



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, DECEMBER 19, 2017

**Call to Order**

**Pledge of Allegiance**

**Roll call**

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

**Consent:**

1. Council Minutes December 5, 2017
2. Rebecca Lawin McCarley (SPARK Consulting) W. Side Residential Historic District Nomination to National Register of Historic Places, \$5,569.58
3. MSA Professional Services, Regional Trails & Recreational Plan, \$2,500.00
4. Fox Engineering, SE Basin I & I Reduction, \$12,096.00
5. Fox Engineering, City Hall Interceptor Reroute, \$1,872.00
6. Fox Engineering, Water Treatment Plant Improvements, \$37,704.85
7. Fox Engineering, S. Water Tower Improvements, \$2,760.00
8. Fox Engineering, WWTP Nutrient Reduction Strategy, \$3,281.53
9. Fox Engineering, Well #6 Pump Replacement, \$1,960.00
10. Design Alliance, Fire Station Project, \$2,456.61
11. Stoutner Property Management, Tree Removals, \$6,500.00
12. Mark A. Jackson, Strategic Goal Setting Fee, \$1,718.71
13. Department Reports

**Consent - Other:**

1. Terracon, Water Treatment Plant Improvements, \$2,102.75

**Claims and Financial Reports:**

Claims as Presented.

Financial Reports – November, 2017

**SPECIAL PRESENTATION**

Washington Chamber of Commerce

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

**OLD BUSINESS**

Discussion and Consideration of a Development Agreement with David and Lisa Nacos. **(Tabled 10-17-2017)**

Discussion and Consideration of Recommendations for East Main & 2<sup>nd</sup> Avenue Intersection Changes

**NEW BUSINESS**

Affirm Mayoral Appointment of 2018 Fire Department Officers: Fire Chief Tom Wide, 1<sup>st</sup> Assistant Chief Craig Rembold, 2<sup>nd</sup> Assistant Chief Jim Williams, Secretary Tom Beauchamp.

Discussion and Consideration of Work Change Directive #4 for Water Treatment Plant Improvements.

**CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS**

Discussion and Consideration Directing Sale of an Interest in Real Property (208 E. Jefferson Street – House) **(Tabled 11-21-2017)**

Discussion and Consideration of a Resolution Approving Offer to Buy Real Estate and Acceptance (202 E. Jefferson Street)

Discussion and Consideration of a Resolution Accepting Donated Property (302 S. 2<sup>nd</sup> Avenue)

Discussion and Consideration of a Resolution Approving Strategic Priorities Work Plan for 2018 & 2019.

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 12-05-2017

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, December 5, 2017. Mayor Johnson in the chair. On roll call present: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Absent: none.

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

### Consent:

1. Council Minutes November 21, 2017
2. Council Minutes November 28, 2017
3. IMWCA, Workers Comp. Prem. #6, \$6,787.00
4. MSA, Wellness Park Project, \$7,200.00
5. Bolton & Menk, Washington Airport General Engineering, \$1,015.00
6. Garden & Associates, Sanitary Sewer Extension - City Hall Project, \$6,008.55
7. Garden & Associates, Survey for W. 7<sup>th</sup> Street Land Swap, \$2,695.81
8. A & R Land Services, ROW Services for E. Adams Street Improvement Project, \$390.00
9. Bankers Trust, GO Bonds, Series 2016C, Interest & Fees, \$5,250.00
10. Bankers Trust, GO Capital Loan Notes, Series 2015, Interest & Fees, \$28,893.75
11. Bankers Trust, GO Refunding Bonds, Series 2016A, Interest, \$17,935.00
12. Bankers Trust, GO Refunding Bonds, Series 2016B, Interest & Fees, \$8,231.25
13. Tricon Construction, Water Treatment Plant Improvements, Pay App #2, \$287,316.80
14. Kevin D. Olson, Professional Services for October & November, \$2,021.76
15. Simmering-Cory, Professional Services CDBG, \$4,000.00
16. Ace-N-More, 1901 E. Washington Street, Class C Beer Permit (BC), Sunday Sales, **(renewal)**
17. Casey's General Store #1624, 1002 W. Madison Street, Class C Beer Permit (BC), Sunday Sales, **(renewal)**
18. Department Reports

Councilor DeLong requested item 13 be removed from the consent agenda.

Motion by Rosien, seconded by DeLong, to approve the consent agenda items 1-12 and 14-17. Motion carried.

Motion by Rosien, seconded by Salazar, to approve consent item 13. Motion carried. DeLong abstained with conflict.

Motion by Janecek, seconded by Salazar, to approve payment of the claims as presented. Motion carried.

Two students (Hugh Ritter and Julie Campbell) from the University of Iowa Physical Activity Interventions Class gave a presentation on their project – Washington Weekly 150 and talked about the benefits of walking 22 minutes a day which equals a total of 150 minutes a week. The council thanked them for their efforts to encourage citizens to get benefits from walking a few minutes a day.

Discussion and Consideration of Employee Health Insurance Renewal for 2018 was moved further down the agenda.

Presentations from the Public:

Washington resident Jim Gorham came before council to address dog and sidewalk issues. Council told him that plans were being put in place or were already in place to deal with those two issues.

Discussion and Consideration of a Resolution Approving Development Agreement with David and Lisa Nacos. **(Tabled 10-17-2017)** remains tabled.

Discussion and Consideration Directing Sale of an Interest in Real Property (208 E. Jefferson Street – House). **(Tabled 11-21-2017)** remains tabled.

After discussion of E. Main and 2<sup>nd</sup> Ave. stoplights, motion by Rosien, seconded by Youngquist, to direct staff to address the parking visibility issue and provide a workable solution to bring to council for approval. Motion carried.

Motion by DeLong, seconded by Gault, to approve the 2018 one year Computer Support Agreement with Impressions Custom Computers with compensation for services of \$1800.00 year and \$75 per hour. Motion carried.

Discussion of Computer Policy for Elected Officials will be brought back for consideration by the new council in January.

Mayor Johnson announced that now is the time for the public hearing on the Amendment of FY17-2018 Budget. No written or oral objections were received.

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

Motion by Rosien, seconded by Janecek, to approve the Resolution Amending the FY18 Budget. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-075)**

After discussion on Resolution Setting Strategic Priorities for 2018 & 2019, motion by Rosien, seconded by Janecek, to add “work to improve public safety in parks” under Section 3. Motion carried.

Motion by Youngquist, seconded by Gault, to approve the Resolution As Amended Setting Strategic Priorities for 2018 & 2019. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-076)**

Motion by Rosien, seconded by Janecek, to approve the Resolution Approving Land Exchange Agreement – West 7<sup>th</sup> Street. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-077)**

Motion by Youngquist, seconded by Gault, to approve the Employee Health Insurance Renewal for 2018. Motion carried.

City Attorney Kevin Olson affirmed that it is permissible for council to go into closed session per Iowa Code 21.5(j) real estate.

Motion by Rosien, seconded by DeLong, that council go into closed session. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried.

Motion by Rosien, seconded by Youngquist, that council return to open session. Roll call on motion:  
Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried.

Mayor Johnson announced that no action was taken in the closed session.

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

Illa Earnest, City Clerk

Sandra Johnson, Mayor



**INVOICE FOR SERVICES RENDERED – November 5 – December 7, 2017**  
 NRHP nomination for West Side Residential Historic District

Date of Invoice: December 7, 2017

<b>Consultant Hours</b>		
Week of November 5, 2017	Final research, development of NRHP nomination – 21 hours @ \$60/hour	\$1,260
Week of November 12, 2017	Final research, development of NRHP nomination – 25 hours @ \$60/hour	\$1,500
Week of November 19, 2017	Development of NRHP nomination – 14 hours @ \$60/hour	\$840
Week of November 26, 2017	Development of NRHP nomination, photographs for NRHP, final research in Washington – 18 hours @ \$60/hour	\$1,080
Week of December 3, 2017	Final development of draft NRHP nomination, including photographs and mapping – 13.5 hours @ \$60/hour	\$810
<b>SUB-TOTAL</b>		<b>\$5,490</b>
<b>Additional Expenses</b>		
11/28/2017	Mileage – 132 miles @ \$.39/mile – photos for NRHP nomination and final research in Washington	\$51.48
12/7/2017	Printing of draft NRHP nomination – 203 pages @ \$.10/page	\$20.30
12/7/2017	Postage to mail to Washington	\$7.80
<b>SUB-TOTAL</b>		<b>\$79.58</b>
<b>TOTAL INVOICE</b>		<b>\$5,569.58</b>

Please make checks payable to **Rebecca Lawin McCarley** and submit to the address listed above.

Payment due upon receipt. Late fees will be added after 30 days.

	Total Amount	Billed to Date	This Invoice	Total Billed
Consultant Hours	\$13,200	\$5,550	<b>\$5,490</b>	\$11,040
Additional Expenses – mileage, lodging, photocopies, printing, etc.	\$1,210	\$97.50	<b>\$79.58</b>	\$177.08



PROFESSIONAL SERVICES

# INVOICE

.....  
*Payment due upon receipt of invoice.  
Interest at the rate of 1.5% per  
month on unpaid balance will be  
added to your next statement.*

**REMIT TO:**

MSA PROFESSIONAL SERVICES INC  
PO Box 435  
BARABOO WI 53913-0435

Brent Hinson  
City of Washington  
215 East Washington Street  
Washington, IA 52353

November 29, 2017  
Project No: R18613000.0  
Invoice No: 2  
Project Manager Christopher Janson  
Client Liaison Shawn O'Shea

Project R18613000.0 WEDG Regional Trails & Recreation Plan  
Professional Services from September 24, 2017 to November 25, 2017

Description	Contract Amount	Percent Complete	Amount Earned	Previous Invoices	This Invoice
Regional Trails & Recreation Plan	50,000.00	15.00	7,500.00	5,000.00	2,500.00
Total Fee	50,000.00		7,500.00	5,000.00	2,500.00
<b>Total Fee</b>					<b>2,500.00</b>
<b>AMOUNT DUE THIS INVOICE:</b>					<b>\$2,500.00</b>

Offices in Illinois, Iowa, Minnesota, and Wisconsin

For Information, Contact The Des Moines Office at: 515-964-1920 1-800-844-4122 Fax: 515-964-4003



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 42289  
 Date 11/30/2017

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

Professional Services for the Period of 10/29/2017 to 11/25/2017

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Preliminary Design</b>	57,100.00	67.00	26,161.00	38,257.00	12,096.00
<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	29.29	26,161.00	38,257.00	12,096.00

Invoice total **\$12,096.00**

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 42290  
 Date 11/30/2017

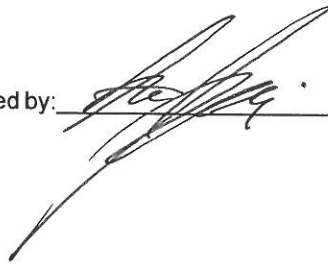
Project **204517B Washington City Hall  
 Interceptor Reroute**

Professional Services for the Period of 10/29/2017 to 11/25/2017

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	19,500.00	53.00	9,360.00	10,335.00	975.00
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
Boundary Survey	3,900.00	75.00	2,028.00	2,925.00	897.00
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	53,400.00	24.83	11,388.00	13,260.00	1,872.00

Invoice total **\$1,872.00**

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 42303  
 Date 11/30/2017

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

Professional Services for the Period of 10/29/2017 to 11/25/2017

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>

	Billed Amount
<b>Construction Administration</b>	
Professional Fees	
	16,610.00
Reimbursables	
	199.55
Outside Services	
KCL Engineering	6,270.00
Rietz Consultants, Ltd	3,072.50
Phase subtotal	<u>26,152.05</u>
<b>Resident Project Representative</b>	
Professional Fees	
	10,098.00
Reimbursables	
	1,454.80
Phase subtotal	<u>11,552.80</u>
<b>Invoice total</b>	<u><u><b>\$37,704.85</b></u></u>

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



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 42304  
 Date 11/30/2017

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

Professional Services for the Period of 10/29/2017 to 11/25/2017

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	5,713.00	100.00	5,713.00	5,713.00	0.00
Final Design	13,534.00	100.00	13,534.00	13,534.00	0.00
Bidding	3,994.00	100.00	3,994.00	3,994.00	0.00
Total	23,241.00	100.00	23,241.00	23,241.00	0.00

**Standard Hourly Rate Phases**

**Construction Administration**  
 Professional Fees

	Billed Amount
Professional Fees	2,760.00
Phase subtotal	2,760.00
<b>Invoice total</b>	<b>\$2,760.00</b>

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 42302  
 Date 11/30/2017

Project **204517C Washington WWTP Nutrient Reduction Strategy**

Professional Services for the Period of 10/29/2017 to 11/25/2017

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Study &amp; Report</b>	14,519.00	12.00	0.00	1,742.28	1,742.28
<b>Total</b>	14,519.00	12.00	0.00	1,742.28	1,742.28

**Standard Hourly Rate Phases**

**IRE Pretreatment Consultation**

Professional Fees

	Billed Amount
Phase subtotal	1,539.25

**Invoice total \$3,281.53**

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 42305  
 Date 11/30/2017

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

Professional Services for the Period of 10/29/2017 to 11/25/2017

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>

	Billed Amount
<b>Construction Administration</b>	
Professional Fees	
	400.00
Outside Services	
Riesberg Engineering Company	1,560.00
Phase subtotal	<u>1,960.00</u>
<b>Invoice total</b>	<b><u><u>\$1,960.00</u></u></b>

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

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



# INVOICE

2640 12th St SW  
Cedar Rapids, IA 52404-3440  
319-366-8321

Project Mgr: Peng Cavan

**Project:** Washington Water Treatment Plant Improvements  
4th Avenue and 5th Street  
Washington, IA

**To:** City of Washington  
Attn: Brent Hinson  
215 E. Washington Street  
PO Box 516  
Washington, IA 52353

<b>REMIT TO:</b>
<b>Invoice Number: T991495</b>
<b>Terracon Consultants, Inc.</b>
<b>PO Box 959673</b>
<b>St Louis, MO 63195-9673</b>
<b>Federal E.I.N.: 42-1249917</b>

Project Number:	06171193
Billed to Date:	\$3,443.50
Invoice Date:	12/05/2017
Services Through:	11/25/2017

If you have any questions regarding this invoice, please call (319) 366-8321.

Date	Report	Description of Services	Quantity	Rate	Total
<b>TASK: 04 - Foundation Excavation Observation &amp; Testing</b>					
11/9/17	06171193.0006	Senior Field Technician	3.00	\$80.00	\$240.00
11/9/17	06171193.0006	Trip Charge - Each	1.00	\$75.00	\$75.00
<b>Task Total</b>					<b>\$315.00</b>
<b>TASK: 07 - Reinforced Concrete Observation</b>					
11/14/17	06171193.0007	Field Technician	2.00	\$52.00	\$104.00
11/16/17	06171193.0010	Field Technician	2.50	\$52.00	\$130.00
<b>Task Total</b>					<b>\$234.00</b>
<b>TASK: 09 - Portland Cement Concrete Testing</b>					
11/14/17	06171193.0008	Field Technician	2.50	\$52.00	\$130.00
11/14/17	06171193.0008	Trip Charge - Each	1.00	\$75.00	\$75.00
11/14/17	06171193.0008	Compressive Strength Cylinder (4" x 8", Terracon - made)	5.00	\$13.00	\$65.00
11/14/17	06171193.0008	Cure Box, per Pour	1.00	\$5.00	\$5.00
11/15/17	06171193.0009	Sample Pick-up / Log-in - Concrete	3.00	\$52.00	\$156.00
11/15/17	06171193.0009	Trip Charge - Each	1.00	\$75.00	\$75.00
11/16/17	06171193.0011	Field Technician	2.50	\$52.00	\$130.00
11/16/17	06171193.0011	Trip Charge - Each	1.00	\$75.00	\$75.00
11/16/17	06171193.0011	Compressive Strength Cylinder (4" x 8", Terracon - made)	5.00	\$13.00	\$65.00
11/16/17	06171193.0011	Cure Box, per Pour	1.00	\$5.00	\$5.00
11/17/17	06171193.0012	Sample Pick-up / Log-in - Concrete	3.00	\$52.00	\$156.00
11/17/17	06171193.0012	Trip Charge - Each	1.00	\$75.00	\$75.00
<b>Task Total</b>					<b>\$1,012.00</b>

TERMS: DUE UPON PRESENTATION OF INVOICE



# INVOICE

**Invoice No.:** T991495  
**Project No.:** 06171193  
**Project:** Washington Water Treatment Plant  
 Improvements  
 4th Avenue and 5th Street  
 Washington, IA

**Project Mgr:** Peng Cavan

If you have any questions regarding this invoice, please call (319) 366-8321.

Date	Report	Description of Services	Quantity	Rate	Total
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**Continued**

**TASK: 101 - Delay**

11/16/17	06171193.0011	Field Technician Waiting for concrete	2.00	\$52.00	\$104.00
<b>Task Total</b>					<b>\$104.00</b>

**TASK: 20 - Project Management**

11/25/17	06171193	Senior Project Manager/Engineer, during billing period, per hour	0.25	\$120.00	\$30.00
11/25/17	06171193	Project Manager/Engineer, during billing period, per hour	3.00	\$98.00	\$294.00
11/25/17	06171193	Field/Lab Coordinator, during billing period, per hour	1.75	\$65.00	\$113.75
<b>Task Total</b>					<b>\$437.75</b>

<b>Invoice Total</b>	<b>\$2,102.75</b>
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**City of Washington**  
215 East Washington Street  
Washington, IA 52353

December 7, 2017  
Invoice No: 205203  
Project No: 217055

Attn: Brent Hinson

Re: Washington Fire Station

For professional services rendered for the period November 1, 2017 to November 30, 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	100.00%	15,500.00	13,175.00	2,325.00
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		15,500.00	13,175.00	2,325.00
<b>Total Fixed Fee</b>					<b>\$2,325.00</b>

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Kristofer Orth - mileage					131.61
<b>Total Out-of-Pocket Expenses</b>					<b>\$131.61</b>

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<b>INVOICE TOTAL</b>					<b>\$2,456.61</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



Stoutner Property Maintenance

812 E 11th St  
Washington, IA 52353

# Invoice

Date	Invoice #
12/14/2017	1130

<b>Bill To</b>
City of Washington 215 E. Washington Washington, IA 52353

Terms	Project
Due on receipt	winter fy18 tree re...

Item	Quantity	Description	Rate	Amount
service	1	1104 e. 3rd st	800.00	800.00
service	1	1115 e. 4th st	700.00	700.00
service	1	1115 e. 4th st	500.00	500.00
service	1	1401 e. 3rd st	800.00	800.00
service	1	302 s. 2nd ave	200.00	200.00
service	1	316 e. 3rd st	50.00	50.00
service	1	north park	600.00	600.00
service	1	elm grove cemetery cedar	200.00	200.00
service	1	wwtp	200.00	200.00
service	1	new dawn	100.00	100.00
service	1	inside dog park	100.00	100.00
service	1	744 e. 2nd	700.00	700.00
service	1	718 e. main	700.00	700.00
service	1	702 n. ave b	700.00	700.00
service	1	elm grove cemetery (maple)	200.00	200.00
<p>Approved by the City of Washington</p> <p>by <u>LT E Donnelly</u> on <u>12/15/17</u></p> <p>Building Official Date</p>				
			<b>Total</b>	<b>\$6,550.00</b>

**Mark A. Jackson**  
**825 Pennsylvania Ave**  
**Story City, Iowa 50248**

Invoice

To: City of Washington, Iowa

From: Mark A. Jackson

Re: Strategic Goal Setting Fee

Date: December 7, 2017

Fee = \$1,555

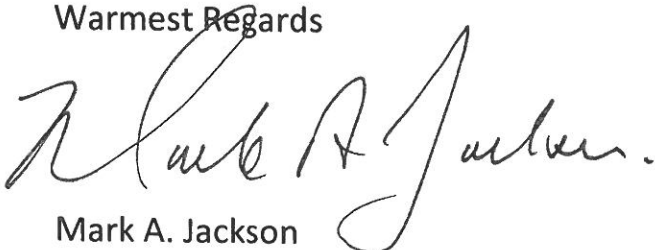
Mileage = \$327.42 (612 miles, 53.5 cents, November 14 and November 28)

Discount = (163.71)

**Total = \$1,718.71**

Thank you for allowing me to facilitate your strategic goal setting session.

Warmest Regards



Mark A. Jackson

Washington Volunteer Fire Department  
November 8,2017

October Fires

5 City fires	540.00
3 rural fires	1280.00
0 Drill	00.00
8 fires and 0 drill	1820.00

Meeting opened Chief Wide in charge

Minutes of the previous meeting were read and approved.

Treasure report was read.

Randy Tisor made a motion to pay all bills against the department. Seconded by Scott Bartholomew.  
Passed

Committees; Social snacks following the meeting

Dance; Feb 10,2018 Tickets next month

Pancake Day Jan. 10,2018. Hand out tickets tonite

Applications; 2 new members Josh Laws and Luis Murguia

Rescue

Communications; Roselene Lowe and Ron Carroll donation of \$2.00.

Old business: County meeting in Wellman Nov. 28

New Business: Every Member has at least the 24 hours of training that is required.

After the first of year we will have a student job shadowing the driver on duty.

Carol Horning was in Las Vegas and saw the 911 Tribute trailer and is trying to get it to the fair.

Ron Armstrong is having the Christmas party December 17 at 6pm. bring dish to pass.

Discussion of calls;

Roll call taken

Elections; Jerry Guengerich made a motion to keep Tom Wide as Chief .Seconded by Bruce McAvoy. Motion passed.

Randy Tisor made a motion to keep Tom Beauchamp as secretary. Jerry Guengerich seconded.  
Motion passed.

Second Assistant Chief vote was Jim Williams 24 Brendan Delong 9.

First Assistant Chief 1st vote was ; Craig Rembold 16,Doug Sanders 10 Randy Tisor 2, Joey Wallace 2 Bruce McAvoy 3. Second vote was Craig 18, Doug 15.

Everyone needs to get direct deposit.

No other business, meeting adjourned.

Secretary  
Tom Beauchamp

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

- **After hour alarm and dog call outs –**  
5<sup>th</sup> dog call, Safety Center reported a dog to be picked up at WCHC, 5:31 p.m. Fred  
10<sup>th</sup> WWTP alarm, West EQ pump #2 VFD fault, 3:25 p.m. Fred  
10<sup>th</sup> dog call, Safety Center reported dog to be picked up at 403 E Madison, 10:25 p.m. Parker
- **Dept Head meetings -** I attended the meetings on the 5<sup>th</sup> & 12<sup>th</sup>.
- **Treated bio-solids land application project –** Iowa Grow, Inc (IGI) started our bio-solids project on December 2, 2017 and completed it on December 4, 2017. IGI land applied one million two hundred seventy six thousand six hundred (1,276,600) gallons to the City and Murphy farms. The cost for land application was three (3) cents per gallon. The total cost for this project was thirty eight thousand two hundred ninety eight dollars and no cents (\$38,298.00).
- **Treated bio-solids storage basin (BSB) –** When Iowa Grow, Inc finished the land application project we were able to get into the BSB to service the three (3) floating mixers. This maintenance work can only be performed when the basin is empty or close to it. The three (3) floating mixers were also adjusted for normal winter operation when digester #1 was finished pumping down. The bio-solids load out pump was also rinsed out, drained, and winterized.
- **Digester #1 –** After the bio-solids land application project and the mixer maintenance work were complete, we decided to empty (pump out contents) digester #1 so we could perform an inspection. During the inspection nothing out of the ordinary was found and the digester was put back in service. Digester #1 is normally operated at level around nineteen (19) feet. We pumped around two hundred thousand (200,000) gallons from digester #1 to the BSB. This allowed us to maintain a safe level of solids in the BSB for the winter months.
- **WWTP November 2017 Discharge Monitoring Report (DMR) –** Average daily flow **1.206** million gallons (mg), maximum daily flow **2.251** mg, minimum daily flow **0.879** mg. There were **no** violations of the WWTP's NPDES discharge permit. Total precipitation for November 2017 = **0.8"** (recorded at the WWTP).

<b>CBOD5 removal 85% required</b>	<b>result = 99.5%</b>
Influent CBOD5 monthly average =	<b>166.3</b> mg/L
Effluent CBOD5 monthly average =	<b>0.8</b> mg/L

<b>TSS removal 85% required</b>	<b>result = 96.3%</b>
Influent TSS monthly average =	<b>213.6</b> mg/L
Effluent TSS monthly average =	<b>7.8</b> mg/L

- **Dog pound report for November 2017 –** Five (5) calls total for November 2017. Three (3) call outs during normal hours and two (2) call outs after hours. Two (2) dogs were returned to the owners. Three (3) dogs taken to Paws and More.
- **West EQ basin ground water pump station –** When pulling these two (2) pumps out of the wet well for inspection only one (1) pump could be pulled as the second pump's handle had rotted off the pump. Jason contacted Evans Welding to fabricate two (2) new pump handles out of stainless steel. We performed a confined space entry to hook a chain around the pump that lost the handle so it could be pulled out for inspection and we could replace the lifting handle. The lift station was returned to service the same day.

- **WWTP's toxic gas monitor** – When we were getting ready for the confined space entry the WWTP's toxic gas monitor said the oxygen sensor needed to be replaced. We had to borrow M/C Dept's monitor before we could enter the confined space. Jason ordered a new oxygen sensor for our monitor. He got the new sensor installed and gas monitor calibrated on the 14<sup>th</sup>.
- **West EQ pump #2 VFD** – The VFD pad on the west EQ pump #2 VFD kept shutting off causing an alarm condition. Jason talked with Dustin at JETCO. Dustin recommended purchasing a new VFD pad for this unit. Jason ordered a new one through JETCO. The VFD is now working again without problems or setting off alarm conditions.
- **WWTP generator** – Thanks to M/C Dept for bringing out a set of concrete steps we could use for getting inside the WWTP generator.

**Fred E Doggett**  
**12/15/2017 9:01 AM**

<b>POLICE</b>	ARNOLD MOTOR SUPPLY	PARTS	91.17
	AMAZON CAPITAL SERVICES	BLUETOOTH KEYBOARD RETURN	9.78
	BDH TECHNOLOGY	MONTHLY SERVICE	270.00
	CHARLES CAPPER AUTO CENTER INC	PARTS	242.16
	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	31.23
	COBB OIL CO, INC.	FUEL	1989.80
	JOHN DEERE FINANCIAL	DOG FOOD	21.99
	KCTC	INTERNET SERVICE	104.99
	MINCER FORD	REPLACE MIRROR	226.44
	POLICE LEGAL SCIENCES	YEARLY SUBSCRIPTION	1320.00
	PRO-VISION	PARTS	26.34
	QUILL	OFFICE SUPPLIES	73.31
	RAY O'HERRON CO.,INC.	CLOTHING	288.70
	UPS	UPS SHIPMENTS	18.80
	VERIZON WIRELESS	WIRELESS SERVICE	1368.86
	VISA	VARIOUS	934.91
	WASH CO AUDITOR	DECEMBER COMMUNICATIONS	20976.08
	WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	376.01
		<b>TOTAL</b>	<b>28370.57</b>
<b>FIRE</b>	ACE-N-MORE	BATTERY	15.99
	ALLIANT ENERGY	ALLIANT ENERGY	154.66
	COBB OIL CO, INC.	FUEL	121.05
	HEIMAN FIRE EQUIPMENT	PRACTICE FOAM	163.20
	IOWA FIREFIGHTERS ASSOCIATION	ASSOCIATION DUES	494.00
	TOYNE INC	PUMP AND BRACKET	551.41
	VERIZON WIRELESS	WIRELESS SERVICE	184.32
	VISA	CARBON MONOXIDE CYLINDER	291.60
	WCHC FAMILY MEDICINE	41106- TESTING	478.00
		<b>TOTAL</b>	<b>2454.23</b>
<b>DEVELOP SERV</b>	COBB OIL CO, INC.	FUEL	169.53
	VERIZON WIRELESS	WIRELESS SERVICE	250.16
	AMAZON CAPITAL SERVICES	SUPPLIES	32.99
	VARIDESK LLC.	CORNER CUBE & TWO MATS	95.00
		<b>TOTAL</b>	<b>547.68</b>
<b>LIBRARY</b>	ALLIANT ENERGY	ALLIANT ENERGY	1662.80
	ACE-N-MORE	SUPPLIES FOR DESK LOCK	24.98
	AMAZON	BOOKS/TONER/BULBS	549.27
	BAKER & TAYLOR	BOOKS	934.98
	CINTAS CORP LOC. 342	WALK-ON MATS	58.39
	HARRIS BOYZ HEATING & AIR LLC	HVAC MAINTENANCE	1986.00
	RECORDED BOOKS LLC	AUDIO BOOKS	28.80
	SECRETARY OF STATE	NOTARY FEE	30.00
	VISA	POSTAGE & SUPPLIES	312.57
		<b>TOTAL</b>	<b>5587.79</b>
<b>PARKS</b>	ACE-N-MORE	PLAY SET INSTALL & LIGHT REPAIR	180.55
	ALLIANT ENERGY	ALLIANT ENERGY	1553.12
	AQUA-PRO	WINTERIZE SPRINKLERS	139.00
	COBB OIL CO, INC.	FUEL	274.08
	JOHN DEERE FINANCIAL	DOWNTOWN LIGHT REPAIR	13.47
	KCTC	INTERNET & PHONE SERVICE	467.45
	NORTHERN SAFETY CO., INC.	SAFETY SUPPLIES	125.82
	STOUTNER PROPERTY MAINTENANCE	FOUNTAIN COVERING	150.00
		<b>TOTAL</b>	<b>2903.49</b>

<b>POOL</b>	AQUA-PRO	WINTERIZE SPRINKLERS	139.00	
	VISA	POOL CLASS	120.00	
		<b>TOTAL</b>	<b>259.00</b>	
<b>CEMETERY</b>	ACE-N-MORE	WEED TRIMMER PARTS	58.44	
	ARNOLD MOTOR SUPPLY	WEED TRIMMER PARTS	41.01	
	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	73.79	
	GREINER DISCOUNT TIRES	TIRES	195.90	
	JOHN DEERE FINANCIAL	GREASE GUN/ADAPTERS	19.47	
	STRANSKY, JIM	CHAINSAW BAR OIL/TRIMMER PARTS	64.25	
	TIFCO INDUSTRIES	PARTS AND HARDWARE	57.34	
	VISA	SUPPLIES	42.41	
	WCHC FAMILY MEDICINE	30339- TESTING	41.00	
	WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	137.23	
		<b>TOTAL</b>	<b>730.84</b>	
	<b>FINANCIAL ADMIN</b>	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
		ALLIANT ENERGY	ALLIANT ENERGY	20.99
AMAZON CAPITAL SERVICES		WALL CALENDAR	11.32	
BAKER PAPER & SUPPLY		COPY PAPER	89.97	
CINTAS CORP LOC. 342		RUG & TOWEL SERVICE	132.54	
CREDIT BUREAU OF WASH		WEEKLY REPORT	140.00	
CUSTOM IMPRESSIONS INC		PLAQUES & NAMETAGS	179.04	
IMPRESSIONS COMPUTERS, INC		ROUTER	1350.00	
IOWA LEAGUE OF CITIES		CONFERENCE	60.00	
KCTC		INTERNET SERVICE	105.00	
PITNEY BOWES GLOBAL FINANCIAL SERVICES		POSTAGE LEASE	335.16	
PURCHASE POWER		POSTAGE REFILL	1510.00	
VARIDesk LLC.		CORNER CUBE & TWO MATS	555.00	
VERIZON WIRELESS		WIRELESS SERVICE	134.37	
VISA		VARIOUS	1765.52	
WASH COUNTY MINIBUS		LOST- DECEMBER 2017	21095.16	
WINDSTREAM IOWA COMMUNICATIONS		TELEPHONE SERVICE	1065.29	
WMPF GROUP LLC		LEGAL ADVERTISING	579.16	
		<b>TOTAL</b>	<b>29172.52</b>	
<b>AIRPORT</b>		ACE-N-MORE	SUPPLIES	5.49
		ALLIANT ENERGY	ALLIANT ENERGY	1019.04
		BAKER PAPER & SUPPLY	SUPPLIES	284.61
		EASTERN AVIATION FUELS INC	FUEL	26450.92
	VERIZON WIRELESS	WIRELESS SERVICE	52.19	
	VETTER'S INC-CULLIGAN WATER	WATER FOR AIRPORT	14.94	
	WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	182.15	
		<b>TOTAL</b>	<b>28009.34</b>	
<b>DWNTWN TIF</b>	MARSHALL'S PROPERTIES, LLC	TIF REBATE	2805.11	
		<b>TOTAL</b>	<b>2805.11</b>	
<b>ROAD USE</b>	ACE-N-MORE	BOLT/BATTERIES	52.15	
	AGRILAND FS, INC	BULK GREASE	1075.31	
	ARNOLD MOTOR SUPPLY	PARTS	373.05	
	CHEMSEARCH	SUPPLIES	416.12	
	COBB OIL CO, INC.	FUEL	886.86	
	HIWAY SERVICE CENTER	PARTS	136.67	
	PRODUCTIVITY PLUS	PART	47.00	
	S & G MATERIALS	RECYCLED ASPHALT	235.12	
	WCHC FAMILY MEDICINE	41106- TESTING	41.00	
	WELLINGTON, EARL	TOOLS	283.50	
		<b>TOTAL</b>	<b>3546.78</b>	
	<b>STREET LIGHTING</b>	ALLIANT ENERGY	ALLIANT ENERGY	10173.73

	FRANZEN, DENNIS MARIE ELECTRIC INC.	TROUBLE SHOOT TRAFFIC SIGN STREET LIGHT REPAIR <b>TOTAL</b>	140.00 244.17 <b>10557.90</b>
<b>HOUSING REHAB</b>	WASH CO RECORDER	WYNONA WOODS DEED RECORDIN <b>TOTAL</b>	12.00 <b>12.00</b>
<b>MUNIBUILDING CAP PROJ</b>	CIRCLE K PLUMBING	WINTERIZE-208 E JEFFERSON <b>TOTAL</b>	107.50 <b>107.50</b>
<b>TREE COMMITTEE</b>	MCCONNELL, MARDE	SUPPLY REIMBURSEMENT <b>TOTAL</b>	29.94 <b>29.94</b>
<b>WATER PLANT</b>	ACE-N-MORE ALLIANT ENERGY AMERICAN WATER WORKS ASSN COBB OIL CO, INC. IGRAPHIX, INC IOWA RURAL WATER ASSOC. STATE HYGIENIC LAB STREFF, ROSE VERIZON WIRELESS VISA WATER SOLUTIONS UNLIMITED WINDSTREAM IOWA COMMUNICATIONS	GLOVES ALLIANT ENERGY ANNUAL DUES FUEL AUTO PAY FORMS MEMBERSHIP DUES TESTING MILEAGE REIMBURSEMENT WIRELESS SERVICE CHEMICALS AND TESTING SUPP CHEMICALS TELEPHONE SERVICE <b>TOTAL</b>	71.48 10356.89 260.00 81.08 117.50 375.00 234.00 4.49 52.19 1208.17 6660.00 56.93 <b>19477.73</b>
<b>WATER DISTR</b>	ACE-N-MORE ALLIANT ENERGY ARNOLD MOTOR SUPPLY BARRON MOTOR SUPPLY CENTRE STATE INTERNATIONAL CHEMSEARCH COBB OIL CO, INC. GREINER DISCOUNT TIRES HIWAY SERVICE CENTER LAWSON PRODUCTS INC PRODUCTIVITY PLUS TIFCO INDUSTRIES UTILITY EQUIPMENT CO VERIZON WIRELESS VISA WINDSTREAM IOWA COMMUNICATIONS	PARTS/SUPPLIES ALLIANT ENERGY PARTS PARTS PARTS SUPPLIES FUEL TIRE REPAIR PARTS WIRE FOR WELDING REPAIR OIL LEAK ELBOWS AND FITTINGS REPAIR CLAMPS WIRELESS SERVICE MEALS AND LODGING TELEPHONE SERVICE <b>TOTAL</b>	104.71 55.46 98.00 67.65 10762.78 473.61 474.07 74.25 52.54 344.85 721.93 639.70 486.56 217.34 601.69 91.75 <b>15266.89</b>
<b>SEWER PLANT</b>	ALLIANT ENERGY ATCO INTERNATIONAL COBB OIL CO, INC. GREINER DISCOUNT TIRES NORTHERN BALANCE & SCALE O'REILLY AUTOMOTIVE INC SITLER'S SUPPLIES INC. UNITED LABORATORIES VERIZON WIRELESS VISA WINDSTREAM IOWA COMMUNICATIONS	ALLIANT ENERGY PLANT CHEMICALS FUEL TIRE REPAIR CLEAN & CALIBRATE LAB BALA PARTS LED BULBS CHEMICALS WIRELESS SERVICE SUPPLIES TELEPHONE SERVICE <b>TOTAL</b>	9983.64 385.00 245.14 20.50 174.00 8.37 50.00 599.40 183.68 44.69 255.95 <b>11950.37</b>
<b>SEWER COLLECT</b>	ARNOLD MOTOR SUPPLY	SEAM SEALER	23.07



ACE-N-MORE	WORK LIGHTS	25.99
ALLIANT ENERGY	ALLIANT ENERGY	766.43
COBB OIL CO, INC.	FUEL	1018.77
MIDWEST WHEEL	ROCK CRAWLER PREPACK	99.93
VERIZON WIRELESS	WIRELESS SERVICE	88.23
WINDSTREAM IOWA COMMUNICATIONS	TELEPHONE SERVICE	91.75
	<b>TOTAL</b>	<b>2114.17</b>

**ANIMAL CONTROL**

JOHN DEERE FINANCIAL	DOG FOOD/ MOUSE BAIT	53.97
TOWN & COUNTRY VET CLINIC	VET FEES	157.00
	<b>TOTAL</b>	<b>210.97</b>

**SANITATION**

WEMIGA WASTE INC.	NOV 17-RECYCLING CENTER SE	3500.00
	<b>TOTAL</b>	<b>3500.00</b>

	<b>TOTAL</b>	<b>167614.82</b>
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**CITY OF WASHINGTON, IA  
VISA Card Charges - 12/19/2017**

**CLAIMS REPORT 12/19/2017**

**LIBRARY**

AMAZON - PREVENTION MAGAZINE  
WALMART - JUV DVD & OFFICE SUPPLIES  
ENDICIA FEES - POSTAGE FEES  
AMAZON - MIDWEST LIVING MAGAZINE  
PAYPAL\*LULU - BOOKS  
WALMART - ADULT PROGRAM SUPPLIES  
IGRAPHIX - POSTAGE  
WALMART - JUV DVD AND PROGRAM SUPPLIES  
AMAZON - NEW YORKER SUBSCRIPTION

48.00  
36.31  
9.95  
11.63  
18.35  
42.20  
15.13  
31.01  
99.99

**FINAN ADMIN**

AMAZON - SURFACE ARC MOUSE, SURFACE PRO 4, MICROSOFT OFFICE  
IOWA LEAGUE OF CITIES - MLA CLASS FOR EARNEST, GAULT, MOORE, STIGERS  
CEDAR RAPIDS ONSTREET - PARKING  
SURVEYMONKEY - GOAL SETTING SURVEY  
DODICI'S SHOP - GOAL SETTING COMMUNITY LUNCH

1,118.00  
300.00  
2.00  
288.00  
57.52

**312.57**

**1,765.52**

**POLICE**

UPTOWN AUTO WASH - CAR WASH UNIT 101  
IOWA POLICE CHIEFS ASSOC - IPCA MEMBER DUES  
AMAZON - LYLE IPAD  
WALMART - KEYBOARD AND FOLIO CASE  
AMAZON - NIKON DIGITAL SLR CAMERA - LT SEE

10.00  
75.00  
149.95  
113.70  
586.26

**PARKS**

IOWA PARK AND REC - POOL CEU CLASS FOR CPO

120.00

**120.00**

**CEMETERY**

WALMART - SUPPLIES

934.91  
42.41

**AIRPORT**

**120.00**

**WATER PLANT**

USA BLUEBOOK - SUPPLIES  
HACH COMPANY - CHEMICALS

42.41  
777.67  
430.50

-

CALGASDIRECT - CALIBRATION GAS FOR 4-GAS MONITOR

291.60

**1,208.17**

**291.60**

**SEWER PLANT**

WALMART - SUPPLIES

44.69

**44.69**

-

**WATER DIST**

PERKINS - MEALS WATER DIST CALS  
JETHROS - MEALS WATER DIST CLASS  
TASOS - MEALS WATER DIST CLASS  
HOLIDAY INN - LODGING WATER DIST CLASS  
HOLIDAY INN - LODGING WATER DIST CLASS

71.88  
71.82  
81.67  
188.16  
188.16  
601.69

-

**5,321.56**

**Grand Total**

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

FUND	11/1/2017 BEGINNING CASH BALANCE	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	11/30/2017 ENDING CASH BALANCE
001-GENERAL FUND	1,240,594.82	228,487.52	-	288,602.97	-	1,180,479.37
002-AIRPORT FUND	235,991.62	14,693.02	-	12,383.53	-	238,301.11
010-CHAMBER REIMBURSEMENT	4,810.49	5,362.39	-	6,626.18	-	3,546.70
011-MAIN STREET REIMBURSEMENT	(1,570.44)	10,138.26	-	5,681.99	-	2,885.83
012-WEDG REIMBURSEMENT	4,823.86	6,250.00	-	8,762.56	-	2,311.30
050-DOWNTOWN INCENTIVE GRANT	50,000.00	-	-	-	-	50,000.00
110-ROAD USE	860,491.57	88,511.05	-	137,271.91	-	811,730.71
112-EMPLOYEE BENEFITS	-	32,866.64	-	32,866.64	-	-
114-EMERGENCY LEVY	-	2,854.54	-	2,854.54	-	-
121-LOCAL OPTION SALES TAX	0.02	84,380.65	-	84,380.67	-	-
125-UNIF COMM UR-NE IND	5,479.81	245.38	-	5,479.81	-	245.38
127-UNIF COMM UR - BRIARWOOD	-	17,213.41	-	-	-	17,213.41
129-SC RES UR	19,789.28	2,823.62	-	-	-	22,612.90
132-UNIF COMM UR - EBD	17,706.84	-	-	1,027.77	-	16,679.07
133-UNIF COMM UR-IRE	55,011.45	-	-	55,011.45	-	-
134-DOWNTOWN COMM UR	3,958.11	492.16	-	-	-	4,450.27
145-HOUSING REHABILITATION	39,549.80	-	-	5,866.20	-	33,683.60
146-LMI TIF SET-ASIDE	69,331.10	-	-	-	-	69,331.10
200-DEBT SERVICE	394,770.03	43,310.38	-	61,315.90	-	376,764.51
300-CAPITAL EQUIPMENT	95,742.38	50,000.00	-	-	-	145,742.38
301-CAPITAL PROJECTS FUND	47,873.71	44,494.46	-	68,723.19	-	23,644.98
308-INDUSTRIAL DEVELOPMENT	28,985.16	26.85	-	2,860.50	-	26,151.51
309-MUNICIPAL BUILDING	1,289,195.23	55.23	-	4,782.29	-	1,284,468.17
310-WELLNESS PARK	72,927.90	-	-	1,800.00	-	71,127.90
311-SIDEWALK REPAIR & REPLACE	59,761.31	3,000.00	-	5,000.00	-	57,761.31
312-TREE REMOVAL & REPLACE	29,404.67	-	-	5,975.00	-	23,429.67
510-MUNICIPAL BAND	3,843.70	-	-	-	-	3,843.70
520-DOG PARK	4,927.59	-	-	375.90	-	4,551.69
530-TREE COMMITTEE	9,308.57	30.00	-	4,021.79	-	5,316.78
540-POLICE FORFEITURE	1,742.49	-	-	-	-	1,742.49
545-SAFETY FUND	400.00	-	-	-	-	400.00
550-PARK GIFT	157,010.54	15.88	-	-	-	157,026.42
570-LIBRARY GIFT	273,301.17	356.71	-	325.20	-	273,332.68
580-CEMETERY GIFT	11,103.00	-	-	-	-	11,103.00
590-CABLE COMMISSION	10,761.14	-	-	-	-	10,761.14
600-WATER UTILITY	1,150,684.62	148,862.65	-	285,573.75	-	1,013,973.52
601-WATER DEPOSIT FUND	23,440.00	1,500.00	-	1,950.00	-	22,990.00
603-WATER CAPITAL PROJECTS	78,025.50	169,355.75	-	247,381.25	-	-
610-SANITARY SEWER	1,115,544.34	242,797.00	-	80,112.23	-	1,278,229.11
613-SEWER CAPITAL PROJECTS	276,020.38	-	-	33,552.00	-	242,468.38
670-SANITATION	132,341.86	33,224.59	-	48,377.50	-	117,188.95
950-SELF INSURANCE	179,774.61	31,109.25	-	824.74	-	210,059.12
951-UNEMPLOYMENT SELF INS	14,939.83	11,533.12	-	-	-	26,472.95
<b>TOTAL BALANCE</b>	<b>8,067,798.06</b>	<b>1,273,990.51</b>	<b>-</b>	<b>1,499,767.46</b>	<b>-</b>	<b>7,842,021.11</b>

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	2,325,157.72 (1)	0.01%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Wash St Bank - MM	257,632.78	0.01%
Investment in IPAIT	2,194,035.88	0.87%
Wash St - Farm Mgmt Acct	64,844.73	
Wash St Bank - CD - 1/9/13 - renewed	500,000.00	0.75%
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%
Wash St Bank - CD 02/23/2017	500,000.00	1.25%
Wash St Bank - CD 03/09/2017	500,000.00	1.25%
Wash St Bank - CD 10/12/2017	500,000.00	1.50%
<b>TOTAL CASH IN BANK</b>	<b>7,842,021.11</b>	

(1) Washington State Bank	2,394,010.61
Outstanding Deposits & Checks	(68,852.89)
	<u>2,325,157.72</u>

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

FUND	7/1/2017 BEGINNING CASH BALANCE	Y-T-D REVENUES	REVENUES NOT YET RECEIVED	Y-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	11/30/2017 ENDING CASH BALANCE
001-GENERAL FUND	1,000,000.00	1,708,989.32	-	1,528,509.95	-	1,180,479.37
002-AIRPORT FUND	204,275.40	155,695.82	-	121,670.11	-	238,301.11
010-CHAMBER REIMBURSEMENT	440.00	28,940.70	-	25,834.00	-	3,546.70
011-MAIN STREET REIMBURSEMENT	1,106.99	22,897.47	-	21,118.63	-	2,885.83
012-WEDG REIMBURSEMENT	-	33,679.28	-	31,367.98	-	2,311.30
050-DOWNTOWN INCENTIVE GRANT	-	50,000.00	-	-	-	50,000.00
110-ROAD USE	747,498.73	475,672.39	-	411,440.41	-	811,730.71
112-EMPLOYEE BENEFITS	-	337,236.73	-	337,236.73	-	-
114-EMERGENCY LEVY	-	44,280.51	-	44,280.51	-	-
121-LOCAL OPTION SALES TAX	-	349,132.14	-	349,132.14	-	-
125-UNIF COMM UR-NE IND	-	5,725.19	-	5,479.81	-	245.38
127-UNIF COMM UR - BRIARWOOD	-	17,213.41	-	-	-	17,213.41
129-SC RES UR	-	22,612.90	-	-	-	22,612.90
132-UNIF COMM UR - EBD	-	17,706.84	-	1,027.77	-	16,679.07
133-UNIF COMM UR-IRE	-	55,011.45	-	55,011.45	-	-
134-DOWNTOWN COMM UR	-	4,450.27	-	-	-	4,450.27
145-HOUSING REHABILITATION	40,210.80	-	-	6,527.20	-	33,683.60
146-LMI TIF SET-ASIDE	69,331.10	-	-	-	-	69,331.10
200-DEBT SERVICE	3,569.34	449,605.70	-	76,410.53	-	376,764.51
300-CAPITAL EQUIPMENT	161,276.77	55,992.00	-	71,526.39	-	145,742.38
301-CAPITAL PROJECTS FUND	124,526.44	392,387.35	-	493,268.81	-	23,644.98
305-RIVERBOAT FOUND CAP PROJ	-	112,540.78	-	112,540.78	-	-
308-INDUSTRIAL DEVELOPMENT	41,124.09	148.37	-	15,120.95	-	26,151.51
309-MUNICIPAL BUILDING	1,403,118.70	571.99	-	119,222.52	-	1,284,468.17
310-WELLNESS PARK	44,488.61	28,439.29	-	1,800.00	-	71,127.90
311-SIDEWALK REPAIR & REPLACE	69,176.19	3,000.00	-	14,414.88	-	57,761.31
312-TREE REMOVAL & REPLACE	33,654.67	-	-	10,225.00	-	23,429.67
510-MUNICIPAL BAND	4,043.70	-	-	200.00	-	3,843.70
520-DOG PARK	4,918.85	66.00	-	433.16	-	4,551.69
530-TREE COMMITTEE	6,085.92	3,680.00	-	4,449.14	-	5,316.78
540-POLICE FORFEITURE	1,742.49	-	-	-	-	1,742.49
545-SAFETY FUND	400.00	-	-	-	-	400.00
550-PARK GIFT	150,315.38	8,178.93	-	1,467.89	-	157,026.42
570-LIBRARY GIFT	269,462.46	8,587.32	-	4,717.10	-	273,332.68
580-CEMETERY GIFT	11,158.00	-	-	55.00	-	11,103.00
590-CABLE COMMISSION	10,761.14	-	-	-	-	10,761.14
600-WATER UTILITY	999,522.64	775,288.54	-	760,837.66	-	1,013,973.52
601-WATER DEPOSIT FUND	23,665.00	9,075.00	-	9,750.00	-	22,990.00
603-WATER CAPITAL PROJECTS	-	431,015.25	-	431,015.25	-	-
610-SANITARY SEWER	735,273.09	985,628.73	-	442,672.71	-	1,278,229.11
613-SEWER CAPITAL PROJECTS	280,236.13	-	-	37,767.75	-	242,468.38
670-SANITATION	143,429.17	165,516.53	-	191,756.75	-	117,188.95
950-SELF INSURANCE	174,718.13	52,915.16	-	17,574.17	-	210,059.12
951-UNEMPLOYMENT SELF INS	6,716.03	19,756.92	-	-	-	26,472.95
<b>TOTAL BALANCE</b>	<b>6,766,245.96</b>	<b>6,831,638.28</b>	<b>-</b>	<b>5,755,863.13</b>	<b>-</b>	<b>7,842,021.11</b>

Cash in Bank - Pooled Cash

Wash St. Bank - Operating Account	2,325,157.72 (1)	<u>Interest Rate</u>
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2017  
Chamber Board

**Michelle Redlinger**  
*Executive Director*

**Maureen Howard**  
*President*  
Immanuel Lutheran  
Church

**Jaron Rosien**  
*Vice President*  
City Council Rep  
JP's 207

**Matthew Brown**  
*Treasurer*  
CBI Bank & Trust

**Alisha Davis**  
*Secretary*  
Washington Chamber

**Marty Beenblossom**  
Jones & Eden Funeral  
Home

**Erik Buchholz**  
Washington High School

**Rich Bentler**  
Riverside Casino & Golf  
Resort

**Erin Drahota**  
United Presbyterian  
Home

**Diane Gallagher**  
Gallagher Farms

**Jeremy Peterson**  
*Past President*  
Engineered Building  
Design  
Ex-officio

**Ed Raber**  
WEDG  
Ex-Officio

**Sarah Grunewaldt**  
Main Street  
Ex-Officio



205 West Main Street • Washington, IA 52353 • [www.chamber.washingtoniowa.org](http://www.chamber.washingtoniowa.org)

December 15, 2017

Brent Hinson  
Washington City Administrator  
205 W. Main Street  
Washington, IA 52353

Dear Washington City Council:

The Washington Chamber of Commerce has a primary responsibility “To create a progressive business climate and to promote a high quality of living in the Washington community.” On behalf of our board of directors, we are extremely privileged to uphold this mission and to work in collaboration with the City of Washington.

It is with the greatest honor that the Chamber is able to run the Welcome Center for the City of Washington. This center serves as a communication hub for the community – frequently serving both local residents as well as visitors to the community. The Center is the point of contact for individuals who are interested in visiting, relocating, and researching options to open business in our community. It is a vital part of Washington.

In 2017, the City of Washington graciously granted Washington’s Welcome Center a \$20,000 contribution. Over the course of this past year, we believe we utilized these funds to create a successful tourism program that has increased awareness of our community to surrounding areas.

The Chamber’s tourism arm has strived to make financially sound decisions. We work within our budgets and we try to create our own profits through fundraising, sponsorships, vendor fees, etc. However, the costs involved with our tourism activities have risen as well. From the beginning of our 2011 fiscal year to the end of our 2017 fiscal year, total profits have increased 76.27% and total expenses have increased by 83.94%. These numbers are supported in the additional excel document and exclude all Chamber related activities as well as all operating funds and payroll.

Thanks to the backing provided by the City and judicial budgeting, Washington’s Welcome Center was able to accomplish the following: successfully pass a hotel/motel tax for the community, continue the volunteer-run Welcome Center, & increase participation of community events. In 2017, the Welcome Center volunteers donated time to tourism that values in excess of \$50,211.

We are grateful for your assistance and we are respectfully requesting that the City of Washington maintain the current contribution of \$20,000 for 2018. We would like to request that City Council will honor this amount on an annually basis, for a three year commitment. This will allow both the City and the Welcome Center to plan and budget proactively.

We appreciate your support and thoughtful consideration in this matter. Please see the attachments for our recent organizational accomplishments.

Respectfully,

Michelle Redlinger, Executive Director, Washington Chamber

O (319) 653-3272 • F (888) 833-3529 • [michelle@washingtoniowa.org](mailto:michelle@washingtoniowa.org)

## Significant Accomplishments in Recent Years

**Community Magazine:** At the start of 2017, the Chamber released our Community Magazine. This project was done 100% locally for the first time in history. The magazine showcases the many assets in our community and was nominated as a top 3 tourism publication in the Midwest. 5,000 copies were printed and they have been distributed across the state of Iowa.

**Hotel/Motel Tax:** With the support from City Council, the Chamber spent a large portion of 2017 to pursue a hotel/motel tax in our community. Through the help of a dedicated volunteer task force, information was disseminated, meetings were held, and questions were answered. After this vote had failed in the community twice in the past, it passed on August 1 with a 75% vote in favor of the tax. Since then, the Chamber and City have created a Fund Administration Committee, have sent out RFPs for marketing firms, and will be developing tactics on how to use this money so it best benefits the community.

**Class Reunion Collaboration:** In 2017, the Chamber's Flightline LIVE committee reached out to class reunions to create a unified weekend where Washington hosts class reunions. During Washington's 4 day Summer Classic, 6 class reunions scheduled their events during a time when Washington is full of activity. In 2018 we expect the same, with the addition of a class reunion from WACO who wants to be included.

**Conferences, Training Sessions, and Workshops:** A variety of training opportunities were brought to the community, which brought visitors from other communities to town.

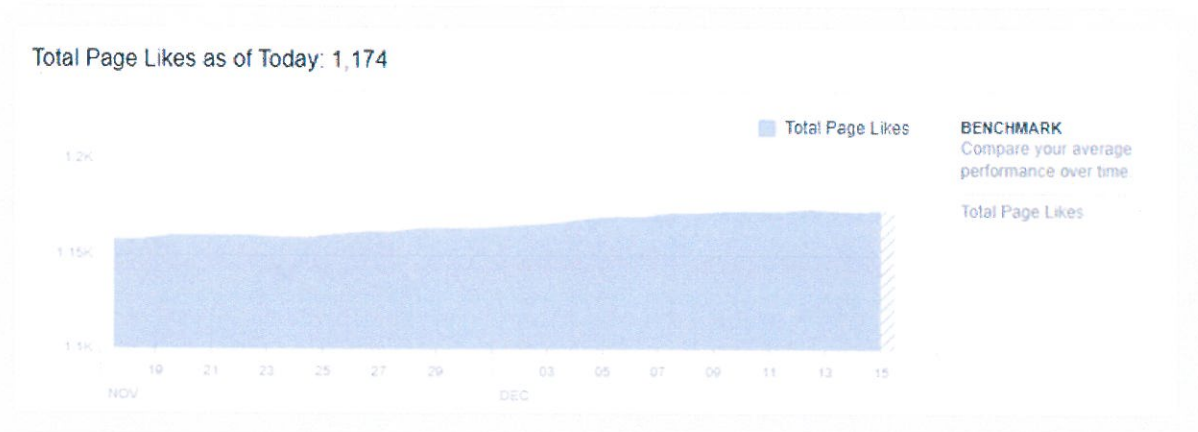
1. **Chamber Regional Conference:** Washington was fortunate to host the annual conference for Chambers across the state of Iowa. We gave them the tour of the Washington State Theater, a driving tour through town, and hosted a farm to table dinner at the working farm of Bob & Diane Gallagher. When surveys went out, all events in Washington received 100% votes of 5 stars (best).
2. **Marketing ReBoot:** Early 2017 we had the opportunity to bring in marketing expert Kyle Sexton from Oregon to give a half day seminar. 73 people registered for the event and included attendees from Fairfield and Kalona.
3. **Hospitality Training:** Thanks to our partnership with TravelIowa we were able to bring in experts to give a free training on hospitality. This interactive workshop provided light into how important it is to keep hospitality front and center as a means for return customers and visitors to the community.

**New Community Promotions:** The Visitor & Tourism arm created many new opportunities for promoting Washington in 2017.

1. **Our Iowa Magazine:** Two ads were created for Our Iowa Magazine, showcasing the many assets in our community. As part of the advertising, a winner from each ad was selected with an overnight stay at the Dodici Night Suites.
2. **Lake Darling:** Informational binders have been placed in all of the cabins at Lake Darling. These include information about our restaurants, retailers, history, and community events. These are maintained quarterly.
3. **Community Banners:** The new vinyl banners along highway 92 are still a work-in-progress. We have had a difficult time getting them to stay stretched and keep banners from falling off the brackets. We are working with other communities to see how we can resolve these issues so that we can utilize this great marketing opportunity.

**Social Media Awareness:** Washington is able to interact with our community in ways never done before. Our social media page on Facebook continues to see growth in followers ('likes'), with an average of 444 'likes' in 2014, and an average of 1,174 'likes' in 2017. We currently have 1,151 individuals following the Facebook

page, which is an increase of 42% with 741 followers in 2015. **Of those individuals engaged with our social media 49% are from communities OUTSIDE of Washington.**



**Washington’s Summer Classic:** The Chamber’s Visitor & Tourism Committee committed to continue the positive momentum created from the City of Washington’s 175<sup>th</sup> Anniversary by creating a new, annual celebration called ‘Washington’s Summer Classic.’ Based on the 8 day celebration in 2014, the new Summer Classic featured 4 days of events that highlighted the multiple assets and demographics of the community. Hundreds of individuals, businesses and volunteers collectively worked together to create this event, which we hope will continue to grow and become a draw for tourism in the community.

**Welcome Center:** Volunteers began representing the community in January of 2013 to develop a fully-functional center for visitors, businesses, and new residents to the community. In the 5 years of existence, the Welcome Center has become a trusted and reliable resource for new members to our community as well as visitors. The Welcome Center is staffed by volunteers, keeping the doors open from 9 a.m. – 5 p.m. In 2017, volunteers put in 2,080 hours of time, which has a value of \$24.14 per hour. That’s \$50,211 in donated time from our volunteers at the Welcome Center alone (not including any of the volunteer time spent at our 71 annual community events).

**Tourism Marketing Growth:** A partnership with the University of Iowa in 2015 enabled us to establish consistent branding and marketing tools to better promote the community of Washington. New brochures, welcome postcards and folders have been developed in 2015. These marketing efforts were realized in a new community magazine and increased partnership efforts in 2016.

**Regional Marketing Analysis:** Thanks to a grant from the Washington Riverboat Foundation the Chamber’s Tourism Committee hired a consultant to analyze the strengths and weaknesses of our county. The final results will be soon shared with the community to provide guidance on how Washington County can collaborate to strengthen our presence in surrounding counties, increasing tourism and awareness for our businesses.

**Website:** The website is continuing to see growth as a community resource for locals and visitors. The average number of visitors we served in 2017 was over 1,000 per month.

The top five webpages visited in 2017 are all tourism or relocation related:

- Home
- Community Events

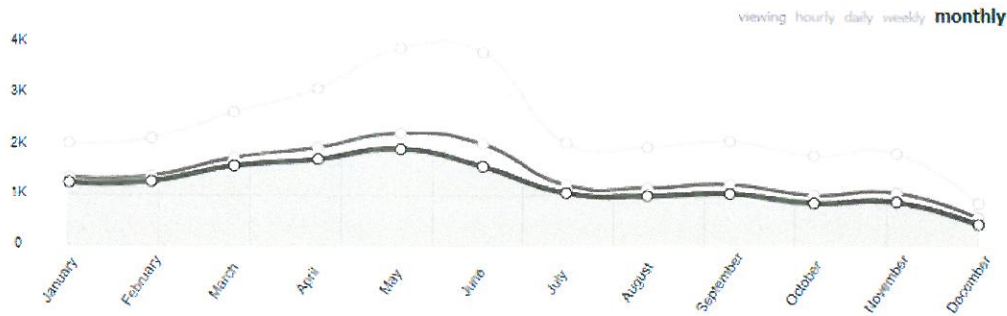
- Housing
- Events
- Organizations

## Monthly Traffic Overview as of December 15, 2017

### Traffic Overview

Statistical data gathered from your website usage logs. Search engine crawls and other specially identified hits are not factored in to your unique visitor counts. Your statistics are now calculated based on our improved analytics platform. [Click here to learn more](#)

This data is updated roughly every 15 minutes.



#### Traffic Summary

Page Views	27,942
Page Views / Month (Avg)	2,328
Visits	16,652
Visits / Month (Avg)	1,387
Audience Size	14,326
Audience Size / Month (Avg)	1,193

#### Traffic Details

	(Page Views)	(Visits)	(Audience Size)
December 2017	860	560	445
November 2017	1,828	1,058	889
October 2017	1,786	1,014	855
September 2017	2,072	1,224	1,040
August 2017	1,935	1,136	974
July 2017	2,018	1,185	1,031
June 2017	3,791	1,991	1,543
May 2017	3,872	2,193	1,882
April 2017	3,083	1,909	1,675
March 2017	2,613	1,708	1,536
February 2017	2,088	1,347	1,241
January 2017	1,996	1,327	1,215

#### Browser Analysis 13 Unique

Chrome	6,532 / 39.22%
Safari	6,110 / 36.69%
Internet Explorer	1,996 / 12.80%

Top grey line = Page views  
 Middle line = Visits  
 Bottom line = Audience Size

**Your continued support in the Chamber's tourism efforts helps us accomplish all of these projects and we could not be successful without the support of the City of Washington.**



**Class Filters**

Oktober Madness, Thursday Night Live, Tour of Homes, Craft Fest, Ridiculous Day, Summer Classic, Tourism, Gallery Walk, Tribute Night, Latino Night, Ag Day, Community Resource Guide, RAGBRAI

	Jul '11 - Jun 12	Jul '12 - Jun 13	Jul '13 - Jun 14	Jul '14 - Jun 15	Jul '15 - Jun 16	Jul '16 - Jun 17	% Change
<b>Total Profit</b>	\$13,651.45	\$23,263.72	\$43,188.56	\$55,338.45	\$43,126.81	\$57,528.73	76.27%

Item Descriptions

Fundraising, Event Sponsorships, City Contribution, Concessions Income, Vendor Fees, Tourism Product Sales, Participation/Entrance Fees

**Total Expense**

Item Descriptions

Event/Activity Supplies, Decorations, Entertainment, Food, Advertising, Insurance, Printing, Postage, Volunteer Recognition

**Excludes**

Chamber Membership, Lunch & Learns, Ambassadors, Annual Dinner, Golf Tournaments, Leadership Washington, Educator Breakfast, Operating Funds, Payroll

	\$5,208.41	\$14,664.43	\$10,379.28	\$36,278.94	\$29,255.10	\$32,433.25	83.94%
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*Brent Hinson, City Administrator  
Sandra Johnson, Mayor  
Illa Earnest, City Clerk  
Kevin Olson, City Attorney*



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

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## **Memorandum**

December 14, 2017

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

From: Brent Hinson   
City Administrator

Re: Stoplights at East Main & Second Avenue

As directed, staff has reviewed the intersection of East Main and 2<sup>nd</sup> Avenue, and come up with recommendations for its permanent status. An ad-hoc committee consisting of Chad McCleary, Ron See, JJ Bell, Keith Henkel and I met at the site to discuss options and formulate a plan.

From a traffic standpoint, the intersection probably does not generate enough traffic to justify either a stoplight or a four-way stop. There just is not that much east-west thru traffic on East Main. However, we do believe the sight distance concerns at this intersection are significant and not easily corrected. In particular, the parking north and east of the intersection in front of the adjacent apartment buildings presents tremendous concerns for sight distance for westbound traffic approaching the intersection, and cannot probably be appropriately addressed without eliminating 6-8 parking spots. In addition, several other spots on the other sides of the intersection would need to go, raising the total to around 12 parking spots just to allow for a two-way stop intersection. With the stoplights being very old and in poor condition, coupled with the relatively low traffic at the intersection, we also do not think keeping the lights up is a sustainable or prudent long-term solution.

Therefore, we feel as a staff that the best solution is to create a four-way stop intersection with stop signs. In order to locate stop signs in the appropriate positions to be seen, we first think it will be necessary to eliminate 2 parking stalls: 1) The furthest north stall on the southeast side of the intersection adjacent to the UP Church; and 2) Moving the handicap stall on the northwest side of the intersection by the old library back by half a stall, creating the net loss of one stall in that location also.

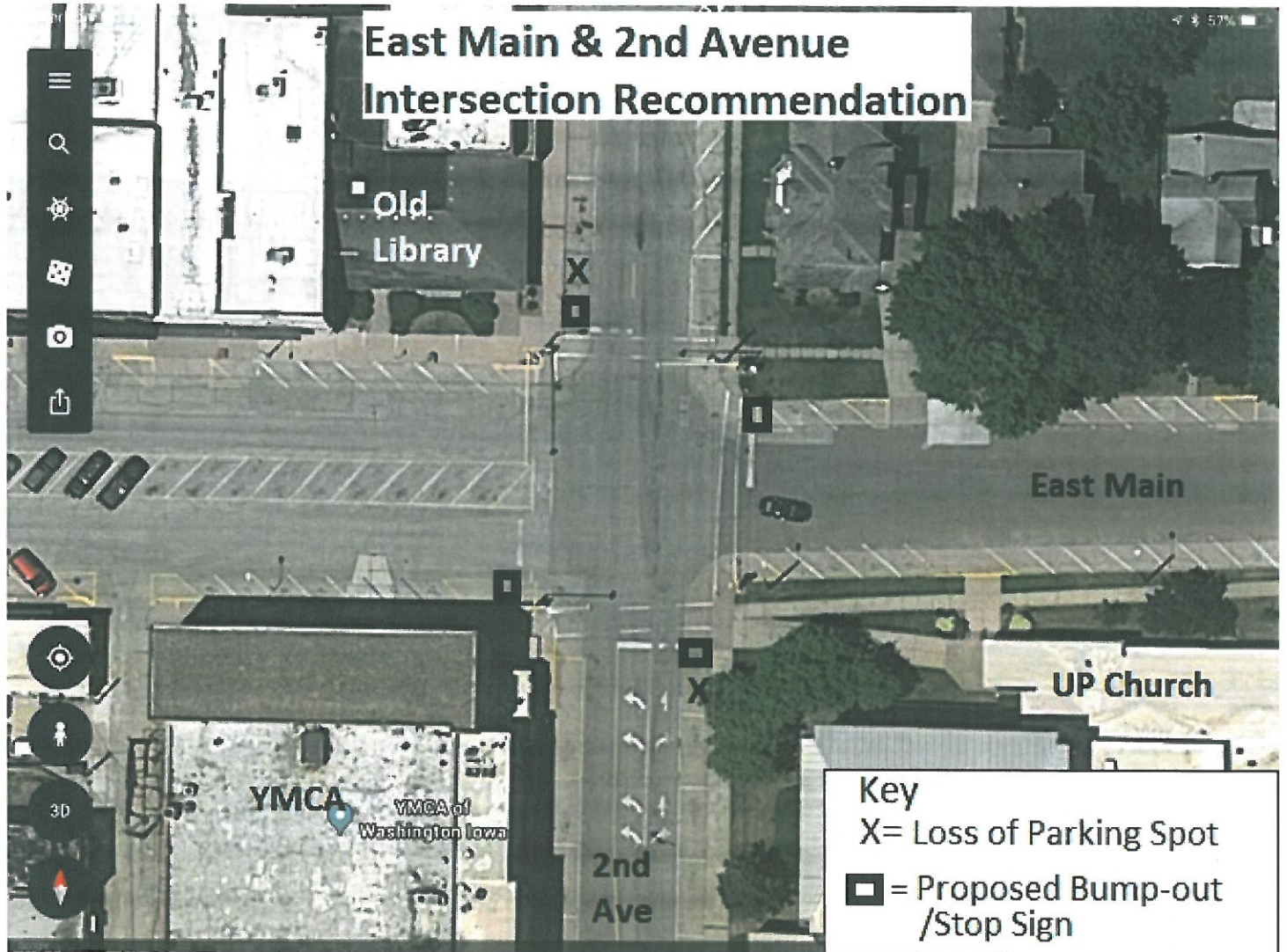
With those parking changes made, we would propose that the Maintenance & Construction crew create 4 small bump-outs in those two areas and the other two legs of the intersection in areas currently marked as "no parking". This would bring the stop signs to an appropriate position to be noticeable to all traffic entering the intersection, but we would also recommend red flags be placed on each stop sign, at least temporarily, as drivers adjust to the change. We estimate the construction of the small bump-outs and installation of signs to cost two to three thousand dollars plus our labor, but with the layout of the intersection, it is a straightforward project. This work would be completed in the spring. We would also propose to contract for the removal of the stoplights to be coordinated with the installation of the stop signs at an additional cost of approximately \$4,000.

Finally, in the interim period this winter, we propose to turn the stoplights to flashing red in all directions. This will get traffic used to the four-way stop, and will also allow us to remove the temporary stop signs we currently have placed. Removing the temporary signs will facilitate easier snow removal, and technically cannot be done if the north-south traffic does not have to stop (as with the current flashing yellow configuration).

If you approve this plan, we will bring an ordinance amendment to the Council in the very near future to create a four-way stop intersection.

I look forward to discussion at the meeting.

# East Main & 2nd Avenue Intersection Recommendation



Key  
X= Loss of Parking Spot  
□ = Proposed Bump-out /Stop Sign

*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**

December 14, 2017

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

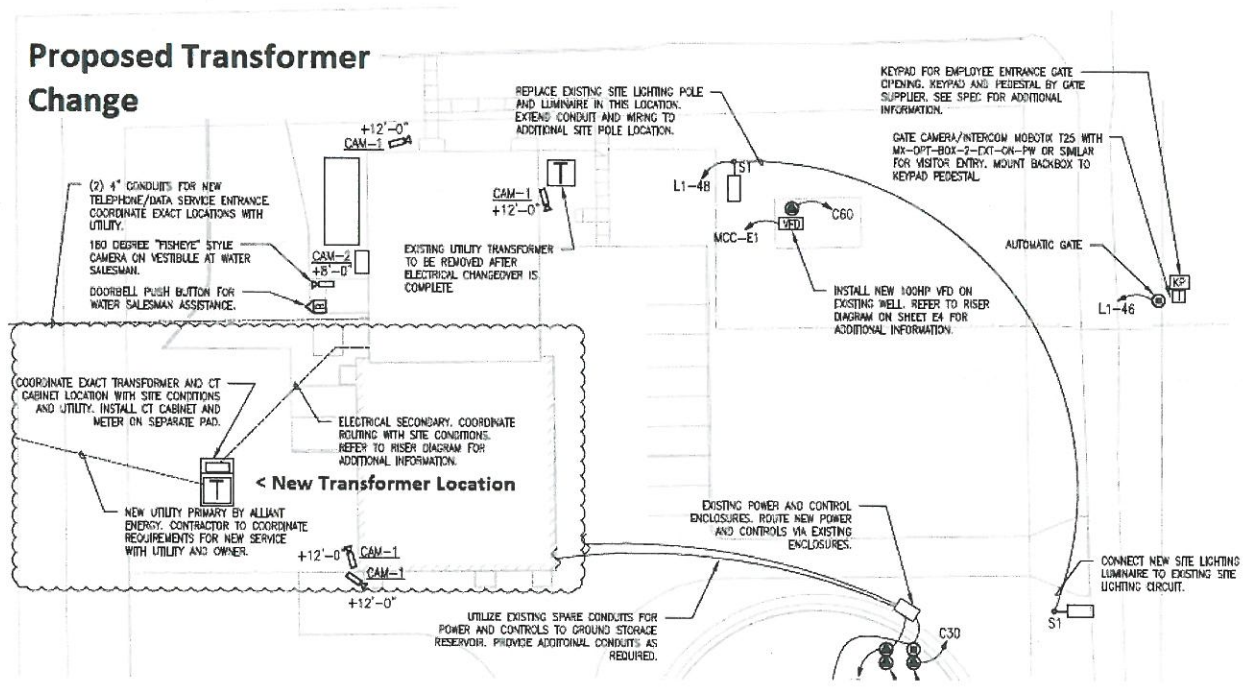
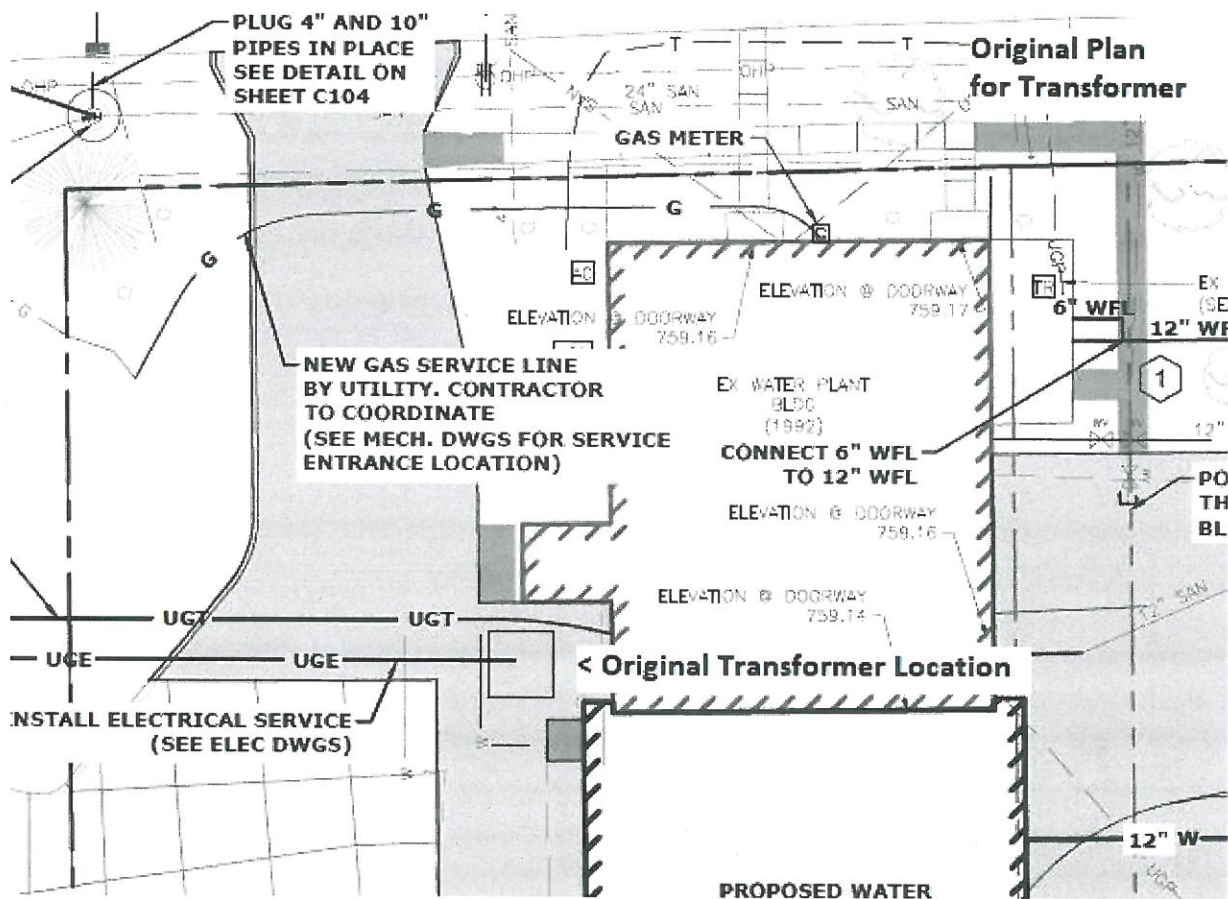
From: Brent Hinson  
City Administrator

Re: Task Order #4, Water Treatment Plant Improvements

Attached is Task Order #4 for the Water Treatment Plant project. You normally don't see these documents because we have a change allowance in the contractor's bid in the amount of \$160,000 to allow for the inevitable adjustments to be made during the course of the project, and then to do just one big formal change order with the City Council at the end of the project (we usually have money left over in the change allowance, so that change order ends up deducting from the contract price).

However, in this case, we have a major item, and want to bring it before you to make sure it has the proper oversight. It was determined in the course of Alliant's review of the project that the electric transformer was located closer to the entrance to the building than their specs allow, and thus would need to be moved to a different location than planned. The cable between the transformer and the building costs \$600 per foot; this is the reason the transformer was planned to be up against the building in the first place, and the existing door on the 1992 plant and the proposed door on the plant expansion happen to be close to the motor control center room where the power needs to come into the building. There really is no economical solution to the problem; the engineer has determined that the best solution is to move the transformer the minimum distance to be out of the way of the facility's planned traffic flow and meet Alliant's specs. This ends up being approximately 58 feet, thus resulting in the considerable cost of \$60,288.38 for labor and materials for this change. The remainder of the Task Order consists of the relatively minor changes that are much more typical of those usually included on these documents.

# Task Order #4, Water Treatment Plant Transformer Relocation



Date of Issuance: 11/30/2017 Effective Date:  
 Owner: City of Washington Owner's Contract No.:  
 Contractor: Tricon Construction Group Contractor's Project No.:  
 Engineer: FOX Engineering Engineer's Project No.: 3424-16A  
 Project: Water Treatment Plant Improvements Contract Name:

Contractor is directed to proceed promptly with the following change(s):  
 Description:

- Item 1: Provide insulation for shallow buried temporary 12" GSR bypass line per COR 001. (Add \$984.83)
- Item 2: Provide a key override for the water salesman per CPR 001 and COR 004 (Add \$187.33)
- Item 3: Provide an additional 12" gate valve on the 12" water mains per CPR 004 and COR 006 (Add \$2,654.76)
- Item 4: Provide and install additional electrical conduit from the PLC to the future MCC per COR 8. (Add \$529.65)
- Item 5: Relocate the new utility transformer and modify the electrical service for ERV-1. See attached CPR 005 and COR 009. (Add \$60,288.38)
- Item 6: Adjust the construction contingency allowance per items 1- 5 above. (Deduct \$64,644.95)

Attachments: Change Proposal Request CPR 001, CPR 004, CPR 005; Contractor COR 001, COR 004, COR 006, COR 008, COR 009

**Purpose for Work Change Directive:**

Directive to proceed promptly with the Work described herein, prior to agreeing to changes on Contract Price and Contract Time, is issued due to: [check one or both of the following]

- Non-agreement on pricing of proposed change.
- Necessity to proceed for schedule or other Project reasons.

**Estimated Change in Contract Price and Contract Times (non-binding, preliminary):**

Previous Contingency Balance	\$ 146,983.61	
Current Contingency Balance	\$ 82,338.66	{increase} [decrease].
Contract Time	0 days	{increase} {decrease}.

**Basis of estimated change in Contract Price:**

- Lump Sum  Unit Price
- Cost of the Work  Other

<p>RECOMMENDED:</p> <p>By: <u>[Signature]</u>                  Engineer (Authorized Signature)</p> <p>Title: <u>R.I. BAKER P.E.</u></p> <p>Date: <u>12/1/2017</u></p>	<p>AUTHORIZED BY:</p> <p>By: _____                  Owner (Authorized Signature)</p> <p>Title: _____</p> <p>Date: _____</p>	<p>RECEIVED:</p> <p>By: <u>[Signature]</u>                  Contractor (Authorized Signature)</p> <p>Title: <u>Project Manager</u></p> <p>Date: <u>12/1/17</u></p>
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Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_



10/26/2017

Brian Walter  
Tricon Construction Group  
746 58th Avenue Court SW  
Cedar Rapids, Iowa 52404

RE: Water Treatment Plant Improvements  
City of Washington, Iowa  
Change Proposal Request 005 - Transformer Location and ERV-1 Electrical Changes

Brian:

Please submit an itemized proposal for changes in the Contract Sum and Contract time for proposed modifications to the Contract Documents described herein.

This is NOT a Change Order, a Work Change Directive or authorization to proceed with the work described in the proposed modifications.

DESCRIPTION of the work:

1. **Transformer Location Change** - Revise the location of the new utility transformer to the location indicated in the response to Request For Information (RFI) No. 12. Relocate the CT cabinet and meter to a separate pad near the transformer location. Coordinate all transformer and metering requirements with Alliant Energy requirements. Extend secondary conductors and conduits from Switchboard to new transformer location. See revised sheet E001 for additional information.
2. **ERV-1 Electrical Change** - Revise ERV to be served from panel E1 in lieu of MCC-E1. Connect to new 35A/2P circuit breaker.

Please submit the change proposal with itemized cost break-down for each item via e-mail for review within fourteen (14) days, or notify the Engineer, in writing, of the date on which proposal submission is anticipated. If you have any questions, please let me know.

Sincerely,  
FOX Engineering Associates, Inc.

Rob Baker, P.E.

Cc: Brent Hinson  
Chad McCleary





[www.triconcg.com](http://www.triconcg.com)  
746 58th Ave Ct SW  
Cedar Rapids, IA 52404  
P 866.588.9516  
Corporate Office  
2245 Kerper Blvd  
Suite 2  
Dubuque, IA 52001  
P 563.588.9516  
F 563.588.9519

November 16, 2017

Matthew Hawes  
Fox Engineering Associates  
414 South 17<sup>th</sup> Street  
Ames, Iowa 50010

Project: Washington Water Treatment Plant Improvements  
Re: Change Order Request No. 09 – CPR 005

Transformer Location Change/ERV-1 Electrical Change (per attached)

Price Electric	55,846.42
Southside Concrete	460.00
OHP (Subcontracted)	2,815.32
General Liability Insurance.	293.24
Bond	873.40
<b>Total</b>	<b>\$ 60,288.38</b>

Steve Oyen

*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**

December 14, 2017

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

From: Brent Hinson  
City Administrator

Re: Purchase of 202 East Jefferson

As discussed in a previous closed session, following the City not receiving any bids on moving the house from 208 East Jefferson, Councilor Steve Gault investigated some options, and was working on a deal to obtain the property at 202 East Jefferson in exchange for moving the house from 208 East Jefferson to the City-owned lot at 415 West Madison and preparing it for occupancy by the current owner of 202 East Jefferson. Councilor Gault was able to get this deal negotiated, and we now bring it to you for your approval. This is a great deal for all parties involved, and thanks to Steve for his great idea and his work in negotiating the deal.

Prior to considering this matter, Council is advised to untable the bidding of the house-moving from 208 East Jefferson, and dispose of the item by agreeing not to take further action.

## OFFER TO BUY REAL ESTATE AND ACCEPTANCE

**TO: Steve A. Jaspering** (hereinafter "Owner")

The undersigned Buyers, City of Washington, Iowa (hereinafter "City"), hereby offer to buy and Owner, by his acceptance, agrees to sell all of Owner's property located at 202 East Jefferson Street in Washington, said tract of real property situated in Washington County, Iowa, subject to easements and restrictions of record (the "Property"). The exact legal description of the Property shall be obtained from the abstract of title.

1. **Purchase Price/Land Exchange.** As consideration for the acquisition of Owner's Property, the City shall do the following prior to the Closing Date:

a. The City, at its sole cost and expense, shall move the house existing at the time of the execution of this Agreement from 208 E. Jefferson Street to the City-owned lot at 415 W. Madison Street

b. The City shall cause a foundation to be constructed at 415 W. Madison Street and the moved house to be placed on said foundation and fastened/connected to the house in the manner standardly used in the industry for house moving.

c. The City shall cause all private and public utilities to be connected to the house prior to the Closing.

d. At the time of the Closing as outlined in Section 4 below, the City shall pay the Owner \$18,000, to be used by the Owner to construct a two-stall garage at 415 W. Madison Street and other costs of preparing the home to the owner's tastes for occupancy. Owner shall be responsible for hiring the contractor necessary to construct said garage and the City make no warranty as to the workmanship of the garage.

e. At the time of the Closing, the City shall pay to the Owner the sum of \$2,000 for moving expenses.

2. **Real Estate Taxes.** City shall pay all real estate taxes that are due and a pro-rata share of all of the real estate taxes that have accrued as of the date of closing.

3. **Risk of Loss and Insurance.** Owner and City respectively shall bear the risk of loss or damage to the Property or the house currently located at 208 E. Jefferson Street prior to Closing Date. Owner and City each agree to maintain existing insurance and City may purchase additional insurance. In the event of substantial damage or destruction of the Property prior to closing, Buyer may have the option to complete the closing and receive insurance proceeds regardless of extent of damages. The Property shall be deemed damaged or destroyed if it cannot be restored to its present condition on or before the closing date.

4. **Closing.** If City timely performs all of its obligations, possession of the Property shall be delivered to City on or before April 30, 2018 (“Closing Date”), and any adjustments for rent, insurance, interest and all charges attributable to Owner’s possession shall be made as of the date of possession. Closing shall occur after the approval of title by City pursuant to Paragraph 6 below. Owner shall permit the City to inspect the property prior to closing to assure that the Property is in the condition required by this Agreement. If possession is given on a day other than the closing, the parties shall make a separate agreement with adjustments as of the date of possession. This transaction shall be considered closed upon delivery of the title transfer documents to City and receipt of all funds then due at closing from the City under this Agreement. Prior to the Closing Date, Owner shall be able to stay in the Property until all of the City’s conditions under Section 1 above have been met. This includes the payment of any mortgage, utility bills and real estate taxes on the Property until the Closing Date.

5. **Condition of Property.** The Property as of the date of this Agreement will be preserved by Owner in its present condition until closing. Owner makes no warranties, express or implied, as to the condition of the Property.

6. **Abstract and Title.** City shall provide for abstracts of title, at its expense, continued through the date of acceptance of this Agreement. It shall show marketable title in Owner and City respectively in conformity with this Agreement, Iowa law and title standards of the Iowa Bar Association. Owner and City shall make every reasonable effort to promptly perfect title. If closing is delayed due to Owner’s or City’s inability to provide marketable title, this Agreement shall continue in full force and effect until either party rescinds the Agreement after giving ten days written notice to the other party. The abstract shall become property of the City (202 E. Jefferson Street) and Owner (415 W. Madison Street) when the Closing has occurred. Owner shall pay the costs of additional abstracting and title work due to any act or omission of Owner, including transfers by or the death of Owner. The abstract shall be obtained from an abstracter qualified by the Guaranty Division of the Iowa Housing Finance Authority. Owner shall ensure that it obtains a proper release for any monies owed against the Property.

7. **Environmental Matters.** Owner and City warrant to the best of their knowledge and belief that there are no abandoned wells, solid waste disposal sites, hazardous wastes or substances, or underground storage tanks located on the Property or at 415 W. Madison Street, that neither Property contains levels of radon gas, asbestos or urea-formaldehyde foam insulation which require remediation under current governmental standards, and Owner and City respectively have done nothing to contaminate the Property or 415 W. Madison Street with hazardous wastes or materials. Owner and City respectively warrant that the Property and 415 W. Madison Street are not subject to any local, state or federal judicial or administrative action, investigation or order, as the case may be, regarding wells, solid waste disposal sites, hazardous wastes or substances, or underground storage tanks. Owner and City shall each also provide the other party with a properly executed Groundwater Hazard Statement showing no wells, solid waste disposal sites, hazardous wastes and underground storage tanks on the Property. In the event that there exists any hazardous materials or substances, solid waste disposal sites or underground storage tanks on the Property or at 415 W. Madison Street, the City and/or Owner have the right to cancel this Agreement. If there exist any abandoned wells, the City or Owner,

as the case may be, may require City or Owner to cap the well in accordance with all applicable laws and regulations.

8. **Deed.** Upon payment of the Purchase Price, Owner shall convey the Property to the City by Warranty Deed, free and clear of all liens, restrictions, and encumbrances except as provided in this Agreement. General warranties of the title shall extend to the time of delivery of the deed excepting liens and encumbrances permitted by the City. City shall also convey 415 W. Madison Street to the Owner by Warranty Deed, free and clear of all liens, restriction and encumbrances as provided in this Agreement.

9. **Use of Purchase Price.** City shall pay all costs of recording and document preparation for this transaction.

10. **Approval of Court.** If the Property is an asset of an estate, trust or conservatorship, this Agreement is contingent upon Court approval unless Court approval is not required under Iowa law and title standards of the Iowa Bar Association. If the sale of the Property is subject to Court approval, the fiduciary shall promptly submit this Agreement for such approval. If this Agreement is not so approved by April 1, 2018, either party may declare this Agreement null and void.

11. **Remedies of the Parties.**

a. If the City fails to timely perform under this Agreement, Owner may forfeit this Agreement as provided in Iowa Code Chapter 656, and all payments made shall be forfeited, or, at Owner's option, upon thirty days written notice of intention to accelerate the entire balance because of the City's default (during which thirty days the default is not corrected), Eychaner may declare the entire balance immediately due and payable. Thereafter, this Agreement may be foreclosed in equity and the Court may appoint a receiver.

b. If Owner fails to timely perform this Agreement, the City has the right to all payments made returned to the City.

c. Owner and the City are also entitled to utilize any and all other remedies or actions at law or in equity available to them, and the prevailing parties shall be entitled to obtain judgment for costs and attorneys fees.

12. **Notice.** Any notice under this Agreement shall be in writing and be deemed served when it is delivered by personal delivery or mailed by certified mail, address to the parties at the addresses given below.

For City of Washington:

City Administrator  
215 E. Washington Street  
Washington, Iowa 52353

For the Owner:

Steve Jaspering  
202 East Jefferson Street  
Washington, IA 52353

13. **General Provisions.** In the performance of each part of this Agreement, time shall be of the essence. Failure to promptly assert rights herein shall not, however, be a waiver of such rights or a waiver of any existing or subsequent default. This Agreement shall apply to and bind the successors in interest of the parties. The Agreement shall survive the closing. This Agreement contains the entire agreement of the parties and shall not be amended except by a written instrument duly signed by Owner and the City. Paragraphs and headings are for convenience of reference and shall not limit or affect the meaning of this Agreement. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender according to the context.

14. **Real Estate Agent or Broker.** Both parties acknowledge and agree that neither party to this Agreement is using the services of a real estate agent or broker.

15. **Inspection/Testing.** During the term of this Agreement, the City may enter the premises for testing, surveying, inspection and will indemnify Owner for said entry. City agrees to give the Owner at least 24 hours notice before entering the Property.

16. **No condemnation.** The City hereby expressly agrees that it will not use its power of eminent domain to acquire this Property should voluntary negotiations fail to come to an agreement.

17. **City Council approval required.** Both parties acknowledge that this Agreement is not binding upon the City without first having been approved by the Washington City Council as required by law.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017.

CITY:

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

ATTEST:

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

ACCEPTED on this 11<sup>th</sup> day of December, 2017

OWNER:

Steve A. Jaspis

SSN:

*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**

December 14, 2017

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

From: Brent Hinson  
City Administrator

Re: Gifting of 302 South 2<sup>nd</sup> to City

As the Council is aware, the trustees of the former Violet Jones residence at 302 South 2<sup>nd</sup> have agreed to donate the property to the City. Our plan would be to demolish the house but keep the garage for use for recycling carts, etc. during the Fire Station and City Hall/Police construction projects. Eventually, the lot could be utilized as an expansion to Madison Park, which could help create a very attractive appearance for the two north-south blocks of Highway 92, including our expanded facilities.

The City agrees as part of this deal to recognize this gift as having a tax value of \$67,200 (the current assessed value of the property), and to provide permanent recognition of the gift, as detailed in my attached letter to Violet's daughter/trustee.



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

**A RESOLUTION APPROVING DONATION AGREEMENT**

WHEREAS, the City was approached by the trustee of the property located at 302 South 2<sup>nd</sup> Avenue with the concept of donating the property to the City for clearing of the house and future redevelopment; and

WHEREAS, the City Council authorized the City Administrator to negotiate the donation of that property with the trustee; and

WHEREAS, the City Administrator has conducted such negotiations and reached an accepted offer.

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

Section 1. The City Council hereby approves the attached Donation Agreement for the property located at 302 South 2<sup>nd</sup> Avenue with the Violet E. Jones Trust. The Mayor and Clerk are authorized to execute the Donation Agreement and any & all appendant documents necessary to facilitate the transaction, under the advice of the City Attorney.

Section 2. 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 December, 2017.

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

ATTEST:

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

DONATION AGREEMENT

THIS DONATION AGREEMENT (the "Agreement") is entered into by and between the City of Washington, Iowa, hereafter referred to as the "City," and the Violet E. Jones Trust dated October 23, 2006, hereafter referred to as "Trust."

WHEREAS, the Trust owns certain real property generally referred to as 302 S. 2<sup>nd</sup> Avenue, Washington, Iowa (the "Property"); and

WHEREAS, the Trust desires to donate the Property to the City and the City is willing to accept the donation of the Property; and

WHEREAS, the parties desire to enter into this Agreement to outline the obligations of the parties relating to the Property donation.

NOW, THEREFORE, the parties agree as follows:

1. City agrees to pass an appropriate Resolution of the City Council to officially accept the donation of the Property from the Trust.
2. Trust will execute a Trustee Warranty Deed for the Property to the City in a form acceptable to both parties.
3. City shall pay all expenses relating to this donation, including, but not limited to, all real property taxes now due or in the future will be due on the Property, transfer taxes and recording fees.
4. City acknowledges and agrees that it is accepting the Property in an "AS IS" condition.
5. City hereby places a value of \$67,200 on the donation of this Property to the City.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017.

CITY:

TRUST:

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

By: *Sandra Baird*  
Sandra Baird, Trustee

ATTEST:

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



**TRUSTEE WARRANTY DEED  
(INTER-VIVOS TRUST)**

For the consideration of \_\_\_\_\_ One \_\_\_\_\_ Dollar(s) and  
other valuable consideration, Sandra Baird  
\_\_\_\_\_  
(Trustee) (~~Co-Trustees~~)  
of the \_\_\_\_\_ Violet B. Jones Trust Dated October 23, 2006  
does hereby convey to City of Washington, Iowa, a municipal corporation  
\_\_\_\_\_ the following described  
real estate in WASHINGTON County, Iowa: Lot Four (4) in Block 21, in the Original Plat of the  
town, now city, of Washington, Iowa. This deed is exempt according to Iowa Code 428A.2(10).

The grantor hereby covenants with grantees, and successors in interest, that grantor holds the real estate by title in fee simple; that grantor has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances, except as may be above stated; and grantor covenants to warrant and defend the real estate against the lawful claims of all persons, except as may be above stated.

The grantor further warrants to the grantees all of the following: That the trust pursuant to which the transfer is made is duly executed and in existence; that to the knowledge of the grantor the person creating the trust was under no disability or infirmity at the time the trust was created; that the transfer by the trustee to the grantees is effective and rightful; and that the trustee knows of no facts or legal claims which might impair the validity of the trust or the validity of the transfer.

Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, according to the context.

Dated December 1, 2017

\_\_\_\_\_

Sandra Baird

Sandra Baird  
As (Trustee) (~~Co-Trustee~~) of  
the above-entitled trust

\_\_\_\_\_

\_\_\_\_\_  
As (Trustee) (~~Co-Trustee~~) of  
the above-entitled trust

**Acknowledgment for Individual Trustee**

STATE OF IOWA, COUNTY OF \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_, by \_\_\_\_\_

As (Trustee) (~~Co-Trustee~~) of the above entitled trust.

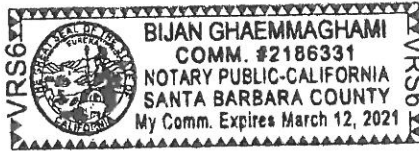
\_\_\_\_\_  
Signature of Notary Public

STATE OF California, COUNTY OF Santa Barbara

This record was acknowledged before me on December 4, 2017, by Sandra Baird

As (Trustee) (~~Co-Trustee~~) of the above entitled trust.

Bee  
Signature of Notary Public



**Acknowledgment for Corporate Trustee**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_, by \_\_\_\_\_

as \_\_\_\_\_

of \_\_\_\_\_

As (Trustee) (Co-Trustee) of the above entitled trust.

\_\_\_\_\_  
Signature of Notary Public

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_, by \_\_\_\_\_

as \_\_\_\_\_

of \_\_\_\_\_

As (Trustee) (Co-Trustee) of the above entitled trust.

\_\_\_\_\_  
Signature of Notary Public

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



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

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November 15, 2017

Via Electronic Mail

Ms. Sandra Baird, Trustee  
Violet B. Jones Trust

Dear Ms. Baird:

On behalf of the City of Washington I want to thank you for your donation of the property located at 302 South 2<sup>nd</sup> Avenue in Washington. As per our verbal agreement, we agree to see to the permanent installation of a plaque or similar item to recognize the property as a gift by Sandra Jones Baird on behalf of her parents, Triv and Violet Jones. At this point, we envision redeveloping the property as an extension to the adjacent Madison Park, so assuming this plan moves forward, we would plan to permanently install such a plaque on a park bench to be located at the site. In the event plans change somewhat, we will still agree to ensure that proper permanent recognition is provided for this donation.

Once again, thank you for your donation.

Sincerely,

Brent Hinson  
City Administrator

## Brent Hinson

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**From:** brian baird  
**Sent:** Wednesday, November 15, 2017 6:05 PM  
**To:** Brent Hinson  
**Subject:** Re: IRS form 8283

Ok, that's a good letter. Thank you.

Please send the documents to be signed and recorded again, I seem to have misplaced them.

Thanks,

Brian

On Wed, Nov 15, 2017 at 3:39 PM, Brent Hinson <[bhinson@washingtioniowa.net](mailto:bhinson@washingtioniowa.net)> wrote:

Hi Brian:

I have attached a draft of a letter reflecting the permanent recognition of the donation. Please let me know if you see any issues, and I'll provide a signed version to accompany all of the final signed documents.



### Brent D. Hinson

City Administrator  
City of Washington (Pop. 7,266)  
215 East Washington St.  
Washington, IA 52353  
(p) 319-653-6584 X134  
(f) 319-653-5273

**From:** brian baird [mailto:[bairdo10@gmail.com](mailto:bairdo10@gmail.com)]  
**Sent:** Wednesday, November 15, 2017 3:18 PM  
**To:** Brent Hinson <[bhinson@washingtioniowa.net](mailto:bhinson@washingtioniowa.net)>  
**Subject:** IRS form 8283

Hi Brent,

I am attaching IRS form 8283 wherein the city or county assessor will have to sign as the appraiser of the property.

*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**

December 14, 2017

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

From: Brent Hinson   
City Administrator

Re: Strategic Priorities Work Plan for 2018 and 2019

Now that the strategic priorities for calendar years 2018 and 2019 have been adopted, it is time for you to review the proposed implementation strategies discussed in the attached "work plan". I feel this document serves the purpose of ensuring that we all stay on the same page in regard to the goals the Council has established by providing firm and detailed guidance to staff. I hope I have captured your sentiments properly and provided helpful elaboration in this proposed plan.

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

**A RESOLUTION ADOPTING WORK PLAN  
FOR CALENDAR YEAR 2018 AND 2019  
STRATEGIC PRIORITIES**

WHEREAS, the City Council adopted its strategic priorities for calendar years 2018 and 2019 on December 5, 2017; and

WHEREAS, City staff has examined these priorities and devised a plan to accomplish each in an appropriate timeframe.

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

Section 1. The City Council hereby accepts the Work Plan presented in Exhibit A.

Section 2. The City Council hereby directs City staff to provide regular updates on progress toward the goals and implementation strategies identified in the Work Plan.

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

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

ATTEST:

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





## CALENDAR YEARS 2018 & 2019 STRATEGIC PRIORITIES: WORK PLAN

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### **Calendar Years 2018 & 2019 Priorities:**

#### **Top Priorities**

- **Design & construct Wellness Park Phase I improvements**

Staff Primarily Responsible: Park Superintendent, City Administrator and Project Committee

Staff Interpretation: Working with consultant MSA Professional Services, complete the design of the Wellness Park Phase I improvements and proceed to construction.

Action: The committee has already been actively working along this path. The first conceptual designs were unveiled to the public on November 13, and the reaction appeared to be very positive. The committee continues to meet, and plans to work with the engineering consultant to get cost estimates and determine phasing based on the relative priority of the individual elements of the park, and the funds available for this purpose. The City Council has planned for a \$1 million for the project in the spring 2018 bond issuance, and currently the project has about \$500,000 additionally programmed for it. At this point, it appears that the site grading may be done as a separate project in the spring, with the other improvements following later in the year or perhaps even in early 2019.

- **Sewer inflow/infiltration (I/I)**

Staff Primarily Responsible: Maintenance & Construction Superintendent, Engineering Technician, and City Administrator

Staff Interpretation: Construct major I/I improvements in southeast sewer basin and continue evaluation of "egg" sewer basin.

Action: Working with consultant FOX Engineering, the City plans to design & construct major I/I improvements in southeast sewer basin in 2018 composed primarily of sewer point repairs, CIPP lining, and manhole rehabilitation; project includes an April 1, 2018 application for a Community Development Block Grant (CDBG) to potentially add \$600,000 in funding to the project (the City Council has already committed \$1 million toward the project). Following design and the start of

construction on these improvements, City staff will work with FOX to bring a proposal for a complete evaluation of “egg” sewer basin along the same lines as the analysis and modeling of the southeast basin that was completed in December 2016.

- **Promote housing development**

Staff Primarily Responsible: City Administrator & WEDG Director

Staff Interpretation: Continue to pursue single-family housing development(s), including looking for new ways to partner in development, and participate in countywide housing study.

Action: City staff continues to work diligently on finalizing the South 15<sup>th</sup> subdivision project, which would add 9 new single-family housing lots immediately, and open up development for the eventual development of 30 or more additional single-family lots, as well as multi-family and commercial development. City staff has also been actively engaged with numerous other potential sites, landowners, and those interested in development. WEDG has held several small and large group meetings with interested parties to attempt to stimulate discussion and additional housing projects in town.

In an effort to obtain hard data to back up the widely held perception that additional housing development is needed, City staff has initiated discussions with other communities in the county and related entities regarding the idea of a countywide housing study. This type of study has been done in a number of counties around the state and has been very successful in leveraging new development, at a relative bargain price (we estimate \$20,000 or less). It is hoped that a consultant can be hired and this study can proceed in 2018.

- **Move forward on the construction of a new Fire Station and design of improvements to City Hall/Police facilities**

Staff Primarily Responsible: Project Committee, including Fire Chief, Police Chief, Finance Director, City Administrator and others

Staff Interpretation: As previously presented to City Council, move forward on public process in early 2018, with the goal of being under construction on the Fire Station project in late 2018. After that project is complete, be prepared to move directly into construction of the City Hall/Police improvements, with a goal of completion of all improvements in late 2020 or early 2021.

Action: The committee has been doing presentations to service clubs and plans to start on presentations to the broad public in January 2018. The Council will be asked to make a number of procedural votes in early 2018 that should set the Fire Station construction project on track for construction in late 2018. Depending on committee discussion, City staff would either solicit a contract proposal for the design of the City Hall/Police improvements from the current architect or initiate a

new architect RFP process in early 2019, and plan to work with the Council to proceed with the design of the improvements in mid-2019.

### **High Priorities**

- **Maintain & improve sidewalk infrastructure**

Staff Primarily Responsible: Engineering Technician, Building & Zoning Official, and City Administrator

Staff Interpretation: Work toward improved sidewalk infrastructure, with immediate priorities being design & construction of East Washington sidewalk and implementation of trip hazards program.

Action: On October 17, the City Council approved the hiring of consultant Garden & Associates to conduct survey, concept and cost estimate development for the proposed sidewalk improvements on East Washington Street. It is anticipated that Garden will complete this initial work by the end 2017 and the City will have the information necessary to include the design & construction of these improvements in the FY2019 budget.

City staff presented the proposed sidewalk trip hazards program to the City Council on September 26. The program consists of breaking up the town into 4 quadrants, and conducting inspections and issuing notices to repair sidewalks in one quadrant per year. It is anticipated that the first notices proposed for issuance under this program will be brought to City Council in spring 2018.

- **Improve communication to public, including communication of accomplishments**

Staff Primarily Responsible: Elected Official representative(s) to be determined, website committee, Wastewater Plant Superintendent, Police Chief, and City Administrator

Staff Interpretation: Seek to further the Communications Plan adopted by the City Council in November 2016 with the following goals: Complete the redesign of City website, implement an e-newsletter to stakeholders and the general public, and seek to actively communicate City accomplishments.

Action: The Communications Plan sought to develop a framework for the framing and prioritization of future communications efforts. The City seeks to continue this process through a comprehensive website updating process. The City Council set the website update process in motion with its approval on November 7 of a contract with GovOffice for the redesign. A staff committee including Debbie Stanton, Illa Earnest, Kelsey Brown, Linda Krotz, and Brent Hinson has been established, and elected official participation in this process would be welcomed. The website

committee put together and distributed an online survey regarding the current website and improvements the public would like to see, and received 64 responses. The committee plans to move forward with the redesign over the first half of 2018. The City is also implementing [washingtioniowa.gov](http://washingtioniowa.gov) as the new domain for email addresses, and plans to launch the new website at this address. We believe this web address presents an appropriately professional image and intuitively indicates that the website officially represents the City of Washington and not some other entity.

City staff will seek to develop a regular e-newsletter for wide electronic distribution over the next year. City staff (and elected officials) should continue to look for opportunities to reinforce the image- and the facts- regarding considerable progress being made in Washington, and always seek to convey a positive image for the community and the organization.

- **Review of Police Department**

Staff Primarily Responsible: Mayor, City Administrator, Police Chief, other Police representatives and City Council member(s) as designated

Staff Interpretation: The Council would like to review Police staffing, technology, purchasing, management of calls, and will possibly consider utilizing an outside consultant to assist with this process.

Action: The Council both understands the demands on the Police Department and also believes there may be areas for improvement. The committee established for this review will seek to analyze these issues in depth, and eventually bring recommendations to the full City Council for action.

- **Continue to emphasize improved private property maintenance**

Staff Primarily Responsible: Mayor, City Administrator, City Attorney, Building & Zoning Official, and Code Enforcement Officer

Staff Interpretation: Look to continue the progress made in recent years on abatement of nuisance properties, particularly in the residential areas. Investigate the possibility of a partnership with East Central Iowa Housing Trust Fund/ Federal Home Loan Bank program using Low and Moderate Tax Increment Financing (LMI TIF) funds to supplement program for home improvements for low and moderate-income residents. Additionally, work to increase proactive approach to nuisance enforcement, utilizing the existing Nuisance Review Committee process.

Action: The City has approximately \$69,000 in its LMI TIF Set-Aside Fund 146, and continues to accumulate around \$17,000 per year due to required set-aside from the Oakwood Village Subdivision TIF. These funds must be used for the benefit of LMI households. This yearly amount is likely to increase due to future planned non-LMI subdivisions. Currently, this balance has not been dedicated for any specific programs. ECICOG/East Central Iowa Housing Trust Fund has been successful

several times in the past in securing funds thru the Federal Home Loan Bank of Des Moines for rehabilitation of LMI properties in the 4-county (Washington, Jones, Benton, Iowa) area. This program has typically provided a grant of up to \$7,500 for qualifying households. The City could reasonably utilize its LMI TIF funds to either increase the grant amount available to individual households or to increase the number of households able to obtain a grant for improvements. By partnering with ECICOG/ECIHTF, the City can avoid administrative complications and utilize an effective and established process that is already in place in our region.

It is recommended that in any event the City maintain a minimum balance of at least \$25,000 in its LMI TIF fund at all times to allow for local match for a future Housing Rehabilitation Community Development Block Grant (CDBG) application, which could bring in the neighborhood of up to \$250,000 in grant funds to provide grants for more extensive improvements to a smaller number of properties- usually only 6 houses can be rehabbed under this process, which the City last applied for in 2010.

In terms of code enforcement, the City has made considerable strides in recent years, including hiring a 20-hour/week Code Enforcement Officer and taking care of several properties that have been serious issues for 20 years or more. Currently, City staff does do some proactive enforcement of codes, but the City Council in the past has been reluctant to support a full-scale proactive approach due to fears of public backlash. If the Council is indicating that more assertive measures should be taken and will provide the necessary support for these, staff is supportive and this process will be coordinated thru the Nuisance Review Committee (Mayor, City Administrator, City Attorney, Building & Zoning Official, and Code Enforcement Officer) that meets twice a month.

- **Through Hotel/Motel Tax Fund Administration Committee, help to “define” Washington, and effectively promote ourselves to internal and external audiences**

Staff Primarily Responsible: Councilor Youngquist, Councilor Gault, City Administrator, Chamber Director, Hotel/Motel Fund Administration Committee

Staff Interpretation: In harmony with the above-described goal of better communicating accomplishments, the Council would like to see the newly adopted Hotel/Motel Tax effectively leveraged to promote the community, and improve its self-image along with its external image.

Action: On December 4, the Fund Administration Committee authorized the issuance of a Request for Proposals (RFP) to seek marketing consultants to put together a Comprehensive Community Marketing Plan and to provide on-going services to implement the plan. The committee intends to use this plan as a guide for the future distribution of Hotel/Motel Tax funds. Proposals are expected back by January 19, 2018, and the committee will analyze the proposals, interview consultants as necessary, and provide a recommended course of action to the City Council in spring 2018. The committee would then plan to work with the consultant

and a wide-ranging group of community stakeholders over much of the remainder of 2018 to develop the plan.

### **Long-Term Priorities**

- **Continue to update & implement Capital Improvements Plan (CIP) and focus on maintaining & upgrading infrastructure**

We plan to continue doing the CIP update process each year following goal-setting and prior to budget. The FY19-23 CIP update process will start with initial Council review at the January 2, 2018 meeting. This process has helped to plan a greatly increased amount of capital projects in recent years, particularly in infrastructure improvement.

- **Complete evaluation of all three sewer basins and strongly emphasize efforts toward eliminating sources of inflow/infiltration (I/I) into the sanitary sewer system**

As stated above, the City has completed the evaluation of the southeast basin and plans to begin major efforts to evaluate the “egg” sewer basin starting in late 2018. Initial efforts in the egg basin have yielded a major sewer separation project on the Water Plant block, which can be done in FY20 at the same time as the reconstruction of North 4<sup>th</sup> Avenue (assuming the Council approves moving this project from FY21 to FY20 in the CIP process). FOX Engineering estimates that the project would reduce the flow of stormwater into the sanitary in the 5-year storm by 9.5 cubic feet per second (CFS), or 6.14 million gallons per day (MGD). The 2015-2016 Courthouse project was designed to remove 9.02 CFS, or 5.82 MGD in the 5-year storm. Thus, this proposed project is expected to yield a slightly larger reduction than that.

Following the completion of the egg basin analysis, City staff is planning to move into the analysis of the north/west basin. When this is complete, the City should have a complete understanding of the condition of the sewer system, sources of I/I, and a detailed plan for improvements across the system.

The southeast basin study estimated that throughout the system, \$10.9 million in improvements are needed over the next 20 years to address I/I in the public system. This number may change somewhat as more complete analysis of the whole system is done. Additionally, it is widely estimated by professional engineers that in a typical sewer system, up to 50% of the I/I comes from leaky private service connections, illegally connected sump pumps & foundation drains, etc. At the current time, the plan is to fully evaluate the public system, and then move on to evaluation of the private systems by methods such as inspections of private sump pump connections once the analysis of the public system is completed and while significant public system projects continue.

- **Promote business development**

The City has made significant efforts to promote business development in recent years, from the creation of the Downtown Investment Grants (DIG) program, to the use of Tax Increment Financing (TIF) to create the Washington Business Park. The City should continue to look for opportunities to expand the tax base and improve the business climate. The next major project anticipated at this point in time is the completion of the West Buchanan Street corridor to Highway 1 (Business Park Phase II) in FY 21. City staff also anticipates continuing active work with development partners such as WEDG and Main Street, and providing logistical aid to developers interested in Washington.

- **Actively promote increased housing development**

The City has achieved redevelopment of several former nuisance properties thru the Neighborhood Stabilization Program, and this should be continued in order to promote community improvement and infill housing. As stated above, it seems reasonable to consider the CDBG Housing Rehabilitation & other programs for improving existing housing stock. Finally, the community should pursue both single and multi-family housing development, including infill housing, in the future.

- **Complete Police/Fire/City Hall building improvements**

As stated above, the City hopes to have the Fire Station under construction starting in late 2018, and hopes to complete all construction by late 2020 or early 2021.

- **Promote improvements to parks & recreation, through construction projects and broadening community support & engagement.**

Several years ago, the City Council asked the Park Board to consider the creation of a multi-year Comprehensive Parks Plan. This was never completed, and with the new appointed board, it may be time to consider that option again sooner rather than later. The new board will be quite busy already, with priorities including: Continued development of Wellness Park buildout, additional park projects as per five-year CIP, and continued development of pedestrian/bicycle infrastructure, including trails.

The Council has also expressed its desire to work to improve public safety in parks. It may make sense to examine a committee to discuss the issues occurring and to devise solutions. In the meantime, staff will continue to work to deploy more cameras in strategic locations, look for opportunities to increase lighting volume in key areas as was done in Central Park, and the Police will continue their patrol efforts as well.

**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 were removed from the following listed property owners:

The property of Jackie L. Farr at 914 E. 3<sup>rd</sup> St.. for the amount of \$80.00. Legal Description (12 SMOUSES E SID ADD W 55 FT). Parcel Number (11-17-426-013).

and,

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 December 2017.

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

Attest:

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