



AGENDA OF THE REGULAR SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IOWA
TO BE HELD IN THE COUNCIL CHAMBERS
AT 120 E. MAIN STREET
AT 6:00 P.M., TUESDAY, DECEMBER 1, 2015

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, December 1, 2015 to be approved as proposed or amended.

Consent:

1. Council Minutes 11-17-2015
2. Council Minutes 11-24-2015
3. Veenstra & Kimm, Halcyon House Revised Site Plan Review, \$499.50
4. Veenstra & Kimm, Country Club Road Widening-Design Services, \$2,200.00
5. Veenstra & Kimm, N. 6th Ave. Reconstruction-General Services, \$42.00
6. Veenstra & Kimm, Industrial Park RISE Improvements-Design Services, \$3,183.75
7. Veenstra & Kimm, Sitler Drive Widening-Printing, \$378.00
8. Veenstra & Kimm, Sitler Drive Widening-General Services, \$1,023.50
9. Veenstra & Kimm, Court House Sewer Separation-General Services, \$569.90
10. Federation Bank, 2012 GO Bond Interest, \$750.00
11. Cedar Rapids Bank & Trust, 2006 Urban Renewal Series, \$2,008.64
12. Washington State Bank, 2013 GO Bonds, Interest, \$557.68
13. Washington State Bank, 2014 GO Bonds, Interest, \$1322.13
14. State Revolving Fund, 2011 Sewer Revenue Loan Note, Interest, \$40,395.00
15. State Revolving Fund, 2012 Sewer Revenue Loan Note, Interest, \$196,410.00
16. Kevin Olson, Professional Services, \$1,550.88
17. Washington 4-H Extension Office, 2223 250th Street, Special Class C Liquor License (BW) (Beer/Wine) (5 day license), **(new)**
18. Café Dodici, 120-122 S. Iowa Ave., Class C Liquor License (LC) (Commercial), Catering Privilege, Class B Wine Permit, Outdoor Service, Sunday Sales, **(renewal)**
19. Department Reports

Consent - Other:

DeLong Construction, Inc., Sitler Drive Widening Project, \$129,455.81

Claims and Financial Reports:

Claims as Presented.

SPECIAL PRESENTATION

Historic Preservation Commission – Westside Residential Neighborhood - Mary Patterson

Nuisance Abatement Update.

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

NEW BUSINESS

Discussion and Consideration of Appointment of Deputy City Clerk.

CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS

Public Hearing – Amending FY16 Budget.

Discussion and Consideration of a Resolution Amending FY16 Budget.

Discussion and Consideration of First Reading of an Ordinance – Sitler Drive and S. Ave. E Stop Sign.

Discussion and Consideration of First Reading of an Ordinance –No Parking on E. Van Buren Street by Case Field.

Discussion and Consideration First Reading of an Ordinance – Parking Violation Fines.

Discussion and Consideration of a Resolution Amending Pool Management Contract with the YMCA.

Discussion and Consideration of a Resolution Authorizing Assessment to Taxes to Washington County Treasurer.

DEPARTMENTAL REPORT

Police Department
City Administrator
City Attorney

MAYOR & COUNCILPERSONS

Sandra Johnson, Mayor
Brendan DeLong
Jaron Rosien
Kathryn Salazar
Bob Shepherd
Millie Youngquist
Russ Ziegrowsky

ADJOURNMENT

Illa Earnest, City Clerk

Council Minutes 11-17-2015

The Council of the City of Washington, Iowa, met in the council chambers, 120 E. Main Street, at 5:30 P.M., Tuesday, November 17, 2015. Mayor Johnson in the chair. On roll call present: Shepherd, Ziegrowsky, DeLong, Rosien, Kendall, Salazar. Absent: none. Councilor DeLong was sworn in on November 10 following the certification of election results to fill the seat vacated by Bob Shellmyer.

Motion by Kendall, seconded by Salazar, that the agenda for the Regular Session to be held at 5:30 P.M., Tuesday, November 17, 2015 be approved as proposed, along with the consent agenda, claims, and financial reports. Motion carried.

Consent:

1. Council Minutes 11-03-2015
2. Gronewold, Bell, Kyhnn & Co., Audit FY15, \$1,750.00
3. Tax Abatement Application – Jeffrey Brock
4. Iowa Renewable Energy, Storm Water Retention Project, \$19,188.10
5. CR/LC Solid Waste Agency, Fall Cleanup, \$2,878.35
6. Fox Engineering, Lexington Blvd Wastewater Pump Station Improvements, \$3,144.50
7. Fox Engineering, Elevated Water Storage Tank, \$1,962.05
8. Fox Engineering, Well #6 Pump Replacement, \$1,051.25
9. Fox Engineering, W. 5th Street Parallel Water Main Project, \$10,469.28
10. Fox Engineering, Sanitary Sewer Collection System Evaluation, \$5,625.00
11. Fox Engineering, Wastewater Treatment Plant, \$1,354.15
12. Bankers Trust, Series 2008 GO Capital Loan Note, Principal & Interest, \$28,335.00
13. Bankers Trust, Series 2009 GO Capital Loan Note, Principal & Interest, \$53,060.00
14. Bankers Trust, Series 2015 GO Capital Loan Note, Principal & Interest, \$22,643.44
15. Department Reports

An exempt session was held to discuss strategy with counsel for upcoming labor negotiations.

Motion by Kendall, seconded by DeLong, to approve liquor license renewal for Pipeliners Bar & Grill. Motion carried. Kendall abstained with conflict.

Motion by Kendall, seconded by Rosien, to approve construction pay estimate for Industrial Park Water Main Project for DeLong Construction. Motion carried. Kendall and DeLong abstained with conflict.

Motion by Kendall, seconded by Ziegrowsky, to approve plans for the Jingle Bell Run on Saturday, with route changed from prior years as indicated, and subject to Police Department. Motion carried.

Motion by Rosien, seconded by Shepherd, to approve request from Main Street Washington for SNOW, subject to coordination with M/C Department regarding barricades. Motion carried.

Motion by Rosien, seconded by Salazar, to approve request from YMCA & Hy-Vee for Wine & Yoga event at Washington County Fairgrounds. Motion carried. Ziegrowsky abstained with conflict.

Richard Gilmore addressed the Council regarding concerns about the Halcyon House water feature, downtown main floor residential, and regulation of accessory uses in residential zones.

Paul Towner addressed the Council to extend an invitation to attend the upcoming Municipal Band Holiday Concert.

Motion by Kendall, seconded by Shepherd, to approve a land donation valued at \$50,000 to the YMCA of Washington County, subject to Vision Iowa grant approval. Motion carried, with Ziegrowsky opposed.

Motion by Rosien, seconded by Salazar, to direct staff to create an ordinance to increase illegal parking ticket fines currently set at \$5 to \$20. Motion carried.

Motion by Rosien, seconded by DeLong, to direct staff to bring back written agreement with owner of parking lot as discussed for off-street parking during snow emergencies for the downtown area, and to work to increase communication efforts regarding snow emergency policy. Motion carried.

Motion by Salazar, seconded by Rosien, to authorize construction of a municipal tow lot at the old WWTP as budgeted, with the understanding that the new arrangement will be discussed with all private tow operators regularly doing business in Washington.

Motion by Kendall, seconded by Rosien, to affirm the appointment of Russ Zieglowsky to the nuisance hearing panel to fill the vacancy. Zieglowsky will continue on the panel for the next term. Motion carried.

Motion by Kendall, seconded by Zieglowsky, to approve the State TIF Report for FY15. Motion carried.

Motion by Kendall, seconded by Salazar, to set the public hearing date on FY16 Budget Amendment #1 for December 1, 2015 at 6 PM, and to direct staff to publish the notice of hearing. Motion carried.

A draft resolution to change regular meeting date died for lack of a motion.

Motion by Salazar, seconded by Shepherd, to approve a Resolution Obligating and Appropriating Urban Renewal Tax Revenue Funds for the Repayment of Eligible Debts for Fiscal Year 2017. Roll call on motion: Ayes: Shepherd, Zieglowsky, DeLong, Rosien, Kendall, Salazar. Nays: none. Motion carried. **(Resolution 2015-102)**

Motion by Rosien, seconded by Kendall, to approve a Resolution Approving Permanent Easement Agreement with the Washington Publishing Company for the Courthouse Sewer Separation Project. Roll call on motion: Ayes: Shepherd, Zieglowsky, DeLong, Rosien, Kendall, Salazar. Nays: none. Motion carried. **(Resolution 2015-103)**

Motion by Kendall, seconded by Shepherd, to approve a Resolution Approving Real Estate Purchase Agreement for 420 West 6th Street. Roll call on motion: Ayes: Shepherd, Zieglowsky, DeLong, Rosien, Kendall, Salazar. Nays: none. Motion carried. **(Resolution 2015-104)**

Motion by Rosien, seconded by DeLong, to approve a Resolution Amending Personnel Policies. Roll call on motion: Ayes: Shepherd, Zieglowsky, DeLong, Rosien, Kendall, Salazar. Nays: none. Motion carried. **(Resolution 2015-105)**

Police Chief Goodman briefly updated the Council on a recent significant drug bust.

City Administrator Hinson discussed upcoming workshops on November 24 and December 8 to discuss the Municipal Building projects and update of strategic priorities.

Councilor Kendall announced his resignation, effective upon adjournment. Mayor Johnson presented Kendall a plaque congratulating him for his four years of service.

Motion by Kendall, seconded by DeLong, that the Regular Session held 5:30 P.M., Tuesday, November 17, 2015 be adjourned. Motion carried.

Brent Hinson, Deputy City Clerk

Sandra Johnson, Mayor

Council Minutes 11-24-2015

The Council of the City of Washington, Iowa, met in Special/Work Session in the Nicola-Stoufer Room, Washington Public Library, 115 W. Washington Street, at 6:00 P.M., Tuesday, November 24, 2015. Mayor Johnson in the chair. On roll call present: DeLong, Rosien, Salazar, Youngquist, Zieglowsky. Absent: Shepherd.

Motion by Zieglowsky, seconded by Rosien, that the agenda for the Special/Work Session to be held at 6:00 P.M., Tuesday, November 24, 2015 be approved as proposed. Motion carried.

Presentations from the Public:

Richard Gilmore, Washington resident and business owner, came before council to support use of space the City currently has to alleviate the shortage of space various city entities have now.

Motion by Rosien, seconded by DeLong, to approve the hire of a police officer as authorized by Personnel Policies, Chapter 9. Motion carried.

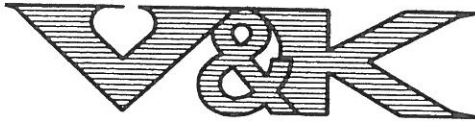
City Administrator Brent Hinson gave a power point on Municipal Building options - use of the old library building or a campus configuration at the current city hall site. Council discussed the pros and cons of the two options. No formal action was taken.

A goal setting update will be on the agenda of a special work session to be held December 8.

Motion by Zieglowsky, seconded by Salazar, that the Special/Work Session held at 6:00 P.M., Tuesday, November 24, 2015 be adjourned. Motion carried.

Illa Earnest, City Clerk

Sandra Johnson, Mayor



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

STATEMENT OF PROFESSIONAL SERVICES

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

November 20, 2015
Project No: 24616-030
Invoice No: 2

Project Manager Leland Belding III

Engineering services for Halcyon House Revised Site Plan Review:

Professional Services from October 18, 2015 to November 14, 2015

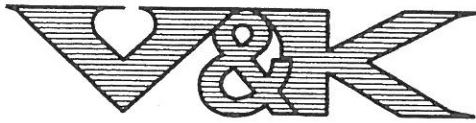
Professional Personnel

	Hours	Rate	Amount	
Clerical III	.50	41.00	20.50	
Engineer III-A	4.00	115.00	460.00	
Totals	4.50		480.50	
Total Labor				480.50

Unit Billing

Duplication			2.00	
Duplication-8.5 X11 Color			17.00	
Total Units			19.00	19.00

Total this Invoice \$499.50



VEENSTRA & KIMM, INC.

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515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

STATEMENT OF PROFESSIONAL SERVICES

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

November 20, 2015
Project No: 24635
Invoice No: 9

Project Manager Leland Belding III

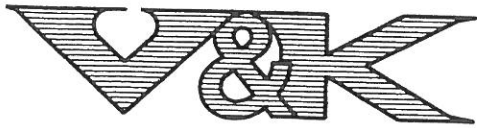
Engineering services for Country Club Road Widening - Design Services:

Professional Services from October 18, 2015 to November 14, 2015

Fee			
Total Fee	11,000.00		
Percent Complete	100.00	Total Earned	11,000.00
		Previous Fee Billing	8,800.00
		Current Fee Billing	2,200.00
		Total Fee	2,200.00
		Total this Invoice	\$2,200.00

Billings to Date

	Current	Prior	Total
Fee	2,200.00	8,800.00	11,000.00
Totals	2,200.00	8,800.00	11,000.00



VEENSTRA & KIMM, INC.

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STATEMENT OF PROFESSIONAL SERVICES

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

November 20, 2015
 Project No: 24643
 Invoice No: 3

Project Manager Leland Belding III

Engineering services for North 6th Avenue Reconstruction - General Services:

Professional Services from October 18, 2015 to November 14, 2015

Professional Personnel

	Hours	Rate	Amount	
Clerical III	1.00	41.00	41.00	
Totals	1.00		41.00	
Total Labor				41.00

Unit Billing

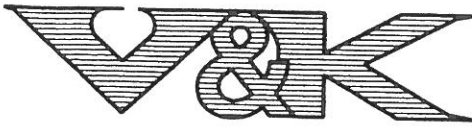
Duplication			1.00	
Total Units			1.00	1.00

Billing Limits

	Current	Prior	To-Date	
Total Billings	42.00	1,297.05	1,339.05	
Limit			1,800.00	
Remaining			460.95	
		Total this Invoice		\$42.00

Billings to Date

	Current	Prior	Total
Labor	41.00	1,241.00	1,282.00
Expense	0.00	51.75	51.75
Unit	1.00	4.30	5.30
Totals	42.00	1,297.05	1,339.05



VEENSTRA & KIMM, INC.

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 515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

STATEMENT OF PROFESSIONAL SERVICES

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

November 20, 2015
 Project No: 24644
 Invoice No: 10

Project Manager Leland Belding III

Engineering services for Industrial Park Rise Improvements - Design Services:

Professional Services from October 18, 2015 to November 14, 2015

Professional Personnel

	Hours	Rate	Amount	
Clerical III	2.50	41.00	102.50	
Engineer III-A	19.00	115.00	2,185.00	
Engineer XI	8.00	63.00	504.00	
Technician III	4.50	67.00	301.50	
Totals	34.00		3,093.00	
Total Labor				3,093.00

Reimbursable Expenses

Travel			51.75	
Total Reimbursables			51.75	51.75

Unit Billing

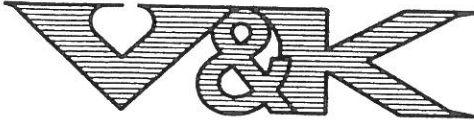
Duplication-8.5 X11 Color			34.00	
Duplication			5.00	
Total Units			39.00	39.00

Billing Limits

	Current	Prior	To-Date	
Total Billings	3,183.75	133,793.09	136,976.84	
Limit			190,000.00	
Remaining			53,023.16	
			Total this Invoice	\$3,183.75

Billings to Date

	Current	Prior	Total
Labor	3,093.00	130,783.50	133,876.50
Expense	51.75	666.94	718.69
Unit	39.00	2,342.65	2,381.65
Totals	3,183.75	133,793.09	136,976.84



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

STATEMENT OF PROFESSIONAL SERVICES

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

November 20, 2015
Project No: 24646P
Invoice No: 2

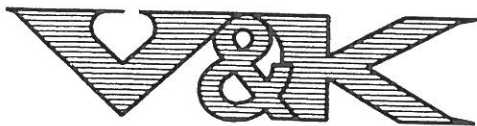
Project Manager Leland Belding III

Engineering services for Sittler Drive Widening - Printing:

Professional Services from October 18, 2015 to November 14, 2015

Professional Personnel

	Hours	Rate	Amount	
Engineer XI	6.00	63.00	378.00	
Totals	6.00		378.00	
Total Labor				378.00
		Total this Invoice		\$378.00



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

STATEMENT OF PROFESSIONAL SERVICES

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

November 20, 2015
Project No: 24647
Invoice No: 6

Project Manager Leland Belding III

Engineering services for Sittler Drive Widening - General Services:

Professional Services from October 18, 2015 to November 14, 2015

Professional Personnel

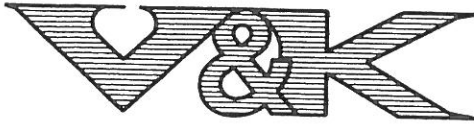
	Hours	Rate	Amount
Engineer III-A	8.00	115.00	920.00
Totals	8.00		920.00
Total Labor			920.00

Reimbursable Expenses

Travel			103.50
Total Reimbursables			103.50
		Total this Invoice	\$1,023.50

Billings to Date

	Current	Prior	Total
Labor	920.00	4,403.00	5,323.00
Expense	103.50	306.40	409.90
Unit	0.00	290.60	290.60
Totals	1,023.50	5,000.00	6,023.50



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

STATEMENT OF PROFESSIONAL SERVICES

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

November 20, 2015
Project No: 24650
Invoice No: 5

Project Manager Leland Belding III

Engineering services for Court House Sewer Separation - General Services:

Professional Services from October 18, 2015 to November 14, 2015

Professional Personnel

	Hours	Rate	Amount	
Clerical III	2.50	41.00	102.50	
Engineer III-A	4.00	115.00	460.00	
Totals	6.50		562.50	
Total Labor				562.50

Unit Billing

Duplication			5.70	
Duplication-8.5 X11 Color			1.70	
Total Units			7.40	7.40

Billing Limits

	Current	Prior	To-Date	
Total Billings	569.90	356.70	926.60	
Limit			4,000.00	
Remaining			3,073.40	
			Total this Invoice	\$569.90

Billings to Date

	Current	Prior	Total
Labor	562.50	353.00	915.50
Unit	7.40	3.70	11.10
Totals	569.90	356.70	926.60

2012 GO Bond
@ Federation

Wednesday Jul 10, 2013 4:28 PM

Loan Calculator

Calculate Payment Amount

Date Opened	06/01/2013		
Loan Amount	200,000.00		
Interest Rate	1.5000%		
Days Per Month	30		
Days Per Year	360		
Finance Charges			
Minimum	0.00		
Add-On	0.00		
Prepaid	0.00		
Insurance			
Credit Life	Gross	Rate	0.0000%
Accident/Health	Standard	Rate	0.0000%

Payments

Type	Mode	Frequency	Date First	Payments	Payment Amount
Interest	Monthly	6	12/01/2013	7	0.00
Principal	Monthly	12	06/01/2014	1	50,000.00

Annual Percentage Rate	1.4274%	Maturity Term	48 Months
Amount Financed	200,000.00	Maturity Date	06/01/2017
Total Finance Charge	7,125.00	Credit Life Premium	0.00
Total of Payments	207,125.00	Accident/Health Premium	0.00
Final Payment Plus Interest	50,000.00		

Seq	Payment Date	Principal	Interest	Balance	Interest Paid	Interest YTD
* 1	12/01/13	0.00	1,500.00 444.44	200,000.00	1,500.00	1,500.00
2	06/01/14	50,000.00	0.00	150,000.00	0.00	0.00
3	06/01/14	0.00	1,500.00	150,000.00	3,000.00	1,500.00
4	12/01/14	0.00	1,125.00	150,000.00	4,125.00	2,625.00
5	06/01/15	50,000.00	0.00	100,000.00	0.00	0.00
6	06/01/15	0.00	1,125.00	100,000.00	5,250.00	1,125.00
7	12/01/15	0.00	750.00	100,000.00	6,000.00	1,875.00
8	06/01/16	50,000.00	0.00	50,000.00	0.00	0.00
9	06/01/16	0.00	750.00	50,000.00	6,750.00	750.00
10	12/01/16	0.00	375.00	50,000.00	7,125.00	1,125.00
11	06/01/17	50,000.00	0.00	0.00	0.00	0.00
The last payment will vary depending on early/late payments						50,000.00

* not paid \$1055.56 more than required.

1500.00
- 1055.56
444.44



500 1ST AVE NE
 P.O. BOX 789
 CEDAR RAPIDS, IA
 52406-0789
 319-862-2728

NOTICE DATE: 11/16/15

People you can bank on:

CITY OF WASHINGTON
 215 E WASHINGTON ST
 WASHINGTON IA 52353-2024

**** LOAN PAYMENT NOTICE ****

DEAR CUSTOMER

A PAYMENT ON YOUR NOTE
 DATED 9/15/06
 WILL BE DUE 12/01/15.
 PLEASE NOTE - THE AMOUNT
 DUE INCLUDES INTEREST TO
 12/01/15 ONLY.
 PLEASE KEEP THIS NOTICE
 FOR YOUR RECORDS

CUSTOMER	CITY OF WASHINGTON
NOTE TYPE	113
NOTE NUMBER	1147020602
PRINCIPAL BALANCE	\$94,500.00
PAYMENT DUE DATE	DEC 01, 2015
PRINCIPAL	\$.00
INTEREST	\$2,008.64
LATE CHARGES	\$0.00
ESCROW	\$0.00

TOTAL PAYMENT DUE	\$2,008.64
	ANNUAL RATE IS
	4.3000 %

THANK YOU FOR BANKING WITH CEDAR RAPIDS BANK & TRUST.
 Please contact your loan officer with any questions.

Please return the bottom portion of notice with your payment. Tear here

**** LOAN PAYMENT NOTICE ****

DELIVER PAYMENT TO:

CEDAR RAPIDS BANK & TRUST
 500 1ST AVE NE
 P.O. BOX 789
 CEDAR RAPIDS, IA
 52406-0789

CUSTOMER	CITY OF WASHINGTON
NOTE TYPE	113
NOTE NUMBER	1147020602
PRINCIPAL BALANCE	\$94,500.00
PAYMENT DUE DATE	DEC 01, 2015
PRINCIPAL	\$.00
INTEREST	\$2,008.64
LATE CHARGES	\$0.00
ESCROW	\$0.00

TOTAL PAYMENT DUE	\$2,008.64
AMOUNT ENCLOSED:	\$ _____

State Bank

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



Iowa Finance Authority
2015 Grand Avenue
Des Moines, IA 50312

LOAN STATEMENT

Telephone: 515.725.4900
Fax: 515.725.4901

Statement Date 11/2/2015
Loan Number: CF0412R
Original Loan Amount \$16,316,000.00
Current Loan Balance: \$13,094,000.00
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:* 12/1/2015**
Current Principal Due: \$0.00
Prior Principal Due \$0.00
Current Interest Due: \$196,410.00
Prior Interest Due \$0.00
Service Fee Due: \$0.00
***Total Amount Due:* \$196,410.00**

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

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

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

Keep upper portion for your records

CF0412R



Iowa Finance Authority
2015 Grand Avenue
Des Moines, IA 50312

LOAN STATEMENT

Telephone: 515.725.4900
Fax: 515.725.4901

Statement Date 11/2/2015
Loan Number: C0441R
Original Loan Amount \$3,000,000.00
Current Loan Balance: \$2,693,000.00
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: 12/1/2015
Current Principal Due: \$0.00
Prior Principal Due \$0.00
Current Interest Due: \$40,395.00
Prior Interest Due \$0.00
Service Fee Due: \$0.00
Total Amount Due: \$40,395.00

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

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

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

Keep upper portion for your records

C0441R

Kevin D. Olson
Attorney-at-Law
1400 5th Street, P.O. Box 5127
Coralville, Iowa 52241
Phone (319) 351-2277 Fax: (319) 351-2279

November 25, 2015

Mr. Brent Hinson, City Administrator
City of Washington, Iowa
215 E. Washington Street
Washington, Iowa 52353

INVOICE

For legal services rendered to the City of Washington, Iowa

TOTAL HOURS	16.0 hours (reg)
TOTAL MILEAGE	198 miles
Hourly Rate	\$90/hour- Reg
Mileage Rate	\$0.56 per mile
TOTAL FOR THIS INVOICE	\$1,550.88

Applicant License Application ()

Name of Applicant:	<u>Hy-Vee, Inc.</u>		
Name of Business (DBA):	<u>Washington 4-H Extension Office</u>		
Address of Premises:	<u>2223 250th St</u>		
City	<u>Washington</u>	County:	<u>Washington</u> Zip: <u>52353</u>
Business	<u>(319) 653-5406</u>		
Mailing	<u>5820 Westown Parkway</u>		
City	<u>West Des Moines</u>	State	<u>IA</u> Zip: <u>50266</u>

Contact Person

Name	<u>Denae Elgin</u>		
Phone:	<u>(515) 267-2874</u>	Email	<u>delgin@hy-vee.com</u>

Classification Special Class C Liquor License (BW) (Beer/Wine)

Term: 5 days

Effective Date: 12/10/2015

Expiration Date: 01/01/1900

Privileges:

Special Class C Liquor License (BW) (Beer/Wine)

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>19862</u>	Federal Employer ID	<u>42-0325638</u>

Ownership

Randy Edeker

First Name: Randy **Last Name:** Edeker
City: Urbandale **State:** Iowa **Zip:** 50322
Position: CEO, President
% of Ownership: 0.00% **U.S. Citizen:** Yes

Michael Jurgens

First Name: Michael **Last Name:** Jurgens
City: Des Moines **State:** Iowa **Zip:** 50312
Position: Vice President, Secretary
% of Ownership: 0.00% **U.S. Citizen:** Yes

Jeffrey Pierce

First Name: Jeffrey **Last Name:** Pierce
City: Waukee **State:** Iowa **Zip:** 50263
Position: Asst Treasurer, Financial Reporting
% of Ownership: 0.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>DAKOTA FIRE INSURANCE COMPANY</u>	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Applicant License Application (LC0033534)

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

Contact Person

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

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 12/01/2015

Expiration Date: 11/30/2016

Privileges:

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

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>291585</u>	Federal Employer ID	<u>20-0845326</u>

Ownership

Tsalika Drown

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

Lorraine Williams

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

Alessandro Scipioni

First Name: Alessandro

Last Name: Scipioni

City: Washington

State: Iowa

Zip: 52353

Position: Owner

% of Ownership: 30.00%

U.S. Citizen: No

Insurance Company Information

Insurance Company: Farm Bureau Financial Services

Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

**WWTP report
December 1, 2015
Council Meeting**

- **After hour alarm and dog call outs** – callouts last reported on 10-30-15 for 11-3-15 meeting.
 - 5th dog call, Safety Center reported a dog to be picked up at the PD, 6:30 p.m. Delen
 - 14th dog call, Safety Center reported a dog to be picked up at Hawkeye Motel, 3:30 p.m. Delen
 - 16th dog call, Safety Center reported a dog to be picked up at N 12th & East 3rd, 5:00 p.m. Delen
 - 20th dog call, Safety Center reported 2 dogs to be picked up in 400 Blk South 7th, 4:15 p.m. Delen
 - 20th WWTP alarm, Grit pump and air exchanger breakers tripped out, 11:00 p.m. Jason
 - 21st WWTP alarm, high priority alarm, 5:00 a.m. Jason
 - 24th WWTP alarm, decanter 1 VFD fault, 4:30 a.m. Jason
 - 24th WWTP alarm, decanter 1 VFD fault, 11:30 p.m. Jason
- **Dept Head meetings** – I attended the meeting on the 10th, 17th, 24th.
- **SASSO safety training** – Jason and I attended the meeting in Washington on the 3rd. Delen attended the meeting in Mt Pleasant on the 4th. The topics were CPR, AED operation and 1st Aid training.
- **HACH lab equipment** – We ordered two (2) new pieces of lab equipment from HACH. This new equipment will allow us to check the strength of the waste water coming in and going out to see if operational changes need to be made. This new equipment will allow us to make the changes in hours instead of days.
- **Iowa Grow, Inc (IGI)** – Gilbert and crew will be cleaning the bio-solids out of the East EQ in the near future.
- **Sewer collection system** – Delen has been helping the M/C Dept with uploading the sewer camera videos as time allows. These videos are then sent to FOX for review.
- **Saturday mornings** – We will no longer be open from 7:00 a.m. to 10:00 a.m. on Saturdays. We resumed our normal hours (7:00 a.m. to 4:00 p.m. M-F) on November 22, 2015.
- **Iowa Renewal Energy (IRE)** – IRE stopped discharging to the City collection system on 11-10-2015 after their results were found to be in violation of the pretreatment agreement they have with the City. Their results were very high in BOD5 which in turn caused us to be in violation of our NPDES discharge permit for effluent CBOD5. These violations lasted from October 27, 2015 to at least November 4, 2015. The reason it took so long to get test results back was because both of the commercial labs used by the City and IRE had to reset the samples and the BOD5 test requires a five (5) day incubation period. We will receive a Notice of Violation letter from IDNR for these violations.
- **New WWTP NPDES discharge permit** – We received our new draft permit from IDNR on November 12, 2015. The new permit will take effect around February 1, 2016. In the mean time FOX and the City will be reviewing the permit. I plan to meet with IDNR staff here in Washington in the near future to go over some of the new testing requirements and frequencies to see exactly what we will be required to do. FOX is expected to make some comments and suggestions sometime soon as well.
- **Dog pound** – Jason and Delen were interviewed by Dave Hotle of the WEJ about what to do if you encounter an aggressive dog. The article appeared in the WEJ on October 30, 2015. There was also a dog that was taken or escaped from the pound. The Police are investigating since the gates on the pen were padlocked and the dog was missing.

- **UV equipment** – We removed both UV modules for winter on November 15, 2015. The modules will remain out of service until April 15, 2016 when we're required to have them back in service by then. We also received nine replacement lamps on the same day from Ozonia. The new lamps will be stored over the winter
- **Lexington lift station improvements** – WRH installed the new plug and check valves in the dry well on November 19, 2015. Jason and Delen helped WRH with the valve installation. We had to drain the force main leaving the lift station and keep the wet well pumped down with M/C's vac trailer since the pumps weren't operational during the valve installation. WRH also had a couple electricians there working on the new electrical controls.
- **WWTP October 2015 MOR** – Average daily flow 1.26 million gallons (mg), maximum daily flow 2.19 mg, minimum daily flow 1.04 mg. There were **three (3)** violations of the WWTP's NPDES permit for October 2015. These violations were caused by IRE's pretreatment discharge being over their limits as stated in the pretreatment agreement. Total precipitation for October 2015 = 1.72" (recorded at the WWTP).

CBOD5 Removal 85% required result = 87.5 %
 Influent CBOD5 monthly average = 205.0 mg/L
 Effluent CBOD5 monthly average = 25.6 mg/L

TSS Removal 85 % required result = 97.5 %
 Influent TSS monthly average = 152.6 mg/L
 Effluent TSS monthly average = 3.8 mg/L

- **Delen**- He will be attending the National Animal Control and Humane Officer (NACHO) level II training class from November 30 – December 4, 2015 in Kansas City. Upon completion Delen will be a nationally certified animal control officer.
- **Garage floor heater** – We couldn't get the water to water heat pump to run in the garage. Brecke Mechanical (contractor who installed it during WWTP construction) came down to fix it on 11-23-15.

Fred E. Doggett
 11/25/2015 10:21 AM

Maintenance and Construction Report

11/7/15-11/20/15

STREETS: M/C Personnel continued operate the leaf vac staying real close to weekly schedules. Total loads to date 205, the vac is currently being worked on and with the snow the leaf pick up will extend to Dec 4th. South Ave E-Sitler Dr has been officially opened and correct signage has been posted, a few extra signs due to the median.

WATER DISTRIBUTION: M/C Personnel repaired a water main break (18th of the year) at 904 East Jefferson St, replaced 20 ft of 4 inch CIP with PVC and a 1 inch service line located in that particular area. Personnel repaired a water box at 935 South 3rd Ave. Personnel assisted with a fire protection company performing a pressure test at the new high school off of Sitler Dr, the residual was 44PSI, very good.

SEWER COLLECTION: M/C Personnel continued to televise sanitary sewers. Hydro Klean came back to town Monday November 16 to complete the system, which took a couple days. Fox Eng and a couple M/C personnel will begin smoke testing the week of November 30 weather permitting, local publishing of the task will be coordinated through the Wash Eve Jrnl.

STORM SEWER COLLECTION: M/C Personnel installed 300 ft of 6 inch field tile south of West Buchanan St due to seepage from the abandoned sanitary sewer.

MECHANIC/SHOP: M/C Personnel serviced #104 (fuel filter, fuel pump, brakes and wheel bearings), #105 (service), #601 (diagnosis problem, steering column and install salt spreader), #111 (batteries), #119 (salt spreader installed), #302 (electrical), #201 (service and rotate tires) and PD 87 (service and rotate tires).

OTHER: M/C Personnel responded to 48 One Call Locates. Four personnel attended a water conference in Des Moines to gain CEU's for their Water Distribution licenses. The yard waste/bag pick up continued but will conclude November 25.

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.

DELONG CONSTRUCTION, INC.
SITLER DRIVE WIDENING

QUANTITIES COMPLETE AS OF 11/21/15

	JTD Qty complete	Previous Qty	Qty/this period	JTD Extension
1	95	95	0	0
2	2200	2200	0	0
3	3350	2700	750	750
4	662	653.16	84.18	84.18
5	3028	3081.44	2400.44	2400.44
6	100		0	0
7	1	1	0	0
8	1	1	0	0
9	1	1	0	0
10	1	1	0	0
11	9	9	0	0
12	1	1	0	0
13	1	1	0	0
14	1	1	0	0
15	1	1	0	0
16	2500	1671	1671	1671
17	12	12	0	0
18	573	559	14	14
19	17	17	0	0
20	189	177	12	12
21	67	56	11	11
22	107	107	0	0
23	36	36	0	0
24	100	30	70	70
25	892	930	50	50
26	788	338.04	450.00	450.00
27	152	110.8	41.2	41.2
28	1391	1467	86	86
29	1	1	0	0
30	1	1	0	0
31	1167	1147	20	20
32	2	1	1	1
33	3	3	0	0
34	2	2	0	0
35	1	1.79	0	0
36	1	1.79	0	0
37	1490	600	890	890
38	1490	600	890	890
39	1	3	0	0
40	1	1	0	0
X1	672	30	642	642
	30	52		

VALUE OF COMPLETED WORK: \$ 508,141.79
 LESS 3% RETAINAGE: \$ 15,244.25
 LESS PREVIOUS PAYMENTS: \$ 363,441.73
DUE: \$ 129,455.81

CITY OF WASHINGTON, IOWA

CLAIMS REPORT FOR DECEMBER 1, 2015

POLICE	ADAM, SETH	MEAL REIMBURSEMENTS	19.58
	ALTENHOFEN, SHAMUS	MEAL REIMBURSEMENT	24.02
	ARAMARK UNIFORM SERV INC.	RUG SERVICE	211.01
	BROWNELLS, INC.	GUN SUPPLIES/RIFLE CASE	872.17
	CDW GOVERNMENT, INC.	LAP TOP	1,348.44
	COBB PETROLEUM	FUEL	1,738.62
	DIGITAL ALLY	RMT BATTERY PACKS	100.00
	EMBROIDERY BARN	ALTERATIONS	45.00
	GALLS LLC	UNIFORM-VESTS	1,086.77
	MARCO, INC.	COPIER CONTRACT	201.71
	QUILL	OFFICE SUPPLIES	78.41
	UP-TOWN AUTO WASH	WASH CARDS	100.00
	VISA	SUPPLIES	796.52
	WAL-MART	OFFICE SUPPLIES	100.49
		TOTAL	6,722.74
	FIRE	COBB PETROLEUM	FUEL
WINDSTREAM IOWA COMMUNICATIONS		TELEPHONE	173.01
		TOTAL	452.54
DEVELOP SERV	BRUNS, DAVID	MILEAGE REIMBURSEMENT	36.23
	COBB PETROLEUM	FUEL	148.34
	MARIE, LINDA	LOGO EMBROIDERY	18.00
	MARK'S SANITATION	ABATE 431 E MADISON ST	55.00
	STEVE'S SALES & SERVICE	REPLACE MASTER CYLINDER	160.79
		TOTAL	418.36
LIBRARY	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00
	AMAZON	BOOKS & LIBRARY MATERIALS	986.61
	FAREWAY STORES	COLORING PROGRAM	115.05
	GALE/CENGAGE LEARNING	WESTERNS	97.29
	RECORDED BOOKS LLC	AUDIO BOOKS	134.97
	SCHAEFER CLEANING	DEC 2015 CLEANING	1,125.00
	SITLER'S ELECTRIC	BULBS FOR LIBRARY	196.47
	WCDC INC	WINDOW WASHING	30.00
		TOTAL	2,729.39
	PARKS	COBB PETROLEUM	FUEL
FAREWAY STORES		SUPPLIES	43.96
IOWA PRISON INDUSTRIES		NO SMOKING SIGNS	29.20
KALONA BLACKSMITH & WELDING		SERVICE	50.65
KURTZ KRAFT		BANDSTAND UPKEEP & ACCESSO	330.50
MOSE LEVY CO INC		SUPPLIES	64.80
VISA		SUPPLIES	620.48
WASHINGTON LUMBER		SUPPLIES	49.39
		TOTAL	1,604.03
CEMETERY		ALLIANT ENERGY	ALLIANT ENERGY
	PONTEM SOFTWARE	CEMETERY MAPPING	1,059.00
	VISA	SUPPLIES	312.60
	WASHINGTON LUMBER	SUPPLIES	209.64
		TOTAL	1,604.48

FINAN ADMIN	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00	
	BAKER PAPER CO.	COPY PAPER	113.40	
	BROWN, KELSEY	MILEAGE REIMBURSEMENT	189.75	
	CAFE DODICI	SEICCA MTG REFRESHMENTS	50.00	
	CARSON PLUMBING INC.	OLD LIBRARY HEATING SRV	576.55	
	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	130.75	
	CNA SURETY	BOND/POLICY COVERAGE	849.15	
	CUSTOM IMPRESSIONS INC	COUNCILMAN PLAQUE	72.00	
	EBERT SUPPLY CO.	JANITORIAL SUPPLIES	90.00	
	IMPRESSIONS COMPUTERS, INC	COMPUTER SERVICE	37.50	
	IOWA LEAGUE OF CITIES	MUNIC LEADERSHIP ACADEMY	760.00	
	MARIE, LINDA	LOGO EMBROIDERY	162.00	
	POSTMASTER	FIRST CLASS PRE-SORT PERMI	225.00	
	QUILL	SUPPLIES	127.75	
	WAL-MART	SUPPLIES	37.78	
		TOTAL	3,465.63	
	AIRPORT	EASTERN AVIATION FUELS INC	FUEL	20,076.08
		MAXTED, MIKE	REIMBURSEMENT FOR KEYPAD	28.96
ROE, MIKE		MEETING FAA	501.80	
SITLER'S SUPPLIES INC.		LED LIGHTS	1,934.00	
WEST LAWN CARE		AIRPORT MOWING	1,140.00	
		TOTAL	23,680.84	
ROAD USE	ACE-N-MORE	SUPPLIES	55.37	
	COBB PETROLEUM	FUEL	670.23	
	CROSSETT, CONNIE	SIDEWALK REPLACEMENT PROGR	128.82	
	GREINER DISCOUNT TIRES	TIRES & SERVICE	565.00	
	HIWAY SERVICE CENTER	PARTS	80.72	
	HY-VEE	SAFETY MTG REFRESHMENTS	87.54	
	IDEAL READY MIX	CEMENT	8,330.00	
	IOWA PRISON INDUSTRIES	SIGNS SITLER DR	283.36	
	JAEGER, SARA	SIDEWALK REPLACEMENT PROGR	39.40	
	JC PARTS CITY	PARTS-LEAF VAC	215.77	
	KIMBALL MIDWEST	PARTS	577.12	
	MOSE LEVY CO INC	SUPPLIES	429.00	
	RIVER PRODUCTS	ROADSTONE	421.89	
	THORNTON, THEODORE	SIDEWALK REPLACEMENT PROGR	197.00	
	TRANS IOWA EQUIPMENT	SWEEPER PARTS	611.62	
	WASHINGTON CO TREASURER	ROADSTONE	1,657.55	
		TOTAL	14,350.39	
	LIBRARY GIFT	AMAZON	BOOKS & LIBRARY MATERIALS	32.76
STAPLES ADVANTAGE		TONER	47.28	
		TOTAL	80.04	
WATER PLANT	COBB PETROLEUM	FUEL	95.56	
	IOWA RURAL WATER ASSOC.	COMMUNITY DUES MEMBERSHIP	375.00	
	MAYER, PAUL	WATER DEPOSIT REFUND	129.57	
	STATE HYGIENIC LAB	TESTING	3,807.50	
	STREFF, ROSE	MILEAGE REIMBURSEMENT	4.60	
	VILLAGRANA, MELODY	WATER DEPOSIT REFUND	30.94	
	WASHINGTON ELECTRIC INC.	REPAIRS	150.00	
	WATER SOLUTIONS UNLIMITED	SUPPLIES	52.92	
	ZEE MEDICAL INC.	SAFETY SUPPLIES	87.45	

		TOTAL	4,733.54
WATER DIST	ACE-N-MORE	SUPPLIES	50.61
	ALLIANT ENERGY	ALLIANT ENERGY	38.87
	BARRON MOTOR SUPPLY	TOOLS	164.29
	COBB PETROLEUM	FUEL	651.02
	CONNEY SAFETY PRODUCTS	SAFETY GLOVES	220.73
	FELD FIRE	PARTS	53.00
	HIWAY SERVICE CENTER	PARTS	85.48
	IA DEPT OF NATURAL RESOURCES	WA DIST-OPT#1- #10943	160.00
	JOHN DEERE FINANCIAL	SUPPLIES	19.73
	MINCER FORD	PARTS	435.62
	MUNICIPAL MANAGEMENT CORP.	ISOLATE LEAK	900.00
	WIBSTAD, ZACH	MEAL REIMBURSEMENT	8.75
	ZEE MEDICAL INC.	SAFETY SUPPLIES	66.83
		TOTAL	2,854.93
SEWER PLANT	COBB PETROLEUM	FUEL	22.03
	TESTAMERICA LABORATORIES INC	TESTING FEES	1,262.26
	WASHINGTON LUMBER	SUPPLIES	38.28
		TOTAL	1,322.57
SEWER COLLECT	ACE-N-MORE	SUPPLIES	5.98
	BAKER PAPER CO.	COPY PAPER	59.70
	BARRON MOTOR SUPPLY	TOOLS	34.45
	COBB PETROLEUM	FUEL	976.66
	HIWAY SERVICE CENTER	PARTS	15.66
	MID-IOWA SOLID WASTE EQUIPMENT	PARTS & REPAIR	1,219.04
	MINCER FORD	PARTS	4,755.44
	PIONEER RESEARCH CORP	SUPPLIES	1,194.90
	TIFCO INDUSTRIES	SAFETY EQUIPMENT	138.40
	USA BLUEBOOK	ROOT CUTTER KIT	1,749.95
	WAL-MART	SUPPLIES	115.11
	WELLINGTON, EARL	TOOLS & PARTS	456.85
	ZEE MEDICAL INC.	SAFETY SUPPLIES	77.65
		TOTAL	10,799.79
SEWER CAP PROJ	MINNESOTA PUMP WORKS	PUMP RENTAL LEXINGTON LIFT	1,800.00
		TOTAL	1,800.00
		TOTAL	76,619.27

CITY OF WASHINGTON, IA
 VISA Card Charges - 2015

CLAIMS REPORT 12/01/2015

POLICE

ACCO BRANDS DIRECT - CALENDAR
 ITUNES - PDF 6 PROFESSIONAL PACK
 ARMS UNLIMITED - EOTECH G33 STS 3X MAGNIFIER W SWITCH-TO-SIDE MOUNT
 LA POLICE GEAR INC - SHOT SHELL JACKET, SHOTGUN SCABBARD, TACTICAL RIFLE
 BAG, TACTICAL ACTIVE SHOOTER BAILOUT BAG

28.66
 12.99
 465.00
 289.87

CEMETERY

STAPLES - PRINTER INK/OFFICE SUPPLIES

312.60
 312.60

PARK

PVC - FLEX AND FITTINGS - 2.5 FLEXIBLE PVC PIPE
 AMAZON - 12 VOLT BATTERY SUBMERSIBLE PUMP
 AMAZON - MIRACLE- GRO
 PANDORA - RADIO FOR BANDSTAND
 HYVEE - 9V BATTERIES
 ACTIONLIGHTING - SOCKETS FOR CHRISTMAS LIGHTS AROUND SQUARE

796.52

162.72
 322.11
 39.14
 4.99
 7.48
 84.04

620.48

Historic Preservation Commission
Report to City Council
December 1, 2015

PROJECT: The Historic Preservation Commission, with support from city council, received a Historic Resources Development Program (HRDP) grant in July 2014. The primary goal of the project was to identify and evaluate the historic significance of all properties within the boundaries, and to determine which buildings may contribute to a potential historic district. The commission members and volunteers donated over 1400 hours of time to complete research on 15 blocks of residential property on the west side of Washington, plus Sunset Park, totaling 252 buildings. Findings were sent to Rebecca McCarley, the architectural historian hired to direct the project, for evaluation and compilation. Her final report is expected this month.

The surveyed area included every property along W. Main, W. Washington, and W. Jefferson streets and their cross streets, from Avenue B through Avenue H, and Sunset Park.

The project produced 150 Iowa Site Inventory Forms and a 200+ page narrative summary report describing the development of the neighborhood. The HRDP grant funded 80% of the expenses and time invested in the project by Ms. McCarley, including three training sessions for the volunteers, several day-long trips to Washington, proofreading and editing all 150 site forms, and writing and printing the draft and final reports. The city's \$4,975 contribution, spread over two budget years, paid the remainder of the expenses.

RESULTS: The West Side Residential Historic District was evaluated as eligible for listing on the National Register of Historic Places. The period of significance spans from 1856 (construction of the first extant house, and platting of much of the neighborhood) to 1969 (construction of the last house through the development of vacant lots during the 1950s and 1960s). There are 175 contributing buildings, and 76 non-contributing buildings. One significant contributing building was demolished during the project.

We found 22 houses built between 1856 and 1885, 54 houses built between 1885 and 1909, 32 houses built between 1910 and 1929, only one or two houses built between 1930 and 1944, and 30 houses built from 1945 to 1970. Nine houses were built after 1970, the end of the period of significance. In addition to the four houses currently listed individually on the NRHP, there are 52 additional houses which may be eligible for individual listing, pending further research, by request of the owner.

The report states - "properties were all built as single family houses, with no duplexes or apartment buildings noted in the neighborhood." Currently, there are 12 houses which have been converted to apartment use ranging from two to six units.

BENEFITS TO A NATIONAL REGISTER DISTRICT: Being listed as a contributing building in a historic district opens access to the Iowa Tax Credit Program for property owners wishing to improve their property. Qualified rehabilitation expenses must equal 25% of the assessed value of the building before rehab, (not including the land), or \$25,000, whichever is less. The work must preserve historic elements, not remove or cover them. Upon completion of the work, a check for 25% of the qualifying expenses is mailed to the owner. We are able to provide guidance through the application process locally; State Historic Preservation Office approves the projects. Without National Register recognition, funds are not available.

SUPPORT REQUEST: On October 26, the preservation commission voted to apply for a Historic Resource Development Program (HRDP) grant next spring in order to complete the nomination process. We seek the council's support by resolution and by a cash match of approximately \$4,000 - \$5,000 to be spent over the next two budget years.

I have, in my city hall mailbox, a copy of the West Side Residential Neighborhood draft report and a completed Iowa Site Inventory Form from this project, along with the 2008 Planning For Preservation report which guides our work.

Mary Patterson
Chair, Historic Preservation Commission

JOB #	November 2015 ADDRESS	Complainant	Nuisance/Complaint/Concern	Complaint Date	Warning Date	Method of Warning	Clean up deadline	Pics	Action/Results	City Official	Status
1	319 E. Monroe St.	city	Truck-trailer on grass-trees-junk	2-Nov	2-Nov	letter	16-Nov	*		MH	open
2	614 N. 6th Ave.	city	4 cars on grass	2-Nov	2-Nov	hanger	27-Nov	*	sent letter 11-9-15 cars gone by 12-7	MH	open
3	521 N. Ave. D	city	refrigerator on porch	2-Nov	2-Nov	hanger				MH	CLOSED
4	206 E. 6th St.	city	car-car trailer on grass	2-Nov	2-Nov	hanger				MH	open
5	601 E. Jefferson St.	city	travel trailer ,boat trailer, pickup on grass	2-Nov	2-Nov	letter	30-Nov	*		MH	open
6	439 E. Madison St.	city	car on grass	3-Nov	3-Nov	hanger				MH	CLOSED
7	325 E. Madison St.	city	carpet, couch, springs and mattress, trash at curb	3-Nov	3-Nov	hanger				MH	CLOSED
8	303 W. Madison St.	city	Travel trailer on grass	3-Nov	3-Nov	letter	30-Nov	*		MH	open
9	433 E. 2nd St.	city	cars on grass & weeds	4-Nov	4-Nov	letter		*		MH	CLOSED
10	325 E. Madison St.	city	car on grass	5-Nov	5-Nov	hanger				MH	CLOSED
11	514 S 6th Ave	city	boat & trailer on grass	5-Nov	5-Nov	hanger				MH	CLOSED
12	433 E Washington St	city	couch in rear yard	5-Nov	5-Nov	hanger				MH	CLOSED
13	409 E. Madison St.	city	couch on front porch	9-Nov	9-Nov	hanger				MH	CLOSED
14	105 W. Washington St.	city	trash bags on dock	10-Nov	10-Nov	letter		*		MH	CLOSED
15	321 W. Main St.	city	truck & trailer on grass,junk mowers	10-Nov	10-Nov	letter	24-Nov	*	letter to landlord	MH	open
16	902 E 2nd St	city	mattress behind house	12-Nov	12-Nov	hanger				MH	CLOSED
17	303 W Madison St	city	tv on ground by camper	16-Nov	16-Nov	hanger				MH	CLOSED
18	529 W. Jefferson St.	city	car on grass	17-Nov	17-Nov	letter	26-Nov	*		MH	CLOSED
19	725 S. C Ave.	city	people living in trailer	16-Nov	18-Nov	letter	30-Nov	*		MH	open
20	511 S. Marion Ave.	city	trash at curb	18-Nov	18-Nov	hanger 48 hr	20-Nov			MH	CLOSED
21	614 N. Marion Ave.	city	tv on porch	18-Nov	18-Nov	hanger				MH	open
22	315 S. Ave. C	city	tv on porch	19-Nov	19-Nov	hanger				MH	CLOSED
23	220 S. Marion Ave	citizen	trash, wood, etc. in alley	20-Nov	20-Nov				emailed and called 11/20/15@12:05 and left message	SED	CLOSED
24	904 N. Iowa Ave.	citizen	trash blowing all over from construction	20-Nov	20-Nov	phone call			Talked to Joen Bayliss. They will get right on it. Contractor left the job. Trying to get them back.	SED	open
25	807 S. 2nd Ave.	city	trash bags on front patio again	23-Nov	23-Nov	48 hr hanger				MH	open
26	308 W. Monroe	city	trash bags west side of house	25-Nov	25-Nov	48 hr hanger				MH	open
27	314 W. Monroe	city	2 cars on grass	25-Nov	25-Nov	letter				MH	open
28	600 S. Ave. C	city	car on grass	25-Nov	25-Nov	hanger				MH	open
29	701 S. Ave. B	city	trash bags at curb	25-Nov	25-Nov	hanger				MH	open
30	602 N. Marion ave.	city	car, boat/trailer on grass	25-Nov	25-Nov	hanger				MH	open

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



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

Memorandum

November 25, 2015

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

From: Brent Hinson
City Administrator

Re: Deputy Clerk Appointment

The City does not currently have an officially appointed Deputy City Clerk, and the Code of Ordinances is silent on how this person is appointed. This has not been an issue since I've been in Washington, until the November 17 meeting, at which Illa was absent. After that meeting, I prepared the minutes. I conferred with Kevin, and he felt that it was appropriate for me to sign the minutes as Deputy Clerk, but that we should get the Council to confirm this appointment at the next regular meeting. I'd ask you to appoint me to this position, retroactive to November 17. This may not come into play at any point in the near future, but does provide a designated backup, just in case.

92-887

CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2016 - AMENDMENT #1

To the Auditor of WASHINGTON County, Iowa:

The City Council of Washington in said County/Counties met on 12/1/2015, 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. _____

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30 2016 (AS AMENDED LAST ON _____.)

Be it Resolved by the Council of the City of Washington
Section 1. Following notice published 11/18/2015

and the public hearing held, 12/1/2015 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	3,223,650	0	3,223,650
Less: Uncollected Property Taxes-Levy Year 2	0	0	0
Net Current Property Taxes 3	3,223,650	0	3,223,650
Delinquent Property Taxes 4	0	0	0
TIF Revenues 5	219,617	0	219,617
Other City Taxes 6	794,225	0	794,225
Licenses & Permits 7	126,825	0	126,825
Use of Money and Property 8	178,947	0	178,947
Intergovernmental 9	1,663,784	1,237,207	2,900,991
Charges for Services 10	4,764,457	0	4,764,457
Special Assessments 11	20,000	0	20,000
Miscellaneous 12	20,008	0	20,008
Other Financing Sources 13	625,000	129,800	754,800
Transfers In 14	5,482,397	1,440,077	6,922,474
Total Revenues and Other Sources 15	17,118,910	2,807,084	19,925,994
Expenditures & Other Financing Uses			
Public Safety 16	1,795,488	0	1,795,488
Public Works 17	1,433,540	0	1,433,540
Health and Social Services 18	0	0	0
Culture and Recreation 19	841,583	0	841,583
Community and Economic Development 20	28,889	0	28,889
General Government 21	857,281	0	857,281
Debt Service 22	1,201,692	0	1,201,692
Capital Projects 23	1,085,446	3,860,081	4,945,527
Total Government Activities Expenditures 24	7,243,919	3,860,081	11,104,000
Business Type / Enterprises 25	5,590,277	0	5,590,277
Total Gov Activities & Business Expenditures 26	12,834,196	3,860,081	16,694,277
Transfers Out 27	5,482,397	1,440,077	6,922,474
Total Expenditures/Transfers Out 28	18,316,593	5,300,158	23,616,751
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year 29	-1,197,683	-2,493,074	-3,690,757
Beginning Fund Balance July 1 30	6,078,119	1,272,681	7,350,800
Ending Fund Balance June 30 31	4,880,436	-1,220,393	3,660,043

Passed this _____ day of _____
(Day) (Month/Year)

Signature
City Clerk/Finance Officer

Signature
Mayor

Previously Approved Projects/Purchases
Capital Projects

Offsetting RV RV Source

Other Notes

301 - Airport Apron Extension	405,972.00	365,374.80	Federal Grant	\$365,375.80 in FAA Grant (90% funded); \$40,597.20 local match
301 - S. Iowa Overlay	1,576.66	-	N/A	-Carry over from 2012 - DOT testing
301 - Airport Runway Project	700,000.00	700,000.00	Federal Grant, Riverboat, 2013 GO	-2,250,000 in FAA Grant (90% funded); 170,000 transfer from Riverboat; 80,000 GO bond funds
301 - Business Park Project	2,035,126.00	1,895,123.00	Indust. Develop. DOT Grant, Riverboat	-Carry Over Project, \$1,188,339 Ind. Develop Transfer, 581,784 DOT Grant, 125,000 Riverboat Grant
301 - S. 12th/E. Tyler Recon	31,204.22	-	N/A	-Carry over Project from FY15
610- Highland Ave Storm Sewer Phase 3	97,038.50	-	N/A	-Carry over Project from FY15
301 - Oakwood Village/Country Club Road	80,000.00	80,000.00	TIF	-Carry over Project from FY15, Offset by TIF Revenues
301 - M/C Material Storage Building	2,227.30	-	N/A	-Carry over Project from FY15
301 - Historic Preservation Window Workshop	10,348.00	10,348.00	Grant/Reimbursement	-Carry over Project from FY15
301 - West Side Residential Survey	24,850.00	19,875.00	Grant/City Fund	-\$5,548 Grant, \$4,800 Main Street Reimbursement
603 - Ground Storage Project	171,738.23	171,738.23	Capital Projects	-Grant Funded \$19,875 City Funded \$4,875
603 - Well #6 Repairs	140,000.00	140,000.00	Water Revenues	-171,738.23 Capital Projects Transfer in/ Carry over from FY14
613 - Lexington Lift Station	160,000.00	-	N/A	-Carry over Project from FY15

Total **\$3,860,080.91**

\$3,382,459.03

Transfers (Included Above)

From	Out Amount	To	In Amount	Purpose
GOB	80,000.00	Capital Proj	80,000.00	Airport Runway Project
Industrial Develop	1,188,339.00	Capital Proj	1,188,339.00	Business Park
Water Fund	171,738.23	Water Capital Proj	171,738.23	Ground Storage Res
			1,440,077.23	

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



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

Memorandum

November 25, 2015

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "BH", is written over the name "Brent Hinson" in the "From:" field.

Re: Stop Signs Ordinance

The attached ordinance is recommended in light of street improvements and other changes in the high school area. Sitler and Avenue E has long been a "3-way" stop: traffic coming out of the cemetery has to stop, along with south and northbound traffic on South Avenue E. It is our recommendation to also place a stop sign on westbound Sitler Drive at that intersection.

The other change relates to the extension of West Tyler to the Reserves at Briarwood development. It seems to make sense to install a stop sign on Avenue E northbound, since that will now be a "T" intersection.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF
THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 65.02
“SPECIAL STOPS REQUIRED”

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

SECTION 1. **Delete Phrase.** Section 65.02, “Special Stops Required”, Paragraph 169 is hereby repealed.

SECTION 2. **Add Phrase.** Section 65.02, “Special Stops Required”, New Paragraph 169 “South Avenue E and Sitler Drive (northbound, southbound, westbound, and eastbound stop).”

SECTION 3. **Add Phrase.** Section 65.02, “Special Stops Required”, New Paragraph 268 “South Avenue E and West Tyler Street (northbound stop).”

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

SECTION 5. **Effective Date.** This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this _____ day of _____, 201__.

Sandra Johnson, 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 _____, 201__.

City Clerk

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



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

Memorandum

November 25, 2015

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

From: Brent Hinson
City Administrator

Re: Case Field No Parking Ordinance

It came to my attention this fall that while we post "No Parking" signs on the south side of Van Buren adjacent to Case Field during football season, and have for at least two decades, that no ordinance exists to this effect. This ordinance is designed to correct that, and square with what has been a longstanding policy.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 69.08 "NO PARKING ZONES"- EAST VAN BUREN STREET (CASE FIELD)

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

SECTION 1. **Delete Paragraph.** Section 69.08, "No Parking Zones", Paragraph 48 is hereby repealed.

SECTION 2. **New Paragraph.** Section 69.08, "No Parking Zones", New Paragraph 48 "East Van Buren Street, on the south side, for a distance of one hundred thirty five (135) feet east from its intersection with South Ninth Avenue throughout the year; and from that point to a point seven hundred seventy (770) feet east of said intersection from August 15 to November 15 of each year".

SECTION 3. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 4. **Effective Date.** This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this _____ day of _____, 201__.

Sandra Johnson, 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 _____, 201__.

City Clerk

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 70, TRAFFIC CODE ENFORCEMENT PROCEDURES

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

SECTION 1. **Delete Section.** Section 70.03, "Parking Violations: Alternate", hereby repealed.

SECTION 2. **Add Section.** A new Section 70.03 is adopted as follows:

"70.03 PARKING VIOLATIONS: ALTERNATE. Admitted violations of parking restrictions imposed by this Code of Ordinances may be charged upon a simple notice of a fine payable at the office of the City Clerk. The simple notice of a fine shall be in the amount of twenty dollars (\$20) for all violations except snow route parking violations and improper use of a handicapped identification device. If such fine is not paid within thirty (30) days, it shall be increased to thirty dollars (\$30). The simple notice of a fine for snow route parking violations is fifty dollars (\$50), and the simple notice of a fine for improper use of a handicapped identification device is one hundred dollars (\$100). Failure to pay the simple notice of a fine shall be grounds for the filing of a complaint in District Court."

SECTION 3. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 4. **Effective Date.** This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this _____ day of _____, 201____.

Sandra Johnson, 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 _____, 201__.

City Clerk

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



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

November 25, 2015

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

From: Brent Hinson
City Administrator

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

Re: Management Services Agreement & Aquatic Center Season Pass Fees

The YMCA has managed the Steele Family Aquatic Center the past two seasons. This agreement has gone very well for us- we have saved significant time for both our Park Superintendent and our administrative staff, while seeing a mildly positive budgetary impact. The YMCA has benefited, as they have been able to hire a full-time aquatics person, after having that position held empty for a few years.

However, after looking at the numbers following the 2015 season, the YMCA feels that a couple of small changes are in order in the agreement. Currently, the minimum management fee is set at \$7,000. They requested, and the Park Board recommends approving, raising that to \$8,500.

Also, we have not raised season pass rates in several years, and are a little below the average in this area for pass rates. The Park Board is recommending a \$5 increase for both single and family passes.

We believe these changes will be beneficial to the long-term prospectus for maintaining this arrangement.

RESOLUTION NO. _____

**A RESOLUTION APPROVING AMENDMENT TO MANAGEMENT SERVICES
AGREEMENT FOR STEELE FAMILY AQUATIC CENTER**

WHEREAS, the City has had a mutually beneficial relationship with the Washington YMCA and one of the important partnerships has been YMCA management of the Steele Family Aquatic Center for the 2014 and 2015 seasons; and

WHEREAS, the YMCA has approached the Washington Park Board about certain changes to the Management Services Agreement; and

WHEREAS, the Park Board has recommended approval of these changes:

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

Section 1. The City Council hereby sets the management fee paid to the YMCA for the 2016 season at \$8,500.

Section 2. The City Council hereby approves the following fee structure for season pool passes: \$65 for single passes and \$155 for family passes.

PASSED AND APPROVED this 1st day of December, 2015.

Sandra Johnson, Mayor

Illa Earnest, City Clerk

RESOLUTION NO. _____

**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 improvement and removal of debris against the abutting property owner,

WHEREAS, trash and junk was removed from the following listed property owners:

The property of Jackie L. Farr, 914 E. 3rd St. for the amount of \$140.00. Legal description (SMOUSES E SID ADD W 55 FT). Parcel Number (11-17-426-013).

The property of Timothy J. & Rhonda L. Wilson at empty lot eleven hundred block E. 3rd St.. for the amount of \$120.00 Legal description (01 SMOUSES E SID ADD E 66FT). Parcel Number (11-17-428-005).

and,

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

The property of Ross W. & Stacy B. Thomas, 1304 E. Washington Street for the amount of 216.12. Legal description (09 11 SMOUSES 2ND ADD LOT 10 & E ½). Parcel number (11-16-310-010).

WHEREAS, due notice was given to the above property owners 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 1st day of December, 2015.

Sandra Johnson, Mayor

Attest:

Illa Earnest, City Clerk