



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, NOVEMBER 21, 2017

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, November 21, 2017 to be approved as proposed or amended.

Consent:

1. Council Minutes November 7, 2017
2. MSA Professional Services, Regional Trails & Recreation Plan, \$5,000.00
3. SPARK Consulting, West Side Residential Historic District, \$4,190.70
4. IMWCA, Premium Installment #5, \$6,787.00
5. Fox Engineering, City Hall Interceptor Reroute, \$4,563.00
6. Fox Engineering, SE Basin I & I Reduction, \$11,991.00
7. Fox Engineering, Water Treatment Plant Improvements, \$32,843.49
8. Fox Engineering, Elevated Water Storage Tank Project, \$885.25
9. Fox Engineering, Well #6 Pump Replacement, \$720.00
10. Fox Engineering, South 0.5 MG Elevated Water Storage Tank Improvements, \$3,790.85
11. IA Finance Authority State Revolving Fund, West Side Interceptor Project (Interest), \$38,445.00
12. IA Finance Authority State Revolving Fund, WWTP Project (Interest), \$193,410.00
13. Cedar Rapids Bank & Trust, Urban Renewal Series 2006, (Interest) \$1,053.50
14. Washington State Bank, 2013 GO Bonds, (Interest) \$182.68
15. Washington State Bank, 2014 GO Bonds, (Interest) \$823.22
16. Design Alliance, Fire Station Project, \$2,731.07
17. Trinity Rose LLC, Tax Abatement Application
18. Café Dodici, 120-122 S. Iowa Ave., Class B Wine, Class C Liquor License, Catering Privilege, Outdoor Service, Sunday Sales. **(renewal)**
19. Pipeliner's Bar & Grill, 331 N. 4th Ave., Class C Liquor License, Catering Privilege, Outdoor Service, Sunday Sales. **(renewal)**
20. Department Reports.

Claims and Financial Reports:

Claims as Presented.

Financial Reports – October, 2017

SPECIAL PRESENTATION

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**)

NEW BUSINESS

Discussion and Consideration of Bids for Hazardous Trees Removal.

Discussion and Consideration of FY17 State TIF Report.

CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS

PUBLIC HEARING – Directing Sale of an Interest in Real Property (208 E. Jefferson Street – House)

Discussion – House at 208 E. Jefferson Street.

Discussion and Consideration of a Resolution Approving Updated Personnel Manual.

Discussion and Consideration of a Resolution Certifying an Internal Debt and Promissory Note – Washington Business Park TIF Repayment.

Discussion and Consideration of a Resolution Obligating TIF Debts for FY19.

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 11-07-2017

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, November 7, 2017. Mayor Johnson in the chair. On roll call present: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Absent: none.

Motion by DeLong, seconded by Youngquist, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, November 7, 2017 be approved as proposed. Motion carried.

Consent:

1. Council Minutes October 17, 2017
2. IMWCA, Audit Premium Adjustment, \$4,992.00
3. Horak Insurance, Airport Aviation Insurance Renewal, \$3,462.00
4. A & R Land Services, E. Adams St. Improvement Project, \$162.50
5. PAWS & More Animal Shelter, Animal Services January-June, 2017, \$8,500.00
6. PAWS & More Animal Shelter, Animal Services July-September 2017, \$4,500.00
7. Fox Engineering, Lead Soil Removal at Water Plant Site, \$680.00
8. Fox Engineering, S. Water Tower Improvements, \$1,778.20
9. Fox Engineering, Well #6 Pump Replacement, \$720.00
10. Fox Engineering, Water Treatment Plant Improvements, \$27,172.45
11. Fox Engineering, SE Basin I & I Reduction, \$10,173.00
12. Fox Engineering, City Hall Interceptor Reroute, \$3,705.00
13. Garden & Associates, UP Home Site Plan Review, \$1,592.25
14. A&R Land Services, ROW Services E. Adams St. Improvements, \$195.00
15. MSA Professional Services, Wellness Park Concept Plan, \$1,800.00
16. Kalonial Tree Service, Tree & Stump Removal, \$5,875.00
17. Urban Chicken Permit, Luciano Marcelino, 902 E. Washington Street.(new)
18. Urban Chicken Permit, Aaron Richardson, 1014 E. 2nd Street, (new)
19. Casey's General Store #3528, 1730 E. Washington St., Class B Native Wine, Class C Beer Permit (BC), Sunday Sales, (renewal)
20. Department Reports.

Consent – Other:

1. Tricon Construction, Water Treatment Plant Improvements, Pay App 1, \$178,698.66
2. DeLong Construction, Airport Apron Project, Pay App 4, \$56,712.44

Mayor Johnson requested item 17 be removed and placed on the next agenda pending one more neighbor's signature on the consent form and bring the request back to another council meeting.

Motion by Rosien, seconded by Janecek, to approve the consent agenda items 1-16 and 18-20. Motion carried.

Motion by Rosien, seconded by Gault, to approve the consent – other. Motion carried. DeLong abstained with conflict.

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

Finance Director Kelsey Brown gave the Annual Financial Report FY17.

Motion by Janecek, seconded by Rosien, to accept the Annual Financial Report FY17. Motion carried.

Motion by Salazar, seconded by Gault, to approve the Jingle Bell Run request for November 25, 2017 at 9:00 a.m. Motion carried.

There was no citizen input for goal setting.

Architect Kristofer Orth from Design Alliance gave a presentation on conceptual designs for the Fire Station and City Hall/Police Project.

Jason Peterson, Nuisance Abatement Officer, gave council an update on nuisance abatements for October.

Presentations from the Public:

Shawn Rockhold came before council to talk about the city owned building at the corner of N. 2nd Street and E. 2nd Street.

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

Discussion of the Personnel Manual Update. No action taken.

Bids received for Curb Tramp at E. Washington Street and S. 2nd Avenue (State Theater corner):

DeLong Construction	\$4,400.00
Rodney's Construction	\$9,860.00

Motion by Youngquist, seconded by Salazar, to approve the Replacement of the Curb Ramp at E. Washington Street and S. 2nd Avenue (State Theater Corner) as proposed in the quoted from DeLong Construction in the amount of \$4,400. Motion carried. DeLong abstained with conflict.

Motion by DeLong, seconded by Youngquist, to approve Website Improvements and Multi Year Service and License Agreement with Gov Office at \$3,180.00 per year for 3 year contract. Motion carried.

Motion by Rosien, seconded by DeLong, to approve the Task Order with Fox Engineering for Nutrient Reduction Strategy Study for the approximate amount of \$16,332. Motion carried.

Motion by Gault, seconded by Rosien, to approve the Resolution Affirming Support for the Federal Historic Tax Credit Program. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-071)**

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

Motion by Rosien, seconded by Salazar, 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 Rosien, seconded by Gault, that the Regular Session held at 6:00 P.M., Tuesday, November 7, 2017 be adjourned. Motion carried.

Illa Earnest, City Clerk

Sandra Johnson, Mayor



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

September 27, 2017

Project No: R18613000.0

Invoice No: 1

Client Liaison Shawn O'Shea

Project Manager Christopher Janson

Project R18613000.0 WEDG Regional Trails & Recreation Plan

Professional Services from May 16, 2017 to September 23, 2017

Description	Contract Amount	Percent Complete	Amount Earned	Previous Invoices	This Invoice
Regional Trails & Recreation Plan	50,000.00	10.00	5,000.00	0.00	5,000.00
Total Fee	50,000.00		5,000.00	0.00	5,000.00
Total Fee					5,000.00
AMOUNT DUE THIS INVOICE:					5,000.00

November 3, 2017

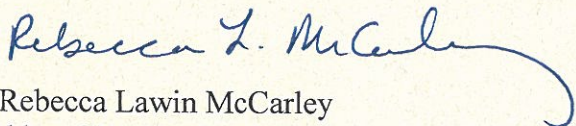
Mary Patterson
Washington Historic Preservation Commission
603 W. Washington Blvd
Washington, IA 52353

Dear Mary Patterson and the City of Washington Historic Preservation Commission:

Enclosed is an invoice for the last two months of the project to nominate the West Side Residential Historic District in Washington to the National Register of Historic Places. Over this period, the project has focused on the additional research needed for the NRHP nomination, particularly the research on Sunset Park. The research that was compiled to date was reviewed, and I completed additional research in historic newspapers to gather additional information on the development of Sunset Park and the neighborhood. Additionally, the field survey update was completed by Mary Patterson, and I have incorporated this information into an updated database for the project. I completed additional field survey work for Sunset Park, which has also been incorporated into the inventory information for the NRHP nomination. I have enclosed my notes as a summary of the additional survey information for the resources in Sunset Park, which was organized to compile the information on the park for the nomination. This information is still in draft format, and it was provided to SHPO for further input on counting resources in Sunset Park. Additional historic research information has also been compiled into my general notes for the project. The focus of the next month will be the writing and development of the draft NRHP nomination, which is due to SHPO by December 4, 2017 for staff review and scheduling for the June 2018 SNRC meeting..

An invoice is enclosed for \$4,190.70 for the time spent on the project over the last two months. Please make the check payable to Rebecca Lawin McCarley, and submit it to the address listed above (please note new address). If you have any questions, please contact me at sparkconsulting@octaspark.com or 563-324-9767. I look forward to working with you on this project.

Sincerely,



Rebecca Lawin McCarley
d.b.a. SPARK Consulting

INVOICE FOR SERVICES RENDERED – September 15 – November 3, 2017
NRHP nomination for West Side Residential Historic District

Date of Invoice: November 3, 2017

Consultant Hours		
Week of October 8, 2017	Review of resources in NRHP district – compilation of field survey update info, review of Sunset Park resources and research to date – 14.5 hour @ \$60/hour	\$870
Week of October 15, 2017	Additional research on Sunset Park and west side neighborhood in historic newspapers – 16.5 hours @ \$60/hour	\$990
Week of October 22, 2017	Additional research on Sunset Park and west side neighborhood in historic newspapers, courthouse research in Washington, inventory and photographs of resources in Sunset Park – 21.5 hours @ \$60/hour	\$1,290
Week of October 29, 2017	Start of work on NRHP nomination, work on database and mapping for nomination, final research on Sunset Park and resources, discussions with SHPO on resource counts – 16.5 hours @ \$60/hour	\$990
SUB-TOTAL		\$4,140
Additional Expenses		
10/26/17	Mileage – 130 miles @ \$.39/mile – to/around Washington for Sunset Park research	\$50.70
SUB-TOTAL		\$50.70
TOTAL INVOICE		\$4,190.70

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	\$1,410	\$4,140	\$5,550
Additional Expenses – mileage, lodging, photocopies, printing, etc.	\$1,210	\$46.80	\$50.70	\$97.50

IMWCA**IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION**

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

INVOICE INV66759

DATE

11/1/2017

PAGE:

1

Washington, City of
215 E Washington

Mbr No: Member Name:
0706 Washington, City of

Washington IA 52353

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

PURCHASE ORDER NO.	CUSTOMER ID	SALES ID	SHIPPING METHOD	PAYMENT TERMS	REQ'D SHIP DATE	MASTER NUMBER
	WASHI001	AG0075				
QUANTITY	ITEM NUMBER	DESCRIPTION	UOM	DISCOUNT	UNIT PRICE	EXTENDED PRICE
1.00	INSTALL5	Installment 5 - Work Comp Prem 17-18			6,787.00	\$6,787.00
This invoice is due by December 1, 2017.						

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

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

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



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 42158
Date 10/30/2017

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

Professional Services for the Period of 10/01/2017 to 10/28/2017

Lump Sum Phases

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	19,500.00	48.00	6,825.00	9,360.00	2,535.00
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	52.00	0.00	2,028.00	2,028.00
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	21.33	6,825.00	11,388.00	4,563.00

Invoice total **\$4,563.00**

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 42153
Date 10/30/2017

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

Professional Services for the Period of 10/01/2017 to 10/28/2017

Lump Sum Phases

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	57,100.00	45.82	14,170.00	26,161.00	11,991.00
Final Design	29,500.00	0.00	0.00	0.00	0.00
Bidding	8,500.00	0.00	0.00	0.00	0.00
Construction Administration	29,800.00	0.00	0.00	0.00	0.00
Post Construction Record Drawings	5,700.00	0.00	0.00	0.00	0.00
Total	130,600.00	20.03	14,170.00	26,161.00	11,991.00

Invoice total **\$11,991.00**

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 42151
Date 10/30/2017

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

Professional Services for the Period of 10/01/2017 to 10/28/2017

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	126,460.00	100.00	126,460.00	126,460.00	0.00
Final Design	177,830.00	100.00	177,830.00	177,830.00	0.00
Bidding	16,780.00	100.00	16,780.00	16,780.00	0.00
Total	321,070.00	100.00	321,070.00	321,070.00	0.00
					Billed Amount
IDNR Permit Fees					
Reimbursables					
					355.00
Phase subtotal					355.00
Construction Administration					
Professional Fees					
					15,109.25
Reimbursables					
					200.85
Outside Services					
KCL Engineering					2,510.00
					3,680.49
Rietz Consultants, Ltd					5,500.00
Phase subtotal					27,000.59
Resident Project Representative					
Professional Fees					
					4,158.00
Reimbursables					
					1,250.90
Phase subtotal					5,408.90
Construction Staking					
Professional Fees					
					79.00
Phase subtotal					79.00



City of Washington

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

Invoice number 42151

Date 10/30/2017

Invoice total \$32,843.49

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 42148
Date 10/30/2017

Project **342414A Washington Elevated Water
Storage Tank**

Professional Services for the Period of 10/01/2017 to 10/28/2017

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	26,700.00	100.00	26,700.00	26,700.00	0.00
Final Design	32,500.00	100.00	32,500.00	32,500.00	0.00
Bidding & Negotiation	10,400.00	100.00	10,400.00	10,400.00	0.00
Construction Administration	46,300.00	100.00	46,300.00	46,300.00	0.00
Construction Staking	2,700.00	100.00	2,700.00	2,700.00	0.00
Total	118,600.00	100.00	118,600.00	118,600.00	0.00
					Billed Amount
Post Construction					
Professional Fees					885.25
Phase subtotal					885.25
Invoice total					\$885.25

Approved by: _____

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



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

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

Invoice number 42149
Date 10/30/2017

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

Professional Services for the Period of 10/01/2017 to 10/28/2017

Lump Sum Phases

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

Standard Hourly Rate Phases

Construction Administration
Professional Fees

	Billed Amount
	720.00
Phase subtotal	720.00
Invoice total	\$720.00

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 42150
Date 10/30/2017

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

Professional Services for the Period of 10/01/2017 to 10/28/2017

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

	Billed Amount
Professional Fees	3,590.00
Reimbursables	200.85
Phase subtotal	3,790.85

Invoice total \$3,790.85

Approved by: _____

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



Iowa Finance Authority
2015 Grand Avenue
Des Moines, IA 50312

Telephone: 515.725.4900
Fax: 515.725.4901

City of Washington
Attn: City Clerk
215 E Washington Street
Washington IA 52353

LOAN STATEMENT

<i>Statement Date</i>	11/2/2017
<i>Loan Number:</i>	C0441R
<i>Original Loan Amount</i>	\$3,000,000.00
<i>Current Loan Balance:</i>	\$2,563,000.00
<i>Interest Rate:</i>	3.00%
<i>Annual Service Fee Rate</i>	0.25%
<i>Payment Due Date:</i>	12/1/2017
<i>Current Principal Due:</i>	\$0.00
<i>Prior Principal Due</i>	\$0.00
<i>Current Interest Due:</i>	\$38,445.00
<i>Prior Interest Due</i>	\$0.00
<i>Service Fee Due:</i>	\$0.00
<i>Total Amount Due:</i>	\$38,445.00

Do not pay. The total amount due will be automatically deducted from your bank account on the payment due date.

If your banking information has changed, please complete an ACH Authorization form and fax it to us at 515-725-4901 at least one week before your payment is due (download a form from <http://www.iowafinanceauthority.gov/ach>.)

Questions? Please contact Becky Wu at 800-432-7230 or becky.wu@iowa.gov

Keep upper portion for your records

C0441R



Iowa Finance Authority
2015 Grand Avenue
Des Moines, IA 50312

Telephone: 515.725.4900
Fax: 515.725.4901

City of Washington
Attn: City Clerk
215 E Washington Street
Washington IA 52353

LOAN STATEMENT

<i>Statement Date</i>	11/2/2017
<i>Loan Number:</i>	CF0412R
<i>Original Loan Amount</i>	\$16,316,000.00
<i>Current Loan Balance:</i>	\$12,894,000.00
<i>Interest Rate:</i>	3.00%
<i>Annual Service Fee Rate</i>	0.25%
<i>Payment Due Date:</i>	12/1/2017
<i>Current Principal Due:</i>	\$0.00
<i>Prior Principal Due</i>	\$0.00
<i>Current Interest Due:</i>	\$193,410.00
<i>Prior Interest Due</i>	\$0.00
<i>Service Fee Due:</i>	\$0.00
<i>Total Amount Due:</i>	\$193,410.00

Do not pay. The total amount due will be automatically deducted from your bank account on the payment due date.

If your banking information has changed, please complete an ACH Authorization form and fax it to us at 515-725-4901 at least one week before your payment is due (download a form from <http://www.iowafinanceauthority.gov/ach>.)

Questions? Please contact Becky Wu at 800-432-7230 or becky.wu@iowa.gov

Keep upper portion for your records

CF0412R

Cedar Rapids Bank & Trust

TIF Fund -132

Urban Renewal Series
2004

50-295-2 Loan Amortization Schedule - Estimated Payments

Note number 1147020602 Name CITY OF WASHINGTON
Prin amt 94500.00 Accr/Yr base 30 360 Int comp SIMPLE
Interest rate 1- 4.3000

Pymt date	Total pymt	Principal Cr life	Interest A&H	Principal bal Other ins Interest paid
01 12-01-15	2008.64	.00	2008.64	94500.00
6-01-16	24031.75	22000.00	2031.75	72500.00
12-01-16	1558.75	.00	1558.75	72500.00
6-01-17	25058.75	23500.00	1558.75	49000.00
12-01-17	1053.50	.00	1053.50	49000.00
6-01-18	25053.50	24000.00	1053.50	25000.00
12-01-18	537.50	.00	537.50	25000.00
6-01-19	25537.50	25000.00	537.50	.00

Bottom

F3=Exit F2=Note inquiry F8=Print schedule F11=Fold/Unfold F12=Cancel

Washington State Bank

2013 GO Bonds

2014 GO Bonds

City of Washington - July 2, 2013				
Due			Paid	
Date	Interest	Principal	Date	Interest
12/01/13	776.04		12/04/13	776.04
06/01/14	937.50	51,286.00	05/22/14	937.50
12/01/14	745.18		11/24/14	745.18
06/01/15	745.18	50,000.00	05/26/15	745.18
12/01/15	557.68			
06/01/16	557.68	50,000.00		
12/01/16	370.18			
06/01/17	370.18	50,000.00		
12/01/17	182.68			
06/01/18	182.68	48,714.00		

250,000.00

Unpaid Balance: 148,714.00

Total Owed: 347,428.00

City of Washington - July 15, 2014				
Due			Paid	
Date	Interest	Principal	Date	Interest
12/01/14	1,106.68		11/28/14	1,106.68
06/01/15	1,460.82	50,432.50	05/26/15	1,460.82
12/01/15	1,322.13			
06/01/16	1,322.14	49,891.88		
12/01/16	1,122.57			
06/01/17	1,122.56	49,891.88		
12/01/17	823.22			
06/01/18	823.21	49,891.88		
12/01/18	449.03			
06/01/19	449.02	49,891.86		

250,000.00

Unpaid Balance: 198,714.00



City of Washington
215 East Washington Street
Washington, IA 52353

November 10, 2017
Invoice No: 205173
Project No: 217055

Attn: Brent Hinson

Re: Washington Fire Station

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

Description	Contract Amount	% Work To Date	Amount Billed	Previous Billed	This Inv Billed
Predesign	15,500.00	85.00%	13,175.00	10,850.00	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		13,175.00	10,850.00	2,325.00
Total Fixed Fee					\$2,325.00
<hr/>					
Kristofer Orth - mileage					396.97
Samantha Claman - mileage					9.10
Total Out-of-Pocket Expenses					\$406.07
<hr/>					
INVOICE TOTAL					\$2,731.07

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

APPLICATION FOR TAX ABATEMENT UNDER THE
WASHINGTON URBAN REVITALIZATION PLAN FOR
WASHINGTON, IOWA

_____ Prior Approval for Intended Improvements

_____ Approval of Improvements Completed

FOR PROPERTY TAX EXEMPTION FOR IMPROVEMENTS UNDER THE PROVISIONS OF THE WASHINGTON URBAN REVITALIZATION PLAN ADOPTED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA

The Washington Urban Revitalization Plan allows property tax exemptions as follows:

Residential

All qualified real estate assessed as residential property is eligible to receive a one hundred percent (100%) exemption from taxation on the first seventy-five thousand dollars (\$75,000) of actual value added by the improvements. The exemption is for a period of three (3) years. Improvements must increase the assessed value by a minimum of 10%.

Commercial/Industrial

All qualified real estate assessed as commercial and/or industrial property is eligible to receive a partial exemption from taxation on the actual value added by the improvements. The exemption is for a period of five (5) years. Improvements must increase the assessed value by a minimum of 10%. The amount of the partial exemption is equal to a percent of the actual value added by the improvements, determined as follows:

- 1) First Year – 75% Exemption
- 2) Second year – 60% Exemption
- 3) Third Year – 45% Exemption
- 4) Fourth Year – 30% Exemption
- 5) Fifth Year – 15% Exemption

Commercial includes property that consists of 3 or more separate living quarters with at least 75% of the space used for residential purposes.

In order to be eligible, the property must be located in the Washington Revitalization Area. A map is available for inspection at City Hall.

This application must be filed with the City by February 1 of the assessment year for which the exemption is first claimed, but not later than 2 years after the February 1st following the year that the improvements are first assessed for taxation.

Address of Property: 107 South Marion Ave

Legal Description: 01 24 00 N 16 ft Lot 4 and S 5.5 ft

Title Holder or Contract Buyer: Trinity Rose LLC

Address of Owner (if different than above): _____

Phone Number (to be reached during the day): 319-461-4413

Is there a Tenant on the Property that will be displaced by the Improvements who has occupied the same dwelling unit continuously for 1 year prior to _____ [insert date of adoption of the Plan]? Yes ___ No X

Existing Property Use: ___ Residential X Commercial ___ Industrial ___ Vacant

Proposed Property Use: Main level remains commercial, 2nd floor renovated to living space

Nature of Improvements: X New Construction ___ Addition X General Improvements

Specify: Remodel 2nd floor to living space

Permit Number(s) from the City of Washington Building Department

Date Permit(s) Issued: 6/8/17

Permit(s) Valuation: 108,300.00 [Attach approved Building Permit to this application]

Estimated or Actual Date of Completion: 12/20/17

Estimated or Actual Cost of Improvements: 130,000.00

Signature: Tim Elliott

Name (Printed) Tim Elliott

Title: Principle

Company: Trinity Rose LLC

Date: 11/8/17

FOR CITY USE

CITY COUNCIL	Application Approved/Disapproved
	Reason (if disapproved) _____
	Date _____ Resolution No. _____
	Attested by the City Clerk _____
ASSESSOR	Present Assessed Value of Structure _____
	Assessed Value with Improvements _____
	Eligible or Noneligible for Tax Abatement _____
	Assessor _____ Date _____

* Example: To receive a full 5 year exemption on Improvements that were first fully assessed on 1-1-2012, the property owner must file the application with the City no later than 2-1-2014.

This Application is a summary of some of the Plan terms; for complete information, read a copy of the WASHINGTON URBAN REVITALIZATION PLAN, available at City Hall.

ATTACHMENTS: ATTACH YOUR APPROVED BUILDING PERMIT TO THIS APPLICATION

This Application is to be forwarded by the City to the County Assessor by March 1.



Building Permit Application

Applicant's Signature: _____

Permit Amount: \$ 527.64 Permit #: 17-129

Valuation of Project: \$ 74,000.00

Date Permit Issued: 6 / 8 / 17

Authorized By: Steve Donnelly
Digitally signed by Steve Donnelly
DN: ou=Created by http://www.fiddler2.com,
o=DO NOT TRUST, cn=Steve Donnelly
Date: 2017.06.08 10:28:21 -0500

COPY

GENERAL INFORMATION

Property Owner: Trinity Rose, LLC Phone Number: 319 461 4413

Address of Property Owner: 107 S. Marion Ave.

SITE & CONSTRUCTION INFORMATION

Zoning District B-1 Occupancy Class R-3 Construction Type VB

Address of site: 107.5 S. Marion Ave. Use of Property residential

Fire Sprinkler Required: ☐ Yes ☒ No

Change in use: ☐ Yes ☒ No if yes, from _____ to _____

Class of work: ☐ New ☐ Addition ☒ Remodel ☐ Repair

Setbacks of Structure: Front: _____ ft. Sides: _____ ft. _____ ft. Rear: _____ ft.

Height of structure _____ ft. Construction Dimensions _____ x _____ = 0 Sq. Ft.

Describe Work: Total gut and replace remodel of 2nd floor

CONTRACTOR INFORMATION

Contractor: Dalrymple Construction Contractor # _____ Phone: 319 461 0234

Address: 105 Golf View Lane Washington, IA 52353

Contact Person: Craig Dalrymple Title: owner Phone: 319 461 0234

OFFICE USE

Setback/pin verification: Preconstruction by: _____ Date: ____/____/____

(If Required) Construction by: _____ Date: ____/____/____

Inspection Notes: _____

Building Inspections: Steve Donnelly (w) 319-653-6584 ext. 124 or (c) 319-458-0190

sdonnelly@washingtioniowa.net



Mechanical Permit Application

Applicant's Signature: _____	
Permit Amount: \$ 40.00	Permit #: 17-127
Valuation of Project: \$ 16,000.00	
Date Permit Issued: 6 / 8 / 17	
Authorized By: <u>Steve E. Donnolly</u>	

Digitally signed by Steve E. Donnolly
DN: ou=Created by http://www.fiddler2.com,
o=DO NOT TRUST, cn=Steve E. Donnolly
Date: 2017.06.08 10:09:07 -0500

COPY

GENERAL INFORMATION

Property Owner: Trinity Rose, LLC Phone Number: 319 _461 _4413
Address of Property Owner: _____

SITE AND CONTRACTOR INFORMATION

Address of site: 107.5 S. Marion Ave. Use of Property residential
Contractor: Armstrong Heating and Air Phone Number: 319 _653 _4276
Contractor Address: 220 S. 14th Ave. Washington, IA 52353
Employee Name(s) and License #: Kenny Armstrong 653-8627

Class of work: ☒ New ☐ Addition ☐ Remodel ☐ Repair

Describe Work: Install new furnace and AC to 2nd story remodel

MECHANICAL INSPECTOR

Inspection Notes: _____

Mechanical Inspections: Steve Donnolly (work) 319-653-6584 ext. 124 or (cell) 319-458-0190
sdonnolly@washingtioniowa.net



Plumbing Permit Application

Applicant's Signature:	_____
Permit Amount: \$ 45.75	Permit #: 17-128
Valuation of Project: \$ 18,300.00	
Date Permit Issued:	6 / 8 / 17
Authorized By:	<i>Steve Donnolly</i> <small>Digitally signed by Steve Donnolly DN: ou=Created by http://www.fiddler2.com, o=DO NOT TRUST, cn=Steve Donnolly Date: 2017.06.08 10:18:39 -05'00'</small>

COPY

GENERAL INFORMATION

Property Owner: Trinity Rose, LLC Phone Number: 319 - 461 - 4413
Address of Property Owner: 107 S. Marion Ave. Washington, IA 52353

SITE AND CONTRACTOR INFORMATION

Address of site: 107.5 S. Marion Ave. Use of Property residential
Contractor: J&S Plumbing Phone Number: 319 - 656 - 5110
Contractor Address: 308 E. Ave. Kalona, IA 52247
Employee Name(s) and License #: _____

Class of work: ☒ New ☐ Addition ☐ Remodel ☐ Repair

Describe Work: Install plumbing for gut and remodel in 2nd story.

PLUMBING INSPECTOR

Inspection Notes: _____

Plumbing Inspections: Steve Donnolly (work) 319-653-6584 ext. 124 or (cell) 319-458-0190
sdonnolly@washingtoniowa.net

Applicant License Application (LC0033534)

Name of Applicant: <u>DODICI, Inc.</u>		
Name of Business (DBA): <u>Cafe Dodici</u>		
Address of Premises: <u>120-122 S Iowa Ave</u>		
City <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>
Business	<u>(319) 653-4012</u>	
Mailing	<u>PO Box 406</u>	
City <u>Washington</u>	State <u>IA</u>	Zip: <u>52353</u>

Contact Person

Name	<u>Melinda Lord</u>		
Phone:	<u>(319) 653-4301</u>	Email	<u>accounting@cafedodici.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 12/01/2017

Expiration Date: 11/30/2018

Privileges:

Catering Privilege
Class B Wine Permit
Class C Liquor License (LC) (Commercial)
Outdoor Service
Sunday Sales

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>XXXXXXXXXX</u>	Federal Employer ID	<u>XXXXXXXXXX</u>

Ownership

Tsalika Drown

First Name:	<u>Tsalika</u>	Last Name:	<u>Drown</u>	
City:	<u>Washington</u>	State:	<u>Iowa</u>	Zip: <u>52353</u>
Position:	<u>Owner</u>			
% of Ownership:	<u>40.00%</u>	U.S. Citizen:	<u>Yes</u>	

Lorraine Williams

First Name:	<u>Lorraine</u>	Last Name:	<u>Williams</u>	
City:	<u>Washington</u>	State:	<u>Iowa</u>	Zip: <u>52353</u>
Position:	<u>Owner</u>			
% of Ownership:	<u>30.00%</u>	U.S. Citizen:	<u>Yes</u>	

Alessandro Scipioni

First Name: Alessandro

Last Name: Scipioni

City: Washington

State: Iowa

Zip: 52353

Position: Owner

% of Ownership: 30.00%

U.S. Citizen: No

Insurance Company Information

Insurance Company: West Bend Mutual Insurance Company

Policy Effective Date: 12/01/2017

Policy Expiration 12/01/2018

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

Applicant License Application (LC0032301)

Name of Applicant: <u>VIP Entertainment, Inc.</u>		
Name of Business (DBA): <u>Pipeliners Bar & Grill</u>		
Address of Premises: <u>331 N 4th</u>		
City <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>
Business	<u>(319) 653-4971</u>	
Mailing	<u>331 N 4th Ave</u>	
City <u>Washington</u>	State <u>IA</u>	Zip: <u>52353</u>

Contact Person

Name <u>Jason Mellinger</u>	
Phone: <u>(319) 541-1309</u>	Email <u>pipliners2014@gmail.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 12/04/2017

Expiration Date: 12/03/2018

Privileges:

Catering Privilege

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType: <u>Privately Held Corporation</u>	
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

Jason Mellinger

First Name: <u>Jason</u>	Last Name: <u>Mellinger</u>
City: <u>Cedar Rapids</u>	State: <u>Iowa</u> Zip: <u>52402</u>
Position: <u>P</u>	
% of Ownership: <u>100.00%</u>	U.S. Citizen: <u>Yes</u>

Insurance Company Information

Insurance Company: <u>Illinois Casualty Co</u>	
Policy Effective Date: <u>12/04/2017</u>	Policy Expiration <u>12/03/2018</u>
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration

**WWTP report
November 21, 2017
Council meeting**

- **After hour alarm and dog call outs –**
None to report since the November 7, 2017 report. This rarely happens!
- **Dept Head meetings -** I attended the meetings on the 7th & 14th. I also attended the Dept Head goal setting meeting on the 14th.
- **WWTP HVAC computer controls system –** CI3 Controls of Iowa was at the WWTP on the 13th to install the new motherboard in the HVAC control system. The new motherboard controls the garage and floor heat.
- **SASSO safety meeting –** Jason, Parker, and I attended the safety meeting in Washington on November 13, 2107. The topics were adult CPR, AED operation, and first aid for adults/children/infants.
- **SBR #4 –** SBR #4 was put back in service around 3:30 p.m. on the 13th. The ammonia-nitrogen levels had finally dropped back within acceptable levels. SBR #4 had been out of service since September 19, 2017.
- **Bio-solids storage basin (BSB) ground water pump station –** John from JETCO was here on 6th. He determined one (1) of the three (3) floats was found to be bad. Jason and Parker replaced the bad float and then installed the permanent pumps in this pump station.
- **JETCO –**John from JETCO was here on the 6th. He was working on our SCADA upgrade work during this visit. He also checked the BSB ground water pump station for proper pump operation while he was here. He found a bad pump float.
- **Bio-solids storage basin (BSB) load out pump -** Jason and Parker got this pump serviced and checked out. This pump is used to pump the treated bio-solids from the BSB to the load out area so the bio-solids can pumped out to tractor and field applicator.
- **WWTP October 2017 Discharge Monitoring Report (DMR) –** Average daily flow **1.420** million gallons (mg), maximum daily flow **3.718** mg, minimum daily flow **0.866** mg. There was **one (1)** violation of the WWTP's NPDES discharge permit. The violation was for a effluent ammonia-nitrogen daily maximum mg/L limit. The effluent result was 6.89 mg/L and the limit is 4.7 mg/L. This violation was more than likely caused by maintenance work being performed to SBR #4. The next day the effluent ammonia-nitrogen result was 0.517 mg/L which is well within the 4.7 mg/L limit. Several emails were sent to INDR Field Office #6 regarding this violation. I'm guessing we'll receive a notice of violation letter sometime in early 2018 when they review the Discharge Monitoring Reports (DMR) for the last half of 2017. No other action is required at this time. Total precipitation for October 2017 = **5.99"** (recorded at the WWTP).

CBOD5 removal 85% required	result = 99.4%
Influent CBOD5 monthly average =	139.9 mg/L
Effluent CBOD5 monthly average =	0.9 mg/L
TSS removal 85% required	result = 97.0%
Influent TSS monthly average =	221.0 mg/L
Effluent TSS monthly average =	6.6 mg/L
- **Mowing –** Jason has been mowing with the LS tractor and batwing mower and Parker has been mowing with the JD rider when the weather has allowed it.

- **Ultra Violet (UV) treatment modules** – Jason and Parker got the UV modules removed, cleaned up, and stored inside for winter on November 16, 2017. The WWTP's discharge permit requires us to operate the UV modules in the final effluent channel from March 15 to November 15 every year.

Fred E Doggett
11/17/2017 10:43 AM

Maintenance & Construction Department Report

11/4/17 11/17/17

STREETS: Personnel continued with the leaf pick up, staying ahead of schedule and compiling a loads total of 49. Personnel replaced an 8 inch driveway culvert (25 ft). The No Parking signs were taken down on East Van Buren by Case Field. Personnel continued working alleys, with plenty of them yet to blade. The street sweeper continued to operate around town.

WATER DISTRIBUTION: Personnel shut down the South Water Tower so it could be emptied for continuation of rehab. Personnel continued to assist with the Water Plant project by shutting down gate valves, and opening one for the contractors to do what should be the last tie in until the RO system is ready to go on line in the spring of 2019. Personnel (5) went to Des Moines to receive CEUs for their Water Distribution licenses.

SEWER COLLECTION: Personnel attended a pre-construction meeting on North 4th Ave for I/I future project.

STORM SEWER COLLECTION: Personnel

MECHANIC/SHOP: Personnel serviced PD 79 (electrical draw issue), street sweeper (install new chain for conveyor) and 601 (fenders).

OTHER: Personnel attended a SASSO meeting on CPR, AED and First Aid. Personnel responded to 58 One Call Locates. The yard waste/bag pick up continued, this will conclude on Wednesday November 22. Personnel hauled numerous loads of concrete and other spoil away from the shop.

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

Washington Volunteer Fire Department
November 8, 2017

September Fires

10 City fires	1280.00
2 rural fires	270.00
0 Drill	00.00
12 fires and 0 drill	1550.00

Meeting was held after pipeline meeting

Building update and design by Brent.

Meeting opened Chief Wide in charge

Minutes of the previous meeting were read and approved.

Treasure report was read.

Ron Armstrong made a motion to pay all bills against the department. Seconded by Zach Morrison.
Passed

Committees; Social ;No snacks following the meeting because of the Pipeline meeting before.

Fire Prevention; Thank you to all who helped. It went very good. EDITH had 668 lights

Dance; Feb 10, 2018

Pancake Day Jan. 10, 2018

Application. We do have some apps the committee will be looking at.

Rescue

Communications; Thank you from WDCD. Thank you from the football team for the meal. Thank you from Roselene Lowe and \$5.93 donation. thank you \$500.00 donation from Dave Birney.

Old business: County meeting will be in Wellman Nov. 28

Riverside fire school; Phillip Morris, Craig Rembold, Zach Morrison attended.

Trench training went well. We always learn something new.

New Business: November 18 at 6pm Hazmat refresher.

Election will be in December. Those seeking office are: Chief: Tom Wide and Jerry Guengerich.

1st Asst: Craig Rembold, Doug Sanders, Randy Tisor, Bruce McAvoy, Joey Wallace.

2nd. Asst. Jim Williams, Brendan Delong. Secretary. Tom Beauchamp.

Discussion of calls;

Roll call taken

Everyone needs to get direct deposit.

No other business, meeting adjourned.

Secretary
Tom Beauchamp

Washington Park And Recreation Board Meeting

11-14-17 5:00 pm

Washington Public Library, Washington, Iowa

Attending: Don Pfeifer, Nick Pacha, Gabriela Conchola, Trent Stout, Shawn Loy and Genie Davis

Absent: None

The discussion of officers for this board was discussed and decided. Gabriela Conchola nominated Don Pfeiffer to be President and was seconded by Trent Stout. Shawn Loy nominated Genie Davis as secretary and was seconded by Gabriela Conchola.

A question of how long the terms were for these two positions was asked. Nick stated he will look into this and get back to the board.

The board discussed the different plans for the New Wellness Park and the question was brought up as to if the city will be the department to maintain the grounds or not.

Nick discussed with the group that our next few meetings will be about the upcoming budget that will be done in Feb of 2018 to turn in March.

Shawn Loy asked the question of the terms of each of the board members have. Nick read a paragraph that states something about two members cannot step down in the same year. Nick told the group that he will check about this. Shawn did state she would go down to a three year term if needed.

Nick gave the group an update on the Ash trees in our parks that will be coming down. Pointed out that one of the trees is a very large one in Central Park. All trees are scheduled to be down by the first of March of 2018.

The group then discussed future meeting dates. After a few of the group stating when they cannot attend it was decided starting Jan. 2018 the Board will meet on the 2nd Thurs of the month at 5pm. This would work out the best for all members.

A short discussion about the Christmas decorations that are going up around the square. The cover on the fountain has been noted as being on its last year or so. This will be discussed at a later date.

Next meeting is scheduled for Dec 14th, 2017 at 5pm at City Hall.

Submitted by: Genie Davis

POLICE	AXON ENTERPRISES, INC	TASER HOLSTERS	90.08
	BDH TECHNOLOGY	COMPUTER SERVICE	540.00
	CARPENTER UNIFORM CO	VESTS	614.67
	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	43.06
	CUSTOM IMPRESSIONS INC	SHIPPING	13.75
	EMBROIDERY BARN	PATCHES	9.00
	HANSEN, LYLE	REIMBURSEMENT FOR EQUIP	64.19
	JOHN DEERE FINANCIAL (ORSCHL'S)	DOG FOOD	18.99
	MARCO TECHNOLOGIES LLC.	COPIER MAINT	433.19
	PRO-VISION	11 BODY CAMERAS	3311.00
	RAY O'HERRON CO.,INC.	BOOTS	116.96
	TERRILL, PAMELA	SERVICES FOR EXAMINATION	200.00
	UPS	UPS SHIPPING	9.08
	VERIZON WIRELESS	CELLULAR SERVICE	1368.90
	VISA	LEIN CONFERENCE LODGING	161.28
	WASH CO AUDITOR	NOV. COMMUNICATIONS	20976.08
	WINDSTREAM IOWA COMMUNICATIONS	NOVEMBER SERVICE	384.36
		TOTAL	28354.59
FIRE	ALLIANT ENERGY	ALLIANT ENERGY	86.14
	BUSINESS RADIO SALES INC	BATTERIES	123.00
	FELD FIRE	FOAM	1450.00
	GALLS LLC	FIRE BOOTS/POLO SHIRT	385.98
	IOWA STATE UNIVERSITY-TREASURER'S OFFICE	TRAINING MATERIALS	300.00
	RIVERSIDE EMERGENCY SERVICES	TRAINING CLASSES	150.00
	TOYNE INC	TRUCK SERVICING/PARTS	2202.25
	VERIZON WIRELESS	CELLULAR SERVICE	184.32
	VISA	CORDLESS PHONE SYSTEM	349.95
	WASH CO HOSPITAL	NEW FIREMAN PHYSICAL	1205.00
	WIDE, TOM	REIMB- OXYGEN SERVICE	94.99
		TOTAL	6531.63
DEVELOP SERV	AMAZON CAPITAL SERVICES	TONER CARTRIDGE	54.97
	ESRI, INC.	SOFTWARE SUPPORT	400.00
	IA ASSN. OF BLDG OFFICIALS	MEMBERSHIP DUES	50.00
	LUKE WASTE MANAGEMENT	ABATEMENT PROPERTIES	105.00
	MARIE, LINDA	SERVICE FOR UNIFORMS	209.00
	VARIDESK LLC.	PRO PLUS 48" VARIDESK	495.00
	VERIZON WIRELESS	CELLULAR SERVICE	251.47
	VISA	GOV DOMAIN FEE, LABELS, ME	135.00
		TOTAL	1700.44
LIBRARY	AMAZON	LIBRARY MATERIALS	247.98
	BAKER & TAYLOR	BOOKS	982.32
	CINTAS CORP LOC. 342	WALK-ON MATS	58.39
	DEMCO	BOOK PROCESSING	177.63
	GALE/CENGAGE LEARNING	WESTERNS	36.34
	PROQUEST LLC	GENEALOGY DATABASE	2340.00
	STAPLES ADVANTAGE	OFFICE SUPPLIES	87.11
	VISA	POSTAGE, SUPP, SUBS	1123.94
	WASH CHAMBER OF COMMERCE	OCTOBER MADNESS FEE	25.00
		TOTAL	5078.71
PARKS	ACE-N-MORE	PLAYSET INSTALL/SUPPLIES	253.21
	ACTION SERVICES INC	PORTABLE TOILETS-SOCCER FIELDS	100.00
	ALLIANT ENERGY	ALLIANT ENERGY	726.95
	BAILEY, BEVERLY	MUNIBAND STIPEND 2017	90.00
	BAUGHMAN, ARNEL	MUNIBAND STIPEND 2017	110.00
	BELL, PETE	MUNIBAND STIPEND 2017	90.00
	BLACK, SAWYER	MUNIBAND STIPEND 2017	55.00

BORDWELL, VIRGINIA	MUNIBAND STIPEND 2017	95.00
BROCK, RON	MUNIBAND STIPEND 2017	80.00
BROCK, WAYNE	MUNIBAND STIPEND 2017	100.00
BROOKS, BETH	MUNIBAND STIPEND 2017	85.00
BROOKS, NORMAN	MUNIBAND STIPEND 2017	90.00
BROTHERTON, AL	MUNIBAND STIPEND 2017	70.00
CARTER, JEREMIAH	MUNIBAND STIPEND 2017	90.00
CASKEY, OLIVIA	MUNIBAND STIPEND 2017	70.00
CHABAL, KATHRYN	MUNIBAND STIPEND 2017	80.00
CHALUPA, MARTHA	MUNIBAND STIPEND 2017	110.00
CLARK, HEATHER	MUNIBAND STIPEND 2017	55.00
CONLON, WALTER	MUNIBAND STIPEND 2017	85.00
EBASOLE, IVANA	MUNIBAND STIPEND 2017	55.00
FLEMING, DAVID	MUNIBAND STIPEND 2017	110.00
GOLL, JESSICA	MUNIBAND STIPEND 2017	20.00
GOLL, SADIE	MUNIBAND STIPEND 2017	30.00
GREPL, LILIAN	MUNIBAND STIPEND 2017	75.00
HANCOCK, JIM	MUNIBAND STIPEND 2017	105.00
HANIFAN, TOM	MUNIBAND STIPEND 2017	100.00
HARRIS, ELIZABETH	MUNIBAND STIPEND 2017/TREASURER STIPEND	225.00
HARRIS, JOHN	MUNIBAND STIPEND 2017	100.00
JOHN DEERE FINANCIAL	SUPPLIES/REPAIR	359.65
JOHNSON, BARRY	MUNIBAND STIPEND 2017	90.00
JOHNSON, CHRISTIAN	MUNIBAND STIPEND 2017	95.00
KAZAKOV, ANGELINA	MUNIBAND STIPEND 2017	95.00
KAZAKOV, LUBOV	MUNIBAND STIPEND 2017	90.00
KAZAKOV, ROZALIA	MUNIBAND STIPEND 2017	95.00
KUNZ, DAVID	MUNIBAND STIPEND 2017	100.00
LEVSEN, DENNIS	MUNIBAND STIPEND 2017	40.00
LEVSEN, GREG	MUNIBAND STIPEND 2017	55.00
LEVSEN, XIOMARA	MUNIBAND STIPEND 2017	35.00
LINNELL, MADELYN	MUNIBAND STIPEND 2017	30.00
LUCAS, GRACIE	MUNIBAND STIPEND 2017	95.00
MARR, DICK	MUNIBAND STIPEND 2017	105.00
MATHEWS, SIERRA	MUNIBAND STIPEND 2017	105.00
MATYABO, BILLY	MUNIBAND STIPEND 2017	90.00
MATYABO, FEZA	MUNIBAND STIPEND 2017	105.00
MCCURDY, GARY	MUNIBAND STIPEND 2017	90.00
MCNAMAR, TAMERA	MUNIBAND STIPEND 2017	100.00
MCNAMAR, TOM	MUNIBAND DIRECTOR STIPEND 2017	1650.00
MEADER, EMILY	MUNIBAND STIPEND 2017	95.00
MILLER, CARLEY	MUNIBAND STIPEND 2017	80.00
MURPHY, JANE	MUNIBAND STIPEND 2017/LIBRARIAN STIPEND	315.00
NOVY, TRISTAN	MUNIBAND STIPEND 2017	100.00
RABER, ED	MUNIBAND STIPEND 2017	85.00
RABER, ERICKA	MUNIBAND STIPEND 2017	95.00
REED, DONIELLE	MUNIBAND STIPEND 2017	65.00
RICHARDSON, MARINA	MUNIBAND STIPEND 2017	90.00
RICHARDSON, PAULA	MUNIBAND STIPEND 2017	100.00
RICHARDSON, TERRA	MUNIBAND STIPEND 2017	90.00
SCHROCK, STEPHANIE	MUNIBAND STIPEND 2017	95.00
SITLER'S ELECTRIC	SHELTER LIGHTS	72.00
STARK, FRED	MUNIBAND STIPEND 2017	85.00
STOUT SEED SALES	SOCCER FIELD & CENTRAL PAR	689.20
TODD, NICOLAS	MUNIBAND STIPEND 2017	90.00
TOWNER, PAUL	MUNIBAND STIPEND 2017	110.00
VANCE, CARYSSA	MUNIBAND STIPEND 2017	85.00
VISA	FUEL, CORDLESS TOOL	58.98
WASHINGTON LUMBER	PLAYSET INSTALL	44.90
WASHINGTON RENTAL	CENTRAL PARK EQUIP RENTAL	68.00
WEISS, LAURYN	MUNIBAND STIPEND 2017	40.00
	TOTAL	9232.89

CEMETERY

ALLIANT ENERGY	ALLIANT ENERGY	26.19
ATCO INTERNATIONAL	GLOVES	135.93
BIG COUNTRY SEEDS	GRASS SEED/MULCH/HERBICIDE	992.00
JOHN DEERE FINANCIAL (ORSCHL'S)	PADLOCK/SNOW FENCE MATERIALS	25.97

	LENGACHERS SMALL ENGINE SALES & SERV	DECK BELT MOWER	82.50
	PONTEM SOFTWARE	ANNUAL SOFTWARE- CEMETARY	1059.00
	PRODUCTIVITY PLUS	HYDRALIC HOSES BACKHOE	696.54
	TIFCO INDUSTRIES	HARDWARE FOR SHOP	128.95
	VISA	TRIMMER PARTS	476.01
	WASH CO HOSPITAL	TESTING	54.00
	WINDSTREAM IOWA COMMUNICATIONS	NOVEMBER SERVICE	136.45
		TOTAL	3813.54
FINAN ADMIN	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	140.86
	CNA SURETY	BLANKET BOND POLICY 2018	849.15
	FAREWAY STORES	SUPPLIES	52.49
	HEDGE ABOVE LLC	2018 PREPAY LAWN CARE PROG	122.88
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	93.75
	INSTITUTE OF PUBLIC AFFAIRS	16 IA MUNI POLICY LEADERS HANBOOK	30.00
	PIP PRINTING	CLAIM FORMS	144.49
	SITLER'S ELECTRIC	BULBS	87.48
	VERIZON WIRELESS	CELLULAR SERVICE	134.37
	VISA	VARIOUS	1482.16
	WASH COUNTY MINIBUS	LOST- NOVEMBER 2017	16475.06
	WINDSTREAM IOWA COMMUNICATIONS	NOVEMBER SERVICE	1017.85
	WMPF GROUP LLC (WASH. EVENING JOURNAL)	LEGAL & DISPLAY ADVERTISIN	1009.78
		TOTAL	21640.32
AIRPORT	ACE-N-MORE	SUPPLIES	19.76
	ALLIANT ENERGY	ALLIANT ENERGY	849.18
	ROE, MIKE	REIMBURSEMENT	119.40
	VERIZON WIRELESS	CELLULAR SERVICE	75.83
	VISA	FUEL NOZZLE, SPOUT COVER,	808.52
	WEST LAWN CARE	MOWING AIRPORT	570.00
	WINDSTREAM IOWA COMMUNICATIONS	NOVEMBER SERVICE	181.23
		TOTAL	2623.92
ROAD USE	HY-VEE	MEETING	52.29
	JOHN DEERE FINANCIAL	PARTS	206.00
	MOORE'S BP AMOCO INC	FUEL	199.91
	SITLER'S ELECTRIC	SIGN REPAIR	465.00
	VISA	RAKES AND MIG WELDER GUN	261.00
		TOTAL	1184.20
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	247.91
		TOTAL	247.91
HOUSING REHAB	WASH CO TREASURER	CLOSING ON 1218 N 2ND AVE	849.00
	WASH CO RECORDER	WASH CO TREAS-TAX SALE PAY	1017.20
	WOODS, WYNONA	CLOSING ON HOUSE 1218 N 2N	4000.00
		TOTAL	5866.20
CAPITAL PROJECTS	WMPF GROUP LLC (WASH. EVENING JOURNAL)	LEGAL & DISPLAY ADVERTISIN	15.98
		TOTAL	15.98
TREE COMMITTEE	MCCONNELL, MARDE	REIMBURSEMENT	40.36
		TOTAL	40.36
WATER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	8307.99
	CARROLL, SUSAN	MILEAGE REIMBURSEMENT	13.91
	CIRCLE K PLUMBING	LEAKING WATER METER	48.00
	FOSTER, AMANDA	WATER DEPOSIT REFUND	28.96
	HOWARD, BENJAMIN	WATER DEPOSIT REFUND	60.93
	KLEITSCH, MELYSSA	WATER DEPOSIT REFUND	91.41
	LARIOS, MARLENE	WATER DEPOSIT REFUND	122.96

	PINNACLE ENGINEERING	EDR SERVICE	452.00
	STREFF, ROSE	REIMBURSEMENT	2.78
	VERIZON WIRELESS	CELLULAR SERVICE	52.19
	VISA	LODGING & REGISTRATION	373.42
	WATER SOLUTIONS UNLIMITED	CHEMICALS	1437.50
	WENGER, JEFF	WATER DEPOSIT REFUND	40.55
	WINDSTREAM IOWA COMMUNICATIONS	NOVEMBER SERVICE	55.67
		TOTAL	11088.27
WATER DISTRIBUTION	JOHN DEERE FINANCIAL	PARTS	2.99
	VERIZON WIRELESS	CELLULAR SERVICE	150.67
	WINDSTREAM IOWA COMMUNICATIONS	NOVEMBER SERVICE	91.18
		TOTAL	244.84
WATER CAPITAL PROJ	WMPF GROUP LLC (WASH. EVENING JOURNAL)	LEGAL & DISPLAY ADVERTISING	32.96
		TOTAL	32.96
SEWER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	56.19
	ATCO INTERNATIONAL	CHEMICALS	370.50
	CINTAS FIRST AID & SAFETY	1ST AID KIT SUPPLIES	59.87
	GREINER DISCOUNT TIRES	TIRE REPAIR	25.45
	HACH COMPANY	LAB TESTING SUPPLIES	397.46
	JOHN DEERE FINANCIAL	SUPPLIES	110.63
	SMITH & LOVELESS INC.	PARTS AND REPAIR	482.72
	STATE HYGIENIC LAB	TESTING	108.00
	VERIZON WIRELESS	CELLULAR SERVICE	183.68
	VISA	SUPPLIES	169.37
	WINDSTREAM IOWA COMMUNICATIONS	NOVEMBER SERVICE	253.77
		TOTAL	2217.64
SEWER COLLECTION	VERIZON WIRELESS	CELLULAR SERVICE	96.45
	VISA	RAKES AND MIG WELDER GUN	142.29
	WINDSTREAM IOWA COMMUNICATIONS	NOVEMBER SERVICE	91.19
		TOTAL	329.93
SANITATION	TOWN & COUNTRY VET CLINIC	SERVICE FEES	228.30
		TOTAL	228.30
		TOTAL	100472.63

CITY OF WASHINGTON, IA
VISA Card Charges - 11/21/2017

CLAIMS REPORT 11/21/2017

LIBRARY

ENDICIA FEES - POSTAGE SERVICE FEE
WALMART - YOUTH PROGRAM SUPPLIES
AMAZON - MAGAZINES
SSI MAGAZINES - MAGAZINE
ENDICIA.COM - POSTAGE
WALGREENS - YOUTH PROGRAM SUPPLIES
HOBBYLOBBY - YOUTH PROGRAM SUPPLIES
VECMARCORPO - RECEIPT PRINTER
FAREWAY - YOUTH PROGRAM SUPPLIES
MTVCLOCKS - GRANDFATHER CLOCK KEYS
HNGUYE11 - RECEIPT PRINTERS

9.95
106.46
49.48
29.95
200.00
3.16
15.35
386.66
15.12
8.99
298.82
1,123.94

POLICE

COLTS MANUFACTURING CREDIT VOUCHER (REFUND FOR ARMORER COURSE)
UPTOWN AUTO WASH - CAR WASH
ACCO BRAND DIRECT - CALENDAR
STONEY CREEK DES MOINES - LODGING FOR SEE LEIN CONFERENCE

(500.00)
10.00
47.75
161.28

CEMETERY

PARTSTREE.COM - TRIMMER PARTS

(280.97)

476.01

WATER PLANT

IOWA RURAL WATER ASSOC - FALL WATER CONFERENCE
BAYMOUNT INN SUITES DUBUQUE - LODGING FOR FALL WATER CONFERENCE

476.01

150.00
223.42

SEWER PLANT

WALMART - SUPPLIES

373.42

169.37

SEWER COLLECT

MILAND HARDWARE - RAKES

169.37

142.29

FINAN ADMIN

KASPERSKY LAB - ANTIVIRUS FOR COUNCILOR GAULT SURFACE
LANDRYS DOWNTOWN SAN ANTONIO - MEAL FOR BRENT WHILE ATTENDING CONFERENCE
LUCIANO RIVERCENTER - MEAL FOR BRENT WHILE ATTENDING CONFERENCE IN SAN ANTONIO
THE RK CULINARY GROUP - MEAL FOR BRENT WHILE ATTENDING CONFERENCE IN SAN ANTONIO
ALAMO ALEHOUSE - MEAL FOR BRENT WHILE ATTENDING CONFERENCE IN SAN ANTONIO
MENDER HOTEL - LODGING FOR BRENT WHILE ATTENDING CONFERENCE IN SAN ANTONIO
DES MOINES AIRPORT AUTHORITY - PARKING
DOT GOV REGISTRATION - DOMAIN FEE FOR .GOV
PTOUCHDIRECT - LABEL TAPE

57.75
31.00
9.73
15.00
20.00
846.45
84.00
400.00
18.23
1,482.16

PARKS

AMAZON - DRILL BATTERIES
BP - PREMIUM GAS
RETURN

37.99
23.93
(2.94)

AIRPORT

ARCHER TV APPLIANCE - UAG CASE
FBOPARTS.COM - JET FUEL NOZZLE
WESTECH FUEL EQUIP - SPOUTS
FBO STORE COM - GROUNDING CLIP

58.98

32.09
647.96
92.41
36.06

FIRE

FACTORYOUTLETSTORE.COM - NEW CORDLESS PHONE SYSTEM

808.52

349.95

DEVELOP SERV

INTL CODE COUNCIL - MEMBERSHIP

349.95

135.00

ROAD USE

WELDERS SUPPLY CO - MIG GUN

135.00

261.00

142.29

261.00

Grand Total

5,099.67

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

FUND	10/1/2017 BEGINNING CASH BALANCE	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	10/31/2017 ENDING CASH BALANCE
001-GENERAL FUND	401,343.70	1,096,439.34	-	257,188.22	-	1,240,594.82
002-AIRPORT FUND	215,842.81	25,236.72	-	5,087.91	-	235,991.62
010-CHAMBER REIMBURSEMENT	4,222.34	5,362.39	-	4,774.24	-	4,810.49
011-MAIN STREET REIMBURSEMENT	(2,003.95)	4,253.07	-	3,819.56	-	(1,570.44)
012-WEDG REIMBURSEMENT	4,184.04	6,250.00	-	5,610.18	-	4,823.86
050-WASHINGTON INCENTIVE FUND	-	50,000.00	-	-	-	50,000.00
110-ROAD USE	817,228.36	98,629.30	-	55,366.09	-	860,491.57
112-EMPLOYEE BENEFITS	36,800.06	261,163.55	-	297,963.61	-	-
114-EMERGENCY LEVY	3,180.42	37,658.49	-	40,838.91	-	-
121-LOCAL OPTION SALES TAX	-	65,900.23	-	65,900.21	-	0.02
125-UNIF COMM UR-NE IND	495.12	4,984.69	-	-	-	5,479.81
129-SC RES UR	11.45	19,777.83	-	-	-	19,789.28
132-UNIF COMM UR - EBD	-	17,706.84	-	-	-	17,706.84
133-UNIF COMM UR-IRE	-	55,011.45	-	-	-	55,011.45
134-DOWNTOWN COMM UR	-	3,958.11	-	-	-	3,958.11
145-HOUSING REHABILITATION	39,549.80	-	-	-	-	39,549.80
146-LMI TIF SET-ASIDE	69,331.10	-	-	-	-	69,331.10
200-DEBT SERVICE	57,863.59	336,906.44	-	-	-	394,770.03
300-CAPITAL EQUIPMENT	134,178.38	-	-	38,436.00	-	95,742.38
301-CAPITAL PROJECTS FUND	38,376.00	17,312.78	-	7,815.07	-	47,873.71
305-RIVERBOAT FOUND CAP PROJ	112,540.78	-	-	112,540.78	-	-
308-INDUSTRIAL DEVELOPMENT	29,607.65	27.51	-	650.00	-	28,985.16
309-MUNICIPAL BUILDING	1,291,190.25	56.20	-	2,051.22	-	1,289,195.23
310-WELLNESS PARK	44,488.61	28,439.29	-	-	-	72,927.90
311-SIDEWALK REPAIR & REPLACE	65,006.81	-	-	5,245.50	-	59,761.31
312-TREE REMOVAL & REPLACE	33,654.67	-	-	4,250.00	-	29,404.67
510-MUNICIPAL BAND	3,843.70	-	-	-	-	3,843.70
520-DOG PARK	4,927.59	-	-	-	-	4,927.59
530-TREE COMMITTEE	9,335.61	-	-	27.04	-	9,308.57
540-POLICE FORFEITURE	1,742.49	-	-	-	-	1,742.49
545-SAFETY FUND	400.00	-	-	-	-	400.00
550-PARK GIFT	150,086.02	6,924.52	-	-	-	157,010.54
570-LIBRARY GIFT	274,324.79	1,760.28	-	2,783.90	-	273,301.17
580-CEMETERY GIFT	11,103.00	-	-	-	-	11,103.00
590-CABLE COMMISSION	10,761.14	-	-	-	-	10,761.14
600-WATER UTILITY	1,099,522.58	158,256.58	-	107,094.54	-	1,150,684.62
601-WATER DEPOSIT FUND	23,515.00	2,025.00	-	2,100.00	-	23,440.00
603-WATER CAPITAL PROJECTS	79,366.25	-	-	1,340.75	-	78,025.50
610-SANITARY SEWER	1,018,315.20	185,565.08	-	88,335.94	-	1,115,544.34
613-SEWER CAPITAL PROJECTS	276,020.38	-	-	-	-	276,020.38
670-SANITATION	129,476.97	36,095.52	-	33,230.63	-	132,341.86
950-SELF INSURANCE	164,305.15	20,014.75	-	4,545.29	-	179,774.61
951-UNEMPLOYMENT SELF INS	6,716.03	8,223.80	-	-	-	14,939.83
TOTAL BALANCE	6,660,853.89	2,553,939.76	-	1,146,995.59	-	8,067,798.06

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	3,052,110.44 (1)	0.01%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Wash St Bank - MM	257,579.85	0.01%
Investment in IPAIT	2,192,939.89	0.07%
Wash St - Farm Mgmt Acct	64,817.88	
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%
TOTAL CASH IN BANK	8,067,798.06	

(1) Washington State Bank	3,103,409.36
Outstanding Deposits & Checks	(51,298.92)
	<u>3,052,110.44</u>

CITY OF WASHINGTON
YEAR TO DATE TREASURERS REPORT
OCTOBER 31, 2017

FUND	7/1/2017 BEGINNING CASH BALANCE	Y-T-D REVENUES	REVENUES NOT YET RECEIVED	Y-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	10/31/2017 ENDING CASH BALANCE
001-GENERAL FUND	1,000,000.00	1,480,501.80	-	1,239,906.98	-	1,240,594.82
002-AIRPORT FUND	204,275.40	141,002.80	-	109,286.58	-	235,991.62
010-CHAMBER REIMBURSEMENT	440.00	23,578.31	-	19,207.82	-	4,810.49
011-MAIN STREET REIMBURSEMENT	1,106.99	12,759.21	-	15,436.64	-	(1,570.44)
012-WEDG REIMBURSEMENT	-	27,429.28	-	22,605.42	-	4,823.86
050-WASHINGTON INCENTIVE FUND	-	50,000.00	-	-	-	50,000.00
110-ROAD USE	747,498.73	387,161.34	-	274,168.50	-	860,491.57
112-EMPLOYEE BENEFITS	-	304,370.09	-	304,370.09	-	-
114-EMERGENCY LEVY	-	41,425.97	-	41,425.97	-	-
121-LOCAL OPTION SALES TAX	-	264,751.49	-	264,751.47	-	0.02
125-UNIF COMM UR-NE IND	-	5,479.81	-	-	-	5,479.81
129-SC RES UR	-	19,789.28	-	-	-	19,789.28
132-UNIF COMM UR - EBD	-	17,706.84	-	-	-	17,706.84
133-UNIF COMM UR-IRE	-	55,011.45	-	-	-	55,011.45
134-DOWNTOWN COMM UR	-	3,958.11	-	-	-	3,958.11
145-HOUSING REHABILITATION	40,210.80	-	-	661.00	-	39,549.80
146-LMI TIF SET-ASIDE	69,331.10	-	-	-	-	69,331.10
200-DEBT SERVICE	3,569.34	406,295.32	-	15,094.63	-	394,770.03
300-CAPITAL EQUIPMENT	161,276.77	5,992.00	-	71,526.39	-	95,742.38
301-CAPITAL PROJECTS FUND	124,526.44	347,892.89	-	424,545.62	-	47,873.71
305-RIVERBOAT FOUND CAP PROJ	-	112,540.78	-	112,540.78	-	-
308-INDUSTRIAL DEVELOPMENT	41,124.09	121.52	-	12,260.45	-	28,985.16
309-MUNICIPAL BUILDING	1,403,118.70	516.76	-	114,440.23	-	1,289,195.23
310-WELLNESS PARK	44,488.61	28,439.29	-	-	-	72,927.90
311-SIDEWALK REPAIR & REPLACE	69,176.19	-	-	9,414.88	-	59,761.31
312-TREE REMOVAL & REPLACE	33,654.67	-	-	4,250.00	-	29,404.67
510-MUNICIPAL BAND	4,043.70	-	-	200.00	-	3,843.70
520-DOG PARK	4,918.85	66.00	-	57.26	-	4,927.59
530-TREE COMMITTEE	6,085.92	3,650.00	-	427.35	-	9,308.57
540-POLICE FORFEITURE	1,742.49	-	-	-	-	1,742.49
545-SAFETY FUND	400.00	-	-	-	-	400.00
550-PARK GIFT	150,315.38	8,163.05	-	1,467.89	-	157,010.54
570-LIBRARY GIFT	269,462.46	8,230.61	-	4,391.90	-	273,301.17
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	626,425.89	-	475,263.91	-	1,150,684.62
601-WATER DEPOSIT FUND	23,665.00	7,575.00	-	7,800.00	-	23,440.00
603-WATER CAPITAL PROJECTS	-	261,659.50	-	183,634.00	-	78,025.50
610-SANITARY SEWER	735,273.09	742,831.73	-	362,560.48	-	1,115,544.34
613-SEWER CAPITAL PROJECTS	280,236.13	-	-	4,215.75	-	276,020.38
670-SANITATION	143,429.17	132,291.94	-	143,379.25	-	132,341.86
950-SELF INSURANCE	174,718.13	21,805.91	-	16,749.43	-	179,774.61
951-UNEMPLOYMENT SELF INS	6,716.03	8,223.80	-	-	-	14,939.83
TOTAL BALANCE	6,766,245.96	5,557,647.77	-	4,256,095.67	-	8,067,798.06

Cash in Bank - Pooled Cash

		Interest Rate
Wash St. Bank - Operating Account	3,052,110.44 (1)	0.01%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Wash St Bank - MM	257,579.85	0.01%
Investment in IPAIT	2,192,939.89	0.07%
Wash St - Farm Mgmt Acct	64,817.88	
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%
TOTAL CASH IN BANK	8,067,798.06	

(1) Washington State Bank	3,103,409.36
Outstanding Deposits & Checks	(51,298.92)
	3,052,110.44

**NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2017-2018 CITY BUDGET**

The City Council of Washington in WASHINGTON County, Iowa
will meet at Washington Free Public Library, 115 W Washington Street
at 6:00 PM on 12/5/2017
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2018
(year)
by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.
Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	3,477,181		3,477,181
Less: Uncollected Property Taxes-Levy Year	2	0		0
Net Current Property Taxes	3	3,477,181	0	3,477,181
Delinquent Property Taxes	4	0		0
TIF Revenues	5	257,820		257,820
Other City Taxes	6	872,158		872,158
Licenses & Permits	7	122,375		122,375
Use of Money and Property	8	158,065		158,065
Intergovernmental	9	2,715,978	214,340	2,930,318
Charges for Services	10	5,091,797		5,091,797
Special Assessments	11	30,000		30,000
Miscellaneous	12	336,991		336,991
Other Financing Sources	13	6,920,630		6,920,630
Transfers In	14	7,396,185	756,226	8,152,411
Total Revenues and Other Sources	15	27,379,180	970,566	28,349,746
Expenditures & Other Financing Uses				
Public Safety	16	1,885,460		1,885,460
Public Works	17	1,309,041		1,309,041
Health and Social Services	18	0		0
Culture and Recreation	19	872,399	10,000	882,399
Community and Economic Development	20	69,666		69,666
General Government	21	1,104,693		1,104,693
Debt Service	22	1,231,668		1,231,668
Capital Projects	23	5,007,471	243,350	5,250,821
Total Government Activities Expenditures	24	11,480,398	253,350	11,733,748
Business Type / Enterprises	25	10,505,833	803,501	11,309,334
Total Gov Activities & Business Expenditures	26	21,986,231	1,056,851	23,043,082
Transfers Out	27	7,396,185		7,396,185
Total Expenditures/Transfers Out	28	29,382,416	1,056,851	30,439,267
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	29	-2,003,236	-86,285	-2,089,521
Beginning Fund Balance July 1	30	6,103,895	6,766,246	12,870,141
Ending Fund Balance June 30	31	4,100,659	6,679,961	10,780,620

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Capital projects carryover, park bench purchases

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Kelsey Brown

City Clerk/ Finance Officer Name

<u>Previously Approved Projects/Purchases</u>		<u>Offsetting RV</u>	<u>RV Source</u>	<u>Other Notes</u>
<u>Capital Projects</u>				
301- Airport Runway Project	236,619.76	214,340.00	Federal Grant	-Additional design expenses approved by FAA; FAA Grant (90% funded)
301- Business Park Project	2,860.50	2,860.50	Industrial Develop Trsf	-Crop loss payments
301- Sittler/Ave H Reconstruction	3,870.00	3,870.00	Road Use Trsf	-Additional driveway work
603- South Water Tower	396,572.20	396,572.20	Water Revenues	-Carry over project from FY17 \$129,237 GO Debt, 4,880,000 SRF Debt, \$600,000 Grant, \$390,763 Water Transfer In
603- North Water Tower	54,005.73		2015 GO Bond proceeds already on hand	-Carry over project FY17
603- Well #6 Repairs	352,923.15	352,923.15	Water Revenues	-Carry over project from FY17
550- Park Gift	10,000.00		Previously donated funds	-Purchase of central park benches

Total	\$1,056,851.34
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<u>Transfers (Included Above)</u>			
<u>From</u>	<u>Out Amount</u>	<u>To</u>	<u>Purpose</u>
Ind Develop	2,860.50	Capital Proj	2,860.50 Business Park
Road Use	3,870.00	Capital Proj	3,870.00 Sittler Recon
Water	396,572.20	Water Cap Proj	396,572.20 South Water Tower
Water	352,923.15	Water Cap Proj	352,923.15 Well #6 Repairs
	756,225.85		756,225.85



Development Services
215 E. Washington St.
Washington, IA 52353
319.653.6584

Memo

To: City Council
From: Steve Donnolly
Date: 11/16/2017
Re: Tree Bid #3

The Emerald Ash Bore Tree Committee meet on last Thursday to discuss and consider the removal of 30 more hazardous trees. The Committee recommends that the City Council except the bid from Stoutner Property Maintenance. As you can see from the bids, they are well below the rest of the other bids. I think we have been very fortunate the bids have been very competitive. This is the last of the hazardous trees and the next bid will probably only be ash trees unless a hazardous tree come to my attention. If you have any questions or concerns, give me a call or email and I will try and answer your questions.

From: Pat Stoutner
To: Steve Donnelly
Subject: Winter tree bid 10/23
Date: Monday, November 06, 2017 2:20:28 PM

Hi Steve,

Prices include trees, stumps, and haul away. Crane service is included in this bid. Crane will be used whenever necessary to minimize turf and concrete damage.

Group #1

1104 e. 3rd st: \$800
1115 e. 4th st: Elm tree \$700, Ash tree 500
1401 e. 3rd st: 800
302 s. 2nd ave: 200
316 e. 3rd st: 50
320 w. 2nd st: 800
400 w. Washington blvd: 500
702 n. ave b: 700
718 e. main: 700
744 e. 2nd st: 700
North Park: 600
Elm Grove: cedar 200, maple 200
WWTP: 200

Total marked in pink: \$7650

Group #2

1015 s. iowa: 700, 700
518 s. marion: 200
526 s. marion: 200
533 s. marion: Elm 200, Crab-free
sunset park: Pear 100
sunset dog park: 100, 500
Sunset park: N. side of pool 700
Sunset park: N. side of pool 600
Sunset Park pool entrance: 500, 500, 700
Sunset park rocket slide: 600

Total marked in white: \$6300

Grand total: \$13,950

I will have Erin at Horaks email my coi.

Thanks
Pat Stoutner

Midwest Tree Service

To Steve Ponnolly

Group # 1

10,850.00

Group # 2

10,700.00

\$21,550.00

Work to be completed
in 2-3 wks of approval

Brenton J. Clark



Hairy
Tree
Care

PO box 511
Kalona, IA 52247
(319) 591-1729
jl@hairytreecare.com
www.hairytreecare.com

Quote

ADDRESS

City Of Washington
215 E Washington St
Washington, IA 52353

QUOTE

1051

DATE

11/14/2017

TYPE OF WORK

Tree removal and stump grinding

ACTIVITY

Group #1 removals and stump grinding
Group #2 removals and stump grinding

AMOUNT

12,036.75

10,350.75

TOTAL

\$22,387.50

Accepted By

Accepted Date

We appreciate your business! Please visit hairytreecare.com if you'd like to give us feedback. Thanks!

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



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

Memorandum

November 14, 2017

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

From: Brent Hinson
City Administrator

Re: TIF State Report and County Certification

In order to collect Tax Increment Financing (TIF) revenues, the City must complete two important items this time of year, with December 1 as the deadline. The first is the State of Iowa Annual Urban Renewal (UR) Report, which is a "look back" at the fiscal year completed this past June 30. The second is the Washington County TIF Debt Form for each active UR Area, which is a "look forward" to the fiscal year beginning July 1, 2018.

The State report is fairly lengthy, and was introduced in its current form 5 years ago, and despite its many limitations & problems it has not been revised since its inception, so I have tried to make the report understandable by tying it into my own spreadsheet, which is also attached. We have to list all of the new debt incurred over the past fiscal year, all of the debt retired, any new areas established, and list the usage of our LMI TIF funds, and many other things.

The Washington County certification is also a fairly complex document. We have 3 UR areas reflected: Unified Commercial, Downtown Commercial, and Unified South Central Residential.

Annual Urban Renewal Report, Fiscal Year 2016 - 2017

Levy Authority Summary

Local Government Name: WASHINGTON
 Local Government Number: 92G887

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
WASHINGTON UNIFIED SOUTH CENTRAL RESIDENTIAL URBAN RENEWAL	92014	2
WASHINGTON DOWNTOWN COMMERCIAL URBAN RENEWAL	92018	3
WASHINGTON UNIFIED COMMERCIAL URBAN RENEWAL	92019	4

TIF Debt Outstanding: Line
1 1,350,422

TIF Sp. Rev. Fund Cash Balance as of 07-01-2016:	629	2	0	Amount of 07-01-2016 Cash Balance Restricted for LMI
TIF Revenue:	199,134	3		
TIF Sp. Revenue Fund Interest:	0	4		
Property Tax Replacement Claims	0	5		
Asset Sales & Loan Repayments:	0	6		
Total Revenue:	199,134	7		
Rebate Expenditures:	11,537	8		
Non-Rebate Expenditures:	188,226	9		
Returned to County Treasurer:	0	10		
Total Expenditures:	199,763	11		

TIF Sp. Rev. Fund Cash Balance as of 06-30-2017:	0	12	0	Amount of 06-30-2017 Cash Balance Restricted for LMI
---	---	----	---	---

Year-End Outstanding TIF
 Obligations, Net of TIF Special
 Revenue Fund Balance: 13 1,150,659

City of Washington
FY2016-2017 State TIF Report
Summary of TIF Debts by Area

TIF District	TIF Debt as of 07/01/2016	Source of Debt	Starting FB	TIF In	TIF Taxes & Misc. RV FY2016-2017	Debt Payments	Ending FB	New Debt Added FY2016-2017	TIF Debt as of 06/30/2017
125- NE Industrial Park	\$78,936.72	Infrastructure installation	\$0.00	\$0.00	\$46,845.60	\$46,845.60	\$0.00	\$0.00	\$32,091.12
127- Briarwood	\$0.00	Project Incentives	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
129- Timber Ridge II	\$0.00	Revenue bond/infrastructure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
- Timber Ridge Incr	\$0.00	Revenue bond/infrastructure	\$0.00	\$0.00	\$34,665.27	\$34,665.27	\$0.00	\$0.00	\$552,132.61
- Oakwood Incr	\$586,797.88	Infrastructure installation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
131- MAHP Subdivision	\$0.00	Project Incentives	\$0.00	\$0.00	\$38,669.36	\$38,669.36	\$0.00	\$0.00	\$111,450.87
132- Engineered Building Design	\$150,120.23	Infrastructure installation	\$0.00	\$0.00	\$66,663.43	\$66,663.43	\$0.00	\$450,614.82	\$449,221.18
133- Biodiesel	\$65,269.79								
134- Downtown									
- Wash Preservation LLC	\$11,536.54	Bldg Improvements- Rebate	\$629.22	\$0.00	\$12,290.77	\$12,919.99	\$0.00	\$7,146.53	\$5,763.08
- Ins on Ave Incr	\$0.00	Bldg Improvements- Rebate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
- Marshall's Incr	\$0.00	Bldg Construction- Rebate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$892,661.16								\$1,150,658.86
w/New Debt	\$457,761.35		\$629.22	\$0.00	\$199,134.43	\$199,763.65	\$0.00	\$457,761.35	
	\$1,350,422.51		Line 2	Line 6	Line 3	Line 11	Line 12	Included in Line 1	Line 13
	Line 1								

- Line numbers in bold refer to the FY2017 State TIF Report, "Levy Authority Summary" Page

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



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

Memorandum

November 17, 2017

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

From: Brent Hinson
City Administrator

Re: Sale of House at 208 East Jefferson/ Lot at 415 West Madison

At the October 17 meeting, the Council set a hearing and authorized seeking bids on the moving of the house located at 208 East Jefferson and the potential sale of 415 West Madison as a destination for this house. In addition to the publication of the notice, we sent the bid documents out to 25 area contractors. Today, the bid deadline came and went, and we did not receive any bids. I ended up not that surprised by this, as we received only one inquiry regarding the house during the month since the meeting the hearing was sent.

Therefore, we will need to determine the best course forward. If we want to demolish the house, there should be some salvage value in the new windows throughout the house. I'm not sure at this point I feel solid about the prospects of re-bidding the house moving, but we can look into whatever alternatives you would like.

*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*

Public Bid Announcement
Sale of House Located at 208 East Jefferson Street
Sale of Residential Building Lot by the City of Washington

The City of Washington, Iowa, will open public bids on the 17th day of November, 2017, at 9 o'clock A.M. in the City Clerk's office, City Hall, 215 East Washington Street, Washington, Iowa, for the moving of the house currently located at 208 East Jefferson Street. The house must be moved no later than April 15, 2018. The garage located at the site is included in the sale, and may either be moved or demolished by the successful bidder. All permits, relocation costs, insurance requirements, and restoration costs for the house and/or garage are the responsibility of the successful bidder. The successful bidder will be responsible for keeping a safe site and for all non-City utility disconnections. The City will separately arrange for removal of the existing foundation, filling in the basement, and disconnection of the water and sewer lines.

Further, to facilitate the moving of this house the City offers for public bids the following described real estate located in Washington County, Iowa, to-wit:

- Lot Number Three (3), in Block Number Two (2), in Orr's Sub-Division of Out Lot Number Six (6) and the West Eleven (11) poles of Out Lot Number Seven (7) in the addition to the town, now City of Washington, Washington County, Iowa (local address 415 West Madison Street), exact legal description to be obtained from the abstract of title.

If the buyer intends to move the house to a different site, a bid does not need to be offered for the 415 West Madison lot.

Bid packets containing information regarding the house, lot, and conditions of the sale are available at City Hall, located at 215 East Washington Street. Anyone submitting a bid for the above-listed property must agree in writing to meet the conditions set by the City of Washington.

There is no minimum bid for the house, and the minimum bid for the lot shall be \$5,000. Bids will be opened immediately following the deadline.

The Washington City Council will hold a public hearing and act on bids for the above-described real estate on Tuesday, November 21, 2017 at 6 o'clock P.M. at the Washington

Free Public Library, 115 West Washington Street. At that time, the City Council may accept the bids and award the sale to the bidder whose application is the most advantageous to the citizens of the City. The City Council may reject any and all bids in its sole discretion. The City may waive any discrepancies or technicalities associated with said bid.

Published by order of the City Council of Washington, Iowa
Illa Earnest, City Clerk

“One of the 100 Best Small Towns in America”

Sale of House & Lot

The house currently located at 208 East Jefferson Street being sold is to be moved to facilitate the construction of a new municipal fire station. The house was constructed in 1917, and is a two-story frame house with 1,329 square feet of living space. The house has an enclosed porch and detached 10' x 19' garage. The house is being offered "as is" and without warranty of any kind. It is unknown if it contains asbestos, lead paint, or other hazardous material. Bidders must provide proof of insurance & references/similar size house-moving jobs handled previously.

Tours of the house are expected to be available starting November 2. Please contact Steve Donnolly at 653-6584 ext. 124 to set up an appointment. Bidders will be responsible for securing all necessary permits needed for the project, and Mr. Donnolly will also serve as the point of contact for any inquiries related to permits needed.

If desired by the successful bidder for the house to be moved, the City is offering for sale a bare lot it owns at 415 West Madison Street. The City has cleared the property and removed all known construction debris. Water and sewer services have been temporarily discontinued, but the City makes no warranty as to the viability of the existing lines, and disconnection of the existing sewer from the main, if needed, is the sole responsibility of the buyer.

The property is being sold "AS IS," so the bidder should make itself familiar with the lot prior to making a bid on the property.

The lot will be conveyed to the successful purchaser by warranty deed with right of reversion and the City of Washington will furnish an abstract. Closing shall take place within 90 days of award of the lot to the chosen bidder and entire bid price will be due and payable at the closing.

If the house is moved to the City-owned lot, the following requirements apply:

- 1) A garage must be constructed with alley access, and driveway must be continuously paved from garage to alley right-of way.
- 2) Existing trees should be maintained to the extent possible, or replaced on a 1:1 basis if removal is required, except as approved in writing. In all cases, the finished property should contain at least two trees.
- 3) The existing public sidewalk along the property must be brought up to code.
- 4) The finished property must conform to all building and zoning codes, including required setbacks.

The minimum sale price for the lot is \$5,000. The City has 3-year tax abatement available for improvements made to the property.

Bid for City-Owned Property

House Location: 208 East Jefferson Street

- My bid for house: _____
- Location house is being moved to: _____
_____ (if not 415 West Madison)

(OPTIONAL)

Lot location: 415 West Madison Street

- My bid for lot: _____ (\$5,000 minimum)

Please list any local (Washington County) subcontractors or suppliers: _____

_____ I acknowledge and agree to all of the requirements detailed in the Public Bid Announcement, and specifically acknowledge and agree to the requirement to move the house from 208 East Jefferson no later than April 15, 2018.

_____ I acknowledge and agree to fully comply with the requirements of the Washington Code of Ordinances as it may relate to this project.

_____ I acknowledge and agree that the City of Washington has the right to reject any and all bids.

Bidder Information:

Name: _____

Address: _____

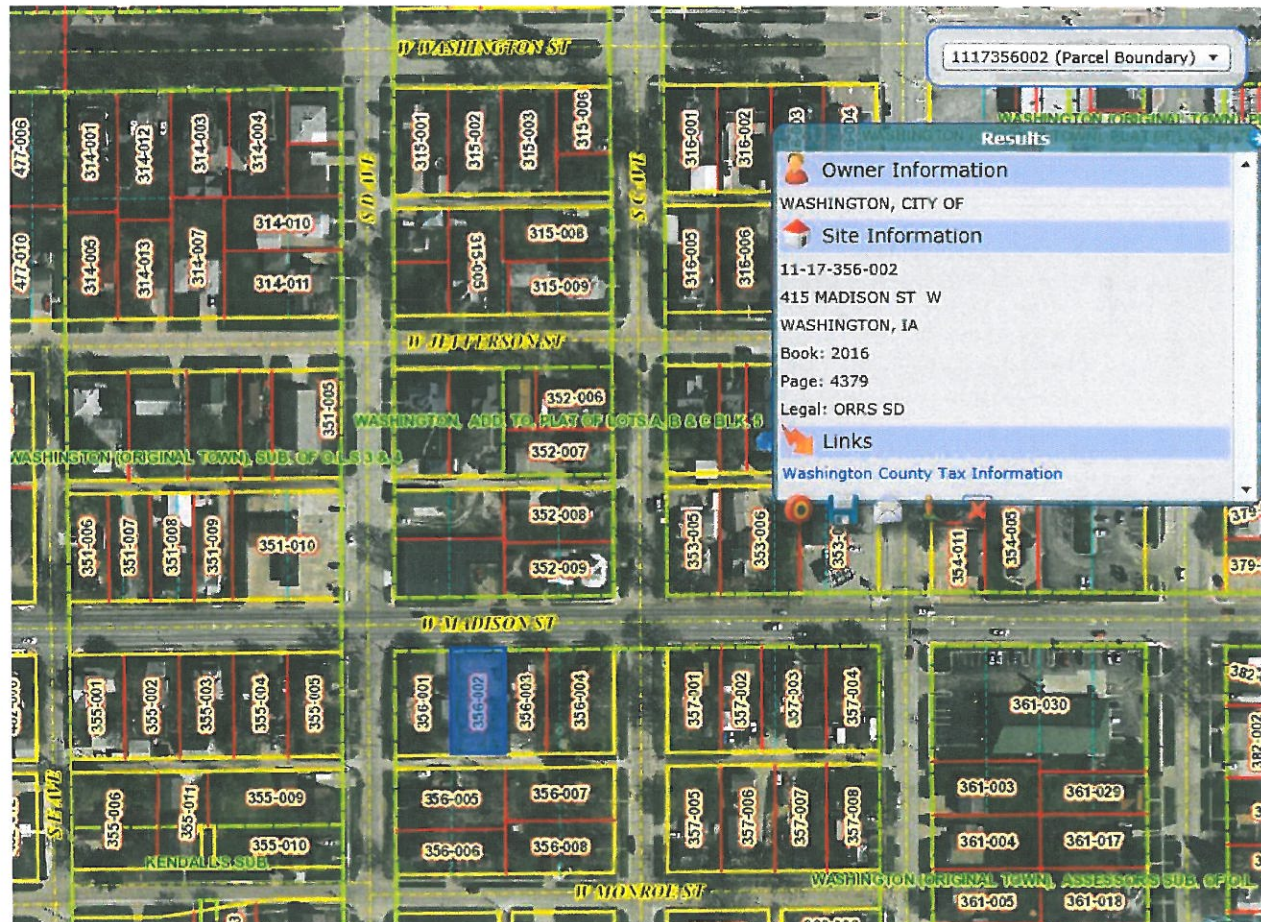
Contact Phone: _____

Signature: _____ Date: _____

Please seal your bid in an envelope and submit to Washington City Hall at 215 East Washington Street by November 17th at 9 AM.

“One of the 100 Best Small Towns in America”

Exhibit: Location of 415 West Madison



“One of the 100 Best Small Towns in America”

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A REVISED
PERSONNEL MANUAL FOR THE CITY OF WASHINGTON, IOWA**

WHEREAS, the City last comprehensively updated its Personnel Manual in 2005; and

WHEREAS, many changes to State and Federal law, as well as case law has changed, and it is necessary to make many updates to the adopted manual.

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

Section 1. The City Council hereby adopts the proposed Personnel Manual, updated through November 2017, and directs its dissemination to all permanent employees.

Section 2. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 21st day of November, 2017.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

COPY

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



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

Memorandum

November 1, 2017

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

From: Brent Hinson
City Administrator

Re: Personnel Manual Update

As the Council is aware, the City of Washington last did a comprehensive update of its Personnel Manual in 2005. While we have made regular additions and amendments to the document over the years, it was determined that due to changes in federal and state law, as well as case law over the years that a full review was needed. We retained the Lynch Dallas law firm to assist us with this process, and Kevin, Kelsey, and I worked on the updating.

I have attached a summary PowerPoint of the changes we prepared for the employees back in September. Since that meeting, we made several minor changes that do not appear in this presentation:

- 1) Specifically incorporating our existing stand-alone employee safety eyeglass and uniform policy into the Personnel Manual.
- 2) Adding use of e-cigarettes to the definition of "smoking".
- 3) Defining the work week as running from Saturday to Friday. This standardizes practices that are included in the public works union contract, and has been the practice, but was not well defined.
- 4) Addresses scheduled weekend work for public works employees as being eligible for overtime pay.

I suggest the Council conduct discussion only at the November 7 meeting, and then have discussion and consideration of approving the manual at a future meeting (most likely November 21).

City of Washington Personnel Manual Update 2017

Presentation to Employees

September 12, 2017

2017 Personnel Manual Update

- ▶ Last major update in 2005
 - ▶ Lots of federal and case law changes since then
 - ▶ Changes to adopted City policies related to personnel that were related to the manual but not formally incorporated into it
 - ▶ Deletion of other outdated provisions
 - ▶ Provide clarifications to some of the language used in the 2005 manual and include legally advisable sections that were left out of that manual
- ▶ Employees have been provided with a marked-up version of the manual, and are encouraged to read it
 - ▶ This presentation will only provide an overview; there may be wording changes that could affect an individual employee; questions are encouraged

New Sections

- ▶ Non-Discrimination (Chapter 1)
- ▶ ADA as Amended (Chapter 1)
- ▶ Conflicts of Interest (Chapter 1)
- ▶ Employment Reference Checks/Open Records Requests (Chapter 1)
- ▶ Citizenship Verification (Chapter 1)
- ▶ Veterans Preference (Chapter 1)
- ▶ Workers' Compensation (Chapter 25)
- ▶ Inclement Weather (Chapter 26)
- ▶ Work Rules (Chapter 35)
- ▶ Social Media Policy (Chapter 40)

Sections with Major Changes/Additions

- ▶ Equal Employment Opportunity (Ch. 1)
- ▶ Smoking (Ch. 1)- match State law change
- ▶ Harassment/Sexual Harassment (Ch. 2)
- ▶ Retaliation (Ch. 2)
- ▶ Personnel Files/Employee Access (Ch. 4)- match to State law change
- ▶ Physical Examinations (Ch. 10)- match ADA language
- ▶ Pregnancy Leave (Ch. 19)- match ADA language
- ▶ Family Medical Leave (Ch. 20)- address more comprehensively
- ▶ Military Leave (Ch. 22)
- ▶ Discipline (Ch. 36)- simplify

Policy Updates/ Newly Incorporated Into the Personnel Manual

- ▶ Direct Deposit Policy (Ch. 1)- match separately adopted policy
- ▶ Seatbelt Policy (Ch. 6)- match safety manual
- ▶ Insurance (Ch. 27)- match previous policy decisions & coverage amounts

Policy Changes

- ▶ Personnel data changes- employee duty to promptly report changes in contact information (Ch. 1)
- ▶ Police part-time officers & Fire substitute drivers receive holiday pay for holidays actually worked (Ch. 16)
- ▶ Vacation- request vacation leave of two days or more two weeks in advance (Ch. 17)
- ▶ Drug & alcohol testing procedures- revised heavily to conform with case law & protect safety of other workers; allows discipline up to & including discharge if merited for first offense (Ch. 29)
- ▶ Information Technology- change passwords every 180 days (Ch. 38)

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



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

Memorandum

November 14, 2017

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

From: Brent Hinson
City Administrator

Re: Certification of Amended Business Park Internal TIF Loan

In November 2016, the City Council approved an internal promissory note in the amount of \$204,694.42 for the repayment of Capital Projects Fund 301 and Sewer Fund 610. The City Council had expressed a desire at that time to repay as much of the Sewer Fund 610 contribution to the project as possible (this total amount was \$400,000). Based on updated calculations including the final structuring of the external General Obligation debt issued for the project, we believe the TIF increment available can now afford to repay \$201,851.40 (including interest) to the Sewer Fund over a total of five years. If we are able to get some significant development in the Business Park, it is theoretically possible we could certify additional Sewer Fund debt against the TIF increment in the future.

RESOLUTION NO. _____

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

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

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

WHEREAS, the Washington Business Park project incurred \$57,364.54 internal debt in excess of that already certified, and it is now necessary to certify this debt for repayment with interest by tax increment financing (TIF) funds over the next five years.

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

Section 1. The City Council hereby approves the attached internal promissory note in the amount of \$262,058.96, plus 3% interest over a five-year repayment period. This promissory note supersedes the note adopted in Resolution 2016-111.

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

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

PASSED AND APPROVED this 21st day of November, 2017.

Sandra Johnson, Mayor

Attest:

Illa Earnest, City Clerk

PROMISSORY NOTE
WASHINGTON CAPITAL PROJECTS FUND 301 AND SEWER FUND 610

Loan Number: 2

Place: Washington, Iowa

Not to Exceed \$262,058.96

Date: November 21, 2017

FOR VALUE RECEIVED, the undersigned City of Washington, Unified Commercial Urban Renewal Area Funds 125 and 133 (hereinafter called "TIF Funds") promise to pay to the order of the City of Washington, Iowa Capital Projects Fund 301 and Sewer Fund 610 (hereinafter called the "City") or its successor, a principal sum not to exceed Two Hundred Sixty Two Thousand Fifty-Eight Dollars and Ninety-Six Cents (\$262,058.96) as follows:

The balance of the loan shall be paid no later than June 30, 2021, with payments commencing in the fiscal year beginning July 1, 2017. The interest rate for the loan shall be three percent (3%) per annum for the entire period of the loan. TIF Funds shall repay the loan from TIF Revenues property tax on a variable payment schedule. The note shall be for the purpose of repayment of construction costs of the Washington Business Park, Phase 1.

The note shall be unsecured.

City of Washington TIF Funds

By: _____
Sandra Johnson, Mayor

By: _____
Illa Earnest, City Clerk

STATE)
)ss.
COUNTY OF WASHINGTON)

Before me, a qualified Notary Public, appeared Sandra Johnson and Illa Earnest to me known to be the Mayor and City Clerk of the corporation and the identical persons who signed the foregoing instrument and acknowledged the execution thereof to be the voluntary act and deed of said officers and the voluntary act and deed of said corporation.

Witness my hand and notary seal on this ____ day of _____, 2017.

Notary Public in and for the
State of Iowa

WASHINGTON TIF FUNDS

LENDER'S MEMORANDUM

By way of this memorandum, the City of Washington, Iowa, hereby offers to Washington Unified Commercial Urban Renewal Area Funds 125 and 133 (hereinafter "TIF Funds") a loan for economic development purposes. The loan shall be subject to the terms and conditions stated below; however, this memorandum shall not be construed as all inclusive, and any additional terms and conditions may be placed on the loan prior to closing. Prior to acceptance of funds, the loan applicant, TIF Fund, reserves the right to retract acceptance of the loan offer in the event terms and conditions are added subsequent to the signing of this offer which, in the opinion of the loan applicant, make the loan agreement untenable.

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

1. Loan Amount: Not to Exceed \$262,058.96
2. Rate: 3% Interest
3. Repayment Terms: Repayment no later than June 30, 2021, with payments commencing in the fiscal year beginning July 1, 2017.

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

RESOLUTION NO. _____

**A RESOLUTION OBLIGATING AND APPROPRIATING
URBAN RENEWAL TAX REVENUE FUNDS FOR THE
REPAYMENT OF ELIGIBLE DEBTS FOR FISCAL YEAR 2019**

WHEREAS, the City Council, pursuant to and in strict compliance with all laws applicable to the city, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted urban renewal plans for its urban renewal areas, as listed below; and

WHEREAS, the Council has adopted ordinances providing for the division of taxes levied on taxable property and established a special fund for the deposit of such monies pursuant to Section 403.19 of the Code of Iowa; and

WHEREAS, the City has scheduled Annual Payments on an annual appropriation basis for certain debts per lawfully adopted development agreements as referenced below, and it is now necessary for the City Council to authorize said funds for appropriation; and

WHEREAS, the Council wishes to certify all other eligible debts for payment in Fiscal Year 2018:

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

Section 1. The City Council hereby authorizes certification for Fiscal Year 2019 to the Washington County Auditor for the repayment of the following TIF debts:

<u>Area</u>	<u>Amount</u>
Unified Commercial <ul style="list-style-type: none">• NE Industrial Park• Engineered Building Design• Biodiesel• Reserves at Briarwood	<ul style="list-style-type: none">• \$10,000 (total debt \$22,034.13)• \$39,921 (total debt \$71,529.97)• \$112,000 (total debt \$399,709.31)• 100% of incremental revenues
Downtown Commercial <ul style="list-style-type: none">• Washington Preservation, LLC• Insurance on the Avenue, Inc.• Marshall's Properties, LLC	<ul style="list-style-type: none">• \$1,150 (total debt \$1,150)• \$350 (total debt \$350)• 100% of incremental revenues collected (estimated at \$8,477)
Unified South Central Residential <ul style="list-style-type: none">• Oakwood Village	<ul style="list-style-type: none">• Collect maximum amount allowable by law per development agreement (total debt \$589,984.49)

Section 2. The City Council hereby obligates 100% of incremental revenues collected from Marshall's Properties, LLC development agreement for appropriation from the Downtown Commercial Urban Renewal Tax Revenue Fund to make the Annual Payments in the fiscal year beginning July 1, 2018.

Section 3. The City Council hereby obligates 100% of incremental revenues collected from Briarwood Partners, LLC development agreement for appropriation from the Unified Commercial Urban Renewal Tax Revenue Fund to make the Annual Payments in the fiscal year beginning July 1, 2018.

Section 4. The City's certification of the amounts obligated for appropriation in Sections 4 & 5 above, on the City's December 1, 2017 certification of debt payable from the appropriate funds is hereby authorized and such amount shall be reflected in the City's budget for the next succeeding fiscal year.

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

PASSED AND APPROVED this 21st day of November, 2017.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk