



AGENDA OF THE REGULAR 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 19, 2017

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, September 19, 2017 to be approved as proposed or amended.

**Consent:**

1. Council Minutes September 5, 2017
2. Impact 7G, Water Tower Property – 2017, LBP Inspection, \$2,100.00
3. Design Alliance, Fire Station Project, \$4,928.20
4. Fox Engineering, S. Elevated Water Storage Tank Improvements, \$2,316.52
5. Fox Engineering, Lead Soil Removal at Water Plant Site, \$1,659.98
6. Fox Engineering, Water Treatment Plant Improvements, \$7,027.25
7. Fox Engineering, Well #6 Pump Replacement, \$3,095.00
8. Fox Engineering, Washington City Hall Interceptor Reroute, \$195.00
9. Fox Engineering, Washington SE Basin I&I Reduction, \$1,142.00
10. Fox Engineering, Sanitary Sewer Collection System Evaluation, \$218.75
11. IMWCA, Workers Comp. Premium Installment #3, \$6,787.00
12. Kevin Olson, Professional Services, \$1,317.84
13. Department Reports.

**Consent – Other:**

1. DeLong Construction, Sitler Drive Paving Project, \$3,870.00

**Claims and Financial Reports:**

Claims as Presented.

Financial Reports.

**SPECIAL PRESENTATION**

Discussion and Consideration of Relay for Life Request for Use of Central Park and Streets for Relay

for Life 2018. The 2018 theme is: Knock-Out Cancer. Event is June 23, 2018- Noon to 10 pm  
Washington Central Park.

Discussion and Consideration of Washington Community School Request – Paving Parking Lot at Case  
Field.

Paws and More Animal Shelter Presentation.

**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 a Letter of Engagement with Public Financial Management (PFM)

**CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS**

Discussion and Consideration of a Resolution Approving the 2017 Street Financial Report.

Discussion and Consideration of Second Reading of an Amendment to the Code of Ordinances – Chapter  
28 “Historic Preservation Commission”.

Discussion and Consideration of Third Reading of an Amendment to the Code of Ordinances –  
Chapter 10 “Hotel/Motel Tax”

Discussion and Consideration of a Resolution Establishing a Hotel/Motel Tax Fund and a Fund  
Administration Committee.

Discussion and Consideration of Second Reading of an Amendment to the Code of Ordinances Chapter  
41.12 “Fireworks”

Discussion and Consideration of First 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 Authorizing Levy, Assessment, and Collection of  
Costs to the Washington County Treasurer.

**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

Council Minutes 09-05-2017

The Council of the City of Washington, Iowa, met in Regular Session in the Nicola-Stoufer Room, 115 W. Washington Street, at 6:00 P.M., Tuesday, September 5, 2017. Mayor Johnson in the chair. On roll call present: Gault, Rosien, Salazar, Youngquist. Absent: DeLong, Janecek.

Motion by Youngquist, seconded by Gault, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, September 5, 2017 be approved as proposed. Motion carried.

**Consent:**

1. Council Minutes August 15, 2017
2. Agriland FS, Oil, Filters, Supplies, \$1,696.93
3. WEDG, 2017 Annual Pledge, \$21,850.00
4. Design Alliance, Professional Services – Fire Station Project, \$3,231.61
5. Lynch Dallas, P.C., Professional Services – Employee Manual Update, \$248.50
6. Lynch Dallas, P.C., Professional Services – Employee Manual Update, \$2,300.00
7. Department Reports.

Motion by Salazar, seconded by Youngquist, to approve the consent agenda items 1-7. Motion carried.

Motion by Rosien, seconded by Youngquist, to approve payment of the claims as presented. Motion carried.

**Special Presentations:**

Motion by Rosien, seconded by Youngquist, to approve the Request from Corn Country Cruisers for use of the Square for Cruise Nights 2018 and 2019 on the second Saturday of May, June, July, and August. Motion carried.

Motion by Youngquist, seconded by Gault, to approve the Request from the Washington Chamber of Commerce for use of Central Park and the Street Closure for the Craft Fair 2017 and 2018. Motion carried.

Motion by Rosien, seconded by Youngquist, to approve the Request for Street Closure in front of the State Theater for the national premiere of “Saving Brinton” on Sunday, September 17 and Monday, September 18. Motion carried.

Motion by Salazar, seconded by Rosien, to table the Washington Home School Assistance Program Request for Reserved Parking. Roll call on motion: Ayes: Gault, Rosien, Salazar, Youngquist. Nays: none. Motion carried.

Motion by Salazar, seconded by Youngquist, to approve the Request from Elliott Realty Group for Street and Parking Closure in front of their business on September 12. Motion carried.

Motion by Rosien, seconded by Youngquist, to approve Lincoln School Request subject to staff working toward a solution for street use with the Police Chief, City Staff and Lincoln School Staff for the 2017 Bike-A-Thon. Motion carried.

Motion by Rosien, seconded by Gault, to approve the Request from Marion Avenue Baptist Church, subject to notification by the church to upper story residents, for Use of the Square and Street Closure 6:00 P.M. September 23 to 6:00 P.M. September 24. Motion carried.

Presentations from the Public:

Paws and More representatives Amber Talbot and Lori Adams came before council to talk about the large number of cats they deal with and the need for greater funding. Paws and More will be on the agenda for a longer presentation at the September 19 council meeting.

Barbara Leeper came before council to talk about the importance for safety concerns of getting a sidewalk along the road to Wal-Mart.

Motion by Rosien, seconded by Salazar, to affirm the mayoral appointment of Tom Gaughan to a five year term on the Planning and Zoning Commission. Motion carried.

Motion by Youngquist, seconded by Rosien, to approve Change Order #1 in the increased amount of \$63,211.65 for the Well #6 Improvements Project. Motion carried.

Motion by Rosien, seconded by Salazar, to approve the repairs to the 2002 International Dump Truck in the amount of \$6,535.67. Motion carried.

Mayor Johnson announced that now is the time for the public hearing on the Plans, Specifications, Form of Contract and Estimate of Cost for the South Water Tower Improvements.

No written or oral objections were received.

Motion by Salazar, seconded by Rosien, to close the public hearing. Roll call on motion: Ayes: Gault, Rosien, Salazar, Youngquist. Nays: none. Motion carried.

Motion by Rosien, seconded by Youngquist, to approve the Resolution Approving Plans, Specifications, Form of Contract and Estimate of Cost for the South Water Tower Improvements. Roll call on motion: Ayes: Gault, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-055)**

Bids received for the South Water Tower Improvements Project:

Utility Service Company	\$361,000.00
TMI Coatings	\$503,000.00
Maguire Iron	\$585,380.00
Classic Protective Coatings	\$607,900.00
J.R. Stelzer Company	\$615,711.00
The Osseo Construction Co.	\$626,500.00

Motion by Rosien, seconded by Gault, to approve as amended the Resolution Awarding Bid for the South Water Tower Improvements without Alternate 1 to Utility Service Company in the amount of \$343,400. Roll call on motion: Ayes: Gault, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-056)**

Motion by Rosien, seconded by Salazar, to approve the Resolution Approving Offer to Buy Real Estate and Acceptance for 208 E. Jefferson Street. Roll call on motion: Ayes: Gault, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-057)**

Motion by Rosien, seconded by Youngquist, to approve Change Order #1 in the deducted amount of \$20,115.65 for the Water Treatment Plant Soil Remediation Project. Roll call on motion: Ayes: Gault, Rosien, Salazar, Youngquist. Nays: none. Motion carried.

Motion by Salazar, seconded by Gault, to approve the Resolution Accepting Water Treatment Plant Soil Remediation Project. Roll call on motion: Ayes: Gault, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-058)**

Motion by Rosien, seconded by Gault, to approve the first reading of an Ordinance Amending the Code of Ordinances Chapter 41.12 "Fireworks". Roll call on motion: Ayes: Gault, Rosien, Salazar, Youngquist. Nays: none. Motion carried.

Motion by Youngquist, seconded by Gault, to approve the second reading of an Ordinance Amending the Code of Ordinances-adding Chapter 10 "Hotel/Motel Tax". Roll call on motion: Ayes: Gault, Rosien, Salazar, Youngquist. Nays: none. Motion carried.

Motion by Salazar, seconded by Youngquist, to approve the first reading of an Ordinance Amending the Code of Ordinances Chapter 28 "Historic Preservation Commission". Roll call on motion: Ayes: Gault, Rosien, Salazar, Youngquist. Nays: none. Motion carried.

Motion by Rosien, seconded by Youngquist, to approve the Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer. Roll call on motion: Ayes: Gault, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-059)**

Motion by Rosien, seconded by Gault, that the Regular Session held at 6:00 P.M., Tuesday, September 5, 2017 be adjourned. Motion carried.

Illa Earnest, City Clerk

Sandra Johnson, Mayor



**Impact7G**  
 9550 Hickman Road  
 Suite 105  
 Clive, IA 50325

City of Washington  
 215 E. Washington Street  
 Washington, IA 52353  
 Brent Hinson

Invoice number 10611  
 Date 08/31/2017  
 Project CITY OF WASHINGTON

IMPACT7G (P) 515.473.6256 (F) 515.528.8005 WWW.IMPACT7G.COM

Description	Current Billed
<b>Water Tower Property - 2017</b>	
<b>LBP Inspection</b>	2,100.00
	Subtotal 2,100.00
	Total 2,100.00

Invoice total 2,100.00

PLEASE NOTE OUR NEW ADDRESS EFFECTIVE 9/9/16! Thank you for your business!

603-6-8010-6781  
 BH



City of Washington  
215 East Washington Street  
Washington, IA 52353

September 5, 2017  
Invoice No: 205098  
Project No: 217055

Attn: Brent Hinson

Re: Washington Fire Station

For professional services rendered for the period August 1, 2017 to August 31, 2017  
for the referenced project.

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<u>Description</u>	<u>Contract Amount</u>	<u>% Work To Date</u>	<u>Amount Billed</u>	<u>Previous Billed</u>	<u>This Inv Billed</u>
Predesign	15,500.00	50.00%	7,750.00	3,100.00	4,650.00
Schematic	7,750.00	0.00%	0.00	0.00	0.00
Design Dev	31,000.00	0.00%	0.00	0.00	0.00
Const Doc	54,250.00	0.00%	0.00	0.00	0.00
Bid/Negot	7,750.00	0.00%	0.00	0.00	0.00
Const Admin	38,750.00	0.00%	0.00	0.00	0.00
Total Fixed Fee	155,000.00		7,750.00	3,100.00	4,650.00
<b>Total Fixed Fee</b>					<b>\$4,650.00</b>

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Kristopher Orth - mileage	263.22
Samantha Claman - mileage	14.98
<b>Total Out-of-Pocket Expenses</b>	<b>\$278.20</b>

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<b>INVOICE TOTAL</b>	<b>\$4,928.20</b>
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Please notify our office if you have any questions concerning your invoice balance.

1.5% interest charged on unpaid balance over 30 days

14225 University  
Suite 110  
Waukee, IA 50263  
TEL 515.225.3469  
FAX 515.225.9649  
DesignAllianceInc.com





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

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

Invoice number 41927  
 Date 08/30/2017

Project **342417B Washington South 0.5 MG  
 Elevated Water Storage Tank  
 Improvements**

Professional Services for the Period of 7/30/2017 to 8/26/2017

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Preliminary Design</b>	5,713.00	100.00	5,713.00	5,713.00	0.00
<b>Final Design</b>	13,534.00	100.00	13,534.00	13,534.00	0.00
<b>Bidding</b>	3,994.00	70.00	479.28	2,795.80	2,316.52
<b>Total</b>	<b>23,241.00</b>	<b>94.84</b>	<b>19,726.28</b>	<b>22,042.80</b>	<b>2,316.52</b>

**Invoice total      \$2,316.52**

Approved by: 

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



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

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

Invoice number 41928  
 Date 08/30/2017

Project **342416C Washington Lead Soil  
 Removal at Water Plant Site**

Professional Services for the Period of 7/30/2017 to 8/26/2017

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Design Phase</b>	5,347.00	100.00	5,347.00	5,347.00	0.00
<b>Bidding Phase</b>	1,974.00	100.00	1,974.00	1,974.00	0.00
<b>Total</b>	<b>7,321.00</b>	<b>100.00</b>	<b>7,321.00</b>	<b>7,321.00</b>	<b>0.00</b>

**Standard Hourly Rate Phases**

**Construction Administration**

Professional Fees

Billed Amount

120.00

Phase subtotal

120.00

**RPR Services**

Professional Fees

1,157.00

Reimbursables

382.98

Phase subtotal

1,539.98

**Invoice total \$1,659.98**

Approved by: 

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



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

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

Invoice number 41930  
 Date 08/30/2017

Project **342416A Washington Water Treatment  
 Plant Improvements**

Professional Services for the Period of 7/30/2017 to 8/26/2017

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Preliminary Design</b>	126,460.00	100.00	126,460.00	126,460.00	0.00
<b>Final Design</b>	177,830.00	100.00	177,830.00	177,830.00	0.00
<b>Bidding</b>	16,780.00	100.00	16,780.00	16,780.00	0.00
<b>Total</b>	<b>321,070.00</b>	<b>100.00</b>	<b>321,070.00</b>	<b>321,070.00</b>	<b>0.00</b>

**Standard Hourly Rate Phases**

**Construction Administration**

	Billed Amount
Professional Fees	6,117.00
Reimbursables	198.25
Phase subtotal	<u>6,315.25</u>

**Resident Project Representative**

Professional Fees	712.00
Phase subtotal	<u>712.00</u>

**Invoice total \$7,027.25**

Approved by: 

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



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

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

Invoice number 41929  
 Date 08/30/2017

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

Professional Services for the Period of 7/30/2017 to 8/26/2017

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Design</b>	28,324.00	100.00	28,324.00	28,324.00	0.00
<b>Bidding</b>	4,768.00	100.00	4,768.00	4,768.00	0.00
<b>Total</b>	<b>33,092.00</b>	<b>100.00</b>	<b>33,092.00</b>	<b>33,092.00</b>	<b>0.00</b>

**Standard Hourly Rate Phases**

**Construction Administration**

Professional Fees  
 Outside Services

	Billed Amount
	2,380.00
	715.00
Phase subtotal	3,095.00

**Invoice total      \$3,095.00**

Approved by: 

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



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

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

Invoice number 41889  
 Date 08/30/2017

Project **204517B Washington City Hall  
 Interceptor Reroute**

Professional Services for the Period of 7/30/2017 to 8/26/2017

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	19,500.00	16.00	2,925.00	3,120.00	195.00
Final Design	9,500.00	0.00	0.00	0.00	0.00
Bidding	6,500.00	0.00	0.00	0.00	0.00
Construction Administration	11,000.00	0.00	0.00	0.00	0.00
Construction Staking	3,000.00	0.00	0.00	0.00	0.00
Total	49,500.00	6.30	2,925.00	3,120.00	195.00

Invoice total **\$195.00**

Approved by:  \_\_\_\_\_

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



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

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

Invoice number 41887  
 Date 08/30/2017

Project **204517A Washington SE Basin I&I Reduction**

Professional Services for the Period of 7/30/2017 to 8/26/2017

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Preliminary Design</b>	57,100.00	7.00	2,855.00	3,997.00	1,142.00
<b>Final Design</b>	29,500.00	0.00	0.00	0.00	0.00
<b>Bidding</b>	8,500.00	0.00	0.00	0.00	0.00
<b>Construction Administration</b>	29,800.00	0.00	0.00	0.00	0.00
<b>Post Construction Record Drawings</b>	5,700.00	0.00	0.00	0.00	0.00
<b>Total</b>	130,600.00	3.06	2,855.00	3,997.00	1,142.00

**Invoice total      \$1,142.00**

Approved by:  \_\_\_\_\_

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



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

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

Invoice number 41888  
 Date 08/30/2017

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

Professional Services for the Period of 7/30/2017 to 8/26/2017

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Data Collection & Kickoff Meeting	5,500.00	100.00	5,500.00	5,500.00	0.00
Southeast Drainage Basin Sanitary Sewer Mapping	12,500.00	100.00	12,500.00	12,500.00	0.00
Southeast Drainage Basin Sanitary Sewer Modeling	12,000.00	100.00	12,000.00	12,000.00	0.00
Southeast Drainage Basin Rehabilitation Report	27,500.00	95.00	26,125.00	26,125.00	0.00
Total	57,500.00	97.61	56,125.00	56,125.00	0.00

**Standard Hourly Rate Phases**

**General Consultation**

	Billed Amount
Professional Fees	218.75
Phase subtotal	218.75
<b>Invoice total</b>	<b>\$218.75</b>

Approved by:  \_\_\_\_\_

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

# INVOICE

INV66124

## IMWCA

IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION

500 SW 7TH STREET, SUITE 101  
 DES MOINES, IA 50309-4506  
 PHONE: 800-257-2708

DATE

9/1/2017

PAGE:

1

Mbr No: 0706    Member Name: Washington, City of

Washington, City of  
 215 E Washington

Washington IA 52353

Please remit payment to: IMWCA, P.O. Box 310009, Des Moines, IA 50331-0009

PURCHASE ORDER NO.	CUSTOMER ID	SALES ID	SHIPPING METHOD	PAYMENT TERMS	REQ'D SHIP DATE	MASTER NUMBER
	WASHI001	AG0075				
QUANTITY	ITEM NUMBER	DESCRIPTION	UOM	DISCOUNT	UNIT PRICE	EXTENDED PRICE
1.00	INSTALL3	Installment 3 - Work Comp Prem 17-18			6,787.00	\$6,787.00

This invoice is due by October 1, 2017.

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.

Subtotal \$6,787.00  
 Bond Credit \$0.00  
 Misc \$0.00  
 Total \$6,787.00

*Thank You*



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

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

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September 14, 2017

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

**INVOICE**

For legal services rendered to the City of Washington, Iowa in August, 2017

TOTAL HOURS 13.0 hours (reg)

TOTAL MILEAGE 264 miles

Hourly Rate \$90/hour- Reg

Mileage Rate \$0.56 per mile

TOTAL INVOICE FOR AUGUST, 2017 \$1,317.84

Washington Volunteer Fire Department  
September 6,2017

July Fires

9 City fires	1090.00
6 rural fires	1070.00
0 Drill	00.00
15 fires and 0 drill	2160.00

Meeting opened Chief Wide in charge

Minutes of the previous meeting were read and approved.

Treasure report was read.

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

Passed

Committees; Social ;snacks after meeting

Golf; August 27 tournament 18 teams Kalona won.

Fire Prevention; Week of October 8-14 will go to schools Oct. 10 & 11

Application. We will be short 1 because Jase Hammes will be gone for a year in the service.

Rescue

Communications; none

Old business: Kirkwood Fire School September 23 & 24

Trench rescue training is coming October 14.

Rope and high angle Sept.9 & 10

Hose testing August 30 went well good help Had 4 hose fail.

Mud run September 10 Zach Thomas will take a truck.

New Business; New head gear is in. Anybody needing gear replaced talk to chief.

Foam nozzles are in and will be used at Bio diesel plant drill.

Drill September 13.

County meeting September 26 here

Pipeline training November 8 at the KC Hall. Fire Meeting will be moved to 8PM.

Discussion of calls;

Roll call taken

Everyone needs to get direct deposit.

No other business, meeting adjourned.

Secretary  
Tom Beauchamp

**From:** JJ Bell [jjbell@washingtioniowa.net]  
**Sent:** Tuesday, September 12, 2017 2:56 PM  
**To:** Illa Earnest  
**Subject:** M/C Report

Maintenance and Construction Report

8/26/17-9/8/17

**STREETS:** M/C Personnel repaired a street ID sign located at North Marion-West 17th St. Personnel cold mixed numerous areas. Personnel finished line painting for the year around town. Street Sweeper was back in action.

**WATER DISTRIBUTION:** M/C Personnel repaired #17, #18 & #19 water main leaks of the year that were located at North 2nd Ave-West-14th St, 1308 East Main St and 212 West 6th St. Personnel repaired a water box rod at 1402 North Marion Ave.

**SEWER COLLECTION:** M/C Personnel checked out a few areas on concerns with basements having problems with sewer back up, the City mains were open and running.

**STORM SEWER COLLECTION:** M/C Personnel N/A

**MECHANIC/SHOP:** M/C Personnel serviced Street Sweeper (adjust drive chains, adjust main broom and hydraulic hose repair), K-9 Unit (replace blower motor and resistor), Case backhoe (replace steel lines and hydraulic hoses), #602 (new tires), order parts for #611 repair and treat the fuel tanks.

**OTHER:** M/C Personnel continued yard waste pick up, total year to date for bags is 11,540. Personnel responded to 76 One Call Locates. Tin was placed on the new contaminant area for used oil and anti freeze and one high octane fuel barrel..

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.

**WWTP report  
September 19, 2017  
Council meeting**

- **After hour alarm and dog call outs –**  
6<sup>th</sup> dog call, Safety Center reported a dog to be picked up at 910 North 7<sup>th</sup>, 10:50 p.m. Parker  
12<sup>th</sup> WWTP, high TSS alarm, 8:00 p.m. Parker
- **Dept Head meetings –** Jason attended the meeting on the 5<sup>th</sup> and I attended the meetings on the 12<sup>th</sup>.
- **WWTP bio-solids storage basin (BSB) sub-drain pump station –** Jason to Electric Motors of Iowa City to pick up the new pump and repaired pump on the 15<sup>th</sup>. We plan to get these pumps installed shortly after we have completed the SBR maintenance next week.
- **SBR maintenance –** Maintenance continues on the basins. We finished the maintenance work on SBR #3 this week. We plan to finish with the maintenance on SBR #4 the week of September 18<sup>th</sup>.
- **WWTP August 2017 MOR –** Average daily flow 1.343 million gallons (mg), maximum daily flow 2.479 mg, minimum daily flow 0.996 mg. There were **no** violations of the WWTP's NPDES discharge permit. Total rainfall for August 2017 => 3.38" (recorded at the WWTP).

**CBOD5 Removal 85% required      result = 98.3 %**  
Influent CBOD5 monthly average = 114.2 mg/L  
Effluent CBOD5 monthly average = 2.0 mg/L

**TSS Removal 85 % required      result = 95.1 %**  
Influent TSS monthly average = 206.2 mg/L  
Effluent TSS monthly average = 10.1 mg/L

- **Dog pound report for August 2017 –** Ten (10) calls total for August 2017. Six (6) call outs during normal hours and four (4) call outs after hours. Eight (8) dogs were returned to the owners. Two (2) dogs taken to Paws and More.
- **Hupp Electric Motor (Crane and Hoist Division) –** Hupp was at the WWTP on the 1<sup>st</sup> to make repairs that were found during the annual crane and hoist inspection.
- **Motorized gate at WWTP –** On the 11<sup>th</sup> the motorized gate wouldn't open all the way. Jason and Parker adjusted and greased the drive chain which corrected the problem.
- **SASSO safety meeting –** Jason and Parker attended the safety meeting in Washington on the 7<sup>th</sup>. The topics were Bloodborne Pathogens/Workplace Hazards. I didn't attend as I was on vacation.
- **Cost estimate letters to area manure contractors –** I sent out letters to four (4) area manure contractors. This project is for the land application of the treated bio-solids from the new bio-solids storage basin. I requested the cost estimate letters be returned by 4:00 p.m. on October 6, 2017. After reviewing cost estimates council approval will be needed at the October 17, 2017 council meeting before this project can begin.

**Fred E Doggett  
9/15/2017 8:58 AM**

DeLong Construction, Inc.  
 1320 North 8th Avenue  
 PO Box 488  
 Washington, IA 52353  
 (319) 653-3334

Invoice: 1626

Sold to  
 City of Washington  
 215 E. Washington  
 Washington, IA 52353

Ship to  
 Sitler Drive Widening  
 Letting Date: 6/11/15  
 No Wage Rates in Effect  
 Washington, IA 52353

<u>Account</u> CITYWASH	<u>P.O. Num</u>	<u>Ship Via</u>	<u>Ship Date</u>	<u>Terms</u> Net 0	<u>Invoice Date</u> 9/12/17	<u>Page</u> 1
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<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
	1	New 6" Thick Driveway at Gilmore property- Remove & Replace, incl #4 rebar on 2' centers	3,120.00	3,120.00
	1	Double saw cut	250.00	250.00
	1	Backfill and seed, extra straw	500.00	500.00

Subtotal 3,870.00

Total \$3,870.00

## CITY OF WASHINGTON, IOWA

## CLAIMS REPORT FOR 09/19/2017

<b>POLICE</b>	AMAZON CAPITAL SERVICES	CASE,CHARGER,BATTERY	120.11
	BDH TECHNOLOGY	COMPUTER MAINTENANCE	349.53
	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	43.06
	CLERK OF COURT	CIVIL INFRACTIONS-PARKING TKTS	170.00
	COBB OIL CO, INC.	FUEL	1482.37
	DIGITAL ALLY	DVR VIDEO FOR SQUAD CAR	4025.00
	IA LEIN- DIV OF INTELLIGENCE	CONFERENCE - SEE	175.00
	MARCO TECHNOLOGIES LLC.	COPIER	489.12
	PHYSIO-CONTROL, INC.	2 AEDS	4815.36
	QUILL	SUPPLIES	95.56
	RACOM CORPORATION	DOCKING STATIONS- 2 COMPUT	1196.00
	UP - TOWN AUTO WASH. LLC	WASH CARD REFILL	100.00
	UPS	UPS CHARGES	18.16
	VERIZON WIRELESS	WIRELESS SERVICE	1381.39
	VISA	CAR WASH, TRAINING	510.00
	WASH CO AUDITOR	SEPT COMMUNICATIONS	20976.08
	WASH VETERINARY CLINIC	ULTRO VACCINATIONS	76.00
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE- TELEPHONE	384.85
		<b>TOTAL</b>	<b>36407.59</b>
<b>FIRE</b>	ALLIANT ENERGY	ALLIANT ENERGY	49.61
	BUSINESS RADIO SALES INC	POWER CORD	35.00
	COBB OIL CO, INC.	FUEL	107.47
	DINGES FIRE COMPANY	HALO HOODS	1061.37
	GLANDON'S WESTSIDE SERVICE	FUEL ENGINE #2	16.00
	HIWAY SERVICE CENTER	PARTS	44.66
	VERIZON WIRELESS	WIRELESS SERVICE	184.20
	VISA	EMERG RESP CONF, SUPPLIES	272.42
		<b>TOTAL</b>	<b>1770.73</b>
<b>DEVELOP SERV</b>	BRUNS, DAVID	MILEAGE REIMBURSMENT	23.54
	COBB OIL CO, INC.	FUEL	182.14
	CUSTOM IMPRESSIONS INC	ENGRAVED SIGN	10.10
	JOHN DEERE FINANCIAL	HELMET & CHAPS	194.90
	KCII	EMPLOYMENT ADVERTISING	309.12
	VARIDESK LLC.	PRO-PLUS 48" BLACK VARIDES	495.00
	VERIZON WIRELESS	WIRELESS SERVICE	249.76
	VISA	PLUMB INSP FEE, 17-CONF RE	150.00
	WMPF GROUP LLC	LEGAL & DISPLAY ADVERTISIN	169.54
		<b>TOTAL</b>	<b>1784.10</b>
<b>LIBRARY</b>	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
	ALLIANT ENERGY	ALLIANT ENERGY	2396.93
	AMAZON	LIBRARY MATERIALS	785.26
	BAKER & TAYLOR	BOOKS	783.02
	CINTAS CORP LOC. 342	RUG SERVICE	58.39
	EBERT SUPPLY CO.	JANITORIAL SUPPLIES	172.67
	EBSCO SUBSCRIPTION SERV	SUBSCRIPTION	36.31
	FAREWAY STORES	RIBBON CUTTING SNACKS	22.97
	GALE/CENGAGE LEARNING	WESTERNS	36.34
	RECORDED BOOKS LLC	SUPPLIES	134.98
	STAPLES ADVANTAGE	NAME BADGES	37.12
	THE WAYLAND REPORTER	SUBSCRIPTION	25.00

VISA	SUPP, MEMBERSHIP, POSTAGE	487.98
WASH CHAMBER OF COMMERCE	LEADERSHIP WASHINGTON	250.00
WMPF GROUP LLC	PROGRESS DT WASHINGTON AD	60.00
	<b>TOTAL</b>	<b>5330.97</b>

<b>PARKS</b>	ACE-N-MORE	FERTILIZER/SUPPLIES/REPAIR	53.46
	ACTION SERVICES INC	PORTABLE TOILETS SOCCER FI	350.00
	ALLIANT ENERGY	ALLIANT ENERGY	1454.92
	COBB OIL CO, INC.	FUEL	627.81
	GREINER DISCOUNT TIRES	MOWER TIRE REPAIR	14.50
	JOHN DEERE FINANCIAL	TREE KILLING CHEMICALS	15.99
	KURTZ KRAFT	BANDSTAND EQUIPMENT	532.00
	NORTHERN SAFETY CO., INC.	SAFETY SUPPLIES	66.44
	PIONEER MFG.	SOCCER FIELD PAINT	289.25
	SITLER'S ELECTRIC	CTRL PARK LIGHT POLE SWITC	81.57
	VISA	FUEL	27.20
	WASHINGTON LUMBER	SKATE PARK REPAIR	28.28
		<b>TOTAL</b>	<b>3541.42</b>

<b>POOL</b>	STATE HYGIENIC LAB	POOL SAMPLE	13.00
		<b>TOTAL</b>	<b>13.00</b>

<b>CEMETERY</b>	ATCO INTERNATIONAL	CARB CLEANER	353.80
	CERTIFIED LABORATORIES	HYD OIL	287.50
	JOHN DEERE FINANCIAL	SEAT FOR MOWER/SEATBELT KIT	1154.58
	VISA	WEED TRIMMER PARTS	970.90
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE- TELEPHONE	138.88
		<b>TOTAL</b>	<b>2905.66</b>

<b>FINAN ADMIN</b>	ALLIANT ENERGY	ALLIANT ENERGY	21.49
	BAKER PAPER & SUPPLY	COPY PAPER	59.70
	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	140.86
	FAREWAY STORES	SUPPLIES	75.90
	GOOGLE INC	MONTHLY SERVICE	220.83
	PACE PAYMENT SYSTEMS	PACE ONLINE PAYMENT FEE	20.00
	PITNEY BOWES GLOBAL FINANCIAL SERVICES	POSTAGE MACHINE RENTAL	355.77
	ROTARY CLUB OF WASHINGTON	DUES & MEALS-B HINSON	137.80
	VERIZON WIRELESS	WIRELESS SERVICE	134.15
	VISA	PLUMB INSP FEE, 17-CONF RE	644.51
	WASH COUNTY MINIBUS	LOST- SEPTEMBER	16475.05
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE- TELEPHONE	1037.44
	WMPF GROUP LLC	LEGAL & DISPLAY ADVERTISIN	1121.85
		<b>TOTAL</b>	<b>20445.35</b>

<b>AIRPORT</b>	ACE-N-MORE	SUPPLIES	26.57
	ALLIANT ENERGY	ALLIANT ENERGY	899.61
	EASTERN AVIATION FUELS INC	FUEL	26513.99
	GREINER DISCOUNT TIRES	TIRE REPAIR	17.00
	ROE, MIKE	CONF, LODGING, MILEAGE	936.89
	SORRELL GLASS	AIRPORT DOOR REPAIR	659.72
	VERIZON WIRELESS	WIRELESS SERVICE	25.96
	VETTER'S INC-CULLIGAN WATER	SOFTENER SALT	34.45
	VISA	AIRPORT- FLASH DRIVE	21.27

	WEST LAWN CARE	MOWING AT AIRPORT	1140.00
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE- TELEPHONE	180.49
		<b>TOTAL</b>	<b>30455.95</b>
<b>ROAD USE</b>	COBB OIL CO, INC.	FUEL	628.59
	S & G MATERIALS	RECYCLING ASPHALT	664.97
		<b>TOTAL</b>	<b>1293.56</b>
<b>STREET LIGHTING</b>	ALLIANT ENERGY	ALLIANT ENERGY	10475.11
		<b>TOTAL</b>	<b>10475.11</b>
<b>HOUSING REHAB</b>	WASH CO TREASURER	420 W 6TH	181.00
		<b>TOTAL</b>	<b>181.00</b>
<b>CAPITAL PROJECT</b>	WASH TITLE & GUARANTY CO	ABSTRACT- 208 E JEFFERSON	260.00
	STATE HYGIENIC LAB	ASBESTOS TESTING- RED B	160.00
		<b>TOTAL</b>	<b>420.00</b>
<b>INDUSTRIAL DEVELOP</b>	WASH CO TREASURER	BUSINESS PARK/ FARM	2845.00
		<b>TOTAL</b>	<b>2845.00</b>
<b>MUNICIPAL BUILDING</b>	WASH CO TREASURER	MUNICIPAL LOTS	358.00
		<b>TOTAL</b>	<b>358.00</b>
<b>SIDEWALK REPAIR/REPLAC</b>	ADAMS, LORI	SIDEWALK REPAIR/REPLACEMEN	96.00
		<b>TOTAL</b>	<b>96.00</b>
<b>DOG PARK</b>	WMPF GROUP LLC	LEGAL & DISPLAY ADVERTISIN	57.26
		<b>TOTAL</b>	<b>57.26</b>
<b>TREE COMMITTEE</b>	MCCONNELL, MARDE	TREE COMM. REIMBURSEMENT	24.60
		<b>TOTAL</b>	<b>24.60</b>
<b>LIBRARY GIFT</b>	BAKER & TAYLOR	BOOKS	362.73
		<b>TOTAL</b>	<b>362.73</b>
<b>WATER PLANT</b>	ALLIANT ENERGY	ALLIANT ENERGY	19340.28
	COBB OIL CO, INC.	FUEL	57.42
	VERIZON WIRELESS	WIRELESS SERVICE	52.08
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE- TELEPHONE	55.55
		<b>TOTAL</b>	<b>19505.33</b>
<b>WATER DIST</b>	ALLIANT ENERGY	ALLIANT ENERGY	25.18
	COBB OIL CO, INC.	FUEL	299.89
	VERIZON WIRELESS	WIRELESS SERVICE	96.34
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE- TELEPHONE	91.03
		<b>TOTAL</b>	<b>512.44</b>



<b>WATER CAP PROJ</b>	WMPF GROUP LLC	LEGAL & DISPLAY ADVERTISIN	18.98
		<b>TOTAL</b>	<b>18.98</b>
<b>SEWER PLANT</b>	ALLIANT ENERGY	ALLIANT ENERGY	16382.00
	ATCO INTERNATIONAL	PLANT CHEMICALS	399.60
	BRECKE MECHANICAL CONTRACTORS	BACK FLOW INSPECTION	405.48
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	142.00
	CINTAS FIRST AID & SAFETY	1ST AID SUPPLIES	51.88
	COBB OIL CO, INC.	FUEL	243.95
	FAREWAY STORES	SUPPLIES	28.10
	HACH COMPANY	LAB SUPPLIES	188.24
	I TECH TECHNOLOGY EXPERTS	SHIPPING	12.63
	IOWA DIVISION OF LABOR SERVICES	BOILER CERT FEE	40.00
	JOHN DEERE FINANCIAL	MOWER/TRACTOR PARTS	73.23
	MARIE ELECTRIC INC.	REPAIR PUMP STATION	26.00
	TURNER, PARKER	BOOT REIMBURSEMENT	100.00
	USA BLUEBOOK	LAB SUPPLIES	451.15
	VERIZON WIRELESS	WIRELESS SERVICE	183.36
	VISA	DNR FEES & PERMIT	80.00
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE- TELEPHONE	253.12
		<b>TOTAL</b>	<b>19060.74</b>
<b>SEWER COLLECT</b>	ALLIANT ENERGY	ALLIANT ENERGY	1063.67
	COBB OIL CO, INC.	FUEL	290.83
	VERIZON WIRELESS	WIRELESS SERVICE	150.12
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE- TELEPHONE	91.03
		<b>TOTAL</b>	<b>1595.65</b>
<b>SANITIATION</b>	PIP PRINTING	ANNUAL GARBAGE STICKER 201	1015.96
	VISA	SUPPLIES, RECYCLING CONTAI	3080.78
	WEMIGA WASTE INC.	AUGUST SERVICES	3500.00
		<b>TOTAL</b>	<b>7596.74</b>
		<b>TOTAL</b>	<b>167057.91</b>

**CITY OF WASHINGTON, IA**  
**VISA Card Charges - 9/5/2017**

**CLAIMS REPORT 09/05/2017**

**LIBRARY**  
 ENDICIA FEES - POSTAGE FEE  
 WALMART - ECLIPSE SNACKS  
 WALMART - ECLIPSE PROGRAM  
 AMER LIB ASSOC - ALA MEMBERSHIP  
 USPS - POSTAGE  
 LIL\* LIBRARY JOURNALS - TRADE JOURNAL  
 WALMART RETURN

9.95  
 62.45  
 22.08  
 74.00  
 200.00  
 129.99  
 (10.49)  
**487.98**

**SANITATION**  
 NRI EVERYTHING RUBBERMAID - 250 RECYCLING CONTAINERS

3,080.78

**FIRE**  
 CASEYS - PIZZA FOR HOSE TESTING/TRAINING  
 NE IOWA COMM COLL - WAGNER TRISTATE EMERGENCY RESPONDER CONFERENCE

183.42  
 89.00

**FINANCIAL ADMIN**  
 IOWA LEAGUE OF CITIES- LEAGUE CONF REG - JOHNSON, YOUNGQUIEST, ROSIEN  
 HYVEE - RECEPTION FOR HAGIE

**3,080.78**  
 615.00  
 29.51

**POLICE**  
 COLT'S MANUFACTURING - S. ALTENHOFEN RIFLE ARMORER COURSE  
 UPTOWN AUTO WASH - 101 TAHOE CAR WASH

**272.42**  
 500.00  
 10.00

**CEMETERY**  
 PARTSTREE - WEED TRIMMER PARTS

**644.51**  
 970.90

**DEVELOP SERV**  
 IAPMO - MEMBERSHIP FOR PLUMBING/MECHANICAL INSPECTORS

**510.00**  
 150.00

**PARK**  
 BP - PREMIUM GAS

**970.90**  
 27.20

**AIRPORT**  
 WALMART - FLASH DRIVE

**150.00**

**SEWER PLANT**  
 IA DNR FEES AND PAYMENTS - TURNER WW1 LICENSE FEES

**27.20**  
 80.00

**21.27**

**80.00**  
**6,245.06**

Grand Total

CITY OF WASHINGTON, IOWA  
MONTH TO DATE TREASURERS REPORT  
JUNE 30, 2017

FUND	6/1/2017 BEGINNING CASH BALANCE	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	6/30/2017 ENDING CASH BALANCE
001-GENERAL FUND	1,384,855.43	131,272.41	0	516,127.84	0	1,000,000.00
002-AIRPORT FUND	266,646.51	20,772.86	0	83,143.97	0	204,275.40
010-CHAMBER REIMBURSEMENT	1,901.30	5,362.39	0	6,823.69	0	440
011-MAIN STREET REIMBURSEMENT	2,246.28	4,253.07	0	5,392.36	0	1,106.99
012-WEDG REIMBURSEMENT	1,557.57	6,298.75	0	7,856.32	0	0
050-WASHINGTON INCENTIVE FUND	0	29,190.27	0	29,190.27	0	0
110-ROAD USE	830,923.63	76,738.62	0	160,163.52	0	747,498.73
112-EMPLOYEE BENEFITS	0	7,740.35	0	7,740.35	0	0
114-EMERGENCY LEVY	0	689.71	0	689.71	0	0
121-LOCAL OPTION SALES TAX	0.02	134,101.64	0	134,101.66	0	0
125-UNIF COMM UR-NE IND	7,671.60	0	0	7,671.60	0	0
129-SC RES UR	16,613.79	1,957.69	0	18,571.48	0	0
132-UNIF COMM UR - EBD	12,051.86	0	0	12,051.86	0	0
133-UNIF COMM UR-IRE	34,099.96	0	0	34,099.96	0	0
134-DOWNTOWN COMM UR	7,573.61	0	0	7,573.61	0	0
145-HOUSING REHABILITATION	41,210.80	0	0	1,000.00	0	40,210.80
146-LMI TIF SET-ASIDE	62,756.80	6,574.30	0	0	0	69,331.10
200-DEBT SERVICE	-9,446.16	13,015.50	0	0	0	3,569.34
300-CAPITAL EQUIPMENT	110,761.44	50,515.33	0	0	0	161,276.77
301-CAPITAL PROJECTS FUND	66,291.01	68,188.70	0	9,953.27	0	124,526.44
305-RIVERBOAT FOUND CAP PROJ	290,985.44	121,184.91	0	412,170.35	0	0
308-INDUSTRIAL DEVELOPMENT	41,092.97	31.12	0	0	0	41,124.09
309-MUNICIPAL BUILDING	813,494.04	591,946.71	0	2,322.05	0	1,403,118.70
310-WELLNESS PARK	44,488.61	0	0	0	0	44,488.61
311-SIDEWALK REPAIR & REPLACE	44,376.19	25,000.00	0	200	0	69,176.19
312-TREE REMOVAL & REPLACE	29,154.67	5,000.00	0	500	0	33,654.67
510-MUNICIPAL BAND	4,023.70	20	0	0	0	4,043.70
520-DOG PARK	4,918.85	0	0	0	0	4,918.85
530-TREE COMMITTEE	15,070.13	867	0	9,851.21	0	6,085.92
540-POLICE FORFEITURE	1,434.99	307.5	0	0	0	1,742.49
545-SAFETY FUND	400	0	0	0	0	400
550-PARK GIFT	151,351.35	1,510.40	0	2,546.37	0	150,315.38
570-LIBRARY GIFT	244,586.65	24,900.34	0	24.53	0	269,462.46
580-CEMETERY GIFT	16,405.00	0	0	5,247.00	0	11,158.00
590-CABLE COMMISSION	8,761.14	2,000.00	0	0	0	10,761.14
600-WATER UTILITY	1,121,835.03	148,182.22	0	270,494.61	0	999,522.64
601-WATER DEPOSIT FUND	23,590.00	1,650.00	0	1,575.00	0	23,665.00
603-WATER CAPITAL PROJECTS	23,172.99	120,028.99	0	143,201.98	0	0
610-SANITARY SEWER	1,049,819.17	197,771.41	0	512,317.49	0	735,273.09
612-SEWER SINKING	0	439,402.50	0	439,402.50	0	0
613-SEWER CAPITAL PROJECTS	280,335.13	0	0	99	0	280,236.13
670-SANITATION	143,976.74	33,636.60	0	34,184.17	0	143,429.17
950-SELF INSURANCE	179,029.95	1,100.74	0	5,412.56	0	174,718.13
951-UNEMPLOYMENT SELF INS	6,716.03	0	0	0	0	6,716.03
<b>TOTAL BALANCE</b>	<b>7,376,734.22</b>	<b>2,271,212.03</b>	<b>0</b>	<b>2,881,700.29</b>	<b>0</b>	<b>6,766,245.96</b>

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	742,435.03 (1)	0.01%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Wash St Bank - MM	257,362.96	0.01%
Investment in IPAIT	2,188,524.28	0.01%
Wash St - Farm Mgmt Acct	73,461.81	
Wash St Bank - CD - 1/9/13 - renewed	500,000.00	0.75%
Wash St Bank - CD - 8/8/2014 - renewed	500,000.00	0.60%
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	0.70%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	0.85%
CBI Bank & Trust - CD - 10/8/2015	504,111.88	1.25%
Wash St Bank - CD 02/23/2017	500,000.00	1.25%
Wash St Bank - CD 03/09/2017	500,000.00	1.25%
<b>TOTAL CASH IN BANK</b>	<b>6,766,245.96</b>	

(1) Washington State Bank	899,297.85
Outstanding Deposits & Checks	(156,862.82)
	<u>742,435.03</u>

CITY OF WASHINGTON, IOWA  
YEAR TO DATE TREASURERS REPORT  
JUNE 30, 2017

FUND	7/1/2016 BEGINNING CASH BALANCE	Y-T-D REVENUES	REVENUES NOT YET RECEIVED	Y-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	6/30/2017 ENDING CASH BALANCE
001-GENERAL FUND	1,000,000.00	3,633,344.19	-	3,633,344.19	-	1,000,000.00
002-AIRPORT FUND	225,517.92	286,886.75	-	308,129.27	-	204,275.40
010-CHAMBER REIMBURSEMENT	1,054.05	57,918.38	-	58,532.43	-	440.00
011-MAIN STREET REIMBURSEMENT	632.45	49,616.69	-	49,142.15	-	1,106.99
012-WEDG REIMBURSEMENT	-	77,275.86	-	77,275.86	-	-
050-WASHINGTON INCENTIVE FUND	-	29,190.27	-	29,190.27	-	-
110-ROAD USE	810,566.76	984,749.13	-	1,047,817.16	-	747,498.73
112-EMPLOYEE BENEFITS	-	684,370.16	-	684,370.16	-	-
114-EMERGENCY LEVY	-	59,047.89	-	59,047.89	-	-
121-LOCAL OPTION SALES TAX	-	852,132.89	-	852,132.89	-	-
125-UNIF COMM UR-NE IND	-	46,845.60	-	46,845.60	-	-
129-SC RES UR	-	34,665.27	-	34,665.27	-	-
132-UNIF COMM UR - EBD	-	38,669.36	-	38,669.36	-	-
133-UNIF COMM UR-IRE	-	66,663.43	-	66,663.43	-	-
134-DOWNTOWN COMM UR	629.22	12,290.77	-	12,919.99	-	-
145-HOUSING REHABILITATION	51,031.80	-	-	10,821.00	-	40,210.80
146-LMI TIF SET-ASIDE	56,983.87	12,347.23	-	-	-	69,331.10
200-DEBT SERVICE	4,963.94	1,195,395.10	-	1,196,789.70	-	3,569.34
300-CAPITAL EQUIPMENT	291,396.04	53,865.33	-	183,984.60	-	161,276.77
301-CAPITAL PROJECTS FUND	718,877.81	2,157,475.68	-	2,751,827.05	-	124,526.44
305-RIVERBOAT FOUND CAP PROJ	94,827.75	427,342.60	-	522,170.35	-	-
308-INDUSTRIAL DEVELOPMENT	478,750.29	84,245.39	-	521,871.59	-	41,124.09
309-MUNICIPAL BUILDING	626,831.76	786,964.99	-	10,678.05	-	1,403,118.70
310-WELLNESS PARK	25,569.41	18,919.20	-	-	-	44,488.61
311-SIDEWALK REPAIR & REPLACE	63,332.31	25,000.00	-	19,156.12	-	69,176.19
312-TREE REMOVAL & REPLACE	15,000.00	35,000.00	-	16,345.33	-	33,654.67
510-MUNICIPAL BAND	1,018.70	3,025.00	-	-	-	4,043.70
520-DOG PARK	4,420.76	655.00	-	156.91	-	4,918.85
530-TREE COMMITTEE	7,458.99	16,381.69	-	17,754.76	-	6,085.92
540-POLICE FORFEITURE	486.75	1,255.74	-	-	-	1,742.49
545-SAFETY FUND	700.00	-	-	300.00	-	400.00
550-PARK GIFT	149,393.47	5,052.32	-	4,130.41	-	150,315.38
570-LIBRARY GIFT	26,542.94	256,507.85	-	13,588.33	-	269,462.46
580-CEMETERY GIFT	43,572.06	25.00	-	32,439.06	-	11,158.00
590-CABLE COMMISSION	8,761.14	2,000.00	-	-	-	10,761.14
600-WATER UTILITY	1,142,357.16	1,732,499.39	-	1,875,333.91	-	999,522.64
601-WATER DEPOSIT FUND	20,740.00	21,000.00	-	18,075.00	-	23,665.00
603-WATER CAPITAL PROJECTS	-	1,018,274.93	-	1,018,274.93	-	-
610-SANITARY SEWER	680,392.61	2,147,487.60	-	2,092,607.12	-	735,273.09
612-SEWER SINKING	-	673,747.50	-	673,747.50	-	-
613-SEWER CAPITAL PROJECTS	207,445.04	300,000.00	-	227,208.91	-	280,236.13
670-SANITATION	126,556.87	452,320.88	-	435,448.58	-	143,429.17
910-LIBRARY TRUST	218,673.55	-	-	218,673.55	-	-
950-SELF INSURANCE	175,016.97	70,764.55	-	71,063.39	-	174,718.13
951-UNEMPLOYMENT SELF INS	109.67	19,554.59	-	12,948.23	-	6,716.03
<b>TOTAL BALANCE</b>	<b>7,279,612.06</b>	<b>18,430,774.20</b>	<b>-</b>	<b>18,944,140.30</b>	<b>-</b>	<b>6,766,245.96</b>

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	742,435.03 (1)	0.01%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Wash St Bank - MM	257,362.96	0.01%
Investment in IPAIT	2,188,524.28	0.01%
Wash St - Farm Mgmt Acct	73,461.81	
Wash St Bank - CD - 1/9/13 - renewed	500,000.00	0.75%
Wash St Bank - CD - 8/8/2014 - renewed	500,000.00	0.60%
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	0.70%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	0.85%
CBI Bank & Trust - CD - 10/8/2015	504,111.88	1.25%
Wash St Bank - CD 02/23/2017	500,000.00	1.25%
Wash St Bank - CD 03/09/2017	500,000.00	1.25%
<b>TOTAL CASH IN BANK</b>	<b>6,766,245.96</b>	

(1) Washington State Bank	899,297.85
Outstanding Deposits & Checks	(156,862.82)
	<u>742,435.03</u>

CITY OF WASHINGTON, IOWA  
MONTH TO DATE TREASURERS REPORT  
JULY 31, 2017

FUND	7/1/2017			7/31/2017		
	BEGINNING CASH BALANCE	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	ENDING CASH BALANCE
001-GENERAL FUND	1,000,000.00	121,358.18	-	424,562.36	(6.89)	696,788.93
002-AIRPORT FUND	204,275.40	64,707.37	-	8,530.33	-	260,452.44
010-CHAMBER REIMBURSEMENT	440.00	5,362.39	-	4,885.10	-	917.29
011-MAIN STREET REIMBURSEMENT	1,106.99	-	-	3,977.96	-	(2,870.97)
012-WEDG REIMBURSEMENT	-	6,250.00	-	5,774.88	-	475.12
110-ROAD USE	747,498.73	94,953.03	-	126,877.97	-	715,573.79
112-EMPLOYEE BENEFITS	-	6,588.32	-	6,406.48	-	181.84
114-EMERGENCY LEVY	-	587.06	-	587.06	-	-
121-LOCAL OPTION SALES TAX	-	67,050.84	-	67,050.84	-	-
145-HOUSING REHABILITATION	40,210.80	-	-	-	-	40,210.80
146-LMI TIF SET-ASIDE	69,331.10	-	-	-	-	69,331.10
200-DEBT SERVICE	3,569.34	23,676.09	-	15,094.63	-	12,150.80
300-CAPITAL EQUIPMENT	161,276.77	5,992.00	-	33,090.39	-	134,178.38
301-CAPITAL PROJECTS FUND	124,526.44	1,795.00	-	8,739.05	-	117,582.39
308-INDUSTRIAL DEVELOPMENT	41,124.09	33.79	-	-	-	41,157.88
309-MUNICIPAL BUILDING	1,403,118.70	386.67	-	-	-	1,403,505.37
310-WELLNESS PARK	44,488.61	-	-	-	-	44,488.61
311-SIDEWALK REPAIR & REPLACE	69,176.19	-	-	1,704.88	-	67,471.31
312-TREE REMOVAL & REPLACE	33,654.67	-	-	-	-	33,654.67
510-MUNICIPAL BAND	4,043.70	-	-	200.00	-	3,843.70
520-DOG PARK	4,918.85	66.00	-	-	-	4,984.85
530-TREE COMMITTEE	6,085.92	-	-	109.63	-	5,976.29
540-POLICE FORFEITURE	1,742.49	-	-	-	-	1,742.49
545-SAFETY FUND	400.00	-	-	-	-	400.00
550-PARK GIFT	150,315.38	1,210.07	-	1,295.00	-	150,230.45
570-LIBRARY GIFT	269,462.46	3,326.81	-	24.78	-	272,764.49
580-CEMETERY GIFT	11,158.00	-	-	-	-	11,158.00
590-CABLE COMMISSION	10,761.14	-	-	-	-	10,761.14
600-WATER UTILITY	999,522.64	150,878.67	-	86,692.81	-	1,063,708.50
601-WATER DEPOSIT FUND	23,665.00	2,100.00	-	2,250.00	-	23,515.00
603-WATER CAPITAL PROJECTS	-	2,000.00	-	34,875.46	-	(32,875.46)
610-SANITARY SEWER	735,273.09	182,404.83	-	108,227.26	-	809,450.66
613-SEWER CAPITAL PROJECTS	280,236.13	-	-	-	-	280,236.13
670-SANITATION	143,429.17	28,805.61	-	33,684.01	-	138,550.77
910-LIBRARY TRUST	-	109.46	-	-	-	109.46
950-SELF INSURANCE	174,718.13	471.72	-	1,175.31	-	174,014.54
951-UNEMPLOYMENT SELF INS	6,716.03	-	-	-	-	6,716.03
<b>TOTAL BALANCE</b>	<b>6,766,245.96</b>	<b>770,113.91</b>	<b>-</b>	<b>975,816.19</b>	<b>6.89</b>	<b>6,560,536.79</b>

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	535,063.70 (1)	0.01%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Wash St Bank - MM	257,417.61	0.01%
Investment in IPAIT	2,189,595.27	0.07%
Wash St - Farm Mgmt Acct	73,495.60	
Wash St Bank - CD - 1/9/13 - renewed	500,000.00	0.75%
Wash St Bank - CD - 8/8/2014 - renewed	500,000.00	0.60%
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	0.70%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	0.85%
CBI Bank & Trust - CD - 10/8/2015	504,614.61	1.25%
Wash St Bank - CD 02/23/2017	500,000.00	1.25%
Wash St Bank - CD 03/09/2017	500,000.00	1.25%
<b>TOTAL CASH IN BANK</b>	<b>6,560,536.79</b>	

(1) Washington State Bank	742,435.03
Outstanding Deposits & Checks	(207,371.33)
	<u>535,063.70</u>

CITY OF WASHINGTON, IOWA  
YEAR TO DATE TREASURERS REPORT  
JULY 31, 2017

FUND	7/1/2017 BEGINNING CASH BALANCE	Y-T-D REVENUES	REVENUES NOT YET RECEIVED	Y-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	7/31/2017 ENDING CASH BALANCE
001-GENERAL FUND	1,000,000.00	121,358.18	-	424,562.36	(6.89)	696,788.93
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010-CHAMBER REIMBURSEMENT	440.00	5,362.39	-	4,885.10	-	917.29
011-MAIN STREET REIMBURSEMENT	1,106.99	-	-	3,977.96	-	(2,870.97)
012-WEDG REIMBURSEMENT	-	6,250.00	-	5,774.88	-	475.12
110-ROAD USE	747,498.73	94,953.03	-	126,877.97	-	715,573.79
112-EMPLOYEE BENEFITS	-	6,588.32	-	6,406.48	-	181.84
114-EMERGENCY LEVY	-	587.06	-	587.06	-	-
121-LOCAL OPTION SALES TAX	-	67,050.84	-	67,050.84	-	-
145-HOUSING REHABILITATION	40,210.80	-	-	-	-	40,210.80
146-LMI TIF SET-ASIDE	69,331.10	-	-	-	-	69,331.10
200-DEBT SERVICE	3,569.34	23,676.09	-	15,094.63	-	12,150.80
300-CAPITAL EQUIPMENT	161,276.77	5,992.00	-	33,090.39	-	134,178.38
301-CAPITAL PROJECTS FUND	124,526.44	1,795.00	-	8,739.05	-	117,582.39
308-INDUSTRIAL DEVELOPMENT	41,124.09	33.79	-	-	-	41,157.88
309-MUNICIPAL BUILDING	1,403,118.70	386.67	-	-	-	1,403,505.37
310-WELLNESS PARK	44,488.61	-	-	-	-	44,488.61
311-SIDEWALK REPAIR & REPLACE	69,176.19	-	-	1,704.88	-	67,471.31
312-TREE REMOVAL & REPLACE	33,654.67	-	-	-	-	33,654.67
510-MUNICIPAL BAND	4,043.70	-	-	200.00	-	3,843.70
520-DOG PARK	4,918.85	66.00	-	-	-	4,984.85
530-TREE COMMITTEE	6,085.92	-	-	109.63	-	5,976.29
540-POLICE FORFEITURE	1,742.49	-	-	-	-	1,742.49
545-SAFETY FUND	400.00	-	-	-	-	400.00
550-PARK GIFT	150,315.38	1,210.07	-	1,295.00	-	150,230.45
570-LIBRARY GIFT	269,462.46	3,326.81	-	24.78	-	272,764.49
580-CEMETERY GIFT	11,158.00	-	-	-	-	11,158.00
590-CABLE COMMISSION	10,761.14	-	-	-	-	10,761.14
600-WATER UTILITY	999,522.64	150,878.67	-	86,692.81	-	1,063,708.50
601-WATER DEPOSIT FUND	23,665.00	2,100.00	-	2,250.00	-	23,515.00
603-WATER CAPITAL PROJECTS	-	2,000.00	-	34,875.46	-	(32,875.46)
610-SANITARY SEWER	735,273.09	182,404.83	-	108,227.26	-	809,450.66
613-SEWER CAPITAL PROJECTS	280,236.13	-	-	-	-	280,236.13
670-SANITATION	143,429.17	28,805.61	-	33,684.01	-	138,550.77
910-LIBRARY TRUST	-	109.46	-	-	-	109.46
950-SELF INSURANCE	174,718.13	471.72	-	1,175.31	-	174,014.54
951-UNEMPLOYMENT SELF INS	6,716.03	-	-	-	-	6,716.03
<b>TOTAL BALANCE</b>	<b>6,766,245.96</b>	<b>770,113.91</b>	<b>-</b>	<b>975,816.19</b>	<b>6.89</b>	<b>6,560,536.79</b>

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	535,063.70 (1)	0.01%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Wash St Bank - MM	257,417.61	0.01%
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Wash St - Farm Mgmt Acct	73,495.60	
Wash St Bank - CD - 1/9/13 - renewed	500,000.00	0.75%
Wash St Bank - CD - 8/8/2014 - renewed	500,000.00	0.60%
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	0.70%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	0.85%
CBI Bank & Trust - CD - 10/8/2015	504,614.61	1.25%
Wash St Bank - CD 02/23/2017	500,000.00	1.25%
Wash St Bank - CD 03/09/2017	500,000.00	1.25%
<b>TOTAL CASH IN BANK</b>	<b>6,560,536.79</b>	

(1) Washington State Bank	742,435.03
Outstanding Deposits & Checks	(207,371.33)
	<u>535,063.70</u>

*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*

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## **Memorandum**

September 15, 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: School Partnership- Paving of Case Field Parking Lot

I was approached by Superintendent Jeff Dicks last week regarding the possibility of working together on the paving of the parking lot at Case Field. As the Council is aware, the City owns the adjacent Green Field and Redlinger Field, as well as a portion of the parking lot. The District had been moving forward on planning a project for a Riverboat grant application, when it was recognized that the City did in fact own a portion of the parking lot. Therefore, while this request is coming a little later in the game than might be ideal, I do think it is important to work with our partners at the District.

As Mr. Dicks has requested, I recommend that the City contribute \$10,000 toward this project to support the Riverboat Foundation request. This is a much-needed improvement, and hopefully will really just be the start in terms of addressing the parking issues at Case Field. If you agree with this request, I will prepare a resolution of support for your consideration at the September 26 workshop.

Finally, I would also like to mention that as part of this project, I would plan to work with Alliant to request additional lighting in the parking lot. Currently, there is only one light for the entire lot, and it appears it would be very easy to get that to four by fully utilizing the existing poles.

# Proposed Case Field Parking Lot Improvements- Current Situation





## Brent Hinson

---

**From:** Jeff Dicks  
**Sent:** Tuesday, September 12, 2017 3:09 PM  
**To:** Brent Hinson  
**Subject:** Case Field

Mr. Hinson,

The Washington Community School District is applying for a Washington County Riverboat Foundation grant to concrete the entire parking lot at Case Field. It appears by the aerial maps that the district owns or is responsible for 2/3 of the parking lot. We request the City consider participating in this project with \$10,000 toward the entire \$168,000 estimate we have received.

Thank you for your consideration.

Jeff Dicks, Superintendent  
Washington Community School  
Office: (319)653-6543  
Twitter: jeffdicks



5 Consecutive Years!

**COLEMAN CONSTRUCTION, INC.**

2667 Wayland Road  
Washington, IA 52353  
Phone: (319) 653-1715

**QUOTE 2056**

Date: Sept. 8, 2017

TO: Washington Case Field Parking lot

Washington, IA 52353

QTY	DESCRIPTION	UNIT PRICE	TOTAL
36,000 SF	Tear out and replace gravel parking lot Grade and compact area. Then pour back with 6" concrete and 1/2 rebar on 30" centers, also installing four drains and connect to city storm sewer.		\$163,200.00
	Pump truck		\$5,000.00
		<b>TOTAL</b>	<b>\$168,200.00</b>

WASHINGTON



**PAWS & More**

Providing Animals With Shelter ... & More

# PAWS & MORE

1004 1/2 W Madison St, Washington, IA  
319-653-6713, [pawsandmore.petfinder.com](http://pawsandmore.petfinder.com)

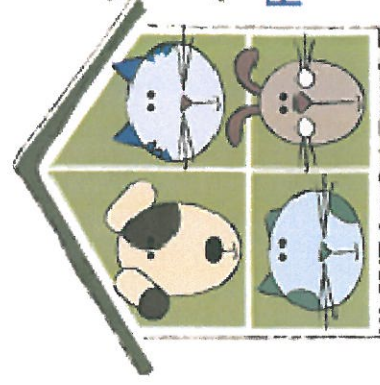
# Providing Animals With Shelter... & More

- ▶ What do we mean by “More”?
- ▶ Animal Services
- ▶ Volunteer Opportunities
- ▶ Vocational Resource
- ▶ Community Outreach
- ▶ Youth Programs
- ▶ Senior Citizen Programs



# Animal Services

- ▶ Shelter and adoption of stray animals in Washington County
- ▶ Animal Control for Washington County
- ▶ Lost and Found Center
- ▶ Microchip Services
- ▶ Spay & Neuter Program
- ▶ Sunset Dog Park Membership



*Iowa Humane*  
**ALLIANCE**

**Regional Spay/Neuter Clinic**  
High Quality. Low Cost.

# Volunteer Opportunities

- ▶ PAWS provides a resource for citizen volunteers
- ▶ Volunteers come from inside and outside of Washington County
- ▶ Maintains two satellite adoption locations through Petco. Fully operated by volunteers!
- ▶ Promotes involvement and compassion within the community
- ▶ There is an endless variety of ways to volunteer, so anyone can do it!!



# Vocational Resource

- ▶ Provides a location that citizens can gain vocational training and skills
- ▶ PAWS works with many organizations across the County
  - ▶ Optima
  - ▶ Career Connections
  - ▶ Promise Jobs
  - ▶ Advanced Employment Services
  - ▶ Court Appointed Community Service



# Community Outreach

- ▶ PAWS engages in various forms of community outreach
- ▶ This enriches the lives of citizens and benefits the lives of the animals as well
- ▶ Senior Center Visitation Therapy
- ▶ On-site Pet Therapy





# Youth Services

- ▶ PAWS engages future generations in many different ways
- ▶ Dog-bite Prevention Classes
- ▶ Youth Volunteer Classes
- ▶ On-site Tours
- ▶ Off-site Events



# Providing Animals with Shelter..... and More

- ▶ All of this costs MONEY
- ▶ 50% of PAWS' Annual Budget comes from Donations and Fundraising
- ▶ PAWS is powered by volunteers and the generosity of those who care about our furry friends
- ▶ Whether you've shown your support through adoption, volunteered your time, brought an animal in need to us or graciously given financially, it takes all of you to make or shelter a success.

THANK YOU!!



## Facility Accomplishments & Goals



### Accomplishments

- ▶ Replaced all flooring
- ▶ Replaced and insulated ceilings
- ▶ Replaced all lighting
- ▶ Replaced all windows
- ▶ Installed Air exchange & Furnace throughout
- ▶ Installed new Cat & Dog kenneling throughout
- ▶ Installed sound proofing throughout
- ▶ Renovated facility for a feline isolation room, treatment room and lobby areas.
- ▶ These are just a few!

### Goals

- ▶ Match \$15,000 towards the \$15,000 grant funds we have secured for our final major dog room renovation.
- ▶ So with your help, we can reach our goal!

## PAWS & More & City of Washington Funding History:

2008 Ask/owed: \$24,150 Received: \$13,000 Underfunded: \$11,150  
*(No dog pound reimbursement, SAVING city \$1,032 in dogs alone. Sandy motioned for it to be removed when council agreed to going up to \$13,000.) 272 animals (dogs and cats — 57 of them were feral cats), 17 pick ups were not addressed.  
272 city animals calculates to 23 animals on average per month x 12 mo. x \$12.50 x 7 days = \$24,150*

2009 Ask/owed: \$23,175 Received: \$10,400 Underfunded: \$12,750  
*(Still no dog pound reimbursement, SAVING city \$1,760 in dogs alone, and funding was reduced to \$10,400.)  
67 dogs and 192 cats, 1 rabbit (total of 260 animals), 17 pick ups at \$25 per call.*

2010 Ask/owed: \$27,112.50 Received: \$10,400 Underfunded: \$16,712.50  
*(Went back to invoicing city for dog pound dogs 69 of them at \$3,151.08.)  
305 CATS and 2 rabbits, 17 pick ups at \$25 per call.*

2011 Ask/owed: \$18,437.50 Received: \$10,400 Underfunded: \$8,037.50  
*13 dogs NOT from the dog pound, 188 cats, 4 rabbits, 20 pick ups at \$25 per call*

2012 Ask/owed: \$15,225 Received: \$10,400 Underfunded: \$4,825  
*TNR day: 25 cats and 43 fetuses totally 68 cats PLUS 145 cats, 24 pick ups at \$25 per call  
Raised boarding daily fee from \$12.50 to \$15*

2013 Ask/owed: \$15,065 Received: \$12,900 Underfunded: \$2,165  
*137 cats, 17 calls at \$40 per call  
Raised pick up fee to \$40 from \$25, in line with what dog catcher gets.*

2014 Ask/owed: \$18,320 Received: \$15,000 Underfunded: \$3,320  
*167 cats, 1 bird, 17 pick ups at \$40 per call.*

### Agreement Started:

2015 Owed: \$24,570 Received: \$15,000 Underfunded: \$9,570  
*234 cats, no pick ups included so real amount is even higher.*

2016 Owed: \$23,730 Received: \$16,000 Underfunded: \$7,730  
*226 CATS, no pick ups included so real amount is even higher.*

**Clearly, even under the current agreement, PAWS is still being grossly underfunded by the City of Washington for cat-related animal control services. The formula we are basing our request on is the same used for other cities, only dogs and TNR cats are NOT included in Washington's figures.**

**Total underfunding for past nine years: \$76,260 for an average of \$8,473 per year**  
Received \$113,500 total over the past nine years, average of \$12,611 per year.  
 $(\$12,611 + \$8,473 \text{ (underfunded average)}) = \$21,084$  (And we're asking for \$21,000, see below).

**PROPOSAL: Pay for 200 cats per year which is the average number since 2008. History shows this to be a fair request.**

### Annual Payment:

200 cats x \$15 boarding per day x 7 days (state law) = \$21,000  
*NOTE that the actual county boarding average is \$17.33 per day, so our ask is under the county average.*

PAWS will continue to invoice \$70 per cat for TNR **as above figures do NOT reflect TNR cats.**  
If necessary, we could limit this to not exceed 15 cats (\$1,050) per year.

PAWS will continue to invoice dog pound dogs at \$46.65 per dog on a quarterly basis.

**Illa Earnest**

---

**From:** Jodi Berhow [jberhow@washington.k12.ia.us]  
**Sent:** Thursday, August 31, 2017 10:48 PM  
**To:** iearnest@washingtioniowa.net  
**Subject:** Reserved Parking Proposal  
**Attachments:** HSAP Reserved Parking Request .pdf

Dear City Council Members,

I am teacher with the Washington Home School Assistance Program. The WACO Home School Assistance Program shares office space with us. Our office is located in the basement of US Bank and our entrance is off Jefferson St., next to the exit of the US Bank drive through. Our programs serve approximately 90-95 Washington students and 50-60 WACO students.

I am writing to request six reserved parking spaces on Jefferson St. on Thursdays during the school year. (Please see attached sketch and parking spaces marked with asterisks.) We hold enrichment classes on Thursdays from 9:00 a.m.-3:45 p.m. Many families, who often have small children, attend our classes and frequently have a difficult time finding a place to park when they drop off or pick up their children. We have asked US Bank if they would give us permission to reserve the six spaces during the above hours. They have graciously given us permission to do so. They have additional street parking on Iowa and a parking lot off Iowa. Community Credit Union has their own spacious parking lot. Both banks have asked that our patrons not park in their lots when children come for Thursday classes. We are requesting, for the safety and convenience of our families, that you would approve our reserving of the six spaces during our classes on Thursdays. Thank you for your consideration.

Sincerely,  
Jodi Berhow

KFC/  
TacoBell

- \*
- \*
- \*

Community  
Credit  
Union  
and  
parking

Exit -  
Bank Drive Through

HSA  
Entrance

Bea's  
Pharmacy

Jefferson

- \*
- \*
- \*

U.S. Bank/  
Homeschool  
Office

Iowa

Marshall's  
Furniture

Flexible  
Family  
Care  
Modern Eye Care

*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*

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## **Memorandum**

September 15, 2017

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

From: Brent Hinson  
City Administrator

Re: Engagement Letter with Public Financial Management (PFM)

Attached is an agreement for financial consulting services with PFM related to the proposed debt issuance of \$3,885,000 (Sewer, Streets, Wellness Park, Fire Station). With changes in "municipal advisor" rules a few years ago, we now have to approve a new agreement with PFM each time we do a bond issue, even though we have used their firm as our financial advisor for many years. Approval of this agreement should put us on track for bond issuance in early 2018.

PFM's fee is \$15,000 for these services. Just as an FYI, due to bond market conditions, we may end up seeking a rating on this debt. In the past, we have always issued unrated debt, because the cost of obtaining the rating did not justify itself versus the savings from being rated. Given our extensive efforts toward maintaining strong financial condition in recent years, we should come out with a very strong rating if we do pursue that.



September 14, 2017

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

Dear Brent,

The purpose of this letter (this "Engagement Letter") is to confirm our agreement that PFM Financial Advisors LLC ("PFM") will act as financial advisor to the City of Washington, Iowa (the "Client") in connection with the issuance of approximately \$3,885,000 General Obligation Bonds, Series 2018A. PFM will provide, upon request of the Client, financial planning and debt issuance development services, as applicable and set forth in Exhibit A to this Engagement Letter. Most tasks requested by Client will not require all services provided for in Exhibit A and as such the specific scope of services for such task shall be limited to just those services required to complete the task.

**pfm**

---

801 Grand  
Suite 3300  
Des Moines, IA 50309  
515.243.2600

---

**pfm.com**

PFM is a registered municipal advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. As of the date of this letter, Client has not designated PFM as its independent registered municipal advisor ("IRMA") for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the "IRMA exemption"). Client agrees not to represent that PFM is Client's IRMA with respect to any aspect of a municipal securities issuance or municipal financial product, without PFM's prior written consent.

MSRB Rule G-42 requires that municipal advisors make written disclosures to its clients of all material conflicts of interest and certain legal or disciplinary events. Such disclosures are provided in PFM's disclosure statement delivered to the Client together with this agreement.

PFM's services will commence as soon as practicable after the receipt of this Engagement Letter by the Client and a request by the Client for such service. Any material changes in or additions to the scope of services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Engagement Letter. Services provided by PFM which are not included in the scope of services set forth in Exhibit A of this agreement shall be completed as agreed in writing in advance between the Client and PFM. Upon request of Client, PFM or an affiliate of PFM may agree to additional services to be provided by PFM or an affiliate of PFM, by a separate agreement between the Client and PFM or its respective affiliate.





For the services described in Exhibit A, PFM's professional fees will be paid as provided in Exhibit B. In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses, as outlined in Exhibit B, which are incurred by PFM. Upon request of Client, documentation of such expenses will be provided.

This Engagement Letter shall remain in effect until all related activities associated with this transaction are complete unless canceled in writing by either party upon thirty (30) days written notice to the other party. PFM shall not assign any interest in this Engagement Letter or subcontract any of the work performed under this Engagement Letter without the prior written consent of the Client; provided that upon notice to Client, PFM may assign this Engagement Letter or any interests hereunder to a municipal advisor entity registered with the SEC that directly or indirectly controls, is controlled by, or is under common control with, PFM.

All information, data, reports, and records ("Data") in the possession of the Client or any third party necessary for carrying out any services to be performed under this Engagement Letter shall be furnished to PFM and the Client shall, and shall cause its agent(s) to, cooperate with PFM in its conduct of reasonable due diligence in performing the services. To the extent Client requests that PFM provide advice with regard to any recommendation made by a third party, Client will provide to PFM written direction to do so as well as any Data it has received from such third party relating to its recommendation. Client acknowledges and agrees that while PFM is relying on the Data in connection with its provision of the services under this agreement, PFM makes no representation with respect to and shall not be responsible for the accuracy or completeness of such Data.

All notices given under this Engagement Letter will be in writing, sent by email or registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the addresses on the first page of this Engagement Letter.

All materials, except functioning or dynamic financial models, prepared by PFM pursuant exclusively to this Engagement Letter will be the property of the Client. Subject to the preceding exception, upon termination of this Engagement Letter, PFM will deliver to the Client copies of any and all material pertaining to this Engagement Letter.

The Des Moines office of PFM will provide the services set forth in this Engagement Letter. PFM may, from time to time, supplement or otherwise amend team members. The Client has the right to request, for any reason, PFM to replace any member of the advisory staff. Should the Client make such a request, PFM will promptly suggest a substitute for approval by the Client.



PFM will maintain insurance coverage with policy limits not less than as stated in Exhibit C. Except to the extent caused by willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties under this Engagement Letter on the part of PFM or any of its associated persons, neither PFM nor any of its associated persons shall have liability to any person for any act or omission in connection with performance of its services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, any municipal financial product or any other financial product or investment, or for any financial or other damages resulting from Client's election to act or not to act, as the case may be, contrary to or, absent negligence on the part of PFM or any of its associated persons, upon any advice or recommendation provided by PFM to Client.

PFM, its employees, officers and representatives at all times will be independent contractors and will not be deemed to be employees, agents, partners, servants and/or joint ventures of Client by virtue of this Engagement Letter or any actions or services rendered under this Engagement Letter.

This Engagement Letter represents the entire agreement between Client and PFM and may not be amended or modified except in writing signed by PFM.

Please have an authorized official of the Client acknowledge receipt of this Engagement Letter and respond to us to acknowledge the terms of this engagement.

Sincerely,

**PFM FINANCIAL ADVISORS LLC**

---

Jon Burmeister  
Managing Director

---

Owen Gerard  
Senior Analyst



**EXHIBIT A**  
**SCOPE OF SERVICES**

Financial planning and debt issue development services (Includes short term financings, bonds, loans, letters of credit and line of credit). Upon the request of the Client:

- Analyze financial and economic factors to determine if the issuance of bonds is appropriate.
- Develop a financing plan in concert with Client's staff which would include recommendations as to the timing and number of series of bonds to be issued.
- Assist the Client by recommending the best method of sale, either as a negotiated sale, private placement or a public sale. In a public sale, make recommendation as to the determination of the best bid. In the event of a negotiated sale, assist in the solicitation, review and evaluation of any investment banking proposals, and provide advice and information necessary to aid in such selection.
- Advise as to the various financing alternatives available to the Client.
- Develop alternatives related to debt transaction including evaluation of revenues available, maturity schedule and cashflow requirements, if necessary.
- If appropriate, develop credit rating presentation and coordinate with the Client the overall presentation to rating agencies.
- Assist the Client in the procurement of other services relating to debt issuance such as printing, verification agent, escrow agent, paying agent and registrar, etc.
- Identify key bond covenant features and advise as to the financial consequences of provisions to be included in bond resolutions regarding security, creation of reserve funds, flow of funds, redemption provisions, additional parity debt tests, etc.; review and comment on successive drafts of bond resolutions.
- Review the requirements and submit analysis to rating agencies and other professionals as they pertain to the Client's obligation, if necessary.
- Review the terms, conditions and structure of any proposed debt offering undertaken by the Client and provide suggestions, modifications and enhancements where appropriate and necessary to reflect the constraints or current financial policy and fiscal capability.
- Coordinate with Client's staff and other advisors with respect to the furnishing of data for offering documents. PFM will assist the Client in the preparation of the offering document, it being specifically understood that PFM is not responsible for the inclusion or omission of any material in published offering documents and



that the ultimate responsibility remains with the Client.

- Provide regular updates of bond market conditions and advise the Client as to the most advantageous timing for issuing its debt.
- Advise the Client on the condition of the bond market at the time of sale, including volume, timing considerations, competing offerings, and general economic considerations.
- Assist and advise the Client in negotiations with investment banking groups regarding fees, pricing of the bonds and final terms of any security offering, and make definitive recommendations regarding a proposed offering to obtain the most favorable financial terms based on existing market conditions.
- Arrange for the closing of the transaction.
- Preparation and delivery of bond financing record to Client.



**EXHIBIT B**  
**COMPENSATION FOR SERVICES**

**1. Fixed Rate Transaction Fees**

For financial planning and debt issue development services related to the issuance of approximately \$3,885,000 General Obligation Bonds, Series 2018A, PFM will be paid a one-time fee of \$15,000, payable upon closing.

**2. Reimbursable Expenses**

In addition to fees for services, PFM will be reimbursed for necessary, reasonable, and documented out-of-pocket expenses incurred, including travel, meals, printing, telephone, postage, internet posting and other ordinary costs which are incurred by PFM. Appropriate documentation can be provided.



**EXHIBIT C**  
**INSURANCE STATEMENT**

PFM Financial Advisors LLC has a complete insurance program, including property, casualty, comprehensive general liability, automobile liability and workers compensation. PFM maintains professional liability and fidelity bond coverages which total \$25 million and \$10 million, respectively. PFM also carries a \$10 million cyber liability policy.

Our Professional Liability policy is a "claims made" policy and our General Liability policy claims would be made by occurrence.

**1. Deductibles/SIR:**

Automobile \$250 comprehensive & \$500 collision  
Cyber Liability \$50,000  
General Liability \$0  
Professional Liability (E&O) \$1,000,000  
Financial Institution Bond \$75,000

**2. Insurance Company & AM Best Rating:**

Professional Liability (E&O).....Indian Harbor Insurance Company; and  
.....Continental Casualty Company; (both are A)  
Financial Institution Bond .....Federal Insurance Company; (A++)  
Cyber Liability .....Indian Harbor Insurance Company (A)  
General Liability.....Great Northern Ins. Company; (A++)  
Automobile Liability .....Federal Insurance Company  
Excess /Umbrella Liability .....Federal Insurance Company  
Workers Compensation.....Pacific Indemnity Company; (A++)  
& Employers Liability

## DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER INFORMATION PFM Financial Advisors LLC

### I. Introduction

Public Financial Management, Inc., PFM Financial Advisors LLC, Western Financial Group, LLC (a wholly-owned subsidiary of PFM Financial Advisors LLC), and PFM Swap Advisors LLC (hereinafter, referred to as “We,” “Us,” or “Our”) are registered municipal advisors with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. In accordance with MSRB rules, this disclosure statement is provided by Us to each client prior to the execution of its advisory agreement with written disclosures of all material conflicts of interests and legal or disciplinary events that are required to be disclosed with respect to providing financial advisory services pursuant to MSRB Rule G-42(b) and (c) (ii). We employ a number of resources to identify and subsequently manage actual or potential conflicts of interest in addition to disclosing actual and potential conflicts of interest provided herein.

#### *How We Identify and Manage Conflicts of Interest*

**Code of Ethics.** The Code requires that all employees conduct all aspects of Our business with the highest standards of integrity, honesty and fair dealing. All employees are required to avoid even the appearance of misconduct or impropriety and avoid actual or apparent conflicts of interest between personal and professional relationships that would or could interfere with an employee’s independent exercise of judgment in performing the obligations and responsibilities owed to a municipal advisor and Our clients.

**Policies and Procedures.** We have adopted policies and procedures that include specific rules and standards for conduct. Some of these policies and procedures provide guidance and reporting requirements about matters that allows Us to monitor behavior that might give rise to a conflict of interest. These include policies concerning the making of gifts and charitable contributions, entertaining clients, and engaging in outside activities, all of which may involve relationships with clients and others that are important to Our analysis of potential conflicts of interest.

**Supervisory Structure.** We have both a compliance and supervisory structure in place that enables Us to identify and monitor employees’ activities, both on a transaction and Firm-wide basis, to ensure compliance with appropriate standards. Prior to undertaking any engagement with a new client or an additional engagement with an existing client, appropriate municipal advisory personnel will review the possible intersection of the client’s interests, the proposed engagement, Our engagement personnel, experience and existing obligations to other clients and related parties. This review, together with employing the resources described above, allows Us to evaluate any situations that may be an actual or potential conflict of interest.

**Disclosures.** We will disclose to clients those situations that We believe would create a material conflict of interest, such as: 1) any advice, service or product that any affiliate may provide to a client that is directly related to the municipal advisory work We perform for such client; 2) any payment made to obtain or retain a municipal advisory engagement with a client; 3) any fee-splitting arrangement with any provider of an investment or services to a client; 4) any conflict that may arise from the type of compensation arrangement We may have with a client; and 5) any other actual or potential situation that We are or become aware of that might constitute a material conflict of interest that could reasonably expect to impair Our ability to provide advice to or on behalf of clients consistent with regulatory requirements. If We identify such situations or circumstances, We will prepare meaningful disclosure that will describe the implications of the situation and how We intend to manage the situation. We will also disclose any legal or disciplinary events that are material to a client’s evaluation or the integrity of Our management or advisory personnel. We will provide this disclosure (or a means to access this information) in writing prior to starting Our proposed engagement, and will provide such additional information or clarification as the client may request. We will also advise Our clients in writing of any subsequent material conflict of interest that may arise, as well as the related implications, Our plan to manage that situation, and any additional information such client may require.

### II. General Conflict of Interest Disclosures

#### *Disclosure of Conflicts Concerning the Firm’s Affiliates*

Our affiliates offer a wide variety of financial services, and Our clients may be interested in pursuing services separately provided by an affiliate. The affiliate’s business with the client could create an incentive for Us to recommend a course of

action designed to increase the level of the client's business activities with the affiliate or to recommend against a course of action that would reduce the client's business activities with the affiliate. In either instance, We may be perceived as recommending services for a client that are not in the best interests of Our clients, but rather are in Our interests or the interests of Our affiliates. Accordingly, We mitigate any perceived conflict of interest that may arise in this situation by disclosing it to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances. Further, We receive no compensation from Our affiliates with respect to a client introduction or referral. If a client chooses to work with an affiliate, We require that the client consult and enter into a separate agreement for services, so that the client can make an independent, informed, evaluation of the services offered.

#### ***Disclosure of Conflicts Related to the Firm's Compensation***

From time to time, We may be compensated by a municipal advisory fee that is or will be set forth in an agreement with the client to be, or that has been, negotiated and entered into in connection with a municipal advisory service. Payment of such fee may be contingent on the closing of the transaction and the amount of the fee may be based, in whole or in part, on a percentage of the principal or par amount of municipal securities or municipal financial product. While this form of compensation is customary in the municipal securities market, it may be deemed to present a conflict of interest since We may appear to have an incentive to recommend to the client a transaction that is larger in size than is necessary. Further, We may also receive compensation in the form of a fixed fee arrangement. While this form of compensation is customary, it may also present a potential conflict of interest, if the transaction requires more work than contemplated and We are perceived as recommending a less time consuming alternative contrary to the client's best interest so as not to sustain a loss. Finally, We may contract with clients on an hourly fee bases. If We do not agree on a maximum amount of hours at the outset of the engagement, this arrangement may pose a conflict of interest as We would not have a financial incentive to recommend an alternative that would result in fewer hours. We manage and mitigate all of these types of conflicts by disclosing the fee structure to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances.

#### ***Disclosure Concerning Provision of Services to State and Local Government, and Non-Profit Clients***

We regularly provide financial advisory services to state and local governments, their agencies, and instrumentalities, and non-profit clients. While Our clients have expressed that this experience in providing services to a wide variety of clients generally provides great benefit for all of Our clients, there may be or may have been clients with interests that are different from (and adverse to) other clients. If for some reason any client sees Our engagement with any other particular client as a conflict, We will mitigate this conflict by engaging in a broad range of conduct, if and as applicable. Such conduct may include one or any combination of the following: 1) disclosing the conflict to the client; 2) requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, including the client's needs, objectives and financial circumstances; 3) implementing procedures that establishes an "Informational Bubble" that creates physical, technological and procedural barriers and/or separations to ensure that non-public information is isolated to particular area such that certain governmental transaction team members and supporting functions operate separately during the course of work performed; and 4) in the rare event that a conflict cannot be resolved, We will withdraw from the engagement.

#### ***Disclosure Related to Legal and Disciplinary Events***

As registered municipal advisors with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2, Our legal, disciplinary and judicial events are required to be disclosed on Our forms MA and MA-I filed with the SEC, in 'Item 9 Disclosure Information' of form MA, 'Item 6 Disclosure Information' of form MA-I, and if applicable, the corresponding disclosure reporting page(s) ("DRP"). To review the foregoing disclosure items and material change(s) or amendment(s), if any, clients may electronically access PFM Financial Advisors LLC filed forms MA and MA-I on the SEC's Electronic Data Gathering, Analysis, and Retrieval system, listed by date of filing starting with the most recently filed, at:

PFM Financial Advisors LLC –

<http://www.sec.gov/cgi-bin/browse-edgar?company=PFM+Financial&owner=exclude&action=getcompany>



**III. Specific Conflicts of Interest Disclosures – City of Washington, Iowa**

To Our knowledge, following reasonable inquiry, We make the additional disclosure(s) of actual or potential conflicts of interest cited below in connection with the municipal advisory services currently being contemplated for client.

PFM Financial Advisors LLC currently serves as the municipal advisor to certain overlapping entities including the State of Iowa and the Iowa Finance Authority. We do not anticipate this to create a conflict of interest nor to impede Our ability to fulfill Our fiduciary duty to the City of Washington, Iowa.

## City Street Financial Report

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<b>City Name</b>
WASHINGTON
City Street
City

### Cover Sheet

Now therefore let it be resolved that the city council WASHINGTON, Iowa  
 (City Name)

On \_\_\_\_\_ did hereby approve and adopt the annual  
 (month/day/year)

City Street Financial Report from July 1, 2016 to June 30, 2017  
 (Year) (Year)

#### Contact Information

Name	E-mail Address	Street Address	city	ZIP Code
Kelsey Brown	kbrown@washingtioniowa.net	215 East Washington	Washington	52353-0000
Hours	Phone	Extension	Phone(Alternative)	
8:00 A.M.-5:00 P.M.	319-653-6584	0000000122	319-653-6585	

#### Preparer Information

Name	E-mail Address	Phone	Extension
Kelsey Brown	kbrown@washingtioniowa.net	319-653-6584	0000000122

#### Mayor Information

Name	E-mail Address	Street Address	city	ZIP Code
Sandra Johnson - Mayor	sjohnson@washingtioniowa.net	215 East Washington	Washington	52353-0000
Phone	Extension			
319-653-6584				

Resolution Number \_\_\_\_\_

\_\_\_\_\_  
 Signature Mayor

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

## City Street Financial Report

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City Name
WASHINGTON
City Street
ST 10

### Summary Statement Sheet

Column 1    Column 2    Column 3    Column 4  
 Road use    Other Steeet    Street Debt    Totals  
 Tax Fund    Monies

Round Figures to Nearest Dollars

A. BEGINNING BALANCE				
	Column 1	Column 2	Column 3	Column 4
	Road use	Other Steeet	Street Debt	Totals
	Tax Fund	Monies		
1. July 1 Balance	\$92,144	\$718,423	\$402,664	\$1,213,231
2. Adjustments (Note on Explanation Sheet)	\$0	\$0	\$0	\$0
3. Adjusted Balance	\$92,144	\$718,423	\$402,664	\$1,213,231
B. REVENUES				
1. Road Use Tax	\$902,028			\$902,028
2. Property Taxes		\$0	\$0	\$0
3. Special Assessments		\$0	\$0	\$0
4. Miscellaneous		\$82,721	\$0	\$82,721
5. Proceeds from Bonds, Notes, and Loans		\$0	\$0	\$0
6. Interest Earned		\$0	\$0	\$0
<b>7. Total Revenues (Lines B1 thru B6)</b>	<b>\$902,028</b>	<b>\$82,721</b>	<b>\$0</b>	<b>\$984,749</b>
C. Total Funds Available (Line A3 + Line B7)				
	\$994,172	\$801,144	\$402,664	\$2,197,980

Column 1    Column 2    Column 3    Column 4  
 Road use    Other Steeet    Street Debt    Totals  
 Tax Fund    Monies

Round Figures to Nearest Dollars

EXPENSES				
	Column 1	Column 2	Column 3	Column 4
	Road use	Other Steeet	Street Debt	Totals
	Tax Fund	Monies		
D. Maintenance				
1. RoadWay Maintenance	\$884,994	\$0	\$0	\$884,994
2. Snow and Ice Removal	\$21,698	\$0	\$0	\$21,698
E. Construction, Reconstruction and Improvements				
1. Engineering	\$0	\$52,378	\$0	\$52,378
2. Right of Way Purchased	\$0	\$0	\$0	\$0
3. Street/Bridge Construction	\$0	\$0	\$0	\$0
4. Traffic Services	\$0	\$0	\$0	\$0
F. Administration	\$0	\$88,747	\$0	\$88,747
G. Equipment	\$0	\$0	\$0	\$0
H. Miscellaneous				
		\$0	\$0	\$0
J. street Debt				
1. Bonds, Notes and Loans -Principal Paid	\$0	\$0	\$0	\$317,062
2. Bonds, Notes and Loans - Interest Paid	\$0	\$0	\$0	\$5,169
TOTALS				
<b>K. Total Expenses (Lines D thru J)</b>	<b>\$906,692</b>	<b>\$141,125</b>	<b>\$0</b>	<b>\$1,047,817</b>
<b>L. Ending Balance (Line C-K)</b>	<b>\$87,480</b>	<b>\$660,019</b>	<b>\$402,664</b>	<b>\$1,150,163</b>
<b>M. Total Funds Accounted For (K + L = C)</b>	<b>\$994,172</b>	<b>\$801,144</b>	<b>\$402,664</b>	<b>\$2,197,980</b>

## City Street Financial Report

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City Name
WASHINGTON

### Miscellaneous Revenues and Expenses Sheet

Code Number and Itemization of Miscellaneous Revenues (Line B4 on the Summary Statement Sheet)(See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
190---Other Miscellaneous	\$3,420.00	\$0.00
194---General Fund Transfers	\$79,301.00	\$0.00
<b>Line B4 Totals</b>	<b>\$82,721.00</b>	<b>\$0.00</b>

Code Number and Itemization of Miscellaneous Expenses (Line H on the Summary Statement Sheet) "On street" parking expenses, street maintenance, buildings, insurance, administrative costs for printing, legal fees, bond fees etc. (See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
<b>Line H Totals</b>		

## City Street Financial Report

<b>City Name</b>
WASHINGTON
<b>File Number</b>

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### Bonds, Notes and Loans Sheet

New Bond ?	Debt Type	Debt Purpose	DOT Use Only	Issue Date	Issue Amount	% Related to Street	Year Due	Principal Balance as of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance as of 6/30
<input type="checkbox"/>	General Obligation	Street Improvements	101	06/04/2008	\$1,829,160	100	2018	\$117,170	\$117,170	\$0	\$117,170	\$0	\$0
<input type="checkbox"/>	General Obligation	Street Improvements	102	07/02/2012	\$250,000	100	2017	\$50,000	\$50,000	\$733	\$50,000	\$733	\$0
<input type="checkbox"/>	General Obligation	Street Improvements	103	07/01/2013	\$250,000	100	2018	\$98,714	\$50,000	\$740	\$50,000	\$740	\$48,714
<input type="checkbox"/>	General Obligation	Street Improvements	104	07/01/2014	\$250,000	100	2019	\$149,676	\$49,892	\$2,245	\$49,892	\$2,245	\$99,784
<input type="checkbox"/>	General Obligation	Street Improvements	105	04/16/2016	\$250,000	100	2019	\$200,000	\$50,000	\$1,451	\$50,000	\$1,451	\$150,000
New Bond Totals					\$0	\$0	Totals	\$615,560	\$317,062	\$5,169	\$317,062	\$5,169	\$298,498

## City Street Financial Report

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City Name
WASHINGTON

### Project Final Costs Sheet

For construction, reconstruction, and improvement projects with costs equal to or greater than 90% of the bid threshold in effect as the beginning of the fiscal year.

Check here if there are no entities for this year

### Project Final Costs Sheet (Section A)

1. Project Number	2. Estimated Cost	3. Project Type	4. Public Letting?	5. Location/Project Description (limits, length, size of structure)
-------------------	-------------------	-----------------	--------------------	---

### Project Final Costs Sheet (Section B)

1. Project Number	6. Contractor Name	7. Contract Price	8. Additions/Deductions	9. Labor	10. Equipment	11. Materials	12. Overhead	13. Total
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## City Street Financial Report

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City Name
WASHINGTON

### Road/Street Equipment Inventory Sheet

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost	/Unit	6. Rental Cost	/Unit	7. Used On Project this FY?	8. Status
340	2011	Vacstar Vactrailer VS800DT	\$16,375	\$0		\$0		Yes	NOCH
113	1998	GMC C7500 dump truck	\$0	\$0		\$0		Yes	NOCH
337	1970	Massey Ferguson tractor	\$0	\$0		\$0		Yes	NOCH
330	2011	John Deere 310SJ back hoe	\$79,000	\$0		\$0		Yes	NOCH
155	2003	EDCO concrete grinder	\$0	\$0		\$0		Yes	NOCH
144	1986	Chevrolet tank truck	\$0	\$0		\$0		Yes	NOCH
139	1988	Cimline concrete saw	\$0	\$0		\$0		Yes	NOCH
134	2001	Caterpillar grader	\$0	\$0		\$0		Yes	NOCH
133	1997	John Deere loader	\$0	\$0		\$0		Yes	NOCH
132	1950	Massey-Harris tractor	\$0	\$0		\$0		Yes	NOCH
131	2001	John Deere loader	\$0	\$0		\$0		Yes	NOCH
117	2000	GMC C7500 dump truck	\$0	\$0		\$0		Yes	NOCH
111	1995	Ford F700 dump truck	\$0	\$0		\$0		Yes	NOCH
104	2002	Ford F150 Ext pick up	\$0	\$0		\$0		Yes	NOCH
103	2002	Ford F250 pick up	\$0	\$0		\$0		Yes	NOCH
102	2001	For F150 XLT pick up	\$0	\$0		\$0		Yes	NOCH
1051	2007	EZ Liner streetline painter	\$0	\$0		\$0		Yes	NOCH
1061	1996	Berry tar kettle	\$0	\$0		\$0		Yes	NOCH
631	1986	Sullair air compressor	\$0	\$0		\$0		Yes	NOCH

## City Street Financial Report

Report Date
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City Name
WASHINGTON

### Road/Street Equipment Inventory Sheet

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost	/Unit	6. Rental Cost	/Unit	7. Used On Project this FY?	8. Status
119	2009	International 7400 dump truck		\$0		\$0		Yes	NOCH
004	1997	Ford F-150		\$0		\$0		Yes	NOCH
301	2007	Ford F-550 dump truck		\$0		\$0		Yes	NOCH
302	1996	Ford F-250		\$0		\$0		Yes	NOCH
303	2001	Ford F-150		\$0		\$0		Yes	NOCH
304	1990	Ford F-250		\$0		\$0		Yes	NOCH
311	1992	International 4900 dump truck		\$0		\$0		Yes	NOCH
335	1998	Sewer Equip - sewer jet		\$0		\$0		Yes	NOCH
601	2007	Ford F-550 dump truck		\$0		\$0		Yes	NOCH
602	1989	Ford F-250 utility box		\$0		\$0		Yes	NOCH
611	2000	GMC C-7500 dump truck		\$0		\$0		Yes	NOCH
630	2011	John Deere 310SJ backhoe	\$79,000	\$0		\$0		Yes	NOCH
635	1994	Homelite generator		\$0		\$0		Yes	NOCH
137	2010	Elgin Pelican Sweeper	\$133,000	\$0		\$0		Yes	NOCH
105	2013	Chevrolet 2500HD Silverado 4X4	\$26,478	\$0		\$0		Yes	NOCH
1050	2013	EZ Liner Street Painter - walk behind	\$3,197	\$0		\$0		Yes	NOCH
	2000	International 4900	\$7,750	\$0		\$0		Yes	NOCH
	1999	International Dump Truck	\$19,500	\$0		\$0		Yes	NOCH
340	2011	Vacstar Vactrailer VS800DT	\$16,375	\$0		\$0		Yes	NOCH
	2015	Ford F250 flatbed	\$26,316	\$0		\$0		Yes	NOCH



**IOWADOT**  
Form 517007 (5-2017)  
Office of Local Systems  
Ames, IA 50010

## City Street Financial Report

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City Name
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City Number
000

### Explanation Sheet

Comments

## City Street Financial Report

<b>City Name</b>
<b>WASHINGTON</b>

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### Monthly Payment Sheet

Month	Road Use tax Payments
July	\$67,621.69
August	\$99,367.59
September	\$93,705.79
October	\$72,233.68
November	\$81,058.12
December	\$67,186.39
January	\$81,082.46
February	\$84,826.17
March	\$71,612.29
April	\$50,892.87
May	\$57,134.18
June	\$75,306.71
<b>Totals</b>	<b>\$902,027.94</b>

*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*

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## **Memorandum**

September 14, 2017

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

From: Brent Hinson  
City Administrator

Re: Historic Preservation Commission Ordinance- 2<sup>nd</sup> Reading

As with last time, we have provided a “clean” version of the ordinance in format for adoption and a “marked up” version showing the changes from the current ordinance. Everything is the same as last time, except for the following changes:

- 1) I have corrected the “marked up” version to show the subsections that were delineated with dashes (“-”) as now being delineated with small letters (“a.”).
- 2) As was suggested by Mary at the last meeting, I have added the following words to the end of Section 28.05(1A): “historically contributing properties only”. This is intended to make it more clear that the demolition review process does not apply to non-historic properties that happen to be located in an historic district.

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

**AN ORDINANCE AMENDING CHAPTER 28,  
HISTORIC PRESERVATION COMMISSION**

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

SECTION 1. **Repeal Chapter.** The current Chapter 28, “Historic Preservation Commission”, is hereby repealed.

SECTION 2. **Add Chapter.** A new Chapter 28 is adopted as follows:

“

CHAPTER 28  
HISTORIC PRESERVATION COMMISSION

28.01 PURPOSE AND INTENT.

1. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance.
2. Safeguard the City’s historic, aesthetic, and cultural heritage by preserving sites and districts of historic and cultural significance.
3. Stabilize and improve property values.
4. Foster pride in the legacy of beauty and achievements of the past.
5. Protect and enhance the City’s attractions to tourists and visitors and the support and stimulus to business thereby provided.
6. Strengthen the economy of the City.
7. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

28.02 DEFINITIONS. For the purpose of this chapter, certain terms or words are used in a limited or special sense, as herein defined.

1. Building. A house, barn, church, hotel, or other similar construction created principally to shelter any form of human activity.

2. Commission. The City of Washington, Iowa Historic Preservation Commission, as established by this ordinance.

3. Historic District. An area which contains a significant concentration of sites, buildings, structures, objects, which, considered as a whole, possesses integrity of location, design, setting, materials, workmanship, feeling, and association, and

A. Embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or,

B. Is associated with events that have made significant contributions to the broad patterns of our local, state, or national history; or,

C. Possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area; or,

D. Is associated with the lives of persons significant in our past; or,

E. Has yielded, or may be likely to yield, information important in prehistory or history.

4. Local Historic Landmark. A building, structure, object, or site that meets one or more of the Historic Significance Criteria.

5. Historic Significance Criteria. The quality of significance in American history, architecture, archaeology, engineering, and culture that is present in sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

A. are associated with events that have made significant contributions to the broad patterns of our local, state, or national history; or,

B. possess a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or

combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area; or,

C. are associated with the lives of persons significant in our past; or,

D. have yielded, or may be likely to yield, information important in prehistory or history.

6. Historic Site. The location of a significant event, a prehistoric or historic occupation or activity where the location itself possesses historic, cultural or archaeological value.

A. Is associated with events that have made a significant contribution to the broad patterns of our history; or,

B. Is associated with the lives of persons significant in our past; or,

C. Embodies the distinctive characteristics of a type, period, or method of construction, or that represents a work of a master, or that possesses high artistic values or that represents a significant and distinguishable entity whose components may lack individual distinction; or,

D. Has yielded, or may be likely to yield, information important in prehistory or history.

7. Object. Properties that are primarily artistic in nature or are relatively small in scale and simply constructed.

8. Property Inventory. A file of information about buildings, structures, objects, sites, and districts in the City including, but not limited to, completed Iowa Site Inventory forms, National Register of Historic Places nominations, reports of survey and evaluation projects and contexts developed for the City, officially designated Local Historic Landmark nominations and other germane information.

9. Structure. A functional construction other than a building, meant for purposes other than human shelter, including but not limited to an aircraft, bandstand, bridge, gazebo, highway, fence, or silo.

## 28.03 HISTORIC PRESERVATION COMMISSION.

1. The Commission shall initially consist of five (5) members who shall be residents of the City.
2. Members of the Commission shall be appointed by the Mayor with the advice and consent of the City Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in archaeology, architecture, architectural history, historic preservation, city planning, building rehabilitation and conservation in general or real estate.
3. The original appointment of the members of the Commission shall be two (2) for two (2) years, and three (3) for three (3) years, from January 1 following the year of such appointment or until their successor is appointed to serve for the term of three (3) years.
4. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
5. Members may serve for more than one (1) term and each member shall serve until the appointment of a successor.
6. Thereafter, vacancies shall be filled by the City in June of the final year of the appointees' terms except as above in #4.
7. Members shall serve without compensation.
8. A simple majority of the Commission shall constitute a quorum for the transaction of business.
9. The Commission shall elect a Chairman who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the Commission's proceedings.
10. The Commission shall meet at least four (4) times a year.

#### 28.04 POWERS OF THE COMMISSION

1. The Commission may conduct studies for the identification and designation of historic districts and sites meeting the definitions established by this ordinance. The Commission may proceed at its own initiative or upon petition from any person, group or association. The Commission shall maintain records of all studies and inventories for public use.

2. The Commission may make recommendations to the State Historic Preservation Officer for the listing of a historic district or site in the National Register of Historic Places and may conduct a public hearing thereon.

3. The Commission may investigate and recommend to the City Council the adoption of ordinances designating Local Historic Landmarks if they qualify as defined in the Historic Significance Criteria (28.02; Section 5).

A. Process for Designation of Local Historic Landmarks

1. A property owner may request designation of a Local Historic Landmark by submitting a letter of consent to the Historic Preservation Commission.
2. Nominations to designate a Local Historic Landmark will be submitted to the Preservation Commission and must contain the following:
  - a. A completed Iowa site inventory form with all attachments, or a National Register of Historic Plan Nomination form for the listed property.
  - b. Photo documentation of the property at the time of application.
  - c. Any available historic photos of the property.
  - d. A scale map of the property showing the location of the property within the city limits.
  - e. A scale map of the property showing the proposed boundaries, extant buildings, structures, objects, and sites at the time of nomination.
  - f. A statement of, and documentation that the property meets one or more of the Historic Significance Criteria.
3. After nomination is submitted to the Commission, it will be reviewed and incomplete nomination forms will be returned to the applicant with guidance for completion.
4. The City Clerk will notify property owners within 300 feet of the proposed historic landmark of the request. This notification shall be made at least fourteen (14) days in advance of the Commission meeting at which the nomination will be considered.



5. Nominations will be made available for public review at City Hall and at the Washington Free Public Library at least fourteen (14) days in advance of the Commission meeting at which the nomination will be considered.
  6. Complete nominations will then be reviewed at the next regularly scheduled Commission meeting. At this meeting the Commission will determine if the property meets the Historic Significance Criteria. If the property meets the criteria, the Commission will recommend designation. If the property does not meet the criteria, the Commission will not recommend designation.
  7. If the Commission recommends designation, they shall prepare a proposed ordinance designating the property as a local historic landmark. The ordinance will:
    - a. include the legal description of the property;
    - b. specify the applicable Historic Significance Criteria and provide an explanation of significance.
  8. The proposed ordinance and nomination will be submitted to the State Historic Preservation Office for review and comment.
  9. Upon receipt of comments from the State Historic Preservation Office, the Commission will submit their recommendation, the nomination, and the proposed ordinance designating the property to the City Council.
  10. The City Council will consider the nomination, the proposed ordinance, and the recommendations of the Commission and the State Historic Preservation Office at a regularly scheduled meeting. If the City Council approves the designation ordinance, it will be forwarded to the City Clerk for recording and the designation and the nomination will be filed in the City's property inventory as a local landmark.
  11. The City Clerk shall notify the City of Washington Building Official, in writing, of a new local landmark, including address and location.
- B. Amending or Repealing Local Historic Landmark Designations
1. A property owner, the Commission, an interested party, agency, or organization may initiate the amendment or repeal of a Local Historic Landmark designation by submitting a request for amendment or repeal.

The request will then follow the process outlined for initial designation (28.04; Section 3.A).

2. Amending a Local Historic Landmark will involve adding buildings, structures, objects, and sites to the Property Inventory, and those additions can be made by completing the designation process outlined in this section.
  3. A repeal of designation may occur if the Local Historic Landmark no longer meets the Historic Significance Criteria due to subsequent discovery of information regarding the significance of the building or property or a change in integrity.
  4. A statement and documentation that the property no longer meets one or more of the Historic Significance Criteria must accompany the request for repeal.
  5. The City Clerk shall notify the City of Washington Building Official, in writing, of the outcome of any amendment or repeal request and the result of any action.
4. Other powers in addition to those duties and powers specified above, the Commission may, with City Council approval,
- A. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation; or,
  - B. Acquire by purchase, bequest or donation, fee or lesser interests in historic properties, including properties adjacent to or associated with historic properties; or,
  - C. Preserve, restore, maintain and operate historic properties, under the ownership and control of the Commission; or,
  - D. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property; or,
  - E. Contract, with the approval of the governing body, with the State or Federal governments or other organizations; or,

F. Cooperate with the Federal, State or local governments in the purpose of the objectives of historic preservation; or,

G. Provide information for the purpose of historic preservation to the governing body; or,

H. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.

## 28.05 DEMOLITION REVIEW

1. Application of Section. The provisions of this section shall apply to all historic buildings and structures listed below, when a demolition permit is required to be issued by the City of Washington Building Official. Physical addresses for properties covered by this section can be found in the Identified Historic Properties listing kept at City Hall, with additional information and maps available on the Washington Free Public Library website:

A. Downtown Historic District (92-00349; NRHP NPS-2013), historically contributing properties only.

B. Other historic properties individually listed in the National Register of Historic Places or accepted as Local Historic Landmarks following the process outlined in section 28.04.

2. The City of Washington Building Official may issue a demolition permit if a building is deemed to be dangerous and an immediate public hazard.

3. Review by the Washington Historic Preservation Commission.

A. Upon receiving a complete Historic Property Demolition Form for a demolition permit for any property subject to this section, the Building Official shall immediately notify the Washington Historic Preservation Commission of such application.

B. The City shall post notice on the property regarding notice of the proposed demolition at least fourteen (14) days prior to consideration by the Commission.

C. After all information is received from the applicant, the Commission shall recommend to the City Council approval or denial of the application within a

specified period not to exceed sixty (60) days from the date of application with the Commission.

D. A failure of the Commission to take action on the application within the sixty (60) day period, unless the applicant requests an extension of such time, shall constitute that the Commission waives the opportunity to review.

E. The recommendation of the Commission shall be transmitted to the City Clerk for consideration at the City Council's next regular meeting.

F. The Commission shall review all of the information submitted by the applicant and shall make a determination as to the following:

1. Whether the building proposed for demolition has historic or architectural significance to the community; and
2. Whether denial of the proposed demolition permit would prevent the property owner from earning a reasonable economic return on the property.

G. If the Commission finds that denial of the application would prevent the property owner from earning a reasonable economic return on the property, or that the building does not have any historical or architectural significance to the community, the Commission shall recommend approval of the application.

H. If the Commission finds that denial of the application would not prevent the property owner from earning a reasonable economic return on the property and that the building has historical or architectural significance to the community, the Commission shall recommend denial of the permit application.

4. In determining whether a building has historic or architectural significance, the Commission and the City Council shall consider an application for a demolition permit in accordance with the standards for review set forth in the Secretary of the Interior's Standards for Identification and Evaluation, and any subsequent revisions of these standards and guidelines by the Secretary of the Interior.

5. Economic Guidelines and Review Criteria.

A. In determining whether to recommend approval or denial of the application, the Commission and the City Council shall consider the information set forth in this subsection:

1. A completed demolition application form, and an estimate of all costs related to the proposed demolition, including disposal fee, termination of utilities, equipment rental, safety fencing, asbestos abatement, etc.
2. An estimated market value prepared by a real estate appraiser of the property:
  - a. Current condition of property and building
  - b. After completion of the proposed demolition and,
  - c. After rehabilitation of the existing property for continued use.
3. The estimate of a construction professional, experienced in rehabilitation, as to the costs to rehabilitate or reuse the existing building on the property.

B. The Commission and the City Council may also investigate strategies which would allow the property owner to earn a reasonable economic return on the property, may solicit expert testimony, and may require that the applicant make submissions concerning any or all of the following information:

1. A report from a licensed structural engineer or architect with experience in rehabilitation as to the structural soundness of any buildings and their suitability for rehabilitation.
2. Information regarding the current economic viability of the building.
3. Information regarding the potential economic viability of the building, such as a statement from applicants in regard to their efforts to obtain financing, tax incentives, preservation grants and other incentives sufficient to allow the applicant to earn a reasonable economic return from the property in its current condition, and after rehabilitation of the existing property for continued use.
4. Evidence showing the applicant's efforts in ongoing maintenance and repair.
5. The owner's proposed plans for reuse of the property.
6. The Commission may request access to the inside of the building from the owner.

6. Action by the City Council.

A. At its next regular meeting following receipt of the recommendation of the Commission by the City Clerk, the City Council shall hold a hearing on the application for a demolition permit and shall approve, deny or withhold action on the application for a specified period not to exceed ninety (90) days from the date of application to the Historic Preservation Commission, unless the applicant requests an extension of such time. If the City Council fails to take action to approve, deny or withhold action on the application within the ninety (90) day period, or such extension as requested by the applicant, the building official shall issue the permit forthwith.

B. The City Council may withhold action on the application to allow the City Council and the Commission an opportunity to investigate the historical or architectural value of the building to the community and to take such action as may be appropriate to encourage its preservation. However, nothing in this section shall authorize the withholding by the building official of a demolition permit for more than ninety (90) days from the date of application to the building services department, unless the applicant requests an extension.

C. The City shall post notice on the property at least fourteen (14) days prior to the public hearing by the Washington City Council. At the hearing, the City Council shall consider the recommendation of the Commission along with any other information submitted by the applicant or the public.

D. If the City Council finds that denial of the application would prevent the property owner from earning a reasonable economic return on the property or that the building does not have any historical or architectural significance to the community, the City Council shall approve the application.

E. If the City Council finds that denial of the application would not prevent the owner from earning a reasonable economic return on the property and that the building has historical or architectural significance to the community, the City Council shall deny the application.

F. If the City Council denies the application, it shall state its findings in writing and shall transmit a copy of such findings to the applicant.

G. The applicant aggrieved by the decision of the City Council may appeal the decision to the Iowa District Court.”

SECTION 3. **Repealer Clause.** Any ordinance, provision or part thereof, which differs or is inconsistent with this ordinance is hereby repealed, to the extent of said difference or inconsistency.

SECTION 4. **Severability.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional by a court of competent jurisdiction, 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 5. **Effective Date.** This ordinance shall be in effect from and after final passage, approval, and posting and publication of this ordinance as required by law.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Sandra Johnson, Mayor

Attest:

\_\_\_\_\_  
Illa Earnest, City Clerk

Approved on First Reading: 09-05-2017

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

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

## CHAPTER 28

# HISTORIC PRESERVATION COMMISSION

28.01 Purpose and Intent

28.02 Definitions

28.03 Historic Preservation Commission

28.04 Powers of the Commission

[28.05 Demolition Review](#)

### 28.01 PURPOSE AND INTENT.

1. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement, and perpetuation of sites and districts of historical and cultural significance.
2. Safeguard the City's historic, aesthetic, and cultural heritage by preserving sites and districts of historic and cultural significance.
3. Stabilize and improve property values.
4. Foster ~~price~~[pride](#) in the legacy of beauty and achievements of the past.
5. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided.
6. Strengthen the economy of the City.
7. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

**28.02 DEFINITIONS.** [For the purpose of this chapter, certain terms or words are used in a limited or special sense, as herein defined.](#)

[1. ~~Building~~ Building. A house, barn, church, hotel, or other similar construction created principally to shelter any form of human activity.](#)

[2. Commission. The City of Washington, Iowa Historic Preservation Commission, as established by this ordinance.](#)



~~23.~~ Historic District. An area which contains a significant ~~portion~~concentration of ~~archaeological~~ sites, buildings, structures, objects, ~~and/or other improvements~~ which, considered as a whole, possesses integrity of location, design, setting, materials, workmanship, feeling, and association, and

A. Embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or,

B. Is associated with events that have made significant contributions to the broad patterns of our local, state, or national history; or,

C. Possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area; or,

D. Is associated with the lives of persons significant in our past; or,

E. Has yielded, or may be likely to yield, information important in prehistory or history.

~~4.~~ ~~3.~~ Local Historic site. An archaeological site Landmark. A building, structure, object, or building site that meets one or more of the Historic Significance Criteria.

5. Historic Significance Criteria. The quality of significance in American history, architecture, archaeology, engineering, and culture that is present in sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

A. are associated with events that have made significant contributions to the broad patterns of our local, state, or national history; or,

B. possess a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area; or,

C. are associated with the lives of persons significant in our past; or,

D. \_\_\_\_\_ have yielded, or may be likely to yield, information important in prehistory or history.

6. Historic Site. The location of a significant event, a prehistoric or historic occupation or activity where the location itself possesses historic, cultural or archaeological value.

A. Is associated with events that have made a significant contribution to the broad patterns of our history; or,

B. Is associated with the lives of persons significant in our past; or,

C. Embodies the distinctive characteristics of a type, period, or method of construction, or that represents a work of a master, or that possesses high artistic values or that represents a significant and distinguishable entity whose components may lack individual distinction; or,

D. Has yielded, or may be likely to yield, information important in prehistory or history.

7. Object. Properties that are primarily artistic in nature or are relatively small in scale and simply constructed.

8. Property Inventory. A file of information about buildings, structures, objects, sites, and districts in the City including, but not limited to, completed Iowa Site Inventory forms, National Register of Historic Places nominations, reports of survey and evaluation projects and contexts developed for the City, officially designated Local Historic Landmark nominations and other germane information.

9. Structure. A functional construction other than a building, meant for purposes other than human shelter, including but not limited to an aircraft, bandstand, bridge, gazebo, highway, fence, or silo.

### **28.03 HISTORIC ~~PRESERVATION~~PRESERVATION COMMISSION.**

1. The Commission shall initially consist of five (5) members who shall be residents of the City.

2. Members of the Commission shall be appointed by the Mayor with the advice and consent of the City Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in archaeology, architecture, architectural history, historic preservation, city planning, building rehabilitation and conservation in general or real estate.

3. The original appointment of the members of the Commission shall be two (2) for two (2) years, and three (3) for three (3) years, from January 1 following the year of such appointment or until their successor is appointed to serve for the term of three (3) years.
4. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
5. Members may serve for more than one (1) term and each member shall serve until the appointment of a successor.
6. ~~Vacancies~~Thereafter, vacancies shall be filled by the City ~~according to~~in June of the ~~original selection~~final year of the appointees' terms except as ~~aforsaidabove in #4.~~
7. Members shall serve without compensation.
8. A simple majority of the Commission shall constitute a quorum for the transaction of business.
9. The Commission shall elect a Chairman who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the Commission's proceedings.
10. The Commission shall meet at least ~~three (3)~~four (4) times a year.

#### **28.04 POWERS OF THE COMMISSION**

1. The Commission may conduct studies for the identification and designation of historic districts and sites meeting the definitions established by this ordinance. The Commission may proceed at its own initiative or upon petition from any person, group or association. The Commission shall maintain records of all studies and inventories for public use.
2. The Commission may make recommendations to the State Historic Preservation Officer for the listing of a historic district or site in the National Register of Historic Places and may conduct a public hearing thereon.
3. The Commission may investigate and recommend to the City Council the adoption of ordinances designating ~~historic sites and historic districts~~Local Historic Landmarks if they qualify as defined ~~herein~~in the Historic Significance Criteria (28.02; Section 5).

##### A. Process for Designation of Local Historic Landmarks

1. A property owner may request designation of a Local Historic Landmark by submitting a letter of consent to the Historic Preservation Commission.
2. Nominations to designate a Local Historic Landmark will be submitted to the Preservation Commission and must contain the following:
  - a. A completed Iowa site inventory form with all attachments, or a National Register of Historic Plan Nomination form for the listed property.
  - b. Photo documentation of the property at the time of application.
  - c. Any available historic photos of the property.
  - d. A scale map of the property showing the location of the property within the city limits.
  - e. A scale map of the property showing the proposed boundaries, extant buildings, structures, objects, and sites at the time of nomination.
  - f. A statement of, and documentation that the property meets one or more of the Historic Significance Criteria.
3. After nomination is submitted to the Commission, it will be reviewed and incomplete nomination forms will be returned to the applicant with guidance for completion.
4. The City Clerk will notify property owners within 300 feet of the proposed historic landmark of the request. This notification shall be made at least fourteen (14) days in advance of the Commission meeting at which the nomination will be considered.
5. Nominations will be made available for public review at City Hall and at the Washington Free Public Library at least fourteen (14) days in advance of the Commission meeting at which the nomination will be considered.
6. Complete nominations will then be reviewed at the next regularly scheduled Commission meeting. At this meeting the Commission will determine if the property meets the Historic Significance Criteria. If the property meets the criteria, the Commission will recommend designation. If the property does not meet the criteria, the Commission will not recommend designation.
7. If the Commission recommends designation, they shall prepare a proposed ordinance designating the property as a local historic landmark. The ordinance will:
  - a. include the legal description of the property;
  - b. specify the applicable Historic Significance Criteria and provide an explanation of significance.

8. The proposed ordinance and nomination will be submitted to the State Historic Preservation Office for review and comment.
9. Upon receipt of comments from the State Historic Preservation Office, the Commission will submit their recommendation, the nomination, and the proposed ordinance designating the property to the City Council.
10. The City Council will consider the nomination, the proposed ordinance, and the recommendations of the Commission and the State Historic Preservation Office at a regularly scheduled meeting. If the City Council approves the designation ordinance, it will be forwarded to the City Clerk for recording and the designation and the nomination will be filed in the City's property inventory as a local landmark.
11. The City Clerk shall notify the City of Washington Building Official, in writing, of a new local landmark, including address and location.

B. Amending or Repealing Local Historic Landmark Designations

1. A property owner, the Commission, an interested party, agency, or organization may initiate the amendment or repeal of a Local Historic Landmark designation by submitting a request for amendment or repeal. The request will then follow the process outlined for initial designation (28.04; Section 3.A).
2. Amending a Local Historic Landmark will involve adding buildings, structures, objects, and sites to the Property Inventory, and those additions can be made by completing the designation process outlined in this section.
3. A repeal of designation may occur if the Local Historic Landmark no longer meets the Historic Significance Criteria due to subsequent discovery of information regarding the significance of the building or property or a change in integrity.
4. A statement and documentation that the property no longer meets one or more of the Historic Significance Criteria must accompany the request for repeal.
5. The City Clerk shall notify the City of Washington Building Official, in writing, of the outcome of any amendment or repeal request and the result of any action.

4. Other powers in addition to those duties and powers specified above, the Commission may, with City Council approval,

- A. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation; or,
- B. Acquire by purchase, bequest or donation, fee or lesser interests in historic properties, including properties adjacent to or associated with historic properties; or,
- C. Preserve, restore, maintain and operate historic properties, under the ownership and control of the Commission; or,
- D. Lease, sell, and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property; or,
- E. Contract, with the approval of the governing body, with the State or Federal governments or other organizations; or,
- F. Cooperate with the Federal, State or local governments in the purpose of the objectives of historic preservation; or,
- G. Provide information for the purpose of historic preservation to the governing body; or,
- H. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.

~~(Ord. 896—2006 Supp.)~~

## 28.05 DEMOLITION REVIEW

1. Application of Section. The provisions of this section shall apply to all historic buildings and structures listed below, when a demolition permit is required to be issued by the City of Washington Building Official. Physical addresses for properties covered by this section can be found in the Identified Historic Properties listing kept at City Hall, with additional information and maps available on the Washington Free Public Library website:

- A. Downtown Historic District (92-00349; NRHP NPS-2013), historically contributing properties only.
- B. Other historic properties individually listed in the National Register of Historic Places or accepted as Local Historic Landmarks following the process outlined in section 28.04.

2. The City of Washington Building Official may issue a demolition permit if a building is deemed to be dangerous and an immediate public hazard.

3. Review by the Washington Historic Preservation Commission.

A. Upon receiving a complete Historic Property Demolition Form for a demolition permit for any property subject to this section, the Building Official shall immediately notify the Washington Historic Preservation Commission of such application.

B. The City shall post notice on the property regarding notice of the proposed demolition at least fourteen (14) days prior to consideration by the Commission.

C. After all information is received from the applicant, the Commission shall recommend to the City Council approval or denial of the application within a specified period not to exceed sixty (60) days from the date of application with the Commission.

D. A failure of the Commission to take action on the application within the sixty (60) day period, unless the applicant requests an extension of such time, shall constitute that the Commission waives the opportunity to review.

E. The recommendation of the Commission shall be transmitted to the City Clerk for consideration at the City Council's next regular meeting.

F. The Commission shall review all of the information submitted by the applicant and shall make a determination as to the following:

1. Whether the building proposed for demolition has historic or architectural significance to the community; and

2. Whether denial of the proposed demolition permit would prevent the property owner from earning a reasonable economic return on the property.

G. If the Commission finds that denial of the application would prevent the property owner from earning a reasonable economic return on the property, or that the building does not have any historical or architectural significance to the community, the Commission shall recommend approval of the application.

H. If the Commission finds that denial of the application would not prevent the property owner from earning a reasonable economic return on the property and that the building has historical or architectural significance to the community, the Commission shall recommend denial of the permit application.

4. In determining whether a building has historic or architectural significance, the Commission and the City Council shall consider an application for a demolition permit in accordance with the standards for review set forth in the Secretary of the Interior's Standards for Identification and Evaluation, and any subsequent revisions of these standards and guidelines by the Secretary of the Interior.

5. Economic Guidelines and Review Criteria.

A. In determining whether to recommend approval or denial of the application, the Commission and the City Council shall consider the information set forth in this subsection:

1. A completed demolition application form, and an estimate of all costs related to the proposed demolition, including disposal fee, termination of utilities, equipment rental, safety fencing, asbestos abatement, etc.

2. An estimated market value prepared by a real estate appraiser of the property:

a. Current condition of property and building

b. After completion of the proposed demolition and,

c. After rehabilitation of the existing property for continued use.

3. The estimate of a construction professional, experienced in rehabilitation, as to the costs to rehabilitate or reuse the existing building on the property.

B. The Commission and the City Council may also investigate strategies which would allow the property owner to earn a reasonable economic return on the property, may solicit expert testimony, and may require that the applicant make submissions concerning any or all of the following information:

1. A report from a licensed structural engineer or architect with experience in rehabilitation as to the structural soundness of any buildings and their suitability for rehabilitation.

2. Information regarding the current economic viability of the building.

3. Information regarding the potential economic viability of the building, such as a statement from applicants in regard to their efforts to obtain financing, tax incentives, preservation grants and other incentives sufficient to allow the applicant to earn a reasonable economic return from the property in its current condition, and after rehabilitation of the existing property for continued use.



4. Evidence showing the applicant's efforts in ongoing maintenance and repair.

5. The owner's proposed plans for reuse of the property.

6. The Commission may request access to the inside of the building from the owner.

6. Action by the City Council.

A. At its next regular meeting following receipt of the recommendation of the Commission by the City Clerk, the City Council shall hold a hearing on the application for a demolition permit and shall approve, deny or withhold action on the application for a specified period not to exceed ninety (90) days from the date of application to the Historic Preservation Commission, unless the applicant requests an extension of such time. If the City Council fails to take action to approve, deny or withhold action on the application within the ninety (90) day period, or such extension as requested by the applicant, the building official shall issue the permit forthwith.

B. The City Council may withhold action on the application to allow the City Council and the Commission an opportunity to investigate the historical or architectural value of the building to the community and to take such action as may be appropriate to encourage its preservation. However, nothing in this section shall authorize the withholding by the building official of a demolition permit for more than ninety (90) days from the date of application to the building services department, unless the applicant requests an extension.

C. The City shall post notice on the property at least fourteen (14) days prior to the public hearing by the Washington City Council. At the hearing, the City Council shall consider the recommendation of the Commission along with any other information submitted by the applicant or the public.

D. If the City Council finds that denial of the application would prevent the property owner from earning a reasonable economic return on the property or that the building does not have any historical or architectural significance to the community, the City Council shall approve the application.

E. If the City Council finds that denial of the application would not prevent the owner from earning a reasonable economic return on the property and that the building has historical or architectural significance to the community, the City Council shall deny the application.

F. If the City Council denies the application, it shall state its findings in writing and shall transmit a copy of such findings to the applicant.

G. The applicant aggrieved by the decision of the City Council may appeal the decision to the Iowa District Court.

*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*

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## **Memorandum**

September 14, 2017

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

From: Brent Hinson   
City Administrator

Re: Hotel/Motel Tax Ordinance & Resolution

We are ready for consideration of final adoption of the ordinance. We did find one typo in the version you previously saw, which has been corrected in this version. It previously said in Section 10.04(3), "The remaining revenues may be spent by for any lawful purpose...". We have deleted the word "by".

Also included on the agenda is a resolution setting up a new Fund 123 to account for the Hotel/Motel Tax, as required by Section 10.04(1) of the ordinance. The resolution also addresses the specifics of the "Fund Administration Committee" that is referenced in Section 10.05 of the ordinance. Members of the Fund Administration Committee would serve 3-year terms; 2 of the members are to be appointed by the Mayor to represent the City, 2 of the members are to be appointed by the Chamber Board to represent the Chamber, and the remaining 3 of the members are to be mutually agreed upon by the Mayor and the Chamber Board. All appointees then must be confirmed by the City Council. This committee will advise the Council on the best uses of the new funds.

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WASHINGTON, IOWA, BY ADDING A NEW CHAPTER 10, HOTEL/MOTEL TAX**

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

**SECTION 1.**

**10.01 TAX IMPOSED.** There is imposed a seven percent (7%) hotel and motel tax upon the sales price from the renting of sleeping rooms, apartments or sleeping quarters in a hotel, motel, inn, public lodging house, rooming house, manufactured or mobile home which is tangible personal property, or tourist court or in any place where sleeping accommodations are furnished to transient guests for rent, whether with or without meals, except the sales price from the renting of sleeping rooms in dormitories and memorial unions at all universities and colleges located in the State.

**10.02 DEFINITIONS.** "Renting" and "rent," as used in this chapter, include any kind of direct or indirect charge for the use of sleeping rooms, apartments or sleeping quarters. However, the tax imposed in this chapter does not apply to the sales price from the renting of a sleeping room, apartment or sleeping quarters while rented by the same person for a period of more than thirty-one (31) consecutive days.

**10.03 COLLECTION.** The tax imposed in this chapter shall be remitted by the person or company liable for same to the State Director of Revenue in the manner required by State law.

**10.04 RESTRICTIONS ON USE OF REVENUES.** The revenue derived from the tax imposed by this chapter shall be accounted for as follows:

1. All revenue received by the City from the imposition of the hotel and motel tax shall be deposited in a dedicated fund to be established by Resolution of the Council.
2. At least fifty percent (50%) of the revenue derived from the hotel and motel tax shall be spent for the promotion and encouragement of tourist and convention business in the City and surrounding areas.
3. The remaining revenues may be spent for any lawful purpose for which revenues derived from ad valorem taxes may be expended.

**10.05 FUND ADMINISTRATION.** The Council shall establish by Resolution a fund administration committee to advise the Council on the most efficient and effective uses of the revenue derived from the tax imposed by this chapter.

**SECTION 2. REPEALER.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3. SEVERABILITY CLAUSE.** If any section, provision or part of this ordinance shall be judged invalid or unconstitutional such adjudication shall not affect the validity of the

ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 4. WHEN EFFECTIVE.** This ordinance shall be in effect January 1, 2018 after final passage, approval and publication as provided by law.

PASSED AND APPROVED by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Sandra Johnson, Mayor

ATTEST:

\_\_\_\_\_  
Illa Earnest, City Clerk

Approved on First Reading: \_\_\_\_\_ August 15, 2017

Approved on Second Reading: \_\_\_\_\_ September 5, 2017

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

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

**A RESOLUTION ESTABLISHING A NEW HOTEL/MOTEL TAX FUND AND ESTABLISHING A FUND ADMINISTRATION COMMITTEE**

WHEREAS, the City Council submitted a ballot question to voters regarding the imposition of a hotel/motel tax, which was duly approved by the voters; and

WHEREAS, the City Council wishes to establish appropriate accounting and administrative procedures for the efficient and effective use of the revenues derived from this tax, as required by the new Chapter 10 (Hotel/Motel Tax) of the Washington Code of Ordinances.

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 purposes designated below:

- a. 123- Hotel/Motel Tax, for the purpose of accounting for revenues derived from the hotel and motel tax and in accordance with Chapter 10 of the Washington Code of Ordinances and Chapter 423A of the Code of Iowa.

Section 2. The City Council hereby establishes a Fund Administration Committee to advise the Council on the most efficient and effective uses of revenue derived from the hotel and motel tax, including conducting long-term planning, visioning and development of written plans to these stated ends. It is the legislative intent of the City Council that funds collected will be used solely to promote Washington or to provide for improvements to enhance our community and foster community pride.

Section 3. The Fund Administration Committee shall consist of seven (7) members, with two (2) members designated by the Mayor, two (2) members designated by the Washington Chamber of Commerce, and three (3) community members mutually agreed upon by the Mayor and the Chamber. All proposed appointments shall be submitted for confirmation by the City Council.

Section 4. The City Council agrees that funds will be distributed from Fund 123 only with the recommendation of the Fund Administration Committee.

Section 5. The City Council hereby confirms the following initial appointments to the Fund Administration Committee, with said appointments to expire on June 30 of the year listed behind the appointee's name:

- a. City Representatives: Millie Youngquist (2019) and Steve Gault (2020)
- b. Community Representatives: Jamie Engeman-Evans (2020), Debbie Stanton (2019) and Charla Howard (2020)
- c. Chamber Representatives: Bill Fredrick (2019), Diane Gallagher (2020)

Following the initial appointments, committee members will be appointed to serve terms of three (3) years, with all terms expiring on June 30 of the appropriate year.

Section 6. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 19<sup>th</sup> day of September, 2017.

---

Sandra Johnson, Mayor

ATTEST:

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Illa Earnest, City Clerk

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

**AN ORDINANCE AMENDING THE CITY CODE OF WASHINGTON, IOWA, BY AMENDING CHAPTER 41.12 (FIREWORKS PERMIT)**

**WHEREAS**, the General Assembly of the State of Iowa has taken measures to allow the sale and use of consumer fireworks in the State of Iowa during specific timeframes and pursuant to applicable state licensure; and

**WHEREAS**, the new legislation provides for city councils, by ordinance, to prohibit or limit the use of consumer fireworks within their jurisdiction, if determined a public safety risk or a nuisance to neighbors.

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

**SECTION 1. Repeal Sections.** Chapter 41.12(3E) and (3H) related to Fireworks-Discharging General Requirements are hereby repealed.

**SECTION 2. Adopt New Section.** A new Chapter 41.12(3E) is adopted as follows:

3E. No person shall discharge a consumer fireworks device outside the following dates and hours:

- 1) July 3 from the hours of 9am until 10pm.
- 2) July 4 from the hours of 9am until 11pm.
- 3) December 31 from 9am until 12:30am on January 1.

**SECTION 3. Adopt New Section.** A new Chapter 41.12(3H) is adopted as follows:

3H. Consumer Fireworks- Use Prohibited or Restricted.

- 1) Sky lantern open flame devices are not permitted to be released within the city limits, except if tethered by a retrievable rope so long as the person discharging has control over the sky lantern.
- 2) Use of Mine and Shell Devices, American Pyrotechnics Association Standard 87-1, Section 3.1.2.5, is hereby prohibited.
- 3) Use of Aerial Shell Kit, Reloadable Tube, American Pyrotechnics Association Standard 87-1, Section 3.1.2.6, is hereby prohibited.



**SECTION 4. REPEALER.** All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 5. 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 this ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 6. WHEN EFFECTIVE.** This ordinance shall be effect from and after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Sandra Johnson, Mayor

Attest:

\_\_\_\_\_  
Illa Earnest, City Clerk

Approved on First Reading: 09-05-2017

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

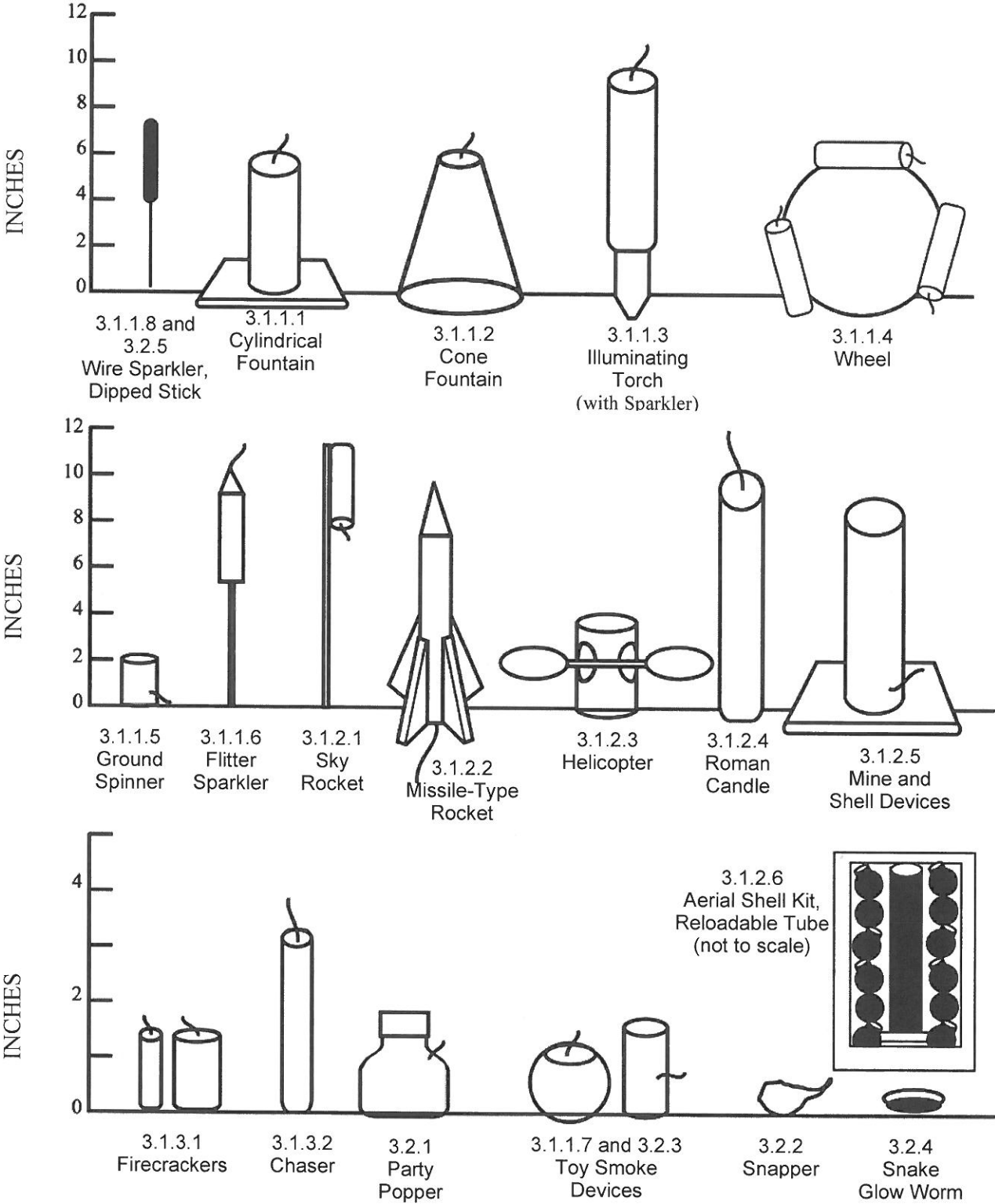
Approved on Third & Final Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Illa Earnest, City Clerk

Appendix A

TYPES OF FIREWORKS AND NOVELTIES



comply with the fuse, construction, and labeling requirements of CPSC for consumer fireworks. Theatrical Pyrotechnics may or may not have an ignition device attached.

\* **3.1 Types of Consumer Fireworks** The following fireworks devices are subject to the requirements of chapter 3 of this Standard. (See Appendix A for diagrams.)

\* **3.1.1 Ground and Hand-held Sparkling Devices (“Sparklers”)** These devices are ground-based or hand-held devices that produce a shower of white, gold, or colored sparks as their primary pyrotechnic effect. Additional effects may include a colored flame, an audible crackling effect, an audible whistle effect, and smoke. These devices do not rise into the air, do not fire inserts or projectiles into the air, and do not explode or produce a report (a mild audible crackling-type effect is not considered to be a report.) Ground-based or hand-held devices that produce a cloud of smoke as their sole pyrotechnic effect are also included in this category. Types of devices in this category include:

\* **3.1.1.1 Cylindrical Fountain** Cylindrical tube containing not more than 75 g of pyrotechnic composition. Upon ignition, a shower of colored sparks, and sometimes a whistling effect or smoke, is produced. This device may be provided with a spike for insertion into the ground (Spike Fountain), a wood or plastic base for placing on the ground (Base Fountain), or a wood or cardboard handle to be hand held (Handle Fountain). When more than 1 tube is mounted on a common base, total pyrotechnic composition may not exceed 200 g. (See section 3.5 for exceptions.)

\* **3.1.1.2 Cone Fountain** Cardboard or heavy paper cone containing not more than 50 g of pyrotechnic composition. The effect is the same as that of a cylindrical fountain. When more than 1 cone is mounted on a common base, total pyrotechnic composition may not exceed 200 g. (See section 3.5 for exceptions.)

\* **3.1.1.3 Illuminating Torch** Cylindrical tube containing not more than 100 g of pyrotechnic composition that produces a colored flame upon ignition. May be spike, base, or hand held. When more than 1 tube is mounted on a common base, total pyrotechnic composition may not exceed 200 g. (See section 3.5 for exceptions.)

\* **3.1.1.4 Wheel** Pyrotechnic device intended to be attached to a post or tree by means of a nail or string. May have one or more drivers, each of which may contain not more than 60 g of pyrotechnic composition. No wheel may contain more than 200 g total pyrotechnic composition. Upon ignition, the wheel revolves, producing a shower of color and sparks and, sometimes, a whistling effect.

\* **3.1.1.5 Ground Spinner** Small device containing not more than 20 g of pyrotechnic composition, venting out an orifice usually on the side of the tube. Similar in operation to a wheel but intended to be placed flat on the ground and ignited. A shower of sparks and color is produced by the rapidly spinning device.

\* **3.1.1.6 Flitter Sparkler** Narrow paper tube attached to a stick or wire and filled with not more than 5 g of pyrotechnic composition that produces color and sparks

upon ignition. The paper at one end of the tube is ignited to make the device function.

\* **3.1.1.7 Toy Smoke Device** Small plastic or paper item containing not more than 100 g of pyrotechnic composition that, upon ignition, produces white or colored smoke as the primary effect. **(For devices containing less than 5 g of pyrotechnic composition, see Section 3.2, Novelties.)** Toy smoke devices, when complying with the provisions of this section, are classed as Fireworks, 1.4G unless classed as 1.4S or not regulated as an explosive on the basis of examination and testing as specified in Title 49 CFR, § 173.56.

\* **3.1.1.8 Wire Sparkler/Dipped Stick** These devices consist of a metal wire or wood dowel that has been coated with pyrotechnic composition. Upon ignition of the tip of the device, a shower of sparks is produced. Sparklers may contain up to 100 g of pyrotechnic composition per item. **Certain wire sparklers and dipped sticks are considered as Novelties under this Standard, see Section 3.2.**

\* **3.1.2 Aerial Devices**

\* **3.1.2.1 Sky Rockets and Bottle Rockets** Cylindrical tube containing not more than 20 g of chemical composition with a wooden stick attached for guidance and stability. Rockets rise into the air upon ignition. A burst of color and/or sound may be produced at or near the height of flight.

\* **3.1.2.2 Missile-Type Rocket** A device similar to a sky rocket in size, composition, and effect that uses fins rather than a stick for guidance and stability. Missiles shall contain not more than 20 g of total chemical composition.

\* **3.1.2.3 Helicopter, Aerial Spinner** A tube containing not more than 20 g of chemical composition, with a propeller or blade attached. Upon ignition the rapidly spinning device rises into the air. A visible or audible effect may be produced at or near the height of flight.

\* **3.1.2.4 Roman Candle** Heavy paper or cardboard tube containing not more than 20 g of chemical composition. Upon ignition, stars (see section 2.14) are individually expelled.

\* **3.1.2.5 Mine and Shell Devices** Heavy cardboard or paper tube usually attached to a wooden or plastic base **and containing not more than 60 g of total chemical composition (lift charge, burst charge, and visible/audible effect composition.)** Upon ignition stars, components producing reports containing up to 130 mg of explosive composition per report, or other devices are propelled into the air. **The term mine refers to a device with no internal components containing a bursting charge, and the term shell refers to a device that propels a component that subsequently bursts open in the air. A mine or shell device may contain more than 1 tube provided the tubes fire in sequence upon ignition of 1 external fuse. The term cake refers to a dense-packed collection of mine/shell tubes. Total**

chemical composition including lift charges of any multiple tube devices may not exceed 200 g. (See section 3.5) The maximum quantity of lift charge in any one tube of a mine or shell device shall not exceed 20 g, and the maximum quantity of break or bursting charge in any component shall not exceed 25% of the total weight of chemical composition in the component.

Note: Shells that are offered for transportation without a launching tube may not be approved as Fireworks, 1.4G, UN0336 under the provisions of this Standard, except as provided in section 3.1.2.6 for kits. Aerial shells without launching tubes may be approved for transportation as Fireworks, 1.3G, UN0335. (See section 4.1.1)

\* **3.1.2.6 Aerial Shell Kit, Reloadable Tube** A package (kit) containing a cardboard, high-density polyethylene (HDPE), or equivalent launching tube and not more than 12 small aerial shells. (see 4.1.1) Each aerial shell is limited to a maximum of 60 g of total chemical composition (lift charge, burst charge, and visible/audible effect composition), and the maximum diameter of each shell shall not exceed 1.75 inches. In addition, the maximum quantity of lift charge in any shell shall not exceed 20 g, and the maximum quantity of break or bursting charge in any shell shall not exceed 25% of the total weight of chemical composition in the shell. The total chemical composition of all the shells in a kit, including lift charge, shall not exceed 400 g for approval under the provisions of this Standard. The user lowers a shell into the launching tube, at the time of firing, with the fuse extending out of the top of the tube. After firing, the tube is then reloaded with another shell for the next firing. All launching tubes must be capable of firing twice the number of shells in the kit without failure of the tube. Each package of 12 shells must comply with all warning label requirements of CPSC.

### \* 3.1.3 Audible Ground Devices

\* **3.1.3.1 Firecracker** Small, paper-wrapped or cardboard tube containing not more than 50 mg of explosive composition, those used in aerial devices may contain not more than 130 mg of explosive composition per report. Upon ignition, noise and a flash of light are produced.

**Note:** Firecrackers are not subject to the requirements of fuse in section 3.5.1 and chemicals in section 3.6.1.

\* **3.1.3.2 Chaser** Paper or cardboard tube venting out the fuse end of the tube containing not more than 20 g of chemical composition. The device travels along the ground upon ignition. A whistling effect, or other noise, is often produced. Explosive composition may be included to produce a report but may not exceed 50 mg.

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. 3<sup>RD</sup> 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 Washington for a zoning district amendment for the property generally referred to as 1412 E. 3<sup>rd</sup> 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: \_\_\_\_\_  
Read Second Time: \_\_\_\_\_  
Read Third Time: \_\_\_\_\_

\_\_\_\_\_  
Sandra Johnson, Mayor

ATTEST:

\_\_\_\_\_  
Illa Earnest, City Clerk

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

A RESOLUTION AUTHORIZING LEVY,  
ASSESSMENT, AND COLLECTION OF COSTS TO  
THE WASHINGTON COUNTY TREASURER.

WHEREAS, the City of Washington, Iowa is empowered to levy, assess, and collect costs of improvement and removal of debris against the abutting property owner,

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

The property of Thomas E. Knerr located at 807 S. 2<sup>nd</sup> Ave. for the amount of \$125.00  
Legal Description (02 04 WILSONS ADD). Parcel Number (11-20-135-006).

and,

WHEREAS, tall grass, weeds and volunteer trees was removed from the following listed property owners:

The property of Kevin A. McKee located at 1506 E. Washington St. for the amount of \$4583.10. Legal Description (16 75 07 SMOUSES 2ND ADD E 107 FT OL 1 & W 35 FT OF S 410 FT NE1/4 SW1/4). Parcel Number (11-16-312-011).

WHEREAS, due notice was given to the above property owners that said amount would be assessed to the property if payment was not made or an appeal was not made,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WASHINGTON, IOWA that the City Clerk be instructed to certify the above delinquent payment to be assessed against said property as listed above and that the City Clerk certify a copy of this resolution to the Washington County Treasurer.

Passed and Approved this 19th day of September, 2017.

\_\_\_\_\_  
Sandra Johnson, Mayor

Attest:

\_\_\_\_\_  
Illa Earnest, City Clerk