



AGENDA OF THE REGULAR SESSION OF THE  
COUNCIL OF THE CITY OF WASHINGTON, IA  
TO BE HELD IN THE  
**COUNCIL CHAMBERS**  
**215 E. WASHINGTON STREET**  
AT 6:00 P.M., TUESDAY, August 3, 2021

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, August 3, 2021 to be approved as proposed or amended.

**Consent:**

1. Council Minutes July 20, 2021
2. Enos Yoder, Demolition of House 314 and 320 North C, \$7,500.00
3. Garden & Associates, Construction Administration and Staking, Wellness Park Completion, \$415.00
4. Garden & Associates, Acquisition Plats in Sections 29 and 30-75-17, \$4,527.25
5. Garden & Associates, Business Park Subdivision Phase 2, \$1,244.75
6. Garden & Associates, 2021 Sealcoat Improvements, \$379.00
7. Garden & Associates, Reconstruction of Adams Street, \$4,801.00
8. Garden & Associates, South E Avenue Street Reconstruction, \$1,679.00
9. Iowa Municipalities Workers' Compensation Association, Installment 2 – Work Comp. Premium 21-22, \$6,921.00
10. United Rentals, Scissor Lift – 2015 Skyjack 4626, \$9,694.00
11. Dolgencorp, LLC – Dollar General Store #2237, 1506 East Washington St., Class C Beer Permit, Class B Wine Permit, Sunday Sales (**renewal**)
12. Mi Pueblo Real #2, 1021 W. Madison, Class C Liquor License, Sunday Sales (**renewal**)
13. Department Reports

**Claims Report**

- Claims for August 3, 2021
- Financial Report

## **SPECIAL EVENT REQUEST**

- Washington Public Library Fall Reading Programs – September 17<sup>th</sup>, Oct. 1<sup>st</sup> & 15<sup>th</sup>

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

## **NEW BUSINESS**

1. Discussion & Consideration of Grant Writing Services for 2021 Assistance to Firefighters Grant (Steve Meyer Consulting LLC)
2. Discussion & Consideration of a Resolution Amending the Personnel Policies
3. Discussion & Consideration of Resolution Declining to Exercise Extraterritorial Jurisdiction – Wood Property
4. Discussion & Consideration of a Resolution Accepting Pay Application No. 10 and the 2020 North 4<sup>th</sup> Avenue Project as Completed
5. Discussion & Consideration of a Resolution Naming City Personnel Authorized to Access Financial Accounts and Conduct Banking Activities on Behalf of the City of Washington
6. Discussion & Consideration of Amending Resolution 2021-070 Creating and Appointing a City Administrator Search Committee
7. Discussion & Consideration of a Resolution Establishing a Unified Commercial Urban Renewal – Bazooka Fund 135
8. Discussion & Consideration of a Resolution Approving an Internal TIF Loan (Wellness Park Project)
9. Discussion & Consideration of a Resolution Setting a Revised General Fund Balance Policy, Establishing a Building Maintenance Fund, and Authorizing Interfund Transfers
10. Discussion & Consideration of a Resolution Accepting Fiscal Year End 2021 Transfers
11. Discussion & Consideration of a Resolution Establishing American Rescue Plans Act Capital Projects Fund 317
12. Discussion & Consideration of First Reading and Possible Adoption of Ordinance Amending Water Rates
13. Discussion & Consideration of Second Reading of an Ordinance Amending Zoning District Boundaries (Rezone Bordwell Property from CCRC to R-2 – P&Z Recommendation)
14. Discussion & Consideration of Second Reading of an Ordinance Amending Zoning District Boundaries (Business Park Phase II Land from C-1 to I-1 and B-2 – P&Z Recommendation)

**DEPARTMENTAL REPORT**

Police Department

City Attorney

City Administrator

**MAYOR & COUNCILPERSONS**

Jaron Rosien, Mayor

Illa Earnest

Steven Gault

Elaine Moore

Danielle Pettit-Majewski

Fran Stigers

Millie Youngquist

**ADJOURNMENT**

## Council Minutes 7-20-2021

The Council of the City of Washington, Iowa, met in Regular Session in the Council Chambers, 215 East Washington Street on Tuesday, July 20, 2021, at 6:00 p.m. Mayor Rosien in the chair.

On roll call present: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist.

Motion by Pettit-Majewski, seconded by Gault, that the agenda for the Regular Session to be held at 6:00 p.m., Tuesday, July 20, 2021, be approved as amended. City Attorney Kevin Olson stated that item 14 of consent agenda may be added per Section 21.4 of the Code of Iowa. Motion carried.

### Consent:

1. Council Minutes July 6, 2021
2. A&R Land Services, Inc., ROW Services Deao Water Easement, \$2,066.08
3. ECICOG, Rehab Grant Administration, \$1,725.00
4. Flora, Wellness Park Landscaping, \$15,075.20
5. FOX Engineering, North 4<sup>th</sup> Avenue Street and Utility Improvements, \$1,185.00
6. FOX Engineering, 2020 Sanitary Sewer Extension, \$4,054.19
7. FOX Engineering, 2021 Water Main Improvements, \$2,000.00
8. Iowa Communities Assurance Pool, Commitment to Membership, \$164,031.00
9. IMWCA Work Comp Premium 21-22 Install 1, \$6,921.00
10. YMCA of Washington County, 2021 Pool Management Fees, \$2,500.00
11. Halcyon House, 1015 South Iowa Avenue, Special Class C Liquor License (**renewal**)
12. Department Reports
13. BW Construction, Housing Rehab Program, \$15,000
14. Columbus Club of Washington, Iowa, 606 W. Third Street, Class C Liquor License, Sunday Sales, Outdoor Service Area, July 24-26, 2021 (**amendment**)\*

Motion by Gault, seconded by Pettit-Majewski, to approve consent items 1-3 and 5-14. Motion carried.

Motion by Pettit-Majewski, seconded by Moore, to approve consent item 4. Motion carried. Gault voted "no."

Claims for July 20, 2021 were presented by Finance Director Kelsey Brown via Zoom.

Motion by Gault, seconded by Moore, to approve the claims for July 20, 2021. Motion carried.

Motion by Stigers, seconded by Gault, to approve the special event request from the Washington Chamber of Commerce for Thursday Night Live in Central Park on August 19, 2021. Motion carried.

Motion by Youngquist, seconded by Pettit-Majewski, to approve mayoral appointments of Bill Monroe to the Planning and Zoning Commission, and reappointment of Kevin Caldwell to the Board of Adjustment. Motion carried.

Code Enforcement Officer Elaine Jennings presented the nuisance report.

Presentation from the Public: Sara Murphy spoke of agricultural access concerns on the West Buchanan project. Mike Murphy spoke against the West Buchanan project and concerns of waterflow, as well as a fence problem. Marj Lins, treasurer of the DAR, spoke of a fundraiser request and will submit a special event request form.

Motion by Pettit-Majewski, seconded by Stigers, to approve no more than \$85,000 in purchases from WinWater for Wellness Park Water Main Materials. Maintenance and Construction Superintendent JJ Bell answered council questions via Zoom. Motion carried.

Motion by Youngquist, seconded by Stigers, to approve a Quit Claim Deed and Accept a Permanent Easement with the Miller Trust. Motion carried.

Motion by Youngquist, seconded by Earnest, to approve a Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2021-069)**

Motion by Gault, seconded by Stigers, to approve Appointment of Deputy Clerk Kelsey Brown. Motion carried.

Motion by Pettit-Majewski, seconded by Youngquist, to Approve an Engagement Letter with Kelly Groskurth for TIF and Budget Process Assistance not to exceed \$3,500 at \$50 per hour. Motion carried.

Motion by Stigers, seconded by Pettit-Majewski, to approve the proposed City Administrator Position Profile and Salary Range of \$105,000 to \$125,000. Consultant Elizabeth Hansen joined via Zoom. Motion carried.

Motion by Stigers, seconded by Gault, to approve a Resolution Appointing City Administrator Hiring Committee of Jaron Rosien, Illa Earnest, Kelsey Brown, Jim Lester, and Sally Hart. Roll call on the motion: Ayes: Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Abstain: Earnest. Motion carried. **(Resolution 2021-070)**

Motion by Stigers, seconded by Youngquist, to approve a Resolution Adopting a Development Agreement Amendment with Enos Yoder for 314 and 320 North Avenue C. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2021-071)**

Motion by Stigers, seconded by Pettit-Majewski, to approve the First Reading of an Ordinance Amending Zoning District Boundaries for Bordwell Property from CCRC to R-2 per Planning and Zoning Recommendation. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, and Stigers. Nays: none. Abstain with conflict: Youngquist. Motion carried.

Motion by Moore, seconded by Stigers, to approve a Resolution for the Final Plat of Business Park Phase II. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried. **(Resolution 2021-072)**

Motion by Youngquist, seconded by Pettit-Majewski, to approve the First Reading of an Ordinance Amending Zoning District Boundaries for Business Park Phase II Land from C-1 to I-1 and B-2 per Planning and Zoning Recommendation. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried.

Motion by Stigers, seconded by Youngquist, to approve the Third and Final Reading of an Ordinance Amending Chapter 69 – No Parking on North Avenue E. Roll call on the motion: Ayes: Earnest, Gault, Moore, Pettit-Majewski, Stigers, and Youngquist. Nays: none. Motion carried. **(Ordinance 1126)**

Motion by Gault, seconded by Pettit-Majewski, to send a letter terminating the current fireworks contract and find new vendors. Motion carried.

The council went into workshop to discuss the use of American Rescue Plan Act funding. Mayor Rosien introduced the item and explained water and sewer projects are listed as possibilities. City Administrator Hinson provided a memo stating the City of Washington will receive approximately

\$1,002,833 and there will be compliance for funding; he outlined four projects for consideration for funding include the CDBG water main project with a water main along West Madison from Avenue H to Highway 1&92, sewer boring for a Country Club area residential development, East Adams project water main, and water main looping at the Wellness Park/North Marion and West 15<sup>th</sup>. After much discussion, council spoke in favor of the water main along West Madison from Avenue H to Highway 1&92. Housing and childcare needs were also discussed by council. Mayor Rosien explained funding could be split among projects with approximately half going to the Highway 92 watermain and the remaining to be determined at a later time.

Departmental reports were presented. Council members thanked City Administrator Brent Hinson for his work in the City of Washington.

Motion by Pettit-Majewski, seconded by Youngquist, that the Regular Session held at 6:00 p.m. Tuesday, July 20, 2021, is adjourned at 7:31 p.m.

Sally Y. Hart, City Clerk

147951

CUSTOMER'S ORDER NO.

DATE

NAME

ADDRESS

CITY, STATE, ZIP

City of Washington

SOLD BY

CASH

C.O.D.

CHARGE

ON ACCT.

MOSE RETD.

PAID OUT

QUANTITY

DESCRIPTION

PRICE

AMOUNT

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2			
3			
4	Demolishing		
5	House		
6			
7	314 and 320		
8			
9	North C		
10			
11			
12	Ernos Yoder		
13			
14			

RECEIVED BY

TAX

7500

TOTAL

7500.00

A-287000  
T-60000

KEEP THIS SLIP FOR REFERENCE

01-11



# GARDEN & ASSOCIATES, LTD.

1701 3<sup>rd</sup> Avenue East, Suite 1 • P.O. Box 451 • Oskaloosa, IA 52577

Phone: 641.672.2526 • Fax: 641.672.2091

## INVOICE

City of Washington  
P. O. Box 516  
215 East Washington  
Washington, IA 52353

July 22, 2021

Invoice No: 42025

Project 9020226 Washington - Construction Administration and Staking, Wellness Park Completion.  
Client ID# 20040

**Professional Services for the Period: June 18, 2021 to July 15, 2021**

### Professional Services

	Hours	Rate	Amount	
Principal Engineer	2.00	152.00	304.00	
Technician #5	1.50	74.00	111.00	
Totals	3.50		415.00	
<b>Total Professional Services</b>				<b>415.00</b>
<b>Total Project Invoice Amount</b>				<b>\$415.00</b>

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JACK POPE, PE





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## INVOICE

City of Washington  
P. O. Box 516  
215 East Washington  
Washington, IA 52353

July 26, 2021

Invoice No: 42033

Project 6021240 Washington - Acquisition Plats in Sections 29 & 30-75-17 Washington, IA.  
Client ID# 20040

**Professional Services for the Period: June 18, 2021 to July 15, 2021**

### Professional Services

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Surveyor 1	1.50	124.00	186.00
Surveyor 2	22.25	119.00	2,647.75
Technician #2	7.50	97.00	727.50
Technician #6	14.00	60.00	840.00
Totals	45.25		4,401.25
<b>Total Professional Services</b>			<b>4,401.25</b>

### Unit Billing

Mileage			126.00
<b>Total Units</b>			<b>126.00</b>

**Total Project Invoice Amount \$4,527.25**

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## INVOICE

City of Washington  
P. O. Box 516  
215 East Washington  
Washington, IA 52353

July 22, 2021  
Invoice No: 42023

Project 5021144 Washington - 2021 Sealcoat Improvements.  
Client ID# 20040

**Professional Services for the Period: June 18, 2021 to July 15, 2021**

### Professional Services

	Hours	Rate	Amount
Technician #5	3.50	74.00	259.00
Totals	3.50		259.00
<b>Total Professional Services</b>			<b>259.00</b>

### Reimbursable Expenses

Job Costs-Recoverable			
7/9/2021 QUESTCDN.COM			120.00
<b>Total Reimbursables</b>			<b>120.00</b>

**Total Project Invoice Amount \$379.00**

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## INVOICE

City of Washington  
P. O. Box 516  
215 East Washington  
Washington, IA 52353

July 22, 2021  
Invoice No: 42022

Project 5019061 Washington - Reconstruction of Adams Street.  
Client ID# 20040

**Professional Services for the Period: June 18, 2021 to July 15, 2021**

### Professional Services

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal Engineer	13.00	152.00	1,976.00	
Technician #1	25.00	113.00	2,825.00	
Totals	38.00		4,801.00	
<b>Total Professional Services</b>				<b>4,801.00</b>
		<b>Total Project Invoice Amount</b>		<b>\$4,801.00</b>

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JACK POPE, PE



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Phone: 641.672.2526 • Fax: 641.672.2091

## INVOICE

City of Washington  
P. O. Box 516  
215 East Washington  
Washington, IA 52353

July 22, 2021  
Invoice No: 42021

Project 5018069 Washington - South E. Ave Street Reconstruction  
Client ID# 20040

**Professional Services for the Period: June 18, 2021 to July 15, 2021**

### Professional Services

	Hours	Rate	Amount
Principal Engineer	11.00	152.00	1,672.00
Totals	11.00		1,672.00
<b>Total Professional Services</b>			<b>1,672.00</b>

### Reimbursable Expenses

Filing Fee			
5/21/2021	Washington County Recorder		7.00
	<b>Total Reimbursables</b>		<b>7.00</b>

**Total Project Invoice Amount \$1,679.00**

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

# INVOICE

INV80428

**IMWCA**  
**IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION**  
500 SW 7TH STREET, SUITE 101  
DES MOINES, IA 50309-4506  
PHONE: 800-257-2708

DATE

8/1/2021

PAGE: 1

Mbr No: Member Name:  
0706 Washington, City ofWashington, City of  
215 E Washington

Washington IA 52353

Please remit payment to: IMWCA, P.O. Box 8186, Des Moines, IA 50301

PURCHASE ORDER NO.	CUSTOMER ID	SALES ID	SHIPPING METHOD	PAYMENT TERMS	REQ'D SHIP DATE	MASTER NUMBER
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WASHI001 AG0075

QUANTITY	ITEM NUMBER	DESCRIPTION	UOM	DISCOUNT	UNIT PRICE	EXTENDED PRICE
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1.00	INSTALL2	Installment 2 - Work Comp Prem 21-22			6,921.00	\$6,921.00
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This invoice is due on September 1, 2021.

A FINANCE CHARGE of 1.5% (APR 18%) will be added to balances over 30 days past the due date.

When you provide a check as payment, you authorize IMWCA either to use the information from your check to make a one-time electronic fund transfer from your account *or* to process the payment as a check transaction. For inquiries please call 515-244-7282.

*Thank You*

Subtotal	\$6,921.00
Bond Credit	\$0.00
Misc	\$0.00
Total	\$6,921.00

Memo: Scissor Lift

Water Treatment Plant

Kyle Wellington

This memo is to inform the city council and the city administration that we have found a used scissor lift through United Rentals. This item was approved for the 2021/2022 fiscal year. Nick Duval accompanied me in looking at two different lifts. The scissor lift we like is a 2015 Skyjack 4626. It has 166 hours of use, a load rate of 1,000 pounds and goes up to 26' high. It's been serviced regularly. The batteries are less than a year old. United Rentals is going to deliver it to us and will give us 1 free service. The cost of the lift is \$9,694.00. We were approved for a used scissor lift up to \$12,000. This will be a great piece of equipment for the city. Thanks to council for the approval and thanks to Nick Duval for coming with me to look at it. This equipment will be available for all departments. Thank you for your support.

Water treatment Superintendent:

Kyle Wellington

THE CITY OF WASHINGTON

"Cleanest City in Iowa"



Jaron P. Rosien, Mayor  
Brent Hinson, City Administrator  
Sally Hart, City Clerk  
Kevin Olson, City Attorney

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

NOTIFICATION FORM –

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **DolgenCorp, LLC – Dollar General Store #2237**

Business Address: **1506 E Washington Street**

Application #: **035434**

Type of License:      New:      Renewal: **X**

Beer/Wine Permit: **Class C Beer Permit**

Liquor License: **Class B Wine Permit**

Cigarette License:

Dance Permit:

Sunday Sales: **X**

Living Quarters:

Outdoor Service Area:

Catering Privilege:

Date of Council Meeting: **August 3, 2021**

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

Police Chief sign off \_\_\_\_\_ Date **7.26.2021**

Fire: fire inspection done: Yes:      No:

Fire Chief sign off \_\_\_\_\_ Date \_\_\_\_\_



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NOTIFICATION FORM -

LIQUOR/BEER/CIGARETTE/DANCE

LICENSE RENEWALS

Business Name: **Dolgencorp, LLC - Dollar General Store #2237**

Business Address: **1506 E Washington Street**

Application #: **035434**

Type of License:           New:           Renewal: **X**

Beer/Wine Permit: **Class C Beer Permit**

Liquor License: **Class B Wine Permit**

Cigarette License:

Dance Permit:

Sunday Sales: **X**

Living Quarters:

Outdoor Service Area:

Catering Privilege:

Date of Council Meeting: **August 3, 2021**

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

Police Chief sign off \_\_\_\_\_, Date \_\_\_\_\_.

Fire: fire inspection done: Yes:           No:

Fire Chief sign off  \_\_\_\_\_, Date **7-27-2021**

THE CITY OF WASHINGTON

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Washington, IA 52353  
319-653-6584  
Fax Only 319-653-5273

NOTIFICATION FORM –  
LIQUOR/BEER/CIGARETTE/DANCE  
LICENSE RENEWALS

Business Name: **Mi Pueblo Real #2**

Business Address: **1021 W. Madison**

License #: **LC0038602**

Type of License:           New:           Renewal: **X**

Beer/Wine Permit:  
Liquor License: **Class C Liquor License**  
Cigarette License:  
Dance Permit:  
Sunday Sales: **X**  
Living Quarters:  
Outdoor Service Area:  
Catering Privilege:

Date of Council Meeting: **August 3, 2021**

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

Police Chief sign off \_\_\_\_\_ Date 7.30.2021

Fire: fire inspection done: Yes:           No:

Fire Chief sign off \_\_\_\_\_ Date \_\_\_\_\_

THE CITY OF WASHINGTON

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NOTIFICATION FORM –  
LIQUOR/BEER/CIGARETTE/DANCE  
LICENSE RENEWALS

Business Name: **Mi Pueblo Real #2**

Business Address: **1021 W. Madison**

License #: **LC0038602**

Type of License:           New:           Renewal: **X**

Beer/Wine Permit:  
Liquor License: **Class C Liquor License**  
Cigarette License:  
Dance Permit:  
Sunday Sales: **X**  
Living Quarters:  
Outdoor Service Area:  
Catering Privilege:

Date of Council Meeting: **August 3, 2021**

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

Police Chief sign off \_\_\_\_\_ . Date \_\_\_\_\_ .

Fire: fire inspection done: Yes:           No:

Fire Chief sign off  \_\_\_\_\_ . Date **7-30-21**

**WWTP report  
August 2<sup>nd</sup>, 2021  
Council meeting**

- **After hour alarm and dog call outs –**
  - 7-21-21 Alarm at WWTP 12:30 a.m. Parker
  - 7-24-21 Alarm at WWTP 6:30 p.m. Jason
  - 7-25-21 Dog call to 415 E Main at 6:42 p.m. Parker
  - 7-29-21 Dog call to 6<sup>th</sup> & Harrison at 8:30 p.m. Parker
  
- **Dept Head meetings** –I attended the meetings on July 20<sup>th</sup>, 27<sup>th</sup>
  
- **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.
  
- **Parkside Lift station-** This station has been giving us fits, we have had to replace a few parts on it.
  
- **Iowa Pump Works-IPW** will be here in the next week or two to work on our sludge load out pump and grit pump.
  
- **GPM-GPM** was here to replace 3 displays on flow meters located outside that have been baked by the sun. They also installed cabinets around the flow and dissolved oxygen meters to prevent this from happening again.
  
- **SCADA controls-**We have lost some controls from PLC #2 (solid handling building). I have been in contact with Jet Co. and they hope to have someone here tomorrow (7-30-21). We are still operating properly some things are just having to be done manually.
  
- **WWTP Mowing-**Quite a lot of mowing going on around the WWTP, also spraying for weed control. We are happy to have our tractor back and have started mowing with it too.

**Jason Whisler  
7/30/2021 9:00 a.m.**

# MAINTENANCE & CONSTRUCTION DEPT. REPORT

## 7-10-21/7-23-21

**STREETS:** Personnel operated the street sweeper. Potholes are patched in areas of need. Personnel continued line painting. Personnel graded a few areas including the Bartholow driveway. Took out a section in the Park by the pool for better vehicular clearance. Personnel set up traffic control on North 4th Ave for Coleman to construct concrete patch work. LL Pelling completed the seal coat streets list for 2021.

**WATER DISTRIBUTION:** Personnel repaired a gate valve at the WWTP driveway. Located water shut offs for the following week of shut offs.

**SEWER COLLECTION:** Personnel investigated a sewer issue on South 2nd Ave, televised 200 ft to find no City issue.

**STORM SEWER COLLECTION:** Personnel have been constructing a couple storm intakes, 300 block of East Van Buren and on South 3rd Ave between Madison & Monroe.

**MECHANIC/SHOP:** Personnel serviced 502 (rotate tires and repair damaged vac hoses for 4x4 operation), PD 232 (flashlight mount), #115 (A/C repair), Sweeper (replaced fill hose), PD 307 (rotate tires), #119 (air leak), #301 (high idle and vacuum leak), #111 (replace batteries), #601 (check exhaust leak) and K-9 (rotate tires and replace broken sway bar end links).

**OTHER:** Personnel hauled a few loads of asphalt millings and 1 inch road stone to the stockpile. Personnel responded to 68 One Locates. Yard waste route has continued each week. Personnel hauled spoils away from the shop.

\*Please note that this report does not include every task M/C personnel performed, but shall be a highlight of our work performed as a department.

**CITY OF WASHINGTON, IOWA  
CLAIMS REPORT  
AUGUST 3, 2021**

<b>POLICE</b>	ALLIANT ENERGY	ALLIANT ENERGY	799.01
	BDH TECHNOLOGY LLC	TECH SERVICE	452.93
	EMBROIDERY BARN	ALTERATIONS & EMBLEMS	69.00
	GALLS LLC	BOOTS	149.99
	MARCO, INC.	COPIER PAYMENTS	393.86
	UPS	SHIPPING	11.96
	VISA-TCM BANK, N.A.	MEMBERSHIP, BODY CAM, LODG	784.82
		<b>TOTAL</b>	<b>2,661.57</b>
<b>FIRE</b>	ARNOLD MOTOR SUPPLY	PARTS	109.53
	ALLIANT ENERGY	ALLIANT ENERGY	1,797.76
	CINTAS CORP LOC. 342	TOWEL SERVICE	100.06
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	40.00
	VISA-TCM BANK, N.A.	POSTAGE, SENSOR & SUPPLIES	172.27
		<b>TOTAL</b>	<b>2,219.62</b>
<b>DEVELOPMENT SERVICES</b>	AMAZON CAPITAL SERVICES	SUPPLIES	17.99
	BRUNS, DAVID	INSP.-DEVELOPMENT SERVICES	862.50
	CAPITAL ONE	SUPPLIES	27.76
	FARRIER, KELLY	GRASS ABATEMENTS	571.00
		<b>TOTAL</b>	<b>1,479.25</b>
<b>LIBRARY</b>	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	174.67
	CAPITAL ONE	SUPPLIES	212.41
	J & S ELECTRONIC BUSINESS SYSTEMS, INC	COPIER MAINTENANCE	135.00
	JOHNSON COUNTY REFUSE INC	DISPOSAL OF CARPET ETC	585.85
	KCTC	PHONE & INTERNET	469.44
	VISA-TCM BANK, N.A.	POSTAGE, PROGRAMMING, TECH	140.18
		<b>TOTAL</b>	<b>1,717.55</b>
	<b>PARKS</b>	ALLIANT ENERGY	ALLIANT ENERGY
AMAZON CAPITAL SERVICES		HOOKS FOR DUGOUTS	101.19
ARNOLD MOTOR SUPPLY		PARTS	269.41
CASH-N-CARRY CHEMICALS LLC		CHEMICALS	65.00
COBB OIL CO., INC.		FUEL	28.94
MORNING SUN FARM		FRONT BLADE- 2021 KUBOTA	885.00
WASHINGTON LUMBER		LUMBER AND SUPPLIES	191.76
WASHINGTON RENTAL		MOWER PARTS	4.70
		<b>TOTAL</b>	<b>2,617.27</b>
<b>POOL</b>		ACCO	CHEMICALS
		<b>TOTAL</b>	<b>1,275.30</b>
<b>CEMETERY</b>	ALLIANT ENERGY	ALLIANT ENERGY	181.08
	CERTIFIED LABORATORIES	OILS & GREASE	1,245.45
	MORNING SUN FARM	FRONT BLADE- 2021 KUBOTA	885.00
	STRANSKY, JIM	CHAIN SAW REPAIR	468.38
	VISA-TCM BANK, N.A.	TRIMMER PARTS	83.32
		<b>TOTAL</b>	<b>2,863.23</b>
<b>FINANCIAL ADMIN</b>	ALLIANT ENERGY	ALLIANT ENERGY	1,398.26
	BAKER PAPER & SUPPLY	COPY PAPER	159.72
	BROWN, KELSEY	REIMB-MPI TRAIN- MILE & ME	447.49
	CINTAS CORP LOC. 342	RUG SERVICE	42.79
	CUSTOM IMPRESSIONS INC	NOTARY STAMP/PLAQUE	107.60
	DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER LEASE AGREEMENT	154.98

	IOWA RADIO PLUS	ADVERTISING	10.00
	KCII	ADVERTISING	241.50
	MIDWEST MUNICIPAL CONSULTING, L.L.C.	CITY ADMIN SEARCH SERVICES	3,933.33
	SIMMERING-CORY, INC.	WEB HOSTING SERVICE	475.00
	VISA-TCM BANK, N.A.	SOFTWARE	314.96
	WASH COUNTY MINIBUS	MAY 2021 LOST PMT	17,236.99
		<b>TOTAL</b>	<b>24,522.62</b>
<b>AIRPORT</b>	4-M PLUMBING & HEATING INC.	RESTROOMS PLUMBING	4,421.50
	BAKER PAPER & SUPPLY	SUPPLIES	134.30
	CLOUDBURST 9	INTERNET	72.09
	L.J. ROTH RECONSTRUCTION INC.	SEWER WORK	1,171.26
	MCCAIN, ROBERT	DRYWALL RESTROOMS- AIRPORT	330.00
	TITAN AVIATION FUELS	FUEL FOR AIRPORT	33,608.13
	VETTER'S INC-CULLIGAN WATER	WATER FOR AIRPORT	34.94
	VISA-TCM BANK, N.A.	POSTAGE	11.00
		<b>TOTAL</b>	<b>39,783.22</b>
<b>ROAD USE</b>	ALTORFER	PARTS	636.19
	ARNOLD MOTOR SUPPLY	PARTS	273.96
	L L PELLING CO	PRE-MIX/CENTER LINE PAINTING	6,225.14
	MID-AM RES. CHEMICAL CORP	REPAIR SUPPLIES	1,054.01
	MIDWEST WHEEL	LED LIGHTS	188.80
	CHEMSEARCH FE	TRANSMISSION FLUID	244.00
	IOWA PRISON INDUSTRIES	SIGNS	4,335.00
	RIVER PRODUCTS	ROADSTONE AND SAND	2,233.45
	NORRIS ASPHALT & PAVING	PRE-MIX	1,240.00
	DOUDS STONE LLC	ROADSTONE	1,289.49
	THOMPSON TRUCK AND TRAILER INC.	REPAIR SUPPLIES	220.36
	CASH-N-CARRY CHEMICALS LLC	CHEMICALS	155.00
	TRUCK CENTER COMPANIES	REPAIR PARTS	518.84
		<b>TOTAL</b>	<b>18,614.24</b>
<b>STREET LIGHTING</b>	ALLIANT ENERGY	ALLIANT ENERGY	286.33
		<b>TOTAL</b>	<b>286.33</b>
<b>HOUSING REHAB</b>	ECICOG	HOUSING REHAB PRG- 1117 E	1,800.00
		<b>TOTAL</b>	<b>1,800.00</b>
<b>CAPITAL PROJECTS</b>	L L PELLING CO	HMA WEDGES @ RR TRACKS	5,500.00
	THE UNIVERSITY OF IOWA	PHASE 1-ARCHAEOLOGICAL SUR	6,124.00
	ULINE	MADISON PARK BENCHES	2,322.89
	VICKER DRILLING	PAY APP# 3-NLW SUBDIVISION	29,420.16
		<b>TOTAL</b>	<b>43,367.05</b>
<b>SIDEWALK REPAIR</b>	WILLIAMS, RONNIE	SIDEWALK REIMBURSMENT	208.00
		<b>TOTAL</b>	<b>208.00</b>
<b>TREE REMOVAL &amp; REP</b>	IOWA RIVER TREE SERVICE AKA JOSE LEYVA	TREE BID #2-FY 2021	7,250.00
		<b>TOTAL</b>	<b>7,250.00</b>
<b>DOG PARK</b>	VISA-TCM BANK, N.A.	DOG PARK SUPPLIES & MEALS	209.73
		<b>TOTAL</b>	<b>209.73</b>
<b>LIBRARY GIFT</b>	CAPITAL ONE	SUPPLIES	279.29
	CUSTOM IMPRESSIONS INC	PROGRAMMING	84.00
	HUMANITIES IOWA	PROGRAMMING	50.00
		<b>TOTAL</b>	<b>413.29</b>
<b>WATER PLANT</b>	ALLIANT ENERGY	ALLIANT ENERGY	5,422.49
	CAPITAL ONE	SUPPLIES	20.68

	CIRCLE K PLUMBING	KITCHEN FAUCET INSTALLATIO	52.00
	ION ENVIRONMENTAL SOLUTIONS	LAB SERVICES	238.00
	JENNINGS, ELAINE	MILEAGE REIMBURSMENT	17.36
	POSTMASTER	BULK MAILING OF WATER BILL	831.53
	STREFF, ROSE	MILEAGE REIMBURSEMENT	5.04
	TYLER TECHNOLOGIES	ANNUAL SOFTWARE FEES	3,466.05
		<b>TOTAL</b>	<b>10,053.15</b>
<b>WATER DISTRIBUTION</b>	ACE ELECTRIC. INC	GENERATOR REPAIR	350.24
	ACE-N-MORE	SUPPLIES	133.60
	ALLIANT ENERGY	ALLIANT ENERGY	44.78
	CAPITAL ONE	SUPPLIES	188.94
	CUSTOM IMPRESSIONS INC	T SHIRTS	64.79
	DETROIT INDUSTRIAL TOOL	SUPPLIES	1,429.49
	IOWA ONE CALL	SERVICE	303.30
	MID-AM RES. CHEMICAL CORP	SPEED WIPES	339.46
	QUAD CITIES WINWATER	WATER SERVICE/SEWER PROJECT	2,708.00
	USA BLUEBOOK	SUPPLIES	100.87
		<b>TOTAL</b>	<b>5,663.47</b>
<b>SEWER PLANT</b>	ALLIANT ENERGY	ALLIANT ENERGY	11.29
	AMAZON CAPITAL SERVICES	PRINTER INK	146.28
	ARNOLD MOTOR SUPPLY	PARTS	341.12
	ATCO INTERNATIONAL	ENZYMES FOR EQ	370.50
	GPM	PART FOR EFFLUANT METER	86.25
	SMITH & LOVELESS INC.	VACUUM PUMP, PARTS-PARKSID	1,314.58
	TESTAMERICA LABORATORIES INC	CERTIFIED TESTING	1,795.50
	TIFCO INDUSTRIES	WIRE CONNECTORS	35.94
	TYLER TECHNOLOGIES	ANNUAL SOFTWARE FEES	3,466.05
	USA BLUEBOOK	SUPPLIES	398.30
	VISA-TCM BANK, N.A.	FEES, COMPUTER PROTECTION,	244.39
	WHISLER, JASON	BOOT REIMBURSMENT	100.00
		<b>TOTAL</b>	<b>8,310.20</b>
<b>SEWER COLLECTION</b>	ACE-N-MORE	SUPPLIES	116.14
	ARNOLD MOTOR SUPPLY	PARTS	1,325.00
	CANTRIL TRUCK AND TRAILER	DUMP TRAILER	11,546.00
	ELLIOTT EQUIPMENT CO	PARTS	266.94
	GILLUND ENTERPRISES	SUPPLIES	561.77
	MIDWEST WHEEL	SUPPLIES	226.68
		<b>TOTAL</b>	<b>14,042.53</b>
<b>SANITATION</b>	JOHNSON COUNTY REFUSE INC	REFUSE AND RECYCLING FEES	48,523.00
	WASH CO HUMANE SOCIETY	JULY COLLECTIONS	321.48
		<b>TOTAL</b>	<b>48,844.48</b>
		<b>TOTAL</b>	<b>238,202.10</b>



**CITY OF WASHINGTON, IOWA**  
**MONTH TO DATE TREASURERS REPORT**  
**JUNE 30, 2021**

FUND	6/1/2021 BEGINNING CASH BALANCE	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	6/30/2021 ENDING CASH BALANCE
001-GENERAL FUND	1,626,658.51	101,650.65	-	647,547.17	-	1,080,761.99
002-AIRPORT FUND	344,386.49	16,536.02	-	22,998.61	-	337,923.90
010-CHAMBER REIMBURSEMENT	6,857.93	6,991.15	-	5,192.88	-	8,656.20
011-MAIN STREET REIMBURSEMENT	(14,138.38)	19,064.42	-	4,926.04	-	-
012-WEDG REIMBURSEMENT	1,738.40	7,622.10	-	6,895.76	-	2,464.74
050-DOWNTOWN INCENTIVE GRANT	63,473.15	-	-	-	-	63,473.15
110-ROAD USE	538,626.84	95,416.87	-	56,817.66	-	577,226.05
112-EMPLOYEE BENEFITS	-	11,345.16	-	11,345.16	-	-
114-EMERGENCY LEVY	-	1,047.43	-	1,047.43	-	-
121-LOCAL OPTION SALES TAX	-	80,904.41	-	80,904.41	-	-
122-LOST DEBT SERVICE	300.00	-	-	300.00	-	-
123-LOST DEBT SERVICE RESERVE	79,170.00	-	-	-	-	79,170.00
124-HOTEL/MOTEL TAX	105,883.60	-	-	9,565.98	-	96,317.62
127-UNIF COMM UR - BRIARWOOD	1,471.82	-	-	1,471.82	-	-
128-URBAN RENEWAL AREA #3B/D	-	-	-	-	-	-
129-SC RES UR	24,022.92	145.15	-	24,022.92	-	145.15
134-DOWNTOWN COMM UR	4,627.28	1,059.12	-	5,686.40	-	-
145-HOUSING REHABILITATION	23,477.47	17,400.00	-	18,225.00	-	22,652.47
146-LMI TIF SET-ASIDE	123,455.03	-	-	-	-	123,455.03
200-DEBT SERVICE	6,228.65	13,931.00	-	1,300.00	-	18,859.65
300-CAPITAL EQUIPMENT	(12,594.28)	77,771.38	-	-	-	65,177.10
301-CAPITAL PROJECTS FUND	(977,470.74)	1,543,030.37	-	170,703.52	-	394,856.11
308-INDUSTRIAL DEVELOPMENT	436,021.09	8,597.75	-	26,271.32	-	418,347.52
309-MUNICIPAL BUILDING	407,718.27	304,988.15	-	712,706.42	-	-
310-WELLNESS PARK	467,551.43	335,183.43	-	801,734.86	-	1,000.00
311-SIDEWALK REPAIR & REPLACE	38,859.24	5,255.84	-	-	-	44,115.08
312-TREE REMOVAL & REPLACE	34,386.01	-	-	216.42	-	34,169.59
315-RESIDENTIAL DEVELOPMENT	247,229.12	21,831.41	-	-	-	269,060.53
510-MUNICIPAL BAND	4,463.16	-	-	-	-	4,463.16
520-DOG PARK	4,579.10	-	-	-	-	4,579.10
530-TREE COMMITTEE	19,607.41	2,500.00	-	10,767.71	-	11,339.70
540-POLICE FORFEITURE	3,559.72	235.00	-	-	-	3,794.72
541-K-9 PROGRAM	1,334.61	-	-	46.99	-	1,287.62
545-SAFETY FUND	4,410.50	686.07	-	-	-	5,096.57
550-PARK GIFT	38,594.50	2,500.30	-	3,331.37	-	37,763.43
570-LIBRARY GIFT	357,075.79	104.42	-	1,589.48	-	355,590.73
580-CEMETERY GIFT	7,488.00	-	-	-	-	7,488.00
600-WATER UTILITY	591,785.29	350,989.40	-	507,998.41	-	434,776.28
601-WATER DEPOSIT FUND	30,200.00	900.00	-	2,290.00	-	28,810.00
602-WATER SINKING	-	238,712.61	-	238,712.61	-	-
603-WATER CAPITAL PROJECTS	89,826.79	131,482.10	-	211,174.59	-	10,134.30
610-SANITARY SEWER	1,120,307.19	185,536.34	-	874,187.14	-	431,656.39
612-SEWER SINKING	-	727,802.50	-	727,802.50	-	-
613-SEWER CAPITAL PROJECTS	-	1,890.00	-	1,890.00	-	-
670-SANITATION	70,602.65	48,031.63	-	48,779.94	-	69,854.34
950-SELF INSURANCE	395,346.38	1,327.38	-	12,786.39	-	383,887.37
951-UNEMPLOYMENT SELF INS	79,041.81	306.32	-	-	-	79,348.13
<b>TOTAL BALANCE</b>	<b>6,396,162.75</b>	<b>4,362,775.88</b>	<b>-</b>	<b>5,251,236.91</b>	<b>-</b>	<b>5,507,701.72</b>

<u>Cash in Bank - Pooled Cash</u>		<u>Interest Rate</u>
Wash St. Bank - Operating Account	975,472.32 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Investment in IPAIT	555,853.87	0.20%
Wash St - Farm Mgmt Acct	141,224.51	
Wash St Bank - CD 1/14/2019	518,453.48	0.65%
Wash St Bank - CD 08/30/2018	267,775.16	0.65%
Wash St Bank - ISC Account	3,048,572.38	0.55%
<b>TOTAL CASH IN BANK</b>	<b>5,507,701.72</b>	

(1) Washington State Bank	1,202,627.98
Outstanding Deposits & Checks/Wages payable	(227,155.66)
	<u>975,472.32</u>

**CITY OF WASHINGTON, IOWA  
YEAR TO DATE TREASURERS REPORT  
JUNE 30, 2021**

FUND	7/1/2020	Y-T-D REVENUES	REVENUES NOT YET RECEIVED	Y-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	6/30/2021
	BEGINNING CASH BALANCE					ENDING CASH BALANCE
001-GENERAL FUND	1,029,564.55	4,041,813.38	-	3,990,615.94	-	1,080,761.99
002-AIRPORT FUND	291,086.69	246,924.80	-	200,087.59	-	337,923.90
010-CHAMBER REIMBURSEMENT	8,603.72	84,920.46	-	84,867.98	-	8,656.20
011-MAIN STREET REIMBURSEMENT	-	84,064.42	-	84,064.42	-	-
012-WEDG REIMBURSEMENT	1,218.93	63,609.71	-	62,363.90	-	2,464.74
050-DOWNTOWN INCENTIVE GRANT	80,500.00	31,473.15	-	48,500.00	-	63,473.15
110-ROAD USE	841,454.14	1,165,179.35	-	1,429,407.44	-	577,226.05
112-EMPLOYEE BENEFITS	-	751,164.32	-	751,164.32	-	-
114-EMERGENCY LEVY	-	67,579.10	-	67,579.10	-	-
121-LOCAL OPTION SALES TAX	-	1,028,001.03	-	1,028,001.03	-	-
122-LOST DEBT SERVICE	-	155,940.00	-	155,940.00	-	-
123-LOST DEBT SERVICE RESERVE	79,170.00	-	-	-	-	79,170.00
124-HOTEL/MOTEL TAX	59,503.35	54,347.09	-	17,532.82	-	96,317.62
125-UNIF COMM UR-NE IND	-	3,039.79	-	3,039.79	-	-
127-UNIF COMM UR - BRIARWOOD	-	20,873.06	-	20,873.06	-	-
129-SC RES UR	-	75,377.33	-	75,232.18	-	145.15
132-UNIF COMM UR - EBD	-	42,883.58	-	42,883.58	-	-
133-UNIF COMM UR-IRE	-	111,749.84	-	111,749.84	-	-
134-DOWNTOWN COMM UR	-	121,581.37	-	121,581.37	-	-
145-HOUSING REHABILITATION	31,261.81	43,750.00	-	52,359.34	-	22,652.47
146-LMI TIF SET-ASIDE	96,822.84	26,632.19	-	-	-	123,455.03
200-DEBT SERVICE	-	1,225,653.08	-	1,206,793.43	-	18,859.65
300-CAPITAL EQUIPMENT	175,402.31	192,377.63	-	302,602.84	-	65,177.10
301-CAPITAL PROJECTS FUND	3,372,993.14	4,210,945.27	-	7,189,082.30	-	394,856.11
305-RIVERBOAT FOUND CAP PROJ	-	430,736.07	-	430,736.07	-	-
308-INDUSTRIAL DEVELOPMENT	417,305.37	173,747.39	-	172,705.24	-	418,347.52
309-MUNICIPAL BUILDING	397,332.12	436,033.15	-	833,365.27	-	-
310-WELLNESS PARK	808,285.14	1,071,990.75	-	1,879,275.89	-	1,000.00
311-SIDEWALK REPAIR & REPLACE	2,701.24	50,255.84	-	8,842.00	-	44,115.08
312-TREE REMOVAL & REPLACE	38,598.25	5,000.00	-	9,428.66	-	34,169.59
315-RESIDENTIAL DEVELOPMENT	64,966.02	246,804.28	-	42,709.77	-	269,060.53
510-MUNICIPAL BAND	3,963.16	500.00	-	-	-	4,463.16
520-DOG PARK	4,579.10	-	-	-	-	4,579.10
530-TREE COMMITTEE	9,142.34	23,366.39	-	21,169.03	-	11,339.70
540-POLICE FORFEITURE	3,559.72	235.00	-	-	-	3,794.72
541-K-9 PROGRAM	2,504.42	-	-	1,216.80	-	1,287.62
545-SAFETY FUND	4,410.50	986.07	-	300.00	-	5,096.57
550-PARK GIFT	42,610.20	5,004.60	-	9,851.37	-	37,763.43
570-LIBRARY GIFT	349,599.39	24,945.25	-	18,953.91	-	355,590.73
580-CEMETERY GIFT	10,993.00	-	-	3,505.00	-	7,488.00
600-WATER UTILITY	363,065.09	1,971,767.52	-	1,900,056.33	-	434,776.28
601-WATER DEPOSIT FUND	30,055.00	20,400.00	-	21,645.00	-	28,810.00
602-WATER SINKING	-	278,854.92	-	278,854.92	-	-
603-WATER CAPITAL PROJECTS	-	395,511.20	-	385,376.90	-	10,134.30
610-SANITARY SEWER	761,156.55	2,336,858.59	-	2,666,358.75	-	431,656.39
612-SEWER SINKING	-	939,347.50	-	939,347.50	-	-
613-SEWER CAPITAL PROJECTS	-	243,972.92	-	243,972.92	-	-
670-SANITATION	101,916.53	575,528.21	-	607,590.40	-	69,854.34
950-SELF INSURANCE	328,089.11	126,556.12	-	70,757.86	-	383,887.37
951-UNEMPLOYMENT SELF INS	65,833.70	30,907.43	-	17,393.00	-	79,348.13
<b>TOTAL BALANCE</b>	<b>9,878,247.43</b>	<b>23,239,189.15</b>	<b>-</b>	<b>27,609,734.86</b>	<b>-</b>	<b>5,507,701.72</b>

Cash in Bank - Pooled Cash	Interest Rate
Wash St. Bank - Operating Account	975,472.32 (1) 0.20%
Wash St. Bank - Airport Fuel Account	-
Cash in Drawer	350.00 N/A
Investment in IPAIT	555,853.87 0.20%
Wash St - Farm Mgmt Acct	141,224.51
Wash St Bank - CD 1/14/2019	518,453.48 0.65%
Wash St Bank - CD 08/30/2018	267,775.16 0.65%
Wash St Bank - ISC Account	3,048,572.38 0.55%
<b>TOTAL CASH IN BANK</b>	<b>5,507,701.72</b>

(1) Washington State Bank	1,202,627.98
Outstanding Deposits & Checks/Wages payable	(227,155.66)
	<u>975,472.32</u>



# 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](mailto:sallyhart@washingtioniowa.gov)

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

**1. APPLICANT INFORMATION**

Name/Event: Fri:Yay Funday Early Out

Coordinator: Jenisa Harris- Washington Pub. Lib.

Contact Number: 319-653-2720

Email Address: jenisa.harris@washington.lib.ia.us

**2. EVENT INFORMATION**

Event Description: The librarians hosts an early out prog. for school age kids. Kids will enjoy crafts, books, & games.

Days/Dates of Event: Sept 17, Oct 1<sup>st</sup> & Oct. 15<sup>th</sup>

Time(s) of Event: (Include Set Up/Tear Down Time) 1:30-2:30

Event Location: Square, in front of Stage.

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 : \_\_\_\_\_  
Electrical Needs: \_\_\_\_\_
- Walk/Run (attach map of route and indicate streets to be closed)
- Fireworks (specify location :)
- Use of gators/UTV/ATV on City streets
- Parade (attach map of route and indicate streets to be closed)
- Tent(s) to be used – over 400 sq ft or canopies over 1,000 sq ft
- Other (please specify :)

4. ITEMS REQUESTED FROM THE CITY OF WASHINGTON

- Street barricades
- Emergency "No Parking" Signs
- Traffic cones
- Picnic Tables
- Yield signs for crosswalks
- Garbage/Recycling Barrels
- Street Sweeping following (parades)
- Other (please specify :)

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

- Amplified Sound/Speaker System
- 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.

  
 \_\_\_\_\_  
 Applicant/Sponsor Signature

7/28/21  
 \_\_\_\_\_  
 Date

**DEPARTMENT APPROVALS**

Indicate Date Contacted	The applicant is responsible for coordinating with all applicable departments in advance of City Council consideration.			
<u>7/28/21</u>	City Clerk (Liquor Licenses)	Sally Y. Hart	319-653-6584 ext 131	<a href="mailto:sallyhart@washingtioniowa.gov">sallyhart@washingtioniowa.gov</a>
	Comments/Restrictions:			
<u>7/28/21</u>	Police Chief	Jim Lester	319-458-0264	<a href="mailto:ilester@washingtioniowa.gov">ilester@washingtioniowa.gov</a>
	Comments/Restrictions:			
	Fire Chief	Brendan DeLong	319-461-3796	<a href="mailto:bdelong@washingtioniowa.gov">bdelong@washingtioniowa.gov</a>
	Comments/Restrictions:			
	Streets	JJ Bell	319-653-1538	<a href="mailto:jjbell@washingtioniowa.gov">jjbell@washingtioniowa.gov</a>
	Comments/Restrictions:			
<u>7/28/21</u>	Parks	Nick Pacha	319-321-4886	<a href="mailto:npacha@washingtioniowa.gov">npacha@washingtioniowa.gov</a>
	Comments/Restrictions:			
	County Environmental Health (if serving food): Jason Taylor; 319-461-2876; <a href="mailto:jtaylor@co.washington.ia.us">jtaylor@co.washington.ia.us</a>			
	Comments/Restrictions:			

**CITY COUNCIL APPROVAL**

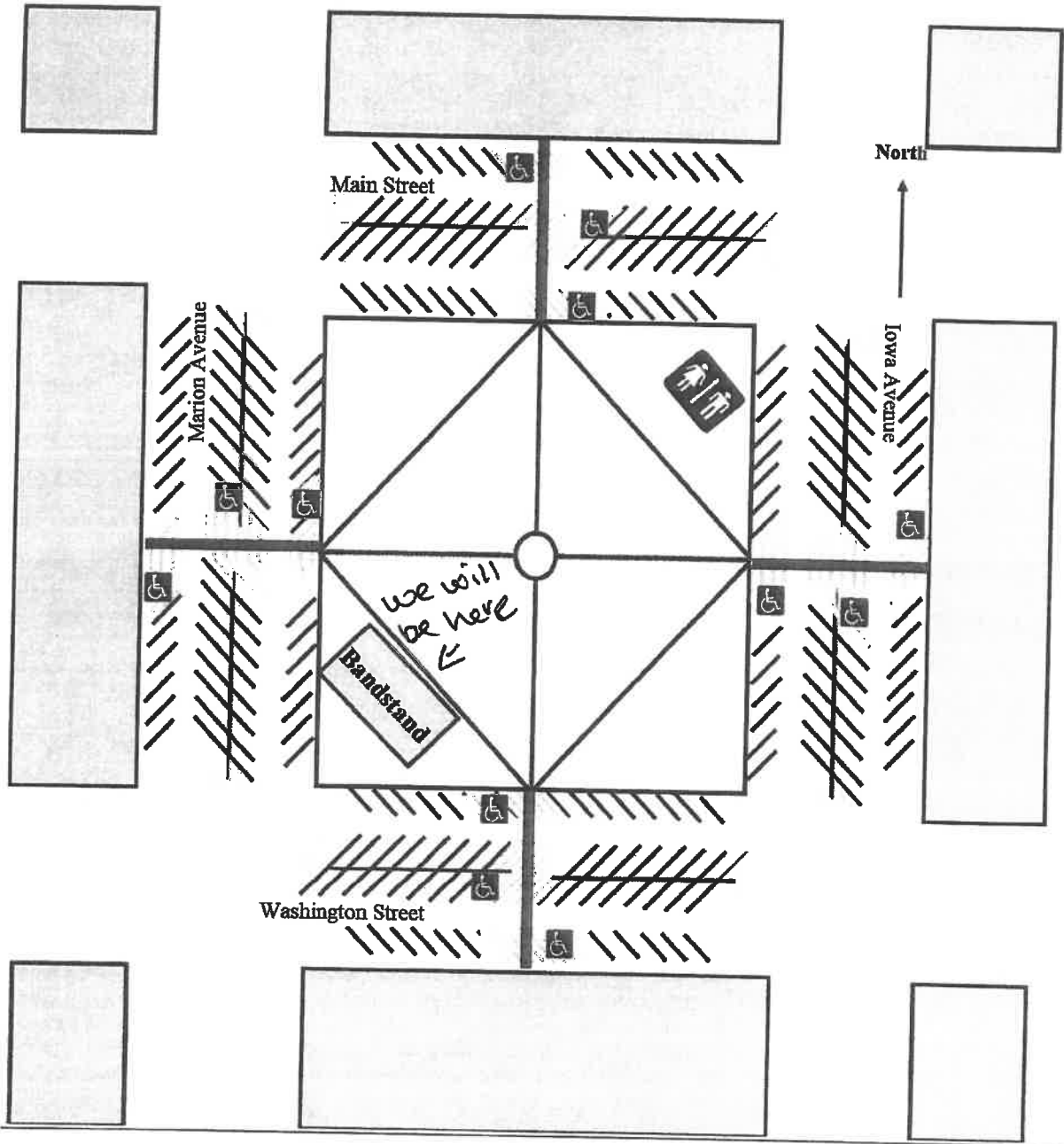
\_\_\_\_\_  
 City Clerk Signature

\_\_\_\_\_  
 Date of Action

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

CONDITIONS IMPOSED: \_\_\_\_\_

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



**Washington Fire Department**  
215 East Washington Street  
Washington, Iowa 52353  
(319) 653-2239 Phone  
(319) 653-5273 Fax  
[www.washingtoniowa.gov](http://www.washingtoniowa.gov)



**Brendan DeLong- Fire Chief**  
Bill Hartsock- 1<sup>st</sup> Asst Fire Chief  
Jim Williams- 2<sup>nd</sup> Asst Fire Chief  
Carrie Ornduff- Asst Chief of EMS

MEMO

TO: Mayor & City Council

RE: Grant writing contract

DATE: July 28, 2021

Mayor & City Council-

I am presenting you a contract with Steve Meyer to assist us in writing the AFG (Assistance to Firefighters grant) to FEMA. I have never put one of these together before and am requesting approval to proceed with this.

This grant total is going to be somewhere in the region of \$250,000. This will replace all of our SCBA's (air packs) from 30 minute bottles to 45 minute bottles that are used for breathing during interior attack operations at a structure fire. Other surrounding fire departments have 45 minute packs already. We also have some bottles expiring in the next year, and it makes sense to do this project now to avoid unnecessary costs. The money will also be used to replace all of our existing helmets as we have several of these expiring too.

Steve Meyer's fee is \$1500 and is payable once we are ready to submit the grant. If the application is unsuccessful, and we ask him to resubmit it at a later date, a fee of \$500 would apply at that time. During the FY22 budget process, we budgeted money for this project. This money will be used from those budgeted funds.

I will plan to join by zoom at the city council meeting on Tuesday, August 3<sup>rd</sup>.

Let me know if you have any questions,

Thank you,

Brendan DeLong  
Fire Chief

# STEVE MEYER consulting llc.

304 E. Maple St., Box 247, Garrison, IA. 52229  
ph. 319-477-5041 Cell: 319-640-8735 e-mail: gfdchief@netins.net

## 2021 ASSISTANCE TO FIREFIGHTERS (AFG) GRANTS

Greetings to all past and future AFG clients:

Success stories from the 2020 AFG season will soon begin to roll in as FEMA is in the early stages of its award process. I am very pleased to have helped many of you work toward securing needed equipment.

I do not know when the 2021 Assistance to Firefighters Grant season will open, but I anticipate it will be in the fall. Some of you have already contacted me regarding a grant application for 2021. I would appreciate knowing from as many of you as soon as possible who would like to be among my clients this year.

My compensation schedule for 2021 AFG applications is unchanged and will be as follows:

- First Grant = \$1,500
- Second Grant (if a department decides to apply for 2 grants in a given year) = \$750
- Regional Grant Application = \$2,000
- Rewrites for denied applications: \$500 (single jurisdiction); \$750 (Regional)
- Previous clients will receive a 10 % discount
- Anyone waiting until after the grant period has opened to notify me they want a grant written will pay an additional \$500 per grant.

Something to keep in mind on the grant writer fees is that they are also reimbursable at 90% or 95% for grants that are awarded.

The service I provide in addition to preparation of the narrative and review of the entire grant is I take care of the Applicant Characteristics, Request Information, Request Details, Call Volume and Budget portions of the application. The only portions my clients are responsible for are the System for Award Management (SAM.gov) profile, Applicant Information and Contact Information.

Grant writing continues to be an expanding service that I offer. On the federal side, in addition to AFG grants I also do SAFER (Staffing for Adequate Fire and Emergency Response), FP & S (Fire Prevention and Safety), USDA Community Facilities Grants and Hazard Mitigation Project grants. Other grants I deal with routinely are private foundation grants, corporate grants such as those offered by Alliant Utility and gambling foundation grants.

As a reminder, in order to submit an AFG application you must have a DUNS number and you must be registered with SAM (System for Award Management). The number to call for a DUNS number is 866-705-5711. You can complete SAM registration online at [www.SAM.gov](http://www.SAM.gov). You must also register your department under a new web portal FEMA GO. This is where we complete the AFG application. If your department has not done these three things, the time to do them is now.

I would appreciate knowing as soon as possible who wishes to use my services this year so we can get started on the all important process of data collection. Also, if you have heard something—good news or disappointing news—about your 2020 application(s) and haven't let me know, please do so.

Thank you for your past patronage and let us all look forward to more successful grants and stations full of new equipment in the future.

Steve Meyer—Grant Writing Consultant



*Jaron P. Rosien, Mayor  
Sally Hart, City Clerk  
Kevin Olson, City Attorney  
Brent Hinson, City Administrator*



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

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## **Memorandum**

July 28, 2021

To: Mayor & City Council  
Cc: Sally Hart, City Clerk

From: Brent Hinson  
City Administrator

Re: COBRA Health Insurance- Amendment to Personnel Policies

Iowa Code 509A.13 mandates that the City allow early retirees to utilize COBRA to stay on City health insurance at their own cost until they turn 65. The City has allowed this in the past for the employee plus the spouse when requested, but not provided any sort of policy basis for this. We have an upcoming case where this assurance is important to the employee potentially retiring early, and putting this in policy would provide similar peace of mind to any other employees in a similar situation. Especially given that we are an employer of police officers, full-time firefighters, and other workers in physically demanding roles who may need to retire prior to age 65 for physical or other reasons, I believe this is a prudent and appropriate move.

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

**A RESOLUTION AMENDING THE PERSONNEL POLICIES  
OF THE CITY OF WASHINGTON, IOWA**

WHEREAS, the City has allowed extended health insurance (COBRA) for certain retirees and spouses in the past, on a case-by-case basis; and

WHEREAS, Iowa Code 509A.13 does mandate this be allowed for employees, but not for spouses; and

WHEREAS, the City wishes to state this policy more clearly, in the interest of fairness and equity.

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

Section 1. The City Council directs that Chapter 31 of the Personnel Manual be revised as attached in Exhibit A to allow for extended COBRA eligibility for early retirees and spouses.

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

PASSED AND APPROVED this 3<sup>rd</sup> day of August, 2021.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

\_\_\_\_\_  
Sally Y. Hart, City Clerk

**City of Washington Personnel Policies  
Amendment 8/3/21**

**Existing Wording:**

**CHAPTER 31**

**RETIREMENT BENEFITS**

*All employees, with the exception of college students, high school students, and vocation rehab workers, are eligible for the IPERS plan. Temporary employees who have been paid wages of \$1000.00 or more in two consecutive quarters or have been employed at least 1,040 hours in a calendar year will be eligible. Detailed information regarding the IPERS plan will be available to employees as they become eligible to enroll.*

*Employees may choose to participate in the ICMA-RC 457 deferred compensation program. This program allows employees to have a portion of their salary deducted before taxes and invested, much like a 401(k) program.*

**Proposed Wording to Add to End:**

An employee who retires from regular full-time employment with the City and will be receiving a City-sponsored pension will be provided a one-time opportunity at the time of retirement to opt for extended COBRA health insurance coverage for employee and/or spouse under the City's available medical plan(s). The retiree is responsible for 100% of the required premium on a monthly basis, plus administrative charges that may be assessed, unless otherwise amended by action of the Council. Said premium shall be paid in advance of the first of each month for the following month's coverage. Retiree health insurance coverage may remain in effect until the first of the month of the retiree's 65<sup>th</sup> birthday, at which time coverage shall end for the retiree. A covered retiree's spouse may continue coverage until the first of the month of the spouse's 65<sup>th</sup> birthday, but not to exceed a total of ten (10) years of extended coverage, at which time all remaining health coverage shall end.

*Jaron P. Rosien, Mayor  
Sally Hart, City Clerk  
Kevin Olson, City Attorney  
Brent Hinson, City Administrator*



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

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**Memorandum**

August 3, 2021

To: Mayor and City Council  
Cc: Brent Hinson, City Administrator

From: Jeff Duwa   
Building and Zoning Official

Re: Extraterritorial Jurisdiction

The City has been approached by a property owner and Washington County Engineer Jacob Thorius regarding waiver of extraterritorial jurisdiction. It is recommended that the City of Washington decline to exercise its extraterritorial jurisdiction, as done previously for other properties, for the following parcel number and property owners:

- 1132100009 James J. and Cathryn A. Wood property to split off the southern portion of the parcel into a separate 1.57 acre Lot. See attachment for reference.

**RESOLUTION NO. 2021-\_\_**

**A RESOLUTION DECLINING TO EXERCISE EXTRATERRITORIAL  
JURISDICTION FOR PARCEL 1132100009**

WHEREAS, the City of Washington's City Administrator, acting under the authority granted by the Washington City Council and in accordance with previous practice, declined to review the plat for the James J. and Cathryn A. Wood property at 2703 Wayland Rd., Washington, Iowa 52353;

WHEREAS, under this resolution, "Proposed plats within the two-mile extraterritorial jurisdiction of the City of Washington shall be submitted to the City of Washington's Planning and Zoning Commission for review..." but "The City of Washington may decline to exercise its extraterritorial jurisdiction and choose to order the proposed subdivision to Washington County..." and;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WASHINGTON, IOWA that the action of the city building and zoning official Jeff Duwa in a memorandum dated August 3, 2021, attached as Exhibit A to this resolution, to decline to exercise extraterritorial jurisdiction regarding the Wood property is hereby affirmed.

Passed and approved this 3<sup>rd</sup> day of August 2021.

\_\_\_\_\_  
Jaron Rosien, Mayor

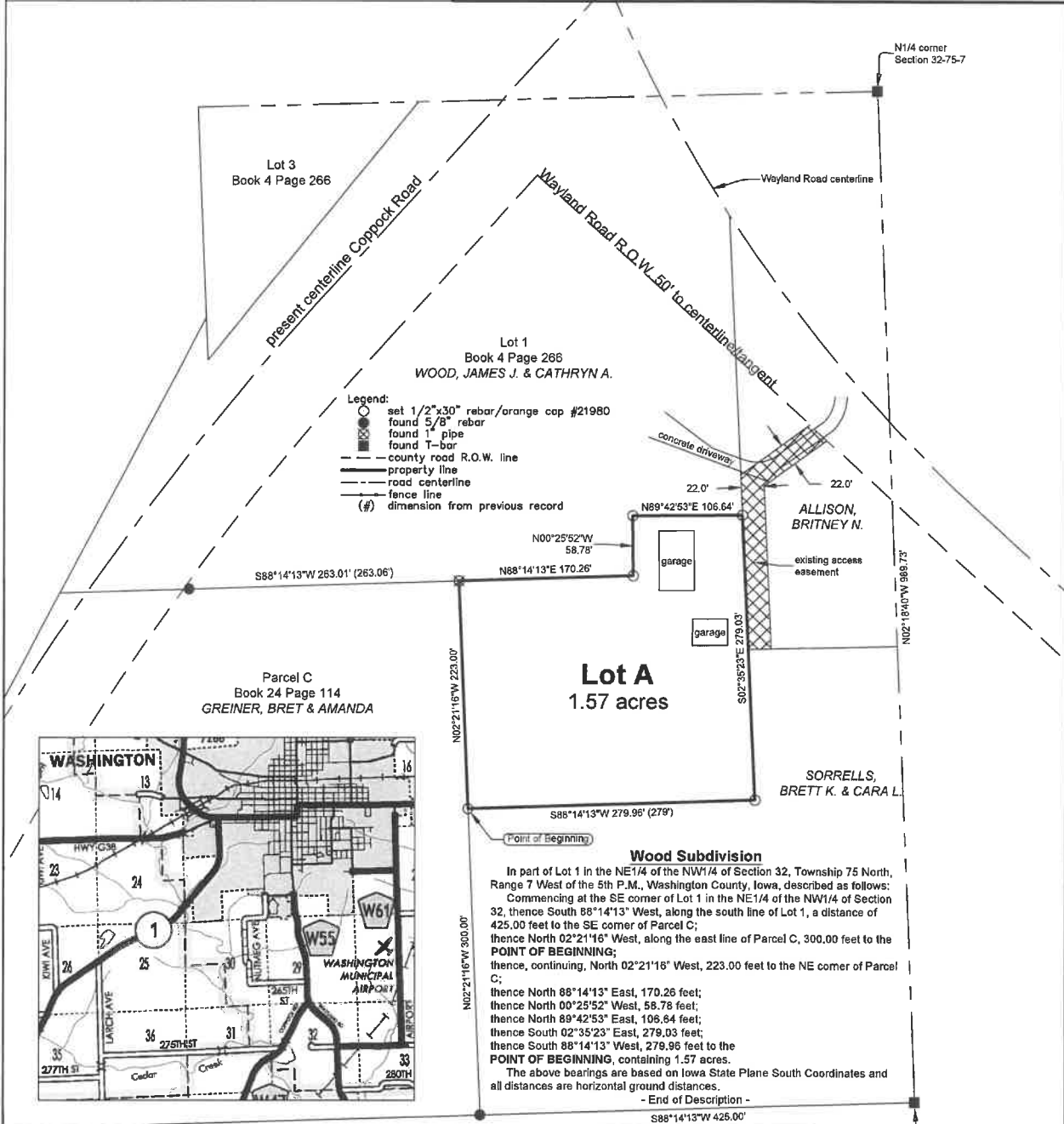
Attest:

\_\_\_\_\_  
Sally Y. Hart, City Clerk

# FINAL PLAT

## INDEX LEGEND

Property Location: part Lot 1 in part NE1/4 NW1/4 Section 32  
 Township 75 North, Range 7 West, Washington County, Iowa  
 Surveyor: Robert H. Lance, Iowa P.L.S. #21980, rob@lancesurveying.com  
 Return Document to: Lance Surveying Services (319) 986-6779  
 1505 North Broadway Street, Mt. Pleasant, IA 52641  
 Survey Requested by: Cathy Wood  
 Proprietor: WOOD, JAMES J. & CATHRYN A.  
 Survey Completed: 23 July 2021  
 Sheet 1/1 | Basis of Bearing: IA RTK, ISPS Zone | Wood, Cathy.dwg



**PLAT/PLAN APPROVED BY**  
**WASHINGTON COUNTY**  
 Approved by the Washington County Board of Supervisors  
 on this \_\_\_\_\_ day of \_\_\_\_\_

By: \_\_\_\_\_ Attest By: \_\_\_\_\_  
 Chairperson County Auditor

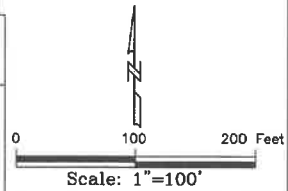
**PLAT/PLAN APPROVED**  
 by  
**The City of Washington**

APPROVED BY THE CITY OF WASHINGTON  
 ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ Year

BY: \_\_\_\_\_  
 Jeff Duwa, City of Washington

**Certification:**  
 I hereby certify that this land surveying document was prepared, and the related survey work was performed by me or under my direct personal supervision, and that I am a duly licensed Professional Land Surveyor, under the laws of the State of Iowa.

Robert H. Lance Date  
 Iowa Professional Land Surveyor #21980  
 License renewal date: December 31, 2021  
 Pages covered by this seal: 1





June 18, 2021

Brent Hinson  
City of Washington  
215 East Washington St.  
Washington, IA 52353

**RE: N. 4<sup>th</sup> Ave. Improvements**  
FOX PN: 7114-19A .600

Dear Mr. Hinson:

Cornerstone Excavating, Inc. (Contractor) has satisfactorily completed the work in general compliance with the terms, conditions, and stipulations of said Contract for N. 4<sup>th</sup> Ave. Improvements. Please find the attached Engineer's Statement of Final Completion and Application for Payment #10 that includes the remainder of payment for final retainage.

The original Construction Contract Price was \$1,552,705.20. Change Orders 1, and 2 have increased the contract amount by a total of \$359,123.21, most of which was for change order no. 1 to address the emergency repair under the Canadian Pacific Railroad. The total amount due to the Contractor for the fulfillment of said Contract is **\$1,911,828.41**.

If you find the documents to be acceptable, please sign three copies of each of the enclosed documents. Please keep one copy for City records and distribute the others to Cornerstone Excavating, Inc. and FOX Engineering.

It has been a pleasure working on this project. FOX Engineering appreciates the work and our continued partnership with the City of Washington.

Sincerely,  
FOX Engineering Associates, Inc.

John G. Washington  
Project Engineer

**Enclosures:** *Engineer's Statement of Final Completion*  
*Pay Application No. 10*

**CC:** *B.J. Miller, Cornerstone Excavating, Inc.*

# Engineer's Statement of Completion

Project: <b>N. 4<sup>th</sup> Ave. Improvements</b>	Date of Contract:
Owner: <b>City of Washington, Iowa</b>	Owner's Contract No.:
Engineer: <b>FOX Engineering</b>	Engineer's Project No.: <b>2045-17B.440</b>
Contractor: <b>Cornerstone Excavating, Inc.</b>	

I hereby state that the construction of the N. 4<sup>th</sup> Ave. Improvements Project has been satisfactorily completed in general compliance with the terms, conditions, and stipulations of said Contract. The work was completed on April 14, 2021. The Contract Final Completion date was May 14, 2021.

I further state that the total amount due to the Contractor for the fulfillment of said Contract is \$1,911,828.41. The derivation of this total amount is tabulated below. Total amount paid to the Contractor to date is \$1,903,861.99. The amount of \$7,966.42 remains to be paid as indicated in Pay Application No. 10.

Original Contract	\$ 1,552,705.20
Change Order No. 1	\$ 355,690.80
Change Order No. 2	<u>\$ 3,432.41</u>
Final Contract	\$ 1,911,828.41

At least ninety-five percent (95%) of the total amount due to the Contractor should be paid after the acceptance of the construction by resolution of the City Council. The remaining five percent (5%) shall then be paid no sooner than thirty (30) days following formal acceptance of the construction by the City Council provided that no unpaid claims exist in connection with this Contract. The Contractor will receive interest on any unpaid balance at the maximum legal rate from and after thirty (30) days following acceptance of the project by the City Council.

**Signed:**

FOX Engineering Associates

By: 

Iowa Registration No.: 18872

Date: June 18, 2021

FOX PN: 7114-19A

**Accepted by:**

Owner: \_\_\_\_\_

Resolution: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Distribution:

- Engineer
- Contractor
- Owner
- IDNR



# Contractor's Application for Payment No. 10

**Unit Price Contract** From (Contractor): Cornerstone Excavating Inc. Application Date: 6/8/2021  
 Project: N. 4th Ave. Improvements Owner's Project No.: WAS020 Period From: 3/3/2021  
 To (Owner): City of Washington Engineer's Proj. No.: 7114-19A Period To: 5/14/2021  
 Via (Engineer): FOX Engineering

1. ORIGINAL CONTRACT PRICE..... \$ 1,552,705.20
2. Net change by Change Orders..... \$ 359,123.21
3. Current Contract Price (Line 1 + 2)..... \$ 1,911,828.41
4. TOTAL COMPLETED AND STORED TO DATE  
(Column F on Progress Estimate)..... \$ 1,911,828.41
5. RETAINAGE:
  - a. X \$1,911,828.41 Work Completed..... \$
  - b. 5.0% X Stored Material..... \$
  - c. Less Total Retainage Released Early..... \$
  - d. Total Retainage (Line 5a + Line 5b - Line 5c)..... \$ 1,911,828.41
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ 1,903,861.99
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 7,966.42
8. AMOUNT DUE THIS APPLICATION..... \$
9. BALANCE TO FINISH, PLUS RETAINAGE  
(Column G on Progress Estimate + Line 5 above)..... \$

Approved Change Order Summary:		
No.	Date Approved	Deductions
1	6/19/2020	\$374,058.80
2	2/2/2021	\$165,354.25
TOTALS		\$542,845.46
NET CHANGE BY CHANGE ORDERS		-\$183,722.25

Payment of: \$ 7,966.42 (Line 8 or other - attach explanation of the other amount)  
 is recommended by: John W. [Signature] (Engineer) 6/18/21 (Date)  
 Payment of: \$ (Line 8 or other - attach explanation of the other amount)  
 is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

**Contractor's Certification**  
 The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.  
 By: [Signature] Date: 6-15-21

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

RESOLUTION ACCEPTING THE 2020 NORTH 4<sup>TH</sup>  
IMPROVEMENTS PROJECT AS COMPLETED

WHEREAS, the City Council of the City of Washington did award a construction contract to Cornerstone Excavating, Inc. in the amount of \$1,552,705.20 for the “2020 North 4<sup>th</sup> Improvements Project” (the “Project”); and

WHEREAS, the Project has now been completed in accordance with the plans and specifications; and

WHEREAS, it is necessary for the City Council to formally accept the Project.

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

Section 1. That the construction of the Project is hereby accepted as completed, with a final contract price of One Million Nine Hundred Eleven Thousand Eight Hundred Twenty-Eight Dollars and Forty-One Cents (\$1,911,828.41).

Section 2. That Pay Application No. 10 (Final Release of Retainage) in the amount of \$7,966.42 is hereby approved, and said retainage may be released to the contractor at this time.

Passed and approved this 3<sup>rd</sup> day of August, 2021.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

\_\_\_\_\_  
Sally Y. Hart, City Clerk

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

**A RESOLUTION NAMING CITY PERSONNEL AUTHROIZED TO ACCESS  
FINANCIAL ACCOUNTS AND CONDUCT BANKING ACTIVITIES ON  
BEHALF OF THE CITY OF WASHINGTON, IOWA**

WHEREAS, the City Council of the City of Washington, Iowa, desires to establish the signatories for financial activities; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington, Iowa hereby authorize the following individuals to open and close accounts, purchase and redeem investments in accordance with the City's Investment Policy, transfer funds between City accounts and at the Washington State Bank and between financial institutions the City does business with, to pick up bank statements, access safe deposit box, and sign checks (two signatures required):

City Clerk – Sally Hart  
City Finance Director – Kelsey Brown  
Mayor – Jaron Rosien  
Mayor Pro tem - Millie Youngquist

PASSED AND APPROVED this 3<sup>rd</sup> day of August, 2021.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

\_\_\_\_\_  
Sally Hart, City Clerk

**RESOLUTION NO. 2021 – 070**

**A RESOLUTION CREATING AND APPOINTING A CITY ADMINISTRATOR  
SEARCH COMMITTEE**

WHEREAS, City Administrator Brent Hinson has announced his resignation effective August 6, 2021; and

WHEREAS, the City Council wishes to support a thorough, well-organized, and inclusive process for the replacement of this important position; and

WHEREAS, the City Council has approved the hire of Midwest Municipal Consulting, L.L.C. to lead the search process; and

WHEREAS, the Council wishes to engage a committee to assist in this endeavor.

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

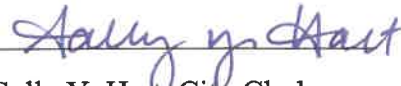
Section 1. The City Council approves the creation of a City Administrator Search Committee to organize and oversee the process of hiring a new City Administrator, subject to final confirmation by the Council.

Section 2. The City Council hereby accepts the recommended appointments of Jaron Rosien, Illa Earnest, Kelsey Brown, Sally Hart, and Jim Lester to the Committee.

PASSED AND APPROVED this 20<sup>th</sup> day of July, 2021.

  
\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

  
Sally Y. Hart, City Clerk

*Jaron P. Rosien, Mayor  
Sally Hart, City Clerk  
Kevin Olson, City Attorney  
Brent Hinson, City Administrator*



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

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**Memorandum**

July 28, 2021

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

From: Brent Hinson  
City Administrator

Re: Bazooka TIF Fund 135

To make things smoother for staff going forward, I recommend that Council authorize the creation of a new dedicated fund for the TIF dollars we will receive under the development agreement with Bazooka, which dollars collected will be used to repay the Sewer Fund 610 for expenses incurred for our related sewer project. The Council will need to approve a TIF ordinance no later than December 31, 2022 (base year of 1/1/21) to start collecting on this increment. No actual taxes will be received until Fall 2023 for this project.

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

**A RESOLUTION ESTABLISHING A NEW FUND 135- UNIFIED  
COMMERCIAL URBAN RENEWAL- BAZOOKA INCREMENT**

WHEREAS, the City Council previously approved a development agreement and minimum assessment agreement with Bazooka Farmstar, LLC for a major industrial expansion; and

WHEREAS, to facilitate easier tracking for staff of TIF taxes received under the agreements, it is prudent to establish a dedicated new fund in the City chart of accounts for this increment.

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

Section 1. The City Council directs the Finance Director to create the following new fund, for the purpose designated below:

- a. 135- Unified Commercial Urban Renewal- Bazooka Increment, for the purpose of accounting for tax increment funds received, internal loan payments made, and rebates issued under the development agreement with Bazooka Farmstar, LLC.

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

PASSED AND APPROVED this 3<sup>rd</sup> day of August, 2021.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

\_\_\_\_\_  
Sally Y. Hart, City Clerk

*Jaron P. Rosien, Mayor  
Sally Hart, City Clerk  
Kevin Olson, City Attorney  
Brent Hinson, City Administrator*



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

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## **Memorandum**

July 28, 2021

To: Mayor & City Council  
Cc: Sally Hart, City Clerk

From: Brent Hinson  
City Administrator

Re: Internal TIF Loan

Attached is an internal promissory note for the Wellness Park TIF loan. This has already been approved in principle by previous Council actions; this is just an effort to fully document the TIF debt for the FY23 certification that will need to be done prior to December 1.

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

**A RESOLUTION CERTIFYING AN INTERNAL  
DEBT & RELATED PROMISSORY NOTE**

WHEREAS, the City occasionally undertakes major projects that require diverse funding sources; and

WHEREAS, to fully fund these projects, it has been useful in the past for certain City funds to loan money to other City funds, with promise of future repayment; and

WHEREAS, this Council previously approved the certification of \$292,115.02 of internal debt for the Wellness Park project against the Unified Commercial Urban Renewal Area in Resolution 2020-104; and

WHEREAS, the project has been substantially completed, additional debt of \$43,859.37 has been incurred since the last certification, and the Council wishes to allow total debt for the project in the amount of \$335,974.39 to be certified for repayment with interest by tax increment financing (TIF) funds and an internal repayment schedule established.

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

Section 1. The City Council hereby approves the attached internal promissory note in the amount of \$335,974.39, plus 3% interest.

Section 2. The City Council hereby directs that repayment occur to the appropriate City funds in the proportions depicted in the attached repayment schedule, to the greatest extent practicable.

Section 3. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 3<sup>rd</sup> day of August, 2021.

---

Jaron P. Rosien, Mayor

Attest:

---

Sally Y. Hart, City Clerk



**PROMISSORY NOTE**  
**WASHINGTON CAPITAL PROJECTS FUND 301**

Loan Number: 7

Place: Washington, Iowa

Not to Exceed \$335,974.39

Date: July 27, 2021

FOR VALUE RECEIVED, the undersigned City of Washington, Unified Commercial Urban Renewal Area Fund 125 (hereinafter called "TIF Fund") promises to pay to the order of the City of Washington, Iowa Capital Projects Fund 301 (hereinafter called the "City") or its successor, a principal sum not to exceed Three Hundred Thirty-Five Thousand Nine Hundred Seventy-Four Dollars and Thirty-Nine Cents (\$335,974.39) as follows:

The balance of the loan shall be paid no later than June 30, 2036. The interest rate for the loan shall be three percent (3%) per annum for the entire period of the loan. TIF Funds shall repay the loan from TIF Revenues property tax on a variable payment schedule. The note shall be for the purpose of repayment of construction costs of the Washington Wellness Park, Phase 1.

The note shall be unsecured.

City of Washington TIF Funds

By: \_\_\_\_\_  
Jaron P. Rosien, Mayor

By: \_\_\_\_\_  
Sally Y. Hart, City Clerk

STATE )  
)ss.  
COUNTY OF WASHINGTON )

Before me, a qualified Notary Public, appeared Jaron P. Rosien and Sally Y. Hart, to me known to be the Mayor and City Clerk of the corporation and the identical persons who signed the foregoing instrument and acknowledged the execution thereof to be the voluntary act and deed of said officers and the voluntary act and deed of said corporation.

Witness my hand and notary seal on this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

**WASHINGTON TIF FUNDS**

**LENDER'S MEMORANDUM**

By way of this memorandum, the City of Washington, Iowa, hereby offers to Washington Unified Commercial Urban Renewal Area Funds 125 (hereinafter "TIF Fund") a loan for economic development purposes. The loan shall be subject to the terms and conditions stated below; however, this memorandum shall not be construed as all inclusive, and any additional terms and conditions may be placed on the loan prior to closing. Prior to acceptance of funds, the loan applicant, TIF Fund, reserves the right to retract acceptance of the loan offer in the event terms and conditions are added subsequent to the signing of this offer which, in the opinion of the loan applicant, make the loan agreement untenable.

The terms and conditions for the proposed loan are as follows:

1. Loan Amount: Principal Not to Exceed \$335,974.39
2. Rate: 3% Interest
3. Repayment Terms: Repayment no later than June 30, 2036.

Principal and interest shall be paid from TIF Revenues property tax. Payments will be made from TIF taxes generated from development in the Unified Commercial Urban Renewal Area.

# Wellness Park Internal TIF Loan

07/28/2021

<u>FISCAL YR</u>	<u>DATE</u>	<u>PYMT</u>	<u>PRINC</u>	<u>INT</u>	<u>BAL</u>
	Beginning:				335,974.39
2022	12/1/21	14,783.26	9,743.64	5,039.62	326,230.76
	6/1/22	14,783.26	9,889.80	4,893.46	316,340.96
2023	12/1/22	20,221.32	15,327.86	4,893.46	301,013.11
	6/1/23	20,221.32	15,476.21	4,745.11	285,536.90
2024	12/1/23	25,000.00	20,484.80	4,515.20	265,052.10
	6/1/24	25,000.00	20,716.95	4,283.05	244,335.15
2025	12/1/24	27,500.00	23,524.22	3,975.78	220,810.93
	6/1/25	27,500.00	23,834.97	3,665.03	196,975.96
2026	12/1/25	27,500.00	24,187.84	3,312.16	172,788.12
	6/1/26	27,500.00	24,545.36	2,954.64	148,242.76
2027	12/1/26	30,000.00	27,408.18	2,591.82	120,834.58
	6/1/27	30,000.00	27,776.36	2,223.64	93,058.22
2028	12/1/27	30,000.00	28,187.48	1,812.52	64,870.74
	6/1/28	30,000.00	28,604.13	1,395.87	36,266.61
2029	12/1/28	18,891.84	17,918.78	973.06	18,347.84
	6/1/29	18,891.84	18,347.84	544.00	-
	Totals:	387,792.81	335,974.39	51,818.42	
	Loan Terms:		<i>Repay Capital Projects Fund 301</i>		
	Stepped Principal Payments		<i>From Business Park &amp; Dollar Tree Increments</i>		
	3.00%	Interest			
	335,974.39	Principal			

City of Washington  
Wellness Park Phase 1  
Projections as of 7/27/21

<u>Uses</u>	<b>COMPLETE</b>		<b>SUBST. COMPLETE</b>		<u>Totals</u>	
	Phase 1A:		Phase 1B:			
	<u>Grading &amp; Utilities</u>		<u>Fields &amp; Structures</u>			
Grading & Util Contract	\$	884,983.82		\$	884,983.82	
Water Main	\$	92,629.26		\$	92,629.26	
Mobilization			\$	223,000.00	\$	223,000.00
Other Utilities & Grading			\$	524,326.75	\$	524,326.75
Roads, Trails, Parking			\$	741,126.93	\$	741,126.93
D & 7th Sidewalks			\$	44,275.80	\$	44,275.80
Playing Fields			\$	692,475.70	\$	692,475.70
Infield Clay & Turf Seed			\$	147,509.44	\$	147,509.44
Buildings			\$	453,420.00	\$	453,420.00
Electrical & Light 1 Field			\$	326,000.00	\$	326,000.00
Soccer & Other Lighting- DNR			\$	225,000.00	\$	225,000.00
Owner Supplied			\$	92,005.00	\$	92,005.00
CO#1 Soccer Fencing/W. 7th			\$	10,791.18	\$	10,791.18
CO#2 Paved Parking			\$	21,174.05	\$	21,174.05
CO#3 Ball Complex Gates			\$	20,098.30	\$	20,098.30
CO#4 Misc Field Adj			\$	15,089.90	\$	15,089.90
Contingency				\$		-
Alliant Electrical			\$	31,927.76	\$	31,927.76
Inspections/Admin	\$	21,611.11	\$	13,023.70	\$	34,634.81
Engineering	\$	146,000.00	\$	157,722.73	\$	303,722.73
<b>Total Uses</b>	<b>\$</b>	<b>1,145,224.19</b>	<b>\$</b>	<b>3,738,967.24</b>	<b>\$</b>	<b>4,884,191.43</b>

Sources

General Obligation Bond	\$	748,411.28	\$	1,169,368.97	\$	1,917,780.25
Riverboat Mun Grant	\$	304,183.45	\$	771,896.07	\$	1,076,079.52
CARES Funds			\$	148,568.66	\$	148,568.66
Park Gift Fund			\$	100,000.00	\$	100,000.00
Wellmark Grant			\$	100,000.00	\$	100,000.00
DNR Grant			\$	100,000.00	\$	100,000.00
US Soccer Foundation			\$	25,000.00	\$	25,000.00
WP Fund- Farm Lease			\$	93,607.78	\$	93,607.78
Alliant Rebate- Y Electrical			\$	22,402.37	\$	22,402.37
City Donation- Water Main	\$	92,629.46			\$	92,629.46
City RUT- Road & Sidewalks			\$	207,149.00	\$	207,149.00
Minnesota Twins			\$	10,000.00	\$	10,000.00
KC Royals			\$	5,000.00	\$	5,000.00
WCRF Competitive Grant			\$	650,000.00	\$	650,000.00
<b>TIF Loan</b>			\$	<b>335,974.39</b>	\$	<b>335,974.39</b>
<b>Total Sources</b>	<b>\$</b>	<b>1,145,224.19</b>	<b>\$</b>	<b>3,738,967.24</b>	<b>\$</b>	<b>4,884,191.43</b>

Sources/Uses	\$	-	\$	-	\$	-
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Jaron P. Rosien, Mayor  
Sally Hart, City Clerk  
Kevin Olson, City Attorney  
Brent Hinson, City Administrator



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

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## **Memorandum**

July 26, 2021

To: Mayor & City Council  
Cc: Sally Hart, City Clerk

From: Brent Hinson  
City Administrator 

Re: Revised General Fund Balance Policy/ Capital Equipment & Building Maintenance

As has been discussed for several years and included in our strategic priorities work plans, following the completion of a number of initiatives, most notably the City Hall/Police/Fire complex, the City has a need to set aside additional funding for capital equipment replacement and also for long-term building maintenance. The internal debt for the City Hall/Police/Fire improvements is projected to be paid off by the end of the current fiscal year, so we have a convenient funding stream available to take on these initiatives.

We have largely funded capital equipment in recent years on a piecemeal basis and often using long-term debt to finance these purchases. While there are certain purchases (such as the aerial fire truck that has a sticker price of \$1.25 million+, but can be expected to last 30+ years) that it will still make sense to fund from G.O. bonds, a “pay-as-you-go” basis for most capital equipment should significantly reduce the amount of long-term debt needed for this purpose and allow for more predictable and reliable replacement within our fleet. This funding will provide a strong basis for the establishment of the Capital Equipment Replacement Plan that the Council approved in the 2021-2022 goals.

The other item that has been identified as a long-term priority is seeing that appropriate funds are set aside to allow for good long-term maintenance of our many fine facilities. We are fortunate to have a newer Library, Water Treatment Plant, and Wastewater Treatment Plant, but these will not stay “new” forever. We have not experienced problems yet with the 20+ year-old M/C building, but the 20+ year-old Aquatic Center has started to present major expenses. In the past, Washington often failed to set aside significant enough funds to cover these long-term costs, and as a result, its facilities deteriorated over time and eventually needed complete replacement. Setting aside significant tax dollars for

maintenance over time will save a tremendous amount more in the long run. As a wise (Washington) person once said to me, “fix it now or pay double later”.

The proposed resolution would also adjust the target General Fund undesignated fund balance to \$1.1 million from its current \$1.0 million level. This would only have an effect in the first year of the policy, but then would ensure that we stay at an appropriate level to obtain the highest bond rating possible for our situation when we do need to issue long-term debt for projects.

Brent

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

**A RESOLUTION SETTING A REVISED GENERAL FUND BALANCE POLICY,  
ESTABLISHING A NEW FUND 325- BUILDING & FACILITY MAINTENANCE,  
AND AUTHORIZING INTERFUND TRANSFERS**

WHEREAS, the City has recently completed major projects including new/improved space for Police, Fire, Development Services and Finance/Administration departments (“the Municipal Building projects”); and

WHEREAS, in Resolution 2016-068, the City Council previously set a fund balance policy for the General Fund, with the goal of transferring excess funds to the Municipal Building Fund 309 to allow for the greatest portion possible of those projects to be paid on a “pay-as-you-go” basis; and

WHEREAS, this strategy has been successful, and all internal debt for the Municipal Building projects is projected to be paid in full by June 30, 2022; and

WHEREAS, Police and Fire equipment and facility needs are specifically allowed as uses of the City’s Local Option Sales & Service Tax (LOST), and the City Council wishes to continue the practice of setting aside these funds after all budgeted debt service, transit payments, and Police and Fire general appropriations are paid; and

WHEREAS, the Council would like to utilize the same strategy used for the Municipal Building projects moving forward to better fund capital equipment purchases and to provide for long-term stewardship of the City’s buildings & facilities; and

WHEREAS, the City Council would both like to meet the funding goals for the priorities listed above, as well as establish a revised policy for General Fund balance.

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

Section 1. The City Council hereby establishes that the undesignated fiscal year-end fund balance for General Fund 001 will be capped at \$1,100,000, or 27.5% of annual General Fund revenues, whichever is more (“the required GF balance”).

Section 2. The City Council directs the Finance Director to create a new Fund 325- Building & Facility Maintenance, for the purpose of setting aside appropriate funds for major building & facility maintenance issues. Use of said funds shall include specific accounting of Local Option Sales & Service Tax funds for Police and Fire use only. Disbursements from the Building & Facility Maintenance Fund shall only be for maintenance expenses in excess of \$20,000 and only with specific City Council approval.

Section 3. The City Council hereby establishes legislative intent that until amended by future Council resolution, any General Fund undesignated balance amount in

excess of the required GF balance at fiscal year-end will be transferred 75% to Capital Equipment Fund 300 and 25% to Building & Facility Maintenance Fund 325, after the Municipal Building project internal debt is paid in full.

Section 4. The City Council hereby establishes legislative intent that until amended by future Council resolution, any LOST balance remaining after payment of budgeted debt service, transit payments, and Police and Fire general appropriations are paid shall be transferred 75% to Capital Equipment Fund 300 and 25% to Building & Facility Maintenance Fund 325 for Police and Fire equipment and facility maintenance, respectively.

Section 5. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 3<sup>rd</sup> day of August, 2021.

---

Jaron P. Rosien, Mayor

ATTEST:

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Sally Y. Hart, City Clerk



Acct Number	Category	Transfers In Amount	Notes	Acct Number	Transfers Out Category	Amount
001-4-1010-4-4830	Police TRF In	300,000.00	LOST per ballot	121-6-6020-6910	LOST TRANSFER OUT	300,000.00
001-4-1090-4-4830	Animal Cont TRF In	1,000.00		670-6-8040-6910	SANITATION TRSF OUT	1,000.00
001-4-1050-4-4830	Fire TRF In	142,500.00	LOST per ballot	121-6-6020-6910	LOST TRSF OUT	142,500.00
001-4-6020-4-4830	Clerk TRF In	610,696.60	Employee Benefits	112-6-6020-6910	EMPLOYEE BENEFITS	610,696.60
		243,013.51	LOST per ballot for minibus	121-6-6020-6910	LOST TRSF OUT	243,013.51
		67,579.10	Emergency	114-6-6020-6910	EMERGENCY TRS OUT	67,579.10
		32,980.00	fy19 transfer to cover main st balance	011-6-6020-6910	CLERK TRSF OUT	32,980.00
		<u>1,397,779.21</u>				
011-4-6020-4-4830	Clerk TRF in	19,064.42	Transfer to cover Main Street balance	001-6-6020-6910	CLERK TRSF Out	19,064.42
050-4-6020-4-4830	Clerk TRF in	31,473.15	DIG Grant	305-6-6020-6910	CLERK TRSF OUT	31,473.15
110-4-2010-4-4830	RUT TRF In	32,300.09	Employee Benefits	112-6-6020-6910	EMPLOYEE BENEFITS	32,300.09
		42,883.58	Payback Internal Loan	132-6-5050-6910	UNIF COMM - EBD	42,883.58
		<u>75,183.67</u>				
122-4-1050-4-4830	Lost Debt Service	155,940.00	Lost Debt Service	121-6-6020-6910	LOST TRSF OUT	155,940.00
145-4-6020-4-4830	Housing Rehab TRSF IN	26,000.00	Housing Infill Program	001-6-6020-6910	CLERK TRSF OUT	26,000.00
146-4-6020-4-4830	LMI TIF TRF In	26,632.19	Tim Ridge II- UR #3C	129-6-5050-6910	TIMBER RIDGE TIF TRSF OUT	26,632.19
200-4-2088-4-4830	2016C - TIF Share	50,700.00	TIF Share of Biz Park	133-6-6020-6910	UR 6 TRSF OUT	50,700.00
200-4-8010-4-4830	2009 GO DS	96,925.00	2009 GO Bond Ent Share	600-6-8010-6910	WATER PLANT TRSF OUT	96,925.00
200-4-8016-4-4830	2009 GO DS	125,000.00	2009 GO Bond Ent Share	610-6-8015-6910	WATER PLANT TRSF OUT	125,000.00
300-4-1010-4-4830	Police Trsf In	40,366.38	Police Vehicle	301-6-6020-6910	CLERK TRSF OUT	40,366.38
300-4-2010-4-4830	RUT CE TRF In	75,000.00	From RUT	110-6-2010-6910	RUT TRF OUT	75,000.00
		37,405.00	From CP (2020 GO Bond) Dump Trucks	301-6-6020-6910	CLERK TRSF OUT	37,405.00
300-4-2060-4-4830	DS CE TRF In	10,394.75	From CP (2020 GO Bond) GPS Unit	001-6-2060-6910	RUT TRF OUT	10,394.75
300-4-4030-4-4830	Parks CE TRF In	28,559.00	From CP (2020 GO Bond) truck	001-6-4030-6910	PARKS TRSF OUT	28,559.00
301-4-6020-4-4830	Clk CP TRF In	340,614.31	N 4TH	110-6-2010-6910	RUT TRSF OUT	170,614.31
		833,365.27	MUNI BUILDING	600-6-8012-6910	WATER DIST TRSF OUT	85,000.00
		2,150,518.82	WELLNESS PARK	610-6-8017-6910	SEWER COLL TRSF OUT	85,000.00
		220.00	WOODLAWN CEM	309-6-6020-6910	MUNI BUILDING TRS OUT	833,365.27
		103,848.65	S AVE E	310-6-6020-6910	CLERK TRSF OUT	1,878,470.82
		77,369.18	S 15TH STREET	110-6-2010-6910	RUT TRSF OUT	272,048.00
		108,834.63	LINDA LOUS/GONCHO	001-6-4050-6910	CEMETERY TRSF OUT	220.00
				110-6-2010-6910	RUT TRSF OUT	103,848.65
				610-6-8017-6910	SEWER COLL TRSF OUT	77,369.18
				134-6-5050-6910	DOWNTOWN TIF TRSF OUT	108,834.63
		<u>3,614,770.86</u>				
309-4-6020-4-4830	Mun Bldg TRF In	186,547.52	LOCAL OPTION SALES TAX	121-6-6020-6910	LOST TRSF OUT	186,547.52
		244,284.07	EXCESS GENERAL FUND \$	001-6-6020-6910	GF CLERK TRSF OUT	244,284.07
		<u>430,831.59</u>				
310-4-6020-4-4830	Wellness Trsf in	406,421.14	Wellness Park	305-6-6020-6910	RFCP TRSF OUT	399,262.92
				127-6-5050-6910	UNIF COMM UR-BRIARWOOD	1,471.82
				134-6-5050-6910	DOWNTOWN TIF TRSF OUT	5,686.40
311-4-7500-4-4830	Sidewalk TRF In	45,000.00	Transfer from Road use Sidewalk repair \$	110-6-2010-6910	RUT TRSF OUT	45,000.00
312-4-7500-4-4830	Tree Removal TRF In	5,000.00	Transfer from Road Use Tree Removal \$	110-6-2010-6910	RUT TRSF OUT	5,000.00
315-4-7500-4-4830	Res Dev TRF In	39,706.13	NWL RENT	308-6-6020-6910	IND DEV TRSF OUT	39,706.13
530-4-5010-4-4830	Tree Comm TRSF In	1,500.00	EAB	312-6-6020-6910	TREE REMOVAL TRSF OUT	1,500.00
545-4-6020-4-4830	Safety Fund TRSF In	986.07	Trsf excess safety funds (Res 2019-002)	001-6-2060-6910	GF- DEV SERV TRSF OUT	986.07
600-4-8010-4-4830	Water Plant TRSF in	208,019.59	EXCESS BALANCE-WCP	603-6-8010-6910	WATER PLANT TRSF OUT	208,019.59
602-4-8010-4-4830	WSink TRF In	278,854.92	WATER DEBT SERVICE PMT	600-6-8010-6910	WATER PLANT TRSF OUT	278,854.92
603-4-8012-4-4830	WCapProj TRF in-WD	18,691.20	Facility Plan	600-6-8012-6910	WATER DIST TRSF OUT	18,691.20
		123,915.00	W Wash Water Main	600-6-8012-6910	WATER DIST TRSF OUT	123,915.00
610-4-8017-4-4830	Sewer TRF in	64,089.63	TIF- Repay Biz Park Internal Loan	133-6-6020-6910	IRE TIF TRSF OUT	61,049.84
				125-6-5050-6910	NE IND TRSF OUT	3,039.79
612-4-8015-4-4830	SSink TRF In	787,907.50	WWTF SRF Debt	610-6-8015-6910	SEWER PLANT TRSF OUT	787,907.50
		151,440.00	West Side Int Debt	610-6-8017-6910	SEWER COLL TRF OUT	151,440.00
613-4-8017-4-4830	Sewer Cap Proj TRF In	104,561.92	SE Basin	610-6-8017-6910	SEWER COLL TRF OUT	161,169.92
		26,200.00	San Sewer Ext			
		30,408.00	Clean/Televise Line			
		<u>8,534,726.32</u>				
						<u>8,534,726.32</u>
					Difference	-

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

**A RESOLUTION AUTHORIZING FISCAL YEAR END 2021 TRANSFERS**

WHEREAS, the City Council of the City of Washington, Iowa, has established a need to do transfers for FY21; and

WHEREAS, exhibit A sets out how funds were transferred during the fiscal year in the amount of \$8,534,726.32.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington, Iowa that the 2021 Fiscal Year Transfers are hereby adopted and approved as prepared.

PASSED AND APPROVED this 3<sup>rd</sup> day of August, 2021.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

\_\_\_\_\_  
Sally Hart, City Clerk

# MEMORANDUM

## State of Iowa: Department of Management – ARPA NEU Funding Determination of Funding Report

DATE: July 19, 2021  
 TO: State of Iowa – Department of Management  
 FROM: RSM US LLP  
 SUBJECT: Determination of Funding Report – City of Washington

This transmittal letter has been prepared in accordance with the contracted *Scope of Work (Section 4), Execute Program Administration Processes (Task 3)*, as specified in Contract #21019, *CARES Act Funding and Accounting Management Services, Amendment No. 2*. RSM's primary responsibilities under this task order include executing intake and processing of applications for the American Rescue Plan Act of 2021 ("ARPA") Non Entitlement Unit ("NEU") Funding Project.

RSM verified receipt of the NEU's approved agreements that affirm that the NEU will utilize any received funding on eligible expenses and will follow all formal published Federal guidance on how the funds should be spent. RSM's procedures were limited to those outlined in the work plan approved by the State of Iowa, which is based on the State's interpretation and understanding of the current U.S. Treasury federal guidance. This includes the validation of the support provided by the NEU to determine compliance with the requirements identified in the approved work plan.

To comply with requirements for *Task 3* described above, the following is the summary of results obtained through the testing performed:

NEU Information		Request for Funding Allocation and Distribution	
NEU	City of Washington	Budgeted Amount	\$19,766,465.00
NEU Recipient Number	IA0887	Budgeted Amount Capped at 75%	\$14,824,849.00
Maximum Allocation Allowed to NEU	\$1,077,441.08	Total Amount of Funding to be Distributed (lesser of Max Allocation Allowed or 75% Budget cap)	\$1,077,441.08
		Tranche 1 Amount (First Round)	\$538,720.54

Overview
The NEU has submitted its application and all required forms pursuant to the US Treasury's guidance for the ARPA NEU Funding. The validation review has been completed for the NEU. At this time, a total of \$1,077,441.08 will be disbursed through the State of Iowa's Department of Revenue. This funding will be paid in various tranches according to U.S. Treasury federal guidelines. Tranche 1, Round 1 is for \$538,720.54. The remaining funds will be disbursed at a later date in accordance with the U.S. Treasury federal guidelines.

RSM has reviewed and validated the City of Washington's request for funding. Based on the application submitted, the supporting documentation received, and the testing guidance provided by the State of Iowa, RSM recommends the State of Iowa transfer funds in the amount of \$1,077,441.08 to the City of Washington with respect to this submission. This funding will be paid in various tranches according to U.S. Treasury federal guidelines. Tranche 1, Round 1, is for \$538,720.54. The remaining funds will be disbursed at a later date in accordance with the U.S. Treasury federal guidelines. This recommendation is provided to the State of Iowa for final review, approval and award determination. It is subject to change by the State of Iowa and in no way is RSM's recommendation deemed to be authoritative or an official approval for funding for the City of Washington.

*RSM US LLP*

Company: RSM US LLP

Date: July 19, 2021

**State of Iowa - Department of Management Final Award Determination:**

The State of Iowa acknowledges receipt of this funding request packet and determines the final award amount to be:

\$ 538,720.54

State of Iowa Comments

*Michael Boussetot*

Name: Michael Boussetot

Title: Director, Department of Management, State of Iowa

Date: July 23, 2021

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

**A RESOLUTION ESTABLISHING A NEW  
ARPA CAPITAL PROJECTS FUND 317**

WHEREAS, the City of Washington expects to receive \$1,077,441.08 in funding from the American Recovery Plan Act (ARPA), which must be used toward uses prescribed in the federal legislation and administrative rules; and

WHEREAS, the first tranche of this funding in the amount of \$538,720.54 is expected to arrive within two weeks; and

WHEREAS, the City Council wishes to create a dedicated fund for the deposit and accounting of these funds for compliance purposes.

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

Section 1. The City Council directs the Finance Director to create the following new fund, for the purpose designated below:

- a. 317- ARPA Capital Projects, for the purpose of accounting for funds received under the American Recovery Plan Act (ARPA). Use of funds has not yet been fully designated by Council, and is not limited to capital expenditures under the ARPA.

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

PASSED AND APPROVED this 3<sup>rd</sup> day of August, 2021.

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Jaron P. Rosien, Mayor

ATTEST:

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Sally Y. Hart, City Clerk

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

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WASHINGTON, IOWA, BY AMENDING PROVISIONS PERTAINING TO WATER DISCONTINUED**

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

**SECTION 1. SECTION MODIFIED.** Section 92.05 of the Code of Ordinances of the City of Washington, Iowa, is repealed and the following adopted in lieu thereof:

**92.05 SERVICE DISCONTINUED.** In the event that payment for services is not received within 30 days after the due date, a \$15.00 administration fee will also be charged and water service to delinquent customers shall be discontinued or disconnected in accordance with the following:

*(Code of Iowa, Sec. 384.84)*

1. Notice. The Clerk shall notify each delinquent customer that service will be discontinued or disconnected if payment of the combined service account, including late payment charges, is not received by the date specified in the notice of delinquency. Such notice shall be sent by ordinary mail to the customer in whose name the delinquent charges were incurred and shall inform the customer of the nature of the delinquency and afford the customer the opportunity for a hearing prior to the discontinuance or disconnection.
2. Notice to Landlords. If the customer is a tenant, and if the owner or landlord of the property or premises has made a written request for notice, the notice of delinquency shall also be given to the owner or landlord. If the customer is a tenant and requests a change of name for service under the account, such request shall be sent to the owner or landlord of the property if the owner or landlord has made a written request for notice of any change of name for service under the account to the rental property.
3. Hearing. If a hearing is requested by noon of the day preceding the shut off, the Clerk shall conduct an informal hearing and shall make a determination as to whether the discontinuance or disconnection is justified. If the Clerk finds that discontinuance or disconnection is justified, then such discontinuance or disconnection shall be made, unless payment has been received.
4. Fees. A fee of \$15.00 shall be charged before service is restored to a delinquent customer. No fee shall be charged for the usual or customary trips in the regular changes in occupancies of property.

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged 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 3. WHEN EFFECTIVE.** This ordinance shall be in effect retroactively from the date of codification of this Code of Ordinances on December 3, 2019 and after its final passage, approval, and publication as provided by law.

Passed by the Council the \_\_\_\_ day of \_\_\_\_\_, 2021, and approved this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

\_\_\_\_\_  
Sally Y. Hart, City Clerk

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_ day of \_\_\_\_\_, 2021.

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

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

**AN ORDINANCE AMENDING THE WASHINGTON ZONING ORDINANCE  
BY CHANGING THE BOUNDARIES OF ZONING DISTRICTS.**

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

SECTION 1. Purpose: The purpose of this ordinance is to change the zoning of a certain parcel of property from Continuing Care Retirement Community (CCRC) to R-2 One and Two Family Residence District and as recommended by action of the City of Washington Planning & Zoning Commission following public hearing on July 13, 2021.

SECTION 2. Amendment: That the Zoning Districts and Zoning Map of the City of Washington, Iowa, be and the same are hereby amended to provide that the following real-estate as now laid out and established in the City of Washington, Washington County, Iowa and more particularly described as follows, to-wit:

Auditor Parcel "R", a part of Lot F located in SW1/4 Section 16, T75N, Range 7N of 5<sup>th</sup> P.M. as shown on Document 2021-0272 and PB 30 P 0017.

Be and the same is hereby re-classified as R-2 One and Two Family Residence District and that said real estate be subject to all provisions and regulations as affecting R-2 One and Two Family Residence District real estate within the City of Washington, Iowa.

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

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

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

Attest:

\_\_\_\_\_  
Sally Y. Hart, City Clerk

Approved on First Reading: July 20, 2021

Approved on Second Reading: \_\_\_\_\_

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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



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

**AN ORDINANCE AMENDING THE WASHINGTON ZONING ORDINANCE  
BY CHANGING THE BOUNDARIES OF ZONING DISTRICTS.**

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

SECTION 1. Purpose: The purpose of this ordinance is to change the zoning of certain parcels of property within the Washington Business Park Subdivision- Phase 2 from C-1 Conservation to I-1 Light Industrial or B-2 General Business, as applicable and as recommended by action of the City of Washington Planning & Zoning Commission following public hearing on July 13, 2021.

SECTION 2. Amendment: That the Zoning Districts and Zoning Map of the City of Washington, Iowa, be and the same are hereby amended to provide that the following real-estate as now laid out and established in the City of Washington, Washington County, Iowa and more particularly described as follows, to-wit:

Lots 3-12, Washington Business Park Subdivision- Phase 2

Be and the same is hereby re-classified as I-1 Light Industrial and that said real estate be subject to all provisions and regulations as affecting I-1 Light Industrial real estate within the City of Washington, Iowa.

SECTION 3. Amendment: That the Zoning Districts and Zoning Map of the City of Washington, Iowa, be and the same are hereby amended to provide that the following real-estate as now laid out and established in the City of Washington, Washington County, Iowa and more particularly described as follows, to-wit:

Lot 2, Washington Business Park Subdivision- Phase 2

Be and the same is hereby re-classified as B-2 General Business and that said real estate be subject to all provisions and regulations as affecting B-2 General Business real estate within the City of Washington, Iowa.

SECTION 4. Repealer: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 5. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

Attest:

\_\_\_\_\_  
Sally Y. Hart, City Clerk

Approved on First Reading: July 20, 2021

Approved on Second Reading: \_\_\_\_\_

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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