



AGENDA OF THE SPECIAL SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IOWA
TO BE HELD IN THE NICOLA-STOUFER ROOM
AT 115 W. WASHINGTON STREET
AT 6:00 P.M., TUESDAY, OCTOBER 25, 2016

Call to Order

Pledge of Allegiance

Roll call

Agenda for the Special Session to be held at 6:00 P.M., Tuesday, October 25, 2016 to be approved as proposed or amended.

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

NEW BUSINESS

Presentation by Mary Patterson, Chr. Historic Preservation Commission.

Discussion of Possible Historic Preservation Commission Ordinance Changes.

Discussion of Pool Contract with YMCA.

Discussion of Draft Communications Plan.

CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS

Discussion and Consideration of Second Reading of an Ordinance Establishing Grade Elevations for Sitler Drive.

Discussion and Consideration of Third Reading of an Ordinance Amending Chapter 69 – S. Iowa Avenue/Sitler Drive - No Parking Zones.

Discussion and Consideration of a Resolution Approving a Letter of Agreement for S. 15th Avenue Paving Project/Subdivision.

MAYOR & COUNCILPERSONS

Sandra Johnson, Mayor

Brendan DeLong

Steven Gault

Kerry Janecek

Jaron Rosien

Kathryn Salazar
Millie Youngquist

ADJOURNMENT

Illa Earnest, City Clerk

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



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

Memorandum

October 21, 2016

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

From: Brent Hinson
City Administrator

Re: Historic Preservation Commission- Possible Ordinance Changes

Attached are two documents providing possible ordinance changes proposed by the Historic Preservation Commission. My understanding of the chief reasoning behind making these changes is that several historically significant structures have been more or less thoughtlessly demolished, and the Commission would like to have a formal process in place to prevent that from happening in the future.

I believe careful review of the 2nd document, the City of Marion's ordinance (Section 29.05 is the relevant part to these proposed changes), should be made before the Council considers any changes. The role of the Historic Preservation Commission in Washington to this point has been in an advisory, educational, and resource identification capacity. These proposed changes signal the beginning of a shift to providing the Commission a quasi-judicial "stick" to go with the "carrots" it has had to this point. That does not necessarily mean I am advising you against making changes to the ordinance, but I would urge very careful consideration and extensive public process before you do make changes. The current changes only go part of the way toward Marion's approach, but it is my understanding that additional changes and additions are envisioned in the future.

It is encouraging that in considering this route, the Commission has looked to Marion as more the example than Oskaloosa or Pella, each of whom have very tough ordinances granting extensive power and authority to their historic preservation commissions. I believe implementation of either of these latter approaches would cause considerable backlash from building owners in Washington, and would make redevelopment of properties deemed historic landmarks much more difficult. Even implementation of the Marion approach, however, I believe would need careful handling with the public and

gathering of broad input. It should also be considered that a process like Marion's would also put considerably more work on the backs of City staff, and potentially create much more work for the Commission itself.

An example of why careful consideration of these changes is important would be to discuss some of the reactions we got from downtown building owners when the downtown historic district nomination was approved. I personally received several contacts from building owners worried that they would no longer be able to modify their properties, and I know others also received these contacts. We were able to reassure the building owners that no, the district designation only gave them the ability to tap into historic preservation tax credits, and did not limit what they could do with their property. However, the track of the changes proposed is that eventually, that statement will no longer be true, there will in fact be limitations on properties within a historic district or that has been designated a historic landmark. The Council may ultimately determine that this is a necessary step to protect historically significant properties, but needs to make sure it fully grasps the nature of the changes.

I look forward to discussion at the meeting.

Proposed Ordinance Changes
and Addition
to Chapter 28
Historic Preservation Commission

Current Ordinance language is in **bold type**; removals are ~~struck out~~; (additions are in parentheses) and [Comments are in square brackets.]

RECOMMENDED CHANGES

28.02 DEFINITIONS

#2. Historic District. An area which contains a significant portion of archaeological sites¹, buildings², structures³, objects⁴, and/or other improvements which, considered as a whole, possesses the integrity of location, design, setting, materials, workmanship, feeling and association, and

~~A. Embodies~~ [Apparently when the typist or computer went to the next page, an indent was accidentally created. In the National Park Service materials, the word “embodies” is a continuation of the same sentence]

(embodies) the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or

- A. Is associated with events that have made significant contributions to the broad patterns of our local, state, or national history; or,**
- B. Possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area; or,**
- C. Is associated with the lives of persons significant in our past; or,**
- D. Has yielded, or may be likely to yield, information important in prehistory or history.**

[We recommend keeping the lettered list, but moving it to its own definition, or repeating it with new definitions for all types of historically significant locations - districts, individual properties, structures, objects, and sites. The current Ordinance does not address all types of historic locations, just districts.]

28.03 HISTORIC PRESERVATION COMMISSION

#6 Vacancies shall be filled by the City ~~according to the original selection as aforesaid.~~ (in June of the final year of the appointees' terms except as above in #4.)
[in #3, the Ordinance states vacancies shall be filled on January 1]

Proposed Ordinance Changes
and Addition
to Chapter 28
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ADDITIONS to Definitions and Powers of the Commission

Current Ordinance language is in **bold type**; removals are ~~struck out~~; (additions are in parentheses) and [Comments are in square brackets.]

[These recommendations are slightly modified from the Oskaloosa Municipal Code. We chose Oskaloosa as a model because their Historic Preservation Commission is older than ours, because the community size is similar, and they are also a Main Street community. Any new or altered definitions are numbered in the order they appear in this document; they are not in alphabetical order as they will be when the Definitions sections is revised.]

28.04 POWERS OF THE COMMISSION

#3 The Commission may investigate and recommend to the City Council the adoption of ordinance designating historic sites and historic districts if they qualify as defined herein. (in Historic Significance Criteria) ⁵

[We currently have no process described for carrying out local historic designations, thus no guidance for anyone who might be interested, nor for the Commission or Council. We recommend that the Ordinance describe the process in 28.04 under item #3.]

- A. Process for Designation of Historic Landmarks ⁶ and Historic Districts ⁷
1. A property owner, the preservation commission, or an interested party, agency, or organization may request designation of a historic landmark or historic district.
 2. Nominations to designate a historic landmark or historic district will be submitted to the preservation commission and must contain the following:

| for a Historic Landmark: | for a Historic District: |
|--|---|
| A completed Iowa site inventory form with all attachments, or a National Register of Historic Place Nomination form for the listed property. | For each property within the proposed district, a completed Iowa site inventory form with all attachments, and a completed Iowa site inventory form for the entire district, or a National Register of Historic Places Nomination form for the listed district. |
| Photo documentation of the property at the time of application. | Photo documentation of each property at the time of application, and general views of the district at the time of application. |
| Any available historic photos of the property. | Any available historic photos of the properties, and any historic photos of the district. |
| A scale map showing the location of the property within the city limits. | A scale map showing the location of the district within the city limits. |

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| for a Historic Landmark | for a Historic District |
|---|---|
| A scale map of the property showing the proposed boundaries, extant buildings, structures, objects, and sites within the tract at the time of nomination. | A scale map of the district showing the proposed boundaries, extant buildings, structures, objects, and sites within the tract at the time of nomination. |
| A statement of, and documentation that the property meets one or more of the Historic Significance Criteria. | A statement of, and documentation that the district meets one or more of the Historic Significance Criteria. |
| <i>empty cell</i> | Evidence of owner support for the historic district designation, in the form of letters or a petition. |

3. Nominations must be submitted at least thirty days in advance of a regularly scheduled Commission meeting.
4. If complete, the nomination form will be sent to the State Historic Preservation Office for review and comment.
5. If incomplete, the nomination for will be returned to the applicant with guidance for completion.
6. Complete nominations will be reviewed at the next regularly scheduled meeting of the Commission.
7. The City Clerk will notify by mail all owners of abutting ⁸ or *adjacent*? properties, or all owners within the proposed historic district, regarding the proposed nomination, and the date, time and location of the Commission meeting at which the nomination will be considered.
8. Completed nominations will be made available for public review at city hall and at the public library at least fourteen days prior to the Commission meeting.
9. The Commission, during their meeting, will determine if the property meets the significance criteria. If the property meets the criteria, the Commission will recommend designation. If the property does not meet the criteria, the Commission will not recommend designation.
10. If the Commission recommends designation, they shall prepare an ordinance designating the property as a historic landmark or historic district. The ordinance:
 - will include the legal description of the property, or the in the case of a historic district, the boundaries of the district;
 - will specify the applicable significance criteria and provide an explanation of significance;
11. The proposed ordinance will be submitted to the State Historic Preservation Office for review and comment.
12. Upon receipt of comments from the State Historic Preservation Office, the Commission will submit their recommendation, the nomination, and the ordinance designating the property or the district to City Council.
13. City Council will consider the nomination, the ordinance, the recommendations of the State Historic Preservation Office, and the Commission at a regularly scheduled meeting. If Council approved the designation ordinance, it will be forwarded to the City

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Clerk for recording and the designation and the nomination will be filed in the City's property inventory.⁹

B. Amending or Repealing Historic Landmark and Historic District Designations

1. A property owner, the Commission, an interested agency, or organization may initiate the amendment or repeal of a historic landmark or historic district designation by following the process and documentation requirements outlined for designation in this chapter.
2. Amending a historic landmark or historic district will involve adding buildings, structures, objects, and sites by completing the designation process outlined in this chapter.
3. A repeal of designation may occur if the historic landmark or historic district no longer meets the significance criteria due to subsequent discovery of information regarding the significance, or destruction of the historic property by an Act of God.

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Necessary Definition Changes

¹ Site - the location of a significant event, a pre-historic or historic occupation or activity, or a building or structure

² Building - any man-made enclosed structure built for the support, shelter, or enclosure of persons, animals, or property of any kind

³ Structure - any man-made construction which is not enclosed, such as a bridge, shelter house, or bandstand.

⁴ Object - any small man-made item such as a lamp post, bench, fountain, or monument

⁵ (Historic Significance Criteria - is the quality of significance in American history, architecture, archeology, engineering, and culture that is present in district, sites, buildings, structure, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association and:)

A. are associated with events that have made significant contributions to the broad patterns of our local, state, or national history; or,

B. possess a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area; or,

C. are associated with the lives of persons significant in our past; or,

D. have yielded, or may be likely to yield, information important in prehistory or history.

[These four items come from our current Historic District definition. They should stand on their own here because they apply not only to districts, but also to individual buildings and sites, structures, & objects]

⁶ Historic Landmark - is a building, structure, object, or site that meets one or more of the Historic Significance Criteria

⁷ Historic District - keep the first paragraph as is; keep and/or move the alphabetical list to Historic Significance Criteria

⁸ Abutting Properties (maybe adjacent?) - properties located _____

⁹ Property Inventory - a file of information about buildings, structures, objects, sites, and districts in the City including, but not limited to, completed Iowa Site Inventory forms, National Register of Historic Places nominations, reports of survey and evaluation projects and contexts developed for the city, officially designated City Landmarks and City Historic District nominations and other germane information.

CHAPTER 29

HISTORIC PRESERVATION COMMISSION

29.01 Purpose and Intent
29.02 Definitions
29.03 Structure of the Commission

29.04 Powers of the Commission
29.05 Historic Structure Preservation

29.01 PURPOSE AND INTENT. The purposes of this chapter are to:

1. Promote the educational, cultural, economic and general welfare of the public through the recognition, enhancement and perpetuation of sites and districts of historical and cultural significance;
2. Safeguard the City's historic, aesthetic and cultural heritage by preserving sites and districts of historic and cultural significance;
3. Stabilize and improve property values;
4. Foster pride in the legacy of beauty and achievements of the past;
5. Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business thereby provided;
6. Strengthen the economy of the City;
7. Promote the use of sites and districts of historic and cultural significance as places for the education, pleasure, and welfare of the people of the City.

29.02 DEFINITIONS. For use in this chapter, the following terms are defined:

1. "Commission" means the Marion Historic Preservation Commission, as established by this chapter.
2. "Historic district" means an area which contains a significant portion of buildings, structures or other improvements which, considered as a whole, possess integrity of location, design, setting, materials, workmanship, feeling and association, and which area as a whole:
 - A. Embodies the distinctive characteristics of a type, period or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or

- B. Is associated with events that have made significant contributions to the broad patterns of our local, state or national history; or
 - C. Possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials or combinations thereof which is deemed to add significantly to the value and attractiveness of properties within such area; or
 - D. Is associated with the lives of persons significant in our past; or
 - E. Has yielded, or may be likely to yield, information important in prehistory or history.
3. "Historic site" means a structure or building which:
- A. Is associated with events that have made a significant contribution to the broad patterns of our history; or
 - B. Is associated with the lives of persons significant in our past; or
 - C. Embodies the distinctive characteristics of a type, period or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
 - D. Has yielded, or may be likely to yield, information important in prehistory or history.

29.03 STRUCTURE OF COMMISSION.

1. The Commission consists of five (5) members who are residents of the City.
2. Members of the Commission shall be appointed by the Mayor with the advice and consent of the Council. Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, architectural history, historic preservation, city planning, building rehabilitation, conservation in general or real estate.
3. The original appointment of the members of the Commission shall be: three for two years and two for three years, from January 1 following the year of such appointment or until their successor is appointed to serve for the term of three years.

CHAPTER 29

HISTORIC PRESERVATION COMMISSION

4. Vacancies occurring in the Commission, other than expiration of term of office, shall be only for the unexpired portion of the term of the member replaced.
5. Members may serve for more than one term and each member shall serve until the appointment of a successor.
6. Vacancies shall be filled by the City according to the original selection as aforesaid.
7. Members shall serve without compensation.
8. A simple majority of the Commission shall constitute a quorum for the transaction of business.
9. The Commission shall elect a Chairperson who shall preside over all Commission meetings and elect a Secretary who shall be responsible for maintaining written records of the Commission's proceedings.
10. The Commission shall meet at least three (3) times a year.

29.04 POWERS OF THE COMMISSION.

1. The Commission may conduct studies for the identification and designation of historic districts and sites meeting the definitions established by this chapter. The Commission may proceed at its own initiative or upon a petition from any person, group or association. The Commission shall maintain records of all studies and inventories for public use.
2. The Commission may make a recommendation to the State Bureau of Historic Preservation for the listing of an historic district or site in the National Register of Historic Places and may conduct a public hearing thereon.
3. The Commission may investigate and recommend to the Council the adoption of ordinances designating historic sites and historic districts if they qualify as defined herein.
4. In addition to those duties and powers specified above, the Commission may, with Council approval,
 - A. Accept unconditional gifts and donations of real and personal property, including money, for the purpose of historic preservation;
 - B. Acquire, by purchase, bequest or donation, fee and lesser interests in historic properties, including properties adjacent to or associated with historic properties;
 - C. Preserve, restore, maintain and operate historic properties under the ownership or control of the Commission;
 - D. Lease, sell and otherwise transfer or dispose of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property;
 - E. Contract with State or Federal government or other organizations;

- F. Cooperate with Federal, State and local governments in the pursuance of the objectives of historic preservation;
- G. Provide information for the purpose of historic preservation to the Council; and
- H. Promote and conduct an educational and interpretive program on historic properties within its jurisdiction.

29.05 HISTORIC STRUCTURE PRESERVATION.

1. Application of Section. The provisions of this section shall apply to all buildings and structures located in whole or in part within the following described Historic Structure Preservation Districts that require a demolition permit issued by the City of Marion Building Official:

A. Pucker Street Historic District. Area described within the following boundary: Beginning at the intersection of 20th Street and 9th Avenue, then west along 9th Avenue to the intersection of 13th Street, then south along 13th Street to the middle of the block south of 8th Avenue and north of 7th Avenue, then west along the rear property lines of the lots located immediately south of 8th Avenue to the intersection of 20th Street, then north along 20th Street to 9th Avenue and the Point of Beginning.

B. Terrace Park Historic District. Area described within the following boundary: Beginning at the intersection of 10th Avenue and 11th Street, then south along the center line of 11th Street to the intersection of 9th Avenue then east along 9th Avenue to the intersection of 12th Street then north along the centerline of 12th Street to a point 200 feet south of the 10th Avenue and 12th Street intersection, then east 165 feet, then north to the centerline of 10th Avenue, then west along 10th Avenue to the Point of Beginning.

C. Downtown Commercial Historic District. Area described within the following boundary. Beginning at the intersection of 8th Avenue and 13th Street; then south along 13th Street to the intersection of 7th Avenue; then west along the centerline of 7th Avenue to the intersection of 11th Street; then south along 11th Street to the intersection of 6th Avenue; then west along 6th Avenue to the intersection of 10th Street; then south along 10th Street 152 feet; then west along the centerline of the east/west alley of Block 27, Original Town to the intersection of the north/south alley of Block 27, Original Town; then north along the north/south alley through Blocks 27, 20 and 12, Original Town to the intersection of the east/west alley of Block 23, Original Town; then east along the centerline of the east/west alley of Block 12 and 13 Original Town to the intersection with the north/south alley of Block 13, Original Town; then north along the centerline of the

north/south alley of Block 13, Original Town to the intersection of 8th Avenue; then east along 8th Avenue to the point of beginning.

(Ord. 10-02 – May 10 Supp.)

2. The Marion Building Official may issue a demolition permit if building is deemed to be dangerous and an immediate public hazard if damaged by a fire or an Act of God.

3. Review by the Marion Historic Preservation Commission. Upon receiving an application for a demolition permit for any building subject to this section, the Planning Official shall immediately notify the Marion Historic Preservation Commission of such application.

The applicant shall file the information required in this section with the Historic Preservation Commission at the office of the Planning and Economic Development by the application deadline established by the Commission. The applicant shall post notice on the property regarding notice of the proposed demolition fourteen (14) days prior to action taken by the Marion Historic Preservation Commission. At its next regular meeting, the Commission shall recommend to the City Council approval or denial of the application, or table the application for additional information for a specified period not to exceed sixty (60) days from the date of application with the Commission. A failure of the Commission to take action on the application within the sixty (60) day period, unless the applicant requests an extension of such time, shall constitute Commission approval thereof. The recommendation of the Commission shall be transmitted to the City Clerk. The City Clerk shall transmit the recommendation and the application within the sixty (60) day period to the City Council for its consideration.

The Commission shall review all of the information submitted by the applicant and shall make a determination as to the following:

A. Whether the building proposed for demolition has historic or architectural significance to the community; and

B. Whether denial of the proposed demolition permit would prevent the property owner from earning a reasonable economic return on the property.

If the Commission finds that denial of the application would prevent the property owner from earning a reasonable economic return on the property, or that the building does not have any historical or architectural significance to the community, the Commission shall recommend approval of the application.

If the Commission finds that denial of the application would prevent the property owner from earning a reasonable economic return on the property and that the building has historical or architectural significance to the community, the Commission shall recommend denial of the permit application.

4. The City of Marion's historic property inventory and any subsequent official architectural/historical surveys/evaluations and nominations to the National Register of Historic Places prepared for any buildings located within the neighborhoods described in Section 1 of this section also shall be considered as guidelines at such time.

- A. Survey and Evaluation of the Pucker Street District (2000).
- B. National Register of Historic Places District Nomination of the Pucker Street Historic District (2001).
- C. Survey and Evaluation of the Terrace Park District (2003).
- D. National Register of Historic Places Nomination of the Terrace Park Historic District (2005).

In determining whether a building has historic or architectural significance, the Commission and the City Council shall consider an application for a demolition permit in accordance with the standards for review set forth in the Secretary of the Interior's standards for identification and evaluation, and any subsequent revisions of these standards and guidelines by the Secretary of the Interior. The Commission and the City Council shall also consider a determination from the State Historical Society of Iowa as to the potential eligibility for listing of the building proposed for demolition on the National Register of Historic Places.

5. Economic Guidelines and Review Criteria. In determining whether to recommend approval or denial of the application, the Commission and the City Council may consider the information set forth in this subsection. The Commission and the City Council may also investigate strategies which would allow the property owner to earn a reasonable economic return on the property, may solicit expert testimony, and may require that the applicant make submissions concerning any or all of the following information:

- A. Estimate of the cost of the proposed demolition and a completed demolition application form;
- B. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures and their suitability for rehabilitation and/or architectural historian;
- C. An estimated market value prepared by a real estate appraiser of the property in its:
 - (1) Current condition of property and structure
 - (2) After completion of the proposed demolition and,
 - (3) After renovation of the existing property for continued use.

- D. An opinion from a licensed architect, licensed real estate consultant and/or licensed appraiser (other than initial appraiser completing Item C above) or other real estate professional experienced in rehabilitation, as to the economic feasibility of rehabilitation or reuse of the existing structure on the property;
- E. The amount paid for the property, the date of purchase and the person from whom the property was purchased, including a description of the relationship, if any, between the owner of record or the applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer;
- F. If the property is income producing, the annual gross income from the property for the previous two (2) years;
- G. Itemized operating and maintenance expenses for the previous two (2) years, and the depreciation deduction and annual cash flow before and after debt service, if any, during the same period or a showing of the applicant's efforts in ongoing maintenance and repair;
- H. The remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two (2) years;
- I. All appraisal obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing or ownership of the property;
- J. Any listing of the property for sale or rent, the price asked and offers received, if any, within the previous two (2) years;
- K. The assessed value of the property according to the two (2) most recent assessments;
- L. The amount of real estate taxes for the previous two (2) years and whether or not they have been paid;
- M. The form of ownership or operation of the property, whether sole proprietorship, for profit or not for profit corporation, limited partnership, joint venture or other;
- N. Any other information considered necessary by the Commission to make a determination as to whether the property does or may yield a reasonable economic return to the property owner(s), including, but not limited to, the income tax bracket of the owner(s) or applicants or the principal investor(s) in the property;
- O. Statement from applicants in regard to their efforts to obtain financing, tax incentives, preservation grants and other incentives

sufficient to allow the applicant to earn a reasonable economic return from the property in its current condition, and after renovation of the existing property for continued use; and

P. A showing of the applicant's efforts in ongoing maintenance and repair.

6. Action by the City Council. At its next regular meeting following receipt of the recommendation of the Commission by the City Clerk, the City Council shall hold a hearing on the application for a demolition permit and shall approve, deny or withhold action on the application for a specified period not to exceed ninety (90) days from the date of application to the Historic Preservation Commission, unless the applicant requests an extension of such time. If the City Council fails to take action to approve, deny or withhold action on the application within the ninety (90) day period, or such extension as requested by the applicant, the building official shall issue the permit forthwith.

The City Council may withhold action on the application to allow the City Council and the Commission an opportunity to investigate the historical or architectural value of the building to the community and to take such action as may be appropriate to encourage its preservation. However, nothing in this section shall authorize the withholding by the building official of a demolition permit for more than ninety (90) days from the date of application to the building services department, unless the applicant requests an extension.

The applicant will be required to post notice on the property (number of days to be determined) days prior to the public hearing by the Marion City Council. At the hearing, the City Council shall consider the recommendation of the Commission, any information submitted to the Commission by the applicant and any information submitted to the City Council by the applicant.

If the City Council finds that denial of the application would prevent the property owner from earning a reasonable economic return on the property or that the building does not have any historical or architectural significance to the community, the City Council shall approve the application.

If the City Council finds that denial of the application would not prevent the owner from earning a reasonable economic return on the property and that the building has historical or architectural significance to the community, the City Council shall deny the application.

If the City Council denies the application, it shall state its findings in writing and shall transmit a copy of such findings to the applicant.

(Ord. 08-16 – Aug. 08 Supp.)

*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

October 20, 2016

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

From: Brent Hinson
City Administrator

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

Re: Agreement with YMCA for Aquatic Center Management Services

The YMCA has managed the Steele Family Aquatic Center the past three seasons. This has been a good arrangement for us- we have saved significant time for both our Park Superintendent and our administrative staff, while the budgetary impact has been close to status quo for the years in which we operated the facility. In this arrangement, the City retains responsibility for all costs related to building, grounds, and equipment maintenance, while the YMCA handles all other costs, but keeps all the revenue and is also paid a management fee.

The YMCA has proposed that the management fee increase to \$30,000 for next year from this past year's level of \$8,500. The Park Board has met on this issue twice, including a meeting this week that included YMCA representatives. Our basic understanding of this proposal is the YMCA feels that the current level of funding does not allow them to make any money on operations after related costs are taken into account, and the arrangement is unsustainable at this level.

Based on discussion at this meeting, the Park Board's recommendation is that the City assumes the costs of Alliant utilities and pool chemicals (a value of around \$25,000/year) with the understanding that the City would then not pay a management fee. They also recommend this new arrangement take place for one year, at which time it will be evaluated again. The YMCA did not agree to this change in arrangement at the meeting, but the Park Board felt this was a fair proposal to address the concerns of the YMCA while being responsible to the taxpayers. The City Council will need to have discussion to determine the best path forward.

Brent Hinson

From: Becky Harkema
Sent: Wednesday, October 12, 2016 1:16 PM
To: 'Brent Hinson'
Cc: 'Amy Schulte'; 'Edie Nebel'; 'Nick Pacha'; Dennis Hunger; Dave Mitchell
Subject: RE: outdoor pool proposal

Hi Brent,

As you know I am a full proponent of collaborations and really want to work together with managing the outdoor pool. What I don't want to get into is the habit of examining each other's finances. It shouldn't matter what the YMCA makes or doesn't make on a service to the City of Washington. What should matter is if the YMCA does a good job and that the City of Washington wants our service. So, with that in mind; our offer still stands at \$30,000.

I don't want this to seem harsh or threatening. Running the outdoor pool successfully is hard work and exhausting. I just want the Y to get paid for what we are worth.

Thanks for your consideration,
Becky

From: Brent Hinson [<mailto:bhinson@washingtioniowa.net>]
Sent: Tuesday, October 11, 2016 6:32 PM
To: Becky Harkema <bharkema@washingtontony.org>
Cc: Amy Schulte <aschulte@washingtontony.org>; Edie Nebel <edie.nebel52@gmail.com>; Nick Pacha <npacha@washingtioniowa.net>
Subject: RE: outdoor pool proposal

Becky:

We would like documentation related to the software expense, verifying that is an additional expense incurred due to the Y operating the pool.

When I run all the numbers you have provided through the formula under the agreement, I come up with a management fee of \$22,872, which would be subject to the City Park Board and Council agreeing to all of the additional expense categories listed this year versus the previous years.



Brent D. Hinson

City Administrator
City of Washington (Pop. 7,266)
215 East Washington St.
Washington, IA 52353
(p) 319-653-6584 X134
(f) 319-653-5273

From: Becky Harkema [<mailto:bharkema@washingtontony.org>]
Sent: Wednesday, September 21, 2016 12:44 PM
To: Brent Hinson
Cc: Amy Schulte; Edie Nebel
Subject: outdoor pool proposal

Hi Brent,

I thought I would just send my thoughts electronically regarding the outdoor pool. I am proposing that the YMCA of Washington County receives \$30,000 to operate the Washington Steele Family Aquatic Center for the summer of 2017. All agreements would be the same regarding staffing, paying chlorine, internet, phone, etc.

Please let me know your thoughts and if you would like to discuss further. I am currently going through the YMCA's 2017 budget process so I would like to get this finalized by the end of October.

Thank you,

Becky Harkema
CEO

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2015.0.6201 / Virus Database: 4656/13053 - Release Date: 09/20/16

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2015.0.6201 / Virus Database: 4664/13195 - Release Date: 10/12/16

| | 2013 | 2014 | 2015 | 2016* | Average |
|---|------------------|------------------|------------------|------------------|------------------|
| Revenues | | | | | |
| 001-4-4035-1-4756 Swimming Lessons | 7,144.75 | 14,118.00 | 13,718.00 | 14,923.00 | 12,475.94 |
| 001-4-4035-1-4759 Pool Admissions | 58,287.14 | 61,457.70 | 62,077.00 | 59,816.00 | 60,409.46 |
| 001-4-4035-1-4761 Concessions | 17,550.47 | 15,023.81 | 16,780.00 | 15,576.00 | 16,232.57 |
| 001-4-4035-2-4705 Contribution Private | 3,488.00 | - | - | - | 872.00 |
| 001-4-4035-2-4710 Reimbursement | 471.47 | - | - | - | 117.87 |
| 001-4-4035-2-4715 Refunds | - | - | - | - | - |
| | 86,941.83 | 90,599.51 | 92,575.00 | 90,315.00 | 90,107.84 |
| Expenses | | | | | |
| 001-6-4035-6030 Hourly Wages | 49,225.53 | 49,292.00 | 50,969.00 | 58,586.00 | 52,018.13 |
| 001-6-4035-6040 Overtime | - | - | - | - | - |
| 001-6-4035-6110 FICA/Medicare | 3,765.79 | 3,690.00 | 3,903.00 | 4,390.00 | 3,937.20 |
| 001-6-4035-6130 IPERS | 365.06 | - | - | - | 91.27 |
| 001-6-4035-6160 Work Comp | 1,465.37 | 240.00 | 539.00 | - | 561.09 |
| 001-6-4035-6220 License | - | - | - | - | - |
| 001-6-4035-6230 Training | 1,397.00 | - | - | - | 349.25 |
| 001-6-4035-6310 Maintenance - Buildings | 2,931.00 | 24,275.10 | 2,192.46 | 11,293.87 | 10,173.11 |
| 001-6-4035-6320 Ground Maintenance | 16.74 | 367.33 | 364.18 | 314.25 | 265.63 |
| 001-6-4035-6340 Office Equipment Repair | - | - | - | - | - |
| 001-6-4035-6350 Equipment Repair | 7,471.72 | 1,620.08 | 649.59 | 6,646.49 | 4,096.97 |
| 001-6-4035-6371 Utilities | 16,711.92 | 18,493.00 | 19,325.00 | 18,864.00 | 18,348.48 |
| 001-6-4035-6373 Phone Service | 794.24 | 500.00 | 622.00 | 691.00 | 651.81 |
| 001-6-4035-6402 Advertising | 138.84 | 603.00 | 612.00 | 838.00 | 547.96 |
| 001-6-4035-6430 License and Permits | 137.50 | 974.00 | 651.00 | 1,191.00 | 738.38 |
| 001-6-4035-6490 Professional Services | 103.74 | 79.00 | 104.00 | - | 71.69 |
| 001-6-4035-6499 Reimbursement | 160.00 | - | - | - | 40.00 |
| 001-6-4035-6501 Chemicals | 4,813.49 | 6,428.00 | 7,115.00 | 6,850.00 | 6,301.62 |
| 001-6-4035-6503 Merchandise - Resale | 13,788.74 | 7,741.00 | 9,841.00 | 9,854.00 | 10,306.19 |
| 001-6-4035-6504 Minor Equipment | - | - | - | - | - |

City of Washington
 Pool Budget Analysis for YMCA Agreement
 October 2016

DRAFT 10/20/16

| | 2013 | 2014 | 2015 | 2016* | Average |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| 001-6-4035-6507 | 1,892.62 | 3,339.00 | 3,763.00 | 1,921.00 | 2,728.91 |
| 001-6-4035-6508 | - | - | - | - | - |
| 001-6-4035-6510 | - | - | - | - | - |
| 001-6-4035-6599 | - | - | - | - | - |
| Support Staff Salaries | | | | 9,025.00 | 9,025.00 |
| Support Staff FICA | | | | 690.00 | 690.00 |
| Software Costs | | | | 5,500.00 | 5,500.00 |
| Insurance | | | | 1,073.00 | 1,073.00 |
| Maintenance of Equip. | | | | 24.00 | 6.00 |
| Mileage Allowance | | | | 24.00 | 6.00 |
| Employee Expense | | | | 301.00 | 75.25 |
| Total Expenditures | 105,179.30 | 117,641.51 | 100,650.23 | 138,076.61 | 127,602.91 |
| Expenditures Less Maint. | 94,759.84 | 91,379.00 | 97,444.00 | 119,822.00 | 112,979.96 |
| Profit/Loss Less Maint. (Used to Calculate Payment to YMCA) | (7,818.01) | (779.49) | (4,869.00) | (29,507.00) | (22,872.13) |
| City Costs Breakdown | | | | | |
| Maintenance Expense | (10,419.46) | (26,262.51) | (3,206.23) | (18,254.61) | (14,535.70) |
| Payment to YMCA | | (7,000.00) | (8,864.00) | (8,500.00) | |
| Total City Contribution | (18,237.47) | (33,262.51) | (12,070.23) | (26,754.61) | (19,076.75) |

Maintenance items outside agreement (100% City responsibility)

* Actuals through 8/31/16, plus Sept-Dec numbers from 2015 to estimate CYE total

Also: From 2014 on, shows a combination of City and Y budgets, less City payment to Y and/or any reimbursement payments between City and Y

*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

October 21, 2016

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

From: Brent Hinson
City Administrator

Re: Communications Plan

The City Council identified the development of a formal written communications plan as one of the strategic priorities for 2016. I have made my best attempt in the attached document, but welcome your input for improving on this draft.

DRAFT 10/21/16

Communications Plan



**City of Washington
November 2016**

City of Washington Communications Plan, November 2016

SUMMARY

The City of Washington believes that effective communication is essential for its mission of serving the needs of the citizens of Washington.

Communication encourages informed participation, builds community pride and satisfaction, encourages growth, and ultimately strengthens City services.

This plan provides a strategic roadmap for achieving a better informed and more engaged community. It outlines a number of methods currently being used to reach various audiences, and identifies new opportunities to explore.

We will continually look for ways to evaluate, build upon and improve communications efforts.

For questions contact:

Linda Krotz

Administrative Assistant

City of Washington, Iowa

319-653-6584

lkrotz@washingtioniowa.net

City of Washington Communications Plan, November 2016

PLAN GOAL

A better informed and more engaged community and organization.

OBJECTIVES

- To increase awareness, involvement and participation in City initiatives and activities
- To make residents and community groups fully aware of Washington City Council's goals and objectives and to report progress and achievements
- To build upon relationships with the news media to enable greater coverage of City information
- Help create community pride and a positive image of Washington among stakeholders

By carefully planning our communications to meet these objectives, we believe we can successfully reinforce the City's key messages while simultaneously increasing community awareness and engagement.

TARGET AUDIENCES

The key groups of people with which we communicate are:

PRIMARY

Washington City Residents
Agency/Elected Officials
Business Owners/Operators
Media
Employees/Volunteers

SECONDARY

Area Residents
Visitors

STRATEGIC MESSAGES

Washington is:

- Forward thinking
- Responsive to community needs
- Accountable and transparent
- Fiscally responsible
- Dedicated to customer service

City of Washington Communications Plan, November 2016

SITUATIONAL ANALYSIS

Washington is a quintessential Iowa hometown of over 7,000 residents, which has continued to grow in population since its founding in 1839. The community is anchored by a classic town square, bustling downtown, and a spirit of involvement and improvement. Strong community institutions and volunteerism also sustain the community.

The City of Washington provides a broad array of services to its residents, and maintains a strong and stable financial position with a basis in careful long-range planning. The City has made over \$30 million in capital investments in the community in the past five years. The City continues to operate in a challenging fiscal environment due to unfunded mandates and state revenue cutbacks, but plans to maintain this level of investment into the foreseeable future.

The City of Washington has been named one of “Iowa’s Top Workplaces” by the Des Moines Register, and the City received the coveted “Best Practices” award from the Iowa Municipalities Workers’ Compensation Association in 2015 for its outstanding occupational safety program.

The City of Washington aims to work to enhance internal and external communications efforts for the organization. The City wishes to place a stronger emphasis on communications strategy, public relations and media relations efforts.

Washington celebrates a rich, 175-year history, and is committed to a promising future for generations to come.

COMMUNICATIONS TOOLS- CURRENT PRACTICES

The City of Washington uses a variety of methods to communicate with the community and within the organization.

City Website

www.washingtoniowa.net

City employees work to keep the information on the website current and relevant. The website provides important information for residents, businesses, and visitors, but likely needs attention to take advantage of improvements over the years in tools for communicating with website users (see below in Future Strategies).

Washington Community News

The Washington Community News newsletter is mailed to all residents in the city limits and is distributed to new utility customers and is available for pickup at City Hall. 3,500 copies are printed roughly each quarter and are stocked in brochure racks at City Hall. It contains stories that highlight events happening within the City, new developments, safety and traffic issues, and hot topics.

Press Releases

The City sends out a variety of press releases to local and regional media outlets to keep them informed of current information and news. This includes information about events, new programs, construction updates, community services, parks and recreational programs, and other general information about what is happening in the City. The City has made efforts in recent years to reach

City of Washington Communications Plan, November 2016

its Spanish-speaking population through posting of public notices and other communications through El Heraldito Hispano, a local Spanish-language publication.

Interviews & Other Interaction with Local Media Sources

City officials are regularly interviewed by the Washington Evening Journal and KCII Radio on various topics of interest, and both sources have been more than willing to grant time to the City for more general communications on issues of importance. While this communication alone is not enough to comprehensively reach and inform the community, these media sources are a considerable communications asset for the City.

Social Media

The City has some involvement in social media, primarily on Facebook. The following pages are associated with the City:

- City of Washington Dog Pound: 167 likes; used to communicate information to the public about dogs that are in the pound and locate owners.
- Washington Public Library: 988 likes; used to communicate a variety of programming and promotions.
- Washington Fire Department: 1,068 likes; used to communicate on fire safety and departmental activities.
- Washington Steele Family Aquatic Center: 273 likes; operated by the Washington YMCA, used to communicate pool hours, etc.

Project-Specific Mailings & Meetings

For significant street and utility projects, the City typically communicates directly with affected residents by postal mailing, email and neighbor meetings.

Presentations to Service Clubs

The City Administrator and others regularly present to Washington's various service clubs on topics of broad community interest.

Emergency Communications

The City Police and Fire Departments coordinate emergency communications through the Washington County Communications Center, which then serves as the central point of contact for media and the general public.

Focus Groups & Broad Community Involvement

In the recent past, the City has utilized citizen focus groups to aid in goal-setting, and has attempted to address major community issues such as development of a new Comprehensive Plan in 2012 through involvement of a diverse group of participants from across the spectrum of the community.

In-Person Feedback

In a small town such as Washington, residents often do not have any reservations coming into City Hall or other facilities, or stopping City employees on the street to ask questions or lodge complaints. It is important that all City staff treat members of the public with respect at all times, and attempt to address their questions or concerns in a timely manner, including, if needed, seeing that the questions or concerns are routed to the appropriate party for response based on the topic.

City of Washington Communications Plan, November 2016

FUTURE STRATEGIES

Public Access Cable Channel

The City's Communications Commission has been working in fits and starts over the past several years to develop programming for the public access cable channel. In the future, this is meant to include live broadcasts of City Council and other meetings.

Branding

The City has developed a logo, which has been widely used on letterhead, other communications, City vehicles, City staff shirts, etc. The City also painted a version of the fountain logo on the new north water tower that was constructed in 2016. However, the City may wish to develop additional branding strategies to ensure consistency and cohesiveness in our brand look, tone, personality and messaging.

Website Improvements

The City attempts to communicate a great deal of information via its website. However, the format of the website is somewhat outdated, and a reformatting may increase use of the website by the general public, as well as offer opportunities for residents to sign up for e-notifications on specific topics of interest.

Citizen Survey

The City last conducted a citizen survey in 2009. This was conducted by students at the University of Iowa at little cost to the City, and provided useful feedback on services. While the telephone survey method used had some limitations (half of respondents were retired, indicating that perhaps the survey was conducted during daytime hours and achieved a less than representative sample of the public), it may make sense to investigate doing another citizen survey in the near future. Additionally, surveys on specific items of interest could be conducted using online tools.

Communications Committee

It may be useful to create a communications committee, including elected officials, that evaluates the City's outreach efforts and seeks ways to better reach the public and communicate within the organization. Additionally, this committee might focus its efforts on determining how the public would like to receive its communication.

EVALUATION

The value of any communications plan is determined by how effectively it is implemented. To measure the success of our communications programs, we will carefully look at the measurement and outcome benchmarks identified in the action plan, along with:

Reach & Penetration

The City staff should track and regularly report on usage statistics for the website, which are already available but have not been utilized much in the past.

Subjective Feedback

Surveys of residents on a formal and informal basis may provide a barometer of the City's overall effectiveness in communication.

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING GRADE ELEVATIONS ON
CERTAIN DESCRIBED STREETS IN THE CITY OF WASHINGTON, IOWA
FOR THE "SITLER DRIVE 2016 PAVING PROJECT"

BE IT ORDAINED by the City Council of Washington, Iowa:

The Sitler Drive 2016 Paving Project includes street widening for which costs are to be assessed to individual properties as Special Assessments. Widening consists of placement of Portland Cement Concrete adjacent to the existing pavement to a thickness of seven inches (7").

For purposes of this Grade Ordinance it shall be understood that the street included in this project was set to grade and paved under prior construction projects, for which no related Grade Ordinance was found to have been set by the City Council of Washington, Iowa. Therefore the longitudinal reference lines and related centerline elevations which follow are based on existing conditions. The intersection of the centerlines of South B Avenue and Sitler Drive is established as Station 20+00 with Stationing increasing along the centerline of Sitler Drive in an easterly direction.

That the following street grade elevations are hereby established at the locations hereafter indicated on Sitler Drive from the west line of South Iowa Avenue to the east line of South B Avenue to-wit:

| STATION | DISTANCE FROM CENTERLINE | ELEVATION |
|----------|--------------------------------|-----------|
| 20+50.63 | 15.5' L | 750.43 |
| 20+55.63 | 15.5' R | 750.28 |
| 21+25.00 | 15.5' L | 750.55 |
| 21+32.20 | 15.5' R | 750.48 |
| 22+00.00 | 15.5' L | 750.22 |
| 22+00.00 | 15.5' R | 750.17 |
| 22+50.00 | 15.5' L | 750.08 |
| 22+50.00 | 15.5' R | 750.07 |
| 23+46.65 | 15.5' L | 749.47 |
| 23+46.65 | 15.5' R | 749.46 |

| | | |
|----------|---------|--------|
| 24+00.00 | 15.5' L | 749.93 |
| 24+00.00 | 15.5' R | 749.91 |
| 24+50.00 | 15.5' L | 750.18 |
| 24+50.00 | 15.5' R | 750.26 |
| 25+00.00 | 15.5' L | 750.67 |
| 25+00.00 | 15.5' R | 750.72 |
| 25+09.00 | 15.5' L | 750.75 |
| 25+38.99 | 15.5' R | 751.19 |
| 25+99.00 | 18.0' L | 751.85 |
| 25+99.00 | 18.0' R | 751.88 |
| 26+50.00 | 18.0 L | 752.49 |
| 26+50.00 | 18.0' R | 752.49 |

Passed and Approved this ____ day of _____, 2016.

Attest:

Sandra Johnson, Mayor

Illa Earnest, City Clerk

1st reading: October 18, 2016

2nd reading: October __, 2016

3rd reading: _____, 2016

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2016.

Illa Earnest, City Clerk

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY AMENDING CHAPTER 69.08 "NO PARKING ZONES"- SOUTH IOWA AVENUE AT SITLER DRIVE

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

SECTION 1. **New Paragraph.** Section 69.08, "No Parking Zones", Paragraph 87 "South Iowa Avenue, on the east side, from a point 51.37 feet north to a point 91.31 feet south of the centerline of Sitler Drive; and on the west side from a point 174.67 feet north to a point 171.33 feet south of the centerline of Sitler Drive."

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

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

Passed and approved this _____ day of _____, 2016.

Sandra Johnson, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: 10-04-2016
Approved on Second Reading: 10-18-2016
Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2016.

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

October 21, 2016

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

From: Brent Hinson 
City Administrator

Re: South 15th Avenue Street Project/Residential Subdivision

As the Council is aware, our economic development staff and I have been investigating numerous ideas and approaches to increasing residential development in Washington. Whereas Washington prior to 2008 was often seeing 20 new homes constructed each year, for the last several years that number has been five or less, with much of the new homebuilding occurring outside the city limits (although the pace of that construction has slowed down in those subdivisions also and they are at or near complete buildout).

Additionally, we have implemented an annual street program with the goal of modernizing our street network, including making better connections. This was the reasoning behind the 2009 East Fillmore Street project, the West Buchanan project, and the current upgrades we are doing on Sitler Drive. Especially on the south side of town, there are still many places where it is hard to "get there from here". One of these places is the area east of South 9th Avenue and south of East Washington/Highway 92. The necessity of a future street connection between the East Creek neighborhood and Highway 92 was identified in the 2012 Comprehensive Plan.

An opportunity has arisen offers the possibility of increasing the number of residential building lots available, while improving street connections on the southeast side of town. Property owners David and Lisa Nacos, as indicated in the attached proposed Letter of Agreement, are interested in working with the City on development of a 4.53-acre parcel they own (I expect to have a signed version of this letter by meeting time). If we agreed to construct a new segment of South 15th Avenue between East Adams Street and East Madison Street as our annual street program, they would develop 10-12 residential lots for purchase by area homebuilders or individuals wishing to construct a home. I would also recommend as part of this project that we reconstruct South 15th from East Madison to Washington, as well as install new storm sewer along South 14th Avenue. This will

significantly improve the neighborhood's infrastructure and appearance, and the storm sewer project on South 14th & 15th has been in the City's Capital Improvements Plan since 2007, so it seems like a good opportunity to address this as well.

The downside to bringing this project to the front of the queue is that it would push back the other projects in the CIP by one year. The next street program project is currently set to be the paving of South Avenue E between Sitler Drive and West Lincoln Street. That project is important to establishing a quality street network between Highway 1 and the new Washington High School and the remainder of the southwest portion of town. However, what is most important related to that project is that it be completed prior to the West Buchanan Phase II project, which is currently slated for somewhere in the 2020 to 2021 time period, depending on federal funding available. Delaying the project by a year should not create any major issues.

I have attached a couple of sketches/aerial photos to help you visualize this project and how it fits with our other paving initiatives and residential development possibilities. At these points, much of what it presented is purely conceptual, but I feel like it presents very exciting concepts for the improvement of our community.

We are asking the Council to approve the attached Letter of Agreement as a framework for moving forward with the South 15th project in 2017. We will have a number of things to work on, including hammering out a development agreement, hiring an engineer and planning the project, but we hope to be able to move as swiftly as possible toward making this project a reality.

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

Letter of Agreement

WHEREAS, the City of Washington ("City") proposes to construct public improvements known as the "South 15th Avenue Paving & Utilities Project" ("the Project"), which would consist of street, sidewalk and utility improvements on South 15th Avenue between East Washington Street and East Adams Street; and

WHEREAS, David G. & Lisa M. Nacos ("Property Owners") own a 4.53 acre parcel of land in between East Madison Street and East Adams Street and wish to develop residential lots for sale as part of the Project.

THEREFORE, the parties agree to the following:

Joint Obligations

- 1) City and Property Owners agree to work together to identify a single civil engineer to design all of the improvements, with each party responsible for their respective share of obligations for the design costs.
- 2) City and Property Owners agree to work together in good faith to negotiate a detailed development agreement as planning of the project proceeds and costs are better ascertained.

Obligations of the City

- 1) City agrees to proceed with the goal of constructing the Project as its 2017 Street Program, subject to the street program policies and funding plan previously adopted by the City Council.
- 2) City agrees its obligations would likely include the cost of the street, sidewalk, storm sewer, water, sanitary sewer and related residential service lines.
- 3) City agrees to provide project inspection services during construction.

Obligations of the Property Owners

- 1) Property Owners agree the use of the property for construction of the Project, and agree to grant all street right-of-way and easements necessary at no cost to City.
- 2) Property Owners agree their obligations would likely include site surveying, platting, cost of lot grading and administering lot sales.
- 3) Property Owners agree that lots developed will be available for sale to any builder or private buyer at consistent and fair market prices.

"One of the 100 Best Small Towns in America"

- 4) Property Owners agree their obligations would likely include the up-front costs of the installation of Alliant and other non-City utilities.

Dated this _____ day of October, 2016.

For the Property Owner:

David G. Nacos

Lisa M. Nacos

For the City:

Sandra Johnson, Mayor

Illa Earnest, City Clerk

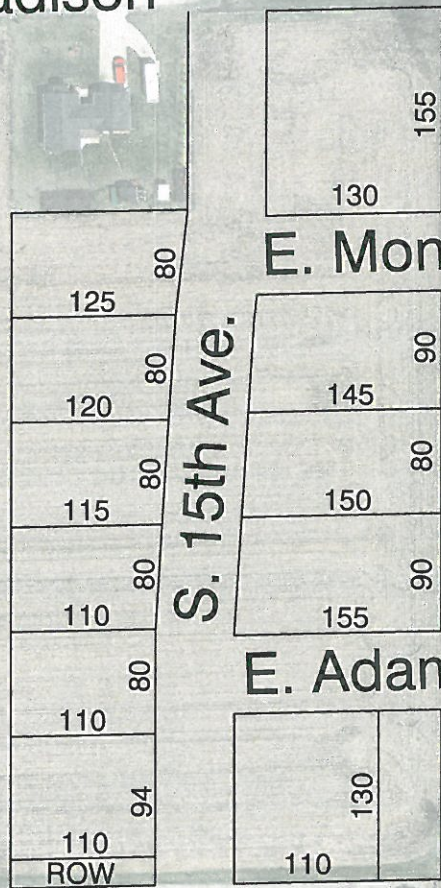
E. Washington St.

S. 15th Ave.

E. Madison

E. Monroe St.

E. Adams St.



125 80

120 80

115 80

110 80

110 80

110 94

110

ROW

S. 15th Ave.

130

155

145

90

150

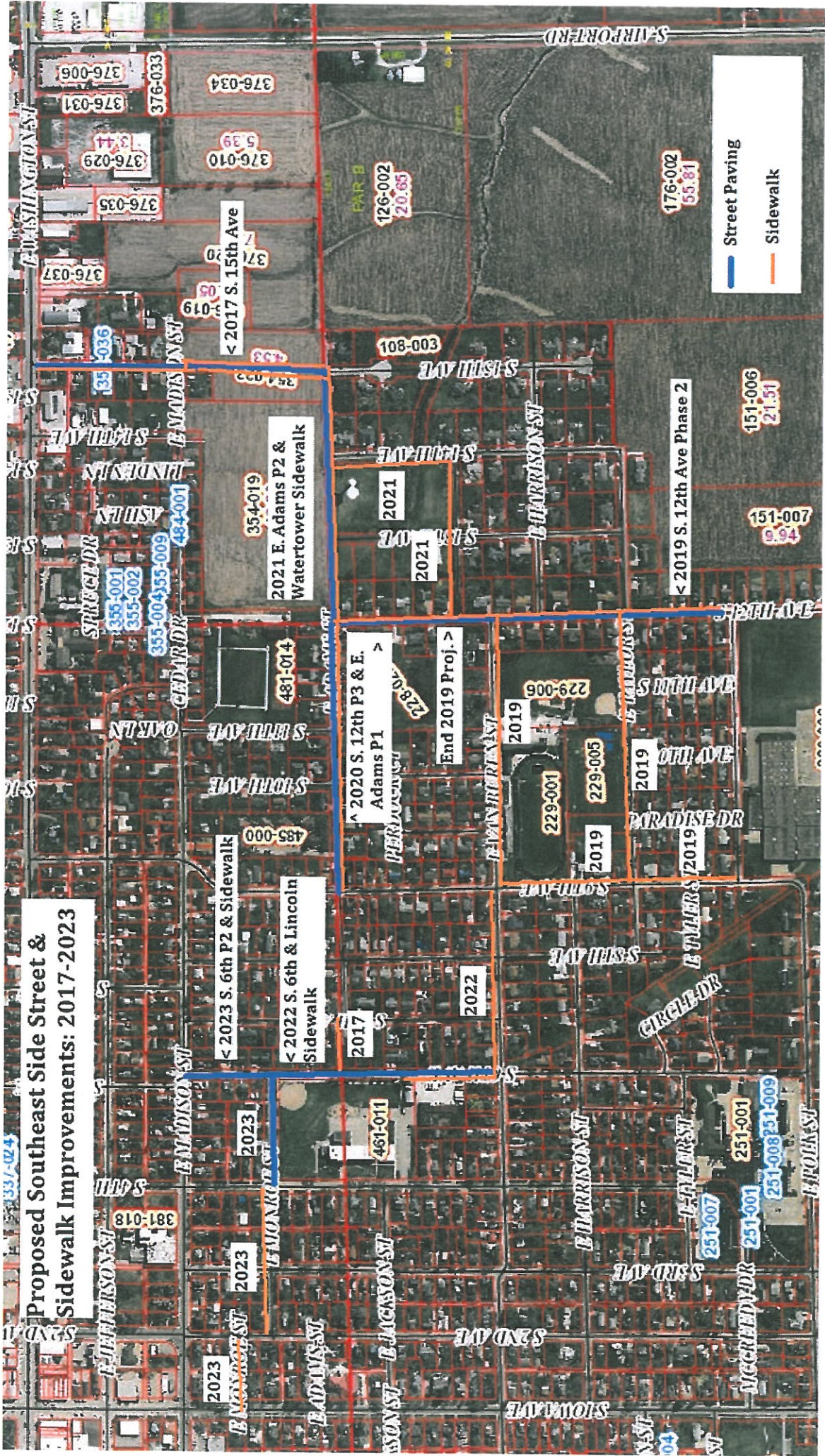
80

155

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130

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Proposed Southeast Side Street & Sidewalk Improvements: 2017-2023

Street Paving
Sidewalk

< 2017 S. 15th Ave

354-019
2021 E. Adams P2 & Watertower Sidewalk

2020 S. 12th P3 & E. Adams P1
End 2019 Proj. >

< 2023 S. 6th P2 & Sidewalk

< 2022 S. 6th & Lincoln Sidewalk

2023

461-011

< 2019 S. 12th Ave Phase 2

151-006
21.51

151-007
9.94

176-002
55.81

126-002
20.65

337-024

381-018

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337-024

381-018

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