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WWTP MEMORANDUM

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TO: ILLA  
FROM: FRED E. DOGETT FED  
SUBJECT: FALL 2011 LAND APPLICATION OF TREATED BIO-SOLIDS  
DATE: FRIDAY, SEPTEMBER 30, 2011

IT'S THAT TIME OF THE YEAR AGAIN WE'LL BE LAND APPLYING BIO-SOLIDS IN THE NEAR FUTURE. RICH PUMPING LLC WILL BE THE CONTRACTOR AND THEIR ESTIMATE IS 1.8 CENTS PER GALLON. THIS PROJECT WILL EXCEED \$5,000.00, SO COUNCIL APPROVAL IS NECESSARY. WE WON'T KNOW THE TOTAL COST UNTIL THE TANK IS EMPTY AND THE NUMBER OF GALLONS ARE TOTALED. THERE IS \$25,000.00 AVAILABLE IN THE ACCOUNT (610-6-8015-6599) FOR THIS PROJECT. PLEASE INCLUDE ME ON THE AGENDA FOR THE OCTOBER 5, 2011 COUNCIL MEETING SO I CAN ANSWER ANY QUESTIONS THAT MAY ARISE. THANKS

Rich Pumping LLC  
2727 Trio Ct  
Washington, IA 52353

# Estimate

Date	Estimate #
9/12/2011	2

Name / Address
Fred Doggett City of Washington P.O Box 516 Washington, IA 52353

			Project
Description	Qty	Rate	Total
This Price includes but not limited to agitation, pumping, injection and GPS mapping before the ground is frozen. We will use an aerway toolbar or a notill toolbar whichever is requested by the owner of the farm ground.	600,000	0.018	10,800.00
<b>COPY</b>			
received 9-27-11.			
Thank you for your business. 10:28 AM FD			
<b>Total</b>			\$10,800.00

September 28, 2011

City Council; City of Washington, IA  
215 E. Washington St.  
Washington, IA 52353

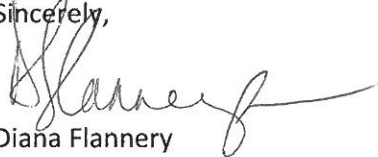
Dear Council,

On behalf of the Board of Trustees of the Washington Free Public Library, I am writing to notify you of benefits approved for the incoming library director, Deborah (Debbie) Stanton.

Annual Salary of \$45,000  
Moving Allowance of \$2,000, to be paid in one amount  
2 Weeks of vacation annually  
Health Insurance as per the city of Washington plan

We look forward to having Debbie as director and feel you will find her a fabulous addition to our community as well.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Diana Flannery', written in dark ink.

Diana Flannery  
Washington Free Public Library Trustee



## GRANT APPLICATION

### Applicant Organization Information:

1. Applicant Organization: CITY OF WASHINGTON
2. Mailing Address: 215 E WASHINGTON STREET
3. City, State, Zip: WASHINGTON, IA, 52353
4. Federal Tax ID#: 42-6005318
5. Date (Year) Organized: 1868
6. Website: washingtoniowa.net
7. Tax Exempt Category: ☐ 501c(3), ☐ 501c(4), ☐ 501c(6), ☐ School District  
(Check only one) ☒ City/County Gov't, ☐ Other:
8. Applicant has read and agrees with the current grant guidelines: ☒ Yes ☐ No  
(Grant App. Guidelines & Instructions are available online or from the WCRF Office)

### Contact Information:

9. Primary Contact Name: ILLA EARNEST
10. Title in Organization: CITY CLERK
11. Daytime Phone: 319-653-6564 Evening Phone:
12. E-mail address: EARNEST@WASHINGTONIOWA.NET
13. Alternate Contact Name: DAVID PATTERSON
14. Alternate Phone: 319-653-1701 Alt. E-mail:  
PATTERSON@CO.WASHINGTON.IA.US

### Project/Program Information:

15. Project Title: PEDESTRIAN AND BICYCLE IMPROVEMENT ALONG  
HIGHWAY 92 IN THE CITY OF WASHINGTON
16. Project Address: 5.3 MILES OF HIGHWAY 1&92 FROM G-36 TO THE  
AIRPORT ROAD
17. WCRF Funding Requested: 53,000 (include itemized budget if over \$20,000)
18. Matching Funds: 317,000
19. Total Cost (17+18): 370,000
20. Anticipated project start: APRIL 2012
21. Anticipated date WCRF funds will be needed: AUGUST 2012



22. Provide a brief description of the project you are seeking funds for (10 lines). Please include an explanation of how this proposal will benefit residents of Washington County. You may attach additional pages to describe your project/program in more detail. Additional supporting material may also be submitted.

Highway 92 is scheduled to be reconstructed by the Iowa DOT next summer. This project will take advantage of this one time opportunity to leverage this project and make additional pedestrian and bicycle improvement. All pedestrian ramps are proposed to be made ADA compliant and sidewalks will be repaired along this corridor. Six foot paved shoulders will be added to Highway 1/92 from the intersection by Hy-Vee all the way to County Highway G-36. This is a unique opportunity to partner with the Iowa DOT and leverage their design capacity and funding to make 5.3 miles of improvements. The sidewalks will be maintained in the future by the city. The paved shoulders will be maintained in perpetuity by the Iowa DOT.

23. Under which of the Foundation's special interest categories does this project/program fall? (See Section A of the Funding Guidelines & Procedures for a description of each category.) (Select only one category.)

☒ Community Development & Beautification      ☐ Economic Development  
☐ Education & Arts      ☐ Human & Social Needs

24. In the space below, explain how the project/program will address the Foundation's interest category. (7 lines) See WCRF Grant Application Guidelines & Instructions document.

This project targets the main highway and business corridor through the City of Washington. It is a community-wide improvement that makes the city more attractive. It makes Washington more walkable and accessible for pedestrians. The project also promotes healthy living and improves the connectivity to Parkside Estates, Faith Baptist Church, the Hawkeye Motel, the Kewash Nature Trail, and Kirkwood Community College. All of these locations become safely accessible by bicycles.



25. List name of matching funding sources and if contribution is projected (P) or confirmed (C). Private donations can generally be grouped together as one line item. Line "A" should show any cash contribution from the Applicant organization. **Do not include "in-kind" (non-cash) contributions in this table.** The "Total Matching Funds" should equal Line 18.

Source of Match Funds	Projected or Confirmed	Confirming letter attached ?	Amount
A. (Applicant) City of Washington	Confirmed	<input type="checkbox"/>	\$ 45,000
B. Washington County	Confirmed	<input checked="" type="checkbox"/>	\$ 15,000
C. Iowa DOT	Confirmed	<input checked="" type="checkbox"/>	\$ 256,000
D. Washington County Conservation	Confirmed	<input checked="" type="checkbox"/>	\$ 1,000
E.	Projected	<input type="checkbox"/>	\$
F.	Projected	<input type="checkbox"/>	\$
<b>Total Matching Funds:</b>			<b>\$ 317,000</b>

26. Complete the following budget form. List each work element for the project. To show the source of matching funds, reference the letter (A, B, C, etc.) from the table in Line 25. More than one source (letter) may be entered for a single work element. The Total Matching Fund should equal the amount entered in Line 18. The Total WCRF Funding Request should equal the amount entered in Line 17. **If the WCRF request is over \$20,000, please attach a detailed itemization of the expected project expenses.**

Work Element	Matching Fund Source (letters)	Matching Fund \$ Amount	WCRF Funding Request	Total
1. Sidewalk and Paved Shoulder Improvements	A,B, C, D	\$ 317,000	\$ 53,000	\$ 370,000
2.		\$	\$	\$
3.		\$	\$	\$
4.		\$	\$	\$
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$
TOTAL		\$ 317,000	\$ 53,000	\$ 370,000

NOTE: The WCRF does not normally fund personnel expenses, except for outside contracted services for specific projects. Personnel expenses include salaries and benefits for full- and part-time employees. Capital expenses include construction or remodeling costs. Equipment expenses include machinery, tools, vehicles, and appliances that are likely to remain in use for more than one year. Supplies refers to items which are consumable



27. Explain the source of additional matching funds shown in Questions 25 and 26, and the amounts necessary to complete the project/program. Include cash contributions from all other sources besides the WCRF. If a capital campaign or pledge drive is in progress or planned and shown in Line 25, please provide details about how this effort will be executed. If Foundation funding will be used to leverage other funds that have not yet been committed, please include a detailed description of the process or plan to receive those funds. Explain the anticipated timeline on receiving the matching funds. If necessary, attach an additional sheet. **Letters or documentation of confirmed matching funds, on the letterhead of the funding source, must accompany this application.**

A-The City of Washington has agreed to contribute \$45,000 to the improvements

B-Washington County has agreed to contribute \$15,000 towards the shoulder improvements along Highway 1&92

C-The Iowa DOT is willing to contribute \$256,000 as a cost share to the improvements so long as they are included in their scheduled repaving project of Highway 92.

D-Washington County Conservation has agreed to contribute \$1,000 towards the project because it provides increased connectivity to the Kewash Nature Trail.

28. Explain any "in kind" non-cash contributions, if any. Include donated time, labor, materials, etc. Note that these "in kind" contributions should not be included in the matching funds (Line 18) or in the Total Cost of the project (Line 19).

All engineering, surveying, construction inspection, and project documentation will be provided in kind by the Iowa DOT.

29. Are there any funding sources that have declined funding for the project/program? (Explain)
- None.

30. How will the project be affected if it receives less funding from the WCRF or from other anticipated funding sources? (For example, will the project be downsized, will the applicant organization increase its funding to make up the difference, would the project be canceled, would a plan to raise more private donations be implemented, etc.?)

Some sections of the improvements will be omitted. The 6' shoulder will not be included. Some sidewalk sections will be removed.

31. Explain how the Washington County Riverboat Foundation will be recognized by your organization for contributing to the project/program. (6 lines)

The WCRF will be recognized through press releases and project announcements.



32. I hereby affirm that this application has been approved by its governing body. All data in this application and supporting material are correct and true. If awarded funds by the WCRF, the Applicant will comply with WCRF guidelines and grant agreement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signed by Primary Contact from Line 9.)

To complete the application process,

1. E-mail the completed MS Word digital version of the application (without signatures) and supporting materials to [wcrf@iowatelecom.net](mailto:wcrf@iowatelecom.net).
2. Submit one completed and signed original application, along with one copy of the following (do not attach to the 15 copies):
  - ✓ Resolution authorizing submission from governmental body (if applicable).
  - ✓ IRS Non-Profit Determination letter (for non-governmental organizations)
  - ✓ Iowa Secretary of State "Certificate of Standing"
  - ✓ Front page from most recent federal 990 income tax form.
3. Submit **15** complete copies of the application (including any supporting materials such as itemized budget details, project descriptions, maps, letters confirming matching funds, etc.)
4. Submit this application in its original form (no colored paper, plastic covers, folders, or coversheets) Do not reformat this application form. Do not fax the application. Please staple each application.

by **5:00pm on Thursday, October 6, 2011** to:

Washington County Riverboat Foundation  
205 West Main St.  
Washington, IA 52353  
[wcrf@iowatelecom.net](mailto:wcrf@iowatelecom.net)

**\*\* Please note that your application becomes a public document upon submission. \*\***

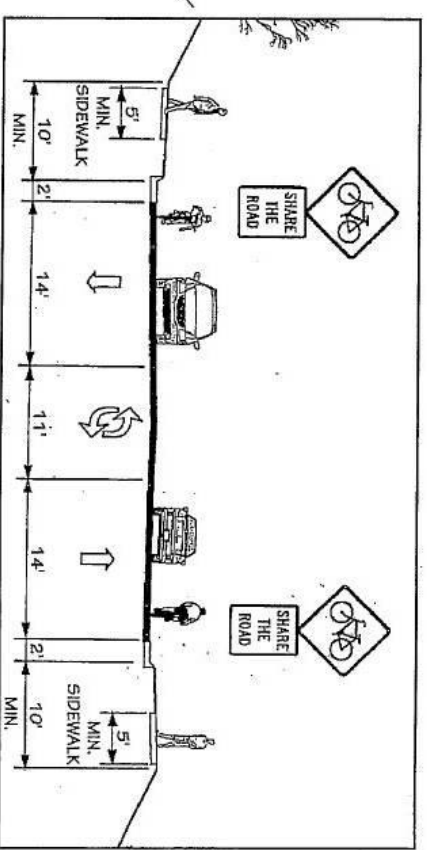
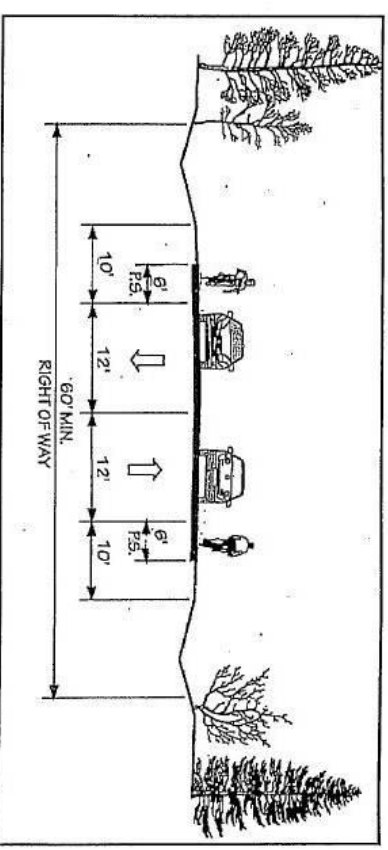
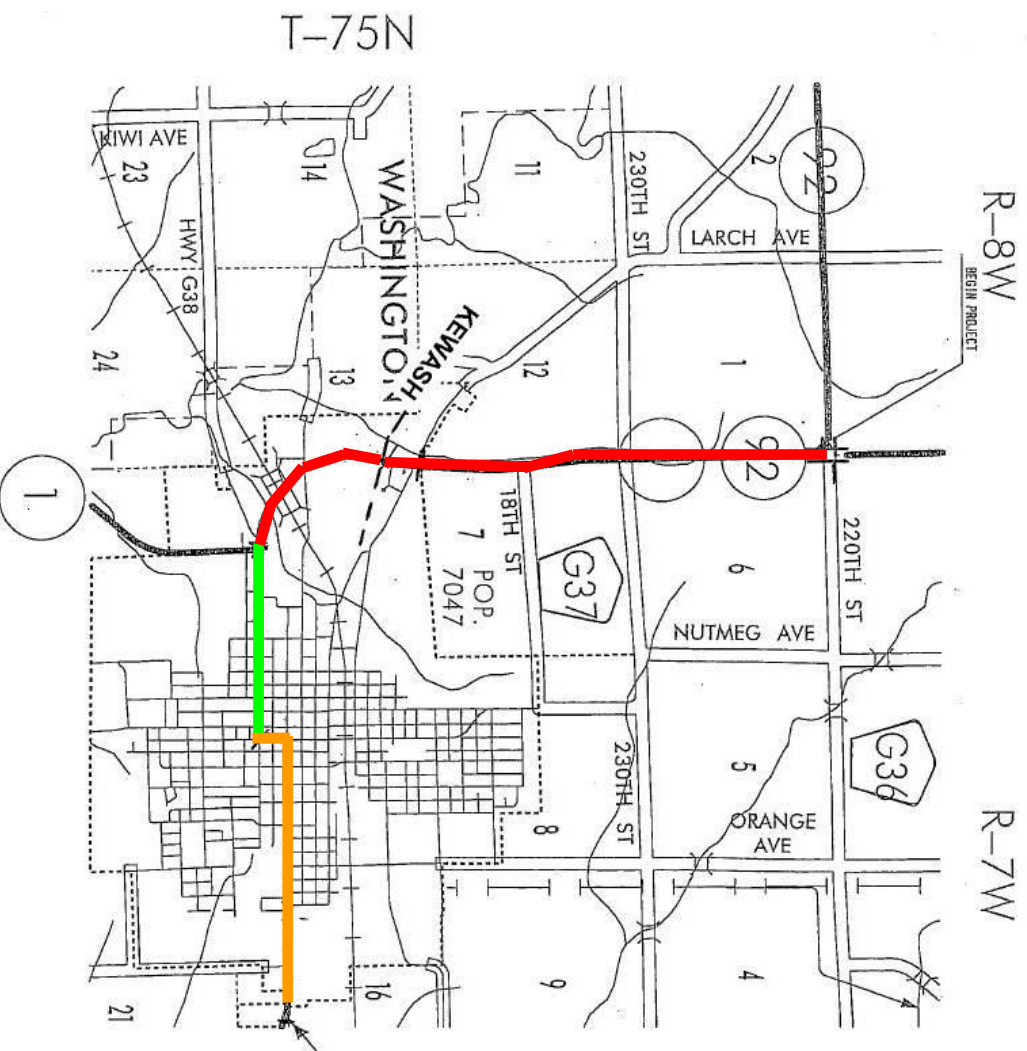




## **Supporting Information**

- This is a one time opportunity to extend paved shoulders from Washington to G-36.
- The match funds from the Iowa DOT will not be available in the future for this improvement.
- If paved shoulders are added to this section of Highway 1, it may be possible to add paved shoulders to Highway 1 all the way to Kalona in the future.
- Maintenance agreements are in place for all parts of this project. No additional funds will be required from the WCRF.
- This project has the support of the Washington County Trails Committee.

# LOCATION MAP AND TYPICAL SECTIONS



**Sidewalk Improvements**



## AGREEMENT FOR ENGINEERING SERVICES

Aspen Business Park | 414 South 17<sup>th</sup> Street, Suite 107 | Ames, Iowa 50010

April 20, 2011

Mayor and City Council  
City of Washington  
215 E. Washington Street  
Washington, Iowa 52353

RE: Proposal/Agreement for Engineering Services  
Water Distribution System Modeling  
FOX Project No. 3424-11A

Mayor and City Council:

Thank you for contacting FOX Engineering Associates, Inc. regarding your need for engineering services related to your water distribution system modeling needs. In response to your request, we are pleased to submit this proposal/agreement for your consideration.

FOX Engineering Associates, Inc. proposes to provide professional engineering services associated with the water distribution modeling effort referred to here as the Project. The water modeling effort will be divided into two phases. Phase I will be focused on the northeast area of town and developing enough of the water distribution system model to determine if the required fire flows of 1,500 gallons per minute can be provided to ACH Foam for their proposed facility expansion. Phase II will include developing a water model for the entire distribution system and making recommendations for the location and size of a new water tower. In particular, Phase II will evaluate potential tower locations in the northeast area of town to improve fire flow characteristics in the industrial park and the impact on the rest of the distribution system.

Scope of Basic Services: Our Basic Services will generally consist of engineering services related to the distribution system modeling effort including:

- 1) Data collection and review – Obtain the following information, if available, from the City of Washington:
  - a) Water distribution system map with pipe sizes, age, materials of construction, and hydrant and valve locations.
  - b) Hydrant Flow Testing Data: For Phase I, the available hydrant flow test data will be utilized. For Phase II, additional hydrant flow testing data at various locations within the distribution system will be required. This data will need to include: hydrant identification and location; measured hydrant flow; residual pressure at adjacent hydrant before, during, and after the hydrant test; static pressure at the flow hydrant prior to and following the test; water tower level during test; pump operating status and flow rate during test; total water use during 24 hour period including test; and approximate volume of water used in conducting test. If this information is not available, FOX will make recommendations regarding recommended number and locations of hydrant tests to be conducted. It is assumed that City staff will conduct the necessary hydrant tests.
  - c) Current annual and peak day water use records.
  - d) Typical diurnal use data if available or easily collected.
  - e) Peak month and peak day water use for the top ten users in town.

- 
- f) Design average and peak day flow.
  - g) Information regarding pumps including size, pump curves, operating points, etc.
  - h) Information on elevated tanks including height, volume, operating program, etc.
- 2) Create water distribution model in WaterCAD. Phase I will include only the northeast area of town, as well as the water towers and water plant/pumps. Phase II will include the rest of the distribution system.
- a) Input water distribution system map into WaterCAD – only pipes 4" and larger will be included.
  - b) Assign node and pipe numbers to model
  - c) Assign water demands to nodes for average use period
  - d) Assign multiplier factors to use in converting average use data to peak day and peak hour data
  - e) Calibrate model to distribution system hydrant test data
  - f) Adjust model as required
- 3) Scenario modeling – In consultation with the City of Washington staff:
- a) Phase I Modeling:
    - i) Conduct computer runs of existing system in the northeast area of town under average and peak use conditions and model fire flow availability at the ACH Foam industrial site.
    - ii) Make recommendations, if necessary, for system improvements to address potential fire flow deficiencies at the ACH Foam industrial site.
  - b) Phase II Modeling:
    - i) Conduct computer runs of existing system under average and peak use conditions and model pressure contours for entire system.
    - b) Conduct computer runs of existing system under average and peak use conditions and model fire flow availability for all hydrant locations.
    - c) Evaluate potential locations for a proposed new water tower, including the northeast area of town. Model fire flow availability for all hydrant locations based on proposed tower locations.
    - d) Make additional recommendations as appropriate to address other identified system deficiencies.
- 4) Distribution system plan documentation
- a) Phase I Modeling:
    - i) A brief letter report will be provided summarizing the findings of the Phase I modeling effort.
  - b) Phase II Modeling:
    - i) Prepare a draft written report and submit it to the City of Washington for review and comment.
    - ii) Attend a meeting to review the draft report with City staff
    - iii) Submit a final, revised report based on feedback received.
    - iv) Provide the City with final system mapping in AutoCAD format.
    - v) Provide the City with printed and electronic media (TIFF or PDF files) documentation of the completed model and selected model outputs such as system fire flow capabilities and pressure contours.

**Scope of Additional Services:** Additional services described as follows may also be provided if authorized by you.

- 1) Hydrant Testing: Assist in conducting hydrant tests if this data cannot be provided. We would provide an experienced field technician and equipment to conduct the flow tests with assistance from City staff to operate valves and assist in pressure data collection during flow testing.

- 
- 2) Additional Scenario Modeling: After the model is created and calibrated, additional scenarios analyzing system future expansion and water main improvements can be run, as well as foreseen future demand needs.
  - 3) Additional Meetings or Trips: Additional meetings with City staff related to the Project, or trips to the project area, beyond those included in basic services.
  - 4) If desired, the distribution system model could be used to model water quality throughout the system to identify potential problem areas and recommend improvements or development of a uni-directional flushing program to improve water quality.

**Fees:**

Compensation for basic services will be a lump sum fee as follows:

Phase I:           \$4,300

Phase II:           \$12,400   (this includes two (2) trips to the Project area and two (2) meetings)

Fees for additional services will be based on actual time and expenses incurred by employees providing such services at standard hourly charge rates and reimbursable expenses. Those fees have been estimated as follows:

- 1) Hydrant Testing: Costs are estimated assuming approximately 1 day of testing, about 15 hydrants, would be sufficient to provide enough test data for model calibration. Estimated total fee is about \$1,800 (including expenses).
- 2) Additional Scenario Modeling: Fees for this additional modeling would be dependent on the number of troubled areas and the number of alternatives to be evaluated for each. The evaluation of additional system improvement options could be provided for an estimated fee of \$500 to \$1,000, depending on the complexity of the scenarios and additional model development that must be created to accomplish the work.
- 3) Additional Meetings or Trips: Estimated at approximately \$1,000 per trip to project area.

**Schedule**

Phase I: We will be able to start work on Phase I of the Project immediately upon our receipt of a signed agreement from you. If the necessary data is provided in a timely manner, we anticipate submitting the letter report 14 days of the effective date of this agreement. Preliminary results of the fire flows available to ACH Foam will be available within 7 days.

Phase II: We would expect to start work on Phase II within 30 days of the effective date of the agreement. The following time frames are estimated minimum time requirements in terms of working days for Phase II of the proposed scope of work:

**Basic Services**

1. Data collection and review – 15 days assuming data is readily available from existing records
2. Model creation/calibration – 45 days assuming data is readily available from existing records.

- 
3. Scenario modeling – 30 days
  4. Report preparation and presentation – 30 days

Optional Additional Services

1. Hydrant testing – 1-2 days (with 2 weeks notice)
2. Additional scenario modeling – 3-5 days each

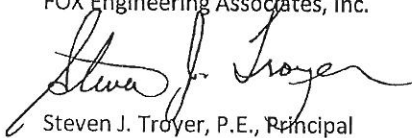
If there are protracted delays for reasons beyond our control, we would expect to negotiate with you an equitable adjustment of the fees and schedule, taking into consideration the impact of such delay.

Special Notes

1. City staff will need to make available to us all pertinent existing data as well as full information as to your requirements, including any special or extraordinary services.

This Agreement and the accompanying General Terms and Conditions consisting of two (2) pages represent the entire understanding between the City of Washington and FOX Engineering Associates, Inc. in respect to the Project, and may only be modified in writing signed by both parties. If this Agreement satisfactorily sets forth your understanding of the Project, our services, and your responsibilities, please execute each of two (2) copies in the space provided below and return one (1) copy to us as notice to proceed.

Respectfully submitted,  
FOX Engineering Associates, Inc.

  
Steven J. Troyer, P.E., Principal

Attachment: General Terms and Conditions (2 pages)

Accepted this \_\_\_ day of \_\_\_\_\_, 2011,

For: City of Washington

By authorized contracting official:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name & title)

(This Proposal is open for acceptance for 30 days from the date of issuance, unless extended in writing by us.)





## GENERAL TERMS AND CONDITIONS

Attached to and made a part of the letter agreement dated                     , 2011, between City of Washington, Iowa (CLIENT) and FOX Engineering Associates, Inc. (CONSULTANT) in respect of the work described as therein.

### 1.0 CLIENT'S RESPONSIBILITIES

1.1 CLIENT shall provide all criteria and full information as to CLIENT'S requirements for the project; designate a person to act with authority on CLIENT'S behalf in respect of all aspects of the project; examine and respond promptly to CONSULTANT'S submissions; and give prompt written notice to CONSULTANT whenever CLIENT observes or otherwise becomes aware of any defect in the work.

1.2 CLIENT shall also do the following and pay all costs incident thereto:

- a. Furnish to CONSULTANT all pertinent information, which may include but not be limited to borings, probings, and subsurface explorations, laboratory tests and inspections of samples, materials, and equipment; appropriate professional interpretations of all of the foregoing, environmental assessment and impact statements, property and utility surveys; property descriptions, zoning and deed restrictions; all of which CONSULTANT may rely upon in performing services.
- b. Guarantee access to and make all provisions for CONSULTANT to enter upon public and private property where required to perform services under this agreement.
- c. Provide such legal, accounting, independent cost estimating, inspection, auditing and insurance counseling services as may be required for the Project.
- d. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project.

### 2.0 STANDARD OF CARE

Services provided by the CONSULTANT under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession practicing contemporaneously under similar circumstances and in the same locality. CONSULTANT makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with CONSULTANT'S services.

3.0 **OWNERSHIP OF INSTRUMENTS OF SERVICE:** All reports, plans, specifications, computer files, field data, notes and other documents prepared by the CONSULTANT as instruments of service shall remain the property of the CONSULTANT. The CONSULTANT shall retain all common law, statutory and other reserved rights, including the copyright thereto and the rights of reuse. CLIENT may make and retain copies for information and reference in connection with the use and occupancy of the Project by CLIENT and others; however, such documents are not intended or represented to be suitable for reuse by CLIENT and others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by CONSULTANT for the specific purpose intended will be at CLIENT'S sole risk and without liability to CONSULTANT.

### 4.0 USE OF ELECTRONIC MEDIA

The CLIENT agrees not to reuse electronic files, in whole or in part, for any purpose other than for the Project. The CLIENT agrees not to transfer to others any electronic files provided by the CONSULTANT without the prior written consent of the CONSULTANT. Electronic data files provided by the CONSULTANT to the CLIENT are subject to an acceptance period of 30-days during which time the CLIENT may perform appropriate acceptance reviews. After the acceptance period, the electronic files shall be deemed to be accepted and Consultant shall have no obligation to correct errors or maintain the electronic files. Because data and/or drawings stored on electronic media can deteriorate undetected or be modified without the CONSULTANT'S knowledge, the CLIENT agrees that the CONSULTANT shall not be held liable for the completeness or correctness of electronic data once the electronic media have left the possession of the CONSULTANT.

### 5.0 PAYMENTS

If CLIENT fails to make any payment due CONSULTANT for services and expenses within thirty days after receipt of CONSULTANT'S statement therefore, the amounts due CONSULTANT will be increased at the rate of 1.5% per month from said thirtieth day, and in addition, CONSULTANT may, after giving seven days written notice to CLIENT, suspend services under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses, and charges.

### 6.0 TERMINATION

The obligation to provide further services under this Agreement may be terminated by either party upon seven days written notice. In the event of any termination, CONSULTANT will be paid for all services performed to the date of termination and all Reimbursable Expenses. CONSULTANT shall have no liability to CLIENT on account of termination.

### 7.0 CONFIDENTIALITY

The CONSULTANT shall hold confidential and not disclose to any person or entity, other than the CONSULTANT'S employees, subconsultants, and suppliers if necessary for performance of services under this Agreement, any business or technical information not previously known to and generated by the CONSULTANT or furnished to the CONSULTANT and marked CONFIDENTIAL by the CLIENT. These provisions shall not apply to information in whatever form that is in the public domain, nor shall it restrict the CONSULTANT from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other legitimate authority, or if disclosure is reasonably necessary for the CONSULTANT to defend itself from any legal action or claim.

### 8.0 ALLOCATION OF RISKS

8.1 **INDEMNIFICATION.** CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CONSULTANT, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with this Project or the performance of the services

under this Agreement by any of the parties named above, excepting only those damages, liabilities or costs attributable to the negligent acts or negligent failure to act by the CONSULTANT.

**8.2 LIMITATION OF LIABILITY.** To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the CONSULTANT and the CONSULTANT'S officers, directors, employees and subconsultants, and any of them, to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the CONSULTANT under this Agreement or the amount of \$10,000, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

#### **9.0 CORPORATE PROTECTION**

It is intended by the parties to this Agreement that the CONSULTANT'S services in connection with the project shall not subject the CONSULTANT'S individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, and CLIENT agrees that as the CLIENT'S sole and exclusive remedy, any claim, demand or suit shall be directed and or asserted only against CONSULTANT, an Iowa corporation, and not against any of the CONSULTANT'S employees, officers, or directors.

#### **10.0 EFFECT OF PURCHASE ORDERS**

In the event that CLIENT issues to CONSULTANT a purchase order, order acknowledgement, order confirmation, or similar document, none of the terms or conditions stated or referred to thereon shall alter or add to any of the terms of this Agreement. Such document, whether or not signed by the CONSULTANT, shall be considered only as a document for CLIENT'S internal management of its operations.

#### **11.0 SUCCESSORS AND ASSIGNS**

Neither CLIENT nor CONSULTANT shall assign, sublet or transfer any rights under or interest in this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this provision shall prevent CONSULTANT from employing such independent professional associates and consultants as CONSULTANT may deem appropriate to assist in the performance of services hereunder.

Nothing under this Agreement shall be construed to give any rights or benefits in the Agreement to anyone other than CLIENT and CONSULTANT, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CLIENT and CONSULTANT and not for the benefit of any other party.

#### **12.0 OTHER**

The titles used in this instrument are for general reference

only and are not part of the Agreement.

Any provisions of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.

All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the CLIENT and the CONSULTANT shall survive the completion of the services hereunder and the termination of this Agreement.

This Agreement is to be governed by the law of the state in which the Project is located.

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*End of General Terms and Conditions*

0103



## Robert McDonald

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**From:** Steven Soupir [sps@foxeng.com]  
**Sent:** Monday, September 19, 2011 5:15 PM  
**To:** 'Robert McDonald'  
**Cc:** 'Scott Renaud'; 'Steve Troyer'; 'Sandra Johnson'  
**Subject:** 204509B - Washington Interceptor - Easement Closing

Rob,

As discussed, we would like to have the easements finalized asap after the October 5th council meeting approving the easement for the West Side Sanitary Sewer Interceptor Project.

The following is a breakdown of the easement closing items to complete as well as the anticipated cost for FOX to complete:

1. Provide instructions to the City on issuing checks for landowner and tenant payments.
2. Prepare Receipt of Warrant Acknowledgment forms for each payee upon receipt of checks from the City.
3. 1 trip to Washington.
4. Meet with the Washington Mayor to have all agreements signed and notarized for the project.
5. After the meeting with the mayor, copy all fully executed agreements for landowner and tenant records to complete the transactions per real estate law.
6. Meet with all landowners and tenants of the project to submit payments, have Receipt of Warrant Acknowledgment forms signed, and provide copies of fully executed agreements.
7. Record all Sanitary Sewer Easements for the project.

Historically landowner and tenant schedules don't coincide conveniently to be able to complete all closing meetings in one day. Therefore, it will likely take 2 days of being in Washington to be able to meet with all the landowners and tenants of this project. Based on this, the cost for completing closings would be approximately **\$1,800** depending on property owner availability when we are there for closing.

If for some reason any landowners or tenants are unavailable when we make the trip to Washington, we would coordinate closing tasks with those individuals by mail.

If you have questions or need any additional information, please let me know.

Thank You,

**Steven Soupir, P.E.**  
**FOX Engineering Associates, Inc.**  
414 South 17th Street | Suite 107 | Ames, IA 50010  
Office | 515.233.0000 | Cell | 515.451.7498  
[www.foxeng.com](http://www.foxeng.com)

10/2/2011

**Robert McDonald**

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**From:** Steven Soupir [sps@foxeng.com]  
**Sent:** Tuesday, September 06, 2011 4:13 PM  
**To:** 'Robert McDonald'  
**Cc:** 'Scott Renaud'; 'Steve Troyer'; 'Illa Earnest'; 'Sandra Johnson'  
**Subject:** 204509B - Washington Interceptor - Property Acquisition  
**Attachments:** Washington Easement Payment Information.pdf

Rob,

Please find the attached information in regard to the West Interceptor property acquisition. This summarizes the payments that will be necessary to finalize easements. Once this is approved by council, the city secures the SFR loan, and the environmental review is completed, we recommend proceeding with the closings on these properties. We will request checks from the City Clerk at that time and meet with the Mayor to have all the agreements signed.

In regard to the Miller property, we would recommend that the City proceed with the closing on that easement immediately after approval from council.

If you have any questions or need any additional information, please contact me.

Thank You,

**Steven Soupir, P.E.**

**FOX Engineering Associates, Inc.**

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10/2/2011

FOX No.	Parcel #	Owner	Owner Contact Info	Owner Signed Amount	Tenant	Tenant Contact Info	Tenant Signed Amount
1	1119400010	Keith S. Murphy and Sara K. Murphy	1405 S. Avenue E., Washington, IA 52353-9302 (319) 653-2659, 319-653-1812, 319-653-2659, sarakmurphy@hotmail.com	\$ 2,816.00	None	N/A	\$ -
5	1119251005	Joyce J. Marie, Executor of the Estate of Robert L. Marie, and Joyce J. Marie, widow	2134 230th St., Washington, IA 52353-9271 (319) 653-2818 (home); (319) 653-8610 (cell), jbmrie@cloudburst9.net	\$ 20,500.00	DJ Inc., c/o Donald J. Marie, President	2210 Larch Ave., Washington, IA 52353-9276 (319) 653-2073 (home), (319) 653-8644 (cell), dme@cloudburst9.net	\$ 100.00
8	1119226004	R. L. Robertson and M. Jean Robertson	825 S Fourth Ave., Washington, IA 52353-1201 (319) 653-3360 (home); 319-461-0949 (cell); rjrobertson@mchsi.com	\$ 1,940.00	Walker Brothers Livestock Corporation, c/o Grant A. Walker, President	2190 250th St., Washington, IA 52353-9402, 319-653-2663 (home), 319-653-8100 (cell)	\$ 100.00
12	1119100011	David A. Bell and Mary C. Bell	2587 Highway 1, Washington, IA 52353-9481 (319) 653-2695 (home); 319-461-8929 or 319-653-8929 (cell)	\$ 9,710.00	Jeffrey B. Bell and Janice E. Bell	2073 Lexington Blvd., Washington, IA 52353-9299, (319) 653-3714	\$ 100.00
(continued)							
15	1119100009	Donald J. Marie and Jacqueline S. Marie	2210 Larch Ave., Washington, IA 52353-9276 (319) 653-2073 (home), (319) 653-8644 (cell), dme@cloudburst9.net	\$ 4,205.00	Jason W. Bell and Nancy A. Bell	2151 Lexington Blvd., Washington, IA 52353-9100, (319) 653-5370	\$ 100.00
16	1024200004	Donald J. Marie and Jacqueline S. Marie	2210 Larch Ave., Washington, IA 52353-9276 (319) 653-2073 (home), (319) 653-8644 (cell), dme@cloudburst9.net	\$ 6,927.00	DJ Inc., c/o Donald J. Marie, President	2210 Larch Ave., Washington, IA 52353-9276 (319) 653-2073 (home), (319) 653-8644 (cell), dme@cloudburst9.net	\$ 100.00
19	1118352001	Robert W. Pope and Gayle M. Pope	2203 250th St., Washington, IA 52353-9482 (319) 653-6075, po.peg@hotmail.com	\$ 5,507.00	None	N/A	\$ -
23	1118351002	Edward A. Brown and Mary E. Brown	2214 250th St., Washington, IA 52353-9482 (319) 653-2009 (home), 319-653-8639 (cell) Age: 55-59, edabrown@hotmail.com	\$ 8,807.00	Walker Brothers Livestock Corporation, c/o Grant A. Walker, President	2190 250th St., Washington, IA 52353-9402, 319-653-2663 (home), 319-653-8100 (cell)	\$ 100.00
24	1118376001	James T. Nebel and Mary C. Nebel	2220 250th St., Washington, IA 52353-9482, (319) 653-6932 (home), 319-653-1606 (Jim cell), 319-653-5436 (Mary cell)	\$ 5,173.00	None	N/A	\$ -
25	1118376003	Joseph A. Wallace and Crystal K. Wallace	2224 250th St., Washington, IA 52353-9482 (319) 653-3624 (work - Wallace Extinguisher) 319-461-6329 (cell), wallacextsr@yahoo.com	\$ 100.00	None	N/A	\$ -
26	1118329014	Oak Park Mobile Home Community, Inc.	c/o Russell J. Miller, President, PO Box 392, 309 B Ave., Kalona, IA 52247-7718, (319) 430-0912 (cell) rjmiller@kctc.net	\$ 7,305.00	25 residential tenants only	N/A	\$ -
27	11-30-100-002; 11-30-200-001	Charles F. Miller and Frances E. Miller	2671 Nuimeg Ave., Washington, IA 52353-9311, (319) 653-3155; son Frank Miller (319-461-8946), familler_56@yahoo.com	\$ 10,760.00	Faith Farms, Inc., c/o Darrell D. Steele, President	2605 Highway 1, Washington, IA 52353, 319-653-5611 (home), 319-461-0699 (cell), dcajl@iowatelecom.net	\$ 100.00
29	1118401014	Jeffrey D. Wenger	906 W Main St., Washington, IA 52353-1604, (319) 653-7077	\$ 100.00	None	N/A	\$ -
				\$ 83,850.00			

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

SETTING TIME AND PLACE FOR PUBLIC HEARING ON  
THE TIENDA LA CRUZ DEMOLITION PROJECT—PHASE 2

WHEREAS, the City Engineer has prepared specifications and an estimated cost of the work for the Tienda La Cruz Building Demolition Project—Phase 2;

NOW, THEREFORE, be it resolved by the City Council of Washington, Iowa that:

Section 1. The specifications are hereby approved.

Section 2. On October 19, 2011 at 6:00 p.m. in the City Council Chambers at 120 E. Main Street, Washington, Iowa, this Council shall hold a public hearing on the specifications, form of contract, and cost estimate for this proposed project.

Section 3. The City Clerk shall give notice of such public hearing by publication of a notice in the Washington Evening Journal not less than four (4) nor more than twenty (20) days prior to the date set for the hearing. The notice shall be in the following form:

(Notice of Public Hearing Attached)

Section 3. That all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

PASSED AND APPROVED this 5th day of October, 2011.

\_\_\_\_\_  
Sandra Johnson, Mayor

ATTEST

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

## **PUBLIC NOTICE**

### **NOTICE OF TIME AND PLACE OF PUBLIC HEARING ON THE TIENDA LA CRUZ DEMOLITION PROJECT—PHASE 2**

Public Notice is hereby given that the City Council of the City of Washington, Iowa will hold a public hearing to hear comments on the specifications, form of contract, and cost estimate for the proposed Tienda La Cruz Demolition Project—Phase 2. The project will be located at 207, 209, and 211 South Marion Avenue and involves removing existing buildings. Said hearing will be held in the City Council Chambers, 120 E. Main Street, Washington, Iowa, on October 19, 2011 at 6:00 p.m. All interested persons are invited to attend and will be given an opportunity to be heard relative to this matter.

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Illa Earnest, City Clerk

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

A RESOLUTION APPROVING SPECIFICATIONS, FORM OF CONTRACT,  
COST ESTIMATE, AND SETTING DATE FOR RECEIPT OF BIDS FOR THE  
TIENDA LA CRUZ DEMOLITION PROJECT--PHASE 2

WHEREAS, specifications, form of contract, and cost estimate have been prepared for the Tienda La Cruz Demolition Project--Phase 2 and have been filed with the City Clerk; and

WHEREAS, these specifications, form of contract, and cost estimate appear to be correct and suitable for the purpose intended;

WHEREAS, the Tienda La Cruz Demolition Project--Phase 2 is to be paid with eligible funds;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The above specifications, form of contract, and cost estimate referred to are approved.

Section 2. Sealed proposals for the Tienda La Cruz Demolition Project--Phase 2 will be received at the office of the City Clerk, City Hall, Washington, Iowa until 10:00 a.m. on October 31, 2011. The City Clerk shall open the proposals received and announce the results at 10:05 a.m. on the same day.

Section 3. The City Clerk is directed to give notice of such reception of bids by publication of a notice in the Washington Evening Journal within a reasonable time prior to the date for reception of bids. The notice shall be in the following form:

(NOTICE TO BIDDERS ATTACHED)

Section 4: All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

PASSED AND APPROVED this 5th day of October, 2011.

\_\_\_\_\_  
Mayor

ATTEST

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

CITY OF WASHINGTON, IOWA

**TIENDA LA CRUZ BUILDING DEMOLITION PROJECT--PHASE 2**

**NOTICE TO BIDDERS**

Notice is hereby given that there are on file with the City Clerk of the City of Washington, Iowa, proposed plans and/or specifications, and form of contract for the public improvements hereinafter described for the **Tienda La Cruz Building Demolition Project--Phase 2**.

Sealed proposals for the construction of the said improvements will be received at the office of the City Clerk for the City of Washington, Iowa until **10:00 A.M., October 31, 2011**. At **10:05 A.M.** all sealed proposals will be publicly opened and read aloud.

The general description of the work involved is as follows:

**Demolish remaining portions of adjacent two-story brick structures and basements with a total of 60 foot frontage; together with related auxiliary and incidental work.**

Bids will be received for work under one contract.

**The City will be issuing a sales tax exemption certificate, so the cost of sales tax should not be included in the bid.**

Each proposal shall be made on the proposal form prepared for this purpose, which may be obtained from the City Engineer or on a form approved by the Engineer. Each proposal shall be accompanied by a bid bond on the form included in the specifications or another approved form, or a cashier's check or certified check drawn on a bank or credit union in Iowa or a bank chartered under the laws of the United States, and filed in a sealed envelope separate from the one containing the proposal. The contractor's bid bond, cashier's or certified check shall be in an amount of 10% of the bid price made payable to the Treasurer of the City of Washington, Iowa. The bid bond will act as security that, if awarded a contract by resolution of the Council, the Bidder will enter into a contract at the prices bid and furnish the required performance and payment bonds and certificate of insurance. The bid bond will be forfeited and the proceeds retained as liquidated damages if the bidder fails to execute a contract or file acceptable performance and payment bonds and an acceptable certificate of insurance within fifteen (15) days after the acceptance of his proposal by resolution of the council. No Bidder may withdraw a proposal within thirty (30) days after the date set for opening bids.

**Payment for the work will be made in cash from City funds that may be legally used for said purpose.**

Payments will be made to the Contractor based on monthly estimates in amounts equal to ninety-seven percent (97%) of the contract value of the work completed during the preceding month. Estimates will be prepared the last week of the month by the Contractor and approved by the Engineer. Engineer will certify the approved estimate to the Council for payment on the next regularly scheduled Council meeting of the following month. Such payment will in no way be construed as an act of acceptance for any part of the work partially or totally, completed. The balance of the three percent due the Contractor will be paid not earlier than 31 days from the date of final acceptance of said work by the City, subject to the conditions and in accordance with the provisions of Chapter 573 of the Code of Iowa, as amended. No such partial or final payment will be due until the Contractor has certified to the City Clerk that the materials, labor, and services involved in each estimate have been paid for in accordance with the requirements stated in the specifications. The Contractor may be required to submit lien waivers prior to payment approval. The Contractor shall submit a **2-year** maintenance bond for the total amount of the project.

All work and equipment is to be in accordance with the plans and/or specifications, and form of contract now on file in the City Clerk's office and by this reference made a part hereof as though fully set out and incorporated herein.

**Concrete wall placement work shall be completed by November 30, 2011. All work shall be completed by December 16, 2011 unless otherwise permitted in the specifications.**

**Liquidated damages in the amount of three hundred dollars (\$300.00) per calendar day** will be assessed for each day the work shall remain uncompleted after the contract completion date(s), with due allowance for extensions of the contract period due to conditions beyond the control of the Contractor and approved by the City.

The successful bidder will be required to furnish a corporate surety **bond in an amount equal to one hundred percent (100%)** of the contract price prior to commencing work on the project. Said bond shall be issued by a responsible surety approved by the City Council, and shall guarantee the faithful performance of the contract and the terms and conditions until the time of acceptance of the improvements by the City.

Plans and/or specifications governing the construction of the proposed improvements have been prepared by the City Engineer of Washington, Iowa. Said plans and/or specifications and the proceedings of the City Council referring to and defining said improvements are hereby made a part of this notice, and the proposed contract by reference, and the proposed contract shall be executed in compliance therewith.

Said plans and/or specifications, and proposed contract documents are now on file in the City Clerk's office at 215 East Washington Street, Washington, Iowa, for examination by bidders. Copies of plans and/or specifications, form of proposal, and form of contract may be secured at the City Engineer's office by bona fide bidders.

The City reserves the right to reject any and all bids and to waive informalities and technicalities in any bid, and to enter into such contract, or contracts, as it shall deem for the best interest of the City.

The Council reserves the right to defer acceptance of any proposal for a period not to exceed thirty (30) calendar days from the date of letting.

By virtue of statutory authority, a preference will be given to products and provisions grown and produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes. The Iowa Reciprocal Act (SF 2160) applies to the contract with respect to bidders who are not Iowa residents.



9/17/11-9/30/11

STREETS: M/C personnel poured 21 yards of concrete in locations either from previous excavations or settled areas in the streets/sidewalks throughout the city. Laid 53 tons of asphalt in 2 areas where water maintenance took place on North Marion Ave. Swept all the 3/8" chips off the seal coat streets that were resurfaced last month with the street sweeper. Personnel continued tree trimming around the city.

WATER DISTRIBUTION: M/C personnel repaired 2 water main breaks, one @ #1112 East Adams St. where a 4' section of 4" PVC was installed. The 2<sup>nd</sup> break was located in the 700 block of West Madison St. where a 6' section of 6" PVC was installed. Crews also repaired a few water shut offs.

SEWER COLLECTION: M/C personnel tapped into an 8" sewer main @ #1558 Ridgeview Ct with a 4" tap for a new home.

STORM SEWER COLLECTION: M/C personnel lowered an intake an intake at South 6<sup>th</sup>-East Monroe where some ditching was done.

MECHANIC/SHOP: M/C personnel had 4 funeral services and routine calls to respond to at the Cemetery. Serviced PD #87, PD #87 (tires), PD #969 (water pump, idler pump pulley bearings and belt). Serviced #115 (wiring), #202 (starter), #201 (fuel pump), #115 (transmission switch), and #611 (cont'd on intake manifold and EGR pipe, evap solenoid and spark plugs and wires).

OTHER: M/C personnel hauled 42 tons of spoil away from job sites and around the shop. Personnel had 11 shut-offs for nonpayment. Yard waste and brush pick-up was completed each week. Responded to 39 One Call Locates.

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

**WWTP report for  
October 5, 2011  
Council Meeting**

- **After hour alarm and dog call outs**
  - 30<sup>th</sup> Sunset Park lift station, high water alarm, 4:10 p.m. Jason
  - 1<sup>st</sup> dog call, Safety Center reported a dog to be picked up at 914 South 4<sup>th</sup>, 8:00 p.m. Jason
  - 2<sup>nd</sup> dog call, Safety Center reported a dog to be picked up at Walmart, 2:30 a.m. Jason
  - 3<sup>rd</sup> Sunset Park lift station, high water alarm, 2:09 p.m. Fred
  - 3<sup>rd</sup> WWTP call out, 6:40 p.m. Fred
  - 3<sup>rd</sup> dog call, Safety Center reported a dog to be picked up at KFC, 7:00 p.m. Tony C
  - 4<sup>th</sup> dog call, Safety Center reported a dog to be picked up in 800 Blk N 8<sup>th</sup>, 12:20 p.m. Jason
  - 5<sup>th</sup> dog call, Safety Center reported a dog to be picked in 1300 Blk N 2<sup>nd</sup>, 12:20 a.m. Jason
  - 9<sup>th</sup> Sunset Park lift station, high water alarm, 3:57 a.m. Fred
  - 11<sup>th</sup> Sunset Park lift station, high water alarm, 7:26 p.m. Jason
  - 14<sup>th</sup> dog call, Safety Center reported a dog to be picked up at N 2<sup>nd</sup> & E 3<sup>rd</sup>, 10:30 p.m. Jason
  - 17<sup>th</sup> dog call, Safety Center reported a dog to be picked up at 2191 Lexington, 7:08 p.m. Jason
  - 18<sup>th</sup> Sunset Park lift station, high water alarm, 10:46 p.m. Jason
  - 20<sup>th</sup> dog call, Safety Center reported a dog to be picked up at the Chau Tau #6, 6:00 p.m. Jason

- **WWTP lagoon** – The lagoon is pumped down at press time.
- **WWTP August 2011 MOR – 0/31** days bypass over lagoon standpipe, **29,992** million gallons (mg) treated, **29,992** mg through WWTP, **0.000** mg in and out of lagoon. Average daily flow **0.968** mg, maximum daily flow **1.2** mg, minimum daily flow **0.793** mg, Sunset Park lift station bypassed for a total of **1.1** hours. **NO SSO'S out of the head works building for August 2011.**

**TSS**

**Removal 85 % required            result = 94.7 %**

Influent TSS monthly average = **157.5** mg/L

Effluent TSS monthly average = **8.4** mg/L

**CBOD5**

**Removal 85% required            result = 92.0%**

Influent CBOD5 monthly average = **101.4** mg/L

Effluent CBOD5 monthly average = **8.1** mg/L

- **August 2011 WWTP NPDES effluent permit violations** - None to report.
- **Parkside Estates lift station** – A check valve broke at the lift station. A new one was ordered and will be installed upon delivery.
- **Dog pound improvements** – Jason made another dog pen in the old part of the pound.
- **Smoke testing** – Danny has been helping Keith with smoke testing when time allows.
- **Auto bar screen** – We found a spot light in the bottom of the influent channel on September 26<sup>th</sup>. When the auto rake was going down it jammed the rake causing two (2) bolts to break. The old bolts were removed and new ones put in. The auto rake was back in service by 11:00 a.m.
- **WWTP computer** – The computer quit working on September 8<sup>th</sup>. The mother board was found to be fried. Rob from Computer Impressions said it wasn't worth fixing. Illa let us use a laptop she had. We'll buy a new desk top in the near future. Luckily everything was backed up though Carbonite.

**Fred E. Doggett**  
**9/30/2011 2:25 PM**

## **Elm Grove & Woodlawn Cemetery**

September 2011

By Nicholas Duvall

Elm Grove cemetery has been busy this month with the retirement of Rick Wagenknecht. He has provided the City of Washington and its citizens with 35 years of wonderful service, in two departments. He began his career in the Streets Department and later moved to the cemetery. Since Rick's retirement, the cemetery has been very busy with four funerals in the past two weeks. We also have two more scheduled for next week.

In September, we have planted ten new trees around the cemetery, and have had a few dead trees removed. We continue mowing on a regular basis in both cemeteries and at the airport. We have had seven funerals in all during September, six at Elm Grove, and one at Woodlawn. We have also put together all off the recycling carts that we have, and are watering the new trees weekly.

We have had numerous requests for help locating graves of family members. We have also sold some new plots and been marking out plots for memorial stone placement. I have also spent considerable time learning the record keeping system, and computer system. I have also been trying to organize the shop so I can be acclimated to where things are.

Washington Volunteer Fire Department

September 7, 2011

July Fires

8 City fires	1610.00
4 rural fires	1180.00
0 drill	000.00
12 Fires 0 Drill	2790.00

Had a very good meal before the meeting.

Meeting opened with Chief Tom Wide in charge.

Minutes of the previous meeting were read and approved.

Treasure report was read.

Zach Thomas made a motion to pay all bills against the department. Seconded by Ron Armstrong.

Motion passed

Committees; Social; Snacks after meeting.

Golf; August 28 Was our golf tournament which had 17 teams.

Fire Prevention; Meeting tonite after fire meeting.

Fire Prevention Week is October 10.

Tracy Kleese turned in his resignation.

Application of Michael Dagenais was read for the first time. Investigation committee of Jim Williams, Brad Merchel, Doug Sanders.

Application of Tony Entsminger was read. Investigation committee of Craig Rembold, Jerry Guengerich, Joey Wallace.

County meeting will be in Riverside.

Kirkwood Fire School September 24 & 25.

Tactical training October 3-7.

Bruce McAvoy reported that the tactical Trailer is about done.

Engine #1 now has rescue tools on it.

Wednesday September 14 will be a drill.

Wife appreciation will be October 1 at 6:00p.m.

Joey Wallace about checking on having an Explorer Group.

Help will business roll call taken meeting adjourned.

Secretary

Tom Beauchamp