

AGENDA OF THE REGULAR SESSION OF THE COUNCIL OF THE CITY OF WASHINGTON, IOWA TO  
BE HELD AT **120 E. MAIN STREET**, AT **6:00 P.M.**, WEDNESDAY, August 4, 2010

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Wednesday, August 4, 2010 to be approved as proposed or amended.

Consent Agenda:

1. Minutes 07-21-2010
2. Washington County Emergency Management, 10-11 Assessment, \$9,654.39
3. ICAP, Annual Premium, \$109,418.33
4. Washington Title & Guaranty Company, Professional Services, \$5,400.00
5. Snyder & Associates, Runway Rehabilitation Project. \$20,001.01
6. Goodwin Law Office, Professional Services. \$4,599.43

Approval of Claims

PERMITS AND APPLICATIONS

CONSIDERATION OF ORDINANCES & HEARINGS

Third Reading of AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, MODIFYING NO PARKING ZONES ON FIFTH STREET. Adopt the ordinance or deny the application.

Second Reading of AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY CHANGING SPEED ZONES ON EAST WASHINGTON STREET. **Pass the ordinance to the third reading or deny the application. Tabled 06-16-2010**

PRESENTATION FROM THE PUBLIC – Please limit comments to 3 Minutes

OLD BUSINESS.

Mayoral Appointment – City Treasurer (**Tabled 07-21-2010**)

NEW BUSINESS

Request from Peoples Capital Management (Investment Centers of America) 209 W. Main St.

Doug Elliott, ECICOG Presentation.

Consider Park Board Request for Park Benches Around Central Park Fountain.

Resolution Naming Investment Administrators for the City of Washington.

Resolution Approving the City of Washington Investment Policy.

Consider Purchase of Copier for City Hall.

Department Reports.

Closed Session for Property Acquisition (Iowa Code Section 21.5 (J))

Closed Session for Pending Litigation (Iowa Code Section 21.5 (C))

#### DEPARTMENTAL REPORT

Public Works Report  
Police Department  
City Administrator Report

#### COMMITTEE REPORTS

Street Committee  
Sanitation/Water/Sewer Committee  
Finance/Personnel Committee  
Cemetery/Building Committee  
Ordinance Committee  
Public Safety Committee  
Cable Committee

#### COUNCILPERSONS

Sandra Johnson, Mayor  
Merle Hagie  
Fred Stark  
Mike Roth  
Russ Zieglowsky  
Bob Shepherd  
Karen Wilson-Johnson

#### ADJOURNMENT

Illa Earnest, City Clerk

## Council Minutes 07-21-2010

The Council of the City of Washington, Iowa met in Regular Session in the Former Washington Public Library Building (120 E. Main Street) at 6:00 P.M., Wednesday, July 21, 2010. Mayor Sandra Johnson in the Chair. On roll call: Present: Hagie, Stark, Roth, Shepherd. Absent: Zieglowsky, Wilson-Johnson.

Motion by Stark, seconded by Roth, that the agenda for the Regular Session to be held at 6:00 P.M., Wednesday, July 21, 2010 be approved as presented. Motion carried unanimously.

### Consent Agenda:

1. Minutes 07-07-2010
2. Treasurer's Report
3. Fox Engineering, Washington Sanitary Sewer Collection System, \$26,880.10
4. Washington Community YMCA, Baseball/Softball Admin. Fees. \$15,000.00
5. Snyder & Associates, Engineering Services Runway Rehabilitation, \$100,005.06
6. J & L Construction, Downtown Enhancement Project. \$31,973.79
7. J & J Steel, New Library Project, \$4,503.00

Motion by Roth, seconded by Shepherd, that the consent agenda be approved for payment. Motion carried unanimously.

Motion by Shepherd, seconded by Stark, that the claims as presented be approved for payment. Motion carried unanimously.

Mayor Johnson announced that now is the time for consideration of permits and applications.

Motion by Shepherd, seconded by Stark, that St. James Church of Washington, Fall Festival, 606 W. 3rd Street. Class B Beer (BB) (includes wine coolers) with Sunday Sales. (New) be approved. Motion carried. Roth abstained.

Motion by Shepherd, seconded by Hagie, that Washington Chamber/Main Street(Celebrate Washington), , 205 W. Main Street, Class B Beer (BB) with outdoor service area (New) be approved. Motion carried unanimously.

Motion by Roth, seconded by Hagie, that The Corner Stop, 100 E. Madison St.,(BC0029098) Class C Beer Permit (BC) with Sunday Sales (renewal) be approved. Motion carried unanimously.

Motion by Hagie, seconded by Roth, that Moore's BP, 1061 W. Madison St.,(BC0027537) Class C Beer Permit with Sunday Sales, (Renewal) be approved. Motion carried unanimously.

Mayor Johnson announced that now is the time for the second reading of an Ordinance Amending the Municipal Code of the City of Washington, Iowa, Modifying No Parking Zones on Fifth Street. Motion by Hagie, seconded by Roth, to pass the ordinance to the third reading. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd. Nays: none. Absent: Zieglowsky, Wilson-Johnson. Motion carried unanimously.

Mayor Johnson announced that now is the time for the second reading of an Ordinance Amending the Code of Ordinances of the City of Washington, Iowa, Chapter 63 "Speed Regulations" by deleting Section 63.12, paragraph 1 and Section 63.14, paragraph 1. (**Tabled 06-16-2010**). The ordinance remains tabled.

Anthony Mondia, 507 S. Ave. C, came before the council with a concern about the neighbor's sump pump water running onto the sidewalk and undermining the sidewalk, and that in the winter the frozen water on the sidewalk is a hazard.

Dr. John Helscher and Dr. Sergey Floryanovich, former owner and current owner of 205 S. Marion Ave., came before the council with concerns about the damaged buildings at 207 & 209 S. Marion Avenue. Mayor Johnson noted that the City did not own the buildings in question until recently. The city and Main Street Washington will meet with a structural engineer on Tuesday, July 27 to talk about the cost of rehabilitating the site. Mayor Johnson noted that the city also has concerns about that block, and does want to move forward.

Motion by Shepherd, seconded by Hagie, to remove from the table the request from Bodywrx. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd. Nays: none. Absent: Zieglowsky, Wilson-Johnson. Motion carried unanimously.

Terry Hartzler, owner of Bodywrx, was present to answer council questions.

Motion by Roth, seconded by Shepherd, to approve the request from Bodywrx to close the parking on the sidewalk side and the two middle sections from Main Street to Washington Street from 8:00 a.m. to 1:00 p.m. on September 25, 2010 for the Flying Pigs Duathlon. Motion carried unanimously.

Hector Rodriguez, Spanish pastor at Marion Avenue Baptist Church, came before the council asking permission to put two horses on property the church owns at 444 Highway 1. The horses would be used for church functions. The council was concerned about setting a precedent as they have had other requests for allowing barn yard animals in the city. After further discussion Pastor Rodriguez withdrew his request.

Motion by Roth, seconded by Shepherd, to approve the contract with ACCO for commercial chlorine for the swimming pool conditional on the price being locked in for the three year life of the contract. Motion carried unanimously.

Bids received for the 2010 Ford F-150 pick-up for Parks Department:

Gretter Ford	\$16,615.00
Mincer Ford	\$15,899.00

Motion by Roth, seconded by Hagie, to approve purchase of a 2010 Ford F-150 pick-up truck from Mincer Ford in the amount of \$15,899.00. Motion carried unanimously.

Bids received for the sewer vacuum for Maintenance/Construction Department:

Trans Iowa Equipment	\$43,500.00
Nebraska Environmental Products	\$46,125.00
Ditch Witch -	- their bid did not meet or exceed the requirements.

Motion by Roth, seconded by Stark, to approve purchase of vacuum excavation trailer (sewer vac) Vacstar VSH800DT from Trans Iowa Equipment in the amount of \$43,500.00. Motion carried unanimously.

Bids received for the 2010 Seal Coat Project:

Municipal Street Improvements, Inc.	\$106,170.00
L.L. Pelling Company	\$111,740.00
Shamrock Construction Company	\$111,960.00

Motion by Roth, seconded by Shepherd, to approve the Resolution Approving Award of Contract for the 2010 Seal Coat Project to Municipal Street Improvements in the amount of \$106,170.00. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd. Nays: none. Absent: Zieglowsky, Wilson-Johnson. Motion carried unanimously. **(Resolution No. 2010-21)**

The Planning & Zoning Commission meet on July 13, 2010 to consider the preliminary plat for Redlinger Subdivision. The Planning & Zoning Commission approved the Redlinger Subdivision with the following provisions: 1. Redlinger Addition not be required to hire a private engineer to address storm water management. 2. Redlinger Addition be required to make minimal efforts for the storm water management and not to be held to current city standards.

Motion by Roth, seconded by Hagie, to approve the Resolution Approving Preliminary Plat of Redlinger's Subdivision as approved by the Planning & Zoning Commission. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd. Nays: none. Absent: Zieglofsky, Wilson-Johnson. Motion carried unanimously. **(Resolution No. 2010-22)**

The Planning & Zoning Commission meet on July 13, 2010 to consider the final plat for Autumn Acres Subdivision. The Planning & Zoning Commission approved the Autumn Acres Subdivision with the following provisions: 1. the access road may only be used by the 4 lots in Autumn Acres Subdivision. 2. No sidewalks will be required. 3. No storm water management required. This subdivision is outside of the Washington City limits and in the old two mile zone. Steve Lafaurie, county zoning administrator, was present to inform the council that the subdivision meets county requirements and will move forward to application of compliance.

Motion by Roth, seconded by Shepherd, to approve the Resolution Approving Final Plat of Autumn Acres Subdivision as approved by the Planning & Zoning Commission. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd. Nays: none. Absent: Zieglofsky, Wilson-Johnson. Motion carried unanimously. **(Resolution No. 2010-23)**

Ed Raber, WEDG Director, came before the council to give information on the proposed resolution to authorize and approve application to EPA for a Brownfield Coalition Assessment Grant. The EPA budgets funds to clean up Brownfield sites which have some impediment to development. The project is regional in nature and covers the entire county. The Washington County Board of Supervisors would act as fiscal agent and a professional grant writer will write the grant application for a fee of \$5,000. The city will pay \$1,000 which is 1/5 of the fee. There is no local match. It will be strictly voluntary to have property assessed.

Motion by Stark, seconded by Roth, to approve the Resolution Authorizing and Approving Application to EPA for Brownfield Coalition Assessment Grant. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd. Nays: none. Absent: Zieglofsky, Wilson-Johnson. Motion carried unanimously. **(Resolution No. 2010-24)**

Motion by Stark, second by Shepherd, to table the mayoral appointment of acity treasurer. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd. Nays: none. Absent: Zieglofsky, Wilson-Johnson. Motion carried unanimously.

City Administrator Plyman is working on the RFP for the properties on S. Marion Avenue. There will be a meeting of city officials, Main Street members, and the Historic Preservation Commission members with a structural architect on Tuesday, July 27 to inspect the buildings on S. Marion Avenue. The IDOT is doing a traffic count in the city so they will not make a recommendation on the Highway 1 & 92 intersection until fall.

Motion by Stark, second by Hagie, that the council go into closed session for the purpose of property acquisition (Iowa Code Section 21.5 (J)). Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd. Nays: none. Absent: Zieglofsky, Wilson-Johnson. Motion carried unanimously. Council into closed session at 8:08 p.m.

Motion by Hagie, second by Shepherd, that the council return to open session. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd. Nays: none. Absent: Zieglofsky, Wilson-Johnson. Motion carried unanimously. Council into open session at 8:35 p.m.

Mayor Johnson announced that no formal action had been taken in the closed session.

There was no closed session for pending litigation (Iowa Code Section 21.5(c)).

Motion by Roth seconded by Stark, that the Regular Session held at 6:00 P.M., Wednesday, July 21, 2010 be adjourned. Motion carried unanimously.

Illa Earnest, City Clerk



# Washington County

## Emergency Management

# INVOICE

POB 273  
Sigourney, IA 52591-0273  
Phone 641.622.2528 Fax 641.622.2139  
[lsmith5450@lisco.com](mailto:lsmith5450@lisco.com)

DATE: July 20, 2010  
INVOICE # 10-11'  
FOR: Annual Assessment

### Bill To:

City of Washington  
POB 516  
Washington, IA 52353-0516

DESCRIPTION	AMOUNT
10-11' Assessment 7047 @ 1.37	9,654.39
<b>TOTAL</b>	<b>\$ 9,654.39</b>

Make all checks payable to Washington County Emergency Management  
If you have any questions concerning this invoice, contact Larry Smith

# Memorandum

**To:** Mayor Johnson and City Council  
**From:** David S. Plyman, City Administrator  
**Date:** August 2, 2010  
**Re:** Insurance Payment

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## **ISSUE**

Consider annual premium payment to the Iowa Communities Assurance Pool (ICAP).

## **BACKGROUND**

The City purchases general liability, auto and miscellaneous insurance coverage with the Iowa Communities Assurance Pool. ICAP is a not-for-profit organization associated with the Iowa League of Cities that offers insurance coverage to Iowa counties and cities. Washington County is also a member of ICAP.

This year's premium is \$109,418.33, after a \$7,661 credit for good claims experience. According to agent Paul Horak, the city's insurance agent, ICAP offers an excellent insurance value to member cities and counties.

## **RECOMMENDATION**

Approve payment of \$109,418.33 to the Iowa Communities Assurance Pool for general liability, excess liability, auto, property, boiler, officials' liability and other miscellaneous insurance coverage.

# INVOICE

# COPY

*Washington Title*  
& Guaranty Company

103 North Marion  
P.O. Box 308  
Washington, IA 52353  
Phone 319-863-9200; Fax 319-653-4797  
E-mail: [orders@washingtontitle.org](mailto:orders@washingtontitle.org)  
ID #42-1169462

INVOICE NO. 55,438

Ordered by: Robert W. Goodwin, Goodwin Law Office

June 30, 2010

Property Owner(s): John Berdo, Carrie Berdo Trust

Supplied new abstract in preparation for airport  
Condemnation and list of mailing addresses for notice of same.

New abstract continuation # 55,438 for: \$5400.00

The Southeast Quarter (SE¼) of Section Twenty (20), EXCEPT Auditor's Parcel B, containing 0.717 acre, as shown in Plat Book 9, Page 268; and

All of the East Half (E½) of the Southwest Quarter (SW¼) of Section Twenty (20) lying East of the center line of the Highway leading from Washington to Mt. Pleasant, EXCEPT Auditor's Parcel J, containing 11.60 acres, as shown by Plat Book 16, Page 50, AND EXCEPT Auditor's Parcel M, containing 6.54 acres, as shown by Plat Book 22, Page 311;

all in Township Seventy-five (75) North, Range Seven (7) West of the Fifth (5th) Principal Meridian; in Washington County, Iowa

**TOTAL AMOUNT DUE:**

**\$5400.00**

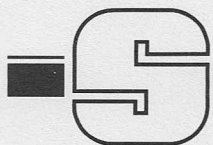
***Please return a copy of this statement with your payment.***

Abstract in 1 part mailed to Robert W. Goodwin  
Invoice mailed with abstract

THANK YOU FOR YOUR BUSINESS

ABSTRACTS OF TITLE IN WASHINGTON COUNTY SINCE 1865  
MEMBER IOWA LAND TITLE ASSOCIATION AND AMERICAN LAND TITLE ASSOCIATION  
Continuing the business of DAY ABSTRACT COMPANY and WASHINGTON COUNTY ABSTRACT COMPANY™





# SNYDER & ASSOCIATES

ENGINEERS & PLANNERS

ANKENY, IA  
(515) 964-2020

ATLANTIC, IA  
(712) 243-6505

CEDAR RAPIDS, IA  
(319) 362-9394

COUNCIL BLUFFS, IA  
(712) 322-3202

MARYVILLE, MO  
(660) 582-8888

ST. JOSEPH, MO  
(816) 364-5222

## INVOICE FOR PROFESSIONAL SERVICES

Mike Roe  
Washington Airport Commission  
PO Box 516  
Washington, IA 52353

July 29, 2010  
Invoice No: 109.1021.01 - 2

Project 109.1021.01 Washington Municipal Airport - Rehabilitate Runway 13/31  
Professional Services from June 1, 2010 through June 30, 2010

### Basic Services

Total Fixed Fee	200,010.11		
% Compl	60.00	Total Earned	120,006.07
		Previous Fee Billing	100,005.06
		Current Fee Billing	20,001.01
		<b>Total Fixed Fee</b>	<b>20,001.01</b>
		Phase Subtotal	\$20,001.01
	Total	Prior	Current
Billings to Date	120,006.07	100,005.06	20,001.01

### Construction Services

Phase	Contract Amount	% Comp	Total to Date	Previous Billed	Current Billed
Fixed Fee	16,659.78	0.00	0.00	0.00	0.00
Total Fixed Fee	16,659.78		0.00	0.00	0.00
	<b>Total Fixed Fee</b>				<b>0.00</b>
			Phase Subtotal		\$0.00

			<b>Amount Due this Invoice</b>	<b>\$20,001.01</b>
	Total	Prior	Current	
Billings to Date	120,006.07	100,005.06	20,001.01	

REMIT TO: SNYDER & ASSOCIATES ENGINEERS & PLANNERS  
2727 SW SNYDER BLVD. - PO BOX 1159 - ANKENY, IA 50023  
email: ar@snyder-associates.com Federal E.I.N. 42-1379015

# ***GOODWIN LAW OFFICE, P.C.***

ATTORNEY AT LAW  
311 W. LINCOLN WAY, SUITE 1  
AMES, IOWA 50010-3317

ROBERT W. GOODWIN

TELEPHONE  
515-232-7390  
FAX  
515-232-7396

Email: [goodwinlawoffice@fbx.com](mailto:goodwinlawoffice@fbx.com)

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The City of Washington, Iowa

Amount

Accounts receivable transactions

7/12/2010 Payment - thank you. Check No. 40753

(\$5,223.56)

Total payments and adjustments

(\$5,223.56)

Balance due

\$4,599.43

**ORDINANCE NO.**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE  
OF THE CITY OF WASHINGTON, IOWA, MODIFYING NO PARKING ZONES ON  
FIFTH STREET**

BE IT ORDAINED by the Council of the City of Washington, Iowa, that the Code of Ordinances of the City of Washington, Iowa, is hereby amended as follows:

Section 1. **Delete Phrase.** Delete from Section 69.08, "No Parking Zones", the following phrase: "23. West Fifth Street on the south side, from North Iowa Avenue to North Avenue D."

Section 2. **Add Phrase.** Add to Section 69.08, "No Parking Zones", the following phrase: "23. West Fifth Street on the south side, from North Marion Avenue to North Avenue D."

Section 3. **Delete Phrase.** Delete from Section 69.08, "No Parking Zones", the following phrase: "24. East Fifth Street on the south side, from North Fourth Avenue to North Iowa Avenue."

Section 4. **Add Phrase.** Add to Section 69.08, "No Parking Zones", the following phrase: "24. East Fifth Street on the south side, from North Fourth Avenue to North Second Avenue."

Section 5. **Delete Phrase.** Delete from Section 69.08, "No Parking Zones", the following phrase: "25. West Fifth Street on the north side, for a distance of one hundred forty-four (144) feet, west from its intersection with North Iowa Avenue.

Section 6. **Add Phrase.** Add to Section 69.08, "No Parking Zones", the following phrase: "25. Fifth Street on both sides, from North Marion Avenue to North Second Avenue."

Section 7. **Repealer.** All ordinances or parts thereof in conflict with the foregoing provisions are hereby repealed.

Section 8. **Effective Date.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

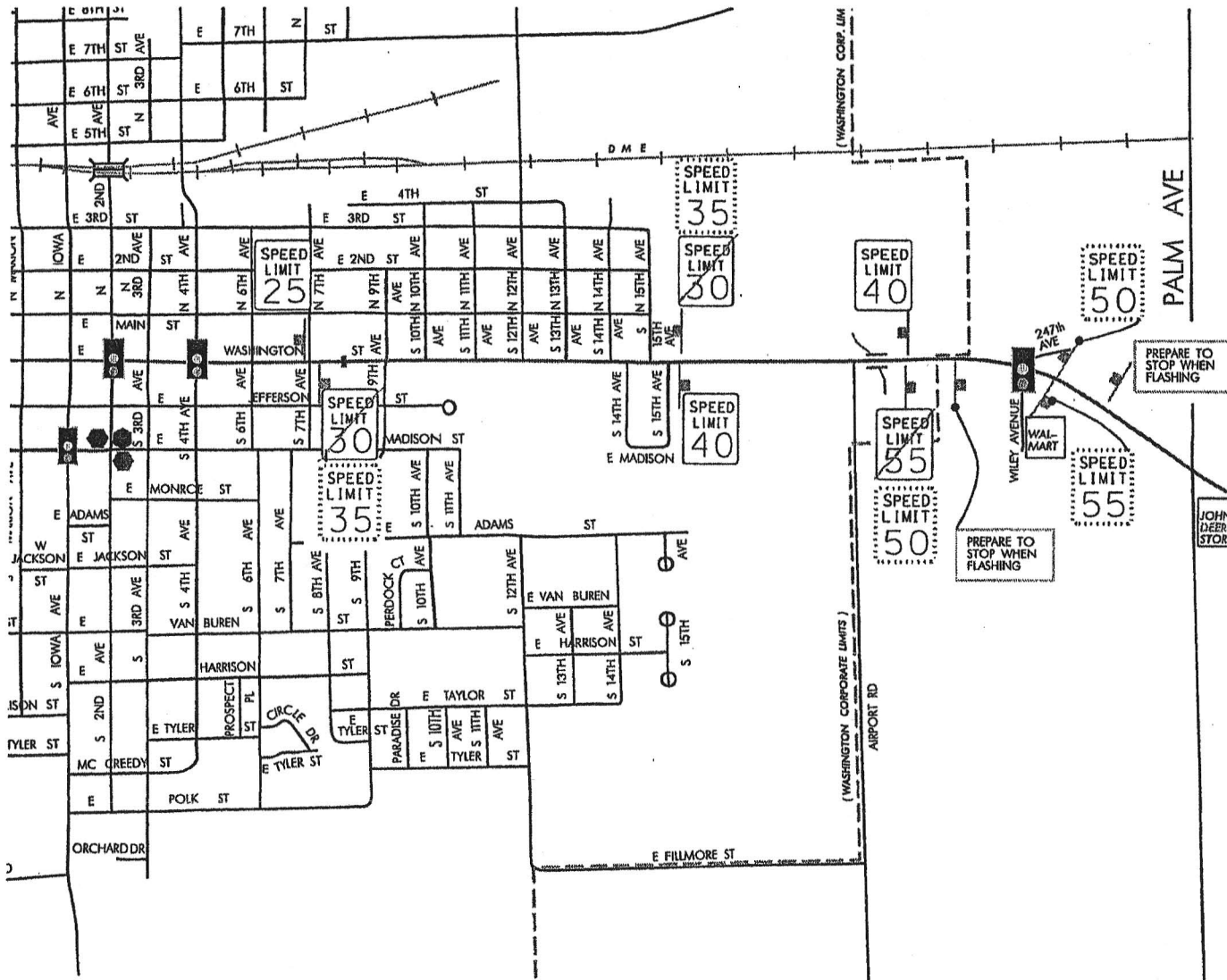
Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

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


ATTEST:

\_\_\_\_\_  
Illa Earnest







This map displays the terminus of existing and proposed zones with a single-post sign symbol. The interval placement of speed limit signs within the zones is not displayed. PROPOSED zones will supercede EXISTING zones.



**WASHINGTON**  
Washington County  
IA 92  
**NOT TO SCALE**

Proposed	Existing
	

July 22, 2010

To: City Counsel of Washington, Iowa

We are requesting to have a section of West Main Street closed for an Alive After 5 program being held at Peoples Capital Management (Investment Centers of America), 209 West Main St.

Part of street to be closed: The area of parking in front of 209 West Main to the corner of West Main and Marion directly located next to Bryson Block for the date of September 7, 2010. We request that this remain closed from the hours of 4: 00 P.M. to 8:00 P.M.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick", with a large, stylized loop at the beginning.

Rick Peoples

A handwritten signature in black ink, appearing to read "Matt", with a long, horizontal stroke extending to the right.

Matt Peoples

## MEMO

The Park Board requests City Council to authorize the purchase of eight park benches to be placed around the Central Park fountain. Two of the eight will not have backs and will be placed between the fountain and bandstand. The cost with shipping is \$8964. The money for the benches was donated by individuals, families and service clubs. Several of the donors would like to be recognized and others want no recognition. The family that donated the first bench had a brass plaque made and intends to attach it to the back part of the bench. The Park Board would welcome any suggestions of how to recognize these donors.



**RESOLUTION NO.**

**RESOLUTION NAMING INVESTMENT ADMINISTRATORS  
FOR THE CITY OF WASHINGTON, IOWA**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA:** That the City Administrator, City Accountant/Treasurer and City Clerk are hereby authorized to invest public funds according to the City of Washington's Investment Policy.

Passed and approved the      day of      , 2010.

CITY OF WASHINGTON

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

ATTEST:

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

## **RESOLUTION NO.**

### **RESOLUTION APPROVING THE CITY OF WASHINGTON INVESTMENT POLICY**

**WHEREAS**, the City of Washington is required to adopt the following investment policy in accordance with Iowa Code Section 12B:

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA:** that the Investment Policy for the City of Washington, as set forth below, is hereby adopted:

#### **“INVESTMENT POLICY FOR THE CITY OF WASHINGTON**

##### **SECTION 1. SCOPE OF INVESTMENT POLICY**

The Investment Policy of the City of Washington ("City") shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of City.

Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this investment policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code Chapter 12B.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The governing body or officer of the City to which the Investment Policy applies.
2. All depository institutions or fiduciaries for public funds of the City.
3. The auditor engaged to audit any fund of the City.
4. The State Auditor.

In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of the City.

##### **SECTION 2. DELEGATION OF AUTHORITY**

In accordance with Iowa Code section 12B.10(1), the responsibility for conducting investment transactions resides with the Treasurer of the City. Only the Treasurer and those authorized by resolution may invest public funds and a copy of any empowering

resolution shall be attached to this Investment Policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the City, shall require the outside person to notify the City in writing, within thirty days of receipt of all communication from the Auditor of the outside person or any regulatory authority, of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the City by the outside person.

The records of investment transactions made by or on behalf of the City are public records and are the property of the City whether in the custody of the City or in the custody of a fiduciary or other third party.

The City Administrator shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the City responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statements and related reports on internal control structure of all outside persons performing any of the following for the City.

1. Investing public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.
4. Acting in a fiduciary capacity.

A Bank, Savings and Loan Association, or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure. The authorized investors of the City shall be bonded in the amount of \$250,000.

### **SECTION 3. OBJECTIVES OF INVESTMENT POLICY**

The primary objectives, in order of priority, of all investment activities involving the financial assets of the City shall be the following:

1. Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. Liquidity: Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. Return: Obtaining a reasonable return is the third investment objective.

## **SECTION 4. PRUDENCE**

The Authorized Investors of the City when investing or depositing public funds, shall exercise the care, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that when making investment decisions, the Authorized Investors shall consider the role that the investment or deposit plays within the portfolio of the City and the investment objectives stated in Section 3.

When investing assets of the City the Authorized Investors shall request competitive investment proposals for comparable credit and term investments from a minimum of three investment providers.

## **SECTION 5. INSTRUMENTS ELIGIBLE FOR INVESTMENT**

Assets of the City may be invested in the following:

- Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association, or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the governing body of the City. Deposits in any financial institution shall not exceed the amount approved by the governing body of the City.
- Obligations of the United States government, its agencies and instrumentalities.
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Iowa Code chapter 12C.
- Iowa Public Agency Investment Trust ("IPAIT").
- Prime bankers' acceptances that mature within 270 days of purchase and that are eligible for purchase by a federal reserve bank.
- Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the two highest classifications, as established by at least one of the standard rating services approved by the Superintendent of Banking.
- Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and takes delivery of the collateral either directly or through an authorized custodian.
- An open-end management investment company registered with the Securities & Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C.

- Section 80(a) and operated in accordance with 17 C.F.R. Section 270.2a-7, whose portfolio investments are limited to those instruments individually authorized in this Section 5 of this Investment Policy.
- Warrants or improvement certificates of a levee or drainage district.
- All instruments eligible for investment are further governed by all other provisions of this Investment Policy, including Section 7 Investment Maturity Limitations and Section 8, Diversification Requirements.

## **SECTION 6. PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES**

Assets of the City shall not be invested in the following:

1. Reverse repurchase agreements.
2. Futures and options contracts.

Assets of the City shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.

If a fiduciary or other third party with custody of public investment transaction records of the City fails to produce requested records when requested by the City within a reasonable time, the City shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

## **SECTION 7. INVESTMENT MATURITY LIMITATIONS**

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt. All investments authorized in Section 5 are further subject to the following investment maturity limitations:

1. Operating Funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.
2. The Authorized Investors may invest funds of the City that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven days (397) days. However, all investments of the City shall have maturities that are consistent with the needs and use of the City.

## **SECTION 8. DIVERSIFICATION**

Investments of the City are subject to the following diversification requirements:

Prime bankers' acceptances:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City shall be invested in prime bankers' acceptances; and
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City shall be invested in the securities of a single issuer.

Commercial paper or other short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City shall be in commercial paper or other short term corporate debt; and
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City shall be invested in the securities of a single issuer; and
3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification.

Where possible, it is the policy of the City to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.
3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.

## **SECTION 9. SAFEKEEPING AND CUSTODY**

All invested assets of the City involving the use of a public funds custodial agreement, as defined in Iowa Code section 12B.10C, shall comply with all rules adopted pursuant to Iowa Code section 12B.10C. All custodial agreements shall be in writing and shall contain

a provision that all custodial services be provided in accordance with the laws of the state of Iowa.

All invested assets of the City eligible for physical delivery shall be secured by having them held at a third party custodian. All purchased investments shall be held pursuant to a written third party custodial agreement requiring delivery versus payment and compliance with all rules set out in this Section 9.

#### **SECTION 10. ETHICS AND CONFLICT OF INTEREST**

The Authorized Investors of the City shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Any personal investments or loans in excess of \$100,000 in or with any entity that the City has declared as a depository or with which the City regularly conducts investment business shall be disclosed in writing to the governing board of the City.

#### **SECTION 11. REPORTING**

The Authorized Investors shall submit an investment report that summarizes recent market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

#### **SECTION 12. INVESTMENT POLICY REVIEW AND AMENDMENT**

This Investment Policy shall be reviewed every three (3) years or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1."

Passed and approved the      day of      , 2010.

CITY OF WASHINGTON

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

ATTEST:

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



## Cemetery report for Aug. 4th 2010

- We have had 48 burials so far this year and 7 of them in July.
- The summer help will start to leave soon the first will be the 6th.
- Nick and I rebuilt the gear box on the older Kubota. And the lower oil seal failed after the first week. We replaced it and we are hoping it holds.
- I sprayed for M/C uptown for them to be able to paint their lines.
- I hoping to start seeding graves before the summer help leaves.

Rick W.

**WWTP report for  
August 4, 2010  
Council Meeting**

- **After hour alarm and dog call outs**
  - 17<sup>th</sup> dog call, Safety Center reported a dog to be picked up at 905 North 8<sup>th</sup>, 10:20 a.m. Jason
  - 20<sup>th</sup> WWTP bar screen alarm, 5:55 p.m. Fred
  - 24<sup>th</sup> WWTP heavy rain, 11:55a.m. & 4:21 pm. Fred
  - 24<sup>th</sup> dog call, PAWS & MORE called dog to be picked up, 1:07 p.m. Tony Crone
  - 24<sup>th</sup> dog call, Safety Center reported a dog to be picked up in 700 Blk West 2<sup>nd</sup>, 4: 00 p.m. Jason
  - 25<sup>th</sup> WWTP heavy rain, 5:51 p.m. Fred
  - 26<sup>th</sup> dog call, Safety Center reported a dog to be picked up at 214 South D, 6:00 p.m. Jason
  - 28<sup>th</sup> dog call, Safety Center reported a dog to be picked up Subway, 9:00 p.m. Jason
- **Rains** –The head works building overflowed running sewage out the doors from 6:12 a.m. to 8:47 a.m. on July 24, 2010. The overflow was reported to IDNR Field Office #6. Since the lagoon was already full all of the inlet manholes were blowing water out causing surface flooding to the compost field and to the farm fields west and south of the lagoon. The effluent flume was flooded with water over the flow meter sensor head.
- **Electric Pump** – Was suppose to be here to look at a couple pumps but due to the flooding up north they will reschedule for a later date so they can help with the floods.
- **Sunset Park lift station force main** – Around 9:30 a.m. on the 23<sup>rd</sup> we found a leak in the force main. The force main was underneath the Park's Dept maintenance shed. M/C Dept had to reroute the force main from outside the lift station building and over east of the parks building. The force main was approx 7ft deep. It was going good until it rained in the afternoon, which made a mess of everything. We had to work until the force main was fixed. The line was repaired by 11:16 p.m. Special THANKS to Jay Q, JJ Bell, Tony C, Tim K, and Jason. They worked through the mud, rain, humidity and did an excellent job. M/C worked until approx 1:30 a.m. July 24<sup>th</sup>.
- **WWTP digester boiler** – An inspector from the Iowa Workforce Development was here on the 27<sup>th</sup> to inspect the boiler. The boiler passed and we should receive the annual inspection certificate and fees in the next couple weeks.
- **DMR-QA Study # 30** – We received acceptable results for the USEPA blind laboratory audit samples. Jason performed the tests on the audit samples at the WWTP lab in June. It was the third year in a row. GOOD JOB, Jason!!!
- **West final clarifier** – On Sunday, July 25<sup>th</sup>, I found the west final clarifier was off during normal weekend rounds. I couldn't get it to run so I called JAG Electric. Jim found a problem in one of the pressure switches. We had the clarifier running again around 9:40 a.m.
- **Lexington Blvd lift station** – A Windstream tech determined our sensaphone alarm auto dialer wasn't working and needed to be replaced. Jason and I replaced the it on the 26<sup>th</sup>. The cost of the new unit was \$385.43.
- **Montchevre-Betin, Inc.** – Jason collected another set of samples from Montchevre, on July 28<sup>th</sup>.
- **FOX Engineering** – Jason and I met with Terry Lynch, on July 21<sup>st</sup>. She is a consultant for FOX.
- **Auto rake bar screen** – On, July 28<sup>th</sup>, during morning rounds, Jason found the PSI gauge had failed running most of the hydraulic oil out. The unit shut off automatically due to low oil pressure, however the sensaphone auto alarm dialer failed and didn't call anyone out. We replaced the gauge and filled the hydraulic power pack back up. It was back in service around 9:00 a.m.

**Fred E. Doggett**  
**7/29/2010 3:50 PM**