



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 6:30 P.M., WEDNESDAY, JANUARY 2, 2019

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:30 P.M., Wednesday, January 2, 2019 to be approved as proposed or amended.

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

Claims & Financial Reports:

Claims for January 2, 2019

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

PUBLIC HEARING

- Public Hearing: FY20-24 Capital Improvements Plan Update.

- Discussion and Consideration of a Resolution Approving FY20-24 Capital Improvements Plan Update.

NEW BUSINESS

1. Discussion and Consideration of 2018 Riverboat Foundation Annual Report.
2. Discussion and Consideration of Custodial Agreement – Washington Public Library.
3. Discussion and Consideration of Invoice for Repair Costs to Well #7 (Cahoy Well & Pump).
4. Discussion and Consideration of Invoice for Recycling Costs under 28E Recycling Center Contract Amendment (WEMIGA Waste).
5. Discussion and Consideration of a Resolution Setting a Policy for an Employee Annual Safety Recognition Award.
6. Discussion and Consideration of a Resolution Acknowledging Fulfillment of a Contract for Sale of Real Property (Business Park Lot 1).
7. Discussion and Consideration of a Resolution Certifying an Internal Debt and Related Promissory Note (TIF to Repay Road Use Tax).
8. Discussion and Consideration of a Resolution Approving Strategic Priorities Work Plan for 2019 and 2020.
9. Discussion and Consideration of a Resolution Setting a Public Hearing for Approval of Plans & Specifications (2019 Southeast Sewer Basin Project).
10. Discussion and Consideration of a Resolution Setting a Public Hearing on the Vacating Certain Streets and Alleys.

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 12-18-2018

The Council of the City of Washington, Iowa, met in Regular Session in the Nicola-Stoufer Room, Washington Free Public Library, 115 West Washington Street on Tuesday, December 18, 2018 at 6:00 P.M. Mayor Rosien in the chair. On roll call present: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Absent: none.

Motion by Gault, seconded by Youngquist, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, December 18, 2018 be approved as proposed. Motion carried.

Consent:

1. Council Minutes December 4, 2018
2. Terracon, Water Treatment Plant Improvements, \$613.50
3. Fox Engineering, Well #7 Pump Replacement & Electrical Modifications, \$786.50
4. Fox Engineering, SE Basin I & I Reduction, \$590.00
5. Fox Engineering, Well #8 Pump Replacement, \$643.50
6. Fox Engineering, Water Treatment Plant Improvements, \$5,444.50
7. Tricon Construction, Water Treatment Plant Improvements, \$84,980.50
8. Kevin D. Olson, Professional Services, \$943.38
9. Interstate Power Systems, Fire Station Project Generator, \$33,486.00
10. IMWCA, Work Comp. Installment #6, \$7,080.00
11. JETCO, Inc, WWTP SCADA Support Contract, Option 2 Year 2, \$5,010.00
12. Iowa Finance Authority, West Side Sewer Interceptor Project, Interest, \$37,425.00
13. Iowa Finance Authority, Wastewater Plant Project, Interest, \$187,875.00
14. Iowa Finance Authority, Water Treatment Plant Improvements Project, Interest, \$29,649.07
15. Design Alliance, Fire Station Project, \$660.45
16. Design Alliance, City Hall and Police Station, \$1,248.83
17. QT Petroleum on Demand, New Equipment Upgrade for Fuel Farm at Airport, \$12,950.00
18. Ace-N-More, 1901 E. Washington Street, Class C Beer Permit (BC), Sunday Sales, **(renewal)**
19. Washington Fresh & Fast Express, 528 Hwy 1 S, Class C Beer Permit (BC), Sunday Sales, **(new)**
20. Washington Fresh & Fast Express, 528 Hwy 1 S, Retail Cigarette/Tobacco/Nicotine/Vapor Permit, **(new)**
21. Department Reports

Consent – Other:

DeLong Construction, Wellness Park Grading and Utilities, \$6,274.58

DeLong requested that item 7 be pulled from the consent agenda.

Motion by Pettit-Majewski, seconded by Gault, to approve the consent agenda items 1-6 and 8-21. Motion carried.

Motion by Pettit-Majewski, seconded by Youngquist, to approve consent agenda item 7. Motion carried. DeLong abstained with conflict.

Motion by Pettit-Majewski, seconded by Youngquist, to pay consent – other. Motion carried. DeLong abstained with conflict. Gault voted “no”.

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

Finance Director Kelsey Brown gave the November, 2018 Financial Reports. Motion by Gault, seconded by Stigers, to approve the November Financial Reports. Motion carried.

Brian Brustkern from the State of Iowa Auditor's Office gave an overview of the FY18 City Audit.

Motion by Youngquist, seconded by Stigers, to accept the FY18 Audit Report. Motion carried.

Presentations from the Public:

Evie Richardson, 504 S. Ave. B, rose in support of the recycling program and urged the Council to continue the program.

Mayor Rosien announced that now is the time for the public hearing on Amendment No. 1 to the FY19 Budget.

No written or oral comments were received.

Motion by DeLong, 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 DeLong, seconded by Gault, to approve the Resolution Approving Amendment No. 1 to the FY19 Budget. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried (**Resolution No. 2018-146**)

Mayor Rosien announced that now is the time for the public hearing on Demolition of 123 E. 2nd Street.

No written or oral comments were received.

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

Bids received for demolition of 123 E. 2nd Street:

Cornerstone Excavating, Inc.	\$43,275.00
DeLong Construction, Inc.	\$29,500.00

Motion by Youngquist, seconded by Stigers, to approve the Resolution Awarding Bid for Demolition of 123 E. 2nd Street to DeLong Construction in the amount of \$29,500.00. Roll call on said motion: Ayes: Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. DeLong abstained with conflict. Motion carried. (**Resolution No. 2018-147**)

Motion by Pettit-Majewski, seconded by Youngquist, to affirm the Fire Department Officers for 2019: Chief Tom Wide; 1st Asst. Brendan DeLong, 2nd Asst. Jim Williams; Secretary/Treasurer Tom Beauchamp. Motion carried. DeLong abstained with conflict.

After discussion, motion by Pettit-Majewski, seconded by Stigers, to approve Pay Application #5 and Change Order #2 (Fire Station Utilities and Grading Project) in the amount of \$32,752.05. Motion carried. Gault voted "no".

Motion by DeLong, seconded by Gault, to approve Change Order #2 – Fire Station Phase I Electrical Improvements for a deduction of \$418.00. Motion carried.

Motion Youngquist, seconded by Moore, to approve the Contract Amendment for Digital Marketing Services (Running Robots – Hotel/Motel Tax Committee Recommendation). Motion carried.

Motion by Pettit-Majewski, seconded by Youngquist, to approve the Resolution Adopting the Washington County Regional Trails and Recreation Plan. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried (**Resolution No. 2018-148**)

Motion by Youngquist, seconded by Moore, to approve the Resolution for Street Lights (Sunset Park Lights). Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried (**Resolution No. 2018-149**)

Motion by Pettit-Majewski, seconded by Stigers, to approve as amended the Resolution Rescheduling a Regular Council Meeting (move January 1, 2019 to January 2, 2019) and starting at 6:30 P.M. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried (**Resolution No. 2018-150**)

Motion by Gault, seconded by Youngquist, to approve the Resolution (as typo corrected) Approving a Retirement Agreement with Chief Goodman. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried (**Resolution No. 2018-151**)

Motion by DeLong, seconded by Stigers, to approve the Third Reading and Adopt the Ordinance Changing Boundaries of Zoning Districts (Iowa Bridge and Culvert) –per P & Z Recommendation. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried (**Ordinance No. 1083**)

WORKSHOP

Discussion of timeline for garbage and recycling changes.

Discussion of updated figures in FY20-24 Capital Improvements Plan.

Motion by Moore, seconded by Youngquist, to set a Public Hearing for January 2 on Adoption of FY20-24 Capital Improvements Plan Updates. Motion carried.

Motion by Moore, seconded by Youngquist, that the Regular Session held at 6:00 P.M., Tuesday, December 18, 2018, be adjourned. Motion carried.

Illa Earnest, City Clerk



INVOICE

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

For questions, contact: (800) 362-4505

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

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

December 13, 2018
Project No: R18613000.0
Invoice No: 6
00-04-28
Project Manager: Christopher Janson
Client Liaison: Jacob Huck

Project R18613000.0 WEDG Regional Trails & Recreation Plan
Professional Services from October 7, 2018 to December 8, 2018

Description	Contract Amount	Percent Complete	Amount Earned	Previous Invoices	This Invoice	
Regional Trails & Recreation Plan	50,000.00	100.00	50,000.00	45,000.00	5,000.00	
Total Fee	50,000.00		50,000.00	45,000.00	5,000.00	
			Total Fee			5,000.00
				AMOUNT DUE THIS INVOICE:		\$5,000.00

For ACH notification, remit to:

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



GARDEN & ASSOCIATES, LTD.

1701 3rd Avenue East, Suite 1 • P.O. Box 451 • Oskaloosa, IA 52577
Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

December 18, 2018
Invoice No: 37476

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

Professional Services for the Period: November 16, 2018 to December 13, 2018

Professional Services

	Hours	Rate	Amount	
Principal Engineer	12.00	141.00	1,692.00	
Technician #1	38.50	100.00	3,850.00	
Totals	50.50		5,542.00	
Total Professional Services				5,542.00

Unit Billing

Mileage			58.85	
Total Units			58.85	58.85

Total Project Invoice Amount \$5,600.85

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

WASHINGTON CHAMBER OF COMMERCE

205 W. Main Street
 Washington, IA
 52353

"One of THE BEST Small Towns in America"

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

Phone (319) 653-3272

E-mail:michelle@washingtioniowa.org

INVOICE

Invoice Date: 12/17/2018

Invoice Number: 2018-0496

DESCRIPTION	PRICE EACH	QUANTITY	AMOUNT
2019 Chamber Base Investment - First 2 People in Business - Renewal	192.00		192.00
Employees 3-10 - plus \$39 per Employee	39.00	8	312.00
Employees 11-20 - plus \$15 per Employee	15.00	10	150.00
Employees 21-35 - plus \$11 per Employee	11.00	15	165.00
Balance of Employees - plus \$9 per Employee	9.00	25	225.00
Subtotal			1,044.00
10% Voluntary Increase for Website Development/Business Directory Improvement	10.00%		104.40
Payment Enclosed _____ or Please Bill: Semi-Annually _____ Quarterly _____ If you wish to pay this bill with a credit card please contact the Chamber office 319-653-3272			0.00

Please mark your billing preference

www.chamber.washingtioniowa.org

I prefer standard MAIL

Balance Due \$1,148.40

Save a stamp, please E-MAIL invoices!

Send invoices to this email:

City of Washington, IA

Claims Entry Sheet

Date Dec 28, 2018

Vender Name Sigourney Treecare, LLC

Vender Number 7171

DATE	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT
12-28	011340	312-6-7500-6799	\$ 4,770.00

TOTAL \$ 4,770.00

Comments: Tree group 6B

Approved by the City of Washington
by [Signature] on 12/28/18
Building Official Date

011340

SIGOURNEY TREECARE LLC

26248 185TH AVE.
SIGOURNEY, IA 52591
(641) 622-2097

312-6-7500-6799

Approved by the City of Washington
by [Signature] on 12/28/18
Building Official Date

Customer's
Order No.

Date 12/12/18

20

Name City of Washington
Address Group 6B

Phone:

SOLD BY	CASH	C.O.D.	CHARGE X	ON ACCT.	MDSE. RETD.	PAID OUT	LAYAWAY
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QUAN.	DESCRIPTION	PRICE	AMOUNT
	1601 N 3 rd Ave	360 ⁰⁰	
	1103 E Main St.	400 ⁰⁰	
	703 S Iowa Ave	700 ⁰⁰	
	701 W. Washington Blvd.	600 ⁰⁰	
	Redlinger Field	850 ⁰⁰	
	Sunset Park (Behind Gladdons)	920 ⁰⁰	
	Sunset Park (west of New Dawn)	940 ⁰⁰	
Thanks For your business & Happy Holidays Zeb Webb			

All claims and returned goods MUST be accompanied by this bill.

Received
By

TAX

TOTAL

4,770⁰⁰

Thank You



November 30, 2018
Project No: R3002.733.00
Invoice No: 33936

Brent Hinson
City Administrator
City of Washington
215 E Washington Street
Washington, IA 52353

Project R3002.733.00 Washington County Housing Study
Professional Services through November 30, 2018
Fee

Billing Phase	Fee	Billed %	Earned	Prior Fee	Current Fee
Fee	25,000.00	40.30	10,075.00	700.00	9,375.00
Total Fee	25,000.00		10,075.00	700.00	9,375.00
		Total Fee			9,375.00
			Total this Invoice		\$9,375.00



Applicant License Application ()

Name of Applicant: <u>Flying Boys LLC</u>		
Name of Business (DBA): <u>Washington Liquor & Tobacco Outlet</u>		
Address of Premises: <u>304 W Madison street</u>		
City <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>
Business <u>(502) 294-8154</u>		
Mailing <u>414 A avenue</u>		
City <u>kalona</u>	State <u>IA</u>	Zip: <u>52247</u>

Contact Person

Name <u>Achyut Adhikari</u>			
Phone: <u>(502) 294-8154</u>	Email	<u>flyingboysllc@gmail.com</u>	

Classification Class E Liquor License (LE)

Term: 12 months

Effective Date: 01/20/2019

Expiration Date: 01/01/1900

Privileges:

- Class B Wine Permit
- Class C Beer Permit (Carryout Beer)
- Class E Liquor License (LE)
- Sunday Sales

Status of Business

BusinessType: <u>Limited Liability Company</u>		
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID	<u>XXXXXXXXXX</u>

Ownership

Achyut Adhikari

First Name: Achyut **Last Name:** Adhikari
City: louisville **State:** Kentucky **Zip:** 40241
Position: owner
% of Ownership: 100.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>Western Surety Company</u>		
Policy Effective Date: <u>01/20/2019</u>	Policy Expiration	<u>01/01/1900</u>
Bond Effective <u>2</u>	Dram Cancel Date:	
Outdoor Service Effective	Outdoor Service Expiration	

Instructions on the reverse side

For period (MM/DD/YYYY) _____ / _____ / _____ through June 30, _____

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA Flying Boys LLC
Physical Location Address 304 west madison st City washington ZIP IA
Mailing Address 414A avenue City Koloan State IA ZIP 52247
Business Phone Number _____

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP
Name of sole proprietor, partnership, corporation, LLC, or LLP Achyut Raj Adhikari
Mailing Address 3906 chasteroaks Dr City Louisville State Ky ZIP 40241
Phone Number 502-294-2154 Fax Number _____ Email achyut38@gmail.com

Retail Information:

Types of Sales: Over-the-counter Vending machine
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No
Types of Products Sold: (Check all that apply)
Cigarettes Tobacco Alternative Nicotine Products Vapor Products

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store Bar Convenience store/gas station Drug store
Grocery store Hotel/motel Liquor store Restaurant Tobacco store
Has vending machine that assembles cigarettes Other _____

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) Achyut Adhikari Name (please print) _____
Signature [Signature] Signature _____
Date 11-20-2018 Date _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: 37.50
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: Washington
- New Renewal

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

MAINTENANCE & CONSTRUCTION DEPT. REPORT

12-1-18/12-14-18

STREETS: Personnel began picking up leaves again throughout the town using the leaf vac, and heavy equipment where there were frozen piles in which the vac machine could not. Personnel cold patched a few areas. Personnel finished hauling the snow away from the businesses areas and cul de sacs. Personnel had to repair a stop sign that got hit.

WATER DISTRIBUTION: Personnel repaired a water main break in the 500 block of North Ave D, 4 inch CIP, marking the 21st break of the year. Personnel assisted with a water leak inside the UP Campus.

SEWER COLLECTION: Personnel jetted 1,200 ft of the SE Interceptor to relieve the sewer smell in the east part of town, in addition flushed a fire hydrant during this process. Personnel repaired a sanitary manhole that had been hit with a snowplow.

STORM SEWER COLLECTION: Personnel N/A

MECHANIC/SHOP: Personnel serviced 601 (plow frame and coolant), 311 (adjust clutch), 115 (install front shocks), adjust pins on grapple bucket, 301 (cont'd work on frame), FD Tanker (electrical issue diagnosis), John Deere loader (service and go over repair list), PD 96 (service), K9 Unit (inspect for engine noise), repair shop welder, quotes for potential street sweeper, WWTP truck (fuel pickup tube modification), PD 905 (service), 105 (front bumper repair) and update service records.

OTHER: Personnel responded to 39 One Call Locates.

Please note that this report does not include every task M/C personnel performed, but shall be a highlight of our work performed as a department.

TO OWNER:
 City of Washington
 215 E Washington Street
 Washington, IA 52353

PROJECT:
 Washington Fire Station
 Washington, IA

FROM CONTRACTOR:
 Bushong Construction Company
 704 E Wood Street
 Montezuma, IA 50171

VIA ARCHITECT:
 Design Alliance
 14225 University Avenue, Suite 110
 Waukee, IA 50263

APPLICATION NO: #3

Distribution to:
 OWNER
 CONTRACTOR
 A/R
 FILE

PERIOD TO: 11/30/2018

PROJECT NOS:

CONTRACT DATE: 8/22/2018

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 (Column G on G703)	\$119,361.00
5. RETAINAGE:	
a. % of Completed Work (Column D + E on G703)	5,968.05
b. % of Stored Material (Column F on G703)	\$ -
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 5,968.05
6. TOTAL EARNED LESS RETAI (Line 4 Less Line 5 Total)	\$ 113,392.95
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 75,375.85
8. CURRENT PAYMENT DUE	\$ 38,017.10
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 2,361,507.05

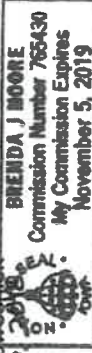
OWNER CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

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: 11/30/18

State of: Iowa County of: Poweshiek
 Subscribed and sworn to before me this 30th day of Nov 2018
 Notary Public: Brenda J. Moore
 My Commission expires: 11-05-19



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 quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 38,017.10

(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 certified ARCHITECT:

By: DESIGN ALLIANCE, INC. Date: 12/07/18

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.

CITY OF WASHINGTON, IOWA

CLAIMS REPORT FOR JANUARY 2, 2019

POLICE	ALLIANT ENERGY	SERVICE	385.67
	ARNOLD MOTOR SUPPLY	AIR FILTER	13.64
	BARRON MOTOR SUPPLY	PARTS	71.10
	CINTAS CORP LOC. 342	RUG SERVICE	35.79
	EMBROIDERY BARN	PATCHES & ZIPPER	30.00
	IOWA POLICE CHIEFS ASSOCIATION	MEMBERSHIP RENEWAL	125.00
	MINCER FORD	COIL ASSEMBLY	157.44
	QUILL	BINDER CLIPS, TAPE & SUPPL	45.56
	UPS	SHIPPING	28.92
	WASH CO CLERK OF COURT	DISMISSED CASE	60.00
		TOTAL	953.12
	FIRE	ALLIANT ENERGY	SERVICE
VISA		CAMERA	299.95
		TOTAL	1071.28
DEVELOP SERV	DONNOLLY, STEVE	CAR WASH	10.00
	NORTHERN SAFETY CO., INC.	WELDING RESPIRATOR/SUPPLIE	1010.50
	VISA	MONITOR/MEMBERSHIP DUES	239.99
		TOTAL	1260.49
LIBRARY	AMAZON	BOOKS & LIBRARY MATERIALS	65.09
	CINTAS CORP LOC. 342	RUG SERVICE	62.19
	FAREWAY STORES	PROGRAMMING/J.F.	6.88
	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	63.88
	HAZELL, PATRICK	PROGRAM	40.00
	VISA	SUPPLIES	480.58
	WCDC INC	WINDOW WASHING	30.00
		TOTAL	748.62
PARKS	ALLIANT ENERGY	ALLIANT ENERGY	731.51
	IDALS - IA DEPT OF AGRICULTURE	PESTICIDE CERT-DUVALL & PA	15.00
		TOTAL	746.51
CEMETERY	ALLIANT ENERGY	SERVICE	422.69
	GREINER DISCOUNT TIRES	NEW TIRES/KUBOTA	448.80
	IDALS - IA DEPT OF AGRICULTURE	PESTICIDE CERT-DUVALL & PA	15.00
	STRANSKY, JIM	CHAINSAW SUPPLIES	111.87
	VISA	ANTI VIRUS & SUPPLIES	281.91
		TOTAL	1280.27
FINAN ADMIN	ALLIANT ENERGY	SERVICE	791.38
	CINTAS CORP LOC. 342	RUG SERVICE	102.45
	CREDIT BUREAU OF WASH	WEEKLY REPORT	144.00
	DE LAGE LANDEN FINANCIAL SERVICES INC	MONTHLY COPIER AGREEMENT	154.98
	EBERT SUPPLY CO.	CLEANING SUPPLIES	170.60
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINT FOR SYS UPG	1106.25
	PITNEY BOWES GLOBAL FINANCIAL SERVICES	POSTAGE METER LEASE	335.16
	ROSIEN, JARON	MILEAGE REIMBURSEMENT	72.48
	SORRELL GLASS	CLEANING SUPLIES	45.00
	TYLER TECHNOLOGIES	MAINTENANCE	1112.00
	VIVIAL	ADVERTISING	25.15
		TOTAL	4059.45

AIRPORT	EASTERN AVIATION FUELS INC	FUEL	22586.32
		TOTAL	22586.32
ROAD USE	ACE-N-MORE	SUPPLIES	10.40
	CHEMSEARCH	SUPPLIES	382.25
	DOUDS STONE LLC	ROADSTONE	115.10
	HI-LINE INC	PARTS	371.83
	HIWAY SERVICE CENTER	PARTS	78.98
	HOTSY CLEANING SYSTEMS	SALT-ROAD	330.00
	IOWA PRISON INDUSTRIES	SIGNS	727.94
	MIKE'S PARTS & SERVICE	REPAIR PARTS	484.36
	RIVER PRODUCTS	ROADSTONE	716.96
	STAPLES CREDIT PLAN	APPT BOOKS	32.99
	VISA	LEAF RAKES & SUPPLIES	436.66
		TOTAL	3687.47
STREET LIGHTING	ALLIANT ENERGY	SERVICE	308.18
		TOTAL	308.18
HOTEL/MOTEL TAX	WASH CHAMBER OF COMMERCE	HOTEL-MOTEL REIMB REQUEST	110.00
		TOTAL	110.00
		TOTAL:	
CAPITAL PROJECTS	SCHIMBERG CO.	PVC PIPE	6466.93
	UTILITY EQUIPMENT CO	PIPE, GASKETS & MATERIAL	2686.60
		TOTAL	9153.53
TREE COMMITTEE	FORREST KEELING NURSERY	TREES	239.40
		TOTAL	239.40
LIBRARY GIFT	AMAZON	BOOKS & LIBRARY MATERIALS	20.98
	GALE/CENGAGE LEARNING	WESTERNS	143.63
	MCCURDY, GARY	LIBRARY PROGRAM	80.00
	VISA	SUPPLIES	107.53
		TOTAL	352.14
WATER PLANT	ACE-N-MORE	ICE MELT,SNOW SHOVEL, ETC	73.17
	ALLIANT ENERGY	ALLIANT ENERGY	270.76
	HARN R/O SYSTEMS INC.	SUPPLIES	564.90
	JENNINGS, ELAINE	MILEAGE REIMBURSMENT	14.72
	POSTMASTER	BULK MAILING WATER BILLS	782.60
	STATE HYGIENIC LAB	TESTING	124.00
	STREFF, ROSE	MILEAGE REIMBURSMENT	3.27
	TOTAL FILTRATION SYSTEM	MATERIAL	338.38
	VISA	CONFERENCES & MEALS	1538.65
	WASHINGTON ELECTRIC INC.	WIRING FOR PUMP	501.50
	WATER SOLUTIONS UNLIMITED	CHEMICALS	3982.10
		TOTAL	8194.05
WATER DIST	ACE-N-MORE	SUPPLIES	186.31
	ALLIANT ENERGY	ALLIANT ENERGY	424.43
	ARNOLD MOTOR SUPPLY	PARTS	14.41
	CHEMSEARCH	ICE MELT & SUPPLIES	463.05

IOWA ONE CALL	SERVICE	57.70
JOHN DEERE FINANCIAL	SUPPLIES	15.99
KIMBALL MIDWEST	PARTS	525.23
MINCER FORD	COOLER ASSEMBLY	513.78
OVERHEAD DOOR CO.	DOOR REPAIR	796.00
PRODUCTIVITY PLUS	REPAIR TO BACKHOE	878.35
R & R FRAME	REPAIR TO PLOW	390.00
SCHIMBERG CO.	GASKETS	3246.40
VISA	MEMBERSHIP DUES & COMPUTE	646.59
	TOTAL	8158.24

SEWER PLANT

ALLIANT ENERGY	ALLIANT ENERGY	23.04
OMNISITE	LEXINGTON LIFT STATION	276.00
STAPLES CREDIT PLAN	APPT BOOKS	32.99
TESTAMERICA LABORATORIES INC	TESTING FEES	1787.10
TIFCO INDUSTRIES	SUPPLIES	218.03
USA BLUEBOOK	TESTING SUPPLIES	289.66
VISA	CLEANER FOR UV MODULES	27.62
	TOTAL	2654.44

SEWER COLLECT

ACE-N-MORE	KEY	3.38
GILLUND ENTERPRISES	FUEL INJECTION CLEANER	82.80
LAWSON PRODUCTS INC	DRUM	261.73
MIDWEST WHEEL	REPAIR PARTS	257.20
MIKE'S PARTS & SERVICE	REPAIR PARTS	371.21
TIFCO INDUSTRIES	SUPPLIES	309.76
TRANS IOWA EQUIPMENT	VAC TRAILER REPAIR/SWITCH	2387.23
	TOTAL	3673.31

SANITATION

LUKE WASTE MANAGEMENT	TRASH AND RECYCLING/BULKY	28569.00
WASH CO HUMANE SOCIETY	DECEMBER COLLECTIONS	373.70
	TOTAL	28942.70

TOTAL	98179.52
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**CITY OF WASHINGTON, IA
VISA Card Charges**

CLAIMS REPORT 1/2/2019

LIBRARY/LIBRARY GIFT
WALMART - LIBRARY MATERIALS/PROGRAMMING
THE WEBSTRAURANT STORE - VACUUM ATTACHMENT
USPS - POSTAGE
ENDICIA - POSTAGE
WALMART - LIBRARY MATERIALS/PROGRAMMING
AMAZON - VARIOUS MAGAZINE SUBSCRIPTIONS
WALMART - JANITORIAL SUPPLIES/BOOK BUCK PRIZES
ENDICIA FEES - POSTAGE FEE

FIN ADMIN
52.97
54.14
200.00
9.95
16.25
137.54
110.84
6.42

POLICE

588.11

PARKS/POOL

-

DEVELOP SERV

119.99
120.00

AIRPORT

-

ROAD USE

239.99

FIRE

436.66

SEWER PLANT

436.66

CEMETERY

27.62

WATER DIST

27.62

WATER PLANT

646.59

HP - LAPTOP

646.59

WATER PLANT

646.59

HP - COMPUTER MONITOR

119.99

WATER PLANT

119.99

IAEI - MEMBERSHIP DUES

120.00

WATER PLANT

120.00

MIDLAND HARDWARE- LEAF RAKES

436.66

WATER PLANT

436.66

WALMART - CLR FOR CLEANING UV MODULES

436.66

WATER PLANT

436.66

GREENLINE & BYRON PLANTAT - TRIMMER STRING

161.92

WATER PLANT

161.92

KASPERSKY LAB - ANTI VIRUS FOR COMPUTER

119.99

WATER PLANT

119.99

TACO JOHNS - MEAL WHILE AT TRAINING

10.90

WATER PLANT

10.90

BENNINGANS - MEAL WHILE AT TRAINING

15.11

WATER PLANT

15.11

MYTOWNZGO - MEAL WHILE AT TRAINING

23.68

WATER PLANT

23.68

ARBY'S - MEAL WHILE AT TRAINING

9.91

WATER PLANT

9.91

HOLIDAY INN - HOTEL FOR TRAINING

188.16

WATER PLANT

188.16

OFFICE MAX - OFFICE FURNITURE

1,259.90

WATER PLANT

1,259.90

RED ROBIN - MEAL WHILE AT TRAINING

30.99

WATER PLANT

30.99

Grand Total

4,059.48

PUBLIC HEARING NOTICE

The City of Washington will be holding a Public Hearing to review the proposed Capital Improvements Plan for FY20-24. Following the hearing, the City Council intends to consider adoption of the plan.

The purpose of this Public Hearing is to inform area residents of the City of Washington of this proposed action and to address citizens' concerns, if any, with the plan.

The Public Hearing location and time are as follows:

January 2, 2019 – 6:30 p.m.
Nicola-Stoufer Room
Washington Free Public Library
115 West Washington Street
Washington, Iowa 52353

All interested persons are encouraged to attend this hearing. Written comments on the plan may also be submitted prior to the hearing. Questions regarding this hearing or the availability of documentation may be directed to the City Clerk's Office at 319-653-6584.

*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 2, 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: Capital Improvements Plan (CIP) Update for FY20-FY24

The Council had discussion on the CIP update on December 4 and 18, and now the plan is ready for hearing and final adoption.

RESOLUTION NO. _____

**A RESOLUTION APPROVING
CAPITAL IMPROVEMENTS PLAN FOR FY20-24**

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

WHEREAS, the City Council voted on December 18, 2018 to set a hearing on the CIP, and notice of public hearing has been duly published as required by Iowa Code Section 384.15; and

WHEREAS, the Council held said hearing on January 2, 2019.

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

Section 1. The City Council hereby approves the Capital Improvements Plan for FY20-24. Said plan is to be reviewed and updated annually in conjunction with the annual budget process.

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

PASSED AND APPROVED this 2nd day of January, 2019.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

Proj #	Proj Type	Amount Budgeted	GO Debt	Revenue Debt	Water	Sewer	Road Use	TIF	Quarterly Riverboat	Special Assess	Grant	Other	Notes
Council Previously Approved/Discussed Projects													
FY19 Budgeted/Council Approved/Carryover													
104/105	A	\$335,000					\$2,235				\$103,000	\$229,765	Airport 002 match
108	B	\$3,379,216	\$106,000	\$1,699,188	\$75,000		\$125,000	\$120,000	\$777,170	\$30,000	\$100,000	\$696,858	
109	R/SS/S/W	\$850,000	\$500,000										Incl w/S. 15th Subdiv.
110	SS						\$30,000				\$270,000		Phase 2
112	A	\$300,000					\$64,899		\$681,285		\$486,786	\$160,000	Gift, W/P 310 match
113	P/R/S/W	\$2,574,862	\$1,111,892		\$60,000	\$500,000					\$600,000	\$75,000	CDBG Project
116	S	\$2,055,456	\$880,456								\$25,000	\$25,000	
119	B	\$50,000											
136	R	\$177,500					\$157,500			\$20,000			In-house
141	W	\$50,000			\$50,000								
	FY19 Totals	\$9,722,034	\$2,598,348	\$1,699,188	\$135,000	\$500,000	\$379,634	\$120,000	\$1,458,455	\$50,000	\$1,594,786	\$1,186,623	
Fiscal 2020													
117	R/SS	\$803,200	\$500,000				\$125,000	\$138,200		\$40,000			
118	W	\$200,000			\$200,000								
120	S	\$200,000				\$200,000							
122	B	\$1,606,305									\$150,000	\$1,606,305	Airport 002 match
123	A	\$200,000									\$50,000	\$50,000	Partner with N. 4th Proj
124	P	\$50,000	\$1,000,000			\$100,000							Partner with Egg Sewer
125	S	\$1,100,000	\$500,000		\$50,000	\$100,000				\$10,000			
127	R/S/W	\$650,000	\$500,000				\$60,000		\$0	\$50,000	\$150,000	\$1,706,305	
142	R	\$70,000	\$2,000,000	\$0	\$250,000	\$400,000	\$185,000	\$138,200	\$0	\$50,000			
	FY20 Totals	\$4,879,505	\$2,000,000	\$0	\$250,000	\$400,000	\$185,000	\$138,200	\$0	\$50,000	\$150,000	\$1,706,305	
Fiscal 2021													
107	W	\$487,108			\$487,108								
126	W	\$75,000			\$75,000								Bore Line & Patch Brick
121/133	R/SS	\$1,848,400	\$1,400,000				\$291,400		\$121,851	\$157,000			In-House FY21-23
129	R/SS/S/W	\$2,839,340							\$475,000		\$2,242,489		
130	P	\$75,000							\$75,000				
137	A	\$393,000					\$39,300				\$353,700		
	FY21 Totals	\$5,717,848	\$1,400,000	\$0	\$562,108	\$0	\$330,700	\$121,851	\$560,000	\$157,000	\$2,596,199	\$0	
Fiscal 2022													
132	P	\$30,000							\$30,000				
139	S	\$200,000			\$200,000								
143	R	\$70,000					\$60,000			\$10,000			
	FY22 Totals	\$300,000	\$0	\$0	\$0	\$200,000	\$60,000	\$0	\$30,000	\$10,000	\$0	\$0	
Fiscal 2023													
138	R/SS/S/W	\$3,545,000	\$1,000,000		\$350,000			\$1,000,000	\$1,195,000				
140	R	\$25,000					\$25,000				\$0	\$0	
	FY23 Totals	\$3,570,000	\$1,000,000	\$0	\$350,000	\$0	\$25,000	\$1,000,000	\$1,195,000	\$0	\$0	\$0	

Proj #	Proj Type	Amount Budgeted	GO Debt	Revenue Debt	Water	Sewer	Road Use	TIF	Quarterly Riverboat	Special Assess	Grant	Other	Notes
Fiscal 2024													
144	A	\$201,500					\$20,150				\$181,350		Programmed for FY24
145	S	\$1,400,000	\$1,000,000			\$400,000							
146	S	\$100,000				\$100,000							
	FY24 Totals	\$1,701,500	\$1,000,000	\$0	\$0	\$500,000	\$20,150	\$0	\$0	\$0	\$181,350	\$0	
	Programmed Totals	\$25,890,887	\$7,968,348	\$1,699,188	\$1,297,108	\$1,600,000	\$1,000,484	\$1,380,051	\$3,233,455	\$267,000	\$4,522,325	\$2,892,928	
Future Years or Unscheduled													
Parallel Taxiway for 1836 & N End 13/31													
Airport Layout Plan Update													
Sunset Park New Play Structure													
Wellness Park Phases 2-4													
S. 4th Mill & Overlay- Wash to Van Buren													
S. Ave B Mill & Overlay- Sitter to Madison													
N. Marion Mill & Overlay- 5th to 8th													
N. Iowa Mill & Overlay- 5th to 11th													
W. Main Paving (Hwy 1 to S Ave H)													
W. Main Water Repl/Mill & Overlay													
R/W													
S. 6th Paving- Van Buren to Monroe +SRTS													
R/SS													
S. 6th Paving- Mon to Mad + Mon 4th to 6th													
R/SS													
N. 2nd Street Improv Phase 1- 5th to 11th													
R/SS													
S Ave B Watermain- Adams to Tyler													
W													
E 2nd Watermain Replacement													
W													
Jefferson Watermain- D to C, B to Cul-de-Sac													
W													
S. 2nd Watermain- Madison to Tyler													
W													
S. 4th Watermain- Wash to Madison													
W													
S. 4th Watermain- Madison to Van Buren													
W													
S. 4th Watermain- Madison to Van Buren													
W													
West Sewer Basin Evaluation													
S													
Parkside Estates Lift Station													
S													
S. 2nd Sewer- Monroe to Jackson													
S													
Future Years Total													
		\$13,719,915	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Project Types
 R= Road S= Sewer
 W= Water SS= Storm Sewer
 B= Building P= Perks
 A= Airport

Project Cost Key
 Blank- no cost estimate
 FOX- engineer preparing cost estimates

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

FY20-FY24 Capital Improvements Plan
Project Summaries- Final 1/2/19

<u>#</u>	<u>Project Name</u> (Bold= New Project to CIP)	<u>Brief Summary</u>
<u>Carryover/Incomplete FY2019 Projects</u>		
104/ 105	New Large Hangar & Apron for Hangar	Construct new hangar to separate main business users of airport, relieve traffic congestion and improve safety for users.
108	Fire Station Construction	Construction of new fire station as per "campus plan".
109/ 110	South 15th Avenue Paving & Subdivision	Paving of new street from Adams to Madison and reconstruction of existing street from Madison to Washington. Installation of new sewer and water main and cooperation with property owner to create new 10-12 lot residential subdivision. Joint project with #26. Also, install storm sewer on S. 14 th & S. 15 th Avenue south of E. Washington/Highway 92 to address drainage issues.
112	Enlarge Pavement Apron	Phase 2 of a project to enlarge pavement apron near new hangar. Proposed by Airport Commission to take place in FY18. 90% FAA-funded project, subject to \$30,000 City funds match.
113	Wellness Park	Use of \$1 million in G.O. bonded debt to construct Phase I improvements to sports complex.
116	I/I & Egg Sewer Relocation Project	Use of \$1.1 million in G.O. bonded debt and sewer funds to address sanitary sewer inflow/infiltration as per report to be issued by FOX Engineering based on extensive study of Southeast Sanitary Sewer basin. The City has secured a \$600,000 Community Development Block Grant (CDBG) to supplement this project. Relocate egg sewer in new Fire Station block.
119	Woodlawn Gates & Building	Based on TAN report and utilizing state grant, renovate National Historic Register cemetery property.
136	East Washington Sidewalk	Construct sidewalk along East Washington Street

City of Washington CIP FY20-FY24 Project Summaries

#	Project Name (Bold= New Project to CIP)	Brief Summary
		(Highway 92) from its current terminus to the area of Walmart/Pizza Ranch/Hills Bank to improve safety.
141	South 7th & Jefferson Water Main/ South Marion & Jefferson Water Main Tie-In	Construct new water main from Washington to Madison on South 7th, plus tie together water mains at Marion & Jefferson intersection to boost water pressure along Jefferson. In-house project.
<i>FY2020 Projects</i>		
117	S. Avenue E Reconst. (Sitler to Lincoln)	Reconstruct S. Avenue E from Sitler to Lincoln & extend 12" water main to West Buchanan; extend sidewalk from High School campus to Timber Ridge subdivision.
118	East Main Street Water Main- 12 th to 15 th	Replace water main that is both a main break and water pressure problem. Upsize from 4" to 8" main.
120	Egg Sewer Basin Evaluation	With guidance of FOX Engineering, conduct detailed analysis of "Egg" sewer basin.
122	City Hall/Police Station Construction	Construction of City Hall/Police Station in existing Municipal Building as per "campus plan".
123	New Fuel Farm	Pending state funding, consider location of a 2 nd fuel farm at the Airport to better serve business aviation traffic and protect safety of users.
124	Remodel of Main Pavilion at Sunset Park	Rehabilitate main pavilion, including electrical, lighting, repair and painting of structure.
125	Egg Basin I/I Project	Use of \$1 million in G.O. bonded debt to address sanitary sewer inflow/infiltration as per investigation conducted by City staff and FOX Engineering. Main project will be to perform sewer separation in the Water Plant block together with the North 4 th Avenue improvements project.
127	North 4 th Avenue Street/ Water Main Project- E. 5 th to E. 7 th	Completely reconstruct street and curb & gutter; upgrade water main to 8" as per 2013 Water Facility Plan; conduct point repairs to sewer; line sewer following point repairs; remove intakes from sanitary sewer.
142	Lincoln Safe Routes to School Sidewalk Phase I	Construct new sidewalk along Monroe from Iowa to 4th Avenue as per 2013 Lincoln Elementary Safe Routes to School Plan.
<i>FY2021 Projects</i>		
107	W. Washington Water Main Replacement	Replace water main from Avenue D to Avenue F, upsizing from 4" existing to 8" PVC. To remove main

City of Washington CIP FY20-FY24 Project Summaries

#	Project Name (Bold= New Project to CIP)	Brief Summary
		from brick street, water main must be bored at additional expense. Project includes patching of historic brick in spots with past water main breaks.
126	East 3 rd Water Main- 4 th to 12 th	As per 2013 Water Facility Plan, replace water main that is a significant water pressure problem. Upsize from 4" to 8" main. In-house project over 2-3 fiscal years.
121/ 133	South 12 th Paving- Tyler to Adams & East Adams- 9 th to 15 th	Construct concrete street with curb & gutter from current end of pavement to East Adams, and pave East Adams from 9 th to 15 th . Construction of sidewalk along South 12 th and around Case Field block or at least along north side, pending concurrence of Washington Community School District. Construct sidewalk loop around Water Tower Park. Partial special assessment project.
129	Business Park Phase II/ West Buchanan Paving	Pave West Buchanan from WWTP road to South Avenue E to create a paved route from Highway 1 to the southwest area of town. Develop additional industrially-zoned lots. Federal aid swap project, allowing for up to 100% of construction costs to be funded by grant.
130	North Park Restrooms	Construction of new restrooms/storage building at North Park/Stewart ballfields to provide modern restroom facilities to site.
137	Re-Light Runway 18/36	Replace existing 25 year-old lighting with a MIRL (Medium-Intensity Runway Lighting) system to help eliminate runway closures at night and increase safety. 90% FAA-funded project, with projected \$39,300 local match.
FY2022 Projects		
132	Water Tower Park Play Structure	Construct a new playground area at Water Tower Park.
139	Old WWTP Demolition	Demolish obsolete structures at WWTP. A few minor structures may be able to be handled in-house, but a contractor with appropriate equipment will be needed for most of them.
143	Lincoln Safe Routes to School Sidewalk Phase II	Ensure repair and new construction of sidewalk along East Van Buren between 6th and 9th Avenues as per 2013 Lincoln Elementary Safe Routes to School Plan.

City of Washington CIP FY20-FY24 Project Summaries

#	Project Name (Bold= New Project to CIP)	Brief Summary
FY2023 Projects		
138	Downtown Streetscape Expansion	Continue streetscape to “Supersquare” area of downtown, including replacement of utility lines & sidewalks and pavement improvements as needed. Projected \$3.5 million project.
140	North 2 nd Underpass Evaluation	Conduct structural and drainage analysis of railroad underpass to determine any improvements needed.
FY2024 Projects		
144	18/36 Approach Lighting	Replace Precision Approach Path Indicators (PAPI) and Runway End Identifier Lights (REIL) to improve main runway safety. \$201,500 project with 90% FAA funding (\$20,150 local RUT match).
145	Egg Sewer Basin I/I Project (Phase II)	Construct 2 nd major Egg Sewer Basin project utilizing results of FY20 Egg Sewer Basin Evaluation to be conducted. \$1.4 million project with \$1 million in G.O. bonded debt.
146	North 2 nd Underpass Lift Station Upgrade	Replace pumps and conduct other upgrades to improve stormwater lift station at underpass and eliminate flooding during major rain events.
Future Years or Unscheduled Projects (Bold= New Project)		
Type	Project Name	Brief Summary
A	Parallel Taxiway for Runway 18/36 and N. End of 13/31	Construct parallel taxiway along main runway so that planes do not have to taxi back to the terminal on the runway itself. 90% FAA-funded project, subject to \$210,000 City funds match.
A	Airport Layout Plan Update	Work with consultant to do long-term ALP update to continue to assist with securing grant funding. Estimated \$300,000 project.
P	Sunset Park New Play Structure	Reconstruct a playground area in City’s most-used park to meet modern safety standards and improve appeal of park.
P	Wellness Park Phases 2-4	Following successful completion of Phase I, construct additional phases to final build-out as per the developed plan, including construction of a Parks Maintenance Facility.
R	South 4 th Asphalt Overlay	Mill & asphalt overlay from Washington to Madison to restore pavement surface, and overlay of concrete street from Madison to Van Buren to maintain street integrity in busy area connecting schools.
R	South Avenue B Mill & Overlay	Mill & asphalt overlay of South Avenue B from Madison to Sitler to restore pavement surface in busy

City of Washington CIP FY20-FY24 Project Summaries

#	Project Name (Bold= New Project to CIP)	Brief Summary
		area leading to High School.
R	North Marion Mill & Overlay	Mill & asphalt overlay of North Marion from 5 th to 8 th Streets to restore pavement surface.
R	North Iowa Mill & Overlay	Mill & asphalt overlay of North Iowa from 5 th to 11 th Streets to restore pavement surface.
R/SS	West Main Paving	Pave West Main Street from Highway 1 to current end of pavement at South Avenue H.
R/W	West Main Water Main Replacement and Mill & Overlay	Replace break-prone water main from B to H and then mill & asphalt overlay for street.
R/SS	South 6 th Paving- Van Buren to Madison and Monroe from 4 th to 6 th	Pave streets around Lincoln Elementary School and extend sidewalks as needed to enhance final Safe Routes to School environment.
R/SS	North 2 nd Avenue Street Improvement, Phase 1	Reconstruct or patch concrete as needed and add curb & gutter to significant collector route. Possible federal aid project following West Buchanan.
W (111)	South Avenue B Water Main- Adams to Tyler	Replace water main that is extremely prone to main breaks, and portions are transite pipe. Upsize 4" main to 6". Joins up relatively new main ending at Adams with new main starting at Tyler.
W	E. 2 nd Street Water Main Replacement	Replace existing 4" main with 8" PVC to eliminate small main and water pressure issue.
W	Jefferson Water Main- Avenue D to Avenue C and Avenue B to Cul-de-Sac in East 1100 block	As per 2013 Water Facility Plan, project to boost water pressure along Jefferson. Upsize 4" main to 6".
W	South 2 nd Avenue Water Main- Madison to Tyler	Replace water main to address line with water main breaks and tie into dead-end main at 3 rd & Tyler to create new loop.
W (135)	South 4 th Water Main- Main to Madison	As per 2013 Facility Plan and updated as a result of Fire Station water pressure investigations, construct first phase of a high-priority project to construct new water main to boost water pressure in the central part of town.
W	South 4 th Water Main- Madison to Van Buren	As per 2013 Water Facility Plan, project to boost water pressure on south end of town. Upsize main from 4" to 10".
S (134)	West Sewer Basin Evaluation	With guidance of FOX Engineering, conduct detailed analysis of west sewer basin.
S	West Sewer Basin I/I Project	Use of \$1 million in G.O. bonded debt to address sanitary sewer inflow/infiltration as per investigation to be conducted by City staff and FOX Engineering.
S	Parkside Estates Lift Station	Upgrade lift station with 1970's-era pumps & add

City of Washington CIP FY20-FY24 Project Summaries

#	Project Name (Bold= New Project to CIP)	Brief Summary
	Upgrades	backup power. Need for project was somewhat reduced by West Side Interceptor project significantly reducing distance sewage needed to be pumped.
S	South 2 nd Avenue Sewer-Monroe to Jackson	Clay sewer pipe that is partially blocked/ collapsed and cannot be fully cleaned or televised.

COPY

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



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

Memorandum

November 30, 2018

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

From: Brent Hinson 
City Administrator

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

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

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

FY19/Carryover

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

FY20

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

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

FY21

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

FY22

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

FY23

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

FY24 (Newly Added to Plan)

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

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

Future Years

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

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

Projects Dropped from Scheduled to Future Years

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

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



LEGEND:

- STREET & AIRPORT
- SIDEWALKS
- BUILDING & PARK
- WATER
- SANITARY SEWER
- STORM SEWER

- Discrete Not Mapped**
- 114... I-5 Project (EGG Basin)
 - 128... I-5 Project (EGG Basin)
 - 132... I-5 Project (EGG Basin)
 - 144... I-5 Project (EGG Basin)
 - 146... I-5 Project (EGG Basin)

Final 2020

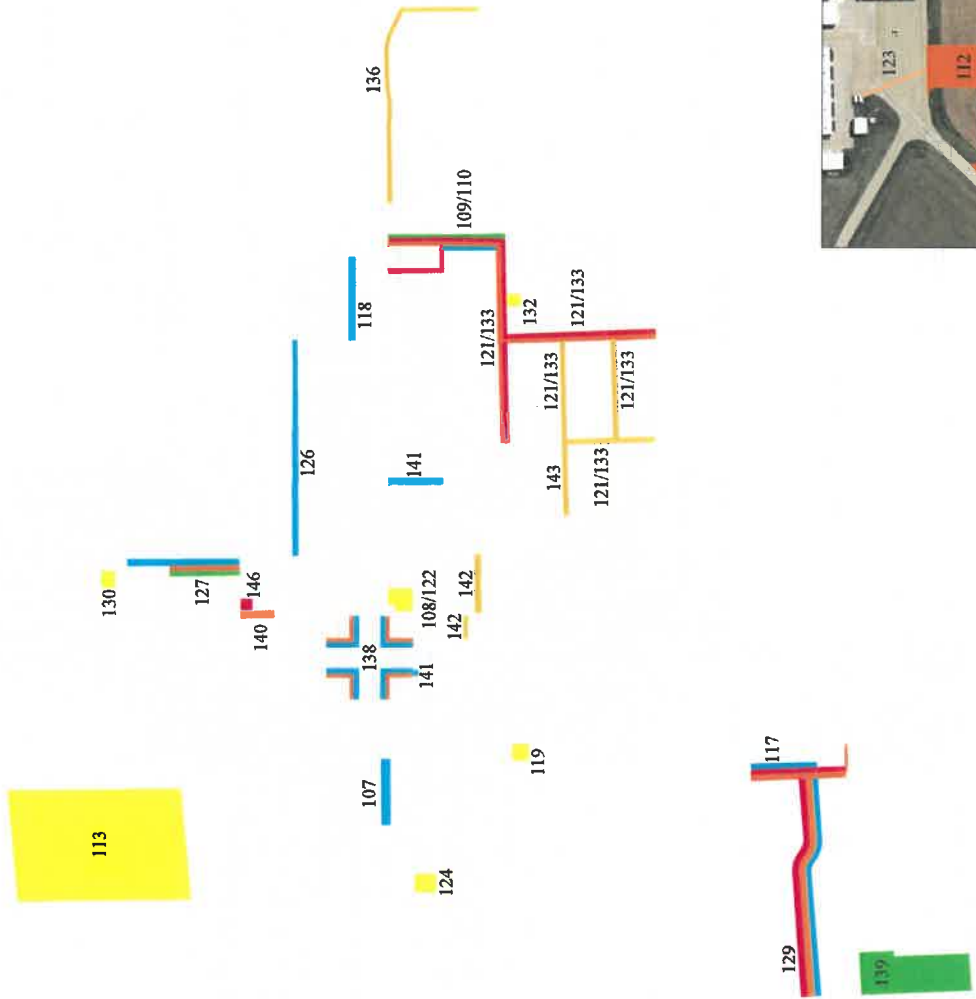
- 107... Fire Station Construction
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- 146... Fire Station Construction

Final 2021

- 132... West Tower Park Phase 1
- 133... West Tower Park Phase 2
- 134... West Tower Park Phase 3
- 135... West Tower Park Phase 4
- 136... West Tower Park Phase 5
- 137... West Tower Park Phase 6
- 138... West Tower Park Phase 7
- 139... West Tower Park Phase 8
- 140... West Tower Park Phase 9
- 141... West Tower Park Phase 10
- 142... West Tower Park Phase 11
- 143... West Tower Park Phase 12
- 144... West Tower Park Phase 13
- 145... West Tower Park Phase 14
- 146... West Tower Park Phase 15

Final 2024

- 144... I-5 Project (EGG Basin)
- 146... I-5 Project (EGG Basin)



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

January 3, 2019

James Logan & Patty Kohler, Executive Assistants
Washington County Riverboat Foundation
205 W. Main Street
Washington, IA 52353

Dear Friends:

On behalf of the City of Washington, I am writing to provide you an annual report on usage of the municipal grant funds provided to us by the Washington County Riverboat Foundation for calendar year 2018. The City greatly appreciates receiving this funding, and we are doing everything we can to ensure that it is spent in the wisest manner possible to meet important community needs. Should you ever need more detailed information on the usage of grant funds allocated to the City of Washington, please let me know and I will provide it promptly.

I have attached a spreadsheet detailing the City's usage of municipal grant monies to date. There is one summary for all monies received prior to 6/30/17, and a different summary for monies received since 7/1/17. We continue to track all monies received through a distinct Riverboat Foundation Capital Projects Fund.

The headline items this year were: 1) Continued progress on the Wellness Park; 2) Success of the Downtown Investment Grants program; and 3) Paving for the primary Kewash Nature Trail/Willow Pond Trail Spur project. We expect Wellness Park Phases 1B (construction of restrooms & concessions buildings) and 1C (construction of fields, trails, and roads) to be completed in 2019. The DIG program has leveraged over \$352,000 in other investment thus far, a number that will rise significantly when we receive the Frontier Restaurant billings in the near future. Finally, the paving associated with our Kewash project was completed late this construction season, and we are working with Kirkwood to complete a fantastic trailhead project in early 2019. None of these projects would be possible without your generous support. Thank you.

Sincerely,

Brent Hinson
City Administrator

City of Washington
 Uses of Riverboat Foundation Municipal Grant Funds
 December 31, 2018

DATE	Revenues	Expenditures	Use of Riverboat Grant Funds
<u>Previous Plan</u>			
Prior to 6/30/17	\$ 4,670,407.46	\$ (1,225,382.74)	Street Construction Program
Interest Allocation	\$ 13.09	\$ (1,100,000.00)	Washington Free Public Library Project
		\$ (853,550.17)	Municipal Building Land Acquisition & Facilities Planning
		\$ (694,808.93)	Wellness Park Land Acquisition & Expenses
		\$ (200,000.00)	Washington Business Park
		\$ (170,000.00)	Airport Runway Reconstruction- Local Share
		\$ (166,584.94)	Demolition of derelict properties
		\$ (165,300.00)	Community Development Programming Support
		\$ (39,793.77)	Water Facility Plan
		\$ (30,000.00)	High School Auditorium Pledge
		\$ (25,000.00)	Downtown Investment Grants
	\$ 4,670,420.55	\$ (4,670,420.55)	
		\$ -	
			Fund Balance at 6/30/17

Since Introduction of Application Process (Effective 7/1/17)

FY18 Projects	Total Project Funding	Expended To Date	Percentage Complete	Post 7/1/17		Status
				Municipal Grant Funds Approved	Mun Grant Funds Allocated to Date	
Downtown Investment Grants	\$ 128,500.00	\$ 79,000.00	61.48%	\$ 128,500.00	\$ 128,500.00	Frontier billing \$40k coming soon
WAPAEC Auditorium Pledge	\$ 50,000.00	\$ 50,000.00	100.00%	\$ 20,000.00	\$ 20,000.00	Complete
Central Park Fountain	\$ 16,500.00	\$ 14,101.49	85.46%	\$ 16,500.00	\$ 14,101.49	Project complete
Wellness Park	\$ 1,200,000.00	\$ 876,435.80	73.04%	\$ 213,000.00	\$ 206,284.56	Phase 1A nearly complete; 1B/1C in 2019
Kewash Trail Paving/New Spur	\$ 160,000.00	\$ 150,000.00	93.75%	\$ 60,000.00	\$ 60,000.00	Paving complete/Kirkwood Trailhead in 2019
FY18 Totals	\$ 1,555,000.00	\$ 1,169,537.29	\$	\$ 438,000.00	\$ 428,886.05	
FY19 Projects	Total Project Funding	Expended To Date	Percentage Complete	Post 7/1/17		Status
				Municipal Grant Funds Approved	Mun Grant Funds Allocated to Date	
Wellness Park*	\$ 1,374,862.22	\$ -	0.00%	\$ 200,000.00	\$ 200,000.00	See above
Business Park, Phase II	\$ 2,839,340.00	\$ -	0.00%	\$ 225,000.00	\$ 14,010.88	Design beginning in 2019 or early 2020
FY19 Totals	\$ 4,214,202.22	\$ -	\$	\$ 425,000.00	\$ 214,010.88	

* Wellness Park FY19 Total Project Funding is in addition to FY18 number

CUSTODIAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered as of this 2nd day of January 2019, by and between the City of Washington, a Municipal Corporation, 215 E. Washington Street, Washington, Iowa 52353, hereinafter referred to as the "CITY," and Jason Fisher, hereinafter referred to as the "CONTRACTOR."

WHEREAS, the City Council of the City of Washington with the advice of the Library Director, have heretofore deemed it necessary and desirable to use an independent contractor to perform custodial services at the Washington Free Public Library (the "Services"); and

WHEREAS, CONTRACTOR is already providing the Services and is qualified and capable of supplying said Services for a total lump sum fee of \$1,125 per month;

WHEREAS, accordingly, the CITY has agreed to engage the CONTRACTOR as an independent contractor to provide said Services.

NOW THEREFORE, THE CITY AND THE CONTRACTOR, FOR CONSIDERATION HEREINAFTER SET FORTH, DO MUTUALLY AGREE AS FOLLOWS:

I. SCOPE OF SERVICES.

The CONTRACTOR shall perform the Services at the times and dates as directed by the Washington Free Public Library. All cleaning supplies and equipment shall be provided to the CONTRACTOR by the CITY. All of the Services shall be assigned by the Library Director.

II. GENERAL TERMS AND PROVISIONS.

A. The CONTRACTOR shall not commit any of the following employment practices in connection with or while rendering engineering services hereunder and does hereby expressly agree to prohibit the following practices from being committed by any subcontractors engaged by the CONTRACTOR in connection with the Project. Upon request, the CONTRACTOR shall provide the CITY with a copy of the relevant provisions of any agreement entered into by the CONTRACTOR and a subcontractor in connection with the Project to confirm to the satisfaction of the CITY that the requirements under this Subparagraph II(A) have been met.

1. To discharge or refuse to hire any individual because of their race, color, religion, sex, national origin, disability, age, marital status, sexual orientation or gender identity.
2. To discriminate against any individual in terms, conditions or privileges of employment because of their race, color, religion, sex, national origin, disability, age, marital status, sexual orientation or gender identity.

B. The CITY may terminate this Agreement, with or without cause, upon no

less than seven-(7) calendar days' written notice. In the event that the CITY does so terminate this Agreement, the CONTRACTOR shall be paid for all work and services performed up to the time of said termination upon submission to the CITY of a final billing statement and review and approval thereof by the Washington City Council at the next regularly scheduled Council Meeting; provided, however, that any such sum shall not be greater than the total amount to be paid for services rendered hereunder as set forth in Article IV below; and further provided that, in the event the CITY terminates this Agreement with cause, the CITY may, in its sole discretion, elect to withhold payment of an amount sufficient to engage a third party to properly complete Services in accordance with the terms of this Agreement.

This Agreement shall not be assigned or in any manner transferred by the CONTRACTOR, without the express written consent of the Washington City Council.

D. It is hereby expressly acknowledged and agreed by both parties hereto that the engagement of the CONTRACTOR by the CITY in connection with the Project shall be as an independent contractor and shall be exclusive; provided, however, that the CONTRACTOR may retain the services of subcontractors for the purpose of performing its obligations and responsibilities under this Agreement so long as the CONTRACTOR has first obtained the written approval of same from the CITY; and further provided that, should the CONTRACTOR so engage subcontractors under the terms of this Subparagraph II(D), the CONTRACTOR shall be solely responsible for compensating any such subcontractors.

E. It is further agreed that neither party to this Agreement shall perform contrary to any federal or state law, rule or regulation, or the Washington City Code of Ordinances.

F. Prior to commencing said Services, CONTRACTOR shall provide a Form W-9 to the CITY to be used in completing a form 1099 that will be issued to the CONTRACTOR in strict compliance with Internal Revenue Service rules and regulations. CONTRACTOR expressly acknowledges and agrees that CONTRACTOR is responsible for the payment of any and all income taxes associated with the compensation received under this Agreement.

III. COMPENSATION FOR SERVICES.

The CITY shall compensate the CONTRACTOR for the Services rendered under this Agreement for a total fee not to exceed \$1,125.00 per month. Said monthly fee shall be paid by the CITY to the CONTRACTOR following review and approval by the Washington City Council at its first regularly scheduled meeting each month. The CONTRACTOR acknowledges that the CITY is exempt from sales tax for these services under Iowa Code 423.3.

IV. INDEMNIFICATION.

The CONTRACTOR agrees to fully indemnify, defend, save and hold the CITY, its officers, representatives, agents, contractors, subcontractors and employees, harmless from any and all liability to third parties (including reimbursement of reasonable legal fees and costs) arising directly or indirectly from the negligent act, error or omission of the CONTRACTOR, its officers, representatives, agents, contractors, subcontractors or employees in connection with the Project.

V. SURVIVAL.

All express representations, indemnifications or limitations of liability made in or given in this Agreement shall survive the completion of the Services to be rendered by the CONTRACTOR hereunder or the termination of this Agreement for any reason.

VI. CONTROLLING LAW.

This Agreement is to be governed by the laws of the State of Iowa. The parties hereto agree that any action, suit or proceeding based upon any matter, claim or controversy arising under this Agreement shall be brought solely in the state courts located in Washington County, Iowa or the federal courts located in Linn County, Iowa. The parties hereto hereby irrevocably waive objection to the venue of the above-mentioned courts, including any claim that such action, suit or proceeding has been brought in an inconvenient forum. Both parties hereto expressly acknowledge and agree that nothing contained in this Agreement shall be construed to require the parties to submit to mandatory arbitration or mediation in the event of a breach or dispute hereunder.

VII. HEADINGS.

The headings of sections of this Agreement are for convenient reference only and shall not be deemed to limit, construe, affect, modify or alter the meaning of such sections.

VIII. SEVERABILITY.

If any section, subsection, term or provision of this Agreement or the application thereof to the CONTRACTOR, the CITY or a particular circumstance shall, to any extent, be invalid or unenforceable, the remainder of said section, subsection, term or provision of this Agreement or the application of same to the CONTRACTOR, the CITY or particular circumstances other than that for which it was held invalid or unenforceable, shall not be affected thereby and each remaining section, subsection, term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

XII. AUTHORITY.

The persons signing this Agreement warrant and represent that they have the authority to sign as, or on behalf of, the party for whom they are signing.

XIII. FINAL AGREEMENT:

Both the CONTRACTOR and the CITY hereby expressly acknowledge and agree that this Agreement is intended to set forth the entire agreement between the parties regarding the engineering services to be rendered by the CONTRACTOR to the CITY in connection with the Project, that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement, and that no other monies or considerations have been solicited. No waiver, change, modification or amendment of this Agreement shall be binding upon either party

hereto unless in writing and signed by both the CONTRACTOR and the CITY. The waiver by either party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that provision or of any other provision or condition in this Agreement.

ACCEPTED & AGREED:

CONTRACTOR:

Jason Fisher

CITY OF WASHINGTON:

Jaron Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

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



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

Memorandum

December 26, 2018

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

From: Brent Hinson
City Administrator

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

Re: Emergency Repairs to Well #7, Cahoy Pump Service Billing

Mayor and Council:

As you are aware, we had a major emergency over Thanksgiving weekend (see the attached copy of my November 28 memo for a refresher on the precise details). Now we would like your formal approval of that billing plus the cost of removing the temporary equipment, reinstalling the Boreline drop hose, and doing a shock chlorination treatment on the well. Cahoy will give us a credit back based on the condition of the temporary equipment when it is pulled- the minimum amount they will pay (\$4,042.50) is what is shown on the attached quote- if the condition is better, we will get more than that back.

Therefore, we are recommending that the Council approve payment of up to \$85,713.50 for the emergency well repairs plus reinstallation of the drop hose and shock chlorination. For your information, we budgeted \$80,000 in FY19 for equipment repairs in the Water Plant department. We have spent a little under \$14,000 to date, thus \$66,000 of the total bill can be covered under the existing budget and we will be around \$20,000 over budget for the year. Repairs on the Water Plant will largely be covered by the contractor's warranty, so ideally, we will not go a great deal more over budget for the year from this point.

Brent



CAHOY PUMP SERVICE

The Premier Provider of Municipal, Industrial, & Environmental Water Well Services

December 17, 2018

City of Washington Water Dept.
PO Box 516
215 E. Washington Street
Washington, IA 52353

Attn: Mr. Chad McCleary
Re: Well #7 Emergency & Reinstall

Greetings Chad:

As you know we have a temporary pump gear set that includes a mix of test pump & brand-new uncoated schedule 40 6" black pipe installed due to the emergency over the Thanksgiving weekend. We have updated the previous findings report/cost structure to provide some clarity on the cost remaining to reinstall the Boreline into well #7, additionally, we would recommend doing a thorough shock chlorination of 200PPM minimum at the time we do this. We have included this per our discussion at a discounted rate to take advantage of the gear being removed & shocking the well at this time to help with future costs & to soften the total cost of the project. Along with, negotiating the Boreline centralizer & 50' of cable protection from Boreline at zero cost to you.

Additionally, per your request we are providing the total amount for the emergency work & the discounts we are committing to, based on doing the work as soon as possible in January, targeting the week of the 7th (weather dependent); to that end, we are pleased to provide you with the following proposal for your review and consideration:

PRICING STRUCTURE:

#	DESCRIPTION	U	Q	UNIT PRICE	TOTAL PRICE
1	Job Prep & Mobilization – (3-man crew)	EA	1	\$ 2,896.00	\$ 2,896.00
2	Set-up & remove temporary equipment	HR	16	\$ 288.00	\$ 4,608.00
3	Prep & Install boreline with purchased new SME motor & Sub-cable along with free boreline provided centralizer & 50' of cable protection	HR	30	\$ 288.00	\$ 8,640.00
4	Disinfect & pump to waste	LS	1	XXXXXXXXXX	\$ 1,802.00
5	Put back online & provide start-up (2-man crew)	HR	6	\$ 196.00	\$ 1,176.00
6	Per Diems	EA	11	\$ 165.00	\$ 1,815.00
7	Provide owner with detailed final report	LS	1	XXXXXXXXXX	\$ 0.00
8	200PPM min. shock chlorination - Discounted price (save \$1,815.00 of \$9,073.00)	LS	1	XXXXXXXXXX	\$ 7,258.00
9	Additional discount once temporary pipe is removed @ -\$10.50 per ft discount on 252' of new & 50% off per ft of 147' used pipe	LS	1	XXXXXXXXXX	(\$4,042.50)
10	Emergency Work Completed - before discounts	LS	1	XXXXXXXXXX	\$ 61,561.00
	TOTAL ESTIMATED INVESTEMENT				\$ 85,713.50

Cahoy Corporate Office:
24568 150th Street – Suite 200
Sumner, Iowa 50674
(563) 578-1130

Cahoy West:
200 Grant Street
Marne, Iowa 51552

Cahoy Illinois South:
1822 North Lincoln Parkway
Lincoln, Illinois 62656

CPS – IL North:
202 West Howard St.
Durand, Illinois 61024

NOTES;

- Proposal is valid for 30 days. After 30 days we reserve the right to re-visit our material and fuel costs and adjust our pricing structure accordingly.
- Price does not include Tax or Freight costs
- Any hours over or under estimate will be credited/invoiced at the applicable rate above
- Additional Per Diems will be invoiced @ \$165.00ea
- Proposal is based on 2018 rates, if work is moved to 2019, the applicable rates will be \$305.00 per crew hr. for a three-man crew, \$205.00 for a two-man crew, & per diems are \$175.00 each
- Shocking the well is recommended due to no time to do more than a quick disinfect during the emergency install, & the need to prep the boreline onsite, a through disinfection vis shocking is prudent, CPS is not responsible for clean bac-T's if the shock chlorination is not done

Chad, we sincerely appreciate the opportunity to provide you with this proposal. In order to validate it please sign the one marked "copy" and return it to our Sumner office. The original is yours to keep for your records.

Please feel free to contact myself or Darin Cahoy at our Sumner office if you have any questions or wish to have us proceed with scheduling the work.

Sincerely,

Mike Whittenbaugh
President

COPY

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



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

Memorandum

November 28, 2018

To: Mayor & City Council

Cc: Illa Earnest, City Clerk; Kyle Wellington & Chad McCleary, Water Plant

From: Brent Hinson
City Administrator

Re: Well Issues- Thanksgiving 2018 Edition

Mayor and Council:

I am writing to update you on an emergency well issue that we had over Thanksgiving weekend, which is now resolved.

The issue started on Saturday night with an alarm at Well 6 around 10 PM. Chad responded and, thinking a communication problem was the issue, attempted to start the well manually at the well house since it wasn't starting automatically. The variable frequency drive (VFD) had an over-current alarm, so Well 6 would not start manually. Chad then contacted Kyle as well as Mike Zehr of Washington Electric. Mike tested all three legs to ground, which typically indicates that the motor (down 400 feet in the hole) is burnt out. While this pump & motor was installed as part of the Well 6 improvements and would thus still be covered under warranty, the quicker approach to ensure we maintained adequate water supply to the town and avoided a boil order was to address Well 7 instead.

The motor had been out of Well 7 for a couple of months due to a wiring and motor burn out and a dispute over who was responsible to repair it between two contractors and a subcontractor. Remember also that we are currently in a contract dispute with Northway over their work on Well 6, in which they want to bill us an additional \$100,000 and in which we feel they have created damages to the City equal or greater to that amount and thus really don't want them doing much with our wells in the future. While sometimes in an emergency you have to emphasize short-term over longer-term interests, it would have been more disadvantageous to the City had we brought a different well company in to fix Well 6 and thus have potentially voided the project warranty.

COPY

Our water supply problems are currently compounded because: 1) the South Tower is still empty as work continues on that; and 2) a well flush valve issue at the Water Plant (WTP) that is costing us 50 gallons per minute the whole time the WTP is making water and is supposed to be resolved by WTP contractor Tricon very soon. These two things made this much more of an emergency than it otherwise would have been.

Going back to the situation at hand, Kyle and Chad next made sure Well 5 and one reverse osmosis (RO) unit were running at the WTP so that we would at least be producing some finished water, even if we couldn't totally keep up with demand with that new production. They then contacted Cahoy Pump Service to get Well 7 running as soon as possible. Cahoy was on site by noon on Sunday and worked through the blizzard that day and night. The well was pumping water to the WTP by late Monday morning, resolving the emergency. On Monday, Kyle and Chad contacted Northway about Well 6. They came down on Tuesday and found a bad splice in the wiring going to the motor, which was the absolute minimum scenario for repairs to that well given the symptoms. The Well 6 problem has now been addressed and the well is operable again.

Attached is Cahoy's invoice for the work performed. There are still potential adjustments to this invoice (which shouldn't add net cost), but I will bring the invoice for your formal consideration at a meeting once it is finalized.

Despite the considerable investment in our wells in recent years, this is only the latest in a long string of incidents. I am not sure what we could do differently, and I thank Kyle and Chad, along with Cahoy Pump Service, for their hard work over the weekend and in tough conditions to get the problem resolved without any noticeable impact on the public at large. Thanks also to Chad for keeping in touch with me throughout the weekend. I subsequently kept Jaron up to date on this issue as events unfolded.

Please let me know if you have any questions about this incident.

Cahoy Pump Service, Inc.

Fax: 563-578-1135
 24568 150th Street
 Sumner, IA 50674

Invoice

Date	Invoice #
11/27/2018	25010

Bill To
Washington Municipal Water Department Attn.: Brent Hinson 215 East Washington Street PO Box 516 Washington, IA 52353

P.O. No.	Terms
Verbal - Emergen...	

Quantity	Description	Rate	Amount
	Well NO.: 7		
	1. Holiday "On Call" mobilization	1,000.00	1,000.00
	2. Material cost for new 100 HP, 3 ph motor & 2/0 sub cable, splice kit, banding, consumables	27,918.00	27,918.00
	3. New 6" x 21', sch 40 A53 black t&c drop pipe - 252 feet @ \$37.50 per foot	9,450.00	9,450.00
	4. Used 6" x 21', sch 40 A53 black t&c drop pipe - 147 feet @ \$19.00 per foot	2,793.00	2,793.00
	5. Field crew labor to load, mobilize, install, startup, & demo - 3 man crew, 16.5 hours @ \$576.00 per hour (double time)	9,504.00	9,504.00
	6. Field crew labor - 2 man crew, 16 hours @ \$392.00 per hour (double time)	6,272.00	6,272.00
	7. Per Diems - 3 @ \$75.00 each	225.00	225.00
	8. Discharge base repairs	0.00	0.00
	9. LABOR CREDIT: 16 hours @ \$98.00 per hour	-1,568.00	-1,568.00
	10. Field crew labor to remove pump equipment - 3 man crew, 19 hours @ \$288.00 per hour (October 5, 10, & 11)	5,472.00	5,472.00
	11. Pump removal Per Diems - 3 @ \$165.00 each	495.00	495.00
		Total	\$61,561.00

Brent Hinson

From: wemiga@wemigawaste.com
Sent: Monday, December 17, 2018 10:16 AM
To: Brent Hinson
Cc: Dan Widmer
Subject: RECYCLE DIFFERNACE
Attachments: Scan0028.pdf

Hi Brent,

Dan has reviewed our tonnage reports from Republic services and the amount actually came in a lot less than we first anticipated.

I attached a copy of the Cities invoice for the last 5 months which 50% of the total being it is split with the County. I will put it in the mail. Currently as of Oct 1st we are still getting rid of the material at no additional costs. I included Dan in this email.

Thanks Lynn

Wemiga Waste Inc.

1005 W. Washington St.
Mt.Pleasant Iowa 52641

Invoice

Date	Invoice #
12/14/2018	27136

Bill To
CITY OF WASHINGTON c/o City Clerk 215 E. Washington Street Washington, Iowa 52353



P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	RECYCLE TONNAGE DIFFERENCE MAY, JUNE, JULY, AUGUST, & SEPTEMBER 2018		
	ADJUSTMENT FOR RECYCLES - 50% OF 5 MONTHS EXPENSES	1,543.15	1,543.15
	CURRENTLY AS OF OCT 1ST WE ARE STILL GETTING RID OF RECYCLES AT NO CHARGE		
	WASHINGTON COUNTY SALES TAX	7.00%	0.00

Thank you for your business.	Total	\$1,543.15
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WASHINGTON COUNTY CCC	LANDFILL	PAPER	PLASTIC	C/B	TIN/ALUM	RECYCLE TOTAL	APPLIANCE	TV/ELECT	TIRES	USED OIL
Sep-18	69.72	10.96	7.71	10.15	4.26	33.08	17	21	7	8
Aug-18	72.32	19.56	6.33	9.12	3.71	38.72	23	11	5	0
Jul-18	71.6	13.62	6.95	5.14	5.11	30.82	28	11	56	64
Jun-18	93.14	13.95	6.86	7.55	4.41	32.77	22	21	15	37
May-18	75.53	11.88	9.32	7.15	2.99	33.56	22	23	19	6
Apr-18	71.84				3.75	43.03	17	23	21	13
Mar-18	71.54				3.83	26.29	12	31	13	7
PREVIOUS MONTH	DOWN 2.6	DOWN 8.6	UP 1.38	UP 1.03	UP .55	DOWN 5.64	DOWN 6	UP 10	UP 2	UP 8
Sep-17	66.01									
PREVIOUS YEAR DIFFERENCE	UP 3.71									
ITEMS BEING ADDRESSED										
RECYCLING CONCERNS	AS OF OCTOBER 10TH WE ARE HAULING RECYCLABLES TO A NEW VENDOR THAT IS NOT CHARGING OR ARE THEY PAYING FOR ANY RECYCLABLES.									
ITEMS SEEKING APPROVAL										
NONE										
ITEMS ACCOMPLISHED										
FINISHED BUDGET PROJECT	NEW CONCRETE WAS INSTALLED ON ENTRY DRIVEWAY CONNECTING TO HWY AND THE PAVED LOT.									

Development Services Department
215 East Washington Street
Washington, IA 52353
319-653-6584



MEMO

To: City Council
From: Keith Henkel, Engineering Technician
Date: 12/28/2018
Re: City Safety Incentives

Council,

In 2015 the city was awarded a safety grant in the amount of \$1,000 from IMWCA. The money has been used for a safety award in the amount of \$100 given out to 3 employees at our recognition dinner in February. Employees become eligible for the award by receiving a "Safety Buck" when they are witnessed adhering to the city's safety policies. The "Safety Bucks" are available to the city administrator, safety director and department supervisors to handout. This has been a positive way to recognize safety as it allows entry by adhering to the policies instead of losing your chance by not following proper procedures. This grant is no longer available from IMWCA. A similar grant from ICAP has replaced this opportunity. The ICAP grant is for the purchase of equipment or training only and would not qualify for our safety award. To date there is only \$100 left in this fund. I am asking council to consider a resolution to allow \$200 to be utilized from the Development Services Safety budget this year and there after \$300 per year to continue this recognition.

Thank You,

A handwritten signature in black ink that reads "Keith Henkel".

Keith Henkel

RESOLUTION NO. _____

**A RESOLUTION SETTING A POLICY FOR
AN EMPLOYEE ANNUAL SAFETY RECOGNITION AWARD**

WHEREAS, the City has awarded three employees a \$100.00 cash gift related to an incident where the employee was witness performing said task at or above the required level of safety. These awards are presented at the annual employee recognition event. This award was funded by a safety grant the City received from IMWCA. This funding source is no longer available.

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

Section 1. The City Council hereby authorizes an annual employee safety award, to include three \$100.00 dispersments.

Section 2. The funding source will be from the Development Services safety budget.

Section 3. The City specifically affirms that the public purpose of this award is to enhance the employee's buy in to the safety program.

Section 4. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 2nd 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*



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

Memorandum

December 28, 2018

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

From: Brent Hinson
City Administrator

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

Re: Business Park Lot Sale, Lot 1

We have an offer submitted on Lot 1, but are still negotiating with the potential purchaser. The initial offer was \$75,000, which we believe is a little low for this 3.15-acre lot (the list price is \$100,000). The essence of the negotiation is that we are trying to obtain a somewhat higher price, possibly in exchange for a temporary forbearance to allow the purchaser a couple of years or so to complete all the site paving that would be required by our development standards. As long as we entered into a written agreement on the exact terms, I do not see a problem with this approach. The purchaser plans to construct an approximately 80' x 160' building that would have a very nice-looking façade to the street. They do a lot of business in town but do not have a physical location here, so this project would be a great positive for Washington.

RESOLUTION NO. _____

**A RESOLUTION ACKNOWLEDGING FULFILLMENT
OF A CONTRACT FOR SALE OF REAL PROPERTY**

WHEREAS, the City of Washington has entered into a Purchase Agreement with the Washington Economic Development Group regarding the sale of lots in the Washington Business Park on a contract basis; and

WHEREAS, it is stipulated that if an end buyer asks for terms different than stated in this Purchase Agreement, the City Council must act to acknowledge the contract as being fulfilled under those amended terms; and

WHEREAS, _____ has proposed to purchase Lot 1 for _____ versus the \$100,000 list price.

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

Section 1. The City Council acknowledges the contract for Lot 1 as being fulfilled under the terms of the offer attached to this Resolution, and the Washington Economic Development Group is authorized to release the deed for Lot 1 to _____ as per the real estate purchase agreement and the payment of _____.

PASSED AND APPROVED this 2nd 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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Memorandum

December 26, 2018

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

From: Brent Hinson 
City Administrator

Re: Certification of Internal TIF Loan

As discussed in connection with the TIF certification at the November 20 meeting, and specifically authorized by the City Council in the certification resolution, I have prepared an internal loan promissory note to pay back the Road Use Tax Fund (RUTF) for \$55,516.02 plus interest for TIF-eligible project costs connected to the 2016 Sitler Drive project.

This makes sense to do at this point for 2 reasons: 1) It allows us to continue to utilize the full EBD tax increment (our existing internal loan is paid off in FY20) and keep our levy steady; and 2) The RUTF has been tapped heavily in recent years for street work, sidewalk work, and dealing with the emerald ash borer. Next year, we will probably certify additional water utility costs incurred for the Business Park against the EBD increment to get as much of that debt paid back for much the same reason. At the current time, the last eligible year for utilizing the EBD increment is FY29.

RESOLUTION NO. _____

**A RESOLUTION CERTIFYING AN INTERNAL
DEBT & RELATED PROMISSORY NOTE**

WHEREAS, the City occasionally undertakes major projects that require diverse funding sources; and

WHEREAS, to fully fund these projects, it has been useful in the past for certain City funds to loan money to other City funds, with promise of future repayment; and

WHEREAS, the 2016 Sitler Drive Paving Project utilized Road Use Tax funds eligible for repayment with interest by tax increment financing (TIF) and it is now advisable to certify this debt for repayment over the next five years.

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

Section 1. The City Council hereby approves the attached internal promissory note in the amount of \$55,516.02, plus 4.3% interest over a four-year repayment period.

Section 2. The City Council hereby directs that repayment occur to the appropriate City funds in the proportions depicted in the attached repayment schedule, to the greatest extent practicable.

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

PASSED AND APPROVED this 2nd day of January, 2019.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk

PROMISSORY NOTE
WASHINGTON ROAD USE TAX FUND 110

Loan Number: 3

Place: Washington, Iowa

Not to Exceed \$55,516.02

Date: January 2, 2019

FOR VALUE RECEIVED, the undersigned City of Washington, Unified Commercial Urban Renewal Area Fund 125 (hereinafter called "TIF Fund") promises to pay to the order of the City of Washington, Iowa Road Use Tax Fund 110 (hereinafter called the "City") or its successor, a principal sum not to exceed Fifty-Five Thousand Five Hundred Sixteen Dollars and Two Cents (\$55,516.02) as follows:

The balance of the loan shall be paid no later than June 30, 2023, with payments commencing in the fiscal year beginning July 1, 2019. The interest rate for the loan shall be four and three tenths percent (4.3%) per annum for the entire period of the loan. TIF Funds shall repay the loan from TIF Revenues property tax on a variable payment schedule. The note shall be for the purpose of repayment of construction costs of the 2016 Sitler Drive Paving Project.

The note shall be unsecured.

City of Washington TIF Fund

By: _____
Jaron P. Rosien, Mayor

By: _____
Illa Earnest, City Clerk

STATE)
)ss.
COUNTY OF WASHINGTON)

Before me, a qualified Notary Public, appeared Jaron P. Rosien and Illa Earnest to me known to be the Mayor and City Clerk of the corporation and the identical persons who signed the foregoing instrument and acknowledged the execution thereof to be the voluntary act and deed of said officers and the voluntary act and deed of said corporation.

Witness my hand and notary seal on this ____ day of _____, 2019.

Notary Public in and for the
State of Iowa

WASHINGTON TIF FUNDS

LENDER'S MEMORANDUM

By way of this memorandum, the City of Washington, Iowa, hereby offers to Washington Unified Commercial Urban Renewal Area Fund 125 (hereinafter "TIF Fund") a loan for economic development purposes. The loan shall be subject to the terms and conditions stated below; however, this memorandum shall not be construed as all inclusive, and any additional terms and conditions may be placed on the loan prior to closing. Prior to acceptance of funds, the loan applicant, TIF Fund, reserves the right to retract acceptance of the loan offer in the event terms and conditions are added subsequent to the signing of this offer which, in the opinion of the loan applicant, make the loan agreement untenable.

The terms and conditions for the proposed loan are as follows:

1. Loan Amount: Not to Exceed \$55,516.02
2. Rate: 4.3% Interest
3. Repayment Terms: Repayment no later than June 30, 2023, with payments commencing in the fiscal year beginning July 1, 2019.

Principal and interest shall be paid from TIF Revenues property tax. Payments will be made from TIF taxes generated from development in the Unified Commercial Urban Renewal Area.

2006 TIF Revenue Bond- Internal Loan Repayment Schedule

12/26/2018

<u>DATE</u>	<u>PYMT</u>	<u>PRINC</u>	<u>INT</u>	<u>PRINC +</u>	<u>BAL</u>	<u>DATE PD</u>
Beginning:					91,130.47	
6/1/12	7,290.17	3,371.56	3,918.61		87,758.91	
6/1/13	10,443.00	6,669.37	3,773.63		81,089.54	
6/1/14	13,642.71	10,155.86	3,486.85		70,933.68	
6/1/15	9,087.42	6,037.27	3,050.15		64,896.41	
6/1/16	4,853.40	2,062.85	2,790.55		62,833.56	
6/1/17	12,051.86	9,350.02	2,701.84		53,483.54	
6/1/18	12,671.58	10,371.79	2,299.79	55,516.02	98,627.77	
6/1/19	13,846.00	9,605.01	4,240.99		89,022.76	
6/1/20	38,752.00	34,924.02	3,827.98		54,098.74	
6/1/21	-	(2,326.25)	2,326.25		56,424.99	
6/1/22	38,752.00	36,325.73	2,426.27		20,099.26	
6/1/23	20,963.53	20,099.26	864.27		-	
Totals:	182,353.67	146,646.49	35,707.18			
Internal Loan						
Loan Terms				Projected Loan Repayment		
10 Years (Variable Pymt)				To GF 001	117,392.88	
4.30%				To RUT 110	64,960.79	
146,646.49						

*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

December 27, 2018

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

From: Brent Hinson
City Administrator

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

Re: Strategic Priorities Work Plan for 2019 and 2020

Now that the strategic priorities for calendar years 2019 and 2020 have been adopted, it is time for you to review the proposed implementation strategies discussed in the attached "work plan". I feel this document serves the purpose of ensuring that we all stay on the same page in regard to the goals the Council has established by providing firm and detailed guidance to staff. I hope I have captured your sentiments properly and provided helpful elaboration in this proposed plan.

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 2nd 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.

- **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. Future measures such as implementation of residential building code adoption will be considered 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.

*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

December 26, 2018

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

From: Brent Hinson
City Administrator

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

Re: Southeast Sanitary Sewer Basin Project Bidding

We are ready to move forward on this planned \$1.6 million project. If you approve of the proposed resolution, we will go out for bids, with bids due January 29 and the hearing and bid award at the February 5 meeting. I have attached the schedule and notice of hearing & letting. I have not given you the plans themselves because they are barely decipherable in 8 x 11 size, much less so when turned at a 90-degree angle for scanning. I will bring paper copies to the meeting, but if you want to review the plans in the meantime, I have uploaded them to our Dropbox site at the following link:

<https://www.dropbox.com/s/83ppckn0tdmblsb/sebasinplans.pdf?dl=0>

As a reminder, this project is partially funded by a \$600,000 Community Development Block Grant. In order to ensure that we utilize the maximum grant amount available, we have created a bid alternate with a large amount of manhole rehabilitations. These will only be completed if we have adequate budget to do so.

It is great to finally be moving forward on this important project.

RESOLUTION NO. _____

A RESOLUTION TO PROVIDE FOR A NOTICE OF HEARING AND LETTING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE 2019 SOUTHEAST SEWER BASIN I & I PROJECT, AND TAKING OF BIDS THEREFOR.

WHEREAS, the City Council has heretofore authorized certain improvements that are in the best interests of the City, to be completed in accordance with the plans, specifications and form of contract prepared by the City, and such proposed plans, specifications, form of contract and estimate of cost being on file with the City Clerk; and

WHEREAS, detailed plans and specifications, notice of hearing and notice to bidders, form of contract and estimate of cost have been prepared and filed by the City; and

WHEREAS, it is necessary to fix a time and place of public hearing on the proposed plans, specifications, form of contract and estimate of cost for the Project and to advertise for sealed bids.

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

Section 1. The detailed plans and specifications, notice of hearing, notice to bidders, form of contract and estimate of cost referred to in the preamble hereof are subject to the hearing.

Section 2. The Project is necessary and desirable for the City, and it is in the best interests of the City to proceed toward the construction of the Project.

Section 3. The amount of the bid security to accompany each bid is hereby fixed at 5%.

Section 4. The City Council hereby delegates to the City Clerk the duty of receiving, opening and announcing the results of all bids for the construction of the Project on the 29th day of January, 2019 at 10:00 AM at City Hall, 215 E. Washington Street, Washington, Iowa. The 5th day of February, 2019 at 6:00 PM at the Nicola-Stoufer Room, Washington Public Library, 115 West Washington Street, Washington, Iowa is hereby fixed as the time and place of hearing on the proposed plans, specifications, form of contract and estimate of cost for the Project; and as the time and place of considering bids received by the City and approving contract and bonds in connection therewith.

Section 5. The City Council hereby authorizes the City Clerk to provide notice of the aforementioned hearing and taking of bids in accordance with Chapter 26 of the Code of Iowa by posting a notice to bidders not less than thirteen (13) and not more than forty-five (45) days before the date for filing bids in a relevant contractor plan room service with statewide circulation, in a relevant construction lead generating service with

statewide circulation, and on the Iowa League of Cities website. The said notice is in the form substantially as attached to this Resolution.

Section 6. All provisions set out in the following form of notice are hereby recognized and prescribed by this Council and all Resolutions or orders or parts thereof, to the extent the same may be in conflict herewith, are hereby repealed.

PASSED AND APPROVED this 2nd day of January, 2019.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

**CITY OF WASHINGTON, IOWA
WASHINGTON, IOWA
SE BASIN I&I REDUCTION PROJECT, PHASE I**

NOTICE OF PUBLIC HEARING AND INVITATION TO BID

Notice is hereby given that the City Council of the City of Washington, Iowa, will meet in the Nicola-Stoufer Room of the Washington Public Library, 115 West Washington St., Washington, Iowa, at 6:00 p.m. on **February 5, 2019** at which time and place the City Council will hear objections to the proposed plans, specifications, form of contract, and estimated cost for the SE Basin I&I Reduction Project, Phase I.

Sealed Bids for the SE Basin I&I Reduction Project, Phase I will be received, by City of Washington, Iowa, at the office of the City Clerk at City Hall, 215 East Washington Street, Washington, Iowa, until 10:00 AM local time on **January 29, 2019**, at which time bids will be publicly opened and read aloud at City Hall. All bids received after the deadline for submission of bids as stated herein shall not be considered and shall be return to the late bidder unopened. Contractor assumes all risk associated with delivery of his or her bid to the office of the city clerk prior to the specified time deadline.

Work will consist of approximately 500 SY of pavement removal and replacement for work associated with a collection system rehabilitation project. The project consists of cementitious liner of 19 manholes, removal and replacement of one manhole, 16,000 LF of CCTV pre and post construction inspections, internal sanitary sewer main line patching, and nine (9) sanitary sewer main open cut point repairs at various locations throughout the collection system. The project will also consist of CIPP lining approximately 16,000 LF of various size sanitary sewer main. The Engineers opinion of probable construction cost for this work is \$1.3M.

All bids shall be submitted to the City Clerk of Washington, Iowa on or before the time set herein for the bid opening. Bids shall be made on the Proposal Form furnished by the City of Washington, in a sealed envelope labeled or marked as required by the Instructions to Bidders.

Bids will be received for a single prime Contract. Bids shall be on a lump sum and unit price basis, with additive alternate bid items as indicated in the Bid Form. Each proposal must be accompanied either by a cashier's check or certified check in the amount of five percent (5%) drawn on an Iowa bank or a bank chartered under the laws of the United States, a Bid Bond or credit union certified share draft in the amount of five percent (5%) of the proposal, drawn on a credit union in Iowa or chartered under the laws of the United States and filed in an envelope separate from the one containing the proposal, made payable to the City of Washington, Iowa, and said check or draft may be cashed or the Bid Bond declared forfeited by the City of Washington, Iowa as liquidated damages in the event the successful bidder fails to enter into a contract within fifteen (15) days of the Notice of Award and post bond satisfactory to the City insuring the faithful fulfillment of the contract and maintenance of said improvements as required by law and the Specifications.

Payment to the Contractor for said construction will be made in cash from the following sources: Cash from any fund of City of Washington, Iowa, which may be legally used for such purposes; proceeds derived from the sale and issuance of Utility Revenue Bonds, or Federal or State grants or loans.

The Contractor will be paid each month Ninety-five Percent (95%) of the Engineer's Estimate of the value of work completed at the end of the preceding month. Final payment will be made no sooner than 5thirty (30) days after completion of the work and acceptance by the Owner.

The City does hereby reserve the right to reject any or all bids, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the City.

The City of Washington reserves the right to defer acceptance of any bid for a period not to exceed sixty (60) days after receipt of bids, and no bid may be withdrawn during this period.

The work under the proposed contract shall commence within thirty (30) days of the written "Notice to Proceed." The work shall be substantially completed by **September 13, 2019**, and completed and ready for final payment by **October 11, 2019**, subject to any changes granted by the Owner.

Iowa law provides that on public improvements a resident bidder shall be allowed preference as against a nonresident bidder from a state or foreign country which gives or requires a preference to bidders from that state or foreign country. The preference so allowed shall be equivalent to the preference given or required by the state or foreign country in which the nonresident bidder is a resident.

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor.

Each bidder shall accompany its bid with bid security as defined in Code of Iowa Section 26.8. Each successful bidder shall be required to furnish a corporate surety bond in an amount equal to one hundred percent (100%) of its contract price. Said bond to be issued by a responsible surety approved by the City Council and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor, and protect and save harmless the City from claims and damages of any kind caused by the operations of the contract and shall also guarantee the maintenance of the improvement in good repair for a period of two (2) years from and after the completion and acceptance by the City Council. Out-of-state bidders shall be prepared to submit an Out-of-State Contractor Bond to the Iowa Division of Labor in accordance with Chapter 91C of the Code of Iowa.

The Issuing Office for the Bidding Documents is: FOX Engineering, 414 South 17th Street, Ames, Iowa 50010, and the contact person is Eric Thompson, P.E., elt@foxeng.com, (515) 233-0000. Prospective Bidders may examine the Bidding Documents at the Issuing Office on Mondays through Fridays between the hours of 8 am to 5 pm, local time, and may obtain copies of the Bidding Documents from the Issuing Office as described below. Bidding Documents also may be examined at the office of the City Clerk, City Hall, 215 East Washington Street, Washington, Iowa, on Mondays through Fridays between the hours of 8 am to 5 pm or online using the bid document service by QuestCDN.

Printed copies of the Bidding Documents may be obtained from the Issuing Office, during the hours indicated above, upon payment of a refundable deposit of \$100 for each set. Bidders who return full sets of the Bidding Documents in good condition (suitable for re-use) within 14 days after the Award of Contract will receive a full refund. Checks for Bidding Documents shall be payable to FOX Engineering. Upon receipt of the bidding document deposit indicated, the Issuing Office will transmit the Bidding Documents by hand or via delivery service. The date that the Bidding Documents are transmitted by the Issuing Office will be considered the Bidder's date of receipt of the Bidding Documents. Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office.

Bidding Documents may be accessed online by registering online with QuestCDN at www.questcdn.com. Following registration, complete sets of Bidding Documents may be downloaded from the website as portable document format (PDF) files. Bidders must input the Quest project cost number **5962537** on the website's search page. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, downloading, and printing digital project information. Website registration is necessary to ensure that prospective bidders are placed on the plan holders list and remain informed of addendum and other essential communications prior to the bid date. If the prospective bidder has a concern about the validity of the digital information downloaded from www.questcdn.com, then prospective bidder shall access the paper copies on file at the Owner's or the Engineer's office to verify the information in question.

Owner: City of Washington, Iowa
By: Illa Earnest
Title: City Clerk
Date: December 14, 2018

WASHINGTON SE BASIN I AND I PROJECT



PROJECT SCHEDULE

FOX PN: 2045-17A

Project Location: Washington, Iowa

ITEM	DATE	COMMENTS
I&I Project Program Review	June 22, 2018	Completed
Topographic Survey Completed	July 6, 2018	Completed
60% Preliminary Design	August 17, 2018	Completed
60% Preliminary Design Review Meeting	August 23, 2018	Completed
60% Preliminary Design Comments	August 31, 2018	Completed
90% Final Design	September 21, 2018	Completed
90% Final Design Comments	September 27, 2018	Completed
IDNR Construction Permit	November 16, 2018	Submitted
Final Plans, Specifications, and Opinion of Probable Construction Costs Completed	November 23, 2018	Completed
Resolution Setting Public Hearing for Approval of Plans and Specifications	January 2, 2019	Council Meeting
Notice to Bidders	January 3, 2019	Notice of Hearing & Letting
Notice of Hearing on Plans and Specifications	January 3, 2019	Notice of Hearing & Letting
A) Public Hearing Date Published	January 16, 2019	Estimated dates
	to	
	February 1, 2019	
B) Public Hearing Date	February 5, 2019	Council Meeting
Resolution Approving Plans and Specifications After Hearing	February 5, 2019	Council Meeting
A) Bid Notice Date Published	December 15, 2018	Estimated dates
	to	
	January 16, 2019	
B) Bid Opening Date	January 29, 2019	In office opening at 10:00 am
Resolution Accepting Bids and Awarding Contract and Resolution Approving Contract and Bond	February 5, 2019	Council Meeting
Contracts Executed	March 1, 2019	Council Meeting
Pre-Construction Meeting	March 5, 2019	At City Hall
Anticipated Project Start Construction Date	March 11, 2019	Anticipated Start
Substantial Completion Date	September 13, 2019	Tentative
Final Completion Date	October 11, 2019	Tentative

WASHINGTON SE BASIN I AND I PROJECT



Resolution Accepting Certificate of Completion and Project Construction	October 15, 2019	Council Meeting (Tentative)
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The notice to bidders shall be published not less than thirteen days but not more than forty-five days before the date for filing bids. See Iowa Code Section 26.3.

The notice of a hearing must be published at least once, not less than four nor more than twenty days before the date of the hearing. See Iowa Code Section 362.3.

*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

December 27, 2018

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

From: Brent Hinson
City Administrator

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

Re: Replat of Water Plant/Maintenance Shop Property

We are asking you to set a public hearing on vacating the streets and platted alleys on the Water Plant/Maintenance Shop property. This will allow for the re-platting of the whole area that is now within a fence as a single parcel, which is the proper legal way to handle these changes.

RESOLUTION NO. _____

**A RESOLUTION SETTING A PUBLIC HEARING
ON THE VACATING OF CERTAIN STREETS AND ALLEYS**

WHEREAS, the City is near the completion of the Water Treatment Plant construction project, which includes fencing of the WTP and City Maintenance Shop; and

WHEREAS, the City wishes to vacate the platted streets and alleys within this complex in order to close said streets and alleys to public traffic and to allow for the complex to be re-platted into a single parcel.

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

Section 1. The City Council hereby sets January 15, 2019 at 6 PM at the Nicola-Stoufer Room of the Washington Free Public Library as the public hearing date regarding the vacating of 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.

Section 2. The City Council authorizes the Clerk to publish notice in a form substantially similar to the attached not less than 4 days but not more than 20 days in advance of said hearing, in accordance with Iowa law.

PASSED AND APPROVED this 2nd day of January, 2019.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

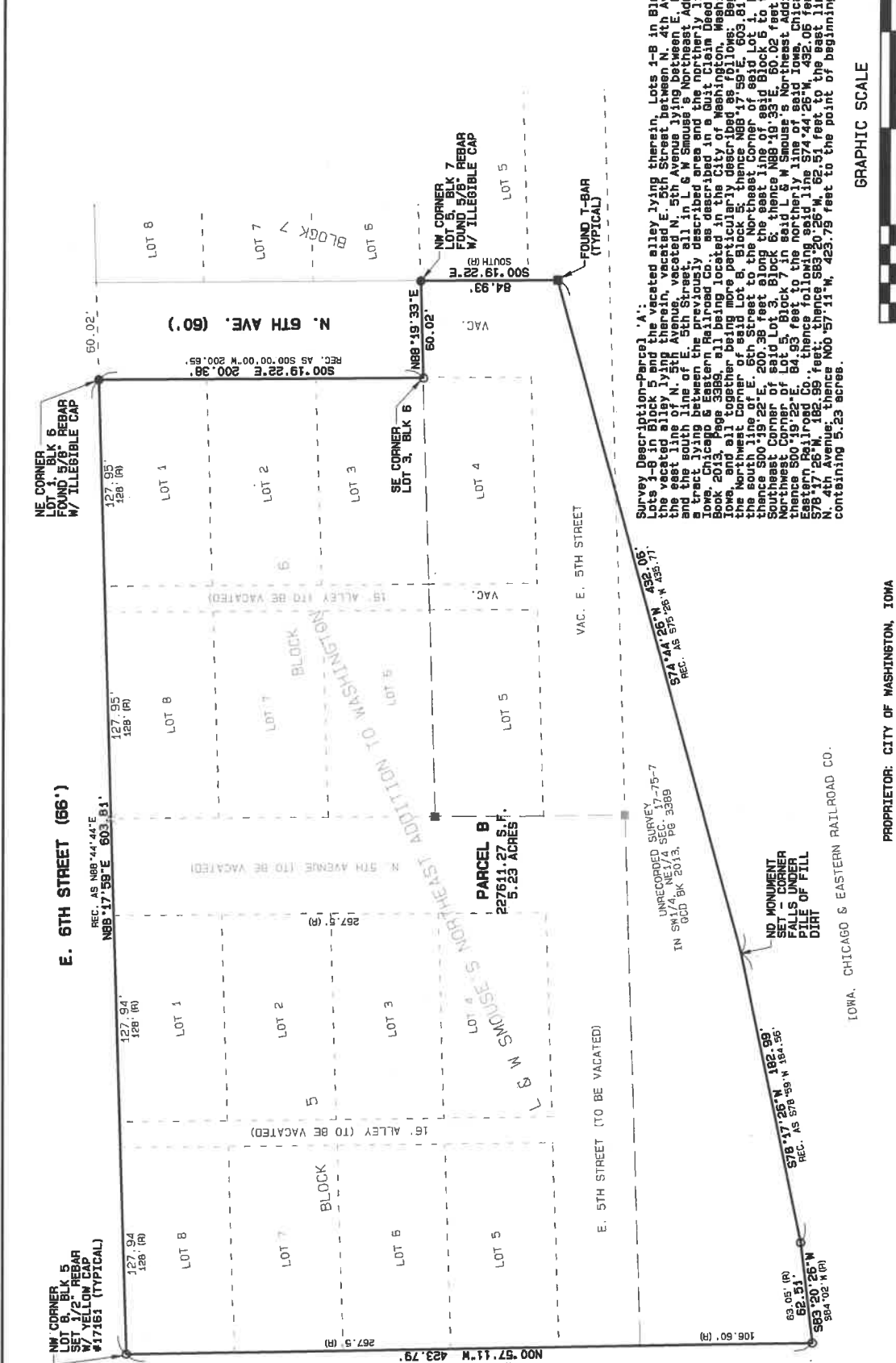
PUBLIC NOTICE

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.



NW CORNER
LOT 6, BLK 5
FOUND BY
M/ YELLOW CAP
#17161 (TYPICAL)

E. 6TH STREET (66')

REC. AS N88°44'44"E
N88°17'59"E 603'.81'

NE CORNER
LOT 3, BLK 6
FOUND BY
M/ ILLEGIBLE CAP

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GRAPHIC SCALE 1"=60'

PROPRIETOR: CITY OF WASHINGTON, IOWA
SURVEY REQUESTED BY: SETH POLICH, FOX ENGINEERING

PLAT OF SURVEY
IN BLDGS 5 & 6, L & M SMOUSE'S NORTHEAST ADDITION &
PT. OF SM1/4, NE1/4, SEC. 17-75-7, CITY OF WASHINGTON,
WASHINGTON COUNTY, IOWA

STUMBO & ASSOCIATES
LAND SURVEYING
510 S. ITH STREET, SUITE #102 • AMES, IOWA 50010
PH. 515-233-3694 • FAX 515-233-4403

Survey Description-Parcel 'A':
Lots 1-8 in Block 5 and the vacated alley lying therein, Lots 1-8 in Block 6 and
the vacated alley lying therein, vacated E. 5th Street lying between N. 4th Avenue and
and the south line of N. 5th Avenue, vacated N. 5th Avenue lying between E. 6th Street
and the south line of E. 5th Street, all in L & M Smouse's Northeast Addition, and
the tract lying between the previously described ones and the northernly line of the
Block 5, all being located in the City of Washington, Washington Co.,
Iowa, and all together being more particularly described as follows: Beginning at
the Northwest Corner of said Lot 8, Block 5; thence N88°17'59"E, 603.81 feet along
the south line of E. 6th Street to the Northeast Corner of said Lot 1, Block 6;
thence S00°19'22"E, 200.38 feet along the east line of said Block 6 to the
Northwest Corner of Lot 5, Block 7; thence N88°17'59"E, 603.82 feet to the
Northwest Corner of Lot 5, Block 7; thence S00°19'22"E, 84.93 feet to the Northernly
Eastern Railroad Co., thence following said line S74°44'26"W, 432.06 feet; thence
S78°17'26"W, 482.99 feet; thence S83°20'26"W, 62.51 feet to the east line of said
N. 4th Avenue; thence N88°57'41"W, 423.79 feet to the point of beginning,
containing 5.23 acres.

CERTIFICATION: I hereby certify that this land surveying
document was prepared and the related survey work was performed
by me or under my direct personal supervision and that I am a
duly licensed Land Surveyor under the laws of the State of Iowa.
Bredley Stumbo License #27161
My license renewed date 28 December 31, 2019
Date: _____

UNRECORDED SURVEY 75-7
IN SM1/4 SEC. 17-75-7
GCD BK 2013, PG 3369
REC. AS S78°26' N 432.06'
S74°44'26' N 432.06'
REC. AS S78°26' N 432.06'

ND MONUMENT
SET - CORNER
FALLS UNDER
PILE OF FILL
DIRT

UNRECORDED SURVEY 75-7
IN SM1/4 SEC. 17-75-7
GCD BK 2013, PG 3369
REC. AS S78°26' N 432.06'
S74°44'26' N 432.06'
REC. AS S78°26' N 432.06'

FIELDWORK COMPLETED: 11/15/18
PAGE 1 of 1