



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., TUESDAY, NOVEMBER 24, 2015

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Special Session to be held at 6:00 PM on November 24, 2015 to be approved as proposed or amended.

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

Discussion & Consideration of Hire of a Police Officer (Personnel Policies, Chapter 9 Authorization)

Discussion of Municipal Building Projects

DEPARTMENTAL REPORTS

Police Department
City Administrator
City Attorney

MAYOR & COUNCILPERSONS

Sandra Johnson, Mayor
Brendan DeLong
Jaron Rosien
Kathy Salazar
Bob Shepherd
Millie Youngquist
Russ Zieglowsky

ADJOURNMENT

Illa Earnest, City Clerk

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



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

Memorandum

November 20, 2015

To: Mayor & City Council
Cc: Illa Earnest, City Clerk; Greg Goodman, Police Chief

From: Brent Hinson
City Administrator

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

Re: Authorize Hire of Police Officer

As discussed at the November 17, 2015 meeting, we have a preferred candidate for the open police officer position, who I can now pass along is Ben Altenhofen, brother of current officer Shamus Altenhofen. The Council adjusted our personnel policy regarding employment of relatives in the same department at the last meeting, so I am now bringing you the recommendation to hire Ben under the new policy.

Ben is a Washington native, who graduated from high school in 2008. He still lives in this area, but commutes every day to his position with the Mount Pleasant Police Department. He has been with their department for the past three years. He is a certified officer, and thus has already gone through the 13-week Iowa Law Enforcement Academy training. I met with Ben this week in preparation of having this item on the agenda, and he related to me that he is working to become a defensive tactics instructor, which would be a valuable skill set to add to our department. Chief Goodman knows Ben and strongly recommends him for hire to our department.

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



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Memorandum

November 20, 2015

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

From: Brent Hinson
City Administrator

Re: Municipal Building Process

I have attached detailed information on our facility processes for improvement of space for Police, Fire & City Hall. This has frankly been a long and difficult process, and we have never been able to get all of the City Council members fully on the same page. That is no way to successfully proceed with a major project (or in this case, two major projects). The next logical step in the path we are on, in renovating the Former Library for City Hall, is to hire a project manager and an architect. When that occurs, we will quickly start to reach a point of no return at which we will have invested hundreds of thousands of dollars and much more time and staff resources in a solution that might not be truly supported by the Council. This is a precarious and unacceptable situation. With three new councilors coming on board, it seems to be a logical time to reassess and re-examine our path, and to determine how to move forward together. It may be that we cannot get all six councilors to reach 100% agreement initially. However, hopefully you can all agree on a fair process for making a final decision, and then once the decision is made, all will support that path from that point forward, to the projects' conclusion.

The two options most strongly considered following the building study were:

1) Renovation of the Former Library for City Hall, and renovation and expansion of the Municipal Building for Police and Fire (the current option that is selected); and 2) Construction of a new Fire Station, and renovation of the Municipal Building for Police and City Hall (also known as the "Campus option"). As part of the information attached, I have included a "pros and cons" document, but the main crux of the dispute seems to be this: Supporters of the Campus option, including the majority of the staff, believe it would offer superior public access and organizational efficiency; however, supporters of the Former

Library option rightly point out that it would be unacceptable for the City to leave the building empty and unused.

I personally find strong points of agreement with both sides of this argument. To this end, we went through a process to try to sell the Former Library, and did not end up getting any proposals. A building of its size (nearly 10,000 square feet) would need an organization with the resources and long-term stability to afford to make the necessary improvements. Most private individuals we have talked to have found the possible renovation costs to be beyond their risk tolerance. No matter the scenario, moving forward on the Campus option would involve trying to figure out what to do with the Former Library. I believe if we try to proceed without a feasible plan for the Former Library, we will eventually pay the price in terms of public backlash. This issue would be highly unhelpful to a bond referendum campaign for a new Fire Station, for example.

Ultimately, the issues the Council faces in dealing with these facilities are not at all easy. No matter which path is chosen, there are significant and thorny issues that will need to be dealt with. However, I strongly believe that now is the time to proceed with making the facility improvements, as none of these issues, nor the substantial lack of space we have in the current facilities will go away. We have significant financial resources earmarked toward getting these projects done, and as the attached timeline shows, have been working very hard on these issues for nearly three years already.

I look forward to discussion at the meeting.

Washington Municipal Building Project Process Timeline

1974	Municipal Building constructed with current 9,403 square foot footprint
2005	Police Department moves into Municipal Building (Council Chambers); City Council meetings move to Helen Wilson Gallery of (Now Former) Library
2009	Library moves out of 120 East Main; City Council agrees to take responsibility for building; Council Chambers moved to main floor of building & upper floor leased to Public Health
January 11, 2013	Request for Proposals (RFP) prepared for architect study of building options for City Hall, Police & Fire
February 20, 2013	City Council approves architect study proposal by Klingner & Associates Architects of Burlington
February 18, 2014	Klingner completes building study & reports to Council; Council defers to April 22 workshop for further discussion
March/April, 2014	Staff group meets to review and discuss building study and formulate recommendation to Council; recommends Option 2 (build new Fire Station; renovate Municipal Building for Police & City Hall)
April 22, 2014	Council holds workshop on study; votes to proceed with Option 1 (renovate Former Library for City Hall; renovate Municipal Building for Police & Fire)
May 6, 2014	Staff presents preliminary Former Library construction schedule & budget; Council tables to May 20 meeting
May 20, 2014	Council votes to hold off on construction process for Former Library; directs staff to investigate a process for advertising the sale of the Former Library
June 24, 2014	Council holds workshop to discuss draft RFP for advertising sale of Former Library
September 2, 2014	Council passes resolution to create Former Library RFP Committee to finalize & publicize RFP to sell building
October 1, 2014	Committee finalizes & begins publicizing Former Library RFP
January 15, 2015	Due date for proposals (none received, deadline extended by committee to allow more time based on two possible interested parties)
April 28, 2015	Having received no proposals, Council meets to discuss moving forward with Former Library renovation project, including acquisition of three properties (216 & 220 East Jefferson & 123 E. 2 nd Street); Council authorizes property acquisition negotiations following closed session discussion
May 5, 2015	Council authorizes purchase agreement for 123 W. 2 nd Street
May 19, 2015	Council authorizes purchase agreements for 216 & 220 East Jefferson Street
June 23, 2015	Council holds workshop to discuss Former Library construction project committee; directs staff to bring back a resolution to this

	effect, in consultation with committee chair Jaron Rosien
July 7, 2015	Council votes to create project committee; asks committee to review former Kirkwood site as an option for City Hall
July 28, 2015	Project committee meets & tours former Kirkwood facility; votes to eliminate it as an option
September 1, 2015	Project committee meets to discuss tours of similar (City Hall) facilities in comparable communities
October 6, 2015	Project committee tours facilities in Oskaloosa and Pella

**Request for Proposal
City Hall & Former Library Study
City of Washington, Iowa**

Introduction

The City of Washington, a growing city in Southeast Iowa, population 7,266, is seeking a qualified engineer or architect to provide an assessment of two City-owned facilities to assist the City in determining future capital expenditures.

Scope of Services

The City is seeking a qualified firm (“the contractor”) to perform a study and renovation cost comparison/cost-benefit analysis on two buildings. Specifically, the City would like guidance in future decision-making in regard to the location of City Hall. The options the City has examined to date are: Renovate the former public library building to serve as City Hall; renovate & expand the current Municipal Building; or reconstruct the current Municipal Building.

The former public library building at 120 E. Main Street was first constructed in 1952 and expanded twice over the years. The southern portion of the building has solid brick walls and the northern portion is structural clay tile inner wythe with brick veneer. The building served as the public library until 2009, at which point the new library building at 115 W. Washington St. opened to the public. The building currently houses programs of Washington Public Health in the upper level and the City Council Chambers in the lower level. The Washington Cable Commission’s equipment is also temporarily housed in the lower level, pending the construction of permanent accommodations in the new library building. The building has known structural roof deficiencies and is in need of significant renovations if it is to function as the location of City Hall. The building is ADA accessible and includes an elevator (installed 1988) for accessing the upper level.

The Washington Municipal Building at 215 E. Washington Street was constructed in the early 1970s and currently houses City Hall, Fire and Police operations. The building is a metal building with facing stone veneer on a portion of the building. The building housed only City Hall and Fire Departments for a number of years, but the former City Council Chambers were converted to house the Police Department in 2005 when the Police separated from the Washington County Sheriff’s Office.

The City expects the contractor to develop a cost-benefit analysis for comparing the two City Hall building options presented. This analysis shall include but is not necessarily limited to: Renovation cost estimate comparison; long-term operational cost comparisons; and long-term operational functionality. All recommendations must take into account the City’s financial means to complete major capital projects over the next several years. City staff will be available to assist with information gathering.

It is expected that the study will be completed within six (6) months, unless otherwise arranged with the City of Washington. Engineering/architectural services for any related capital projects will be competitively bid through a future Request for Proposals.

Information Needed

Your proposal will need to include the following information, at minimum:

- 1) Introductory letter from you and/or your firm, including contact person's name and phone number for inquiries regarding the proposal
- 2) Firm history and references
- 3) Proposal for services
- 4) Proposal pricing

Deadlines for Proposals

Please submit your proposal no later than Thursday, February 14, unless otherwise arranged with the City Administrator. Please deliver in an envelope addressed as follows:

Brent D. Hinson, City Administrator
City of Washington
215 E. Washington Street
Washington, IA 52353
319-653-6584
bhinson@washingtioniowa.net

It is expected that the City Council will meet February 20, 2013 to consider the proposal and contract for services.

There is no expressed or implied obligation for the City of Washington to reimburse responding firms for any expenses incurred in preparing a response to this request.

Any questions should be addressed to City Administrator Brent Hinson by e-mail (bhinson@washingtioniowa.net) or by phone (319-653-6584).

COPY

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



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Memorandum

February 13, 2014

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "B. Hinson", is placed to the right of the typed name.

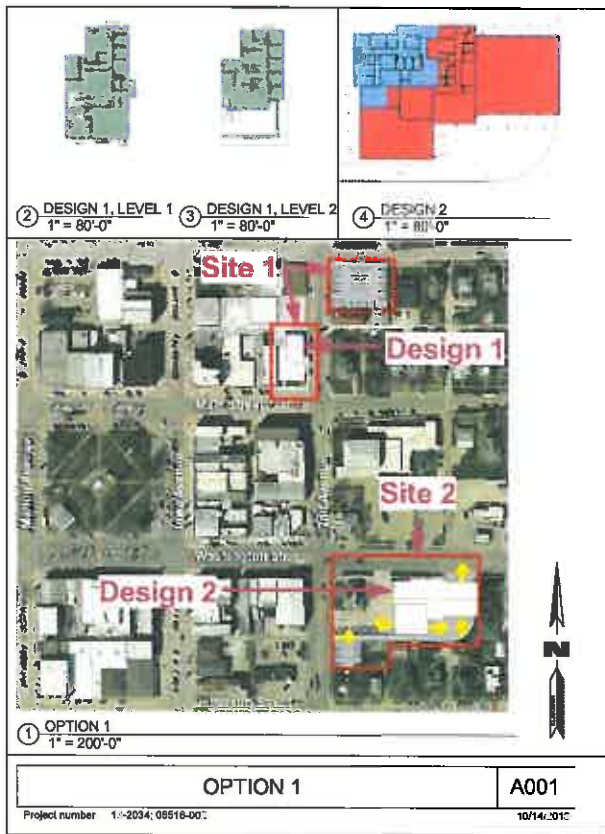
Re: Municipal Building Study

As the Council is aware, the City retained Klingner & Associates of Burlington nearly a year ago to perform a study of the City's various options on facilities for Police, Fire, and City Hall. Since that time, Klingner has worked to analyze the options the City requested, and last met with the Council in July to gain further feedback.

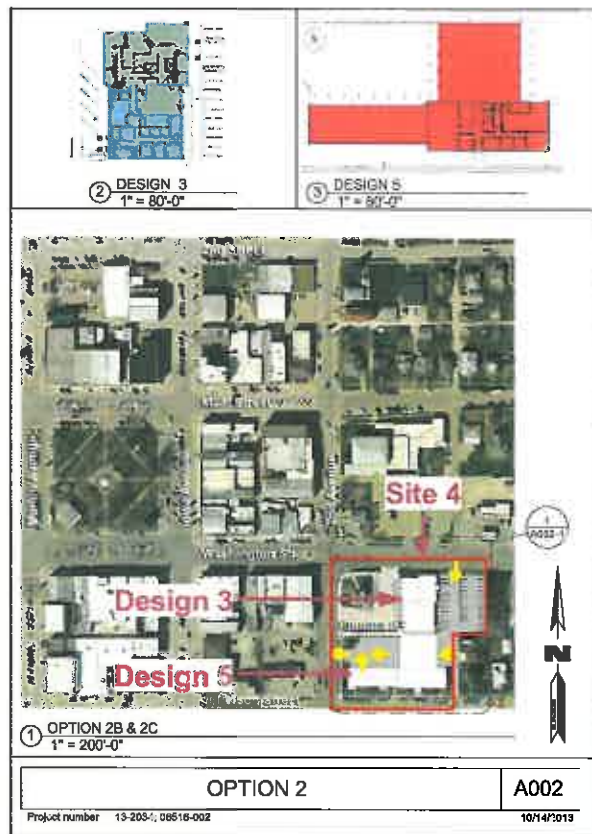
Klingner has provided an executive summary of the results, which is included in your packets. Some interesting findings included that the estimated cost of each of the different scenarios we selected are essentially the same total price tag. The cost estimates were higher than what was previously anticipated, which is I suppose not that unusual once the architect really drills down and identifies all of the particulars of what needs to be done.

Representatives from Klingner will be at the meeting to give a presentation of the results of the study and to answer questions.

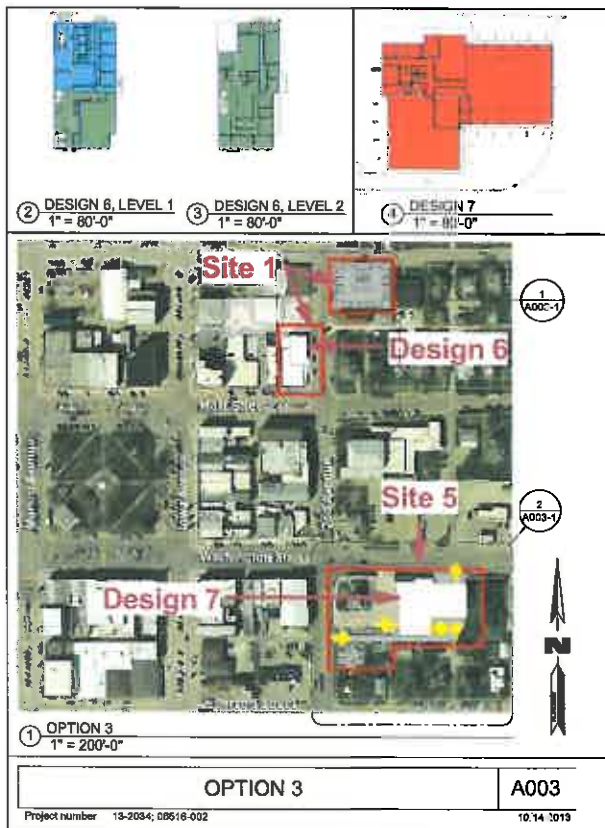
**Washington Municipal Building - Feasibility Study
 Executive Summary**



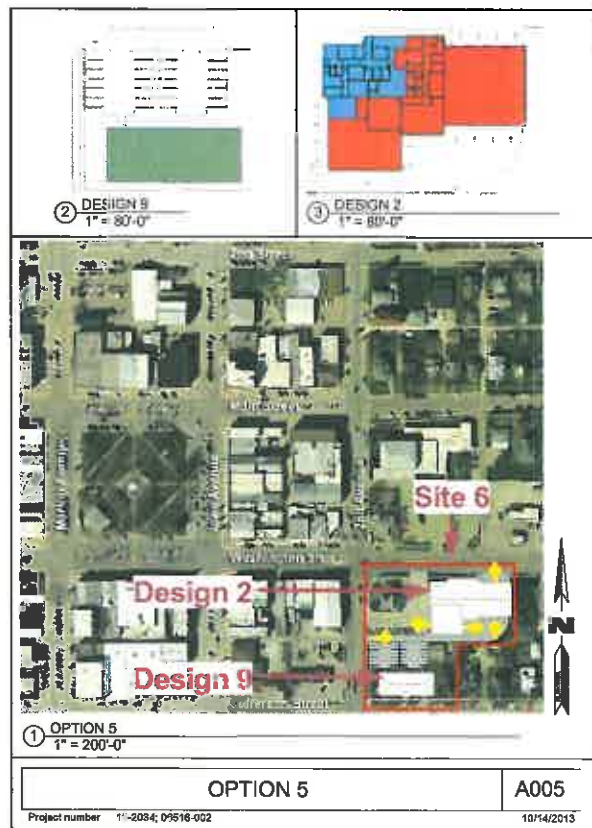
- City Hall in Former Library
- Fire and Police Departments in Existing Municipal Building



- City Hall and Police in Former Municipal Building
- Fire Department - New Construction



- City Hall and Police in Former Library
- Fire Department in Existing Municipal Building



- City Hall - New Construction
- Fire Department and Police in Former Municipal Building

What Happened to Option 4?

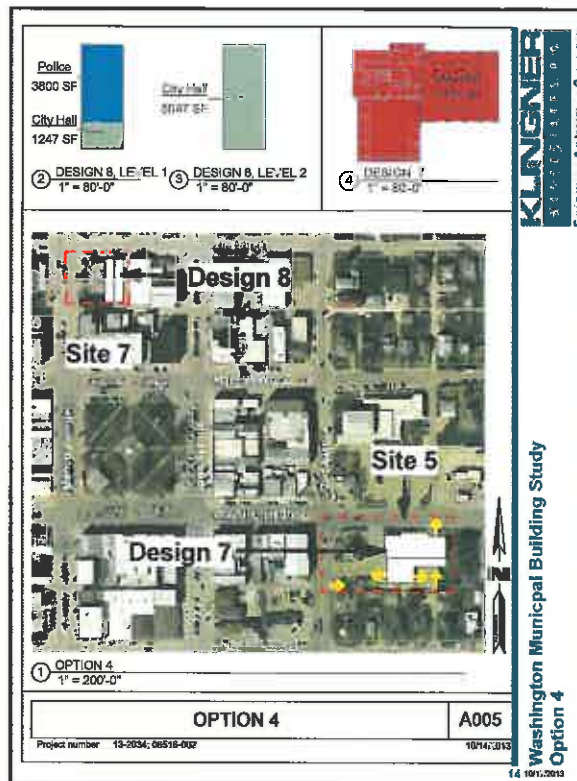
Option 4 consisted of a new 10,094 SF building for City Hall and Police (Design 8) on the existing City lot at the corner of East 2nd Street and North Marion Avenue. In order for parking to be on the lot, the building needed to be two stories. This was deemed not as desirable as the other potential options. As a consequence, Option 4 was removed from our study. The Fire Department design would have been the same as in Option 3. Studying five options was beyond the scope of our contract.

Probable Cost Estimate per Option

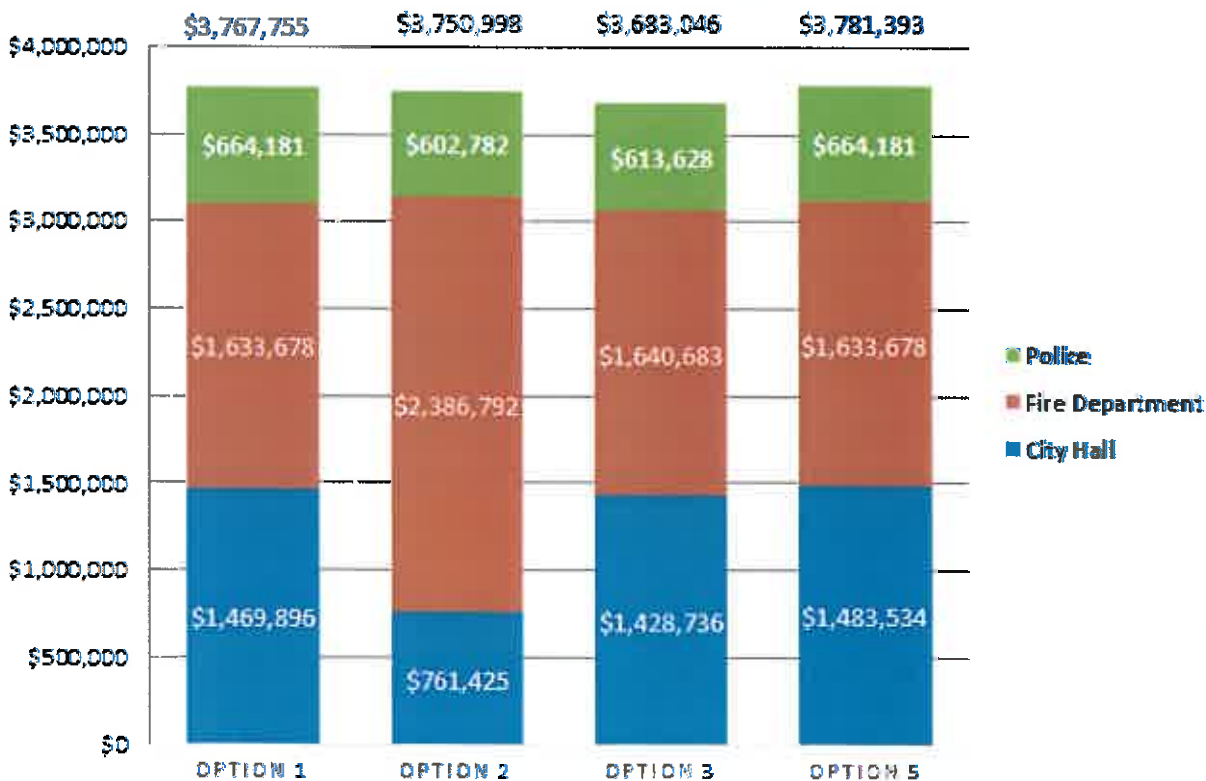
There are several external factors that can effect the actual cost of the project such as the bidding environment and cost of raw materials at the time of construction. Price escalation can be expected based on the time between the estimate and actual construction. This is a very preliminary budget and **actual costs could be plus or minus 15%**. The costs in the bar graph below represent the combined cost of the building, site, professional fees, the purchase of additional properties and permits.

Although there was a great deal of variation between the square foot costs for each department, once all the designs were combined to make a final solution (i.e. option), the cost of each Option was very close. In fact the highest priced option was less than 3% higher than the lowest priced option. This is less than our level of accuracy at this stage.

If the City feels comfortable with the price range of the probable cost estimates, then it is recommended to evaluate the Options based on long term functionality and needs of the community rather than price.



OVERALL COST



Code Concerns Summary

There were several code concerns that were discovered during the feasibility study. International Building Code (IBC) 2012 was used.

1. If the fire area of the Large Apparatus Storage is kept under 5,000 SF, it will not need to have sprinklers. Currently, the Large Apparatus Storage request is for 6,000 SF. It is possible meet the 5,000 SF limit by reducing the size of the Large Apparatus Storage, or by adding a wall to create two fire area compartments.
2. The IBC 2012 does not clearly indicate if the sleeping room in the Fire Department is considered a Residential Occupancy. A Residential Occupancy will require sprinklers in the entire building. Interpretation from Chris Reeves, P.E., Manager of Plan Review Services for the International Code Council (ICC) Chicago District, is that the sleeping room is an accessory occupancy that would not require sprinklers, but there is no written opinion to back this up. The cost estimate assumes the building has sprinklers.
3. Reusing the existing Municipal Building for the Police or the Fire Department could entail additional structural reinforcing. Both Police and Fire Department are considered Risk Category IV. The current Municipal Building was probably designed for a Risk Category II use. Risk Category IV specifies a 15% increase in wind loads and a 20% increase in snow loads over Category II. Pre-engineered metal buildings are usually designed as close as possible to the required loads with little extra strength. The structural calculations were not included in the drawing set we received.
4. All of the Fire Department designs and the Police Department (Design 2) will require sprinklers. The Small Apparatus Storage does not need to be sprinkled if it is separated by a 3 HR fire wall. Design 6 does not need to be sprinkled because of the 2 HR fire barrier.
5. All of the designs are short on parking based on the Washington Zoning Ordinance. Street parking was not considered in the analysis.

Probable Cost Estimate per Department

Unlike the Option Costs in the previous diagram, the costs per department focus only on the hard costs. The hard costs represent the materials and labor required to build or remodel a building. Professional fees, permits, additional property purchases, and site work are NOT included. When square foot prices are compared, they generally compare hard costs only.

To come up with these costs, each design was analyzed per department. This is because each department has different requirements which effects the costs. For example, the Police Department has security requirements which can increase the square foot cost. The Fire Department has a lot of space used for storage which decreases the square foot cost. *RS Means Square Foot Costs, 2014* was used as a cost reference. Three building uses, as defined by *RS Means*, were referenced - Fire Department, Office (for the City Hall), and Police. If construction occurs in a later year, a cost escalation factor should be added.

The floor plans were created based on the Program Feedback received at the beginning of the study. No additional meetings were held to review the floor plan layouts. It is likely many changes will be necessary to the plans in order to maximize work-flow for the different departments. The floor plans should be thought of as a starting point, not a finished product. It was necessary to do the floor plans for the feasibility study in order to determine potential code issues and have a basis for the cost estimate.

Each department was designed as a three dimensional model. Components were designated in the remodeled space as either existing or new. Based on the model, a material take-off list and quantities was created. A code study was performed for each design to determine if sprinklers were required and other code related items. These quantities were entered into a spreadsheet with costs based on *RS Means* (see Appendix E for a detailed cost comparisons). In some instances, the roof was split between the departments based on judgment.

The following graphs illustrate an interesting point. If the square foot cost of the building is the cheapest, it does not mean the overall cost of the building is the lowest. This is because when reusing an existing space, the program requirements may not fit efficiently, resulting in more square footage. The most dramatic example of this is Design 1. Design 1 remodels the old Library for the new City Hall. There is more space than the City Hall needs. Even though the square foot cost is just \$0.65 per square foot more than Design 3, the overall cost is \$409,339 (\$943,692 - \$534,623) more. However, in Design 1 there is extra space for future offices. It is assumed the entire space is remodeled at the same time. Design 2, Police Department is also the lowest square foot cost, but the highest building cost. Like the City Hall in Design 1, the high cost for the Police Department in Design 2 is the result of the increased square footage. Unlike Design 1 for the City Hall, the Police Department in Design 2 does not have room for expansion within the existing envelope without taking away space from the Fire Department.

COPY

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



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Memorandum

April 18, 2014

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

From: Brent Hinson
City Administrator

Re: Municipal Building Study

As per Council direction, I have placed discussion of the Municipal Building Study on the 4/22 workshop agenda. This study, conducted by Klingner & Associates of Burlington over the past year, looked at 4 different options to address our facility needs for City Hall, Police and Fire. Klingner presented the results to the Council back in February.

Since the presentation of the results to the Council, I convened a staff work group to review the results of the study and attempt to build a staff consensus. This group included the following individuals:

Mayor Sandra Johnson
City Administrator Brent Hinson
Illa Earnest (Administration Representative)
Keith Henkel (Development Services Representative)
Greg Goodman (Police Representative)
Shawn Ellingson/Rhonda Hill (Police Representative)
Tom Wide (Fire Representative)
Joe Redlinger (Fire Representative)

The staff work group met twice, and reached a quick initial consensus. The group felt from the beginning of its first meeting that the two "campus" options (Option 2 and Option 5) were the best options. We all felt that having all of the departments together in close proximity allows for important organizational efficiencies and cooperation. After further discussion that stretched through the end of our second meeting, the group reached a consensus that Option 2 would be the best overall option in the staff's opinion. In this

option, a new Fire Station would be constructed, followed by the renovation of the existing Municipal Building for City Hall and Police.

We as a group feel this would be the best option for a number of reasons, which are stated in the companion "pros and cons" document to this memo, but I thought I would provide further detail on one of those "pros". That is that this option is the best for project construction phasing. In all of the other scenarios, the building would either need to be renovated around the fire trucks, or an alternate site found for the Fire Department to operate for quite a length of time. We think this is bad for operations and for emergency response. On the other hand, in Option 2, the new station would be built, and the only impact would be physically moving all of the trucks over to the new building when it is done. Then, theoretically, you could renovate the former station for Police and Council Chambers first, meaning that the Police could also be moved with minimal disruption to operations (we at City Hall would still have to work around construction, but we're also a pretty tough group).

I have also enclosed Klingner's executive summary of the results. Representatives from Klingner will be at the meeting to assist with the process and answer questions.

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



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Municipal Building Study Analysis- 4/18/14 (UPDATED 11/18/15)

Option 1: City Hall moves to Old Library; Municipal Building renovated for Police/Fire

<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none"> • Reuse of large downtown building • Least property acquisition 	<ul style="list-style-type: none"> • Lowest Fire Dept square footage • Uncertainty in cost of renovating Old Library
<ul style="list-style-type: none"> • Investment in time & resources on this option to this point 	<ul style="list-style-type: none"> • ADA issues as a public building & sidewalk/curb issues
<ul style="list-style-type: none"> • Potential to finance without a public referendum 	<ul style="list-style-type: none"> • Even with property acquisition, parking lot would be more for keeping staff off the street than providing public parking for the facility
	<ul style="list-style-type: none"> • Difficulty of major construction in old library area- blocking of streets, etc.
	<ul style="list-style-type: none"> • Possible interference with "egg" sewer

Option 2: New Fire Station Built; City Hall & Police in Municipal Building

<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none"> • Keeps 3 departments together on a "campus" <ul style="list-style-type: none"> • Public convenience- same location as current/ maintain status quo • Security, efficiency, shared space 	<ul style="list-style-type: none"> • May require working with up to 2 additional owners to acquire properties, may also need to resell Linda Lou's building
<ul style="list-style-type: none"> • Most square footage for Fire 	<ul style="list-style-type: none"> • Lowest square footage for Police (still 3.5x larger than current)
<ul style="list-style-type: none"> • Probable best plan for phasing of project construction & least public disruption 	<ul style="list-style-type: none"> • Status of old library building?
<ul style="list-style-type: none"> • Shared generator- current generator sized to handle entire new complex 	<ul style="list-style-type: none"> • Likely need for a public referendum
<ul style="list-style-type: none"> • Best access for public traffic 	<ul style="list-style-type: none"> • Possible interference with "egg" sewer

Brent Hinson, City Administrator
Sandra Johnson, Mayor
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Memorandum

May 2, 2014

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

From: Brent Hinson
City Administrator



Re: Municipal Building Study- Former Library Renovation Project

Based on the Council's decision at the April 22 meeting to proceed with "Option 1" from the Municipal Building Study, I have prepared some initial information for your review. First, I have taken a stab at a preliminary project construction schedule. We're somewhat limited at the pace we can proceed because much of the funding we'd need to use will be coming in over the next 2 years in our quarterly Riverboat Foundation payments. I have also provided a memo from Klingner & Associates giving a quick overview of what to expect during the construction period.

The key decision that would need to be made early on is how best to manage the project. I'd strongly encourage the Council to appoint a committee consisting of 1-2 members of the Council, the Mayor, some affected staff members, and some members of the general public to oversee the project. This committee would report back to the Council regularly, and all formal decisions such as architect selection, project design, and approval of payments would still run through the Council as a whole.

I have also provided a preliminary project budget. While this budget is based on numbers provided by Klingner & Associates, I added a sum of \$25,000 for furnishings, and additionally added a 10% contingency allowance. This raises the projected cost of the project to around \$1.6 million. We arrive at adequate funding for the project by a more or less 50/50 split between tax dollars and Riverboat Foundation dollars. Included in this is a \$700,000 G.O. Bond issue (the most we can do without a referendum), \$135,000 from the General Fund, \$632,000 from our quarterly Riverboat Foundation payments, and a competitive Riverboat Foundation application in the amount of \$150,000. Additionally, we would use quarterly Riverboat monies to make the first 2 payments on the \$700,000 G.O.

Bond (each annual payment on the debt is estimated at \$85,000 based on a 10-year borrowing). I have also included an updated five-year projection of the usage of quarterly Riverboat monies for your information.

Under this scenario, we would likely need to wait until 2016 or 2017 to begin work on renovating the existing Municipal Building for Police and Fire. That project would be anticipated to be funded by a voter-approved bond (probably upwards of \$2 million would be needed), a competitive Riverboat Foundation application, and possibly some quarterly Riverboat Foundation monies once we start to replenish that fund following the Former Library project.

City of Washington
Former Library Renovation
Budget as of 5/2/14 (Construction in FY2016 thru FY2017)

Estimated Project Costs

Shell Improvements	\$150,029.00
Interiors	\$212,468.00
Services	\$530,972.00
Furnishings	\$25,000.00
Demolition	\$50,223.00
Properties & Sitework	\$212,304.00
Contingency (10%)	\$118,099.60
Professional Fees	\$313,900.00
Estimated Costs	\$1,612,995.60

Estimated Funding

GO Bond	\$700,000.00
Riverboat Funds- Programmed	\$400,000.00
General Fund Contribution	\$135,000.00
Draw Down RFCP Fund Bal- 2016	\$182,000.00
Competitive Riverboat Appl.	\$150,000.00
Reorganize CIP Street Projects	\$50,000.00
Estimated Funding	\$1,617,000.00
Funding Surplus/(Deficit)	\$4,004.40

COPY

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Memorandum

June 19, 2014

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

From: Brent Hinson
City Administrator

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

Re: Sale of Former Public Library Building

At the May 20 meeting, the Council opted to put renovating the former public library building on hold while staff gathered information on putting the building up for bid. Frankly, it's hard to believe that a month has already passed since that decision, and while I have prepared information for further discussion, there is still much to be determined before we are ready to seek bids from the public.

One thing I hope that everyone can agree on is that if we are going to sell the building, the price offered should not be the only determinant of the future owner of the building. An individual seeking the building for cheap personal storage, for example, wouldn't have the same sort of positive impact on the downtown that some commercial or governmental uses of the building might. Therefore, I believe we should be seeking proposals that, in addition to price, specify the intended use(s) of the building and provide a narrative, and that we should develop some sort of scoring system to fairly and equitably evaluate proposals. I also believe that the transfer of title to the building should be contingent on the development and execution of a written development agreement between the City and the buyer. This development agreement should clearly spell out the buyer's obligations in relation to the redevelopment and use of the property.

If we follow the above approach, we will also have to determine what amount of time is appropriate for advertising. Is that timeframe 60 days? 90 days? 120 days? While it would be nice to get a determination of our future plans figured out in the near future, we also need to make sure plenty of time is allowed for interested parties to develop their plans.

I have prepared a draft RFP, which is attached, but as I stated, much is yet to be determined.

RESOLUTION NO. _____

**A RESOLUTION CREATING A FORMER LIBRARY
RFP COMMITTEE AND CONFIRMING APPOINTMENTS**

WHEREAS, the City Council has determined that it is prudent to determine the marketability of the former public library, located at 120 East Main Street, prior to proceeding with constructing improvements to City Hall, Police, and Fire facilities; and

WHEREAS, the City Council has overseen the development of a draft Request for Proposals (RFP) to this end; and

WHEREAS, the Council wishes to gain assistance from the banking/business community in evaluating proposals received:

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

Section 1. The City Council approves the creation of a Former Library RFP Committee to assist in oversight and structuring of the Request for Proposals (RFP) for Property Redevelopment and the resulting process of evaluating proposals received.

Section 2. The City Council hereby approves the draft RFP attached as Exhibit 1 to this resolution and authorizes its issuance, pending the finalization by the Committee of the items listed in Section 3.

Section 3. The Committee is hereby empowered to finalize the scoring system for proposals, to make the determination of all applicable timeframes listed in the RFP, to develop a plan for the distribution of the RFP to potential interested buyers and the general public, and to evaluate proposals received and make related recommendations to the City Council.

Section 4. The City Council accepts the Mayor's appointments of Bob Shepherd (Council representative), Jaron Rosien (Council representative), Charla Howard (Real Estate community representative), Dale Torpey (Banking community representative), and Sandra Johnson to the Committee.

PASSED AND APPROVED this 2nd day of September, 2014.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

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



*City of Washington
215 East Washington Street
Washington, Iowa 52353
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**CITY OF WASHINGTON
REQUEST FOR PROPOSALS FOR PROPERTY REDEVELOPMENT
120 EAST MAIN STREET, FORMER PUBLIC LIBRARY**

October 1, 2014

Request for Proposals

The City of Washington (“the City”) owns a site at 120 East Main Street in Washington, which was formerly used as a public library. The brick structure is approximately 9,863 square feet on two floors, and includes a working elevator. The original building was constructed in 1952, with renovations/additions in 1971 and 1991. The City plans to sell the property to a developer, other commercial interest, or governmental entity (“the Developer”) for redevelopment based on the strength of proposals received, as more fully described below. The selected Developer must demonstrate the technical experience, financial strength, and proven ability to effectively redevelop the property within the parameters established herein. The central point of contact for this Request for Proposals (RFP) process is the City Administrator. Based on the relative strength of proposals received, a recommendation will be made to the Washington City Council as the seller of the property. Any award of bid will be contingent on the execution of a development agreement between the Developer and the City laying out the terms of the transaction and redevelopment.

All qualified Developers are invited to submit proposals; however all Developers are encouraged to meet with the City Administrator in person to review this RFP prior to the deadline for submitting proposals (January 15, 2015). Proposals are expected to be initially reviewed by the RFP Committee, and a recommendation made to the City Council within 30 days of the proposal due date.

General Conditions

This RFP does not obligate the City to sell the property. The City reserves the right to accept or reject any or all proposals submitted. The City will pay no costs associated with the preparation, submission, or presentation of this RFP. All information, documentation, or materials submitted in response to this RFP will become property of the City and may be subject to applicable open records laws. Any addendums to this RFP will be posted on the

main page of the City's website at www.washingtoniowa.net, and it is the responsibility of Developers to acknowledge any and all addenda in their proposal.

Project Summary

The Washington Free Public Library occupied the site from 1901 to 2009. The original library was a donated private home, which was removed for the construction of the current building in 1952. Building improvement and expansion projects in 1971 and 1991 modernized and improved the building; however, by the mid-2000's, it was determined that additional space would be needed, and the library was "built out" on the 120 East Main site. Following a public campaign, including approval of a bond referendum and considerable private fundraising, a new facility was constructed at 115 West Washington Street. Since that time, the former public library building has been utilized as a City Council chambers, and the 2nd floor has been leased to Washington County Public Health for their programming. The past lessee is developing their own facility plans, and for the near future has relocated all of their operations to the Federation Bank building, so no lease issues will exist in the transfer of the property.

The City commissioned a limited structural analysis of the building in 2010, and the facility was included in a Municipal Building Study in 2013-2014 looking at space needs for City Hall, Police, and Fire operations. Copies of both reports are available upon request, or on the City's website at www.washingtoniowa.net. Developers are encouraged to review this carefully and structure their proposals with this information in mind.

The property is listed as a contributing structure within the Washington Downtown Historic District. This does not specifically limit the uses of the building nor does it place limitations on the rehabilitation of the structure, but it may make certain rehabilitation activities eligible for state and federal historic tax credits. Washington is a Main Street community, and many resources are available to interested developers through Main Street Washington and Main Street Iowa.

The intent of this Request for Proposals is to identify the Developer with a desire to invest in downtown Washington, and to return the building to an application that would represent the highest and best use of a well-situated building in the revitalized and growing downtown core of Washington.

The following are several key considerations for firms to consider as you prepare the RFP:

- The building is approximately 9,863 square feet and is located on a 66' x 132' downtown lot in a high-traffic location.
- The property is currently zoned B-1 Retail Commercial, which is appropriate for a wide variety of commercial uses, including upper-story residential development.
- There are no known environmental issues.
- The entire property has been exempt from property taxation per Iowa Code. The Developer's estimate of both the assessed and taxable value of the property at build out should be included in your proposal (if applicable).

- The City has adopted a historic building code designed to provide flexibility in the redevelopment of historical properties, particularly in the downtown core. Under this code, it is possible that alternate safety measures may offset the need to provide sprinklers for fire suppression in the case of a major building renovation.
- Please discuss how your proposal has been influenced by information you have regarding the concerns of neighbors, concerns of business and industry, input from realtors, input from builders, information from prospective buyers, knowledge of infrastructure in the area, and how your proposal fits within the Washington community.
- The project is located in an Urban Renewal Area under the slum and blight designation. The redevelopment of the property would need to be added specifically to the Urban Renewal Plan.
- Please discuss how you might utilize local businesses in the redevelopment of the property and construction of buildings.

Project Parameters

In an attempt to guide Developers in the creation of their proposal and develop a project that is beneficial to the community while taking into account the interests of the many stakeholders, we offer the following parameters to guide this redevelopment and all of these should be addressed in proposals. It should be noted that the City of Washington City Council reserves the sole right to adjust these parameters at their discretion if it is determined to be in the best interest of the City of Washington or if warranted by market conditions both during this RFP process, during the due diligence phase, and after the property is sold. Also, once a Developer is selected the City Council reserves the right to negotiate with the Developer and make adjustments as determined to be in the best interest of the community, this project and/or our redevelopment partners.

- Only uses permitted with the B-1 Retail Business zoning district will be allowed.
- All proposals should include a plan to have the entire project proposed completed within five years or no later than January 1, 2020.
- Developers must demonstrate their experience and capacity to take on the project, and to make the necessary improvements to renew the property's status as an important contributor to Washington's downtown vitality.
- Energy conservation and other sustainability provisions are encouraged.
- The City of Washington will consider offering development incentives such as tax abatement or tax-increment financing for taxable projects. Any such incentives will only be offered in the scope of a comprehensive development agreement.
- All Developers are invited to arrange a site visit and building tour, which may be coordinated through the City Administrator.

Proposal Requirements

As indicated, Developer qualifications to implement a project of this scope and design will be determined by a comparative evaluation of the 'Selection Criteria' detailed later in this RFP as Attachment A. All additional related information pertaining to the Developer's qualifications will be evaluated and may affect the Developer's score.

The following is the information to be included:

1. Developer name, address and brief history.
2. Services to be provided by your firm.
3. Services to be provided by outside consultants.
4. Past projects of relevant nature or scope.
5. Qualifications/resumes of key personnel likely to be assigned to this project. Firms are encouraged to have the primary staff person to be assigned to this project present at the presentation.
6. A copy of the firm's most recent financial statement.
7. An explanation of how the proposed project would meet community needs and serve as a "highest and best use" of the property.
8. Purchase price offered.

All questions and contacts regarding this RFP shall be directed to:

Brent Hinson
Washington City Administrator
215 East Washington Street
Washington, Iowa 52353
319-653-6584
319-653-5273 fax
bhinson@washingtioniowa.net

SELECTION PROCESS

A committee established by the Washington City Council will review proposals and may interview Developers if deemed necessary. The committee will use the attached evaluation criteria to rank Developers and make a recommendation to the Washington City Council.

PROPOSAL PRESENTATIONS, DEADLINES, AND FORMAT

The deadline for submission of proposals shall be January 15, 2015 in the office of the City Administrator. Presentations to the Washington City Council will be conducted upon request of the Washington City Council.

The City requests that firm's submit ten (10) copies of their proposal. Please provide one electronic copy of your proposal via email to the City Administrator. There must be at least one letter on official letterhead signed by a principal empowered to contractually obligate the submitting firm accompanying the proposals.

NON-DISCRIMINATION

No person or firm will be excluded from participation in this project on the grounds of any legally protected status.

**CITY OF WASHINGTON
120 EAST MAIN REDEVELOPMENT PROPOSALS
ATTACHMENT A
EVALUATION FORM**

Name of Firm: _____

1. Firm's experience, expertise, and qualifications. Your firm's experience with similar projects and the qualifications of key personnel assigned to this project. Experience redeveloping similar properties.

Maximum 20 points = _____

2. Firm's capacity and resources. Evidence of your firm's ability to complete projects of this scope and design in a timely manner successfully.

Maximum 15 points = _____

3. Project overview/fulfillment of community needs. Explain your understanding of the City's objectives for this project. Please describe your understanding of the community's needs, the unique aspects of redeveloping this property, and the approach your company will take to design a project to the objectives.

Maximum 30 points = _____

4. References. Please provide five letters of recommendation from persons or firms for which you have performed development work. City staff will conduct additional reference checks also. At least one reference from a local government official preferred. In the case of a governmental entity submitting a proposal, a resolution of support from the governing body may substitute for submittal of references.

Maximum 15 points = _____

5. Purchase price offered.

Maximum 20 points = _____

TOTAL POINTS: _____

NOTES: _____

**CITY OF WASHINGTON
120 EAST MAIN REDEVELOPMENT PROPOSALS
ATTACHMENT B
PHOTOS OF BUILDING**



"One of the 100 Best Small Towns in America"

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



215 East Washington Street
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Memorandum

April 24, 2015

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

From: Brent Hinson
City Administrator

Re: Status of Former Library

As the Council is aware, we have been working to determine the direction of future facility improvements for City Hall, Police and Fire for quite some time. The City commissioned a facility study with Klingner & Associates architects in early 2013, and this study was completed in January 2014. This study presented several different options for meeting current and future space needs. At the Council workshop on April 22, 2014, it was determined that we should proceed with Option 1 in that plan, which would involve moving City Hall and Development Services to the Former Library, and adding on to the existing Municipal Building for Police and Fire operations. Also strongly considered was Option 2, which would involve selling the Former Library, building a new Fire Station, and renovating the existing Municipal Building for City Hall and Police. At the May 6, 2014 meeting, the Council decided to step back a little bit and examine whether a buyer might exist with the resources to renovate the Former Library for their own use, in which case Option 2 might be reconsidered if enough benefit for the downtown area and for the public would be derived.

To this end, the Council appointed a Former Library RFP Committee, with membership as follows: Sandra Johnson, Bob Shepherd, Jaron Rosien, Charla Howard and Dale Torpey. That committee saw to the development of a Request for Proposals document that was widely distributed locally and regionally, starting in October 2014. Since that point, we have made numerous contacts with potential interested parties, and given a half-dozen tours of the facility. However, we have not been able to get any formal proposals. The initial deadline for proposals was January 15, 2015, but it was extended to May 1, 2015 by the committee. I feel that the time has passed when we might receive any credible proposals. The entities that potentially had the resources to tackle renovating the building either have not emerged or have decided not to proceed after touring the building. I personally believe we have contacted nearly every conceivable local party that could

handle such a project, and we have been unable to generate any real interest outside of the Washington area in the building. I am completely at a loss as to what further could be done to effectively market the building, unless we want to remove all restrictions on future use and just give it to someone for a dollar. I'm not even sure that would be possible, and I don't think it would give the Council the results it desires in terms of making sure that the building again becomes a credit, rather than a detriment to the downtown area.

Therefore, I believe the time for action is now. The Former Library has sat nearly empty and vastly underutilized for more than five years. The Police Department has been in extremely cramped and insufficient "temporary" quarters for nearly 10 years. At City Hall, we have a palpable lack of storage and meeting space, which hampers the efficiency of our operations. The Fire Department is extremely cramped for equipment space, and newer equipment in the future may not even fit into the existing bays.

I believe, with all of the above items considered, that it is time for the Council to authorize proceeding with the renovation of the Former Library as City Hall.

There are a number of prerequisite items I believe are essential to successfully converting the Former Library to a usable City Hall. Among these are parking and general ADA accessibility. We have hundreds and hundreds, if not into the thousands, of public visitors to City Hall each and every month to pay utility bills, file building permits or any number of typical City business items. In addition, many more people drop their utility payments in the overnight box by the outside door. We need to face facts and realize that the Former Library's surroundings in their current condition will be an absolute nightmare for the public, for its neighbors and for the staff members that will have to deal with an unending litany of complaints about parking and accessibility. While the current situation has many limitations, one wonderful thing is that people can drive right up to the door, hop out and be inside in a few seconds. With parking on East Main already often full, the introduction of a multi-million dollar operation with ten employees into the neighborhood with no provisions for parking is simply irresponsible. In addition, the high curbs will pose tremendous issues for those with mobility issues, and we have many of those people among our usual in-person customers.

As a solution to parking issues, I plan to ask the Council tonight in closed session for authorization to proceed with negotiating the purchase of property for a City parking lot near the Former Library. I believe we have an outstanding opportunity available at the current time that will not last long. To provide a solution for the ADA and accessibility issues, I am asking the Council to agree in principle that the streetscaping of East Main to match the square will be done as a concurrent project to the renovating of the Former Library. We were planning on doing a second phase to the streetscape in the next couple of years anyway, and with this plan, the new City Hall can open with vastly improved public accessibility. I have looked into the financing of doing this project concurrently, and have developed a preliminary plan.

For your information, I have provided a project schedule that has been updated from what I provided you back in May 2014.

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



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

April 24, 2015

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

From: Brent Hinson
City Administrator

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

Re: Former Library/Police & Fire Land Acquisition

In connection with the closed session planned for Tuesday's workshop, I have prepared this confidential memorandum to provide you details on the land acquisition that will be necessary to make everything happen in the most orderly and successful manner possible.

As I made clear in my memo discussing the Former Library Renovation project, I believe it is absolutely essential that we acquire property for additional parking if we are going to utilize the Former Library as City Hall. I believe the absolute ideal property is currently available, but may not be for very long. This property is the former Linda Lou's Diner/Red Bear Day Care located at 123 East 2nd Street. The property is currently owned by Washington State Bank. Steve Donnolly has already had one potential buyer come in to inquire about the zoning, and I believe we need to act very fast to secure the property. If we are able to acquire the property, I would recommend demolishing the building, and the site could then be used as a construction staging area during the Former Library renovation. It will make a great location for a parking lot for the renovated facility.

Additionally, I believe we need to immediately move forward on land acquisition in the area south of the existing Municipal Building. I believe we need two properties to make a basic facility expansion plan work. These properties are 216 and 220 East Jefferson Street. Interestingly enough, the owner of 216 East Jefferson approached me a couple of months back to see if the City would be interested in buying her property. We have been in touch ever since, and I believe she is awaiting our decision, but I believe this is also a limited time opportunity. I have attached a sketch done to scale of the future facility expansion and the existing properties for your information.

In short, I would like the Council's authorization to immediately begin negotiating the purchase of the three properties I have listed.

City Proposed Property Acquisition
April 2015



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



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

Memorandum

June 19, 2015

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

From: Brent Hinson
City Administrator

A handwritten signature in blue ink, appearing to be "B. Hinson", is placed to the right of the typed name and title.

Re: Process for Renovation of Former Library

At our April workshop, the Council reviewed and indicated its support for a schedule for the renovation of the Former Library as the new City Hall. This schedule called for a June-July 2015 time period for determining how best to plan and organize the project. Since that time period has arrived, I'm asking the Council to consider its thoughts for how best to proceed. I have identified some thoughts below.

I have found from experience that the best way to plan complex vertical infrastructure projects (such as a new City Hall) is to establish a project committee to guide the process. All formal decisions still come back to the Council, of course, but the project committee can "dig in" to the details much more than the Council can on its own. The committee can also meet as needed rather than being tied to the structure of two meetings per month. Finally, establishing a committee can bring in additional people with expertise and enthusiasm to help make the project the best it can be.

If the Council is interested in establishing a project committee, it certainly should include elected officials, but I would encourage you to additionally consider people such as commercial neighbors to the project, people with construction expertise, etc. We probably shouldn't talk specific names at the workshop (I usually find it best to consult with people in advance before volunteering them publicly for something), but after our discussion, any specific people you would have to recommend should be passed on to Sandra or me for follow up.

I'm very excited that we are moving forward on this project, and look forward to working together to make it a resounding success for the community.

RESOLUTION NO. _____

**A RESOLUTION CREATING A CITY HALL RENOVATION
COMMITTEE AND CONFIRMING APPOINTMENTS**

WHEREAS, the City Council wishes to move forward with formal planning and design for renovations to the former library building, with the end result of utilizing the building for City Hall; and

WHEREAS, the Council wishes to engage a committee to assist in this process:

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

Section 1. The City Council approves the creation of a City Hall Renovation Committee to guide the process of building renovation in general accordance with the attached schedule.

Section 2. The City Council accepts the recommended appointments of Jaron Rosien (Chairperson), Bob Shepherd, Virginia McCurdy, Connie Larsen, Dale Torpey, and Jim Zieglowsky to the Committee.

PASSED AND APPROVED this 7th day of July, 2015.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk