



AGENDA OF THE REGULAR SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IOWA
TO BE HELD IN THE NICOLA-STOUFER ROOM
PUBLIC LIBRARY AT 115 W. WASHINGTON STREET
AT 6:00 P.M., TUESDAY, MAY 15, 2018

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, May 15, 2018 to be approved as proposed or amended.

Consent:

1. Council Minutes May 1, 2018
2. Design Alliance, Fire Station Project - Professional Services, \$11,023.68
3. MSA Professional Services, Wellness Park Phase I Design & Bidding, \$9,000.00
4. Iowa Finance Authority, Water Treatment Plant Improvements, Principal, Interest, & Service Fee, \$8,159.45
5. Iowa Finance Authority, West Side Interceptor, Principal, Interest, & Service Fee, \$112,852.50
6. Iowa Finance Authority, Wastewater Treatment Plant, Principal, Interest, & Service Fee, \$594,645.00
7. Bankers Trust, General Obligation Bonds, Series 2016C, Principal, Interest, & Service Fee, \$565,250.00
8. Bankers Trust, General Obligation Capital Loan Notes, Series 2015, Principal, Interest, & Service Fee, \$188,893.75
9. Bankers Trust, General Obligation Refunding Bonds, Series 2016A, Principal, Interest, & Service Fee, \$138,185.00
10. Bankers Trust, General Obligation Refunding Bonds, Series 2016B, Principal, Interest, & Service Fee, \$43,331.25
11. Bankers Trust, General Obligation Capital Loan Note, Series 2018A, Flat Fee, \$300.00
12. Cedar Rapids Bank & Trust, 2006 Urban Renewal TIF Revenue Bonds, Principal & Interest, \$25,053.50
13. Washington State Bank, 2013 General Obligation Bonds, Principal & Interest, \$48,896.68
14. Washington State Bank, 2014 General Obligation Bonds, Principal & Interest, \$50,715.09
15. BP One Trip, 1504 E. Washington St., Retail Cigarette/Tobacco/Nicotine/Vapor Permit

- (renewal)
16. The Corner Stop, 100 E. Madison St., Retail Cigarette/Tobacco/Nicotine/Vapor Permit (renewal)
 17. Fareway Stores, #554, 301 N. Marion Ave., Retail Cigarette/Tobacco/Nicotine/Vapor Permit (renewal)
 18. Casey's General Store #1624, 1002 W. Madison St., Retail Cigarette/Tobacco/Nicotine/Vapor Permit (renewal)
 19. Casey's General Store # 3528, 1730 E. Washington St., Retail Cigarette/Tobacco/Nicotine/Vapor Permit (renewal)
 20. Department Reports

Consent - Other:

1. Washington Chamber of Commerce (Family Day), Central Park, Class B Beer Permit (BB) (Includes Wine Coolers) (new)

Claims & Financial Reports:

Claims for May 15, 2018
Financial Reports April, 2018

SPECIAL PRESENTATION

Washington Chamber of Commerce - Family Day Street Parking Request.

Washington Chamber of Commerce – Tractorcade Parking Request.

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

UNFINISHED BUSINESS

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

NEW BUSINESS

1. Discussion and Consideration of Affirm Mayoral Appointment to Hotel/Motel Tax Fund Administration Committee.
2. Discussion and Consideration of a Resolution of Support and Financial Commitment for Main Street Washington.
3. Discussion and Consideration of a Resolution Creating a New Fund 541 (K-9 Program)
4. Discussion and Consideration of a Resolution Approving KCTC Maintenance and Warehouse Building Site Plan.
5. **Public Hearing:** Amending the FY18 Budget.
6. Discussion and Consideration of a Resolution Amending the FY18 Budget.

7. **Public Hearing:** Adopting Plans, Specifications, Form of Contract and Estimate of Cost (2018 Sealcoat Program).
8. Discussion and Consideration of a Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost (2018 Sealcoat Program).
9. Discussion and Consideration of a Resolution Awarding Contract (2018 Sealcoat Program)
10. Discussion and Consideration of a Resolution Awarding Contract (Fire Station Utilities & Grading Project)
11. Discussion and Consideration of a Proposal for Geotechnical Services (Fire Station Utilities & Grading Project)
12. Discussion and Consideration of a Resolution Awarding Contract (Fire Station Phase I Renovation Project)
13. Discussion and Consideration of a Resolution Adopting a Sidewalk Inspection Program.
14. Discussion and Consideration of a Resolution Authorizing Service of Certificates of Notice Directing Sidewalk Repairs (Trip Hazards Program)
15. Discussion and Consideration of a Resolution Endorsing an Application for Funding (East Central Iowa Housing Trust Fund)
16. Discussion and Consideration Authorizing Levy, Assessment and Collection of Costs to the Washington County Treasurer.
17. Discussion and Consideration of First Reading of an Ordinance Creating a New Chapter 43, Park Regulations.
18. Discussion and Consideration of First Reading of an Ordinance Amending Chapter 92 (Water Rates) and Chapter 99 (Sewer Use Charge)
19. Discussion of Process to Fill Ward 1 Council Seat
 - Discussion and Consideration of a Resolution Providing for Notice of Intent to Fill Council (Ward 1) Vacancy by Appointment or
 - Discussion and Consideration of a Resolution Calling for a Special Election (Ward 1 Vacancy)
20. **Closed Session** Under Iowa Code 21.5(i) – Personnel

DEPARTMENTAL REPORT

Police Department
City Attorney
City Administrator

MAYOR & COUNCILPERSONS

Jaron Rosien, Mayor
Brendan DeLong
Steven Gault
Elaine Moore
Fran Stigers
Millie Youngquist

ADJOURNMENT

Illa Earnest, City Clerk

Council Minutes 05-01-2018

The Council of the City of Washington, Iowa, met in Regular Session in the Nicola-Stoufer Room, Washington Free Public Library, 115 West Washington Street on May 1, 2018 at 6:00 P.M. Mayor Rosien in the chair. On roll call present: DeLong, Gault, Moore, Stigers, Youngquist. Absent: none.

Motion by Gault, seconded by Youngquist, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, May 1, 2018 be approved as proposed. Motion carried.

Mayor Rosien announced that Councilor Kerry Janecek had submitted his resignation effective immediately. Mayor Rosien commented on Janecek's good work as a councilor and thanked him for his service to the community.

Consent:

1. Council Minutes April 17, 2018
2. Council Minutes April 24, 2018
3. Terracon, Fire Station Project, \$1,836.75
4. Ahers & Cooney, Series 2017 GO Capital Loan Notes, \$9,483.24
5. A & R Land Services, ROW E. Adams St. Improvements, \$390.00
6. A & R Land Services, ROW Pamida Sewer Project, \$1,556.56
7. Simmering Cory/Iowa Codification, 2nd Progress CDBG Administration, \$4,000.00
8. Bolton & Menk, Design & Construct Taxilane for Fueling Access, \$24,700.00
9. PAWS & More Animal Shelter, Animal Services January – March, 2018, \$4,500.00
10. PFM Financial Advisors, GO Capital Loan Notes, Series 2018A, \$15,263.91
11. Kevin D. Olson, Professional Services, \$949.80
12. Garden & Associates, E. Washington Street Sidewalk Extension Plan, \$1,844.25
13. Pizza Hut, 1018 W. Madison St., Class B Beer (BB) (Includes Wine Coolers), Sunday Sales, (renewal)
14. Department Reports

Consent - Other:

1. Tricon Construction, Water Treatment Plant Improvements, \$542,133.45

Motion by Youngquist, seconded by DeLong, to approve the consent agenda items 1-14. Motion carried.

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

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

JoAnne Worley came before the council to speak about the Art Domestique plans for a first ever “In Open Air” painting event to be held in Washington on Saturday and Sunday May 9 and May 10. Artists from all over Iowa will be in Washington painting outdoor scenes around the community. This will coincide with the Tractor-cade which will also be in Washington that weekend.

Emily Upah, Key Account Manager, for Alliant Energy came before council to give Alliant's Community Annual Partnership Assessment of the company's activities and investments in Washington and Washington County in 2017..

Jason Peterson, Nuisance Abatement Official, gave council an update on nuisance abatements in April.

Motion by Youngquist, seconded by Stigers, to approve the Chamber of Commerce Request for Alive After Five Parking Closure for June 5 and September 11. Motion carried.

Troy Eichelberger, a property owner, came before council with concerns about a city sewer near a property he may be purchasing.

Presentations from the Public:

Travis Hodson, 105 W. 17th Street, came before council with concerns about traffic speeding on W. 17 and an incident with his dog being killed by a speeding vehicle.

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

Motion by Youngquist, seconded by Stigers, approve setting a public hearing for May 15 for a Budget Amendment for FY18. Motion carried.

Motion by DeLong, seconded by Stigers, to approve the Resolution Directing Sale of an Interest in Real Property (415 W. Madison Street). Roll call on motion: Ayes: DeLong, Gault, Moore, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2018-057)**

Motion by Youngquist, seconded by Moore, to approve the Resolution Adopting a Title VI Non-Discrimination Agreement with Iowa Department of Transportation. Roll call on motion: Ayes: DeLong, Gault, Moore, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2018-058)**

Mayor Rosien announced that now is the time for a public hearing on Plans, Specifications, Form of Contract and Estimate of Cost (Fire Station Utilities and Grading Project).

No written or oral objections were received.

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

Motion by DeLong, seconded by Gault, to approve the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost (Fire Station Utilities and Grading Project). Roll call on motion: Ayes: DeLong, Gault, Moore, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2018-059)**

Mayor Rosien announced that now is the time for the public hearing on Plans, Specifications, Form of Contract and Estimate of Cost (Fire Station Phase I Renovation Project).

No written or oral objections were received.

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

Motion by DeLong, seconded by Gault, to approve the Resolution Adopting Plans, Specifications, Form of Contract and Estimate of Cost (Fire Station Phase I Renovation Project). Roll call on motion: Ayes: DeLong, Gault, Moore, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2018-060)**

Discussion and Consideration of a Resolution Authorizing Levy, Assessment and Collection of Costs to the Washington County Treasurer. Roll call on motion: Ayes: DeLong, Gault, Moore, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2018-061)**

Motion by Youngquist, seconded by Gault, to approve the Resolution to Provide for Notice of Hearing and Letting on Proposed Plans, Specifications, Form of Contract and Estimate of Cost for the 2018 Sealcoat Project, and Taking of Bids Therefore. Roll call on motion: Ayes: DeLong, Gault, Moore, Stigers, Youngquist. Nays: none. Motion carried. **(Resolution No. 2018-062)**

Motion by Youngquist, seconded by Gault, that the Regular Session held at 6:00 P.M., Tuesday, May 1, 2018, be adjourned. Motion carried.

Illa Earnest, City Clerk



City of Washington
215 East Washington Street
Washington, IA 52353

May 2, 2018
Invoice No: 205343
Project No: 217055

Attn: Brent Hinson

Re: Washington Fire Station

For professional services rendered for the period April 1, 2018 to April 30, 2018
for the referenced project.

<u>Description</u>	<u>Contract Amount</u>	<u>% Work To Date</u>	<u>Amount Billed</u>	<u>Previous Billed</u>	<u>This Inv Billed</u>
Pre-design	15,500.00	100.00%	15,500.00	15,500.00	0.00
Schematic	7,750.00	100.00%	7,750.00	7,750.00	0.00
Design Dev	31,000.00	100.00%	31,000.00	31,000.00	0.00
Const Doc	54,250.00	20.00%	10,850.00	0.00	10,850.00
Bid/Negot	7,750.00	0.00%	0.00	0.00	0.00
Const Admin	38,750.00	0.00%	0.00	0.00	0.00
Total Fixed Fee	155,000.00		65,100.00	54,250.00	10,850.00
Total Fixed Fee					\$10,850.00

Design Alliance, Inc - printing	21.60
Kristofer Orth - mileage	135.16
Pitney Bowes - postage	16.92
Total Out-of-Pocket Expenses	\$173.68

INVOICE TOTAL \$11,023.68

Please notify our office if you have any questions concerning your invoice balance.

1.5% interest charged on unpaid balance over 30 days

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



INVOICE

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

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

City of Washington
 215 East Washington Street
 Washington, IA 52353

May 4, 2018

Project No: R10322002.0

Invoice No: 3

Project Manager: Jacob Huck
 Client Liaison: Shawn O'Shea

Project R10322002.0 Washington Wellness Park Phase 1 Design & Bidding
Professional Services from March 25, 2018 to April 28, 2018

Description	Contract Amount	Percent Complete	Amount Earned	Previous Invoices	This Invoice	
Wellness Park Phase 1 Design & Bidding	90,000.00	50.00	45,000.00	36,000.00	9,000.00	
Total Fee	90,000.00		45,000.00	36,000.00	9,000.00	
			Total Fee			9,000.00
				AMOUNT DUE THIS INVOICE:		\$9,000.00



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>	5/2/2018
<i>Loan Number:</i>	D0431R
<i>Original Loan Amount</i>	\$4,378,000.00
<i>Current Loan Balance:</i>	\$1,334,995.05
<i>Interest Rate:</i>	2.00%
<i>Annual Service Fee Rate</i>	0.00%
Payment Due Date:	6/1/2018
Current Principal Due:	\$0.00
Prior Principal Due	\$0.00
Current Interest Due:	\$8,159.45
Prior Interest Due	\$0.00
Service Fee Due:	\$0.00
Total Amount Due:	\$8,159.45

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

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

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

Keep upper portion for your records

D0431R

Water Treatment Plant Improvements



Iowa Finance Authority
 2015 Grand Avenue
 Des Moines, IA 50312

LOAN STATEMENT

Telephone: 515.725.4900
 Fax: 515.725.4901

Statement Date 5/2/2018
Loan Number: C0441R
Original Loan Amount \$3,000,000.00
Current Loan Balance: \$2,563,000.00
Interest Rate: 3.00%
Annual Service Fee Rate 0.25%

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

Payment Due Date: **6/1/2018**
Current Principal Due: \$68,000.00
Prior Principal Due \$0.00
Current Interest Due: \$38,445.00
Prior Interest Due \$0.00
Service Fee Due: \$6,407.50
Total Amount Due: **\$112,852.50**

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

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

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

Keep upper portion for your records

C0441R

West Side Interceptor



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

Statement Date 5/2/2018
Loan Number: CF0412R
Original Loan Amount \$16,316,000.00
Current Loan Balance: \$12,894,000.00
Interest Rate: 3.00%
Annual Service Fee Rate 0.25%

Payment Due Date: 6/1/2018
Current Principal Due: \$369,000.00
Prior Principal Due \$0.00
Current Interest Due: \$193,410.00
Prior Interest Due \$0.00
Service Fee Due: \$32,235.00
Total Amount Due: \$594,645.00

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

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

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

Keep upper portion for your records

CF0412R

Wastewater Treatment Plant



Date: 04/06/2018

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	06/01/2018	5,000.00
Registered principal due	06/01/2018	560,000.00
Fees for invoice#	45809	250.00
Less: Funds on Deposit		(0.00)
Total Due		<hr/> 565,250.00

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: 04/06/2018

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	06/01/2018	28,643.75
Registered principal due	06/01/2018	160,000.00
Fees for invoice#	45810	250.00
Less: Funds on Deposit		(0.00)
Total Due		<hr/> 188,893.75

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.

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: 04/06/2018

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

Re:
WASHINGTON
GENERAL OBLIGATION REFUNDING BONDS
SERIES 2016A
\$1,770,000 DTD 04-19-16

Corporate Trust Department
DIANA VAN VLEET
Account Name: WASHINGTON16A
Trust Acct No: 0185408820

Debt Service

Registered interest due	06/01/2018	17,935.00
Registered principal due	06/01/2018	120,000.00
Fees for invoice#	45811	250.00
Less: Funds on Deposit		(0.00)
Total Due		<u>138,185.00</u>

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: 04/06/2018

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	06/01/2018	7,981.25
Registered principal due	06/01/2018	35,000.00
Fees for invoice#		350.00
Less: Funds on Deposit		(0.00)
Total Due		<hr/> 43,331.25

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



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

Invoice

WASHINGTON 18A GO CLN 04/18/18
 CITY OF WASHINGTON
 ATTN: CITY CLERK
 215 E WASHINGTON ST
 PO BOX 516
 WASHINGTON IA 52353

Invoice No: 46220
 Invoice Date: 04/18/2018
 DIANA VAN VLEET

CATEGORY	QUANTITY	RATE	AMOUNT
BALANCE CARRIED FORWARD:			\$0.00

PREVIOUS AMOUNT BILLED:		\$0.00	
AMOUNT RECEIVED:		\$0.00	
FLAT FEE			
INITIAL FEE			\$300.00
=====			
TOTAL DUE			\$300.00

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
300.00	0.00	0.00	0.00	0.00	300.00

 PLEASE DETACH AND RETURN WITH PAYMENT

WASHINGTON 18A GO CLN 04/18/18
 CITY OF WASHINGTON
 ATTN: CITY CLERK
 215 E WASHINGTON ST
 PO BOX 516
 WASHINGTON IA 52353

Invoice #: 46220
 Invoice Date: 04/18/2018
 Bill Code: 0185417201

Total Due: 300.00

Remit to:

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

Amount Enclosed:



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

2006 Urban Renewal TIF Revenue Bonds (Engineered Building Design)

Bottom

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

2013 General Obligation Bonds

2014 General Obligation 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

Instructions on the reverse side

For period (MM/DD/YYYY) 07/01/2018 through June 30, 2019

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

Business Information:

Trade Name/DBA BP One Trip
Physical Location Address 1504 E. Washington City Washington ZIP 52353
Mailing Address PO Box 178 City Brighton State IA ZIP 52540
Business Phone Number 319-653-2243

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP
Name of sole proprietor, partnership, corporation, LLC, or LLP Cobb Oil Co., Inc.
Mailing Address PO Box 178 City Brighton State IA ZIP 52540
Phone Number 319-694-2200 Fax Number 319-694-2201 Email info@cobbco.com

Retail Information:

Types of Sales: Over-the-counter Vending machine
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No
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) Laura Cobb Name (please print) _____
Signature Laura Cobb Signature _____
Date 5-8-18 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
- Fax: 515-281-7375

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2018 through June 30, 2019

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

Business Information:

Trade Name/DBA Corner Stop
Physical Location Address 100 E Madison St City Washington ZIP 52353
Mailing Address PO Box 439 City Walford State IA ZIP 52351
Business Phone Number 319-351-6498

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP
Name of sole proprietor, partnership, corporation, LLC, or LLP Petroleum Services Company, LLC
Mailing Address PO Box 439 City Walford State IA ZIP 52351
Phone Number 319-351-6498 Fax Number 319-538-0074 Email cbrown@drivenmanagement.com

Retail Information:

Types of Sales: Over-the-counter Vending machine
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No
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) Adam Smith Name (please print) _____
Signature  Signature _____
Date 2/20/2018 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
- Fax: 515-281-7375

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2018 through June 30, 2019

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

Business Information:

Trade Name/DBA Fareway Stores, Inc. # 554

Physical Location Address 301 North Marion Avenue City WASHINGTON State IA ZIP 52353

Mailing Address 301 North Marion Avenue City WASHINGTON State IA ZIP 52353

Business Phone Number 319 653-5064

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP Fareway Stores, Inc.

Mailing Address PO Box 70 City Boone State IA ZIP 50036

Phone Number 515-433-5336 Fax Number 515-433-4416 Email twilson@farewaystores.com

Retail Information:

Types of Sales: Over-the-counter Vending machine

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No

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) FREDERICK R. BREYNER Name (please print) _____

Signature *Frederick R. Breyner* Signature _____

Date 4/13/18 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
- Fax: 515-281-7375

<https://tax.iowa.gov>

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2018 through June 30, 2019

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# 1624

Physical Location Address 1002 WEST MADISON ST City WASHINGTON ZIP 52353

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Business Phone Number 3198639040

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 50021

Phone Number 515-446-6404 Fax Number 515-965-6205 Email JESSICA.FISHER@CASEYS.COM

Retail Information:

Types of Sales: Over-the-counter Vending machine

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No

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

Name (please print) _____

Signature _____

Date _____

Signature 
Date 05/01/2018

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
- Fax: 515-281-7375

<https://tax.iowa.gov>
Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2018 through June 30, 2019

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# 3528

Physical Location Address 1730 E WASHINGTON STREET City WASHINGTON ZIP 52353

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Business Phone Number 3196537437

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 50021

Phone Number 515-446-6404 Fax Number 515-965-6205 Email JESSICA.FISHER@CASEYS.COM

Retail Information:

Types of Sales: Over-the-counter Vending machine

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No

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

Name (please print) _____

Signature _____

Date _____

Signature 

Date 05/01/2018

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
- Fax: 515-281-7375

Washington Volunteer Fire Department
May 9, 2018

March Fires

3 City fires	760.00
5 rural fires	00.00
0 Drill	1270.00
8 fires and 0 drill	2030.00

Pictures taken before meeting for the paper and ID cards.

Meeting opened Chief Wide in charge

Minutes of the previous meeting were read and approved.

Treasure report was read.

Josh Laws made a motion to pay all bills against the department. Seconded by Kevin Shultz Passed
Committees; Social: snacks after meeting

Golf: Cart shed clean up

Kids Fest 5/18/18.

Tom Tanner has passed away. He was a member for 64 years.

Bob Zager has had a stroke.

Rescue

Communication; Thank You from Roselene Lowe and Ron Carol with \$2.00 donation. Thank you from Halcyon House and \$50.00. Received a check from The Washington County Corn and Soybean Assn. for \$800.00 to buy a rescue auger .

Keota fun Days June 9.

Application; we have a full roster.

Old Business; County meeting will be in Crawfordsville 5/22/18.

Tom Wide has checked into new power washer \$9500.00. Old one should be worth 2500.00.

Zach Thomas made a motion to purchase the power washer. Seconded by Charles Halverson. Passed.

New Business; ID cards will be made.

Station update; Houses are down. Bids are out for site prep.

Active Threat Response Course May 1-3 was a very good class attended by fire, police and Ambulance personal.

Kirkwood Fire School Sept. 22-23.

Riverside road is closed thru July. Take alternate routes.

Railroad training September 29.

There is a company coming to test all the SCBA and diving bottles in May.

The City wants us to wash the square 5/24/18 at 9pm.

June 3-4 WMT tractor ride will be in Washington will need help.

Kevin Shultz the chairman of a committee on get a UTV and trailer. With Zach Thomas

Phil Morris made a motion that the dept. put \$50,000 towards the new station. Seconded by Jerry Guengerich. Passed.

Discussion of calls;

Roll call taken

No other business, meeting adjourned.

Secretary
Tom Beauchamp

**WWTP report
May 15, 2018
Council meeting**

- **After hour alarm and dog call outs –**
28th dog call, Safety Center reported a dog to be picked up 406 East Polk, 1:21 p.m.
Parker
29th WWTP, high TSS alarm, 1:25 a.m. Parker
29th dog call, Safety Center reported a dog to be picked at 901 E Jefferson, 9:49 a.m.
Parker
29th dog call, Safety Center reported a dog to be picked up at 516 North 2nd, 11:57 a.m.
Parker
1st dog call, Safety Center reported a dog to be picked up at Police Dept, 5:41 p.m.
Parker
2nd Parkside Estates lift station, high water alarm, 9:32 p.m. Parker & Jason
3rd dog call, Safety Center reported a dog to be picked up at 503W Main, 6:55 p.m.
Parker
7th dog call, Safety Center reported dog to be picked up at W Monroe & F Ave, 9:20 p.m. Parker
- **Dept Head meetings** - I attended the meetings on May 1st & 8th.
- **Employee evaluations** – Met the Brent on May 2nd to receive my evaluation. Also discussed WWTP staff evaluations I submitted for Jason and Parker.
- **WWTP hoists and cranes** –I sent out requests for quotes to three (3) hoist/crane companies to perform the WWTP’s annual hoist/crane inspection as required by OSHA. I only received two (2) quotes back. Hupp’s quote was \$884 and Midwest Overhead Crane Corp’s quote was \$825. I hired Midwest Overhead Crane Corp to perform this year’s hoist/crane inspection.
- **WWTP and lift station mowing** – Started mowing on April 30, 2018 for the first time this year.
- **WWTP April 2018 Discharge Monitoring Report (DMR)** – Average daily flow **1.522** million gallons (mg), maximum daily flow **2.177** mg, minimum daily flow **1.131** mg. There were **zero** violations of the WWTP’s NPDES discharge permit. Total precipitation for April 2018 = rain/melted precip = **0.57”** snow = **>2.5”** (recorded at the WWTP).

CBOD5 removal 85% required	result = 99.2%
Influent CBOD5 monthly average =	129.2 mg/L
Effluent CBOD5 monthly average =	1.0 mg/L

TSS removal 85% required	result = 98.4 %
Influent TSS monthly average =	174.5 mg/L
Effluent TSS monthly average =	2.8 mg/L
- **Dog pound report for April 2018** – Twelve (12) calls total for April 2018. Four (4) call outs during normal hours and eight (8) call outs after hours. Nine dogs (9) dogs were returned to their owners. Three (3) dogs taken to Paws & More.

- **Parkside Estates (PSE) lift station** – The lift station lost Alliant power around 9:30 p.m. The sensa-phone alarm dialer called Parker out. Parker went to the lift station; he found the pumps were tripped out. Parker called Jason in to assist him. After Jason got to the lift station they opened the by-pass line (this line allows the waste water in the wet well to gravity flow over to the west side interceptor when the power is out). While they were at the lift station, Parker received another alarm call for the WWTP for a stair screen high water alarm, he headed to the WWTP. Jason stayed at PSE until the power came back on around 11:15 p.m. to make sure everything was back to normal before heading home.
- **SASSO safety meeting** – Jason and I attended the safety meeting in Washington on May 8th. The topics were Drugs & Alcohol Supervisor-Employee and Backhoe Safety.

Fred E Doggett 5/11/2018 9:59 A.M.

MAINTENANCE & CONSTRUCTION DEPT. REPORT

4-21-18/5-4-18

STREETS: Personnel placed dirt in ground stump holes from the EAB program and areas of previous excavation, and seeded them as well. Personnel placed gravel on the shoulders of West 5th St and Lexington Blvd, using 54 ton of 1 inch Road Stone. Personnel worked a few alleys that needed attention. Personnel also pothole patched areas in the city.

WATER DISTRIBUTION: Personnel completed the installation of a new 6 inch PVC including a new fire hydrant and two 6 inch gate valves from North Marion Ave to North Iowa Ave on West 3rd St. The main was flushed and tested, the results were negative. Personnel installed 6 water taps off the new water main to the 6 units of the Pennsylvania complex. Personnel had 9 water shut offs for nonpayment.

SEWER COLLECTION: Personnel jetted 420 ft of sanitary sewer main and flushed 1,000 gallon of water between South 10th Ave and Perdock CT north of East Van Buren St where a sewer service had been experiencing issues.

STORM SEWER COLLECTION: Personnel installed a 12 inch dual walled tile in the ditch beside the Vet's Memorial connecting two culverts, filled with dirt and seeded. Personnel televised a storm line to determine the approximate area where a water leak had taken place.

MECHANIC/SHOP: Personnel serviced PD 905 (repair right front turn signal, inspected A/C issues and front end noise), #611 (install air dryer, worked on air compressor and replace coolant hoses), operated the MWRAP and inspected, Chief's Tahoe (charged A/C), CRU unit (repair rear door) and PD 96 (replace door mirror and bracket).

OTHER: Personnel hauled numerous loads of rock back to the material storage building. Personnel continued picking up yard waste bags and brush, YTD total on bags 2,810. Personnel responded to 57 Iowa One Call locates. Personnel hauled numerous loads of concrete spoil away from the shop.

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

Applicant License Application ()

Name of Applicant:	<u>Washington Chamber of</u>		
Name of Business (DBA):	<u>Family Day</u>		
Address of Premises:	<u>Central Park, S Marion Ave. between W Main St and W</u>		
City	<u>Washington</u>	County:	<u>Washington</u> Zip: <u>52353</u>
Business	<u>(319) 653-3272</u>		
Mailing	<u>205 W Main St</u>		
City	<u>Washington</u>	State	<u>IA</u> Zip: <u>52353</u>

Contact Person

Name	<u>Michelle Redlinger</u>		
Phone:	<u>(319) 653-3272</u>	Email	<u>michelle@washingtioniowa.org</u>

Classification Class B Beer (BB) (Includes Wine Coolers)

Term: 5 days

Effective Date: 05/30/2018

Expiration Date: 01/01/1900

Privileges:

Class B Beer (BB) (Includes Wine Coolers)

Status of Business

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

Ownership

Michelle Redlinger

First Name: Michelle

Last Name: Redlinger

City: Washington

State: Iowa

Zip: 52353

Position: Executive Director

% of Ownership: 100.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company:	<u>West Bend</u>		
Policy Effective Date:		Policy Expiration	
Bond Effective		Dram Cancel Date:	
Outdoor Service Effective		Outdoor Service Expiration	
Temp Transfer Effective		Temp Transfer Expiration Date:	

CITY OF WASHINGTON IOWA

CLAIMS LIST FOR MAY 15, 2018

POLICE	ACE-N-MORE	KEY & RING UNIT 905/BATTERIES	75.09
	ARMSTRONG HEATING & AIR CONDITIONING I	AIR CONDITIONER REPAIR	369.19
	ARNOLD MOTOR SUPPLY	PARTS	650.70
	BDH TECHNOLOGY	SERVICE	270.00
	CINTAS CORP LOC. 342	RUG SERVICE	33.61
	COBB OIL CO, INC.	FUEL	935.01
	KCTC	PHONE SERVICE	104.99
	PIP PRINTING	FORMS	138.39
	QUILL	OFFICE SUPPLIES	39.47
	UPS	SHIPPING CHARGES	20.86
	VERIZON WIRELESS	WIRELESS SERVICE	1,369.15
	WASH CO AUDITOR	MAY COLLECTIONS	20,976.08
	WINDSTREAM IOWA COMMUNICATIONS	MAY SERVICE	377.83
		TOTAL	25,360.37
	FIRE	ACE-N-MORE	LAUNDRY DETERGENT/WIPES
AMERICAN TEST CENTER, INC		FIRE TRUCK TESTING	1,120.00
BUSINESS RADIO SALES INC		CHARGER/BATTERIES	521.35
FELD FIRE		SUPPLIES	334.00
GALLS LLC		PANTS/BOOTS/POLO/NAME PLATES	597.47
VERIZON WIRELESS		WIRELESS SERVICE	184.33
WASHBURN		WASHER REPAIR	456.57
WINDSTREAM IOWA COMMUNICATIONS		MAY SERVICE	174.30
		TOTAL	3,413.59
DEVELOP SERV		AMAZON CAPITAL SERVICES	SUPPLIES
	COBB OIL CO, INC.	FUEL	81.89
	CUSTOM IMPRESSIONS INC	ENGRAVED SIGN / INK	16.05
	IMPRESSIONS COMPUTERS, INC	COMPUTER MAINTENANCE	103.75
	MARK'S SANITATION	TRASH ABATEMENTS	225.00
	VERIZON WIRELESS	WIRELESS SERVICE	250.19
	WASHINGTON EVENING JOURNAL SUBSCRIPTIO	SUBSCRIPTION	133.25
		TOTAL	843.97
LIBRARY	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
	ALLIANT ENERGY	ALLIANT ENERGY	1,560.25
	BAKER & TAYLOR	BOOKS	571.86
	EBSCO SUBSCRIPTION SERV	MAGAZINE SUBSCRIPTIONS	119.76
	FAREWAY STORES	OFFICE SUPPLIES	15.95
	GALE/CENGAGE LEARNING	LARGE PRINT	123.51
	I TECH TECHNOLOGY EXPERTS	4 NEW KID COMPUTERS	2,619.96
	KCII	SENIOR ADS	90.96
	KCTC	INTERNET & TELEPHONE	346.71
	RECORDED BOOKS LLC	AUDIO BOOKS	103.49
		TOTAL	5,596.45
	PARKS	ACE-N-MORE	SUPPLIES
ALLIANT ENERGY		ALLIANT ENERGY	1,318.02
ARNOLD MOTOR SUPPLY		TRUCK REPAIR	44.34
BW CONSTRUCTION		SHELTER ROOFS	4,100.00
COBB OIL CO, INC.		FUEL	128.95
GREINER DISCOUNT TIRES		GATOR TIRE REPAIR	27.45
KCTC		PHONE & INTERNET SERVICE	122.23
		TOTAL	6,300.32
POOL	ACCO	PUMP REPAIR	227.45
	ALLIANT ENERGY	ALLIANT ENERGY	105.21
		TOTAL	332.66
CEMETERY	ACE-N-MORE	CONCRETE/RAKE HANDLE	454.64
	ARNOLD MOTOR SUPPLY	PARTS	8.23

GREINER DISCOUNT TIRES	TIRE REPAIR	35.45
SORRELLS, DALTON	BOOT REIMBURSMET	100.00
TIFCO INDUSTRIES	PARTS	57.37
UNITY POINT CLINIC-OCCUPATIONAL MEDICI	TESTING SERVICES-#215229	41.00
WASH CO HOSPITAL	TESTING FEES	42.00
WINDSTREAM IOWA COMMUNICATIONS	MAY SERVICE	136.64
	TOTAL	875.33

FINAN ADMIN

ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
ALLIANT ENERGY	ALLIANT ENERGY	22.82
CARSON PLUMBING & HEATING SRVS INC	PUBLIC RESTROOM REPAIR	74.93
CINTAS CORP LOC. 342	RUG SERVICE	153.46
DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER MAINT AGREEMENT	229.98
EBERT SUPPLY CO.	TOWELS	57.00
FAREWAY STORES	SUPPLIES	84.93
GOOGLE LLC	SERVICE	222.35
IGRAPHIX, INC	NOTE CARDS	174.60
IOWA COUNTY RECORDERS ASSOCIATION, INC	FILING FEE- EASEMENTS/ORDINANCE	100.00
KCTC	PHONE SERVICE	105.00
PACE PAYMENT SYSTEMS	ONLINE PAYMENT ADMIN FEE	20.00
QUILL	OFFICE SUPPLIES	14.99
ROSIEN, JARON	MILEAGE REIMBURSEMENT	26.16
VERIZON WIRELESS	WIRELESS SERVICE	62.20
WASH COUNTY MINIBUS	LOST- MAY 2018	14,334.33
WINDSTREAM IOWA COMMUNICATIONS	MAY SERVICE	1,053.04
	TOTAL	16,779.79

AIRPORT

ACE-N-MORE	SUPPLIES	10.47
JAMIESON, JEAN	APRIL CLEANING	245.00
NESPER SIGN	REPAIR TO SIGN	360.33
ROE, MIKE	IPAA CONF, MILEAGE, REG & LODGING	727.94
SORRELL GLASS	DOOR PARTS & REPAIR	324.88
STEVE'S SALES & SERVICE	AIRPORT VAN REPAIR	54.00
VERIZON WIRELESS	WIRELESS SERVICE	52.20
VETTER'S INC-CULLIGAN WATER	YEARLY RENTAL AND SUPPLIES	281.15
WINDSTREAM IOWA COMMUNICATIONS	MAY SERVICE	181.86
	TOTAL	2,237.83

ROAD USE

ACE-N-MORE	SUPPLIES	22.96
ARNOLD MOTOR SUPPLY	PARTS	291.16
COBB OIL CO, INC.	FUEL	179.23
MOORE'S BP AMOCO INC	FUEL	103.00
	TOTAL	596.35

STREET LIGHTING

ALLIANT ENERGY	ALLIANT ENERGY	10,216.26
MARIE ELECTRIC INC.	TIMBER RIDGE ST LIGHT REPAIR	80.28
	TOTAL	10,296.54

UNIFIED COMMERCIAL TIF

OVERLAND PROPERTY GROUP, LLC	TIF REBATE	17,213.41
	TOTAL	17,213.41

SC RESIDENTIAL TIF

WASHINGTON STATE BANK	TIF PAYMENT- VOGELS	16,679.38
	TOTAL	16,679.38

DOWNTOWN COMM TIF

MARSHALL'S PROPERTIES, LLC	TIF REBATE	2,805.11
	TOTAL	2,805.11

TREE REMOVAL

BIG COUNTRY SEEDS	SEEDING SUPPLIES	662.50
	TOTAL	662.50

TREE COMMITTEE

MCCONNELL, MARDE	SUPPLIES - TREE COMMITTEE	131.47
------------------	---------------------------	--------

		TOTAL	131.47
WATER PLANT	ACE-N-MORE	NUTS/HARDWARE	34.72
	ALLIANT ENERGY	ALLIANT ENERGY	12,205.30
	AURHOMES LLC	WATER DEPOSIT REFUND	70.46
	CHMELAR, TIM	WATER DEPOSIT REFUND	70.68
	DINSMORE, JOHN	WATER DEPOSIT REFUND	130.56
	ETS CORPORATION	ADMIN FEE -CC PAYMENTS	649.64
	FINKE, AUDREY	WATER DEPOSIT REFUND	7.23
	FLEMING, SPENSER	WATER DEPOSIT REFUND	34.59
	GATES, MARYHELLEN	WATER DEPOSIT REFUND	38.48
	HUNGER, DENNIS	WATER DEPOSIT REFUND	77.09
	IA DEPT OF REVENUE	APRIL SALES TAX	8,075.00
	JENNINGS, ELAINE	MILEAGE REIMBURSEMENT	14.17
	NOWELL, JOANN	WATER DEPOSIT REFUND	688.52
	VERIZON WIRELESS	WIRELESS SERVICE	52.20
	WATER SOLUTIONS UNLIMITED	CHEMICALS	1,419.00
	WINDSTREAM IOWA COMMUNICATIONS	MAY SERVICE	98.49
		TOTAL	23,666.13
WATER DIST	ACE-N-MORE	SUPPLIES	92.74
	ALLIANT ENERGY	ALLIANT ENERGY	390.08
	ARNOLD MOTOR SUPPLY	PARTS	209.47
	GIERKE ROBINSON CO., INC	DUCTILE BLADE	252.73
	VERIZON WIRELESS	WIRELESS SERVICE	129.39
	WINDSTREAM IOWA COMMUNICATIONS	MAY SERVICE	91.43
		TOTAL	1,165.84
SEWER PLANT	ACE-N-MORE	SUPPLIES	61.12
	ALLIANT ENERGY	ALLIANT ENERGY	7,521.09
	ARNOLD MOTOR SUPPLY	PARTS	70.42
	ATCO INTERNATIONAL	PLANT CHEMICALS	390.00
	CERTIFIED LABORATORIES	SUPPLIES	344.00
	COBB OIL CO, INC.	FUEL	146.65
	ELECTRICAL ENGINEERING & EQUIPMENT CO	GENERATOR PM SERVICE CONTR	3,215.00
	FAREWAY STORES	LAB SUPPLIES	25.90
	HACH COMPANY	LAB TESTING SUPPLIES	619.50
	VERIZON WIRELESS	WIRELESS SERVICE	183.71
	WINDSTREAM IOWA COMMUNICATIONS	MAY SERVICE	273.51
		TOTAL	12,850.90
SEWER COLLECT	ACE-N-MORE	SUPPLIES	86.93
	ALLIANT ENERGY	ALLIANT ENERGY	1,060.62
	ARNOLD MOTOR SUPPLY	PARTS	192.55
	COBB OIL CO, INC.	FUEL	66.23
	UNITY POINT CLINIC-OCCUPATIONAL MEDICI	TESTING SERVICES-#215229	41.00
	VERIZON WIRELESS	WIRELESS SERVICE	432.49
	WASH CO HOSPITAL	TESTING FEES	42.00
	WINDSTREAM IOWA COMMUNICATIONS	MAY SERVICE	91.44
		TOTAL	2,013.26
SANITATION	JONES, DESIREE	TRASH STICKER REFUND	60.00
	WEMIGA WASTE INC.	APRIL SERVICES	3,500.00
		TOTAL	3,560.00
SELF INSURANCE	EMPLOYEE BENEFIT SYSTEMS	EBS ADMIN FEE	330.00
		TOTAL	330.00
		TOTAL	153,711.20

CITY OF WASHINGTON
MONTH TO DATE TREASURERS REPORT
APRIL 30, 2018

FUND	4/1/2018	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	4/30/2018
	BEGINNING CASH BALANCE					ENDING CASH BALANCE
001-GENERAL FUND	874,202.85	924,572.70	-	227,486.94	-	1,571,288.61
002-AIRPORT FUND	275,470.69	13,280.43	-	46,760.17	-	241,990.95
010-CHAMBER REIMBURSEMENT	4,580.90	5,818.57	-	5,114.63	-	5,284.84
011-MAIN STREET REIMBURSEMENT	2,980.31	4,253.07	-	3,807.78	-	3,425.60
012-WEDG REIMBURSEMENT	1,934.14	-	-	4,553.86	-	(2,619.72)
050-DOWNTOWN INCENTIVE GRANT	50,000.00	-	-	-	-	50,000.00
110-ROAD USE	925,218.91	64,587.02	-	123,861.07	-	865,944.86
112-EMPLOYEE BENEFITS	-	240,908.50	-	240,908.50	-	-
114-EMERGENCY LEVY	-	19,972.39	-	19,972.39	-	-
121-LOCAL OPTION SALES TAX	-	57,337.32	-	57,337.32	-	-
125-UNIF COMM UR-NE IND	273.11	3,274.25	-	3,547.36	-	-
127-UNIF COMM UR - BRIARWOOD	-	17,213.41	-	-	-	17,213.41
129-SC RES UR	12,226.74	16,891.29	-	-	-	29,118.03
132-UNIF COMM UR - EBD	16,679.07	21,045.81	-	-	-	37,724.88
133-UNIF COMM UR-IRE	4,530.29	57,813.08	-	62,343.37	-	-
134-DOWNTOWN COMM UR	3,606.64	5,919.56	-	6,721.09	-	2,805.11
145-HOUSING REHABILITATION	35,990.60	5,000.00	-	1,633.09	-	39,357.51
146-LMI TIF SET-ASIDE	30,641.10	-	-	-	-	30,641.10
200-DEBT SERVICE	482,591.07	326,684.99	-	-	-	809,276.06
300-CAPITAL EQUIPMENT	145,742.38	-	-	-	-	145,742.38
301-CAPITAL PROJECTS FUND	57,338.25	3,276,305.37	-	90,006.99	-	3,243,636.63
305-RIVERBOAT FOUND CAP PROJ	142,354.52	-	-	-	-	142,354.52
308-INDUSTRIAL DEVELOPMENT	75,354.35	15,866.85	-	2,177.54	-	89,043.66
309-MUNICIPAL BUILDING	1,164,269.25	52,022.95	-	28,069.57	-	1,188,222.63
310-WELLNESS PARK	25,817.09	5,224.80	-	6,089.19	-	24,952.70
311-SIDEWALK REPAIR & REPLACE	53,252.31	4,500.00	-	4,400.00	-	53,352.31
312-TREE REMOVAL & REPLACE	13,979.67	50,000.00	-	17,490.00	-	46,489.67
510-MUNICIPAL BAND	3,843.70	300.00	-	-	-	4,143.70
520-DOG PARK	4,684.69	-	-	-	-	4,684.69
530-TREE COMMITTEE	11,465.56	220.00	-	92.48	-	11,593.08
540-POLICE FORFEITURE	1,742.49	-	-	-	-	1,742.49
545-SAFETY FUND	100.00	-	-	-	-	100.00
550-PARK GIFT	158,850.34	26.93	-	14,227.52	-	144,649.75
570-LIBRARY GIFT	273,475.37	1,075.31	-	1,007.55	-	273,543.13
580-CEMETERY GIFT	11,103.00	-	-	-	-	11,103.00
590-CABLE COMMISSION	10,761.14	-	-	-	-	10,761.14
600-WATER UTILITY	1,018,485.55	144,355.14	-	88,017.42	-	1,074,823.27
601-WATER DEPOSIT FUND	24,340.00	1,100.00	-	1,925.00	-	23,515.00
603-WATER CAPITAL PROJECTS	104,455.63	-	-	494,782.33	-	(390,326.70)
610-SANITARY SEWER	1,402,463.08	203,465.63	-	82,197.46	-	1,523,731.25
613-SEWER CAPITAL PROJECTS	168,833.57	-	-	13,254.66	-	155,578.91
670-SANITATION	167,825.29	34,149.95	-	49,881.62	-	152,093.62
950-SELF INSURANCE	211,883.56	17,249.05	-	4,369.98	-	224,762.63
951-UNEMPLOYMENT SELF INS	26,391.71	6,649.07	-	-	-	33,040.78
TOTAL BALANCE	7,999,738.92	5,597,083.44	-	1,702,036.88	-	11,894,785.48

Cash in Bank - Pooled Cash

		Interest Rate
Wash St. Bank - Operating Account	3,333,314.37 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Wash St Bank - MM	258,001.08	0.40%
Investment in IPAIT	5,700,688.02	1.41%
Wash St - Farm Mgmt Acct	102,432.01	
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	1.60%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	2.19%
Wash St Bank - CD 03/09/2017 - renewed	500,000.00	2.02%
Wash St Bank - CD 10/12/2017 -renewed	500,000.00	1.50%
CBI Bank and Trust - CD 1/11/2018	500,000.00	1.85%
TOTAL CASH IN BANK	11,894,785.48	

(1) Washington State Bank	3,407,472.33
Outstanding Deposits & Checks	(74,157.96)
	<u>3,333,314.37</u>

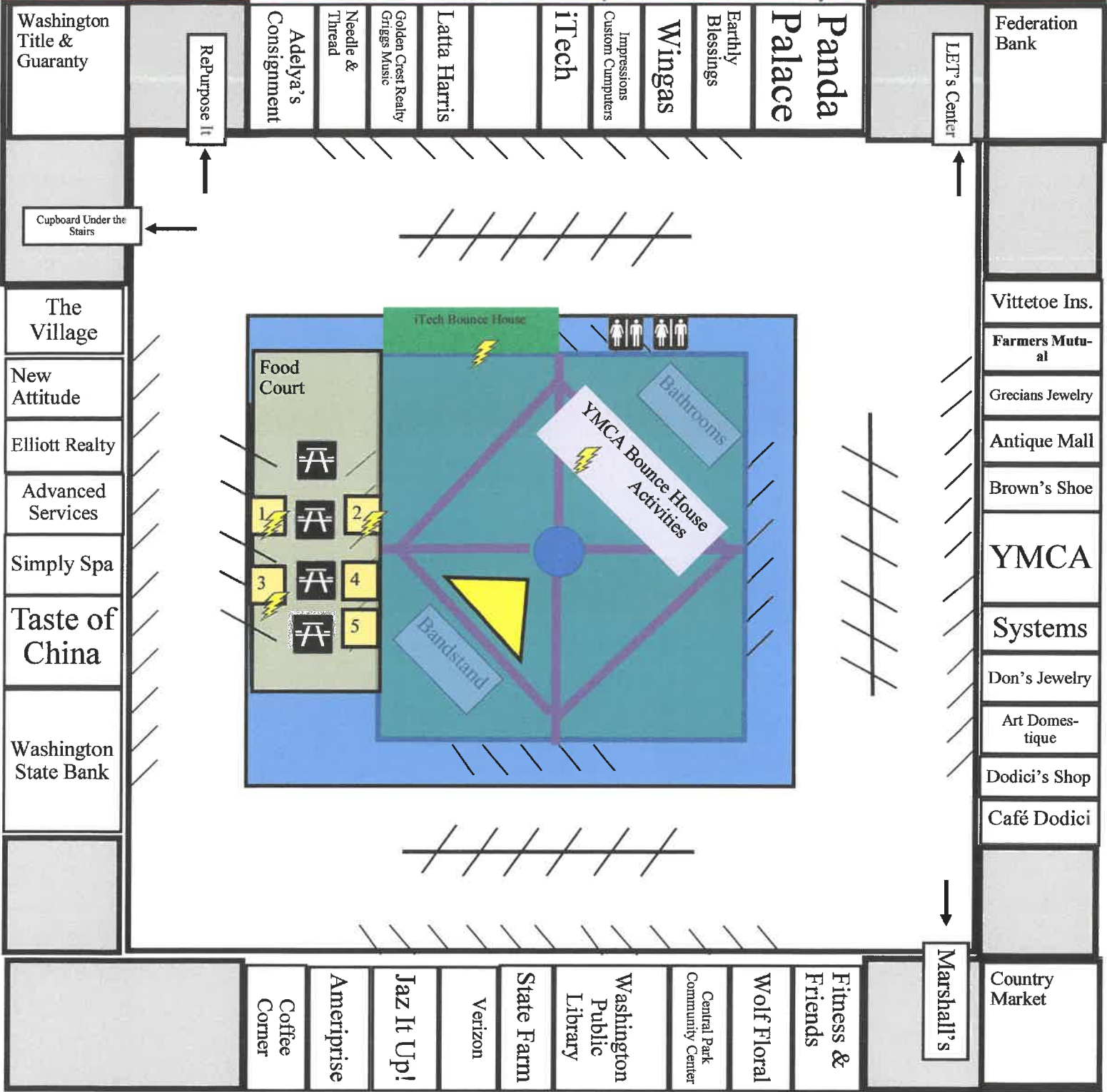
CITY OF WASHINGTON IOWA
YEAR TO DATE TREASURERS REPORT
APRIL 30, 2018

FUND	7/1/2018	Y-T-D REVENUES	REVENUES NOT YET RECEIVED	Y-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	4/30/2018
	BEGINNING CASH BALANCE					ENDING CASH BALANCE
001-GENERAL FUND	1,000,000.00	3,420,709.62	-	2,849,421.01	-	1,571,288.61
002-AIRPORT FUND	204,275.40	263,698.89	-	225,983.34	-	241,990.95
010-CHAMBER REIMBURSEMENT	440.00	57,577.37	-	52,732.53	-	5,284.84
011-MAIN STREET REIMBURSEMENT	1,106.99	44,162.82	-	41,844.21	-	3,425.60
012-WEDG REIMBURSEMENT	-	58,679.28	-	61,299.00	-	(2,619.72)
050-DOWNTOWN INCENTIVE GRANT	-	50,000.00	-	-	-	50,000.00
110-ROAD USE	747,498.73	852,044.59	-	733,598.46	-	865,944.86
112-EMPLOYEE BENEFITS	-	671,584.66	-	671,584.66	-	-
114-EMERGENCY LEVY	-	72,368.29	-	72,368.29	-	-
121-LOCAL OPTION SALES TAX	-	656,566.13	-	656,566.13	-	-
125-UNIF COMM UR-NE IND	-	9,027.17	-	9,027.17	-	-
127-UNIF COMM UR - BRIARWOOD	-	34,426.82	-	17,213.41	-	17,213.41
129-SC RES UR	-	43,725.96	-	14,607.93	-	29,118.03
132-UNIF COMM UR - EBD	-	38,752.65	-	1,027.77	-	37,724.88
133-UNIF COMM UR-IRE	-	117,354.82	-	117,354.82	-	-
134-DOWNTOWN COMM UR	-	12,331.31	-	9,526.20	-	2,805.11
145-HOUSING REHABILITATION	40,210.80	7,500.00	-	8,353.29	-	39,357.51
146-LMI TIF SET-ASIDE	69,331.10	-	-	38,690.00	-	30,641.10
200-DEBT SERVICE	3,569.34	894,117.25	-	88,410.53	-	809,276.06
300-CAPITAL EQUIPMENT	161,276.77	55,992.00	-	71,526.39	-	145,742.38
301-CAPITAL PROJECTS FUND	124,526.44	3,989,984.93	-	870,874.74	-	3,243,636.63
305-RIVERBOAT FOUND CAP PROJ	-	314,895.30	-	172,540.78	-	142,354.52
308-INDUSTRIAL DEVELOPMENT	41,124.09	74,966.46	-	27,046.89	-	89,043.66
309-MUNICIPAL BUILDING	1,403,118.70	52,889.32	-	267,785.39	-	1,188,222.63
310-WELLNESS PARK	44,488.61	40,464.09	-	60,000.00	-	24,952.70
311-SIDEWALK REPAIR & REPLACE	69,176.19	17,000.00	-	32,823.88	-	53,352.31
312-TREE REMOVAL & REPLACE	33,654.67	50,000.00	-	37,165.00	-	46,489.67
510-MUNICIPAL BAND	4,043.70	300.00	-	200.00	-	4,143.70
520-DOG PARK	4,918.85	199.00	-	433.16	-	4,684.69
530-TREE COMMITTEE	6,085.92	11,265.00	-	5,757.84	-	11,593.08
540-POLICE FORFEITURE	1,742.49	-	-	-	-	1,742.49
545-SAFETY FUND	400.00	-	-	300.00	-	100.00
550-PARK GIFT	150,315.38	10,029.78	-	15,695.41	-	144,649.75
570-LIBRARY GIFT	269,462.46	11,843.49	-	7,762.82	-	273,543.13
580-CEMETERY GIFT	11,158.00	-	-	55.00	-	11,103.00
590-CABLE COMMISSION	10,761.14	-	-	-	-	10,761.14
600-WATER UTILITY	999,522.64	1,550,909.77	-	1,475,609.14	-	1,074,823.27
601-WATER DEPOSIT FUND	23,665.00	17,450.00	-	17,600.00	-	23,515.00
603-WATER CAPITAL PROJECTS	-	1,904,907.16	-	2,295,233.86	-	(390,326.70)
610-SANITARY SEWER	735,273.09	1,964,890.49	-	1,176,432.33	-	1,523,731.25
612-SEWER SINKING	-	231,855.00	-	231,855.00	-	-
613-SEWER CAPITAL PROJECTS	280,236.13	-	-	124,657.22	-	155,578.91
670-SANITATION	143,429.17	403,444.93	-	394,780.48	-	152,093.62
950-SELF INSURANCE	174,718.13	80,675.29	-	30,630.79	-	224,762.63
951-UNEMPLOYMENT SELF INS	6,716.03	28,984.91	-	2,660.16	-	33,040.78
TOTAL BALANCE	6,766,245.96	18,117,574.55	-	12,989,035.03	-	11,894,785.48

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	3,333,314.37 (1)	0.20%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Wash St Bank - MM	258,001.08	0.40%
Investment in IPAIT	5,700,688.02	1.41%
Wash St - Farm Mgmt Acct	102,432.01	
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	1.60%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	2.19%
Wash St Bank - CD 03/09/2017 - renewed	500,000.00	2.02%
Wash St Bank - CD 10/12/2017 -renewed	500,000.00	1.50%
CBI Bank and Trust - CD 1/11/2018	500,000.00	1.85%
TOTAL CASH IN BANK	11,894,785.48	

(1) Washington State Bank	3,407,472.33
Outstanding Deposits & Checks	(74,157.96)
	<u>3,333,314.37</u>



- Pedestrian Zone: Thursday–Sunday**
- Food Court: Thursday–Sunday**
- YMCA Bounce House Activities**
- Children Activities**
- Rotary Activities**

- Hill's Bank Activities**
- iTech Bounce House**
- Electricity**
- Bathrooms**

KCII Schedule
3-6p.m. with live recordings at :00, :20, :40

Bandstand Schedule
5pm Southeast Iowa Acoustic
6:15pm Catfish Keith
7:30pm Grease "The Musical" Sneak Preview
8:30pm Movies on Main Street
Sound Contact: Dean Kurtz 461-7132

- 1** Cheryl's Ice Cream
- 2** Hy-Vee
- 3** KCII
- 4** Beverage Tent
- 5** Main Street

**2018
Chamber Board**

Michelle Redlinger
Executive Director



205 West Main Street • Washington, IA 52353 • www.chamber.washingtoniowa.org

Jaron Rosien
President
Mayor
JP's 207

April 15, 2018

Washington City Council,

The Chamber of Commerce is excited to host Tractorcade, June 10-June 13. The event will bring 1000+ tractor riders, family and friends to our community.

On Monday, June, 11, we are inviting all riders and family to our downtown district to showcase restaurants, businesses and the Municipal Band will be playing in the bandstand.

The Tractorcade coordinator is going to ask a dozen riders if they would like to drive their tractor up to the square from the Fairgrounds to park. We are asking for 6 parking spots to be blocked off on the South East side of the square and 6 spots on the North West side to accommodate the riders. We think this will be a fun way to display the Tractors for the community.

Thank you for your time and consideration. Please let us know if you have any questions.

A handwritten signature in black ink that reads 'Michelle Redlinger'.

Michelle Redlinger
Executive Director

Erin Drahota
Vice President
United Presbyterian
Home

Matthew Brown
Treasurer
CBI Bank & Trust

Alisha Davis
Secretary
Washington Chamber

Marty Beenblossom
Jones & Eden Funeral
Home

Erik Buchholz
Washington High School

Rich Bentler
Riverside Casino & Golf
Resort

Adam McLaughlin
LJ Roth Restoration

Diane Gallagher
Gallagher Farms

Makyla Maize
Washington County
Hospital & Clinics

Maureen Howard
Past President
Immanuel Lutheran
Church
Ex-officio

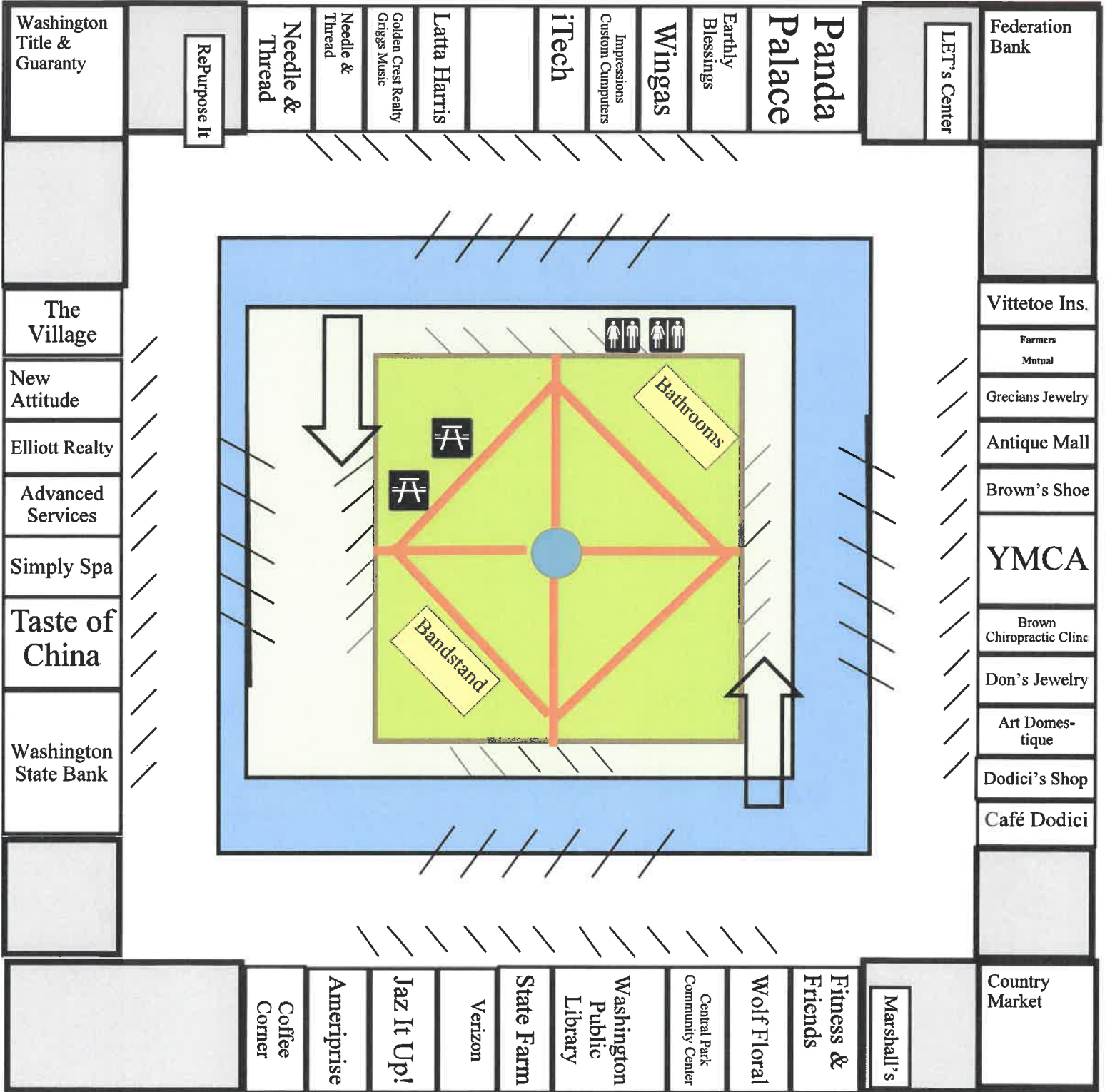
Ed Raber
WEDG
Ex-Officio

Sarah Grunewaldt
Main Street
Ex-Officio



Washington Downtown Reserved Parking

2018 Tractorcade: June 11 5-9pm



↑
Tractorcade Reserved
Parking Spots on NW & SE
Sides of Square

RESOLUTION NO. _____

**A RESOLUTION OF SUPPORT AND FINANCIAL
COMMITMENT FOR MAIN STREET WASHINGTON**

WHEREAS, an Agreement between the Iowa Economic Development Authority, Main Street Washington and the City of Washington is proposed for the purpose of continuing the Main Street Iowa program in Washington; and

WHEREAS, this Agreement is pursuant to contractual agreements between Main Street America and the Iowa Economic Development Authority to assist in the revitalization of the designated Main Street project area of Washington; and

WHEREAS, the City Council of Washington endorses the goal of economic revitalization of the designated Main Street District within the context of preservation and rehabilitation of its historic buildings and supports the continuation of the Main Street Approach™ as developed by Main Street America and espoused by Main Street Iowa.

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

Section 1. That the City of Washington hereby agrees to support both financially and philosophically the work of Main Street Washington.

Section 2. That the City of Washington designates the Main Street Board to supervise the Executive Director.

Section 3. That the City of Washington commits to appoint a city official to represent the City on the local Main Street Board.

Section 4. That the source of funds to support Main Street Washington will be general funds.

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

PASSED AND APPROVED this 15th day of May, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

2018-2019 Main Street Iowa Program Agreement:

As you will notice from your review of the latest Main Street Iowa Program Agreement, there are several major changes/updates. Below is a summary of some of the major changes from previous years. This is not an all-inclusive list of changes made and we do encourage your program (staff and board) as well as your city partners to review the full program agreement. The locally signed program agreement and accompanying documents are due back to Main Street Iowa by June 30, 2018.

1. In past program agreements, the City and local Main Street program was combined into one “party”. In the new program agreement, the City and local Main Street program are broken out into two separate sections to more clearly outline the supportive local partnership roles.
2. In past program agreements, local Main Street programs were expected to meet the Main Street America National Accreditation standards at least once every three years. In the new program agreement, local Main street programs are expected to meet the Main Street America National Accreditation standards at least once every two years. (Section I.8)
3. In past program agreements, the “probationary period” was very loosely designed. In the new program agreement, the “probationary period” is outlined in more detail. (Section I.17)
4. Verbiage was added to the Local Main Street Program (Section I.14) and City (Section II.4) sections to reinforce the creation/support of local development tools to support Main Street district revitalization.
5. Past program agreements were for a two-year term running on the state’s fiscal year of July 1 through June 30. The new program agreement will run for an 18-month term from July 1, 2018 through December 31, 2019. In future years, the program agreement will run on a 12-month term aligning with the calendar year and Main Street America National Accreditation process.

Use this rough timeline as a guidepost to complete the program agreement.

- March/April: Main Street board review, approve through resolution, and president signature.
- April/May: Local Main Street program present & review program agreement with City staff.
- May/June: Present to City Council/Mayor for City approval through resolution & signature.
- June: Send agreement and required accompanying documents to Main Street Iowa.

Please don’t hesitate to contact Michael Wagler (Michael.Wagler@iowaeda.com or 515.348.6184) if your program or city partners have any questions relating to the Main Street Iowa Program Agreement.

Main Street Iowa Program Agreement

Agreement Number: PS2019 -G300-48

Effective Dates: July 1, 2018 – December 31, 2019

Agreement between the Iowa Economic Development Authority, the City of Washington, and Main Street Washington Inc. for the purpose of continuing the Main Street Program in Washington.

THIS AGREEMENT is entered into and executed by the Iowa Economic Development Authority herein referred to as the "IEDA", the City of Washington herein referred to as the "City", and Main Street Washington Inc. herein referred to as the Local Main Street Program".

WHEREAS, The City and Local Main Street Program established a partnership with IEDA in 2008 and desires that the program continue; and

WHEREAS, the IEDA desires to continue the relationship which has been established with the City and the Local Main Street Program;

NOW THEREFORE, in consideration of the foregoing and mutual covenants and agreements contained herein, the parties have agreed to do as follows:

SECTION I. The Local Main Street Program agrees to:

1. Maintain the local program's focus on the revitalization of the designated Main Street district utilizing the Main Street Approach™. This focus should be reflected in the programs annual plan of action, goals and objectives, vision, and mission statement.
2. Employ a paid full-time Executive Director for the Local Main Street Program who will be responsible for the day-to-day administration of the Local Main Street Program in the community. Full-time employment is defined as 40 hours per week dedicated to the Local Main Street Program work. Part time employment is 25 hours per week dedicated to the Local Main Street Program work. The Local Main Street Program and City will work to the best of their ability to provide professional support, competitive compensation, and benefits for the Executive Director position. In the event this position is vacated during the time of this agreement, the Local Main Street Program agrees to fill this position in a reasonable time and provide a written timeline to fill this position to the Main Street Iowa State Coordinator.
3. Develop an accurate position description which includes the rate of compensation and describes the professional activities for which the Executive Director is responsible. A copy of which is to be provided to Main Street Iowa annually.
4. Maintain worker's compensation insurance for the Executive Director and staff.
5. Maintain an office within the designated boundaries of the local Main Street district.
6. Submit monthly performance reports to the IEDA by established deadlines. The reports will document the progress of the Local Main Street Program's activities. Should a Local Main Street Program become three months tardy on submission of monthly reports, program services available through Main Street Iowa will be suspended until the Local Main Street Program has submitted all late reports to become current.
7. Provide Main Street Iowa electronic (via email, web cloud, etc.) examples of local best practices and information demonstrating local success stories (e.g. action plans, marketing materials, quality images, programmatic documents, etc.)
8. Achieve Main Street America National Accreditation at a minimum once every two years. Not achieving Main Street America accreditation at a minimum once every two years will result in termination of this agreement and loss of recognition as a Main Street Program. Details of Main Street America National Accreditation Standards of Performance can be found on the Main Street America website: www.mainstreet.org
9. Participate, as required by Main Street Iowa, in training sessions as scheduled throughout the year. To remain in compliance and to be eligible for Main Street America accreditation, the Local Main Street Program

must have representation at both days, in their entirety, of the three (3) training sessions held annually, indicated as mandatory on the program calendar. In addition, any newly hired Executive Director will be required to participate in Main Street Orientation, as soon after the hire date as feasible. Registration and all related travel expenses for training will be paid by the Local Main Street Program.

10. Work with the City to pass a Resolution of Support of the Local Main Street Program. This resolution must stipulate sources of funding for the program, a commitment to appoint a city official to represent the City on the local Main Street governing board of directors, and that the City will continue to follow the Main Street Approach™ as developed by Main Street America and espoused by Main Street Iowa for Main Street district revitalization.
11. Have a Resolution of Support passed by the Local Main Street Program Board of Directors. This resolution must stipulate a commitment to continue Main Street district revitalization following the Main Street Approach™ as developed by the Main Street America and espoused by Main Street Iowa.
12. Maintain a "Designated Main Street Network" membership with Main Street America.
13. Use the words "Main Street" when referring to and marketing the local program, either as an official part of the organization's name or as a tagline such as... "A Main Street Iowa Program". As a designated Main Street Iowa community, the Local Main Street Program is required to include the Main Street America and the Main Street Iowa logos on local program communication materials.
14. Promote the revitalization of the Main Street district through advocacy of tools and resources that support district investment, for example: development incentives, ordinances and policy that promote the revitalization of the district, design guidelines or standards that promote the protection of the traditional character of the district, district development planning, etc.
15. Submit with this signed Program Agreement, one (1) copy the City's Resolution of Support, one (1) copy of the Local Main Street Program Board of Director's Resolution of Support, (1) copy of the Executive Director's current job description, and one (1) completed W-9 of the Local Main Street Program.
16. Not assign this agreement to another organization without obtaining prior written approval of the IEDA.
17. Remain in compliance with the requirements of Main Street Iowa as outlined in this agreement. If the IEDA finds that the Local Main Street Program is not in compliance with the requirements of this program agreement:
 - a. The Local Main Street Program and City will be notified of non-compliance with an "Initial Warning" and given a 90-day probationary period in which to return to compliance. The Initial Warning will include a summary of non-compliant items and provide guidance on how to resolve the issues. During this probationary period, all Main Street Iowa services, with the exception of targeted technical assistance to help the Local Main Street Program mitigate non-compliant items, will be suspended, including eligibility for Main Street Iowa grant applications, awards nominations, and onsite technical assistance. The Local Main Street Program will be reevaluated by Main Street Iowa 90 days following the Initial Warning.
 - b. If the Local Main Street Program has failed to return to compliance as noted in the initial warning, Main Street Iowa may issue a Final Warning and given a second 90-day probationary period in which to return to compliance.
 - c. If the Local Main Street Program is not in compliance within 90 days after the Final Warning, Main Street Iowa may terminate this agreement with the local program. Notice of official termination will be made by a letter of notification from IEDA to the Local Main Street Program, City, and Main Street America. Termination of this agreement will result in the loss of recognition as a Main Street Iowa Program and discontinuation all Main Street Iowa services, activities provided in this agreement, and will cease using the trademarked brand "Main Street" and/or "Main Street Program" in its name or as part of its organization's identity. Once this agreement is terminated, the community must reapply for Main Street Iowa designation before it can receive Main Street Iowa program services.

SECTION II. The CITY agrees to:

1. Support and partner with the Local Main Street Program's focus on the revitalization of the designated Main Street district utilizing the Main Street Approach™.
2. Invest financially into the operation of the Local Main Street Program.
3. Pass a Resolution to demonstrate the City's support of the Local Main Street Program. This resolution must stipulate sources of funding for the program, a commitment to appoint a city official to represent the City on the Local Main Street Program governing board of directors, and that the City will continue to follow the Main Street Approach™ as developed by the Main Street America and espoused by Main Street Iowa for local Main Street district revitalization efforts.
4. Support the revitalization of the Main Street district through creation of tools and resources that support district investment, for example: development incentives, ordinances and policy that promote the revitalization of the district, design guidelines or standards that promote the protection of the traditional character of the district, district development planning, etc.
5. Support the Local Main Street Program in the completion of the annual Main Street America Accreditation process and compliance with this agreement.

SECTION III. The IEDA agrees to:

1. Administer the Main Street America Accreditation process in Iowa on behalf of Main Street America and recognize Local Main Street Programs and Cities who successfully meet the Main Street America Accreditation Standards.
2. Maintain a team of downtown revitalization specialists, including a Main Street Iowa State Coordinator, to handle communication between the Local Main Street Program, City, the Main Street Iowa Program, and state government agencies.
3. Coordinate at least three (3) statewide training sessions annually for the Local Main Street Program and City based on the combined needs of all Iowa Main Street Communities.
4. Conduct at least three one-day Main Street orientations for all new Executive Directors, board members and volunteers. The Orientation will introduce the Executive Director and Local Main Street Program volunteers and board members to the Main Street Program and to their immediate responsibilities. Orientation meetings will be held in a central Iowa location.
5. Conduct an on-site partnership visit at least once every two years.
6. Provide continuing advice and information to the Local Main Street Program and City.
7. Include the Local Main Street Program and City in the Main Street Iowa network.
8. Provide, as requested and can be scheduled, on-site technical assistance visits to the Local Main Street Program and City with Main Street Iowa personnel in the areas of design, economic vitality, promotion, organization, committee training, board planning retreat facilitation, and action planning.
9. Offer additional optional, regionally hosted trainings throughout the year.

SECTION IV. The PARTIES hereto otherwise agree as follows:

1. The term of this agreement shall be for a period of eighteen months, beginning July 1, 2018, and ending December 31, 2019. It may be extended or revised by a written amendment signed by all three parties.
2. This agreement shall be binding upon and shall insure to the benefit of the parties and their successors.

3. Not to discriminate against any employee or applicant for employment because of race, color, sex, age, disability, creed, religion, sexual orientation, marital status, or national origin. The parties further agree to take affirmative action to assure that employees are treated without regard to their race, color, region, sex, age, disability, creed, religion, sexual orientation, marital status, or national origin during employment.
4. Any one party may terminate this agreement without cause after 30 days written notice to the other two parties.
5. This document memorializes all elements of this agreement, and both incorporates and supersedes any previous agreements or negotiations, whether oral or written.
6. The IEDA is limited to furnishing its technical services to the Local Main Street Program and City and thus nothing contained herein shall create any employer-employee relationship.

IN WITNESS WHEREOF, the parties have executed this agreement.

BY: _____ (Date) _____
(Mayor Signature)

_____ Washington, Iowa
(Mayor Printed Name) (City)

BY: _____ (Date) _____
(Board President Signature)

_____ Main Street Washington Inc.
(Board President Printed Name) (Local Main Street Program)

BY: _____ (Date) _____
Deborah V. Durham, Director
Iowa Economic Development Authority

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

May 9, 2018

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

From: Brent Hinson 
City Administrator

Re: K-9 Program Resolution

As the Council may be aware, our current K-9 unit, Ultro, is nearing the end of his service. The Police Department would like to see to the continuation of this program. To facilitate this effort, they plan to work to fundraise for the up-front expenses that come with purchase and training of a new dog. In addition, while the ongoing operational costs of the program tend to be pretty low, we do receive donations and grants from time to time for the program, and we would like to be able to easily track the related revenues and expenditures, both for the benefit of the City and for the comfort of the donors. It is proposed that a dedicated Fund 541 be created for this purpose.

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING NEW FUND 541 (K-9 PROGRAM)

WHEREAS, the City has received donations specific to the K-9 program in the past, and anticipates this trend to accelerate in the future; and

WHEREAS, as a result, the City deems it prudent to establish a dedicated fund to track revenues and expenditures related to program activities.

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

Section 1. The City Council directs the Finance Director to create the following new fund, for the purposes designated below:

- a. 541- K-9 Program, for the purposes of tracking donations and program expenses for the Police K-9 Program.

Section 2. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 15th day of May, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE SITE PLAN FOR THE
KCTC MAINTENANCE AND WAREHOUSE BUILDING**

WHEREAS, Kalona Cooperative Technology Company (KCTC) has filed a Site Plan for its proposed facility in the Washington Business Park as required under Chapter 164 of the Washington Code of Ordinances; and

WHEREAS, said Washington Business Park was built with provisions for area-wide stormwater detention, thus relieving businesses locating there from the requirement of providing their own on-site stormwater detention; and

WHEREAS, the Building Official has reviewed and recommended said Site Plan; and

WHEREAS, the Planning & Zoning Commission recommended to the City Council the approval of said Site Plan, with the condition that the Council waive the engineering requirement under Section 164.04 of the Washington Code of Ordinances due to area-wide stormwater detention being provided in the development.

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

Section 1. Said Site Plan is hereby approved by the City Council with the following variances:

1. Due to area-wide stormwater detention being provided in the Washington Business Park, the City Council hereby waives the requirement that an engineer prepare said Site Plan.

PASSED AND APPROVED this 15th day of May, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk



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

Memo

To: City Council
From: Steve Donnolly
Date: 5/10/2018
Re: Site plan for KCTC

Issue

Review and consider a major site plan for Kalona Cooperative Technology Company.

Background

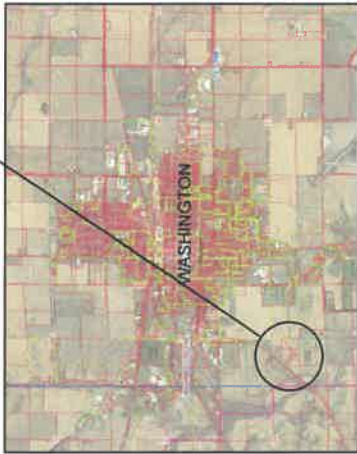
KCTC wants to build a 5400 sq. ft. warehouse in the new Business Park. This will be for the storage of equipment and a small office and bathroom for the employees.

Recommendation

The City of Washington's Planning and Zoning Commission recommends to City Council that the site plan for the Kalona Cooperative Technology Company (KCTC) building be approved if the City Council is willing to waive the requirement in Chapter 164.04 that calls for site plan approval by a licensed engineer.

BUILDING SITE PLAN WASHINGTON, IOWA

PROJECT LOCATION



PROPERTY NOTES:

1. ZONE I-2
2. TOTAL LOT SIZE: 40,511 SQ. FT. (0.93 ACRE)
3. SETBACK: 30' FRONT YARD

CURRENT OWNER:

KCTC
PO BOX 1208
510 B AVE
KALONA, IA 52247

SITE ADDRESS:

1242 AVE M CT
WASHINGTON, IA 52353

LEGAL DESCRIPTION:

06 WASHINGTON BUSINESS
PARK SD PHASE 1

SITE PLAN APPLICANT:

KCTC
ATTN: CASEY PECK
PO BOX 1208
510 B AVE
KALONA, IA 52247

SITE PLAN PREPARED BY:

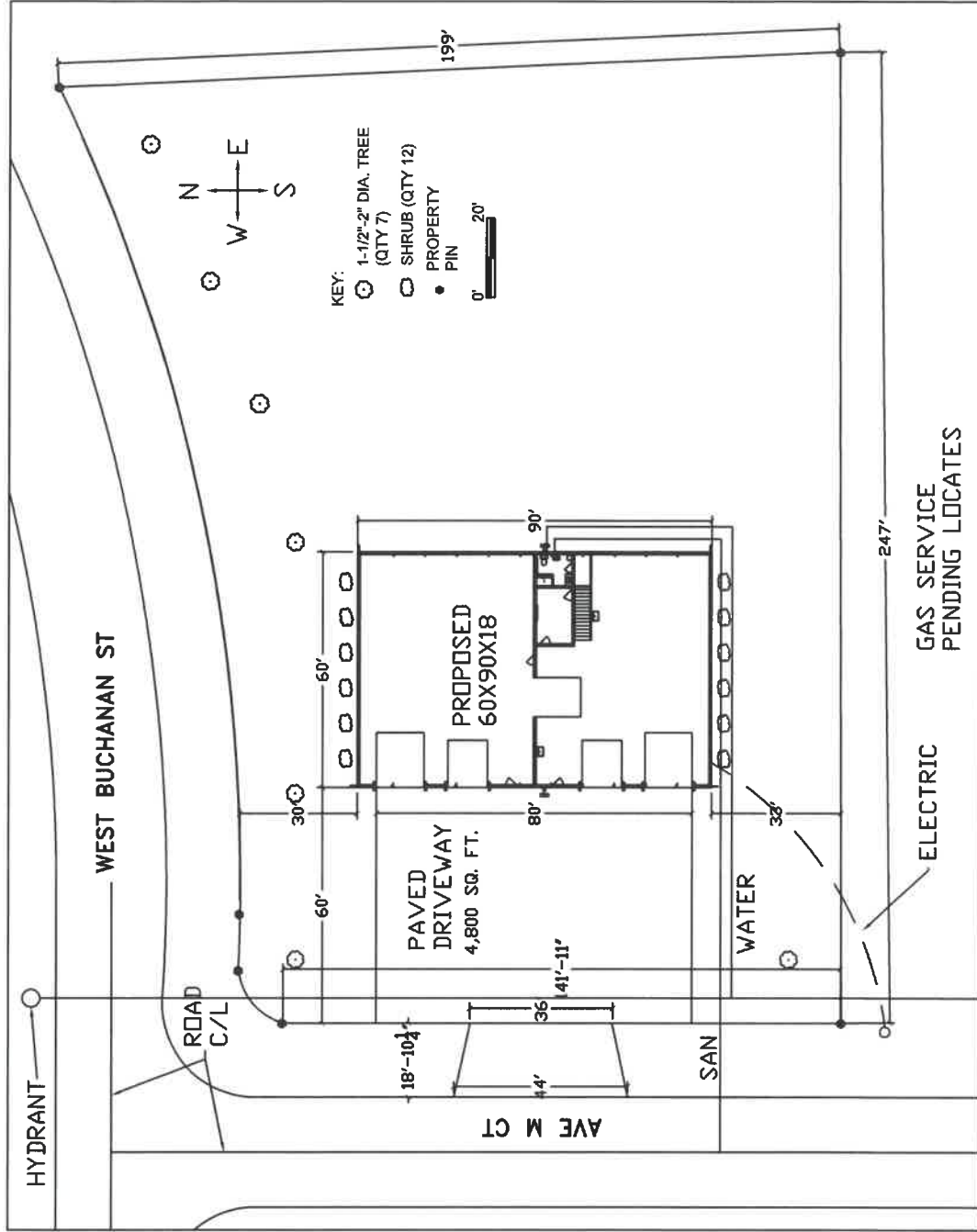
GREINER BUILDINGS, INC
2088 250TH ST
WASHINGTON, IA 52353
319-653-5532

CITY OF WASHINGTON, P&Z CHAIR PERSON

DATE

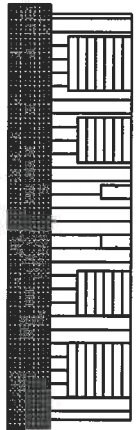
CITY OF WASHINGTON, MAYOR

DATE



GENERAL NOTES:

1. THE BUILDING IS 60'0"X90'0"
2. BUILDING FLOOR AREA : MAIN LEVEL: 5,400 SQ. FT.
UPPER LEVEL: 240 SQ. FT.
TOTAL: 5,640 SQ. FT.
3. TOTAL GREEN SPACE: 30,311 SQ. FT.



WEST ELEVATION

GREINER BUILDINGS INC.

319.653.5532
2088 250th Street Washington, Iowa 52353
www.greinerbuildings.com
anager@greiner.net

DATE: 4 MAY 2018

Project:
KCTC WAREHOUSE

92-887

CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2018 - AMENDMENT #2

To the Auditor of WASHINGTON County, Iowa:

The City Council of Washington in said County/Counties met on 5/15/2018, 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. 2018-006

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30 2018

(AS AMENDED LAST ON 1/16/2018.)

Be it Resolved by the Council of the City of Washington

Section 1. Following notice published 5/1/2018

and the public hearing held, 5/15/2018 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
Revenues & Other Financing Sources			
Taxes Levied on Property 1	3,477,181	0	3,477,181
Less: Uncollected Property Taxes-Levy Year 2	0	0	0
Net Current Property Taxes 3	3,477,181	0	3,477,181
Delinquent Property Taxes 4	0	0	0
TIF Revenues 5	257,820	0	257,820
Other City Taxes 6	872,158	10,000	882,158
Licenses & Permits 7	122,375	0	122,375
Use of Money and Property 8	158,065	0	158,065
Intergovernmental 9	2,930,318	0	2,930,318
Charges for Services 10	5,091,797	1,500	5,093,297
Special Assessments 11	30,000	0	30,000
Miscellaneous 12	336,991	94,361	431,352
Other Financing Sources 13	6,920,630	73,037	6,993,667
Transfers In 14	8,152,411	170,140	8,322,551
Total Revenues and Other Sources 15	28,349,746	349,038	28,698,784
Expenditures & Other Financing Uses			
Public Safety 16	1,885,460	6,525	1,891,985
Public Works 17	1,309,041	506	1,309,547
Health and Social Services 18	0	0	0
Culture and Recreation 19	882,399	14,759	897,158
Community and Economic Development 20	69,666	0	69,666
General Government 21	1,104,693	5,575	1,110,268
Debt Service 22	1,231,668	0	1,231,668
Capital Projects 23	5,250,821	134,200	5,385,021
Total Government Activities Expenditures 24	11,733,748	161,565	11,895,313
Business Type / Enterprises 25	11,309,334	42,655	11,351,989
Total Gov Activities & Business Expenditures 26	23,043,082	204,220	23,247,302
Transfers Out 27	7,396,185	170,140	7,566,325
Total Expenditures/Transfers Out 28	30,439,267	374,360	30,813,627
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year 29	-2,089,521	-25,322	-2,114,843
Beginning Fund Balance July 1 30	12,870,141	6,766,246	19,636,387
Ending Fund Balance June 30 31	10,780,620	6,740,924	17,521,544

Passed this 15 day of May 2018
(Day) (Month/Year)

Signature
City Clerk/Finance Officer

Signature
Mayor

RESOLUTION NO. _____

**A RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF
CONTRACT, AND ESTIMATE OF COST**

WHEREAS, under the oversight of the City Engineer, the City Engineering Technician has prepared plans, specifications, form of contract and estimate of cost for the construction of certain public improvements described in general as “2018 Seal Coat Project”; and

WHEREAS, notice of hearing on plans, specifications, form of contract, and estimate of cost for said public improvements was published as required by law:

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

Section 1. That the plans, specifications, form of contract, and estimate of cost are hereby approved as the plans, specifications, form of contract, and estimate of cost for said public improvements, as described in the preamble of this Resolution.

PASSED AND APPROVED, this 15th day of May, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

2018 Sealcoat Project - List of Streets

SECTION #	NAME	LOCATION
29	13TH ST	MARION: IOWA
31	13TH ST	2ND AVE: 3RD AVE
32	13TH ST	3RD AVE: 4TH AVE
33	13TH ST	4TH AVE: 5TH AVE
34	13TH ST	5TH AVE : 6TH AVE
35	13TH ST	6TH AVE : 7TH AVE
36	13TH ST	7TH AVE : 8TH AVE
37	12TH ST	MARION: IOWA
38	12TH ST	IOWA: 2ND AVE
39	12TH ST	2ND AVE: 3RD AVE
40	12TH ST	3RD AVE: 4TH AVE
68	9TH ST	7TH AVE : 8TH AVE
69	9TH ST	DEAD END: C AVE
343	ADAMS ST	IOWA: 2ND AVE
345	ADAMS ST	7TH AVE : 8TH AVE
350	ADAMS ST	12TH AVE : 14TH AVE
394	TAYLOR ST	12TH AVE : 13TH AVE
523	AVE D	5TH ST : +300LF
524	AVE D	+300LF : 3RD ST
667	3RD AVE	17TH ST : +300LF
751	6TH AVE	3RD ST : 2ND ST
752	6TH AVE	2ND ST : MAIN ST
797	8TH AVE	ADAMS : +300LF
798	8TH AVE	+300LF : VAN BUREN
799	8TH AVE	VAN BUREN : HARRISON
822	10TH AVE	MADISON : +300LF
823	10TH AVE	+300LF : ADAMS
829	11TH AVE	2ND ST : MAIN ST
849	12TH AVE	ADAMS : +300LF
850	12TH AVE	+300LF : VAN BUREN
851	12TH AVE	VAN BUREN : +300LF
852	12TH AVE	+300LF : TAYLOR
866	14TH AVE	WASHINGTON : +300LF
867	14TH AVE	+300LF : +600LF
883	SHOP	NORTH SIDE
893	SHOP	WASHBAY PARKING LOT

RESOLUTION NO. _____

A RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT

WHEREAS, the construction project known as "2018 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 "2018 Seal Coat Project", described in the plans and specifications heretofore adopted by this Council on May 15, 2018, 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 15th day of May, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

May 9, 2018

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

From: Brent Hinson 
City Administrator

Re: Fire Station Projects

We have three items for your attention on this agenda:

- 1) Fire Station Utilities & Grading Project: This project involves re-routing of the “egg” sewer, installation of new storm sewer & underground stormwater detention structure, installation of new water main along East Jefferson and South 3rd, and preparation of the future building’s subgrade. The engineer’s estimate for this project was \$595,000. We received bids on May 8, and the low bid was from G&R Miller of Washington in the amount of \$433,767.55. We recommend award of contract to G&R Miller.
- 2) We recommend entering into a contract for geotechnical services with Terracon in connection with the Utilities & Grading Project.
- 3) Fire Station Phase I Renovation Project: This project involves installation of the new generator and construction of water and electrical service rooms within the southeast corner of the existing Fire Station. The architect’s estimate for this project was \$149,266.00. We received bids on May 8, and the low bid was from City Construction of Iowa City in the amount of \$147,300. We recommend award of contract to City Construction.

The attached award letters for the projects provide more info.

RESOLUTION NO. _____

A RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT

WHEREAS, the construction project known as "Fire Station Utilities & Grading Project" has been designed and publicized for bid, and bids were received on May 8, 2018.

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 "Fire Station Utilities & Grading Project" be and is hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: Miller Welding & Tiling, Inc. dba G&R Miller Construction

Amount of Bid: \$433,767.55

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

PASSED AND APPROVED, this 15th day of May, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk



May 9, 2018

Brent Hinson
City of Washington
215 East Washington St.
Washington, IA 52353

RE: **Fire Station Utilities and Grading, Phase I**
FOX PN: 2045-17B.440

Dear Mr. Hinson:

The City of Washington received bids on May 8, 2018 for the Fire Station Utilities and Grading, Phase I. The project includes the construction of approximately 326 feet of 36" gravity sewer, two 84" sanitary sewer manholes, and connection of 36" sanitary sewer to existing egg trunk sewer. Installation also includes approximately 171 feet of 8" gravity sewer and one 48" sanitary sewer manhole. Storm sewer work includes installation of approximately 525 feet of various size storm sewer ranging from 15" to 18" and installation of underground stormwater detention structure and various manhole and intake structures. Other work includes water main installation, grading, grouting, demolition, seeding, and erosion control.

The Engineer's opinion of probable construction cost is \$595,000.00. The base bids ranged from a high of \$569,868.70 to a low of \$433,767.55. The following is a summary of the base bids received:

	Bidder	Base Bid Total
1	G&R Miller Construction	\$433,767.55
2	Delong Construction, Inc.	\$478,387.40
3	Cornerstone Excavating, Inc.	\$569,868.70

The contract completion dates are as follows:

<u>Project Completion Dates</u>	<u>Date</u>
Substantial Completion	September 7, 2018
Final Completion	October 12, 2018

To evaluate G&R Miller Construction's bid, FOX Engineering discussed the Contractors current projects and reviewed their performance on previous projects. G&R Miller Construction has been in business since 1954 and FOX Engineering and the City of Washington have recent project experience with the company. G&R Miller Construction has indicated that they will likely have a concrete pavement subcontractor, J&L Construction from Washington, Iowa to complete the concrete pavement work for the project.

G&R Miller Construction has reviewed their Bid and found no errors or omissions in their proposal. We discussed their current project work load and they have confirmed that they have availability to complete the project by the dates indicated in the contract documents.

Based on the information contained herein, it is the opinion of FOX Engineering Associates, Inc. that G&R Miller Construction has a practical knowledge of the work, adequate equipment, necessary supervisory personnel and financial resources to complete the work. In addition, it is anticipated that the City of Washington will be completing full-time observation services to observe the Contractors progress during construction.

Therefore, it is the opinion of FOX Engineering Associates, Inc. that the bid by G&R Miller Construction represents the lowest responsive, responsible bid for the project. Prior to the City of Washington approving the contract, the city's insurance counsel should review the contractor's insurance certificate, performance bond, and maintenance bond for conformance with the city's requirements.

The Notice of Award is attached for your use. If approved, please sign and return to FOX Engineering and it will then distributed to G&R Miller Construction along with the contract documents and agreement to be executed. Please contact us with any questions or comments.

Sincerely,
FOX Engineering Associates, Inc.



Steven P. Soupir, P.E., CFM
Project Manager

Att: *Bid Tabulation*
Notice of Award

CC: *G&R Miller Construction*



COST ESTIMATE

Service Type	No. of Services	Hr(s)/service	Rate	Unit	Cost
EARTHWORK OBSERVATION AND TESTING					

Estimated quantities are based on the following: Iowa SUDAS specifications for trench compaction (1 test for each 200 linear feet and each 2 feet of fill). We assume that we can test different elevations on the same trip, and not remain onsite to observe trench backfill activities and wait for lifts to be completed.

Field Technician

Site Grading Fill Placement	3	3.00	\$52.00	hour	\$468.00
Foundation Wall Backfill Placement	0	0.00	\$52.00	hour	\$0.00
Utility Trench Backfill Placement	20	3.00	\$52.00	hour	\$3,120.00
Pavement & Floor Slab Subgrade Preparation	0	0.00	\$52.00	hour	\$0.00
Granular Base Placement	3	3.00	\$52.00	hour	\$468.00
Granular Subdrain System Installation	2	3.00	\$52.00	hour	\$312.00

Senior Field Technician

Subgrade Observation/Proofroll	6	4.00	\$80.00	hour	\$1,920.00
--------------------------------	---	------	---------	------	------------

Trip Charge*

Trip Charge	34		\$80.00	visit	\$2,720.00
-------------	----	--	---------	-------	------------

Field Equipment

Nuclear Density Gauge	28		\$20.00	trip	\$560.00
-----------------------	----	--	---------	------	----------

Subtotal = \$9,568.00

LABORATORY SOIL / AGGREGATE TESTING

Standard Proctor, Soil	2		\$120.00	each	\$240.00
Standard Proctor, Rock	1		\$140.00	each	\$140.00
Atterberg Limits (three point)	1		\$100.00	each	\$100.00
Grain Size Analysis- Sieve & Hydrometer	0		\$150.00	each	\$0.00
Aggregate Gradation (include #200 wash)	1		\$130.00	each	\$130.00
Relative Density	1		\$300.00	each	\$300.00

Subtotal = \$910.00

REINFORCED CONCRETE OBSERVATION

Estimated quantities are based on the following: We do not know how much of the underground utilities will be precast vs cast in-place concrete. For budgeting purposes, we assume 5 trips for cast in-place concrete underground structures. We assume the reinforcing steel can be observed on the same trip as the concrete testing.

Field Technician

Reinforcing Steel Observation	5	1.00	\$52.00	hour	\$260.00
-------------------------------	---	------	---------	------	----------

Trip Charge*

Trip Charge	0		\$80.00	visit	\$0.00
-------------	---	--	---------	-------	--------

Subtotal = \$260.00



COST ESTIMATE

Service Type	No. of Services	Hr(s)/service	Rate	Unit	Cost
PORTLAND CEMENT CONCRETE TESTING					
Estimated quantities are based on the following: We assume one set of 5 samples to be cast for each 100 cubic yards placed each day. We assume 5 trips for miscellaneous underground construction and 3 trips for pavement patches.					
Field Technician					
<i>Standard testing (temp, slump, air content, compressive/flexural strength samples)</i>					
Casting of 1 Set of Samples	8	3.00	\$52.00	hour	\$1,248.00
Casting of 2 Sets of Samples	0	0.00	\$52.00	hour	\$0.00
Casting of 3 Sets of Samples	0	0.00	\$52.00	hour	\$0.00
Sample Pickup/Login	5	3.00	\$52.00	hour	\$780.00
Trip Charge*					
Trip Charge	13		\$80.00	visit	\$1,040.00
Laboratory Testing					
Compressive Strength Cylinder (4" x 8", Terracon-made)	40		\$13.00	test	\$520.00
Compressive Strength Cylinder (4" x 8", made by others)	0		\$20.00	test	\$0.00
Trimming or Capping of Irregular Surfaces	0		\$7.00	each	\$0.00
Field Equipment					
Cure Box, per pour	13		\$5.00	each	\$65.00
Subtotal =					\$3,653.00

PROJECT MANAGEMENT

Project Administration					
Clerical	0		\$38.00	hour	\$0.00
Field/Lab Coordinator	12		\$65.00	hour	\$780.00
Project Manager/Engineer	15		\$98.00	hour	\$1,470.00
Senior Project Manager/Engineer	3		\$130.00	hour	\$390.00
Subtotal =					\$2,640.00

ESTIMATED OBSERVATION AND TESTING FEE

ESTIMATED TOTAL = \$17,031.00

*We anticipate providing multiple services during some trips; therefore, the quantity of services estimated may not equal the quantity of trips estimated.

It should be noted the client is billed only for the amount of service provided, i.e. Terracon will not bill for the total Cost Estimate if the total booked is less than the estimate. The number of tests, trips, and hours on-site are primarily controlled by the contractor's schedule. We recommend the contractor review our estimated number of tests, trips, and duration of on-site time to determine if our estimate is compatible with their production. The estimated cost can then be revised if necessary.

RESOLUTION NO. _____

A RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT

WHEREAS, the construction project known as "Fire Station Phase I Renovation Project" has been designed and publicized for bid, and bids were received on May 8, 2018.

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 "Fire Station Phase I Renovation Project" be and is hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: _____ City Construction Newco, LLC dba City Construction _____

Amount of Bid: _____ \$147,300.00 _____

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

PASSED AND APPROVED, this 15th day of May, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk



May 11, 2018

City of Washington
Jaron Rosien, Mayor
215 E. Washington Street
Washington, Iowa 52353

Re: Washington Fire Station
Phase 1 Renovations Bid Recommendation
Washington, Iowa

Dear Mayor Rosien & Members of the City Council,

Bids for the Washington Fire Station Phase 1 Renovations were received on Tuesday May 8, 2018 at 10:00 a.m. While we contacted 15 general contractors, we only received two bids for this project. The bid process included placing the Notice of Public Hearing and Invitation to Bid with the appropriate construction industry plan rooms. Design Alliance also emailed or called over 20 subcontractors to invite them to participate. We feel the limited response of two bids is due to the small size of the project and the summer construction schedule when most contractors are very busy.

The bid letting was handled by Design Alliance, on behalf of the city. Bids were opened utilizing construction industry protocol. There were no objections voiced at the bid letting.

The Bid Tabulation is attached for your reference. The two bids received had a 25% spread which is not uncommon on a small project with a fixed time frame. The good news is the low bid is 1.3% below the preliminary estimate presented by Design Alliance at the City Council Meeting on April 17, 2018.

The most recent cost estimate provided by Design Alliance, dated 04/17/18, includes a construction cost, for this Phase 1 Renovations work of \$149,266. The apparent low bidder, City Construction submitted a bid under this budget. There was one irregularity on City Construction's Bid Form. They acknowledged Addendum No. 3, which was not issued by Design Alliance. After the bid they explained, due to the two projects bidding on the same day at the same time, they inadvertently acknowledged Fox Engineering's Addendum No. 3 for the Utilities and Grading, Phase 1 project. As this acknowledgement has no impact on their bid, we recommend waiving this irregularity.

Design Alliance recommends awarding the project to City Construction from Iowa City, Iowa for \$147,300.00. We did not include a change order contingency in the bid documents. Due to the nature of the renovations project we recommend the city set aside a construction contingency of 4-5% for unforeseen conditions.

If you have any questions, please feel free to contact us.

Sincerely,

DESIGN ALLIANCE, INC.

A handwritten signature in blue ink, appearing to read "Kristofer J. Orth" followed by a stylized initial or mark.

Kristofer J. Orth AIA, LEED®AP
KJO:kjo

Cc: Brent Hinson, City of Washington

Enclosures

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

BID TABULATION SHEET
 Washington Fire Station Phase 1 Renovations
 Washington, Iowa



Bid Letting: Tuesday, May 8, 2018 @ 10:00 a.m.

Architect's Opinion of Probable Cost

\$149,266.00

	Bid Sec.	Add.	Add.	Base Bid
GENERAL CONTRACTOR	5%	1	2	
City Construction Iowa City, IA	X	X	X	\$147,300.00
Seydel Construction Iowa City, IA	X	X	X	\$184,000.00
Knutsen Constr. Services Iowa City, IA				
McComas Lacina Construction Iowa City, IA				
Woodruff Companies Tiffin, IA				
DeLong Construction Washington, IA				

Bids will be reviewed and further action may be taken by City Council at their regular meeting on May 15, 2018 at 6:00 PM.

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

May 10, 2018

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "Brent Hinson", is written over the printed name and title.

Re: Sidewalk Trip Hazards Program

Back in September 2017, we brought the City Council a proposed program for addressing sidewalk trip hazards. This program is important to protect the safety of the public and to shield the City from liability for sidewalk claims. The City had a program like this until approximately 2002, after which it was discontinued, except on a complaint basis.

Following discussion in September, the Council authorized staff to conduct the fieldwork for the program, and to bring the policy and proposed notices back for approval at a later date. Thanks to our Development Services staff for conducting this fieldwork. The work is proposed to occur in Zone 1 (or roughly, Ward 1). We identified 172 properties in this zone needing repair notices.

Therefore, the Council is asked to approve two related resolutions: 1) A resolution adopting the Sidewalk Inspection Program; and 2) A resolution authorizing the issuance of notices to the properties identified by the fieldwork and listed in Exhibit A of that resolution.

As fair warning, sidewalk programs tend to attract a lot of criticism from those receiving notices. However, the alternative is to have poorly maintained and unsafe sidewalks throughout the town and to potentially expose the City to liability. We believe the program is structured to give residents plenty of time to get the work done, and by providing matching funds, we are easing the cost for repairs which are solely their responsibility under the law.

RESOLUTION NO. _____

A RESOLUTION ADOPTING A SIDEWALK INSPECTION PROGRAM

WHEREAS, in order to protect public safety and promote community walkability, the City Council recognizes the need for proactive action in regard to the public sidewalk network; and

WHEREAS, abutting property owners are responsible for maintaining sidewalks under the City of Washington Code of Ordinances (2014), Section 136.04, and the City Council may serve notice upon abutting property owners of non-complaint sidewalks under the City of Washington Code of Ordinances (2014), Section 136.05; and

WHEREAS, City staff has prepared a program for proactively providing for the repair of sidewalks.

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

Section 1. The Washington Sidewalk Inspection Program, attached as Exhibit A to this Resolution, is hereby adopted.

Section 2. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 15th day of May, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

Sidewalk Inspection Program
for
The City of Washington



Adopted: _____

Last Reviewed: _____

INTRODUCTION

In an effort to promote safety and health issues in the City of Washington Iowa a sidewalk inspection program is being implemented. The city will be divided in quadrants. Each quadrant will be visually inspected by city staff once every four (4) years. Property owners will be notified and given the option to fix the sections of sidewalk that have failed the inspection. The city will cost share this work. If the property owner chooses not to do the work, the city will contract the work and bill the property owner their portion.

Inspection Zones:

The City will be divided into quadrants. Zone one will be north of Main Street and west of 2nd Avenue. Zone two will be north of Main Street and east of 2nd Avenue. Zone three will be south of Main Street and east of Iowa Avenue switching to east of 2nd Avenue at Madison Street. Zone four will be south of Main Street and west of Iowa Avenue switching to west of 2nd Avenue at Madison Street. See Figure 1 below.

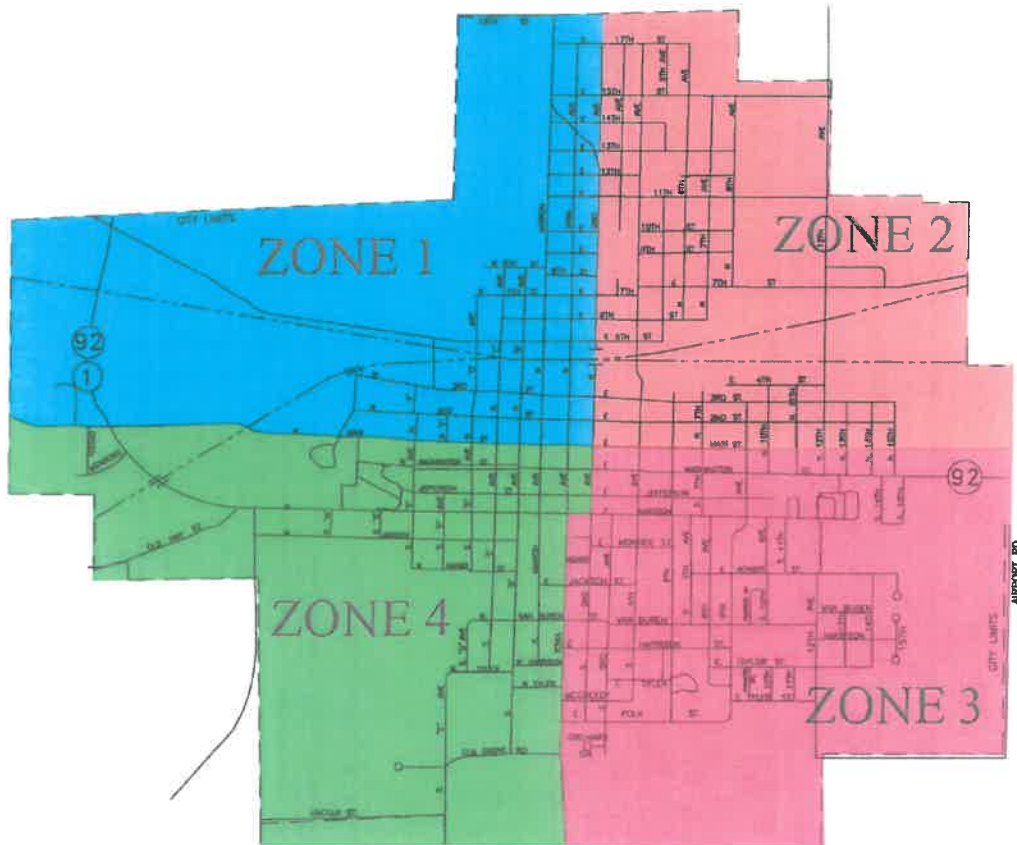


Figure 1

For a detailed breakdown of the street contained in each zone refer to the following.

- Zone 1.....Figure 2
- Zone 2.....Figure 3
- Zone 3.....Figure 4
- Zone 4.....Figure 5

Zone 1		
Street Name	Start Intersection	End Intersection
W. 18th St.	N. Marion Ave.	Hwy 92
W. 17th St.	N. 2nd Ave.	N. Marion Ave.
W. 15th St.	N. 2nd Ave.	N. Marion Ave.
W.14thSt.	N. 2nd Ave.	N. Marion Ave.
W. 13th St.	N. 2nd Ave.	Dead End West
W. 12th St.	N. 2nd Ave.	Dead End West
W. 11th St.	N. 2nd Ave.	N. Marion Ave.
W. 10th St.	N. 2nd Ave.	N. Marion Ave.
W. 9th St.	N. 2nd Ave.	N. Marion Ave.
W. 8th St.	N. 2nd Ave.	Dead End West
W. 7th St.	N. 2nd Ave.	Dead End West
W. 6th St.	N. 2nd Ave.	N. D Ave
W. 5th St.	N. 2nd Ave.	West to City Limits
W. 3rd St.	N. 2nd Ave.	Dead End West
W. 2nd St.	N. 2nd Ave.	N. H Ave
W. Main St.	N. 2nd Ave.	West to City Limits
N. Iowa Ave.	W. Main St.	W. 17th St.
N. Marion Ave.	W. Main St.	W. 17th St.
N. B Ave.	W. Main St.	Dead End North
N. C Ave.	W. Main St.	W. 8th St.
N. D Ave.	W. Main St.	W. 7th St.
Leisure Lane	W. 3rd St.	Dead End North
N. E Ave.	W. Main St.	W. 2nd St.
N. F Ave.	W. Main St.	Dead End North
N. H Ave.	W. Main St.	W. 3rd St.
Westview Drive	W. 5th St.	Hwy 92
Alegre Lane	W. Main St.	Dead End North

Figure 2

Zone 2		
Street Name	Start Intersection	End Intersection
E. 17 th St.	N. 2 nd Ave.	Dead End East
E. 15 th St.	N. 2 nd Ave.	Dead End East
E.14thSt.	N. 2 nd Ave.	N. 5 th Ave.
E.14thSt.	N. 7 th Ave.	N. 8 th Ave.
E. 13 th St.	N. 2 nd Ave.	N. 8 th Ave.
E. 12 th St.	N. 2 nd Ave.	N. 4 th Ave.
E. 12 th St.	N. 6 th Ave.	N. 8 th Ave.
E. 11 th St.	N. 2 nd Ave.	Dead End East
E. 10 th St.	N. 4 th Ave.	N. 8 th Ave.
E. 9 th St.	N. 4 th Ave.	N. 8 th Ave.
E. 8 th St.	N. 2 nd Ave.	Dead End East
E. 8 th St.	N. 3 rd Ave.	N. 4 th Ave.
E. 7 th St.	N. 2 nd Ave.	East to City Limits
E. 6 th St.	N. 2 nd Ave.	Dead End East
E. 5 th St.	N. 2 nd Ave.	N. 7 th Ave.
E. 4 th St.	N. 7 th Ave.	N.13 th Ave.
E. 3 rd St.	N. 2 nd Ave.	N. 15 th Ave.
E. 2 nd St.	N. 2 nd Ave.	N. 15 th Ave.
N. 2 nd Ave.	E. Main St.	E. 17 th St.
N. 3 rd Ave.	E. 5 th St.	E. 8 th St.
N.3 rd Ave.	Dead End South	E. 17 th St.
N. 4 th Ave.	E. Main St.	E. 17 th St.
N. 5 th Ave.	E. 5 th St.	E. 11 th St.
N. 5 th Ave.	E. 13 th St.	E. 14 th St.
N. 5 th Ave.	E. 15 th St.	E. 17 th St.
N. 6thAve.	E. Main St.	Dead End North
N. 6 th Ave.	E. 5 th St.	Dead End North
N. 7 th Ave.	E. Main St.	Dead End North
N. 7 th Ave.	E. 5 th St.	E. 15 th St.
N. 8 th Ave.	E. 7 th St.	E. 15 th St.
N. 9 th Ave.	E. Main St.	E. 3 rd St.
N. 10 th Ave.	E. Main St.	E. 4 th St.
N. 11 th Ave.	E. Main St.	Dead End North
N. 12 th Ave.	E. Main St.	Dead End North
N. 13 th Ave.	E. Main St.	E. 4 th St.
N. 14 th Ave.	E. Main St.	Dead End North
N. 15 th Ave.	E. Main St.	Dead End North

Figure 3

Zone 3		
Street Name	Start Intersection	End Intersection
E. Main St.	S.2 nd Ave.	S.15 th Ave.
E. Washington St.	S.2 nd Ave.	East to the City Limits
E. Jefferson St.	S.2 nd Ave.	Dead End West
E. Madison St.	S.2 nd Ave.	UP Home
E. Madison St.	S. 14 th St.	S. 15 th St.
E. Monroe St.	S. Iowa Ave.	S.6 th Ave.
E, Adams St.	S. Iowa Ave.	S.2 nd Ave.
E. Adams St.	S. 7 th Ave.	S. 12 th Ave.
E. Jackson St.	S. Iowa Ave.	S. 4 th Ave.
E. Van Buren St.	S. Iowa Ave.	S. 14 th Ave.
E. Harrison St.	S. Iowa Ave.	S. 9 th St.
E. Harrison St.	S. 12 th Ave.	S. 15 th Ave.
E. Taylor St.	S. 8 th Ave.	S. 14 th Ave.
Circle Dr.	S. 6 th Ave.	E. Tyler St.
E. Tyler St.	S. Iowa Ave.	Circle Dr.
E. Tyler St.	S. 8 th Ave.	S. 12 th Ave.
McCreedy Dr.	S. Iowa Ave.	S. 4 th Ave.
E. Polk St.	S. Iowa Ave.	S. 9 th Ave.
Orchard Dr.	S. 3 rd Ave.	Orchard Circle
Orchard Circle	Orchard Dr.	Dead End West
Fillmore	S. 12 th Ave.	Airport Rd.
S. 2 nd Ave.	E. Madison St.	E. Polk St.
S. 3 rd Ave.	E. Madison St.	Dead End South
S. 4 th Ave.	E. Main St.	McCreedy Dr.
Prospect Place	E. Harrison St.	E. Tyler St.
S. 6 th Ave.	E. Main St.	E. Polk St.
S. 7 th Ave.	E. Main St.	E. Van Buren St.
S. 8 th Ave.	E. Madison St.	E. Tyler St.
S. 9 th Ave.	E. Main St.	E. Polk St.
Perdock Ct.	S. 10 th Ave.	E. Van Buren St.
Paradise Dr.	E. Taylor St.	E. Tyler St.
S. 10 th Ave.	E. Main St.	E. Washington St.
S. 10 th Ave.	E. Madison St.	E. Van Buren St.
S. 10 th Ave.	E. Taylor St.	E. Tyler St.
S. 11 th Ave.	E. Main St.	E. Washington St.
S. 11 th Ave.	E. Madison St.	Circle Dr.
S. 11 th Ave.	E. Taylor St.	E. Tyler St.
Oak Lane	Locust Lane	E. Madison St.
Locust Lane	Oak Lane	E. Madison St.
S. 12 th Ave.	E. Main St.	E. Washington St.
S. 12 th Ave.	E. Adams St.	Fillmore
S. 13 th Ave.	E. Main St.	E. Washington St.
S. 13 th Ave.	E. Van Buren St.	E. Taylor St.
S. 14 th Ave.	E. Main St.	E. Madison St.
S. 14 th Ave.	E. Adams St.	E. Taylor St.
S. 15 th Ave.	E. Main St.	E. Madison St.
S. 15 th Ave.	E. Adams St.	South to Cul-da-sac
S. 15 th Ave.	E. Harrison St.	South to Cul-da-sac
Airport Rd.	Hwy 92	South to City Limits
Wiley Ave.	Hwy 92	Wal-Mart

Zone 4		
Street Name	Start Intersection	End Intersection
W. Washington St.	S. 2 nd Ave.	W. Washington Blvd.
W. Washington Blvd.	W. Washington St.	S. H Ave.
W. Jefferson St.	S. 2 nd Ave.	Sunset Park
W. Madison St.	S. 2 nd Ave.	West to City Limits
W. Monroe St.	S. B Ave.	Hwy 1
W. Adams St.	S. B Ave.	Dead End West
W. Jackson St.	S. Iowa Ave.	S. Marion Ave.
W. Van Buren St.	S. Iowa Ave.	S. D Ave.
W. Harrison St.	S. Iowa Ave.	S. B Ave.
W. Tyler St.	S. Iowa Ave.	S. E Ave.
Sitler Dr.	S. Iowa Ave.	S. E Ave.
W. Buchanan St.	S. E Ave.	Hwy 1
W. Lincoln St.	S. Iowa Ave.	S. E Ave.
Country Club Rd.	S. Iowa Ave.	Campbell Dr.
Campbell Dr.	Country Club Rd.	Cul-da-sac
S. Iowa Ave.	W. Madison St.	South to City Limits
S. Marion Ave.	W. Main St.	W. Harrison St.
S. B Ave.	W. Main St.	Sitler Dr.
S. C Ave.	W. Main St.	W. Tyler St.
S. D Ave.	W. Main St.	W. Adams St.
S. D Ave.	W. Van Buren St.	W. Tyler St.
S. E Ave.	W. Jefferson St.	W. Adams St.
S. E Ave.	W. Tyler St.	South to City Limits
S. F Ave.	W. Main St.	W. Adams St.
S. G Ave.	W. Madison St.	W. Monroe St.
S. H Ave.	W. Main St.	Dead End South
Hwy 1	W. Madison St.	South to City Limits
250 th St.	W. Madison St.	West to City Limits
Meadows St.	W. Madison St.	Green Meadows Dr.
Green Meadows Dr.	W. Main St.	Meadows St.

Figure 4

Inspection Process:

City staff will conduct an onsite inspection of each sidewalk in the inspection zone for that fiscal year. The inspection will be completed prior to November of that year. The sidewalk will be evaluated on the following 6 criteria: Separations, Vertical Change, Broken Slabs, Ponding of Water, Deterioration and Encroachment. Each of these criteria are more defined as follows:

Separation (Code A):

Sidewalk panel is raised $\frac{3}{4}$ " or more from an adjacent panel, creating a vertical edge; sidewalk panel is cracked or separated by $\frac{3}{4}$ " or more in width; or sidewalk panel is separated horizontally or vertically by $\frac{3}{4}$ " or more with an adjacent paved surface.

Vertical Change (Code B):

Sidewalk panel is raised or depressed from normal grade by 2" or more within ten feet or less of sidewalk.

Broken Slabs (Code C):

Sidewalk panel is cracked into more than three pieces, with one or more loose pieces.

Ponding of Water (Code D):

Sidewalk panel is sloped or tilted, ponding water covering half or more of the sidewalk width.

Deterioration (Code E):

Sidewalk has 50% surface deterioration and $\frac{1}{2}$ " surface depressions

Encroachment (Code F):

Sidewalk has objects interfering with the walking path. All four foot wide sidewalks must maintain a clear width of four feet and a clear height of seven feet. All five foot wide sidewalks must maintain a clear width of five feet and a clear height of seven feet.

Notification Process:

If a sidewalk is inspected and found to be in compliance nothing further is done. If the sidewalk is found to be non-compliant the property owner will be notified by certified mail. The notification will include a copy of the inspection report along with information on what the property owner needs to do to rectify the property.

Repair Process:

If a sidewalk is in need of repair the property owner will have two choices:

Property Owner Repair:

The property owner will repair the sidewalk themselves or hire a contractor to perform the repairs. These repairs will need to be completed prior to July 1st of the year following the inspection. This work will require a city permit. The sidewalk installation must meet all city guidelines for construction and be inspected by the city inspector prior to pouring the new sidewalk.

City Contracted Repair:

All sidewalks identified as non-compliant that have not been repaired prior to July 1st of the year following the inspection will be repaired by a contractor chosen by the city.

Cost Sharing:

If a property owner chooses to repair the sidewalk either by themselves or by a contractor. The city will reimburse the property owner \$3.00 per square foot for the original quantity of sidewalk that failed inspection. Reimbursements will be capped at \$500 per property with sidewalk in one ROW and \$750 for properties with sidewalk in two ROW's. This reimbursement will be available to the property owner **after July 1st** of the year following the inspection. If the property owner chooses to have the city contract the repairs. The city will complete the work and bill the property owner for the unit price of the work minus a credit of \$3.00 per square foot of replaced sidewalk. The property owner will have 30 days after receiving the bill to pay. If not paid in 30 days the bill will be assessed to the property. Assessment to the property will incur additional fees. Credits will be capped at \$500 per property with sidewalk in one ROW and \$750 for properties with sidewalk in two ROW's.

ADA Compliance:

If the sidewalk repair consists of five or more adjoining slabs or involves a curb ramp the installation of the new sidewalk must meet current ADA compliance. If this is encountered the city staff will assist the property owner in the layout of the new sidewalk.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING SERVICE OF CERTIFICATES
OF NOTICE DIRECTING SIDEWALK REPAIRS UNDER THE
2018 CITY OF WASHINGTON SIDEWALK PROGRAM**

WHEREAS, in order to protect public safety and promote community walkability, the City Council recognizes the need for proactive action in regard to the public sidewalk network; and

WHEREAS, abutting property owners are responsible for maintaining sidewalks under the City of Washington Code of Ordinances (2014), Section 136.04, and the City Council may serve notice upon abutting property owners of non-complaint sidewalks under the City of Washington Code of Ordinances (2014), Section 136.05; and

WHEREAS, the City Council adopted a Sidewalk Inspection Program in Resolution No. _____ on May 15, 2018 detailing policies and procedures for issuance of said notices; and

WHEREAS, upon inspection by City of Washington staff, numerous sidewalks in the program-identified Zone 1 were found to be out of compliance with City of Washington Code of Ordinances, Section 136.08.

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

Section 1. Sidewalks as listed in attached Exhibit A shall be sent notice by Certified Mail that they are to repair their non-compliant sidewalks no later than August 31, 2018, or the sidewalk will be repaired by a City-hired contractor and the property owner will be assessed for the improvements, plus administrative costs.

Section 2. Sidewalk installations listed are hereby made eligible for partial City cost-share under the City of Washington Sidewalk Inspection Program.

Section 3. All sidewalk repairs shall be constructed in accordance with the City of Washington Code of Ordinances Section 136.08 and be inspected by City staff prior to the City releasing funds for its cost share.

PASSED AND APPROVED this 15th day of May, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

2018 Proposed Sidewalk Notices
Zone 1

505 N. 2 nd Ave.	721 N. Ave. B	526 W. Main St.	515 N. Iowa Ave.
603 N. 2 nd Ave.	803 N. Ave. B	529 W. Main St.	523 N. Iowa Ave.
903 N.2 nd Ave.	212 N. Ave. C	601 W. Main St.	602 N. Iowa Ave.
1003 N.2 nd Ave.	217 N. Ave. C	602 W. Main St.	603 N. Iowa Ave.
108 E. 2 nd St.	221 N. Ave. C	607 W. Main St.	608 N. Iowa Ave.
108 E. 2 nd St.	308 N. Ave. C	618 W. Main St.	614 N. Iowa Ave.
221 W. 2 nd St.	311 N. Ave. C	627 W. Main St.	615 N. Iowa Ave.
301 W. 2 nd St.	314 N. Ave. C	628 W. Main St.	621 N. Iowa Ave.
302 W. 2 nd St.	317 N. Ave. C	634 W. Main St.	702 N. Iowa Ave.
402 W. 2 nd St.	320 N. Ave. C	709 W. Main St.	703 N. Iowa Ave.
502 W. 2 nd St.	322 N. Ave. C	714 W. Main St.	714 N. Iowa Ave.
633 W. 2 nd St.	509 N. Ave. C	717 W. Main St.	715 N. Iowa Ave.
303 W. 3 rd St.	510 N. Ave. C	735 W. Main St.	719 N. Iowa Ave.
320 W. 3 rd St.	514 N. Ave. C	803 W. Main St.	720 N. Iowa Ave.
400 W. 3 rd St.	515 N. Ave. C	101 S. Marion Ave.	803 N. Iowa Ave.
320 N. 5 th St.	521 N. Ave. C	502 N. Marion Ave.	804 N. Iowa Ave.
206 W 6 th St.	522 N. Ave. C	602 N. Marion Ave.	809 N. Iowa Ave.
212 W. 6 th St.	608 N. Ave. C	603 N. Marion Ave.	821 N. Iowa Ave.
320 W. 6 th St.	609 N. Ave. C	706 N. Marion Ave.	822 N. Iowa Ave.
404 W. 6 th St.	610 N. Ave. C	609 N. Marion Ave.	903 N. Iowa Ave.
108 E. 7 th St.	617 N. Ave. C	610 N. Marion Ave.	904 N. Iowa Ave.
110 W. 7 th St.	620 N. Ave. C	614 N. Marion Ave.	908 N. Iowa Ave.
114 E. 7 th St.	623 N. Ave. C	615 N. Marion Ave.	910 N. Iowa Ave.
120 E. 7 th St.	716 N. Ave. C	702 N. Marion Ave.	917 N. Iowa Ave.
201 W. 7 th St	720 N. Ave. C	703 N. Marion Ave.	1002 N. Iowa Ave.
314 W. 7 th St	726 N. Ave. C	720 N. Marion Ave.	1003 N. Iowa Ave.
219 W. 8 th St.	221 N. Ave. D	721 N. Marion Ave.	1008 N. Iowa Ave.
220 W 8 th St.	508 N. Ave. D	727 N. Marion Ave.	1014 N. Iowa Ave.
300 N. Ave. B	514 N. Ave. D	802 N. Marion Ave.	1020 N. Iowa Ave.
303 N. Ave. B	520 N. Ave. D	803 N. Marion Ave.	1026 N. Iowa Ave.
309 N. Ave. B	603 N. Ave. D	815 N. Marion Ave.	1030 N. Iowa Ave.
315 N. Ave. B	605 N. Ave. D	901 N. Marion Ave.	1101 N. Iowa Ave.
321 N. Ave. B	608 N. Ave. D	902 N. Marion Ave.	1103 N. Iowa Ave.
409 N. Ave. B	614 N. Ave. D	909 N. Marion Ave.	1105 N. Iowa Ave.
509 N. Ave. B	620 N. Ave. D	915 N. Marion Ave.	
515 N. Ave. B	220 W. Main St.	925 N. Marion Ave.	
521 N. Ave. B	305 W. Main St.	1002 N. Marion Ave.	
603 N. Ave. B	308 W. Main St.	1011 N. Marion Ave.	
609 N. Ave. B	321 W. Main St.	114 N. Iowa Ave.	
617 N. Ave. B	409 W. Main St.	318 N. Iowa Ave.	
623 N. Ave. B	414 W. Main St.	421 N. Iowa Ave.	
702 N. Ave. B	502 W. Main St.	428 N. Iowa Ave.	
703 N. Ave. B	503 W. Main St.	502 N. Iowa Ave.	
709 N. Ave. B	508 W. Main St.	505 N. Iowa Ave.	
710 N. Ave. B	509 W. Main St.	508 N. Iowa Ave.	
719 N. Ave. B	515 W. Main St.	509 N. Iowa Ave.	

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

May 11, 2018

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "Brent Hinson", is written over the printed name and title.

Re: Owner-Occupied Housing Rehabilitation Program

In accordance with what we discussed at the April 24 workshop and with the help of ECICOG, I have developed the attached grant application to the East Central Iowa Housing Trust Fund. The basic parameters are as follows:

- We are applying for \$113,400 in grant/forgivable loan funds, with a \$37,800 match from our LMI TIF fund.
- This would provide a \$15,000 grant for 9 homes, with an emphasis on exterior improvements.
- The project area would be the east-west Highway 92 corridor plus the residential portion of 12th Avenue/Riverside Road.

This should be a great program, and will help to enhance our community's appearance while assisting LMI households.

RESOLUTION NO. _____

**A RESOLUTION ENDORSING AN APPLICATION FOR
GRANT/ FORGIVABLE LOAN FUNDS**

WHEREAS, the City of Washington collects and places Low and Moderate Income Tax Increment Financing (LMI TIF) funds into a dedicated fund under Iowa law; and

WHEREAS, these funds must be designated for the benefit of low and moderate income households, defined as having an income at or below 80% of the Area Median Income (AMI); and

WHEREAS, the City wishes to implement a program to benefit these households and to secure supplementary grant/forgivable loan funds for this purpose.

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

Section 1. The City Council endorses the submission of an application for grant/forgivable loan funds to the East Central Iowa Housing Trust Fund in the amount of \$113,400 for an Owner-Occupied Housing Rehabilitation Program.

Section 2. The City Council pledges \$37,800 in existing LMI TIF funds as match for this grant application.

PASSED AND APPROVED this 15th day of May, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

East Central Iowa Housing Trust Fund (ECIHTF)

700 Sixteenth Street NE, Suite 301, Cedar Rapids, IA 52402

ECIHTF Funding Application: Cover & Budget Form ¹

Applications are accepted at any time at the ECIHTF office.

Agency Name	City of Washington		
Agency Address	215 East Washington Street		
	Washington, IA 52353		
Federal Tax ID #	42-6005318		
Project Name	Owner-Occupied Housing Rehabilitation Program		
Project Address (If Any)	Various		
By Type, Indicate the Number of Units To Be Assisted			
New - Owner		Single Family	Multi-Family
New - Renter		Single Family	Multi-Family
Rehabilitation - Owner	9	Single Family	Multi-Family
Rehabilitation - Renter		Single Family	Multi-Family
Subsidy - Owner		Single Family	Multi-Family
Subsidy - Renter		Single Family	Multi-Family
Other		Conversion	Group Facility
<i>Specify Other:</i>			
<p>Priority Ranking. If Multiple Applications are being submitted from a single applicant, rate each in sequential numerical descending order from highest (# 1) to lowest (# 2, # 3, etc.). Mark as "N/A" if not applicable to a single application from any one applicant.</p>			
<u>Contact Representative</u> <i>A person authorized to respond to possible follow-up questions about the application</i>	Name: Brent Hinson, City Administrator		
	Phone: (319) 653-6584	Fax: (319) 653-5273	
	E-mail: bhinson@washingtioniowa.gov		
<u>Legal Representative</u> <i>The person authorized to execute legally binding contractual agreements</i>	Name: Jaron P. Rosien, Mayor		
	Phone: (319) 653-6584	Fax: (319) 653-5273	
	E-mail: jrosien@washingtioniowa.gov		
Signature of Legal Representative			
Date and Title	5/____/18		Mayor

¹ An applicant must agree to certify that they will secure and supply appropriate documentation demonstrating, prior to execution of a contractual agreement with the ECIHTF, evidence of ownership/site control, zoning platting, development permitting, and other forms of needed commitment.

Budget / Funding Sources:

Using whole numbers, please indicate the budget needed to fund the project by respective source(s)/forms of funding (grant, forgivable loan, repayment loan, cash, other) and, (by checking with an “x”), whether they have been committed or are pending.

Funding Source	Funding Amounts By Source	Funding Amounts by Form					Funding Status	
		Grant	Forgivable Loan	Repayment Loan	Cash	Other	Committed (“x”)	Pending (“x”)
East Central Iowa Housing Trust Fund	\$ 113,400	\$	\$113,400	\$	n/a	n/a	n/a	x
Washington LMI TIF Fund	\$ 37,800	\$	\$	\$	\$37,800	\$	X	
	\$	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$	\$		
	\$	\$	\$	\$	\$	\$		
Total	\$ 151,200	\$	\$113,400	\$	\$37,800	\$		
Total Estimated Cost Per Unit:	\$ 16,800	Estimated Start of Development:		September 1, 2018				
ECIHTF Estimated Cost per Unit:	\$ 12,600	Estimated End of Development:		August 31, 2019				

Please provide in the area immediately below a brief narrative summary explanation that: (1) identifies “other” funding types (such as equity); and (2) the status of any funding that is pending commitment (specifically, what needs to be satisfied for commitment and when anticipated); and (3) proposed terms for a loan to be forgiven or loan to be re-paid. The latter applies to all funding sources (not just that from the East Central Iowa Housing Trust Fund).

ECIHTF Funding Terms:

Proposed ECIHTF loan repayment terms (interest rate and term length), if applicable: Forgivable Loan

Proposed Term of Affordability (length of time income will be monitored): Initial Verification with Five-Year Lien on Home

Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator



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

City of Washington
East Central Iowa Housing Trust Fund Application
May 2018

Funding Narrative (Questions as Per ECIGHTF Funding Application, Page 3)

- 1) Background: The City of Washington is the largest incorporated city in Washington County, and is the county seat. Washington's 2010 Census population was 7,266 and the 2016 Census estimate is 7,424. The City offers a full range of municipal services. In recent years, housing stock improvement has been an important focus area, through programs to improve existing housing, programs to promote new housing construction, and programs to eliminate blight. The City partnered with the Overland Property Group through a development agreement to see to the development of the Reserves at Briarwood 32-unit apartment complex, which received ECIGHTF funding in 2014. The City has also partnered with ECICOG in the recent past to gain funding for and then to administer a CDBG Housing Rehabilitation program. The City proposes to partner with ECICOG to administer a housing rehabilitation program that is more along the lines of the Federal Home Loan Bank program previously administered by ECICOG.

- 2) Project Description: The City (partnered with ECICOG) proposes to implement an owner-occupied housing rehabilitation program focused on exterior improvements such as siding, windows, doors, roofing (including related structural issues), foundation repair, and outside railings. Eligible applicants could not exceed 80% of the Area Median Income (AMI) and would be eligible for up to a \$15,000 grant. The City would handle advertising the program to residents. The City match of \$37,800 would derive from Low and Moderate Income Tax Increment Financing (LMI TIF) funds that have been set aside for the benefit of LMI households under Iowa law.

ECICOG would handle the following items:

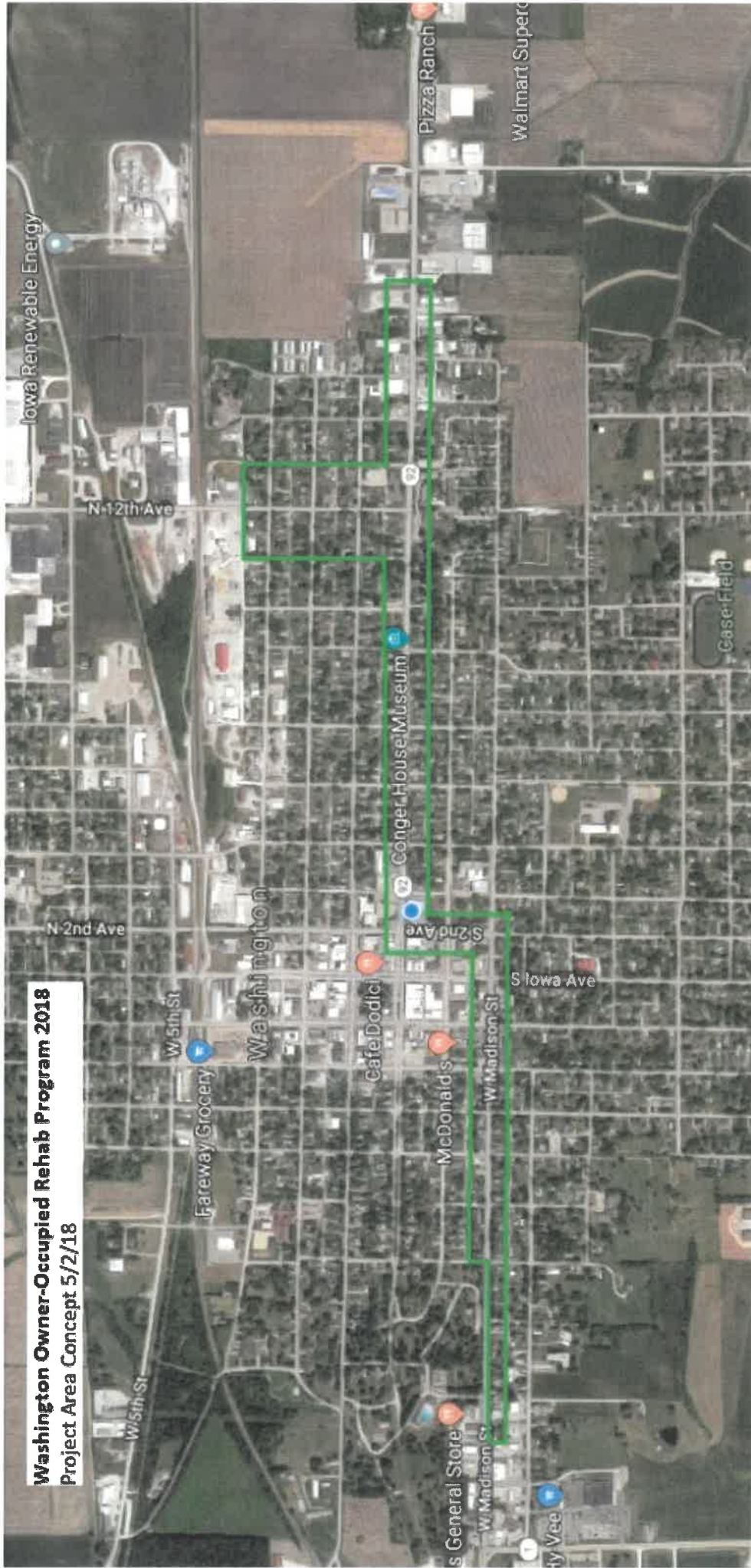
- Administer the project.
- Collect applications, verify income and score the applicants for approval into the program.
- Meet with the homeowners to determine a scope of work
- Compile a spec sheet and send to contractors for bid; create a cost estimate.
- Receive bids and assist the homeowner in determining what repairs will be done and by whom.

- Conduct a pre-construction meeting with the homeowner and contractor to go over the work to be done and address any potential issues, then see to the signing of paperwork.
- After work completion, meet with the homeowner to verify work was done, and to their satisfaction
- Submit paperwork to the ECIHTF for payment
- See that the contractor signs a lien waiver for all work performed

The City would place a lien on homes receiving project funding for five years. After five years, the liens would be released. If a home funded under the program is sold or refinanced earlier, then the homeowner would be obligated to pay back a portion of the lien, with the amount depending on how much time has passed following project completion.

- 3) Service Location: The service location will be a geographic area of approximately 180 homes located along the main entry corridors to Washington. This geographic area is defined in Attachment 1 to this application. The target population will be populations below 80% of the AMI; it is possible that some households below 30% of the AMI will be helped by this program.
- 4) Market Needs: The service location includes many older homes, which are in need of significant maintenance in order to remain viable. By assisting in a significant way with these rehabilitation costs, the City hopes to continue to make strides in improving its overall housing stock.
- 5) Goals & Objectives: The ECIHTF is dedicated to improving quality of life by offering innovative and flexible funding in order to expand affordable housing opportunities within the counties. This program will be achieving just that. With the funds requested, we can help make the quality of life better by offering help in obtaining safe and reliable repairs with energy efficient windows as well as replacing leaky roofs and siding.
- 6) Financial Feasibility: The City Council has agreed to commit \$37,800 in low and moderate-income tax increment financing (LMI TIF) funds to the project. These funds are currently on hand and designated for this purpose.
- 7) Coordination of Effort: The City of Washington has agreed to contract with ECICOG for project administration services, pending award of funding. ECICOG has worked with the ECIHTF extensively in the past and will continue to follow guidelines set forth for the rehab funds. Homeowners will also be given information for financial education organizations.
- 8) Project Schedule: If awarded, we would like to get started as soon as possible. The City is ready to proceed with this project when funds are available.
- 9) Conflicts of Interest: The City of Washington works extensively with Washington County Supervisor/Board Member Bob Yoder. Washington City Administrator Brent Hinson serves on the ECICOG Board of Directors with many of the members of the ECIHTF Board of Directors.

Washington Owner-Occupied Rehab Program 2018
Project Area Concept 5/2/18



RESOLUTION NO. 2018-

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

WHEREAS, the City of Washington, Iowa is empowered to levy, assess, and collect costs of delinquent water service accounts to the property owner and,

WHEREAS, water service charges remain unpaid and delinquent for the following listed property owner:

The property of Obdulia Patino at 400 W. 3rd Street for the amount of \$214.54. Legal description (A 03 M M YOUNGS ADD). Parcel Number (11-17-163-009).

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

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

Passed and approved this 15th day of May, 2018.

Jaron Rosien, Mayor

Attest:

Illa Earnest, City Clerk

COPY

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

April 19, 2018

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

From: Brent Hinson
City Administrator

Re: Possible Park Regulations Code Chapter

In the course of the recodification effort we have been undertaking with Iowa Codification, it was suggested that we might consider a new chapter to the code related to park regulations. In the past, these have largely been set by the passage of policies by the Park Board, but it is thought that the force of ordinance would make these rules more clear and enforceable. The proposed ordinance is also much more comprehensive than any regulations currently on the books.

The Park Board reviewed the ordinance offered by the codifier and recommends that you consider its passage at a future meeting.

ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING PARK REGULATIONS BY ADDING A NEW
CHAPTER 43 TO THE WASHINGTON CODE OF ORDINANCES**

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

SECTION 1. **Add Chapter.** A new Chapter 43, Park Regulations, is adopted as follows:

43.01 PURPOSE. The purpose of this chapter is to facilitate the enjoyment of park facilities by the general public by establishing rules and regulations governing the use of park facilities and regulating public access.

43.02 DEFINITIONS. The following terms, phrases, words, and their derivations shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

1. “Park” means a park, reservation, playground, swimming pool, wading pool, recreation center, or any other area in the City, owned or used by the City, and devoted to active or passive recreation.
2. “Person” means any person, firm, partnership, association, corporation, company or organization of any kind.
3. “Vehicle” means any wheeled conveyance, whether motor powered, animal-drawn, or self-propelled. The term includes any trailer in tow of any size, kind or description. Exception is made for baby carriages and vehicles in the service of the City parks.

43.03 USE OF DRIVES REQUIRED. No person shall drive any car, cycle other vehicle, or ride or drive any horse, in any portion of a park except upon the established drives or roadways therein or such other places as may be officially designated by the City.

43.04 FIRES. No fires shall be built, except in a place provided therefor, and such fire shall be extinguished before leaving the area unless it is to be immediately used by some other party.

43.05 LITTERING. No person shall place, deposit, or throw any waste, refuse, litter or foreign substance in any area or receptacle except those provided for that purpose.

43.06 PARKS CLOSED. No person shall enter or remain within any park between the hours of 10:30 p.m. and 6:00 a.m.

43.07 PARK PROPERTY. No person in a park shall:

1. Willfully mark, deface, disfigure, injure, tamper with or displace or remove, any building, bridge, table, bench, fireplace, railing, paving or paving materials, water line or other public utilities or parts or appurtenances thereof, signs, notices or placards whether temporary or permanent, monuments, stakes, posts or other boundary markers, or other

structures or equipment, facilities, or park property or appurtenances whatsoever, either real or personal.

2. Fail to cooperate in maintaining restrooms In a neat and sanitary condition. No person over the age of five (5) years shall use the restrooms and washrooms designated for the opposite sex.
3. Dig, or remove any sand, soil, rock, stones, trees, shrubs or plants, down timber or other wood or materials, or make any excavation by tool, equipment, blasting or other means or agencies, except on special written permit issued hereunder.
4. Construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run or string any public service utility into, upon., or across such lands, except on special written permit issued hereunder.
5. Damage, cut, carve, transplant or remove any tree or plant or injure the bark, or pick the flowers or seeds, of any tree or plant. A person shall not dig in or otherwise disturb grass areas, or in any way injure or impair the natural beauty or usefulness of any area.
6. Climb any tree or walk, stand or sit upon monuments vases,, fountains, railing, fences or upon any other property not designated or customarily used for such purposes.
7. Tie or hitch a horse or other animal to any tree or plant.
8. Hunt, molest, harm frighten, kill, trap, chase, tease, shoot or throw missiles at any animal, reptile or bird; nor remove or have in possession the young of any wild animal, or the eggs or nest, or young of any reptile or bird.

43.08 SANITATION. No person in a park shall:

1. Pollution of Waters. Throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, swimming pool or wading pool, any substance, matter or thing, liquid or solid,, which will or may result in the pollution of said waters.
2. Refuse and Trash. Have brought in or shall dump, deposit or leave any bottles, broken glass, ashes, paper boxes, cans, dirt, rubbish, waste, garbage, or refuse, or other trash. No such refuse or trash shall be placed in any waters in or contiguous to the park, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided. Where receptacles are not so provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence, and properly deposited elsewhere.

43.09 TRAFFIC. No person in a park shall:

1. State Motor Vehicle Laws Apply. Fail to comply with all applicable provisions of the state motor vehicle traffic laws and the traffic laws of the City of Carlisle in regard to equipment and operation of vehicles together with such regulations as are contained herein.
2. Enforcement of Traffic Regulations. Fail to obey all traffic officers and park employees, such persons being hereby authorized and instructed to direct traffic

whenever and wherever needed in the parks and on the highways, streets or roads immediately adjacent thereto in accordance with the provisions of this chapter as supplemented by any other regulations or ordinances duly adopted and passed by the City.

3. Obey Traffic Signs. Fail to observe carefully all traffic signs indicating speed, direction, cautions, stopping or parking, and others posted for proper control and to safeguard life and property.
4. Speed of Vehicles. Ride or drive a vehicle at a rate of speed exceeding ten (10) miles an hour, except upon such roads as designated by posted signs for speedier travel.
5. Operation Confined to Roads. Drive any vehicle on any area except the paved parking road or parking areas, or such other areas as may on occasion be specified or designated as temporary parking area.
6. Parking.
 - A. Full Parking. Full park on any road or driveway at time so as to block traffic.
 - B. Double Parking. Double park any vehicle on road or parkway unless directed by a public official.
 - C. Persons with Disabilities Parking. Park any vehicle in a designated persons with disabilities parking.
7. Bicycles.
 - A. Confined to Roads. Ride a bicycle on other than paved vehicular roads or path designated for that purpose. A bicyclist shall be permitted to wheel or push a bicycle by hand over any grassy area or wooded trail or any paved area reserved for pedestrian use.
 - B. Immobile. Leave bicycles on the ground or paving, or set against trees, or in any other place or position where other persons may trip over or be injured by them.

43.10 RECREATIONAL ACTIVITIES. No person in a park shall:

1. Picnic Areas and Use.
 - A. Regulated. Fail to observe that tables and benches shall be used on a first come, first served basis.
 - B. Non-exclusive. Use any portion of the picnic areas or park, or any other building or structures therein for the purpose of holding picnics to the exclusion of other persons nor shall any person use such area and facilities for an unreasonable time if the facilities are crowded, unless reserved by special permit.
 - C. Open Burning and Fires Prohibited. Build or maintain a fire in a place other than park-provided cooking facilities, or commercially manufactured cooking equipment.
 - D. Camping. Camp in other than designated camping areas.

E. Games. Take part in or abet the playing of any games involving throwing or otherwise propelling objects such as arrows, stones, javelins, shot puts, or model airplanes except in areas set apart for such forms of recreation.

2. Horseback Riding. Ride a horse except on designated bridle trails. Where permitted, horses shall be thoroughly broken and properly restrained, and ridden with due care, and shall not be allowed to graze or go unattended, nor shall they be hitched to any rock, tree or shrub.

43.11 BEHAVIOR. No person in a park shall:

1. Fireworks and Explosives by Permit Issued by Authorized City Official. Bring, or have in one's immediate possession, or set off or otherwise cause to explode or discharge or burn, any firecrackers, torpedo, rocket, or other fireworks or explosives of inflammable material, or discharge them or throw them into any area except by permit issued by authorized City officials.

2. Domestic Animals. All dogs or other domestic animals shall be restrained at all times on adequate leashes, except in designated areas.

3. Fires. Build or attempt to build a fire except in such designated areas. No person shall with malicious intent throw, or otherwise scatter lighted matches, burning cigarettes or cigars or other inflammable material within any park area or on any highway, road or street abutting or contiguous thereto.

4. Closed Areas. Enter an area posted as "Closed to the Public," or use, or abet the use of any area in violation of posted notices.

5. Loitering. Remain idle in essentially one location, which includes the concepts of spending time idly, loafing, walking about aimlessly, and the colloquial expression "hanging around."

6. Boisterousness. Engage in any loud, boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior tending to breach the public peace.

7. Interfere with Permittees. Disturb or interfere unreasonably with any person or persons occupying any area, or participating in any activity under the authority of a permit.

43.12 VENDING AND PEDDLING. No person in a park shall:

1. Expose or offer for sale any article or thing, except under authority of a permit.

2. Announce, advertise, or call the public attention in any way to any article or service for sale or hire, or paste, glue, tack or otherwise post any sign, placard, advertisement or inscription whatever, nor shall any person erect or cause to erect any sign whatever on any public land or highways or roads adjacent to the park.

43.13 PARK OPERATING POLICY.

1. Hours. Parks shall be open to the public during the designated dates as set by the City Council. The opening and closing hours for each individual park shall be posted

therein for public information.

2. Closed Areas. Any section or part of the park may be declared closed to the public.
3. Lost and Found Articles. The finding of lost articles by the park attendant shall be reported to the office of the City Clerk, who shall make every reasonable effort to locate the owners.
4. Permit. Special permits may be issued by the City Council with reference to extraordinary or unusual uses of the park system in question. Such permits may be obtained for conventions, concerts, sporting events and similar uses resulting in the accumulating of unusual crowds. Such permits shall be within the discretion of the City Council, which shall review the application in question, and either allow or deny said application. In the event of a denial, said denial shall contain a statement with reference to reasons for such action.
5. Applications. Applications with reference to park use shall be in writing and shall contain the following:
 - A. The name and address of the applicant.
 - B. The name and address of the persons, person, corporation or association sponsoring the activity, if any.
 - C. The day and hours for which the permit is desired.
 - D. The park or portion thereof for which the permit is desired.
 - E. Any other information which the City Council shall find reasonably necessary for fair determination as to whether or not a permit should be issued.
6. Designated Officials. The City may designate any officials or park attendants necessary to maintain said park and enforce the provisions of this chapter.

43.14 SWIMMING POOL. The City shall have exclusive control of the city swimming pool and the area surrounding it which is incidental to or a part of the pool.

43.15 ENFORCEMENT. The designated representatives of the City shall, in addition to the police force, have the authority to eject from the park any person acting in violation of this chapter. Such representatives shall be State, County or City officials or auxiliary police.

43.16 SPECIAL PERMITS. The City Council reserves the right and shall have the authority to issue special permits to groups or individuals pursuant to applications made by said persons with reference to exclusive or overtime use of any portion or portions of City-owned parks, which permit may restrict the use and either limit or extend said use with reference to the foregoing access time limitations.

43.17 EXTENSIONS OR RESTRICTIONS. The City Council may, by resolution, extend or restrict the hours of public access with reference to city-owned parks, and may in its discretion at any time restrict public access to said parks.

SECTION 2. **Repealer Clause.** Any ordinance, provision or part thereof, which differs or is inconsistent with this ordinance is hereby repealed, to the extent of said difference or inconsistency.

SECTION 3. **Severability.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional by a court of competent jurisdiction, such adjudication shall not affect the validity of the ordinance as a whole, or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. **Effective Date.** This ordinance shall be in effect from and after final passage, approval, and posting and publication of this ordinance as required by law.

Passed and approved this ____ day of _____, 2018.

Jaron P. Rosien, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: _____
Approved on Second Reading: _____
Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2018.

City Clerk

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

May 9, 2018

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

From: Brent Hinson
City Administrator

Re: Ordinance Amending Utility Rates

During the budget process, the Council preliminarily approved the following rate amendments, which are reflected in the attached ordinance:

Water: 5% increase on usage, no base rate increase
Sewer: 5% increase on usage, no base rate increase
Sanitation: No increases

It is worth noting, as was mentioned during the budget process that these are the lowest annual increases we have had since 2010. I have also attached the residential rate calculation sheet from your budget books for your information. This ends up looking a little bit funny because during this year's session the Legislature changed the sales tax on metered water from 7% (including our local option tax) to a 6% excise tax, which essentially allowed them to "scoop" that money to spend on water quality initiatives, whereas they apparently could not have legally done that with sales tax.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 92, WATER RATES
AND CHAPTER 99, SEWER USER CHARGE**

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	\$3.97 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 \$3.97 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 \$3.97 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 \$3.97 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 \$3.97 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 \$3.97 per 100 cubic feet of water used.”

SECTION 3. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. 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 5. 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 _____, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

Approved on First Reading: _____
Approved on Second Reading: _____
Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2018.

City Clerk

Residential Water Utility Rates

City of Washington, IA
Effective July 1, 2018

	Old	New
Water Minimum Charge (No Increase)	\$ 17.85	\$ 17.85
Water Usage (3.5% Increase)	\$ 3.84	\$ 3.97
Sewer Minimum Charge (No Increase)	\$ 31.50	\$ 31.50
Sewer Usage (3.5% Increase)	\$ 3.83	\$ 3.97
Garbage (No increase)	\$ 7.35	\$ 7.35
Bag Fee (effective 07/01/16)	\$ 2.00	\$ 2.00
Annual Sticker (effective 01/01/17)	\$ 90.00	\$ 90.00
Water Deposit	\$ 150.00	\$ 150.00

Sales Tax 7%
New Excise Tax 6%

NEW RATES

	minimum	100	200	300	400	500	600	700	800	900	1000	1100	1200
Consumption in Cu. Ft													
Water	17.85	21.82	25.79	29.76	33.73	37.70	41.68	45.65	49.62	53.59	57.56	61.53	65.50
Sewer	30.00	33.97	37.93	41.90	45.87	49.83	53.80	57.77	61.73	65.70	69.67	73.63	77.60
Garbage	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35
Tax	1.07	1.31	1.55	1.79	2.02	2.26	2.50	2.74	2.98	3.22	3.45	3.69	3.93
TOTAL	56.27	64.45	72.62	80.80	88.97	97.15	105.33	113.50	121.68	129.85	138.03	146.21	154.38

OLD RATES

	minimum	100	200	300	400	500	600	700	800	900	1000	1100	1200
Consumption in Cu. Ft													
Water	17.85	21.69	25.52	29.36	33.20	37.03	40.87	44.71	48.54	52.38	56.22	60.05	63.89
Sewer	30.00	33.83	37.67	41.50	45.33	49.16	53.00	56.83	60.66	64.49	68.33	72.16	75.99
Garbage	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35	7.35
Tax	1.25	1.52	1.79	2.06	2.32	2.59	2.86	3.13	3.40	3.67	3.94	4.20	4.47
TOTAL	56.45	64.39	72.33	80.26	88.20	96.14	104.08	112.01	119.95	127.89	135.83	143.76	151.70
Change	(0.18)	0.06	0.30	0.54	0.77	1.01	1.25	1.49	1.73	1.96	2.20	2.44	2.68

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



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

Memorandum

May 11, 2018

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "Brent Hinson", is written over the printed name and title.

Re: Council Vacancy

As you all are aware, Ward 1 Councilor Kerry Janecek has resigned effective April 27. The Council needs to consider its approach for filling this vacancy. Under Iowa law, the Council needs to initiate action within 60 days. The choices are basically as such: 1) Appoint someone to fill the vacancy; or 2) Call for a special election to fill the seat. We have prepared a resolution for each choice to allow us to be as efficient as possible (please only take action on one of them!).

In either scenario, the person would fill the unexpired term, and would stand for election in November 2019. The only quirk would be that if the Council chose to appoint someone to the position and then called a special election on another issue (such as a bond issuance) prior to the regular election in 2019, the person would have to stand for election at that time. We don't anticipate anything being put on the ballot during that time period. If the Council does opt for the appointment route, the public could still petition for a special election.

If the Council calls for a special election, or a petition forces it, as occurred last time there was a vacancy, the special election cost would likely be \$1,800- \$2,500. The schedule wouldn't differ by much, as in the appointment schedule the Council would be able to fill the position by June 5, and in the special election route, the election could take place as soon as June 19 (when it would actually take place would be coordinated by the County Auditor's office).

While appointing to fill the vacancy is probably the most common route pursued, this is a decision that is fully in the hands of the Council. There is no right or wrong answer.

For your information, I have also provided additional guidance from the Iowa Secretary of State on filling vacancies, as well as the expression of interest form we have used in the past when considering appointment to fill a seat.

I look forward to discussion at the meeting.

RESOLUTION NO. _____

**A RESOLUTION PROVIDING FOR NOTICE OF INTENT TO FILL
WARD 1 COUNCILOR VACANCY BY APPOINTMENT**

WHEREAS, Councilor Kerry Janecek has resigned his position; and

WHEREAS, the Council wishes to proceed with due speed to fill this vacancy.

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

Section 1. The City Council has determined it to be in the best interest of the City to fill the Ward 1 Councilor vacancy created by the resignation of Kerry Janecek by appointment of the Council members in accordance with Iowa Code Section 372.13(2)(a).

Section 2. The City Clerk is authorized and directed to publish Notice of Intent to Appoint in the time and in the manner as required by law.

PASSED AND APPROVED this 15th day of May, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

NOTICE OF INTENT TO FILL VACANCY BY APPOINTMENT

To the Electors of the City of Washington, Iowa:

You are hereby notified that the City Council of the City of Washington, Iowa, has received and accepted the resignation of Kerry Janecek as Ward 1 Councilor of the City of Washington, Iowa, effective April 27, 2018, and the term which expires January 1, 2020, is vacant, pursuant to Section 69.2, Code of Iowa.

You are hereby notified that pursuant to Chapter 5 of the Code of Ordinances of the City of Washington, and Section 372.13 (2) of the Code of Iowa, the Council has opted to fill the vacancy by appointment. However, the electors of the City have the right to file a petition requiring that the vacancy be filled by a special election, by filing of a petition in accordance with Iowa Code Section 372.13(2)(a) within fourteen days after publication of this notice or within fourteen days after appointment is made by the City Council, whichever is later.

The Council intends to consider this appointment at their regular meeting, which will begin at 6:00 PM on June 5, 2018, in the Nicola-Stoufer Room, Washington Public Library, 115 West Washington Street, Washington, Iowa.

Illa Earnest, City Clerk

Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator



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

City Council Expression of Interest

Name _____ Date ____/____/____

Address _____
Street Apt. # City State Zip

Telephone Number(s): Home _____ Work _____

Mobile _____ Email _____

Occupation _____ Years Resided in Washington _____

Office applied for: Washington City Council, Ward 1

Have you previously served as an elected official, here or elsewhere? _____ Yes _____ No

Office and years served: _____

Have you previously participated in any City committees or boards? If so, please list:

Please list other community activity involvement in the past five years, especially any participation in committee decision-making:

What makes you interested in serving on City Council?

What do you see as the most important issues the City Council is dealing with currently? What additional issues do you think may need to be addressed?

Please list any other personal experiences, background or attributes that you believe would make you an effective elected official:

******* Interested candidates will be provided a copy of the City of Washington's New Councilor Handbook, and are strongly encouraged to review this prior to formally seeking appointment. *******

Applicant's Statement

I certify that I am legally eligible for appointment to the office for which I am applying, including residency requirements. I agree, if appointed, to fairly and impartially, to the best of my ability, discharge all the duties of the office as required by law.

Signature

Date

RESOLUTION NO. _____

**A RESOLUTION CALLING FOR A SPECIAL ELECTION
TO FILL THE VACANCY OF WARD 1 COUNCILOR**

WHEREAS, Councilor Kerry Janecek was duly elected as Ward 1 Councilor, and began his elected term on January 1, 2016, to serve for four years; and

WHEREAS, Councilor Janecek has resigned his position effective April 27, 2018; and

WHEREAS, the Council finds that calling for a special election to fill the vacancy is in the best interest of the citizens of Washington.

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

Section 1. The City Council hereby calls for a special election to fill the vacancy of Ward 1 Councilor, to be held Tuesday, June 19, or the earliest practicable date as per Iowa Code Section 372.13(2)(b)(1).

PASSED AND APPROVED this 15th day of May, 2018.

Jaron P. Rosien, Mayor

ATTEST:

Illa Earnest, City Clerk

Vacancies on City Councils

Laws Related to City Council Vacancies

Iowa Code section 372.13 applies to vacancies in city offices.

Filling Vacancies

The city council must decide whether to fill a vacancy in an elective city office by appointment or by calling for a special election.

[§372.13(2)]

Extra or Special Publication Requirements

There are extra or special publication requirements if the council decides to appoint a replacement. The council must publish notice of its intention to appoint at least four but no more than 20 days before the appointment is scheduled to occur. The publication must also notify city residents of the right to request a special election by filing a petition. The publication must occur once and must be published in a newspaper of general circulation in the city, unless the city has a population of fewer than 200 and has an ordinance designating three public places for posting of such notices.

[§372.13(2)(a), 362.3]

There are no extra or special publication requirements if the council decides to call for a special election.

[§372.13(2)(b)]

Appointing Replacements

Deadline

The appointment must be made within 60 days after the vacancy occurs.

[§372.13(2)(a)]

Appointment not Made Before Deadline

If the city council fails to appoint a replacement within 60 days, the city clerk must give notice of the vacancy to the county auditor. The county auditor must call for a special election at the earliest practicable date but no sooner than 32 days after the notice from the city clerk was received. If the city has a primary election provision, the county auditor must call for a special election at the earliest practicable date but no sooner than 60 days after notice from the city clerk was received.

[§372.13(2)(a)(1)]

Petitioning for a Special Election

Signature Requirements

The number of eligible elector signatures required on a petition requesting a special election varies depending on the population of the city.

<u>Population of City</u>	<u>Signatures*</u>
10,000 or less	15%* or 200, whichever is less
10,001 – 50,000	15%* or 1000, whichever is less
50,001 or more	10%* or 2000, whichever is less

*Signatures of eligible electors of the city equal to the required percentage (10 or 15) of the votes cast for all candidates for that office at the last regular election in which the office was on the ballot.

[§372.13(2)]

If there was more than one position filled for the office in which the vacancy exists on the ballot at the last election, the number of voters who voted for candidates for the office is calculated by dividing the total number of votes cast for the office by the number of seats to be filled.

Example: At the 2009 regular city election, in a city with a population of 12,002 there were 3 at-large city council seats on the ballot. There were 394 votes cast for Candidate A, 483 votes cast for Candidate B, 942 votes cast for Candidate C and 34 write-in votes.

Total Votes Cast (TVC) = 394+483+942+34 = 1853

1853/ 3 (# seats to be filled) = 617.33

0.15 X 617.33 = 92.6 → Round 92.6 up to 93.

93 is fewer than 1,000 and it is greater than 10 so 93 signatures would be required to force the city council to hold a special election in this example.

Filing Deadline

The petition must be filed with the city clerk within 14 days after publication of the notice of intent to appoint or within 14 days after the appointment is made, whichever is later.

[§372.13(2)(a)(2)]

Reviewing Validity of Petition

Section 372.13 does not contain any standards the city clerk is supposed to follow to assess the validity of the petition; however, §362.4 indicates the petition must be accepted on its face. For more information about accepting a petition on its face, see the Filing Officer’s Guide.

If a petition is accepted by the city clerk, it is valid unless an objection is filed with the city clerk within five working days after it is received. If an objection is received, the process in §44.4 must be followed.

[§362.4]

Special Elections to Fill Vacancies

Dates of Special Elections

If a special election must be held to fill a vacancy in a city office, the election may not be held on the following dates:

- A Tuesday during a blackout period before or after a primary or general election
- A day where there is another election being held for a different political subdivision that involves the same voters (e.g. a school election)
- A city with a primary election provision cannot have a special election to fill a vacancy at the time of the general election

Deadline for Holding Special Election

The special election must be held at the earliest practicable date but no later than 90 days after the vacancy occurs.

[§372.13(2)(b)(1)]

Notice to Auditor

If the city has a primary election provision, notice to the auditor must be given at least 60 days before the special election date.

For all other cities, notice to the auditor must be given at least 32 days before the special election date.

[§372.13(2)(b)]

Signature Requirements

Primary and Runoff Cities:

In primary and runoff cities, candidates must file petitions containing signatures of eligible electors equal in number to at least two percent of those who voted to fill the same office at the last regular city election but no less than 10.

[§376.4(1)(a)]

Chapter 45 Cities:

Population 3,500 or greater: No fewer than 25 eligible electors who are residents of the city or ward

Population 100 to 3,499: No fewer than 10 eligible electors who are residents of the city or ward

Population less than 100: No fewer than five eligible electors who are residents of the city or ward

[§45.1(8)]

Filing Officer

The control county auditor is the filing officer for candidate nomination papers for special elections to fill vacancies on city councils.

[§376.4]

Candidate Filing Deadlines

If the special election is held at the same time as a regularly scheduled election, the filing deadlines are the same as the deadlines for the regularly scheduled election. See the election-specific chapters for more information.

If the special election is not held at the same time as a regularly scheduled election, the filing deadlines are:

Cities with Primary Election Provisions

First Day: As soon as notice is given to the auditor

Last Day: No later than 5 p.m. on the 53rd day before the special election

All Other Cities

First Day: As soon as notice is given to the auditor

Last Day: No later than 5 p.m. on the 25th day before the special election

Nomination papers are filed with the control county auditor.

[§372.13(2)(b), IAC 721—21.403(2), 721-21.404(3)]

Withdrawal and Objection Deadlines

Withdrawal Deadline

Primary Cities: No later than 5 p.m. on the 50th day before the election

All Other Cities: No later than 5 p.m. on the 22nd day before the election
[IAC 721—21.403(2), 721—21.404(3)]

Objection Deadline

Primary Cities: No later than noon on the 50th day before the election

All Other Cities: No later than noon on the 22nd day before the election
[IAC 721—21.403(2), 721—21.404(3)]