



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, JULY 21, 2015

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, July 21, 2015 to be approved as proposed or amended.

Consent:

1. Council Minutes 07-07-2015
2. Fox Engineering, Engineering Services Reverse Osmosis Pilot Study, \$1,072.20
3. Fox Engineering, Engineering Services Washington Ground Storage Reservoir, \$1,172.50
4. Fox Engineering, Engineering Services Sanitary Sewer Collection System, \$1,0000.00
5. Fox Engineering, Engineering Services Lexington Blvd. Wastewater Pump Station Improvements, \$4,327.75
6. Fox Engineering, Engineering Services W. 5th Street Parallel Water Main, \$7,502.10
7. Fox Engineering, Engineering Services Elevated Water Storage Tank, \$7,866.00
8. Spark Consulting, West Side Neighborhood Survey Project, \$4,350.00
9. Terracon, 0.5 MG Elevated Water Storage Tank, \$811.50
10. G & R Miller Construction, N. 6th Avenue Storm Sewer Project, \$81,383.46
11. YMCA of Washington County, Aquatic Center Payment, \$8,864.00
12. WEDG, 2014-2016 Pledge Drive, \$21,000.00
13. Iowa Association of Municipal Utilities, SASSO Billing 2015-2016, \$3,839.28
14. Main Street Washington, Celebrate Washington, 205 Main Street, Class B Beer (BB) (Includes wine coolers), Outdoor Service Area, **(new)**
15. Corner Stop, 100 E. Madison Street, Class C Beer Permit (BC); Class B Native Wine; Sunday Sales. **(renewal)**
16. Department Reports

Claims and Financial Reports:

Claims as Presented.

SPECIAL PRESENTATION

Washington Historic Preservation Commission Update – Mary Patterson.

RAGBRAI Invitation – Michelle Redlinger

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

NEW BUSINESS

Discussion and Consideration of Request for Ordinance Change – George & Denise Button

CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS

Public Hearing on a Resolution Adopting Plans, Specifications, Term of Contract and Estimate of Cost for the Lexington Lift Station Project.

Discussion and Consideration of Resolution Adopting Plans, Specifications, Term of Contract and Estimate of Cost for the Lexington Lift Station Project.

Discussion and Consideration of Resolution Awarding Contract for the Lexington Lift Station Project.

Discussion and Consideration of a Resolution Adopting Council Rules of Procedure.

Discussion and Consideration of a Resolution Amending Purchasing Policy.

Discussion and Consideration of Resolution Setting a Policy Regarding Development and Maintenance of Alleys.

Discussion and Consideration of Second Reading of an Ordinance Amending Code of Ordinances Chapter 69.08 “No Parking Zones” – 1000/1100 Blocks of S. Ave. B.

Discussion and Consideration of Second Reading of an Ordinance Amending Code of Ordinances Chapters 50,51& 80 – Junk Vehicle Definitions and Clarifications.

Discussion and Consideration of First Reading of an Ordinance Amending Code of Ordinances, Chapter 155.02 “Adoption of National Electrical Code”

DEPARTMENTAL REPORT

Police Department
City Administrator
City Attorney

MAYOR & COUNCILPERSONS

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

ADJOURNMENT

Illa Earnest, City Clerk

Council Minutes 07-07-2015

The Council of the City of Washington, Iowa, met in the council chambers, 120 E. Main Street, at 6:00 P.M., Tuesday, July 7, 2015. Mayor Pro Tem Shepherd in the chair. On roll call present: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Absent: none.

Motion by Rosien, seconded by Salazar, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, July 7, 2015 be approved as proposed. Motion carried.

Consent:

1. Council Minutes 06-16-2015
2. Council Minutes 06-23-2015
3. Harn R/O Systems, Inc., R/O System Pilot Lease, \$16,959.42
4. IMWCA, Work Comp Prem. \$ 9,316.00
5. Main Street Washington, Annual Pledge, \$15,000.00
6. V & K, Engineering Services for 2015 Seal Coat Program, \$900.00
7. V & K, Engineering Services for Egg Sewer TVI Review, \$1,302.00
8. V & K, Engineering Services for N. 6th Ave. Reconstruction-Design, \$449.95
9. V & K, Engineering Services for Industrial Park RISE Improvements-Design Services, \$15,036.00
10. V & K, Engineering Services for Industrial Park RISE Improvements-Printing Services, \$279.75
11. V & K, Engineering Services for Sitler Drive Widening, \$17,865.00
12. V & K, Engineering Services for Sitler Drive Widening-General Services, \$63.55
13. V & K, Engineering Services for Flow Metering-Phase I, \$8,508.83
14. V & K, Engineering Services for Court House Sewer Separation-Design Services, \$11,420.70
15. V & K, Engineering Services for W. 3rd Street Storm Drainage Study, \$360.00
16. PAWS & More Animal Shelter, Trap, Neuter, Release Program (April-June), \$4,940.00
17. Kevin Olson, Professional Services, \$1,475.34
18. Washington State Bank, Police Software, Principal and Interest, \$15,090.39
19. Mi Pueblo Real #2, 1021 W. Madison Street, Class C Liquor License (LC) (Commercial), Sunday Sales, (**renewal**)
20. Department Reports

Motion by Salazar, seconded by Kendall, that the consent agenda be approved. Motion carried.

Motion by Rosien, seconded by Kendall, that the claims as presented except those for Hy-Vee be approved for payment. Motion carried.

Motion by Rosien, seconded by Shellmyer, that the claims for Hy-Vee be approved for payment. Motion carried. Zieglowsky abstained with conflict.

Motion by Rosien, seconded by Kendall, to approve the request for routes and street closure for the Flying Pigs Duathlon on Saturday, August 1, 2015. Motion carried.

Motion by Kendall, seconded by Rosien, to approve the request for street closures from Celebrate Washington for Saturday, August 1, 2015. Motion carried.

Motion by Rosien, seconded by Kendall, to approve the request from Corn Country Cruisers for cruise nights May 14, 2016; June 11, 2016; July 9, 2016; August 13, 2016; May 13, 2017; June 10, 2017; July 8, 2017; August 12, 2017. Motion carried.

Motion by Rosien, seconded by Kendall, to approve the closure of parking on South Side of Park for food vendors on Cruise nights for the remainder of 2015. Motion carried.

Motion by Kendall, seconded by Salazar, to approve request from Chamber of Commerce for Alive After Five Volunteer Event Tuesday, July 14 on parking in front of the Chamber Office. Motion carried. Shellmyer voted "no".

Motion by Shellmyer, seconded by Rosien, to approve Mills Seed Company request to close N. Iowa Avenue parking in front of the Mills Seed Building and the center parking on Sunday, August 9 from 2:30 P.M. to 4:30 P.M. for a music concert. Motion carried.

Merle Hagie gave the council an update on nuisance compliance.

Presentations from the Public:

Tim Elliott, George and Denise Button came before council requesting an ordinance change to allow ground floor residential in the commercial district downtown. The request will be on the agenda for the July 21 council meeting.

Mary Martin, 515 S. Iowa Avenue, came before council with concerns about the several accidents at the intersection at W. 5th Street, Lexington Boulevard, and Highway 1 & 92 N. The City of Washington has requested a study of the intersection by the Iowa Department of Transportation.

Lori Mostek, Leo Vittetoe, and Ryan Hall, residents of East Creek, came before council with concerns with water problems in their back yards during rainfall events.

Jim Schrier, 422 E. Main Street, came before council with problems of the sewer backing up in his basement.

Motion by Shellmyer, seconded by Salazar, to affirm the appointment of Mardi Knerr to a term ending June 30, 2018 on the Zoning Board of Adjustment. Motion carried.

Motion by Salazar, seconded by Rosien, to affirm the appointment of Karen Bates Chabal to a three year term on the Washington Historic Preservation Commission. Motion carried.

Motion by Rosien, seconded by Kendall, to approve the Revised Job Description for Cemetery Sexton. Motion carried.

Motion by Shellmyer, seconded by Rosien, to direct staff to proceed with developing a plan for Sale of Real Property from the request by KCTC. Motion carried.

Motion by Salazar, seconded by Rosien, to approve the Notice of Hearing and Letting for the Courthouse Sewer Separation Project. Motion carried.

Motion by Rosien, seconded by Salazar, to approve the Resolution Naming City Personnel Authorized to Represent the City of Washington, Iowa, with the Iowa Communities Assurance Pool. Roll call on motion as follows: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none.

Motion carried. **(Resolution No. 2015-57)**

Motion by Rosien, seconded by Salazar, to approve the Resolution Naming City Personnel Authorized to Access Financial Accounts and Conduct Banking Activities on Behalf of the City of Washington, Iowa. Roll call on motion as follows: Ayes: Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: Kendall. Motion carried. **(Resolution No. 2015-58)**

Motion by Rosien, seconded by Kendall, to approve the Resolution Naming City Personnel Authorized to Conduct Internet Banking Activities on Behalf of the City of Washington, Iowa. Roll call on motion as follows: Ayes: Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: Kendall. Motion carried. **(Resolution No. 2015-59)**

Motion by Rosien, seconded by Kendall, to approve the Resolution Naming City Personnel Authorized to Access Financial Accounts and Conduct Banking Activities on Behalf of the City of Washington, Iowa, (Washington Municipal Airport). Roll call on motion as follows: Ayes: Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: Kendall. Motion carried. **(Resolution No. 2015-60)**

Motion by Kendall, seconded by Shellmyer, to approve the Resolution Appointing Registrar and Paying Agent - \$2,335,000 General Obligation Capital Loan Notes, Series 2015. Roll call on motion as follows: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2015-61)**

Motion by Rosien, seconded by Kendall, to approve the Resolution Authorizing Issuance of the Notes - \$2,335,000 General Obligation Capital Loan Notes, Series 2015. Roll call on motion as follows: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2015-62)**

Motion by Shellmyer, seconded by Zieglowsky, to table the Discussion and Consideration of a Resolution Appointing a City Hall Project Committee. Roll call on motion: Ayes: Shellmyer, Zieglowsky. Nays: Kendall, Rosien, Salazar, Shepherd. Motion failed.

Motion by Salazar, seconded by Kendall, to approve the Resolution as Amended Appointing a City Hall Project Committee. Roll call on motion as follows: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2015-63)**

Motion by Shellmyer, seconded by Kendall, to approve the Resolution Supporting a Brownfield/Grayfield Application for Redevelopment of the Property at 628 E. Third Street. Roll call on motion as follows: Ayes: Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Kendall abstained with conflict. Motion carried. **(Resolution No. 2015-64)**

Motion by Shellmyer, seconded by Rosien, to approve the Resolution Supporting a Workforce Housing Tax Credit Application for Redevelopment of the Property at 628 E. Third Street. Roll call on motion as follows: Ayes: Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Kendall abstained with conflict. Motion carried. **(Resolution No. 2015-65)**

Motion by Shellmyer, seconded by Kendall, to approve the Resolution Supporting a Brownfield/Grayfield Application for Redevelopment of the Property at 306 N. Marion Avenue. Roll call on motion as follows: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2015-66)**

Motion by Shellmyer, seconded by Kendall, to approve the Resolution Supporting a Workforce Housing Tax Credit Application for Redevelopment of the Property at 306 N. Marion Avenue. Roll call on

motion as follows: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2015-67)**

Motion by Rosien, seconded by Shellmyer, to approve the First Reading of an Ordinance Amending the Code of Ordinances, Chapter 69.08 "No Parking Zones" – 1000/1100 Blocks of S. Ave. B. Roll call on motion as follows: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried.

Motion by Salazar, seconded by Kendall, to approve the First Reading of an Ordinance Amending the Code of Ordinances, Chapters 50, 51 & 80 – Junk Vehicle Definitions and Clarifications. Roll call on motion as follows: Ayes: Kendall, Rosien, Salazar, Shellmyer, Zieglowsky. Nays: Shepherd. Motion carried.

Motion by Kendall, seconded by Zieglowsky, that the Regular Session held at 6:00 P.M., Tuesday, July 7, 2015 be adjourned. Motion carried.

Illa Earnest, City Clerk

Robert E. Shepherd, Jr., Mayor Pro Tem



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

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

Invoice number 38459
Date 06/30/2015

Project **342414B Reverse Osmosis Pilot Study**

Professional Services for the Period of 05/31/2015 to 06/27/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Study & Report	21,444.00	55.00	10,722.00	11,794.20	1,072.20
Total	21,444.00	55.00	10,722.00	11,794.20	1,072.20

Invoice total \$1,072.20

Approved by: _____

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



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

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


Invoice number 38458
 Date 06/30/2015

Project **342413A Washington Ground Storage Reservoir**

Professional Services for the Period of 05/31/2015 to 06/27/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Design	63,700.00	100.00	63,700.00	63,700.00	0.00
Bidding	9,800.00	100.00	9,800.00	9,800.00	0.00
Construction Administration	39,600.00	100.00	39,600.00	39,600.00	0.00
Construction Staking	1,500.00	100.00	1,500.00	1,500.00	0.00
Total	114,600.00	100.00	114,600.00	114,600.00	0.00

		Billed Amount
Construction Administration after Completion Date		
Professional Fees		1,172.50
	Phase subtotal	1,172.50
	Invoice total	\$1,172.50

Approved by: 

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



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

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

Invoice number 38391
 Date 06/30/2015

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

Professional Services for the Period of 05/31/2015 to 06/27/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Engineering Report - Pump Station Replacement	14,500.00	100.00	14,500.00	14,500.00	0.00
Preliminary Design	54,500.00	100.00	54,500.00	54,500.00	0.00
Final Design	74,500.00	100.00	74,500.00	74,500.00	0.00
Bidding	12,500.00	100.00	12,500.00	12,500.00	0.00
Construction Administration	89,500.00	100.00	89,500.00	89,500.00	0.00
Post Construction	6,500.00	100.00	6,500.00	6,500.00	0.00
Construction Staking	20,500.00	100.00	20,500.00	20,500.00	0.00
Total	272,500.00	100.00	272,500.00	272,500.00	0.00

	Billed Amount
Property Surveys	
Outside Services	
Shive-Hattery, Inc	1,000.00
Phase subtotal	1,000.00
Invoice total	\$1,000.00

Approved by: 

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



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

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

Invoice number 38420
 Date 06/30/2015

Project **204514A Lexington Boulevard
 Wastewater Pump Station Improvements**

Professional Services for the Period of 05/31/2015 to 06/27/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Design	19,700.00	100.00	17,533.00	19,700.00	2,167.00
Bidding	1,700.00	64.71	0.00	1,100.00	1,100.00
Total	21,400.00	97.20	17,533.00	20,800.00	3,267.00

	Billed Amount
West 5th Street Future Development Consultation	
Professional Fees	1,060.75
Phase subtotal	1,060.75
Invoice total	\$4,327.75

Approved by:  _____

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



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

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

Invoice number 38421
 Date 06/30/2015

Project **342415A Washington West 5th Street
 Parallel Water Main**

Professional Services for the Period of 05/31/2015 to 06/27/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	7,620.00	100.00	7,620.00	7,620.00	0.00
Final Design	13,250.00	45.00	0.00	5,962.50	5,962.50
Bidding & Negotiation	3,430.00	0.00	0.00	0.00	0.00
Construction Administration	11,980.00	0.00	0.00	0.00	0.00
Construction Staking	3,300.00	0.00	0.00	0.00	0.00
Total	39,580.00	34.32	7,620.00	13,582.50	5,962.50

	Billed Amount
Easement Acquisition Coordination	
Professional Fees	1,539.60
Phase subtotal	1,539.60
Invoice total	\$7,502.10

Approved by:  _____

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



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

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

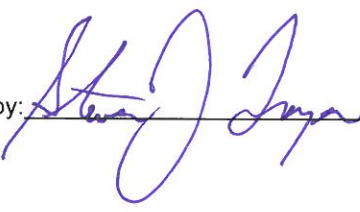
Invoice number 38450
 Date 06/30/2015

Project **342414A Washington Elevated Water Storage Tank**

Professional Services for the Period of 05/31/2015 to 06/27/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	26,700.00	100.00	26,700.00	26,700.00	0.00
Final Design	32,500.00	100.00	32,500.00	32,500.00	0.00
Bidding & Negotiation	10,400.00	100.00	10,400.00	10,400.00	0.00
Construction Administration	46,300.00	21.00	2,315.00	9,723.00	7,408.00
Construction Staking	2,700.00	10.00	0.00	270.00	270.00
Total	118,600.00	67.11	71,915.00	79,593.00	7,678.00

	Billed Amount
Resident Project Representative	
Professional Fees	188.00
Phase subtotal	188.00
Invoice total	\$7,866.00

Approved by: 

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

INVOICE FOR SERVICES RENDERED – February-June 2015
 Survey of the “west side” neighborhood in Washington

Date of Invoice: July 6, 2015

Consultant Hours		
April 2015	Project supervision, review of site inventory forms – 4.5 hours @ \$60/hr	\$270
May 2015	Review/editing of site inventory forms for properties along W. Main Street - 18.5 hours @ \$60/hr	\$1,110
Week of 5/31/2015	Review/editing of site inventory forms for properties along W. Main Street - 19 hours @ \$60/hr	\$1,140
Week of 6/7/2015	Review/editing of site inventory forms for properties along W. Main Street – 18.5 hours @ \$60/hr	\$1,110
Week of 6/14/2015	Review/editing of site inventory forms for properties along W. Main Street - 12 hours @ \$60/hr	\$720
Week of 6/21/2015	Review/editing of site inventory forms for properties along W. Main Street - 10 hours – <i>may bill at a later date</i>	-
Week of 6/28/2015	Review/editing of site inventory forms for properties along W. Main Street - 19.5 hours – <i>may bill at a later date</i>	-
	<i>SUB-TOTAL</i>	<i>\$4,350</i>
Additional Expenses		
	<i>SUB-TOTAL</i>	<i>\$0.00</i>
	TOTAL INVOICE	\$4,350.00

Please make checks payable to **Rebecca Lawin McCarley** and submit to the address listed above.

Payment due upon receipt. Late fees will be added after 30 days.

	Total Amount	Billed to Date	This Invoice	Total Billed
Consultant Hours	\$23,400	\$5,850	\$4,350	\$10,200
Additional Expenses – mileage, lodging, photocopies, printing, etc.	\$1,450	\$328.27	\$0	\$328.27



INVOICE

2640 12th St. SW
Cedar Rapids, IA 52404
319-366-8321

Project Mgr: Tom Lisi

Project: 0.5 MG Elevated Water Storage
E 5th Street
Between North F Ave and North D Ave
Washington, IA

To: City of Washington
Attn: Brent Hinson
215 E. Washington Street
PO Box 516
Washington, IA 52353

REMIT TO:
Invoice Number: T661122
Terracon Consultants, Inc.
PO Box 843358
Kansas City, MO 64184-3358
Federal E.I.N.: 42-1249917

Project Number:	AA151036
Billed to Date:	\$811.50
Invoice Date:	7/08/2015
Services Through:	6/27/2015

If you have any questions regarding this invoice, please call (319) 366-8321.

Date	Report	Description of Services	Quantity	Rate	Total
6/24/15	AA151036.0001	Sieve Analysis, Each - Rock	1.00	\$130.00	\$130.00
6/24/15	AA151036.0002	Field Technician, per hour	1.00	\$52.00	\$52.00
6/24/15	AA151036.0002	Trip Charge (Technician), per trip	1.00	\$195.00	\$195.00
6/27/15	AA151036	Project Coordinator	0.25	\$68.00	\$17.00
6/27/15	AA151036	Senior Project Manager/Engineer, per hour	1.50	\$120.00	\$180.00
6/27/15	AA151036	Project Manager/Engineer, per hour	2.50	\$95.00	\$237.50

Invoice Total	\$811.50
----------------------	-----------------

TERMS: DUE UPON PRESENTATION OF INVOICE

G&R Miller Construction

1002 W. Monroe, Washington, IA 52353 www.grmillerconstruction.com

Office: (319) 653-2553 | Fax: (319) 653-3205 | Toll Free: 800-362-1859

Pay App 1 – 7/14/15

Item	Description	Unit	Est. Quantity	Unit Price	Billed Quantity	Extended Price
1	Clear & Grubb	Unit	20	\$50.00	20	\$1,000.00
2	Excavation, CL10, Roadway & borrow	CY	350	\$3.20		\$0.00
3	Topsoil, Strip, Salvage & Spread	CY	350	\$3.00		\$0.00
4	Relocation of Mail Box	EA	5	\$100.00	5	\$500.00
5	Agg, Rodwy Cover, 3/8	Ton	6	\$170.00		\$0.00
6	Binder Bitument, MC-3000	Gal	50	\$6.00		\$0.00
7	Surf, Driveway, CL A CR Stone	Ton	127	\$18.80	127	\$2,387.60
8	Granular Backfill	Ton	85	\$23.50	85	\$1,997.50
9	Apron, Conc, 18"	EA	1	\$1,980.00	1	\$1,980.00
10	Intake, SW-513	Ea	9	\$2,660.00	9	\$23,940.00
11	Subdrain, Longitudianl, (shld) 6"	LF	511	\$20.25	511	\$10,347.75
12	Subdrain Outlet (RF-19C)	EA	7	\$105.00	7	\$735.00
13	Storm SWR G-M/Cas/Trnched, RCP 200d, 15"	LF	140	\$41.90	140	\$5,866.00
14	Storm SWR G-M/Cas/Trnched, RCP 200d,18"		604	\$43.20	604	\$26,092.80
15	Erosion Stone	Ton	10	\$73.00	10.55	\$770.15
16	Rmv & Reinstall Sign	ea	4	\$100.00	4	\$400.00
17	Construction Survey	LS	1	\$2,500.00	1	\$2,500.00
18	Traffic Control	LS	1	\$2,200.00	0.75	\$1,650.00
19	Mobilization	LS	1	\$6,000.00	0.75	\$4,500.00
20	Seeding & Fertilize (urban)	Acre	1	\$3,500.00		\$0.00
21	Slope Protection, Wood Excelsior	SQ	90	\$4.00		\$0.00
22	Perimeter,slope Sediment Cntl Device, 6"	LF	500	\$4.00	250	\$1,000.00
23	Rmvl of Perimter, slope Sediment Cntl Device	LF	500	\$1.00		\$0.00
					subtotal	\$85,666.80
					retainage	\$4,283.34
					Bal Due	\$81,383.46

YMCA of Washington County

121 E Main Street
Washington, Iowa 52353
Phone: 319-653-2141 Fax: 319-653-2142
www.washingtoney.org



DATE: July 16, 2015
TO: City of Washington
FROM: Becky Harkema, CEO
RE: Invoice for outdoor pool

Becky Harkema

Please use this letter as an invoice for the Washington Steele Aquatic Center that the YMCA of Washington County oversees for the City of Washington. Total agreed price is \$8,864

Please submit payment to:

YMCA of Washington County
121 East Main Street
Washington, Iowa 52353

If you have any questions please contact Becky Harkema at 319-458-0028.

Thank you in advance!

Washington Economic Development Group

205 W Main St
Washington, IA 52353
(319) 653-3942



Innovative Business • Creative Culture • Healthy Lifestyle

City of Washington
215 E Washington St
Washington, IA 52353

*Our Mission -- Create and promote an environment for
Economic Development*

INVOICE

Invoice Date: 7/1/2015

Invoice Number: 10379

Federal Tax ID #42-1276049

DESCRIPTION	AMOUNT
2014-2016 Pledge Drive	21,000.00

Thank you for your continued support of the Washington Economic Development Group (WEDG). Contributions or gifts to the WEDG are not tax deductible as charitable contributions for income tax purposes but they may be tax deductible as ordinary and necessary business expenses.

Total: \$21,000.00

Iowa Association of Municipal
Utilities
1735 NE 70th Avenue
Ankeny, IA 50021

Invoice

Date	Invoice #
7/8/2015	9619
Terms	Net 30

Bill To
City of Washington PO Box 516 215 E Washington St. Washington, IA 52353-0516

Item	Description	Quantity	Rate	Amount
SASSO	SASSO Billing for July 2015- June 2016		3,839.28	3,839.28

Phone #	Fax #
515-289-1999	515-289-2499

Sales Tax	\$0.00
Total	\$3,839.28

Applicant License Application ()

Name of Applicant: <u>Main Street Washington, Inc.</u>		
Name of Business (DBA): <u>Main Street Washington</u>		
Address of Premises: <u>205 W. Main Street</u>		
City <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>
Business	<u>(319) 653-3918</u>	
Mailing	<u>205 W. Main Street</u>	
City <u>Washington</u>	State <u>IA</u>	Zip: <u>52353</u>

Contact Person

Name <u>Sarah Sadrakula</u>	
Phone: <u>(319) 653-3918</u>	Email <u>sarah@washingtioniowa.org</u>

Classification Class B Beer (BB) (Includes Wine Coolers)

Term: 5 days

Effective Date: 08/01/2015

Expiration Date: 01/01/1900

Privileges:

Class B Beer (BB) (Includes Wine Coolers)

Outdoor Service

Status of Business

BusinessType: <u>Limited Liability Company</u>	
Corporate ID Number: <u>46-0552716</u>	Federal Employer ID <u>46-0552716</u>

Ownership

Sarah Sadrakula

First Name: Sarah

Last Name: Sadrakula

City: Washington

State: Iowa

Zip: 52353

Position: Executive Director

% of Ownership: 50.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>West Bend Mutual Insurance Company</u>	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Applicant License Application (BC0029098)

Name of Applicant: <u>Petroleum Services Company, LLC</u>		
Name of Business (DBA): <u>Corner Stop</u>		
Address of Premises: <u>100 East Madison Street</u>		
City <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>
Business <u>(319) 653-6833</u>		
Mailing <u>PO Box 5716</u>		
City <u>Coralville</u>	State <u>IA</u>	Zip: <u>52241</u>

Contact Person

Name <u>Scott Gloede</u>		
Phone: <u>(319) 849-1757</u>	Email <u>sgloede@pscollc.com</u>	

Classification Class C Beer Permit (BC)

Term: 12 months

Effective Date: 09/01/2015

Expiration Date: 08/31/2016

Privileges:

Class B Native Wine Permit

Class C Beer Permit (BC)

Sunday Sales

Status of Business

BusinessType: <u>Limited Liability Company</u>		
Corporate ID Number: <u>242590</u>	Federal Employer ID <u>42-1507170</u>	

Ownership

Thomas Scott

First Name: Thomas Last Name: Scott
City: Iowa City State: Iowa Zip: 52245
Position: Owner
% of Ownership: 51.00% U.S. Citizen: Yes

Matthew Banning

First Name: Matthew Last Name: Banning
City: Center Point State: Iowa Zip: 52213
Position: Owner
% of Ownership: 24.50% U.S. Citizen: Yes

Todd Scott

First Name: Todd Last Name: Scott
City: Iowa City State: Iowa Zip: 52245

Position: Owner

% of Ownership: 24.50%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company:	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

**WWTP report
July 21, 2015
Council Meeting**

- **After hour alarm and dog call outs –**
 - 2nd WWTP alarm, generator running, 6:00 p.m. Jason
 - 4th dog call, Safety Center reported a dog to be picked up at Town & Country Vet, 9:00 p.m. Jason
 - 6th Lexington lift station, high water alarm, 5:45 p.m. Jason
 - 6th WWTP alarm, CPL 4 communication failure, 9:50 p.m. Jason
 - 9th dog call, Safety Center reported dog to be picked up in 500 Blk South D Ave, 9:18 p.m. Jason
 - 11th WWTP alarm, SBR #2 blower not in auto, 4:33 p.m. Fred & Jason
 - 16th WWTP alarm, high priority alarm, 5:51 p.m. Fred
- **Dept Head meetings –** I attended the meetings on the 7th & 14th.
- **WWTP's renewal of the National Pollutant Discharge Elimination System (NPDES) Permit –** I'm still waiting for Test America, Inc. (current lab we are using for our weekly tests) and the U of I Hygienic Lab to get back to me for testing costs. We may be using both of these labs to get the required results needed for this additional testing.
- **SASSO safety meeting –** Jason and I attended safety meeting in Washington on July 8, 2015. The topic was lab safety.
- **Storms & heavy rains –** The storms and heavy rains (2.75" recorded at the WWTP) we received on July 6, 2015 caused the following problems. Lexington Blvd lift station had a by-pass where waste water was running out the top of the wet well. This by-pass lasted for about one and a half (1.5) hours. IDNR was contacted and a written report was submitted for this by-pass event. The Underpass was flooded after the heavy downpour. The pumps couldn't keep up.
- **Delen –** Is off July 8-24, 2015 for National Guard training.
- **Mowing –** We're trying to keep up with mowing in between the rains. We have been mowing with the LS tractor and bush hog mower. THANKS to Zach for replacing a blown hydraulic hose on the tractor. Jason did some mowing in town for M/C Dept on the 15th.
- **WWTP June 2015 MOR –** Average daily flow 2.49 million gallons (mg), maximum daily flow 6.20 mg, minimum daily flow 1.32 mg. There were **two (2)** violations of the WWTP's NPDES discharge permit. By-passes at Lexington lift station and an overflow out of the emergency overflow outlet in the West EQ. Both were caused by heavy rain events. Total precipitation for June 2015 =>6.91" (recorded at the WWTP).

CBOD5 Removal 85% required	result = 100.0 %
Influent CBOD5 monthly average =	59.1 mg/L
Effluent CBOD5 monthly average =	0.0 mg/L

TSS Removal 85 % required	result = 98.0 %
Influent TSS monthly average =	97.1 mg/L
Effluent TSS monthly average =	2.0 mg/L
- **SBR #2 blower –** I got an alarm callout on the 11th for a blower not in auto. The blower quit running and wouldn't reset to auto. Jason assisted with this alarm. We ended taking the blower out of service and started using the stand-by blower for SBR #2. Jason contacted JETCO on the 13th. We're still waiting to hear back from JETCO to see what's needed to get blower #2 back in service. We believe it's a control problem and not a mechanical problem.

- **WWTP water heater inspection** – An inspector from Travelers Insurance was at the WWTP on the 14th to perform the annual inspection of our water heaters. A state certificate will be issued for both heaters.
- **Lexington lift station bid opening** – I was shocked we only received one (1) bid for this project. Rob from FOX is reviewing the bid package and will make a recommendation for Council approval at the July 21, 2015 Council meeting..

Fred E. Doggett
7/17/2015 10:19 AM

Maintenance and Construction Report

7/4/15-7/17/15

STREETS: M/C Personnel sawed numerous areas of concrete. Personnel poured 41.5 yards of concrete completing 8 patches of street replacement thus far where previous excavation took place. The street sweeper ran its course a couple times. Personnel cold mixed potholes around town. Personnel continued line painting, completing the 4 blocks around Central Park. Personnel trimmed a few trees that were visibility issues at intersections. With LLPelling coming to town next Tuesday or Wednesday personnel jetted some culverts on seal coat streets to be overlaid.

WATER DISTRIBUTION: M/C Personnel installed a one inch water service at North 13th Ave-East 4th St. Personnel repaired two water services running through sanitary sewer main.

SEWER COLLECTION: M/C Personnel televised several sanitary and storm sewers, including East 3rd St (1300 & 1400 blocks-S), South 12th Ave-East Adams St (ST) and East Main St (South 6th Ave west to the Egg at 3rd Ave-S). On East 3rd St we found 2 water services that were directionally bored through the clay sanitary sewer, we excavated both areas and made repairs, when we televised again we found a 3rd water service bored through the center of the sewer main. This is a work in progress.

STORM SEWER COLLECTION: M/C Personnel televised the storm sewer at South 12th Ave-East Adams St. Personnel installed a 10 inch storm line/intake in the west side of South 12th Ave approx 100 ft south of East Adams St.

MECHANIC/SHOP: M/C Personnel serviced 105 (battery), Case back hoe, 504 (diagnosis-noise, rear leaf springs), PD92 (steering, tires and alignment), WWTP (tractor hydraulic hose), 302 (steering column), PD97 (A/C), 102 and 611.

OTHER: M/C Personnel performed the yard waste and brush pick-up on a weekly basis. M/C hired the brush pile and yard waste bag pile ground at the WWTP. Personnel responded to 52 One Call Locates. Personnel hauled multiple loads of spoil away from the shop from previous excavations and also hauled cold mix, one inch ballast and one inch road stone back to the stock pile.

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.

Elm Grove & Woodlawn Cemeteries

Council Report for June 2015

By Nicholas Duvall

We mowed Elm Grove and Woodlawn five times each during June. During summer cleanup after Memorial day, we picked up approximately 100 bags of decorations and trash. This is the most that I can remember ever picking up. We sorted the artificial flowers out and save those for a couple of weeks in case anyone wants to look thru them. All of the live flowers that have died, all glass containers, and anything not off of the ground was removed. We have removed several dead or dying trees, and also removed some dying bushes at Woodlawn and Elm Grove. Additionally, I have been spraying weeds around the cemeteries, as well as spraying cracks uptown before street line painting begins. We have moved some unwanted concrete blocks from the park to the cemetery as well to make bins for mulch and dirt. We have also been settling graves and seeding them. We repaired several of recycling carts this month.

We have had 11 funerals at Elm Grove this month and one disinterment. This brings our total for the calendar year to 54. This month we plan to continue with services, settle and seed graves, spraying weeds, mulching, tree trimming, and mowing and trimming. We will also be working on records updating as time allows.

Maintenance and Construction Report

6/20/15-7/3/15

STREETS: M/C Personnel rocked the shoulders of West 5th St with asphalt millings due to heavy rains eroding the rock away. The street sweeper was in operation on Thursday evenings and also swept the underpass and City Hall of debris due to heavy rains. Personnel also graded West Main St and Sunset Park due to heavy rains. Crews began line painting throughout the City, beginning at the schools, RR tracks etc.

WATER DISTRIBUTION: M/C Personnel repaired a water box at 434 East Main, resulting in installing a new curb stop (1 inch valve). Personnel also repaired a water box at 600 South Ave C where a new top was installed. Personnel finished up the 2 inch water tap for the DOT, it is for their brine filling station. Personnel shut off 18 waters for nonpayment. Personnel repaired a water main break in the 900 block of East Jefferson St, making the 12th main repair this year.

SEWER COLLECTION: M/C Personnel televised a couple sewer mains, approx 600 ft to investigate flooding and problem areas. Personnel flushed a few terminal manholes and trouble spots. V&K pulled all but one (manhole 142) of the 6 flow monitors in the north end of town. Personnel jettted numerous sanitary sewers for televising purposes.

STORM SEWER COLLECTION: M/C Personnel unplugged many storm intakes and cleaned areas where storm damage caused flooding issues with debris. Personnel investigated the storm line(s) located at South 12th Ave-East Adams St, with high water due to flooding.

MECHANIC/SHOP: M/C Personnel serviced Parks Dept (transmission fluid/filter), PD 672 (coolant leak resulting in a cracked head/gasket), 311 (dump body repair), PD 79 (engine full of water), 117 (routine service), PD 87 (install flashlight charger), PD 97 (A/C) and check on Cemetery.

OTHER: M/C Personnel attended a safety meeting on Fall Protection. Personnel responded to 39 One Call Locates. Yard waste/brush pick continued. Personnel hauled rock back to the stock pile.

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.

Water Dept.

We are currently operating at full capacity with some recent repairs to EDR 1. However, we are still experiencing some issues with Transfer Pump 1. This has been somewhat of the long term issue as it has been giving us problems for the last year. Our last chance for a "cheap" repair will be replacing the overloads in the control panel. If this does not fix the issue we are left having to replace the motor. I'm trying to avoid such an expense considering that we are permanently removing the Transfer Pumps in the next few years. The problem is that we have already replaced the entire control panel including the circuit breaker, starter, and all of the wiring to the motor so if the overloads do not fix the problem, we won't have a choice but to replace the motor.

The RO Pilot Study is going very well. We have had a few minor issues here and there but nothing major that wasn't an easy fix.

We recently replaced the 4 inch water meter at Ideal Ready Mix. The previous meter developed a bad leak and since it was obsolete we had to go with a full replacement. Due to this being their main line for mixing cement we had to do the work after hours. Major thanks to Jay Quigley, Seth Glandon, and Zach Wibstad for their help!

DN Tanks will be here this month to attach the plaque to the tank and to do a few paint touch ups. Once they are done, we should be able to close the GSR project.

Street/Traffic Lights Dept.

We have placed the LED order and the lights will be shipped directly to Joe Marie. I will update council about the transition as it happens.

Chad McCleary

CITY OF WASHINGTON, IOWA

CLAIMS REPORT FOR JULY 21, 2015

POLICE	ACE-N-MORE	SUPPLIES	434.77	
	AMERICAN TARGET COMPANY	SUPPLIES	187.00	
	ARNOLD MOTOR SUPPLY	SUPPLIES	141.69	
	COBB PETROLEUM	FUEL	2,275.63	
	GREINER DISCOUNT TIRES	SERVICE	20.45	
	MARCO, INC.	COPIER	124.86	
	MEDIACOM	INTERNET SERVICE	102.95	
	O'REILLY AUTOMOTIVE INC	PARTS	53.93	
	QUILL	SUPPLIES	61.70	
	VANWILLIGEN, BRIAN	MILEAGE AND MEALS	86.36	
	VERIZON WIRELESS	WIRELESS SERVICE	1,228.19	
	VISA	PHONE CASE, SOFTWARE, HOLS	489.18	
	WASH CO AUDITOR	COMMUNICATIONS FOR JULY	19,308.42	
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	370.48	
		TOTAL	24,885.61	
FIRE	ALLIANT ENERGY	ALLIANT ENERGY	33.95	
	COBB PETROLEUM	FUEL	129.05	
	MOORE'S BP AMOCO INC	FUEL	26.90	
	VERIZON WIRELESS	WIRELESS SERVICE	101.98	
		TOTAL	291.88	
DEVELOP SERV	BRUNS, DAVID	MILEAGE REIMB	44.28	
	CAPPS HOME REPAIR	ABATE	50.00	
	COBB PETROLEUM	FUEL	140.04	
	LUKE WASTE MANAGEMENT	828 S B- TV/MISC PICKUPS	185.00	
	MOSE LEVY CO INC	ALUMINUM	225.00	
	VERIZON WIRELESS	WIRELESS SERVICE	254.56	
	VISA	TRAINING AND LODGING	1,240.50	
		TOTAL	2,139.38	
	LIBRARY	ALL AMERICAN PEST CONTROL	SERVICE	44.00
		ALLIANT ENERGY	ALLIANT ENERGY	2,415.96
AMAZON		LIBRARY MATERIALS & SUPPLI	554.15	
BAKER & TAYLOR		LIBRARY MATERIALS/BOOKS	819.94	
COMPANION CORPORATION		BAR CODES	135.00	
EBERT SUPPLY CO.		SUPPLIES	269.60	
GAZETTE COMMUNICATIONS INC		SUBSCRIPTION	296.40	
KONE INC.		ANNUAL ELEVATOR CONTRACTS	2,746.20	
MEDIACOM		SERVICE- PUBLIC LIBRARY	436.68	
RECORDED BOOKS LLC		AUDIO BOOKS	17.99	
STAPLES ADVANTAGE		OFFICE SUPPLIES	122.14	
THE RIVERSIDE CURRENT		SUBSCRIPTION RENEWAL	30.00	
VISA		POSTAGE AND SUPPLIES	250.92	
WINDSTREAM IOWA COMMUNICATIONS		ELEVATOR LINE	53.90	
		TOTAL	8,192.88	
PARKS		ACE-N-MORE	SUPPLIES	1.70
		ACTION SERVICES INC	SERVICE	315.00
		ALLIANT ENERGY	ALLIANT ENERGY	72.56
		CARSON PLUMBING INC.	SERVICE	190.16
		COBB PETROLEUM	FUEL	1,119.78
	FAREWAY STORES	SUPPLIES	50.29	
	HAWKEYE ELECTRIC MOTORS	SUPPLIES	95.00	
	HY-VEE	SUPPLIES - SUMMER PARKS BEATUFICATION	1,393.59	
	KALONA BLACKSMITH & WELDING	SERVICE	53.85	
	SITLER'S ELECTRIC	SUPPLIES	4.60	
	VERIZON WIRELESS	WIRELESS SERVICE	27.96	
	VISA	SUPP- DOG PARK, FERTILIZER	48.23	
	WAL-MART	FLOWERS AND SUPPLIES	52.07	
	WASHINGTON AG SUPPLY	CROP OIL	26.58	
	WASHINGTON RENTAL	SPEED FEED	28.99	

	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	102.77
		TOTAL	3,583.13
POOL	HUTCHESON ENGINEERING	SUPPLIES	304.11
		TOTAL	304.11
CEMETERY	ACE-N-MORE	SUPPLIES	26.94
	FORINASH TOOL	GREASE GUN KIT	297.59
	GRAINGER	SUPPLIES	60.72
	GRAVE CONCERNS	SUPPLIES	432.00
	VISA	SUBSCRIPTION RENEWAL	65.00
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	128.42
		TOTAL	1,010.67
FINAN ADMIN	ALL AMERICAN PEST CONTROL	SERVICE	44.00
	ALLIANT ENERGY	ALLIANT ENERGY	18.63
	CINTAS CORP LOC. 342	SERVICE	130.75
	GOOGLE INC	SERVICE	208.04
	ICMA MEMBERSHIP RENEWALS	MEMBERSHIP RENEWAL	800.34
	IMPRESSIONS COMPUTERS, INC	SERVICE	168.75
	MEDIACOM	INTERNET SERVICE	102.95
	QUILL	OFFICE SUPPLIES	255.69
	STOREY KENWORTHY/MATT PARROTT	A/P CHECK PRINTING	499.09
	UNITED STATES TREASURY	FORM 720- EXCISE TAX	97.76
	VERIZON WIRELESS	WIRELESS SERVICE	133.93
	WASH COUNTY MINIBUS	JULY LOST	15,744.90
	WASHINGTON EVENING JOURNAL	ADVERTISING	880.98
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	1,239.97
		TOTAL	20,325.78
AIRPORT	ACE-N-MORE	SUPPLIES	105.00
	ALLIANT ENERGY	ALLIANT ENERGY	444.51
	EASTERN AVIATION FUELS INC	FUEL	23,544.42
	GARY KRON	NEW DRIVE SEEDING	817.50
	KALONA FLYING SERVICE	CLEANING	186.00
	KCII	ADVERTISING	206.08
	VERIZON WIRELESS	WIRELESS SERVICE	27.96
	VETTER'S INC-CULLIGAN WATER	AIRPORT WATER	18.95
	VISA	RECEIPT PAPER ROLLS	38.06
	WEST LAWN CARE	AIRPORT MOWING- JUNE	2,280.00
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	169.82
		TOTAL	27,838.30
ROAD USE	BAKER, HELEN	SIDEWALK REPLACEMENT PROGR	197.00
	BARRON MOTOR SUPPLY	SUPPLIES	23.98
	COBB PETROLEUM	FUEL	753.75
	DOGGETT, FRED	SIDEWALK REPLACEMENT PROGR	449.30
	DOUDS STONE LLC	ROADSTONE	191.76
	EZ-LINER INDUSTRIES	SUPPLIES	126.78
	MOORE'S BP AMOCO INC	FUEL	20.05
	MOSE LEVY CO INC	METAL TUBE	18.00
	RIVER PRODUCTS	ROADSTONE AND SAND	945.12
	SCHLEGEL, ROBERT	SIDEWALK REPLACEMENT	788.00
	THOMPSON TRUCK AND TRAILER INC.	HEATER KNOB	17.42
	WAL-MART	FLOWERS AND SUPPLIES	2.97
	WASHINGTON LUMBER	SUPPLIES	177.42
		TOTAL	3,711.55
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	454.05
		TOTAL	454.05
TIF #132	WASHINGTON PRESERVATION, LLC	LLC TIF REBATE	1,443.27
		TOTAL	1,443.27

PARKS	FARMERS SUPPLY SALES, INC	LAWN MOWER	6,995.00
		TOTAL	6,995.00
WELLNESS PARK	WASHINGTON FFA LAND LAB	PARTIAL REFUND- N WATER LAND	1,100.00
		TOTAL	1,100.00
DOG PARK	VISA	SUPP- DOG PARK, FERTILIZER	139.06
		TOTAL	139.06
PARKS	BSN SPORTS INC	BLEACHERS	7,768.78
		TOTAL	7,768.78
LIBRARY	VISA	POSTAGE AND SUPPLIES	35.99
	MUVCHAT	TAB- MOVIE PROGRAM	36.50
		TOTAL	72.49
WATER PLANT	ALTORFER	SERVICE	1,239.00
	ARMSTRONG HTG INC.	SERVICE	220.50
	FERGUSON WATERWORKS# 2516	METERS	1,428.63
	IOWA DEPARTMENT OF NATURAL RESOURCES	ANNUAL WATER SUPPLY FEE	848.10
	VERIZON WIRELESS	WIRELESS SERVICE	51.97
	VISA	COMPUTER BACKUP CHARGE	59.99
	WAL-MART	FLOWERS AND SUPPLIES	16.44
	WASHINGTON EVENING JOURNAL	ADVERTISING	269.50
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	51.96
		TOTAL	4,186.09
WATER DIST	ACE-N-MORE	SUPPLIES	13.98
	ARNOLD MOTOR SUPPLY	SUPPLIES	151.94
	BARRON MOTOR SUPPLY	SUPPLIES	10.96
	COBB PETROLEUM	FUEL	970.15
	HY-VEE	SUPPLIES	79.08
	IOWA ONE CALL	SERVICE	78.40
	RIVER PRODUCTS	ROADSTONE AND SAND	815.97
	TIFCO INDUSTRIES	GLOVES, RESPIRATOR, SUPPLI	468.39
	UTILITY EQUIPMENT CO	ADAPTERS AND GASKETS	557.10
	VERIZON WIRELESS	WIRELESS SERVICE	203.91
	WELLINGTON, EARL	TOOLS	293.25
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	93.76
		TOTAL	3,736.89
SEWER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	13,015.57
	ATCO INTERNATIONAL	PLANT CHEMICALS	399.40
	COBB PETROLEUM	FUEL	245.71
	SUPPLY WORKS	HOUSEKEEPING SUPPLIES	141.58
	TIFCO INDUSTRIES	DISC.	42.45
	UNITY POINT CLINIC-OCCUPATIONAL MEDICI	TESTING SERVICES	37.00
	USA BLUEBOOK	LAB SUPPLIES	1,063.01
	VERIZON WIRELESS	WIRELESS SERVICE	103.94
	VISA	TRAINING-TUSING, EQUIPMENT	1,610.42
	WASHINGTON MEDICAL CLINIC	TESTING SERVICES	51.00
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	311.33
		TOTAL	17,021.41
SEWER COLLECT	ARNOLD MOTOR SUPPLY	SUPPLIES	825.08
	BARRON MOTOR SUPPLY	SUPPLIES	114.25
	COBB PETROLEUM	FUEL	837.44
	G & R MILLER CONSTRUCTION	SUPPLIES	26.40
	IOWA DEPARTMENT OF NATURAL RESOURCES	WW DISPOSAL PERMIT APP FEE	100.00
	VERIZON WIRELESS	WIRELESS SERVICE	87.84
	WAL-MART	FLOWERS AND SUPPLIES	96.88
	WASHINGTON LUMBER	SUPPLIES	29.94
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	93.77
		TOTAL	2,211.60

SANITATION

PIP PRINTING
RECYCLING SERVICES AGENCY

GARBAGE STICKERS 1,555.73
JULY RECYCLING 1,395.83
TOTAL 2,951.56

TOTAL 140,363.49

**CITY OF WASHINGTON, IA
VISA Card Charges - 2015**

CLAIMS REPORT 07/21/2015

SEWER PLANT			
ESP*FARMTEK - AUTOMATIC WATERERS FOR DOG POUND	644.36		
WALMART - OFFICE AND LAB SUPPLIES	70.63		
REAMS#12 - 6/8/2015 TUSING MEAL FOR DOG CATCHING CONFERENCE	14.50		
YELLOW CAB DRIVERS - 6/8/2015 TUSING CAB FEES	47.66		
SUBWAY - 06/08/2015 TUSING MEAL	14.18		
PAPA JOHNS - 06/09/2015 TUSING MEAL	27.78		
JIMMY JOHNS - 06/10/2015 TUSING MEAL	12.56		
HYATT PLACE - 06/10/2015 TUSING MEAL	9.71		
GORDON BIRSCH - 06/12/2015 MEAL	12.89		
PAPA JOHNS - 06/11/2015 TUSING MEAL	25.09		
BLUE SHUTTLE EXPRESS - SHUTTLE FEES TO AIRPORT	45.00		
MCDONALDS - 06/13/2015 TUSING MEAL	9.92		
CEDAR RAPIDS AIRPORT - TUSING PARKING	2.00		
WALMART - NEW PRINTER	116.79		
HYATT PLACE HOLLADAY UT - TUSING HOTEL FEES FOR CONFERENCE	557.35		
Total	1,610.42		
LIBRARY/LIBRARY GIFT			
ENDICIA FEES - POSTAGE FEE	9.95		
STATE THEATRE - SUMMER READING CLUB PRIZES	25.00		
WALMART-YOUR STORY DISCS (RETURNED 7/14/2015)	15.97		
(GIFT FUND)CASEY'S PIZZA - TEEN SUMER READING CLUB	35.99		
USPS POSTAGE - POSTAGE	200.00		
Total	286.91		
ENGINEERING			
UWEX REGISTRATION - MANAGING PROP MAINT CODE COMPLIANCE CONF	895.00		
ANAMOSA TRAVEL MART - FUEL FOR RENTAL INSPECTION CONFERENCE TRAVEL	29.50		
LOWELL CENTER MADISON WI- HOTEL FOR DONNOLLY CONFERENCE WISCONSIN	416.00		
UWEX CREDIT VOUCHER	(100.00)		
Total	1,240.50		
CEMETERY			
AMERICAN CEMETERY - MAGAZINE SUBSCRIPTION	65.00		
Total	65.00		
POLICE			
AMAZON - TRIGGER GUARD HOLSTER		20.00	
AMAZON - DESANTIS SOF-TUCK HOLSTER		39.59	
AMAZON - PADDLE HOLSTER		28.95	
GOTOMYPC.COM - COMPUTER SOFTWARE FOR JAIL/CITY PC		251.10	
MOPHIE LLC - PHONE BATTERY AND CASE		141.85	
ITUNES - GPS NAVIGATION AND NETWORK DIAGNOSTIC APPS BUNDLE		7.69	
Total		489.18	
PARK/DOG PARK			
USPS - POSTAGE		3.14	
AMAZON - FLOWER FOOD		45.09	
(DOG PARK FUND) DOGPOOPBAGS.COM - 2000 DOG CLEAN UP BAGS		139.06	
Total		187.29	
WATER PLANT			
CRB*CARBONTIE BACKUP- ONE YEAR BASIC PACKAGE		59.99	
Total		59.99	
AIRPORT			
STAPLES - PAPER TOWELS		27.74	
LATE FEE		10.00	
INTEREST CHARGE		0.32	
Total		38.06	
Total			

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



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

July 21, 2015

Mr. T.J. Juskiewicz, Director
RAGBRAI
PO Box 622
Des Moines, IA 50306-0622

Dear Mr. Juskiewicz:

The City of Washington and our officials as individuals are pleased to express support for Washington being selected as an overnight stop for RAGBRAI.

Washington is a county-seat community of 7,266 residents with many outstanding features, including a beautiful downtown square and centennial fountain. We have active economic development, chamber and main street organizations and a strong volunteer spirit. Our community has served as an overnight stop 3 times in the past, but not since 2000. We would like to see this change. We think you will be impressed with what we have to offer.

On behalf of the City of Washington, we respectfully request your favorable consideration of Washington when planning RAGBRAI XLIV.

Sincerely,

The City Officials of the City of Washington

Sandra Johnson, Mayor

Kathy Salazar, City Council

Mark Kendall, City Council

Bob Shellmyer, City
Council

Bob Shepherd, City Council

Jaron Rosien, City Council

Russ Ziegrowsky, City
Council

Illa Earnest, City Clerk

Brent Hinson, City
Administrator

13 July 2015

From: George M. and Denise S. Button

To: Washington City Council, Washington, IA

Subj: Variance for 114 N. Iowa Avenue, (ROE Building)

1. During a previous appearance before City Council on 7 July 2015, we introduced ourselves and outlined our plans for 114 N. Iowa. We were aware that our plans were in conflict with current ordinances mandating commercial usage of first floor space within one block of the city plaza and would require a variance. City Council advised us that we should formally submit our proposal for consideration at a future meeting. This information is being provided to the members of the Washington City Council prior to the 21 July 2015 meeting, in order to have it included in that meeting's agenda. We understand that our request may require extensive discussion. It is our hope that introducing ourselves and our intent at the earlier meeting and providing this information for consideration prior to the next meeting will allow an early resolution.

2. BACKGROUND.

George M. Button, MSGT, USMC-Retired. Born in Kansas, raised in Colorado. Joined the United States Marine Corps at eighteen. Trained as a Cryptologic Morse Code Intercept Operator/Electronic Warfare Operator and, later, trained as a Hebrew Linguist and Communications Analyst. Duty stations include: Hawaii (three tours), Alaska, National Security Agency (NSA) Fort Meade, Maryland (three tours), Spain, and Guam. Various awards and medals. Honorable discharged in 1993 (21 years of service) as a Master Sergeant (E-8). Bachelor of Arts Degree in English from the University of Maryland, Baltimore County. Employed with the United States Postal Service for eight years prior to a full time retirement. Married for 35 years with two sons.

Denise S. Button, CTACM, USN-Retired. Born in Florida, raised in Virginia. Joined the United States Navy at twenty. Trained as a Cryptologic Technician Administrator. Achieved the rank of Master Chief Petty Officer (E-9) in 18 years and retired after 22 years of honorable service in 1999. Various awards and medals. Duty stations include: Japan, Massachusetts, Spain, NSA (two tours), Hawaii, Guam, and Georgia. Married for 35 years with two sons.

We have been visiting a Marine friend in Iowa for almost forty

years. Three years ago, while accompanying this friend to a banking appointment, we discovered the plaza in the heart of your city. We returned to Washington on subsequent trips and each time we have found it to be a warm and inviting community. Since we had been considering a move from our home in Colorado, we contacted the office of realtor Tim Elliott, looking for a property that could become our new home. We specifically asked the Elliott Realty Group to target buildings surrounding the plaza. In our 35 years of marriage, we have owned six single family homes, three of which were built from plans of our own design, in urban or suburban areas. This time we were determined to live in the city center in a loft-style residence.

3. PROPOSAL.

After viewing several buildings in the Washington area, we decided that the ROE building best fit our needs. While not on the plaza, its close proximity to the plaza, overall size, off-street parking, and adjoining green space, make it our best option.

Our vision for our new home includes a personal residence comprising of the entire second floor with an apartment and commercial space sharing the first floor. The basement area will remain a storage area.

While both first floor areas would share a common wall, only the designated commercial area would have an entry from Iowa Ave. Entry for both living quarters would be from a newly constructed shared porch on the green space fronting 2nd Street and a door facing the parking area at the rear of the building (East side). This will allow the exterior on the Iowa Street side to retain its original historic facade. An attached garage will be added to the parking area on the rear of the building which will alleviate the need for resident on-street parking. There will be a need for more windows on both levels of construction; however, where possible, the windows will be placed in locations where previous windows were "bricked over." These windows would be constructed to reflect the building's historic style. Further, exterior decks/balconies are being considered and will be addressed at a later date.

We understand the desire and concern of the council to retain the first floor as a commercial endeavor. However, we believe that the smaller commercial space will be more attractive to businesses and that moving the entrance of the apartment to 2nd

Street is a positive compromise.

We have spoken with Sarah Sadr Akula, Executive Director of Main Street Washington, regarding historical significance of the building and welcome her assistance in locating a business that could be brought in to enhance the community of Washington.

4. **REQUEST.**

We, George M. and Denise S. Button, request a variance granting us residential utilization of commercial space at 114 N. Iowa Ave.

5. **TENTATIVE BUILDING PLANS.**

Attached are tentative plans for the main residence and first floor apartment. Architectual designs will be completed if the variance is approved.

6. **CONTACT INFORMATION.**

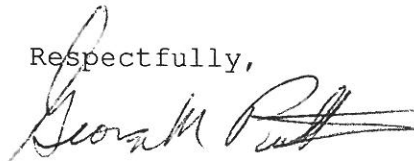
We would be pleased to converse or consult with any council member prior to the council meeting. Our contact information is:

Email: bsdusn7799@gmail.com

George M. Button 719-429-4277

Denise S. Button 719-429-4849

Respectfully,



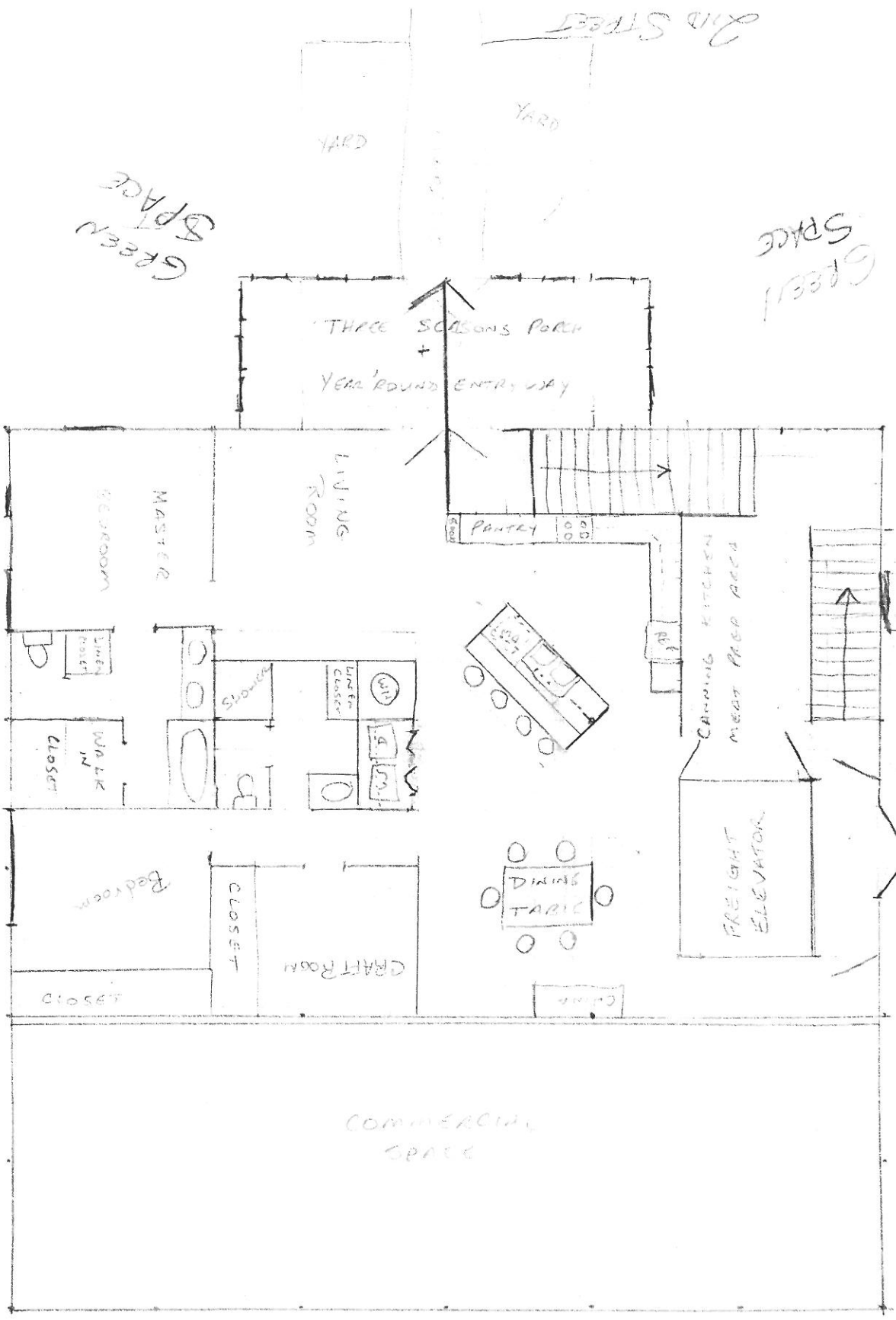
George M. Button



Denise S. Button

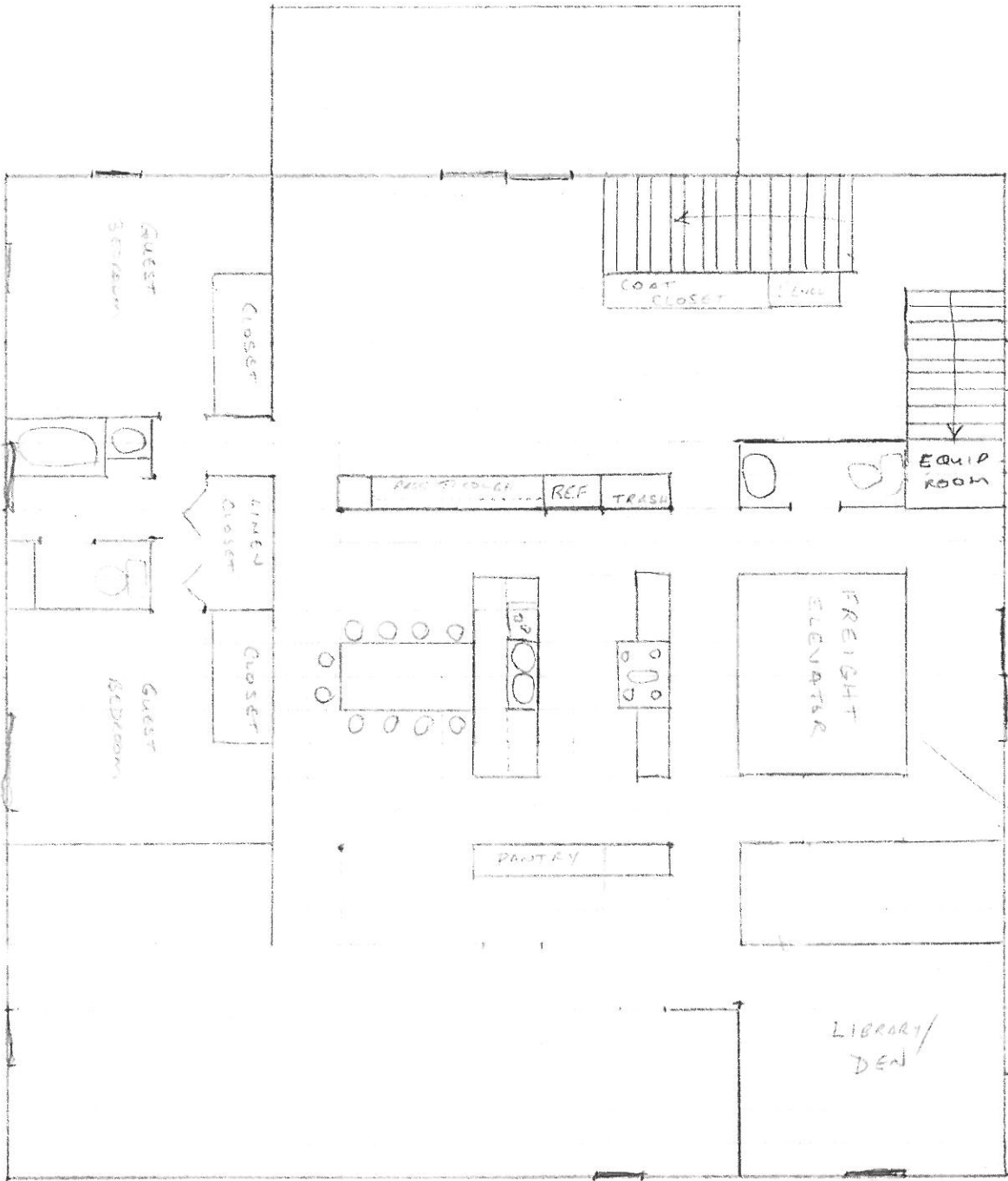
Copy to:

Ms. Sandra Johnson, Mayor
Ms. Kathy Salazar, Council at Large
Mr. Mark Kendall, Council at Large
Mr. Bob Shepherd, 1st Ward
Mr. Russ Zieglowsky, 2nd Ward
Mr. Robert Shellmyer, 3rd Ward
Mr. Jaron Rosien, 4th Ward
Mr. Brent Hinson, City Administrator
Ms. Illa Earnest, City Clerk



1st Floor - Commercial / Residential

2nd Street
Green Space



N. Iowa Street

ALLEY

2nd Floor - Residential

RESOLUTION NO. _____

**A RESOLUTION ADOPTING PLANS, SPECIFICATIONS,
FORM OF CONTRACT, AND ESTIMATE OF COST FOR LEXINGTON
BOULEVARD PUMP STATION MODIFICATIONS PROJECT**

WHEREAS, FOX Engineering Associates has prepared plans, specifications, form of contract and estimate of cost for the construction of certain public improvements described in general as "Lexington Boulevard Pump Station Modifications Project"; and

WHEREAS, notice of hearing on plans, specifications, form of contract, and estimate of cost for said public improvements was published as required by law:

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

Section 1. That the plans, specifications, form of contract, and estimate of cost are hereby approved as the plans, specifications, form of contract, and estimate of cost for said public improvements, as described in the preamble of this Resolution.

PASSED AND APPROVED, this 21st day of July, 2015.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

Lexington Pump Station Improvements
 City of Washington
 Washington, Iowa

Engineer's Opinion of Probable Cost

Item Description	Cost
General Requirements	\$15,000
Replace Pumps	\$34,800
Replace Pump Discharge Valves & Add Backflow Valve Generator Set	\$8,500
Power Distribution (Includes VFDs)	\$52,500
Process Controls and Telemetry	\$20,900
General Electrical Construction	\$20,800
Construction Contingency	\$23,800
Total OPCC	\$184,300

Notes:

General requirements includes mobilization, overhead, and profit (MOP), it is approximately 10% of the Construction Cost
 Prices of line items above are installed costs.
 Electrical miscellaneous includes Conduit, wiring, hole saw into wet well, equipment pads, electrical rack
 Contingency is approximately 5% of the construction cost, not including MOP

LEXINGTON PUMP STATION MODIFICATIONS

LEXINGTON PUMP STATION MODIFICATIONS

CITY OF WASHINGTON
WASHINGTON, IA

2015

LOCATION MAP 

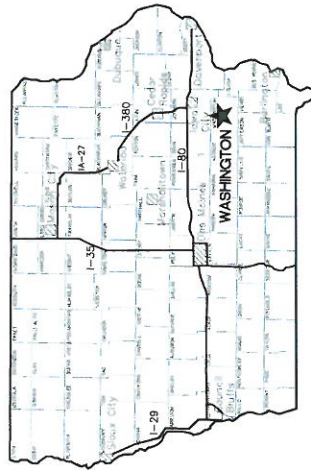


PROJECT INFORMATION

OWNER: CITY OF WASHINGTON
215 E. WASHINGTON ST.
WASHINGTON, IA 52353
319-653-6584

LOCATION: SOUTHWEST CORNER OF INTERSECTION OF
HIGHWAY 1/92 AND LEXINGTON BLVD.

PROJECT DESCRIPTION: REPLACEMENT OF PUMPS,
DISCHARGE VALVES, AND ELECTRICAL
EQUIPMENT. PROVIDE NEW GENERATOR
SET.



GENERAL NOTE: ALL UTILITIES ARE ONLY GENERALLY LOCATED. CONTRACTOR IS RESPONSIBLE FOR LOCATING AND EXPOSING ALL UTILITIES PRIOR TO ANY CONSTRUCTION. REFER TO CONSTRUCTION RECORDS.



THIS PROJECT IS COVERED BY THE IOWA DEPARTMENT OF NATURAL RESOURCES PERMIT NO. 2. THE CONTRACTOR SHALL COMPLY WITH ALL REQUIREMENTS OF PERMIT NO. 2 AND STORM WATER POLLUTION PREVENTION PLAN WHICH IS PART OF PERMIT NO. 2. THE CONTRACTOR SHALL ALSO COMPLY WITH THE DUTY STANDARD SPECIFICATION FOR ADDITIONAL INFORMATION.

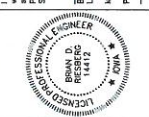
PERMIT NO. 2 REQUIREMENTS FOR CONSTRUCTION, SERIES 2001, PLUS GENERAL SUPPLEMENTAL SPECIFICATIONS, AND PERMIT NO. 2 REQUIREMENTS FOR CONSTRUCTION, SERIES 2001, PLUS GENERAL SUPPLEMENTAL SPECIFICATIONS, AND PERMIT NO. 2 REQUIREMENTS FOR CONSTRUCTION, SERIES 2001, PLUS GENERAL SUPPLEMENTAL SPECIFICATIONS, AND PERMIT NO. 2 REQUIREMENTS FOR CONSTRUCTION, SERIES 2001, PLUS GENERAL SUPPLEMENTAL SPECIFICATIONS, SHALL APPLY TO CONSTRUCTION ON THIS PROJECT.

No.	Description
G1	COVER SHEET/ LOCATION MAP/LEGEND
C1	SITE PLAN
P1	EXISTING PUMP STATION IMPROVEMENTS
E1	ELECTRICAL PLAN
E2	ONE-LINE DIAGRAM
E3	ELECTRICAL SCHEDULES AND DETAILS
E4	ELECTRICAL DETAILS

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

BRAND, D. REBECCA, P.E.
LICENSE NUMBER 15110
DATE: 12/31/2015

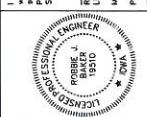
My license renewal date is December 31, 2015.
Page sheets covered by this set:
1 SHEETS



I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

ROBBIE, JOHN DAUER, P.E.
LICENSE NUMBER 15110
DATE: 12/31/2015

My license renewal date is December 31, 2015.
Page sheets covered by this set:
1 SHEETS



LAST UPDATE:	06/13/17
CHECKED:	
DRAWN:	KR
DATE:	06/13
DESIGNED:	KR
DATE:	06/13

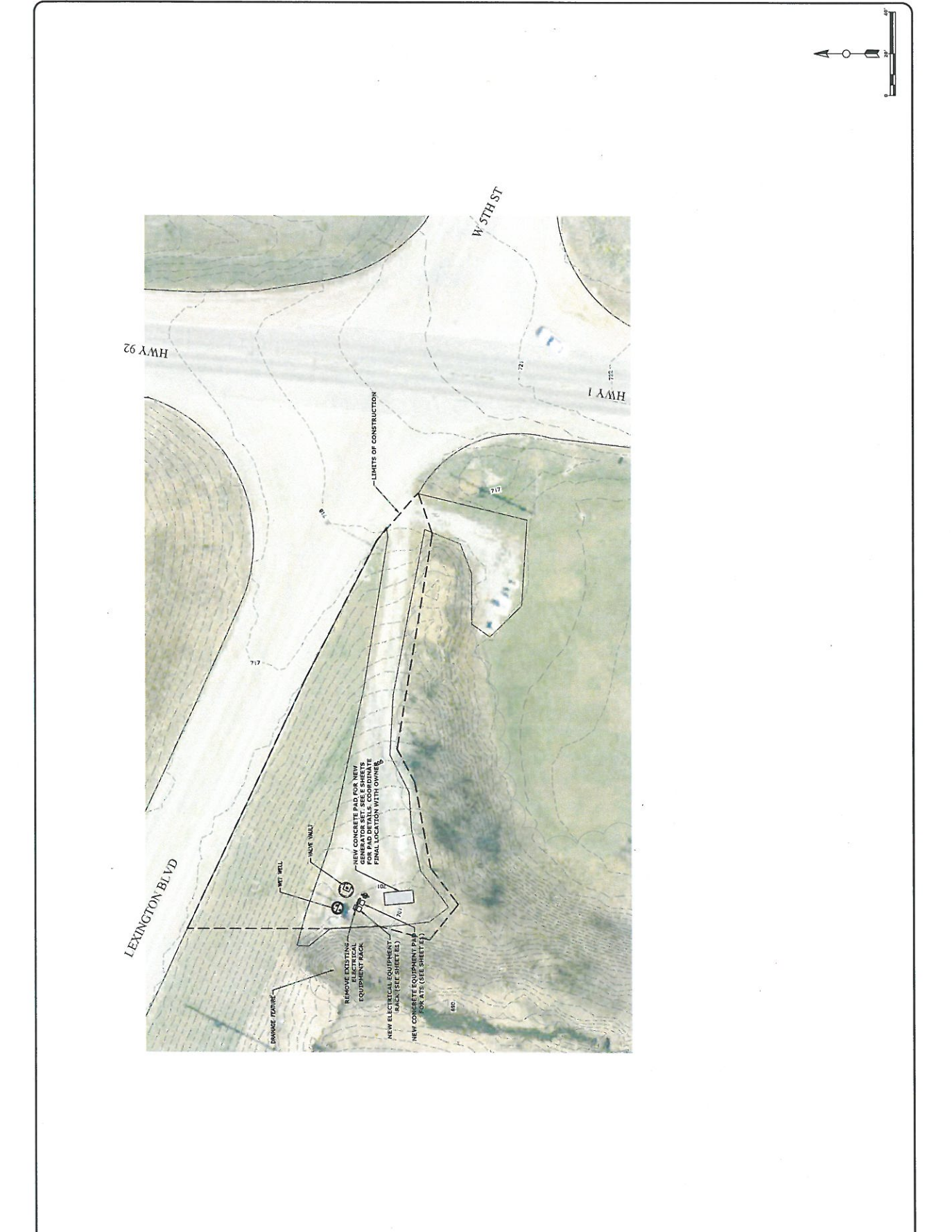
DATE:	
REVISION:	

FOX Engineering Associates, Inc.
 414 South 17th Street, Suite 107
 Ames, Iowa 50010
 Phone: (515) 233-0000
 FAX: (515) 233-0103

FOX engineering

SITE PLAN
 LEXINGTON PUMP STATION
 CITY OF LEXINGTON, IA

SHEET:	C1
DATE:	06/13/17
BY:	KR



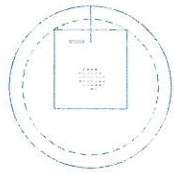
PROJECT NAME:	LEXINGTON PUMP STATION
OWNER:	CITY OF LEXINGTON, IA
DATE:	06/13/17
BY:	KR

DATE	
REVISION	
BY	
CHECKED	
DATE	
DESIGNED	
DATE	
APPROVED	
DATE	
PROJECT NO.	2002-104
PROJECT NAME	EXISTING PUMP STATION IMPROVEMENTS
CITY OF WASHINGTON	WASHINGTON, VA
PROJECT NO.	2002-104
PROJECT NAME	EXISTING PUMP STATION IMPROVEMENTS

FOX Engineering
 414 South 17th Street, Suite 107
 Arlington, VA 22202
 Phone: (515) 233-0000
 Fax: (515) 233-0103

SHEET
 P1

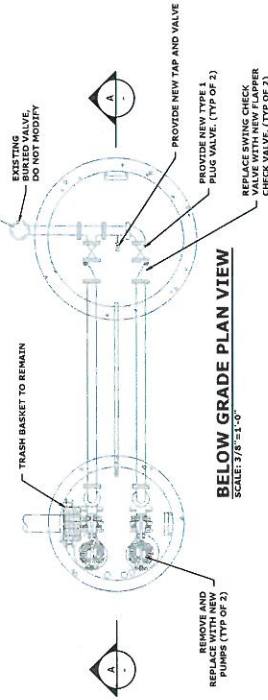
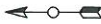
REMOVE AND REPLACE EXISTING CONCRETE AREAS WHICH NEED TO BE REMOVED IN ORDER TO INSTALL BURIED CONDUIT. REPLACE IN-KIND CONCRETE TYPE AND THICKNESS IN PATCHED AREAS.



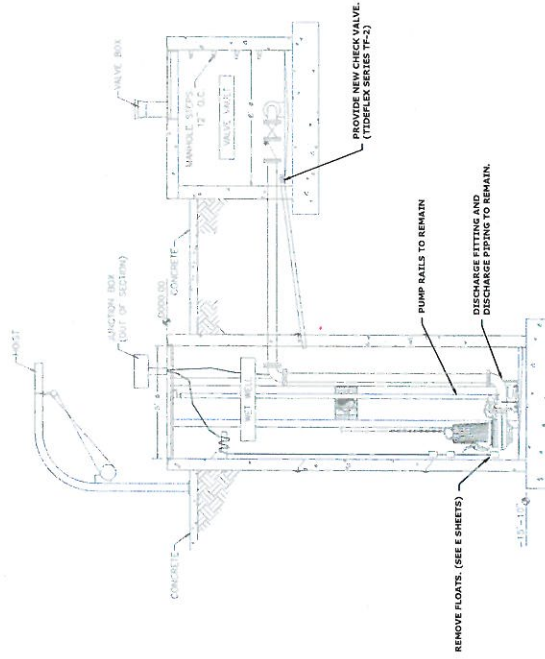
JUNCTION BOX TO BE REMOVED. WELD OR FASTEN A PATCH OVER THE HOLE IN THE STEEL COVER TO COVER HOLE LEFT BY REMOVED BOX. PATCH SHALL BE SAME MATERIAL AND THICKNESS AS THE COVER PLATE. IF USED, FASTENER MATERIALS SHALL BE STAINLESS STEEL.



ABOVE GRADE PLAN VIEW
 SCALE: 3/8" = 1'-0"



BELOW GRADE PLAN VIEW
 SCALE: 3/8" = 1'-0"



A SECTION
 SCALE: 3/8" = 1'-0"

EXISTING PUMP STATION - REMOVALS AND MODIFICATIONS

PROJECT NO.	2002-104
PROJECT NAME	EXISTING PUMP STATION IMPROVEMENTS
CITY OF WASHINGTON	WASHINGTON, VA
PROJECT NO.	2002-104
PROJECT NAME	EXISTING PUMP STATION IMPROVEMENTS



July 17, 2015

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

RE: Lexington Pump Station Modifications
FOX P.N. 2045-14A.440

Dear Mr. Hinson and City Council:

The purpose of this letter is to summarize recent construction bid activities regarding the Lexington Pump Station Modifications project and to provide our recommendation to you for your consideration.

A single bid for the project was received and opened on July 14, 2015 at 2:00 p.m. The bid was received and opened by the City Clerk with at least one witness, and heard by myself (by phone) and a representative from the bidder. The base bid was \$178,000.00. Our Opinion of Probable Construction Cost for the base bid of this project was \$184,300. This project had no bid alternates or unit price adjustments. A bid tabulation summary is enclosed for your reference.

Based on budget costs provided by major equipment suppliers during design, the list of major equipment Manufacturers included with the bid, and our own cost opinion, we believe that the bid represents a valid cost for the project under the present conditions. The construction documents established that the contract will be awarded to the lowest responsive, responsible Bidder whose bid is in the best interest of the Project. WRH, Inc. of South Amana, Iowa, submitted the apparent low base bid of \$178,000.

We believe that WRH (as known as "Wendler Construction") has a practical knowledge of the work, adequate equipment, and supervisory personnel to complete the work. FOX engineering has worked with WRH before, has had previous work experience with the City of Washington Wastewater Department before, and has wastewater treatment experience. Performance of the construction work will be backed with a 100% performance and payment bond.

There may be some concern over awarding a contract when only one bid was received. This may have the appearance that there was no competition for the contract. While there was only one general contractor bidding, there was competition between equipment suppliers. During the bid advertisement

period, two pump suppliers (Electric Pump and Iowa Pump Works, both of Ankeny, Iowa) were expected to bid this job as a general contractor and then subcontract out the electrical and controls scope, since there was not much other work to do on this project. When a general contractor expressed interest, both of these suppliers decided not to bid it themselves and submitted quotes to the bidder. As a matter of business practice, they do compete against general contractors for work. (That same general contractor could be their customer on the next job.) During bidding, FOX contacted two additional pump suppliers (Zimmer & Francescon and Superior Industrial) to see if they would bid this project, but they did not have a valid pump selection. Two of the four preapproved generator manufacturers were contacted for budget costs and an additional generator manufacturer asked to be preapproved, but was not found to have an equal or equivalent product. Last, multiple valve suppliers contacted FOX Engineering for project clarifications and stated they would submit quotes on the project. Therefore, competition did occur between the manufacturers and suppliers, but there was only one general contractor submitting a bid.

We have found the bid to be responsive, the bidder responsible, and the cost to be within the expected range of costs. Therefore, we recommend that the contract for the project be awarded to WRH, Inc. of South Amana, Iowa, for a total award amount of \$178,000.00.

The Iowa DNR has reviewed this project and issued a construction permit on June 5, 2015. Iowa DNR reviewed Addendum No. 1 on July 10, 2015.

Please feel free to contact us if you have any questions or comments regarding this recommendation.

Sincerely,
FOX ENGINEERING ASSOCIATES, INC.



Robbie J. Baker, P.E.
Project Manager

To all:

I have worked with WRH Inc. (AKA: Wendler Engineering & Construction Co) before. WRH did a couple projects at the old WWTP back in the late 90's or early 2000's. I wouldn't have a problem with them doing this project. They did excellent work for the City in the past! Not sure my opinion will make a difference but thought I would put it out there.

Fred

RESOLUTION NO.

A RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT

WHEREAS, the construction project known as "Lexington Boulevard Pump Station Modifications Project" has been designed and publicized for bid, and a bid was received on July 14, 2015:

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

Section 1. That the following bid for the construction of certain public improvements described in general as "Lexington Boulevard Pump Station Modifications Project" be and is hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: _____ WRH, Inc. _____

Amount of Bid: _____ \$178,000.00 _____

Section 2. That the Mayor and Clerk are hereby directed to execute contract with the contractor for the construction of said public improvements.

PASSED AND APPROVED, this 21st day of July, 2015.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

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



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

Memorandum

July 7, 2015

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

From: Brent Hinson 
City Administrator

Re: Council Rules of Procedure

As the Council is aware, this item has been tabled for quite some time. I have worked through the proposed rules individually with Councilors Shepherd and Salazar, and think we have come up with rules that represent an improvement to what was previously presented. I have worked from the last draft the Council as a whole saw, so the changes shown are changes to what you've previously reviewed, rather than changes from the Windsor Heights template as it was before.

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 21st day of July, 2015.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

City of Washington



City Council Rules of Procedure

July 2015

TABLE OF CONTENTS

I.	These Rules of Procedure.....	3
II.	Meeting Dates of the City Council.....	3
III.	Presiding Officer.....	3
IV.	Quorum.....	3
V.	Councilor Non-Attendance.....	43
VI.	Agenda Preparation.....	4
VII.	Length of Meeting.....	5
VIII.	Conduct of Business.....	5
IX.	Decorum During Council Meetings.....	6
X.	Rules of Debate.....	7
XI.	Addressing Council from Floor.....	87
XII.	Preparation of the Minutes.....	98
XIII.	Processing Council Mail.....	9
XIV.	Special Committees.....	109
XV.	Preparation and Review of Ordinances, Resolutions and Contract Documents.....	109
XVI.	Council Action.....	109
XVII.	Interpretation of the Rules of Procedure.....	121

**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. [Additional helpful references for the conduct of these rules of procedure are the most recent edition of the Iowa Municipal Policy Leaders' Handbook and the most recent edition of Robert's Rules of Order.](#)

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~~ Mayor is responsible for oversight of the preparation of the agenda, with agenda packet materials to be prepared by staff under the guidance of the City Administrator and City Clerk. ~~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 believes a Councilor's agenda request is unreasonable, detrimental or out of order, the Mayor 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.

Strategies for Council Effectiveness

Councilors individually and as a group are to recognize and internalize, to the extent possible, the following proven strategies for Council effectiveness:

1. Work toward Council improvement.
2. Exercise appropriate authority.
3. Connect to the community.
4. Enhance teamwork.
5. Develop effective decision-making.
6. Act strategically.

Additional detail on these strategies may be found in the Iowa Municipal Policy Leaders' Handbook, pages 41-42 (2012 Edition).

X. RULES OF DEBATE

Presiding Officer

The Mayor as presiding officer may comment during debate, while keeping in mind the spirit of the guidance presented in Robert's Rules of Order as to the role of the presiding officer. The Mayor as presiding officer 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. No additional members of the public may participate in any discussion without first being recognized by the presiding officer. 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.

Matters presented during the Public Comment requiring further investigation or information will typically 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 not 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 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. The two types of committees are:

1. Standing Committees: These committees continue indefinitely until terminated by the Council. Standing committees may be assigned to develop recommendations and/or exercise oversight over designated City departments or functions.
2. Special Committees: Also known as “ad hoc” committees or “task forces”, these committees are established to study and make recommendations on specific issues. Special committees are typically established by resolution of the Council, and terminate after they have completed their assignments.

All committees expressly established by the Council are deemed to be subject to the Iowa Open Meetings law, and shall publish an agenda and hold open meetings as such. Additional guidance on committees may be found on page 37 of the Iowa Municipal Policy Leaders’ Handbook (2012 Edition).

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 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 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. [Additional guidance on abstentions may be found on page 55, and additional guidance on conflicts of interest may be found on pages 39-40 of the Iowa Municipal Policy Leaders’ Handbook \(2012 Edition\).](#)

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 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.

RESOLUTION NO.

**A RESOLUTION AMENDING THE PURCHASING
POLICY OF THE CITY OF WASHINGTON**

WHEREAS, the City Council established a formal purchasing policy in Resolution 2002-36, adopted on July 2, 2002, which was amended by Resolution No. 2013-057 on July 3, 2013; and

WHEREAS, the City Council desires to amend said policy:

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

Section 1. The amended purchasing policy, attached as Exhibit A is hereby adopted.

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

PASSED AND APPROVED this 21st day of July, 2015.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

Purpose

The purpose of this Purchasing Policy is to acquaint all departments and officials with the general flow of required forms and internal procedures to be followed in the purchasing process.

Instructions

Department Heads have the authority to make contracts and purchase supplies and materials for work under their respective areas of supervision for amounts not to exceed \$1,000. For amounts greater than \$1,000, prior approval from the City Administrator is required.

The City Administrator has the authority to make contracts, purchase supplies and materials for all City programs for amounts not to exceed \$5,000. Prior approval from the City Council is required for purchases in excess of \$5,000.

The basic flow of purchasing is as follows:

1. The Department Head (or designee) recognizes the need for a purchase and selects a vendor. When making purchases, the Department Heads shall attempt to obtain the lowest price for their purchases. Notwithstanding this objective, however, Department Heads are encouraged to give preference to ~~local~~ businesses within the local trade area (Washington, Louisa and Keokuk Counties) when the quoted price is reasonably close to a lower-priced non-local vendor. Department Heads ~~shall are expected to normally~~ obtain two or more quotations for purchases above \$500, and ~~shall normally are expected to~~ solicit at least 3 quotations whenever possible.

After this is done, the following procedures shall be followed:

- A. The Department Head makes the purchases if \$1,000 or less and if there are sufficient funds available in the appropriate budget account to cover the expense.
- B. For purchases of greater than \$1,000, the Department Head submits the request to the City Administrator for consideration. The City Administrator may approve the request if it is \$5,000 or less and if there are sufficient funds in the budget to cover the expense. The Department Head may proceed with the purchase upon the approval of the City Administrator.
- C. The City Administrator shall refer requests to the City Council for purchases costing more than \$5,000, if the City Administrator recommends approval of the request.

2. The vendor ships and/or provides the items purchased.
3. Upon receipt of the items, the Department will inspect them in regard to quantities ordered and price before signing the packing slip or freight bill.
4. The Department Head provides the packing slip, freight bill and/or receipt to the City Administrator's Office (Accounting Clerk) for processing. A check is issued to cover the purchase.

In an emergency situation, the Mayor may approve a purchase in excess of \$5,000. The Mayor or Administrator shall notify the Council of such an emergency purchase at the next Council meeting.

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING A POLICY
REGARDING MAINTENANCE OF ALLEYS**

WHEREAS, the City of Washington maintains a number of alleys within city limits and a number of platted but undeveloped alleys exist; and

WHEREAS, the City Council desires to establish a policy regarding these alleys:

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

Section 1. The alley maintenance policy, attached as Exhibit A is hereby adopted.

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

PASSED AND APPROVED this 21st day of July, 2015.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

City of Washington Alley Maintenance Policy

Purpose

The purpose of this policy is to provide general guidelines for the maintenance and development of alleys, in an effort to provide for consistency and efficiency in these matters.

Guidelines

Under the Washington Code of Ordinances, “Alley” means a public right-of-way, other than a street, affording secondary means of access to abutting property.

The City has a duty to maintain developed alleys, and will do so on an “as-needed” basis, including adding rock, grading, patching potholes on paved or sealcoat alleys, and removal of snow. However, the maintenance of alleys is generally a lower-priority activity than the maintenance of public streets.

Residents may request that an undeveloped alley be partially or fully developed. In such a case, the property owner making the request is responsible for the initial cost of the road materials, and the City will provide labor to construct the improvements. Any cost-sharing with other residents is the responsibility of the requesting party to arrange. Regardless of whether the cost will be shared between neighbors or not, all neighbors adjacent to the alley or portion of alley to be developed must agree in writing via the form provided by the City prior to any work proceeding. This form will be processed administratively and kept on file.

After an alley is developed, the City is responsible for future maintenance as described above.

NEIGHBOR SIGN-OFF FOR DEVELOPMENT OF ALLEY

Any person requesting development of an undeveloped alley or any portion thereof must first receive written approval from all property owners adjacent to the alley, in accordance with the policy adopted by the City Council.

Applicant Name:

Property Address:

The above applicant wishes to have developed all or a portion of the alley adjacent to my property. I/We, being the adjacent property owner(s), have been provided notification of this request, and do not object to the above-named person's request.

<u>Name(s) & Address</u>	<u>Phone</u>	<u>Signature(s) & Date</u>

(For additional adjacent property owners, please attach additional sheets)

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 69.08 "NO PARKING ZONES"- SOUTH AVENUE B FROM TYLER TO SITLER

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 Paragraph.** Section 69.08, "No Parking Zones", Paragraph 3 is hereby repealed.

SECTION 2. **New Paragraph.** A new Section 69.08, "No Parking Zones", Paragraph 3 is hereby adopted as follows:

3. "South Avenue B, on the west side, from Madison to Tyler, and on the east side from Tyler to Sitler, from 7:30 a.m. to 4:00 p.m. on school days".

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

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

Passed and approved this _____ day of _____, 2015.

Sandra Johnson, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: _____ July 7, 2015 _____
Approved on Second Reading: _____
Approved on Third & Final Reading: _____

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

City Clerk

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE
OF THE CITY OF WASHINGTON, IOWA, BY
AMENDING CHAPTERS 50, 51 AND 80

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

SECTION 1. **Insert Word.** Insert the word “flammable” in Paragraph 50.01(5c) so that paragraph reads as follows:

“(c) Any vehicle, trailer or semitrailer which contains stored gasoline or other flammable fuel, paper, cardboard, wood or other combustible materials, garbage, refuse, solid waste, debris, etc.”

SECTION 2. **Delete Paragraph.** Paragraph 50.01(5f) is hereby deleted.

SECTION 3. **Delete Section.** Section 50.11 is hereby repealed.

SECTION 4. **Add Section.** A new Paragraph 50.11 is adopted as follows:

“**50.11 CONSTRUCTION EQUIPMENT AND MATERIALS.** Operable machinery, equipment, and materials being used for construction purposes, including pipes, lumber, forms, dirt, sand, and sod, shall not be stored or kept in the open in residential zones, except on the job site of a project in process for a period not to exceed thirty (30) days after construction has been completed or a separate certificate of occupancy has been issued, whichever occurs first.”

SECTION 5. **Delete Word.** Strike the word “motor” in Section 50.12 so that Section reads as follows:

“**50.12 OPERABLE VEHICLES.** Operable vehicles, materials, supplies or related equipment may be parked or stored outside only if placed in a rear yard area, or in a front yard or side yard if such vehicle is parked or stored on a temporary basis, not to exceed twenty-four (24) consecutive hours, and if the vehicle is parked or stored on an all-weather surfaced area.”

SECTION 6. **Delete Paragraphs.** Paragraphs 51.01(1), (3), and (5) are hereby repealed.

SECTION 7. **Add Paragraph.** A new Paragraph 51.01(1) is adopted as follows:

“1. “All-weather surface” means an asphalt, Portland cement concrete, brick paver or gravel surface free of all grass and weeds for the entirety of the surface and of sufficient thickness to adequately support a motor vehicle.”

SECTION 8. **Add Paragraph.** A new Paragraph 51.01(3) is adopted as follows:

“3. “Inoperable condition” means a vehicle that (1) has a missing or defective part that is necessary for normal operation, or (2) is on blocks, jacks or other supports, (3) does not have a current license, properly displayed, for operation on a public roadway as defined in Chapter 321.18 of the Code of Iowa, or (4) does not have all tires inflated properly in order for the vehicle to operate correctly. This list is not intended to be exhaustive, and other conditions that show that a vehicle is not operable may also exist.”

SECTION 9. **Add Paragraph.** A new Paragraph 51.01(5) is adopted as follows:

“5. "Junk vehicle" means any vehicle, trailer or semitrailer, or any other type of vehicle, whether currently licensed or not, which includes, but is not limited to the following characteristics:

- (a) Any vehicle, trailer, or semi trailer which is rendered inoperable, or may not be lawfully operated on a public street or highway, because of a missing or broken windshield or window glass, fender, door, bumper, hood, steering wheel, driver's seat, trunk, fuel tank, wheel, engine, drive shaft, differential, battery, generator or alternator or other component part of an electrical system, or any component or structural part;
- (b) Any vehicle, trailer or semi trailer which has become the habitat of rats, mice, snakes or any other vermin or insects;
- (c) Any vehicle, trailer or semi trailer which contains stored gasoline or other flammable fuel, paper, cardboard, wood or other combustible materials, garbage, refuse, solid waste, debris, etc.;
- (d) Any vehicle, trailer or semi trailer used for storage purposes or harborage, cage or dwelling for animals of any kind;
- (e) Any other vehicle, trailer or semi trailer which because of its defective or obsolete condition in any other way constitutes a threat to the public health or safety of the citizens of Washington, Iowa.”

SECTION 10. **Add Paragraph.** A new Paragraph 51.01(7) is adopted as follows:

“7. “Motor Home” means a motor vehicle designed as an integral unit to be used as a conveyance upon the public streets and highways for use as a temporary or recreational dwelling as defined in the Code of Iowa 321.1(36C)(d).”

SECTION 11. **Add Paragraph.** A new Paragraph 51.01(13) is adopted as follows:

“13. “Semitrailer” means every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constituted that some of its weight rests upon or is carried by another vehicle.”

SECTION 12. **Add Paragraph.** A new Paragraph 51.01(14) is adopted as follows:

“14. “Trailer” means every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and being constructed that no part of its weight rests on the towing vehicle.”

SECTION 13. **Add Paragraph.** A new Paragraph 51.01(16) is adopted as follows:

“16. “Vehicle” means every device in, upon, or by which any person or property is or may be transported or drawn upon the highway as defined in the Code of Iowa 321.1(90).”

SECTION 14. **Renumber Paragraphs.** The paragraphs listed below are hereby renumbered to allow for the insertions in Sections 11, 12 and 13 of this Ordinance:

<u>Previous Number</u>	<u>New Number</u>
51.01(7) “Motor Vehicle”	51.01(8)
51.01(8) “Nuisance”	51.01(9)
51.01(9) “Outside”	51.01(10)
51.01(10) “Residential area”	51.01(11)
51.01(11) “Restoration”	51.01(12)
51.01(12) “Undeveloped area”	51.01(15)
51.01(13) “Vital component parts”	51.01(17)
51.01(14) “Yard, front”	51.01(18)

SECTION 15. **Delete Paragraph.** Paragraph 51.02(3) is hereby repealed.

SECTION 16. **Add Paragraph.** A new Paragraph 51.02(3) is adopted as follows:

“3. Automotive Towing/Repair Business: Persons engaged in the business of towing motor vehicles, temporary storage of motor vehicles, general motor vehicle repair, and motor vehicle body repair that are lawfully operated within the City. However, any inoperable vehicles stored temporarily as part of a legal business operation as described above shall be screened from the public view via fencing. Unless the motor vehicle is actively being repaired or being readied for auction as in the case of a vehicle storage business, the vehicle shall not be stored outside for a period exceeding twenty (20) days. These businesses must be located within a commercial, or industrial zoned area within the City.

Furthermore, these businesses must be in full compliance with all other ordinances of the City and the laws of the State of Iowa.”

SECTION 17. **Strike Phrase.** In Paragraph 51.02(4), strike the phrase “or in an inconspicuous place on their property”, so that Paragraph 51.02(4) reads as follows:

“4. Permit: A permit may be obtained from the City for the purpose of restoring an automobile and light truck only. This permit will be valid for one (1) year from date of issue. Permits may be obtained from City Hall at a cost of \$25.00. Permit holders must store the vehicle on an all-weather surface. If the vehicle is stored outside, it must be covered with a secured non-transparent covering that covers the entire vehicle.”

SECTION 18. **Insert Phrase.** In Section 51.04, add the phrase “For abatement purposes, any vehicle defined as inoperable shall be classified as a junk vehicle” to the end of the section, so that Section 51.04 reads as follows:

“**51.04 JUNK AND JUNK VEHICLES PROHIBITED.** It is unlawful for any person to store, accumulate, or allow to remain on any private property within the corporate limits of the City any junk or junk vehicle. For abatement purposes, any vehicle defined as inoperable shall be classified as a junk vehicle.”

SECTION 19. **Add Paragraph.** A new Paragraph 80.01(1G) is hereby adopted as follows:

“G. Any vehicle that is considered inoperable pursuant to Section 51.01(3) of this Code.”

SECTION 20. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 21. **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: _____ July 7, 2015 _____
Approved on Second Reading: _____
Approved on Third & Final Reading: _____

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

City Clerk

The Historic Preservation Commission At Work

2004 — Chamber of Commerce, WEDG, and City shared the cost of a Downtown Assessment by Iowa Economic Development office; results were presented to public in spring 2005, and included both long range and short term projects, including formation of a Historic Preservation Commission and a local Main Street organization.

Historic Preservation Commission was formed by ordinance in August 2005.

Generally, our powers and responsibilities are

- to advise council on matters of preservation, and recommend additional preservation targeted ordinances as needed
- to conduct public education programming
- to monitor and report on historic properties, including losses
- to conduct survey, reporting, and nomination to the National Register of Historic Places for additional properties
- and may own property for the purpose of preservation

Our first act was to support Washington's Historic Building Code ordinance, and to receive training in how to use and apply that code.

Certified Local Government contract was signed in 2006 and adds responsibilities to the commission and benefits for the community.

- Annual report to State Historical Society and National Park Service
- Annual training for at least one member of the commission
- Access to grant funds for preservation and educational projects - Windows Workshop

Education

Since 2006, we have annually organized at least one public education event. We hosted a National Register training workshop for other CLG communities (2007), and in 2014, we presented a program at the Preserve Iowa state-wide conference. Members of our commission have also served on the State Historic Review Commission, our local Main Street Washington board and design committee, and the Washington County Historical Society board.

Grants and Tax Credits

Historic Resource Development Program (HRDP) - The purpose of the REAP/HRDP Grants Program is to provide funds for preservation activities in the areas of Documentary Collections (cataloging and/or storing paper and photographic items), Historic Preservation (acquisition, development, preservation and conservation of historic properties, interpretation projects, or professional training in the preceding categories), and Museum Collections. Funds may be allocated to units of government, tribes, individuals, businesses, and non-profits. The ratio of matching funds varies depending on the entity requesting the funds ~ for governments, it's 25¢ for every dollar spent, and 25¢ of donated labor or materials.

Limited to two consecutive grants of the same type.

Washington has received four HRDP grants - West Side Residential Neighborhood Survey (2014), Downtown Survey and Nomination (2012), DAR Log House (2010), and an Emergency Repair grant (2011).

Certified Local Government (CLG) - limited to CLG communities in good standing. CLG grants can be used for preservation planning, survey and evaluation of an area, nomination of historic properties to NRHP or a local register, pre-development of NRHP properties owned by the city or a non-profit, and public education. No funds are available for actual work on a property.

Washington has received two CLG grants, one to create a preservation plan (2008), and the other for an educational project, the Windows Workshop (2014).

Local, State, and Federal Tax Incentives

Information and assistance are available locally through the preservation commission and Main Street, and each year, workshops to explain the process are held around the state.

The City's own TIF program is available for property tax improvement rebates, and those are negotiated individually for each project.

The lowa Income Tax Credit is a check for 25% of the funds spent on qualified elements of the project. It's paid when the project is complete and the work has been approved. Qualified elements are specified in detail before work begins, and changes are possible, working with SHPO.

The Federal Income Tax credit is applied once the project is completed, and is worth a 20% reduction on the income from the property for 20 years. The credit "belongs" to the building, not the owner, and continues for the full 20 year time period regardless of who owns the property. Eligible houses must be listed or eligible to be listed on the National Register of Historic Places and listed within 30 months after applying for the credit, and must produce income such as rental housing or office space. In addition, there are other IRS considerations.

Future Discussions

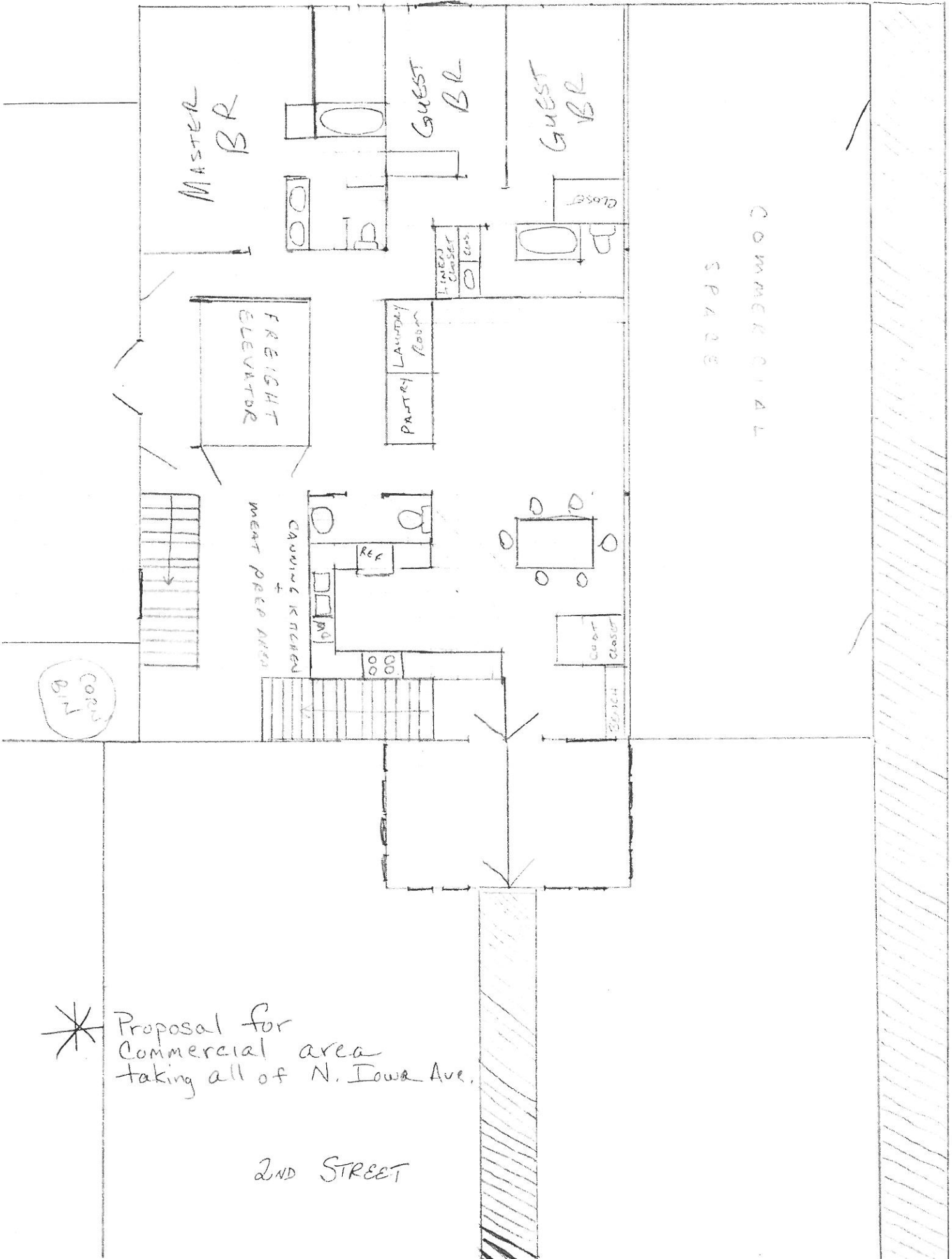
West Side Residential Neighborhood - will it be nominated to the National Register of Historic Places?

To protect our historic resources ~ will the council consider a demolition permit recommendation process?

Is the council interested in a local historic designation program?

Does the council have any questions about preservation or the work of the commission?

ALLEY



N. IOWA AVE

COMMERCIAL SPACE

MASTER BR

GUEST BR

GUEST BR

FREIGHT ELEVATOR

LAUNDRY ROOM

PANTRY

CARRYING KITCHEN + MEAT PREP AREA

REAR

CORR. BIN



Proposal for
Commercial area
taking all of N. Iowa Ave.

2ND STREET

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 155.02 OF THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, REGARDING ADOPTION OF THE ELECTRICAL CODE

BE IT ORDAINED by the City Council of the City of Washington, Iowa;

Section 1. Section 155.02 is hereby amended be deleting the words '2011 Edition" and substituting the words "2014 Edition".

SECTION 2. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. **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: _____

Approved on Second Reading: _____

Approved on Third & Final Reading: _____

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

City Clerk