



AGENDA OF THE REGULAR SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IA
TO BE HELD AT THE
COUNCIL CHAMBERS
215 E. WASHINGTON STREET
AT 6:00 P.M., TUESDAY, February 20, 2024

To attend the meeting via Zoom go to:

<https://us02web.zoom.us/j/5077385758?pwd=aG9oTys4TDMydWlUeVFkTU1OekNUZz09>

Meeting ID: 507 738 5758

Passcode: 539036

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, February 20, 2024 to be approved as proposed or amended.

Consent:

1. Council Minutes for January 30, 2024.
2. Council Minutes for February 6, 2024.
3. Council Minutes for February 13, 2024.
4. Bolton & Menk, Washington/Rehabilitate Hanger, \$4,500.00.
5. Bolton & Menk, Washington/Runway 18/36 Lighting, \$483.00.
6. DCJ Concrete & General Construction, N 5th Avenue Sidewalk Project, \$3,252.00.
7. Department Reports.

SPECIAL EVENT REQUEST

- JT's Sips, Spring Shop Hoop, March 22 and 23, 2024.
- Reverend Edrin Kaye, Community Worship at the Bandstand with a Potluck, May 26, 2024.

PRESENTATION FROM THE PUBLIC – Please limit comments to 3 Minutes

SPECIAL PRESENTATION

- Bud Stein Presentation for Affordable Housing and Urban Infill.

CLAIMS & FINANCIALS

- Claims Report for February 20, 2024
- January 2024 Finance Report

NEW BUSINESS

1. Discussion and Consideration for a Final Payment to Stumpf Construction Services, Inc., Housing Rehab Program at 424 E. Washington St, \$27,003.00.
2. Discussion and Consideration for a Change Order #1 to Stumpf Construction Services, Inc., Housing Rehab Program at 424 E. Washington St., **-\$3,199.00.**
3. Discussion and Consideration for a Change Order No. 004 to Reed Construction, LLC, Washington Public Library, \$682.00.
4. Discussion and Consideration for a Pay Application No. 5 to Reed Construction, LLC, \$67,037.93.
5. Discussion and Consideration for Renewal of the Jetco SCADA System Support Contract.
6. Discussion and Consideration for a Resolution Setting a Public Hearing on the Proposed Property Tax Levy for the Fiscal Year 2024-2025 Budget.
7. Discussion and Consideration for a Resolution of the City Council of the City of Washington, Iowa Approving the Application(s) for the Purpose of Receiving Benefits from the Washington County Riverboat Foundation.
8. Discussion and Consideration for a Resolution Amending the Employee Handbook for the City of Washington, Iowa.
9. Discussion and Consideration for a Resolution Endorsing an Application to the Washington County Riverboat Foundation for Grant Funds.
10. Discussion and Consideration for the 1st Reading of an Ordinance Amending the Municipal Code of the City of Washington, Iowa, by Amending Chapter 50.10 Operable Vehicles.
11. Discussion and Consideration to Accept the Resignation of Mayor Jaron Rosien.
12. Discussion and Consideration to Hold a Special Election for the Vacant Mayor Position.

DEPARTMENTAL REPORTS

Police Department
City Attorney
City Administrator

MAYOR & COUNCILPERSONS

Millie Youngquist, Mayor Pro Tem
Illa Earnest
Patrick Morgan
Elaine Moore
Ivan Rangel
Fran Stigers

ADJOURNMENT

CITY OF WASHINGTON
Council Minutes 1-30-2024

At 5:01 p.m. the Council of the City of Washington, Iowa, met in Special Session in the Council Chambers, 215 East Washington Street with Mayor Pro Tem Youngquist in the chair.

On roll call present: Stigers, Earnest, Morgan, Rangel, Youngquist and Moore.

Motion by Moore, second by Rangel, that the agenda for the Special Session to be held at 5:01 p.m., Tuesday, January 30, 2024 be approved.

City Administrator McCusker presents a power point slide show of the FY2025 Budget to the Council. Discussions regarding Projects for the year, costs, and timeframes of completion were held.

The Tax Levy was also discussed, and it will remain constant from this current fiscal year.

Motion by Stigers, second by Morgan that the Special Session held at 5:01 p.m., Tuesday, January 30, 2024, is adjourned at 6:08 p.m. Motion passed unanimously.

Amanda J. Waugh, City Clerk

Millie Youngquist Mayor Pro Tem

CITY OF WASHINGTON
Council Minutes 2-6-2024

At 6:01 p.m. the Council of the City of Washington, Iowa, met in Regular Session in the Council Chambers, 215 East Washington Street with Mayor Pro Tem Youngquist in the chair.

On roll call present: Rangel, Stigers, Youngquist, Moore, Morgan and Earnest.

Motion by Stigers, second by Moore, that the agenda for the Regular Session to be held at 6:01 p.m., Tuesday, February 6, 2024 be approved. Motion carried.

Consent:

1. Council Minutes January 16, 2024.
2. Bolton & Menk, Washington/Runway 18/36 Lighting, \$564.00.
3. FOX Strand Associates, Bazooka Farmstar Consultation, \$164.98.
4. FOX Strand Associates, 2021 Washington Water Main Improvements, \$4,102.00.
5. FOX Strand Associates, East Interceptor & IRE Consultation, \$122.00.
6. Lynch Dallas, P.C., WHS Emails and Telephone with City Administrator, \$203.50.
7. Ahlers Cooney Attorneys, General Urban Renewal, \$75.00.
8. Veenstra & Kimm, Inc., Engineering services for Buchanan Street Detention, \$58.95.
9. Veenstra & Kimm, Inc., Engineering services for 12th Ave & Washington Street Intersection Improvements, \$2,327.00.
10. Veenstra & Kimm, Inc., Engineering services for Wellness Park Concession Stand, \$602.00.
11. Cornerstone Excavating, Inc., Dump Trucks Hours for Snow Removal, \$2,280.00.
12. DeLong Construction, Inc., Dump Truck Hours for Snow Removal, \$4,191.25.
13. Kevin D. Olson, City Attorney January 2024 Fees, \$1,125.17.
14. FEH Design, Washington Library Makerspace, \$4,913.05.
15. Stivers Ford, Police Dodge Durango, \$45,871.49.
16. Ahlers Cooney Attorneys, Washington Hotel Group, LLC, \$138.00.
17. BP One Trip, Class B Liquor License (**renewal**).
18. Columbus Club of Washington, Iowa Class C Liquor License (**renewal**).
19. The Wagon Wheel, Class C Liquor License (**renewal**).
20. Mi Pueblo Real Bar & Grill, Class C Liquor License (**new**).
21. Department Reports

Motion by Earnest, second by Moore to approve consent items 1-21. Motion carried.

Special Presentations: Motion by Earnest, second by Morgan to approve JT's Sips Galentine's Event, February 9, 2024. Motion carried. Motion by Rangel, second by Stigers to approve Latino Festival Event, August 3, 2024. Motion carried.

Presentation from the Public: None.

The claims report were presented by the Finance Director, Brown. Motion by Stigers, second by Rangel to approve the claims report. Motion carried.

Mayor Pro Tem Youngquist opened the dog case appealing the City Administrator's ruling to have her dog removed from the City with Sheri Miller. Sheri Miller took the podium to share her appeal to be allowed to keep her dog, "Bruno", despite the requests to be removed by the Chief of Police and the City Administrator. Miller claims that on paper Bruno may seem vicious but these incidents were circumstantial. Miller now has a fence up in place compared to the baby gate that was previously present to keep Bruno in. The gate swings in and latches. Miller states she has statements from her neighbors that have dogs that Bruno has had no issues with. Also, a statement from a neighbor that has no dogs, that enjoys Bruno. Miller sincerely apologized for what happened with the Zehr's dogs but states that measures are in place to prevent this from happening in the future.

Michelle Zehr took the podium to share her concern over her two labs that were attacked. These documented incidents are not the only two that have occurred. This has been an ongoing thing for years. The family had contacted Miller to let her know what had happened. The first documented attack happened while Michelle was working from home, her dogs when in their own yard and she heard her son yelling. At that time she ran out with no shoes on, and Bruno only had her dog, "King", by around the neck, no marks or bleeding but slobber. The latest incident (in December), her son was screaming and trying to separate the dogs. Michelle ran out to help and ended up having to resort in kicking Bruno to get him to release her black lab. The black lab was screeching as Bruno had it by the ear and would not let go. Bruno then attacked the other lab, Michelle kicked Bruno again and then Bruno lunged at her son. Bruno lets go of the dog and then proceeds to attack the black lab again. Michelle's son is traumatized, will not do his chores of letting the dogs out. Michelle is asking that the dog, Bruno, be removed from the City, not put down.

Chad Zehr took the podium to share that this has been at least the fifth attack. Chad has tried to be neighborly and let Sheri know the incidents and to take prevention to keep further incidents in the future. Bruno has tried to attack their kid and another neighbor at times when it has been out of the Miller's yard. Chad feels bad but cannot let these incidents to continue to happen. If this continues to happen, the council will be looked down upon for not taking action on the situation. There have been multiple articles in the news lately regarding dog attacks killing people. Chad has no problems approaching and restraining Bruno in the past and has taken him back to the Miller's. Chad is now at the point that he can no longer accept this if Bruno were to attack his son or wife or kill one of his dogs.

Pro Mayor Tem Youngquist asks if the council had any questions or if anyone had further comments on the matter. Chief Lester then summarizes the documented incidents and states that Bruno meets the 3 criteria of a dangerous vicious dog per the City Code. Miller had admitted prior nondocumented incidents, she failed to provide a written plan and rabies documentation and 20 days later another incident occurred. Mayor Pro Tem asked the council if they wanted to make a roll call to deny Sheri Miller's appeal to remove the dog from the City. Motion by Rangel, and second by Morgan to deny the appeal. Questions arose if the dog was chipped. Chief Lester stated that Bruno was still at the City Pound and had not been chipped yet. Earnest asked how tall the fence was that Sheri installed. Sheri stated it was 4 feet tall. Sheri Miller stated that they had received the dog from a bad home/environment. Moore stated that she has

no problems with animals. Animals are not born to be aggressive animals. They are raised and taught with control and manners. Moore states that Bruno needed to be protected just like any other dog to be trained and raised to be a loving animal. However, Bruno is better off being removed from the City. Due to Miller not taking the necessary steps to ensure that Bruno would not be an aggressive dog, she put that decision on the Council to decide. Mayor Pro Tem called a roll call: Ayes: Earnest, Morgan, Moore, Rangel, Stigers and Youngquist. Nays: None. Motion to deny Sheri Miller's request to keep her dog carried. City Attorney Olson states an Order will be served giving Sheri Miller 5 days to have the dog, Bruno, chipped and removed from the City. If Sheri Miller would like to appeal the Council's decision, she can file it with the District Court.

Motion by Earnest, second by Moore to approve signing the 28E Agreement with the Iowa Alcoholic Beverages Division for the FY2024 Tobacco Compliance Program. Motion carried.

Motion by Moore, second by Morgan to approve the Purchase of the LUCAS Device for EMS. Motion carried.

Motion by Morgan, second by Rangel for the Resolution Approving the AquaSource Software as a Service Agreement with TecNXS, LLC. Roll Call: Ayes: Moore, Rangel, Youngquist, Earnest, Morgan and Stigers. Nays: None. Motion carried. **(Resolution 2024-005)**.

Motion by Earnest, second by Stigers for the Resolution Authorizing Tax Abatement Under the Washington Urban Revitalization Plan for Washington, Iowa. Roll Call: Ayes: Rangel, Stigers, Moore, Morgan, Youngquist, Earnest. Nays: None. Motion carried. **(Resolution 2024-006)**.

Motion by Stigers, second by Moore for the Remaining ARPA Funds Designation. Roll Call: Ayes: Stigers, Rangel, Morgan, Moore, Youngquist. Nays: Earnest. Motion carried.

Motion by Moore, second by Earnest for the Resolution Endorsing Submitting a Formal Application for the Community Catalyst Grant for the Antique Mall Project. Roll Call: Ayes: Morgan, Moore, Earnest, Rangel, Stigers, Youngquist. Nays: None. Motion carried. **(Resolution 2024-007)**.

Motion by Stigers, second by Rangel for the Resolution Approving an Agreement for the Residential Solid Waste Collection Services. Roll Call: Ayes: Earnest, Morgan, Moore, Rangel, Stigers, Youngquist. Nays: None. Motion carried. **(Resolution 2024-008)**.

Council went into Workshop to Discuss the Fiscal Year 25 budget. Department Heads presented their budgets, capital claims and equipment requests to the council and answered any council questions.

Department Reports were presented.

City Administrator, McCusker's reminder that the 3rd Budget Meeting is next Tuesday, February 13, 2024 at 6:00 p.m.

Motion by Stigers, second by Moore that the Regular Session held at 6:01 p.m., Tuesday, February 6, 2024, is adjourned at 7:58 p.m. Motion passed unanimously.

Amanda J. Waugh, City Clerk

CITY OF WASHINGTON
Council Minutes 2-13-2024

At 6:00 p.m. the Council of the City of Washington, Iowa, met in Special Session in the Council Chambers, 215 East Washington Street with Mayor Pro Tem Youngquist in the chair.

On roll call present: Earnest, Morgan, Moore, Rangel, Stigers and Youngquist.

Motion by Stigers, second by Rangel, that the agenda for the Special Session to be held at 6:00 p.m., Tuesday, February 13, 2024 be approved.

Motion by Earnest, second by Morgan to approve a Resolution Endorsing Applications for Municipal Grant Funds. Roll Call: Ayes: Moore, Morgan, Earnest, Stigers, Youngquist, Rangel. Nays: None. Motion carried.

Council went into Workshop to Discuss the Fiscal Year 25 budget. The Chamber of Commerce, Main Street Washington, WEDG and Paws-n-More presented requests to the council for contributions and answered any council questions.

City Administrator, McCusker explained the Tax Levy Rates with the new law that passed. McCusker also presented the new Sewer Fund updated and adjusted numbers.

McCusker presented the request for a second full time cemetery employee. Brown had suggested that funding the salary of the second employee comes from GIS and part out of the Road Use, that was all in the budget. This decreases the need to have more part-time employees.

The council went into further discussions regarding the requested equipment by the Department Heads, specifically the Department Services Truck request for \$44,250.00 and the Wastewater Plant request for UTV for \$18,000.00.

Motion by Stigers, second by Moore that the Special Session held at 6:00 p.m., Tuesday, February 13, 2024, is adjourned at 7:02 p.m. Motion passed unanimously.

Amanda J. Waugh, City Clerk

Millie Youngquist Mayor Pro Tem



Real People. Real Solutions.

Please Remit To: Bolton & Menk, Inc.
 1960 Premier Drive | Mankato, MN 56001-5900
 507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Washington
 Washington Airport Commission
 Kevin Erpelding, Chairman
 215 East Washington
 Washington, IA 52353

January 31, 2024
 Project No: 0T5.131760
 Invoice No: 0330058
 Client Account: WASHINGT_CI_IA

Washington/Rehabilitate Hangar

Fee

Total Fee	25,000.00		
Percent Complete	18.00	Total Earned	4,500.00
		Previous Fee Billing	0.00
		Current Fee Billing	4,500.00
		Total Fee	4,500.00
		Total this Invoice	\$4,500.00

301-6-6020-6757
 52-6-2080 _____ Initials JEK
 EXP. Hangar Rehab
 Vender # _____ Date Rec. 2-14-2024
 Due Date _____ Inv # _____

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.



Real People. Real Solutions.

Please Remit To: Bolton & Menk, Inc.
 1960 Premier Drive | Mankato, MN 56001-5900
 507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Washington
 Washington Airport Commission
 Kevin Erpelding, Chairman
 215 East Washington
 Washington, IA 52353

January 31, 2024
 Project No: OT5.126255
 Invoice No: 0330059
 Client Account: WASHINGT_CI_IA

Washington/Runway 18/36 Lighting

Construction (002)

Professional Services

	Hours	Amount	
Planner	3.00	483.00	
Totals	3.00	483.00	
Total Labor			483.00

Billing Limits	Current	Prior	To-Date
Total Billings	483.00	45,383.00	45,866.00
Limit			46,900.00
Remaining			1,034.00

Total this Task	\$483.00
Total this Invoice	\$483.00

301-6-6000-6716
~~692-6-2080~~ Initials *JEH*
 LIGHTS 18-36
 Vendor # _____ Date Rec. 7-14-2024
 Due Date _____ Inv # _____

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

DCJ Concrete & General Construction

320 West Van Buren
 Washington, IA 52523
 319-460-0408



PREPARED FOR:
 City of Washington

Sidewalk Project N
 5th Ave

Prepared date: January 19th, 2023

Address	SqFt Concrete 4"	SqFt Concrete 6"	
---------	---------------------	---------------------	--

- 603 N 5th Ave
- 609 N 5th Ave
- 613 N 5th Ave
- 619 N 5th Ave
- 620 N 5th Ave
- 626 N 5th Ave
- 715 N 5th Ave
- 716 N 5th Ave
- 807 N 5th Ave
- 814 N 5th Ave
- 815 N 5th Ave
- 817 N 5th Ave
- 901 N 5th Ave
- 904 N 5th Ave
- 907 N 5th Ave
- 908 N 5th Ave
- 914 N 5th Ave

- Already Done
 - Already Done
 - Already Done

- 144
- 16
- 96
- 16
- 16
- 16
- 64
- 16
- 112
- 32
- 16
- 112
- 16
- 32
- 32
- 16
- 32

4" inch: \$3,888.00
 6" inch: \$400.00

656 sq ft of 4" @ \$4.50 = 2952.00
 60 sq ft of 6" @ \$5.00 = 300.00

2952.00
 300.00

 3252.00

Total due:
~~\$4,288.00~~
 \$ 3252.00
 KJH

Millie Youngquist, Mayor Pro Tem
Deanna McCusker, City Administrator
Kelsey Brown, Finance Director
Amanda Waugh, 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
February 20, 2024

Buchanan Street Project: Finalizing documents for DOT to review.

S Ave E: We will be working with the county engineer on this project. With him taking the lead engineering role, there will be substantial cost savings.

S 12th & Hwy 92: The DOT have reviewed the plans and specs and there were some additional adjustments needed to the final plans. VNK has prepared the ROW and utility permits and they have been sent to the DOT for review. Once approved by the DOT they will require signature by the City. The project is still on for this year. Bids will be due in April.

Week of February 12: Leadership Washington was at City Hall. Updated the slides on Power Point and presented a few of the slides. Met with Don from Cott Systems to discuss our wants and needs with document imaging. He reviewed our files and will be getting us a quote. Had zoom meeting with Steve from Fox to discuss reviewing IRE discharge levels and how we will review and then have a meeting with them. Also, Fox will put together a task order to perform the Egg Sewer Basin Evaluation so we will be ready this summer. Met with property owners on a property that they have some concerns with. Council one on one. Drafted the ordinance for the council meeting. Prepared other items for council meeting. Had a one on one with Cary Ann and toured the MakeIT space. Council will get a tour once the project is completed. Will be preparing the special assessment paperwork to take to the County.

Week of February 19: Council meeting, Department Head one on ones, Admin meeting, Main Street meeting, Council one on one, Housing Initiative, Employee appreciation lunch, Nuisance meeting, submit the updated Riverboat grant application, and work on the catalyst grant application. Will update the water cash flows forecast.

Reminder City Hall will be closed Monday, February 19th for a holiday.

Kevin and Craig Davis are working on the paperwork for the land purchase that was discussed. Kevin is working with an attorney on the Lots on North C Ave.

Seal coat bid documents are being prepared. 2024 rental inspection forms will be mailed out soon to be returned in May.

The Annual Dinner is Monday, March 25. Social hour starts at 5pm, with dinner and speaker at 6:30pm. Let Amanda know who is planning on attending.

"One of the 100 Best Small Towns in America"



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 January 2024

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

Mia Brdecka
Police Officer

Colton Schneider
Police Officer

Devin Fraise
Police Officer

The new year started with an active month with 544 Calls for Service. These calls included 115 parking tickets, mostly involving snow ban parking during the two storm events. There were also 101 traffic stops, 17 traffic accidents and five Operating While Intoxicated cases.

We conducted physical agility testing for four police officer applicants in January. None of the applicants successfully completed the testing. We continue to accept applications and will hold testing again in the next few months.

Sgt. Altenhofen and Officer Brdecka completed training to be certified Glock armorers and Investigator VanWilligen completed an online training from the Florida Traffic Safety Resource Project related to DUI investigations.

Investigator VanWilligen, Officer Brdecka and Chief Lester attended the Iowa Sex Crimes Investigator's Association Conference.

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

2024 Activity & Offense Report For the Month of: January

ACTIVITY	Previous Month	Current Month	Year – to – Date
Calls For Service	437	544	544
Animal Calls	18	15	15
Animal Bites		2	2
Traffic Citations / Written Warnings	79	48	48
Parking Tickets	6	115	115
Golf Cart Registrations	0	0	0
Vehicle Unlocks	38	33	33
Arrest Warrants Served	7	7	7
Search Warrants Served	0	0	0
Mental Health Crisis	7	7	7
Traffic Stops	138	101	101
Traffic Accidents	13	17	17
Arrests	19	18	18
Reportable Offenses	31	35	35
Assaults	2	5	5
Burglary	1	0	0
Burglary to Motor Vehicle	0	0	0
Domestic Assault	2	0	0
No Contact Order Violation	2	0	0
Criminal Mischief/Vandalism	2	5	5
Drunkenness (Intoxication)	2	1	1
Driving Intoxicated (OWI)	2	5	5
Drug Offenses	2	2	2
Drug Paraphernalia	1	1	1
Harassment/Intimidation	1	2	2
Sex Offenses	2	0	0
Theft/Fraud (Includes Shoplifting)	4	6	6
Trespass	2	0	0
Weapons Violations	0	1	1

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
February 20th, 2024
Council meeting**

- **After hour alarm and dog call outs –**
2-3-2024 Dog call to 1103 N Iowa Ave @ 2:30 p.m. Andrew
- **Dept Head meetings-** Staff and Council meeting February 6th, Staff meeting 13th,
- **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.
- **Brush Pile-**We burnt the Brush pile for about 3 weeks adding whatever was brought out during that time. This should save money on the grinding expense. We have moved the ash pile to let it burn out and started a new pile.
- **Conference-**I will be attending the 49th Iowa Rural Water Association Annual Conference February 19th through the 21st.
- **Maintenance-**We have preformed maintenance on Sludge transfer pumps, 2 of the decanters, a Raw wastewater Pump, and 2 of our trucks
- **WWTP January 2023, Discharge Monitoring Report (DMR) –** Average daily flow **1.44 million gallons (mg)**, maximum daily flow **3.305 mg**, minimum daily flow **.714 mg**. There were **zero (0)** violations of the WWTP's NPDES discharge permit. Total precipitation for January = **>3.51"** (recorded at the WWTP).

CBOD5 removal 85% required	result = 87.9 %
Influent CBOD5 monthly total =	697.70 mg/L
Effluent CBOD5 monthly total =	84.26 mg/L

TSS removal 85% required	result =92.9%
Influent TSS monthly total =	896.7 mg/L
Effluent TSS monthly total =	63.36 mg/L

The Plant is Required 85% removal of both CBOD a TSS.

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

**Jason Whisler
2/15/2024 11:00 A.M.**

MAINTENANCE & CONSTRUCTION DEPT. REPORT

2-3-24/2-16-24

STREETS: Personnel operated the street sweeper through part of the town with warmer temperatures. Personnel pothole patched most of the town. Personnel moved the Business Park sign approximately 600 ft to the east, per request from the current business owner. Personnel compiled a list of seal coat streets to be coated/surface correction this year.

WATER DISTRIBUTION: Personnel repaired a water service located at 720 South Ave C (rod). Personnel repaired another water service located at 603 South Ave B (rod). Personnel began installing a 6 inch water main on South 7th Ave, starting on the south side of East Washington St in an effort to loop East Jefferson St to both East Washington St & East Madison St.

SEWER COLLECTION: Personnel N/A

STORM SEWER COLLECTION: Personnel N/A

MECHANIC/SHOP: Personnel WWTP serviced two of their vehicles. Both backhoes got greased on numerous occasions.

OTHER: Personnel responded to 37 One Call Locates. Personnel hauled 2 loads of cold mix to the stock pile as well as 2 loads of millings. Also, numerous loads of 1 inch road stone and 1 inch ballast were hauled to the stock pile. Personnel hauled 36 ton of salt from the County stock pile to M/C's material storage building. Personnel hauled numerous loads of spoil from the sweeping pile and concrete pile away from the shop. Brush was picked up around town; Yard Waste begins March 26 & 28.

*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.



SPECIAL EVENTS APPLICATION & HOLD HARMLESS AGREEMENT

PLEASE RETURN TO: Washington City Hall, 215 E. Washington
ATTN: City Administrator Deanna McCusker 319-653-6584
dmccusker@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: JT's Sips
Coordinator: Julie Klett
Contact Number: 319-541-0411
Email Address: Jtssips@gmail.com

2. EVENT INFORMATION

Event Description: Spring Shop Hop - Washington Purposefully You (JT's Sips sets up outside the store.)

Days/Dates of Event: 3/22 + 3/23

Time(s) of Event: (Include Set Up/Tear Down Time) Fri (6-3) AM PM Sat. (7-3) AM PM

Event Location: Outside Purposefully You

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):

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

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.

Julio Klett
Applicant/Sponsor Signature

2/14/24
Date

DEPARTMENT APPROVALS

Indicate Date Contacted	The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.			
	City Administrator Deanna McCusker (Liquor Licenses)	319-653-6584	dmccusker@washingtioniowa.gov	Comments/Restrictions:
	Police Chief Jim Lester	319-458-0264	jlester@washingtioniowa.gov	Comments/Restrictions:
	Fire Chief Brendan DeLong	319-653-6584 x181	bdelong@washingtioniowa.gov	Comments/Restrictions:
	Streets JJ Bell	319-653-1538	jjbell@washingtioniowa.gov	Comments/Restrictions:
	Parks Nick Pacha	319-321-4886	npacha@washingtioniowa.gov	Comments/Restrictions:
	County Environmental Health (if serving food):		jtaylor@co.washington.ia.us	Comments/Restrictions:
	Jason Taylor	319-461-2876		

E-mailed on 2/14/24

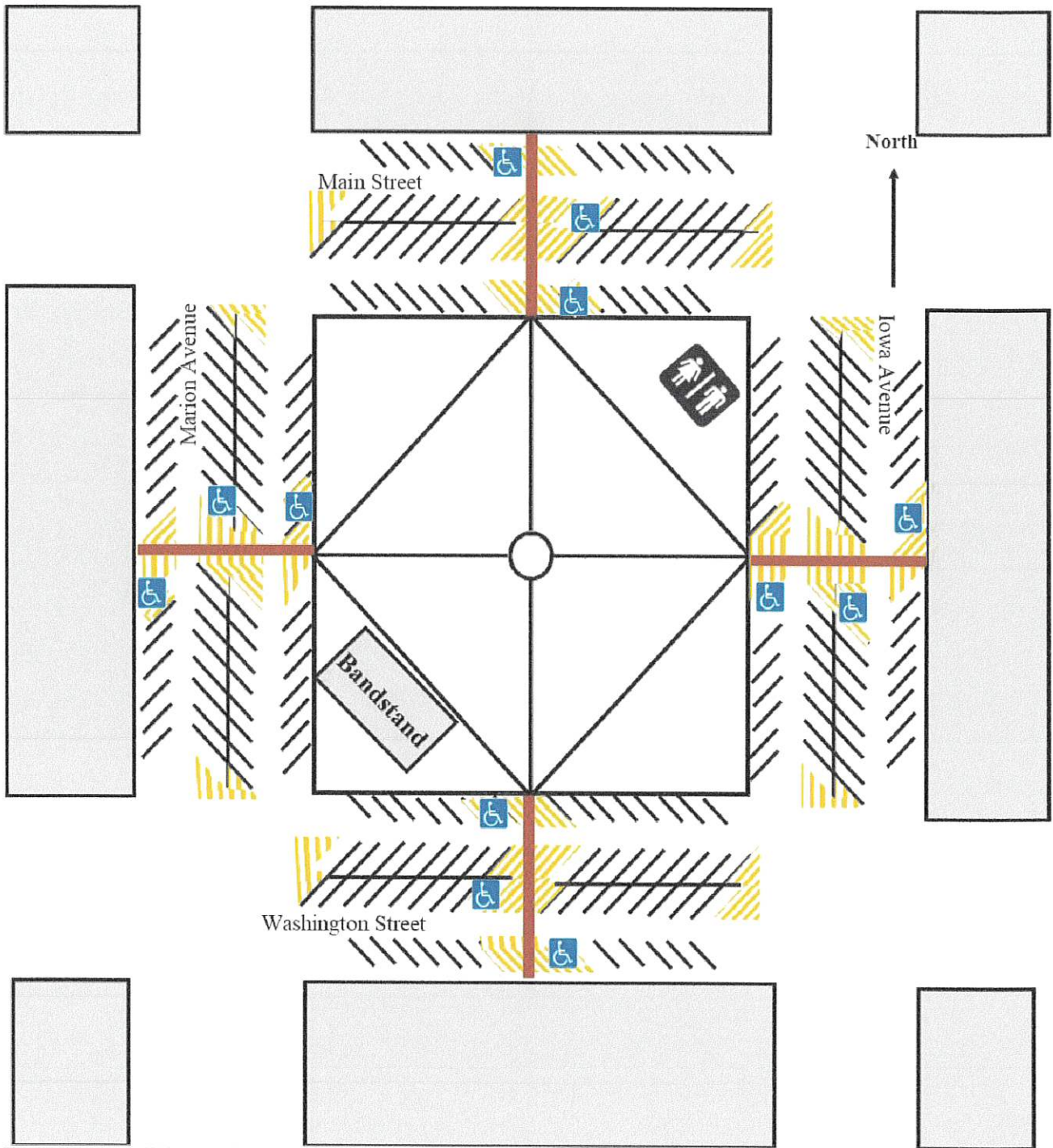
CITY COUNCIL APPROVAL

City Clerk or Administrator 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: Community Worship

Coordinator: Reverend Erin Kaye

Contact Number: 319 461 8765

Email Address: pastorerinKaye@gmail.com

2. **EVENT INFORMATION**

Event Description: Worship @ Bandstand followed by a potluck

Days/Dates of Event: Sunday, May 26, 2024

Time(s) of Event: (Include Set Up/Tear Down Time) 9am - 12pm

Event Location: Bandstand, 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):

Other Requests

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

Use of City Park (specify park: Central)
Electrical Needs: Use of bandstand

Use of gators/UTV/ATV on City streets

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

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.

Erin P Kaye
Applicant/Sponsor Signature

2/16/24
Date

DEPARTMENT APPROVALS

Indicate Date Contacted	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@washingtioniowa.gov
	Comments/Restrictions:		
_____	Police Chief	Jim Lester 319-458-0264	jlester@washingtioniowa.gov
	Comments/Restrictions:		
_____	Fire Chief	Brendan DeLong 319-461-3796	bdelong@washingtioniowa.gov
	Comments/Restrictions:		
_____	Streets	JJ Bell 319-653-1538	jjbell@washingtioniowa.gov
	Comments/Restrictions:		
_____	Parks	Nick Pacha 319-321-4886	npacha@washingtioniowa.gov
	Comments/Restrictions:		
_____	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: _____

COMMERCIAL GENERAL LIABILITY DECLARATIONS

COMPANY NAME Church Mutual Insurance Company, S.I.	PRODUCER NAME CHASE BROWN 3000 SCHUSTER LN Merrill, WI 54452
--	--

NAMED INSURED THE UNITED PRESBYTERIAN CHURCH OF WASHINGTON IOWA

MAILING ADDRESS 209 E MAIN ST
WASHINGTON, IA 52353-2014

POLICY PERIOD: FROM 06/01/2023 TO 06/01/2024 AT 12:01 A.M. TIME AT
YOUR MAILING ADDRESS SHOWN ABOVE

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	
EACH OCCURRENCE LIMIT	<u>\$1,000,000</u>
DAMAGE TO PREMISES RENTED TO YOU LIMIT	<u>\$100,000</u> Any one premises
MEDICAL EXPENSE LIMIT	<u>\$10,000</u> Any one person
PERSONAL & ADVERTISING INJURY LIMIT	<u>\$1,000,000</u> Any one person or organization
GENERAL AGGREGATE LIMIT	<u>\$3,000,000</u>
PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT	<u>\$1,000,000</u>

RETROACTIVE DATE (CG 00 02 ONLY)
THIS INSURANCE DOES NOT APPLY TO "BODILY INJURY", "PROPERTY DAMAGE" OR "PERSONAL AND ADVERTISING INJURY" WHICH OCCURS BEFORE THE RETROACTIVE DATE, IF ANY, SHOWN BELOW.
RETROACTIVE DATE: _____ (ENTER DATE OR "NONE" IF NO RETROACTIVE DATE APPLIES)

DESCRIPTION OF BUSINESS
FORM OF BUSINESS:
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> TRUST <input type="checkbox"/> LIMITED LIABILITY COMPANY <input checked="" type="checkbox"/> ORGANIZATION, INCLUDING A CORPORATION (BUT NOT INCLUDING A PARTNERSHIP, JOINT VENTURE OR LIMITED LIABILITY COMPANY)
BUSINESS DESCRIPTION: _____

ALL PREMISES YOU OWN, RENT OR OCCUPY	
LOC. NO.	ADDRESS OF ALL PREMISES YOU OWN, RENT OR OCCUPY
001- 001	CHURCH 209 E MAIN ST Washington WASHINGTON, IA 52353-2014

CHURCH MUTUAL INSURANCE COMPANY, S.I.



3000 Schuster Lane
Merrill, WI 54452

COMMON POLICY DECLARATIONS

POLICY NUMBER: 0183684 85-595352

PREVIOUS POLICY NUMBER: 0183684 81-409010

COMPANY NAME	18767	PRODUCER NAME	02-094
Church Mutual Insurance Company, S.I. 3000 Schuster Lane Merrill, WI 54452 (800) 554-2642		CHASE BROWN 3000 SCHUSTER LN Merrill, WI 54452	

NAMED INSURED: THE UNITED PRESBYTERIAN CHURCH OF WASHINGTON IOWA

MAILING ADDRESS: PO BOX 32
WASHINGTON, IA 52353-0032

POLICY PERIOD: FROM 06/01/2023 TO 06/01/2024
AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

BUSINESS DESCRIPTION

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.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
COMMERCIAL UMBRELLA COVERAGE PART	\$350.00
TERRORISM - CERTIFIED ACTS (UMBRELLA)	\$0.00
TOTAL:	\$350.00

POLICY NUMBER: 0183684 85-595352

FORMS APPLICABLE TO ALL COVERAGE PARTS (SHOW NUMBERS):
See Schedule of Forms and Endorsements.

Countersigned	By:
(Date)	(Authorized Representative)

POLICY NUMBER: 0183684 85-595352

COMMERCIAL LIABILITY UMBRELLA
CU DS 01 12 20**COMMERCIAL LIABILITY UMBRELLA DECLARATIONS**

Church Mutual Insurance Company, S.I. 3000 Schuster Lane Merrill, WI 54452	CHASE BROWN 3000 SCHUSTER LN Merrill, WI 54452
Named Insured(s): THE UNITED PRESBYTERIAN CHURCH OF WASHINGTON IOWA	
Mailing Address: PO BOX 32 WASHINGTON, IA 52353-0032	
Policy Period: From: 06/01/2023 To: 06/01/2024 At 12:01 A.M. (Standard Time at your mailing address shown above)	

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		
Each Occurrence Limit (Liability Coverage)	\$1,000,000	
Personal and Advertising Injury Limit	\$1,000,000	Any one person or organization
Aggregate Limit (Liability Coverage) (except with respect to "covered autos")		\$1,000,000
Other:		

Description Of Business	
Form Of Business:	
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture
<input type="checkbox"/> Limited Liability Company	<input checked="" type="checkbox"/> Organization, Including A Corporation (But Not Including A Partnership, Joint Venture Or Limited Liability Company)
Business Description:	

All Premises You Own, Rent Or Occupy	
Location Number	Address Of All Premises You Own, Rent Or Occupy
	PER SCHEDULE ON FILE WITH COMPANY

Premium			
Subject Premium of Employers Liability Coverage	Included	x Umbrella Factor	Included
Subject Premium of Commercial General Liability Coverage	Included	x Umbrella Factor	Included
Subject Premium of Commercial Auto (Including Auto Dealers) Coverage	Included	x Umbrella Factor	Included
Subject Premium of Other Coverages		x Umbrella Factor	
Other Premium Terrorism - Certified Acts	Included	x Umbrella Factor	Included
		Sub-total Premium	\$350.00
		State Tax Or Other (if applicable)	\$0.00
		Total Premium (Subject To Audit)	\$350.00
Premium Shown Is Payable:	At Inception At Each Anniversary (If policy period is more than one year and premium is paid in annual installments)		
Audit Period (If Applicable)	<input type="checkbox"/> Annually	<input type="checkbox"/> Semi- Annually	<input type="checkbox"/> Quarterly
			<input type="checkbox"/> Monthly

Endorsements
Endorsements Attached To This Policy:
SEE ATTACHED SCHEDULE OF FORMS AND ENDORSEMENTS

Other Coverages

Occurrence

Claims-Made

Company:

Policy Number:

Policy Period:

Minimum Applicable Limits

THESE DECLARATIONS, TOGETHER WITH THE COMMON POLICY CONDITIONS AND COVERAGE FORM(S) AND ANY ENDORSEMENT(S), COMPLETE THE ABOVE NUMBERED POLICY.

Countersignature Of Authorized Representative

Name:

Title:

Signature:

Date:

SUPPLEMENTAL SCHEDULE OF UNDERLYING INSURANCE

00140418 000003 045 011 000

POLICY NUMBER 0183684 85-595352	EFFECTIVE DATE 06/01/2023
---	-------------------------------------

<u>COVERAGE</u>	<u>LIMITS</u>	<u>COMPANY/ POLICY NUMBER POLICY PERIOD</u>
COMMERCIAL AUTO LIABILITY (OTHER THAN AUTO DEALERS) Each Accident	\$1,000,000	Church Mutual Insurance Company, S.I. 25-560888 06/01/23 - 06/01/24
COMMERCIAL AUTO LIABILITY (OTHER THAN AUTO DEALERS) Each Accident	\$1,000,000	Church Mutual Insurance Company, S.I. 09-556342 06/01/23 - 06/01/24
COUNSELING SERVICES LIABILITY INFORMATION Each Incident Aggregate	\$1,000,000 \$3,000,000	Church Mutual Insurance Company, S.I. 25-560888 06/01/23 - 06/01/24

**CITY OF WASHINGTON, IOWA
CLAIMS REPORT
FEBRUARY 20, 2024**

POLICE	ARMSTRONG HEATING & AIR CONDITIONING I	FILTERS	32.00
	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	44.23
	BOUND TREE MEDICAL, LLC	OFFICER-1ST AID SUPPLIES	1,843.22
	COBB OIL CO, INC.	FUEL	2,118.06
	CRITICAL HIRE	APPLICANT TEST	25.00
	KIECK'S	UNIFORMS-S ALTENHOFEN	303.80
	RANGEMASTERS TRAINING CENTER	RIFLE CASES	62.68
	RICO, VICTOR	TRANSLATOR	90.00
	SECRETARY OF STATE	NOTARY COMMISSIONS	150.00
	SLEEP INN & SUITES	LODGING FOR TRAINING	89.60
	VERIZON WIRELESS	CELLULAR SERVICE	877.24
	WASHINGTON AUTO CENTER	TAIL LIGHT/REPAIR	338.30
	WASHINGTON DISCOUNT TIRE	TIRE REPAIR	28.13
		TOTAL	6,002.26
FIRE	ACE-N-MORE	TRT SUPPLIES/BATTERY	55.12
	ALL AMERICAN PEST CONTROL	PEST CONTROL	32.50
	AMAZON CAPITAL SERVICES	SNOW PLOW PARTS	95.92
	COBB OIL CO, INC.	FUEL	517.85
	IMPRESSIONS COMPUTERS, INC	REFURBISH OLD COMPUTER/IAR	127.50
	VERIZON WIRELESS	CELLULAR SERVICE	127.79
		TOTAL	956.68
EMS	ESO SOLUTIONS INC	ESO SOFTWARE & TRAINING	1,424.17
	WIDE, TOM	REIMB FOR MEALS & MILEAGE	220.64
		TOTAL	1,644.81
ANIMAL CONTROL	AMAZON CAPITAL SERVICES	BITE GLOVES	65.98
		TOTAL	65.98
DEVELOPMENT SERVICES	CARDIO PARTNERS INC	AED'S & SUPPLIES	1,697.80
	COBB OIL CO, INC.	FUEL	56.80
	VERIZON WIRELESS	CELLULAR SERVICE	179.30
		TOTAL	1,933.90
LIBRARY	ALL AMERICAN PEST CONTROL	PEST CONTROL	40.00
	ACE-N-MORE	JANITORIAL SUPPLIES	28.60
	ALLIANT ENERGY	ALLIANT ENERGY	3,605.08
	BAKER & TAYLOR	LIBRARY MATERIALS	1,494.70
	CEDAR RAPIDS PUBLIC LIBRARY	MISSING ILL BOOKS	46.95
	CENTRAL IOWA DISTRIBUTING	JANITORIAL SUPPLIES	41.00
	CINTAS CORP LOC. 342	MAT SERVICE	102.64
	THE NEW YORKER	SUBSCRIPTION	169.99
		TOTAL	5,528.96
	PARKS	ALLIANT ENERGY	ALLIANT ENERGY
COBB OIL CO, INC.		FUEL	306.73
VERIZON WIRELESS		CELLULAR SERVICE	40.01
		TOTAL	3,706.01
POOL	STATE HYGIENIC LAB	TESTING	14.50
		TOTAL	14.50
CEMETERY	COBB OIL CO, INC.	FUEL	500.02
	TIFCO INDUSTRIES	SHOP SUPPLIES	95.37
	VERIZON WIRELESS	CELLULAR SERVICE	46.43
	WASHINGTON RENTAL	CHAIN SHARPENING	124.60
		TOTAL	766.42

FINANCIAL ADMIN	ALL AMERICAN PEST CONTROL	PEST CONTROL	32.50
	ALLIANT ENERGY	ALLIANT ENERGY	23.74
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	650.00
	VERIZON WIRELESS	CELLULAR SERVICE	86.44
	ACCESS SYSTEMS	COPIER MAINTENANCE & COPIE	402.47
		TOTAL	1,195.15
AIRPORT	ACE-N-MORE	SUPPLIES	87.51
	ALLIANT ENERGY	ALLIANT ENERGY	1,162.17
	BAUTISTA MIRANDA, YOLANDA	JANUARY CLEANING	225.00
	FARMER, COREY	SNOW REMOVAL	3,420.00
	IOWA PUBLIC AIRPORTS ASSOC.	MEMBERSHIP DUES	200.00
	KCII	ADVERTISING	106.08
	QT POD- PETROLEUM	MAINTENANCE AGREEMENT	1,675.00
	VERIZON WIRELESS	CELLULAR SERVICE	46.43
	WINDSTREAM IOWA COMMUNICATIONS	FEBRUARY SERVICE	209.11
		TOTAL	7,131.30
ROAD USE	ACE-N-MORE	PIN FOR PLOW	9.99
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	267.00
	COBB OIL CO, INC.	FUEL	6,634.73
	COLEMAN CONSTRUCTION INC.	CIRCLE DR ST PATCH	1,800.00
	WASH CO TREASURER	ROAD SALT	3,834.36
	WASHINGTON LUMBER	SMALL TOOLS	194.98
	WENGER TRUCK	PLOW DUMP	459.86
		TOTAL	13,200.92
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	12,454.05
	MARIE ELECTRIC INC.	STREET LIGHT REPAIR	74.38
		TOTAL	12,528.43
CAPITAL PROJECTS	WASH CO RECORDER	MURPHY RECORDING	52.00
		TOTAL	52.00
TREE COMMITTEE	IGRAPHIX, INC	DONATION FORMS	70.00
		TOTAL	70.00
SAFETY FUND	CITY OF WASH - PETTY CASH	SAFETY BUCKS	300.00
		TOTAL	300.00
LIBRARY GIFT	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	35.92
	BAKER & TAYLOR	LIBRARY MATERIALS	23.70
	FAREWAY STORES	PROGRAM SUPPLIES	11.97
	KOVACH, VIRGINIA	WRITERS WORKSHOP	80.00
	MIDWEST ALARM	FIRE ALARM INSP & MONITORI	921.72
	OVERDRIVE, INC.	DIGITAL MATERIALS	911.86
		TOTAL	1,985.17
WATER PLANT	ALL AMERICAN PEST CONTROL	PEST CONTROL	35.00
	ALLIANT ENERGY	ALLIANT ENERGY	16,499.99
	EPPERLY, RANDY	MILEAGE REIMBURSMET	11.79
	FERGUSON WATERWORKS# 2516	PARTS	177.22
	GLOBAL PAYMENTS	DC/CC ADMIN FEE	5,623.28
	IA DEPT OF REVENUE	WET TAX	9,213.04
	ION ENVIRONMENTAL SOLUTIONS	LAB SERVICES	140.00
	VERIZON WIRELESS	CELLULAR SERVICE	46.43
		TOTAL	31,746.75
WATER DISTRIBUTION	AGRILAND FS, INC	FUEL BARRELL NOZZLE	87.67

	ALLIANT ENERGY	ALLIANT ENERGY	49.61
	BEAL, MARSHALL	BOOT REIMBURSEMENT	100.00
	COBB OIL CO, INC.	FUEL	1,038.30
	DITCH WITCH OF MN	PARTS FOR MOLE REPAIR	283.48
	MARTIN EQUIPMENT OF IA-IL	BACKHOE BUCKET	411.75
	MIKE'S PARTS & SERVICE	PLOW PARTS	335.78
	MOORE, TODD	BOOT REIMBURSEMENT	100.00
	SANOW, JAKE	BOOT REIMBURSEMENT	100.00
	UNITED LABORATORIES	SUPPLIES	681.46
	VERIZON WIRELESS	CELLULAR SERVICE	38.01
		TOTAL	3,226.06
SEWER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	12,938.49
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	366.00
	COBB OIL CO, INC.	FUEL	476.87
	HARRIS BOYZ HEATING & AIR LLC	AIR CONDITIONING UNIT REPAIR	104.00
	IA DEPT OF REVENUE	SALES TAX	2,348.22
	MARIE ELECTRIC INC.	STREET LIGHT REPAIR	99.38
	STATE HYGIENIC LAB	CERTIFIED TESTING	529.00
	TIFCO INDUSTRIES	SUPPLIES	137.63
	TURNER, PARKER	SAFETY BOOTS	100.00
	VERIZON WIRELESS	CELLULAR SERVICE	92.86
	WINDSTREAM IOWA COMMUNICATIONS	FEBRUARY SERVICE	57.43
		TOTAL	17,249.88
SEWER COLLECTION	ACE-N-MORE	EGG SEWER REPAIR	38.56
	ALLIANT ENERGY	ALLIANT ENERGY	2,610.50
	CHEMSEARCH FE	GREASE	909.85
	COBB OIL CO, INC.	FUEL	1,115.92
	TIFCO INDUSTRIES	PARTS	181.88
	VERIZON WIRELESS	CELLULAR SERVICE	126.41
		TOTAL	4,983.12
SANITATION	JOHNSON COUNTY REFUSE INC	GARBAGE STICKERS	570.00
		TOTAL	570.00
SELF INSURANCE	EMPLOYEE BENEFIT SYSTEMS	EMPLOYEE BENEFIT SYSTEMS	364.79
		TOTAL	364.79
		TOTAL	115,223.09

CITY OF WASHINGTON, IOWA
MONTH TO DATE TREASURERS REPORT
JANUARY 31, 2024

FUND	1/1/2024		M-T-D		M-T-D		1/31/2024
	BEGINNING CASH BALANCE	REVENUES	REVENUES NOT YET RECEIVED	EXPENDITURES	EXPENSES NOT YET EXPENDED	ENDING CASH BALANCE	
001-GENERAL FUND	1,166,691.41	144,537.08	-	293,436.53	210.04	1,018,002.00	
002-AIRPORT FUND	386,219.82	4,235.92	-	9,496.83	-	380,958.91	
010-CHAMBER REIMBURSEMENT	2,936.03	11,524.46	-	12,216.26	-	2,244.23	
011-MAIN STREET REIMBURSEMENT	2,190.56	4,701.65	-	4,086.73	24.20	2,829.68	
012-WRBDG REIMBURSEMENT	4,198.71	9,573.26	-	8,238.45	62.88	5,596.40	
050-DOWNTOWN INCENTIVE GRANT	231,473.15	-	-	-	-	231,473.15	
110-ROAD USE	669,658.29	86,733.09	-	177,951.58	25.10	578,464.90	
112-EMPLOYEE BENEFITS	-	6,134.03	-	6,134.03	-	-	
113-LIABILITY INSURANCE	-	-	-	-	-	-	
114-EMERGENCY LEVY	-	462.48	-	462.48	-	-	
121-LOCAL OPTION SALES TAX	-	103,242.96	-	103,242.96	-	-	
122-LOST DEBT SERVICE	133,070.00	-	-	-	-	133,070.00	
123-LOST DEBT SERVICE RESERVE	79,170.00	-	-	-	-	79,170.00	
124-HOTEL/MOTEL TAX	148,379.22	-	-	22,897.03	-	125,482.19	
125-UNIF COMM UR-NE IND	-	-	-	-	-	-	
126-SE RES UR	-	-	-	-	-	-	
127-UNIF COMM UR - BRIARWOOD	-	-	-	-	-	-	
128-URBAN RENEWAL AREA #3B/D	-	-	-	-	-	-	
129-SC RES UR	(26.46)	3,222.07	-	-	-	3,195.61	
130-URBAN RENEWAL AREA #3D	-	-	-	-	-	-	
131-URBAN RENEWAL AREA #4	-	-	-	-	-	-	
132-UNIF COMM UR - EBD	-	-	-	-	-	-	
133-UNIF COMM UR-IRE	81,374.13	-	-	-	-	81,374.13	
134-DOWNTOWN COMM UR	(85.65)	-	-	-	-	(85.65)	
145-HOUSING REHABILITATION	23,244.68	-	-	-	-	23,244.68	
146-LMI TIF SET-ASIDE	169,015.79	-	-	-	-	169,015.79	
200-DEFT SERVICE	401,815.89	6,605.47	-	-	-	408,421.36	
300-CAPITAL EQUIPMENT	582,214.28	-	-	-	-	582,214.28	
301-CAPITAL PROJECTS FUND	96,826.49	381,238.58	-	204,226.58	-	273,838.49	
303-WWTP CAPITAL PROJ FUND	-	-	-	-	-	-	
305-RIVERBOAT FOUND CAP PROJ	842,261.42	-	-	-	-	842,261.42	
308-INDUSTRIAL DEVELOPMENT	539,304.75	782.74	-	5,080.38	-	535,007.11	
309-MUNICIPAL BUILDING	-	-	-	-	-	-	
310-WELLNESS PARK	(35,867.96)	-	-	98,380.00	-	(134,247.96)	
311-SIDEWALK REPAIR & REPLACE	82,636.86	-	-	256.00	-	82,380.86	
312-TREE REMOVAL & REPLACE	17,298.59	-	-	-	-	17,298.59	
315-RESIDENTIAL DEVELOPMENT	548,044.70	200.60	-	-	-	548,245.30	
317-ARPA CAPITAL PROJECTS	893,271.76	2,900.26	-	143,593.00	-	752,579.02	
325-BUILDING & FACILITY MAINT	87,560.83	-	-	-	-	87,560.83	
510-MUNICIPAL BAND	10,986.96	-	-	-	-	10,986.96	
520-DOG PARK	3,929.13	-	-	-	-	3,929.13	
530-TREE COMMITTEE	11,929.12	-	-	300.00	-	11,629.12	
535-NEIGHBORHOOD PRIDE	-	-	-	-	-	-	
540-POLICE FORFEITURE	3,631.25	-	-	-	-	3,631.25	
541-K-9 PROGRAM	2,001.35	4,145.00	-	113.54	-	6,032.81	
545-SAFETY FUND	6,102.33	-	-	-	-	6,102.33	
550-PARK GIFT	98,947.63	117.98	-	-	-	99,065.61	
570-LIBRARY GIFT	252,681.52	1,615.61	-	35,357.88	-	218,939.25	
580-CEMETERY GIFT	2,023.00	-	-	-	-	2,023.00	
590-CABLE COMMISSION	-	-	-	-	-	-	
600-WATER UTILITY	741,589.31	165,014.04	-	84,578.46	121.07	822,145.96	
601-WATER DEPOSIT FUND	30,605.00	1,500.00	-	300.00	-	31,805.00	
602-WATER SINKING	-	-	-	-	-	-	
603-WATER CAPITAL PROJECTS	-	124,605.94	-	124,605.94	-	-	
610-SANITARY SEWER	821,704.04	194,980.85	-	89,969.67	144.07	926,859.29	
612-SEWER SINKING	-	-	-	-	-	-	
613-SEWER CAPITAL PROJECTS	-	-	-	-	-	-	
670-SANITATION	214,178.18	56,831.38	-	93,671.60	-	177,337.96	
910-LIBRARY TRUST	-	-	-	-	-	-	
950-SELF INSURANCE	565,240.89	563.72	-	7,263.00	-	558,541.61	
951-UNEMPLOYMENT SELF INS	79,772.83	43.55	-	632.00	-	79,184.38	
TOTAL BALANCE	9,998,199.83	1,315,512.72	-	1,526,490.93	(587.36)	9,787,808.98	

Cash in Bank - Pooled Cash		Interest Rate
Wash St. Bank - Operating Account	3,313,997.08 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	-
Cash in Drawer	350.00	N/A
Investment in IPAIT	593,339.20	0.20%
Wash St - Farm Mgmt Acct	218,226.48	-
Wash St Bank - CD 1/14/2019	530,653.46	0.65%
Wash St Bank - CD 08/30/2018	272,373.85	0.65%
Wash St Bank - ISC Account	4,858,868.91	4.25%
TOTAL CASH IN BANK	9,787,808.98	

(1) Washington State Bank	3,386,349.75
Outstanding Deposits & Checks/Wages payable	(72,352.67)
	<u>3,313,997.08</u>

CITY OF WASHINGTON, IOWA
YEAR TO DATE TREASURERS REPORT
JANUARY 31, 2024

FUND	7/1/2023	Y-T-D	REVENUES NOT	Y-T-D	EXPENSES NOT	1/31/2024
	BEGINNING					REVENUES
	CASH BALANCE					BALANCE
001-GENERAL FUND	1,065,425.77	2,665,402.53	-	2,713,036.34	210.04	1,018,002.00
002-AIRPORT FUND	369,888.93	232,340.83	-	221,270.85	-	380,958.91
010-CHAMBER REIMBURSEMENT	10,088.48	88,190.68	-	96,034.93	-	2,244.23
011-MAIN STREET REIMBURSEMENT	-	33,065.75	-	30,260.27	24.20	2,829.68
012-WEDG REIMBURSEMENT	3,086.13	63,291.86	-	60,844.47	62.88	5,596.40
050-DOWNTOWN INCENTIVE GRANT	231,473.15	-	-	-	-	231,473.15
110-ROAD USE	687,333.66	673,317.51	-	782,211.37	25.10	578,464.90
112-EMPLOYEE BENEFITS	-	523,346.38	-	523,346.38	-	-
113-LIABILITY INSURANCE	-	-	-	-	-	-
114-EMERGENCY LEVY	-	39,484.81	-	39,484.81	-	-
121-LOCAL OPTION SALES TAX	-	770,565.68	-	770,565.68	-	-
122-LOST DEBT SERVICE	-	156,640.00	-	23,570.00	-	133,070.00
123-LOST DEBT SERVICE RESERVE	79,170.00	-	-	-	-	79,170.00
124-HOTEL/MOTEL TAX	147,401.86	42,972.93	-	64,892.60	-	125,482.19
125-UNIF COMM UR-NE IND	-	37,361.50	-	37,361.50	-	-
126-SE RES UR	-	-	-	-	-	-
127-UNIF COMM UR - BRIARWOOD	-	21,662.52	-	21,662.52	-	-
128-URBAN RENEWAL AREA #3B/D	-	-	-	-	-	-
129-SC RES UR	-	54,832.66	-	51,637.05	-	3,195.61
130-URBAN RENEWAL AREA #3D	-	-	-	-	-	-
131-URBAN RENEWAL AREA #4	-	-	-	-	-	-
132-UNIF COMM UR - EBD	-	-	-	-	-	-
133-UNIF COMM UR-IRE	-	81,374.13	-	-	-	81,374.13
134-DOWNTOWN COMM UR	-	4,521.33	-	4,606.98	-	(85.65)
145-HOUSING REHABILITATION	54,710.32	-	-	31,465.64	-	23,244.68
146-LMI TIF SET-ASIDE	150,745.64	18,270.15	-	-	-	169,015.79
200-DEBT SERVICE	16,506.81	549,230.80	-	157,316.25	-	408,421.36
300-CAPITAL EQUIPMENT	445,916.32	209,845.97	-	73,548.01	-	582,214.28
301-CAPITAL PROJECTS FUND	1,474,256.29	1,127,410.60	-	2,327,828.40	-	273,838.49
303-WWTP CAPITAL PROJ FUND	-	-	-	-	-	-
305-RIVERBOAT FOUND CAP PROJ	588,609.77	330,631.65	-	76,980.00	-	842,261.42
308-INDUSTRIAL DEVELOPMENT	469,288.85	140,078.49	-	74,360.23	-	535,007.11
309-MUNICIPAL BUILDING	-	-	-	-	-	-
310-WELLNESS PARK	119,024.95	185,654.95	-	438,927.86	-	(134,247.96)
311-SIDEWALK REPAIR & REPLACE	131,806.86	771.00	-	50,197.00	-	82,380.86
312-TREE REMOVAL & REPLACE	20,198.59	-	-	2,900.00	-	17,298.59
315-RESIDENTIAL DEVELOPMENT	525,931.88	29,135.42	-	6,822.00	-	548,245.30
317-ARPA CAPITAL PROJECTS	876,257.81	19,914.21	-	143,593.00	-	752,579.02
325-BUILDING & FACILITY MAINT	87,560.83	-	-	-	-	87,560.83
510-MUNICIPAL BAND	8,051.96	2,935.00	-	-	-	10,986.96
520-DOG PARK	4,178.88	-	-	249.75	-	3,929.13
530-TREE COMMITTEE	14,584.57	55.00	-	3,010.45	-	11,629.12
535-NEIGHBORHOOD PRIDE	-	-	-	-	-	-
540-POLICE FORFEITURE	3,631.25	-	-	-	-	3,631.25
541-K-9 PROGRAM	1,726.70	5,002.74	-	696.53	-	6,032.81
545-SAFETY FUND	5,102.33	1,000.00	-	-	-	6,102.33
550-PARK GIFT	99,369.21	1,298.92	-	1,602.52	-	99,065.61
570-LIBRARY GIFT	316,691.26	187,040.38	-	284,792.39	-	218,939.25
580-CEMETERY GIFT	2,023.00	7,480.00	-	7,480.00	-	2,023.00
590-CABLE COMMISSION	-	-	-	-	-	-
600-WATER UTILITY	511,522.13	1,242,501.59	-	931,998.83	121.07	822,145.96
601-WATER DEPOSIT FUND	32,295.00	10,050.00	-	10,540.00	-	31,805.00
602-WATER SINKING	-	36,290.00	-	36,290.00	-	-
603-WATER CAPITAL PROJECTS	-	1,681,943.67	-	1,681,943.67	-	-
610-SANITARY SEWER	478,609.98	1,402,715.25	-	954,610.01	144.07	926,859.29
612-SEWER SINKING	-	110,363.75	-	110,363.75	-	-
613-SEWER CAPITAL PROJECTS	-	-	-	-	-	-
670-SANITATION	122,798.78	397,238.51	-	342,699.33	-	177,337.96
910-LIBRARY TRUST	-	-	-	-	-	-
950-SELF INSURANCE	545,813.94	48,095.54	-	35,367.87	-	558,541.61
951-UNEMPLOYMENT SELF INS	77,725.61	3,715.77	-	2,257.00	-	79,184.38
TOTAL BALANCE	9,778,807.50	13,237,040.46	-	13,228,626.34	(587.36)	9,787,808.98

Cash in Bank - Pooled Cash

		Interest Rate
Wash St. Bank - Operating Account	3,313,997.08 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	-
Cash in Drawer	350.00	N/A
Investment In IPAIT	593,339.20	0.20%
Wash St. - Farm Mgmt Acct	218,226.48	-
Wash St Bank - CD 1/14/2019	530,653.46	0.65%
Wash St Bank - CD 08/30/2018	272,373.85	0.65%
Wash St Bank - ISC Account	4,858,868.91	4.25%
TOTAL CASH IN BANK	9,787,808.98	

(1) Washington State Bank	3,386,349.75
Outstanding Deposits & Checks/Wages payable	(72,352.67)
TOTAL	3,313,997.08

MEMORANDUM

DATE: February 8, 2024
TO: Deanna McCusker, City Administrator
FROM: Mark Culver, Housing Specialist
RE: Contractor Final Payment Request

Enclosed please find the required paperwork to authorize contractor payment for the house at:

424 E Washington Street (Burdock)

I approve the payment request in the amount of **\$27,003.00**

Please cut a check in the amount of \$27,003.00 and Mail to me as the contractor still needs to sign paperwork.

***The enclosed “Final Payment Request” and Change order documents require a signature and is marked with a “sign here” tab. After you have signed the documents please make a copy for your records and then return the originals to me with a copy of the check to the contractor.**

Thank you,



Mark Culver
East Central Iowa Council of Governments
319-289-0061

CITY OF WASHINGTON HOUSING REHABILITATION PROGRAM

Homeowner Name: Edward Burdock
Address: 424 E Washington Street
 Washington, IA 52353

Contractor Name: Stumpf Construction Services, Inc.
Address: 2975 HWY 22
 PO Box 130
 Riverside, IA 52327
Phone: 319-981-1033

FINAL PAYMENT REQUEST

Final Items Completed:		\$30,202.00
New Change Order Total:		(\$3,199.00)
Total:		\$27,003.00
Add Retainage 10%		\$0.00
Final Payment Due:		\$27,003.00

Payment Summary	Partial Payment	\$0.00
	Final Payment:	\$27,003.00
	Total Payment:	\$27,003.00
\$30,202.00	(\$3,199.00)	\$27,003.00
Original Contract +	Total Change Orders =	Total Payment

The undersigned contractor certifies that all work is completed in regards to this request for payment in accordance with the contract documents and that all work to date was inspected.

General Contractor: _____ **Date:** _____

A property inspection has been made and the work completed to date meets my satisfaction in accordance with the construction contract. I authorize the release of payment.

Property Owner: *Edward Burdock* **Date:** 02/05/24

Approved by the
ECICOG Project Administrator: _____ **Date:** 2-5-24

Housing Inspector: _____ **Date:** 2-5-24

Grantee (City) Representative: _____ **Date:** _____

CHANGE ORDER HOUSING REHABILITATION PROGRAM

CHANGE ORDER #: 1

CHANGE ORDER DATE: 1/30/24

OWNER: Edward Burdock
 ADDRESS: 424 E Washington Street
Washington, IA 52353

The following change(s) is (are) authorized:


	COST
Secured east pillar to prevent movement	1,270.00
Contractor was able to make repairs with replacing less bricks than anticipated	-4,469.00
TOTALS	-3,199.00

Reasons: Less work was needed on the pillar in the work specs. Additional work was done to prevent further damage to the east pillar.


There shall be: \$ 3,199.00 Credit
 \$ _____ Extra Charge
 \$ _____ No Cost Change

Original Bid: \$ 30,202.00
 Change Order Cost: \$ -3,199.00
 Total Job Cost: \$ 27,003.00

Signatures

Property Owner: 

Gen. Contractor: _____

Housing Inspector: 

City Rep.: _____



AIA Document G701[®] – 2017

Change Order

PROJECT: *(Name and address)*
Washington Public Library
115 W. Washington St.
Washington, IA 52352

CONTRACT INFORMATION:
Contract For: General Construction
Date: 09.05.2023

CHANGE ORDER INFORMATION:
Change Order Number: 004
Date: 02.05.2024

OWNER: *(Name and address)*
Washington Public Library
215 E. Washington St.
Washington, IA 52353

ARCHITECT: *(Name and address)*
FEH Design
604 East Grand Avenue
Des Moines, IA 50309

CONTRACTOR: *(Name and address)*
Reed Construction, LLC
2825 262nd Street
De Witt, IA 52742

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Replace existing floor cleanout in Podcast Room 05 to match new one in Pottery Room. Break up floor and replace flooring around it.

The original Contract Sum was	\$ 400,360.00
The net change by previously authorized Change Orders	\$ 1,885.17
The Contract Sum prior to this Change Order was	\$ 402,245.17
The Contract Sum will be increased by this Change Order in the amount of	\$ 682.00
The new Contract Sum including this Change Order will be	\$ 402,927.17

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be 03.30.2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

FEH Design

ARCHITECT *(Firm name)*
T. Robert Bartlett

SIGNATURE
 Robert Bartlett, Architect

PRINTED NAME AND TITLE
 02.05.2024

DATE

Reed Construction, LLC

CONTRACTOR *(Firm name)*
Brandon Reed

SIGNATURE
 Brandon Reed, President

PRINTED NAME AND TITLE
 02/06/2024

DATE

Washington Public Library

OWNER *(Firm name)*

SIGNATURE
 Millie Youngquist, Mayor Pro Tem

PRINTED NAME AND TITLE

DATE

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISOR EDITION

ALA DOCUMENT G702/Cma

TO OWNER: City of Washington
 215 E. Washington Street
 Washington, Iowa 52353

VIA ARCHITECT:

CONTRACTOR: Reed Construction LLC
 2317 Grant Street
 Bettendorf, Iowa 52722

MAILING ADDRESS: PO Box 473, DeWitt, Iowa 52742

FEH Design
 604 East Grand Avenue
 Des Moines, Iowa 50309

WASHINGTON Public Library Makerspace

APPLICATION NUMBER: 5
PERIOD TO: 02/12/24
PROJECT NOS.: 2023202

CONTRACT DATE: 09/05/23

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in accordance with the Contract. Continuation Sheet, ALA Document G703, is attached.

1. **ORIGINAL CONTRACT SUM** \$400,360.00
2. **Net Change By Change Orders.....** \$2,567.17
3. **CONTRACT SUM TO DATE** (Line 1 +2)..... \$ 402,927.17
4. **TOTAL COMPLETED & STORED TO DATE.....** \$298,834.42
 (Column G on G703)
5. **RETAINAGE:**
 - a. 5% % of Completed Work \$14,941.72
 (Columns D & E on G703)
 - b. 0% % of Stored Material \$0.00
 (Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column I of G703) \$14,941.72
6. **TOTAL EARNED LESS RETAINAGE.....** \$283,892.70
 (Line 4 less Line 5 Total)
7. **LESS PREVIOUS CERTIFICATES FOR PAYMENT**
 (Line 6 from prior Certificate) \$222,869.45
8. **CURRENT PAYMENT DUE** \$67,037.93
9. **BALANCE TO FINISH, INCLUDING RETAINAGE**
 (Line 3 less Line 6) \$ 119,034.47

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$3,145.67	(\$1,260.50)
Total Approved this Month	\$682.00	\$0.00
TOTALS	\$3,827.67	(\$1,260.50)
NET CHANGES by Change Order		\$2,567.17

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Reed Construction LLC

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the documents to which this certificate is attached and not the truthfulness, accuracy, or validity of that document.

By: [Signature] Date: 02/12/24

State of Iowa County of Clinton

Subscribed and sworn before me on this 12th day of February, 2024 by: Brandon Reed proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Notary: [Signature] My Commission Expires: 4/17/2024

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

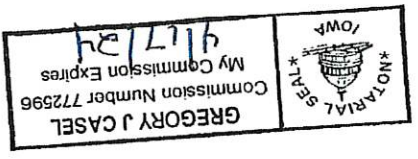
AMOUNT CERTIFIED..... \$ 67,037.93

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

ARCHITECT:

By: [Signature] Date: 02.14.24

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



CONTINUATION SHEET - Schedule of Values

AIA DOCUMENT G703

PAGE - 2 OF 2

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NO: 5
 APPLICATION DATE: 02/12/24
 PERIOD TO: 02/12/24
 ARCHITECT'S PROJECT: NO: 2032202

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	01-00 General Conditions	\$91,340.00	\$77,639.00	\$4,600.00		\$82,239.00	90%	\$9,101.00	\$4,111.95
2	02-4119 Selective Demo	\$13,012.00	\$13,012.00	\$0.00		\$13,012.00	100%	\$0.00	\$650.60
3	06-1053 Backing	\$500.00	\$500.00	\$0.00		\$500.00	100%	\$0.00	\$25.00
4	06-4116 Cabinet	\$8,923.00	\$8,923.00	\$0.00		\$8,923.00	100%	\$0.00	\$446.15
5	06-4116 Labor	\$2,779.00	\$2,779.00	\$0.00		\$2,779.00	100%	\$0.00	\$138.95
6	07-2100 Insulation Material	\$1,500.00	\$1,500.00	\$0.00		\$1,500.00	100%	\$0.00	\$75.00
7	07-2100 Insulation Labor	\$1,500.00	\$1,500.00	\$0.00		\$1,500.00	100%	\$0.00	\$75.00
8	08-1113-1416-7100 Door Material	\$9,974.00	\$2,493.50	\$4,490.00		\$6,983.50	70%	\$2,990.50	\$349.18
9	08-113-1416-7100 Door Labor	\$6,875.00	\$1,718.75	\$5,156.25		\$1,718.75	100%	\$5,156.25	\$85.94
10	08-4113-4413-8000 Glazing/ASF Material	\$10,698.00	\$0.00	\$10,698.00		\$10,698.00	100%	\$0.00	\$534.90
11	08-4113-4413-8000 Labor	\$10,698.00	\$0.00	\$10,698.00		\$10,698.00	100%	\$0.00	\$534.90
12	09-2216-2900 Framing/Drywall Material	\$10,050.00	\$10,050.00	\$0.00		\$10,050.00	100%	\$0.00	\$502.50
13	09-2216-2900 Framing/Drywall Labor	\$23,610.00	\$23,610.00	\$0.00		\$23,610.00	100%	\$0.00	\$1,180.50
14	09-6513-6519-6813 Flooring	\$21,922.00	\$0.00	\$21,922.00		\$21,922.00	100%	\$0.00	\$1,096.10
15	09-5113/10-1124 Ceilings/ Sound Panels	\$3,562.00	\$0.00	\$0.00		\$0.00		\$3,562.00	\$0.00
16	09-5113/10-1124 Labor	\$9,974.00	\$0.00	\$0.00		\$0.00		\$9,974.00	\$0.00
17	09-9123 Paint	\$2,140.00	\$0.00	\$0.00		\$0.00		\$2,140.00	\$0.00
18	10-1400 Signage	\$800.00	\$0.00	\$0.00		\$0.00		\$800.00	\$0.00
19	11-5213 Green Screen	\$1,500.00	\$0.00	\$0.00		\$0.00		\$1,500.00	\$0.00
20	12-3661 Stone Tops	\$4,633.00	\$4,633.00	\$0.00		\$4,633.00	100%	\$0.00	\$231.65
21	21-0517-0518-0553-1313 Fire Suppression	\$4,632.00	\$4,632.00	\$0.00		\$4,632.00	100%	\$0.00	\$231.60
22	21-0517-0518-0553-1313 Fire Suppression Labor	\$4,100.00	\$2,925.00	\$1,175.00		\$2,925.00	100%	\$0.00	\$205.00
23	22-0000 Plumbing Material	\$4,100.00	\$2,925.00	\$1,175.00		\$2,925.00	100%	\$0.00	\$146.25
24	22-0000 Plumbing Labor	\$14,985.00	\$10,000.00	\$4,985.00		\$14,985.00	100%	\$0.00	\$749.25
25	23-0000 HVAC Material	\$14,985.00	\$10,000.00	\$4,985.00		\$14,985.00	100%	\$0.00	\$749.25
26	23-0000 HVAC Labor	\$59,003.00	\$34,585.00	\$24,418.00		\$34,585.00	58%	\$24,418.00	\$1,729.25
27	26-0000/27-0000/28-0000 Electrical/CommIS	\$59,003.00	\$7,815.00	\$0.00		\$7,815.00	13%	\$51,188.00	\$390.75
28	26-0000/27-0000/28-0000 Labor	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
29		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
30		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
31		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
32		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
33		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
34		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
35		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
36		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
37		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
38		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
SUB TOTALS:		\$400,560.00	\$332,714.25	\$69,844.25	\$0.00	\$296,267.25	74%	\$104,092.75	\$14813.36
Change Orders									
	CO No. 001	\$1,360.70	\$1,360.70	\$0.00		\$1,360.70		\$0.00	\$68.04
	CO No. 002	\$1,784.97	\$1,784.97	\$0.00		\$1,784.97		\$0.00	\$89.25
	CO No. 003	(\$1,260.50)	(\$1,260.50)	\$0.00		(\$1,260.50)		\$0.00	(\$63.03)
	CO No. 004	\$682.00	\$0.00	\$682.00		\$682.00		\$0.00	\$34.10
CHANGE ORDER TOTALS:		\$2,567.17	\$1,885.17	\$682.00	\$0.00	\$2,567.17	100%	\$0.00	\$128.35
GRAND TOTALS		\$402,927.17	\$234,599.42	\$70,566.25	\$0.00	\$298,834.42	74%	\$104,092.75	\$14,941.72

WAIVER OF MECHANIC'S LIEN

The undersigned, having furnished material or labor for, or performed labor upon, a building or land for improvement, alteration or repair thereof, situated on or being real estate described as:

Washington Public Library Markerspace

For and in consideration of the sum of \$33,835.68

(Thirty three thousand eight hundred thirty five dollars and sixty eight cents)

and other valuable consideration, the receipt of which is hereby acknowledged, does hereby waive and release any and all liens, and rights or claim of rights to file and establish a mechanic's lien against the above described premises, for material furnished or labor performed through the 22nd day of January, 2024.

Reed Construction LLC, 2317 Grant St., Bettendorf, IA 52722 (Mailing: PO Box 473, DeWitt, IA 52742)

Company

X [Signature]
Owner

1/22/2024
Date

Witnessed By:

[Signature]
Signature of Witness

Susan Reed
Name (Print)

1/22/2024
Date

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



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

WWTP MEMORANDUM

TO: CITY COUNCIL, MAYOR, AND CITY ADMINISTRATOR

FROM: JASON WHISLER WASTE WATER SUPERINTENDENT

SUBJECT: SCADA SUPPORT CONTRACT

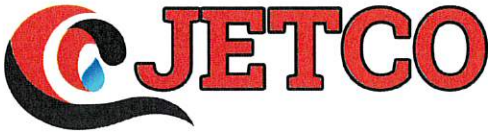
DATE: THURSDAY FEBRUARY 15TH

OUR 3 YEAR CONTRACT WITH JETCO INC. THAT COVERS ALL LICENSING AND TECH SUPPORT IS DUE FOR RENEWAL. THIS CONTRACT IS BUDGETED FOR WITH MONEY AVAILBLE FOR IN ACCOUNT 610-6-8015-6350. I HAVE INCLUDED THE CONTRACT FOR YOUR REVIEW.

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, PLEASE LET ME KNOW AS I WILL NOT BEABLE TO ATTEND THE FEBUARY 20TH MEETING.

THANK YOU

JASON WHISLER



Jetco SCADA System Support Contract Terms and Conditions
Customer: City of Washington, IA Wastewater Treatment Plant
Term of Contract: 3-year
Year 1: 1/22/2024 thru 1/22/2025
Year 2: 1/22/2025 thru 1/22/2026
Year 3: 1/22/2026 thru 1/22/2027

Computer and Network Hardware:

SCADA Computer:

The Dell Hardware warranty for the current SCADA Computer expired. On behalf of the City of Washington WWTP Jetco will purchase an extended warranty covering the 3 years of the contract. All new SCADA Computer Hardware shall be covered under Dell Hardware warranty for the duration of the contract. No upgrades will be provided during this contract period.

Sonic Wall VPN/Firewall Hardware: (Remote Login Equipment)

Sonic Wall Hardware will not be upgraded during this contract period.

Software Support and Upgrades:

Jetco shall purchase and maintain a software support contract with Wonderware on behalf of the City of Washington, IA WWTP. This support contract shall include at no additional cost any software upgrades, patches or fixes that are available during the support contract period. If software upgrades are necessary Jetco shall make 1-trip per year to the customer's facility and install available Wonderware Software upgrades. The software support contract shall cover the following licenses:

InTouch 2014R2 Runtime 2000 Tag with I/O SN: 1314913-2

Historian 2014R2 Standard, 500 Tag: SN: 1268503-2

Wonderware Historian Client Per Device: SN: 1790239-1

Win-911 Alarm Notification Software CCS# 17A00917 for license #8010294

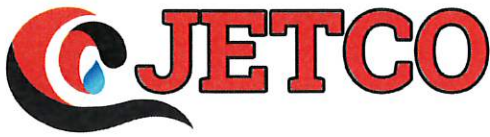
NOTE: Wonderware Software Upgrades that would require an upgrade to the current computer hardware or Windows Operating Systems would need to be evaluated before the installation process occurs. Upgrades to current Computer Hardware and Windows Operating Systems are NOT included during the contract period.

Database Back-up Services:

Jetco shall purchase and maintain a cloud based back-up service contract on behalf of the City of Washington, IA WWTP. Jetco shall configure this service from the SCADA Computer that contains the Historian Database. The back-up shall be configured to back-up the database, Offline PLC Programs, and System Reports on a daily basis. Jetco shall monitor the status of the back-up system via remote access.

Remote Troubleshooting Services for the SCADA PC, PLC and Instrumentation systems:

During the contract period Jetco shall provide up to (6) remote troubleshooting service calls each year. Each individual call can be up to 1 hour in length. If call exceeds more than 1 hour or if more than (6) calls are performed in 1-year Jetco reserves the right to invoice the City for the time and/or dispatch a field technician to the facility at Jetco's current service rates. All remote troubleshooting services shall be documented via email to the City. Please note that only PLC's connected to the treatment plant network can be accessed remotely. PLC's located at Water Towers, Booster Stations, Lift Stations or other remote sites are not accessible from this remote connection.



Full 3-year Jetco Warranty on all Computer/Network Hardware and Software

Warranty shall cover:

- Hardware failures due to manufacturer's defects/failures for the computer workstation, monitor, keyboards, mouse and Sonic Wall VPN/Firewall.
- Software failures due to configuration or manufacturer issues
- Labor and travel expenses for Jetco Technician to make repairs due to any of these failures. Jetco reserves the right to attempt remote login troubleshooting and/or repair if possible.

Warranty SHALL NOT cover:

- Hardware failures due to misuse or mishandling by city personnel.
- Hardware failures due to power surges, power failures, lightning, floods, storm damage, or any other acts of nature.
- Computer Workstation UPS Units.
- Printers
- Damage resulting from computer virus infections.
- Hardware or Software problems or failures as a result of customer installing additional software or hardware on the computer workstation or on the network.



Pricing and Payment Terms:

- A. Support Contract Year 1 1/22/2024 thru 1/22/2025: \$ 8,187.00
- B. Support Contract Year 2 1/22/2025 thru 1/22/2026: \$ 8,433.00
- C. Support Contract Year 3 1/22/2026 thru 1/22/2027: \$ 9,402.00

Payment Terms: Net 30 from date of invoice.

- Items A: Invoiced at start of contract Year 1.
- Item B: Invoiced at start of contract Year 2.
- Item C: Invoiced at start of contract Year 3.

Contract Acceptance and Date:

Accepted by:

Date: _____

Jetco Inc.

Name (printed): _____ Title: _____

Signature: _____

City of Washington, IA

Name (printed): _____ Title: _____

Signature: _____

Sincerely,

John M. Whitacre, President

JETCO, INC
TERMS AND CONDITIONS

General:

1. *Proposal Valid for 30 days. Any orders received after 30 days will be evaluated for manufacturer's price increases. Due to the global material shortages, supply chain and delivery issues manufacturer price increases have become much more frequent and can occur at any time.*
2. *Project must be released for Jetco, Inc. production within 12 weeks from date submittals are transmitted to the customer. Orders released to production after 12 weeks are subject to pricing increase.*
3. *Due to all manufacturers having global material shortages, supply chain and delivery issues. Equipment lead times are estimated at time of proposal and are subject to change at any time. These issues are beyond Jetco's control and Jetco shall not be held responsible for any project completion delays.*
4. *Jetco Control Panels shall be supplied with Jetco standard OEM Panel components, which includes, but not limited to: Terminal blocks, breakers, relays, wiring, etc.*
5. *Only Electronic Submittals/Re-submittals will be supplied, during the engineer approval process. Pricing for hard copies can be supplied upon request.*
6. *O&M's will be supplied at the end of the project only. No Preliminary O&M's shall be supplied. Once the project has been completed or near completion. (1) Electronic O&M will be supplied for engineer approval. Once approved, Hard Copies will be supplied as required per the project specifications.*
7. *Proposed Cable lengths are shown with proposed Equipment. If additional cable is required, please add the additional costs below to the proposal amount:*
 - o *Flow Meter: \$80 for each additional 10 ft.*
 - o *Transducers/Floats: \$60 for each additional 10 ft.*
 - o *Fiber/Antenna Coax LMR400/600: \$40 for each additional 10 ft.*
 - o *Misc.: Additional cable can be quoted upon request.*
8. *Equipment Cable lengths must be confirmed by the installing personnel/contractor within 4 weeks of engineer approval of equipment. Items cannot be ordered until cable lengths are confirmed. Any equipment confirmed after the 4 weeks are subject to pricing increase.*

Excludes the following, unless specifically listed in Jetco proposal:

1. *State or Local Sales Tax, Project Bonding*
2. *Labor or Materials for any electrical or mechanical installation.*
3. *Utility Metering CT/PT Cabinets or Utility Transformers.*
4. *Generators, Transfer Switches, or Switchgear.*
5. *Electrical disconnects, control stations, or junction boxes.*
6. *Control Panels and/or Instrumentation.*
7. *Telecom data outlets, Phone Systems, or DMARC boxes.*
8. *Electrical lighting and/or lighting controls.*
9. *Cord and/or Kellum Grips for factory cables such as pumps, floats, transducers, sensors, etc.*
10. *HVAC Equipment and/or controls.*
11. *Photo Voltaic System*
12. *Solenoid Valves*
13. *Process Equipment/Controls/Instruments specified to be provided by the manufacturer.*
14. *Pumps/Motors, valves/gates, valve/gate actuators or process piping.*
15. *Pump, Blower, or Motor Monitoring relays shall be provided by the manufacturer. If shown to be wired into Jetco provided MCC or Control Panel these items will need to be shipped to Jetco for installation.*
16. *Data Cabling: Any network connections or cables between control panels and remote equipment.*
17. *Fiber Optic Cables, Fiber boxes, Fiber jumpers, Fiber termination and testing.*
18. *Electrical Gear Power Study*
19. *Spare parts and/or maintenance tools*
20. *End user Calibration/testing equipment.*
21. *Installation of Antenna, Coax Cabling, and conduit masts.*

RESOLUTION NO. 2024

-

A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED PROPERTY TAX LEVY FOR THE FISCAL YEAR 2024-2025 BUDGET

WHEREAS, the State of Iowa has made changes to the property tax law, which includes a consolidation of levies and creation of a newly defined adjusted city general fund levy; and,

WHEREAS, the levy limitation is based on property tax valuation growth “tiers”; and,

WHEREAS, the new property tax law requires the city to provide a report to the Iowa Department of Management (DOM) by March 15 with our tax levy information; and,

WHEREAS, the Council wishes to proceed to a public hearing on the proposed levies, as required by the Iowa Code.

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

Section 1. The City Council hereby sets a public hearing for Tuesday, April 2, 2024 at 6PM on the proposed property tax levy for the FY25 budget.

Section 2. The City Clerk is hereby directed to publish notice of said hearing in substantially the manner of the attached notice in the Southeast Iowa Union and on the City website as required by law.

PASSED AND APPROVED this 20th day of February, 2024.

Millie Youngquist, Mayor Pro Tem

ATTEST:

Amanda Waugh, City Clerk

*Millie Youngquist, Mayor Pro Tem
Kelsey Brown, Finance Director
Amanda Waugh, 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*

February 14, 2024

To: Mayor & City Council
Cc: Kelsey Brown, Finance Director
Amanda Waugh, City Clerk

From: Deanna McCusker
City Administrator

Re: Setting the Public Hearing Date for the Proposed Tax Levy for FY25

Reminder we will set the public hearing date for April 2nd at 6:00 p.m. This can be the only item on the agenda for that meeting. We will then adjourn that meeting and start the regular April 2nd meeting. A hearing notice will be published and also added to our website and social media accounts on that publication date.

We will also have a budget hearing where the entire FY25 budget gets reviewed and approved as a special meeting on April 23. This is due to the publication requirements of the notices and meetings and when the budget hearing can be set.

CITY OF WASHINGTON, IOWA
RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA
APPROVING THE APPLICATION(S) FOR THE PURPOSE OF RECEIVING BENEFITS
FROM THE WASHINGTON COUNTY RIVERBOAT FOUNDATION.

WHEREAS, the Washington County Riverboat Foundation has grant funds available that target Community Development and Beautification, Economic Development, Arts and Education, Human and Social Needs, and

WHEREAS, the Washington County Riverboat Foundation has a grant application cycle that ends - March 15, 2024 and

WHEREAS, the City of Washington is supportive of these targets for improvements to the community and County, and

WHEREAS, one or more applications from the City of Washington, and/or from organizations with projects that will take place on municipal property, will be submitted to the Washington County Riverboat Foundation by the March 15, 2024 deadline,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Washington, Iowa that the City of Washington authorizes the following grant applications to be submitted to the Washington County Riverboat Foundation for the March 15, 2024, application cycle:

1. Washington Police Department -- Take-Home Patrol Unit Program
- 2.
- 3.

Passed and adopted this 20 day of February 2024.

Mayor

Millie Youngquist, Mayor Pro Tem

ATTEST:

City Clerk
Amanda Waugh



Washington Police Department

James Lester, Chief of Police

215 East Washington Street

Washington, Iowa 52353

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

February 16, 2024

Rhonda Hill
Administrative Assistant

Lyle Hansen
Lieutenant

Shamus Altenhofen
Lieutenant

Jason Chalupa
Sergeant

Benjamin Altenhofen
Sergeant

Brian Van Willigen
Investigator

Eric Kephart
K-9 Handler

Seth Adam
Police Officer

Mia Brdecka
Police Officer

Colton Schneider
Police Officer

Devin Fraise
Police Officer

To: Washington City Council
Cc: City Administrator Deanna McCusker
Finance Director Kelsey Brown

Ref.: Washington County Riverboat Foundation Spring Grant Request

The Police Department is requesting City Council approval and support of a WCRF 2024 Spring Grant to initiate a Take-Home Patrol Unit Program. The Spring application process ends March 15, 2024.

Law enforcement agencies throughout the country are struggling to recruit and retain quality police officers. As both a recruitment and retention tool, officers of the Washington Police Department have expressed interest in a take-home patrol unit program. Utilizing a take-home program has many significant benefits for the city.

The initial cost for the program is substantial, but research and agencies with similar programs report an overall decrease in maintenance costs when patrol cars are not in operation 24/7. In addition, officers having the ability to respond from their homes immediately to the scene in a marked patrol unit increases officer and community safety.

Though we are in the early stages of the process, the first step is City Council approval of the attached Resolution authorizing the Police Department to make application to the WCRF for our Take-Home Patrol Unit Program.

Respectfully submitted,


Jim Lester
Chief of Police

RESOLUTION NO. 2023-_____

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK FOR THE CITY OF WASHINGTON, IOWA

WHEREAS, from time to time, updates are required to be made to the Employee Handbook to provide a better working environment, so the following changes need to be made:

Chapter 30. Longevity Pay.

Employees shall, in addition to their regular compensation, be paid longevity pay for each two year increment of continuous City employment in an eligible employment status, according to the attached schedule. Longevity Pay will be payable each year on the payroll following the employee's anniversary date. This updated longevity schedule will be effective July 1, 2024.

EXCEPTIONS:

Regular Part-Time: Provisions not applicable.

Temporary: Provisions not applicable.

Chapter 17. Vacations.

Salary employees who earn three weeks of vacation time per year may "sell back" to the city up to one week of such time per year. Employees who earn four (4) weeks of vacation time per year may "sell back" to the city up to two (2) weeks of such time per year. Employees who earn five (5) weeks of vacation time per year may "sell back" to the city up to three (3) weeks of such time per year.

EXCEPTIONS:

Regular Part-Time: Provisions not applicable.

Temporary: Provisions not applicable.

Police: Requirements as outlined in the December 2023 employee handbook.

Public Works Union: Requirements as outlined in union contract.

Fire Department Drivers/Pump Operators: Same provisions as provided herein, except pro-rated based on the 24-hour shift/4 day rotation schedule.

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

Section 1: The City Council hereby approves the Employee Handbook with the referenced changes as reflected in the attached Personnel Manual.

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

PASSED AND APPROVED this 20th day of February, 2024.

Millie Youngquist, Mayor Pro Tem

ATTEST:

Amanda Waugh, City Clerk

CHAPTER 30

LONGEVITY PAY

Employees shall, in addition to their regular compensation, be paid longevity pay for each three-year increment of continuous City employment in an eligible employment status, according to the following schedule:

Years of Service	3	6	9	12	15	18	21+
\$ per Month	\$ 12.50	\$ 25.00	\$ 37.50	\$ 50.00	\$ 62.50	\$ 75.00	\$ 87.50
\$ per Year	\$ 150.00	\$ 300.00	\$ 450.00	\$ 600.00	\$ 750.00	\$ 900.00	\$ 1,050.00

EXCEPTIONS:

Regular Part-time: Provisions not applicable.

Temporary: Provisions not applicable.

.....

PROPOSED CHANGES:

Years of Service	3	5	7	9	12	15	18	21	25	30+
\$ Per Year	\$250	\$500	\$750	\$1,000	\$1,250	\$1,500	\$1,750	\$2,000	\$2,500	\$3,000

Payable each year on the last payroll in November.

Current Longevity Costs = \$21,300 Proposed Change FY24-25 = \$42,250

Difference of \$20,950 or \$1,905 for each of the 11 Departments

*Millie Youngquist, Mayor Pro Tem
Kelsey Brown, Finance Director
Amanda Waugh, 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*

February 16, 2024

To: Mayor & City Council
Cc: Kelsey Brown, Finance Director
Amanda Waugh, City Clerk

From: Deanna McCusker
City Administrator

Re: Changes to the employee handbook

The resolution amending the employee handbook stems from the change proposed to the longevity. The change to the longevity schedule is included in the FY25 budget. The longevity will be paid out annually on the payroll following the employee's anniversary date instead of the end of November since the payroll software is currently set up on anniversary date. Reminder the increase to the longevity pay and schedule is to show our appreciation for long term employees and to retain them and as a recruiting tool for new employees.

The proposed change to the vacation "sell back" is due to salary employees that are unable to take all their available vacation time each year. And since those salary employees don't receive other benefits, such as overtime, they should be able to "sell back" vacation sooner. This proposed change affects seven salary employees and mirrors what was approved recently for the police department.

RESOLUTION NO. 2024-____

A RESOLUTION ENDORSING AN APPLICATION TO THE WASHINGTON COUNTY RIVERBOAT FOUNDATION FOR GRANT FUNDS

WHEREAS, the current outdoor warning sirens in the County are owned and maintained by the cities; and,

WHEREAS, it would be beneficial for the Emergency Management Commission to take over the maintenance of the outdoor warning sirens and to replace the sirens; and,

WHEREAS, the Emergency Management Commission has published an RFP for replacement of all outdoor warning sirens with bids being opened on February 21, 2024; and,

WHEREAS, the Emergency Management Commission wishes to apply for funds from the Washington County Riverboat Foundation to assist with the costs of the upgrade; and,

WHEREAS, it is necessary for the cities in Washington County to support the project and to provide matching funds.

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

Section 1. The City Council endorses the submission of an application by the Emergency Management Commission for the competitive grant funds to the Washington County Riverboat Foundation for replacement of the outdoor warning sirens.

Section 2. The City Council states its commitment of \$15,000 in local matching funds from the City of Washington for the project.

PASSED AND APPROVED this 20th day of February, 2024.

Millie Youngquist, Mayor Pro Tem

ATTEST:

Amanda Waugh, City Clerk

*Millie Youngquist, Mayor Pro Tem
Kelsey Brown, Finance Director
Amanda Waugh, 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*

February 16, 2024

To: Mayor & City Council
Cc: Kelsey Brown, Finance Director
Amanda Waugh, City Clerk

From: Deanna McCusker
City Administrator

Re: Resolution Endorsing an Application to the Riverboat Foundation for Outdoor
Warning Sirens

Marissa, Emergency Management Coordinator plans to submit the grant application on March 1st. Therefore, this needs to be discussed and approved at this meeting. Replacing all of the sirens and adding some additional locations for outdoor warning sirens is a necessity to keep the residents of Washington County safe during an emergency. It would be beneficial having the County assume the maintenance on the sirens also.

The local match that is being required of all the cities in the County can come from our ARPA funds. We will just reduce the amount by \$15,000 that is being transferred to the Sewer Fund for the Egg Sewer Basin evaluation, since this project will benefit everyone in the City of Washington.

I would recommend that Council approve this grant application and the local matching funds for the application.

ORDINANCE NO. 1159

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 50.10 OPERABLE VEHICLES

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

SECTION 1. Amending Paragraph. Operable vehicles, trailers, materials, supplies or related equipment for personal use may be parked or stored outside only if placed in a rear yard area, or side yard if such vehicle is parked or stored on an all-weather surfaced area and such parking area shall be accessed via an all-weather surfaced area.

It shall be prohibited to park or store vehicles, trailers, materials or equipment under this section which:

1. Constitute a nuisance pursuant to this Code;
2. Meets the definition of a commercial vehicle pursuant to Section 321.1(11) of the Code of Iowa as amended;
3. Meets the definition of a motor home pursuant to Section 321.1(36D)(d), as amended; or
4. Meets the definition of motorsports recreational vehicle pursuant to Section 321.1(36D)(e), as amended.

For the purposes of this Section, the number of vehicles, trailers, or related equipment that can be parked or stored in a required rear yard or side yard under this section shall be limited to two (2) allowable vehicles, trailers, supplies or related materials.

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

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

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

PASSED AND APPROVED this ____ day of March, 2024.

Millie Youngquist, Mayor Pro Tem

ATTEST:

Amanda Waugh, City Clerk

Approved on First Reading: _____
Approved on Second Reading: _____
Approved on Third and Final Reading: _____

I certify that the foregoing was published as Ordinance No. 1159 on the ____ day of March, 2024.

City Clerk

*Millie Youngquist, Mayor Pro Tem
Kelsey Brown, Finance Director
Amanda Waugh, 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*

February 16, 2024

To: Mayor & City Council
Cc: Kelsey Brown, Finance Director
Amanda Waugh, City Clerk

From: Deanna McCusker
City Administrator

Re: Ordinance Amending Chapter 50.10 Operable Vehicles

This ordinance is updating Code Section 50.10 Operable Vehicles. After reviewing this section recently it was discovered that wording was incorrect. The Code section also needed to be more detailed and specific in relation to what is allowable to be parked and the surface of the parking or storage spot. We also are making it required that the parking or storage area must be accessible via an all-weather surfaced area.

By implementing this updated ordinance it will hopefully help alleviate some of the nuisance issues with parking on yards and create a more pleasant community.

The City Attorney reviewed the draft ordinance and recommended some additions to the ordinance to provide additional clarity.