



AGENDA OF THE SPECIAL SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IOWA
TO BE HELD AT WASHINGTON LIBRARY
NICOLA-STOUFER MEETING ROOM
115 W. WASHINGTON STREET
AT 6:00 P.M., TUESDAY, APRIL 28, 2015

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Special Session to be held at 6:00 P.M., Tuesday, April 28, 2015 to be approved as proposed or amended.

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

UNFINISHED BUSINESS

Discussion - Council Rules of Procedure.

NEW BUSINESS

Discussion - Alcohol in Central Park Ordinance.

Discussion and Consideration of Bio-Solids Competitive Bids.

Discussion of Former Library Status.

Closed Session Per Iowa Code 21.5(j) Land Acquisition.

DEPARTMENTAL REPORTS

Police Department
City Administrator
City Attorney

MAYOR & COUNCILPERSONS

Sandra Johnson, Mayor
Mark Kendall
Jaron Rosien
Kathy Salazar
Bob Shellmyer
Bob Shepherd
Russ Zieglowsky

ADJOURNMENT

Illa Earnest, City Clerk

City of Washington



City Council Rules of Procedure

March 2015

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**RULES OF PROCEDURE FOR
CONDUCT OF CITY COUNCIL BUSINESS
FOR THE CITY OF WASHINGTON, IOWA**

I. THESE RULES OF PROCEDURE

(Reference Code of Iowa Chapter 372.13(5))

The Council wishes to determine written rules of its own proceedings, and the Clerk shall keep these rules on file for public inspection. The portions of these rules related to public comments shall be prepared in summary form and be made available at each regular Council meeting for the review of any members of the public intending to make public comments.

II. MEETING DATES OF THE CITY COUNCIL

All regular meetings of the Washington City Council shall be held at the Council Chambers at the Former Public Library, 120 East Main, at 6 PM on the 1st and 3rd Tuesdays of the month, as set by Council resolution, unless the Council determines to hold a regular meeting at a different location by resolution. Workshops and/or Special Meetings will typically be held in the Nicola-Stoufer Room of the Washington Free Public Library, 115 West Washington Street. Workshops will typically be held on the 4th Tuesday of the month at 6 PM, but this may differ depending on the time of the year and can be set by general agreement of the Council and given proper notice provided to the public and media of the meeting date, time and location.

III. PRESIDING OFFICER

The Mayor (or in the Mayor's absence, the Mayor Pro Tem) shall be the presiding officer of the Council. In the absence of the Mayor and the Mayor Pro Tem, the City Clerk shall call the council meeting to order, whereupon a temporary presiding officer shall be elected by the members of the Council who are present. Upon the arrival of the Mayor or the Mayor Pro Tem, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the Council. The presiding officer shall preserve strict order and decorum at all meetings of the Council, announce the Council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the Council as a whole shall decide the question by majority vote. The presiding officer's name shall be called last on any question in voting. For purposes of this document, the term "Mayor" will refer to the elected Mayor only, while the term "presiding officer" will refer to the chair of a particular City Council meeting, whether that individual is the elected Mayor or not.

IV. QUORUM

Four (4) out of the total six (6) members of the City Council constitute a quorum to do business. When there is no quorum, the presiding officer shall adjourn the meeting. If no presiding officer is present, the City Clerk shall adjourn the meeting.

V. COUNCILOR NON-ATTENDANCE

Councilors who are unable to attend a scheduled meeting shall contact the Mayor, City Administrator or City Clerk by phone or email as far in advance of the meeting as possible and state the reason for their inability to attend the meeting. In the case where an absence is not

communicated in advance and the Council does not have the necessary quorum to proceed with the meeting due to other absences, the presiding officer shall cause the absent Councilor to be contacted and advised that their presence is necessary. An absent Councilor in this situation will make every reasonable effort to come to the meeting.

VI. AGENDA PREPARATION

All written petitions, communications and other matters to be submitted to the City Council for inclusion in the agenda packet for consideration at a scheduled regular, special, or other meeting should be delivered to the City Clerk no later than Noon on the Friday preceding the meeting. The City Administrator, in consultation with the Mayor, City Council and department heads will establish the agenda and the order of the agenda.

The Mayor, City Administrator, City Clerk, City Attorney, or a Councilor may add items to the agenda, which will typically be prepared by the City Clerk. Except for the circumstance described in the following paragraph, the Mayor may order any item to be deleted from the agenda.

If the Mayor ~~or City Administrator~~ believes a Councilor's agenda request is unreasonable, detrimental or out of order, the ~~Mayor City Administrator~~ will inform the requesting Council Member that a second Council Member's support is required, and will also make the City Administrator aware of this request for agenda preparation purposes. This concurrence of a second member must be communicated to the City Administrator directly by the concurring Councilor or by the Mayor no later than Noon on the Friday prior to the meeting.

Notwithstanding the paragraph above, the City Council shall have the authority to delete any items from the agenda and change the order of items on the agenda during the meeting by majority vote.

The City Clerk shall compile the agenda, listing all matters to be considered by the Council according to the order of business. A copy of the agenda, complete with all accompanying staff reports and other background materials, shall be known as the agenda packet. The agenda packet for any regular council meeting shall be delivered electronically to each Council Member, the Mayor, City Attorney, and City Administrator no later than the Friday preceding the meeting. If a recipient of the packet wishes to have a paper copy of the packet, they will inform the City Clerk of this preference, and a paper copy will be prepared for each subsequent meeting unless the recipient advises differently. Paper packets will be available for pick up at City Hall. The agenda packet shall be posted on the City's website no later than the Friday preceding the meeting, and the agenda posted at City Hall and distributed to the appropriate media outlets. In the event that staff needs to provide materials on agenda items after agenda packets are distributed, these materials will be emailed out to Councilors as far in advance of the meeting as possible, with paper copies available at the meeting, and will be posted on the City website as an agenda packet supplement. Staff will make efforts to minimize the need for agenda packet supplements to the greatest extent possible.

It is the duty of each official to review and familiarize themselves with the contents of the agenda packet prior to the meeting. To the greatest extent possible, the Mayor or Councilors shall submit questions concerning the minutes of a meeting, the claims and payroll, an agenda item or any supporting documentation for an agenda item by phone, e-mail or in person to the City Administrator, City Clerk, or Finance Director (as appropriate) for research, explanation or correction prior to 12:00 PM (noon) on the day of the meeting. If such a question is posed to the City staff for the first time at the meeting of the Council at which such matter is being considered, it

shall be appropriate for the presiding officer, without further motion, to declare such question to be out of order, or to remove such item from the agenda and postpone consideration to a day certain to afford time for such research as may be necessary.

VII. LENGTH OF MEETING

The length of any meeting shall be limited to three hours, and all officials involved will make an effort to have efficient meetings, while ensuring time for necessary dialogue and public comment. No new item of business shall be taken up by the City Council after the conclusion of three hours, unless this limitation is extended for any particular meeting by a majority vote to suspend the rules and extend the meeting by the time required. In the event it appears that the entire agenda cannot be completed by the normal time of adjournment, the Council may take up and act upon the more pressing agenda items. All agenda items not considered at the meeting shall be on the agenda of the next regular meeting unless the Council directs otherwise.

VIII. CONDUCT OF BUSINESS

Order of Business

The recommended order of business for a regular council meeting shall be as follows:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Agenda Approval
- Consent Agenda
- Claims and Financial Reports
- Special Presentations
- Public Comment
- Unfinished Business
- New Business
- Consideration of Hearings, Ordinances & Resolutions
- Departmental Reports
- Mayor and Council Reports
- Closed Session (if needed)
- Action Related to Closed Session (if needed)
- Adjournment

The City Clerk, in preparing the agenda, shall have the authority to vary from this recommended schedule to expedite the conduct of business or accommodate persons having business to be considered by the Council. Likewise, the presiding officer shall have the authority to request the Council change the order of agenda at the meeting for the same reasons.

Special Meetings & Workshops

Special meetings will be set by the Mayor, City Administrator, or at the request of three (3) Council Members during an open council session. Every notice (agenda) for a special meeting will state the public's right to address the Council on the item(s) appearing on that agenda.

At workshop meetings the Council will receive information and presentation of issues from the City Administrator, City staff and/or the City Attorney and engage in in-depth discussion, but typically not final action, on matters of importance. Council may direct that matters under consideration be brought forward for formal action at a regular meeting, that further study be conducted if appropriate, that matters under consideration not be pursued further (except for matters requiring a public hearing), or that modifications be made before a matter is considered further.

Closed Session

(Reference Code of Iowa, Chapter 21.5)

A closed session may be held only by an affirmative vote of four of the six Councilors (2/3 majority of the full Council). The City Council may hold a closed session only to the extent a closed session is necessary and for the discussion of any statutorily authorized purpose as referenced in the Code of Iowa, Chapter 21.5, and only after the City Attorney has verbally (if present at the meeting) or submitted in writing (if not present at the meeting) his/her interpretation that entering into closed session is allowable by law for the topic at hand.

The vote of each member on the question of holding the closed session and the reason for holding the closed session shall be announced publicly at the open session and entered into the minutes. Final action on any matter will be taken in open session. Minutes and an audio recording will be kept of the closed session, and handled in the manner described in detail in Iowa Code 21.5(4).

Electronic Meetings

The Council may allow a City elected or appointed official to participate in a meeting by electronic means only in circumstances where that person's physical attendance is impossible or impractical and only if the electronic participant can be heard by all in attendance at the meeting and can hear the full proceedings of the meeting.

IX. DECORUM DURING COUNCIL MEETINGS

Requirements

While the Council is in session, all persons shall preserve order and decorum. Any person that refuses to abide by the rules shall be asked to leave the Council Chambers.

Every member of the public, staff or Council desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:

- We may disagree, but we will be respectful of one another.
- All comments will be directed to the issue at hand.
- Personal attacks will not be tolerated.

City officials should utilize microphones, when available, and should speak in a clear and audible tone to ensure they can be heard by all in attendance at meetings.

Use of Electronic Devices

City officials are to recognize that use of electronic devices to communicate with other City officials or members of public (i.e., texting) during a meeting on topics being considered may constitute a violation of Iowa's open meetings law, and this activity is prohibited.

X. RULES OF DEBATE

Presiding Officer

The Mayor as presiding officer may comment during debate, but may not make a motion or vote, except to break a tie on a simple motion. The Mayor Pro Tem or other Councilor acting as presiding officer may not make a motion, but may vote, and is subject to the same limits of debate that may be placed on other Councilors. The major functions of the presiding officer during sessions are generally to:

1. Call the meeting to order
2. Announce the order of business as provided in the agenda
3. State motions on "the table"
4. Put motions to a vote, when appropriate, and then announce the result of the vote
5. Generally prevent irrelevant or frivolous debate or discussion
6. Maintain order and decorum
7. Otherwise enforce the Council's rules and appropriate procedures

Councilor/Staff

Every Councilor or staff member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate. A Councilor or staff member, once recognized, shall be afforded the opportunity to succinctly make his/her point, and should not be interrupted under normal circumstances except for a point of order, a request for clarification or at the option of the presiding officer in the interest of the general smooth flow of the meeting.

XI. ADDRESSING COUNCIL FROM FLOOR

Securing Permission to Speak

Any persons desiring to address the Council shall first secure permission from the presiding officer. Remarks should be limited to the matter being considered.

Public Comments Generally

Members of the public addressing the Council will stand at the podium, give their full name and address in a clear and audible tone of voice for the record, remain respectful and avoid personal attacks. A sign-in sheet will be made available for each speaker to record their name and address for the official record. Members of the public shall be limited to three minutes speaking time, unless additional time is granted with good cause by the presiding officer. Total input on any subject under Council consideration may be limited to a fixed period by the presiding officer. All remarks shall be addressed to the Council as a whole and not to any individual member. Councilors or staff shall

seek the permission of the presiding officer prior to posing questions or asking for clarification from those making public comments. Without the permission of the presiding officer, only Councilors, staff and the person addressing the Council shall be permitted to enter into any discussion. A member of the public may not speak more than once during the Public Comment time period without the specific permission of the presiding officer.

Generally, matters presented during the Public Comment requiring further investigation or information shall be referred to City staff, and/or if Council determines that action is required, the item may be placed on a future agenda.

City officials should take great care in refraining from making comments that may expose the City to liability, particularly those regarding heated public issues. City officials are not immune from being sued personally when the City itself is sued. Officials with questions related to these matters should consult with the City Attorney prior to the meeting, if possible.

Spokesperson for Group Presentations

Organized groups that wish to make a presentation longer than the public comment time allowed will be required to contact the City Clerk prior to the meeting to be added under the "Special Presentations" portion of the agenda. Presentations will be limited to 10 minutes, with 5 minutes allowed for Council questions, unless extended by the presiding officer for good cause. It is highly recommended that such groups provide any handouts in advance so that they may be included in the agenda packet and allow for more efficient discussion.

Public Hearings

Public Hearings will generally take place immediately preceding the related action item. Interested persons or their authorized representatives may address the Council in regard to public hearing matters under consideration. Any formal presentations shall be limited to 10 minutes.

After a motion is made and seconded and a vote taken to close the hearing, further discussion from the public on this matter will not be allowed, except for good cause as determined by the presiding officer.

XII. PREPARATION OF THE MINUTES

Method of Keeping Minutes

The minutes of the Council shall be prepared at the direction of the City Clerk and shall be recorded in a book kept for that purpose, with a record of each particular type of business transacted by the Council set off in paragraphs. The minutes ~~are typically contain only a record of such business as was actually passed upon by a vote of the Council and is~~ not be required to contain a verbatim transcript of the proceedings.

Approval of Minutes

The minutes of the preceding Council meeting may be approved without being read aloud, provided that the City Clerk has previously furnished each member of the Council with a copy of the minutes and that a majority of the Council has not requested such a reading.

Correction of Minutes

When a Councilor wishes to correct the minutes, that Councilor should contact the City Clerk in advance of the meeting with the correction. Upon verification of an error in the minutes, the City Clerk will provide the corrections to the Council in advance of the meeting, immediately prior to the meeting or during the meeting.

XIII. PROCESSING COUNCIL MAIL

The City Administrator (or designee) is authorized to receive and review all mail ~~generally~~ addressed to the City Council as a whole and received at City Hall. Unless of a routine or strictly administrative nature, this correspondence will be scanned and emailed to all Councilors for their information. All correspondence not requiring Council action will be acted upon between Council meetings and referred to City staff if appropriate. Action taken on these communications will later be reported to the City Council.

XIV. SPECIAL COMMITTEES

Subject to approval of the Council, the Mayor may appoint special advisory or ad hoc committees consisting of Council Members, City staff and/or private citizens, as deemed desirable and necessary to assist and advise the City Council in its work.

XV. PREPARATION AND REVIEW OF ORDINANCES, RESOLUTIONS AND CONTRACT DOCUMENTS

All ordinances proposed for consideration shall be reviewed by the City Attorney. Ordinances and resolutions shall be prepared for presentation to the City Council upon the request of the Mayor, at least two Councilors, the City Administrator, or through the initiative of the City Attorney.

All ordinances, resolutions and contract documents to be presented to the Council shall first be approved as to form and legality by the City Attorney or an authorized representative. When substantive matters of administration are involved, the ordinance, resolution, or contract shall also be examined by the City Administrator, the head of the affected department, or an authorized representative of the City Administrator.

XVI. COUNCIL ACTION

(Reference Code of Iowa Chapters 380.3 & 380.4)

Procedure for Council Action

Typically, discussion on a matter ~~shall~~ occurs prior to a motion on the subject. This procedure is designed to provide for procedural clarity and contribute to a smooth flow to the meeting. After a motion is made and seconded and no further debate or comment is forthcoming, or by election of the presiding officer shall proceed to call for the vote. Motions shall be disposed of by voice vote, unless a member requests a roll call vote. Resolutions and ordinances shall be disposed of by roll call vote, with the roll call read by the City Clerk at the direction of the presiding officer.

Ordinances shall typically require readings at three (3) separate meetings, unless five (5) or more Councilors agree with good cause that one or more readings should be waived. In this case, a motion and second shall first be made to suspend the rules and roll call taken. To gain approval, the result of this vote must be that at least five (5) Councilors are in favor. A motion and second may then be made to adopt the ordinance.

Amending a Motion

A motion on the floor may be amended. A Councilor wishing to amend a motion on the floor may pursue the motion in one of two ways: 1) If the amendment is a procedural correction or small adjustment to the original motion, it may be incorporated into the main motion as a "friendly amendment" with the consent of the Councilors making the original motion and second; or 2) If the amendment is of a more substantial nature, a second is required to move the amendment to vote. In the latter case, the presiding officer shall call for a voice vote on the amendment. If passed, the amendment shall be incorporated in the main motion, which then must be separately considered.

Motion to Table

If insufficient information exists to take action on an agenda item, for the purpose of proceeding to more urgent agenda items or for other good cause, the Council may choose to table an agenda item. This requires a motion, second and roll call vote. If possible, the motion will specify when the item will be brought back for consideration, although this may not be known in some cases. Items that are not untabled at the same meeting will typically be included by the City Clerk on future agendas under the "Unfinished Business" section of the agenda, with a note stating that the item was tabled and the date it was tabled.

An item may be untabled by a motion, second and roll call vote.

Abstentions

Every Councilor present shall vote on each action item, unless a conflict of interest exists. Any member believing they have a conflict of interest should abstain from voting, in which case the abstention shall be publicly declared and a record made thereof. The City Attorney is available to help Councilors ~~Members~~ decide if they should declare a conflict on any issue. Councilors are encouraged to contact the City Attorney prior to the meeting if they have any concern that they may have a conflict of interest and would like to seek the City Attorney's opinion.

Abstentions for reason of conflict of interest reduce the number of members of the Council for voting purposes, and thus a typical resolution with one member abstaining for reason of conflict of interest would only require three (3) affirmative votes for passage, for example.

Motion to Reconsider

A motion to reconsider may be made by any Councilor ~~Member~~ on the prevailing side and may be made at the same meeting as the original action, but in no case may be made later than the next regular Council meeting. The motion needs a second. It is debatable, if the original action it reconsiders was debatable. The motion requires a majority vote to adopt and cannot be reconsidered.

XVII. INTERPRETATION OF THE RULES OF PROCEDURE

All City meetings shall be conducted in accordance with these rules of procedure, as well as any applicable state laws. The City Attorney shall be considered the final authority on any questions regarding the application or interpretation of the rules and procedures.

*Brent Hinson, City Administrator
Sandra Johnson, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney*



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

Memorandum

April 24, 2015

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

From: Brent Hinson 
City Administrator

Re: Alcohol in Central Park Ordinance

The Chamber and Main Street have approached me on whether the Council would consider changing the ordinance prohibiting alcohol in Central Park. They would like it to be allowed for certain community events. If you are interested in making any adjustments to the ordinance, I would probably just add a sentence that the Council can grant special permission for events with alcohol in Central Park on a case-by-case basis.

I have attached the existing ordinance for your information.

chemical test performed within two hours after the person's arrest on a charge of public intoxication is presumed to be the percentage of alcohol present at the time of arrest.

(Code of Iowa, Sec. 123.46)

45.04 OPEN CONTAINER ON STREETS AND HIGHWAYS. A person driving a motor vehicle shall not knowingly possess in a motor vehicle upon a public street or highway an open or unsealed bottle, can, jar, or other receptacle containing an alcoholic beverage, wine, or beer with the intent to consume the alcoholic beverage, wine, or beer while the motor vehicle is upon a public street or highway. Evidence that an open or unsealed receptacle containing an alcoholic beverage or beer was found during an authorized search in the glove compartment, utility compartment, console, front passenger seat, or any unlocked portable device and within the immediate reach of the driver while the motor vehicle is upon a public street or highway is evidence from which the court or jury may infer that the driver intended to consume the alcoholic beverage or beer while upon the public street or highway if the inference is supported by corroborative evidence. However, an open or unsealed receptacle containing an alcoholic beverage or beer may be transported at any time in the trunk of the motor vehicle or in some other area of the interior of the motor vehicle not designed or intended to be occupied by the driver and not readily accessible to the driver while the motor vehicle is in motion. A person convicted of a violation of this paragraph is guilty of a simple misdemeanor.

(Code of Iowa, Sec. 123.28)

45.05 ALCOHOL PROHIBITED IN CENTRAL PARK. No person shall display, consume or possess beer, wine, liquor or any other alcoholic beverage on the premises and attendant facilities locally known as Central Park and legally described as Block 13, Original Plat, Washington, Iowa.

Bidder Status Form

To be completed by all bidders

Part A

Please answer "Yes" or "No" for each of the following:

- Yes No My company is authorized to transact business in Iowa.
(To help you determine if your company is authorized, please review the worksheet on the next page).
- Yes No My company has an office to transact business in Iowa.
- Yes No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- Yes No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- Yes No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a nonresident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: June 1 / 21 / 2010 to Apr 21 / 2015 Address: 205 14th St.
City, State, Zip: Kolona, IA. 52247

Dates: / / to / / Address: Mt. 831 14th St
City, State, Zip:

Dates: / / to / / Address:
You may attach additional sheet(s) if needed. City, State, Zip:

To be completed by non-resident bidders

Part C

1. Name of home state or foreign country reported to the Iowa Secretary of State:

2. Does your company's home state or foreign country offer preferences to bidders who are residents? Yes No

3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: Fow A Corow Inc.
Signature: Billard Inup Date: Apr 20, 2015

You must submit the completed form to the governmental body requesting bids
per 875 Iowa Administrative Code Chapter 156.

This form has been approved by the Iowa Labor Commissioner.

submittals shall be found acceptable by the City prior to commencement of the Work.

- g. Any repairs to property or replacement of property either owned by the City, or by a land owner of the land where biosolids are applied, shall be made at the Contractor's expense if the damage may have been caused by the Contractor's activities.

II. Quoting Contractor's Price for Construction of the Public Improvement: The Quoting Contractor agrees to perform all work necessary to complete the scope of work described above, for and in consideration of the City's payment of the following prices which include all labor, equipment, materials, and supplies required to perform the work and complete the improvement:

<u>Item</u>	<u>Description</u>	<u>Amount</u>
1.	Cleanout East EQ Basin	\$ 50,000. ⁰⁰
2.	Cleanout Anaerobic Digester	\$ 15,000. ⁰⁰
4.	Cleanout Sludge Holding Tank	\$ 25,000. ⁰⁰
Total Quoted Cost to Perform the Work:		\$ 90,000.⁰⁰

III. Quoting Contractor's Acknowledgments: The Quoting Contractor hereby acknowledges that the City of Washington, Iowa (hereinafter City) reserves the right to:

1. Reject any, or all, competitive quotations. Award of the contract, if any, shall be made to be to the lowest responsive, responsible bidder;
2. If the City determines that the Contractor's experience or quotation submittals are insufficient, then the contract may be awarded to the next lowest and responsive bidder;
3. The City reserves the right to waive all minor informalities not involving price, time, or changes to the Description of Work;
4. The City may also reject a quotation that it believes is not in the best interest of the Project;
5. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof.

Bidder Status Form

To be completed by all bidders

Part A

Please answer "Yes" or "No" for each of the following:

- Yes No My company is authorized to transact business in Iowa.
(To help you determine if your company is authorized, please review the worksheet on the next page).
- Yes No My company has an office to transact business in Iowa.
- Yes No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- Yes No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- Yes No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a nonresident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: 5 / 1 / 85 to Present Address: 515 5th St.
City, State, Zip: Hudson, IA 50643

Dates: _____ / _____ / _____ to _____ / _____ / _____ Address: _____
City, State, Zip: _____

Dates: _____ / _____ / _____ to _____ / _____ / _____ Address: _____
City, State, Zip: _____

You may attach additional sheet(s) if needed.

To be completed by non-resident bidders

Part C

- Name of home state or foreign country reported to the Iowa Secretary of State:

- Does your company's home state or foreign country offer preferences to bidders who are residents? Yes No
- If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: Nutri-Ject Systems, Inc.

Signature: R. Scott Wienands Date: 4/6/15

You must submit the completed form to the governmental body requesting bids per 875 Iowa Administrative Code Chapter 156.

This form has been approved by the Iowa Labor Commissioner.

submittals shall be found acceptable by the City prior to commencement of the Work.

- g. Any repairs to property or replacement of property either owned by the City, or by a land owner of the land where biosolids are applied, shall be made at the Contractor's expense if the damage may have been caused by the Contractor's activities.

II. Quoting Contractor's Price for Construction of the Public Improvement: The Quoting Contractor agrees to perform all work necessary to complete the scope of work described above, for and in consideration of the City's payment of the following prices which include all labor, equipment, materials, and supplies required to perform the work and complete the improvement:

<u>Item</u>	<u>Description</u>	<u>Amount</u>
1.	Cleanout East EQ Basin	\$ <u>63,350.-</u>
2.	Cleanout Anaerobic Digester	\$ <u>43,292.-</u>
4.	Cleanout Sludge Holding Tank	\$ <u>38,670.-</u>
Total Quoted Cost to Perform the Work:		\$ <u>145,312.-</u>

III. Quoting Contractor's Acknowledgments: The Quoting Contractor hereby acknowledges that the City of Washington, Iowa (hereinafter City) reserves the right to:

1. Reject any, or all, competitive quotations. Award of the contract, if any, shall be made to be to the lowest responsive, responsible bidder;
2. If the City determines that the Contractor's experience or quotation submittals are insufficient, then the contract may be awarded to the next lowest and responsive bidder;
3. The City reserves the right to waive all minor informalities not involving price, time, or changes to the Description of Work;
4. The City may also reject a quotation that it believes is not in the best interest of the Project;
5. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof.

Bidder Status Form

To be completed by all bidders

Part A

Please answer "Yes" or "No" for each of the following:

- Yes No My company is authorized to transact business in Iowa.
(To help you determine if your company is authorized, please review the worksheet on the next page).
- Yes No My company has an office to transact business in Iowa.
- Yes No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- Yes No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- Yes No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a nonresident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: ____ / ____ / ____ to ____ / ____ / ____ Address: _____
City, State, Zip: _____

Dates: ____ / ____ / ____ to ____ / ____ / ____ Address: _____
City, State, Zip: _____

Dates: ____ / ____ / ____ to ____ / ____ / ____ Address: _____
You may attach additional sheet(s) if needed. City, State, Zip: _____

To be completed by non-resident bidders

Part C

1. Name of home state or foreign country reported to the Iowa Secretary of State:

Delaware

2. Does your company's home state or foreign country offer preferences to bidders who are residents? Yes No

3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: Synagro Central, LLC

Signature: 

Date: April 17, 2015

**You must submit the completed form to the governmental body requesting bids
per 875 Iowa Administrative Code Chapter 156.**

This form has been approved by the Iowa Labor Commissioner.

submittals shall be found acceptable by the City prior to commencement of the Work.

- g. Any repairs to property or replacement of property either owned by the City, or by a land owner of the land where biosolids are applied, shall be made at the Contractor's expense if the damage may have been caused by the Contractor's activities.

II. Quoting Contractor's Price for Construction of the Public Improvement: The Quoting Contractor agrees to perform all work necessary to complete the scope of work described above, for and in consideration of the City's payment of the following prices which include all labor, equipment, materials, and supplies required to perform the work and complete the improvement:

<u>Item</u>	<u>Description</u>	<u>Amount</u>
1.	Cleanout East EQ Basin	\$ <u>91,800.00</u>
2.	Cleanout Anaerobic Digester	\$ <u>30,600.00</u>
4.	Cleanout Sludge Holding Tank	\$ <u>30,600.00</u>
Total Quoted Cost to Perform the Work:		\$ <u>153,000.00</u>

Please note Synagro's pricing is based on information provided by the City. Pricing is for an estimated 1.5 mg. In the event the volume removed exceeds this amount, Synagro will request a change order for the increased volume.

III. Quoting Contractor's Acknowledgments: The Quoting Contractor hereby acknowledges that the City of Washington, Iowa (hereinafter City) reserves the right to:

1. Reject any, or all, competitive quotations. Award of the contract, if any, shall be made to be to the lowest responsive, responsible bidder;
2. If the City determines that the Contractor's experience or quotation submittals are insufficient, then the contract may be awarded to the next lowest and responsive bidder;
3. The City reserves the right to waive all minor informalities not involving price, time, or changes to the Description of Work;
4. The City may also reject a quotation that it believes is not in the best interest of the Project;
5. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof.

*Brent Hinson, City Administrator
Sandra Johnson, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney*



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

Memorandum

April 24, 2015

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "BH", is written over the name "Brent Hinson" in the "From:" field.

Re: Status of Former Library

As the Council is aware, we have been working to determine the direction of future facility improvements for City Hall, Police and Fire for quite some time. The City commissioned a facility study with Klingner & Associates architects in early 2013, and this study was completed in January 2014. This study presented several different options for meeting current and future space needs. At the Council workshop on April 22, 2014, it was determined that we should proceed with Option 1 in that plan, which would involve moving City Hall and Development Services to the Former Library, and adding on to the existing Municipal Building for Police and Fire operations. Also strongly considered was Option 2, which would involve selling the Former Library, building a new Fire Station, and renovating the existing Municipal Building for City Hall and Police. At the May 6, 2014 meeting, the Council decided to step back a little bit and examine whether a buyer might exist with the resources to renovate the Former Library for their own use, in which case Option 2 might be reconsidered if enough benefit for the downtown area and for the public would be derived.

To this end, the Council appointed a Former Library RFP Committee, with membership as follows: Sandra Johnson, Bob Shepherd, Jaron Rosien, Charla Howard and Dale Torpey. That committee saw to the development of a Request for Proposals document that was widely distributed locally and regionally, starting in October 2014. Since that point, we have made numerous contacts with potential interested parties, and given a half-dozen tours of the facility. However, we have not been able to get any formal proposals. The initial deadline for proposals was January 15, 2015, but it was extended to May 1, 2015 by the committee. I feel that the time has passed when we might receive any credible proposals. The entities that potentially had the resources to tackle renovating the building either have not emerged or have decided not to proceed after touring the building. I personally believe we have contacted nearly every conceivable local party that could

handle such a project, and we have been unable to generate any real interest outside of the Washington area in the building. I am completely at a loss as to what further could be done to effectively market the building, unless we want to remove all restrictions on future use and just give it to someone for a dollar. I'm not even sure that would be possible, and I don't think it would give the Council the results it desires in terms of making sure that the building again becomes a credit, rather than a detriment to the downtown area.

Therefore, I believe the time for action is now. The Former Library has sat nearly empty and vastly underutilized for more than five years. The Police Department has been in extremely cramped and insufficient "temporary" quarters for nearly 10 years. At City Hall, we have a palpable lack of storage and meeting space, which hampers the efficiency of our operations. The Fire Department is extremely cramped for equipment space, and newer equipment in the future may not even fit into the existing bays.

I believe, with all of the above items considered, that it is time for the Council to authorize proceeding with the renovation of the Former Library as City Hall.

There are a number of prerequisite items I believe are essential to successfully converting the Former Library to a usable City Hall. Among these are parking and general ADA accessibility. We have hundreds and hundreds, if not into the thousands, of public visitors to City Hall each and every month to pay utility bills, file building permits or any number of typical City business items. In addition, many more people drop their utility payments in the overnight box by the outside door. We need to face facts and realize that the Former Library's surroundings in their current condition will be an absolute nightmare for the public, for its neighbors and for the staff members that will have to deal with an unending litany of complaints about parking and accessibility. While the current situation has many limitations, one wonderful thing is that people can drive right up to the door, hop out and be inside in a few seconds. With parking on East Main already often full, the introduction of a multi-million dollar operation with ten employees into the neighborhood with no provisions for parking is simply irresponsible. In addition, the high curbs will pose tremendous issues for those with mobility issues, and we have many of those people among our usual in-person customers.

As a solution to parking issues, I plan to ask the Council tonight in closed session for authorization to proceed with negotiating the purchase of property for a City parking lot near the Former Library. I believe we have an outstanding opportunity available at the current time that will not last long. To provide a solution for the ADA and accessibility issues, I am asking the Council to agree in principle that the streetscaping of East Main to match the square will be done as a concurrent project to the renovating of the Former Library. We were planning on doing a second phase to the streetscape in the next couple of years anyway, and with this plan, the new City Hall can open with vastly improved public accessibility. I have looked into the financing of doing this project concurrently, and have developed a preliminary plan.

For your information, I have provided a project schedule that has been updated from what I provided you back in May 2014.

Washington Former Public Library Renovation Preliminary Schedule
As of 4/24/15

April 28, 2015	<ul style="list-style-type: none"> • Council authorizes moving forward with Former Library renovation; reviews preliminary budget & schedule
June-July 2015	<ul style="list-style-type: none"> • City Council determines whether project processes will be managed by the Council or a separate committee (with Council representative or representatives), as well as the desired composition of this committee if applicable • City Council confirms committee appointees if applicable
August-November 2015	<ul style="list-style-type: none"> • Council or committee site visits to other recent City Hall renovation projects in comparable communities
December 2015	<ul style="list-style-type: none"> • Council or committee determination of legal contract structure for project- should a Project Manager be retained? • Confirmation of decision by full Council if applicable
January-March 2016	<ul style="list-style-type: none"> • Project Manager and/or Architect selection process • Council confirms Project Manager and/or Architect selection/contracts • Council includes project in FY17 annual budget
April-October 2016	<ul style="list-style-type: none"> • Council/committee meets with architect • Architect utilizes Municipal Building Study and 2008 Downtown Enhancement plans to develop more detailed schematic designs for the project and more closely estimates project costs • Council/committee agrees on main project features & budget • Presentation to City Council for approval
October 2016	<ul style="list-style-type: none"> • Competitive Riverboat grant application submitted • Initiate proceedings for \$700,000 GO Bond
November 2016- February 2017	<ul style="list-style-type: none"> • Architect prepares detailed plans, specifications and final cost estimates • Council approves contract procedure
March 2017	<ul style="list-style-type: none"> • Bid out project, receive and consider bids
May 2017	<ul style="list-style-type: none"> • Construction begins
May 2018	<ul style="list-style-type: none"> • Construction completed

City of Washington
Former Library Renovation/ East Main Streetscape
Budget as of 4/24/15 (Construction in FY2017 thru FY2018)

Estimated Project Costs

Shell Improvements	\$150,029.00
Interiors	\$212,468.00
Services	\$530,972.00
Furnishings	\$25,000.00
Demolition	\$50,223.00
Properties & Sitework	\$302,304.00
Streetscape Construction	\$500,000.00
Contingency (10%)	\$177,099.60
Professional Fees	\$313,900.00
Streetscape Engineering	\$85,000.00
Estimated Costs	\$2,346,995.60

Estimated Funding

GO Bond (General Corp Purpose)	\$700,000.00
GO Bond (Essential Corp Purpose)	\$750,000.00
Riverboat Funds- Programmed	\$400,000.00
General Fund Contribution	\$135,000.00
Additional Riverboat Funds	\$213,000.00
Competitive Riverboat Appl.	\$150,000.00
Estimated Funding	\$2,348,000.00
Funding Surplus/(Deficit)	\$1,004.40

Possible use of water/sewer funds to assist in case of cost overruns
to allow Police/Fire to proceed as planned

City of Washington
 Future Bond Issues
 Former Library Renovation/East Main Streetscape Option

<u>FY</u>	<u>Project</u>	<u>Type</u>	<u>Amount</u>	<u>Term</u>
2017	Former Library Renovation	General Corp Purpose	\$700,000.00	20
2017	East Main Streetscape	Essential Corp Purpose	\$750,000.00	20
2018	Additional Streetscaping	Essential Corp Purpose	\$2,200,000.00	20
2019	Police/Fire Renovation	General Corp Purpose	\$700,000.00	15
2019	Avenue F/Wellness Infrastructure	Essential Corp Purpose	\$1,000,000.00	20
			\$5,350,000.00	

Previous Plan

FY

2016	Municipal Building Projects	General Corp Purpose	\$700,000.00	15
2018	Municipal Building Projects	General Corp Purpose	\$1,815,000.00	20
2018	Streetscaping	Essential Corp Purpose	\$2,835,000.00	20
			\$5,350,000.00	