with the east side of town sewer smell.

STORM SEWER COLLECTION: Personnel worked on mapping for future streetscape in the business district. Personnel checked plugged intakes after the recent rains.

MECHANIC/SHOP: Personnel serviced K-9 Unit (dropped rear end and sent for repair), 601 (start on new charge air cooler), PD 705 (right/rear lock pack), Street sweeper (repair hydraulic leak), PD 79 (removed differential) and John Deere end loader (sent to local Deere store for packing of all three front cylinder repairs and check motor).

OTHER: Personnel responded to 24 One Call Locates. Continued to pick up yard waste and brush. A few loads of rock were hauled to the stockpile. Personnel worked on fiscal 2020 budget papers.

Elm Grove & Woodlawn Cemeteries

Council Report for December 2018

By Nicholas Duvall

I worked on cemetery records and updating the computer files. I have completed the yearly maintenance on the all the weed trimmers and small engines. I worked on preliminary budget for FY2020. I have been settling graves, and hauling dirt. I have also cut and wrapped the trimmer string needed for next year's mowing season. I began the yearly mower maintenance, and replaced several sets of tires on equipment that were in need of new tires. I also helped several families with requests for cemetery information. I also attend Iowa pesticide testing to renew my pesticide applicator license.

We have had 9 funerals at Elm Grove this month, 82 funerals total so far this year. This month we plan to continue with funeral services, helping m/c as needed, continue working on mower yearly maintenance, finish budget, and moving snow as the weather dictates. We will also be working on cemetery records updating as time allows.

**WWTP report
January 15, 2019
Council meeting**

- **After hour alarm and dog call outs –**
23rd WWTP, elevated TSS alarm, 6:45 p.m. Fred
25th WWTP, elevated TSS alarms, 12:42 a.m., 7:56 p.m., and 10: 29 p.m., Fred
31st dog call, Safety Center reported a dog to be picked up at S 9th & E Tyler, 11:15 p.m. Parker
3rd dog call, Safety Center reported a dog to be picked up at 749 E Main, 6:45 p.m. Parker
- **Dept Head meetings –** I attended the meetings on December 18th, January 2nd and 8th. Jason attended the meeting on the 26th in my absence.
- **Hy-Vee gas station –** Jason and I met with Seneca workers that are building the gas station at Hy-Vee on the 7th. The workers showed us where the ballast water would be discharged. Everything looked good and they finished discharging the same day.
- **SEMCO –** Had an inquiry from SEMCO to possibly discharge some of the leachate at the WWTP. I suggested SEMCO collect samples and have them tested so we would have an idea of the strength of the leachate before moving forward. I received the results on 10th. They have been forwarded to FOX Engineering for review. We'll wait for FOX to make a recommendation before proceeding.
- **WWTP December 2018 Discharge Monitoring Report (DMR) –** Average daily flow **2.533** million gallons (mg), maximum daily flow **5.560** mg, minimum daily flow **1.2** mg. There were **zero (0)** violation of the WWTP's NPDES discharge permit. Total rain and melted precipitation for December 2018 **1.43"**, **Trace** of snow (recorded at the WWTP).

| | |
|-----------------------------------|------------------------|
| CBOD5 removal 85% required | result = 98.0 % |
| Influent CBOD5 monthly average = | 91.7 mg/L |
| Effluent CBOD5 monthly average = | 2.0 mg/L |

| | |
|---------------------------------|------------------------|
| TSS removal 85% required | result = 97.0 % |
| Influent TSS monthly average = | 191.9 mg/L |
| Effluent TSS monthly average = | 5.7 mg/L |
- **Dog pound report for December 2018 –** Eight (8) calls total for December 2018. Four (4) call outs during normal hours and four (4) call outs after hours. Five (5) dogs were returned to their owners, two (2) dogs taken to Paws & More, one (1) dog euthanized, and one (1) dog gone upon arrival.
- **Raw waste water pump #3 –** This pump had a seal go out. We got the pump removed from the basement of the operations building. Iowa Pump Work's salesman picked up the pump to transport it to their shop in Ankeny for repairs.
- **Annual calibration of our Hach Dissolved Oxygen and Total Suspended Solids (D.O. & TSS) meters –** After receiving two (2) quotes for this project, we hired Onsite Service Solutions, LLC (OSS). OSS will calibrate our seven (7) D.O. meters and one (1) TSS meter. OSS quote for this work was two thousand six hundred twenty five dollars (\$2,625.00). This project is scheduled to be performed in mid March.
- **WWTP 2019/2020 budget –** Turned preliminary budget into Brent on the 10th. I'm scheduled to meet with Brent and Kelsey on the 15th to discuss it with them.

Fred E Doggett 1/11/2019 11:03 AM

Washington Volunteer Fire Department
January 8, 2019

November Fires

| | |
|---------------------|---------|
| 5 City fires | 700.00 |
| 4 rural fires | 550.00 |
| 0 Drill | .00 |
| 9 fires and 0 drill | 1250.00 |

Meeting opened after setup for pancake day Chief Wide in charge

Minutes of the previous meeting were read and approved.

Treasure report was read.

Zach Thomas made a motion to pay all bills against the department seconded by Charles Halvorson .passed.

Committees; Social: snacks after meeting.

Pancake; January 9,2019. Ticket sale have been good

Dance February 9. There will be a band not a DJ.

Rescue

Application. we do have 2 spots open.

Storm Spotter class in Coraville March 27, 2019

Communication; Donation from Roberta Garrels of \$500.00. Donation from Premeir Supplies for the Dance 250.00. Wappelo Co. Court for 30.00.

Fire School is February 23 & 24. Some new classes

New Business; Station update; Poles are being set.

Pricing pump unit for UTV grass rig.

Captains stay the same. Craig Rembold will help safety & accountability.

Drill dates: April 10, June 12, October 16. Hose testing September 18 at 4:30pm.

Working on Budget Planning on new 3000 gallon tanker

Mt. Pleasant is Hosting Pump Opps class March 9 & 10, 23 & 24.

Discussion of calls

Roll call taken

Secretary

Tom Beauchamp

Washington City Park Board Meeting

City Hall, Washington, Iowa

12-13-18

Copy

Present: Gabriela Conchola, Don Pfeiffer, Nick Pacha, Shawn Loy and Genie Davis

Absent: Trent Stout

The meeting began with an update on the removal of the Ash trees in the parks. It was reported that all of the trees have been removed but the stumps are still there.

Nick updated the board on the Wellness Park. Nick attended a meeting to understand some of the legal matters of the development of the Park. In the discussion the lights for the ball fields was discussed, and the restrooms were discussed.

The board then talked about the upcoming budget for the next year. Nick stated he will make a list of each item. This item will be discussed at the meeting in Jan.

Nick informed the board that a full time employee will be needed in the upcoming year. Nick stated that Brent Hinson will take this item to the City Council for approval.

The need for more mowers was discussed. Nick stated more mowers are going to be needed due to more areas that will need to be mowed.

The large pavilion in Sunset Park was the next topic. Nick talked about what it would take to redo the structure. This could possibly take place in the late summer of 2019. A price has not been decided on what the cost will be.

Don Pfeiffer talked to the board about getting a grant for wild flowers to be planted in different areas around the city parks. One area is the area where two disc golf baskets were removed across from Rock slide park area.

The next meeting is: Jan 10th, 2019 at 6 pm. City Hall.



Contractor's Application for Payment No. 14

| | | |
|-----------------------------------------|------------------------------------------------------------------------------------|----|
| Application Period: 12/01/18 - 12/31/18 | Application Date: 12/19/2018 | 14 |
| From (Contractor): Tricon Construction | Via (Engineer): Fox Engineering Inc, 414 South 17th Street, Ste107, Ames, IA 50010 | |
| Contract: Washington WTP | Engineer's Project No.: 2489-11A | |
| Contractor's Project No.: 17-011-JA | | |

Application For Payment Change Order Summary

| Approved Change Orders | Additions | Deductions | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|--|
| Number | | | |
| <p>1. ORIGINAL CONTRACT PRICE \$ 5 \$4,943,000.00</p> <p>2. Net change by Change Order \$</p> <p>3. Current Contract Price (Line 1 + 2) \$ 5 \$4,943,000.00</p> <p>4. TOTAL COMPLETED AND STORED TO DATE</p> <p>(Column F total on Progress Estimates) \$ 5 \$4,890,355.37</p> <p>5. RETAINAGE:</p> <p style="margin-left: 20px;">a. 5% X \$4,888,390.97 Work Completed..... \$ 244,419.55</p> <p style="margin-left: 20px;">b. 5% X \$1,944.40 Stored Material..... \$ 97.22</p> <p style="margin-left: 20px;">c. Total Retainage (Line 5.a + Line 5.b)..... \$ 244,516.77</p> <p>6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 5 \$4,645,818.60</p> <p>7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 5 \$4,577,216.70</p> <p>8. AMOUNT DUE THIS APPLICATION..... \$ 5 \$68,601.90</p> <p>9. BALANCE TO FINISH, PLUS RETAINAGE</p> <p>(Column G total on Progress Estimates + Line 5.c above)..... \$ 5 \$297,181.40</p> | | | |
| <p>TOTALS</p> <p>NET CHANGE BY</p> <p>CHANGE ORDERS</p> | | | |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <p>Contractor's Certification</p> <p>The undersigned Contractor certifies, to the best of its knowledge, the following:</p> <p>(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.</p> <p>(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</p> <p>(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.</p> | <p>By: <u>Mary K Stone</u> Date: <u>12-19-18</u></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|

| | | |
|--------------------|----------------------|------------------------------------------------------------|
| Payment of: | \$ <u>68,601.90</u> | (Line 8 or other - attach explanation of the other amount) |
| is recommended by: | <u>Matthew Stone</u> | <u>11/7/2019</u> (Date) |
| Payment of: | \$ | (Line 8 or other - attach explanation of the other amount) |
| is approved by: | | (Date) |
| Approved by: | | (Date) |

APPLICATION NO: #4
 PERIOD TO: 12/31/2018
 PROJECT NOS:
 CONTRACT DATE: 8/22/2018

TO OWNER:
 PROJECT: Washington Fire Station
 City of Washington
 215 E. Washington Street
 Washington, IA 52353

FROM CONTRACTOR:
 VIA ARCHITECT:
 Bushong Construction Company
 Design Alliance
 704 E Wood Street
 14225 University Avenue, Suite 110
 Montezuma, IA 50171
 Waukeee, IA 50263

Distribution to:
 OWNER
 CONTRACTOR
 A/R
 FILE

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 2,474,900.00
2. Net change by Change Orders \$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 2,474,900.00
4. TOTAL COMPLETED & STORED TO DATE \$396,735.05
 (Column G on G703)
5. RETAINAGE:
 - a. 5 % of Completed Work 19,836.75
 (Column D + E on G703)
 - b. 5 % of Stored Material \$ -
 (Column F on G703)
 Total Retainage (Lines 5a + 5b or
 Total in Column I of G703) \$ 19,836.75
6. TOTAL EARNED LESS RETAI..... \$ 376,898.30
 (Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 113,392.95
8. CURRENT PAYMENT DUE \$ 263,505.35
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 2,098,001.70
 (Line 3 less Line 6)

| OWNER CHANGE ORDERS | ADDITIONS | DEDUCTIONS |
|----------------------------------------------------|-----------|------------|
| Total changes approved in previous months by Owner | \$0.00 | \$0.00 |
| Total approved this Month | \$0.00 | \$0.00 |
| TOTALS | \$0.00 | \$0.00 |
| NET CHANGES by Change Order | | \$0.00 |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: BUSHONG CONSTRUCTION COMPANY, INC.

By: *John Bushong* Date: 12/28/18

State of: Iowa County of: Poweshieck
 Subscribed and sworn to before me this 28th day of December 2018
 Notary Public: *Brenda J. Moore* Commission Number 765430
 My Commission Expires November 5, 2019

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 263,505.35

(Attach explanation if amount certified differs from the amount applied. Initial all figures on t Application and on the Continuation Sheet that are changed to conform to the amount certifi ARCHITECT: DESIGN ALLIANCE, INC.

By: *[Signature]* Date: 01/11/19
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

| | | | | |
|--------------------------------|--------------------------------|----------------------------------------|------------------|----------|
| POLICE | ACE-N-MORE | SUPPLIES | 31.98 | |
| | AMAZON CAPITAL SERVICES | DESKTOP COMPUTER/COMP ACCESSO | 408.57 | |
| | ARNOLD MOTOR SUPPLY | PARTS | 109.38 | |
| | BDH TECHNOLOGY | MONTHLY SERVICE | 350.00 | |
| | BUSINESS RADIO SALES INC | RADIO INSTALL/JEEP | 643.15 | |
| | CINTAS CORP LOC. 342 | RUG SERVICE | 35.79 | |
| | COBB OIL CO, INC. | FUEL | 624.90 | |
| | KCTC | PHONE SYSTEM/INTERNET | 104.99 | |
| | MARCO, INC. | COPIER PAYMENT | 327.91 | |
| | MID-STATES ORGANIZED CRIME | MEMBERSHIP DUES-MOCIC | 150.00 | |
| | MOORE'S BP AMOCO INC | IMPOUND & STORAGE FORD VAN/SQU | 330.00 | |
| | QUILL | OFFICE SUPPLIES | 49.84 | |
| | SADLER TRUCK PARTS | REPAIR | 1,139.74 | |
| | TREASURER STATE OF IOWA | LEGAL SERVICES-WASMSM04197 | 210.00 | |
| | UPS | SHIPPING CHARGES | 30.02 | |
| | UP-TOWN AUTO WASH | CAR WASH CARD REFILL | 100.00 | |
| | VERIZON WIRELESS | CELLULAR SERVICE | 1,371.19 | |
| | WASH CO AUDITOR | JANUARY COMMUNICATIONS | 21,400.25 | |
| | WASHINGTON STATE BANK | SAFE DEPOSIT BOX ANNUAL FEE | 50.50 | |
| | WINDSTREAM IOWA COMMUNICATIONS | JANUARY SERVICE | 375.66 | |
| | | TOTAL | 27,843.87 | |
| | FIRE | ARMSTRONG HEATING & AIR CONDITIONING I | HEATING REPAIR | 78.01 |
| | | ARNOLD MOTOR SUPPLY | PARTS | 219.46 |
| | | COBB OIL CO, INC. | FUEL | 54.43 |
| | | DINGES FIRE COMPANY | FIRE GLOVES | 437.00 |
| GAZETTE COMMUNICATIONS INC | | SUBSCRIPTION | 361.92 | |
| GREINER DISCOUNT TIRES | | TIRE REPAIR | 32.90 | |
| MCAVOY, BRUCE | | REIMB-SUPPLIES, BANDAGES | 120.83 | |
| MIDWEST BREATHING AIR SYSTEMS | | AIR TEST | 155.14 | |
| TOYNE INC | | HALOGEN BULBS | 97.36 | |
| VERIZON WIRELESS | | CELLULAR SERVICE | 184.50 | |
| WINDSTREAM IOWA COMMUNICATIONS | | 11/19/18-12/18/18 SERVICE | 173.89 | |
| | | TOTAL | 1,915.44 | |
| DEVELOP SERV | | ACE-N-MORE | TOOL | 35.99 |
| | | COBB OIL CO, INC. | FUEL | 20.79 |
| | | IAPMO - IOWA CHAPTER | MEMBERSHIP DUES | 25.00 |
| | VERIZON WIRELESS | CELLULAR SERVICE | 250.74 | |
| | WAL-MART | SUPPLIES | 13.74 | |
| | | TOTAL | 346.26 | |
| LIBRARY | ALL AMERICAN PEST CONTROL | PEST CONTROL | 44.00 | |
| | ALLIANT ENERGY | ALLIANT ENERGY | 2,078.49 | |
| | BAKER & TAYLOR | LIBRARY MATERIALS/BOOKS | 349.01 | |
| | CINTAS CORP LOC. 342 | RUG SERVICE | 62.99 | |
| | CUSTOM IMPRESSIONS INC | BUILDING REPAIR | 100.00 | |
| | EBERT SUPPLY CO. | JANITORIAL SUPPLIES | 42.60 | |
| | FAREWAY STORES | PROGRAMMING/SUPPLIES | 20.97 | |
| | GALE/CENGAGE LEARNING | LIBRARY MATERIALS/BOOKS | 18.19 | |
| | KCH | RADIO ADVERTISING | 111.97 | |
| | KCTC | PHONE/INTERNET | 350.31 | |
| | RENOUX BUILDERS INC. | REPAIR- AWNING | 325.00 | |
| | STAPLES | TONER | 299.52 | |
| | | TOTAL | 3,803.05 | |
| | PARKS | ACE-N-MORE | SUPPLIES | 10.38 |
| | | ALLIANT ENERGY | ALLIANT ENERGY | 1,723.57 |
| | | COBB OIL CO, INC. | FUEL | 28.51 |

| | | |
|-------------------------|--------------------------|-----------------|
| FASTENAL COMPANY | NEW LADDER | 299.99 |
| KCTC | PHONE SYSTEM/INTERNET | 34.84 |
| KCTC | PHONE SYSTEM/INTERNET | 85.94 |
| MARIE ELECTRIC INC. | LIGHTING REPAIR | 390.59 |
| O'REILLY AUTOMOTIVE INC | REPAIR SUPPLIES | 83.23 |
| SITLER'S SUPPLIES INC. | BULB REPLACEMENT | 102.00 |
| WAL-MART | SUPPLIES | 55.31 |
| WASH CO RECORDER | OFF-HIGHWAY REGISTRATION | 23.75 |
| | TOTAL | 2,838.11 |

| | | | |
|-------------|-----------------------------|---------------------|---------------|
| POOL | ALLIANT ENERGY | ALLIANT ENERGY | 124.04 |
| | KUENSTER HEATING & AIR, LLC | POOL VALVE REPLACED | 741.87 |
| | | TOTAL | 865.91 |

| | | | |
|-----------------|----------------------------------------|-------------------------------|---------------|
| CEMETERY | ACE-N-MORE | THERM. TRUCK SHED | 37.67 |
| | ARMSTRONG HEATING & AIR CONDITIONING I | HEATER REPAIR TRUCKSHED | 342.95 |
| | ARNOLD MOTOR SUPPLY | PARTS | 74.03 |
| | ATCO INTERNATIONAL | SAFETY FUEL CAN/AIR FRESHENER | 295.44 |
| | GREINER DISCOUNT TIRES | MOWER TIRE REPAIR | 21.45 |
| | KCTC | PHONE SYSTEM/INTERNET | 120.69 |
| | | TOTAL | 892.23 |

| | | | |
|--------------------|----------------------------------------|---------------------------------|------------------|
| FINAN ADMIN | AHLERS & COONEY, P.C. | PROFESSIONAL SERVICES | 1,277.18 |
| | ALL AMERICAN PEST CONTROL | PEST CONTROL | 44.00 |
| | ALLIANT ENERGY | ALLIANT ENERGY | 19.58 |
| | AMAZON CAPITAL SERVICES | CALENDAR/BUDGET BINDER SUPPLIES | 60.08 |
| | BAKER PAPER & SUPPLY | COPY PAPER | 107.10 |
| | CINTAS CORP LOC. 342 | RUG & TOWEL SERVICE | 230.03 |
| | DE LAGE LANDEN FINANCIAL SERVICES INC | COPIER MAINTENANCE | 154.98 |
| | FAREWAY STORES | SUPPLIES | 72.28 |
| | GOOGLE LLC | MONTHLY SERVICE | 225.00 |
| | IMPRESSIONS COMPUTERS, INC | COMPUTER MAINTENANCE | 881.25 |
| | J & S ELECTRONIC BUSINESS SYSTEMS, INC | COPIES | 331.83 |
| | KCTC | PHONE SYSTEM/INTERNET/PHONE SYS | 4,074.56 |
| | PACE PAYMENT SYSTEMS | PACE ADMIN FEE | 20.00 |
| | SEICCA | MEMBERSHIP DUES | 40.00 |
| | STOREY KENWORTHY/MATT PARROTT | PAYABLE CHECKS | 507.77 |
| | VERIZON WIRELESS | CELLULAR SERVICE | 62.36 |
| | WASHINGTON STATE BANK | SAFE DEPOSIT BOX ANNUAL FEE | 50.50 |
| | WINDSTREAM IOWA COMMUNICATIONS | JANUARY SERVICE | 971.56 |
| | WMPF GROUP LLC | LEGAL AD | 999.83 |
| | | TOTAL | 10,129.89 |

| | | | |
|----------------|--------------------------------|------------------------|-----------------|
| AIRPORT | ACE-N-MORE | SUPPLIES | 32.25 |
| | AIR DR | MAINTENANCE/NEW HEATER | 2,654.61 |
| | CLOUDBURST 9 | INTERNET SERVICE | 72.09 |
| | GINGERICH WELL & PUMP SRV LLC | WATER HYDRANT REPAIR | 646.75 |
| | JAMIESON, JEAN | DECEMBER CLEANING | 245.00 |
| | KCII | RADIO ADVERTISING | 74.65 |
| | QT PETROLEUM | SHIPPING | 295.00 |
| | VERIZON WIRELESS | CELLULAR SERVICE | 52.36 |
| | VETTER'S INC-CULLIGAN WATER | AIRPORT SERVICE | 37.88 |
| | WINDSTREAM IOWA COMMUNICATIONS | JANUARY SERVICE | 180.64 |
| | | TOTAL | 4,291.23 |

| | | | |
|-----------------|---------------------|-----------------|-----------------|
| ROAD USE | ACE-N-MORE | SUPPLIES | 16.36 |
| | AGRILAND FS, INC | LUBE | 525.60 |
| | ALTORFER | PARTS | 532.72 |
| | ARNOLD MOTOR SUPPLY | SNOW PLOW PARTS | 232.55 |
| | COBB OIL CO, INC. | FUEL | 1,033.66 |
| | | TOTAL | 2,340.89 |

| | | | |
|--------------------------------|--------------------------------------|----------------------------|------------------|
| STREET LIGHTING | ALLIANT ENERGY | ALLIANT ENERGY | 10,016.37 |
| | | TOTAL | 10,016.37 |
| CAPITAL EQUIPMENT | CAPPER CHRYSLER DODGE JEEP RAM | 2019 FORD EXPLORER | 28,150.68 |
| | | TOTAL | 28,150.68 |
| CAPITAL PROJECTS | WMPF GROUP LLC | LEGAL-LINDA LOU'S | 27.11 |
| | BOLTON & MENK, INC. | RAMP | 1,172.05 |
| | | TOTAL | 1,199.16 |
| SIDEWALK REPAIR/REPLACE | WASH CO AUDITOR | SIDEWALK REIMBURSEMENT | 528.00 |
| | WASHINGTON COMMUNITY SCHOOL DISTRICT | SIDEWALK REIMBURSEMENT | 240.00 |
| | | TOTAL | 768.00 |
| LIBRARY GIFT | BAKER & TAYLOR | LIBRARY MATERIALS/BOOKS | 359.18 |
| | I TECH TECHNOLOGY EXPERTS | TECH SRVS/COMPUTERS/PRINTE | 26,679.17 |
| | MC CLELLEN, MATTHEW | PIANO TUNING | 115.00 |
| | | TOTAL | 27,153.35 |
| WATER PLANT | ACE-N-MORE | SHOP TOWELS | 336.09 |
| | ALLIANT ENERGY | ALLIANT ENERGY | 13,422.05 |
| | CAHOY PUMP SERVICE, INC. | EMERGENCY REPAIRS TO WELL | 61,561.00 |
| | ETS CORPORTATION | ETS ADMIN FEE | 736.32 |
| | IA DEPT OF REVENUE | WATER EXCISE TAX | 6,281.00 |
| | KCTC | PHONE SYSTEM/INTERNET | 90.94 |
| | STOREY KENWORTHY/MATT PARROTT | WATER BILL FORMS | 1,190.48 |
| | VERIZON WIRELESS | CELLULAR SERVICE | 52.36 |
| | WAL-MART | SUPPLIES | 210.32 |
| | WINDSTREAM IOWA COMMUNICATIONS | JANUARY SERVICE | 96.05 |
| | WMPF GROUP LLC | EMPLOYMENT ADS | 143.82 |
| | | TOTAL | 84,120.43 |
| WATER DIST | ACE-N-MORE | SUPPLIES | 21.98 |
| | ALLIANT ENERGY | ALLIANT ENERGY | 44.20 |
| | ARNOLD MOTOR SUPPLY | PARTS | 289.37 |
| | COBB OIL CO, INC. | FUEL | 444.21 |
| | QUIGLEY, JAY | SAFETY SUPPLY REIMBURSEMEN | 90.09 |
| | VERIZON WIRELESS | CELLULAR SERVICE | 129.71 |
| | WAL-MART | SUPPLIES | 57.91 |
| | WINDSTREAM IOWA COMMUNICATIONS | JANUARY SERVICE | 119.87 |
| | | TOTAL | 1,197.34 |
| SEWER PLANT | ALLIANT ENERGY | ALLIANT ENERGY | 798.42 |
| | ARNOLD MOTOR SUPPLY | SUPPLIES | 0.81 |
| | CINTAS FIRST AID & SAFETY | FIRST AID SUPPLIES | 56.22 |
| | COBB OIL CO, INC. | FUEL | 74.87 |
| | IA DEPT OF REVENUE | SALES TAX | 1,863.00 |
| | SUEZ TREATMENT SOLUTIONS, INC. | UV CONTROL PANEL PROGRAMMI | 347.00 |
| | VERIZON WIRELESS | CELLULAR SERVICE | 184.16 |
| | WINDSTREAM IOWA COMMUNICATIONS | JANUARY SERVICE | 274.16 |
| | | TOTAL | 3,598.64 |
| SEWER COLLECT | ALLIANT ENERGY | ALLIANT ENERGY | 1,469.33 |
| | ARNOLD MOTOR SUPPLY | PARTS | 10.85 |
| | COBB OIL CO, INC. | SUPPLIES/FUEL | 1,717.33 |
| | VERIZON WIRELESS | CELLULAR SERVICE | 126.51 |

| | | |
|--------------------------------|-----------------|-----------------|
| WINDSTREAM IOWA COMMUNICATIONS | JANUARY SERVICE | 119.87 |
| | TOTAL | 3,443.89 |

SANITATION

| | | |
|-------------------|-----------------------------|-----------------|
| WEMIGA WASTE INC. | DECEMBER RECYCLING SERVICE | 3,500.00 |
| ANDREWS, CHARLES | ANNUAL TRASH STICKER REFUND | 90.00 |
| | TOTAL | 3,590.00 |

SELF INSURANCE

| | | |
|--------------------------|---------------|---------------|
| EMPLOYEE BENEFIT SYSTEMS | EBS ADMIN FEE | 345.00 |
| | TOTAL | 345.00 |

| | |
|--------------|-------------------|
| TOTAL | 218,849.74 |
|--------------|-------------------|

**CITY OF WASHINGTON, IOWA
MONTH TO DATE TREASURERS REPORT
DECEMBER 31, 2018**

| FUND | 12/1/2018 | M-T-D REVENUES | REVENUES NOT YET RECEIVED | M-T-D EXPENDITURES | EXPENSES NOT YET EXPENDED | 12/31/2018 |
|-------------------------------|---------------------------|---------------------|------------------------------|-----------------------|------------------------------|------------------------|
| | BEGINNING CASH BALANCE | | | | | ENDING CASH BALANCE |
| 001-GENERAL FUND | 1,066,985.72 | 287,897.88 | - | 283,242.67 | - | 1,071,640.93 |
| 002-AIRPORT FUND | 272,891.38 | 11,976.12 | - | 16,325.77 | - | 268,541.73 |
| 010-CHAMBER REIMBURSEMENT | 5,166.99 | 6,205.82 | - | 5,167.39 | - | 6,205.42 |
| 011-MAIN STREET REIMBURSEMENT | 1,138.93 | 4,253.07 | - | 3,857.88 | - | 1,534.12 |
| 012-WEDG REIMBURSEMENT | (373.87) | - | - | 3,547.55 | - | (3,921.42) |
| 050-DOWNTOWN INCENTIVE GRANT | 49,500.00 | - | - | - | - | 49,500.00 |
| 110-ROAD USE | 982,197.20 | 88,088.37 | - | 49,594.62 | - | 1,020,690.95 |
| 112-EMPLOYEE BENEFITS | - | 46,564.58 | - | 46,564.58 | - | - |
| 114-EMERGENCY LEVY | - | 3,712.13 | - | 3,712.13 | - | - |
| 121-LOCAL OPTION SALES TAX | - | 67,403.04 | - | 67,403.04 | - | - |
| 122-LOST DEBT SERVICE | 158,542.22 | - | - | - | - | 158,542.22 |
| 123-LOST DEBT SERVICE RESERVE | 79,170.00 | - | - | - | - | 79,170.00 |
| 124-HOTEL/MOTEL TAX | 30,444.31 | - | - | - | - | 30,444.31 |
| 125-UNIF COMM UR-NE IND | 3,886.60 | 4,370.23 | - | - | - | 8,256.83 |
| 127-UNIF COMM UR - BRIARWOOD | 1,781.16 | - | - | - | - | 1,781.16 |
| 129-SC RES UR | - | 820.28 | - | - | - | 820.28 |
| 132-UNIF COMM UR - EBD | 16,996.06 | - | - | - | - | 16,996.06 |
| 133-UNIF COMM UR-IRE | 54,204.58 | - | - | - | - | 54,204.58 |
| 134-DOWNTOWN COMM UR | 559.09 | 1,540.36 | - | - | - | 2,099.45 |
| 145-HOUSING REHABILITATION | 27,817.56 | - | - | 700.00 | - | 27,117.56 |
| 146-LMI TIF SET-ASIDE | 57,363.53 | - | - | - | - | 57,363.53 |
| 200-DEBT SERVICE | 375,526.52 | 50,557.92 | - | - | - | 426,084.44 |
| 300-CAPITAL EQUIPMENT | 134,414.54 | - | - | 422.00 | - | 133,992.54 |
| 301-CAPITAL PROJECTS FUND | 3,535,579.37 | 4,507.02 | - | 122,475.69 | - | 3,417,610.70 |
| 305-RIVERBOAT FOUND CAP PROJ | 112,903.64 | 101,107.24 | - | - | - | 214,010.88 |
| 308-INDUSTRIAL DEVELOPMENT | 89,095.60 | 74.07 | - | - | - | 89,169.67 |
| 309-MUNICIPAL BUILDING | 1,384,184.82 | 159.32 | - | - | - | 1,384,344.14 |
| 310-WELLNESS PARK | 171,516.55 | 2,165.70 | - | - | - | 173,682.25 |
| 311-SIDEWALK REPAIR & REPLACE | 44,681.96 | 80.00 | - | 6,066.00 | - | 38,695.96 |
| 312-TREE REMOVAL & REPLACE | 48,333.34 | - | - | - | - | 48,333.34 |
| 510-MUNICIPAL BAND | 4,328.70 | - | - | - | - | 4,328.70 |
| 520-DOG PARK | 4,684.69 | - | - | - | - | 4,684.69 |
| 530-TREE COMMITTEE | 6,952.94 | - | - | - | - | 6,952.94 |
| 540-POLICE FORFEITURE | 2,051.49 | - | - | - | - | 2,051.49 |
| 541-K-9 PROGRAM | 18,878.00 | 1,150.00 | - | - | - | 20,028.00 |
| 545-SAFETY FUND | 100.00 | - | - | - | - | 100.00 |
| 550-PARK GIFT | 145,141.76 | 82.71 | - | - | - | 145,224.47 |
| 570-LIBRARY GIFT | 347,944.98 | 1,897.23 | - | 444.86 | - | 349,397.35 |
| 580-CEMETERY GIFT | 11,048.00 | - | - | - | - | 11,048.00 |
| 590-CABLE COMMISSION | 10,761.14 | - | - | - | - | 10,761.14 |
| 600-WATER UTILITY | 1,193,876.58 | 135,275.59 | - | 135,444.37 | - | 1,193,707.80 |
| 601-WATER DEPOSIT FUND | 24,205.00 | 1,350.00 | - | 1,050.00 | - | 24,505.00 |
| 602-WATER SINKING | - | 29,649.07 | - | 29,649.07 | - | - |
| 603-WATER CAPITAL PROJECTS | (609,285.94) | 328,780.63 | - | 99,359.85 | - | (379,865.16) |
| 610-SANITARY SEWER | 1,162,551.34 | 176,500.36 | - | 324,471.28 | - | 1,014,580.42 |
| 612-SEWER SINKING | - | 225,300.00 | - | 225,300.00 | - | - |
| 613-SEWER CAPITAL PROJECTS | 348,453.39 | 2,165.70 | - | 590.00 | - | 350,029.09 |
| 670-SANITATION | 134,883.97 | 53,913.94 | - | 34,648.78 | - | 154,149.13 |
| 950-SELF INSURANCE | 236,542.39 | 4,181.50 | - | 8,074.53 | - | 232,649.36 |
| 951-UNEMPLOYMENT SELF INS | 41,494.71 | 1,117.55 | - | - | - | 42,612.26 |
| TOTAL BALANCE | 11,789,120.94 | 1,642,847.43 | - | 1,468,112.06 | - | 11,963,856.31 |

| Cash in Bank - Pooled Cash | | Interest Rate |
|------------------------------------------|----------------------|---------------|
| Wash St. Bank - Operating Account | 3,355,251.49 (1) | 0.20% |
| Wash St. Bank - Airport Fuel Account | - | |
| Cash in Drawer | 350.00 | N/A |
| Wash St Bank - MM | - | 0.40% |
| Investment in IPAIT (PLUS 3 CDS) | 3,226,361.67 | 1.964% |
| Wash St - Farm Mgmt Acct | 86,067.07 | |
| Wash St Bank - CD - 12/10/2014 - renewed | 500,000.00 | 1.60% |
| Wash St Bank - CD 04/22/2015 - renewed | 500,000.00 | 2.19% |
| Wash St Bank - CD 03/09/2017 - renewed | 500,000.00 | 2.02% |
| CBI Bank and Trust - CD 1/11/2018 | 500,000.00 | 1.85% |
| IPAIT ROLLING CD - MATURES MONTHLY | 3,035,447.49 | 2.20% |
| Wash St Bank - CD 08/30/2018 | 260,378.59 | 2.38% |
| TOTAL CASH IN BANK | 11,963,856.31 | |

| | |
|---------------------------------------------|---------------------|
| (1) Washington State Bank | 3,470,064.08 |
| Outstanding Deposits & Checks/Wages payable | (114,812.59) |
| | <u>3,355,251.49</u> |

**CITY OF WASHINGTON, IOWA
YEAR TO DATE TREASURERS REPORT
DECEMBER 31, 2018**

| FUND | 7/1/2018 BEGINNING CASH BALANCE | Y-T-D REVENUES | REVENUES NOT YET RECEIVED | Y-T-D EXPENDITURES | EXPENSES NOT YET EXPENDED | 12/31/2018 ENDING CASH BALANCE |
|-------------------------------|---------------------------------------|----------------------|------------------------------|-----------------------|------------------------------|--------------------------------------|
| 001-GENERAL FUND | 1,000,000.00 | 1,953,873.97 | - | 1,882,233.04 | - | 1,071,640.93 |
| 002-AIRPORT FUND | 216,686.89 | 222,270.21 | - | 170,415.37 | - | 268,541.73 |
| 010-CHAMBER REIMBURSEMENT | 3,120.36 | 33,406.88 | - | 30,321.82 | - | 6,205.42 |
| 011-MAIN STREET REIMBURSEMENT | - | 34,024.56 | - | 32,490.44 | - | 1,534.12 |
| 012-WEDG REIMBURSEMENT | - | - | - | 3,921.42 | - | (3,921.42) |
| 050-DOWNTOWN INCENTIVE GRANT | 128,500.00 | - | - | 79,000.00 | - | 49,500.00 |
| 110-ROAD USE | 724,834.41 | 610,147.62 | - | 314,291.08 | - | 1,020,690.95 |
| 112-EMPLOYEE BENEFITS | - | 430,263.86 | - | 430,263.86 | - | - |
| 114-EMERGENCY LEVY | - | 34,342.37 | - | 34,342.37 | - | - |
| 121-LOCAL OPTION SALES TAX | - | 450,179.32 | - | 450,179.32 | - | - |
| 122-LOST DEBT SERVICE | - | 203,027.03 | - | 44,484.81 | - | 158,542.22 |
| 123-LOST DEBT SERVICE RESERVE | 8,473.29 | 79,170.00 | - | 8,473.29 | - | 79,170.00 |
| 124-HOTEL/MOTEL TAX | - | 42,870.83 | - | 12,426.52 | - | 30,444.31 |
| 125-UNIF COMM UR-NE IND | - | 8,256.83 | - | - | - | 8,256.83 |
| 127-UNIF COMM UR - BRIARWOOD | - | 21,124.94 | - | 19,343.78 | - | 1,781.16 |
| 129-SC RES UR | - | 28,254.28 | - | 27,434.00 | - | 820.28 |
| 132-UNIF COMM UR - EBD | - | 17,533.56 | - | 537.50 | - | 16,996.06 |
| 133-UNIF COMM UR-IRE | - | 54,204.58 | - | - | - | 54,204.58 |
| 134-DOWNTOWN COMM UR | - | 5,033.50 | - | 2,934.05 | - | 2,099.45 |
| 145-HOUSING REHABILITATION | 37,809.51 | 2,500.00 | - | 13,191.95 | - | 27,117.56 |
| 146-LMI TIF SET-ASIDE | 47,651.89 | 9,711.64 | - | - | - | 57,363.53 |
| 200-DEBT SERVICE | 65,190.56 | 475,546.15 | - | 114,652.27 | - | 426,084.44 |
| 300-CAPITAL EQUIPMENT | 145,742.38 | - | - | 11,749.84 | - | 133,992.54 |
| 301-CAPITAL PROJECTS FUND | 3,242,414.72 | 2,012,259.14 | - | 1,837,063.16 | - | 3,417,610.70 |
| 305-RIVERBOAT FOUND CAP PROJ | - | 214,010.88 | - | - | - | 214,010.88 |
| 308-INDUSTRIAL DEVELOPMENT | 104,652.52 | 438.66 | - | 15,921.51 | - | 89,169.67 |
| 309-MUNICIPAL BUILDING | 1,429,140.77 | 700.90 | - | 45,497.53 | - | 1,384,344.14 |
| 310-WELLNESS PARK | 178,883.88 | 14,798.37 | - | 20,000.00 | - | 173,682.25 |
| 311-SIDEWALK REPAIR & REPLACE | 75,480.31 | 32,509.33 | - | 69,293.68 | - | 38,695.96 |
| 312-TREE REMOVAL & REPLACE | 97,136.42 | - | - | 48,803.08 | - | 48,333.34 |
| 510-MUNICIPAL BAND | 4,078.70 | 250.00 | - | - | - | 4,328.70 |
| 520-DOG PARK | 4,684.69 | - | - | - | - | 4,684.69 |
| 530-TREE COMMITTEE | 7,728.31 | 2,372.50 | - | 3,147.87 | - | 6,952.94 |
| 540-POLICE FORFEITURE | 2,051.49 | - | - | - | - | 2,051.49 |
| 541-K-9 PROGRAM | 7,040.00 | 12,988.00 | - | - | - | 20,028.00 |
| 545-SAFETY FUND | 100.00 | - | - | - | - | 100.00 |
| 550-PARK GIFT | 142,418.61 | 4,860.15 | - | 2,054.29 | - | 145,224.47 |
| 570-LIBRARY GIFT | 333,893.93 | 20,678.86 | - | 5,175.44 | - | 349,397.35 |
| 580-CEMETERY GIFT | 11,048.00 | - | - | - | - | 11,048.00 |
| 590-CABLE COMMISSION | 10,761.14 | - | - | - | - | 10,761.14 |
| 600-WATER UTILITY | 603,906.24 | 1,251,103.09 | - | 661,301.53 | - | 1,193,707.80 |
| 601-WATER DEPOSIT FUND | 23,870.00 | 11,550.00 | - | 10,915.00 | - | 24,505.00 |
| 602-WATER SINKING | - | 29,649.07 | - | 29,649.07 | - | - |
| 603-WATER CAPITAL PROJECTS | - | 1,657,798.97 | - | 2,037,664.13 | - | (379,865.16) |
| 610-SANITARY SEWER | 715,813.10 | 1,136,787.94 | - | 838,020.62 | - | 1,014,580.42 |
| 612-SEWER SINKING | - | 225,300.00 | - | 225,300.00 | - | - |
| 613-SEWER CAPITAL PROJECTS | 381,043.09 | 10,355.00 | - | 41,369.00 | - | 350,029.09 |
| 670-SANITATION | 160,034.64 | 211,959.74 | - | 217,845.25 | - | 154,149.13 |
| 950-SELF INSURANCE | 238,854.45 | 38,700.11 | - | 44,905.20 | - | 232,649.36 |
| 951-UNEMPLOYMENT SELF INS | 44,776.92 | 10,326.34 | - | 12,491.00 | - | 42,612.26 |
| TOTAL BALANCE | 10,197,821.22 | 11,615,139.18 | - | 9,849,104.09 | - | 11,963,856.31 |

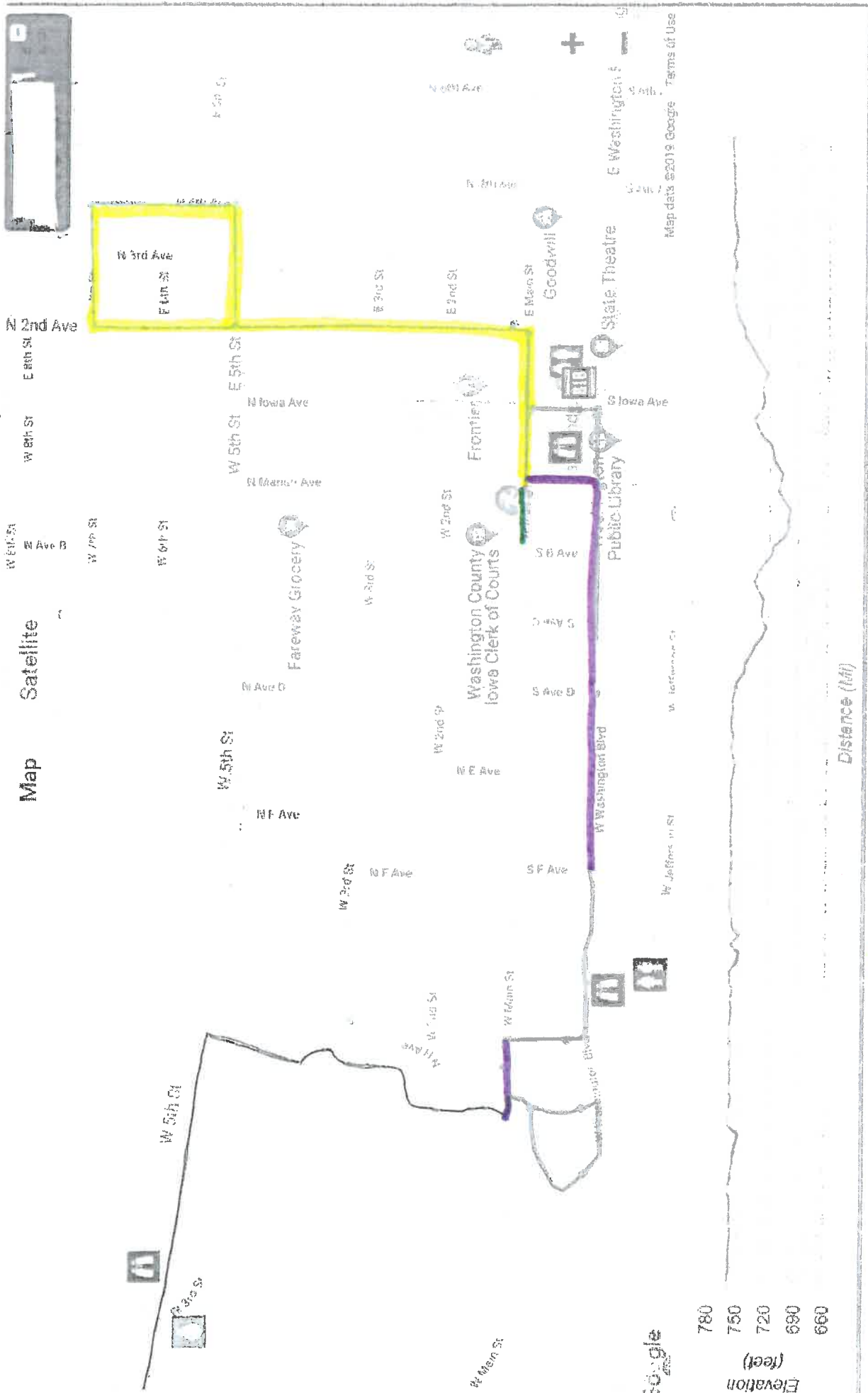
Cash in Bank - Pooled Cash

| | | Interest Rate |
|------------------------------------------|----------------------|----------------------|
| Wash St. Bank - Operating Account | 3,355,251.49 (1) | 0.20% |
| Wash St. Bank - Airport Fuel Account | - | |
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| Wash St Bank - CD 03/09/2017 - renewed | 500,000.00 | 2.02% |
| CBI Bank and Trust - CD 1/11/2018 | 500,000.00 | 1.85% |
| IPAIT ROLLING CD - MATURES MONTHLY | 3,035,447.49 | 2.20% |
| Wash St Bank - CD 08/30/2018 | 260,378.59 | 2.38% |
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| | |
|---------------------------------------------|---------------------|
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| Outstanding Deposits & Checks/Wages payable | (114,812.59) |
| | 3,355,251.49 |

Kewash Half Marathon - 10K - 5K Run

Saturday April 20, 2019 8am



- 7:45am - 8:30am (or earlier)
- 4am - 12pm
- 8am - 12am

Elevation (feet)
780
750
720
690
660

Distance (Mile)

Google

*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

January 7, 2019

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

From: Brent Hinson
City Administrator 

Re: Strategic Priorities Work Plan for 2019 and 2020

Attached is the work plan as presented last time, with the exception that I added a section on continuity of operations planning. Danielle has reviewed and indicated her agreement with this wording. Sorry again for this omission on the document included in the previous meeting packet.

RESOLUTION NO. _____

**A RESOLUTION ADOPTING WORK PLAN
FOR CALENDAR YEAR 2019 AND 2020
STRATEGIC PRIORITIES**

WHEREAS, the City Council adopted its strategic priorities for calendar years 2019 and 2020 on December 4, 2018; and

WHEREAS, City staff has examined these priorities and devised a plan to accomplish each in an appropriate timeframe.

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

Section 1. The City Council hereby accepts the Work Plan presented in Exhibit A.

Section 2. The City Council hereby directs City staff to provide regular updates on progress toward the goals and implementation strategies identified in the Work Plan.

PASSED AND APPROVED this 15th day of January, 2019.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk



CALENDAR YEARS 2019 & 2020 STRATEGIC PRIORITIES: WORK PLAN

Calendar Years 2019 & 2020 Priorities:

Top Priorities

- **Complete Wellness Park Phase I improvements, including administrative setup and staffing analysis**

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

Staff Interpretation: Working with consultant MSA Professional Services, complete construction of Phase 1A (Grading & Utilities) and design and then construction of Phase 1B (Concessions & Restrooms Buildings) & Phase 1C (Fields, Trails, Parking Lot & Street). Work with stakeholders to develop recommendations for ongoing management of the complex.

Action: Construction on Phase 1A is nearly complete, with seeding and a few other items remaining for Spring 2019. The committee has been working with MSA on designs for Phases 1B & 1C, and is working toward in-kind donations for both sub-phases. The project still has around a \$500,000 funding gap, but with in-kind donations and grants, it is hoped that work can begin on Phase 1B in late May or early June and Phase 1C later in the summer. The goal is to have playable fields for the 2020 season.

Staff has recently begun developing recommendations for administrative setup and staffing. A very productive meeting of stakeholders including Washington Schools, WASA, WASP, Washington Y, and Tri-County Baseball was held on December 19, with the next meeting scheduled for February 6. The stakeholder group understands its task as developing detailed recommendations for operations no later than the end of 2019, with the hope of having a complete plan significantly earlier than that if possible.

Based on analysis of current staffing demands and anticipated future demands from this project and the future buildout of the park, the City Administrator is likely to recommend adding a full-time Parks Maintenance position in the FY20 proposed budget that will be presented to Council on January 22.

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

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

Staff Interpretation: Working with consultant FOX Engineering, complete Southeast Basin Sewer CDBG project, design Egg Sewer Water Plant Block project, and continue evaluation of Egg Basin.

Action: The City Council authorized a Facility Plan for the project in January 2018, which was later approved by DNR. The City then submitted a Community Development Block Grant (CDBG) application in April 2018. The Iowa Economic Development Authority (IEDA) awarded a \$600,000 grant in June 2018 for the project. Since that time, City staff has been working with FOX on finalizing plans for the project, which is estimated at a total cost of \$1.6 million. The project will fix all needed point repairs and Grade CIPP 4 & 5 pipes (the worst conditions) in the southeast basin, in addition to a number of manhole rehabilitations. The project is expected to be brought for authorization to bid on January 2, with award of bid on February 5 and construction being completed in 2019.

The City has already identified a major I/I project in the egg sewer basin located in the area around the Water Plant block on North 4th. This project is planned for FY20, along with the reconstruction of North 4th Avenue, point repairs to the sewer along North 4th, and the upsizing of the water main to Stewart Elementary as described in the 2013 Water Facility Plan. This project would probably not start construction until early 2020. FOX Engineering estimates that the project would reduce the flow of stormwater into the sanitary in the 5-year storm by 9.5 cubic feet per second (CFS), or 6.14 million gallons per day (MGD). The 2015-2016 Courthouse project was designed to remove 9.02 CFS, or 5.82 MGD in the 5-year storm. Thus, this proposed project is expected to yield a slightly larger reduction than that.

Following design on the start of construction on these improvements, City staff will work with FOX to bring a proposal for a complete evaluation of egg sewer basin along the same lines as the analysis and modeling of the southeast basin that was completed in December 2016.

- **Promote housing development**

Staff Primarily Responsible: City Administrator & WEDG Director

Staff Interpretation: Complete South 15th Avenue Street & Subdivision Project, complete housing study, and work as a partner to identify additional development areas, considering potential new approaches to partnering with developers.

Action: City staff continues to work diligently on moving toward the construction of the South 15th subdivision project in early 2019, which would add 9 new single-

family housing lots immediately, and open up development for the eventual development of 30 or more additional single-family lots, as well as multi-family and commercial development. City staff has also been actively engaged with numerous other potential sites, landowners, and those interested in development. WEDG has held several small and large group meetings with interested parties to attempt to stimulate discussion and additional housing projects in town.

The City was able to partner with Wellman, Kalona, Riverside, KCTC, IADG Ripple Effect, and Alliant Energy to hire RDG Planning & Design, the same firm that developed Washington's Comprehensive Plan in 2012, to prepare a Housing Study for our communities. This effort is expected to conclude with a highly detailed report and recommendations in late March or early April 2019, and should be a great resource for housing discussions moving forward.

The City will consider new methods of working to encourage both single and multi-family development in the future, including but not limited to property acquisition by the City, use of General Obligation bonding, and direct infrastructure assistance in addition to the City's traditional use of tax increment financing (TIF). The end goal will be to satisfy the need areas to be identified by the 2018-2019 Housing Study and to ensure adequate and quality housing supply for the long-term vibrancy and growth of Washington.

- **Complete Fire Station construction and design & begin construction of City Hall/Police improvements**

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

Staff Interpretation: See to the effective implementation of the "Campus Plan" that sprung from ideas developed in the 2014 Feasibility Study. Examine staffing for quality long-term building maintenance.

Action: With strong Mayor and Council support, the City has moved forward quickly with the new Fire Station, including completion of property acquisition, structure removal, and extensive utility & grading work in 2018. The Fire Station building contract was awarded to Bushong Construction in August 2018, and as of the current time, foundation work is nearly complete and erection of the steel structure will begin shortly. The project is expected to be completed by July 31, 2019.

The City Council approved the creation of a City Hall/Police project committee on September 5, 2018. Design Alliance was hired as the project architect, and the project committee has held two meetings thus far with the architect. It is hoped at this point that the City Council can be in the position to award bid as early as July 16, 2019, with construction work actually proceeding when the new Fire Station is ready for occupancy and their existing space becomes available.

High Priorities

- **Review of Police Department**

Staff Primarily Responsible: Mayor, City Administrator, City Council, Police Command Staff, Police Non-Supervisory Staff, Community Stakeholders

Staff Interpretation: Prepare for a time of transition due to retirements, including that of Chief Goodman in May 2019. Work to identify and encourage new leaders in department. Review operations to ensure efficiency and effectiveness throughout.

Action: The Mayor and City Administrator have been working to develop a hiring process for the next Police Chief following Chief Goodman's announcement of his impending retirement on December 5. The Chief is one of up to 3 retirements among 11 sworn personnel in the department within a six-month period. It is expected that the first step in the Chief hiring process will involve working with the rest of the department to gain their input and active participation in the process. The City Council will likely review and consider the proposed hiring process at the January 15 meeting. Outside stakeholders are likely to be invited to participate as well. The goal is to have a new Chief starting by the time Chief Goodman retires, overlapping for a short time with Chief Goodman if possible.

Following the hiring of the new Chief, it is expected that succession planning, leadership development, and operational improvements will be important topics to ensure the continued success and high morale of the department.

- **Participate in Continuity of Operations Planning**

Staff Primarily Responsible: Councilor Pettit-Majewski, Police Chief, Fire Chief

Staff Interpretation: Partner with Washington County in developing continuity of operations plan and consider additional emergency preparedness measures to ensure continued smooth operations in the event of a disaster. In a related step, complete disaster recovery plan recommended by auditors and bring to City Council for approval.

- **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

Staff Interpretation: The Council would like to see the Hotel/Motel Tax effectively leveraged to promote the community, and improve its self-image along with its external image.

Action: The Fund Administration Committee recommended and the City Council approved the hiring of Running Robots to develop an effective website marketing strategy as the first step in this process in early 2018. Since that time, the committee has been working with Running Robots to this end. The City website has now been added to the mix, with the City's washingtoniowa.gov domain as the umbrella for the entire effort.

The Fund Administration Committee has also worked to educate itself on best practices in community-wide marketing by attendance at workshops, including one with well-known speaker and marketing expert Roger Brooks.

Long-Term Priorities

- **Continue to update & implement Capital Improvements Plan (CIP) and focus on maintaining & upgrading infrastructure**

We plan to continue doing the CIP update process each year following goal-setting and prior to budget. The FY20-FY24 CIP update process will conclude with public hearing and Council consideration on January 2, 2019. This process has helped to plan & execute a greatly increased amount of capital projects in recent years, particularly in infrastructure improvement.

- **Complete evaluation of all three sewer basins and strongly emphasize efforts toward eliminating sources of inflow/infiltration (I/I) into the sanitary sewer system**

Following the completion of the egg basin analysis, City staff is planning to move into the analysis of the north/west basin. When this is complete, the City should have a complete understanding of the condition of the sewer system, sources of I/I, and a detailed plan for improvements across the system.

The southeast basin study estimated that throughout the system, \$10.9 million in improvements are needed over the next 20 years to address I/I in the public system. This number may change somewhat as more complete analysis of the whole system is done. Additionally, it is widely estimated by professional engineers that in a typical sewer system, up to 50% of the I/I originates from leaky private service connections, illegally connected sump pumps & foundation drains, etc. At the current time, the plan is to fully evaluate the public system, and then move on to evaluation of the private systems by methods such as inspections of private sump pump connections once the analysis of the public system is completed and while significant public system projects continue.

- **Promote business development**

The City has made significant efforts to promote business development in recent years, from the creation of the Downtown Investment Grants (DIG) program, to the use of Tax Increment Financing (TIF) to create the Washington Business Park. The

City should continue to look for opportunities to expand the tax base and improve the business climate.

The next major project anticipated at this point in time is the completion of the West Buchanan Street corridor to Highway 1 (Business Park Phase II) in FY21. The City has also put itself in a position to assist with the redevelopment of the Smouse House/ Captain's Table through use of TIF, which has the potential to vastly improve a troubled property at a main gateway to downtown, promote business development, and aid the City's development partners. Finally, the streetscape expansion project planned for FY23 aims to promote the continued development of downtown through a mix of continuing public and private investment.

City staff also anticipates continuing active work with development partners such as WEDG and Main Street, and providing logistical aid to developers interested in Washington.

- **Actively promote improved housing stock and supply**

The City has achieved redevelopment of several former nuisance properties through the Neighborhood Stabilization Program, and this should be continued in order to promote community improvement and infill housing. The City has also received a grant from the East Central Iowa Housing Trust Fund in the amount of \$151,200 (inclusive of the City's \$37,800 share) to provide grants of up to \$15,000 to 9 owner-occupied households for exterior rehab of homes on the main entry corridors to Washington. This program will be administered by ECICOG and is expected to get underway in early 2019. If successful, this program may be repeated for other areas in the future, utilizing a similar mix of LMI TIF and grant funds. It also seems reasonable to consider the CDBG Housing Rehabilitation & other programs for improving existing housing stock in the future.

Active code enforcement will continue with the oversight of the Nuisance Review committee (Mayor, City Attorney, City Administrator, Building Official, and Code Enforcement Officer) as well as the City Council. Residential building code adoption will be considered in the near future in addition to current practices. The central goal of code enforcement will remain as the continued improvement of a safe and attractive community.

- **Promote improvements to parks & recreation, through construction projects and broadening community support & engagement.**

The primary task in facility planning for parks over the next number of years will be the buildout of the Wellness Park. This effort will consume both significant time and significant resources in the coming years. At this point, it is hoped that full buildout of the park can be completed in 10 years or so. Once Phase 1 is completed, perhaps in FY21, it may be the appropriate time for the Park Board to work with a consultant to develop a five-year parks master plan, something that would tie into the goals of

the 2012 Comprehensive Plan and that the Council has been interested in having available for some time.

The Park Board has also identified several projects that are funded in the CIP: Renovation of main shelter at Sunset Park, restrooms at North Park/Stewart Elementary ballfields, and new play structure at Water Tower Park. In addition, a new play structure is planned but not yet funded at Sunset Park. The master planning process may identify additional projects. It is anticipated that the vast majority of Riverboat Foundation Municipal Grant funds will be dedicated to park & trail improvements in the fiscal years beyond FY24 following the completion of the streetscape expansion project.

Trail development will be a hallmark of the Wellness Park development, but additional projects related to the 2018 Washington County Trails & Recreation Plan will be implemented over time as well, utilizing state and federal funds to the greatest extent possible.

- **Maintain & improve sidewalk infrastructure**

The East Washington sidewalk project is ready for construction in Spring 2019. The trip hazards program has been implemented in the northwest quadrant of town, and this program will be ongoing into the future, with a 4-year rotation around the whole town. This program will result in a safer and more accessible sidewalk network over time.

The City will continue to expand and improve the sidewalk network through street projects (all new paving will have sidewalk on at least one side), implementation of the Lincoln Safe Routes to School plan, and other targeted sidewalk connectivity initiatives in the future.

PUBLIC NOTICE

The City of Washington will hold a public hearing regarding its intent to vacate the following streets and alleys:

- The 16' wide North and South alley lying between Lots 1-4 and 5-8 in Block 5 of L & W Smouse's Northeast Addition to Washington; and
- The 16' wide North and South alley lying between Lots 1-3 and 6-8 in Block 6 of L & W Smouse's Northeast Addition to Washington; and
- E. 5th Street lying between the east line of N. 4th Avenue and the east line of N. 5th Avenue; and
- N. 5th Avenue lying between the south line of E. 6th Street and the south line of E. 5th Street;

all in Washington, Washington County, Iowa.

The proposed purpose of vacating said streets and alleys is to close said streets and alleys to public traffic and to allow for the City Water Treatment Plant and Maintenance Shop properties to be re-platted into a single parcel. The City Council shall hold said hearing on January 15, 2019 at 6 PM at the Nicola-Stoufer Room, Washington Public Library, 115 West Washington Street. The public is invited to attend.

*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

January 9, 2019

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 written over the name "Brent Hinson" in the "From:" field.

Re: Replat of Water Plant/Maintenance Shop Property

We have published for public hearing and we now ask you to hold the hearing and then consider the first reading of the ordinance vacating the listed platted streets and alleys. To date, I have not received any public comments on these changes.

ORDINANCE NO. _____

AN ORDINANCE VACATING CERTAIN PLATTED STREETS AND ALLEYS

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

SECTION 1. That a public notice was published at the direction of this Council and a public hearing held to consider the vacating of certain platted streets and alleys generally described as follows:

“The 16’ wide North and South alley lying between Lots 1-4 and 5-8 in Block 5 of L & W Smouse’s Northeast Addition to Washington; and
The 16’ wide North and South alley lying between Lots 1-3 and 6-8 in Block 6 of L & W Smouse’s Northeast Addition to Washington; and
E. 5th Street lying between the east line of N. 4th Avenue and the east line of N. 5th Avenue; and
N. 5th Avenue lying between the south line of E. 6th Street and the south line of E. 5th Street;

all in Washington, Washington County, Iowa.”

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

SECTION 3. That said streets and alleys hereby declared vacated.

SECTION 4. That vacating of said streets and alleys is subject to the granting of permanent easements for any existing public utilities.

SECTION 5. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 6. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this ____ day of _____, 2019.

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 _____, 2019.

City Clerk



**Washington Police Department
215 E. Washington
Washington, IA 52353**



Chief of Police Greg Goodman
Investigator/Lt. Ron See
Lieutenant Lyle Hansen

Phone: 319-653-2256
Tip: 800-847-7492
Fax 319-653-2317

1/10/2019

TO: Mayor, and Council
FROM: Greg Goodman Chief of Police
RE: K9 Purchase and training request

All,

The Washington Police Department is seeking authorization for purchasing a K9 from Von Liche Kennels (Denver Indiana), purchase basic K9 equipment from Von Liche Kennels (part of the package), and send Officer Seth Adam to train for six weeks at Von Liche Kennels for an all included price of \$17,396.00. This does include room and board while at training but does not include transportation.

A kennel will have to be purchased to house the K9 at Officer Adams house at a cost of approximately \$1000.00.

The current amount in the K9 budget is \$21,028.00.

We are working with Von Liche Kennels to schedule K9 Pick up date and training, but it will occur in April and or May.

Sincerely,

Greg L. Goodman
Chief of Police
Washington, Iowa

Vohne Liche Kennels, Inc.
7953 N Old Rt 31
Denver, IN 46926

Cost Quote

| | |
|------------|------------|
| Date | Estimate # |
| 12/19/2018 | 9011 |

| |
|--------------------------------------------------------------------------|
| Bill To |
| Washington Police Dept 215 East Washington St Washington, IA 52353 |

| |
|--------------------------------------------------------------------------|
| Ship To |
| Washington Police Dept 215 East Washington St Washington, IA 52353 |

| P.O. No. | Terms | Due Date | VLK Rep | Contact # |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------|-----------|-----------|
| | Net 30 | 1/18/2019 | LAP | |
| Description | Qty | Rate | Total | |
| Dual-Purpose Narcotic Detector Dog 6-week Class | 1 | 6,000.00 | 6,000.00 | |
| Dual Purpose Pre-trained Narcotics Dog, Untitled. Guarantee: Effective from date of purchase. 100% health 6 Months, Skeletal 12 Months. If a genetic or hereditary problem is found K-9 will be replaced. Vet report must accompany K-9 on return. Workability 3 Months, Compatibility 1 Month. | 1 | 10,000.00 | 10,000.00 | |
| Housing - one student for six week course | 41 | 55.00 | 2,255.00 | |
| Combo Discount | 1 | -2,000.00 | -2,000.00 | |
| 6' x 3/4" Black Leather Lead | 1 | 22.00 | 22.00T | |
| Choke Chain 22" | 1 | 6.00 | 6.00T | |
| 30' Black Long Line Lead | 1 | 24.00 | 24.00T | |
| Black Leather Tracking Collar 22" | 1 | 25.00 | 25.00T | |
| Black Leather Muzzle - Medium | 1 | 100.00 | 100.00T | |
| 6' Stake Out Chains | 1 | 45.00 | 45.00T | |
| Viper Left Bite Sleeve | 1 | 167.00 | 167.00T | |
| .38 Special Blank Bullets | 1 | 25.00 | 25.00T | |
| VLK Patrol Double Girth Harness, VLK Label | 1 | 40.00 | 40.00T | |
| Pro 550 E-Collar | 1 | 400.00 | 400.00T | |
| Kinetic 32K Ultra Dog, 35# | 2 | 59.00 | 118.00T | |
| 2 Quart Stainless Steel Bowl | 1 | 7.00 | 7.00T | |
| 3 Quart Stainless Steel Bowl | 1 | 8.00 | 8.00T | |
| Slicker Brush | 1 | 7.00 | 7.00T | |
| K-9 #500 Vari-Kennel - Gently Used | 1 | 95.00 | 95.00T | |
| Cirrus Wind Indicator Kit | 1 | 52.00 | 52.00T | |
| | 1 | 0.00 | 0.00 | |

This estimate is good for ninety days. Thank you for your inquiry.

Subtotal

Sales Tax (0.0%)

Total USD

Vohne Liche Kennels, Inc.

**7953 N Old Rt 31
Denver, IN 46926**

Cost Quote

| | |
|------------|------------|
| Date | Estimate # |
| 12/19/2018 | 9011 |

| |
|--------------------------------------------------------------------------|
| Bill To |
| Washington Police Dept 215 East Washington St Washington, IA 52353 |

| |
|--------------------------------------------------------------------------|
| Ship To |
| Washington Police Dept 215 East Washington St Washington, IA 52353 |

| | | | | |
|-----------------|--------------|-----------------|----------------|------------------|
| P.O. No. | Terms | Due Date | VLK Rep | Contact # |
| | Net 30 | 1/18/2019 | LAP | |

| Description | Qty | Rate | Total |
|---------------------|-----|------|----------|
| | | | 1,141.00 |
| TAX ID # 35-2148814 | | | 0.00 |

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------|
| This estimate is good for ninety days. Thank you for your inquiry. (765) 985-2274 Phone (765) 985-2595 Fax www.vohneliche.com | Subtotal | \$17,396.00 |
| | Sales Tax (0.0%) | \$0.00 |
| | Total USD | \$17,396.00 |

Biographical Sketch
Applicant for Historic Preservation Commission

NAME: (Mr. Mrs. Ms. Dr. *please circle one*):

ADDRESS: 504 South Avenue B, Washington, IA 52353

WORK PHONE NUMBER WORK: ()
HOME PHONE NUMBER: (319) 530-4896

EMAIL ADDRESS: *evie.lillie.richardson@gmail.com*

INTEREST IN LOCAL HISTORY AND HISTORIC PRESERVATION (Describe education, employment, memberships, publications, and/or other activities which indicate your interest in and commitment to historic preservation; or provide a statement detailing your interest in local history and commitment to historic preservation; use extra sheets if necessary)

EDUCATION: *Attended Keota Elem. Attended Mid-Prairie Jr & Sr High. Graduated from Mid-Prairie. The rest of my education was learned on the job and from the School of Discovery & Determination*

EMPLOYMENT: *Washington Community School District, High School, 6 years*

INTEREST: *gardening, puzzles, animal behavior, animal welfare, recycle/reuse/repurpose, local, state & federal government affairs, reading, sewing, learning to do DIY,*

While serving on the Washington Historic Preservation Commission, I will work to insure that the commission enforces the Historic Preservation Ordinance/Resolution; upholds the CLG Agreement with the State of Iowa, and works in compliance with the Secretary of the Interior's Standards for Archaeology and Historic Preservation.

Evie Richardson
Signature

12/18/18
Date

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

January 9, 2019

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: Issuance of Solid Waste & Recycling Collection Request for Proposals (RFP)

As Council directed at the December 18 meeting, we have prepared an RFP for collection services geared to transition us to a system of uniform garbage and recycling carts suitable for automated collection.

I have written the RFP to be flexible to the various contractors' ways of doing things- ultimately while we are getting dollar figures for each service, this is much more of a "proposal" process than an apples-to-apples bid like we have previously done. However, the hope is that by being less prescriptive, we will allow the contractors to indicate where efficiencies or service enhancements can be made, and achieve the best cost/benefit ratio for our residents.

You will also note that I have provided contractors with several potential proposal options: 1) Five-year term with contractor providing the wheeled garbage and recycling carts; 2) Five-year term with the City reimbursing the contractor for the initial purchase of the carts needed for Washington; 3) A "name your own term" proposal with either a contractor or City purchase option for carts. This format, again, will hopefully help us pinpoint the best cost/benefit ratio.

After receiving our taxable valuations for FY20 and also getting specific pricing from Kalona on the cost of each cart (see attached email from the Kalona City Administrator), I feel very comfortable in feeling that we could easily amortize the approximately \$250,000 initial cost of providing the carts over 10 years within our current tax rate (carts of this nature are typically manufacturer-warranted for 10 years). Having this flexibility should give us a good chance of keeping the cost to the residents within the proper bounds. We also have an approximate \$150,000 fund balance in the Sanitation Fund that could be partially utilized to soften the initial impact on residents also.

A final thing I will mention is that I was very pleased to find an option in North Liberty's contract that appears to address the concerns we discussed about the impact on our "fixed-income" older residents that typically do not put out much garbage and may feel rate increases more acutely. We are asking for an option for a 35-gallon garbage can with pickup every two weeks. In North Liberty, this option costs \$12.50/month. By comparison, a Washington resident that puts out one garbage bag every two weeks currently pays \$88.20 in monthly charges per year + \$52 in per-bag stickers= \$140.20, which equals out to \$11.68/month. So hopefully we are at least getting into the ballpark with this option added to our RFP.

Here is a revised schedule for the RFP process:

- January 15: Council authorizes solicitation of bids
- February 14: Contractor proposals due
- February 19: Council reviews proposals and authorizes City Administrator to negotiate a contract for final approval
- March 5: Council considers contract with selected vendor
- By April: City orders carts (if necessary) and begins public outreach on new system
- July 1: Contract begins

I look forward to discussion at the meeting.

Brent Hinson

From: Ryan Schlabaugh
Sent: Tuesday, January 8, 2019 12:20 PM
To: Brent Hinson
Subject: Re: ~~Rental Inspections~~ *Garbage/Recycling*

We have a couple of different option. We purchased all active water / sewer customers a recycling / garbage container for their property (residential only). When they were put out we had address labels printed from PIP that went on the top of the can. Our total cost with the initial distribution of cans and some inventory for growth, etc was \$ 80,910 and we paid for them out of our garbage / recycling reserves.

Cost to the City

Garbage:

35 gallon \$ 35.00 per can
65 gallon \$ 43.00 per can

Recycling

65 gallon \$ 44.80 per can (yellow lid and printed instructions on the lid so evidently that adds to the cost)

We charge \$ 50.00 per container across the board for new homes or say a mobile home that was vacant that comes back onto the active customer account list. *** A residential customer that has an active water / sewer account can NOT opt. out of the garbage / recycling program.

Garbage / Recycling Cost to the Resident

| | | |
|---------------------------|--------------------|---------------|
| 65 Garbage / 65 Recycling | \$ 16.50 per month | 671 customers |
| 35 Garbage / 65 Recycling | \$ 15.00 per month | 223 customers |

Just under 1/3 of our residents chose to have the 35 gallon garbage option.

From: Brent Hinson <bhinson@washingtioniowa.gov>
Date: Tuesday, January 8, 2019 at 10:56 AM
To: Ryan Schlabaugh <rschlabaugh@cityofkalona.org>
Subject: RE: Rental Inspections

Ryan:

Additional questions on garbage & recycling:

- Could you provide what you paid per can for the new carts?
- How is replacement of carts handled when that is necessary?

Thanks.

*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*

REQUEST FOR PROPOSALS

Residential Solid Waste and Recycling Collection Services

The City of Washington, Iowa is seeking proposals from qualified firms ("the Contractor") to provide curbside collection of solid waste and recyclables for residential premises (defined as single-family dwellings or multiple-family dwellings not exceeding 4 units, but not including mobile home parks). The current customer base is approximately 2,490 properties for solid waste collection and 2,452 properties for recycling collection.

The City desires to convert under this contract to a system of uniform wheeled waterproof plastic solid waste and recycling carts suitable for automated pickup. The City prefers to enter into a five-year contract, but would consider a longer term if needed to achieve the best cost/benefit ratio for the Contractor and the City's residents. The proposed contract start date is July 1, 2019. The City will consider a format in which the Contractor provides all wheeled carts or one in which the City reimburses the Contractor for the initial cost of the carts, again with cost/benefit ratio in mind. The City will handle billing of residents for collection services under the proposed contract. Solid waste must be hauled to the SEMCO Landfill, Richland, Iowa. All recyclables will be owned by the Contractor once collected at the curb and may be resold or distributed to other entities for eventual recycling.

Scope of Services/Required Contract Provisions

Solid Waste Collection: Per-customer pricing for the following resident options for solid waste collection are requested (inclusive of SEMCO tipping fees):

- 35-gallon container collected every two weeks
- 35-gallon container collected weekly
- 65-gallon container collected weekly

City requests quotes for solid waste collection two different ways: One in which the Contractor provides all wheeled carts and one in which the City covers the initial expense. In the latter scenario, the City would reimburse the Contractor for this expense, and ownership of the original carts would revert to the City if the contract were to be cancelled within or at the end of the initial five-year term. The Contractor would be responsible for providing all new or replacement carts needed over the remaining life of the contract beyond the initial purchase, including keeping an appropriate inventory of spare carts.

City of Washington, 2019 Solid Waste/Recycling Collection RFP

Recycling Collection: Recyclables included are newsprint, magazines, mixed paper, corrugated cardboard, plastics (1-7) excluding Styrofoam and motor oil containers, clear glass, and metal cans. Per customer pricing for the following resident options for recycling collection are requested (inclusive of Contractor owning recyclables once collected):

- 65-gallon container collected weekly
- 95-gallon container collected weekly

City requests quotes for recycling collection two different ways: One in which the Contractor provides all wheeled carts and one in which the City covers the initial expense. In the latter scenario, the City would reimburse the Contractor for this expense, and ownership of the original carts would revert to the City if the contract were to be cancelled within or at the end of the initial five-year term. The Contractor would be responsible for providing all new or replacement carts needed over the remaining life of the contract beyond the initial purchase, including keeping an appropriate inventory of spare carts.

City Properties: The current arrangement is that the Contractor provides the following services to City-owned properties and facilities:

- Once a week collection of solid waste and recycling from the following City facilities: Waterworks Plant, Wastewater Treatment Facility, Maintenance/Construction Department Garage, Public Library, and Elm Grove cemetery.
- Once a week collection of recyclables from two City-owned residential recycling trailers located behind the Washington Public Library and in the City-owned lot on North Marion, primarily for the use of, but not limited to, downtown residents.
- Twice a week collection of solid waste from the following City facilities: Municipal Building (also weekly collection of recycling), Green Field (Case Field), North Park (north of Stewart School), Central Park, Sunset Park, Sunset Park swimming pool, and public refuse containers located on the rights-of-way around the Square and up to four blocks each way from the Square.

To the extent possible, the City wishes to maintain the current level of service for City-owned properties, but it would be desirable to have twice a week collection for the downtown residential recycling trailers. The Contractor should indicate any other desired modifications clearly in the proposal section.

Bulky Waste: The current arrangement for bulky waste is that such collection is available on a weekly basis. Residents must purchase a \$6 sticker from the City for this service (larger items may require multiple tags), of which \$4 for each sticker is paid to the Contractor with the normal monthly billing. The City is requesting proposed arrangements and pricing for continuation or modification of this service, including whether the Contractor will collect appliances as part of this program or by separate special arrangement and billing.

City of Washington, 2019 Solid Waste/Recycling Collection RFP

Cleanup Events: The current arrangement is a spring curbside cleanup event (typically in late April) conducted by the Contractor and a fall central site cleanup event (typically in early October) coordinated by the City, but with solid waste hauled by the Contractor at the conclusion of the event. The City is requesting proposed arrangements and pricing for continuation or modification of this service.

Routes/Days: The City currently has solid waste and recycling collection Monday through Thursday from 6:00 AM to 5:00 PM. Residents have a regular collection day on this schedule as determined by geographical area of town. The Contractor should specifically list any proposed changes to this schedule. The Contractor should list holidays they observe in the proposal, and when a holiday occurs within the collection week, the Contractor will be expected to provide sufficient personnel and equipment to complete the collection of solid waste and recycling within the same week, with all residences being serviced within one day of their normal collection day.

Public Outreach and Responsiveness: The City would like to hear the Contractor's plans for public outreach and response. At a minimum, the Contractor is expected to have a call center staffed continuously during regular business hours and respond to public inquiries within 24 hours. The City Council is also interested in some procedure for receiving periodic reports at its meetings, whether in written or verbal form, and would like the Contractor's input on how best to accomplish this.

Staffing & Equipment: The Contractor shall ensure that all personnel working under this contract behave in a safe, courteous, and professional manner, are appropriately trained, and maintain all proper certifications. The Contractor shall maintain all equipment used for service in sanitary and appropriate operating condition, as per Chapters 105 and 106 of the Washington Code of Ordinances.

The Contractor agrees to provide and keep updated a listing of all equipment to be used for collection, including make, model, year, and overall capacity for each vehicle.

Additional Services: The Contractor is asked to recommend and provide pricing for any additional services it would propose to offer.

Insurance: The Contractor agrees to hold the City, its officers, and employees free and harmless from any loss, damage, or liability resulting from operations under this contract. The Contractor also agrees to maintain the following minimum coverages:

- General Liability
 - General Aggregate \$2,000,000
 - Products Completed Operations Aggregate \$2,000,000
 - Personal and Advertising Injury \$1,000,000
 - Each Occurrence (bodily injury/prop damage) \$1,000,000
- Automobile Liability Combined Single Limit \$1,000,000
- Worker's compensation and occupational diseases insurance shall be carried by the Contractor within the statutory limit.

City of Washington, 2019 Solid Waste/Recycling Collection RFP

- The City of Washington shall be named as additional insured on Contractor's General Liability and Automotive Liability policies.
- The Contractor shall file with the City Clerk and maintain certificates of insurance, showing insurance required by this section to be in full force at all times during the term of this contract.

Tipping Fee Adjustments: The City agrees to pay pass-through surcharges for future landfill tipping fee increases charged by the SEMCO landfill. The tipping fee surcharge applies only to the part of the monthly charges that may be attributable to landfill costs. The same principle will be applied in reverse should landfill tipping fees decrease, in that this decrease in cost will be passed along to the City.

Updating Number of Units: The City and the Contractor agree to work together cooperatively in keeping up-to-date & accurate the number of dwelling units covered by this agreement as units are added or removed from service.

Process for Consideration

Submittal of Proposals: All interested bidders should submit a proposal utilizing the forms provided. Proposals are due no later than 2:00 PM on **Thursday, February 14, 2019**. Please submit sealed proposal to:

Solid Waste RFP
ATTN: Illa Earnest, City Clerk
City of Washington
215 E. Washington St.
Washington, IA 52353

Evaluation of Proposals: Upon opening of sealed proposals, City staff shall examine proposals for overall cost and the additional qualitative factors:

- The qualifications and experience of the firm in similar activities
- Ability to meet services within the time schedule – contract to start July 1, 2019
- Suitability of equipment and personnel to meet collection and service needs
- Suitability of proposed plan for delivery of services
- Compliance history
- Costs

Staff then expects to recommend a vendor to the City Council for consideration at its February 19 meeting. A final proposed contract would be negotiated following this approval in principle for action by City Council at the March 5 meeting. All firms will be notified in writing regarding results of the selection process.

The City of Washington reserves the right to reject any and all proposals or to waive any irregularities. The City may choose any proposal if judged in the best interest of the City. If a proposal does not satisfy the minimum requirements as set forth in the RFP, the proposal will be disqualified from further consideration at the discretion of the City.

Exhibit A: FIRM QUALIFICATIONS, EXPERIENCE & SUITABILITY
(Attach additional sheets as needed)

1. Please provide the following details about your company:

Company Name & Address:

Authorized Representative/Title: _____

Authorized Representative Phone & Email: _____

Parent Company (if any): _____

2. Please describe your company's experience and qualifications relevant to meeting the requirements of this proposed contract (please specifically describe any experience with uniform solid waste or recycling cart collection systems, particularly automated collection):

3. Please describe your approach toward customer service and public relations, including maintaining good relationships with any city governments you serve or have served:

4. Please attach a list of equipment to be utilized in the collection process, including at minimum the make, model, year, and overall capacity of each piece of equipment.

Exhibit A: FIRM QUALIFICATIONS, EXPERIENCE & SUITABILITY (Continued)
(Attach additional sheets as needed)

5. Please indicate measures your firm would take (or would recommend the City to take) to ensure a smooth transition to the new collection system starting July 1, 2019:

6. Please indicate and explain any regulatory compliance issues (such as DNR or DOT) your firm has encountered in the past five years:

7. Please provide current or past major client references, with contact person and contact phone and email:

Reference 1: _____

Reference 2: _____

Reference 3: _____

8. Please indicate your acknowledgement and agreement to the following:

_____ The start date of the proposed contract is July 1, 2019, and I hereby warranty my firm's capability of providing agreed-upon services by that date, as will be detailed in a written contract should my proposal be accepted.

_____ My firm will strive for strict compliance with all applicable ordinances, laws, and administrative regulations during the contract term should this proposal be accepted.

Submitted this _____ day of _____, 2019.

Authorized Representative Signature: _____

**Exhibit B: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES
Scenario 1: 5-Year Contract, Contractor Provides Solid Waste and Recycling Carts**

Firm Name: _____

Solid Waste, Monthly Per-Cart Basis Pricing Monthly Price Per Cart Issued

| | |
|--------------------------------------------------|--|
| • 35-Gallon Container, Collected Every Two Weeks | |
| • 35-Gallon Container, Collected Weekly | |
| • 65-Gallon Container, Collected Weekly | |

Recycling, Monthly Per-Cart Basis Pricing Monthly Price Per Cart Issued

| | |
|-----------------------------------------|--|
| • 65-Gallon Container, Collected Weekly | |
| • 95-Gallon Container, Collected Weekly | |

City Properties Monthly Price (Inclusive)

| | |
|--------------------------------------------------------------------------------------|--|
| • Collection of Solid Waste and/or Recycling at City-owned properties and facilities | |
|--------------------------------------------------------------------------------------|--|

Any Proposed Changes to City Property Collections: _____

Bulky Waste Collection Arrangements & Proposed Pricing:

Cleanup Event(s) Arrangements & Proposed Pricing:

Submitted this _____ day of _____, 2019.

Authorized Representative Signature: _____

**Exhibit C: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES
Scenario 2: 5-Year Contract, City Reimburses Contractor's Initial Cost for Solid Waste and Recycling Carts**

Firm Name: _____

Solid Waste, Monthly Per-Cart Basis Pricing Monthly Price Per Cart Issued

- 35-Gallon Container, Collected Every Two Weeks
- 35-Gallon Container, Collected Weekly
- 65-Gallon Container, Collected Weekly

Recycling, Monthly Per-Cart Basis Pricing Monthly Price Per Cart Issued

- 65-Gallon Container, Collected Weekly
- 95-Gallon Container, Collected Weekly

City Properties Monthly Price (Inclusive)

- Collection of Solid Waste and/or Recycling at City-owned properties and facilities

Any Proposed Changes to City Property Collections: _____

Bulky Waste Collection Arrangements & Proposed Pricing:

Cleanup Event(s) Arrangements & Proposed Pricing:

Submitted this _____ day of _____, 2019.

Authorized Representative Signature: _____

Exhibit D: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES
Scenario 3: _____-Year Contract (Term Proposed by Contractor), Contractor Provides Solid Waste and Recycling Carts

Firm Name: _____

Solid Waste, Monthly Per-Cart Basis Pricing Monthly Price Per Cart Issued

- 35-Gallon Container, Collected Every Two Weeks
- 35-Gallon Container, Collected Weekly
- 65-Gallon Container, Collected Weekly

Recycling, Monthly Per-Cart Basis Pricing Monthly Price Per Cart Issued

- 65-Gallon Container, Collected Weekly
- 95-Gallon Container, Collected Weekly

City Properties Monthly Price (Inclusive)

- Collection of Solid Waste and/or Recycling at City-owned properties and facilities

Any Proposed Changes to City Property Collections: _____

Bulky Waste Collection Arrangements & Proposed Pricing:

Cleanup Event(s) Arrangements & Proposed Pricing:

Submitted this _____ day of _____, 2019.

Authorized Representative Signature: _____

**Exhibit E: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES
Scenario 2: _____-Year Contract (*Term Proposed by Contractor*), City Reimburses
Contractor's Initial Cost for Solid Waste and Recycling Carts**

Firm Name: _____

Solid Waste, Monthly Per-Cart Basis Pricing Monthly Price Per Cart Issued

- | | |
|--------------------------------------------------|--|
| • 35-Gallon Container, Collected Every Two Weeks | |
| • 35-Gallon Container, Collected Weekly | |
| • 65-Gallon Container, Collected Weekly | |

Recycling, Monthly Per-Cart Basis Pricing Monthly Price Per Cart Issued

- | | |
|-----------------------------------------|--|
| • 65-Gallon Container, Collected Weekly | |
| • 95-Gallon Container, Collected Weekly | |

City Properties Monthly Price (Inclusive)

- | | |
|--------------------------------------------------------------------------------------|--|
| • Collection of Solid Waste and/or Recycling at City-owned properties and facilities | |
|--------------------------------------------------------------------------------------|--|

Any Proposed Changes to City Property Collections: _____

Bulky Waste Collection Arrangements & Proposed Pricing:

Cleanup Event(s) Arrangements & Proposed Pricing:

Submitted this _____ day of _____, 2019.

Authorized Representative Signature: _____

*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

January 9, 2019

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

From: Brent Hinson
City Administrator



Re: 28E for Kirkwood Trailhead

As the Council is aware, we have been working with Kirkwood and the Washington County Conservation Board to create a trailhead at the Kirkwood Washington Regional Education Center (utilizing Kirkwood's current parking lot) for the newly constructed trail spur from the Kewash. This will provide a nice addition to our trail infrastructure, and also supplement Kirkwood's facility as well. I look at this as the "cherry on the top" of all the trail work we completed last fall.

The overall cost of the project, including engineering and construction oversight, is expected to be around \$100,000. Kirkwood will contribute \$20,000 under this agreement, and the remainder is funded through grants and the City and WCCB's previous funding commitments (no new City money is needed).

RESOLUTION NO. _____

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

WHEREAS, the City of Washington, the Washington County Conservation Board, and Kirkwood Community College wish to enter into an agreement under Iowa Code Chapter 28E to formalize arrangements for the construction and maintenance of a new recreational trailhead to be located at the Kirkwood Washington Regional Education Center, 2192 Lexington Boulevard.

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 has been previously approved by Kirkwood Community College and will be effective with the mutual agreement of the Washington County 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 15th day of January, 2019.

Jaron P. Rosien, Mayor

ATTEST:

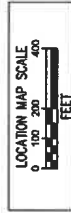
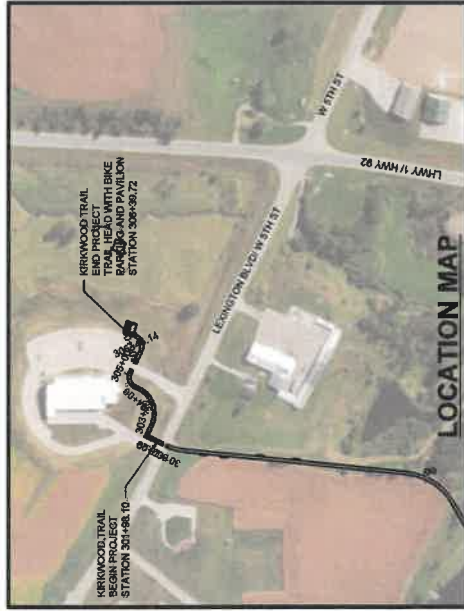
Illa Earnest, City Clerk

KIRKWOOD TRAIL WASHINGTON COUNTY CONSERVATION BOARD WASHINGTON COUNTY, T-75N, R-8W, SEC 12

PCC TRAIL

| NO. | DESCRIPTION |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| A Sheets A.1 A.2 | Title Sheets Location Map, Legend, and Locals |
| B Sheets B.1 | Typical Cross Sections and Details Kirkwood Trail Typical Section |
| C Sheets C.1 C.2 | Quantities and General Information Quantities and Estimate Reference Information Tables |
| D Sheets D.1-D.4 | Mainline Plan and Profile Sheets Kirkwood Trail - Plan and Profile |
| G-Sheet G.1 | Benchmark, Control Point, and Alignment Data |
| H-Sheet H.1-H.3 | Stakeout Sheet Kirkwood Trail Stakeout Sheets |
| U-Sheets U.1 U.2 U.3-U.4 | Detail Sheets Fences and Blue Rock Details Typical Trail Sign Placement Storm Water Pollution Prevention Plan (SWPPP) |
| W-Sheets W.1-W.13 | Cross Section Sheets Kirkwood Trail - Cross Sections * Color Plan Sheets |

Refer to the Proposal Form for list of applicable specifications.



EXISTING UTILITY NOTE

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE AFFECTED UTILITY OWNERS OF THE LOCATION AND DEPTH OF ANY CONSTRUCTION. THE CONTRACTOR SHALL SECURE ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN IDENTIFIED AND SHOWN ON THESE PLANS. THE CONTRACTOR SHALL VERIFY THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. POSSIBLE THERE MAY BE OTHERS. THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES AT LOCATION AND TO AVOID DAMAGE THERE TO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.



SEE SHEET C.02 FOR LIST OF STANDARD ROAD PLANS

SEE SHEET A.02 FOR LEGEND AND UTILITY INFORMATION

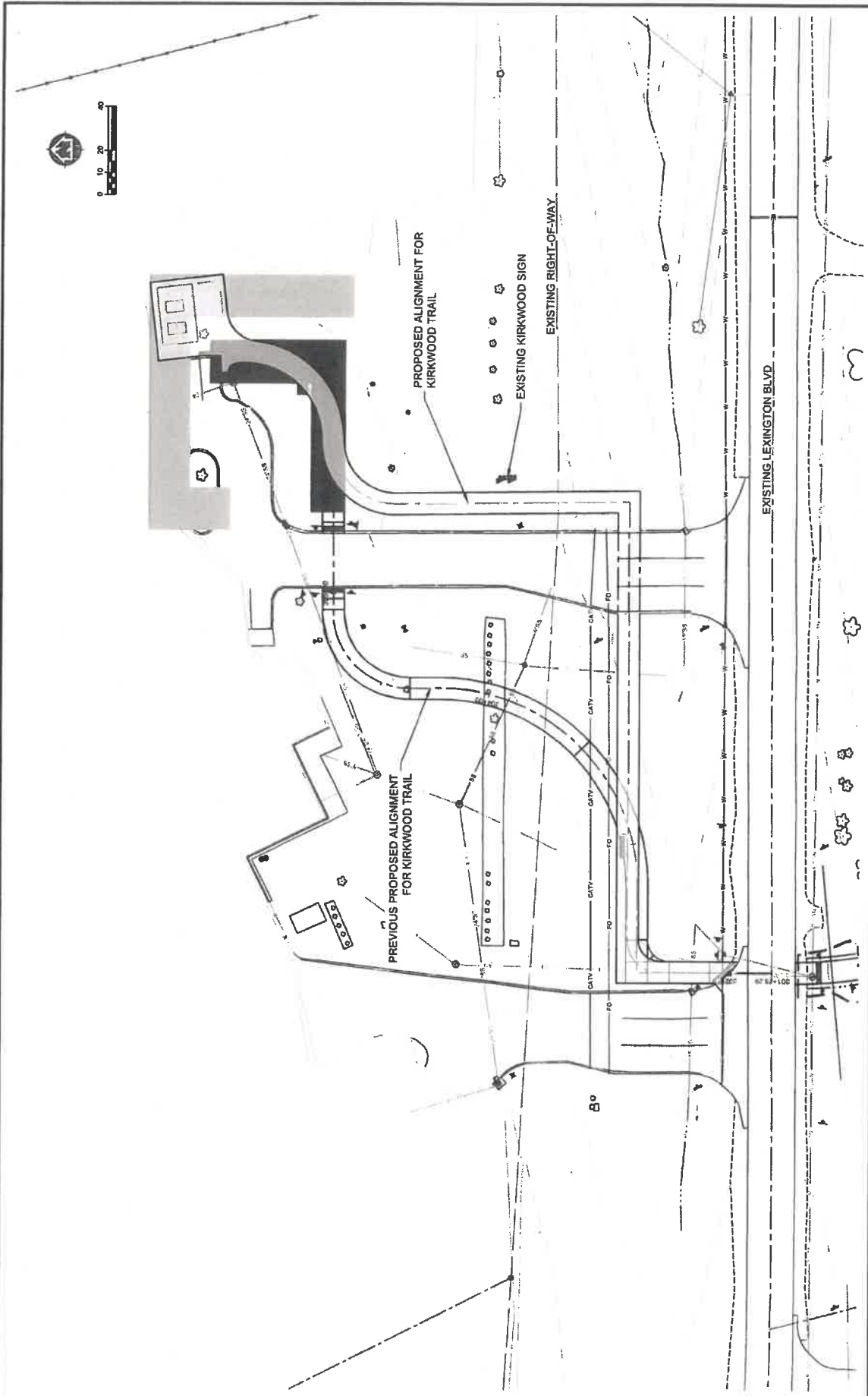
RECOMMENDED FOR LETTING BY THE
WASHINGTON COUNTY CONSERVATION BOARD

PRESIDENT SIGNATURE _____ DATE _____
PRINT NAME _____

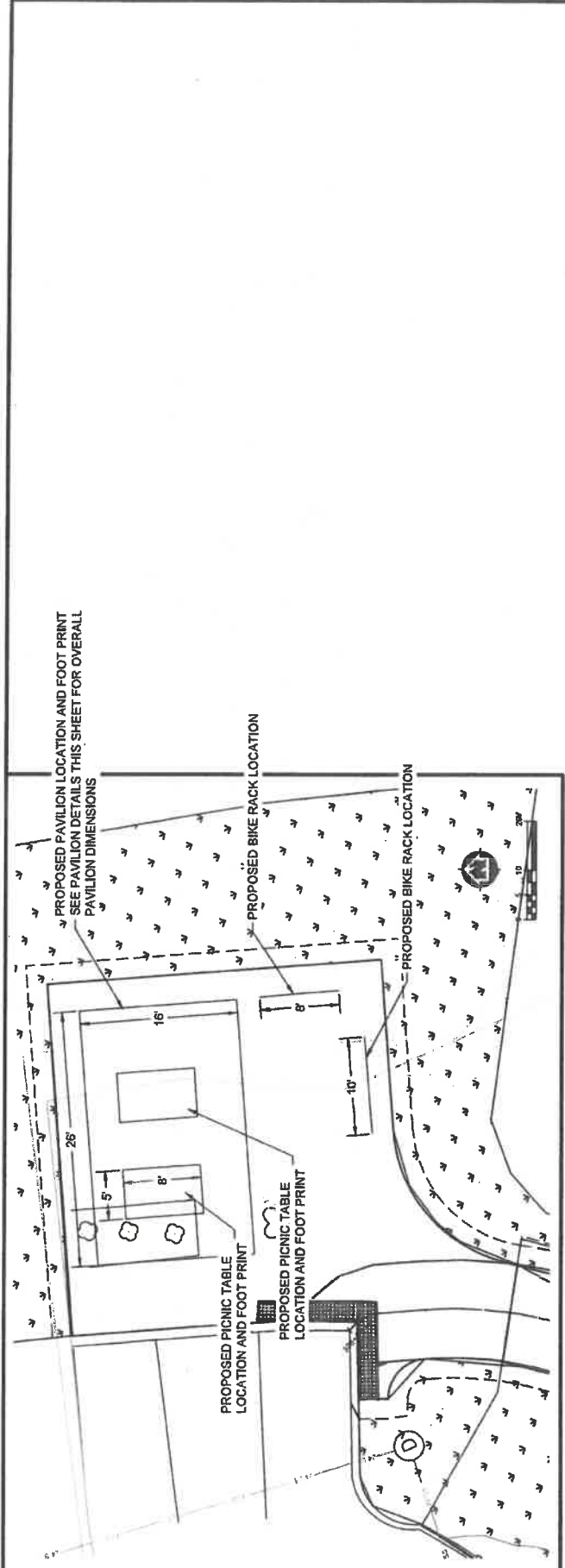
BY _____ TITLE _____
DATE _____
SIGNATURE _____
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2018
PAGES OR SHEETS COVERED BY THIS SEAL: ALL

| | |
|------------------------------------------------------------------------------------------------------|----------|
| PROJECT NO.: | 10022004 |
| DATE: | 10/20/18 |
| BY: | ADJ |
| TITLE SHEET | |
| KIRKWOOD TRAIL WASHINGTON COUNTY CONSERVATION BOARD WASHINGTON COUNTY, T-75N, R-8W, SECTION 12 | |

WASHINGTON COUNTY



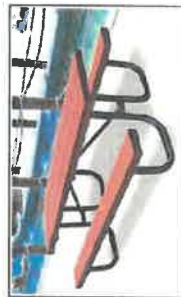
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|-----------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------|-----------------|
| PROJECT NO. 10322004 | DATE 10/20/2014 | SCALE 1/8" = 1'-0" | BY MSA |
| PROJECT DATE 10/20/2014 | DRAWN BY JAC | CHECKED BY JAC | DATE 10/20/2014 |
| Preliminary | | | |
| MSA METRO SURVEILLANCE & ANALYTICS 11000 17th Avenue, Suite 100 Denver, CO 80202 www.msa.com | | KIRKWOOD TRAIL WASHINGTON COUNTY CONSERVATION BOARD WASHINGTON COUNTY, 175N. R-SW, SECTION 12 | |
| KIRKWOOD TRAIL ALIGNMENT EXHIBIT | | EXHIBIT 1 | |



NOTE: PAVILION, BIKE RACK, AND PICNIC TABLE SHALL BE APPROVED BY THE CITY OF WASHINGTON PRIOR TO BEING PURCHASED BY THE CONTRACTOR. BID ITEM INCLUDES PURCHASE, INSTALLATION, AND/OR PLACEMENT BY THE CONTRACTOR. BID ITEM SHALL ALSO INCLUDE UP TO 3 SHOP DRAWING SUBMITTALS FOR EACH ITEM TO THE CITY FOR APPROVAL.



EXAMPLE VIEW OF BIKE RACK



EXAMPLE VIEW OF PICNIC TABLE



EXAMPLE WOOD PAVILION SHELTER

PAVILION AND BIKE RACK DETAILS

| | | | |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <p>PROJECT NO. 10222004 DATE 07/10/14 DRAWN BY JLD</p> | <p>PROJECT NAME KIRKWOOD TRAIL WASHINGTON COUNTY CONSERVATION BOARD WASHINGTON COUNTY, 7-76N, R-6W, SECTION 12</p> | <p>OWNER / ARCHITECT / ENGINEER MOUNTAIN STATES CONSULTANTS 1000 S. 1000 E. SUITE 200 MOUNTAIN VIEW, CO 80401 www.mscn.com</p> | <p>SCALE</p> |
| <p>Preliminary</p> | | | |
| <p>MSA</p> | | | |

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"); the Washington County Conservation Board, 2943 Highway 92, Ainsworth, Iowa 52201 (hereafter referred to as the "WCCB"), and the Kirkwood Community College, 6301 Kirkwood Boulevard S.W., Cedar Rapids, Iowa 52404 (hereafter referred to as "Kirkwood").

WHEREAS, Kirkwood owns and operates the Washington County Regional Center located at 2192 Lexington Boulevard, Washington, Iowa 52353 (the "Regional Center"); and

WHEREAS, the City, WCCB, and Kirkwood have agreed to construct a trailhead and associated trail improvements on the campus of the Regional Center (the "Project"); and

WHEREAS, the City and WCCB have obtained significant grant funding for the Project and the WCCB has agreed to be the lead agency to construct the Project; and

WHEREAS, Kirkwood has agreed to reimburse the WCCB for a portion of the Project; and

WHEREAS, it is now necessary for the City, WCCB, and Kirkwood to enter into a 28E Agreement to outline the obligations and responsibilities of each party as it pertains to the construction of the Project.

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, WCCB, and Kirkwood in connection with the construction of the Project.

2. **CONSIDERATION.** It is hereby expressly acknowledged by both the City, WCCB, and Kirkwood that construction of the Project by the WCCB and the payment in part by Kirkwood in accordance with the terms and conditions set forth in this Agreement constitutes mutual and sufficient consideration to enter into this Agreement.

3. **SEPARATE ENTITY.** Further, it is hereby noted that no separate legal entity shall be created by this Agreement and the Washington City Council, Washington County Conservation Board, and Board of Directors of Kirkwood shall administer this Project.

4. **DUTIES AND RESPONSIBILITIES OF THE PARTIES.**

- A. The WCCB shall design and construct the Project in accordance with the plans mutually approved by the WCCB, City, and Kirkwood. The WCCB shall begin construction of the Project in the Spring, 2019. Notwithstanding approval of the plans for the Project, the parties hereto agree that Kirkwood shall have no liability for any loss or damage arising out of the construction of the Project.
- B. The trail and trailhead shall be located in the area generally depicted on Exhibit "A" attached hereto and incorporated into this Agreement by this reference.
- C. The City agrees to draw on its Iowa Department of Natural Resources REAP grant funds as appropriate to assist in paying for the project and as coordinated with the WCCB, and to make prompt payments to the WCCB upon invoice. WCCB and Kirkwood agree to execute any and all documentation that is required by the Iowa Department of Natural Resources to allow the City to draw upon its REAP grant.
- D. The WCCB shall pay for the entirety of the Project costs in accordance with state law.
- E. Should the project experience cost overruns, these will be resolved in the following manner:
 - a. First, the parties will attempt to determine changes that would allow for a quality project at a cost that is still within the total budget and is acceptable to all parties.
 - b. If this is not possible or advisable, the parties shall split any agreed-upon cost overages as such: 40% City, 40% WCCB, and 20% Kirkwood.
- F. Kirkwood shall maintain the trail and trailhead once the Project has been completed by the Washington County Conservation Board.
- G. This Agreement expresses permission from Kirkwood for the contractor hired by the WCCB to enter onto the Regional Center for the purposes of construction of the Project.
- H. WCCB will require that WCCB's contractor obtain at least \$1 million in general liability insurance and name both the City and Kirkwood as additional insureds under said policy.

5. PAYMENT OF COSTS. Within 30 days of acceptance of the Project by the WCCB

and submission of an invoice to Kirkwood, Kirkwood shall pay the WCCB for its share of the Project, which shall be \$20,000.00.

6. TERM AND TERMINATION OF THIS AGREEMENT. This Agreement shall remain in full force and effect from the approval and execution of the Agreement by Kirkwood, the WCCB, and the City, until the completion of the Project. After project completion, this Agreement will terminate, except for the maintenance obligations listed above.

7. 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.

8. 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 Kirkwood:

Kirkwood Community College
6301 Kirkwood Boulevard S.W.
Cedar Rapids, Iowa 52404
ATTN: President

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

9. 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.

10. 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 _____, 2019.

CITY:

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

Executed and approved this _____ day of _____, 2019.

WCCB:

Craig Capps, Chairman

ATTEST:

Zach Rozmus, Executive Director

Executed and approved this 7 day of January, 2019.

KIRKWOOD:

By: 

Troy McQuilken VP, Facilities - Security
Print name and title

ATTEST:



Vivene Bruno, Executive Assistant
Print name and title

*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

January 9, 2019

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

From: Brent Hinson 
City Administrator

Re: South 15th Avenue Street Project/Residential Subdivision

Attached is the preliminary resolution for this project. This allows us to begin the process to specially assess a portion of the planned improvements to the existing section of South 15th to adjacent property owners. I have also attached a sketch of the project scope and a preliminary schedule for the project. We will have much more precise details on specs and costs from the engineer in the coming meetings. At this point, I believe we are around an \$850,000 project. This project will provide a nice new connection in our street network, and nine much-needed residential building lots, among other benefits.

RESOLUTION NO. _____

**PRELIMINARY RESOLUTION FOR CONSTRUCTION
OF THE 2019 SOUTH 15TH AVENUE IMPROVEMENTS PROJECT**

WHEREAS, this Council deems it advisable and necessary to construct certain public improvements described in general as the 2019 South 15th Avenue Improvements Project; and

WHEREAS, before the preliminary plans and specifications, plat, schedule, form of contract and estimate of cost may be adopted, and contract for the construction of the public improvements entered into, it is necessary, pursuant to Chapter 384 of the Code of Iowa, to describe the improvement and the property to be benefited.

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

Section 1. The Council hereby determines that it is necessary and advisable to construct certain public improvements described in general as:

The paving of South 15th Avenue from East Washington Street to East Adams Street; the replacement or new installation of water main along this portion of South 15th; the new installation of sewer main for the proposed Eastview Subdivision; the installation of new storm sewer main along this portion of South 15th, East Madison from South 14th to South 15th, and South 14th from East Washington to East Madison; installation of sidewalk along South 15th from East Washington to East Madison; and related improvements.

The City Engineer is hereby ordered to file the preliminary plans and specifications, and estimate of the total cost of the work, and a plat and schedule of assessments for the area to be benefited.

Section 2. That said preliminary plans and specifications, plat, schedule and estimate of cost for said public improvement to be known as the 2019 South 15th Avenue Improvements Project be filed with the Clerk and submitted for approval by the City Council at which time and place the Council will consider the adoption of said plat, schedule and estimate of cost for said public improvement.

PASSED AND APPROVED this 15th day of January, 2019.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

*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*

South 15th Avenue Project 2019
Preliminary Schedule of Activities (as of 1/2/19)

- January 15: Preliminary Resolution
- By February 15: Preliminary plans and estimated costs are made available
- By February 15: Schedule of assessments prepared by engineer
- February 19: Council adopts plat, schedule and estimate of cost
- February 19: Council sets hearing on Resolution of Necessity and orders publication
- February 21: Publication of notice of hearing and letters are sent by certified mail to affected property owners
- March 19: Public hearing and adoption of Resolution of Necessity (requires ¾ vote)
- March 19: Council approves resolution ordering preparation of detailed plans, specs, form of contract and estimate of cost and authorizing Notice of Hearing & Letting
- By March 26: City Clerk files certified Resolution of Necessity, plat and schedule with County Treasurer
- April 2: Council holds hearing on plans, specs, form of contract and estimate of cost and adopts resolution approving the same
- April 11: Bid opening
- April 16: Council reviews bids and approves resolution awarding contract & authorizes Mayor & Clerk to sign contracts & bonds
- May 1: Start of construction
- September 13: Construction completed
- By September 27: Engineer files certificate of final completion
- October 1: Council approves resolution accepting public improvements and determines amount to be assessed
- By October 30: Engineer files final assessment schedule
- November 5: Council adopts schedule, levy assessment and orders notice to be provided to affected property owners
- By November 7: Publication of notice of final schedule of assessments and mailing to affected property owners
- December 9: Deadline for owners to pay assessments without interest applied

*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

January 9, 2019

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

From: Brent Hinson 
City Administrator

Re: Owner-Occupied Housing Rehabilitation Program

Attached is a resolution formally approving the grant agreement with the ECIHTF. We are already getting lots of interest in this program, and plan to have a public meeting on Wednesday, January 16 at 6:30 PM to answer questions about the program. The deadline for applications is February 22. This program should provide a nice and noticeable facelift to a good amount of properties along our main corridors.

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A FUNDING COMMITMENT AGREEMENT
AND GRANT AWARD AGREEMENT WITH THE
EAST CENTRAL IOWA HOUSING TRUST FUND (ECIHTF)**

WHEREAS, the City Council authorized the submission of a grant application to the East Central Iowa Housing Trust Fund (ECIHTF) on May 15, 2018 in Resolution 2018-073 for the purposes of conducting a low and moderate-income (LMI) housing rehabilitation program along Washington's main corridors; and

WHEREAS, said application included a City match of \$37,800 from the LMI TIF Fund 146; and

WHEREAS, the ECIHTF has approved said grant application and now is the time to consider documents formalizing this grant.

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

Section 1. The City Council hereby approves the attached Funding Commitment Agreement and Grant Award Agreement with the ECIHTF.

Section 2. Under the terms of this formal agreement, the City shall pay the ECIHTF \$37,800 from LMI TIF Fund 146 in exchange for a grant in the amount of up to \$151,200 from the ECIHTF for said housing rehabilitation program.

Section 3. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 15th day of January, 2019.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

FUNDING COMMITMENT AGREEMENT

Whereas, a Funding Assistance – Award Agreement, is executed with an effective date of December 5, 2018, by and between the EAST CENTRAL IOWA HOUSING TRUST FUND (hereinafter referred to as the "ECIHTF") and the CITY OF WASHINGTON, IOWA (hereinafter referred to as "THE CITY"), for the purpose of ECIHTF making a funding award of \$151,200 to THE CITY;

Whereas, THE CITY has committed to providing ECIHTF \$37,800 as a local match for the project for which the \$151,200 funding award was made to rehabilitate a minimum of nine owner-occupied homes in a target area identified by the City of Washington.

Now Therefore,

Be it Resolved by the Parties hereto, that it is hereby mutually agreed that:

1. THE CITY will identify a minimum of nine (9) properties that will receive assistance utilizing the ECIHTF funding.
2. Upon identification of each eligible property, THE CITY will report to ECIHTF the property location, rehabilitation work to be done, and the household income level.
3. Prior to work commencing on the first identified property, THE CITY shall submit the total local match commitment to ECIHTF. The maximum local match THE CITY shall provide to ECIHTF for the total project is \$37,800.
4. ECIHTF shall reimburse THE CITY for the rehabilitation costs incurred on each property, with an estimated average cost of \$16,800 per property, including project management. The maximum funding award ECIHTF shall provide to THE CITY for the total project is \$151,200.
5. All provisions outlined in the Funding Assistance – Award Agreement shall also apply.

Effective Dates. The effective date for this COMMITMENT AGREEMENT shall be January 1, 2019. This COMMITMENT AGREEMENT shall remain in effect through December 31, 2020.

SIGNED: _____ Date: _____
Tracey Achenbach, Executive Director, ECIHTF

SIGNED: _____ Date: _____
Jaron P. Rosien, Mayor

East Central Iowa Housing Trust Fund (ECIHTF)

700 Sixteenth Street NE, Suite 301, Cedar Rapids, IA 52402

FUNDING ASSISTANCE - AWARD AGREEMENT

| | |
|-----------------------------------|-------------------------------------|
| Recipient: | City of Washington, Iowa (THE CITY) |
| Agreement Number: | ECIHTF-18-05 |
| Effective Date: | December 5, 2018 |
| Total Amount of Award: | \$151,200 |
| Grant Amount: | \$151,200 |
| Repayable Loan Amount: | Not applicable |
| Repayable Loan Terms: | Not applicable |
| Forgivable Loan Amount: | Not applicable |
| Forgivable Loan Terms: | Not applicable |
| Project Completion Date: | December 31, 2020 |
| Agreement Expiration Date: | December 31, 2020 |

This Funding Assistance Award Agreement is made by and between the EAST CENTRAL IOWA HOUSING TRUST FUND (ECIHTF) and City of Washington, Iowa (Recipient). Specifically, in accordance with Recipient's application dated May 18, 2018, the approved grant award stated above is to be utilized by the Recipient to offer home rehabilitation assistance to nine (9) low-to-moderate income homeowners (at or below 80% of area median income) in Washington, Iowa

The ECIHTF desires to make an award in the form stated above to the Recipient and the Recipient desires to accept this award, all upon the terms and conditions set forth in this Agreement.

Therefore, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, it is agreed as follows:

ARTICLE 1 DEFINITIONS

As used in this Agreement, the following terms shall apply:

1.1 **Agreement Expiration Date:** "Agreement Expiration Date" means the date the Agreement ceases to be in force and effect. The Agreement expires upon the occurrence of one of the following: a) the Loan/Forgivable Loan is repaid in full or required part, including accrued interest, court costs and any penalties; b) the Agreement is terminated by the ECIHTF due to any default under Article 10; c) no disbursement of Grant/RLF funds has occurred within the twenty-four months immediately following the Effective Date; or d) if the Agreement includes only a Grant and/or a Forgivable Loan, at the Project Completion Date.

1.2 **Effective Date:** "Effective Date" means the date stated above on which the terms of this Agreement becomes in force and effect.

1.3 **Forgivable Loan:** "Forgivable Loan" means an award made by the ECIHTF to the Recipient for which repayment is eliminated in part or entirely if the Recipient satisfies the terms of this Agreement as described in Article 5.3.

1.4 **Grant:** "Grant" means an award of assistance, with the fulfillment of the conditions of the award, where repayment of funds is not required.

1.5 Loan: "Loan" means funds advanced by the ECIHTF to the Recipient of which full repayment is expected.

1.6 Loan Agreement or Award Agreement: "Loan Agreement" or "Award Agreement" mean this document, the project budget and all the notes, leases, assignments, mortgages and similar documents referred to in this document and all other instruments or documents executed by the Recipient or otherwise required in connection with this document, including but not limited to the following:

- a. Application submitted by City of Washington dated 5/18/18
- b. Funding Commitment Agreement dated same date as this agreement

1.7 Project: "Project" means the detailed description of the work, services and other obligations to be performed or accomplished by the Recipient as described in the application from City of Washington dated May 18, 2018.

1.8 Project Completion Date: "Project Completion Date" means the date by which the Project tasks shall have been fully accomplished as stated above.

ARTICLE 2 FUNDING

2.1 Funding: Funding for this award is made from dollars received by the ECIHTF from the Local Housing Trust Fund Program of the Iowa Finance Authority and/or other dollars donated by local governmental or private sources.

2.2 Prior Costs: No expenditures made prior to the Effective Date of this Agreement may be included as Project costs for the purposes of this Agreement.

2.3 Disbursement of Less than the Total Award Amount: If progress toward work activities as specified in the respective letter has not been made within two hundred forty (240) days of the Effective Date, then the ECIHTF shall be under no obligation for further disbursement.

2.4 Cost Variation:

- a. In the event that the total Project cost is less than the amount specified in this Agreement, the Grant/RLF participation shall be reduced at the same ratios to the total project cost reduction as the ratio of the Grant/RLF funds to the total amount of funds provided by the Recipient and all funding sources requiring a proportional reduction of their financial contribution to the Project. Any disbursed excess above the reduced Grant/RLF participation amount shall be returned immediately to the ECIHTF.
- b. In the event that the total Project cost is greater than the amount specified in the Agreement, the ECIHTF shall, upon request, consider increasing the Grant/RLF participation in the same ratio to the total increase in project cost as the ratio of the Grant/RLF funds to the total amount of funds provided by the Recipient and all other funding sources able and willing to offer the Project an increase of funds. The consideration of an increase of Grant/RLF funds for a Project shall be subject to availability of funds, determination of reasonable and allowable costs and all other application program rules.

- c. The Recipient may request the ECIHTF to increase the Grant/RLF participation to an amount that is higher than the proportional ratio. The ECIHTF may permit such a higher increase if, in the ECIHTF's judgment, the Recipient has demonstrated financial hardship.

2.5 Maximum Payments: It is expressly understood and agreed that the maximum amounts to be paid to the Recipient by the ECIHTF for any item of work or service shall conform to the budget presented in the respective application dated May 18, 2018. Payment for work or services will be dependent upon the City of Washington's payment to ECIHTF, as stipulated in the Funding Commitment Agreement executed by the City and ECIHTF. It is further understood and agreed that the total of all payments to the Recipient by the ECIHTF for all work and services required under this Agreement shall not exceed the Award Amount unless modified by written amendment of this Agreement.

ARTICLE 3 TERMS OF GRANT

3.1 Grant: The ECIHTF agrees to make a Grant in the amount first stated herein to the Recipient to assist with financing the Project.

3.2 Maximum Payments: It is expressly understood and agreed that the average payment per property shall be \$16,800, and the total project maximum amount to be paid to the contractors and EICCOG by the ECIHTF for any item of work or service cost incurred shall be \$151,200. It is further understood and agreed that THE CITY will provide \$37,800 in funding to ECIHTF, which will be used to pay for the work or service performed, and THE CITY agrees to make one payment of \$37,800 to ECIHTF, as explained in the Funding Commitment Agreement executed by THE CITY and ECIHTF. It is further understood and agreed that the total of all payments to the Recipient by the ECIHTF for all work and services required under this Agreement shall not exceed the Award Amount unless modified by written amendment of this Agreement.

3.3 Time of Performance: The services of the Recipient are to commence as of the Effective Date and shall be completed on or before the Project Completion and Agreement Expiration Date.

ARTICLE 4 TERMS OF LOAN

4.1 Loan: The ECIHTF agrees to make a Loan in the amount and with the terms first stated in this Agreement to the Recipient to assist in the financing of the Project. Interest begins accruing on the date of disbursement of funds.

4.2 Promissory Notes: The obligation to repay the Loan portion of this Agreement, if any, shall be evidenced by a Promissory Note(s) executed by the Recipient.

4.3 Prepayment: The outstanding principal and accrued interest on this Loan or any part thereof may be prepaid in part or in full at any time without penalty.

4.4 Acceleration Upon Default: If there is a failure to pay any installment of principal and interest when due, or only a portion is paid, or in the event of any other unremedied default under this Loan, the ECIHTF may declare the entire unpaid balance and all accrued interest immediately due and payable.

4.5 Recording: The Recipient shall be responsible for any fees necessary to properly record in the appropriate office of the Recorder of Deeds and/or the Secretary of State any mortgage, security agreement, financing statement or similar document required by the ECIHTF under this Agreement.

13.14 Headings: The headings in this Agreement are intended solely for convenience of reference and shall be given to effect in the construction and interpretation of this Agreement.

13.15 Final Authority: The ECIHTF shall have the final authority to assess whether the Recipient has complied with the terms of this Agreement.

13.16 Integration: This Agreement contains the entire understanding between the Recipient and the ECIHTF and any representations that may have been made before or after the signing of this Agreement, which are not contained herein, are nonbinding, void and of no effect. None of the parties have relied on any such prior representation in entering into this Agreement.

13.17 Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement effect as of the Effective Date first stated.

EAST CENTRAL IOWA HOUSING TRUST FUND:

By: _____ Date: _____
Tracey Achenbach, Executive Director

**RECIPIENT:
CITY OF WASHINGTON, IOWA**

By: _____ Date: _____
Jaron P. Rosien, Mayor



AN OVERVIEW OF THE REHABILITATION PROCESS



2019 Washington Owner-Occupied Housing Rehabilitation Program

Step 1: Homeowner Submits Application to ECICOG

- Mail to: ECICOG, 700 16th Street NE, Suite 301, Cedar Rapids, IA 52402
- Include completed and signed application, copy of most recent income tax return, and copy of homeowner's insurance policy

Step 2: ECICOG Checks Owner Eligibility, Verifies Income, and Ranks Applications

- Must be owner (including new purchaser) of residential property within eligible zone that is the applicant's primary residence
- Must have household income at or below the program thresholds
- Applications ranked based on verified income and assets, in compliance with Fair Housing laws and guidelines

Step 3: ECICOG and Homeowner Coordinate on Inspection & Bid Specifications Process

- ECICOG Inspector will come to the home to complete an inspection report as well as work specifications that contractors will bid on

Step 4: City Council Approves Contracts for Top-Ranked Applications

- City and Homeowner sign contracts, with provision for 5-year forgivable lien on property for the grant amount (1/5 is forgiven for each year homeowner owns the house after final paperwork is filed)
- Contracts set maximum amount of grant award for each property- typically \$15,000

Step 5: Homeowner and ECICOG Coordinate on Bidding

- Homeowner can select the contractors they would like bid specifications sent to or pick from a list
- From this point forward there is to be no work done on the home by the homeowner
- ECICOG assists with reviewing bids; Homeowner can select any bid, but City will only pay up to the maximum grant
- City Council approves contracts for each property

Step 6: ECICOG, Contractor and Homeowner Hold Pre-Construction Meeting

- All contracts are signed at this meeting
- Construction begins a minimum of 14 days after this meeting
- Contractors are required to complete the work in 90 days

Step 7: Contractor Constructs Improvements

Step 8: City Makes Progress Payments Based on Pay Applications Approved by ECICOG

Step 9: ECICOG Verifies Work is Completed to Specifications

Step 10: Filing Lien Papers and Final Papers

- The project is complete and final paperwork is filed
- City pays final 5% retainage to contractor

DOES YOUR HOME NEED REPAIRS?

HOUSING REHABILITATION ASSISTANCE IS AVAILABLE FOR ELIGIBLE PARTICIPANTS THROUGH THE CITY OF WASHINGTON

The City of Washington has recently been awarded funds for housing rehabilitation assistance. The City will assist nine homeowners within the designated project area with exterior home repairs such as roofing, siding, windows and more. Grants of up to \$15,000 are available.

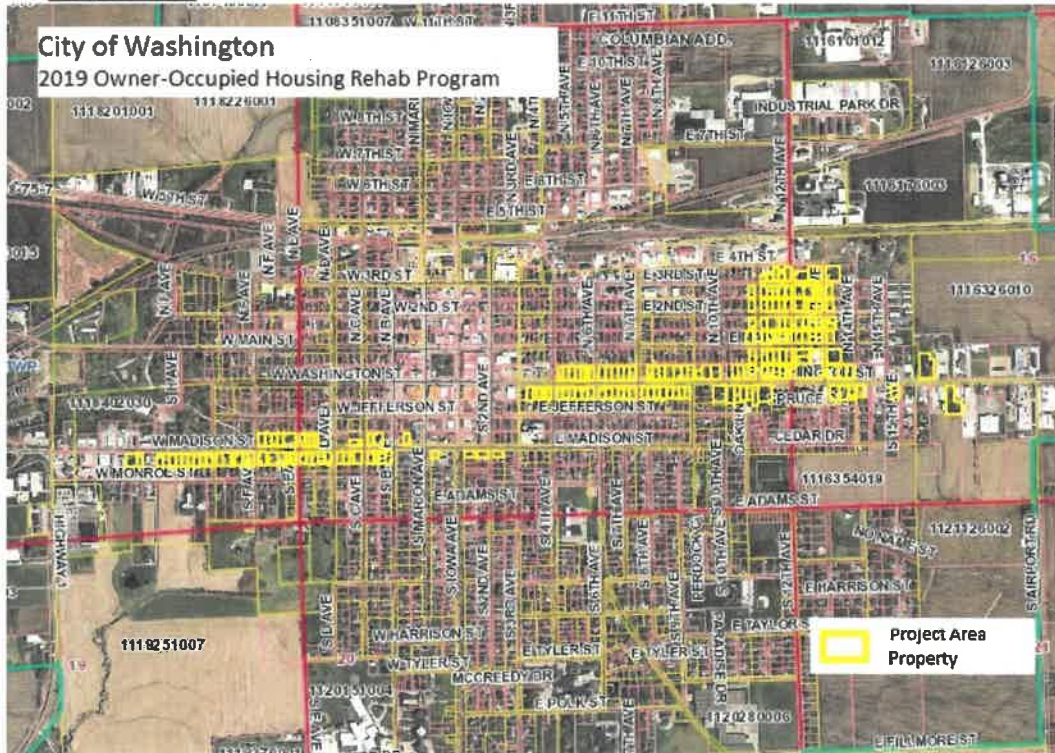
YOU MAY BE ELIGIBLE IF YOU MEET THE FOLLOWING CRITERIA:

1. Own & live in the home for which you are seeking rehabilitation funds (including being in the process of purchasing)
2. Fall at or below the following federal household income guidelines:

(Household income is earnings of all household members over age 18 years.)

| Household Size | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Income | \$41,350 | \$47,250 | \$53,150 | \$59,050 | \$63,800 | \$68,500 | \$73,250 | \$77,950 |

3. Live within the Project Area:



Apply to the East Central Iowa Council of Governments (ECICOG) by February 22, 2019

Complete details on the City website at: www.washingtoniowa.net or at City Hall, 215 East Washington St.

Public informational meeting: Wednesday, January 16, 6:30 PM at Washington Public Library, State Bank Room



*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

January 9, 2019

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: Police Chief Search Committee

As the Council is aware, Chief Goodman plans to retire effective May 31. Mayor Rosien and I have been discussing his replacement in detail, and believe we have organized a reasonable process for doing so. We also had a very good meeting with the full Police Department this week on this topic.

We are asking the Council to confirm appointments of the two of us plus Councilor Pettit-Majewski, County Attorney Gish, and High School Principal Buchholz to oversee the search process. We would also anticipate having an item on the February 5 Council agenda to confirm the plan for advertising the position and authorizing the committee to seek applicants, pending the committee's deliberations over the next two weeks. The full Council would ultimately be asked to confirm the appointment of the next Chief after the completion of the interview process (at this point, we are anticipating this will happen at the April 2 meeting).

We look forward to an open process welcoming both internal and external applicants, and believe the recommended committee will serve the City very well in this endeavor.

RESOLUTION NO. _____

**A RESOLUTION CREATING A POLICE CHIEF SEARCH
COMMITTEE AND CONFIRMING APPOINTMENTS**

WHEREAS, Chief Goodman has announced his plan to retire effective May 31, 2019;
and

WHEREAS, the City Council wishes to support a thorough, well-organized, and
inclusive process for the replacement of this important position; and

WHEREAS, the Council wishes to support the Mayor and City Administrator's desire to
engage a committee to assist in this endeavor.

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

Section 1. The City Council approves the creation of a Police Chief Search
Committee to organize and oversee the process of hiring a new Police Chief, subject to
final confirmation by the Council.

Section 2. The City Council accepts the recommended appointments of Jaron
Rosien, Danielle Pettit-Majewski, Erik Buchholz, John Gish, and Brent Hinson to the
Committee.

PASSED AND APPROVED this 15th day of January, 2019.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

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



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215 East Washington Street
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Police Chief Hiring Process

Preliminary 1/9/19

General Approach

- Committee consisting of Mayor, 1 City Councilor, 2 Community Reps, City Administrator
- Police panel to advise committee
- Open hiring process with internal and external applicants welcomed
- Interview process consisting of interview with committee, interview with police panel, skills/knowledge testing, and tour/strategic discussion with City Administrator

Schedule for Process

- January 8: Departmental meeting to discuss survey & hiring process
- January 15: Council considers appointment of committee
- January 16- February 1: Committee meets to discuss hiring process, review position profile and advertising plan
- February 5: Council approves any changes to hiring process recommended by committee; Council approves position profile and advertising plan and authorizes committee to seek applicants
- February 6- March 11: Advertising for applicants
- March 12: Deadline for applications
- By March 14: Committee meets to review applications and select finalists
- March 28: Interviews of finalists; Committee meets following interviews to listen to input from police panel and make a hiring decision
- April 2: Council considers confirmation of hire
- By May 28: New Chief starts (plan for brief overlap with Chief Goodman)

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, snow and ice was removed from the following listed properties:

The property of Beth Hook at 414 S. 2nd Ave for the amount of \$113.50. Legal description (03 ROUSSEAU SD). Parcel Number (11-17-384-003).

The property of Blue Hills Trust at 312 E. 3rd St for the amount of \$113.50. Legal Description (04 BREEDS SD LOT 5 & E 21 FT). Parcel Number (11-17-328-002).

The property of Ryan Wagenknecht at 400 W. Washington Blvd. for the amount of \$125.00. Legal Description (08 03 ADD TO WASH). Parcel Number (11-17-311-008).

The property of Ramona Chavarria at 601 S. Marion Ave. for the amount of \$100.71. Legal Description (03 01 MILLERS ADD). Parcel Number (11-17-361-024).

The property of Wendy Zieglosky at 617 E. Van Buren St. for the amount of \$100.71. Legal Description (02 SIMMERINGS SD LOT 1 & E1/2 ABD RR ROW ADJ LOT 1&). Parcel Number (11-20-207-010).

The property of Aldred Erickson at 308 W. Jefferson for the amount of \$100.71. Legal Description (07 16 OP). Parcel Number (11-17-316-007).

The property of Gale Arnold at 534 S. Marion Ave. for \$100.71. Legal Description (20 SD OL 8). Parcel Number (11-17-382-010).

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 15th day of January, 2019.

Jaron Rosien, Mayor

Attest:

Illa Earnest, City Clerk