



AGENDA OF THE SPECIAL SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IOWA
TO BE HELD IN THE NICOLA-STOUFER ROOM
AT 115 W. WASHINGTON STREET
AT 6:00 P.M., TUESDAY, SEPTEMBER 26, 2017

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Special Session to be held at 6:00 P.M., Tuesday, September 26, 2017 to be approved as proposed or amended.

Consent:

Consent – Other:

Claims and Financial Reports:

SPECIAL PRESENTATION

Discussion and Consideration of Main Street Memory Tree project for Christmas

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

OLD BUSINESS

Discussion and Consideration of Washington Home School Assistance Program Request for Reserved Parking. **(Tabled 09-05-17)**

NEW BUSINESS

Discussion and Consideration of Bids on Removal of Hazard Trees.

Discussion of E. Main Street & Second Avenue Stoplights.

Discussion of FY19 Riverboat Foundation Municipal Grant Requests.

Discussion of 2018-2019 Goal Setting Process.

Discussion of Sidewalk Trip Hazard Program.

Discussion of Potential East Washington Street Sidewalk Project (to Wal-Mart)

CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS

Discussion and Consideration of Second Reading of an Ordinance Amending Code of Ordinances to Rezone Former Cargill Property from R-2 to I-1.

Discussion and Consideration of a Resolution Fixing a Date for a Meeting on the Authorization of a Loan and Disbursement Agreement and the Issuance of Not to Exceed \$5,500,000 Water Revenue Capital Loan Notes for the City of Washington, Iowa, and Providing for Publication of Notice Thereof.

DEPARTMENTAL REPORT

Police Department
City Attorney
City Administrator

MAYOR & COUNCILPERSONS

Sandra Johnson, Mayor
Brendan DeLong
Steven Gault
Kerry Janecek
Jaron Rosien
Kathryn Salazar
Millie Youngquist

ADJOURNMENT

Illa Earnest, City Clerk



205 West Main Street • Washington, IA 52353 • (319) 653-3918 • Fax (888) 833-3529

September 22, 2017

City of Washington
Washington City Council
215 E Washington Street
Washington, IA 52353

Dear Council Members,

Main Street Washington has been working to improve and expand our Holiday SNOW promotion over the last couple of years and increase our holiday decorations in downtown. This year we were awarded a grant to add a lighted swag to the front of the bandstand and to add solar LED lights to our holiday baskets.

In addition to these decorations we are proposing a new project/program in Central Park. Main Street Washington is proposing a Memory Tree project in Downtown. Six-Foot cut Christmas trees will be displayed in Central Park from Thanksgiving until New Years in memory of a loved one. Main Street Washington will facilitate the purchase and simple decorating of the trees as well as manufacture the sign denoting who has purchase the tree in honor of a loved one. We anticipate 30-50 trees will be on display during the holidays in Central Park.

I have spoken with Nick Pacha about how to anchor/display the trees in the park and he is on board with our plans. It will not cause damage to the grass and will not be a permanent fixture in the park.

I've included several example photos from the City of Ottumwa, who has done this same project over the past few years and it has been extremely successful.

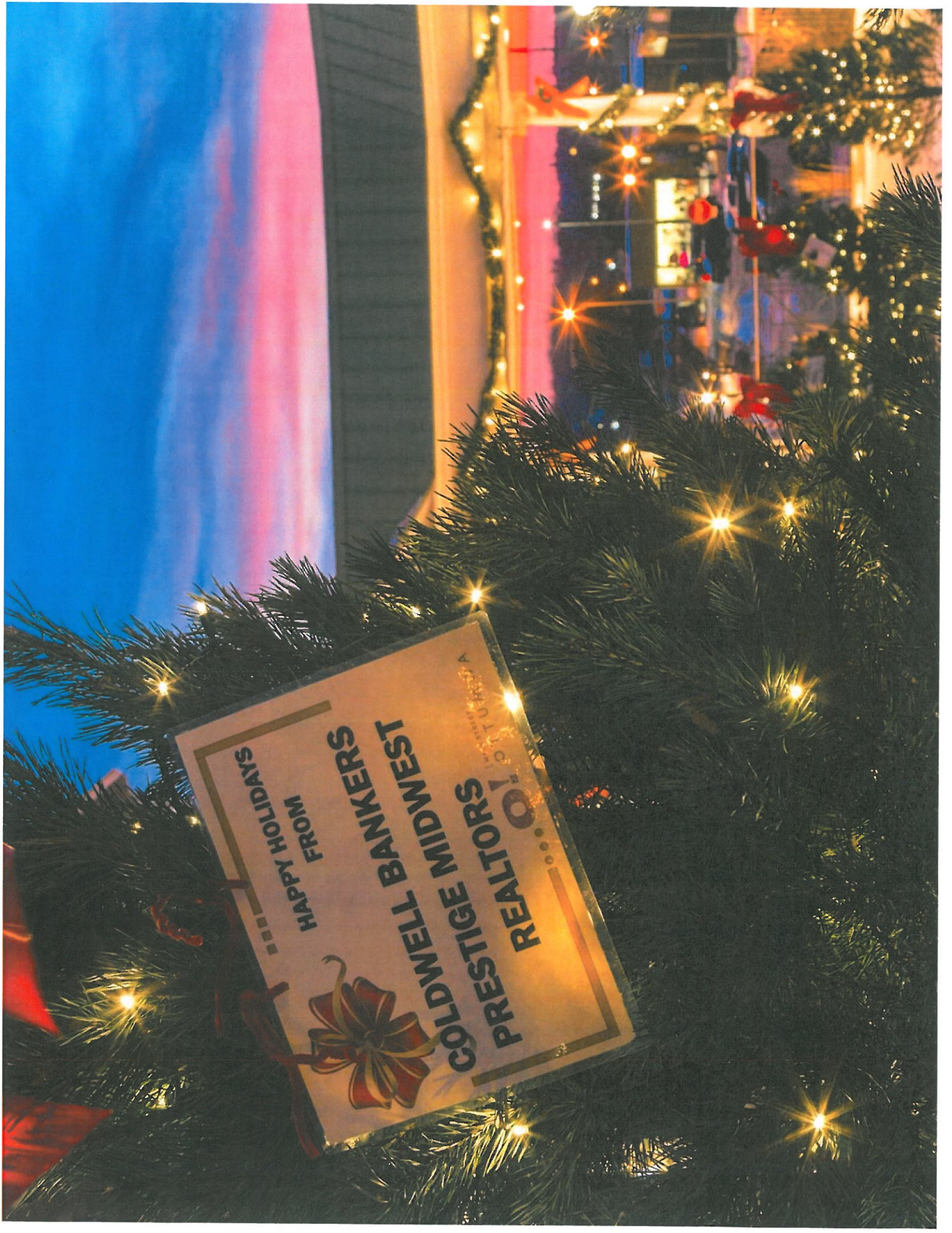
Main Street Washington is excited to present you with these ideas to continue to enhance and rejuvenate activity in our downtown district. We thank you for your continued support and consideration in our ongoing efforts to revitalize Downtown Washington.


Sincerely,

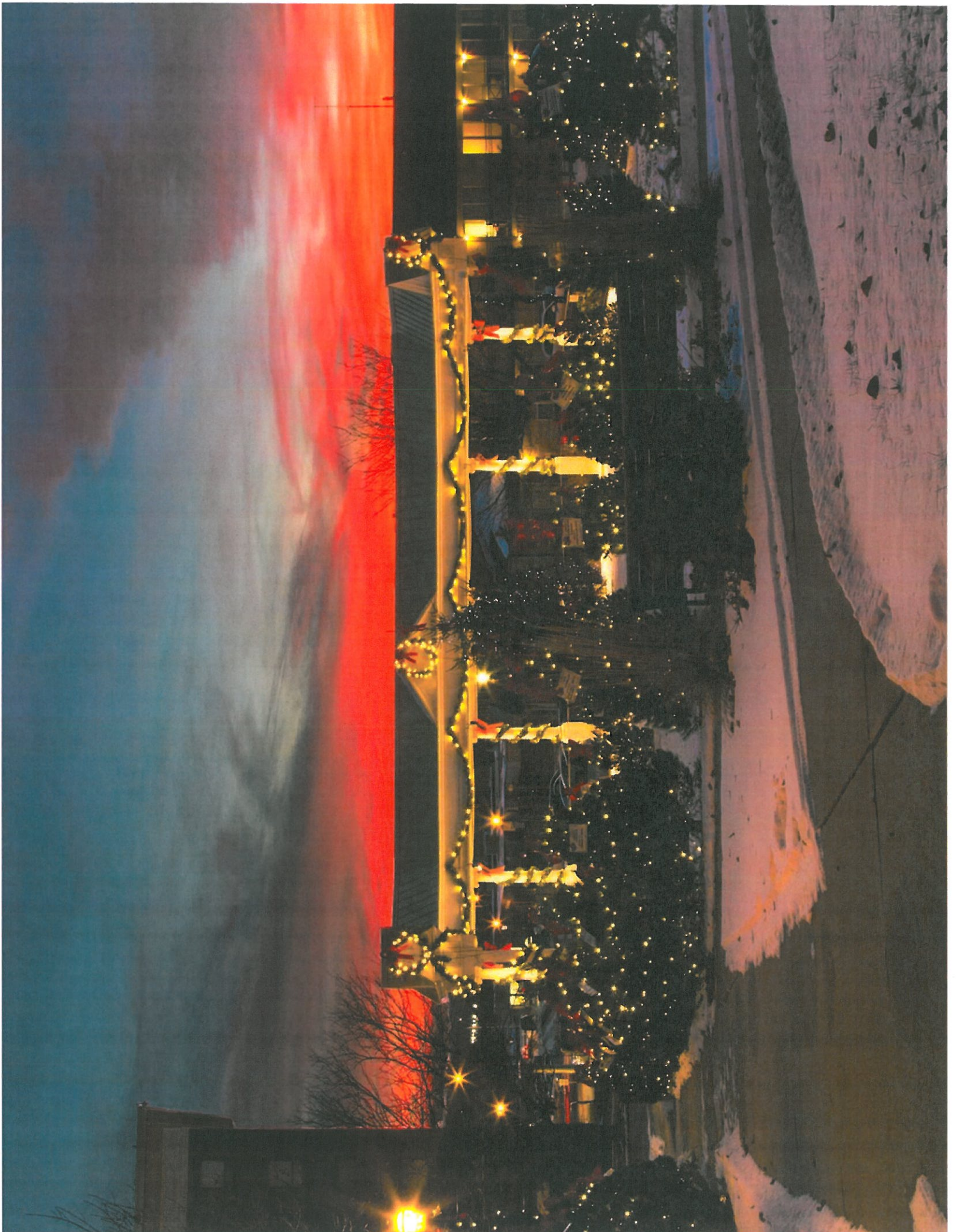
A handwritten signature in black ink that reads "Sarah Grunewaldt". The signature is written in a cursive, flowing style.

Sarah Grunewaldt
Executive Director, Main Street Washington

***The mission of Main Street Washington is to create a culturally diverse, economically vibrant downtown district.
This will be accomplished through strong partnerships, historic preservation, and coordinated events
by empowering and educating businesses, volunteers, and the community***




COLDWELL BANKERS
PRESTIGE MIDWEST
REALTORS
 FROM
 HAPPY HOLIDAYS



From: [Jared Miller](#)
To: [Steve Donnelly](#)
Subject: Tree bid
Date: Wednesday, September 20, 2017 7:01:11 AM

Steve, here's the bid from Kalonial on the trees specified in the last bid let;

1. We will remove all trees as specified in the sept 1 letter and grind the stumps for the cost of \$3475.00. If we are awarded the bid we ll also remove the stump for the pine tree in sunset park for you while we re there if you want. Thanks for considering!

Jared w Kalonial Tree

Sent from my iPhone

MIDWEST TREE SERVICE, INC.

Serving Southeast Iowa
407 W Burlington Ave
Fairfield, Iowa 52556

JOB ESTIMATE

Office 641-472-7169 Cell 641-919-1670

PHONE 319-458-0118 DATE 9/20/17
JOB NAME/LOCATION _____

TO Steve Donnelly
City of Washington

JOB DESCRIPTION:

> ~~9~~ 9 trees listed
on bid sheet removed
and stumps ground
to directions. Completed
by Dec 2. or sooner as
bid states.

Thank you

THIS ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE.
IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL
PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH
MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE
WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.

ESTIMATED JOB COST 4,250.00

ESTIMATED BY Bruce J. Clark

From: [Pat Stoutner](#)
To: [Steve Donnelly](#)
Subject: Stoutner tree bid
Date: Tuesday, September 19, 2017 4:59:11 PM

Hi Steve,

822 n. Iowa ave: \$500 tree/\$100 stump
802 n. Iowa ave: \$600 tree/\$100 stump
2 trees in cemetery: \$500/\$100
4 trees in Sunset park: \$1800/\$150
Tree in central park: \$500/\$100

Total trees: \$3900
Total stumps: \$550
Grand total: \$4450

Thanks
Pat Stoutner

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



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

Memorandum

September 22, 2017

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

From: Brent Hinson 
City Administrator

Re: Stoplights at East Main & Second Avenue

The City has considered the possible removal of the stoplights at East Main and Second Avenue at various times over the past decade. The current stoplights are very old, and all of the underground wiring is bad and not readily fixable, meaning that the stoplights operate on a timer. Fixes to all of these issues would present significant costs, with seemingly poor return benefits.

The staff recommendation at this time is to move toward removing the stoplights; however, we would first like to have your permission to set the lights to flash red for east-west traffic and yellow for north-south traffic. This would give us a chance to try out a 2-way stop at this intersection, which at this point we think will be the staff recommendation for the permanent fix if the stoplights are removed. The primary reasons over the years for leaving this stoplight, by my understanding, were: 1) The Y child care needing to cross over to the UP Church playground; and 2) The library being located by this intersection, and later the possible reuse of that building by the City for other purposes. Since neither of those circumstances exist anymore, we think a 2-way stop will be the right approach for this intersection.

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



*215 East Washington Street
Washington, Iowa 52353
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Memorandum

September 22, 2017

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "Brent Hinson", is written over the name and title in the "From:" field.

Re: Riverboat Municipal Grant Applications

As you are aware, the Riverboat Foundation changed their procedures for FY18 Municipal Grant funds, and now require advance applications to be approved. This year, they have set the deadline for such applications at December 1. Therefore, we need to have discussion now to make sure we have an agreed-upon plan that can be brought back as a resolution (with supporting completed grant applications) at a later date.

Last year, we had to restructure our grant requests as well as future planned debt issuances significantly after the initial submission. This left us with the plan in FY19 being to start setting aside money for the Business Park Phase II and for the Downtown Streetscape Phase II. I am proposing at this time that we instead structure the streetscape with more TIF-backed debt, and wait until FY21 to start saving money for the streetscape through this process. That shortens up the time horizon for saving for that project, which is more in line with the way the Riverboat Foundation seems to prefer. I have attached updated debt projection information to show you how we make that work.

The immediate reason, however, for changing up our scheduling is to allow more money for the Wellness Park project, specifically for soccer-related improvements. The discussion with the project committee has been that we would try to make improvements to the existing soccer complex as part of the 2018 project to make that complex more permanent, rather than investing scarce resources in an all-new complex when the users are already reasonably satisfied. These improvements would be envisioned as constructing a concessions/restrooms/storage building on the soccer site, as well as expanding and possibly paving a portion of the parking area.

Therefore, my recommendation for the FY19 Riverboat Municipal Grant requests are as follows: 1) \$225,000 to save towards the FY21 Business Park Phase II project; and 2) \$200,000 for the Wellness Park for soccer improvements.

Pending the Council's approval of the official resolution and the Riverboat Foundation's approval of the applications, these requests would then be built into the FY19 budget.

City of Washington
Projection of G.O. Debt Capacity

FY	Gross Debt Limit	Effective (70%) Debt Limit	Existing G.O. Debt	Biz Park Phase 1 Series 2016	Fire/Police/Welns/Str Series 2018	City H/Pol/I&I Series 2020	Streetscape Series 2024	Street Program Annual	TIF Rebates	Total G.O. Debt	% of Debt Limit	Spare G.O. Capacity
2016	17,529,690	12,270,783	\$6,775,171	\$215,000						\$6,990,171	39.88%	\$5,280,612.50
2017	18,459,452	12,921,616	\$5,963,390	\$215,000				\$270,000	\$11,516	\$6,459,905	35.00%	\$6,461,711.08
2018	18,644,047	13,050,833	\$5,033,498	\$205,000	\$3,885,000			\$200,000	\$42,666	\$9,366,164	50.24%	\$3,684,668.56
2019	18,830,487	13,181,341	\$4,119,892	\$130,000	\$3,410,000			\$150,000	\$38,949	\$7,848,841	41.68%	\$5,332,499.81
2020	19,018,792	13,313,154	\$3,730,000	\$50,000	\$2,995,000	\$1,700,000		\$600,000	\$34,237	\$9,109,237	47.90%	\$4,203,917.30
2021	19,208,980	13,446,286	\$3,385,000	\$0	\$2,665,000	\$1,600,000		\$1,000,000	\$34,237	\$8,684,237	45.21%	\$4,762,048.84
2022	19,401,070	13,580,749	\$3,100,000		\$2,330,000	\$1,500,000		\$1,850,000	\$34,237	\$8,814,237	45.43%	\$4,766,511.70
2023	19,595,080	13,716,556	\$2,810,000		\$1,985,000	\$1,400,000		\$1,650,000	\$34,237	\$7,879,237	40.21%	\$5,837,319.19
2024	19,791,031	13,853,722	\$2,510,000		\$1,635,000	\$1,300,000	\$680,000	\$2,450,000	\$34,237	\$8,609,237	43.50%	\$5,244,484.75
2025	19,988,941	13,992,259	\$2,205,000		\$1,265,000	\$1,200,000	\$505,000	\$2,150,000	\$34,237	\$7,359,237	36.82%	\$6,633,021.97
2026	20,188,831	14,132,182	\$1,895,000		\$1,070,000	\$1,100,000	\$325,000	\$2,850,000	\$34,237	\$7,274,237	36.03%	\$6,857,944.56
2027	20,390,719	14,273,503	\$1,585,000		\$875,000	\$1,000,000	\$135,000	\$2,450,000	\$27,867	\$6,072,867	29.78%	\$8,200,636.37
2028	20,594,626	14,416,238	\$1,260,000		\$665,000	\$900,000	\$0	\$3,050,000	\$0	\$5,875,000	28.53%	\$8,541,238.41
2029	20,800,573	14,560,401	\$925,000		\$450,000	\$800,000	\$0	\$2,550,000	\$0	\$4,725,000	22.72%	\$9,835,400.79
2030	21,008,578	14,706,005	\$610,000		\$230,000	\$700,000	\$0	\$3,050,000	\$0	\$4,590,000	21.85%	\$10,116,004.80
2031	21,218,664	14,853,065	\$495,000		\$0	\$600,000	\$0	\$2,500,000	\$0	\$3,595,000	16.94%	\$11,258,064.85
2032	21,430,851	15,001,595	\$375,000		\$0	\$500,000	\$0	\$3,000,000	\$0	\$3,875,000	18.08%	\$11,126,595.49
2033	21,645,159	15,151,611	\$255,000		\$0	\$400,000	\$0	\$2,500,000	\$0	\$3,155,000	14.58%	\$11,996,611.45
2034	21,861,611	15,303,128	\$130,000		\$0	\$300,000	\$0	\$3,000,000	\$0	\$3,430,000	15.69%	\$11,873,127.56
2035	22,080,227	15,456,159	\$0		\$0	\$200,000	\$0	\$2,500,000	\$0	\$2,700,000	12.23%	\$12,756,158.84
2036	22,301,029	15,610,720	\$0		\$0	\$100,000	\$0	\$3,000,000	\$0	\$3,100,000	13.90%	\$12,510,720.43
2037	22,524,039	15,766,828	\$0		\$0	\$0	\$0	\$2,500,000	\$0	\$2,500,000	11.10%	\$13,266,827.63
2038	22,749,280	15,924,496	\$0		\$0	\$0	\$0	\$3,000,000	\$0	\$3,000,000	13.19%	\$12,924,495.91
2039	22,976,773	16,083,741	\$0		\$0	\$0	\$0	\$2,500,000	\$0	\$2,500,000	10.88%	\$13,583,740.87
2040	23,206,540	16,244,578	\$0		\$0	\$0	\$0	\$3,000,000	\$0	\$3,000,000	12.93%	\$13,244,578.28

* "% of Debt Limit" column is relative to "Gross Debt Limit", while "Spare G.O. Capacity" is relative to "Effective (70%) Debt Limit"

CITY OF WASHINGTON
Debt Obligations
Projection of Debt Service Levy

09/22/2017 10:55

With 2018A Issuance

(As of 7/1/17)

Project	Amount	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27
08 Dwtwn/Library	\$4,355,000	516,670	0										
09 Wat Twr/Sew Lnd	\$3,500,000	136,120	82,091	0									
Water/Sewer Rev Share		100,000	95,479	0									
09 Wash Pres Rbate	\$1,889	1,889	2,264	0									
12 Streets	\$250,000	51,500	50,375	0									
13 Streets/Airport	\$250,000	51,115	50,740	49,079	0								
14 Streets	\$250,000	52,536	52,137	51,538	50,790	0							
15 N Tower/Street/Fire	\$2,335,000	52,157	52,025	50,900	190,588	187,288	0	0	0	0	0	0	0
Water Rev Share		127,743	139,163	137,888	0	0	147,575	145,325	142,825	140,325	137,575	134,825	137,075
Township Rev Share		29,000	29,000	29,000	29,000	29,000							
12 Ins on Ave TIF	\$0	823	823	0	0	0	0	0	0	0	0	0	0
14 Marshall's TIF	\$8,429	8,429	8,429	4,712	4,713	0							
15 Brianwood TIF	\$34,237	34,237	34,237	34,237	34,237	34,237	34,237	34,237	34,237	34,237	34,237	34,237	27,867
16A 2009 Nontax Ref	\$1,770,000	96,370	103,970	116,370	116,370	116,370	78,670	95,870	93,070	65,070	0	113,870	115,670
Water/Sewer Rev Share		60,000	60,000	60,000	60,000	50,000	90,000	70,000	80,000	110,000	171,970	60,000	60,000
16B 2009 Taxable Ref	\$630,000	54,106	51,463	60,753	60,753	59,863	58,738	62,613	61,363	59,988	63,613	57,100	60,600
16C 2008 Refunding	\$985,000	495,416	505,500	0	0	0	0	0	0	0	0	0	0
16C Streets/Biz Prk TIF	\$485,000	73,277	52,375	52,375	51,825	51,825	51,200	0	0	0	0	0	0
TIF Share		2,931	12,625	77,525	81,700	50,700	50,700	0	0	0	0	0	0
GF Share		0	0	0	0	0	0	0	0	0	0	0	0
Street Program FY18 thru FY40		61,500	61,500	61,500	61,500	123,000	246,250	246,250	246,250	389,500	369,500	492,750	492,750
18 Fire/I&I/Welnes/Str	\$3,885,000	576,932	507,195	413,314	413,314	410,955	413,149	409,662	415,562	415,562	235,452	229,797	229,797
20 City Hall/Police/I&I	\$1,700,000	146,750	146,750	144,000	144,000	144,000	144,000	145,000	145,000	142,000	145,500	142,000	141,250
24 Streetscape TIF	\$680,000									195,400	195,150	199,750	139,050
Funding Sources		833,581	884,918	890,369	974,008	955,684	843,315	931,331	930,476	1,017,864	965,819	1,012,816	1,011,711
DS Levy		26,517	25,250	28,356	61,399	28,356	28,356	28,356	28,356	28,356	28,356	28,356	28,356
DS Reserves/Backfill		29,000	29,000	29,000	29,000	29,000	0	0	0	0	0	0	0
General Fund/RB		60,000	55,479	60,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Sewer Revenues		167,743	179,163	137,888	20,000	10,000	197,575	175,325	182,825	210,325	269,545	154,825	157,075
Water Revenues		11,141	14,447	51,574	116,475	115,937	84,937	34,237	34,237	229,637	229,387	233,987	166,917
TIF		1,127,982	1,188,257	1,197,187	1,240,882	1,179,977	1,194,183	1,209,249	1,215,894	1,526,182	1,533,107	1,469,984	1,404,059
Estimated DS Levy (0.5% Growth)		3,910,311	3,944,711	3,874,418	4,217,021	4,117,170	3,614,994	3,972,336	3,948,897	4,298,336	4,058,828	4,234,559	4,208,892
Taxable valuation for debt service purposes		213,175	224,330	229,822	230,971	232,126	233,286	234,453	235,625	236,803	237,987	239,177	240,373

2024 Streetscape TIF Repayment Schedule

09/22/2017

<u>FY</u>	<u>DATE</u>	<u>PRINC</u>	<u>INT</u>	<u>PYMT</u>	<u>FY TOTAL</u>	<u>BAL</u>	<u>TIF SHARE</u>	<u>LEVY</u>
	Beginning:					680,000.00		
2024	12/1/23		10,200.00	10,200.00		680,000.00	10,200.00	
	6/1/24	175,000.00	10,200.00	185,200.00	195,400.00	505,000.00	185,200.00	0.00
2025	12/1/24		7,575.00	7,575.00		505,000.00	7,575.00	
	6/1/25	180,000.00	7,575.00	187,575.00	195,150.00	325,000.00	187,575.00	0.00
2026	12/1/25		4,875.00	4,875.00		325,000.00	4,875.00	
	6/1/26	190,000.00	4,875.00	194,875.00	199,750.00	135,000.00	194,875.00	0.00
2027	12/1/26		2,025.00	2,025.00		135,000.00	2,025.00	
	6/1/27	135,000.00	2,025.00	137,025.00	139,050.00	-	137,025.00	0.00
	Totals:	680,000.00	49,350.00	729,350.00			729,350.00	0.00
Loan Terms:								
Variable Principal Payments								
GO Issuance as of 7/1/2023								
Int.	3.00%							
Princ.		680,000						

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



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

Memorandum

September 22, 2017

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

From: Brent Hinson
City Administrator

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

Re: Goal-Setting Process

As the Council is aware, we conduct an update of the City's strategic priorities each year. In the past, we have invited both the outgoing and incoming elected officials to participate in goal-setting. I think this is a good practice, and should be continued. I would also like to make sure we incorporate a department head session, and possibly citizen focus groups again this year. We would probably initiate the preliminary sessions prior to the elections, and then hold the Council session soon after the elections.

During the past two updates, we have not utilized a facilitator, but with the upcoming addition of at least a couple of new faces, I recommend that we pursue hiring a facilitator for the process this time around. However, the City Council has not necessarily meshed with the University of Iowa facilitator we have used in the past, who conducts most of the municipal goal-setting sessions around the state.

I am aware of two alternative facilitators, either of which would do a fine job: 1) Pat Callahan; or 2) Mark Jackson. Pat is the owner of Callahan Municipal Consultants, and has conducted many goal-setting sessions around the state over the years, including for the University of Iowa program. In the interest of full disclosure, Pat often subcontracts work to me in my consulting practice, although our business relationship over the past three years has been related to executive searches rather than goal-setting sessions. Mark is the City Administrator of Story City, Iowa, and conducted all of Garner's goal-setting sessions while I was City Administrator there. He also does a great job.

I would like direction on which facilitator you would like to utilize this time around, if you agree we should utilize one. I know Pat's schedule especially is filling up this fall. Thanks.

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



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

September 22, 2017

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

From: Brent Hinson
City Administrator

Re: Sidewalk Trip Hazards Program

In order to protect the safety of the public and to shield the City from liability, we would like to implement a sidewalk trip hazards program. The City had a program like this until approximately 2002, after which it was discontinued, except on a complaint basis. While the majority of the public is supportive of sidewalks in the abstract, it is probably safe to say that many deeply resent being ordered to repair their sidewalks based on my experience. However, we as a staff feel the current policy is too reactive, and would like to see the City take significant measures in this regard.

For the first year's program, we are proposing to utilize a portion of the fund balance in our sidewalk fund. In future years, we will need to budget for the program. The amount needing to be spent may vary from year to year, but will hopefully go down somewhat after the first four years/ completion of the first cycle for the whole town.

Thanks to Keith for developing the attached proposed policy. He will also be present at the meeting to answer any questions.

Sidewalk Inspection Program
for
The City of Washington



Adopted: _____

Last Reviewed: _____

INTRODUCTION

In an effort to promote safety and health issues in the City of Washington Iowa a sidewalk inspection program is being implemented. The city will be divided in quadrants. Each quadrant will be visually inspected by city staff once every four (4) years. Property owners will be notified and given the option to fix the sections of sidewalk that have failed the inspection. The city will cost share this work. If the property owner chooses not to do the work, the city will contract the work and bill the property owner their portion.

Inspection Zones:

The City will be divided into quadrants. Zone one will be north of Main Street and west of 2nd Avenue. Zone two will be north of Main Street and east of 2nd Avenue. Zone three will be south of Main Street and west of Iowa Avenue switching to west of 2nd Avenue at Madison Street. Zone four will be south of Main Street and east of Iowa Avenue switching to east of 2nd Avenue at Madison Street. See Figure 1 below.

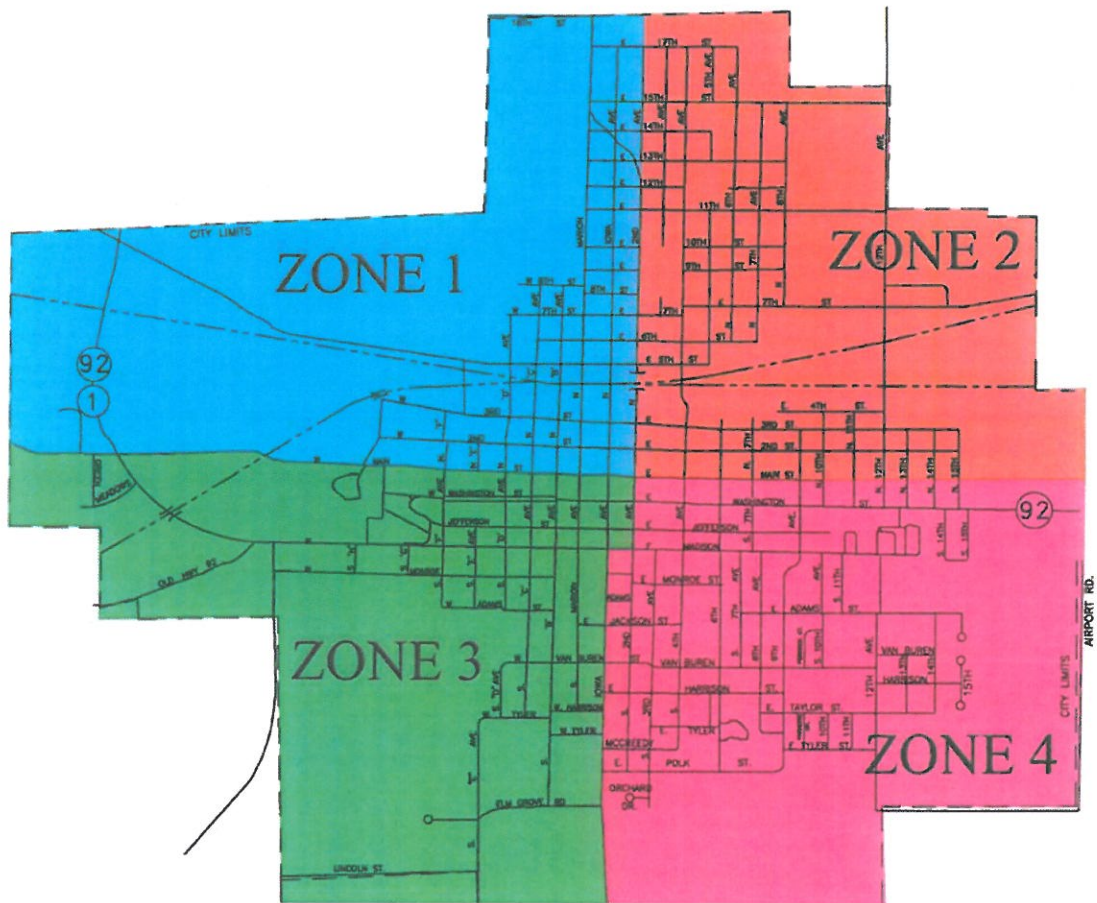


Figure 1

For a detailed breakdown of the street contained in each zone refer to the following.

- Zone 1.....Figure 2
- Zone 2.....Figure 3
- Zone 3.....Figure 4
- Zone 4.....Figure 5

Inspection Process:

City staff will conduct an onsite inspection of each sidewalk in the inspection zone for that fiscal year. The inspection will be completed prior to November of that year. The sidewalk will be evaluated on the following 6 criteria: Separations, Vertical Change, Broken Slabs, Ponding of Water, Deterioration and Encroachment. Each of these criteria are more defined as follows:

Separation (Code A):

Sidewalk panel is raised $\frac{3}{4}$ " or more from an adjacent panel, creating a vertical edge; sidewalk panel is cracked or separated by $\frac{3}{4}$ " or more in width; or sidewalk panel is separated horizontally or vertically by $\frac{3}{4}$ " or more with an adjacent paved surface.

Vertical Change (Code B):

Sidewalk panel is raised or depressed from normal grade by 2" or more within ten feet or less of sidewalk.

Broken Slabs (Code C):

Sidewalk panel is cracked into more than three pieces, with one or more loose pieces.

Ponding of Water (Code D):

Sidewalk panel is sloped or tilted, ponding water covering half or more of the sidewalk width.

Deterioration (Code E):

Sidewalk has 50% surface deterioration and $\frac{1}{2}$ " surface depressions

Encroachment (Code F):

Sidewalk has objects interfering with the walking path. All four foot wide sidewalks must maintain a clear width of four feet and a clear height of seven feet. All five foot wide sidewalks must maintain a clear width of five feet and a clear height of seven feet.

Notification Process:

If a sidewalk is inspected and found to be in compliance nothing further is done. If the sidewalk is found to be non-compliant the property owner will be notified by certified mail prior to November 30th. The notification will include a copy of the inspection report along with information on what the property owner needs to do to rectify the property. The property owner will be given until December 31st to reply to the city their intent on the repair to the sidewalk.

Repair Process:

If a sidewalk is in need of repair the property owner will have two choices:

Property Owner Repair:

The property owner will repair the sidewalk themselves or hire a contractor to perform the repairs. These repairs will need to be completed prior to July 1st of the year following the inspection. This work will require a city permit. The sidewalk installation must meet all city guidelines for construction and be inspected by the city inspector prior to pouring the new sidewalk.

City Contracted Repair:

All sidewalks identified as non-compliant that have not been repaired prior to July 1st of the year following the inspection will be repaired by a contractor chosen by the city.

Cost Sharing:

If a property owner chooses to repair the sidewalk either by themselves or by a contractor. The city will reimburse the property owner \$3.00 per square foot for the original quantity of sidewalk that failed inspection. Reimbursements will be capped at \$500 per property with sidewalk in one ROW and \$750 for properties with sidewalk in two ROW's. This reimbursement will be available to the property owner **after July 1st** of the year following the inspection. If the property owner chooses to have the city contract the repairs. The city will complete the work and bill the property owner for the unit price of the work minus a credit of \$3.00 per square foot of replaced sidewalk. The property owner will have 30 days after receiving the bill to pay. If not paid in 30 days the bill will be assessed to the property. Assessment to the property will incur additional fees. Credits will be capped at \$500 per property with sidewalk in one ROW and \$750 for properties with sidewalk in two ROW's.

ADA Compliance:

If the sidewalk repair consists of five or more adjoining slabs or involves a curb ramp the installation of the new sidewalk must meet current ADA compliance. If this is encountered the city staff will assist the property owner in the layout of the new sidewalk.

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



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

Date: 11/01/2017

Property Owner
Address
Washington, IA 52353

Property Owner,

Enclosed you will find a copy of the inspection report for the sidewalk contained in the right of way at your property. Your sidewalk has been found non-compliant by the city inspector. Please refer to the inspection report for specific issues with your sidewalk. You have two choices to rectify this issue. You can repair the sidewalk yourself or hire a contractor to do the work. If you do this the work will need to be completed prior to July 1st of next year. You will be required to get a permit from the city and all work will need to comply with city guidelines for sidewalk construction. You will also need to get the work inspected by the city inspector prior to pouring the new sidewalk. The city will cost share this work at a rate of \$3.00 per square foot of sidewalk for the original quantity of sidewalk that failed the inspection. This reimbursement will be capped at \$500 if the property has sidewalk in one right of way and \$750.00 if the property has sidewalk in two different right of ways. This reimbursement will be available **after July 1st** of next year. If you choose to not repair the sidewalk prior to July 1st of next year the city will hire a contractor to complete this work. You will be billed after the work is complete. Your bill will be for the contractor unit cost to complete the work minus a \$3.00 credit per square foot of replaced sidewalk. This credit will be capped at \$500 if the property has sidewalk in one right of way and \$750.00 if the property has sidewalk in two different right of ways. If this bill is not paid within 30 days it will be assessed to your property. Assessment to the property will encore additional fees.

Please fill out and return the enclosed "Reply Letter" by mail or at City Hall (Monday – Friday from 8am to 5pm). If the City does not receive the letter by December 31st, the City will assume that the property owner wants the City to repair and will contract to have the improvements completed in the next construction season.

Thank You,

City Inspector

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



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

Understanding Your Inspection Report

If you have received a sidewalk inspection report from the city inspector for your property you have deficiencies on your sidewalk that is in need of repair. According to city code the sidewalks that are in the public right of way are the adjacent property owner's responsibility to maintain. The following is a more detailed explanation of the issues identified on your sidewalk.

Separation (Code A):

Sidewalk panel is raised $\frac{3}{4}$ " or more from an adjacent panel, creating a vertical edge; sidewalk panel is cracked or separated by $\frac{3}{4}$ " or more in width; or sidewalk panel is separated horizontally or vertically by $\frac{3}{4}$ " or more with an adjacent paved surface.

Vertical Change (Code B):

Sidewalk panel is raised or depressed from normal grade by 2" or more within ten feet or less of sidewalk.

Broken Slabs (Code C):

Sidewalk panel is cracked into more than three pieces, with one or more loose pieces.

Ponding of Water (Code D):

Sidewalk panel is sloped or tilted, ponding water covering half or more of the sidewalk width.

Deterioration (Code E):

Sidewalk has 50% surface deterioration and $\frac{1}{2}$ " surface depressions

Encroachment (Code F):

Sidewalk has objects interfering with the walking path. All four foot wide sidewalks must maintain a clear width of four feet and a clear height of seven feet. All five foot wide sidewalks must maintain a clear width of five feet and a clear height of seven feet.

Sidewalks with Codes A thru E will require removal of the old sidewalk and replacement with new. Sidewalks with Code F may not require removal and replacement rather just maintenance on the existing sidewalk.

If you have additional question please contact the Development Services Department of City Hall at 319-653-6584.

"One of the 100 Best Small Towns in America"



Sidewalk Inspection Report

Property Address: _____

Inspected By: _____

Date Inspected: _____

Inspection: Compliant Non-Compliant

Property Sketch

This will be
a copy of the
inspection form

Type of Defect: Separation (Code A) Vertical Change (Code B) Broken Slabs (Code C) Ponding Water (Code D) Deterioration (Code E) Encroachment (Code F)

Sidewalk Width: 4' 5' Other: _____

Sidewalk Thickness: 4" 6"

Length of Sidewalk Requiring Repair: _____ Feet of 4" _____ Feet of 6"

Square Footage of Repair (used to calculate reimbursement/credit): _____ SqFt

Notes:

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



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

Sidewalk Inspection Non-Compliance Reply Letter

Please Fill out this form and return to City Hall by December 31, 2017

If the City does not receive the letter by December 31st, the City will assume that the property owner wants the City to repair and will contract to have the improvements completed in the next construction season.

Property Address: _____
Property Owner: _____

_____ It is my intent to repair the sidewalk at the above listed address either by myself or thru a contractor. I am aware this work will need to be completed by July 1, 2018. I am aware I will need a permit to perform this work, that all work must comply with city guidelines for sidewalk construction and will require an inspection by the city inspector prior to pouring the sidewalk. I also acknowledge that I am aware the partial reimbursement for this work will not be available to me until July 1, 2018.

_____ It is my intent to have the city or it's contractor perform the work to my sidewalk at the above listed address. I am aware that the city will be billing me for the work performed. I am aware that the bill will be assessed to my property if not paid within 30 day.

Property Owners Name: _____

Property Owners Signature: _____

Property Owners Name: _____

Property Owners Signature: _____

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



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

Memorandum

September 22, 2017

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

From: Brent Hinson
City Administrator

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

Re: East Washington Sidewalk

As was discussed at a recent meeting, there has been a push to install a sidewalk along East Washington ever since Walmart opened. We seriously looked at this in 2015, and allocated some budgetary funding, but then unsuccessfully applied for a Riverboat grant to cover the remainder of the projected cost. Looking back, it may have been good that we didn't get that funding, as we as a staff believe that the engineer's estimate is actually quite low compared to what the cost is likely to be. There are various things not reflected in the cost estimate, such as a 200' stretch where a retaining wall would almost certainly be required (depending on specs, a retaining wall could run as high as \$750 per cubic yard, or twice the expense of the sidewalk itself for that stretch). We also think the sidewalk unit price is far too low at \$25/square yard, which should be more like \$40/SY for 6" sidewalk that is 5' wide. We also may struggle to get competitive bids due to the tight work area in several stretches. With these changes and others, it seems like the target budget should be more like \$150,000 or more.

The project has additional challenges, including one property on the south side that is actually not in the city limits. The opinion of most to this point is that the south side would be the best alignment, although the north side could be an option as well, since Dollar General and now Casey's are located on that side of the highway and are possible foot traffic generators. However, putting the sidewalk on the north side would add around 1000' of sidewalk to the project, and even with signal adjustments and crosswalks painted would require crossing a busy highway with a 50 MPH speed limit.

If the City Council is interested in pursuing this project, I would recommend hiring an engineer to examine options and develop updated cost estimates this fall, in order to be ready to budget this for Fiscal 2018-19. We could examine the impact of inserting funding for the project into the 2018 bond issue if desired, as that seems like the best source available for this project at this time.

↑
N

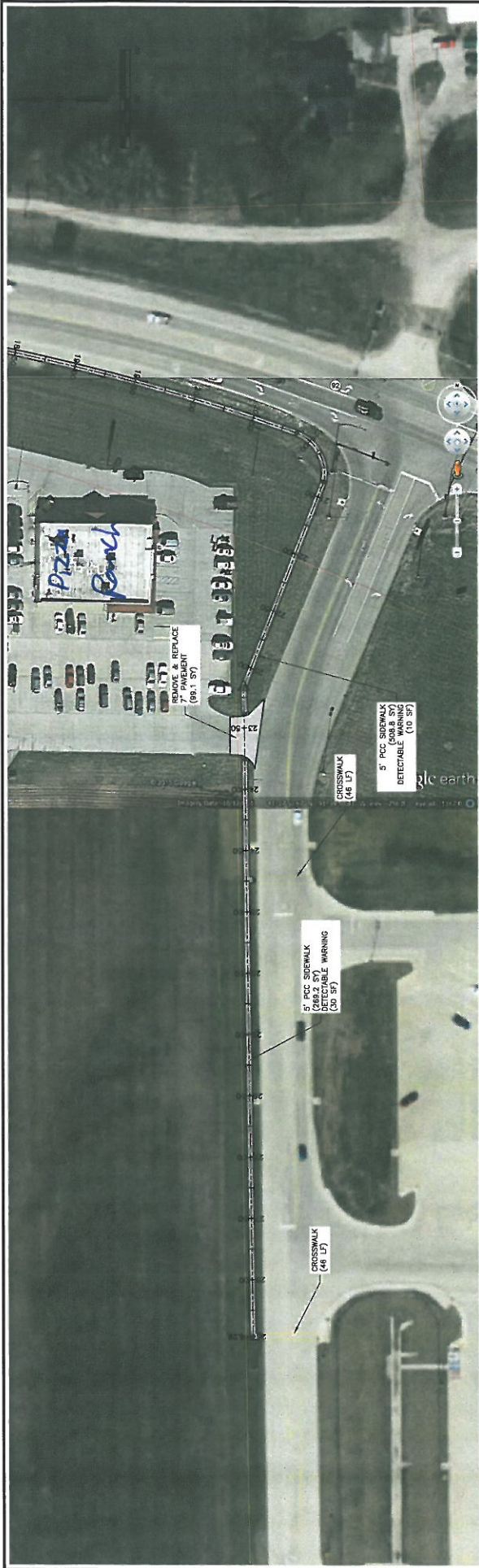


PLOTTED: Thursday, March 26, 2015 1:22:05 PM

FILE PATH: Z:\WASHINGTON 24818-01\WALMART SIDEWALK\DRAWING\DESIGN DRAWING\SIDEWALK CONCEPT

DATE		REVISIONS		VERIFY SCALE		 VEENSTRA & KIMM, INC.		SIDEWALK CONCEPT CITY OF WASHINGTON 850 17th Avenue • Suite 4 • Columbia, Mo 65204-1465 319-465-1000 • 319-465-1008(FAX) • 888-241-8001(MVTS)		DWG. NO. 1 PROJECT 24818-01	
SCALE	AS NOTED	NO. NOTED	DATE	SCALE	AS NOTED	NO. NOTED	DATE	DATE	BY	DATE	BY
DRAWN	CHKD	DESIGNED	APP'D	DATE	BY	DATE	BY	DATE	BY	DATE	BY
APPROVED	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
DATE	BY	DATE	BY	DATE	BY	DATE	BY	DATE	BY	DATE	BY
DATE	BY	DATE	BY	DATE	BY	DATE	BY	DATE	BY	DATE	BY

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PLOTTED: Thursday, March 28, 2015 1:22:10 PM

ESTIMATE REFERENCE QUANTITIES

ITEM NO.	ITEM	UNIT	TOTAL	AS BUILT QUAN.
1	EXCAVATION CL 10	Ea.	400	
2	SIDEWALK, PCC, 6"	SY	1137	
3	CLASS A STONE	SY	300	
4	DRIVEWAY PCC, 6"	SY	285	
5	PAVEMENT PCC, 7"	SY	255	
6	RMVL, PCC	SY	520	
7	RELOCATE SIGN	Ea.	3	
8	DETECTABLE WARNING	SF	60	
9	CONSTRUCTION SURVEY	LS	1	
10	MOBILIZATION	LS	1	
11	SEEDING	LS	1	

KRSF: County
FILE PATH: Z:\MASHINGTON 24516-01\WALMART SIDEWALK\DRAWINGS\DESIGN DRAWINGS\SIDEWALK CONCEPT

DATE	REVISIONS	SCALE DRAWN CHECKED APPROVED DATE PROJECT	AS NOTED EOR LUR LUR AS NOTED AS NOTED AS NOTED	VERIFY SCALE SCALE IS ONE INCH ON DRAWING IF NOT ONE INCH ON DRAWING, SCALE SHALL BE ACCORDINGLY.	 VEENSTRA & KIMM, INC. 505 757 Avenue 319-665-1000 • 319-665-0286 FAX • 319-665-1000 (T/W/T/S)	SIDEWALK CONCEPT CITY OF WASHINGTON	SIDEWALK PROPOSAL PROJECT	DWS, INC. 2 2414-231
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Opinion of Cost for Sidewalk
Washington, IOWA
March, 26 2015

No.	Description	Unit	Unit Price	Quantity	Extended Price
1	EXCAVATION CL 10	Ea.	\$8.00	400	\$3,200.00
2	SIDEWALK, PCC, 6"	SY	\$25.00	1137	\$28,425.00
3	CLASS A STONE	SY	\$12.00	300	\$3,600.00
4	DRIVEWAY PCC, 6"	SY	\$40.00	265	\$10,600.00
5	PAVEMENT PCC, 7"	SY	\$50.00	255	\$12,750.00
6	RMVL, PCC	SY	\$20.00	520	\$10,400.00
7	RELOCATE SIGN	Ea.	\$150.00	3	\$450.00
8	DETECTABLE WARNING	SF	\$20.00	60	\$1,200.00
9	CONSTRUCTION SURVEY	LS	\$1,000.00	1	\$1,000.00
10	MOBILIZATION	LS	\$2,500.00	1	\$2,500.00
11	SEEDING	LS	\$500.00	1	\$500.00

Subtotal \$74,625.00

Contingency 10% \$7,463.00

Construction Total \$82,088.00

Engineering Services 10% \$8,209.00

Project Total \$90,297.00

Prepared by: Kevin D. Olson, Washington City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277
Return to: City Clerk, City of Washington, Iowa, 215 E. Washington Street, Washington, Iowa 52353

ORDINANCE NO. _____

AN ORDINANCE RE-ZONING THE PROPERTY GENERALLY REFERRED TO AS 1412 E. 3RD STREET FROM I-1 INDUSTRIAL DISTRICT AND R-2 ONE AND TWO FAMILY RESIDENCE DISTRICT TO I-1 INDUSTRIAL DISTRICT.

WHEREAS, the City has petitioned the City of West Branch for a zoning district amendment for the property generally referred to as 1412 E. 3rd Street, and identified as Washington County Parcel #11-16-153-013 (the "Parcel"); and

WHEREAS, the City has requested that the Parcel be rezoned to be located entirely in an I-1 Industrial District in place of I-1 Industrial District and R-2 One and Two Family Residence District; and

WHEREAS, the Washington Planning and Zoning Commission has recommended the City Council approve said rezoning request; and

WHEREAS, a public hearing has been held on said request pursuant to published notice thereof.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Washington, Iowa :

Section 1. That the zoning map for the City of Washington is hereby amended to show the Parcel being located entirely in an I-1 Industrial District in place of R-2 One and Two-Family Residence District and I-1 Industrial District.

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this ____ day of _____, 2017.

Read First Time: September 19, 2017

Read Second Time: _____

Read Third Time: _____

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

Legend

1412 E. 3rd St.



Google Earth

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Ahlers & Cooney, P.C.
Attorneys at Law
100 Court Avenue, Suite 600
Des Moines, Iowa 50309-2231
Phone: 515-243-7611
Fax: 515-243-2149
www.ahlerslaw.com
R. Mark Cory
515.246.0378
rcory@ahlerslaw.com

September 18, 2017

Via E-mail and Overnight Delivery

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

RE: City of Washington, State of Iowa
Not to Exceed \$5,500,000 Water Revenue Capital Loan Notes
(Iowa Drinking Water Facilities Financing Program)

Dear Brent:

We have now prepared and are enclosing herewith suggested proceedings to be acted upon by the City Council in fixing the date of a meeting on the proposition to issue the above mentioned Capital Loan Note and ordering publication of a notice of hearing consistent with the provisions of Code Sections 384.24A, 384.82 and 384.83.

We used a not to exceed amount of \$5,500,000 based upon correspondence between Simmering Cory, Inc. and the DNR which indicates the costs of the project have increased since the original facility plan was approved. The higher hearing amount will accommodate increased project costs should additional loan funds be needed.

As you may know, the borrowing of loan funds by the City through the Iowa Drinking Water Facilities Financing Program ("DWSRF Program") involves the same procedures applicable to the issuance and sale of municipal bonds generally. In this instance, the Iowa Finance Authority (the "Authority") has agreed to make the City a low-interest loan under the terms of a Loan and Disbursement Agreement, which will be secured and evidenced by a Water Revenue Capital Loan Note that will be issued to the Authority at the time the loan is closed.

The Authority has advised that all Revolving Fund loans are subject to additional procedural requirements, most notably - compliance with prevailing wage (Davis-Bacon) provisions. We'll coordinate with the Authority on your behalf to properly document this loan program, but will defer to your engineers for contract compliance requirements.

Notice of this meeting must be published at least once in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the City. The date of publication is to be not less than four clear days nor more than twenty days before the date of said public meeting. In computing time, the date of publication should be

September 18, 2017

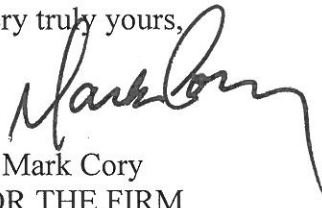
Page 2

excluded. If the last day falls on Sunday, the whole of the following Monday should be excluded.

Also enclosed is an extra copy of the proceedings to be filled in as the original and certified back to this office, together with publisher's affidavit of publication of notice of hearing. We are also enclosing an extra copy of the notice of hearing to be delivered to the newspaper for publication purposes. A certificate to attest the proceedings is also enclosed.

Should you have any questions concerning the enclosed proceedings, please don't hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Mark Cory", with a long, sweeping underline that extends to the right.

R. Mark Cory
FOR THE FIRM

RMC:cm

Enclosures

cc: Owen Gerard
Jon Burmeister
Illa Earnest

01406046-1\11307-057

Council Member _____ introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AND DISBURSEMENT AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$5,500,000 WATER REVENUE CAPITAL LOAN NOTES OF THE CITY OF WASHINGTON, IOWA, AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Council Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the Resolution duly adopted as follows:

RESOLUTION FIXING DATE FOR A MEETING ON THE
AUTHORIZATION OF A LOAN AND DISBURSEMENT
AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED
\$5,500,000 WATER REVENUE CAPITAL LOAN NOTES OF
THE CITY OF WASHINGTON, IOWA, AND PROVIDING FOR
PUBLICATION OF NOTICE THEREOF

WHEREAS, it is deemed necessary and advisable that the City of Washington, Iowa should provide for the authorization of a Loan and Disbursement Agreement and the issuance of Water Revenue Capital Loan Notes, in the amount of not to exceed \$5,500,000, as authorized by Sections 384.24, 384.82 and 384.83, Code of Iowa, as amended, for the purpose of providing funds to pay costs as hereinafter described; and

WHEREAS, the City has applied for a loan through the Iowa Drinking Water Facilities Financing Program pursuant to which the Iowa Finance Authority has agreed to purchase the City's Notes and has requested that such Notes be issued as a single Note in a denomination equal to the total amount of the issue as authorized by Chapter 384 of the Code of Iowa; and

WHEREAS, the Loan and Disbursement Agreement and Note shall be payable solely and only out of the net earnings of the Municipal Water System and shall be a first lien on the future net earnings of the Utility; and shall not be general obligations of the City or payable in any manner by taxation and the City shall be in no manner liable by reason of the failure of the net revenues to be sufficient for the payment of the Loan and Disbursement Agreement and Note; and

(To be published on or before October 12, 2017)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA ON THE MATTER OF THE PROPOSED AUTHORIZATION OF A LOAN AND DISBURSEMENT AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$5,500,000 WATER REVENUE CAPITAL LOAN NOTES, AND THE PUBLIC HEARING ON THE AUTHORIZATION AND ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Washington, Iowa, will hold a public hearing on the 17th day of October, 2017, at _____ o'clock ____M., in the Nicola-Stoufer Room, Washington Public Library, 115 W. Washington Street, Washington, Iowa, at which meeting the City Council proposes to take additional action for the authorization of a Loan and Disbursement Agreement by and between the City and the Iowa Finance Authority, and the issuance to the Iowa Finance Authority of not to exceed \$5,500,000 Water Revenue Capital Loan Notes to evidence the obligations of the City under said Loan and Disbursement Agreement, in order to provide funds to pay the costs of acquisition, construction, reconstruction, extending, remodeling, improving, repairing and equipping all or part of the Municipal Water Utility, including those costs associated with the Water Revenue Capital Loan Anticipation Project Note, Series 2016, dated November 18, 2016. The Notes will not constitute general obligations or be payable in any manner by taxation, but will be payable from and secured by the net revenues of the Municipal Water Utility.

At the above meeting the City Council shall receive oral or written objections from any resident or property owner of the City, to the above action. After all objections have been received and considered, the City Council will at this meeting or at any adjournment thereof, take additional action for the authorization of said Loan and Disbursement Agreement and the issuance of Notes or will abandon the proposal to issue the Notes.

This Notice is given by order of the City Council of the City of Washington, Iowa, as provided by Sections 384.24A, 384.82 and 384.83, as amended.

Dated this _____ day of _____, 2017.

City Clerk, City of Washington, State of Iowa

(End of Notice)

PASSED AND APPROVED this 26th day of September, 2017.

Mayor

ATTEST:

City Clerk