



AGENDA OF THE SPECIAL SESSION OF THE  
COUNCIL OF THE CITY OF WASHINGTON, IOWA  
TO BE HELD AT WASHINGTON FREE PUBLIC LIBRARY  
NICOLA-STOUFER MEETING ROOM  
115 W. WASHINGTON STREET  
AT 6:00 P.M., WEDNESDAY, JULY 24, 2013

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Wednesday, July 24, 2013 to be approved as proposed or amended.

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

**CONSENT AGENDA**

CDW Government, \$8,867.94 (City share of server ordered by Washington County Sheriff's Office for Records Management System project)

JR Construction, Final Payment on 608 North Avenue C, \$13,048.78

**CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS**

Discussion & Consideration of an Ordinance Establishing Additional School Stop Signs (2<sup>nd</sup> Reading & Possible Adoption)

**NEW BUSINESS**

Discussion of Housing Task Force Report and Plan of Action

Discussion & Consideration of Support for Iowa Valley Habitat for Humanity "Better Block" Program

Discussion of Municipal Building Study Program Report

**DEPARTMENTAL REPORTS**

Police Department  
City Administrator  
City Attorney

**MAYOR & COUNCILPERSONS**

Sandra Johnson, Mayor

Merle Hagie

Mark Kendall

Bob Shellmyer

Bob Shepherd

Fred Stark

Russ Zieglowsky

**ADJOURNMENT**

İlla Earnest, City Clerk

# Police RMS - Server Costs

	Invoice	County	City
Unitrends Backup	\$7,726.18	\$3,863.09	\$3,863.09
HP DL380P Servier	\$7,108.44	\$3,554.22	\$3,554.22
Hard Drives	\$2,393.95	\$1,196.98	\$1,196.98
Power Supply	\$391.58	\$195.79	\$195.79
Shipping	\$115.73	\$57.87	\$57.87
<b>Total</b>	<b>\$17,735.88</b>	<b>\$8,867.94</b>	<b>\$8,867.94</b>

CHECK TO CDW-G in Amount \$8867.94

REMIT PAYMENT TO:

**INVOICE**

ACH INFORMATION:  
THE NORTHERN TRUST  
80 SOUTH LASALLE STREET  
CHICAGO, IL 60676

E-mail Remittance To: gachremittance@cdw.com  
ROUTING NO.: 071000152  
ACCOUNT NAME: CDW GOVERNMENT  
ACCOUNT NO.: 91057



**CDW Government**  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675-1515



RETURN SERVICE REQUESTED

TACIO PROJECT - CITY 1/2  
OF HARDWARE COST. *Shy*

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
CZ22615	06/18/13	3929190
SUBTOTAL	SHIPPING	SALES TAX
\$10,559.53	\$115.73	\$0.00
DUE DATE		AMOUNT DUE
07/18/13		\$10,675.26

1519 1 MB 0.405 E0074X I0128 D716434426 P1490211 0001:0001



WASHINGTON COUNTY SHERIFFS OFFICE  
ACCOUNTS PAYABLE  
PO BOX 6  
WASHINGTON IA 52353-0006

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

001-8-1010-6599 Initials *Shy*  
EXP. \_\_\_\_\_  
Vendor # \_\_\_\_\_ Date Rec. \_\_\_\_\_  
Due Date \_\_\_\_\_ Inv # \_\_\_\_\_

\$8867.94

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS	DUE DATE			
06/18/13	CZ22615	Net 30 Days	07/18/13			
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER	CUSTOMER NUMBER			
06/17/13	UPS Ground (1- 2 day)	061713-05	3929190			
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
2744676	HP 600GB 6G SAS 10K SFF Manufacturer Part Number: 652583-S21 Serial No: PHH316E5PS Serial No: PH1317E34L Serial No: PH1317E34T Serial No: PH1317E34U Serial No: PH1317E347	5	5	0	478.79	2,393.95
2637023	HP GEN8 DL380P E5-2650 HPM US SVR Manufacturer Part Number: 642106-001 Serial No: 2M23170113	1	1	0	7,108.44	7,108.44
<del>1240790</del>	<del>SONY 1PK LTO4 080GB/1.6TB ULTRIUM Manufacturer Part Number: LTX800G</del>	<del>10</del>	<del>10</del>	<del>0</del>	<del>31.27</del>	<del>508.92</del> <i>RMA</i>
<del>467551</del>	<del>SONY 1PK LTO UNIVERSAL CLEANING CART Manufacturer Part Number: LTXCL</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>55.00</del>	<del>165.24</del> <i>RMA</i>
2637131	HP GEN8 750W CS PLAT PL HP PWR SPLY Manufacturer Part Number: 656363-B21 Serial No: 5C532100WW	1	1	0	391.58	391.58

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ACCOUNT MANAGER	SHIPPING ADDRESS	SUBTOTAL	AMOUNT DUE
KEVIN NEUMANN 312-705-3388 kevineu@cdw.com	WASHINGTON COUNTY SHERIFF ATTN:TIM SMIT 2181 LEXINGTON BLVD. WASHINGTON IA 52353-1996	\$10,559.53	\$10,675.26
SALES ORDER NUMBER		SHIPPING	\$115.73
1BCCXX7		SALES TAX	\$0.00
		AMOUNT DUE	\$10,675.26

Cage Code Number 1KH72  
DUNS Number 02-615-7235

ISO 9001 and ISO 14001 Certified  
CDW GOVERNMENT FEIN 36-4230110

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 50 SOUTH LASALLE STREET  
 CHICAGO, IL 60675

E-mail Remittance To: gachremittance@cdw.com  
 ROUTING NO.: 071000152  
 ACCOUNT NAME: CDW GOVERNMENT  
 ACCOUNT NO.: 91057



**CDW Government**  
 75 Remittance Drive, Suite 1515  
 Chicago, IL 60675-1515

RETURN SERVICE REQUESTED



INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
DF57583	06/28/13	3929190
SUBTOTAL	SHIPPING	SALES TAX
\$7,655.66	\$70.52	\$0.00
DUE DATE		AMOUNT DUE
07/28/13		\$7,726.18

893 1 MB 0.405 E0074X 10114 D723818011 P1505801 0001:0001



WASHINGTON COUNTY SHERIFFS OFFICE  
 ACCOUNTS PAYABLE  
 PO BOX 6  
 WASHINGTON IA 52353-0006



CDW Government  
 75 Remittance Drive  
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 Chicago, IL 60675-1515

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INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS				DUE DATE
06/28/13	DF57583	Net 30 Days				07/28/13
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER			CUSTOMER NUMBER	
06/20/13	DROP SHIP-GROUND	062013-05			3929190	
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
2805603	UNITRENDS REC 712 ON/OFF PREMISE APP Manufacturer Part Number: RC712	1	1	0	4,207.06	4,207.06
2774545	UNITRENDS GOLD SUPPORT LEVEL Manufacturer Part Number: SG-RC712	1	1	0	1,158.22	1,158.22
2753841	UNITRENDS REC ARCH 1U 4BAY DEVICE Manufacturer Part Number: RXDA	1	1	0	564.16	564.16
2782113	UNITRENDS 4PT ESATA ADAPTER Manufacturer Part Number: ADA-4ESATA	1	1	0	478.17	478.17
2782614	UNITRENDS 1TB 7.2K DISK DRIVE Manufacturer Part Number: RD1000	3	3	0	95.63	286.89
2682529	UNITRENDS INSTALLATION SURECARE Manufacturer Part Number: SURECARE	1	1	0	961.16	961.16

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ACCOUNT MANAGER	SHIPPING ADDRESS	SUBTOTAL	
KEVIN NEUMANN 312-705-3388 <a href="mailto:kevineu@cdwg.com">kevineu@cdwg.com</a>	WASHINGTON COUNTY SHERIFF ATTN:TIM SMIT 2181 LEXINGTON BLVD. WASHINGTON IA 52353-1996	\$7,655.66	
SALES ORDER NUMBER		SHIPPING	\$70.52
1BCDZP6		SALES TAX	\$0.00
		AMOUNT DUE	\$7,726.18

Cage Code Number 1KH72  
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ISO 9001 and ISO 14001 Certified  
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 VISIT US ON THE INTERNET AT [www.cdwg.com](http://www.cdwg.com)



## CITY OF WASHINGTON HOUSING REHABILITATION PROGRAM

**Homeowner Name:** Lance Messer  
**Address:** 608 N Avenue C  
 Washington, IA 52353

**Contractor Name:** JR Construction  
**Address:** 2045 190th Street  
 Washington, IA 52353  
**Phone:** 319-653-3698

### FINAL PAYMENT REQUEST

Final Items Completed:		\$9,138.00
Final Lead Items Completed:		\$582.00
New Change Order Total:		\$2,587.00
Total:		\$12,307.00
Add Retainage 10%		\$1,234.90
Total:		\$13,541.90
Deadline Penalty - 2% *total contract value		\$493.12
<b>Final Payment Due:</b>		<b>\$13,048.78</b>

<b>Payment Summary</b>		Partial Payment 1:	\$11,114.10
		Partial Payment 2:	\$13,048.78
		Final Payment:	\$24,162.88
\$18,919.00	\$5,737 - \$493.12		\$24,162.88
Original Contract +	Total Change Orders =		Total Payment

The undersigned contractor certifies that all work is completed in regards to this request for payment in accordance with the contract documents and that all work to date was inspected.

**General Contractor:**  **Date:** 7-17-17

A property inspection has been made and the work completed to date meets my satisfaction in accordance with the construction contract. I authorize the release of payment.

**Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved by the  
**ECICOG Project Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Housing Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Grantee (City) Representative:**  **Date:** 7/15/2013

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

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 65.04 "SCHOOL STOPS"- SOUTH AVENUE B AND NORTH DRIVE OF HIGH SCHOOL

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

SECTION 1. **Add Phrase.** Section 65.04, "School Stops", New Paragraph 9 "South Avenue B and north/circle drive to high school (northbound and southbound stop)."

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

SECTION 3. **Effective Date.** This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

Attest:

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

Approved on First Reading: \_\_\_\_\_ July 17, 2013

Approved on Second Reading: \_\_\_\_\_

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

CITY OF WASHINGTON, IA  
HOUSING IMPROVEMENT TASK FORCE  
July 17, 2013

Slide presentation by John Moenck

Report Introduction by Karen Gorham, Chairperson

2012 Comp Plan--- **WAKE UP CALL --“ older neighborhoods have more than average deterioration.”** OUTSIDERS noticed.

GRASSROOTS MOVEMENT began discussing concerns about older neighborhoods.

**Creeping Blight**

**Reduced Property Values**

**Health and Safety Issues**

**Vacant Houses, Trash , junk accumulation**

**If you don't have standards and enforce them,**

**then the community sinks**

**to the bottom.**

BROKEN WINDOW THEORY from Tipping Point by Malcolm Gladwell--

See broken window

Ignore broken window

Now there is a new norm

So it must be OK to break a window

More broken windows ,broken houses, neighborhoods

Nobody cares—crime

City Council listened and took **ACTION**



A 14 member Housing Improvement Task Force balanced in gender, age, residence location, occupations was appointed. All members have been or are now tenants or homeowners; 50% are now landlords or former landlords.

**TASK: TO RESEARCH and MAKE SUGGESTIONS FOR SOLUTIONS**

**BAD NEWS-No Magic Brush and No Quick Fix**

**GOOD NEWS-**

This dedicated committee spent about 1000 hours in research, meetings, and discussions.

Four sub-committees met separately, shared their work in monthly joint meetings and came to a consensus for this report.

We also involved Resource helpers who helped with research.

**WE CAN'T CHANGE EVERYTHING SO WHERE DO WE START?**

**WITH A ROAD MAP:**

**ROAD-** sometimes smooth, bumpy, detours and never ends.

**VEHICLE-** employees with a clear view of job procedures and the law plus the backing of the Council.

**FUEL -** grants, federal programs, some tax \$, another employee and perhaps revamping of some current employee responsibilities, volunteer help, a permanent Housing

**Committee of citizens to involve the community and a Review Board to listen to special circumstances regarding enforcement.**

**BILLBOARDS- Ordinance Enforcement, Consequences, Expectations, Pride Development, Volunteers Park Here, Helping Hands, Success Celebrations, Communication, Rental Code, and Fix Up, Clean Up, Paint Up, Pick Up.**

**IN THE DRIVER'S SEAT- Washington City Council, and Mayor**

**COMMITTEE REPORTS by Sub-Committees chairs Craig Davis, Ed Linns, Kathy Henry and Trent Whisler. Closing by Karen Gorham.**

## **Subcommittee Report – Nuisance Abatement**

**Subcommittee Members: Terri Walker, Tom Wide, Craig Davis, Chair**

### **OUR TASK:**

To investigate nuisances related to housing ownership and to find appropriate and effective methods of abatement.

### **OUR PROCESS:**

Our committee reviewed a large number of photographs of potential "problem" properties. We reviewed an extensive list of comments received from the public regarding concerns about "problem" properties. We held meetings with city staff to solicit input from their perspective. Our Subcommittee held meetings to discuss what we were learning and plan our next steps.

### **OUR WORK AND OUR RECOMMENDATIONS:**

#### RESEARCH:

Our subcommittee reviewed chapters in the Washington, Iowa Code of Ordinances that regulate and deal with nuisance matters. Those chapters include Chapter 50: Nuisance Abatement Procedure, Chapter 51: Junk and Junk Vehicles, Chapter 52: Grass and Weeds and Chapter 145: Dangerous Buildings. We also reviewed Chapter 105: Solid Waste Control. We reviewed ordinances from other cities regarding nuisance abatement as well. We were informed by city staff about the Mount Pleasant Program of "Lot Production", which identifies poorly kept properties that could be deemed "nuisances". This program dovetails with the housing stock improvement subcommittee and our committee has deferred to that subcommittee on that issue.

Our subcommittee reviewed an extensive group of photographs of potential problem properties to gain better knowledge of the issues facing city staff with regard to property clean up and nuisance abatement.

#### APPROACH:

Our research revealed that nuisances take on many forms and the abatement approach can be complex and sensitive depending upon the facts and circumstances. We arrived at the conclusion that, except for some recommended amendments, our code structure is sufficient if properly understood and utilized.

Our committee discussed the importance of properly identifying the cause of what we broadly call a "nuisance". Is the situation caused by factors other than intentional neglect or intentional defiance of city ordinances?

#### RECOMMENDATIONS:

- A definite commitment by the City Council and adequate funding to effectively abate nuisances and enforce City Code as it exists and as amended.
- As part of the increased funding to deal with nuisances, the council include funding for additional personnel to assist in the proper management of nuisance cases.
- With the guidance of Administration and the City Attorney, develop a consistent system with definite timelines to implement the nuisance abatement procedures as outlined in the city code. If the situation is not resolved with the non-judicial approach, then consistent prompt and aggressive legal action be taken. If the situation has advanced to this point, each case needs to be aggressively prosecuted.
- The council adopt the recommendation made by the neighborhood pride restoration subcommittee to develop a standing committee. This committee can assist with identification of properties in situations that may require "abatement" by community involvement rather than city nuisance abatement procedures. In other words, abatement by neighbor helping neighbor.
- All relevant chapters of the city code be reviewed and amended to include collection of attorney's fees as part of the nuisance abatement costs that the city can certify to the county treasurer in the event the city has to abate a nuisance at its expense.
- Add accumulation of yard waste and yard clippings to the definition of "nuisance".
- Revisit Section 51.03 of the city code which currently permits the outside storage of operable vehicles. The committee received comments and input that often times several vehicles are stored in back yards and such a situation is unsightly and unsettling to neighbors.
- Amend Section 105.03 of the city code to dramatically reduce the time that collectible garbage can be left outside prior to collection.
- Council adopt the International Property Maintenance Code as recommended by other subcommittees.
- Use city police officers to serve abatement notices and other necessary notices so that the property owner understands that a situation has become serious.

#### CONCLUSION:

In conclusion, our committee believes that with the commitment from the city council and appropriately aggressive pursuit by city staff and the city attorney, many nuisances can be quickly and effectively abated.

## **Subcommittee Report- Housing Stock Improvement**

**July 17, 2013**

**Subcommittee Members: Sue Basten, Connie Larson, Sandra Johnson, Ed Lins, Chair**

### **OUR TASK:**

To investigate options for funding improvements to housing stock and to find ways to involve citizens in this process.

### **OUR PROCESS:**

We reviewed the City's Comprehensive Plan of 2012, and considered issues raised in Chapter 9 of that report..

Our committee had meetings with local realtors, representatives of Hawkeye Area Community Action Program, East Central Iowa Council of Governments, Iowa Valley Habitat for Humanity, and Kirkwood Community College, the City Manager of Mt. Pleasant, insurance agents, representatives of all 5 local financial institutions, and community citizens, to solicit their input on housing issues in Washington. We did internet research on other city's programs and housing foundations. Our sub-committee held meetings to discuss what we were learning and plan our next steps.

### **OUR WORK AND OUR RECOMMENDATIONS:**

#### **RESEARCH:**

Mayor Sandra Johnson, City Administrator Brent Hinson, Steve Donnelly, Karen Gorham and Ed Lins visited Mt. Pleasant and spoke with their City Manager, Brent Schlishman. Mt. Pleasant has developed a program of "Lot Production" by identifying substandard property that can be acquired, demolished, cleared, and

sold to a developer for new housing construction. A 3 person committee meets monthly to review properties in various stages of this program and the process is documented for each property with photographs, correspondence and actions taken. Their approach is to work co-operatively with property owners whenever possible and have only rarely used the threat of condemnation proceedings and have never gone to court.

In 10 years the City has acquired approximately 30 properties that after cleanup have been sold to developers and 20 new homes have been built. The selling price is intended to cover cleanup costs, but may not include cost of acquisition.

They also work with commercial property owners by committing funds to demolish dilapidated property, but they do not acquire ownership of the property. The cost of demolishing is added to the property's tax roll and the owner is able to redevelop or sell the property. Mt. Pleasant had the advantage of starting their program when Federal funds were available and have chosen to continue the program through the city's general fund.

Our committee discussed with Brent Hinson the projection of TIF (Tax Increment Financing) funds that remain from the Timber Ridge subdivision, and Oakwood Village Subdivision (if sales meet projections) that might be dedicated to a similar program in Washington.

Mt. Pleasant has also encouraged citizen involvement in housing rehabilitation through a "paint-a-thon" program which we first heard of from Councilman Zieglofsky. Their city's service clubs and other citizens try to paint several houses each year. Merchants in Mt. Pleasant have donated supplies and discounts to this effort.

Our sub-committee identified a sample of approximately 300 rental houses in Washington and did an informal assessment from the street, and viewed most of rest of the city's housing stock. We noted the city has many older homes, both rental and owner occupied, many of which are well maintained, but some of which are deteriorating. We also noted a wide variety of outbuildings, some of which are also in disrepair or dilapidated.

**RECOMMENDATIONS:**

- Establish an acquisition and demolition program for both residential and commercial properties in Washington, modeled on Mt. Pleasant's program.
- Annually provide a budget commitment for this project to allow for a systematic plan over a period of years to address dilapidated properties.
- Conduct a comprehensive inventory of property, in part utilizing our research, as a starting point to work with owners in either renovating or removing as needed.
- Have the City Administrator recommend a process to determine priorities in property selection. Include visibility due to location or condition.
- Consider sources of funds for this program as discussed below.

**RESEARCH:**

Discussed and investigated possible sources of funding for housing programs. Reviewed Washington County Riverboat Foundation (Riverside Casino) grants and noted other cities in Washington County have been granted funds for property acquisition and demolition.

Did internet search at <http://foundationcenter.org> for foundations that address housing needs across the nation and located these: MacArthur Foundation, Bank of America, Wells Fargo Housing Foundation, TD Charitable Foundation, Home Depot Foundation and noted there are many others. Discussed with City Administrator his experience in utilizing national foundations and discovered it works best in situations with specific fundraising goals, such as for a pool or other dedicated project. Also discussed use of CDBG (Community Development Block Grants) and the limitation on their availability in part due to average income in Washington being higher than their general guidelines.

Met with 3 representatives of East Central Iowa Council of Government (ECICOG), and discussed their Housing Rehabilitation Program for homeowners who meet income qualifications. We noted the recent use of this program in the northwest quadrant of the city. Discussed their funding relationship with the East Central Iowa Housing Trust Fund and their working relationship with the Federal Home Loan Bank Minor Repair Program, offering grants of \$5,000 for repairs to qualified low-income qualifying households.

Reviewed Iowa Finance Authority programs of First Home and First Home Plus which assist with financing through local lenders and assistance with entry costs up to \$2,500.

We discussed with Brent Hinson the City's past history of utilizing above programs.

Iowa City and The University of Iowa have a joint program of acquiring properties, renovating and then reselling the property by utilizing pooled funds provided by private enterprises and managed by a non-profit entity. The

Comprehensive Report of 2012 suggested a "Lender's Consortium" be investigated and it noted several communities in Iowa are using such a vehicle to address a wide range of housing needs.

### RECOMMENDATIONS:

- The City of Washington apply to the Washington County Riverboat Foundation for funds to acquire and demolish dilapidated property specifically identified, and with documentation of cost estimates.
- Consider the Comprehensive Plan recommendation of approaching financial institutions and other businesses to establish a pool of funds for housing



acquisition, renovation and sale. Have the City Administrator review Iowa City's program and give the Council further information on their program.

- Continue to utilize East Central Iowa Council of Government (ECICOG) staff and expertise to assist in applying for funds from the East Central Iowa Housing Trust program.
- Dedicate the available Tax Increment Financing (TIF) dollars that go to LMI (low and moderate income) funds to the suggested program of acquisition and demolition.
- Ask the City Administrator to investigate national foundations we have identified and determine the feasibility of applying for such funds.
- Prepare a summary of available housing repair assistance programs and mail with water bills or do a separate mailing, also explaining task force recommendations that are ultimately adopted.

### **RESEARCH:**

We contacted and then met with Mark Patton, the Executive Director of Iowa Valley Habitat for Humanity (IVHH) based in Iowa City. IVHH has assumed management of the Washington Habitat for Humanity. IVHH has a program of rehabilitating owner occupied housing. Our visit with Mark Patton generated many ideas, and resulted in mutual enthusiasm for establishing a working partnership between IVHH and the City of Washington. IVHH can provide white house paint at no cost, and has access to grants of \$2,500 to homeowners who meet income guidelines.

IVHH has proposed a project they are calling "Better Block" for the City in September and October which IVHH will administer. IVHH will survey potential blocks as chosen by the City. One city block would be chosen (with the consent of

residents who meet income qualifications), and IVHH will schedule the work necessary. The exterior of owner occupied property will be cleaned, repaired and painted as needed by volunteer labor. Paint will be offered to landlords on that block. IVHH would like to see this become an annual event.

**RECOMMENDATION:**

- Acknowledge the IVHH proposal and identify several potential blocks by August 20, 2013.
- Provide a dumpster, assist with advertising and publicity, traffic control if need, and assist in contacting service clubs, churches and citizens for volunteer labor.
- Consider giving acquired or donated lots to Iowa Valley Habitat for Humanity.

**RESEARCH:**

The Comprehensive Report indicated a need for additional rental housing in Washington. This was confirmed through discussions with landlords and realtors. Rents are considered high in relation to income in Washington and new rental property is being provided primarily through conversion of owner occupied homes to rental.

A recent national magazine discussed a study noting the large number of widowed women living alone, many with limited resources and cited the study's finding that by sharing a home, each individual's standard of living would be enhanced. It would also result in additional available housing units for owners or renters.

The Comprehensive Report called attention to the lack of curb and gutters in parts of the city.

**RECOMMENDATION:**

- The City Administrator discuss with local developers the identified need, and make them aware of all governmental programs available to them.
- Identify someone in our community qualified to lead a discussion group to investigate the possibility of shared housing.
- Continue annually to use city funds for a curb and gutter program, with a priority of older streets and/or those now lacking curbs and gutters.

### **OVERALL SUMMARY**

Request the City Administrator to compile an inventory of all possible funds for consideration:

- LMI (low and moderate income funds)
- CDBG (Community Development Block Grants)
- ECICOG (East Central Iowa Council of Governments) through the East Central Iowa Housing Trust Fund
- Washington County Riverboat Foundation
- Other Foundations

**NEIGHBORHOOD PRIDE ENHANCEMENT**  
**Sub-Committee Report**  
**July 17, 2013**

**Committee Members:** Trent Whisler, Romiro Hernandez, Karen Gorham. **Resource Helpers** -Susan See, Suzanne Ackermann

**TASK:** to investigate programming to encourage ownership and upkeep of neighborhoods and to promote personal responsibility for each neighborhood's future

**RESEARCH:**

-Studied comments collected from 75 concerned neighbors.

-Brainstormed for new ideas of ways city can improve public relations by working with owners of deteriorating properties to bring about change and empower everyone. Discussed how this can be done with tact, compassion for those who are in difficult circumstances.

-Explored new ways for increased city communication with the public. Better COMMUNICATION is vital. Many problems occur because people do not what the rules and expectations are.

**RECOMMENDATIONS:**

Form a permanent city committee of citizens (like the Tree Committee) to constantly focus on the "Cleaner Washington" theme. Have them direct a city campaign to promote neighborhood pride and responsibility. Look at what a

difference the city's Tree Committee has made in our town in 20 years.

Turn frustration and anger about deteriorating neighborhoods into productive volunteer action with a strong committee providing leadership.

Ten Ideas a permanent "Citizen Action Group for a Cleaner Washington" or a "This Place Matters Team" could develop and direct with minimal cost:

1. Identify bad sidewalks and talk with residents about participating in the city's replacement program. Hand out information.
2. Appoint block captains. Encourage neighborhood organizations to welcome new people and develop a sense of community - a "Know your Neighbors" plan and block parties.
3. Design a 2 page bilingual pamphlet in English and Spanish to clearly explain city rules. Publish it in the Mt. Pleasant Spanish newspaper, in the Journal and on the radio at least once a year. Give it to new people when they make their water meter deposit and to landlords for tenants. Publicize on social media, the web, etc. Perhaps even go door to door to hand it out.
4. Promote going back to "Cleanest City in Iowa" or forward to "This Place Matters" as suggested by Main Street Director, Sarah Sadrakula. Stamp this slogan on all city notices and letterheads water bills, etc. Spread the word through official city posters designed by local artists.

5. Organize team of "Keep it Clean" volunteers to wear identifying T-shirts and pick up trash downtown, in parks and along major streets at a regular time each week. Have groups be responsible for certain areas like the state highway program for litter control.
6. Ask school officials to give "trash pick-up " assignments instead of detention when appropriate. Silver Cord candidates could be involved in clean-up, fix-up.
7. Showcase properties with big improvements or beautification with flowers or landscaping. Give certificates of recognition from the Mayor and a special yard sign for a week to recognize the honor. Seek local media publicity. Ottumwa and Osceola do this.
8. Annually have poster contests for school children to draw ideas for keeping Washington clean. Display the posters in store windows, city hall, library etc. Have Mayor present recognition awards.
9. Organize "pick up litter in your neighborhood" campaign or Neighborhood Watch Groups to watch for CRIME and LITTER.
10. Write a column for publication periodically recognizing volunteers and neighborhood accomplishments. Tree Committee had a column like this in the 1990's. Solicit student essays for the city's web page

## MORE RECOMMENDATIONS:

--Partner with Habitat for Humanity to launch a BETTER BLOCK project this fall. HH has access to free paint and grants of \$2,500 per home for outside repair materials. HH can provide planning, prep for 2-4 houses to be uplifted in one block in one weekend. A city committee could help arrange this event by identifying properties, finding volunteers, and making BETTER BLOCK selection suggestions.

--Establish a bilingual information center at the Chamber of Commerce office where Spanish speakers can get information about city expectations and rules. Michelle Peiffer, Chamber Director, speaks Spanish and is willing to help.

--Accept Peiffers's invitation to help Welcome Wagon start again. It has not been done in recent years because the Chamber could not get names and addresses from the city.. New water meter customers could be invited to sign a release to give their names to Welcome Wagon.

## CONCLUSION:

FIND NEW WAYS TO COMMUNICATE with each other, ways that build relationships, promote well-being and safe, healthy neighborhoods. Beyond that, we must be willing to seek out and meet our neighbors, face to face, and help those in need in a way that preserves dignity and does not embarrass or humiliate them. This is a huge challenge, but in the end, it is perhaps the key to success.

USE VOLUNTEER POWER to help carry out recommendations. Washington has a long history of volunteers who accomplish what some thought could not be done. Ask for help from

service clubs, churches, youth groups, veterans, etc. Citizen participation is a vital link to the success of every effort city government makes to improve neighborhoods.

**REMEMBER ---WE ARE ALL IN THIS TOGETHER**

**TURN ON THE VOLUNTEER POWER.**



## LANDLORD RESPONSIBILITY PROMOTION

Sub- Committee Report- July 17, 2013

Committee Members: Chairperson- Kathy Henry, Jim Taylor, Richard Gilmore, Suzanne Ackermann, Karen Gorham.

Resource Helpers- Thomas Billups, Deb Schlegel, John Moenck

**TASK:** to investigate programming, standards and procedures for improving rental housing stock

### **RESEARCH:**

- Found that many landlords already do provide clean, decent, safe units for rent. However, there are others who do not; they need to improve the condition and supervision of their property for health and safety reasons. Those properties that are deteriorating can adversely affect property values in their neighborhoods.
- Studied comments and questions from concerned citizens including landlords, tenants, homeowners and visitors.
- Investigated rental inspection, licensing, and rental permit for occupancy procedures in these cities: Mt. Pleasant, Sigourney, Columbus Jct., Eagle Grove, Ottumwa, Fairfield, Coralville, and Burlington.
- Learned more about meth problems, clean up, etc. during a presentation and question and answer session by Police Chief Greg Goodman. Discussed importance of background checks. Learned from landlords and tenants about their concerns that meth residue might be left behind after a tenant moves out. Neither the tenant or the landlord would know for sure.

- Reviewed the International Property Maintenance Code used by other towns for their Rental Code. Parts of this Code can be deleted if Council feels they are too stringent or burdensome.
- Collected samples of leases, and property inspection checklists, and looked for ways the city can promote better communication between landlords and tenants regarding rights and responsibilities to each other and the neighborhood.
- Looked for better ways the city can communicate with landlords, tenants and homeowners so that all know the rules because it appears that many do not know what is expected by the city or their neighborhood.
- Reviewed the Iowa Tenant and Landlord Law and learned of the need to promote education of landlords and tenants so that all understand this law.

### **RECOMMENDATIONS:**

- Require landlords to get a Rental Permit for Occupancy and an inspection regarding health and safety issues by the city every 2 years in order to do business in Washington, Iowa. A small fee of \$25/year or to \$50/ two years could help partially cover the inspection cost.

Why does the city need Rental Permits and rental inspections to improve housing in Washington?

1. The city has a responsibility to protect health and safety of all and should focus inspections on these issues.

2. Landlords are selling a service that provides “round the clock” shelter affecting the health and safety of tenants and the neighborhood.
3. Rentals are a business and should have inspections like other businesses do that provide services affecting health and safety. (restaurants, salons, etc.) A fee for inspection is a part of the cost of doing business.
4. In order to enforce zoning codes and fire safety rules, the city needs to know how many apartments are in a building.
5. There is a need for a limit to the number persons living in a unit depending on the size of unit for health, safety and parking reasons.
6. The public, including landlords and tenants, have concerns about the meth issue and wonder how this is tied to the frequent turnover in some apartments. Regular inspections of rentals would send the message that this city cares about the condition of Rentals.

### **SUGGESTIONS for RENTAL CODE DEVELOPMENT:**

- o Develop a Rental Housing Code that, at the very least, addresses “BASIC NEEDS” for decent housing. We recognize the need for rules that address health and safety and yet are not overly burdensome for landlords, tenants or the city.
- If you don't have standards and enforce them, the community sinks to the bottom.

- The committee feels that few persons would object to the following 20+ BASIC NEEDS:

1. Bathroom with a toilet that flushes, shower or tub, and a wash basin with with hot and cold running water, all clean and in working order and in a separate room with ventilation and a door for privacy. All must be connected to city services.
2. Kitchen or kitchenette with a kitchen sink with H/C running water, stove, refrigerator (supplied by landlord or tenant) and a counter for food prep. A hot plate or grill is not a substitute for a stove.
3. Trash bins provided by landlords in multiple units and/or by the tenant in single units.
4. Heating units in operating condition that provide heat to all rooms used for living space and proof of annual furnace inspection. Unvented room heaters that burn gas, oil or kerosene are not acceptable.
5. Exterior doors that shut and lock on all single dwellings. Interior doors on individual apartment units must shut and lock.

6. Living areas that include a kitchen or kitchenette, bathroom, and living room and sleeping area with occupancy limits depending on unit size.
7. At least one electrical outlet and one overhead light or 2 outlets in each room. Kitchen needs overhead light and 2 outlets. All outlets must work. No extension cords from one room to another or from one unit to another.
8. Walls, ceilings, floors, porches shall not have serious defects such as severe bulging, buckling, large holes, or loose surface materials.
9. Freedom from pollution from carbon monoxide, sewer gas, fuel gas and other harmful pollutants such as mold.
10. Houses built before 1978 need warnings about lead paint. Chipping must be covered according to rules.
11. Freedom from vermin such as bedbugs and roaches, and rodents. There must be a clear process for extermination and follow up by the city. If infestations are not removed in 30 days, then require professionals to come in. Revisit 6 months later.
12. Stairways with handrails if over 3 steps.
13. Lighted halls and stairways with lights left on 24 hours a day in multiple units.

14. Unenclosed openings onto a floor, roof or balcony over 36 inches off the ground need guardrails.
15. Repair of broken windows.
16. Screens without holes on windows that can be opened. Without air conditioning, there must be some windows that can be opened.
17. Working smoke detectors and carbon monoxide detectors in every unit and on every level and available fire extinguishers.
18. Apartment entrances or exits and fire escapes that do not go through another person's apartment.
19. Exterior premises that are clean, safe, and sanitary. This includes compliance with all City Nuisance Ordinances. Violation notices need to be sent to the landlord and the tenant; the landlord is ultimately responsible.
20. At least 2 available unlocked marked exits to the outside for every unit and Fire Inspection of multiple units periodically. Think about the Columbus Jct. tragedy a few years ago when two persons died in an apartment fire.
21. A roof overhead that does not leak. Buckets are not a substitute for repair of a leaky roof.

These are 20 + "BASIC NEEDS " the committee has identified. There may be others we have overlooked. An actual Rental Code for BASIC NEEDS would, of course, need to be written in

correct legal language and should include an index and word definitions. A summary could also be developed.

One way to address "BASIC NEEDS" for Rentals is to adopt the International Property Maintenance Code or the International Building Code for Residential Property. The Council could delete portions not wanted. This would then become the "Rental Code." Our list of "BASIC NEEDS" came from careful study of the International Property Maintenance Code.

Washington already has the International Electrical, Plumbing, and Mechanical Codes and this seems like the next logical step. Or the city could write its own Rental Code. Both of these suggestions have been done in other Iowa cities.

After a Rental Code is adopted, the rules for an Occupancy Permit will need to be presented to landlords in a short, easy to understand checklist of expectations in English and Spanish. Copies of the Rental Code along with a Rental Code summary must be publicized and available for distribution to the public.

During the city inspection, the items needing attention should be checked and followed by very specific instructions from the inspector about the remedy and the time frame. This friendly notice should be delivered to the property owner by registered mail. Any further notices that must be sent should come from the city attorney and be delivered by a police officer.

We suggest landlords have 30 days to do a remedy before they are rechecked (at no charge for) and that there be a process for an extension if warranted. More rechecks should have a charge to cover city costs.

Ignoring the request of the city to comply could result in a daily fine until the work is done, or the pulling of the occupancy permit and water shut-off by the city. The unit cannot be occupied if BASIC NEEDS are not provided. Notices of this nature should be delivered to the landlord and the tenant.

We suggest a study of ways existing employees could assist a new half-time employee with inspections and record keeping. The city attorney should be involved in the development of a procedure for keeping records about registration, inspection, and follow-up enforcement as complete records will be needed if enforcement involves litigation.

Homes that have been sold and will be rented must be inspected and obtain a Rental Permit for Occupancy before the home is rented.

ENFORCEMENT is essential and must be consistent, fair and timely.

COMMUNICATION must be clear, ongoing and available in English and Spanish. Landlords need to be notified by registered mail months before a Rental Code is enforced so they have time to make repairs before their first inspection.

City public RECOGNITION of landlords who have "uplifted" and improved a neighborhood is appropriate. Pattern this after publicity given to downtown businesses that make changes.

PROMOTION of communication between the landlord and the tenant could be encouraged by the city by providing a packet of information about the importance of leases, background and credit checks, the Iowa Landlord and Tenant Law, a checklist of expectations for landlords and tenants to go over together, and



the role of being a good neighbor, etc. Coralville uses an excellent free pamphlet from a non-profit group called HOME that covers these topics and gives phone numbers and web sites where tenants and landlords can seek help.

#### SUMMARY-

Washington needs a Rental Code that covers BASIC NEEDS and rental property inspections at least every 2 years resulting in a Rental Permit of Occupancy (or License.) Clear communication of remedies and strong enforcement must follow. Promotion by the city of better understanding between landlords and tenants would also help.

## COMMENTS FROM A CONCERNED PUBLIC

To: Washington City Council, July 17, 2013

The following pages include some of the comments and concerns we have heard from the public since last November. Many of these were heard more than once. They have already been shared with the Housing Task Force Committee. Karen Gorham

### COMMENTS BY CONCERNED NEIGHBORS:

"It is a very good thing that attention and money has been spent by the city in the past to develop new housing districts.. NOW attention and money need to be focused on the central city neighborhoods before it is too late."

" Read the City Comprehensive plan. Those looking at Washington from the outside can see what is happening to our neighborhoods and give good suggestions. Follow them"

"As neighborhoods go downhill, so do property values go downhill."

"What are our policies related to housing condemnation? How bad does it have to get?"

"There are tax abatements for new homes so why is there not something like that for older homes?"

"Do there need to be some zoning revisions?"

"We need a code for landlords."

"City could buy some of these dilapidated houses, remove them and create new available lots in town that already have streets and hook-ups."

"We have no standards here for rental housing here."

" Landlords need to be more responsible for communicating appropriate maintenance of property with regards to trash, parking of cars in front yards, etc. With more attention from landlords, these problems can be controlled. We know

that is possible because we have many responsible landlords that do control this and do take care of their properties. ”

“There are rentals being offered here that are uninhabitable. That is wrong and not the reputation Washington wants or needs.”

“City should furnish garbage and trash containers or require purchase of them instead of using plastic bags with stickers.”

“Landlords by Iowa Code are supposed to provide garbage and trash containers.”

The city sponsored “Clean Up Day” is great. Once a year is not enough

Nuisance ordinances are not being enforced enough. The city needs to hire more help with that. Enforcement of what we have on the books must be a priority.

“Ordinances we have don’t address all the issues with trash and garbage.”

“There are grants available for housing. We should be pursuing all that are available. That job needs to be assigned to an employee or hire someone who has experience doing this.”

“Rental properties need to be licensed and inspected at least every 3 years. This is done in other communities.”

Residents reported they believe they lost \$40,000 on the sale of their home because of the condition of neighboring properties

“Lack of curb and gutter in the older central neighborhoods makes for unsightly street especially in the spring.”

“Nothing dates a town faster than no curb and gutter areas.”

“ How do you expect children to walk to school safely where there are no sidewalks?”

“If a friendly written notice from the city official does not result in action, it should be followed up QUICKLY with a notice from the city attorney clearly outlining a time frame and penalties for not cleaning up.”

**“ Efforts will fail if there is not prompt legal follow-up on notices”**

**“ If our ordinances now don’t have enough clout to make people clean up, then put some more teeth in them. It is a disgrace to let one house ruin a whole neighborhood.”**

**Improve communication with homeowners. Let them know what is expected of them. Some evidently are not aware that bags of trash and garbage can not be thrown out the front door.**

**“This is a health issues. Garbage and trash draw rats. I have seen them in my neighborhood. On two different streets I have seen a rat running down the middle of the street.”**

**“Informal neighborhood block groups can help by picking up trash in the streets and walks on a regular basis. That is being done in some places.”**

**“Somehow we need to teach by example more responsibility for our neighborhoods. That’s why we are here.”**

**“There should be some way to recognize landlords who do fix up their properties. They are doing this town a real service.”**

**“The city needs to communicate with the public about what rules are in our ordinances so people know what they can and cannot do.”**

**“We used to be the cleanest city in Iowa. Bring back that slogan and them work to live up to it please.”**

**“City wide clean-up needs to be brought back in the fall.”**

**“Ottumwa inspects rentals every 3 years and issues citations. Properties can be shut down until improvements are made.”**

**“In some cases, a friendly letter from the city might be all it would take to get people to clean up their property. Some people just don’t know any better and some don’t care if their junk makes their neighborhood look bad.”**

**“We need support from the mayor and the city council to get something done about deteriorating neighborhoods. Let’s have some real leadership here.”**

**“ Police on their rounds could make a note of violations and pass that information onto the city. That used to happen.”**

**“It is a lot harder to sell your house when there is a dilapidated property or one with lots of trash stored on it in your neighborhood. That can kill a sale if the buyer looks around.”**

**“Deteriorating neighborhoods affects the tax base, economic development, and decisions about whether to invest in or move to Washington.**

**“A new young person we know came to town to look for an apartment and told us he felt sorry for the bottoms of his shoes after he looked at some of the apartments for rent in Washington.”**

**“Neighbors need to try to help each other. We should try to change things by helping enforce ordinances.”**

**“We should give assistance if we can to older people that just can’t do some of these upkeep things”**

**“It is sickening to see some the places that are rented to desperate people and to think of children living in these conditions that are not safe or sanitary.”**

**“Some are using alleys for storage of trash. Why do we have to put up with that?”**

**“I have reported things to Steve and he tries but he needs help.”**

**“The house behind us has been given ultimatums by the city and for a while they comply a little but never 100%. They even have a swimming pool they leave scummy water in. There are a lot of kids there and it is dangerous.”**

**“Some of this bad housing is due to poverty but a lot is due to laziness. I bought the house next to mine and tore it down. We had to.”**

**“A house near me is in foreclosure. Nobody takes responsibility for mowing and trimming there. I called the real estate agent and Wells Fargo. 60 days passed and nothing happened so my son and I did the trimming ourselves.”**

**‘Houses and apartments should at least be inspected when there is a change of tenant. A letter from the city attorney should go out when unsafe conditions are found.’”**

**“The landlord should be responsible when the tenant does not follow basic rules like mowing lawn, putting trash out with stickers, etc.”**

**“It took 10 years for the bad house in our neighborhood to get fixed. Every property was affected until it was repaired.”**

**“I just don’t get it-why existing ordinances are not enforced. When a homeowner or renter is a nuisance, they should get a letter, follow, up and then a fine. The city attorney needs to do his job.**

**“I am fed up with ordinances not being enforced.”**

**“My neighbors across the street who moved here to retire just got fed up with the junk at the rental nearby and moved away. How sad. I don’t want to leave but I wonder what I can do.”**

**“The kids have been sick a lot this past year, in part due to chronic moisture problems in our apartment. Problems have gone on unresolved.”**

**“When I came back to visit Washington I was really saddened at what I saw-sagging porches, peeling paint, trash, discarded furniture and mattresses on a front porch. Washington needs a campaign to “clean up,” fix up,” paint up. Can the Council do something to lead the way in an effort to do better?””**

**“I made a complaint months ago about 4 stock cars parked on grass behind a house. The owner works on them at night getting ready for races. He says he quits at 9: PM but elderly neighbors say the noise goes on into the night. Why can’t the city do something about this?”**

**“I just want the city to enforce the laws.”**

We have laws I guess but you can hardly tell the way property owners are allowed to store their junk in their yard.

"Of course owners have rights too but not the right to bring down the whole neighborhood."

"I look at Pella, Iowa, and wonder why Washington doesn't look that good. What do their city officials do or know that ours don't know? "

"We need common goals. Let's pretend we are always getting ready to host the OLYMPICS.... or in reality, our 175<sup>th</sup> Anniversary next year or RAGBRAI in the future."

"It is heartwarming to watch towns like Oakville, Iowa, come together and rebuild with undaunted spirit to improve. Let's capture that spirit to rejuvenate our town's deteriorating neighborhoods. "

"Some would like to help those who are in a crisis situation. If there is sufficient data to confirm there is a health or financial crisis, people will step up to help. Churches already do this on mission trips to other areas."

"I would not advocate for volunteer groups to clean up a mess that is a landlord's responsibility."

"Doing away with the fall clean up by the city has made problems worse with junk worse."

"People don't know how little it costs to get a city sticker and have stuff hauled away."

"I don't even bother to report what I see to the city hall because it doesn't do any good. Nothing happens."

"There is a junk<sup>car</sup> parked on South Iowa that has been there for years."

Susan See <see.susan@gmail.com>

To: James Gorham

revitalizing neighborhoods

June 13, 2013 6:33 AM

Hi Karen,

I just did a very short walk last night but I did jot down a dozen addresses that need a letter from Steve Donnelly. Should I send this to him?

Susan

220 E. Jefferson (the old Reschly house) may be owned by Bob Gaal as a rental

In my opinion, this is one of the worst eyesores in the neighborhood.

Lots of junk on the porch, various old chairs scattered over back yard, and in back by the garage that caught on fire last year. UNSAFE!  
There is a big brush pile of sticks by the garage. There is no garage door. On the north side of the fence, the property has not been mowed yet this year.

602 E. Madison

old recliner on porch; east side of house has lots of junk leaning against the house

409 E. Madison

trash bags on ground at west side of porch, various junk items along fence on w. side

325 E. Madison

junk around a boat by the garage

305 S. 3rd

Has had a big broken window for a couple of years; junk on east side of house

516 S. 6th

Some kind of trailer parked on the front lawn

428 S. 6th

the lot next door to this house is vacant and always junky

419 S. 6h

seem to be building on to a substandard building (do they have a permit?)

the empty lot next door has not been mowed yet this year

910 E. Van Buren

A broken basketball portable goal unit on it's side for past two years

old tire(s), concrete blocks on e. side of house

702 S. 9th

broken swing in front yard for at least two years

608 S. 9th

no garage door; various pieces of junk, old tires, insulation, etc.

(it was mowed recently, but usually it is pretty bad)

400 block S. 7th (east side of street) No house number

Abandoned

HORRIBLE!



## **What have concerned citizens done on their own to address deteriorating neighborhoods?**

**Purchased and torn down bad houses to make vacant lots**

**Purchased and remodeled or cleaned up bad houses and become landlords themselves**

**Purchased and cleaned up houses for resale**

**Called landlords to inform them of conditions and ask for their help**

**Called tenants to offer help and to give help where welcomed**

**Provided trash containers for others**

**Moved out of the neighborhood to get away from others' junk**

**Reported conditions one or more times to city officials, police, or public health**

**Learned the city does not have enough manpower to enforce nuisance ordinances already on the books**

**Researched to see what other cities and towns are doing**

**Organized on their own street for regular pick-up of street trash**

**Organized city wide clean up day—Joe McConnell and Craig Davis**

**Promoted downtown tenant recycling-Suzanne Ackermann**

**Taught community responsibility by being a good example**

**Formed a grassroots movement and offered to help the city work on problems**

*Brent Hinson, City Administrator  
Sandra Johnson, Mayor  
Illa Earnest, City Clerk  
Craig Arbuckle, City Attorney*



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

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## **Memorandum**

July 23, 2013

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

From: Brent Hinson  
City Administrator

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

Re: Better Block Promotion

As part of discussions related to the work of the Housing Improvement Task Force, Mark Patton, the director of the Iowa Valley Habitat for Humanity came up with the idea of a promotion to promote neighborhood improvement. This would be called the "Better Block Program", and would be funded from grant dollars that Habitat has secured from Thrivent Financial (the former Lutheran Brotherhood). The City is being asked to provide ancillary support to the project, but our financial commitment would be minimal. If all goes to plan, the work would be completed this fall.

Mark has provided additional information in the attached e-mail.

**From:** Mark Patton [<mailto:mark@iowavalleyhabitat.org>]  
**Sent:** Tuesday, June 11, 2013 4:45 PM  
**To:** Ed Lins  
**Subject:** Re: Meeting with you

Ed,

I have not yet spoken to the Thrivent rep. but the idea I want to float with you is:

could we set up a mini-competition to have one block of town (with a majority of homes owner occupied and homes averaging more than 40 years old as a criteria) apply for a facelift and we will attempt to supply the white paint and funding for exterior repairs to three homes, not to exceed \$2500 per home? That way we the neighbors would have to cooperate to turn in a proposal and it would also give a starting point for 2014 repair projects for those blocks which were not chosen? A given weekend in the fall would be chosen for the makeover and community volunteers would be lined up to do most of the work; homeowners would have to agree to help out when they could. If this idea has some appeal (I know, it is rather limited) and the City got behind it (maybe supplying a dumpster) I would help develop some criteria and we could run with it.

I am open to suggestions on alternatives as well.

On Tue, Jun 11, 2013 at 4:37 PM, Ed Lins <[ELins@lattaharris.com](mailto:ELins@lattaharris.com)> wrote:  
Mark,

Just a belated thank you to you and Margie Roth for making the trip down to Washington and meeting with our committee. We are all excited about the potential for your organization partnering with the city and making a long needed difference in housing in Washington. I know the mayor was very glad to meet you.

Our task force has a July 17th reporting date with the city council. I am not sure at this time how we will proceed with you, but as I am only a subcommittee chair, I will just say thanks again and someone will be in touch.

Ed Lins

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**From:** Mark Patton [[mark@iowavalleyhabitat.org](mailto:mark@iowavalleyhabitat.org)]  
**Sent:** Thursday, May 30, 2013 12:09 PM  
**To:** Ed Lins  
**Cc:** [conniehomes@yahoo.com](mailto:conniehomes@yahoo.com); [jdkkgorham@hotmail.com](mailto:jdkkgorham@hotmail.com); [sbasten@wsb.com](mailto:sbasten@wsb.com); [sjohnson@washingtونيowa.com](mailto:sjohnson@washingtونيowa.com)

## The Washington Municipal Building Study

### Overview

The Washington Municipal Building, built in 1973, has served the community well over the last 40 years. Originally, the building was designed to house the City Hall and the Fire Department. While the size of the building has not increase, it now also includes the Police Department. More space is desired for these critical departments. Based on the program feedback there are four possible options;

1. **Reuse the former Library for City Hall functions, remodel the Municipal Building for the Police Department and construct an addition for the Fire Department.**
2. **Reuse Municipal Building for City Hall and Police and add two new buildings for the Fire Department.**
3. **Reuse the former Library for City Hall and Police functions. Construct a two story space on the South end of the former Library. Construct an addition to the existing Municipal Building for the Fire Department. A tenant space would be available in the Municipal Building.**
4. **Build a new City Hall and Police Department on a City owned lot. Construction an addition to the existing Municipal Building for the Fire Department. A tenant space a tenant space would be available in the Municipal Building.**

	<b>Former Library</b>	<b>Existing Municipal</b>	<b>New Construction</b>
<b>Option 1</b>	City Hall	Police and Fire Dept.	Fire Dept. Addition
<b>Option 2</b>		City Hall and Police	(2) Fire Dept. Buildings
<b>Option 3</b>	City Hall and Police	Tenant and Fire Dept.	Fire Dept. Addition, 2 Story Addition at Library
<b>Option 4</b>		Tenant and Fire Dept.	City Hall/Police, Fire Dept. Addition

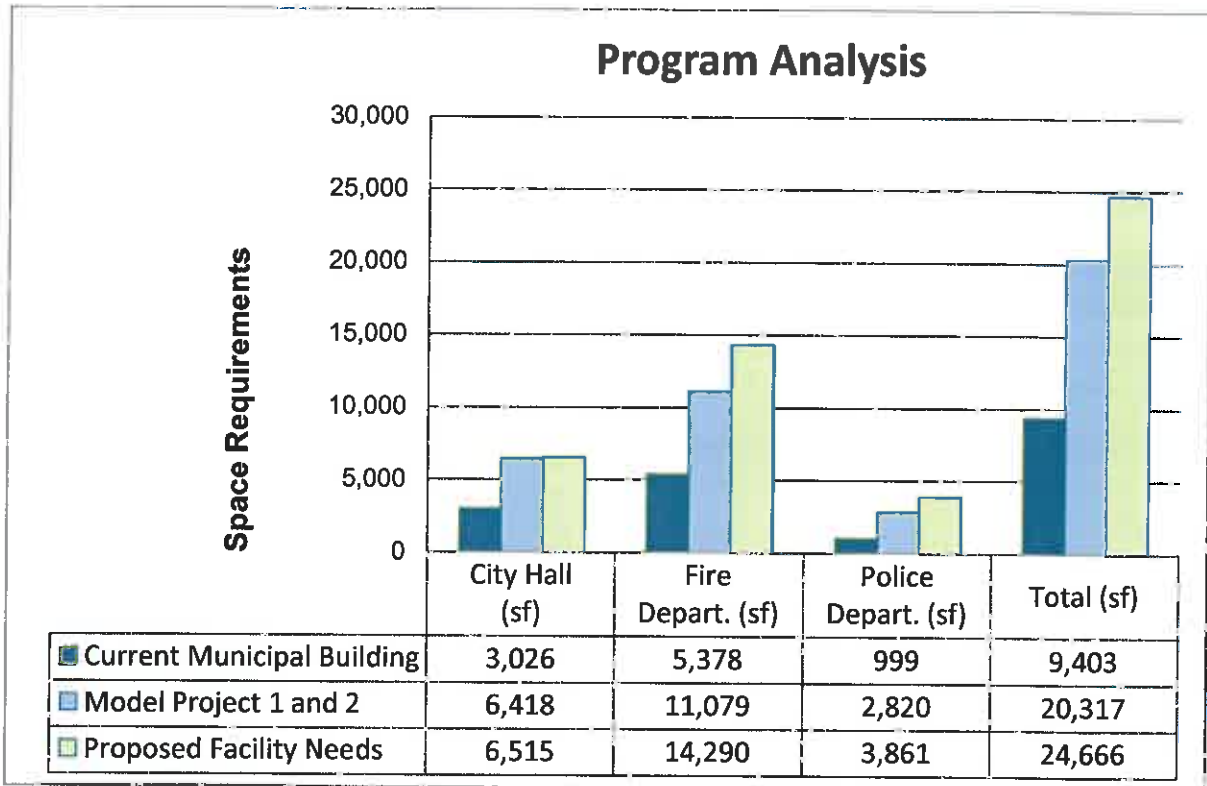
These options are discussed in more detail in the following pages.

### Methodology

The first step to a feasibility study is to determine the program/space needs of the client. To assist in the analysis, model projects were provided for comparison. Model Project 1 is a combined Police Department and City Hall. Model Project 2 is a stand-alone Fire Department. Both projects are located in the same, small Iowa community similar to Washington, Iowa. Both projects were designed in the last 10 years. The existing space allocation of the Municipal Building and the model projects were provided to the City of Washington as reference points. From there comments and feedback on the future space requirements were collected using the Program Analysis Feedback worksheet (see attached Appendix A). Based on the estimated future space requirements, the former Library and existing Municipal Building were roughly analyzed to verify the total space met the needs of the City. The former Library has 9,863 SF. The current Municipal Building has 9,403 SF.

**Analysis**

Below is the result of the Program Analysis Feedback. As you can see the proposed space of the Fire Department exceeds the Model Projects by about 3000 SF. Much of the 3000 SF can be accounted for by the proposed Small Equipment Storage Area which is 1,756 SF larger than the Model Project. Additional overage in the Fire Department can be accounted for in Storage (1) with 490 SF more than the Model Project, and Training which is 363 SF more than the Model Project. The Police Department space requirement is over the Model Project space by about 900 SF. This is due to additional program requirements for inside parking for a critical response unit, a decontamination shower, and a lobby. The City Hall program space requirements match the Model Project.





## Option 1

- **Reuse the former Library for City Hall functions.**
- **Remodel Police Department in the Municipal Building.**
- **Construct an addition to the Municipal Building for the Fire Department.**

**Former Library/City Hall:** The former Library has a total of 9,863 SF. The proposed need of the City Hall is only 6,515 SF. There will be inefficiencies when fitting the City Hall spaces into the Library due to the load bearing walls and existing configuration of the building. The bay windows will be removed and the entrances will be modified so that the main entrance will be obvious. If possible, green space will be maintained in front of the building. The one story roof structure will have to be analyzed and fixed. Using the former Library for the City Hall appears that it could work. An allowance will be provided to purchase a lot for additional parking.

**Existing Municipal/Police:** The Police Department currently has 999 SF in the Municipal Building. If the City Hall moves out, then the space that City Hall is currently using in the Municipal Building becomes available (total of 4,305 SF). Again, there may be inefficiencies in reusing the space, but it appears that the Police Department will fit into the north end of the Municipal Building.

According to the program, there are 12 parking spots required for the Police Department. It does not appear that the existing configuration of the 28 parking spots will change significantly.

**Existing Municipal Building/Fire Department:** The Fire Department needs a total 14,290 SF to meet the stated space requirements. The existing Municipal Building has 9,403 SF. The large apparatus storage area is not tall enough for the modern equipment. As a result, an addition for the large apparatus will be needed to meet the program needs. The fire trucks will leave on Washington Street, and return via the alley. The location of the large apparatus bay is based on the presumed turning radius of the fire trucks. There are only four bays in the large apparatus area; however, future expansion would be possible if the adjacent lot is purchased. A one story office space between the Police and the Fire Department Large Apparatus Storage is required to fulfill the space requirements for the Fire Department, and will also help resolve tying the roof line together for a unified look. The existing Large Apparatus Storage will become the Small Apparatus Storage and miscellaneous storage. The communications tower will be removed and not replaced.

The sequencing of construction will result in disruption of the existing Fire Department large apparatus bays exiting to the east. There are 8 parking spots required for the Fire Department. It does not appear that the existing configuration of the 28 parking spots will change significantly.

At this time, it appears that moving City Hall into the Library, the Police Department using the existing City Hall space, and constructing an addition for the Fire Department is feasible given our space requirements/restrictions. It is recommended to investigate Option 1 further.

**NO OFF-SITE DEVELOPMENT**





## Option 2

- **Reuse Municipal Building for City Hall and Police.**
- **Add two new buildings for the Fire Department.**

**Existing Municipal Building/City Hall/Police:** The current Municipal Building is 9,403 SF. The required space for the City Hall and Police Department is 10,376 SF. It is possible that both the City Hall and Police can fit into the existing space, but there will need to be about a 10% reduction of the program space required. The configuration of the existing parking will change to accommodate more parking spots.

City Hall: City Hall could be located in the north portion of the current Municipal Building and overflow into some of the current large apparatus space. The existing CMU block wall will no longer need to be fire-rated since it is not separating different occupancies, so there will be more flexibility in opening this space up.

Police: The Police Department will fit in the back half of the large apparatus space. A mezzanine may be possible in the existing large apparatus area for additional space for the police, but more research is necessary.

**New Buildings/Fire Department:** A new 4,032 SF building to the east of the existing Municipal Building is proposed to hold small equipment. The small equipment storage has room for (8) 12 x 12 garage doors into the building. A new 10,680 SF Fire Department building across the alley and to the south of the existing Municipal Building would house the large apparatus garage and the other space to complete the program space requirements. The fire trucks would return on Washington Street and exit on 2<sup>nd</sup> Avenue. This option would require the City to purchase additional lots.

Sequencing: The sequence of construction is critical to keep all departments functional. In this scenario, the sequencing of this construction could be as follows,

1. Build new Fire Department,
2. Move Fire Department into new space,
3. Remodel existing Fire Department for new Police Department and part of City Hall
4. Move Police Department into new space,
5. Remodel existing Police Department for City Hall,
6. Expand City Hall into new space

At this time, it appears that keeping the City Hall and the Police Department in the Municipal Building and adding 2 buildings for the Fire Department is feasible given our space requirements/restrictions. It is recommended to investigate Option 2 further.



### Option 3

- **Reuse the former Library for City Hall and Police functions. Add a two story space on the South end of the former Library.**
- **Construct an addition to the existing Municipal Building for the Fire Department.**
- **A tenant space would be available in the Municipal Building.**

**Former Library/City Hall and Police:** The former Library has a total of 9,863 SF. The proposed need of the City Hall is only 6,515 SF the proposed need for the Police Department is 3,861 SF for a total proposed need of 10,376 SF. This is a shortage of a little over 500 SF. Furthermore, there will be inefficiencies when fitting the City Hall and Police functions into the Library due to the load bearing walls and existing configuration of the building. As a result, it is proposed to modify the south end of the Library to create a two story space. This will accomplish three things. First, it will create the additional required space. Second, it will help the building look less residential and fit in better downtown. Third, the structural issues with the roof over this space can be addressed. The bay windows will be removed and the entrances will be modified so that the main entrance will be obvious. If possible, green space will be maintained in front of the building. Using the former Library for the City Hall and Police Department appears that it could work, but a schematic floor plan is required to verify the new functions will fit into the existing building. An allowance will be provided to purchase a lot for additional parking.

**Existing Municipal Building/Fire Department:** The Fire Department needs a total 14,290 SF to meet the stated space requirements. The existing Municipal Building has 9,403 SF. The large apparatus storage area is not tall enough for the modern equipment. An addition for the large apparatus will be needed to meet the program needs. The fire trucks will leave on Washington Street, and return via the alley. The location of the large apparatus bay is based on the presumed turning radius of the fire trucks. There are only four bays in the large apparatus area; however, future expansion would be possible if the adjacent lot is purchased. A one story office space between the Tenant space and the Fire Department Large Apparatus Storage is required to fulfill the space requirements for the Fire Department, and will also help resolve tying the roof line together for a unified look. The existing Large Apparatus Storage will become the Small Apparatus Storage and miscellaneous storage. The communications tower will be removed and not replaced.

The sequencing of construction will result in disruption of the existing Fire Department large apparatus bays exiting to the east. There are 8 parking spots required for the Fire Department. It does not appear that the existing configuration of the 28 parking spots will change significantly.

At this time, it appears that moving City Hall and Police into the Library with a small 2 story addition on the south, and adding an addition to the Municipal Building for the Fire Department is feasible given our space requirements/restrictions. It is recommended to investigate Option 3 further.



## Option 4

- **Build a new City Hall and Police Department on a city owned lot.**
- **Construct an addition to the existing Municipal Building for the Fire Department.**
- **A tenant space would be available in the Municipal Building.**

**New Building/Police/City Hall:** A new 10,376 SF building to house City Hall and Police will fit on the existing lot at the corner of East 2<sup>nd</sup> Street and North Marion Avenue. In order for parking to be on the lot, the building will need to be two stories.

**Existing Municipal Building/Fire Department:** The Fire Department needs a total 14,290 SF to meet the stated space requirements. The existing Municipal Building has 9,403 SF. The large apparatus storage area is not tall enough for the modern equipment. An addition for the large apparatus will be needed to meet the program needs. The fire trucks will leave on Washington Street, and return via the alley. The location of the large apparatus bay is based on the presumed turning radius of the fire trucks. There are only four bays in the large apparatus area; however, future expansion would be possible if the adjacent lot is purchased. A one story office space between the Tenant space and the Fire Department Large Apparatus Storage is required to fulfill the space requirements for the Fire Department, and will also help resolve tying the roof line together for a unified look. The existing Large Apparatus Storage will become the Small Apparatus Storage and miscellaneous storage. The communications tower will be removed and not replaced.

The sequencing of construction will result in disruption of the existing Fire Department large apparatus bays exiting to the east. There are 8 parking spots required for the Fire Department. It does not appear that the existing configuration of the 28 parking spots will change significantly.

At this time, it appears that building a new building for the City Hall and Police is feasible given our space requirements/restrictions. An addition to the existing Municipal Building will be required for the Fire Department. It is recommended to investigate Option 4 further.