



AGENDA OF THE REGULAR SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IOWA
TO BE HELD IN THE COUNCIL CHAMBERS
AT 120 E. MAIN STREET
AT 6:00 P.M., TUESDAY, APRIL 19, 2016

Call to Order

Pledge of Allegiance

Roll call

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

Consent:

1. Council Minutes 04-04-2016
2. PAWS & More Animal Shelter, Animal Services January-March 2016, \$4,000.00
3. A & R Land Services, Inc., ROW Services – Highway 1 Water Main Project, \$1,815.61
4. Kevin D. Olson, Legal Services, \$1,077.34
5. Fox Engineering, Lexington Blvd. Wastewater Pump Station Improvements, \$3,794.30
6. Fox Engineering, W. 5th Street Parallel Water Main Project, \$366.35
7. Fox Engineering, Elevated Water Storage Tank Project, \$926.00
8. Fox Engineering, Well #6 Pump Replacement, \$672.00
9. Fox Engineering, Sanitary Sewer Collection System Evaluation, \$7,264.50
10. Fox Engineering, Washington Waste Water Treatment Plant, \$616.50
11. Department Reports

Consent - Other:

1. DeLong Construction, Court House Sewer Separation Project, \$86,263.33
2. DeLong Construction, Industrial Park Water Main Project, \$42,854.60
3. DeLong Construction, Industrial Park RISE Improvements, \$167,450.23

Claims and Financial Reports:

Claims as Presented.

Financial Reports

SPECIAL PRESENTATION

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

NEW BUSINESS

Discussion and Consideration of Audit Services RFP.

Discussion and Consideration of RAGBRAI Beverage Garden Layout & Code Section 45.05 Permission.

Update on Legal Process for Possible YMCA Referendum - Brent Hinson.

Discussion and Consideration of U.P. Home Site Plan.

Discussion and Consideration of Change Order #1 for Court House Sewer Separation Project.

Discussion and Consideration of Building Demolition RFP for 216 E. Jefferson Street.

CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS

Discussion and Consideration of third reading of the RAGBRAI 2016 Ordinance.

Discussion and Consideration of a Resolution Authorizing Levy, Assessment, and Collection of Costs to Washington County Treasurer.

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 04-05-2016

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

Motion by Rosien seconded by Salazar, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, April 5, 2016 be approved as amended. Motion carried. Inserted ahead of the Reverse Osmosis Presentation was a Presentation on Sexual Assault Awareness Month.

Consent:

1. Council Minutes 03-15-2016
2. Council Minutes 03-22-2016
3. V&K, Engineering services – Casey’s Site Plan Review, \$345.00
4. V&K, Engineering services – 1307 N. 4th Avenue Boundary Investigation, \$600.00
5. V&K, Engineering services – U.P. Home Site Plan Review, \$1,126.00
6. V&K, Engineering services - Industrial Park Rise Improvements (Design), \$9,384.38
7. V&K, Engineering services - Industrial Park Rise Improvements (Printing), \$567.10
8. V&K, Engineering services - Industrial Park Rise Improvements (General), \$3,380.65
9. V&K, Engineering services - Court House Sewer Separation (Printing), \$335.00
10. V&K, Engineering services - Court House Sewer Separation (General), \$1,013.80
11. A & R Land Services , Right-of-Way Services – Hwy 1 Water Main Project, \$3,494.88
12. WRH Construction, Lexington Blvd. Pump Station Modifications, \$6,769.51
13. Caldwell Tanks. Elevated Water Storage Tank, \$57,269.80
14. Wal-Mart Supercenter #1475, 2485 Hwy 92, Class C Beer Permit; Class B Wine Permit; Class E Liquor License; Sunday Sales, **(renewal)**
15. Department Reports

Consent - Other:

1. DeLong Construction, Inc., Courthouse Sewer Separation Project, \$86,571.63
2. DeLong Construction, Inc., Industrial Park Water Main Project, \$62,045.34
3. JP’s 207, 207 W. Main Street, Class C Liquor License (LC) (Commercial); Catering Privilege; Sunday Sales. **(renewal)**

Motion by Salazar, seconded by Youngquist, to approve the consent agenda 1 through 15. Motion carried.

Motion by Rosien, seconded by Salazar, to approve the payment to DeLong Construction, Inc. for the Courthouse Sewer Separation Project. Motion carried. DeLong abstained with conflict.

Motion by Rosien, seconded by Salazar, to approve the payment to DeLong Construction, Inc. for the Industrial Park Water Main Project. Motion carried. DeLong abstained with conflict.

Motion by DeLong, seconded by Salazar, to approve the renewal of JP’s 207 Class C Liquor License, Catering Privilege, and Sunday Sales. Motion carried. Rosien abstained with conflict.

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

Motion by DeLong, seconded by Rosien, to approve payment of the claims for Hy-Vee. Motion carried. Zieglowsky abstained with conflict.

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

Motion by Salazar, seconded by Youngquist, to approve the requests from the YMCA for the Demon Dash (April 23); Beer Run (May 20) and the Kewash Half Marathon (May 21) events. Motion carried.

Motion by Rosien, seconded by Youngquist, to approve the request from the Washington Public Library for the Iowa Museum on a Bus (Bus-eum) (May 5). Motion carried.

Motion by Rosien, seconded by DeLong, to approve the L.E.T.'s Center for Healing & Creative Arts request to display artwork on the sidewalks around the Square (July 18-July 31) (the Gallery Walk). Motion carried.

Mayor Johnson read a Proclamation Naming April "Sexual Assault Awareness Month" in Washington, Iowa.

Barb Duder and Makenzie Crull spoke about some activities that will be held as part of Sexual Assault Awareness Month.

Steve Troyer from Fox Engineering and Chad McCleary, Washington Water Treatment Plant Superintendent, spoke to council about the results of the Reverse Osmosis Pilot Study.

Various members of the large crowd present at the council meeting rose to speak in support of the need for a new YMCA building and voiced support for a referendum to help fund the project.

Craig Wiggins, ABATE 14, came before council to announce that they would be having a Spring Fling at the Fairgrounds on May 7. Motion by DeLong, seconded by Rosien, to approve the ABATE event. Motion carried.

Motion by Rosien, seconded by Zieglowsky, to approve the Amendment to the Engineering Agreement – Well #6. Motion carried.

Motion by Salazar, seconded by Youngquist, to approve the Engineering Task Order – Water Plant. Motion carried.

Motion by Rosien, seconded by Salazar, to approve the Farm Lease with FFA Land Lab. Motion carried.

After discussion, motion by Salazar, seconded by Rosien, to direct staff to begin the legal process to take steps for preparing for a referendum for the YMCA for \$3,000,000. Motion carried. Zieglowsky voted "no".

Motion by DeLong, seconded by Rosien, to approve the M/C Department Request for Authorization to Sell Surplus Equipment. Motion carried.

Motion by Rosien, seconded by Youngquist, to approve the Municipal Advisor Agreement with PFM for 2016A, 2016B, & 2016C Bonds. Motion carried.

Motion by Rosien, seconded by Youngquist, to approve the Resolution Appointing Registrar and Paying Agent for 2016A Bonds. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2016-027)**

Motion by Rosien, seconded by DeLong, to approve the Resolution Authorizing the Issuance of the Notes – 2016A Bonds. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2016-028)**

Motion by Rosien, seconded by Salazar, to approve the Resolution Appointing Registrar and Paying Agent for 2016B Bonds. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2016-029)**

Motion by Rosien, seconded by Youngquist, to approve the Resolution Authorizing the Issuance of the Notes – 2016B Bonds. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2016-030)**

Motion by Rosien, seconded by Salazar, to approve the Resolution Appointing Registrar and Paying Agent for 2016C Bonds. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2016-031)**

Motion by Rosien, seconded by DeLong, to approve the Resolution Authorizing the Issuance of the Notes – 2016C Bonds. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2016-032)**

Motion by DeLong, seconded by Salazar, to approve the third reading and adopt the Ordinance Amending Chapters 50,52,105,136,150,151 & 165. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Ordinance No. 1046)**

Motion by Salazar, seconded by Youngquist, to approve the second reading of the RAGBRAI 2016 Ordinance. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried.

Motion by Rosien, seconded by DeLong, to approve the Fireworks Permit for City of Washington, Iowa. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2016-033)**

Motion by DeLong, seconded by Rosien, to approve the Resolution Authorizing Levy, Assessment, and Collection of Costs to Washington County Treasurer. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2016-034)**

Motion by Youngquist, seconded by Zieglowsky, to approve the Resolution for Construction of the Sitler Drive 2016 Paving Project. Roll call on motion: Ayes: DeLong, Janecek, Rosien, Salazar, Youngquist, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2016-035)**

Motion by DeLong, seconded by Youngquist, that the Regular Session held at 6:00 P.M., Tuesday, April 5, 2016 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	4/5/2016
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Invoice #	43
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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
Animal Services January - March 2015		4,000.00	4,000.00
Total			\$4,000.00

A & R Land Services, Inc.

1601 Golden Aspen Drive, Suite 105
 Ames, IA 50010
 515-450-4371

Invoice No. WASH-HWY1-16-3

INVOICE

Customer

Name City of Washington, Iowa, c/o Brent D. Hinson
 Address 215 East Washington Street
 City Washington State IA ZIP 52353
 Phone 319-653-6584

Date 4/7/2016
 Order No. WASH-HWY1-2016

Qty	Description	Unit Price	TOTAL
	<u>MARCH 2016</u>		
22.25	ROW Services for City of Washington, Iowa Highway 1 Water Main Project	\$65.00	\$1,446.25
684	Mileage for project trips taken.	\$0.540	\$369.36
	Color copies/printing.	\$0.50	
	Black and white copies/printing.	\$0.10	
	Abstractor/Courthouse Fees	\$1.00	
	Postage	\$0.49	
	Recording Fees	\$1.00	
	SubTotal		\$1,815.61
	Shipping & Handling		\$0.00
	Taxes Iowa		
	TOTAL		\$1,815.61

Payment Details

- Cash
 Check
 Credit Card

Name _____
 CC # _____
 Expires _____

Office Use Only: Customer will be charged 1.5% interest per month for any invoices past due over 30 days.

Agreed expenses include: mileage at current the Federal rate, lodging at GSA's current rate, per diem at GSA's current rate, postage, copies/printing at 10 cents per black & white page and 50 cents per color page, telephone calls, and any other project-related expenses to be billed to client based on actual expense.

Your Expert Right of Way Resource

Kevin D. Olson
Attorney-at-Law
1400 5th Street, P.O. Box 5127
Coralville, Iowa 52241

Phone (319) 351-2277 Fax: (319) 351-2279 e-mail: kevinolsonlaw@gmail.com

April 13, 2016

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

MARCH, 2016 INVOICE

For legal services rendered to the City of Washington, Iowa

TOTAL HOURS		10.25 hours (reg)
TOTAL MILEAGE		264 miles
Reimbursement for Smith recording fee	\$7.00	
Hourly Rate		\$90/hour- Reg
Mileage Rate		\$0.56 per mile
TOTAL FOR THIS INVOICE	\$1,077.34	



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 39671
 Date 03/30/2016

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

Professional Services for the Period of 02/28/2016 to 03/26/2016

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

	Billed Amount
Construction Administration	
Professional Fees	1,472.75
Reimbursables	176.55
Outside Services	2,145.00
Phase subtotal	3,794.30
Invoice total	\$3,794.30

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 39672
 Date 03/30/2016

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

Professional Services for the Period of 02/28/2016 to 03/26/2016

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	7,620.00	100.00	7,620.00	7,620.00	0.00
Final Design	13,250.00	100.00	13,250.00	13,250.00	0.00
Bidding & Negotiation	3,430.00	100.00	3,430.00	3,430.00	0.00
Construction Administration	11,980.00	76.00	8,985.00	9,104.80	119.80
Construction Staking	3,300.00	100.00	3,300.00	3,300.00	0.00
Total	39,580.00	92.74	36,585.00	36,704.80	119.80
					Billed Amount
RPR Services					<u>246.55</u>
Reimbursables					246.55
Phase subtotal					<u>246.55</u>
Invoice total					<u><u>\$366.35</u></u>

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 39673
 Date 03/30/2016

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

Professional Services for the Period of 02/28/2016 to 03/26/2016

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	26,700.00	100.00	26,700.00	26,700.00	0.00
Final Design	32,500.00	100.00	32,500.00	32,500.00	0.00
Bidding & Negotiation	10,400.00	100.00	10,400.00	10,400.00	0.00
Construction Administration	46,300.00	76.00	34,262.00	35,188.00	926.00
Construction Staking	2,700.00	100.00	2,700.00	2,700.00	0.00
Total	118,600.00	90.63	106,562.00	107,488.00	926.00

Invoice total \$926.00

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 39674
Date 03/30/2016

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

Professional Services for the Period of 02/28/2016 to 03/26/2016

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Design	6,720.00	100.00	6,048.00	6,720.00	672.00
Bidding	2,320.00	0.00	0.00	0.00	0.00
Total	9,040.00	74.34	6,048.00	6,720.00	672.00

Invoice total \$672.00

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 39655
 Date 03/30/2016

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

Professional Services for the Period of 02/28/2016 to 03/26/2016

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Data Collection & Kickoff Meeting	5,500.00	94.00	5,170.00	5,170.00	0.00
Southeast Drainage Basin Sanitary Sewer Mapping	12,500.00	95.00	10,625.00	11,875.00	1,250.00
Southeast Drainage Basin Sanitary Sewer Modeling	12,000.00	10.00	600.00	1,200.00	600.00
Southeast Drainage Basin Rehabilitation Report	27,500.00	10.00	1,375.00	2,750.00	1,375.00
Total	57,500.00	36.51	17,770.00	20,995.00	3,225.00

		Billed Amount
Southeast Drainage Basin Sanitary Sewer Pipe Televising		
Professional Fees		4,039.50
	Phase subtotal	4,039.50
	Invoice total	\$7,264.50

Approved by:  _____

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



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

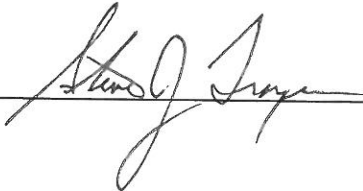
City of Washington
PO Box 516
Washington, IA 52353
Brent Hinson

Invoice number 39688
Date 03/30/2016

Project **204508A Washington Wastewater Treatment Plant**

Professional Services for the Period of 02/28/2016 to 03/26/2016

	<u>Billed Amount</u>
Consultation - IRE Pretreatment Agreement	
Professional Fees	616.50
Invoice total	<u><u>\$616.50</u></u>

Approved by: 

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

Maintenance and Construction Report

3/26/16-4/8/16

STREETS: M/C Personnel pothole patched along "B" Ave for the Court House project and other areas of concern. The street sweeper was in operated the streets. Personnel seeded numerous areas of previous excavation (including East Creek storm project). New street ID signs are being installed in high speed areas with larger letters (6 inch) and low speeds

WATER DISTRIBUTION: M/C Personnel disconnected the water service at 420 East 6th St and capped the sewer service. Personnel opened the new 8 inch water main on West 5th St which is now live. Personnel repaired a water service located at 311 East Madison St for an inside repair by a local plumber.

SEWER COLLECTION: M/C Personnel televised in the SE Basin, with still a few blocks left to finish. Personnel jetted numerous areas for televising purposes and root cutting in the 400 block of South 11th Ave. We also flushed terminal manholes and trouble spots using 11,500 gallons of water.

STORM SEWER COLLECTION: M/C Personnel finished installing 700 feet of 12 inch PVC for the Wellness Park. Personnel worked on a water way in Wellness Park, reshaping and repairing the inlets.

MECHANIC/SHOP: M/C Personnel serviced FD #2 (air leak in the ladder rack), street sweeper (serviced & charged A/C), PD 87 (scan & clear codes, purge solenoid), PD 696 (serviced & rotate tires), 301 (inspect for price quote), 103 (charge battery) and 302 (parts order).

OTHER: M/C Personnel responded to 27 One Call Locates. Personnel attended a safety meeting on Work Zone Safety. Yard waste and brush routes were covered respectfully.

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
April 6,2016

February Fires

8 City fires	1530.00
0 rural fires	.00
0 Drill	.00
4 fires and 1drill	1530.00

Meeting opened Chief Wide in charge

Minutes of the previous meeting were read and approved.

Treasure report was read.

Phil Morris made a motion to pay all bills against the department. Seconded by Zack Thomas.

Motion passed

Committees; Social ; snacks after meeting

Golf Tournament Aug. 28

Golf Shed cleanup April 24 at 8am

Rescue Meeting

Communication: Thank you from Stalder family. Thank you from the Tod and Dana Patterson family and donation of \$500.00. Thank you from Roselene Lowe and \$50.00 donation.

If anyone knows of anyone interested in being a firefighter let Tom know.

Everyone had a good time at the get together at JP'S

New Business. Training April 20 at 6:30 pm. Meet at fire hall.

Firefighter 1 classes start May 2, 6:00 To 10:00pm at the fire hall.

Weather spotters need to come to station to be dispatched and accounted for.

After fire calls we need to be sure all equipment is cleaned before putting it away.

Discussion of calls: Fire at Stout house was a good save.

Everyone needs to work on training hours all year.

Everyone needs to get direct deposit.

No other business, roll call taken meeting adjourned.

Secretary

Tom Beauchamp

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

- **After hour alarm and dog call outs –**
31st dog call, Safety Center reported a dog to be picked up at Walmart, 8:45 p.m. Delen
2nd WWTP alarm, high TSS alarm, 9:32 a.m. Delen
4th dog call, safety Center reported a dog to be picked at 621 West 2nd, 6:49 p.m. Delen
8th dog call, Safety Center reported a dog to be picked up in 900 Blk North 4th, 9:58 p.m. Delen
9th dog call, Safety Center reported a dog to be picked up at Paws & More, 9:07 a.m. Delen
14th dog call, Safety Center reported a dog to be picked up at the Wagon Wheel, 8:17 p.m. Delen
- **Dept Head meetings –** I attended the meetings on the 5th & 12th.
- **Iowa Renewal Energy (IRE) -** IRE had a total suspended solids (TSS) lbs/D daily maximum violation from a sample that was collected on March 29, 2016. IRE's daily maximum limit is 60 lbs/D. Their result for March 29 was 65.4 lbs/D. While this violation is minor and had very little effect on the WWTP it's still a violation. I prepared a notice of violation (NOV) letter for IRE. Ron Lutovsky, COO / CFO responded with a letter outlining what may have happened after sample collection and what IRE plans to do to get back in compliance on the 29th. Copies of both letters available upon request.
- **WWTP generator –** Kelly of 3E was here on April 11, 2016 to service the generator as part of preventative maintenance contract we have with them. Everything checked out okay. The cost for this service was \$2,145.00.
- **Maintenance –** Jason and Delen have been performing routine maintenance to the WWTP equipment as needed. The grit mixer and grit pump have been serviced. Spare parts have been ordered for the grit pump. The grit tank was pumped down, vacuumed out with M/C's vac trailer, and inspected. Thanks to M/C for the use of their vac trailer. Our SCADA controls alerts us to when maintenance is required by equipment run time hours. We have replaced the twenty nine (29) paper filters in the WWTP's HVAC system. We continue to mulch around the trees when time allows. We have started filling in the deep ruts in the ditches around the WWTP with the red rock from the old trickling filter. Thanks to Delong Construction for getting some dirt to us for covering the rock.
- **West EQ basin –** We found three (3) of the tubes filled with sand that hold the liner down were pulled out of the ground at the top of the liner. I have contacted the liner installation company to find out what is the best way to get them pulled back up into place. Still waiting for a reply at press time.
- **WWTP March 2016 Discharge Monitoring Report (DMR) –** Average daily flow 1.729 million gallons (mg), maximum daily flow 3.182 mg, minimum daily flow 1.222 mg. There were no violations of the WWTP's NPDES discharge permit. Total precipitation for March 2016 = >2.0" (recorded at the WWTP).

CBOD5 Removal 85% required result = 100 %
Influent CBOD5 monthly average = 66.2 mg/L
Effluent CBOD5 monthly average = 0 mg/L

TSS Removal 85 % required result = 97.7 %
Influent TSS monthly average = 100.4 mg/L
Effluent TSS monthly average = 2.3 mg/L

- **National Weather Service (NWS)** – Tim from the Quad Cities NWS Office was at the WWTP on April 1, 2016 to service their weather equipment for spring and summer.
- **Precast walls on Operations (Ops) Building** – An employee from MPC has been at the WWTP repairing the walls of the Ops building where the spauling had occurred.
- **Power loss at WWTP on March 23rd** – After the power loss on the 23rd we had a problem with a VFD for one of the west EQ return pumps. JETCO found a circuit board inside the VFD needed to be replaced. Waiting to hear back from JETCO on pricing and availability of the circuit board.
- **WWTP backflow preventers** – The WWTP has two (2) two (2) inch back flow preventers. One is located in the operations building and one is in the solids handling building. The one located in the operations building was leaking. I hired B.G. Brecke to fix, service, and test both of these units.
- **Lexington lift station** – WRH continues to work on the punch list items. They are getting close to completing items on the list. They're still waiting for a new alarm system to be delivered. It's expected to be here sometime during the week of April 18th.

Fred E. Doggett
4/15/2016 8:31 A.M.

**DELONG CONSTRUCTION, INC.
WASHINGTON COURTHOUSE SEWER SEPARATION**

QUANTITIES COMPLETE AS OF 4/9/16

						JTD Qty complete	Previous Qty	Qty this period	JTD Extension
1.1	TRAFFIC CONTROL	1	LS	\$	11,000.00	0.75	5	-4.25	\$ 8,250.00
1.2	MOBILIZATION	1	LS	\$	17,500.00	1	0.5	0.5	\$ 17,500.00
1.3	CONSTRUCTION SURVEY	1	LS	\$	12,500.00	0.75	0.5	0.25	\$ 9,375.00
1.4	EROSION CONTROL	1	LS	\$	5,000.00			0	\$ -
1.5	SPECIAL BACKFILL	1,025	TON	\$	30.00	236.15		236.15	\$ 7,084.50
1.6	INTAKE REMOVAL	3	EA	\$	1,525.00	3		3	\$ 4,575.00
1.7	PAVEMENT REMOVAL	537	SY	\$	37.00	694.96	99.3	595.66	\$ 25,713.52
1.8	GRADING	1	LS	\$	12,700.00	0.5		0.5	\$ 6,350.00
1.9	FLOWABLE MORTAR	3	CY	\$	700.00			0	\$ -
1.10	SEEDING	1	LS	\$	10,000.00			0	\$ -
1.11	OPEN CUT POINT REPAIR	2	EA	\$	3,100.00			0	\$ -
1.12	SANITARY SEWER IN PLACE								
1.12.1	8" PVC	41	LF	\$	103.00	41	37	4	\$ 4,223.00
1.12.2	12" PVC	50	LF	\$	115.00			0	\$ -
1.13	STORM SEWER PIPE IN PLACE								
1.13.1	12" RCP 2000D	352	LF	\$	55.00	352	6	346	\$ 19,360.00
1.13.2	15" RCP 2000D	385	LF	\$	60.00			0	\$ -
1.13.3	8" PVC	162	LF	\$	46.00	114	114	0	\$ 5,244.00
1.13.4	12" PVC	145	LF	\$	50.00	105		105	\$ 5,250.00
1.13.5	15" PVC	776	LF	\$	54.00				\$ -
1.14	SANITARY SEWER MANHOLE SW-301	2	EA	\$	5,340.00	1		1	\$ 5,340.00
1.15	SANITARY SEWER MH SW-301, TOP ONLY	1	EA	\$	2,475.00			0	\$ -
1.16	STORM SEWER MANHOLE SW-401	1	EA	\$	3,700.00			0	\$ -
1.17	INTAKES								
1.17.1	SW-501	6	EA	\$	3,415.00	1		1	\$ 3,415.00
1.17.3	SW-508	2	EA	\$	4,050.00			0	\$ -
1.17.4	SW-511	4	EA	\$	2,800.00	1		1	\$ 2,800.00
1.17.5	SW-541	3	EA	\$	2,810.00	0.5		0.5	\$ 1,405.00
1.18	NYLOPLAST BASINS	6	EA	\$	2,600.00	5	1	4	\$ 13,000.00
1.19	SANITARY SEWER CLEAN-OUT	2	EA	\$	3,590.00	2	1	1	\$ 7,180.00
1.20	PORTLAND CEMENT CONCRETE								
1.20.1	8" PAVEMENT	301	SY	\$	64.00	394.87		394.87	\$ 25,271.68
1.20.2	7" PAVEMENT	1,097	SY	\$	60.00			0	\$ -
1.20.3	6" DRIVEWAY	191	SY	\$	56.00	113.83		113.83	\$ 6,374.48
1.20.4	4" SIDEWALK	330	SY	\$	43.00	5.33		5.33	\$ 229.19
1.21	DETECTABLE WARNINGS	178	SF	\$	30.00	8		8	\$ 240.00

VALUE OF COMPLETED WORK: \$ 178,180.37
LESS 3% RETAINAGE: \$ 5,345.41
LESS PREVIOUS PAYMENTS: \$ 86,571.63
DUE: \$ 86,263.33

**DELONG CONSTRUCTION, INC.
WASHINGTON INDUSTRIAL PARK WATERMAIN**

QUANTITIES COMPLETE AS OF 4/7/16

	JTD Qty complete	Previous Qty	Qty this period	JTD Extension
1.1 MOBILIZATION	1	1	0	18,500.00
1.2 CONSTRUCTION STAKING	1	1	0	6,500.00
1.3 TRAFFIC CONTROL	1	1	0	3,540.00
1.4 EROSION CONTROL	1	0.75	0.25	10,000.00
1.5 STABILIZING MATERIAL	100	100	50	47.00
1.6 CLEARING AND GRUBBING	20	20	0	135.00
1.7 SEEDING	1	1	0	12,375.00
1.8 GRANULAR SURFACE	145	145	0	20.00
1.9 RIPRAP	0	0	0	50.00
1.10 SIGN REMOVAL & REINSTALL	1	1	0	375.00
1.11 12" GATE VALVE WITH BOX	5	5	1	2,370.00
1.12 HYDRANT ASSEMBLY	5	5	1	4,445.00
1.13 WATER SERVICE CONNECTION	2	2	0	1,500.00
1.14 12" PVC WATER MAIN OPEN CUT IN PLACE	3,400	3,440	2775	33.00
1.15 12" DIP WATER MAIN AUGERED IN 20" CASING	140	100	0	390.00
1.16 12" DIP RJ WATER MAIN	102	100	79	70.00
1.17 CONNECTION TO EXITING SYSTEM	1	1	0	1,750.00
1.18 18" CMP STORM SEWER PIPE IN PLACE	26	80	0	22.00
1.19 40" RCP STORM SEWER PIPE IN PLACE	0	0	0	115.00
REMOVE CMP STORM & DRIVE, REGRADE DITCH STA 36	1	1	1	2,200.00
6" GATE VALVE, PIPE, PLUG @ FUTURE FAIR CONNECTION	1	1	0	1,750.00
ADDTL CLEARING STA 23-26 ON BELL PROPERTY	1	1	0	2,500.00
6" PCC DRIVEWAY REMOVE & REPLACE AT MARIES	48	48	48	50.00
BORE PITS	1	1	0	13,120.00
STOCKPILED MATERIALS	0	0	0	1.00
12" PVC CREEK BORE	100	100	100	67.00

VALUE OF COMPLETED WORK: \$ 278,930.00
 LESS 3% RETAINAGE: \$ 8,367.90
 LESS PREVIOUS PAYMENTS: \$ 227,707.50
 DUE: \$ 42,854.60

DELONG CONSTRUCTION, INC.
WASHINGTON INDUSTRIAL PARK RISE IMPROVEMENTS

QUANTITIES COMPLETE AS OF 4/7/16

				JTD Qty complete	Previous Qty	Qty this period	JTD Extension
1	CLEAR AND GRUBB	700	UNIT \$	15.00			
2	EXCAVATION, CL 10, RD/WY & BORROW	10,400	CY \$	3.85	700	700	10,500.00
3	EXCAVATION, CL 10, RD/WY & BORROW	30,870	CY \$	2.00			
4	TOPSOIL, STRIP, SALVAGE & SPREAD	1,830	CY \$	7.40			
5	TOPSOIL, STRIP, SALVAGE & SPREAD	9,550	CY \$	3.30	1000	1000	3,300.00
6	MODIFIED SUBBASE	2,186	CY \$	38.00			
7	GRANULAR SHLD, TYPE B	1,162	TON \$	20.50			
8	PAVED SHLD, HMA, 8"	2,464	SY \$	36.65			
9	EXCAVATION, CL 13, WIDEN	1,280	CY \$	10.70			
10	RELOCATION OF MAIL BOX	2	EA \$	350.00			
11	STD./S-F PCC PAV'T, CL C CL 3, 8"	4,934	SY \$	44.00			
12	STD./S-F PCC PAV'T, CL C CL 3, 9.5"	2,490	SY \$	53.10			
13	GRANULAR SURF ON RD, CL A CR STONE	69	TON \$	22.35			
14	APRON, CONC, 12"	2	EA \$	1,445.00			
15	APRON, CONC, 15"	3	EA \$	1,535.00			
16	APRON, CONC, 24"	3	EA \$	1,755.00			
17	MANHOLE, SAN SWR, SW-301, 48"	6	EA \$	3,015.00	6	6	18,090.00
18	MANHOLE, SAN SWR, SW-304	1	EA \$	32,185.00	1	1	32,185.00
19	INTAKE, SW-508	11	EA \$	4,100.00			
20	SUBDRAIN, LONGITUDINAL, (SHLD) 4"	4,124	LF \$	6.34			
21	SUBDRAIN OUTLET, DR-303	11	EA \$	250.00			
22	SUBDRAIN OUTLET, DR-304	12	EA \$	185.00			
23	STORM SWR G-MAIN, TRENCHED, RCP 2000D, 12"	92	LF \$	32.75			
24	STORM SWR G-MAIN, TRENCHED, RCP 2000D, 15"	951	LF \$	35.50			
25	STORM SWR G-MAIN, TRENCHED, RCP 2000D, 18"	133	LF \$	41.00			
26	STORM SWR G-MAIN, TRENCHED, RCP 2000D, 24"	313	LF \$	51.60			
27	RMV STORM SWR PIPE LE 36"	273	LF \$	9.85			
28	SAN SWR G-MAIN, TRENCHED, PVC, 15"	1,238	LF \$	35.50	1238	1238	43,949.00
29	ENGINEER FABRIC	300	SY \$	2.35			
30	EROSION STONE	210	TON \$	30.00			
31	RMV/L REINSTALL FENCE, FIELD	1,622	LF \$	5.00			
32	CONSTRUCTION SURVEY	1	LS \$	10,250.00	0.5	0.5	5,125.00
33	PAINTED PAV'T MARK, WATERBORNE/SOLVENT	144	STA \$	48.50			
34	PAINTED SYMBOL & LEGEND, WATERBORNE/SOLVENT	10	EA \$	85.00			
35	PAV'T MARK RMVD	40	STA \$	45.00			
36	TRAFFIC CONTROL	1	LS \$	4,100.00	0.5	0.5	2,050.00
37	FLAGGER	20	EA \$	330.00			
38	MOBILIZATION	1	LS \$	45,000.00	0.5	0.5	22,500.00
39	WATER MAIN, TRENCHED, PVC, 8"	334	LF \$	19.90	334	334	6,646.60
40	WATER MAIN, TRENCHED, PVC, 12"	510	LF \$	29.50	465	465	13,717.50
41	VALVE, GATE, DIP, 8"	1	EA \$	1,390.00			
42	VALVE, GATE, DIP, 12"	1	EA \$	2,300.00	1	1	2,300.00
43	FIRE HYDRANT ASSEMBLY, W/M-2G1	2	EA \$	4,075.00	2	2	8,150.00
44	JOINT, LONGITUDINAL, BT-5	21	STA \$	400.00			
45	MULCH	22	ACRE \$	700.00			
46	SEED & FERTILIZE (RURAL)	20	ACRE \$	850.00			
47	SEED & FERTILIZE (URBAN)	2	ACRE \$	1,000.00			
48	SLOPE PROTECTION, WOOD EX/CELSIOR	100	SQ \$	12.00			
49	SILT FENCE	6,025	LF \$	1.75	2352	2352	4,116.00
50	SILT FENCE- DITCH CHECKS	800	LF \$	2.20			
51	RMV/L OF SILT FENCE/SILT FENC-DITCH CHECK	6,825	LF \$	0.60			
52	MAINT OF SILT FENC/SILT FENC-DITCH CHECK	6,825	LF \$	0.75			
53	MOBILIZATION, EROSION CONTROL	2	EA \$	500.00			
54	SPECIAL BACKFILL	550	CY \$	36.00			

VALUE OF COMPLETED WORK: \$ 172,629.10
 LESS 3% RETAINAGE: \$ 5,178.87
 LESS PREVIOUS PAYMENTS:
 DUE: \$ 167,450.23

CITY OF WASHINGTON IOWA
CLAIMS REPORT APRIL 15, 2016

HOUSING REHABILITATION

WASH CO TREASURER	415 W MADISON TAX RED ASSG	100.00
WASH TITLE & GUARANTY CO	ABSTRACT UPDATE FOR 1307 N	195.00
WILLIAM A WESTPHAL ESTATE	415 W MADISON TAX REDEMPTI	981.00
	TOTAL:	<u>1,276.00</u>

SEWER CAPITAL PROJECT

ACE-N-MORE	ELECTRICAL TAPE	11.99
	TOTAL:	<u>11.99</u>

CAPITAL EQUIPMENT FIRE

CHARLES CAPPER FORD INC.	2016 FORD F550 4X4 CHASSIS	43,014.00
	TOTAL:	<u>43,014.00</u>

CAPITAL PROJECTS AIRPORT

BOLTON & MENK, INC.	AIRPORT RAMP	16,522.50
	TOTAL:	<u>16,522.50</u>

WELLNESS PARK

SCHIMBERG CO.	WELLNESS PARK TILING	3,978.34
	TOTAL:	<u>3,978.34</u>

POLICE

ARNOLD MOTOR SUPPLY	SUPPLIES	36.01
CARPENTER UNIFORM CO	BODY ARMOR	2,107.93
COBB OIL CO, INC.	FUEL	1,557.59
WASHINGTON EVENING JOURNAL	SUBSCRIPTION	119.25
WASH CO AUDITOR	APRIL COMMUNICATIONS	19,308.42
JOHN DEERE FINANCIAL	DOG FOOD K-9	46.98
QUILL	OFFICE SUPPLIES	97.53
SEE, RON	MEAL REIMBURSMENT	55.08
HUSCHKA, CHAD	WORK BOOTS	127.85
O'REILLY AUTOMOTIVE INC	PARTS	20.02
WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	369.79
CUSTOM IMPRESSIONS INC	SHIRTS W LOGOS	192.46
MEDIACOM	INTERNET SERVICE	109.95
VISA	SAFETY GLOVES	33.39
ACE-N-MORE	SUPPLIES	16.48
VERIZON WIRELESS	WIRELESS SERVICE	1,514.94
	TOTAL:	<u>25,713.67</u>

FIRE

COBB OIL CO, INC.	FUEL	232.22
IOWA STATE UNIVERSITY	STATE FIRE SCHL REGISTRATI	870.00
SITLER'S SUPPLIES INC.	BATTERIES	160.00
IMPRESSIONS COMPUTERS, INC	COMPUTER SERVICE	150.00
WASHINGTON MEDICAL CLINIC	EMPLOYEE TESTING	152.00
WEHR FARM SUPPLY	HOSE REEL	43.60
VISA	BATTERY	54.14
VERIZON WIRELESS	WIRELESS SERVICE	102.09
	TOTAL:	<u>1,764.05</u>

DEVELOPMENT SERVICES

ARNOLD MOTOR SUPPLY	SUPPLIES	4.69
COBB OIL CO, INC.	FUEL	62.78
SMITH TREE SERVICE	TREE AND STUMP REMOVAL	1,050.00
IGRAPHIX, INC	RENTAL REGIST MATERIALS	105.00
VISA	PART, CHAMBER DINNER, CART	86.98
VERIZON WIRELESS	WIRELESS SERVICE	254.97
LUKE WASTE MANAGEMENT	ABATEMENT-1402 N IOWA	60.00
	TOTAL:	<u>1,624.42</u>

LIBRARY

ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
FAREWAY STORES	OFFICE SUPPLIES	18.91
ALLIANT ENERGY	ALLIANT ENERGY	1,746.79
EBERT SUPPLY CO.	JANITORIAL SUPPLIES	255.32
WINDSTREAM IOWA COMMUNICATIONS	ELEVATOR LINE	53.84
MEDIACOM	TELEPHONE AND INTERNET	305.96
VISA	OFFICE SUPPLIES, POSTAGE	519.67
ACE-N-MORE	LOCK ON SPRINKLER SYST	33.93
STAPLES ADVANTAGE	OFFICE SUPPLIES	109.15

CITY OF WASHINGTON IOWA
CLAIMS REPORT APRIL 15, 2016

AAA MECHANICAL CONTRACTORS INC	2ND REG MAINTENANCE VISIT	2,313.29
	TOTAL:	<u>5,400.86</u>
LIBRARY GIFT		
RECORDED BOOKS LLC	BOOKS ON CD	79.94
VISA	OFFICE SUPPLIES, POSTAGE	45.00
BAKER & TAYLOR	BOOKS	912.45
ACE-N-MORE	LIBRARY SUPPLIES-ALLIANT G	52.95
	TOTAL:	<u>1,090.34</u>
PARKS		
COBB OIL CO, INC.	FUEL	147.59
FAREWAY STORES	SUPPLIES	26.74
ALLIANT ENERGY	ALLIANT ENERGY	68.47
JOHN DEERE FINANCIAL	SUPPLIES	37.75
FRANZEN, DENNIS	CENTRAL PARK FOUNTAIN	996.60
WASHINGTON RENTAL	SHARPENING AND REPAIR	25.82
WASHINGTON MEDICAL CLINIC	EMPLOYEE TESTING	41.00
WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	104.78
VISA	POSTAGE	9.80
ACE-N-MORE	HOSE REPAIR	145.04
VERIZON WIRELESS	WIRELESS SERVICE	28.04
HAIFLEY, DALE	REIMBURSEMENT FOR SUPPLIES	12.83
	TOTAL:	<u>1,644.46</u>
POOL		
RAIN DROP PRODUCTS	REPAIR KIT	25.22
ACE-N-MORE	SUPPLIES	8.76
	TOTAL:	<u>33.98</u>
CEMETERY		
O'REILLY AUTOMOTIVE INC	PARTS	182.53
WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	131.55
ATCO INTERNATIONAL	SAFETY SUPPLIES	475.95
ACE-N-MORE	CEMETERY CLEANUP SUPPLIES	73.96
	TOTAL:	<u>863.99</u>
FINANCIAL ADMINISTRAT		
ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
FAREWAY STORES	SUPPLIES	40.35
ALLIANT ENERGY	ALLIANT ENERGY	17.43
WASHINGTON EVENING JOURNAL	LEGAL & DISPLAY ADVERTISIN	736.05
WASH COUNTY MINIBUS	LOST- APRIL	14,387.81
SCHUMACHER	QUARTERLY FULL SRV MAINTEN	373.32
WASHINGTON BETTERMENT	FY-16 AUDITORIUM PLEDGE	10,000.00
QUILL	OFFICE SUPPLIES	47.82
BAKER PAPER CO.	COPY PAPER	59.70
WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	1,126.05
PITNEY BOWES	INK CARTRIDGES	130.88
CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	130.75
MEDIACOM	INTERNET SERVICE	109.95
VISA	PART, CHAMBER DINNER, CART	474.28
PIP PRINTING	ENVELOPES	166.79
VERIZON WIRELESS	WIRELESS SERVICE	134.15
J & S ELECTRONIC BUSINESS SYSTEMS, INC	COPIER COPIES	674.65
GOOGLE INC	MONTHLY SERVICE	212.49
AVENET, LLC	WEB STORAGE	250.00
	TOTAL:	<u>29,116.47</u>
AIRPORT		
SORRELL GLASS	PLEXIGLASS	30.66
BAKER PAPER CO.	SUPPLIES	165.30
WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	175.94
ACE-N-MORE	SUPPLIES	26.98
VERIZON WIRELESS	WIRELESS SERVICE	28.04
JAMIESON, JEAN	CLEANING	199.00
AIR DR	HEATING REPAIR	142.24
	TOTAL:	<u>768.16</u>
ROAD USE		
ARNOLD MOTOR SUPPLY	SUPPLIES	-2.60

CITY OF WASHINGTON IOWA
CLAIMS REPORT APRIL 15, 2016

COBB OIL CO, INC.	OIL	1,071.56
GIERKE ROBINSON CO., INC	BLADE	505.45
HIWAY SERVICE CENTER	OIL & FILTERS	121.15
SORRELL GLASS	REPAIR WINDSHIELD	358.40
JOHN DEERE FINANCIAL	POLE SAW PART	6.29
CENTRAL IOWA DISTRIBUTING	SUPPLIES	294.00
CHEMSEARCH	SUPPLIES	844.70
GREINER DISCOUNT TIRES	TIRES & REPAIR	166.80
STRANSKY, JIM	PART	22.97
WASHINGTON MEDICAL CLINIC	EMPLOYEE TESTING	41.00
DOUDS STONE LLC	ROADSTONE & CLEAN STONE	357.84
WASHINGTON CO SWCD	EXCELSIOR MATTING	180.00
TRANS IOWA EQUIPMENT	WHEEL DRIVE	9,997.96
ACE-N-MORE	SUPPLIES	3.00
KIMBALL MIDWEST	PARTS	127.57
	TOTAL:	<u>14,096.09</u>
ROAD USE-STREET LIGHTING		
ALLIANT ENERGY	ALLIANT ENERGY	393.69
	TOTAL:	<u>393.69</u>
TREE COMMITTEE		
WASHINGTON EVENING JOURNAL	TREE COMMITTEE ADVERTISING	106.31
	TOTAL:	<u>106.31</u>
WATER PLANT		
ALTORFER	EQUIPMENT SERVICE	1,239.00
COBB OIL CO, INC.	FUEL	40.93
WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	54.51
JENNINGS, ELAINE	MILEAGE REIMBURSEMENT	18.40
CAHOY PUMP SERVICE, INC.	WELL REPAIR	10,758.00
ACE-N-MORE	SUPPLIES	107.92
VERIZON WIRELESS	WIRELESS SERVICE	52.08
STATE HYGIENIC LAB	TESTING	262.50
MEEKER	WATER UTILITY REFUND	68.63
SADRAKULA	WATER UTILITY REFUND	116.64
SHIELDS	WATER UTILITY REFUND	123.84
SALAZAR	WATER UTILITY REFUND	114.92
DAWSON	WATER UTILITY REFUND	99.85
MASON	WATER UTILITY REFUND	150.00
HAIFLEY	WATER UTILITY REFUND	83.52
RUSTHOVEN	WATER UTILITY REFUND	43.22
WALSH	WATER UTILITY REFUND	136.87
	TOTAL:	<u>13,470.83</u>
WATER DISTRIBUTION		
COBB OIL CO, INC.	FUEL	481.97
JOHN DEERE FINANCIAL	SUPPLIES	333.54
DAN'S OVERHEAD DOORS	SERVICE ON DOOR	677.00
VERMEER SALES & SERV.INC.	PARTS	263.00
UTILITY EQUIPMENT CO	HYDRANT EXTENSION KIT	354.59
WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	90.94
WELLINGTON, EARL	TOOLS	194.50
OVERHEAD DOOR CO.	REPAIR	648.50
ACE-N-MORE	SUPPLIES	93.92
VERIZON WIRELESS	WIRELESS SERVICE	129.15
KIMBALL MIDWEST	PARTS	322.72
PRODUCTIVITY PLUS	REPAIR	484.24
SADLER MACHINE CO	PART FOR THREADING	125.00
	TOTAL:	<u>4,199.07</u>
SANITARY SEWER		
COBB OIL CO, INC.	FUEL	53.07
HACH COMPANY	LAB TESTING SUPPLIES	223.20
JOHN DEERE FINANCIAL	TOOLS	223.89
WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	249.79
VISA	POSTAGE AND OFFICE SUPPLIE	138.55
VERIZON WIRELESS	WIRELESS SERVICE	114.16
STATE HYGIENIC LAB	NPDES PERMIT EFFLUENT TEST	914.00

CITY OF WASHINGTON IOWA
 CLAIMS REPORT APRIL 15, 2016

WASHINGTON LUMBER	LUMBER	17.99
STUTZMAN INC.	HOSE	292.00
CINTAS FIRST AID & SAFETY	SUPPLIES	53.66
COBB OIL CO, INC.	FUEL	420.40
AGRILAND FS, INC	FUEL	169.84
WASHINGTON RENTAL	TRENCHER RENTAL	320.00
WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	90.93
DOUDS STONE LLC	ROADSTONE	446.72
OVERHEAD DOOR CO.	REPAIR	648.50
ACE-N-MORE	SUPPLIES	201.19
VERIZON WIRELESS	WIRELESS SERVICE	88.03
VACSTAR	VAC AIR FILTER AND PART	232.52
	TOTAL:	<u>4,898.44</u>
SANITATION		
RECYCLING SERVICES AGENCY	APRIL RECYCLING	1,395.83
EL HERALDO HISPANO, INC.	YARD WASTE ADVERTISING	50.00
	TOTAL:	<u>1,445.83</u>
	Total Claims	171,433.49

**CITY OF WASHINGTON, IA
VISA Card Charges - 2016**

CLAIMS REPORT 4/15/16

POLICE	EMERGENCY MEDICAL PRODUCTS	SAFETY GLOVES							
			33.39		SEWER PLANT	US POSTAL OFFICE	POSTAGE	2.05	
			33.39			WALMART	SUPPLIES	94.46	
						WALMART	OFFICE SUPPLIES	42.04	
								138.55	
ADMIN	AMAZON.COM	TYPEWRITER PART	32.00		SEWER COIL				
	WASH CHAMBER OF COMMERCE	DINNER	120.00						
	SHERATON HOTEL	CONFERENCE	203.84		WATER PLANT				
	MICKY'S	MEAL	14.46						
	THE VINE	MEAL	17.00						
	WASHINGTON LUMBER	CEILING TILE-OLD LIBRAR	86.98						
			474.28						
AIRPORT									
PARK									
	US POST OFFICE	POSTAGE	9.80						
			9.80						
ENGINEERING									
	HAUL MASTER	SERVICE CART	86.98						
			86.98						
FIRE									
	AGT BATTERY SUPPLY	BATTERY	54.14						
			54.14						
LIBRARY									
	US POST OFFICE	POSTAGE	209.95						
	WALMART	STORYTIME	21.34						
	PAYPAL	MAGAZINE SHIPMENT	35.72						
	HOBBY LOBBY	CRAFT PROGRAM	4.78						
	WASH CHAMBER OF COMMERCE	DINNER	80.00						
	WALMART	CRAFT PROGRAM	23.43						
	PLANET LABEL	J NON-FIC LABELS	144.45						
			519.67						
LIBRARY GIFT									
	DODICIS SHOP	TAB STYLE SHOW	45.00						
			45.00						
		GRAND TOTAL	1,361.81						

CITY OF WASHINGTON, IOWA
MONTH TO DATE TREASURERS REPORT
MARCH 31, 2016

FUND	3/1/2016	M-T-D	REVENUES NOT	M-T-D	EXPENSES NOT	3/31/2016
	BEGINNING					REVENUES
	CASH BALANCE					BALANCE
001-GENERAL FUND	922,443.02	151,718.78	-	210,377.17	-	863,784.63
002-AIRPORT FUND	130,627.40	35,910.23	-	22,657.76	-	143,879.87
010-CHAMBER REIMBURSEMENT	552.09	4,938.24	-	4,480.00	-	1,010.33
011-MAIN STREET REIMBURSEMENT	117.09	3,968.56	-	3,569.45	-	516.20
012-WEDG REIMBURSEMENT	(377.33)	6,491.09	-	5,884.97	-	228.79
110-ROAD USE	800,130.80	78,877.73	-	50,616.47	-	828,392.06
112-EMPLOYEE BENEFITS	-	22,073.09	-	22,073.09	-	-
114-EMERGENCY LEVY	-	1,962.35	-	1,962.35	-	-
121-LOCAL OPTION SALES TAX	-	57,551.23	-	57,551.23	-	-
129-URBAN RENEWAL AREA #3C	-	5,842.13	-	5,842.13	-	-
131-URBAN RENEWAL AREA #4	-	1,056.22	-	1,056.22	-	-
132-URBAN RENEWAL AREA #5	13,438.26	-	-	-	-	13,438.26
134-URBAN RENEWAL AREA #7	479.19	-	-	-	-	479.19
145-HOUSING REHABILITATION	51,207.80	-	-	3,335.00	-	47,872.80
146-LMI TIF SET-ASIDE	39,416.66	833.11	-	-	-	40,249.77
200-DEBT SERVICE	358,509.75	29,230.54	-	-	-	387,740.29
300-CAPITAL EQUIPMENT	342,479.48	8,383.54	-	-	-	350,863.02
301-CAPITAL PROJECTS FUND	380,359.06	221,620.00	-	83,434.31	-	518,544.75
305-RIVERBOAT FOUND CAP PROJ	261,941.77	103,933.58	-	163,229.66	-	202,645.69
308-INDUSTRIAL DEVELOPMENT	965,683.84	4.46	-	2,320.00	-	963,368.30
309-MUNICIPAL BUILDING	48,297.20	-	-	-	-	48,297.20
310-WELLNESS PARK	13,997.80	-	-	-	-	13,997.80
311-SIDEWALK REPAIR & REPLACE	-	-	-	1,150.00	-	(1,150.00)
510-MUNICIPAL BAND	1,018.70	-	-	-	-	1,018.70
520-DOG PARK	6,450.07	-	-	-	-	6,450.07
530-TREE COMMITTEE	10,361.09	1,490.00	-	564.27	-	11,286.82
540-POLICE FORFEITURE	486.75	-	-	-	-	486.75
545-SAFETY FUND	700.00	-	-	-	-	700.00
550-PARK GIFT	149,367.07	0.70	-	-	-	149,367.77
570-LIBRARY GIFT	31,310.02	1,040.84	-	2,459.87	-	29,890.99
580-CEMETERY GIFT	50,095.00	-	-	-	-	50,095.00
590-CABLE COMMISSION	8,933.64	-	-	172.50	-	8,761.14
600-WATER UTILITY	1,249,899.38	135,302.64	-	73,565.14	-	1,311,636.88
601-WATER DEPOSIT FUND	19,240.00	2,550.00	-	1,725.00	-	20,065.00
603-WATER CAPITAL PROJECTS	-	62,849.20	-	62,849.20	-	-
610-SANITARY SEWER	1,214,280.86	168,251.50	-	66,114.56	-	1,316,417.80
613-SEWER CAPITAL PROJECTS	386,243.83	-	-	130,620.20	-	255,623.63
670-SANITATION	141,149.07	32,740.10	-	30,155.63	-	143,733.54
910-LIBRARY TRUST	218,599.87	19.34	-	-	-	218,619.21
950-SELF INSURANCE	161,287.25	2,119.02	-	8,217.07	-	155,189.20
951-UNEMPLOYMENT SELF INS	-	331.09	-	-	-	331.09
TOTAL BALANCE	7,978,726.48	1,141,089.31	-	1,015,983.25	-	8,103,832.54

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	1,652,439.16 (1)	0.01%
Cash in Drawer	350.00	N/A
Wash St Bank - MM	256,949.78	0.01%
Investment in IPAIT	1,987,628.50	0.01%
Wash St Bank - Library Acct	167,665.25	0.01%
Wash St - Farm Mgmt Acct	38,799.85	
Wash St Bank - CD - 1/9/14 - renewed	500,000.00	0.75%
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 04/22/2015	500,000.00	0.70%
CBI Bank & Trust - CD - 10/8/2015	500,000.00	0.62%
CBI Bank & Trust - CD - 2/19/2016	500,000.00	0.82%
IPAIT CD - 3/9/2016	500,000.00	1.00%
TOTAL CASH IN BANK	8,103,832.54	

(1) Washington State Bank	1,733,958.22
Outstanding Deposits & Checks	(81,519.06)
	<u>1,652,439.16</u>

CITY OF WASHINGTON, IOWA
YEAR TO DATE TREASURERS REPORT
MARCH 31, 2016

FUND	7/1/2016	Y-T-D	REVENUES NOT	Y-T-D	EXPENSES NOT	3/31/2016
	BEGINNING					
	CASH BALANCE					BALANCE
001-GENERAL FUND	1,043,129.25	2,384,657.34	-	2,564,228.76	226.80	863,784.63
002-AIRPORT FUND	126,020.17	373,873.81	-	356,014.11	-	143,879.87
010-CHAMBER REIMBURSEMENT	1,308.81	43,957.16	-	44,255.64	-	1,010.33
011-MAIN STREET REIMBURSEMENT	807.50	34,766.51	-	35,057.81	-	516.20
012-WEDG REIMBURSEMENT	30.43	64,910.90	-	64,712.54	-	228.79
110-ROAD USE	674,883.61	756,688.53	-	603,230.48	50.40	828,392.06
112-EMPLOYEE BENEFITS	-	372,720.05	-	372,720.05	-	-
114-EMERGENCY LEVY	-	32,188.89	-	32,188.89	-	-
121-LOCAL OPTION SALES TAX	-	623,534.22	-	623,534.22	-	-
125-URBAN RENEWAL AREA #1	-	12,361.11	-	12,361.11	-	-
129-URBAN RENEWAL AREA #3C	-	43,919.77	-	43,919.77	-	-
131-URBAN RENEWAL AREA #4	-	22,681.22	-	22,681.22	-	-
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	-	4,950.00	-	47,872.80
146-LMI TIF SET-ASIDE	29,516.48	10,733.29	-	-	-	40,249.77
200-DEBT SERVICE	963.41	508,785.52	-	122,008.64	-	387,740.29
300-CAPITAL EQUIPMENT	326,899.51	133,558.54	-	109,595.03	-	350,863.02
301-CAPITAL PROJECTS FUND	417,200.59	3,394,939.55	-	3,293,595.39	-	518,544.75
305-RIVERBOAT FOUND CAP PROJ	145,522.04	307,123.65	-	250,000.00	-	202,645.69
308-INDUSTRIAL DEVELOPMENT	1,185,034.03	22,265.93	-	243,931.66	-	963,368.30
309-MUNICIPAL BUILDING	208,354.12	-	-	160,056.92	-	48,297.20
310-WELLNESS PARK	15,097.80	-	-	1,100.00	-	13,997.80
311-SIDEWALK REPAIR & REPLACE	-	-	-	1,150.00	-	(1,150.00)
510-MUNICIPAL BAND	25.00	993.70	-	-	-	1,018.70
520-DOG PARK	6,340.53	659.00	-	549.46	-	6,450.07
530-TREE COMMITTEE	6,017.28	10,955.00	-	5,685.46	-	11,286.82
540-POLICE FORFEITURE	152.50	334.25	-	-	-	486.75
545-SAFETY FUND	-	1,000.00	-	300.00	-	700.00
550-PARK GIFT	154,235.66	34,320.84	-	39,188.73	-	149,367.77
570-LIBRARY GIFT	32,797.26	9,934.46	-	12,840.73	-	29,890.99
580-CEMETERY GIFT	50,150.00	-	-	55.00	-	50,095.00
590-CABLE COMMISSION	16,301.43	-	-	7,540.29	-	8,761.14
600-WATER UTILITY	924,440.95	1,291,685.95	-	904,567.71	77.69	1,311,636.88
601-WATER DEPOSIT FUND	20,560.00	14,250.00	-	14,745.00	-	20,065.00
603-WATER CAPITAL PROJECTS	-	1,512,853.59	-	1,512,853.59	-	-
610-SANITARY SEWER	1,130,732.28	1,551,276.53	-	1,365,670.81	79.80	1,316,417.80
612-SEWER SINKING	-	236,805.00	-	236,805.00	-	-
613-SEWER CAPITAL PROJECTS	334,319.96	334,092.77	-	412,789.10	-	255,623.63
670-SANITATION	118,398.26	322,974.26	-	297,638.98	-	143,733.54
910-LIBRARY TRUST	218,478.03	141.18	-	-	-	218,619.21
950-SELF INSURANCE	143,232.94	35,781.13	-	23,824.87	-	155,189.20
951-UNEMPLOYMENT SELF INS	1,457.93	14,483.81	-	15,610.65	-	331.09
TOTAL BALANCE	7,350,800.03	14,591,194.75	-	13,838,596.93	(434.69)	8,103,832.54

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	1,652,439.16 (1)	0.01%
Cash in Drawer	350.00	N/A
Wash St Bank - MM	256,949.78	0.01%
Investment in IPAIT	1,987,628.50	0.01%
Wash St Bank - Library Acct	167,665.25	0.01%
Wash St - Farm Mgmt Acct	38,799.85	
Wash St Bank - CD - 1/9/14 - renewed	500,000.00	0.75%
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 04/22/2015	500,000.00	0.70%
CBI Bank & Trust - CD - 10/8/2015	500,000.00	0.62%
CBI Bank & Trust - CD - 2/19/2016	500,000.00	0.82%
IPAIT CD - 3/9/2016	500,000.00	1.00%
TOTAL CASH IN BANK	8,103,832.54	

(1) Washington State Bank	1,733,958.22
Outstanding Deposits & Checks	(81,519.06)
	<u>1,652,439.16</u>

*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

DATE: April 6, 2016

TO: City Council
CC: City Administrator

From: Kelsey Brown
Finance Director

RE: Audit Services RFP

Back in July 2013, the City requested proposals for a 3 year audit services agreement. Gronewold, Bell, Kyhnn and Co. P.C. was chosen as our auditor. The 3 year agreement is up and we need to evaluate the best option for the City as far as audit services. Please refer to the Request for Proposals for Audit Services document I am planning on sending out April 20th, with council's approval, to make sure the City is receiving the best audit services that various firms have to offer. I am proposing this change would take effect for the fiscal year ending 2016.

I will submit the RFP to the CPA institutions listed on the attached document.

Thanks

Kelsey

<u>Firm Name</u>	<u>Address 1</u>	<u>Address 2</u>	<u>City</u>	<u>State</u>	<u>ZIP</u>
CPA Associates, P.C.	401 S. Roosevelt Ave, Suite 2A	PO Box 547	Burlington	IA	52601
Anderson, Larkin & Co, P.C.	215 W. 4 th Street		Ottumwa	IA	52501
Auditor of State	Room 111	State Capitol Building	Des Moines	IA	50319
Winkel, Parker & Foster, CPA PC	510 S. Clinton St.	PO Box 2236	Iowa City	IA	52244-2236
Groenwold, Bell & Kyhnn & Co, P.C.	1910 E. 7 th Street	PO Box 369	Atlantic	IA	50022-0369
Hogan-Hansen CPA	2750 First Avenue, NE Suite 150		Cedar Rapids	IA	52402-4800
EideBailly CPA	3999 Pennsylvania Avenue, Ste 100		Dubuque	IA	52002-2273
Huckfeldt & Smith, P.C.	Alpine Office Centre	2435 Kimberly Rd, Suite 290N	Bettendorf	IA	52722
McGladrey & Pullen CPA	125 S. Dubuque Street, Ste 400		Iowa City	IA	52240
CliftonLarsonAllen, LLP	600 Third Avenue SE, Ste 300		Cedar Rapids	IA	52401
Murphy, Smith & Co., PLLC	625 Main Street		Osage	IA	50461-1307
Fred Hensel CPA, P.C.	1052 W. Madison Street		Washington	IA	52353
Koller & Co, P.C.	206 S. Iowa Avenue		Washington	IA	52353
Latta Harris Hanon & Penningroth LLP CPA	116 W. Main Street		Washington	IA	52353
Kendall Wood LLP	401 Westview Ct		Washington	IA	52353
Williams & Copmany, P.C.	21 First Avenue NW	PO Box 1010	LeMars	IA	51031

April 20th, 2016

ANNUAL AUDIT REQUEST FOR PROPOSALS (RFP)

City of Washington, Iowa will receive proposals for audit services relating to the audit for the fiscal year(s) ending June 30, 2016 - June 30, 2018. Attached is information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria, and selected information relating to the entity to be audited.

Sealed proposals (4 copies) will be accepted until 2:00 p.m., May 20, 2016, at the office of the Finance Director. If mailed, the proposals should be mailed to:

Kelsey Brown, Finance Director
City of Washington
215 E. Washington Street
Washington, IA 52353

Those submitting sealed proposals should indicate on the outside of the envelope in the lower left-hand corner that it is a sealed proposal and provide on the outside of the envelope the name of the firm submitting the proposal.

The City Council plans to consider selection of an auditor on June 7, 2016, including the approval of the contract provided on Pages 7-8 of this RFP. Please note that firms submitting proposals must return two completed signed copies of the contract with the first proposal to be considered. By statute, the audit must be filed with the State of Iowa by March 31 in the year following the completion of the applicable fiscal year, but the City would like the audit completed by or before January of each year if at all possible to allow for a presentation of audit results to the City Council.

Further information may be obtained from Kelsey Brown at (319)-653-6584 or kbrown@washingtioniowa.net

I. SPECIFIC REQUIREMENTS

1. The City reserves the right to reject any and all proposals received.
2. Only proposals received at the location described and in the time frame given will be considered.
3. The original and one copy of the enclosed contract should be completed and manually signed by a partner of the firm submitting the proposal.
4. The audit shall be performed in accordance with the following:
 - U.S. generally accepted auditing standards.
 - The standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.
 - The Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, when applicable.
5. The fees quoted in your proposal and included in the contract will be the maximum paid per hour and in total, unless an amendment to the contract is completed by both parties.
6. The audit report should conform to:
 - Reporting formats specified by the Auditor of State's office.
 - AICPA Audit Guides.
 - Governmental Accounting Standards Board reporting requirements.
 - The requirements of the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, when applicable.
7. The audit report should include a management letter, if appropriate, which includes recommendations related to the financial statements, internal control, accounting systems, and compliance issues.
8. Bound copies of the report, including the management letter, in a quantity sufficient to meet the needs of the City of Washington are required to be provided by the firm awarded the contract. In addition, arrangements to make the report available in electronic format would be appreciated.
9. Three bound copies of the report, including the management letter, a detailed per diem audit bill, and a copy of the news release shall be provided to the Auditor of State upon release of the reports to the entity.

II. DATA TO BE INCLUDED IN PROPOSAL

In order to simplify the review process and to obtain the maximum degree of comparability, the proposal should include the following items and be organized in the manner specified below.

A. Letter of Transmittal

A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the firm and individuals to be involved is permitted, but not required, if it is limited to not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the office of the firm to be performing the work, the telephone number, and the name of the contact person.

B. Table of Contents

Include a table of contents which identifies the material by section, page number and a reference to the following information to be contained in the proposal. If a transmittal letter is not submitted, please include on the table of contents the local address of the office to be performing the work, the telephone number, and the name of the contact person.

C. Profile of Firm Proposing

1. State whether the firm is a local, national or international firm and a brief description of the size of the firm.
2. State whether the firm is in compliance with the registration requirements to engage in the practice of public accounting within Iowa.
3. State whether the firm is independent of the entity to be audited in accordance with Government Auditing Standards.
4. Describe the local office from which the work is to be performed.
 - a. Location of the office.
 - b. Current size of the office.
 - c. Size of professional staff by level, such as partner, manager and supervisor, senior, and other professional staff.
 - d. Number of CPA's in the office.
5. Submit any other information required to describe the office which will be performing the work.

D. Qualifications

1. Describe the recent local office auditing experience in similar types of audits to which the proposal relates. If appropriate, include regional experience in auditing similar types of entities. If desired, it is permissible to include your five largest clients that are not governmental clients.

II. DATA TO BE INCLUDED IN PROPOSAL

(Continued)

D. Qualifications (continued)

2. Include resumes of all key professional members who will be assigned to the audit. Resumes should be included for all members of the audit team from the audit partner through at least the on-site in-charge accountant. The resumes should include:
 - a. The amount of experience the individual has had in the auditing profession.
 - b. A summary of similar audits on which the individual has worked.
 - c. A summary of the continuing professional education the individual has had in governmental accounting and auditing during the last two years.
 - d. A statement as to whether the individual is independent, as defined by Government Auditing Standards.
3. Describe the firm's policy on notification of changes in key personnel.
4. Provide a listing of or the number of professionals in the office who are experienced in governmental auditing.
5. Describe the availability of individuals within the firm who are primarily involved in governmental auditing and reporting and with whom the audit team may consult.
6. Describe briefly the firm's system of quality control to ensure that the audit is adequately performed.

E. **Scope of Services and Proposed Project Schedule**

Briefly describe your understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work, assuming the contract will be issued on the date given in the cover letter. Include the approximate dates you would perform fieldwork, office review, and report preparation and the latest delivery date of the final report.

F. **Fees and Compensation**

Provide the following information:

1. Estimated total hours.
2. Estimated out-of-pocket expenses.
3. Hourly rate by staff classification.
4. All-inclusive maximum fee and out-of-pocket expenses, which will not be exceeded.
5. Frequency and timing of your billing process.

III. EVALUATION CRITERIA

The proposal will be evaluated based upon the following two areas. Therefore, it is important that your proposal be responsive to the data requested.

1. Cost

Overall cost, including out-of-pocket expenses for performance of the audit.

2. Qualifications

- a. Organizational structure and size of the firm.
- b. Organizational structure and size of the office performing the audit.
- c. Recent experience in similar audits.
- d. Qualifications of the audit team.
- e. Individuals with whom the audit team can consult.
- f. Understanding of work and timetable to complete the audit.

IV. ENTITY PROFILE

The City of Washington is a municipal corporation under the laws of the State of Iowa and was incorporated in 1864, following its original platting in 1839. It is the county seat of Washington County. Washington is located 30 miles southwest of Iowa City, and is included in the Iowa City-Cedar Rapids Combined Statistical Area. The 2010 Census listed the population as 7,266, which reflected an increase in population of 219 persons over the 2000 Census.

The City is governed by a directly elected, non-voting Mayor and a six-member City Council under the Mayor-Council system of government. The City Council has established a City Administrator position by ordinance, which is vested with essentially all of the authority, duties and responsibilities of Iowa Code 372.8 (City Manager under Council-Manager form of government). The City's departments are as follows: Administration/Finance, Police, Fire, Development Services, Library, Parks, Airport and Maintenance and Construction. Business-type activities include Water, Wastewater and Sanitation.

During a calendar year, the City employs around 115 positions. Of this total, 48 are full-time, 6 are permanent part-time, and the remaining employees are employed on a seasonal or paid on-call basis.

Document Processing is maintained at the following levels:

Receipts/Transactions	31,105 annually
Payroll Checks	2,308 annually
A/P Checks	2,668 annually
Utility Bills	36,000 annually

The City's current billing and accounting records are maintained with software from Incode of Tyler Technologies of Texas (InVision 8.0 is the current version). The financial system operates on a custom-built mirrored server, backed up onto external hard drives, which are rotated on an ongoing basis.

The City budgets and operates on a cash basis. A recent Treasurer's Report is attached to give a representation of the City's fund structure. The City's overall financial condition is in good standing.

Those wishing to review prior year audits may locate these at <http://auditor.iowa.gov/reports/results.php>. City reports or workpapers are available upon request to Kelsey Brown at 319-653-6584 or kbrown@washingtونيowa.net. Spreadsheets prepared by City staff will be in Microsoft Excel format.

V. WORK AND REPORTING REQUIREMENTS

City staff plans to take an active role in the preparation of the financial statements. Staff will prepare workpapers and work with the firm to produce accurate financial information. City staff will prepare the Management's Discussion & Analysis section of the audit. The firm will be responsible for all adjusting entries and final copies.

The City will provide the auditors with reasonable workspace, desks/tables and chairs. The auditors will also be provided with access to a telephone line, the internet and a photocopy/scan/fax machine.

Report preparation, editing and printing shall be the responsibility of the firm. The City requires fifteen (15) bound copies of the final report. The firm will be responsible for properly and timely filing the final report with the Auditor of State following release of a check by the City covering the cost of the filing fee.

The firm should have enough staff dedicated to the audit to complete on-site fieldwork within ten (10) working days, unless extended by mutual agreement of the parties. Fieldwork time will be, whenever possible, in contiguous blocks of time on site. An exit conference with the City Administrator and staff as he designates will take place on the last day of the fieldwork, or as scheduled by mutual agreement of the parties.

Following completion of the report, a representative of the firm will be responsible for presenting an overview of the audit to the City Council and answering any related questions.

AGREEMENT BETWEEN

City of Washington, Iowa

AND

THIS AGREEMENT made and entered into this ____ day of _____, 20__, by and between _____, hereinafter called _____ and _____, hereinafter called "CPA."

WHEREAS, the _____ wishes to obtain the services of the CPA to perform an audit in accordance with Section 11.6, Code of Iowa, for the fiscal year(s) ending June 30, 2016; June 30, 2017; June 30, 2018; and

WHEREAS, the CPA is equipped and staffed to perform the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:
 - A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.
 - B. Begin work on the audit as specifically agreed upon with the City.
 - C. Perform all work in accordance with U.S. generally accepted auditing standards, Government Auditing Standards, and applicable federal requirements.
 - D. Immediately inform the City, the Auditor of State, and County Attorney if the audit discloses any irregularity in the collection or disbursement of public funds.
 - E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the City.
 - F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.

Agreement – Page 2

2. Conditions of Payment:

- A. It is understood that the fees for the services set forth above shall be reimbursed at the following hourly rates:

<u>Classification</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- B. The CPA shall present an invoice for services in the following manner: _____

_____.

- C. Payment shall be made within ___ days of receipt of invoice.

- D. The total reimbursement shall not be for more than \$_____, except as specifically agreed by the _____ and the CPA.

3. Termination of Agreement:

- A. _____ may terminate this contract without notice if the CPA fails to perform the covenants or agreements contained herein.

- B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IT WITNESS THEREOF, _____ and CPA have executed this AGREEMENT as of the date indicated below:

CPA _____

By _____

By _____

Title _____

Title _____

Date _____

Date _____

**EVALUATION CRITERIA AND TECHNIQUES
 FOR RESPONSES TO REQUESTS FOR PROPOSALS**

Evaluation of responses to a request for proposal is based upon a 100-point rating system. A maximum of 25 points is assigned to the cost of the bid proposal, and a maximum of 75 points is assigned to the qualifications of the bidding firm or individual. The techniques used to evaluate these two components are described below.

Criteria: **COST**
Evaluation Value: 25 points
Evaluation Technique: For each firm evaluated

$$\text{Cost Score} = \left[\frac{\text{Lowest cost of all bids received}}{\text{Bid cost for this firm}} \right] \times 25$$

Criteria: **QUALIFICATIONS**
Evaluation Value: 75 points
Evaluation Technique: Subjective scoring for the following factors:

<u>Qualification Factor</u>	<u>Possible Points</u>
1. Organizational structure and size of entire firm (resources available – personnel and research, existence of areas of specialization, commitment to governmental auditing, etc.)	0-5
2. Organizational structure and size of office performing the audit (resources available – personnel and research, existence of area of specialization, commitment to governmental auditing, etc.)	0-5
3. Recent experience in similar audits (involvement in local governmental audits – extensiveness, variety, length of time performing audits, etc.)	0-15
4. Qualifications of the audit team (level of experience as accountants, auditors, governmental auditors, variety of experience, % of time devoted to governmental audits, number of CPA’s involved, training, etc.)	0-25
5. Individuals with whom the audit team can consult (level and variety of experience, number of CPA’s, training, etc.)	0-5
6. Understanding of work and timetable to complete audit (number of hours, projected timetable, commentary showing understanding of entity and general knowledge of what is required, etc.)	0-20
Total points - Qualifications	<u><u>0-75</u></u>

Each firm’s total evaluation score is the sum of its cost score plus its qualification score. The maximum score is 100 points.

CITY OF WASHINGTON, IOWA
 FY 16-18 AUDIT RFP

CITY OF WASHINGTON, IOWA - YEAR TO DATE TREASURERS REPORT - FEBRUARY 2016

FUND	7/1/2015	Y-T-D		EXPENSES NOT YET EXPENDED	2/29/201
	BEGINNING CASH BALANCE	REVENUES	EXPENDITURES		ENDING CAS BALANC
001-GENERAL FUND	1,043,129.25	2,232,938.56	2,353,851.59	226.80	922,443.0
002-AIRPORT FUND	126,020.17	337,963.58	333,356.35	-	130,627.4
010-CHAMBER REIMBURSEMENT	1,308.81	39,018.92	39,775.64	-	552.0
011-MAIN STREET REIMBURSEMENT	807.50	30,797.95	31,488.36	-	117.0
012-WEDG REIMBURSEMENT	30.43	58,419.81	58,827.57	-	(377.3
110-ROAD USE	674,883.61	677,810.80	552,614.01	50.40	800,130.8
112-EMPLOYEE BENEFITS	-	350,646.96	350,646.96	-	-
114-EMERGENCY LEVY	-	30,226.54	30,226.54	-	-
121-LOCAL OPTION SALES TAX	-	565,982.99	565,982.99	-	-
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	-	13,438.2
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	-	479.1
145-HOUSING REHABILITATION	16,949.00	35,873.80	1,615.00	-	51,207.8
146-LMI TIF SET-ASIDE	29,516.48	9,900.18	-	-	39,416.6
200-DEBT SERVICE	963.41	479,554.98	122,008.64	-	358,509.7
300-CAPITAL EQUIPMENT	326,899.51	125,175.00	109,595.03	-	342,479.4
301-CAPITAL PROJECTS FUND	417,200.59	3,173,319.55	3,210,161.08	-	380,359.0
305-RIVERBOAT FOUND CAP PROJ	145,522.04	203,190.07	86,770.34	-	261,941.7
308-INDUSTRIAL DEVELOPMENT	1,185,034.03	22,261.47	241,611.66	-	965,683.8
309-MUNICIPAL BUILDING	208,354.12	-	160,056.92	-	48,297.2
310-WELLNESS PARK	15,097.80	-	1,100.00	-	13,997.8
510-MUNICIPAL BAND	25.00	993.70	-	-	1,018.7
520-DOG PARK	6,340.53	659.00	549.46	-	6,450.0
530-TREE COMMITTEE	6,017.28	9,465.00	5,121.19	-	10,361.0
540-POLICE FORFEITURE	152.50	334.25	-	-	486.7
545-SAFETY FUND	-	1,000.00	300.00	-	700.0
550-PARK GIFT	154,235.66	34,320.14	39,188.73	-	149,367.0
570-LIBRARY GIFT	32,797.26	8,893.62	10,380.86	-	31,310.0
580-CEMETERY GIFT	50,150.00	-	55.00	-	50,095.0
590-CABLE COMMISSION	16,301.43	-	7,367.79	-	8,933.6
600-WATER UTILITY	924,440.95	1,156,383.31	831,002.57	77.69	1,249,899.3
601-WATER DEPOSIT FUND	20,560.00	11,700.00	13,020.00	-	19,240.0
603-WATER CAPITAL PROJECTS	-	1,450,004.39	1,450,004.39	-	-
610-SANITARY SEWER	1,130,732.28	1,383,025.03	1,299,556.25	79.80	1,214,280.8
612-SEWER SINKING	-	236,805.00	236,805.00	-	-
613-SEWER CAPITAL PROJECTS	334,319.96	334,092.77	282,168.90	-	386,243.8
670-SANITATION	118,398.26	290,234.16	267,483.35	-	141,149.0
910-LIBRARY TRUST	218,478.03	121.84	-	-	218,599.8
950-SELF INSURANCE	143,232.94	33,662.11	15,607.80	-	161,287.2
951-UNEMPLOYMENT SELF INS	1,457.93	14,152.72	15,610.65	-	-
TOTAL BALANCE	7,350,800.03	13,450,105.44	12,822,613.68	(434.69)	7,978,726.4

*Brent Hinson, City Administrator
Sandra Johnson, Mayor
Illa Earnest, City Clerk
Craig Arbuckle, City Attorney*



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

Memorandum

April 14, 2016

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

From: Brent Hinson
City Administrator

Re: Schedule for Possible YMCA Referendum

I have attached a proposed schedule for the possible YMCA referendum process. It ends up being relatively complicated due to the need to amend the Urban Renewal Plan in order to use the process discussed with our bond counsel. This process alone takes 30 days or more, and while some of that process can overlap with the work on the bond proceedings, we are very tight against the deadline for setting an election for August 2. Referendum questions must be approved not less than 45 clear days prior to the election, so the last possible date to approve this is technically Thursday, June 16. By this schedule, we are complete by May 31.

City of Washington
Schedule for YMCA Referendum Legal Proceedings

<u>Step</u>	<u>Task</u>	<u>Responsible Parties</u>	<u>Tentative Date</u>
1	Preparation/review of Urban Renewal Plan	Hinson/Olson	April 14, 2016 Complete
2	Preparation of legal proceedings for approval of UR Plan	Olson	By April 22, 2016
3	Council sets date for public hearing on UR Plan for May 31 at 6 PM	City Council	April 26, 2016
4	Complete negotiation of Development Agreement (DA)	Hinson/Olson/ YMCA	By April 29, 2016
5	Mailing to affected taxing entities, including copy of UR Plan	Hinson	By April 29, 2016
6	Council sets date for public hearing on DA for May 31 at 6 PM	City Council	May 3, 2016
7	Consultation with Board of Supervisors and Board of Education	Hinson	May 17, 2016 at 1 PM
8	Submit hearing notices to Washington Evening Journal for publication	Hinson	By May 20
9	Hearing notices published	Journal	By May 24
10	Bond proceedings and ballot language resolution completed & submitted to City	Ahlers	By May 24
11	Preparation of petition calling for special election with eligible voter signatures equivalent to 10% of last general city election	YMCA Supporters	By May 31
12	Hearing on UR Plan & adoption of plan	City Council	May 31, 2016 at 6 PM
13	Hearing on DA & adoption of agreement	City Council	May 31, 2016 at 6 PM
14	Consideration of initiating bond proceedings	City Council	May 31, 2016 at 6 PM
15	Review & consideration of petition for special election	City Council	May 31, 2016 at 6 PM
16	Consideration of resolution setting date for special election and approving ballot language	City Council	May 31, 2016 at 6 PM
17	Special election held	County Auditor	August 2, 2016



MEMORANDUM

To: Steve Donnolly, City of Washington
From: Leland Belding
Re: Washington, Iowa
U.P. Home Site Plan

Date: March 4, 2016

File: 24616-033

Veenstra & Kimm, Inc. has reviewed the revised site plan (submittal #4) by Anderson-Johnson Associates, Inc. on behalf of the United Presbyterian Home. The site plan is a Major Site plan since the building addition is 20,675 SF. The work will consist of demolition of an existing home and adding an addition onto the south side of the United Presbyterian Home main building.

Parking

New parking required	1 per 5 beds, 1 per 2 employees
Stalls required	8
Stalls provided	10

Landscaping

The project will be removing approximately 7 existing trees for the building addition and will be adding 2 trees and decorative plantings. Even with the net loss of 5 trees the area has numerous trees and meets the site plan requirement for trees within 60 ft of the parking stalls.

Storm Water

The storm water plan for the expansion consists of adding underground detention under the parking lot to the east of the building. The outlet will connect to the existing private storm line that extends to the south. The storm water detention calculations meet the requirements of the ordinance and the Iowa Storm Water Manual.

Setbacks

The expansion to the south does not meet the side yard setback. The Zoning Ordinance section 164.14 defines the side yard setback as the height of the building. The height is defined as the middle height of the pitched roof. Based on the building elevation drawing provided the height of the building is approximately 27 ft and the distance between the expansion and the house to the south is approximately 14.75 ft. This is a unique situation in that all of the buildings and houses are owned by the United Presbyterian Home even

though they are still identified as individual parcels with the county.

The building construction is metal framing with gypsum board and the exterior is a combination of brick and steel siding. The walls have a 1 hour fire resistance rating and there will be fire sprinkler throughout the addition.

The intent of the side yard setback is that one building doesn't catch on fire and then collapse onto the adjacent building. In this case, both buildings have the same owner and with the building materials and sprinklers the addition has much a higher fire resistance than the wood construction in the past.

Recommendation

The site plan meets the requirements of the Site Plan ordinance for a Major Site Plan except for the side yard setback. Based on discussions with Steve Donnolly regarding the building material and the sprinkler system, it is our recommendation that the side yard setback requirement is waived and the site plan be approved and a recommendation provided to the council.





United Presbyterian Home Expansion of Quality First Services

Washington, Iowa

City of Washington
Planning and Zoning Submittal

SHEET SCHEDULE

Overall	0001	TITLE SHEET
Civil	C101	REAR ELEVATION PLAN
	C102	SITE PLAN
	C103	GROUND AND DRAINAGE PLAN
Mechanical	M101	MECHANICAL SYSTEMS CONTROL PLANS
	M102	SITE DETAILS
	M103	SITE DETAIL

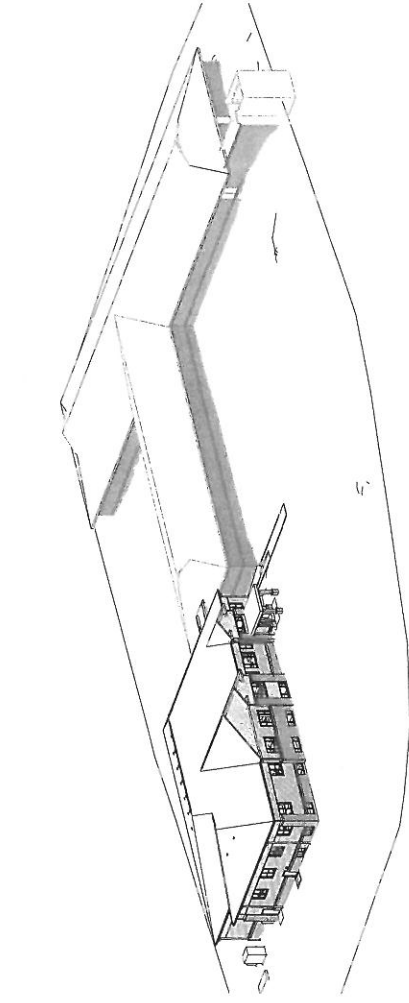
Horty Elving™
A World Company

390 E. Duane Street, Washington, IA 52581-1100
562-2055 FAX 562-1121 horty@horty.com

United Presbyterian Home
Expansion of Quality First Services
Washington, Iowa

Sheet Revision Schedule

Date	Revision



Licensure
Architect

Civil Engineer

TITLE SHEET

Date 3/1/18
Sheet Number 110012

G001

Professional Engineer License Information

Professional Engineer License No. _____
 State of Iowa License No. _____
 Mechanical Discipline No. _____
 Mechanical Discipline No. _____
 Mechanical Discipline No. _____

Horty Elving
 A Wick Company
 300 S. Main Street, Suite 200
 Westborough, MA 01581
 Tel: 508.865.1234 Fax: 508.865.1235

United Presbyterian Home
 Expansion of Quality First Services
 Westborough, MA

Sheet Revision Schedule

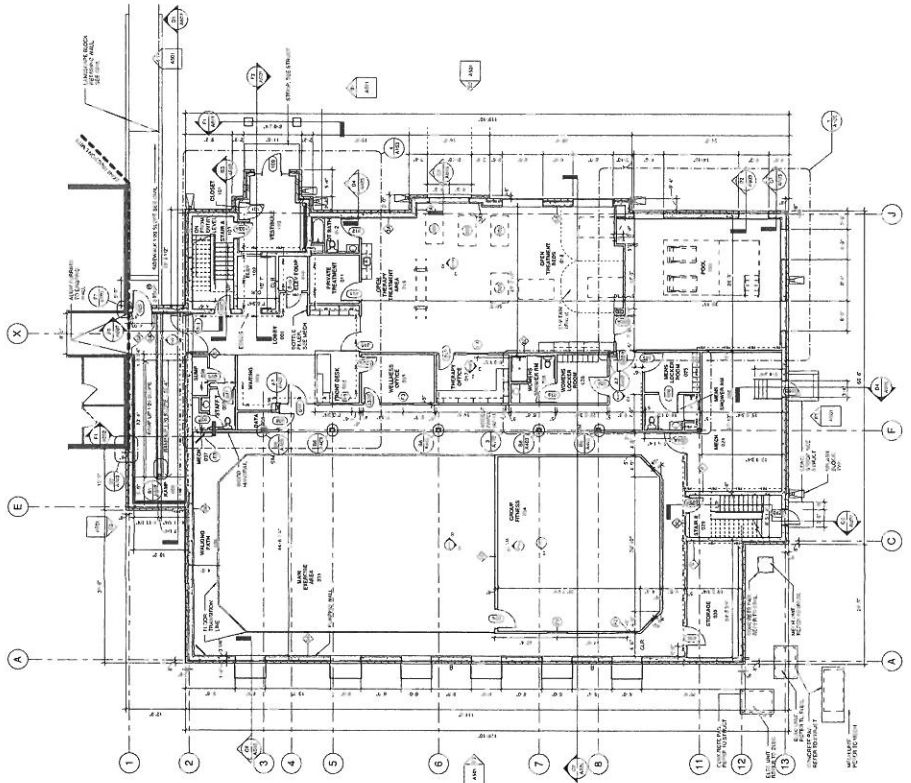
No.	Date	Revised

GENERAL NOTES:
 1. REFER TO SHEETS A-1001 TO A-1010 FOR ALL NOTES.
 2. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2012 INTERNATIONAL RESIDENTIAL CODE BOOK.
 3. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2012 INTERNATIONAL MECHANICAL CODE.
 4. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2012 INTERNATIONAL ELECTRICAL CODE.
 5. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2012 INTERNATIONAL PLUMBING AND MECHANICAL CODE.
 6. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2012 INTERNATIONAL FIRE AND SAFETY CODE.
 7. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2012 INTERNATIONAL BUILDING DEPARTMENT CODE.

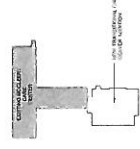
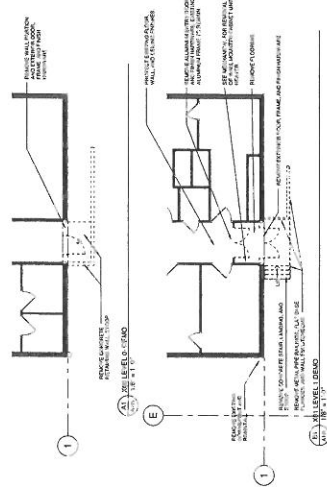
DEMO PLAN & LOWER LEVEL PLAN

Scale: 1/4" = 1'-0"
 Date: 05/11/2012

A101



DEMO PLAN & LOWER LEVEL PLAN



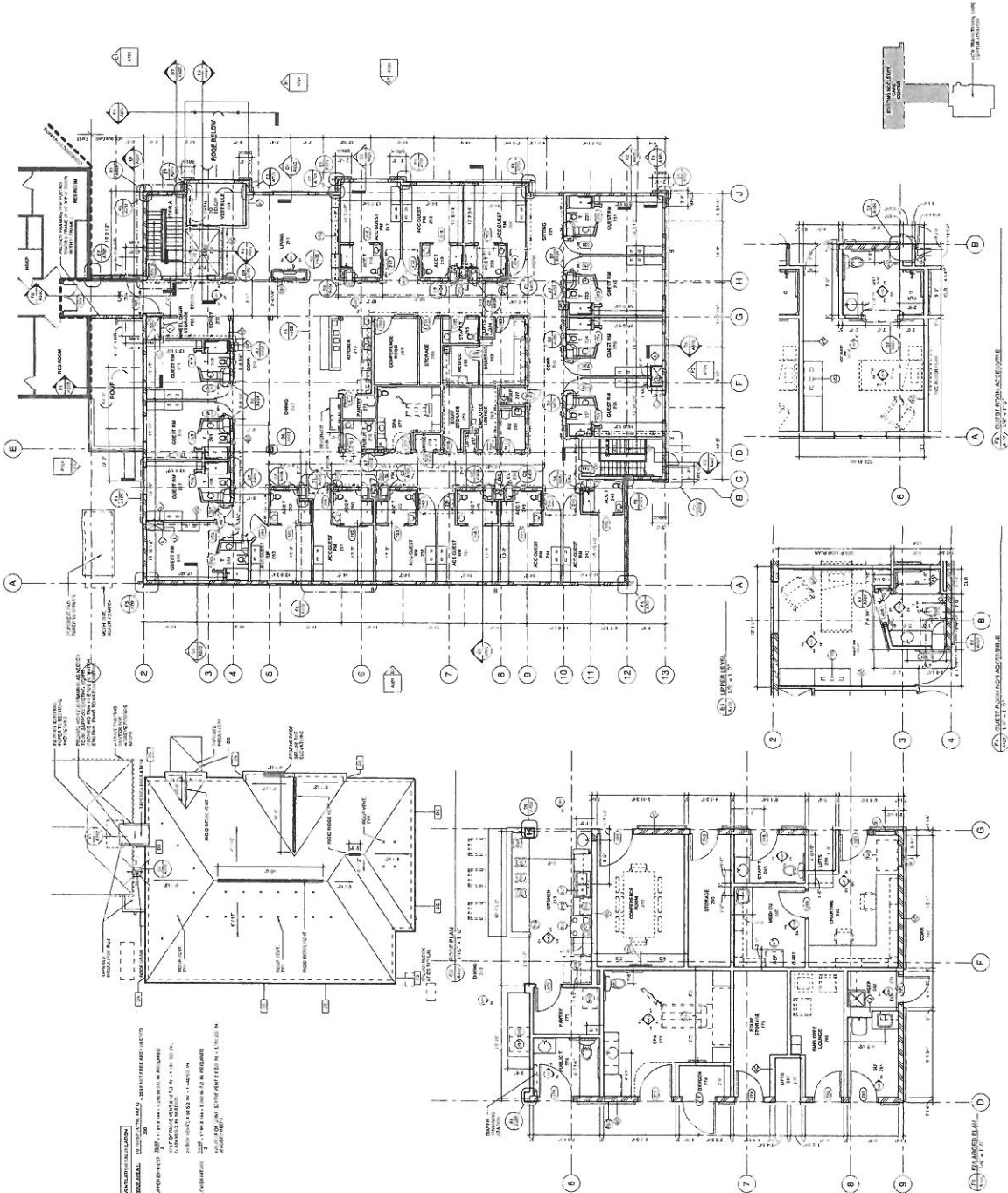
United Presbyterian Home
 Expansion of Quality First Services
 Minneapolis, MN

Sheet Revision Schedule

No.	Date	Revised	By

GENERAL NOTES:

1. REFER TO PLAN 100-F-1193.
2. REFER TO SPECIFICATIONS TO SUPPLEMENTAL SPECIFICATIONS TO THE 2012 BUILDING CODE, 2012 EDITION, SUPPLEMENTAL SPECIFICATIONS TO THE 2012 BUILDING CODE, SECTION 05100 - FINISHES.
3. REFER TO SPECIFICATIONS TO SUPPLEMENTAL SPECIFICATIONS TO THE 2012 BUILDING CODE, 2012 EDITION, SUPPLEMENTAL SPECIFICATIONS TO THE 2012 BUILDING CODE, SECTION 05100 - FINISHES.
4. REFER TO SPECIFICATIONS TO SUPPLEMENTAL SPECIFICATIONS TO THE 2012 BUILDING CODE, 2012 EDITION, SUPPLEMENTAL SPECIFICATIONS TO THE 2012 BUILDING CODE, SECTION 05100 - FINISHES.
5. REFER TO SPECIFICATIONS TO SUPPLEMENTAL SPECIFICATIONS TO THE 2012 BUILDING CODE, 2012 EDITION, SUPPLEMENTAL SPECIFICATIONS TO THE 2012 BUILDING CODE, SECTION 05100 - FINISHES.



Sheet Revision Schedule

No.	Date	By	Revised	Description

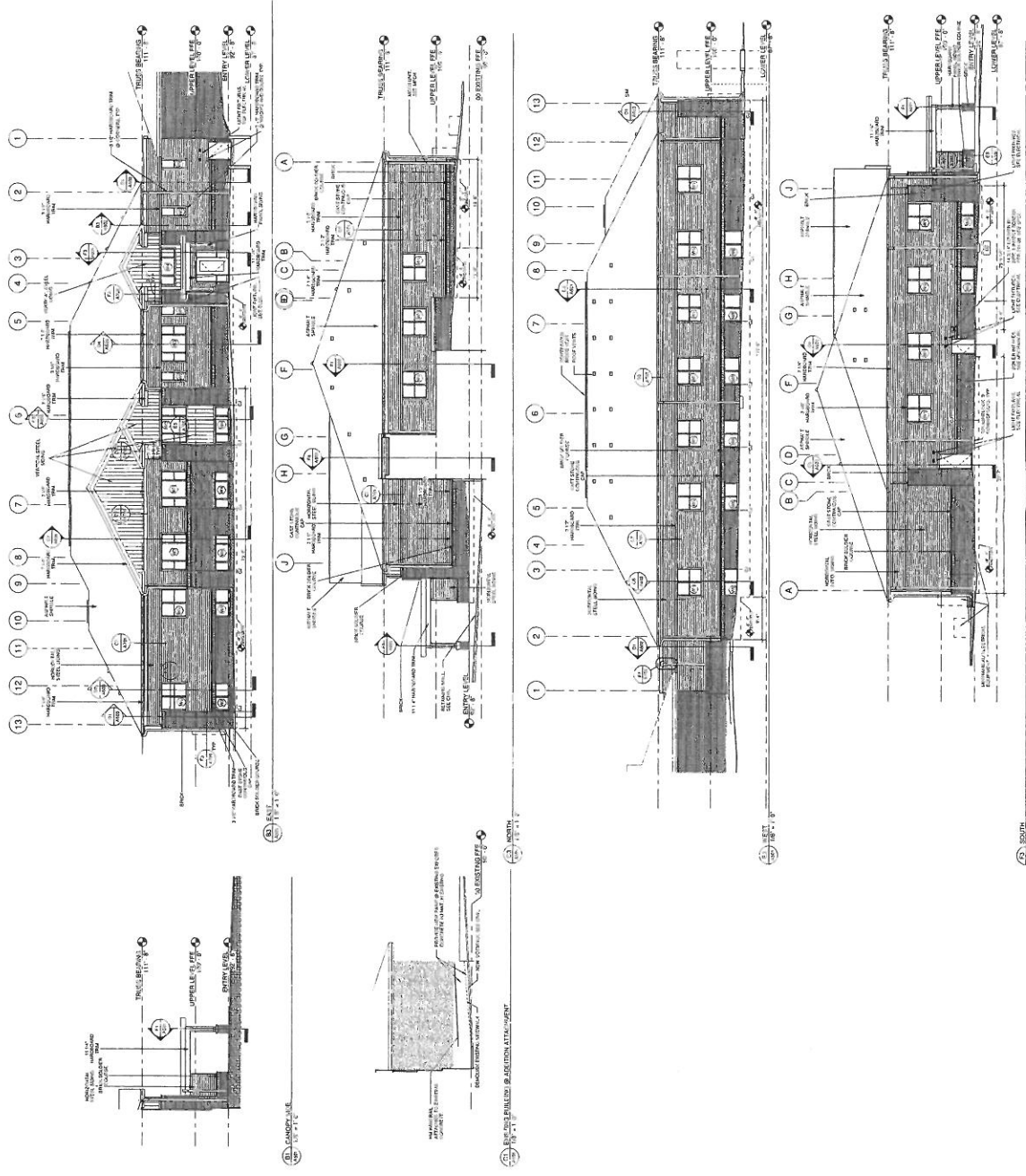
EXTERIOR ELEVATIONS

Scale: 1/8" = 1'-0"

Date: _____
 13-1-15

Contract #: 152558
 Designer: _____

A501



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



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

Memorandum

April 14, 2016

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "B. Hinson", is written over the printed name of Brent Hinson.

Re: Courthouse Sewer Separation Project Change Order #1

As I had previously warned you, we have run into a few issues on the Courthouse Sewer Separation Project that have raised costs and now necessitate a change order. The first thing was that we had the size on the line along West 2nd Street wrong. We thought it was a 12" line, but it is actually a 15". This adds around \$13,500 in cost. The other issues are related to the fact that it was thought that the majority of the line headed back east from the new manhole near the Methodist Church toward Marion just needed a point repair. It turns out that the whole line is open-jointed pipe, and cannot be lined due to several crushed segments. Therefore, the only thing we can really do to address the problem is to totally replace the sewer line on that half of the block. The section headed west from the Methodist Church drive is in better shape, and should be able to be lined in the future, but not as part of this project. These changes will use the vast majority of the budgeted contingency we had for the project (this was \$44,000).

The other item I recommend a change on is that we replace the 4" cast iron water main along Jefferson from B to C. We are already excavating pretty much the whole area needed to do the water main replacement, and I hate to leave a cast iron line unaddressed when we have an opportunity like this. This change would be covered by the Water Fund. I believe we have the space in the Water Distribution budget to cover the costs.

It is unfortunate that we need to make these changes, but unfortunately, this is often to be somewhat expected when we are working in the older areas of town, especially in downtown. We have one more issue that we are still trying to address, which is an intake behind the Post Office that is tied into the sanitary sewer. This issue was not previously identified in the plans, and is very difficult to solve due to several factors.

*Development Services Department
215 East Washington Street
Washington, IA 52353
319-653-6584*



MEMO

To: City Council
From: Keith Henkel, Engineering Technician
Date: 04/15/2016
Re: Change Order #1 for the Courthouse Sewer Separation Project

City Council,,

I submit to you a change order for the Courthouse Sewer Separation Project. The first section of the change order deals with the sanitary sewer line running east/west on 2nd Street. Originally this section of sewer was going to get two point repairs and then be placed on a list for future lining. After the sewer was exposed we assessed the condition to be worse than anticipated. The line is in need or replacement instead of the point repair and lining. The second section of the change order is additional work along Jefferson Street. This work would include the replacement of an old 4: cast waterline. This waterline has had a history of water main breaks. With the current project removing and replacing the concrete on Jefferson this work needs to be done at the same time. My recommendation to council is to approve Delong Constructions change order #1 for the Courthouse Sewer Separation Project in the amount of \$60,780.00

Thank You,

A handwritten signature in black ink, appearing to read "Keith Henkel".

Keith Henkel

CC: Brent Hinson



April 15, 2016

CHANGE ORDER NO. 1

COURT HOUSE SEWER SEPARATION
WASHINGTON, IOWA

Change Order No. 1 is for the following modifications to the project:

1. Additional labor, equipment, and materials for reconstruction of sanitary sewer on North 2nd Street.

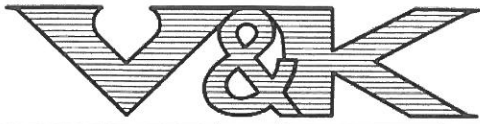
a. Pavement Removal	150 SY @ \$37/SY	\$ 5,550.00
b. 7" PCC Pavement	150 SY @ \$60/SY	\$ 9,000.00
c. Special Backfill	115 Tons @ \$30/Ton	\$ 3,450.00
d. 15" PVC Sanitary Sewer Pipe	150LF @ \$90/LF	\$ 13,500.00
e. Service Hookups	4 Ea. @ \$825/Ea.	\$ 3,300.00
f. 4" Sidewalk at 2 nd Street & Marion	20 SY @ \$43/SY	\$ 860.00
g. Detectable Warnings at 2 nd Street & Marion	20 SF @ \$30/SF	\$ 600.00
h. Sidewalk Removal south of church	4 SY @ \$37/SY	\$ 148.00
i. 4" Sidewalk south of church	4 SY @ \$43/SY	\$ 172.00
j. Flowable Mortar	3 CY @ \$700/CY	\$ 2,100.00
k. Cut hole in manhole	1 Ea. @ \$2,000/Ea.	\$ 2,000.00
l. 15" Fernco Connection	1 Ea. @ \$200/Ea.	\$ 200.00

Total \$ 40,880.00

2. Additional labor and equipment for installation of water main on Jefferson Street.

a. 6" C-900 PVC water main	300 LF @ \$15/LF	\$ 4,500.00
b. Fire Hydrant Assembly	1 Ea. @ \$1,200/Ea.	\$ 1,200.00
c. 1" Service Tap	8 Ea. @ \$150/Ea.	\$ 1,200.00
d. 1" Copper Tubing	200 LF @ \$15/LF	\$ 3,000.00
e. Main Tie -In	2 Ea. @ \$2,000/Ea.	\$ 4,000.00
f. Rock (Special Backfill)	200 Tons @ \$30.Ton	\$ 6,000.00

Total\$ 19,900.00



VEENSTRA & KIMM, INC.

860 22nd Avenue, Suite 4 • Coralville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

Change Order No. 1 increases the contract amount by \$ 60,780.00.

DELONG CONSTRUCTION, INC.

By _____

Title _____

Date _____

CITY OF WASHINGTON, IOWA

By _____

Title _____

Date _____

VEENSTRA & KIMM, INC.

By _____

Title Project Engineer

Date _____

ATTEST:

By _____

Title _____

Date _____

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



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

Memorandum

April 14, 2016

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

From: Brent Hinson
City Administrator

Re: Demolition Bidding of 216 East Jefferson

We are ready to move forward on the demolition of the above residence to make room for future municipal campus expansion, and are asking the City Council to approve the bid spec I have attached. I believe this approach represents an improvement on our previous methodology, and I ask for your approval so that we can proceed.

*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

Public Bid Announcement
Demolition of Building for the City of Washington

The City of Washington, Iowa, is requesting public proposals for the demolition of a house located at 216 East Jefferson Street. This house is being removed for future improvements to the adjacent City of Washington campus.

Bid packets containing information regarding the conditions for the demolition contract are available at City Hall, located at 215 East Washington Street. Anyone submitting a proposal for the above-listed property must agree in writing to meet the conditions set by the City of Washington.

Sealed proposals are due on or before 9 o'clock A.M. on the 2nd day of May, 2016, in the office of the City Administrator, City Hall, 215 East Washington Street, Washington, Iowa. Proposals will be opened immediately following the deadline. Any interested contractors are advised to contact the Washington Fire Department for additional details at 653-2239.

The Washington City Council will hold a public hearing and act on proposals for the demolition on Tuesday, May 3, 2016 at 6 o'clock P.M. at the Former Public Library, 120 East Main Street. At that time, the City Council may accept the proposals and award the sale to the contractor whose application is the most advantageous to the citizens of the City. The City Council may reject any and all proposals in its sole discretion. The City may waive any discrepancies or technicalities associated with said proposal.

Published by order of the City Council of Washington, Iowa
Illa Earnest, City Clerk

Demolition Guidelines

By making a proposal, the contractor represents that it has examined the property in question. Additional questions may be directed to the Washington Fire Department at 653-2239.

The structure has been tested for asbestos, and the necessary asbestos removal will be done by the City prior to demolition by the contractor. The Washington Fire Department will assist in wetting down the structure as demolition proceeds to reduce dust. The contractor will be responsible for hauling all debris to the SEMCO landfill or a City-approved off-site location using the guidelines propagated by the Iowa DNR for controlled burns of demolished buildings.

This is a unit price, lump-sum contract, and all proposals are on a “not-to-exceed” basis. Change orders must be approved by the City Administrator in writing before the work is performed. No work shall be commenced until a start time and date is coordinated with the Washington Fire Department.

The contractor will be responsible for complete removal of the structures on the site, including removal of foundations and leveling of the site. All backfill shall be clay, properly compacted to support new construction in the future. The City will arrange for disconnection of all utilities prior to demolition proceeding. The contractor will have sole salvage rights to any items of value remaining on the site as of the bid award date.

The contractor must carry and be able to provide proof of the following insurances:

- 1) Workman’s compensation insurance;
- 2) Public liability and property damage insurance not less than \$1 million per occurrence or \$2 million aggregate; and
- 3) Automobile liability insurance on all vehicles used on the project, not less than \$500,000 per occurrence or \$1 million aggregate.

Bid for Demolition of City-Owned Property

Location: 216 East Jefferson Street

My bid: _____

____ I acknowledge and agree to all of the requirements detailed in the Public Bid Announcement.

____ I acknowledge and agree to fully comply with the requirements of the Washington Code of Ordinances as it may relate to this project.

____ I acknowledge and agree that the City of Washington has the right to reject any and all proposals.

Contractor Information:

Name: _____

Address: _____

Contact Phone: _____

Signature: _____ Date: _____

Please seal your bid in an envelope and submit to Washington City Hall at 215 East Washington Street by May 2nd at 9 AM.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCE OF THE CITY OF WASHINGTON, IOWA BY ADDING A TEMPORARY SECTION ENTITLED "RAGBRAI ORDINANCE"

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA:

Section 1. That the Municipal Code of the City of Washington, Iowa be amended by the following Ordinance designated "RAGBRAI ORDINANCE", which because of its temporary nature shall not be printed as part of the permanent Code of Ordinances. The RAGBRAI Ordinance is as follows:

RAGBRAI ORDINANCE

1. Definitions

A. As used herein, "food" shall include food products of all kind including food packaged for consumption off premises as well as meals prepared for consumption either on or off premises. Food shall also include beverages of every kind, including both alcoholic and nonalcoholic, except for water provided without cost to the consumer.

B. As used herein, "person" shall include any individual person, club, group, organization, partnership, corporation or entity of any kind.

C. The RAGBRAI Committee for purposes herein shall be defined as the RAGBRAI Advisory Board and the RAGBRAI Executive Committee.

2. Commercial Vendor Booth – Permit Required

No for-profit person, shall provide or sell food or goods to the public in Washington, Iowa on July 29, 2016 or July 30, 2016 at a location other than their regularly-established place of business unless said person shall first obtain a Commercial Vendor Booth Permit from the Washington RAGBRAI Committee through the Chamber office located at 205 West Main Street, Washington, Iowa.

3. Commercial Vendor Booth Fees

The fee for a Commercial Food Booth Permit shall be \$850.00.

4. Commercial Vendor Booth Location

A Vendor who has been granted a Washington Commercial Vendor Booth Permit shall locate its temporary sale facility at a location, and only at that location, to be determined by the official Washington RAGBRAI Committee.

5. Non-Profit Vendor Booth – Permit Required

No non-profit person of any kind shall provide or sell food or goods to the public in Washington on July 29, 2016 or July 30, 2016, at a location other than their regularly-established place of business unless said person or entity shall first obtain a Non-Profit Vendor Booth permit from the Washington RAGBRAI Committee through the Chamber office located at 205 West Main Street, Washington, Iowa.

6. Non-Profit Vendor Booth Fees

The fee for a local Non-Profit Vendor Booth Permit shall be \$350.00.

7. Non-Profit Vendor Booth Location

A Vendor who has been granted a Washington Non-Profit Vendor Booth Permit shall locate its temporary facility at a location, and only at that location, to be determined by the official Washington RAGBRAI Committee.

8. Health Regulations

A person issued a commercial or non-profit food booth permit pursuant to this Ordinance shall comply with the Iowa Department of Health and Washington County Department of Environmental Health rules and regulations, including obtaining appropriate permits, pertaining to the sale and dispensing of food for consumption on its premises.

9. Refundable Cleanup Deposit

Permitted vendors shall pay, at the time of application, a \$100.00 refundable deposit. If cleanup of the site is approved by the Sanitation Committee, the deposit will be refunded.

10. Declining Permit

The Washington RAGBRAI committee shall approve all permits and have sole discretion to decline to issue a permit for any reason, provided, however, that no applicant for a permit shall be denied based upon the race, creed, color, sex, age, or country of origin of the applicant.

11. Application Deadline

All applications for permits must be received by June 1, 2016. Applications received after this date are not ensured of approval and are subject to a \$250 late fee.

12. Electrical Service

The fee for providing electrical service to each booth shall be \$75.00 per booth. Additional charges may apply if more than basic electrical needs are requested.

13. Outdoor Alcoholic Beverage Garden

The presence of 25,000 additional people in Washington on July 29, 2016, many of whom may be consuming alcoholic beverages, has the potential to overwhelm local law enforcement personnel. Therefore, in order to ensure public safety and to facilitate police protection, the Council determines that there may be no more than one applicant permitted to operate an outdoor alcoholic beverage garden from a temporary location with a five day or fourteen day beer permit and/or five day or fourteen day liquor license. To help support the cost incurred by the Washington RAGBRAI Committee to host RAGBRAI as an overnight stop, the Washington RAGBRAI Committee, or its designee, shall have the first option to apply for the necessary permits or licenses to operate such alcoholic beverage garden at such location, but if the Committee does not secure such a permit and/or license before July 1, 2016, the Council shall have the option to consider applications from other vendors. Businesses that have an existing liquor license for an outdoor beverage garden as of the date of approval of this Ordinance shall be permitted to operate such within the space defined in their license.

14. Motorized Vehicles

The use of motorized vehicles such as scooters, golf carts, ATV's, etc. are prohibited in event venue areas, as designated by the Washington RAGBRAI Committee, unless specifically authorized by the Committee or Washington Police Department.

15. Nuisance.

The sale of food or the erection of a temporary facility for the sale of food or other merchandise without a commercial or non-profit vendor permit on July 29, 2016 and July 30, 2016 is in violation of this Chapter shall be considered a nuisance as defined by Chapter 50 of this Municipal Code. If this type of nuisance is determined to exist by the Police Chief, an emergency abatement procedure pursuant to Chapter 50 of the Municipal Code is hereby authorized and may be executed by any peace officer or those acting at their discretion by dismantling and removing the nuisance without notice.

16. Violations - Penalties

Selling or supplying food or goods to the public without a Washington Commercial/Non-Profit Vendor Booth Permit on July 29, 2016 or July 30, 2016 when such a permit is required, is in violation of this Ordinance. The Washington RAGBRAI Committee at its sole discretion could issue a permit, subject to receipt of booth fee, regular late fee, and an additional late fee of \$250.00.

17. Indemnity

The Washington RAGBRAI Committee shall establish an indemnity agreement to be signed and returned with each Washington RAGBRAI Vendor Application. The vendor must indemnify and hold harmless the Washington RAGBRAI Committee, its agents, officers, employees, the Washington Chamber of Commerce, Main Street Washington, and the City of Washington from and against all claims for injury or damage to persons or property arising out of or caused by the act of vending during the Washington RAGBRAI event.

18. Non-Glass Containers

To promote public safety, Vendors are hereby prohibited from selling beverages in glass containers on July 29, 2016 at 5 o'clock A.M. to July 30, 2016 at 5 o'clock P.M.

18. Street Closings

During the Effective dates of this ordinance and without prior Council approval regarding the blocking of any city streets, any Washington police officer, or those at their direction, may place barricades or road blocks in any City street, alley or roadway to redirect vehicular traffic in order to enhance the proper and safe flow of bicycle and vehicular traffic within the City limits of the City of Washington.

19. Effective Period

The provisions of this Ordinance shall be in effect upon passage by the Washington City Council and remain in effect until 5 o'clock P.M. on July 30, 2016.

20. Certain Ordinances Suspended

Effective July 29, 2016 at 5 o'clock A.M. to July 30, 2016 at 5 o'clock P.M., all ordinances in conflict with this ordinance shall be suspended and shall not be enforced, at the discretion of the Police Chief.

21. Authority

Any and all issues and appeals regarding this ordinance will be brought to the Washington RAGBRAI Advisory Board for resolution.

Section 2. Repealer. All previous ordinances or parts of such ordinances in conflict with provisions of this Ordinance are hereby repealed.

Section 3. Severability. If any section, provision or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole, or any section thereof, or part thereof, not adjudged invalid or unconstitutional.

Section 4. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____, 2016.

Sandra Johnson, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: March 22, 2016
Approved on Second Reading: April 5, 2016
Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2016.

City Clerk

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

The property of Robert McFarland located at 903 E. 3rd St. for the amount of \$100.00. Legal description (15 Smouses E Sid Add) Parcel Number (11-17-429-004).

The property of Jackie L. Farr located at 914 E. 3rd Ave. for the amount of \$70.00 Legal Description (12 Smouses E Sid Add W 55 Ft.). Parcel Number (11-17-426-013).

and,

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 19th day of April, 2016

Sandra Johnson, Mayor

Attest:

Illa Earnest, City Clerk