



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 7, 2017

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, November 7, 2017 to be approved as proposed or amended.

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

Claims and Financial Reports:

Claims as Presented.

Annual Financial Report FY17

SPECIAL PRESENTATION

Discussion and Consideration of Jingle Bell Run Request – November 25, 2017 at 9:00 a.m.

Citizen Input for Goal Setting.

Presentation on Fire, City Hall, and Police Conceptual Designs.

Nuisance Abatement Update – Jason Peterson

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

OLD BUSINESS

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

NEW BUSINESS

Discussion of Personnel Manual Update.

Discussion and Consideration of Replacement Curb Ramp –E. Washington St. & S. 2nd Ave. (State Theater Corner)

Discussion and Consideration of Website Improvements and Multi Year Service and License Agreement with Gov Office.

Discussion and Consideration of Task Order for Nutrient Reduction Strategy Study

CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS

Discussion and Consideration of a Resolution Affirming Support for the Federal Historic Tax Credit Program.

Closed Session per Iowa Code 21.5(j) Real Estate

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 10-17-2017

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, October 17, 2017. Mayor Johnson in the chair. On roll call present: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Absent: none.

Motion by Gault, seconded by Youngquist, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, October 17, 2017 be approved as proposed. Motion carried.

Consent:

1. Council Minutes October 3, 2017
2. IMWCA, Work Comp Prem. #4, \$6,787.00
3. Design Alliance, Professional Services Fire Station Project, \$3,363.22
4. Terracon, Professional Services, Water Treatment Plant Improvements, \$1,340.75
5. Midwest Tree Service, Removal of Trees, \$4,250.00
6. Kevin D. Olson, Professional Services, \$1,137.84
7. Panda Palace, 100 W. Main Street, Special Class C Liquor License (BW) (Beer/Wine), Sunday Sales. **(renewal)**
8. Department Reports.

Motion by Youngquist, seconded by Gault, to approve the consent agenda items 1-8. Motion carried..

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

Finance Director Kelsey Brown gave the financial reports for September, 2017.

Motion by Janecek, seconded by Gault, approve the September financials. Motion carried.

Special Presentations:

Motion by Rosien, seconded by DeLong, to approve the request from Main Street Washington for SNOW Events on November 25 including using Type I barricades to block vehicle traffic. Motion carried.

Emily Upham, Key Account Manager for Alliant Energy, came before council to introduce herself and give a report on Alliant activities in the Washington area and spoke about the grant programs available from Alliant for local projects.

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

Motion by Rosien, seconded by DeLong, to remove from the table the Discussion and Consideration of Washington Home School Assistance Program Request for Reserved Parking. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried.

Motion by Rosien, seconded by Salazar, to affirm the Mayoral appointments of Trent Stout and Shawn Loy to four year terms on the Park and Recreation Board. Motion carried.

Bids received for the Fall 2017 Land Application of Treated Bio-Solids:

Iowa Grow, Inc. 3 cents per gallon

Motion by Youngquist, seconded by DeLong, to approve the bid from Iowa Grow, Inc. for the Fall 2017 Land Application of Treated Bio-Solids. Motion carried.

Bids received for the Purchase of a Compact Utility Tractor for the Cemetery Department:

City Tractor	2000 John Deere 4300	\$ 8,600.00
City Tractor	2001 John Deere 4400	\$10,900.00
City Tractor	2010 John Deere 2305	\$13,800.00
City Tractor	2007 John Deere 2520	\$14,900.00
Farmers Supply	2012 John Deere 3320	\$19,750.00
Farmers Supply	2011 John Deere 2320	\$18,000.00
Sinclair	2015 John Deere 3032E	\$18,500.00
Tom Hassenfritz	2015 John Deere 1025R	\$14,995.00
Sinclair	\$2008 John Deere 2320	\$12,500.00

Motion by Salazar, seconded by Youngquist, to approve purchase of the 2000 John Deere 4300 from City Tractor for \$7,636.00 (add pallet forks and quick hitch and deduct \$2,000 trade in for Massey Ferguson 135). Motion carried.

Motion by Rosien, seconded by Salazar, to approve the Letter of Agreement with Mark Jackson for Goal Setting Services. Motion carried.

Motion by Salazar, seconded by DeLong, to approve Garden & Associates for Surveying/Conceptual Design Proposal for E. Washington Street Sidewalk Project.

Motion by Rosien, seconded by Gault, to approve the Task Order with Fox Engineering in the amount of \$3,900 for Egg Sewer Relocation/Boundary Survey. Motion carried.

Mayor Johnson announced that now is the time for the public hearing on a Development Agreement with David and Lisa Nacos.

No written or oral objections were received.

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

Motion to table Resolution Approving Development Agreement with David and Lisa Nacos. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried.

Mayor Johnson announced that now is the time for the public hearing on Authorization of a Loan and Disbursement Agreement and the Issuance of Not to Exceed \$5,500,000 Water Revenue Capital Loan Notes.

No written or oral objections were received.

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

Motion by Rosien, seconded by Gault, to approve the Resolution Regarding Not to Exceed \$5.5 Million Water Revenue Capital Loan Notes (Water Treatment Plant Improvements Project). Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-066)**

Motion by Janecek, seconded by Salazar, to approve the Resolution Approving Demolition Form for Historic Properties as per Chapter 28 of the City of Washington Code of Ordinances. **(Resolution No. 2017-067)**

Motion by Salazar, seconded by Youngquist, to approve the Resolution Approving a Revised Site Plan (UP Home Stormwater Revisions). Roll call on motion: Ayes: Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. DeLong abstained with conflict. Motion carried. **(Resolution No. 2017-068)**

Motion by Salazar, seconded by Youngquist, to approve the Resolution Endorsing Riverboat Foundation Municipal Grant Applications – FY19. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-069)**

Motion by Rosien, seconded by Youngquist, to approve the Resolution Setting a Public Hearing on Disposal of Excess Property (House at 208 E. Jefferson St./Lot at 415 W. Madison St.) for November 21, 2017. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-070)**

Motion by Janecek, seconded by DeLong, that the Regular Session held at 6:00 P.M., Tuesday, October 17, 2017 be adjourned. Motion carried.

Illa Earnest, City Clerk

Sandra Johnson, Mayor

INVOICE

INV68719

IMWCA

IOWA MUNICIPALITIES WORKERS' COMPENSATION ASSOCIATION

500 SW 7TH STREET, SUITE 101

DES MOINES, IA 50309-4506

PHONE: 800-257-2708

DATE

10/12/2017

PAGE:

1

Mbr No: Member Name:

0706 Washington, City of

Washington, City of
215 E Washington

Washington IA 52353

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

PURCHASE ORDER NO.	CUSTOMER ID	SALES ID	SHIPPING METHOD	PAYMENT TERMS	REQ'D SHIP DATE	MASTER NUMBER
	WASHI001	AG0075				
QUANTITY	ITEM NUMBER	DESCRIPTION	UOM	DISCOUNT	UNIT PRICE	EXTENDED PRICE
1.00	AUDIT PREMIUM	2016-2017 Audit Premium Adjustment			4,992.00	\$4,992.00

This invoice is due 30 days after the invoiced date.

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 *Thank You* payment as a check transaction. For inquiries please call 515-244-7282.

Subtotal	\$4,992.00
Bond Credit	\$0.00
Misc	\$0.00
Total	\$4,992.00

Horak Insurance

115 E. Washington Street
 Washington, IA 52353
 (319)653-2116

City Of Washington
 215 E. Washington
 Washington, IA 52353

INVOICE

Customer	City Of Washington
Acct #	1722
Date	10/11/2017
Customer Service	Paul Horak Erin Leyden
Page	1 of 1

Payment Information	
Invoice Summary	\$ 3,462.00
Payment Amount	
Payment for:	Invoice#220078
PR002261	

Thank You

Please detach and return with payment



Customer: City Of Washington

Invoice	Effective	Transaction	Description	Amount
220078	08/29/2017	Renew policy	Policy #PR002261 08/29/2017-08/29/2018 Phoenix Aviation Mgrs, Inc 17-18 Renewal Broker Fee 002-6-2080 <u>6499</u> Initials <u>PLA</u> EXP. <u>INSURANCE</u> Vender # _____ Date Rec. <u>10-19-17</u> Due Date _____ Inv # _____	3,337.00 125.00

Total
\$ 3,462.00

Thank You

Horak Insurance 115 E. Washington Street Washington, IA 52353	(319)653-2116 info@horakinsurance.com	<table border="1"> <tr> <th>Date</th> </tr> <tr> <td>10/11/2017</td> </tr> </table>	Date	10/11/2017
Date				
10/11/2017				

A & R Land Services, Inc.

1609 Golden Aspen Drive, Suite 104
 Ames, IA 50010
 515-337-1197

Invoice No. WASH-ADAMS-17-4

INVOICE

Customer

Name City of Washington, Iowa, c/o Brent D. Hinson
 Address 215 East Washington Street
 City Washington State IA ZIP 52353
 Phone 319-653-6584

Date 10/18/2017
 Order No. WASH-ADAMS-17

Qty	Description	Unit Price	TOTAL
	<u>August 2017</u>		
2.5	ROW Services for City of Washington, Iowa East Adams Street Improvement Project	\$65.00	\$162.50
	Mileage for project trips taken.	\$0.540	
	Color copies/printing.	\$0.50	
	Black and white copies/printing.	\$0.10	
	Abstractor/Courthouse Fees	\$1.00	
	Postage	\$1.00	
	Recording Fees	\$1.00	

Payment Details

- Cash
 Check
 Credit Card

Name _____
 CC # _____
 Expires _____

SubTotal	\$162.50
Shipping & Handling	\$0.00
Taxes Iowa	
TOTAL	\$162.50

Office Use Only: Customer will be charged 1.5% interest per month for any invoices past due over 30 days.

Agreed expenses include: mileage at current the Federal rate, lodging at GSA's current rate, per diem at GSA's current rate, postage, copies/printing at 10 cents per black & white page and 50 cents per color page, telephone calls, and any other project-related expenses to be billed to client based on actual expense.

Your Expert Right of Way Resource

PAWS & More Animal Shelter

1004 1/2 West Madison Street
Washington, IA 52353

Invoice

Date	9/1/2017
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Invoice #	52
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Bill To
City of Washington
215 E Washington St
Washington, IA 52353

Terms	DUE UPON RE...
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Description	Quantity	Rate	Amount
Animal Services-Jan-March 2017		4,250.00	4,250.00
Animal Services-April-June 2017		4,250.00	4,250.00
		Total	\$8,500.00

PAWS & More Animal Shelter

1004 1/2 West Madison Street
Washington, IA 52353

Invoice

Date	10/19/2017
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Invoice #	54
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Bill To

City of Washington
215 E Washington St
Washington, IA 52353

Terms	DUE UPON RE...
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Description	Quantity	Rate	Amount
Animal Services (July-Sept. 2017)		4,500.00	4,500.00
Total			\$4,500.00



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 41996
 Date 09/30/2017

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

Professional Services for the Period of 8/27/2017 to 9/30/2017

Lump Sum Phases

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

Standard Hourly Rate Phases

Construction Administration

Professional Fees

	Billed Amount
Phase subtotal	680.00
Invoice total	\$680.00

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 41995
 Date 09/30/2017

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

Professional Services for the Period of 8/27/2017 to 9/30/2017

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	2,795.80	3,994.00	1,198.20
Total	23,241.00	100.00	22,042.80	23,241.00	1,198.20

Standard Hourly Rate Phases

Construction Administration

Professional Fees

	Billed Amount
Professional Fees	580.00
Phase subtotal	580.00

Invoice total \$1,778.20

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 41994
 Date 09/30/2017

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

Professional Services for the Period of 8/27/2017 to 9/30/2017

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
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 41992
 Date 09/30/2017

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

Professional Services for the Period of 8/27/2017 to 9/30/2017

Lump Sum Phases

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

Standard Hourly Rate Phases

	Billed Amount
Construction Administration	
Professional Fees	17,194.00
Reimbursables	193.05
Outside Services	2,500.00
Phase subtotal	19,887.05
Resident Project Representative	
Professional Fees	4,356.00
Reimbursables	614.90
Phase subtotal	4,970.90
Construction Staking	
Professional Fees	2,113.00
Reimbursables	201.50
Phase subtotal	2,314.50
Invoice total	\$27,172.45

Approved by:  _____



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

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

Invoice number 42018
 Date 09/30/2017

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

Professional Services for the Period of 8/27/2017 to 9/30/2017

Lump Sum Phases

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	57,100.00	24.82	3,997.00	14,170.00	10,173.00
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	10.85	3,997.00	14,170.00	10,173.00

Invoice total **\$10,173.00**

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 42019
 Date 09/30/2017

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

Professional Services for the Period of 8/27/2017 to 9/30/2017

Lump Sum Phases

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	19,500.00	35.00	3,120.00	6,825.00	3,705.00
Final Design	9,500.00	0.00	0.00	0.00	0.00
Bidding	6,500.00	0.00	0.00	0.00	0.00
Construction Administration	11,000.00	0.00	0.00	0.00	0.00
Construction Staking	3,000.00	0.00	0.00	0.00	0.00
Total	49,500.00	13.79	3,120.00	6,825.00	3,705.00

Invoice total **\$3,705.00**

Approved by: 

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



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

INVOICE

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

October 24, 2017
Invoice No: 35846

Project 9017214 Washington - Site Plan Review for United Presbyterian Home.
Client ID# 20040

Professional Services for the Period: September 15, 2017 to October 19, 2017

Professional Services

	Hours	Rate	Amount	
Principal Engineer	11.50	137.00	1,575.50	
Technician #5	.25	67.00	16.75	
Totals	11.75		1,592.25	
Total Professional Services				1,592.25
		Total Project Invoice Amount		\$1,592.25

GARDEN & ASSOCIATES, LTD.

JACK POPE, PE

A & R Land Services, Inc.

1609 Golden Aspen Drive, Suite 104
 Ames, IA 50010
 515-337-1197

Invoice No. WASH-ADAMS-17-5

INVOICE

Customer

Name City of Washington, Iowa, c/o Brent D. Hinson
 Address 215 East Washington Street
 City Washington State IA ZIP 52353
 Phone 319-653-6584

Date 10/29/2017
 Order No. WASH-ADAMS-17

Qty	Description	Unit Price	TOTAL
	SEPTEMBER 2017		
3	ROW Services for City of Washington, Iowa East Adams Street Improvement Project	\$65.00	\$195.00
	Mileage for project trips taken.	\$0.540	
	Color copies/printing.	\$0.50	
	Black and white copies/printing.	\$0.10	
	Abstractor/Courthouse Fees	\$1.00	
	Postage	\$1.00	
	Recording Fees	\$1.00	
		SubTotal	\$195.00
		Shipping & Handling	\$0.00
		Taxes Iowa	
		TOTAL	\$195.00

Payment Details

- Cash
 Check
 Credit Card

Name _____
 CC # _____
 Expires _____

Office Use Only: Customer will be charged 1.5% interest per month for any invoices past due over 30 days.

Agreed expenses include: mileage at current the Federal rate, lodging at GSA's current rate, per diem at GSA's current rate, postage, copies/printing at 10 cents per black & white page and 50 cents per color page, telephone calls, and any other project-related expenses to be billed to client based on actual expense.

Your Expert Right of Way Resource



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

City of Washington
215 East Washington Street
Washington, IA 52353

October 27, 2017

Project No: R10322001.0

Invoice No: 1

Project Manager: Jacob Huck

Client Liaison: Shawn O'Shea

Project R10322001.0 Washington Wellness Park Concept Plan, Design and CRS

Professional Services from September 1, 2017 to October 21, 2017

Phase 100 Information Gathering

Information Gathering

Task 101 Set Up Project and Contracting

Set Up Project and Contracting

Description	Contract Amount	Percent Complete	Amount Earned	Previous Invoices	This Invoice
Wellness Park- Conceptual Design Develop	18,000.00	10.00	1,800.00	0.00	1,800.00
Total Fee	18,000.00		1,800.00	0.00	1,800.00

Total Fee 1,800.00

Total this Task \$1,800.00

Total this Phase \$1,800.00

AMOUNT DUE THIS INVOICE \$1,800.00

KALONIAL TREE SERVICE

STATEMENT

PO BOX 408
WELLMAN, IA 52356
319-936-0682

Bid - 6775.00
- 900.00 Sidewalk
damage

\$5875.00

CITY OF WASHINGTON
215 E WASHINGTON
WASHINGTON, IA 52353

312-6-7500-6799 11/3/17
St-Paul

COPY

		Date	Terms		
		10/31/2017	Due on receipt		
Date	Transaction	Amount	Balance		
09/30/2017	INV #542. Due 09/30/2017. Orig. Amount \$6,861.25. --- Tree Removal & Stump Grinding \$6,775.00 --- Removed trees marked in the city right of ways and ground out the stumps and removed --- Supplies \$86.25 --- 3 stihl chains damaged irreparably by hitting concrete or metal in the trees @ \$28.75 per chain --- Tax: Washington Co Group Sales Tax @ 7.0% = 0.00	6,861.25	6,861.25		
10/31/2017	INV #FC 174. Due 10/31/2017. Orig. Amount \$8.74. Finance Charge --- Fin Chg \$8.74 --- Invoice #542 for 6,861.25 on 09/30/2017	8.74	6,869.99		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
8.74	0.00	6,861.25	0.00	0.00	5875.00 6,869.99

See Note above

TERMS: ALL ACCOUNTS DUE UPON RECEIPT. AN 18% ANNUAL FINANCE CHARGE WILL BE ASSESSED ON ALL PAST DUE BALANCES.

Brent Hinson, City Administrator
 Sandra Johnson, Mayor
 Illa Earnest, City Clerk
 Craig Arbuckle, City Attorney



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

**NEIGHBOR SIGN-OFF FOR URBAN CHICKEN PERMIT
 EXHIBIT A TO PERMIT APPLICATION**

Any person wanting to keep chickens must first receive written approval from all property owners adjacent to the property for which the permit is requested. Adjacent means all parcels of property that share a property line with the applicant's property, including those that only meet at a single property corner.

Applicant Name: Luciano Marcelino
 Site Address: 902 E. Washington St., IA, 52353

The above applicant wishes to keep chickens in a coop at the property listed. I/We, being the adjacent property owner(s), have been provided a diagram of the planned coop and pen in relation to the applicant's property lines, and do not object to the above-named person keeping chickens as may be approved by the Washington City Council.

Name(s) & Address	Phone	Signature(s) & Date
Steven & Patricia 746 E. Washington	319-548 1495	Steven & Patricia 10-15-17
Alyssa Audiss 116 S 9th Ave	319-461- 2432	Alyssa 10.15.17

ok for
 Rooster
 ↑
 me too

(For additional adjacent property owners, please attach additional sheets)

*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*

September 18, 2017

Ubaldo and Francisca Marcelino –
Homeowners at 902 E. Washington Street,

This letter is to inform you that you are in violation of Washington Code of Ordinances by keeping chickens on your property without a permit approved by the city council.

City of Washington - Code of Ordinances:

55.06 LIVESTOCK. It is unlawful for a person to keep livestock within the City except by written consent of the Council or except in compliance with the City's zoning regulations.

14. "Livestock" means an animal belonging to the bovine, caprine, equine, ovine or porcine species, ostriches, rheas, emus; farm deer as defined in §170.1 of the Code of Iowa; and **poultry (chickens, ducks, geese)**.

No roosters are allowed in the City of Washington. It has come to our attention that there is a rooster and chickens at your address. The rooster should be removed from the City immediately.

With a permit you may keep 4 chickens on your property. I am enclosing an application for a Chicken Permit. If you wish to apply for a permit to keep chickens, please complete the application and return it to the City Clerk at the City Hall, 215 E. Washington Street and it will be presented for council action.

If you do not want to apply for a permit, please remove all of the chickens from the City.

Call me or stop in City Hall, if you have questions and I will be glad to help you.

Thank you for your assistance.


Illa Earnest
City Clerk

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



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Urban Chicken Permit Application

****Failure to complete all sections of the application and provide supporting documentation may result in a return or denial of your application. ****

1. Applicant Information

Name Luciano Marcelino
 Property Address 902 E. Washington Iowa 52353
 Daytime Phone # 319-461-7161 Evening Phone # _____
 Number of chickens to be kept 2
 (No roosters are allowed, Maximum number of hens is 4)

2. Application Checklist

Resident's Submittal

Staff Review

- Landlord sign-off (if applicant is a tenant)

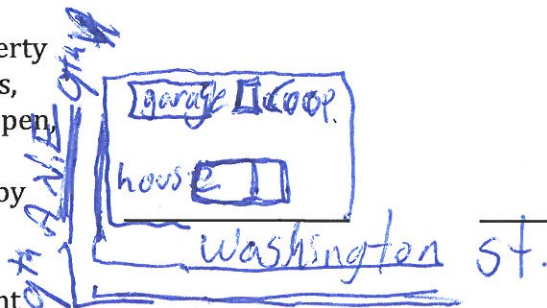
FR

Coop size

Description of chicken coop and pen including materials used & cubic feet

39" x 60" x 5' 9" tall
 W L

- Diagram of the property including dimensions, location of coop and pen, and identification of adjacent properties by street address



- X • Sign-off of all adjacent property owners (please use form attached as Exhibit A)

3. Statement of Understanding (Please initial by each item)

L 1) I am aware that owners of all adjacent properties (i.e., all properties that contact each other at any point) must give their written consent for any urban chicken permit application to be approved.

L 2) I am aware that I must receive approval from the City prior to obtaining chickens.

L 3) I will follow all City ordinances and state laws relating to the care and keeping of animals.

L 4) I am aware that I am responsible for keeping chickens within the confines of my property at all times.

L 5) I am aware that I may not make any dimensional changes to my chicken coop without first obtaining approval from the City of Washington.

L 6) I grant the right for City staff to inspect my property at any time to investigate a complaint related to this permit.

L 7) I acknowledge that I live in an owner-occupied single-family home, or if renting, have the written permission of my landlord (landlord must provide a signature below).

L 8) I affirm that I have never been found guilty of any animal welfare, neglect or cruelty violations.

L 9) I understand that the permit is a limited license for the activity, no vested zoning rights arise from this permit and that the permit does not run with the land.

L 10) I understand the private restrictions on the use of the property shall remain enforceable and shall supersede the permit. I affirm that there are no private restrictions including, but not limited to, deed restrictions, condominium restrictions, neighborhood association bylaws, covenants, and restrictions and rental agreements. A permit issued to a property subject to private restrictions that prohibit keeping of chickens is void.

L 11) I understand that the City Council's approval is good for two years, by which time the City may have developed different guidelines and I must reapply for my continued keeping of chickens.

I affirm that all statements contained in the application and attachments are true and correct and that I the permit holder will keep the chickens in compliance with all related ordinances and as otherwise directed by the City Council. I understand that failure to comply with regulations may result in revocation of the permit and/or issuance of a municipal infraction.

Signature Luciano Marcelino Date 9-28-17

If applicant is a tenant, the landlord must sign below:

As the owner/authorized manager of the property at _____ (address), I give permission for my tenant _____ (applicant), to install a chicken coop and to keep chickens on the property, as may be approved by the City Council.

Landlord Signature _____ Date _____

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



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Urban Chicken Permit Application

****Failure to complete all sections of the application and provide supporting documentation may result in a return or denial of your application. ****

1. Applicant Information

Name Aaron Richardson

Property Address 1014 East 2nd

Daytime Phone # 319-481-4065 Evening Phone # 319-596-1769

Number of chickens to be kept 2 hens and 2 ducks / these my therapy animals
(No roosters are allowed, Maximum number of hens is 4)

2. Application Checklist

Resident's Submittal

Staff Review

- Landlord sign-off (if applicant is a tenant)

- Description of chicken coop and pen including materials used & cubic feet

280 cubic feet DUCK shed
2nd floor with
wire for and on
skids to move

- Diagram of the property including dimensions, location of coop and pen, and identification of adjacent properties by street address

504 cubic feet in all
Belt in brighton and
Moved to town till
I find A Job and
ill move them when
I find a home to rent

- Sign-off of all adjacent property owners (please use form attached as Exhibit A)

3. Statement of Understanding (Please initial by each item)

AK 1) I am aware that owners of all adjacent properties (i.e., all properties that contact each other at any point) must give their written consent for any urban chicken permit application to be approved.

AK 2) I am aware that I must receive approval from the City prior to obtaining chickens.

AR 3) I will follow all City ordinances and state laws relating to the care and keeping of animals.

AK 4) I am aware that I am responsible for keeping chickens within the confines of my property at all times.

AR 5) I am aware that I may not make any dimensional changes to my chicken coop without first obtaining approval from the City of Washington.

AR 6) I grant the right for City staff to inspect my property at any time to investigate a complaint related to this permit. *Door will be locked so kids dont release them But if call Ill have it open*

AR 7) I acknowledge that I live in an owner-occupied single-family home, or if renting, have the written permission of my landlord (landlord must provide a signature below).


AR 8) I affirm that I have never been found guilty of any animal welfare, neglect or cruelty violations.

AK 9) I understand that the permit is a limited license for the activity, no vested zoning rights arise from this permit and that the permit does not run with the land.

AR 10) I understand the private restrictions on the use of the property shall remain enforceable and shall supersede the permit. I affirm that there are no private restrictions including, but not limited to, deed restrictions, condominium restrictions, neighborhood association bylaws, covenants, and restrictions and rental agreements. A permit issued to a property subject to private restrictions that prohibit keeping of chickens is void.

AR 11) I understand that the City Council's approval is good for two years, by which time the City may have developed different guidelines and I must reapply for my continued keeping of chickens.

I affirm that all statements contained in the application and attachments are true and correct and that I the permit holder will keep the chickens in compliance with all related ordinances and as otherwise directed by the City Council. I understand that failure to comply with regulations may result in revocation of the permit and/or issuance of a municipal infraction.

Signature  Date 10/23/17

If applicant is a tenant, the landlord must sign below:

As the owner/authorized manager of the property at Julie Dunbar (Richardson) (address), I give permission for my tenant AARON Richardson (applicant), to install a chicken coop and to keep chickens on the property, as may be approved by the City Council.

Landlord Signature  Date 10/23/17

Brent Hinson, City Administrator
 Sandra Johnson, Mayor
 Illa Earnest, City Clerk
 Craig Arbuckle, City Attorney



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**NEIGHBOR SIGN-OFF FOR URBAN CHICKEN PERMIT
 EXHIBIT A TO PERMIT APPLICATION**

Any person wanting to keep chickens must first receive written approval from all property owners adjacent to the property for which the permit is requested. Adjacent means all parcels of property that share a property line with the applicant's property, including those that only meet at a single property corner.

Applicant Name: Aaron Richardson

Site Address: 1014 East 2nd

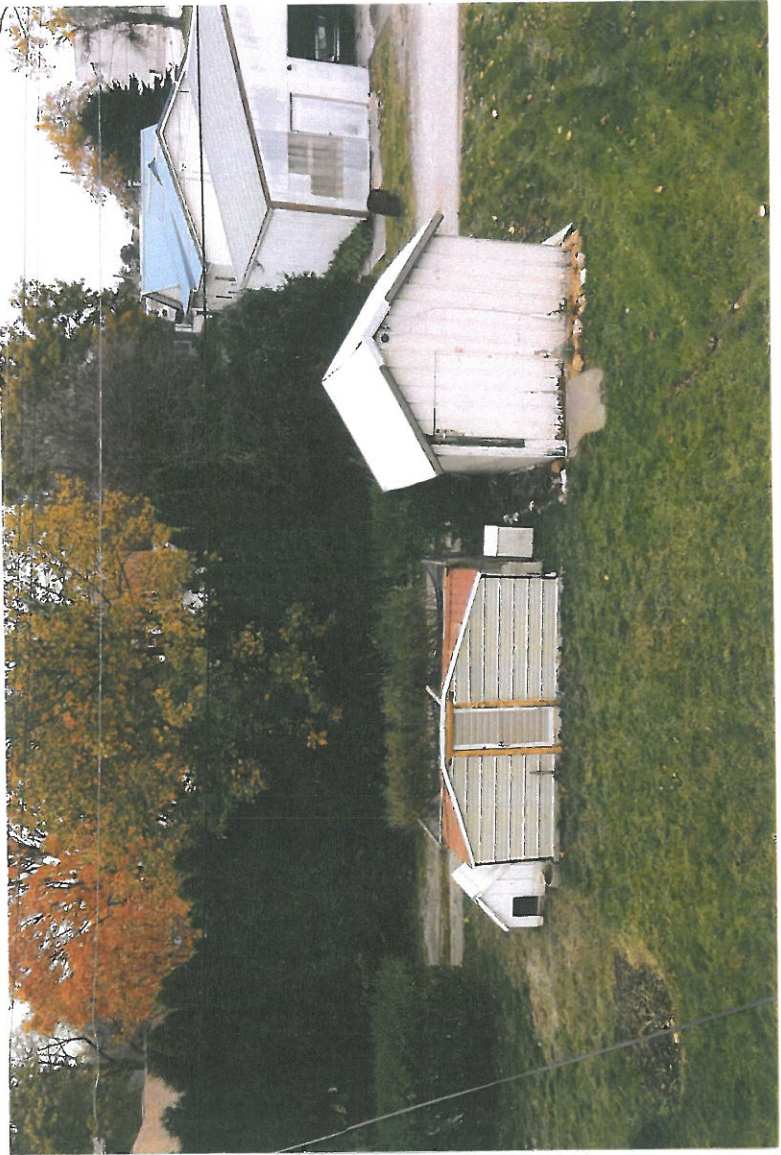
The above applicant wishes to keep chickens in a coop at the property listed. I/We, being the adjacent property owner(s), have been provided a diagram of the planned coop and pen in relation to the applicant's property lines, and do not object to the above-named person keeping chickens as may be approved by the Washington City Council.

Name(s) & Address	Phone	Signature(s) & Date
Abel Toto 1014 E 2nd St. Washington	319 653 6539	Abel Toto
Dwayne Leffler 914 E 2nd St. Washington, IA.	319-591-3007	DWL
Gayle Edwards 1000 East 2nd St. Washington, IA 52353	319-653-3021	Gayle Edwards 10-24-17
Don Seund 1003 East 3rd St	653- 4414	Don Seund 10-24-17
Paul R. Murtz 1021 E 2nd		
Janet Lee 1027 E 3rd St. Washington	591-1387	Janet Lee 10-24-17

(For additional adjacent property owners, please attach additional sheets)

Other side also

"One of the 100 Best Small Towns in America"



Applicant License Application (BC0030593)

Name of Applicant: <u>CASEY'S MARKETING</u>		
Name of Business (DBA): <u>CASEY'S GENERAL STORE #3528</u>		
Address of Premises: <u>1730 E WASHINGTON ST</u>		
City <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>
Business <u>(319) 653-7437</u>		
Mailing <u>PO BOX 3001</u>		
City <u>ANKENY</u>	State <u>IA</u>	Zip: <u>50021</u>

Contact Person

Name <u>JESSICA FISHER, STORE OPERATIONS</u>
Phone: <u>(515) 446-6404</u> Email <u>JESSICA.FISHER@CASEYS.COM</u>

Classification Class C Beer Permit (BC)

Term: 12 months

Effective Date: 12/12/2017

Expiration Date: 12/11/2018

Privileges:

Class B Native Wine Permit

Class C Beer Permit (BC)

Sunday Sales

Status of Business

BusinessType: <u>Publicly Traded Corporation</u>
Corporate ID Number: <u>XXXXXXXXXX</u> Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

42-0935283 CASEY'S GENERAL STORE INC

First Name: 42-0935283 **Last Name:** CASEY'S GENERAL STORE, INC.
City: ANKENY **State:** Iowa **Zip:** 50021
Position: OWNER
% of Ownership: 100.00% **U.S. Citizen:** Yes

Michael Richardson

First Name: Michael **Last Name:** Richardson
City: Pleasant Hill **State:** Iowa **Zip:** 50327
Position: President
% of Ownership: 0.00% **U.S. Citizen:** Yes

Julia Jackowski

First Name: Julia **Last Name:** Jackowski
City: Urbandale **State:** Iowa **Zip:** 50323

Position: Secretary

% of Ownership: 0.00%

U.S. Citizen: Yes

James Pistillo

First Name: James

Last Name: Pistillo

City: Urbandale

State: Iowa

Zip: 50323

Position: Treasurer

% of Ownership: 0.00%

U.S. Citizen: Yes

John Soupene

First Name: John

Last Name: Soupene

City: Ankeny

State: Iowa

Zip: 50023

Position: Vice President

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company:	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Illa Earnest

From: Susan See [see.susan@gmail.com]
Sent: Friday, October 20, 2017 4:14 PM
To: Millie Youngquist; Steve Gault; Kerry Janecek; Jaron Rosien; Sandra Johnson; Kathy Salazar; Brendan DeLong; Brent Hinson; Illa Earnest
Subject: thank you for your time

To the members of the Washington City Council:

Thank you for the time devoted to the recent fireworks issue. As we were all working through the situation, I was hoping at the very least, that there would be a compromise. While I would be thrilled with a total ban, I knew that was probably not going to happen here in Washington. So, I am grateful for the compromise. It is better than nothing.

The next few years will be a test. I do think the longer the fireworks ordinance remains in place, the harder it will be to ban the use of fireworks within the city limits. There will continue to be problems and at some point, someone will either set a house on fire or be seriously injured or worse. But, for now, this is a small step in the right direction.

The question that must continue to be in the minds of those who serve on council is whether shooting fireworks makes Washington a better place to live or if it actually makes our town a worse place to reside for those with PTSD, mental health problems, etc.

Again, thank you for all you do.

Sincerely,
Susan See

WWTP report
November 7, 2017
Council meeting

- **After hour alarm and dog call outs –**
14th WWTP, stair screen high water float alarm, 10:40 a.m. Jason
15th dog bite, Safety Center reported a dog to be picked up at 803 South 3rd, 2:40 p.m. Jason
20th WWTP, high TSS alarm, 12:33 a.m. Jason
25th dog bite, Safety Center reported a dog to be picked at 107 E Adams, 6:15 p.m. Parker
29th dog call, Safety Center reported 2 dogs to be picked up at 1038 N 2nd, 10:15 a.m. Parker
2nd dog call, Safety Center reported a dog to be picked up at 613 North 5th, 4:40 p.m. Parker
- **Dept Head meetings** - I attended the meetings on the 17th, 24th, and 31st.
- **Hazard mitigation meeting** – I attended the meeting on October 17, 2017.
- **HVAC computer system** – We had a motherboard fail in the HVAC computer controls. The motherboard is for the garage and floor heat. CI3 Controls of Iowa has ordered the new motherboard and will install it when they receive it.
- **Bio-solids storage basin (BSB) ground water pump station** – Joe Marie wired the permanent pumps back up for this lift station. Jason checked the pump floats for proper operation. They determined the floats were all good but they weren't operating the pumps properly. Jason called JETCO since it is a control issue. We're currently waiting for them to get here to fix it.
- **Bi-annual sampling** – Jason collected samples at Bazoooka-Farmstar and Montchevre-Betin, Inc (goat milk transfer station). The results for both places were all within their limits.
- **SBR #4** – We're still waiting for the ammonia-nitrogen levels to drop before putting this basin back in service. Most of the microorganisms were lost (drained from the basin) when we were repairing the broken mud valve. The cold weather hasn't helped either since the bacteria grow a lot slower when it's cold.
- **Treat bio-solids land application project** – The crops are out and we're ready to go as soon as Iowa Grow, Inc gets here to start land applying the bio-solids.
- **Operations building raw waste water (RWW) wet well** – Jason and Parker got the RWW wet well degreased, pump floats cleaned, and the walls washed down on the 2nd. The wet well gets a grease build up on the walls and the pump floats get a lot of paper debris build up on them. We try to do this every two (2) to three (3) months.
- **Mowing** – We're continuing to mow with the JD rider and the LS tractor and bat wing mower when the weather allows it.

Fred E Doggett
11/3/2017 10:18 AM

Maintenance and Construction Report

10/7/17-10/20/17

STREETS: M/C Personnel filled both rounds (19) of tree stump grinding holes with dirt and seeded them as well. Personnel mowed shoulders and ditches. Some potholes were filled in areas of town. Personnel had the leaf vac out a couple days and got two loads of leaves, official start date is October 23 for the leaf program.

WATER DISTRIBUTION: M/C Personnel assisted with the shut down of the water mains by the WTP and with De Long's installing a 12 inch gate valve for the new line coming out of the WTP. Personnel turned on/off numerous water services for different reasons and located all water boxes for Oct 24th shut off date. Personnel repaired the 25th water main leak of the year located at North Marion Ave-West 15th St, where a hole was found in a 1 inch copper water service. Personnel excavated at North 7th Ave-East 7th St to abandon the old 4 inch CIP that lays on East 7th St. Numerous gate valves were exercised to perform another excavation to abandon a 4 CIP located at North 6th Ave-East 7th St.

SEWER COLLECTION: M/C Personnel jetted a sewer line on East Main St in the 400 block and televised this line to further investigate a sink hole.

STORM SEWER COLLECTION: M/C Personnel N/A

MECHANIC/SHOP: M/C Personnel painted both new box bodies to be installed onto the two Ford tonner trucks. Personnel serviced 611 (cylinder head), 601 (service, bed repair & paint), PD 96 (service, brake chambers and water pump repair), leaf vac (service), 104 (brake repair) and a sweeper demo (Global).

OTHER: M/C Personnel assisted with fall-clean up out at the WWTP. Personnel responded to 68 One Call Locates. Personnel hauled away numerous loads of spoil from the shop. Personnel installed numerous sings at the dump site inside the WWTP for logs, wood chips etc for the public and contractors. Personnel attended a safety meeting on Confined Space/Lock Tag Out. Personnel had a street sweeper demo from Global Inc. Personnel dug an imitation excavation out at the Bartholow farm for the local rescue department to put on a trench rescue training class. Personnel extracted and old fence south of the WWTP.

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.

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



*City of Washington
215 East Washington Street
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*Park Board Members:
Donald Pfeiffer
Gabriela Conchola
Genie Davis
Trent Stout
Shawn Loy*

*Parks Superintendent:
Nick Pacha*

Sept.-Oct. 2017 City Council Update – Parks Department

- Mowing, spraying and string trimming of all Park properties under our jurisdiction
- The fountain was shut down on Sept 8 due to a pump hose breaking and flooding the fountain pit. We will do some repairs and upgrades over the winter to solve this issue.
- Removed hanging baskets on square and winterized watering system.
- Repaired two lights in dog park.
- Aerification and fertilization of Central Park and soccer fields.
- Installed small play equipment from Stewart school to Sunset park(in-progress)
- Installed 3 new Disc Golf tee pads and baskets at Sunset Park (working towards adding another 6 more to make it a full 18 hole course)
- Installed new bench in lower sesqa/ along kewash trail.
- Attended weekly Department head meetings.
- Attended Washington County Recreation and Trails planning meetings as a steering committee member
- Organized and attended Wellness Park planning meetings and site visits
- Attended Emerald Ash borer meetings
- Winterization of the outdoor pool and Bath house/concession stand

*Please note, this is a summary of work completed this month and does not include everything completed by the Department.

Elm Grove & Woodlawn Cemeteries

Council Report for October 2017

By Nicholas Duvall

We mowed Elm Grove and Woodlawn three times each during October. We have been mulching trees around Elm Grove. I attended the 10/17 council meeting for tractor purchase approval. I picked up the tractor on 10/30/2017. Thank you for your approval. We have been settling graves, hauling dirt and seeding graves. We also have been trimming trees at Elm Grove. We had one EAB meeting this month also. We also worked finished the fall herbicide application.

We have had 8 funerals at Elm Grove this month. This brings our total for the calendar year to 72. This month we plan to continue with services, settle graves, mulching, tree trimming, getting snow equipment ready to go, and mowing for the last time. We will also be working on records updating as time allows.

Maintenance and Construction Report

10/21/17-11/3/17

STREETS: M/C Personnel constructed a driveway and parking/turn around area on the west side of the south water tower, using 73 ton of 1 inch road stone and 18 ton of granite rock from the WWTP. Personnel poured 4 yards of concrete located in 3 sidewalk areas (South 2nd Ave, South Iowa Ave & West Madison St) and the entrance into Timber Ridge off of Lincoln St. Personnel officially began the leaf vac program staying on track with the 4 quadrants compiling 15 total loads to date. The street sweeper continued to operate around town. Some cold mixing was done filling in previously excavated areas. Personnel began blading alleys and placed rock/millings where needed.

WATER DISTRIBUTION: M/C Personnel repaired two water main breaks in the 1400 block of East Main St. Personnel had 17 water shut offs for nonpayment. Personnel replaced a 4 inch gate valve located at 15th Ave-East Main St. Personnel also repaired a water leak in the 800 block of South Ave C, where a corp on the 12 inch PVC needed to be replaced, marking the 28th leak of the year.

SEWER COLLECTION: M/C Personnel N/A

STORM SEWER COLLECTION: M/C Personnel N/A

MECHANIC/SHOP: M/C Personnel continued working on 601 (weld new box to frame and wiring), street sweeper (solenoid), 104 (fuel pump & rear brakes), 611 (finish engine repair), diesel fuel test, PD 96 (diagnosis engine light-throttle body & blower motor), FD #2 (replace headlights) and FD Tanker (pump seal).

OTHER: M/C Personnel responded to 74 One Call Locates. Personnel pulled 4 stumps out of the ground located (1) inside Sunset Park and (3) off of South Ave H. Personnel hauled numerous loads of spoil away from the shop. Yard waste and brush pick up routes continued.

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.

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:
Washington Municipal Airport, Washington, Iowa		CONTRACTOR (1)
Construct Apron		OWNER (1)
BMI PROJECT NO. T51.109617		ENGINEER (1)
		BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$640,030.12
TOTAL, COMPLETED WORK TO DATE		\$640,030.12
RETAINED PERCENTAGE (0%)		\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$640,030.12
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$583,317.68
PAY CONTRACTOR AS ESTIMATE NO. 4 (Four) (Final)		\$56,712.44

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that applicable provisions of the Iowa Administrative Code have been complied with, and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: DeLong Construction, Inc
 PO Box 488
 Washington, IA 52353

By: *Jana DeLong*, president
 Name Title

Date: October 16, 2017

Approved: *Cindy Bennett*
 Westfield Insurance Company Contractor's Surety **Cindy Bennett, Attorney-in-fact**

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., 855 WRIGHT BROTHERS BLVD. SW, SUITE 2A, CEDAR RAPIDS, IA 52404

By: *Carl L. Byers*, PROJECT MANAGER
 Carl L. Byers, P.E.

Date: 10/13/2017

APPROVED FOR PAYMENT:

OWNER:

By: *[Signature]* airport Comm chair 10/18/17
 Name Title Date

And: *[Signature]* airport Comm Secretary 10/18/17
 Name Title Date

CITY OF WASHINGTON, IOWA

CLAIMS REPORT FOR NOVEMBER 7, 2017

POLICE	ACE-N-MORE	LOCK	15.99
	ALLIANT ENERGY	ALLIANT ENERGY	219.22
	AMAZON CAPITAL SERVICES	GOOGLE APP GUIDE	24.88
	ARNOLD MOTOR SUPPLY	PARTS	174.49
	BDH TECHNOLOGY	COMPUTER MAINTENANCE	85.00
	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	86.12
	KCTC	INTERNET SERVICE	104.99
	MARCO TECHNOLOGIES LLC.	COPIER PRINTER	226.42
	MARCO, INC.	PRINTER PMT	136.28
	QUILL	OFFICE SUPPLIES	36.57
	RAY O'HERRON CO.,INC.	SUPPLIES	347.97
	STEVE'S SALES & SERVICE	REPAIR	27.00
	UP - TOWN AUTO WASH. LLC	CAR WASH CARD	100.00
	UPS	CHARGES	9.08
	VISA	MANUALS & SOFTWARE	296.17
	WAL-MART	MIC & LIGHTING ADAPTER	53.97
	WASH CO PUBLIC HEALTH	FLU SHOT	30.00
		TOTAL	1974.15
FIRE	ALLIANT ENERGY	ALLIANT ENERGY	438.43
	ARNOLD MOTOR SUPPLY	PARTS & SUPPLIES	26.99
	BUSINESS RADIO SALES INC	BATTERY/PAGERS/CHARGERS	2167.10
	DINGES FIRE COMPANY	FIRE GLOVES	430.67
	GALLS LLC	UNIFORMS/FIRE BOOTS	789.96
	GOLDEN WEST INDUSTRIAL SUPPLY	FLARES, REFLECT TAPE, ETC	321.07
	RELIANT FIRE APPARATUS	PARTS	211.86
	VBS TRUST	FIRE TANKER PARTS	152.95
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	172.85
		TOTAL	4711.88
DEVELOP SERV	AMAZON CAPITAL SERVICES	OFFICE CHAIR	161.72
	BRUNS, DAVID	MILEAGE REIMBURSMNT	16.59
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	187.50
	MARK'S SANITATION	ABATE 308 N AVE C	150.00
	WAL-MART	OFFICE SUPPLIES	46.99
		TOTAL	562.80
LIBRARY	ACCESS SYSTEMS	COPIER MAINTENANCE	93.68
	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
	ALLIANT ENERGY	ALLIANT ENERGY	1453.54
	AMAZON	LIBRARY MATERIALS & SUPPLI	646.41
	DEMCO	PROCESSING SUPPLIES	118.90
	EBERT SUPPLY CO.	JANITORIAL SUPPLIES	71.10
	KCTC	INTERNET,PHONE & MAINTENAN	664.85
	NORTMAN, KAREN MUSSER	BOOKS	90.00
	ORIENTAL TRADING COMPANY INC	HALLOWEEN SUPPLIES	16.98
	RECORDED BOOKS LLC	AUDIO BOOKS	94.49
	STAPLES ADVANTAGE	TONER	56.87
	VISA	CONFERENCES, POSTAGE & SUP	650.27
	WCDC INC	WINDOW WASHING	30.00
		TOTAL	4031.09
PARKS	ACE-N-MORE	GRASS SEED/SUPPLIES	130.87
	ALLIANT ENERGY	ALLIANT ENERGY	337.30

	ARNOLD MOTOR SUPPLY	PARTS	41.88
	CARSON PLUMBING & HEATING SRVS INC	REST ROOM REPAIR	23.80
	KCTC	PHONE & INTERNET SERVICE	109.24
	MIDWEST TREE SERVICE INC	GRINDING STUMP	50.00
	WASHINGTON LUMBER	SUPPLIES	2.01
		TOTAL	695.10
POOL	ACCO	POOL GAUGES	268.95
	ALLIANT ENERGY	ALLIANT ENERGY	103.10
		TOTAL	372.05
CEMETERY	ACE-N-MORE	PAINT	13.58
	ALLIANT ENERGY	ALLIANT ENERGY	106.80
	ARNOLD MOTOR SUPPLY	PARTS & SUPPLIES	23.67
	ATCO INTERNATIONAL	OIL DRY/OIL CLEANUP PADS/SAFETY SUPPL	872.28
	GRAINGER	SAFETY GLASSES	11.10
	GREENLINE DISTRIBUTORS LLC.	TRIMMER STRING/HEAD	474.54
	LOWRY EQUIPMENT	SNOWBLOWER PARTS	473.01
	VISA	MOWER DECK SPINDLES	415.44
		TOTAL	2390.42
FINAN ADM	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
	ALLIANT ENERGY	ALLIANT ENERGY	471.31
	AVENET, LLC	WEBSITE SERVICE	1050.00
	BAKER PAPER & SUPPLY	COPY PAPER	58.70
	CARSON PLUMBING & HEATING SRVS INC	KITCHEN FAUCET REPAIR/CITY	64.21
	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	229.44
	EBERT SUPPLY CO.	CLEANING SUPPLIES	93.50
	GOOGLE INC	MONTHLY SERVICE	220.83
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	337.50
	JOHNSON, SANDRA	REIMB FOR INK AND SUPPLIES	75.26
	KCII	RADIO ADVERTISING/FALL CLEANUP	58.88
	KCTC	INTERNET SERVICE	105.00
	PURCHASE POWER	CHARGES	4.22
	QUILL	OFFICE SUPPLIES	8.49
	STOREY KENWORTHY/MATT PARROTT	A/P CHECK FORMS	506.94
	VISA	MTGS & CONF, PRKG FEE & TR	1652.18
	VIVIAL	DIRECTORY CHARGE	24.15
	WAL-MART	OFFICE SUPPLIES	1.85
		TOTAL	5006.46
AIRPORT	ALLIANT ENERGY	ENERGY SERVICE	633.79
	CARSON PLUMBING & HEATING SRVS INC	MEN'S REST ROOM REPAIR	42.95
	JAMIESON, JEAN	OCTOBER CLEANING	245.00
	MIDWEST LIQUID SYSTEMS	FUEL HOSES	3653.11
	VETTER'S INC-CULLIGAN WATER	WATER CHARGE	43.95
	VISA	UPS CHARGES	9.80
	WEST LAWN CARE	MOWING	570.00
		TOTAL	5198.60
ROAD USE	ACE-N-MORE	SUPPLIES	198.96
	AGRILAND FS, INC	GRASS SEED/GREASE	571.80
	ALTORFER	SAW-EQUIPMENT RENTAL	637.00
	ARNOLD MOTOR SUPPLY	PARTS	77.08
	BUSINESS RADIO SALES INC	SUPPLIES	22.25

	CENTRAL IOWA DISTRIBUTING	CLEANING SUPPLIES	188.00
	CHEMSEARCH	SUPPLIES	548.12
	GREINER BUILDINGS INC.	SUPPLIES	161.61
	GREINER DISCOUNT TIRES	TIRES/ST SWEEPER/SERVICES	1195.77
	IA DEPT OF TRANSPORTATION	BLADES	465.48
	IDEAL READY MIX	CEMENT/E ADAMS & 15TH	1269.00
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	187.50
	IOWA PRISON INDUSTRIES	SIGNS	1998.90
	KIMBALL MIDWEST	PARTS	366.37
	MIDWEST WHEEL	SUPPLIES	501.84
	PRODUCTIVITY PLUS	PARTS	105.31
	S & G MATERIALS	RECYCLING ASPHALT	787.88
	TIFCO INDUSTRIES	DRAIN VALVE	211.89
	TRANS IOWA EQUIPMENT	PARTS	179.41
	WASHINGTON CO SWCD	GRASS MATTING	360.00
	WELLINGTON, EARL	TOOLS	665.26
	ZARNOTH BRUSH WORKS	GUTTER BROOM	366.00
		TOTAL	11065.43
STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	10198.20
	TRAFFIC & TRANSPORATION	TRAFFIC LIGHT PART	450.00
		TOTAL	10648.20
CAPTIAL PROJECTS	BOLTON & MENK, INC.	RAMP PROJECT	2495.00
	JEFFERY A BELL & JASON W. BELL	CROP LOSS PAYMENT	1870.50
	WASHINGTON COUNTY FAIR ASSOC	CROP LOSS PAYMENT	990.00
		TOTAL	5355.50
TREE REMOVAL	STOUTNER PROPERTY MAINTENANCE	TRIM DEAD LIMB S AVE C	100.00
		TOTAL	100.00
DOG PARK	MARIE ELECTRIC INC.	DOG PARK LIGHT REPAIR	375.90
		TOTAL	375.90
TREE COMMITTEE	IOWA CITY LANDSCAPING	TREES	2168.13
	FORREST KEELING NURSERY	TREES	559.25
	IOWA CITY LANDSCAPING	TREES	390.99
	MCCONNELL, MARDE	TREE REIMB/EAB MEETING	863.06
		TOTAL	3981.43
LIBRARY GIFT	CUSTOM IMPRESSIONS INC	YA TAB T-SHIRTS	94.20
	AMAZON	LIBRARY MATERIALS & SUPPLI	231.00
		TOTAL	325.20
WATER PLANT	ACE-N-MORE	SUPPLIES	100.03
	ALLIANT ENERGY	ALLIANT ENERGY	16133.06
	BRICKER, DONALD	WATER DEPOSIT REFUND	88.34
	CARROLL, SUSAN	MILEAGE REIMBURSMET	13.91
	CASELLA, ANDREA	WATER DEPOSIT REFUND	150.00
	CHALUPA, SHANTELE	WATER DEPOSIT REFUND	72.10
	FERGUSON WATERWORKS# 2516	METERS	4282.56
	HACK, SHERRY	WATER DEPOSIT REFUND	79.90
	JENNINGS, ELAINE	MILEAGE REIMBURSMET	12.84
	KOPP, RON & DONNA	WATER DEPOSIT REFUND	53.74

PINNACLE ENGINEERING	ON SITE SUPPORT	452.00
POSTMASTER	BULK MAILING WATER BILLS	801.16
STREFF, ROSE	MILEAGE REIMBURSEMENT	3.32
TREASURER OF STATE	WATER DEPOSIT REFUND	153.53
VISA	MEAL	7.67
WASHINGTON ELECTRIC INC.	REPAIRS TO GSR CONDUIT SYS	2313.00
WATER SOLUTIONS UNLIMITED	CHEMICALS	5199.50
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	41.87
	TOTAL	29958.53

WATER DIST

ACE-N-MORE	SUPPLIES	688.99
ALLIANT ENERGY	ALLIANT ENERGY	172.72
ARNOLD MOTOR SUPPLY	PARTS	368.66
BAKER PAPER & SUPPLY	COPY PAPER	29.35
CDW GOVERNMENT	COMPUTER	896.27
CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	136.13
GREINER DISCOUNT TIRES	BACKHOW TIRE REPAIR	22.50
HIWAY SERVICE CENTER	PARTS	26.25
IOWA ASSN. OF MUNICIPAL UTILITIES	TRAINING WORKSHOP	1200.00
IOWA ONE CALL	SERVICE	123.80
MIDWEST WHEEL	VEHICLE SUPPLIES	141.82
OVERHEAD DOOR CO.	DOOR SPRINGS	1143.00
SORRELL GLASS	PLEXIGLASS	26.86
USA BLUEBOOK	SUCTION HOSE	197.89
UTILITY EQUIPMENT CO	PARTS	5696.42
WASHINGTON LUMBER	MATERIAL	901.20
WELLINGTON, EARL	TOOLS	254.95
	TOTAL	12026.81

WATER CAP PROJ

ROE, MIKE	MILEAGE REIMBURSEMENT	59.39
	TOTAL	59.39

SEWER PLANT

ACE-N-MORE	INSULATION TUBING	45.31
ALLIANT ENERGY	ALLIANT ENERGY	10372.38
MARIE ELECTRIC INC.	PUMP REPAIR	50.00
TESTAMERICA LABORATORIES INC	TESTING	2032.80
TIFCO INDUSTRIES	MUD VALVE PARTS	121.45
UNITED LABORATORIES	PLANT CHEMICALS	599.40
VISA	DRILL & SUPPLIES	132.91
	TOTAL	13354.25

SEWER COLLECT

ACE-N-MORE	SUPPLIES	131.70
ALLIANT ENERGY	ALLIANT ENERGY	589.45
ARNOLD MOTOR SUPPLY	PARTS	639.87
CENTRE STATE INTERNATIONAL	PARTS	135.54
CHEMSEARCH	SUPPLIES	666.60
GREINER DISCOUNT TIRES	TIRE/YARD WASTE TRAILER	40.95
HIWAY SERVICE CENTER	PARTS	92.83
MARTIN EQUIPMENT OF IA-IL	PARTS	147.30
MIDWEST WHEEL	SIGNAL BAR KIT	372.66
SORRELL GLASS	PLEXIGLASS	26.86
TRANS IOWA EQUIPMENT	PARTS LEAF VAC	265.55
WAL-MART	OFFICE SUPPLIES	218.36
	TOTAL	3327.67

SANITATION

IOWA BAG & RECYCLING PRODUCTS	YARD WASTE BAGS	10424.60
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FARRIER, GERRY	ANNUAL TRASH STICKER REFUN	15.00
LUKE WASTE MANAGEMENT	REFUSE AND RECYCLING	28627.25
MIDWEST COMPUTER BROKERS	MONITORS & TV'S FALL CLEAN	397.00
WASH CO HUMANE SOCIETY	COLLECTIONS FOR OCTOBER 20	404.28
WEIKERT IRON & METAL	APPLIANCE PICKUP- FALL CLE	70.00
WEMIGA WASTE INC.	OCTOBER SERVICES	3500.00
	TOTAL	43438.13

	TOTAL	158958.99
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**CITY OF WASHINGTON, IA
VISA Card Charges - 11/7/2017**

CLAIMS REPORT 11/7/2017

Category	Description	Amount	Total
LIBRARY	ENDICIA FEES - POSTAGE FEE	9.95	2.54
	WALMART - JF DVD & PROGRAM	27.32	23.00
	IOWA LIBRARY ASSOC - ILA CONF JOLISA	90.00	122.80
	IOWA LIBRARY ASSOC - ILA CONF JENISA	130.00	195.80
	IOWA LIBRARY ASSOC - ILA CONF KAYLA	130.00	50.60
	IOWA LIBRARY ASSOC - ILA CONF MIMI	130.00	12.00
	IOWA LIBRARY ASSOC - ILA CONF DEBBIE	133.00	1,245.44
		650.27	
POLICE	STAPLES - NOTEBOOKS	24.35	
	BARNES AND NOBLE - MICROSOFT OFFICE MANUALS AND GOOGLE GSUITE ADMIN MANUAL	147.83	
	GOOGLE SERVICES - TRAINING DOMAIN	12.00	
	UPTOWN WASH - CAR WASHES	12.00	
	MICROSOFT STORE - MICROSOFT OFFICE 365 HOME SUBSCRIPTION	99.99	
	296.17	1,652.18	
CEMETERY	JACKS SMALL ENGINES - SPINDLES FOR MOWER DECK	415.44	
			132.91
WATER PLANT	TACO JOHNS - MEAL SPENCER IOWA	415.44	
			9.80
AIRPORT	WALMART - FLASH DRIVE	7.67	
			80.00
SEWER PLANT	IA DNR FEES AND PAYMENTS - TURNER WW1 LICENSE FEES	21.27	
			80.00
Grand Total			3,265.71

STATE OF IOWA
2017
FINANCIAL REPORT
FISCAL YEAR ENDED
JUNE 30, 2017
WASHINGTON
CITY OF WASHINGTON, IOWA
DUE: December 1, 2017

1620920060000
Finance Director
215 E. Washington Street
Washington, IA 52353

(Please correct any error in name, address, and ZIP Code)

WHEN COMPLETED, PLEASE RETURN TO
Mary Mosiman, CPA
Office of Auditor of State
Lucas State Office Building
321 E. 12th Street, 2nd Floor
Des Moines, IA 50319

NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS

Item description	Governmental (a)	Proprietary (b)	Total actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes levied on property	3,599,326		3,599,326	3,409,212
Less: Uncollected property taxes-levy year	0		0	
Net current property taxes	3,599,326		3,599,326	3,409,212
Delinquent property taxes	0		0	
TIF revenues	199,134		199,134	194,720
Other city taxes	852,133	0	852,133	794,082
Licenses and permits	107,068	10	107,078	122,775
Use of money and property	114,354	539	114,893	135,754
Intergovernmental	2,286,406	0	2,286,406	3,599,956
Charges for fees and service	309,469	4,327,983	4,637,452	4,931,659
Special assessments	57,833	0	57,833	56,000
Miscellaneous	916,162	106,702	1,022,864	441,089
Other financing sources	3,553,239	2,000,415	5,553,654	12,028,632
Total revenues and other sources	11,995,124	6,435,649	18,430,773	25,713,879
Expenditures and Other Financing Uses				
Public safety	1,891,857	0	1,891,857	1,854,010
Public works	1,195,788	0	1,195,788	1,557,113
Health and social services	0	0	0	0
Culture and recreation	854,991	0	854,991	862,273
Community and economic development	91,621	0	91,621	221,614
General government	997,672	0	997,672	732,179
Debt service	1,223,408	0	1,223,408	1,917,966
Capital projects	2,556,044	0	2,556,044	3,216,301
Total governmental activities expenditures	8,811,381	0	8,811,381	10,361,456
Business type activities	0	4,698,133	4,698,133	11,502,837
Total ALL expenditures	8,811,381	4,698,133	13,509,514	21,864,293
Other financing uses, including transfers out	3,708,052	1,726,574	5,434,626	6,439,873
Total ALL expenditures/And other financing uses	12,519,433	6,424,707	18,944,140	28,304,166
Excess revenues and other sources over (Under) Expenditures/And other financing uses	-524,309	10,942	-513,367	-2,590,287
Beginning fund balance July 1, 2016	4,926,994	2,352,618	7,279,612	7,279,612
Ending fund balance June 30, 2017	4,402,685	2,363,560	6,766,245	4,689,325

Note - These balances do not include \$ _____ held in non-budgeted internal service funds; \$ _____ held in Pension Trust Funds; \$ _____ held in Private Purpose Trust funds and \$ _____ held in agency funds which were not budgeted and are not available for city operations.

Indebtedness at June 30, 2017	Amount - Omit cents	Indebtedness at June 30, 2017	Amount - Omit cents
General obligation debt	\$ 7,775,823	Other long-term debt	\$ 14,781
Revenue debt	\$ 15,457,000	Short-term debt	\$ 0
TIF Revenue debt	\$ 49,000		
		General obligation debt limit	\$ 18,249,937

CERTIFICATION

THE FOREGOING REPORT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

Signature of city clerk		Date Published/Posted	Mark (x) one <input type="checkbox"/> Date Published <input type="checkbox"/> Date Posted	
Printed name of city clerk	Telephone →	Area Code	Number	Extension
Signature of Mayor or other City official (Name and Title)			Date signed	

PLEASE PUBLISH THIS PAGE ONLY



IGHSAU



IHSAA

Track & Field Advisory Committee

11th
Jingle Bell Run

Start At uptown &
go south to Marshall's
turn west down thru
park, thru park up past
ST. James past post office
To square!

25 Entry - Free shirt -
jingle Bells, water,
money is spent for Paws &
more lights on square &
buying New mat for ane

new surface Track!

Start at 9:00 done
AT 10:15 and so on Sat.

Nov. 25th! Thank u

Steve Rost

*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: Public Input Session for 2017 Goal-Setting Process

As requested by the Council, we have been publicizing and are planning to hold a public input session for the annual goal-setting process at the November 1 meeting. In the furtherance of the goal of obtaining as much public input as possible, we have put together a survey located at: <https://www.surveymonkey.com/r/washgoals17>. We have also provided paper copies of the survey at the utility desk at City Hall, in your meeting packets, and will have copies available for the public at the November 7 meeting. The survey will be active online until November 21.

I have also attached an update memo regarding progress on the accomplishment of last year's goals.



City of Washington Strategic Goal Setting Session QUESTIONNAIRE

The City Council will meet on November 28, 2017 at 6 PM at the Nicola-Stoufer Room of the Washington Public Library to set goals for the next one to two years. Members of the public are encouraged to attend a public input session to be held at the November 7 City Council meeting, also to be held at 6 PM at the Nicola-Stoufer Room. We also are asking members of the public to provide input via the survey below. Please complete and return any surveys to City Hall no later than 5 PM on November 21. Thank you for your interest.

Significant Accomplishments

Please list the significant city accomplishments over the last one to two years. These could be as major as a street project or as basic as a newly adopted city policy on snow removal. These items do not need to be in any particular order.

Issues, Concerns, Trends, and Opportunities

Please list specific issues, concerns, trends, and opportunities that affect future city services, policies, finances, or operations (for example loss of population, loss of or new economic development, or resolving a policy question). You do not need to identify potential solutions to your concern.

Please list Projects, Initiatives, Services, or Programs

Please list any projects, initiatives, services, or programs that you think the city should consider in the next one to two years (for example downtown revitalization, snow removal policy, or reviewing water/sewer rates,etc).

What should be the City's top goal over the next Three to Five Years?

*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: Progress Report on Strategic Priorities, November 2017

Background: The City Council unanimously adopted a resolution setting strategic priorities for calendar years 2017 and 2018 on December 6, 2016. This report seeks to provide the City Council with an update on progress toward these goals, and serves as an update to my July 20, 2017 update memo.

Calendar Year 2017 and 2018 Priorities:

1. Construct major sewer inflow/infiltration (I/I) improvements in southeast sewer basin.

Staff Primarily Responsible: City Administrator, Mayor, Engineering Technician, Maintenance & Construction Department, FOX Engineering

Maintenance & Construction staff have spent many hours in examining the southeast sewer basin, and with the assistance of FOX Engineering, this work led to a report on the issues in the basin, issued November 2016. The City proposed to obligate \$1 million toward these improvements in the FY18 budget, and the engineering task order with FOX was approved on June 20, 2017, and City staff has been working extensively with the engineer on background work as design proceeds. Work is expected to begin in early 2018.

2. Promote placing of hotel/motel tax referendum on ballot by the end of 2017.

Staff Primarily Responsible: Councilor Gault, Councilor Youngquist, City Administrator, Chamber Director, citizen committee

A citizen committee began meeting in May to discuss the issue, and on June 6, the City Council unanimously approved placing the item on the ballot for an August 1 special election. The hotel/motel tax was approved by a vote of 75% of the public, and the City has since passed an ordinance and administrative resolution to provide structure for the oversight and spending of the new tax dollars. Councilors Gault and Youngquist are serving on the permanent Fund Administration Committee referenced in the ordinance and established by the administrative resolution. The first funds are expected to be available June 15, 2018.

3. Make final decisions regarding direction of Police, Fire and City Hall building improvements, with the goal of having the first improvements project under construction contract by the end of calendar year 2018.

Staff Primarily Responsible: City Council, City Administrator and project committee

The City was able to sell the Former Library to Greiner Buildings for \$111,000. The closing on this sale took place on April 13, 2017. This sale finalized the “campus plan” as the direction for these building improvement projects. With the new Fire Station then being made the first construction priority, a Fire Station project committee was designated by the City Council on May 2. The committee conducted interviews with potential architects, and recommended hiring Design Alliance for the project. The City Council approved this recommendation on July 5, and the architect has been working with the committee since that time. The committee has developed draft conceptual designs for both the Fire Station and City Hall/Police projects, and plan to present this information to the City Council at the November 7, 2017 meeting.

Following City Council approval, the committee plans to begin the public process for the Fire Station project, including a variety of public forums and presentations to various groups. At this point in time, we believe we are on track for beginning construction of those improvements by the end of calendar year 2018.

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

Staff Primarily Responsible: Park Superintendent and City Administrator

The City has undertaken major steps toward improvement of facilities and in working to broaden citizen engagement. The City Council authorized the investment of \$1.2 million in City funds toward the Wellness Park improvements in the FY18 budget, a project

committee was set up April 25 and engineer MSA Professional Services was hired to design the project on June 20. The City Council authorized an application for a further \$200,000 in Riverboat Foundation Municipal Grant funds at the October 17 meeting, which is expected to be used for improvements at the existing soccer complex.

The Council also included the following park projects in the FY18-FY22 Capital Improvements Plan: Central Park Fountain lighting improvements, Willow Pond/Kewash Trail paving & improvements (joint with County Conservation), Sunset Park Pavilion remodel, North Park restroom construction, and Water Tower Park play structure.

The City Council voted to dissolve the 3-member elected Park Commission and to form a 5-member appointed Park & Recreation Board in its place, with these changes effective July 1. This is expected to help to attract new candidates and broaden community representation on this board.

5. Actively promote residential housing development, including proposed South 15th Avenue subdivision.

Staff primarily responsible: City Administrator

The City has continued to work with the South 15th project landowner to work toward a project, currently envisioned as a 9-lot single-family subdivision. At this time, it is likely that project will not proceed to construction until 2018 due to administrative delays and the procedural steps needed once a development agreement is signed. Additionally, numerous meetings have been held regarding other potential residential development areas, with some future possibilities but nothing of immediate value. The City has also worked with Hobart Historic Restoration regarding their potential apartment projects.

Summary Progress for Long-Term Priorities

- **Inflow/Infiltration Reduction:** The staff completed the southeast basin examination last year, and is starting on the fieldwork for the egg sewer basin. Once this is done, we hope to move on to the north/west basin to develop a solid sense of our entire system, and continue to identify the strongest opportunities for major I/I reduction.
- **\$600,000 Street Program:** Funding for the program remains intact, with some examination on a staff level of making the program a larger dollar amount every two years in an effort to get more economies of scale on the projects. The next two projects are expected to be the South 15th Avenue street/subdivision project and the South Avenue E reconstruction from Sitler to Lincoln.
- **Continue development of new industrial park, including West Buchanan corridor:** As of May 2017, we have West Buchanan officially designated as a Federal Aid route, with the \$2.5 million Phase 2 street project planned for Federal FY2021. The City

Council approved applying for Riverboat Foundation Municipal Grant funds to begin saving up local match funds for this important project.

- **Maintain/improve existing parks and develop Wellness Park:** Wellness Park progress and other coming capital improvements in the parks are described above. Additionally, it is anticipated that funding will be proposed in the FY19 budget for a parks master planning process with the new Park Board.
- **Actively promote increased housing development.** Current efforts are as described above.
- **Complete Police/Fire/City Hall building improvements.** In addition to progress on the Fire Station described above, the architect's scope of service for that project also includes developing detailed conceptual designs and cost estimates for the City Hall/Police building improvements project. We plan to include the City Hall/Police conceptual designs in our initial public presentations.

It is exciting to continue the progress of the past few years. Thanks for the opportunity to serve you, and please let me know if you have any questions regarding this report. I look forward to this year's goal updating process.

*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 3, 2017

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

From: Brent Hinson
City Administrator

A blue ink signature of Brent Hinson, the City Administrator, is written over the name.

Re: Fire Station and City Hall/Police Conceptual Designs

After several months of work with architect Design Alliance, the project committee is pleased to present conceptual designs for both facilities to the City Council. We have worked hard to come up with the most space-efficient layout possible, while adequately addressing all known long-term needs.

Pending your approval, we plan to start the public process by presenting the conceptual designs in November and December. We are hoping to be able to start construction on the Fire Station in September 2018.

Architect Kristofer Orth will be present to discuss the conceptual designs.

Washington Fire Station Project Preliminary Schedule
As of 11/3/17 (Proposed Public Process)

<u>Date</u>	<u>Action</u>	<u>Complete</u>
May 2, 2017	<ul style="list-style-type: none"> • Council establishes Fire Station Project Committee • Council provides direction on property acquisition, if needed 	X X
May 8	<ul style="list-style-type: none"> • Committee begins meeting with initial topics including: <ul style="list-style-type: none"> ○ General project discussion ○ Determination of process for selecting architect ○ Determination of other comparable facilities to visit 	X
May (remainder of)	<ul style="list-style-type: none"> • Committee site visits to other Fire Station facilities in comparable communities • Development of architect request for proposals (RFP) by committee and confirmation by Council • Council authorizes engineering task order for relocation of "egg" sewer 	X X X
June	<ul style="list-style-type: none"> • Committee receives and analyzes architect proposals, interviews architects, and develops recommendations for City Council review • Committee site visits to other Fire Station facilities in comparable communities 	X X
July	<ul style="list-style-type: none"> • Architect contract is negotiated and finalized, with Council approval • Committee begins meeting with architect to discuss design • Architect is consulted to determine ideal timing for egg sewer relocation 	X X X
August	<ul style="list-style-type: none"> • Committee continues design discussions with architect, involving additional City Hall/Police staff and others as needed to work toward common conceptual design of Fire and Police/City Hall facilities 	X
October 30	<ul style="list-style-type: none"> • Architect develops detailed conceptual designs and firm project cost estimates 	X
November 7	<ul style="list-style-type: none"> • Presentation of conceptual designs to Council, beginning of public process 	
November-December	<ul style="list-style-type: none"> • Bring any revisions from November 7 back to Council • Public charette/presentations of conceptual designs • Presentations to service clubs • Committee/Council consideration of any design/concept changes based on public feedback • Begin schematic design 	
January 2018	<ul style="list-style-type: none"> • Open house associated with Pancake Day (January 10) • Additional public presentations/forums as needed • Finish schematic design with any additional public input • Relocation of egg sewer begins 	

Washington Fire Station Project Preliminary Schedule
 As of 11/3/17 (Proposed Public Process)

February	<ul style="list-style-type: none"> • Architect to begins design development • Initiate bond proceedings, subject to advice from financial adviser 	
March	<ul style="list-style-type: none"> • Council completes bond proceedings • Complete construction on egg sewer relocation • Completion of design development 	
April	<ul style="list-style-type: none"> • Council authorizes preparation of construction documents 	
May	<ul style="list-style-type: none"> • Preparation of construction documents 	
June	<ul style="list-style-type: none"> • Finalization of construction documents 	
July	<ul style="list-style-type: none"> • Bidding 	
August	<ul style="list-style-type: none"> • Bidding/negotiation 	
September 2018	<ul style="list-style-type: none"> • Construction start 	
September 2019	<ul style="list-style-type: none"> • Construction completion 	



Budget

- Option C5:
 - 9403 SF City Hall/Police @ \$125/SF =
 - 81 SF Addition @ \$500/SF =

 - 14,215 SF Fire Station @ \$172 =
 - 648 SF Fire Station Mezzanine @ \$100 =

\$1,175,375
\$40,500
\$1,215,875

\$2,444,980
\$64,800
\$2,509,780

WASHINGTON MUNICIPAL BUILDING

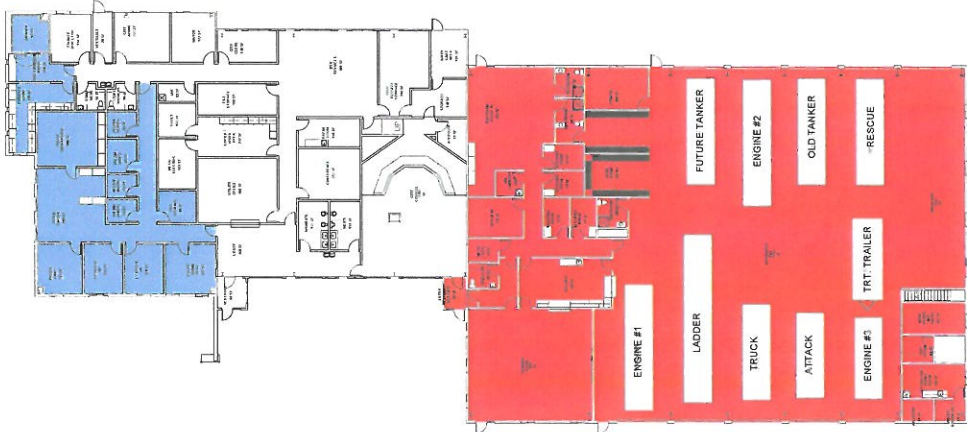
215 E WASHINGTON ST, WASHINGTON, IA 52535

OWNER
 WASHINGTON, IA
 TITLE
 OVERALL FLOOR
 PLANS

PROJECT NUMBER
 270355
 DATE

REV ISONS
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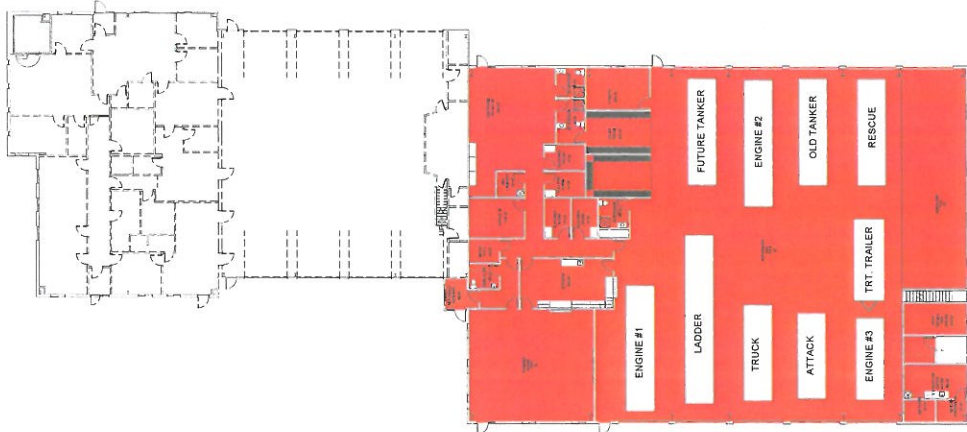
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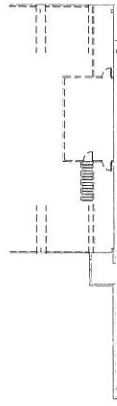
Ⓐ OVERALL FLOOR PLAN (PHASE 2)
 1/16" = 1'-0"



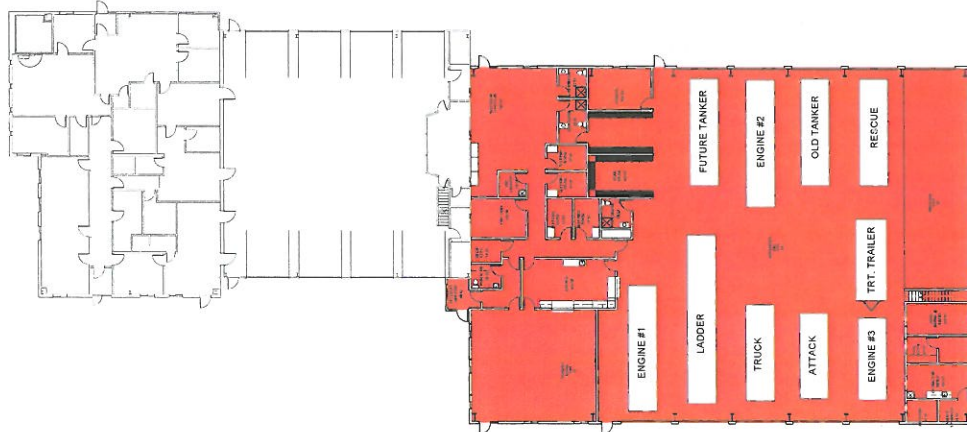
Ⓐ OVERALL MEZZANINE FLOOR PLAN (PHASE 2)
 1/16" = 1'-0"



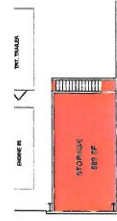
Ⓐ OVERALL DEMO PLAN (PHASE 2)
 1/16" = 1'-0"



Ⓐ OVERALL MEZZANINE DEMO PLAN (PHASE 2)
 1/16" = 1'-0"



Ⓐ OVERALL FLOOR PLAN (PHASE 1)
 1/16" = 1'-0"



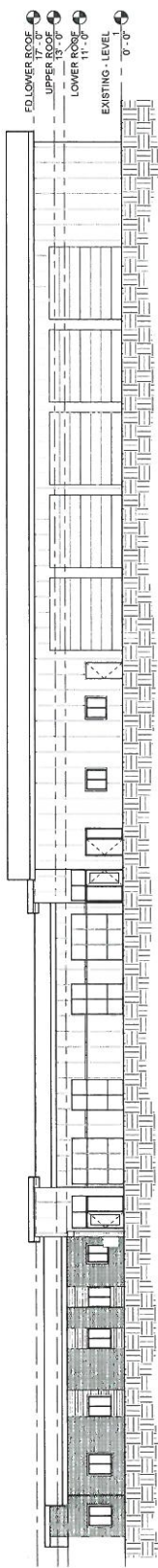
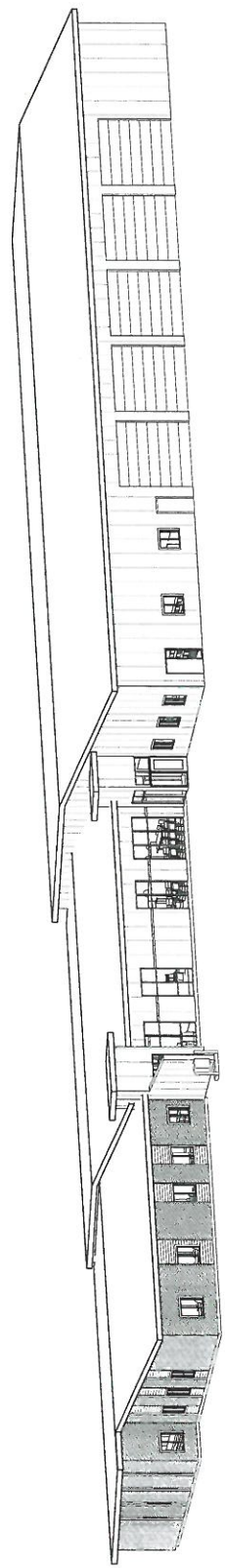
Ⓐ OVERALL MEZZANINE FLOOR PLAN (PHASE 1)
 1/16" = 1'-0"

WASHINGTON MUNICIPAL BUILDING

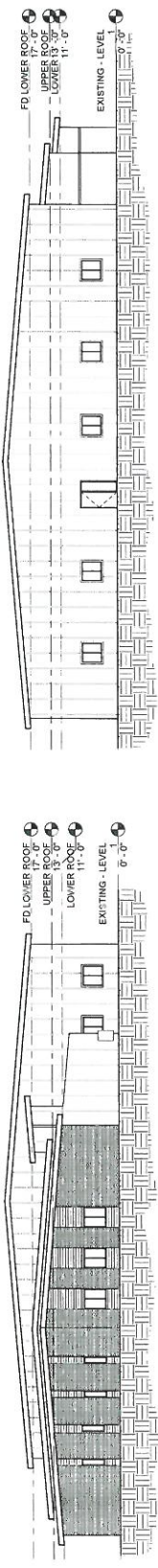
OWNER	WASHINGTON, IA
TITLE	OVERALL EXTERIOR ELEVATIONS & 3D VIEWS

PROJECT NUMBER	217005
DATE	
REVISIONS	

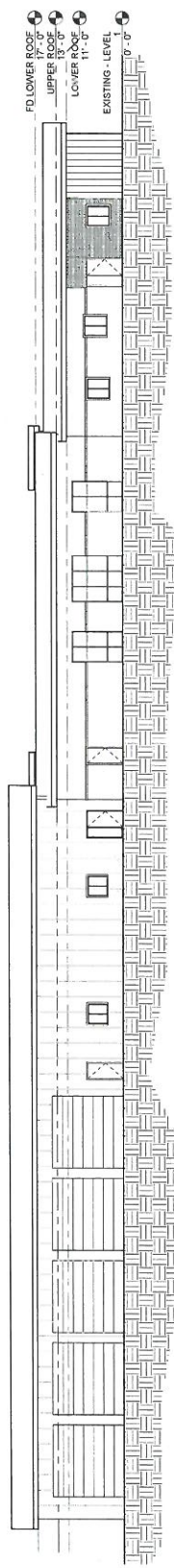
A2.0



1 OVERALL WEST ELEVATION
 3/32" = 1'-0"



2 OVERALL NORTH ELEVATION
 3/32" = 1'-0"



4 OVERALL EAST ELEVATION
 3/32" = 1'-0"

3 OVERALL SOUTH ELEVATION
 3/32" = 1'-0"

October 2017

JOB #	ADDRESS	Ward	Complainant	Nuisance/Complaint/Concern	Complaint Date	Warning Date	Method of Warning	Clean up deadline	Pics	Action/Results	City Official	Status
1	508 N. Iowa Ave	1	citizen	trash in yard/trash, burnt car in garage	4-Oct	4-Oct	called owner		*	car has been removed, owner will tear down garage	JJP	closed
2	813 S. 2nd Ave	4	citizen	fridge on back deck	4-Oct	5-Oct	hanger			fridge has been removed	JJP	closed
3	410 S. 2nd Ave	4	city	trash, no sticker on curb	5-Oct	5-Oct	hanger			trash has been picked up	JJP	closed
4	811 N. 6th Ave	2	city	tv at curb, no sticker	5-Oct	5-Oct	hanger			tv has been removed	JJP	closed
5	711 E. Madison St.	3	city	tall weeds/grass	5-Oct	5-Oct	hanger			grass/weeds have been mowed	JJP	closed
6	609 E. 2nd St.	2	city	couch on curb	9-Oct	9-Oct	hanger			couch has been removed	JJP	closed
7	850 S. Marion Ave	4	city	paint cans on curb	9-Oct	9-Oct	informed owner			paint cans have been removed	JJP	closed
8	531 S. Ave C	4	citizen	trash bags piled up by garage	9-Oct	10-Oct	hanger	17-Oct	*	trash has been picked up	JJP	closed
9	1108 E. 2nd St.	2	city	2 refrigerators in front of garage	10-Oct	10-Oct	hanger	17-Oct	*	abated 10-18-17	JJP	abated
10	620 N. Marion Ave	1	city	trash bags, no sticker at curb	10-Oct	10-Oct	hanger	18-Oct	*	trash has been picked up	JJP	closed
11	319 E. 2nd St.	1	city	mattress at curb	11-Oct	11-Oct	hanger	18-Oct	*	mattress removed	JJP	closed
12	620 E. Madison St.	3	city	tv at curb, no sticker	12-Oct	12-Oct	hanger			tv has been removed	JJP	closed
13	1212 E. 3rd St.	2	citizen	trash/mattress in yard and porch	12-Oct	16-Oct	hanger			trash has been picked up	JJP	closed
14	309 N. B Ave	1	citizen	junk car in alley	16-Oct	17-Oct	mailed letter		*	insurance will be towing upon receiving title	JJP	Open
15	311 N. Ave C	1	citizen	couch in yard	16-Oct	16-Oct	hanger			couch has been removed	JJP	closed
16	314 N. Ave C	1	citizen	car on jack in yard	16-Oct	17-Oct	hanger			car has been removed from yard	JJP	closed
17	421 N. Ave C	1	city	trash/ no stickers on curb	17-Oct	17-Oct	hanger	19-Oct	*	luke's to abate 10-24-17	JJP	abated
18	327 N. Ave B	1	citizen	dumpster over flowing	16-Oct	17-Oct	informed owner			dumpster has been removed	JJP	closed
19	1204 E. Main St.	2	city	couch on curb	18-Oct	18-Oct	hanger			couch has been removed	JJP	closed
20	603 S. 9th Ave	3	city	dryer at curb	19-Oct	19-Oct	hanger			dryer has been removed	JJP	closed
21	814 N. 6th Ave.	2	citizen	junk on porch	19-Oct	23-Oct	hanger			owner has removed trash	JJP	closed
22	420 E. Washington St.	2	citizen	junk, trash all over back yard	20-Oct	23-Oct	called owner		*	recently purchased and is in process of clean up	JJP	Open
23	417 E. Main St.	2	citizen	carpet near alley way	20-Oct	26-Oct	informed owner			carpet has been removed	JJP	closed
24	110 W. 3rd St.	1	city	mattress at curb	24-Oct	24-Oct	hanger		*	abated 10-31-17	JJP	abated
25	908 N. Iowa Ave	1	city	trash bags at curb	24-Oct	24-Oct	hanger		*	abated 10-27-17	JJP	abated
26	1030 N. Iowa Ave	1	city	desk at curb	24-Oct	24-Oct	hanger			desk removed	JJP	closed
27	1115 E. 3rd St.	2	city	refridgerator by front porch	24-Oct	24-Oct	hanger		*		JJP	Open
5	914 N. 4th Ave.	2	citizen	tall grass and weeds and brush	11-Sep				*	need letter	SED	Open

*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)

*Development Services Department
215 East Washington Street
Washington, IA 52353
319-653-6584*



MEMO

To: City Council
From: Keith Henkel, Engineering Technician
Date: 10/18/2017
Re: Replacement of the curb ramp at Washington St. and 2nd Ave. (State Theater)

Council,

Enclosed are two quotes for the replacement of the curb ramp at Washington St. and 2nd Ave. The quotes are from DeLong Construction in the amount of \$4,400.00 and Rodney's Construction in the amount of \$9860.00. The curb ramp is in need of repair because of traffic cutting the corner and driving over the ramp. This has caused a failure of the concrete resulting in a major tripping hazard.

My recommendation is to award this work to DeLong Construction in the amount of \$4,400.00

Thank You,

A handwritten signature in black ink, appearing to read "Keith Henkel". The signature is written in a cursive, flowing style.

Keith Henkel

ESTIMATE



City of Washington

(563) 554-9381

DeLong Construction Inc

1320 North 8th Ave. P.O. Box 488
Washington , Iowa 52353

Phone: (319) 653-3334
Email: cwharton.delonginc@gmail.com
Fax: (319) 653-3351
Web: delonginc.com

Estimate # 000197
Date 08/10/2017
PO # Wash and S second
Business / Tax # An Iowa DOT Certified DBE / WBE Contractor

Description	Total
Double Saw Cut approx 60 lf	\$900.00
Remove and replace street 9" thick #5 epoxy dowels /SF 100 Final Payment will be as measured in field poured in M-4 Mix includes seeding	\$2,500.00
Remove and replace sidewalk 12" thick 20 sf(includes brick remove and relay) Final payment as measured in field (city to supply new brick if required)	\$1,000.00
Subtotal	\$4,400.00
Total	\$4,400.00

Notes:

above work does not include traffic light Loops that will need to be repaired
traffic control is channelizes only any additional to be supplied, set up, and torn down by city
Does not include IDOT permit
Does not include any striping

Let me know if you have any question concerning this Estimate

RODNEY'S CONSTRUCTION

Rodney Christner, Owner
 2994 Hwy 1
 Washington, Iowa 52353
 319-653-5017 319-653-3599

JOB INVOICE

2669 Page 1 of 1

TO City of Washington

Phone	Date of Order <u>10-1-17</u>
<input checked="" type="checkbox"/> ESTIMATE	<input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA
Job Name & Number	
Job Location <u>corner by state theatre</u>	
Job Phone	Starting Date

TERMS:

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK
1	Signage, barricade cones			
1	Removal of bricks, paver from curbs			
1	concrete Removal + cutting of curb + slab to cut line east and to cut line north			
1	Formwork			
1	Concrete Debris Hauling			
1	Concrete Drilling with epoxy 3/4" bar			
1	Grading of subbase			OTHER CHARGES @ approx 26' curb 150 sq ft Flat
1	Remove subbase for extra depth			
1	Expansion Joints FORM			
1	concrete Placement 12" thick in Road with curb + sidewalks Slope cut ADA sidewalk Ramp			TOTAL OTHER
1	Re-install Brick Pavers + Detect Pads			LABOR
1	Backfill edges + Clean up Labor			HRS
1	M-4 concrete			RATE
1	Sign pickup			AMOUNT
SUB - TOTAL			9860 ⁰⁰	
TAX PAID ON MATERIALS				TOTAL LABOR
TOTAL MATERIALS				TOTAL MATERIALS
TOTAL OTHER				TOTAL OTHER

Date Completed

Work Ordered By X

Anything not stated on job invoice sheet is extra.
 2% PER MONTH CHARGE ON UNPAID BALANCES OVER 30 DAYS, MAXIMUM 24% PER YEAR INTEREST.

Thank You !

TAX	<u>0</u>
TOTAL	9860 ⁰⁰

*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 2, 2017

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

From: Brent Hinson
City Administrator

Re: Website Improvements

As the Council is aware, we have a committee working on website improvements. While we have good content on the website, we have not changed the format significantly since the website was launched in 2002. We currently pay \$1,050 per year for our website, and had budgeted \$5,000 for website improvements. However, we are recommending that we instead enter into a 3-year agreement with GovOffice (our current provider), which would spread the development cost over the length of the agreement, at a rate of \$3,180 per year. At the end of the agreement, we would be eligible for an additional redesign if we renew the agreement.

While this is more than we have been paying, I only expect we will utilize the website more in the future, and it is important that we have an attractive and user-friendly interface. A competing web design company that has been used by the cities of Oskaloosa, Mount Pleasant, Coralville, and Fairfield had quoted me at a \$20,000 upfront design cost a couple of years ago, but we feel we can get an excellent website at a much more budget-friendly price by sticking with GovOffice.

Also, as I previously mentioned to you, we are planning to launch the new website under the washingtoniowa.gov domain, and will be working on transitioning our emails over to that domain as well. When our website was launched, this domain was not available to local governments, and this is more professional and descriptive to users in my opinion that using the .net domain; it's obvious you are on the official city website as opposed to some other general community site.

GOV OFFICE

Multi-Year Service & License Agreement

City of Washington, Iowa

Premium Plus Custom Design

November 1, 2017

City of Washington, Iowa
215 E. Washington Street
Washington, IA 52353

Key Contact:
Brent Hinson, City Administrator
Administration & Finance
Phone: 319-653-6584
bhinson@washingtioniowa.net
www.washingtioniowa.net

GovOffice Web Solutions, a Division of Avenet LLC
2112 Broadway Street NE, Suite 250
Minneapolis, Minnesota 55413
Phone: 612-617-5700
Fax: 612-617-5701

Avenet LLC Federal Tax ID: 41-1940025
avenet.net
govoffice.com
help.govoffice.com

Terms & Conditions

This Agreement, dated November 1, 2017 ("Effective Date"), is by and between Avenet LLC, d/b/a GovOffice ("GovOffice") and the City of Washington, Iowa ("Client"). The term of this Agreement begins on the Effective Date and may renew the Agreement per the Agreement Renewal terms below.

GovOffice Deliverables

1. GovOffice will deploy a website for Client that includes all functionality and services as defined in Exhibit A—GovOffice Project Deliverables, attached hereto.

Additional Services

2. Client may contract at any time with GovOffice for additional Consulting, Website Design, Setup, Programming, and Training services (Project Development Services) that exceed those defined in Exhibit A. GovOffice will separately invoice Client for the additional services. Services or Modules that incur additional usage fees may be purchased and activated at any time.

Billing & Payment Terms

3. Upon execution of this agreement, GovOffice will provide an invoice for **first year fees of \$3,180**, which will be due within 30 days of receipt. Design and/or content services begin upon receipt of initial payment.
4. **Year 2 and Year 3 Annual Fees of \$3,180** for GovOffice services as described in Exhibit A are invoiced prior to the next year of service and are due within 30 days or upon the annual anniversary date, whichever is later.

5. After site launch, if the Client's account exceeds 90 days past due, Support, Maintenance & Hosting may be discontinued until the Client's account is made current. Client will be given 30 day notice prior to discontinuation of services for non-payment.

Agreement Renewal

6. Client may renew this agreement for an additional 3 year period at the same rate as quoted herein (\$3,180 per year) and is eligible to receive a new Premium level graphic design with such renewal. Client has the option to convert back to annual billing (\$800 hosting and \$250 extended storage), subject to rate adjustment.
7. Either party may terminate the Annual Support, Maintenance & Hosting Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date.
8. In the event that neither party gives 60 day notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term. GovOffice agrees to provide 1 renewal with the same level of services and the same contract term of 3 years at the same rate and payment schedule as this agreement, including a site redesign at the same or comparable level of service as that described in Exhibit A.
9. Client may terminate this agreement prior to the completed three (3) year term by providing written notice to GovOffice and by providing full payment for the entire remaining balance of the total fee of this agreement within 30 days of termination.

Additional Terms & Conditions

10. Client is subscribing to and licensing the GovOffice Content Management System (CMS) to construct, manage and maintain its website and related online services and agrees to the further Terms & Conditions as published at www.govoffice.com/terms.
11. GovOffice strives to complete all activities surrounding a Client's implementation (online training, custom graphic Web design, etc.) as efficiently as possible, but we do not guarantee the deployment (*go-live*) of the website by or on any date.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

By _____ Client Date _____

By _____ GovOffice Date _____

Purchase Order Number: _____

Instruction

Sign and return soft copy/PDF of entire document to ross@govoffice.com and mail two (2) signed originals to the GovOffice corporate office address with your initial payment (see Page 1 for address). GovOffice will email a counter-signed copy of the contract back to you, and, upon receipt of two signed originals, we will counter-sign and return one copy for your files.

Exhibit A: GovOffice Project Deliverables

COST SUMMARY		
Design and Hosting Fee/Additional Site Storage		
Year 1 Payment = \$3,180	Year 2 Payment = \$3,180	Year 3 Payment = \$3,180
Total of All Three Payments = \$9,540		
<p>License of GovOffice 3.3 Content Management System (CMS)</p> <p>License of GovOffice CMS includes an online training session for staff with the Training & Technical Support Team and the following features:</p> <ul style="list-style-type: none"> -Ability to limit access and administrative permissions to each user on the system -Preview feature that shows how an unsaved edit would appear if saved and activated on the live site -Live Site feature allows users to switch between the live and administrative Web sites within one browser window -Data storage tracker to help manage your load of Web content -Audit log that shows editing activity of all administrative users -Flexibility to name and order all navigation menu buttons -Import, type, and format text -Create unlimited friendly page titles/URLs -Create unlimited number of links to internal pages and external Web sites -Upload, resize, position, and caption photos -Online forms for questions, comments, and requests to be contacted by staff -Post audio and video files -Upload and name documents, such as Agendas & Minutes and newsletters -Schedule of events, including recurring events, within a true calendar display -Online opinion polls with controlled responses and option to display the results -Image gallery to create a Community Photo Album; includes slideshow capability -Ability to add, turn on & off, and remove sidebars from all pages -Directory, including contact information and photos, of Elected Officials and staff -Post news stories with a pre-set release date for automatic display on the live Web site -Display job listings with post & deadline dates and post the employment application -List Frequently Asked Questions by department or the entire organization -Related links to associated Web sites without posting long URLs -Directory of local attractions and links to an online map -Site Map for added ease by site visitors in locating a desired section of the Web site -Last Edit stamp that shows the date on which any Web page was last updated -Printer-Friendly option and some flexibility in the placement of the prompt -Search engine that also searches keywords within uploaded documents -Option for advanced users to switch to HTML mode for editing -Intranet capability for staff only areas of the Web site; accessed only by username and password -Bulk e-mail tool that allows visitors to opt-in/ opt-out of receiving e-mail notifications from your government office -RSS feeds in from other news-related Web sites -Mobile friendly website – with custom design 		

Service & Maintenance

- Unlimited bandwidth & Website hosting up to 2 GB of uploads,
- Unlimited toll-free technical support for staff,
- Online training/ re-training of Content Management System (CMS) software for staff,
- Daily backups of stored Website content and design files,
- Maintenance of Web servers and their installed security systems,
- Unlimited regular administrative users and Superusers,
- Secure SSL (Secure Sockets Layer) administrative website,
- Upgrades of GovOffice Content Management System

Additional Site Storage – 2 GB (4 GB total)**Premium Solution Design Includes:**

- Completely unique, custom design
- 5 custom banners containing:
 - Logo and photos supplied by client
 - May be a blended/collage style banner, if requested
 - Font treatment for Title (City of Springfield) and Slogan (Your Hometown) fields
 - Banners may rotate upon refresh/reload of the browser or be assigned to internal sections
 - Up to 50 photos sent for inclusion in the design (numbered based on importance)
 - Extended color scheme to fully match the client's branding
 - 1 background image to be used as a banner background or a site background and a watermark, if requested
 - Custom font treatment throughout site (from Google font selection)

Auto Image Slider

The Auto Image Slider will be programmed to appear on the homepage of the website.

The Auto Image Slider will support up to 5 images uploaded by the Client on its administrative website, and any of these images may be swapped for another image by the Client at any time. Images must be correctly sized according to specifications (to be determined; will be communicated by GovOffice to the Client) in order to display optimally within the Auto Image Slider.

Quick Link Buttons

Up to six quick link buttons will be applied to the homepage (hard coded).

Homepage Makeover

- Writing, rewriting and formatting welcome text for efficient online reading
- Organizing and labeling primary site navigation menus
- Incorporating images effectively
- Using Promotions to display news, events, calendars, etc. in a visually appealing way
- Using Sidebars to display related links, text and images

Custom Mobile Design (for display on smartphones)

Includes client's logo and design color scheme

Design Process

The design service with upgrades is a 3 draft, 3 revision process

Guarantees

1. No content—text, images, documents, and the like—that resides on the Client’s existing website will be lost in the transition from the current design to the new design.
2. The Client will continue to have the ability to edit the contents of its website during and after the custom graphic Web design process.
3. The current Web site will not be offline or *under construction* during the custom design development process.
4. The amount of the Client’s Annual Service Package (for website hosting, maintenance of servers, toll-free technical support, etc.) will not increase as result of implementation of the new, customized Web design.

Timeline: While GovOffice strives to complete each Client’s custom design project as efficiently as possible, we do not guarantee the deployment (“go-live”) of a custom design by or on a specified date.



GovOffice Payment Plan

Stretch Your Budget

Stretch your budget with a manageable fixed-payment amount, exempt from rate increases for up to 6 years.

Our *3-Year Payment Plan* is the solution for forward-thinking, budget-conscious local governments.

How do you benefit?

- **Lowers your website implementation cost** by combining it with your annual fees and spreading the total evenly over a 3-year period
- **Helps ensure that your evolving branding needs and web standards are met** by delivering a graphic redesign at no additional charge when the original agreement is renewed
- **Locks in your annual rate** so you avoid cost increases

Plan Summary
Equal payments spread over 3 years
Option to lock in rate up to 6 years
Lower Year 1 cost than traditional plan
3-year agreement required
New & current clients may participate



What happens when your contract expires?

At the end of your original agreement, you may continue your GovOffice service in one of the following ways:

1. **Renew your Payment Plan** for another term and GovOffice will redeliver all services, including a graphic redesign, at the same or comparable level as the original contract at no additional charge.*
2. **Switch to a traditional plan.** The Standard Annual Service Package (website hosting, technical support, and more) and any services or modules selected will be billed at the current rates.

*A redesign that involves added features ordered by the client but not incorporated into the original website are subject to additional charges, and the client's payment amount will be adjusted accordingly. Additional features include but are not limited to: technology modules, integration of third-party software solutions, custom design features beyond the scope of the original design and custom programming as required to deliver a requested function.

*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 3, 2017

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

From: Brent Hinson
City Administrator

Re: WWTP Nutrient Study Task Order

The DNR informed us last year that we were going to be required to conduct a nutrient study on the Wastewater Treatment Plant (WWTP) by March 1, 2018. This is part of the Iowa Nutrient Reduction Strategy, and may lead to the need for future improvements to the WWTP to reduce the amount of phosphorus and nitrogen we are discharging. Part of the reason, by my understanding, that Washington selected the Sequencing Batch Reactor (SBR) form of treatment plant was that this could be readily upgraded to remove nutrients if or when nutrient reduction started being required, and considerable investment was made when the plant was built in 2011-2012 to make this as simple (and inexpensive) in the future as possible. However, it is still likely at some future time that upgrades will be necessary, and the study will help us better understand how this may apply.

We included a projected cost of \$20,000 for this study in the FY18 budget.

Task Order

In accordance with paragraph 1.01 of the Master Agreement Between Owner and Engineer for Professional Services dated May 1, 2013 ("Agreement"), Owner and Engineer agree as follows:

Specific Project Data

- A. Title: WWTP Nutrient Reduction Strategy Study
- B. Description: The Owner's Final NPDES permit became effective on March 3, 2016. The NPDES permit establishes effluent limitations, monitoring requirements, and nutrient reduction requirements for the Owner's wastewater treatment plant discharge.

The Nutrient Reduction Requirements within the Owner's NPDES Permit are intended to support the Iowa Nutrient Reduction Strategy and require the Owner to prepare and submit a report that evaluates the feasibility and reasonableness of reducing the amounts of nitrogen and phosphorus discharged to surface waters. The report is required to be submitted to IDNR within twenty-four months from the final permit issuance date. The requirements for the feasibility study are summarized in the discharge permit (page 16) and are attached to this Engineering Agreement. For purposes of this Engineering Agreement, the focus of FOX's evaluation efforts shall be on the evaluation of operational changes, with a narrow focus on the evaluation of additional or new treatment technologies. If the IDNR requires further evaluation of additional options, an additional fee shall be negotiated with the Owner through an engineering amendment to this agreement.

1. Services of Engineer

Exhibit A shall apply to this project in its entirety, with the following exceptions and additions:

A1.01 Study and Report Phase – As per Exhibit A, but the following additions or modifications:

A1.01.A Add the following paragraphs"

- 8. Task 301. Evaluate existing wastewater treatment plant nitrogen and phosphorus removal capabilities.
 - a. Compile and summarize analytical results from Owner's one-year (minimum) long data collection effort.
 - b. Evaluate the existing wastewater treatment plant's current removal efficiencies for total nitrogen and total phosphorus.
 - c. Determine if existing raw wastewater is similar to typical domestic sewage with 25-35 mg/L total nitrogen and 4-8 mg/L total phosphorus based on raw wastewater data collected during a year-long sampling event.
 - d. Determine proposed facility discharge limits from yearlong data either from 66% TN and 75% TP removal or 10 mg/L TN and 1 mg/L effluent requirements.
 - e. Analytical data collected by the Owner will be used to establish the removal efficiencies. The Owner will provide analytical data to FOX electronically (Excel spreadsheet).
 - f. No travel or meetings are expected to be necessary to complete this task. Communication required to complete this task will be accomplished by telephone.
- 9. Task 201. Provide general consulting services related to revisions to the IRE Pretreatment Agreement and the impact of such revisions on the nutrient reduction strategy.
 - a. FOX will attend an initial pretreatment coordination meeting at IRE to understand the need and reasons for changes to the Pretreatment Agreement.
 - b. Evaluate the impact of IRE's contribution to wastewater treatment plant raw influent loading under the existing pretreatment agreement and under the proposed revisions to the pretreatment agreement.
 - c. Owner/IRE to provide one-year (minimum) long analytical data test results from the 3rd party independent certified lab and the daily monitoring data collected by the internal lab at IRE.
 - d. Analytical data collected by the Owner will be used to establish the removal efficiencies.

- e. Engineer will provide a written summary of how the raw influent waste load is being allocated under the current pretreatment agreement and the proposed changes.
 - f. Attend additional meetings with IRE as requested by the Owner.
 - g. Prepare and submit revisions to the Pretreatment Agreement as requested by the Owner.
10. Task 302. Evaluate potential operational changes at the treatment facility to reduce nutrients
- a. FOX will evaluate potential operational changes to the existing wastewater treatment plant to reduce the amounts of total nitrogen and phosphorus discharged.
 - b. Identify current plant operating practices through discussion with the treatment plant staff.
 - c. Discuss potential operating adjustments/changes with the ABJ/Sanitaire, which is the equipment manufacturer of the equipment currently installed in the sequencing batch reactors (SBRs).
 - d. Estimate the amount of achievable reductions associated with proposed operational changes.
 - e. Evaluate impact of operational changes to removal of other pollutants (e.g. CBOD5, TSS).
 - f. Evaluate cost associated with operational changes.
 - g. One (1) meeting shall be held at Washington to review existing plant performance, operational changes proposed, and select alternatives to evaluate in the next task (item 11 of this paragraph).
11. Task 303. Additional and/or New Treatment Technologies Evaluation
- a. FOX will provide a targeted evaluation of new and/or existing additional treatment technologies that could be incorporated into the existing treatment plant to reduce the amounts of total nitrogen and total phosphorus in the final effluent.
 - b. Up to two (2) options will be identified for the Owner's initial consideration during the meeting under item 10 of this paragraph.
 - c. Provide a brief description for options deemed feasible to meet the new requirements.
 - d. Evaluate removal efficiencies for total nitrogen and total phosphorus for each selected technology.
 - e. Assess feasibility, reasonableness, practicability, the availability of equipment, capital costs, annual operating costs, and any non-water quality environmental impacts (e.g. additional air pollution, increased sludge production, etc.) for each selected technology.
 - f. The goal is to achieve annual average concentrations of 10 mg/L total nitrogen and 1 mg/L total phosphorus for typical domestic strength sewage per the NPDES Nutrient Reduction Requirements. Please note that FOX cannot provide financial advice to municipalities, but will provide an estimate of the impact on rates for review by the Owner's financial advisor.
 - g. No travel or meetings are expected to be necessary to complete this task. Communication required to complete this task will be accomplished by telephone.
12. Task 304. Draft Nutrient Reduction Report
- a. FOX will develop a Draft Nutrient Reduction Report. An electronic copy of the report will be sent to the Owner for review.
 - b. A description of the existing treatment facility, including current removals of nitrogen and phosphorus.
 - c. A description and evaluation of operational changes to the existing treatment facility that could or have been implemented to reduce the amounts of total nitrogen and total phosphorus discharged in the final effluent. The evaluation shall consider the feasibility and reasonableness of proposed operational changes, including cost estimates.
 - d. An evaluation of up to two (2) new or additional treatment technologies that could reduce the amounts of total nitrogen and total phosphorus discharged in the final effluent.
 - e. Develop conclusions and recommendations.
 - f. Develop schedule for implementing selected nutrient reduction approach if improvements are needed.
 - g. One (1) meeting shall be held at Washington to review and receive comments on the Draft Report.
13. Task 305. Finalize the Nutrient Reduction Report
- a. FOX will incorporate the Owner's comments into a Final Nutrient Reduction Report. The Final Report shall be submitted to IDNR no later than February 5, 2018. FOX will respond to IDNR's questions regarding the Final Report.

A1.02 Preliminary Design Phase – not required for this project.

A1.03 Final Design Phase – not required for this project.

A1.04 Bidding Phase – not required for this project.

A1.05 Construction Phase – not required for this project.

A1.06 Commissioning and Post Construction Phase – not required for this project.

A.2.01 Additional Services Requiring Owner’s Authorization in Advance – none anticipated.

Exhibit D shall not apply to this project, an RPR will not be used.

2. **Owner's Responsibilities**

Exhibit B shall apply to this project in its entirety.

3. **Times for Rendering Services:**

Task	Date Completed
<u>Task 301</u>	<u>November 14, 2017</u>
<u>Task 201 and 302</u>	<u>November 29, 2017</u>
<u>Task 303</u>	<u>December 15, 2017</u>
<u>Task 304</u>	<u>January 26, 2018</u>
<u>Task 305</u>	<u>February 2, 2018</u>

The above dates are based on Owner providing the necessary information, comments, approvals, etc. to Engineer in a timely manner to allow work to proceed. If there are protracted delays for reasons beyond Engineer’s control, the schedule will be adjusted to reflect such delays.

4. **Payments to Engineer**

Owner shall pay Engineer for services within each phase as follows:

Phase	(Hourly/Lump Sum)	Amount
Nutrient Design Strategy Study Report	Method A: Lump Sum	\$14,519
IRE Pretreatment Consultation	Method B: Hourly	\$1,813

* Note that hourly amounts are estimated amounts and not maximums. However, Engineer will request written authorization from Owner to continue such services should the accumulated hourly amounts charged for any given task or phase reach the estimated total amounts given above.

5. **Engineer’s Consultants:** not required for this project.

6. **Other Modifications to Master Agreement:** None

7. **Attachments:** None

8. **Documents Incorporated By Reference:** None

Approval and Acceptance: Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Agreement. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, 2017.

Engineer

Steven J. Troyer 11-3-17
Signature Date

Steven J. Troyer, P.E.
Name

Principal
Title

Owner

Signature Date

Name

Title

Designated Representative for Task Order:

Robbie J. Baker, P.E.
Name

Project Manager
Title

414 South 17th Street, Suite 107
Ames, IA 50010
Address

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515-233-0000
Phone

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Designated Representative for Task Order:

Brent Hinson
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City Administrator
Title

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E-Mail Address

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Phone

Fax

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



*215 East Washington Street
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Memorandum

November 2, 2017

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

From: Brent Hinson
City Administrator

Re: Federal Historic Tax Credit Support Resolution

Main Street has proposed that the Council consider a resolution of support for continuing the Federal Historic Tax Credit program. This program is discontinued in the current tax reform legislation in Congress. This has been a valuable program throughout the state of Iowa, and it has been at the center of conversations as we attempt to achieve redevelopment of a number of historic buildings, some of which are listed in the resolution.

RESOLUTION NO. 2017-_____

**A RESOLUTION AFFIRMING SUPPORT OF
THE FEDERAL HISTORIC TAX CREDIT PROGRAM**

WHEREAS, the Federal Historic Tax Credit program (FHTC) in its current form was enacted by Congress and the Reagan Administration to attract capital to historic rehabilitation projects that help stimulate local economies; and

WHEREAS, the FHTC has had tremendous impact nationwide since its inception, creating over 2.4 million jobs, rehabilitating more than 42,000 buildings, and leveraging \$131.8 billion in private investment; and

WHEREAS, because of the FHTC, the State of Iowa has experienced exceptional economic growth; from 2002 to 2016, the FHTC invested \$195 million in 257 projects across Iowa, leveraging an additional \$979 million of private investment, for a total investment of almost \$1.2 billion; these projects created 10,817 permanent jobs and an additional 8,997 construction jobs with a total income, net of taxes, of almost \$1.1 billion; most importantly, the income generated by these jobs and businesses added \$229 million to local, state and federal tax coffers, with the federal government realizing a revenue gain of \$174 million.

WHEREAS, the FHTC leverages four private dollars for every dollar of federal support; FHTC projects are catalytic, generating additional real estate investment in nearby properties that spur an area-wide revitalization cycle; to date, the \$25 billion in federal historic tax credits issued over the life of the FHTC program has generated more than \$30 billion in federal tax revenue, a net gain to the federal treasury of \$5 billion; and

WHEREAS, the FHTC program, combined with the Iowa Historic Tax Credit, is a powerful tool that has led to the redevelopment of such vacant, blighted and/or underutilized buildings like the State Theatre, named in 2016 the Guinness World Record holder for the World's Oldest Continuously Operating Movie Theatre, which claimed \$157,000 in FHTC to complete its full restoration of the façade and marquee; because of the FHTC, this building was returned to full utilization; and

WHEREAS, there remains over 140,000 square feet of vacant or underutilized space in Washington buildings that need to be rehabilitated and that may qualify for the FHTC, including the McCleery Calendar Factory, which is over 25,000 square feet of vacant space that could be either commercial or residential space or the Smouse House, one of Iowa's most endangered properties, which could be reused as over 7,400 square feet of commercial or returned to its

original residential use, and that rehabilitation of most of these buildings and sites will not be financially feasible without the FHTC.

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

Section 1. That the Washington City Council supports the Federal Historic Tax Credit program and urges the President and Congress, and specifically Iowa's Congressional Delegation, to continue this important program, and to refrain from supporting any tax reform proposal that does not include it.

PASSED AND APPROVED this 7th day of November, 2017.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk