

AGENDA OF THE REGULAR SESSION OF THE COUNCIL  
OF THE CITY OF WASHINGTON, IOWA  
TO BE HELD AT 120 E. MAIN STREET  
AT 6:00 P.M., WEDNESDAY, MARCH 21, 2012

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Wednesday, March 21, 2012 to be approved as proposed or amended.

Consent Agenda:

1. Council minutes 03-07-2012
2. ECICOG, Housing Rehabilitation Project, \$1,840.00
3. Fox Engineering, Sanitary Sewer Collection System, \$39,271.35
4. Fox Engineering, Water Distribution System Modeling, \$4,712.00
5. Fox Engineering, WWTP Facility Improvement Project, \$15,857.10
6. TEAM Services, Inc., WWTP Facility Improvements, \$2,335.84
7. Wal-Mart Supercenter #1475, 2485 HWY 92, (LE 0001529), Class E Liquor License, Class B Wine Permit (Carryout Wine), Class C Beer Permit (Carryout Beer), Sunday Sales (**renewal**).
8. Napoli's Restaurant, 321 S. Iowa Avenue, Special Class C Liquor License (BW) (Beer/Wine), Sunday Sales, (**new**)
9. Cornerstone Excavating, Inc., Tienda La Cruz, \$26,524.65
10. Gridor Construction, WWTP Facility, \$1,145,461.55
11. Iowa Bag and Recycling Products, Recycling Cart Frames, \$6,250.00
12. Public Financial Management, Financial Advisory Services, \$7,153.20
13. Department & Financial Reports.

Approval of Claims.

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

**CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS**

Discussion and Consideration of Resolution Authorizing Washington Public Library Application for Grant to Washington County Riverboat Foundation (2012 Summer Reading Program Performers).

Discussion and Consideration of Resolution of Assessments to Washington County Treasurer.

Discussion and Consideration of Resolution Authorizing Washington Park Board Application for Grant to Washington County Riverboat Foundation.

**OLD BUSINESS**

Discussion and Consideration-Oakwood Village Subdivision (**Tabled 08-24-2011**)

Discussion and Consideration of Wellness Park Committee Update.

### **NEW BUSINESS**

Discussion and Consideration of Washington Community Schools Request to Block Parking for College Day Wednesday, March 28 from 7:00 A.M. to 3:00 P.M..

Municipal Leadership Academy (Part Three), Thursday, April 12, 2012 (4-8 p.m.) Knights of Columbus Hall, Washington.

Discussion and Consideration P & Z Recommendation on Hamakua Place.

Discussion and Consideration of Engineering Services Agreement with Veenstra & Kimm, Inc.

Discussion and Consideration of 2012 Seal Coat Project.

### **DEPARTMENTAL REPORT**

Police Department  
City Administrator  
City Attorney

### **COMMITTEE REPORTS**

Street Committee  
Sanitation/Water/Sewer Committee  
Finance/Personnel Committee  
Cemetery/Building Committee  
Ordinance Committee  
Public Safety Committee  
Cable Committee  
Comprehensive Plan Committee

### **MAYOR & COUNCILPERSONS**

Sandra Johnson, Mayor  
Merle Hagie  
Mark Kendall  
Bob Shellmyer  
Bob Shepherd  
Fred Stark  
Russ Ziegłowski

### **ADJOURNMENT**

Illa Earnest, City Clerk

Council Minutes 03-07-2012

The council of the City of Washington, Iowa, met in Regular Session in the council chambers in the Former Public Library Building, 120 E. Main Street, at 6:00 P.M., Wednesday, March 7, 2012. Mayor Johnson in the Chair. On roll call present: Hagie, Kendall, Shellmyer, Shepherd, Stark, Ziegłowsky. Absent: none.

Motion by Stark, seconded by Kendall, that the agenda for the Regular Session to be held at 6:00 P.M., Wednesday, March 7, 2012 be approved as proposed. Motion carried unanimously.

Consent Agenda:

1. Council minutes 02-15-2012
2. Minutes Special Session 02-21-2012
3. Victor Stanley, Inc., Park Benches, \$8,436.00
4. TEAM Services, Construction Testing Services, \$2,653.83
5. Fox Engineering, WWTP Facility Improvements, \$17,024.90
6. Fox Engineering, Water System Modeling, \$1,579.75
7. Fox Engineering, Sanitary Sewer Collection System, \$29,219.41
8. RDG, Comprehensive Plan Project, \$4,900.00
9. RDG, Comprehensive Plan Project, \$3,500.00
10. Delong Construction, West Side Sanitary Sewer Interceptor, Pay App # 2, \$747,595.43
11. Simmering-Cory, Professional Services, \$5,100.00
12. Spark Consulting, Downtown National Register Project, \$3,294.96
13. Snyder & Associates, Washington Municipal Airport AGIS, \$22,517.55
14. Snyder & Associates, Rehabilitate Runway 13/31, \$1400.71
15. Department Reports.

Motion by Hagie, seconded by Ziegłowsky, that the consent agenda be approved. Motion carried.

Motion by Stark, seconded by Ziegłowsky, that the claims as presented be approved for payment. Motion carried. Kendall abstained.

After discussion, motion by Hagie, seconded by Shepherd, to make payment of \$2,877.13 to Randall and Deborah Kilbourn. Motion carried unanimously.

Mark Kendall and Steve Donnolly were present to give council an update on work being done on the upper stories of 122 W. Main Street per new building regulations (2009 Fire and Building Codes) and not historic building codes. Motion by Shepherd, seconded by Shellmyer to approve the building code. Motion carried. Kendall abstained.

Andy Hallman, President of the Community Chest, came before the council requesting that a metallic sign be put up in Central Park to track contributions during their fund drive. The council referred Hallman to the Park Board for action on the matter.

Comments given at this time by citizens regarding the budget are found under the budget hearing paragraphs.

Motion by Stark, seconded by Kendall, to approve the Resolution Ratifying, Confirming, and Approving Publication of Notice of Public Hearing – SRF Loan. Roll call on said motion as follows: Ayes; Hagie, Kendall, Shellmyer, Shepherd, Stark, Ziegłowsky. Nays: none. Motion carried. **(Resolution No. 2012-08)**

Mayor Johnson announced that now is the time for the public hearing for the SRF Loan. No written or oral objections were received. Motion by Shepherd, seconded by Stark, to close the public hearing. Roll call on said motion as follows: Ayes; Hagie, Kendall, Shellmyer, Shepherd, Stark, Ziegłowsky. Nays: none. Motion carried.

Motion by Stark, seconded by Ziegrowsky, to approve the Resolution Instituting Proceedings to Take Additional Action. Roll call on said motion as follows: Ayes; Hagie, Kendall, Shellmyer, Shepherd, Stark, Ziegrowsky. Nays: none. Motion carried. **(Resolution No. 2012-09)**

Motion by Stark, seconded by Kendall, to approve the Resolution Approving and Authorizing Loan Disbursement Agreement. Roll call on said motion as follows: Ayes; Hagie, Kendall, Shellmyer, Shepherd, Stark, Ziegrowsky. Nays: none. Motion carried **(Resolution No. 2012-10)**

Mayor Johnson announced that now is the time for the public hearing for Fiscal Year 2012-2013 Budget.

Michael McFarland, Washington resident, rose to speak against a property tax increase. He voiced concern that some people would find it a hardship and asked the council to look at other options than raising property taxes.

Gerald Franzen, Washington resident, rose to speak with concern over the amount of debt and that the taxes will keep going up. He urged the council to look at other ways rather than raising property taxes to solve the problems.

Donald Pfeiffer, Washington resident, rose in opposition to increasing the Paws and More donation without making Paws and More abate the nuisance (as per City Code) caused by the barking dogs at the shelter.

Motion by Stark, seconded by Kendall, to close the public hearing. Roll call on said motion as follows: Ayes; Hagie, Kendall, Shellmyer, Shepherd, Stark, Ziegrowsky. Nays: none. Motion carried.

Lengthy discussion followed. Motion by Hagie, seconded by Ziegrowsky, to approve \$10,500 for the 48" diesel mower for the cemetery department and take out the extended warranty before approval for the purchase is made. Ayes: Hagie, Kendall, Shepherd, Stark, Ziegrowsky. Nays: Shellmyer. Motion carried.

Motion by Shellmyer, seconded by Shepherd, to fund Paws and More at \$10,580. Roll call on said motion as follows: Ayes; Hagie, Shepherd, Stark. Nays: Kendall, Shellmyer, Ziegrowsky. Mayor Johnson voted aye to break the tie. Motion carried.

Motion by Shellmyer, seconded by Hagie, to keep funding for outside entities, except for Historic Preservation's special one time allowance of \$5,525, at the current Fiscal Year 2012 level. Roll call on said motion as follows: Ayes; Hagie, Shellmyer, Ziegrowsky. Nays: Shepherd, Stark. Abstain: Kendall. Motion carried.

Motion by Shellmyer, seconded by Ziegrowsky, to hold the library to last year's figure. Roll call on said motion as follows: Ayes: Shellmyer, Ziegrowsky. Nays: Hagie, Kendall, Shepherd, Stark. Motion failed.

Motion by Shepherd, seconded by Shellmyer, to budget \$5,000 for maintenance of the existing leaf vacuum. Ayes: Hagie, Shellmyer, Shepherd, Stark, Ziegrowsky. Nay: Kendall. Motion carried.

Motion by Shepherd, seconded by Hagie, to budget \$22,795 for the ¾ ton Ford F-250 pickup for the maintenance and construction department. Motion carried unanimously.

Motion by Hagie, seconded by Shepherd, to fund \$45,664 for a 50-60 HP tractor mower/blade/bucket as specified for the wastewater treatment facility. Ayes: Hagie, Kendall, Shepherd, Stark, Ziegrowsky. Nays: Shellmyer. Motion carried.

Motion by Shepherd, seconded by Stark, to keep the \$2,500 in the budget for the generator on a trailer. Roll call on said motion as follows: Ayes: Hagie, Kendall, Shepherd, Stark, Ziegrowsky. Nays: Shellmyer. Motion carried.

Motion by Hagie, seconded by Ziegrowsky, to keep purchase of the electric gate valve wrench in the budget. Motion carried unanimously.

Motion by Ziegrowsky, seconded by Kendall, to keep the \$20,000 for new water meters in the budget. Motion carried unanimously.



Motion by Hagie, seconded by Stark, to approve 2012 bonding as proposed and use the money to improve S. Avenue E and defer the airport cross wind runway until next fiscal year. Motion carried unanimously.

Motion by Hagie, seconded by Kendall, to approve 2.5% average salary increases with actual increases based on results of employee evaluations. Motion carried unanimously.

Motion by Ziegrowsky, seconded by Shellmyer, to stay with the current amount of \$15,000 for the Y. Vote was as follows: Ayes: Shellmyer, Ziegrowsky. Nays: Hagie, Kendall, Shepherd, Stark. Motion failed.

Motion by Shepherd, seconded by Stark, to fund the Y at \$17,000. Motion carried unanimously.

Motion by Ziegrowsky, seconded by Stark, to budget \$5,000 for maintenance at the tennis courts. Motion carried unanimously.

Motion by Shellmyer, seconded by Ziegrowsky, to remove the wing plow, calcium tank & spray bar from the budget. Motion carried unanimously.

Motion by Ziegrowsky, seconded by Stark, to authorize the City Administrator to make the changes to water and sewer as proposed, make increases to bag fees amounting to \$20,000 for sanitation, and introduce an ordinance providing for 3.5% annual water bill increases from July, 2013 forward. Vote as follows: Ayes: Hagie, Kendall, Shepherd, Stark, Ziegrowsky. Nays: Shellmyer. Motion carried.

Motion by Stark, seconded by Kendall, to approve the Resolution Adopting the Annual Budget as amended for Fiscal Year Ending June 30, 2013. Roll call on said motion as follows: Ayes: Hagie, Kendall, Shellmyer, Shepherd, Stark, Ziegrowsky. Nays: none. Motion carried. **(Resolution No. 2012-11)**

Mayor Johnson announced that now is the time for the Public Hearing for the Authorization of a Loan Agreement and the Issuance of not to exceed \$250,000 General Obligation Capital Loan Notes, Series 2012. No written or oral objections were received. Motion by Hagie, seconded by Shellmyer, to close the public hearing. Roll call on said motion as follows: Ayes: Hagie, Kendall, Shellmyer, Shepherd, Stark, Ziegrowsky. Nays: none. Motion carried.

Motion by Hagie, seconded by Kendall, to approve the Resolution Authorizing Additional Action on a Loan Agreement (2012 GO Capital Loan Notes). Roll call on said motion as follows: Ayes: Hagie, Kendall, Shellmyer, Shepherd, Stark, Ziegrowsky. Nays: none. Motion carried. **(Resolution No. 2012-12)**

Mayor Johnson announced that now is the time for the Public Hearing on Amendment to Current Budget Fiscal Year Ending June 30, 2012. No written or oral objections were received. Motion by Ziegrowsky, seconded by Stark, to close the public hearing. Roll call on said motion as follows: Ayes: Hagie, Kendall, Shellmyer, Shepherd, Stark, Ziegrowsky. Nays: none. Motion carried.

Motion by Hagie, seconded by Kendall, to approve the Resolution Approving Amendment to Current Fiscal Year Budget. Roll call on said motion as follows: Ayes: Hagie, Kendall, Shellmyer, Shepherd, Stark, Ziegrowsky. Nays: none. Motion carried. **(Resolution No. 2012-13)**

Discussion and consideration of Oakwood Village Subdivision (**Tabled 08-24-2011**) remains tabled.

Motion by Kendall, seconded by Stark, that the Regular Session held at 6:00 P.M., Wednesday, March 7, 2012 be adjourned. Motion carried unanimously.

Sandra Johnson, Mayor

Illa Earnest, City Clerk



**EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS**  
YOUR REGIONAL PLANNING AGENCY

# Invoice

Date	Invoice #
2/29/2012	6146

700 16th Street NE, Suite 301  
Cedar Rapids, IA 52402

Phone #	Fax #
319-365-9941	319-365-9981

Bill To
CITY OF WASHINGTON PO BOX 516 WASHINGTON IA 52353

Approved by: 

Quantity	Description	Rate	Amount
	CDBG HOUSING REHAB		
9	DIRECT ADMINISTRATION	46.00	414.00
18	REHAB CONSTRUCTION	46.00	828.00
5	INDIRECT ADMINISTRATION	46.00	230.00
4	LEAD CONSTRUCTION	46.00	184.00
4	LEAD ADMINISTRATION	46.00	184.00
Please remit payment within 30 days.		<b>Total</b>	\$1,840.00



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

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

Invoice number 33837  
 Date 02/29/2012

Project **204509B Washington Sanitary Sewer  
 Collection System**

Professional Services for the Period of 01/29/2012 to 02/25/2012

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Preliminary Engineering Report - Pump Station Replacement</b>	14,500.00	100.00	14,500.00	14,500.00	0.00
<b>Preliminary Design</b>	54,500.00	100.00	54,500.00	54,500.00	0.00
<b>Final Design</b>	74,500.00	100.00	74,500.00	74,500.00	0.00
<b>Bidding</b>	12,500.00	100.00	12,500.00	12,500.00	0.00
<b>Construction Administration</b>	89,500.00	25.00	14,320.00	22,375.00	8,055.00
<b>Post Construction</b>	6,500.00	0.00	0.00	0.00	0.00
<b>Construction Staking</b>	20,500.00	59.00	10,250.00	12,095.00	1,845.00
<b>Total</b>	<b>272,500.00</b>	<b>69.90</b>	<b>180,570.00</b>	<b>190,470.00</b>	<b>9,900.00</b>

**Resident Project Observation**

Professional Fees

Billed Amount  
 26,866.25

Reimbursables

Billed Amount  
 2,505.10

Phase subtotal

29,371.35

Invoice total **39,271.35**

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



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

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

Invoice number 33799  
Date 02/29/2012

Project **342411A Washington Water Distribution System Modeling**

Professional Services for the Period of 01/29/2012 to 02/25/2012

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Phase I Water Modeling</b>	4,300.00	100.00	4,300.00	4,300.00	0.00
<b>Phase II Water Modeling</b>	12,400.00	90.00	6,448.00	11,160.00	4,712.00
<b>Total</b>	16,700.00	92.57	10,748.00	15,460.00	4,712.00

Invoice total **4,712.00**

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

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



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

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

Invoice number 33795  
 Date 02/29/2012

Project **204508A Washington Wastewater Treatment Plant**

Professional Services for the Period of 01/29/2012 to 02/25/2012

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Facility Plan Amendment	13,500.00	100.00	13,500.00	13,500.00	0.00
Preliminary Design	307,400.00	100.00	307,400.00	307,400.00	0.00
Final Design	424,000.00	100.00	424,000.00	424,000.00	0.00
Bidding / Negotiation	22,500.00	100.00	22,500.00	22,500.00	0.00
Operations Manual	36,300.00	0.00	0.00	0.00	0.00
Construction Staking	24,840.00	65.00	15,152.40	16,146.00	993.60
<b>Total</b>	<b>828,540.00</b>	<b>94.57</b>	<b>782,552.40</b>	<b>783,546.00</b>	<b>993.60</b>

**Consultation**

Professional Fees

Billed Amount  
 390.00

**Construction Administration**

Professional Fees

Billed Amount  
 6,510.00

Reimbursables

Billed Amount  
 211.25

Outside Services

Riesberg Engineering Company  
 Shive-Hattery, Inc

Billed Amount  
 1,265.00  
 3,517.80

Phase subtotal

11,504.05

**Resident Project Observation**

Outside Services

Shive-Hattery, Inc

Billed Amount  
 2,969.45



City of Washington  
Project **204508A Washington Wastewater Treatment Plant**

Invoice number 33795  
Date 02/29/2012

---

Invoice total **15,857.10**

---

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

A handwritten signature in blue ink, appearing to read "Steven J. Inge", written over a horizontal line.

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



**INVOICE**

No: 1773942-0

Invoice Date: March 09, 2012

Remit To: **TEAM Services, Inc.**

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

*Consent agenda*

TO: Robert McDonald  
 City of Washington  
 215 East Washington Street  
 Washington, IA 52353

*(for the WWTP)*

PROJECT: Wastewater Treatment Facility  
 Improvements  
 Washington, IA  
 No: 9-922

PO Reference: 11-534

Services for period of 2/1/2012 through 2/29/2012

Reference: Construction Testing Services

QTY	UNITS	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	hour	Services of Administrative Assistant or CAD Drafter (incl computer)	55.00	55.00
7.00	hour	Field Compaction Testing	37.00	259.00
17.00	hour	Field Concrete Testing	37.00	629.00
11.00	hour	Sample Pickup	37.00	407.00
16.00	test	Concrete Cylinder Compressive Strength Tests, including Molds	10.00	160.00
1116.00	mile	Transportation Charges, Private Car or Company Vehicle	0.69	770.04
1116.00	mile	Fuel Surcharge	0.05	55.80

**Invoice Total:** 2335.84

**Amount Received:** \$0.00

**Amount Due:** \$2,335.84

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

*JRM*

Total billed, invoice dates through 3/9/2012: \$44,570.73

Pay by Credit Card

Project Summary Through March 09, 2012:

Estimated Fee: \$77,428.90

Total Billed: \$44,570.73

Total Amount Received: \$39,581.06

Master Card  Visa  Am. Ex.  Discover

Name on Card : \_\_\_\_\_

Card Number : \_\_\_\_\_

Exp.Date (MM/YY) : \_\_\_\_\_ / \_\_\_\_\_

Printed: 3/09/2012 1:57 PM

# License Application ( LE0001529 )

## ***Applicant***

Name of Applicant:	<u>Wal-Mart Stores, Inc.</u>		
Name of Business (DBA):	<u>Wal-Mart Supercenter# 1475</u>		
Address of Premises:	<u>2485 HWY 92</u>		
City: <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>	
Business Phone:	<u>(319) 653-7213</u>		
Mailing Address:	<u>702 SW 8th Street</u>		
City: <u>Bentonville</u>	State: <u>AR</u>	Zip: <u>72716</u>	

## ***Contact Person***

Name:	<u>Arn Heese</u>		
Phone:	<u>(479) 204-2233</u>	Email Address:	<u>arn.heese@wal-mart.com</u>

Classification: Class E Liquor License (LE)

Term: 12 months

Effective Date: 05/11/2012

Expiration Date: 05/10/2013

Privileges:

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

## ***Status of Business***

BusinessType:	<u>Publicly Traded Corporation</u>		
Corporate ID Number:	<u>51094</u>	Federal Employer ID #	<u>71-0415188</u>

## ***Ownership***



**Amy. Thrasher**

First Name: Amy

Last Name: Thrasher

City: Bella Vista

State: Arkansas

Zip: 72714

Position Assistant Secretary

% of Ownership 0.00 %

U.S. Citizen

**Andrea Marie Lazenby**

First Name: Andrea Marie

Last Name: Lazenby

City: Lowell

State: Arkansas

Zip: 72745

Position Assistant Secretary

% of Ownership 0.00 %

U.S. Citizen

**Jeff Davis**

First Name: Jeff

Last Name: Davis

City: Rogers

State: Arkansas

Zip: 72758

Position Treasurer

% of Ownership 0.00 %

U.S. Citizen

**Lori Cottrell**

First Name: Lori

Last Name: Cottrell

City: Bentonville

State: Arkansas

Zip: 72712

Position Assistant Secretary

% of Ownership 0.00 %

U.S. Citizen

**Michael Duke**

First Name: Michael

Last Name: Duke

City: Rogers

State: Arkansas

Zip: 72758

Position President & CEO

% of Ownership 0.00 %

U.S. Citizen

**Phyllis Harris**

First Name: Phyllis

Last Name: Harris

City: Rogers

State: Arkansas

Zip: 72758

Position SVP & Chief Compliance

% of Ownership 0.00 %

U.S. Citizen

**Insurance Company Information**

**Insurance Company:** Travelers Casualty & Surety Company of America

**Policy Effective Date:** 05/11/2012

**Policy Expiration Date:** 01/01/1900

**Bond Effective Continuously:** 2

**Dram Cancel Date:**

**Outdoor Service Effective Date:**

**Outdoor Service Expiration Date:**

**Temp Transfer Effective Date:**

**Temp Transfer Expiration Date:**

# License Application ( )

## Applicant

Name of Applicant:	<u>Rinore Veseli</u>	
Name of Business (DBA):	<u>Napoli's Restaurant</u>	
Address of Premises:	<u>321 S Iowa Ave</u>	
City: <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>
Business Phone:	<u>(319) 591-8000</u>	
Mailing Address:	<u>321 S Iowa Ave</u>	
City: <u>Washington</u>	State: <u>IA</u>	Zip: <u>52353</u>

## Contact Person

Name:	<u>Michaela Delzell</u>		
Phone:	<u>(319) 591-0171</u>	Email Address:	<u>collins.michaela@yahoo.com</u>

Classification: Special Class C Liquor License (BW) (Beer/Wine)

Term: 12 months

Effective Date: 03/16/2012

Expiration Date: 01/01/1900

Privileges:

Special Class C Liquor License (BW) (Beer/Wine)  
Sunday Sales

## Status of Business

BusinessType:	<u>Sole Proprietorship</u>
Corporate ID Number:	Federal Employer ID #

## Ownership

**Rinore Veseli**

First Name: Rinore

Last Name: Veseli

City:

State: Iowa

Zip: 52353

Position Owner

% of Ownership 100.00 %

U.S. Citizen

## Insurance Company Information

Insurance Company:	<u>ACE American Insurance Company</u>
Policy Effective Date:	Policy Expiration Date:
Bond Effective Continuously:	Dram Cancel Date:
Outdoor Service Effective Date:	Outdoor Service Expiration Date:
Temp Transfer Effective Date:	Temp Transfer Expiration Date:

# Pay Application - Job Composite Totals

Pay Estimate No.: 4

City of Washington

Period Ending: March 9, 2012

Tienda La Cruz Building Demolition

					Pay Application										
ITEM	ITEM DESCRIPTION	QTY	UNIT	UNIT \$	1	2	3	4	5	6	7	Job to Date	Job to Date		
					12/2	12/20	1/23	3/8				Totals	Totals		
1	Mobilization	1	LS	\$2,000.00	1							1	\$2,000.00		
2	Traffic Control	1	LS	\$2,500.00	1							1	\$2,500.00		
3	Performance and Maintenance Bond	1	LS	\$3,500.00	1							1	\$3,500.00		
4	Reinforced Concrete Basement Common Wall	1	LS	\$10,000.00	1							1	\$10,000.00		
5	Common Wall Top Covering	1	LS	\$5,000.00	0			1				1	\$5,000.00		
6	Common Wall Siding	1	LS	\$15,000.00	0			1				1	\$15,000.00		
7	Building Demolition & Debris Handling	1	LS	\$75,000.00	0.25	0.75						1	\$75,000.00		
8	Landfill Disposal Fees	1	LS	\$7,500.00	0.3	0.7						1	\$7,500.00		
9	Controlled Low Strength Material Backfill	1	LS	\$5,000.00	0	1						1	\$5,000.00		
10	Natural Sand Backfill	1225	TON	\$15.00	195.78	788.53	74.65					1058.96	\$15,884.40		
11	Black Dirt Backfill	60	TON	\$20.00	0							0	\$0.00		
12	Landscaping	1	LS	\$3,000.00	0							0	\$0.00		
13	Miscellaneous	1	LS	\$7,500.00	0	1						1	\$7,500.00		
												0	\$0.00		
<b>Change Orders</b>															
1	Remove existing plywood, frame wall, etc.	1	LS	\$7,345.00				1				1	\$7,345.00		
												0	\$0.00		
<b>TOTAL</b>													\$156,229.40		
<b>RETAINAGE</b>					3.00%								<b>Retainage</b>	\$4,686.88	
<b>PAYMENTS</b>					\$40,678.60	\$83,253.11	\$	1,086.16						<b>Prev. Payments</b>	\$125,017.87
												<b>Check Total</b>	\$26,524.65		

PREVIOUS ESTIMATES	
1	\$40,678.60
2	\$83,253.11
3	\$1,086.16
4	\$0.00
5	\$0.00
<b>TOTAL</b>	\$125,017.87

Make payment to:  
 Cornerstone Excavating, Inc.  
 212 S. Marion Avenue  
 Washington, Iowa 52353

PREPARED BY: Jim Zieglowsky

CHECKED BY: Keith Henkel

APPROVED BY:   
 City Representative

**Lump Sum Contract**

# Contractor's Application for Payment No. 11

Project:	Wastewater Treatment Facility Improvements	From (Contractor):	Gridor Construction, Inc.	Application Date:	3/1/2012
To (Owner):	City of Washington, Iowa	Owner's Project No.:		Period From:	2/1/2012
Via (Engineer):	FOX Engineering Associates, Inc.	Engineer's Proj. No.:	2045-08A	Period To:	2/29/2012

Approved Change Order Summary:			
No.	Date Approved	Additions	Deductions
TOTALS		\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS		\$0.00	

1. ORIGINAL CONTRACT PRICE.....	\$	14,987,500.00
2. Net change by Change Orders.....	\$	0.00
3. Current Contract Price (Line 1 + 2).....	\$	14,987,500.00
4. TOTAL COMPLETED AND STORED TO DATE		
(Column G on Progress Estimate).....	\$	11,434,219.00
5. RETAINAGE:		
a. 5%       X     \$9,489,650.00 Work Completed.....	\$	474,482.50
b. 5%       X     \$1,944,569.00 Stored Material.....	\$	97,228.45
c. Less Total Retainage Released Early.....	\$	
d. Total Retainage (Line 5a + Line 5b - Line 5c).....	\$	571,710.95
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	10,862,508.05
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	9,717,046.50
8. AMOUNT DUE THIS APPLICATION.....	\$	1,145,461.55
9. BALANCE TO FINISH, PLUS RETAINAGE		
(Column I on Progress Estimate + Line 5d above).....	\$	4,124,991.95

**Contractor's Certification**

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

By: *[Signature]* Date: 3-2-12

Payment of: \$ 1,145,461.55  
 (Line 8 or other - attach explanation of the other amount)

is recommended by: *[Signature]* 3/2/12  
 (Engineer) (Date)

Payment of: \$ 1,145,461.55  
 (Line 8 or other - attach explanation of the other amount)

is approved by: *[Signature]* 3/9/12  
 (Owner) (Date)



# SPECIAL NOTATION:

## New Mail To Address



**IOWA BAG AND RECYCLING PRODUCTS, L. L. C.**  
 FEIN: 68-0502025  
 4411 Nostalgia Lane  
 Waterloo, Iowa 50701-9331  
 (319) 291-6007 Voice  
 (319) 236-3754 Facsimile



Residential Recycling Cart Units  
 Quality Balers, Denisifers, and Self-Contained Units  
 Custom Printed Polyethylene Bags

COLLECTION VEHICLES



COMMERCIAL COLLECTION CENTERS

Single Container Recycling Bins  
 Stackable Container Recycling Bins  
 Complete Waste Reduction Programs  
 With GUARANTEED Results

## ORIGINAL INVOICE

**If Your Community Is Not Reducing Your Residential Waste Stream By 50%, You Really Need Our Cart System. Call Bob Today For Information.**



**BILL TO:** *City of Washington - A Municipal Government*  
 F.E.I.N. Number: ??-?????????  
 ATTN: Ms. Illa Ernest, City Clerk  
 215 East Washington Street  
 Post Office Box 2024  
 Washington, Iowa 52353-2024  
 (319) 653-6584 Voice  
 (319) 653-5273 Facsimile

**SHIP TO:** *City of Washington - A Municipal Government*  
 ATTN: Ms. Illa Ernest, Deputy Clerk  
 215 East Washington Street  
 Washington, Iowa 52353  
 (319) 653-6584 Voice

<b>Sales Person:</b> In House	<b>Date Of Order:</b> 3 February 2012
<b>Payment Terms:</b> Net Ten (10) Days	<b>Date Order Shipped:</b> 12 March 2012
<b>Method Of Shipment:</b> Tim - Rowan Equipment	<b>F.O.B. Point:</b> Dysart Plant
<b>Invoice Number:</b> 12-03/15-003	<b>Invoice Date:</b> 15 March 2012
<b>Order Number:</b> IA-92-120315	<b>Invoicing Agent:</b> Waterloo Office

ITEM NO.	QTY. ORDERED	QTY. SHIPPED	DESCRIPTION OF PRODUCTS OR SERVICES	PRICE EACH	EXTENDED COSTS
1	50	50	SARS-04 R04 - Four Container Residential Steel Cart Frames Only and related hardware for customer assembly. Does NOT INCLUDE the Rubbermaid, Model 2875 Containers. Cart Frame Color: Black No Labels.	\$125.00	\$6,250.00
2	1	1	Freight to Washington, Iowa - 52353  001680406372 ie  ORDER COMPLETE  <u>No Iowa State Sales Tax Charged Nor Received. The sale is to an Iowa Municipal Governmental Agency. Further, these containers are used in an ongoing waste reduction project and under declaration by the Iowa Department of Revenue.</u>	N/C	No Charge

**THIS IS AN ORIGINAL INVOICE.**

**If you should experience a problem with the product or this invoice, please notify us immediately at:**  
 (319) 291-6007.

<b>Sub Total:</b>	\$6,250.00
<b>Tax Rate:</b> _____ <b>Tax:</b>	Exempt
<b>Special Handling:</b>	\$0.00
<b>Previous Amount Owing:</b>	\$0.00
<b>Credit:</b>	\$0.00
<b>Please Pay This Amount:</b>	\$6,250.00

IOWA BAG AND RECYCLING PRODUCTS L L C



**Public Financial Management**

Two Logan Square  
Suite 1600  
18th & Arch Streets  
Philadelphia, PA  
19103-2770

215 567-6100  
215 -567-4190 fax  
www.pfm.com

City of Washington, Iowa  
Illa Earnest  
City Clerk  
215 E. Washington Street  
Washington, IA 52353-2024

March 15, 2012

**INVOICE:** PFM-127836-0-PFM-127837  
**SEQ.:** 002-000-002

**RE:** For Financial Advisory Services provided to the City of Washington, Iowa in connection with services provided under the Retainer.

**INVOICE**

Description	Total
Annual Retainer	\$7,000.00
Total Professional Fees	\$7,000.00
Expenses	\$153.20
<b>Amount Due</b>	<b>\$7,153.20</b>

Thank You.

Public Financial Management, Inc.

William W. Cummings  
Billing Administrator

**Remittance Address:**  
Public Financial Management, Inc.  
Two Logan Square, Suite 1600  
18th and Arch Streets  
Philadelphia, PA 19103

**Wire Instructions:**  
Susquehanna Bank  
ABA# 031309123  
Acct# 10006788342

**INVOICE TERMS: UPON RECEIPT**

Mar 15, 2012  
INVOICE:0-0-PFM-127837  
SEQ:000-000-002

---

---

**SUPPORTING DETAILS**

---

---

Category	Name	Comments	Amount Billed
T&E - Meals		J. Blankenship	\$23.33
T&E - Mileage		J. Blankenship	\$129.87
		T&E Total	<u>\$153.20</u>
		<u>Total Expenses:</u>	<u>\$153.20</u>



Washington Volunteer Fire Department  
March 7, 2012

January Fires

3 City fires	770.00
4 rural fires	550.00
drill	000.00
7 Fires	1320.00

Meal before the meeting.

Meeting opened At 7:00pm with Chief Tom Wide in charge.

Minutes of the previous meeting were read and approved.

Treasure report was read.

Doug Sanders made a motion to pay all bills against the department. Seconded by Bruce McAvoy.

Motion passed

Committees; Social: Good meal before the meeting. Craig Rembold is new member on social com.

Communications: Mid year meeting of IFA

Membership: Full but my lose Brian Otters.

Fire school in Ames February 24-26. Blain And Bill and Aaron went to Electric car. Mark front line safety, Emergency Vehicle operation. Keven bomb threat, Joe and Tom Iowa Fire Bridge. Micheal Degenias Interior Attack.

Pipe Line meeting in Mt. Pleasant was good meeting.

Drills for this year are May 16, June 20, Sept, 20

Hazmat refresher will be set up.

County meeting in Ainsworth March 27.

Kids Fest May 25 Bruce McAvoy in charge

Winfield fire is sending an old rescue truck to help with Tornado cleanup. Would like some help.

Jim Williams made a motion to donate \$100.00 for fuel to Winfield Fire. Seconded by Bruce McAvoy.

Passed.

Bill Wagner asked about a new thermal image machine.

Discussion of calls

No other business, roll call taken meeting adjourned.

Secretary  
Tom Beauchamp



115 W Washington • Washington , IA 52353-2035  
(319) 653-2726

To: Washington City Council  
From: Washington Public Library  
CC: Illa Earnest, City Clerk  
Brent Hinson, City Administrator  
Date: March 16, 2012  
Subject: 2<sup>nd</sup> March Report to Council

---

Here is what the library is working on in March:

- The Library Board will be meeting Thursday, March 22<sup>nd</sup>. The main topics we will be discussing are: establishing a permanent structure for the ad hoc “Piano Committee,” and working on a plan for maintenance needs brought forward during the final walk-through of the library building.
- The library’s Foundation Board will also be meeting March 22<sup>nd</sup> and will be discussing plans for the foyer window project with Pedro Lujano, who sent in 2 very impressive proposals for the window. The window that is currently in place in the entrance of the library (between the foyer and children’s area) was set up as a placeholder for a piece of glass art that will be funded by the Library Foundation. We hope to have the window finished by the end of the summer.
- We are starting plans for Summer Reading Club, and the resolution that you have before you tonight is for performers for SRC that would be shared among the 3 county libraries.

Upcoming programs at the library:

- *March 22<sup>nd</sup> – 12:15 p.m. – Noontime concert*  
The Aleron Trio, an ensemble of three women from France, the United States, and Taiwan, will be giving a free concert at the library. They are the artists in residence for Southeast Iowa Symphony Orchestra.
- *March 27<sup>th</sup> – 7 p.m. – All Iowa Reads book discussion*  
The All Iowa Reads book for this year is “Strength in What Remains” by Tracy Kidder.
- *March 30<sup>th</sup> – 6:30 p.m. – All Washington County Teens Read discussion*  
Pizza Ranch has donated food and space for all interested teens in the county to come for a book discussion on “Hunger Games” by Suzanne Collier.

Thank you for your support!

Sincerely,

Debbie Stanton

Director, Washington Free Public Library

**WWTP report for  
March 21, 2012  
Council Meeting**

- **After hour alarm and dog call outs**
  - 6<sup>th</sup> WWTP, power outage (Alliant), 4:36 p.m. Fred
  - 6<sup>th</sup> Sunset Park lift station, power outage (Alliant), 4:36 pm. Danny
  - 7<sup>th</sup> dog call, Safety Center reported a dog to be picked up at 508 South 3<sup>rd</sup>, 1:00 a.m. Jason
  - 11<sup>th</sup> dog call, Safety Center reported a dog to be picked up 1600 North 6<sup>th</sup>, 8:15 p.m. Delen T
- **WWTP lagoon** – The lagoon is full and by-passing over the stand pipe at press time.
- **WWTP February 2012 MOR** – 4/29 days bypass over lagoon standpipe, **34,506** million gallons (mg) treated, **33,343** mg through WWTP, **2,163** mg in and out of lagoon. Average daily flow **1,190** mg, maximum daily flow **2,450** mg, minimum daily flow **0.918** mg, Sunset Park lift station bypassed for a total of **8.2** hours. **NO SSO'S out of the head works building for February 2012.**

**TSS**

**Removal 85 % required            result = 91.1 %**  
Influent TSS monthly average = **276.7** mg/L  
Effluent TSS monthly average = **24.6** mg/L

**CBOD5**

**Removal 85% required            result = 88.7%**  
Influent CBOD5 monthly average = **107.5** mg/L  
Effluent CBOD5 monthly average = **12.1** mg/L

- **February 2012 WWTP NPDES effluent permit violations** - None to report.
- **Meetings** – Jason and I attended the following meetings: new WWTP progress meeting, west side sanitary sewer progress meeting, and FOX Engineering meeting about Parkside Estates lift station. Danny attended a SASSO safety meeting, the topic was trenching and shoring. I attended the Dept head meetings.
- **Lexington Blvd lift station** – The sensa-phone alarm auto dialer was found not working at the lift station on the 9<sup>th</sup>. This unit calls out to our cell phones when there is a high water alarm, power outage, or pump problems. I couldn't get it to reset. I had to order a new one. The cost of the new unit was \$375. I got the new one installed on the 12<sup>th</sup>.
- **March 6, 2012 Alliant power outage** – The WWTP, Parkside Estates lift station, Lexington Blvd lift station, and Sunset Park lift station were all without power from around 4:36 p.m. to 5:42 p.m. The only problem that occurred was Sunset Park lift station filled and by-passed for around 36 minutes sending untreated sewage (around 100-200 gallons) to the small creek by the dog park. I checked the creek for solids but none were observed. This by-pass was reported to IDNR Field Office #6. This is a perfect example of why IDNR wants back up power at these lift stations. The new WWTP will have backup power.
- **DMR-QA Study #32** – Gearing up to participate in this annual USEPA laboratory audit testing. In-house testing provides results for the audit samples. The EPA reviews results submitted and a laboratory performance evaluation is generated. We'll find out sometime is August 2012 if we're submitting acceptable results. We've passed the lab performance evaluation the last 5 years.

**Fred E. Doggett  
3/16/2012 9:08 AM**



**MONTH-TO-DATE TREASURERS REPORT  
CITY OF WASHINGTON, IA  
FEBRURY, 2012**

FUND	02/01/2012 BEGINNING CASH BALANCE	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	02/29/2012 ENDING CASH BALANCE
001-GENERAL FUND	(268,157.11)	165,153.65	-	288,174.61	(14,754.33)	(405,932.40)
110-ROAD USE	725,917.61	64,212.36	-	39,563.52	(3,051.40)	747,515.05
112-EMPLOYEE BENEFITS	17,129.77	2,953.06	-	-	-	20,082.83
113-LIABILITY INSURANCE	2,934.53	-	-	-	-	2,934.53
121-LOCAL OPTION SALES TAX	-	59,834.13	-	59,834.13	-	-
125-URBAN RENEWAL AREA #1	96,557.00	-	-	-	-	96,557.00
126-URBAN RENEWAL AREA #2	-	-	-	-	-	-
127-URBAN RENEWAL AREA #3A	-	-	-	-	-	-
128-URBAN RENEWAL AREA #3B/D	-	-	-	-	-	-
129-URBAN RENEWAL AREA #3C	1,717.23	-	-	-	-	1,717.23
130-URBAN RENEWAL AREA #3D	-	-	-	-	-	-
131-URBAN RENEWAL AREA #4	828.03	-	-	-	-	828.03
132-URBAN RENEWAL AREA #5	-	-	-	-	-	-
133-URBAN RENEWAL AREA #6	-	-	-	-	-	-
134-URBAN RENEWAL AREA #7	-	-	-	-	-	-
145-HOUSING REHABILITATION	-	1,702.00	-	-	-	1,702.00
200-DEBT SERVICE	311,745.75	4,250.43	-	-	-	315,996.18
300-CAPITAL EQUIPMENT	231,701.43	-	-	-	-	231,701.43
301-CAPITAL PROJECTS FUND	1,976,139.65	868.61	-	293,533.31	-	1,683,474.95
302-URBAN RENEWAL BIODIESEL 6	-	-	-	-	-	-
303-WWTP CAPITAL PROJ FUND	(1,119,129.03)	957,283.65	-	962,573.58	-	(1,124,418.96)
305-RIVERBOAT FOUND CAP PROJ	102,722.57	-	-	-	-	102,722.57
510-BAND BOOSTER	-	-	-	-	-	-
520-DOG PARK	6,851.30	-	-	-	-	6,851.30
530-TREE COMMITTEE	1,756.61	2,985.00	-	22.20	-	4,719.41
540-POLICE FORFEITURE	-	-	-	-	-	-
550-PARK GIFT	206,865.77	7,297.28	-	-	-	214,163.05
560-AIRPORT GIFT	-	-	-	-	-	-
565-GAS REVOLVING FUND	-	-	-	-	-	-
570-LIBRARY GIFT	44,425.01	813.69	-	247.68	-	44,991.02
580-CEMETERY GIFT	-	-	-	-	-	-
600-WATER UTILITY	(253,138.79)	100,360.32	-	66,901.57	(2,275.03)	(221,955.07)
610-SANITARY SEWER	2,233,470.32	197,478.62	-	54,219.88	(4,430.09)	2,372,298.97
660-AIRPORT	-	-	-	-	-	-
670-SANITATION	(80,936.86)	27,634.64	-	41,694.86	-	(94,997.08)
910-LIBRARY TRUST	224,705.30	335.79	-	1,696.79	-	223,344.30
950-SELF INSURANCE	-	-	-	-	-	-
951-UNEMPLOYMENT SELF INS	-	-	-	-	-	-
952-OLD FUND 090	-	-	-	-	-	-
<b>TOTAL BALANCE</b>	<b>4,464,106.09</b>	<b>1,593,163.23</b>	<b>-</b>	<b>1,808,462.13</b>	<b>24,510.85</b>	<b>4,224,296.34</b>

Cash in Bank - Pooled Cash

Wash St. Bank - Operating Account	363,144.25	(1)	0.02%
Cash in Drawer	350.00		
Wash St Bank - MM	255,861.68		0.02%
Wash St Bank - CD	4,711.35		
Federation Bank - Utility Account	-		
Investment in IPAIT	3,433,263.97		0.02%
Wash St Bank - Library Acct	166,965.09		0.02%
<b>TOTAL CASH IN BANK</b>	<b>4,224,296.34</b>		

(1) Washington State Bank	472,929.91
U.S. BANK (CLOSED)	-
Outstanding Deposits & Checks	(109,785.66)
	<u>363,144.25</u>

YEAR-TO-DATE TREASURERS REPORT  
CITY OF WASHINGTON, IA  
FEBRUARY, 2012

FUND	07/01/2011 BEGINNING CASH BALANCE	Y-T-D REVENUES	REVENUES NOT YET RECEIVED	Y-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	02/29/2012 ENDING CASH BALANCE
001-GENERAL FUND	(285,690.41)	2,768,565.45	-	2,873,358.22	(15,449.22)	(405,932.40)
110-ROAD USE	821,385.62	483,746.19	-	554,026.77	(3,589.99)	747,515.05
112-EMPLOYEE BENEFITS	-	265,518.70	-	245,435.87	-	20,082.83
113-LIABILITY INSURANCE	-	45,406.47	-	42,471.94	-	2,934.53
121-LOCAL OPTION SALES TAX	-	489,027.91	-	489,027.91	-	-
125-URBAN RENEWAL AREA #1	96,557.00	25,701.89	-	25,701.89	-	96,557.00
126-URBAN RENEWAL AREA #2	-	-	-	-	-	-
127-URBAN RENEWAL AREA #3A	-	1,307.41	-	1,307.41	-	-
128-URBAN RENEWAL AREA #3B/D	-	-	-	-	-	-
129-URBAN RENEWAL AREA #3C	(1,862.47)	29,431.03	-	25,851.33	-	1,717.23
130-URBAN RENEWAL AREA #3D	-	-	-	-	-	-
131-URBAN RENEWAL AREA #4	1,862.47	16,997.53	-	18,031.97	-	828.03
132-URBAN RENEWAL AREA #5	-	17,294.46	-	17,294.46	-	-
133-URBAN RENEWAL AREA #6	-	153,149.54	-	153,149.54	-	-
134-URBAN RENEWAL AREA #7	-	-	-	-	-	-
145-HOUSING REHABILITATION	-	1,702.00	-	-	-	1,702.00
200-DEBT SERVICE	-	451,694.57	-	135,698.39	-	315,996.18
300-CAPITAL EQUIPMENT	231,498.70	313.00	-	110.27	-	231,701.43
301-CAPITAL PROJECTS FUND	1,976,635.48	1,602,485.61	-	1,895,646.14	-	1,683,474.95
302-URBAN RENEWAL BIODIESEL 6	-	-	-	-	-	-
303-WWTP CAPITAL PROJ FUND	(897,847.87)	9,285,132.80	-	9,511,703.89	-	(1,124,418.96)
305-RIVERBOAT FOUND CAP PROJ	-	102,722.57	-	-	-	102,722.57
510-BAND BOOSTER	(102.60)	102.60	-	-	-	-
520-DOG PARK	6,602.27	515.05	-	266.02	-	6,851.30
530-TREE COMMITTEE	6,753.79	5,933.80	-	7,968.18	-	4,719.41
540-POLICE FORFEITURE	-	-	-	-	-	-
550-PARK GIFT	206,862.28	7,300.77	-	-	-	214,163.05
560-AIRPORT GIFT	-	-	-	-	-	-
565-GAS REVOLVING FUND	-	-	-	-	-	-
570-LIBRARY GIFT	43,761.46	5,029.75	-	3,800.19	-	44,991.02
580-CEMETERY GIFT	(55.00)	55.00	-	-	-	-
600-WATER UTILITY	(322,599.27)	775,029.39	-	679,057.48	4,672.29	(221,955.07)
610-SANITARY SEWER	1,424,024.45	1,421,377.41	-	468,326.51	(4,776.38)	2,372,298.97
660-AIRPORT	-	-	-	-	-	-
670-SANITATION	(128,283.78)	218,925.43	-	185,638.73	-	(94,997.08)
910-LIBRARY TRUST	232,497.77	1,823.23	-	10,976.70	-	223,344.30
950-SELF INSURANCE	-	-	-	-	-	-
951-UNEMPLOYMENT SELF INS	-	-	-	-	-	-
952-OLD FUND 090	-	-	-	-	-	-
<b>TOTAL BALANCE</b>	<b>3,411,999.89</b>	<b>18,176,289.56</b>	<b>-</b>	<b>17,344,849.81</b>	<b>19,143.30</b>	<b>4,224,296.34</b>

Cash in Bank - Pooled Cash

Wash St. Bank - Operating Account	363,144.25	(1)	0.02%
Cash in Drawer	350.00		
Wash St Bank - MM	255,861.68		0.02%
Wash St Bank - CD	4,711.35		
Federation Bank - Utility Account	-		
Investment in IPAIT	3,433,263.97		0.02%
Wash St Bank - Library Acct	166,965.09		0.02%
<b>TOTAL CASH IN BANK</b>	<b>4,224,296.34</b>		

(1) Washington State Bank	472,929.91
U.S. BANK (CLOSED)	-
Outstanding Deposits & Checks	(109,785.66)
	<b>363,144.25</b>

Expenditure Summary

City of Washington  
As of February, 2012

<b>GENERAL FUND</b>			<b>0.667</b>				
<u>Department</u>	<u>Fund No.</u>	<u>Dept No.</u>	<u>Annual Budget</u>	<u>Eight Months Budg</u>	<u>Eight Months Act</u>	<u>OVR/(UNDR) Budget</u>	<u>Explanation</u>
Police	001	1010	1,179,902	786,641	869,002	82,362	Wages/Benf OB +37,747. Staff Develop OB +\$14,926 (rev offset -\$7,981 Johnson Co. & unbudgeted Kaplan \$6,828.) Repairs/maint/Utilities OB +\$13,874. Capital outlay OB \$12,125 (new K-9 vehicle \$29,046) <b>Deficit increased for the fourth month in a row. Feb +\$1,615.</b>
Fire	001	1050	327,916	218,622	225,568	6,946	Wages/Benf OB @ +\$3,228. Staff Develop. +\$2,408 (confined space training \$4904). Capital outlay OB +\$7,041.
Street Lighting	001	2030	127,000	84,671	78,588	(6,083)	On target!
Development Services	001	2060	115,718	77,149	42,725	(34,424)	On target!
Airport	001	2080	419,200	279,481	424,790	145,309	Fuel OB +\$160,951 - seasonal expense. (Fuel rev \$381K vs Exp \$381K)
Library	001	4010	355,935	237,302	209,267	(28,035)	On target!
Parks	001	4030	202,325	134,890	152,104	17,214	Wage/Benf OB +\$11,811 - improved by \$3,845 from January. (seasonal temps are gone until mid-March.) Repr/Maint/Util OB +\$14,842 (Kings Mtl - blocks \$7,630) - Pavillon Cement Work \$3,200, Hy-Vee supplies \$2,008, John Deere repr parts \$2024, Kleopfer Lawn Care - fountain repr \$3,330. <b>Deficit reduced by -\$7,940 from January. Reductions needed over next two months prior to new spring/summer season.</b>
Pool	001	4035	110,534	73,693	93,647	19,954	Wage/Benf OB +\$10,412 - seasonal temp labor (pool closed 08/28/11) Repr/Maint/Util OB +\$6,350 - motor repr \$1,974, Alliant Energy \$14,483, strainer \$2,901, winterization \$1,285 Commodities OB +\$2,612 - chemicals \$4,228, pool concessions \$11,007, pool supplies \$3,767 <b>Deficit reduced by -\$9,128. Need to stay on track before we get into new pool season.</b>
Cemetery	001	4050	169,246	112,836	90,549	(22,287)	Capital Outlay - new truck \$29,660. Offset by Duvall not being charged to Cemetery.
Clerk/Treas	001	6020	1,024,439	682,993	687,116	4,123	Work Comp OB +\$36,605 - Paid ICAP annual prem \$106,400. Audit expense paid \$16,722. Oth Contractual Serv OB +\$46,816 - ann. paymnt to Chamb. of Comm. \$5000, PFM Fin Serv \$10,157, RDG Comp Plan \$4,900. Iowa League of Cities \$2300, Paws & More \$2,600, Main Street \$10,000, & monthly Mini-bus \$135,236 (un-budgeted), <b>Exec search \$22,627 (un-budgeted). Deficit reduced by -\$2,374. Almost on target!</b>
<b>TTL General Fund</b>			<b>4,032,215</b>	<b>2,688,278</b>	<b>2,873,356</b>	<b>185,078</b>	<b>Deficit reduction for Feb -\$48,184, Jan -\$73,897. Moving in right direction!! Deficit reduction -\$110,752 from November.</b>
<b>Road Use</b>	110	2010	<b>770,072</b>	<b>513,407</b>	<b>548,652</b>	<b>35,245</b>	Un-budgeted seal coat project \$155,310 (oth capital outlay) + N. 4th St. Crossing \$7,904 <b>Deficit reduction -\$30,035 for February. Almost a 50% improvement!!</b>
<b>ENTERPRISE/UTILITY FUNDS</b>							
Water Plant	600	8010	801,673	534,475	470,991	(63,484)	Wage/Benf OB +\$34,530 - (OT, group insurance way ahead) budget alloc diff than act payroll. Repr/Maint/Util OB +\$58,162 - (Cahoy) well/pump #5 - \$48,543 & well/pump #6 \$54,616
Water Distr	600	8012	508,878	339,269	207,981	(131,288)	Wage/benf under budget \$(54,949) - see overage in Water Plant. All accounts under budget.
<b>TTL Water Utility</b>			<b>1,310,551</b>	<b>873,744</b>	<b>678,972</b>	<b>(194,772)</b>	
Sewer Plant	610	8015	363,093	242,074	209,604	(32,470)	On target! All accounts at or under budget - good job!!
Sewer Collection	610	8017	911,882	607,952	258,634	(349,318)	Wage/benf under budget \$(56,492) - same as Water Distr - good job!!
<b>TTL Sanitary Sewer</b>			<b>1,274,975</b>	<b>850,026</b>	<b>468,238</b>	<b>(381,788)</b>	
Sanitation	670	8040	324,536	216,368	185,639	(30,729)	On target!

We are eight months thru our fiscal year and General Fund and Road Use Fund continue to run ahead of budget. The good news - we reduced the General Fund deficit by an additional -\$48,184 in February.

Six of ten General Fund departments are over budget thru eight months. **Your WITH ONLY FOUR MONTHS LEFT IN THE YEAR, DEPARTMENTS THAT ARE OVER BUDGET MUST GET CONTROL AND GET BACK TO BUDGETED LEVELS!!**

**Going forward you need to evaluate your needs as either "need to have to continue operations" or "would be nice to have but not necessary". The City continues to be in a very tight financial situation and you are part of the solution.**

For those departments that are under budget, thanks for your efforts - for those over budget, you have four months to turn it around!!



## GRANT APPLICATION

### Applicant Organization Information:

1. Applicant Organization: Washington County Public Library Association (WCPLA)
2. Mailing Address: 115 W. Washington St.
3. City, State, Zip: Washington, IA 52353
4. Federal Tax ID#: Washington: 42-6005318; Wellman: 42-6005352; Kalona: 42-6004824
5. Date (Year) Organized: 1992
6. Website: <http://www.washingtonco.lib.ia.us>
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: Debbie Stanton
10. Title in Organization: Director, Washington Public Library
11. Daytime Phone: 319-653-2097 Evening Phone: 319-461-2995
12. E-mail address: [debbie.stanton@washington.lib.ia.us](mailto:debbie.stanton@washington.lib.ia.us)
13. Alternate Contact Name: Steve Miller; Director, Wellman-Scofield Public Library
14. Alternate Phone: 319-646-6858 Alt. E-mail: [scofield@netins.net](mailto:scofield@netins.net)

### Project/Program Information:

15. Project Title: 2012 Summer Reading Program
16. Project Address: 115 W. Washington St.
17. WCRF Funding Requested: \$2,000.00 (include itemized budget if over \$20,000)
18. Matching Funds: \$1,500.00
19. Total Cost (17+18): \$3,500.00
20. Anticipated project start: June 1, 2012
21. Anticipated date WCRF funds will be needed: June 1, 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.

The three public libraries in Washington County would like to hire 3-4 performers for special programs during our 2012 Summer Reading Programs. These performers all focus on the importance of reading and knowledge and educate children in their areas of expertise - such as zoology and culture. Planned performers include Blank Park Zoo, Grout Museum Planetarium, an African drumming program and, possibly, a juggler.

The Washington County Public Library Association is proud to offer summer reading programs to all youth in Washington County through the county's three public libraries. Participation in a summer reading program encourages lifelong reading, draws reluctant readers in with activities, helps children keep their skills up, and generates interest in the library and books (<http://www.ala.org/tools/libfactsheets/alalibraryfactsheet17>).

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.)

- |   |   |
|---|---|
| <input type="checkbox"/> Community Development & Beautification | <input type="checkbox"/> Economic Development |
| <input checked="" type="checkbox"/> Education & Arts            | <input type="checkbox"/> 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.

The Washington County Public Library Association's 2012 Summer Reading Program performances will promote life-long learning, academic performance, and workforce preparation by drawing youth into the three county public libraries during the summer for our Summer Reading Programs, which are known to close the "summer gap" of learning that so frustrates educators. These programs are free and open to all youth including children from economically and educationally disadvantaged families that cannot afford to pay for other educational summer activities such as camps and retreats.



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) WCPLA	Confirmed	<input checked="" type="checkbox"/>	\$ 500
B. Washington Public Library	Confirmed	<input checked="" type="checkbox"/>	\$ 500
C. Kalona Public Library	Confirmed	<input checked="" type="checkbox"/>	\$ 150
D. Wellman-Scotfield Public Library	Confirmed	<input checked="" type="checkbox"/>	\$ 100
E. Washington State Bank	Projected	<input type="checkbox"/>	\$ 250
F.	Projected	<input type="checkbox"/>	\$
<b>Total Matching Funds:</b>			<b>\$ 1,500</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. Fonziba Drums program	A	\$ 500	\$ 700	\$ 1,200
2. Troy Roark juggling prog.	B	\$ 500	\$ 718	\$ 1,218
3. Grout Museum planetarium program	C, D	\$ 250	\$ 395	\$ 645
4. Blank Park Zoo program	E	\$ 250	\$ 187	\$ 437
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$
<b>TOTAL</b>		<b>\$ 1,500</b>	<b>\$ 2,000</b>	<b>\$ 3,500</b>

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.**

Matching funds are primarily from the three county public libraries and the Washington County Public Library Association. These funds are budgeted into the current fiscal year as programming expenses. In the summer of 2011, Washington State Bank provided funding to the Washington Public Library for a summer performer, and we are projecting a similar donation this year, especially because it will benefit all county youth.

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).

In kind contributions from the three county public libraries include the salaries for the Children's Librarians that will prepare for and promote the program, any marketing and promotional costs, and building space/utilities for the programs.

29. Are there any funding sources that have declined funding for the project/program? (Explain)

No.

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.?)

If the project receives less funding from the WCRF, it will be downsized and less performers will be booked until the costs fits within our current budget.

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

The Washington County Riverboat Foundation will be recognized on all promotional materials and in all press releases and interviews leading up to and during the Summer Reading Program. This includes registration flyers, Summer Reading packets that are sent home with registered families, and event announcements. The Foundation will also be thanked at the beginning and end of each performance and will be given a sponsor certificate at the end of the program.



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, April 2012** 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. \*\*

**RESOLUTION NO.**

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

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

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

The property of Arthur L.L. Young and Misty Utzinger at 608 S. 9<sup>th</sup> Ave. for the amount of \$250.00. Legal Description (02 A W CHILCOTES OL ADD S 50 FT OF N 160 FT). Parcel Number (11-20-226-003)

The property of Denise Goodwin at 1600 N. 6<sup>th</sup> Ave. for the amount of \$225.00. Legal Description (18 Washington Housing Initiative Add). Parcel Number (11-08-410-008).

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

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

Passed and Approved this 21st day of March, 2012.

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

Attest:

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

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

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

WHEREAS, the City Council recognizes the importance of having adequate and functional ballfield space to accommodate existing programs; and

WHEREAS, the Park Board has established field improvements to Green Field and Water Tower Park as a top priority for the coming year; and

WHEREAS, the Council supports this objective and sees the value to the City in applying for grant funds to defray the costs of the 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 from the Washington County Riverboat Foundation in the amount of \$24,025 for the 2012 Ballfield Improvements project. The City commits to funding \$5,415 from general funds, with the Park Board to provide \$5,000 from Park Gift funds.

Section 2. Appropriate City staff members are directed to pursue all other available grant sources to aid in reducing the cost to the City's General Fund.

PASSED AND APPROVED this 21<sup>st</sup> day of February, 2012.

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

ATTEST:

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



## GRANT APPLICATION

### Applicant Organization Information:

1. Applicant Organization: City of Washington/ Washington Park Board
2. Mailing Address: 215 East Washington Street
3. City, State, Zip: Washington, IA 52353
4. Federal Tax ID#: 426005318
5. Date (Year) Organized: 1839
6. Website: [www.washingtoniowa.net](http://www.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: Tim Widmer
10. Title in Organization: Park Superintendent
11. Daytime Phone: 319-461-0624 Evening Phone: 319-653-6241
12. E-mail address: [ctwidmer@gmail.com](mailto:ctwidmer@gmail.com)
13. Alternate Contact Name: Brent Hinson
14. Alternate Phone: 319-653-6584 Alt. E-mail: [bhinson@washingtoniowa.net](mailto:bhinson@washingtoniowa.net)

### Project/Program Information:

15. Project Title: 2012 Ballfield Improvements
16. Project Address: 1100 Block and 1300 Block E. Van Buren
17. WCRF Funding Requested: \$24,025.00 (include itemized budget if over \$20,000)
18. Matching Funds: \$10,415.00
19. Total Cost (17+18): \$34,440.00
20. Anticipated project start: Summer 2012
21. Anticipated date WCRF funds will be needed: July 1, 2012





22. Provide a brief description of the project you are seeking funds for **(10 lines or less)**. 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.

Project includes improvements to two City-owned ballfields, Green Field and Water Tower Park. Green Field is an existing ballfield that is home to Babe Ruth baseball for 13-14 year olds in the Washington community. The improvements envisioned would include adapting the field for play by the Cal Ripken leagues (11-12 year olds) as well. Due to a lack of field space, only 30% of games for Washington youth leagues can be played at home, and Cal Ripken league has the most youths involved, and the least amount of available field space. The project would include new backstop, fencing, field conditioning and pitcher's mound changes. The 2nd part to the project, construction of a ballfield at Water Tower Park nearby, would provide for acutely-needed practice space for youth leagues. Parks Department staff and volunteer labor will be utilized.

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 or less)** See WCRF Grant Application Guidelines & Instructions document.

Youths involved in baseball and softball programs in our community are greatly underserved in terms of ballfields. There is a general lack of practice space, and game space is so limited that youths must play around 70% of their games elsewhere. This presents a financial hardship to some families, and may in fact deter some children from participating in our programs. We believe that improved recreational and public space will lead to better retention of young adults, especially young parents, in the long term. This is a companion project to the future, larger-scale, Wellness Park project.





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 General Budget	Confirmed	<input checked="" type="checkbox"/>	\$ 5,415
B. Park Gift Funds	Confirmed	<input checked="" type="checkbox"/>	\$ 5,000
C.	Projected	<input type="checkbox"/>	\$
D.	Projected	<input type="checkbox"/>	\$
E.	Projected	<input type="checkbox"/>	\$
F.	Projected	<input type="checkbox"/>	\$
<b>Total Matching Funds:</b>			<b>\$ 10,415</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. Skid Loader Rent		\$ 1,000	\$ 0	\$ 1,000
2. Haul in Sand & Clay		\$ 2,000	\$ 0	\$ 2,000
3. Field Conditioner		\$ 2,700	\$ 0	\$ 2,700
4. New Backstops & Fences		\$ 0	\$ 24,025	\$ 24,025
5. Misc Purchases		\$ 4,715	\$ 0	\$ 4,715
6.		\$	\$	\$
7.		\$	\$	\$
<b>TOTAL</b>		<b>\$ 10,415</b>	<b>\$ 24,025</b>	<b>\$ 34,440</b>

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.**

The City Council has committed to funding of \$5,415 through the general budget for FY13 (beginning July 1, 2012). The Park Board has further agreed to support the project with \$5,000 in gift funds from past undesignated donations. All matching funds are expected to be available for expenditure no later than July 1, 2012.

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).

Extensive volunteer labor by interested individuals will be utilized in constructing the improvements. The only paid staff assisting with the project will be the Park Superintendent.

29. Are there any funding sources that have declined funding for the project/program? (Explain)

No.

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.?)

The project would likely have to be scaled back if not funded by the WCRF. The field improvements are badly needed, so efforts would be undertaken to ensure that adequate progress would be made to accomplish some of the goals of the full project. However, significant sacrifices might have to be made in terms of the fencing called for in the project.

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

We would expect to recognize the WCRF's contribution in public meetings and see that it is reported in any local paper and radio station stories on the project.



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, April 12, 2012** 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. \*\*





## **Washington Community High School Counseling Department**

**Belinda Robinson, Counselor • Kathy Stender, Counselor • Jona Dalrymple, Administrative Assistant  
313 S 4th Avenue • PO Box 271 • Washington, IA 52359-1805 • Phone: 319-653-4245 • Fax: 319-653-6751**

March 6, 2012

Dear City Clerk,

Wednesday, March 28, 2012, Washington Community High School will be hosting College Day in the gymnasium. We are requesting Madison Street parking spots, between 2<sup>nd</sup> and 4<sup>th</sup> Avenue, be blocked from 7:00 a.m. - 3:00 p.m. If you have questions, please contact the Washington Counseling Department at 653-4245 or Erik Buchholz, Washington High School Principal at 653-2143.

Thank you,

Kathy Stender, Belinda Robinson, & Jona Dalrymple  
Washington Counseling Department



### Who Should Attend?

MLA Part Three is designed to provide in-depth information on the challenges facing cities. This session is appropriate for all city officials, whether they are elected or appointed, veterans or new to their offices. Attendees will discuss some of the hottest topics in city government and have the chance to network with other city officials, share a meal and discuss common concerns.



### Human Resources for Cities of All Sizes

City leaders need to be aware of various personnel issues regardless of the number of employees or the size of your community. This session will provide an overview of the numerous state and federal employment laws that impact how cities hire, train, promote and release employees.



### Community Betterment and Nuisances

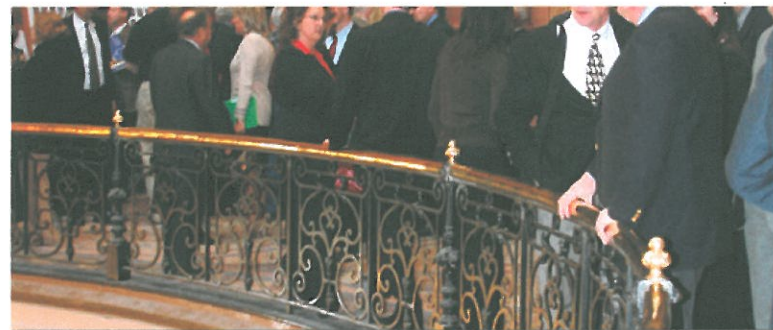
Junk cars, broken sidewalks, weeds and other nuisances can dampen community pride and deter visitors. Many city officials take office with a goal to clean up their community and can spend years in office trying to achieve this goal. City officials looking for ideas on improving the appearance of their community will find answers at MLA Part Three.

This workshop session will focus on community betterment and suggestions for making a city more attractive to visitors and residents, including eliminating nuisances. This discussion will include common sense examples of what has worked in other communities and give participants the chance to discuss their local situations.



### Value of Planning

Cities undertake planning to better prepare their communities for what lies ahead. Many use strategic planning and goal setting, where city leaders look toward the future to anticipate issues for their community and what they would like to see happen. Cities also engage in Capital Improvements Planning (CIP), which focuses on the major projects the city may undertake and what means will be used to finance and carry out these projects.



### Legislative Issues

Learn about the very latest from the 2012 legislative session and how city officials can get involved in the legislative process.

### MLA Part Four

Part Four of MLA is attendance at the League's Annual Conference & Exhibit that will take place September 26-28, 2012 in Sioux City, Iowa. To assist you in continuing your development as a leader, a number of the workshops at the conference are designated specifically for MLA participants. Separate registration for this event will be required.

The Institute of Public Affairs is an outreach service of the University of Iowa which assists local government elected officials and staff throughout Iowa with goal-setting, strategic planning, council/board effectiveness training, local government management training, customer service training, citizen surveys and similar forms of public policy and organizational assistance, education and development programs. Contact: Jeff Schott at (319) 335-4520 or [jeff-schott@uiowa.edu](mailto:jeff-schott@uiowa.edu).

The Office of State and Local Government Programs at Iowa State University Extension provide training and technical support to elected and appointed officials, such as the Iowa Municipal Clerk Institute and Academy and participates in joint training programs with the League, such as the Municipal Leadership Academy. Contact: Cindy Kendall at (515) 290-1811 or email at [ckendall@iastate.edu](mailto:ckendall@iastate.edu).

The Iowa League of Cities is an association of nearly 870 cities in Iowa, large and small and has been in existence for more than 100 years. The League serves as a resource for city officials for answers to city government questions and an advocate for cities on state and federal issues. The League provides a variety of training and publications, including a monthly magazine. Contact: (515) 244-7282 or [www.iowaleague.org](http://www.iowaleague.org).

Presented through a partnership of the Iowa League of Cities, Office of State and Local Government Programs at Iowa State University and Institute of Public Affairs at the University of Iowa.



Steve,  
Here you go....

Application for conditional use permit for Hamakua Place...

First and foremost, Hamakua Place is a ministry and outreach for youth. Our mission is to serve teens by offering a wide range of services to provide for the spiritual, physical and emotional care of teens and their families. We strive to reach our teens with the love of Jesus Christ. The Stevens Center, our upper story, is named such as a tribute to Pastor W.J. Stevens, that founded the ministry here in the building in the 1930's.

The Stevens Center, our crisis housing ministry is meant to be a continuation of the services of Hamakua Place. We will offer short term emergency housing to youth, ages 11 - 21 in a crisis situation. The length of stay being overnight and up to a **maximum** of 14 days. Our goal is NOT to be a residential facility just to offer a very **short-term** solution to teens awaiting a more secure housing arrangement or to be reunited with family. Sometimes more than a day is needed to resolve an issue. The facility will provide 8 - 12 beds, provide shelter and basic needs...and 24 hour supervision. We do not foresee that this change will impact our neighbors in anyway...

- no additional traffic or parked cars
- the youth center will retain the hours we are currently open
- any youth staying overnight will not be able to come & go, will be supervised at all times and remain in the upper story
- a security system will be installed....no visitors except during youth center hours.
- paid staff and volunteers to oversee, provide positive role models and mentor youth
- there will be guidelines for who is eligible to stay (will not be housing teens that just want to stay over due to a quarrel with their parents....must be a crisis situation)
- youth to be referred to us by area churches, pastors, parents, DHS and similiar agencies

The board of directors of Hamakua and all our stakeholders have a passion to help our youth survive the influences of today's culture! Our youth are in desperate need of a warm, safe, secure and loving environment that provides hope and help for the struggles they have...sometimes overnight to sort things out. We love our teenagers, the most misunderstood generation and our nations future leaders. We strive to be there for them!

I would encourage all of the planning and zoning commission to come down and see for yourselves what we are really all about! We serve an awesome God and this entire project is HIS!

**Deb Bodensteiner**  
**Executive Director**

## **Hamakua Place**

Community Youth Center

604 S. Iowa Ave.

Washington, IA 52353

**319-653-4700 or 319-461-3811 cell**

website: [www.hamakuaplace.com](http://www.hamakuaplace.com)

City of Washington

Planning and Zoning Minutes for March 13, 2012

Meeting was called to order by Chairman DeLong at 7:02 P.M.

On roll call: Present- Deran DeLong, Bob Bonar, Kathy Salazar, Jim Hanshaw, Rick Hofer, and Connie Larsen. Absent-William Fredrick and Dave Mueller.

Also present: Steve Donnolly-B&Z Official, Sandra Johnson-Mayor, Brent Hinson-City Administrator and about 60 from the public.

Motion by Bonar, 2<sup>nd</sup> by Hanshaw to approve the agenda as written. Motion carried unanimously.

Motion by Larsen, 2<sup>nd</sup> by Hofer to approve the minutes from February 14, 2012 meeting. Motion carried unanimously.

The next topic of discussion on the agenda was a conditional use permit for emergency short term housing at Hamakua Place at 604 South Iowa Ave. The emergency housing would be called the Stevens Center. A motion by Bonar, 2<sup>nd</sup> by Salazar to open the public meeting. Motion passed. Deb Bodensteiner, director of Hamakua Place, explained why they wanted a conditional use permit. (See attachment for explanation letter) Her main reason was to help youth and young adults that are going thru a rough stretch in their life's and they just need a short term place to go.

Wendell Arduser, a neighbor who lives at 621 S. 2<sup>nd</sup> Ave, was against the permit. He felt that he was not anti Christian or youth, he just did not want anymore trash and cigarette butts in his neighborhood. He felt noise and underage smoking was a problem and he did not want any more in the area.

Dan Kitchen, 509 S. Iowa Ave, has a lot of the same concerns as Wendell. He felt that the trash and loud noise from concerts during the week were inappropriate. Young kids are all over the area. He felt that having troubled kids on the property 24/7 would be a problem and that they would not be able to control the center. More thought and effort needed to be done on how the staff would be trained and how they would handle problems when they arise.

Betty Kracaw- volunteer and has grandson that goes to Hamakua Place. She felt offended by Me. Kitchens comments. She wanted to know how many people that are against the center have been in the building and see what goes on inside the doors. She wanted to know where the kids were supposed to go. They have a lot of rules at the center and she feels that most of the kids at the center are not causing trouble or the trash outside of the building. If the kids are caught cussing or breaking the rules, they are kicked out to the center for certain amount of time and are let back in after they follow certain steps. Kids encourage each other and the emergency shelter would be for battered women, abused kids, etc. The shelter would be only until they could find a place to go.



Marcy Stafford- volunteer from the beginning. She is there every week. She works with behavioral kids at Stewart School. She feels the center would be a safe haven for kids in the community and feels the love of Christ. She does not want this place to turn into another DHS. Kids and young adults would be recommended by parents, pastors, etc. when people are between places to stay and need a safe haven temporarily.

Brad Hendrickson- From Batavia. Volunteers with the weight lifting program on Friday nights. He thinks the place is worth it. They mind the rules, Deb is down to earth and they have a lot of volunteers who care deeply.

Jessica Farrier- was a student, and then worked her way up to a leader and volunteer. They helped her get over the death of her mother and open their arms to troubled youth.

Steve Chalupa- Housing people at Hamakua Place is not a new thing. They have been helping out people for years. He has met with the Mayor and Police and talked to them about the center's plan. Police have never had a problem with the center and that Deb takes care of things in house.

C.J. Lacouskis- Youth leader at Hamakua Place. He is a born again Christian and he is embarrassed at his generation. People who go to Hamakua are not trouble makers. He knows that the concerts are loud, but they do not go that late. He personally knows of kids that need this place.

Tony Will- Youth Pastor at Faith Baptist. He can understand the trash, noise, etc. problems. He has young kids and it would make him upset if they got woke up because of some loud noise. He feels that everyone deep down knows that this is good for the community. He thinks that Hamakua would address the problems of trash and noise the neighbors brought up. He feels that everyone in their heart feels that we need this place. Let's all get on the same page and find solutions.

Angela Edwards- going to Hamakua for over 4 years. She started as a student and is now a volunteer. Hamakua is like a 2<sup>nd</sup> family and home. She wants to show the people who use the Stevens Center the love of Christ and a place to stay.

Fred Bickert- Former Pastor, Berean Church. He has a lot of respect for Deb and Hamakua Place. He feels that Washington needs a place like this. He wanted to know that if this permit was not granted, what another solution is. He feels this is a great place for youth.

Dean Timmins-He has known Deb for a long time. He feels that there is nothing for kids to do in town and that leads to trouble. The center develops kids into adults. He runs a business in town and has hired youth that come from questionable backgrounds because of the center. The center develops kids into adults. He feels that the kids do not make the mess. It is on a main road in town and people walk down south Iowa all the time. If the kids do get into trouble, they are kicked out and counseled on how they can earn their way back into the center.

Joey Fritz- 16 year old. Hamakua has become a 2<sup>nd</sup> home because he does not have a good family life. It is a nice place to get away from the world's problems. They care about you no matter what you have done or what you look like.

Colton Clay-Pastor, 1<sup>st</sup> Christian Church. He worked at a drug/alcohol center as a counselor and he was not formally trained, just volunteered. He questioned why they needed a conditional permit at all. As a pastor, it is his responsibility to house troubled or homeless people. Since Hamakua is a non-profit open certain hours, they should be able to extend their hours of operation and they are not regulated like any other business because they are non-profit. Compared to the Wagon Wheel and 4<sup>th</sup> Ave., they are much better and safer.

Dean Elmore- started at Hamakua 4-5 months after it started. No kids are perfect. He drives a mini-bus that picks up and drops kids before and after school. He feels they need a place to hang out and feel loved. They try to change kids for the better. The Stevens Center would be a place of refuge in times of an emergency.

Dori Dillavou-The Stevens Center is not a troubled youth center, it is a center for kids in crisis. Crisis kids come from all walks of life, not just the poor.

Allie Winget- She feels and knows that the Stevens Center is needed. She has friends that would need this crisis center.

Merideth Miller- She has to go to friends houses because sometimes her family fights and she just needs to get away. She would like to have a place to go when she is in a crisis. The teens feel loved and want to give that love to other people in crisis.

Herb Yoder- United Preb. Church. - If you want to get your kids out of trouble, you need to take them out of the public school system. Kids need a place to go. His grandson was kicked out of Hamakua, and now hangs out at the square. Even though his grandson was kicked out, at least he had an option; he just did not make a good decision. As for trash, he lives in the south part of town. He thought he has a good n neighborhood, but he still has to pick up trash all the time.

Jacob Johnson- Best thing that has happened to him. A good place to go when you cannot talk to your parents. He feels like Hamakua Place has saved his life.

Brenda Hendrickson- Stevens Center would only have 12 beds. Where do you put people who are displaced by disaster and cannot afford a place to stay? Just because it says crisis center, it does not mean bad people, law breakers, etc. It is to help the whole community in a crisis.

Jim Miller-He was opposed at first, but he found out what they were all about, now he is 100% behind the center. A youth center helped him, but they closed and he became an addict. He now works with addicts, and he feels that having Hamakua Place and Stevens Center gives kids a choice to do the right things.

John Hartman-402 E. Jefferson- he lives across from the high school and there is trash all over from the kids that walk and park by his house. Hamakua is irreplaceable in this community and the Stevens Center is a well needed crisis center.

Deran DeLong commended Deb B. and Hamakua Place for their outreach in the city.

Motion by Hanshaw to close public hearing, 2<sup>nd</sup> by Salazar. Motion carried.

Salazar asked Deb B. if this was going to be a youth or adult center. Deb replied that the focus was on the youth, but it would be available to young mothers or abused people. It also would be available to pastors or missionaries in the area who need a place to stay.

Hofer asked if the center needed a special license to operate. Deb is getting the paper work together such as insurance and such. There would also be paid staff and volunteers at the center at all times when it was occupied. The hours would be 24/7, but people would not be able to come and go as they please. They would have rules that they would have to follow. With that said, people in crisis would be accepted any hour of the day.

DeLong asked when they planned to open. Depending on funding, work to finish the center and policies that need to be written, they are looking at August or September.

Hanshaw asked if there were any rules and expectations that the people would have to abide by. They are looking at a center in Iowa City for guidance for the paperwork and rules.

Bonar asked what would happen if they did not follow the rules. Marcy Stafford responded that if things got carried away; the police would have to be called in. They are working on policies and procedures to have them in place before they open.

It was brought up again that they were a non-profit and they should not need permits or anything to operate. Donnolly advised the gentleman that just because they are a non-profit, they still have to follow codes of the City.

Hanshaw made a motion to approve the Conditional Use Permit for Hamukua Place with the restrictions that they make an effort to monitor the trash and noise around their property. 2<sup>ND</sup> by Bonar. Salazar made a point that she thought that the motion needed to be more specific. She made a amended motion to make conditions of the center having only 12 beds, 24 hour supervision when the Stevens Center is occupied, limit occupancy to 12 and maximum stay of 14 days. Hanshaw reaffirmed the amended motion, Bonar 2<sup>nd</sup> the amended motion. Motion passed unanimously.

Donnolly informed the Commission that the City cannot zone anything in the urban reserve district. A meeting was held with the County to clarify who had jurisdiction in the urban reserve. The City still can regulate the sub divisions, but zoning is up to the County. Brent Hinson, City Administrator, commented that we should get with the county after the Comprehensive Plan for the City is done and harmonize our plans with county zoning so we are all on the same page. This way, the county has a good idea what the City has in mind for expansion for the future.

DeLong mentioned that someone approached him about the old Cargill plant property and wondered if it could be rezoned to allow a metal recycling center. It was brought up if it needed to be rezoned or could a conditional use permit be granted. Little discussion followed. The matter would be looked into a little deeper if the person wants to go ahead with their plans.

Zoning for land on W. Main St. for Jim Ziglowsky was also mentioned. Donnolly said he was waiting on a decision from Craig Arbuckle to decide if a public hearing was needed to change the parcel to R-4. The parcel at this time is split between R-4 and C-1, with the majority C-1.

Motion by Hofer to adjourn, 2<sup>nd</sup> by Larsen. Meeting adjourned at 9:10 PM.

Minutes prepared by:

Steve Donnelly

Building and Zoning Official.

**ENGINEERING SERVICES AGREEMENT**  
**CITY OF WASHINGTON**  
**HIGHLAND AVENUE DRAINAGE**  
**PROFESSIONAL ENGINEERING SERVICES**

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by and between the **City of Washington**, hereinafter referred to as the **Owner**, party of the first part, and **VEENSTRA & KIMM, INC.**, a corporation organized and existing under the laws of the State of Iowa, party of the second part, hereinafter referred to as the **Engineers**,

**WITNESSETH: THAT WHEREAS**, the Owner is now contemplating construction of certain **Highland Avenue Drainage**, hereinafter referred to as the **Project**, and

**WHEREAS**, the Owner has determined it would be appropriate to proceed with design and construction of the Project, and

**WHEREAS**, the Owner desires to retain the services of the Engineer to provide professional services during design and construction of Project, and

**NOW, THEREFORE**, it is hereby agreed by and between the parties hereto that the City of Washington retains the Engineers to act for and represent it in engineering matters, as set forth hereinafter, for the Project. Such agreement shall be subject to the following term and conditions, to wit:

1. **SCOPE OF PROJECT.** It is understood and agreed upon the Project shall include the following improvements:
  - a. Design of a storm water drainage system to reduce the ponding water of the residential lots along Highland Avenue. The drainage system will include approximately seven area drains, 700ft of pipe, and a connection to an existing intake.
  - b. Permanent drainage easements will be prepared with the project. The easements will be for four residential lots.
2. **DESIGN SURVEYS.** The Engineers shall make all surveys necessary for design of the Project and preparation of plans and specifications. Such design surveys shall include the securing of topographic and cross-sectional data and other field information and measurements.
3. **DESIGN CONFERENCES.** The Engineers shall attend such conferences with the Owner and/or his staff as may be necessary to make decisions as to the details of design of the Project.

4. **REGULATORY REQUIREMENTS.** The design, and plans and specifications shall comply with the requirements of all applicable regulatory agencies including, but not limited to, the Iowa Department of Transportation.
5. **ESTIMATE OF COST.** The Engineers shall prepare an estimate of cost for the construction contract. The estimate of cost shall be based on the Engineers' best knowledge at the time of preparation of the estimate of cost. The Engineers shall not be responsible if the construction contract awarded for the Project varies from the Engineers' estimate of cost. The Engineers shall advise and assist the City, if necessary, in adjusting the scope and extent of the Project to allow the Project to be constructed within available budget limitations.
6. **COMPENSATION.** The Owner shall compensate the Engineers for their services by payment of the following fees:
  - a. The fee for design services, design conferences and preparation of the plans for the Project shall not to exceed the sum of Two Thousand Dollars (\$2,000.00).
  - b. The fee for easement services for the permanent drainage easements for the Project shall not exceed the sum of Two Thousand Five Hundred Dollars (\$2,500.00) for the four (4) lots.
  - c. The total fee for design engineering services and easements for the Project shall not exceed the sum of Four Thousand Five Hundred Dollars (\$4,500.00).
  - d. Construction services may be entered into by separate agreement at the City's discretion. The fees for construction services are only associated with and approved upon contracting by the City and only for the base project and any approved alternate bids.
7. **PAYMENT.** The fee for work set out in 6. COMPENSATION shall be billed and payable monthly during the course of the rendering of the services. Monthly bills will be based on billable hours charged to this Project.
8. **LEGAL SERVICES.** The Owner shall provide the services of their Attorney in legal matters pertaining to the Project. The Engineers shall cooperate with said attorney and shall comply with his requirements as to form of contract documents and procedures relative to them.
9. **SERVICES NOT INCLUDED.** The above-stated fees do not include compensation for the following items:
  - a. Determination and/or preparation of assessments and plats to property owners or related services of the Project.

- b. Services related to or regarding arbitration or litigation of the construction contract between the construction contractor and the Owner regarding any part of the Project.
- c. Services related to underground utility replacements and repairs (water main and sanitary sewers and services)
- d. Services relating to the televising of underground utilities and/or their services to property owner or other means as to assess the conditions of the City's utilities in the Project area. Veenstra & Kimm, Inc. will review the tapes to assist in determining the most appropriate solution.
- e. Materials testing for design, approval and use.
- f. Grant writing or compliance requirements if funding is secured beyond local requirements and funding.
- g. Any services associated with construction administration, observation or project closeout for the awarded construction contract.
- i. Services associated with construction staking, right-of-way acquisition, right-of-way, and services beyond those included in the design of the Project, and condemnation proceedings.

## **10. DISPUTE RESOLUTION**

- a. Owner and Engineer agree to negotiate all disputes between them in good faith for a period of thirty (30) days from the date of notice prior to other provisions of this Agreement, or under law.
- b. Owner and Engineer agree to use mediation for dispute resolution if the previously described negotiation process is not successful.
- c. In the event of any litigation arising from or related to this Agreement or the services provided under this Agreement, each party shall pay their own legal expenses, including staff time, court costs, attorney's fees and all other related expenses in such litigation.

- 11. BETTERMENT.** When a Change Order is necessitated by an act or omission of Engineer or an error in the design of the Project, responsibility for such act, omission, or error shall be determined in good faith by Owner and Engineer. To the extent that such act, omission, or error arose out of the lack of quality professional services provided by the Engineer or the lack of professional quality deliverables prepared by Engineer, Owner shall be entitled to an amount equal to the difference between the actual cost for the change work and the estimated cost of the change

work (less added value to the Owner) if there had been no such act, omission, or error. Engineer shall pay such sum to Owner.

12. **CHANGED CONDITIONS.** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Engineer are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the Engineer may call of renegotiation of appropriate portions of this Agreement. The Engineer shall notify the Owner of the changed conditions necessitating renegotiation, and the Engineer and the Owner shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement, in accordance with the termination provision hereof.
13. **CHANGES.** If after approvals of the plan or portions thereof by the Owner, the Engineers are required to change the plan or said portions because of changes made by the Owner, the Engineers shall receive additional compensation for making such changes. The compensation for such changes shall be based upon the standard hourly fees plus expenses for personnel of the Engineers actually engaged in making the changes.
14. **EXTRA WORK.** Fees stated in this Agreement cover the specific services outlined in this Agreement for the Project. If the Owner requires additional services of the Engineers in connection with the Project, or changes or modifications or additional bid lettings in the Project, the Engineers shall receive additional compensation for said services. Such additional compensation shall be at the standard hourly fees plus expenses for personnel engaged in the authorized extra work.
15. **INDEMNIFICATION.** The Engineers shall and hereby agree to hold and save the Owner harmless from any and all claims, settlements, and judgments, to include all reasonable investigative fees, attorneys' fees, suit and court costs for personal injury, property damage, and/or death arising out of the Engineers' or any of its agents', servants', and employees' errors, omissions or negligent acts for services under this Agreement, and for all injury and/or death to any and all of the Engineers' personnel, agents, servants, and employees occurring under the Workers' Compensation Act of the State of Iowa.



**16. INSURANCE.** The Engineers shall furnish the Owner with certificates of insurance by insurance companies licensed to do business in the State of Iowa, upon which the Owner is endorsed as an additional named insured, in the following limits. It must be clearly disclosed on the face of the certificates that the coverage is on an occurrence basis:

General Liability**	\$1,000,000/2,000,000
Automobile Liability	1,000,000
Excess Liability (Umbrella) **	*1,000,000/3,000,000
Workers' Compensation, Statutory Benefits Coverage B	Statutory
Professional Liability**	1,000,000/2,000,000

\* The Owner is not to be named as an additional insured.

\*\*Occurrence/Aggregate

**17. TERMINATION.** Should the Owner abandon the Project before the Engineers have completed their work, the Engineers shall be paid proportionately for the work and services performed until the date of termination.

**18. ASSISTANTS AND CONSULTANTS.** It is understood and agreed that the employment of the Engineers by the Owner for the purposes aforesaid shall be exclusive, but the Engineers shall have the right to employ such assistants and consultants as they deem proper in the performance of the work.

**19. ASSIGNMENT.** This Agreement and each and every portion thereof shall be binding upon the successors and the assigns of the parties hereto.

The undersigned do hereby covenant and state that this Agreement is executed in duplicate as though each were an original and that there are no oral agreements that have not been reduced to writing in this instrument.

It is further covenanted and stated that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement, nor have any of the above been implied by or for any party to this Agreement.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names on the date first written above.

WASHINGTON, IOWA

ATTEST:

By \_\_\_\_\_

By \_\_\_\_\_

VEENSTRA & KIMM, INC.

ATTEST:

By  \_\_\_\_\_  
Project Manager

By  \_\_\_\_\_  
Authorized Representative

Development Services Department  
215 E. Washington St.  
Washington, IA 52353  
319-653-6584

**City of Washington**

# Memo

**To:** Mayor Johnson and City Council  
**From:** Keith Henkel, Engineering Technician  
**Date:** March 19, 2012  
**Re:** 2012 Seal Coat Project

---

Attached is the documentation needed for this year's seal coat program, including a resolution approving the specifications and setting the dates for a public hearing and receiving the bids. Bids are being taken earlier this year to allow us to set a completion date that JJ and I feel will benefit the project. A cost estimate will be provided at the council meeting.

RESOLUTION NO. 2012-\_\_\_\_\_

A RESOLUTION APPROVING SPECIFICATIONS, FORM OF CONTRACT,  
COST ESTIMATE, AND SETTING DATES FOR A PUBLIC HEARING AND  
RECEIPT OF BIDS FOR THE 2012 SEAL COAT PROJECT

WHEREAS, specifications, form of contract, and cost estimate have been prepared for the 2012 Seal Coat Project and are filed with the City Engineering Technician; and

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

WHEREAS, the 2012 Seal Coat Project is to be paid with Road Use Tax funds;

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

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

Section 2. On April 4, 2012 at 6:00 p.m. in the City Council Chambers, 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 fourteen (14) days prior to the date set for the hearing. The notice shall be in the following form:

(NOTICE OF PUBLIC HEARING ATTACHED)

Section 4. Sealed proposals for the 2012 Seal Coat Project will be received at the office of the City Clerk, City Hall, Washington, Iowa until 9:00 a.m. on April 12, 2012. The City Clerk shall open the proposals received and announce the results at 9:05 a.m. on the same day.

Section 5. The City Clerk is directed to give notice of such reception of bids by publication of a notice in the Des Moines Register not less than seven (7) nor more than thirty (30) days 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 21th day of March, 2012.

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

ATTEST

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

## **PUBLIC NOTICE**

### **NOTICE SETTING TIME AND PLACE OF PUBLIC HEARING ON THE 2012 SEAL COAT PROJECT**

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 2012 Seal Coat Project. The project will be located on various streets throughout the town. Said hearing will be held in the City Council Chambers, Washington, Iowa, on April 4, 2012 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.

---

Illa Earnest, City Clerk

## CITY OF WASHINGTON, IOWA

**2012 SEALCOAT PROJECT****NOTICE TO BIDDERS**

Notice is hereby given that there are on file in the Development Services office of the City of Washington, Iowa, proposed specifications, and form of contract for the public improvements hereinafter described for the 2012 Sealcoat Project.

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 **9:00 A.M., April 12, 2012**. At 9:05 A.M. all sealed proposals will be publicly opened and read aloud.

The general description of the work involved is as follows:

**2012 Sealcoat project is approximately of 12,304 SY of seal coat overlay and 2,460 SY of surface correction.**

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 Veenstra & Kimm, Inc. or on a form approved by Veenstra & Kimm, Inc. 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 said work will be made in cash from proceeds to be received from the **Road Use Tax** funds of said City and/or cash funds of said City that are available and that may be legally used for said purpose.

Payments will be made to the Contractor based on monthly estimates in amounts equal to ninety-five percent (95%) 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 City of Washington's Engineering Technician. The City of Washington's Engineering Technician 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 **five 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 prior to final payment and acceptance of the project.

All work and equipment is to be in accordance with the specifications and form of contract now on file in the Development Services' office and by this reference made a part hereof as though fully set out and incorporated herein.

The work shall be completed by **July 27, 2012**.

**Liquidated damages in the amount of two hundred fifty dollars (\$250.00) per calendar day** will be assessed for each day the work shall remain uncompleted after the contract completion date, 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.

Specifications governing the construction of the proposed improvements have been prepared by Veenstra & Kimm, inc. for the City of Washington, Iowa. Said 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 specifications and proposed contract documents are now on file in the Development Services' office at 215 East Washington Street, Washington, Iowa, for examination by bidders. Copies of specifications, form of proposal, and form of contract may be secured at the office of Veenstra & Kimm, Inc. 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.

2012 Seral Coat Project - List Of Street

SECTION #	NAME	LOCATION
23	14TH ST	IOWA: 2ND AVE
24	14TH ST	2ND AVE: 3RD AVE
26	14TH ST	4TH AVE: 5TH AVE
34	13TH ST	5TH AVE : 6TH AVE
35	13TH ST	6TH AVE : 7TH AVE
36	13TH ST	7TH AVE : 8TH AVE
37	12TH ST	MARION: IOWA
38	12TH ST	IOWA: 2ND AVE
41	12TH ST	6TH AVE : 7TH AVE
42	12TH ST	7TH AVE : 8TH AVE
65	9TH ST	MARION: IOWA
66	9TH ST	IOWA: 2ND AVE
69	9TH ST	6TH AVE : 7TH AVE
75	8TH ST	MARION: IOWA
76	8TH ST	IOWA: 2ND AVE
107	6TH ST	B AVE : MARION
161	3RD ST	+1500LF : +1800LF
211	MAIN ST	+900LF : HWY 92
212	MAIN ST	HWY 92 : +300LF
213	MAIN ST	+300LF : +600LF
217	MAIN ST	+1500LF : RR TRACKS
218	MAIN ST	RR TRACKS : +300LF
219	MAIN ST	+300LF : +600LF
245	MAIN ST	14TH AVE : 15TH AVE
339	ADAMS ST	F AVE : E AVE
340	ADAMS ST	E AVE : D AVE
346	ADAMS ST	8TH AVE : 9TH AVE
374	VAN BUREN ST	12TH AVE : 13TH AVE
491	N. AVE H	3RD ST : 2ND ST
498	AVE F	5TH ST : +300LF
518	AVE E	LINCOLN : +300LF
525	AVE D	3RD ST : 2ND ST
526	AVE D	2ND ST : MAIN ST
530	AVE D	MADISON : MONROE
531	AVE D	MONROE : ADAMS
532	AVE D	VAN BUREN : +300LF
533	AVE D	+300LF : TYLER
537	AVE C	8TH ST : 7TH ST
540	AVE C	5TH ST : +300LF
541	AVE C	+300LF : 3RD ST
542	AVE C	3RD ST : 2ND ST
737	6TH AVE	17TH ST : +300LF
738	6TH AVE	+300LF : 15TH ST
748	6TH AVE	7TH ST : 6TH ST
757	6TH AVE	MONROE : +300LF
758	6TH AVE	+300LF : +600LF

2012 Seral Coat Project - List Of Street

759 6TH AVE	+600LF : VAN BUREN
767 7TH AVE	13TH ST : 12TH ST
768 7TH AVE	12TH ST : 11TH ST
769 7TH AVE	11TH ST : +300LF
770 7TH AVE	+300LF : 10TH ST
831 11TH AVE	MADISON : +300LF
832 11TH AVE	+300LF : ADAMS
854 12TH AVE	TYLER : +300LF
865 14TH AVE	MAIN : WASHINGTON