



AGENDA OF THE REGULAR SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IOWA
TO BE HELD IN THE COUNCIL CHAMBERS
AT 120 E. MAIN STREET
AT 6:00 P.M., TUESDAY, APRIL 7, 2015

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, April 7, 2015 to be approved as proposed or amended.

Consent:

1. Council Minutes 03-17-2015
2. Veenstra & Kimm, Engineering Services - Reserves Site Plan, \$510.00
3. Veenstra & Kimm, Engineering Services -Sanitary Sewer System Rehabilitation,
4. Phase 1, \$1,484.00
5. Veenstra & Kimm, Engineering Services - S. 12th Avenue Reconstruction, \$6,344.00
6. Veenstra & Kimm, Engineering Services -Industrial Park Rise Improvements, \$22,154.50
7. Veenstra & Kimm, Engineering Services -Widening Sitler Drive, \$3,970.00
8. Veenstra & Kimm, Engineering Services - Flow Metering, Phase 1, \$7,736.24
9. Kevin Olson, Professional Services, \$1,227.84
10. Ray & Associates, Professional Services, \$750.00
11. Paws & More Animal Shelter, Animal Services Jan-Mar 2015 (Donation), \$3,750.00
12. Department Reports

Claims and Financial Reports:

Claims as Presented.

Report on Administrative Segregation of Duties.

SPECIAL PRESENTATION

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

NEW BUSINESS

Discussion and Consideration of Purchase of Mower – Parks Department.

Discussion and Consideration of RFP for Banking Services.

Discussion and Consideration of Water Facilities Task Order #4 (W. 5th Street Parallel Water Main).

Discussion and Consideration of Notice of Hearing and Letting – North Water Tower.

Discussion and Consideration of Notice of Hearing and Letting – North 6th Avenue Storm Sewer Project.

CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS

Discussion and Consideration of Resolution Approving Contract with Powercom Motor Control – Fountain.

Discussion and Consideration of Resolution Setting Dates for a Public Hearing for Compilation of Code of Ordinances 2014.

Discussion and Consideration of Third Reading of Ordinance Amending Chapter 165 – Residential Zoning Code Changes. **(Tabled 03-10-2015)**

Discussion and Consideration of Resolution Approving Council Rules of Procedure. **(Tabled 03-17-2015) This will be an agenda item at the April 28 Council Workshop.**

DEPARTMENTAL REPORT

Police Department
City Administrator
City Attorney

MAYOR & COUNCILPERSONS

Sandra Johnson, Mayor
Mark Kendall
Jaron Rosien
Kathryn Salazar
Bob Shellmyer
Bob Shepherd
Russ Zieglofsky

ADJOURNMENT

Illa Earnest, City Clerk

Council Minutes 03-17-2015

The Council of the City of Washington, Iowa, met in the council chambers, 120 E. Main Street, at 6:00 P.M., Tuesday, March 17, 2015. Mayor Johnson in the chair. On roll call present: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Absent: none.

Motion by Kendall, seconded by Shellmyer, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, March 17, 2015 be approved as proposed. Motion carried.

Consent:

1. Council Minutes 03-03-2015
2. Council Minutes 03-10-2015
3. Gronewold, Bell, Kyhnn & Co. P.C., Audit Professional Services, \$2,994
4. Fox Engineering, Reverse Osmosis Pilot Study, \$643.32
5. Fox Engineering, Ground Storage Reservoir, \$658.00
6. Fox Engineering, Elevated Water Storage Tank, \$16,250.00
7. Snyder & Assoc., Rehabilitate Runway Construction Services, \$3,595.36
8. Wal-Mart Supercenter #1475, 2485 Hwy 92, Class E Liquor (LE); Class C Beer Permit (carryout beer); Class B Wine Permit; Sunday Sales. **(renewal)**
9. JP's 207, 207 W. Main Street, Class C Liquor License (LC) (Commercial), Sunday Sales, **(renewal)**
10. Department Reports

Councilor Kendall requested item #9 be pulled from the consent agenda.

Motion by Kendall, seconded by Shepherd, to approve items 1-8, and 10. Motion carried.

Motion by Kendall, seconded by Shepherd, to approve item #9. Rosien abstained with conflict. Motion carried.

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

The February Financial Reports were given by Finance Director Kelsey Kranz. Motion by Rosien, seconded by Kendall, to accept the financial reports. Motion carried.

Councilor Rosien left at this time due to a previously scheduled appointment.

Presentations from the Public:

Nancy Jean Smith brought a colored slide of the Central Park Fountain to show council and spoke about some previous features of the Fountain.

John Greener, 603 W. Washington Street, rose in opposition to "pole buildings", asked that the ordinance as tabled be adopted and reminded those present that the building on W. Jefferson Street is in a future historic district.

Jan Boyd, 1420 W. Main Street, came before council to talk about her property which is in the City but is on a septic system and a well. She asked about the possibility of a sanitary sewer service being run to her area of town.

Matt Greiner, Owner of Greiner Buildings, came before council to talk about the benefits more than negatives of allowing non-traditional buildings; his support of historical districts; and his hope that common ground can be reached on the subject of what can be built. He asked that the proposed ordinance go back to Planning & Zoning Commission for further work.

Bids received for the cemetery gator:

City Tractor	N. Liberty, IA	2007 JD XUV 620i	\$6,495.00
City Tractor	N. Liberty, IA	2008 JDXUV 620i	\$7,995.00
AHW, LLC	Dwight, IL	2008 JDXUV 620i	\$7,900.00
AHW, LLC	Dwight, IL	2008 JDXUV 620i	\$8,900.00
Ag Power Ent.	Hollendale, MN	2008 JDXUV 620i	\$7,500.00
Mid State Equip.	Prairie du Sac, WI	2007 JDXUV 620i	\$7,900.00
Phelps Imp.	Greene, IA	2006 JDXUV 620i	\$8,500.00
P & K Midwest	Sumner, IA	2009 JDXUV 620i	\$7,999.00

Motion by Shellmyer, seconded by Shepherd, to approve purchase of the 2007 JDXUV 620i from City Tractor, N. Liberty, IA, as bid for \$6,495.00. Motion carried.

Bids received for Rock Crushing-Trickling Filter Rock:

Chuck Shaull,	Parnell, IA	\$7.50/ton
CJ Moyna,	Elkader, IA	\$10.00/ton

Motion by Kendall, seconded by Shepherd, to approve the Rock Crushing Quote –Trickling Filter Rock from Chuck Shaull, Parnell, Iowa, for \$7.50/ton. Motion carried.

Motion by Kendall, seconded by Shepherd, to approve the Resolution Endorsing Park Board Application to Washington County Riverboat Foundation for Grant Funds – Ball Field Improvements. Roll call on motion: Ayes: Kendall, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2015-016)**

Motion by Kendall, seconded by Shepherd, to approve the Resolution Endorsing Application for Grant Funds – Fire Truck. Roll call on motion: Ayes: Kendall, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2015-017)**

Motion by Kendall, seconded by Shepherd, to approve the Resolution Endorsing Application for Grant Funds – Highway 92 Sidewalk to Wal-Mart. Roll call on motion: Ayes: Kendall, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2015-018)**

Motion by Kendall, seconded by Shepherd, to approve the Resolution Approving ADA Transition Plan. Roll call on motion: Ayes: Kendall, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2015-019)**

Motion by Shepherd, seconded by Shellmyer, to table Discussion and Consideration of Resolution Approving Council Rules of Procedure. Roll call on motion: Ayes: Kendall, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried.

Motion by Kendall, seconded by Shellmyer, to approve the Resolution Authorizing Assessment to Taxes. Roll call on motion: Ayes: Kendall, Shellmyer, Shepherd, Zieglofsky. Nays: none. Salazar abstained with conflict. Motion carried. **(Resolution No. 2015-020)**

Mayor Johnson announced that now is the time for the Discussion and Consideration of the third reading of an Ordinance Amending Chapter 165 – Residential Zoning Code Changes. **(Tabled 03-10-2015)**

Motion by Shellmyer to remove from the table dies for lack of a second. Ordinance remains tabled.

Motion by Salazar, seconded by Zieglofsky, that the Regular Session held at 6:00 P.M., Tuesday, March 17, 2015 be adjourned. Motion carried.

Illa Earnest, City Clerk

Sandra Johnson, Mayor



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

STATEMENT OF PROFESSIONAL SERVICES

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

March 27, 2015
Project No: 24616-017
Invoice No: 8

Project Manager Leland Belding III

Engineering services for Reserves Site Plan:
Professional Services from February 15, 2015 to March 21, 2015
Professional Personnel

	Hours	Rate	Amount	
Engineer III-A	2.00	111.00	222.00	
Engineer IV	3.00	96.00	288.00	
Totals	5.00		510.00	
Total Labor				510.00
		Total this Invoice		\$510.00



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STATEMENT OF PROFESSIONAL SERVICES

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

March 27, 2015
Project No: 24638
Invoice No: 5

Project Manager Leland Belding III

Engineering services for Sanitary System Rehabilitation - Phase 1 - General Services:

Professional Services from February 15, 2015 to March 21, 2015

Professional Personnel

	Hours	Rate	Amount	
Clerical III	4.00	41.00	164.00	
Engineer XI	22.00	60.00	1,320.00	
Totals	26.00		1,484.00	
Total Labor				1,484.00

Billing Limits	Current	Prior	To-Date	
Total Billings	1,484.00	3,119.45	4,603.45	
Limit			5,400.00	
Remaining			796.55	
		Total this Invoice		\$1,484.00

Billings to Date

	Current	Prior	Total
Labor	1,484.00	3,066.50	4,550.50
Expense	0.00	9.70	9.70
Unit	0.00	43.25	43.25
Totals	1,484.00	3,119.45	4,603.45



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STATEMENT OF PROFESSIONAL SERVICES

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

March 27, 2015
 Project No: 24641
 Invoice No: 6

Project Manager Leland Belding III

Engineering services for South 12th Avenue Reconstruction - General Services:

Professional Services from February 15, 2015 to March 21, 2015

Professional Personnel

	Hours	Rate	Amount	
Engineer III-A	29.00	111.00	3,219.00	
Engineer X	5.00	64.00	320.00	
Technician III	24.00	65.00	1,560.00	
Technician IV	18.00	60.00	1,080.00	
Technician IX	5.50	30.00	165.00	
Totals	81.50		6,344.00	
Total Labor				6,344.00

Billing Limits	Current	Prior	To-Date	
Total Billings	6,344.00	5,986.80	12,330.80	
Limit			18,000.00	
Remaining			5,669.20	
		Total this Invoice		\$6,344.00

Billings to Date

	Current	Prior	Total
Labor	6,344.00	5,662.00	12,006.00
Expense	0.00	279.05	279.05
Unit	0.00	45.75	45.75
Totals	6,344.00	5,986.80	12,330.80



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STATEMENT OF PROFESSIONAL SERVICES

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

March 27, 2015
 Project No: 24644
 Invoice No: 2

Project Manager Leland Belding III

Engineering services for Industrial Park Rise Improvements - Design Services:

Professional Services from February 15, 2015 to March 21, 2015

Professional Personnel

	Hours	Rate	Amount	
Engineer III-A	137.00	111.00	15,207.00	
Engineer XI	9.00	60.00	540.00	
Technician III	64.50	65.00	4,192.50	
Technician IV	36.00	60.00	2,160.00	
Totals	246.50		22,099.50	
Total Labor				22,099.50

Reimbursable Expenses

Travel			51.75	
Total Reimbursables			51.75	51.75

Unit Billing

Duplication			.70	
Duplication-8.5 X11 Color			2.55	
Total Units			3.25	3.25

Billing Limits

	Current	Prior	To-Date
Total Billings	22,154.50	19,658.73	41,813.23
Limit			190,000.00
Remaining			148,186.77

Total this Invoice \$22,154.50

Billings to Date

	Current	Prior	Total
Labor	22,099.50	17,670.50	39,770.00
Expense	51.75	382.31	434.06
Unit	3.25	1,605.92	1,609.17
Totals	22,154.50	19,658.73	41,813.23



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STATEMENT OF PROFESSIONAL SERVICES

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

March 27, 2015
Project No: 24646
Invoice No: 3

Project Manager Leland Belding III

Engineering services for Sitler Drive Widening:

Professional Services from February 15, 2015 to March 21, 2015

Fee

Total Fee	39,700.00			
Percent Complete	40.00	Total Earned	15,880.00	
		Previous Fee Billing	11,910.00	
		Current Fee Billing	3,970.00	
		Total Fee		3,970.00
			Total this Invoice	\$3,970.00

Billings to Date

	Current	Prior	Total
Fee	3,970.00	11,910.00	15,880.00
Totals	3,970.00	11,910.00	15,880.00



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

STATEMENT OF PROFESSIONAL SERVICES

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

March 27, 2015
Project No: 24648
Invoice No: 2

Project Manager Leland Belding III

Engineering services for Flow Metering - Phase 1:

Professional Services from February 15, 2015 to March 21, 2015

Professional Personnel

	Hours	Rate	Amount	
Engineer X	25.00	64.00	1,600.00	
Technician IV	48.00	60.00	2,880.00	
Technician V	14.00	54.00	756.00	
Technician VI	32.50	51.00	1,657.50	
Totals	119.50		6,893.50	
Total Labor				6,893.50
Reimbursable Expenses				
Travel			54.05	
Miscellaneous Expense			439.09	
Total Reimbursables			493.14	493.14
Unit Billing				
Mileage			349.60	
Total Units			349.60	349.60
			Total this Invoice	\$7,736.24

Kevin D. Olson
Attorney-at-Law
1400 5th Street, P.O. Box 5127
Coralville, Iowa 52241
Phone (319) 351-2277 Fax: (319) 351-2279

April 2, 2015

Mr. Brent Hinson, City Administrator
City of Washington, Iowa
215 E. Washington Street
Washington, Iowa 52353

INVOICE

For legal services rendered to the City of Washington, Iowa

TOTAL HOURS	12.0 hours (reg)
TOTAL MILEAGE	264 miles
Hourly Rate	\$90/hour- Reg
Mileage Rate	\$0.56 per mile
TOTAL FOR THIS INVOICE	\$1,227.84



Ray and Associates, Inc.

City of Washington
Attn: Accounts Payable
215 E Washington St
Washington, IA 52353

INVOICE
March 4, 2015

2014 - 2015 Fiscal Year Negotiations Contracts

Police, Account #230648.001

Fee for Services (per flat fee agreement) March 2015 \$333.33

Public Works, Account #230648.002

Fee for Services (per flat fee agreement) March 2015 \$416.67

BALANCE DUE:

\$750.00

**MAKE CHECKS PAYABLE TO:
Ray and Associates, Inc.**

**MAIL TO:
Accounts Receivable
P.O. Box 2457
Cedar Rapids, IA 52406-2457**

PAWS & More Animal Shelter

1004 1/2 West Madison Street
Washington, IA 52353

Invoice

Date	4/2/2015
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Invoice #	34
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Bill To
Ann I/a
City of Washington
PO Box 516
Washington, IA 52353

Terms	DUE UPON RE...
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Description	Quantity	Rate	Amount
Animal Services-January - March 2015		3,750.00	3,750.00
Total			\$3,750.00

WWTP report
April 7, 2015
Council Meeting

- **After hour alarm and dog call outs** –
10th WWTP alarm, high TSS alarm, 1:30 a.m. Jason
12th dog call, Safety Center reported a dog to be picked up 1401 North 7th, 7:45 p.m. Delen
14th dog call, Safety Center reported a dog to be picked up at 1508 N Highland, 1:06 p.m. Jason
- **Dept Head meetings** – I attended the meetings on the 3rd, 17th, 24th, 31st, and the 7th. Jason attended the March 10th meeting while I was on vacation.
- **Delen** – Took and passed the waste water #1 exam on March 17, 2015. GOOD JOB, Delen! He attended the IDNR Region #6 water meeting in Washington at the KC Hall on the 18th. He needed the CEU's for his IDNR water distribution license. Delen has applied to take the WW II exam. He's waiting for approval from Operator Certification in Des Moines. Delen is scheduled to attend the National Animal Care & Control Association Level 1 Training in Salt Lake City in June 2015.
- **WWTP Generator** – 3E got the generator back to normal operation on March 3, 2015 after replacing several electrical components. The replacement parts and labor were all covered under warranty. 3E was at the WWTP on the 26th to perform the bi-annual preventative maintenance on the generator.
- **UV replacement bulbs** – I ordered the 36 replacement bulbs from USA Bluebook on March 5, 2015. They are expected to be delivered first part of May.
- **SBR and Digester blower outside air filters** – I ordered the 6 outside replacement filters from USA Bluebook on March 5, 2015. We received the filters and will get them installed as necessary.
- **WWTP February 2015 MOR** – Average daily flow **1.80** million gallons (mg), maximum daily flow **2.88** mg, minimum daily flow **1.43** mg. There were **no** violations of the WWTP's NPDES discharge permit. Total melted precipitation for February 2015 = **>1.33"** (recorded at the WWTP).

CBOD5 Removal 85% required result = <100 %
Influent CBOD5 monthly average = **29.1** mg/L
Effluent CBOD5 monthly average = **<3.0** mg/L

TSS Removal 85 % required result = 98.6 %
Influent TSS monthly average = **100.9** mg/L
Effluent TSS monthly average = **1.4** mg/L
- **Sludge storage basin (SSB) mixers** – Jason and Delen took the mixers out of winter mode after the ice had melted inside the basin. The mixers are now in operating mode and can be used again to mix the SSB's contents.
- **Effluent UV modules** – We placed the two (2) UV modules back in the effluent channel on March 30, 2015. They will be in service until November 14, 2015.
- **WWTP IDNR inspection** – Paul Brandt of the local IDNR office performed an inspection of the WWTP on March 30, 2015. A written inspection report to follow sometime soon.
- **Truck #501 (dog truck)** – Was towed by George Moore to Mincer's Ford to have both of the catalytic converters replaced under warranty. The tires were also replaced at Greiner Discount tire on the 16th.

- **SBR basins** – We changed the SBR decant cycles from four (4) times per day to five (5) times per day on March 30, 2015. This allows us to treat more waste water per day and not run the risk of hitting the high water level in the basins due to increased wet weather flows. We will also be bringing SBR #1 back on-line in the near future to give us more treatment capacity to handle the spring rains. It has been out of service since November of 2014.
- **Parkside Estates lift station** – Visu Sewer was able to clean (vac out) the bottom of the wet well on the 19th. They removed a lot of debris from the floor. The wet well is very deep and the wet well piping inside limits access to the bottom of the wet well. We had tried to clean it a couple times before but were unable to reach the bottom. Jason assisted them with the cleaning. Thanks to M/C Dept for fixing ruts on access road to the lift station. Visu Sewer caused the ruts while cleaning the lift station.
- **Lexington lift station** – THANKS TO M/C Dept for vacuuming the floor of the lift station wet well on the 23rd. Jason assisted with the cleaning.
- **DMRQA Study #35** – We received the audit samples I ordered for our annual USEPA blind laboratory performance evaluation for 2015. Test America and UHL will also provide data on behalf of the City for this performance evaluation.
- **Thanks to Nick** – For brooming excess rock from snow removal out of the ditches back into the road shoulders. Jason used the tractor and blade to get the rock back into the center of the roadways on the 1st.
- **JETCO** – Dustin was at the WWTP on the 2nd to clean up several SCADA control issues that needed to be addressed.
- **WWTP yard** – Jason applied grass seed to several areas around the WWTP on the 1st.
- **WWTP final effluent annual toxicity test** – We will be sampling and collecting a final effluent composite sample for our annual toxicity test on May 11, 2014.

Fred E. Doggett
4/3/2015 11:02 AM

Washington Volunteer Fire Department
February 4, 2015

December Fires

2 City fires	370.00
3 rural fires	590.00
0 Drill	.00
5 fires and 0drill	960.00

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

Minutes of the previous meeting were read and approved.

Treasure report was read.

Richard Conrad made a motion to pay all bills against the department. Seconded by Philip Morris.

Motion passed

Committees; Social ; Snacks after meeting

Pancake; Everything went very well

Rescue meeting ; ice rescue Feb. 22

Communication; Lone Tree Fire Donated \$50.00 for using the fire trailer.

Applications; We have To openings Bruce Murphy and Zac Morrison

Old Business; Physicals were last week.

Ames Fire School; 8 members going

County meeting was Kalona

Hazmat training Feb. 18 at 6pm

Iam responding is set up

Pipeline meeting in Fairfield February 11 at 6:00pm

Iowa Fireman Association update.

Discussion of calls:

No other business, roll call taken meeting adjourned.

Secretary
Tom Beauchamp

Washington Volunteer Fire Department
March 4,2015

January Fires

8 City fires	980.00
5 rural fires	780.00
0 Drill	.00
13 fires and 0drill	1760.00

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

Minutes of the previous meeting were read and approved.

Treasure report was read.

Scott Bartholomew made a motion to pay all bills against the department. Seconded by Seth Glandon. Motion passed

Committees; Social ; Snacks after meeting

Rescue meeting ; grain bin rescue at Riverside March 7.

Discussion about Richard Youngs comments.

Gave Tom Tanner his retirement.

Applications; We have some to fill our openings.

Old Business; Physicals results were handed out.

Ames Fire School; Scott, Zach, Jasse and Aaron took interior fire attack and grain bin fire.

Kelly took 1st Five and Hazard & solar. Mark took fire investigation solar & hazard.

New grass truck is in the new budget.

Iam responding is working

New; Trench training April 11 or 18.

March 7 class on Getting and Retaining volunteers

CPR training March 25 6pm

Hazmat April 15

Discussion of calls:

No other business, roll call taken meeting adjourned.

Secretary
Tom Beauchamp

Maintenance and Construction Report

2/28/15-3/13/15

STREETS: M/C Personnel plowed the streets and salted as well as hauling the snow away from the downtown area. Personnel attended a few alleys as phone calls from residents came in. Crews also graveled a few alleys (mostly steep ones) with a salt spreader after the ice storm. M/C rented a walk behind saw for a week and sawed areas for replacement at previously excavated locations. Personnel removed two of the three salt spreaders (#119 and #301) from the trucks. The street sweeper began sweeping with the warm weather. Personnel also placed cold mix in areas around the town.

WATER DISTRIBUTION: M/C Personnel repaired a water box (new rod) at 621 South 2nd Ave, crews also repaired a water box (rod) located at North Marion-West 18th St, which fed one of the many meter pits at that location. Personnel shut off numerous water boxes for plumbers doing inside work. Personnel repaired a water main break located at North 2nd Ave- East 14th St, a 4 inch by 12 inch #226 sleeve was used on a shear (4 inch CIP).

SEWER COLLECTION: M/C Personnel jetted a few sewer lines and flushed terminal manholes as needed. A Hach Company installed 7 flow meters, (6) in the sanitary sewer and (1) in the storm sewer. These are located in the west to north region of the City. Personnel repaired a sewer main that had caused a sink hole approximately 75 ft east of the intersection of North 2nd Ave-East 6th St, installing a 5 ft 6 in piece of 15 inch PVC.

STORM SEWER COLLECTION: M/C Personnel opened numerous intakes with the snow melt.

MECHANIC/SHOP: M/C Personnel serviced #601 (alternator, diagnosis test and salt spreader), PD 87 (steering), FD Tanker (pump light switch), PD 97 (service and back light), PD 96 (service and repair door panel), #501 (engine miss) and PD speed trap (battery and switches).

OTHER: M/C Personnel responded to 32 One Call Locates. Personnel switched out a Stop sign with a Yield sign at Timber Ridge Drive-Ridgeview Court.

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

Maintenance and Construction Report

3/14/15-3/27/15

STREETS: M/C Personnel prepped the location of the new materials storage building, thus far the footings have been dug and poured and the walls are being formed. The street sweeper has been out every week making its way through town. Personnel have hauled multiple loads of 1 inch road stone, 1 inch ballast and ag lime to the stock piles, the lime is for backfilling at the new material storage building. Crews have been out on a couple occasions pothole patching. Personnel have made 3 passes with loaders and dump trucks picking up a few leaf piles, and will continue in October with the vac machine.

WATER DISTRIBUTION: M/C Personnel repaired 3 water main breaks, 12th Ave-East Main St, 300 block of West 6th St and North Ave B-West 7th St, all 4 inch CIP. The leak located at 12th-East Main had one service line feeding 3 residences, where personnel made new taps separating them. Personnel shut off 16 water boxes for nonpayment.

SEWER COLLECTION: M/C Personnel performed sewer main investigation in a couple areas, one in the 600 block of North 2nd Ave where a couple sewer services were connected to a different sanitary sewer main. The other sewer issue located at South Marion-West Harrison where a service had issues to a sewer lateral main that was blind tapped into the main sewer trunk. Personnel set a barrel at the end of the line for future access using a new casting and 3 yards of M-4 concrete.

STORM SEWER COLLECTION: M/C Personnel N/A

MECHANIC/SHOP: M/C Personnel serviced PD speed trap (battery maintainer and tail lights), #601 (exhaust), PD 97 (tires), PD undercover car (serviced and rotate tires), PD 92 (serviced and replaced rear brakes and wheel bearings), #602 (exhaust), 201 (serviced and rotate tires), PD 79 (serviced and rotate tires) and serviced street sweeper.

OTHER: M/C Personnel (3) attended the annual AWWA meeting at the K C Hall in Washington. Bill Wagner gave the annual fire extinguisher check at M/C. Personnel responded to 45 One Call Locates. Personnel also installed a variety of numerous signs that were either damaged or not legible.

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

CITY OF WASHINGTON, IOWA

CLAIMS REPORT FOR APRIL 7, 2015

POLICE	ACE-N-MORE	SUPPLIES	62.28
	ARAMARK UNIFORM SERV INC.	SERVICE	187.30
	ARCHER APPLIANCE	SUPPLIES	12.00
	ARNOLD MOTOR SUPPLY	SUPPLIES	409.67
	BROWNELLS, INC.	SUPPLIES	75.20
	GREINER DISCOUNT TIRES	TIRES	541.60
	HIWAY SERVICE CENTER	SUPPLIES	20.25
	IGRAPHIX, INC	SHIPPING	7.97
	LONG, ERIC	SCHOOLING AND MEALS	51.36
	MARCO, INC.	COPIER MAINT/LEASE	188.00
	MOORE'S BP AMOCO INC	CAR WASH	6.00
	QUILL	SUPPLIES	24.99
	SHOTTENKIRK	TAHOE DOOR PANELS	312.19
	STEVE'S SALES & SERVICE	REPAIR	195.57
	USPCA	REG- BRETT SORRELLS	50.00
	WAL-MART	IPAD, CASE, SUPPLIES	553.85
	WASHINGTON EVENING JOURNAL	ANNUAL SUBSCRIPTION-POLICE	116.25
	TOTAL	2,814.48	
FIRE	ACE-N-MORE	SUPPLIES	139.03
	ALLIANT ENERGY	SERVICE	20.80
	ARNOLD MOTOR SUPPLY	SUPPLIES	42.06
	CDW GOVERNMENT, INC.	SUPPLIES	127.71
	GALL'S INC.	SUPPLIES	423.98
	IOWA FIRE CHIEFS ASSN.	MEMBERSHIP RENEWAL	25.00
	SITLER'S ELECTRIC	WIRE AND SUPPLIES STREET R	131.03
	THOMAS, ZACH	FUEL	59.45
		TOTAL	969.06
DEVELOP SERV	ACE-N-MORE	SUPPLIES	75.55
	ALTORFER	SUPPLIES	87.90
	ARMSTRONG HTG INC.	SERVICE	1,690.00
	ARNOLD MOTOR SUPPLY	SUPPLIES	36.95
	BRUNS, DAVID	MILEAGE REIMB	48.59
	CAPPS HOME REPAIR	ABATE SNOW 222 N 4TH AVE	63.00
	HIWAY SERVICE CENTER	SUPPLIES	39.25
	QUILL	SUPPLIES	6.95
	WAL-MART	SUPPLIES	89.21
		TOTAL	2,137.40
LIBRARY	AAA MECHANICAL CONTRACTORS INC	BI-ANNUAL MAINT CONTRACT	2,144.97
	AMAZON	LIBRARY MATERIALS	369.46
	CINTAS CORP LOC. 342	SERVICE	42.90
	EBERT SUPPLY CO.	SUPPLIES	311.46
	FAREWAY STORES	SUPPLIES	5.58
	GALE/CENGAGE LEARNING	WESTERNS	134.18
	RECORDED BOOKS LLC	AUDIO BOOKS	33.01
	SCHAEFER CLEANING	APRIL CLEANING	1,125.00
	STAPLES ADVANTAGE	SUPPLIES/TONER	201.03
	THE BOOK FARM	PUZZLE	19.99
	VISA	POSTAGE AND SUPPLIES	209.95
	WEIDNER, JOLISA	MILEAGE REIMB	37.29
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	53.15
		TOTAL	4,687.97
PARKS	ACE-N-MORE	SUPPLIES	29.31
	AMERICAN SWING PRODUCTS, INC	SWING	570.65
	ARNOLD MOTOR SUPPLY	SUPPLIES	6.19
	FAREWAY STORES	SUPPLIES	41.96
	SOUTHWEST VALLEY GREENHOUSE	PETUNIA BASKET DOWNPMT	344.00
	WASHINGTON RENTAL	AIR FILTER	98.07
	WIDMER, TIM	FUEL REIMBURSMENT	24.85
		TOTAL	1,115.03

CEMETERY	ACE-N-MORE	SUPPLIES	121.96
	ALLIANT ENERGY	ALLIANT ENERGY	22.96
	CERTIFIED LABORATORIES	SUPPLIES	431.91
	FORINASH TOOL	TOOLS	796.19
	GRAINGER	SUPPLIES	220.00
		TOTAL	1,593.02
FINAN ADMIN	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
	ARCHER APPLIANCE	SWEEPER AND BAGS/SUPPLIES	662.97
	CINTAS CORP LOC. 342	SERVICE	166.37
	FAREWAY STORES	SUPPLIES	49.95
	HY-VEE	REFUND LIQUOR LICENSE/SUPPILES	650.00
	IGRAPHIX, INC	SUPPLIES	179.00
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	187.50
	IOWA LEAGUE OF CITIES	REG- SANDRA JOHNSON	125.00
	PIP PRINTING	ENVELOPES	156.79
	PITNEY BOWES GLOBAL FINANCIAL SERVICES	POSTAGE LEASING	332.88
	PURCHASE POWER	POSTAGE REIMB	1,510.00
	QUILL	SUPPLIES	157.75
	SORRELL GLASS	CITY HALL ENTRY DOOR CLOSU	348.89
	U S POSTMASTER	NEWSLETTER MAILING POSTAGE	568.40
	VISA	MEALS AND CONFERENCE	471.00
	WAL-MART	SUPPLIES	48.26
	WORKPLACE DYNAMICS	SURVEYS/POSTAGE & SUPPLIES	65.51
		TOTAL	5,724.27
	AIRPORT	ACE-N-MORE	SUPPLIES
ALLIANT ENERGY		SERVICE	946.07
KALONA FLYING SERVICE		SERVICE	230.50
MAPLE GROVE CONSTRUCTION		PARTIAL LABOR PMT FOR HANGAR	8,000.00
MARIE ELECTRIC INC.		REPAIR	76.00
VETTER'S INC-CULLIGAN WATER		SALT AND DELIVERY	66.60
VISA		REPAIR PARTS FOR DOOR	170.14
		TOTAL	9,511.28
ROAD USE	ACE-N-MORE	SUPPLIES	34.66
	ALTORFER	SUPPLIES	846.50
	ARNOLD MOTOR SUPPLY	SUPPLIES	170.99
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	136.00
	CERTIFIED LABORATORIES	SUPPLIES	546.63
	CONSTRUCTION MATERIALS INC.	SUPPLIES	593.18
	DETROIT INDUSTRIAL TOOL	SUPPLIES	338.31
	DOUDS STONE LLC	SUPPLIES	185.41
	GUENTHER LOCK & KEY	SUPPLIES	145.00
	HENDERSON PRODUCTS, INC.	SUPPLIES	259.25
	HIWAY SERVICE CENTER	SUPPLIES	87.86
	HY-VEE	SUPPLIES & CATERING	29.98
	NORRIS ASPHALT & PAVING	MATERIALS	1,231.05
	TRANS IOWA EQUIPMENT	PARTS	575.81
	WAL-MART	SUPPLIES	42.45
	WASHINGTON LUMBER	LUMBER	50.40
	WCHC FAMILY MEDICINE	SHOTS - HEP B	154.00
	TOTAL	5,427.48	
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	230.21
	SITLER'S ELECTRIC	WIRE AND SUPPLIES STREET R	12.31
	TRAFFIC & TRANSPORATION	NEW LOAD SWITCH	235.33
		TOTAL	477.85
CAPTIAL EQUIPMENT	CITY TRACTOR	GATOR	6,495.00
		TOTAL	6,495.00

CAPTIAL PROJECTS	DELONG CONSTRUCTION	S AVE B WATER MAIN RETAINAGE	13,426.45
		TOTAL	13,426.45
TREE COMMITTEE	WASHINGTON EVENING JOURNAL	ADVERTISING-TREE COMMITTEE	467.40
		TOTAL	467.40
PARKS	SCHIMBERG CO.	SUPPLIES	339.34
		TOTAL	339.34
LIBRARY GIFT	ACH FOAM TECHNOLOGIES	SUPPLIES	150.00
	AMAZON	LIBRARY MATERIALS	147.17
	DECAIRE, JERRY	WORKSHOP	550.00
	FAREWAY STORES	SUPPLIES	43.49
	MUVCHAT	SINGLE EVENT	35.00
	TUMBLEWEED PRESS INC.	SUBSCRIPTION	299.50
	VISA	POSTAGE AND SUPPLIES	3.97
		TOTAL	1,229.13
WATER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	61.81
	ALTORFER	SUPPLIES	1,239.00
	HOWREY, WILLIAM	MILEAGE REIMB	38.42
	POSTMASTER	BULK MAILING WATER BILLS	819.81
	WAL-MART	SUPPLIES	33.64
	WATER SOLUTIONS UNLIMITED	CHEMICALS	1,822.25
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	40.65
		TOTAL	4,055.58
WATER DIST	ACE-N-MORE	SUPPLIES	219.07
	ALLIANT ENERGY	ALLIANT ENERGY	42.38
	ARNOLD MOTOR SUPPLY	SUPPLIES	714.07
	HIWAY SERVICE CENTER	SUPPLIES	20.14
	IOWA ONE CALL	SERVICE	12.80
	MIDWEST WHEEL	SUPPLIES	69.95
	PRODUCTIVITY PLUS	CUTTING EDGE	519.00
	SCHIMBERG CO.	PARTS AND SUPPLIES	5,014.13
	USA BLUEBOOK	DESCALER	263.41
	UTILITY EQUIPMENT CO	SADDLE	315.00
		TOTAL	7,189.95
SEWER PLANT	ALLIANT ENERGY	WWTP SERVICE	8,178.64
	ARNOLD MOTOR SUPPLY	SUPPLIES	168.70
	ATCO INTERNATIONAL	SUPPLIES	241.75
	CERTIFIED LABORATORIES	SUPPLIES	742.74
	ENVIRONMENTAL RESOURCE ASSOCIATES	EPA AUDIT SAMPLES	317.54
	GREINER DISCOUNT TIRES	TIRES	769.44
	STEVE'S SALES & SERVICE	CONVERTER	613.89
	TESTAMERICA LABORATORIES INC	TESTING FEES	602.70
	TOM YOUNG SERVICE	REPAIR AND CLEAN NOZZLE	32.40
	TUSING, DELEN	REIMBURSEMENT	50.00
	UNITED LABORATORIES	DEGREASER	563.40
	USA BLUEBOOK	AIR FILTERS AND DIGESTER P	2,187.16
		TOTAL	14,468.36
SEWER COLLECT	ACE-N-MORE	SUPPLIES	433.52
	ARNOLD MOTOR SUPPLY	SUPPLIES	498.81
	CERTIFIED LABORATORIES	SUPPLIES	476.12
	CHEMSEARCH	SUPPLIES	369.73
	GREINER DISCOUNT TIRES	TIRES	257.80
	HIWAY SERVICE CENTER	SUPPLIES	77.94
	KIMBALL MIDWEST	SUPPLIES	109.87
	PIONEER RESEARCH CORP	SEWER CLEANER	1,038.55
		TOTAL	3,262.34
SEWER PLANT CAP PROJ	IOWA PUMP WORKS INC	PUMP RENTAL LEXINGTON LIFT	900.00
		TOTAL	900.00

SANITATION	WASH CO. HUMANE SOCIETY	MARCH COLLECTIONS	452.00
	LUKE WASTE MANAGEMENT	REFUSE AND RECYCLING/BULKY	24,885.25
		TOTAL	25,337.25
SELF INSURANCE	WELLMARK BC/BS	3RD PARTY EBS	450.00
		TOTAL	450.00
		TOTAL	112,078.64

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Illa Earnest, City Clerk
Kevin Olson, City Attorney*



*City of Washington
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Washington, Iowa 52353
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Memorandum

DATE: March 31, 2015

TO: City Council
CC: City Administrator

From: Kelsey Kranz
Finance Director

A handwritten signature in blue ink, appearing to read "Kelsey Kranz", is written over the printed name and title.

RE: Procedures and Segregations of Duties

Below, please find a narrative addressing our current procedures and segregation of duties for each procedure.

Billing

Utility rates are recommended by the City Administrator and approved by City Council prior to any rates being changed in the Utility billing system. Rates are entered by the Utility Billing Clerk and reviewed by the City Administrator. The Utility Billing Clerk downloads water meter readings from the handheld readers into Incode to start the bill calculation process. She then runs the bill calculation, prints each "book" (a book is a section of water meters – we have 7) and goes through printouts to find any unusual bills or items that produce errors. When this is approved, the system locks in the calculation for the bills to be printed. Bills are printed by "book" and torn apart and separated by the Administrative Assistant, Utility Billing Clerk and occasionally the Finance Director when there is a time crunch. As they are torn, each bill is looked at for unusually high bills, final bills, and out of town addresses. If any high bills are spotted in this process, there is an adjustment that can be made to change those individual bills. All bills are sent out the last business day of the month.

Segregation of duties: Our process is segregated as much as possible for billing due to the recommendation and approval being done by someone other than the Utility Billing Clerk. It is a good control to have the rates reviewed by the City Administrator once they are entered by the Utility Billing Clerk. In this particular process I would suggest we have someone independent of the utility billing to observe the rates being entered in the system, just to add another control and then still have the City Administrator review. The system calculates all the bills based on consumption and rates, which is another valuable control the City has.

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Revenue/Receipts

Currently, almost all revenue received by the City is entered in at the front counter. The exceptions to this rule are non-reoccurring automatic deposits in our bank account that are entered via journal entry by the Finance Director at the end of the month. The Administrative Assistant is the primary person to enter the revenue into the computer system. The Utility Billing Clerk is the first back up to enter and the Finance Director is the second backup. Each group of revenue we receive are in "batches" which are reconciled to the computer system when a deposit is prepared by the Administrative Assistant. Deposits are prepared daily. Deposits are then given to the Finance Director to take to the bank. The receipt from the deposit taken is then compared to the original deposit slip by the Administrative Assistant. When unusual revenues are received, the Administrative Assistant consults with the Finance Director to determine the correct place to code the revenue.

Segregation of duties: It is a good control to have all our payments entered into the computer system. Entering the payments cut down on the amount of journal entries needed to add automatic deposits in our account as well as gives a good comparison when reconciling payments to complete a deposit. Something I would recommend if we had the ability to, would be to have someone independent of the revenue/receipts prepare the deposit. With our current staffing, I'm not sure that would be something we could implement, but we could have the Utility Billing Clerk prepare the deposit every so often. Then there would be a little more control implemented to safeguard the money received.

Mail Receipts

The City Clerk picks up the mail everyday and goes through the items received. On a periodic basis, she prepares a mail listing of all payments received, which are then entered in the system by the Administrative Assistant. The log indicates the payer, address, type of payment, date and amount which is then initialed by both the City Clerk and the Administrative Assistant as she is entering the payments to ensure all mail payments are accounted for.

Segregation of Duties: We currently have great controls in this area. Prior to a few months ago, we didn't have a mail log so we wouldn't know if we received a payment in the mail or not. This allows us to have a log if there was ever a question about receiving a payment. Granted, we don't have time to complete the log daily, but we are completing the log on a fairly regular basis.

Investments

The City's current investments lie solely in IPAIT and Certificates of Deposit. Each CD is bid out by the Finance Director to all the local banks. The highest bid is determined by the Finance

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Director, who then contacts that bank to set up a CD. This is done the same day as the bid. Depending on what bank the CD is at determines how the funds are moved to fulfill that CD. At our current bank, the Finance Director signs a withdrawal from the account to be transferred over to the CD account. If the funds are with a different bank, a wire transfer is used and generally requires two signatures to complete this action, depending on where the money is going. Once the CD is setup, the CD is brought to city hall to make copies to be accounted for in the system. Then, the Finance Director puts the CD in the City lockbox until it is matured. When CDs are matured, the Finance Director deposits them into the main bank account or transfers them, depending on when a new CD is opened.

Segregation of Duties: We need to strengthen the controls on Investments due to the Finance Director accounting for the investments, bidding them and taking custody of them. It would be ideal for an independent person to sign the withdrawal to open the CD and take custody of it. For the future, the City Clerk will handle all withdrawals from the bank account and cashing out of CD's to separate the accounting/recording function and the custodian function. A control that we do have involves the City Council review because all investments are listed on the Monthly Treasurers reports and show how the City's cash is made up.

Disbursements/Expenditures/Payables

Individual departments make the necessary purchases for their needs. They turn in expenses to the Utility Billing Clerk and the Administrative Assistant with an account number and their approval. These are written up on claims sheets and entered into the accounting system by the Administrative Assistant (responsible for vendors A-K) and the Utility Billing Clerk (responsible for vendors L-Z). Department heads can approve up to \$1,000. The City Administrator may approve anything \$1,000-\$5,000. Anything over \$5,000 is approved by council on the Consent Agenda. The claims list is prepared by the Finance Director prior to the City Council meeting for the expenses to be reviewed at that time. The City Council approves the claims at the Council meetings. The following day, all claims sheets are returned to the Utility Billing Clerk who then prints the checks. Once the checks are printed, they are signed and looked over (we require dual signatures on ever check) by the City Administrator and the City Clerk. The Finance Director is a back up check signer. After the checks are signed they are returned to the Utility Billing Clerk and the Administrative Assistant to send out and attach the file copy of the check stub to the claim sheet to be filed.

The City also has issued 12 credit cards to department heads to use when needed. These expenses are coded the same as any other expense and are included in the Claims list that is submitted to Council as well as a summary of all the expenses which is provided by the Finance Director.

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Segregation of duties: We have excellent controls in regards to the disbursement procedures. The Finance Director is a 3rd back up for expense entry into the system, check writing, and also check signing. If someone vital to the process is out of the office, it is likely the Finance Director is stepping in to perform their duties, whether it be entry into the system, checking writing, or signing. When an absence occurs, there is a segregation of duties issue, but that is not the norm.

Journal Entries/Month End Balancing

Almost always, journal entries are performed at the end of the month to record certain items that are not entered in throughout the month, mainly due to unusual automatic deposits in our bank account or automatic withdrawals. The Finance Director makes all the journal entries and ensures the accounts/bank are balanced after each month end. After this is done, the results are submitted to the Council in the form of the Financial Commentary, Financial Summary spreadsheet, and Treasurer's Reports. The City Administrator looks over the Revenue/Expenditure Report each month and makes comments and asks questions when needed. The bank reconciliation is now reviewed by the City Clerk.

Segregations of duties: The biggest issue we have is regarding journal entries. The Finance Director making the journal entries, approving them and posting them is not segregated due to it being completed solely by one individual. For our city operations, I think a good control would be to add a review by the City Administrator of the journal entries. This would provide an extra control in having an approval other than the Finance Director. The controls for the Month End Balancing have been improved by adding the review of journal entries and bank reconciliations, allowing any necessary questions to be asked. Another control we have is that council receives all Treasurers Reports including every fund balance and every bank account balance. Council has the ability to ask questions if anything catches their attention.

Payroll

The Finance Director is responsible for the Human Resource duties. The City Administrator/Department Heads are responsible for the hiring. Once a person is hired, the Finance Director gets necessary paperwork to the new employee and sets up the employee in the system and with insurance needs if necessary. Timesheets are approved by the department heads and submitted to the Administrative Assistant. All payroll entry is handled by the Administrative Assistant. Once everything is entered, a calculation report is run and checked over by the Administrative Assistant. On occasion the Finance Director reviews to check rates and deductions. The checks are then printed by the

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Administrative Assistant and reviewed and signed by the City Administrator and City Clerk (Finance Director is back up). Lastly, checks are distributed biweekly on Fridays by the Administrative Assistant.

Segregation of duties: In the past the person with Human Resources duties also performed payroll. With the HR duties and payroll duties segregated, we enhanced controls in this area immensely. Another good control is having the review of checks by the City Administrator.



JOHN DEERE

Quote Summary

Prepared For:

City Of Washington
IA
Home: 319-4610624

Prepared By:

Brian Sieren
Farmers Supply Sales, Inc.
1409 E Avenue
Kalona, IA 522471205
Phone: 319-656-2291
fssikl@farmers-supply.com

Quote Id: 11100965

Created On: 19 March 2015

Last Modified On: 19 March 2015

Expiration Date: 30 April 2015

Equipment Summary

	Suggested List	Selling Price	Qty	Extended
JOHN DEERE Z930R Commercial Ztrak	\$ 12,724.00	\$ 9,597.09 X	1 =	\$ 9,597.09

Equipment Total

\$ 9,597.09

Trade In Summary

	Qty	Each	Extended
2005 JOHN DEERE 797 MID ZTRAK WITH 60" DECK - tc0797b020208	1	\$ 2,602.09	\$ 2,602.09
PayOff			\$ 0.00
Total Trade Allowance			\$ 2,602.09

Trade In Total

\$ 2,602.09

Quote Summary

Equipment Total	\$ 9,597.09
Trade In	\$ (2,602.09)
SubTotal	\$ 6,995.00
Total	\$ 6,995.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 6,995.00

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

Quote Id: 11100965

JOHN DEERE Z930R Commercial Ztrak				
Hours:				Suggested List
Stock Number:				\$ 12,724.00
				Selling Price
				\$ 9,597.09
Code	Description	Qty	Unit	Extended
2181TC	Z930R Commercial Ztrak	1	\$ 12,119.00	\$ 12,119.00
Standard Options - Per Unit				
001A	United States and Canada	1	\$ 0.00	\$ 0.00
1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	1	\$ 0.00	\$ 0.00
1504	60 In. 7-Iron PRO Side Discharge Mower Deck	1	\$ 270.00	\$ 270.00
2001	Deluxe Comfort Seat with Armrests and Isolation	1	\$ 195.00	\$ 195.00
Standard Options Total				\$ 465.00
Other Charges				
	Freight	1	\$ 100.00	\$ 100.00
	EnviroCrate	1	\$ 40.00	\$ 40.00
Other Charges Total				\$ 140.00
Suggested Price				\$ 12,724.00
Customer Discounts				
Customer Discounts Total			\$ -3,126.91	\$ -3,126.91
Total Selling Price				\$ 9,597.09



Quote Summary

Prepared For:

City Of Washington
 215 E Washington
 Po Box 516
 Washington, IA 52353
 Business: 319-653-6584

Prepared By:

Bowen Yoder
 Sinclair Tractor
 2495 Hwy 92
 Washington, IA 52353
 Phone: 319-653-6501
 bowen@sinclairtractor.com

Quote Id: 10692806
Created On: 12 December 2014
Last Modified On: 12 December 2014
Expiration Date: 31 December 2014

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE Z930R Commercial Ztrak	\$ 13,257.80	\$ 10,000.00 X	1 =	\$ 10,000.00

Equipment Total **\$ 10,000.00**

Trade In Summary	Qty	Each	Extended
2005 JOHN DEERE 797 - TC0797B020208	1	\$ 1,250.00	\$ 1,250.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 1,250.00

Trade In Total **\$ 1,250.00**

Quote Summary

Equipment Total	\$ 10,000.00
Trade In	\$ (1,250.00)
SubTotal	\$ 8,750.00
Total	\$ 8,750.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 8,750.00

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

Quote Id: 10692806

Customer: CITY OF WASHINGTON

JOHN DEERE Z930R Commercial Ztrak

Hours:

Stock Number:

Suggested List

\$ 13,257.80

Selling Price

\$ 10,000.00

Extended

\$ 12,119.00

Code	Description	Qty	Unit
2180TC	Z930R Commercial Ztrak	1	\$ 12,119.00

Standard Options - Per Unit

0202	United States and Canada	1	\$ 0.00	\$ 0.00
1504	60 In. 7-Iron PRO Side Discharge Mower Deck	1	\$ 270.00	\$ 270.00
2001	Deluxe Comfort Seat with Armrests and Isolation	1	\$ 195.00	\$ 195.00

Standard Options Total

\$ 465.00

Other Charges

Freight	1	\$ 423.80	\$ 423.80
Setup	1	\$ 250.00	\$ 250.00

Other Charges Total

\$ 673.80

Suggested Price

\$ 13,257.80

Customer Discounts

Customer Discounts Total

\$ -3,257.80

\$ -3,257.80

Total Selling Price

\$ 10,000.00

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Memorandum

DATE: March 25, 2015

TO: City Council
CC: City Administrator

From: Kelsey Kranz
Finance Director

RE: Banking Services RFP

Back in October 2010, the City requested proposals for a 3 year banking services agreement. Washington State Bank was chosen as our primary financial institution of which we have our main account and has thus far been a very successful relationship. We are well past the 3 year agreement timeframe and need to evaluate the best option for the City as far as banking services. Please refer to the Request for Proposals for Banking Services document I am planning on sending out April 8th, with council's approval, to make sure the City is receiving the highest quality banking services that Washington has to offer. I am proposing this change would take effect August 1st, 2015 due to July being the beginning of the new fiscal year.

I will submit the RFP to the following financial institutions:

- Community 1st Credit Union
- Federation Bank
- Hills Bank and Trust (Estimated opening date is May 18th for Washington Branch)
- U.S. Bank
- Washington State Bank
- West Chester Savings Bank

Thanks

Kelsey

City of Washington, Iowa **Request for Proposals for Banking Services**

OVERVIEW

1. The purpose of this RFP is to solicit proposals from financial institutions to provide banking services to the City of Washington. The primary objectives are:
 - a. To provide qualified financial institutions with an equal opportunity to submit a proposal
 - b. To provide the information necessary for preparation of proposals
 - c. To provide the City of Washington with a basis for evaluation of the services offered

2. The intent of the City of Washington is to select one financial institution to provide the highest quality banking services at the lowest cost for a period of five years. The City of Washington reserves the right without prejudice to reject any or all proposals and to accept or reject any item or combination of items in any proposal. Any proposal received by the City of Washington will be valid and binding for a period of thirty (30) days beyond the submission deadline.

3. To be considered to provide the City of Washington's banking services, one copy of the bid form pages 6-11 must be submitted to:

Illa Earnest, City Clerk
215 E. Washington Street
Washington, IA 52353

no later than 5:00 p.m. on May 8, 2015. All proposals will be evaluated and the City Council will make its selection at their regular meeting on May 19, 2015 based upon the recommendation of the Finance Director and City Administrator to be effective August 1, 2015.

4. All inquiries regarding this RFP should be directed to:

Kelsey Kranz
Finance Director
215 E. Washington Street
Washington, IA 52353
(319) 653-6584
fax (319) 653-5273
[e-mail: kkranz@washingtونيowa.net](mailto:kkranz@washingtونيowa.net)

5. Samples of bank forms and reports, when requested, will be furnished free of any expense to the City of Washington. In addition, the City of Washington will not pay for any information requested, nor is it liable for any costs incurred by the financial institution in the preparation of this proposal.

6. Criteria for evaluation of proposals will be:

- a. Legal and other qualifications have been met by the proposing financial institution
- b. Completeness of the proposal

- c. Financial strength of the financial institution
 - d. Qualifications and expertise of the financial institution's staff
 - e. The financial institution's community involvement program
 - f. Availability of services within this RFP
 - g. Cost of services proposed
7. During the evaluation process, the City of Washington reserves the right to request additional information or clarifications from financial institutions submitting proposals, or to allow corrections of errors or omissions. At its discretion, the City of Washington may request any one or all financial institutions submitting proposals to make oral presentations as part of the evaluation process. All proposals become the property of the City of Washington and will not be returned to the financial institution.
 8. The financial institution warrants that no person or selling agency has been employed or retained to solicit and secure business upon an agreement of understanding for commission, percentage, brokerage, or contingency except employees or selling agents maintained by the financial institution for the purpose of securing business.
 9. The financial institution shall comply with the requirements of federal, state, and local law and regulations to ensure that no employee or applicant for employment is discriminated against because of race, sex, age, religion, national origin, mental or physical handicaps, or any other prohibited factor.
 10. Iowa Code Chapter 12C requires that a depository be an "approved depository" as designated by the State Treasurer's Office, in order to accept deposits of public in excess of federal deposit insurance. The financial institution shall collateralize all City of Washington accounts in accordance with Chapter 12C.
 11. The City reserves the right to give preference to financial institutions that maintain a full service office or branch in Washington, Iowa.
 12. The City of Washington is exempt from state and local sales and use taxes on services provided by the financial institution.

PROPOSAL PREPARATION

Financial institutions submitting a proposal for the service categories described in this RFP shall provide information on the following three items:

1. Discussion of the financial institution's qualifications and experience.
 2. Response to the requirement listed under the service category.
 3. Completion of the bid form and accompanying information for the service category.
1. **Financial Institution's Qualifications and Experience.** In this section of the proposal, document the organization, experience, size and stability of the financial institution and specific qualifications for the service category.
 - a. Name the account representative(s) who will be working most closely with the City of Washington and describe their background and qualifications.
 - b. Include copies of the financial institution's most recent Annual Report and audited financial statements.
 2. **Requirements.** This section of the proposal should address the requirements listed for the service category that is bid on.
 - a. Where appropriate, describe the work that will be done by the financial institution to meet each requirement. Include samples of reports and other information to be provided to the City of Washington.
 - b. Include additional or alternative services that the financial institution can provide for the account type being addressed.
 - c. Describe any exceptions to the requirements.
 3. **Bid Forms.**
 - a. All questions on the bid forms must be answered.
 - b. If volume discounts are available on specific services, explain on bid form.

BANKING SERVICES OFFERED FOR BID

This RFP seeks responses to the following service categories:

1. Basic Depository Services
2. Automated Clearing House Services
3. Investment Services
4. ACH transfers
5. Credit Card Processing Services

The remainder of this section of the RFP presents a general description of current City of Washington practices and the specific requirements of each service category.

1. **Basic Depository Services.** The City of Washington maintains one principal operating account for daily deposits and A/P and Payroll check writing, when needed. This account is a Corporate Investment Account. Deposits are delivered to the bank on business days by City of Washington employees.

A breakdown of balances for the prior year is provided your review. The City does not guarantee this to be representative of all future balances as cash flow requirements, capital project construction activities and grant availability greatly influence these totals.

Month	General Account EOM Balance	Outstanding AP/Payroll	Outstanding Investment	Total
July 13	787,723	156,322	6,836,137	7,467,538
August 13	264,924	91,963	7,083,519	7,256,480
September 13	764,652	77,940	6,834,560	7,521,272
October 13	633,552	214,025	7,851,441	8,270,968
November 13	569,492	50,615	7,851,513	8,370,390
December 13	748,297	121,486	7,350,346	7,977,158
January 14	517,014	70,658	7,596,553	8,042,909
February 14	569,298	54,733	7,710,055	8,224,620
March 14	585,258	53,503	7,958,835	8,490,592
April 14	2,295,200	65,255	7,458,902	9,688,847
May 14	2,127,531	44,369	6,958,967	9,042,129
June 14	1,353,693	115,745	6,939,013	8,176,961

Requirements for basic services are:

- a. The financial institution will credit the account for all deposits in accordance with its availability schedule. Please attach a copy of the availability schedule and indicate the cut-off time for same- day credit of deposits.
- b. The financial institution must have direct access to the check clearing and collection services of the Federal Reserve.
- c. The financial institution must have direct, electronic access to the Federal Reserve wire network and immediately wire transfer funds as requested by authorized personnel of the City of Washington.
- d. The financial institution will provide the City of Washington with on-line electronic access to account information, balances, etc., through an internet site.
- e. The financial institution will prepare monthly bank statements reflecting all activity for the City of Washington account(s) including supporting documentation and imaged cancelled checks, and they must be provided to the City of Washington within three (3) business days after the last calendar day of each month. (Include a sample bank statement)
- f. The financial institution will provide reconciliation services for the checking account which will include a listing, by check number, of the checks paid including the amount and the date paid. (Include sample if different from bank statement)
- g. The financial institution will present returned checks twice for collection.
- h. The financial institution will provide on request, coin and currency orders.
- i. The financial institution must have the ability to research deposit items and provide timely information on these items. Indicate the average length of time for resolution on the following research items:
 1. Dollar amount of item
 2. Total amount of batch and deposit ticket

3. Copy of an item (this may be accomplished with online e-banking)
 - j. The financial institution must provide signature guarantee services.
 - k. If the financial institution can offer any innovative services or cost-saving ideas concerning the City of Washington depository account, please describe them.
2. **Automated Clearing House Services.** The City of Washington initiates ACH debit transactions for customer direct payments for utility billing and ACH credit transactions for payroll. The City of Washington transmits ACH transactions to the bank via Internet TCP/IP connection.

Requirements for ACH Services are:

- a. The financial institution will provide the following information on all returned ACH debits and credits posted to the City of Washington's account:
 1. Name on the original transaction
 2. Whether return item is a debit or credit
 3. Amount of the returned item
 4. Effective date of original transaction
 5. Receiving bank routing number
 6. Receiving bank account number associated with original transaction
 7. Reason for return
 - b. The financial institution will provide the City of Washington with any changes or updates to the ACH file records.
 - c. The financial institution must have the ability to receive ACH file information via Internet TCP/IP connection.
 - d. The financial institution will furnish bank statements that reflect all ACH activity no less than monthly. For payroll ACH activity, a statement for each payroll is required. Include a sample of a statement showing ACH transactions. Please indicate if such bank statements can be provided via the internet (e-banking).
 - e. The financial institution must have direct, electronic access to the Federal Reserve wire network and immediately wire transfer funds as requested by the City of Washington.
 - f. If the financial institute can offer any innovative services or cost savings ideas concerning the City of Washington ACH account, please describe them.
3. **Investment Services.** The investment of funds by the City of Washington is governed by Iowa Code, Chapter 12C. In addition, investments must be made in accordance with the investment policy of the City of Washington. In addition to investing operating funds, the City of Washington invests bond proceeds held for future projects. The City of Washington currently has one account, a Corporate Investment Account that serves as the operating account for payroll and A/P, as well as an investment account. The target balance in the Corporate Investment Account is \$500,000. In the event the City wishes to invest in other types of investment accounts, the requirements for investment services shall be:
 - a. The financial institution shall purchase investments in accordance with the investment policy of the City of Washington and Iowa Code, Chapter 12C.

- b. For overnight investment of funds in excess of required balances, the financial institution shall provide a sweep arrangement that meets the requirements of the investment policy of the City of Washington and Iowa Code, Chapter 12C.
 - c. The financial institution must have direct, electronic access to the Federal Reserve wire network and immediately wire transfer funds as requested by the City of Washington.
 - d. The financial institution will send a confirmation notice to the City of Washington for each investment purchase.
 - e. The financial institution will send a maturity notice to the City of Washington as each investment matures.
 - f. The financial institution will prepare a monthly investment account statement reflecting all activity of the City of Washington.
 - g. The financial institution will provide safekeeping services for the City of Washington investments.
 - h. If the financial institution can offer any innovative services in the investment area, please describe them.
4. **Merchant Credit Card Services.** The City of Washington would like to accept credit card transactions for the payments accepted at City Hall (e.g. utilities, refuse collection fees and park and recreation fees).

Requirements for Credit Card Services shall be:

- a. The financial institution shall provide 24-hour customer assistance.
 - b. The financial institution shall credit the City of Washington account within a period of 24-48 hours.
 - c. The financial institution shall provide all credit card supplies other than hardware.
 - d. The financial institution shall provide monthly statements that reflect all credit card deposits and clearly reflect fees charged to the City of Washington's operating account.
5. **Purchase Credit Card Services.** The City of Washington uses VISA credit cards for purchases of supplies and services by departments. The City currently uses 12 cards.
- a. The financial institution shall provide 24 hour customer assistances to include fraud prevention.
 - b. The financial institution shall provide electronic access to account management to establish security, card holders, limits, account structure and grouping of card reporting.
 - c. The financial institution shall provide electronic access to an unlimited number of users to monitor or change account activity with a minimum of: name of card holder, name of vendor, item purchased, date, amount, separate fill-able fields for a definition and internal account numbers.
 - d. The financial institution shall provide monthly statements that reflect all credit card charges and clearly reflect fees charged to the City of Washington operating

account.

- e. The financial institution shall provide valid TIN on all vendors used with analysis available at least annually to prepare 1099s.

BID FORMS

The financial institution must use the bid forms on the following pages in preparation of its proposal.

REFERENCES

1. Provide names and phone numbers of three references, preferably within the government environment or with comparable volumes, who have been using the services requested in this RFP for more than one year.
2. Provide any additional information that you believe to be relevant to this RFP and your capabilities to provide the services requested (e.g., product brochures, articles in trade journals, etc.)

TRAINING

Describe the bank's philosophy and methodology of training for e-banking. Who and where will city staff be trained?

City of Washington
Banking Services Bid Form
For
Basic Depository Services

Financial Institution _____

- A. Charges. Please use Tally Sheet for service descriptions, estimated annual activity and to record fees.
- B. Describe the financial institution's ability to collateralize the City of Washington's deposits including limits to the amount of deposits that can be accepted. Is a fee assessed to collateralize deposits? Is so, how will these charges be calculated?
- C. Describe the financial institution's ability to provide the City of Washington with electronic access to account information. If there is a charge for this service, how will it be calculated?
- D. Describe the availability of and cost related to Master Card or Visa credit cards as well as the cost and availability of debit cards.
- E. Describe any other services not listed above that will be needed for the financial institution to meet the specifications of the RFP that will result in bank charges and explain how charges will be calculated.
- F. How are deposit items determined to be charged as on-us, local or out-of-state? Is it on a per-item basis or is a formula used?
- G. What is the financial institution's cut-off for receiving deposits to be credited to the account on the same day?
- H. Are volume discounts available for services? Describe the method used by the financial institution to determine volume discounts.

I. What method does the financial institution use to determine the earnings credit?

J. As noted, the City of Washington currently has one account that serves as an operating account as well as an investment account. In the event the City wishes to change accounts, what procedure is required with the financial institution to implement such a change?

K. Describe the interest rate formula used by the financial institution.

City of Washington
Banking Services Bid Form
For
Automated Clearing House Services

Financial Institution _____

- A. Charges. Please use Tally Sheet for service descriptions, estimated annual activity and to record fees.
- B. Describe any other services with regard to ACH services not listed above that will be needed to meet the specifications of the RFP and will result in bank charges.
- C. How are ACH items determined to be charged as on-us, local or out-of-state? Is it on a per item basis, or is a formula used? If a formula, please describe.
- D. The City of Washington submits ACH files for a Friday payroll. What is the deadline for submission for this Friday settlement? Is the deadline different for debit and credit items?
- E. What is the deadline for making corrections to a file already submitted to the financial institution? How must these corrections be submitted?

City of Washington
Banking Services Bid Form
For
Investment Services

Financial Institution _____

A. Charges. Please use Tally Sheet for service descriptions, estimated annual activity and to record fees.

B. Describe any other investment services not listed on this form that will be needed to meet the requirements of the RFP that will result in bank charges. How will the charges be calculated?

C. Are charges for investment purchases included in the account analysis or charged on a per transaction basis?

City of Washington
Banking Services Bid Form
For
Merchant Credit Card Services

Financial Institution _____

A. Charges. Please use Tally Sheet for service descriptions, estimated annual activity and to record fees.

The City of Washington does not currently accept credit card payment for utilities, refuse collection and recreation/park fees. As such, we do not know the volume for such payments. In addition, please describe the availability/ability to access the internet for the payment of all City fees. The City currently does not have this capability, but is interested in exploring the possibility of payments taken through the website. Also please describe other products and support services available to the City of Washington in the electronic banking area.

The undersigned financial institution agrees to all conditions as set forth in this proposal unless otherwise noted:

Financial Institution _____

Signed _____

Title _____

Date _____

Address _____

Phone _____ Fax _____ E-mail _____

**City of Washington
Banking Services Tally Sheet**

Service Description	Balance/Volume	Pricing
Operational Bank Account:		
Ledger Credits		
Ledger Debits		
Deposit Items – on us		
Deposit Items – local		
Deposit Items – Iowa		
Return Items		
Return Items – Reclear		
Electronic Deposits		
Electronic Withdrawals		
Stop Payment		
Wire Transfer In		
Wire Transfer Out		
Account Maintenance Fee		
Check Imaging Fee		
Night Depositor		
Large Safety Deposit Box		
Pre-numbered Deposit Slips		
General Accounting Charges		
Deposit Deadline		
Automated Clearing House:		
Monthly Maintenance (annualized)	12	
Settlements		
Deadline for Credits Items		
Deadline for Debit Items		
Debits/Credits		
Returned Item-debit/credit		
Prenote		
Electronic Banking:		
Posting Frequency		
Account Inquiry		
Multiple Account Inquiry		
Transfers Between Accounts		
Stop Payments		

City of Washington
Banking Services Tally Sheet *(continued)*

Investment Services:		
Investment Purchase		
Safekeeping		
Merchant Credit Card Services:		
Credits		
Average Ticket Size		

**This is Task Order No. 3424-15A,
consisting of 4 pages**

Task Order

In accordance with paragraph 1.01 of the Master Agreement Between Owner and Engineer for Professional Services dated May 1, 2013 ("Agreement"), Owner and Engineer agree as follows:

Specific Project Data

- A. Title: West 5th Street Parallel Water Main
- B. Description: Design, permitting, bidding, and construction services related to installation of approximately 4,700 lineal feet of new 8-inch diameter water main. The new water main will begin with a connection at the 16-inch water main that is located south of the new water tower (north of the intersection of F Avenue and West 5th Street) and will end with a connection near the southeast corner of the intersection of West 5th Street and Highway 1/92. Water main is expected to be installed in existing public right-of-way, on City owned properties, or within acquired easements. The purpose of this new parallel main was described in the *Water System Facility Plan, City of Washington, IA, April 2013*. The work shall include two water main piping connections to the existing distribution system, isolation valves, water main appurtenances, storm water pollution prevention measures, and surface restoration of backfilled trench areas. It is assumed that any street crossings will be done by trenchless means.

1. Services of Engineer

Exhibit A shall apply to this project in its entirety, with the following exceptions and additions:

A1.01 Study and Report Phase – Not included; study and report phase has already been completed and revisions are not anticipated to be necessary.

A1.02 Preliminary Design Phase – per Exhibit A, except as follows:

- 1. FOX will use the LIDAR topographic data supplemented with topographic field survey of the project's anticipated work areas. The LIDAR data is sufficient for route selection except where more detailed information is required such as road and stream crossings. The base coordinates for the survey will be based on State Plane coordinates. Survey work does not include a boundary survey or legal property definition.
- 2. The Engineer will advise the Owner on the need for geotechnical investigations. Geotechnical investigations will be performed by others under separate contract with the Owner.
- 3. Engineer will provide analysis and discussion of up to two preliminary design alternative alignments. City shall direct the Engineer which alternative to use for final design.
- 4. Engineer will provide a design meeting to discuss the Preliminary Design Phase documents and project coordination.
- 5. The Engineer will advise the Owner on the need for Easement negotiation. Easement negotiations will be performed by others under separate contract with the Owner.
- 6. Submit to Owner three hard copies and one electronic copy of the Preliminary Design Phase documents.

A1.03 Final Design Phase – per Exhibit A, except as follows:

- 1. The Engineer shall prepare the IDNR Construction Permit Application to be executed and submitted by the Owner.
- 2. Design shall include an IDNR SWPPP plan.
- 3. Engineer shall determine if a traffic control plan is necessary, and if so, the Engineer shall provide with the Bidding Documents.
- 4. The design work does not include meeting with property owners to discuss the project.
- 5. Submit to Owner three hard copies and one electronic copy of final Bidding Documents and a current opinion of probable Construction Cost.

6. One construction bid package (one prime contract) is assumed for the project.

A1.04 Bidding Phase – per Exhibit A, except as follows:

1. The Engineer shall provide the following additional Bidding or Negotiating Phase tasks or deliverables:
 - a. Prepare Notice of Public Hearing and Invitation to Bid for publication by the Owner.
 - b. Review supplier submittals for pre-approval of base bid equipment.
 - c. Prepare and distribute signatory copies of the Notice of Award and Contract Documents.
 - d. Prepare and distribute signatory copies of the Notice to Proceed.
2. The Engineer shall attend bid opening and public hearing.
3. Bidding Documents - The Engineer shall prepare and distribute a sufficient number of paper copies of project documents (including drawings, plans, specifications and addenda) to prospective bidders, subcontractor bidders, suppliers and contractor plan room services.

A1.05 Construction Phase – per Exhibit A, except as follows:

1. RPR Services will be provided by the Engineer on a part-time basis. The hourly estimate fees are based on 30 working days for this project and assumes RPR to be utilized two to three days a week and/or as the work dictates.
2. Engineer shall provide construction staking services in general conformance with SUDAS.
3. Engineer shall attend and administer the preconstruction meeting and no more than 2 progress meetings and site visits. Additional site visits shall be performed as an additional expense.
4. Once the Work is substantially complete, the Engineer shall make 1 site visit and prepare a punch list for items to be completed prior to final acceptance of the project.
5. Construction phase services are based on construction duration of two (2) months.

A1.06 Commissioning and Post Construction Phase – per Exhibit A, except as follows:

1. Prepare record drawings based on Contractor furnished information.

A.2.01 Additional Services Requiring Owner's Authorization in Advance – per Exhibit A, except as follows or as specifically identified in this document as part of other phases of work:

1. Property/Easement Acquisitions – If necessary and requested by the Owner, the Engineer will provide services associated with aiding the Owner in obtaining property or easements (temporary or permanent). The Engineer will provide easement descriptions to be filed by the City, prepare documents for public meetings, attend public meetings, and assist in acquiring the easements as per Chapter 6B of the Code of Iowa.

Exhibit D shall apply to this project in its entirety.

2. **Owner's Responsibilities**

Exhibit B shall apply to this project in its entirety.

Times for Rendering Services:

Phase	Days
<u>Preliminary Design Phase</u>	<u>60 days</u>
<u>Final Design Phase</u>	<u>30 days</u>
<u>Bidding Phase</u>	<u>30 days</u>
<u>Construction Phase</u>	<u>2 months (estimated)</u>
<u>Commissioning/Post Construction Phase</u>	<u>as required</u>

The above days are after the date of approval of the agreement and based on Owner providing the necessary information, comments, approvals, etc. to Engineer in a timely manner to allow work to proceed. If there are protracted delays for reasons beyond Engineer's control, the schedule will be adjusted to reflect such delays.

4. Payments to Engineer

Owner shall pay Engineer for services within each phase as follows:

Phase	Method of Payment	Amount
Preliminary Design Phase	Lump Sum	\$7,620
Final Design Phase	Lump Sum	\$13,250
Bidding Phase	Lump Sum	\$3,430
Bidding Documents	Reimbursable*	\$500
Construction Phase	Lump Sum	\$11,980
Construction Staking	Lump Sum	\$3,300
RPR Services (approximately 100 hrs)	Hourly*	\$9,030
Post Construction Phase Services	Hourly*	\$1,100

* Hourly/Reimbursable amounts are estimated amounts and not maximums. Engineer will request written authorization from Owner to continue such services should the accumulated hourly amounts charged for any given task or phase reach the estimated total amounts given above.

5. Engineer's Consultants:

The Engineer does not anticipate the need to use any subconsultants for this project.

6. Other Modifications to Master Agreement: None

7. Attachments: None

8. Documents Incorporated By Reference: None

Approval and Acceptance: Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Agreement. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, 2015.

Engineer

Signature Date

Steven J. Troyer, P.E.
Name

Principal
Title

Owner

Signature Date

Name

Title

Designated Representative for Task Order:

Rob Baker, P.E.
Name

Project Manager
Title

414 South 17th Street, Suite 107
Ames, IA 50010
Address

rjb@foxeng.com
E-Mail Address

515-233-0000
Phone

515-233-0103
Fax

Designated Representative for Task Order:

Brent Hinson
Name

City Administrator
Title

215 E. Washington Street
Address

E-Mail Address

Phone

Fax

**CITY OF WASHINGTON, IOWA
WASHINGTON, IOWA
NEW 0.5 MG ELEVATED WATER STORAGE TANK**

NOTICE OF PUBLIC HEARING AND INVITATION TO BID

Notice is hereby given that the City Council of the City of Washington, Iowa, will meet at the Council Chambers in the old public library at 120 East Main Street, Washington, Iowa, at 6:00 p.m. on May 5, 2015 at which time and place the City Council will hear objections to the proposed plans, specifications, form of contract, and estimated cost for the New 0.5 MG Elevated Water Storage Tank project.

Sealed Bids for the construction of the New 0.5 MG Elevated Water Storage Tank will be received, by City of Washington, Iowa, at the office of the City Clerk at City Hall, 215 East Washington Street, Washington, Iowa, until 2 pm local time on April 28, at which time bids will be publically opened and read aloud at City Hall. All bids received after the deadline for submission of bids as stated herein shall not be considered and shall be return to the late bidder unopened. Contractor assumes all risk associated with delivery of his or her bid to the office of the city clerk prior to the specified time deadline.

The Project consists of constructing a new 0.5 MG elevated water storage tank made of welded steel and spheroidal in shape for use with municipal potable water distribution facilities at a rural site along West 5th Street. In addition to the tank and its accessories, the project includes providing new water main and a gravel access road to the tank site from the street right-of-way. Minor electrical power service and controls are also included to integrate the new tank's controls with the existing high service pump controls.

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

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

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

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

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

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

The work under the proposed contract shall commence within thirty (30) days of the written "Notice to Proceed." The work shall be substantially completed within 435 days after the date when the Contract Times commence to run, and completed and ready for final payment within 465 days after the date when the Contract Times commence to run, subject to any changes granted by the Owner.

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

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

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

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

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

Bidding Documents may be accessed online by registering online with QuestCDN at www.questcdn.com. Following registration, complete sets of Bidding Documents may be downloaded from the website as portable document format (PDF) files. Bidders must input the Quest project cost number 3102255 on the website's search page. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, downloading, and printing digital project information. Website registration is necessary to ensure that prospective bidders are placed on the plan holders list and remain informed of addendum and other essential communications prior to the bid date. If the prospective bidder has a concern about the validity of the digital information downloaded from www.questcdn.com, then prospective bidder shall access the paper copies on file at the Owner's or the Engineer's office to verify the information in question.

Bids will be accepted only from Bidders prequalified by the Engineer. Contact Rob Baker, P.E., FOX Engineering, rjb@foxeng.com, (515) 233-0000 for assistance with bidder's prequalification. Bidders shall submit proof of qualifications to perform the Work as described in the Instructions to Bidders and Specification Section 13200.

This notice is given by order of the Council of the City of Washington, Iowa.

CITY OF WASHINGTON, IOWA

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

New 0.5 MG Elevated Water Storage Tank

City of Washington
Washington Iowa

Engineer's Opinion of Probable Cost

Item Description	Cost
General Requirements	\$78,500
Construction Contingency Allowance	\$18,000
Demolition of 0.2 MG Existing Elevated Water Storage Tank	\$25,000
Earthwork for Access Road	\$47,680
New Water Main, Valves, and Hydrants	\$67,950
Sewer and Drains, Trenching, Boring	\$30,500
Site work and Fencing	\$31,150
0.5 MG Elevated Water Storage Tank	\$1,325,000
Cathodic Protection System	\$17,000
Painting the City Name & Logo	\$20,000
Tank Mixing System	\$12,000
Deep Foundation for Tank	\$100,000
Electrical and Controls	\$40,000
Total OPCC	\$1,812,800

Construction testing provided by City \$15,000
 Engineering fees \$128,600
Project Total \$1,956,400

NOTICE OF HEARING AND LETTING

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS AND SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND ESTIMATE OF COST FOR CONSTRUCTION OF NORTH 6th AVENUE STORM SEWER PROJECT FOR THE CITY OF WASHINGTON, IOWA, AND THE TAKING OF BIDS THEREFOR

Notice is hereby given that the City Council of Washington, Iowa will meet in the Council Chambers at the old Public Library, 120 East Main Street, Washington, Iowa, at 6:00 p.m. on the 5th day of May, 2015, at which time a hearing will be held and said Council proposes to adopt plans, specifications, form of contract and estimate of cost for the construction of North 6th Avenue Storm Sewer Project and work incidental thereto for said City.

Sealed proposals will be received by the City Clerk of the City of Washington, Iowa, at City Hall, 215 East Washington Street, Washington, Iowa, until 2:00 p.m. on the 30th day of April, 2015, for the construction of North 6th Avenue Storm Sewer Project. Proposals will be opened and the amount of the bids announced by the City Clerk at the time and date specified above. Proposals will be acted upon by said City at the May 5th City Council Meeting or at such later time and place as then may be fixed.

The nature and extent of the improvements are as follows:

NORTH 6TH AVENUE STORM SEWER PROJECT

Provide all labor, equipment, and materials necessary to construct approximately 620 LF of storm sewer, 9 each SW-513 area intakes, subdrain, and seal coat street restoration. Work includes intakes, storm sewer, subdrain, excavation, construction staking, seal coat paving, surface restoration, and miscellaneous associated work, including cleanup.

All work and materials are to be in accordance with the proposed plans, specifications, form of contract and estimate of cost now on file in the office of the City Clerk of Washington, Iowa, and by this reference made a part thereof as though fully set out and incorporated herein.

Notice of Hearing and Letting

All proposals and bids in connection therewith shall be submitted to the City Clerk of said City on or before the time herein set for receiving bids. All proposals shall be made on official bidding blanks furnished by the City, and any alternations in the official form of proposal will entitle the Council, at its option, to reject the proposal involved from consideration. Each proposal shall be sealed and plainly identified.

Each proposal shall be made out on a blank form furnished by the municipality and must be accompanied in a sealed envelope by either (1) a certified or cashier's check drawn on a solvent Iowa bank or a bank chartered under the laws of the United States or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States, in an amount equal to five percent (5%) of the bid, or (2) a bid bond executed by a corporation authorized to contract as a surety in the State of Iowa, in the penal sum of five percent (5%) of the bid.

The bid security should be made payable to the CITY OF WASHINGTON, IOWA. The bid security must not contain any conditions either in the body or as an endorsement thereon. The bid security shall be forfeited to the City as liquidated damages in the event the successful bidder fails or refuses to enter into a contract within 10 days after the award of contract and post bond satisfactory to the City insuring the faithful fulfillment of the contract and the maintenance of said work, if required, pursuant to the provisions of this notice and other contract documents. Bidders shall use the bid bond form bound in the specifications.

By virtue of statutory authority, preference will be given to projects and provisions grown, and coal produced within the State of Iowa, and preference will be given to Iowa domestic labor in the construction of the improvements.

The award of contract will be made to the lowest responsible bidder submitting the lowest responsive bid, which shall be determined without regard to state or local law whereby preference is given on factors other than the amount of the bid.

The City Council reserves the right to reject any and all bids, to waive informalities and technicalities and to enter into such contract as it shall deem for the best interest of the City. The City reserves the right to defer acceptance of any proposal for a period not to exceed thirty (30) from the date of receiving bids.

Notice of Hearing and Letting

The successful bidder will be required to furnish a bond in an amount equal to one hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the City Council and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment for all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operations of the Contractor, and shall guarantee the work against faulty workmanship and materials for a period as required by the specifications after its completion and acceptance by the City Council.

The work under the contract shall commence within ten (10) days after date set forth in written Notice to Proceed and shall be completed by October 2, 2015.

Liquidated damages in the amount of Five Hundred Dollars (\$500.00) per consecutive calendar day will be assessed for each day that work shall remain uncompleted after the end of the contract period, with due allowance for extensions of the contract period due to conditions beyond the control of the Contractor.

Payment to the Contractor for said improvements will be made in cash derived from the proceeds of the issuance and sale of such bonds, and/or from cash funds of the City as may be legally used for said purposes. Any combination of the above methods of payment may be used at the discretion of the City Council.

Payment to the Contractor will be based on monthly estimates equivalent to ninety-five percent (95%) of the contract value of the work completed including materials and equipment delivered to the job during the preceding calendar month, and will be based upon an estimate prepared by the Contractor on the first day of the month, subject to the approval of the Engineer.

At least ten (10) days before each progress payment falls due (but not more often than once a month), the Contractor will submit to the Engineer a partial payment estimate filled out and signed by the Contractor covering the work performed during the period covered by the partial payment estimate and supported by such data as the Engineer may reasonably require. If payment is requested on the basis of materials and equipment not incorporated in the work but delivered and suitably stored at or near the site, the partial payment estimate shall also be accompanied by such supporting data, satisfactory to the Owner, as will establish the Owner's title to the material and equipment and protect his interest therein, including applicable insurance. The Engineer

Notice of Hearing and Letting

will, within fifteen (15) days after receipt of each partial payment estimate, either indicate in writing his approval of payment and present the partial payment estimate to the Owner, or return the partial payment estimate to the Contractor indicating in writing his reasons for refusing to approve payment. In the latter case, the Contractor may make the necessary corrections and resubmit the partial payment estimate. The Owner will, within thirty (30) days of presentation to him of an approved partial payment estimate, pay the Contractor a progress payment on the basis of the approved partial payment estimate. The Owner shall retain five (5) percent of the amount of each payment until final completion and acceptance of all work covered by the contract documents.

The request for payment may also include an allowance for the cost of such major materials and equipment which are suitably stored either at or near the site.

Prior to substantial completion, the Owner, with the approval of the Engineer and with the concurrence of the Contractor, may use any completed or substantially completed portions of the work. Such use shall not constitute an acceptance of such portions of the work.

The Owner shall have the right to enter the premises for the purpose of doing work not covered by the contract documents. This provision shall not be construed as relieving the Contractor of the sole responsibility for the care and protection of the work, or the restoration of any damaged work except such as may be caused by agents or employees of the Owner.

Upon completion and acceptance of the work, the Engineer shall issue a certificate that the work has been accepted by him under the conditions of the contract documents. Final payment will be made not less than thirty-one (31) days after completion of the work and acceptance by the City subject to the conditions and in accordance with the provisions of Chapter 573 of the Code of Iowa.

The Contractor will indemnify and save the Owner or the Owner's agents harmless from all claims growing out of the lawful demands of subcontractors, laborers, workmen, mechanics, materialmen, and furnishers of machinery and parts thereof, equipment, tools, and all supplies, incurred in the furtherance of the performance of the work. The Contractor shall furnish satisfactory evidence that all obligations of the nature designated above have been paid, discharged, or waived. If the Contractor fails to do so the Owner may, after having notified the Contractor, either pay unpaid bills or withhold

Notice of Hearing and Letting

from the Contractor's unpaid compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged whereupon payment to the Contractor shall be resumed, in accordance with the terms of the contract documents, but in no event shall the provisions of this sentence be construed to impose any obligations upon the Owner to either the Contractor, his Surety, or any third party. In paying any unpaid bills of the Contractor, any payment so made by the Owner shall be considered as a payment made under the contract documents by the Owner to the Contractor and the Owner shall not be liable to the Contractor for any such payments made in good faith.

The City will issue a sales tax exemption certificate applicable for all materials purchased for the project.

Plans and specifications governing the construction of the proposed improvements have been prepared by VEENSTRA & KIMM, INC. of Coralville, Iowa, which plans and 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 to comply therewith.

Copies of said plans and specifications are now on file in the office of the City Clerk, for examination by bidders. Copies are available from TECHNIGRAPHICS, 415 Highland Avenue, Suite 100, Iowa City, Iowa 52240. Contact Jill Chambers at 319-354-5950 or email jillc@rapidsrepro.com. A refundable deposit of \$30 is required. Please make checks to Veenstra & Kimm, Inc. Mail said deposit checks to Technigraphics, 415 Highland Avenue, Suite 100, Iowa City, Iowa 52240, Attn: Jill Chambers. Upon receiving deposit check, plans and specifications will be mailed out. When plans and specifications are returned in good condition within 14 days of the award date of the project, deposit checks will be returned.

This notice is given by order of the Council of the City of Washington, Iowa.

CITY OF WASHINGTON, IOWA
Sandra Johnson, Mayor

ATTEST:
Illa Earnest, City Clerk

RESOLUTION NO. _____

A RESOLUTION APPROVING CONSTRUCTION AGREEMENT

WHEREAS, following preparatory work by the Park Board and staff, competitive quotations have been received for the project known as “Centennial Fountain 2015 Renovations”; and

WHEREAS, the Park Board has selected the quote from Powercom Motor Control Corporation of Washington; and

WHEREAS, the Park Board and City Council wish to formalize this agreement through the attached Construction Agreement prepared by the City Attorney:

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

Section 1. The City Council hereby approves the attached Construction Agreement with Powercom Motor Control Corporation for renovations to the Centennial Fountain.

Section 2. The Mayor and City Clerk are hereby directed to execute the contract on behalf of the City of Washington.

PASSED AND APPROVED, this 7th day of April, 2015.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

CITY OF WASHINGTON CONSTRUCTION AGREEMENT

THIS AGREEMENT, made and entered this _____ day of _____, 2015, by and between the City of Washington, a Municipal Corporation, 215 E, Washington Street, Washington, Iowa 52353, hereinafter referred to as the "CITY," and Powercom Motor Control Corporation, 210 North Marion Avenue, Washington, Iowa 52353, hereinafter referred to as the "CONTRACTOR."

WHEREAS, the City Council of the City of Washington, Washington County, Iowa, has heretofore make repairs to the city's fountain, (the "Project"); and

WHEREAS, the CITY solicited quotations for said Project; and

WHEREAS, CONTRACTOR submitted the lowest responsive, responsible quotation in the amount of not-to-exceed \$8,865.42; and

WHEREAS, the City Council accepted the quotation of CONTRACTOR; and

WHEREAS, it is now necessary and appropriate to memorialize the agreement between the CITY and the CONTRACTOR as follows:

NOW, THEREFORE, THE CITY AND THE CONTRACTOR, FOR CONSIDERATION HEREINAFTER SET FORTH, DO MUTUALLY AGREE TO THE TERMS AND CONDITIONS SET FORTH BELOW.

I. SCOPE OF SERVICES.

The CONTRACTOR shall perform in a timely and satisfactory manner the repair services in connection with the Project as set forth in **Exhibit "A"** attached hereto and incorporated into this Agreement by this reference. It is expressly agreed that the CITY shall separately, and at its sole cost, obtain the services of a licensed plumber and coordinate the plumbing work with the CONTRACTOR's schedule for the completion of the Project.

II. TIME OF COMPLETION.

The CONTRACTOR shall complete the Project by no later than May 1, 2015. Notwithstanding the immediately preceding sentence, the Project Completion Date under this Agreement shall be the date upon which the completed Project is accepted and approved by the Washington City Council.

III. GENERAL TERMS AND PROVISIONS.

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

1. To discharge or refuse to hire any individual because of their race, color, religion, sex, national origin, disability, age, marital status, sexual orientation or gender identity.

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

B. The CITY may terminate this Agreement, with or without cause, upon 7 days written notice thereof. In the event that the CITY does so terminate this Agreement, the CONTRACTOR shall be paid for all work and services performed up to the time of said termination upon submission to the CITY of a final billing statement and review and approval thereof by the Washington City Council at the next regularly scheduled Council Meeting; provided, however, that any such sum shall not be greater than the total amount to be paid for services rendered hereunder as set forth in Article IV below; and further provided that, in the event the CITY terminates this Agreement with cause, the CITY may, in its sole discretion, elect to withhold payment of an amount sufficient to engage a third party to properly complete the Project in accordance with the terms of this Agreement.

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

D. It is hereby expressly acknowledged and agreed by both parties hereto that the engagement of the CONTRACTOR by the CITY in connection with the Project shall be as an independent contractor and shall be exclusive; provided, however, that the Contractor may retain the services of subcontractors for the purpose of performing its obligations and responsibilities under this Agreement so long as the CONTRACTOR has first obtained the

written approval of same from the CITY; and further provided that, should the CONTRACTOR so engage subcontractors under the terms of this Subparagraph III(E), the CONTRACTOR shall be solely responsible for compensating any such subcontractors.

E. The CITY and CONTRACTOR shall jointly make all criteria, design and construction standards, and information regarding the CITY's requirements for the Project available to the CONTRACTOR upon reasonable request by the CONTRACTOR therefor. The CITY shall furnish reasonable assistance to the CONTRACTOR in the use of said information and documentation at the request of CONTRACTOR.

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

H. CONTRACTOR shall procure and maintain insurance for protection from claims under workers' compensation acts, claims for damages because of bodily injury, including personal injury, sickness, disease or death of any and all employees or of any person other than such employees and from claims or damages because of injury to or destruction of property, including loss of use resulting therefrom. At the request of the CITY, the CONTRACTOR shall name the CITY as an additional insured party on CONTRACTOR's general liability insurance policy. At the request of the CITY, the CONTRACTOR shall give the CITY a certificate of insurance evidencing that the insurance required under this Agreement is in force, and the CONTRACTOR shall immediately notify the CITY of any revocation or cancellation of any of the above-referenced insurance policies.

IV. COMPENSATION FOR SERVICES.

The CITY shall compensate the CONTRACTOR for construction services rendered under this Agreement for a total fee not to exceed \$8,865.42. Said total fee shall be paid by the CITY to the CONTRACTOR upon (a) receipt by the CITY from the CONTRACTOR of a billing statement or invoice therefor, and (b) review and approval thereof by the Washington City Council at the next regularly scheduled Council Meeting. Any change orders to increase the price of the Project shall also require approval by the Washington City Council.

V. WARRANTY, INDEMNIFICATION AND GUARANTEE.

A. The CONTRACTOR agrees to fully indemnify, defend, save and hold the CITY, its officers, representatives, agents, contractors, subcontractors and employees, harmless from any and all liability (including reimbursement of reasonable legal fees and costs) arising directly or indirectly from the negligent acts, errors or omissions of the CONTRACTOR, its officers, representatives, agents, contractors, subcontractors or employees in connection with the PROJECT.

B. The CONTRACTOR warrants and guarantees the adequacy of the workmanship for a period of one (1) year from the Project Completion Date and acceptance by the City Council. During its guarantee period, the CONTRACTOR shall, at its sole expense, be responsible for repairing work performed by the CONTRACTOR as part of the Project hereunder in the event that the workmanship proves inadequate.

VI. SURVIVAL.

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

VII. CONTROLLING LAW.

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

VIII. HEADINGS.

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

IX. SEVERABILITY.

If any section, subsection, term or provision of this Agreement (inclusive of Exhibits) or the application thereof is in conflict with any other section, subsection, term or provision of this Agreement (inclusive of Exhibits) or the application thereof, the section, subsection, term or provision placing the more stringent duty, obligation, responsibility or requirement on the CONTRACTOR shall control. If any section, subsection, term or provision of this Agreement or the application thereof to the CONTRACTOR, the CITY or a particular circumstance shall, to any extent, be invalid or unenforceable, the remainder of said section, subsection, term or provision of this Agreement or the application of same to the CONTRACTOR, the CITY or particular circumstances other than that for which it was held invalid or unenforceable, shall not be affected thereby and each remaining section, subsection, term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

X. AUTHORITY.

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

XI. FINAL AGREEMENT.

Both the CONTRACTOR and the CITY hereby expressly acknowledge and agree that this Agreement is intended to set forth the entire agreement between the parties regarding the construction services to be rendered by the CONTRACTOR to the CITY in connection with the Project, that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement, and that no other monies or considerations have been solicited. No waiver, change, modification or amendment of this Agreement shall be binding upon either party hereto unless in writing and signed by both the CONTRACTOR and the CITY. The waiver by either party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that provision or of any other provision or condition in this Agreement.

ACCEPTED & AGREED:

CONTRACTOR:
Powercom Motor Control Corp.

CITY OF WASHINGTON:

An Authorized Representative

Sandra Johnson, Mayor

Print name and title

ATTEST:

Illa Earnest, City Clerk

EXHIBIT "A"

Powercom Motor Control Corp.

PO Box 871
210 North Marion Ave.
Washington, IA 52353
USA

Voice: 319-653-3150
Fax: 319-653-4753

SALES ORDER

Sales Order Number: 12740
Sales Order Date: Feb 11, 2015
Ship By: Feb 11, 2015
Page: 1

To:
City of Washington Parks Department
215 E. Washington St.
Washington, IA 52353
USA

Ship To:
City of Washington Parks Department
215 E. Washington St.
Washington, IA 52353
USA

Customer ID	PO Number	Sales Rep Name
WPD-90549	Fountain 1	
Customer Contact	Shipping Method	Payment Terms
Mr. Tim Widmer	Best Way	Net 30 Days

Quantity	Item	Description	Unit Price	Amount
7.00		1 1/4" Solenoid valves	620.00	4,340.00
2.00		8 channel relay board, connect to Computer	265.00	530.00
1.00		ACCESS Software to control lights and water solenoid for display	550.00	550.00
1.00		DMX to analog adapter	200.00	200.00
1.00		DMX adapter for lighting	270.00	270.00
1.00		Small computer to run ACCESS software and control fountain	400.00	400.00
1.00		Wireless router	75.00	75.00
12.00	RLY-SLM-24	SLIMLINE RELAY MODULES 24VDC	11.53	138.35
6.00	LG-GMC30-110S	2-pole DP Contactor, 30A AC110V 50/60Hz Screw type	16.59	99.55
1.00	LG-MC022A-120v	22A CONTACTOR 120V COIL	24.41	24.41
1.00	LG-MT12-15	12-18A 6-18A FRAME OL RELAY	19.68	19.68
1.00	PWS-24V-2.4A	24V DC POWER SUPPLY 120-230V	54.00	54.00
30.00	TER-ALT-CSC4T	FEED THROUGH 22-12 AWG SINGLE SPRING CLAMP TERMINAL 100/PACK	0.61	18.23
5.00	TER-ALT-CSCG4T	SINGLE GROUNDING TERMINALS MINIMUM 100/PACK	2.73	13.64
1.00		Outlet surge bar	55.00	55.00
Subtotal				Continued
Sales Tax				Continued
Freight				Continued
TOTAL ORDER AMOUNT				Continued

Powercom Motor Control Corp.

PO Box 871
 210 North Marion Ave.
 Washington, IA 52353
 USA

Voice: 319-653-3150
 Fax: 319-653-4753

SALES ORDER

Sales Order Number: 12740
 Sales Order Date: Feb 11, 2015
 Ship By: Feb 11, 2015
 Page: 2

To:
 City of Washington Parks Department
 215 E. Washington St.
 Washington, IA 52353
 USA

Ship To:
 City of Washington Parks Department
 215 E. Washington St.
 Washington, IA 52353
 USA

Customer ID	PO Number	Sales Rep Name
WPD-90549	Fountain 1	
Customer Contact	Shipping Method	Payment Terms
Mr. Tim Widmer	Best Way	Net 30 Days

Quantity	Item	Description	Unit Price	Amount
1.00	LG-003C-230	3 HP SINGLE PHASE DRIVE 230V	236.56	236.56
1.00		8249K86 Bronze Centrifugal Pump ODP, Bmz Impeller, 67'of Head, 1-1/2 hp, 230/460V	756.00	756.00
1.00		Construction Materials	85.00	85.00
1.00	LA-30002	Panel construction and initial setup and programming	1,000.00	1,000.00
Subtotal				8,865.42
Sales Tax				
Freight				0.00
TOTAL ORDER AMOUNT				8,865.42

RESOLUTION NO.

A RESOLUTION SETTING DATES FOR A PUBLIC HEARING FOR
COMPILATION OF CODE OF ORDINANCES 2014

WHEREAS, New ordinances and Amended Ordinances have been adopted by the City Council in 2014;

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

Section 1. On April 21, 2015 at 6:00 p.m. in the Council Chambers, 120 E. Main Street, Washington, Iowa, this Council shall hold a public hearing on the compilation of the Code of Ordinances of the City of Washington, Iowa, 2014.

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

PASSED AND APPROVED this 7th day of April, 2015.

Sandra Johnson, Mayor

ATTEST

Illa Earnest, City Clerk

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 165.01, "DEFINITIONS"

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

SECTION 1. **Delete Item.** Section 165.01(1), "Accessory use or structure" is hereby repealed.

SECTION 2. **Add Item.** A new Section 165.01(1), "Accessory use" is hereby added as follows:

"1. "Accessory use" means a use which is incidental and subordinate to the main use and which is located on the same lot."

SECTION 3. **Add Item.** A new Section 165.01(2), "Accessory building" is hereby added as follows:

"2. "Accessory building" means a subordinate building occupied or devoted to an accessory use which is located on the same lot with the main building. Where an accessory building is attached to the main building in a substantial manner, such as by a wall or roof, such accessory building shall be considered part of the main building. If attached, the square footage of the accessory use shall not exceed the square footage of the main use."

SECTION 4. **Renumber.** All subsequent definitions in Section 165.01 are hereby renumbered by increasing each number preceding the definition by one.

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

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

Passed and approved this _____ day of _____, 2015.

Sandra Johnson, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: February 17, 2015
Approved on Second Reading: March 3, 2015
Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day
of _____, 2015.

City Clerk

**City of Washington
Planning and Zoning Commission
Minutes for January 19, 2015
City Council Chambers
Washington, IA 52353**

Meeting was called to order by Chair DeLong at 7:01 PM.

Present on roll call: Deran DeLong, Rhonda Shelman, Susan Fisher, Jim Hanshaw, Rick Hofer, Connie Larsen and Rhonda Steele.

Motion by Hanshaw to approve the agenda. Seconded by Fisher. Motion passed.

Motion by Hanshaw to approve the minutes of the August 11, 2014 meeting. Second by Larsen. Motion passed.

Rhonda Shelman was introduced as one of the Counties representatives on the Washington City Planning and Zoning Commission.

The next discussion was the design standards for residential zones. Donnolly explained the situation of a building that was being built in a residential zone. The building that is being discussed is a pole building with metal outside siding and the garage is about 3 times the size of the primary section. It meets all the of the building codes for the City of Washington. City Council wanted the Commission look over design standards for residential areas and make a recommendation. Attorney Olson explained on how other cites handle design standards. He just explained different options to the Commission.

Donnolly read a letter from a citizen and is attached to these minutes.

Citizen Sandra Johnson read a letter to the Commission that is attached to these minutes. She explained that she was more concerned about the proportion of size between the main structure and garage then the materials being used.

Representatives from Greiner Buildings gave a presentation on the type of buildings that they construct. Matt Greiner, Shawn Redlinger and an unnamed man handed out pictures and drawings of "pole construction". They explained that even though everyone calls them pole buildings, they are actually called post frame buildings because of the framing, not the exterior material. Many different kinds of material can be used to cover the post frame construction. Mr. Greiner gave a brief background of the company and just presented their side of the building industry. The post frame industry is a fast growing industry. He advised to be cautious about changing code so it would not be overreaching. They also wanted to know that they are here to help as much as they can with information and facts so the Commission can give the Council an educated recommendation.

After more discussion, it seemed that residential proportion between garages and principle structures was more important than what kind of material of construction being used. It was also brought up if the City could enforce a material code. The proportion code would be the easiest to enforce and the fairest.

Citizen Lorraine Williams gave her comment that she hoped that the Commission would recommend to the Council residential building material standards. She felt that residential neighborhoods should stay more traditional built and not look like a barn and an eyesore.

Chair DeLong wanted to hear what members of the Commission had to say. Hanshaw felt that it was progress compared to what was there before. He felt that the building could be dressed up with material and landscaping and be a good addition to the neighborhood. Hofer thought that the location of the building fit very well in the location. It is surrounded by a church, car repair shop and a closed down restaurant. Fisher would not like to have a metal building in her neighborhood. She felt that a ratio between principle use and a garage was needed. She did not want to be too specific to cause more problems than it solves. Steele commented that she felt it was a beautiful building and there was a place for them and this is an up and coming way of construction. She felt that the ratio between the house and garage was the bigger sticking point then materials being used. DeLong commented that he would not be in favor of a bunch of design standards. He felt that the zoning laws we have now did not intend to be used like this situation. Building height definition and how it is determined was discussed. It might want to be changed so that the average person can understand it. Larsen commented that this house looked great to some of the houses that are in the City. They are not for everybody, but it meets a need for some.

The Commission asked Olson to look into proportionality between the principle and accessory uses of residential housing. He will report to the Commission at the next meeting having different options for accessory uses in residential areas. Donnolly will look into the building height issue and definition.

Motion by Larsen to adjourn. 2nd by Hofer. Motion passed. Meeting adjourned.

By Steve Donnolly
Building and Zoning Official

**City of Washington
Planning and Zoning Commission
Minutes for February 9, 2015
Washington Free Public Library
Washington, IA 52353**

Meeting was called to order by Chair DeLong at 7:00 PM.

Present on roll call: Deran DeLong, Rhonda Shelman, Susan Fisher, Jim Hanshaw, Rick Hofer, Connie Larsen, Rhonda Steele and Merle Hagie.

Motion by Larsen to approve the agenda. Seconded by Hagie. Motion passed.

Motion by Hanshaw to approve the minutes of the January 19, 2015 meeting. Second by Hofer. Motion passed.

The next discussion was the design standards for residential zones. Donnolly handed out some information that was giving to him by City Attorney Kevin Olson. Olson went out and researched other cities and what they were doing with design standards. Each member of the commission had a chance to look over other towns. It was explained by Donnolly that the City of Washington was pretty close to other towns in the regulation of design. The main big difference was the attached accessory buildings are not addressed in Washington's code on the size they can be. Detached buildings can only take up 30% of the back yard, but attached are only regulated by setbacks of the main structure. City Administrator Hinson explained that he had talked to Olson about the change. Olson felt that if you changed the definition of an accessory building, regulating the size of an attached could be done by that. DeLong wanted to know what everyone was thinking. Hofer thought that maybe the word "dominate" in the definition would be up to interpretation. They felt that something needed to be changed to make it easier to enforce. They also felt that they did not want to change the way building materials were enforced and that the property owner should be able use anything material to build.

The question came up if they the ratio was the other way around for this building in W. Jefferson, meaning the living space was 3 times the accessory space, would this type of building be allowed, Donnolly answered yes. Donnolly said he cannot deny a permit on what material is used unless there are restrictions in a subdivision, and even then, the subdivision enforces the rules, not the City. He also mentioned that more windows would have to be added for emergency egress and other features that living space require that accessory use does not.

Hanshaw said that he has heard nothing either way from the public. He felt that the building was an improvement to the neighborhood. He felt that the code was OK and had better things to do then to rewrite the code. He felt that changing the definition would be enough. Donnolly agreed with Attorney Olson with changing the definition to have some regulation on attached accessory use. At this time, if there is a house that is on a big lot, they can build as big of an accessory

building that they want. Donnolly would like to see something in the code that addresses the size of attached accessory uses.

Committee member Fisher brought a definition to the commission. They talked about the different definitions that Fisher presented. They also thought that residential character of the neighborhood should be considered. After a lot more discussion, the Commission felt that some kind of ratio should be considered.

DeLong asked people in the audience if they had any comments. Aaron Steele, from the brick industry was there just to listen. He saw it in the newspaper and decided to stop by. He did feel that the accessory part should not be bigger than the main living area. Another gentleman in the audience was Commission Fisher's son. He was there because resident of the City and he was just curious how P&Z ran. The two people from Greiner buildings made no comment.

DeLong mentioned that he felt that design standards and buildings materials was something that the Commission decided at the last meeting not to address, it was more of the proportion and ratio of the accessory use. Hanshaw felt that something needed to be changed with the ratio to give Steve and the City to hang their hat on but did not want to change the whole ordinance. Hagie thought that a simple change in definition that Olson gave would work out fine. This would take into considerations setbacks and all other factors. Fisher liked her definition that she came up with that used the square footage. Discussion on the wording of her definition was discussed to make it simple and easy to understand. It came up again about the 30% of the back yard. Donnolly explained that detached accessory buildings were already handled with our code. It is attached accessory uses that are not defined. Fisher liked the idea of separating the definitions of accessory use and accessory building. Fisher motioned to recommend to the Council that 165.01(1) be removed and add definitions Accessory Use means a use which incidental and subordinate to the main use and which is located on the same lot. (or contiguous lot under the same ownership) and Accessory Building means a subordinate building occupied or devoted to and accessory use which is located on the same lot with the main building (or contiguous lot under the same ownership). Where an accessory building is attached to the main building in a substantial manner, such as by wall or roof, such accessory building shall be considered part of the main building. Whether attached to or detached from the main building, the square footage of the accessory building shall not exceed the square footage of the main building's use. Second by Hagie second. Motion passed unanimously passed. We will have Olson double check the wording to make sure everything sounds OK and it is legal.

New business: Donnolly mentioned that he would expect a couple of site plans for the next meeting. Donnolly will also bring RDG's recommendations from the comp plan to the next meeting.

Motion by Hagie to adjourn. 2nd by Larsen. Motion passed. Meeting adjourned.

By Steve Donnolly
Building and Zoning Official

City Council Meeting 3/17/15

Selected Excerpts from Current Zoning Code

165.01 DEFINITIONS. For the purpose of this chapter, certain terms or words are used in a limited or special sense, as herein defined.

1. "Accessory use or structure" means a use or a structure subordinate to the principal use or building on the same lot and serving a purpose customarily incidental thereto.

165.03 GENERAL PROVISIONS.

7. Accessory Buildings and Structures.
 - A. No accessory building or structure shall be erected in any yard other than a rear yard and it shall occupy less than thirty percent (30%) of a required rear yard. Accessory buildings and structures shall be limited to fifteen (15) feet in height, and shall be distance at least three (3) feet from all lot lines of adjoining lots which are in any "R" District and at least six (6) feet from alley lines and six (6) feet from any other building or structure on the same lot.
 - B. Where the natural grade of a lot at the front wall of the principal building is more than eight (8) feet above the average established curb grade in front of the lot, a private garage may be erected within any yard or court, but not within ten (10) feet of any street line, provided that at least one-half of the height of such private garage shall be below the level of the yard or court.

165.08 "R-1" ONE-FAMILY RESIDENCE DISTRICT.

1. Permitted Principal Uses.
 - A. One-family detached dwellings.
 - B. Public parks, playgrounds, and recreational areas.
 - C. Essential services as defined in Section 165.01 and municipal administrative or public service buildings or properties, except such uses as storage yards, warehouses, garages, or other uses customarily conducted as gainful business, provided any building is located not less than twenty (20) feet from any lot in any "R" District.
 - D. Cemeteries of ten (10) acres or more in size.
 - E. Churches, chapels, or parish houses located not less than twenty (20) feet from any side lot line in any "R" District.

- F. Any building or structure occupied or used for nursery, elementary, junior high or high schools, public libraries, and similar public cultural uses located not less than twenty (20) feet from any side lot line.
 - G. Transformer stations and booster or pressure regulating stations, without service yard or storage.
2. When Authorized by Board of Adjustment.
- A. Privately operated country clubs, golf courses, swimming clubs, riding stables, and similar recreation uses provided that any principal building in connection therewith shall be located not less than two hundred (200) feet from any lot in an "R" District.
 - B. Residence development projects.
3. Permitted Accessory Uses.
- A. Private garages or parking areas.
 - B. Living quarters of persons employed on the premises.
 - C. Home occupation as defined and regulated by Section 165.22.
 - D. Signs as regulated by Section 165.20.
4. Height Regulations. No principal structure shall exceed two and one-half (2½) stories or thirty (30) feet in height, and no accessory structure shall exceed one story or fifteen (15) feet in height, except as provided in Section 165.23.
5. Lot Area, Frontage and Yard Requirements. The following minimum requirements shall be observed, subject to the additional requirements, exceptions and modifications in Section 165.23. Each lot shall have a minimum lot area of eight thousand five hundred (8,500) square feet.

BUILDING HEIGHT	MINIMUM LOT WIDTH	MINIMUM FRONT YARD DEPTH	MINIMUM SIDE YARD WIDTHS		MINIMUM REAR YARD DEPTH
			LEAST WIDTH	SUM LEAST WIDTHS	
1 and 1½ stories	70 feet	30 feet	7 feet	16 feet	35 feet
2 and 2½ stories	70 feet	32 feet	9 feet	20 feet	35 feet

165.10 "R-2" ONE- AND TWO-FAMILY RESIDENCE DISTRICTS.

1. Permitted Principal Uses.
 - A. Any use or structure permitted and as regulated in Section 165.08, except as hereinafter modified.
 - B. Two-family dwellings. Separate or divided ownership of a single-family dwelling unit, subject to and conditioned upon compliance with the following requirements:
 - (1) The lot or parcel of real estate being divided into two parcels allowing separate ownership thereof must originally meet all of the requirements for uses permitted in a R-2 district.
 - (2) A two-family dwelling must be in existence or will be constructed thereon consisting of two laterally attached dwelling units with each unit having a separate access and utility service.
 - (3) The division of the lot or parcel into two parcels shall be in such a manner as to result in one single-family dwelling unit being located on either side of the common boundary line with the common wall between the two laterally joined single-family dwelling units being on said common boundary line.
 - (4) Prior to division into two parcels there shall be recorded in the Washington County Recorder's Office restrictive and protective covenants providing that the owners thereof are jointly and severally liable and responsible for the maintenance and repair of the common wall as well as all other common aspects including, but not limited to, utilities, water, sanitary sewer, storm sewer, easements and driveways, all to the point of division.
 - (5) The two-family dwelling shall, in all respects, other than the division thereof, be considered as any other two-family dwelling and meet all requirements pertaining thereto with express understanding that nothing herein shall be construed to allow the separate other use of one or both of the resulting two parcels of real estate in the event the laterally jointed two-family dwelling unit is partially or totally damaged or destroyed.
2. When Authorized by Board of Adjustment.
 - A. Any use as regulated in Section 165.08, except as hereinafter modified.
 - B. Dwelling groups [See Section 165.19].

C. Parking areas accessory to a use in an adjoining less restricted district, when abutting or directly across an alley, subject to the applicable conditions stipulated in Section 165.21, and such further conditions as may be stipulated by the Board.

D. Hospitals, sanitariums and nursing homes provided that any such buildings shall be at least fifty (50) feet from any lot in any "R" district. Hospitals shall be located on lots of five (5) acres or more, sanitariums on lots of ten (10) acres or more and nursing homes on lots of twenty thousand (20,000) square feet or more.

E. Residence development projects exempt from district height regulations [See Section 165.19].

3. Permitted Accessory Uses.

A. "R-1" Residence District accessory uses.

B. Signs as regulated by Section 165.20.

4. Height Regulations. No principal structure shall exceed two and one-half (2½) stories or thirty (30) feet in height, and no accessory structure shall exceed one story or fifteen (15) feet in height, except as provided in Section 165.23.

5. Lot Area, Frontage, and Yard Requirements. The following minimum requirements shall be observed, subject to the additional requirements, exceptions and modifications in Section 165.23. Each one-family residence shall be located on a lot containing at least six thousand five hundred (6,500) square feet. Each structure containing more than one family shall be located on a lot having an area of five thousand (5,000) square feet for each family.

BUILDING HEIGHT	MINIMUM LOT WIDTH	MINIMUM FRONT YARD DEPTH	MINIMUM SIDE YARD WIDTHS		MINIMUM REAR YARD DEPTH
			LEAST WIDTH	SUM LEAST WIDTHS	
1 and 1½ stories	65 feet	25 feet	6 feet	14 feet	25 feet
2 and 2½ stories	65 feet	25 feet	8 feet	18 feet	25 feet
Duplex (one parcel)	90 feet	25 feet	6 feet external	0 feet internal	25 feet
Duplex (two parcels)	45 feet	25 feet	6 feet external	0 feet internal	25 feet

RESOLUTION NO.

A RESOLUTION ADOPTING COUNCIL RULES OF PROCEDURE

WHEREAS, the City Council identified establishing rules of procedure for the conduct of its regular business as a top priority in its annual goal-setting; and

WHEREAS, draft rules of procedure were developed by staff based on policies from several other cities, current City of Washington procedures and suggestions from Councilors; and

WHEREAS, the City Council discussed these draft rules at a recent workshop and directed they be brought back, as amended, to Council for final action:

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

Section 1. The attached City Council Rules of Procedure are hereby adopted.

Section 2. Councilors agree to abide by these rules as written.

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

PASSED AND APPROVED this ____ day of _____, 2015.

Sandra Johnson, Mayor

ATTEST:

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.