



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, JANUARY 19, 2016

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, January 19, 2016 to be approved as proposed or amended.

**Consent:**

1. Council Minutes 01-05-2016
2. Harn R/O Systems, Inc., R/O System Pilot Lease, \$4,500.00
3. Terracon, Elevated Water Storage Project, \$827.25
4. Rebecca Lawin McCarley, W. Side Neighborhood Survey Project, \$3,311.55
5. Dave Schmitt Construction, W. 5<sup>th</sup> Street Water Main, \$84,899.60
6. Gronewold, Bell, Kyhnn & Co., FY15 City Audit, \$3,500.00
7. Fox Engineering, W. 5<sup>th</sup> St. Parallel Water Main Project, \$1,566.96
8. Fox Engineering, Well #6 Pump Replacement, \$4,233.40
9. Fox Engineering, Elevated Water Storage Tank, \$1,852.00
10. Fox Engineering, Lexington Blvd. Pump Station Improvements, \$1,014.50
11. Fox Engineering, Sanitary Sewer Collection System Evaluation, \$20,238.53
12. Fareway Stores #554, 301 N. Marion Avenue, Class E Liquor License (LE); Class B Wine Permit; Class C Beer Permit (Carryout Beer); **(renewal)**
13. Columbus Club, 606 W. 3<sup>rd</sup> Street, New Officers and Class C Liquor License (LC) (Commercial), **(renewal)**
14. Department Reports

**Consent - Other:**

**Claims and Financial Reports:**

Claims as Presented.

Financial Reports.

**SPECIAL PRESENTATION**

Update on Southeast Sanitary Sewer Basin – Inflow/Infiltration Study (Fox Engineering)

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

**NEW BUSINESS**

Discussion and Consideration of Engineering Proposals for 2016 Street Program.

**CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS**

Discussion and Consideration of a Resolution Approving Permanent Easements – Highway 1 Water Main Project.

Discussion and Consideration of third reading of an Ordinance Amending the Code of the City of Washington, Iowa, Chapter 69, “Parking Regulations” – Snow Emergency.

Discussion and Consideration of third reading of an Ordinance Amending the Code of the City of Washington, Iowa, Chapter 69.08 “No Parking Zones” – East Van Buren Street (Case Field)

**DEPARTMENTAL REPORT**

Police Department  
City Administrator  
City Attorney

**MAYOR & COUNCILPERSONS**

Sandra Johnson, Mayor  
Brendan DeLong  
Kerry Janecek  
Jaron Rosien  
Kathryn Salazar  
Millie Youngquist  
Russ Zieglowsky

**ADJOURNMENT**

Illa Earnest, City Clerk

## Council Minutes 01-05-2016

The Council of the City of Washington, Iowa, met in the council chambers, 120 E. Main Street, at 6:00 P.M., Tuesday, January 5, 2016. Mayor Johnson in the chair. On roll call present: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Absent: none.

First Ward Councilor Kerry Janecek was sworn in by Mayor Johnson at 9:00 a.m. on Thursday, December 31, 2015 at city hall.

Motion by Youngquist seconded by Zieglowsky, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, January 5, 2016 be approved as proposed. Motion carried.

### Consent:

1. Council Minutes 12-15-2015
2. Council/Supervisors Work Session 12-15-2015
3. Bolton & Menk, Inc, Washington Airport Taxiway Project, \$16,522.50
4. Impressions Computers, Yearly Contractual Full IT, \$1,800.00
5. A & R Land Services, ROW Services – Hwy 1 Water Main Project, \$6,444.30
6. Iowa Grow, Inc., Service Pumping and Dredging Bio-Solids, \$90,000
7. Iowa Grow, Inc., Pumped & Hauled Waste Water from Lift Station, \$280.00
8. Wood Construction, Door Installation-Cable Commission Studio Project, \$1,625.00
9. Washington Chamber of Commerce, Annual Contribution to Chamber Tourism Committee, \$15,000
10. Washington Chamber of Commerce, 2016 Chamber Membership, \$1,195.70
11. IMWCA, Workers Comp. Installment #7, \$9,316.00
12. Veenstra & Kimm, E. 5<sup>th</sup> Street Mini Storage Site Plan Review, \$460.00
13. Veenstra & Kimm, Casey's Site Plan Review, \$515.00
14. Veenstra & Kimm, Industrial Park Rise Improvements-Design Services, \$12,038.55
15. Veenstra & Kimm, W. 3<sup>rd</sup> Street Storm Drainage Study, \$51.75
16. Kevin D. Olson, Legal Services, \$1,483.38
17. Caldwell Tanks, Elevated Water Storage Tank, \$42,952.35
18. Griggs Environmental, Wetlands Mitigation Monitoring, \$1,356.00
19. Hy-Vee Wine & Spirits, 1004 W. Madison Street, Class E Liquor License (LE); Class C Beer Permit (Carryout Beer); Class B Wine Permit; Sunday Sales. (**renewal**)
20. Department Reports

### Consent - Other:

DeLong Construction, Industrial Park Water Main Project, \$74,790.64

Council Rosien requested item 14 be removed from the consent agenda. Councilor Zieglowsky requested that item 19 be removed from the consent agenda.

Motion by Rosien, seconded by Salazar, to approve consent agenda items 1-13, 15-18 and 20. Motion carried.

After discussion, motion by Rosien, seconded by Salazar, to approve payment of item 14. Motion carried.

Motion by Rosien, seconded by DeLong, to approve item 19. Motion carried. Zieglofsky abstained with conflict.

Motion by Salazar, seconded by Rosien, to approve payment to DeLong Construction. Motion carried. DeLong abstained with conflict.

Motion by Rosien, seconded by Salazar, to approve payment of the claims except those for Hy-Vee. Motion carried.

Motion by Rosien, seconded by Youngquist, to approve payment of claims from Hy-Vee. Motion carried.

Merle Hagie, Nuisance Enforcement Officer, gave council an update on nuisance abatement.

Motion by Rosien, seconded by Salazar, to affirm the mayoral appointments. Motion carried.

Appointments:

Mayor Pro Tem – Russ Zieglofsky;

Mini Bus – Sandra Johnson.

County Communications – Kathy Salazar, Sandra Johnson. Brendan DeLong (alternate).

Emergency Management – Sandra Johnson. Brendan DeLong (alternate).

E911 – Sandra Johnson. Brendan DeLong (alternate).

SEMCO – Sandra Johnson.

Blair House – Sandra Johnson.

ECICOG – Brent Hinson.

Nuisance Hearing Panel – Russ Zieglofsky, Kerry Janecek, Susan Fisher (P&Z).

Chamber of Commerce (Tourism) – Jaron Rosien.

Main Street Washington – Brent Hinson (Ex Officio), Kathy Salazar.

Historic Preservation – Jaron Rosien.

Motion by Salazar, seconded by Youngquist, to affirm fire department officers. Motion carried. DeLong abstained with conflict.

Fire Chief – Tom Wide.

1<sup>st</sup> Asst. - Craig Rembold.

2<sup>nd</sup> Asst. – Jim Williams.

Secretary – Tom Beauchamp.

Motion by Rosien, seconded by Zieglofsky, to appoint Kevin Olson to a two year term as City Attorney with the same terms as last time. Motion carried.

Motion by Rosien, seconded by DeLong, to appoint Illa Earnest to a two year term as City Clerk. Motion carried.



Motion by DeLong, seconded by Rosien, to accept the quote from Life Time Fence in the amount of \$8,615 for fencing at the tow lot. Motion carried.

Bids received:

Life Time Fence Company	\$8,615
D & N Fence Company	\$8,715

Motion by Salazar, seconded by Youngquist, to approve the 2015 Riverboat Foundation Annual Report. Motion carried.

Motion by Rosien, seconded by DeLong, to approve Notice of Hearing and Letting – Washington Business Park. Motion carried.

Motion by Rosien, seconded by Salazar, to approve as amended the third reading of an Ordinance Amending the Code of the City of Washington, Iowa, Chapter 70, “Traffic Code Enforcement Procedures” – Parking Violation Fines. Reference to snow routes was deleted. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Ordinance No. 1042)**

Motion by Zieglowsky, seconded by Youngquist, to approve the third reading of an Ordinance Amending the Code of the City of Washington, Iowa, Chapter 65.02 “Special Stops Required” (Sitler Drive & S. Ave. E) and (S. Ave. E & W. Tyler Street). Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Ordinance No. 1043)**

Motion by Rosien, seconded by Youngquist, to approve the second reading of an Ordinance Amending the Code of the City of Washington, Iowa, Chapter 69, “Parking Regulations” – Snow Emergency. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried.

Motion by Salazar, seconded by DeLong, to approve the second reading of an Ordinance Amending the Code of the City of Washington, Iowa, Chapter 69.08 “No Parking Zones” – East Van Buren Street (Case Field). Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried.

Motion by Rosien, seconded by Youngquist, to approve the Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2016-001)**.

Motion by Salazar, seconded by Youngquist, to approve the Resolution Establishing Funds – 311 “Sidewalk Repair” and 312 “Tree Removal and Replacement”. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2016-002)**.

Motion by Zieglowsky, seconded by DeLong, that the Regular Session held at 6:00 P.M., Tuesday, January 5, 2016 be adjourned. Motion carried.

Illa Earnest, City Clerk

Sandra Johnson, Mayor



**MEMBRANE WATER TREATMENT SYSTEMS**

**Harn R/O Systems, Inc.**

310 Center Court  
Venice, FL 34285  
(941) 488-9671

INVOICE NUMBER: 1759-IN  
INVOICE DATE: 12/31/2015  
CUSTOMER NO: WAS001  
CUSTOMER PO: Proposal 3/13/15  
JOB NUMBER: 15-2118C  
TERMS: NET 30

**BILL TO:** City of Washington, IA  
215 East Washington Street  
Washington, IA 52353

**SHIP TO:** Washington WTP  
522 North 4<sup>th</sup> Avenue  
Washington, IA 52353

**DESCRIPTION:**

**RO System Pilot Lease**  
**Per signed proposal dated 3/13/15**  
**Start-up date: 6/8/15 Completion date: 10/7/15**  
**Lease period: 4 months**

**AMOUNT**

Pilot Study Report – December 2015	<b>2,500.00</b>
Autopsy Report – WO#101915-3	<b>2,000.00</b>

**TOTAL DUE \$ 4,500.00**

Payment Terms are Net 30 days. 1.5% will be charged each month on past due invoices.



# INVOICE

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

Project Mgr: Tom Lisi

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

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

REMIT TO:	
<b>Invoice Number: T729400</b>	
<b>Terracon Consultants, Inc.</b>	
<b>PO Box 959673</b>	
<b>St Louis, MO 63195-9673</b>	
<b>Federal E.I.N.: 42-1249917</b>	

Project Number:	AA151036
Billed to Date:	\$8,898.00
Invoice Date:	1/04/2016
Services Through:	12/19/2015

For additional work associated with the Lexington Pump Station concrete pad.

Date	Report	Description of Services	Quantity	Rate	Total
<b>TASK: 07 - Reinforced Concrete Observation</b>					
11/20/15	AA151036.0022	Field Technician, per hour	1.00	\$52.00	\$52.00
<b>Task Total</b>					<b>\$52.00</b>
<b>TASK: 09 - Portland Cement Concrete Testing</b>					
11/20/15	AA151036.0023	Field Technician, per hour	1.50	\$52.00	\$78.00
11/20/15	AA151036.0023	Trip Charge (Technician), per trip	1.00	\$195.00	\$195.00
11/20/15	AA151036.0023	Curing Boxes, per day	1.00	\$5.00	\$5.00
11/20/15	AA151036.0023	Compressive Strength C39 (for Our Lab), Made by Terracon, ea. - 4"x8" Cylinders	5.00	\$13.00	\$65.00
11/23/15	AA151036.0024	Field Technician, per hour	1.00	\$52.00	\$52.00
11/23/15	AA151036.0024	Trip Charge (Technician), per trip	1.00	\$195.00	\$195.00
<b>Task Total</b>					<b>\$590.00</b>
<b>TASK: 101 - Delay</b>					
11/20/15	AA151036.0022	Standby Time - Reinforcing Steel Observations, per hour Contractor not ready.	1.00	\$50.00	\$50.00
<b>Task Total</b>					<b>\$50.00</b>
<b>TASK: 20 - Project Management</b>					
12/19/15	AA151036	Project Coordinator	0.50	\$68.00	\$34.00
12/19/15	AA151036	Senior Project Manager/Engineer, per hour	0.25	\$120.00	\$30.00
12/19/15	AA151036	Project Manager/Engineer, per hour	0.75	\$95.00	\$71.25
<b>Task Total</b>					<b>\$135.25</b>

TERMS: DUE UPON PRESENTATION OF INVOICE



# INVOICE

Invoice No.: T729400  
Project No.: AA151036  
Project: 0.5 MG Elevated Water Storage  
W 5th Street  
Between North F Ave and North D  
Ave  
Project Mgr: Tom Lisi

---

---

**Invoice Total** **\$827.25**

---

Statement of Account	
Contract Amount	\$9,386.00
Amount Previously Billed	\$8,070.75
Total Due this Invoice	\$827.25
Total Billed	\$8,898.00
Payments to Date	\$8,070.75
<b>Total Due</b>	<b>\$827.25</b>



**INVOICE FOR SERVICES RENDERED – December 2015 – January 5, 2016**  
 Survey of the “west side” neighborhood in Washington

Date of Invoice: January 5, 2016

<b>Consultant Hours</b>		
Week of 12/20/2015	Correspondence with SHPO on comments on draft report – 1 hour @ \$60/hr	\$60
Week of 12/27/2015	Editing of report for final copy, completion of Iowa Site Inventory forms – 16 hours @ \$60/hr	\$960
Week of 1/3/2016	Final edits on report and forms, printing and assembling final products – 14 hours @ \$60/hr	\$840
	<i>hours from last invoice from week of 10/4/2015 not previously billed – 17.5 hours @ \$60/hour = \$1,050</i>	
	<i>- partially billed up to remaining total contract amount</i>	\$870
<b>SUB-TOTAL</b>		<b>\$2,730</b>
<b>Additional Expenses</b>		
1/5/16	Printing of final survey report – 308 pages	
	- 6 copies double sided – 154 pages @ \$.15/page	\$138.60
	- 1 copy single sided – 308 pages @ \$.10/page	\$30.80
1/5/16	Printing of 152 survey forms – 1,911 pages	
	- 2 copies – single sided – 1,911 pages @ \$.10/page	\$382.20
1/5/16	Binding of 6 copies of report	\$29.95
<b>SUB-TOTAL</b>		<b>\$581.55</b>
<b>TOTAL INVOICE</b>		<b>\$3,311.55</b>

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

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

	Total Amount	Billed to Date	This Invoice	Total Billed
Consultant Hours	\$23,400	\$21,090	\$2,730	\$23,820
Additional Expenses – mileage, lodging, photocopies, printing, etc.	\$1,450	\$448.45	\$581.55	\$1,030.00







# **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. 22115  
Date 12/31/2015  
Client No. 03793

---

Progress billing on audit of financial statements  
for the year ended June 30, 2015.

\$ 3,500.00

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



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 39329  
 Date 12/31/2015

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

Professional Services for the Period of 11/29/2015 to 12/22/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Preliminary Design</b>	7,620.00	100.00	7,620.00	7,620.00	0.00
<b>Final Design</b>	13,250.00	100.00	13,250.00	13,250.00	0.00
<b>Bidding &amp; Negotiation</b>	3,430.00	100.00	3,430.00	3,430.00	0.00
<b>Construction Administration</b>	11,980.00	51.00	5,510.80	6,109.80	599.00
<b>Construction Staking</b>	3,300.00	36.00	1,188.00	1,188.00	0.00
<b>Total</b>	<b>39,580.00</b>	<b>79.83</b>	<b>30,998.80</b>	<b>31,597.80</b>	<b>599.00</b>

	Billed Amount
<b>RPR Services</b>	
Professional Fees	235.00
Reimbursables	732.96
Phase subtotal	967.96
<b>Invoice total</b>	<b>\$1,566.96</b>

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 39238  
 Date 12/31/2015

Project **342415C Washington Well 6 Pump Replacement**

Professional Services for the Period of 11/29/2015 to 12/22/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Design</b>	6,720.00	62.00	0.00	4,166.40	4,166.40
<b>Bidding</b>	2,320.00	0.00	0.00	0.00	0.00
<b>Total</b>	9,040.00	46.09	0.00	4,166.40	4,166.40

	Billed Amount
<b>Study &amp; Report</b>	
Professional Fees	67.00
Phase subtotal	67.00
<b>Invoice total</b>	<b>\$4,233.40</b>

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 39237  
 Date 12/31/2015

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

Professional Services for the Period of 11/29/2015 to 12/22/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Preliminary Design</b>	26,700.00	100.00	26,700.00	26,700.00	0.00
<b>Final Design</b>	32,500.00	100.00	32,500.00	32,500.00	0.00
<b>Bidding &amp; Negotiation</b>	10,400.00	100.00	10,400.00	10,400.00	0.00
<b>Construction Administration</b>	46,300.00	66.00	28,706.00	30,558.00	1,852.00
<b>Construction Staking</b>	2,700.00	100.00	2,700.00	2,700.00	0.00
<b>Total</b>	<b>118,600.00</b>	<b>86.73</b>	<b>101,006.00</b>	<b>102,858.00</b>	<b>1,852.00</b>

**Invoice total**      **\$1,852.00**

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 39236  
 Date 12/31/2015

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

Professional Services for the Period of 11/29/2015 to 12/22/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Design</b>	19,700.00	100.00	19,700.00	19,700.00	0.00
<b>Bidding</b>	1,700.00	100.00	1,700.00	1,700.00	0.00
<b>Total</b>	<b>21,400.00</b>	<b>100.00</b>	<b>21,400.00</b>	<b>21,400.00</b>	<b>0.00</b>

	Billed Amount
<b>Construction Administration</b>	
Professional Fees	234.50
Outside Services	780.00
Phase subtotal	1,014.50
<b>Invoice total</b>	<b>\$1,014.50</b>

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 39209  
 Date 12/31/2015

Project **204515A Washington Sanitary Sewer  
 Collection System Evaluation**

Professional Services for the Period of 11/29/2015 to 12/22/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Data Collection &amp; Kickoff Meeting</b>	5,500.00	65.00	3,575.00	3,575.00	0.00
<b>Southeast Drainage Basin Sanitary Sewer Mapping</b>	12,500.00	20.00	1,875.00	2,500.00	625.00
<b>Southeast Drainage Basin Sanitary Sewer Modeling</b>	12,000.00	5.00	600.00	600.00	0.00
<b>Southeast Drainage Basin Rehabilitation Report</b>	27,500.00	5.00	1,375.00	1,375.00	0.00
<b>Total</b>	<b>57,500.00</b>	<b>14.00</b>	<b>7,425.00</b>	<b>8,050.00</b>	<b>625.00</b>

	Billed Amount
<b>Southeast Drainage Basin Sanitary Sewer Pipe Televising</b>	
Professional Fees	232.50
Phase subtotal	232.50
<b>Southeast Drainage Basin Smoke Testing</b>	
Professional Fees	17,487.25
Reimbursables	1,893.78
Phase subtotal	19,381.03
<b>Invoice total</b>	<b>\$20,238.53</b>

Approved by: 

**Applicant License Application ( LE0001759 )**

<b>Name of Applicant:</b>	<u>Fareway Stores, Inc.</u>		
<b>Name of Business (DBA):</b>	<u>Fareway Stores, Inc. #554</u>		
<b>Address of Premises:</b>	<u>301 North Marion Avenue</u>		
<b>City</b>	<u>Washington</u>	<b>County:</b>	<u>Washington</u> <b>Zip:</b> <u>52353</u>
<b>Business</b>	<u>(319) 653-5064</u>		
<b>Mailing</b>	<u>2300 Industrial Park Road</u>		
<b>City</b>	<u>Boone</u>	<b>State</b>	<u>IA</u> <b>Zip:</b> <u>50036</u>

**Contact Person**

<b>Name</b>	<u>Tracey Wilson</u>		
<b>Phone:</b>	<u>(515) 433-5336</u>	<b>Email</b>	<u>twilson@farewaystores.com</u>

**Classification** Class E Liquor License (LE)

**Term:** 12 months

**Effective Date:** 03/01/2015

**Expiration Date:** 02/29/2016

**Privileges:**

Class B Wine Permit

Class C Beer Permit (Carryout Beer)

Class E Liquor License (LE)

**Status of Business**

<b>BusinessType:</b>	<u>Privately Held Corporation</u>		
<b>Corporate ID Number:</b>	<u>253</u>	<b>Federal Employer ID</b>	<u>420240920</u>

**Ownership**

**Fred E Vitt Trust**

**First Name:** Fred E **Last Name:** Vitt Trust  
**City:** Boone **State:** Iowa **Zip:** 50036  
**Position:** Trust  
**% of Ownership:** 10.85% **U.S. Citizen:** Yes

**Frederick Greiner**

**First Name:** Frederick **Last Name:** Greiner  
**City:** Boone **State:** Iowa **Zip:** 50036  
**Position:** President  
**% of Ownership:** 0.00% **U.S. Citizen:** Yes

**Paul S. Beckwith Trust**

**First Name:** Paul S. **Last Name:** Beckwith Trust  
**City:** Boone **State:** Iowa **Zip:** 50036



Position: Trust

% of Ownership: 55.78%

U.S. Citizen: Yes

Various Individuals & Trust each  
holding less than 5%

First Name: Various Individuals & Trust Last Name: each holding less than 5%

City: Unknown

State: Iowa

Zip: 55555

Position: Stockholders

% of Ownership: 33.37%

U.S. Citizen: Yes

#### Insurance Company Information

Insurance Company: Merchants Bonding Company

Policy Effective Date: 03/01/2015

Policy Expiration 01/01/1900

Bond Effective 2

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

**Applicant License Application ( LC0035929 )**

<b>Name of Applicant:</b> <u>COLUMBUS CLUB OF</u>		
<b>Name of Business (DBA):</b> <u>COLUMBUS CLUB OF WASHINGTON, IOWA</u>		
<b>Address of Premises:</b> <u>606 WEST THIRD</u>		
<b>City</b> <u>Washington</u>	<b>County:</b> <u>Washington</u>	<b>Zip:</b> <u>52353</u>
<b>Business</b>	<u>(319) 653-5000</u>	
<b>Mailing</b>	<u>606 WEST THIRD</u>	
<b>City</b> <u>Washington</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>52353</u>

**Contact Person**

<b>Name</b> <u>DAVE SCHANTZ</u>	
<b>Phone:</b> <u>(319) 750-2451</u>	<b>Email</b> <u>schantzdave@gmail.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:** 12 months

**Effective Date:** 03/05/2017

**Expiration Date:**

**Privileges:**

Class C Liquor License (LC) (Commercial)

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>72767</u>	<b>Federal Employer ID</b> <u>42-0953842</u>

**Ownership**

**DAVE SCHANTZ**

**First Name:** DAVE                      **Last Name:** SCHANTZ  
**City:** WASHINGTON                      **State:** Iowa                      **Zip:** 52353  
**Position:** PRESIDENT  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**DANIEL CONRAD**

**First Name:** DANIEL                      **Last Name:** CONRAD  
**City:** WASHINGTON                      **State:** Iowa                      **Zip:** 52353  
**Position:** BOARD MEMBER  
**% of Ownership:** 0.00%                      **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>Tokio Marine Specialty Insurance Company</u>	
<b>Policy Effective Date:</b> <u>03/05/2016</u>	<b>Policy Expiration</b> <u>03/05/2017</u>

Washington Volunteer Fire Department  
January 6, 2016

November Fires

8 City fires	1060.00
3 rural fires	340.00
0 Drill	.00
11 fires and 1drill	1400.00

Meeting opened Chief Wide in charge

Minutes of the previous meeting were read and approved.

Treasure report was read.

Ron Armstrong made a motion to pay all bills against the department. Seconded by Bruce McAvoy.

Motion passed

Communication: Thank you from Roberta Garrels and a donation of \$500.00.

Walmart gave a grant of \$1500.00.

Committees; Social ; Meal before the meeting. beef and noodles and mashed potatoes.

Pancake Day is January 13,2016. Monday set up, Tuesday pattie night, Wed. pancake

Xmas party 12-19-15 Everyone had a good time.

Christmas party at Ron Armstrong's December 13 Good meal and good time.

We need application for new members.

Old Business; County meeting Will be Crawfordsville January 26 at 7pm.

Fire school in Ames get signed up.

New business: Working on getting 1st responders set up it will be rehab team.

New Truck chassis is going to Hieman.

Pipeline Meeting Feb. 16 at Mt. Pleasant at 6:00pm.

Everyone needs to work on training hours all year.

Drills: May 18, June 27, And Sept. 21. Remember you must make 2 out of 3.

Training schedule handed out. The Chiefs and Doug Sanders and Bruce McAvoy will set up training.

Rescue meeting.

Anyone needing gear replaced talk to Chief.

Everyone needs to get direct deposit.

discussion of calls:

No other business, roll call taken meeting adjourned.

Secretary

Tom Beauchamp

## **Elm Grove & Woodlawn Cemeteries**

### **Council Report for December 2015**

**By Nicholas Duvall**

This month we began using GPS to record survey pins in Elm Grove. We plowed snow at the airport once and cemetery three times. We serviced the Gator and one mower. I took several days of vacation. I also have been working on year end records, and completed budget paperwork. I am going to be working on the new columbariums soon as well. I have also been working on trimmers, getting them ready for winter storage.

We have had 4 funerals at Elm Grove this month. This brings our total for the calendar year to 84. This month we plan to continue with services, and plowing snow. As time allows, I will also be going thru the mowing equipment and servicing and repairing the mowers so they are ready for spring. We will also be working on records updating as time allows.

**WWTP report  
January 19, 2016  
Council Meeting**

- **After hour alarm and dog call outs** –  
5<sup>th</sup> WWTP alarm, SBR #2 decanter VFD fault, 1:21 a.m. Jason
- **Dept Head meetings** – I attended the meetings on the 5<sup>th</sup> & 12<sup>th</sup>.
- **Iowa Renewal Energy (IRE)** – IRE stopped discharging to the City collection system on November 10, 2015 after their results were found to be in violation of the pretreatment agreement they have with the City. We plan to have a meeting with IRE, DNR, FOX, and the City on February 3, 2016 before IRE starts discharging to City again.
- **Lexington lift station improvements** – Nothing has been done at this lift station since the last report.
- **Bio-solids storage basin sub drain pumps** – We got quotes for two (2) new permanent pumps to be installed in the wet well. These pumps were ordered from Iowa City Electric Motors at a cost of one thousand three hundred twenty two dollars and fifty cents (\$1,322.50) each. We will get them installed as soon as they're delivered.
- **New NPDES discharge permit** – The new discharge permit will take effect on February 1, 2016. The old permit had expired on September 13, 2006 and was for a trickling filter plant. There are several changes from the old permit we were operating under. There are more weekly and daily testing requirements and frequencies on both the influent and effluent. The new permit is for a SBR plant like we have now. We have delayed the second round of pollutant scan testing due to the wet weather during December 2015. We hope to collect samples around the end of January 2016.
- **WWTP December 2015 MOR** – Average daily flow **3.51** million gallons (mg), maximum daily flow **5.63** mg, minimum daily flow **1.6** mg. There were no violations of the WWTP's NPDES discharge permit. Total precipitation for December 2015 = **>4.55"** (recorded at the WWTP).  
  

<b>CBOD5 Removal 85% required</b>	<b>result = 93.7 %</b>
Influent CBOD5 monthly average =	<b>32.1 mg/L</b>
Effluent CBOD5 monthly average =	<b>0.98 mg/L</b>

<b>TSS Removal 85 % required</b>	<b>result = 97.0 %</b>
Influent TSS monthly average =	<b>55.12 mg/L</b>
Effluent TSS monthly average =	<b>3.5 mg/L</b>
- **2016/2017 WWTP budget** – Met with Brent and Kelsey on January 7, 2016 to go over the budget.
- **WWTP Hach Dissolved Oxygen (DO) and Total Suspended Solids (TSS) SBR and Digester Meters** – We hired Onsite Service Solutions (OSS) to calibrate these meters. OSS expected to be here on January 28, 2016 to do this work.
- **WWTP Office/Lab building water heater** – Ron of Armstrong Heating installed an exhaust fan in the water heater chimney so it would vent properly. This was necessary since a safety switch on the water heater kept tripping out causing the burner to shut down.
- **Garage CO2 wall mounted sensor** – We found the wall mounted garage CO2 sensor faulting out. We ordered a new one and Jason got it installed.

- **WWTP equipment maintenance** – We been performing routine maintenance on the equipment as needed. A maintenance program in our SCADA control system alerts us to when maintenance is required.
- **Toxic gas monitors** – Jason calibrated the WWTP's and M/C Dept's toxic gas monitors that are used for confined space entry. The calibration is good for 180 days.
- **SASSO safety meeting** – I attended the safety meeting in Wapello on the 11<sup>th</sup>. The topics were Slips, Trips, and Falls & Personal Protective Equipment.

**Fred E. Doggett**  
**1/14/2016 3:38 PM**

# Maintenance and Construction Report

12/19/15-1/1/16

**STREETS:** M/C Personnel pothole patched, using 1400 lbs. Personnel used 6 ton of 1 inch road stone on a few shoulders. Personnel plowed snow routes a couple times and priority streets four times. The streets were salted on numerous occasions as well. M/C has used 43.5 ton of salt thus far in November and December. Personnel have been continuing to haul snow since the snow storm, hitting the schools and churches first. Personnel loosened the asphalt pile out at the WWTP to be ground to a more workable and finished product.

**WATER DISTRIBUTION:** M/C Personnel had 16 water services to disconnect for nonpayment. Personnel ended up with 18 water main breaks for 2015.

**SEWER COLLECTION:** M/C Personnel N/A

**STORM SEWER COLLECTION:** M/C Personnel unplugged intakes due to the recent rain. Personnel disconnected a storm intake from the sanitary sewer in the 600 block (609) of North 7<sup>th</sup> Ave, with plans of installing a new intake and run across to the storm sewer in the near future.

**MECHANIC/SHOP:** M/C Personnel serviced #311 (dump box work), 004, #117 (right rear pan gasket) and PD work review.

**OTHER:** M/C Personnel responded to 19 One Call Locates.

*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.*



Council update for the Parks Department.

- During the week of 1/11 we were able to get most of the mowing equipment serviced and ready to go for spring. We had to take the oldest lawn mower to John Deere for a warning light which we could not get off. The skid loader has also been serviced.
- I am working on Our FY17 budget narrative and hope to have that to you by the end of next week.
- I will be taking my Certified Pool Operator course in Cedar Falls on 1/26 & 1/27. This class will certify me for 5 years as long as I do continuing education classes each year.
- We have been going through the swimming pool chemical pumps and replacing and servicing the parts to get them ready for the season.
- We had someone dump 20+ bags of garbage at the parking area near upper Sesqua park. We contacted the police as we found names and addresses. They knew the people and are going to look into it. UPDATE= I just talked to Officer Chad H. and he made contact with the young man we found the information on and he is going to clean up the trash he dumped. Chad is going to also issue a littering citation. I appreciate the Police Depts. work on this.
- We took down the Christmas decorations around the square and shut down the lights around the top of the downtown buildings.
- Tim and I are both going to be off for a few days next week. We have talked with JJ at Rick W. at M/C and they are going to help out with snow removal if necessary while we are gone.

Have a great weekend.

Nick Pacha

<b>POLICE</b>	ACE-N-MORE	SUPPLIES	30.73
	ALLIANT ENERGY	ALLIANT ENERGY	208.99
	ARAMARK UNIFORM SERV INC.	RUG & TOWEL SERVICE	213.37
	ARNOLD MOTOR SUPPLY	PARTS	174.73
	CARRIER ACCESS INC	FIREWALL	75.00
	COBB PETROLEUM	FUEL	1680.87
	EMBROIDERY BARN	ALTERATIONS	12.00
	GALLS LLC	UNIFORMS	735.45
	GREINER DISCOUNT TIRES	TIRE REPAIR	18.50
	IOWA LAW ENFORCMT ACADEMY	EVALUATIONS	420.00
	JOHN DEERE FINANCIAL	PARTS & SUPPLIES	74.90
	KELTEK	SMOKED LENSES	106.02
	MARCO, INC.	COPIER LEASE	186.28
	MEDIACOM	INTERNET SERVICE	109.95
	MID-STATES ORGANIZED CRIME	MEMBERSHIP	150.00
	POLICE LEGAL SCIENCES	UPDATE TRAINING	1320.00
	QUILL	SUPPLIES	125.41
	SUREFIRE	BATTERIES	67.39
	VERIZON WIRELESS	WIRELESS SERVICE	1192.64
	WAL-MART	SUPPLIES	130.85
	WASH CO AMBULANCE	CPR RECERTIFICATION	15.00
	WASH CO AUDITOR	COMMUNICATIONS	19308.42
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	372.41
		<b>TOTAL</b>	<b>26728.91</b>
<b>FIRE</b>	ACE-N-MORE	CLEANER	14.99
	ALLIANT ENERGY	ALLIANT ENERGY	608.74
	COBB PETROLEUM	FUEL	59.79
	GAZETTE COMMUNICATIONS INC	SUBSCRIPTION	296.40
	IOWA FIREFIGHTERS ASSOCIATION	DUES	429.00
	LEET'S REFRIGERATION	ICE MACHINE CLEANING AND S	41.87
	MIDWEST BREATHING AIR SYSTEMS	TESTING	529.28
	VERIZON WIRELESS	WIRELESS SERVICE	102.11
	WCHC FAMILY MEDICINE	PHYSICALS	221.00
		<b>TOTAL</b>	<b>2303.18</b>
<b>DEVELOP SERV</b>	BRUNS, DAVID	MILEAGE REIMB	14.95
	CAPPS HOME REPAIR	SNOW REMOVAL	536.00
	COBB PETROLEUM	FUEL	39.01
	EL HERALDO HISPANO, INC.	ADVERTISE-ICE & SNOW REMOVAL	125.00
	FRANZEN, DENNIS	REMOVE SHOES/UTILITY LINES	45.00
	IA DEPT OF TRANSPORTATION	AGGREGATE LEVEL II CERTIFI	350.00
	VERIZON WIRELESS	WIRELESS SERVICE	255.06
	VISA	REGISTRATION AND TRAINING	790.00
		<b>TOTAL</b>	<b>2155.02</b>

<b>LIBRARY</b>	AAA MECHANICAL CONTRACTORS INC	HVAC REPAIRS	4856.27
	ALLIANT ENERGY	ALLIANT ENERGY	2618.07
	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	48.14
	DEMCO	BOOK SUPPLIES	71.08
	FAREWAY STORES	OFFICE SUPPLIES	29.79
	KCII	ADVERTISING	74.65
	MEDIACOM	INTERNET AND PHONE	306.02
	OFFICE EXPRESS	JANITORIAL SUPPLIES	155.34
	VISA	SUPPLIES AND POSTAGE	418.65
		<b>TOTAL</b>	<b>8578.01</b>
<b>PARKS</b>	ACE-N-MORE	SUPPLIES	160.29
	ALLIANT ENERGY	ALLIANT ENERGY	2213.86
	ARCHER APPLIANCE	PARKS FRIDGE	219.00
	COBB PETROLEUM	OIL/FUEL	155.96
	FASTENAL COMPANY	FOUNTAIN PARTS	258.98
	FRANZEN, DENNIS	FOUNTAIN REPAIR/FLAG LIGH/PARK C	340.73
	GREINER DISCOUNT TIRES	TIRES	514.96
	HIWAY SERVICE CENTER	PARTS	3.49
	SITLER'S ELECTRIC	SUPPLIES	136.39
	USA BLUEBOOK	ADAPTER/UNION	158.08
	VERIZON WIRELESS	WIRELESS SERVICE	28.06
	VISA	PARTS AND SUPPLIES	112.91
	WIDMER, TIM	POSTAGE REIIMB	1.20
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	104.30
		<b>TOTAL</b>	<b>4408.21</b>
<b>POOL</b>	ACE-N-MORE	SUPPLIES	5.28
	HUPP ELECTRIC MOTOR	FAN	102.21
	USA BLUEBOOK	PUMP HEAD	116.67
		<b>TOTAL</b>	<b>224.16</b>
<b>CEMETERY</b>	ALLIANT ENERGY	ALLIANT ENERGY	182.83
	ARNOLD MOTOR SUPPLY	PARTS	79.04
	ATCO INTERNATIONAL	DEGREASER/OIL	290.00
	GREINER DISCOUNT TIRES	TIRES	512.00
	JOHN DEERE FINANCIAL	PARTS & SUPPLIES	337.04
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	128.50
	<b>TOTAL</b>	<b>1529.41</b>	
<b>FINAN ADMIN</b>	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
	ALLIANT ENERGY	ALLIANT ENERGY	1190.13
	BAKER PAPER CO.	COPIER PAPER	59.70
	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	130.75
	EBERT SUPPLY CO.	JANITORIAL SUPPLIES	93.50
	FAREWAY STORES	COFFEE	29.81
	GOOGLE INC	MONTHLY SERVICE	212.50
	IMPRESSIONS COMPUTERS, INC	COMPUTER SERVICE	231.50

INST OF PUBLIC AFFAIRS	SPONSORSHIP	250.00
KCII	ADVERTISING	74.65
LEET'S REFRIGERATION	ICE MACHINE CLEANING AND S	41.87
MEDIACOM	INTERNET SERVICE	109.95
OFFICE EXPRESS	TONER CARTRIDGE	69.99
PAWS & MORE ANIMAL SHELTER	ANIMAL SRVS OCT-DEC	4000.00
PURCHASE POWER	POSTAGE REFILLS	1510.00
QUILL	SUPPLIES	5.99
ROTARY CLUB OF WASHINGTON	DUES	111.80
TYLER TECHNOLOGIES	MAINT FEE	1112.00
VERIZON WIRELESS	WIRELESS SERVICE	134.19
WASH COUNTY MINIBUS	LOST JANUARY 2016	17015.58
WASHINGTON EVENING JOURNAL	NPDES PUB, PROMO, LEGAL PU	712.38
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	1107.66
	<b>TOTAL</b>	<b>28247.95</b>

<b>AIRPORT</b>	ALLIANT ENERGY	ALLIANT ENERGY	1559.39
	EASTERN AVIATION FUELS INC	FUEL	6309.96
	JAMIESON, JEAN	CLEANING FOR AIRPORT	188.00
	KCII	ADVERTISING	74.65
	VERIZON WIRELESS	WIRELESS SERVICE	28.06
	VISA	COMPUTER AND ROUTER	97.82
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	175.63
		<b>TOTAL</b>	<b>8433.51</b>

<b>ROAD USE</b>	ACE-N-MORE	SUPPLIES	290.47
	ARNOLD MOTOR SUPPLY	PARTS	270.23
	CHEMSEARCH	SUPPLIES	414.12
	COBB PETROLEUM	FUEL	799.82
	DOUDS STONE LLC	ROADSTONE	312.32
	HIWAY SERVICE CENTER	PARTS	190.59
	JOHN DEERE FINANCIAL	PARTS & SUPPLIES	493.48
	MARTIN EQUIPMENT OF IA-IL	CUTTING EDGE	658.96
	NORRIS ASPHALT & PAVING	ASPHALT	1450.00
	SITLER'S ELECTRIC	SUPPLIES	62.79
	THOMPSON TRUCK AND TRAILER INC.	WIPER BLADES/CLUSTER INST AIR	917.40
	TIFCO INDUSTRIES	STORAGE EQUIP	369.50
	WASH COUNTY TREASURER	ROAD SALT	3828.00
	WASHINGTON LUMBER	LUMBER	13.89
		<b>TOTAL</b>	<b>10071.57</b>

<b>STREET LIGHTING</b>	ALLIANT ENERGY	ALLIANT ENERGY	9517.38
	FRANZEN, DENNIS	BULK REPLACEMENT-TRAFFIC L	195.00
	WASHINGTON ELECTRIC SERV	REPAIR UNDERGROUND B & MAD	2372.25
		<b>TOTAL</b>	<b>12084.63</b>

<b>CAPITAL PROJECTS</b>	A & R LAND SERVICES INC	ROW SERVICES	3172.98
	ALFREDO CUEVAS AND MARIA DEL ROSARIO A	CLOSING-216 E JEFFERSON SA	3337.06
	BELL, MARY CLARICE	HWY 1 WATER MAIN EASEMENT	4990.00

HILLS BANK & TRUST COMPANY	CLOSING - 216 E JEFFERSON	6180.85
IOWA BANKERS MORTGAGE CORPORATION	CLOSING - 216 E JEFFERSON	34332.93
MARIE, DONALD J.	HWY 1 WATER MAIN EASEMENT	870.00
WASH CO RECORDER	CLOSING - 216 E JEFFERSON	87.20
WASH CO TREASURER	CLOSING - 216 E JEFFERSON	546.00
WASHINGTON COUNTY FAIR ASSOC	HWY 1 WATER MAIN EASEMENT	2040.00
WASHINGTON STATE BANK	CLOSING ON 123 E 2ND PROP.	81854.47
	<b>TOTAL</b>	<b>137411.49</b>

<b>TREE COMMITTEE</b>	CUSTOM IMPRESSIONS INC	ENGRAVING/PLAQUE	128.55
		<b>TOTAL</b>	<b>128.55</b>

<b>LIBRARY GIFT</b>	BAKER & TAYLOR	LIBRARY MATERIALS	451.10
	BOOKPAGE	ANNUAL SERVICE	300.00
	GALE/CENGAGE LEARNING	WESTERNS	36.34
	RECORDED BOOKS LLC	AUDIO BOOKS	36.00
	VISA	SUPPLIES AND POSTAGE	26.36
		<b>TOTAL</b>	<b>849.80</b>

<b>WATER PLANT</b>	ACE-N-MORE	PARTS & ICE MELT	42.94
	ALLIANT ENERGY	ALLIANT ENERGY	9891.67
	ALTORFER	EQUIPMENT SERVICE	1239.00
	BROWN, TOM	ROOF REPAIR- WATER TREATME	4975.00
	DAWSON, DARBY	WATER DEPOSIT REFUND	24.51
	DICKS, JEFF	WATER DEPOSIT REFUND	103.05
	FOSTER, MATT	WATER DEPOSIT REFUND	47.55
	HARN R/O SYSTEMS INC.	PILOT STUDY/AUTOPSY REPORT	4500.00
	HOLT SUPPLY CO.	PARTS	245.93
	KARIAN, TRAVIS D	WATER DEPOSIT REFUND	101.26
	LAMBERT, AUSTIN	WATER DEPOSIT REFUND	63.36
	MULLINS, BARBARA	WATER DEPOSIT REFUND	70.58
	MURPHY, ADAM	WATER DEPOSIT REFUND	43.71
	SCUDDER, COURTNEY	WATER DEPOSIT REFUND	29.16
	STATE HYGIENIC LAB	TESTING	87.50
	STOREY KENWORTHY/MATT PARROTT	LASER UTILITY BILL FORMS	1185.58
	TOTAL FILTRATION SYSTEM	FILTERS	1066.34
	VERIZON WIRELESS	WIRELESS SERVICE	52.34
	WATER SOLUTIONS UNLIMITED	CHEMICALS	1999.30
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	52.52
		<b>TOTAL</b>	<b>25821.30</b>

<b>WATER DIST</b>	ACE-N-MORE	SUPPLIES	3.98
	ALLIANT ENERGY	ALLIANT ENERGY	41.87
	ARNOLD MOTOR SUPPLY	PARTS	235.19
	CHEMSEARCH	SUPPLIES	356.34
	COBB PETROLEUM	FUEL	782.03
	LEET'S REFRIGERATION	ICE MACHINE CLEANING AND S	41.88
	MOSE LEVY CO INC	COLD ROLL	13.57
	OVERHEAD DOOR CO.	DOOR REPAIR	915.00
	VERIZON WIRELESS	WIRELESS SERVICE	88.07

	VISA	GIS SOFTWARE	500.00
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	90.18
		<b>TOTAL</b>	<b>3068.11</b>
<b>SEWER PLANT</b>	ACE-N-MORE	RUBBER BOOTS FOR FD	154.95
	ALLIANT ENERGY	ALLIANT ENERGY	334.70
	ARMSTRONG HTG INC.	WATER HEATER REPAIR-LAB/OF	457.45
	COBB PETROLEUM	FUEL	101.80
	JETCO	DECANTER VFD'S SERVICE WRK	1082.60
	JOHN DEERE FINANCIAL	PARTS & SUPPLIES	994.73
	LAWSON PRODUCTS INC	BOLTS FOR VALVE	131.60
	USA BLUEBOOK	TESTING SUPPLIES	250.85
	VERIZON WIRELESS	WIRELESS SERVICE	114.20
	VISA	CO2 SENSOR, MEALS , SUPPLI	1053.08
	WASHINGTON EVENING JOURNAL	NPDES PUB, PROMO, LEGAL PU	31.01
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	304.79
		<b>TOTAL</b>	<b>5011.76</b>
<b>SEWER COLLECT</b>	ACE-N-MORE	SUPPLIES	312.67
	ALLIANT ENERGY	ALLIANT ENERGY	1187.20
	ARNOLD MOTOR SUPPLY	PARTS	117.75
	CHEMSEARCH	SUPPLIES	356.33
	COBB PETROLEUM	FUEL	1094.93
	EVANS WELDING LLC	ALUMINUM	75.00
	LEET'S REFRIGERATION	ICE MACHINE CLEANING AND S	41.88
	MARTIN EQUIPMENT OF IA-IL	LAMP/CUTTING EDGE	334.29
	THOMPSON TRUCK AND TRAILER INC.	WIPER BLADES	119.60
	VERIZON WIRELESS	WIRELESS SERVICE	266.67
	VISA	GIS SOFTWARE	500.00
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	90.17
		<b>TOTAL</b>	<b>4496.49</b>
<b>SANITIATION</b>	RECYCLING SERVICES AGENCY	RECYCLING	1395.83
		<b>TOTAL</b>	<b>1395.83</b>
		<b>TOTAL</b>	<b>282947.89</b>

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

**CLAIMS REPORT 01/19/2016**

**LIBRARY/LIBRARY GIFT**

ENDICIA FEES - POSTAGE FEE  
USPS POSTAGE - INTERNET POSTAGE  
WALMART - OFFICE SUPPLIES  
AMAZON - NEW YORKER  
AMAZON - CONSUMER REPORTS  
IOWA LIBRARY ASSOCIATION - DUES DEBBIE  
IOWA LIBRARY ASSOCIATION - DUES JOLISA  
IOWA LIBRARY ASSOCIATION - DUES DIANA  
PIER 1 - RETURNED AND REPURCHASED ITEM TO GET SALES TAX TAKEN OFF  
PIER 1 - RETURNED AND REPURCHASED ITEM TO GET SALES TAX TAKEN OFF

**AIRPORT**  
NEW EGG - DELL DESKTOP COMPUTER WINDOWS 7 HOME  
NEW EGG - WIRELESS USB ADAPTER

84.99  
12.83

9.95  
200.00  
3.90  
6.36  
20.00  
100.00  
80.00  
35.00  
169.95  
(180.15)

97.82

**SEWER PLANT**

RED LOBSTER - DELEN MEALS FOR DOG TRAINING  
ARBY'S - DELEN MEALS FOR DOG TRAINING  
HYATT PLACE - DELEN HOTEL FOR DOG TRAINING  
WALMART - PRINTER CARTRIDGES  
KELE, INC - CO2 SENSOR FOR GARAGE

**PARK**

WALMART - SUPPLIES  
MERRILL MANUFACTURING - CAP SCREWS AND COMPRESSION SPRING  
SHOPTRN\*KOALA KARE - SHOCK KIT

63.55  
15.61  
33.75

445.01

21.23  
9.59  
549.15  
127.76  
345.35

112.91

**DEVELOP SERVICES**

ESRI INC - GIS SOFTWARE  
PAYPAL - IOWA ASSOCIA  
PAYPAL - IOWA ASSOCIA

**WATER DIST**

ESRI INC - GIS SOFTWARE

500.00

1,053.08  
500.00  
50.00  
240.00

**SEWER COLLECT**

ESRI INC - GIS SOFTWARE

500.00

790.00

-

500.00



CITY OF WASHINGTON, IOWA  
MONTH TO DATE TREASURERS REPORT  
DECEMBER 31, 2015

FUND	12/1/2015 BEGINNING CASH BALANCE	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	12/31/2015 ENDING CASH BALANCE
001-GENERAL FUND	1,287,399.28	233,007.70	-	360,225.88	-	1,160,181.10
002-AIRPORT FUND	135,092.50	21,580.10	-	29,423.19	-	127,249.41
010-CHAMBER REIMBURSEMENT	1,211.89	4,938.24	-	6,447.97	-	(297.84)
011-MAIN STREET REIMBURSEMENT	802.33	3,832.77	-	5,173.92	-	(538.82)
012-WEDG REIMBURSEMENT	658.03	6,491.09	-	8,631.56	-	(1,482.44)
110-ROAD USE	742,421.25	83,451.30	-	73,412.34	-	752,460.21
112-EMPLOYEE BENEFITS	-	34,624.93	-	34,624.93	-	-
114-EMERGENCY LEVY	-	3,078.23	-	3,078.23	-	-
121-LOCAL OPTION SALES TAX	-	68,062.33	-	68,062.33	-	-
125-URBAN RENEWAL AREA #1	-	4,159.97	-	4,159.97	-	-
129-URBAN RENEWAL AREA #3C	-	3,057.94	-	3,057.94	-	-
131-URBAN RENEWAL AREA #4	-	1,253.71	-	1,253.71	-	-
132-URBAN RENEWAL AREA #5	13,438.26	-	-	-	-	13,438.26
134-URBAN RENEWAL AREA #7	779.26	479.19	-	779.26	-	479.19
145-HOUSING REHABILITATION	52,207.80	-	-	1,000.00	-	51,207.80
146-LMI TIF SET-ASIDE	38,621.60	795.06	-	-	-	39,416.66
200-DEBT SERVICE	303,121.87	45,632.15	-	-	-	348,754.02
300-CAPITAL EQUIPMENT	342,304.48	175.00	-	-	-	342,479.48
301-CAPITAL PROJECTS FUND	1,012,319.57	317,672.03	-	618,498.16	-	711,493.44
305-RIVERBOAT FOUND CAP PROJ	256,120.34	92,591.77	-	86,770.34	-	261,941.77
308-INDUSTRIAL DEVELOPMENT	1,188,344.74	13,541.07	-	127,844.18	-	1,074,041.63
309-MUNICIPAL BUILDING	208,354.12	-	-	33,718.41	-	174,635.71
310-WELLNESS PARK	13,997.80	-	-	-	-	13,997.80
510-MUNICIPAL BAND	998.70	20.00	-	-	-	1,018.70
520-DOG PARK	6,420.07	8.00	-	-	-	6,428.07
530-TREE COMMITTEE	10,109.23	100.00	-	442.54	-	9,766.69
540-POLICE FORFEITURE	486.75	-	-	-	-	486.75
545-SAFETY FUND	1,000.00	-	-	-	-	1,000.00
550-PARK GIFT	148,866.16	500.20	-	-	-	149,366.36
570-LIBRARY GIFT	34,634.65	1,737.77	-	375.36	-	35,997.06
580-CEMETERY GIFT	50,095.00	-	-	-	-	50,095.00
590-CABLE COMMISSION	13,721.63	-	-	-	-	13,721.63
600-WATER UTILITY	1,163,480.18	152,281.20	-	157,014.09	-	1,158,747.29
601-WATER DEPOSIT FUND	19,655.00	1,350.00	-	1,915.00	-	19,090.00
603-WATER CAPITAL PROJECTS	-	460,989.60	-	460,989.60	-	-
610-SANITARY SEWER	1,342,299.96	176,679.11	-	347,785.46	-	1,171,193.61
612-SEWER SINKING	-	236,805.00	-	236,805.00	-	-
613-SEWER CAPITAL PROJECTS	480,885.96	-	-	85,023.03	-	395,862.93
670-SANITATION	93,101.10	47,903.55	-	36,213.81	-	104,790.84
910-LIBRARY TRUST	218,554.19	15.40	-	-	-	218,569.59
950-SELF INSURANCE	164,990.12	3,323.99	-	3,114.80	-	165,199.31
951-UNEMPLOYMENT SELF INS	229.83	519.38	-	-	-	749.21
<b>TOTAL BALANCE</b>	<b>9,346,723.65</b>	<b>2,020,657.78</b>	<b>-</b>	<b>2,795,841.01</b>	<b>-</b>	<b>8,571,540.42</b>

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	2,116,382.00 (1)	0.01%
Cash in Drawer	350.00	N/A
Wash St Bank - MM	256,864.63	0.01%
Investment in IPAIT	1,987,513.25	0.01%
Wash St Bank - Library Acct	167,623.83	0.01%
Wash St - Farm Mgmt Acct	42,806.71	
Wash St Bank - CD - 1/9/14 - renewed	500,000.00	0.65%
Wash St Bank - CD - 3/14/2014 - renewed	500,000.00	0.70%
Wash St Bank - CD - 6/20/2014 - renewed	500,000.00	0.60%
Wash St Bank - CD - 8/8/2014 - renewed	500,000.00	0.60%
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	0.70%
Wash St Bank - CD - 02/13/2015	500,000.00	0.70%
Wash St Bank - CD 04/22/2015	500,000.00	0.70%
CBI Bank & Trust - CD - 10/8/2015	500,000.00	0.62%
<b>TOTAL CASH IN BANK</b>	<b>8,571,540.42</b>	

(1) Washington State Bank	2,178,459.06
Outstanding Deposits & Checks	(62,077.06)
	<b>2,116,382.00</b>

CITY OF WASHINGTON, IOWA  
YEAR TO DATE TREASURERS REPORT  
DECEMBER 31, 2015

FUND	7/1/2015	Y-T-D	REVENUES NOT	Y-T-D	EXPENSES NOT	12/31/2015
	BEGINNING					REVENUES
	CASH BALANCE					BALANCE
001-GENERAL FUND	1,043,129.25	1,967,269.87	-	1,850,444.82	226.80	1,160,181.10
002-AIRPORT FUND	126,020.17	314,303.44	-	313,074.20	-	127,249.41
010-CHAMBER REIMBURSEMENT	1,308.81	29,142.44	-	30,749.09	-	(297.84)
011-MAIN STREET REIMBURSEMENT	807.50	22,996.62	-	24,342.94	-	(538.82)
012-WEDG REIMBURSEMENT	30.43	45,437.63	-	46,950.50	-	(1,482.44)
110-ROAD USE	674,883.61	534,294.45	-	456,768.25	50.40	752,460.21
112-EMPLOYEE BENEFITS	-	343,070.30	-	343,070.30	-	-
114-EMERGENCY LEVY	-	29,552.96	-	29,552.96	-	-
121-LOCAL OPTION SALES TAX	-	429,858.33	-	429,858.33	-	-
125-URBAN RENEWAL AREA #1	-	12,361.11	-	12,361.11	-	-
129-URBAN RENEWAL AREA #3C	-	38,077.64	-	38,077.64	-	-
131-URBAN RENEWAL AREA #4	-	21,625.00	-	21,625.00	-	-
132-URBAN RENEWAL AREA #5	-	15,446.90	-	2,008.64	-	13,438.26
133-URBAN RENEWAL AREA #6	-	22,408.14	-	22,408.14	-	-
134-URBAN RENEWAL AREA #7	1,443.27	1,258.45	-	2,222.53	-	479.19
145-HOUSING REHABILITATION	16,949.00	35,873.80	-	1,615.00	-	51,207.80
146-LMI TIF SET-ASIDE	29,516.48	9,900.18	-	-	-	39,416.66
200-DEBT SERVICE	963.41	469,799.25	-	122,008.64	-	348,754.02
300-CAPITAL EQUIPMENT	326,899.51	125,175.00	-	109,595.03	-	342,479.48
301-CAPITAL PROJECTS FUND	417,200.59	2,942,599.19	-	2,648,306.34	-	711,493.44
305-RIVERBOAT FOUND CAP PROJ	145,522.04	203,190.07	-	86,770.34	-	261,941.77
308-INDUSTRIAL DEVELOPMENT	1,185,034.03	22,251.29	-	133,243.69	-	1,074,041.63
309-MUNICIPAL BUILDING	208,354.12	-	-	33,718.41	-	174,635.71
310-WELLNESS PARK	15,097.80	-	-	1,100.00	-	13,997.80
510-MUNICIPAL BAND	25.00	993.70	-	-	-	1,018.70
520-DOG PARK	6,340.53	637.00	-	549.46	-	6,428.07
530-TREE COMMITTEE	6,017.28	5,100.00	-	1,350.59	-	9,766.69
540-POLICE FORFEITURE	152.50	334.25	-	-	-	486.75
545-SAFETY FUND	-	1,000.00	-	-	-	1,000.00
550-PARK GIFT	154,235.66	34,319.43	-	39,188.73	-	149,366.36
570-LIBRARY GIFT	32,797.26	6,508.62	-	3,308.82	-	35,997.06
580-CEMETERY GIFT	50,150.00	-	-	55.00	-	50,095.00
590-CABLE COMMISSION	16,301.43	-	-	2,579.80	-	13,721.63
600-WATER UTILITY	924,440.95	885,152.68	-	650,924.03	77.69	1,158,747.29
601-WATER DEPOSIT FUND	20,560.00	10,050.00	-	11,520.00	-	19,090.00
603-WATER CAPITAL PROJECTS	-	1,132,594.49	-	1,132,594.49	-	-
610-SANITARY SEWER	1,130,732.28	1,044,087.81	-	1,003,706.28	79.80	1,171,193.61
612-SEWER SINKING	-	236,805.00	-	236,805.00	-	-
613-SEWER CAPITAL PROJECTS	334,319.96	220,707.99	-	159,165.02	-	395,862.93
670-SANITATION	118,398.26	192,274.90	-	205,882.32	-	104,790.84
910-LIBRARY TRUST	218,478.03	91.56	-	-	-	218,569.59
950-SELF INSURANCE	143,232.94	32,934.75	-	10,968.38	-	165,199.31
951-UNEMPLOYMENT SELF INS	1,457.93	11,995.93	-	12,704.65	-	749.21
<b>TOTAL BALANCE</b>	<b>7,350,800.03</b>	<b>11,451,480.17</b>	<b>-</b>	<b>10,231,174.47</b>	<b>(434.69)</b>	<b>8,571,540.42</b>

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	2,116,382.00 (1)	0.01%
Cash in Drawer	350.00	N/A
Wash St Bank - MM	256,864.63	0.01%
Investment in IPAIT	1,987,513.25	0.01%
Wash St Bank - Library Acct	167,623.83	0.01%
Wash St - Farm Mgmt Acct	42,806.71	
Wash St Bank - CD - 1/9/14 - renewed	500,000.00	0.65%
Wash St Bank - CD - 3/14/2014 - renewed	500,000.00	0.70%
Wash St Bank - CD - 6/20/2014 - renewed	500,000.00	0.60%
Wash St Bank - CD - 8/8/2014 - renewed	500,000.00	0.60%
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	0.70%
Wash St Bank - CD - 02/13/2015	500,000.00	0.70%
Wash St Bank - CD 04/22/2015	500,000.00	0.70%
CBI Bank & Trust - CD - 10/8/2015	500,000.00	0.62%
<b>TOTAL CASH IN BANK</b>	<b>8,571,540.42</b>	

(1) Washington State Bank	2,178,459.06
Outstanding Deposits & Checks	(62,077.06)
	<u>2,116,382.00</u>

---

# Southeast Basin Collection System Evaluation

## Washington, Iowa



Council Meeting

January 19, 2016

Presented by

Steven Soupir, P.E., CFM

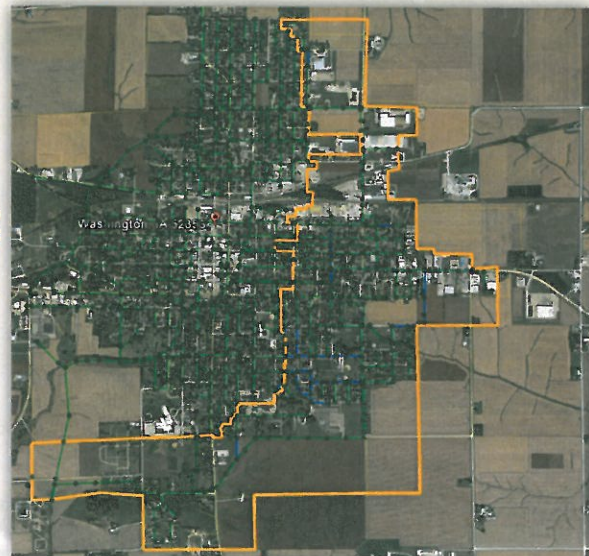
*FOX Engineering Associates, Inc.*



## Background

---

- Southeast Basin Collection System Evaluation
  - Mapping
  - Pipe televising
  - Smoke testing
  - Sanitary sewer modeling
  - Evaluation report



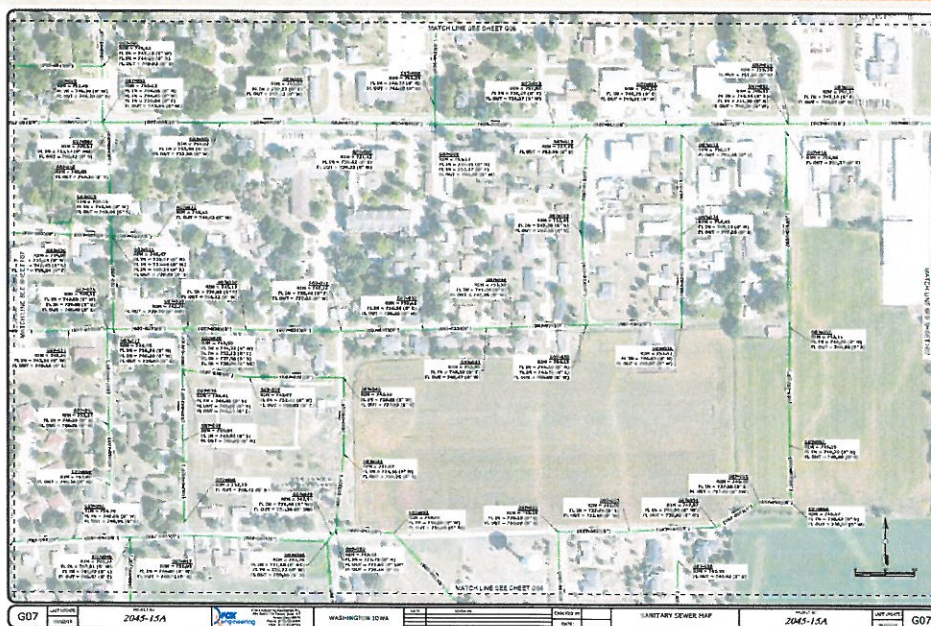


# Mapping

- City Personnel
  - Manhole observations
  - Manhole surveys
- FOX Engineering
  - Obtained some manhole information for incorporation into basin sanitary sewer map



## Southeast Basin Mapping





# Pipe Televising

- City Personnel
  - Generally completed pipe televising
- FOX Engineering
  - Received data and reviewing in critical areas




# Smoke Testing

- FOX Engineering
  - Produced smoke testing maps
  - Prepared door hangars
  - Notified key entities and businesses
  - Field work completed in December
  - Currently processing information gathered



### Sanitary Sewer Smoke Testing

*Frequently Asked Questions*




**What is the purpose of smoke testing?**  
The purpose of smoke testing is to find potential points of inflow and infiltration in the public portion of the sanitary sewer system that could lead to high flows during storms and sewer main events. Smoke testing can also help locate the following:

- Buildings that have downspout, cellar, yard or basement drains, and sump pumps
- Points of groundwater or surface water intrusion into the sewer
- Any cross connections between sanitary sewers and storm drains
- Defective sewer connections that could allow sewer gases into a building.

**How is Smoke Testing performed?**  
The smoke testing process involves isolating manageable sections of the sewer system and then blowing smoke through the sections from an open manhole. The smoke blower is a propeller type fan with a gasoline engine that is set over the manhole. The exhaust manifold on the engine of the blower is used to vaporize a liquid smoke into white smoke. If there are defects such as cracks and holes in sewer piping, private sewer laterals (the pipes that connect homes and businesses to the public pipes), or if there are storm drain cross connections, the smoke will rise to the surface and reveal these problems. Field technicians will be present to observe for problems and document findings.

**How and where are notices sent?**  
Field technicians will hand deliver door-hanger notices to residents 1-2 days prior to testing. Smoke testing will take place for approximately three weeks beginning in early December, and continue until all accessible City sewer mains have been tested.



**How to prepare for Smoke Testing?**  
Water can evaporate from P-traps of unused plumbing fixtures and floor drains. A "P-trap" is the curved drainpipe (easily seen under a sink or other plumbing fixture), which is designed to hold water and prevent air, odors, and in this instance, smoke from entering the building. Therefore, the day prior to any testing, pour several cups of water down all drains. This is especially important for drains that have not been used for a long period of time. Look for floor drains that may be under floor mats, carpets, appliances or furniture. It is not uncommon to find a floor drain under carpets in a lower level family room or under a washing machine. P-traps that are full will help block smoke from entering the home or business. If you have a sump pump or a downspout from your roof-top connected to the sewer system, disconnect and drain it into your yard. These connections are illegal, contribute to overloading, and could be allowing dangerous sewer gases to enter your home or business. Contact your city for regulations regarding proper connections and drainage for sump pumps and downspouts.



**Is the smoke harmful?**  
Although the product is generally considered to have no adverse health effects, individuals with pre-existing conditions, such as emphysema or other heart/lung problems should contact the City or one of the field technicians prior to testing so that any special precautions can be arranged.

**What if smoke enters my home or business?**  
Even though the smoke product is laboratory tested safe, the sewer gases that are traveling with the smoke can be dangerous. If smoke should enter your home or business and you are present, take these precautions:

Service Design, Project Manager  
FOX Engineering Associates, Inc.  
214 South 7th Street, Suite 100  
Ankeny, IA 50009  
Office: 319.285.9102



FOX Engineering, Inc.  
City of Ankeny, Iowa  
214 S. Main Street  
Ankeny, IA 50009  
Office: 319.285.9104 ext. 33







# Smoke Testing Results

- What did we find?
  - 56 structures that did not vent
  - 25 storm sewer structures
  - 20 cleanouts
  - 16 structures that had visible smoke
  - 9 cisterns
  - 8 manholes
  - 7 open pipes
  - 6 foundations
  - 4 ground areas
  - 3 services
  - 2 radon pipes
  - 1 sump pump outlet
  - 1 downspout

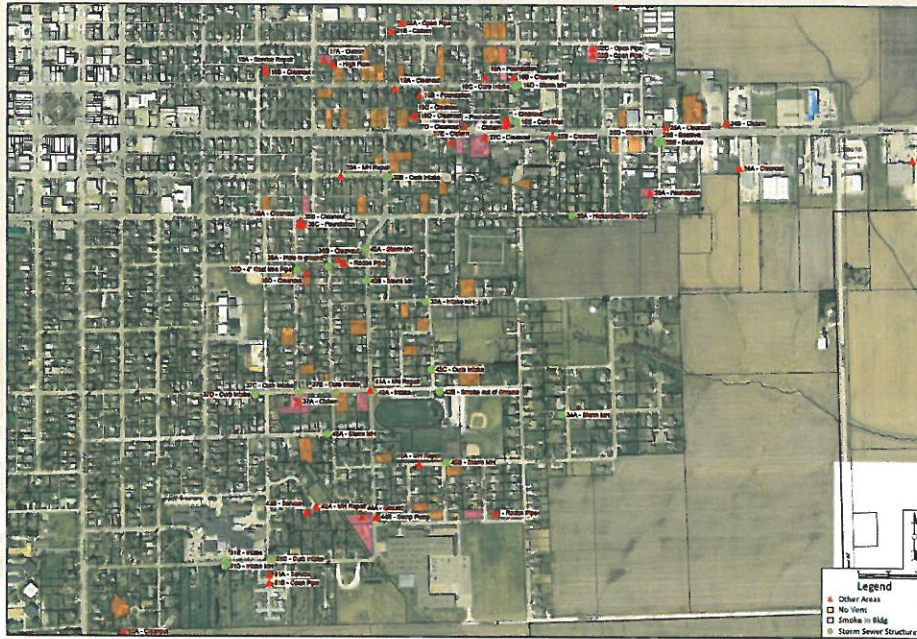


# Smoke Testing Maps





# Smoke Testing Maps



# Smoke Testing





# Smoke Testing

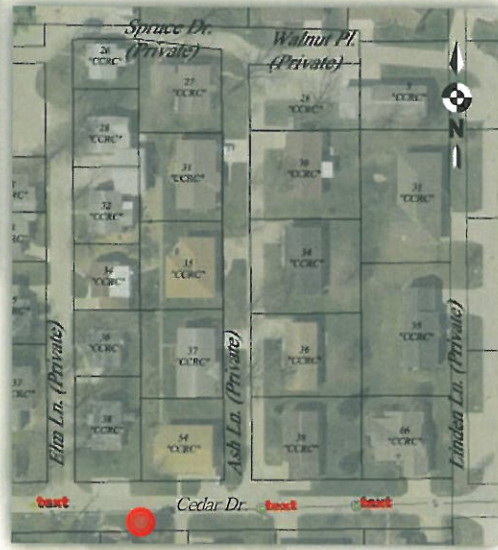


# Smoke Testing





# Smoke Testing



# Smoke Testing





# Smoke Testing



# Smoke Testing





## Next Steps?

---

- Further investigation for areas identified during smoke testing
  - Review televising data
  - Review mapping
  - Review city records
  - Televis storm sewer in area
  - Storm sewer flooding
  - Dye testing



## Questions?

---

Steven P. Soupir, P.E., CFM  
[sps@foxeng.com](mailto:sps@foxeng.com)  
515-233-0000



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

January 15, 2016

To: Mayor & City Council

Cc: Illa Earnest, City Clerk; Keith Henkel, Engineering Technician

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: City Engineering Services RFP- Sitler Drive (South Iowa to Avenue B)

As discussed in my previous memo of December 11 and subsequent correspondence, I sent an engineering request for proposals (RFP) document to Shive-Hattery and MMS Consultants related to our 2016 Sitler Drive project. Both are quality firms with a great deal of experience in relevant areas, and both submitted detailed proposals for services.

Here is a comparison of the merits of the two firms in relation to our needs:

<u>MMS Consultants</u>	<u>Shive-Hattery</u>
Strong client references: incl. Riverside, Anamosa	Strong client references: incl. North Liberty
8 licensed engineers in Iowa City office	22 licensed engineers in Iowa City office
Civil engineer for Halcyon's current project & does construction staking for DeLong	Washington has good past experience with firm: - Wastewater Treatment Plant - Survey work for W. 5 <sup>th</sup> water main, old WWTP asbestos abatement
Most experience in special assessment projects	Lower on proposed engineering services cost
	Many additional services including architecture

References for each firm felt that they were very responsive, thorough on cost estimates, and timely on delivery of work products. Based on the references, I don't think we could go wrong, but I recommend we pursue an agreement with MMS for engineering services.

In terms of price comparison, MMS came in at a somewhat higher price, but still in the range of what we've been paying and with the whole contract as a lump sum, eliminating some of the variability that is possible on hourly agreements. The Council is not being asked at this meeting to approve the exact dollar amount, as I am envisioning adding the Avenue H reconstruction through Sunset Park to the scope of services. I had thought

perhaps we could handle Avenue H with our patching program, but it is really big enough that it could easily be paired with the street construction program instead to get us the best price and result.

I look forward to discussion at the meeting.





# Our firm



## MMS BY THE NUMBERS

**41** years in business

**25** years at current Iowa City location on South Gilbert Street, a quick 30-minute drive to Washington

**12** engineers, and of those, **8** are licensed

**4** licensed land surveyors

## WHAT WE DO

MMS Consultants, Inc. of Iowa City provides professional civil engineering and land surveying services. We were founded in 1975.

Our many services range from single-lot surveys to complete project consulting. We offer our services in the private and public sectors, including municipal, educational, commercial and residential projects.

We work with municipal clients who want smart, economical solutions that the community can support. We help them achieve success by delivering accurate plans that address their needs now and into the future.

Our municipal and residential projects have included myriad experiences with street projects, including pavement, curbs, sidewalks, drainage, assessments and applicable DOT rules and regulations.

## WHAT WE PROPOSE TO DO FOR YOU

For this project, we propose the following scope of services:

- Topographical survey.
- Project meetings with the client.
- Preliminary design.
- Review and final design.
- Prepare NPDES permit application.
- Preparation of assessments plat and schedule of assessments.
- Assistance with bid letting.
- Construction administration.
- As-built survey.

## WHY CHOOSE MMS

MMS will deliver clear, accurate documentation, from designs to cost estimates.

MMS will provide timely and complete communication, from project planning to invoicing.

Four of MMS' licensed engineers – Glen Meisner, Kelly Beckler, Ron Amelon and Steve Noack – have first-hand experience with fair, accurate assessments.

MMS has worked previously in Washington and is familiar with the project area. For example, MMS engineer Paul Anderson designed the south parking lot and driveway to Halcyon House's Applewood Bistro, located off Sitler Drive.

In addition, MMS provided construction staking for DeLong Construction in July 2015 for widening of Sitler Drive from South E Avenue to South B Avenue.

## Brent Hinson

---

**From:** Annette M. Schulte  
**Sent:** Thursday, January 14, 2016 4:48 PM  
**To:** 'Brent Hinson'  
**Cc:** Glen Meisner  
**Subject:** RE: 2016 Sitler Drive street project-MMS proposal

Brent, MMS offers a lump sum of \$26,900. That figure includes assessment and construction administration services, but does not include construction staking nor inspection.

Will this email be sufficient record, or would you prefer to have the proposal updated? Annette

---

**From:** Brent Hinson [<mailto:bhinson@washingtioniowa.net>]  
**Sent:** Thursday, January 14, 2016 4:22 PM  
**To:** Annette M. Schulte  
**Cc:** Glen Meisner  
**Subject:** RE: 2016 Sitler Drive street project-MMS proposal

Annette:

Thank you very much for this proposal. One piece of information that would be helpful from a comparison standpoint would be an estimated cost of service more specific to this project. While I overlooked specifying this in the RFP, typically we are seeing a lump sum for the design phase and then an estimated amount on an hourly basis for construction/assessment services in these proposals. I don't consider price alone as the key factor, and you won't be held to it, strictly speaking. In fact, we actually probably will have another smaller paving project to add to this project under the same design contract, so things will probably change anyway. However, it would be useful from an "apples to apples" basis to know what the estimated amount for engineering is based on the information we provided.

Thank you.



### Brent D. Hinson

City Administrator  
City of Washington (Pop. 7,266)  
215 East Washington St.  
Washington, IA 52353  
(p) 319-653-6584 X134  
(f) 319-653-5273

---

**From:** Annette M. Schulte [<mailto:a.schulte@mmsconsultants.net>]  
**Sent:** Thursday, January 14, 2016 12:59 PM  
**To:** 'Brent Hinson'  
**Cc:** Glen Meisner  
**Subject:** 2016 Sitler Drive street project-MMS proposal

Good afternoon, Brent. I'd like to thank you for giving MMS Consultants, Inc. the opportunity to respond to this RFP. Enclosed is the proposal prepared according to the City of Washington's requirements. MMS Consultants is a great choice. I believe the proposal demonstrates that we have deep experience with street projects and assessment plans and schedules. MMS has contributed engineering design or surveying services to other projects along Sitler Drive as well. Please let me know if we can provide more information or if you have questions. We look forward to the City of Washington's decision.



# INFORMATION ABOUT SHIVE-HATTERY



## A. CONTACT

Shive-Hattery, 2839 Northgate Dr., Iowa City, IA 52245

Phone: (319) 354-3040 Fax: (319) 354-6921

Kevin Trom, PE ktrom@shive-hattery.com

## B. INFORMATION ABOUT SHIVE-HATTERY, INC

1. Shive-Hattery is an architecture and engineering firm with over 120 years of continuous operation. The Iowa City office has been serving the area for over 50 years.
2. The Iowa City office employs 76 professionals of which 22 are Licensed Engineers.
3. Please see following pages for relevant current/past experience.

## BEYOND FULL SERVICE

Architecture

Engineering

Surveying

Interior Design

Construction Services

Building Envelope

Landscape Architecture

Master Planning

Project Management

Telecommunications

---

**“Shive-Hattery has a very knowledgeable staff and leadership that has successfully completed many projects for the University of Iowa. We hire them because they consistently prepare comprehensive documents and quickly respond to issues as they arise. We have confidence that Shive-Hattery will provide the appropriate resources to meet project schedules and maintain the high quality of work that we demand. We value their commitment to our projects.”**

Chet Wieland, Assoc Dir of Design, Planning, Design & Construction, University of Iowa

---

## QUOTED PRICE OF WORK

### ESTIMATED COST OF SERVICE

Based upon the conceptual project scope contained within the Request for Proposal we estimate the following fee types and breakdown as follows:

	Amount	Fee Type
Design Phase*	\$14,800	Lump sum
Construction Phase	\$5,000	Hourly (estimated amount)
Expenses	\$500	As-incurred (estimated amount)
Easements**	\$750	Hourly (estimated amount)

\*Design phase includes topographic survey of the site, design and preparation of plans and specifications, review meetings and site visits, responding to questions & issuing addenda during bidding, and preparation of assessment plat & assessment schedule.

\*\*If easement(s) are needed for this project, these shall be provided on an hourly basis for preparation of the legal description(s) and exhibit(s). Estimate cost is \$750 per easement.

---

**“Shive-Hattery coordinated with the needs of the Iowa Department of Transportation, the City of Iowa City, The University of Iowa and an adjacent property owner to provide temporary vehicular and pedestrian access during construction of the UI School of Music Building and permanent access once complete. This included the successful permitting of a temporary construction entrance off of Burlington Street and a permanent right-in/right-out access for the School of Music, also off of Burlington Street. Their involvement and communication between the parties greatly facilitated the permit approval process while maintaining a safe flow of traffic. The cooperation of all parties involved, simplified the needed modifications that were made to make this access safe for pedestrians, as well as motorists. We look forward to working with you on future projects.”**

Joel Keim, Iowa Department of Transportation

---

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

RESOLUTION APPROVING PERMANENT EASEMENT  
AGREEMENTS WITH PROPERTY OWNERS FOR THE  
HIGHWAY 1 WATER MAIN PROJECT

WHEREAS, the City of Washington proposes to construct, reconstruct and maintain utilities upon and under a portion of the attached described real property owned by the Grantors; and

WHEREAS, it is necessary to obtain easements for the said construction; and

WHEREAS, the Grantors have agreed to give the City of Washington, Iowa perpetual and continual easements for the purpose of constructing, reconstructing, and maintaining said utilities upon a portion of the real property of the Grantors, for considerations duly paid and acknowledged, as described in the attached Easement Agreements;

- A) Washington County Fair Association, Inc.;
- B) Donald J. Marie; and
- C) Mary Clarice Bell.

NOW, THEREFORE, BE IT RESOLVED that the aforementioned Easement Agreements attached hereto be and the same are hereby approved, and the City Clerk is directed to record said Easement Agreements in the office of the County Recorder.

PASSED AND APPROVED this 19<sup>th</sup> day of January, 2016.

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

ATTEST:

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

**City of Washington - Highway 1 Water Main  
Easement Payment Information**

<b>Parcel #</b>	<b>Owner/Payee</b>	<b>Owner Contact Info</b>	<b>Owner Signed Amount</b>
1	Washington County Fair Association, Inc.	2225 250th St., Washington, IA 52353, 319-653-2552	\$ 2,040.00
3	Donald J. Marie	2210 Larch Ave., Washington, IA 52353-9276 319-653-2073(home) 319-461-8645(Marie cell) 319-653-8644(Donald cell)	\$ 870.00
4	Mary Clarice Bell	2587 Highway 1, Washington, IA 52353 319-653-2695(home) 319-653-8929(cell)	\$ 4,990.00
<b>3</b>			<b>\$ 7,900.00</b>



# WATER MAIN EASEMENT

## FOR THE CITY OF WASHINGTON, IOWA

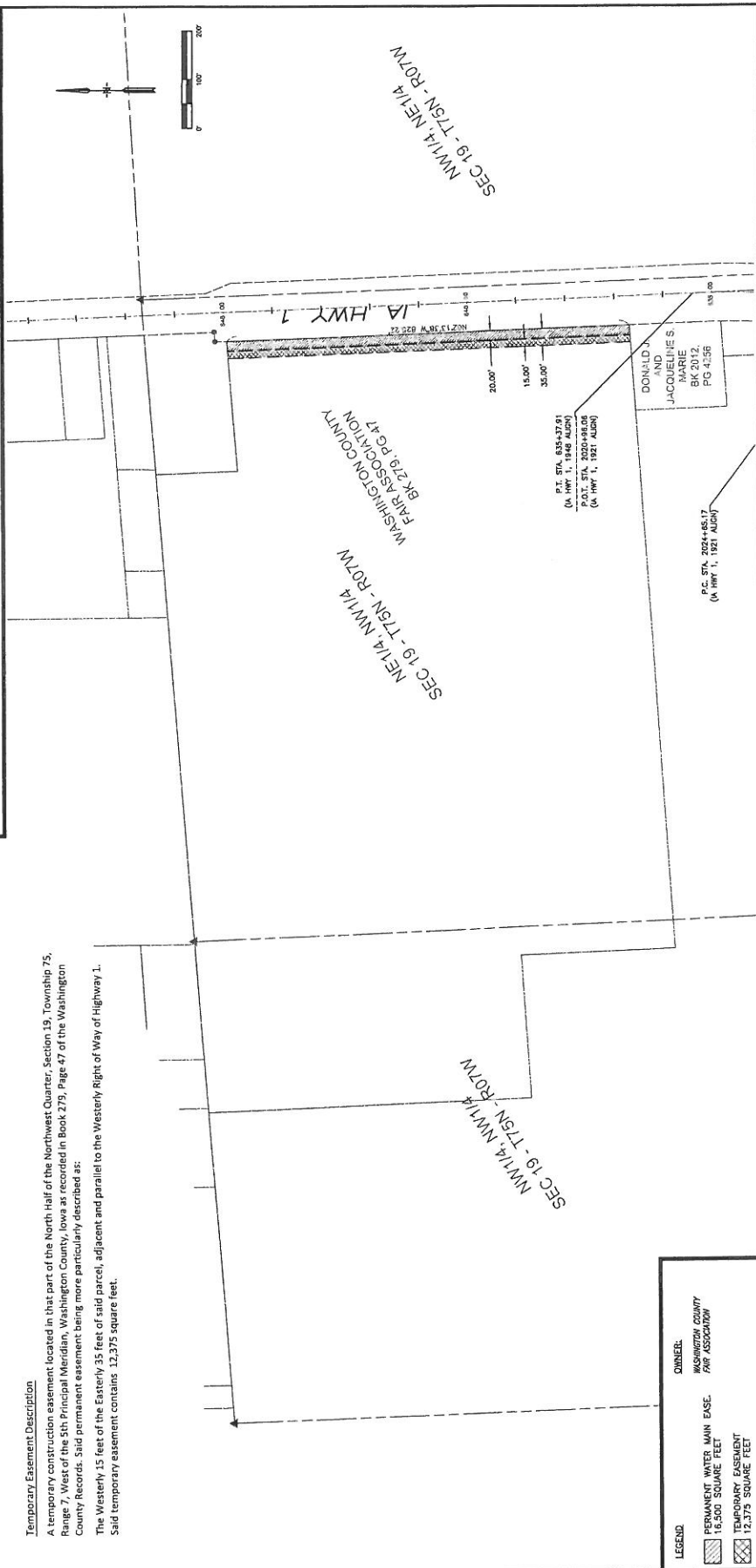
### Permanent Easement Description

A 20 foot wide permanent water main easement located in that part of the North Half of the Northwest Quarter, Section 19, Township 75, Range 7, West of the 5th Principal Meridian, Washington County, Iowa as recorded in Book 279, Page 47 of the Washington County Records. Said permanent easement being more particularly described as:  
 The Easterly 20 feet of said parcel, adjacent and parallel to the Westerly Right of Way of Highway 1. Said permanent easement contains 16,500 square feet.

### Temporary Easement Description

A temporary construction easement located in that part of the North Half of the Northwest Quarter, Section 19, Township 75, Range 7, West of the 5th Principal Meridian, Washington County, Iowa as recorded in Book 279, Page 47 of the Washington County Records. Said permanent easement being more particularly described as:  
 The Westerly 15 feet of the Easterly 35 feet of said parcel, adjacent and parallel to the Westerly Right of Way of Highway 1. Said temporary easement contains 12,375 square feet.

PREPARED BY: VEENSTRA & KIMM INC. - 880 22nd AVENUE, SUITE 4 - CORVALLIS, IOWA 52241-1585 - (319) 466-1000



DATE	REVISIONS	SCALE	BY	DATE
		AS SHOWN		
		ENRICHED		
		APPROVED		
		DATE		
		ISSUED FOR		

VERIFY SCALE	DATE
BASE ON PLOT ON ORIGINAL DRAWING	
BASE ON PLOT ON THIS SHEET	
SCALE	

**W&K**  
**VEENSTRA & KIMM, INC.**

INDUSTRIAL PARK WATER MAIN  
 CITY OF WASHINGTON, IOWA  
 880 22nd Avenue • Suite 4 • Corvallis, Iowa 52241-1585  
 319-466-1000 • 319-466-1000/FAX • 262-571-0501/TEXT

WATER MAIN EASEMENT  
 TEMPORARY CONSTRUCTION EASEMENT  
 FOR THE CITY OF WASHINGTON, IOWA  
 DWG. NO. PE-04  
 PROJECT 26644

**LEGEND**  
 WASHINGTON COUNTY FAIR ASSOCIATION  
 PERMANENT WATER MAIN EASE.  
 16,500 SQUARE FEET  
 TEMPORARY EASEMENT  
 12,375 SQUARE FEET

K:\RF5 - Boundary Ground Scale Tag Lines & Grid  
 FILE PATH: Z:\WASHINGTON\24644-1-INDUSTRIAL PARK RISE WATER MAIN\DRAWINGS\PRODUCTION\DWG\VEENSTRA & KIMM ASSOC.DWG

PLT:TCO: (User), September 22, 2015 11:31:47 AM

# WATER MAIN EASEMENT

## FOR THE CITY OF WASHINGTON, IOWA

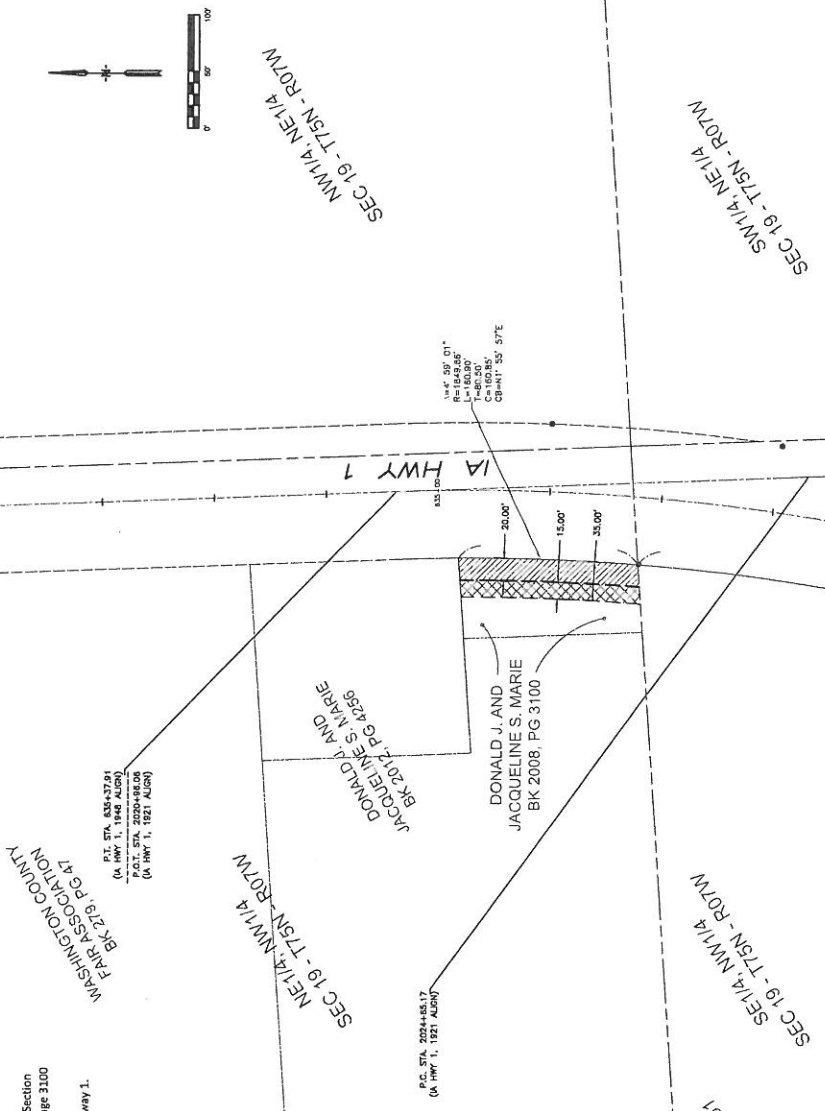
### Permanent Easement Description

A 20 foot wide permanent water main easement located in that part of the Northeast Quarter of the Northwest Quarter, Section 19, Township 75, Range 7, West of the 5th Principal Meridian, Washington County, Iowa as recorded in Book 2008, Page 3100 of the Washington County Records. Said permanent easement being more particularly described as:  
 The Eastern 20 feet of said parcel, adjacent and parallel to the Westerly Right of Way of Highway 1. Said permanent easement contains 3,220 square feet.

### Temporary Easement Description

A temporary construction easement located in that part of the Northeast Quarter of the Northwest Quarter, Section 19, Township 75, Range 7, West of the 5th Principal Meridian, Washington County, Iowa as recorded in Book 2008, Page 3100 of the Washington County Records. Said permanent easement being more particularly described as:  
 The Westerly 15 feet of the Eastern 35 feet of said parcel, adjacent and parallel to the Westerly Right of Way of Highway 1. Said temporary easement contains 2,415 square feet.

PREPARED BY: VEENSTRA & KIMM INC. - 860 22nd AVENUE, SUITE 4 - CORAUVILLE, IOWA 52241-1565 - (319) 466-1000



DATE	REVISIONS	BY	APP'D

VERIFY SCALE	AS NOTED
PERMANENT WATER MAIN EASEMENT	AS SHOWN
TEMPORARY EASEMENT	AS SHOWN
3,220 SQUARE FEET	AS SHOWN
2,415 SQUARE FEET	AS SHOWN

CONSOLE:  
 DONALD J. AND  
 JACQUELINE S. MARIE



INDUSTRIAL PARK WATER MAIN  
 CITY OF WASHINGTON, IOWA  
 860 22nd Avenue • Suite 4 • CoraVillage, Iowa 52241-1565  
 319-466-1000 • 319-466-1000(FAX) • 888-241-8001 (T.VATS)

WATER MAIN EASEMENT  
 TEMPORARY CONSTRUCTION EASEMENT  
 FOR THE CITY OF WASHINGTON, IOWA

DWG. NO. PE-02  
 PROJECT 246443

# WATER MAIN EASEMENT

FOR THE CITY OF WASHINGTON, IOWA

## Permanent Easement Description

A 20 foot wide permanent water main easement located in that part of the South Half of the Northwest Quarter, Section 19, Township 75, Range 7, West of the 5th Principal Meridian, Washington County, Iowa as recorded in Book 208, Page 229 of the Washington County Records. Said permanent easement being more particularly described as:

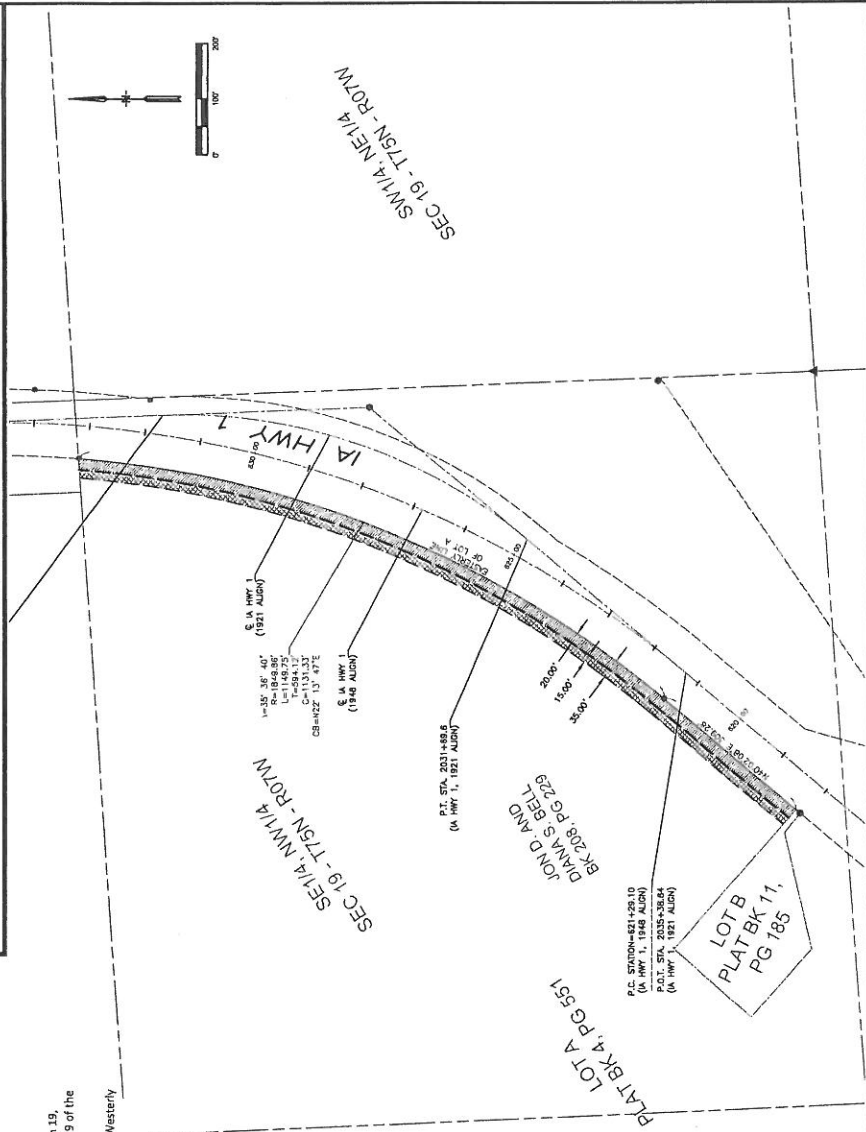
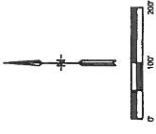
The Easterly 20 feet of the Northerly 1,459.03 feet of said parcel, adjacent and parallel to the Westerly Right of Way of Highway 1. Said permanent easement contains 29,020 square feet.

## Temporary Easement Description


A temporary construction easement located in that part of the South Half of the Northwest Quarter, Section 19, Township 75, Range 7, West of the 5th Principal Meridian, Washington County, Iowa as recorded in Book 208, Page 229 of the Washington County Records. Said permanent easement being more particularly described as:

The Westerly 15 feet of the Northerly 1,459.03 feet of said parcel, adjacent and parallel to the Westerly Right of Way of Highway 1. Said temporary easement contains 21,560 square feet.

PREPARED BY: VEENSTRA & KIMM INC. - 860 22nd AVENUE, SUITE 4 - CORALVILLE, IOWA 52241-1555 - (319) 466-1000



DATE	REVISIONS
	OWNER: DAVID A. AND MARY C. BELL
	PERMANENT WATER MAIN EASE. 29,020 SQUARE FEET
	TEMPORARY EASEMENT 21,560 SQUARE FEET

 <p><b>VEENSTRA &amp; KIMM, INC.</b></p> <p>860 22nd Avenue Coralville, Iowa 52241-1555 319-466-1000 • 319-466-1006 FAX • 362-21-0000 (TOLL-FREE)</p>	<p>INDUSTRIAL PARK WATER MAIN CITY OF WASHINGTON, IOWA</p> <p>WATER MAIN EASEMENT TEMPORARY CONSTRUCTION EASEMENT FOR THE CITY OF WASHINGTON, IOWA</p>
<p>SCALE: AS SHOWN</p> <p>DATE: 08/11/2011</p> <p>DESIGNED BY: [Name]</p>	<p>DWG. NO. PE-01</p> <p>PROJECT: 265443</p>



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF  
WASHINGTON, IOWA, BY AMENDING CHAPTER 69,  
PARKING REGULATIONS

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 Section.** Section 69.13, "Snow Emergency", is hereby repealed.

SECTION 2. **Add Section.** A new Section 69.13 is adopted as follows:

**"69.13 SNOW EMERGENCY.** In order to protect public safety and to provide access for emergency vehicles, no person shall park, abandon or leave unattended any vehicle on any public street, alley, or other declared area during any snow emergency proclaimed by the Mayor unless the snow has been removed or plowed from said street, alley, or area and the snow has ceased to fall. A snow emergency parking ban shall continue from its proclamation throughout the duration of the snow or ice storm and the forty-eight (48) hour period after cessation of such storm except as above provided upon streets, which have been fully opened. Such a ban shall be of uniform application and the Police Chief is directed to publicize the requirements widely, using all available news media, in early November each year. Where predictions or occurrences indicate the need, the Mayor shall proclaim a snow emergency and the Police Chief shall inform the news media to publicize the proclamation and the parking rules thereunder. Such emergency may be extended or shortened when conditions warrant."

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

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

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

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

Attest:

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

Approved on First Reading: December 15, 2015  
Approved on Second Reading: January 5, 2016  
Approved on Third & Final Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day  
of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
City Clerk

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 69.08 "NO PARKING ZONES"- EAST VAN BUREN STREET (CASE FIELD)

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

SECTION 1. **Delete Paragraph.** Section 69.08, "No Parking Zones", Paragraph 48 is hereby repealed.

SECTION 2. **New Paragraph.** Section 69.08, "No Parking Zones", New Paragraph 48 "East Van Buren Street, on the south side, for a distance of one hundred thirty five (135) feet east from its intersection with South Ninth Avenue throughout the year; and from that point to a point seven hundred seventy (770) feet east of said intersection from August 15 to November 15 of each year".

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

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

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

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

Attest:

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

Approved on First Reading: December 15, 2015

Approved on Second Reading: January 5, 2016

Approved on Third & Final Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
City Clerk