



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, MAY 16, 2017

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, May 16, 2017 to be approved as proposed or amended.

**Consent:**

1. Council Minutes May 2, 2017
2. Application for Tax Abatement (301 E. 5<sup>th</sup> St.) – Rodney & Rita Stogdill,
3. Bankers Trust, GO Loan Note, Series 2009, \$139,285.00
4. Bankers Trust, GO Loan Note, Series 2015, \$190,093.75
5. Bankers Trust, GO Loan Note, Series 2016B, \$43,581.25
6. Bankers Trust, GO Loan Note, Series 2016C, \$562,470.00
7. Bankers Trust, GO Loan Note, Series 2016, Bond Redemption Fee, \$100.00
8. Federation Bank, 2012 Go Bond, \$50,375.00
9. Washington State Bank, 2013 GO Bonds, \$50,370.18
10. Washington State Bank, 2014 GO Bonds, \$51,014.44
11. Cedar Rapids Bank & Trust, TIF Fund, \$25,058.75
12. Iowa Finance Authority, SRF, CF0412R, \$327,395.00
13. Iowa Finance Authority, SRF, C0441R, \$112,007.50
14. Fox Engineering, Water Plant Lead Soil Removal, \$534.70
15. Fox Engineering, Well #6 Pump Replacement, \$600.00
16. Fox Engineering, Water Treatment Plant Improvements, \$18,818.10
17. Fox Engineering, Sanitary Sewer Collection System Evaluation, \$1,319.50
18. Agriland FS, Fuel Pumps and Equipment, \$14,285.00 **(previously approved by council)**
19. Hy-Vee Food Store, 528 S. HWY 1, Cigarette Permit, **(renewal)**
20. Hy-Vee Wine & Spirits, 1004 W. Madison Street, Cigarette Permit. **(renewal)**
21. Wine & Spirits, 106 W. 2<sup>nd</sup> Street, Cigarette Permit, **(renewal)**
22. Casey's General Store #3528, 1730 E. Washington Street, Cigarette Permit, **(renewal)**
23. Casey's General Store #1624, 1002 W. Madison Street, Cigarette Permit, **(renewal)**
24. Wal-Mart #1485, 2485 Hwy 92, Cigarette Permit **(renewal)**
25. The Wagon Wheel, 521 E. 7<sup>th</sup> Street, Class C Liquor License (LC) (Commercial), Living Quarters, Outdoor Service Area, Sunday Sales, **(renewal)**
26. Department Reports.

### **Claims and Financial Reports:**

Claims as Presented.

Financial Reports

### **SPECIAL PRESENTATION**

PAWS & More Presentation (Power Point) - Amber Talbot.

YMCA Presentation.

Nuisance Abatement Update.

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

### **NEW BUSINESS**

Discussion and Consideration of Manhole Rehabilitation Demo.

Discussion and Consideration of Amendment to City Safety Manual – Section VIII “Seat Belt Policy”

Discussion and Consideration of Architect Request for Proposals – Fire Station Project.

Discussion and Consideration of Engineering Task Order – South Water Tower Rehabilitation.

Discussion and Consideration of Setting Public Hearing for Sale of Real Estate - 123 E. 2<sup>nd</sup> Street.

### **CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS**

**PUBLIC HEARING** – Amending FY17 Budget.

Discussion and Consideration of a Resolution Amending FY17 Budget.

**PUBLIC HEARING** - 2017 Seal Coat Project.

Discussion and Consideration of a Resolution Awarding Bid for 2017 Seal Coat Project.

Discussion and Consideration of Second Reading of an Ordinance – Utility Rates.

Closed Session per Iowa Code 21.5(i) Personnel.

### **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 05-02-2017

The Council of the City of Washington, Iowa, met in Regular Session in the Nicola-Stoufer Room, Washington Public Library, 115 W. Washington Street, at 6:00 P.M., Tuesday, May 2, 2017. Mayor Johnson in the chair. On roll call present: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Absent: none.

Motion by Salazar, seconded by Youngquist, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, May 2, 2017 be approved as proposed. Motion carried.

**Consent:**

1. Council Minutes 04-18-2017
2. Council Minutes 04-25-2017
3. Garden & Associates, 15<sup>th</sup> Ave. Project, \$1,220.66
4. Powercom Motor Control Corp., Central Park Fountain Lighting Project, \$6,117.33
5. Fareway Stores #554, 301 N. Marion Avenue, Cigarette Retail Permit, **(renewal)**
6. Kevin Olson, Professional Services, \$1,100.88
7. Department Reports

**Consent - Other:** none

Motion by Salazar, seconded by DeLong, to approve the consent agenda. Motion carried.

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

Presentations from the Public:

Cymie Wehr, 32 Linden Lane, came before council to talk about a nuisance situation in her neighborhood with the noise and fumes from diesel trucks left running.

Motion by Rosien, seconded by Salazar, to approve an Urban Chicken Permit for Debra Montoya, 312 S. Avenue D. Motion carried.

Motion by Rosien, seconded by Youngquist, to approve Setting a Public Hearing on FY17 Budget Amendment #2 for May 16, 2017. Motion carried.

Motion by Youngquist, seconded by Gault, to approve the HRDP Application for Woodlawn Cemetery Shelter and Gates. Motion carried.

Motion by Rosien, seconded by DeLong, to approve the Resolution Approving Specifications, Form of Contract, Cost Estimate, and Setting Dates for a Public Hearing and Receipt of Bids for the 2017 Seal Coat Project. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-031)**

Motion by DeLong, seconded by Youngquist, to approve the Resolution Establishing a Fire Station Project Committee. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-032)**



Motion by Rosien, seconded by Janecek, to approve the Resolution Requesting Changes to the City of Washington's Federal Street Functional Classifications. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2017-033)**

Motion by Rosien, seconded by Youngquist, to approve the first reading of an Ordinance – Utility Rates. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried.

Motion by Youngquist, seconded by Salazar, to approve the third reading and adopt the Ordinance – Stop Signs S 11<sup>th</sup> Ave. and E. Madison Street. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Ordinance No. 1060)**

Motion by DeLong, seconded by Gault, to approve the third reading and adopt the Ordinance – Establishing Park and Recreation Board. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Ordinance No. 1061)**

Motion by Rosien, seconded by Youngquist, that the council go into closed session per Iowa Code 21.5(j) real estate. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried.

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

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

Motion by Rosien, seconded by Youngquist, that the Regular Session held at 6:00 P.M., Tuesday, May 2, 2017 be adjourned. Motion carried.

Illa Earnest, City Clerk

Sandra Johnson, Mayor

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

☐ Prior Approval for Intended Improvements

☒ Approval of Improvements Completed

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

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

Residential

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

Commercial/Industrial

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

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

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

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

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

Address of Property: 301 E. 5<sup>th</sup> St, WASHINGTON,  
*NE corner of Lot 4 Auditor subdivision of Block 14 of Dennis Addition to Washington, Ia, West 344 feet*  
Legal Description: thence South 120.00 feet, thence East 223.00 feet thence North 87° 15' East 121 feet to East line  
*of Lot 4 thence North 114.20 feet to point of beginning. Parcel # 1117186013*  
Title Holder or Contract Buyer: Rodney & Rita Kay Stogdill

Address of Owner (if different than above): 3131 Orange Ave Wayland, IA

Phone Number (to be reached during the day): 319-653-5808

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

Existing Property Use: ☐ Residential ☒ Commercial ☐ Industrial ☐ Vacant

Proposed Property Use: SELF SERVICE MINI STORAGE

Nature of Improvements: ☒ New Construction ☐ Addition ☐ General Improvements

Specify: REMOVE BUILDING (ABATED) AND NEW CONSTRUCTION

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

Date Permit(s) Issued: 6-14-2016

Permit(s) Valuation: \_\_\_\_\_ [Attach approved Building Permit to this application]

Estimated or Actual Date of Completion: AUG 2017



Digitally signed by Steve Donnolly  
DN: cn=Steve Donnolly, o=City of  
Washington, ou=Building Official,  
email=sdonnolly@washingtoniowa.net, c=US  
Date: 2016.06.16 11:28:08 -0500'

**CLOSED**

Property Owner: Rider Sales Mini Storage Phone Number: 319 - 653 - 5808  
Address of Property Owner: 102 E. 3rd St. Suite B Washington, IA 52353

Zoning District I-1 Occupancy Class S-2 Construction Type IB  
Address of site: 301 E. 5th St. Use of Property mini storage units

**Describe Work:** construct new mini storage units

Contractor: Trachte Building Systems Contractor #            Phone: 800 356 5824  
Address: 314 Wilburn Road Sun Prairie, WI 53590-1469

8/23/16 - Building passed. Need to go back when site plan around building is complete. (SED)

sdonnolly@washingtونيowa.net

Estimated or Actual Cost of Improvements: \_\_\_\_\_

164,000.

Signature: \_\_\_\_\_

Name (Printed) \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR CITY USE**

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

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

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

**ATTACHMENTS: ATTACH YOUR APPROVED BUILDING PERMIT TO THIS APPLICATION**

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



Date: 04/13/2017

CITY OF WASHINGTON  
ATTN: CITY CLERK  
215 E WASHINGTON ST  
PO BOX 516  
WASHINGTON IA 52353

Re:

CITY OF WASHINGTON  
GENERAL OBLIGATION CAPITAL LOAN NOTE  
SERIES 2009 ESSENTIAL CORPORATE PURPOSE  
DTD 6/17/09 \$3,500,000

Corporate Trust Department  
DIANA VAN VLEET

Account Name: WASH09  
Trust Acct No: 0185368453

Debt Service

Registered interest due	06/01/2017	50,860.00
Registered principal due	06/01/2017	2,415,000.00
Fees for invoice#	INV # 38597 (4500 redemp/term fee)	750.00
Less: Funds on Deposit	INV # 38220 (250 Admin fee)	( 2,327,325.00)
Total Due		139,285.00

FUNDS MUST BE ON DEPOSIT AT BANKERS TRUST COMPANY BEFORE  
PRINCIPAL AND INTEREST PAYMENTS ARE MADE TO BONDHOLDERS.

PAYMENT BY CHECK MUST BE RECEIVED 5 DAYS PRIOR TO DUE DATE. PLEASE  
RETURN YOUR PAYMENT IN THE ENCLOSED RETURN ENVELOPE OR SEND IT TO:

BANKERS TRUST COMPANY  
CORPORATE TRUST DEPARTMENT  
453 7TH STREET  
DES MOINES, IOWA 50309

PAYMENT BY WIRE MUST BE RECEIVED ON PAYMENT DATE PRIOR TO 11:00 AM CST.

WIRE FUNDS TO:

BANKERS TRUST COMPANY, DES MOINES, IOWA  
ABA # 073000642  
ATTN: CORPORATE TRUST DEPARTMENT ACCT #801119

ALL LATE PAYMENTS WILL BE CHARGED A \$75.00 FEE



Date: 04/11/2017

CITY OF WASHINGTON  
ATTN: CITY CLERK  
215 E WASHINGTON ST  
PO BOX 516  
WASHINGTON IA 52353

Re:  
CITY OF WASHINGTON  
GENERAL OBLIGATION CAPITAL LOAN NOTES  
SERIES 2015, DTD 7/21/15  
\$2,335,000

Corporate Trust Department  
DIANA VAN VLEET  
Account Name: WASHINGTON15  
Trust Acct No: 0185406592

Debt Service

Registered interest due	06/01/2017	29,843.75
Registered principal due	06/01/2017	160,000.00
Fees for invoice#	38221	250.00
Less: Funds on Deposit		( 0.00)
Total Due		<hr/> 190,093.75

FUNDS MUST BE ON DEPOSIT AT BANKERS TRUST COMPANY BEFORE  
PRINCIPAL AND INTEREST PAYMENTS ARE MADE TO BONDHOLDERS.

PAYMENT BY CHECK MUST BE RECEIVED 5 DAYS PRIOR TO DUE DATE. PLEASE  
RETURN YOUR PAYMENT IN THE ENCLOSED RETURN ENVELOPE OR SEND IT TO:

BANKERS TRUST COMPANY  
CORPORATE TRUST DEPARTMENT  
453 7TH STREET  
DES MOINES, IOWA 50309

PAYMENT BY WIRE MUST BE RECEIVED ON PAYMENT DATE PRIOR TO 11:00 AM CST.

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BANKERS TRUST COMPANY, DES MOINES, IOWA  
ABA # 073000642  
ATTN: CORPORATE TRUST DEPARTMENT ACCT #801119

ALL LATE PAYMENTS WILL BE CHARGED A \$75.00 FEE



Date: 04/11/2017

CITY OF WASHINGTON  
ATTN: CITY CLERK  
215 E WASHINGTON ST  
PO BOX 516  
WASHINGTON IA 52353

Re:  
WASHINGTON  
GENERAL OBLIGATION REFUNDING BONDS  
SERIES 2016B  
\$630,000 DTD 04/19/16

Corporate Trust Department  
DIANA VAN VLEET  
Account Name: WASHINGTON16B  
Trust Acct No: 0185408838

Debt Service

Registered interest due	06/01/2017	8,331.25
Registered principal due	06/01/2017	35,000.00
Fees for invoice#	38222	250.00
Less: Funds on Deposit		( 0.00)
Total Due		<hr/> 43,581.25

FUNDS MUST BE ON DEPOSIT AT BANKERS TRUST COMPANY BEFORE  
PRINCIPAL AND INTEREST PAYMENTS ARE MADE TO BONDHOLDERS.

PAYMENT BY CHECK MUST BE RECEIVED 5 DAYS PRIOR TO DUE DATE. PLEASE  
RETURN YOUR PAYMENT IN THE ENCLOSED RETURN ENVELOPE OR SEND IT TO:

BANKERS TRUST COMPANY  
CORPORATE TRUST DEPARTMENT  
453 7TH STREET  
DES MOINES, IOWA 50309

PAYMENT BY WIRE MUST BE RECEIVED ON PAYMENT DATE PRIOR TO 11:00 AM CST.

WIRE FUNDS TO:

BANKERS TRUST COMPANY, DES MOINES, IOWA  
ABA # 073000642  
ATTN: CORPORATE TRUST DEPARTMENT ACCT #801119

ALL LATE PAYMENTS WILL BE CHARGED A \$75.00 FEE





Date: 04/11/2017

CITY OF WASHINGTON  
ATTN: CITY CLERK  
215 E WASHINGTON ST  
PO BOX 516  
WASHINGTON IA 52353

Re:  
WASHINGTON  
GENERAL OBLIGATION BONDS  
SERIES 2016C  
\$1,470,000 DTD 04/19/2016

Corporate Trust Department  
DIANA VAN VLEET  
Account Name: WASHINGTON16C  
Trust Acct No: 0185408846

Debt Service

Registered interest due	06/01/2017	7,220.00
Registered principal due	06/01/2017	555,000.00
Fees for invoice#	38219	250.00
Less: Funds on Deposit		( 0.00)
Total Due		<hr/> 562,470.00

FUNDS MUST BE ON DEPOSIT AT BANKERS TRUST COMPANY BEFORE  
PRINCIPAL AND INTEREST PAYMENTS ARE MADE TO BONDHOLDERS.

PAYMENT BY CHECK MUST BE RECEIVED 5 DAYS PRIOR TO DUE DATE. PLEASE  
RETURN YOUR PAYMENT IN THE ENCLOSED RETURN ENVELOPE OR SEND IT TO:

BANKERS TRUST COMPANY  
CORPORATE TRUST DEPARTMENT  
453 7TH STREET  
DES MOINES, IOWA 50309

PAYMENT BY WIRE MUST BE RECEIVED ON PAYMENT DATE PRIOR TO 11:00 AM CST.

WIRE FUNDS TO:

BANKERS TRUST COMPANY, DES MOINES, IOWA  
ABA # 073000642  
ATTN: CORPORATE TRUST DEPARTMENT ACCT #801119

ALL LATE PAYMENTS WILL BE CHARGED A \$75.00 FEE



**Bankers Trust.**

Bankers Trust Company  
435 7th Street  
Des Moines, IA 50309

**Invoice**

WASHINGTON GO REF BD 04/19/16  
CITY OF WASHINGTON  
ATTN: CITY CLERK  
215 E WASHINGTON ST  
PO BOX 516  
WASHINGTON IA 52353

Invoice No: 38566  
Invoice Date: 06/01/2017  
DIANA VAN VLEET

CATEGORY	QUANTITY	RATE	AMOUNT
BALANCE CARRIED FORWARD:			\$0.00
PREVIOUS AMOUNT BILLED:		\$0.00	
AMOUNT RECEIVED:		\$0.00	
FLAT FEE REDEMPTION			\$100.00
=====			
TOTAL DUE			\$100.00

200-6-2088-6852

Ref  
2016 GO Bond Redemption fee  
WB 4/27/17

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
100.00	0.00	0.00	0.00	0.00	100.00

-----  
PLEASE DETACH AND RETURN WITH PAYMENT

WASHINGTON GO REF BD 04/19/16  
CITY OF WASHINGTON  
ATTN: CITY CLERK  
215 E WASHINGTON ST  
PO BOX 516  
WASHINGTON IA 52353

Invoice #: 38566  
Invoice Date: 06/01/2017  
Bill Code: 0185408838

**Total Due:** 100.00

Remit to:

**Bankers Trust Company**  
**Attn: Corporate Trust Department**  
**PO Box 897**  
**Des Moines, IA 50304**

Amount Enclosed:





102 East Main St. PO Box 529  
Washington, IA 52353  
(319) 653-7256



### Loan Payment Notice

GJC

Loan Balance 50,000.00  
Rate 1.5000 Pmt Type MPL  
Interest Pd YTD 0.00

Principal Due 50,000.00  
Interest Due 375.00

\*Total Amt Due 50,375.00  
Please remit your payment.

Thank you for allowing  
us to serve you.

Tax ID	Date Due	Loan Number	Amount Due
On File	06/01/2017	10053301	50,375.00

City Of Washington  
Po Box 516  
Washington IA 52353

Washington State  
Bank

2013 GO Bonds

2014 GO Bonds

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

250,000.00

Unpaid Balance: 148,714.00

Total Owed: 347,428.00

City of Washington - July 15, 2014					
Due			Paid		
Date	Interest	Principal	Date	Interest	Principal
12/01/14	1,106.68		11/28/14	1,106.68	
06/01/15	1,460.82	50,432.50	05/26/15	1,460.82	51,286.00
12/01/15	1,322.13				
06/01/16	1,322.14	49,891.88			
12/01/16	1,122.57				
06/01/17	1,122.56	49,891.88			
12/01/17	823.22				
06/01/18	823.21	49,891.88			
12/01/18	449.03				
06/01/19	449.02	49,891.86			

250,000.00

Unpaid Balance: 198,714.00

= 51,014.44

= 50,370.18

# Cedar Rapids Bank & Trust

## TIF Fund -132

50-295-2 Loan Amortization Schedule - Estimated Payments

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

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

Bottom

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



Iowa Finance Authority  
2015 Grand Avenue  
Des Moines, IA 50312

Telephone: 515.725.4900  
Fax: 515.725.4901

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

## LOAN STATEMENT

<i>Statement Date</i>	5/1/2017
<i>Loan Number:</i>	CF0412R
<i>Original Loan Amount</i>	\$16,316,000.00
<i>Current Loan Balance:</i>	\$12,994,000.00
<i>Interest Rate:</i>	3.00%
<i>Annual Service Fee Rate</i>	0.25%
<b><i>Payment Due Date:</i></b>	<b>6/1/2017</b>
<b><i>Current Principal Due:</i></b>	<b>\$100,000.00</b>
<b><i>Prior Principal Due</i></b>	<b>\$0.00</b>
<b><i>Current Interest Due:</i></b>	<b>\$194,910.00</b>
<b><i>Prior Interest Due</i></b>	<b>\$0.00</b>
<b><i>Service Fee Due:</i></b>	<b>\$32,485.00</b>
<b><i>Total Amount Due:</i></b>	<b>\$327,395.00</b>

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

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

Questions? Please contact Becky Wu at 800-432-7230 or [becky.wu@iowa.gov](mailto:becky.wu@iowa.gov)

Keep upper portion for your records

CF0412R





Iowa Finance Authority  
2015 Grand Avenue  
Des Moines, IA 50312

## LOAN STATEMENT

Telephone: 515.725.4900  
Fax: 515.725.4901

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

<i>Statement Date</i>	5/1/2017
<i>Loan Number:</i>	C0441R
<i>Original Loan Amount</i>	\$3,000,000.00
<i>Current Loan Balance:</i>	\$2,629,000.00
<i>Interest Rate:</i>	3.00%
<i>Annual Service Fee Rate</i>	0.25%

<b><i>Payment Due Date:</i></b>	<b>6/1/2017</b>
<b><i>Current Principal Due:</i></b>	<b>\$66,000.00</b>
<b><i>Prior Principal Due</i></b>	<b>\$0.00</b>
<b><i>Current Interest Due:</i></b>	<b>\$39,435.00</b>
<b><i>Prior Interest Due</i></b>	<b>\$0.00</b>
<b><i>Service Fee Due:</i></b>	<b>\$6,572.50</b>
<b><i>Total Amount Due:</i></b>	<b>\$112,007.50</b>

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

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

Questions? Please contact Becky Wu at 800-432-7230 or [becky.wu@iowa.gov](mailto:becky.wu@iowa.gov)

Keep upper portion for your records

C0441R





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 41390  
Date 04/30/2017

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

Professional Services for the Period of 4/01/2017 to 4/29/2017

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Design Phase	5,347.00	100.00	4,812.30	5,347.00	534.70
Bidding Phase	1,974.00	0.00	0.00	0.00	0.00
Total	7,321.00	73.04	4,812.30	5,347.00	534.70

Invoice total **\$534.70**

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 41389  
Date 04/30/2017

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

Professional Services for the Period of 4/01/2017 to 4/29/2017

**Lump Sum Phases**

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

**Standard Hourly Rate Phases**

**Construction Administration**  
Professional Fees

	Billed Amount
	600.00
Phase subtotal	600.00
Invoice total	<b>\$600.00</b>

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

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



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

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

Invoice number 41384  
Date 04/30/2017

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

Professional Services for the Period of 4/01/2017 to 4/29/2017

**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	95.00	156,490.40	168,938.50	12,448.10
Bidding	16,780.00	0.00	0.00	0.00	0.00
Total	321,070.00	92.00	282,950.40	295,398.50	12,448.10

**Standard Hourly Rate Phases**

**IDNR Permit Fees**

Reimbursables

	Billed Amount
	6,370.00
Phase subtotal	6,370.00

**Invoice total \$18,818.10**

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 41449  
Date 04/30/2017

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

Professional Services for the Period of 4/01/2017 to 4/29/2017

**Lump Sum Phases**

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

**Standard Hourly Rate Phases**

**General Consultation**

Professional Fees

	Billed Amount
	1,319.50
Phase subtotal	1,319.50
Invoice total	<b>\$1,319.50</b>

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

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

Agriland FS - Washington  
425 Hwy 1 & 92  
Washington IA 52353  
319-653-5423 Fax: 319-653-2713

## Invoice

120268

Invoice Date 05/08/2017  
Due Date 06/25/2017

Customer ID 2333449

Salesperson 66  
Shipping Loc. 052 R

City Of Washington  
BOX 516  
Washington, IA 52353-0000

**Comments:** BP PV 100 WITH INSTALLATION & TRAINING 2 PUMPS& METERS FILTER & PIPING

Quantity	Description	Unit Price	Total \$
1.000 EA	MISC LP EQUIPMENT	14,285.00 /EA	14,285.00

Terms: ALL ACCOUNTS ARE DUE AND PAYABLE IN FULL UPON RECEIPT OF THE MONTHLY STATEMENT. AS OF THE STATEMENT DATE A FINANCE CHARGE OF 2%(ANNUAL RATE OF 24%) WILL BE ASSESSED ON ALL ACCOUNTS OVER 30 DAYS.

Sub Total 14,285.00

Amount Due 14,285.00

110-6-2010- 6320 Initials \_\_\_\_\_

EXP. \_\_\_\_\_

Vender # \_\_\_\_\_ Date Rec. 5-9-17

Due Date \_\_\_\_\_ Inv # \_\_\_\_\_

Remit To: Agriland FS, Inc.  
421 N. 10th st.  
Winterset IA 50273  
Phone #: 800-352-3276

City Of Washington

Invoice

120268  
File Copy 1

**Instructions on the reverse side**

For period (MM/DD/YYYY) 07 / 01 / 2017 through June 30, 2018

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA Hy-Vee, Inc. DBA Hy-Vee Food Store

Physical Location Address 528 S Hwy #1 City Washington ZIP 52353

Mailing Address 5820 Westown Parkway City West Des Moines State IA ZIP 50266

Business Phone Number 319-653-5406

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP Hy-Vee, Inc.

Mailing Address 5820 Westown Parkway City West Des Moines State IA ZIP 50266

Phone Number 515-267-2874 Fax Number 515-559-2467 Email Delgin@hy-vee.com

**Retail Information:**

Types of Sales: Over-the-counter ☒ Vending machine ☐

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐  
Grocery store ☒ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**Signature of Owner(s), Partner(s), or Corporate Official(s)**

Name (please print) Jeff Pierce

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- Fill in the amount paid for the permit: \_\_\_\_\_
- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375



**Instructions on the reverse side**

For period (MM/DD/YYYY) 07 / 01 / 2017 through June 30, 2018

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA Hy-Vee, Inc. DBA Hy-Vee Wine and Spirits  
Physical Location Address 1004 W Madison St City Washington ZIP 52353  
Mailing Address 5820 Westown Parkway City West Des Moines State IA ZIP 50266  
Business Phone Number 319-653-5406

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐  
Name of sole proprietor, partnership, corporation, LLC, or LLP Hy-Vee, Inc.  
Mailing Address 5820 Westown Parkway City West Des Moines State IA ZIP 50266  
Phone Number 515-267-2874 Fax Number 515-559-2467 Email Delgin@hy-vee.com

**Retail Information:**

Types of Sales: Over-the-counter ☒ Vending machine ☐  
Types of Products Sold: (Check all that apply)  
Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☒ Restaurant ☐ Tobacco store ☐  
Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**Signature of Owner(s), Partner(s), or Corporate Official(s)**

Name (please print) Jeff Pierce Name (please print) \_\_\_\_\_  
Signature [Signature] Signature \_\_\_\_\_  
Date 5/11/17 Date \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

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- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375







# Iowa Retail Permit Application For Cigarette/Tobacco/Nicotine/Vapor

For period (MM/DD/YYYY) 07 / 01 / 2017 through June 30, 2018

Trade Name/DBA: CASEY'S MARKETING COMANPY, DBA CASEY'S GENERAL STORE # 3528

Physical Location Address: 1730 E WASHINGTON ST \_\_\_\_\_ City: WASHINGTON \_\_\_\_\_ ZIP: 52353 \_\_\_\_\_

Mailing Address: PO BOX 3001                      City: ANKENY                      State: IA                      ZIP: 50021

Business Phone Number: (\_\_\_\_) 3196537437

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP: \_\_\_\_\_

Mailing Address: PO BOX 3001 City: ANKENY State: IA ZIP: 50021

Phone Number: (515) 446-6404 Fax Number: (515) 965-6202 Email: JESSICA.FISHER@CASEYS.COM

Types of Sales:      Over-the-counter ☒      Vending machine ☐

Types of Products Sold: (Check all that apply)

Cigarettes  Tobacco  Alternative Nicotine Products  Vapor Products 

**Type of Establishment:** (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐

Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐ \_\_\_\_\_

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**SIGNATURE OF OWNER(S), PARTNER(S), OR CORPORATE OFFICIAL(S)**

Name (please print): JULIA L. JACKOWSKI, SECRETARY FOR CASEY'S MARKETING CO.

Name (please print): \_\_\_\_\_

Signature: Julia T. Jackowski

Signature: \_\_\_\_\_

Date: 04/12/2017

Date: \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- Fill in the amount paid for the permit: \_\_\_\_\_
- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375

**Instructions on the reverse side**For period (MM/DD/YYYY) 06 / 30 / 2017 through June 30, 2018

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**Trade Name/DBA CASEY'S MARKETING COMPANY/DBA CASEY'S GENERAL STORE #1624Physical Location Address 1002 W MADISON ST City WASHINGTON ZIP 52353Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021Business Phone Number 515-446-6404**Legal Ownership Information:**Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐Name of sole proprietor, partnership, corporation, LLC, or LLP CASEY'S GENERAL STORE, INC.Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021Phone Number 515-446-6404 Fax Number 515-965-6205 Email JESSICA.FISHER@CASEYS.COM**Retail Information:**Types of Sales: Over-the-counter ☒ Vending machine ☐

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒**Type of Establishment: (Select the option that best describes the establishment)**Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**Signature of Owner(s), Partner(s), or Corporate Official(s)**Name (please print) JULIA L. JACKOWSKI, SECRETARY FOR CASEY'S MARKETING CO.Signature *Julia L. Jackowski*Date 05/05/2017

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- Fill in the amount paid for the permit: \_\_\_\_\_
- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375



**Instructions on the reverse side**

For period (MM/DD/YYYY) 07 / 01 / 2017 through June 30, 2018

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA Wal-Mart stores, Inc / Walmart #1475  
Physical Location Address 2485 Highway 92 City Washington ZIP 52353  
Mailing Address 508 SW 8th St. Dept. 8916 City Bentonville State AR ZIP 72716-0500  
Business Phone Number (319) 653-7213

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐  
Name of sole proprietor, partnership, corporation, LLC, or LLP Wal-Mart stores, Inc.  
Mailing Address 508 SW 8th St. Dept. 8916 City Bentonville State AR ZIP 72716-0500  
Phone Number (479) 277-0270 Fax Number (479) 204-9864 Email Cynthia.montero@Walmart.com

**Retail Information:**

Types of Sales: Over-the-counter ☒ Vending machine ☐  
Types of Products Sold: (Check all that apply)  
Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐  
Has vending machine that assembles cigarettes ☐ Other ☒ Retail

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**Signature of Owner(s), Partner(s), or Corporate Official(s)**

Name (please print) Andrea Katzenby Name (please print) \_\_\_\_\_  
Signature [Signature] Signature \_\_\_\_\_  
Date 5/4/17 Date \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- Fill in the amount paid for the permit: \_\_\_\_\_
- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375

**Applicant License Application ( LC0036223 )**

<b>Name of Applicant:</b> <u>Lexboul Entertainment,LLC</u>		
<b>Name of Business (DBA):</b> <u>The Wagon Wheel</u>		
<b>Address of Premises:</b> <u>521 East 7th</u>		
<b>City</b> <u>Washington</u>	<b>County:</b> <u>Washington</u>	<b>Zip:</b> <u>52353</u>
<b>Business</b>	<u>(319) 653-3637</u>	
<b>Mailing</b>	<u>521 East 7th</u>	
<b>City</b> <u>Washington</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>52353</u>

**Contact Person**

<b>Name</b> <u>Monte Davis</u>	
<b>Phone:</b> <u>(319) 461-0796</u>	<b>Email</b> <u>mdavis-65@hotmail.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:**12 months

**Effective Date:** 06/19/2016

**Expiration Date:** 06/18/2017

**Privileges:**

Class C Liquor License (LC) (Commercial)

Living Quarters

Outdoor Service

Sunday Sales

**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>	
<b>Corporate ID Number:</b> <u>360640</u>	<b>Federal Employer ID</b>

**Ownership**

**Gary Davis**

<b>First Name:</b> <u>Gary</u>	<b>Last Name:</b> <u>Davis</u>	
<b>City:</b> <u>Washington</u>	<b>State:</b> <u>Iowa</u>	<b>Zip:</b> <u>52353</u>
<b>Position:</b> <u>President</u>		
<b>% of Ownership:</b> <u>75.00%</u>	<b>U.S. Citizen:</b> <u>Yes</u>	

**Dorothy Davis**

<b>First Name:</b> <u>Dorothy</u>	<b>Last Name:</b> <u>Davis</u>	
<b>City:</b> <u>Washington</u>	<b>State:</b> <u>Iowa</u>	<b>Zip:</b> <u>52353</u>
<b>Position:</b> <u>Vice-President</u>		
<b>% of Ownership:</b> <u>25.00%</u>	<b>U.S. Citizen:</b> <u>Yes</u>	

**Insurance Company Information**

**Insurance Company:** Illinois Casualty Co

**Policy Effective Date:** 06/19/2016

**Policy Expiration** 06/18/2017

**Bond Effective**

**Dram Cancel Date:**

**Outdoor Service Effective**

**Outdoor Service Expiration**

**Temp Transfer Effective**

**Temp Transfer Expiration Date:**

**WWTP report  
May 16, 2017  
Council meeting**

- **After hour alarm and dog call outs**
  - 27<sup>th</sup> dog call, Safety Center reported a dog to be picked up at Paws & More, 6:40 p.m. Parker
  - 30<sup>th</sup> WWTP, stair screen high float, 9:15 p.m., Parker
  - 1<sup>st</sup> dog call, Safety Center reported a dog to be picked up at 728 West Main, 5:00 p.m. Parker
  - 2<sup>nd</sup> WWTP, high TSS alarm, 2:46 a.m. Parker
  - 4<sup>th</sup> dog call, Safety Center reported a dog to be picked up 921 East 2<sup>nd</sup>, 5:40 p.m. Parker
  - 6<sup>th</sup> dog call, Safety Center reported a dog to be picked up at MOCO, 6:20 a.m. Fred
  - 8<sup>th</sup> WWTP, high TSS alarm, 6:00 a.m. Jason
  - 10<sup>th</sup> WWTP, stair screen high float, 5:00 p.m. Jason
- **Dept Head meetings** – I attended the meeting on May 2<sup>nd</sup>. Jason attended the May 9<sup>th</sup> meeting in my absence.
- **WWTP/YWC** – We will extend our hours on Saturday mornings from 7:00 a.m. to 10:00 a.m. on the following dates: May 13, 20, & 27 so Washington residents can haul their own yard waste out here.
- **IAMU mock OSHA WWTP walk through inspection** – I hired Hupp Crane & Hoist of Cedar Rapids to inspect the WWTP's chain hoist and cranes. I had called three (3) companies for quotes and only received two (2) back. Hupp Crane & Hoist = \$870.00 and Iowa Hoist and Crane, Inc = \$1,665.00. We have a total of nine (9) cranes and hoist at the WWTP. They are to be inspected on an annual basis. Hupp Crane & Hoist is expected to be here on May 15, 2017 to inspect our cranes and hoist.
- **SCADA computer** – The SCADA computer had been freezing up again. We finally got it running again with help from JETCO on May 5, 2017. We haven't had any more problems since then.
- **Bi-annual sampling** - Bazooka-Farm, Inc test results came back with a high level of zinc. The result was 31.9 mg/L which is a violation of the pretreatment agreement they have with the city (daily zinc maximum is 2.61 mg/L). I sent Bazooka a violation letter. Bazooka has cleaned the solids out of the wash bay sump pit and hopefully this action will drop the zinc levels back down to the acceptable range. Jason collected samples at Bazooka again on May 3, 2017. The zinc result from the sample collected on May 3, 2017 was 0.131 mg/L which is under the daily maximum limit. We will continue to sample there until we have a few more results showing they are below the daily maximum limits.

The test results are back from Montchevre-Betin, Inc (goat milk transfer station) and were acceptable.
- **WWTP generator** – Two (2) service techs were at the WWTP on May 3, 2017 to service the generator. A two (2) hour load test was supposed to be performed during this service visit. It had to be rescheduled for the next service visit (Oct 2017) due to a communications problems on 3E's load bank's control panel. On May 10<sup>th</sup> during the generator's weekly test the generator wouldn't run. Jason called 3E a service tech came to the WWTP. The tech found a breaker tripped on the generator. The tech said the breaker tripped because of a fault in the control panel that showed there was air in the fuel line. This probably happened when 3E replaced the fuel filter when they serviced it. After the Oct 17 service visit is complete our five (5) year preventative maintenance contract with the 3E company will expire. I plan to request several quotes from generator companies for a new preventative maintenance contract for the generators (WWTP & Lexington list station).



- **Dog pound report for April 2017** – Ten (10) calls total for April 2017. Two (2) call outs during normal hours and eight (8) calls after hours. Six (6) dogs were returned to the owners. Two (2) dogs taken to Paws and More. One (1) dog euthanized with the owner's consent after jumping a fence and attacking the neighbor's dog. One (1) call to assist Police with removing a raccoon.
- **WWTP computers** – We took our three (3) computers to Impressions for tune-ups.
- **Annual toxicity test** – I plan to setup the effluent after UV sampler on May 14, 2017 to start collecting this annual sample. The sample will be collected around 3:00 p.m. on the 15<sup>th</sup> and shipped to UHL in Ankeny for analysis.
- **WWTP April 2017 Discharge Monitoring Report (DMR)** – Average daily flow **2.377**million gallons (mg), maximum daily flow **5.537** mg, minimum daily flow **1.389** mg. There were **no** violations of the WWTP's NPDES discharge permit. Total precipitation for April 2017 = **>4.02"** (recorded at the WWTP).

**CBOD5 removal 85% required**                      **result = 97.3%**  
 Influent CBOD5 monthly average =    **65.9** mg/L  
 Effluent CBOD5 monthly average =    **1.8** mg/L

**TSS removal 85% required**                      **result = 93.7%**  
 Influent TSS monthly average =    **147.4** mg/L  
 Effluent TSS monthly average =    **6.7** mg/L

**Fred E Doggett**  
**5/11/2017 2:14 PM**

Washington Volunteer Fire Department  
May 3,2017

March Fires

5 City fires	800.00
4 rural fires	990.00
0 Drill	.00
9 fires and 0 drill	1790.00

Meeting opened Chief Wide in charge

Minutes of the previous meeting were read and approved.

Treasure report was read.

Zach Thomas made a motion to pay all bills against the department. Seconded by Mark Chenoweth.  
Passed

Joe Redlinger is recovering for knee surgery. Kurt Venenga Recovering from his surgery.

Committees; Social ;snacks after meeting

Golf; golf shed clean up went well.

Communications; Thank you from Rosella Lowe and \$5.00 donation. Thank you from communications center.

Keota fun days June 10.

Wappelo Rural Water meeting May 17 in Ottumwa. Tom Beauchamp is going applications:New member getting physical and other paper work.

Old business:More new hoods are here.

Confined Space training was very good.

Trench rescue training is coming later this year.

Rope and high angle Sept.9 & 10

County meeting May 23 in Kalona

New York hooks are on Truck 1

New Station up date, 1st committee meeting Monday May 8.

Drill May 10 at 6:30 at station.

Storm watch season is here if called out come to station to get location and a countability.

Kids Fest. May 19.

Rescue

Roll call taken

Everyone needs to get direct deposit.

No other business, meeting adjourned.

Secretary  
Tom Beauchamp

# Maintenance and Construction Report

4/22/17-5/5/17

**STREETS:** M/C Personnel began ditch work on seal coat streets. Personnel pothole patched. The street sweeper operated in the town last two weeks following spring clean up and after the storms.

**WATER DISTRIBUTION:** M/C Personnel shut off 15 water services for nonpayment. Personnel repaired water box located at 813 South 2<sup>nd</sup> Ave (broken rod). Personnel trimmed weeds for 25 plus fire hydrants located in the outer areas of town.

**SEWER COLLECTION:** M/C Personnel hauled multiple loads of dirt to a wash out near the Egg sewer inside Boot Hill ranch. Personnel continued inspecting and GPS manholes on the Egg system.

**STORM SEWER COLLECTION:** M/C Personnel hauled multiple loads of dirt to a wash out in the northeast corner of Boot Hill ranch on the west side of Woodlawn Cemetery where storm water eroded the ground under the fence. Personnel installed a hickenbottom inside the retention pond located at Briarwood.

**MECHANIC/SHOP:** M/C Personnel serviced #005 (tail gate seal), #115 (starter, flush cooling system, electrical and hydraulic hoses), #302 (thermostat), PD 79 (noise), PD 905, PD speed trap (new trickle charger), #303 (damaged spark plug hole) and PD 97 (rear emergency lights).

**OTHER:** M/C Personnel continued on yard waste and bag pick, 3,665 YTD. Personnel hauled multiple loads of cold mix and one inch clean rock back to the stock pile. All staff personnel evaluations and one on one with the Supervisor were conducted.

*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.*

## CITY OF WASHINGTON, IOWA

## CLAIMS REPORT FOR MAY 16, 2017

<b>POLICE</b>	ARMSTRONG HEATING & AIR CONDITIONING I	HVAC SERVICE	226.57
	COBB OIL CO, INC.	FUEL	1,419.28
	IA COUNTY ATTORNEYS ASSOC	CONFERENCE	65.00
	INTOXIMETERS INC	EQUIPMENT	115.00
	MARCO TECHNOLOGIES LLC.	COPIER	129.01
	QUILL	SUPPLIES	87.86
	UP - TOWN AUTO WASH. LLC	REFILL CARD	100.00
	WASH CO AUDITOR	MAY COMMUNICATIONS	20,682.58
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	368.65
		<b>TOTAL</b>	<b>23,193.95</b>
<b>FIRE</b>	ACE-N-MORE	SUPPLIES	45.34
	ALLIANT ENERGY	ALLIANT ENERGY	42.69
	ARMSTRONG HEATING & AIR CONDITIONING I	HVAC SERVICE	226.57
	COBB OIL CO, INC.	FUEL	194.28
	WIDE, TOM	CLOTHING ALLOW & REIMB-FAN	243.07
		<b>TOTAL</b>	<b>751.95</b>
<b>DEVELOP SERV</b>	CALIFORNIA CONTRACTORS SUPPLIES INC	SAFETY SUPPLIES	452.04
	COBB OIL CO, INC.	FUEL	57.35
	HARRIS, HENRY W.	GRASS ABATE-302 S 2ND/417 E MAIN	95.00
	LUKE WASTE MANAGEMENT	TRASH ABATEMENT 615 N 4TH	45.00
		<b>TOTAL</b>	<b>649.39</b>
<b>LIBRARY</b>	ALLIANT ENERGY	ALLIANT ENERGY	1,274.36
	BAKER AND TAYLOR	BOOKS	1,204.55
	DEMCO	BOOK PROCESSING	108.57
	EBERT SUPPLY CO.	JANITORIAL SUPPLIES	126.16
	FAREWAY STORES	OFFICE SUPPLIES	17.24
	GALE/CENGAGE LEARNING	WESTERNS	36.34
	HARRIS BOYZ HEATING & AIR LLC	HVAC MAINTENANCE	871.50
	J & S ELECTRONIC BUSINESS SYSTEMS, INC	COPIER MAINENANCE	177.60
	KCII	SENIOR ADS	88.32
	KCTC	INTERNET SERVICE/ELEVATOR LINE	120.99
	MEDIACOM	INTERNET/PHONES	306.32
	RECORDED BOOKS LLC	AUDIO BOOKS	35.99
	STAPLES ADVANTAGE	OFFICE SUPPLIES	242.76
	WASH CHAMBER OF COMMERCE	AMBASSADOR MEMBERSHIP	20.00
		<b>TOTAL</b>	<b>4,630.70</b>
<b>PARKS</b>	ACE-N-MORE	SUPPLIES	876.99
	ACTION SERVICES INC	PORTABLE TOILETS	525.00
	AGRILAND FS, INC	GRASS SEED	127.00
	ALLIANT ENERGY	ALLIANT ENERGY	270.63
	CASH-N-CARRY CHEMICALS LLC	CHEMICALS	64.00
	COBB OIL CO, INC.	FUEL	409.89
	JOHN DEERE FINANCIAL	SUPPLIES	6.41
	KCTC	INTERNET SERVICE/PHONE SER	135.19
	KLEOPFER LAWN CARE LLC	SPRAYING BALLFIELDS	200.00
		<b>TOTAL</b>	<b>2,615.11</b>
<b>POOL</b>	ALLIANT ENERGY	ALLIANT ENERGY	71.83
	IN THE SWIM	POOL CHAIRS	1,012.91
		<b>TOTAL</b>	<b>1,084.74</b>
<b>CEMETERY</b>	CERTIFIED LABORATORIES	WEED KILLER	1,049.00
	ACE-N-MORE	AIRHOSE & HANDTOOLS	98.33
	ATCO INTERNATIONAL	VEHICLE CLEANING SUPPLIES	820.14
	BIG COUNTRY SEEDS	GRASS SEED/FERTILIZER	807.50

CENTRAL IOWA DISTRIBUTING	SHOP TOWELS	125.00
CERTIFIED LABORATORIES	HYD. OIL	432.50
LENGACHERS SMALL ENGINE SALES AND SERV	TRANSMISSION FILTER	75.50
VISA	GRASS REGULATOR, FLAGS	1,007.13
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	138.73
	<b>TOTAL</b>	<b>4,553.83</b>

#### FINAN ADMIN

ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
ALLIANT ENERGY	ALLIANT ENERGY	204.24
ARCHER APPLIANCE	VACUUM BAGS	27.50
ARMSTRONG HEATING & AIR CONDITIONING I	HVAC SERVICE	453.17
CARSON PLUMBING & HEATING SRVS INC	STOOL REPAIR	139.81
CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	49.03
FAREWAY STORES	SUPPLIES	54.38
ICMA MEMBERSHIP RENEWALS	MEMBERSHIP RENEWAL	822.00
IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	187.50
KCTC	INTERNET SERVICE	86.20
ROTARY CLUB OF WASHINGTON	DUES & MEALS/B HINSON	137.80
VISA	SUPPLIES AND BATTERIES	32.65
WASH CHAMBER OF COMMERCE	ANNUAL AMBASSADOR DUES-MAY	10.00
WASH COUNTY MINI-BUS	LOST-MAY	14,349.72
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	991.60
	<b>TOTAL</b>	<b>17,589.60</b>

#### AIRPORT

ACE-N-MORE	CLEANING SUPPLIES	7.57
BROOKHART ELECTRIC, INC	LED LIGHTS	1,721.61
JAMIESON, JEAN	CLEANING	245.00
VETTER'S INC-CULLIGAN WATER	WATER	245.19
WEST LAWN CARE	AIRPORT MOWING	1,710.00
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	178.22
	<b>TOTAL</b>	<b>4,107.59</b>

#### ROAD USE

ACE-N-MORE	SUPPLIES	98.42
AGRILAND FS, INC	GRASS SEED	172.46
ARNOLD MOTOR SUPPLY	PARTS	102.70
CENTRE STATE INTERNATIONAL	REPAIR	678.12
COBB OIL CO, INC.	FUEL	497.00
GIERKE ROBINSON CO., INC	SUPPLIES	320.00
HIWAY SERVICE CENTER	OIL FILTER	5.26
JOHN DEERE FINANCIAL	SUPPLIES	52.18
LAWSON PRODUCTS INC	CONNECTOR/PARTS	41.99
NORRIS ASPHALT & PAVING	ASPHALT	1,149.85
NORTHERN SAFETY CO., INC.	SUPPLIES	90.13
TIFCO INDUSTRIES	PARTS	52.40
WASH CO ENGINEER	ROADSTONE	432.40
	<b>TOTAL</b>	<b>3,692.91</b>

#### STREET LIGHTING

ALLIANT ENERGY	ALLIANT ENERGY	9,724.86
	<b>TOTAL</b>	<b>9,724.86</b>

#### TREE COMMITTEE

CUSTOM IMPRESSIONS INC	ENGRAVING - TREE COMMITTEE	10.00
IOWA CITY LANDSCAPING	TREES	62.99
MCCONNELL, MARDE	TREE COMM EXPENSE	33.79
	<b>TOTAL</b>	<b>106.78</b>

#### LIBRARY GIFT

BAKER AND TAYLOR	BOOKS	16.79
HOLZ, PAMELA	SCIENCE SATURDAY	500.00
WEIDNER, JOLISA	MILEAGE-KIDS FIRST CONFERE	124.12
	<b>TOTAL</b>	<b>640.91</b>

#### WATER PLANT

ALLIANT ENERGY	ALLIANT ENERGY	10,340.83
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BARRERA, ROCIO	WATER DEPOSIT REFUND	150.00
CARTER, LOIS	WATER DEPOSIT REFUND	106.44
COBB OIL CO, INC.	FUEL	36.19
FERNANDEZ, SHIRLEY	WATER DEPOSIT REFUND	22.62
HILL, TANIA	WATER DEPOSIT REFUND	61.86
JENNINGS, ELAINE	MILEAGE REIMBURSEMENT	10.26
MCDOLE, MICHAEL	WATER DEPOSIT REFUND	123.80
MULLINS, JACKIE	WATER DEPOSIT REFUND	63.69
REDMAN, MICHAEL (TRIAGE STAFFING)	WATER DEPOSIT REFUND	150.00
SALLADAY, PAULETTE	WATER DEPOSIT REFUND	26.08
SUDDETH, DONOVAN	WATER DEPOSIT REFUND	50.09
WATER SOLUTIONS UNLIMITED	CHEMICALS	1,520.00
WEIDNER, KOAL	WATER DEPOSIT REFUND	94.38
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	55.41
	<b>TOTAL</b>	<b>12,811.65</b>

#### WATER DIST

ACE-N-MORE	SUPPLIES	67.55
ALLIANT ENERGY	ALLIANT ENERGY	42.57
ARNOLD MOTOR SUPPLY	PARTS	23.86
BARRON MOTOR SUPPLY	SUPPLIES	82.94
CHEMSEARCH	SUPPLIES	359.82
COBB OIL CO, INC.	FUEL	260.60
HAWKEYE FIRE & SAFETY	SUPPLIES	57.00
JOHN DEERE FINANCIAL	SUPPLIES	44.97
PRECISION MIDWEST	GPS	1,019.00
RIVER PRODUCTS	STONE	238.88
VISA	SUPPLIES AND BATTERIES	40.85
WELLINGTON, EARL	TOOLS	491.00
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	90.81
	<b>TOTAL</b>	<b>2,819.85</b>

#### SEWER PLANT

ALLIANT ENERGY	ALLIANT ENERGY	524.25
ATCO INTERNATIONAL	PLANT CHEMICALS	399.60
CERTIFIED LABORATORIES	WEED KILLER	529.50
COBB OIL CO, INC.	FUEL	148.28
MARIE ELECTRIC INC.	OPS BLDG WATER HEATER -ELE	1,258.40
TIFCO INDUSTRIES	SHOP SUPPLIES	131.43
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	249.40
	<b>TOTAL</b>	<b>3,240.86</b>

#### SEWER COLLECT

ACE-N-MORE	SUPPLIES	103.41
ALLIANT ENERGY	ALLIANT ENERGY	671.42
ARNOLD MOTOR SUPPLY	PARTS	77.43
BARRON MOTOR SUPPLY	SUPPLIES	7.99
COBB OIL CO, INC.	FUEL	266.83
GARD SPECIALISTS CO INC	SUPPLIES	199.77
IDEAL READY MIX	SEWER REPAIR	500.00
PRECISION MIDWEST	GPS	1,019.00
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	90.81
	<b>TOTAL</b>	<b>2,936.66</b>

#### SANITATION

WEMIGA WASTE INC.	APRIL SERVICES	3,500.00
	<b>TOTAL</b>	<b>3,500.00</b>

**TOTAL 98,651.34**

CITY OF WASHINGTON, IA  
VISA Card Charges - 2017

CLAIMS REPORT 05/16/2017

DEVELOP SERV BATTERYSHARKS.COM - 3 REPLACEMENT BATTERIES FOR EXIT LIGHTS AT M/C SHOP	40.85	FINAN ADMIN PTOUCHDIRECT.COM - LABEL TAPES - 2 BOXES PTOUCHDIRECT.COM - CREDIT VOUCHER USPS- SHIPPING FOR ABOVE RETURN	60.48 (34.98) 7.15
	40.85		
CEMETERY AMERICAN LEAGION EMBLEM - 4- 5x8 US FLAGS DOMYOWNPESTCONTROL.COM - GRASS GROWTH REGULATOR	175.75 831.38		32.65
	1,007.13		-
	-		-
	-		-
	-		-
	-		-



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

FUND	4/1/2017 BEGINNING CASH BALANCE	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	4/30/2017 ENDING CASH BALANCE
001-GENERAL FUND	709,080.70	1,097,667.49	-	215,142.20	-	1,591,605.99
002-AIRPORT FUND	248,229.76	11,597.80	-	3,709.93	-	256,117.63
010-CHAMBER REIMBURSEMENT	629.98	5,362.39	-	4,726.73	-	1,265.64
011-MAIN STREET REIMBURSEMENT	1,255.70	4,253.07	-	3,743.48	-	1,765.29
012-WEDG REIMBURSEMENT	(6,113.23)	-	-	5,539.60	-	(11,652.83)
110-ROAD USE	786,055.80	83,412.47	-	98,266.51	-	771,201.76
112-EMPLOYEE BENEFITS	-	276,410.44	-	276,410.44	-	-
114-EMERGENCY LEVY	-	23,663.80	-	23,663.80	-	-
121-LOCAL OPTION SALES TAX	-	57,398.86	-	57,398.86	-	-
125-UNIF COMM UR-NE IND	-	12,109.23	-	12,109.23	-	-
129-SC RES UR	1,968.83	12,533.28	-	-	-	14,502.11
132-UNIF COMM UR - EBD	16,049.89	21,060.72	-	-	-	37,110.61
133-UNIF COMM UR-IRE	-	34,099.96	-	-	-	34,099.96
134-DOWNTOWN COMM UR	1,428.22	6,145.39	-	-	-	7,573.61
145-HOUSING REHABILITATION	41,210.80	-	-	-	-	41,210.80
146-LMI TIF SET-ASIDE	62,756.80	-	-	-	-	62,756.80
200-DEBT SERVICE	426,328.78	369,802.44	-	-	-	796,131.22
300-CAPITAL EQUIPMENT	128,994.56	(18,308.38)	-	-	-	110,686.18
301-CAPITAL PROJECTS FUND	45,164.28	106,316.95	-	73,623.02	-	77,858.21
305-RIVERBOAT FOUND CAP PROJ	290,972.35	-	-	-	-	290,972.35
308-INDUSTRIAL DEVELOPMENT	41,054.13	9.67	-	-	-	41,063.80
309-MUNICIPAL BUILDING	618,540.33	151,867.97	-	-	-	770,408.30
310-WELLNESS PARK	44,488.61	-	-	-	-	44,488.61
311-SIDEWALK REPAIR & REPLACE	45,706.63	-	-	533.84	-	45,172.79
312-TREE REMOVAL & REPLACE	29,179.67	-	-	-	-	29,179.67
510-MUNICIPAL BAND	1,018.70	-	-	-	-	1,018.70
520-DOG PARK	4,740.85	167.00	-	-	-	4,907.85
530-TREE COMMITTEE	11,076.72	3,615.00	-	44.50	-	14,647.22
540-POLICE FORFEITURE	934.99	500.00	-	-	-	1,434.99
545-SAFETY FUND	400.00	-	-	-	-	400.00
550-PARK GIFT	151,334.38	8.06	-	-	-	151,342.44
570-LIBRARY GIFT	30,057.95	219,798.75	-	6,084.35	-	243,772.35
580-CEMETERY GIFT	16,380.00	-	-	-	-	16,380.00
590-CABLE COMMISSION	8,761.14	-	-	-	-	8,761.14
600-WATER UTILITY	1,148,155.46	134,602.56	-	82,505.43	-	1,200,252.59
601-WATER DEPOSIT FUND	24,865.00	1,050.00	-	1,650.00	-	24,265.00
603-WATER CAPITAL PROJECTS	-	119,028.50	-	75,902.71	-	43,125.79
610-SANITARY SEWER	936,846.67	168,918.48	-	65,822.89	-	1,039,942.26
613-SEWER CAPITAL PROJECTS	282,494.63	-	-	840.00	-	281,654.63
670-SANITATION	163,172.94	31,844.71	-	50,007.64	-	145,010.01
910-LIBRARY TRUST	218,959.19	(285.64)	-	218,673.55	-	-
950-SELF INSURANCE	164,388.32	25,567.97	-	5,252.08	-	184,704.21
951-UNEMPLOYMENT SELF INS	9,058.08	7,988.26	-	-	-	17,046.34
<b>TOTAL BALANCE</b>	<b>6,705,627.61</b>	<b>2,968,207.20</b>	<b>-</b>	<b>1,281,650.79</b>	<b>-</b>	<b>8,392,184.02</b>

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	2,393,320.28 (1)	0.01%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Wash St Bank - MM	257,255.47	0.01%
Investment in IPAIT	2,164,747.55	0.01%
Wash St Bank - Library Acct	-	0.01%
Wash St - Farm Mgmt Acct	73,401.52	
Wash St Bank - CD - 1/9/13 - renewed	500,000.00	0.75%
Wash St Bank - CD - 8/8/2014 - renewed	500,000.00	0.60%
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	0.70%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	0.85%
CBI Bank & Trust - CD - 10/8/2015	503,109.20	1.25%
Wash St Bank - CD 02/23/2017	500,000.00	1.25%
Wash St Bank - CD 03/09/2017	500,000.00	1.25%
<b>TOTAL CASH IN BANK</b>	<b>8,392,184.02</b>	

(1) Washington State Bank	2,436,263.60
Outstanding Deposits & Checks	(42,943.32)
	<b>2,393,320.28</b>

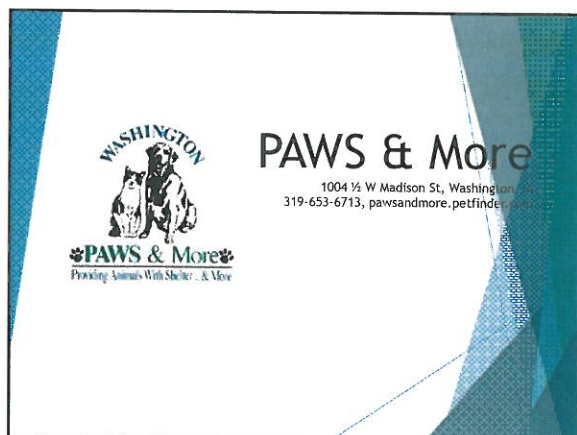
CITY OF WASHINGTON, IOWA  
YEAR TO DATE TREASURERS REPORT  
APRIL 30, 2017

FUND	7/1/2016 BEGINNING CASH BALANCE	Y-T-D REVENUES	REVENUES NOT YET RECEIVED	Y-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	4/30/2017 ENDING CASH BALANCE
001-GENERAL FUND	1,000,000.00	3,422,299.98	-	2,830,693.99	-	1,591,605.99
002-AIRPORT FUND	225,517.92	248,719.01	-	218,119.30	-	256,117.63
010-CHAMBER REIMBURSEMENT	1,054.05	47,193.60	-	46,982.01	-	1,265.64
011-MAIN STREET REIMBURSEMENT	632.45	41,110.55	-	39,977.71	-	1,765.29
012-WEDG REIMBURSEMENT	-	52,227.11	-	63,879.94	-	(11,652.83)
110-ROAD USE	810,566.76	849,314.45	-	888,679.45	-	771,201.76
112-EMPLOYEE BENEFITS	-	663,622.15	-	663,622.15	-	-
114-EMERGENCY LEVY	-	57,199.12	-	57,199.12	-	-
121-LOCAL OPTION SALES TAX	-	660,632.37	-	660,632.37	-	-
125-UNIF COMM UR-NE IND	-	39,174.00	-	39,174.00	-	-
129-SC RES UR	-	30,595.90	-	16,093.79	-	14,502.11
132-UNIF COMM UR - EBD	-	38,669.36	-	1,558.75	-	37,110.61
133-UNIF COMM UR-IRE	-	66,663.43	-	32,563.47	-	34,099.96
134-DOWNTOWN COMM UR	629.22	12,290.77	-	5,346.38	-	7,573.61
145-HOUSING REHABILITATION	51,031.80	-	-	9,821.00	-	41,210.80
146-LMI TIF SET-ASIDE	56,983.87	5,772.93	-	-	-	62,756.80
200-DEBT SERVICE	4,963.94	900,667.36	-	109,500.08	-	796,131.22
300-CAPITAL EQUIPMENT	291,396.04	1,210.00	-	181,919.86	-	110,686.18
301-CAPITAL PROJECTS FUND	718,877.81	2,093,231.19	-	2,734,250.79	-	77,858.21
305-RIVERBOAT FOUND CAP PROJ	94,827.75	306,144.60	-	110,000.00	-	290,972.35
308-INDUSTRIAL DEVELOPMENT	478,750.29	84,185.10	-	521,871.59	-	41,063.80
309-MUNICIPAL BUILDING	626,831.76	151,932.54	-	8,356.00	-	770,408.30
310-WELLNESS PARK	25,569.41	18,919.20	-	-	-	44,488.61
311-SIDEWALK REPAIR & REPLACE	63,332.31	-	-	18,159.52	-	45,172.79
312-TREE REMOVAL & REPLACE	15,000.00	30,000.00	-	15,820.33	-	29,179.67
510-MUNICIPAL BAND	1,018.70	-	-	-	-	1,018.70
520-DOG PARK	4,420.76	644.00	-	156.91	-	4,907.85
530-TREE COMMITTEE	7,458.99	14,985.00	-	7,796.77	-	14,647.22
540-POLICE FORFEITURE	486.75	948.24	-	-	-	1,434.99
545-SAFETY FUND	700.00	-	-	300.00	-	400.00
550-PARK GIFT	149,393.47	3,533.01	-	1,584.04	-	151,342.44
570-LIBRARY GIFT	26,542.94	229,485.38	-	12,255.97	-	243,772.35
580-CEMETERY GIFT	43,572.06	-	-	27,192.06	-	16,380.00
590-CABLE COMMISSION	8,761.14	-	-	-	-	8,761.14
600-WATER UTILITY	1,142,357.16	1,442,942.85	-	1,385,047.42	-	1,200,252.59
601-WATER DEPOSIT FUND	20,740.00	18,150.00	-	14,625.00	-	24,265.00
603-WATER CAPITAL PROJECTS	-	898,245.94	-	855,120.15	-	43,125.79
610-SANITARY SEWER	680,392.61	1,774,344.78	-	1,414,795.13	-	1,039,942.26
612-SEWER SINKING	-	234,345.00	-	234,345.00	-	-
613-SEWER CAPITAL PROJECTS	207,445.04	300,000.00	-	225,790.41	-	281,654.63
670-SANITATION	126,556.87	386,502.91	-	368,049.77	-	145,010.01
910-LIBRARY TRUST	218,673.55	-	-	218,673.55	-	-
950-SELF INSURANCE	175,016.97	67,341.84	-	57,654.60	-	184,704.21
951-UNEMPLOYMENT SELF INS	109.67	19,178.67	-	2,242.00	-	17,046.34
<b>TOTAL BALANCE</b>	<b>7,279,612.06</b>	<b>15,212,422.34</b>	<b>-</b>	<b>14,099,850.38</b>	<b>-</b>	<b>8,392,184.02</b>

Cash in Bank - Pooled Cash

Wash St. Bank - Operating Account	2,393,320.28	(1)	<u>Interest Rate</u>
Wash St. Bank - Airport Fuel Account	-		0.01%
Cash in Drawer	350.00		N/A
Wash St Bank - MM	257,255.47		0.01%
Investment in IPAIT	2,164,747.55		0.01%
Wash St - Farm Mgmt Acct	73,401.52		
Wash St Bank - CD - 1/9/13 - renewed	500,000.00		0.75%
Wash St Bank - CD - 8/8/2014 - renewed	500,000.00		0.60%
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00		0.70%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00		0.85%
CBI Bank & Trust - CD - 10/8/2015	503,109.20		1.25%
Wash St Bank - CD 02/23/2017	500,000.00		1.25%
Wash St Bank - CD 03/09/2017	500,000.00		1.25%
<b>TOTAL CASH IN BANK</b>	<b>8,392,184.02</b>		

(1) Washington State Bank	2,436,263.60
Outstanding Deposits & Checks	(42,943.32)
	<u>2,393,320.28</u>



## Providing Animals With Shelter... & More

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



## Animal Services

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



## Volunteer Opportunities

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



## Vocational Resource

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



## Community Outreach

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



## Youth Services

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



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

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

THANK YOU!!



## Facility Accomplishments & Goals

### Accomplishments

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

### Goals

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





JOB #	Ward	Complainant	Nuisance/Complaint/Concern	Complaint Date	Warning Date	Method of Warning	Clean up deadline	Pics	Action/Results	City Official	Status
APRIL 2017											
1	2	city	couch - trash on trailer junk by house	3-Apr	3-Apr	letter	17-Apr	*		MH	CLOSED 1
2	3	city	refrigerator on rear porch	3-Apr	3-Apr	hanger	10-Apr			MH	CLOSED 2
3	3	city	trash bags and plastic pallet by side steps	3-Apr	3-Apr	hanger	5-Apr			MH	CLOSED 3
4	3	city	plastic bags at curb and porch junk at curb	3-Apr	3-Apr	48 hr hanger	5-Apr		left spring cleanup reminder for junk	MH	CLOSED 4
5	2	city	trash bags at curb no stickers	4-Apr	4-Apr	48 hr hanger	6-Apr	*		MH	CLOSED 5
6	2	city	trash bags at curb no stickers	4-Apr	4-Apr	hanger	11-Apr			MH	CLOSED 6
7	1	city	dresser on porch	4-Apr	4-Apr	hanger	17-Apr	*		MH	CLOSED 7
8	1	city	trash bags by fence	4-Apr	4-Apr	letter	17-Apr	*		MH	CLOSED 8
9	1	citizen	trash and junk in back yard by alley	4-Apr	6-Apr	48 hr hanger	27-Apr	*	4-13 letter sent to occupant and property owner 5-8-17 lukes to Abate	MH	ABATED 9
10	1	city	couch by curb	6-Apr	6-Apr	hanger				MH	CLOSED 10
11	2	city	trash bags by alley	6-Apr	6-Apr	48 hr hanger				MH	CLOSED 11
12	2	city	couch behind garage	6-Apr	6-Apr	hanger				MH	CLOSED 12
13	4	city	trash bags by house	6-Apr	6-Apr	48 hr hanger				MH	CLOSED 13
14	1	city	tv behind building	10-Apr	10-Apr	phone				MH	CLOSED 14
15	2	city	trash bags at curb no stickers	10-Apr	10-Apr	hanger				MH	CLOSED 15
16	3	city	trash bags behind house up and downstairs	10-Apr	10-Apr	letter	20-Apr	*		MH	CLOSED 16
17	2	city	tail grass junk brush behind garage	10-Apr	10-Apr	phone			House is a repo serviced by MCS 813-387-1100 or 866-563-1100	MH	CLOSED 17
18	1	city	inoperable car on ramp for months	12-Apr	12-Apr	letter	28-Apr	*		MH	CLOSED 18
19	4	citizen	junk all over back of property	12-Apr	13-Apr	48 hr hanger	17-Apr	*	Abate 4-24-17 by Marks Sanitation	SED	ABATED 19
20	3	citizen	yard just a mess? House in disaray?	13-Apr	17-Apr	letter	28-Apr	*	yard is OK siding transferred to chapt 157	MH	CLOSED 20
21	4	citizen	mattress and junk/trash by garage	13-Apr	13-Apr	hanger		*		MH	CLOSED 21
22	3	city	mattress by house	17-Apr	17-Apr	hanger	24-Apr			MH	CLOSED 22
23	1	city	bush branches growing into alley	17-Apr					checked out not bad at this time	MH	CLOSED 23
24	2	city	burning trash in rear yard	17-Apr	17-Apr	letter		*		MH	CLOSED 24
25	4	city	several trash bags in garage	18-Apr	18-Apr	letter		*	sent letter to owner of property	MH	CLOSED 25
26	4	city	pile of trash bags in carport	18-Apr	19-Apr	letter	3-May			MH	CLOSED 26
27	4	city	truck and trailer on grass	19-Apr	19-Apr	hanger				MH	CLOSED 27
28	4	city	trash bags in front of house	19-Apr	19-Apr	48 hr hanger				MH	CLOSED 28
29	3	city	trash bags at curb no stickers	20-Apr	20-Apr	48 hr hanger				MH	CLOSED 29
30	2	citizen	trash, volunteer trees and brush by back fence	7-Apr	21-Apr	letter	22-May		email to Dollar General, letter to McKee (landlord)	SED	open 30
31	2	city	tail grass	24-Apr	24-Apr	phone			property for sale called realtor	MH	CLOSED 31
32	2	city	2 mattresses at curb	25-Apr	25-Apr	phone				MH	open 32
33	2	city	2 TV Recliner at curb	25-Apr	25-Apr	hanger				MH	CLOSED 33
34	1	city	1 TV at curb	25-Apr	25-Apr	hanger				MH	CLOSED 34
35	1	city	1 TV at curb	25-Apr	25-Apr	hanger				MH	CLOSED 35
36	1	city	1 recliner at curb	25-Apr	25-Apr	hanger				MH	CLOSED 36
37	1	city	1 tire 1 TV at curb	25-Apr	25-Apr	hangers				MH	CLOSED 37
38	1	city	tires, trash bags, junk at curb	25-Apr	25-Apr	hanger				MH	CLOSED 38
39	1	city	paint Can at curb	25-Apr	26-May	hanger				MH	CLOSED 39
40	1	city	2 paint cans at curb	25-Apr	26-May	hanger				MH	CLOSED 40
41	1	city	1 mattress, 1 chair, 1 TV cabinet at curb	25-Apr	25-Apr	hanger				MH	CLOSED 41
42	1	city	2 mattresses at curb	25-Apr	25-Apr	hanger				MH	CLOSED 42
43	1	city	2 chairs 1 couch at curb	25-Apr	25-Apr	hanger				MH	CLOSED 43
44	1	city	1 couch at curb	25-Apr	25-Apr	hanger				MH	CLOSED 44
45	1	city	2 TV at curb	25-Apr	25-Apr	hanger				MH	CLOSED 45
46	1	city	1 couch at curb	25-Apr	25-Apr	hanger				MH	CLOSED 46
47	1	city	1 mattress at curb	25-Apr	25-Apr	hanger				MH	CLOSED 47
48	1	city	1 chair at curb	25-Apr	25-Apr	hanger				MH	CLOSED 48
49	1	city	1 TV at curb	25-Apr	25-Apr	hanger				MH	CLOSED 49
50	1	city	2 mattresses at curb 1 heater	25-Apr	25-Apr	hanger				MH	CLOSED 50
51	1	city	1 mattress at curb	25-Apr	25-Apr	hanger				MH	CLOSED 51
52	1	city	1 couch at curb	25-Apr	25-Apr	hanger				MH	CLOSED 52
53	1	city	1 trash bag at curb	25-Apr	25-Apr	hanger				MH	CLOSED 53
54	1	city	1 cabinet at curb	25-Apr	25-Apr	hanger				MH	CLOSED 54
55	1	city	1 couch at curb	25-Apr	25-Apr	hanger				MH	CLOSED 55
56	1	city	1 mattress 1 tv at curb	25-Apr	25-Apr	hanger				MH	CLOSED 56
57	1	city	1 mattress 2 tv 1 paint can	25-Apr	25-Apr	hanger			5-8-17 Called owner they will take care of it within 2 days	MH	CLOSED 57
58	1	city	1 chair at curb	25-Apr	25-Apr	hanger				MH	CLOSED 58
59	1	city	1 mattress at curb	25-Apr	25-Apr	hanger				MH	CLOSED 59
60	1	city	hot tub at curb	25-Apr	25-Apr	hanger				MH	CLOSED 60
61	4	city	1 TV at curb	26-Apr	26-Apr	hanger				MH	CLOSED 61
62	4	city	5 mattresses at curb	26-Apr	26-Apr	hanger				MH	CLOSED 62
63	4	city	2 mattresses 2 chairs 1 couch 1 tv at curb	26-Apr	26-Apr	hanger				MH	CLOSED 63
64	4	city	1 trash bag 1 tire at curb	26-Apr	26-Apr	hanger			5-3 trash bag gone tire still there	MH	CLOSED 64



IB #	ADDRESS			Nuisance/Complaint/Concern	Complaint Date	Warning Date	Method of Warning	Clean up deadline	Pics	Action/Results	City Official	Status
55	416 S Ave D	4	city	1 TV at Curb	26-Apr	26-Apr	Hanger				MH	CLOSED 65
56	321 W Madison St	4	city	1 couch 1 cabinet	26-Apr	26-Apr	Hanger				MH	CLOSED 66
57	807 S 2nd St	4	city	tail grass	26-Apr	26-Apr	Hanger			Hedge Above to Abate 5-3-17	MH	ABATED 67
58	908 S la Ave	4	city	1 TV at Curb	26-Apr	26-Apr	Hanger				MH	CLOSED 68
59	738 S la Ave	4	city	1 TV at Curb	26-Apr	26-Apr	Hanger				MH	CLOSED 69
60	712 S la Ave	4	city	2 bags at curb	26-Apr	26-Apr	Hanger				MH	CLOSED 70
70	110 West Monroe St	4	city	1 TV at Curb	26-Apr	26-Apr	Hanger				MH	CLOSED 71
71	511 S Marion Ave	4	city	2 mattresses at curb	26-Apr	26-Apr	Hanger				MH	CLOSED 72
72	726 S Marion Ave	4	city	4 trash bags at curb	26-Apr	26-Apr	Hanger				MH	CLOSED 73
73	820 S Marion Ave	4	city	3 TV's at curb	26-Apr	26-Apr	Hanger				MH	CLOSED 74
74	919 S Iowa Ave	4	city	couch by garage	26-Apr	26-Apr	Hanger				MH	CLOSED 75
75	901 S Ave B	4	city	tail grass	26-Apr	26-Apr	Hanger				MH	CLOSED 76
76	825 S Ave B	4	city	2 mattresses at curb	26-Apr	26-Apr	Hanger				MH	CLOSED 77
77	517 S Ave C	4	city	tail grass	26-Apr	26-Apr	Hanger				MH	CLOSED 78
78	640 S Ave c	4	city	tail grass	26-Apr	26-Apr	Hanger				MH	CLOSED 79
79	906 S AveD	4	city	1 kitchen cabinet	26-Apr	26-Apr	Hanger				MH	CLOSED 80
80	806 S Ave D	4	city	1 TV at curb	26-Apr	26-Apr	Hanger				MH	CLOSED 81
81	790 S Ave C	4	city	2 TV at curb	26-Apr	26-Apr	Hanger				MH	CLOSED 82
82	522 S Ave E	4	city	1 mattress at curb	26-Apr	26-Apr	Hanger				MH	CLOSED 83
83	410 S 3rd Ave	3	city	1 recliner at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 84
84	422 S 3rd Ave	3	city	1 mattress at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 85
85	515 S 3rd Ave	3	city	2 TV at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 86
86	722 S 3rd Ave	3	city	1 recliner at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 87
87	930 S 3rd Ave	3	city	1 TV at Curb	27-Apr	27-Apr	Hanger				MH	CLOSED 88
88	932 S 4th Ave	3	city	2 couches at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 89
89	701 S 4th Ave	3	city	1 couch 1 chair 2 mattresses at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 90
90	410 S 8th Ave	3	city	1 chair at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 91
91	1109 S 9th Ave	3	city	1 recliner at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 92
92	624 E Polk St	3	city	old water softner 2 paint cans at curb	27-Apr	27-Apr	Hanger			called owner, they will take care of it	MH	CLOSED 93
93	904 S 10th Ave	3	city	vacuum cleaner at curb	27-Apr	27-Apr	phone				MH	CLOSED 94
94	815 S 15th Ave	3	city	2 TV at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 95
95	851 S 15th Ave	3	city	1 recliner at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 96
96	809 E Madison St	3	city	1 recliner at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 97
97	708 E Jefferson St	3	city	3 paint cans at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 98
98	319 E Washington St	3	city	1 trash bag ar curb	27-Apr	27-Apr	Hanger				MH	CLOSED 99
99	409 E Washington St	3	city	2 TV at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 100
100	432 E Washington St	3	city	1 couch at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 101
101	1005 E Washington St	3	city	1 tire 2 TV's at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 102
102	1016 E Main St	2	city	1 TV at Curb	27-Apr	27-Apr	Hanger				MH	CLOSED 103
103	300 E Main St	2	city	2 mattresses at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 104
104	202 E Main St	2	city	4 TV's 4 trash bags at curb	27-Apr	27-Apr	Hanger				MH	CLOSED 105
105	319 E 2nd St	2	city	trash bag at curb	1-May	1-May	Hanger				MH	CLOSED 106
106	609E 2nd St	2	city	1 couch 7 trash bags 1 TV at curb	1-May	1-May	Hanger				MH	CLOSED 107
107	1108 E 2nd St	2	city	4 mattresses at curb	1-May	1-May	Hanger				MH	CLOSED 108
108	219 E 3rd St	2	city	1 mattress 1 computer at curb	1-May	1-May	Hanger				MH	CLOSED 109
109	914 E 3rd St	2	city	1 chair at curb	1-May	1-May	Hanger				MH	CLOSED 110
110	1021 E 3rd St	2	city	2 tires 1 paint can at curb	1-May	1-May	Hanger				MH	CLOSED 111
111	1115 E 3rd St	2	city	9 trash bags at curb	1-May	1-May	Hanger				MH	CLOSED 112
112	1116 E 3rd St	2	city	3 tires at curb	1-May	1-May	Hanger				MH	CLOSED 113
113	1221 E 3rd St	2	city	1 mattress at curb	1-May	1-May	Hanger				MH	CLOSED 114
114	1314 N 7th Ave	2	city	1 TV at Curb	1-May	1-May	Hanger				MH	CLOSED 115
115	1211 N 7th Ave	2	city	1 TV at Curb	1-May	1-May	Hanger				MH	CLOSED 116
116	803 N 7th Ave	2	city	2 tires at curb	1-May	1-May	Hanger				MH	CLOSED 117
117	601 N 7th Ave	2	city	2 mattresses at curb	1-May	1-May	Hanger				MH	CLOSED 118
118	512 E 7th Ave	2	city	4 mattresses 1 TV 1 paint can at curb	1-May	1-May	Hanger			5-8-17 called owner, they will take care of it	MH	CLOSED 119
119	1645 Highland Ave	2	city	2 tires at curb	1-May	1-May	Hanger				MH	CLOSED 120
120	1512 Highland Ave	2	city	1 freezer at curb	1-May	1-May	Hanger				MH	CLOSED 121
121	1005 N 5th Ave	2	city	1 trash bag at curb	1-May	1-May	Hanger				MH	CLOSED 122
122	619 N 5th Ave	2	city	1 mattress at curb	1-May	1-May	Hanger				MH	CLOSED 123
123	707 N 4th Ave	2	city	2 TV at curb	1-May	1-May	Hanger				MH	CLOSED 124
124	215 E 15th St	2	city	1 couch 1 mattress by building	1-May	1-May	phone				MH	CLOSED 125

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



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

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## **Memorandum**

May 12, 2017

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

From: Brent Hinson  
City Administrator

Re: Manhole Rehab Demonstration

This item was approved by the Council in March 2016, but we ended up delaying it due to large change orders on the Courthouse Sewer Separation project. Based on where we are in the budget year, we feel very comfortable with proceeding, and Hydro-Klean is still interested in using us as a demonstration site. This will allow us to get some much-needed manhole rehab work done at a reduced price.

This demonstration involves a new & improved manhole rehabilitation technique Hydro-Klean is promoting. JJ has reviewed this technique, and believes it will be an improvement over techniques previously utilized- basically this new method puts a 3" concrete poured-in-place liner into the manhole, rather than a spray-on seal. We obviously have plenty of manholes to rehab due to age and I/I problems, so it would be nice to get these 3 manholes rehabbed at a discounted rate.



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



# MEMO

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**To:** Brent Hinson  
**From:** Keith Henkel, Engineering Technician  
**Date:** 05/12/2017  
**Re:** Manhole Rehab Cost Breakdown

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Brent,

The three manholes we are proposing to rehab with Hydro-Clean are:

South 2nd-McCreedy

Chimney Seal	\$365.00 (Lump Sum)
Surface Asphalt	\$600.00 (Lump Sum)
Chimney Demo	\$450.00 (3 Vert. Feet @ \$150.00/ft)
Lining	\$2,420.00 (11 Vert. Feet @ \$220.00/ft)
Bench/Invert Repair	\$750.00 (Lump Sum Factor of 1 @ \$750.00)
MH Total	\$4,585.00

900/1000 block East Adams

Chimney Seal	\$365.00 (Lump Sum)
Surface Asphalt	\$600.00 (Lump Sum)
Chimney Demo	\$525.00 (3.5 Vert. Feet @ \$150.00/ft)
Lining	\$1,797.40 (8.17 Vert. Feet @ \$220.00/ft)
Bench/Invert Repair	\$750.00 (Lump Sum Factor of 1 @ \$750.00)
MH Total	\$4,037.40

Ash Lane-Cedar Drive

Chimney Seal	\$365.00 (Lump Sum)
Surface Asphalt	\$600.00 (Lump Sum)
Chimney Demo	\$450.00 (3 Vert. Feet @ \$150.00/ft)
Inside Drops	\$500.00 (2 @ \$250.00/Drop)
Lining	\$3,300.00 (15 Vert. Feet @ \$220.00/ft)
Bench/Invert Repair	\$750.00 (Lump Sum Factor of 1 @ \$750.00)
MH Total	\$6,040.00

Mobilization \$1,335.00

Project Total \$15,997.40

Demo 10% Discount (\$1599.74)

Adjusted Total \$14,397.66

Thank You,

A handwritten signature in black ink, appearing to read 'Keith Henkel', written in a cursive style.

Keith Henkel

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



# MEMO

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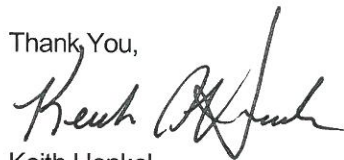
**To:** City Council  
**From:** Keith Henkel, Engineering Technician  
**Date:** 05/11/2017  
**Re:** Amendment to the City Safety Manual – Section VIII. Seat Belt Policy

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Council,

Attached for your review and consideration is an amendment to the seat belt policy in the city safety manual. This amendment defines the city's definition of a "frequent stop". This issue has recently been discussed and there are different opinions on the subject. I feel this issues need clarification. I have discussed this amendment with Brent and Chief Goodman and they both agree with the proposed changes. I ask you to adopt this amendment to our current policy.

Thank You,



Keith Henkel

## VII. Return to Work Program

Refer to the City of Washington's Return-to-Work Program policy manual

## VIII. Seat Belt Policy

In accordance with Resolution 2009-46, adopted November 4, 2009, It is the policy of the City of Washington that all employees operating official vehicles, equipment, personal and rental cars on official business and other occupants use seat belts and shoulder restraints. The only exceptions are, narrowly defined, when employees are performing tasks requiring frequent stops. ~~or when seatbelt usage is otherwise impractical.~~ Frequent stops are defined as two (2) or more stops within the predetermined distance while operating equipment at a speed not to exceed 20 MPH. This predetermined distance shall be set by the city's safety director, administrator and police chief. The City of Washington's predetermined distance shall be the lesser of either one city block or a distance of 500 feet. Employees operating equipment with a Rollover Protective Structure (ROPS) shall use seat belts when operating the equipment. Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pickup and truck boxes, fenders, steps and bumpers.

Failure to comply with these rules is a violation of the City of Washington's safety policies, which can be cause for disciplinary action under the Disciplinary Policy stated in this manual.

## IX. Outside Contractors

In hiring short-term contractors, the City of Washington will require the contractors to submit proof of their safety programs and successful safety training. Before a contractor commences work in a City of Washington workplace, the project coordinator and/or supervisor who controls the work area will be responsible for informing all outside contractors of the elements of all safety programs of the City of Washington that affect the project.

Contractors who fail to follow safety program requirements will be asked to leave the premises. Contractors with an insufficient program will not be allowed to begin work until their program meets or exceeds the requirements of this program. The contractor will have the option of reviewing the City's Safety program and following the policy.

## X. Disciplinary Policy

Each employee is required to comprehend and abide by the contents of the City of Washington's Safety Program.

### Safety reprimands:

Should employees be observed not following documented safety rules/procedures, the Employee Reprimand Form (**see Attachment 3**) will be used. Supervisors should make every effort to ensure employees are following safe work practices.

The City of Washington has developed a progressive disciplinary policy that applies to the safety and health program of this organization. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe

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



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---

## **Memorandum**

May 11, 2017

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

From: Brent Hinson  
City Administrator

Re: Fire Station Architect RFP

Attached is the Request for Proposals (RFP) for architectural services approved by the project committee. We assembled this list based on recommendations from others and firms that specialize in public safety buildings. We are hoping to have all proposals in hand by June 16, and then this would likely make it on the July 3 City Council agenda for approval of the architect.



## Architect RFP: Proposed List of Firms

<u>Firm</u>	<u>Nearest Location</u>	<u>Related Projects</u>
SVPA	West Des Moines	Ankeny Fire Station & Fire Headquarters; Norwalk Fire Station, Des Moines Fire Station, Urbandale City Hall, Washington YMCA, Washington High School Auditorium
Design Alliance	Waukee	Johnston Police/Fire, West Des Moines Fire, Iowa Department of Public Safety building, Bondurant Fire, Story City Fire, Waukee Public Safety
Martin Gardner	Marion	Waverly Fire, Epworth Fire/City Hall, Fayette Fire, Denver City Hall/Community Center/Police, Kalona Community Center
Rohrback	Iowa City	Iowa City Fire (2 stations), Oskaloosa Fire
Shive-Hattery	Iowa City	Mount Pleasant Police, Panora City Hall/Police/Ambulance
Klingner	Burlington	West Burlington City Hall/Police, Washington Municipal Building Feasibility Study
Invision Architecture	Des Moines	Muscatine Fire Station



# **Fire Station**

## **Request for Architect Proposals**



**City of Washington**  
**May 2017**

## **Architect RFP Table of Contents**

Page 3: Introduction, Background and Schedule

Page 6: Instructions

Page 7: Proposal Contents

Page 9: Selection

Page 10: Contract Terms and Conditions

Appendix A: Space Needs Study

## **I. INTRODUCTION AND BACKGROUND**

The City of Washington is issuing this Request for Proposal (RFP) for professional Architectural Services for the design of the proposed Fire Station. Washington (population 7,266) is the county seat of Washington County, and is located approximately 30 miles south-southwest of Iowa City. The City has 48 full-time employees and a \$9 million annual operating budget. Housed in the existing building are 4 full-time firefighters (rotating 24-hour shifts), 30 paid on-call/volunteer firefighters, 11 full-time police officers (24-hour schedule), 1 police administrative assistant, 5 full-time city office staff, 2 full-time building/zoning/inspection staff, and 2 part-time building/zoning/inspection staff.

The City is seeking qualified architects to submit proposals to complete conceptual designs and assist in public process for a Fire Station and a separate but adjacent City Hall/Police Station project, and then to design the new Fire Station. The selected Architect may be retained to design the City Hall/Police Station improvements under separate contract upon substantial completion of the Fire Station project. No public referendum is anticipated as part of either project. Estimated project cost, including construction, architect fees and all contingencies is \$2.3 million. Expenses associated with property acquisition and the planned relocation of a sewer main are budgeted separately.

### Existing Building

The 9,403 square foot existing building was constructed in 1974, and retains the original footprint. The facility originally housed City Hall and Fire, but Police moved into what had been the Council Chambers in 2005. The City Council currently meets at the Washington Public Library several blocks away. Police evidence and ancillary equipment storage is currently at an off-site facility. Fire has a small storage building east of their facility, and City Hall has a small storage building to the south of the existing facility. The current facility lacks adequate space for offices, meetings, storage, fire equipment, fire living quarters, and various other categories.

An in-depth building space needs and feasibility study was completed in January 2014, and can be found on the City website at [www.washingtoniowa.net](http://www.washingtoniowa.net). It is anticipated that the new Fire Station will first be built, and then the existing building will be renovated for City Hall and Police following the completion of that project.

### Proposed Building

The proposed Fire Station building is anticipated to be approximately 14,000 square feet with the following features:

- Apparatus bays
- Public lobby and display space

- Training room
- Office
- Living area
- Kitchen
- Locker room
- Storage areas

#### Site Information

The proposed site is at 220 South 2<sup>nd</sup> Avenue. The proposed Fire Station is to be constructed to the south of the existing building, with a possible connection constructed between the buildings. The existing Fire Station shall stay operational throughout construction.

For this proposal, the following schedule is anticipated:

- Issuance of RFP: May 17, 2017
- Proposals due June 16, 2017, by Noon.
- Committee review of proposals and interview of architects: by June 30, 2017
- Contract award for architectural services : by July 18, 2017
- Conceptual design & cost estimates: July to October 2017
- Public presentations and input on designs: November 2017
- Design development – December 2017 to March 2018
- Plans and Specifications – Completed April 2018
- Contract Procedure:
  - Bid Project – May 2018
  - Bid Award – June 2018
  - Begin Construction – July 2018
  - Project Completion – June 2019

#### Key challenges for the Architect to address on this project are:

- Maintaining project budgets
- Delivering the project on schedule
- Incorporating new technologies to enhance efficiency
- Energy efficiency
- Functionality and flexibility of the building as a work and training facility
- Designing with future growth in mind

The Architect Scope of Services includes:

- Project budget analysis, development, estimating, and tracking
- Preparing bidding documents, bidding analysis and award recommendation, and preparation of contract documents
- Project coordination, permitting, and approvals
- Project management and project team management
- Value engineering, safety, sustainability, and quality standards review
- Work with City's design teams for the project
- Project staging development and implementation
- Construction inspection and contract administration
- Management and coordination of final startup, testing, and occupancy

Project Committee

A Fire Station Project Committee has been established by the City Council. This team has members from various departments within the City and the public. The Architect will be expected to attend the monthly City Project team meetings. Attendance at City Council meetings may be required to provide feedback on the status of the project; this can be expected to be infrequent.

The Project Committee includes:

- Jaron Rosien, City Council
- Brendan DeLong, City Council
- Tom Wide, Fire Chief
- Joe Redlinger, FT Firefighter
- Mark Chenoweth, FT Firefighter
- Greg Goodman, Police Chief
- Kelsey Brown, Finance Director
- Brent Hinson, City Administrator
- Cara Sorrells, County Emergency Communications Manager
- Matt Miller, County Hospital Director of Facilities

All questions or inquiries pertaining to this RFP should be directed to Brent Hinson, City Administrator, at 319-653-6584 or [bhinson@washingtoniowa.net](mailto:bhinson@washingtoniowa.net).



## **II. INSTRUCTIONS**

### Submission of Proposals

Submit ten (10) bound copies of the proposal in a sealed package addressed to:

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

The City will accept any proposals until 12:00 Noon on June 16, 2017. Documents received after this time will not be accepted. All proposals must be submitted in writing (no fax or e-mail submissions will be accepted) and be clearly marked on the outside of the envelope as "CITY OF WASHINGTON FIRE STATION ARCHITECT PROPOSAL."

### Examination of Proposal Documents

By submitting a proposal, the proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the project's objectives.

### Addenda/Clarifications

Any changes to this RFP will be made by written addendum. No verbal modification will be binding.

### Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the proposer in:

- 1) Preparing its proposal in response to this RFP
- 2) Submitting that proposal to the City of Washington
- 3) Negotiating with the City of Washington any matter related to this proposal
- 4) Any other expenses incurred by the proposer prior to the date of execution of the proposed agreement.

The City of Washington shall not, in any event, be liable for any pre-contractual expenses incurred by the proposers in the preparation of this proposal. Proposers shall not include any such expenses as part of their proposals.

### Exceptions and Deviations

Any exceptions to the requirements in this RFP, including the language in the contractual terms and conditions in Section IV, must be included in the proposal submitted by the proposer. Segregate such exceptions as a separate element of the proposal under the heading "Exceptions and Deviations."



Joint Offers

Where two or more consultants desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The City of Washington intends to contract with a single firm and not with multiple firms doing business as a joint venture.

City of Washington's Rights

The City of Washington may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by the proposer, and require additional evidence of qualifications to perform the work described in this RFP. The City reserves the right to:

- 1) Reject any or all proposals if such action is in the public's interest
- 2) Cancel the entire Request for Proposal
- 3) Issue a subsequent Request for Proposal
- 4) Remedy technical errors in the Request for Proposal process
- 5) Appoint evaluation committees to review proposals
- 6) Negotiate with any, all, or none of the RFP respondents
- 7) Reject and replace one or more subcontractors

This RFP does not commit the City of Washington to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

**III. PROPOSAL CONTENTS**

Proposals shall be prepared two-sided on 8-1/2" x 11" paper. Use of 11" x 17" fold-out sheets for large tables, charts, or diagrams is permissible but should be limited. Index the proposal and sequentially number all pages through or by section. The proposal should include the following information:

1) Architect Qualifications

Select a maximum of four (4) "representative" projects completed by your firm. For each project provide:

- Name and location of project
- Contract amount
- Type of project
- Owner name and contact person
- Architect name and contact person
- Date of completion

- Simple explanation as to how and why this project is similar to the proposed project

Describe your firm's special strengths and areas in which you believe your company to be exceptionally competent.

2) Staff Qualifications

- Organizational chart showing how your firm will staff and organize, and identify those individuals you propose for the design team.
- Provide resumes for each person in your project team.
- Provide two client references for the lead architect.
- What capacity and resources do you possess for back-up and support of assigned staff?

3) Design and Construction

Describe your firm's approach to the key challenges listed below:

- Engaging Project Committee and Fire staff
- Public engagement
- Maintaining project budgets
- Delivering the project on schedule

Describe your firm's involvement with the following through the construction process:

- Contract administration
- Communication
- Inspection
- Ensuring project quality
- Change orders
- Management and coordination of final startup, testing, and occupancy

4) Cost Proposal

- Identify key staff, consultants, and positions for each of the phases proposed for this work.
- Provide lump sum cost for each phase of scope of services.
- Identify project availability during the work and any project conflicts based upon other work or project commitments.
- Describe which, if any, portions of the work would likely be performed by subcontractors. Provide the subcontractor's name, office location, and a brief

description of the firm's experience working with them. List any past project relationships between the lead firm and subcontractors.

## **V. SELECTION**

City of Washington representatives will evaluate all proposals received by the deadline. The City will use a best value approach to the selection of the firm which will be in the best interests of the City.

From the complete group of submitting firms, the committee may select two to four firms as finalists depending on the number and quality of proposals received. These finalists will be asked to make 30-minute formal presentations of their proposals and to respond to oral questions from the committee. Finalist firms must refrain from contact with committee members during the final selection process, and all inquiries should be routed through Brent Hinson, City Administrator.

The proposals will be evaluated using, though not exclusively, the following criteria:

- 1) **Company Capability:** Does the Architect have stability, experience, expertise, and finances to successfully complete the work? Is the Architect located in an area that ensures accessibility and timely meetings/connections between the Architect and the Project Team?
- 2) Does the proposed project Architect have the necessary skills and experience to fulfill the requirements of the project? Have they led similar projects successfully? Are the key team members available and committed to do the work without being pulled off to another project? Does the proposed Architect have a proven/consistent pattern of being responsive and focused on customer service?
- 3) **Subcontractors:** Is the type and percentage of work estimated to be performed by subcontractors appropriate for this type of project?
- 4) **Relevant Project Experience:** Has the Architect worked on projects similar in size and technical requirements to this project? Was this work of high quality in nature? Has the Architect worked on highly visible projects that require successful public interaction and communication? Do the referenced projects reflect favorably in respect to completion within the contract schedule, cost, and number of change orders and claims?

- 5) **Project Communications:** How does the Architect handle the various communications including meetings and project schedule to keep the job running smoothly? It is expected that nearly all communications on the project will occur digitally (email) and the Architect must have a proven history of supporting this expectation.

## **VI. CONTRACT TERMS AND CONDITIONS**

A professional services agreement will be prepared by the City upon selection of a firm. The professional services agreement will be the product of negotiations between the Firm and the City.

Appropriate language will be added to document the specific nature and scope of services, costs, responsibilities, and liabilities of each party. Additional areas of concern may be incorporated, subject to mutual agreement between parties. General conditions set forth in this section will be incorporated into the professional services agreement. These provisions are considered minimum requirements and may be increased or expanded if it is agreed to be in both parties' interests.

### **1) Equal Employment Opportunity – Civil Rights**

During the performance of the Agreement, the Architect agrees to the following:

- No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, , creed or national origin, sexual orientation and gender identity be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination including the Civil Rights Act of 1964 and the Iowa Civil Rights statute.
- If during the term of the Agreement, it is discovered that the Architect is not in compliance with the applicable regulations as aforesaid, or if the Architect engages in any discriminatory practices, then the City may cancel said Agreement as provided by the cancellation clause of the Agreement.

### **2) Standards**

The Architect shall comply with all applicable Federal and State statutes and regulations as well as local ordinances now in effect or hereafter adopted.

Failure to meet the requirements of the above may be cause for cancellation of the

contract effective the date of receipt of the Notice of Cancellation.

3) Data Privacy

All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of the Architect's performance of the Agreement must comply with all applicable Federal and State statutes and regulations on data privacy. The Architect agrees to abide by these statutes, rules and regulations and as they may be amended. All plans and documents submitted by the Architect will be considered public records in accordance with Chapter 22 of the Code of Iowa.

4) Audits, Reports, Records, and Monitoring Procedures

The Architect will:

- Maintain records that reflect all revenues, costs incurred and services provided in the performance of the Agreement.
- Agree that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the firm which are relevant to the contract.

5) Indemnity

The Architect will need to agree that it will defend, indemnify, and hold harmless the City against any and all liability, loss, damages, costs, and expenses, which the City may hereafter sustain, incur, or be required to pay by reason of any negligent act or omission or intentional act of the firm, its agents, officers, or employees during the performance of the Agreement.

6) Insurance Requirements

The firm will need to further agree that in order to protect itself as well as the City under the indemnity provision set forth above, it will at all times during the term of the Contract keep in force the following minimal insurance protection in the limits specified:

- A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than \$1,000,000 for property damage arising from one occurrence; \$2,000,000 for total bodily or personal injuries or death and/or damages arising from one occurrence. Such policy shall also include contractual liability coverage by specific endorsement or certificate acknowledging the contract between the firm and the City.

- A single limit or combined limit or excess umbrella automobile liability insurance policy, if applicable, covering owned, non-owned, and hired vehicles used regularly in the provision of services under this Agreement, in an amount of not less than \$1,000,000 per accident for property damage; \$2,000,000 for bodily injuries and/or damages to any one person; and \$2,000,000 for total bodily injuries and/or damages arising from any one accident.
- A professional liability insurance policy covering personnel of the firm while performing services under this Agreement in the following amounts: Errors and omissions \$1,000,000 per occurrence and \$2,000,000 in total for any individual occurrence.
- Workers Compensation Insurance and employers' liability as required by law including all states endorsement in an amount required by applicable Iowa law. Prior to the effective date of the Agreement, the Architect will furnish the City with certificates of insurance as proof of insurance for general Liability and Auto Liability, Professional, Workers' Compensation, and Builders Risk insurance. Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days notice thereof to the City. Said policies shall name the City as an additional insured on its general liability policy.

7) Independent Contractor

It will need to be agreed that nothing in the Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the firm as the agent, representative, or employee of the City for any purpose or in any manner whatsoever. The Architect is to be and shall remain an independent contractor with respect to all services performed under the Agreement.

The Architect represents that it has, or will secure at its own expense, all personnel required in performing services under the Agreement. Any and all personnel of the firm or other persons, while engaged in the performance of any work or services required by the firm under the Agreement, shall have no contractual relationship with the City and shall not be considered employees of the City.

8) Modifications

Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties. Any alterations, modifications, or variations deemed not to be material by agreement of the City and the firm shall not require written approval.



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



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

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## **Memorandum**

May 12, 2017

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

From: Brent Hinson  
City Administrator

Re: South Tower Rehabilitation Project

As the Council is aware, the DNR has provided guidance that, based on their recent facilities inspection, the south water tower needs timely attention. We had originally planned to perform this work in FY17, but the project was pushed back due to the various well problems that we had last year, and the high cost of making the well repairs & upgrades.

In order to proceed with the tower project, we will have to push the West Washington water main replacement back to FY21. This was not our preference, but we really do not have much of a choice in order to stay in regulatory compliance. I had FOX prepare an updated engineering task order for the tower repairs (the Council approved a task order on this project back in 2015 prior to it being delayed). With your approval, we will be able to get moving on this project, with the plan to complete the needed repairs by the end of 2017, and exterior tank painting to follow in 2018 as conditions permit.

## **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: South 0.5 MG Elevated Water Storage Tank Improvements
- B. Description: Design, bidding, and construction services related to renovation of the South 0.5 MG Elevated Water Storage Tank as described in the *Water System Facility Plan, City of Washington, IA, April 2013*. This Task Order includes engineering services related to repair and repainting of the existing elevated water tank; removal of tank isolation valve in sump inside the base structure; providing new tank mixing system, a cathodic protection system, a tank level sensor, a water temperature sensor, and the process controls and telemetry to communicate sensor outputs to the water treatment plant PLC. Engineer shall include an outdoor lighting design of the tank's logo.

### **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 – Not included; study and report phase has already been completed.

A1.02 Preliminary Design Phase – per Exhibit A, except as follows:

- A.1 Field survey services and utility mapping are not expected to be necessary for this project.
- A.7 Meetings
  - a. Engineer shall meet on site with Owner to observe the tower, verify scope of repairs, how new items are to be added, and discuss painting goals.
- A.6 Submit to Owner two paper copies and one electronic PDF of the Preliminary Design Phase documents.

A1.03 Final Design Phase – per Exhibit A, except as follows:

- A.1 Specifications will be provided in the current 48-division format of the Construction Specifications Institute.
- A.2 An IDNR Construction Permit is not expected to be necessary for this project. A storm water pollution prevention plan and General Permit No. 2 are not expected to be necessary for this project.
- A.5 Submit to Owner two paper copies and one electronic PDF of Final Design Phase documents.
- C. One construction bid package (one prime contract) is assumed for the project.

A1.04 Bidding Phase – per Exhibit A, except as follows:

- A.1 Costs for bid document printing and distribution will be paid by the Owner as an additional expense.
- A.4 Engineer will not physically attend the Bid opening, but call in just prior to the opening and be available by phone.

A1.05 Construction Phase – per Exhibit A, except as follows:

- A.1 Engineer shall coordinate the setup of the project website with the service provider at the start of construction. The costs for an online, web-based submittal and construction administration website and service will be included in the construction contract.
- A.2 RPR Services are not expected to be necessary for this project.

- A.5 Construction staking services are not expected to be necessary for this project.
- A.6 Construction phase services are based on construction duration of 11 months. At a minimum, Engineer will make one site visit after tower repairs and improvements are made in the Fall of 2017, and another site visit after final painting in the Spring of 2018.
- A.12 Engineer shall coordinate paint inspection services performed by an independent and certified paint inspector. Paint inspection shall be performed by others under a services contract with the Owner, separate from this task order.

A1.06 Commissioning and Post Construction Phase – per Exhibit A, except as follows:

- C. Prepare record drawings based on Contractor furnished information.

Exhibit D shall apply to this project in its entirety.

## 2. Owner's Responsibilities

Exhibit B shall apply to this project in its entirety.

## 3. Times for Rendering Services:

Phase	Days
<u>Preliminary Design Phase</u>	<u>30 days</u>
<u>Final Design Phase</u>	<u>15 days</u>
<u>Bidding Phase</u>	<u>30 days</u>
<u>Construction Phase</u>	<u>11 months (estimated)</u>
<u>Commissioning/Post Construction Phase</u>	<u>as required</u>

The above days are after the date of approval of the agreement and 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	Fee Basis	Amount
Preliminary Design Phase	Method A. Lump Sum	\$5,713
Final Design Phase	Method A. Lump Sum	\$13,534
Bidding Phase	Method A. Lump Sum	\$3,994
Construction Phase	Method B. Standard Hourly Rates + Reimbursable Expenses	\$17,270
Post Construction Phase Services	Method B. Standard Hourly Rates + Reimbursable Expenses	\$2,080
Additional Services		To Be Determined, if needed
Total		\$42,591

Notes:

- (1) Method A Lump Sum fees noted above include appropriate amounts for direct expenses for each item.
- (2) Amounts listed above that are based on Standard Hourly Rates and Reimbursable Expenses are estimates only; actual fees and charges for those items may differ from the estimated amounts. 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.
- (3) Total lump sum fee is \$23,241
- (4) Total hourly estimated fee is \$19,350

5. **Engineer's Consultants:**

Electrical Engineering Services – KCL Engineering, West Des Moines, Iowa

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

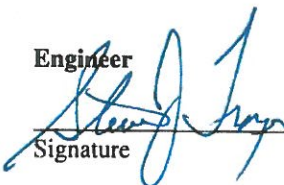
7. **Attachments:** None

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

 5-9-17  
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 17<sup>th</sup> Street, Suite 107  
Ames, IA 50010  
Address

rjb@foxeng.com  
E-Mail Address

515-233-0000  
Phone

515-233-0103  
Fax

**Designated Representative for Task Order:**

Brent Hinson  
Name

City Administrator  
Title

215 E. Washington Street  
Address

E-Mail Address

Phone

Fax



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



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

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**Public Bid Announcement**  
**Sale of Commercial Building by the City of Washington**

The City of Washington, Iowa, will open public bids on June 1 for the following described real estate located in Washington County, Iowa, to-wit:

- The north half of Lots One (1), Two (2) and Three (3) in Block Nine (9) in the Original Plat of the town, now City of Washington, Washington County, Iowa (local address 123 E. 2<sup>nd</sup> Street), exact legal description to be obtained from the abstract of title.

The building is an 8,580 square foot commercial building, with most recent uses being a child care and a restaurant. This building is offered in "as-is" condition. The building is located in downtown Washington, 1 ½ blocks off the square. It is zoned B-1 downtown commercial. The property for sale includes an adjacent fenced lot with driveway access.

Sealed bids are due on or before 2 o'clock P.M. on the 1<sup>st</sup> day of June 1, 2017, in the office of the City Clerk, City Hall, 215 East Washington Street, Washington, Iowa. Minimum bid shall be \$85,000. Bids will be opened immediately following the deadline.

The Washington City Council will hold a public hearing and act on bids for the above-described real estate on Tuesday, June 6, 2017 at 6 o'clock P.M. at the Nicola-Stoufer Room of the Washington Free Public Library, 115 West Washington Street. At that time, the City Council may accept the bids and award the sale to the bidder whose application is the most advantageous to the citizens of the City. The City Council may reject any and all bids in its sole discretion. The City may waive any discrepancies or technicalities associated with said bid.

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



**NOTICE OF PUBLIC HEARING  
AMENDMENT OF FY2016-2017 CITY BUDGET**

Form 653.C1

The City Council of Washington in WASHINGTON County, Iowa  
will meet at Washington Free Public Library, 115 W Washington Street  
at 6:00 P.M. on 5/16/2017  
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2017  
(year)

by changing estimates of revenue and expenditure appropriations in the following programs for the reasons given. Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	3,409,212	0	3,409,212
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	3,409,212	0	3,409,212
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	194,720	0	194,720
Other City Taxes	6	794,082	0	794,082
Licenses & Permits	7	122,775	0	122,775
Use of Money and Property	8	135,754	0	135,754
Intergovernmental	9	3,310,548	289,408	3,599,956
Charges for Services	10	4,931,659	0	4,931,659
Special Assessments	11	56,000	0	56,000
Miscellaneous	12	328,934	112,155	441,089
Other Financing Sources	13	5,476,537	93,870	5,570,407
Transfers In	14	6,210,465	247,760	6,458,225
Total Revenues and Other Sources	15	24,970,686	743,193	25,713,879
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	1,841,167	12,843	1,854,010
Public Works	17	1,457,251	99,862	1,557,113
Health and Social Services	18	0	0	0
Culture and Recreation	19	845,273	17,000	862,273
Community and Economic Development	20	38,639	182,975	221,614
General Government	21	881,154	-148,975	732,179
Debt Service	22	1,292,235	625,731	1,917,966
Capital Projects	23	3,020,216	196,085	3,216,301
Total Government Activities Expenditures	24	9,375,935	985,522	10,361,457
Business Type / Enterprises	25	11,380,782	122,055	11,502,837
Total Gov Activities & Business Expenditures	26	20,756,717	1,107,577	21,864,294
Transfers Out	27	6,210,465	229,408	6,439,873
Total Expenditures/Transfers Out	28	26,967,182	1,336,985	28,304,167
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out for Fiscal Year	29	-1,996,496	-593,792	-2,590,288
Beginning Fund Balance July 1	30	7,279,612	0	7,279,612
Ending Fund Balance June 30	31	5,283,116	-593,792	4,689,324

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

Amending for additional Local Option Sales Tax revenue, bond payments, carryover capital projects, and additional streetwork expenses

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

Kelsey Brown  
City Clerk/Finance Officer

# 92-887

## CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2017 - AMENDMENT #2

To the Auditor of WASHINGTON County, Iowa:

The City Council of Washington in said County/Countries met on 5/16/2017, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any. thereupon, the following resolution was introduced.

RESOLUTION No. \_\_\_\_\_ <== ENTER RESOLUTION NUMBER

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30 2017  
(AS AMENDED LAST ON 12/20/2017.)

Be it Resolved by the Council of the City of Washington

Section 1. Following notice published 5/5/2017

and the public hearing held, 5/16/2017 the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	3,409,212	0	3,409,212
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	<b>3</b>	<b>3,409,212</b>	<b>0</b>	<b>3,409,212</b>
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	194,720	0	194,720
Other City Taxes	6	794,082	0	794,082
Licenses & Permits	7	122,775	0	122,775
Use of Money and Property	8	135,754	0	135,754
Intergovernmental	9	3,310,548	289,408	3,599,956
Charges for Services	10	4,931,659	0	4,931,659
Special Assessments	11	56,000	0	56,000
Miscellaneous	12	328,934	112,155	441,089
Other Financing Sources	13	5,476,537	93,870	5,570,407
Transfers In	14	6,210,465	247,760	6,458,225
<b>Total Revenues and Other Sources</b>	<b>15</b>	<b>24,970,686</b>	<b>743,193</b>	<b>25,713,879</b>
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	1,841,167	12,843	1,854,010
Public Works	17	1,457,251	99,862	1,557,113
Health and Social Services	18	0	0	0
Culture and Recreation	19	845,273	17,000	862,273
Community and Economic Development	20	38,639	182,975	221,614
General Government	21	881,154	-148,975	732,179
Debt Service	22	1,292,235	625,731	1,917,966
Capital Projects	23	3,020,216	196,085	3,216,301
Total Government Activities Expenditures	24	9,375,935	985,522	10,361,457
Business Type / Enterprises	25	11,380,782	122,055	11,502,837
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>26</b>	<b>20,756,717</b>	<b>1,107,577</b>	<b>21,864,294</b>
Transfers Out	27	6,210,465	229,408	6,439,873
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>26,967,182</b>	<b>1,336,985</b>	<b>28,304,167</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year</b>	<b>29</b>	<b>-1,996,496</b>	<b>-593,792</b>	<b>-2,590,288</b>
Beginning Fund Balance July 1	30	7,279,612	0	7,279,612
<b>Ending Fund Balance June 30</b>	<b>31</b>	<b>5,283,116</b>	<b>-593,792</b>	<b>4,689,324</b>

Passed this \_\_\_\_\_ day of \_\_\_\_\_  
(Day) (Month/Year)

\_\_\_\_\_  
Signature  
City Clerk/Finance Officer

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

## **PUBLIC NOTICE**

### **NOTICE SETTING TIME AND PLACE OF PUBLIC HEARING ON THE 2017 SEAL COAT PROJECT**

Public Notice is hereby given that the City Council of the City of Washington, Iowa will hold a public hearing to hear comments on the specifications, form of contract, and cost estimate for the proposed 2017 Seal Coat Project. The project will be located on various streets though out the town. Said hearing will be held in the Nicola-Stoufer Room, Washington Public Library, 115 W. Washington Street, Washington, Iowa, on May 16, 2017 at 6:00 p.m. All interested persons are invited to attend and will be given an opportunity to be heard relative to this matter.

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Illa Earnest, City Clerk

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

**A RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT**

WHEREAS, the construction project known as "2017 Seal Coat Project" has been designed and publicized for bid; and

WHEREAS, the City Council has approved the plans, specifications, form of contract and estimate of cost:

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

Section 1. That the following bid for the construction of certain public improvements described in general as "2017 Seal Coat Project", described in the plans and specifications heretofore adopted by this Council on May 2, 2017, be and is hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: \_\_\_\_\_

Amount of Bid: \_\_\_\_\_

Section 2. That the Mayor and Clerk are hereby directed to execute contract with the contractor for the construction of said public improvements.

PASSED AND APPROVED, this 16<sup>th</sup> day of May, 2017.

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

ATTEST:

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



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

AN ORDINANCE AMENDING SECTION 92, WATER RATES,  
SECTION 99, SEWER USER CHARGE AND  
SECTION 106, COLLECTION OF SOLID WASTE

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

**SECTION 1.** The Code of Ordinances of the City of Washington, Iowa, 2014, Section 92.02, titled, "Rates for Service", is hereby amended to read as follows by amending Section 92.02 (1) and (2):

**"92.02 RATES FOR SERVICE.** Water service shall be furnished at the following rates with the City:

1. Base Charge. There shall be a basic monthly water service charge of seventeen dollars and eighty-five cents (\$17.85) per account.
2. Usage Rates. Customers shall be charged for water usage in accordance with the following rate schedule:

*(Code of Iowa, Sec. 384.84[1])*

Cubic Feet Used Per Month	Rate
All Usage	\$3.84 per 100 cubic feet

”

**SECTION 2.** The Code of Ordinances of the City of Washington, Iowa, 2014, Section 99.05, titled, "Rates for Service", is hereby amended to read as follows by amending Section 99.05(1) and (2):

**"99.05 CHARGES.** The monthly sewer use charge shall be in accordance with the following:

1. Non-Residential Customers.

A. For each water meter of every nonresidential property receiving municipal sewer service using 1,400 cubic feet or less of water, with or without a water meter, the charge shall be an amount equal to the sum of \$31.50 per month plus \$3.83 per 100 cubic feet of water used.

B. For each water meter of every nonresidential property receiving municipal sewer service using between 1,401 and 15,000 cubic feet of water, with or without a water meter, the charge shall be an amount equal to the sum of \$63.00 per month plus \$3.83 per 100 cubic feet of water used.

C. For each water meter of every nonresidential property receiving municipal sewer service using between 15,001 and 100,000 cubic feet of water, with or without a water meter, the charge shall be an amount equal to the sum of \$126.00 per month plus \$3.83 per 100 cubic feet of water used.

D. For each water meter of every nonresidential property receiving municipal sewer service using more than 100,001 cubic feet of water, with or without a water meter, the charge shall be an amount equal to the sum of \$252.00 per month plus \$3.83 per 100 cubic feet of water used.

2. Residential Customers. For each water meter of every residential property (including multiple-family residential properties) receiving municipal sewer service, with or without a water meter, the charge shall be an amount equal to the sum of \$31.50 per month per dwelling unit plus \$3.83 per 100 cubic feet of water used.”

**SECTION 3.** The Code of Ordinances of the City of Washington, Iowa, 2014, Section 106.08, titled, “Collection Fees”, is hereby amended to read as follows by amending Section 106.08(1):

**“106.08 COLLECTION FEES.** The collection and disposal of solid waste as provided by this chapter are declared to be beneficial to the property served or eligible to be served and there shall be levied and collected fees therefore in accordance with the following:

1. Fees.

A. The fee for solid waste collection and disposal service used or available, for each residential premise, is seven dollars and thirty-five cents (\$7.35) per month.

B. The fee for the identification stickers for disposable containers is two dollars (\$2.00) each.

C. The fee for the annual identification sticker for reusable containers is ninety dollars (\$90.00) per year prorated monthly.”

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

**SECTION 5. SEVERABILITY CLAUSE.** If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

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



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

ATTEST:

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

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

Approved on First Reading: \_\_\_\_\_ May 2, 2017

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

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

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

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