# AGENDA OF THE REGULAR SESSION OF THE COUNCIL OF THE CITY OF WASHINGTON, IOWA TO BE HELD AT **120 E. MAIN STREET**, AT **6:00 P.M**., WEDNESDAY, OCTOBER 5, 2011

#### Call to Order

#### Pledge of Allegiance

#### Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Wednesday, October 5, 2011 to be approved as proposed or amended.

#### Consent Agenda:

- 1. Council minutes 09-20-2011
- 2. Tyler Technologies, Annual Software Maintenance, \$6,048.32
- 3. Iowa Dept. of Transportation, Snow Blade Carbide Inserts, \$2,939.20
- 4. TEAM Services, WWTP Facility Project -Testing Services, \$6,781.82
- 5. G & R Miller, Highland Sewer, Phase I, Landscaping Warantee, 261.51

#### Approval of Claims

#### **PRESENTATION FROM THE PUBLIC** – Please limit comments to 3 Minutes

#### PERMITS AND APPLICATIONS

#### **CONSIDERATION OF ORDINANCES & HEARINGS**

Third Reading of An Ordinance Amending the Municipal Code of the City of Washington, Iowa, Chapter 66.04 by Adding Additional "No Through Truck Zones" on S. 9th Avenue and E. Polk Street.

First Reading of An Ordinance Amending Chapter 65.03 "Special Yield Required" by Adding Paragraph 54 "East 9th Street and North 7th Avenue (eastbound and westbound yield).

First Reading of An Ordinance Amending Chapter 69.08 "No Parking Zones" By Amending Paragraph 7 and Paragraph 50 on E. Van Buren Street at S. Iowa Avenue Intersection.

#### **OLD BUSINESS**

Discussion and Consideration-Oakwood Village Subdivision (Tabled 08-24-2011)

#### **NEW BUSINESS**

Presentation from Sports Group-Soccer at the School 90.

Discussion and Presentation of Park Board Request for New Materials for Rebuild Retaining Wall at Aquatic Center.

Discussion and Consideration of Kleopfer Lawn Care, Annual Broad Leaf Spraying in the City Parks.

Discussion and Consideration of Main Street Washington Request for SNOW Event.

Discussion and Consideration of Request from PAWS Motor Expo Car Show August 26, 2012.

Discussion and Consideration of Fall Application of Bio-Solids WWTP.

Discussion and Consideration of Sewer Camera System and Trailer.

Discussion and Consideration of Employment Agreement with Deborah Stanton-Washington Public Library Director.

Discussion and Consideration of Resolution Supporting Grant Application to Riverboat Foundation for Highway 1 & 92 Paved Shoulder Improvements.

Discussion and Consideration of Fox Engineering Agreement for Modeling Services-Phase II for Water Tower Placement.

Discussion and Consideration of Approval Payment and Acquisition of Easements for West Side Interceptor Sewer.

Discussion and Consideration of Extending a Sidewalk to Mercy Medical Clinic on S. Iowa Avenue.

Discussion and Consideration of Resolution Setting Date for Public Hearing for Demolition of Buildings (209-211 S. Marion Avenue)

Discussion and Consideration of Resolution Approving Specifications and Setting Bid Date for Demolition of Buildings (209-211 S. Marion Avenue)

Discussion and Consideration of Personnel to serve on the Comprehensive Plan Board.

Closed Session per Iowa Code 21.5(j) Property Acquisition.

#### **DEPARTMENTAL REPORT**

Public Works Report Police Department City Attorney

#### **COMMITTEE REPORTS**

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

# **COUNCILPERSONS**

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

#### **ADJOURNMENT**

Illa Earnest, City Clerk

#### Council Minutes 09-20-2011

The council of the City of Washington, Iowa, met in Regular Session in the council chambers in the Former Public Library Building, 120 E. Main Street, at 6:00 P.M., Tuesday, September 20, 2011. Mayor Sandra Johnson in the Chair. On roll call present: Hagie, Stark, Roth, Zieglowsky, Shepherd, Wilson-Johnson. Absent: none.

Motion by Stark, seconded by Wilson-Johnson, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, September 20, 2011 be approved as presented. Motion carried unanimously.

#### Consent Agenda:

- 1. Council minutes 09-07-2011
- 2. Fox Engineering, Sanitary Sewer Collection System Project, \$240.00
- 3. Gridor Construction, WWTP Facility Improvement Project, \$1,387,676.40
- 4. Fox Engineering, WWTP Facility Project, \$47,281.75
- 5. L L Pelling Co., 2011 Seal Coat Project, \$139,385.49
- 6. Horak Insurance, 2011-2012 Airport Liability, \$2,440.00
- 7. Treasurer's Report August, 2011

Councilor Zieglowsky requested that the item for L.L. Pelling Company be removed from the consent agenda.

Motion by Roth, seconded by Shepherd, that consent agenda items one through four and items six and seven be approved for payment and that the council minutes for September 7, 2011 and the Treasurer's Report for August, 2011 be placed on file. Motion carried unanimously.

After discussion, motion by Hagie, seconded by Roth, to approve payment to L.L. Pelling Company for the 2011 Seal Coat Project. Motion carried unanimously.

Motion by Roth, seconded by Stark, to approve payment of the claims as presented except those for Sitler Supplies and Hy-Vee. Motion carried unanimously.

Motion by Hagie, seconded by Wilson-Johnson, to approve payment of the claims for Sitler Supplies. Motion carried. Roth abstained.

Motion by Roth, seconded by Wilson-Johnson, to approve payment of the claims for Hy-Vee. Motion carried. Zieglowsky abstained.

Mayor Johnson presented Susan Wellington, Director of Lending Hands Adult Day Services, a proclamation in recognition of National Adult Day Services Week (September 18-24, 2011).

Don Pfeiffer, Sid Ryan, Amy Vetter, and Greg Woller, came before the council to voice their opposition to selling the 90 acres of land owned by the City of Washington. They spoke about the need for green spaces for athletics in the City. A group of concerned citizens will come before council at the October 5, 2011 council meeting with their proposal for partial use of the 90 acres.

Motion by Roth, seconded by Wilson-Johnson, to approve the Cigarette Outlet #9, 304 W. Madison Street, Class E Liquor License (LE), Class B Wine Permit (carryout wine), Class C Beer Permit (carryout beer), with Sunday Sales.(renewal). Motion carried unanimously.

Motion by Hagie, seconded by Shepherd, to approve Agave Mexican Restaurant, 321 S. Iowa Avenue, License LC0038270, (**refund**). Motion carried unanimously.

Mayor Johnson announced that now is the time for the second reading of An Ordinance Amending the Municipal Code of the City of Washington, Iowa, Chapter 63 by Changing Speed Zones on South Ninth Avenue. Motion by Wilson-Johnson, seconded by Zieglowsky, to pass the ordinance to the third reading. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Zieglowsky, Shepherd, Wilson-Johnson. Nays: none. Motion carried.

Motion by Shepherd, seconded by Wilson Johnson, to waive the third reading of An Ordinance Amending the Municipal Code of the City of Washington, Iowa, Chapter 63 by Changing Speed Zones on South Ninth Avenue and adopt the ordinance. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Zieglowsky, Shepherd, Wilson-Johnson. Nays: none. Motion carried.(Ordinance 979)

Mayor Johnson announced that now is the time for the second Reading of An Ordinance Amending the Municipal Code of the City of Washington, Iowa, Chapter 66 by Adding "Weight Limits Upon Certain Streets" and "Weight Limit Zones". After discussion changing language from weight limits to "No Through Trucks" and "Local Deliveries Only". Motion by Hagie, seconded by Wilson-Johnson, to pass the ordinance to the third reading with the changes. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Zieglowsky, Shepherd, Wilson-Johnson. Nays: none. Motion carried.

Mayor Johnson announced that now is the time for the second Reading of An Ordinance Amending the Municipal Code of the City of Washington, Iowa, Chapter 65 By the Addition of A Stop Intersection on South Ninth Avenue and East Van Buren Street (Northbound and Southbound Stop). Motion by Shepherd, seconded by Wilson-Johnson, to waive the third reading and adopt the ordinance. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Zieglowsky, Shepherd, Wilson-Johnson. Nays: none. Motion carried. (**Ordinance No. 980**)

Oakwood Village Subdivision remains tabled.

Motion by Zieglowsky, seconded by Stark, to affirm the Mayoral appointment of John Greener to the Board of Adjustment. Motion carried unanimously.

Brad Haifley was not in attendance. Request will be removed from agenda.

Motion by Roth, seconded by Stark, on recommendation of the Finance Committee to purchase from Gretter Autoland a 2012 Chevrolet Tahoe for \$29,046.50 for use as the K-9 vehicle. Motion carried unanimously.

Motion by Shepherd, seconded by Hagie, to rescind approval of the quote from Active Thermal Endeavors and accept the quote from Environmental Management Services of Iowa, Inc. (EMSI) for \$12,870 for asbestos removal from the three City owned buildings on S. Marion Avenue. Motion carried unanimously.

Motion by Zieglowsky, seconded by Stark, to approve sale of old City of Washington vehicles at Giardino Auction. Motion carried. Roth abstained.

Motion by Roth, seconded by Wilson-Johnson, to approve the Resolution Supporting the Park Board Application to the Riverboat Foundation for the 2011 Competitive Grant Fund for Handicapped Accessible Sidewalk in Sunset Park. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Zieglowsky, Shepherd, Wilson-Johnson. Nays: none. Motion carried. (**Resolution No. 2011-48**)

Motion by Shepherd, seconded by Roth, to approve the Resolution and Payment for the Charles Miller Property Easement for the WWTP Facility Project in the amount of \$9,445. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Zieglowsky, Shepherd, Wilson-Johnson. Nays: none. Motion carried. (**Resolution No. 2011-49**)

Motion by Wilson-Johnson, seconded by Shepherd, to approve the Resolution for Assessments to the Washington County Treasurer. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Zieglowsky, Shepherd, Wilson-Johnson. Nays: none. Motion carried. (Resolution No. 2011-50)

Motion by Stark, seconded by Hagie, to approve the contract with PFM (Professional Financial Management) not to exceed \$7,000 in this fiscal year and authorize the Mayor to sign the agreement after review of the contract by the City Attorney. Motion carried unanimously.

After discussion, no further action was taken on the sale of the 90 acres (school 90) owned by the City of Washington on W. 18th Street.

After lengthy discussion. Mayor Johnson ruled "out of order" the motion by Hagie to consider the elimination of the City Engineer position and requested that the council return discussion of the matter to the finance committee and provide cost figures to support the elimination of the position.

After discussion of procedure and a telephone call to the City Attorney, motion by Roth, seconded by Hagie, asking "Shall the decision of the Chair be sustained?" Roll call on said motion as follows: Ayes: Stark, Shepherd. Nays: Hagie, Roth, Zieglowsky, Wilson-Johnson. Motion failed.

Motion by Hagie, seconded by Roth, to eliminate the position of City Engineer. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Zieglowsky, Wilson-Johnson. Nays: Shepherd. Motion carried.

Motion by Roth, seconded by Wilson-Johnson, that the last day for the City Engineer position is December 31, 2011. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Zieglowsky, Wilson-Johnson. Nays: Shepherd. Motion carried.

Motion by Hagie, seconded by Wilson-Johnson, that the Washington Fiscal Year 2012 Funding to the Washington County Recycling Center be reduced to \$500.00 per month. Motion carried unanimously.

The Mayor announced that there would be no closed session for per Iowa Code 21.5(j) property acquisition.

The Finance/Personnel Committee will meet at 12:00 P.M., Tuesday, September 27, 2011 in the conference room in City Hall.

The Sanitation Committee will meet at 1:00 P.M., Wednesday, September 28, 2011 in the conference room in City Hall.

The Street Committee will meet at 2:00 P.M., Wednesday, September 28, 2011 in the conference room in City Hall.

Motion by Stark, seconded by Roth, that the Regular Session held at 6:00 P.M., Tuesday, September 20, 2011 be adjourned. Motion carried unanimously.

Illa Earnest, City Clerk



### Remittance:

Tyler Technologies, Inc. P.O. Box 678151 Dallas, TX 75267-8151

# Invoice

 Invoice No
 Date
 Page

 29891
 09/15/2011
 1 of 1

## Questions:

Phone: 1-800-646-2633 Fax: 1-806-797-4849

Bill To: City of Washington, IA 215 E. Washington Washington, IA 52353-0516 Ship To: City of Wa

City of Washington, IA 215 E. Washington

Washington, IA 52353-0516

Customer No.	Ord No	PO Number	Ext Ref No.	Currency	Terms	Due Date
44962	2727			USD	NET30	10/15/2011

Date Description	Units	Rate	<b>Extended Price</b>
Contract No.: Washington, IA AcuCorp AcuServer Maintenance: Start: 01/Oct/2011, End: 30/Sep/2012	1	466.36	466.36
Core Financials  Maintenance: Start: 01/Oct/2011, End: 30/Sep/2012	1	3,761.73	3,761.73
Office Exporter  Maintenance: Start: 01/Oct/2011, End: 30/Sep/2012	1	152.15	152.15
Payroll/Personnel Maintenance: Start: 01/Oct/2011, End: 30/Sep/2012	1	1,668.08	1,668.08

OOI-6-6020-6419 Annual Software Maintenance

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Subtotal	6,048.32
Sales Tax	0.00
Invoice Total	6,048.32





# Iowa Department of Transportation

INVOICE

PAYABLE UPON RECEIPT 09-19-11

PAGE

INVOICE NUMBER: 89596

CUSTOMER NO:01241 TYPE: STOCK ISSUE STOCK ISSUE NO: 164642

WASHINGTON, CITY OF 215 E. WASHINGTON ST WASHINGTON,

IA 52353

QUANTITY LINE DESCRIPTION

16.0 BLADE DRAG CARBIDE 3' INSERT

8.0 BLADE DRAG CARBIDE 4' INSERT

STOCK NUM

AMOUNT DUE

002370600

\$1,773.12

002370650

\$1,166.08

DESC:PER REQUEST LETTER

\*\* TOTAL DUE \*\*

\$2,939.20

Vender #\_\_\_\_\_ Date Rec.

Jue Date \_\_\_\_\_Inv #\_\_

I HEREBY CERTIFY THAT THE ABOVE ITEM(S) AS LISTED ARE TRUE, CORRECT & WHOLLY UNPAID

DETACH AND RETURN WITH PAYMENT

CASHIERS OFFICE IOWA DEPARTMENT OF TRANSPORTATION 800 LINCOLN WAY AMES 1A 50010

CUSTOMER NO. 01241 INVOICE NO. 89596 AMOUNT ENCLOSED 2939 20

PLEASE WRITE YOUR INVOICE NUMBER ON YOUR CHECK.

# INVOICE

No: 1772528-0

Invoice Date: September 13, 2011

Remit To: TEAM Services, Inc.

717 S.E. 6th Street Des Moines, IA 50309 ph: 515-282-8818 fax: 515-282-8741 ID No. 42-1416550

TO: Robert McDonald

City of Washington

215 East Washington Street

Washington, IA 52353

PO Reference: 11-534

Services for period of 8/1/2011 through 8/31/2011

Reference: Construction Testing Services

PROJECT: Wastewater Treatment Facility Improvements Washington, IA No: 9-922

QTY	UNITS	DESCRIPTION	UNIT PRICE	AMOUNT
0.25	hour	Services of Principal Engineer	105.00	26.25
1.25	hour	Services of Senior Project Engineer	95.00	118.75
4.25	hour	Services of Administrative Assistant or CAD Drafter (incl computer)	55.00	233.75
19	hour	Field Compaction Testing	37.00	703.00
69	hour	Field Concrete Testing	37.00	2553.00
1	hour	Field Concrete Testing - overtime rate	55.50	55.50
5	hour	Earthwork Observation and Testing	37.00	185.00
5	hour	Field Testing of Foundation Bearing Surfaces	37.00	185,00
16	hour	Field Reinforcing Steel Inspection	37.00	592.00
96	test	Concrete Cylinder Compressive Strength Tests, including Molds	10.00	960.00
1	test	Atterberg Limits Determination	45.00	45.00
1	test	Standard Proctor Test (ASTM D-698)	95.00	95.00
2366	mile	Transportation Charges, Private Car or Company Vehicle	0.69	1632.54
2366	mile	Fuel Surcharge	0.05	118.30
		Invoice Total:		7503.09

7503.09 Invoice 1772053 for June 2011 services for \$721.27 **Amount Received:** \$721.27 was paid twice. **Amount Due:** \$6,781.82

TERMS: 1.5% Interest per month will be added after 30 days.

Total billed, invoice dates through 9/13/2011: \$12,628.51

Project Summary Through September 14, 2011:

Estimated Fee: \$77,428.90

Total Billed: \$12,628.51

Total Amount Received: \$5,846.69

Pay by Credit Card

Master Card Visa Am. Ex. Discover

Name on Card:

Card Number:

Exp.Date (MM/YY):

Printed: 9/14/2011 6:18 PM

Highland Avenue Relief Storm Sewer Project City Of Washington, Iowa

Final A/N

Period Ending:

Pay Estimate No.

Contractor:

1002 W. Monroe St. G & R Miller

P.O. Box 3

Washington, lowa 52353

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07	Warrantee for Seeding, Fertilizing & Mulching						
	(4)						
	(12 Month)Separate Contract	_	S	\$250 00		400 00%	\$250 OO
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				\$0.00
CONTRACT AMENDMENTS		ADJUSTMENTS		
CONT		ADJUS		TOTAL

	PREVIOUS
	LO I IIMA I EO
-OTAL	\$0.00

\$250.00

100.00%

SUBTOTAL

\$250.00

Contract

\$250.00 SUBTOTAL

0.00 STORED MATERIALS CONTRACT AMENDMENTS/ADJUSTMENTS

0.00 250.00 GRAND TOTAL

0.00 0.00 Less 3% retained NET AMOUNT DUE INCLUDING THIS ESTIMATE LESS ESTIMATES PREVIOUSLY APPROVED

\$250.00 SUBTOTAL

\$261.51

AMOUNT DUE THIS ESTIMATE

\$11.51 Interest since 9/18/10 (12 mo. seeding anniversary), 13 months @ (Prime+1%) = 4.25%x13/12xTotal

PREPARED BY:

APPROVED BY: PROJECT ENGINEER\_

#### ORDINANCE NO.

# AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA CHAPER 66 "TRAFFIC RESTRICTIONS"

BE IT ORDAINED by the Council of the City of Washington, Iowa, that the Code of Ordinances of the City of Washington, Iowa Chapter 66.04 is hereby amended as follows:

- Section 1. Add Paragraph. The Municipal Code of the City of Washington, Iowa is hereby amended by adding Chapter 66.04 "No Through Trucks Zones":
  - 4. E. Polk Street, between S. Iowa Avenue and S. 9th Avenue, a "No Through Trucks" sign and an "Except Local Deliveries" sign located 40 to 100 feet east of the centerline of S. Iowa Avenue.
  - 5. S. 9th Avenue, between E. Washington Street and E. Polk Street, indicated by a "No Through Trucks" sign and an "Except Local Deliveries" sign located 40 to 100 feet south of the centerline of E. Washington Street.
- Section 2. **Definition.** The definition of trucks does not include pickup trucks or vans .
- Section 3. Repealer. All ordinances or parts thereof in conflict with the foregoing provisions are hereby repealed.
- Section 4. Effective Date. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed and approved this day of	2011.
Attest:	Sandra Johnson, Mayor
Illa Earnest, City Clerk	

#### ORDINANCE NO.

# AN ORDINANCE AMENDING CHAPTER 65.03 OF THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY THE ADDITION OF YIELD SIGNS AT EAST 9TH STREET AND NORTH 7TH AVENUE

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

- Section 1. Add Paragraph. Section 65.03 of the Municipal Code of the City of Washington, Iowa, is hereby amended by adding:
  - 54. East 9th Street and North 7th Avenue (eastbound and westbound yield).

- Section 2. **Repealer.** All ordinances or parts thereof in conflict with the foregoing provisions are hereby repealed.
- Section 3. **Effective Date.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed and approved this	day of	, 2011.
	Sand	dra Johnson, Mayor
ATTEST:		
Illa Earnest, City Clerk		

#### ORDINANCE NO.

# AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 69.08 "NO PARKING ZONES" – S. 2ND AVENUE AT MADISON STREET AND VAN BUREN STREET AT S. IOWA AVENUE

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

- Section 1. <u>DELETE PHRASE</u>. Section 69.08, "No Parking Zones", Paragraph 7 "South Second Avenue, on the east side, for a distance of thirty-nine (39) feet south from its intersection with Madison Street.
- Section 2. <u>ADD PHRASE.</u> Section 69.08, "No Parking Zones". Paragraph 7 "South Second Avenue, on the east side, for a distance of one hundred (100) feet south from its intersection with Madison Street.
- Section 3. **DELETE PHRASE**. Section 69.08, "No Parking Zones", Paragraph 50 "Van Buren Street, on the south side, for a distance of one hundred thirty five (135) feet both east and west of the centerline of South Iowa Avenue from 8:00 a.m. to 4:00 p.m. on school days.
  - Section 4. ADD PHRASE. Section 69.08, "No Parking Zones", Paragraph 50
    - a. East Van Buren Street, on both sides, for a distance of one hundred forty five (145) feet east of the centerline of South Iowa Avenue from 8:00 a.m. to 4:00 p.m. on school days.
    - b. West Van Buren Street, on the south side, for a distance of one hundred thirty five (135) feet west of the centerline of South Iowa Avenue from 8:00 a.m. to 4:00 p.m. on school days.
- Section 5. **REPEALER**. All ordinances or parts thereof in conflict with the foregoing provisions are hereby repealed.

Section 6. **EFFECTIVE DATE.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

	Sandra Johnson, Mayor
ATTEST:	
Illa Earnest, City Clerk	

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

September 30, 2011

To: City Council From: Park Board

We are asking to spend approximately \$7500 for material to rebuild the retaining wall at the Aquatic Center. This includes new blocks and miscellanies supplies such as pins, glue, geogrid etc. The park staff plans to do this job before November 1.

Washington Park Board

King's Material

September 30, 2011

To: City Council From: Park Board

We are asking to spend approximately \$3000 for broad leaf spraying in city parks. This has been done annually.

Washington Park Board

Kleopfer Lawn Care

### Illa Earnest

From: Please Do Not Click Reply [support@govoffice.com]

Sent: Monday, September 26, 2011 1:54 PM

To: iearnest@washingtoniowa.net

Subject: Illa Earnest - City Clerk (form) has been filled out on your site.

Your Site has received new information through an online form.

Online Form: Illa Earnest - City Clerk

Site URL: washingtoniowa.net

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Name: RICK STAUFFER
Phone #: (319) 863-3268
E-mail: nomader57@hotmail.com

Comments/Questions: PAWS Motor Expo Car Show, August 26, 2012 for permission. put on the

agenda for October 5 meeting. Rick Stauffer

Do Not Click Reply - This e-mail has been generated from an online form.