



AGENDA OF THE REGULAR SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IOWA
TO BE HELD IN THE COUNCIL CHAMBERS
AT 120 E. MAIN STREET
AT 6:00 P.M., TUESDAY, MARCH 17, 2015

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Regular Session to be held at 6:00 P.M., Tuesday, March 17, 2015 to be approved as proposed or amended.

Consent:

1. Council Minutes 03-03-2015
2. Council Minutes 03-10-2015
3. Gronewold, Bell, Kyhnn & Co. P.C., Audit Professional Services, \$2,994
4. Fox Engineering, Reverse Osmosis Pilot Study, \$643.32
5. Fox Engineering, Ground Storage Reservoir, \$658.00
6. Fox Engineering, Elevated Water Storage Tank, \$16,250.00
7. Snyder & Assoc., Rehabilitate Runway Construction Services, \$3,595.36
8. Wal-Mart Supercenter #1475, 2485 Hwy 92, Class E Liquor (LE); Class C Beer Permit (carryout beer); Class B Wine Permit; Sunday Sales. **(renewal)**
9. JP's 207, 207 W. Main Street, Class C Liquor License (LC) (Commercial), Sunday Sales, **(renewal)**
10. Department Reports

Claims and Financial Reports:

Claims as Presented.

Financial Reports.

SPECIAL PRESENTATION

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

UNFINISHED BUSINESS

NEW BUSINESS

Discussion and Consideration of Purchase of Cemetery Gator.

Discussion and Consideration of Rock Crushing Quote – Trickling Filter Rock.

CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS

Discussion and Consideration of Resolution Endorsing Park Board Application to Washington County Riverboat Foundation for Grant – Ball Field Improvements.

Discussion and Consideration of Resolution Endorsing Application for Grant Funds – Fire Truck.

Discussion and Consideration of Resolution Endorsing Application for Grant Funds –Highway 92 Sidewalk to Wal-Mart.

Discussion and Consideration of Resolution Approving ADA Transition Plan.

Discussion and Consideration of Resolution Approving Council Rules of Procedure.

Discussion and Consideration of Resolution Authorizing Assessment to Taxes.

Discussion and Consideration of Third Reading of Ordinance Amending Chapter 165 – Residential Zoning Code Changes. **(Tabled 03-10-2015)**

DEPARTMENTAL REPORT

Police Department
City Administrator
City Attorney

MAYOR & COUNCILPERSONS

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

ADJOURNMENT

Illa Earnest, City Clerk

Council Minutes 03-03-2015

The Council of the City of Washington, Iowa, met in the council chambers, 120 E. Main Street, at 6:00 P.M., Tuesday, March 3, 2015. Mayor Johnson in the chair. On roll call present: Kendall, Rosien, Salazar, Shellmyer, Shepherd (by phone), Zieglowsky. Absent: none.

Motion by Rosien, seconded by Kendall, that the agenda for the Regular Session to be held at 6:00 P.M., Tuesday, March 3, 2015 be approved as amended. The report from the Park Board was added to Special Presentations. Motion carried.

Consent:

1. Council Minutes 02-17-2015
2. Fox Engineering, WWTP Project, \$65.50
3. Fox Engineering, Reverse Osmosis Pilot Study, \$1,715.52
4. Fox Engineering, Elevated Water Storage Tank, \$26,930.00
5. Fox Engineering, Ground Storage Reservoir, \$982.00
6. Fox Engineering, Lexington Blvd. Wastewater Pumping Station Improvements, \$1,970.00
7. V&K, Engineering Services for Reserves Site Plan, \$666.00
8. V & K, Engineering Services for Wayland Road Water Main Examination, \$1,071.65
9. V & K, Engineering Services for S. Ave B Water Main - Design Services, \$5,350.00
10. V & K, Engineering Services for S. Ave. B Water Main – General Services, \$1,000.00
11. V & K, Engineering Services for W. Tyler Street Reconstruction – General Services, \$4,750.00
12. V & K, Engineering Services for Sanitary System Rehabilitation – Phase I – General Services, \$1,419.45
13. V & K, Engineering Services for S. 12th Avenue Reconstruction – General Services, \$2,986.80
14. V & K, Engineering Services for N. 6th Avenue Reconstruction – Design, \$82.40
15. V & K, Engineering Services for Industrial Park RISE Improvements – Design Services, \$19,658.73
16. V & K, Engineering Services for Sitler Drive Widening, \$3,970.00
17. V & K, Engineering Services for Flow Metering – Phase I, \$1,344.60
18. Ray & Associates, 2014-2015 Year Negotiations Contracts, \$6,000.00
19. Kevin D. Olson, Professional Services, \$1,362.84
20. Department Reports

Councilor Kendall requested item #15 be pulled from the consent agenda. Councilor Shellmyer requested that item #18 be pulled from the consent agenda.

Motion by Rosien, seconded by Salazar, to approve items 1-14, 16-17, and 19-20. Motion carried.

After discussion, motion by Rosien, seconded by Shepherd, to approve item #15. Motion carried.

Motion by Shellmyer, seconded by Rosien, to place item #18 on the March 10 agenda for consideration. Motion carried.

Motion by Rosien, seconded by Kendall, that the claims except those for Hy-Vee be approved for payment. Motion carried.

Motion by Kendall, seconded by Rosien, that the claims for Hy-Vee be approved for payment. Motion

carried. Zieglowsky abstained with conflict.

Isabella Santoro, L.E.T.'s Center Board Member and Fundraising Committee Chairperson, came before the council to request permission to display artwork (painted and decorated fiberglass cylinders) on the sidewalks around the Square from Monday, July 27 to Saturday, August 1 as part of the Chamber's annual "Gallery Walk" and then auction the pieces on the Bandstand as a fund raiser for L.E.T.'s Center.

Motion Shellmyer, seconded by Rosien, to approve the L.E.T.'s Center request. Motion carried.

Tim Widmer, Park Superintendent, came before council to update council regarding the Park Board's plans for the Central Park Centennial Fountain. The first phase of the project would be to computerize the controls and modernize the piping. Future improvements may be LED lighting and wireless sound effect. Grants and donations will be sought to pay for the upgrades.

Motion by Shepherd, seconded by Rosien, to support the Park Board in their endeavor to update the fountain. Motion carried. Kendall abstained with conflict.

Merle Hagie, Code Enforcement Officer, gave council a nuisance abatement update.

Bids received for the replacement UV bulbs for the UV modules at the Wastewater Plant:

USA BlueBook	\$5,310 + shipping
UV Doctor	\$6,300 +shipping
Ozonia	\$10,287 +shipping

Motion by Rosien, seconded by Kendall, to approve UV Bulb Purchase for the Wastewater Plant from USA BlueBook in the amount of \$5,310. Motion carried.

Motion by Shellmyer, seconded by Salazar, to approve the quote of \$8,000 from Washington County for High-Resolution Aerial Photography. Motion carried.

Motion by Rosien, seconded by Shepherd, to approve the farm ground lease agreement with Washington FFA Lab. Motion carried.

Mayor Johnson announced that now is the time for the public hearing on Authorizing the Issuance of \$375,000 General Obligation Bond-Streets/Fire Truck.

No written or oral objections were received.

Motion by Kendall, seconded by Salazar, to close the public hearing. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried.

Motion by Rosien, seconded by Kendall, to approve the Resolution Authorizing Issuance of \$375,000 General Obligation Bond-Streets/Fire Truck. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2015-010)**

Motion by Shellmyer, seconded by Kendall, to approve the Resolution Ratifying a Revised Notice of Budget Hearing. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2015-011)**

Bids received for the M/C Materials Storage Building:

Eastern Iowa Buildings	\$60,075
W-3 Construction	\$61,468
Eicher Design Build	\$67,032
Greiner Buildings	\$75,600

Motion by Shellmyer, seconded by Rosien, to approve the Resolution Approving the Construction Contract with Eastern Iowa Buildings in the amount of \$60,075 for the M/C Materials Storage Building. Roll call on motion: Ayes: Shellmyer, Shepherd, Zieglowsky. Nays: Rosien. Kendall and Salazar abstained with conflict. Motion carried. **(Resolution No. 2015-012)**

Motion by Shepherd, seconded by Shellmyer, to approve the Resolution Accepting the 2013 S. Ave. B Water Main Project as Completed. Roll call on motion: Ayes: Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Kendall abstained with conflict. Motion carried. **(Resolution No. 2015-013)**

Motion by Rosien, seconded by Kendall, to approve the second reading of an Ordinance Amending Chapter 165 – Residential Zoning Code Changes. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried.

Motion by Kendall, seconded by Rosien, to approve the third reading and adopt the Ordinance Amending the Code of the City of Washington, Iowa, Chapter 65 “Stop or Yield Required” by Replacing Stop Sign with Yield Sign Ridgeview Court at Timber Ridge Drive. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Ordinance No. 1032)**

Motion by Kendall, seconded by Shepherd, that the Regular Session held at 6:00 P.M., Tuesday, March 3, 2015 be adjourned. Motion carried.

Illa Earnest, City Clerk

Sandra Johnson, Mayor

Council Minutes 03-10-2015

The Council of the City of Washington, Iowa, met in Special Session in the council chambers, 120 E. Main Street, at 6:00 P.M., Tuesday, March 10, 2015. Mayor Johnson in the Chair. On roll call present: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Absent: none.

Motion by Shellmyer, seconded by Shepherd, that the agenda for the Special Session to be held at 6:00 P.M., Tuesday, March 10, 2015 be approved as proposed. Motion carried unanimously.

Consent:

1. Ray & Associates, 2014-2015 Year Negotiations Contracts, \$6,000.00
2. Hy-Vee Food Store, 528 Hwy 1 S., Class C Beer Permit, (BC); Class B Wine Permit; Sunday Sales, (**new**)

Motion by Rosien to remove item 2 from the consent agenda.

Motion by Shepherd, seconded by Kendall, to approve item 1. Motion carried.

Motion by Rosien, seconded by Kendall, to approve item 2. Motion carried. Zieglowsky abstained with conflict.

Nancy Jean Smith, a former Washington resident now living in Iowa City, came before council to ask that the Central Park Fountain be restored to its previous glory as it was before it suffered vandalism in the 1960s. She is looking for old video tapes that would show how the fountain looked in its early days. She will attend the park board meeting and visit with the board about the fountain.

Matt Greiner, President of Greiner Buildings, came before council to talk about the building on W. Jefferson Street, the proposed residential zoning code changes and building types that could go on City lots.

Motion by Kendall, seconded by Shepherd, to approve the Resolution Approving the 28E Fire Protection Agreement-Township Coverage. Motion carried. **(2015-014)**

Mayor Johnson announced that now is the time for the public hearing on the FY16 Budget.

No written or oral objections were received.

Motion by Kendall, seconded by Salazar, to close the public hearing. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried.

Motion by Rosien, seconded by Salazar, to approve the Resolution Adopting the FY16 Budget. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried. **(Resolution No. 2015-015)**

Mayor Johnson announced that now is the time for the third reading of an Ordinance Amending Chapter 165- Residential Code Changes.

Motion by Kendall, seconded by Salazar, to approve the third reading and adopt the ordinance. Discussion followed. Roll call on motion: Ayes: Kendall, Salazar. Nays: Shellmyer, Shepherd, Zieglowsky. Rosien abstained. Motion failed.

After further discussion, motion by Shepherd, seconded by Rosien, to reconsider the question. Roll call on motion: Ayes: Kendall, Rosien, Salazar, Shellmyer, Shepherd, Zieglowsky. Nays: none. Motion carried.

Motion by Rosien, seconded by Shepherd, to table the discussion and consideration of third reading of an Ordinance Amending Chapter 165- Residential Zoning Code Changes. Roll call on motion: Ayes: Kendall,

Rosien, Salazar, Shellmyer, Shepherd, Ziegłowsky. Nays: none. Motion carried.

One of goals set forth in the council's goal setting work was written council rules of procedure. City Administrator Brent Hinson had researched other cities council rules of procedure and wrote a draft copy for council study. After discussion on the document, staff was instructed to bring a marked copy back to council for action.

The council discussed the nine concepts local artist Pedro Lujano had created as a possible paint scheme for the new water tower. After council discussion, the City Administrator will work up three or four of schemes and they will be put out for citizen input on them.

Motion by Kendall, seconded by Shellmyer, that the Special Session held at 6:00 P.M., Tuesday, March 10, 2015 be adjourned. Motion carried unanimously.

Illa Earnest, City Clerk

Sandra Johnson, Mayor

Gronewold, Bell, Kyhnn & Co. P.C.

1910 E. 7th Street
P.O. Box 369
Atlantic, IA 50022
712-243-1800

CITY OF WASHINGTON
215 EAST WASHINGTON ST.
WASHINGTON, IA 52353

Invoice No. 21248
Date 02/28/2015
Client No. 03793

Audit of financial statements for the year ended June 30, 2014.		\$ 12,250.00
Compliance testing in accordance with the Single Audit Act and OMB Circular A-133.		2,225.00
Assist with the preparation of MD&A.		<u>380.00</u>
	Total For Services	14,855.00
Lodging	\$ 376.23	
Postage, copies and supplies	78.41	
Meals	278.37	
Mileage	<u>406.91</u>	
	Total For Expenses	<u>1,139.92</u>
	Total	15,994.92
	Progress Applied	<u>(13,000.00)</u>
	Current Amount Due	<u>\$ 2,994.92</u>

Interest at 18% per annum will be charged on any balance not paid within 30 days of receipt of invoice.



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

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


Invoice number 37926
Date 02/28/2015

Project **342414B Reverse Osmosis Pilot Study**

Professional Services for the Period of 02/01/2015 to 02/28/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Study & Report	21,444.00	15.00	2,573.28	3,216.60	643.32
Total	21,444.00	15.00	2,573.28	3,216.60	643.32

Invoice total **\$643.32**

Approved by: 

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



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

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

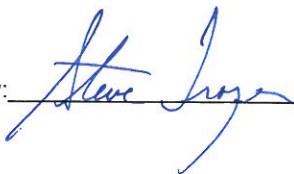
Invoice number 37924
 Date 02/28/2015

Project **342413A Washington Ground Storage Reservoir**

Professional Services for the Period of 02/01/2015 to 02/28/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Design	63,700.00	100.00	63,700.00	63,700.00	0.00
Bidding	9,800.00	100.00	9,800.00	9,800.00	0.00
Construction Administration	39,600.00	98.00	38,808.00	38,808.00	0.00
Construction Staking	1,500.00	100.00	1,500.00	1,500.00	0.00
Total	114,600.00	99.31	113,808.00	113,808.00	0.00

		Billed Amount
RPR Services		
Professional Fees		658.00
	Phase subtotal	658.00
	Invoice total	\$658.00

Approved by:  _____

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



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

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

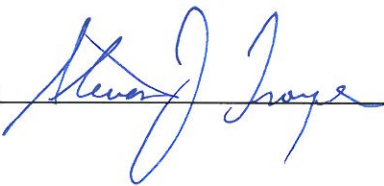
Invoice number 37925
 Date 02/28/2015

Project **342414A Washington Elevated Water Storage Tank**

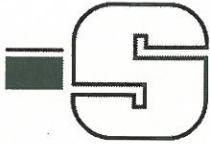
Professional Services for the Period of 02/01/2015 to 02/28/2015

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Preliminary Design	26,700.00	100.00	26,700.00	26,700.00	0.00
Final Design	32,500.00	100.00	16,250.00	32,500.00	16,250.00
Bidding & Negotiation	10,400.00	0.00	0.00	0.00	0.00
Construction Administration	46,300.00	0.00	0.00	0.00	0.00
Construction Staking	2,700.00	0.00	0.00	0.00	0.00
Total	118,600.00	49.92	42,950.00	59,200.00	16,250.00

Invoice total **\$16,250.00**

Approved by:  _____

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



ENGINEERS & PLANNERS SNYDER & ASSOCIATES, INC.

IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

INVOICE FOR PROFESSIONAL SERVICES

February 27, 2015

Washington Airport Commission
PO Box 516
Washington, IA 52353

Invoice No: 109.1021.01B - 15

Project 109.1021.01B Washington Municipal Airport Construction Services

Professional Services from January 1, 2015 to January 31, 2015

Direct Labor

	<u>Hours</u>	<u>Amount</u>	
Principal Engineer	3.00	224.19	
Technician VII	36.50	978.94	
Technician IV	1.50	31.76	
	<u>41.00</u>	<u>1,234.89</u>	
Total Direct Labor			1,234.89

Overhead

Overhead	152.83 % of 1,234.89	1,887.28	
Total Overhead		1,887.28	1,887.28

Fleet Mileage

140.00

Fixed Fee

	<u>Fixed Fee</u>	<u>% Compl</u>	<u>Earned</u>	<u>Previous Billing</u>	<u>Current Billing</u>	
Fixed Fee	16,659.78	86.00	14,327.41	13,994.22	333.19	
Total Fee	16,659.78		14,327.41	13,994.22	333.19	
Total Fee						333.19

Amount Due this Invoice \$3,595.36

	<u>Total</u>	<u>Prior</u>	<u>Current</u>
Billings to Date	170,568.17	166,972.81	3,595.36

310-6-6020-6762-102
 002-6-2080 Initials *SEA*
 EXP. January 13-31
 Vender # _____ Date Rec. 3-9-15
 Due Date _____ Inv # _____

Applicant License Application (LE0001529)

Name of Applicant:	<u>Wal-Mart Stores, Inc.</u>		
Name of Business (DBA):	<u>Wal-Mart Supercenter# 1475</u>		
Address of Premises:	<u>2485 HWY 92</u>		
City	<u>Washington</u>	County:	<u>Washington</u> Zip: <u>52353</u>
Business	<u>(319) 653-7213</u>		
Mailing	<u>702 SW 8th Street</u>		
City	<u>Bentonville</u>	State	<u>AR</u> Zip: <u>72716</u>

Contact Person

Name	<u>Tara stegall</u>		
Phone:	<u>(479) 204-2233</u>	Email	<u>Tara.Stegall@walmart.com</u>

Classification Class E Liquor License (LE)

Term: 12 months

Effective Date: 05/11/2015

Expiration Date: 05/10/2016

Privileges:

- Class B Wine Permit
- Class C Beer Permit (Carryout Beer)
- Class E Liquor License (LE)
- Sunday Sales

Status of Business

BusinessType:	<u>Publicly Traded Corporation</u>		
Corporate ID Number:	<u>51094</u>	Federal Employer ID	<u>71-0415188</u>

Ownership

Doug McMillon

First Name: Doug **Last Name:** McMillon
City: Bentonville **State:** Arizona **Zip:** 72712
Position: President & CEO
% of Ownership: 0.00% **U.S. Citizen:** Yes

Amy Thrasher

First Name: Amy **Last Name:** Thrasher
City: Bella Vista **State:** Arkansas **Zip:** 72714
Position: Assistant Secretary
% of Ownership: 0.00% **U.S. Citizen:** Yes

Phyllis Harris

First Name: Phyllis **Last Name:** Harris

City: Rogers **State:** Arkansas **Zip:** 72758
Position: SVP & Chief Compliance Officer
% of Ownership: 0.00% **U.S. Citizen:** **Yes**

Jeff Davis

First Name: Jeff **Last Name:** Davis
City: Rogers **State:** Arkansas **Zip:** 72758
Position: Treasurer
% of Ownership: 0.00% **U.S. Citizen:** **Yes**

Andrea Marie Lazenby

First Name: Andrea Marie **Last Name:** Lazenby
City: Lowell **State:** Arkansas **Zip:** 72745
Position: Assistant Secretary
% of Ownership: 0.00% **U.S. Citizen:** **Yes**

James Robert Renfrow

First Name: James Robert **Last Name:** Renfrow
City: Fayetteville **State:** Arkansas **Zip:** 72701
Position: Asst. Sec
% of Ownership: 0.00% **U.S. Citizen:** **Yes**

Insurance Company Information

Insurance Company: <u>Travelers Casualty & Surety Company of America</u>	
Policy Effective Date: <u>05/11/2015</u>	Policy Expiration <u>01/01/1900</u>
Bond Effective <u>2</u>	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective Date:	Temp Transfer Expiration Date:

Applicant License Application (LC0039133)

Name of Applicant:	<u>JARON PRICE, LLC</u>				
Name of Business (DBA):	<u>JP's 207</u>				
Address of Premises:	<u>207 W Main Street</u>				
City	<u>Washington</u>	County:	<u>Washington</u>	Zip:	<u>52353</u>
Business	<u>(319) 321-5365</u>				
Mailing	<u>207 W Main Street</u>				
City	<u>Washington</u>	State	<u>IA</u>	Zip:	<u>52353</u>

Contact Person

Name	<u>Jaron P Rosien</u>				
Phone:	<u>(319) 321-5365</u>	Email	<u>jaron.jps207@gmail.com</u>		

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 05/01/2014

Expiration Date: 04/30/2015

Privileges:

Class C Liquor License (LC) (Commercial)

Sunday Sales

Status of Business

BusinessType:	<u>Limited Liability Company</u>				
Corporate ID Number:	<u>432732</u>	Federal Employer ID	<u>45-4735729</u>		

Ownership

Jaron P Rosien

First Name: Jaron P

Last Name: Rosien

City: Washington

State: Iowa

Zip: 52353

Position: Manager

% of Ownership: 100.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company:	<u>Founders Insurance Company</u>				
Policy Effective Date:	<u>05/01/2014</u>	Policy Expiration	<u>05/01/2015</u>		
Bond Effective	Dram Cancel Date:				
Outdoor Service Effective	Outdoor Service Expiration				
Temp Transfer Effective	Temp Transfer Expiration Date:				

Maintenance and Construction Report

2/14/15-2/27/15

STREETS: M/C Personnel placed cold mix in areas with potholes. Staff completed the seal coat list determining which streets needed attention that will be done this early summer. Personnel plowed snow routes once and cleaned the business district with the 4 plus inches received.

WATER DISTRIBUTION: M/C Personnel had 14 water shut offs for nonpayment. Personnel repaired a 12 inch water main break in the 700 block of East 7th St, a 12"x20" repair sleeve was placed on the CIP which had a shear.

SEWER COLLECTION: M/C Personnel assisted with the brush/yard waste bag grinding at the WWTP, this was hauled out the same day by M/C staff. The fine grindings was placed on the current piles of compost at the site. Personnel flushed a few terminal manholes when the temps were adequate.

STORM SEWER COLLECTION: M/C Personnel pushed back a few corners and gutter lines for drainage purposes.

MECHANIC/SHOP: M/C Personnel serviced #301 (plow cutting edge, side lights on truck), #601 (head light, turn signals and plow), #303 (new ¾ ton Chevy-mount bracket and work lights, trailer plug and running board installed) and #502 (serviced).

OTHER: M/C Personnel responded to 12 One Call Locates. A few of the M/C staff attended a meeting on Blue Prints for CEU purposes. M/C received three and possibly a fourth bid on the materials storage building to be constructed this spring.

Please note that this report does not include every task M/C personnel performed, but shall be a highlight of our work performed as a department.

CITY OF WASHINGTON, IOWA

CLAIMS REPORT FOR MARCH 17, 2015

POLICE	AGRILAND FS, INC	FUEL	21.89	
	ALLIANT ENERGY	ALLIANT ENERGY	288.00	
	ARAMARK UNIFORM SERV INC.	SERVICE	187.30	
	ARNOLD MOTOR SUPPLY	SUPPLIES	394.88	
	CITY DIRECTORY, INC.	CITY DIRECTORY BOOKS	112.00	
	COBB PETROLEUM	FUEL	2197.19	
	CUSTOM IMPRESSIONS INC	SHIPPING	28.62	
	GALL'S INC.	SUPPLIES	94.21	
	JOHN DEERE FINANCIAL	SUPPLIES	21.99	
	MARCO, INC.	CONTRACT CHARGE AND SUPPLI	202.34	
	MEDIACOM	SERVICE	102.95	
	MERRIMAN	VEHICLE IMPOUND STICKER	219.60	
	MOORE'S BP AMOCO INC	CAR WASH	6.00	
	O'REILLY AUTOMOTIVE INC	PARTS	181.79	
	POLICE LEGAL SCIENCES	LEGAL UPDATE TRAINING	1320.00	
	QUILL	SUPPLIES	255.87	
	SITLER'S SUPPLIES INC.	BATTERIES	27.00	
	UP - TOWN AUTO WASH. LLC	REFILL CAR WASH	100.00	
	VERIZON	CELLULAR SERV AND PHONES	1830.70	
	VISA	CLOTHING, IPAD, BOOK, SOFTWARE	366.80	
	WAL-MART	SUPPLIES	179.10	
	WASH CO AUDITOR	MARCH COMMUNICATIONS	20276.83	
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	198.71	
		TOTAL	28613.77	
	FIRE	ACE-N-MORE	SUPPLIES	59.98
		ALLIANT ENERGY	ALLIANT ENERGY	576.00
CITY DIRECTORY, INC.		CITY DIRECTORY BOOKS	112.00	
COBB PETROLEUM		FUEL	81.30	
EMERGENCY SERVICES MARKETING CORP INC		SERVICE AGREEMENT	850.00	
FIRE SERVICE TRAINING BUREAU		TRAINING	635.00	
GLANDON'S WESTSIDE SERVICE		SUPPLIES	109.50	
VERIZON WIRELESS		CELLULAR SERV AND PHONES	61.66	
VISA		DOOR LOCK, FIRE SCHOOL	1037.53	
		TOTAL	3522.97	
DEVELOP SERV		ACE-N-MORE	SUPPLIES	12.99
		ARNOLD MOTOR SUPPLY	SUPPLIES	436.27
	BRUNS, DAVID	MILEAGE REIMBURSEMENT	57.07	
	CITY DIRECTORY, INC.	CITY DIRECTORY BOOKS	112.00	
	IOWA IAEI	CONFERENCE	250.00	
	VERIZON WIRELESS	CELLULAR SERV AND PHONES	253.96	
	VISA	TRAINING AND LODGING	267.70	
		TOTAL	1389.99	
LIBRARY	ACE-N-MORE	SUPPLIES	12.98	
	ALL AMERICAN PEST CONTROL	SERVICE	40.00	
	ALLIANT ENERGY	ALLIANT ENERGY	2721.21	
	BAKER & TAYLOR	LIBRARY MATERIALS	818.59	
	FAREWAY STORES	SUPPLIES	23.45	
	RECORDED BOOKS LLC	LIBRARY MATERIALS	161.05	

	SCHAEFER CLEANING	MARCH CLEANING	1125.00
	STAPLES ADVANTAGE	OFFICE SUPPLIES	116.28
	STATE LIBRARY OF IOWA	GLASPIE, WITTHOFT TRAINING	40.00
		TOTAL	5058.56
PARKS	ACE-N-MORE	SUPPLIES	27.98
	ALLIANT ENERGY	ALLIANT ENERGY	2225.07
	ARNOLD MOTOR SUPPLY	SUPPLIES	10.78
	COBB PETROLEUM	FUEL	61.04
	VERIZON WIRELESS	CELLULAR SERV AND PHONES	27.96
	WIDMER, TIM	PICTURES	9.44
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	56.89
		TOTAL	2419.16
CEMETERY	ACE-N-MORE	SUPPLIES	16.77
	ALLIANT ENERGY	ALLIANT ENERGY	479.98
	ARNOLD MOTOR SUPPLY	SUPPLIES	31.83
	ATCO INTERNATIONAL	SUPPLIES	158.00
	CITY DIRECTORY, INC.	CITY DIRECTORY BOOKS	112.00
	TWIN STATE & CHEMICAL CO	CHEMICALS	442.98
	WASH CO COMMUNICATIONS CT	ANNUAL FEE	120.00
	WASHINGTON EVENING JOURNAL	ADVERTISING	53.84
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	67.93
		TOTAL	1483.33
FINAN ADMIN	ALL AMERICAN PEST CONTROL	SERVICE	44.00
	ALLIANT ENERGY	ALLIANT ENERGY	1170.00
	CINTAS CORP LOC. 342	SERVICE	122.42
	CITY DIRECTORY, INC.	CITY DIRECTORY BOOKS	448.00
	EBERT SUPPLY CO.	SUPPLIES	139.90
	FAREWAY STORES	SUPPLIES	16.45
	GOOGLE INC	SERVICE	200.00
	MEDIACOM	SERVICE	102.95
	QUILL	SUPPLIES	63.29
	SITLER'S SUPPLIES INC.	ALARM BATTERY	50.00
	VERIZON WIRELESS	CELLULAR SERV AND PHONES	133.31
	WASH CO TREASURER	PROP TAX 2ND HALF	3899.00
	WASH COUNTY MINIBUS	LOST	14268.79
	WASHINGTON EVENING JOURNAL	ADVERTISING	546.10
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	729.33
		TOTAL	21933.54
AIRPORT	ALLIANT ENERGY	ALLIANT ENERGY	533.00
	BROOKHART ELECTRIC, INC	SERVICE	672.54
	EASTERN AVIATION FUELS INC	FUEL	23577.40
	KALONA FLYING SERVICE	SERVICE	183.00
	MIKE'S LAWN CARE	SNOW REMOVAL	81.00
	VERIZON WIRELESS	CELLULAR SERV AND PHONES	27.96
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	91.43
		TOTAL	25166.33
ROAD USE	ACE-N-MORE	SUPPLIES	134.52

ARNOLD MOTOR SUPPLY	SUPPLIES	254.45
COBB PETROLEUM	FUEL	958.95
GLADYS FERGUSON	LUMBER	50.40
GREINER DISCOUNT TIRES	SERVICE	35.00
HIWAY SERVICE CENTER	SUPPLIES	91.09
KIMBALL MIDWEST	SUPPLIES	18.69
MARTIN EQUIPMENT OF IA-IL	LAMP	38.37
O'REILLY AUTOMOTIVE INC	PARTS	54.44
RODNEY'S CONSTRUCTION	CRUSHING ASPHALT	1540.00
TIFCO INDUSTRIES	SAFETY SUPPLIES	434.05
UNITY POINT CLINIC-OCCUPATIONAL MEDICI	PROFESSIONAL SERVICE	74.00
WASH CO. TREASURER	ROAD SALT	2457.00
	TOTAL	6140.96

STREET LIGHTING	ALLIANT ENERGY	ALLIANT ENERGY	9853.61
		TOTAL	9853.61

PARKS	VISA	FOUNTAIN PARTS	91.78
		TOTAL	91.78

WATER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	10884.45
	CITY DIRECTORY, INC.	CITY DIRECTORY BOOKS	112.00
	FERGUSON WATERWORKS# 2516	SUPPLIES	655.25
	HACKETT, NANCY	WATER DEPOSIT REFUND	89.59
	HERNANDEZ, AMY	WATER DEPOSIT REFUND	55.31
	MISCELLANEOUS V CAMPBELL, ERROL	WATER DEPOSIT REFUND	3.10
	STATE HYGIENIC LAB	WATER TESTING	806.50
	VERIZON WIRELESS	CELLULAR SERV AND PHONES	51.66
	WENGER, JEFFREY	WATER DEPOSIT REFUND	61.05
	WIDMER, JARED	WATER DEPOSIT REFUND	141.19
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	27.92
		TOTAL	12888.02

WATER DIST	ACE-N-MORE	SUPPLIES	78.18
	ALLIANT ENERGY	ALLIANT ENERGY	38.29
	ARNOLD MOTOR SUPPLY	SUPPLIES	188.64
	COBB PETROLEUM	FUEL	651.70
	CONNEY SAFETY PRODUCTS	SUPPLIES	356.04
	GREINER DISCOUNT TIRES	SERVICE	108.90
	HIWAY SERVICE CENTER	SUPPLIES	5.57
	IOWA ONE CALL	SERVICE	19.20
	IOWA SECTION AWWA	WATER DIST & TREAT CONFERENCE	135.00
	O'REILLY AUTOMOTIVE INC	PARTS	59.98
	UTILITY EQUIPMENT CO	REPAIR CLAMPS	624.24
	VERIZON WIRELESS	CELLULAR SERV AND PHONES	128.31
	WINDSTREAM IOWA COMMUNICATIONS	SERVICE	50.52
	ZEE MEDICAL INC.	SAFETY SUPPLIES	71.80
		TOTAL	2516.37

SEWER PLANT	ALLIANT ENERGY	ALLIANT ENERGY	308.40
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ARMSTRONG HTG INC.	SERVICE	24.15
ARNOLD MOTOR SUPPLY	SUPPLIES	167.76
COBB PETROLEUM	FUEL	116.18
HIWAY SERVICE CENTER	SUPPLIES	28.74
O'REILLY AUTOMOTIVE INC	PARTS	8.98
VERIZON WIRELESS	CELLULAR SERV AND PHONES	150.94
VISA	TOOLS, CONF, SUPPLIES	632.73
WINDSTREAM IOWA COMMUNICATIONS	SERVICE	167.02
ZEE MEDICAL INC.	SAFETY SUPPLIES	39.00
	TOTAL	1643.90

SEWER COLLECT

ACE-N-MORE	SUPPLIES	705.11
ALLIANT ENERGY	ALLIANT ENERGY	1715.26
ARNOLD MOTOR SUPPLY	SUPPLIES	497.55
BUSINESS RADIO SALES INC	SUPPLIES	49.44
CITY DIRECTORY, INC.	CITY DIRECTORY BOOKS	112.00
COBB PETROLEUM	FUEL	1148.23
DE BOEF GRINDING	SERVICE	2950.00
HIWAY SERVICE CENTER	SUPPLIES	6.68
JOHN DEERE FINANCIAL	SUPPLIES	384.20
MIDWEST WHEEL	MIDWEST WHEEL	428.78
MOSE LEVY CO INC	SUPPLIES	7.08
PIONEER RESEARCH CORP	SEWER CLEANER	1038.55
SEWER EQUIPMENT	3 WAY VALVES	238.68
VERIZON WIRELESS	CELLULAR SERV AND PHONES	87.54
WINDSTREAM IOWA COMMUNICATIONS	WINDSTREAM IOWA COMMUNICAT	50.52
	TOTAL	9419.62

ANIMAL CONTROL

WASH CO HOSPITAL	RABIES VACCINATION D TUSING	2470.50
	TOTAL	2470.50

SANITATION

RECYCLING SERVICES AGENCY	MARCH RECYCLING	816.67
	TOTAL	816.67

TOTAL **135429.08**

CITY OF WASHINGTON
MONTH-TO-DATE TREASURERS REPORT
FEBRUARY 28, 2015

FUND	2/1/2015					42,063.00
	BEGINNING CASH BALANCE	M-T-D REVENUES	REVENUES NOT YET RECEIVED	M-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	ENDING CASH BALANCE
001-GENERAL FUND	780,811.57	86,341.57	-	225,300.26	(98.29)	641,754.59
002-AIRPORT FUND	187,699.36	12,664.95	-	26,111.09	-	174,253.22
011-MAIN STREET REIMBURSMENT	(638.52)	3,832.77	-	3,890.64	(0.03)	(696.42)
012-WEDG REIMBURSEMENT	(1,748.11)	6,491.09	-	5,887.96	(37.98)	(1,182.96)
110-ROAD USE	625,864.25	65,183.69	-	49,995.42	3.44	641,055.96
112-EMPLOYEE BENEFITS	-	2,427.22	-	2,427.22	-	-
114-EMERGENCY LEVY	-	214.79	-	214.79	-	-
121-LOCAL OPTION SALES TAX	-	63,471.65	-	63,471.65	-	-
132-URBAN RENEWAL AREA #5	15,099.19	-	-	-	-	15,099.19
133-URBAN RENEWAL AREA #6	164.79	-	-	-	-	164.79
134-URBAN RENEWAL AREA #7	183.93	-	-	-	-	183.93
145-HOUSING REHABILITATION	(50.00)	2,699.00	-	2,599.00	-	50.00
146-LMI TIF SET-ASIDE	38,115.88	-	-	-	-	38,115.88
200-DEBT SERVICE	374,471.09	3,107.65	-	-	-	377,578.74
300-CAPITAL EQUIPMENT	205,633.35	-	-	-	-	205,633.35
301-CAPITAL PROJECTS FUND	502,089.59	10.28	-	67,645.98	-	434,453.89
305-RIVERBOAT FOUND CAP PROJ	112,925.03	-	-	-	-	112,925.03
308-INDUSTRIAL DEVELOPMENT	535,246.54	3,003.09	-	-	-	538,249.63
309-MUNICIPAL BUILDING	98,558.60	19,739.25	-	-	-	118,297.85
510-MUNICIPAL BAND	50.00	-	-	-	-	50.00
520-DOG PARK	6,241.53	-	-	-	-	6,241.53
530-TREE COMMITTEE	5,920.50	3,580.35	-	133.43	-	9,367.42
540-POLICE FORFEITURE	(150.00)	-	-	-	-	(150.00)
550-PARK GIFT	169,479.65	4,210.96	-	6,640.00	-	167,050.61
570-LIBRARY GIFT	34,509.25	1,047.00	-	521.64	-	35,034.61
580-CEMETERY GIFT	40,150.00	-	-	-	-	40,150.00
590-CABLE COMMISSION	16,301.43	-	-	-	-	16,301.43
600-WATER UTILITY	1,203,413.92	131,055.84	-	65,423.32	(8.53)	1,269,037.91
601-WATER DEPOSIT FUND	18,760.00	1,950.00	-	1,650.00	-	19,060.00
603-WATER CAPITAL PROJECTS	-	56,076.60	-	56,076.60	-	-
610-SANITARY SEWER	1,849,707.19	173,934.55	-	88,069.67	(94.45)	1,935,477.62
613-SEWER CAPITAL PROJECTS	60,639.35	-	-	1,807.50	-	58,831.85
670-SANITATION	148,712.65	30,820.15	-	38,211.83	-	141,320.97
910-LIBRARY TRUST	218,402.95	15.59	-	-	-	218,418.54
950-SELF INSURANCE	90,053.16	218.45	-	318.56	-	89,953.05
951-UNEMPLOYMENT SELF INS	1,204.91	24.27	-	1,766.00	-	(536.82)
TOTAL BALANCE	7,337,823.03	672,120.76	-	708,162.56	235.84	7,301,545.39

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	1,119,129.24 (1)	0.01%
Cash in Drawer	350.00	N/A
Wash St Bank - MM	256,649.37	0.01%
Investment in IPAIT	1,484,413.00	0.01%
Wash St Bank - Library Acct	167,484.51	0.01%
Wash St - Farm Mgmt Acct	23,519.27	
Federation Bank - CD - 10/02/13-renewed	500,000.00	0.51%
Wash St Bank - CD - 1/9/14 - renewed	500,000.00	0.65%
Wash St Bank - CD - 3/14/2014	500,000.00	0.47%
Federation Bank - CD - 3/14/2014	250,000.00	0.45%
IPAIT - CD - 5/19/2014	500,000.00	0.59%
Wash St Bank - CD - 6/20/2014	500,000.00	0.45%
Wash St Bank - CD - 8/8/2014	500,000.00	0.45%
Wash St Bank - CD - 12/10/2014	500,000.00	0.65%
Wash St Bank - CD - 12/13/2015	500,000.00	0.65%
TOTAL CASH IN BANK	7,301,545.39	

(1) Washington State Bank	1,175,523.34
Outstanding Deposits & Checks	(56,394.10)
TOTAL	1,119,129.24

CITY OF WASHINGTON
YEAR TO DATE TREASURERS REPORT
FEBRUARY 28, 2015

FUND	7/1/2014	Y-T-D	REVENUES NOT	Y-T-D	EXPENSES NOT	2/28/2015
	BEGINNING					REVENUES
	CASH BALANCE					BALANCE
001-GENERAL FUND	831,620.44	2,194,708.18	-	2,387,520.96	2,946.93	641,754.59
002-AIRPORT FUND	193,599.45	325,133.42	-	344,479.65	-	174,253.22
011-MAIN STREET REIMBURSEMENT	-	7,665.54	-	8,394.42	32.46	(696.42)
012-WEDG REIMBURSEMENT	-	12,982.18	-	14,174.32	9.18	(1,182.96)
110-ROAD USE	755,668.20	566,327.80	-	682,443.75	1,503.71	641,055.96
112-EMPLOYEE BENEFITS	-	357,805.59	-	357,805.59	-	-
114-EMERGENCY LEVY	-	30,474.26	-	30,474.26	-	-
121-LOCAL OPTION SALES TAX	-	532,530.98	-	532,530.98	-	-
125-URBAN RENEWAL AREA #1	-	10,668.11	-	10,668.11	-	-
129-URBAN RENEWAL AREA #3C	-	38,352.04	-	38,352.04	-	-
131-URBAN RENEWAL AREA #4	-	23,041.07	-	23,041.07	-	-
132-URBAN RENEWAL AREA #5	-	17,571.69	-	2,472.50	-	15,099.19
133-URBAN RENEWAL AREA #6	-	22,299.51	-	22,134.72	-	164.79
134-URBAN RENEWAL AREA #7	-	1,259.34	-	1,075.41	-	183.93
145-HOUSING REHABILITATION	-	2,699.00	-	2,649.00	-	50.00
146-LMI TIF SET-ASIDE	26,671.90	11,443.98	-	-	-	38,115.88
200-DEBT SERVICE	170.31	486,545.68	-	109,137.25	-	377,578.74
300-CAPITAL EQUIPMENT	253,628.85	1,890.40	-	49,885.90	-	205,633.35
301-CAPITAL PROJECTS FUND	1,648,473.03	1,728,795.12	-	2,942,814.26	-	434,453.89
305-RIVERBOAT FOUND CAP PROJ	308,670.99	224,254.04	-	420,000.00	-	112,925.03
308-INDUSTRIAL DEVELOPMENT	542,202.68	3,021.35	-	6,974.40	-	538,249.63
309-MUNICIPAL BUILDING	100,000.00	19,739.25	-	1,441.40	-	118,297.85
310-WELLNESS PARK	-	5,000.00	-	5,000.00	-	-
510-MUNICIPAL BAND	-	1,150.00	-	1,100.00	-	50.00
520-DOG PARK	5,893.18	637.40	-	289.05	-	6,241.53
530-TREE COMMITTEE	6,113.63	5,130.35	-	1,876.56	-	9,367.42
540-POLICE FORFEITURE	-	100.00	-	250.00	-	(150.00)
550-PARK GIFT	170,488.99	15,110.39	-	18,548.77	-	167,050.61
570-LIBRARY GIFT	35,060.27	6,326.15	-	6,351.81	-	35,034.61
580-CEMETERY GIFT	40,000.00	150.00	-	-	-	40,150.00
590-CABLE COMMISSION	16,418.04	-	-	116.61	-	16,301.43
600-WATER UTILITY	915,582.48	1,090,027.00	-	737,719.00	1,147.43	1,269,037.91
601-WATER DEPOSIT FUND	16,030.00	15,450.00	-	12,420.00	-	19,060.00
603-WATER CAPITAL PROJECTS	-	1,386,832.79	-	1,386,832.79	-	-
610-SANITARY SEWER	1,546,122.64	1,367,309.31	-	979,799.24	1,844.91	1,935,477.62
612-SEWER SINKING	-	276,381.86	-	276,381.86	-	-
613-SEWER CAPITAL PROJECTS	363,193.12	2,944.50	-	307,305.77	-	58,831.85
670-SANITATION	99,692.03	278,221.62	-	236,592.68	-	141,320.97
910-LIBRARY TRUST	218,312.16	106.38	-	-	-	218,418.54
950-SELF INSURANCE	83,348.94	27,271.64	-	20,667.53	-	89,953.05
951-UNEMPLOYMENT SELF INS	-	3,030.18	-	3,567.00	-	(536.82)
TOTAL BALANCE	8,176,961.33	11,100,388.10	-	11,983,288.66	(7,484.62)	7,301,545.39

Cash in Bank - Pooled Cash

		<u>Interest Rate</u>
Wash St. Bank - Operating Account	1,119,129.24 (1)	0.01%
Cash in Drawer	350.00	N/A
Wash St Bank - MM	256,649.37	0.01%
Investment in IPAIT	1,484,413.00	0.01%
Wash St Bank - Library Acct	167,484.51	0.01%
Wash St - Farm Mgmt Acct	23,519.27	
Federation Bank - CD - 10/02/13-renewed	500,000.00	0.51%
Wash St Bank - CD - 1/9/14 - renewed	500,000.00	0.65%
Wash St Bank - CD - 3/14/2014	500,000.00	0.47%
Federation Bank - CD - 3/14/2014	250,000.00	0.45%
IPAIT - CD - 5/19/2014	500,000.00	0.59%
Wash St Bank - CD - 6/20/2014	500,000.00	0.45%
Wash St Bank - CD - 8/8/2014	500,000.00	0.45%
Wash St Bank - CD - 12/10/2014	500,000.00	0.65%
Wash St Bank - CD - 12/13/2015	500,000.00	0.65%
TOTAL CASH IN BANK	7,301,545.39	

(1) Washington State Bank	1,175,523.34
Outstanding Deposits & Checks	(56,394.10)
	<u>1,119,129.24</u>

City of Washington

Elm Grove & Woodlawn Cemetery

Elm Grove & Woodlawn Cemetery would like to request City Council's consideration for purchase of a utility vehicle for use in the cemeteries. In the summer, we could use an additional pickup from time to time, but as we think of other uses, a smaller utility vehicle seems to fit our needs better. We would be able to use it for many things on a daily basis, such as cemetery cleanup, backfilling graves, spraying weeds, trimming weeds, hauling dirt, planting trees, cemetery maintenance, resetting monuments, planting and maintaining flowers, etc.

We have found a used 2007 John Deere XUV 620i at City Tractor in North Liberty for \$6495.00. We had them price installing a taillight and turn signal kit for \$495.90 for a total of \$6990.90. This Gator has 460 hours, 4wd with turf tires, power box dump, gas engine, roof, and metal guard behind seats to protect passengers from bed. We have located some similar models within 200 miles of Washington, but all were at least \$1,000 higher (please see attached spreadsheet for comparisons). I went to drive and inspect this Gator on 3/6/2015. I would recommend this Gator because of the low hours (previous owner was Army Corp. of Engineers at Coralville Reservoir), and it is cleaner than the others that I have looked at. It has the options that we would require with the exception of taillights, which I have priced as an option.

City Tractor (North Liberty, IA) - \$6495.00 + \$495.90 (taillight kit) = \$6990.90

If you have any questions, please feel free to contact me. I will be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Nicholas Duvall

Cemetery Sexton

Elm Grove & Woodlawn Cemetery

319-653-3927 Office

319-461-1490 Cell

nduvall@washingtونيowa.net

<u>Dealer</u>	<u>Location</u>	<u>Year</u>	<u>Model</u>	<u>Price</u>	<u>Hours</u>	<u>Stock #</u>	<u>Fuel</u>	<u>Power Dump</u>	<u>Taillights</u>
City Tractor	North Liberty, IA	2007	JD XUV 620i	\$ 6,495.00	456	24382C	Gas	Yes	No
City Tractor	North Liberty, IA	2008	JD XUV 620i	\$ 7,995.00	347	26031C	Gas	Yes	No
AHW, LLC.	Dwight, IL	2008	JD XUV 620i	\$ 7,900.00	317	212476	Gas	Yes	No
AHW, LLC.	Ashmore, IL	2008	JD XUV 620i	\$ 8,900.00	164	211503	Gas	Yes	Yes
Ag Power Ent.	Hollandale, MN	2008	JD XUV 620i	\$ 7,500.00	283	72239	Gas	Yes	No
Mid State Equip.	Prairie du Sac, Wi	2007	JD XUV 620i	\$ 7,900.00	549	109218	Gas	Yes	No
Phelps Imp.	Greene, IA	2006	JD HPX	\$ 8,500.00	538	44421	Gas	Yes	Yes
P & K Midwest	Sumner, IA	2009	JD XUV 620i	\$ 7,999.00	350	212547	Gas	Yes	Yes

Quote Summary

Prepared For:
 City Of Washington,ia
 IA
 Home: 319-4611490

Prepared By:
 Robert Kline
 City Tractor Co. Inc.
 645 Penn Ct.
 North Liberty, IA 52317
 Phone: 319-665-6500
 sales@citytractor.com

Quote Id: 11035833
Created On: 06 March 2015
Last Modified On: 06 March 2015
Expiration Date: 31 March 2015

Equipment Summary	Suggested List	Selling Price	Qty	Extended
2007 JOHN DEERE XUV 620i	\$ 6,990.90	\$ 6,990.90 X	1 =	\$ 6,990.90
Equipment Total				\$ 6,990.90

Quote Summary

Equipment Total	\$ 6,990.90
SubTotal	\$ 6,990.90
Total	\$ 6,990.90
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 6,990.90

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

Quote Id: 11035833

2007 JOHN DEERE XUV 620i				
Hours: 457				Suggested List
Stock Number:				\$ 6,990.90
				Selling Price
				\$ 6,990.90
Code	Description	Qty	Unit	Extended
620i	2007 XUV 620i Gator	1	\$ 6,495.00	\$ 6,495.00
Standard Options - Per Unit				
BM24589	LT KIT - BRK LT,TL LT,TRN SIG, FLASHERS	1	\$ 395.90	\$ 395.90
LABOR	INSTALL LT KIT	1	\$ 100.00	\$ 100.00
Standard Options Total				\$ 495.90
Suggested Price				\$ 6,990.90
Customer Discounts				
Customer Discounts Total			\$ 0.00	\$ 0.00
Total Selling Price				\$ 6,990.90

*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

March 13, 2015

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

From: Brent Hinson
City Administrator

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

Re: Trickling Filter Rock Crushing

When the trickling filter at the old wastewater plant was demolished, we were left with approximately 9,435 tons of 3-4" red granite. This has been piled at the old WWTP for the past couple of years. We would like to get good use out of this rock, and thought if we had it crushed down to 1", we would have a wide variety of uses, including road base, backfill, etc. It would probably mean buying far less gravel for a number of years, although we'd still need to buy some road stone from time to time for "topcoating" gravel roads.

JJ has made a number of contacts in an attempt to secure multiple quotes on crushing this rock. Washington County Secondary Roads has rock crushed from time to time, and we contacted all of the contractors they typically contact. Because we are dealing with granite, most have been reluctant to do this, because they are afraid the hardness of the rock would tear up their machinery. We have secured two quotes:

Chuck Shaull, Parnell, IA: \$7.50/Ton
CJ Moyna, Elkader, IA: \$10/Ton

We may have future use for the larger rock, and would only like to crush half of the pile for now. This would be 4,717 tons, and would cost \$35,377.50. This seems like a large dollar amount, but we would have immediate use of approximately 1,260 tons of it for the road base for the access road to the new water tower. Therefore, I'm recommending that we pay \$10,000 from the water tower project, and the remainder from the amount we saved versus budget (this savings was just under \$40,000) on the M/C materials storage building.

*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

March 13, 2015

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

From: Brent Hinson
City Administrator

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

Re: Riverboat Applications

The Council will also be considering a Riverboat Foundation application for Parks (ball fields), but I thought I'd provide you information on the two grant applications I've been involved with and are on the agenda. Riverboat applications are actually due April 1 (if you want them checked by Jim Logan), so we still have a couple of weeks to finalize them, but needed to get the resolutions in front of Council now.

Fire Truck: The Fire Department is applying for \$45,000 toward the new rural brush truck. The application is what I'd call a rough draft now. Chief Wide prepared the rough draft, and my comments are handwritten in.

Sidewalk to Walmart: I thought this would be a good one to apply for. Leland is working on a conceptual design and cost estimate to go with the application, but I think \$25,000 is an appropriate amount to apply for. In the budget, we had estimated the project to cost \$75,000 (with \$50,000 in Road Use Tax and \$25,000 in private contributions), but Leland thinks \$90,000 is probably closer to reality on cost. We'll know more when the cost estimate is completed.

RESOLUTION NO.

**A RESOLUTION ENDORSING AN APPLICATION FOR GRANT FUNDS
(Ball Field Improvements)**

WHEREAS, the Park Board wishes to improve the three ball fields in the City; and

WHEREAS, the ball fields need to be made more attractive and usable and some upgrades need to be made to the facilities with added fencing, sidewalks and bleachers; and

WHEREAS, the Council supports this objective and sees the value to the City in applying for grant funds to defray some of the costs of the project:

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

Section 1. The City Council endorses the submission of an application for grant funds from the Washington County Riverboat Foundation in the amount of \$31,650 for ball field improvements and the City Park Budget to provide \$8,000.00 as local match.

PASSED AND APPROVED this 17th day of March, 2015.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk



W . C . R . F
WASHINGTON COUNTY
RIVERBOAT FOUNDATION
GRANT APPLICATION

Page 1 of 5
~~October 2014~~
April 2015

Applicant Organization Information:

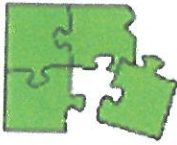
1. Applicant Organization: CITY OF WASHINGTON PARKS
2. Mailing Address: 215 E Washington St
3. City, State, Zip: Washington IA 52353
4. Federal Tax ID#: 426005318
5. Date (Year) Organized: 1839
6. Website: www.washingtoniowa.net
7. Tax Exempt Category: 501c(3), 501c(4), 501c(6), School District
(Check only one) City/County Gov't, Other:
8. Applicant has read and agrees with the current grant guidelines Yes No
(Grant App. Guidelines & Instructions are available online or from the WCRF Office)

Contact Information:

9. Primary Contact Name: TIM WIDMER
10. Title in Organization: City of Washington Parks
11. Daytime Phone: 319.461.0624 Evening Phone: 319.653.6241
12. E-mail address: twidmer@washingtoniowa.net
13. Alternate Contact Name: Brent Hinson
14. Alternate Phone: 319.653.6584 Alt. E-mail: bhinson@washingtoniowa.net

Project/Program Information:

15. Project Title: BALLFIELD IMPROVEMENTS
16. Project Address: 1100-1200 E Van Buren St
17. WCRF Funding Requested: \$31650
18. Matching Funds: \$ 8000
19. Total Cost (17+18): \$39650 (include itemized budget if over \$5,000)
20. Anticipated project start: Spring 2015
21. Anticipated date WCRF funds will be needed: Summer 2015



W · C · R · F

**WASHINGTON COUNTY
RIVERBOAT FOUNDATION**

Page 2 of 5
October 2014

22. Provide a brief description of the project you are seeking funds for **(10 lines or less)**. Please include an explanation of how this proposal will benefit residents of Washington County. You may attach additional pages to describe your project/program in more detail. Additional supporting material may also be submitted.

The City is attempting to make our three ball fields more attractive/usable. The newest field needs an outfield fence; the other two need chain-link fence updates, concrete sidewalks and new bleachers.

23. Please explain the impact of the WCRF funding in numbers (such as: number of participants or persons impacted, cost per participant, number of units, statistics from past projects, etc.).

We hope to involve more young athletes (and their parents) in baseball. This will include local youth and youth and parents from surrounding communities coming to play in tournaments. With three fields in close proximity, we have an excellent venue for tournaments. The visiting teams will have a positive impact on the local economy.

24. In the space below, explain how the project/program will address the Foundation's interest category. **(7 lines or less)** See WCRF Grant Application Guidelines & Instructions document.

This will fall under Human and Social Needs. We are attempting to provide venues for youth to reach their potentials in sports activities. If for enjoyment or competition, these community ball field improvements will better serve our youth.



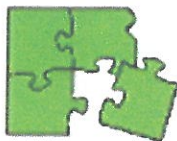
25. List name of matching funding sources and if contribution is projected (P) or confirmed (C). Private donations can generally be grouped together as one line item. Line "A" should show any cash contribution from the Applicant organization. **Do not include "in-kind" (non-cash) contributions in this table.** The "Total Matching Funds" should equal Line 18.

Source of Match Funds	Projected or Confirmed	Confirming letter attached ?	Amount
A. Park gift fund(community donations)	confirmed	x <input type="checkbox"/>	\$ 8000
B.	Projected	<input type="checkbox"/>	\$
C.	Projected	<input type="checkbox"/>	\$
D.	Projected	<input type="checkbox"/>	\$
E.	Projected	<input type="checkbox"/>	\$
F.	Projected	<input type="checkbox"/>	\$
Total Matching Funds:			\$ 8000

26. Complete the following budget form. List each work element for the project. To show the source of matching funds, reference the letter (A, B, C, etc.) from the table in Line 25. More than one source (letter) may be entered for a single work element. The Total Matching Fund should equal the amount entered in Line 18. The Total WCRF Funding Request should equal the amount entered in Line 17. **If the total project is over \$5,000, please attach a detailed itemization of the expected project expenses.**

Work Element	Matching Fund Source (letters)	Matching Fund \$ Amount	WCRF Funding Request	Total
1. chain link fencing		\$	\$ 11000	\$ 11000
2. concrete flatwork		\$	\$ 12000	\$ 12000
3. aluminum bleachers	A	\$ 8000	\$ 8000	\$ 16000
4. field conditioner		\$	\$ 650	\$ 650
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$
TOTAL		\$ 8000	\$ 31650	\$ 39650

NOTE: The WCRF does not normally fund personnel expenses, except for outside contracted services for specific projects. Personnel expenses include salaries and benefits for full- and part-time employees. Capital expenses include construction or remodeling costs. Equipment expenses include machinery, tools, vehicles, and appliances that are likely to remain in use for more than one year. Supplies refers to items which are consumable



W . C . R . F
WASHINGTON COUNTY
RIVERBOAT FOUNDATION

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October 2014

27. Explain the source of additional matching funds shown in Questions 25 and 26, and the amounts necessary to complete the project/program. Include cash contributions from all other sources besides the WCRF. If a capital campaign or pledge drive is in progress or planned and shown in Line 25, please provide details about how this effort will be executed. If Foundation funding will be used to leverage other funds that have not yet been committed, please include a detailed description of the process or plan to receive those funds. Explain the anticipated timeline on receiving the matching funds. If necessary, attach an additional sheet. **Letters or documentation of confirmed matching funds, on the letterhead of the funding source, must accompany this application.**

The City Parks Department has a gift fund which consists of donations from estates and memorials that will be used as matching funds.

28. Explain any "in kind" non-cash contributions, if any. Include donated time, labor, materials, etc. Note that these "in kind" contributions should not be included in the matching funds (Line 18) or in the Total Cost of the project (Line 19).

The City park staff will assist when needed. City rock will be used as fill material for sidewalk work and staff will landscape around concrete after completion.

29. Has your project been started? If yes what is the status?

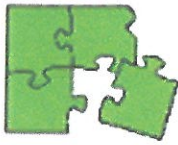
no

30. How will the project be affected if it receives less funding from the WCRF or from other anticipated funding sources? (For example, will the project be downsized, will the applicant organization increase its funding to make up the difference, would the project be canceled, would a plan to raise more private donations be implemented, etc.?)

The scope of the project will be reduced.

31. Explain how the Washington County Riverboat Foundation will be recognized by your organization for contributing to the project/program. **(6 lines or less)**

A sign will be displayed with credit to WCRF



32. I hereby affirm that this application has been approved by its governing body. All data in this application and supporting material are correct and true. If awarded funds by the WCRF, the Applicant will comply with WCRF guidelines and grant agreement.

Signed: _____ Date: _____
(Signed by Primary Contact from Line 9.)

To complete the application process,

1. E-mail the completed **MS Word digital version** of the application (without signatures) to wcrf@riverboatfoundation.org.
2. Submit one completed and signed original application, along with one copy of the following (do not attach to the 15 copies):
 - ✓ Resolution authorizing submission from governmental body (if applicable).
 - ✓ IRS Non-Profit Determination letter (for non-governmental organizations)
 - ✓ Iowa Secretary of State "Certificate of Standing"
 - ✓ Front page from most recent federal 990 income tax form.
3. Submit **15** complete copies of the application (including any supporting materials such as itemized budget details, project descriptions, maps, letters confirming matching funds, etc.)
4. Submit this application in its original form (no colored paper, plastic covers, folders, or coversheets) Do not reformat this application form. Do not fax the application. Please staple each application.

by **5:00pm on Wednesday, October 8, 2014** to:

Washington County Riverboat Foundation
205 West Main St.
Washington, IA 52353
wcrf@riverboatfoundation.org

** Please note that your application becomes a public document upon submission. **

RESOLUTION NO. _____

A RESOLUTION ENDORSING AN APPLICATION FOR GRANT FUNDS

WHEREAS, the City Council supports the purchase of a replacement brush fire truck to aid in rural response; and

WHEREAS, the City Council wishes to apply for funds from the Washington County Riverboat Foundation to assist in this project:

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

Section 1. The City Council endorses the submission of an application for grant funds to the Washington County Riverboat Foundation in the amount of \$45,000 for the 2015 Brush Fire Truck Purchase.

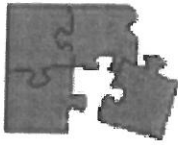
Section 2. The City Council states its commitment to funding the necessary local match needed to complete the project.

PASSED AND APPROVED this 17th day of March, 2015.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk



W.C.R.F.

WASHINGTON COUNTY
RIVERBOAT FOUNDATION

DRAFT

Page 1 of 5
April 2015

GRANT APPLICATION

Applicant Organization Information:

1. Applicant Organization: Washington Fire Department
2. Mailing Address: 215 East Washington
3. City, State, Zip: Washington, Iowa 52353
4. Federal Tax ID#: 42-6005318
5. Date (Year) Organized: early 1900's
6. Website: Washingtoniowa.net
7. Tax Exempt Category: 501c(3), 501c(4), 501c(6), School District
(Check only one) City/County Gov't, Other:
8. Applicant has read and agrees with the current grant guidelines: Yes No
(Grant App. Guidelines & Instructions are available online or from the WCRF Office)

Contact Information:

9. Primary Contact Name: Tom Wide
10. Title in Organization: Fire Chief
11. Daytime Phone: 319-653-2239 Evening Phone: 319-863-3332
12. E-mail address: firedept@washingtioniowa.net
13. Alternate Contact Name: Brent Hinson
14. Alternate Phone: 319-653-6584 Alt. E-mail: bhinson@washingtioniowa.net

Project/Program Information:

15. Project Title: Fire Truck Replacement
16. Project Address: 215 East Washington
17. WCRF Funding Requested: \$45,000.00
18. Matching Funds: \$100,000.00
19. Total Cost (17+18): \$145,000.00 (include itemized budget if over \$5,000)
20. Anticipated project start: July 1, 2015
21. Anticipated date WCRF funds will be needed: July 1, 2015



W.C.R.F

WASHINGTON COUNTY
RIVERBOAT FOUNDATION

22. Provide a brief description of the project you are seeking funds for **(10 lines or less)**. Please include an explanation of how this proposal will benefit residents of Washington County. You may attach additional pages to describe your project/program in more detail. Additional supporting material may also be submitted.

The Washington Volunteer Fire Department needs to replace our rural grass fire/wildland fire truck. The current truck is 27 year old and is in need of replacement as dependibility and repair parts are becoming unavailable. The Washington Fire Department provides service to the City of Washington and 129 square miles outside of city limits. The new truck will be used mainly for rural calls, and will be available to serve throughout the county through the mutual aid agreements. This new truck will continue to allow the department to serve citizens with modern equipment.

We recently renegotiated our township agreements, and this additional revenue will pay the debt service on a bond to be issued for this truck

23. Please explain the impact of the WCRF funding in numbers (such as: number of participants or persons impacted, cost per participant, number of units, statistics from past projects, etc.). **(10 lines or less)**

The impact of this new truck has the potential to help any person county wide with the ^{misfortune} ~~miss fortune~~ of having a fire. *We respond to about 40 rural and mutual aid calls per year, and it is essential that we have the proper equipment for each emergency.*

24. In the space below, explain how the project/program will address the Foundation's interest category. **(7 lines or less)** See WCRF Grant Application Guidelines & Instructions document.

The Washington Fire Department encompasses the largest service territory of all the departments serving Washington County and is frequently called on to assist the other departments. The proposed truck is one of the department's main rural trucks, as such, its replacement is critical to the department being able to serve unincorporated areas and other fire departments. The City of Washington is prepared to do its part in replacing the truck, but needs some financial assistance.

I'd include some of this above

We believe the proposed truck fits best in the Human and Social Needs category. Living in a safe community is one of the most essential human needs, and this vehicle will enhance the safety of the entire area.



W · C · R · F
WASHINGTON COUNTY
RIVERBOAT FOUNDATION

25. List name of matching funding sources and if contribution is projected (P) or confirmed (C). Private donations can generally be grouped together as one line item. Line "A" should show any cash contribution from the Applicant organization. **Do not include "in-kind" (non-cash) contributions in this table.** The "Total Matching Funds" should equal Line 18.

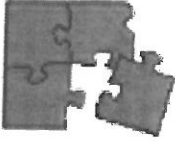
Source of Match Funds	Projected or Confirmed	Confirming letter attached?	Amount
A. (Applicant) City of Washington	<i>Confirmed</i> Projected	<input checked="" type="checkbox"/>	\$ 100,000
B.	Projected	<input type="checkbox"/>	\$
C.	Projected	<input type="checkbox"/>	\$
D.	Projected	<input type="checkbox"/>	\$
E.	Projected	<input type="checkbox"/>	\$
F.	Projected	<input type="checkbox"/>	\$
Total Matching Funds:			\$ 100,000

(I'll provide a letter)

26. Complete the following budget form. List each work element for the project. To show the source of matching funds, reference the letter (A, B, C, etc.) from the table in Line 25. More than one source (letter) may be entered for a single work element. The Total Matching Fund should equal the amount entered in Line 18. The Total WCRF Funding Request should equal the amount entered in Line 17. **If the total project is over \$5,000, please attach a detailed itemization of the expected project expenses.**

Work Element	Matching Fund Source (letters)	Matching Fund \$ Amount	WCRF Funding Request	Total
1. Grass/wildland fire truck	A	\$ 100,000	\$ 45,000	\$ 145,000
2.		\$	\$	\$
3.		\$	\$	\$
4.		\$	\$	\$
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$
TOTAL		\$ 100,000	\$ 45,000	\$ 145,000

NOTE: The WCRF does not normally fund personnel expenses, except for outside contracted services for specific projects. Personnel expenses include salaries and benefits for full- and part-time employees. Capital expenses include construction or remodeling costs. Equipment expenses include machinery, tools, vehicles, and appliances that are likely to remain in use for more than one year. Supplies refers to items which are consumable



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WASHINGTON COUNTY
RIVERBOAT FOUNDATION

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April 2015

27. Explain the source of additional matching funds shown in Questions 25 and 26, and the amounts necessary to complete the project/program. Include cash contributions from all other sources besides the WCRF. If a capital campaign or pledge drive is in progress or planned and shown in Line 25, please provide details about how this effort will be executed. If Foundation funding will be used to leverage other funds that have not yet been committed, please include a detailed description of the process or plan to receive those funds. Explain the anticipated timeline on receiving the matching funds. If necessary, attach an additional sheet. **Letters or documentation of confirmed matching funds, on the letterhead of the funding source, must accompany this application.**

- The City of Washington will contribute \$100,000 towards the purchase. *This will be a General Obligation bond, with the debt service paid by increased township contribution.*
28. Explain any "in kind" non-cash contributions, if any. Include donated time, labor, materials, etc. Note that these "in kind" contributions should not be included in the matching funds (Line 18) or in the Total Cost of the project (Line 19).

No

29. Has your project been started? If yes what is the status?

No

30. How will the project be affected if it receives less funding from the WCRF or from other anticipated funding sources? (For example, will the project be downsized, will the applicant organization increase its funding to make up the difference, would the project be canceled, would a plan to raise more private donations be implemented, etc.?)

- The project would not be canceled, might be move back some untill funding is reached, *or the loan term may need to be extended, resulting in higher interest costs.*
31. Explain how the Washington County Riverboat Foundation will be recognized by your organization for contributing to the project/program. **(6 lines or less)**

The Washington Volunteer Fire department offers to place lettering on the truck recognizing the foundation's support. It will also notify local media of the foundation's support at the time the truck is placed into service.



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WASHINGTON COUNTY
RIVERBOAT FOUNDATION

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April 2015

32. I hereby affirm that this application has been approved by its governing body. All data in this application and supporting material are correct and true. If awarded funds by the WCRF, the Applicant will comply with WCRF guidelines and grant agreement.

Signed: _____ Date: _____
(Signed by Primary Contact from Line 9.)

To complete the application process,

1. E-mail the completed **MS Word digital version** of the application (without signatures) to wcrf@riverboatfoundation.org.
2. Submit one completed and signed original application, along with one copy of the following (do not attach to the 15 copies) unless you are a school or governmental body:
 - ✓ Resolution authorizing submission from governmental body (if applicable).
 - ✓ IRS Non-Profit Determination letter (for non-governmental organizations)
 - ✓ Iowa Secretary of State "Certificate of Standing"
 - ✓ Front page from most recent federal 990 income tax form.
3. Submit **15** complete copies of the application (including any supporting materials such as itemized budget details, project descriptions, maps, letters confirming matching funds, etc.)
4. Submit this application in its original form (no colored paper, plastic covers, folders, or coversheets) Do not reformat this application form. Do not fax the application. Please staple each application.

by **5:00pm on Wednesday, April 8, 2015** to:

Washington County Riverboat Foundation
205 West Main St.
Washington, IA 52353
wcrf@riverboatfoundation.org

RESOLUTION NO. _____

A RESOLUTION ENDORSING AN APPLICATION FOR GRANT FUNDS

WHEREAS, the City Council sees the construction of a sidewalk along Highway 92 East as critical to public safety and convenience; and

WHEREAS, the City Council wishes to apply for funds from the Washington County Riverboat Foundation to assist in this project:

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

Section 1. The City Council endorses the submission of an application for grant funds to the Washington County Riverboat Foundation in the amount of \$25,000 for the Highway 92 East Sidewalk Extension Project.

Section 2. The City Council states its commitment to funding the necessary local match needed to complete the project from City funds and/or other private contributions.

PASSED AND APPROVED this 17th day of March, 2015.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk



GRANT APPLICATION

Applicant Organization Information:

1. Applicant Organization: City of Washington
2. Mailing Address: 215 East Washington Street
3. City, State, Zip: Washington, IA 52353
4. Federal Tax ID#: 42-6005318
5. Date (Year) Organized: 1864
6. Website: www.washingtoniowa.net
7. Tax Exempt Category: 501c(3), 501c(4), 501c(6), School District
(Check only one) City/County Gov't, Other:
8. Applicant has read and agrees with the current grant guidelines: Yes No
(Grant App. Guidelines & Instructions are available online or from the WCRF Office)

Contact Information:

9. Primary Contact Name: Brent Hinson
10. Title in Organization: City Administrator
11. Daytime Phone: 319-653-6584 Evening Phone: 641-373-2535
12. E-mail address: bhinson@washingtoniowa.net
13. Alternate Contact Name: Keith Henkel
14. Alternate Phone: 319-653-6584 Alt. E-mail: khenkel@washingtoniowa.net

Project/Program Information:

15. Project Title: Highway 92 East Sidewalk Extension
16. Project Address: East Washington Street, Washington
17. WCRF Funding Requested: \$25,000.00
18. Matching Funds: \$65,000.00
19. Total Cost (17+18): \$90,000.00 (include itemized budget if over \$5,000)
20. Anticipated project start: September 2015
21. Anticipated date WCRF funds will be needed: September 2015



22. Provide a brief description of the project you are seeking funds for **(10 lines or less)**. Please include an explanation of how this proposal will benefit residents of Washington County. You may attach additional pages to describe your project/program in more detail. Additional supporting material may also be submitted.

The City of Washington wishes to extend a sidewalk along Highway 92 East (East Washington Street) for the safety of all its residents. This stretch is the busiest street in Washington, with over 8300 cars per day, and is heavily travelled by foot, but no sidewalk exists for the last half-mile of the route. Destinations at the end of the route include Walmart, Pizza Ranch and Hills Bank. In future years, we expect an increase in traffic as additional construction occurs on fully developed commercial parcels in the area.

23. Please explain the impact of the WCRF funding in numbers (such as: number of participants or persons impacted, cost per participant, number of units, statistics from past projects, etc.). **(10 lines or less)**

No precise statistics exist for persons currently walking along the highway right-of-way to reach businesses along the route, but anecdotally this number is a significant amount. Walmart is the community's largest retailer, and currently those wishing to access it by foot or bicycle have to walk through snow and/or on uneven ground to reach it and other area businesses. The operative number we'd use is "1", which represents the idea that if even one person is spared injury or worse from an improvement to the current situation, it will have been worth it to install the sidewalk.

24. In the space below, explain how the project/program will address the Foundation's interest category. **(7 lines or less)** See WCRF Grant Application Guidelines & Instructions document.

We believe this project fits into the Community Development and Beautification category. Sidewalks are an important part of creating livable neighborhoods, and we believe this project will improve the safety of the public while enhancing one of the most important commercial corridors in our community.



25. List name of matching funding sources and if contribution is projected (P) or confirmed (C). Private donations can generally be grouped together as one line item. Line "A" should show any cash contribution from the Applicant organization. **Do not include "in-kind" (non-cash) contributions in this table.** The "Total Matching Funds" should equal Line 18.

Source of Match Funds	Projected or Confirmed	Confirming letter attached ?	Amount
A. (Applicant) City of Washington	Confirmed	<input checked="" type="checkbox"/>	\$ 50,000
B. Other Contributions	Projected	<input checked="" type="checkbox"/>	\$ 15,000
C.	Projected	<input type="checkbox"/>	\$
D.	Projected	<input type="checkbox"/>	\$
E.	Projected	<input type="checkbox"/>	\$
F.	Projected	<input type="checkbox"/>	\$
Total Matching Funds:			\$ 65,000

26. Complete the following budget form. List each work element for the project. To show the source of matching funds, reference the letter (A, B, C, etc.) from the table in Line 25. More than one source (letter) may be entered for a single work element. The Total Matching Fund should equal the amount entered in Line 18. The Total WCRF Funding Request should equal the amount entered in Line 17. **If the total project is over \$5,000, please attach a detailed itemization of the expected project expenses.**

Work Element	Matching Fund Source (letters)	Matching Fund \$ Amount	WCRF Funding Request	Total
1. Construction of Sidewalk	A,B	\$ 65,000	\$ 25,000	\$ 90,000
2.		\$	\$	\$
3.		\$	\$	\$
4.		\$	\$	\$
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$
TOTAL		\$ 65,000	\$ 25,000	\$ 90,000

NOTE: The WCRF does not normally fund personnel expenses, except for outside contracted services for specific projects. Personnel expenses include salaries and benefits for full- and part-time employees. Capital expenses include construction or remodeling costs. Equipment expenses include machinery, tools, vehicles, and appliances that are likely to remain in use for more than one year. Supplies refers to items which are consumable



27. Explain the source of additional matching funds shown in Questions 25 and 26, and the amounts necessary to complete the project/program. Include cash contributions from all other sources besides the WCRF. If a capital campaign or pledge drive is in progress or planned and shown in Line 25, please provide details about how this effort will be executed. If Foundation funding will be used to leverage other funds that have not yet been committed, please include a detailed description of the process or plan to receive those funds. Explain the anticipated timeline on receiving the matching funds. If necessary, attach an additional sheet. **Letters or documentation of confirmed matching funds, on the letterhead of the funding source, must accompany this application.**

The City has budgeted \$50,000 from Road Use Tax funds for the project in its Fiscal Year 2015-2016 budget. We plan to pursue voluntary donations from affected businesses and plan to apply to the Walmart Foundation for funding as well.

28. Explain any "in kind" non-cash contributions, if any. Include donated time, labor, materials, etc. Note that these "in kind" contributions should not be included in the matching funds (Line 18) or in the Total Cost of the project (Line 19).

N/A

29. Has your project been started? If yes what is the status?

No.

30. How will the project be affected if it receives less funding from the WCRF or from other anticipated funding sources? (For example, will the project be downsized, will the applicant organization increase its funding to make up the difference, would the project be canceled, would a plan to raise more private donations be implemented, etc.?)

We would either need to defer the project for another year, or alternatively, the City could pursue special assessments of property owners along the route rather than voluntary donations. Special assessments add a high degree of complexity due to the legal process that is required, so we hope to avoid using this process for the project.

31. Explain how the Washington County Riverboat Foundation will be recognized by your organization for contributing to the project/program. **(6 lines or less)**

We will put signs along the route thanking the WCRF for its donation, and publicize the donation in local media sources.



32. I hereby affirm that this application has been approved by its governing body. All data in this application and supporting material are correct and true. If awarded funds by the WCRF, the Applicant will comply with WCRF guidelines and grant agreement.

Signed: _____ Date: _____
(Signed by Primary Contact from Line 9.)

To complete the application process,

1. E-mail the completed **MS Word digital version** of the application (without signatures) to wcrf@riverboatfoundation.org.
2. Submit one completed and signed original application, along with one copy of the following (do not attach to the 15 copies) unless you are a school or governmental body:
 - ✓ Resolution authorizing submission from governmental body (if applicable).
 - ✓ IRS Non-Profit Determination letter (for non-governmental organizations)
 - ✓ Iowa Secretary of State "Certificate of Standing"
 - ✓ Front page from most recent federal 990 income tax form.
3. Submit **15** complete copies of the application (including any supporting materials such as itemized budget details, project descriptions, maps, letters confirming matching funds, etc.)
4. Submit this application in its original form (no colored paper, plastic covers, folders, or coversheets) Do not reformat this application form. Do not fax the application. Please staple each application.

by **5:00pm on Wednesday, April 8, 2015** to:

Washington County Riverboat Foundation
205 West Main St.
Washington, IA 52353
wcrf@riverboatfoundation.org

RESOLUTION NO. _____

**A RESOLUTION ADOPTING THE
CITY OF WASHINGTON ADA TRANSITION PLAN**

WHEREAS, cities are required to have a plan for identifying and addressing barriers to accessibility under the Americans with Disabilities Act; and

WHEREAS, City staff has drafted such a plan for City Council review; and

WHEREAS, comment on this plan has been sought from stakeholders as required by law:

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

Section 1. The City of Washington ADA Transition Plan is hereby adopted.

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

PASSED AND APPROVED this 17th day of March, 2015.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

*Development Services Department
215 East Washington Street
Washington, IA 52353
319-653-6584*



MEMO

To: Mayor Johnson and Council
From: Keith Henkel, City Engineering Technician
Date: 03/13/2015
Re: City ADA Transition Plan

Mayor Johnson,

As a part of the Americans with Disabilities Act (ADA) all cities with a support staff greater than 50 employees are required to have in place a transition plan outlining its compliance for ADA access in the public right-of-way. I have completed the plan for the City of Washington, and am requesting its approval thru a resolution of council. To summarize the plan states that when a project is completed the related cross walks and sidewalks will be brought up to compliance as a part of that construction project. Stand along compliance projects will be schedule each fiscal year in addition to the construction projects. The funding for the stand alone projects will come from a roll-over of the unused funding in the sidewalk replacement program. In looking thru past years I would estimate that this will provide approximately \$15,000 to \$20,000 per year for the program.

Thank You,

A handwritten signature in black ink, appearing to read "Keith Henkel".

Keith Henkel

CC: Brent Hinson



Washington City Hall
215 East Washington Street
Washington, IA 52353

Americans with Disabilities Act

Title II - Transition Plan

Adopted _____

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Chapter 1: Background

Americans with Disabilities Act (ADA) Legislation

ADA was signed into law Jan. 26, 1990, and became effective Jan. 26, 1992. ADA makes discriminating against people with disabilities unlawful.

ADA comprises several sections of the United States Code compiled into five subject areas referred to as titles:

- Employment (Title I),
- Public services (Title II),
- Public accommodations and services operated by private entities (Title III),
- Telecommunications (Title IV),
- Miscellaneous (Title V).

Title II is the area that the City of Washington (City) transition plan will focus on, as it specifically covers programs, services, or activities relating to areas of public transportation and updating existing infrastructure. Title II requires the City to develop a transition plan to bring facilities into compliance with ADA. This document presents the transition plan the City has developed for pedestrian facilities within the right of way. It does not discuss ADA compliance for buildings.

Title II of ADA

Title II places emphasis on the accessibility of infrastructure within the public right of way. In order to achieve accessibility and consistency, public agencies are required to modify their policies, practices, and procedures to avoid discrimination without altering the fundamental nature of services, programs, or activities. Facilities required to be ADA compliant include:

- Sidewalks,
- Crosswalks,
- Bus stops,
- Pedestrian signals,
- Trails and shared use paths
- Railroad crossings
- Pedestrian ramps, and
- Any other feature related to the safe movement of pedestrians.

Defining ADA Compliance

Features will be considered ADA compliant when they meet the criteria outlined in the documents listed below.

- Iowa Department of Transportation – Design Manual Section 12A
- Statewide Urban Design and Specifications – Design Manual Section 12A

Agencies Affected

All state and local governments with more than 50 public employees are required to prepare a self-evaluation of all roadways and pedestrian facilities within their jurisdiction and develop a transition plan for all noncompliant facilities.

ADA Transition Plan

The purpose of the transition plan is to identify the steps the City will take to achieve ADA compliance for pedestrian facilities. These steps are:

1. Identify physical obstacles limiting the accessibility of programs or activities to individuals with disabilities (see Chapter 2),

2. Describe in detail the methods that will be used to make facilities accessible (see Chapter 3),
3. Develop a Schedule for achieving compliance (see Chapter 4),
4. Identify the City's ADA coordinator who will be responsible for ADA compliance (see Chapter 5),
5. Develop a grievance procedure to review complaints (see Chapter 6),
6. Initiate public involvement and provide community awareness (see Chapter 7).

The first 4 steps are the minimum requirements for a transition plan as set forth by 28 CFR 35.150. The remaining steps are additional requirements for achieving ADA compliance as set forth by Title II.

In addition to the above steps, the City will track and report on their progress (see Chapter 8).

To ensure ongoing compliance with ADA requirements, the City will perform periodic reviews of the plan and update as necessary.

Chapter 2: Features Inventory

To assist with preparing the transition plan, the City used staff to identify and inventory all facilities affected by physical barriers limiting accessibility to individuals with disabilities. This inventory was completed winter of 2014/15. The City staff completed this task by compiling a database of curb ramps, and sidewalks and noting the associated features affected by ADA. Appendix B shows the inventory locations collected.

Utilizing ArcGIS, and the City of Washington 2010 aerial photography the inventory provided that the City of Washington has approximately 890 existing sidewalk ramps. These ramps were further defined by 3 (three) conditional groups. Further investigation will be completed to investigate the possibility of additional ramps to be added to the inventory.

Chapter 3: Design and Construction Guidance

Federal code requires:

- New facilities be designed and constructed such that they are “readily accessible to and usable by individuals with disabilities.”
- Existing facilities be altered such that “the altered portion of the facility is readily accessible to and usable by individuals with disabilities.”

The focus of this chapter is on guidance to:

- Ensure new pedestrian facilities are designed and constructed to be ADA compliant, and;
- Bring existing pedestrian facilities into compliance with ADA.

This chapter also addresses ADA compliance for pedestrian facilities during construction.

New Pedestrian Facilities

To assist both designers and contractors, the City will provide guidance for designing and constructing ADA compliant pedestrian facilities.

Guidance for Designers

The City has adopted and published Chapter 12 of the Iowa Statewide Urban Design and Specifications to assist designers with designing ADA compliant facilities. The guidance is updated as new information from the U.S. Access Board, U.S. Department of Justice, and Federal Highway Administration (FHWA) as released.

Guidance for Contractors

To assist contractors with building ADA compliant facilities, the City will inspect curb ramp and landing layouts prior to the contractor pouring concrete. The Contractor is required to request the inspection by contacting the Development Services Department at City Hall 319-653-6584 a minimum 48 hours in advance of the pour.

Existing Pedestrian Facilities

Existing pedestrian facilities will be brought into ADA compliance by:

- Installing or replacing out of compliance features such as curb ramps and landings;
- Installing or replacing detectable warnings, and;
- Verifying that other features such as sidewalk widths, slopes, surfaces, and changes in level do not violate guidelines.

The same guidance provided above for new facilities will apply to improving existing pedestrian facilities. These improvements will be accomplished either as part of proposed construction projects or as ADA-specific projects. All improvements within the scope and limits of proposed construction projects will be completed with the project. ADA-specific projects will be developed based upon the carry over funds from the previous fiscal years sidewalk repair funds.

Part of Proposed Construction Projects

The City currently has an ongoing effort to construct and rehabilitate curb ramps and sidewalks at numerous locations within the City’s public right of way. Typically, the rehabilitation activities involve projects such as overlays and rehabilitation projects, in addition to full reconstruction,

utility work, and beautification projects. During these projects, pedestrian access areas will be improved according to ADA requirements.

ADA accommodation is considered throughout the development process beginning with the project concept and continuing through final design.

ADA Specific Projects

ADA specific projects are those specifically designed and funded for ADA improvements. ADA specific projects for public rights of way will include improvements required to eliminate non ADA compliant features.

ADA Compliance during Construction

When pedestrian facilities are disrupted during construction, a pedestrian traffic control plan should be prepared for the project. Any detour routes and open walkways (or sidewalks) should provide accessibility to at least the level of the route prior to construction.

Possible mitigation where ADA accommodations need to be provided during project construction could include:

- Install temporary hot-mix asphalt sidewalk at the required slopes.
- Install pedestal pedestrian push-buttons so they can be moved around when needed (include sound for the blind or visually impaired).
- Place temporary barriers or ADA compliant channelizing devices to channel pedestrians.
- Stage construction work on one-half of the crossing at a time.

Additional steps to consider include:

- Detour pedestrians to the next block to avoid the construction area. This could include a change order to use flaggers to keep pedestrians on the detour.
- Place closures at the sidewalks. Notify advocacy agencies of the closures as required by Section 2528 of the Standard Specifications.
- Install temporary sidewalk.
- Install traffic control devices to channel pedestrians through the construction zone when a detour is not needed.
- Stage the work to minimize the impact to pedestrians and accelerate sidewalk construction.

Chapter 4: Implementation and Schedule

Upgrades to meet ADA requirements can be part of regularly scheduled improvements or maintenance projects, or can be ADA specific projects.

The City **will** participate and provide funding of curb ramps and sidewalks:

1. If the rehabilitation\widening\reconstruction project is on public right-of-way and part of a City approved Capital Project.

The City **will not** participate and provide funding of curb ramps and sidewalks:

1. If the project is a non-city rehabilitation\widening\reconstruction\maintenance project, is on public right-of-way and causes the removal and replacement of the curb ramp or landing

Funding Sources

1. Funding for ADA associated projects will be provided by rollover of the funding from the sidewalk repair program.

Priorities

The ADA improvement needs described in Chapter 2 require prioritization in order to meet budget and development restraints. The document titled “ADA Transition Plans: A Guide to Best Management Practices” was used as a basis for setting priorities. This guide was prepared for the American Association of State Highway Transportation Officials (AASHTO) through the National Cooperative Highway Research Program to provide guidance to state highway agencies for developing transition plans for complying with the ADA’s administrative requirements.

The priorities as follows will be applied to the ADA deficiencies within City right of way.

Priority 1 - Non-Compliant Ramps (Red): These are ramps that do not have truncated domes. Some of these do not have a curb drop for the ramp at the street. Some of these ramps could be removed in their entirety as there is no need for multiple crossings at the same intersection. 697 of the 890 ramps are in this category (78%).

Priority 2 - Partially Compliant Ramps (Orange): These are ramps that at least have truncated domes. Further inspection of these ramps should be completed, as some could be moved to the compliant ramp category. Many of these were built by residential home builder contractors and so there was less inspection completed on these ramps. 27 of the 890 ramps are in this category (3%).

Priority 3 - Compliant Ramps (Green): These are ramps that were constructed in 2010 or sooner and were compliant based on the standards of that time. Some of these ramps could exceed the cross slope in the street but for the most part are compliant. These ramps were mainly done as part of City Projects, in which a City Inspector was present and so the likelihood that they are compliant is good. 166 of the 890 ramps are in this category (19%).

Implementation Plan and Schedule

Identified ADA public rights of way improvements within a project included in the approved City of Washington Capital Improvement Plan will be completed as part of such projects. Other identified ADA public rights of way improvements will be included in ADA-specific projects and prioritized based on priorities shown above, and scheduled based on the available funding.

The following implementation strategy for ADA-specific projects is proposed. Projects will generally be divided into City-wide projects.

Priority 1-3 Improvements

Within the City of Washington Capital Improvement Plan, the distribution of funding will be set by the provided funding allowable by the rollover of funding from the previous fiscal years sidewalk repair program. The budget will provide for the ADA Sidewalk Compliance Program.

The following is the estimated schedule:

Fiscal Year	Funding	Remarks
FY 15-16	\$20,000	ADA Sidewalk Compliance Program
FY 16-17	\$20,000	ADA Sidewalk Compliance Program
FY 17-18	\$20,000	ADA Sidewalk Compliance Program
FY 18-19	\$20,000	ADA Sidewalk Compliance Program
FY 19-20	\$20,000	ADA Sidewalk Compliance Program
FY 20-21	\$20,000	ADA Sidewalk Compliance Program
FY 21-22	\$20,000	ADA Sidewalk Compliance Program

*Tentative, based on the City of Washington Capital Improvement Program, to be updated annually. The Schedule will be updated accordingly to reflect new funding levels.

The schedule and priorities shall be tracked, reviewed, and adjusted as described in Chapter 8.

Chapter 5: ADA Coordinator

The City of Washington Engineering Technician III, or his/her designated representative, will serve as the ADA Coordinator. The contact information is as follows:

City of Washington Iowa

Keith Henkel

215 E. Washington, IA 52353

Office 319-653-6584 X123

khenkel@washingtioniowa.net

www.washingtioniowa.net

Chapter 6: Grievance Procedure to Review Complaints

The City of Washington is required to adopt and publish procedures for resolving complaints arising under ADA's Title II. The procedures are intended to set up a system for resolving complaints of disability discrimination in a prompt and fair manner. Appendix A contains the form used to review complaints.

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Washington, Iowa. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

- Keith Henkel
- Engineering Technician III / ADA Coordinator
- Washington City Hall
- 215 E. Washington St.
- Washington, Iowa 52353

Within 15 calendar days after receipt of the complaint, Keith Henkel or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Keith Henkel or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Washington and offer options for substantive resolution of the complaint.

If the response by Keith Henkel or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after the receipt of the response to the Washington City Council or its designee.

Within 15 calendar days after the receipt of the appeal, the Washington City Council or its designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Washington City Council or its designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Keith Henkel or his designee, appeals to the Washington City Council or its designee, and responses from these two offices will be retained by the Office of the City Clerk for at least three years.

Chapter 7: Public Involvement and Community Awareness

The City will provide on its website information explaining the ADA accessible sidewalk program. The site will also include:

- A project list and project updates with photographs, when available;
- Contact information for the ADA compliance coordinator;
- A link to the grievance procedure that has been developed and will be maintained by the City;
- A link to the Title VI/ADA brochure;
- A link to the Title VI website (the Title VI website will also have a link to this ADA website).

When the website is updated containing the information above, the City will distribute a news release promoting the update to the website.

The City will provide for the distribution the transition plan to the following for comment review:

- Main Street Washington;
- WEDG;
- Washington County Public Health;
- Washington Community Schools;
- Department of the Blind.

A cover letter will be included explaining the transition plan. Reviewers will submit their comments to the City of Washington ADA Coordinator. Comments received within 30 days will be considered for further action.

Chapter 8: Monitoring and Progress Report

The City will use the following process to monitor construction projects and track ADA compliance:

- Ensure standards are up to date according to ADA requirements for compliance defined in Chapter 1;
- Monitor construction activities or ensure they comply with applicable standards;
- Track progress.

Ensure Standards are up to Date

The City is continually reviewing design guidelines and standards and making necessary changes to comply with the ADA requirements for compliance defined in Chapter 1. When necessary, the Standard Specifications are revised to reflect changes in design guidance and standards.

Monitor Construction Activities

Curb ramps need to be constructed properly and in compliance with all applicable codes and standards. Therefore, the ongoing monitoring of construction activities and reporting of the status of improvements is important in assuring an effective overall program.

Track Progress

The City established a baseline of existing pedestrian crossing locations by documenting the types of existing curb ramps and identifying ADA compliance deficiencies. This was accomplished by field inspection or using GIS and aerial or satellite photography. This inventory is stored in a geospatial database. This allows map displays to be created to show the locations of transition areas and their corresponding level of ADA compliance.

To track progress, surveys and inspections will be continued on a regular basis and the results compared to the baseline. The goal is for inspections to be updated every two to four years depending on the need. These inspections will be based upon the most up to date ADA requirements. Information will be added to the database when new curb ramps are constructed. The tracking procedure will inventory curb ramps, signal push buttons, sidewalks, etc. and track dollars spent. The database will also provide a suitable mechanism for performance measurement.

Projects will typically fall into one of two categories; as a complete ADA-specific project, or as part of a non ADA-specific project. In the case of non ADA-specific projects, specific bid items will be used to track the work for ADA compliance. Otherwise, ADA-specific projects will be listed in the City's Capital Improvement Plan.

Appendix A: Form for Grievance Procedure to Review Complaints

I. Requestor Information

Name: _____ Date: _____
Address: _____

Phone: _____
Email: _____

II. Location of Grievance of ADA Compliance Deficiencies

Street address or description of location:

Signature Date

III. ADA Coordinator Response

Name: _____ Date: _____

Signature Date

IV. Council Appeal

Date: _____

Appendix B: Inventory of Compliance

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RESOLUTION NO. _____

A RESOLUTION ADOPTING COUNCIL RULES OF PROCEDURE

WHEREAS, the City Council identified establishing rules of procedure for the conduct of its regular business as a top priority in its annual goal-setting; and

WHEREAS, draft rules of procedure were developed by staff based on policies from several other cities, current City of Washington procedures and suggestions from Councilors; and

WHEREAS, the City Council discussed these draft rules at a recent workshop and directed they be brought back, as amended, to Council for final action:

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

Section 1. The attached City Council Rules of Procedure are hereby adopted.

Section 2. Councilors agree to abide by these rules as written.

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

PASSED AND APPROVED this 17th day of March, 2015.

Sandra Johnson, Mayor

ATTEST:

Illa Earnest, City Clerk

City of Washington



City Council Rules of Procedure

March 2015

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**RULES OF PROCEDURE FOR
CONDUCT OF CITY COUNCIL BUSINESS
FOR THE CITY OF WASHINGTON, IOWA**

I. THESE RULES OF PROCEDURE

(Reference Code of Iowa Chapter 372.13(5))

The Council wishes to determine written rules of its own proceedings, and the Clerk shall keep these rules on file for public inspection. The portions of these rules related to public comments shall be prepared in summary form and be made available at each regular Council meeting for the review of any members of the public intending to make public comments.

II. MEETING DATES OF THE CITY COUNCIL

All regular meetings of the Washington City Council shall be held at the Council Chambers at the Former Public Library, 120 East Main, at 6 PM on the 1st and 3rd Tuesdays of the month, as set by Council resolution, unless the Council determines to hold a regular meeting at a different location by resolution. Workshops and/or Special Meetings will typically be held in the Nicola-Stoufer Room of the Washington Free Public Library, 115 West Washington Street. Workshops will typically be held on the 4th Tuesday of the month at 6 PM, but this may differ depending on the time of the year and can be set by general agreement of the Council and given proper notice provided to the public and media of the meeting date, time and location.

III. PRESIDING OFFICER

The Mayor (or in the Mayor's absence, the Mayor Pro Tem) shall be the presiding officer of the Council. In the absence of the Mayor and the Mayor Pro Tem, the City Clerk shall call the council meeting to order, whereupon a temporary presiding officer shall be elected by the members of the Council who are present. Upon the arrival of the Mayor or the Mayor Pro Tem, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the Council. The presiding officer shall preserve strict order and decorum at all meetings of the Council, announce the Council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the Council as a whole shall decide the question by majority vote. The presiding officer's name shall be called last on any question in voting. For purposes of this document, the term "Mayor" will refer to the elected Mayor only, while the term "presiding officer" will refer to the chair of a particular City Council meeting, whether that individual is the elected Mayor or not.

IV. QUORUM

Four (4) out of the total six (6) members of the City Council constitute a quorum to do business. When there is no quorum, the presiding officer shall adjourn the meeting. If no presiding officer is present, the City Clerk shall adjourn the meeting.

V. COUNCILOR NON-ATTENDANCE

Councilors who are unable to attend a scheduled meeting shall contact the Mayor, City Administrator or City Clerk by phone or email as far in advance of the meeting as possible and state the reason for their inability to attend the meeting. In the case where an absence is not

communicated in advance and the Council does not have the necessary quorum to proceed with the meeting due to other absences, the presiding officer shall cause the absent Councilor to be contacted and advised that their presence is necessary. An absent Councilor in this situation will make every reasonable effort to come to the meeting.

VI. AGENDA PREPARATION

All written petitions, communications and other matters to be submitted to the City Council for inclusion in the agenda packet for consideration at a scheduled regular, special, or other meeting should be delivered to the City Clerk no later than Noon on the Friday preceding the meeting. The City Administrator, in consultation with the Mayor, City Council and department heads will establish the agenda and the order of the agenda.

The Mayor, City Administrator, City Clerk, City Attorney, or a Councilor may add items to the agenda, which will typically be prepared by the City Clerk. Except for the circumstance described in the following paragraph, the Mayor may order any item to be deleted from the agenda.

If the Mayor ~~or City Administrator~~ believes a Councilor's agenda request is unreasonable, detrimental or out of order, the ~~Mayor~~ ~~City Administrator~~ will inform the requesting Council Member that a second Council Member's support is required, and will also make the City Administrator aware of this request for agenda preparation purposes. This concurrence of a second member must be communicated to the City Administrator directly by the concurring Councilor or by the Mayor no later than Noon on the Friday prior to the meeting.

Notwithstanding the paragraph above, the City Council shall have the authority to delete any items from the agenda and change the order of items on the agenda during the meeting by majority vote.

The City Clerk shall compile the agenda, listing all matters to be considered by the Council according to the order of business. A copy of the agenda, complete with all accompanying staff reports and other background materials, shall be known as the agenda packet. The agenda packet for any regular council meeting shall be delivered electronically to each Council Member, the Mayor, City Attorney, and City Administrator no later than the Friday preceding the meeting. If a recipient of the packet wishes to have a paper copy of the packet, they will inform the City Clerk of this preference, and a paper copy will be prepared for each subsequent meeting unless the recipient advises differently. Paper packets will be available for pick up at City Hall. The agenda packet shall be posted on the City's website no later than the Friday preceding the meeting, and the agenda posted at City Hall and distributed to the appropriate media outlets. In the event that staff needs to provide materials on agenda items after agenda packets are distributed, these materials will be emailed out to Councilors as far in advance of the meeting as possible, with paper copies available at the meeting, and will be posted on the City website as an agenda packet supplement. Staff will make efforts to minimize the need for agenda packet supplements to the greatest extent possible.

It is the duty of each official to review and familiarize themselves with the contents of the agenda packet prior to the meeting. To the greatest extent possible, the Mayor or Councilors shall submit questions concerning the minutes of a meeting, the claims and payroll, an agenda item or any supporting documentation for an agenda item by phone, e-mail or in person to the City Administrator, City Clerk, or Finance Director (as appropriate) for research, explanation or correction prior to 12:00 PM (noon) on the day of the meeting. If such a question is posed to the City staff for the first time at the meeting of the Council at which such matter is being considered, it

shall be appropriate for the presiding officer, without further motion, to declare such question to be out of order, or to remove such item from the agenda and postpone consideration to a day certain to afford time for such research as may be necessary.

VII. LENGTH OF MEETING

The length of any meeting shall be limited to three hours, and all officials involved will make an effort to have efficient meetings, while ensuring time for necessary dialogue and public comment. No new item of business shall be taken up by the City Council after the conclusion of three hours, unless this limitation is extended for any particular meeting by a majority vote to suspend the rules and extend the meeting by the time required. In the event it appears that the entire agenda cannot be completed by the normal time of adjournment, the Council may take up and act upon the more pressing agenda items. All agenda items not considered at the meeting shall be on the agenda of the next regular meeting unless the Council directs otherwise.

VIII. CONDUCT OF BUSINESS

Order of Business

The recommended order of business for a regular council meeting shall be as follows:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Agenda Approval
- Consent Agenda
- Claims and Financial Reports
- Special Presentations
- Public Comment
- Unfinished Business
- New Business
- Consideration of Hearings, Ordinances & Resolutions
- Departmental Reports
- Mayor and Council Reports
- Closed Session (if needed)
- Action Related to Closed Session (if needed)
- Adjournment

The City Clerk, in preparing the agenda, shall have the authority to vary from this recommended schedule to expedite the conduct of business or accommodate persons having business to be considered by the Council. Likewise, the presiding officer shall have the authority to request the Council change the order of agenda at the meeting for the same reasons.

Special Meetings & Workshops

Special meetings will be set by the Mayor, City Administrator, or at the request of three (3) Council Members during an open council session. Every notice (agenda) for a special meeting will state the public's right to address the Council on the item(s) appearing on that agenda.

At workshop meetings the Council will receive information and presentation of issues from the City Administrator, City staff and/or the City Attorney and engage in in-depth discussion, but typically not final action, on matters of importance. Council may direct that matters under consideration be brought forward for formal action at a regular meeting, that further study be conducted if appropriate, that matters under consideration not be pursued further (except for matters requiring a public hearing), or that modifications be made before a matter is considered further.

Closed Session

(Reference Code of Iowa, Chapter 21.5)

A closed session may be held only by an affirmative vote of four of the six Councilors (2/3 majority of the full Council). The City Council may hold a closed session only to the extent a closed session is necessary and for the discussion of any statutorily authorized purpose as referenced in the Code of Iowa, Chapter 21.5, and only after the City Attorney has verbally (if present at the meeting) or submitted in writing (if not present at the meeting) his/her interpretation that entering into closed session is allowable by law for the topic at hand.

The vote of each member on the question of holding the closed session and the reason for holding the closed session shall be announced publicly at the open session and entered into the minutes. Final action on any matter will be taken in open session. Minutes and an audio recording will be kept of the closed session, and handled in the manner described in detail in Iowa Code 21.5(4).

Electronic Meetings

The Council may allow a City elected or appointed official to participate in a meeting by electronic means only in circumstances where that person's physical attendance is impossible or impractical and only if the electronic participant can be heard by all in attendance at the meeting and can hear the full proceedings of the meeting.

IX. DECORUM DURING COUNCIL MEETINGS

Requirements

While the Council is in session, all persons shall preserve order and decorum. Any person that refuses to abide by the rules shall be asked to leave the Council Chambers.

Every member of the public, staff or Council desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:

- We may disagree, but we will be respectful of one another.
- All comments will be directed to the issue at hand.
- Personal attacks will not be tolerated.

City officials should utilize microphones, when available, and should speak in a clear and audible tone to ensure they can be heard by all in attendance at meetings.

Use of Electronic Devices

City officials are to recognize that use of electronic devices to communicate with other City officials or members of public (i.e., texting) during a meeting on topics being considered may constitute a violation of Iowa's open meetings law, and this activity is prohibited.

X. RULES OF DEBATE

Presiding Officer

The Mayor as presiding officer may comment during debate, but may not make a motion or vote, except to break a tie on a simple motion. The Mayor Pro Tem or other Councilor acting as presiding officer may not make a motion, but may vote, and is subject to the same limits of debate that may be placed on other Councilors. The major functions of the presiding officer during sessions are generally to:

1. Call the meeting to order
2. Announce the order of business as provided in the agenda
3. State motions on "the table"
4. Put motions to a vote, when appropriate, and then announce the result of the vote
5. Generally prevent irrelevant or frivolous debate or discussion
6. Maintain order and decorum
7. Otherwise enforce the Council's rules and appropriate procedures

Councilor/Staff

Every Councilor or staff member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate. A Councilor or staff member, once recognized, shall be afforded the opportunity to succinctly make his/her point, and should not be interrupted under normal circumstances except for a point of order, a request for clarification or at the option of the presiding officer in the interest of the general smooth flow of the meeting.

XI. ADDRESSING COUNCIL FROM FLOOR

Securing Permission to Speak

Any persons desiring to address the Council shall first secure permission from the presiding officer. Remarks should be limited to the matter being considered.

Public Comments Generally

Members of the public addressing the Council will stand at the podium, give their full name and address in a clear and audible tone of voice for the record, remain respectful and avoid personal attacks. A sign-in sheet will be made available for each speaker to record their name and address for the official record. Members of the public shall be limited to three minutes speaking time, unless additional time is granted with good cause by the presiding officer. Total input on any subject under Council consideration may be limited to a fixed period by the presiding officer. All remarks shall be addressed to the Council as a whole and not to any individual member. Councilors or staff shall

seek the permission of the presiding officer prior to posing questions or asking for clarification from those making public comments. Without the permission of the presiding officer, only Councilors, staff and the person addressing the Council shall be permitted to enter into any discussion. A member of the public may not speak more than once during the Public Comment time period without the specific permission of the presiding officer.

Generally, matters presented during the Public Comment requiring further investigation or information shall be referred to City staff, and/or if Council determines that action is required, the item may be placed on a future agenda.

City officials should take great care in refraining from making comments that may expose the City to liability, particularly those regarding heated public issues. City officials are not immune from being sued personally when the City itself is sued. Officials with questions related to these matters should consult with the City Attorney prior to the meeting, if possible.

Spokesperson for Group Presentations

Organized groups that wish to make a presentation longer than the public comment time allowed will be required to contact the City Clerk prior to the meeting to be added under the "Special Presentations" portion of the agenda. Presentations will be limited to 10 minutes, with 5 minutes allowed for Council questions, unless extended by the presiding officer for good cause. It is highly recommended that such groups provide any handouts in advance so that they may be included in the agenda packet and allow for more efficient discussion.

Public Hearings

Public Hearings will generally take place immediately preceding the related action item. Interested persons or their authorized representatives may address the Council in regard to public hearing matters under consideration. Any formal presentations shall be limited to 10 minutes.

After a motion is made and seconded and a vote taken to close the hearing, further discussion from the public on this matter will not be allowed, except for good cause as determined by the presiding officer.

XII. PREPARATION OF THE MINUTES

Method of Keeping Minutes

The minutes of the Council shall be prepared at the direction of the City Clerk and shall be recorded in a book kept for that purpose, with a record of each particular type of business transacted by the Council set off in paragraphs. The minutes ~~are typically contain only a record of such business as was actually passed upon by a vote of the Council and is~~ not be required to contain a verbatim transcript of the proceedings.

Approval of Minutes

The minutes of the preceding Council meeting may be approved without being read aloud, provided that the City Clerk has previously furnished each member of the Council with a copy of the minutes and that a majority of the Council has not requested such a reading.

Correction of Minutes

When a Councilor wishes to correct the minutes, that Councilor should contact the City Clerk in advance of the meeting with the correction. Upon verification of an error in the minutes, the City Clerk will provide the corrections to the Council in advance of the meeting, immediately prior to the meeting or during the meeting.

XIII. PROCESSING COUNCIL MAIL

The City Administrator (or designee) is authorized to receive and review all mail ~~generally~~ addressed to the City Council as a whole and received at City Hall. Unless of a routine or strictly administrative nature, this correspondence will be scanned and emailed to all Councilors for their information. All correspondence not requiring Council action will be acted upon between Council meetings and referred to City staff if appropriate. Action taken on these communications will later be reported to the City Council.

XIV. SPECIAL COMMITTEES

Subject to approval of the Council, the Mayor may appoint special advisory or ad hoc committees consisting of Council Members, City staff and/or private citizens, as deemed desirable and necessary to assist and advise the City Council in its work.

XV. PREPARATION AND REVIEW OF ORDINANCES, RESOLUTIONS AND CONTRACT DOCUMENTS

All ordinances proposed for consideration shall be reviewed by the City Attorney. Ordinances and resolutions shall be prepared for presentation to the City Council upon the request of the Mayor, at least two Councilors, the City Administrator, or through the initiative of the City Attorney.

All ordinances, resolutions and contract documents to be presented to the Council shall first be approved as to form and legality by the City Attorney or an authorized representative. When substantive matters of administration are involved, the ordinance, resolution, or contract shall also be examined by the City Administrator, the head of the affected department, or an authorized representative of the City Administrator.

XVI. COUNCIL ACTION

(Reference Code of Iowa Chapters 380.3 & 380.4)

Procedure for Council Action

Typically, discussion on a matter ~~shall~~ occurs prior to a motion on the subject. This procedure is designed to provide for procedural clarity and contribute to a smooth flow to the meeting. After a motion is made and seconded and no further debate or comment is forthcoming, or by election of the presiding officer shall proceed to call for the vote. Motions shall be disposed of by voice vote, unless a member requests a roll call vote. Resolutions and ordinances shall be disposed of by roll call vote, with the roll call read by the City Clerk at the direction of the presiding officer.

Ordinances shall typically require readings at three (3) separate meetings, unless five (5) or more Councilors agree with good cause that one or more readings should be waived. In this case, a motion and second shall first be made to suspend the rules and roll call taken. To gain approval, the result of this vote must be that at least five (5) Councilors are in favor. A motion and second may then be made to adopt the ordinance.

Amending a Motion

A motion on the floor may be amended. A Councilor wishing to amend a motion on the floor may pursue the motion in one of two ways: 1) If the amendment is a procedural correction or small adjustment to the original motion, it may be incorporated into the main motion as a “friendly amendment” with the consent of the Councilors making the original motion and second; or 2) If the amendment is of a more substantial nature, a second is required to move the amendment to vote. In the latter case, the presiding officer shall call for a voice vote on the amendment. If passed, the amendment shall be incorporated in the main motion, which then must be separately considered.

Motion to Table

If insufficient information exists to take action on an agenda item, for the purpose of proceeding to more urgent agenda items or for other good cause, the Council may choose to table an agenda item. This requires a motion, second and roll call vote. If possible, the motion will specify when the item will be brought back for consideration, although this may not be known in some cases. Items that are not untabled at the same meeting will typically be included by the City Clerk on future agendas under the “Unfinished Business” section of the agenda, with a note stating that the item was tabled and the date it was tabled.

An item may be untabled by a motion, second and roll call vote.

Abstentions

Every Councilor present shall vote on each action item, unless a conflict of interest exists. Any member believing they have a conflict of interest should abstain from voting, in which case the abstention shall be publicly declared and a record made thereof. The City Attorney is available to help Councilors Members decide if they should declare a conflict on any issue. Councilors are encouraged to contact the City Attorney prior to the meeting if they have any concern that they may have a conflict of interest and would like to seek the City Attorney’s opinion.

Abstentions for reason of conflict of interest reduce the number of members of the Council for voting purposes, and thus a typical resolution with one member abstaining for reason of conflict of interest would only require three (3) affirmative votes for passage, for example.

Motion to Reconsider

A motion to reconsider may be made by any Councilor Member on the prevailing side and may be made at the same meeting as the original action, but in no case may be made later than the next regular Council meeting. The motion needs a second. It is debatable, if the original action it reconsiders was debatable. The motion requires a majority vote to adopt and cannot be reconsidered.

XVII. INTERPRETATION OF THE RULES OF PROCEDURE

All City meetings shall be conducted in accordance with these rules of procedure, as well as any applicable state laws. The City Attorney shall be considered the final authority on any questions regarding the application or interpretation of the rules and procedures.

RESOLUTION NO. _____

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

WHEREAS, the City of Washington, Iowa is empowered to levy, assess, and collect costs of improvement and removal of debris against the abutting property owner,

WHEREAS, snow and ice was removed from the following listed properties:

The property of Aracely Toriz and Jorge S. Castillo at 201 S. Marion Ave. for the amount of \$138.52. Legal description (A 17 OP). Parcel Number (11-17-317-024).

WHEREAS, trash and junk was removed from the following listed properties:

The property of Ira S. Miller. at 719 N. Iowa Ave. for the amount of \$105.00. Legal Description (01 04 DENNYS ADD). Parcel Number (11-17-135-005).

WHEREAS, snow and ice was removed from the following listed properties:

The property of La Canada, Inc at 321 S. Iowa Ave. for the amount of \$175.00. Legal Description (07 23 OP E 53 FT LOT 6 EXC N 24 FT OF W 19 FT & S1/2 LOT 7 8 & W 41FT). Parcel Number (11-17-379-012).

The property of Yoder Rental, LLC at 727 E. Washington St. for the amount of \$100.00. Legal Description (04 EWINGS SD). Parcel Number (11-17-454-005).

The property of Latasha L. Miranda at 508 N. 2nd St. for the amount of \$80.00. Legal Description (06 10 DENNYS ADD). Parcel Number (11-17-182-003).

and,

WHEREAS, due notice was given to the above property owners that said amount would be assessed to the property if payment was not made or an appeal was not made,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WASHINGTON, IOWA that the City Clerk be instructed to certify the above delinquent payment to be assessed against said property as listed above and that the City Clerk certify a copy of this resolution to the Washington County Treasurer.

Passed and Approved this 17th day of March, 2015.

Sandra Johnson, Mayor

Attest:

Illa Earnest, City Clerk

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



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

Memorandum

March 13, 2015

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

From: Brent Hinson
City Administrator

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

Re: Discussion of R-2 Zoning Restrictions

At the March 10 Special Meeting, the 3rd reading of an ordinance amending the residential zoning code was considered and ultimately tabled. I thought I would go back and recap the process that led to the proposed ordinance to assist the Council in determining where to go from here on the subject at hand.

At the November 4, 2014 meeting, the City Council took up the issue of the possible need to review the residential zoning code after public complaints were made about a structure under construction in a residential zone. That structure meets all of the requirements of the current code. The Council decided the issue was worth further consideration, and referred the matter to the Planning & Zoning Commission, with instructions to reassess the definitions & uses in the residential portion of the zoning code.

The P&Z Commission first met on this issue on January 19, 2015. I have attached the minutes from this meeting. P&Z asked City Attorney Olson to look into proportionality between the principal and the accessory uses in residential zones, and to report back at a future Commission meeting.

As planned, P&Z met again on February 9, 2015. I have attached preliminary minutes, which haven't been formally adopted by P&Z because they haven't met since this meeting. P&Z reviewed the City Attorney's research on codes in Perry, Fairfield, Solon and Creston as it relates to accessory uses & structures. A P&Z member reviewed the City Attorney's research and brought her own proposal for changes to definitions in the code. The basic thrust of this is that the definition of "Accessory use or structure" in the current code was split into two definitions, "Accessory use" and "Accessory building". P&Z approved these

changes for recommendation to the Council. The changes recommended serve several purposes: 1) They establish that the square footage of an attached accessory use may not exceed the square footage of the main use; 2) They clarify that “accessory building” also applies to attached accessory uses; and 3) They clarify what constitutes “attached”.

These fairly simple changes were designed to address the residential character of main structures constructed in residential neighborhoods. While we don't have an adopted residential building code, the property maintenance code contains certain requirements such as windows for living spaces, and with this small code change the living space portion of a similar building constructed in the future would need to be significantly more residential-looking than currently. P&Z specifically decided they did not want to get into mandating certain building materials or techniques, so there are no changes in this regard.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 165.01, "DEFINITIONS"

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

SECTION 1. **Delete Item.** Section 165.01(1), "Accessory use or structure" is hereby repealed.

SECTION 2. **Add Item.** A new Section 165.01(1), "Accessory use" is hereby added as follows:

"1. "Accessory use" means a use which is incidental and subordinate to the main use and which is located on the same lot."

SECTION 3. **Add Item.** A new Section 165.01(2), "Accessory building" is hereby added as follows:

"2. "Accessory building" means a subordinate building occupied or devoted to an accessory use which is located on the same lot with the main building. Where an accessory building is attached to the main building in a substantial manner, such as by a wall or roof, such accessory building shall be considered part of the main building. If attached, the square footage of the accessory use shall not exceed the square footage of the main use."

SECTION 4. **Renumber.** All subsequent definitions in Section 165.01 are hereby renumbered by increasing each number preceding the definition by one.

SECTION 5. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 6. **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 _____, 2015.

Sandra Johnson, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: February 17, 2015
Approved on Second Reading: March 3, 2015
Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day
of _____, 2015.

City Clerk

**City of Washington
Planning and Zoning Commission
Minutes for January 19, 2015
City Council Chambers
Washington, IA 52353**

Meeting was called to order by Chair DeLong at 7:01 PM.

Present on roll call: Deran DeLong, Rhonda Shelman, Susan Fisher, Jim Hanshaw, Rick Hofer, Connie Larsen and Rhonda Steele.

Motion by Hanshaw to approve the agenda. Seconded by Fisher. Motion passed.

Motion by Hanshaw to approve the minutes of the August 11, 2014 meeting. Second by Larsen. Motion passed.

Rhonda Shelman was introduced as one of the Counties representatives on the Washington City Planning and Zoning Commission.

The next discussion was the design standards for residential zones. Donnolly explained the situation of a building that was being built in a residential zone. The building that is being discussed is a pole building with metal outside siding and the garage is about 3 times the size of the primary section. It meets all the of the building codes for the City of Washington. City Council wanted the Commission look over design standards for residential areas and make a recommendation. Attorney Olson explained on how other cites handle design standards. He just explained different options to the Commission.

Donnolly read a letter from a citizen and is attached to these minutes.

Citizen Sandra Johnson read a letter to the Commission that is attached to these minutes. She explained that she was more concerned about the proportion of size between the main structure and garage then the materials being used.

Representatives from Greiner Buildings gave a presentation on the type of buildings that they construct. Matt Greiner, Shawn Redlinger and an unnamed man handed out pictures and drawings of "pole construction". They explained that even though everyone calls them pole buildings, they are actually called post frame buildings because of the framing, not the exterior material. Many different kinds of material can be used to cover the post frame construction. Mr. Greiner gave a brief background of the company and just presented their side of the building industry. The post frame industry is a fast growing industry. He advised to be cautious about changing code so it would not be overreaching. They also wanted to know that they are here to help as much as they can with information and facts so the Commission can give the Council an educated recommendation.

After more discussion, it seemed that residential proportion between garages and principle structures was more important than what kind of material of construction being used. It was also brought up if the City could enforce a material code. The proportion code would be the easiest to enforce and the fairest.

Citizen Lorraine Williams gave her comment that she hoped that the Commission would recommend to the Council residential building material standards. She felt that residential neighborhoods should stay more traditional built and not look like a barn and an eyesore.

Chair DeLong wanted to hear what members of the Commission had to say. Hanshaw felt that it was progress compared to what was there before. He felt that the building could be dressed up with material and landscaping and be a good addition to the neighborhood. Hofer thought that the location of the building fit very well in the location. It is surrounded by a church, car repair shop and a closed down restaurant. Fisher would not like to have a metal building in her neighborhood. She felt that a ratio between principle use and a garage was needed. She did not want to be too specific to cause more problems than it solves. Steele commented that she felt it was a beautiful building and there was a lace for them and this is an up and coming way of construction. She felt that the ratio between the house and garage was the bigger sticking point then materials being used. DeLong commented that he would not be in favor of a bunch of design standards. He felt that the zoning laws we have now did not intend to be used like this situation. Building height definition and how it is determined was discussed. It might want to be changed so that the average person can understand it. Larsen commented that this house looked great to some of the houses that are in the City. They are not for everybody, but it meets a need for some.

The Commission asked Olson to look into proportionality between the principle and accessory uses of residential housing. He will report to the Commission at the next meeting having different options for accessory uses in residential areas. Donnolly will look into the building height issue and definition.

Motion by Larsen to adjourn. 2nd by Hofer. Motion passed. Meeting adjourned.

By Steve Donnolly
Building and Zoning Official

**City of Washington
Planning and Zoning Commission
Minutes for February 9, 2015
Washington Free Public Library
Washington, IA 52353**

Meeting was called to order by Chair DeLong at 7:00 PM.

Present on roll call: Deran DeLong, Rhonda Shelman, Susan Fisher, Jim Hanshaw, Rick Hofer, Connie Larsen, Rhonda Steele and Merle Hagie.

Motion by Larsen to approve the agenda. Seconded by Hagie. Motion passed.

Motion by Hanshaw to approve the minutes of the January 19, 2015 meeting. Second by Hofer. Motion passed.

The next discussion was the design standards for residential zones. Donnolly handed out some information that was giving to him by City Attorney Kevin Olson. Olson went out and researched other cities and what they were doing with design standards. Each member of the commission had a chance to look over other towns. It was explained by Donnolly that the City of Washington was pretty close to other towns in the regulation of design. The main big difference was the attached accessory buildings are not addressed in Washington's code on the size they can be. Detached buildings can only take up 30% of the back yard, but attached are only regulated by setbacks of the main structure. City Administrator Hinson explained that he had talked to Olson about the change. Olson felt that if you changed the definition of an accessory building, regulating the size of an attached could be done by that. DeLong wanted to know what everyone was thinking. Hofer thought that maybe the word "dominate" in the definition would be up to interpretation. They felt that something needed to be changed to make it easier to enforce. They also felt that they did not want to change the way building materials were enforced and that the property owner should be able use anything material to build.

The question came up if they the ratio was the other way around for this building in W. Jefferson, meaning the living space was 3 times the accessory space, would this type of building be allowed, Donnolly answered yes. Donnolly said he cannot deny a permit on what material is used unless there are restrictions in a subdivision, and even then, the subdivision enforces the rules, not the City. He also mentioned that more windows would have to be added for emergency egress and other features that living space require that accessory use does not.

Hanshaw said that he has heard nothing either way from the public. He felt that the building was an improvement to the neighborhood. He felt that the code was OK and had better things to do then to rewrite the code. He felt that changing the definition would be enough. Donnolly agreed with Attorney Olson with changing the definition to have some regulation on attached accessory use. At this time, if there is a house that is on a big lot, they can build as big of an accessory

building that they want. Donnolly would like to see something in the code that addresses the size of attached accessory uses.

Committee member Fisher brought a definition to the commission. They talked about the different definitions that Fisher presented. They also thought that residential character of the neighborhood should be considered. After a lot more discussion, the Commission felt that some kind of ratio should be considered.

DeLong asked people in the audience if they had any comments. Aaron Steele, from the brick industry was there just to listen. He saw it in the newspaper and decided to stop by. He did feel that the accessory part should not be bigger than the main living area. Another gentleman in the audience was Commission Fisher's son. He was there because resident of the City and he was just curious how P&Z ran. The two people from Greiner buildings made no comment.

DeLong mentioned that he felt that design standards and buildings materials was something that the Commission decided at the last meeting not to address, it was more of the proportion and ratio of the accessory use. Hanshaw felt that something needed to be changed with the ratio to give Steve and the City to hang their hat on but did not want to change the whole ordinance. Hagie thought that a simple change in definition that Olson gave would work out fine. This would take into considerations setbacks and all other factors. Fisher liked her definition that she came up with that used the square footage. Discussion on the wording of her definition was discussed to make it simple and easy to understand. It came up again about the 30% of the back yard. Donnolly explained that detached accessory buildings were already handled with our code. It is attached accessory uses that are not defined. Fisher liked the idea of separating the definitions of accessory use and accessory building. Fisher motioned to recommend to the Council that 165.01(1) be removed and add definitions Accessory Use means a use which incidental and subordinate to the main use and which is located on the same lot. (or contiguous lot under the same ownership) and Accessory Building means a subordinate building occupied or devoted to and accessory use which is located on the same lot with the main building (or contiguous lot under the same ownership). Where an accessory building is attached to the main building in a substantial manner, such as by wall or roof, such accessory building shall be considered part of the main building. Whether attached to or detached from the main building, the square footage of the accessory building shall not exceed the square footage of the main building's use. Second by Hagie second. Motion passed unanimously passed. We will have Olson double check the wording to make sure everything sounds OK and it is legal.

New business: Donnolly mentioned that he would expect a couple of site plans for the next meeting. Donnolly will also bring RDG's recommendations from the comp plan to the next meeting.

Motion by Hagie to adjourn. 2nd by Larsen. Motion passed. Meeting adjourned.

By Steve Donnolly
Building and Zoning Official

City Council Meeting 3/17/15

Selected Excerpts from Current Zoning Code

165.01 DEFINITIONS. For the purpose of this chapter, certain terms or words are used in a limited or special sense, as herein defined.

1. "Accessory use or structure" means a use or a structure subordinate to the principal use or building on the same lot and serving a purpose customarily incidental thereto.

165.03 GENERAL PROVISIONS.

7. Accessory Buildings and Structures.
 - A. No accessory building or structure shall be erected in any yard other than a rear yard and it shall occupy less than thirty percent (30%) of a required rear yard. Accessory buildings and structures shall be limited to fifteen (15) feet in height, and shall be distance at least three (3) feet from all lot lines of adjoining lots which are in any "R" District and at least six (6) feet from alley lines and six (6) feet from any other building or structure on the same lot.
 - B. Where the natural grade of a lot at the front wall of the principal building is more than eight (8) feet above the average established curb grade in front of the lot, a private garage may be erected within any yard or court, but not within ten (10) feet of any street line, provided that at least one-half of the height of such private garage shall be below the level of the yard or court.

165.08 "R-1" ONE-FAMILY RESIDENCE DISTRICT.

1. Permitted Principal Uses.
 - A. One-family detached dwellings.
 - B. Public parks, playgrounds, and recreational areas.
 - C. Essential services as defined in Section 165.01 and municipal administrative or public service buildings or properties, except such uses as storage yards, warehouses, garages, or other uses customarily conducted as gainful business, provided any building is located not less than twenty (20) feet from any lot in any "R" District.
 - D. Cemeteries of ten (10) acres or more in size.
 - E. Churches, chapels, or parish houses located not less than twenty (20) feet from any side lot line in any "R" District.

F. Any building or structure occupied or used for nursery, elementary, junior high or high schools, public libraries, and similar public cultural uses located not less than twenty (20) feet from any side lot line.

G. Transformer stations and booster or pressure regulating stations, without service yard or storage.

2. When Authorized by Board of Adjustment.

A. Privately operated country clubs, golf courses, swimming clubs, riding stables, and similar recreation uses provided that any principal building in connection therewith shall be located not less than two hundred (200) feet from any lot in an "R" District.

B. Residence development projects.

3. Permitted Accessory Uses.

A. Private garages or parking areas.

B. Living quarters of persons employed on the premises.

C. Home occupation as defined and regulated by Section 165.22.

D. Signs as regulated by Section 165.20.

4. Height Regulations. No principal structure shall exceed two and one-half (2½) stories or thirty (30) feet in height, and no accessory structure shall exceed one story or fifteen (15) feet in height, except as provided in Section 165.23.

5. Lot Area, Frontage and Yard Requirements. The following minimum requirements shall be observed, subject to the additional requirements, exceptions and modifications in Section 165.23. Each lot shall have a minimum lot area of eight thousand five hundred (8,500) square feet.

BUILDING HEIGHT	MINIMUM LOT WIDTH	MINIMUM FRONT YARD DEPTH	MINIMUM SIDE YARD WIDTHS		MINIMUM REAR YARD DEPTH
			LEAST WIDTH	SUM LEAST WIDTHS	
1 and 1½ stories	70 feet	30 feet	7 feet	16 feet	35 feet
2 and 2½ stories	70 feet	32 feet	9 feet	20 feet	35 feet

165.10 "R-2" ONE- AND TWO-FAMILY RESIDENCE DISTRICTS.

1. Permitted Principal Uses.

A. Any use or structure permitted and as regulated in Section 165.08, except as hereinafter modified.

B. Two-family dwellings. Separate or divided ownership of a single-family dwelling unit, subject to and conditioned upon compliance with the following requirements:

(1) The lot or parcel of real estate being divided into two parcels allowing separate ownership thereof must originally meet all of the requirements for uses permitted in a R-2 district.

(2) A two-family dwelling must be in existence or will be constructed thereon consisting of two laterally attached dwelling units with each unit having a separate access and utility service.

(3) The division of the lot or parcel into two parcels shall be in such a manner as to result in one single-family dwelling unit being located on either side of the common boundary line with the common wall between the two laterally joined single-family dwelling units being on said common boundary line.

(4) Prior to division into two parcels there shall be recorded in the Washington County Recorder's Office restrictive and protective covenants providing that the owners thereof are jointly and severally liable and responsible for the maintenance and repair of the common wall as well as all other common aspects including, but not limited to, utilities, water, sanitary sewer, storm sewer, easements and driveways, all to the point of division.

(5) The two-family dwelling shall, in all respects, other than the division thereof, be considered as any other two-family dwelling and meet all requirements pertaining thereto with express understanding that nothing herein shall be construed to allow the separate other use of one or both of the resulting two parcels of real estate in the event the laterally jointed two-family dwelling unit is partially or totally damaged or destroyed.

2. When Authorized by Board of Adjustment.

A. Any use as regulated in Section 165.08, except as hereinafter modified.

B. Dwelling groups [See Section 165.19].

C. Parking areas accessory to a use in an adjoining less restricted district, when abutting or directly across an alley, subject to the applicable conditions stipulated in Section 165.21, and such further conditions as may be stipulated by the Board.

D. Hospitals, sanitariums and nursing homes provided that any such buildings shall be at least fifty (50) feet from any lot in any "R" district. Hospitals shall be located on lots of five (5) acres or more, sanitariums on lots of ten (10) acres or more and nursing homes on lots of twenty thousand (20,000) square feet or more.

E. Residence development projects exempt from district height regulations [See Section 165.19].

3. Permitted Accessory Uses.

A. "R-1" Residence District accessory uses.

B. Signs as regulated by Section 165.20.

4. Height Regulations. No principal structure shall exceed two and one-half (2½) stories or thirty (30) feet in height, and no accessory structure shall exceed one story or fifteen (15) feet in height, except as provided in Section 165.23.

5. Lot Area, Frontage, and Yard Requirements. The following minimum requirements shall be observed, subject to the additional requirements, exceptions and modifications in Section 165.23. Each one-family residence shall be located on a lot containing at least six thousand five hundred (6,500) square feet. Each structure containing more than one family shall be located on a lot having an area of five thousand (5,000) square feet for each family.

BUILDING HEIGHT	MINIMUM LOT WIDTH	MINIMUM FRONT YARD DEPTH	MINIMUM SIDE YARD WIDTHS		MINIMUM REAR YARD DEPTH
			LEAST WIDTH	SUM LEAST WIDTHS	
1 and 1½ stories	65 feet	25 feet	6 feet	14 feet	25 feet
2 and 2½ stories	65 feet	25 feet	8 feet	18 feet	25 feet
Duplex (one parcel)	90 feet	25 feet	6 feet external	0 feet internal	25 feet
Duplex (two parcels)	45 feet	25 feet	6 feet external	0 feet internal	25 feet