



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, NOVEMBER 18, 2014

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, November 18, 2014 to be approved as proposed or amended.

**Consent:**

1. Council Minutes 11-04-2014
2. Bankers Trust, GO Capital Loan Note, Series 2008, Interest & Fees, \$36,255.00
3. Bankers Trust, GO Capital Loan Note, Series 2009, Interest & Fees, \$54,815.00
4. Cedar Rapids Bank & Trust Company, TIF Bonds, \$2,472.50
5. Iowa Finance Authority, State Revolving Fund Interest, \$41,320.95
6. Iowa Finance Authority, State Revolving Fund Principal, \$199,484.41
7. TCF Equipment Finance, Bravo Trailer (Sewer Camera), \$35,576.50
8. Snyder & Assoc., Rehabilitate Runway Construction, \$11,359.28
9. Washington State Bank, Interest Payment, \$745.18
10. Federation Bank, Interest Payment, \$1,125.00
11. Visu-Sewer, Inc., Sanitary Sewer Rehabilitation-Phase I, Partial Pay Estimate #3  
\$12,160.00
12. Fox Engineering, Ground Storage Reservoir, \$5,794.40
13. Natgun, Ground Storage Reservoir Payment #6, \$4,123.33
14. Ahlers & Cooney, 2014 SRF Forgivable Loan Amendment, \$860.28
15. Café Dodici, 120-122 S. Iowa Avenue, Class B Wine Permit, Class C Liquor License  
(LC) (Commercial) **(renewal)**
16. Casey's General Store #1624, 1002 W. Madison Street, Class C Beer Permit (BC),  
Sunday Sales, **(renewal)**
17. 4<sup>th</sup> Street Bar & Grill, 331 N. 4<sup>th</sup> Avenue, Class C Liquor License (LC) (Commercial),  
Outdoor Service, Sunday Sales. **(renewal)**
18. Department Reports

**Claims and Financial Reports:**

DeLong Construction, S. 12<sup>th</sup>/E. Tyler St 2014 Paving Project, \$202,706.82

Claims as Presented.

Financial Reports

**SPECIAL PRESENTATION**

Jingle Bell Run Request and Update – Steve Roth.

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

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Discussion of Sidewalk Between 500 Blocks of S. 6<sup>th</sup> Avenue and S. 7<sup>th</sup> Avenue.

Discussion of Possible Chamber/Main Street Employee Arrangements.

Discussion and Consideration of State Financial Report – Fiscal Year Ending June 30, 2014

Discussion and Consideration of FY2013-2014 State of Iowa TIF Report.

Discussion and Consideration of Ground Storage Reservoir Change Order #1 and Certificate of Substantial Completion.

**CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS**

Public Hearing on Development Agreement with Marshall's Properties, LLC

Discussion and Consideration of Resolution Approving Development Agreement with Marshall's Properties, LLC

Discussion and Consideration of Resolution of Support – Iowa's Most Endangered Properties List (former Captain's Table/Smouse House)

Discussion and Consideration of Resolution Certifying TIF Debts for FY2015-2016 and Making Annual Appropriations.

Discussion and Consideration of Resolution of Support for Change of Site (Reserves at Briarwood Project)

Discussion and Consideration of Third Reading of an Ordinance Adding a New Chapter 147 "Rental Housing Regulatory and Inspection Program" to Washington Code of Ordinances.

Discussion and Consideration of Third Reading of an Ordinance Amending Washington Code of Ordinances (Zoning Codes) – Planning & Zoning Commission Recommendations.

**DEPARTMENTAL REPORT**

Police Department  
City Administrator  
City Attorney

**MAYOR & COUNCILPERSONS**

Sandra Johnson, Mayor  
Mark Kendall  
Jaron Rosien  
Kathryn Salazar  
Bob Shellmyer  
Bob Shepherd  
Russ Zieglowsky

**ADJOURNMENT**

Illa Earnest, City Clerk

Council Minutes 11-04-2014

The Council of the City of Washington, Iowa, met in Nicola-Stoufer Room, 115 W. Washington Street, at 6:00 P.M., Tuesday, November 4, 2014. Mayor Johnson in the chair. On roll call present: Kendall, Rosien, Salazar, Shellmyer, Zieglowsky. Absent: Shepherd.

Motion by Kendall, seconded by Shellmyer, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, November 4, 2014 be approved as proposed. Motion carried.

**Consent:**

1. Council Minutes 10-21-2014
2. Veenstra & Kimm, Engineering Services-Reserves Site Plan, \$444.00
3. Veenstra & Kimm, Highland Avenue Drainage – Easements Services, \$1,750.00
4. Veenstra & Kimm, South Avenue E Topo & Research, \$1,019.80
5. Veenstra & Kimm, N. 6<sup>th</sup> Avenue Reconstruction – Design, \$4,085.00
6. IMWCA, Premium Installment #5, \$10,606.00
7. Kevin Olson, Legal Services, \$1,484.37
8. Iowa Renewable Energy, Economic Development Grant - Storm Water Retention Project, \$19,188.10
9. Department Reports

Motion by Kendall, seconded by Rosien, that the consent agenda be approved. Motion carried.

Motion by Kendall, seconded by Shellmyer, to Approve payment to DeLong Construction, Final Payment W. Tyler Paving Project-Retainage in the amount of \$7,683.75. Motion carried. Kendall abstained.

Motion by Kendall, seconded by Salazar, that the claims as presented be approved for payment. Motion carried.

Main Street Washington's Sarah Sadrakula, Judy McKowen, and Dave Stoufer came before the council to request blocked parking around the Square for the Lighted Holiday Parade, use of barricades during the parade, use of the old library for Santa's house, reserve parking on North and West side of Central Park for hayrides and placement of the grill for hot dogs, and permission to hang holiday decorations on street lamps around the Square. Motion by Rosien, seconded by Zieglowsky, to approve the requests from Main Street Washington. Motion carried.

Code Enforcement Officer Merle Hagie and Zoning Official Steve Donnolly gave council an update on nuisance enforcement.

Councilor Zieglowsky left at this time.

Motion by Shellmyer, seconded by Rosien, to approve the Rich Pumping LLC bid in the amount of \$18,000 for the Fall 2014 Land Application of Treated Bio-Solids-WWTP. Motion carried.

Motion by Shellmyer, seconded by Rosien, to approve the quote from Iowa Pump Works in the amount of \$6,868.00 for work at the Lexington Lift Station. Motion carried.

After discussion, motion by Kendall, seconded by Salazar, to direct P & Z to reassess the definition and use of R-2 zoned areas. Motion carried.

After discussion, motion by Kendall, seconded by Rosien, to add alternates (one from P & Z and two from council) to the Hearing Panel for Appeal and set the length of term for Hearing Panel for Appeal members to start and end with the two year council cycle. The first terms ending December 31, 2015. Motion carried.

Motion by Shellmyer, seconded by Salazar, to approve the Resolution Setting Public Hearing on the Proposal to Enter Into a Development Agreement with Marshall's Properties, LLC and Approve Incremental Tax Revenue Rebates. Roll call on motion: Ayes: Rosien, Salazar, Shellmyer. Nays: none. Motion carried. Kendall abstained. **(Resolution No. 2014-099)**

Motion by Rosien, seconded by Shellmyer, to approve the Resolution Approving RISE Grant Agreement. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer. Nays: none. Motion carried. **(Resolution No. 2014-100)**

Mayor Johnson announced that now is the time for the second reading of an Ordinance Amending the Code of Ordinances by Adding a New Chapter 147 "Rental Housing Regulatory and Inspection Program"

Motion by Rosien, seconded by Salazar, to approve the second reading of an Ordinance Amending the Code of Ordinances by Adding a New Chapter 147 "Rental Housing Regulatory and Inspection Program". Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer. Nays: none. Motion carried.

Mayor Johnson announced that now is the time for the second Reading of an Ordinance Amending Washington Code of Ordinances (Zoning Codes)-Planning & Zoning Commission Recommendations.

Motion by Kendall, seconded by Salazar, to approve the second Reading of an Ordinance Amending Washington Code of Ordinances (Zoning Codes) - Planning & Zoning Commission Recommendations. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer. Nays: none. Motion carried.

Motion by Kendall, seconded by Rosien, that the Regular Session held at 6:00 P.M., Tuesday, November 4, 2014 be adjourned. Motion carried.

Illa Earnest, City Clerk

Sandra Johnson, Mayor



Date: 10/14/2014

CITY OF WASHINGTON  
ATTN: CITY CLERK  
215 E WASHINGTON ST  
P.O BOX 516  
WASHINGTON IA 52353-2024

Re:  
CITY OF WASHINGTON  
GENERAL OBLIGATION CAPITAL LOAN NOTE  
SERIES 2008 CORPORATE PURPOSE  
DTD 6/18/08 \$4,355,000

Corporate Trust Department  
DIANA VAN VLEET  
Account Name: WASH08  
Trust Acct No: 0185365582

Debt Service

Registered interest due	12/01/2014	36,005.00
Registered principal due	12/01/2014	0.00
Fees for invoice#	17481	250.00
Less: Funds on Deposit		( 0.00)
Total Due:		<u>36,255.00</u>

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

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

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

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

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

ALL LATE PAYMENTS WILL BE CHARGED A \$75.00 FEE



Date: 10/14/2014

CITY OF WASHINGTON  
ATTN: CITY CLERK  
215 E WASHINGTON ST  
P.O BOX 516  
WASHINGTON IA 52353-2024

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

Corporate Trust Department  
DIANA VAN VLEET  
Account Name: WASH09  
Trust Acct No: 0185368453

Debt Service

Registered interest due	12/01/2014	54,565.00
Registered principal due	12/01/2014	0.00
Fees for invoice#	17482	250.00
Less: Funds on Deposit		( 0.00)
<b>Total Due:</b>		<b>54,815.00</b>

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

PAYMENT BY CHECK MUST BE RECEIVED 5 DAYS PRIOR TO DUE DATE. PLEASE  
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ABA # 073000642  
ATTN: CORPORATE TRUST DEPARTMENT ACCT #801119

ALL LATE PAYMENTS WILL BE CHARGED A \$75.00 FEE

## Kelsey Kranz

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**From:** Dawn P. Barrett [DBarrett@crbt.com]  
**Sent:** Thursday, November 13, 2014 4:07 PM  
**To:** kkranz@washingtioniowa.net  
**Cc:** Mitch McElree  
**Subject:** RE: City of Washington TIF Bonds.....Payment

Hi Kelsey,

The payment due on 12-1-14 will be \$2,472.50. Go ahead and send that to my attention. Thanks so much!

**Dawn Barrett**

Senior Loan Administrative Assistant  
Cedar Rapids Bank and Trust Company  
500 1st Ave NE, Cedar Rapids, IA 52401  
[dbarrett@crbt.com](mailto:dbarrett@crbt.com) | [www.crbt.com](http://www.crbt.com)

Phone 319.862.2728 | Direct Line 319.743.7147 | Fax 319.862.0918



People you can bank on.™

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**From:** Mitch McElree  
**Sent:** Thursday, November 13, 2014 3:56 PM  
**To:** Dawn P. Barrett  
**Cc:** kkranz@washingtioniowa.net  
**Subject:** FW: City of Washington TIF Bonds.....Payment

Dawn- Would you please assist Kelsey

Thank You

**Mitch McElree, EVP**

**Cedar Rapids Bank & Trust**

500 1st Ave NE, Cedar Rapids, IA 52401  
[mmcelree@crbt.com](mailto:mmcelree@crbt.com) | [www.crbt.com](http://www.crbt.com)  
Direct line 319.743.7102 | Cell 319.721.3858



People you can bank on.™

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**From:** Kelsey Kranz [<mailto:kkranz@washingtioniowa.net>]  
**Sent:** Thursday, November 13, 2014 3:14 PM





Iowa Finance Authority  
2015 Grand Avenue  
Des Moines, IA 50312

## LOAN STATEMENT

Telephone: 515.725.4900  
Fax: 515.725.4901

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

<i>Statement Date</i>	11/3/2014
<i>Loan Number:</i>	C0441R
<i>Original Loan Amount</i>	\$3,000,000.00
<i>Current Loan Balance:</i>	\$2,754,730.30
<i>Interest Rate:</i>	3.00%
<i>Annual Service Fee Rate</i>	0.25%
<b>Payment Due Date:</b>	<b>12/1/2014</b>
<i>Current Principal Due:</i>	\$0.00
<i>Prior Principal Due</i>	\$0.00
<i>Current Interest Due:</i>	\$41,320.95
<i>Prior Interest Due</i>	\$0.00
<i>Service Fee Due:</i>	\$0.00
<b>Total Amount Due:</b>	<b>\$41,320.95</b>

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

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

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

Keep upper portion for your records

C0441R



Iowa Finance Authority  
2015 Grand Avenue  
Des Moines, IA 50312

Telephone: 515.725.4900  
Fax: 515.725.4901

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

**LOAN STATEMENT**

<i>Statement Date</i>	11/3/2014
<i>Loan Number:</i>	CF0412R
<i>Original Loan Amount</i>	\$16,316,000.00
<i>Current Loan Balance:</i>	\$13,193,405.10
<i>Interest Rate:</i>	3.00%
<i>Annual Service Fee Rate</i>	0.25%
<b>Payment Due Date:</b>	<b>12/1/2014</b>
<i>Current Principal Due:</i>	\$0.00
<i>Prior Principal Due</i>	\$0.00
<i>Current Interest Due:</i>	\$199,484.41
<i>Prior Interest Due</i>	\$0.00
<i>Service Fee Due:</i>	\$0.00
<b>Total Amount Due:</b>	<b>\$199,484.41</b>

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

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

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

Keep upper portion for your records

CF0412R



11100 Wayzata Boulevard, Suite 801  
 Minnetonka, MN 55305

**INVOICE**



Invoice No.	Invoice Date	Page No.
3931692	10/26/2014	1

0000024266



\*\*\*\*\*AUTO\*\*MIXED AADC 350

ATTN: JOE MEYERS  
 CITY OF WASHINGTON  
 215 E WASHINGTON ST  
 WASHINGTON IA 52353-2024

For customer service contact: 866-311-2755

You are required to notify us of any name or address changes. Please call the customer service number listed above with any name or address changes.

If payment is not received pursuant to the terms of your contract, late charges will be assessed on your account.

Customer Account Number			Invoice Date		Invoice Number	Due Date
607757			10/26/2014		3931692	12/10/2014
Contract No.	Invoice Description	Current Charges	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61+ Days	Total Due
001-0607757-300	Bravo Trailer Payment Due	35,576.50	0.00	0.00	0.00	35,576.50
<b>Total</b>		<b>\$35,576.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,576.50</b>

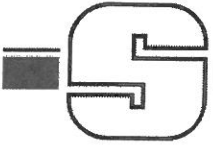
KEEP UPPER PORTION FOR YOUR RECORDS  
 PLEASE RETURN LOWER PORTION WITH YOUR PAYMENT

Invoice No.	Invoice Date	Total Amount Due	Amount Paid
3931692	10/26/2014	\$35,576.50	

City of Washington  
 001-0607757-300

Please use enclosed envelope.  
 Make check payable to:

TCF Equipment Finance  
 PO Box 77077  
 Minneapolis, MN 55480-7777



**ENGINEERS & PLANNERS**  
**SNYDER & ASSOCIATES, INC.**

IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

**INVOICE FOR PROFESSIONAL SERVICES**  
**SUMMARY**

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

Invoice Date: 10/31/2014

Invoice No: 12  
Billing Period: 9/1/2014 to 9/30/2014  
S&A Project No: 109.1021.01B

Client Project #:  
County: Washington  
**Rehabilitate Runway Construction Services**

	Contract Estimate	Cumulative to Date	Previous Invoices	Current Period
Labor Dollars	\$65,893.20	\$45,261.46	\$41,122.88	\$4,138.58
Overhead 152.83%	\$100,704.58	\$69,173.10	\$62,848.11	\$6,324.99
Overhead Adjustments		\$0.00	\$0.00	\$0.00
Direct Expenses	\$9,750.00	\$3,976.73	\$3,914.01	\$62.72
Subconsultants (including authorized contingency)				
Materials Testing	\$22,000.00	\$11,634.40	\$11,634.40	\$0.00
Electrical Review	\$5,000.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$203,347.78</b>	<b>\$130,045.69</b>	<b>\$119,519.40</b>	<b>\$10,526.29</b>
Fixed Fee	\$16,659.78	\$11,995.04	\$11,162.05	\$832.99
Authorized Contingency	\$0.00			
<b>Total Authorized Amount</b>	<b>\$220,007.56</b>			
Total Billed to Date	\$142,040.73	\$142,040.73	\$130,681.45	<b>\$11,359.28</b>
Remaining Authorized Balance	\$77,966.83			
Unauthorized Contingency Snyder & Associates	\$0.00			

SNYDER & ASSOCIATES, INC.

*Carl Byers (as)*  
Carl Byers

310-6-6020-6762-102

002-6-2080 Initials *CB*

EXP. *Runway 13-31*

Vender # \_\_\_\_\_ Date Rec. *11-14-14*

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

**REMIT TO:**

2727 SW Snyder Blvd. - PO Box 1159, Ankeny, IA 50023

email: ar@snyder-associates.com

Federal E.I.N. 42-1379015

## Illa Earnest

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**From:** Kelsey Kranz [kkranz@washingtioniowa.net]  
**Sent:** Friday, November 14, 2014 8:37 AM  
**To:** Illa Earnest  
**Subject:** Fwd: Washington GO

----- Forwarded message -----

From: "Keith Lazar" <KLazar@washsb.com>  
Date: Nov 14, 2014 8:20 AM  
Subject: Washington GO  
To: "Kelsey Kranz (kkranz@washingtioniowa.net)" <kkranz@washingtioniowa.net>  
Cc:

Kelsey,

Please consider this email as your invoice for the December 1, 2014 interest payment.

\$745.18 due December 1, 2014.

Thank you.

Keith W. Lazar  
President & CEO  
Washington State Bank  
P.O. Box 311  
Washington, Iowa 52353

NMLS ID# 447668

### CONFIDENTIALITY STATEMENT

This email and any attached files are confidential and intended solely for the use of the addressee. If you are not the intended addressee, then you have received this email in error and any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited. Please notify us immediately of your unintended receipt by reply and then delete this email and your reply. Washington State Bank and its subsidiaries and affiliates will not be held liable to any person resulting from the unintended or unauthorized use of any information contained in this email or as a result of any additions or deletions of information originally contained in this email. Please do not reply to this email using any confidential information as these emails are not secured.

# Federation Bank



November 13, 2014

City of Washington  
Attn: Kelsey Kranz  
P.O. Box 516  
Washington, IA 52353

Dear Kelsey:

The payment for the Washington Iowa General Obligation Capital Loan Note Series 2012 due 12-1-14 is outlined below:

1. Principal due – None at this time
  2. Interest due \$1,125.00
- Total due \$1,125.00

If you have any questions, please let me know.

Sincerely,



Terry Engelken  
Sr. V.P.

---

**Washington**  
102 East Main Street  
PO Box 529  
Washington, Iowa 52353  
Phone (319) 653-7256  
Fax (319) 653-2636

**Brighton**  
122 E. Washington Street  
PO Box 100  
Brighton, Iowa 52540  
Phone (319) 694-2821  
Fax (319) 694-2918

**Richland**  
107 Richland Street  
PO Box 317  
Richland, Iowa 52585  
Phone (319) 456-2265  
Fax (319) 456-2225

**Wellman**  
813 3rd. Street  
PO Box 69  
Wellman, Iowa 52356  
Phone (319) 646-2850  
Fax (319) 646-2895

[www.federationbankia.com](http://www.federationbankia.com)



**PAY ESTIMATE NO. 3**

November 12, 2014

**SANITARY SEWER REHABILITATION - PHASE 1  
WASHINGTON, IOWA**

Visu-Sewer, Inc.  
W230 N4855 Betker Drive  
Pewaukee, WI 53072

Contract Amount \$186,194.00  
Contract Date July 15, 2014  
Pay Period Oct. 1, 2014 - Oct. 31, 2014

**BID ITEMS**

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Mobilization	LS	xxxxx	xxxxx	\$ 1,000.00	100%	\$ 1,000.00
1.2	Traffic Control	LS	xxxxx	xxxxx	\$ 750.00	100%	\$ 750.00
1.3	Sanitary Sewer Cleaning						
	1.3.1 8"	LF	2,511	\$ 21.50	\$ 53,986.50	2622	\$ 56,373.00
1.4	Sanitary Sewer Televising						
	1.4.1 8"	LF	5,362	\$ 1.00	\$ 5,362.00	4786	\$ 4,786.00
1.5	Cured-in Place Pipe Lined Sewer						
	1.5.1 8"	LF	2,851	\$ 0.50	\$ 1,425.50	2622	\$ 1,311.00
1.6	CIPP Service Reinstatement	Ea.	53	\$ 25.00	\$ 1,325.00	47	\$ 1,175.00
1.7	Sewer Service Grouting	Ea.	53	\$ 300.00	\$ 15,900.00	40	\$ 12,000.00
1.8	Protruding Services	Ea.	10	\$ 25.00	\$ 250.00		\$ -
1.9	Open Cut Point Repair	Ea.	4	\$ 6,420.00	\$ 25,680.00	5	\$ 32,100.00
1.10	Sanitary Sewer Pipe in Open Cut	LF	60	\$ 210.00	\$ 12,600.00	60	\$ 12,600.00
1.11	Pipe Reaming	LF	40	\$ 10.00	\$ 400.00	40	\$ 400.00
1.12	Root Sawing	LF	286	\$ 1.50	\$ 429.00	286	\$ 429.00
1.13	PCC Pavement	SY	77.4	\$ 115.00	\$ 8,901.00	37.35	\$ 4,295.25
1.14	HMA Pavement	Ton	8.72	\$ 420.00	\$ 3,662.40		\$ -
1.15	Manhole Installation	Ea.	1	\$ 5,250.00	\$ 5,250.00	1	\$ 5,250.00
1.16	Manhole Replacement	Ea.	1	\$ 5,250.00	\$ 5,250.00	1	\$ 5,250.00
1.17	CIP Line Manhole	VF	39.23	\$ 620.00	\$ 24,322.60		\$ -
1.18	Manhole Casting Replacement	Ea.	10	\$ 1,260.00	\$ 12,600.00	10	\$ 12,600.00
1.19	Manhole Chimney Seal	Ea.	10	\$ 630.00	\$ 6,300.00	10	\$ 6,300.00
1.20	Grout Manhole	Ea.	1	\$ 800.00	\$ 800.00	1	\$ 800.00
<b>Contract Price:</b>					<b>\$ 186,194.00</b>		<b>\$ 157,419.25</b>

**SUMMARY**

		Total Approved	Total Completed
Contract Price		\$ 186,194.00	\$ 157,419.25
Approved Change Order (list each)	Change Order No. 1	\$ 23,250.36	\$ 23,629.05
	Revised Contract Price	\$ 209,444.36	\$ 181,048.30

Stored

Total Earned \$ 181,048.30

Retainage (5%) \$ 9,052.42

Total Earned Less Retainage \$ 171,995.88

Total Previously Approved (list each)			
	Pay Estimate No. 1	\$ 87,065.40	
	Pay Estimate No. 2	\$ 72,770.48	

Total Previously Approved \$ 159,835.88

Percent Complete 86%

**Amount Due This Request \$ 12,160.00**

The amount \$12,160.00 is recommended for approval for payment in accordance with the terms of the contract.

**Prepared By:**  
Visu-Sewer, Inc.

**Recommended By:**  
Veenstra & Kimm, Inc.

**Approved By:**  
Washington, Iowa

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

Signature: 

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

Name: \_\_\_\_\_

Name: Eric Gould

Name: \_\_\_\_\_

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

Title: Engineer

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

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

Date: November 12, 2014

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





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

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

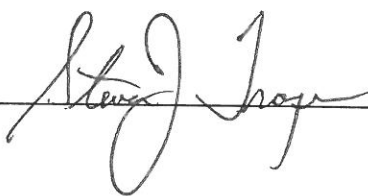
Invoice number 37361  
 Date 10/31/2014

Project **342413A Washington Ground Storage Reservoir**

Professional Services for the Period of 09/28/2014 to 10/31/2014

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Design</b>	63,700.00	100.00	63,700.00	63,700.00	0.00
<b>Bidding</b>	9,800.00	100.00	9,800.00	9,800.00	0.00
<b>Construction Administration</b>	39,600.00	90.00	31,680.00	35,640.00	3,960.00
<b>Construction Staking</b>	1,500.00	100.00	1,500.00	1,500.00	0.00
<b>Total</b>	<b>114,600.00</b>	<b>96.54</b>	<b>106,680.00</b>	<b>110,640.00</b>	<b>3,960.00</b>

	Billed Amount
<b>RPR Services</b>	
Professional Fees	1,395.00
Reimbursables	439.40
Phase subtotal	<u>1,834.40</u>
<b>Invoice total</b>	<b><u><u>\$5,794.40</u></u></b>

Approved by: 

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



November 5, 2014

BRENT D. HINSON  
CITY ADMINISTRATOR  
CITY OF WASHINGTON  
215 E. WASHINGTON  
WASHINGTON, IA 52353

Invoice #: 680052  
Client #: 11307  
Matter #: 47  
Billing Attorney: SMN

**INVOICE SUMMARY**

RE: 2014 SRF FORGIVABLE LOAN AMENDMENT

For professional services rendered and costs advanced through November 3, 2014:

Total Professional Services	\$ 800.00
Total Expenses	<u>\$ 60.28</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 860.28</b>

## License Application ( LC0033534 )

### ***Applicant***

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 Phone:	<u>(319) 653-4012</u>		
Mailing Address:	<u>PO Box 406</u>		
City: <u>Washington</u>	State: <u>IA</u>	Zip: <u>52353</u>	

### ***Contact Person***

Name:	<u>Chelsea Stottler</u>		
Phone:	<u>(319) 653-4301</u>	Email Address:	<u>accounting@cafedodici.com</u>

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

Term: 12 months

Effective Date: 12/01/2013

Expiration Date: 11/30/2014

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***

**Alessandro Scipioni**

First Name: Alessandro

Last Name: Scipioni

City: Washington

State: Iowa

Zip: 52353

Position Owner

% of Ownership 30.00 %

U.S. Citizen

**Lorraine Williams**

First Name: Lorraine

Last Name: Williams

City: Washington

State: Iowa

Zip: 52353

Position Owner

% of Ownership 30.00 %

U.S. Citizen

**Tsalika Drown**

First Name: Tsalika

Last Name: Drown

City: Washington

State: Iowa

Zip: 52353

Position Owner

% of Ownership 40.00 %

U.S. Citizen

***Insurance Company Information***

Insurance Company: Farm Bureau Property & Casualty

Policy Effective Date: 12/01/2013

Policy Expiration Date: 12/01/2014

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

# License Application ( BC0020351 )

## ***Applicant***

Name of Applicant:	<u>Casey's Marketing Company</u>		
Name of Business (DBA):	<u>Casey's General Store #1624</u>		
Address of Premises:	<u>1002 West Madison</u>		
City: <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353000</u>	
Business Phone:	<u>(319) 863-9040</u>		
Mailing Address:	<u>PO Box 3001</u>		
City: <u>Ankeny</u>	State: <u>IA</u>	Zip: <u>500218045</u>	

## ***Contact Person***

Name:	<u>Michelle Rogness, Store Operations</u>		
Phone:	<u>(515) 446-6728</u>	Email Address:	<u>michelle.rogness@caseys.com</u>

Classification: Class C Beer Permit (BC)

Term: 12 months

Effective Date: 01/15/2015

Expiration Date: 01/14/2016

Privileges:

Class C Beer Permit (BC)

Sunday Sales

## ***Status of Business***

BusinessType:	<u>Publicly Traded Corporation</u>		
Corporate ID Number:	<u>184278</u>	Federal Employer ID #	<u>42-1435913</u>

## ***Ownership***

**42-0935283 Casey's General St**

First Name: 42-0935283

Last Name: Casey's General Stores, Inc

City: Ankeny

State: Iowa

Zip: 50021-804

Position Owner

% of Ownership 100.00 %

U.S. Citizen

**James Pistillo**

First Name: James

Last Name: Pistillo

City: Urbandale

State: Iowa

Zip: 50323

Position Treasurer

% of Ownership 0.00 %

U.S. Citizen

**Julia Jackowski**

First Name: Julia

Last Name: Jackowski

City: Urbandale

State: Iowa

Zip: 50322

Position Asst

% of Ownership 0.00 %

U.S. Citizen

**Michael Richardson**

First Name: Michael

Last Name: Richardson

City: Pleasant Hill

State: Iowa

Zip: 50327

Position President

% of Ownership 0.00 %

U.S. Citizen

**Robert C. Ford**

First Name: Robert C.

Last Name: Ford

City: Dallas Center

State: Iowa

Zip: 50063

Position Vice President

% of Ownership 0.00 %

U.S. Citizen

**Insurance Company Information**

Insurance Company: First Western Insurance

Policy Effective Date:

Policy Expiration Date:

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

# License Application ( LC0032301 )

## Applicant

Name of Applicant:	<u>VIP Entertainment, Inc.</u>		
Name of Business (DBA):	<u>4th Street Bar and Grill</u>		
Address of Premises:	<u>331 N 4th</u>		
City: <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>	
Business Phone:	<u>(319) 653-4971</u>		
Mailing Address:	<u>331 N 4th</u>		
City: <u>Washington</u>	State: <u>IA</u>	Zip: <u>52353</u>	

## Contact Person

Name:	<u>Jason Prochaska</u>		
Phone:	<u>(319) 461-6445</u>	Email Address:	<u>jason@sitlersupplies.com</u>

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

Term: 12 months

Effective Date: 12/04/2013

Expiration Date: 12/03/2014

Privileges:

Class C Liquor License (LC) (Commercial)  
Outdoor Service  
Sunday Sales

## Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>272800</u>	Federal Employer ID #	

## Ownership

### Jason Mellinger

First Name: Jason

Last Name: Mellinger

City: Washington

State: Iowa

Zip: 52353

Position VP

% of Ownership 50.00 %

U.S. Citizen

### Jason Prochaska

First Name: Jason

Last Name: Prochaska

City: Washington

State: Iowa

Zip: 52353

Position Owner

% of Ownership 50.00 %

U.S. Citizen

## Insurance Company Information



Insurance Company: Founders Insurance Company

Policy Effective Date: 12/04/2013

Policy Expiration Date: 12/04/2014

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

## Maintenance and Construction Report

10/25/14-11/7/14

**STREETS:** M/C Personnel operated the street sweeper covering most of the town. Personnel poured an additional 51 yards of concrete finishing up Circle Drive and East Tyler St where the new water main and services were installed, totaling 150 yards. Personnel crack sealed the control joints inside Circle Dr-East Tyler St. Personnel operated the leaf vac program and as of Nov 7, 133 total loads. Some pothole patching was done in areas around the town.

**WATER DISTRIBUTION:** M/C Personnel installed all 3 hydrants back on and in service for the South 12<sup>th</sup> Ave paving project. Personnel repaired two water box rods (742 South Ave B and 533 South Marion Ave). Personnel also installed a new curb stop on an existing 1 inch water service located at 503 West Jefferson St where a new building is being constructed.

**SEWER COLLECTION:** M/C Personnel flushed a terminal manhole east of South Ave B on West Tyler St using 1,000 gallons.

**STORM SEWER COLLECTION:** M/C Personnel poured back an intake on Circle Dr during the street replacement on that project.

**MECHANIC/SHOP:** M/C Personnel serviced PD 96 (replaced steer axle brakes), #133 loader (exhaust leak), Leaf vac (hydraulic hose and filter and lights), #301 and #601 (lights), #611 (install transmission and install brine tanks), fuel report, #105 (serviced), PD 79 (replaced battery) and serviced #131 loader. Personnel brought snow pushers and several plows back to the shop.

**OTHER:** M/C Personnel hauled numerous loads of spoil away from the shop. The yard waste and bag pick continued on a weekly basis. Personnel responded to 44 One Call Locates. One personnel attended a class on Waste Water at DMACC.

*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.*

## **Elm Grove & Woodlawn Cemeteries**

### **Council Report for October 2014**

**By Nicholas Duvall**

We have mowed Elm Grove and Woodlawn each twice this month. We have reset 25 civil war monuments around the center circle. We have also been working on settling and seeding graves. M/C has also loaned us some helpers to do some trimming at Woodlawn and Elm Grove. We have also begun our fall herbicide application to both cemeteries to control weeds, clover and dandelions. We have trimmed trees as needed around both cemeteries. I have also had to rebuild the carburetor on the old dump truck and give it a tune up. We also prepped all the trimmers and handheld power equipment for winter storage. I attended a AED/First aid refresher class.

We have had 7 funerals at Elm Grove this month. This brings our total for the calendar year to 86. This month we plan to finish up the mowing and trimming, finish seeding graves, fall herbicide applications to both cemeteries, locate and mark out survey pins before winter, finish fall landscaping, start getting snow removal equipment ready to go.

**WWTP report  
November 18, 2014  
Council Meeting**

- **After hour alarm and dog call outs –**  
2<sup>nd</sup> dog call, Safety Center reported a dog to be picked up at 1002 North 7<sup>th</sup>, 9:10 a.m. Jason  
7<sup>th</sup> WWTP, SBR decanter #1 VFD fault, 6:00 p.m. Jason  
12<sup>th</sup> dog call, Safety Center reported a dog to be picked at 14<sup>th</sup> & E Main, 7:15 p.m. Jason  
13<sup>th</sup> WWTP, SBR decanter #1 VFD fault, 10:55 p.m. Jason
- **Dept Head meetings –** I attended the meeting on the 4<sup>th</sup>.
- **IRE –** IRE hasn't discharged any waste water to the WWTP since July 3, 2013. The City, IDNR, IRE, and FOX Engineering are working on drafting a new pretreatment agreement with IRE. This will allow IRE to discharge all of their wastewater to the City sewer collection system after their new pretreatment equipment is installed and put in service.
- **Maintenance work –** SBR #4 was taken out of service on November 6, 2014. We performed the annual maintenance on it while it was out of service. We also replaced two (2) diffuser membranes. Jason and Danny scrubbed all 900 diffuser membranes located in the bottom of the basin. This allows more air to pass through them when the blower is running during the react cycle. SBR #4 was put back in service on November 14, 2014. This completes the SBR maintenance for the year.
- **City farm –** Crops were harvested by November 4, 2014.
- **Lexington Blvd lift station –** I contacted Iowa Pump Works (IPW) after the November 4, 2014 Council meeting about replacing the piping inside the wet well. IPW planned to order parts needed for this project. IPW will schedule a time to do this project after they receive the parts. Rob of FOX sent the local IDNR Field office a letter about the lift station. The letter outlined the plans for upgrading this lift station. The local IDNR Field office will review the plans. If they are approved we can move forward in bidding out the remaining work (2 new pumps, new control panel, and a generator) for this lift station. Upgrade expected to be completed in the spring 2015.
- **Petroleum based liquid –** We have completed this clean up. The local IDNR instructed us to contact Semco landfill to see if they would take the oily pillows and booms. I contacted Bill of SEMCO he said they couldn't take them. IDNR said the pillows and booms would need to be handled as hazardous waste if SEMCO couldn't take them. I have contacted Safety Kleen of Davenport and Hydroclean of Des Moines to get quotes for disposing of them. Still waiting for a quote from Hydroclean.
- **Yard Waste Center (YWC) –** Public disposal of yard waste has been very slow on Saturday mornings so far.
- **Annual bio-solids land application project -** Rich Pumping, LLC showed up on November 14, 2014 to start land applying the bio-solids.
- **WWTP October 2014 MOR –** Average daily flow 2.29 million gallons (mg), maximum daily flow 6.09 mg, minimum daily flow 1.32 mg. There were **no** violations of the WWTP's NPDES discharge permit. Total rainfall for October 2014 => 4.00" (recorded at the WWTP).

**CBOD5 Removal 85% required      result = < 100 %**  
Influent CBOD5 monthly average = 31.0 mg/L  
Effluent CBOD5 monthly average = < 3.0 mg/L

**TSS Removal 85 % required**                      **result = 99.2 %**  
Influent TSS monthly average = **85.5 mg/L**  
Effluent TSS monthly average = **0.7 mg/L**

- **UV modules** – We removed the two (2) UV modules from the effluent channel on November 14, 2014. The modules will be stored in the UV room during the winter months. The UV modules will be put back in service on April 1, 2015.

**Fred E. Doggett**  
**11/14/2014 2:00 PM**

Washington Volunteer Fire Department  
November 5, 2014

Sept. Fires

6 City fires	960.00
1 rural fires	1040.00
1 Drill	904.00
8 fires and 1drill	2904.00

Toured United Suppliers before meeting

Meeting opened At 7:00pm with Chief Tom Wide in charge.

Minutes of the previous meeting were read and approved.

Treasure report was read.

Jase Hammen made a motion to pay all bills against the department. Seconded by Zach Morrison.

Motion passed

Committees; Social ; Snacks after meeting

Pancake; January 14 2015.

Rescue Meeting

Communications; Thank you from Girl Scouts.

Applications, we are full

Broke to change batteries on air packs.

Direct deposit forms are in the office.

Old Business: Pipeline meeting at Kirkwood November 12 at 5:30pm.

County Meeting will be in Crawfordsville Nov. 25

New business; Training Nov. 19

A group cooked for the Football team.

Hero nite at the game was nice.

Physicals will be January 27 from 4 to 7pm and January 28 from 8 to 11am

First responders for fire dept.

Truck drivers must have a CDL

Election of Officers will be next month. Chief; Tom Wide , 1st Asst.; Craig Rembold, 2nd Asst. Jim

Williams, Sec. Tom Beauchamp

December 20 Kids Xmas party

Nov. 8 Waylands pancake feed

Return to station after calls unless release by an officer.

Discussion of calls: Modine and the cabin fire

No other business, roll call taken meeting adjourned.

Secretary

Tom Beauchamp

To(OWNER): City of Washington  
215 E. Washington  
Washington, IA 52353

Project: South 12th St / East Tyler  
2014 Paving Project  
No Wage Rates in Effect  
Letting Date: 6/12/14

Application No: 3  
Invoice No: WAS98-03  
Invoice Date: 10/31/2014  
Terms: Net 0  
Due Date: 10/31/2014  
Period To: 10/31/2014  
Project No:  
Contract Date:

From: DeLong Construction, Inc.  
1320 North 8th Avenue  
PO Box 488  
Washington, IA 52353  
(319) 653-3334

Via(Architect/  
Engineer)

For:

Contract sum.....	520,367.00
Completed to date.....	518,790.98
Retainage.....	15,563.74
Total earned less retainage.....	503,227.24
Previous billings.....	300,520.42
Current payment due.....	202,706.82
Sales tax.....	0.00
Total due.....	202,706.82

CITY OF WASHINGTON, IOWA

CLAIMS REPORT FOR NOVEMBER 18, 2014

<b>POLICE</b>	AGRILAND FS, INC	FUEL	16.02
	BP	FUEL	86.88
	CUSTOM IMPRESSIONS INC	SUPPLIES	27.54
	ELLINGSON, SHAWN	REIMBURSEMENT	10.91
	GREINER DISCOUNT TIRES	SERVICE	22.95
	MARCO, INC.	COPIER	82.22
	MEDIACOM	INTERNET SERVICE	102.95
	NORTHEAST WISCONSIN TECHNICAL COLLEGE	TASER CLASS- C HUSCHKA	175.00
	QUILL	OFFICE SUPPLIES	106.06
	UP - TOWN AUTO WASH. LLC	CAR WASH REFILL	100.00
	VERIZON WIRELESS	CELLULAR SERVICE	1,387.06
	VISA	LODGING, SOFTWARE, CAR WAS	146.74
	WALKER'S OFFICE SUPPLIES	COPIER PAPER & SUPPLIES	22.48
	WASH CO AUDITOR	NOVEMBER COMMUNICATIONS	20,276.83
	WASHINGTON NOON KIWANIS CLUB	DUES-S ELLINGSON	74.00
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	368.38
		<b>TOTAL</b>	<b>23,006.02</b>
<b>FIRE</b>	ALLIANT ENERGY	UTILITIES	20.61
	GLANDON'S WESTSIDE SERVICE	GAS	43.00
	GRETTER AUTOLAND INC.	PARTS	47.10
	MIDWEST BREATHING AIR SYSTEMS	AIRTESTS AND FILTERS	603.10
	SADLER TRUCK PARTS	REPAIR TRUCK #3	1,762.60
	TOYNE INC	REPAIR/SERVICE TRUCKS	2,304.25
	UNITY POINT CLINIC-OCCUPATIONAL MEDICI	TESTING SERVICES	37.00
	VERIZON WIRELESS	CELLULAR SERVICE	61.60
	WASH CO HOSPITAL	PHYSICAL	176.00
		<b>TOTAL</b>	<b>5,055.26</b>
	<b>DEVELOP SERV</b>	ALTORFER	SUPPLIES
BRUNS, DAVID		MILEAGE REIMBURSEMENT	96.05
IMPRESSIONS COMPUTERS, INC		SERVICE	37.50
IOWA ASSOCIATION OF BUILDING OFFICIALS		SEMINAR BLDG CODE	120.00
MARK'S SANITATION		SERVICE	110.00
VERIZON WIRELESS		CELLULAR SERVICE	337.11
VISA		SOFTWARE, MEMORY STORAGE L	309.56
	<b>TOTAL</b>	<b>1,186.02</b>	
<b>LIBRARY</b>	ALL AMERICAN PEST CONTROL	PEST CONTROL	40.00
	AMAZON	SUPPLIES	878.32
	BAKER & TAYLOR	BOOKS	1,027.23
	CINTAS CORP LOC. 342	SERVICE	85.80
	FAREWAY STORES	SUPPLIES	27.80
	GALE/CENGAGE LEARNING	WESTERNS/BOOKS	248.51
	JENISA HANSON	MILEAGE REIMBURSEMENT	47.66
	MEDIACOM	SERVICE	68.90
	MICRO MARKETING ASSOC	BOOKS	61.96
	MIDWEST TAPE	REPLACEMENT CD	15.99
	VISA	BOOKS, SUPPLIES, POSTAGE	536.07
	WASHINGTON EVENING JOURNAL	ADVERTISING	121.60
	WCDC INC	WINDOW WASHING	30.00
		<b>TOTAL</b>	<b>3,189.84</b>
<b>PARKS</b>	AQUA-PRO	SERVICE	268.00
	CUSTOM IMPRESSIONS INC	SUPPLIES	69.00
	O'REILLY AUTOMOTIVE INC	PARTS	3.72
	VERIZON WIRELESS	CELLULAR SERVICE	27.91
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	56.70
	<b>TOTAL</b>	<b>425.33</b>	
<b>POOL</b>	ACCO	SUPPLIES	130.02
		<b>TOTAL</b>	<b>130.02</b>
<b>CEMETERY</b>	ACE-N-MORE	SUPPLIES	79.96
	IDEAL READY MIX	CEMENT	507.50
	O'REILLY AUTOMOTIVE INC	PARTS	27.22



	TWIN STATE & CHEMICAL CO	CHEMICALS	431.12
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	129.31
		<b>TOTAL</b>	<b>1,175.11</b>
<b>FINAN ADMIN</b>	CINTAS CORP LOC. 342	SERVICE	122.42
	EBERT SUPPLY CO.	SUPPLIES	83.10
	HEDGE ABOVE	LAWN CARE	39.96
	IMPRESSIONS COMPUTERS, INC	SERVICE	900.00
	MEDIACOM	INTERNET SERVICE	102.95
	PIP PRINTING	ENVELOPES/CLAIMS, TIME SHEETS	350.87
	QUILL	BINDER CLIPS	64.05
	STOREY KENWORTHY/MATT PARROTT	TAX FORMS	417.45
	VERIZON WIRELESS	CELLULAR SERVICE	136.74
	WALKER'S OFFICE SUPPLIES	COPIER PAPER & SUPPLIES	196.72
	WASH COUNTY MINIBUS	LOST PAYMENT	15,621.90
	WASHINGTON EVENING JOURNAL	LEGALS AND CLASSIFIEDS	773.94
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	1,147.26
		<b>TOTAL</b>	<b>19,957.36</b>
<b>AIRPORT</b>	ALLIANT ENERGY	ALLIANT ENERGY	429.35
	EASTERN AVIATION FUELS INC	FUEL	33,942.92
	KALONA FLYING SERVICE	SERVICE	182.00
	VERIZON WIRELESS	CELLULAR SERVICE	27.91
	VETTER'S INC-CULLIGAN WATER	WATER REFILL	12.90
	WEST LAWN CARE	LAWN MOWING	1,000.00
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	169.85
		<b>TOTAL</b>	<b>35,764.93</b>
<b>ROAD USE</b>	BROOKINS, BONNIE	MAILBOX REPAIR	78.15
	DON'S TRUCK SALES, INC	PARTS	1,331.55
	KING'S MATERIAL INC.	SUPPLIES	295.69
	MARIE ELECTRIC INC.	SERVICE	45.00
	O'REILLY AUTOMOTIVE INC	PARTS	4.59
	TRANS IOWA EQUIPMENT	STREET SWEEPER REPAIR	2,669.02
	WASHINGTON LUMBER	BUILDING SUPPLIES	1,128.11
		<b>TOTAL</b>	<b>5,552.11</b>
<b>STREET LIGHTING</b>	ALLIANT ENERGY	ALLIANT ENERGY	324.66
		<b>TOTAL</b>	<b>324.66</b>
<b>MUNI BUILDING CAP PROJ</b>	CORRIDOR BUSINESS JOURNAL	OLD LIB RFP ADVERTISING	720.70
		<b>TOTAL</b>	<b>720.70</b>
<b>TREE COMMITTEE</b>	CUSTOM IMPRESSIONS INC	SUPPLIES	60.00
	WASHINGTON EVENING JOURNAL	ADVERTISING	98.86
		<b>TOTAL</b>	<b>158.86</b>
<b>PARK GIFT</b>	VICTOR STANLEY	PARK BENCHES	6,539.00
		<b>TOTAL</b>	<b>6,539.00</b>
<b>LIBRARY GIFT</b>	VISA	BOOKS, SUPPLIES, POSTAGE	55.45
		<b>TOTAL</b>	<b>55.45</b>
<b>WATER PLANT</b>	CERDENA, BENICE MAY	DEPOSIT REFUND	48.00
	GIOVIANNIA, TERESA	DEPOSIT REFUND	14.32
	HOWREY, WILLIAM	MILEAGE REIMB	37.29
	STATE HYGIENIC LAB	TESTING	137.50
	VERIZON WIRELESS	CELLULAR SERVICE	51.60
	WATER SOLUTIONS UNLIMITED	CHEMICALS	1,923.25
	WILSON, ASHLEE	DEPOSIT REFUND	42.25
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	52.17
		<b>TOTAL</b>	<b>2,306.38</b>
<b>WATER DIST</b>	IMPRESSIONS COMPUTERS, INC	SERVICE	825.00
	VERIZON WIRELESS	CELLULAR SERVICE	92.42
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	93.91
		<b>TOTAL</b>	<b>1,011.33</b>

<b>SEWER PLANT</b>	ALLIANT ENERGY	ALLIANT ENERGY	9,118.00	
	ARMSTRONG HTG INC.	SERVICE	35.50	
	ATCO INTERNATIONAL	SUPPLIES	186.00	
	GRAINGER	SUPPLIES	385.50	
	MARTIN, DANNY	MEAL REIMBURSEMENT	21.09	
	NEW PIG	OIL ABSORBENT BOOMS/SUMP SKIMMER	741.92	
	TESTAMERICA LABORATORIES INC	WATER TESTING	3,037.00	
	VERIZON WIRELESS	CELLULAR SERVICE	134.23	
	VISA	LIGHT BALLAST, LODGING	211.33	
	WASHINGTON LUMBER	BUILDING SUPPLIES	49.07	
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	300.37	
		<b>TOTAL</b>	<b>14,220.01</b>	
	<b>SEWER COLLECT</b>	IMPRESSIONS COMPUTERS, INC	SERVICE	825.00
		UNITY POINT CLINIC-OCCUPATIONAL MEDICI	TESTING SERVICES	37.00
VERIZON WIRELESS		CELLULAR SERVICE	61.60	
WINDSTREAM IOWA COMMUNICATIONS		SERVICE	93.91	
		<b>TOTAL</b>	<b>1,017.51</b>	
<b>SANITATION</b>	RECYCLING SERVICES AGENCY	NOVEMBER RECYCLING	400.00	
		<b>TOTAL</b>	<b>400.00</b>	
	<b>TOTAL</b>	<b>122,195.90</b>		

CITY OF WASHINGTON  
MONTH-TO-DATE TREASURERS REPORT  
OCTOBER 31, 2014

FUND	10/1/2014	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	10/31/2014
	BEGINNING CASH BALANCE					ENDING CASH BALANCE
001-GENERAL FUND	352,270.97	1,039,649.34	-	266,996.33	333.74	1,125,257.72
002-AIRPORT FUND	129,791.13	81,575.56	-	37,406.87	-	173,959.82
110-ROAD USE	597,122.61	105,831.96	-	73,808.03	189.74	629,336.28
112-EMPLOYEE BENEFITS	-	238,027.61	-	238,027.61	-	-
114-EMERGENCY LEVY	-	20,563.56	-	20,563.56	-	-
121-LOCAL OPTION SALES TAX	-	62,487.56	-	62,487.56	-	-
125-URBAN RENEWAL AREA #1	-	4,313.75	-	4,313.75	-	-
129-URBAN RENEWAL AREA #3	-	27,213.32	-	27,213.32	-	-
131-URBAN RENEWAL AREA #4	-	16,253.07	-	16,253.07	-	-
133-URBAN RENEWAL AREA #6	-	22,134.72	-	22,134.72	-	-
134-URBAN RENEWAL AREA #7	-	1,075.41	-	-	-	1,075.41
145-HOUSING REHABILITATION	(50.00)	-	-	-	-	(50.00)
146-LMI TIF SET-ASIDE	28,764.83	7,075.46	-	-	-	35,840.29
200-DEBT SERVICE	85,102.69	313,063.61	-	-	-	398,166.30
300-CAPITAL EQUIPMENT	205,633.35	-	-	-	-	205,633.35
301-CAPITAL PROJECTS FUND	868,484.20	131,322.53	-	550,148.86	-	449,657.87
305-RIVERBOAT FOUND CAP PROJ	433,173.40	-	-	-	-	433,173.40
308-INDUSTRIAL DEVELOPMENT	540,452.22	3.54	-	-	-	540,455.76
309-MUNICIPAL BUILDING	100,000.00	-	-	720.70	-	99,279.30
510-MUNICIPAL BAND	50.00	-	-	-	-	50.00
520-DOG PARK	6,232.28	-	-	-	-	6,232.28
530-TREE COMMITTEE	5,964.66	750.00	-	-	-	6,714.66
540-POLICE FORFEITURE	(250.00)	-	-	-	-	(250.00)
550-PARK GIFT	174,272.69	0.20	-	254.65	-	174,018.24
570-LIBRARY GIFT	37,912.38	704.00	-	2,036.83	-	36,579.55
580-CEMETERY GIFT	40,000.00	150.00	-	-	-	40,150.00
590-CABLE COMMISSION	16,418.04	-	-	-	-	16,418.04
600-WATER UTILITY	1,067,059.72	133,643.90	-	148,451.69	129.25	1,052,381.18
601-WATER DEPOSIT FUND	16,775.00	1,950.00	-	975.00	-	17,750.00
603-WATER CAPITAL PROJECTS	-	131,152.06	-	131,152.06	-	-
610-SANITARY SEWER	1,795,298.78	170,112.68	-	73,397.65	221.93	1,892,235.74
613-SEWER CAPITAL PROJECTS	255,085.64	-	-	89,732.04	-	165,353.60
670-SANITATION	93,670.56	28,124.71	-	25,813.00	-	95,982.27
910-LIBRARY TRUST	218,357.91	15.00	-	-	-	218,372.91
950-SELF INSURANCE	69,457.38	21,422.48	-	317.25	-	90,562.61
951-UNEMPLOYMENT SELF INS	(172.52)	2,380.28	-	-	-	2,207.76
<b>TOTAL BALANCE</b>	<b>7,136,877.92</b>	<b>2,560,996.31</b>	<b>-</b>	<b>1,792,204.55</b>	<b>(874.66)</b>	<b>7,906,544.34</b>

Cash in Bank - Pooled Cash

Wash St. Bank - Operating Account	1,719,064.83	(1)	<u>Interest Rate</u>	0.01%
Cash in Drawer	350.00			N/A
Wash St Bank - MM	256,586.09			0.01%
Investment in IPAIT	1,734,375.58			0.01%
Wash St Bank - Library Acct	167,442.44			0.01%
Wash St - Farm Mgmt Acct	28,725.40			
Federation Bank - CD - 10/02/13	250,000.00			0.46%
Wash St Bank - CD - 12/6/13	500,000.00			0.45%
Wash St Bank - CD - 1/9/14	500,000.00			0.45%
Federation Bank - CD - 2/14/2014	500,000.00			0.56%
Wash St Bank - CD - 3/14/2014	500,000.00			0.45%
Federation Bank - CD - 3/14/2014	250,000.00			0.56%
IPAIT - CD - 5/19/2014	500,000.00			0.59%
Wash St Bank - CD - 6/20/2014	500,000.00			0.45%
Wash St Bank - CD - 8/8/2014	500,000.00			0.45%
<b>TOTAL CASH IN BANK</b>	<b>7,906,544.34</b>			

(1) Washington State Bank	1,789,044.91
Outstanding Deposits & Checks	(69,980.08)
	<u>1,719,064.83</u>

CITY OF WASHINGTON  
YEAR-TO-DATE TREASURERS REPORT  
OCTOBER 31, 2014

FUND	7/1/2014	Y-T-D REVENUES	REVENUES NOT YET RECEIVED	Y-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	10/31/2014
	BEGINNING CASH BALANCE					ENDING CASH BALANCE
001-GENERAL FUND	831,620.44	1,610,211.03	-	1,318,311.48	1,737.73	1,125,257.72
002-AIRPORT FUND	193,599.45	226,864.65	-	246,504.28	-	173,959.82
110-ROAD USE	755,668.20	305,274.52	-	432,456.13	849.69	629,336.28
112-EMPLOYEE BENEFITS	-	301,363.36	-	301,363.36	-	-
114-EMERGENCY LEVY	-	26,176.13	-	26,176.13	-	-
121-LOCAL OPTION SALES TAX	-	244,239.43	-	244,239.43	-	-
125-URBAN RENEWAL AREA #1	-	5,484.12	-	5,484.12	-	-
129-URBAN RENEWAL AREA #3C	-	35,263.05	-	35,263.05	-	-
131-URBAN RENEWAL AREA #4	-	21,818.71	-	21,818.71	-	-
132-URBAN RENEWAL AREA #5	-	17,201.52	-	17,201.52	-	-
133-URBAN RENEWAL AREA #6	-	22,134.72	-	22,134.72	-	-
134-URBAN RENEWAL AREA #7	-	1,075.41	-	-	-	1,075.41
145-HOUSING REHAB	-	-	-	50.00	-	(50.00)
146-LMI TIF SET-ASIDE	26,671.90	9,168.39	-	-	-	35,840.29
200-DEBT SERVICE	170.31	413,086.38	-	15,090.39	-	398,166.30
300-CAPITAL EQUIPMENT	253,628.85	1,890.40	-	49,885.90	-	205,633.35
301-CAPITAL PROJECTS FUND	1,648,473.03	1,283,319.34	-	2,482,134.50	-	449,657.87
305-RIVERBOAT FOUND CAP PROJ	308,670.99	124,502.41	-	-	-	433,173.40
308-INDUSTRIAL DEVELOPMENT	542,202.68	11.48	-	1,758.40	-	540,455.76
309-MUNICIPAL BUILDING	100,000.00	-	-	720.70	-	99,279.30
510-MUNICIPAL BAND	-	1,150.00	-	1,100.00	-	50.00
520-DOG PARK	5,893.18	628.15	-	289.05	-	6,232.28
530-TREE COMMITTEE	6,113.63	1,050.00	-	448.97	-	6,714.66
540-POLICE FORFEITURE	-	-	-	250.00	-	(250.00)
550-PARK GIFT	170,488.99	8,899.02	-	5,369.77	-	174,018.24
570-LIBRARY GIFT	35,060.27	3,556.11	-	2,036.83	-	36,579.55
580-CEMETERY GIFT	40,000.00	150.00	-	-	-	40,150.00
590-CABLE COMMISSION	16,418.04	-	-	-	-	16,418.04
600-WATER UTILITY	915,582.48	548,059.36	-	411,844.40	583.74	1,052,381.18
601-WATER DEPOSIT FUND	16,030.00	9,000.00	-	7,280.00	-	17,750.00
603-WATER CAPITAL PROJECTS	-	1,242,348.77	-	1,242,348.77	-	-
610-SANITARY SEWER	1,546,122.64	689,031.80	-	343,919.41	1,000.71	1,892,235.74
613-SEWER CAPITAL PROJECTS	363,193.12	2,944.50	-	200,784.02	-	165,353.60
670-SANITATION	99,692.03	106,937.28	-	110,647.04	-	95,982.27
910-LIBRARY TRUST	218,312.16	60.75	-	-	-	218,372.91
950-SELF INSURANCE	83,348.94	22,191.84	-	14,978.17	-	90,562.61
951-UNEMPLOYMENT SELF INS	-	2,465.76	-	258.00	-	2,207.76
<b>TOTAL BALANCE</b>	<b>8,176,961.33</b>	<b>7,287,558.39</b>	<b>-</b>	<b>7,562,147.25</b>	<b>(4,171.87)</b>	<b>7,906,544.34</b>

Cash in Bank - Pooled Cash

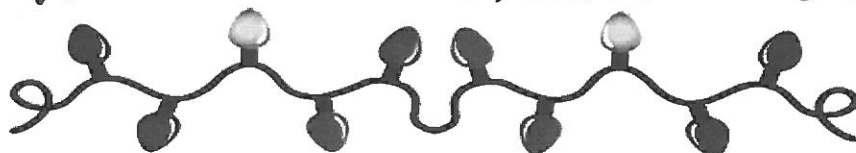
		<u>Interest Rate</u>
Wash St. Bank - Operating Account	1,719,064.83 (1)	0.01%
Cash in Drawer	350.00	N/A
Wash St Bank - MM	256,586.09	0.01%
Investment in IPAIT	1,734,375.58	0.01%
Wash St Bank - Library Acct	167,442.44	0.01%
Wash St - Farm Mgmt Acct	28,725.40	
Federation Bank - CD - 10/02/13	250,000.00	0.46%
Wash St Bank - CD - 12/6/13	500,000.00	0.45%
Wash St Bank - CD - 1/9/14	500,000.00	0.45%
Federation Bank - CD - 2/14/2014	500,000.00	0.56%
Wash St Bank - CD - 3/14/2014	500,000.00	0.45%
Federation Bank - CD - 3/14/2014	250,000.00	0.56%
IPAIT - CD - 5/19/2014	500,000.00	0.59%
Wash St Bank - CD - 6/20/2014	500,000.00	0.45%
Wash St Bank - CD - 8/8/2014	500,000.00	0.45%
<b>TOTAL CASH IN BANK</b>	<b>7,906,544.34</b>	

(1) Washington State Bank	1,789,044.91
Outstanding Deposits & Checks	(69,980.08)
	<b>1,719,064.83</b>

# Jingle Bell 5K Fun Run

Washington, Iowa

Saturday, November 29, 2014 9 a.m.



- \* 5K Run or Walk On the Square & through Sunset Park\*
- \* 1 Mile Fun Run or Walk in Central Park\*

\* Early entry fee (by 11/24/14) \$25 (ages 10 and older) \$10 (Ages 10 and under) plus 1 canned good to be donated to HACAP.

- \* T-Shirt & **Jingle Bells** with Pre-registration only!
- \*Ugliest Sweater Contest\*

\* Costumes, Themes, etc. are encouraged and welcomed!

\* We invite people of all ages...make this an annual Family Event!

\* Four Classes: 10 & Under, 11-19, 20-40, and 41 & Up.

\*Sign up begin at 8 a.m. day of race at Bodywrx.

\*Make check payable to Washington Track Club Steve Roth\*

\*\*\*\*\*

Name \_\_\_\_\_ M\_\_ F\_\_

Age Group (Circle One) 10 & Under 11-19 20-40 41 & Up

T-shirt Size (circle one) S -M - L - XL - XXL (+\$2) - YS - YM - YL E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please return form to Steve Roth, 914 South Iowa Avenue Washington, IA 52353

\*\*\*\*PROCEEDS GO TO\*\*\*\*

## CHRISTMAS LIGHTING ON THE WASHINGTON SQUARE

### RELEASE FORM (must be signed)

I, individually, (and/or as parent, and/or guardian of the named minor)for and in consideration of acceptance of this entry in the aforementioned event, do hereby release remise, waive, and forever discharge the Sponsor and any and all other supporting groups of this said race event, together with all of their officers, agents, officials and employees from and all liability, claims, demands, actions or cause of action whatsoever arising out of, or related to any injury illness, loss, or damage, including death, relating to participation in the aforesaid event. I further state that I am in proper physical condition and have trained properly to compete and participate in this event.

\_\_\_\_\_  
Date \_\_\_\_\_  
Participant's Signature (if under 18, please have parent or guardian sign below)

\_\_\_\_\_  
Date \_\_\_\_\_  
Parent/Guardian's Signature



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



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

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## **Memorandum**

November 13, 2014

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

From: Brent Hinson  
City Administrator

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

Re: Private Sidewalk Between 500 Blocks of South 6<sup>th</sup> and South 7<sup>th</sup>

A private sidewalk exists running between South 6<sup>th</sup> and South 7<sup>th</sup> to the east of Lincoln Elementary School. This was put in a number of years ago to deal with kids cutting through yards from the neighborhoods to the east of Lincoln. This situation occurred because there is no cross street for 4 blocks between those segments of South 6<sup>th</sup> and South 7<sup>th</sup>, and cutting through the yards is by far the shortest distance between two points.

The sidewalk is on the property of Mike Roth. Mike has approached me and requested that the Council consider dedicating it as a public sidewalk. This would relieve Mike and future homeowners of the liability of having the sidewalk on their private property, and prevent it from being shut off or removed by a future homeowner for this reason. There is an existing storm sewer easement along that property line. I have worked with Kevin on examining this issue, and I believe we would recommend that if the Council agrees to accept the sidewalk, that we would dedicate the strip of land including the sidewalk and storm sewer as right-of-way. This would create a duty for the adjacent property owner(s) to maintain the sidewalk, so as a result I'd recommend that if possible, this right-of-way would terminate 1' from Mike's south property line or some similar arrangement to ensure that it was clear whose responsibility it was to maintain the sidewalk (if the Council agrees to proceed, we can further examine the exact legal details).

The sidewalk is in relatively good shape, but would need a little bit of work to bring it up to code. The sidewalk is pretty narrow, so in the future, we may want to reconstruct it to bring it more in line with ADA.

I have invited Mike to attend the meeting to discuss.

**Private Sidewalk Between  
500 Blocks of South 6th  
and South 7th**

**Lincoln Elementary**

**Location of sidewalk**





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



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

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## **Memorandum**

November 13, 2014

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: Possible Reimbursement Agreements with Chamber and Main Street

I have been approached by both Chamber and Main Street regarding the possibility of the City entering into an agreement to allow their Executive Directors to receive City health insurance. Each organization has been providing a pre-tax stipend for its director to purchase their own health insurance. However, this is no longer allowed under Affordable Care Act (ACA) rules.

The City has had an employee relationship with WEDG's Executive Director since 1998. The current director is for all intents and purposes a City employee, who receives and contributes to IPERS and City health insurance like other employees. WEDG provides us full reimbursement on a monthly basis for the associated costs. This sort of arrangement is not unusual across the state, and can be an effective way for a small community and small organization to retain a quality director, in a field with relatively high turnover.

I have thought quite a bit about the request to expand this arrangement to Chamber and Main Street, and have ultimately decided that I can recommend doing this. I know we don't want to keep adding semi-autonomous employees to the payroll, but don't really think the risk of "slippery slope" is really significant beyond these two entities. It is something the City has experience doing, and we have a system that seems to work fairly well. It is a nice way for the City to partner with our local development partners with really no skin off our backs, as the costs are fully reimbursed. If the arrangement allows Chamber and Main Street to retain their directors for a longer period of time than the past history, this will be significantly to the community's benefit in a variety of tangible and intangible ways. I support continuing the longstanding arrangement with WEDG, and have failed to identify any clear delineation as to why we would offer this arrangement to WEDG but not to our other development partners.

Were the City to proceed with this sort of arrangement with Chamber and with Main Street, I believe written agreements would be essential. The City does not currently have a written agreement with WEDG regarding that arrangement, and this needs to be remedied as well. I would propose several changes to the current approach to be reflected in the written agreements: 1) The City needs to have some formal oversight over the directors, which I believe can be most effectively accomplished by requiring that the organizations have an elected or appointed City official on each of their boards as a voting member; 2) To simplify the reimbursement process, I believe the payments from the organizations need to be set up for electronic payment on a regular day of the month, such as the 1<sup>st</sup> or 15<sup>th</sup>; and 3) I would like to see a limitation to the times of the year in which the payment amounts can be amended, limiting that to July 1 (start of fiscal year) and December 1 (health insurance renewal)- it could create administrative headaches for the City staff to manage the arrangements if the boards of directors want to regularly (or irregularly) make changes to compensation or benefits for their Executive Directors. An additional internal step I think the City should take is to pull the WEDG director salary and reimbursement out of the General Fund, and set up separate funds for each reimbursement arrangement. This would make it much simpler to track, and for the Council as a whole to provide financial oversight of the arrangements.

I have attached analysis documents I provided to the Chamber and Main Street boards at their request. This gives you an indication of the types of dollar amounts that would be involved on a yearly basis in these pass-through arrangements.

City of Washington  
 Main Street Director  
 Related Costs at 12/1/14

Updated

11/13/2014 19:32

	<u>City Benefits</u>	<u>Current Package</u>
Base Salary	\$33,500.00	\$33,500.00
Longevity	\$0.00	\$0.00
Salary Increase	\$0.00	\$0.00
IPERS/Retirement	\$2,991.55	\$1,005.00
FICA	\$2,562.75	\$2,562.75
Disability & Life Ins*	\$419.76	\$0.00
Unemployment	\$253.00	\$354.38
Health Insurance**	\$5,156.93	\$1,800.00
Worker's Comp*	\$109.19	\$572.00
<b>Total Benefits Expense</b>	<b>\$11,493.18</b>	<b>\$6,294.13</b>
<b>Total Compensation</b>	<b>\$44,993.18</b>	<b>\$39,794.13</b>
<b>Monthly Amount</b>	<b>\$3,749.43</b>	<b>\$3,299.51</b>
		<b>Yearly Incr. \$5,199.05</b>

For Informational Purposes: City Health Insurance			
12/1/14	Current Rates	EE Share	%
Fam Premium	\$1,318.89	\$329.72	75.0%
Emp/Ch Premium	\$813.51	\$203.38	75.0%
Emp/Sp Premium	\$880.12	\$220.03	75.0%
Single Premium	\$429.74	\$0.00	100.0%

Worker's Comp Calculation: Main Street Director

Salary	33,500	WC Code	8810
Sadrakula	33,500	Rate/100	0.31
		Premium	104
		w/Ex Mod	96
		Premium Add	20
		Exp Const	116
		WC Subt	104
		Good Exp	109.19
		90% 5% Inc	104

\* Sarah currently has \$100k accident coverage and \$500k bodily injury by disease rolled into her work comp insurance.  
 City package for Disability & Life includes: \$50k life, \$50k AD&D, Long-Term Disability, and Short-Term Disability.  
 \*\* Health Insurance is based on single coverage. See the box to right for information on rates for other categories.

City of Washington  
 Chamber Director  
 Related Costs at 12/1/14

**Updated 11/13/2014 19:32**

	<u>City Benefits</u>	<u>Current Package</u>
Base Salary	\$43,940.00	\$43,940.00
Longevity	\$0.00	\$0.00
Salary Increase	\$0.00	\$0.00
IPERS/Retirement	\$3,923.84	\$1,318.20
FICA	\$3,361.41	\$3,361.41
Disability & Life Ins*	\$0.00	\$0.00
Unemployment	\$253.00	\$80.40
Health Insurance**	\$5,156.93	\$4,800.00
Worker's Comp	\$137.32	\$254.85
<b>Total Benefits Expense</b>	<b>\$12,832.51</b>	<b>\$9,814.86</b>
<b>Total Compensation</b>	<b>\$56,772.51</b>	<b>\$53,754.86</b>
<b>Monthly Amount</b>	<b>\$4,731.04</b>	

**Yearly Incr.**  
**\$3,017.65**

For Informational Purposes: City Health Insurance			
12/1/14	Current Rates	EE Share	%
Fam Premium	\$1,318.89	\$329.72	75.0%
Emp/Ch Premium	\$813.51	\$203.38	75.0%
Emp/Sp Premium	\$880.12	\$220.03	75.0%
Single Premium	\$429.74	\$0.00	100.0%

Worker's Comp Calculation: Chamber Director

	<u>Salary</u>	<u>WC Code</u>	<u>Rate/100</u>	<u>Premium</u>	<u>Premium w/Ex Mod</u>	<u>Add</u>	<u>WC Subt</u>	<u>Good Exp @ 7/1/13</u>	<u>90% 5% Inc</u>
Redlinger	43,940	8810	0.31	136	125	20	145	131	137.32

\* WEDG does not offer this benefit to its director. Estimated cost of offering these benefits to Michelle is \$34.98 per month, or \$419.76/yr.  
 City package for Disability & Life includes: \$50k life, \$50k AD&D, Long-Term Disability, and Short-Term Disability.  
 \*\* Health Insurance is based on single coverage. See the box to right for information on rates for other categories.

**STATE OF IOWA**  
**2014**  
**FINANCIAL REPORT**  
**FISCAL YEAR ENDED**  
**JUNE 30, 2014**

1620920060000  
(enter title)  
(enter address)  
(enter city, IA zip code)

**CITY OF WASHINGTON, IOWA**  
**DUE: December 1, 2014**

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

**WHEN COMPLETED, PLEASE RETURN TO**  
**Mary Mosiman, CPA**  
**Auditor of State**  
**State Capitol Building**  
**Des Moines, IA 50319-0004**

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

ALL FUNDS				
Item description	Governmental (a)	Proprietary (b)	Total actual (c)	Budget (d)
<b>Revenues and Other Financing Sources</b>				
Taxes levied on property	3,381,970		3,381,970	3,314,952
Less: Uncollected property taxes-levy year	0		0	0
<b>Net current property taxes</b>	3,381,970		3,381,970	3,314,952
Delinquent property taxes	0		0	0
TIF revenues	149,557		149,557	158,431
Other city taxes	759,039	0	759,039	739,127
Licenses and permits	85,086	0	85,086	118,600
Use of money and property	156,985	0	156,985	137,572
Intergovernmental	1,884,769	0	1,884,769	5,002,421
Charges for fees and service	430,238	4,025,311	4,455,549	4,571,950
Special assessments	39,159	400	39,559	13,000
Miscellaneous	228,641	0	228,641	12,600
Other financing sources	3,224,374	1,620,774	4,845,148	4,966,664
<b>Total revenues and other sources</b>	10,339,818	5,646,485	15,986,303	19,035,317
<b>Expenditures and Other Financing Uses</b>				
Public safety	1,706,779	0	1,706,779	1,728,947
Public works	1,285,352	0	1,285,352	1,718,590
Health and social services	0	0	0	0
Culture and recreation	881,488	0	881,488	925,458
Community and economic development	118,061	0	118,061	27,722
General government	792,362	0	792,362	752,410
Debt service	1,667,215	0	1,667,215	902,836
Capital projects	966,678	0	966,678	5,088,570
<b>Total governmental activities expenditures</b>	7,417,935	0	7,417,935	11,144,533
Business type activities	0	3,519,315	3,519,315	5,095,520
<b>Total ALL expenditures</b>	7,417,935	3,519,315	10,937,250	16,240,053
Other financing uses, including transfers out	2,732,927	1,645,623	4,378,550	4,716,664
<b>Total ALL expenditures/And other financing uses</b>	10,150,862	5,164,938	15,315,800	20,956,717
<b>Excess revenues and other sources over (Under) Expenditures/And other financing uses</b>	188,956	481,547	670,503	-1,921,400
Beginning fund balance July 1, 2013	4,964,036	2,542,422	7,506,458	6,006,425
Ending fund balance June 30, 2014	5,152,992	3,023,969	8,176,961	4,085,025

**Note** - These balances do not include \$ 0 held in non-budgeted internal service funds; \$ 0 held in Pension Trust Funds; \$ 0 held in Private Purpose Trust funds and \$ 0 held in agency funds which were not budgeted and are not available for city operations.

Indebtedness at June 30, 2014	Amount - Omit cents	Indebtedness at June 30, 2014	Amount - Omit cents
General obligation debt	\$ 4,908,714	Other long-term debt	\$ 57,628
Revenue debt	\$ 16,759,239	Short-term debt	\$ 0
TIF Revenue debt	\$ 116,000		
		General obligation debt limit	\$ 17,373,905

**CERTIFICATION**

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

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

**PLEASE PUBLISH THIS PAGE ONLY**

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



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

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## **Memorandum**

November 13, 2014

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

From: Brent Hinson  
City Administrator

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

Re: TIF State Report and County Certification

In order to collect Tax Increment Financing (TIF) revenues, the City must complete two important items this time of year, with December 1 as the deadline. The first is the State of Iowa Annual Urban Renewal (UR) Report, which is a "look back" at the fiscal year completed this past June 30. The second is the Washington County TIF Debt Form for each active UR Area, which is a "look forward" to the fiscal year beginning July 1, 2015.

The State report is fairly lengthy, and was introduced in its current form 2 years ago. We have to list all of the new debt incurred over the past fiscal year, all of the debt retired, any new areas established, and list the usage of our LMI TIF funds, and many other things. I have provided you the summary page along with a backing spreadsheet I prepared that gives an overview of the activity in each of our UR areas. The City has an extremely low TIF debt load at the current point in time, even with Oakwood Village coming online this certification. I would expect the absolute amount of debt to increase over the next few years as the Washington Business Park is developed, but this will be manageable debt that will be paid down quickly due to the use of existing increment.

The Washington County certification is also a fairly complex document. We have 4 UR areas reflected: Unified Commercial, Downtown Commercial, Unified South Central Residential, and Highland Park East Residential. Hopefully, by the end of FY16 the Highland Park East area will be permanently retired, but the other 3 areas should be expected to remain in place for the foreseeable future.

**Annual Urban Renewal Report, Fiscal Year 2013 - 2014**

**Levy Authority Summary**

Local Government Name: WASHINGTON  
 Local Government Number: 92G887

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
WASHINGTON #1 URBAN RENEWAL	92004	1
WASHINGTON HIGHLAND PARK EAST URBAN RENEWAL	92011	1
WASHINGTON #3C URBAN RENEWAL	92014	1
WASHINGTON #5 URBAN RENEWAL	92016	1
WASHINGTON #6 URBAN RENEWAL	92017	2
WASHINGTON #7 URBAN RENEWAL	92018	1

**TIF Debt Outstanding:** Line  
1 603,556

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2013:** 0 2 0 **Amount of 07-01-2013 Cash Balance Restricted for LMI**

TIF Revenue: 149,557 3  
 TIF Sp. Revenue Fund Interest: 0 4  
 Asset Sales & Loan Repayments: 0 5  
**Total Revenue:** 149,557 6

Rebate Expenditures: 2,569 7  
 Non-Rebate Expenditures: 146,988 8  
 Returned to County Treasurer: 0 9  
**Total Expenditures:** 149,557 10

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2014:** 0 11 0 **Amount of 06-30-2014 Cash Balance Restricted for LMI**

**Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance:** 12 453,999

City of Washington  
 FY2013-2014 State TIF Report  
 Summary of TIF Debts by Area

TIF District	TIF Debt as of	Source of Debt	Starting FB	TIF Taxes & Misc. RV		Debt Payments	Ending FB	New Debt Added	TIF Debt as of
	7/1/2013		TRF In	FY2013-2014	FY2013-2014		6/30/2014		
#1- NE Industrial Park	\$6,664.50	Infrastructure installation	\$0.00	\$0.00	\$6,292.85	\$0.00	\$19,823.28	\$20,194.93	
#3C- Timber Ridge II	\$128,039.12	Revenue bond/infrastructure	\$0.00	\$0.00	\$59,867.81	\$0.00	\$13,630.68	\$81,801.99	
#4- MAHP Subdivision	\$128,597.87	Infrastructure installation	\$0.00	\$0.00	\$41,338.28	\$0.00	\$2,622.48	\$89,882.07	
#5- Engineered Building Design	\$256,607.84	Project Incentives	\$0.00	\$0.00	\$39,488.44	\$0.00	\$0.00	\$217,119.40	
#6- Biodiesel	\$0.00	Infrastructure installation	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00	
#7- DOWNTOWN	\$2,569.48	Bldg Improvements- Rebate	\$0.00	\$0.00	\$2,569.48	\$0.00	\$0.00	\$0.00	
- Wash Preservation LLC									
	\$522,478.81								
w/New Debt	\$81,076.44		\$0.00	\$0.00	\$149,556.86	\$0.00	\$81,076.44	\$453,998.39	
	\$603,555.25		<b>Line 2</b>	<b>Line 5</b>	<b>Line 3</b>	<b>Line 11</b>	<b>Included</b>	<b>Line 12</b>	
							<b>in Line 1</b>		

- Line numbers in bold refer to the FY2013 State TIF Report, "Levy Authority Summary" Page



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

**A RESOLUTION OBLIGATING AND APPROPRIATING  
URBAN RENEWAL TAX REVENUE FUNDS FOR THE  
REPAYMENT OF ELIGIBLE DEBTS FOR FISCAL YEAR 2016**

WHEREAS, the City Council, pursuant to and in strict compliance with all laws applicable to the city, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted urban renewal plans for its urban renewal areas, as listed below; and

WHEREAS, the Council has adopted ordinances providing for the division of taxes levied on taxable property and established a special fund for the deposit of such monies pursuant to Section 403.19 of the Code of Iowa; and

WHEREAS, the City has scheduled Annual Payments on an annual appropriation basis for certain debts per lawfully adopted development agreements as referenced below, and it is now necessary for the City Council to authorize said funds for appropriation; and

WHEREAS, the Council wishes to certify all other eligible debts for payment in Fiscal Year 2015:

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

Section 1. The City Council hereby authorizes certification for Fiscal Year 2016 to the Washington County Auditor for the repayment of the following TIF debts:

<u>Area</u>	<u>Amount</u>
<b>Unified Commercial</b> <ul style="list-style-type: none"><li>• NE Industrial Park</li><li>• Engineered Building Design</li><li>• Biodiesel</li></ul>	<ul style="list-style-type: none"><li>• \$20,195 (total debt \$32,671.47)</li><li>• \$36,108 (total debt \$180,540.00)</li><li>• \$45,401 (total debt \$45,400.91)</li></ul>
<b>Downtown Commercial</b> <ul style="list-style-type: none"><li>• Washington Preservation, LLC</li><li>• Marshall's Properties, LLC</li></ul>	<ul style="list-style-type: none"><li>• 75% of incremental revenues collected (estimated at \$1,889)</li><li>• 100% of incremental revenues collected (estimated at \$2,788)</li></ul>
<b>Unified South Central Residential</b> <ul style="list-style-type: none"><li>• Timber Ridge II</li><li>• Oakwood Village</li></ul>	<ul style="list-style-type: none"><li>• \$59,467 (total debt \$59,467.06)</li><li>• Collect maximum amount allowable by law per development agreement (total projected debt not to exceed \$450,000)</li></ul>

<b>Highland Park East</b>	<ul style="list-style-type: none"> <li>• \$44,869 or maximum amount allowable by law (Total Debt \$44,869)</li> </ul>
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Section 2. The City Council hereby obligates 75% of incremental revenues collected from Washington Preservation, LLC development agreement for appropriation from the Downtown Commercial Urban Renewal Tax Revenue Fund to make the Annual Payments in the fiscal year beginning July 1, 2015.

Section 3. The City Council hereby obligates 100% of incremental revenues collected from Marshall's Properties, LLC development agreement for appropriation from the Downtown Commercial Urban Renewal Tax Revenue Fund to make the Annual Payments in the fiscal year beginning July 1, 2015.

Section 4. The City Council hereby obligates 25% of the final project cost of the IRE stormwater improvements development agreement for appropriation from the Unified Commercial Urban Renewal Tax Revenue Fund to make the Annual Payments in the fiscal year beginning July 1, 2015.

Section 5. The City's certification of the amount obligated for appropriation in Sections 2, 3 and 4 above, on the City's December 1, 2014 certification of debt payable from the appropriate fund is hereby authorized and such amount shall be reflected in the City's budget for the next succeeding fiscal year.

Section 6. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 18<sup>th</sup> day of November, 2014.

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

ATTEST:

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

## NOTICE OF PUBLIC HEARING

The City Council of the City of Washington, Iowa, will hold a public hearing on the proposal to enter into a Development Agreement with Marshall's Properties, L.L.C. ("Marshall's") at 6:00 p.m. on Tuesday, November 18, 2014 in the Council Chambers at 120 E. Main Street in Washington. The proposed Development Agreement includes payment by the City to Marshall's of incremental tax revenue rebates in an amount of not-to-exceed \$30,000 to be collected by Marshall's over a ten-year time period.

Any and all persons are invited to make comments in person or via written communication prior to or at said public hearing. More information on this proposed Development Agreement may be obtained by contacting the City Clerk.

/s/ Illa Earnest

by Direction of the City Council

Prepared by: Kevin D. Olson, Washington City Attorney, PO Box 5640, Coralville, Iowa 52241 (319) 351-2277  
Return to: City Clerk, City of Washington, Iowa, 215 E. Washington Street, Washington, Iowa 52353

## DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT (the “Agreement”) entered into by and between the **City of Washington, Iowa**, 215 E. Washington Street, Washington, Iowa 52353, hereafter referred to as “City”; and **Marshall’s Properties, L.L.C.**, an Iowa limited liability company, 115 W. Jefferson Street, Washington, Iowa 52353, hereafter referred to as “Developer.”

WHEREAS, Developer is the Owner of certain real property legally described as follows:

Lot Number Three (3) in Block Number Twenty-three (23), in the Original Plat of the town, now City of Washington, Iowa, in Washington County, Iowa (the “Property”)

; and

WHEREAS, Developer has spent the approximate amount of \$260,000 to expand its operation within the City; and

WHEREAS, the City and Developer, in consideration of the considerable improvements made to Developer’s Property, have agreed to enter into this Agreement to allow for a portion of the increased property taxes to be collected over the next ten (10) years after completion of the Project; and

WHEREAS, the Property is located within the Unified Washington Urban Renewal Area ( the “Urban Renewal Area”); and

WHEREAS, Chapter 15A of the Code of Iowa (2013) authorizes cities to provide grants, loan, guarantees, tax incentives and other financial assistance to and for the benefit of private persons.

NOW, THEREFORE, ON THE BASIS OF THE PRECEDING RECITALS, AND FOR THE MUTUAL CONSIDERATION OF ENTERING INTO THIS AGREEMENT, THE DEVELOPER AND CITY AGREE AS FOLLOWS:

**A. Developer's Obligations.**

1. The Developer will cause the Project to be constructed on the Property in strict compliance with the all applicable laws, regulations and ordinances. The Project shall be completed no later than \_\_\_\_\_, 201\_.

2. The Developer shall maintain and operate the Project in strict compliance with all applicable laws, regulations and ordinances for the period of at least ten (10) years following the issuance of an occupancy permit for the Project until the Agreement ceases.

3. The Developer shall pay, when due, all real estate taxes to the Washington County Treasurer attributable to the Project. Prior to any Payment by the City to the Developer, the Developer shall provide receipts to the City evidencing payment of said real estate taxes.

4. The Developer shall be responsible for payment attorneys' fees, cost of the publication notice and costs of recording of this Agreement (the "City Fees"). Said City Fees shall be deducted from the first incremental tax payment contemplated to be made on December 1, 2016.

**B. City's obligations.**

1. In recognition of the Developer's obligations set out above, the City agrees to maintain the tax increment ordinances in effect and to make economic development tax increment payments (the "Payments") to the Developer in each fiscal year during the term of this Agreement, pursuant to Chapters 15A and 403 of the Code of Iowa. Tax increment payments will be made annually on or before December 1<sup>st</sup> of each year (the "Payment Date"), and will continue in accordance with the payment schedule during the term of this Agreement.

2. Each Payment of incremental tax revenues which are collected by the City pursuant to a division of revenue as outlined in Section 403.19 of the Code of Iowa (2013) shall be in the amount as outlined in the Schedule below:

If the assessed value of the Property (January 1, 2014 assessment is \$37,500) is equal to or greater than \$56,250, the following payment schedule shall be in effect:

December 1, 2016      100% of incremental revenues received by the City

December 1, 2017	100% of incremental revenues received by the City
December 1, 2018	100% of incremental revenues received by the City
December 1, 2019	100% of incremental revenues received by the City
December 1, 2010	100% of incremental revenues received by the City
December 1, 2021	75% of incremental revenues received by the City
December 1, 2022	75% of incremental revenues received by the City
December 1, 2023	75% of incremental revenues received by the City
December 1, 2024	75% of incremental revenues received by the City
December 1, 2025	75% of incremental revenues received by the City

If the assessed value of the Property (January 1, 2014 assessment is \$37,500) is less than \$56,250, the following payment schedule shall be in effect:

December 1, 2016	100% of incremental revenues received by the City
December 1, 2017	100% of incremental revenues received by the City
December 1, 2018	100% of incremental revenues received by the City
December 1, 2019	75% of incremental revenues received by the City
December 1, 2010	75% of incremental revenues received by the City
December 1, 2021	75% of incremental revenues received by the City
December 1, 2022	60% of incremental revenues received by the City
December 1, 2023	60% of incremental revenues received by the City
December 1, 2024	60% of incremental revenues received by the City
December 1, 2025	60% of incremental revenues received by the City

For purposes of these calculations, the phrase “incremental revenue received by the City” shall mean only those incremental tax revenues received by the City that is attributable to this Property only.

4. The Payments contemplated under this Agreement shall not constitute general obligations of the City, but shall be made solely and only from incremental property taxes received by the City from the Washington County Treasurer, which are attributable to the Property.

5. Each Payment contemplated under this Agreement shall be subject to the annual appropriation of the City Council. Prior to December 1 of each year during the term of this Agreement, the Washington City Council shall consider the question of obligating for appropriation to the funding of the Payments due in the following fiscal year according to the applicable Payments schedule outlined in Paragraph 3 above. (the “Appropriated Amount”).

The City agrees to certify pursuant to Section 403.19 of the Iowa Code by December 1<sup>st</sup> of each year during the term of this Agreement to the Washington County Auditor an amount equal to the most recent Appropriated Amount. The City will give notice to the Developer of the amount certified pursuant to Section 403.19 of the Code on or before December 1<sup>st</sup> of each year, for the fiscal year beginning the following July 1<sup>st</sup>. If the City fails to certify an amount to be collected pursuant to said Section 403.19 of the Code for the obligations contemplated under this Agreement, then an event of non-appropriation shall have occurred, as discussed herein. If an event of non-appropriation occurs, the City's obligation to pay pursuant to this Agreement for the fiscal year in question shall cease, and the Developer expressly acknowledges that it has no recourse against the City for said non-appropriation. Future Payments, if any, contemplated under this Agreement shall be subject to future appropriation by the City, all of which shall be contemplated pursuant to said Section 403.19 and certified each December 1<sup>st</sup> for the fiscal year beginning the following July 1<sup>st</sup>.

**C. Administrative Provisions.**

1. Each party represents to the other that the party has full power and authority to enter into this Agreement and that this Agreement is a binding Agreement duly authorized by the governing body of each party.

2. This Agreement represents the entire agreement between the parties and may not be amended or assigned without the express permission of the other party. However, by execution of this Agreement, the City hereby authorizes the Developer to assign the rights to receive the Payments to a private lender, as security, without further action of the City Council and upon receipt of an assignment from the Developer which directs the City to make Payments directly to such lender.

3. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

4. This Agreement shall be deemed to be a contract made under the laws of the State of Iowa, and for all purposes shall be governed by and construed in accordance with the laws of the State of Iowa.

5. If any provision of this Agreement or the application thereof to any person or circumstance shall be invalid, illegal or unenforceable to any extent, the remainder of this Agreement and the application thereof shall not be affected and shall be enforceable to the fullest extent permitted by law.

6. That this Agreement may be executed in counterparts.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

SIGNATURE PAGE FOR THE CITY OF WASHINGTON, IOWA

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

ATTEST:

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

**STATE OF IOWA, WASHINGTON COUNTY, ss:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Sandra Johnson and Illa Earnest, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Washington, Iowa; a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as passed by Resolution of the City Council; and Sandra Johnson and Illa Earnest acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

\_\_\_\_\_  
Notary public



SIGNATURE PAGE OF MARSHALL'S PROPERTIES, LLC

By: \_\_\_\_\_  
Michael Driscoll

ATTEST:

By: \_\_\_\_\_  
Matt Myers

**STATE OF IOWA, COUNTY OF WASHINGTON:**

On this \_\_\_\_ day of \_\_\_\_\_, 2014, this document was executed by Mike Driscoll and Matt Myers as \_\_\_\_\_ and \_\_\_\_\_ of Marshall's Properties, LLC.

\_\_\_\_\_  
Notary Public

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

RESOLUTION APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF WASHINGTON AND MARSHALL'S PROPERTIES, LLC.

WHEREAS, Marshall's Properties, LLC (the "Developer") owns certain property located in the Washington Unified Commercial Urban Renewal Area (the "Urban Renewal Area"); and

WHEREAS, it is desirable that properties located within said Urban Renewal Area be redeveloped as part of the plan for overall development covered by this Urban Renewal Plan; and

WHEREAS, the Developer has made improvements to its property totaling \$260,000 (the "Project"); and

WHEREAS, in exchange for the construction of the Project in strict compliance with the Development Agreement, the City has agreed to make annual tax increment payments in an amount of not-to-exceed \$30,000 pursuant to the schedule(s) adopted in the Development Agreement; and

WHEREAS, Chapters 15A and 403 of the Iowa Code authorizes cities to make loans and grants for economic development in furtherance of the objectives of an urban renewal project and to appropriate such funds and make such expenditures as may be necessary to carry out the objectives of the urban renewal project and Chapters 15A and 403 of the Code of Iowa; and

WHEREAS, the City Council has heretofore determined that entering into the Development Agreement with the Developer is in the best interests of the citizens of the City and said Project is in furtherance of the goals and objectives of the Washington Unified Commercial Urban Renewal Plan.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Washington, Iowa, finds that:

Section 1. That the performance by the City of its obligations under the Development Agreement, including the making of annual tax increment payments to the Developer under the terms set forth in said Development Agreement is hereby declared by this City Council to be a

public purpose and undertaking in furtherance of the goals and objectives of the Urban Renewal Plan.

Section 2. That the performance of the obligations by the City under this Agreement, will:

- a. Assist in the generation of businesses that add diversity and generate new opportunities for the Iowa economy.
- b. That the obligations under this Agreement in dispensing said annual tax increment payments to the Developer will produce public benefits and gains which benefits and gains are warranted based upon the amount of tax increment payments dispensed to the Developer.

Section 3. That the aforementioned Development Agreement be and the same is hereby approved. Further, the Mayor and City Clerk are hereby directed to execute said Development Agreement on behalf of the City.

Passed and approved this 18<sup>th</sup> day of November, 2014.

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

ATTEST:

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

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

**A RESOLUTION ENDORSING A NOMINATION  
FOR "IOWA'S MOST ENDANGERED PROPERTIES" LIST**

WHEREAS, Preservation Iowa has created a list of special buildings and historic sites that may be endangered for a variety of reasons, which is called the "Iowa's Most Endangered Properties" list, and annually accepts nominations for this list; and

WHEREAS, the City's Historic Preservation Commission has recommended that Smouse House (aka the Captain's Table), located at 321 South Iowa Avenue, be nominated for this list due to its historical significance and concerns about its future:

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

Section 1. The City Council hereby endorses the submission of a nomination for Smouse House to Preservation Iowa's Most Endangered Properties List.

PASSED AND APPROVED this 18<sup>th</sup> day of November, 2014.

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

ATTEST:

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

*~ from Preservation Iowa/Programs/Iowa's Most Endangered Properties*

*"Iowa's Most Endangered Properties began in 1995 to show Iowans the special buildings and historic sites that are slowly and gradually slipping away from us. The program provides an excellent resource for media coverage and introduces endangered property owners to preservation advocates and resources that can help preserve their historic property. Each year a call is placed for nominations through the Preservation Iowa membership, Main Street communities, and historic preservation commissions across the state. A panel of judges considers four criteria in choosing the final list: geographic distribution, historic significance, nature of the threat, and variety of building type."*

Washington's Historic Preservation Commission would like to nominate the Smouse House, AKA the Captain's Table as one of Iowa's Most Endangered Properties. For many years, the Captain's Table has been an important icon throughout southeast Iowa. It has been the scene of thousands of family milestone celebrations. We want to tap those memories in support of returning the building to a functioning role in Washington's tax base and social fabric.

We are seeking letters of support from Main Street Washington, WEDG, Washington County Historical Society, Blair House board, and the City of Washington. Concerned individuals may also write in support of the nomination.

*Due Dec. 1, 2014*

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

**A RESOLUTION OBLIGATING AND APPROPRIATING  
URBAN RENEWAL TAX REVENUE FUNDS FOR THE  
REPAYMENT OF ELIGIBLE DEBTS FOR FISCAL YEAR 2016**

WHEREAS, the City Council, pursuant to and in strict compliance with all laws applicable to the city, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted urban renewal plans for its urban renewal areas, as listed below; and

WHEREAS, the Council has adopted ordinances providing for the division of taxes levied on taxable property and established a special fund for the deposit of such monies pursuant to Section 403.19 of the Code of Iowa; and

WHEREAS, the City has scheduled Annual Payments on an annual appropriation basis for certain debts per lawfully adopted development agreements as referenced below, and it is now necessary for the City Council to authorize said funds for appropriation; and

WHEREAS, the Council wishes to certify all other eligible debts for payment in Fiscal Year 2015:

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

Section 1. The City Council hereby authorizes certification for Fiscal Year 2016 to the Washington County Auditor for the repayment of the following TIF debts:

<u>Area</u>	<u>Amount</u>
<b>Unified Commercial</b> <ul style="list-style-type: none"><li>• NE Industrial Park</li><li>• Engineered Building Design</li><li>• Biodiesel</li></ul>	<ul style="list-style-type: none"><li>• \$20,195 (total debt \$32,671.47)</li><li>• \$36,108 (total debt \$180,540.00)</li><li>• \$45,401 (total debt \$45,400.91)</li></ul>
<b>Downtown Commercial</b> <ul style="list-style-type: none"><li>• Washington Preservation, LLC</li><li>• Marshall's Properties, LLC</li></ul>	<ul style="list-style-type: none"><li>• 75% of incremental revenues collected (estimated at \$1,889)</li><li>• 100% of incremental revenues collected (estimated at \$2,788)</li></ul>
<b>Unified South Central Residential</b> <ul style="list-style-type: none"><li>• Timber Ridge II</li><li>• Oakwood Village</li></ul>	<ul style="list-style-type: none"><li>• \$59,467 (total debt \$59,467.06)</li><li>• Collect maximum amount allowable by law per development agreement (total projected debt not to exceed \$450,000)</li></ul>

<b>Highland Park East</b>	<ul style="list-style-type: none"> <li>• \$44,869 or maximum amount allowable by law (Total Debt \$44,869)</li> </ul>
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Section 2. The City Council hereby obligates 75% of incremental revenues collected from Washington Preservation, LLC development agreement for appropriation from the Downtown Commercial Urban Renewal Tax Revenue Fund to make the Annual Payments in the fiscal year beginning July 1, 2015.

Section 3. The City Council hereby obligates 100% of incremental revenues collected from Marshall's Properties, LLC development agreement for appropriation from the Downtown Commercial Urban Renewal Tax Revenue Fund to make the Annual Payments in the fiscal year beginning July 1, 2015.

Section 4. The City Council hereby obligates 25% of the final project cost of the IRE stormwater improvements development agreement for appropriation from the Unified Commercial Urban Renewal Tax Revenue Fund to make the Annual Payments in the fiscal year beginning July 1, 2015.

Section 5. The City's certification of the amount obligated for appropriation in Sections 2, 3 and 4 above, on the City's December 1, 2014 certification of debt payable from the appropriate fund is hereby authorized and such amount shall be reflected in the City's budget for the next succeeding fiscal year.

Section 6. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 18<sup>th</sup> day of November, 2014.

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

ATTEST:

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

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



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Washington, Iowa 52353  
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## **Memorandum**

November 13, 2014

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: Overland Properties/Reserves at Briarwood Change of Site

As the Council is aware, the Overland Properties Group submitted a Section 42 tax credit application for a site on West Monroe for the construction of 32 LMI (low and moderate income) apartment units. This application was funded, and the developer was also awarded HOME funds, which carry additional U.S. Department of Housing & Urban Development (HUD) restrictions.

The developer has had significant experience working with Section 42 guidelines, but not as much with HOME guidelines. They moved forward at the end of July with the purchase of the property, but were advised after this occurred that because all of the HOME clearances had not been completed at the time of purchase that HUD would not allow the property to be used for the development of the apartment units. This appeared it would potentially kill the project, but the developer has been working diligently ever since to find a path forward.

This week, the developer informed us that they had received permission to move the project to another site, as long as that site met the long list of criteria for funding under the programs, and scored at least as well as their original submitted application. Because of the extensive requirements, which include maximum distances from grocery stores, schools, parks, etc., there are few other available sites that could meet all of these guidelines. The developer has located a site, currently owned by the Marie family (who previously owned the property that was purchased in July), located at West Tyler and South Avenue E, that would meet all of the guidelines. This site is zoned R-4, which is appropriate for the development. It is probably not as good of site from a community perspective as the site on West Monroe, but is essentially the only option to save a \$5.8 million project that will provide much-needed new apartment units in the community. The developer has agreed to ensure that rights-of-way for the extension of West Tyler and



# Reserves Alternate Site Plan: 11-11-14

Including Future Street Development Plan



Previous Site



Avenue H Extension

Van Buren Extension

Tyler Extension

New Project Site

Avenue E Extension

Future Cemetery Expansion

Washington Business Park

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South Avenue E are included in their revised site plan should the alternate site be approved. I have attached an aerial showing how the new site appears to fit well into the City's future development plans.

Iowa Finance Authority has advised that the developer must respond with a proposal including the City's support by December 1.

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

**A RESOLUTION OF SUPPORT FOR CHANGE OF SITE  
FOR THE RESERVES AT BRIARWOOD SECTION 42 HOUSING PROJECT**

WHEREAS, Overland Property Group (“the Developer”) has proposed and the City Council has endorsed the construction of two 16-unit apartment buildings under the Section 42 low and moderate income housing program of the State of Iowa; and

WHEREAS, the Iowa Finance Authority authorized Section 42 funding on a site on West Monroe Street; and

WHEREAS, the Developer has been informed that construction on the site on West Monroe will no longer qualify for the approved funding; and

WHEREAS, the Developer has proposed an alternate site in the 600 block of West Tyler Street:

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

Section 1. The City Council indicates its support in principle of the change of site by the Overland Property Group for the Reserves at Briarwood project.

Section 2. The City Council pledges intent to amend its development agreement with the Overland Property Group, dated June 17, 2014, to reflect the change in site.

Section 3. The City Council reaffirms its financial commitment to the project and all other provisions as reflected in the development agreement dated June 17, 2014.

Section 4. Any and all funds allocated by the City may be utilized by the developer for any eligible project costs under the Iowa Finance Authority program guidelines.

Section 5. The actual provision of local match cannot be considered final or binding to the City until further action is taken by the Council following the necessary publications, hearings and other legal processes to authorize a TIF ordinance and approve a development agreement amendment, along with any other necessary procedures outlined by the City’s legal representatives.

PASSED AND APPROVED this 18<sup>th</sup> day of November, 2014.

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

ATTEST:

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

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF  
WASHINGTON, IOWA, BY ADDING A NEW CHAPTER 147,  
RENTAL INSPECTION REGULATORY AND INSPECTION PROGRAM**

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

**SECTION 1.**

**147.01 PURPOSE AND INTENT.** The purpose of this chapter is to provide for the enforcement of minimum quality standards for all residential rental dwellings, rental dwelling units, rooming houses and rooming units; to establish a program of regular rental inspections; and to protect the health, safety and general welfare of the residents of the City under the provisions of Chapter 157 of this Code of Ordinances. It is not the intent of this chapter to protect the individual, but rather to protect the public as a whole.

**147.02 DEFINITIONS.** For the purposes of the interpretation and enforcement of this chapter, the following definitions shall apply:

1. "Controlled Area" means areas leased to the occupant and not generally accessible to the general public, which includes, but is not limited to, dwelling units, garage units and storage units assigned to the occupant under the lease agreement.
2. "Dwelling" means any building or structure, except temporary housing, which is wholly or partly used or intended to be used for living or sleeping by human occupants, but does not include dormitories, hotels or motels. Whenever the word "dwelling" is used in this chapter, it shall be construed as though it were followed by the words "or any part thereof."
3. "Dwelling unit" means any habitable room or group of adjoining habitable rooms located within a dwelling and forming a single unit with facilities which are used or intended to be used for living, sleeping, cooking and eating of meals. Whenever the term "dwelling unit" is used in this chapter, it shall be construed as though it were followed by the words "or any part thereof."
4. "Non-dwelling structure" means any structure, except a dwelling or rooming house used or intended to be used for the shelter or enclosure of any person, animal or property of any kind used in conjunction with a rental dwelling or rental dwelling unit.
5. "Occupancy" means the act or acts of living, sleeping or cooking in, or having actual possession of a dwelling, dwelling unit or rooming unit.
6. "Occupant" means any person, including an owner or operator, living, sleeping or cooking in, or having actual possession of a dwelling, dwelling unit or rooming unit.
7. "Operator" means any person who has charge, care or control of a building, or any part thereof, in which any dwelling units or rooming units are let, either as owner or agent of the owner.
8. "Owner" means any person who, alone or jointly or severally with others:

- A. Has legal title or equitable title to any dwelling, dwelling unit, rooming house or rooming unit;
  - B. Has charge, care or control of any dwelling, dwelling unit, rooming house or rooming unit as executor, executrix, administrator, administratrix, trustee, conservator of the estate or as the owner.
9. “Rental property” means any dwelling for which a stated return or payment is made for the possession or use thereof.
10. “Roomer” means an occupant of a rooming house who is charged rent and is not a member of the rooming house owner’s or operator’s family.
11. “Rooming house” means any dwelling or that part of any dwelling containing one or more rooming units in which space is let by the owner or operator to one or more roomers.
12. “Rooming unit” means any room or group of rooms forming a single habitable unit in a rooming house used or intended to be used for living and sleeping, but not for cooking or eating of meals.
13. “Temporary housing” means any tent, trailer, motor home, or other structure used for human shelter which is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than thirty (30) days.

**147.03 TERMS DEFINED IN OTHER CODES.** Where terms are not defined in this chapter and are defined in the Building, Electrical, Plumbing, Mechanical, or Property Maintenance Codes, they shall have the same meanings ascribed to them as in those codes.

**147.04 TERMS NOT DEFINED.** Where terms are not defined under the provisions of this chapter or under the provisions of the Building, Electrical, Plumbing, Mechanical, or Property Maintenance Codes, they shall have ascribed to them their ordinarily accepted meanings or such as any context herein may imply.

**147.05 INSPECTIONS BY CITY CODE ENFORCEMENT PERSONNEL.** The City Administrator or his/her designee is authorized and directed to enter and make such inspections as are necessary to determine the condition of dwellings, dwelling units, rooming houses, rooming units and the premises thereof including but not limited to any non-dwelling structures used by Occupants within the City limits in order to perform his or her duty of safeguarding the health, safety and welfare of the occupants and of the general public.

**147.06 LANDLORD AND OPERATORS TO REGISTER WITH CITY.**

1. All landlords and operators of rental property shall register their rental properties with the City. Each unit is required to be registered and that registration must be amended when the property is sold or has a status change. The registration shall be due May 1 of each calendar year.
2. The City will provide an application form which must be completed and updated upon request. The following information shall be provided to the City:

- A. The street address of the dwelling or rooming house;
  - B. The number of rental units contained in the dwelling or rooming house; and
  - C. The name, address and telephone number of the owner and any agent of the owner of the dwelling or rooming house.
3. If a rental property is not initially registered within the period established in 147.06(1) a late fee for each structure may be added or a municipal infraction pursued.
4. The registration, administrative and other fees outlined in Section 147.16 of this code shall be set by resolution of the Council.

#### **147.07 REGISTRATION.**

1. No person shall rent to another or offer to rent to another any dwelling, dwelling unit or rooming unit unless the owner or operator of the same has registered the rental property with the City. Such registration shall be renewed on an annual basis.
2. Any person who fails to register their property or properties may be deemed guilty of a municipal infraction.
3. For newly constructed rental property, the registration deadline is thirty (30) calendar days after the certificate of occupancy has been issued.
4. For rental property that transfers ownership, the registration deadline is thirty (30) calendar days after the final transfer and/or the recording of such. No additional fee shall be due from the new owner for currently registered properties until the next registration deadline.
5. For properties converted to rental property, the registration deadline is thirty (30) calendar days after said status change.
6. The registration deadline for a rooming house or other property theretofore required to be regularly inspected by the State of Iowa is thirty (30) calendar days after the exemption under Chapter 147.08(4) expires.
7. Failure to register within the prescribed period may result in a late fee being added or a municipal infraction being pursued.

#### **147.08 PROGRAM FOR RENTAL INSPECTION.**

1. **Required Inspections.** Regular inspections of each rental property shall be conducted every three (3) years by a designate of the City Administrator. Spot inspections may be conducted by City officials upon their observation of units which are obviously and substantially out of compliance. Any such inspections will be scheduled with the owner and/or operator of the units.
2. **Requested Inspections.** Upon the request of the owner or operator of a rental unit, the City shall inspect said rental unit to determine compliance with the Housing Code. Upon a successful completion of such inspection, the unit shall be exempt from regular inspections for a period of three (3) years.

3. Section 8 Inspections (also known as SIRHA inspections). Units which have been inspected and passed Section 8 rental requirements shall be deemed to have been regularly inspected and exempt from regular inspections for a period of three (3) years. It shall be the duty of the owner and/or operator of such rental units to provide proof of a Section 8 inspection to the City.

4. State-Inspected Properties. All properties required to be regularly inspected for health and safety standards by the State of Iowa, including but not limited to: Nursing homes, assisted living facilities, hotels, or bed and breakfast inns are exempt from regular inspections. Owners of properties claiming exemption under this provision must furnish a copy of the most recent state inspection report if requested by the City Administrator or designate to verify the exemption.

5. Failed Inspections. If after a City inspection a rental unit is deemed to be out of compliance, a list of needed repairs will be provided to the owner and/or operator with a stated time in which to make the repairs. Upon completion of the repairs, the owner and/or operator shall schedule a re-inspection of the property to confirm compliance. The owner and/or operator shall pay an additional fee if more than one (1) re-inspection is needed to gain compliance.

**147.09 RESPONSIBILITIES OF OPERATORS.** In addition to and in accordance with the requirements of Chapter 157 and other applicable chapters of this Code of Ordinances, operators are designated to be specifically responsible for the following items. Where any conflict may appear between the guidelines of this section and Chapter 157, the definitions and guidelines of Chapter 157 shall control.

1. Maintenance of Structure:

A. Structures shall be maintained in safe and sound condition and shall be capable of supporting the loads that normal use may cause to be placed thereon. [Washington Code of Ordinances, Chapter 157.04(1), 157.04(3), 157.04(8), 157.04(10), 157.05 and 157.06]

B. Exterior shall be maintained in reasonably weathertight, watertight, rodent-proof and insect-proof condition. [Washington Code of Ordinances, 157.03(2) and 157.04(12)]

C. Doors shall be maintained in good and functional condition and every door, when closed, shall fit reasonably well within the frame. [Washington Code of Ordinances, 157.04(13)]

D. Windows shall be maintained in good and functional condition and shall fit reasonably well within the frame. [Washington Code of Ordinances, 157.04(11)]

E. Interior surfaces shall be maintained so as to permit the surface to be kept in a clean and sanitary condition, notwithstanding the occupant's obligations under Section 147.11(1A) and 147.11(1B). [Washington Code of Ordinances, 157.05(5)]

- F. Accessory structures shall be kept in a reasonably good state of repair. [Washington Code of Ordinances, 157.03(4)]
2. Rainwater drainage. [Washington Code of Ordinances, 157.04(5)]
  3. Grading, drainage and landscaping of premises. [Washington Code of Ordinances, 157.03(1)]
  4. Chimneys and smoke pipes shall be maintained in a reasonably good state of repair. [Washington Code of Ordinances, 157.04(9)]
  5. Exterior surfaces shall be reasonably maintained, protected from the elements and against decay. [Washington Code of Ordinances, 157.04(4)]
  6. Means of egress shall be maintained in good condition and shall be free of obstruction at all times. [Washington Code of Ordinances, 157.12(3)]
  7. Hanging screens and storm windows shall be maintained by the owner or operator of the premises except when there is a written agreement between the owner and the occupant to the contrary. [Washington Code of Ordinances, 157.04(11)]
  8. Electrical systems of every dwelling or accessory structure shall be maintained in good and safe working condition. [Washington Code of Ordinances, 157.11(5) and 157.11(6)]
  9. Supplied plumbing fixtures and systems shall be maintained in good and sanitary working condition. [Washington Code of Ordinances, 157.10(5), 157.10(6) and 157.10(7)]<sup>10</sup>.
  10. Gas appliances and facilities shall be properly connected and maintained in good condition. [Washington Code of Ordinances, 157.10(6D) and 157.11(3B)]
  11. Heating and supplied cooling equipment shall be maintained in good and safe working condition. [Washington Code of Ordinances, 157.11(3)]
  12. Floors in kitchen and bathrooms shall be constructed and maintained so as to permit such floor to be easily kept in a clean, dry, and sanitary condition. [Washington Code of Ordinances, 157.05(5)]
  13. Supplied facilities required by Chapter 157 and/or present in the unit and/or designated for the exclusive use by the occupants of the unit at the time that either the rental agreement is signed or possession is given shall function safely and shall be maintained in proper working condition. Maintenance of facilities, utilities, and equipment not required by this chapter shall be the operator's responsibility unless stated to the contrary in the rental agreement. No required supplied facility shall be removed, shut off, or disconnected from any occupied dwelling unit or rooming unit except for



such temporary interruption as may be necessary while actual repairs, replacements, or alterations are being made. [Washington Code of Ordinances, 157.10 and 157.11]

14. Refrigerators and stoves, where provided by the operator, shall be maintained in good and safe working condition.

15. Fire protection systems and carbon monoxide detection systems, where present, shall be maintained in good working condition at all times and shall be provided at the beginning of each tenancy. [Washington Code of Ordinances, 157.12(5) and 157.13]

16. Covered cisterns shall be fenced, safely covered, or filled in such a way as not to create a hazard to life or limb. [Washington Code of Ordinances, 157.04(17)]

17. Openings through walls or floors shall be adequately enclosed or sealed to prevent the spread of fire or passage of vermin. [Washington Code of Ordinances, 157.03(2)]

18. Pest extermination shall be the responsibility of the operator whenever infestation exists in two (2) or more of the dwelling units or rooming units of any dwelling, or in the shared or public parts of any dwelling containing two (2) or more dwelling units or more than one rooming unit. [Washington Code of Ordinances, 157.08]

19. Operator to Let Clean Units: No operator shall permit occupancy of the vacant dwelling unit or rooming unit unless it is clean, sanitary, and fit for human occupancy. [Washington Code of Ordinances, 157.05(1)]

20. Maintenance Of public areas in a safe and sanitary condition shall be the responsibility of the operator of a dwelling containing two (2) or more dwelling units or more than one rooming unit, unless there is a written agreement between the operator and occupant to the contrary. [Washington Code of Ordinances, 157.05(1)]

21. Provision of adequate facilities for the disposal of garbage in compliance with this code is required.

#### **147.10 RESPONSIBILITIES OF OCCUPANTS.**

1. Occupant Responsibility: Every occupant of a dwelling unit or rooming unit shall keep in a clean, safe, and sanitary condition that part of the dwelling, dwelling unit, rooming unit, or premises thereof he or she occupies and controls.

A. Every floor and floor covering shall be kept reasonably clean and sanitary.

B. Every wall and ceiling shall be kept reasonably clean and free of dirt or greasy film.

C. No dwelling or the premises thereof shall be used for the storage or handling of refuse.

D. No dwelling or the premises thereof shall be used for the storage or handling of dangerous or hazardous materials.

2. Plumbing Fixtures: The occupants of a dwelling unit shall keep all supplied plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care, proper use, and proper operation thereof.

3. Extermination of Pests: Every occupant of a single-family dwelling shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises; every occupant of a dwelling containing more than one dwelling unit or rooming unit shall be responsible for such extermination within the unit occupied by him whenever said unit is the only one infested. Notwithstanding the foregoing provisions of this section, whenever infestation is caused by the failure of the owner to maintain a dwelling in a reasonably rodent-proof or reasonably insect-proof condition, extermination shall be the responsibility of the owner.

4. Storage and Disposal Of Garbage: Every occupant of a dwelling shall dispose of rubbish, garbage, and any other organic waste in a clean and sanitary manner by placing it in the authorized disposal facilities or storage containers required by this code.

5. Use and Operation Of Supplied Heating Facilities: Every occupant of a dwelling unit or rooming unit shall be responsible for the exercise of reasonable care, proper use, and proper operation of supplied heating facilities.

6. Electrical Wiring: No temporary wiring or extension cords shall be used except extension cords which run directly from portable electric fixtures to convenience outlets and which do not lie beneath floor coverings or extend through doorways, transoms, or similar apertures and structural elements or attached thereto. The occupant shall not knowingly overload the circuitry of the dwelling unit or rooming unit.

7. Supplied Facilities: Every occupant of a dwelling unit shall keep all supplied fixtures and facilities therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care, proper use, and proper operation thereof.

8. Fire Protection: It shall be the responsibility of the occupant to maintain operational early warning fire protection systems by means of replacing batteries as needed. If these systems become inoperable by mechanical failure, the occupant is required to notify the owner.

**147.11 COMPLAINTS.** All persons making complaints concerning the compliance with the provisions of this chapter of any dwelling, dwelling unit, rooming house or rooming unit shall do so in the following manner:

1. Prior to filing a complaint with the City, occupants shall provide operator a written, dated notice providing sufficient detail to identify alleged violations. The notice shall be provided to operator by certified mail or delivery confirmation.

2. In the case of Occupants making complaints concerning the dwelling or dwelling unit in which they reside, such tenant shall attach a dated copy of the notice in

which they requested the owner or operator to correct the alleged violation, unless complaint pertains to an emergency situation as determined by the administration.

3. The complaints shall be in writing upon a form provided by the City of Washington and signed by the complainant.

4. Such complaints shall state the address of the premises, the name of the owner, landlord or operator, and shall state the nature of the alleged violation with specificity.

5. It is a violation of the provisions of this chapter for an owner or operator to take reprisals against any tenant making a complaint under the provisions of this chapter. Any such reprisals shall constitute a municipal infraction.

6. Upon receipt of evidence that the operator has received proper notification as to an alleged violation and been given an appropriate amount of time to resolve the complaint, the City may within seven (7) days initiate abatement procedures as outlined in Chapter 50 of this Code of Ordinances.

#### **147.12 RIGHT OF ENTRY.**

1. City code enforcement personnel are authorized and directed to enforce all of the provisions of this ordinance and Chapter 157 of this Code of Ordinances and to perform the duties of safeguarding the health, safety and welfare of the occupants of all rental dwellings and the general public.

2. City code enforcement personnel are authorized to enter and make inspection to enforce any of the provisions of this chapter, or whenever there is reasonable cause to believe that there exists in any building or upon any premises located within the City any condition or code violation which makes such building or premises unsafe, dangerous or hazardous.

3. City code enforcement personnel may enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon them by this chapter, provided that said official shall first present proper credentials and request entry. Such official shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and for entry.

4. City code enforcement personnel may make inspections of all rental premises pursuant to the City's regular inspection program as frequently as may be necessary and may make an inspection at any reasonable time based upon the need for code enforcement.

5. If such entry is refused for regular request or complaint inspections, the City code enforcement personnel shall have recourse to every remedy provided by law to secure entry. When the City code enforcement personnel shall have first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner, occupant or any other persons having charge, care or control of any building or premises, shall fail or neglect to promptly permit entry therein by the authorized personnel for the purpose of inspection and examination pursuant to this chapter.

**147.13 UNRECORDED LAND CONTRACTS OR PURCHASE AGREEMENTS.** For purposes of this chapter, any residential property which is the subject of an unrecorded land contract or purchase agreement shall be treated the same as rental property. The contract seller shall have the duties and responsibilities and shall be subject to the same penalties as the owner of rental property.

**147.14 CHAPTER DOES NOT IMPAIR AUTHORITY TO ACT ON NUISANCES.** Nothing in this chapter shall be construed or interpreted to impair or limit in any way the authority of the City to define and declare nuisances, or of the City Administrator, the Police Chief or other City officials to cause the removal or abatement of nuisances by summary proceedings or other appropriate proceedings.

**147.15 CHAPTER DOES NOT ABROGATE PROVISIONS OF OTHER CODES AND ORDINANCES.** The provisions of this chapter shall not abrogate the responsibility of any person to comply with any provision of the Plumbing, Electrical, Building, Fire Prevention and Zoning Codes or other ordinances of the City.

**147.16 FEES.** The following fees shall be set by resolution of the Council, non-payment of which will constitute a municipal infraction:

1. Annual registration and triennial inspection, which are to follow a format of a set dollar amount for the first unit of each building, with a lesser fee for each additional unit of a building.
2. Re-inspection.
3. Late registration.
4. Section 8 inspection filing fee.

**SECTION 2. REPEALER.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3. SEVERABILITY CLAUSE.** If any section, provision or part of this ordinance shall be judged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 4. WHEN EFFECTIVE.** This ordinance shall be in effect after final passage, approval and publication as provided by law. Inspections under this ordinance shall not begin until July 1, 2015.

PASSED AND APPROVED by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

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

Approved on First Reading: \_\_\_\_\_  
October 21, 2014

Approved on Second Reading: \_\_\_\_\_  
November 4, 2014

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

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

AN ORDINANCE AMENDING THE MUNICIPAL CODE  
OF THE CITY OF WASHINGTON, IOWA, BY  
AMENDING CHAPTERS 22, 29, 165 AND 166

**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.** Paragraph 22.05(5), “Conditional Use Permits” is hereby repealed.

SECTION 2. **Add Paragraph.** A new Paragraph 22.05(5) is adopted as follows:  
“22.05(5) Conditional Use Permits. Repealed by Ordinance \_\_\_\_\_. See Washington Code of Ordinances Section 29.04.”

SECTION 3. **Add Section and Renumber.** A new Section 29.04 is adopted as follows and the current Section 29.04, “Administrative Review” is renumbered as 29.05:

“29.04 Conditional Use Permits. It is the duty of the Board of Adjustment to review and comment on conditional use permit applications under 165.24(5) of this Code of Ordinances. The application shall be accompanied by maps, drawings or other documentation in support of the request. The granting of a conditional use permit shall not exempt the applicant from compliance with other relevant provisions of related ordinances.

1. Application. All applications shall be accompanied by maps, drawings, statements or other documents as required by the Board. A non-refundable fee of one hundred fifty dollars (\$150) shall be collected at the time of submittal as determined by the City.
2. Public Hearing. Prior to the approval, amending or denial of a conditional use permit, a public hearing shall be held by the Board. Upon the completion of said public hearing, the Board shall render a decision within ten (10) working days.
3. Determination. The Board or the Council on appeal shall have the authority to impose conditions and safeguards as deemed necessary to protect and enhance the health, safety and welfare of the surrounding area. The authorization of conditional use permit shall not be made unless the evidence presented is such to establish the following:
  - A. Such use will not, under the specific circumstances of the particular case, be detrimental to the health, safety or general welfare of the surrounding area, and the proposed use is necessary or desirable and provides a service or facility that contributes to the general well-being of the surrounding area.

B. Such use will comply with the regulations and conditions specified in this chapter for such use. The Board shall itemize, describe or justify, then have recorded and filed in writing, the conditions imposed on the use.

4. Expiration and Revocation. Any granted conditional use permit shall become null and void within one year of the date of approval, if not exercised. A conditional use permit shall be considered exercised when the use has been established or when a building permit has been issued and substantial construction accomplished. If such permit is abandoned or discontinued for a period of one year, it may not be reestablished unless authorized by the Board or Council on appeal. A conditional use permit may be revoked if the applicant fails to comply with the imposed conditions.
5. Adjustments. An adjustment to an approved conditional use permit shall be submitted to the Zoning Administrator accompanied by supporting information. The Board shall review the adjustment and may grant, deny or amend such adjustment and impose conditions deemed necessary.”

SECTION 4. **Delete Paragraph.** Paragraph 165.02(1) is hereby repealed.

SECTION 5. **Add Paragraph.** A new Paragraph 165.02(1) is hereby added as follows:

“1. Districts Established. For the purpose of this chapter, the following districts are established:

- “R-A” Residential Agricultural District
- “FG” Fairgrounds District
- “C-1” Conservation District
- “A-1” Agricultural District
- “R-1” One-Family Residence District
- “R-S” Suburban Residence District
- “R-2” One- and Two-Family Residence District
- “R-3” One- to Six-Family Residence District
- “R-4” Multi-Family Residence District
- “R-5” Multi-Family Residence District for Elderly Housing
- “CCRC” Continuing Care Retirement Community District
- “B-1” Central Business District
- “B-2” General Business District
- “I-1” Light Industrial District
- “I-2” General Industrial District”

SECTION 6. **Amend Section Titles.** The titles of the zoning districts are hereby amended as follows:

**165.04 “R-A” Residential Agricultural District**

**165.05 “FG” Fairgrounds District**

- 165.06 “C-1” Conservation District
- 165.07 “A-1” Agricultural District
- 165.08 “R-1” One-Family Residence District
- 165.09 “R-S” Suburban Residence District
- 165.10 “R-2” One- and Two-Family Residence District
- 165.11 “R-3” One- to Six-Family Residence District
- 165.12 “R-4” Multi-Family Residence District
- 165.13 “R-5” Multi-Family Residence District for Elderly Housing
- 165.14 “CCRC” Continuing Care Retirement Community District
- 165.15 “B-1” Central Business District
- 165.16 “B-2” General Business District
- 165.17 “I-1” Light Industrial District
- 165.18 “I-2” General Industrial District

SECTION 7. **Delete Paragraph.** Paragraph 165.03(3B) is hereby repealed.

SECTION 8. **Add Paragraph.** A new Paragraph 165.03(3B) is adopted as follows:

“B. Any lot or structure, or portion thereof, occupied by a nonconforming use, which is or hereafter becomes vacant and remains unoccupied by a nonconforming use for a period of six (6) months shall not thereafter be occupied, except by a use which conforms to this chapter.”

SECTION 9. **Delete Paragraph.** Paragraph 165.16(1H) is hereby repealed.

SECTION 10. **Add Paragraph.** A new Paragraph 165.16(1H) is adopted as follows:

“H. Commercial baseball field, bath house, or boat house, golf driving range, skating rink, swimming pool, or similar open air recreational uses and facilities, but not within fifty (50) feet of any “R” district.”

SECTION 11. **Delete Section.** Paragraph 165.17(1E) is hereby repealed.

SECTION 12. **Delete Section.** Paragraph 165.18(3D) is hereby repealed.

SECTION 13. **Amend Paragraph.** In Paragraph 165.21(3), “Number of Parking Spaces Required”, unnumbered sub-point “Dwellings- All other” is amended to read “2 for each dwelling unit”.

SECTION 14. **Delete Paragraph.** Paragraph 165.24(5) is hereby repealed.

SECTION 15. **Add Paragraph.** A new Paragraph 165.24(5) is adopted as follows:

“5. Conditional Use. A conditional use permit shall be obtained for certain uses which may be harmonious under special conditions and in specific locations within a zone, but



may not be allowed under the general conditions of the zone as stated in this chapter. All conditional use permit applications shall be submitted to the Board of Adjustment as per Section 29.04 of this Code of Ordinances.”

SECTION 16. **Add Section.** A new Section 165.25 is adopted as follows:

“**165.25 BOARD OF ADJUSTMENT.** Moved to Chapter 29 by Ordinance 957.”

SECTION 17. **Delete Paragraph.** Paragraph 165.26(5) is hereby repealed.

SECTION 18. **Add Paragraph.** A new Paragraph 165.26(5) is hereby adopted as follows:

“5. Written Protest. If a written protest against a proposed change in the boundaries of a district signed and acknowledged by the owners of twenty percent (20%) or more of the property within 200 feet of the property proposed to be altered is filed with the Clerk, such amendment shall not be passed or become effective except by the favorable vote of three-fourths (3/4) of all members of the Council.”

SECTION 19. **Delete Paragraphs.** Paragraphs 166.18(1B)(2) and 166.18(1B)(7) are hereby repealed.

SECTION 20. **Add Paragraph.** A new Paragraph 166.18(1B)(2) is hereby adopted as follows:

“(2) Collector- thirty-one feet (31’). To serve two lanes of traffic with parking on one side.”

SECTION 21. **Add Paragraph.** A new Paragraph 166.18(1B)(7) is hereby adopted as follows:

“(7) Sidewalks- five feet (5’) on both sides of streets.”

SECTION 22. **Delete Paragraph.** Paragraph 166.18(1C) is hereby repealed.

SECTION 23. **Add Paragraph.** A new Paragraph 166.18(1C) is adopted as follows:

“C. Grades. No street grade shall be less than one-half of one percent (½ of 1%). The preferred ADA maximum grade is five percent (5%), but shall not exceed the following limits:

- (1) Minor Arterial—eight percent (8%).
- (2) Collector streets—ten percent (10%).
- (3) Residential streets—twelve percent (12%).
- (4) All changes in grades on major roads or highways shall be connected by vertical curves of a minimum length equivalent to twenty (20) times the algebraic difference between the rates of grades, expressed in feet per hundred, or greater, if deemed necessary by the City Engineer; for secondary and minor

street, fifteen (15) times. The grade alignment and resultant visibility especially at intersections shall be worked out in detail to meet the approval of the City Engineer.”

SECTION 24. **Add Paragraph and Renumber.** A new Paragraph 166.19(10) is adopted as follows, and subsequent paragraphs in the section renumbered to reflect this insertion:

“Driveway Approach. All driveway approaches shall be properly constructed of Portland Cement Concrete (PCC) from back of curb to the property line.”

SECTION 25. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 26. **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 \_\_\_\_\_, 2014.

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

Attest:

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

Approved on First Reading:                    October 21, 2014  
Approved on Second Reading:                \_\_\_\_\_  
Approved on Third & Final Reading:        \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

## Recommendations to City Council by Planning and Zoning- September 2014

The following recommended changes to the City's zoning and subdivision ordinances have been reviewed and approved by the Washington Planning and Zoning Commission on the basis of an analysis of the codes by RDG planner Marty Shukert, dated May 2012, or on the basis of review and recommendation by the Commission, City Attorney or City Engineer.

1. Recommend that the City Council add zoning district "R-5" Multi-Family Residential for Elderly to **Section 165.02**, Districts and Maps, because it is not listed and we have the zone.
2. Recommend to City Council that maximum time of non-conforming use lapse be changed from 12 to 6 months. (165.03(3B))

### 165.03 GENERAL PROVISIONS.

B. Any lot or structure, or portion thereof, occupied by a nonconforming use, which is or hereafter becomes vacant and remains unoccupied by a nonconforming use for a period of ~~one year~~ **six (6) months** shall not thereafter be occupied, except by a use which conforms to this chapter.

3. Recommend that the City Council rename "B-1", Retail Business District to "B-1", Central Business District because the district is in the center of town.

### 165.15 "B-1" ~~RETAIL~~ **CENTRAL** BUSINESS DISTRICTS.

4. Recommend to City Council to change permitted principal (165.16(1H)) uses in B-2 district as follows:

### 165.16 "B-2" GENERAL BUSINESS DISTRICTS.

H. Commercial baseball field, bath house, or boat house, golf driving range, skating rink, swimming pool, or similar open air recreational uses and facilities, but not within ~~two hundred~~ ~~(200)~~ **fifty** **(50)** feet of any "R" district.

5. Recommend that the City Council remove sections 165.17(1E), 165.18(3D) and rename 165.17 from "I-1" Industrial Districts to "I-1" Light Industrial Districts.

### 165.17- "I-1" **LIGHT** INDUSTRIAL DISTRICTS.

**165.17(1E)-** ~~Any other use that is determined by the Board of Adjustment to be of the same general character as the foregoing permitted uses, but not including any use which may~~

~~become noxious or offensive in an “I-1” district. In determining the character of such use, the Board shall refer to Section 165.25.~~

~~165.18(3D)- Uses determined by the Board of Adjustment to be potentially harmful to surrounding property.~~

6. Recommend to Council that off street parking regulations (165.21.3) be changed from 1.5 to 2 stalls per unit:

**165.21 OFF-STREET PARKING AREAS AND LOADING SPACES.**

3. Number of Parking Spaces Required.

Dwellings— Single-family detached	2 for each dwelling unit
Dist. Elderly apartment house in “R-5”	3/4 for each dwelling unit
All other	1½ <b>2</b> for each dwelling unit

7. Recommend that the City Council eliminate 165.24.5 except for the first paragraph and change the first sentence of section A to delete Zoning Administrator and add Board of Adjustment.

**165.24(5)**

5. Conditional Use. A conditional use permit shall be obtained for certain uses which may be harmonious under special conditions and in specific locations within a zone, but may not be allowed under the general conditions of the zone as stated in this chapter.

~~A. Application. All conditional use permit applications shall be submitted to the Zoning Administrator. A non-refundable fee of one hundred fifty dollars (\$150) shall be collected at the time of submittal as determined by the City.~~

~~B. Public Hearing. Prior to the approval, amending or denial of a conditional use permit, a public hearing shall be held by the Commission. Upon the completion of said public hearing, the Commission shall render a decision within ten (10) working days.~~

~~C. Determination. The Commission or the Council on appeal shall have the authority to impose conditions and safeguards as deemed necessary to protect and enhance the health, safety and welfare of the surrounding area. The authorization of conditional use permit shall not be made unless the evidence presented is such to establish the following:~~

~~\_\_\_\_\_ (1) Such use will not, under the specific circumstances of the particular case, be  
\_\_\_\_\_ detrimental to the health, safety or general welfare of the surrounding area, and the proposed  
\_\_\_\_\_ use is necessary or desirable and provides a service or facility that contributes to the general  
\_\_\_\_\_ well-being of the surrounding area.~~

~~\_\_\_\_\_ (2) Such use will comply with the regulations and conditions specified in this  
\_\_\_\_\_ chapter for such use.~~

~~\_\_\_\_\_ The Commission shall itemize, describe or justify, then have recorded and filed in writing, the  
\_\_\_\_\_ conditions imposed on the use.~~

~~\_\_\_\_\_ D. Expiration and Revocation. Any granted conditional use permit shall become null and  
\_\_\_\_\_ void within one year of the date of approval, if not exercised. A conditional use permit shall be  
\_\_\_\_\_ considered exercised when the use has been established or when a building permit has been  
\_\_\_\_\_ issued and substantial construction accomplished. If such permit is abandoned or discontinued  
\_\_\_\_\_ for a period of one year, it may not be reestablished unless authorized by the Commission or  
\_\_\_\_\_ Council on appeal. A conditional use permit may be revoked if the applicant fails to comply with the  
\_\_\_\_\_ imposed conditions.~~

~~\_\_\_\_\_ E. Adjustments. An adjustment to an approved conditional use permit shall be  
\_\_\_\_\_ submitted to the Zoning Administrator accompanied by supporting information. The  
\_\_\_\_\_ Commission shall review the adjustment and may grant, deny or amend such adjustment  
\_\_\_\_\_ and impose conditions deemed necessary.~~

This section should be moved to Chapter 29, Board of Adjustment. In addition, the reference to the Planning & Zoning Commission having review of Conditional Use Permits in 22.05(5) should be deleted.

8. Recommend to City Council that it should be noted in Chapter 165 that **Chapter 165.25 had been moved to Chapter 29 by Ordinance 957 dated 11-4-2009.**

9. Recommend to City Council that verbiage in chapter 165.26(5) be changed as follows:

**165.26(5)- District Changes and Ordinance Amendments**

5. Written Protest. In case a written protest against a proposed change in the boundaries of a district signed and acknowledged by the owners of twenty percent (20%) or more of **either the frontage property within 200 feet of the property proposed** to be altered, ~~or of the frontage immediately adjoining or across an alley therefrom, or directly opposite the frontage proposed to be altered,~~ is filed with the Clerk, such amendment shall not be passed or become effective except by the favorable vote of three-fourths (3/4) of all members of the Council.

10. Recommend to council that 166.18(1B)(2) be changed from 33' to 31':

**166.18 DESIGN STANDARDS.**

B. Pavement. Pavements shall be provided as follows:

(2) Collector—thirty-three feet (~~33'~~ 31'). To serve two lanes of traffic with parking on one side.

11. Recommend to City Council that all new subdivisions require 5' sidewalks on both sides of the streets.

166.18(1B)(7) - Sidewalks—~~four feet (4')~~ Five feet (5') on both sides of streets.

12. Recommend to City Council that street grades specifications in Chapter 166.18(1)-Design Standards be changed to the following to match today's acceptable standards: The preferred ADA maximum grade is 5% but the following would be acceptable. Minor Arterial Streets from 4% to 8%, Collector Streets from 6% to 10%, Residential Streets from 8% to 12%.

C. Grades. No street grade shall be less than one-half of one percent ( $\frac{1}{2}$  of 1%). The preferred ADA maximum grade is 5%, but the following would be acceptable and shall not exceed the following limits:

- (1) Minor Arterial—four percent (4%) (8%).
- (2) Collector streets—six percent (6%) (10%)
- (3) Residential streets—eight percent (8%) (12%)

13. Recommend to the City Council to add requirement to Chapter 166- Subdivision Regulations that the driveway approach in the Right of Way be pavement between the back of curb and the sidewalk.

Add new Section 166.19(10) and renumber:

Driveway Approach- All driveway approaches shall be installed and constructed of Portland cement concrete from back of curb to sidewalk.