



AGENDA OF THE REGULAR SESSION OF THE  
COUNCIL OF THE CITY OF WASHINGTON, IOWA  
TO BE HELD IN THE COUNCIL CHAMBERS  
AT 120 E MAIN STREET  
AT 6:00 P.M., TUESDAY, DECEMBER 20, 2016

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, December 20, 2016 to be approved as proposed or amended.

**Consent:**

1. Council Minutes 12-06-2016
2. Bolton & Menk, Airport Parking Apron, \$13,780.00
3. Fox Engineering, Sanitary Sewer Collection System Evaluation, \$9,070.00
4. Fox Engineering, Well #6 Pump Replacement, \$3,146.88
5. Fox Engineering, Water Treatment Plant Improvements, \$7,459.40
6. Fox Engineering, Well #7 Pump Replacement and Electrical Modifications, \$685.00
7. Laura Allen, CDBG Survey for 2017 Grant Application, \$5,700.00
8. Ace-N-More, 1901 E. Washington Street, Class C Beer Permit (BC), Sunday Sales, **(renewal)**
9. Department Reports.

**Consent - Other:**

**Claims and Financial Reports:**

Claims as Presented.

Financial Reports.

**SPECIAL PRESENTATION**

Denise Button – Sidewalk Curb Ramp Request – 114 N. Iowa Avenue

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

**NEW BUSINES**

Discussion and Consideration of the 2017 Contract for Technical Services with Impressions Custom Computers.

Discussion and Consideration of RISE Grant Settlement – E. Fillmore Street.

**CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS**

**PUBLIC HEARING** – FY17 Budget Amendment #1.

Discussion and Consideration of a Resolution Amending FY17 Budget.

**PUBLIC HEARING** – Submission of an Application for a Community Development Block Grant – Water Treatment Plant Project .

Discussion and Consideration of a Resolution Approving CDBG Grant Application – Water Treatment Plant Project.

**PUBLIC HEARING** – FY18-22 Capital Improvements Plan.

Discussion and Consideration of Capital Improvements Plan FY18-22.

Discussion and Consideration of a Resolution Setting Elm Grove Columbarium Pricing.

Discussion and Consideration of Change Order #1 - Sitler Drive/S Ave H 2016 Paving Project.

Discussion and Consideration of a Resolution Accepting Sitler Drive/Avenue H 2016 Paving Project as Complete.

Discussion and Consideration a Resolution Fixing Amount to be Assessed Against Private Property – Sitler Drive Improvements.

Discussion and Consideration of a Resolution Waiving Assessment – 415 W. Madison Street.

**DEPARTMENTAL REPORT**

Police Department  
City Administrator  
City Attorney

**MAYOR & COUNCILPERSONS**

Sandra Johnson, Mayor  
Brendan DeLong  
Steven Gault  
Kerry Janecek  
Jaron Rosien  
Kathryn Salazar  
Millie Youngquist

**ADJOURNMENT**

Illa Earnest, City Clerk

## Council Minutes 12-06-2016

The Council of the City of Washington, Iowa, met in Regular Session in the council chambers, 120 E. Main Street, at 6:00 P.M., Tuesday, December 6, 2016. Mayor Johnson in the chair. On roll call present: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Absent: none.

Motion by DeLong, seconded by Youngquist, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, December 6, 2016 be approved as proposed. Motion carried.

### Consent:

1. Council Minutes 11-15-2016
2. Council Minutes 11-22-2016
3. IMWCA, Installment #6 Work Comp. Premium, \$9,673.00
4. A & R Land Services, Highway 1 Water Main Project, \$130.00
5. Terracon, Geotechnical Engineering Report Water Treatment Plant Improvements, \$8,950.00
6. Neumiller Electric, Well #7 Electrical Upgrades, Pay App #2, \$4,620.80
7. Veenstra & Kimm, Industrial Park Rise Improvements-General Services, \$2,082.25
8. Fox Engineering, Sanitary Sewer Collection System Evaluation, \$6,875.00
9. Ahlers & Cooney, Water Revenue Capital Loan Notes, \$4,277.59
10. Kevin D. Olson, Professional Services – November, \$1,213.38
11. Department Reports.

### Consent - Other:

DeLong Construction, Airport Apron Project, Pay App #1, \$256,628.83

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

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

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

Steve Soupir, P.E. CFM, from Fox Engineering reviewed with council the draft Southeast Basin Sanitary Sewer System Evaluation done by Fox Engineering.

Andy Dahl, an arborist at the University of Iowa and a member of the Washington Tree Committee, reviewed with council the Street/Park Tree Inventory he has done for the City of Washington partly in response to the Emerald Ash Borer.

Motion by Rosien, seconded by Youngquist, to direct the Tree Ad Hoc Committee to review the report and bring recommendations back to the council. Motion carried.

Merle Hagie gave a nuisance abatement update for November.

Denise Button, 114 N. Iowa Avenue, came before council to talk about issues with the sidewalk in front of her property.

Motion by Rosien, seconded by Gault, to approve the application for tax abatement from Washington Ag Supply. Motion carried.

Motion by Salazar, seconded by Janecek, to set December 20, 2016, as the hearing date for FY17 Budget Amendment #1. Motion carried.

Motion by DeLong, seconded by Rosien, to approve purchase of a 2003 International 4400 dump truck for \$37,000 plus \$450.00 shipping from Zimmerman Truck Sales. Motion carried.

Motion by Rosien, seconded by Youngquist, to approve Change Order #1 in the amount of minus 86.58 for Well #7 Pump Replacement. Motion carried.

Motion by Rosien, seconded by DeLong, to amend the Resolution Setting Strategic Priorities by inserting in Section 2 and the fourth bullet line “, park safety” after “existing parks”. Motion carried.

Motion by Rosien, seconded by Salazar, to approve as amended Resolution Setting Strategic Priorities. Roll call on motion as follows: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Resolution No. 2016-114)**

Motion by DeLong, seconded by Salazar, to approve the third reading and adopt the Ordinance – Reserves at Briarwood TIF. Roll call on motion: Ayes: DeLong, Gault, Janecek, Rosien, Salazar, Youngquist. Nays: none. Motion carried. **(Ordinance No. 1055)**

Motion by Salazar, seconded by Youngquist, to approve the Resolution Authorizing Levy, Assessment, and Collection of Costs to the Washington County Treasurer. Roll call on motion as follows: Ayes: DeLong, Gault, Janecek, Rosien, Youngquist. Nays: none. Salazar abstained with conflict. Motion carried. **(Resolution No. 2016-115)**

Discussion of the FY18-22 Capital Improvements Plan.

Motion by Salazar, seconded by Janecek, to Set a Public Hearing Date on December 20, 2016, for the amended Capital Improvements Plan FY18-22. Motion carried.

Motion by Salazar, seconded by Youngquist, that the Regular Session held at 6:00 P.M., Tuesday, December 6, 2016 be adjourned. Motion carried.

Illa Earnest, City Clerk

Sandra Johnson, Mayor



Real People. Real Solutions.

Please Remit To: Bolton & Menk, Inc.  
 1960 Premier Drive | Mankato, MN 56001-5900  
 507-625-4171 | 507-625-4177 (fax)  
 www.Bolton-Menk.com

To Ensure Proper Credit, Provide Invoice Numbers with Payment



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City of Washington  
 1625 South Airport Road  
 Washington, IA 52353

October 31, 2016  
 Project No: T51.109617  
 Invoice No: 0196540

**Washington Airport/Construct Apron**

Design and Construct Aircraft Parking Apron

Construction Phase (004)

Description: Assist with Grant Application, Grant Administration, and Construction Observation

**Professional Services**

	<b>Hours</b>	<b>Amount</b>	
Principal Engineer	3.00	525.00	
Project Design Engineer	1.50	157.50	
Project Manager	84.50	13,097.50	
Totals	89.00	13,780.00	
<b>Total Labor</b>			<b>13,780.00</b>
		<b>Total this Task</b>	<b>\$13,780.00</b>
		<b>Total this Invoice</b>	<b>\$13,780.00</b>



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 40844  
 Date 11/30/2016

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

Professional Services for the Period of 10/30/2016 to 11/26/2016

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Data Collection & Kickoff Meeting	5,500.00	100.00	5,170.00	5,500.00	330.00
Southeast Drainage Basin Sanitary Sewer Mapping	12,500.00	100.00	12,500.00	12,500.00	0.00
Southeast Drainage Basin Sanitary Sewer Modeling	12,000.00	100.00	11,400.00	12,000.00	600.00
Southeast Drainage Basin Rehabilitation Report	27,500.00	95.00	20,625.00	26,125.00	5,500.00
Total	57,500.00	97.61	49,695.00	56,125.00	6,430.00

**Standard Hourly Rate Phases**

**General Consultation**

Professional Fees

Phase subtotal

Invoice total

Billed Amount

2,640.00

2,640.00

**\$9,070.00**

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

Late Payment Charge: 15% per annum beginning 30 days from above 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 40804  
 Date 11/30/2016

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

Professional Services for the Period of 10/30/2016 to 11/26/2016

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Design</b>	28,324.00	100.00	28,324.00	28,324.00	0.00
<b>Bidding</b>	4,768.00	86.00	953.60	4,100.48	3,146.88
<b>Total</b>	<b>33,092.00</b>	<b>97.98</b>	<b>29,277.60</b>	<b>32,424.48</b>	<b>3,146.88</b>

Invoice total **\$3,146.88**

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

*Late Payment Charge: 15% per annum beginning 30 days from above 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 40810  
 Date 11/30/2016

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

Professional Services for the Period of 10/30/2016 to 11/26/2016

**Lump Sum Phases**


Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	126,460.00	100.00	126,460.00	126,460.00	0.00
Final Design	177,830.00	3.00	0.00	5,334.90	5,334.90
Bidding	16,780.00	0.00	0.00	0.00	0.00
Total	321,070.00	41.05	126,460.00	131,794.90	5,334.90

**Standard Hourly Rate Phases**

**Water Main CIP Budgets**

Professional Fees

	Billed Amount
Professional Fees	2,124.50
Phase subtotal	2,124.50
<b>Invoice total</b>	<b>\$7,459.40</b>

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

*Late Payment Charge: 15% per annum beginning 30 days from above 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 40803  
 Date 11/30/2016

Project **342416B Washington Well 7 Pump Replacement & Electrical Modifications**

Professional Services for the Period of 10/30/2016 to 11/26/2016

**Lump Sum Phases**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Design</b>	12,408.25	100.00	12,408.25	12,408.25	0.00
<b>Bidding</b>	2,912.00	100.00	2,912.00	2,912.00	0.00
<b>Total</b>	15,320.25	100.00	15,320.25	15,320.25	0.00

**Standard Hourly Rate Phases**

**Construction Administration**

Professional Fees

	Billed Amount
Phase subtotal	685.00
<b>Invoice total</b>	<b>\$685.00</b>

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

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

December 6, 2016

Brent Hinson  
City of Washington  
215 East Washington Street  
Washington, Iowa 52353

RE: Washington CDBG Survey for 2017 Grant Application

Dear Brent:

Enclosed is a statement for services rendered and costs incurred in connection with the Washington CDBG survey conducted on November 12<sup>th</sup>, November 13<sup>th</sup>, November 19<sup>th</sup>, November 20<sup>th</sup>, and December 3, 2016. The surveys are on file at Simmering-Cory, Inc., and will be used for your 2017 CDBG Application.

In my proposal to the City, a range of \$4,900 - \$5,700 was anticipated to conduct the survey with obtaining at least 488 responses to meet CDBG requirements. I had anticipated that it would only take 3, possibly 4 days to cover the area with a survey crew of 3-4 people. In actuality, there were 3 to 5 survey crew members conducting the survey over a 5 day period, in order to cover the area and get the response rate needed. As a result, of the survey taking longer and more individuals needed, my invoice is for \$5,700.00.

Survey Summary

506 total occupied households  
21 individuals Autumn Park, REM, Washington Court, and Systems Unlimited  
100% response rate  
52.89% LMI response

It was a pleasure to meet with some of the residents of Washington.

Please call me if you have any questions at 641-210-9926. Thank you.

Sincerely,



Laura Allen  
Encl.

IN ACCOUNT WITH

**Laura Allen**

1309 7<sup>th</sup> Place North  
Clear Lake, IA 50428  
641-357-0372

To: **City of Washington**  
215 East Washington Street  
Washington, IA 52353

DATE	DESCRIPTION	AMOUNT
12/6/16	Surveys for Washington 2017 CDBG Project  Surveys conducted in the target neighborhood on: 11/12/16, 11/13/16, 11/19/16, 11/20/16 and 12/5/16  52.89% City-wide LMI All surveys are available at Simmering-Cory, Inc.	\$5,700.00
<b>TOTAL DUE</b>		<b>\$5,700.00</b>

**THANK YOU FOR YOUR BUSINESS!**

**Applicant License Application ( BC0029303 )**

<b>Name of Applicant:</b> <u>C &amp; H Jones, Inc.</u>		
<b>Name of Business (DBA):</b> <u>ACE-N-MORE</u>		
<b>Address of Premises:</b> <u>1901 EAST WASHINGTON STREET</u>		
<b>City</b> <u>Washington</u>	<b>County:</b> <u>Washington</u>	<b>Zip:</b> <u>52353</u>
<b>Business</b>	<u>(319) 653-6700</u>	
<b>Mailing</b>	<u>1901 EAST WASHINGTON STREET</u>	
<b>City</b> <u>Washington</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>52353</u>

**Contact Person**

<b>Name</b> <u>Holly Jones</u>	
<b>Phone:</b> <u>(319) 653-6700</u>	<b>Email</b> <u>holly.ace@iowatelecom.net</u>

**Classification** Class C Beer Permit (BC)

**Term:** 12 months

**Effective Date:** 01/12/2016

**Expiration Date:** 01/11/2017

**Privileges:**

Class C Beer Permit (BC)

Sunday Sales

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>367213</u>	<b>Federal Employer ID</b> <u>26-3659446</u>

**Ownership**

**Holly Jones**

**First Name:** Holly

**Last Name:** Jones

**City:** Washington

**State:** Iowa

**Zip:** 52353

**Position:** President

**% of Ownership:** 50.00%

**U.S. Citizen:** Yes

**Craig Jones**

**First Name:** Craig

**Last Name:** Jones

**City:** Washington

**State:** Iowa

**Zip:** 52353

**Position:** secretary

**% of Ownership:** 50.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>
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Washington Volunteer Fire Department  
December 7, 2016

October Fires

4 City fires	670.00
3 rural fires	320.00
0 Drill	.00
7 fires and 0 drill	990.00

Meeting opened Chief Wide in charge

Minutes of the previous meeting were read and approved.

Treasure report was read.

Aaron Deao made a motion to pay all bills against the department. Seconded by Zach Thomas.

Passed

Committees; Social ; Sausage and gravy before meeting

Pancake; Tickets will be handed out , we will cook sausage on charcoal

Kids Xmas party 12-17-16 5:00pm

Fireman Christmas dinner at Armstrong's was very good.

Rescue

Communications: Roberta Garrels \$500.00 Donation. Roselene Lowe \$11.76 Donation.

applications: We are still short one member.

Old business: County meeting in Ainsworth program on Cash Scene Management.

Pipeline meeting good turn out

House burn went good and good turn out.

New business: anyone needing new gear contact the Chief

December 15 8:30-11:30 Local Road Safety Plan meeting at the Library.

Winter Fire School at Ames. Feb.25 &26

Discussed calls for year 89 total.

Kevin Schultz asked about having a fire dance. Had a discussion. Dance will be Feb. 11, 2017.

Discussion of calls.

We are getting lax on tagging in at fires.

Roll call taken

Election ; Chief: Tom Wide bet Bruce McAvoy. 1st Asst. Craig Rembold bet Randy Tisor on fourth vote,

Jerry Guengerich made a motion to kept 2nd. Asst. and Secretary the same. 2nd by Bill Dusenbery.

Motion passed

Everyone needs to get direct deposit.

No other business, roll call taken meeting adjourned.

Secretary

Tom Beauchamp

## Maintenance and Construction Report

12/3/16-12/16/16

**STREETS:** M/C Personnel salted the streets on numerous occasions and snow plowed routes once after numerous snow showers occurred. Personnel also hauled the piles of snow away from downtown. Personnel completed the leaf vac program totaling 230 loads of leaves. Crews also picked up UP Home leaves south of the complex with an end loader, backhoe and dump trucks. Personnel cold mixed potholes using two ton of material.

**WATER DISTRIBUTION:** M/C Personnel turned on numerous water boxes from the shut off list. The M/C Department had a couple rusty water complaints, UNC & Nephs and Family Practice.

**SEWER COLLECTION:** M/C Personnel investigated some manholes where a sewer drain was gurgling located at South 2<sup>nd</sup>-Harrison St.

**STORM SEWER COLLECTION:** M/C Personnel investigated the County storm line by jetting, vacking and televising. Personnel set a structure as well (manhole).

**MECHANIC/SHOP:** M/C Personnel took the leaf box out of 301 in order to plow the snow routes, we reinstalled the leaf box for one day to finish the leaves, then took the leaf box out and installed the salt spreader. After spreading salt, all three trucks (119, 601 & 301 were emptied and cleaned out. Other vehicles serviced included 601 (alternator), 330 (backhoe 2,000 hour service), leaf vac (fuel leak), Old FD brush truck (started project taking bed off), Merle's truck (serviced), Old 303 (extract broken bolts on engine valve) and Case backhoe (clean cooling package).

**OTHER:** M/C Personnel responded to 17 One Call Locates. Yard waste and bag pick up concluded totaling close to 16,000 bags for the year. Personnel attended a SASSO meeting on respirators and welding/brazing and cutting.

*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.*

**WWTP report  
December 20, 2016  
Council meeting**

- **After hour alarm and dog call outs –**  
4<sup>th</sup> dog call, Safety Center reported a dog to be picked up at 320 W Washington, 1:58 p.m. Fred  
4<sup>th</sup> dog call, Safety Center reported a dog to be picked up at 610 South 9<sup>th</sup>, 4:16 p.m. Fred  
8<sup>th</sup> WWTP alarm, decanter #2 VFD fault, 4:21 p.m. Fred  
15<sup>th</sup> WWTP alarm, decanter #2 VFD fault, 9:30 p.m. Parker
  - **Dept Head meetings –** Jason attended the meeting in my absence on Dec 13<sup>th</sup>.
  - **WWTP garage heat –** The garage heat pump wasn't working contacted Brecke Mechanical Contractors to look at it. Brecke got it running on December 5<sup>th</sup>.
  - **Bio-solids annual land application report –** The USEPA is in the process of switching over to e-reporting for the annual bio-solids report. They are providing webinar training in January 2017 for this new form of reporting. The final report for bio-solids is due by February 19, 2017.
  - **WWTP November 2016 Discharge Monitoring Report (DMR) –** Average daily flow **1.055** million gallons (mg), maximum daily flow **1.439** mg, minimum daily flow **0.891** mg. There were **no** violations of the WWTP's NPDES discharge permit. Total precipitation for November 2016 = **>0.89"** (recorded at the WWTP).
- |                                   |                       |
|-----------------------------------|-----------------------|
| <b>CBOD5 removal 85% required</b> | <b>result = 100%</b>  |
| Influent CBOD5 monthly average =  | <b>84.5</b> mg/L      |
| Effluent CBOD5 monthly average =  | <b>0.0</b> mg/L       |
| <b>TSS removal 85% required</b>   | <b>result = 96.4%</b> |
| Influent TSS monthly average =    | <b>149.2</b> mg/L     |
| Effluent TSS monthly average =    | <b>5.4</b> mg/L       |
- **Dog pound inspected by Iowa Dept of Ag –** The inspector from the Dept of Ag was at the dog pound on December 9, 2016 to perform the annual inspection. The dog pound passed the inspection. The inspector suggested replacing three (3) of the automatic waters.
  - **Bio-solids storage basin (BSB) –** Jason and Parker got the BSB mixers unhooked from their bases so they are considered in the winter mode.
  - **2017/2018 budget –** I have started working on the budget for next year.

**Fred E. Doggett  
12/16/2016 10:44 AM**

<b>POLICE</b>	ALLIANT ENERGY	SERVICE	186.83	
	COBB OIL CO, INC.	FUEL	2,291.99	
	ELLINGSON, SHAWN	FUEL REIMBURSEMENT	50.50	
	IGRAPHIX, INC	SHIPPING	8.78	
	MED COMPASS	MED EXAM FIT TEST	396.00	
	QUILL	SUPPLIES	18.51	
	SUREFIRE	LITHIUM BATTERIES	95.65	
	VERIZON WIRELESS	PHONE SERVICE	1,778.17	
	WASH CO AUDITOR	DEC COMMUNICATIONS	20,682.58	
	WASHINGTON NOON KIWANIS CLUB	DUES & MEALS	93.00	
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	378.51	
		<b>TOTAL</b>	<b>25,980.52</b>	
	<b>FIRE</b>	ALLIANT ENERGY	ALLIANT ENERGY	504.97
BUSINESS RADIO SALES INC		CHARGER	115.50	
COBB OIL CO, INC.		FUEL	231.56	
MED COMPASS		MED EXAM FIT TEST	6,647.00	
TISOR, RANDY		CLOTHING ALLOWANCE	100.00	
VERIZON WIRELESS		PHONE SERVICE	144.16	
		<b>TOTAL</b>	<b>7,743.19</b>	
<b>DEVELOPMENT SERVICES</b>	ALTORFER	JACKETS	439.50	
	ARNOLD MOTOR SUPPLY	PARTS	35.76	
	COBB OIL CO, INC.	FUEL	139.86	
	IOWA ELECTRICAL EXAMINING BOARD	LICENSE RENEWAL & CLASS	375.00	
	MARIE, LINDA	EMBROIDER COATS	36.00	
	MED COMPASS	MED EXAM FIT TEST	198.00	
	VERIZON WIRELESS	PHONE SERVICE	254.88	
	VISA	CODE BOOKS	478.50	
		<b>TOTAL</b>	<b>1,957.50</b>	
	<b>LIBRARY</b>	ALLIANT ENERGY	SERVICE	1,388.84
AMAZON		LIBRARY MATERIALS & SUPPLI	181.93	
BAKER & TAYLOR		LIBRARY BOOKS	867.68	
CINTAS CORP LOC. 342		RUG SERVICE	52.15	
DEMCO		BOOK SUPPLIES	98.03	
FAREWAY STORES		PROGRAM SUPPLIES	16.77	
GALE/CENGAGE LEARNING		WESTERNS	36.34	
J & S ELECTRONIC BUSINESS SYSTEMS, INC		COPIER MAINTENANCE	92.40	
RECORDED BOOKS LLC		AUDIO BOOK	26.99	
STAPLES ADVANTAGE		TONER	270.80	
VISA		SUPPLIES	24.91	
WASHINGTON EVENING JOURNAL		WASHINGTONIAN AD	13.00	
		<b>TOTAL</b>	<b>3,069.84</b>	
<b>PARKS</b>		ALLIANT ENERGY	SERVICE	1,187.23
		COBB OIL CO, INC.	FUEL	246.64
	GREINER DISCOUNT TIRES	MOWER TIRE REPAIR	26.45	
	WASHINGTON RENTAL	SUPPLIES	84.19	
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	104.72	
		<b>TOTAL</b>	<b>1,649.23</b>	
<b>POOL</b>	VISA	SUPPLIES	110.00	
		<b>TOTAL</b>	<b>110.00</b>	
<b>CEMETERY</b>	ALLIANT ENERGY	SERVICE	76.74	
	GRAINGER	SURVEY FLAGS/SAFETY GLASSES	270.44	
	STRANSKY, JIM	LEAF BLOWER	255.55	
	VISA	WINDOW	100.00	
	WASHINGTON LUMBER	SUPPLIES	64.56	
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	135.64	
	<b>TOTAL</b>	<b>902.93</b>		
<b>FINAN ADMIN</b>	ALL AMERICAN PEST CONTROL	PEST CONTROL	44.00	
	ALLIANT ENERGY	SERVICE	683.54	
	CARSON PLUMBING & HEATING SRVS INC	REPAIRS AT OLD LIBRARY	515.81	



	CINTAS CORP LOC. 342	RUG & TOWEL SERVICE	138.67
	CREDIT BUREAU OF WASH	WEEKLY REPORT	140.00
	EBERT SUPPLY CO.	SUPPLIES	248.65
	FAREWAY STORES	SUPPLIES	37.95
	HEDGE ABOVE	2017 PRE-PAY LAWN APP PROG	122.88
	PITNEY BOWES GLOBAL FINANCIAL SERVICES	EQUIPMENT LEASE	355.77
	QUILL	CHAIR/SUPPLIES	445.98
	VERIZON WIRELESS	PHONE SERVICE	134.09
	VISA	SURVEYS	228.00
	WASH COUNTY MINIBUS	DEC & NOV RECON	19,481.25
	WASHINGTON EVENING JOURNAL	LEGAL & DISPLAY ADVERTISIN	562.10
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	1,067.37
		<b>TOTAL</b>	<b>24,206.06</b>
<b>AIRPORT</b>	ACE-N-MORE	CLEANING SUPPLIES	7.38
	ALLIANT ENERGY	ALLIANT ENERGY	1,630.36
	GINGERICH WELL & PUMP	WELL WORK	277.62
	ROE, MIKE	MTG MILEAGE & MEALS REIMBU	247.07
	VERIZON WIRELESS	PHONE SERVICE	28.03
	VISA	SUPPLIES	995.00
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	177.81
		<b>TOTAL</b>	<b>3,363.27</b>
<b>ROAD USE</b>	ARNOLD MOTOR SUPPLY	PARTS	655.45
	COBB OIL CO, INC.	FUEL	658.66
	MED COMPASS	MED EXAM FIT TEST	198.00
		<b>TOTAL</b>	<b>1,512.11</b>
<b>STREET LIGHTING</b>	ALLIANT ENERGY	ALLIANT ENERGY	9,782.45
		<b>TOTAL</b>	<b>9,782.45</b>
<b>TIF#3C (129)</b>	WASHINGTON STATE BANK	TIF-PMT- VOGELS	10,320.86
		<b>TOTAL</b>	<b>10,320.86</b>
<b>CAPITAL PROJECTS</b>	FOREVER DRY ROOFING	RED BEAR DAY CARE ROOF REP	641.55
	IDEAL READY MIX	CONCRETE/COLUMBARIUM	1,832.00
	WASH CO RECORDER	BUSINESS PARK PLAT	97.00
		<b>TOTAL</b>	<b>2,570.55</b>
<b>SIDEWALK REPAIR/REPLACE</b>	EARNEST, ILLA	SIDEWALK REIMBURSEMENT	136.56
		<b>TOTAL</b>	<b>136.56</b>
<b>TREE REMOVAL &amp; REPLACE</b>	STOUTNER PROPERTY MAINTENANCE	STUMP REMOVALS	600.00
		<b>TOTAL</b>	<b>600.00</b>
<b>TREE COMMITTEE</b>	IOWA CITY LANDSCAPING	TREE COMMITTEE SUPPLIES	184.00
		<b>TOTAL</b>	<b>184.00</b>
<b>LIBRARY GIFT</b>	AMAZON	LIBRARY MATERIALS & SUPPLI	246.13
	BAKER & TAYLOR	LIBRARY BOOKS	34.77
	VISA	SUPPLIES	85.20
		<b>TOTAL</b>	<b>366.10</b>
<b>WATER PLANT</b>	ALLIANT ENERGY	SERVICE	12,381.05
	AURHOMES, LLC	WATER DEPOSIT REFUND	114.38
	BULECHECK, DEBBIE	WATER DEPOSIT REFUND	46.40
	CREAMER, STEPHANIE	WATER DEPOSIT REFUND	4.19
	DOUGHTY, RYNE	WATER DEPOSIT REFUND	119.31
	OSBORN, FRANK	WATER DEPOSIT REFUND	2.58
	PIERCE SR, RICHARD	WATER DEPOSIT REFUND	69.04
	RANCK, LANE	WATER DEPOSIT REFUND	121.09
	ROBERTS, SANDIE	WATER DEPOSIT REFUND	64.11
	STALDER, MARSHEL	WATER DEPOSIT REFUND	28.61
	STATE HYGIENIC LAB	TESTING	100.00
	SUNTKEN, KELLEN	WATER DEPOSIT REFUND	106.44
	VERIZON WIRELESS	PHONE SERVICE	52.05
	WAGNER, MEAGAN	WATER DEPOSIT REFUND	5.97
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	0.23
		<b>TOTAL</b>	<b>13,215.45</b>

<b>WATER DIST</b>	ALLIANT ENERGY	SERVICE	47.78	
	ARNOLD MOTOR SUPPLY	PARTS	31.43	
	COBB OIL CO, INC.	FUEL	796.47	
	VERIZON WIRELESS	PHONE SERVICE	92.98	
	WIBSTAD, ZACH	MEAL REIMBURSEMENT	8.55	
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	90.80	
	ZIMMERMAN TRUCK SALES	2003 INTERNATIONAL DUMP TRUCK	37,450.00	<b>APPROVED</b>
	<b>TOTAL</b>	<b>38,518.01</b>		
<b>WATER CAP PROJ</b>	WASHINGTON EVENING JOURNAL	LEGAL & DISPLAY ADVERTISING	24.10	
	DAVE SCHMITT CONSTRUCTION COMPANY INC.	W 5TH ST WATER MAIN RETAIN	9,949.10	<b>APPROVED</b>
		<b>TOTAL</b>	<b>9,973.20</b>	
<b>SEWER PLANT</b>	ALLIANT ENERGY	ALLIANT ENERGY	14,327.57	
	CENTRAL IOWA DISTRIBUTING	SUPPLIES	115.00	
	COBB OIL CO, INC.	FUEL	131.64	
	GREINER DISCOUNT TIRES	TIRE REPAIR LS TRACTOR	135.15	
	HACH COMPANY	LAB TESTING SUPPLIES	122.69	
	NBS CALIBRATIONS	SERVICE & CALIBRATE	167.00	
	UNITED LABORATORIES	LIFT STATION DEGREASER	587.40	
	USA BLUEBOOK	SUPPLIES	252.02	
	VERIZON WIRELESS	PHONE SERVICE	183.28	
	VISA	ENVELOPES	4.70	
	WASHINGTON RENTAL	SNOW BLOWER REPAIR	170.25	
	WINDSTREAM IOWA COMMUNICATIONS	PHONE SERVICE	249.45	
		<b>TOTAL</b>	<b>16,446.15</b>	
	<b>SEWER COLLECT</b>	ALLIANT ENERGY	SERVICE	432.39
ARNOLD MOTOR SUPPLY		RECHARGER OIL	55.57	
COBB OIL CO, INC.		FUEL	1,236.14	
VERIZON WIRELESS		PHONE SERVICE	317.09	
WASHINGTON LUMBER		SUPPLIES	22.45	
WINDSTREAM IOWA COMMUNICATIONS		PHONE SERVICE	90.80	
		<b>TOTAL</b>	<b>2,154.44</b>	
<b>SEWER CAPITAL PROJ</b>	COLEMAN CONSTRUCTION	COURTHOUSE SEWER SEPARATION	175.00	
		<b>TOTAL</b>	<b>175.00</b>	
<b>ANIMAL CONTROL</b>	WASH CO HOSPITAL	DR VISIT FOR RABIES VACC	155.00	
	PIP PRINTING	DOG RECLAIM FORMS	388.69	
		<b>TOTAL</b>	<b>543.69</b>	
	<b>TOTAL</b>	<b>175,481.11</b>		

**CITY OF WASHINGTON, IA  
VISA Card Charges - 2016**

**CLAIMS REPORT 12/20/2016**

**LIBRARY/LIBRARY GIFT**  
Endicia Fees - postage fee  
Walmart - dvd  
Shortrunposters.com - posters

**Park**  
Iowa Park and Rec - CPO - Certified Pool Operator- CEU Course

9.95  
14.96  
85.20

110.00

110.11

**FINAN ADMIN**  
Survey Monkey - 2016 Goal Setting survey plan

**Cemetery**  
Dougs 4 Wheelers Inc, Pella - Rear window F600

110.00

228.00

100.00

**Airport**  
QTPOD.com - Gold Service Plan - Self Service Fuel

**Sewer Plant**  
Walmart - 9X12 envelopes

228.00  
995.00

100.00

995.00

4.70

**Develop Serv**  
Int'l Code Council Inc - 2015 International Code

**Develop Serv**

478.50

4.70

478.50

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CITY OF WASHINGTON, IOWA  
MONTH TO DATE TREASURERS REPORT  
NOVEMBER 30, 2016

FUND	11/1/2016	M-T-D	REVENUES NOT	M-T-D	EXPENSES NOT	11/30/2016
	BEGINNING					REVENUES
	CASH BALANCE					BALANCE
001-GENERAL FUND	1,239,473.85	141,836.50	-	246,313.02	-	1,134,997.33
002-AIRPORT FUND	247,308.20	19,347.30	-	43,443.52	-	223,211.98
010-CHAMBER REIMBURSEMENT	4,158.91	4,940.99	-	4,373.69	-	4,726.21
011-MAIN STREET REIMBURSEMENT	254.59	3,970.96	-	3,635.23	-	590.32
012-WEDG REIMBURSEMENT	(650.61)	6,530.57	-	5,961.19	-	(81.23)
110-ROAD USE	782,356.46	88,466.15	-	48,119.89	-	822,702.72
112-EMPLOYEE BENEFITS	-	11,282.25	-	11,282.25	-	-
113-LIABILITY INSURANCE	-	-	-	-	-	-
114-EMERGENCY LEVY	-	1,005.32	-	1,005.32	-	-
121-LOCAL OPTION SALES TAX	-	75,938.75	-	75,938.75	-	-
125-URBAN RENEWAL AREA #1	-	7,671.60	-	-	-	7,671.60
129-URBAN RENEWAL AREA #3C	271.77	2,122.32	-	-	-	2,394.09
132-URBAN RENEWAL AREA #5	17,608.64	-	-	1,558.75	-	16,049.89
134-URBAN RENEWAL AREA #7	4,868.99	-	-	-	-	4,868.99
145-HOUSING REHABILITATION	46,069.80	-	-	57.00	-	46,012.80
146-LMI TIF SET-ASIDE	61,792.07	-	-	-	-	61,792.07
200-DEBT SERVICE	417,245.99	15,829.89	-	90,409.69	-	342,666.19
300-CAPITAL EQUIPMENT	123,298.55	-	-	-	-	123,298.55
301-CAPITAL PROJECTS FUND	295,150.13	357,037.49	-	485,163.39	-	167,024.23
305-RIVERBOAT FOUND CAP PROJ	93,337.94	-	-	-	-	93,337.94
308-INDUSTRIAL DEVELOPMENT	19,107.78	17,047.51	-	3,370.39	-	32,784.90
309-MUNICIPAL BUILDING	622,675.04	16.47	-	-	-	622,691.51
310-WELLNESS PARK	25,569.41	-	-	-	-	25,569.41
311-SIDEWALK REPAIR & REPLACE	51,000.91	-	-	4,383.88	-	46,617.03
312-TREE REMOVAL & REPLACE	9,875.00	-	-	2,530.33	-	7,344.67
510-MUNICIPAL BAND	1,018.70	-	-	-	-	1,018.70
520-DOG PARK	4,454.85	-	-	-	-	4,454.85
530-TREE COMMITTEE	7,063.70	-	-	-	-	7,063.70
540-POLICE FORFEITURE	863.89	-	-	-	-	863.89
545-SAFETY FUND	700.00	-	-	-	-	700.00
550-PARK GIFT	148,814.27	2,502.14	-	-	-	151,316.41
570-LIBRARY GIFT	26,344.15	148.26	-	1,012.65	-	25,479.76
580-CEMETERY GIFT	18,354.00	-	-	-	-	18,354.00
590-CABLE COMMISSION	8,761.14	-	-	-	-	8,761.14
600-WATER UTILITY	1,178,244.90	149,501.16	-	133,903.74	-	1,193,842.32
601-WATER DEPOSIT FUND	19,990.00	2,250.00	-	1,725.00	-	20,515.00
603-WATER CAPITAL PROJECTS	11,319.36	52,011.10	-	54,351.73	-	8,978.73
610-SANITARY SEWER	1,029,909.82	175,220.04	-	120,336.30	-	1,084,793.56
613-SEWER CAPITAL PROJECTS	88,193.35	-	-	-	-	88,193.35
670-SANITATION	117,234.00	28,539.51	-	39,347.53	-	106,425.98
910-LIBRARY TRUST	218,773.43	26.24	-	-	-	218,799.67
950-SELF INSURANCE	179,976.92	1,364.81	-	8,315.41	-	173,026.32
951-UNEMPLOYMENT SELF INS	9,150.67	326.06	-	-	-	9,476.73
<b>TOTAL BALANCE</b>	<b>7,129,940.57</b>	<b>1,164,933.39</b>	<b>-</b>	<b>1,386,538.65</b>	<b>-</b>	<b>6,908,335.31</b>

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	1,424,639.73 (1)	0.01%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Wash St Bank - MM	257,121.59	0.01%
Investment in IPAIT	988,158.26	0.01%
Wash St Bank - Library Acct	167,793.03	0.01%
Wash St - Farm Mgmt Acct	65,122.62	
Wash St Bank - CD - 1/9/13 - renewed	500,000.00	0.75%
Wash St Bank - CD - 8/8/2014 - renewed	500,000.00	0.60%
Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	0.70%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	0.85%
CBI Bank & Trust - CD - 10/8/2015	503,109.20	0.62%
CBI Bank & Trust - CD - 2/19/2016	502,040.88	0.82%
IPAIT CD - 3/9/2016	500,000.00	1.00%
IPAIT CD - 6/7/2016	500,000.00	0.82%
<b>TOTAL CASH IN BANK</b>	<b>6,908,335.31</b>	

(1) Washington State Bank	1,765,458.90
Outstanding Deposits & Checks	(340,819.17)
	<u>1,424,639.73</u>

CITY OF WASHINGTON, IOWA  
YEAR TO DATE TREASURERS REPORT  
NOVEMBER 30, 2016

FUND	7/1/2016 BEGINNING CASH BALANCE	Y-T-D REVENUES	REVENUES NOT YET RECEIVED	Y-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	11/30/2016 ENDING CASH BALANCE
001-GENERAL FUND	1,000,000.00	1,711,574.64	-	1,576,577.31	-	1,134,997.33
002-AIRPORT FUND	225,517.92	167,734.14	-	170,040.08	-	223,211.98
010-CHAMBER REIMBURSEMENT	1,054.05	24,693.95	-	21,021.79	-	4,726.21
011-MAIN STREET REIMBURSEMENT	632.45	19,845.20	-	19,887.33	-	590.32
012-WEDG REIMBURSEMENT	-	32,494.93	-	32,576.16	-	(81.23)
110-ROAD USE	810,566.76	458,563.11	-	446,427.15	-	822,702.72
112-EMPLOYEE BENEFITS	-	324,120.15	-	324,120.15	-	-
114-EMERGENCY LEVY	-	27,913.52	-	27,913.52	-	-
121-LOCAL OPTION SALES TAX	-	342,188.29	-	342,188.29	-	-
125-URBAN RENEWAL AREA #1	-	18,254.08	-	10,582.48	-	7,671.60
129-URBAN RENEWAL AREA #3C	-	15,976.57	-	13,582.48	-	2,394.09
132-URBAN RENEWAL AREA #5	-	17,608.64	-	1,558.75	-	16,049.89
133-URBAN RENEWAL AREA #6	-	32,563.47	-	32,563.47	-	-
134-URBAN RENEWAL AREA #7	629.22	4,239.77	-	-	-	4,868.99
145-HOUSING REHABILITATION	51,031.80	-	-	5,019.00	-	46,012.80
146-LMI TIF SET-ASIDE	56,983.87	4,808.20	-	-	-	61,792.07
200-DEBT SERVICE	4,963.94	447,202.33	-	109,500.08	-	342,666.19
300-CAPITAL EQUIPMENT	291,396.04	-	-	168,097.49	-	123,298.55
301-CAPITAL PROJECTS FUND	718,877.81	1,569,224.12	-	2,121,077.70	-	167,024.23
305-RIVERBOAT FOUND CAP PROJ	94,827.75	108,510.19	-	110,000.00	-	93,337.94
308-INDUSTRIAL DEVELOPMENT	478,750.29	68,931.47	-	514,896.86	-	32,784.90
309-MUNICIPAL BUILDING	626,831.76	37.75	-	4,178.00	-	622,691.51
310-WELLNESS PARK	25,569.41	-	-	-	-	25,569.41
311-SIDEWALK REPAIR & REPLACE	63,332.31	-	-	16,715.28	-	46,617.03
312-TREE REMOVAL & REPLACE	15,000.00	-	-	7,655.33	-	7,344.67
510-MUNICIPAL BAND	1,018.70	-	-	-	-	1,018.70
520-DOG PARK	4,420.76	191.00	-	156.91	-	4,454.85
530-TREE COMMITTEE	7,458.99	6,000.00	-	6,395.29	-	7,063.70
540-POLICE FORFEITURE	486.75	377.14	-	-	-	863.89
545-SAFETY FUND	700.00	-	-	-	-	700.00
550-PARK GIFT	149,393.47	3,506.98	-	1,584.04	-	151,316.41
570-LIBRARY GIFT	26,542.94	1,164.94	-	2,228.12	-	25,479.76
580-CEMETERY GIFT	43,572.06	-	-	25,218.06	-	18,354.00
590-CABLE COMMISSION	8,761.14	-	-	-	-	8,761.14
600-WATER UTILITY	1,142,357.16	758,472.98	-	706,987.82	-	1,193,842.32
601-WATER DEPOSIT FUND	20,740.00	8,700.00	-	8,925.00	-	20,515.00
603-WATER CAPITAL PROJECTS	-	476,119.37	-	467,140.64	-	8,978.73
610-SANITARY SEWER	680,392.61	890,342.99	-	485,942.04	-	1,084,793.56
613-SEWER CAPITAL PROJECTS	207,445.04	-	-	119,251.69	-	88,193.35
670-SANITATION	126,556.87	154,333.33	-	174,464.22	-	106,425.98
910-LIBRARY TRUST	218,673.55	126.12	-	-	-	218,799.67
950-SELF INSURANCE	175,016.97	33,116.96	-	35,107.61	-	173,026.32
951-UNEMPLOYMENT SELF INS	109.67	9,367.06	-	-	-	9,476.73
<b>TOTAL BALANCE</b>	<b>7,279,612.06</b>	<b>7,738,303.39</b>	<b>-</b>	<b>8,109,580.14</b>	<b>-</b>	<b>6,908,335.31</b>

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	1,424,639.73 (1)	0.01%
Wash St. Bank - Airport Fuel Account	-	
Cash in Drawer	350.00	N/A
Wash St Bank - MM	257,121.59	0.01%
Investment in IPAIT	988,158.26	0.01%
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Wash St - Farm Mgmt Acct	65,122.62	
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Wash St Bank - CD - 12/10/2014 - renewed	500,000.00	0.70%
Wash St Bank - CD 04/22/2015 - renewed	500,000.00	0.85%
CBI Bank & Trust - CD - 10/8/2015	503,109.20	0.62%
CBI Bank & Trust - CD - 2/19/2016	502,040.88	0.82%
IPAIT CD - 3/9/2016	500,000.00	1.00%
IPAIT CD - 6/7/2016	500,000.00	0.82%
<b>TOTAL CASH IN BANK</b>	<b>6,908,335.31</b>	

(1) Washington State Bank	1,765,458.90
Outstanding Deposits & Checks	(340,819.17)
	<u>1,424,639.73</u>

114 North Iowa Avenue #2  
Washington, IA 52353  
16 December 2016

Washington City Council  
215 East Washington Street  
Washington, IA 52353

Subj: CONCERN FOR SIDEWALK SAFETY

1. On 06 December 2016, during the 3 minute Presentation From the Public time, I asked to be added to the City Council's agenda for 20 December 2016. During those 3 minutes, I spoke of our concerns regarding the following:

- a) safety;
- b) American with Disability Act (ADA) standards;
- c) responsibilities and liabilities; and
- d) lawsuits.

2. This presentation was, initially, prompted by the fall and subsequent injury of a Washington resident at the alley curb adjacent to the L.E.T.'S. center at 114 N. Iowa Avenue on 3 December 2016. This incident occurred on a day with good weather and clear streets and sidewalks. Subsequently, on 4 December 2016, CBS "60 Minutes" aired a program regarding lawyers using violations of ADA standards to sue businesses by soliciting disabled plaintiffs to claim injury. Viewing this program compelled us to make our concerns known to the Washington City Council.

3. Safety must be our paramount concern. The ADA defines a "trip hazard" as any vertical change of over 1/4 inch or more at any joint or crack. Since the Americans with Disabilities Act (ADA) demands strict compliance, trip hazards represent a serious legal liability. Trip hazards challenge all citizens, but the very young, the elderly, and those who are disabled, especially those who use canes, crutches, walkers, wheelchairs, or have unstable gaits, are particularly at risk. Per ADA statistics, roughly 20% of the American population has some form of disability. We are not sure what the disability percentage is for the city of Washington, but we have no doubt those percentages are conservative. Personal observations of the persons using the sidewalks and streets in the vicinity of 114 N. Iowa Avenue trend toward the elderly with a high percentage of those persons displaying some form of disability.

4. Municipal entities are, generally, responsible for maintaining accessible and safe public sidewalks and right of ways while the owners of the various homes, buildings, and businesses adjacent to those sidewalks and right of ways are custodians required to keep those areas clear of debris, leaves, snow and ice.

5. Failure to inspect and repair trip hazards that cause injury may lead to lawsuits. Such

claims may present a financial burden on civic budgets. Per various state and federal laws, if a complainant can prove that the city and/or property owner knew or should have known about the condition, (i.e., the sidewalk has been broken for six months), created the condition, knew the condition existed and negligently failed to correct it, or the condition existed for such a length of time that the owner should have discovered and corrected it, there could be liability. It is true that a person injured in a "slip and fall" on someone's property (i.e., city sidewalk) must prove that the cause was a "dangerous condition" and that the owner (the city) knew the dangerous condition.

6. We have been told that the Washington City Council feels that their insurance coverage is an adequate response to the possibility of lawsuits pursuant to injury on the streets and sidewalks of the city. We would submit that this just insulates the city from monetary damages and does not address the damage that might accrue to the city's reputation for accessibility, particularly to the downtown area, a reputation that may inhibit the establishment/reestablishment of businesses around the square and deter patronage of current and future businesses. And, it ignores the time and effort that the City Attorney and staff would have to devote to each lawsuit.

7. Prior to purchasing our property (114 North Iowa Avenue) in August 2015, discussions with city officials, including some city council members, led us to believe that the streets, sidewalks, and lighting off the town square (one block in each direction) would be updated in the same manner as the streets bordering the square. Additionally, we were informed that the work on our portion would commence in 2016. Later we were told that the work would be started during the fall of 2017. Now we are told that it is not likely to be completed or addressed until 2020 or later and that the funding for the revitalization of downtown Washington has been reallocated to other areas. Before submitting this letter and appearing here in front of you, we have spoken with other businesses off the square (S. Iowa , N. Marion, S. Marion) who face similar issues. Although we would not presume to speak for them, we can assure you that they have similar concerns. Indeed, one business owner expressed the sentiment that "the City Council has given up on us!"

8. Please understand that this letter is not intended to alienate the City Council or the citizens of Washington. Rather, it is to bring attention to a situation that could have a severe impact on the economic welfare of the downtown business community, arguably the heart of Washington as a whole. We are recent additions to Washington, but this is our town and we want the citizens, our neighbors and friends, and all our visitors to enjoy what the downtown area has to offer in a safe and accessible manner. We do not believe

that you have given up on us. We know that our predicament is not the only critical issue that you face and that it is difficult to distribute funds in an equitable and efficient manner. However, in light of the aforementioned fall and in conjunction with the rapidly deteriorating weather, it is imperative to address the issue in a timely manner. Also, the airing of the "60 Minutes" segment invites unscrupulous persons who viewed the show to exploit problem areas on our streets and sidewalks.

9. Thank you for your time and consideration in this matter.

Respectfully,



Denise Button



George Button



*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**

December 15, 2016

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

From: Brent Hinson   
City Administrator

Re: 114 North Iowa Sidewalk Request

The City has been approached by property owners George & Denise Button at 114 North Iowa about replacement of their sidewalk ramp. While the City Council will have to evaluate the situation for itself, I thought I would provide some policy background to assist in the decision-making process.

I would like to provide a brief synopsis of the impact of Americans with Disabilities Act (ADA) guidelines as they relate to existing sidewalks, and how the City has responded. The City has adopted an ADA "Transition Plan" to guide how it intends to work toward compliance. This plan envisions working toward ADA compliance in an incremental manner, with issues addressed primarily when other construction is being planned. For example, we brought all the sidewalk ramps along the 200-300 blocks of East Madison up to ADA standard when we did the mill & overlay project on that street several years ago.

We have also looked for opportunities to bring ramps to ADA standard when we have done underground utility projects that required street excavation, etc. There is no requirement under ADA that the City bring all its ramps or any particular ramps immediately up to compliance. Typically, the requirement to construct improvements is only triggered when an area is disturbed through construction, etc. Like every other city, the City of Washington certainly has a number of ADA issues in its downtown and throughout town, but none of these per se create additional liability or a requirement to take action to bring the ramp to current ADA compliance. In fact, it could create a financially unsustainable burden for the City if we decided to try to bring every sidewalk up to ADA standard (and the standards may even change while we were trying to implement this strategy). There are numerous places in the downtown, for example, where there is not only no ramp, but actually a set of stairs in the sidewalk (including right across the street from 114 North Iowa). Those

problems will someday require a huge investment of dollars and re-engineering of entire blocks of street through the streetscape project.

While the condition of a sidewalk adjacent to a particular property is the legal responsibility of that property owner, including trip hazards (and the existence of a curb without a curb cut does not qualify as a "trip hazard"), the City has been proactive in assisting with its sidewalk reimbursement program, details of which are attached. For the particular sidewalk in question here, the City's reimbursement to the property owner would be \$413.67, again as detailed in the attachments. We have also prepared a drawing of an ADA-compliant sidewalk for this location that the property owner could use to instruct a contractor on the work they would like done.

The City is not legally liable for sidewalk trip and falls, because we have a sidewalk program and because our ordinance is structured to put the responsibility on the adjacent property owner for maintenance. We are named in lawsuits on occasion, and our insurance company has settled in the past when the legal expenses of working to get the case dismissed exceed the cost of settling the lawsuit. We need to continue to work with property owners to improve sidewalk maintenance, but there is not any gross liability incurred by the continued existence of a sidewalk ramp that does not meet the current ADA standard.

As it relates specifically to this situation, I believe it is certainly advisable to work with the property owner, within the constraints of not setting any bad precedents. As previously mentioned, there could be tremendous unanticipated future costs if, for example, the City agreed to pay the full amount of this sidewalk ramp. What then happens if one of the property owners with stairs on their sidewalks requests the same thing?

There are a number of ways we can work with the property owner in this case. For example, does our sidewalk reimbursement program, which may better apply to residential neighborhoods than this situation, adequately reflect a sufficient "match" given the demands of achieving ADA compliance should the property owner want to take that on themselves? We could certainly look at doing something like paying for the truncated domes at the base of the ramp (probably around an additional \$200 in this case), and we may even want to consider other measures to assist a property owner in bringing a sidewalk ramp to ADA compliance, as especially in a downtown area, as this can be much more expensive than in a residential area.

I would not recommend we put much weight on trying to make this sidewalk ramp match our streetscape. Due to the aforementioned sidewalk stairs issue across the street from this property, we will in all likelihood need to completely re-engineer this block when that is done, meaning that it is probably difficult or impossible to avoid the possibility that the ramp that may be put in the near future might be torn out again in 5-10 years.

Keith Henkel, who is our ADA Coordinator, and also prepared the sidewalk drawing, will be present to assist with discussion at the meeting.

## SIDEWALK REIMBURSEMENT & INSPECTION POLICY

Fiscal year 2016-2017

The current sidewalk policy is city-wide and applies to existing sidewalk only. Funding for new sidewalk must be pre-approved by City Council.

Reimbursement is as scheduled:

4" P.C.C. Sidewalk    \$45.52/4'X4'x4"square

6" P.C.C. Sidewalk    \$51.04/4'X4'X6"square  
(6" of concrete required for driveway sidewalks)

Prior inspection/approval and obtaining an excavation permit from the City of Washington Development Department is required for partial reimbursement of sidewalk costs. Sidewalks not meeting the following inspection criteria for replacement shall not qualify for funding by the City. In addition, if sidewalks are damaged by heavy vehicle or equipment loading or if settlement has occurred due to poor compaction above utilities, the property owner is responsible for the full replacement cost.

Funding is limited by the annual City budget line item for this purpose and as stipulated by the City Council for repair/replacement purposes for the 2015-16 fiscal year. Claims will be funded on a first-come, first-served basis while money is available.

### SIDEWALK INSPECTION CRITERIA

When one or more of the following conditions exists, sidewalks shall be replaced or repaired as indicated:

- A. If more than forty percent (40%) of the surface of any four foot (4') square section has spalled out, leaving a rough, uneven surface, then that four foot (4') square section shall be replaced.
- B. If any four foot (4') square section has cracked into sections less than one square foot in area, then that four foot (4') square section shall be replaced.
- C. If sections have settled or heaved to the extent that the resulting displacement at cracks and joints exceeds one half inch (1/2") and/or creates a hazardous condition, then such section or sections shall be replaced to eliminate such displacement or condition.
- D. If sidewalks have settled and adjacent soil has built up higher than the sidewalk or drainage is otherwise impeded to the extent that water accumulates on the sidewalk to a depth exceeding one-half inch (1/2") over the full width of the sidewalk, then that portion of sidewalk shall be replaced or the drainage otherwise improved to eliminate such accumulation of water.

If you have any questions, please contact:

Steve Donnolly  
Building and Zoning Official  
[sdonnolly@washingtونيowa.net](mailto:sdonnolly@washingtونيowa.net)  
Cell- 319/458-0190  
Work- 319/653-6584 x124

Reimbursement of PCC Sidewalks:

4" PCC Sidewalk is \$45.52 for a 4' x 4' square (16sf), which is equal to \$2.85/sf

6" PCC Sidewalk is \$51.04 for a 4' x 4' square (16sf), which is equal to \$3.19/sf

Curb and Gutter replacement is paid as 6" PCC Sidewalk.

These values are set by the median average that the Iowa DOT set for the billable allowances on federal projects. We review and adjust these values annually.

Funds for this program are limited and are available on a first served basis

LETS Building Project:

125sf of 4" sidewalk = \$356.25

18sf of Curb and Gutter = \$57.42

Reimbursement total would be \$413.67

356.25

# ADA WALK

Existing JT

9'-9"

Remove & Replace (125 sf)  
of 4" sidewalk

New Saw Cut (10LF)

Existing JT

5'-0"

EXISTING JT

2% MAX

2% MAX

2% Max

8.3% MAX

Store Front

Paint Ramp  
Flares Safety  
Yellow - Both  
Sides

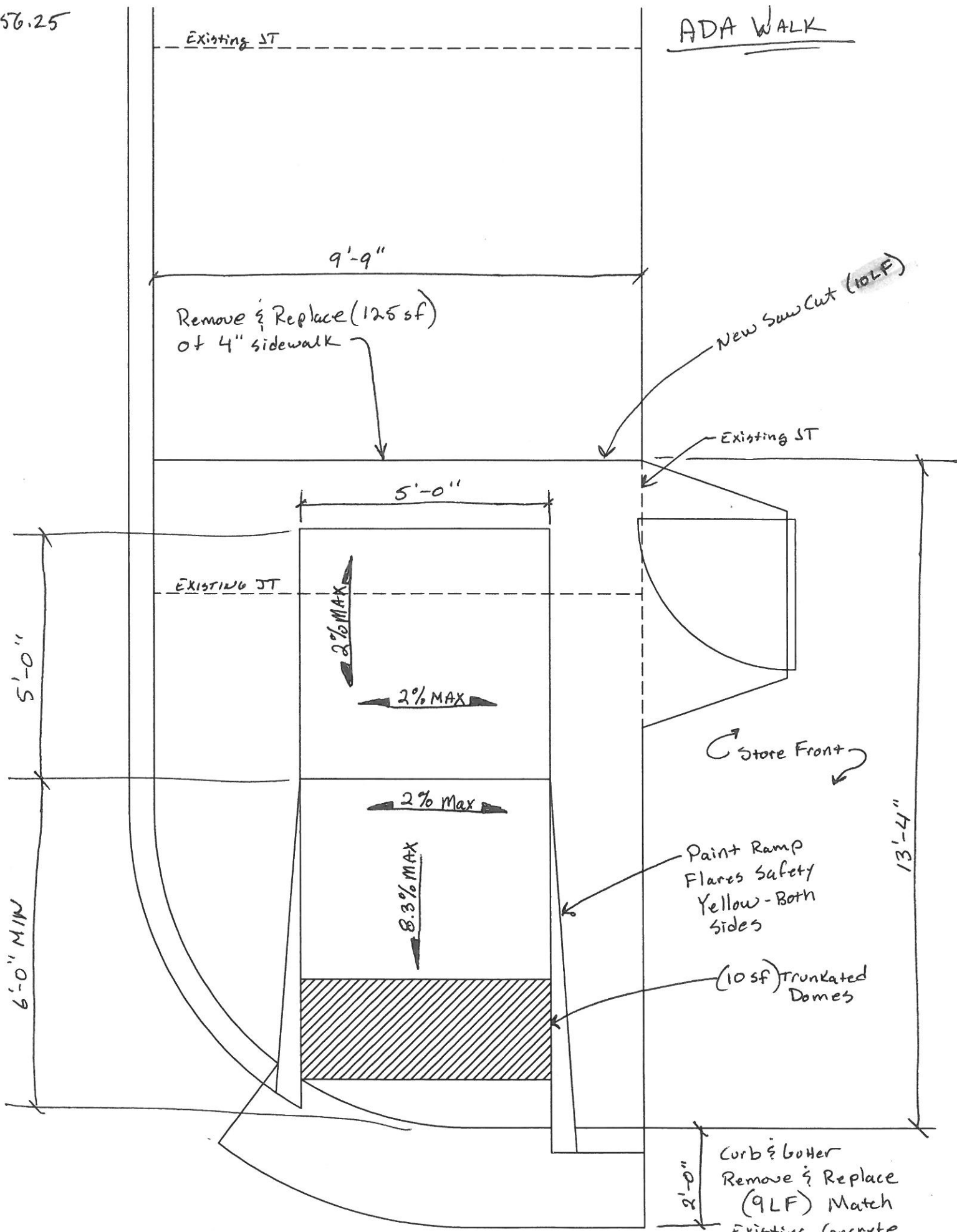
(10 sf) Truncated  
Domes

13'-4"

5'-0"

6'-0" MIN

2'-0"  
Curb & Gutter  
Remove & Replace  
(9LF) Match  
Existing Concrete  
Depth use Epoxy  
Coated Bar



# AGREEMENT TO PROVIDE SERVICES

This Agreement is entered into by and between **Impressions Custom Computers, Inc.**, located at 108 W. Main, Suite B, Washington, IA 52353-0927, hereinafter referred to as **Impressions**, and **City of Washington (Water & Engineer Departments)**, located at Washington, Iowa, hereinafter referred to as **Client**, for the purpose of enabling **Impressions** to provide services to the **Client**.

## 1. TERM AND TERMINATION.

1.1 Term/Extension. This Agreement is effective beginning the 30<sup>th</sup> day of November, 2016 and terminates on the 30<sup>th</sup> day of November, 2017. This Agreement will automatically be renewed on an annual basis unless written termination is received according to the Terms of paragraph 1.2. Continuation of this Agreement shall be subject to such extensions after the initial term as the parties may agree.

1.2 Termination. **Client** may not cancel this Agreement during the initial term unless, after having notified **Impressions** of a material breach of this Agreement, that breach is not cured within thirty days from the date that the written notice of breach was mailed or delivered.

Either party may cancel this agreement after the initial term with sixty days prior written notice; however, termination by the **Client** shall not create the right to a refund of any service fees previously paid or payable, except in the event **Impressions** is unable to provide the contracted services stated herein.

## 2. SCOPE OF SERVICES.

2.1 The scope of the services shall be as set forth in the attached Addendum.

2.2 The scope of the services shall not be expanded by conduct, acquiescence, or verbal understandings, but shall only be legally valid and enforceable if contained in writing and executed by both parties.

2.3 **Impressions** shall have no duty to perform or continue to perform any services defined by this paragraph unless payments are fully and timely made pursuant to paragraph 6 of this Agreement.

## 3. DUTIES OF THE CLIENT.

3.1 Cooperation. The **Client** shall cooperate in all regards with **Impressions** and its employees and agents to effectuate the purposes of this Agreement.

3.2 Title Matters. **Impressions** at all times maintains title to all its equipment, tools, manuals and other tangibles. **Impressions** shall be construed as passing title on any tangible items only when accompanied by a duly authorized and executed Bill of Sale.

## 4. LIMITATIONS AND DISCLAIMERS OF WARRANTY.

4.1 Limited Warranty and Remedies.

4.1a **Impressions** will perform its services in a prompt, workmanlike manner. In no event shall **Impressions** be liable to the **Client** or any other person or entity for any damage or cost directly or indirectly arising out of improper work unless due to the negligence of **Impressions**. Even if **Impressions** is notified of the possibility of any damages, the liability of **Impressions**, if any, for damages related to any allegedly defective product or service shall under any legal theory be limited to the actual price paid for such item and shall in no event include incidental or consequential commercial damages of any kind, including without limitation, loss of business or anticipatory profits.

4.1b **Impressions** does not warrant any connection to, transmission over, nor results of use of, any network connection or facilities provided under this Agreement. **Impressions** makes no warranties of any kind, whether expressed or implied, including any implied warranty of merchantability or fitness of this service for a particular purpose. **Impressions** assumes no responsibility for any damages suffered by **Client**, including, but not limited to, loss of data from delays, nondeliveries, misdeliveries, or service interruption caused by **Impressions** own negligence or **Client**'s errors and/or omissions.

4.2 UCC Warranties Do Not Apply. Because this transaction is predominantly for the provision of services and since the sale of goods, if any, is merely incidental, **Impressions** and the **Client** agree that the Uniform Commercial Code does not apply.

## 5. GENERAL.

5.1 Non-Solicitation of Employees. Neither party shall solicit for employment, directly or indirectly, any employees from the other party for the period of this Agreement, and for 2 years after this Agreement ends. Nor shall either party assist any competitor of the other party in the solicitation or employment of any current employee or any of its related entities.

5.2 Trade Secrets. Neither party shall divulge or reveal to any of the other parties' competitor or its related entities its knowledge of methodology or trade secrets.

5.3 Insurance. The parties shall each be responsible for assessing their own need for, and ability to maintain, property, casualty and liability insurance and shall obtain such insurance covering their risks as they each sees fit. The parties agree not to make any claims against the other for any property loss, whether or not insured, and shall require their insurers, if any, to waiver any rights of subrogation against the others for any such loss.

5.4 Scope. The scope of this service agreement shall not be expanded by either conduct, acquiescence, or verbal understandings, but shall only be legally valid and enforceable if contained in writing executed by both parties.

5.5 Non-Waiver. Waiver by Impressions of strict adherence with any particular of this contract does not waive its rights to performance or remedy for breach of performance of that particular or any other cause of this Agreement unless specifically modified in writing.

5.6 Modification. This Agreement may be modified only in writing signed by duly authorized persons for both parties.

5.7 Notification. All notices given by any party or required under this Agreement shall be in writing and addressed to the relevant party(ies) as follows:

**Impressions Custom Computers, Inc.**  
108 W. Main, Suite B  
Washington, IA 52353-0927

**Client:** City of Washington (Water & Engineer Dept.)  
Washington, Iowa

5.8 Entire Agreement. This Agreement constitutes the complete and exclusive agreement between the parties and supercedes all proposals oral or written, and all other communications between the parties related to the subject matter hereof. All previous agreements or understandings, whether written, oral or implied, are merged into this Agreement.

5.9 Governing Law and Arbitration. Any dispute arising out of this Agreement shall be governed by the laws of the State of Iowa. Any such disputes created herein, whether in tort or contract, shall be adjudicated pursuant to the terms of the Iowa Arbitration Act.

6. **TERMS AND CONDITIONS.**

6.1 Impressions will receive compensation for its services based upon the proposal as attached as an addendum to this Agreement.

6.2 Unpaid fees plus expenses shall accrue interest at the rate of 1.5% per month or the maximum rate permitted by law, whichever is greater, compounded monthly. In the event of nonpayment of the Client for a period of more than 30 days, the Client shall be obliged to pay any reasonable court costs and attorney fees necessary to collect such sums as charged by Impressions.

6.3 The Client agrees to pay for expenses incurred at the request of the Client.

IN WITNESS WHEREOF, the undersigned have executed this agreement on the date set forth below.

Client: \_\_\_\_\_

**Impressions Custom Computers, Inc.**

By: \_\_\_\_\_

By: Barbara Skiba

Title \_\_\_\_\_

Title President

Date \_\_\_\_\_

Date 11/29/16

**ADDENDUM A**

**Services Being Provided by Impressions:**

*Our staff will take preemptive action to keep your IT system running smoothly. Installing security patches and service packs for operating system software is included, as is management of antiviral software and monitoring of backup procedures.*

*Impressions will suggest to you parts replacements, hardware modifications, or upgrades and computing procedural changes that prove effective, based on either our experience or research, in avoiding downtime or resisting mischief from viruses, hackers, or electronic sabotage.*

*Impressions will act on your behalf as a virtual IT department in consultations with specialized software vendors including digital information suppliers, Internet service providers, and application code sources.*

Client: \_\_\_\_\_

**Impressions Custom Computers, Inc.**

By: \_\_\_\_\_

By: Harold Skube

Title \_\_\_\_\_

Title President

Date \_\_\_\_\_

Date 11/24/10



**ADDENDUM B**

**Client:** \_\_\_\_\_ **Impressions Custom Computers, Inc.**  
**By:** \_\_\_\_\_ **By:** Harold Stala  
**Title** \_\_\_\_\_ **Title** President  
**Date** \_\_\_\_\_ **Date** 11/29/14

**Compensation for Services:**

\$1800 per year and a hourly rate of \$75



# Impressions Computers, Inc.

108 W. Main St., Suite B  
Washington, IA 52353  
(319)653-2969

# Invoice

DATE	INVOICE #
11/27/2016	984459

BILL TO
City of Washington 215 E. Washington P.O. Box 516 Washington, IA 52353

DESCRIPTION	AMOUNT
Yearly Contractual Full IT	1,800.00
Payment in full is due upon receipt. Thank You!	<b>Total</b> \$1,800.00

*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**

December 15, 2016

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

From: Brent Hinson  
City Administrator

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

Re: Fillmore RISE Completion Settlement

The East Fillmore RISE paving project was done in 2008-2009 under an 80% "Immediate Opportunity" RISE grant (total grant for this project was \$580,000), which can only be applied for if needed to secure an industrial client. The grant amount is tied to the number of jobs created. In this case, due to the recession and changes in the automotive industry, Whitesell did not create as many jobs as originally anticipated. Therefore, we've known since at least when I came to Washington in late 2011 that we would be required to pay part of the grant back. We did not know the exact amount, and had set aside \$100,000 in the Capital Projects Fund to pay this back once the DOT provided us the numbers. However, after waiting several years to hear back, we transferred the money back to the Road Use Tax Fund. Therefore, while it is not particularly pleasant to have to pay back this amount seven years after the completion of the project, it appears that we do not have any choice. It is also worth mentioning that this same situation will not arise with the Business Park, because that RISE grant is under a different category (with a lower funding percentage), and is not tied to jobs created.

Under the terms of the RISE grant for the East Fillmore paving, we have to make a \$49,862 reimbursement to the Iowa DOT. I am confident that this is the lowest possible amount based on the actual employment numbers and discussions with the employer.

Brent

## Brent Hinson

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**From:** Kolacia, Jennifer  
**Sent:** Monday, December 05, 2016 9:38 AM  
**To:** Brent Hinson  
**Subject:** RE: RISE Accomplishment Report Request (IO), Washington, RM-8140(608)--9D-92, 2007-R-023  
**Attachments:** Washington Settlement Proposal worksheet.pdf

I have completed the calculation and based on the 6/16/2007 payroll and the payroll 6 months later of 12/22/2007 the potential final settlement with the city would be **\$49,862**.

Here is some information on how we determine that amount: When calculating the settlement for an Immediate Opportunity project that has not met the contingency requirement, credit is first given to the development as if it were a Local Development project. This means that the settlement is not based on the full 80% that may have been awarded, rather it is based on the 30% "RISE differential" which is the difference between the credited 50% amount and the awarded 80% amount. You will see this accounted for in Step 1 of the Project Completion Settlement calculation (attached for your reference). We then prorate the amount, giving credit for jobs that were created/retained based on the payrolls provided (Step 3 of the worksheet). This is why the potential requested settlement amount would be \$49,862 rather than the full \$580,000 that was awarded. This means the settlement process already gives the city credit for \$419,155 in RISE funds for general economic development in the area (job growth, taxable value, etc. as you have stated) as if the project were a Local Development RISE project as well as the jobs that you have shown were retained.

If you could let me know if you want to proceed with a settlement or if you would like to go back to the company to see if they have payrolls that would show a higher number of jobs within a 6 month timeframe?



**JENNIFER KOLACIA**

Office: 515-239-1738

Note my email change: [Jennifer.Kolacia@iowadot.us](mailto:Jennifer.Kolacia@iowadot.us)

### RISE Project Completion Settlement for:

RECIPIENT : **City of Washington**  
 PROJECT # : **RM-8140(608)--9D-92**  
 AGREEMENT # : **2007-R-023**

Reimbursable Maximum : \$580,000

To bring this project agreement to a close, in accordance with the procedure adopted by the Iowa Department of Transportation Commission (Commission), the Recipient (as identified above) is required to repay a portion of the RISE grant funds received.

The amount to be repaid is calculated in the following manner, according to the method approved by the Commission, all amounts are rounded to the nearest whole dollar or percentage point.

**Step 1** Determine the difference between the RISE grant funds actually reimbursed and 50% of the total eligible costs. The resulting amount is referred to as the "RISE differential"

	Actual	
a.	RISE grant funds reimbursed:	580,000.00
b.	FINAL eligible project costs:	838,309.86
c.	50% of FINAL eligible costs:	419,154.93
d.	"RISE differential" ( a ) - ( c ) =	160,845.07

**\$160,845** Rounded

**Step 2** Determine average number of jobs.

a.	FTE Jobs at beginning of 6 months:	106
b.	+ FTE Jobs at end of 6 months:	93
	Average number of jobs [(a+b)/2]	99.5

**Step 3** Determine the amount of the contingency unfulfilled.

No new jobs were created and 100 were retained by Whitesell Corporation. The funding contingency required that 145 FTE jobs be created/retained.

a.	Existing Jobs at time of Commission:	106
b.	Contingency total # of jobs created/retained:	145
c.	Actual total # of jobs created/retained:	100
d.	Contingency unfulfilled (enter contingent if negative):	45

Determine percentage = (d/b) 31.03%

Therefore the percentage of contingency still unfulfilled is: **31%** Rounded

**Step 4** Determine the prorated amount by multiplying the RISE differential amount by the percentage of the contingency still unfulfilled.

Prorated amount = (Step 1.d)	X	(Step 3 %)	= Prorated Amount
\$160,845	X	31%	<b>\$49,862</b>
			Rounded

# 92-887

## CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2017 - AMENDMENT #1

To the Auditor of WASHINGTON County, Iowa:

The City Council of WASHINGTON in said County/Countries met on 12/20/2016, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

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

RESOLUTION No. 2016-116

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

Be it Resolved by the Council of the City of WASHINGTON

Section 1. Following notice published 12/8/2016

and the public hearing held, 12/20/2016 the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
<b>Revenues &amp; Other Financing Sources</b>			
Taxes Levied on Property	1 3,409,212	0	3,409,212
Less: Uncollected Property Taxes-Levy Year	2 0	0	0
<b>Net Current Property Taxes</b>	<b>3 3,409,212</b>	<b>0</b>	<b>3,409,212</b>
Delinquent Property Taxes	4 0	0	0
TIF Revenues	5 194,720	0	194,720
Other City Taxes	6 794,082	0	794,082
Licenses & Permits	7 122,775	0	122,775
Use of Money and Property	8 135,754	0	135,754
Intergovernmental	9 1,478,402	1,832,146	3,310,548
Charges for Services	10 4,931,659	0	4,931,659
Special Assessments	11 20,000	36,000	56,000
Miscellaneous	12 258,686	70,248	328,934
Other Financing Sources	13 1,849,300	3,627,237	5,476,537
Transfers In	14 4,901,426	1,309,039	6,210,465
<b>Total Revenues and Other Sources</b>	<b>15 18,096,016</b>	<b>6,874,671</b>	<b>24,970,687</b>
<b>Expenditures &amp; Other Financing Uses</b>			
Public Safety	16 1,841,167	0	1,841,167
Public Works	17 1,384,759	72,492	1,457,251
Health and Social Services	18 0	0	0
Culture and Recreation	19 845,273	0	845,273
Community and Economic Development	20 38,639	0	38,639
General Government	21 881,154	0	881,154
Debt Service	22 1,292,235	0	1,292,235
Capital Projects	23 1,153,639	1,866,577	3,020,216
Total Government Activities Expenditures	24 7,436,866	1,939,069	9,375,935
Business Type / Enterprises	25 6,589,908	4,790,874	11,380,782
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>26 14,026,774</b>	<b>6,729,943</b>	<b>20,756,717</b>
Transfers Out	27 4,901,426	1,309,039	6,210,465
<b>Total Expenditures/Transfers Out</b>	<b>28 18,928,200</b>	<b>8,038,982</b>	<b>26,967,182</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year</b>	<b>29 -832,184</b>	<b>-1,164,311</b>	<b>-1,996,495</b>
Beginning Fund Balance July 1	30 5,600,967	1,678,645	7,279,612
<b>Ending Fund Balance June 30</b>	<b>31 4,768,783</b>	<b>514,334</b>	<b>5,283,117</b>

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

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

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

*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**

December 15, 2016

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

From: Brent Hinson   
City Administrator

Re: CDBG for Water Plant- Public Hearing & Submission of Grant Application

As I have been updating you, everything is on track for the submission of a \$600,000 Community Development Block Grant (CDBG) application prior to the January 1 deadline to assist in paying for the Water Plant improvements. The final step in this process is to hold a public hearing on the grant application and to consider a resolution approving its submission to the Iowa Economic Development Authority.

As per CDBG guidelines, the Mayor will need to read aloud the public hearing announcements that are attached to the resolution prior to the Council considering the resolution.

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

**A RESOLUTION ENDORSING AN APPLICATION FOR  
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS  
FOLLOWING PUBLIC HEARING**

WHEREAS, the water treatment plant is in need of substantial maintenance and upgrades, as identified in the 2013 Water Facility Plan; and

WHEREAS, the City Council previously authorized an agreement for the conduct of a Community Development Block Grant (CDBG) income survey and an agreement for grant writing and administration services to provide outside funding to defray the substantial cost of the project; and

WHEREAS, the City of Washington held a public hearing as required by CDBG guidelines on December 20, 2016 to hear public comments on the submission of the grant application.

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

Section 1. The City Council endorses the submission of an application for CDBG grant funds to the Iowa Economic Development Authority in the amount of \$600,000 for the 2017 Water Treatment Plant Improvements Project.

Section 2. The City Council certifies that the attached public hearing announcements were made prior to the consideration of the grant application, as per CDBG guidelines.

PASSED AND APPROVED this 20<sup>th</sup> day of December, 2016.

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

ATTEST:

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



**CITY OF WASHINGTON  
PUBLIC HEARING ANNOUNCEMENTS**

**A. Explain how the need for the activities was identified.**

- The proposed project is the result of the need to replace aging and deteriorated equipment in the water treatment plant.

**B. Explain how the proposed activities will be funded and the sources of funds.**

- The project will be funded with a combination of CDBG funds and SRF loan funds. Total project costs are estimated to be \$5,465,000.

**C. Announce the date the CDBG application will be submitted to the State.**

- The grant application will be submitted to the Iowa Economic Development Authority no later than January 1, 2017.

**D. Announce the requested amount of federal funds.**

- The City is requesting \$600,000 in CDBG funds for the proposed project.

**E. Announce the estimated portion of funds that will benefit low-and-moderate income persons.**

- The project will result in City-wide benefit and based on a 2016 survey, 52.89% of the residents living in the community are of low-and-moderate income.

**F. Announce where the proposed activities will be conducted.**

- Construction of the proposed activities will take place at the City's water treatment plant.

**G. Announce plans to minimize displacement of persons and businesses resulting of funded activities.**

- The proposed project will not result in the displacement or relocation of any persons or businesses.

**H. Announce plans to assist persons actually displaced.**

- Since this project will not result in the displacement or relocation of any persons or businesses, there are no plans being made to assist displaced persons.

**I. Announce the nature of the proposed activities.**

- The nature of the proposed project involves converting the existing water treatment facility from an EDR plant to a reverse osmosis system. Construction would include a new addition to house high service pumps, chemical feed systems, and a new electrical system, as well as demolition of the older 1927 building, and a new SCADA system and controls.

**NOTE: The fact that these announcements were made should be reflected in the minutes.**

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



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## **Memorandum**

December 15, 2016

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

From: Brent Hinson  
City Administrator

Re: Capital Improvements Plan (CIP) Update

The proposed final CIP is attached. As directed at the last meeting, I moved the Wellness Park project to FY18. A little more information on the proposed bond issue connected to that project, the fire station and the I/I project is that my calculations assumed the bond issuance wouldn't happen until spring 2018, but still within FY18. This is important, because then we won't have any overlap of payments on that new bond and the streetscape/library bond, which will be retired on 6/1/18. This timing should work out to give us 2017 to essentially firm up everything with the affected projects, and then I think we'll find calendar 2018 to be a very busy year.

The only other item of note from previous is that I have moved up the park maintenance facility to be constructed at the same time as the other Wellness Park improvements. This is important, as we would plan for this building to also host the concessions and restrooms for the park.

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

**A RESOLUTION APPROVING  
CAPITAL IMPROVEMENTS PLAN FOR FY18-22**

WHEREAS, the City Council and City staff have developed a Capital Improvements Plan (CIP) to address the community's current and future infrastructure and other capital needs; and

WHEREAS, the City Council voted on December 6, 2016 to set a hearing on the CIP, and notice of public hearing has been duly published as required by Iowa Code Section 384.15; and

WHEREAS, the Council held said hearing on December 20, 2016.

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

Section 1. The City Council hereby approves the Capital Improvements Plan for FY18-22. Said plan is to be reviewed and updated annually in conjunction with the annual budget process.

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

PASSED AND APPROVED this 20<sup>th</sup> day of December, 2016.

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

ATTEST:

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

Proj #	Proj Type	Amount Budgeted	GO Debt	SRF Debt	Water	Sewer	Road Use	TIF	Quarterly Riverboat	Special Assess	Grant	Other	Notes
<b>Council Previously Approved/Discussed Projects</b>													
<b>FY17 Budgeted/Council Approved/Carryover</b>													
	R	\$468,900	\$250,000				\$72,900		\$110,000	\$36,000			Incl with Sitter (B to Iowa)
027	R	\$468,900	\$250,000				\$72,900		\$110,000	\$36,000			Sitter (Ave B to South Iowa)
029	W	\$6,000,000	\$129,237	\$4,880,000	\$390,763		\$51,590				\$600,000		Water Plant RO Conversion & Upgrades
044	A	\$817,528									\$735,775	\$30,163	Taxiway for Parking/Hangar Area
045	A	\$300,000									\$150,000	\$150,000	Apron for Large Hangar
	W	\$618,000			\$618,000								New Large Hangar
	W	\$618,000			\$618,000								Well #6 & #7 Upgrades
	FY17 Totals	\$8,204,428	\$379,237	\$4,880,000	\$1,008,763	\$0	\$124,490	\$0	\$110,000	\$36,000	\$1,485,775	\$180,163	
<b>Fiscal 2018</b>													
014	W	\$487,108			\$487,108								W. Washington Watermain Replacement
024	B	\$2,488,694	\$700,000						\$914,827		\$250,000	\$623,867	Fire Station Construction
	R/SS/S/W	\$825,000	\$250,000			\$120,000	\$100,000		\$250,000	\$30,000			South 15th Paving & Subdivision
026	SS	\$35,000											S. 14th St. and S. 15th St. Storm Sewer
034	W	\$35,000			\$35,000								S Ave B Watermain- Adams to Tyler
043	A	\$600,000					\$35,000						Enlarge Pavement Apron
	P/RSW	\$1,500,000	\$1,200,000								\$540,000	\$25,000	Wellness Park & Parks Maint Facility
	P	\$17,000									\$300,000	\$17,000	Central Park Fountain Lighting
	P	\$160,000									\$100,000	\$60,000	Willow Pond Trail/Kewash Improvements
	S	\$1,300,000	\$1,100,000			\$200,000							I/I Project (SE Basin)
	FY18 Totals	\$7,412,802	\$3,250,000	\$0	\$522,108	\$320,000	\$135,000	\$0	\$1,164,827	\$30,000	\$1,190,000	\$800,867	
<b>Additional Funds Available</b>													
<b>Fiscal 2019</b>													
023	R/SS	\$803,200	\$250,000				\$123,200		\$390,000	\$40,000			S. Avenue E Reconst (Sitter to Lincoln)
032-1	W	\$25,000			\$25,000								E. Main Watermain- 12th to 15th
	B	\$50,000									\$25,000		Woodlawn Gates & Building
	S	\$200,000				\$200,000							Egg Sewer Basin Evaluation
	FY19 Totals	\$1,078,200	\$250,000	\$0	\$25,000	\$200,000	\$123,200	\$0	\$390,000	\$40,000	\$25,000	\$25,000	
<b>Additional Funds Available</b>													
<b>Fiscal 2020</b>													
039	R/SS	\$626,000	\$250,000				\$96,000						S. 12th Paving- Tyler to Van Buren (N Leg)
042	B	\$1,474,437	\$700,000						\$250,000	\$30,000			City Hall/Police Construction
	A	\$200,000							\$150,000		\$100,000	\$524,437	New Fuel Farm
	P	\$50,000									\$160,000	\$40,000	Sunset Park Main Pavilion Remodel
	S	\$1,000,000	\$1,000,000										I/I Project (Egg Basin)
	W	\$75,000			\$75,000								E. 3rd Watermain- 4th to 12th
	FY20 Totals	\$3,425,437	\$1,950,000	\$0	\$75,000	\$0	\$96,000	\$0	\$400,000	\$30,000	\$260,000	\$614,437	
<b>Additional Funds Available</b>													
<b>Fiscal 2021</b>													
02/25/30	R/S/W	\$600,000	\$250,000						\$200,000				N 4th Street/Water/Sewer Rep- 5th to 7th
022	W	\$400,000			\$400,000								South Tower Roof Repairs & Upgrades
037	R/SS/S/W	\$2,558,289						\$731,851			\$1,826,438		Biz Park Phase II/W. Buchanan

Proj #	Proj Type	Amount Budgeted	GO Debt	SRF Debt	Water	Sewer	Road Use	TIF	Quarterly Riverboat	Special Assess	Grant	Other	Notes
		P \$75,000										\$75,000	
		R \$125,000					\$125,000						
		FY21 Totals \$3,758,289	\$250,000	\$0	\$450,000	\$100,000	\$125,000	\$731,851	\$200,000	\$0	\$1,826,438	\$75,000	
		Additional Funds Available											
		P \$30,000											
		R/SS \$754,400	\$250,000				\$154,400		\$300,000	\$50,000		\$30,000	
		S \$200,000				\$200,000							
		W \$302,500			\$302,500								Top Priority in Fac Plan
		FY22 Totals \$1,286,900	\$250,000	\$0	\$302,500	\$200,000	\$154,400	\$0	\$300,000	\$50,000	\$0	\$30,000	
		Additional Funds Available											
		Prev Appr Totals \$25,166,056	\$6,329,237	\$4,880,000	\$2,383,371	\$820,000	\$758,090	\$731,851	\$2,564,827	\$186,000	\$4,787,213	\$1,725,467	
		Addl Funds Available \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		<b>Future Years or Unscheduled</b>											
021	S	\$200,000											
		Parkside Estates Lift Station											
033	R/SS/S/W	\$3,000,000											Programmed for FY24
		Downtown Streetscape Expansion											
035	W	\$2,333,000											
		New Well											
036	S	\$100,000											
		N. 2nd Underpass Lift Station Upgrade											
038	R/SS	\$596,800											
		W. Main Paving (Hwy 1 to S Ave H)											
040	R/SS	\$468,000	\$250,000						\$195,000	\$23,000			Proposed for FY23 Future years (City match) Stays in future years Main Possible In-House
		Adams St Paving- S. 9th to S. 12th											
046	A	\$400,000											
		Re-Light Runway 18/36											
047	A	\$2,563,845											
		Parallel Taxway for 18/36 & N End 13/31											
032-2	W	\$227,250											
		E 2nd Watermain Replacement											
041-2	S	\$180,000											
		Old WWTF Demo											
		Sunset Park New Play Structure											
		S. 4th Mill & Overlay- Wash to Van Buren											
		N. Iowa Mill & Overlay- 5th to 11th											
		S. Ave B Mill & Overlay- Sitter to Madison											
		North 2nd Underpass Evaluation											
		S. 6th Paving- Van Buren to Monroe +SRTS											
		S. 6th Paving- Mon to Mad + Mon 4th to 6th											
		N. 2nd Street Improv Phase 1- 5th to 11th											
		S. 2nd Sewer- Monroe to Jackson											Fed Aid after W. Buch?
		Jefferson Watermain- D to C, B to Cul-de-Sac											Per Facility Plan
		S. 2nd Watermain- Madison to Tyler											
		S. 4th Watermain- Madison to Van Buren											Top Priority in Fac Plan
		Future Years Total \$15,136,095	\$250,000	\$0	\$0	\$0	\$0	\$0	\$195,000	\$23,000	\$0	\$0	

Project Types: R= Road S= Sewer B= Building P= Parks  
 W= Water SS= Storm Sewer A= Airport  
 Blank- no cost estimate  
 FOX- engineer preparing cost estimates

City of Washington  
Projection of G.O. Debt Capacity

FY	Gross Debt Limit	Effective (70%) Debt Limit	Existing G.O. Debt	Biz Park Phase 1 Series 2016	Fire St/1/1/Welns Series 2018	City H/Poi/1/1/Wel Series 2020	West Buchanan Series 2021	Streetscape Series 2024	Street Program Annual	TIF Rebates	Total G.O. Debt	% of Debt Limit	Spare G.O. Capacity
2016	17,529,690	12,270,783	\$6,775,171	\$215,000							\$6,990,171	39.88%	\$5,280,612.50
2017	18,249,937	12,774,956	\$5,963,390	\$215,000					\$270,000	\$11,516	\$6,459,905	35.40%	\$6,315,050.58
2018	18,432,436	12,902,705	\$5,033,498	\$205,000	\$3,000,000				\$450,000	\$8,429	\$8,696,927	47.18%	\$4,205,778.46
2019	18,616,761	13,031,733	\$4,119,892	\$130,000	\$2,773,671				\$600,000	\$8,429	\$7,631,993	41.00%	\$5,399,739.96
2020	18,802,928	13,162,050	\$3,730,000	\$50,000	\$2,538,290	\$1,700,000			\$700,000	\$8,429	\$8,726,719	46.41%	\$4,435,330.86
2021	18,990,958	13,293,670	\$3,385,000	\$0	\$2,293,493	\$1,597,756	\$750,000		\$750,000	\$8,429	\$8,784,678	46.26%	\$4,508,992.68
2022	19,180,867	13,426,607	\$3,100,000		\$2,038,904	\$1,491,422	\$570,730		\$750,000	\$6,322	\$7,957,377	41.49%	\$5,469,229.95
2023	19,372,676	13,560,873	\$2,810,000		\$1,774,131	\$1,380,834	\$386,081		\$750,000	\$6,322	\$7,107,369	36.69%	\$6,453,504.31
2024	19,566,403	13,696,482	\$2,510,000		\$1,498,768	\$1,265,823	\$195,893	\$2,000,000	\$750,000	\$6,322	\$8,226,807	42.05%	\$5,469,675.17
2025	19,762,067	13,833,447	\$2,205,000		\$1,212,390	\$1,146,212	\$0	\$1,932,837	\$750,000	\$6,322	\$7,252,760	36.70%	\$6,580,686.26
2026	19,959,687	13,971,781	\$1,895,000		\$1,097,828	\$1,021,816		\$1,862,986	\$750,000	\$6,322	\$6,633,952	33.24%	\$7,337,829.03
2027	20,159,284	14,111,499	\$1,585,000		\$978,683	\$892,444		\$1,790,342	\$750,000	\$0	\$5,996,470	29.75%	\$8,115,029.42
2028	20,360,877	14,252,614	\$1,260,000		\$854,772	\$757,898		\$1,714,793	\$750,000	\$0	\$5,337,462	26.21%	\$8,915,151.47
2029	20,564,486	14,395,140	\$925,000		\$725,905	\$617,969		\$1,636,221	\$750,000	\$0	\$4,655,095	22.64%	\$9,740,044.96
2030	20,770,131	14,539,091	\$610,000		\$591,883	\$472,443		\$1,554,506	\$750,000	\$0	\$3,978,833	19.16%	\$10,560,258.40
2031	20,977,832	14,684,482	\$495,000		\$452,501	\$321,097		\$1,469,523	\$750,000	\$0	\$3,488,121	16.63%	\$11,196,361.82
2032	21,187,610	14,831,327	\$375,000		\$307,543	\$163,696		\$1,381,140	\$750,000	\$0	\$2,977,380	14.05%	\$11,853,947.66
2033	21,399,486	14,979,640	\$255,000		\$156,787	\$0		\$1,289,222	\$750,000	\$0	\$2,451,009	11.45%	\$12,528,631.54
2034	21,613,481	15,129,437	\$130,000		\$0	\$0		\$1,193,628	\$750,000	\$0	\$2,073,628	9.59%	\$13,055,809.05
2035	21,829,616	15,280,731	\$0		\$0	\$0		\$1,094,209	\$750,000	\$0	\$1,844,209	8.45%	\$13,436,521.81
2036	22,047,912	15,433,539	\$0		\$0	\$0		\$990,814	\$750,000	\$0	\$1,740,814	7.90%	\$13,692,724.24
2037	22,268,391	15,587,874	\$0		\$0	\$0		\$883,283	\$750,000	\$0	\$1,633,283	7.33%	\$13,954,590.56
2038	22,491,075	15,743,753	\$0		\$0	\$0		\$771,451	\$750,000	\$0	\$1,521,451	6.76%	\$14,222,301.46
2039	22,715,986	15,901,190	\$0		\$0	\$0		\$655,146	\$750,000	\$0	\$1,405,146	6.19%	\$14,496,044.44
2040	22,943,146	16,060,202	\$0		\$0	\$0		\$534,188	\$750,000	\$0	\$1,284,188	5.60%	\$14,776,014.01

\* "% of Debt Limit" column is relative to "Gross Debt Limit", while "Spare G.O. Capacity" is relative to "Effective (70%) Debt Limit"

CITY OF WASHINGTON  
Debt Obligations  
Projection of Debt Service Levy

FY18 CIP Version 12/15/2016 13:35

(As of 7/1/16)  
Current  
Debt

Project	Amount	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25
08 Dwtwn/Library	\$4,355,000	516,670	0								
09 Wat Twr/Sew Lnd	\$3,500,000	136,120	82,091	0							
Water/Sewer Rev Share		100,000	95,479	0							
09 Wash Pres Rbte	\$1,889	1,889	2,264	0							
12 Streets	\$250,000	51,500	50,375	0							
13 Streets/Airport	\$250,000	51,115	50,740	49,079	0						
14 Streets	\$250,000	52,536	52,137	51,538	50,790	0					
15 N Tower/Street/Fire	\$2,335,000	52,157	52,025	50,900	190,588	187,288	0	0	0	0	0
Water Rev Share		127,743	139,163	137,888	0	0	147,575	145,325	142,825	140,325	137,575
Township Rev Share		29,000	29,000	29,000	29,000	29,000					
12 Ins on Ave TIF		823	823	0	0	0	0	0	0	0	0
14 Marshall's TIF		8,429	8,429	8,429	8,429	8,429	6,322	6,322	6,322	6,322	6,322
16A 2009 Nontax Ref	\$1,770,000			96,370	103,970	116,370	78,670	95,870	93,070	100,070	0
Water/Sewer Rev Share				60,000	60,000	50,000	90,000	70,000	80,000	75,000	171,970
16B 2009 Taxable Ref	\$630,000		54,106	51,463	60,763	59,863	58,738	62,613	61,363	59,988	63,613
16C 2008 Refunding	\$985,000		495,416	505,500	0						
16C Streets/Biz Prk TIF	\$485,000		73,277	52,375	52,375	51,825	51,200	0	0	0	0
TIF Share			2,931	12,625	77,525	81,700	50,700	0	0	0	0
GF Share			0	0	0	0	0	0	0	0	0
Street Program FY18 thru FY40			53,000	106,000	106,000	159,000	212,000	265,000	265,000	265,000	265,000
18 Fire St/Police/Welnes	\$3,000,000				346,329	346,329	346,329	346,329	346,329	346,329	346,329
20 City Hall/Police/I&I	\$1,700,000						170,244	170,244	170,244	170,244	170,244
21 West Buchanan TIF	\$750,000						201,770	201,770	201,770	201,770	201,770
24 Streetscape	\$2,000,000										107,164
Water Share											40,000
Funding Sources		833,581	884,919	884,975	885,563	895,424	891,930	914,805	910,755	916,380	927,099
DS Levy		26,517	25,250	25,250	25,250	25,250	25,250	25,250	25,250	25,250	25,250
DS Reserves/Backfill		29,000	29,000	29,000	29,000	29,000	0	0	0	0	0
General Fund/RB		60,000	55,479	60,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Sewer Revenues		167,743	179,163	137,888	20,000	10,000	197,575	175,325	182,825	175,325	309,545
Water Revenues		11,141	14,447	21,054	85,954	90,129	57,022	208,092	208,092	208,092	208,092
TIF		1,127,982	1,188,258	1,158,167	1,085,767	1,089,803	1,211,777	1,363,472	1,366,922	1,365,047	1,509,986
Estimated DS Levy (0.5% Growth)		3,910,311	3,944,711	3,925,534	3,908,400	3,932,226	3,897,443	3,977,750	3,940,419	3,944,800	3,971,109
Taxable valuation for debt service purposes		213,175	224,330	225,452	226,579	227,712	228,851	229,995	231,145	232,301	233,462



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

**A RESOLUTION SETTING PRICES FOR  
2016 ELM GROVE NICHE COLUMBARIUM SPACES**

WHEREAS, Section 115.09 of the Washington Code of Ordinances provides that the City Council may adopt by resolution rules and regulations, including fees for services, in regard to City-owned cemeteries; and

WHEREAS, the City has recently constructed new niche columbariums, and the City Council wishes to set prices for these spaces.

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

Section 1. The City Council authorizes the following pricing structure for the new columbariums (prices do not include interment or engraving):

- A. Top Row: \$750 per space
- B. Second Row: \$650 per space
- C. Third Row: \$550 per space
- D. Bottom Rows: \$450 per space

Section 2. Pricing on the 2001 columbariums will remain unchanged at this time.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 20<sup>th</sup> day of December, 2016.

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

ATTEST:

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

## New Columbariums at Elm Grove Cemetery

With the columbarium project mostly complete, we need to think about pricing of the niches (spaces). We still have to install the benches, and finish the landscaping in the spring, but I would estimate our total costs just under \$46,000, with everything included. These units are 40 niche per side, times 4 sides, for a total of 160 niches. This gives us a cost of about \$287.50 per niche. The current niches are priced at \$300.00 each. I would recommend that we not change the price on the niches installed in 2001 to give a lower cost alternative, and continue to sell them at current rate of \$300.00 until sold out. Depending on what council would like to see as a return on investment (ROI), we would need to price these new niches accordingly.

Through comparisons to other cemeteries, we have seen a trend to a tiered based pricing system, where the top row has a premium, and then prices go down as you progress to lower rows. Several cemeteries are still using a one price fits all system, but I believe that is a disadvantage to selling lower rows.

Row A \$750.00

Row B \$650.00

Row C \$550.00

Row D \$450.00

Row E \$450.00

Total Return of \$91,200.00

Please note that \$91,200 would be all spaces sold. Based on previous demand, we would expect to recover our initial investment (\$46,000 or about ½ of spaces sold) in 10 years or less. The rest of sales would then be put in savings for future cemetery expansion. Before we can expand West towards the Industrial Park, there will be extensive surveying to lay out new cemetery burial plots and roads.

Included is a comparison to the other cemeteries, where you will see that any of our proposed pricing, would be less than what is currently being charged by other cemeteries. We do not provide engraving, but I do direct the families to the person who does that. We would still charge our normal interment rate for opening and closing like we do now.

We have also had requests for vases to be installed on the columbariums. Our cost is about \$150.00 per vase. I would recommend that we could sell the vases installed for \$200.00 each. This would consist of me removing the panel and drilling one hole to mount the vase. This normally takes about 15 -20 minutes to install a vase.

Included also is an artist's drawing of the columbarium, showing one side. The other side is identical. We installed two of these units. Row A is the top row going across horizontally, Row B second from top, etc., with Row E being the bottom row.

Please let me know if you have any questions. Thank you for your consideration.

Sincerely,

Nicholas Duvall

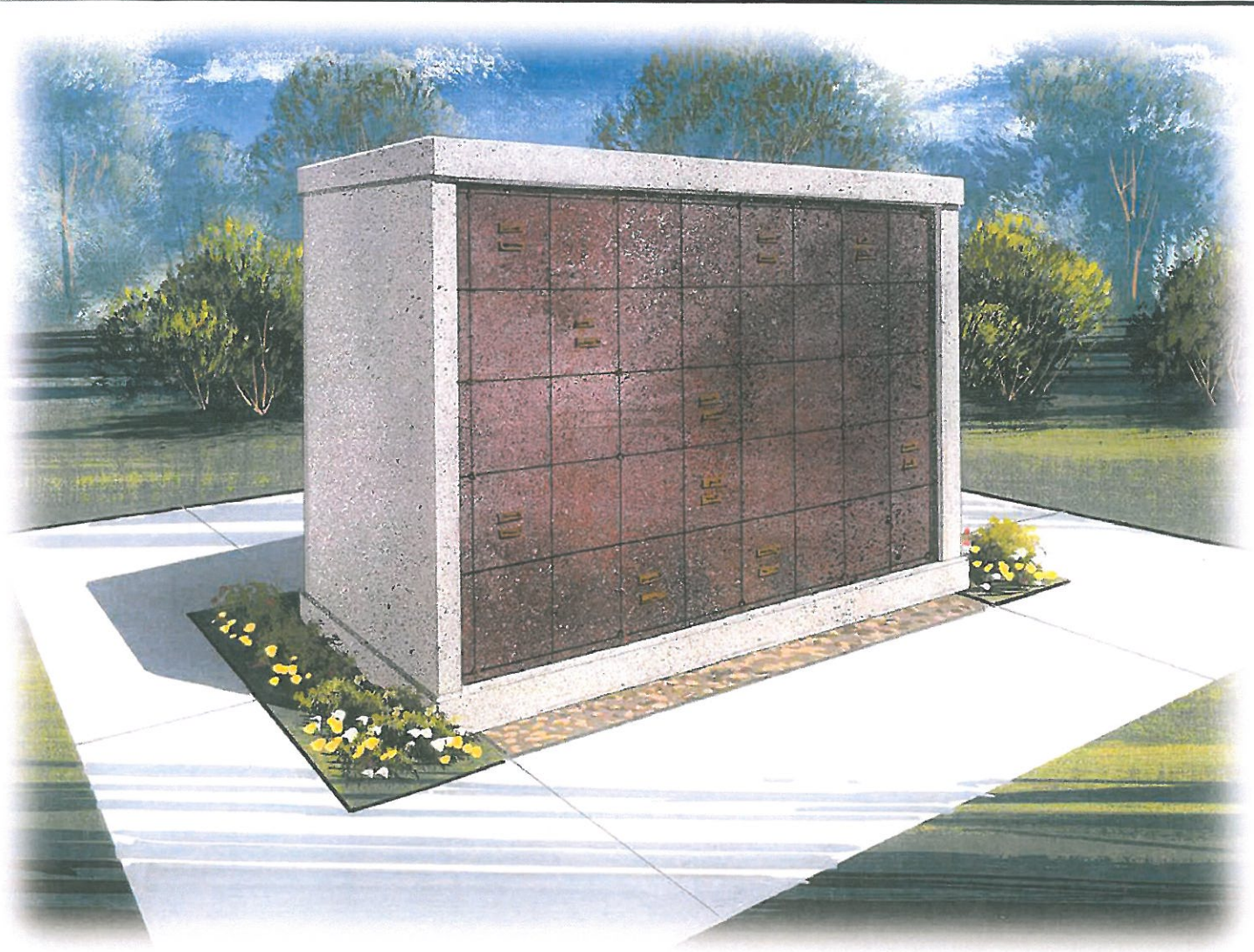
Cemetery Sexton

Elm Grove & Woodlawn Cemetery

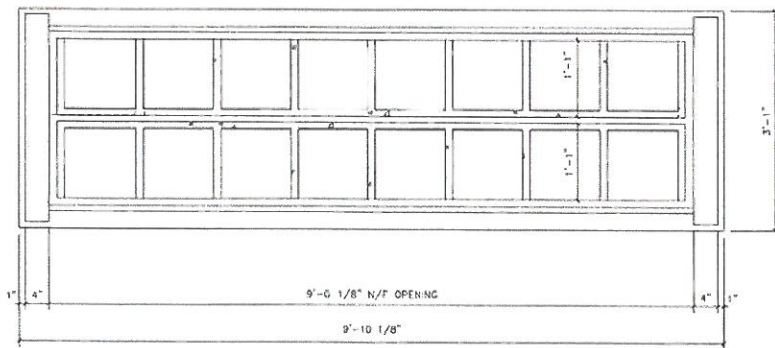
319-653-3927 Office

319-461-1490 Cell

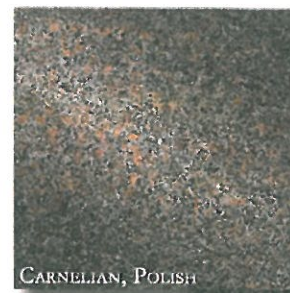
[nduvall@washingtioniowa.net](mailto:nduvall@washingtioniowa.net)



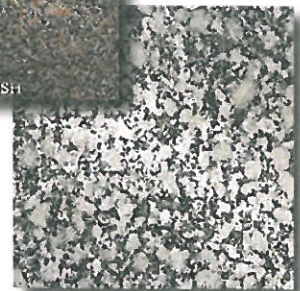
## 80 NICHE PRE-ASSEMBLED COLUMBARIUM



COLUMBARIUM HEIGHT = 6'-5"



CARNELIAN, POLISH



MOONLIGHT GRAY, POLISH

City of Washington									
Other Cemetery Columbarium Pricing									
12/14/2016									
<b>Cemetery</b>	<b>Aspen Grove</b>	<b>Ames</b>	<b>Harlington</b>	<b>Oakland</b>					
<b>City</b>	Burlington	Ames	Waverly	Iowa City					
<b>Perpetual Care</b>	Y	Y	Y	N					
<b>City Operated</b>	N	Y	Y	Y					
<b>Cost</b>	\$ 4,100.00	\$ 960.00	\$ 970.00	\$ 1,400.00					
	\$ 2,036.00			\$ 800.00					
	\$ 1,190.00								
	\$ 1,083.00								
	\$ 976.00								
	\$ 869.00								
<b>Interment</b>	Included (Except OT)	\$ 400.00	\$ 275.00	\$ 300.00					
<b>Engraving</b>	Included	N	N	N					



Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

December 16, 2016

## SITLER DRIVE AND SOUTH H AVENUE 2016 PAVING PROJECTS CITY OF WASHINGTON, IOWA

### CHANGE ORDER #1

The following changes to the contract are made to modify the contract to reflect actual as constructed quantities incorporated into the project. Extra work items are added for construction activities necessitated by discovered conditions during construction.

Division 1 - Sitrler Drive						
TOTAL ORIGINAL CONTRACT PRICE						\$266,690.65
No.	Item	Proposal Quantity	Unit	Proposal Unit Price	Constructed Quantity	Change in Contract Value
6	Below Grade Excavation (Core Out)	120	CY	\$35.00	13	-\$3,734.85
7	Subgrade Preparation	1,798	SY	\$1.50	1949	\$226.50
8	Subbase, Modified, 6" Thick	1,798	SY	\$7.50	1949	\$1,132.50
10	Remove Existing 24" RCP Culvert	43	LF	\$10.00	65	\$220.00
11	Trench Foundation	3	TONS	\$40.00	0	-\$120.00
18	Longitudinal Subdrain, Type 1, 4"	1,264	LF	\$9.00	1190	-\$666.00
19	Subdrain Cleanout, Type A-1	2	EA	\$650.00	4	\$1,300.00
27	PCC Pavement, 7" Class 3 with Integral Curb	1,518	SY	\$43.65	1453	-\$2,837.25
28	Pavement Removal, PCC, ACC and Granular Exist, Driveway and Walk	349	SY	\$9.50	381	\$304.00
29	PCC Sidewalk, 4"	328	SY	\$34.00	357.11	\$989.74
33	Full Depth Patching, PCC, 7" Class 3 Unit Price Only	21	SY	\$156.00	0	-\$3,276.00
34	Subbase Over-excavation	1	TONS	\$50.00	0	-\$50.00
37	Pavement Removal, PCC, Existing Street	683	SY	\$9.00	658.95	-\$216.45
40	Erosion Stone with Engineering Fabric	15	TONS	\$50.00	14.05	-\$47.50
41	Silt Fence	400	LF	\$2.00	0	-\$800.00
42	Removal of Silt Fence	400	LF	\$1.50	0	-\$600.00
43	Inlet Protection Device	2	EA	\$165.00	0	-\$330.00
44	Inlet Protection Device Maintenance	2	EA	\$100.00	0	-\$200.00
46	Painted Pavement Markings, Durable	11	STA	\$50.00	11.18	\$9.00
Extra Work Items						
A	Curb Cuts Installed by Grinding Curb	0	LS	\$810.00	1	\$810.00
B	Split Rail Fence	0	LF	\$20.00	60	\$1,200.00
TOTAL CONTRACT ADJUSTMENTS, DIVISION 1 - SITLER DRIVE						-\$6,686.31
ADJUSTED CONTRACT PRICE, DIVISION 1 - SITLER DRIVE						\$260,004.34



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1917 S. Gilbert Street  
 Iowa City, Iowa 52240

**319.351.8282**

mmsconsultants.net  
 mms@mmsconsultants.net

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Division 2 - S. H Avenue

TOTAL ORIGINAL CONTRACT PRICE

\$135,740.65

No.	Item	Proposal Quantity	Unit	Proposal Unit Price	Constructed Quantity	Change in Contract Value
6	Below Grade Excavation (Core Out)	20	CY	\$40.00	0	-\$800.00
9	Storm Sewer, Trenched, RCP, 12" Dia.	72	LF	\$56.00	60	-\$672.00
13	Longitudinal Subdrain, Type 1, 4"	490	LF	\$9.00	436	-\$486.00
14	Subdrain Cleanout, Type A-1	5	EA	\$650.00	4	-\$650.00
18	PCC Pavement, 7" Class 3 with Integral Curb	1,081	SY	\$47.65	1299	\$10,387.70
20	Granular Surfacing	86	TONS	\$25.00	77.97	-\$200.75
21	Pavement Removal, PCC/ACC, Existing Street	1,028	SY	\$8.50	1032.1	\$34.85
24	Erosion Stone with Engineering Fabric	30	TONS	\$50.00	15.15	-\$742.50
25	Silt Fence	480	LF	\$2.00	0	-\$960.00
26	Removal of Silt Fence	480	LF	\$1.50	0	-\$720.00
27	Inlet Protection Device	2	EA	\$165.00	0	-\$330.00
28	Inlet Protection Device Maintenance	2	EA	\$100.00	0	-\$200.00

Extra Work Items

A	Below Grade Excavation and Fill With Dirt	0	CY	\$30.00	250.6	\$7,518.00
B	Cleared Tree	0	EA	\$750.00	2	\$1,500.00
C	Fix Field Tile in Conflict With the Core Out	0	LS	\$1,528.00	1	\$1,528.00

TOTAL CONTRACT ADJUSTMENTS, DIVISION 2 - SOUTH H AVENUE

\$15,207.30

ADJUSTED CONTRACT PRICE, DIVISION 2 - SOUTH H AVENUE

\$150,947.95

TOTAL CONTRACT PRICE, Division 1 and DIVISION 2

\$410,952.29

Approved By:

\_\_\_\_\_  
 DeLong Construction, Inc.

\_\_\_\_\_  
 City of Washington

5955002 Change Order 1



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December 15, 2016

5955-002

Mayor Sandra Johnson and City Council  
City of Washington, Iowa  
215 East Washington Street  
Washington, IA 52353

RE: Sitler Drive and South H Avenue 2016 Paving Project  
Certificate of Completion

Honorable Mayor Johnson and Council Members:

We hereby certify that as Engineers for the Sitler Drive and South H Avenue 2016 Paving Project we have made an on-site review of the completed construction as performed by DeLong Construction, Inc. of Washington, Iowa. It is our opinion that the public improvements for this project have been constructed in substantial conformance with the project plans and specifications at a total completed construction cost of \$410,952.29.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paul V. Anderson".

Paul V. Anderson, P.E.  
MMS Consultants Inc.

T:\5955\5955-002-\5955002L05\_acceptanceletter.docx

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

RESOLUTION ACCEPTING THE SITLER DRIVE AND SOUTH H AVENUE 2016 PAVING PROJECT AS COMPLETED.

WHEREAS, the City Council of the City of Washington, Iowa did award a construction contract to Delong Construction Inc. in the amount of \$397,049.00 for the "Sitler Drive and South H Avenue 2016 Paving Project" (the "Project"); and

WHEREAS, the Project has now been completed in accordance with the plans and specifications; and

WHEREAS, it is necessary for the City Council to formally accept the project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington, Iowa that the construction of the project is hereby accepted as completed, with a final contract price of \$410,952.29

BE IT FURTHER RESOLVED that any retainage for the completion of the Project will be paid 30 days after the date of this Resolution if no claims are filed against the retainage without further action from this council.

Passed and approved this 20<sup>th</sup> day of December, 2016

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

ATTEST:

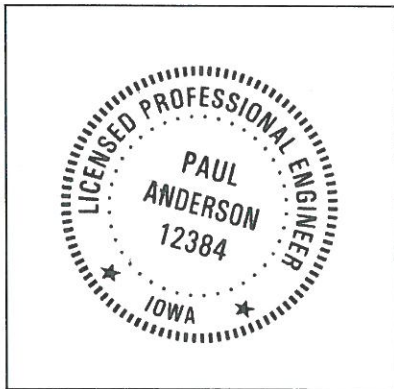
\_\_\_\_\_  
Illa Earnest, City Clerk

SITLER DRIVE AND SOUTH H AVENUE 2016 PAVING PROJECT  
 CITY OF WASHINGTON, IOWA  
 FINAL VALUATION OF COSTS TO BE ASSESSED AGAINST  
 PRIVATE PROPERTY FOR THE SITLER DRIVE IMPROVEMENTS

PREPARED BY MMS CONSULTANTS, INC. IOWA CITY, IOWA  
 DECEMBER 14, 2016  
 MMS PROJECT # 5955-002

ASSESSMENTS TO PROPERTIES NORTH OF THE PROJECT CENTERLINE				
	UNITS	CONTRACT UNIT PRICE	AS BUILT QUANTITY	EXTENDED AMOUNT
PCC PAVEMENT WIDENING, 7" THICK WITH INTEGRAL CURB	SY	\$43.65	455	\$19,860.75
ROCK SUBBASE, 6" THICK	SY	\$7.50	588	\$4,410.00
PCC SIDEWALK, 4" THICK	SY	\$34.00	172	\$5,848.00
TOTAL ASSESSABLE COST, NORTH SIDE				\$30,118.75

ASSESSMENTS TO PROPERTIES SOUTH OF THE PROJECT CENTERLINE				
	UNITS	CONTRACT UNIT PRICE	AS BUILT QUANTITY	EXTENDED AMOUNT
PCC PAVEMENT WIDENING, 7" THICK WITH INTEGRAL CURB	SY	\$43.65	457	\$19,948.05
ROCK SUBBASE, 6" THICK	SY	\$7.50	595	\$4,462.50
PCC SIDEWALK, 4" THICK	SY	\$34.00	172	\$5,848.00
TOTAL ASSESSABLE COST, SOUTH SIDE				\$30,258.55



Certification: I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

Signed:

Date:

*Paul V. Anderson* *December 15, 2016*

Paul V. Anderson, P.E. Iowa Cert. No. 12384

Discipline – Civil Engineer

My bi-annual license renewal date is December 31, 2017.

Pages or sheets covered by this seal: All pages.

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

RESOLUTION FIXING AN AMOUNT TO BE ASSESSED AGAINST PRIVATE PROPERTY FOR THE SITLER DRIVE AND SOUTH H AVENUE 2016 PAVING PROJECT AND DIRECTING THE ENGINEER TO FILE AN ASSESSMENT SCHEDULE WITH THE CITY.

WHEREAS, the City Council of the City of Washington, Iowa did hereby determine that private property owners along the Sitler Drive portion of the "Sitler Drive and South H Avenue 2016 Paving Project" (the "Project") would pay a portion of the costs via special assessment for special benefit conferred onto the properties; and

WHEREAS, the Project has now been accepted by the City Council via Resolution passes on December 20, 2016; and

WHEREAS, pursuant to Section 384.58 of the Code of Iowa (2016), the City Council must ascertain the amount of the costs of the Project to be assessed against private properties.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington, Iowa that the amount of \$60,377.30 will be assessed against private property for the construction of the Project.

BE IT FURTHER RESOLVED that the Project Engineer shall file with the City Clerk an assessment schedule in strict compliance with Section 384.59 of the Code of Iowa (2016) within 30 days from the date of this Resolution.

Passed and approved this 20<sup>th</sup> day of December, 2016

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

ATTEST:

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

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



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

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## **Memorandum**

December 15, 2016

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

From: Brent Hinson  
City Administrator

Re: 415 West Madison Property

The City recently acquired the property at 415 West Madison Street by tax deed. The house standing on this property was demolished in early 2014 due to severe methamphetamine contamination, and the costs assessed back against the property. There were a number of subsequent costs assessed against the property, for a total of \$19,653.08 in actual expense, or \$27,357.08 including interest. In order to prepare to resell the property, it is necessary for you to take action to waive the existing liens. The total we have in actual expense in this lot is \$20,981.08, which includes the liens. The property has \$2,442 in additional back taxes due on it since the tax deed was issued, but we are hopeful the Board of Supervisors will waive this amount upon our request.

While we will in likelihood be taking a short-term loss on the property, it was a necessary step to take to rectify an extreme nuisance, and we can hopefully recoup at least \$10,000 by reselling the lot and will be made whole in the long term by the taxes paid if a new home is constructed on the lot.

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

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

WHEREAS, the City of Washington, Iowa is empowered to levy, assess, and collect certain costs against the abutting property owner; and

WHEREAS, expenses totaling \$19,653.08 were assessed against the following listed property in Resolutions 2013-046, 2013-088, 2013-092, 2014-034, 2014-035, 2014-039, 2015-030, 2015-077:

The property of Rick D. Robson at 415 W. Madison St. Legal Description (03 02 ORRS SD). Parcel Number (11-17-356-002).

; and

WHEREAS, the City has now acquired said property by tax deed, and wishes to release all of its previous assessments against the property.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WASHINGTON, IOWA that the City of Washington does hereby release all outstanding claims against the property at 415 West Madison Street and the City Council directs the City Clerks to certify a copy of this resolution to the Washington County Treasurer.

Passed and Approved this 20th day of December, 2016.

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

Attest:

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