



AGENDA OF THE REGULAR SESSION OF THE  
COUNCIL OF THE CITY OF WASHINGTON, IOWA  
TO BE HELD IN THE NICOLA-STOUFER ROOM.  
PUBLIC LIBRARY AT 115 W. WASHINGTON STREET  
AT 6:00 P.M., TUESDAY, FEBRUARY 19, 2019

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, February 19, 2019 to be approved as proposed or amended.

**Consent:**

1. Council Minutes 02-05-2019
2. Council Minutes 02-12-2019
3. Sandra Johnson, Reimbursement Historic Preservation Conference, \$532.12
4. Bushong Construction, Fire Station Project, \$165,640.12
5. Design Alliance, City Hall/Police Station, \$8,412.59
6. Design Alliance, Fire Station Project, \$2,875.71
7. Fox Engineering, S. Elevated Water Storage Tank, \$505.00
8. Fox Engineering, Water Treatment Plant Improvements, \$7,734.24
9. Fox Engineering, SE Basin I & I Reduction, \$5,950.00
10. PAWS & More Animal Shelter, Dogs Taken from Pound in Lieu of Euthanization, \$513.15
11. Hy-Vee, 528 Hwy 1 S, Class C Beer Permit (BC), Class B Wine Permit, Sunday Sales, **(renewal)**
12. Hy-Vee Wine & Spirits, 1004 W. Madison Street, Class E Liquor License (LE), Class B Wine Permit, Class C Beer Permit (carryout beer), Sunday Sales, **(renewal)**
13. Columbus Club, 606 W. Third Street, Class C Liquor License (LC) (Commercial), Sunday Sales, **(renewal)**
14. The Wagon Wheel, 521 E. 7<sup>th</sup> Street, Class C Liquor License (LC) (Commercial), Living Quarters, Outdoor Service, Sunday Sales, **(renewal)**
15. Department Reports

**Consent – Other:**

**Claims & Financial Reports:**

Claims for February 19, 2019  
Financial Reports for January, 2019

### **SPECIAL PRESENTATION**

- Presentation by PAWS & More Animal Shelter and Discussion of FY20 Funding.
- Presentation - Update on Wellness Park.
- Discussion and Consideration of Amendment No. 1 to Owner-Engineer Agreement (Wellness Park).
- Nuisance Abatement Update.

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

### **UNFINISHED BUSINESS**

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

### **PUBLIC HEARING**

### **NEW BUSINESS**

1. Discussion and Consideration of Purchase of Mower (Cemetery Dept.)
2. Discussion and Consideration of Tree Bid #8 for Removal of Hazardous/Ash Trees and Stumps.
3. Discussion and Consideration of a Resolution Approving Proposal for Solid Waste and Recycling Collection Services.
4. Discussion and Consideration of a Resolution Authorizing Grant Applications (Wellness Park)
5. Discussion and Consideration of a Resolution Accepting the Fire Station Phase 1 Renovations Project as Completed.
6. Discussion and Consideration of a Resolution Authorizing a Notice of Hearing and Letting (East Washington Street Sidewalk)
7. Discussion and Consideration of a Resolution Adopting Preliminary Plans, Specifications, Plat, Schedule and Estimate of Cost and Providing for Notice of Hearing on Resolution of Necessity (South 15<sup>th</sup> Avenue Project).
8. Discussion & Consideration of a Resolution Setting a Date for Consultation and Public Hearing on the Proposed Amendment #4 to the Washington Unified Commercial Urban Renewal Plan (Wiley Subdivision).
9. Discussion and Consideration of a Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer.
10. Discussion and Consideration of Third Reading of an Ordinance Vacating Certain Streets and Alleys. (Water Plant Block)

**Workshop**

- Preliminary Discussion on Expansion of Smoke-Free Parks Ordinance and Possible Referral to Park Board.

**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 02-05-2019

The Council of the City of Washington, Iowa, met in Regular Session in the Nicola-Stoufer Room, Washington Free Public Library, 115 West Washington Street on Tuesday, February 5, 2019 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 Stigers, seconded by Pettit-Majewski, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, February 5, 2019 be approved as proposed. Motion carried.

**Consent:**

1. Council Minutes 01-15-2019
2. Council Minutes 01-22-2019
3. Council Minutes 01-29-2019
4. Black Hat Enterprises, Large Utility Canisters for Recycling Carts, \$4,987.48
5. Running Robots, Professional Services for Website Update, \$2,450.00
6. Garden & Associates, S. 15<sup>th</sup> Paving, Storm Sewer, Sanitary Sewer, Water Main, \$7,202.50
7. RDG, Washington County Housing Study, \$887.50
8. TEAM Services, Washington Fire Station Project, \$3,870.66
9. Kevin D. Olson, Professional Services, \$1,264.84
10. Fareway Stores #554, 301 N. Marion Ave., Class B Wine Permit, Class C Beer Permit (carryout beer), Class E Liquor License (LE). (renewal)
11. Department Reports

**Consent – Other:**

1. Tricon Construction, Water Treatment Plant Improvements, \$15,147.66

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

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

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

Kristofer Orth from Design Alliance went over the City Hall/Police Building Project Schematic Design.

Motion by Pettit-Majewski, seconded by Youngquist, to approve the City Hall/Police Building Project Schematic Design. Motion carried unanimously.

Presentations from the Public: none.

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

Mayor Rosien announced that now is the time for the public hearing for Proposed Plans, Specifications, Form of Contract and Estimate of Cost for the 2019 SE Basin I & I Reduction Project Phase I.

No written or oral objections were received.

Motion by Youngquist, seconded by DeLong, 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 Moore, to approve the Resolution Approving Proposed Plans, Specifications, Form of Contract and Estimate of Cost for the 2019 SE Basin I & I Reduction Project, Phase I. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2019-012)**

Motion by DeLong, seconded by Stigers, to approve the Resolution Awarding Construction Contract for 2019 SE Basin I & I Reduction Project, Phase I to Municipal Pipe Tool Company, LLC in the amount of \$1,079,630.10. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2019-013)**

Mayor Rosien and City Administrator Hinson presented the Police Chief Search Committee recommendations.

Motion by Youngquist, seconded by Moore, to approve the Resolution Accepting the Police Chief Search Committee Recommendations and Authorizing Advertising for the Police Chief Position. Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2019-014)**

Motion by Youngquist, seconded by Gault, to approve the second reading of an Ordinance Vacating Certain Streets and Alleys (Water Plant Block). Roll call on said motion: Ayes: DeLong, Gault, Moore, Pettit-Majewski, Stigers, Youngquist. Nays: none. Motion carried.

Motion by Gault, seconded by Stigers, that the Regular Session held at 6:00 P.M., Tuesday, February 5, 2019, be adjourned. Motion carried.

Illa Earnest, City Clerk

Council Minutes 02-12-2019

The Council of the City of Washington, Iowa, met in Special Work Session in the Nicola-Stoufer Room, Washington Free Public Library, 115 West Washington Street on Tuesday, February 12, 2019 at 6:00 P.M. Mayor Rosien in the chair. On roll call present: DeLong, Moore, Pettit-Majewski, Stigers, Youngquist. Absent: Gault.

Motion by Pettit-Majewski, seconded by Youngquist, that the agenda for the Special Work Session to be held at 6:00 P.M., Tuesday, February 12, 2019 be approved as amended. Motion carried. The work session was moved before new business.

The council met with the Main Street Director Sarah Grunewaldt and WEDG Executive Director David Collins, WEDG Board of Directors Vice President Ron Lutovsky, and WEDG Board of Directors Treasurer Terry Engelken to go over their budget requests for the 2020 Fiscal Year Budget.

Motion by Stigers, seconded by Youngquist, that the Special Work Session held at 6:00 P.M., Tuesday, February 12, 2019, be adjourned. Motion carried.

Illa Earnest, City Clerk



7

07-22-18

<b>Sandra Johnson</b> <b>696 Perdock Ct</b> <b>Washington IA 52353</b> <b>United States</b>	Folio No. :	Room No. : <b>307</b>
	A/R Number :	Arrival : <b>07-18-18</b>
	Group Code :	Departure : <b>07-22-18</b>
	Company :	Conf. No. : <b>25180083</b>
	Membership No. :	Rate Code : <b>IGCOR</b>
	Invoice No. :	Page No. : <b>1 of 1</b>

Date	Description	Charges	Credits
07-18-18	*Accommodation	89.00	
07-18-18	State Tax	4.45	
07-18-18	Local Occupancy Tax	6.23	
07-19-18	*Accommodation	89.00	
07-19-18	State Tax	4.45	
07-19-18	Local Occupancy Tax	6.23	
07-20-18	*Accommodation	89.00	
07-20-18	State Tax	4.45	
07-20-18	Local Occupancy Tax	6.23	
07-21-18	*Accommodation	89.00	
07-21-18	State Tax	4.45	
07-21-18	Local Occupancy Tax	6.23	
07-22-18	Visa XXXXXXXXXXXXXXX9253		398.72
<b>Total</b>		<b>398.72</b>	<b>398.72</b>
<b>Balance</b>		<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_  
 I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express & Suites Des Moines Downtown  
 333 SW 11th St  
 Des Moines, IA 50309  
 Telephone: (515) 657-8181 Fax: (515) 657-8177

*over for  
 mileage*

115 mi Washington to hotel

x 2

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230 mi Round Trip

$$\begin{array}{r} 230 \times .58 = 133.40 \\ \underline{398.72} \\ 532.12 \end{array}$$

Sandra Johnson

City of Washington Historic  
Preservation Commission



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

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

APPLICATION NO: #5  
 PERIOD TO: 1/31/2019  
 PROJECT NOS:  
 CONTRACT DATE: 8/22/2018

Distribution to:  OWNER  
 CONTRACTOR  
 A/R  
 FILE

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

1. ORIGINAL CONTRACT SUM	\$ 2,474,900.00
2. Net change by Change Orders	\$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 2,474,900.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$571,093.07

5. RETAINAGE:	
a. % of Completed Work (Column D + E on G703)	28,554.65
b. % of Stored Material (Column F on G703)	-
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 28,554.65

6. TOTAL EARNED LESS RETAI. (Line 4 Less Line 5 Total)	\$ 542,538.42
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 376,898.30
8. CURRENT PAYMENT DUE (Line 3 less Line 6)	\$ 165,640.12
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 1,932,361.58

OWNER CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month		\$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: 02/01/19

State of: Iowa County of: Poweshiek  
 Subscribed and sworn to before me this 1<sup>st</sup> day - February 2019  
 Notary Public: *Brenda J. Moore* Commission Number 768430  
 My Commission Expires: November 5, 2019

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED ..... \$ 165,640.12

(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: DESIGN ALLIANCE, INC.)

By: *[Signature]* Date: 02/11/19

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



City of Washington  
215 East Washington Street  
Washington, IA 52353

February 6, 2019  
Invoice No: 205660  
Project No: 219001

Attn: Brent Hinson

Re: Washington City Hall & Police Station

For professional services rendered for the period January 1, 2019 to January 31, 2019  
for the referenced project.

Description	Contract Amount	% Work To Date	Amount Billed	Previous Billed	This Inv Billed
Schematic	11,812.50	100.00%	11,812.50	5,906.25	5,906.25
Design Dev	23,625.00	10.00%	2,362.50	0.00	2,362.50
Const Doc	47,250.00	0.00%	0.00	0.00	0.00
Bid/Negot	5,906.25	0.00%	0.00	0.00	0.00
Const Admin	29,531.25	0.00%	0.00	0.00	0.00
Total Fixed Fee	118,125.00		14,175.00	5,906.25	8,268.75
<b>Total Fixed Fee</b>					<b>\$8,268.75</b>
Kristofer Orth - mileage					143.84
<b>Total Out-of-Pocket Expenses</b>					<b>\$143.84</b>
<b>INVOICE TOTAL</b>					<b>\$8,412.59</b>

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

1.5% interest charged on unpaid balance over 30 days

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



**City of Washington**  
215 East Washington Street  
Washington, IA 52353

February 6, 2019  
Invoice No: 205661  
Project No: 217055

Attn: Brent Hinson

Re: Washington Fire Station

For professional services rendered for the period January 1, 2019 to January 31, 2019  
for the referenced project.

Description	Contract Amount	% Work To Date	Amount Billed	Previous Billed	This Inv Billed
Predesign	15,500.00	100.00%	15,500.00	15,500.00	0.00
Schematic	7,750.00	100.00%	7,750.00	7,750.00	0.00
Design Dev	31,000.00	100.00%	31,000.00	31,000.00	0.00
Const Doc	54,250.00	100.00%	54,250.00	54,250.00	0.00
Bid/Negot	7,750.00	100.00%	7,750.00	7,750.00	0.00
Const Admin	38,750.00	23.08%	8,943.50	6,211.63	2,731.87
Total Fixed Fee	155,000.00		125,193.50	122,461.63	2,731.87
<b>Total Fixed Fee</b>					<b>\$2,731.87</b>
Kristofer Orth - mileage					143.84
<b>Total Out-of-Pocket Expenses</b>					<b>\$143.84</b>
<b>INVOICE TOTAL</b>					<b>\$2,875.71</b>

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

1.5% interest charged on unpaid balance over 30 days

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



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

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

Invoice number 44025  
 Date 01/30/2019

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

Professional Services for the Period of 12/20/2018 to 1/26/2019

**Lump Sum Phases**

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

**Standard Hourly Rate Phases**

**Construction Administration**  
 Professional Fees

**Construction Administration Subtotal**

Billed Amount

505.00

505.00

Invoice total **\$505.00**

Approved by:

*Steven J. Troyer*

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



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

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

Invoice number 44024  
 Date 01/30/2019

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

Professional Services for the Period of 12/20/2018 to 1/26/2019

**Lump Sum Phases**

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

**Standard Hourly Rate Phases**

**Construction Administration**

Professional Fees		2,843.25
Outside Services	Rietz Consultants, Ltd	2,284.14
<b>Construction Administration Subtotal</b>		<b>5,127.39</b>

**Commissioning & Post-Construction**

Professional Fees		2,406.00
Reimbursables		200.85
<b>Commissioning &amp; Post-Construction Subtotal</b>		<b>2,606.85</b>

Invoice total **\$7,734.24**

Approved by:

*Steven J. Trayer*

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



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

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

Invoice number 43977  
 Date 01/30/2019

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

Professional Services for the Period of 12/20/2018 to 1/26/2019

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Preliminary Design</b>	57,100.00	100.00	57,100.00	57,100.00	0.00
<b>Final Design</b>	29,500.00	100.00	29,500.00	29,500.00	0.00
<b>Bidding</b>	8,500.00	70.00	0.00	5,950.00	5,950.00
<b>Construction Administration</b>	29,800.00	0.00	0.00	0.00	0.00
<b>Post Construction Record Drawings</b>	5,700.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>130,600.00</b>	<b>70.87</b>	<b>86,600.00</b>	<b>92,550.00</b>	<b>5,950.00</b>

Invoice total **\$5,950.00**

Approved by:  \_\_\_\_\_

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

**PAWS & More Animal Shelter**

1004 1/2 West Madison Street  
Washington, IA 52353

# Invoice

Date	1/17/2019
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Invoice #	63
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**Bill To**  
City of Washington  
215 E Washington St  
Washington, IA 52353

Terms	DUE UPON RE...
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Description	Quantity	Rate	Amount
Dogs taken from pound in leu of euthanization 11 X \$46.65	11	46.65	513.15
<b>Total</b>			\$513.15

A39878019	Dog	10/9/2018 1:42 PM	Stray	Public Drop Off	Hy Vee Parking Lot Washington
A39873473	Cat	10/9/2018 8:48 AM	Stray	Public Drop Off	222 E 6th St Washington
A39901601	Cat	10/11/2018 8:34 PM	Stray	Public Drop Off	McDonald's
A39970010	Cat	10/20/2018 12:00 PM	Stray	Public Drop Off	Near house
A39985185	Cat	10/22/2018 4:04 PM	Stray	shelter personal pick-up	Alley behind KFC
A39997368	Cat	10/23/2018 8:09 PM	Stray	Public Drop Off	503 N Ave C- found in recycling bin
A39997370	Cat	10/23/2018 8:09 PM	Stray	Public Drop Off	503 N Ave C- found in recycling bin
A40001131	Cat	10/24/2018 12:16 PM	Stray	Public Drop Off	Cappers - E. Washington
A40009870	Dog	10/25/2018 10:03 AM	Stray	Abandoned	Found abandoned outside Paws and More
A40042744	Dog	10/29/2018 2:35 PM	Stray	ACO Pickup / Drop Off	Abandoned in Washington
A40043048	dog	10/29/2018	abandoned	ACO Pickup / Drop Off	pound
A40043078	dog	10/29/2018	abandoned	ACO Pickup / Drop Off	pound
A40043082	Dog	10/29/2018	abandoned	ACO Pickup / Drop Off	pound
A40043088	dog	10/29/2018	abandoned	ACO Pickup / Drop Off	pound
A40043093	Dog	10/29/2018	abandoned	ACO Pickup / Drop Off	pound
A40043097	Dog	10/29/2018	abandoned	ACO Pickup / Drop Off	pound
A40043103	Dog	10/29/2018	abandoned	ACO Pickup / Drop Off	pound
A40085351	Cat	11/3/2018 12:48 PM	Stray	Public Drop Off	309 West Street
A40083053	Cat	11/3/2018 7:51 AM	Stray	Public Drop Off	222 West 4th Street
A40109787	Cat	11/6/2018 5:27 PM	Stray	Public Drop Off	Washington Hospital Employee Parking Lot - in back
A40102174	Cat	11/6/2018 9:20 AM	Stray	Public Drop Off	402 W 7th st
A40118849	Cat	11/7/2018 5:03 PM	Stray	Public Drop Off	617 S 7th St
A39994138	Dog	11/9/2018 2:08 PM	Stray	ACO Pickup / Drop Off	City of Washington pound
A40131511	Cat	11/9/2018 9:17 AM	Stray	shelter personal pick-up	Lantern Grove Apartments
A40142164	Cat	11/10/2018 1:34 PM	Stray	Public Drop Off	303 W. Madison
A40141360	Cat	11/10/2018 12:22 PM	Stray	Public Drop Off	1302 East 3rd
A40178600	Cat	11/15/2018 1:52 PM	Stray	Public Drop Off	UP home 38 Elm St City of Washington
A40178604	Cat	11/15/2018 1:52 PM	Stray	Public Drop Off	UP home 38 Elm St City of Washington
A40178622	Cat	11/15/2018 1:52 PM	Stray	Public Drop Off	UP home 38 Elm St City of Washington
A40187466	Cat	11/16/2018 2:41 PM	Stray	Public Drop Off	1109 E 3rd St
A40187428	Cat	11/16/2018 2:41 PM	Stray	Public Drop Off	1109 E 3rd St
A40187464	Cat	11/16/2018 2:41 PM	Stray	Public Drop Off	1109 E 3rd St
A40193628	Cat	11/17/2018 2:10 PM	Stray	Public Drop Off	1114 E. Main St.
A40193634	Cat	11/17/2018 2:10 PM	Stray	Public Drop Off	1114 E. Main St.
A40193642	Cat	11/17/2018 2:10 PM	Stray	Public Drop Off	1114 E. Main St.
A40296146	Dog	12/3/2018 3:35 PM	Stray	Public Drop Off	East Van Buren Street
A40319668	Cat	12/6/2018 1:23 PM	Stray	Public Drop Off	East corner of the square
A40427413	Dog	12/21/2023	Stray	Public Drop Off	Dog pound
A40405593	cat	12/18/2018	Stray	Public Drop Off	WCHC
A40427413	Dog	12/21/2023	Stray	Public Drop Off	Dog pound
A40436686	cat	12/23/2018	Stray	Public Drop Off	Lobowskis bowling alley
A40436682	cat	12/23/2018	Stray	Public Drop Off	Lobowskis bowling alley
A40458923	Dog	12/28/2018	Stray	Public Drop Off	Dog pound



**Applicant License Application ( BC0030371 )**

<b>Name of Applicant:</b> <u>Hy-Vee, Inc.</u>		
<b>Name of Business (DBA):</b> <u>Hy-Vee Food Store</u>		
<b>Address of Premises:</b> <u>528 Hwy 1 S</u>		
<b>City</b> <u>Washington</u>	<b>County:</b> <u>Washington</u>	<b>Zip:</b> <u>52353</u>
<b>Business</b>	<u>(319) 653-5406</u>	
<b>Mailing</b>	<u>5820 Westown Pkwy</u>	
<b>City</b> <u>West Des Moines</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50266</u>

**Contact Person**

<b>Name</b> <u>Kelly Palmer</u>
<b>Phone:</b> <u>(515) 267-2949</u> <b>Email</b> <u>kpalmer@hy-vee.com</u>

**Classification** Class C Beer Permit (BC)

**Term:** 12 months

**Effective Date:** 03/17/2019

**Expiration Date:** 03/16/2020

**Privileges:**

- Class B Wine Permit
- Class C Beer Permit (BC)
- Sunday Sales

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>
<b>Corporate ID Number:</b> <u>XXXXXXXXXX</u> <b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**Randy Edeker**

**First Name:** Randy      **Last Name:** Edeker  
**City:** Urbandale      **State:** Iowa      **Zip:** 50322  
**Position:** CEO, President  
**% of Ownership:** 0.00%      **U.S. Citizen:** Yes

**Michael Jurgens**

**First Name:** Michael      **Last Name:** Jurgens  
**City:** Des Moines      **State:** Iowa      **Zip:** 50312  
**Position:** Vice President, Secretary  
**% of Ownership:** 0.00%      **U.S. Citizen:** Yes

**Michael Skokan**

**First Name:** Michael      **Last Name:** Skokan  
**City:** Waukee      **State:** Iowa      **Zip:** 50263

**Position:** CFO, Treasurer

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Jeffrey Pierce**

**First Name:** Jeffrey

**Last Name:** Pierce

**City:** Waukee

**State:** Iowa

**Zip:** 50263

**Position:** Ass't Treasurer, Financial

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

**Applicant License Application ( LE0001508 )**

<b>Name of Applicant:</b>	<u>Hy-Vee, Inc</u>		
<b>Name of Business (DBA):</b>	<u>Hy-Vee Wine &amp; Spirits</u>		
<b>Address of Premises:</b>	<u>1004 W Madison St</u>		
<b>City</b>	<u>Washington</u>	<b>County:</b>	<u>Washington</u>
		<b>Zip:</b>	<u>52353</u>
<b>Business</b>	<u>(319) 653-5406</u>		
<b>Mailing</b>	<u>5820 Westown Pkwy</u>		
<b>City</b>	<u>West Des Moines</u>	<b>State</b>	<u>IA</u>
		<b>Zip:</b>	<u>50266</u>

**Contact Person**

<b>Name</b>	<u>Kelly Palmer</u>		
<b>Phone:</b>	<u>(515) 267-2949</u>	<b>Email</b>	<u>kpalmer@hy-vee.com</u>

**Classification** Class E Liquor License (LE)

**Term:** 12 months

**Effective Date:** 02/24/2019

**Expiration Date:** 02/23/2020

**Privileges:**

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

**Status of Business**

<b>BusinessType:</b>	<u>Privately Held Corporation</u>		
<b>Corporate ID Number:</b>	<u>XXXXXXXXXX</u>	<b>Federal Employer ID</b>	<u>XXXXXXXXXX</u>

**Ownership**

**Stephen Meyer**

**First Name:** Stephen                      **Last Name:** Meyer  
**City:** Des Moines                      **State:** Iowa                      **Zip:** 50309  
**Position:** Executive VP, Secretary  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Randy Edeker**

**First Name:** Randy                      **Last Name:** Edeker  
**City:** Urbandale                      **State:** Iowa                      **Zip:** 50322  
**Position:** CEO, President  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Michael Skokan**

**First Name:** Michael                      **Last Name:** Skokan

City: Waukee State: Iowa Zip: 50263

Position: CFO, Treasurer

% of Ownership: 0.00% U.S. Citizen: **Yes**

**Jeffrey Pierce**

First Name: Jeffrey Last Name: Pierce

City: West Des Moines State: Iowa Zip: 50265

Position: Asst. Treasurer, Financial

% of Ownership: 0.00% U.S. Citizen: **Yes**

**Insurance Company Information**

Insurance Company: <u>EMPLOYERS MUTUAL CASUALTY COMPANY</u>	
Policy Effective Date: <u>02/24/2019</u>	Policy Expiration <u>01/01/1900</u>
Bond Effective <u>2</u>	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

**Applicant License Application ( LC0035929 )**

<b>Name of Applicant:</b> <u>COLUMBUS CLUB OF</u>		
<b>Name of Business (DBA):</b> <u>COLUMBUS CLUB OF WASHINGTON, IOWA</u>		
<b>Address of Premises:</b> <u>606 WEST THIRD</u>		
<b>City</b> <u>Washington</u>	<b>County:</b> <u>Washington</u>	<b>Zip:</b> <u>52353</u>
<b>Business</b> <u>(319) 653-5000</u>		
<b>Mailing</b> <u>606 WEST THIRD</u>		
<b>City</b> <u>Washington</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>52353</u>

**Contact Person**

<b>Name</b> <u>DAVE SCHANTZ</u>
<b>Phone:</b> <u>(319) 750-2451</u> <b>Email</b> <u>schantzdave@gmail.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:** 12 months

**Effective Date:** 03/05/2018

**Expiration Date:** 03/04/2019

**Privileges:**

Class C Liquor License (LC) (Commercial)

Sunday Sales

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>
<b>Corporate ID Number:</b> <u>XXXXXXXXXX</u> <b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**DAVE SCHANTZ**

**First Name:** DAVE      **Last Name:** SCHANTZ  
**City:** WASHINGTON      **State:** Iowa      **Zip:** 52353  
**Position:** PRESIDENT  
**% of Ownership:** 0.00%      **U.S. Citizen:** Yes

**DANIEL CONRAD**

**First Name:** DANIEL      **Last Name:** CONRAD  
**City:** WASHINGTON      **State:** Iowa      **Zip:** 52353  
**Position:** BOARD MEMBER  
**% of Ownership:** 0.00%      **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>Specialty Risk of America</u>
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**Applicant License Application ( LC0044131 )**

<b>Name of Applicant:</b> <u>Hollywood 22, LLC</u>
<b>Name of Business (DBA):</b> <u>The Wagon Wheel</u>
<b>Address of Premises:</b> <u>521 East 7th Street</u>
<b>City</b> <u>Washington</u> <b>County:</b> <u>Washington</u> <b>Zip:</b> <u>52353</u>
<b>Business</b> <u>(319) 653-3637</u>
<b>Mailing</b> <u>521 East 7th Street</u>
<b>City</b> <u>Washington</u> <b>State</b> <u>IA</u> <b>Zip:</b> <u>52353</u>

**Contact Person**

<b>Name</b> <u>Brandon Banks</u>
<b>Phone:</b> <u>(319) 461-5163</u> <b>Email</b> <u>bbanksracing22@gmail.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:** 12 months

**Effective Date:** 03/01/2018

**Expiration Date:** 02/28/2019

**Privileges:**

Class C Liquor License (LC) (Commercial)

Living Quarters

Outdoor Service

Sunday Sales

**Status of Business**

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

**Ownership**

**Brandon Banks**

**First Name:** Brandon

**Last Name:** Banks

**City:** Washington

**State:** Iowa

**Zip:** 52353

**Position:** Owner

**% of Ownership:** 100.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>Illinois Casualty Co</u>
<b>Policy Effective Date:</b> <u>03/01/2018</u> <b>Policy Expiration</b> <u>02/28/2019</u>
<b>Bond Effective</b> <b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b> <b>Outdoor Service Expiration</b>

**WWTP report  
February 19, 2019  
Council meeting**

- **After hour alarm and dog call outs –**  
13<sup>th</sup> dog call, Safety Center reported a dog to be picked up at 925 South 2<sup>nd</sup>, 5:16 p.m. Parker  
30<sup>th</sup> WWTP, low coolant temp alarm, 12:00 a.m. Parker  
30<sup>th</sup> WWTP, Alliant power outage, generator running, 2:45 a.m. Parker  
3<sup>rd</sup> WWTP, raw waste water pumps, 4:19 p.m. Fred  
3<sup>th</sup> dog call, Safety Center reported a dog to be picked up at 803 East Madison, 4:39 p.m. Parker  
8<sup>th</sup> WWTP, high TSS alarm, 6:00 p.m. Jason
- **Dept Head meetings –** I attended the meetings on January 15, 22, 29, and February 5, and 12.
- **WWTP January 2019 Discharge Monitoring Report (DMR) –** Average daily flow 1.843 million gallons (mg), maximum daily flow 3.088 mg, minimum daily flow 1.194 mg. There were zero (0) violation of the WWTP's NPDES discharge permit. Total rain and melted precipitation for January 2019 2.44", 20.2" of snow (recorded at the WWTP).

<b>CBOD5 removal 85% required</b>	<b>result = 98.2 %</b>
Influent CBOD5 monthly average =	61.7 mg/L
Effluent CBOD5 monthly average =	1.1 mg/L

<b>TSS removal 85% required</b>	<b>result = 95.2 %</b>
Influent TSS monthly average =	150.9 mg/L
Effluent TSS monthly average =	7.2 mg/L

- **Dog pound report for January 2019 –** Four (4) calls total for January 2019. Two (2) call outs during normal hours and two (2) call outs after hours. Two (2) dogs were returned to their owners and two (2) dogs taken to Paws & More.
- **Raw waste water pump #3 –** Iowa Pump Work's salesman returned this pump from repairs on the 6<sup>th</sup>. We will get it installed as time allows.
- **Annual biosolids land application reports –** I submitted the annual USEPA biosolids report for 2018 to the USEPA on February 6, 2019. I also submitted the annual IDNR biosolids report for 2018 to IDNR in Des Moines and the local field office here in Washington on February 6, 2019. Both reports were due by February 19, 2019. Copies of both these reports were sent to Iowa Grow, Inc as well. IDNR requires these reports must be saved for five (5) years.
- **Jason –** He has been going to the Water Treatment Plant for cross training to learn about operating the WTP.
- **Cold weather problems –** Around 12:00 a.m. on January 30, Parker received a low coolant temp alarm on the WWTP generator. He came out to the WWTP to start the generator to warm it up. He got back home and then got another alarm call around 2:45 a.m. for the Alliant power outage. Alliant power was restored around 4:40 a.m. We've had problems with the effluent sampler's suction line either freezing or melting due to the heat tape. The SBR decanter motors were wrapped with sleeping bags to keep them warm so they wouldn't fault out. The motorized gate wouldn't open on January 31<sup>st</sup>. The gate was disengaged so it could be opened manually. We purchased a clamp on light to install inside the control panel to help keep it warm and also wrapped a sleeping bag around the gate control panel. Both of these helped keep the gate opening with the drive motor.

- **Thanks** – To Jay and Tim for pushing back the snow for us with the end loader and motor grader. Our tractor and blade does a good job with snow removal except when we get a lot at one time or drifts, then we need the bigger equipment to get the snow pushed off the edges of the roads. To Nick D for letting us his Kubota with the snow blower to clean the walks when the wind has been blowing 45-50 mph causing drifts.

**Fred E Doggett**  
**2/14/2019 3:39 PM**



Washington Volunteer Fire Department  
February 6 2019

December Fires

4 City fires	770.00
1 rural fires	100.00
0 Drill	.00
5 fires and 0 drill	870.00

Meeting opened after setup for pancake day Chief Wide in charge

Minutes of the previous meeting were read and approved.

Treasure report was read.

Scot Bartholomew made a motion to pay all bills against the department seconded by Phil Morris. passed.

Committees; Social: Pizza after meeting from ServePro

Pancake; Real good. 1857 people served. Next year 1/8/2020

Dance February 9. Set up at KC hall at 9am. Band starts at 7pm.

Rescue Ice rescue 2/17/19 8am

Storm Spotter class in Coraville March 27, 2019

Old Business; Gear up date next Thursday 2/13/19 at 6pm

UTV slide in unit to cost \$7500.00.

Station update frame work is up starting on tin.

Fire school in Ames 5 people going

New business; New tanker specked out 3000 gal. tank.

Driver Opps class March 30 & 31 April 6 & 7 8-3. Osky fire chief will teach it.

ID cards handed out.

Communication; Thank you from Hills Bank.

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

Discussion of calls; Talked about gas leak and getting people out.

Roll call taken

Secretary  
Tom Beauchamp

# MAINTENANCE & CONSTRUCTION DEPT. REPORT

1-26-19/2-8-19

**STREETS:** Personnel continued to plow snow, salt and haul snow piles away from the downtown, schools and cul de sacs. Many occasions salting because of a snow and a couple days of ice precipitation the week of Feb 4th.

**WATER DISTRIBUTION:** Personnel repaired the 5 water main breaks, located at 840 South 12th Ave, 904 South Ave D, 106 North 15th Ave, 1402 North Iowa Ave and South Ave C-West Monroe St. All of which were shears and replaced with a repair sleeve, all CIP 2-4 inch and 3-6 inch mains. These breaks bring the total to 7 for 2019. Personnel turned on and shut off numerous water services for a variety of reasons.

**SEWER COLLECTION:** Personnel N/A

**STORM SEWER COLLECTION:** Personnel cleared corners for drainage and unplugged intakes.

**MECHANIC/SHOP:** Personnel serviced WWTP 501-Parker's (engine light-#7 coil pack), PD 232 (new PD vehicle), Parks Kubota (axle leak), 003 (serviced, engine light and rotate tires), FD #1 (installed air governor and air dryer-air pressure issues), PD 905 (engine light), FD Aerial (air leak), 119 (replaced fuel filters) and treat outside fuel tanks.

**OTHER:** Personnel responded to 18 One Call Locates. Personnel hauled numerous loads of sand and one inch road stone back to the material storage shed.

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.

## CITY OF WASHINGTON, IOWA

## CLAIMS REPORT FOR FEBRUARY 19, 2019

<b>POLICE</b>	ACE-N-MORE	SUPPLIES	12.27
	ARNOLD MOTOR SUPPLY	PARTS	156.06
	BDH TECHNOLOGY	MONTHLY SERVICE/TECH SUPPORT	456.25
	CINTAS CORP LOC. 342	RUG SERVICE	35.79
	CLERK OF COURT	PARKING TKT CIVIL INFRACTIONS	170.00
	COBB OIL CO, INC.	FUEL	2,089.23
	IOWA LAW ENFORCMT ACADEMY	EVALUATIONS-TANNER & MILLS	300.00
	JOHN DEERE FINANCIAL	DOG FOOD	46.98
	L-TRON CORPORATION	MOBILE PRINTER	309.70
	PRO-VISION	BODY CAMERA	412.00
	QUILL	OFFICE SUPPLIES	167.31
	RAY O'HERRON CO.,INC.	CLOTHING	215.82
	UPS	SHIPPING	9.90
	VERIZON WIRELESS	CELLULAR SERVICE	1,433.49
	WASH CO AUDITOR	FEBRUARY COMMUNICATIONS	21,400.25
	WASH CO CLERK OF COURT	CASE DISMISSED- C BRACKIN	60.00
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	380.44
		<b>TOTAL</b>	<b>27,655.49</b>
<b>ANIMAL CONTROL</b>	IDALS - IA DEPT OF AGRICULTURE	DOG POUND LICENSE FEE	75.00
		<b>TOTAL</b>	<b>75.00</b>
<b>FIRE</b>	ACE-N-MORE	SUPPLIES	94.89
	ALLIANT ENERGY	ALLIANT ENERGY	983.07
	BUSINESS RADIO SALES INC	MOTOROLA ANTENNAS	67.40
	COBB OIL CO, INC.	FUEL	116.06
	EMBROIDERY BARN	JACKET EMBROIDERY	10.00
	VERIZON WIRELESS	CELLULAR SERVICE	794.48
	WASHINGTON EVENING JOURNAL SUBSCRIPTIO	SUBSCRIPTION	142.50
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	173.22
		<b>TOTAL</b>	<b>2,381.62</b>
<b>DEVELOP SERV</b>	CITY OF WASH - PETTY CASH	SAFETY	200.00
	COBB OIL CO, INC.	FUEL	118.79
	VERIZON WIRELESS	CELLULAR SERVICE	318.22
		<b>TOTAL</b>	<b>637.01</b>
<b>LIBRARY</b>	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
	ALLIANT ENERGY	ALLIANT ENERGY	3,898.70
	KCTC	PHONE & INTERNET	351.57
	EBERT SUPPLY CO.	JANITORIAL SUPPLIES	186.71
	BAKER & TAYLOR	LIBRARY MATERIALS	807.29
	J & S ELECTRONIC BUSINESS SYSTEMS, INC	COPIER MAINT/NOV	111.04
	HARRIS BOYZ HEATING & AIR LLC	HVAC REPAIR/MAINTENANCE	319.75
		<b>TOTAL</b>	<b>5,719.06</b>
<b>PARKS</b>	ACE-N-MORE	BATTERIES/SUPPLIES	201.44
	ALLIANT ENERGY	ALLIANT ENERGY	2,233.21
	ARNOLD MOTOR SUPPLY	PARTS	144.45
	COBB OIL CO, INC.	FUEL	186.77
	JOHN DEERE FINANCIAL	MOWER MAINTENANCE	24.08
		<b>TOTAL</b>	<b>2,789.95</b>
<b>CEMETERY</b>	ACE-N-MORE	MARKING PAINT	13.98
	ATCO INTERNATIONAL	ICE MELT/OIL DRY	376.86
	CERTIFIED LABORATORIES	SUPPLIES	524.50
	COBB OIL CO, INC.	FUEL	540.53
	TIFCO INDUSTRIES	SHOP SUPPLIES	70.05
		<b>TOTAL</b>	<b>1,525.92</b>
<b>FINAN ADMIN</b>	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
	ALLIANT ENERGY	ALLIANT ENERGY	26.11
	CINTAS CORP LOC. 342	RUG SERVICE	166.24
	CUSTOM IMPRESSIONS INC	EMPLOYEE APPREC. AWARDS	350.65
	EBERT SUPPLY CO.	CLEANING SUPPLIES	202.50
	FAREWAY STORES	SUPPLIES	35.69

	GOOGLE LLC	MONTHLY SERVICE	226.73
	IMFOA	MEMBERSHIP DUES-BROWN	50.00
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	37.50
	OFFICE EXPRESS	TONER CARTRIDGE	336.99
	PACE PAYMENT SYSTEMS	PACE ADMIN FEE	20.00
	QUILL	OFFICE SUPPLIES	82.94
	VERIZON WIRELESS	CELLULAR SERVICE	62.36
	WASH CHAMBER OF COMMERCE	THUR NITE LIVE/AMBASS DUES & RENT	770.00
	WASH COUNTY MINIBUS	LOST- FEBRUARY 2019	16,850.76
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	976.02
	WMPF GROUP LLC	ADVERTISING	549.91
		<b>TOTAL</b>	<b>20,788.40</b>
<b>AIRPORT</b>	ACE-N-MORE	SUPPLIES	34.58
	BAKER PAPER & SUPPLY	SUPPLIES	217.33
	JAMIESON, JEAN	JANUARY CLEANING	196.00
	VERIZON WIRELESS	CELLULAR SERVICE	52.36
	VETTER'S INC-CULLIGAN WATER	SOFTNER SALT & MAINT	28.95
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	180.54
		<b>TOTAL</b>	<b>709.76</b>
<b>ROAD USE</b>	ACE-N-MORE	SUPPLIES	119.28
	ARNOLD MOTOR SUPPLY	PARTS	69.45
	CENTRE STATE INTERNATIONAL	PARTS	78.43
	COBB OIL CO, INC.	FUEL	2,521.69
	TRI-STATE HAY MARKET LLC	7' SNOW PUSHER & DELIVERY	770.00
		<b>TOTAL</b>	<b>3,558.85</b>
<b>STREET LIGHTING</b>	ALLIANT ENERGY	ALLIANT ENERGY	10,270.59
	TRAFFIC & TRANSPORATION	TRAFFIC PARTS	311.65
		<b>TOTAL</b>	<b>10,582.24</b>
<b>CAPITAL EQUIP</b>	KELTEK	UNIT 232 INSTALL (NEW EXPLORER)	9,231.18
		<b>TOTAL</b>	<b>9,231.18</b>
<b>TREE REMOVAL &amp; REPLACE</b>	BROWN'S TREE SERVICE	TREE LIST 7C	5,150.00
		<b>TOTAL</b>	<b>5,150.00</b>
<b>SAFETY FUND</b>	CITY OF WASH - PETTY CASH	SAFETY	100.00
		<b>TOTAL</b>	<b>100.00</b>
<b>TREE COMMITTEE</b>	MCCONNELL, MARDE	TREE COMMITTEE EXPENSE	30.00
		<b>TOTAL</b>	<b>30.00</b>
<b>LIBRARY GIFT</b>	BAKER & TAYLOR	LIBRARY MATERIALS	74.35
	J & S ELECTRONIC BUSINESS SYSTEMS, INC	TECH SERVICES/COPIER	3,516.85
		<b>TOTAL</b>	<b>3,591.20</b>
<b>WATER PLANT</b>	ACE-N-MORE	SUPPLIES	460.97
	ALLIANT ENERGY	ALLIANT ENERGY	13,525.47
	COBB OIL CO, INC.	FUEL	65.74
	ETS CORPORTATION	ETS ADMIN FEE	1,149.08
	HANLEY, MEGAN	WATER DEPOSIT REFUND	66.96
	IA DEPT OF REVENUE	WATER EXCISE TAX	7,216.00
	IOWA ASSN. OF MUNICIPAL UTILITIES	MEMBERSHIP DUES	918.00
	MUNICIPAL SUPPLY INC	METER SUPPLIES	966.50
	STATE HYGIENIC LAB	TESTING	104.00
	U I COMMUNITY MEDICAL SERVICES, LLC	PRE-EMPLOYMENT TESTING	195.00
	VERIZON WIRELESS	CELLULAR SERVICE	52.36
	WAL-MART	SUPPLIES	106.84
	WASHINGTON LUMBER	CONSTRUCTION SUPPLIES	196.56
	WATER SOLUTIONS UNLIMITED	WATER SOLUTIONS UNLIMITED	3,586.76
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	96.05
		<b>TOTAL</b>	<b>28,706.29</b>
<b>WATER DISTRIBUTION</b>	ACE-N-MORE	SUPPLIES	370.60

ALLIANT ENERGY	ALLIANT ENERGY	51.95
ARNOLD MOTOR SUPPLY	PARTS	112.09
COBB OIL CO, INC.	FUEL	497.41
HI-LINE INC	PARTS	406.15
JOHN DEERE FINANCIAL	SERVICE LINE CLEANING	5.58
VERIZON WIRELESS	CELLULAR SERVICE	155.85
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	110.10
	<b>TOTAL</b>	<b>1,709.73</b>

**WATER CAPITAL PROJ**

WMPF GROUP LLC	LEGAL ADVERTISING	15.86
	<b>TOTAL</b>	<b>15.86</b>

**SEWER PLANT**

ALLIANT ENERGY	ALLIANT ENERGY	975.76
COBB OIL CO, INC.	GENERATOR FUEL/FUEL	2,703.11
EVANS WELDING LLC	TRACTOR BLADE REPAIR	147.50
HACH COMPANY	LAB TESTING SUPPLIES	475.00
IA DEPT OF REVENUE	JAN SALES TAX	2,078.00
IOWA PUMP WORKS INC	RWW PUMP #3 REPAIR	2,015.09
JOHN DEERE FINANCIAL	SUPPLIES	136.89
NORTHERN SAFETY CO., INC.	SAFETY SUPPLIES	247.77
VERIZON WIRELESS	CELLULAR SERVICE	121.80
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	274.20
	<b>TOTAL</b>	<b>9,175.12</b>

**SEWER COLLECT**

ACE-N-MORE	SUPPLIES	106.50
ALLIANT ENERGY	ALLIANT ENERGY	1,993.53
ARNOLD MOTOR SUPPLY	PARTS	591.46
COBB OIL CO, INC.	FUEL	679.56
VERIZON WIRELESS	CELLULAR SERVICE	100.37
WAL-MART	SUPPLIES	19.41
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	110.09
	<b>TOTAL</b>	<b>3,600.92</b>

**SEWER CAP PROJ**

WMPF GROUP LLC	LEGAL ADVERTISING	126.37
	<b>TOTAL</b>	<b>126.37</b>

**SANITATION**

WEMIGA WASTE INC.	JANUARY SERVICES	3,500.00
	<b>TOTAL</b>	<b>3,500.00</b>

**UNEMPLOYMENT SELF INS**

IOWA WORKFORCE DEVELOPMENT	4TH QTR UNEMPLOYMENT CHARG	2,655.00
	<b>TOTAL</b>	<b>2,655.00</b>

	<b>TOTAL</b>	<b>144,014.97</b>
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**CITY OF WASHINGTON, IOWA  
MONTH TO DATE TREASURERS REPORT  
JANUARY 31, 2019**

FUND	1/1/2019 BEGINNING CASH BALANCE	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	1/31/2019 ENDING CASH BALANCE
001-GENERAL FUND	1,071,640.93	138,626.84	-	235,691.57	-	974,576.20
002-AIRPORT FUND	268,541.73	9,362.61	-	29,525.03	-	248,379.31
010-CHAMBER REIMBURSEMENT	6,205.42	6,205.82	-	5,288.77	-	7,122.47
011-MAIN STREET REIMBURSEMENT	1,534.12	-	-	3,940.59	-	(2,406.47)
012-WEDG REIMBURSEMENT	(3,921.42)	8,320.04	-	8,378.11	-	(3,979.49)
050-DOWNTOWN INCENTIVE GRANT	49,500.00	-	-	-	-	49,500.00
110-ROAD USE	1,020,690.95	80,265.03	-	46,080.99	-	1,054,874.99
112-EMPLOYEE BENEFITS	-	7,314.39	-	7,314.39	-	-
114-EMERGENCY LEVY	-	583.10	-	583.10	-	-
121-LOCAL OPTION SALES TAX	-	67,403.06	-	67,403.06	-	-
122-LOST DEBT SERVICE	158,542.22	-	-	-	-	158,542.22
123-LOST DEBT SERVICE RESERVE	79,170.00	-	-	-	-	79,170.00
124-HOTEL/MOTEL TAX	30,444.31	-	-	110.00	-	30,334.31
125-UNIF COMM UR-NE IND	8,256.83	-	-	-	-	8,256.83
127-UNIF COMM UR - BRIARWOOD	1,781.16	-	-	-	-	1,781.16
129-SC RES UR	820.28	4,109.49	-	-	-	4,929.77
132-UNIF COMM UR - EBD	16,996.06	-	-	-	-	16,996.06
133-UNIF COMM UR-IRE	54,204.58	-	-	-	-	54,204.58
134-DOWNTOWN COMM UR	2,099.45	-	-	-	-	2,099.45
145-HOUSING REHABILITATION	27,117.56	1,500.00	-	9,375.00	-	19,242.56
146-LMI TIF SET-ASIDE	57,363.53	-	-	-	-	57,363.53
200-DEBT SERVICE	426,084.44	8,290.20	-	-	-	434,374.64
300-CAPITAL EQUIPMENT	133,992.54	-	-	28,150.68	-	105,841.86
301-CAPITAL PROJECTS FUND	3,417,610.70	3,064.35	-	287,193.38	-	3,133,481.67
305-RIVERBOAT FOUND CAP PROJ	214,010.88	-	-	-	-	214,010.88
308-INDUSTRIAL DEVELOPMENT	89,169.67	11,178.59	-	5,386.00	-	94,962.26
309-MUNICIPAL BUILDING	1,384,344.14	163.76	-	-	-	1,384,507.90
310-WELLNESS PARK	173,682.25	2,307.56	-	-	-	175,989.81
311-SIDEWALK REPAIR & REPLACE	38,695.96	-	-	768.00	-	37,927.96
312-TREE REMOVAL & REPLACE	48,333.34	-	-	4,770.00	-	43,563.34
510-MUNICIPAL BAND	4,328.70	-	-	-	-	4,328.70
520-DOG PARK	4,684.69	-	-	-	-	4,684.69
530-TREE COMMITTEE	6,952.94	-	-	239.40	-	6,713.54
540-POLICE FORFEITURE	2,051.49	-	-	-	-	2,051.49
541-K-9 PROGRAM	20,028.00	2,000.00	-	-	-	22,028.00
545-SAFETY FUND	100.00	-	-	-	-	100.00
550-PARK GIFT	145,224.47	42.91	-	-	-	145,267.38
570-LIBRARY GIFT	349,397.35	1,661.84	-	27,397.96	-	323,661.23
580-CEMETERY GIFT	11,048.00	-	-	-	-	11,048.00
590-CABLE COMMISSION	10,761.14	-	-	-	-	10,761.14
600-WATER UTILITY	1,193,707.80	129,144.45	-	149,376.03	-	1,173,476.22
601-WATER DEPOSIT FUND	24,505.00	1,650.00	-	675.00	-	25,480.00
603-WATER CAPITAL PROJECTS	(379,865.16)	101,984.53	-	84,445.43	-	(362,326.06)
610-SANITARY SEWER	1,014,580.42	174,602.22	-	81,955.46	-	1,107,227.18
613-SEWER CAPITAL PROJECTS	350,029.09	2,307.56	-	885.00	-	351,451.65
670-SANITATION	154,149.13	77,581.58	-	39,736.33	-	191,994.38
950-SELF INSURANCE	232,649.36	656.83	-	5,513.33	-	227,792.86
951-UNEMPLOYMENT SELF INS	42,612.26	175.55	-	-	-	42,787.81
<b>TOTAL BALANCE</b>	<b>11,963,856.31</b>	<b>840,502.31</b>	<b>-</b>	<b>1,130,182.61</b>	<b>-</b>	<b>11,674,176.01</b>

**Cash in Bank - Pooled Cash**

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	3,062,190.77 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Investment in IPAIT ( PLUS 3 CDS)	3,227,613.06	1.964%
Wash St - Farm Mgmt Acct	80,753.74	
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	2.75%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	2.19%
Wash St Bank - CD 03/09/2017 - renewed	500,000.00	2.02%
Wash St Bank - CD 1/14/2019	500,000.00	2.75%
IPAIT ROLLING CD - MATURES MONTHLY	3,042,370.16	2.31%
Wash St Bank - CD 08/30/2018	260,898.28	2.38%
<b>TOTAL CASH IN BANK</b>	<b>11,674,176.01</b>	

(1) Washington State Bank	3,140,576.53
Outstanding Deposits & Checks/Wages payable	(78,385.76)
	<u>3,062,190.77</u>

**CITY OF WASHINGTON, IOWA  
YEAR TO DATE TREASURERS REPORT  
JANUARY 31, 2019**

FUND	7/1/2018 BEGINNING CASH BALANCE	Y-T-D REVENUES	REVENUES NOT YET RECEIVED	Y-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	1/31/2019 ENDING CASH BALANCE
001-GENERAL FUND	1,000,000.00	2,092,500.81	-	2,117,924.61	-	974,576.20
002-AIRPORT FUND	216,686.89	231,632.82	-	199,940.40	-	248,379.31
010-CHAMBER REIMBURSEMENT	3,120.36	39,612.70	-	35,610.59	-	7,122.47
011-MAIN STREET REIMBURSEMENT	-	34,024.56	-	36,431.03	-	(2,406.47)
012-WEDG REIMBURSEMENT	-	8,320.04	-	12,299.53	-	(3,979.49)
050-DOWNTOWN INCENTIVE GRANT	128,500.00	-	-	79,000.00	-	49,500.00
110-ROAD USE	724,834.41	690,412.65	-	360,372.07	-	1,054,874.99
112-EMPLOYEE BENEFITS	-	437,578.25	-	437,578.25	-	-
114-EMERGENCY LEVY	-	34,925.47	-	34,925.47	-	-
121-LOCAL OPTION SALES TAX	-	517,582.38	-	517,582.38	-	-
122-LOST DEBT SERVICE	-	203,027.03	-	44,484.81	-	158,542.22
123-LOST DEBT SERVICE RESERVE	8,473.29	79,170.00	-	8,473.29	-	79,170.00
124-HOTEL/MOTEL TAX	-	42,870.83	-	12,536.52	-	30,334.31
125-UNIF COMM UR-NE IND	-	8,256.83	-	-	-	8,256.83
127-UNIF COMM UR - BRIARWOOD	-	21,124.94	-	19,343.78	-	1,781.16
129-SC RES UR	-	32,363.77	-	27,434.00	-	4,929.77
132-UNIF COMM UR - EBD	-	17,533.56	-	537.50	-	16,996.06
133-UNIF COMM UR-IRE	-	54,204.58	-	-	-	54,204.58
134-DOWNTOWN COMM UR	-	5,033.50	-	2,934.05	-	2,099.45
145-HOUSING REHABILITATION	37,809.51	4,000.00	-	22,566.95	-	19,242.56
146-LMI TIF SET-ASIDE	47,651.89	9,711.64	-	-	-	57,363.53
200-DEBT SERVICE	65,190.56	483,836.35	-	114,652.27	-	434,374.64
300-CAPITAL EQUIPMENT	145,742.38	-	-	39,900.52	-	105,841.86
301-CAPITAL PROJECTS FUND	3,242,414.72	2,015,323.49	-	2,124,256.54	-	3,133,481.67
305-RIVERBOAT FOUND CAP PROJ	-	214,010.88	-	-	-	214,010.88
308-INDUSTRIAL DEVELOPMENT	104,652.52	11,617.25	-	21,307.51	-	94,962.26
309-MUNICIPAL BUILDING	1,429,140.77	864.66	-	45,497.53	-	1,384,507.90
310-WELLNESS PARK	178,883.88	17,105.93	-	20,000.00	-	175,989.81
311-SIDEWALK REPAIR & REPLACE	75,480.31	32,509.33	-	70,061.68	-	37,927.96
312-TREE REMOVAL & REPLACE	97,136.42	-	-	53,573.08	-	43,563.34
510-MUNICIPAL BAND	4,078.70	250.00	-	-	-	4,328.70
520-DOG PARK	4,684.69	-	-	-	-	4,684.69
530-TREE COMMITTEE	7,728.31	2,372.50	-	3,387.27	-	6,713.54
540-POLICE FORFEITURE	2,051.49	-	-	-	-	2,051.49
541-K-9 PROGRAM	7,040.00	14,988.00	-	-	-	22,028.00
545-SAFETY FUND	100.00	-	-	-	-	100.00
550-PARK GIFT	142,418.61	4,903.06	-	2,054.29	-	145,267.38
570-LIBRARY GIFT	333,893.93	22,340.70	-	32,573.40	-	323,661.23
580-CEMETERY GIFT	11,048.00	-	-	-	-	11,048.00
590-CABLE COMMISSION	10,761.14	-	-	-	-	10,761.14
600-WATER UTILITY	603,906.24	1,380,247.54	-	810,677.56	-	1,173,476.22
601-WATER DEPOSIT FUND	23,870.00	13,200.00	-	11,590.00	-	25,480.00
602-WATER SINKING	-	29,649.07	-	29,649.07	-	-
603-WATER CAPITAL PROJECTS	-	1,759,783.50	-	2,122,109.56	-	(362,326.06)
610-SANITARY SEWER	715,813.10	1,311,390.16	-	919,976.08	-	1,107,227.18
612-SEWER SINKING	-	225,300.00	-	225,300.00	-	-
613-SEWER CAPITAL PROJECTS	381,043.09	12,662.56	-	42,254.00	-	351,451.65
670-SANITATION	160,034.64	289,541.32	-	257,581.58	-	191,994.38
910-LIBRARY TRUST	-	-	-	-	-	-
950-SELF INSURANCE	238,854.45	39,356.94	-	50,418.53	-	227,792.86
951-UNEMPLOYMENT SELF INS	44,776.92	10,501.89	-	12,491.00	-	42,787.81
<b>TOTAL BALANCE</b>	<b>10,197,821.22</b>	<b>12,455,641.49</b>	<b>-</b>	<b>10,979,286.70</b>	<b>-</b>	<b>11,674,176.01</b>

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	3,062,190.77 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Investment in IPAIT ( PLUS 3 CDS)	3,227,613.06	1.964%
Wash St - Farm Mgmt Acct	80,753.74	
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	2.75%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	2.19%
Wash St Bank - CD 03/09/2017 - renewed	500,000.00	2.02%
Wash St Bank - CD 1/14/2019	500,000.00	2.75%
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<b>TOTAL CASH IN BANK</b>	<b>11,674,176.01</b>	

(1) Washington State Bank	3,140,576.53
Outstanding Deposits & Checks/Wages payable	(78,385.76)
	<u>3,062,190.77</u>

## Brent Hinson

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**From:** Amber Talbot  
**Sent:** Thursday, February 7, 2019 10:25 AM  
**To:** 'Brent Hinson'  
**Cc:** 'Kelsey (Kranz) Brown'  
**Subject:** RE: FY20 City Budget  
**Attachments:** 2019 City of Washington R3 (002).pdf; FUNDING HISTORY Jan 2019\_.pdf

Hi Brent, attached is our budget information. We attached the option of continuing our agreement based on the averages or what the funding would be if they did the per year intake. It's up to the council with what is easiest for all of you. We are fine with either option. I am pleased to say that the number of cats has only changed by 2, so the numbers of animals coming in is basically the same. However, the change in the funding amount is because we had to increase our fee for service across the board with everyone. We haven't increased our boarding or pick up fee for over 6 years and recently found that we had fallen significantly below the county boarding average. Which is what we have always based our funding formula on. I look forward to working with you and the council. Please let me know when we should meet if needed. I am on my cell to today, feel free to call if you have any questions.

Sincerely,  
Amber Talbot, Director  
PAWS & More  
1004 ½ W Madison  
Washington, IA 52353  
Cell 319-461-9708

**From:** Brent Hinson <bhinson@washingtioniowa.gov>  
**Sent:** Thursday, January 17, 2019 8:47 AM  
**To:** Amber Talbot <amberjtalbot@gmail.com>  
**Cc:** Kelsey (Kranz) Brown <kbrown@washingtioniowa.gov>  
**Subject:** FY20 City Budget

Hi Amber:

Attached for your information is a memo on our budget process. I know we had talked last year before the budget process about a new 3-year agreement, but neither of us ended up getting around to that in the last year- oops. Frankly, if you're happy with continuing with the \$21k for FY20, I will just make sure we get that funded, and perhaps you can come to Council in March or April and we can get authorization to work out an agreement for FY21, 22 & 23. Just let me know your thoughts. Thanks.



**Brent D. Hinson**  
City Administrator  
City of Washington (Pop. 7,266)  
215 East Washington St.  
Washington, IA 52353  
(p) 319-653-6584 X134  
(f) 319-653-5273

Please note change of email address to [washingtioniowa.gov](mailto:bhinson@washingtioniowa.gov)





February 5, 2019

Dear Washington City Council, Mayor and Administrator:

Thank you for your service to our city of Washington. Funding from the city of Washington is essential in order for PAWS to continue its mission. Please keep this in mind when voting on the upcoming budget.

There are essentially two ways to consider funding to PAWS — one based on our **Seven Day Formula (1)** or the other, based on **averages(2)**. They look like this:

**1) Seven Day Formula:** number of animals accepted from within that entity only, multiplied by a daily boarding fee, multiplied by the first seven days the animal is in our care. The seven day time period is **state law** for how long an impounded animal is to be kept prior to adoption or euthanasia. We also include a per-animal pick-up fee for those that required a pick up.

Despite effective fundraising, due to overall increasing costs, we've simply had to raise both our daily boarding fee and our pick-up fee which are part of the Formula. We've refrained from these increases for several years. The daily boarding fee is now \$18 (up from \$15) which is still **less than average** for what county-wide clinics charge. The pick-up fee, now \$60 (up from \$40), is based on what the local animal control officer is paid per call. His rate does vary depending on the time of day he takes the call, but we feel this rate is a reasonable ask when considering the cost of using our own vehicle, cost of fuel, and the time it takes to handle a call. Additionally, many of our calls are after normal business hours.

**Seven Day Formula based on 2018 intake (see Excel intake report):**

195 cats x \$18 boarding per day x 7 days (state law) = \$24,570 + 9 pick ups @ \$60 per call = \$540  
**Total Seven Day Formula Request for 2018 = \$24,570 + \$720 = \$25,110 (\$6,277.50 per quarter)**

**2) Averages Formula:** the budget for July 2018 - June 2019 provides \$21,000 to PAWS based on the **average number (200)** of cats (and occasional small animal) received from the city but with no compensation for pick-up fees. Going forward, if the averages option is chosen, we ask that pick-up fees be **INCLUDED**. The county and other cities pay them — we feel it's only fair that Washington does too. The average number of pick-ups over the past 11 years is 17, and the average number of intake has only risen slightly, from 200 to 202. The amount for these average numbers is \$26,472.

202 cats x \$18 boarding per day x 7 days (state law) = \$25,452 + 17 pick-ups x \$60 = \$1,020  
**Averages Amount Total Request = \$26,472 (\$6,618 per quarter)**

The supporting document — **"Funding History"** — shows the funding history and it provides where the averages were derived. Note that our requests in the report did **NOT** include owner surrenders — even though the likelihood of them ending up as strays was very high if we didn't accept them), reclaimed animals, Trap/Neuter/Release (TNR) cats, or dogs. The request has always been based on services rendered, not estimates.

The city may find it helpful for simplicity in budget planning purposes to enter a contract with PAWS as we did from 2014-17. If so, we respectfully ask that you base the contract on the averages amount. We recognize this is slightly higher than the Seven Day Formula for 2018's numbers, however numbers will fluctuate and if using one amount for a contract, basing it on averages is undeniably a fair route to take. PAWS will continue to invoice \$70 per cat for TNR as the annual request does not include TNR funding, nor does the average number of 202 include TNR cats. We can limit the amount of TNR cats if requested to do so.

PAWS & More was very busy in 2018:

Intake: 826 — highest it's ever been — up from 813 in 2017 (over a 29% increase compared to five years ago)

Statistics: 9% reclaimed, 5% transferred to breed-specific rescues, 4% in process (recent arrivals); **77% adopted!**, only 5% euthanized (due to medical or behavioral reasons, not space restrictions)

We respectfully ask that the City of Washington please recognize the magnitude of PAWS & More's services — animal control services that have been rendered. Services that PAWS provides our citizens that are promised to them through city ordinances. Services that PAWS is already set up to provide that would go unfulfilled to our citizens without PAWS. Therefore, contract or not, we hope you'll plan to pay the averages amount of \$26,472, or use the **Seven Day Formula** amount of \$25,110. PAWS can simply not afford to be underfunded for the services we provide and history has shown that our requests are fair and reasonable.

Thank you for your time and consideration. Please let me know if you have any questions and if you have not walked through the shelter, please stop out or call us for a scheduled visit. You'll be proud of our facility — one that other towns are not fortunate enough to have.

Sincerely,



Amber Talbot  
Operations Director, PAWS & More Animal Shelter  
amberjtalbot@gmail.com — 319-461-9708



Sheila Hanson  
Volunteer Board President, PAWS & More Animal Shelter  
shehanson13@gmail.com — 319-461-5560



February 6, 2019

Dear Brent:

It's been an understanding for many years that the city would pay PAWS & More to take unclaimed dog pound dogs in order to give them a chance at life instead of euthanizing them. PAWS has been invoicing \$46.65 per dog for several years, but the actual average amount (as it varies by weight) for euthanasia is \$49.90, along with a \$55.50 cremation and disposal fee, totalling \$105.40 that is paid to Town & Country Vet Clinic when a dog is euthanized. Additionally, when sedation is necessary prior to euthanasia, there's an additional charge of \$34.20. *Animals that require euthanasia are often times difficult to handle and this would be a charge that is probably incurred often.* We will not be including the \$34.40 in our invoicing. However, taking all of this into consideration, PAWS & More will continue to invoice quarterly for dog pound dogs, but at a new rate of \$105.40 per dog as this is the average amount spent to euthanize, cremate, and dispose of them that the city is paying Town & Country Veterinary Clinic to do so. As a reminder, these dogs are NOT part of the annual funding request, they are a separate agreement, but we did want to notify the city of the rate change — one we think is fair based on real fees. Please let us know if you have any questions or concerns in regard to this matter.

Sincerely,

*Amber Talbot*  
Amber Talbot  
Operations Director, PAWS & More Animal Shelter  
amberjtalbot@gmail.com — 319-461-9708

*Sheila Hanson*  
Sheila Hanson  
Volunteer Board President, PAWS & More Animal Shelter  
shehanson13@gmail.com — 319-461-5560

# PAWS & More & City of Washington Funding History:

Prepared on January 29, 2019

**2008 Ask/owed: \$24,150 Received: \$13,000 Underfunded: \$11,150**

*(No dog pound reimbursement, SAVING city \$1,032 in dogs alone. Sandy motioned for it to be removed when council agreed to going up to \$13,000.)  
272 animals (dogs and cats — 57 of them were feral cats), 17 pick ups were not addressed.  
272 city animals calculates to 23 animals on average per month x 12 mo. x \$12.50 x 7 days = \$24,150*

## START for averaging figures:

**2009 Ask/owed: \$23,175 Received: \$10,400 Underfunded: \$12,750**

*(Still no dog pound reimbursement, SAVING city \$1,760 in dogs alone, and funding was reduced to \$10,400.)  
67 dogs and 192 cats, 1 rabbit (total of 260 animals), 17 pick ups at \$25 per call.*

**2010 Ask/owed: \$27,112.50 Received: \$10,400 Underfunded: \$16,712.50**

*(Went back to invoicing city for dog pound dogs 69 of them at \$3,151.08.)  
305 CATS and 2 rabbits, 17 pick ups at \$25 per call.*

**2011 Ask/owed: \$18,437.50 Received: \$10,400 Underfunded: \$8,037.50**

*13 dogs NOT from the dog pound, 188 cats, 4 rabbits, 20 pick ups at \$25 per call*

**2012 Ask/owed: \$15,225 Received: \$10,400 Underfunded: \$4,825**

*TNR day: 25 cats and 43 fetuses totally 68 cats PLUS 145 cats, 24 pick ups at \$25 per call  
Raised boarding daily fee from \$12.50 to \$15*

**2013 Ask/owed: \$15,065 Received: \$12,900 Underfunded: \$2,165**

*137 cats, 17 calls at \$40 per call  
Raised pick up fee to \$40 from \$25, in line with what dog catcher gets.*

**2014 Ask/owed: \$18,320 Received: \$15,000 Underfunded: \$3,320**

*167 cats, 1 bird, 17 pick ups at \$40 per call.*

## Agreement for three years:

**2015 Owed: \$24,570 Received: \$15,000 Underfunded: \$9,570**

*234 cats, no pick ups included so real amount is even higher, there were 12 pick ups*

**2016 Owed: \$23,730 Received: \$16,000 Underfunded: \$7,730**

*226 CATS, no pick ups included so real amount is even higher, there were 21 pick ups*

**2017 Owed: \$22,785 Received: \$17,000 Underfunded: \$5,785**

*217 CATS, no pick ups included so real amount is even higher, there were 20 pick ups*

**2018 Owed: \$22,785 Received our request of: \$21,000 Actually Still Underfunded: \$1,785**

*214 CATS, 2 rabbits, 1 bird, no pick ups included so real amount is even higher. There were 15 pick-ups.*

**2019 Owed: \$25,110 To be determined.**

*195 CATS. There were 9 pick-ups.*

**As a reminder: dogs, owner relinquished cats, reclaimed animals, and TNR cats are NOT included in Washington's figures.**

*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*

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## **Memorandum**

February 15, 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: Update on Wellness Park and MSA Contract Amendment

Engineer Jake Huck from MSA Professional Services will be present at the meeting to give an update on the Wellness Park project and especially Phase 1B, the concessions and restrooms buildings. See attached for more information.

Jake will also be available to answer any questions related to the attached proposed contract amendment. The scope of the Wellness Park project has changed quite a bit from the time of the original agreement with MSA a year ago. In addition to adding quite a bit of infrastructure work to the project and raising the project from an estimated \$1.5 million to \$2.6 million, we have also split the project into three separately bid subphases (1A Grading & Utilities; 1B Concessions & Restrooms Buildings; and 1C Field, Trail and Street Development), which requires much more of the engineers' time. We have been very happy with the work MSA has been performing and their general responsiveness. While the proposed amendment will raise MSA's estimated total fee to \$163,500, this is not much different than the \$158,000 they cautioned us it could cost back in July 2017 when we started talking, depending on the scope of work they were asked to do.

**PLAN NOTES - FLOOR PLAN**

- WALL HINGE LAVATORY
- MOP SINK, SEE PLUMBING
- TOILET, SEE PLUMBING
- TOILET COMPARTMENT SEE DETAIL W-2
- TOILET COMPARTMENT SEE DETAIL W-3
- WINDOW AC UNIT, SEE MECHANICAL
- WALL WATER FOUNTAIN
- WALL WATER FOUNTAIN
- WALL WATER FOUNTAIN
- WALL WATER FOUNTAIN
- BABY CHANGING STATION
- WALL MOUNT HAND DRYER
- COILING OVERHEAD DOOR, MOUNT HOOD FLUSH TO CEILING

**SCHEDULE - DOOR**

DOOR FINISHING NO.	DOOR		NOMINAL SIZE		FRAME		DETAILS		HW SET	GLASS TYPE	FIRE RATING	REMARKS
	TYPE	MATL.	WIDTH	HT	TYPE	MATL.	HEAD	JAMB				
1	B	HM	3'-0"	7'-0"	1 3/4"	F1	HM			(none)	(none)	1
2	B	HM	3'-0"	7'-0"	1 3/4"	F1	HM			(none)	(none)	1
3	B	HM	3'-0"	7'-0"	1 3/4"	F1	HM			(none)	(none)	1
4	A	STL	6'-0"	8'-0"	2"	-	-	-	-	(none)	(none)	2,3

**DOOR REMARKS**

- SET THRESHOLD ON GASKET (SEE HARDWARE SET).
- DOOR SIZE LISTED IS MASONRY OPENING SIZE. DOOR SHALL BE 2" WIDER AND 1" TALLER THAN OPENING SIZE.
- 2" TRACK AND DOOR HARDWARE AND OPERATOR BY DOOR MANUFACTURER.

**SCHEDULE - ROOM FINISH**

ROOM NO.	ROOM NAME	FLOOR	WALLS			CEILING	REMARKS
			NORTH	SOUTH	EAST		
105	MECH STORAGE	F1	W1	W1	W1	C1	9'-0"
106	FAMILY RESTROOM	F1	W1	W1	W1	C1	9'-0"
107	FAMILY RESTROOM	F1	W1	W1	W1	C1	9'-0"
108	CONCESSIONS	F1	W1	W1	W1	C1	9'-0"

**ENHANCED SCHEDULE REMARKS**

- NONE

**ROOM FINISH LEGEND**

**FLOOR:** CONCRETE W/ SMOOTH AND HEAVY DUTY FLOOR FINISH (APPEARANCE)

**WALLS:** CONCRETE WALL UP TO 3'-6" PAINT STUD WALL ABOVE 3'-6" (WHITE APPEARANCE)

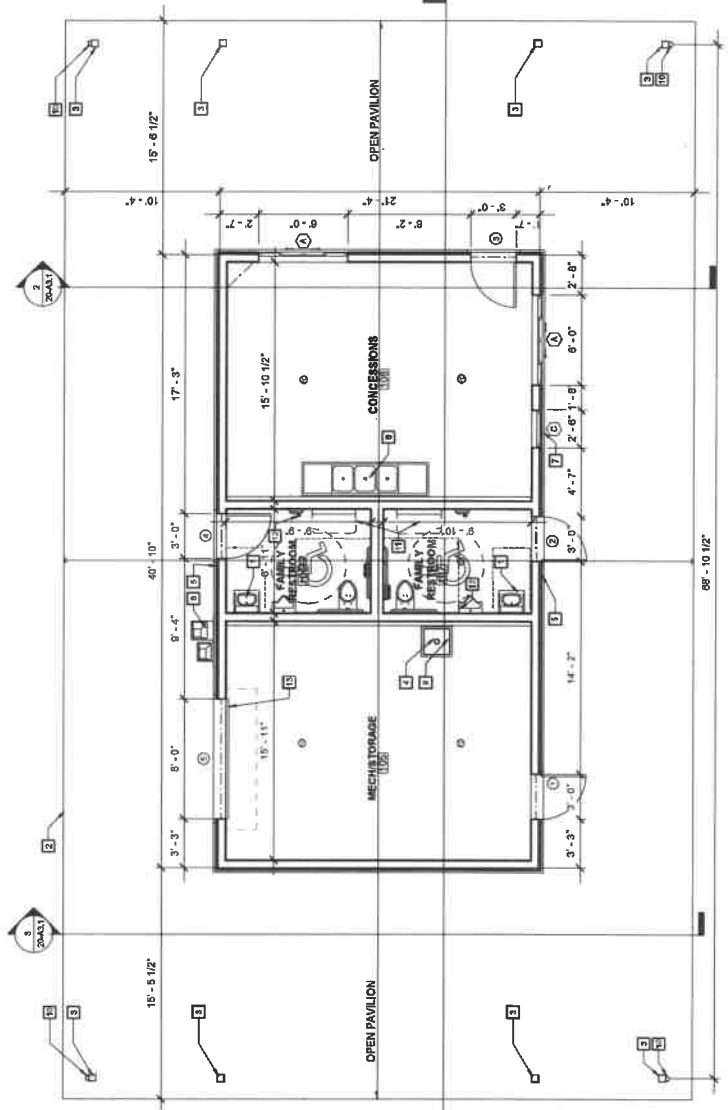
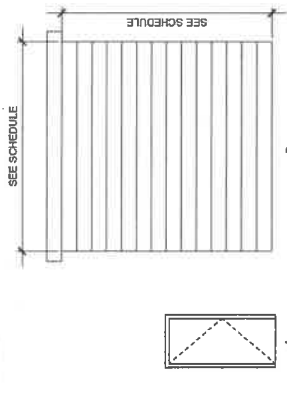
**CEILING:** FIRE RESISTANT GYPSUM BOARD W/ LIGHT ORANGE PEEL TEXTURE (EPOXY PAINT)

**BASE:** NONE

**SI:** NONE

**DOOR TYPES**

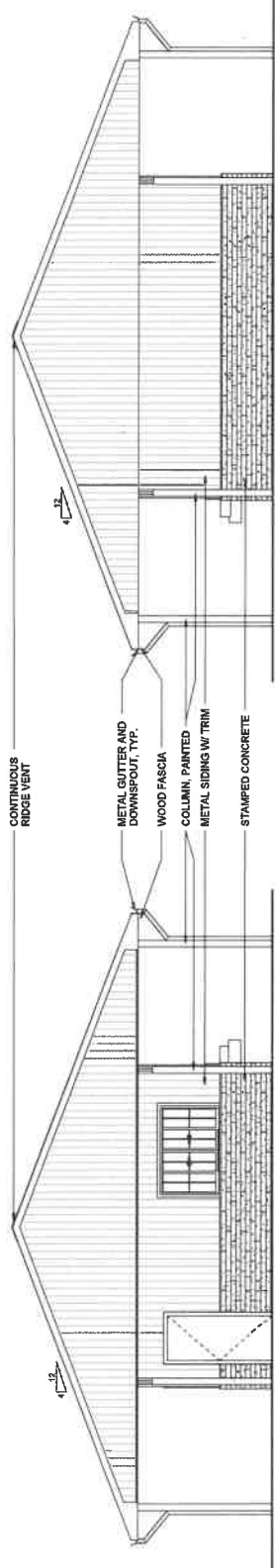
1/4" = 1'-0"



**CONCESSIONS FLOOR PLAN**  
 1/4" = 1'-0" (20x9)  
 1/8" = 1'-0" (11x7)



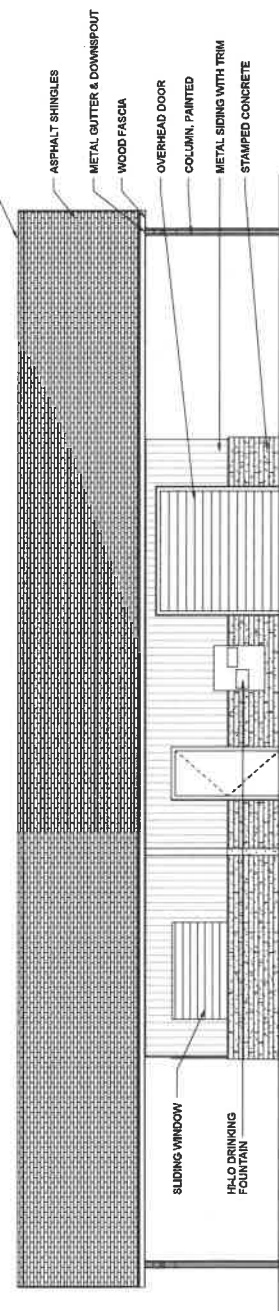
NOTE: FLOOR PLAN DIMENSIONS ARE FACE OF WOOD STUD FRAMING TO FACE OF WOOD STUD FRAMING



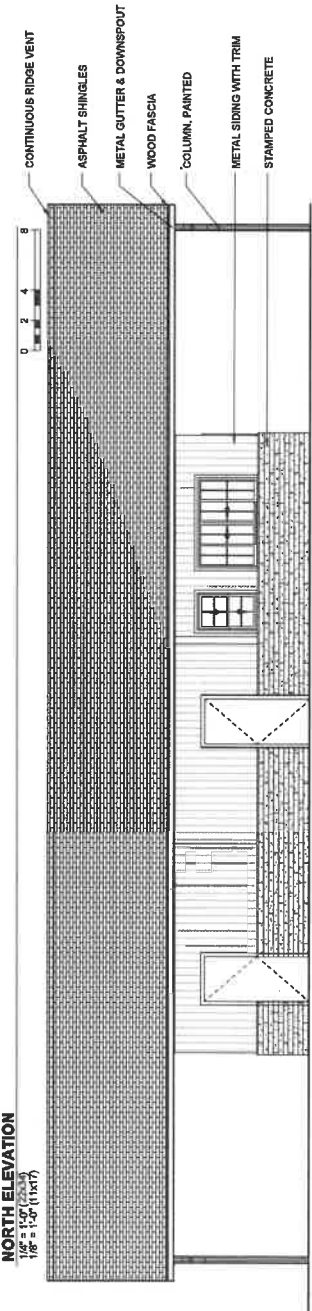
**EAST ELEVATION**  
 1/8" = 1'-0" (22x34)  
 1/8" = 1'-0" (11x17)



**WEST ELEVATION**  
 1/8" = 1'-0" (22x34)  
 1/8" = 1'-0" (11x17)



**NORTH ELEVATION**  
 1/8" = 1'-0" (22x34)  
 1/8" = 1'-0" (11x17)



**SOUTH ELEVATION**  
 1/8" = 1'-0" (22x34)  
 1/8" = 1'-0" (11x17)



**ALTERNATE BID #1**  
 1. STANDING SEAM METAL ROOF IN LIEU OF ASPHALT SHINGLES

**GENERAL PLAN NOTES:**

- ALL DIMENSIONING IS TO FACE OF STUD, FRAMING OR CONCRETE. DO NOT SCALE DRAWINGS. IF DIMENSIONS ARE IN QUESTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING CLARIFICATION FROM THE ARCHITECT.
- THE CONTRACT DOCUMENTS CONSIST OF THE SPECIFICATION MANUAL AND DRAWINGS WHICH ARE INTENDED TO BE COMPLEMENTARY AND TO BE USED IN CONJUNCTION WITH ONE ANOTHER.
- THE SPECIFICATION MANUAL AND THE DRAWINGS, NOTIFY THE ARCHITECT FOR A RESOLUTION.
- ALL EXTERIOR WALL AND ROOF OPENINGS BY ALL TRADES SHALL BE FLASHED AND WEATHER STOPPED.
- OPENINGS FOR PLUMBING, VENTILATING AND ELECTRICAL WORK IN WALLS, FLOORS, CEILING, AND ROOF SHALL BE PROVIDED BY THE GC LOCATION AND SIZE SHALL BE THE RESPONSIBILITY OF THE RESPECTIVE CONTRACTORS.
- COORDINATE WITH PLUMBING DRAWINGS. (MAX FLOOR SLOPE 1/4" PER FT). ALL ROOF CURBS REQUIRED SHALL BE PROVIDED AND INSTALLED BY THE CONTRACTOR.
- COORDINATE WITH MECHANICAL DRAWINGS TO PROVIDE STRUCTURAL MEMBERS FOR SUPPORTING ROOF HANG HVAC EQUIPMENT AND LIGHTING.
- CONTRACTOR TO COORDINATE STRUCTURAL, ARCHITECTURAL, HVAC, AND PLUMBING PLANS FOR DETAILS, DIMENSIONS, ELEVATIONS, OPENINGS, INSERTS, ETC.
- VERIFY ARCHITECT OF ANY VARIANCE BEFORE COMMENCING CONSTRUCTION.
- IN NO CASE SHALL STRUCTURAL ALTERATIONS OR WORK AFFECTING A GENERAL CONTRACTOR SHALL PROVIDE ALL INTEGRAL CONCRETE OR EQUIPMENT PADS INDICATED ON THE PLUMBING, HVAC AND ELECTRICAL DRAWINGS INSIDE THE BUILDING.

**PLAN NOTES - FLOOR PLAN**

- WALL HING LAVATORY DOWN SPOUT, CONNECT TO DRAIN TILE
- WALL MOUNTED HAND DRYER
- WALL MOUNTED TISSUE DISPENSER
- HALO DRINKING FOUNTAIN
- NOT USED
- ROOM SIGNAGE, SEE DETAIL X.X
- SEE DETAIL X.X FOR COLUMN
- SEE DETAIL X.X FOR COLUMN
- SEE DETAIL X.X FOR COLUMN
- MOP SINK WWATER HEATER SHELF ABOVE, SEE PLUMBING

**SCHEDULE - DOOR**

DOOR NO.	DOOR		MATERIAL	TYPE	NOMINAL SIZE	FRAME DETAILS				GLASS TYPE	FIRE RATING	REMARKS	
	WIDTH	HEIGHT				HEAD	JAMB	SILL					
1	A	HM	3'-0"	7'-0"	1 3/4"	F1	HM			(none)		1	
2	A	HM	3'-0"	7'-0"	1 3/4"	F1	HM			(none)		1	
3	A	HM	2'-6"	7'-0"	2"	F1	HM			(none)		1	
4	A	HM	3'-0"	7'-0"	1 3/4"	F1	HM			(none)		1	

DOOR REMARKS

- SET THRESHOLD ON GASKET (SEE HARDWARE SET)

**SCHEDULE - ROOM FINISH**

ROOM NO.	ROOM NAME	WALLS				CEILING		REMARKS
		NORTH	SOUTH	EAST	WEST	MATL	HEIGHT	
101	WOMEN'S RESTROOM	F1	W1	W1	W1	C1	9'-0"	
102	MECHANICAL ROOM	F1	W1	W1	W1	C1	9'-0"	
103	MEN'S RESTROOM	F1	W1	W1	W1	C1	9'-0"	
104	MEN'S RESTROOM	F1	W1	W1	W1	C1	9'-0"	

FINISH REMARKS

- NONE

**ROOM FINISH LEGEND**

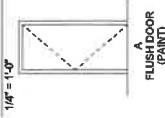
**FLOOR:**  
 F1. CONCRETE W/ SMOOTH STEEL TROWELED FINISH AND HEAVY DUTY FLOOR FINISH (MATCH APPEARANCE)

**WALLS:**  
 W1. CONCRETE WALL UP TO 3'-0" PAINT STUD WALL ABOVE 3'-0"

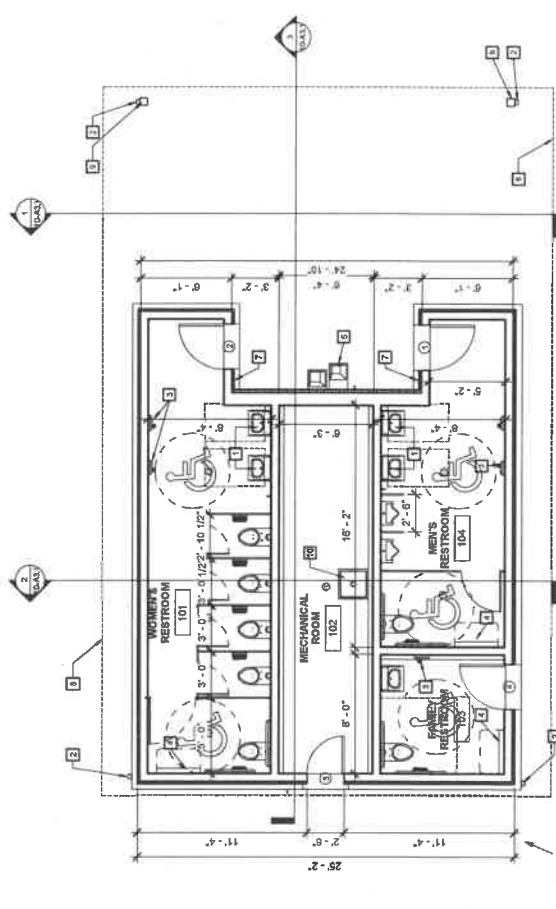
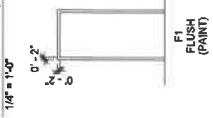
**CEILING:**  
 C1. ABUSE RESISTANT GYPSUM BOARD WITH ORANGE PEEL TEXTURE (EPOXY PAINT)

**BASE:**  
 B1. NONE

**DOOR TYPES**  
 1/4" = 1'-0"



**FRAME TYPES**  
 1/4" = 1'-0"



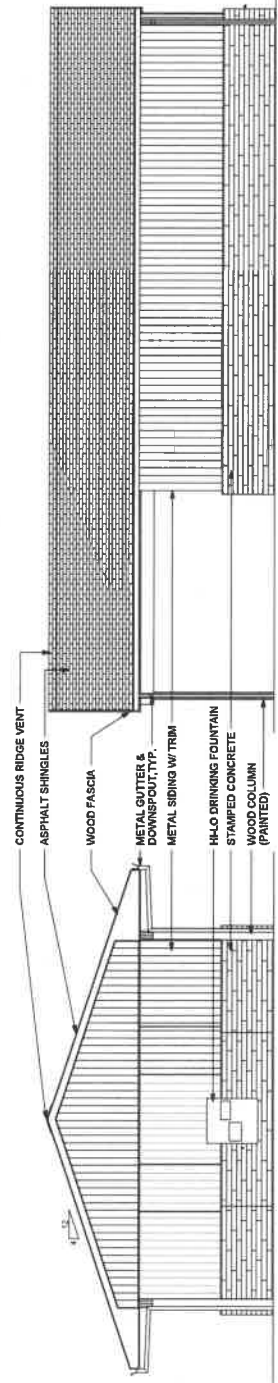
**RESTROOM FLOOR PLAN**  
 1/4" = 1'-0" (22x48)  
 1/8" = 1'-0" (11x17)

NOTE: FLOOR PLAN DIMENSIONS ARE FACE OF WOOD STUD FRAMING TO FACE OF WOOD STUD FRAMING

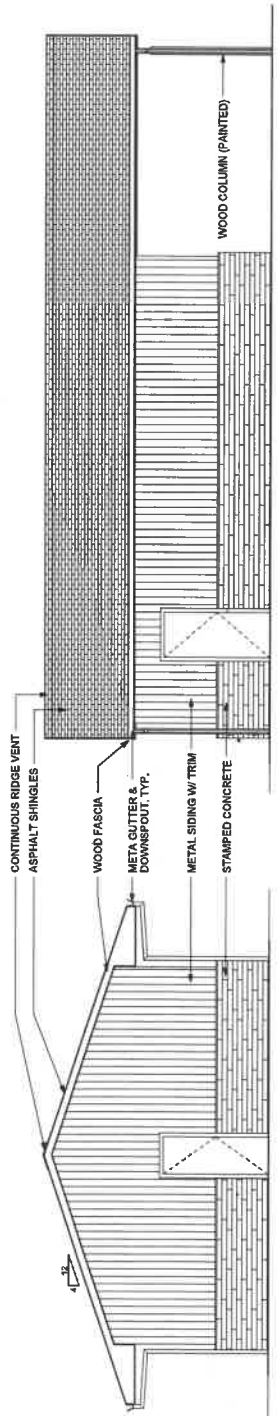




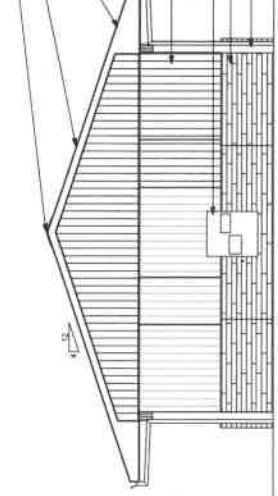
**ALTERNATE BID #1**  
 1. STANDING SEAM METAL ROOF IN LIEU OF ASPHALT SHINGLES



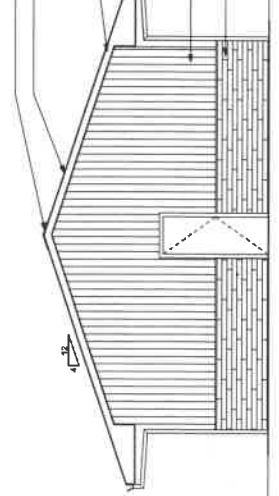
**NORTH ELEVATION**  
 1/4" = 1'-0" (22x44)  
 1/8" = 1'-0" (11x17)



**SOUTH ELEVATION**  
 1/4" = 1'-0" (22x44)  
 1/8" = 1'-0" (11x17)



**EAST ELEVATION**  
 1/8" = 1'-0" (11x17)



**WEST ELEVATION**  
 1/8" = 1'-0" (22x44)  
 1/8" = 1'-0" (11x17)





**RESTROOM BUILDING**



**CONCESSION BUILDING**

**AMENDMENT TO OWNER-ENGINEER AGREEMENT  
Amendment No. 1**

1. *Background Data:*

Effective Date of Owner-Engineer Agreement March 6, 2018 \_\_\_\_\_

- a. Owner: CITY OF WASHINGTON, IOWA
- b. Engineer: MSA PROFESSIONAL SERVICES, INC
- c. Project: WELLNESS PARK – PHASE 1 DESIGN SERVICES

2. *Description of Modifications:*

- a. The Scope of Services currently authorized to be performed by Engineer in accordance with the Agreement and previous amendments, if any, is modified as follows: See attachment A
- e. The schedule for rendering services is modified as follows:

5. Agreement Summary (Reference only)

a. Original Agreement Lump Sum amount:	\$ 90,000
b. Net change from previous amendments:	\$ 0
b. Lump sum fee for Phase 1A Additional Services:	\$ 38,000
c. Estimated fee for Phase 1B-1C Design, Bidding and CRS:	\$ 35,500
d. Total Adjusted Agreement amount:	\$ <u>163,500</u>

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is \_\_\_\_\_, 2019.

OWNER:

ENGINEER:

By: Jaron Rosien

By: Jason Miller

Title: Mayor

Title: Vice President

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

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



400 Ice Harbor Drive, Suite 110  
Dubuque, IA 52001  
Tel: (563) 582-3973  
Fax: (563) 582-4020  
www.msa-ps.com

January 4, 2018

Brent Hinson  
City Administrator  
215 E. Washington St.  
Washington, IA 52353

Re: Washington Wellness Park – Phase 1 Design Services

Dear Brent:

Thus far, it has been a very positive experience for MSA as we assisted City of Washington Staff, the Park Committee and residents to shape the Conceptual Master Plan for the future Wellness Park site. The excitement and energy generated at each meeting we have participated in reiterates the positive benefits that this park development will have on the quality of life of Washington's residents once complete. It is obvious the City Council understands the importance of multi-use recreational facilities to support and promote the residents' health and well-being.

Through multiple interactions of the conceptual design as well as adjustments to construction phasing to meet budget considerations, a scope for Phase 1 of the Wellness Park has been developed. For this design phase, Jake Huck will serve as your project manager and primary point of contact for the project. The MSA Professional Services (MSA) team we have assembled offers project experience, leadership and expertise that will provide the City with the technical information needed allow Staff and City Council to effectively assess and consider both short- and long-term opportunities for the Wellness Park property and select with the most appropriate options for Washington.



MSA exists to enable people to positively impact the lives of others. This project has proven already to be a true opportunity for us to deliver on that promise. We look forward to continuing our partnership to complete design of the first phase for a recreational space that will positively impact Washington residents and visitors for generations to come.

We welcome the opportunity to further discuss your needs and our approach. Please do not hesitate to contact me directly at (563) 542-6571 or [jhuck@msa-ps.com](mailto:jhuck@msa-ps.com).

Sincerely,

MSA Professional Services, Inc.  
Jake Huck, P.E.  
Project Manager

## PROPOSED SCOPE OF WORK

Our approach, involves multiple meetings and interactions with the committee, general public and council in order to develop and refine the design to achieve the desired end results. Further, during these meetings and interactions, we shall be updating the cost estimates to reflect the decisions and changes that have been made.

Our scope of services includes the following:

---

### 1. PHASE 1 - PRELIMINARY DESIGN

Once the conceptual design and budget has been reviewed and approved by the City of Washington, the design will move forward in earnest. Background data with a higher level of accuracy will be collected at this time by MSA's survey crew including a boundary and topographic survey of the parcel, collection of utility maps from City staff and private utility companies and other pertinent background information needed to create bid and construction quality documents. MSA will assist the City in their selection of equipment vendors as necessary for Phase 1 elements such as athletic equipment, lighting and restroom/concessions.



MSA's engineers will then develop a preliminary site, grading, roadway, and utility plans for Phase 1 of the Washington Wellness Park. Estimated construction costs will then be updated based on the refined preliminary plans, quotes from preferred vendors and more accurate background data.

At this time, Phase 1 is anticipated to include construction of a dry detention basin to provide improved rate control for this watershed. A future phase would be proposed to upgrade this dry basin to a full pond the increased volume capacity, recreational value and water quality capabilities. Having an intermediate storm water management feature is important to minimize the park development's impact and to start to address existing storm water issues in this part of the City.

Before moving onto the next step, further feedback will be gathered from City Staff and the Park Committee and to steer the direction of final design and bidding documents.

### **SURVEY TASKS**

- Conduct parcel research to identify existing right-of-way and easements, and to obtain plats of record for the project area and adjacent parcels.
- One (1) site visit to perform reconnaissance required to verify the presence of property pins and to identify existing site cover and conditions.
- Schedule, coordinate, and attend one (1) joint meeting of utilities on-site to discuss project requirements and limits.
- Conduct survey fieldwork to gather existing boundary data and topographic information and existing public and private utility locations as located by Iowa One Call.

City of Washington Wellness Parks  
January 4, 2018

- Prepare a base map indicating locations of above ground contours, underground utilities, parcel data, property lines, and contours at 1-foot intervals to document site conditions for the site.
- Prepare any necessary Easement or Acquisition Plats.

#### **ENGINEERING TASKS**

- Attend meetings with the City to discuss the civil design elements of the overall project. Issues to be discussed include, but are not limited to; street grades, pavement types and limits, functionality, signage, gating, lighting, and conflicts or challenges.
- Produce a grading plan to effectively direct and convey storm water runoff via overland flow.
- Develop hydrologic model and design culverts and dry detention basin.
- Design roadway profiles and cross-section to allow for vehicle flow and access.
- Evaluate potential pedestrian routes and ADA accessibility for the site and amenities.
- Update Wellness Park site plan by incorporating preliminary design elements as well as Vendor provided details for selected amenities.

#### **VALUE ADDED ADDITIONAL SERVICES**

These services are **not** included in the Scope and generally not necessary for this type of project however they may be provided by MSA for a negotiated fee if requested or if required during the design or construction process.

- Topographic Survey, Design or Analysis outside of the defined project area.
- Environmental, Geotechnical, Wetland or Archeological Investigations and Analysis.
- Dam related design, analysis and permitting.
- Tree Inventory. Forestry Management evaluation.
- Flood Plain Delineation.

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## **2. PHASE 1 - FINAL DESIGN**

After City review of the preliminary design documents, MSA will compile final construction documents, project specifications and public bidding package(s) as necessary. Final construction documents and specifications will then be developed following SUDAS and any relevant City of Washington standards. Opportunities to incorporate sustainable features for all components of the construction will be evaluated as well. A phase approach to construction in addition to various types of in-kind work is anticipated which will require the plan documents to remain flexible until late in the project development. Estimate of the project's probable cost will be compiled from MSA's local background with bidding private sector and municipal projects throughout eastern Iowa.

#### **TASKS**

- Attend meetings with the City to finalize the civil design elements of the overall project. Issues to be discussed include, but are not limited to; street grades, pavement types and limits, functionality, signage, gating, lighting, and conflicts or challenges.
- Produce a final grading plan, erosion and sediment control plan, site plan and plan set outlining the proposed Phase 1 roadway, parking lot and public utility plan and profile details.

City of Washington Wellness Parks  
January 4, 2018

- Work with City selected Vendors to refine all equipment and structure footprints.
- Develop architectural, structural and foundation plans for restroom/concession building.
- Design ADA compliant parking, walkways and structures as necessary.
- Ballfield lighting plan to be provide by vendor, this will be incorporated into final site plan.
- Complete and submit construction permit applications to the Iowa DNR for Water and Sanitary Sewer extensions.
- Complete and submit on-line required Iowa DNR NPDES General Permit No. 2 on behalf of City.
- Provide Engineer's Estimate of Cost for improvements.

#### **VALUE ADDED ADDITIONAL SERVICES**

These services are **not** included in either the Scope and generally not necessary for this type of project however they may be provided by MSA for an additional fee if requested or if required during the design, permitting or construction process.

- Funding Administration.
- Traffic study.

---

#### **4. BIDDING ASSISTANCE**

As required by State of Iowa Code for all public infrastructure projects of this magnitude, Project Bid, Contract and Specification documents will be developed guiding construction. MSA will facilitate the bidding process and attempt to foster as competitive environment as the market and local bidder interest allows.

#### **TASKS**

1. Develop Project Specifications and Project Manual per SUDAS, City of Washington standards and Vendor supplied information.
2. Prepare electronic and hard-copy Plans and Specifications for distribution to Suppliers, Bidders, and interested parties.
3. Assume three (3) separate contracts (Grading, Utilities and Amenities) which may or may not be publically bid depending on the entity tasked with completing the work.
4. Answer Bidder's questions and address relevant modifications with addenda if necessary.
5. Attend and facilitate Bid Opening, Prepare Tabulation of responsive Bidders, Evaluate Bids for inconsistencies and provide recommendation to City.

City of Washington Wellness Parks  
January 4, 2018

## PROPOSED PROJECT SCHEDULE

MILESTONE	DATE
Council to Review and Approve Park Master Plan and MSA Contract	January 2018
Topographic Survey	January 2018
Grading Contract - Design and Permitting	January - February 2018
Utility Contract - Design and Permitting	February - March 2018
Phase 1 - Park Amenities Contract - Design	March - June 2018
Construction	March 2018 - November 2018
Park Opening	May 2019

\*Park Opening timeframe is highly dependent upon construction phasing, incorporating in-kind or volunteer contributions, weather, contractor availability and of course, project funding.

## PROPOSED LUMP SUM FEE FOR PROFESSIONAL SERVICES

Based on the tasks outlined in the scope of services, we have prepared a fee based on design and bidding for the Wellness Park components identified as "Phase 1" in the Budgetary Estimate dated January 3, 2018 and related exhibits provided to the Council. If the scope of Phase 1 is revised to include additional elements, a contract amendment for the additional services will be provided for the Council's consideration prior to the start of the work.

TASK	COST
<b>Preliminary Design - Survey and Engineering</b>	<b>\$35,000</b>
<b>Final Design - Engineering and Construction Documents</b>	<b>\$50,000</b>
<b>Bidding Services</b>	<b>\$5,000</b>
<b>TOTAL</b>	<b>\$90,000</b>

Sincerely,

MSA Professional Services, Inc.  
Jake Huck, P.E.  
Project Manager



JOB #	February 2019 ADDRESS	Ward	Complainant	Nuisance/Complaint/Concern	Complaint Date	Warning Date	Method of Warning	Clean up deadline	Pics	Action/Results	City Official	Status
1	403 E. Madison St.	3	city	trash at curb	4-Feb	4-Feb	hanger	48 hr		resident called in-not his. Abated 2-7	JJP	Abated
2	432 E. Monroe St.	3	city	trash at curb	4-Feb	4-Feb	hanger	48 hr			JJP	Closed
3	600 block S. Marion Ave	4	city	broken bottles in street							JJP	Abated
4	616 W. Madison St.	4	city	parking in yard/junk front of garage						abated 2-4	JJP	open
5	426 S. 2nd Ave	3	city	junk vehicle in yard			letter		*		JJP	open
6	724 S. 4th Ave	3	city	garage door in need of repair/household items			letter		*		JJP	open
7	603 N. Ave D	1	city	vacant building for years			letter		*	progress is being made	JJP	open
8	403 E. 2nd St.	2	city	dumpster in yard for months			Notice		*	Kevin will start legal proceedings	JJP	Closed
9	503 S. 3rd Ave	4	city	vehicle/boat parked in yard out back			letter		*	owner has paid/vender truck broke down	JJP	Closed
10										PD to serve step 3 letter on 2-8	JJP	open
11	515 W. 5th St.	1	city	trashy/property maintenance			phone call		*	PD said resident possibly moved to Parnell		
12	803 E. Van Buren St.	3	citizen	vehicle in yard			email			talked to Bob/will repair when weather permits/trash picked up	JJP	open
13	108 E. 2nd St.	1	city	trash at alley			phone call		*	resident will move vehicle out of yard	JJP	Closed
14	220 N. 2nd Ave	1	city	trash at curb			hanger			owner forgot to buy 2019 tags/will take care of	JJP	Closed
15	907 S. Ave B	4	city	trash by front steps			letter		*	repeat offender here	JJP	open
16											JJP	open

# City of Washington

## Elm Grove & Woodlawn Cemetery

Elm Grove & Woodlawn Cemetery would like to request City Council's consideration for purchase of a new zero turn lawn mower for use in Elm Grove & Woodlawn Cemetery. We have sent out for bids for a new zero turn lawn mower (Hustler X-One), with 54" rear discharge deck, gasoline air cooled engine, suspension seat, flex fork front suspension, foam filled flat free front tires, and minimum 6 gallon fuel tank. We will be trading in a 2004 Scag Tiger Cub STC48A-21KA. This Scag has 3189 hours on the hour meter (hour meter had been replaced once), approximately 4000 hours total.

We sent bids to closest six Hustler dealers in Iowa and received two bids back.

The lowest bid received meeting all specifications was Lengachers Small Engine from Keosauqua, Iowa. The other bid received was from The Shack (Ainsworth). We also sent bid requests to Mowers Plus (Wellman), and Muscatine Lawn and Power (Muscatine), Fat Guys Motorsports (Lisbon), and Fast City (Oxford).

**Lengachers Small Engine:** **\$8,150.70 - \$2,200.00 (trade in value) = \$5,950.70**

**The Shack:** **\$8379.00 - \$600.00 (trade in value) = \$7779.00**

If you have any questions, please feel free to contact me. I will be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Nicholas Duvall

Cemetery Sexton

Elm Grove & Woodlawn Cemetery

319-653-3927 Office

319-461-1490 Cell

[nduvall@washingtioniowa.gov](mailto:nduvall@washingtioniowa.gov)

*Budgeted \$7870  
- JH*



Development Services  
215 E. Washington St.  
Washington, IA 52353  
319.653.6584 Ext. 124

# Memo

To: City Council  
From: Steve Donnelly, Emerald Ash Bore Committee  
Date: 2/14/2019  
Re: Tree Bid #8

---

The Emerald Ash Bore Tree Committee (EABC) met on Thursday, February 14, 2019, to discuss and consider the removal of 47 hazardous/ash trees and 18 stumps.

The EABC recommends that the City Council accept the bid from Midwest Tree Service for \$4750 for group 8C, \$6200 for group 8D and \$950 for the 18 stumps. The EABC also recommends that Council accept the bid from Browns Tree Service for \$4100 for group 8A and \$4900 for 8B.

The bids for round 8 figure out to be about \$424 per tree and \$53 for each stump. In comparison, round 7 trees were roughly \$495 a tree. Find attached a spread sheet of all the bids for this round of tree removal and a cost analysis of the entire program. If you have any questions or concerns, give me a call or email and I will try and answer your questions.

This should be the last bid that goes out for ash trees and we will continue to address hazardous trees as they come our way. I would like to thank all the EABC members for all the hard work and time that they put into this project:

Marde McConnell	Andy Dahl	Don Pfeiffer	Nick Pacha
Nick Duvall	J.J. Bell	Brent Hinson	

EAB/Hazard Tree Removal Cost Analysis							2/14/2019	
Due Date	Group	Contractor	# Trees	Cost	Cost/Tree	Average DBH	Total DBH	
9/1/2017	1	Kalonal Tree Service	10	\$ 6,775.00	\$ 677.50	33.6	336.0	
12/1/2017	2	Midwest Tree Service	9	\$ 4,250.00	\$ 472.22	22.7	204.3	
3/1/2018	3A	Stoutner Property Maintenance	13	\$ 6,550.00	\$ 503.85	27.3	354.9	
	3B	Stoutner Property Maintenance	8	\$ 2,900.00	\$ 362.50	26.5	212.0	
	3C	Brown's Tree Service	9	\$ 4,100.00	\$ 455.56	34.8	313.2	
4/1/2018	4A	Midwest Tree Service	15	\$ 8,000.00	\$ 533.33	30.1	451.5	
	4B	Midwest Tree Service	15	\$ 7,500.00	\$ 500.00	29.9	448.5	
9/1/2018	5A	Brown's Tree Service	11	\$ 6,900.00	\$ 627.27	27.4	301.4	
	5B	Brown's Tree Service	11	\$ 6,100.00	\$ 554.55	22.4	246.4	
	5C	Brown's Tree Service	11	\$ 7,450.00	\$ 677.27	29.8	327.8	
12/1/2018	6A	Midwest Tree Service	10	\$ 6,250.00	\$ 625.00	27.9	279.0	
	6B	Sigourney Tree Care	10	\$ 4,770.00	\$ 477.00	26.4	264.0	
	6C	Brown's Tree Service	10	\$ 5,800.00	\$ 580.00	36.0	360.0	
3/1/2019	7A	Trent Greiner Logging	10	\$ 4,500.00	\$ 450.00	27.6	276.0	
	7B	Brown's Tree Service	11	\$ 5,700.00	\$ 518.18	24.2	266.2	
	7C	Brown's Tree Service	10	\$ 5,150.00	\$ 515.00	22.6	226.0	
5/31/2019	8A	Brown's Tree Service	12	\$ 4,100.00	\$ 341.67	18.1	217.2	
	8B	Brown's Tree Service	12	\$ 4,900.00	\$ 408.33	23.8	285.6	
	8C	Midwest Tree Service	11	\$ 4,750.00	\$ 431.82	20.6	226.6	
	8D	Midwest Tree Service	12	\$ 6,200.00	\$ 516.67	23.1	277.2	
<b>Total</b>			<b>220</b>	<b>\$ 112,645.00</b>	<b>\$ 512.02</b>	<b>26.7</b>	<b>22.1</b>	
Mar-18		M/C	41			11.0	451.0	
Mar-19		M/C	15			13.1	196.5	
			<b>56</b>			<b>12.1</b>	<b>11.6</b>	
	<b>Stumps</b>							
5/31/2019	8E	Midwest Tree Service	18	\$ 950.00	\$ 52.78	14.9	268.2	
							0.0	
							0.0	
		Stump Total	<b>18</b>	<b>\$ 950.00</b>	<b>\$ 52.78</b>	<b>14.9</b>	<b>268.2</b>	

<b>TREE BID #8</b>	<b>Group 8A (blue)</b>	<b>Group 8B (green)</b>	<b>Group 8C (pink)</b>	<b>Group 8D (white)</b>	<b>Group 8E-stumps</b>
<b>Deadline May 31, 2019</b>	12 trees	12 trees	11 trees	12 trees	18 stumps
Midwest Tree Service	\$4,300.00	\$6,250.00	\$4,750.00	\$6,200.00	\$950.00
Brown Tree Service	\$4,100.00	\$4,900.00	\$5,380.00	\$6,250.00	\$1,330.00
Double S Fencing	\$5,960.00	\$8,425.00	\$7,575.00	\$9,125.00	\$1,900.00
Trent Greiner Logging		\$4,925.00			
<b>Average \$ per tree/stump</b>	<b>\$341.67</b>	<b>\$408.33</b>	<b>\$431.82</b>	<b>\$516.67</b>	<b>\$52.78</b>

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

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## **Memorandum**

February 15, 2019

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

From: Brent Hinson  
City Administrator

Re: Solid Waste & Recycling Collection Proposals

We received 4 proposals on Thursday for our Solid Waste & Recycling contract beginning July 1, 2019. These proposals were from Johnson County Refuse, Luke Waste, Waste Management, and Wemiga Waste. These proposals were evaluated as per the RFP on the following basis:

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

The Luke Waste proposal entailed keeping the system much the same as it currently is, with the significant difference that they would handle the recycling at their facility on Highway 92 in rural Washington rather than taking it to the 28E Recycling Center. They indicated a willingness to consider phasing in a change to recycling bins over time, but it is not clear how this would be done and difficult to evaluate as an option. By and large, this proposal did not address the changes we clearly indicated wanting in the RFP document. Selecting this proposal would leave us in the same unsustainable and cost-escalating situation we currently have with recycling carts and would not achieve any of the benefits of an automated system.

Of the three proposals that did address the scope of the RFP, Johnson County Refuse's appears to be clearly the best. They were the only contractor to offer us pricing options for

35-gallon garbage cans, with both weekly and biweekly options offered. Based on review of their price proposals, it appears we can achieve a very reasonable pricing structure that is very similar to the current structure (see attached for more information). This will require a bit of subsidization by our Sanitation Fund for 3 years, but we do have adequate fund balance to transition people to the new structure without any big issues.

Johnson County Refuse has a sterling reputation as a hauler, and has received outstanding references from all the communities they served that I talked with (Kalona, Tiffin, and North Liberty). They have implemented automated collection in five of the communities they serve, so will be a great resource in making a smooth transition to the new system.

I recommend that we move forward with negotiating a five-year contract with Johnson County Refuse, with the City of Washington reimbursing JCR for the initial purchase of the uniform wheeled garbage and recycling carts needed to serve Washington, after which point the provision of carts will be the responsibility of JCR. This contract would be brought back to the March 5 meeting for final approval.

Mayor Rosien and I plan to meet with JCR co-owner Steve Smith on Tuesday afternoon to discuss some of the particular details of their proposal that would represent changes to our traditional way of doing things such as cleanup events (they would like to do both spring and fall events at a central site) and disposal of bulky waste (they charge differently/more than our current program).

We do have copies of each of the physical proposals for each elected official, and you can either pick these up at City Hall, or we will bring them to the meeting.

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

**A RESOLUTION AWARDDING BID FOR  
RESIDENTIAL SOLID WASTE DISPOSAL AND RECYCLING SERVICES**

WHEREAS, the City of Washington's current contract for residential solid waste disposal and recycling services expires June 30, 2019; and

WHEREAS, City staff received bids from potential contractors on February 14, and has recommended award of the contract for FY20-24 to Johnson County Refuse, Inc., subject to the negotiation of a mutually agreeable contract and final City Council approval.

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

Section 1. The City of Washington awards the contract for residential solid waste disposal and recycling collection services to Johnson County Refuse, Inc. for the term of July 1, 2019 through June 30, 2024, subject to negotiation and further City Council approval of a final contract.

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

PASSED AND APPROVED this 19<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

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



# CITY OF WASHINGTON SOLID WASTE/RECYCLING PROPOSALS

February 14, 2019

	Johnson County Refuse		Luke Waste 5yr City*	Waste Mgmt 5yr Contractor	Wemiga Waste, Inc.		7yr City
	5yr City	10yr Contractor			5yr Contractor	5yr City	
<i>Buyer of Carts</i>							
35-Gallon Solid Waste, Biweekly	\$ 8.50	\$ 10.50					
35-Gallon Solid Waste, Weekly	\$ 11.50	\$ 13.50	\$ 8.25	\$ 19.95	\$ 13.50	\$ 12.50	\$ 13.25
65-Gallon Solid Waste, Weekly	\$ 13.50	\$ 15.50			\$ 5.50	\$ 4.50	\$ 5.25
18-Gallon Tub Recycling, Weekly							
Current Recycling System, Weekly			\$ 7.00				
65-Gallon Recycling, Weekly	\$ 5.50	\$ 5.50			\$ 7.50	\$ 6.50	\$ 7.25
95-Gallon Recycling, Biweekly	\$ 5.50	\$ 5.50			\$ 8.50	\$ 7.50	\$ 8.25
95-Gallon Recycling, Weekly	\$ 600.00	\$ 600.00	\$ 635.00				
Monthly City Properties Charge					\$ 750.00	\$ 750.00	\$ 750.00
Total Charge for Household Garbage Service	\$ 361,380.00	\$ 421,140.00	\$ 246,510.00	\$ 596,106.00	\$ 403,380.00	\$ 373,500.00	\$ 395,910.00
Total Charge for Household Recycling Service	\$ 161,832.00	\$ 161,832.00	\$ 205,968.00		\$ 223,104.00	\$ 193,680.00	\$ 215,748.00
Annual Estimated Cart Purchases	\$ -	\$ -					
Total Charge for City Garbage/Recycling Service	\$ 7,200.00	\$ 7,200.00	\$ 7,620.00		\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
<i>Base Charges</i>	\$ 530,412.00	\$ 590,172.00	\$ 460,098.00	\$ 596,706.00	\$ 635,484.00	\$ 576,180.00	\$ 620,658.00
Spring Cleanup	\$ 1,500.00	\$ 1,500.00	\$ 18,675.00	Included	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00
Fall Cleanup	\$ 1,500.00	\$ 1,500.00	\$ 3,650.00	Included	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00
Cleanup Notes	Per Cleanup Plus Tipping Fees- Central Site Only						
Bulky Waste Approach	\$3/sticker- most require multiple						
	Spring curbside / Fall central						
	\$6						
	By volume						
	Central Site Only for Cleanup Events						
	\$6						
	\$6						

City can sell recycling trailers-  
most provide rollofts

NOTES: JCR would provide rollofts

City of Washington  
Proposed User Rates Comparison

	Current System			Proposed Contract w/Johnson Co Refuse		
	w/Annual Sticker	Bag Tags & 1 Bag/Week	Bag Tags & 1 Bag/2 Weeks	65 Gallon Trash Weekly	35 Gallon Trash Weekly	35 Gallon Trash Biweekly
Base Charge	\$ 7.35	\$ 7.35	\$ 7.35	\$ 19.00	\$ 17.00	\$ 14.00
Charge/Sticker	\$ 90.00	\$ 2.00	\$ 2.00			
Stickers	1	52	26			
Monthly- FY19	\$ 14.85	\$ 16.02	\$ 11.68			
Yearly- FY19	\$ 178.20	\$ 192.20	\$ 140.20			
Monthly- FY20*	\$ 15.59	\$ 16.82	\$ 12.27	\$ 19.00	\$ 17.00	\$ 14.00
Yearly- FY20*	\$ 187.11	\$ 201.81	\$ 147.21	\$ 228.00	\$ 204.00	\$ 168.00
Monthly- FY20 with Subsidy				\$ 18.75	\$ 15.50	\$ 12.25
Yearly- FY20 with Subsidy				\$ 225.00	\$ 186.00	\$ 147.00

	Estimated Households					
	5%	5%	5%	5%		
	FY21	FY22	FY23	FY24		
65 Gallon Weekly	1490	335,249.96	\$ 352,012.46	\$ 369,613.09	\$ 388,093.74	\$ 407,498.43
35 Gallon Weekly	500	92,999.93	\$ 97,649.92	\$ 102,532.42	\$ 107,659.04	\$ 113,041.99
35 Gallon Biweekly	500	73,500.00	\$ 77,175.00	\$ 81,033.75	\$ 85,085.44	\$ 89,339.71
Non Contract Revenue		\$ 6,555.00	\$ 6,555.00	\$ 6,555.00	\$ 6,555.00	\$ 6,555.00
Revenue		\$ 508,304.89	\$ 533,392.39	\$ 559,734.26	\$ 587,393.22	\$ 616,435.13
Contract XP		\$ 540,412.00	\$ 540,412.00	\$ 540,412.00	\$ 540,412.00	\$ 540,412.00
Non Contract XP		\$ 29,257.67	\$ 29,842.82	\$ 30,439.68	\$ 31,048.47	\$ 31,669.44
Net		\$ (61,364.78)	\$ (36,862.44)	\$ (11,117.42)	\$ 15,932.75	\$ 44,353.69
Fund Balance	\$ 127,073.05	\$ 65,708.27	\$ 28,845.84	\$ 17,728.41	\$ 33,661.16	\$ 78,014.84

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

1. Please provide the following details about your company:

Company Name & Address:

Johnson County Refuse Inc.  
970 238<sup>th</sup> Str NE PO Box 200  
North Liberty IA 52317

Authorized Representative/ Title: Steve Smith / Pres.

Authorized Representative Phone & Email: 319.665.4498  
JCRSK@southslope.net

Parent Company (if any): \_\_\_\_\_

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

We currently service 17 cities and  
5 of those are automated services.

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

Cities contact our office to help solve issues.

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

Per Attachment A

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

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

Information to residents as soon as possible about changes to the garbage and recycling services. Johnson County Refuse will work with residents and City during this transition.

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

None

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

Reference 1: City of North Liberty Tracy Mulcahey 319.626.5712  
tmulcahey@northlibertyia.org

Reference 2: City of Kalona Ryan Schlabaugh 319.656.2310  
rschlabaugh@cityofkalona.org

Reference 3: City of Tiffin Doug Boldt 319.545.2109  
dboldt@Tiffaniowa.org

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

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

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

Submitted this 14 day of February, 2019.

Authorized Representative Signature: Steve J. Smith

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

Firm Name: Johnson County Refuse Inc.

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

• 35-Gallon Container, Collected Every Two Weeks	8.50
• 35-Gallon Container, Collected Weekly	11.50
• 65-Gallon Container, Collected Weekly	13.50

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

• 65-Gallon Container, Collected Weekly	5.50
• 95-Gallon Container, Collected Weekly	5.50

City Properties Monthly Price (Inclusive)

• Collection of Solid Waste and/or Recycling at City-owned properties and facilities	600 <sup>-</sup>
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Any Proposed Changes to City Property Collections: \_\_\_\_\_

Per Attachment B

Bulky Waste Collection Arrangements & Proposed Pricing:

Per Attachment C

Cleanup Event(s) Arrangements & Proposed Pricing:

Per Attachment D

Submitted this 14 day of February, 2019.

Authorized Representative Signature: Steve Smith

**Attachment A**

<u>Truck #</u>	<u>Year</u>	<u>Year and Make</u>
1	2001	Sterling
6	2004	Sterling
8	2001	International 4900 / Leach
29	1998	Freightliner
34	2008	F350 Ford Pickup
35	1999	International 4900
36	2001	International Recycle Side
37	2002	International Recycle Side
38	2002	International Recycle Side
39	2001	International Recycle Side
40	2001	Freightliner FL80
43	1998	Freightliner Rolloff
44	2000	Freightliner FL70 Recycle Side
45	2000	Freightliner FL70 Recycle Side
48	2003	Freightliner FL70 / Rolloff
49	2001	Ford F250 - Wisconsin
50	2016	Ford F350 - Gray
51	2003	Freightliner / Rolloff
52	2002	Freightliner / New Way Packer
53	2011	International 7400/ New Way Packer
54	2011	International 7400 /New Way Packer
56	2001	Freightliner FL70 / w/ 18 packer
57	2001	Freightliner FL70 / w/ 18 packer
60	2011	Ford F350
61	2013	Ford F550 w/ Wayne Packer
64	2012	Freightliner M2106 /Loadmaster 20yd
65	2011	Ford F350 Pickup
66	2015	Ford F550 Chassis / Foodwaste
67	2009	International 4300 / roll off
68	2014	F550 / recycle box
69	2010	Freightliner M2 / New Way packer
70	2009	International 4300 / New way 20 yd
71	2016	Ford F350 - White
72	2002	International 4900 Side loader
73	2016	Freightliner M2106 / Loadmaster 20 yd
74	2008	International 7400 w/ Swamp Hook
76	2017	Ford F750 / Container Handler
77	2008	International 7400 / Labrie side loader
78	2003	International 7400 / GS side loader
79	2011	International 7400 / Labrie 24 yd auto
80	2011	International 7500 / Labrie 33 yd auto
81	2011	International / Labrie 33 yd auto
82	2011	International / Labrie 33 yd auto
83	2006	International 7400 / Labrie 31 yd
84	2006	Freightliner M2 / Heil 20 yd Side
85	2010	International 7400 / Heil 20 yd Side
86	2012	International 7400 / Heil 20 yd Side
87	2012	International 7400 / Heil 20 yd Side

Attachment B

A City resident would have the first 60 days no charge to change out their cart size, if after 60 days there would be a \$30 charge per cart change.

Change trailers to roll offs or dumpsters.

Stickers for extra bags of garbage (bags no larger than 35 gallon) and bulky items are sold for \$3.00 each and we supply the stickers to the City.

**Attachment C**

<b>Bulky Items</b>	<b>Stickers \$3.00 each</b>
Refrigerator	7
Freezer	7
Air Conditioner	7
Water Heater	7
Washer	7
Stove	7
Microwave	7
Dryer	7
Dishwasher	7
Televisions / Computers	7
Sofa Hidabed or Reclining	15
Sofa	10
Loveseat	6
Stuffed Chair	5
Recliner	5
Straight Back Chair	2
Mattress or Box Springs	
King	8
Queen	7
Full	6
Twin	4
Dresser (Drawers)	1 per drawer / +2
Carpet (3 x 8)	3
Toilet	2
Lamps	1
Grill	3



## Attachment D

### No Curbside Cleanup Services

Cleanup would be centrally located and for the Spring Cleanup it would be the 2<sup>nd</sup> to the last Saturday of the month in April. Fall Cleanup to be determined. Hours for both Cleanups would be 6 am to 11:30 am.

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



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

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## **Memorandum**

February 15, 2019

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

From: Brent Hinson   
City Administrator

Re: Wellness Park Grant Application- Wellmark Foundation and Others

As part of our involvement with Wellmark's Healthy Hometowns program, we have become aware of the opportunity to possibly secure a \$100,000 grant from the Wellmark Foundation to pave the trail connection from the Kewash Trail to the Wellness Park. In the current budget, we are utilizing the gravel road that current provides access to the north water tower as our trail connection. Adding the cost of paving will add about \$50,000 to the project we were planning to do, but would reduce the shortfall of the overall project by \$50,000, and provide a very nice improvement. The deadline for grant submission is February 22.

I also thought I would make the Council aware of additional grants we plan to pursue for the Wellness Park. We plan to come back to the Council in March for the approval of submitting the Riverboat Foundation competitive grant application, but otherwise, I would like your agreement that I have the authority to submit the grants listed in the attachment without formal approval, unless specifically required by the grantor. This will make the grant-writing process much more efficient. As you can see from the list, we have lots to do in a very short time to get the best project possible.

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

**A RESOLUTION ENDORSING AN APPLICATION FOR GRANT FUNDS**

WHEREAS, the City Council is committed to the successful completion of Phase 1 of the Wellness Park project; and

WHEREAS, a vital component of this project and the adjacent Washington Community YMCA project is a connection to the Kewash Nature Trail; and

WHEREAS, the City Council wishes to apply for funds from the Wellmark Foundation to assist in this project.

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

Section 1. The City Council endorses the submission of an application for grant funds to the Wellmark Foundation in the amount of \$100,000 for the Wellness Park Trail Connection to Kewash Nature Trail project.

Section 2. The City Council states its commitment to funding the necessary local match needed to complete the project, as described in the grant application.

PASSED AND APPROVED this 19<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

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



# 2019 Large MATCH Grant Application

The Wellmark Foundation is an independent licensee of the Blue Cross and Blue Shield Association.

## Preparation

Before beginning the application, review the guidelines and requirements in the Wellmark Foundation [Request for Proposal](#).

This application is an Adobe PDF fillable form. To best complete this application, use Adobe Acrobat. The latest version of Adobe Acrobat can be downloaded for free from <https://get.adobe.com/reader/otherversions/>.

Completed applications and accompanying documents must be submitted to [WellmarkFoundation@wellmark.com](mailto:WellmarkFoundation@wellmark.com) by 5:00 PM CST on Friday, February 22, 2019.

If you have questions about the grant process or need assistance with the application, contact [WellmarkFoundation@wellmark.com](mailto:WellmarkFoundation@wellmark.com) or (515) 376-6420.

## Organization Information

Organization Name: City of Washington, Iowa

Mailing Address: 215 East Washington Street

City: Washington

State: IA

Zip: 52353

Website: www.washingtoniowa.net

Type of Organization:  501(c)(3)  Government Entity  Other: \_\_\_\_\_

Organization's 9-digit Tax ID number: 426005318

Attach your IRS determination letter.

[Attach IRS Letter](#)

Note: To confirm that you have successfully attached your IRS determination letter, check the paper clip icon on the left side of the screen.

## Primary Contact Information

First Name: Brent

Last Name: Hinson

Organization Name (if different than above): \_\_\_\_\_

Title: City Administrator

Mailing Address ( Check if same as above):

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Email Address: bhinson@washingtoniowa.gov

Telephone Number: 319-653-6584 ext 134

## Secondary Contact Information

First Name: Nick

Last Name: Pacha

Organization Name (if different than above): \_\_\_\_\_

Title: Parks Superintendent

Mailing Address ( Check if same as above):

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Email Address: npacha@washingtoniowa.gov

Telephone Number: 319-321-4886

## Project Information

Project Name: Wellness Park Trail Connection to Kewash Nature Trail

City: Washington

County: Washington

State: IA

Project website: www.washingtoniowa.net

Project start date: 9/1/19

Project end date: 6/30/20

Amount requested: \$100,000.00

Total Project Budget: \$246,264.61

Amount Secured/Raised-to-date: \$146,264.61

Attach a detailed project budget that shows all of the expenses associated with the project. [Attach detailed budget](#)

Note: To confirm you have successfully attached your Project Budget, check the paper clip icon on the left side of the screen.

## Detailed Project Information

### 1. Focus of the project:

- Access to and the consumption of healthy foods
- Safe and healthy environments in which to be active

### 2. Provide a brief description of the project.

As part of the development of an eventual 80-acre regional park, the City of Washington is developing a \$2.6 million first phase including a sports complex with 4 ballfields and 2 soccer/multi-use fields. Fundraising and grantwriting continues for this project, with the goal of playable fields for the 2020 season. This planned complex lies just 2,900 feet north of the 14-mile Kewash Nature Trail, and we would like to complete a complementary project to link the new complex to the Kewash Trail. This trail spur would also link the new \$9 million Washington YMCA building (to begin major construction in Spring 2019) to the Kewash Trail.

### 3. Describe what you are attempting to solve with the project. Include local data relevant to the intended audience and the reasoning for the intended project. Why is this work important?

This project will help to link major quality of life investments the community has made in recent years and will provide a substantial benefit for a relatively modest investment. In just the past few years, the City partnered with the Washington County Conservation Board to pave a 2,600 foot stretch of the Kewash Trail west of Highway 1, construct a new 1,500 foot trail spur to the Kirkwood Community College Regional Education Center, and complete an asphalt overlay of 6,700 feet of the existing paved portion of the Kewash Trail east of Highway 1. Those improvements will be completed by the Spring 2019 construction of a trailhead in partnership with Kirkwood at their facility.

With the major push on trail improvements that the community has made in recent years, the connection of the Kewash Trail to the Wellness Park and YMCA becomes all that much more important. This initial trail connection will allow for looping trails to be constructed within the Wellness Park in future phases that will provide additional recreational benefit.

This trail improvement has been identified as an important project in the Washington Comprehensive Development Plan (2012), Washington County Regional Trails & Recreation Plan (2018), and the Washington County Healthy Hometowns planning done with Wellmark (2018-2019).

**4. Describe the project in detail. Be sure to include:**

- Who will benefit from the project and how
- Geographic impact (e.g. community, city, county, school)
- How you know the target audience is in alignment with this project
- Critical stakeholders necessary for the success of the project and how you have or will engage them in the planning of the project
- Timeline for planning and implementing the project

The project is intended to tie an important new regional recreation destination to the 14-mile Kewash Nature Trail, which links the communities of Keota, West Chester, and Washington. All of these communities will benefit directly from being tied to improved facilities, as will the many other trail users that visit from our county and region. YMCA and sports complex users will benefit by having additional recreational opportunities available. With a component that links the trail back to the main entrance to the Wellness Park on West 7th, future sidewalk network buildout will link the site directly to all of Washington's K-8 public and parochial schools, directly facilitating safe routes to school and to these recreational destinations for students.

The Wellness Park has been a dream of Washington residents since the original concepts were developed in 2007 following extensive community surveying related to desired amenities. The community has never had a coherent sports complex, and the wonderful asset of the Kewash Nature Trail was seen as not fully capitalized on. The City purchased 90 acres of land from the Washington Community School District in 2009, but later traded this parcel for 90 acres closer to the Kewash Trail and with a suitable site for a much-needed new YMCA and municipal water tower. The City's financial circumstances held back full development of the complex for a number of years, but new soccer fields were constructed on the far north side of this parcel in 2014 in partnership with the YMCA, and the water tower was constructed in 2016 (with gravel access road that will ultimately provide the base for this trail extension after the water tower access is relocated as part of the Wellness Park project). Trails have always been integral to the Wellness Park plan, and this has been reinforced as a key priority in further community surveying on this topic conducted in 2013 and 2017.

A Wellness Park Committee appointed by the Mayor has worked on the development of the project since 2017. This committee includes representatives from Washington Schools, Washington YMCA, the local baseball and softball clubs, local soccer club, City Council, Park Board, local business leaders, and other key stakeholders. These partners have worked in close collaboration throughout the planning and development of the complex to ensure community buy-in and the best product possible. It is anticipated that stakeholders will continue to be engaged in the operations of the complex (and a subcommittee has been meeting specifically related to setting guidelines for operations). One of the great advantages to a small community is that our Park Board already includes soccer and YMCA board representation, the City Council member that is on the Wellness Park committee is also the chair of the tri-county youth baseball association, and the School Board president is a baseball and softball dad and one of the biggest boosters of this project as a local businessman. We believe we have all the right pieces and relationships in place for collaborative and successful operation of the complex as well as the future trail improvements we envision after the project that is the specific focus of this grant application is completed.

The City has had extensive collaboration with the Washington County Conservation Board on trail planning and Washington County Public Health on developing Safe Routes to School planning over the past 7 years, especially. These plans will be leveraged and expanded on with this trail improvement, future trail improvements, and connecting sidewalk improvements in the surrounding neighborhoods.

The City is currently finalizing the construction of Phase 1A of the Wellness Park (mass grading and site utilities), a \$1 million project that included a \$100,000 in-kind donation from a local excavating company. We plan to construct Phase 1B (concessions and restroom buildings) beginning in June 2019, again with substantial local business in-kind donations, and follow that up with Phase 1C (field development), which will include this trail improvement, beginning in September 2019. It is anticipated that Phase 1B and 1C will be mostly completed by the end of 2019 with the goal of playable fields for the 2020 season, but it is likely that some ancillary work will be needed in early 2020 to finish up the projects.

**5. What are the goals and objectives of the project? How do you plan to measure them? How will you evaluate the overall impact and effectiveness of the project?**

The overall goal of the project is to expand and improve recreational opportunities available to Washington, Washington County, and the region. Feedback will be gained on a qualitative, anecdotal ongoing basis upon completion of the project, but it is anticipated that future community surveys, City Council and Park Board planning processes, and citizen focus groups will be utilized to both evaluate the impact and effectiveness of the project, and to identify and plan future related improvements made possible by this important project.

**6. How will the project continue to provide value to the community after The Wellmark Foundation funding has been exhausted? What measures will you put in place to ensure the project is sustainable over time?**

Having the paved trail will provide a community improvement of relative permanence, but maintenance will be done and planned on an as-needed basis by the Washington Parks Department. In preparation for the demands of the new Wellness Park complex, we are planning to add a full-time parks maintenance worker position in July 2019, which will help to ensure sustainability of this trail and all of the City's recreational assets.

**7. Describe how you plan to obtain the required match funding. Half of the required match can be in the form of in-kind while the other half must be financial. Include commitments that have been secured to date.**

The budget for the project is attached. All match funds are in the form of cash and are secured. These funds are derived from the City's Park Gift Fund, proceeds of the farm lease payments on the land from 2009-present, and donations from a local physical therapy business and their annual wellness event "Movement Mayhem".

**8. Outline the timeline for the project.**

Activity/Action	Date
Announcement of Grant Award	May 2019
Beginning of Construction	September 2019
Completion of Construction	By June 2020

**9. Provide an overview of your organizations mission, work and expertise. Include any past experience your organization has in administering projects of this kind.**

The City of Washington is a municipal corporation established under Iowa law. Current City staff responsible for the oversight of this project has been in place with the City for five years or more, and overseen numerous large projects in that time and in experiences working in other cities in the case of two of the staff members. The City has successfully overseen the execution of numerous grant-funded projects during that time, from sources including Community Development Block Grant (3 in the past 7 years, totaling \$1.8 million), Iowa DOT RISE Program (2 grants totaling \$1.1 million), US DOT Transportation Improvements Program (2 grants totaling \$2.4 million), and Washington County Riverboat Foundation (various grants totaling in excess of \$5 million), among others.

**10. Has your organization received funding from The Wellmark Foundation within the past five years?**

Yes  No

If Yes, when and for what?

**11. Has your organization applied for funding from The Wellmark Foundation within the past five years?**

Yes  No

If Yes, when and for what?

Please submit your completed application to [WellmarkFoundation@wellmark.com](mailto:WellmarkFoundation@wellmark.com). Don't forget to attach a copy of the following:

- Your IRS determination letter (PDF)
- A detailed project budget (PDF)
- Any other pertinent materials you want to share (combine all materials into no more than two PDF documents)

Attach Additional Information

If you have questions about the grant process or need assistance with the application, contact:

[WellmarkFoundation@wellmark.com](mailto:WellmarkFoundation@wellmark.com) or (515) 376-6420.

Thank you.



City of Washington  
 Wellness Park Connection to Kewash Nature Trail  
 As of 2/15/19

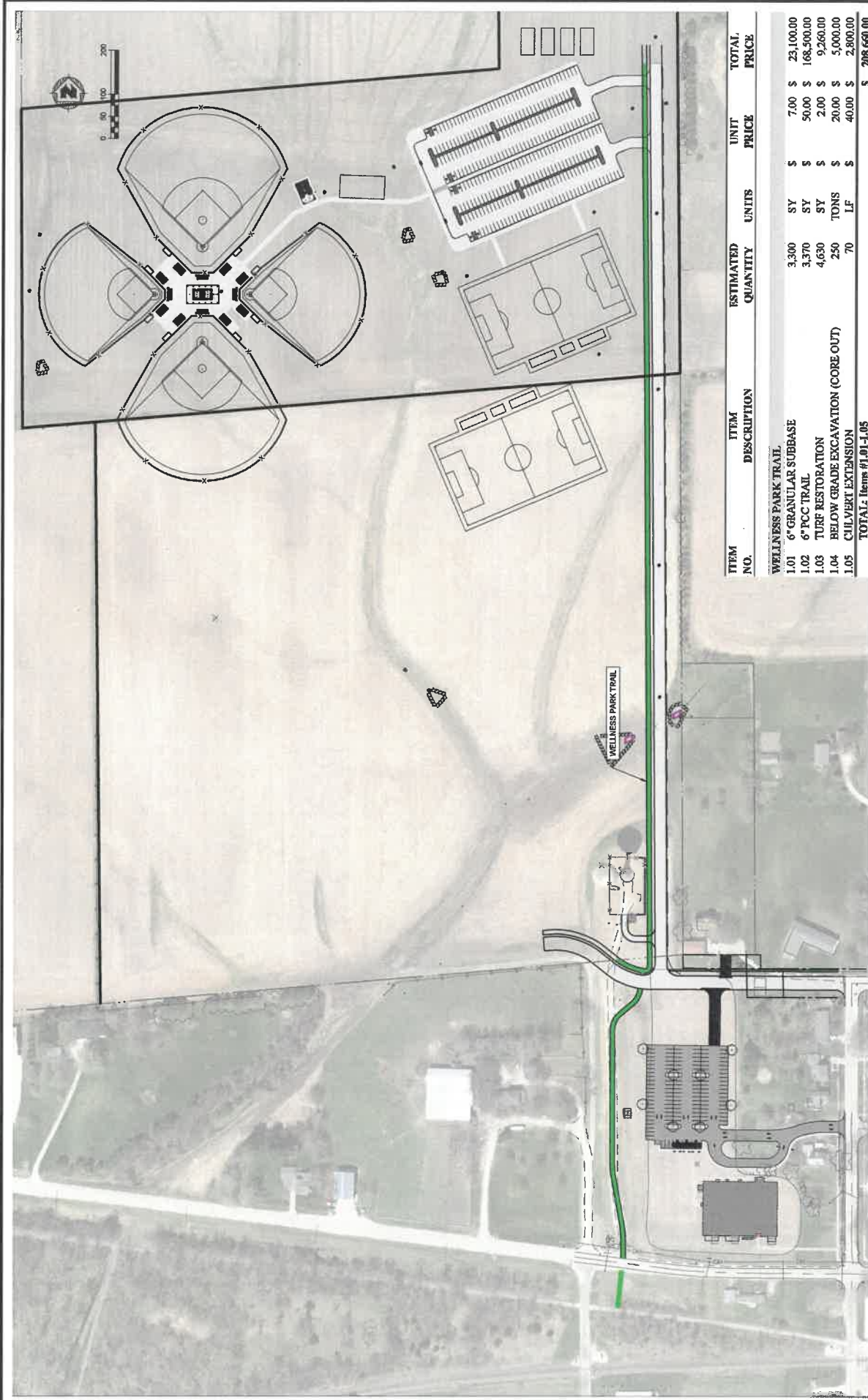
**Uses**

	<u>Quantity</u>	<u>Units</u>	<u>Unit \$</u>	<u>Total Price</u>
6" Granular Subbase	3300	SY	\$ 7.00	\$ 23,100.00
6" PCC Trail	3370	SY	\$ 50.00	\$ 168,500.00
Turf Restoration	4630	SY	\$ 2.00	\$ 9,260.00
Below-Grade Excavation	250	TONS	\$ 20.00	\$ 5,000.00
Culvert Extension	70	LF	\$ 40.00	\$ 2,800.00
Contingency				\$ 24,459.03
Engineering				\$ 13,145.58
			<b>Total Uses \$</b>	<b>246,264.61</b>


**Sources**

	<u>Status</u>	<u>Total Revenues</u>
Park Gift Fund	Secured	\$ 81,264.61
WP Fund- Farm Lease	Secured	\$ 60,000.00
Movement Mayhem Donation	Secured	\$ 5,000.00
<i>Wellmark Grant</i>	<i>Proposed</i>	<i>\$ 100,000.00</i>
	<b>Total Sources \$</b>	<b>246,264.61</b>

Sources/Uses \$ -



ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
<b>WELLNESS PARK TRAIL</b>					
1.01	6" GRANULAR SUBBASE	3,300	SY	\$ 7.00	\$ 23,100.00
1.02	6" PCC TRAIL	3,370	SY	\$ 50.00	\$ 168,500.00
1.03	TURF RESTORATION	4,630	SY	\$ 2.00	\$ 9,260.00
1.04	BELOW GRADE EXCAVATION (CORE OUT)	250	TONS	\$ 20.00	\$ 5,000.00
1.05	CULVERT EXTENSION	70	LF	\$ 40.00	\$ 2,800.00
<b>TOTAL: Items #1.01-1.05</b>					<b>\$ 208,660.00</b>

PROJECT NO.: PROJECT DATE: P.A.: CHECKED BY:	SCALE: AS SHOWN DRAWN BY: J.M. DATE:	 <b>MSA</b> ENGINEERING / ARCHITECTURE / SURVEYING 4701 10th Street Drive, Des Moines, IA 50320 (515) 281-9975 www.msa-inc.com www.msa-inc.com	CITY OF WASHINGTON WASHINGTON COUNTY, IOWA	WELLNESS PARK TRAIL - OPTION 2	REV. NO.: 10/22/2012 SHEET: 02
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# Washington Wellness Park Design Concept Full Site



Existing Soccer Fields

Future 14th Street Extension

Future Residential

Future Stormwater Retention Pond

Future E Avenue

Future W 7th Street Extension

Existing Water Tower

Future WCA Site Path

© 2017 MSA  
15000 14th Street, NW, Suite 100  
Edmonton, Alberta T6E 4E1  
250-443-1111  
MSA Professional Services Inc.



City of Washington

Wellness Park Grant Applications as of 2/12/19

<u>Grant Name</u>	<u>Grant Source</u>	<u>Application Focus</u>	<u>Deadline</u>
Wellmark Large Grants	Wellmark Foundation	Trail & Connection to Kewash	02/22/2019
Royalty Fields	Royals Charities	Baseball/Softball Fields	03/01/2019
Fields for Kids	Twins Community Fund	Baseball/Softball Fields	03/08/2019
Baseball Tomorrow	Major League Baseball	Baseball/Softball Fields	04/01/2019
Competitive Grant	Riverboat Foundation	Total Project	04/01/2019
Grant	Betterment Foundation	Signage & Landscaping	Open
Grant	Brinton Trust	Sports Fields	Open
Safe Places to Play	US Soccer	Soccer Lighting and/or Irrigation	05/02/2019
Grant	Good Sports Grants	Soccer Goals	Open
Land & Water Conserv.	DNR	Total Project	03/15/2019

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

RESOLUTION ACCEPTING THE FIRE STATION PHASE I RENOVATION PROJECT AS COMPLETED.

WHEREAS, the City Council of the City of Washington did award a construction contract to City Construction Newco, LLC dba City Construction, in the amount of \$147,300 for the "Fire Station Phase I Renovation Project" (the "Project"); and

WHEREAS, the Project has now been completed in accordance with the plans and specifications; and

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

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

Section 1. That Final Pay Application #4 is hereby approved in the amount of \$7,309.75.

Section 2. That the construction of the Project is hereby accepted as completed, with a final contract price of \$154,137.00.

Section 3. That retainage for the completion of the Project will be paid 30 days after the date of this Resolution if no claims are filed against the retainage without further action from this Council.

Passed and approved this 19<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

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



February 12, 2019

City of Washington, Iowa  
215 East Washington Street  
Washington, Iowa

Attn: Brent Hinson, City Administrator

Re: Washington Fire Station – Phase 1 Renovations  
Pay Application No. 4 – **Final Release of Retainage**

Dear Mr. Hinson,

We are enclosing (1) copy of City Construction's Pay Application No. 4, Final Release of Retainage, period ending 02/12/19, requesting payment in the amount of **\$7,309.75** for the above referenced project.

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 AMOUNTS CERTIFIED.

The following Project closeout documents are enclosed:

- AIA G704 – Certificate of Substantial Completion
- AIA G706 – Contractor's Affidavit of Payment of Debts & Claims
- AIA G706A – Contractor's Affidavit of Release of Liens
- AIA G707 – Consent of Surety to Final Payment
- Waivers and Releases from major Subcontractors

Based on our onsite observations and the data submitted, including the Schedule of Values, we certify payment in the amount noted above. Please send payment along with a copy of the Certified Application for Payment to the Contractor, City Construction.

This is the final payment for the project. The City of Washington shall satisfy themselves regarding any outstanding claims. Payment should be made no earlier than 31 days following formal final acceptance of the project, and appropriate publication of the final acceptance.

Sincerely,

DESIGN ALLIANCE, INC.

Kristofer J. Orth, AIA,  
KJO:kjo

Cc: Matt Toth, City Construction  
Contract File

Enclosures

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

**APPLICATION AND CERTIFICATION FOR PAYMENT**

**TO OWNER:**  
 City of Washington  
 215 East Washington Street  
 Washington, IA 52353

**FROM CONTRACTOR:**  
 City Construction  
 2346 Mormon Trek Blvd. Suite 2500  
 Iowa City, IA 52246

**PROJECT:**  
 Washington Fire Station Phase 1 Renovations  
 215 East Washington Street  
 Washington, IA 52353

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

**APPLICATION NO:** 4-Final

**PERIOD TO:** 02/12/19

**PROJECT NOS:** 1-091

**CONTRACT DATE:** 05/16/18

**Distribution to:**  
 OWNER  
 ARCHITECT  
 CONTRACTOR

**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 \$ 147,300.00  
 2. Net change by Change Orders \$ 6,837.00  
 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 154,137.00  
 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 154,137.00

5. RETAINAGE:  
 a. 5 % of Completed Work \$ 0.00  
 b. 5 % of Stored Material \$ 0.00  
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 154,137.00

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 146,827.25

8. CURRENT PAYMENT DUE \$ 7,309.75

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

**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.

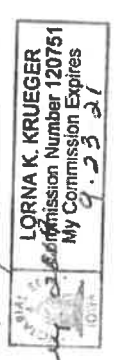
AMOUNT CERTIFIED ..... \$ 7,309.75

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT:** DESIGN ALLIANCE, INC.  
 By: *[Signature]* Date: 02/12/19

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$7,255.00	\$0.00
Total approved this Month	\$0.00	\$418.00
<b>TOTALS</b>	<b>\$7,255.00</b>	<b>\$418.00</b>
<b>NET CHANGES by Change Order</b>	<b>\$6,837.00</b>	



By: *[Signature]* Date: 2/12/19

State of: Iowa County of: Johnson  
 Subscribed and sworn to before me this 12<sup>th</sup> day of February 2019  
 Notary Public: *Lorna K. Krueger*  
 My Commission expires: *September 23, 2021*

*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*

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**Memorandum**

February 15, 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: East Washington Sidewalk Bidding

We are now ready to go out to bid on the project. The Council is asked to set the public hearing on plans & specs for March 5, and bids would be considered on March 19. This would allow for construction to proceed by mid-April (weather permitting). The project should be able to be completed by the end of May.



**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 EAST WASHINGTON SIDEWALK 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 10%.

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 13<sup>th</sup> day of March, 2019 at 2:00 PM at City Hall, 215 E. Washington Street, Washington, Iowa. The 5<sup>th</sup> day of March, 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 the 19<sup>th</sup> day of March, 2019 at 6:00 PM at the Nicola-Stoufer Room, Washington Public Library, 115 West Washington Street, Washington, Iowa as the time and place of considering bids received by the City 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 19<sup>th</sup> day of February, 2019.

---

Jaron P. Rosien, Mayor

ATTEST:

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Illa Earnest, City Clerk

**NOTICE OF PUBLIC HEARING**

**2019 EAST WASHINGTON SIDEWALK PROJECT  
WASHINGTON, IOWA**

The City Council of Washington, Iowa will hold a public hearing on the proposed Plans and Specifications, form of contract and estimate of cost of the construction of certain improvements and work incidental thereto described in general as "2019 East Washington Sidewalk Project, Washington, Iowa" and as described in detail in the Plans and Specifications for said improvements now on file in the office of the City Clerk.

The public hearing will be held at 6:00 P.M. on March 5, 2019, in the Nicola-Stoufer Room, Washington Public Library, 115 West Washington Street, Washington, Iowa in accordance with the provisions of Chapter 384, Code of Iowa. At said hearing any interested person may appear and file objections thereto or to the cost of the improvements. At the hearing, the City will receive and consider any objections made by any interested party to the Plans and Specifications, proposed form of contract or estimate of cost of the Project.

The description of the work is generally as follows:

Excavation, Class 10- 141 CY; Subgrade Preparation, 6" Thick- 1920 SY; Granular Subbase, 6" Thick- 170 SY; Manhole Adjustments- 4 EA; Curb & Gutter- 65 LF; PCC Pavement Samples and Testing- Lump Sum; Removal of Existing Drives- 140 SY; Sidewalk, PCC, 4" Thick- 1248 SY; Sidewalk, PCC, 6" thick- 90 SY; Detectable Warning Panels- 60 SY; Driveway Paved PCC, 6" Thick- 115 SY; Curb & Gutter Removal- 65 LF; Traffic Control- Lump Sum; Hydraulic Seeding, Fertilizing, and Mulching- Lump Sum; Sidewalk Retaining Wall (150 Feet)- 20 CY; Mobilization- Lump Sum; and Relocate Sign- 5 EA.

This Notice is given by authority of the City of Washington, Iowa.

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Jaron P. Rosien, Mayor

ATTEST:

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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*

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## **Memorandum**

February 15, 2019

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

From: Brent Hinson  
City Administrator

Re: South 15<sup>th</sup> Avenue Plans, Specs, and Set Hearing on Resolution of Necessity

The City Council initiated the South 15<sup>th</sup> Avenue improvements project and the special assessment process with the adoption of the preliminary resolution on January 15. We now have to follow a highly structured legal process in order to construct the improvements with the special assessments included. The next step is to adopt preliminary plans and to set the hearing on a "resolution of necessity". This resolution of necessity is the pivotal step in proceeding with the project. The proposed hearing date would be March 19, and we would plan an informal meeting for affected property owners prior to that date so that we can get any questions answered before the formal public hearing.

For your information, I have attached the planned schedule of activities. I look forward to discussion at the meeting.

*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*

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

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

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

**A RESOLUTION APPROVING AND ADOPTING PRELIMINARY  
PLANS, SPECIFICATIONS, PLAT, SCHEDULE AND ESTIMATE;  
AND PROVIDING FOR A NOTICE OF HEARING**

WHEREAS, this Council has adopted a preliminary resolution pursuant to section 384.42 of the Iowa Code, as amended, covering the 2019 South 15<sup>th</sup> Avenue Improvements Project (hereinafter referred to as “the Project”); and

WHEREAS, in accordance with such preliminary resolution, the City Engineer has prepared preliminary plans and specifications, an estimated cost of the work, and a plat & schedule, and have filed the same with the City Clerk; and

WHEREAS, this Council has determined the valuation of each lot proposed to be assessed for such Project, and such valuations are now shown on the schedule, and this Council deems it advisable that the said preliminary plans & specifications, estimated cost of the work, and plat & schedule should be approved; and

WHEREAS, this Council wishes to set a Public Hearing on a Resolution of Necessity to allow the Project to proceed.

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

Section 1. That the preliminary plans & specifications referred to in the preamble hereof be and the same are hereby approved.

Section 2. That the plat, schedule and estimate of cost are hereby ratified and approved.

Section 3. That this Council proposes to proceed with the Project and a proposed Resolution of Necessity shall be prepared and hearing held thereon in accordance with the provisions of Sections 384.49 through 384.51 of the Code of Iowa, as amended.

Section 4. That said hearing shall be held on Tuesday, March 19, 2019 at 6 PM at the Nicola-Stoufer Room of the Washington Public Library, 115 West Washington Street, and the Clerk is order to see that the notice is published and sent by certified mail to affected property owners in substantially the same form as is attached in Exhibit A, in accordance with the notification provisions of Section 384.50 of the Iowa Code, as amended.

Section 5. That all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

PASSED AND APPROVED this 19<sup>th</sup> day of February, 2019.

---

Jaron P. Rosien, Mayor

ATTEST:

---

Illa Earnest, City Clerk

**EXHIBIT A**

**NOTICE TO PROPERTY OWNERS**

**NOTICE IS HEREBY GIVEN:** That there are now on file for public inspection in the Office of the City Clerk of Washington, Iowa, a proposed Resolution of Necessity, an estimate of cost and a plat & schedule showing the amounts proposed to be assessed against each lot and the valuation of each lot within a district approved by the City Council of Washington, Iowa, for a public improvement, described in general as the 2019 South 15<sup>th</sup> Avenue Improvements Project, of the type and in the location as follows:

**Description of the Type and Location of the Improvement:**

The paving or reconstruction of South 15<sup>th</sup> Avenue from East Washington Street to East Adams Street with Portland Cement Concrete street with integral curb & gutter; the replacement or new installation of water main along this portion of South 15<sup>th</sup>; the new installation of sewer main for the proposed Eastview Subdivision; the installation of new storm sewer main along this portion of South 15<sup>th</sup>, East Madison from South 14<sup>th</sup> to South 15<sup>th</sup>, and South 14<sup>th</sup> from East Washington to East Madison; installation of sidewalk along the west side of South 15<sup>th</sup> from East Washington to East Madison; and related improvements.

The Council will meet at 6:00 p.m. on March 19, 2019, at the Nicola-Stoufer Room, Washington Public Library, 115 West Washington Street, at which time and place the owners of property subject to assessment for the proposed improvement or any other person having an interest in the matter may appear and be heard for or against the making of the improvement, the boundaries of the district, the cost, the assessment against any lot, or the final adoption of the Resolution of Necessity. A property owner will be deemed to have waived all objections pertaining to the regularity of the proceedings and the legality of using the special assessment procedure unless at the time of hearing he/she has filed objections with the Clerk.

**FOR THE CITY COUNCIL**

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Illa Earnest, City Clerk



**DRAFT**

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

**RESOLUTION OF NECESSITY FOR  
2019 SOUTH 15<sup>TH</sup> AVENUE IMPROVEMENTS PROJECT**

WHEREAS, this Council has adopted a preliminary resolution pursuant to section 384.42 of the Iowa Code, as amended, covering the 2019 South 15<sup>th</sup> Avenue Improvements Project (hereinafter referred to as “the Project”); and

WHEREAS, in accordance with such preliminary resolution, the City Engineer has prepared preliminary plans and specifications, an estimated cost of the work, and a plat & schedule, including the valuation of each lot as determined by this Council, and the same have been duly adopted and filed with the City Clerk:

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

Section 1. That it is hereby found and determined to be necessary and for the best interest of the City and its inhabitants to proceed with the aforementioned Project, and to assess a portion of the cost thereof to the property benefited thereby.

Section 2. That the Project shall constitute a single improvement and shall consist generally of the paving or reconstruction of South 15<sup>th</sup> Avenue from East Washington Street to East Adams Street with Portland Cement Concrete street with integral curb & gutter; the replacement or new installation of water main along this portion of South 15<sup>th</sup>; the new installation of sewer main for the proposed Eastview Subdivision; the installation of new storm sewer main along this portion of South 15<sup>th</sup>, East Madison from South 14<sup>th</sup> to South 15<sup>th</sup>, and South 14<sup>th</sup> from East Washington to East Madison; installation of sidewalk along the west side of South 15<sup>th</sup> from East Washington to East Madison; and related improvements in Washington, Iowa, all as more particularly described in the preliminary resolution relating to the Project previously adopted by this Council, which resolution is hereby referred to for a more complete description of the location and terminal points of the Project and the property benefited thereby and proposed to be assessed to pay a portion of the cost of such improvement. The location and terminal points of the Project are further described in the Notice to Property Owners as attached hereof.

Section 3. That it is hereby found and determined that there are on file in the office of the Clerk an estimated total cost of the proposed work and a preliminary plat and schedule showing the amount proposed to be assessed to each lot by reason of such Project.

Section 4. That this Council did meet on Tuesday, March 19, 2019 at 6 PM at the Nicola-Stoufer Room of the Washington Public Library, 115 West Washington Street, at which time and place it heard the property owners subject to the proposed assessment or

**DRAFT**

assessments and interested parties for or against the Project, its cost, the assessment thereof or the boundaries of the properties to be assessed.

Section 5. That the Clerk gave notice as required by Section 384.50 of the Code of Iowa, as amended, by publication once each week for two consecutive weeks in a newspaper published at least once weekly and having general circulation in the City, and likewise mailed a copy of such notice by Certified Mail to each property owner whose property is subject to assessment for the Project, as shown by the records in the office of the County Auditor, not less than 15 days prior to the hearing.

Section 6. That such notice was in form substantially the same form as attached Notice to Property Owners.

PASSED AND APPROVED this 19<sup>th</sup> day of March, 2019.

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Jaron P. Rosien, Mayor

ATTEST:

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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*

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## **Memorandum**

February 15, 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: Wiley Subdivision Development

The Wiley Subdivision was partially developed in 2009-2010 including construction of Pizza Ranch and installation of stormwater detention and partial water and sewer extensions, but the subdivision process itself was not completed at that time. Now, the planned development of a 9,000 square foot retail store necessitates property owner Greg Wiley to go through the formal subdivision process on the remainder of the land. This will give Wiley 2 commercial lots available to sell in the future in addition to the lot to be purchased for the development at this time.

As part of the subdivision process, Wiley will be required to extend water and sewer mains to the southernmost lot in the subdivision. The new retail store allows the opportunity to reimburse Wiley for this cost, as well as potentially eliminate sidewalk assessments for the East Washington sidewalk project, which terminates at the Wiley Subdivision. In addition, the store will likely create enough TIF increment to allow the City to reimburse itself for at least some of the additional cost of the East Washington sidewalk project. The Council is asked at this time to set the consultation meeting and hearing to allow this project to be amended into our Unified Commercial Urban Renewal Area.

I have attached a proposed schedule for the project, which will move quickly. With any luck, the new store can be under construction by the end of April.

**City of Washington**  
**Schedule for Wiley Subdivision Process- As of 2/15/19**

<u>Step</u>	<u>Task</u>	<u>Responsible Parties</u>	<u>Tentative Date</u>	<u>Complete?</u>
1	Arrange for utility extensions	Wiley	By May 1, 2019	
2	Preparation/review of Urban Renewal (UR) Plan amendment	City Staff	By February 15, 2019	
3	Preparation of legal proceedings for approval of UR Plan	City Staff	By February 15, 2019	
4	Council sets date for public hearing on UR Plan for March 19 at 6 PM	City Council	February 19, 2019	
5	Mailing to affected taxing entities, including copy of UR Plan	Hinson	February 20, 2019	
6	Consultation with Board of Supervisors and Board of Education	Hinson	February 26, 2019 at 9 AM	
7	Finalization of Development Agreement (DA)	City Staff/ Wiley	By February 28, 2019	
8	Preparation of legal proceedings for approval of DA	City Staff	By March 1, 2019	
9	Submission of preliminary and final plat to City	Wiley	By March 5, 2019	
10	Council sets date for public hearing on DA for March 19 at 6 PM	City Council	March 5, 2019	
11	Submission of public notices for UR Plan & DA	City Staff	By March 6, 2019	
12	Consideration of preliminary and final plat	P&Z Commission	March 12, 2019	
13	Consideration of preliminary and final plat	City Council	March 19, 2019	
14	Hearing on UR Plan & adoption of plan	City Council	March 19, 2019 at 6 PM	
15	Hearing on DA & adoption of agreement	City Council	March 19, 2019 at 6 PM	
16	Site plan submitted to City	United Dvpt	By April 1, 2019	
17	Hearing & consideration of site plan	P&Z Commission	April 9, 2019 at 7 PM	
18	Final consideration of site plan	City Council	April 16, 2019	
19	Issuance of building permit	City Staff	By April 19, 2019	

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

RESOLUTION SETTING A DATE FOR CONSULTATION AND A DATE FOR A PUBLIC HEARING ON THE PROPOSED AMENDMENT NO. 4 TO THE WASHINGTON UNIFIED COMMERCIAL URBAN RENEWAL PLAN.

WHEREAS, the City Council of the City of Washington has heretofore deemed it necessary and desirable to prepare Amendment No. 4 (the "Amendment") to the Washington Unified Commercial Urban Renewal Plan (the "Urban Renewal Plan"); and

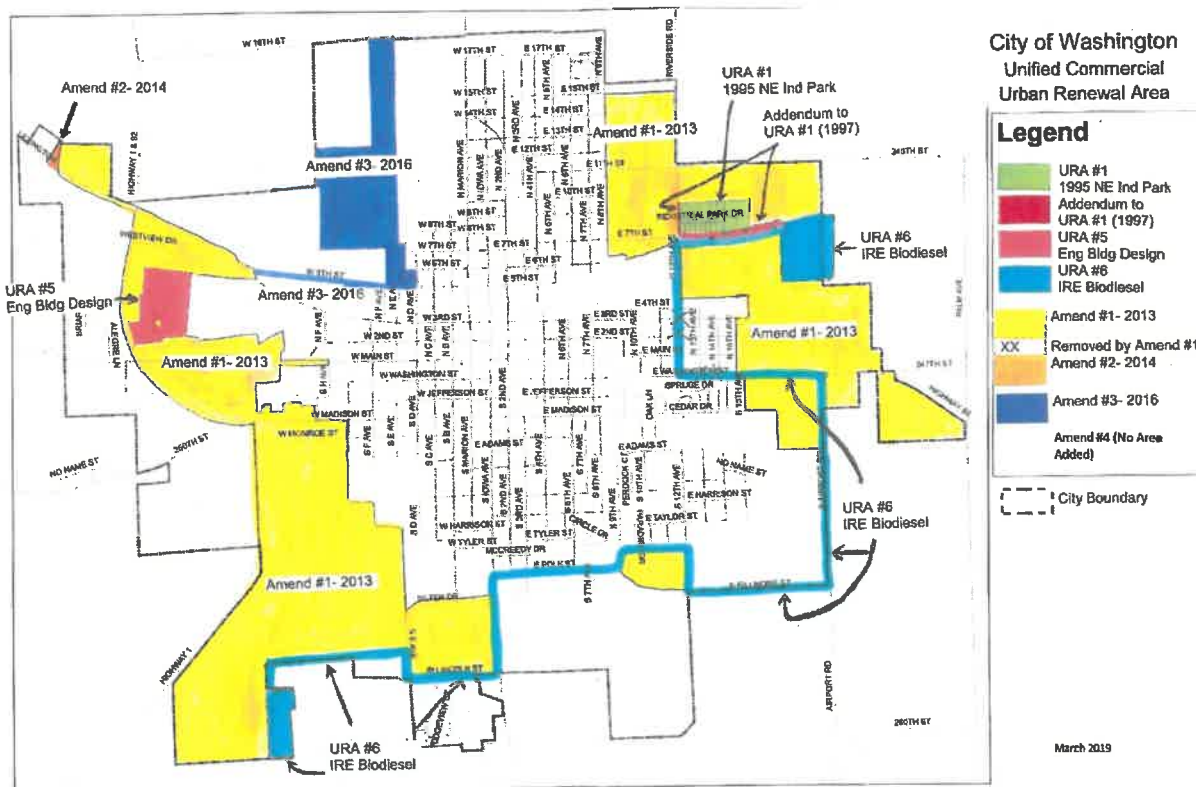
WHEREAS, the City Administrator, with advice from the City Attorney, has prepared said Amendment to the Urban Renewal Plan; and

WHEREAS, Chapter 403 of the Code of Iowa requires prior to passage of an Urban Renewal Plan Amendment, the holding of a consultation among the affected taxing entities and the publication and holding of a public hearing.

WHEREAS, the form of Public Notice shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING TO CONSIDER APPROVAL OF A PROPOSED  
AMENDMENT NO. 4 TO THE WASHINGTON DOWNTOWN URBAN  
RENEWAL PLAN FOR AN URBAN RENEWAL AREA  
IN THE CITY OF WASHINGTON, STATE OF IOWA**

The City Council of the City of Washington, State of Iowa, will hold a public hearing before itself at its meeting which commences at 6:00 o'clock P.M. on March 19, 2019 in the Nicola-Stoufer Room, Washington Free Public Library, 115 West Washington Street, Washington, Iowa, to consider adoption of a proposed Amendment No. 4 to the Washington Unified Commercial Urban Renewal Plan (the "Amendment") concerning an Urban Renewal Area in the City of Washington, State of Iowa, generally depicted in the following map:



which land is to be included as part of this amended Urban Renewal Area.

A copy of the Amendment is on file for public inspection in the office of the City Clerk, City Hall, City of Washington, Iowa.

The City of Washington, State of Iowa is the local public agency which, if such Amendment is approved, shall undertake the urban renewal activities described in such Amendment.

The general scope of the urban renewal activities under consideration in the Amendment is to promote economic development in the Urban Renewal Area, including the Wiley Subdivision,

through various public purpose and special financing activities outlined in the Amendment, and to repay certain public infrastructure improvement costs already incurred. To accomplish the objectives of the Amendment, and to encourage the further development of the Urban Renewal Area, the Amendment provides that such special financing activities may include, but not be limited to, the making of loans or grants of public funds to private entities under Chapter 15A of the Code of Iowa. The City also may reimburse or directly undertake the installation, construction and reconstruction of public improvements, including, but not limited to, street, water, sanitary sewer, storm sewer or other public improvements. The City also may acquire and make land available for development or redevelopment by private enterprise as authorized by law. The Amendment provides that the City may issue bonds or use available funds for purposes allowed by the Plan, as amended, and that tax increment reimbursement of such costs may be sought if and to the extent incurred by the City. The Amendment initially proposes specific public infrastructure or site improvements to be undertaken by the City, and provides that the Amendment may be amended from time to time.

The proposed Amendment No. 4 would not add any additional land to the Urban Renewal Area.

Other provisions of the Plan not affected by the Amendment would remain in full force and effect.

Any person or organization desiring to be heard shall be afforded an opportunity to be heard at such hearing.

This notice is given by order of the City Council of the City of Washington, State of Iowa, as provided by Section 403.5 of the Code of Iowa.

Dated this 19<sup>th</sup> day of February, 2019.

/s/ \_\_\_\_\_

Illa Earnest, City Clerk

By order of the Washington City Council

NOW, THEREFORE, the City Council of the City of Washington, Washington County, Iowa, hereby set a consultation date with affected taxing entities for Tuesday, February 26, 2019 at 9:00 a.m. at the Board of Supervisors Room at the Washington County Courthouse, 222 West Main Street, Washington, Iowa. Further, the City Clerk is directed that said Notice of Consultation be sent to the affected taxing entities, along with a proposed copy of said proposed Amendment to the Urban Renewal Plan.

BE IT FURTHER RESOLVED, that the City Council shall hold a public hearing at 6:00 p.m. on Tuesday, March 19, 2019 on the proposed Amendment to said Urban Renewal Plan. Further, the City Clerk is directed to publish notice of said public hearing as required by law.

Passed and approved this 19<sup>th</sup> day of February, 2019.

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Jaron P. Rosien, Mayor

ATTEST:

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Illa Earnest, City Clerk



**Amendment No. 4 to  
Washington Unified Commercial Urban Renewal Plan**



**Washington 1995 Urban Renewal Area #1**

**Urban Renewal Area #5**

**Urban Renewal Area #6**

**Amendment No. 1 to Unified Commercial Plan 2013**

**Amendment No. 2 to Unified Commercial Plan 2014**

**Amendment No. 3 to Unified Commercial Plan 2016**

**Amendment No. 4 to Unified Commercial Plan 2019**

AMENDMENT NO. 4 TO THE WASHINGTON UNIFIED COMMERCIAL URBAN  
RENEWAL PLAN

REFERENCE is hereby made to Amendment No. 1 to the City of Washington Unified Commercial Urban Renewal Plan, (the “Urban Renewal Plan”) which was passed and adopted by the Washington City Council on June 5, 2013, Amendment No. 2 of the Urban Renewal Plan, passed and adopted on June 17, 2014, and Amendment No. 3 of the Urban Renewal Plan, passed and adopted on May 31, 2016; and

WHEREAS, pursuant to Chapter 403 of the Code of Iowa, cities need to specifically list the Urban Renewal Projects that will be funded using incremental tax revenues; and

WHEREAS, Section H, Paragraph 2 of said Urban Renewal Plan contemplates that the City may arrange for or cause to be provided the construction of public infrastructure including, but not limited to, streets, water, sanitary sewer or other facilities in connection with Urban Renewal Projects; and

WHEREAS, the City intends to enter into a Development Agreement with Greg Wiley to incur certain infrastructure costs for the Wiley Subdivision and reimburse itself from incremental revenues to be created by development on that property (“the Project”); and

WHEREAS, it is now necessary to amend the Plan to include this Project.

NOW, THEREFORE, the Urban Renewal Plan is hereby amended as follows:

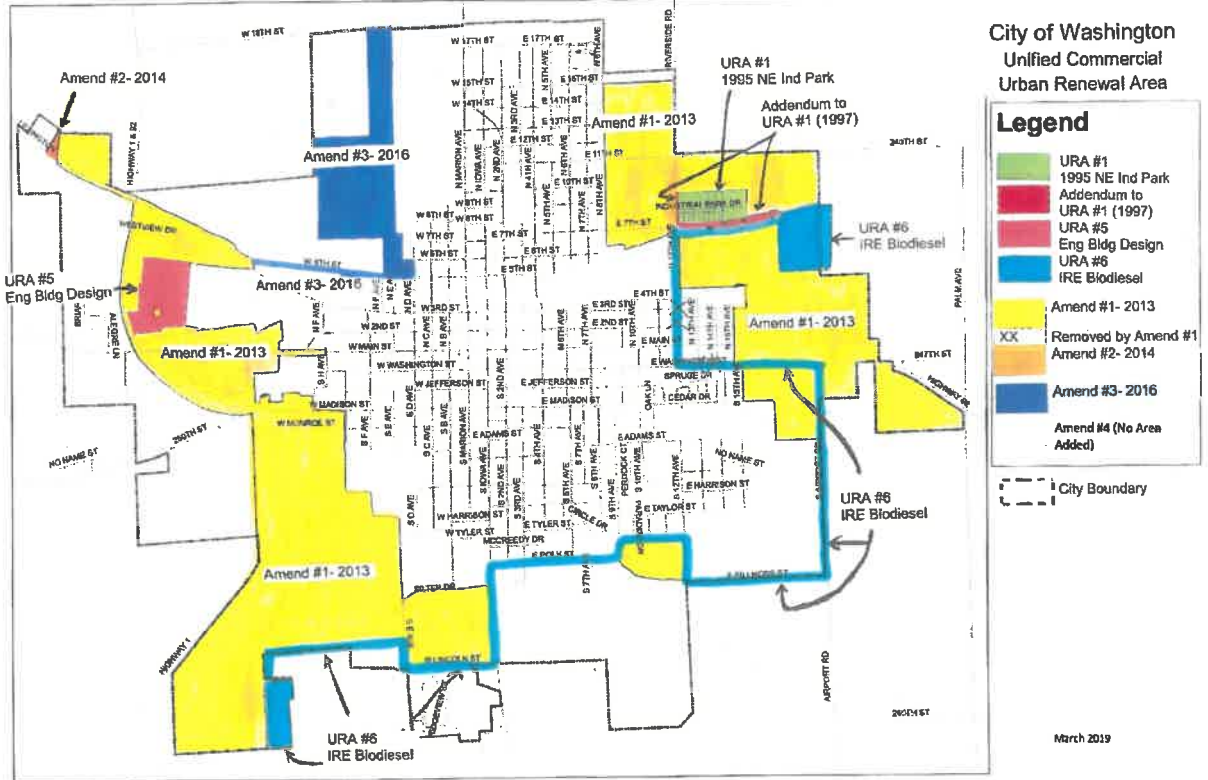
1. In Section J, Paragraph 1 of the Urban Renewal Plan, the following Public Improvement Project is hereby added and incorporated into the Urban Renewal Plan:

Wiley Subdivision Grants and Internal Loan Repayment for installation of public water, sewer, and sidewalk infrastructure	Grants and internal loan repayments not to exceed \$150,000
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2. Except as modified by this Amendment No. 4, the original provisions of the Urban Renewal Plan are hereby ratified, affirmed and approved and shall remain in full force & effect.
3. This Amendment No. 4 to the Urban Renewal Plan shall be in full force and effect upon adoption by the City Council.
4. Any parts of the previous Urban Renewal Plan in conflict with the provisions of this Amendment No. 4 are hereby repealed.

# EXHIBIT B

## Map of the Washington Unified Commercial Urban Renewal Area (including Original Area and Amendments No. 1, 2, 3 &4)



## Exhibit E: Project Summary

### Washington Unified Commercial Urban Renewal Area

Project Name:	<u>Wiley Subdivision Infrastructure</u>
Location:	<u>200 Block of South Wiley Avenue</u>
Type of Project:	<u>Urban Renewal Grant/ City Internal Loan Repayment</u>
Purpose:	<u>Assist in installation of infrastructure for commercial subdivision.</u>
Project Description:	<u>The project will involve grants to the developer and repayment of the City Road Use Tax Fund for the installation of public water, sewer, and sidewalk infrastructure.</u>
Cost not to Exceed Estimate:	<u>\$150,000</u>
Potential Sources of Funding	<u>Incremental revenues from development in the Wiley Subdivision.</u>
Need for TIF Project:	<u>To promote economic development.</u>
Time Table for Project:	<u>2019</u>
Date of Amendment:	<u>March 2019</u>

**RESOLUTION NO. 2019-**

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

WHEREAS, the City of Washington, Iowa is empowered to levy, assess, and collect costs of delinquent water service accounts to the property owner and,

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

The property of Robert W. Jones at 825 S. Ave. B for the amount of \$355.46. Legal description (02 18 S WASH). Parcel Number (11-20-106-013).

The property of Sheryl Humphries/Sheryl Crossett, 910 N. 7<sup>th</sup> Avenue, for the amount of \$136.40. Legal description (06 12 COLUMBIAN ADD). Parcel Number (11-17-208-003).

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

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

Passed and approved this 19th day of February, 2019.

\_\_\_\_\_  
Jaron Rosien, Mayor

Attest:

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

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE VACATING CERTAIN PLATTED STREETS AND ALLEYS**

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

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

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

all in Washington, Washington County, Iowa."

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

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

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

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

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

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

Attest:

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

Approved on First Reading: January 15, 2019  
Approved on Second Reading: February 5, 2019  
Approved on Third & Final Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day  
of \_\_\_\_\_, 2019.

\_\_\_\_\_  
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*

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## **Memorandum**

February 15, 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: Discussion on Extending Smoking Ban for Parks

A topic that has come up in our County Wellness Commission meetings has been the topic of designating additional areas of our parks as "smoke-free". The Council took action in 2015 to make Central Park smoke-free (see attached ordinance), but it was known at the time that the City may want to add additional sites in the future. Also attached for your information is Cedar Rapids' approach on this issue and a flyer on the Smoke-Free Air Act from the Iowa Department of Public Health.

At this point, we are looking for the Council's overall direction on this issue. If you are open to considering additional smoke-free places in our parks, I encourage you to refer the matter to the Park Board for further examination, as we did with Central Park in 2015.



ORDINANCE NO. 1039

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF  
THE CITY OF WASHINGTON, IOWA, BY AMENDING  
CHAPTER 41, PUBLIC HEALTH AND SAFETY

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

SECTION 1. **Add Section.** A new Section 41.13 is adopted as follows:

**41.13 SMOKE FREE PLACES.** It is illegal to smoke in a smoke free place, and violation of this section shall be a simple misdemeanor punishable by a fine of fifty dollars (\$50.00). Pursuant to Iowa Code 142D.5, the City declares the following areas to be smoke free places:

A. Central Park.


SECTION 2. **Add Section.** A new Section 41.14 is adopted as follows:

**41.14 ELECTRONIC CIGARETTES.** It is illegal to use an electronic cigarette in any smoke free place listed in Section 41.13 of this Code of Ordinances or in any place where Chapter 142D of the Iowa Code prohibits smoking a tobacco product. Violation of this section shall be a simple misdemeanor punishable by a fine of fifty dollars (\$50.00). Electronic cigarette means vapor product as defined in Section 453A.1 of the Iowa Code.

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

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

Passed and approved this 6th day of October, 2015.

  
Sandra Johnson, Mayor

Attest:

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

Approved on First Reading: September 1, 2015  
Approved on Second Reading: September 15, 2015  
Approved on Third & Final Reading: October 6, 2015

I certify that the foregoing was published as Ordinance No. 1039 on the 9th day of October, 2015.

  
\_\_\_\_\_  
City Clerk



# SMOKEFREE AIR ACT

## Public Parks

### Overview

The Smokefree Air Act restricts smoking in certain areas of state, county and city parks and recreational facilities. The Smokefree Air Act does not apply to Federal parks.

### Indoor Areas

- Smoking is prohibited in all enclosed buildings or shelters on park property.
- Smoking is not regulated in private residences located on park property, unless any portion of the private residence is open to the public.

### Outdoor Areas

- Smoking is prohibited on the grounds\* of public buildings\*\* located within parks.  
\* "Grounds" are defined as "an outdoor area of a public building that is used in connection with the building...or any other outdoor area as designated by the person having custody or control of the public building." (See the Fact Sheet titled "Grounds of Public Buildings.")  
\*\* "Public building" is an enclosed area owned, leased, or operated by or under the control of the state government or its political subdivisions.
- Outdoor areas where smoking may be allowed include: a parking lot, the course of play at a golf course, a hiking trail, locations of an individual campsite or campfire, or a lake, river, or other body of water, or
- Nothing in the law prohibits any person having custody or control of the park from declaring the entire area or property a nonsmoking place.

### Posting Of Signs

- "No smoking" signs which meet the requirements of the Smokefree Air Act must be clearly posted at every entrance to an enclosed building or shelter and at "commonly understood points of entry and exit to and from an outdoor area." (See the Fact Sheet titled, "Signage.")

**NOTE:** The information provided in this document is not intended to be legal advice. Please consult state statutes or contact an attorney for additional information about the Smokefree Air Act (Iowa Code 142D).

ORDINANCE NO. LEG\_NUM\_TAG

AN ORDINANCE AMENDING THE CEDAR RAPIDS MUNICIPAL CODE  
BY ESTABLISHING SECTION 10.13 – SMOKING PROHIBITED.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR RAPIDS, IOWA,  
as follows:

Section 1. The Cedar Rapids Municipal Code is hereby amended by adding Section 10.13 to Chapter 10 as follows:

“10.13 – SMOKING PROHIBITED.

- (a) Smoking is prohibited and a person shall not smoke in or on the following facilities, in or on city owned real estate, which is within 30 feet of such facilities; entrances:
  - 1. Aquatic Centers, swimming pools and splash pads;
  - 2. Playgrounds;
  - 3. Exercise stations;
  - 4. Golf course clubhouses;
  - 5. Enclosed shelters;
  - 6. Ushers Ferry Historical Village;
  - 7. Park restrooms;
  - 8. Tait Cummins Sports Complex except when in a privately owned vehicle;
  - 9. Tuma Soccer Complex except when in a privately owned vehicle;
  - 10. Northwest Recreation Center, and;
  - 11. Riverside Skate Park
  
- (b) Smoking is prohibited a person shall not smoke in the area where programs for youth under age 18 are in progress, or on City owned real estate within 30 feet of such programs:
  - 1. Parks and Recreation Department sponsored activities;
  - 2. Athletic games and practices; and
  - 3. Camp and educational programs.
  
- (c) A person shall not smoke in any park venue during concerts sponsored by the Parks and Recreation Department.
  
- (d) Exception, suspensions or modifications to the smoking prohibitions in this section may be made by permit for special events by the Parks and Recreation Director.
  
- (e) “Smoke” or “Smoking” means inhaling, exhaling, burning, or carrying any lighted cigar, lighted cigarette, lighted pipe, or other lighted tobacco product in any manner or in any form. “Smoking” does not include smoking that is associated with a recognized religious ceremony, ritual, or activity, including but not limited to burning of incense.
  
- (f) The penalty for violation of any provision of section 10.13 shall be \$65.00 for each violation.”

Section 2. It is the intention of the Council that each section, paragraph, sentence, clause, and provision of this Ordinance is separable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance nor any part thereof other than that affected by such decision.

Section 3. The changes as provided in this Ordinance shall be made a part of the replacement pages of the Municipal Code, City of Cedar Rapids, Iowa, and made a part of said Code as provided by law.

Section 4. All ordinances or parts of ordinances in conflict with any provision of this Ordinance are hereby repealed. As part of the penalty provision of this Ordinance, Section 1.06 of the Municipal Code, City of Cedar Rapids, Iowa, is adopted, and shall apply to all violations of this Ordinance, except where superseded by the specific language of section 10.13(f).

Introduced this 4th day of December, 2018.

PASSED\_DAY\_TAG

LEG\_PASSED\_FAILED\_TAG

MayorSignature

Attest:

ClerkSignature