



AGENDA OF THE REGULAR SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IA
TO BE HELD IN THE
WASHINGTON WATER PLANT
522 N. 4th AVENUE
AT 4:30 P.M. TUESDAY, April 18, 2023
and
COUNCIL CHAMBERS
215 E. WASHINGTON STREET
AT 6:00 P.M., TUESDAY, April 18, 2023

To attend the 6 p.m. section of the meeting via Zoom go to:
<https://us02web.zoom.us/j/84413261389?pwd=Sy9VMjg1dHpoYkkwTzFPTy84aUF2dz09>
Meeting ID: 844 1326 1389
Passcode: 6536584

Facility Tour – Washington Water Plant at 522 North 4th Avenue

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, April 18th, 2023 to be approved as proposed or amended.

Consent:

1. Council Minutes April 4, 2023
2. Bricks & Mortar Foods LLC, Dino's Pizza and Steak House, 109 E. Washington Street, Class C Retail Alcohol License (**new**)
3. JP's 207, 207 West Main Street, Class C Retail Alcohol License, Catering Privilege (**renewal**)
4. The Tippy Traveler's LLC, 204 South Iowa Avenue, Special 5-Day License May 21-25, 2023, Class C Retail Alcohol License, Outdoor Service Area
5. Department Reports

SPECIAL PRESENTATION

- Mayoral Proclamation – Sexual Assault Awareness Month

SPECIAL EVENT REQUEST

- Washington Public Library Summer Reading Programs
- 2023 Farmers Market
- Marion Avenue Baptist Church – Our Time Youth Conference May 4, 2023
- Washington Chamber of Commerce – 2023 Flightline Live
- Washington Chamber of Commerce – 2024 and 2025 Special Events

PRESENTATION FROM THE PUBLIC – Please limit comments to 3 Minutes

CLAIMS & FINANCIALS

- Claims for April 18, 2023
- March 2023 Financial Report

NEW BUSINESS

1. Discussion and Consideration of Resolution Adopting Plans, Specifications, Form of Contract, and Estimate of Costs for 2023 Sealcoat Project
2. Discussion and Consideration of Resolution Approving Entering Into a Task Order with FOX Strand for East Sanitary Sewer Interceptor Review and Iowa Renewable Energy (IRE) Consultation
3. Discussion and Consideration of a Resolution Setting a Public Hearing for Fiscal Year 23 Budget Amendment #2 for May 2, 2023
4. Discussion and Consideration of Well #5 Repairs
5. Discussion and Consideration and Possible First Reading of Ordinance No 2023- Vacant Building Code

DEPARTMENTAL REPORTS

Police Department
City Attorney
City Administrator

MAYOR & COUNCILPERSONS

Millie Youngquist, Mayor Pro Tem
Illa Earnest
Bethany Glinsmann
Elaine Moore
Ivan Rangel
Fran Stigers

ADJOURNMENT

CITY OF WASHINGTON
Council Minutes 4-4-2023

The Council of the City of Washington, Iowa, met in Regular Session in the Council Chambers, 215 East Washington Street on Tuesday, April 4, 2023, at 6:00 p.m. Mayor Pro Tem Youngquist in the chair.

On roll call present: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Absent: none.

Motion by Glinsmann, seconded by Rangel, that the agenda for the Regular Session to be held at 6:00 p.m., Tuesday, April 4, 2023, be approved. Motion carried.

Consent:

1. Council Minutes March 21, 2023
2. Garden & Associates, NLW Subdivision Phase 2, \$823.00
3. Garden & Associates, Buchanan Street Paving Project, \$1,676.95
4. Garden & Associates, Reconstruction of Adams Street, \$3,322.67
5. Veenstra & Kimm Inc., 12th Avenue and Washington Street Intersection Improvements, \$851.00
6. Urban Chicken Permit, 1401 East Main Street, Mike and Teresa Todd (**renewal**)
7. Wal-Mart Supercenter #1475, 2485 Highway 92, Class E Retail Alcohol License, Automatic Renewal (**renewal**)
8. Department Reports

Motion by Stigers, seconded by Moore, to approve consent items 1-8. Motion carried.

Motion by Moore, seconded by Earnest, to affirm mayoral appointment of Councilor Ivan Rangel to the Administrative Hearing Panel. Motion carried.

Code Enforcement Officer Elaine Jennings presented the monthly nuisance update.

Presentation from the public: none.

Claims for April 4, 2023 were presented by Finance Director Kelsey Brown.

Motion by Stigers, seconded by Moore, to approve the claims for April 4, 2023. Motion carried.

Motion by Moore, seconded by Glinsmann, to open the public hearing for Fiscal Year 2024 Budget. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Motion carried.

No oral or written objections were received.

Motion by Earnest, seconded by Moore, to close the public hearing. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Motion carried.

Motion by Moore, seconded by Stigers, to approve a Resolution Adopting Fiscal Year 2024

Budget. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2023-026)**

Motion by Moore, seconded by Glinsmann, to approve a Resolution to Provide for a Notice of Hearing and Letting on Proposed Plans, Specifications, Form of Contract and Estimate of Cost for the 2023 Sealcoat Project and Taking of Bids Therefore. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2023-027)**

Tracy Achenbach with ECICOG joined via Zoom. Motion by Moore, seconded by Glinsmann, to approve a Resolution to approve Contract for IFA Home Rehabilitation Block Grant Pilot Program. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2023-028)**

Motion by Glinsmann, seconded by Moore, to approve a Resolution to Approve Professional Services Agreement with Schneider Geospatial. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2023-029)**

Motion by Moore, seconded by Stigers, to go into closed session per Iowa Code 21.5(1)(i) – To discuss the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Motion carried.

Council went into closed session at 6:18 p.m.

Motion by Moore, seconded by Stigers, to end closed session at 6:28 p.m. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Motion carried.

Motion by Moore, seconded by Earnest, to approve a new employment contract for Police Chief Jim Lester. Roll call on the motion: Ayes: Earnest, Glinsmann, Moore, Rangel, Stigers, and Youngquist. Nays: none. Motion carried.

Department reports were presented.

Motion by Stigers, seconded by Moore, that the Regular Session held at 6:00 p.m., Tuesday, April 4, 2023, is adjourned at 6:40 p.m. Motion passed unanimously.

Sally Y. Hart, City Clerk

THE CITY OF WASHINGTON

"Cleanest City in Iowa"



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Deanna McCusker, City Administrator
Sally Y. Hart, City Clerk
Kevin Olson, City Attorney

P.O. Box 516
215 E. Washington St.
Washington, IA 52353
319-653-6584
Fax Only 319-653-5273

NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **Dino's Pizza and Steak House/Bricks & Mortar Foods LLC**

Business Address: **109 E. Washington Street**

App #: **App-174474**

Type of License: New: **X** Renewal: Special Five-Day: Amendment:

Beer/Wine Permit:

Liquor License: **Class C Retail Alcohol License**

Automatic Renewal:

Cigarette License:

Dance Permit:

Sunday Sales: **Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

Living Quarters:

Outdoor Service Area:

Catering Privilege:

Date of Council Meeting: **April 18, 2023**

Police: DCI background check and/or local background check: Yes: No:

Police Chief sign off _____ Date **4-3-2023**

Fire: fire inspection done: Yes: No:

Fire Chief sign off _____ Date _____



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS
BRICKS & MORTAR FOODS LLC	DINOS PIZZA & STEAK HOUSE	

ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
109 E WASHINGTON ST		WASHINGTON	WASHINGTON	52353

MAILING ADDRESS	CITY	STATE	ZIP
422 E MAIN ST	WASHINGTON	Iowa	523532019

Contact Person

NAME	PHONE	EMAIL
TRINDA ROBBINS	7024673109	trindakayrobbins12@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Class C Retail Alcohol License	8 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Feb 5, 2023	Oct 5, 2023	

SUB-PERMITS
Class C Retail Alcohol License

PRIVILEGES



Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
CHRISTOPHER ROBBINS	WASHINGTON	Iowa	523532018	CEO	22.50	Yes
TRINDA ROBBINS	WASHINGTON	Iowa	523532019	President	22.50	Yes
DOMINICK PAPANONE	WASHINGTON	Iowa	523532019	COO	22.50	Yes
KERRY MAYFIELD	WASHINGTON	Iowa	523539333	Creative Director	22.50	Yes

Insurance Company Information

INSURANCE COMPANY

Farm Bureau Financial Services

POLICY EFFECTIVE DATE

Jan 26, 2023

POLICY EXPIRATION DATE

Jan 26, 2024

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

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NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **JP's 207**

Business Address: **207 West Main Street**

App #: **App-176204**

Type of License: New: Renewal: **X** Special Five-Day: Amendment:

Beer/Wine Permit:

Liquor License: **Class C Retail Alcohol License**

Automatic Renewal:

Cigarette License:

Dance Permit:

Sunday Sales: **Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

Living Quarters:

Outdoor Service Area:

Catering Privilege: **X**

Date of Council Meeting: **April 18, 2023**

Police: DCI background check and/or local background check: Yes: No:

Police Chief sign off _____ . Date _____ .

Fire: fire inspection done: Yes: No:

Fire Chief sign off  _____ . Date **4/4/23** .

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NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **JP's 207**

Business Address: **207 West Main Street**

App #: **App-176204**

Type of License: New: Renewal: **X** Special Five-Day: Amendment:

Beer/Wine Permit:

Liquor License: **Class C Retail Alcohol License**

Automatic Renewal:

Cigarette License:

Dance Permit:

Sunday Sales: **Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

Living Quarters:

Outdoor Service Area:

Catering Privilege: **X**

Date of Council Meeting: **April 18, 2023**

Police: DCI background check and/or local background check: Yes: No:

Police Chief sign off _____ Date 4.18-2023

Fire: fire inspection done: Yes: No:

Fire Chief sign off _____ Date _____



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
JARON PRICE, LLC	JP's 207	(319) 321-5365		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
207 W Main Street		Washington	Washington	52353
MAILING ADDRESS	CITY	STATE	ZIP	
207 W Main Street	Washington	Iowa	52353	

Contact Person

NAME	PHONE	EMAIL
Jaron P Rosien	(319) 321-5365	jaron.jps207@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0039133	Class C Retail Alcohol License	12 Month	Submitted to Local Authority
TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS	
May 1, 2023	Apr 30, 2024		
SUB-PERMITS			
Class C Retail Alcohol License			



PRIVILEGES

Catering

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Jaron P Rosien	Washington	Iowa	52353	Manager	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

Auto Owners Insurance Company

POLICY EFFECTIVE DATE

May 1, 2023

POLICY EXPIRATION DATE

May 1, 2024

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

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NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **The Tipsy Traveler's LLC**

Business Address: **204 South Iowa Avenue, Washington, IA (location of service requested from mobile vendor)**

App #: **App-178049**

Type of License: New: Renewal: Special Five-Day: **X (May 21-25)**

Amendment:

Beer/Wine Permit:

Liquor License: **Class C Retail Alcohol License**

Automatic Renewal:

Cigarette License:

Dance Permit:

Sunday Sales: **Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

Living Quarters:

Outdoor Service Area: **X**

Catering Privilege:

Date of Council Meeting: **April 18, 2023**

Police: DCI background check and/or local background check: Yes: No:

Police Chief sign off _____ Date _____

Fire: fire inspection done: Yes:

Fire Chief sign off  _____ Date **03/21/23**

No:

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NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **The Tipsy Traveler's LLC**

Business Address: **204 South Iowa Avenue, Washington, IA (location of service requested from mobile vendor)**

App #: **App-178049**

Type of License: New: Renewal: Special Five-Day: **X (May 21-25)**

Amendment:

Beer/Wine Permit:

Liquor License: **Class C Retail Alcohol License**

Automatic Renewal:

Cigarette License:

Dance Permit:

Sunday Sales: **Sunday sales are now an inherent privilege included in your license type with no additional fee. You are no longer required to choose Sunday Sales as a separate privilege.*

Living Quarters:

Outdoor Service Area: **X**

Catering Privilege:

Date of Council Meeting: **April 18, 2023**

Police: DCI background check and/or local background check: Yes: No:

Police Chief sign off . Date 3-30-2023

Fire: fire inspection done: Yes: No:

Fire Chief sign off _____ . Date _____



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
THE TIPSY TRAVELER'S LLC	The Topsy Travelers LLC	(319) 201-0470		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
204 South Iowa Avenue		Washington	Washington	52353
MAILING ADDRESS	CITY	STATE	ZIP	
1919 Dogwood Avenue	Keota	Iowa	52248	

Contact Person

NAME	PHONE	EMAIL
Megan Libe	(319) 201-0470	tipsytravelrs@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Special Class C Retail Alcohol License	5 Day	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
May 21, 2023	May 25, 2023	

SUB-PERMITS

Special Class C Retail Alcohol License



PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Megan Libe	Keota	Iowa	52248	Owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

Founders Insurance Company

POLICY EFFECTIVE DATE

May 21, 2023

POLICY EXPIRATION DATE

May 26, 2023

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE



Millie Youngquist, Mayor Pro Tem
Deanna McCusker, City
Administrator
Kelsey Brown, Finance Director
Sally Hart, City Clerk
Kevin Olson, City Attorney

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

City Administrator Report
April 18, 2023

Project Updates:

Country Club View Subdivision: The intersection at Nutmeg & South Ave E needs to be done yet, including the culvert. April 17th is when the pavers plan on coming in to start on the mainline.

East Adams: The majority of the utilities have been removed and relocated. We are still waiting on Windstream to take care of theirs. A meeting was held last Tuesday, with all the utility companies being invited. Windstream did not show up.

Water Main: Delays with getting the ductile iron pipe. If Cornerstone has enough to do East Main, this section will get done in the spring. Otherwise, the project will all be delayed until all the pipe is here. We have all the right of entry forms for East Main but still working on West Madison ones.

Buchanan Street: Bishop's driveway has been altered. The mailbox cluster is getting finished. There is a little work to be done at the house at W. Buchanan and S E Avenue. The punch list will be reviewed to make sure things are complete. At a May meeting we will have the final pay application, retainer application and formally accept the project.

NLW: Everything done except there is still leaking in a manhole. They are investigating and looking for a resolution without having to dig into the street.

Other updates:

The fire hydrant at St. James school, by the courthouse and on F Ave have been repaired/removed. We have some seasonal employees for the cemetery. Will be working on updating the CIP and have a workshop with council to review at the first meeting in May. Will be meeting with the DOT later in April to discuss the stop lights and the 3-lane possibility and then bring this back to Council. Washington will be featured on KCRG Our Town the week of July 10th. Working on developing our concrete patching list for the summer.

Meetings attended: Makerspace meeting at the library, including one with the fire department and building official; attended the Supervisor's regular meeting and the listening session; wayfinding sign meeting; meeting with Vortex our website company; ARPA reporting webinar; meeting to discuss the dog park waterway; cemetery meeting; went to open house at Victorian View Venue; phone call with the Gazette concerning the Housing Pilot Program; Economic Vitality meeting; East Adams utility meeting onsite; attended the last full day of Leadership Washington.

"One of the 100 Best Small Towns in America"

Next week's meetings include: Meeting with KCRG about Our Town segment; Main Street meeting; Community Development meeting; DOT meeting; Council one on ones; Housing Initiative meeting; Water main project meeting; meeting with Mike Driscoll; meeting with a couple other citizens about some concerns; WEDG meeting; Hotel/Motel meeting; library makerspace meeting.

Washington Fire Department
215 East Washington Street
Washington, Iowa 52353
(319) 653-2239 Phone
(319) 653-5273 Fax
www.washingtoniowa.gov



Brendan DeLong- Fire Chief
Bill Hartsock- 1st Asst Fire Chief
Jim Williams- 2nd Asst Fire Chief
Carrie Ornduff- Asst Chief of EMS

March 2023 Activity Report

Structure fires- 1
Vehicle Fires – 0
Weather related- 1
Mutual aid assists- 2
Hazardous Incidents- 0
Grass fires- 0
Investigate/good intent- 7
Rescue/accidents- 2
Medical- 71
March calls for service- 84

January – March 2023 Calls for service

Fire/Rescue calls - 35
Medical calls – 189
Total calls - 224

EMS Continues to be busy with 71 calls for service in March. This is elevated compared to previous months. A lot of these calls were intense calls. The crew did an outstanding job in responding to every incident. This is awesome for a volunteer service!

March training was held on March 22nd, and it focused on electric car fires. Electric cars present a large hazard to us, so it was informative and a crucial training. We had nearly every member in attendance. There was 1 structure fire in March – and it was at 2446 190th street. It was a shed on fire next to a large building. The large building was saved. The cause remains unknown. We also were dispatched to weather spot for the storms that came through on March 31st. We are lucky to have missed the brunt of this storm.

I attended numerous staff meetings, fire meetings, and a Chief's meeting at dispatch. We received word that we were not successful for the Firehouse Subs foundation grant for our LUCAS device. I will continue to look for other funding opportunities. I am starting to update our standard operating guidelines that dictate how we operate at any given incident. Full time staff continues to be busy responding to EMS & fire calls, fire inspections, rental inspections, and normal duties around the fire station.

Our fire association received a very generous donation. The donor wanted this to be used towards water rescue, therefore, we will be purchasing a rescue boat soon. There will be no cost to the city for this. Thanks to the donor!

We are here and ready to respond.

Brendan S. DeLong
Fire Chief
Washington Fire Department

MAINTENANCE & CONSTRUCTION DEPT. REPORT

3-18-23/3-31-23

STREETS: Personnel bladed a few alleys around town that needed attention. The street sweeper made its way out of the shop.

WATER DISTRIBUTION: Personnel shut of 11 water services for nonpayment. Personnel took out the fire hydrant located at B-West Main St. Personnel also changed a faulty hydrant installing a Clow fire hydrant located at North Ave E-West 2nd St. Personnel were called out for an accident that resulted in a meter pit lid being broken, plus a sign that got struck.

SEWER COLLECTION: Personnel N/A

STORM SEWER COLLECTION: Personnel repaired drainage on Sitler Dr south of Halcyon House. Vac'd 4 intakes (North 12th Ave-East 3rd st & South Iowa Ave-East Van Buren St).

MECHANIC/SHOP: Personnel serviced street sweeper (repair leaking tire), repaired bumper and serviced PD vehicle, 104 (changed hydro boost and another brake chamber), 611 (trouble shoot and got started), City Hall Tahoe (repaired tail light, wheel bearings and ball joints), PD 307, PD Trail Blazer (and rotated tires and changed the flasher relay), PD 97, 97' Parks Ford truck, and 00' Parks Ford.

OTHER: Personnel responded to 67 One Call Locates. Personnel began the yard waste collection program on Tuesday and Thursday last week. Personnel attended a SASSO meeting on Work Zone and Flagger safety. Personnel loaded scrap metal and hauled it to Keota. Personnel hauled spoil away from the shop.

*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 Police Department

James Lester, Chief of Police

215 East Washington Street

Washington, Iowa 52353

Phone: 319-653-2256 Dispatch: 319-653-2107

Activity Report March 2023

Rhonda Hill
Administrative Assistant

Lyle Hansen
Lieutenant

Shamus Altenhofen
Lieutenant

Jason Chalupa
Sergeant

Benjamin Altenhofen
Sergeant

Brian VanWilligen
Investigator

Eric Kephart
K-9 Handler

Seth Adam
Police Officer

Tanner Lavelly
Police Officer

Mia Brdecka
Police Officer

Colton Schneider
Police Officer

Spring is here and with the nice weather comes some increase in our Calls for Service, with 399 calls in March. Those included 19 animal complaints and 11 of those were dogs at large.

As demonstrated in the media releases in March, officers have been busy with investigations.

Sergeant Altenhofen attended a train-the-trainer for peer support and officer resiliency in early March.

Investigator VanWilligen assisted at the ILEA with OWI and field sobriety test scenarios and Chief Lester assisted with domestic violence scenarios.

Officer Lavelly assisted Washington County EMA with deployment of equipment to the Wellman area following the tornadoes on March 31st.

One of the two officer positions has been filled with the hiring of Colton Schneider. He has six years of experience at the Washington County Jail and will begin his ILEA certification training on May 1st.

Respectfully submitted,



Jim Lester
Chief of Police

Washington Police Department

215 East Washington Street

Washington, Iowa 52353

Phone: 319-653-2256 Dispatch: 319-653-2107

2023 Activity & Offense Report For the Month of: March

ACTIVITY	Previous Month	Current Month	Year -- to -- Date
Calls For Service	339	399	1065
Animal Calls	21	19	35
Traffic Citations / Warnings	28	27	82
Parking Tickets	18	11	18
Golf Cart/UTV Registrations	9	1	10
Vehicle Unlocks	23	24	67
Arrest Warrants Served	9	5	21
Search Warrants Served	0	1	2
Mental Health Crisis	12	20	45
Traffic Stops	55	52	164
Traffic Accidents	13	17	41
Arrests	31	33	91
Reportable Offenses	46	58	145
Assault	7	8	18
Burglary	1	5	7
Burglary to Motor Vehicle	1	2	6
Domestic Assault	3	1	6
No Contact Order Violation	3	1	6
Criminal Mischief/Vandalism	5	6	16
Drunkenness (Intoxication)	2	1	3
Driving Intoxicated (OWI)	2	3	6
Drug Offense	5	2	11
Drug Paraphernalia	1	1	3
Harassment/Intimidation	6	3	14
Sex Offense	0	2	4
Theft (Includes Shoplifting)	7	9	21
Trespass	1	0	2
Weapons Violation	0	1	2

This chart indicates a summary of the activity and offenses the Washington Police Department responded to during the reporting period. Some activity/offense types have been combined to simplify reporting. It should be noted an offense does not always result in an arrest. Calls for service do not always include return phone calls, assistance to other agencies and instances where officers are approached while on patrol for minor issues or requests for assistance.

**WWTP report
April 18th , 2023
Council meeting**

- **After hour alarm and dog call outs –**
4-5-2023 dog call to 519 S ave. B @ 5:21 p.m. Dylan
4-6-2023 Dog call to 803 S 4th @ 7:00 p.m. Dylan
4-12-2023 Dog call to 812 S C ave. @ 8:48 p.m. Dylan
- **Dept Head meetings –April 11th,18th**
- **Hydrogen Sulfide Gas-** We continue to have meetings and conference calls with IRE, NELCO,Fox eng., and City staff to resolve the issue. We did get four more hydrogen sulfide monitors for a total of seven. We have the monitors spread through the sewer system from IRE to the WWTP. We get readings from the monitors once a week, share and go over the information with everyone.
- **Spring work-**A lot of spring work is taking place at the WWTP, such as yard cleaning, rolling, seeding mulching and much more.
- **West Equalization Basin-**Over the years there has gotten to be a buildup of solids in the EQ. We are push mix and pump the solids back a little at a time. We will probably work on this a little at a time over the next few months.
- **WWTP March 2023, Discharge Monitoring Report (DMR) –** Average daily flow 2.546 million gallons (mg), maximum daily flow 4.718 mg, minimum daily flow 1.487 mg. There were zero (0) violations of the WWTP’s NPDES discharge permit. Total precipitation for March = >2.31” (recorded at the WWTP).

CBOD5 removal 85% required	result = 94 %
Influent CBOD5 monthly total =	357.6 mg/L
Effluent CBOD5 monthly total =	21.52 mg/L

TSS removal 85% required	result =94.5%
Influent TSS monthly total =	724 mg/L
Effluent TSS monthly total =	39.66 mg/L

The Plant is Required 85% removal of both CBOD aTSS.

***Due to all Effluent samples being under detection levels the results are counted as 0**

**Jason Whisler
4/13/2023 1:20 P.M.**

Proclamation
Sexual Assault Awareness Month
April 2023

Whereas, Sexual Assault Awareness Month calls attention to the fact that sexual violence is widespread and impacts every person in this community; and

Whereas, the goal of Sexual Assault Awareness Month is to raise public awareness about sexual violence and educate communities on how to prevent it; and

Whereas, rape, sexual assault, and sexual harassment harm our community, and statistics show one in five women and one in 67 men will be raped at some point in their lives (Smith et al., 2017); and

Whereas, child sexual abuse prevention must be a priority to confront the reality that one in six boys and one in four girls will experience sexual assault before age 18 (Dube et al., 2005); and

Whereas, a line can be traced from sexual violence to systems of oppression – the theme of this year’s Sexual Assault Awareness Month campaign is “Drawing Connections: Prevention Demands Equity.” The campaign calls on all individuals, communities, organizations, and institutions to change the systems surrounding us to build equity and respect within the community, workplace, and the future our youth hold; and

Whereas, our community joins advocates and communities across the county in taking action to prevent sexual violence; and

Whereas, our community’s achievements should be commended and we must continue our commitment to respect and support victims of domestic violence and to prevent future violence in our community.

Now, therefore, be it resolved that we, the City of Washington, do hereby proclaim the month of April 2023 to be:

Sexual Assault Awareness Month

in the City of Washington and urge all people to work together to create change and prevent sexual assault in our community.

Signed this 18th day of April 2023, in the City of Washington

Mayor Pro Tem Millie Youngquist
City of Washington



SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

PLEASE RETURN TO: Washington City Hall, 215 East Washington; ATTN: City Clerk
Contact info: Sally Hart, 319-653-6584 ext 131; sallyhart@washingtioniowa.gov

****Requires advance City Council approval- Council meets 1st & 3rd Tuesdays at 6 PM;
Completed applications are due the Thursday previous to the meeting****

1. APPLICANT INFORMATION

Name/Event: Summer Reading Club
Coordinator: Jenisa Harris/Washington Public Library
Contact Number: 319-653-2726
Email Address: Jenisa.harris@washington.lib.ia.us

2. EVENT INFORMATION

Event Description: The library will be hosting free family programs during June + July, as part of our Summer Reading Prog.
Days/Dates of Event: June 6, June 23, June 27, July 7, July 11, July 13 & July 27.
Time(s) of Event: (Include Set Up/Tear Down Time) times/date on separate sheet.
Event Location: Stage @ Central Park

Will event require an alcohol license or require modification of an existing license? Yes No

3. REQUEST INFORMATION (Check All Applicable Items)

If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times.

Temporarily close a street for a special event (specify street, times, and indicate on map:)

Description: _____

Method of Notification for businesses/downtown residents (if applicable):

Summer Reading Family Programs:

Musician Chad Elliot, Tuesday, June 6 @ 10:00 (we'd use the stage from 9-11)

Grout Museum, Friday, June 23 @ 10:00 (we'd use the stage from 9-11)

Magician David Casas, Tuesday, June 27 @ 10:00 (we'd use the stage from 9-11)

Musician, Mike Anderson, Friday, July 7 @ 10:00 (we'd use the stage from 9-11)

Musician Duke Otherwise, Tuesday, July 11 @ 1:00 (we'd use the stage from 12-2)

Chalk the Walk Town Square edition, Thursday July 13, 10:00-12:00. Bring chalk and decorate the town square with your beautiful chalk art. It will be a great event to have before farmers market!

Foam Zone, Thursday, July 27 from 10-11:30, Central Park

Rick Brammer from absolute science will be bringing a mega foam blower. The foam solution is a stacking foam unlike regular foam. It evaporates and dries out leaving the area as clean as they found it. The foam itself is not slippery and is biodegradable, non-staining, hypo allergenic and has no scent. It's safe for babies, pets, and environment including lawns and gardens.

Other Requests

_____ Temporarily park in a "No Parking" area location : _____

_____ Use of gators/UTV/ATV on City streets

_____ Use of City Park (specify park : _____
Electrical Needs: _____

_____ Parade (attach map of route and indicate streets to be closed)

_____ Walk/Run (attach map of route and indicate streets to be closed)

_____ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft

_____ Fireworks (specify location :)

_____ Other (please specify :)

4. ITEMS REQUESTED FROM THE CITY OF WASHINGTON

_____ Street barricades

Yield signs for crosswalks

_____ Emergency "No Parking" Signs

_____ Garbage/Recycling Barrels

_____ Traffic cones

_____ Street Sweeping following (parades)

_____ Picnic Tables

_____ Other (please specify :)

5. SOUND SYSTEMS Please indicate if the following will be used (verify availability with Parks Dept):

_____ Amplified Sound/Speaker System

_____ Recorded/Live Music

_____ Public Address System

_____ If so: BMI/ASCAP License obtained?

6. SANITATION Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site unless special arrangements are made (event trash may be hauled to Parks Shop dumpster at Sunset Park).

Will additional restrooms be brought to the site? _____ Yes No If yes, how many? _____
(General guideline of 1 restroom/100 people)

Will handwashing/hand sanitizer stations be provided? _____ Yes No If yes, how many?)

Contact Person: _____

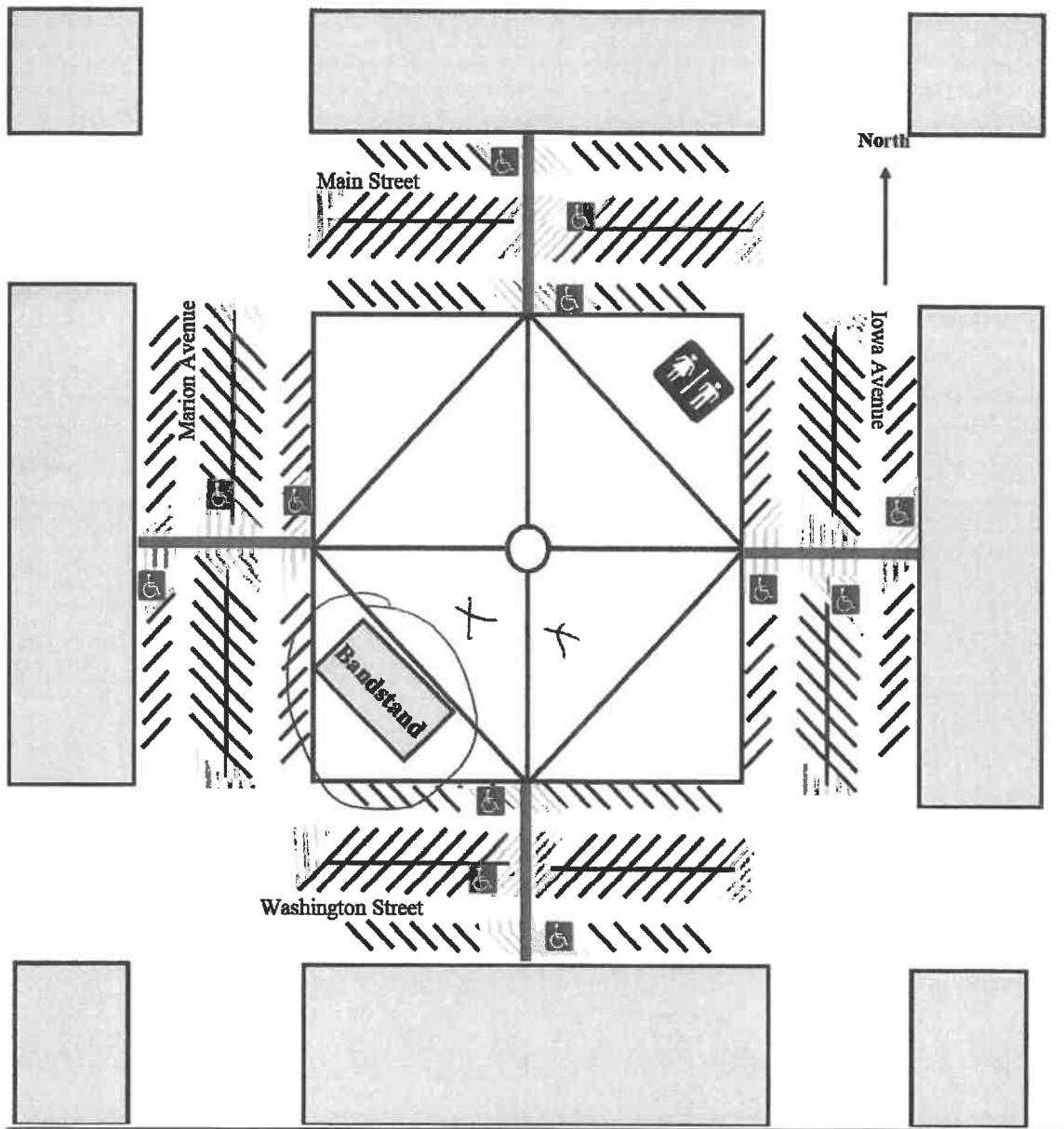
Phone: _____

7. INSURANCE

For events requiring an alcohol license, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. The minimum limits for the liquor liability policy shall be \$500,000. For all other events held on public property, the minimum amount of coverage for the general liability insurance policy will be \$500,000. Proof of proper insurance coverage must be submitted prior to City Council consideration of the application. City Council may require certificate of insurance with City listed as "additional insured" if deemed necessary.

_____ Certificate of Insurance provided and accepted Certificate of Insurance not required

Downtown Map (if Area Outside Downtown, Please Attach a Map):





SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

PLEASE RETURN TO: Washington City Hall, 215 East Washington; ATTN: City Clerk
Contact info: Sally Hart, 319-653-6584 ext 131; sallyhart@washingtoniowa.gov

****Requires advance City Council approval- Council meets 1st & 3rd Tuesdays at 6 PM;
Completed applications are due the Thursday previous to the meeting****

1. APPLICANT INFORMATION

Name/Event: Washington Farmer's Market

Coordinator: Sarah Gruenewaldt

Contact Number: 651-707-3431

Email Address: Washington.iamkt@gmail.com

2. EVENT INFORMATION

Event Description: Local produce growers, Craft vendors, Bakers, etc selling in Central Park.

Days/Dates of Event: Every Thursday from 5/18 - 10/19

Time(s) of Event: (Include Set Up/Tear Down Time) 3:30 set up; event 5-7:30

Event Location: Central Park

Will event require an alcohol license or require modification of an existing license? Yes No

3. REQUEST INFORMATION (Check All Applicable Items)

If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times.

Temporarily close a street for a special event (specify street, times, and indicate on map:)

Description: Closures for food trucks + special guests; see attached map

Method of Notification for businesses/downtown residents (if applicable):

N/A

Other Requests

Temporarily park in a "No Parking" area

_____ Use of gators/UTV/ATV on City streets

location: See map

Use of City Park (specify park: Central Park)

_____ Parade (attach map of route and indicate streets to be closed)

Electrical Needs: Yes

_____ Walk/Run (attach map of route and indicate streets to be closed)

_____ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft

_____ Fireworks (specify location :)

_____ Other (please specify :)

4. ITEMS REQUESTED FROM THE CITY OF WASHINGTON

_____ Street barricades

_____ Yield signs for crosswalks

_____ Emergency "No Parking" Signs

_____ Garbage/Recycling Barrels

Traffic cones

_____ Street Sweeping following (parades)

_____ Picnic Tables

_____ Other (please specify :)

5. SOUND SYSTEMS Please indicate if the following will be used (verify availability with Parks Dept):

Amplified Sound/Speaker System

Recorded/Live Music

_____ Public Address System

_____ If so: BMI/ASCAP License obtained?

** Local artist permission granted: no ASCAP*

6. SANITATION Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site unless special arrangements are made (event trash may be hauled to Parks Shop dumpster at Sunset Park).

Will additional restrooms be brought to the site? _____ Yes No If yes, how many? _____
(General guideline of 1 restroom/100 people)

Will handwashing/hand sanitizer stations be provided? _____ Yes No If yes, how many?)

Contact Person: _____

Phone: _____

7. INSURANCE


For events requiring an alcohol license, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. The minimum limits for the liquor liability policy shall be \$500,000. For all other events held on public property, the minimum amount of coverage for the general liability insurance policy will be \$500,000. Proof of proper insurance coverage must be submitted prior to City Council consideration of the application. City Council may require certificate of insurance with City listed as "additional insured" if deemed necessary.

Certificate of Insurance provided and accepted _____ Certificate of Insurance not required

8. AGREEMENT

In consideration of the City of Washington, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Washington, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Washington, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the codes, rules, regulations, terms and conditions established by the City of Washington, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.



4/12/23

Applicant/Sponsor Signature

Date

DEPARTMENT APPROVALS

<u>Indicate Date Contacted</u>	The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.			
<u>4/12/23</u>	City Clerk (Liquor Licenses)	Sally Y. Hart	319-653-6584 ext 131	sallyhart@washingtioniowa.gov
	Comments/Restrictions:			
<u>4/13/23</u>	Police Chief	Jim Lester	319-458-0264	jlester@washingtioniowa.gov
	Comments/Restrictions:			
<u>4/13/23</u>	Fire Chief	Brendan DeLong	319-461-3796	bdelong@washingtioniowa.gov
	Comments/Restrictions:			
<u>4/13/23</u>	Streets	JJ Bell	319-653-1538	jjbell@washingtioniowa.gov
	Comments/Restrictions:			
<u>4/13/23</u>	Parks	Nick Pacha	319-321-4886	npacha@washingtioniowa.gov
	Comments/Restrictions:			
<u>4/13/23</u>	County Environmental Health (if serving food): Jason Taylor; 319-461-2876; jtaylor@co.washington.ia.us			
	Comments/Restrictions:			

CITY COUNCIL APPROVAL

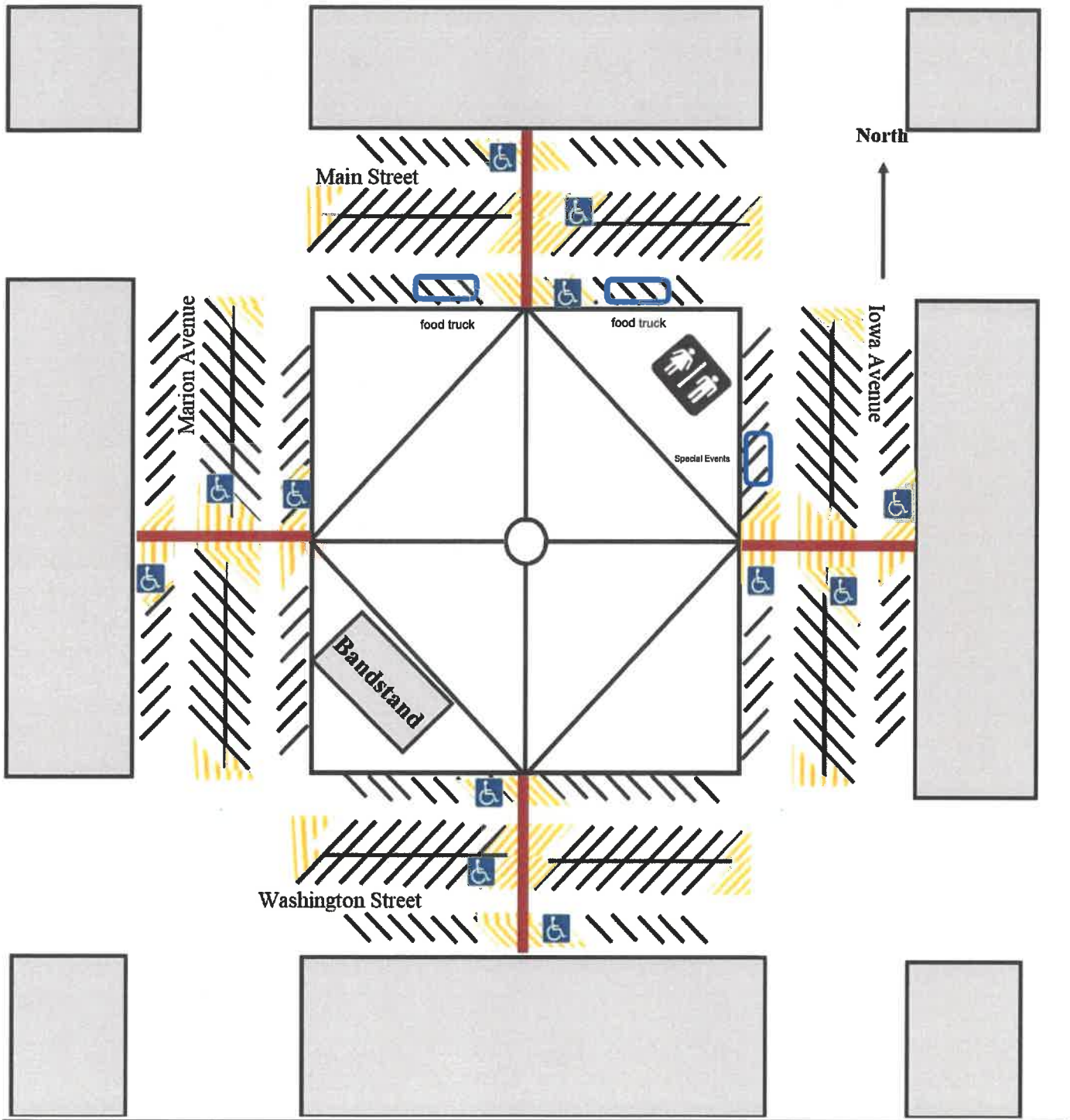
City Clerk Signature

Date of Action

Approved: _____ Denied: _____

CONDITIONS IMPOSED: _____

Downtown Map (If Area Outside Downtown, Please Attach a Map):





FARM BUREAU FINANCIAL SERVICES
 Farm Bureau Property & Casualty Insurance Company
 5400 University Avenue West Des Moines, IA 50265-5997

**COMMERCIAL POLICY PLUS™
 GENERAL LIABILITY COVERAGE PART**

Policy Number CPP 6054680 06 Policy Period From 04/10/2023 To 04/10/2024
 Renewal of CPP 6054680 12:01 A.M. Standard Time at the Named Insured's Address
 Transaction RENEWAL DECLARATION Customer #: QCP0194562

Named Insured and Address Agent
 SHEPHERD, BOB ANN C WILLIAMS 0028169
 DBA: WASHINGTON FARMERS MARKET 121 N IOWA AVE
 205 W MAIN ST WASHINGTON IA 52353
 WASHINGTON IA 52353-1722 Telephone: 319-653-3232

Description Type Audit Period
 FARMERS MARKET INDIVIDUAL ANNUAL

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

LIMITS OF INSURANCE

General Aggregate Limit (Other than Products-Completed Operations)	\$ 2,000,000
Products - Completed Operations Aggregate Limit	\$ 2,000,000
Each Occurrence Limit	\$ 1,000,000
Personal and Advertising Injury Limit	\$ 1,000,000
Medical Expense Limit, any one person	\$ 5,000
Damage to Premises Rented to You	\$ 100,000

AMENDED LIMITS OF LIABILITY

Refer to attached schedule, if any.

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Refer to attached schedule.

CLASSIFICATIONS

Refer to attached schedule.

TERRORISM PREMIUM	\$ 0.00
TOTAL PREMIUM FOR THIS COVERAGE PART	\$ 300.00

Forms and Endorsements Applicable to this Policy

See Forms and Endorsements Schedule

These Declarations together with the common policy conditions, coverage part declarations, coverage part coverage form(s) and form(s) and endorsements, if any, issued, complete the above numbered policy.

Issued Date: 02/16/2023

D-C90002 06 11

INSURER CODE



SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

PLEASE RETURN TO: Washington City Hall, 215 East Washington; ATTN: City Clerk
Contact info: Sally Hart, 319-653-6584 ext 131; sallyhart@washingtونيowa.gov

****Requires advance City Council approval- Council meets 1st & 3rd Tuesdays at 6 PM;
Completed applications are due the Thursday previous to the meeting****

1. APPLICANT INFORMATION

Name/Event: OUR TIME YOUTH CONFERENCE

Coordinator: MICHAEL GRISWOLD

Contact Number: 319 458 9360

Email Address: mikeg@marionavenuebaptist.com

2. EVENT INFORMATION

Event Description: Inflateables, games, snacks, for the Our Time Youth Conference at Marion Avenue Baptist Church

Days/Dates of Event: May 4th

Time(s) of Event: (Include Set Up/Tear Down Time) 11:00 am - 10:30 pm

Event Location: City Square / Central Park and streets below

Will event require an alcohol license or require modification of an existing license? Yes No

3. REQUEST INFORMATION (Check All Applicable Items)

If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times.

Temporarily close a street for a special event (specify street, times, and indicate on map:)

Description: Marion, - Washington Blvd to Main, North bound

Washington Blvd - Iowa to Marion, West bound

Method of Notification for businesses/downtown residents (if applicable):

Letters and personal contact

Other Requests

Temporarily park in a "No Parking" area location : _____

Use of City Park (specify park : _____
Electrical Needs: regular outlets

Walk/Run (attach map of route and indicate streets to be closed)

Fireworks (specify location :)

Use of gators/UTV/ATV on City streets

Parade (attach map of route and indicate streets to be closed)

Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft

Other (please specify :)

4. ITEMS REQUESTED FROM THE CITY OF WASHINGTON

Street barricades

Emergency "No Parking" Signs

Traffic cones

Picnic Tables

Yield signs for crosswalks

Garbage/Recycling Barrels

Street Sweeping following (parades)

Other (please specify :)

5. SOUND SYSTEMS Please indicate if the following will be used (verify availability with Parks Dept):

Amplified Sound/Speaker System

Public Address System

Recorded/Live Music

If so: BMI/ASCAP License obtained?

6. SANITATION Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site unless special arrangements are made (event trash may be hauled to Parks Shop dumpster at Sunset Park).

Will additional restrooms be brought to the site? Yes No If yes, how many? _____
(General guideline of 1 restroom/100 people)

Will handwashing/hand sanitizer stations be provided? Yes No If yes, how many? _____

Contact Person: Michael Griswold

Phone: 319-458-9360

7. INSURANCE

For events requiring an alcohol license, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. The minimum limits for the liquor liability policy shall be \$500,000. For all other events held on public property, the minimum amount of coverage for the general liability insurance policy will be \$500,000. Proof of proper insurance coverage must be submitted prior to City Council consideration of the application. City Council may require certificate of insurance with City listed as "additional insured" if deemed necessary.

Certificate of Insurance provided and accepted Certificate of Insurance not required

(Requested 4/12/23)

8. AGREEMENT

In consideration of the City of Washington, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Washington, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Washington, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the codes, rules, regulations, terms and conditions established by the City of Washington, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

Mitch Gusind

Applicant/Sponsor Signature

April 12, 2023

Date

DEPARTMENT APPROVALS

<u>Indicate Date Contacted</u>	The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.		
_____	City Clerk (Liquor Licenses)	Sally Y. Hart	319-653-6584 ext 131 sallyhart@washingtونيowa.gov
<u>4-12-23</u>	Police Chief	Jim Lester	319-458-0264 jlester@washingtونيowa.gov
<u>4-12-23</u>	Fire Chief	Brendan DeLong	319-461-3796 bdelong@washingtونيowa.gov
<u>4-12-23</u>	Streets	JJ Bell	319-653-1538 jjbell@washingtونيowa.gov
<u>4-12-23</u>	Parks	Nick Pacha	319-321-4886 npacha@washingtونيowa.gov
_____	County Environmental Health (if serving food): Jason Taylor; 319-461-2876; jtaylor@co.washington.ia.us Comments/Restrictions:		

CITY COUNCIL APPROVAL

City Clerk Signature

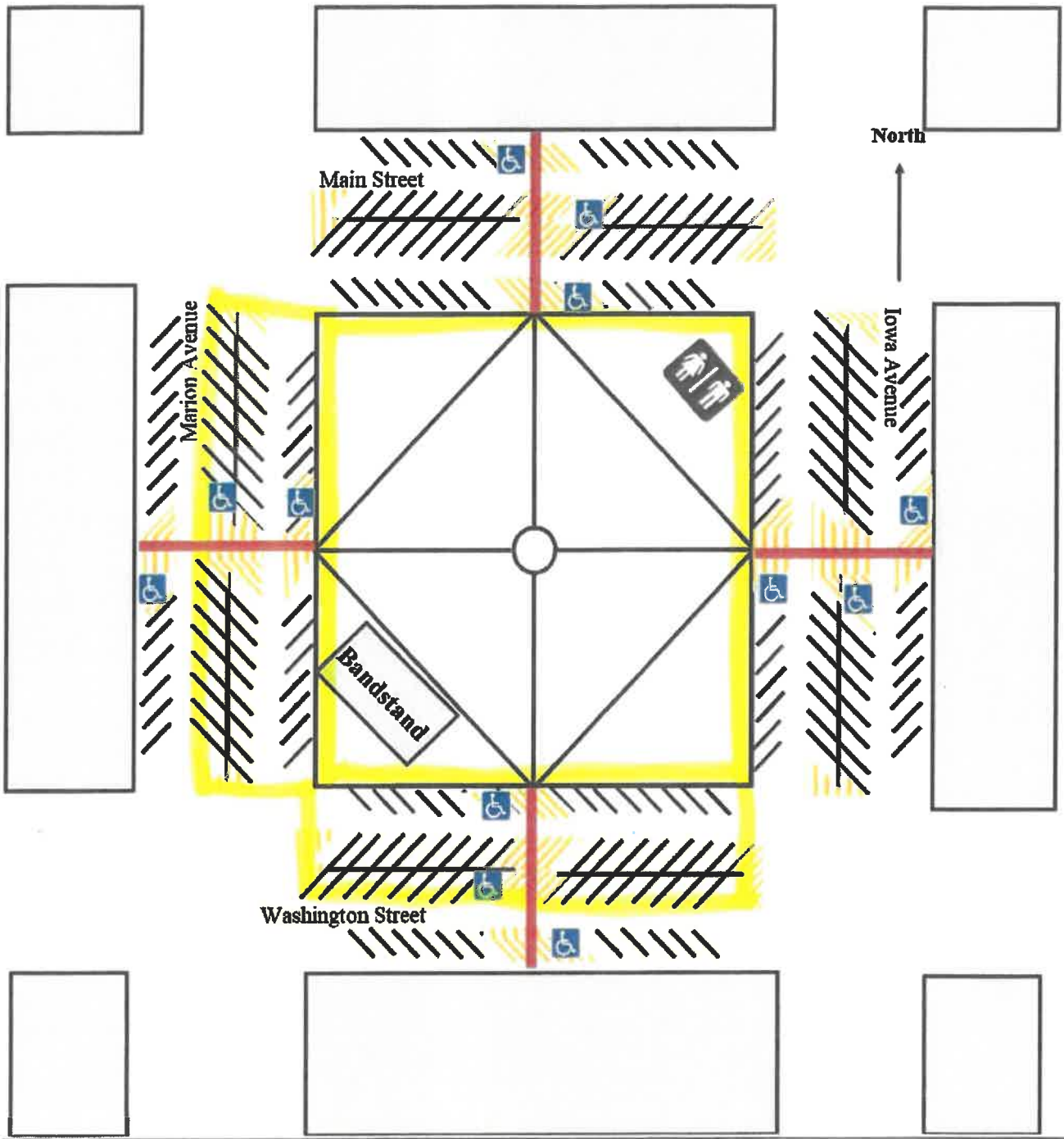
Date of Action

Approved: _____

Denied: _____

CONDITIONS IMPOSED: _____

Downtown Map (If Area Outside Downtown, Please Attach a Map):





5:45pm: Parade Concludes, Snow fence goes up

6pm: Beverage Garden Opens

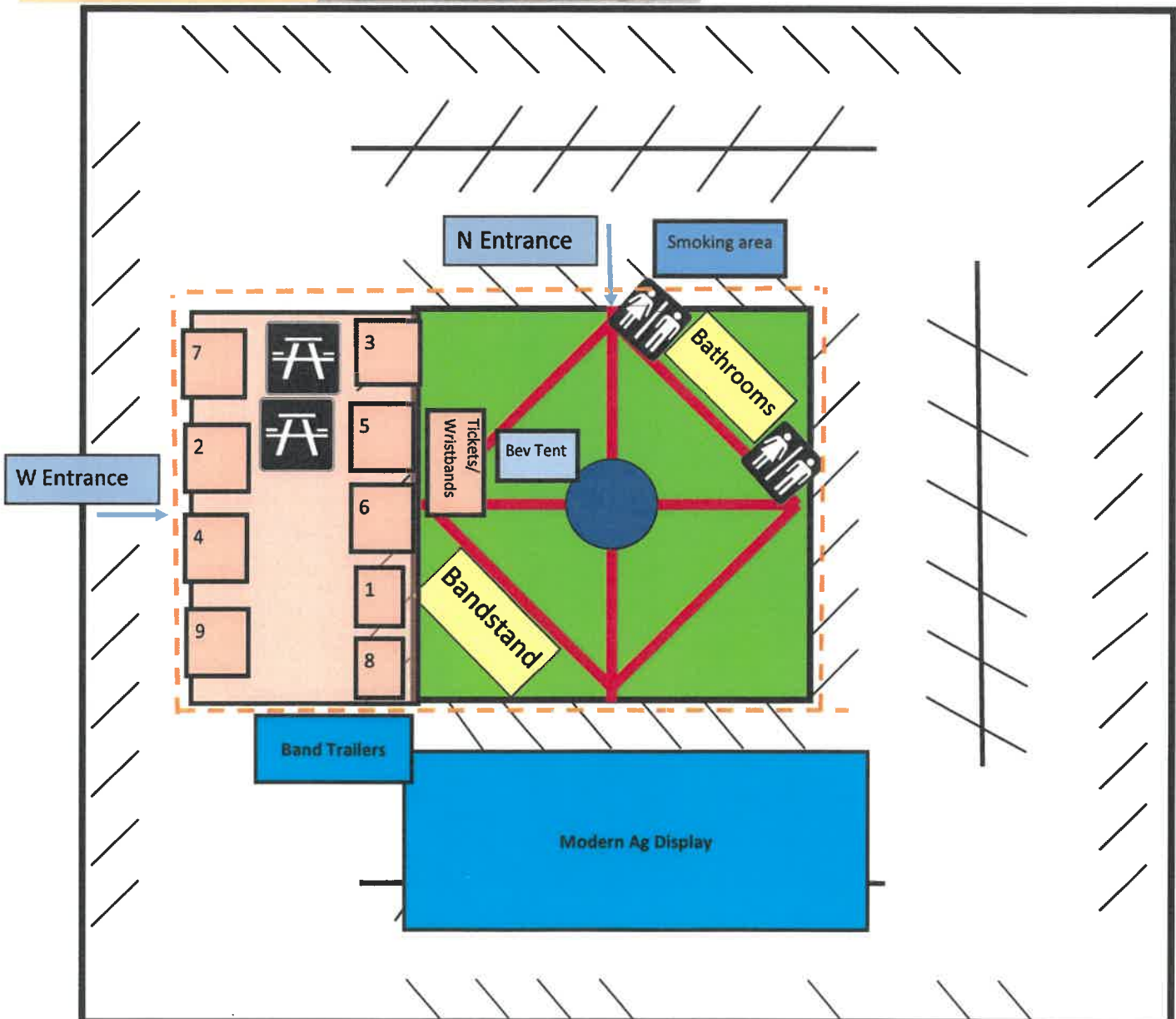
6—7:30pm: Dogs on Skis

8—11:30pm: The Schmidt Brothers

11:30pm: Beverage Garden Ends

Food
Vendors

SNOW FENCE





SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

PLEASE RETURN TO: Washington City Hall, 215 East Washington; ATTN: City Clerk
Contact info: Sally Hart, 319-653-6584 ext 131; sallyhart@washingtioniowa.gov

****Requires advance City Council approval- Council meets 1st & 3rd Tuesdays at 6 PM;
Completed applications are due the Thursday previous to the meeting****

1. **APPLICANT INFORMATION**

Name/Event: Thursday Night Live

Coordinator: Washington Chamber

Contact Number: 319-591-0859

Email Address: events@washingtioniowa.org

2. **EVENT INFORMATION**

Event Description: Live musical performances on the bandstand during Farmers' Market

Days/Dates of Event: May 30 - August 15, 2024 and June 5 - August 14, 2025

Time(s) of Event: (Include Set Up/Tear Down Time) 3pm-8pm

Event Location: Central Park

Will event require an alcohol license or require modification of an existing license? Yes No

3. **REQUEST INFORMATION (Check All Applicable Items)**

If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times.

Temporarily close a street for a special event (specify street, times, and indicate on map:)

Description: _____

Method of Notification for businesses/downtown residents (if applicable):

Letter to downtown businesses and residents at the first of the year

8. AGREEMENT

In consideration of the City of Washington, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Washington, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Washington, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the codes, rules, regulations, terms and conditions established by the City of Washington, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

Michelle Redlinger
pp icant ponsor ignature
4/14/23
Date

DEPARTMENT APPROVALS

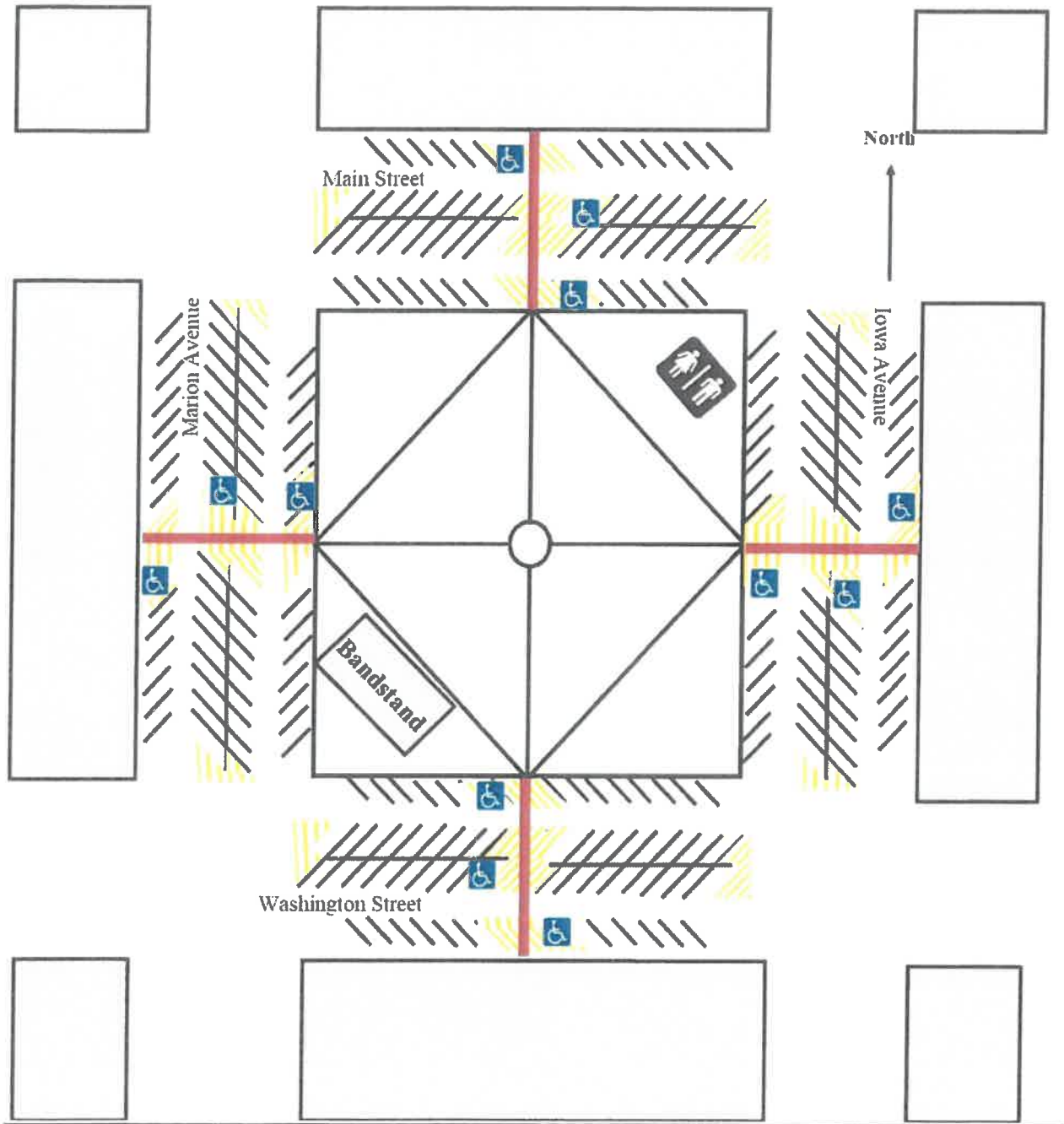
<u>Indicate Date Contacted</u>	The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.		
<u>4/14/23</u>	City Clerk (Liquor Licenses)	Sally Y. Hart	319-653-6584 ext 131 sallyhart@washingtونيowa.gov
	Comments/Restrictions:		
<u>4/13/23</u>	Police Chief	Jim Lester	319-458-0264 jlester@washingtونيowa.gov
	Comments/Restrictions:		
4/14/23	Fire Chief	Brendan DeLong	319-461-3796 bdelong@washingtونيowa.gov
	Comments/Restrictions:		
<u>4/14/23</u>	Streets	JJ Bell	319-653-1538 jjbell@washingtونيowa.gov
	Comments/Restrictions:		
<u>4/14/23</u>	Parks	Nick Pacha	319-321-4886 npacha@washingtونيowa.gov
	Comments/Restrictions:		
<u>4/13/23</u>	County Environmental Health (if serving food): Jason Taylor; 319-461-2876; jtaylor@co.washington.ia.us		
	Comments/Restrictions:		

CITY COUNCIL APPROVAL

City Clerk Signature _____
Date of Action _____
Approved: _____
Denied: _____

CONDITIONS IMPOSED: _____

Downtown Map (If Area Outside Downtown, Please Attach a Map):





SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

PLEASE RETURN TO: Washington City Hall, 215 East Washington; ATTN: City Clerk
Contact info: Sally Hart, 319-653-6584 ext 131; sallyhart@washingtioniowa.gov

****Requires advance City Council approval- Council meets 1st & 3rd Tuesdays at 6 PM;
Completed applications are due the Thursday previous to the meeting****

1. **APPLICANT INFORMATION**

Name/Event: Craft Fair: Spring Edition

Coordinator: Washington Chamber

Contact Number: 319-591-0859

Email Address: events@washingtioniowa.org

2. **EVENT INFORMATION**

Event Description: 100+ craft and food vendors

Days/Dates of Event: Saturday, May 4, 2024 and Saturday, May 3, 2025

Time(s) of Event: (Include Set Up/Tear Down Time) 7am-5pm

Event Location: Central Park

Will event require an alcohol license or require modification of an existing license? Yes No

3. **REQUEST INFORMATION (Check All Applicable Items)**

If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times.

Temporarily close a street for a special event (specify street, times, and indicate on map:)

Description: West side of square closed for food court

Method of Notification for businesses/downtown residents (if applicable):

Letter to downtown businesses and residents at the first of the year

Other Requests

Temporarily park in a "No Parking" area
location: West side

Use of City Park (specify park :
Electrical Needs: Pole outlets

Walk/Run (attach map of route and indicate
streets to be closed)

Fireworks (specify location :)

Use of gators/UTV/ATV on City streets

Parade (attach map of route and indicate
streets to be closed)

Tent(s) to be used – over 400 sq ft or canopies
over 1,000 sq ft

Other (please specify :)

4. ITEMS REQUESTED FROM THE CITY OF WASHINGTON

Street barricades

Emergency "No Parking" Signs

Traffic cones

Picnic Tables

Yield signs for crosswalks

Garbage/Recycling Barrels

Street Sweeping following (parades)

Other (please specify :)

5. SOUND SYSTEMS Please indicate if the following will be used (verify availability with Parks Dept):

Amplified Sound/Speaker System

Public Address System

Recorded/Live Music

If so: BMI/ASCAP License obtained?

6. SANITATION Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site unless special arrangements are made (event trash may be hauled to Parks Shop dumpster at Sunset Park).

Will additional restrooms be brought to the site? Yes No If yes, how many?
(General guideline of 1 restroom/100 people)

Will handwashing/hand sanitizer stations be provided? Yes No If yes, how many?)

Contact Person: April Cuddeback

Phone: 319-591-0859

7. INSURANCE

For **events** requiring an **alcohol license**, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. The minimum limits for the liquor liability policy shall be \$500,000. For all other **events** held on **public property**, the minimum amount of coverage for the general liability insurance policy will be \$500,000. Proof of proper insurance coverage must be submitted prior to City Council consideration of the application. City Council may require certificate of insurance with City listed as "additional insured" if deemed necessary.

Certificate of Insurance provided and accepted Certificate of Insurance not required

8. AGREEMENT

In consideration of the City of Washington, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Washington, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Washington, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the codes, rules, regulations, terms and conditions established by the City of Washington, Iowa.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.

Michelle Redlinger

4/14/23

Applicant/Sponsor Signature

Date

DEPARTMENT APPROVALS

<u>Indicate Date Contacted</u>	The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.		
<u>4/14/23</u>	City Clerk (Liquor Licenses)	Sally Y. Hart	319-653-6584 ext 131 sallyhart@washingtونيowa.gov
	Comments/Restrictions:		
<u>4/13/23</u>	Police Chief	Jim Lester	319-458-0264 jlester@washingtونيowa.gov
	Comments/Restrictions:		
<u>4/14/23</u>	Fire Chief	Brendan DeLong	319-461-3796 bdelong@washingtونيowa.gov
	Comments/Restrictions:		
<u>4/14/23</u>	Streets	JJ Bell	319-653-1538 jjbell@washingtونيowa.gov
	Comments/Restrictions:		
<u>4/14/23</u>	Parks	Nick Pacha	319-321-4886 npacha@washingtونيowa.gov
	Comments/Restrictions:		
<u>4/14/23</u>	County Environmental Health (if serving food): Jason Taylor; 319-461-2876; jtaylor@co.washington.ia.us		
	Comments/Restrictions:		

CITY COUNCIL APPROVAL

City Clerk Signature

Date of Action

Approved: _____ Denied: _____

CONDITIONS IMPOSED: _____

2023 Spring Craft Fair Vendors

2. **Enlightened Forest Boutique:** Crocheted items, clothing
3. **Cariatides Unleashed:** Live cartoon caricature portraits
4. **Stitches:** Upcycle, pocket pads, bottle bags, aprons from old jeans, wreaths, oven towels & kitchen boas
5. **Riverbend Creations:** Upcycled items, farmhouse, pinecone creations
8. **Truelys:** All natural & eco-friendly bath & body care
9. **The Painted Lady:** Handmade pillows, purses, rugs, floral items and painted furniture
11. **Redone:** landfill up-cycled clothing
14. **Mikaela's Creations:** Hair accessories, pet accessories, badge reels/buddies
16. **AnewcomerDesign:** Graphic T-Shirts & Custom Shirts.
18. **Rainbow-Pure & Simple Systems**
21. **Pakyspipes:** Steampunk lamps, art, ornaments, jewelry, signs
22. **Balloon Man Lucas:** Balloon Artist and Event Entertainer
- 23&24. **Richard Yacelga:** Summer clothing
25. **Face Art by Brandi:** Face Painting
29. **Custom Four You Creations:** Tumblers, t-shirts & custom gifts
30. **Joshua Steele Photography:** Digital landscape and nature photography shot both in black and white and in color. Images are processed in Adobe Light Room and Photoshop and printed on metal and fine photo paper with matting.
31. **Pampered Chef/Crafts:** Keychain, cups, wristlets, sew items
33. **The Brass Nightingale:** Handmade jewelry by Brandi
38. **Thirty One Gifts:** Bags, totes, thermals and organization solutions
39. **Cottrell's Designs:** Keychains, jewelry, color changing cups, misc resin crafts
40. **Tupperware: Kitchen & storage solutions**
41. **AC Wood Décor:** Indoor/outdoor wood cut outs for every season & welcome signs
46. **Evelyn's Yard Art:** Yard Art
47. **GG's Signs & Designs:** Humorous or inspirational wall hanging designs
48. **HJC Creations/G.R.E.E.N.:** photo products, cards, magnets, coaster, prints / G.R.E.E.N.-felted puppets and other felted items
49. **If You Can't Wear It Walk On It:** Loom Woven Rugs—misc.
52. **Treenware:** Hand carved woodenware, bowls, spoons, etc.
54. **King's Wood Craft:** Variety hand crafted wooden wall hangings & wooden trays
55. **La Musique Designs:** handmade mixed media products including coffee mugs, tumblers, journals, cards, wall art, pointe shoe music boxes, D20 dice keychains, and jewelry boxes
62. **Over the Horizon Craft House:** Tumblers, Resin, Paintings
63. **Washington Stained Glass:** Stained Glass
66. **Doggone Tasty Treat Co.:** Doggone Tasty Treats
67. **Miss Daizey's Garden:** Unique birdbaths, houses, feeders and flowers upcycled from old Glass and metal or gourds
69. **Silvercreek Creations:** Indoor & outdoor wood signs, porch signs, door hangers and framed indoor signs
70. **Oak Hills Rentals:** Wooden Mosaics
71. **The Jessy Gallery:** Tumblers, Alcohol Ink Paintings, Jewelry
73. **Rachels Resin:** Resin earrings, coasters, jewelry boxes and dishes, etc.
77. **Wood & Wick:** Candles, wax melts, & wooden crafts
82. **Scentsy:** Wickless wax and warmers
83. **5 Star Emu LTD:** Lotion & soap with emu oil
84. **Mama Mel Crafts:** Handmade crochet plushies, keychains, and other items made with love.
85. **Pepper Mom Apparel:** T-shirts for the dog obsessed.
89. **Cactus Love Accessories:** \$5 Paparazzi accessories
90. **Rose Ranch Apothecary:** Hand crafted salves, balm, butters, teas and tinctures
91. **Freeze Dried Candies + Gourmet Cookies:** Freeze Dried candies and foods, gourmet cookies
92. **The Flighty Chicken:** Garden art, bird houses, upcycled clothing and décor & accessories
93. **Color Street:** 100% Nail Polish Strips
95. **River Bottom Hill Co.:** Tree of life jewelry & wire sculpture
96. **Mystic Creations:** Glycerin soaps & bath products
97. **Dog is Good:** Dog is Good® is the leading lifestyle brand for dog lovers with a broad array of dog-themed accessories, gifts, and apparel.
98. **Crazy Creations by Jenna:** Handmade coasters, greeting cards, stickers and signs
99. **Bowers Designs:** Bower designs
100. **PaperPie, formerly Osborne Books & More:** Kid's books
101. **6M Farms—Madsen's Goat Milk Soap & Alpacas:** goat milk soap & bath bombs; alpaca fiber products
102. **Grampy's Designs:** Handmade home décor
105. **Plain Sight Woodworking:** Unique custom wood products
106. **J&I Doodling:** Digital T-shirt screenprints & custom vinyl names

CRAFT VENDORS & BOOTH NUMBERS
Some changes may apply depending on late registrations and cancellations



DISCOVER A CLASSIC

Here for you, your family and your business.

Washington Chamber of Commerce
www.chamber.washingtoniowa.gov
events@washingtoniowa.org
319-653-3272

May 6th, 2023
9:00am-3:00pm
On the Square in
Downtown Washington

This Chamber event is brought to you
by:

FOOD VENDORS

F1:

F2: DeLovely's Delicious Mimi Donuts

F3: Cheryl's Ice Cream Shack

F4: JT Sips: mobile beverage trailer serving coffee drinks, boba drinks, and more!

F5:

F6: Salty Hog-BBQ

F7: Lugo Gourmet Popcorn—Gourmet kettle & caramel popcorn

F8: A Treat From Mexico—Sweet corn, Mexican fruit, tamales & more.

F9: Iowa Bred

F10: The Box Lunch-Burgers,





SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

PLEASE RETURN TO: Washington City Hall, 215 East Washington; ATTN: City Clerk
Contact info: Sally Hart, 319-653-6584 ext 131; sallyhart@washingtioniowa.gov

****Requires advance City Council approval- Council meets 1st & 3rd Tuesdays at 6 PM;
Completed applications are due the Thursday previous to the meeting****

1. **APPLICANT INFORMATION**

Name/Event: Summer Classic: Family Day, Ag/Ridiculous Day & Flightline Live

Coordinator: Washington Chamber

Contact Number: 319-591-0859

Email Address: events@washingtioniowa.org

2. **EVENT INFORMATION**

Event Description: 2 day long Festival celebrating all things Washington

Days/Dates of Event: May 31 and June 1, 2024 AND June 6-7, 2025

Time(s) of Event: (Include Set Up/Tear Down Time) Friday, 8 am-Sunday 2 pm

Event Location: Central Park

Will event require an alcohol license or require modification of an existing license? Yes No

3. **REQUEST INFORMATION (Check All Applicable Items)**

If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times.

Temporarily close a street for a special event (specify street, times, and indicate on map:)

Description: Road closures for Tractor & Ridiculous Parade on Saturdays.

West side of square barricaded for food court full 2 days,

Method of Notification for businesses/downtown residents (if applicable):

Letter to downtown businesses and residents at the first of the year

Other Requests

Temporarily park in a "No Parking" area location: _____

Use of City Park (specify park : _____
Electrical Needs: Pole outlets _____

_____ Walk/Run (attach map of route and indicate streets to be closed)

_____ Fireworks (specify location :)

Use of gators/UTV/ATV on City streets

Parade (attach map of route and indicate streets to be closed)

_____ Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft

_____ Other (please specify :)

4. **ITEMS REQUESTED FROM THE CITY OF WASHINGTON**

Street barricades

Emergency "No Parking" Signs

Traffic cones

Picnic Tables

Yield signs for crosswalks

Garbage/Recycling Barrels

Street Sweeping following (parades)

_____ Other (please specify :)

5. **SOUND SYSTEMS** Please indicate if the following will be used (verify availability with Parks Dept):

Amplified Sound/Speaker System

Public Address System

Recorded/Live Music

If so: BMI/ASCAP License obtained?

6. **SANITATION** Applicant is responsible for the clean-up of the event area immediately following the event, including trash removal from the site unless special arrangements are made (event trash may be hauled to Parks Shop dumpster at Sunset Park).

Will additional restrooms be brought to the site? Yes _____ No If yes, how many? 6
(General guideline of 1 restroom/100 people)

Will handwashing/hand sanitizer stations be provided? Yes _____ No If yes, how many?) 2

Contact Person: April Cuddeback

Phone: 319-591-0859

7. **INSURANCE**

For **events** requiring an **alcohol license**, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. The minimum limits for the liquor liability policy shall be \$500,000. For all other **events** held on **public property**, the minimum amount of coverage for the general liability insurance policy will be \$500,000. Proof of proper insurance coverage must be submitted prior to City Council consideration of the application. City Council may require certificate of insurance with City listed as "additional insured" if deemed necessary.

Certificate of Insurance provided and accepted _____ Certificate of Insurance not required

8. AGREEMENT

In consideration of the City of Washington, Iowa, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Washington, Iowa, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area. The undersigned further agrees to indemnify and hold harmless the City of Washington, Iowa, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth. The undersigned hereby waives all claims against the city for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above. The undersigned further agrees to comply with all the codes, rules, regulations, terms and conditions established by the City of Washington, Iowa.

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Michelle Redlinger

4/14/23

Applicant/Sponsor Signature

Date

DEPARTMENT APPROVALS

<u>Indicate Date Contacted</u>	The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.			
<u>4/14/23</u>	City Clerk (Liquor Licenses)	Sally Y. Hart	319-653-6584 ext 131	sallyhart@washingtioniowa.gov
	Comments/Restrictions:			
<u>4/13/23</u>	Police Chief	Jim Lester	319-458-0264	jlester@washingtioniowa.gov
	Comments/Restrictions:			
<u>4/14/23</u>	Fire Chief	Brendan DeLong	319-461-3796	bdelong@washingtioniowa.gov
	Comments/Restrictions:			
<u>4/14/23</u>	Streets	JJ Bell	319-653-1538	jjbell@washingtioniowa.gov
	Comments/Restrictions:			
<u>4/14/23</u>	Parks	Nick Pacha	319-321-4886	npacha@washingtioniowa.gov
	Comments/Restrictions:			
<u>4/14/23</u>	County Environmental Health (if serving food): Jason Taylor; 319-461-2876; jtaylor@co.washington.ia.us			
	Comments/Restrictions:			

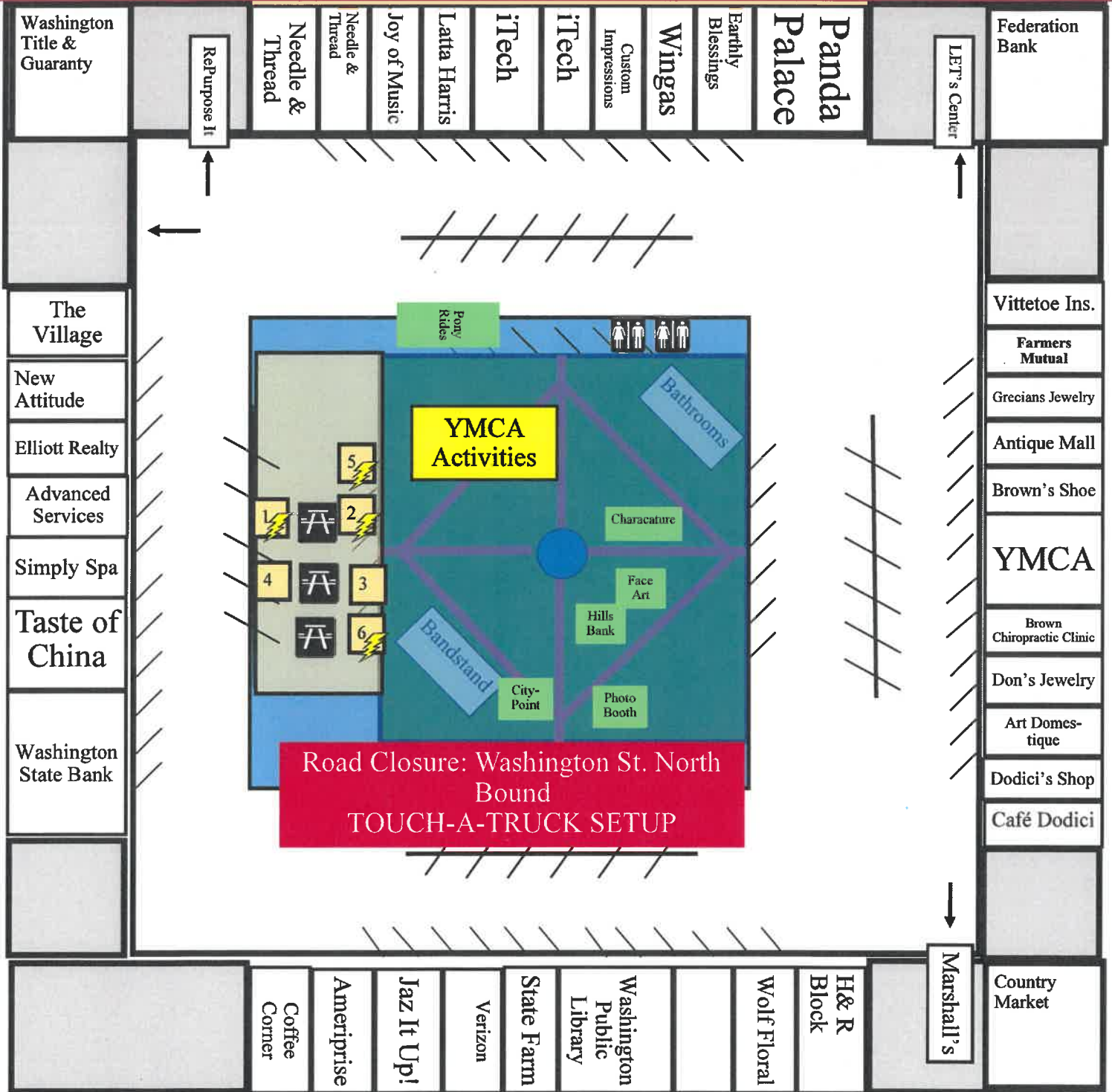
CITY COUNCIL APPROVAL

City Clerk Signature

Date of Action

Approved: _____ Denied: _____

CONDITIONS IMPOSED: _____



Pedestrian Zone: Friday & Saturday

Food Court: Friday & Saturday

Electricity

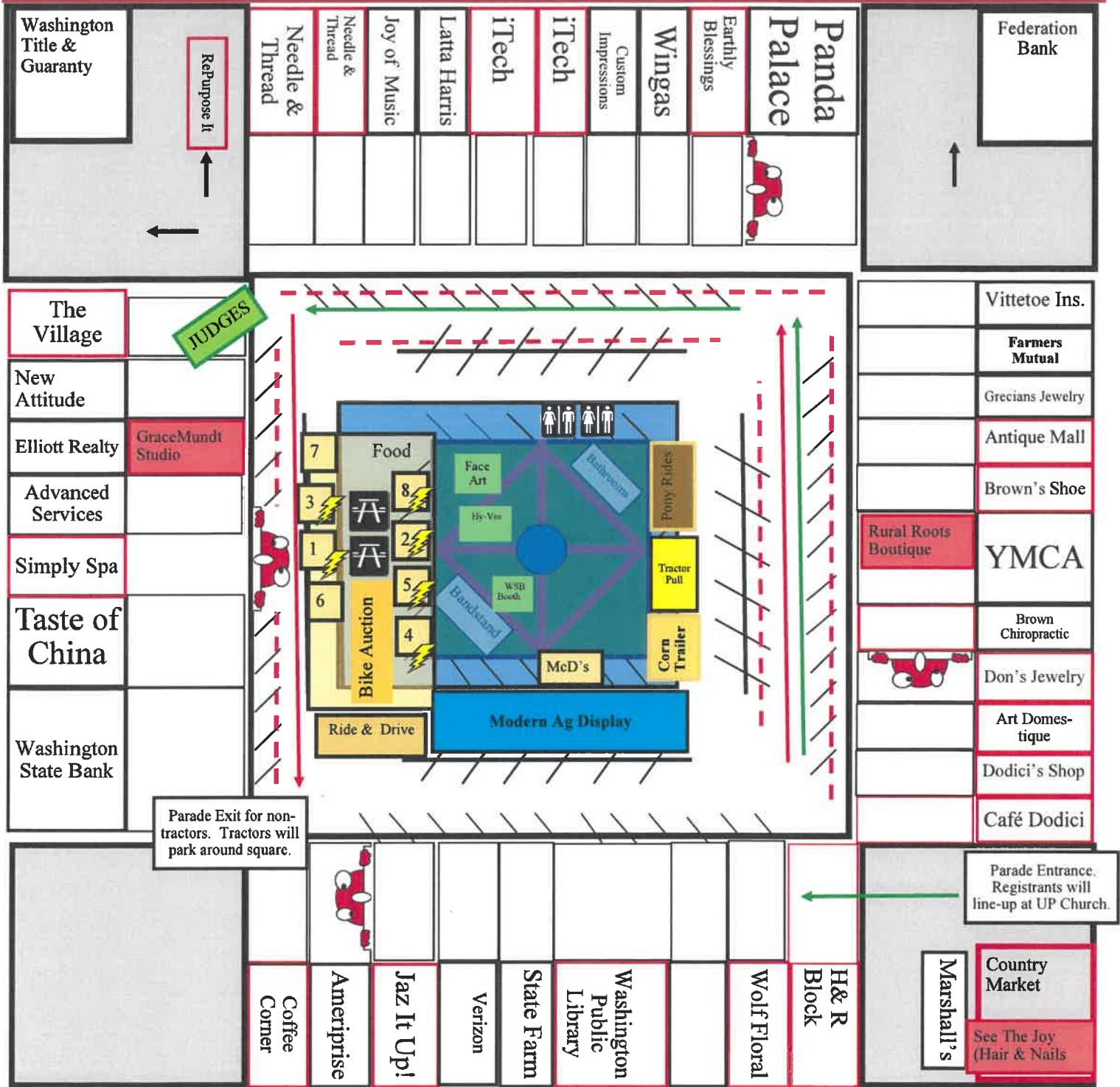
Bathrooms

Bandstand Schedule
 4pm: Kickoff-Hills Bank
 5-8pm: CityPoint Church
 8:30pm Movies on Main Street

KCII Schedule
 3-8p..m. with live recordings
 at :00, :20, :40

- 5** Mango Jaziel Refresqueria
- 6** A Treat from Mexico

- 1** Jerry + Margie's Catering
- 2** DeLovely's Delicious Mini Donuts
- 3** Sweet P's Concessions
- 4** Eaton Good Kettlecorn



Parade Exit for non-tractors. Tractors will park around square.

Parade Entrance. Registrants will line-up at UP Church.

- Pedestrian Zone: Friday & Saturday**
- Food Court: Friday & Saturday**
- Open/ Sales**
- JUDGES**
- Bike Auction**

- Bathrooms**
- Electricity**
- KCHH Schedule**
1-6:3pm

Bandstand Schedule
See spreadsheet.

June 4 Tractor Parade Route
Downtown Arrival, Aprx 6pm

June 4 No Parking 1—6pm for Ridiculous Day parade
Ridiculous Day Parade Route, Aprx 5:30pm →

- 1** Jerry + Margie's Catering
- 2** DeLovely's Delicious Mini Donuts
- 3** Stone Wall Brick Oven Pizza
- 4** Sweet P's Concessions
- 5** Lugo's Gourmet Popcorn
- 6** A Treat From Mexico
- 7** Pork Producers
- 8** Mango Jaziel Refresqueria



SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

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Contact info: Sally Hart, 319-653-6584 ext 131; sallyhart@washingtioniowa.gov

****Requires advance City Council approval- Council meets 1st & 3rd Tuesdays at 6 PM;
Completed applications are due the Thursday previous to the meeting****

1. **APPLICANT INFORMATION**

Name/Event: Fall Craft Fair

Coordinator: Washington Chamber

Contact Number: 319-591-0859

Email Address: events@washingtioniowa.org

2. **EVENT INFORMATION**

Event Description: 100+ craft and food vendors

Days/Dates of Event: Saturday, September 14, 2024 Saturday, September 13, 2025

Time(s) of Event: (Include Set Up/Tear Down Time) 7am-5pm

Event Location: Central Park

Will event require an alcohol license or require modification of an existing license? Yes No

3. **REQUEST INFORMATION (Check All Applicable Items)**

If you are requesting the closing of a city street, a lane must be maintained for emergency vehicles at all times.

Temporarily close a street for a special event (specify street, times, and indicate on map:)

Description: West side of square closed for food court

Method of Notification for businesses/downtown residents (if applicable):

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Other Requests

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location: West side

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Electrical Needs: Pole outlets

Walk/Run (attach map of route and indicate
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Fireworks (specify location :)

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Other (please specify :)

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Street Sweeping following (parades)

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(General guideline of 1 restroom/100 people)

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Contact Person: April Cuddeback

Phone: 319-591-0859

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Michelle Redlinger

4/14/24

Applicant/Sponsor Signature

Date

DEPARTMENT APPROVALS

<u>Indicate Date Contacted</u>	The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.		
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	Comments/Restrictions:		
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	Comments/Restrictions:		

CITY COUNCIL APPROVAL

City Clerk Signature

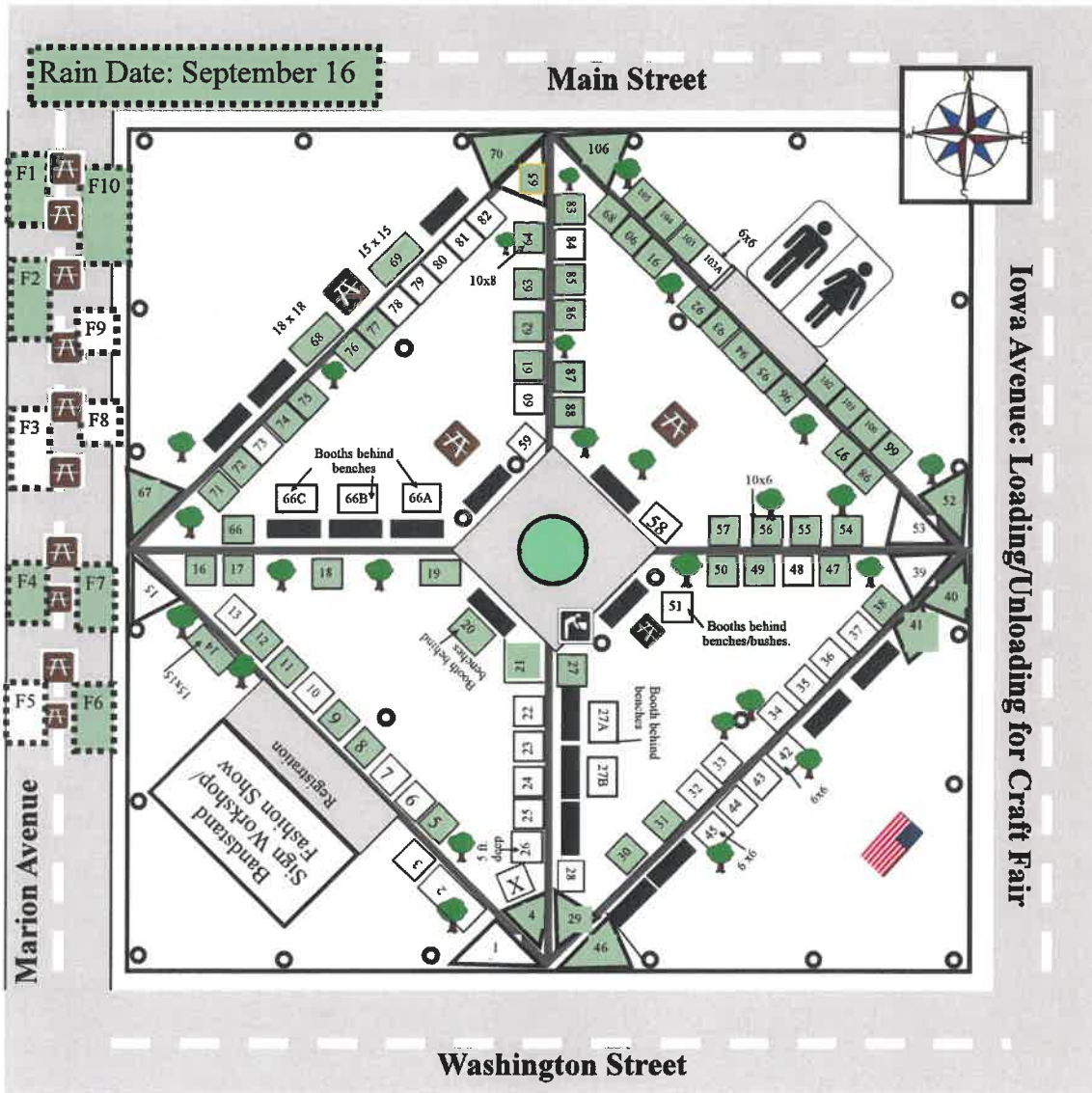
Date of Action

Approved: _____ Denied: _____

CONDITIONS IMPOSED: _____

Fall Craft Fair

September 9, 2023



The standard booth size is 10ft. X 10ft. (unless noted otherwise)

Map Key

- Reserved Vendor Booths
- Light Poles (have electric outlets)
- Trees
- Park Bench
- Picnic Table
- Water Fountain has water spigot for hose attachment



Visit our Spring Craft Show webpage for vendor rules & regulations.



**Washington
CHAMBER
of Commerce**

Created by and property of the
Washington Chamber of Commerce

Updated Feb 2023

2023 Fall Craft Fair Vendors

1. **Beauty Embroidery**: Embroidery on towels, bags, golf bags, shirts & aprons
2. **Enlightened Forest Boutique**: Crocheted items, clothing
3. **Snickerdoodle Crafts**: Soy candles, wood toys, paintings, flower cups, etc.
4. **Stitches**: Upcycle, pocket pads, bottle bags, aprons from old jeans, wreaths, oven towels & kitchen boas
5. **Riverbend Creations**: Upcycled items, farmhouse, pinecone creations
7. **Wandering Winston**: Dog bandannas, cups, keychains
8. **Truelys**: All natural & eco-friendly bath & body care
9. **The Painted Lady**: Handmade pillows, purses, rugs, floral items and painted furniture
10. **Johnson Quilts & Creation**: Baby doll quilts, burp clothes, bibs & other crafts
11. **Much Love Treasures**: Handmade crafts, crocheted items, signs and clothing
12. **The Rural Canvas**: Acrylic paintings and chalk pastel artwork
14. **Mikaela's Creations**: Crafts
16. & 17. **Sass Family Farms**: Pumpkins, gourds, fall produce & crafts
18. **Grey Barn Farm LLC**: Alpaca rugs, alpaca dryer balls and insoles
19. **Lularoe**: Clothing
20. **Grandpa's Barn Board Signs**: Signs made from barn boards, bed spring and hearts
21. **Fancy Pants**: American girl doll clothes & misc.
22. **Lisa's Crafts**: Quilts & crocheted blankets
23. **Aunt B's Crafts**: Macrame, home décor, aprons & other sewn items
25. **Face Art by Brandi**: Face Painting
27. **Immi-bling**: Handmade jewelry, crochet, mugs, and t-shirts
29. **Granny's Farmhouse Gifts**: Tea towels, ornaments, Christmas towels, greeting cards
30. **Phoenix Dreams Studios**: Lampwork glass beads and pulls, jewelry, décor
31. **Pampered chef/ Just BS-n around**: Pampered chef/ wristlets, keychains, cups, sewing crafts
38. **Thirty One Gifts**: Bags, totes, thermals and organization solutions
40. **Tupperware**: Kitchen & storage solutions
41. **AC Wood Décor**: Indoor/outdoor wood cut outs for every season & welcome signs
42. **Meadow & Brook Boutique**: Women's clothing & accessories boutique
46. **Robin Miller Jewelry**: Stretchy bracelets
47. **Kathleen Rose Designs**: Handmade accessories, apparel & jewelry
49. **If You Can't Wear It Walk On It**: Loom Woven Rugs—misc.
50. **Hospice of Washington County**: Quilt raffle fundraiser
50. **Iowa Magic, LLC**
52. **Treenware**: Hand carved woodenware, bowls, spoons, etc.
52. **Copper Back in Nature**: Copper wire trees made into rocks and wood
54. **RJM Creations/G.R.E.E.N.**: Original photo products/handmade felted puppets
55. **La Musique Designs**: Mixed media products including cards, journals, wall decor
56. & 57. **Ah Jeez**: Dry food mixes
60. **S&M Designs**: Crafts
61. **Breezy's & Bodangles**: Little girl hair bows and handmade earrings
62. **Younique**: Makeup & skincare
63. 64. & 65. **Robin's Art Nest**: Artwork-drawings, pen, paintings
66. **Hanna Banana Designs/Megan Hines Designs**: Wood signs, hand painted furniture, Home décor, upcycled items, shirts & earrings
67. **Miss Daizey's Garden**: Unique birdbaths, houses, feeders and flowers upcycled from old Glass and metal or gourds
68. **Cedar View Farms**: Wooden mosaics
69. **Silvercreek Creations**: Indoor & outdoor wood signs, porch signs, door hangers and framed indoor signs
70. **Hollow Hill Designs**: Metal yard art
71. **The Jessy Gallery**: Tumblers, Alcohol Ink Paintings, Jewelry
72. **Rachels Resin**: Resin earrings, keychains, coasters, jewelry boxes
73. **Forever Bandanas**: Bandanas for fur babies
74. & 75. **Studio 41**: Military flags, American flags, yard art, spinners
76. & 77. **Shwug Nation**: All handmade crafts...Shwugs are washable shawls with sleeves, crafted with fleece, faux fur, etc; crocheted ladies purses, totes and fashion accessories; and wooden toy and model trains, planes, trucks.
88. **Wild Cat Raw Honey**: Honey
85. & 86. **Grandma's Cozy Coats**: Handmade children car seat ponchos, dog coats, small children hats, loveyblankets, and bo bo bags
87. & 88. **Designs By Dorcas**: Wood blocks & barn quilts
89. **Scentsy**: Fill your life with Fragrance
90. **Niff Tea Towels**: Tea towels
91. **Rose Ranch Apothecary**: Hand crafted salves, balm, butters, teas and tinctures
92. **The Flighty Chicken**: Garden art, bird houses, upcycled clothing, decorations, & accessories
98. **Black Sheep Station**
94. **Soft Scents Candle Shop**: Soy candles, wax tarts and goats milk lotion
95. **River Bottom Hill Co.**: Tree of life jewelry & wire sculpture
96. **Mystic Creations**: Glycerin soaps & bath products
97. **Stone Fire Studio**: Ceramics
98. **6M Farms- Madsen's Goat Milk Soap and alpacas**: Goat Milk Soap, Goat Milk Bath Bombs, hand knitted and sewn crafts, natural lotion and alpaca fiber products
99. **Bowers Designs**: Crafts
100. **Crazy Creations by Jenna**: Handmade coasters, greeting cards, stickers and signs
101. **PaperPic, formerly Usborne Books & More**: Quality kid's books
102. **Grampy's Designs**: Handmade Home Decor
108. **Scarlett Lane Sparkle Shop**: Glitter epoxy tumblers, sublimation tumblers, coffee mugs, glitter resin earrings and keychains, trinket dishes, ornaments and t-shirts
104. **Freeze Dried Candy + Gourmet Cookies**: Freeze dried candies and foods, gourmet cook-

CRAFT VENDORS & BOOTH NUMBERS
Some changes may apply depending on late registrations and cancellations



DISCOVER A CLASSIC

Here for you, your family and your business.

Washington Chamber of Commerce
www.chamber.washingtoniowa.gov
events@washingtoniowa.org
319-653-3272

September 9th, 2023
9:00am - 3:00pm
On the Square in Downtown
Washington

This Chamber event is brought to you
by:

FOOD VENDORS

F1- Cheryl's Ice Cream Shack

F2: DeLovely's Delicious Mini Donuts

F3v

F4: Jerry and Margie's Catering

F5-
F5

F6: Salty Hog - BBQ

F7: Lugo Gourmet Popcorn—
Gourmet kettle & caramel popcorn

F8

F9

F10: The Box Lunch-Burgers,
wraps, cheese curds, fries, shakes &
more



**CITY OF WASHINGTON, IOWA
CLAIMS REPORT
APRIL 18, 2023**

POLICE	ACE-N-MORE	SUPPLIES/FILE CABINET	640.78	
	AMAZON CAPITAL SERVICES	PATROL UNIT SUPPLIES	38.88	
	ARNOLD MOTOR SUPPLY	DURANGO REPAIR/OTHER PARTS	181.73	
	BDH TECHNOLOGY LLC	IT CONTRACT	566.00	
	COBB OIL CO, INC.	FUEL	1,948.25	
	CRITICAL HIRE	APPLICANT TESTING	50.00	
	GALLS LLC	NEW HIRE-UNIFORM/KEPHART UNI	430.57	
	HAWKEYE FIRE & SAFETY	FIRE EXTINGUISHER-NEW UNIT	87.00	
	IOWA LAW ENFORCMT ACADEMY	APPLICANT TESTING	50.00	
	KCTC	PHONE & INTERNET	232.74	
	KIWANIS WASHINGTON AMer's	DUES - LESTER	76.50	
	MARCO, INC.	ORIGINATION & FEES	127.77	
	RANGEMASTERS TRAINING CENTER	SUPPLIES	273.00	
	SIRCHIE	EVIDENCE SUPPLIES	191.80	
	VERIZON WIRELESS	CELLULAR SERVICE	921.98	
	VISA-TCM BANK, N.A.	MEALS, LODGING, TASER EQUI	1,019.92	
	WASH CO TREASURER	STOP ON REG FEES	25.00	
	WASHINGTON EVENING JOURNAL SUBSCRIPTIO	SUBSCRIPTION	149.00	
		TOTAL	7,010.92	
	FIRE	ALL AMERICAN PEST CONTROL	PEST CONTROL	32.50
AMERICAN TEST CENTER, INC		AERIAL CERT. INSPECTION	590.00	
COBB OIL CO, INC.		FUEL	720.31	
FELD FIRE		FOAM/BADGES	669.00	
GALLS LLC		UNIFORMS	825.69	
HIWAY SERVICE CENTER		PARTS	49.49	
KCTC		PHONE & INTERNET	191.36	
MIDWEST BREATHING AIR SYSTEMS		AIR TEST	316.80	
VERIZON WIRELESS		CELLULAR SERVICE	120.03	
		TOTAL	3,515.18	
EMS	MOHROR, JOSH	CPR RECERTIFIED	641.00	
	RIVERSIDE EMERGENCY SERVICES	TRAINING	450.00	
		TOTAL	1,091.00	
DEVELOPMENT SERVICES	ACE-N-MORE	SUPPLIES	26.99	
	CUSTOM IMPRESSIONS INC	SUPPLIES	627.68	
	WMPF GROUP LLC	LEGAL ADVERTISING	12.42	
		TOTAL	667.09	
LIBRARY	ACE-N-MORE	JANITORIAL SUPPLIES	22.75	
	ALL AMERICAN PEST CONTROL	PEST CONTROL	40.00	
	ALLIANT ENERGY	ALLIANT ENERGY	2,356.73	
	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES/MATERIALS	74.08	
	BAKER & TAYLOR	LIBRARY MATERIALS	532.63	
	BLACKSTONE PUBLISHING	AUDIOBOOKS	164.35	
	CENTRAL IOWA DISTRIBUTING	JANITORIAL SUPPLIES	189.00	
	CINTAS CORP LOC. 342	MATT SERVICE	84.57	
	CODY, BETH - AUTHOR	LIBRARY MATERIALS	38.99	
	FAREWAY STORES	PROGRAM SUPPLIES	29.93	
	KCTC	PHONE & INTERNET	406.31	
	MIDWEST ALARM	FIRE ALARM	877.68	
	MORETTA, AMIYA	WRITER'S WORKSHOP	40.00	
	VALENTINE, TAMMY	HOMEBOUND MILEAGE	3.93	
		TOTAL	4,860.95	
	PARKS	ALLIANT ENERGY	ALLIANT ENERGY	1,573.38
		AMAZON CAPITAL SERVICES	VBALL	89.95
BDH TECHNOLOGY LLC		CENTRAL PARK CAMERA	142.50	
CHEMSEARCH FE		WEED KILLER	427.95	
COBB OIL CO, INC.		FUEL	189.43	
IDEAL READY MIX		CONCRETE PARKING BLOCKS	900.00	

	KCTC	PHONE & INTERNET	330.98
	PACHA, NICK	BOOT REIMBURSEMENT	100.00
	PETERSON, JASON	REIMBURSEMENT FOR BOOTS	100.00
	STOUT COMPANIES	WEED PREVENTER	160.00
	VERIZON WIRELESS	CELLULAR SERVICE	178.91
	WIDE, TOM	PICKLEBALL SIGNS	118.00
		TOTAL	4,311.10
POOL	ALLIANT ENERGY	ALLIANT ENERGY	167.10
	IN THE SWIM	POOL CHAIRS	919.96
	KCTC	PHONE & INTERNET	85.94
		TOTAL	1,173.00
CEMETERY	ACE-N-MORE	SUPPLIES	548.34
	KCTC	PHONE & INTERNET	126.78
		TOTAL	675.12
FINANCIAL ADMIN	ALL AMERICAN PEST CONTROL	PEST CONTROL	32.50
	ALLIANT ENERGY	ALLIANT ENERGY	41.41
	BAKER PAPER & SUPPLY	COPY PAPER	246.79
	GOOGLE LLC	EMAIL SUBSCRIPTION	395.99
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	40.00
	IOWA RADIO PLUS	ADVERTISING	40.00
	KCTC	PHONE & INTERNET	1,147.91
	PFM FINANCIAL ADVISORS LLC	CONTINUING DISCLOSURE	2,000.00
	VERIZON WIRELESS	CELLULAR SERVICE	127.61
	WMPF GROUP LLC	LEGAL ADVERTISING	1,701.37
		TOTAL	5,773.58
AIRPORT	ACE-N-MORE	SUPPLIES	89.93
	BAUTISTA MIRANDA, YOLANDA	MARCH CLEANING	375.00
	KCII	ADVERTISING	106.08
	QT PETROLEUM	FUEL SYSTEM	1,425.00
	TITAN AVIATION FUELS	FUEL	36,557.72
	VERIZON WIRELESS	CELLULAR SERVICE	46.30
	VETTER'S INC-CULLIGAN WATER	AIRPORT WATER	19.98
	WINDSTREAM IOWA COMMUNICATIONS	APRIL SERVICE	195.95
		TOTAL	38,815.96
ROAD USE	ACE-N-MORE	SUPPLIES	615.99
	ARNOLD MOTOR SUPPLY	PARTS	203.46
	COBB OIL CO, INC.	FUEL	1,460.68
	COBB OIL CO., INC-BP ONE TRIP	FUEL	129.83
	COLEMAN CONSTRUCTION INC.	SIDEWALK SNOW REMOVAL	160.00
	HELMUTH REPAIR, INC	POWER WASHER PARTS	71.50
	IOWA PRISON INDUSTRIES	SIGNS	1,799.60
	RIVER PRODUCTS	ROADSTONE	438.44
	WASHINGTON CO SWCD	MATTING FOR SEEDING	912.00
		TOTAL	5,791.50
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	11,763.99
	FRANZEN, DENNIS	SERVICE CALL	75.00
		TOTAL	11,838.99
FINANCIAL ADMIN	VORTEX DIGITAL BUSINESS SOLUTIONS, INC	UPDATES- CWI	5,129.40
	WASH CHAMBER OF COMMERCE	TOURISM CHAMBER OF COMMERC	1,000.00
		TOTAL	6,129.40
UNIF COMM UR - BRIARWOOD	BRIARWOOD PARTNERS, LLC	TIF REBATE	21,965.01
		TOTAL	21,965.01

DEBT SERVICE	UMB BANK, N.A.	ADM FEES	1,200.00
		TOTAL	1,200.00
CAPITAL PROJECTS	BOLTON & MENK, INC.	LIGHTS 18-36/PAP'YS & REILS	534.00
		TOTAL	534.00
INDUSTRIAL DEVELOP	WASH TITLE & GUARANTY CO HONOHAN, EPLEY, BRADDOCK & BRENNEMAN L WEDG	BUSINESS PARK ABSTRACT TITLE OPINION-PAWS LOT WEDG SHARE- 915 E TYLER TOTAL	500.00 275.00 4,298.88 5,073.88
TREE COMMITTEE	IGRAPHIX, INC WMPF GROUP LLC	TREE COMMITTEE SUPPLIES TREE COMMITTEE ADVERTISING TOTAL	123.00 362.76 485.76
K-9 PROGRAM	BRUBAKER DOGGIE LODGE JOHN DEERE FINANCIAL	K-9 BOARDING K9 FOOD TOTAL	145.45 54.99 200.44
LIBRARY GIFT	AMAZON CAPITAL SERVICES BAKER & TAYLOR BLACKSTONE PUBLISHING FEH DESIGN PROQUEST LLC	PROGRAM SUPPLIES LIBRARY MATERIALS AUDIOBOOKS INTERIOR DESIGN-PROF. SRVS ONLINE DATABASE TOTAL	163.78 187.28 718.10 6,450.00 2,698.07 10,217.23
WATER PLANT	COBB OIL CO, INC. ALLIANT ENERGY CENTRAL IOWA DISTRIBUTING EPPERLY, RANDY FERGUSON WATERWORKS# 2516 GLOBAL PAYMENTS IA DEPT OF REVENUE KCTC PFM FINANCIAL ADVISORS LLC VERIZON WIRELESS WATER SOLUTIONS UNLIMITED	FUEL ALLIANT ENERGY SUPPLIES MILEAGE REIMBURSEMENT GOLF COURSE METER DC/CC ADMIN FEES WET TAX PHONE & INTERNET WATER REVENUE ANALYSIS CELLULAR SERVICE CHEMICALS TOTAL	135.88 14,510.58 383.00 9.83 4,724.71 3,023.29 7,375.27 158.75 6,000.00 46.30 7,901.73 44,269.34
WATER DISTRIBUTION	ACE-N-MORE AGRILAND FS, INC ALL AMERICAN PEST CONTROL ALLIANT ENERGY ARNOLD MOTOR SUPPLY CHEMSEARCH FE COBB OIL CO, INC. HY-VEE JOHN DEERE FINANCIAL KCTC SCHIMBERG CO. USA BLUEBOOK UTILITY EQUIPMENT CO VERIZON WIRELESS	SUPPLIES SEEDING PEST CONTROL ALLIANT ENERGY SHOP ORGANIZATION SUPPLIES FUEL MEETING SAFETY CLOTHING/BOOTS/SUPPLIES PHONE & INTERNET WATER TAPS NEW EMPLOYEE EQUIPMENT REPAIR CLAMPS CELLULAR SERVICE TOTAL	734.65 545.98 35.00 31.15 29.99 209.45 231.68 20.67 258.31 99.35 2,853.44 156.26 5,482.84 84.31 10,773.08
SEWER PLANT	ACE-N-MORE ALLIANT ENERGY COBB OIL CO, INC. IA DEPT OF REVENUE IOWA PUMP WORKS INC JOHN DEERE FINANCIAL KCTC	TUBE INSULATION ALLIANT ENERGY FUEL SALES TAX PULLED PUMP FOR SERVICE/ANNUAL REPAIRS PHONE & INTERNET	17.95 719.77 376.49 2,056.88 1,745.00 39.96 197.67

VERIZON WIRELESS	CELLULAR SERVICE	483.89
WINDSTREAM IOWA COMMUNICATIONS	APRIL SERVICE	57.26
	TOTAL	5,694.87

SEWER COLLECTION

ACE-N-MORE	PAINIT MARKERS/SUPPLIES	319.82
ALLIANT ENERGY	ALLIANT ENERGY	2,019.04
COBB OIL CO, INC.	FUEL	1,029.01
HY-VEE	SAFETY MTG	26.99
JOHN DEERE FINANCIAL	SAFETY VESTS & GLOVES	153.97
KCTC	PHONE & INTERNET	99.35
VERIZON WIRELESS	CELLULAR SERVICE	92.85
	TOTAL	3,741.03

SANITATION

JOHNSON COUNTY REFUSE INC	REFUSE AND RECYCLING	48,564.50
	TOTAL	48,564.50

SELF INSURANCE

EMPLOYEE BENEFIT SYSTEMS	EBS ADMIN FEE	341.53
	TOTAL	341.53

	TOTAL	244,714.46
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**CITY OF WASHINGTON, IOWA
MONTH TO DATE TREASURERS REPORT
MARCH 31, 2023**

FUND	3/1/2023	M-T-D	REVENUES NOT	M-T-D	EXPENSES NOT	3/31/2023
	BEGINNING					REVENUES
	CASH BALANCE					BALANCE
001-GENERAL FUND	748,632.15	299,662.51	-	362,594.06	-	685,700.60
002-AIRPORT FUND	379,382.27	39,444.72	-	25,392.76	-	393,434.23
010-CHAMBER REIMBURSEMENT	9,593.24	8,163.55	-	13,461.56	-	4,295.23
011-MAIN STREET REIMBURSEMENT	7,081.77	7,223.84	-	7,728.30	-	6,577.31
012-WEDG REIMBURSEMENT	4,958.06	8,835.35	-	11,598.59	-	2,194.82
050-DOWNTOWN INCENTIVE GRANT	131,473.15	-	-	-	-	131,473.15
110-ROAD USE	672,108.51	50,538.71	-	63,468.65	-	659,178.57
112-EMPLOYEE BENEFITS	-	41,386.47	-	41,386.47	-	-
113-LIABILITY INSURANCE	-	-	-	-	-	-
114-EMERGENCY LEVY	-	3,338.50	-	3,338.50	-	-
121-LOCAL OPTION SALES TAX	-	86,432.18	-	86,432.18	-	-
122-LOST DEBT SERVICE	129,895.00	-	-	-	-	129,895.00
123-LOST DEBT SERVICE RESERVE	79,170.00	-	-	-	-	79,170.00
124-HOTEL/MOTEL TAX	164,490.06	-	-	139.00	-	164,351.06
125-UNIF COMM UR-NE IND	30,017.22	-	-	-	-	30,017.22
126-SE RES UR	-	-	-	-	-	-
127-UNIF COMM UR - BRIARWOOD	-	21,965.01	-	-	-	21,965.01
128-URBAN RENEWAL AREA #3B/D	-	-	-	-	-	-
129-SC RES UR	5,344.11	3,590.30	-	-	-	8,934.41
130-URBAN RENEWAL AREA #3D	-	-	-	-	-	-
131-URBAN RENEWAL AREA #4	-	-	-	-	-	-
132-UNIF COMM UR - EBD	20,987.46	-	-	-	-	20,987.46
133-UNIF COMM UR-IRE	53,951.72	-	-	-	-	53,951.72
134-DOWNTOWN COMM UR	86,450.45	5,439.20	-	-	-	91,889.65
145-HOUSING REHABILITATION	41,527.32	13,183.00	-	-	-	54,710.32
146-LMI TIF SET-ASIDE	167,188.44	-	-	-	-	167,188.44
200-DEBT SERVICE	413,321.71	46,181.83	-	-	-	459,503.54
300-CAPITAL EQUIPMENT	147,053.70	632.00	-	63,839.36	-	83,846.34
301-CAPITAL PROJECTS FUND	1,576,655.49	15,095.61	-	23,384.22	-	1,568,366.88
303-WWTP CAPITAL PROJ FUND	-	-	-	-	-	-
305-RIVERBOAT FOUND CAP PROJ	725,380.18	162,742.00	-	-	-	888,122.18
308-INDUSTRIAL DEVELOPMENT	368,151.92	9,048.07	-	7,121.88	-	370,078.11
309-MUNICIPAL BUILDING	-	-	-	-	-	-
310-WELLNESS PARK	3,420.95	-	-	-	-	3,420.95
311-SIDEWALK REPAIR & REPLACE	85,330.86	1,779.00	-	-	-	87,109.86
312-TREE REMOVAL & REPLACE	15,948.59	-	-	-	-	15,948.59
315-RESIDENTIAL DEVELOPMENT	605,577.15	2,251.08	-	554.00	-	607,274.23
317-ARPA CAPITAL PROJECTS	990,879.16	2,519.38	-	-	-	993,398.54
325-BUILDING & FACILITY MAINT	-	13,524.60	-	-	-	13,524.60
510-MUNICIPAL BAND	7,543.03	540.00	-	-	-	8,083.03
520-DOG PARK	4,178.88	-	-	-	-	4,178.88
530-TREE COMMITTEE	15,509.58	3,225.00	-	585.00	-	18,149.58
535-NEIGHBORHOOD PRIDE	-	-	-	-	-	-
540-POLICE FORFEITURE	4,590.86	-	-	-	-	4,590.86
541-K-9 PROGRAM	2,399.00	-	-	162.34	-	2,236.66
545-SAFETY FUND	3,336.89	-	-	-	-	3,336.89
550-PARK GIFT	51,527.35	184.70	-	-	-	51,712.05
570-LIBRARY GIFT	357,049.49	2,714.81	-	4,455.04	-	355,309.26
580-CEMETERY GIFT	2,078.00	-	-	-	-	2,078.00
590-CABLE COMMISSION	-	-	-	-	-	-
600-WATER UTILITY	780,567.36	153,238.55	-	111,598.01	-	822,207.90
601-WATER DEPOSIT FUND	31,470.00	900.00	-	900.00	-	31,470.00
602-WATER SINKING	-	-	-	-	-	-
603-WATER CAPITAL PROJECTS	-	1,130.75	-	1,130.75	-	-
610-SANITARY SEWER	772,224.22	194,703.26	-	119,820.30	-	847,107.18
612-SEWER SINKING	-	-	-	-	-	-
613-SEWER CAPITAL PROJECTS	-	-	-	-	-	-
670-SANITATION	103,500.37	54,706.13	-	48,877.00	-	109,329.50
910-LIBRARY TRUST	-	-	-	-	-	-
950-SELF INSURANCE	483,421.64	4,680.81	-	2,691.85	-	485,410.60
951-UNEMPLOYMENT SELF INS	72,820.29	-	-	-	-	72,820.29
TOTAL BALANCE	10,369,712.20	1,245,476.32	-	1,000,659.82	-	10,614,528.70

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	4,358,675.06 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Investment in IPAIT	569,196.19	0.20%
Wash St - Farm Mgmt Acct	200,531.61	
Wash St Bank - CD 1/14/2019	523,344.03	0.65%
Wash St Bank - CD 08/30/2018	269,867.86	0.65%
Wash St Bank - ISC Account	4,692,563.95	4.00%
TOTAL CASH IN BANK	10,614,528.70	

(1) Washington State Bank	4,519,874.17
Outstanding Deposits & Checks/Wages payable	(161,199.11)
	4,358,675.06

CITY OF WASHINGTON, IOWA
YEAR TO DATE TREASURERS REPORT
MARCH 31, 2023

FUND	7/1/2022		REVENUES NOT YET RECEIVED	Y-T-D		EXPENSES NOT YET EXPENDED	3/31/2023 ENDING CASH BALANCE
	BEGINNING CASH BALANCE	Y-T-D REVENUES		Y-T-D EXPENDITURES	Y-T-D EXPENDITURES		
001-GENERAL FUND	1,022,613.53	2,903,137.47	-	3,240,050.40	-	685,700.60	
002-AIRPORT FUND	358,953.40	289,128.47	-	254,647.64	-	393,434.23	
010-CHAMBER REIMBURSEMENT	7,902.24	120,280.01	-	123,887.02	-	4,295.23	
011-MAIN STREET REIMBURSEMENT	2,118.03	37,491.22	-	33,031.94	-	6,577.31	
012-WEDG REIMBURSEMENT	2,584.82	74,870.97	-	75,260.97	-	2,194.82	
050-DOWNTOWN INCENTIVE GRANT	163,473.15	-	-	32,000.00	-	131,473.15	
110-ROAD USE	504,763.55	750,317.79	-	595,902.77	-	659,178.57	
112-EMPLOYEE BENEFITS	-	511,192.51	-	511,192.51	-	-	
113-LIABILITY INSURANCE	-	-	-	-	-	-	
114-EMERGENCY LEVY	-	41,277.17	-	41,277.17	-	-	
121-LOCAL OPTION SALES TAX	-	876,441.25	-	876,441.25	-	-	
122-LOST DEBT SERVICE	-	154,790.00	-	24,895.00	-	129,895.00	
123-LOST DEBT SERVICE RESERVE	79,170.00	-	-	-	-	79,170.00	
124-HOTEL/MOTEL TAX	122,812.24	78,501.04	-	36,962.22	-	164,351.06	
125-UNIF COMM UR-NE IND	-	30,017.22	-	-	-	30,017.22	
126-SE RES UR	-	-	-	-	-	-	
127-UNIF COMM UR - BRIARWOOD	-	43,930.02	-	21,965.01	-	21,965.01	
128-URBAN RENEWAL AREA #3B/D	-	-	-	-	-	-	
129-SC RES UR	-	53,912.74	-	44,978.33	-	8,934.41	
130-URBAN RENEWAL AREA #3D	-	-	-	-	-	-	
131-URBAN RENEWAL AREA #4	-	-	-	-	-	-	
132-UNIF COMM UR - EBD	-	20,987.46	-	-	-	20,987.46	
133-UNIF COMM UR-IRE	-	53,951.72	-	-	-	53,951.72	
134-DOWNTOWN COMM UR	-	94,027.36	-	2,137.71	-	91,889.65	
145-HOUSING REHABILITATION	35,643.82	161,544.00	-	142,477.50	-	54,710.32	
146-LMI TIF SET-ASIDE	151,266.11	15,922.33	-	-	-	167,188.44	
200-DEBT SERVICE	56,467.63	561,071.02	-	158,035.11	-	459,503.54	
300-CAPITAL EQUIPMENT	147,053.70	12,624.93	-	75,832.29	-	83,846.34	
301-CAPITAL PROJECTS FUND	437,301.66	5,354,831.11	-	4,223,765.89	-	1,568,366.88	
303-WWTP CAPITAL PROJ FUND	-	-	-	-	-	-	
305-RIVERBOAT FOUND CAP PROJ	398,997.29	489,124.89	-	-	-	888,122.18	
308-INDUSTRIAL DEVELOPMENT	255,745.84	265,050.18	-	150,717.91	-	370,078.11	
309-MUNICIPAL BUILDING	-	-	-	-	-	-	
310-WELLNESS PARK	6,353.50	12,143.95	-	15,076.50	-	3,420.95	
311-SIDEWALK REPAIR & REPLACE	90,642.86	2,643.00	-	6,176.00	-	87,109.86	
312-TREE REMOVAL & REPLACE	23,988.59	-	-	8,040.00	-	15,948.59	
315-RESIDENTIAL DEVELOPMENT	278,930.49	354,270.90	-	25,927.16	-	607,274.23	
317-ARPA CAPITAL PROJECTS	523,763.25	559,472.29	-	89,837.00	-	993,398.54	
325-BUILDING & FACILITY MAINT	13,524.60	-	-	-	-	13,524.60	
510-MUNICIPAL BAND	4,743.03	3,340.00	-	-	-	8,083.03	
520-DOG PARK	4,443.11	-	-	264.23	-	4,178.88	
530-TREE COMMITTEE	11,322.84	7,850.00	-	1,023.26	-	18,149.58	
535-NEIGHBORHOOD PRIDE	-	-	-	-	-	-	
540-POLICE FORFEITURE	4,590.86	-	-	-	-	4,590.86	
541-K-9 PROGRAM	2,809.30	620.00	-	1,192.64	-	2,236.66	
545-SAFETY FUND	2,636.89	1,000.00	-	300.00	-	3,336.89	
550-PARK GIFT	32,135.30	31,943.69	-	12,366.94	-	51,712.05	
570-LIBRARY GIFT	354,318.68	29,071.50	-	28,080.92	-	355,309.26	
580-CEMETERY GIFT	7,433.00	-	-	5,355.00	-	2,078.00	
590-CABLE COMMISSION	-	-	-	-	-	-	
600-WATER UTILITY	495,798.75	1,495,084.31	-	1,168,675.16	-	822,207.90	
601-WATER DEPOSIT FUND	30,835.00	13,500.00	-	12,865.00	-	31,470.00	
602-WATER SINKING	-	38,350.00	-	38,350.00	-	-	
603-WATER CAPITAL PROJECTS	-	96,170.94	-	96,170.94	-	-	
610-SANITARY SEWER	188,444.50	1,877,911.78	-	1,219,249.10	-	847,107.18	
612-SEWER SINKING	-	114,852.50	-	114,852.50	-	-	
613-SEWER CAPITAL PROJECTS	-	8,512.66	-	8,512.66	-	-	
670-SANITATION	67,068.52	487,314.15	-	445,053.17	-	109,329.50	
910-LIBRARY TRUST	-	-	-	-	-	-	
950-SELF INSURANCE	463,148.16	54,386.43	-	32,123.99	-	485,410.60	
951-UNEMPLOYMENT SELF INS	73,505.00	3,476.56	-	4,161.27	-	72,820.29	
TOTAL BALANCE	6,427,303.24	18,186,337.54	-	13,999,112.08	-	10,614,528.70	

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	4,358,675.06 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Investment in IPAIT	569,196.19	0.20%
Wash St - Farm Mgmt Acct	200,531.61	
Wash St Bank - CD 1/14/2019	523,344.03	0.65%
Wash St Bank - CD 08/30/2018	269,867.86	0.65%
Wash St Bank - ISC Account	4,692,563.95	4.00%
TOTAL CASH IN BANK	10,614,528.70	

(1) Washington State Bank	4,519,874.17
Outstanding Deposits & Checks/Wages payable	(161,199.11)
	<u>4,358,675.06</u>

RESOLUTION 2023-___

**A RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT,
AND ESTIMATE OF COSTS FOR THE 2022 SEALCOAT PROJECT**

WHEREAS, Veenstra & Kimm has prepared plans, specifications, form of contract and estimate of cost for the improvement of certain public streets described in general as “2023 Sealcoat Project”; and,

WHEREAS, notice of public hearing on plans, specifications, form of contract, and estimate of cost for said improvement was published on April 13, 2023 required by law.

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

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

PASSED AND APPROVED this 18th day of April, 2023.

Millie Youngquist, Mayor Pro Tem

ATTEST:

Sally Y. Hart, City Clerk



THE CITY OF WASHINGTON

“One of the 100 Best Small Towns in America”

SPECIFICATIONS & CONTRACT DOCUMENTS

2023 Sealcoat Project



THE CITY OF WASHINGTON

"One of the 100 Best Small Towns in America"

SPECIFICATIONS & CONTRACT DOCUMENTS

2023 Sealcoat Project

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

Signed:

Date:

 03-27-2023

Leland J. Belding, III

Iowa License No. 15046

My license renewal date is December 31, 2023

Detailed parts covered by this seal:

ALL



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IOWA DOT STANDARD ROAD PLAN

TC-213 – Lane Closure with Flaggers

CITY OF WASHINGTON, IOWA

2023 SEALCOAT PROJECT**NOTICE TO BIDDERS**

Notice is hereby given that there are on file in the Development Services office of the City of Washington, Iowa, proposed specifications, and form of contract for the public improvements hereinafter described for the 2023 Sealcoat Project.

Sealed proposals for the construction of the said improvements will be received at the office of the City Clerk for the City of Washington, Iowa until **9:00 A.M., April 28, 2023**. At 9:05 A.M. all sealed proposals will be publicly opened and read aloud.

The general description of the work involved is as follows:

2023 Sealcoat project is approximately of 32,634.6 SY of seal coat overlay and 0 SY of surface correction.

Bids will be received for work under one contract.

The City will be issuing a sales tax exemption certificate, so the cost of sales tax should not be included in the bid.

Each proposal shall be made on the proposal form prepared for this purpose, which may be obtained from Veenstra & Kimm, Inc. or on a form approved by Veenstra & Kimm, Inc. Each proposal shall be accompanied by a bid bond on the form included in the specifications or another approved form, or a cashier's check or certified check drawn on a bank or credit union in Iowa or a bank chartered under the laws of the United States, and filed in a sealed envelope separate from the one containing the proposal. The contractor's **bid bond**, cashier's or certified check shall be in an amount of **10%** of the bid price made payable to the Treasurer of the City of Washington, Iowa. The bid bond will act as security that, if awarded a contract by resolution of the Council, the Bidder will enter into a contract at the prices bid and furnish the required performance and payment bonds and certificate of insurance. The bid bond will be forfeited and the proceeds retained as liquidated damages if the bidder fails to execute a contract or file acceptable performance and payment bonds and an acceptable certificate of insurance within fifteen (15) days after the acceptance of his proposal by resolution of the council. No Bidder may withdraw a proposal within thirty (30) days after the date set for opening bids.

Payment for said work will be made in cash from proceeds to be received from the **Road Use Tax** funds of said City and/or cash funds of said City that are available and that may be legally used for said purpose.

Payments will be made to the Contractor based on monthly estimates in amounts equal to ninety-five percent (95%) of the contract value of the work completed during the preceding month. Estimates will be prepared the last week of the month by the Contractor and approved by the City of Washington's Engineering Technician. The City of Washington's Engineering Technician will certify the approved estimate to the Council for payment on the next regularly scheduled Council meeting of the following month. Such payment will in no way be construed as an act of acceptance for any part of the work partially or totally, completed. The balance of the **five percent** due the Contractor will be paid not earlier than 31 days from the date of final acceptance of said work by the City, subject to the conditions and in accordance with the provisions of Chapter 573 of the Code of Iowa, as amended. No such partial or final payment will be due until the Contractor has certified to the City Clerk that the materials, labor, and services involved in each estimate have been paid for in accordance with the requirements stated in the specifications. The Contractor may be required to submit lien waivers prior to

payment approval. The Contractor shall submit a **2-year maintenance bond** for the total amount of the project prior to final payment and acceptance of the project.

All work and equipment is to be in accordance with the specifications and form of contract now on file in the Development Services' office and by this reference made a part hereof as though fully set out and incorporated herein.

The work shall be completed by **July 28, 2023**.

Liquidated damages in the amount of two hundred fifty dollars (\$250.00) per calendar day will be assessed for each day the work shall remain uncompleted after the contract completion date, with due allowance for extensions of the contract period due to conditions beyond the control of the Contractor and approved by the City.

The successful bidder will be required to furnish a corporate **surety bond** in an amount equal to one hundred percent (**100%**) of the contract price prior to commencing work on the project. Said bond shall be issued by a responsible surety approved by the City Council, and shall guarantee the faithful performance of the contract and the terms and conditions until the time of acceptance of the improvements by the City.

Specifications governing the construction of the proposed improvements have been prepared by Veenstra & Kimm, Inc. for the City of Washington, Iowa. Said specifications and the proceedings of the City Council referring to and defining said improvements are hereby made a part of this notice, and the proposed contract by reference, and the proposed contract shall be executed in compliance therewith.

Said specifications and proposed contract documents are now on file in the Development Services' office at 215 East Washington Street, Washington, Iowa, for examination by bidders. Copies of specifications, form of proposal, and form of contract may be secured at the office of Veenstra & Kimm, Inc. by bona fide bidders.

The City reserves the right to reject any and all bids and to waive informalities and technicalities in any bid, and to enter into such contract, or contracts, as it shall deem for the best interest of the City.

The Council reserves the right to defer acceptance of any proposal for a period not to exceed thirty (30) calendar days from the date of letting.

By virtue of statutory authority, a preference will be given to products and provisions grown and produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes. The Iowa Reciprocal Act (SF 2160) applies to the contract with respect to bidders who are not Iowa residents.

1.1 DEFINED TERMS

- A. Terms used in these Instructions to Bidders which are defined in Iowa Statewide Urban Standard Specifications for Public Improvements, Division I, Current Edition with current updates, a manual prepared under the Statewide Urban Design and Specifications (SUDAS) Program, have the meanings assigned to them in the General Provisions. The term "Successful Bidder" means the lowest qualified, responsible Bidder to whom Owner (on the basis of Owner's evaluation as hereinafter provided) makes an award.

1.2 COPIES OF BIDDING DOCUMENTS

- A. Complete sets of the Bidding Documents (also referred to as Contract Documents) in the number and for the deposit sum stated in the Advertisement or Invitation may be obtained from Veenstra & Kimm, Inc. The deposit refund, if any, will be returned to Bidders who submit a bona fide Bid and return the Bidding Documents in good condition within 14 days of the award date of the project.
- B. Complete sets of Bidding Documents shall be used in preparing Bids; neither Owner nor Veenstra & Kimm, Inc. assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

1.3 EXAMINATION OF CONTRACT DOCUMENTS AND SITE

- A. It is the responsibility of each Bidder before submitting a bid to:
- a) examine the Contract Documents thoroughly including specifications, drawings and addenda.
 - b) visit the site to familiarize himself with local conditions that may affect cost, progress or performance of the Work,
 - c) familiarize himself with federal, state and local laws, ordinances, rules and regulations that may affect cost, progress or performance of the Work; and
 - d) study and carefully correlate Bidder's observations with the Contract Documents.
 - e) notify Veenstra & Kimm, Inc. of all conflicts, errors, ambiguities or discrepancies in or between contract documents and other related data.
- B. Information and data reflected in the Contract Documents with respect to Underground Utilities, with the exception of City of Washington owned utilities, at or contiguous to the site is based upon information and data furnished to the Owner and Veenstra & Kimm, Inc. by the owners of such Underground Utilities or others, and neither the Owner nor Veenstra & Kimm, Inc. assume responsibility for the accuracy or completeness thereof.
- C. Any additional reports, explorations or data relating to the subsurface conditions, soil conditions, water table conditions or other physical conditions is included at the end of this section. The interpretation of such technical data, including any interpolation or extrapolation thereof, together with non-technical data, interpretations, and opinions contained therein or the completeness thereof, is the responsibility of the Bidder.
- D. Before submitting a bid, the Bidder, at his own expense, may perform or obtain any additional examinations, investigations, explorations and data which pertain to the physical conditions (surface or subsurface) at the project site. Upon request the Owner will provide the Bidder access to the site to conduct such examinations, investigations and explorations as the Bidder deems necessary in

preparation of a bid. Bidder shall be responsible for all explorations and shall restore all surfaces to existing conditions.

- E. The lands upon which the Work is to be performed, rights-of-way for access thereto and other lands designated for use by Contractor in performing the Work are identified in the Special Conditions, Technical Specifications or Drawings. All additional lands and accesses required for construction or storage of materials and equipment are to be provided by the successful Bidder.
- F. The submission of a Bid will constitute an incontrovertible representation by the Bidder that he has complied with every requirement of this section and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the Work.

1.4 PRE-BID MEETING

- A. A pre-bid meeting, if scheduled, will be detailed in the Notice to Bidders. Pre-bid meetings are not required to be attended; however, they are encouraged. Written minutes from the pre-bid meeting, if scheduled, will be developed by Veenstra & Kimm, Inc. and mailed to all Bidders prior to bid date regardless of attendance to the pre-bid meeting.

1.5 INTERPRETATIONS

- A. All questions about the meaning or intent of the Contract Documents by prospective Bidders shall be submitted to Veenstra & Kimm, Inc. in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by Veenstra & Kimm, Inc. as having received the Bidding Documents. Questions received less than five days prior to the date for opening of Bids may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

1.6 BID SECURITY

- A. A separate sealed envelope shall accompany the proposal containing the bid security in accordance with the Notice to Bidders

1.7 CONTRACT TIME

- A. The number of days within which, or the date by which, the Work is to be completed (the Contract Time) is stated in the Notice to Bidders and set forth in the Agreement.

1.8 LIQUIDATED DAMAGES

- A. Liquidated damages, if applicable, are stated in the Notice to Bidders and set forth in the Agreement.

1.9 SUBSTITUTE MATERIAL AND EQUIPMENT

- A. The Contract, if awarded, will be on the basis of material and equipment described in the Drawings or specified in the Specifications without consideration of possible substitute or "or-equal" items. Whenever it is indicated in the Drawings or specified in the Specifications that a substitute or "or-equal" item of material or equipment may be furnished or used by Contractor if acceptable to the City's Engineering Technician, application for such acceptance will not be considered by the City's Engineering Technician until after the "effective date of the Agreement". The procedure for submittal of any such application by Contractor and consideration by City's Engineering Technician is set forth in the General Conditions which may be supplemented in the Special Conditions.

1.10 FEDERAL TAX I.D. NUMBER

- A. Each Bidder shall state its Federal Identification Number on the line provided on the Bid Form. The Owner is required to report to IRS on Form 1099 all payments involving labor or services provided by vendors, and lack of this number may delay contract payments until the number is provided.

1.11 LOCAL PREFERENCE

- A. By virtue of statutory authority, preference will be given to materials, products, and supplies found or produced within the State of Iowa. Bidders resident in Iowa shall be allowed a preference over the bid of any Bidder from any other state enforcing or having a preference for resident Bidders, equal to such preference. So far as may be done under the law, CONTRACTOR shall give preference to labor residing in the vicinity of the community in which the project is located and to local concerns in the purchase of materials, insurance and bonds.

1.12 BID FORM

- A. The Bid Form is included in the Contract Documents. An unbound copy is included and is to be used for submission of bid. Additional copies may be obtained from Veenstra & Kimm, Inc. Substitute Bid Forms may be used with the approval of Veenstra & Kimm, Inc.
- B. Bid Forms must be completed in ink or by typewriter and the bid signed. Names shall be printed below all signatures.
- C. Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.
- D. Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
- E. The Bid shall contain an acknowledgment of receipt of all Addenda (the numbers of which shall be filled in on the Bid Form).
- F. The address to which communications regarding the Bid are to be directed must be shown.

- G. Bidders shall submit a Bid on a unit price or lump sum basis for each item of Work listed in the Bid schedule.
- H. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.

1.13 QUALIFICATION OF BIDDERS

- A. Bidders may be required to supply detailed statements covering prior experience with similar work, list of machinery, plant and other equipment that will be used on the proposed work, and a statement of their financial resources as may be deemed necessary.

1.14 QUALIFICATION OF FOREIGN CORPORATIONS

- A. Prior to entering into contract, corporations organized under the laws of any other state shall file with the Owner a certificate from the Secretary of the State of Iowa showing that they have complied with all provisions of Chapter 494 of the Code of Iowa, as amended, governing foreign corporations. Likewise, prior to entering into contract, individuals or co-partnerships of other states shall file with the Owner an agreement concerning the jurisdiction of the Court of the County in Iowa in which the work is to be performed, as provided in Section 616.4 of the Code of Iowa, as amended, as to all matters arising out of or connected with any contract entered into. Such certificate of agreement shall be on file with the Owner before any contract awarded hereunder shall be effective.

1.15 SUBMISSION OF BIDS

- A. Bids shall be submitted at the time and place indicated in the Notice to Bidders and shall be in an opaque sealed envelope, marked with the Project title and name and address of the Bidder and clearly marked "BID PROPOSAL". If the Bid is sent through the mail or other delivery system, the Bid Security shall be in a separate sealed envelope and labeled as noted above.
- B. A copy of the Bid Security or Bid Bond form is included in the Contract Documents. An unbound copy is also included. The Bid Bond form shall be completed and submitted along with the Bid Proposal, but sealed in a separate envelope marked "BID SECURITY".

1.16 MODIFICATION AND WITHDRAWAL OF BIDS

- A. Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.
- B. Once Bids are being opened any unopened bids may not be withdrawn.

- C. If, within twenty-four hours after Bids are opened, any Bidder files a duly signed written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of his Bid, that Bidder may withdraw his Bid and the Bid Security will be returned. Thereafter, that Bidder will be disqualified from further bidding on the Work.

1.17 OPENING OF BIDS

- A. Bids will be opened at the location indicated in the Notice to Bidders and will be publicly read aloud, and an abstract of the amounts of the base bids and major alternates (if any) will be made available after the opening of Bids.

1.18 BIDS TO REMAIN OPEN

- A. All Bids shall remain open for thirty days after the day of the Bid opening, but Owner may, in his sole discretion, release any Bid and return the Bid Security prior to that date.

1.19 AWARD OF CONTRACT

- A. Owner reserves the right to reject any and all Bids, to waive any and all informalities and to negotiate contract terms with the Successful Bidder, and the right to disregard all nonconforming, nonresponsive or conditional Bids. Discrepancies between unit prices and extensions will be resolved in favor of unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- B. In evaluating Bids, Owner shall consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements and alternates and unit prices. It is Owner's intent to accept alternates (if any are accepted) in the order in which they are listed in the Bid form, but Owner may accept them in any order or combination.
- C. Owner may conduct such investigations as he deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of the Bidder's, proposed Subcontractors and other persons and organizations to do the Work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time.
- D. Owner reserves the right to reject the Bid of any Bidder who does not pass any such evaluation to Owner's satisfaction.
- E. If the contract is to be awarded, it will be awarded to the lowest Bidder whose evaluation by Owner indicates to Owner that the award will be in the best interests of the Project.
- F. If the contract is to be awarded, Owner will give the Successful Bidder a written Notice of Award within thirty days after the day of the Bid opening unless specifically changed in Notice to Bidders.

1.20 PERFORMANCE AND OTHER BONDS

- A. The SUDAS Specifications, Division 1--General Provisions and Covenants, sets forth Owner's requirements as to performance and other bonds. When the successful Bidder delivers the executed Agreement to Owner, it shall be accompanied by the required Contract Security.

1.21 SIGNING OF AGREEMENT

- A. When Owner gives a Notice of Award to the Successful Bidder, it will be accompanied by at least three unsigned counterparts of the Agreement and all other Contract Documents including but not limited to Performance and Payment bond and insurance certificates. Within fifteen days thereafter, Contractor shall sign and deliver at least three counterparts of the Agreement to Owner with all other Contract Documents attached.
- B. If the bidder fails to enter into such contract within the period specified, the bid security deposited by the bidder shall be forfeited and shall become the property of the Owner.

1.22 SALES AND USE TAXES

- A. The City will issue a sales tax exemption certificate for all materials purchased on the project. The City will issue the appropriate tax exemption certificates and authorization letters to the Contractor and all subcontractors completing work on the project. Tax exemption certificates are applicable only for the specific project for which the tax exemption certificate is issued.
- B. Contractor shall provide a listing to the City identifying all appropriate subcontractors qualified for use of the tax exemption certificate. Contractor and subcontractors may make copies of the certificate and provide, to each supplier providing construction material, a copy of the tax exemption certificate.
- C. Successful bidder is subject to payment of Iowa income tax on income from this work in amounts prescribed by law. If successful bidder is a non-Iowa partnership, individual or association, he shall furnish evidence prior to execution of contract, that bond or securities have been posted with the Iowa Department of Revenue in the amount required by law.

END OF SECTION

THIS BID IS SUBMITTED TO: City of Washington
P.O. Box 516
215 E. Washington St.
Washington, IA 52353
Attention: City Clerk
PROJECT: 2023 Seal Coat Project

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including, without limitation, those dealing with the disposition of Bid Security. This Bid will remain open for thirty days after the day of Bid opening. BIDDER will sign the Agreement and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of OWNER's Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. BIDDER has examined copies of all the Contract Documents and of the following Addenda:

Identify by Date & Number _____
(receipt of all of which is hereby acknowledged) and also copies of the Advertisement or Notice to Contractors and the Instructions to Bidders;
 - b. BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER deems necessary;
 - c. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over OWNER
4. BIDDER agrees that the Work will be substantially completed and completed on or before the dates or within the number of calendar days indicated in the Notice of Hearing and Letting and Agreement. BIDDER accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work on time.
5. The following documents are attached to and made a condition of this Bid:
 - a. Required Bid Security of the type and in an amount equal to the sum set out in the Advertisement or Notice to Bidders.
 - b. A tabulation of Subcontractors and other persons and organizations required to be identified in this Bid if required.
 - c. Bidder's Qualifications Statement with supporting data if required.
6. BIDDER will complete the Work for the following prices:

Project: 2019 Seal Coat Project

Item No.	Item Description	Estimated Quantity	Units	Unit Cost	Extended Unit Price
1	Mobilization, Performance/Maintenance Bond, and Traffic Control	1	LS	\$	\$
2	Binder Bitumen, MC-3000	11,423	Gal		
3	Cover Aggregate	490	Ton		
4	Granular Subbase	200	Ton		
5	Surface Correction	0	SY		
6	Primer Bitumen, MC-70	0	Gal		
				Total	\$

7. Bidder agrees that the work will be started, substantially completed or completed as stated in the Notice to Bidders and in accordance with the Contract Documents which are made part of the Agreement. Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to start or complete the work as specified.

8. The terms used in this Bid which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents have the meanings assigned to them in the General Conditions.

SUBMITTED ON _____

COMPANY NAME: _____

SIGNED BY/TITLE: _____

PRINT NAME: _____

FEDERAL TAX ID. NO: _____

ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

END OF SECTION

KNOW ALL MEN BY THESE PRESENTS: That we, _____
 _____ of _____
 as Principal, and the _____ of _____ as
 Surety, are held and firmly bound unto the _____, hereinafter referred
 to as the Obligee or "OWNER", in the penal sum of \$ _____, for which payments said Principal
 and Surety bind themselves, their heirs, executors, administrators, successors, and assign jointly and
 severally, firmly by these presents.

WHEREAS, the Principal is herewith submitting his or its sealed proposal for the 2023 Sealcoat
 Project.

Type of Work _____ Date of Letting: May 16, 2023

NOW THEREFORE, if the said proposal bid by said principal is accepted, and the Principal shall enter
 into a contract with the Obligee in accordance with the terms of such bid, then this obligation shall become null
 and void, or in the event of the failure of the Principal to enter such contract, the Principal and Surety on this
 bond hereby agree to pay to the Obligee the full amount of this bid bond, together with court costs, attorney's
 fees, and any other expense of recovery.

IN WITNESS WHEREOF, the Principal and Surety have caused these presents to be signed this
 _____ day of _____, 20_____.

 Principal

By _____
 Contractor's Signature

 Surety

Countersigned by:

 Resident Commission Agent

(Required only if Attorney-in-Fact is not also an
 Iowa Resident Commission Agent)

END OF SECTION

THIS CONTRACT, made and entered into on duplicate originals at Washington, Iowa, this ___ day of _____, 2023, by and between the CITY OF WASHINGTON, IOWA, by its Mayor upon order by resolution of the City Council of said City hereinafter called the "City" and Party of the Second Part, the "Contractor".

WITNESSETH:

The Contractor hereby agrees to furnish all labor, tools, plant, equipment, material, and services necessary to construct, complete, test and prove performance of the 2023 Sealcoat Project for the City of Washington, Iowa, together with accessories and appurtenances thereto as described within the plans and/or specifications therefore titled "Plans" and/or "Specifications" for said project as prepared by the City Engineer of Washington, Iowa, which plans and/or specifications are officially on file in the office of the City Clerk of said City. The Contractor hereby agrees to execute the work of construction in strict accordance with said official plans and specifications, including all of the contract documents as the same are defined in said specifications, and all of which documents are hereby made a part of this contract by this reference as surely and certainly as though set out herein verbatim.

This contract is awarded and entered into on the basis of the classes and types of construction required by the plans and specifications, and for the bid prices applying thereto, all as definitely set forth in a written proposal filed by the Contractor with said City Clerk of the City of Washington, Iowa on the ___ day of _____, 2023 and covering all items appearing on said proposal and the basic contract sum is hereby determined to be \$_____, which sum is the amount of the required corporate surety bond.

The City hereby agrees to pay the Contractor for all of said construction in the manner specifically set forth in the Notice of Hearing and Letting. The prices bid on each class or unit of work and the prices bid on lump sum items shall be the basis upon which the final contract sum due the Contractor shall be computed, subject to additions and deductions only as may be regularly and officially ordered in writing by the City Engineer.

The completion date for work covered by this contract is **July 28, 2023**.

IN WITNESS WHEREOF, The Parties hereto have executed this instrument the day and year first above written.

ATTEST:

By _____

CITY OF WASHINGTON, IOWA

By _____
Mayor

ATTEST:

By _____

CONTRACTOR

By _____
Official Title

KNOW ALL MEN BY THESE PRESENTS THAT _____

(Name and address or legal title of the Contractor)

as Principal, hereinafter called the Contractor, and _____

(Legal title of Surety)

as Surety, hereinafter called the Surety, are held and firmly bound unto _____

City of Washington, Iowa

(Name and address or legal title of Owner)

as Obligee, hereinafter called the Owner, in the amount of _____

_____ Dollars (\$ _____)

for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written contract dated _____, _____, entered into a Contract with Owner for the following work:

_____ in accordance with drawings and specifications prepared by Veenstra & Kimm, Inc. for the City of Washington, Iowa, which Contract is by reference made a part hereof, and it hereinafter referred to as the Contract.

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Contractor shall promptly and faithfully perform said Contract, then the obligation of this bond shall be null and void; otherwise it shall remain in full force and effect.

- A. The Surety hereby waives notice of any alternation or extension of time made by the Owner.
- B. The Contractor and his surety shall be obligated to keep the improvements covered by this bond in good repair for a period of **two years** from the date of acceptance of the improvements by the Owner.
- C. Whenever Contractor shall be, and is declared by Owner to be, in default under the Contract, the Owner having performed Owner's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:
 - 1. Complete the contract in accordance with its terms and conditions, or
 - 2. Obtain a bid or bids for submission to Owner for completing the Contract in accordance with its terms and conditions, and upon determination by Owner and Surety of the lowest responsible bidder, arrange for a Contract between such bidder and Owner, and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Contract Price", as used in this paragraph, shall mean the total amount payable by Owner to Contractor under the Contract and any amendments hereto, less the amount properly paid by Owner to Contractor.
- D. Any suit under this bond must be instituted before the expiration of two years from the date on which final payment under the Contract falls due.

E. No right of action shall accrue to or for the use of any person or corporation other than the Owner and the heirs, executors, administrators, successors, or assigns of Owner.

IT IS A FURTHER CONDITION OF THIS OBLIGATION that the Principal and Surety shall, in accordance with the provisions of Chapter 573 of the Code of Iowa, pay to all persons, firms or corporations having contracts directly with the Principal or with subcontractors all just claims due them for labor performed or materials furnished in the performance of the contract on account of which this bond is given.

The provisions of Chapter 573, Code of Iowa, are a part of this bond to the same extent as if they were expressly set out herein.

SIGNED AND SEALED THIS _____ DAY OF _____, _____.

IN THE PRESENCE OF:

WITNESS

CONTRACTOR

TITLE

WITNESS

SURETY

TITLE

END OF SECTION

1.1 STANDARD FORM OF GENERAL PROVISIONS

- A. Iowa Statewide Urban Standard Specifications for Public Improvements, Division I, Current Edition with current updates, a manual prepared under the Statewide Urban Design and Specifications (SUDAS) Program shall form the basis for the General Provisions of this Contract. The current SUDAS manual is available online at www.iowasudas.org.
- B. In the event any discrepancies exist between SUDAS and these specifications, these specifications shall govern.

END OF SECTION

PART 1 GENERAL1.1 SCOPE

- A. Work includes: (1) Milling/scarifying, regrading and compacting certain existing sealcoat streets or portions thereof (which may include asphaltic cement patches); (2) placing additional granular base; and (3) applying single or double sealcoat applications. Work is located on several streets around the City of Washington. Other work items are listed in the Measurement and Payment section.
- B. Contractor's Duties:
1. Provide and pay for: labor, materials, equipment, tools, construction equipment and machinery.
 2. Pay legally required sales, consumers and use taxes, except as otherwise specifically allowed.
 3. Give required notices.
 4. Comply with codes, ordinances, rules, regulations, orders and other legal requirements of public authorities which bear on the performance of the work.
 5. Enforce strict discipline and good order among employees. Do not employ unfit persons or persons not skilled in assigned task.

1.2 WORK BY OTHERS (SEPARATE CONTRACTORS)

A. N/A

1.3 WORK BY OWNER

A. N/A.

1.4 CONTRACTS

- A. Construct work under a lump sum and single unit-price contract as shown in Contract.

1.5 PERMITS

- A. The Owner will be responsible for applying for, paying all fees and obtaining the following permits if required:
1. Construction Permit(s) from the Iowa Department of Natural Resources (IDNR).
 2. Construction Permit(s) from the US Army Corp of Engineers.
 3. NPDES Storm Water Discharge Permit administered by IDNR.
 4. Utility Construction Permit(s) and Entrance Permit (s) from Iowa Department of Transportation (IDOT).
 5. Utility Construction Permit(s) from County Engineer.
 6. Construction or crossing permit from Railroad including any insurance premiums required by Railroad.
 7. Sanitary Sewer Connection Permit.

- B. The Contractor shall be responsible for applying for, paying all fees and obtaining any other permits including but not limited to:
1. Local building permits.—N/A
 2. Local landscaping or erosion control permits.—N/A
 3. Equipment hauling permits.
 4. Local union permits.

1.7 SCHEDULING OF WORK

- A. TIME IS AN ESSENTIAL CONDITION OF COMPLETION. Each subcontractor shall organize his work in such a way as to be able to enter upon the site at the scheduled date for the start of the Work and shall perform the Work diligently and expeditiously to complete the various phases within the allotted times.

1.8 COMPLETION DATE

- A. All work on this project shall be fully complete and operational by the date stated in the Notice to Bidders.
- B. The Contractor shall schedule his operations in performing the work so as to complete all work on the project by the completion date specified in the "Notice to Bidders" and set forth in the Agreement. The Contractor will be entitled to an extension of the contract completion date only for delays caused by injunction, legal actions, delays in delivery of material and/or equipment required on the project and acts of God. Rain, wind, flood or any other natural phenomenon of normal intensity for the locality shall not be construed as an Act of God. Application for extension of time shall be made by the Contractor to the Owner in writing and shall state reasons for the request for the extension of time. No extension of time shall be valid unless it is requested in writing by the Contractor nor shall an extension of time be valid unless it is given in writing by the Owner.

1.9 LIQUIDATED DAMAGES

- A. Liquidated damages, if applicable, are stated in the Notice to Bidders and set forth in the Contract.

1.10 EXAMINATION OF SITE

- A. It is expected that each contractor and/or subcontractor, before submitting a proposal for Work required under these Contract Documents visit the site, make a thorough examination of conditions, familiarize himself with all existing conditions and all the limitations pertaining to the work herein contemplated.
- B. No additional compensation will be allowed because of any Contractor or Subcontractor's misunderstanding as to the amount of work involved or his lack of knowledge of any of the conditions pertaining to the work based on his neglect or failure to visit or make an examination of the site.
- C. It is also expected that in the event that any of this specification is not clear or in the event there are any discrepancies or changes in conditions, these will be brought to the attention of Veenstra & Kimm, Inc. and the Owner, and a decision in writing will be rendered as soon as possible by Veenstra & Kimm, Inc.

1.11 CONVEYANCE OF OWNERSHIP

- A. N/A

END OF SECTION

PART 1 GENERAL1.1 GENERAL

These Special Conditions make additions, deletions, or revisions to the General Provisions as indicated herein. All provisions which are not so amended or supplemental remain in full force and effect. Terms used in these Special Conditions which are defined in the General Provisions have the meanings assigned to them in the General Provisions.

1.2 DEFINITIONS

- A. Whenever the term "Owner" or "City" is used in this specification, it refers to the City of Washington, Iowa.
- B. Whenever the term "Engineer" is used in this specification, it refers to Veenstra & Kimm, Inc., 2600 University Pkwy Suite 100, Coralville, IA 52241, (319)-466-1000.
- C. The word "approved" as used herein means "approved by Engineer".
- D. "Or equal" means "or approved equal".
- E. "IDOT Section" means a section of the Iowa Department of Transportation Standard Specifications for Highway and Bridge Construction, Series 2009 plus the General Supplemental Specification; and applicable Supplemental Specifications, Developmental Specifications, and Special Provisions thereto.
- F. "SUDAS" refers to the Statewide Urban Design and Specifications, current edition as of bid date.

1.3 GUARANTEE OF WORKMANSHIP, MATERIALS AND MAINTENANCE BOND

- A. All construction shall be guaranteed for a period of two (2) years from the date of final acceptance by the Owner. Surety bonds approved by the Owner shall run for a like period. The Contractor shall repair or replace or cause the subcontractor to repair or replace any defective workmanship or materials, which will be decided by the Owner, and in a manner acceptable to the Owner of such defects. If said repairs or replacements are not done and completed as specified above, the Owner shall cause same to be done and completed as specified above, the Owner shall cause same to be done and the expenses incurred will be charged to the Contractor or his Surety. With the signed contracts, the Contractor shall provide the Owner with a maintenance bond, the length of which will be two (2) years and the coverage shall be for one hundred percent (100%) of the contract price. The time of said coverage for maintenance shall begin on the date of final acceptance by the Owner of the project.
- B. **Materials and Workmanship:** Unless otherwise stipulated in the specifications, all workmanship and equipment, materials and articles incorporated in the work covered by this contract are to be new and of the best grade of their kind respectively, for the purpose intended. At any time during the course of construction, when in the opinion of the Owner, provisions of this contract are being violated by the Contractor or subcontractor, the Owner shall have the right and authority to order all construction to cease until said violation is corrected.

1.4 SALVAGE RIGHTS

- A. Unless specifically noted on the plans or specified herein, all items to be abandoned, removed or replaced shall become the property of the Contractor. Contractor shall be responsible for disposal or removal.

1.5 TESTS AND INSPECTIONS

The Contractor shall perform proof-rolling to confirm adequate compaction of reconstructed road sections greater than 50 feet long. Follow Iowa DOT Standard Specifications, Section 2115 for Modified Subbase or as adjusted by the Engineer. A City inspector, designated by the City's Engineering Technician, shall be present during the work, if one is available.

1.6 CONSTRUCTION STAKING

Section is not applicable.

1.7 CONTRACTOR'S USE OF PREMISES

- A. All improvements will be constructed on Owner's property, public right-of-way or on easements secured by Owner.
- B. Contractor shall confine his operations at the site to the project limits or temporary construction easements as shown or specified.
- C. Do not unreasonably encumber the site with materials and equipment. Maintain access to the site at all times for emergency vehicles.
- D. Assume full responsibility for protection and safekeeping of materials stored on the site.
- E. Contractor shall provide his own utilities on site including water, electric, phone and proper sanitary facilities.

1.8 CLEANING UP

- A. Contractor shall maintain the premises free from accumulation of waste materials or rubbish caused by his work. At the completion of his work, he shall restore all areas to original or better condition, including streets, drives, sidewalks, parking areas and lawns.

1.9 SHOP DRAWINGS AND SUBMITTALS

Section is not applicable.

1.10 HISTORICAL OR ARCHAEOLOGICAL DISCOVERY

Section is not applicable.

1.11 SHIPMENT OF MATERIALS

- A. Proper shop drawing submittal and review must be accomplished prior to delivery of any materials to the site. Before making any shipment of materials to the project site, the contractor or subcontractor shall determine whether the project site is suitable to receive the shipment. If site is not suitable for storage materials shall be properly stored elsewhere at the expense of the contractor or subcontractor with adequate insurance coverage provided for all off-site storage.

1.12 SUBCONTRACTORS

- A. Prior to commencing any work the Contractor shall notify the Engineering Technician and Owner of the names of the subcontractors proposed and shall not employ any subcontractor that the Owner objects to as incompetent or unfit to do the work either in materials or workmanship. The Contractor agrees to be fully responsible to the Owner for the acts or omissions of his subcontractors and anyone employed directly or indirectly by him or them and

this contract obligation shall be in addition to the liability imposed by law upon the Contractor. Nothing contained in the Contract Documents shall create any contractual ties between the subcontractor and the Owner. The Contractor shall have, at all times, a competent superintendent on the job site who can act in his stead in any case of disagreement between the subcontractor and the Owner.

1.13 UTILITY APPURTENANCES

- A. Appropriate utility companies shall be given sufficient notice to locate and mark appurtenances which might be uncovered or damaged by construction. Any damage to appurtenances subsequently located shall be repaired to the satisfaction of the utility company and Engineering Technician at the Contractor's expense. This includes areas adjacent to the project limits which may be disturbed or traveled upon in the process of construction.

1.14 CONTRACT TERMINATION AND SUSPENSION OF WORK

- A. The provisions of the law as contained in HF288, an act to provide for termination of contractors for construction of public improvements when construction of work thereon is stopped because of a national emergency, shall apply to and be a part of this contract and shall be binding upon all parties hereto, including subcontractors and sureties upon any bond given or filed in connection herewith.
- B. Upon seven days' written notice to Contractor and Engineering Technician, Owner may, without cause and without prejudice to any other right or remedy, elect to abandon the Work and terminate the Agreement. In such case, Contractor shall be paid for all Work executed and any expense sustained plus reasonable termination expenses.
- C. Owner may, at any time without cause, suspend the Work or any portion thereof for a period of not more than ninety days by notice in writing to Contractor and Engineering Technician which shall fix the date on which Work shall be resumed. Contractor shall resume the Work on the date so fixed. Contractor will be allowed an increase in the Contract Price or an extension of the Contract Time, or both, directly attributable to any suspension, as agreed to by both parties.
- D. If, through no act or fault of Contractor, the Work is suspended for a period of more than ninety days by Owner or under an order of court or other public authority, then Contractor may, upon seven days' written notice to Owner and Engineering Technician, terminate the Agreement and recover from Owner payment for all Work executed and any expense sustained plus reasonable termination expenses.

1.15 INSURANCE COVERAGE

- A. The Contractor or any subcontractor shall not commence work under this contract until they have obtained all insurance required in the Contract Documents or such insurance as required by the Owner. Said insurance shall remain in effect until the project is complete.
- B. The limits of liability for the insurance required shall provide coverage for not less than the following amounts or greater where required by Laws and Regulations:
 - 1. Workers' Compensation: See SUDAS Standard Specifications.
 - 2. Commercial General Liability:
 - a. Limits: See SUDAS Standard Specifications.
 - b. The Contractor's General Liability and Automobile Liability insurance policy shall be endorsed to add the as additional insured.

3. Automobile Liability: See SUDAS Standard Specifications.
 4. Umbrella form excess liability coverage may be utilized to reach or exceed any of the limits defined above.
- C. Property Insurance: See SUDAS Standard Specifications.
- D. Certificate of Insurance: See SUDAS Standard Specifications.

1.16 MODIFIED DRAWINGS

Section is not applicable.

END OF SECTION

PART 1 GENERAL**1.1 BID PRICES**

- A. The contract unit prices for the various bid items of the Contract shall be full compensation for all labor, materials, supplies, equipment, tools, and all things of whatsoever nature required for the complete incorporation of the item into the work the same as though the item were to read "Furnish and Place".
- B. Quantities and measurements indicated in the Bid Form are for contract purposes only. Actual quantities and measurements supplied or placed in the Work and approved by the Engineering Technician shall determine payment.
- C. Unless specifically noted as a bid item in the Form of Proposal, all other work which must be performed to complete the project shall be considered as "Incidental Work" and the cost of such work (including furnishing and installing materials) shall be included in the unit prices of items of work.

1.2 MEASUREMENT

- A. The determination of pay quantities of work performed under the Contract will be made by the Engineering Technician based upon the lines, grades and cross sections given, or measurements made by him or his assistants. All items will be computed in the units in the proposal.

1.3 PAYMENT

- A. The Contractor shall accept the compensation, as herein provided, in full payment for furnishing all materials, labor, tools and equipment necessary to the completed work and for performing all work contemplated and embraces under the contract; also for loss or damage arising from the nature of the work, or from the action of the elements, or from any unforeseen difficulties which may be encountered during the prosecution of the work until the final acceptance by the Owner for all risks of every description connected with all prosecution of the work; also for all expenses incurred in consequence of the suspension or discontinuance of the work as herein specified; and for completing the work according to the plans and specifications.
- B. Payment will be made at the current unit prices listed in the bid.
- C. Neither the payment of any estimate nor of any retained percentage shall relieve the Contractor of any obligation to make good any defective work or material. Payment will be made only for materials actually incorporated in the work or stockpiled as provided herein.
- D. The Contractor shall submit his Application for Payment to the Engineering Technician during the last week of the month. Engineering Technician shall review and revise as appropriate. Engineering Technician shall then submit application for payment to Owner.
- E. The Application of Payment shall be made on the Pay Estimate form provided by the Engineering Technician.
- F. The Application for Payment shall be based on the valuation of the Work completed and materials delivered and suitably stored at the site as of the last day of the month.
- G. No payment will be made on account of materials and stored at off site locations without the Owner's prior written approval to such payment. Such approval shall contain procedures to establish the Owner's title to and protect the Owner's interest in the materials and equipment including insurance, designate a location for storage, and provide for protection and

transportation to the site. The Contractor shall submit such data substantiating his right to payment as the Owner/Engineering Technician may require.

- H. To insure the proper performance of the contract, the Owner will retain 5% of the amount due the Contractor on account of progress payments. Such retainage will be retained by the Owner until final payment.
- I. Application for payment recommended to be paid by Engineering Technician shall be submitted to Owner and shall be paid within the next calendar month.
- J. When the Engineering Technician has determined that the Work is acceptable under the Contract Documents and the Contract fully performed, the contractor shall prepare and submit his final Application for Payment to the Engineering Technician together with lien waivers, sales and use tax statements and other required submittals.

1.4 EXTRA WORK

- A. Extra work ordered by the Owner, of a quality or class not covered by the contract and its unit prices, will be paid for at an agreed price. The Owner and Contractor shall enter into a written agreement before such work is undertaken.

1.5 WORK ITEMS

- A. Specific measurement and payment descriptions are detailed in each section of the specification for the type of work involved.
- B. The following work items are considered incidental to the project unless there is a specific bid item for the work. Their costs shall be included in unit prices developed by the Bidder. This list is intended to assist the Contractor in delineating incidental work, but is not all inclusive.
 - 1. Verify location and exposing existing utilities in advance to avoid pipe conflicts, location of service lines, etc.
 - 2. Disposing of construction rubble, concrete, asphalt, trees and all other excess excavated material.
 - 3. All structure or pipeline excavation, backfilling and compaction.
 - 4. Cleanup of site and disposal of construction materials upon completion of project.
 - 5. Flagmen for traffic control and notifications to adjoining property owners of temporary street closings.
 - 6. Coordination time while shutting down utility services or temporarily closing a portion of any street or driveway.
 - 7. Proof-rolling and compaction of subgrade before placement of surface material.

END OF SECTION

PART 1 GENERAL**1.1 SCOPE**

- A. This section covers installation, operation and maintenance of temporary traffic control signals, signs and/or barricades during construction to protect construction and provide safety to the general public.
- B. The Contractor shall be responsible for all traffic control and devices either vehicular or pedestrian and shall provide, erect and maintain all devices throughout the course of the project.
- C. Proper traffic control devices shall be erected wherever a need exists and wherever pavements, streets, alleys and/or walks have been excavated or worked upon in such a manner as to constitute a hazard to the normal flow of vehicular and/or pedestrian travel.
- D. Any work which will require a street detour or closure shall require an approved traffic control plan approved by the Iowa DOT, County Engineer, or Engineering Technician as required by any construction permits obtained.

PART 2 PRODUCTS**2.1 MATERIALS**

- A. Warning signs. Meeting IDOT 2528.02
- B. Flashing Lights. Meeting IDOT 2528.02
- C. Traffic Safety Cones. Safety orange in color with reflector strips. Cone heights minimum 18".
- D. Safety Fencing. Safety orange in color. Four (4) feet tall. Mesh construction.
- E. Flaggers. Meeting IDOT 2528.03.J
- F. All barricades, fencing, signs, etc. shall be properly secured or weighted to prevent displacement.

PART 3 EXECUTION**3.1 ROAD CLOSURES OR DETOURS**

- A. Provide proper traffic control for temporary road closings or road detours as outlined in plans, detailed in construction permits, or directed by governing agencies.
- B. Traffic control shall conform to layouts contained in IDOT Standard Road Plans TC Series and the Manual on Uniform Traffic Control Devices by U.S. Department of Transportation Federal Highway Administration and applicable updates thereto.
- C. The Contractor may not use the signs and barricades of the Owner.
- D. All traffic control signing shall be erected and in place before any work can begin. Contractor shall notify all agencies identified in construction permits which involve traffic related construction.

3.2 OPEN EXCAVATIONS

- A. All trenches, holes, open excavations shall be fenced off entirely at the end of each work day.
- B. If excavations are left open in areas where after hour pedestrian traffic may be possible, fencing shall be accompanied by flashing amber light barricades.
- C. Open excavation near traffic areas shall have construction equipment parked in such a manner to prevent accidental driving of vehicles by the public through safety fencing and flashing barricades.
- D. Contractor shall maintain all traffic control devices in properly working order during construction. It is the responsibility of the Contractor to properly barricade or fence off areas during construction, however the Owner and/or Engineering Technician or governing agency may instruct the Contractor to add additional traffic control devices or correct deficiencies. Failure by the Contractor to comply shall be cause to halt construction until such deficiencies are corrected.
- E. Property owners shall have access to their driveways at the end of each days work.

3.3 SPECIFIC ROAD CLOSURES

- A. See list in the appendix.

3.4 HOURS OF OPERATION

- A. Begin no earlier than 7:00 a.m. Finish no later than sunset.

END OF SECTION

PART 1 GENERAL1.1 SCOPE

- A. This section covers the materials and construction of bituminous sealcoating for new road construction or recoating existing roadways.
- B. Bituminous sealcoats shall consist of surface preparation and one or more applications of binder bitumen, with one or more successive applications of cover aggregate. Construction and materials shall be in accordance with Iowa Department of Transportation Standard Specifications for Highway and Bridge Construction, Series 2015 plus the General Supplemental Specification GS-15016; and applicable Supplemental Specifications, Developmental Specifications, and Special Provisions thereto.

1.2 MEASUREMENT AND PAYMENT

Sealcoating will be measured and paid for in square yards for surface preparation (new roads) in gallons for prime coat and binder and in tons for all aggregate. Unit Prices shall include all brooming, grading, materials, rolling and bleeding control.

1.3 RELATED WORK SPECIFIED ELSEWHERE

Not applicable.

1.4 TRAFFIC CONTROL

- A. Sealcoating shall be performed on surfaces closed to traffic unless specified otherwise in the contract documents. The Contractor shall provide all proper signs and barricades necessary for public protection.
- B. The Contractor shall restore to an acceptable condition any portion of the roadway disturbed by his construction operations. After the cover coat has been spread, smoothed and rolled, the road may be opened to traffic.

PART 2 PRODUCTS2.1 MATERIALS

- A. Materials used in bituminous sealcoat work shall comply with the following requirements:
 - 1. Cover Aggregate: The cover aggregate shall be a washed aggregate and shall be composed of hard durable gravel, crushed stone, or mixture, with abrasion loss by AASHTO96 Method C, not exceeding 40%. Gradation shall be in accordance with IDOT Section 4109 Gradation No. 21 (3/8" aggregate).
 - 2. Binder Bitumen: The binder bitumen used shall be Cationic Emulsion CRS-2 meeting ASTM D 2397 or cut back asphalt MC 800 or MC 3000, complying with requirements of AASHTO M82 and IDOT Sections 2307.02 and 4138.
 - 3. Primer Bitumen: The primer bitumen or tack coat shall be MC 70 per IDOT 2302.02. The Contractor shall not manufacture tack coat from other products, such as by combining MC 3000 and diesel fuel, without prior approval of the Engineer.

4. Granular Surface: Surface repair aggregate meeting IDOT Section 4120.03 Gradation No. 10 Class "C" gravel, ¾" gravel.

2.2 EQUIPMENT

- A. The equipment used shall be of types approved by the Engineering Technician and shall meet the requirements of IDOT Section 2307.03.

PART 3 EXECUTION

3.1 CONSTRUCTION

- A. All construction shall follow IDOT Section 2307.03. The rates of application for binder bitumen and cover aggregate shown in succeeding paragraphs are approximate and may be varied as found desirable on the basis of laboratory or field tests for any project.

1. Preparation of Existing Surface

- A. Existing Gravel Roads:

1. Add aggregate to existing surface as necessary to obtain a minimum depth of 4".
2. Scarify the top 4" gravel road bed or as directed by the Engineering Technician.
3. Add 6% emulsion to scarified roadbed to obtain a 4% residue content and blade to mix to a uniformed mixture.
4. Compact to not less than 95% as determined in accordance with the Standard Proctor Density
5. Surface shall be allowed to cure for a minimum of 24 hours.

- B. Existing Seal Coat Roads:

1. Immediately prior to application of bitumen Contractor shall clean entire surface to be treated.

- C. Existing Seal Coat Roads to have Surface Correction:

1. Scarify existing surface by milling, disk, and/or blading until surface is sufficiently pulverized. Road segments longer than 50 feet long shall be scarified deep enough to provide a smooth finished roadway without dips and bumps.
2. Shape to new cross section with proper crown.
3. Add additional aggregate or asphalt millings as directed and roll.

2. Primer Coat (existing gravel roads only or scarified existing seal coat roads) – Apply MC-70 primer at rate of 0.20 gallon per square yard.
3. First Sealcoat - 0.35 gallon per square yard of binder bitumen and 30 pounds of cover aggregate per square yard.
4. Rolling - Roll first course within 30 minutes of aggregate spreading. Minimum of five (5) passes.

5. Second Sealcoat (if indicated on plan) - 0.30 gallon per square yard of binder bitumen and 25 pounds of cover aggregate per square yard.
6. Heating of Materials - Heat to temperatures as shown in IDOT 2307.03.
7. Bleeding – If bleeding occurs during construction cover area with clean sand and roll.

3.3 PROTECTION OF ADJOINING PROPERTY

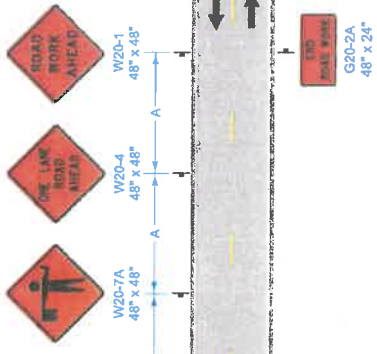
- A. The Contractor shall protect adjoining property from drifting of bituminous mist. New pavements and sidewalks shall be protected from spray and splatter by covering. The Contractor will be required to clean up all spills, splatters and mist drift.

END OF SECTION

APPENDIX

List of Streets

Iowa Department of Transportation
Standard Road Plan



① 150-300'

Spacing = C

② Min Max.

5 devices

E

T

F

A

A

A

A

A

A

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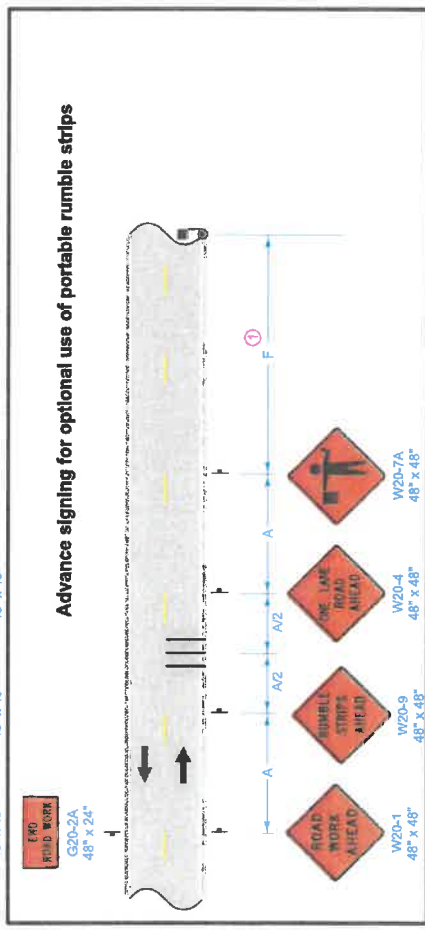
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Advance signing for optional use of portable rumble strips

LEGEND

- Traffic Sign
- Flagger
- 42\" Channelizer
- Work Area
- Direction of Traffic
- Portable rumble strips

SPEED LIMIT (mph)*	A	C	E	F and G Range	F + G Max.	H Max.	T
35 or less	250'	40'	0-200'	500'-3000'	3500'	2000'	50'
40 - 45	350'	80'	0-200'	700'-3000'	3700'	2000'	100'
50 or greater	500'	100'	200'-300'	1000'-3000'	4000'	2000'	100'

* Speed Limit refers to regulatory speed limit before road work.

Possible Contract Items:
 Flaggers
 Traffic Control

IOWA DOT

REVISION 6 4-18-23

STANDARD ROAD PLAN TC-213

SHEET 1 of 1

REVISIONS: Add speed limit note.

APPROVED BY: *Adam M. ...*
 DESIGN ENGINEER

LANE CLOSURE WITH FLAGGERS

- ① Keep F and G distances as near to minimum values as work permits. However, to allow advancement of the work area without moving signs, F and G distances may be varied within the limits of the table. Maximum movement can be achieved by setting one F or G value at the minimum and the other value at its maximum.
- ② If length of work area exceeds 1/4 mile, use TC-214.

*Millie Youngquist, Mayor Pro Tem
Sally Hart, City Clerk
Kevin Olson, City Attorney
Deanna McCusker, City Administrator*



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

April 13, 2023

To: Mayor & City Council
Cc: Sally Hart, City Clerk & Kelsey Brown, Finance Director

From: Deanna McCusker
City Administrator

Re: Task Order with Fox Strand

With the issues with the East Interceptor from IRE's discharge we implemented a treatment agreement, and it was time to reevaluate the system. Because of this we had it cleaned and televised and now we would like it reviewed and a recommendation provided. This will tell us if additional corrosion is occurring. Along with this, Fox will review the effluent data, the hydrogen sulfide gas from IRE, make recommendations to their current treatment agreement and make any changes to the agreement with the Department of Natural Resources.

This is important to have completed to know if the requirements in the treatment agreement for IRE is providing enough protection for our sanitary sewer system if not then changes would need to be made. This will tell us if more damage has occurred to our system from IRE's discharge. Also, this will provide recommendations to the sanitary sewer system whether that be replacing or lining the system.

I would recommend that this task order be approved so we can have a thorough evaluation of the reports and then make an informed decision.

Thank you for your consideration.

RESOLUTION NO. 2023-_____

A RESOLUTION APPROVING ENTERING INTO A TASK ORDER WITH FOX STRAND
FOR EAST SANITARY SEWER INTERCEPTOR REVIEW AND IOWA RENEWABLE
ENERGY (IRE) CONSULTATION

WHEREAS, the City Council did enter into a Master Agreement with Fox Engineering on May 1, 2013; and,

WHEREAS, the City of Washington had the East Interceptor Sanitary Sewer cleaned and televised and would like a professional review of the results and a recommendation on potential repairs and maintenance; and,

WHEREAS, the City of Washington has been monitoring the hydrogen sulfide gas in the sanitary sewer system and would like a professional review of the effluent data, mitigation measures and hydrogen sulfide gas readings and received a recommendation on what mitigation measures to take and the impact of those to the sanitary sewer system; and,

WHEREAS, Fox Strand has provided a fee based on hourly and reimbursable for CCTV video and reports review for \$2,300 and for IRE Consultation for \$7,500.

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

Section 1. The City Council hereby approves the Task Order by Fox Strand attached to this Resolution.

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

PASSED AND APPROVED this 18th day of April, 2023.

Millie Youngquist, Mayor Pro Tem

ATTEST:

Sally Y. Hart, City Clerk

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

City of WASHINGTON
Fiscal Year July 1, 2022 - June 30, 2023

The City of WASHINGTON will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2023

Meeting Date/Time: 5/2/2023 06:00 PM

Contact: Kelsey Brown

Phone: (319) 653-6584 ext: 122

Meeting Location: City Council Chambers, 215 E. Washington Street, Washington, Iowa 52353

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	3,984,796	0	3,984,796
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	3,984,796	0	3,984,796
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	501,810	0	501,810
Other City Taxes	6	1,070,561	250,000	1,320,561
Licenses & Permits	7	106,225	0	106,225
Use of Money & Property	8	256,673	25,184	281,857
Intergovernmental	9	5,801,003	540,525	6,341,528
Charges for Service	10	5,566,555	70,000	5,636,555
Special Assessments	11	25,000	0	25,000
Miscellaneous	12	829,980	14,983	844,963
Other Financing Sources	13	4,512,768	97,921	4,610,689
Transfers In	14	8,530,825	365,000	8,895,825
Total Revenues & Other Sources	15	31,186,196	1,363,613	32,549,809
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	2,472,116	48,771	2,520,887
Public Works	17	1,297,389	0	1,297,389
Health and Social Services	18	0	0	0
Culture and Recreation	19	1,283,604	0	1,283,604
Community and Economic Development	20	190,806	0	190,806
General Government	21	1,505,863	138,218	1,644,081
Debt Service	22	1,462,473	45,321	1,507,794
Capital Projects	23	7,856,426	230,722	8,087,148
Total Government Activities Expenditures	24	16,068,677	463,032	16,531,709
Business Type/Enterprise	25	8,504,561	125,000	8,629,561
Total Gov Activities & Business Expenditures	26	24,573,238	588,032	25,161,270
Transfers Out	27	8,530,825	365,000	8,895,825
Total Expenditures/Transfers Out	28	33,104,063	953,032	34,057,095
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-1,917,867	410,581	-1,507,286
Beginning Fund Balance July 1, 2022	30	6,427,303	0	6,427,303
Ending Fund Balance June 30, 2023	31	4,509,436	410,581	4,920,017

Explanation of Changes: Capital projects expenses, increased fuel, utility costs, repair costs. Increased projected LOST revenue and associated expenses/transfers, debt cost of issuance

<u>Previously Approved Projects/Purchases</u>		<u>Offsetting RV</u>		<u>RV Source</u>	<u>Other Notes</u>
Capital Projects					
301 - S 12th Traffic Signals	50,000.00				
308 - Industrial Development	80,000.00	97,920.53		Transfer in from RUT	-Engineering Costs
308 - Industrial Development	1,281.00			Sale of real property	-Farm operating expenses
308 - Industrial Development	2,805.00				-Property taxes
315 - Residential Development	1,108.00	4,184.00		Bell Land Rent	-Lot sale expenses
315 - Residential Development	5,691.00	13,883.00		Alliant Rebate - NLW	-Property taxes
317- ARPA	89,837.00	561,525.00		ARPA - \$540,525/\$21,000 interest	-Bell Land Concept/Urban Renewal Amendments
					-Parkside lift station

<u>Previously Approved Projects/Purchases</u>		<u>Offsetting RV</u>		<u>RV Source</u>	<u>Other Notes</u>
Other expenses					
001 - General Fund (Police)	6230	9,738.03			
001 - General Fund (Police)	6181	4,232.95			-Academy cost for Officer Schneider
001 - General Fund (Police)	6332	6,000.00			-Uniform expense for Officer Schneider
001 - General Fund (Police)	6331	12,000.00			-Repairs for Durangos
001 - General Fund (Police)	6371	2,000.00			-Increased fuel costs
001 - General Fund (Police)	6499	600.00	1,100.00	State Reimbursement	-Increased utility costs
001 - General Fund (Fire)	6310	1,200.00			-Towing abandoned vehicles
001 - General Fund (Fire)	6331	4,000.00			-Building Maintenance
001 - General Fund (Fire)	6371	7,500.00			-Increased fuel costs
001 - General Fund (Fin Admin)	6492	57,500.00			-Increased utility costs
001 - General Fund (Fin Admin)	6499	2,218.00			-25% of additional LOST revenue projected
001 - General Fund (Fin Admin)	6414	4,500.00			-Special election costs
001 - General Fund (Fin Admin)	6371	4,500.00			-Increased printing and publishing expenses
001 - General Fund (Fin Admin)	6373	4,500.00			-Increased utility costs
121 - LOST			250,000.00	Increased LOST Revenue	-New phone system for entire City Hall building
145 - Housing Rehab	6799	65,000.00			
200 - Debt Service	2092-6853	45,321.36		Transfer in from LMI TIF	-Home Rehab Block Pilot Program
541 - Police Forfeiture	6599	1,500.00			-GO bond costs of issuance
600 - Water Plant	6350	40,000.00			-Training laptop
610 - Sewer Collection	6507	10,000.00			-Well #5 Motor
670 - Sanitation	6372	5,000.00			-Operation Supplies - Dog Park "Creek"
670 - Sanitation	6499	70,000.00		Charges for Services	-Spring Cleanup
					-Other Contractual Services - Johnson County Refuse

Total **\$588,032.34**

\$998,612.53

<u>Transfers (Included Above)</u>		<u>In Amount</u>		<u>Purpose</u>
From	Out Amount	To		
LOST	250,000.00	General Fund	57,500.00	Minitibus
LMI - TIF	65,000.00	Capital Equipment	192,500.00	Capital Equipment
RUT	50,000.00	Housing Rehab	65,000.00	-Home Rehab Block Pilot Program
	365,000.00	Capital Projects	50,000.00	S 12th Traffic Signals
			365,000.00	
	\$953,032.34		\$1,363,612.53	

Memo: Well 5

Date: 4/14/23

Dept: Water Treatment

To: Council and Administration

Well 5 has been determined it is no longer working. Well 5 is the well next to the water plant. It was last replaced in April of 2020 by Peerless Well and Pump. We first noticed the well was not running correctly last week. My initial thought was that it was the VFD. Our integrator, Jetco, came down and determined it was not the VFD and that they thought it was the motor. Peerless well and pump came down Thursday the 13th afternoon and confirmed that the motor is no good.

I have contacted both Peerless well and pump and Cahoy well and pump to get me a proposal by Tuesday evening so I can present them to you at council. We will have to pull all the pipe, pump and motor out of the well. Disinfect and install new motor, pump, and stainless-steel pipe. This well also has cathodic protection. It was all installed new in 2020 so I hope its still all in good condition. I will go into more detail when I have the proposals. I will see you all Tuesday. If you have any questions, please call or email me.

Thanks, Kyle W

Water Treatment Superintendent

*Millie Youngquist, Mayor Pro Tem
Sally Hart, City Clerk
Kevin Olson, City Attorney
Deanna McCusker, City Administrator*



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

April 14, 2023

To: Mayor & City Council
Cc: Sally Hart, City Clerk & Kelsey Brown, Finance Director

From: Deanna McCusker
City Administrator

Re: Vacant Building Code

Establishing an ordinance providing for registration of vacant downtown buildings and allowing an annual inspection has been talked about recently. This would allow the building official to know if there are minor structural issues with a vacant building and a notice can be issued to rectify the problems before they become major issues.

It will also provide a way to track the vacant buildings and provide a list for people possibly looking for a building to purchase. This ordinance will provide guidance to vacant building property owners on what the City will allow and disallow regarding on the maintenance of the building.

Another element of this ordinance requires the property owners to identify the owners, the lien holder and contact information if something happens with the building. And it provides a penalty for municipal infractions if they don't register their property.

This may not be in perfect order, but at least a starting point to discuss and work on the final ordinance.

Thank you for your consideration.

ORDINANCE NO. 2023-_____

AN ORDINANCE CREATING CHAPTER 158, ESTABLISHING A DOWNTOWN VACANT BUILDING REGISTRATION PROCESS, CODE OF ORDINANCES OF THE CITY OF WASHINGTON, IOWA

WHEREAS, the City of Washington, Iowa, finds that there are now and may be in the future, vacant buildings within the Washington downtown district, which are dilapidated, unsafe, unhygienic, and/or inadequately maintained, so as to create or contribute to blight and jeopardize the health, safety, prosperity, and general welfare, thereby creating a public and/or private nuisance; and,

WHEREAS, the City seeks to facilitate the identification, registration and inspection, and to assure proper maintenance of, vacant buildings for the purpose of preserving and promoting public health, safety, prosperity, and general welfare, and to abate and prevent public and private nuisances and potential fire hazards.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA, as follows:

SECTION ONE. Chapter 158 of the Code of Ordinances of the City of Washington, Iowa, is hereby created and shall be titled “Downtown Vacant Building Registration Process”, which shall read as follows:

Chapter 158: Downtown Vacant Building Registration Process

158.01 PURPOSE. The City seeks to facilitate the identification, registration and inspection thereof, and to assure the property maintenance of vacant building, in the Washington Downtown District for purposes of preserving, and promoting public health, safety, prosperity and general welfare and to abate and prevent public and private nuisances and potential fire hazards.

158.02 VACANT BUILDING DEFINED. A building shall be deemed to be vacant if it is unoccupied and/or no person currently resides in the building or operates a lawful business open regularly for business (with the exception of holidays and seasonal businesses), and if it meets one or more of the following:

- a. Unsecured or secured by means other than those used in the design of the building or in a manner that is unsafe, ineffective in keeping unauthorized persons from gaining entry;
- b. Declared unfit for occupancy as determined by the Building Official or other authorized representative;

- c. Been deemed a dangerous and/or dilapidated building pursuant to Chapter 145; Washington Code of Ordinances;
- d. Subject to housing, building, fire, health and safety, nuisance and zoning code violations; or
- e. Open to vagrants, vandals, children or the unwary;
- f. Unoccupied and/or no person or entity operates lawful business open regularly for business for a period of one (1) year. Storage or products or materials unrelated to a business does not constitute occupancy.

Vacant buildings do not include any buildings being constructed pursuant to a valid building permit issued by the City of Washington that is progressing in accordance with timelines authorized under the issuance of the permit.

158.03 VACANT BUILDING MAINTENANCE STANDARDS. All buildings or structures subject to the application shall adequately protect the building from intrusion of trespassers and pests and from deterioration by the weather. The buildings must also comply with the following Vacant Building Maintenance standards:

- a. Utilities. Gas, Electric and Water service must be in good operational order.
- b. Building Openings. Doors, windows, and other openings shall be weathertight and secured against entry by birds, vermin and trespassers. Missing or broken glass in doors, windows and other such openings shall be repaired/replaced with glass. Buildings may be temporarily boarded to prevent unauthorized entry and shall be painted to correspond to the color of the existing structure until permanent repair or replacement occurs.
- c. Waste Removal. All waste, debris, rubbish, and garbage shall be removed from the interior of the building or structure and surrounding premises.
- d. Roofs. The roof and flashings shall be sound and tight, not allow moisture, or have defects which might admit moisture, rain, or roof draining, and shall allow for sufficient drainage to prevent dampness or deterioration in the interior of the building.
- e. Drainage. The building storm drainage system shall be functional and installed in an approved manner and allow discharge in an approved manner.
- f. Building Foundation. The building's foundation wall shall be maintained structurally sound and in a sanitary condition so as not to pose a threat to public health, safety and welfare, and shall be capable of supporting the load which normal use may cause to be placed thereon, and shall be free from open cracks and breaks.
- g. Exterior Walls. The exterior walls shall be free of holes, breaks, and loose or rotting materials. Exposed metal, wood or other surfaces shall be protected from the elements and against decay or rust.
- h. Decorative Features. The cornices, belt courses, corbels, wall facings and similar decorative features shall be safe, anchored and in good condition.

- i. Overhanging Extensions. All balconies, canopies, marquees, signs and awnings, stairways, fire escapes, standpipes, exhaust ducts and similar features shall be in good repair, anchored, safe and sound.
- j. Walkways. Public walkways shall be in good repair, shall be safe for pedestrian travel.
- k. Exterior Premises. The surrounding premises shall be clean, safe, sanitary, free from waste, rubbish, garbage, and shall not be used for exterior storage.

158.04 REQUIREMENT TO REGISTER VACANT BUILDINGS.

No person or business shall own or maintain a vacant building without registering the property with the City of Washington.

158.05 REGISTRATION.

The owner shall register a vacant building with the City of Washington not later than thirty (30) calendar days after any building in the city becomes vacant as defined in this chapter. Failure to register a vacant building or provide false information to the city shall be a violation of this chapter.

The registration shall include the following information:

- a. A description of the premises, including address;
- b. The names, addresses and current phone numbers of the owner or owners;
- c. The names and addresses of all known lien holders and all other parties with an ownership interest in the building;
- d. The name of the agent designated to act on the behalf of an out-of-town property owner to accept legal processes and notices, and to authorize repairs as required;
- e. The period of time the building is expected to remain vacant and/or a plan or timetable to comply with the applicable city codes.

158.06 FEE FOR REGISTRATION.

The owner of a vacant building shall pay an annual fee of twenty-five dollars (\$25.00), upon registering the building with the City.

158.06.01 The annual fee is due upon registration of the vacant building. If the building is registered at any point during the calendar year, the renewal shall be due on July 1st of the next year. The annual fee shall not be prorated or discounted for such a registration and enforcement for failure to register or renew the building shall begin September 1st of the new year.

158.06.02 Penalties for failure to apply or renew a vacant building shall include a penalty of ten dollars (\$10.00) per day for each day the building remains unregistered and a municipal infraction may be added.

158.07 TERMS OF REGISTRATION.

Registration term. Every registration shall expire on June 30 of the year in which it was issued and shall become delinquent on August 31 of the year due. All registrations and renewals must be accompanied by a new application form. Any changes in information on the registration form must be provided to the Building department within ten (10) business days of the change of information.

158.08 INSPECTIONS.

The owner shall allow an inspection of the building by the Building department upon request and shall allow for an annual inspection of the interior and exterior of the premises for the purpose of enforcing and assuring compliance with the provisions of this chapter and the housing, building and fire codes. The owner shall pay a fee of \$25.00 in the event an administrative search warrant is needed to obtain access to any building.

158.09 PENALTY FOR FAILURE TO REGISTER AND OR RENEW REGISTRATION

Application for renewal of vacant building registration shall be due on July 1. Application may be made, and registration fee shall be due July 1. Application may be made, and registration fee paid until August 31 without penalty.

158.09.01	Penalties for municipal infractions for this chapter shall be:	
	1) First Offense	\$250.00
	2) Second Offense	\$500.00
	3) Third Offense	\$750.00

158.10 RELATIONSHIP OF REGISTRATION TO OTHER CODES

The issuance of any registration for a vacant building shall not in any way signify or imply that the building conforms with the Iowa State Building Code or the housing, building, zoning, fire or other codes and ordinances adopted by the City of Washington. The issuance of a registration shall not relieve the owner or operator of the responsibility for compliance with said applicable housing, building, zoning, fire or other applicable codes and ordinances.

Section 3 Repealer. All other sections of this Ordinance in conflict with these provisions shall be repealed.

Section 4 Severability. If any section, provisions, or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall have no effect on the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 5 Effective Date. This Ordinance shall be in full force and effect from and after its adoption and publication as provided by law.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2023.

Millie Youngquist, Mayor Pro Tem

ATTEST:

Sally Y. Hart, City Clerk

1st Reading: _____

2nd Reading: _____

3rd Reading: _____