



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, OCTOBER 21, 2014

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, October 21, 2014 to be approved as proposed or amended.

Consent:

1. Council Minutes 10-07-2014
2. Paws & More Animal Shelter, 1st Quarter Donation, Stray Dogs (April-Sept 2014), \$4,589.70
3. Gronewold, Bell, Kyhnn & Co., FY14 Audit, \$8,500.00
4. Snyder & Assoc., Rehabilitate Runway & AGIS, \$14,060.98
5. Snyder & Assoc., Airport Land Use Zoning, \$990.00
6. Fox Engineering, Ground Storage Reservoir, \$5,226.10
7. Fox Engineering, Elevated Water Storage Tank, \$534.00
8. Fox Engineering, WWTP Project, \$5,888.00
9. Terracon, 1.00MG Ground Storage Reservoir, \$2,326.25
10. Terracon, Oakwood Sub. Sanitary Sewer Service Stub, \$1,022.50
11. Natgun, Ground Storage Reservoir, Pay Estimate #5, \$115,431.46
12. Shive Hattery, Old WWTP Asbestos Survey, \$1,448.06
13. Visu-Sewer, Sanitary Sewer Rehabilitation-Phase I, Pay Estimate #2, \$72,770.48
14. Panda Palace Chinese Restaurant, Special Class C Liquor License (BW) (Beer/Wine), Sunday Sales, (**renewal**)
15. Department Reports

Claims and Financial Reports:

DeLong Construction, S. 12th & E. Tyler 2014 Paving Project, \$166,187.85

Claims as Presented.

Financial Reports

SPECIAL PRESENTATION

Trick or Treat Around the Square – Dani Kane

Washington High School October 24 Event Update – Bryce Smeins

Child Care Issues in Washington – Tasha Beghtol

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

UNFINISHED BUSINESS

Discussion and Consideration of Marion Avenue Baptist Church Sign Request

NEW BUSINESS

Discussion and Consideration of Plow for New Dump Truck.

Discussion and Consideration of Purchase of a Second Downtown Recycling Trailer.

CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS

Discussion and Consideration of Resolution Adopting & Levying Final Schedule of Assessments –W. Tyler Street 2013 Paving Project.

Discussion and Consideration of Resolution Requesting a TEAP Study – Hwy 1 & Lexington Blvd

Discussion and Consideration of Third Reading of an Ordinance Adding a New Chapter 157 “Property Maintenance Code” to Washington Code of Ordinances.

Discussion and Consideration of Resolution Setting Rental Registration and Inspection Fees and Approving Administrative Procedures.

Discussion and Consideration of First Reading of an Ordinance Adding a New Chapter 147 “Rental Housing Regulatory and Inspection Program” to Washington Code of Ordinances.

Discussion and Consideration of First Reading of an Ordinance Amending Washington Code of Ordinances (Zoning Codes) – Planning & Zoning Commission Recommendations.

Resolution Authorizing Assessment to Taxes.

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 10-07-2014

The Council of the City of Washington, Iowa, met in Regular Session in the council chambers, 120 E. Main Street, at 6:00 P.M., Tuesday, October 7, 2014. Mayor Johnson in the chair. On roll call present: Kendall, Rosien, Salazar, Shellmyer, Shepherd. Absent: Zieglowsky.

Motion by Shellmyer, seconded by Rosien, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, October 7, 2014 be approved as proposed. Motion carried.

Consent:

1. Council Minutes 09-16-2014
2. Council Minutes 09-23-2014
3. DeLong Construction, S.12th & E. Tyler St. Paving Project, \$134,332.57
4. DeLong Construction, W.Tyler Street 2013 Paving Project, Pay Estimate #3 **(Final)**, \$6,451.27
5. Fox Engineering, Sanitary Sewer Collection System Project, \$300.00
6. Fox Engineering, Elevated Water Storage Tank, \$2,670.00
7. Fox Engineering, Ground Storage Reservoir, \$4,964.25
8. Fox Engineering, Wastewater Treatment Plant Project. \$5,177.50
9. V & K, GIS Mapping, \$1,998.11
10. V & K, Reserves Site Plan, \$666.00
11. V & K, Country Club Road Widening-Design Services, \$250.00
12. V & K, S. 12th Avenue Reconstruction-General Services, \$471.05
13. V & K, N. 6th Avenue Reconstruction-Design, \$2,846.09
14. IMWCA, Premium Installment #4, \$10,606.00
15. Kevin D. Olson, Legal Services, \$1,362.30
16. Computer Resource Specialists, Computer Hardware and Software, \$5,425.22
17. Spark Consulting, West Side Neighborhood Survey Project, \$3,508.93
18. Smokin' Joe's Tobacco and Liquor Outlet #9, 304 W. Madison St., Class B Wine Permit, Class C Beer Permit (carryout beer), Class E Liquor License (LE), Sunday Sales. **(renewal)**
19. Department Reports

Councilor Shellmyer requested items 15 & 17 be removed from the consent agenda.

Councilor Kendall requested items 3 & 4 be removed from the consent agenda.

Motion by Kendall, seconded by Rosien, that the consent agenda items 1-2, 5-14, 16, and 18-19 be approved. Motion carried.

After discussion. Motion by Shellmyer, seconded by Shepherd, to approve item #15. Motion carried.

After discussion. Motion by Shellmyer, seconded by Rosien, to approve item #17. Motion carried.

Motion by Rosien, seconded by Shepherd, to approve items 3 & 4. Motion carried. Kendall abstained.

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

Teri Copley from TrueNorth gave council an update on the City's employee health insurance renewal. Motion by Shellmyer, seconded by Salazar, to renew the health insurance plan as presented. Motion carried.

Zoning Official Steve Donnolly gave council a nuisance enforcement update.

Motion by Rosien, seconded by Salazar, to approve the proposal of \$7,700 for Geotechnical Engineering Services for the .05 MG Elevated Water Storage Tank with deletion of item #6 in the agreement. Motion carried.

Motion by Shellmyer, seconded by Shepherd, to approve Water Engineering Task Order for Reverse Osmosis Pilot Study in the amount of \$21,444. Motion carried.

Motion by Rosien, seconded by Shellmyer, to reject the 2014 Bio-Solids Removal Project Competitive Quotation. Motion carried.

Motion by Shepherd, seconded by Shellmyer, to approve the Resolution Endorsing Application for Grant Funds-YMCA Soccer Fields. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd. Nays: none. Motion carried. **(Resolution No. 2014-088)**

Motion by Rosien, seconded by Shepherd, to approve the Resolution Establishing a New Wellness Park Development Fund. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd. Nays: none. Motion carried. **(Resolution No. 2014-089)**

Motion by Kendall, seconded by Shepherd, to approve the Resolution Endorsing Application for Grant Funds-Washington Park Board for Ball Field Improvements. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd. Nays: none. Motion carried. **(Resolution No. 2014-090)**

Motion by Shellmyer, seconded by Kendall, to approve the Resolution Accepting the S. Iowa Avenue Resurfacing Project as Completed. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd. Nays: none. Motion carried. **(Resolution No. 2014-091)**

Motion by Kendall seconded by Shepherd, to approve the Resolution Accepting the W. Tyler Street 2013 Paving Project as Completed. Roll call on motion: Ayes: Rosien, Salazar, Shellmyer, Shepherd. Nays: none. Kendall abstained. Motion carried. **(Resolution No. 2014-092)**

Motion by Shellmyer, seconded by Rosien, to approve the Resolution Fixing an Amount to be Assessed Against Private Property for the W. Tyler Street 2013 Paving Project and Directing the Engineer to File an Assessment Schedule with the City. Roll call on motion: Ayes: Rosien, Salazar, Shellmyer, Shepherd. Nays: none. Kendall abstained. Motion carried. **(Resolution No. 2014-093)**

Motion by Shellmyer, seconded by Kendall, to approve the Resolution Authorizing and Providing for the Reissuance of the Outstanding Principal Amount of the \$16,316,000 Sewer Revenue Capital Loan Notes, Series 2011A, at Reduced Principal Amount, and Approving and Authorizing a Supplemental Tax

Certificate. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd. Nays: none. Motion carried. **(Resolution No. 2014-094)**

Councilor Rosien left at this time for a previously scheduled appointment.

Motion by Kendall, seconded by Shepherd, to table the remaining three items on the agenda. The items were Discussion and Consideration of Third Reading of an Ordinance Adding a New Chapter 157 "Property Maintenance Code" to Washington Code of Ordinances.; Discussion and Consideration of Resolution Setting Rental Registration and Inspection Fees and Approving Administrative Procedures; and Discussion and Consideration of First Reading of an Ordinance Adding a New Chapter 147 "Rental Housing Regulatory and Inspection Program" to Washington Code of Ordinances. Roll call on motion: Ayes: Kendall, Salazar, Shellmyer, Shepherd. Nays: none. Motion carried.

Motion by Kendall, seconded by Shepherd, that the Regular Session held at 6:00 P.M., Tuesday, October 7, 2014 be adjourned. Motion carried.

Illa Earnest, City Clerk

Sandra Johnson, Mayor

PAWS & More Animal Shelter

1004 1/2 West Madison Street
Washington, IA 52353

Invoice

Date	10/3/2014
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Invoice #	32
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Bill To
City of Washington
PO Box 516
Washington, IA 52353

Terms	DUE UPON RE...
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Description	Quantity	Rate	Amount
July - Sept. 2014 (1st quarter contribution)		3,750.00	3,750.00
Stray dogs from pound (April-Sept. 2014)	18	46.65	839.70
Total			\$4,589.70

Gronewold, Bell, Kyhnn & Co. P.C.

**1910 E. 7th Street
P.O. Box 369
Atlantic, IA 50022
712-243-1800**

**CITY OF WASHINGTON
215 EAST WASHINGTON ST.
WASHINGTON, IA 52353**

**Invoice No. 20819
Date 09/30/2014
Client No. 03793**

Progress billing on audit of financial statements
for the year ended June 30, 2014.

\$ 8,500.00

Interest at 18% per annum will be charged on any balance not paid within 30 days of receipt of invoice.



**INVOICE FOR PROFESSIONAL SERVICES
SUMMARY**

Mike Roe
 Washington Airport Commission
 PO Box 516
 Washington, IA 52353

Invoice Date: 9/30/2014

Invoice No: 11
 Billing Period: 8/1/2014 to 8/31/2014
 S&A Project No: 109.1021.01B

Client Project #:
 County: Washington
Rehabilitate Runway Construction Services

	Contract Estimate	Cumulative to Date	Previous Invoices	Current Period
Labor Dollars	\$65,893.20	\$41,122.88	\$36,156.48	\$4,966.40
Overhead 152.83%	\$100,704.58	\$62,848.11	\$55,257.96	\$7,590.15
Overhead Adjustments		\$0.00	\$0.00	\$0.00
Direct Expenses	\$9,750.00	\$3,914.01	\$3,575.76	\$338.25
Subconsultants (including authorized contingency)				
Materials Testing	\$22,000.00	\$11,634.40	\$11,634.40	\$0.00
Electrical Review	\$5,000.00	\$0.00	\$0.00	\$0.00
Subtotal	\$203,347.78	\$119,519.40	\$106,624.60	\$12,894.80
Fixed Fee	\$16,659.78	\$11,162.05	\$9,995.87	\$1,166.18
Authorized Contingency	\$0.00			
Total Authorized Amount	\$220,007.56			
Total Billed to Date	\$130,681.45	\$130,681.45	\$116,620.47	\$14,060.98
Remaining Authorized Balance	\$89,326.11			
Unauthorized Contingency Snyder & Associates	\$0.00			

SNYDER & ASSOCIATES, INC.

Carl Byers (as)
 Carl Byers

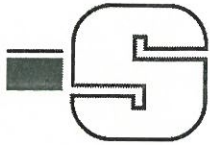
3/0.6-6630-6762-02
 062-6-2080 Initials *GC*
 EXP. *Runway 13-31*
 Vender # _____ Date Rec. *10-10-14*
 Due Date _____ Inv # _____

REMIT TO:

2727 SW Snyder Blvd. - PO Box 1159, Ankeny, IA 50023

email: ar@snyder-associates.com

Federal E.I.N. 42-1379015



INVOICE FOR PROFESSIONAL SERVICES

September 30, 2014

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

Invoice No: 114.0493.08 - 1

Project 114.0493.08 **Airport Land Use Zoning**

Professional Services through August 31, 2014

Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Land Use Zoning	16,500.00	6.00	990.00	0.00	990.00
Total Fee	16,500.00		990.00	0.00	990.00
Total Fee					990.00

	Total	Prior	Current
Billings to Date	990.00	0.00	990.00

Amount Due this Invoice \$990.00

	Total	Prior	Current
Billings to Date	990.00	0.00	990.00

Snyder & Associates, Inc.

Carl Byers (as)

 Carl Byers

002-6-2080-6407
BH



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

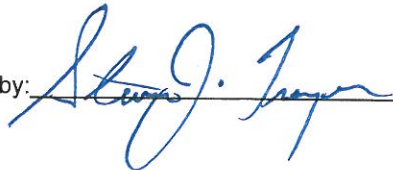
City of Washington
 PO Box 516
 Washington, IA 52353
 Brent Hinson

Invoice number 37207
 Date 09/30/2014

Project **342413A Washington Ground Storage Reservoir**

Professional Services for the Period of 08/31/2014 to 09/27/2014

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	80.00	28,512.00	31,680.00	3,168.00
Construction Staking	1,500.00	100.00	1,500.00	1,500.00	0.00
Total	114,600.00	93.09	103,512.00	106,680.00	3,168.00
					Billed Amount
RPR Services					
Professional Fees					1,620.00
Reimbursables					438.10
Phase subtotal					2,058.10
Invoice total					\$5,226.10

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

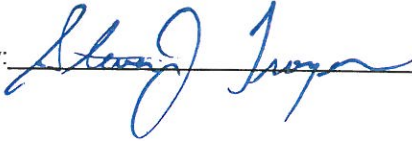
Invoice number 37208
 Date 09/30/2014

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

Professional Services for the Period of 08/31/2014 to 09/27/2014

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	26,700.00	22.00	5,340.00	5,874.00	534.00
Final Design	32,500.00	0.00	0.00	0.00	0.00
Bidding & Negotiation	10,400.00	0.00	0.00	0.00	0.00
Construction Administration	46,300.00	0.00	0.00	0.00	0.00
Construction Staking	2,700.00	0.00	0.00	0.00	0.00
Total	118,600.00	4.95	5,340.00	5,874.00	534.00

Invoice total \$534.00

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

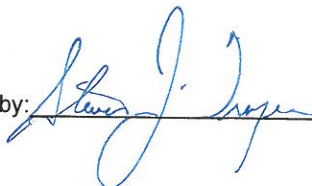
Invoice number 37198
 Date 09/30/2014

Project **204508A Washington Wastewater Treatment Plant**

Professional Services for the Period of 08/31/2014 to 09/27/2014

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Facility Plan Amendment	13,500.00	100.00	13,500.00	13,500.00	0.00
Preliminary Design	307,400.00	100.00	307,400.00	307,400.00	0.00
Final Design	424,000.00	100.00	424,000.00	424,000.00	0.00
Bidding / Negotiation	22,500.00	100.00	22,500.00	22,500.00	0.00
UV Room Door	-6,946.00	100.00	-6,946.00	-6,946.00	0.00
Operations Manual	36,300.00	100.00	36,300.00	36,300.00	0.00
Construction Staking	24,840.00	100.00	24,840.00	24,840.00	0.00
Total	821,594.00	100.00	821,594.00	821,594.00	0.00

	Billed Amount
Consultation	
Professional Fees	3,186.50
Phase subtotal	<u>3,186.50</u>
Pump Station Analysis	
Professional Fees	1,801.25
Phase subtotal	<u>1,801.25</u>
Post Construction	
Professional Fees	900.25
Phase subtotal	<u>900.25</u>
Invoice total	<u><u>\$5,888.00</u></u>

Approved by: 



INVOICE

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

Project Mgr: Tom Lisi

Project: 1.0 MG Ground Storage Reservoir
 N 4th Ave and E 5th Street
 Washington, IA

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

REMIT TO:	
Invoice Number: T572094	
Terracon Consultants, Inc.	
PO Box 843358	
Kansas City, MO 64184-3358	
Federal E.I.N.: 42-1249917	

Project Number:	AA141010
Billed to Date:	\$20,616.00
Invoice Date:	10/07/2014
Services Through:	9/27/2014

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

Date	Report	Description of Services	Quantity	Rate	Total
TASK:					
9/2/14	AA141010.0057	Concrete Testing, per hour	1.75	\$50.00	\$87.50
9/2/14	AA141010.0057	Trip Charge, each	1.00	\$180.00	\$180.00
9/2/14	AA141010.0057	Compressive Strength C39 (for Our Lab), Made by Terracon, ea. - 6"x12" Cylinders	5.00	\$16.00	\$80.00
9/3/14	AA141010.0058	Concrete Cylinder Pick-Up, per trip	1.00	\$200.00	\$200.00
9/16/14	AA141010.0060	Concrete Testing, per hour	4.50	\$50.00	\$225.00
9/16/14	AA141010.0060	Trip Charge, each	1.00	\$180.00	\$180.00
9/18/14	AA141010.0062	Concrete Sample Pickup, per hour shotcrete samples	1.00	\$50.00	\$50.00
9/18/14	AA141010.0062	Trip Charge, each	1.00	\$180.00	\$180.00
9/23/14	AA141010.0063	Coring, per hour	1.50	\$50.00	\$75.00
9/23/14	AA141010.0063	Compressive Strength of Shotcrete Cores, each	9.00	\$20.00	\$180.00
9/27/14	AA141010	Administrative Services (submittal exchange)	1.00	\$45.00	\$45.00
9/27/14	AA141010	Senior Project Manager/Engineer During Billing Period, per hour	2.50	\$110.00	\$275.00
9/27/14	AA141010	Project Manager During Billing Period, per hour	2.25	\$95.00	\$213.75
Task Total					\$1,971.25
TASK: Delay					
9/2/14	AA141010.0057	Concrete Testing, per hour	1.00	\$50.00	\$50.00
9/15/14	AA141010.0059	Concrete Testing, per hour Canceled concrete upon arrival to site	2.50	\$50.00	\$125.00
9/15/14	AA141010.0059	Trip Charge, each	1.00	\$180.00	\$180.00
Task Total					\$355.00

TERMS: DUE UPON PRESENTATION OF INVOICE



INVOICE

Invoice No.: T572094
Project No.: AA141010
Project: 1.0 MG Ground Storage Reservoir
N 4th Ave and E 5th Street
Washington, IA

Project Mgr: Tom Lisi

Invoice Total	\$2,326.25
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INVOICE

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

Project Mgr: Peng Cavan

Project: Washington Oakwood Sub. San. Sewer Service Stub
SW of Iowa Ave and Country Club Rd
Washington, IA

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

REMIT TO:
Invoice Number: T568356
Terracon Consultants, Inc.
PO Box 843358
Kansas City, MO 64184-3358
Federal E.I.N.: 42-1249917

Project Number:	AA141090
Billed to Date:	\$1,022.50
Invoice Date:	10/02/2014
Services Through:	9/20/2014

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

Date	Report	Description of Services	Quantity	Rate	Total
9/17/14	AA141090.0001	Field Engineer	6.25	\$95.00	\$593.75
9/17/14	AA141090.0001	Trip Charge, each	1.00	\$85.00	\$85.00
9/17/14	AA141090.0002	Nuclear Density Gauge, per trip	1.00	\$25.00	\$25.00
9/17/14	AA141090.0003	Organic Content (Loss on Ignition), per test	1.00	\$50.00	\$50.00
9/17/14	AA141090.0003	Standard Proctor (ASTM D-698), each	1.00	\$120.00	\$120.00
9/20/14	AA141090	Senior Project Manager, Per Hour	0.25	\$120.00	\$30.00
9/20/14	AA141090	Project Manager, Per Hour	1.25	\$95.00	\$118.75

Invoice Total	\$1,022.50
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TERMS: DUE UPON PRESENTATION OF INVOICE



ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 5

To (Owner):	City of Washington, Iowa	Application Period:	09/01/2014 - 09/30/2014	Application Date:	9/30/2014
Project:	New 1.0 MG Ground Storage Reservoir	Contract:	DN Tanks	Via (Engineer):	FOX Engineering
Owner's Contract No.:		Contractor's Project No.:		Engineer's Project No.:	3424-13A

Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions
1. ORIGINAL CONTRACT PRICE.....			\$ 1,622,088.00
2. Net change by Change Orders.....			\$
3. Current Contract Price (Line 1 ± 2).....			\$ 1,622,088.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....			\$ 1,476,527.70
5. RETAINAGE:			
a. 5% X 1,460,453.30 Work Completed.....			\$ 73,022.67
b. 5% X \$16,074.40 Stored Material.....			\$ 803.72
c. Total Retainage (Line 5.a + Line 5.b).....			\$ 73,826.39
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....			\$ 1,402,701.32
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....			\$ 1,287,269.86
8. AMOUNT DUE THIS APPLICATION.....			\$ 115,431.46
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....			\$ 3219,386.69

Contractor's Certification

The undersigned Contractor certifies, to the best of his knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner identifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: Wayne Goon Date: 9/30/2014

Payment of: \$ 115,431.46
(Line 8 or other - attach explanation of the other amount)

is recommended by: R. L. BAKER, P.E. (Engineer) 10/8/2014 (Date)

Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding or Financing Entity (if applicable) _____ (Date)

Shive-Hattery, Inc. | 316 Second Street SE | Suite 500 | PO Box 1599 | Cedar Rapids, IA 52406-1599 | 319.362.0313 | fax 319.362.2883 | shive-hattery.com

October 14, 2014

Brent Hinson
City of Washington, IA
215 E Washington Street
PO Box 516
Washington, IA 52353

Invoice No: 1141710 - 2FINAL

Project: Old Wastewater Treatment Plant Asbestos Survey

Services provided through October 10, 2014:

	Hours	Rate	Total	
Grade 2 Professional Staff	5.70	93.00	530.10	
Grade 3 Professional Staff	5.00	105.00	525.00	
Grade 4 Technician	3.20	92.00	294.40	
Totals	13.90		1,349.50	
Total Labor				1,349.50

Reimbursable Expenses

Mileage			98.56	
Total Reimbursables			98.56	98.56

AMOUNT DUE THIS INVOICE \$1,448.06

CGS

SUMMARY

		Total Approved	Total Completed
Contract Price		\$ 186,194.00	\$ 144,619.25
Approved Change Order (list each)	Change Order No. 1	\$ 23,250.36	\$ 23,629.05
Revised Contract Price		\$ 209,444.36	\$ 168,248.30

Stored
 Total Earned \$ 168,248.30
 Retainage (5%) \$ 8,412.42
 Total Earned Less Retainage \$ 159,835.88

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 87,065.40	

Total Previously Approved \$ 87,065.40
Amount Due This Request \$ 72,770.48

Percent Complete 80%


The amount \$72,770.48 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Visu-Sewer, Inc.

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
Washington, Iowa

Signature: _____
 Name: _____
 Title: _____
 Date: _____

Signature: 
 Name: Eric Gould
 Title: Engineer
 Date: October 13, 2014

Signature: _____
 Name: _____
 Title: _____
 Date: _____

License Application (BW0093322)

Applicant

Name of Applicant:	<u>hua mei</u>		
Name of Business (DBA):	<u>panda palace chinese restaurant</u>		
Address of Premises:	<u>100 w main st</u>		
City: <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>	
Business Phone:	<u>(319) 653-6888</u>		
Mailing Address:	<u>100 w main st</u>		
City: <u>Washington</u>	State: <u>IA</u>	Zip: <u>52353</u>	

Contact Person

Name:	<u>hua mei</u>		
Phone:	<u>(626) 905-7280</u>	Email Address:	<u>shuaige19@yahoo.com</u>

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

Term: 12 months

Effective Date: 11/15/2014

Expiration Date: 11/14/2015

Privileges:

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

Status of Business

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

Ownership

HUA mei

First Name: HUA

Last Name: mei

City: Washington

State: Iowa

Zip: 52353

Position Owner

% of Ownership 100.00 %

U.S. Citizen

Insurance Company Information

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

Alessandro Scipioni

First Name: Alessandro

Last Name: Scipioni

City: Washington

State: Iowa

Zip: 52353

Position Owner

% of Ownership 30.00 %

U.S. Citizen

Lorraine Williams

First Name: Lorraine

Last Name: Williams

City: Washington

State: Iowa

Zip: 52353

Position Owner

% of Ownership 30.00 %

U.S. Citizen

Tsalika Drown

First Name: Tsalika

Last Name: Drown

City: Washington

State: Iowa

Zip: 52353

Position Owner

% of Ownership 40.00 %

U.S. Citizen

Insurance Company Information

Insurance Company: Farm Bureau Property & Casualty

Policy Effective Date: 12/01/2013

Policy Expiration Date: 12/01/2014

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

Maintenance and Construction Report

9/27/14-10/10/14

STREETS: M/C Personnel poured 6.75 yards of concrete in two locations. Personnel completed line painting, including placing the 'Ladder' style crosswalks at both Iowa/B Ave on Madison St. Street sweeper began sweeping again. Personnel broke out the alley between South Marion/South Iowa-West Madison/West Jefferson, and placed millings and cold mix back in for temporary repair.

WATER DISTRIBUTION: M/C Personnel continued locating and GPS'ing of water valves.

SEWER COLLECTION: M/C Personnel smoke tested the sanitary sewer on West 5th and Lexington Blvd, not finding any significant problem with I/I. Personnel set a barrel structure on a sanitary line with no access after installing the new water main on Circle Dr-Tyler St.

STORM SEWER COLLECTION: M/C Personnel constructed the ends of a culvert at 1/92- West Main St.

MECHANIC/SHOP: M/C Personnel serviced leaf vac (taken out and vacked up 1 load, official start date 10/20/14), street sweeper (main broom shaft assembly), #301 (finish repair, belt, hydraulic seal), PD 92 (rotate tires, check brakes), #117 (horn), fuel report, #111 (PTO shaft and seal replacement and begin turbo removal), Parks dept (replace battery and check alternator), FD #3 (transmission removal and transfer case sent for repair) and replacement of air dryers and drain air brakes in all equipment.

OTHER: M/C Personnel attended a Sasso meeting on Confined Space/Lock out Tag out. Personnel responded to 39 One Call Locates. Personnel assisted at the cemetery for weed eating at both Elm Grove and – cemeteries. Personnel picked up yard waste and bags respectfully on a weekly basis. Personnel hauled numerous loads of spoil away from the shop, also hauled numerous loads of compost away from the WWTF. Personnel hauled sand, 1 inch ballast and 1 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.

Washington Volunteer Fire Department
October 8, 2014

August Fires

7 City fires	910.00
2 rural fires	760.00
0 Drill	.00
9 fires	1670.00

Operation EDITH before the meeting 785 lights.

Meeting opened At 8.07pm with Chief Tom Wide in charge.

Minutes of the previous meeting were read and approved.

Treasure report was read.

Mark Chenoweth made a motion to pay all bills against the department. Seconded by Jerry Guengerich. Motion passed

Committees; Social ; Snacks after meeting

Fire prevention : Doug thanked everyone for their help at the schools.

Communications; Thank you from Softball Assoc.100.00 donation.

Applications, we are full

Direct deposit forms are in the office.

Old Business: County meeting was in Brighton. CB Solar was the program.

Kirkwood Fire School: Mark Chenoweth and Craig Rembold attended.

Rescue meeting October 25 Farm equipment rescue.

Hose testing went well. 4 hoses were taken out of service

We have a member who missed 2 drills.

Richard Conrad made a motion to vote on him tonite. Seconded by Brad Merschel. Vote passed

New business; Tour United Suppliers in November.

November 12 at 5:30pm Pipeline meeting at Kirkwood.

Scouts November 1

Cooler is set up in shed.

EMT class at Kirkwood

Smoke machines are plugged up.

Return to station after calls unless release by an officer.

Physicals will be scheduled this fall.

Discussion of calls: Modine and the cabin fire

No other business, roll call taken meeting adjourned.

Secretary

Tom Beauchamp

October Council Report

Water Dept.

Recently, we have been having some issues with a few EDR units. A few weeks ago, a cracked elbow on EDR 3 caused water to spray onto the electrical panels in the operations room overnight. This caused a failure of the rectifier on EDR 2. Once repairs were made to the rectifier and we were able to start the unit again, we discovered that water had also gotten into the feed pump motor and caused an internal short. We have since taken that motor/pump assembly in for repairs or possibly replacement.

Last week, we experienced another leak on EDR 3. A hose clamp broke on one of the stacks and water sprayed directed onto the stack causing a very large short to occur between the electrode and a tie rod; the tie rod is almost melted through in one spot. Since it is an inner tie rod it will be impossible to fix without removing the entire stack and base. Fortunately, we still have parts from the old stacks that were used on EDR 2. We will essentially have to replace the entire base of the stack.

As opposed to having two units down long term we decided to take the feed pump from EDR 3 and install it on EDR 2. Everything went smooth and we are now able to operate EDR 2. One of the output cards on the PLC was damaged previously and that was also replaced by a part from EDR 3.

EDR 3 will be down for the next few months while we wait for the feed pump/motor assembly to be repaired or replaced. The removal and replacement of the stack base will also take some time and coordination with the M/C Dept. to cut/torch through the braces that currently hold the damaged stack base to the adjacent stack.

The GSR has been filled and dosed with a strong chlorine concentration for disinfection. As I write this, we have already passed one bacteria test but need to pass one more before we are cleared to put the tank into service. I should have the results of that test later today, Friday, Oct. 17th. The EIFS work was supposed to start this week but with the weather it has been delayed. I cannot confirm an exact date as to when the EIFS will be finished but I expect the tank to be put online by the week of October 27th.

Traffic/Street Lighting Dept.

Dave Bruns is currently retrofitting the downtown lights with LEDs. The parameter of the park is mostly complete. I do not have a timetable for when everything will be done but Dave has been doing a great job of working on the lights in his spare time.

Dickinson Company came to town recently to look into some traffic loop issues we have been having. The intersection of S. 2nd Ave. and E. Washington St. has a bad loop in the right northbound lane. There is also a bad loop in front of the State Theater. I'm currently waiting for quotes on getting those repaired.

Chad McCleary

Water/Light Superintendent

**WWTP report
October 21, 2014
Council Meeting**

- **After hour alarm and dog call outs –**
 - 4th WWTP, SBR #4 decanter fault, 2:55 a.m. Danny & 3:30 a.m. Jason.
 - 5th dog call, Safety Center reported a dog to be picked up at 921 East 2nd, 1:20 p.m. Jason
 - 7th WWTP, WAS pump fail to run, 1:56 a.m. Danny
 - 8th dog call, Brett Johnson called Jason to meet him with a dog at the pound, 9:30 p.m.
 - 8th WWTP, WAS pump fail to run, 11:31 p.m. Danny
 - 14th WWTP, stair screen high water alarm, 12:43 a.m. Fred
- **Dept Head meetings –** I attended the meetings on the 7th & 14th.
- **IRE –** IRE hasn't discharged any waste water to the WWTP since July 3, 2013.
- **Additional influent and effluent testing –** We started additional testing twice a week for four (4) weeks starting on September 22-October 15, 2014. This data will be used by Rob of FOX to help determine the amount of nitrogen and phosphorus entering and exiting the WWTP.
- **Maintenance work –** We have been performing maintenance on WWTP equipment as required by our SCADA controls. SBR #2 was taken out of service on October 8, 2014. We performed the annual maintenance on it while it was out of service. All the air piping looked good and solid. Jason and Danny scrubbed all 900 diffuser membranes located in the bottom of the basin. This allows more air to pass through them when the blower is running during the react cycle. SBR #2 was put back in service on October 13, 2014.
- **Lexington Blvd lift station –** Working on getting quotes for improvements needed at this lift station before replacement pumps, new control panel, and generator specs are put out for bid later this fall.
- **Generator maintenance –** 3E Company was at the WWTP on the 13th to perform the bi-annual preventative maintenance on our generator. 3E replaced the batteries and also performed a resistive load test while they were here.
- **WWTP September 2014 MOR –** Average daily flow **3.53** million gallons (mg), maximum daily flow **6.21** mg, minimum daily flow **1.36** mg. **Three (3)** by-pass event at Lexington Blvd lift station to report for September 2014. There were violations of the WWTP's NPDES discharge permit due to the West EQ by-pass and Operation building channel and septage manhole overflows after 3.43" rain recorded at the WWTP on September 10, 2014. Total rainfall for September 2014 = > **7.64"** (recorded at the WWTP).

CBOD5 Removal 85% required result = < 100 %
Influent CBOD5 monthly average = **33.6** mg/L
Effluent CBOD5 monthly average = **< 3.0** mg/L

TSS Removal 85 % required result = 96.7 %
Influent TSS monthly average = **149.8** mg/L
Effluent TSS monthly average = **5.0** mg/L

**Fred E. Doggett
10/17/2014 11:48 AM**

To(OWNER): City of Washington
215 E. Washington
Washington, IA 52353

Project: South 12th St / East Tyler
2014 Paving Project
No Wage Rates in Effect
Letting Date: 6/12/14

Application No: 2
Invoice No: WAS98-02
Invoice Date: 9/30/2014
Terms: Net 0
Due Date: 9/30/2014
Period To: 9/30/2014
Project No:
Contract Date:

From: DeLong Construction, Inc.
1320 North 8th Avenue
PO Box 488
Washington, IA 52353
(319) 653-3334

Via(Architect/
Engineer)

For:

Contract sum.....	520,367.00
Completed to date.....	309,814.89
Retainage.....	9,294.47
Total earned less retainage.....	300,520.42
Previous billings.....	134,332.57
Current payment due.....	166,187.85
Sales tax.....	0.00
Total due.....	166,187.85

CITY OF WASHINGTON, IOWA
MONTH TO DATE TREASURERS REPORT
SEPTEMBER 30,2014

FUND	09/01/2014	M-T-D	REVENUES NOT	M-T-D	EXPENSES NOT	09/30/2014
	BEGINNING					REVENUES
	CASH BALANCE					BALANCE
001-GENERAL FUND	313,214.99	319,711.21	-	281,056.37	401.14	352,270.97
002-AIRPORT FUND	127,297.51	63,866.94	-	61,373.32	-	129,791.13
110-ROAD USE	598,705.87	57,944.77	-	59,715.77	187.74	597,122.61
112-EMPLOYEE BENEFITS	-	49,272.27	-	49,272.27	-	-
114-EMERGENCY LEVY	-	4,360.31	-	4,360.31	-	-
121-LOCAL OPTION SALES TA:	-	62,487.56	-	62,487.56	-	-
125-URBAN RENEWAL AREA #:	-	1,170.37	-	1,170.37	-	-
129-URBAN RENEWAL AREA #:	-	3,789.41	-	3,789.41	-	-
131-URBAN RENEWAL AREA #:	-	5,565.64	-	5,565.64	-	-
132-URBAN RENEWAL AREA #:	-	17,201.52	-	17,201.52	-	-
146-LMI TIF SET-ASIDE	27,779.58	985.25	-	-	-	28,764.83
200-DEBT SERVICE	18,769.52	66,333.17	-	-	-	85,102.69
300-CAPITAL EQUIPMENT	207,106.35	-	-	1,473.00	-	205,633.35
301-CAPITAL PROJECTS FUND	1,302,871.06	442,617.65	-	877,004.51	-	868,484.20
305-RIVERBOAT FOUND CAP P	308,670.99	124,502.41	-	-	-	433,173.40
308-INDUSTRIAL DEVELOPME	542,210.62	-	-	1,758.40	-	540,452.22
309-MUNICIPAL BUILDING	100,000.00	-	-	-	-	100,000.00
510-MUNICIPAL BAND	50.00	-	-	-	-	50.00
520-DOG PARK	6,064.33	457.00	-	289.05	-	6,232.28
530-TREE COMMITTEE	6,000.91	-	-	36.25	-	5,964.66
540-POLICE FORFEITURE	(250.00)	-	-	-	-	(250.00)
550-PARK GIFT	169,622.48	4,650.21	-	-	-	174,272.69
570-LIBRARY GIFT	37,762.38	150.00	-	-	-	37,912.38
580-CEMETERY GIFT	40,000.00	-	-	-	-	40,000.00
590-CABLE COMMISSION	16,418.04	-	-	-	-	16,418.04
600-WATER UTILITY	1,009,057.63	137,128.91	(337.31)	79,594.39	130.26	1,067,059.72
601-WATER DEPOSIT FUND	15,650.00	2,550.00	-	1,425.00	-	16,775.00
603-WATER CAPITAL PROJEC	-	748,874.28	-	748,874.28	-	-
610-SANITARY SEWER	1,703,396.43	171,822.32	-	80,142.89	222.92	1,795,298.78
613-SEWER CAPITAL PROJEC1	344,139.62	-	-	89,053.98	-	255,085.64
670-SANITATION	93,693.47	28,715.15	-	28,738.06	-	93,670.56
910-LIBRARY TRUST	218,343.34	14.57	-	-	-	218,357.91
950-SELF INSURANCE	70,379.92	-	-	922.54	-	69,457.38
951-UNEMPLOYMENT SELF IN	(172.52)	-	-	-	-	(172.52)
TOTAL BALANCE	7,276,782.52	2,314,170.92	(337.31)	2,455,354.89	(942.06)	7,136,877.92

CITY OF WASHINGTON, IOWA
YEAR TO DATE TREASURERS REPORT
SEPTEMBER 30, 2014

FUND	07/01/2014	Y-T-D	REVENUES NOT	Y-T-D	EXPENSES NOT	09/30/2014
	BEGINNING					REVENUES
	CASH BALANCE					BALANCE
001-GENERAL FUND	831,620.44	570,561.69	-	1,051,315.15	1,403.99	352,270.97
002-AIRPORT FUND	193,599.45	145,289.09	-	209,097.41	-	129,791.13
110-ROAD USE	755,668.20	199,442.56	-	358,648.10	659.95	597,122.61
112-EMPLOYEE BENEFITS	-	63,335.75	-	63,335.75	-	-
114-EMERGENCY LEVY	-	5,612.57	-	5,612.57	-	-
121-LOCAL OPTION SALES TAX	-	181,751.87	-	181,751.87	-	-
125-URBAN RENEWAL AREA #1	-	1,170.37	-	1,170.37	-	-
129-URBAN RENEWAL AREA #3C	-	8,049.73	-	8,049.73	-	-
131-URBAN RENEWAL AREA #4	-	5,565.64	-	5,565.64	-	-
132-URBAN RENEWAL AREA #5	-	17,201.52	-	17,201.52	-	-
146-LMI TIF SET-ASIDE	26,671.90	2,092.93	-	-	-	28,764.83
200-DEBT SERVICE	170.31	100,022.77	-	15,090.39	-	85,102.69
300-CAPITAL EQUIPMENT	253,628.85	1,890.40	-	49,885.90	-	205,633.35
301-CAPITAL PROJECTS FUND	1,648,473.03	1,151,996.81	-	1,931,985.64	-	868,484.20
305-RIVERBOAT FOUND CAP PRC	308,670.99	124,502.41	-	-	-	433,173.40
308-INDUSTRIAL DEVELOPMENT	542,202.68	7.94	-	1,758.40	-	540,452.22
309-MUNICIPAL BUILDING	100,000.00	-	-	-	-	100,000.00
510-MUNICIPAL BAND	-	1,150.00	-	1,100.00	-	50.00
520-DOG PARK	5,893.18	628.15	-	289.05	-	6,232.28
530-TREE COMMITTEE	6,113.63	300.00	-	448.97	-	5,964.66
540-POLICE FORFEITURE	-	-	-	250.00	-	(250.00)
550-PARK GIFT	170,488.99	8,898.82	-	5,115.12	-	174,272.69
570-LIBRARY GIFT	35,060.27	2,852.11	-	-	-	37,912.38
580-CEMETERY GIFT	40,000.00	-	-	-	-	40,000.00
590-CABLE COMMISSION	16,418.04	-	-	-	-	16,418.04
600-WATER UTILITY	915,582.48	414,415.46	-	263,392.71	454.49	1,067,059.72
601-WATER DEPOSIT FUND	16,030.00	7,050.00	-	6,305.00	-	16,775.00
603-WATER CAPITAL PROJECTS	-	1,111,196.71	-	1,111,196.71	-	-
610-SANITARY SEWER	1,546,122.64	518,919.12	-	270,521.76	778.78	1,795,298.78
613-SEWER CAPITAL PROJECTS	363,193.12	2,944.50	-	111,051.98	-	255,085.64
670-SANITATION	99,692.03	78,812.57	-	84,834.04	-	93,670.56
910-LIBRARY TRUST	218,312.16	45.75	-	-	-	218,357.91
950-SELF INSURANCE	83,348.94	769.36	-	14,660.92	-	69,457.38
951-UNEMPLOYMENT SELF INS	-	85.48	-	258.00	-	(172.52)
TOTAL BALANCE	8,176,961.33	4,726,562.08	-	5,769,942.70	(3,297.21)	7,136,877.92

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	949,452.25 (1)	0.01%
Cash in Drawer	350.00	N/A
Wash St Bank - MM	256,564.30	0.01%
Investment in IPAIT	1,734,360.91	0.01%
Wash St Bank - Library Acct	167,428.60	0.01%
Wash St - Farm Mgmt Acct	28,721.86	
Federation Bank - CD - 10/02/13	250,000.00	0.46%
Wash St Bank - CD - 12/6/13	500,000.00	0.45%
Wash St Bank - CD - 1/9/14	500,000.00	0.45%
Federation Bank - CD - 2/14/2014	500,000.00	0.56%
Wash St Bank - CD - 3/14/2014	500,000.00	0.45%
Federation Bank - CD - 3/14/2014	250,000.00	0.56%
IPAIT - CD - 5/19/2014	500,000.00	0.59%
Wash St Bank - CD - 6/20/2014	500,000.00	0.45%
Wash St Bank - CD - 8/8/2014	500,000.00	0.45%
TOTAL CASH IN BANK	7,136,877.92	

(1) Washington State Bank	1,003,761.76
Outstanding Deposits & Checks	(54,309.51)
	<u>949,452.25</u>



205 West Main Street ▪ Washington, IA 52353 ▪ (319) 653-3272 ▪ Fax (319) 653-5805

August 26, 2014

City of Washington
Washington City Council
215 E Washington Street
Washington, IA 52353

Dear Council Members,

The Washington Chamber of Commerce will be hosting a downtown Halloween celebration on Friday, October 31. Last year the Chamber's Trick-or-Treat Around the Square additions were a huge success, and brought hundreds to the downtown. Our goal this year is to strengthen the additions and retail presence.

The Washington Chamber of Commerce will partner again with the YMCA and Washington area merchants in efforts to bring this retail/community event to life, focusing on BIG sales and BIG fun. We are working with county partners to ensure a collaborative event for our region. We will invite businesses throughout the city to fill the downtown sidewalks with sales and informational booths. Businesses and service clubs representing the entire community of Washington will have an opportunity to reach a new audience. Sidewalks filled with businesses will attract new visitors and tourists to downtown Washington and, of course, help to make the cash register ring.

Central Park will be filled with games and activities for all ages, and a hay ride will circle the downtown, go west on Main Street, circle in Sunset by the rocket slide and make its way back. We plan to invite the Army National Guard to set up their rock wall on Iowa Avenue, as well as other family friendly games.

In order for this year's Halloween to be a success, we ask for your help. The Washington Chamber of Commerce requests that you block parking on the interior traffic stalls (near Central Park) and the center parking on Iowa Ave, October 31st for a safe and fun event. Please see the attached map for the parking areas that we request to be blocked.

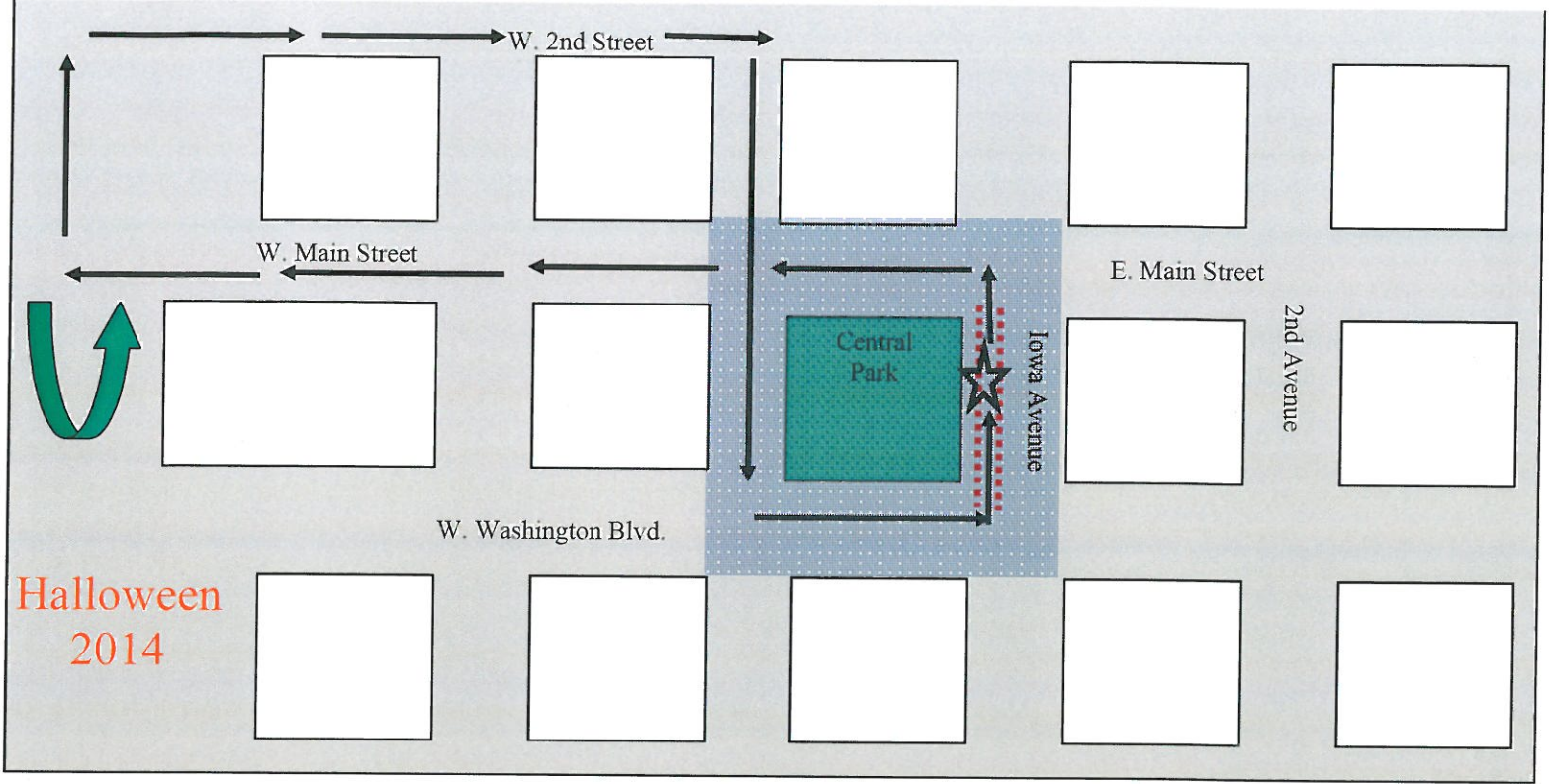
Washington Chamber of Commerce will coordinate the street closures and blocked parking with the Washington Police Department. Any logistical concerns will be addressed by the Chamber Retail Committee prior to the event's start.

Thank you for your time and consideration in helping to make a successful Halloween!

Sincerely,

A handwritten signature in black ink, appearing to read 'Dani Kane'.

Dani Kane
Assistant Director
Washington Chamber of Commerce



Halloween
2014

..... Reserved Parking 3-8:30

→ Hay Ride Route

↻ The hay ride would do a turn around in Sunset Park around the Rocket Slide

The hay ride starts on Iowa (behind the restrooms) goes west Main Street, Turns around at the Rocket Slide, comes back up 2nd Street, South on Marion, East on Washington and North on Iowa (through blocked parking spots) to the loading dock.

The hay ride will be run by the Antique Tractor Club and will start after the traditional Trick-or-Treat Around the Square.

Trick-or-Treat Around the Square: 5pm
Hay Ride & Games in Central Park: 6 pm

The YMCA is our rain location for games. Hay ride is rain or shine.

Address questions to:

Dani Kane
Assistant Director
Chamber of Commerce
319-653-3272



*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

MEMORANDUM

October 17, 2014

To: Mayor and City Council
Cc: Greg Goodman, Tom Wide,
Brent Hinson, Kevin Olson

From: Illa Earnest, City Clerk

Re: High School Athletic Department Plan for Caravan to Case Field.

Some background on the agenda item of Washington High School Athletic Department plans for the October 24 "Honoring Heroes Night" at the football game. Athletic Director Bryce Smeins came in City Hall Wednesday and spoke with Police Chief Greg Goodman, Fire Chief Tom Wide, Mayor Sandra Johnson, and City Clerk Illa Earnest regarding police and fire vehicles and military vehicles leading the football team players from the High School to Case Field at 4:30 p.m. The School's plan is to go down S. Ave. B to Van Buren Street and then to Case Field. Most if not all of the police, fire, and military vehicles will not stay at the Field after the caravan has arrived. Before the National Anthem at 7:20 p.m., police, fire, and military personnel and veterans will be invited onto the field for recognition. A representative from the Athletic Department should be at the council meeting to answer any questions you may have. The band will still march from Lincoln with the police escort at 7:00 p.m.

City Council presentation

October 21st 2014 6pm Washington Old Library

General Notes and Outline of items to be presented

Presenters: Tasha Beghtol, Tera Perkins & Nicole Bruty

Introductions

Henry/Washington ECA Board

- Local government board
- 15 members
- Provide funding for programs that serve families with young kids
- Childcare focused programs
- Consultants in each county
 - 4Cs
 - CCR&R
 - Provide education, technical support, and incentives for improvements

Childcare overview

- quality childcare
 - profession not a babysitter
 - health & safety plus education
- Iowa regulations and rankings (handout)
 - Differences between registered and licensed
 - non-registration label – what does that mean?
 - what does registration mean?
 - what does a provider have to do to be registered? (handouts)

Parent story and request for change

Presentation from parents about their challenges with childcare

Goals

- Build awareness of quality care
- strengthen community support for quality care
- advocate for state and local changes that support quality childcare for every citizen
 - registration requirements
 - local ordinances



Iowa Department of Human Services

Child Care Provider Portal

Home

Requirements for the Different Types of Child Care Providers in Iowa

	Non-Registered Home	Child Development Home A	Child Development Home B	Child Development Home C (2 Providers)	Child Development Home C (1 Provider)	Licensed Center	Department of Education Program
State Regulated							
Maximum Capacity	5*	8*	12*	16*	8*	* Varies by licensing	School determined
Facility & Records Inspection		Once per fiscal year	Once per fiscal year	Once per fiscal year	Once per fiscal year	Once per year, full review every 2 years	Food service & Fire Marshall inspection every 2 years
Minimum age of caregiver	18 yrs	18 yrs	20 yrs	21 yrs	21 yrs	Lead teacher 18 yrs	
Iowa child abuse registry check							
Iowa criminal records check							
National criminal records check							
Experience required			2 years or 1 year with a child related degree	5 years or 4 years with a child related degree	5 years or 4 years with a child related degree	A combination of experience and education	
Minimum education required			High school or GED	High school or GED	High school or GED	Lead teacher high school or GED	Iowa Teacher Certificate Bachelors or higher
Non-smoking environment							
Fire extinguisher & smoke detectors							
2 direct exits							
Space requirements							
Quiet area for sick children							
Reference letters		Provide 3 letters of reference					
	Apply	Apply	Apply	Apply	Apply		

- ◆ A home provider's own preschool children ARE included in their legal capacity. Their school-age children are not unless they are being home-schooled.
- ◆ Child Development Home A: Limit of 6 preschool children with a maximum of 4 aged 24 months or younger. Of these no more than 3 can be 18 months of age or younger. They can also care for 2 school-agers for less than 2 hours at a time.
- ◆ Child Development Home B: Limit of 6 preschool children with a maximum of 4 children aged 24 months or younger. Of these no more than 3 can be 18 months of age or younger. They can care for 4 school-agers (which can be full-time when school is not in session.) 2 additional part-time preschool or school-age children can be in care for a total of no more than 180 hours per month. When there are more than 8 children are present for more than 2 hours, an assistant 14 years or older needs to be present.
- ◆ Child Development Home C (2 providers): Limit of 12 preschool children with a maximum of 4 aged 24 months or younger. They can care for 2 school-agers for less than 2 hours at a time. 2 additional part-time preschool or school-age children can be in care for a total of no more than 180 hours per month. Whenever there are more than 8 children or if 4 children 18 months of age or younger are present, the business co-provider needs to be present.
- ◆ Child Development Home C (1 provider): Limit of 8 children with a maximum of 4 aged 24 months or younger. Of these no more than 3 can be 18 months of age or younger.
- ◆ Center and preschool staff to children ratios: babies up to 23 months 1:4; 2 year olds 1:6; 3 year olds 1:8; 4 year olds 1:12; 5 year olds and older 1:15.
- ◆ Record checks are required for household members age 14 and older.

The following table shows the top 10 states. It also includes information about the states that scored zero. Eight states scored zero because they do not inspect family child care homes before licensing. The score they would have received if they did

inspect before licensing is shown in parentheses. Eight states scored zero because they define the threshold of licensing at more than six children (when the provider's own children and exempted first family are included.)

Top 10 States and States Scoring Zero: Total Scores and Rankings for Program Requirements and Oversight					
Top 10 States			States Scoring Zero		
State	Final Score*	Rank	State	Final Score*	Rank
Oklahoma	120	1	Michigan**	0 (107)	37
Washington	119	2	Montana**	0 (65)	38
Kansas	111	3	West Virginia**	0 (64)	39
Delaware	109	4	Pennsylvania**	0 (41)	40
Department of Defense	107	5	South Carolina**	0 (39)	41
Maryland	102	6	Nebraska**	0 (34)	42
Alabama	97	7	Iowa**	0 (31)	43
District of Columbia	96	8	Texas**	0 (15)	44
Colorado	95	9	Idaho^	0	52
Massachusetts	86	10	Indiana^	0	52
Total Maximum Score: 150			Louisiana^	0	52
			Mississippi^	0	52
			New Jersey^	0	52
			Ohio^	0	52
			South Dakota^	0	52
			Virginia^	0	52

* Final scores reflect an adjustment based on the number of children paid providers could care for before being licensed.

** States receive a zero if they do not inspect family child care homes prior to issuing a license. The score these states otherwise would have received is listed to the right of the zero. They are ranked at the bottom of the chart beginning with rank 37 in order reflecting their total points. For example, Michigan ranked 37th because Michigan would have received the highest total of points (107) among states scoring zero.

^ States receive a zero if the number of children that a provider can care for without a license exceeds six.

Leaving children to chance.
NACCRRA's Ranking of state standards & oversight for small family childcare homes. 2012 update. Page 11 of report.

*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

October 13, 2014

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

From: Brent Hinson
City Administrator

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

Re: Marion Avenue Baptist Request

Representatives from the Marion Avenue Baptist Church were present at the City Council meeting a while back to request permission for special parking areas for elderly, new & expectant mothers, and visitors on the streets adjacent to the church (South Marion Avenue and West Jefferson Street). The Mayor and I have since met further with church representatives, and believe the request can be considered if the following conditions are set:

- 1) The church understands that the City will make no changes to ordinance, and police officers will not enforce the parking areas designated by the church.
- 2) The church will not make any permanent installations into the sidewalk, and will instead put out and remove the signs each time, taking care to leave sufficient passable area on the sidewalk. Signs can only be put out on Saturdays or Sundays, and should not be put in place more than 4 hours in advance of services and must be removed within 2 hours of the completion of services.
- 3) The church will provide and be responsible for the maintenance of all signs.

Representatives from the church will be present to discuss their request.

Proposed Marion Avenue Baptist Church
Activity Parking Layout

S. Marion Ave.

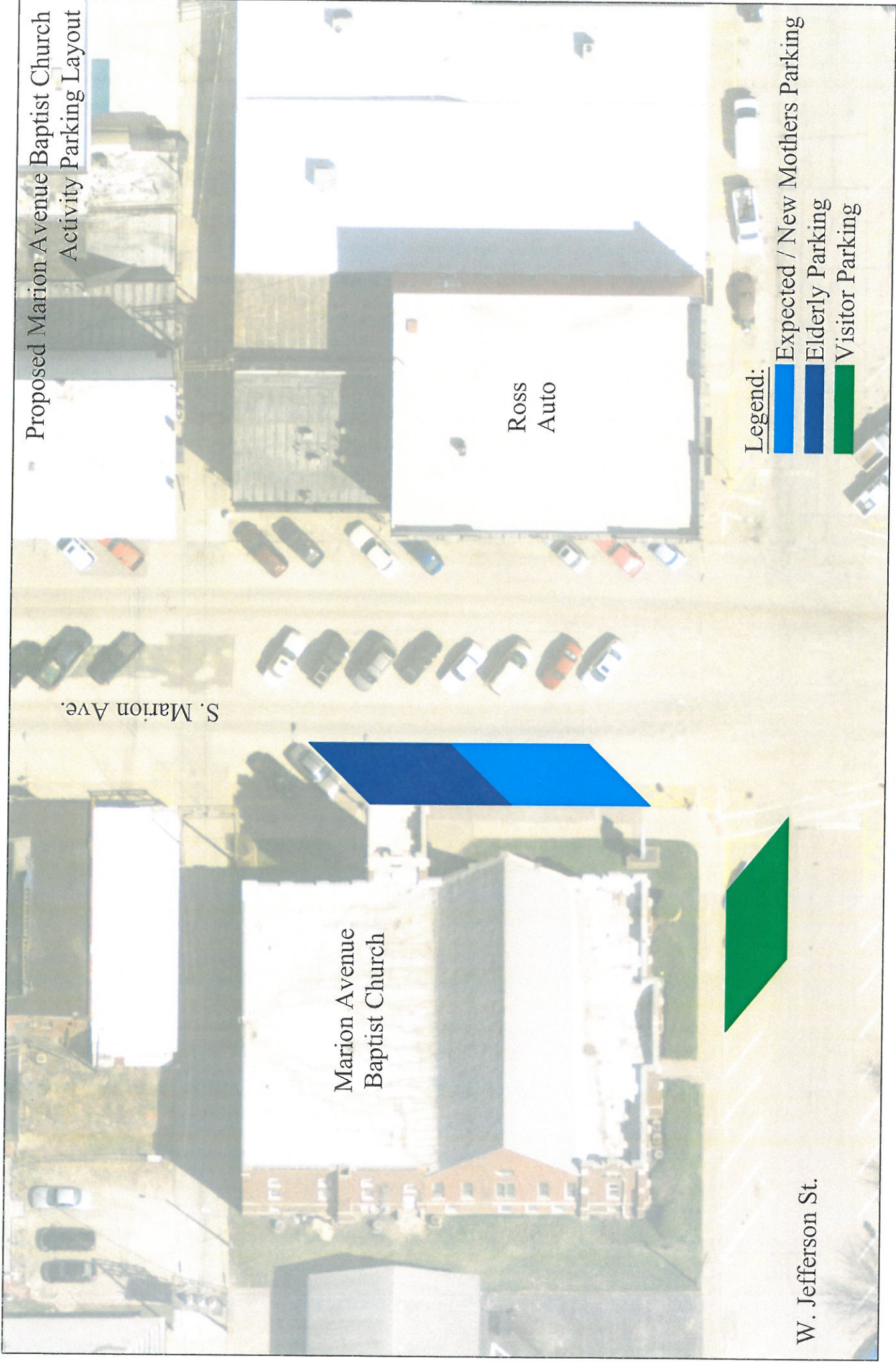
Marion Avenue
Baptist Church

Ross
Auto

Legend:

- Expected / New Mothers Parking
- Elderly Parking
- Visitor Parking

W. Jefferson St.



*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*

Memorandum

October 13, 2014

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

From: Brent Hinson
City Administrator

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

Re: Dump Truck Plow Hydraulics

In the FY15 budget, Council approved \$20,000 for the purchase of a used dump truck. Based on the dump truck we were able to locate in FY14, this seemed like a reasonable number. Back in July, you authorized the purchase of a good used dump truck for \$19,950. At the time, I advised that it did not come with a plow, but that we had one on hand that could be utilized. While that is true, I did not realize at the time that the truck we purchased not only came without a plow, it actually had never been used to plow, and did not have the hydraulics or frame to mount a plow. I am sorry for this misunderstanding. In order to use the dump truck for one of its intended purpose of assisting with snow removal, I believe it is necessary to proceed in equipping the new truck with a plow.

The good news is that Zach was able to sell our old dump truck via public surplus auction for \$9,020. This revenue was not budgeted, so it will offset the cost of approximately \$8,000 for the hydraulics and mount and the cost of approximately \$1,000 to replace the cylinders on the existing plow. However, in the future, we will try to make sure that the full expenditure amount is included the original budget.

Luke Waste

4' X 12' Recycling trailer with bins,
Lettered & ready to go.

\$ 8,565.⁰⁰

The only way I could get the bins built
is to let the welder build them on his time frame.
I'm sure he will build them as soon as he can
but the farmers have to come first during their busy
Season.

Thank You

Bob Luke

RESOLUTION NO. 2014-_____

RESOLUTION ADOPTING AND LEVYING FINAL SCHEDULE OF ASSESSMENTS AND PROVIDING FOR THE PAYMENT THEREOF FOR THE WEST TYLER 2013 PAVING PROJECT.

BE IT RESOLVED by the City Council of the City of Washington, Washington County, Iowa, that after full consideration, that the final schedule of assessments and accompanying plat, for the West Tyler 2013 Paving Project be and the same are hereby approved and adopted, and that there be and is hereby assessed and levied, as a special tax against and upon each lot, parts of lots and parcels of land, and the owner or owners thereof liable to assessment for the cost of said improvements, the respective sums expressed in figures set opposite to each of the same on account of the cost of the construction of the said improvements. Provided further, that the amounts shown in said final schedule of assessments as deficiencies are found to be proper and are levied conditionally against the respective properties benefited by the improvements as shown in the schedule, subject to the provisions of Section 384.63, Code of Iowa. Said assessments against said lots and parcels of land are hereby declared to be in proportion to the special benefits conferred upon said property by said improvements, and not in excess thereof, and not in excess of 25% of the value of same.

BE IT FURTHER RESOLVED, that said assessments of \$100.00 or more shall be payable in ten (10) equal annual installments and shall bear interest at the rate of four percent (4%) per annum from the date of the acceptance of the improvements; the first installment of each assessment, or total amount thereof, if it be less than \$100.00, with interest on the whole assessment from the date of acceptance of the work by the City Council, shall become due and payable on July 1, 2015; succeeding annual installments, with interest on the whole unpaid amount, shall respectively become due on July 1st annually thereafter, and shall be paid at the same time and in the same manner as the September semiannual payment of ordinary taxes. Said assessments shall be payable at the office of the City Clerk, in full or in part and without interest within thirty days after the first publication of the notice of the filing of the final plat and schedule of assessments to the County Treasurer of Washington County, Iowa.

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to certify said final plat and schedule to the County Treasurer of Washington County, Iowa, and to publish notice of said certification once each week for two consecutive weeks in the Washington Evening Journal newspaper, a newspaper printed wholly in the English language, and of general circulation in Washington, Iowa, the first publication of said notice to be made within fifteen days from the date of the filing of said schedule with the County Treasurer, the Clerk shall also send by ordinary mail to all property owners whose property is subject to assessment a copy of said notice, said mailing to be on or before the date of the second publication of the notice, all as provided and directed by Code Section 384.60, Code of Iowa.

BE IT FURTHER RESOLVED, that the Clerk is directed to certify the deficiencies (if any) for lots specially benefited by the improvements, as shown in the final schedule of assessments, to the County Treasurer for recording in the Special Assessment Deficiencies Book and to the city official charged with responsibility for the issuance of building permits. Said

deficiencies are conditionally assessed to the respective properties under Code Section 384.63 for the amortization period specified by law.

Passed and approved this 21st day of October, 2014.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

***FINAL
ASSESSMENT PLAT AND SCHEDULE***

FOR

WEST TYLER STREET RECONSTRUCTION

WASHINGTON, IOWA

VEENSTRA & KIMM, INC.



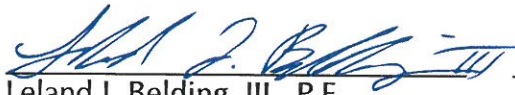
FINAL
ASSESSMENT PLAT AND SCHEDULE
FOR
WEST TYLER STREET RECONSTRUCTION
WASHINGTON, IOWA

DATE OF FILING: _____

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.

Signed:

Date:



10-3-2014

Leland J. Belding, III., P.E.

Iowa License No. 15046

My license renewal date is December 31, 2015



Detailed parts covered by this seal:

ALL

Prepared by
VEENSTRA & KIMM, INC.
Coralville,
Iowa

INDEX
FINAL
ASSESSMENT PLAT AND SCHEDULE
FOR
WEST TYLER STREET RECONSTRUCTION
WASHINGTON, IOWA

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**FINAL
ASSESSMENT PLAT AND SCHEDULE
WEST TYLER STREET RECONSTRUCTION
WASHINGTON, IOWA**

BENEFITTED AREA

All properties fronting the improvements within an established distance receive a special traffic operations and storm water drainage benefit from the completion of this public improvement.

DESCRIPTION OF IMPROVEMENTS

The work includes demolition of the existing seal coat road, construction of a new 7" PCC pavement with integral curb and gutter, 25 feet in width, six new storm intakes, and associated underground storm sewer.

Also included in the work is the construction of a storm water detention basin with outlet structure on the south side of West Tyler Street, a new sanitary sewer services for homes at 522 & 321 West Tyler Street and 1005 South B Avenue, and construction of a new 8" Sanitary Sewer from South D Avenue to South E Avenue.

LOCATION OF IMPROVEMENTS

West Tyler Street from South E Avenue to South C Avenue.

METHOD OF ASSESSMENT

The Flint Formula is the assessment method utilized to distribute the costs among the adjacent property owners. The benefit received by each property is calculated by the length of frontage along the improvement and the proximity to the improvements. The Flint Formula cuts the assessment in half for each 50 feet the property is removed from the improvements to a maximum distance of 300 feet. The assessment is zero beyond the 300 feet.

A chart of the Flint Formula is included in the Appendix.

BASIS OF ASSESSMENT

The assessment policy for the City of Washington indicates that the property owner will be assessed for 40% of the cost for the pavement, base material, and sidewalk along the frontage. Intersection paving, storm sewers, and all other costs will be paid for by the City.

The benefitted properties are those properties which fall within 300 feet of the road right-of-way, or half the distance to the next platted street, whichever is less.

The assessment schedule is located in the appendix.

ESTIMATE OF COST

The Engineer’s record of total construction cost is located in the appendix. This table summarizes the total assessable amounts.

TOTAL PROJECT COST \$256,125.04

	PRELIMINARY		FINAL	
	ASSESSABLE	ASSESSED AT 40%	ASSESSABLE	ASSESSED AT 40%
NORTH SIDE	\$32,610	\$13,044	\$29,580	\$11,832
SOUTH SIDE	\$33, 850	\$13,540	\$30,700	\$12,280
TOTAL	\$66,460	\$26,584	\$60,280	\$24,112

APPENDIX

**Final Cost for West Tyler Street Reconstruction
Washington, Iowa
9/9/2014**

No.	Item Code	Description	Unit	Unit Price	Quantity	Extended Price
1	2101-0850002	CLEAR+GRUBB	UNIT	\$238.00	13	\$3,094.00
2	2102-2710070	EXCAVATION, CL 10, RDWY+BORROW	CY	\$8.50	1675	\$14,237.50
3	2102-2713090	EXCAVATION, CL 13, WASTE	CY	\$7.50	250	\$1,875.00
4	2105-8425015	TOPSOIL, STRIP, SALVAGE+SPREAD	CY	\$5.65	200	\$1,130.00
5	2115-0100000	MODIFIED SUBBASE	CY	\$40.00	264.47	\$10,578.80
6	2301-1033070	STD/S-F PCC PAV'T, CL C CL 3, 7"	SY	\$30.00	1929.12	\$57,873.60
7	2123-7450000	SHLD CONSTRUCTION, EARTH	STA	\$285.00	14	\$3,990.00
8	2307-0025003	AGG, RDWY COVER, 3/8"	TON	\$365.00	4	\$1,460.00
9	2307-0600451	BINDER BITUMEN, MC-3000	GAL	\$3.35	100	\$335.00
10	2315-8275025	SURF, DRIVEWAY, CL A CR STONE	TON	\$21.60	147.34	\$3,182.54
11	2416-0100012	APRON, CONC, 12"	EACH	\$577.00	1	\$577.00
12	2416-0100018	APRON, CONC, 18"	EACH	\$790.00	2	\$1,580.00
13	2435-0130148	MANHOLE, SAN SWR, SW-301, 48"	EACH	\$3,680.00	3	\$11,040.00
14	2435-0140148	MANHOLE, STORM SWR, SW-401, 48"	EACH	\$2,235.00	1	\$2,235.00
15	2435-0250100	INTAKE, SW-501	EACH	\$3,166.00	6	\$18,996.00
16	2435-0251236	INTAKE, SW-512, 36"	EACH	\$3,800.00		\$0.00
17	2435-0251310	INTAKE, SW-513 MOD	EACH	\$4,125.00	1	\$4,125.00
18	2502-8212034	SUBDRAIN, LONGITUDINAL, (SHLD) 4"	LF	\$10.15	869	\$8,820.35
19	2502-8220193	SUBDRAIN OUTLET (RF-19C)	EACH	\$318.00	7	\$2,226.00
20	2503-0134212	STORM SWR G-M/CAS,TRNCHED, RCP 2000D,12"	LF	\$32.70	80	\$2,616.00
21	2503-0134215	STORM SWR G-M/CAS,TRNCHED, RCP 2000D,15"	LF	\$34.70	80	\$2,776.00
22	2503-0134218	STORM SWR G-M/CAS,TRNCHED, RCP 2000D,18"	LF	\$38.80	580	\$22,504.00
23	2503-0200036	RMV STORM SWR PIPE LE 36"	LF	\$18.60	180	\$3,348.00
24	2504-0114008	SAN SWR G-MAIN, TRENCHED, PVC, 8"	LF	\$25.25	614	\$15,503.50
25	2504-0200404	SAN SWR SERVICE STUB, PVC, 4"	LF	\$17.50	453	\$7,927.50
26	2504-0240036	RMV SAN SWR PIPE LE 36"	LF	\$18.00	250	\$4,500.00
27	2504-0320300	SAN SWR CLEANOUT, SW-203	EACH	\$1,135.00		\$0.00
28	2507-8029000	EROSION STONE	TON	\$35.00	10.67	\$373.45
29	2510-6745850	RMVL OF PAV'T	SY	\$20.00	65	\$1,300.00
30	2515-2475006	DRIVEWAY, PCC, 6"	SY	\$35.00	65.08	\$2,277.80
31	2518-6891820	PERMANENT RD CLOSURE, URBAN, SI-182	EACH	\$550.00		\$0.00
32	2524-6765010	RMV+REINSTALL SIGN	EACH	\$200.00	3	\$600.00
33	2526-8285000	CONSTRUCTION SURVEY	LS	\$5,800.00	1	\$5,800.00
34	2528-8445110	TRAFFIC CONTROL	LS	\$2,475.00	1	\$2,475.00
35	2533-4980005	MOBILIZATION	LS	\$20,000.00	1	\$20,000.00
36	2601-2634105	MULCH, BONDED FIBER MATRIX	ACRE	\$3,765.00	1.5	\$5,647.50
37	2601-2636044	SEED+FERTILIZE (URBAN)	ACRE	\$1,930.00	1.5	\$2,895.00
38	2601-2639010	SOD	SQ	\$80.00		\$0.00
39	2602-0000020	SILT FENCE	LF	\$2.55	10	\$25.50
40	2602-0000071	RMVL OF SILT FENCE/SILT FENC-DITCH CHECK	LF	\$1.15		\$0.00
41	2602-0000101	MAINT OF SILT FENC/SILT FENC-DITCH CHECK	LF	\$1.15		\$0.00
CO		SAN MANHOLE RAISING	LS	\$ 2,800.00	1	\$2,800.00
CO		ADJ MANHOLE AT EAST END	LS	\$ 250.00	1	\$250.00
CO		ADDITIONAL 8" TILE ON SOUTH SIDE	LS	\$ 3,350.00	1	\$3,350.00
CO		NYOPLAST DRAIN BASIN	LS	\$ 1,800.00	1	\$1,800.00

Construction Total

\$256,125.04

Assessable Cost - North

MODIFIED SUBBASE	CY	\$40.00	114	\$4,560.00
STD/S-F PCC PAV'T, CL C CL 3, 7"	SY	\$30.00	834	\$25,020.00
				<u>\$29,580.00</u>

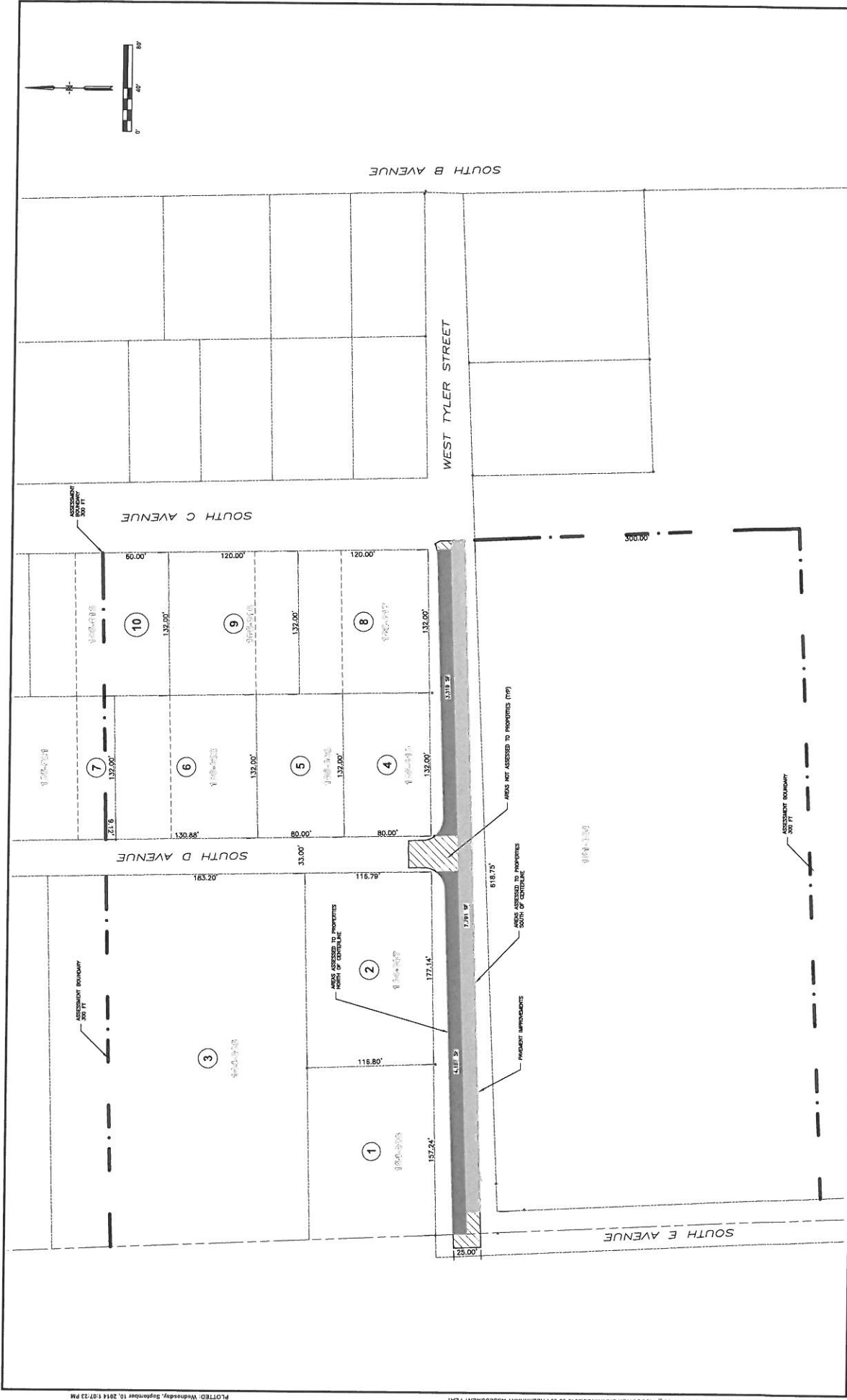
Assessable Cost - South

MODIFIED SUBBASE	CY	\$40.00	118	\$4,720.00
STD/S-F PCC PAV'T, CL C CL 3, 7"	SY	\$30.00	866	\$25,980.00
				<u>\$30,700.00</u>

FINAL ASSESSMENT SCHEDULE
 WEST TYLER STREET RECONSTRUCTION
 WASHINGTON IOWA
 October 3, 2014

ITEM NO.	PARCEL NO.	OWNER	DESCRIPTION OF PROPERTY	COUNCIL'S EVALUATION	DEPTH (FEET)	ASSESSMENT FACTOR	LOT/PARCEL FRONTAGE (FEET)	PAVEMENT ASSESSMENT DISTRIBUTION	PAVEMENT TRIAL ASSESSMENT	ASSESSMENT RATE	PRELIMINARY ASSESSMENT	FINAL ASSESSMENT	ADJUSTED FINAL ASSESSMENT	PERCENT OF ZONE	ITEM NO.
1	104-006	Lynn & Janice Shille 522 West Tyler Street Washington, IA 52353	S Washington West 1/2	\$153,100	116.8	1.60	157.24	252.19	\$6,931	40%	\$2,772	\$6,287	\$2,515	21%	1
2	104-007	Merle Davis & Linda Brown-Link 520 West Tyler Street Washington, IA 52353	S Washington East 1/2	\$153,900	116.8	1.60	177.14	284.11	\$7,808	40%	\$3,123	\$7,082	\$2,833	24%	2
3	104-005	Roy & Paula Malichky 835 South D Avenue Washington, IA 52353	S Washington Blk 27	\$123,300	300	1.97	334.38	122.00	\$3,353	40%	\$1,341	\$3,041	\$1,217	10%	3
4	105-010	Andrew & Sara Ross 412 West Tyler Street Washington, IA 52353	Hayes Subdivision Lot 8	\$136,700	80	1.34	132	176.91	\$4,862	40%	\$1,945	\$4,410	\$1,515	15%	4
5	105-009	Donald Lawless 916 South D Avenue Washington, IA 52353	Hayes Subdivision Lot 9	\$108,900	160	1.78	132	86.18	\$2,368	40%	\$947	\$2,148	\$859	7%	5
6	105-022	Jeremy & Ellen Telleen 912 South D Avenue Washington, IA 52353	Hayes Subdivision Lot 10 & South 52.75 ft of Lot 11	\$108,900	290.88	1.96	132	4.80	\$132	40%	\$53	\$120	\$48	0%	6
7	105-021	Delbert & Kay Hoyle 908 South D Avenue Washington, IA 52353	Hayes Subdivision Lot 12 & North 32.75 ft of Lot 11	\$129,200	300	1.97	132	0.56	\$15	40%	\$6	\$14	\$6	0%	7
8	105-017	Mickey Bump 402 West Tyler Street Washington, IA 52353	Hayes Subdivision Lot 7 & South 40 ft of Lot 6	\$132,500	120	1.62	132	213.98	\$5,880	40%	\$2,352	\$5,334	\$2,134	18%	8
9	105-016	Peter & Sandra Weller 915 South C Avenue Washington, IA 52353	Hayes Subdivision Lot 5 & North 40 ft of Lot 6	\$130,900	240	1.63	132	40.54	\$1,114	40%	\$446	\$1,011	\$404	3%	9
10	105-015	Sarah Kneer 841 South C Avenue Washington, IA 52353	Hayes Subdivision Lot 4 & South 40 ft of Lot 3	\$96,400	300	1.97	132	5.35	\$147	40%	\$59	\$133	\$53	0%	10
									1186.63		\$32,610	\$13,044	\$29,580	\$10,068	100%
11	151-004	Washington Community School District 1111 South B Avenue Washington, IA 52353	Doigs Addition Part Lot B Subdivision of OL 1	\$1,398,600	300	1.97	618.75	1218.16	\$33,850	40%	\$13,540	\$30,700	** \$0	100%	11

***Assessment waived by Council Resolution 2013-052 due to alternate agreement for payment**



DATE		REVISIONS		VERIFY SCALE		DRAWN		CHECKED		APPROVED		DATE		DRAWN	
DATE	BY	DESCRIPTION	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE	SCALE


VEENSTRA & KIMM, INC.
 WEST TYLER AVENUE RECONSTRUCTION
 CITY OF WASHINGTON
 860 2nd Avenue • Suite 4 • Crossville, Iowa 52241-1465
 319-466-1000 • 319-466-1000 (FAX) • 855-441-0000 (NMA IS)

PROJECT: 24832
 DWG. NO.: 1 of 1
FINAL ASSESSMENT PLAN

RESOLUTION NO. _____

A RESOLUTION SUPPORTING A TRAFFIC ENGINEERING ASSISTANCE PROGRAM (TEAP) APPLICATION

WHEREAS, a significant amount of development has occurred in recent years west of the intersection of Highway 1/92 and Lexington Boulevard/West 5th Street; and

WHEREAS, a number of traffic accidents have occurred at this intersection in recent years; and

WHEREAS, a meeting recently occurred with representatives from Washington, Washington County, Washington Community School District, Kirkwood Community College, and the Iowa Department of Transportation; and

WHEREAS, the outcome of that meeting was agreement that a traffic study should be done of the intersection:

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

Section 1. The City Council endorses the submission of a request to the Iowa Department of Transportation for a study of the Highway 1/92 and Lexington Boulevard/West 5th Street intersection under the Traffic Engineering Assistance Program (TEAP).

Section 2. The City agrees to assist with data collection for the study.

PASSED AND APPROVED this 21st day of October, 2014.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk



Systems Operations Bureau – Office of Traffic and Safety

Office of Maintenance

Office of Traffic and Safety

Office of Traffic Operations

Iowa Traffic Engineering Assistance Program (TEAP)

Intent of program

TEAP provides traffic engineering expertise to local units of government. The purpose is to identify cost-effective traffic safety and operational improvements as well as potential funding sources to implement the recommendations. Typical studies include high-crash locations, unique lane configurations, obsolete traffic control devices, school pedestrians, truck routes, parking issues, and other traffic studies.

Who is eligible to request funding

Iowa cities and counties without the resources of a staff traffic engineer — typically cities with populations less than 35,000. Roundabout reviews are available for any city or county.

Qualifications for funding

No local match is required. However, the applicant will be required to assist the consultant with data collection, if needed (as-built plans, traffic counts, street maps, crash reports, etc.).

Type of submittal required

A letter of request explaining the problem must be sent to the appropriate district engineer. If the request involves K-8th grade school pedestrians or a potential roundabout, that information should be noted in the request.

Application amount - maximum

TEAP will fund up to 100 hours of consultant time.

Application deadline

Successful applications are funded in order of receipt until resources are exhausted.

Special project requirements

The subject of the study must address an existing traffic/safety problem. This program is not intended for planning purposes.

Type of approval required

An Iowa Department of Transportation district staff recommendation and approval of the Office of Traffic and Safety is required.

Average length of time for acceptance decision

Thirty days

Program's annual funding level

\$125,000

ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WASHINGTON, IOWA, BY ADDING A NEW CHAPTER 157, PROPERTY MAINTENANCE CODE

BE IT ENACTED by the City Council of the City of Washington, Iowa:

SECTION 1.

157.01 PROPERTY MAINTENANCE STANDARDS ENUMERATED. These minimum conditions and responsibilities of persons for maintenance of structures, equipment and exterior property shall govern.

1. Responsibility. Owners shall be responsible to maintain structures and exterior property in compliance with these requirements while the occupants shall be responsible for keeping in a clean, sanitary and safe condition which they occupy and control.
2. Vacant Structures and Land. Shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to constitute a violation of any other applicable chapter of the Washington Code of Ordinances, adversely affecting the public health or safety.

157.02 DEFINITIONS.

1. "Habitable Space" means space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.
2. "Stagnant Water" means ponding of standing water for unusual amounts of time, with no current or flow for drainage purposes, often with an unpleasant smell or harboring of mosquitoes as a result.

157.03. EXTERIOR PROPERTY AREAS.

1. Grading and Drainage. Exterior areas must be maintained to prevent erosion and accumulation of stagnant water.
2. Rodent Infestation. Proper precautions must be taken to prevent or eliminate rodent infestation.
3. Exhaust Vents. Vents shall not be discharged directly upon abutting public or private property.
4. Accessory Structures. Must be maintained, structurally sound and in good repair.

157.04 EXTERIOR STRUCTURES.

1. General. The exterior structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.
2. Premises Identification. To have placed on the buildings address numbers that are plainly legible from the street, in compliance with Chapter 150 of this Code of Ordinances.
3. Structural Members. Shall be maintained free from deterioration and capable of safely supporting the imposed loads.
4. Exterior Walls. Shall be free from holes, breaks and loose or rotting materials, and otherwise properly maintained. All exterior wood surfaces of a dwelling and its accessory structures, fences, porches and similar appurtenances shall be reasonably protected from the elements and against decay by non lead-based paint or other approved protective coating.

Exception: Where it can be demonstrated that the exterior wood surface is comprised of a type or species of wood or has been treated in such a way as to cause it to be especially resistant to decay or infestation, the wood surface in question, if approved by the inspector, shall be exempt from the requirements listed in this subsection.

5. Roofs and Drainage. Shall not have defects that admit rain with drainage to prevent leaking into structure or deterioration. Drains, gutters and downspouts, where present, must be maintained and not discharged in a manner to create a nuisance.
6. Decorative Features. Shall be maintained in good repair with proper anchorage and in a safe condition.
7. Overhang Extensions. All overhang extensions including but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a safe and sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.
8. Stairways, Decks, Porches and Balconies. Shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting imposed loads.
9. Chimneys and Towers. Shall be maintained structurally safe and sound and in good repair with exposed surfaces protected from the elements and against decay or rust.
10. Handrails and Guards. Shall be firmly fastened and capable of supporting normally imposed loads and maintained.
11. Windows, Skylights and Door Frames. Shall be kept in sound condition, good repair and weather-tight, easily openable if required for emergency egress, and capable of being held in position by window hardware.
12. Insect Screens. From April 1st to October 31st, outside openings required for ventilation shall be supplied with tightly fitting screens. Every storm door shall have a self-

closing device in good working condition. Screens shall not be required where other approved means such as air curtains or insect repellent fans are employed.

13. Doors. Shall be maintained in good condition with locks at unit's entrances being tightly secured. Doors that are equipped with a deadbolt shall be operated from the inside only by the turning of a knob and shall have a lock-throw of not less than one (1) inch. A sliding bolt shall not be acceptable, and the lock shall be operable without the use of a key, tool, special knowledge or effort.

14. Basement Hatchways. Shall be maintained to prevent the entrance of rodents, rain and surface drainage water. If the hatchway provides access to a unit, it shall be equipped with devices that secure the unit(s) from unauthorized entry.

15. Building Security. Doors, windows or hatchways for units shall be provided with devices designed to provide security for the occupants and property within.

16. Windows. A unit's operable windows located in whole or part within six (6) feet of ground level shall be equipped with sash-locking devices.

17. Cisterns. All cisterns or similar water storage facilities shall be fenced, safely covered or filled in such a way as not to create a hazard to life or limb.

157.05 INTERIOR STRUCTURES AND PROPERTY AREAS.

1. General. Shall be maintained in good repair, structurally sound and in a clean, sanitary condition. Occupants shall keep that part of the structure which they occupy in a clean and sanitary condition. The owner of multi-family unit(s) shall maintain the shared or public areas of the structure(s) and exterior in a clean and sanitary condition. No owner shall permit occupancy of a vacant dwelling unit or rooming unit unless it is clean, sanitary and fit for human occupancy.

2. Structural Members. Shall be maintained structurally sound and capable of supporting the imposed loads.

3. Stairs and Walking Surfaces. Shall be maintained in sound condition and good repair

4. Handrails and Guards. Shall be firmly fastened and capable of supporting normally imposed loads and maintained.

5. Interior Surfaces. Every interior partition, wall, floor, ceiling and other interior surface shall be maintained in a clean and sanitary condition.

157.06 HANDRAILS AND GUARDRAILS.

1. General. Every exterior and interior flight of stairs having more than four (4) risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than thirty (30) inches above the floor or grade below shall have guards. Handrails shall not be less than thirty (30) inches high or more than forty-two (42) inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surface. Guards shall not be less than thirty (30) inches high above the floor of the landing, balcony, porch, deck, ramp or other walking surface. In a residential setting,

guards (spindles) on the open side of stairs shall not have openings which allow passage of a sphere 4" in diameter.

157.07 ACCUMULATION OF RUBBISH, GARBAGE AND YARD WASTE.

1. Accumulation. All exterior property and premises, in compliance with Chapter 105 of the Washington Code of Ordinances, and the interior of every structure shall be free from any accumulation of rubbish or garbage. Exterior property and premises shall additionally be free from any accumulation of yard waste in compliance with Chapter 105.
2. Disposal of Rubbish and Garbage. Rubbish and garbage shall not be stored outside for more than forty-eight (48) hours except in a covered, leak-proof container.

157.08 EXTERMINATION

1. Infestation. Structures shall be kept free from insect and rodent infestation.
2. The owner shall be responsible for extermination prior to renting or leasing and in the public or shared areas of the structure.
3. Occupants shall be responsible for extermination during their occupancy of said dwelling structure or unit.

157.09 LIGHT AND VENTILATION REQUIREMENTS

1. General. These provisions shall govern the minimum conditions and standards for light, ventilation and space for occupying a structure.
2. Responsibility. Owner shall provide and maintain light, ventilation and space conditions in compliance with these requirements and no person shall occupy any premises that do not comply with this code.
3. Light.
 - A. Habitable Spaces with exterior-facing walls shall have at least one (1) window of approved size facing directly to the outdoors or to a court with a minimum glazed area of five percent (5%) of the floor area.
 - B. Common Halls and Stairways. Multi-family occupancies shall be lighted at all times with at least a sixty (60) watt incandescent bulb or equivalent energy saving bulb, for each two hundred (200) square feet of floor area with a spacing not greater than thirty (30) feet.
 - C. Other Spaces. Shall be provided with natural or artificial light sufficient to the maintenance of sanitary conditions and the safe occupancy of the space and utilization of the appliances, equipment and fixtures.
 - D. Alternative Devices. In lieu of the means for natural light prescribed, artificial light complying with the applicable International Building Code guidelines is permitted.

4. Ventilation.
 - A. Habitable Spaces with exterior-facing walls shall have at least one (1) openable window equal to fifty percent (50%) of the minimum required glazed area.
 - B. Bathrooms and Toilet Rooms. Shall comply with ventilation requirements for a habitable space, except that a window shall not be required in such spaces equipped with a mechanical ventilation system discharged to the outdoors or to a properly vented attic.
 - C. Clothes Dryer Exhaust. Shall be independent of all other systems by exhausting in accordance with manufacturer's instructions.
 - D. Alternative Devices. In lieu of the means for ventilation prescribed, artificial mechanical ventilation complying with the applicable International Mechanical Code guidelines is permitted.

157.10 PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

1. General. This section shall govern the minimum plumbing systems, facilities and plumbing fixtures to be provided.
2. Responsibility. The owner shall provide and maintain such plumbing facilities and plumbing fixtures in compliance with these requirements.
3. Required Facilities.
 - A. Dwelling Units. Shall contain its own tub or shower, lavatory, toilet and kitchen sink, which shall be maintained in a sanitary and safe working condition. The lavatory shall be placed in the same room as the toilet or in close proximity. A kitchen sink shall not be used as a substitute for the required lavatory.
 - B. Rooming Houses. At least one (1) toilet, lavatory and tub or shower shall be supplied for each four (4) rooming units.
 - C. Hotels. Where private toilets, lavatories and baths are not provided, then one (1) toilet, lavatory and tub or shower having access from a public hallway shall be provided for each ten (10) occupants.
4. Toilet Rooms.
 - A. Privacy. Bathrooms shall provide privacy and shall not constitute the only passage to a hall or other space or exterior. A door and interior locking device shall be provided for all common or shared bathrooms in a multiple dwelling.
 - B. Location. Bathrooms serving hotel units, rooming units or dorm units shall have access by transversing not more than one (1) flight of stairs and shall have access from a common hall or passageway.

5. Plumbing Systems and Fixtures.
 - A. General. All plumbing fixtures shall be properly installed and maintained in working order, kept free from obstructions, leaks, defects and capable of performing its function.
 - B. Fixture Clearances. Plumbing fixtures shall have adequate clearance for usage and cleaning.
 - C. Plumbing System Hazards. If a hazard is found, the Code Official shall require the defects to be corrected to eliminate the hazard promptly.
6. Water System.
 - A. General. Every fixture shall be properly connected to an approved water system and shall be supplied with hot or tempered and cold running water as per the Plumbing Code.
 - B. Contamination. The water supply shall be maintained free from contamination and all water outlets for plumbing fixtures shall be located above the flood-level rim of the fixture.
 - C. Supply. Shall be installed and maintained to provide a supply of water to fixtures in sufficient volume and pressures adequate to enable the fixtures to function properly, safely and free from defects and leaks.
 - D. Water Heating Facilities. Shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required fixture at a temperature of not less than one hundred ten degrees (110°) Fahrenheit. A gas-burning water heater shall not be located in any bathroom, bedroom or other occupied room normally kept closed unless the plumbing code requirements are met. An approved combination temperature and pressure-relief valve discharge pipe shall be properly installed and maintained on water heaters.
7. Sanitary Drainage System.
 - A. General. All plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system.
 - B. Maintenance. Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

157.11 MECHANICAL AND ELECTRICAL REQUIREMENTS

1. General. The provisions of this chapter shall govern the minimum mechanical and electrical facilities and equipment to be provided.
2. Responsibility. The owner of the structure shall provide and maintain mechanical and electrical facilities and equipment in compliance with these requirements.

3. Heating Facilities.

A. Facilities Required. Heating facilities shall be provided in structures as required by this section.

B. Heat Supply. Dwellings shall be provided with heating facilities in good working order and capable of maintaining a room temperature of sixty-five degrees (65°) Fahrenheit in all habitable rooms and bathrooms. Cooking appliances or portable heating units shall not be used to provide space heating to meet the requirement.

C. Room Temperature Measurement. Shall be measured three (3) feet above the floor near the center of the room and two (2) feet inward from the center of each exterior wall.

4. Mechanical Equipment.

A. Mechanical Appliances. Shall be properly installed and maintained in a safe working condition.

B. Removal of Combustion Products. All fuel-burning equipment and appliances shall be connected to an approved chimney or vent (exception for labeled and unvented).

C. Clearances. All required clearances to combustible materials shall be maintained.

D. Safety Controls. Shall be maintained in effective operation.

E. Combustion. A supply of air for complete combustion of the fuel and for ventilation of the space containing the fuel-burning equipment shall be provided.

F. Energy Conservation Devices. Shall not be installed unless labeled for such purpose and the installation is specifically approved.

G. Duct Systems. Shall be maintained free of obstructions and shall be capable of performing the required function.

5. Electrical Facilities.

A. Facilities Required. Every occupied building shall be provided with an electrical system in compliance with the requirements of this section.

B. Service. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with the Electrical Code. Dwellings shall be served by a three-wire (3), 120/240 volt, single-phased electrical service having a rating of not less than one hundred (100) amps.

C. Electrical System Hazards. Where a hazard is found to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the Code Official shall require the defects to be corrected immediately to eliminate the hazard.

6. Electrical Equipment.

A. Installation. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.

B. Receptacles. Every habitable space in a dwelling unit shall contain at least one (1) separate and remote receptacle outlet. Every laundry area shall contain at least one (1) grounded-type receptacle or a receptacle with a ground-fault circuit interrupter. Every bathroom shall contain at least one (1) receptacle. Any new bathroom outlet shall have ground-fault circuit interrupter protection.

7. Elevators, Escalators and Dumbwaiters.

A. General. Shall be maintained to sustain all imposed loads, to operate properly and to be free from physical and fire hazards with current certificate of inspection displayed and available for public inspection.

B. Elevators. In buildings equipped with more than one (1) passenger elevator, at least one (1) elevator shall be maintained in operation at all times when the building is occupied.

157.12 FIRE SAFETY REQUIREMENTS.

1. General. The provisions of this chapter shall govern the MINIMUM conditions and standards for fire safety relating to structures and exterior premises, including fire safety facilities and equipment to be provided. The State Fire Marshal may impose additional provisions.

2. Responsibility. The owner shall provide and maintain such fire safety facilities and equipment in compliance with these requirements.

3. Means of Egress.

A. General. A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way.

B. Aisles and Corridors. Aisles and corridors shall be unobstructed.

C. Locked Doors. All means of egress doors shall be readily openable from the side from which egress is to be made without need for keys, special knowledge or effort.

D. Emergency Escape Openings. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grills, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the Building Code and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than which is required for normal operation of the escape and rescue opening.

4. Fire-Resistance Ratings.

A. Fire-Resistance-Rated Assemblies. The fire resistance rating of the walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

B. Opening Protection. Required opening protectives shall be maintained in an operative condition. All fire and smoke-stop doors shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.

5. Fire Protection Systems.

A. General. Existing residential rental units not already provided with single-station smoke alarms shall be provided with approved single-station dual-sensor smoke alarms.

B. Smoke Alarms. Approved single- or multi-station smoke alarms shall be installed and maintained in existing single- and multi-family dwelling units, duplexes, congregate residences and hotel/lodging house guest rooms regardless of occupant load in each sleeping room and immediately outside of sleeping areas and on each story including the basement.

C. Fire Extinguishers. Multi-family dwellings shall have a 2A10BC-rated fire extinguisher located within seventy-five (75) feet of each dwelling unit's main entrance, with a minimum of one (1) per floor. Extinguishers shall be checked and tagged by a qualified service person annually.

157.13 CARBON MONOXIDE DETECTORS REQUIRED.

1. General. Approved carbon monoxide detectors are required to be installed and maintained in each dwelling unit immediately outside sleeping areas. Dwelling units with no potential source of carbon monoxide are exempted from this requirement.

2. Responsibility. The owner shall provide and maintain such detectors and equipment in compliance with these requirements.

157.14 NOTICE TO ABATE. Upon discovery of violations of this Chapter, the City may within seven (7) days initiate abatement procedures as outlined in Chapter 50 of this Code of Ordinances.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be judged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect after final passage, approval and publication as provided by law.

PASSED AND APPROVED by the City Council on the _____ day of _____, 2014.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

Approved on First Reading: September 2, 2014
Approved on Second Reading: September 16, 2014
Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2014.

City Clerk

RESOLUTION NO. _____

**A RESOLUTION SETTING RENTAL REGISTRATION & INSPECTION FEES
AND APPROVING ADMINISTRATIVE PROCEDURES**

WHEREAS, the City Council has overseen the process of developing a proposed Chapter 147 (Rental Housing Regulatory and Inspection Program) and proposed Chapter 157 (Property Maintenance Code); and

WHEREAS, proposed Chapter 147 stipulates that fees for annual registration, inspection, etc., shall be set by resolution of the Council; and

WHEREAS, in the interest of public transparency and prior to the passage of the ordinance, the Council wishes to set these fee levels at this time, which will become effective upon adoption of Chapter 147; and

WHEREAS, the Council wishes to provide formal sanction for the initial proposed administrative procedures and forms for this program, recognizing that changes or adjustments may need to be made in the future, and further Council action will not be needed for these changes as long as any administrative forms or procedures remain in strict compliance with the adopted Chapter 147 and Chapter 157:

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

Section 1. Under the auspices of the proposed Chapter 147, the Council hereby sets the following fees for the Rental Housing Regulatory and Inspection Program:

- A. Annual registration and triennial inspection: \$25 for the first unit of each building, \$5 each additional unit.
- B. Re-inspection (more than one re-inspection is needed to gain compliance): \$50 per building or \$10/unit, whichever is higher.
- C. Late registration: Double the normal fees.
- D. Section 8 inspection filing fee: \$20.

Section 2. The City Council hereby approves the administrative forms attached as Exhibit A.

Section 3. Effective date: This resolution will be effective upon publication of the adopted Chapter 147. Should said Chapter not be approved by the City Council within 180 days of the passage of this resolution, the resolution shall be null and void.

Section 4. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 7th day of October, 2014.

Sandra Johnson, Mayor

Illa Earnest, City Clerk

City of Washington Annual Rental Property Registration

Registration is due each year by March 1. Late registrations are subject to double fees. Failure to register may result in a municipal infraction, which can lead to a court-ordered daily fine until the property is in compliance. If you have sold a property or are in contract to sell a property please send an amended form so our records can be updated and corrected.

Fees below are assessed annually and cover both registration and inspection costs.

Property Owner's Information: Date received by City _____
 Name: _____ Company Name: _____
 Street Address: _____ Telephone: (____) _____
 City: _____ State: _____ Zip: _____

Property Manager's Information:
 Name: _____ Company Name: _____
 Street Address: _____ Telephone: (____) _____
 City: _____ State: _____ Zip: _____

Pursuant to the Washington Code of Ordinances, all rental housing owners must provide listing of their property addresses and the number of units. (please attach additional sheets if necessary)

Property Address	Bldg #	# of Units	Base Fee (\$25)	Add'l Unit (\$5/unit)	Total Fee
<i>Example: 2220 Broadway Court</i>	1	16	\$25.00	\$75.00	\$100.00
2220 Broadway Court	2	16	\$25.00	\$75.00	\$100.00
Total Fee This Page:					

FEES ADOPTED BY WASHINGTON CITY COUNCIL:

- _____
\$25 for the first unit of each building, \$5 each additional unit in building
- _____
Re-Inspection for units not in compliance on the second inspection shall be \$50. This applies to each subsequent inspection. This fee also applies to re-scheduling of appointments due to no show on the part of the owner/manager.
- _____
Newly constructed rental housing or ownership transfers must be registered within 30 calendar days of readiness for occupancy or transfer. No additional fee applies to currently registered properties changing ownership.
- _____
Section 8 properties are not subject to City inspection, but must register (at no cost), and annually provide HUD inspection report along with \$20 filing fee.

Due Date: March 1

Thank you for your cooperation. Questions may be directed to: Steve Donnolly, 319-653-6584 or sdonnolly@washingtioniowa.net

Return this form with fee to:
City of Washington
Rental Inspections
215 E. Washington St.
Washington, IA 52353
sdonnolly@washingtioniowa.net

Office use only:
 Total Fee Paid _____ Date Paid _____ Cash Check # _____

City of Washington Rental Housing Inspection Report

Responsibility

Owners shall be responsible to maintain structures and exterior property in compliance with these requirements while the occupants are to be responsible for keeping in a clean, sanitary, and safe condition that which they occupy and control.

The listing below corresponds to 157 PROPERTY MAINTENANCE CODE, which is available on the City of Washington Website (<http://www.washingtoniowa.net>) or by request. Each sub area must be in an approved state before the property may be deemed compliant.

PROPERTY ADDRESS _____

UNIT NUMBERS COVERED BY THIS CHECKLIST _____

INSPECTOR'S NAME _____

SIGNED _____ DATE _____

OPERATOR/PROPERTY MANAGER'S NAME _____

I acknowledge receipt of this inspection report.

SIGNED _____ DATE _____

CITY OF WASHINGTON RENTAL HOUSING INSPECTION STANDARDS

	Complaint	Not Compliant	N/A	Explanation/ Comments
Exterior Property Areas				
Grading and Drainage				
Free of Rodent Infestation				
Exhaust Vents				
Condition of Accessory Structures				
Exterior Structures				
General				
Premises Identification				
Structural Members (no deterioration)				
Exterior Walls				
Roofs and Drainage				
Decorative Features				
Overhang Extensions				
Stairways, Decks, Porches & Balconies				
Chimneys and Towers				
Handrails and Guardrails (condition)				
Windows, Skylights, and Door Frames				
Insect Screens				
Doors				
Basement Hatchways				
Building Security				
Windows (locking)				
Cisterns				
Interior Structures & Prop. Areas				
General				
Structural Members				
Stairs and Walking Surfaces				
Handrails and Guardrails (condition)				
Interior Surfaces				
Handrails and Guardrails				
Handrails and Guardrails (present and compliant if required)				
Rubbish, Garbage and Yard Waste				
No Accumulation				
Proper Disposal				
Extermination				
Free of Infestation				
Operator is Compliant				
Occupant is Compliant				
Light and Ventilation				
General				
Windows as Required on Exterior-Facing Walls				

CITY OF WASHINGTON RENTAL HOUSING INSPECTION STANDARDS

	Complaint	Not Compliant	N/A	Explanation/ Comments
Lighting in Common Halls & Stairways				
Lighting in Other Spaces				
Openable Windows Where Required				
Ventilation in Bathrooms				
Clothes Dryer Exhaust				

Plumbing Facilities and Fixture Requirements

General			
Required Facilities are Present			
Toilet Rooms- Privacy			
Toilet Rooms- Location			
Fixture Clearances			
No Plumbing System Hazards			
Water- Free from Contamination			
Adequate Water Supply			
Water Heating Facilities			
Sanitary Drainage- Appropriate Sewer Connection & Maintenance			

Mechanical and Electrical Requirements

General			
Adequate Heat Supply			
Mechanical Appliance Safety			
Venting of Combustion Products			
Combustion Products Clearance			
Combustion Products Air Supply			
Energy Conservation Device Install.			
Duct Systems			
Electrical Facilities- Provided			
Electrical Facilities- Service			
Electrical System Free of Hazards			
Electrical Equipment- Proper Install.			
Electrical Receptacles			
Elevators, Escalators & Dumbwaiters			

Fire Safety Requirements

General			
Unobstructed Means of Egress			
Egress- Locked Doors			
Emergency Escape Openings			
Fire Resistance- Maintained			
Opening Protection			
Smoke Alarms			
Fire Extinguishers			

Carbon Monoxide Detectors

Present as Required			
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Inspector's Additional Comments

*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*

**RENTAL HOUSING REGULATORY AND INSPECTION PROGRAM
COMPLAINT FORM**

147.11 COMPLAINTS

Date received by City: _____

Standards for formal complaints:

1. The complaints shall be in writing upon a form provided by the City of Washington and signed by the complainant.
2. Such complaints shall state the address of the premises, the name of the owner, landlord or operator, and shall state the nature of the alleged violation with specificity.
3. In the case of tenants making complaints concerning the dwelling or dwelling unit in which they reside, such tenant shall attach a dated copy of the notice in which they requested the owner or operator to correct the alleged violation (including evidence of delivery confirmation or certified mail return receipt), unless complaint pertains to an emergency situation as determined by the administration.
4. It is a violation of the provisions of this chapter for an owner or operator to take reprisals against any tenant making a complaint under the provisions of this chapter. Any such reprisals shall constitute a municipal infraction.

COMPLAINANT NAME _____ **PHONE** _____

ADDRESS OF PROPERTY _____

OWNER/LANDLORD/OPERATOR OF PROPERTY _____

NATURE OF COMPLAINT (Attach additional pages if needed)

I certify that I have complied with Washington Code of Ordinances Section 147.11 regarding rental housing complaints, and that the information I have presented in this complaint is true and accurate to the best of my knowledge.

COMPLAINANT SIGNATURE _____ **DATE** _____

CHAPTER 147

**RENTAL HOUSING REGULATORY
AND INSPECTION PROGRAM**

147.01 Purpose and Intent	147.11 Complaints
147.02 Definitions	147.12 Right of Entry
147.03 Terms Defined in Other Codes	
147.04 Terms Not Defined	147.13 Unrecorded Land Contracts or Purchase Agreements
147.05 Inspections by City Code Enforcement Personnel	
147.06 Landlord and Operators to Register with City	147.14 Chapter Does Not Impair Authority to Act on Nuisances
147.07 Registration	147.15 Chapter Does Not Abrogate Provisions of Other Codes and Ordinances
147.08 Program for Rental Inspection	
147.09 Responsibilities of Operators	147.16 Fees
147.10 Responsibilities of Occupants	

147.01 PURPOSE AND INTENT. The purpose of this chapter is to provide for the enforcement of minimum quality standards for all residential rental dwellings, rental dwelling units, rooming houses and rooming units; to establish a program of regular rental inspections; and to protect the health, safety and general welfare of the residents of the City under the provisions of Chapter 157 of this Code of Ordinances. It is not the intent of this chapter to protect the individual, but rather to protect the public as a whole.

147.02 DEFINITIONS. For the purposes of the interpretation and enforcement of this chapter, the following definitions shall apply:

1. "Controlled Area" means areas leased to the occupant and not generally accessible to the general public, which includes, but is not limited to, dwelling units, garage units and storage units assigned to the occupant under the lease agreement.
2. "Dwelling" means any building or structure, except temporary housing, which is wholly or partly used or intended to be used for living or sleeping by human occupants, but does not include dormitories, hotels or motels. Whenever the word "dwelling" is used in this chapter, it shall be construed as though it were followed by the words "or any part thereof."
3. "Dwelling unit" means any habitable room or group of adjoining habitable rooms located within a dwelling and forming a single unit with facilities which are used or intended to be used for living, sleeping, cooking and eating of meals. Whenever the term "dwelling unit" is used in this chapter, it shall be construed as though it were followed by the words "or any part thereof."
4. "Non-dwelling structure" means any structure, except a dwelling or rooming house used or intended to be used for the shelter or enclosure of any person, animal or property of any kind used in conjunction with a rental dwelling or rental dwelling unit.
5. "Occupancy" means the act or acts of living, sleeping or cooking in, or having actual possession of a dwelling, dwelling unit or rooming unit.

COUNCIL EDITS/CORRECTIONS FROM COMMITTEE DRAFT- 8/28/14-
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6. "Occupant" means any person, including an owner or operator, living, sleeping or cooking in, or having actual possession of a dwelling, dwelling unit or rooming unit.
7. "Operator" means any person who has charge, care or control of a building, or any part thereof, in which any dwelling units or rooming units are let, either as owner or agent of the owner.
8. "Owner" means any person who, alone or jointly or severally with others:
 - A. Has legal title or equitable title to any dwelling, dwelling unit, rooming hour or rooming unit;
 - B. Has charge, care or control of any dwelling, dwelling unit, rooming house or rooming unit as executor, executrix, administrator, administratrix, trustee, conservator of the estate or as the owner.
9. "Rental property" means any dwelling for which a stated return or payment is made for the possession or use thereof.
10. "Roomer" means an occupant of a rooming house who is charged rent and is not a member of the rooming house owner's or operator's family.
11. "Rooming house" means any dwelling or that part of any dwelling containing one or more rooming units in which space is let by the owner or operator to one or more roomers.
12. "Rooming unit" means any room or group of rooms forming a single habitable unit in a rooming house used or intended to be used for living and sleeping, but not for cooking or eating of meals.
13. "Temporary housing" means any tent, trailer, motor home, or other structure used for human shelter which is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than thirty (30) days.

147.03 TERMS DEFINED IN OTHER CODES. Where terms are not defined in this chapter and are defined in the Building, Electrical, Plumbing, Mechanical, or Property Maintenance Codes, they shall have the same meanings ascribed to them as in those codes.

147.04 TERMS NOT DEFINED. Where terms are not defined under the provisions of this chapter or under the provisions of the Building, Electrical, Plumbing, Mechanical, or Property Maintenance Codes, they shall have ascribed to them their ordinarily accepted meanings or such as any context herein may imply.

147.05 INSPECTIONS BY CITY CODE ENFORCEMENT PERSONNEL. The City Administrator or his/her designee is authorized and directed to enter and make such inspections as are necessary to determine the condition of dwellings, dwelling units, rooming houses, rooming units and the premises thereof including but not limited to any non-dwelling structures used by Occupants within the City limits in order to perform his or her duty of safeguarding the health, safety and welfare of the occupants and of the general public.

147.06 LANDLORD AND OPERATORS TO REGISTER WITH CITY.

1. All landlords and operators of rental property shall register their rental properties with the City. Each unit is required to be registered and ~~amend the~~ that registration must be

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amended when the property is sold or has a status change. The registration shall be due 150 days from the effective date of this ordinance.

2. The City will provide an application form which must be completed and updated upon request. The following information shall be provided to the City:

- A. The street address of the dwelling or rooming house;
- B. The number of rental units contained in the dwelling or rooming house; and
- C. The name, address and telephone number of the owner and any agent of the owner of the dwelling or rooming house.

3. If a rental property is not initially registered within the period established in 147.06(1) a late fee for each structure may be added or a municipal infraction pursued.

4. The registration, administrative and other fees outlined in Section 147.167 of this code shall be set by resolution of the Council.

147.07 REGISTRATION.

1. No person shall rent to another or offer to rent to another any dwelling, dwelling unit or rooming unit unless the owner or operator of the same has registered the rental property with the City. Such registration shall be renewed on an annual basis.

2. Any person who fails to register their property ~~(ies) is or~~ properties may be deemed guilty of a municipal infraction.

3. For newly constructed rental property, the registration deadline is thirty (30) calendar days after the certificate of occupancy has been issued.

4. For rental property that transfers ownership, the registration deadline is thirty (30) calendar days after the final transfer and/or the recording of such. No additional fee shall be due from the new owner for currently registered properties until the next registration deadline.

5. For properties converted to rental property, the registration deadline is thirty (30) calendar days after said status change.

6. The registration deadline for a rooming house or other property theretofore required to be regularly inspected by the State of Iowa will commence ~~is fourteen-thirty (3014)~~ calendar days after the ~~license (not the registration)~~ exemption under Chapter 147.08(4) expires.

7. Failure to register within the prescribed period may result in a late fee being added or a municipal infraction being pursued.

147.08 PROGRAM FOR RENTAL INSPECTION.

1. **Required Inspections.** Regular inspections of each rental property shall be conducted every three (3) years by a designate of the City Administrator. Spot inspections may be conducted by City officials upon their observation of units which are obviously and substantially out of compliance. Any such inspections will be scheduled with the owner and/or operator of the units.

2. **Requested Inspections.** Upon the request of the owner or operator of a rental unit, the City shall inspect said rental unit to determine compliance with the Housing Code. Upon a

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successful completion of such inspection, the unit shall be exempt from regular inspections for a period of three (3) years.

3. Section 8 Inspections (also known as SIRHA inspections). Units which have been inspected and passed Section 8 rental requirements shall be deemed to have been regularly inspected and exempt from regular inspections for a period of three (3) years. It shall be the duty of the owner and/or operator of such rental units to provide proof of a Section 8 inspection to the City.

4. State-Inspected Properties. All properties required to be regularly inspected for health and safety standards by the State of Iowa, including but not limited to: Nursing homes, assisted living facilities, hotels, or bed and breakfast inns are exempt from regular inspections. Owners of properties claiming exemption under this provision must furnish a copy of the most recent state inspection report if requested by the City Administrator or designate to verify the exemption.

54. Failed Inspections. If after a City inspection a rental unit is deemed to be out of compliance, a list of needed repairs will be provided to the owner and/or operator with a stated time in which to make the repairs. Upon completion of the repairs, the owner and/or operator shall schedule a re-inspection of the property to confirm compliance. The owner and/or operator shall pay an additional fee if more than one (1) re-inspection is needed to gain compliance.

147.09 RESPONSIBILITIES OF OPERATORS. In addition to and in accordance with the requirements of Chapter 157 and other applicable chapters of this Code of Ordinances, operators are designated to be specifically responsible for the following items. Where any conflict may appear between the guidelines of this section and Chapter 157, the definitions and guidelines of Chapter 157 shall control.

1. Maintenance of Structure:

A. Structures shall be maintained in safe and sound condition and shall be capable of supporting the loads that normal use may cause to be placed thereon. [Washington Code of Ordinances, Chapter 157.04(1), 157.04(3), 157.04(8), 157.04(10), 157.05 and 157.06]

B. Exterior shall be maintained in reasonably weathertight, watertight, rodent-proof and insect-proof condition. [Washington Code of Ordinances, 157.03(2) and 157.04(12)]

C. Doors shall be maintained in good and functional condition and every door, when closed, shall fit reasonably well within the frame. [Washington Code of Ordinances, 157.04(13)]

D. Windows shall be maintained in good and functional condition and shall fit reasonably well within the frame. [Washington Code of Ordinances, 157.04(11)]

E. Interior surfaces shall be maintained so as to permit the surface to be kept in a clean and sanitary condition, notwithstanding the occupant's obligations under Section 147.11(1A) and 147.11(1B). [Washington Code of Ordinances, 157.05(5)]

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- F. Accessory structures shall be kept in a reasonably good state of repair. [Washington Code of Ordinances, 157.03(4)]
2. Rainwater drainage. [Washington Code of Ordinances, 157.04(5)]
 3. Grading, drainage and landscaping of premises. [Washington Code of Ordinances, 157.03(1)]
 4. Chimneys and smoke pipes shall be maintained in a reasonably good state of repair. [Washington Code of Ordinances, 157.04(9)]
 5. Exterior surfaces shall be reasonably maintained, protected from the elements and against decay. [Washington Code of Ordinances, 157.04(4)]
 6. Means of egress shall be maintained in good condition and shall be free of obstruction at all times. [Washington Code of Ordinances, 157.12(3)]
 7. Hanging screens and storm windows shall be maintained by the owner or operator of the premises except when there is a written agreement between the owner and the occupant to the contrary. [Washington Code of Ordinances, 157.04(11)]
 8. Electrical systems of every dwelling or accessory structure shall be maintained in good and safe working condition. [Washington Code of Ordinances, 157.11(5) and 157.11(6)]
 9. Supplied plumbing fixtures and systems shall be maintained in good and sanitary working condition. [Washington Code of Ordinances, 157.10(5), 157.10(6) and 157.10(7)]10.
 10. Gas appliances and facilities shall be properly connected and maintained in good condition. [Washington Code of Ordinances, 157.10(6D) and 157.11(3B)]
 11. Heating and supplied cooling equipment shall be maintained in good and safe working condition. [Washington Code of Ordinances, 157.11(3)]
 12. Floors in kitchen and bathrooms shall be constructed and maintained so as to permit such floor to be easily kept in a clean, dry, and sanitary condition. [Washington Code of Ordinances, 157.05(5)]
 13. Supplied facilities required by Chapter 157 and/or present in the unit and/or designated for the exclusive use by the occupants of the unit at the time that either the rental agreement is signed or possession is given shall function safely and shall be maintained in proper working condition. Maintenance of facilities, utilities, and equipment not required by this chapter shall be the operator's responsibility unless stated to the contrary in the rental agreement. No required supplied facility shall be removed, shut off, or disconnected from any occupied dwelling unit or rooming unit except for such temporary interruption as may be necessary while actual repairs, replacements, or alterations are being made. [Washington Code of Ordinances, 157.10 and 157.11]

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14. Refrigerators and stoves, where provided by the operator, shall be maintained in good and safe working condition.
15. Fire protection systems and carbon monoxide detection systems, where present, shall be maintained in good working condition at all times and shall be provided at the beginning of each tenancy. [Washington Code of Ordinances, 157.12(5) and 157.13]
16. Covered cisterns shall be fenced, safely covered, or filled in such a way as not to create a hazard to life or limb. [Washington Code of Ordinances, 157.04(17)]
17. Openings through walls or floors shall be adequately enclosed or sealed to prevent the spread of fire or passage of vermin. [Washington Code of Ordinances, 157.03(2)]
18. Pest extermination shall be the responsibility of the operator whenever infestation exists in two (2) or more of the dwelling units or rooming units of any dwelling, or in the shared or public parts of any dwelling containing two (2) or more dwelling units or more than one rooming unit. [Washington Code of Ordinances, 157.08]
19. Operator to Let Clean Units: No operator shall permit occupancy of the vacant dwelling unit or rooming unit unless it is clean, sanitary, and fit for human occupancy. [Washington Code of Ordinances, 157.05(1)]
20. Maintenance Of public areas in a safe and sanitary condition shall be the responsibility of the operator of a dwelling containing two (2) or more dwelling units or more than one rooming unit, unless there is a written agreement between the operator and occupant to the contrary. [Washington Code of Ordinances, 157.05(1)]
21. Provision of adequate facilities for the disposal of garbage- in compliance with this code is required.

147.10 RESPONSIBILITIES OF OCCUPANTS.

1. Occupant Responsibility: Every occupant of a dwelling unit or rooming unit shall keep in a clean, safe, and sanitary condition that part of the dwelling, dwelling unit, rooming unit, or premises thereof he or she occupies and controls.
 - A. Every floor and floor covering shall be kept reasonably clean and sanitary.
 - B. Every wall and ceiling shall be kept reasonably clean and free of dirt or greasy film.
 - C. No dwelling or the premises thereof shall be used for the storage or handling of refuse.
 - D. No dwelling or the premises thereof shall be used for the storage or handling of dangerous or hazardous materials.

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2. Plumbing Fixtures: The occupants of a dwelling unit shall keep all supplied plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care, proper use, and proper operation thereof.
3. Extermination of Pests: Every occupant of a single-family dwelling shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises; every occupant of a dwelling containing more than one dwelling unit or rooming unit shall be responsible for such extermination within the unit occupied by him whenever said unit is the only one infested. Notwithstanding the foregoing provisions of this section, whenever infestation is caused by the failure of the owner to maintain a dwelling in a reasonably rodent-proof or reasonably insect-proof condition, extermination shall be the responsibility of the owner.
4. Storage and Disposal Of Garbage: Every occupant of a dwelling shall dispose of rubbish, garbage, and any other organic waste in a clean and sanitary manner by placing it in the authorized disposal facilities or storage containers required by this code.
5. Use and Operation Of Supplied Heating Facilities: Every occupant of a dwelling unit or rooming unit shall be responsible for the exercise of reasonable care, proper use, and proper operation of supplied heating facilities.
6. Electrical Wiring: No temporary wiring or extension cords shall be used except extension cords which run directly from portable electric fixtures to convenience outlets and which do not lie beneath floor coverings or extend through doorways, transoms, or similar apertures and structural elements or attached thereto. The occupant shall not knowingly overload the circuitry of the dwelling unit or rooming unit.
7. Supplied Facilities: Every occupant of a dwelling unit shall keep all supplied fixtures and facilities therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care, proper use, and proper operation thereof.
8. Fire Protection: It shall be the responsibility of the occupant to maintain operational early warning fire protection systems by means of replacing batteries as needed. If these systems become inoperable by mechanical failure, the occupant is required to notify the owner.

147.11 COMPLAINTS. All persons making complaints concerning the compliance with the provisions of this chapter of any dwelling, dwelling unit, rooming house or rooming unit shall do so in the following manner:

1. Prior to filing a complaint with the City, occupants shall provide operator a written, dated notice providing sufficient detail to identify alleged violations. The notice shall be provided to operator by certified mail or delivery confirmation.
2. In the case of Occupants making complaints concerning the dwelling or dwelling unit in which they reside, such tenant shall attach a dated copy of the notice in which they requested the owner or operator to correct the alleged violation, unless complaint pertains to an emergency situation as determined by the administration.
3. The complaints shall be in writing upon a form provided by the City of Washington and signed by the complainant.

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4. Such complaints shall state the address of the premises, the name of the owner, landlord or operator, and shall state the nature of the alleged violation with specificity.
5. It is a violation of the provisions of this chapter for an owner or operator to take reprisals against any tenant making a complaint under the provisions of this chapter. Any such reprisals shall constitute a municipal infraction.
6. Upon receipt of evidence that the operator has received proper notification as to an alleged violation and been given an appropriate amount of time to resolve the complaint, the City may within seven (7) days initiate abatement procedures as outlined in Chapter 50 of this Code of Ordinances.

147.12 RIGHT OF ENTRY.

1. City code enforcement personnel are authorized and directed to enforce all of the provisions of this ordinance and Chapter 157 of this Code of Ordinances and to perform the duties of safeguarding the health, safety and welfare of the occupants of all rental dwellings and the general public.
2. City code enforcement personnel are authorized to enter and make inspection to enforce any of the provisions of this chapter, or whenever there is reasonable cause to believe that there exists in any building or upon any premises located within the City any condition or code violation which makes such building or premises unsafe, dangerous or hazardous.
3. City code enforcement personnel may enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon them by this chapter, provided that said official shall first present proper credentials and request entry. Such official shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and for entry.
4. City code enforcement personnel may make inspections of all rental premises pursuant to the City's regular inspection program as frequently as may be necessary and may make an inspection at any reasonable time based upon the need for code enforcement.
5. If such entry is refused for regular request or complaint inspections, the City code enforcement personnel shall have recourse to every remedy provided by law to secure entry. When the City code enforcement personnel shall have first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner, occupant or any other persons having charge, care or control of any building or premises, shall fail or neglect to promptly permit entry therein by the authorized personnel for the purpose of inspection and examination pursuant to this chapter.

147.13 UNRECORDED LAND CONTRACTS OR PURCHASE AGREEMENTS. For purposes of this chapter, any residential property which is the subject of an unrecorded land contract or purchase agreement shall be treated the same as rental property. The contract seller shall have the duties and responsibilities and shall be subject to the same penalties as the owner of rental property.

147.14 CHAPTER DOES NOT IMPAIR AUTHORITY TO ACT ON NUISANCES. Nothing in this chapter shall be construed or interpreted to impair or limit in any way the authority of the City to define and declare nuisances, or of the City Administrator, the Police Chief or other City officials to cause the removal or abatement of nuisances by summary proceedings or other appropriate proceedings.

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147.15 CHAPTER DOES NOT ABROGATE PROVISIONS OF OTHER CODES AND ORDINANCES. The provisions of this chapter shall not abrogate the responsibility of any person to comply with any provision of the Plumbing, Electrical, Building, Fire Prevention and Zoning Codes or other ordinances of the City.

147.16 FEES. The following fees shall be set by resolution of the Council, non-payment of which will constitute a municipal infraction:

1. Annual registration and triennial inspection, which are to follow a format of a set dollar amount for the first unit of each building, with a lesser fee for each additional unit of a building.
2. Re-inspection.
3. Late registration.
4. Section 8 inspection filing fee.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE
OF THE CITY OF WASHINGTON, IOWA, BY
AMENDING CHAPTERS 22, 29, 165 AND 166

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.** Paragraph 22.05(5), “Conditional Use Permits” is hereby repealed.

SECTION 2. **Add Paragraph.** A new Paragraph 22.05(5) is adopted as follows:
“22.05(5) Conditional Use Permits. Repealed by Ordinance _____. See Washington Code of Ordinances Section 29.04.”

SECTION 3. **Add Section and Renumber.** A new Section 29.04 is adopted as follows and the current Section 29.04, “Administrative Review” is renumbered as 29.05:

“29.04 Conditional Use Permits. It is the duty of the Board of Adjustment to review and comment on conditional use permit applications under 165.24(5) of this Code of Ordinances. The application shall be accompanied by maps, drawings or other documentation in support of the request. The granting of a conditional use permit shall not exempt the applicant from compliance with other relevant provisions of related ordinances.

1. Application. All applications shall be accompanied by maps, drawings, statements or other documents as required by the Board. A non-refundable fee of one hundred fifty dollars (\$150) shall be collected at the time of submittal as determined by the City.
2. Public Hearing. Prior to the approval, amending or denial of a conditional use permit, a public hearing shall be held by the Board. Upon the completion of said public hearing, the Board shall render a decision within ten (10) working days.
3. Determination. The Board or the Council on appeal shall have the authority to impose conditions and safeguards as deemed necessary to protect and enhance the health, safety and welfare of the surrounding area. The authorization of conditional use permit shall not be made unless the evidence presented is such to establish the following:
 - A. Such use will not, under the specific circumstances of the particular case, be detrimental to the health, safety or general welfare of the surrounding area, and the proposed use is necessary or desirable and provides a service or facility that contributes to the general well-being of the surrounding area.

- B. Such use will comply with the regulations and conditions specified in this chapter for such use. The Board shall itemize, describe or justify, then have recorded and filed in writing, the conditions imposed on the use.
4. Expiration and Revocation. Any granted conditional use permit shall become null and void within one year of the date of approval, if not exercised. A conditional use permit shall be considered exercised when the use has been established or when a building permit has been issued and substantial construction accomplished. If such permit is abandoned or discontinued for a period of one year, it may not be reestablished unless authorized by the Board or Council on appeal. A conditional use permit may be revoked if the applicant fails to comply with the imposed conditions.
 5. Adjustments. An adjustment to an approved conditional use permit shall be submitted to the Zoning Administrator accompanied by supporting information. The Board shall review the adjustment and may grant, deny or amend such adjustment and impose conditions deemed necessary.”

SECTION 4. **Delete Paragraph.** Paragraph 165.02(1) is hereby repealed.

SECTION 5. **Add Paragraph.** A new Paragraph 165.02(1) is hereby added as follows:

“1. Districts Established. For the purpose of this chapter, the following districts are established:

- "R-A" Residential Agricultural District
- "FG" Fairgrounds District
- "C-1" Conservation District
- "A-1" Agricultural District
- "R-1" One-Family Residence District
- "R-S" Suburban Residence District
- "R-2" One- and Two-Family Residence District
- "R-3" One- to Six-Family Residence District
- "R-4" Multi-Family Residence District
- "R-5" Multi-Family Residence District for Elderly Housing
- "CCRC" Continuing Care Retirement Community District
- "B-1" Central Business District
- "B-2" General Business District
- "I-1" Light Industrial District
- "I-2" General Industrial District”

SECTION 6. **Amend Section Titles.** The titles of the zoning districts are hereby amended as follows:

- 165.04 "R-A" Residential Agricultural District**
- 165.05 "FG" Fairgrounds District**

- 165.06 “C-1” Conservation District
- 165.07 “A-1” Agricultural District
- 165.08 “R-1” One-Family Residence District
- 165.09 “R-S” Suburban Residence District
- 165.10 “R-2” One- and Two-Family Residence District
- 165.11 “R-3” One- to Six-Family Residence District
- 165.12 “R-4” Multi-Family Residence District
- 165.13 “R-5” Multi-Family Residence District for Elderly Housing
- 165.14 “CCRC” Continuing Care Retirement Community District
- 165.15 “B-1” Central Business District
- 165.16 “B-2” General Business District
- 165.17 “I-1” Light Industrial District
- 165.18 “I-2” General Industrial District

SECTION 7. **Delete Paragraph.** Paragraph 165.03(3B) is hereby repealed.

SECTION 8. **Add Paragraph.** A new Paragraph 165.03(3B) is adopted as follows:

“B. Any lot or structure, or portion thereof, occupied by a nonconforming use, which is or hereafter becomes vacant and remains unoccupied by a nonconforming use for a period of six (6) months shall not thereafter be occupied, except by a use which conforms to this chapter.”

SECTION 9. **Delete Paragraph.** Paragraph 165.16(1H) is hereby repealed.

SECTION 10. **Add Paragraph.** A new Paragraph 165.16(1H) is adopted as follows:

“H. Commercial baseball field, bath house, or boat house, golf driving range, skating rink, swimming pool, or similar open air recreational uses and facilities, but not within fifty (50) feet of any “R” district.”

SECTION 11. **Delete Section.** Paragraph 165.17(1E) is hereby repealed.

SECTION 12. **Delete Section.** Paragraph 165.18(3D) is hereby repealed.

SECTION 13. **Amend Paragraph.** In Paragraph 165.21(3), “Number of Parking Spaces Required”, unnumbered sub-point “Dwellings- All other” is amended to read “2 for each dwelling unit”.

SECTION 14. **Delete Paragraph.** Paragraph 165.24(5) is hereby repealed.

SECTION 15. **Add Paragraph.** A new Paragraph 165.24(5) is adopted as follows:

“5. Conditional Use. A conditional use permit shall be obtained for certain uses which may be harmonious under special conditions and in specific locations within a zone, but

may not be allowed under the general conditions of the zone as stated in this chapter. All conditional use permit applications shall be submitted to the Board of Adjustment as per Section 29.04 of this Code of Ordinances.”

SECTION 16. **Add Section.** A new Section 165.25 is adopted as follows:

“**165.25 BOARD OF ADJUSTMENT.** Moved to Chapter 29 by Ordinance 957.”

SECTION 17. **Delete Paragraph.** Paragraph 165.26(5) is hereby repealed.

SECTION 18. **Add Paragraph.** A new Paragraph 165.26(5) is hereby adopted as follows:

“5. Written Protest. If a written protest against a proposed change in the boundaries of a district signed and acknowledged by the owners of twenty percent (20%) or more of the property within 200 feet of the property proposed to be altered is filed with the Clerk at or before the public hearing, such amendment shall not be passed or become effective except by the favorable vote of three-fourths (3/4) of all members of the Council.”

SECTION 19. **Delete Paragraphs.** Paragraphs 166.18(1B)(2) and 166.18(1B)(7) are hereby repealed.

SECTION 20. **Add Paragraph.** A new Paragraph 166.18(1B)(2) is hereby adopted as follows:

“(2) Collector- thirty-one feet (31’). To serve two lanes of traffic with parking on one side.”

SECTION 21. **Add Paragraph.** A new Paragraph 166.18(1B)(7) is hereby adopted as follows:

“(7) Sidewalks- five feet (5’) on both sides of streets.”

SECTION 22. **Delete Paragraph.** Paragraph 166.18(1C) is hereby repealed.

SECTION 23. **Add Paragraph.** A new Paragraph 166.18(1C) is adopted as follows:

“C. Grades. No street grade shall be less than one-half of one percent ($\frac{1}{2}$ of 1%). The preferred ADA maximum grade is five percent (5%), but shall not exceed the following limits:

- (1) Minor Arterial—eight percent (8%).
- (2) Collector streets—ten percent (10%).
- (3) Residential streets—twelve percent (12%).
- (4) All changes in grades on major roads or highways shall be connected by vertical curves of a minimum length equivalent to twenty (20) times the algebraic difference between the rates of grades, expressed in feet per hundred, or greater, if deemed necessary by the City Engineer; for secondary and minor

street, fifteen (15) times. The grade alignment and resultant visibility especially at intersections shall be worked out in detail to meet the approval of the City Engineer.”

SECTION 24. **Add Paragraph and Renumber.** A new Paragraph 166.19(10) is adopted as follows, and subsequent paragraphs in the section renumbered to reflect this insertion:

“Driveway Approach. All driveway approaches shall be properly constructed of Portland Cement Concrete (PCC) from back of curb to the property line.”

SECTION 25. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 26. **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 _____, 2014.

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 _____, 2014.

City Clerk

Recommendations to City Council by Planning and Zoning- September 2014

The following recommended changes to the City's zoning and subdivision ordinances have been reviewed and approved by the Washington Planning and Zoning Commission on the basis of an analysis of the codes by RDG planner Marty Shukert, dated May 2012, or on the basis of review and recommendation by the Commission, City Attorney or City Engineer.

1. Recommend that the City Council add zoning district "R-5" Multi-Family Residential for Elderly to **Section 165.02**, Districts and Maps, because it is not listed and we have the zone.
2. Recommend to City Council that maximum time of non-conforming use lapse be changed from 12 to 6 months. (165.03(3B))

165.03 GENERAL PROVISIONS.

B. Any lot or structure, or portion thereof, occupied by a nonconforming use, which is or hereafter becomes vacant and remains unoccupied by a nonconforming use for a period of ~~one year~~ **six (6) months** shall not thereafter be occupied, except by a use which conforms to this chapter.

3. Recommend that the City Council rename "B-1", Retail Business District to "B-1", Central Business District because the district is in the center of town.

165.15 "B-1" ~~RETAIL~~ **CENTRAL** BUSINESS DISTRICTS.

4. Recommend to City Council to change permitted principal (165.16(1H)) uses in B-2 district as follows:

165.16 "B-2" GENERAL BUSINESS DISTRICTS.

H. Commercial baseball field, bath house, or boat house, golf driving range, skating rink, swimming pool, or similar open air recreational uses and facilities, but not within ~~two hundred~~ ~~—(200)~~ **fifty** ~~(50)~~ feet of any "R" district.

5. Recommend that the City Council remove sections 165.17(1E), 165.18(3D) and rename 165.17 from "I-1" Industrial Districts to "I-1" Light Industrial Districts.

165.17- "I-1" **LIGHT** INDUSTRIAL DISTRICTS.

165.17(1E)- ~~Any other use that is determined by the Board of Adjustment to be of the same general character as the foregoing permitted uses, but not including any use which may~~

~~become noxious or offensive in an “I-1” district. In determining the character of such use, the Board shall refer to Section 165.25.~~

~~165.18(3D)- Uses determined by the Board of Adjustment to be potentially harmful to surrounding property.~~

6. Recommend to Council that off street parking regulations (165.21.3) be changed from 1.5 to 2 stalls per unit:

165.21 OFF-STREET PARKING AREAS AND LOADING SPACES.

3. Number of Parking Spaces Required.

Dwellings— Single-family detached	2 for each dwelling unit
Dist. Elderly apartment house in “R-5”	3/4 for each dwelling unit
All other	1½ 2 for each dwelling unit

7. Recommend that the City Council eliminate 165.24.5 except for the first paragraph and change the first sentence of section A to delete Zoning Administrator and add Board of Adjustment.

165.24(5)

5. Conditional Use. A conditional use permit shall be obtained for certain uses which may be harmonious under special conditions and in specific locations within a zone, but may not be allowed under the general conditions of the zone as stated in this chapter.

~~A. Application. All conditional use permit applications shall be submitted to the Zoning Administrator. A non-refundable fee of one hundred fifty dollars (\$150) shall be collected at the time of submittal as determined by the City.~~

~~B. Public Hearing. Prior to the approval, amending or denial of a conditional use permit, a public hearing shall be held by the Commission. Upon the completion of said public hearing, the Commission shall render a decision within ten (10) working days.~~

~~C. Determination. The Commission or the Council on appeal shall have the authority to impose conditions and safeguards as deemed necessary to protect and enhance the health, safety and welfare of the surrounding area. The authorization of conditional use permit shall not be made unless the evidence presented is such to establish the following:~~

~~_____ (1) Such use will not, under the specific circumstances of the particular case, be
_____ detrimental to the health, safety or general welfare of the surrounding area, and the proposed
_____ use is necessary or desirable and provides a service or facility that contributes to the general
_____ well-being of the surrounding area.~~

~~_____ (2) Such use will comply with the regulations and conditions specified in this
_____ chapter for such use.~~

~~_____ The Commission shall itemize, describe or justify, then have recorded and filed in writing, the
_____ conditions imposed on the use.~~

~~_____ D. Expiration and Revocation. Any granted conditional use permit shall become null and
_____ void within one year of the date of approval, if not exercised. A conditional use permit shall be
_____ considered exercised when the use has been established or when a building permit has been
_____ issued and substantial construction accomplished. If such permit is abandoned or discontinued
_____ for a period of one year, it may not be reestablished unless authorized by the Commission or
_____ Council on appeal. A conditional use permit may be revoked if the applicant fails to comply with the
_____ imposed conditions.~~

~~_____ E. Adjustments. An adjustment to an approved conditional use permit shall be
_____ submitted to the Zoning Administrator accompanied by supporting information. The
_____ Commission shall review the adjustment and may grant, deny or amend such adjustment
_____ and impose conditions deemed necessary.~~

This section should be moved to Chapter 29, Board of Adjustment. In addition, the reference to the Planning & Zoning Commission having review of Conditional Use Permits in 22.05(5) should be deleted.

8. Recommend to City Council that it should be noted in Chapter 165 that **Chapter 165.25 had been moved to Chapter 29 by Ordinance 957 dated 11-4-2009.**

9. Recommend to City Council that verbiage in chapter 165.26(5) be changed as follows:

165.26(5)- District Changes and Ordinance Amendments

5. Written Protest. In case a written protest against a proposed change in the boundaries of a district signed and acknowledged by the owners of twenty percent (20%) or more of **either the frontage property within 200 feet of the property proposed** to be altered, ~~or of the frontage immediately adjoining or across an alley therefrom, or directly opposite the frontage proposed to be altered,~~ is filed with the Clerk, such amendment shall not be passed or become effective except by the favorable vote of three-fourths (3/4) of all members of the Council.

10. Recommend to council that 166.18.1(B2) be change from 33' to 31':

166.18 DESIGN STANDARDS.

B. Pavement. Pavements shall be provided as follows:

(2) Collector—thirty-three feet (~~33'~~ 31'). To serve two lanes of traffic with parking on one side.

11. Recommend to City Council that all new subdivisions require 5' sidewalks on both sides of the streets.

166.18.1(B7) - Sidewalks—~~four feet (4')~~ Five feet (5') on both sides of streets.

12. Recommend to City Council that street grades specifications in Chapter 166.18(1)-Design Standards be changed to the following to match today's acceptable standards: The preferred ADA maximum grade is 5% but the following would be acceptable. Minor Arterial Streets from 4% to 8%, Collector Streets from 6% to 10%, Residential Streets from 8% to 12%.

C. Grades. No street grade shall be less than one-half of one percent ($\frac{1}{2}$ of 1%). The preferred ADA maximum grade is 5%, but the following would be acceptable and shall not exceed the following limits:

(1) Minor Arterial—four percent (4%) (~~8%~~).

(2) Collector streets—six percent (6%) (~~10%~~).

(3) Residential streets—eight percent (8%) (~~12%~~).

13. Recommend to the City Council to add requirement to Chapter 166- Subdivision Regulations that the driveway approach in the Right of Way be pavement between the back of curb and the sidewalk.

Add new Section 166.19(10) and renumber:

Driveway Approach- All driveway approaches shall be installed and constructed of Portland cement concrete from back of curb to sidewalk.

RESOLUTION NO. _____

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

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

WHEREAS, tall grass and weeds were removed from the following listed property owners:

The property of Jacob Fritz at 733 S. 8th Ave. for the amount of \$200.00. Legal description (53 WOODLAWN SD LOT 54 & S1/2). Parcel Number (11-20-203-015).

The property Queens Park Oval Asset Holding Trust at 829 S. B Ave. for the amount of \$110.00. Legal Description (01 31 S WASH LOT 3 BLK 18 & N 9 FT). Parcel Number 11-20-106-014).

The property of Cheryl Huber at 521 N. Marion Ave. for the amount of \$170.00. Legal Description (01 07 M M YOUNGS 2ND ADD). Parcel Number (11-17-157-005).

and,

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

The property of Jacob Fritz at 733 S. 8th Ave. for the amount of \$105.00. Legal description (53 WOODLAWN SD LOT 54 & S1/2). PARCEL NUMBER (11-20-203-015).

The property of Lisa Wenger at 829 S. B Ave. for the amount of \$105.00. Legal Description (01 31 S WASH LOT 3 BLK 18 & N 9 FT). PARCEL NUMBER (11-20-106-014).

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

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

Passed and Approved this 21st day of October, 2014.

Sandra Johnson, Mayor

Attest:

Illa Earnest, City Clerk