

AGENDA OF THE REGULAR SESSION OF THE COUNCIL OF THE CITY OF WASHINGTON, IOWA TO  
BE HELD AT **120 E. MAIN STREET**, AT **6:00 P.M.**,  
WEDNESDAY, AUGUST 17, 2011

**Call to Order**

**Pledge of Allegiance**

**Roll call**

Agenda for the Regular Session to be held at 6:00 P.M., Wednesday, August 3, 2011 to be approved as proposed or amended.

Consent Agenda:

1. Minutes 08-03-2011
2. Minutes Special Session 08-13-2011
3. Fox Engineering, Sanitary Sewer Collection System Project, \$7,789.77
4. Fox Engineering, Wastewater Treatment Facility Improvement Project, \$28,996.30
5. Gridor Construction, Wastewater Treatment Facility Improvement Project, \$785,115.15
6. Washington County Engineer's Office, 2010 Paving Project, (concrete plant inspection) \$1,374.71
7. Voorhees Associates, City Administrator Search, \$5,818.74
8. Financial Report July, 2011

Approval of Claims

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

**PERMITS AND APPLICATIONS**

Hy-Vee Food Store, 528 Hwy 1 S, Class E Liquor (LE), Class B Wine (carryout wine), Class C Beer (carryout beer), Sunday Sales, (renewal)

Washington Pizza Hut, 1018 W. Madison Street, Special Class C Liquor License (BW (Beer/Wine) (renewal)

Melody Lanes, 1061 E. Washington Street, Class C Liquor License (LC) (Commercial), Outdoor Service, Sunday Sales, (renewal)

Unc & Neph's, 1015 W. Madison Street, Class C Liquor License (LC) (Commercial), Outdoor Service, Sunday Sales, (renewal)

**CONSIDERATION OF ORDINANCES & HEARINGS**

Public Hearing on Ward Boundary Changes from 2010 Census.

First Reading of An Ordinance Amending the Code of Ordinances of the City of Washington, Iowa, By Adopting New Ward Boundaries.

Third Reading of An Ordinance Amending the Municipal Code of the City of Washington, Iowa, By Adding "No Parking Zone" on S. 9th Avenue (West Side) Between East Main Street and East Washington Street.

**OLD BUSINESS**

**NEW BUSINESS**

Request from 2012 PAPWS Motor Expo.

Request from Rick Wagenknecht-Bid for New Equipment.

Discussion and Consideration Report from Jenny Blankenship.

Discussion and Consideration of Quote from Computers X Stream for Airport.

Discussion and Consideration of Contract with RDG for Comprehensive Plan Project.

Discussion and Consideration of Election Precincts Agreement – Washington County Temporary Redistricting Commission and City of Washington

Discussion and Consideration of Employment Agreement with Brent D. Hinson.

### **DEPARTMENTAL REPORT**

Public Works Report

Police Department

City Attorney

### **COMMITTEE REPORTS**

Street Committee

Sanitation/Water/Sewer Committee

Finance/Personnel Committee

Cemetery/Building Committee

Ordinance Committee

Public Safety Committee

Cable Committee

Comprehensive Plan Committee

### **COUNCILPERSONS**

Sandra Johnson, Mayor

Merle Hagie

Fred Stark

Mike Roth

Russ Zieglowsky

Bob Shepherd

Karen Wilson-Johnson

### **ADJOURNMENT**

Illa Earnest, City Clerk

Council Meeting 08-03-2011

The Council of the City of Washington, Iowa met in Regular Session in the Former Washington Public Library Building, 120 E. Main Street, at 6:00 P.M., Wednesday, August 3, 2011. Mayor Sandra Johnson in the Chair. On roll call present: Hagie, Stark (on speakerphone), Roth, Shepherd, Wilson-Johnson. Absent: Zieglowsky.

Motion by Shepherd, seconded by Wilson-Johnson, that the agenda of the Regular Session to be held at 6:00 P.M., Wednesday, August 3, 2011 be approved as amended. Discussion and consideration of Oakwood Village Subdivision Urban Renewal Plan is withdrawn at request of the developer. Motion carried unanimously.

Motion by Roth, seconded by Wilson-Johnson, that the consent agenda claims be approved for payment and the minutes of the 07-20-2011 special session and the minutes of the 07-20-2011 council meeting be approved and placed on file. Motion carried.

Consent Agenda:

1. Special Session Minutes 07-20-2011
2. Minutes 07-20-2011
3. Simmering-Cory, Professional Services, \$5,100.00
4. Voorhees Associates, City Administrator Search, \$7,268.25
5. IC&E Railroad, Railroad Crossing Repair on N. 12th Avenue, \$8,588.19
6. Jasper Construction, 2010 Paving Project, \$155,268.79
7. Team Services, WWTP Inspection and Testing, 721.27
8. Tyler Technologies, Software Maintenance, \$4,340.35
9. Aaxiom, Apron Repair Airport, \$10,401.54

Motion by Roth, seconded by Shepherd, that the claims be approved for payment. Motion carried unanimously.

Jim Hanshaw, planning and zoning committee member, came before council in support of moving forward with the Comprehensive Plan Update and recommended engaging RDG as the firm to assist in the project.

Ed Raber, WEDG Director, came before council to seek direction on where to direct people who come forward with projects in the interim period before a new city administrator is in place. Mayor Johnson and Dick Schrad will be a contact at this time.

Motion by Roth, seconded by Wilson-Johnson, that Mi Pueblo Real, 1021 W. Madison Street, Class C Liquor License (LC) (Commercial), Sunday Sales (new) be approved. Motion carried unanimously.

Mayor Johnson announced that now is the time for the public hearing on the Resolution Authorizing Indebtedness. No written or oral objections were received.

Motion by Shepherd, seconded by Roth to close the public hearing. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd, Wilson-Johnson. Nays: none. Motion carried.

Mayor Johnson announced that now is the time for the third reading of Ordinance Providing That General Property Taxes Levied and Collected Within the Project 2 TIF Area Within Urban Renewal Area #7 Be Paid To A Special Fund for Payment of Principal and Interest On Loans, Monies Advanced to and Indebtedness, Including Bonds Issued or to be Issued, Incurred by the City in Connection with said Urban Renewal Redevelopment Project. (Ann Williams/Insurance on the Avenue). Motion by Hagie, seconded by Shepherd, to adopt the ordinance. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd, Wilson-Johnson. Nays: none. Motion carried. **(Ordinance 975).**

Mayor Johnson announced that now is the time for the second reading of Second Reading of An Ordinance Amending the Municipal Code of the City of Washington, Iowa, By Replacing Yield Signs With Stop Signs on East Van Buren Street and East Tyler Street, Both Along South 12th Avenue. Motion by Shepherd, seconded by Stark,

to waive the third reading and adopt the ordinance. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd, Wilson-Johnson. Nays: none. Motion carried. **(Ordinance 976).**

Mayor Johnson announced that now is the time for the second reading of an Ordinance Amending the Municipal Code of the City of Washington, Iowa, By Adding "No Parking Zone" on S. 9th Avenue (West Side) Between East Main Street and East Washington Street. Motion by Wilson-Johnson, seconded by Hagie, to pass the ordinance to the third reading. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd, Wilson-Johnson. Nays: none. Motion carried.

Motion by Wilson-Johnson, seconded by Stark, to take from the table the discussion and consideration of resolution amending cemetery fees. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd, Wilson-Johnson. Nays: none. Motion carried.

Motion by Wilson-Johnson, seconded by Roth, to approve the resolution amending cemetery fees. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd, Wilson-Johnson. Nays: none. Motion carried. **(Resolution No. 2011-42)**

Motion by Hagie, seconded by Wilson-Johnson, to remove from the table the discussion and consideration of the quote from Computers X Stream for equipment at the Washington Airport. Roll call on said motion as follows: Ayes: Hagie, Stark, Shepherd, Wilson-Johnson. Nays: Roth. Motion carried.

The discussion and consideration of the quote from Computers X Stream was withdrawn at the request of airport personnel.

Chad McCleary, Water Treatment Plant Superintendent, gave the council an update on current operations and upcoming concerns at the Water Treatment Plant.

Motion by Shepherd, seconded by Wilson-Johnson, to approve the estimate on repair of EDR brine pump from Hupp Electric Motors. Motion carried unanimously.

Motion by Roth, seconded by Hagie, to approve the request of C-Span and Mediacom to park their bus on the Square for two hours on August 9, 2011. Motion carried unanimously.

Motion by Shepherd, seconded by Hagie, to approve the Redlinger Economic Assistance Agreement as revised. Motion carried unanimously.

Motion by Hagie, seconded by Wilson-Johnson, to approve the Resolution Authorizing Indebtedness. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd, Wilson-Johnson. Nays: none. Motion carried. **(Resolution No. 2011-43)**

Motion by Hagie, seconded by Shepherd, to affirm the mayoral appointment of Kevin Erpelding to the Airport Commission. Motion carried unanimously.

Motion by Roth, seconded by Shepherd, to approve the Resolution Authorizing Levy, Assessment, and Collection of Costs to Washington County Treasurer. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd, Wilson-Johnson. Nays: none. Motion carried. **(Resolution No. 2011-44)**

Mayor Johnson, City Councilors-at-large Hagie, and Wilson-Johnson, City Clerk Earnest, Washington County Auditor Fredrick, and chair of Temporary Washington County Redistricting Commission Hora will meet in the city hall conference room Monday, August 8, 2011, at 4:00 P.M. to work on the new ward boundaries and supervisor districts.

Before the Regular Council Session on August 3, council met at 5:00 P.M. in a work session with members of planning and zoning to interview and hear a presentation from a representative from RDG, who had submitted a proposal to work on the comprehensive plan project.

Motion by Shepherd, seconded by Roth, to engage RDG for services for the Comprehensive Plan Update Project to be completed by March, 2012 and put approval of the contract on the August 17, 2011 agenda. Motion carried unanimously.

Council will hold a “meet and greet” event at the Washington Public Library from 4:00 to 6:00 P.M., Friday August 12, 2011 to give the public an opportunity to meet the city administrator candidates. The council and three citizens will meet at 8:30 A.M., Saturday, August 13, 2011 at the Washington Public Library to conduct interviews with each of the candidates.

Motion by Hagie, seconded by Roth, that the Regular Session held at 6:00 P.M., Wednesday, August 3, 2011 be adjourned. Motion carried.

Illa Earnest, City Clerk

# Council Meeting 08-13-2011

The Council of the City of Washington, Iowa met in Special Session in the State Bank Room in the Washington Public Library, 115 W. Washington Street, at 8:30 A.M., Saturday, August 13, 2011. Mayor Sandra Johnson in the Chair. On roll call present: Hagie, Stark, Roth, Shepherd, Wilson-Johnson. Absent: Ziegłowsky. Also present were: Craig Davis, Mary Patterson, Jim Hanshaw, and Dr. Karl Nollenberger. City administrator candidates scheduled for interviews: Bowden, Gifford, Hinson, Nier, and Weuve.

Motion by Stark, seconded by Roth, that the agenda of the Special Session to be held at 8:30 A.M., Saturday, August 13, 2011 be approved. Motion carried unanimously.

Motion by Stark, seconded by Roth, that the council go into closed session per Code of Iowa Chapter 21.5(i). Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd, Wilson-Johnson. Nays: none. Motion carried.

Motion by Roth, seconded by Stark, that the council return to open session. Roll call on said motion as follows: Ayes: Hagie, Stark, Roth, Shepherd, Wilson-Johnson. Nays: none. Motion carried.

Motion by Roth, seconded by Stark, to approve the benefit package and make an offer to Brent D. Hinson for the position of city administrator. Motion carried unanimously.

Mr. Hinson verbally accepted the offer and the formal employment agreement will on the August 17, 2011 council agenda.

Motion by Shepherd, seconded by Hagie, that the Special Session held at 8:30 A.M., Saturday, August 13, 2011 be adjourned. Motion carried.

Illa Earnest, City Clerk



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

City of Washington  
City Hall  
215 East Washington Street  
Washington, IA 52353  
David Plyman

Invoice number 33244  
Date 07/30/2011

Project **204509B Washington Sanitary Sewer  
Collection System**

Professional Services for the Period of 06/26/2011 to 07/30/2011

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Preliminary Engineering Report - Pump Station Replacement</b>	14,500.00	100.00	14,500.00	14,500.00	0.00
<b>Preliminary Design</b>	54,500.00	100.00	54,500.00	54,500.00	0.00
<b>Final Design</b>	74,500.00	100.00	74,500.00	74,500.00	0.00
<b>Bidding</b>	12,500.00	0.00	0.00	0.00	0.00
<b>Construction Administration</b>	89,500.00	0.00	0.00	0.00	0.00
<b>Post Construction</b>	6,500.00	0.00	0.00	0.00	0.00
<b>Construction Staking</b>	20,500.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>272,500.00</b>	<b>52.66</b>	<b>143,500.00</b>	<b>143,500.00</b>	<b>0.00</b>

#### Easement Acquisition

Professional Fees

Billed Amount

455.00

Outside Services

Billed Amount

A&R Land Services, Inc.

3,502.32

3,832.45

Phase subtotal

7,789.77

Invoice total

**7,789.77**

Approved by: \_\_\_\_\_

GRAVSEWER  
Project #104  
BPM



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

City of Washington  
City Hall  
215 East Washington Street  
Washington, IA 52353  
David Plyman

Invoice number 33168  
Date 07/30/2011

Project **204508A Washington Wastewater  
Treatment Plant**

Professional Services for the Period of 06/26/2011 to 07/30/2011

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Facility Plan Amendment	13,500.00	100.00	13,500.00	13,500.00	0.00
Preliminary Design	307,400.00	100.00	307,400.00	307,400.00	0.00
Final Design	424,000.00	100.00	424,000.00	424,000.00	0.00
Bidding / Negotiation	22,500.00	100.00	22,500.00	22,500.00	0.00
Operations Manual	36,300.00	0.00	0.00	0.00	0.00
Construction Staking	24,840.00	23.00	3,974.40	5,713.20	1,738.80
Total	828,540.00	93.31	771,374.40	773,113.20	1,738.80

#### Construction Administration

Professional Fees

Billed  
Amount  
26,542.50

Outside Services

Billed  
Amount

Riesberg Engineering Company

715.00

Phase subtotal

27,257.50

Invoice total **28,996.30**

Approved by: \_\_\_\_\_

WWTF  
Project #101  
GJM



## Contractor's Application for Payment No. 4

Approved Change Order Summary:			
No.	Date Approved	Additions	Deductions
TOTALS		\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS			\$0.00

- |  |  |    |               |
|--|--|----|---------------|
| 1. ORIGINAL CONTRACT PRICE.....  |  | \$ | 14,987,500.00 |
| 2. Net change by Change Orders.....  |  | \$ | 0.00          |
| 3. Current Contract Price (Line 1 + 2).....  |  | \$ | 14,987,500.00 |
| 4. TOTAL COMPLETED AND STORED TO DATE<br>(Column G on Progress Estimate).....                |  | \$ | 1,613,161.00  |
| 5. RETAINAGE:  |  |    |               |
| a. 5%           X           \$968,060.00   Work Completed.....                               |  | \$ | 48,403.00     |
| b. 5%           X           \$645,101.00   Stored Material.....                              |  | \$ | 32,255.05     |
| c. Less Total Retainage Released Early.....  |  | \$ |               |
| d. Total Retainage (Line 5a + Line 5b - Line 5c).....  |  | \$ | 80,658.05     |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....   |  | \$ | 1,532,502.95  |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....                               |  | \$ | 747,387.80    |
| 8. AMOUNT DUE THIS APPLICATION.....  |  | \$ | 785,115.15    |
| 9. BALANCE TO FINISH, PLUS RETAINAGE<br>(Column I on Progress Estimate + Line 5d above)..... |  | \$ | 13,454,997.05 |

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:  Date: 9-8-11

is approved by: Robert J. McDonald 8/10/11  
(Owner) (Date)

Endorsed by the Construction Specifications Institute.

**Washington County Engineer's Office & Secondary Road Department**

Engineer's Office  
210 West Main Street  
Washington, IA 52353  
(319) 653-7731

Maintenance Shop  
821 East 7th Street  
Washington, IA 52353  
(319) 653-7733

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**Date:** 8/8/2011

**Description:**

Inspection Services, 9th St project, May - August, 2011  
(see sheet attached) \$ 1,374.71

**TOTAL DUE**

\$ 1,374.71

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Amount due is payable upon receipt of bill. Delinquent accounts will be charged a finance charge of 1.5% per month. Thank you for keeping your account current.

Please make check payable to: WASHINGTON COUNTY TREASURER  
And mail to: WASHINGTON COUNTY ENGINEER  
210 West Main Street  
Washington, IA 52353

**ATTN:** City of Washington  
315 E Washington St  
Washington, IA 52353

STPROJ2010  
Project # 100  
JGM

## City of Washington -- 9th St

### Inspection:

JMc	Engr Tech	5/5/11-5/18/11	3	37.15	\$111.45
LJM	Engr Tech		4.5	43.94	\$197.73
LJM	Engr Tech	5/19/11-6/1/11	8	43.94	\$351.52
JMc	Engr Tech	6/2/11-6/15/11	2	37.15	\$74.30
LJM	Engr Tech		5	43.94	\$351.52
JMc	Engr Tech	6/30/11-7/13/11	5	41.17	\$205.85
JMc	Engr Tech	7/28/11 - 8/10/11	2	41.17	\$82.34

Total

**\$1,374.71**

Billed out 8/8/11



DATE: August 15, 2011

TO: City of Washington, Iowa

FOR: For Professional Fees and Expenses Incurred By Voorhees Associates, LLC

SUBJECT: INVOICE #3-8-011-0081

**Professional Fee** \$4,000.00

For professional services for one third of full fee (\$12,000) for the recruitment and selection of a City Administrator.

**Reimbursable Expenses (incidental to the recruitment activities)** \$1,818.74

- Consultant Travel-----\$414.30
- Postage/Shipping-----\$104.44
- Printing/Photocopy----- \$300.00
- Telephone/Fax/Internet Charges-----\$150.00
- Lexis Nexis Print Article Checks - Five (5) Candidates----- \$175.00
- Background Checks (Court/Credit/Motor Vehicles) - Five (5) Cand.-----\$675.00

PLEASE REMIT: **\$5,818.74**

PAYMENT DUE: ***Make Check Payable To:***

*Voorhees Associates, LLC  
500 Lake Cook Road, Suite 350  
Deerfield, IL 60015*

Thank you for the opportunity to be of service to the City of Washington in this important assignment.

**VOORHEES ASSOCIATES, LLC  
Leadership in Public Management**

*500 Lake Cook Road, Suite 350, Deerfield, Illinois, 60015*

CITY OF WASHINGTON, IA  
YEAR-TO-DATE TREASURERS REPORT  
AS OF JULY 31, 2011

FUND	07/01/2011 BEGINNING CASH BALANCE	Y-T-D REVENUES	REVENUES NOT YET RECEIVED	Y-T-D EXPENDITURES	EXPENSES NOT YET EXPENDED	07/31/2011 ENDING CASH BALANCE
001-GENERAL FUND	(434,005.41)	261,537.93	-	532,006.89	4.82	(704,469.55)
110-ROAD USE	821,385.62	56,643.56	-	35,456.90	(166.83)	842,405.45
112-EMPLOYEE BENEFITS	-	5,418.05	-	5,418.05	-	-
113-LIABILITY INSURANCE	-	1,354.06	-	1,354.06	-	-
121-LOCAL OPTION SALES TAX	-	66,054.74	-	66,054.74	-	-
125-URBAN RENEWAL AREA #1	-	3,827.96	-	3,827.96	-	-
126-URBAN RENEWAL AREA #2	-	-	-	-	-	-
127-URBAN RENEWAL AREA #3A	-	-	-	-	-	-
128-URBAN RENEWAL AREA #3B	-	-	-	-	-	-
129-URBAN RENEWAL AREA #3C	(1,862.47)	-	-	-	-	(1,862.47)
130-URBAN RENEWAL AREA #3D	-	-	-	-	-	-
131-URBAN RENEWAL AREA #4	1,862.47	-	-	-	-	1,862.47
132-URBAN RENEWAL AREA #5	-	-	-	-	-	-
133-URBAN RENEWAL AREA #6	-	82,499.93	-	82,499.93	-	-
134-URBAN RENEWAL AREA #7	-	-	-	-	-	-
145-HOUSING REHABILITATION	-	-	-	-	-	-
200-DEBT SERVICE	(84,761.00)	20,845.39	-	-	-	(63,915.61)
300-CAPITAL RESERVES	231,498.70	313.00	-	-	-	231,811.70
301-CAPITAL PROJECTS FUND	2,306,143.48	228.74	-	1,110,112.13	-	1,196,260.09
302-URBAN RENEWAL BIODIESEL 6	-	-	-	-	-	-
303-WWTP CAPITAL PROJ FUND	(897,847.87)	-	-	347,951.50	-	(1,245,799.37)
510-BAND BOOSTER	(102.60)	-	-	-	-	(102.60)
520-DOG PARK	6,602.27	-	-	82.56	-	6,519.71
530-TREE COMMITTEE	6,753.79	-	-	53.00	-	6,700.79
540-POLICE FORFEITURE	-	-	-	-	-	-
550-PARK GIFT	206,862.28	1.00	-	-	-	206,863.28
560-AIRPORT GIFT	-	-	-	-	-	-
565-GAS REVOLVING FUND	-	-	-	-	-	-
570-LIBRARY GIFT	43,761.46	337.32	-	2,001.11	-	42,097.67
580-CEMETERY GIFT	(55.00)	-	-	-	-	(55.00)
600-WATER UTILITY	(322,599.27)	87,101.89	-	125,200.49	150.00	(360,547.87)
610-SANITARY SEWER	1,424,024.45	77,928.45	-	51,920.75	-	1,450,032.15
660-AIRPORT	-	-	-	-	-	-
670-SANITATION	(128,283.78)	14,017.91	-	8,866.77	-	(123,132.64)
910-TRUST	232,497.77	1,134.88	-	97.05	-	233,535.60
950-INSURANCE CLEARING	-	-	-	-	-	-
951-PAYROLL CLEARING	-	-	-	-	-	-
952-OLD FUND 090	-	-	-	-	-	-
<b>TOTAL BALANCE</b>	<b>3,411,874.89</b>	<b>679,244.81</b>	<b>-</b>	<b>2,372,903.89</b>	<b>12.01</b>	<b>1,718,203.80</b>

Cash in Bank - Pooled Cash

U.S. Bank/Wash St. Bank - Operating Account	324,209.59	(1)
Cash in Drawer	350.00	
Wash St Bank - MM	255,572.89	
Wash St Bank - CD	4,405.26	
Federation Bank - Utility Account	-	
Investment in IPAIT	967,164.04	
Wash St Bank - Library Acct	166,668.85	
<b>TOTAL CASH IN BANK</b>	<b>1,718,370.63</b>	

(1) Washington State Bank	385,020.00
U.S. BANK	5,960.34
Outstanding Deposits & Checks	(66,770.75)
	<b>324,209.59</b>

## License Application ( LE0000627 )

### ***Applicant***

Name of Applicant: Hy-Vee, Inc.

Name of Business (DBA): Hy-Vee Food Store

Address of Premises: 528 Hwy 1 S

City: Washington

County: Washington

Zip: 52353000

Business Phone: (319) 653-5406

Mailing Address: 5820 Westown Pkwy

City: West Des Moines

State: IA

Zip: 502660000

### ***Contact Person***

Name: Jennie Woods

Phone: (515) 267-2874

Email Address: jmwoods@hy-vee.com

Classification: Class E Liquor License (LE)

Term: 12 months

Effective Date: 10/08/2011

Expiration Date: 10/07/2012

Privileges:

Class B Wine Permit (Carryout Wine)

Class C Beer Permit (Carryout Beer)

Class E Liquor License (LE)

Sunday Sales

### ***Status of Business***

BusinessType: Privately Held Corporation

Corporate ID Number: 19862

Federal Employer ID # 42 0325638

### ***Ownership***

## License Application ( LC0037877 )

### Applicant

Name of Applicant:	<u>Bender Bunch LLC</u>		
Name of Business (DBA):	<u>Melody Lanes</u>		
Address of Premises:	<u>1601 E Washington St</u>		
City: <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>	
Business Phone:	<u>(319) 653-2505</u>		
Mailing Address:	<u>1601 E Washington St</u>		
City: <u>Washington</u>	State: <u>IA</u>	Zip: <u>52353</u>	

### Contact Person

Name:	<u>Mike Bender</u>		
Phone:	<u>(319) 653-2505</u>	Email Address:	<u>mikebender74@hotmail.com</u>

Classification: Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 09/01/2011

Expiration Date: 08/31/2012

Privileges:

Class C Liquor License (LC) (Commercial)  
Outdoor Service  
Sunday Sales

### Status of Business

BusinessType:	<u>Limited Liability Company</u>		
Corporate ID Number:	<u>403665</u>	Federal Employer ID #	<u>27-3327858</u>

### Ownership

**Michael Bender**

First Name: Michael

Last Name: Bender

City: Washington

State: Iowa

Zip: 52353

Position President

% of Ownership 100.00 %

U.S. Citizen

### Insurance Company Information

Insurance Company:	<u>Founders Insurance Company</u>		
Policy Effective Date:		Policy Expiration Date:	
Bond Effective Continuously:		Dram Cancel Date:	
Outdoor Service Effective Date:		Outdoor Service Expiration Date:	
Temp Transfer Effective Date:		Temp Transfer Expiration Date:	

## License Application ( BW0093071 )

### ***Applicant***

Name of Applicant:	<u>WASHINGTON PIZZA HUT, INC</u>		
Name of Business (DBA):	<u>PIZZA HUT OF WASHINGTON</u>		
Address of Premises:	<u>1018 W. MADISON</u>		
City: <u>Washington</u>	County: <u>Washington</u>	Zip: <u>52353</u>	
Business Phone:	<u>(319) 653-6521</u>		
Mailing Address:	<u>207 E. WASHINGTON</u>		
City: <u>MT. PLEASANT</u>	State: <u>IA</u>	Zip: <u>52641</u>	

### ***Contact Person***

Name:	<u>CHRIS SWAILES</u>		
Phone:	<u>(319) 385-2214</u>	Email Address:	<u>chriss@admsrv.com</u>

Classification: Special Class C Liquor License (BW) (Beer/Wine)

Term: 12 months

Effective Date: 10/15/2011

Expiration Date: 10/14/2012

Privileges:

Special Class C Liquor License (BW) (Beer/Wine)

### ***Status of Business***

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>42955</u>	Federal Employer ID #	<u>42-0983762</u>

### ***Ownership***

#### **Donald Morin**

First Name: <u>Donald</u>	Last Name: <u>Morin</u>	
City: <u>Mt Pleasant</u>	State: <u>Iowa</u>	Zip: <u>52641</u>
Position <u>owner</u>		
% of Ownership <u>25.00 %</u>	U.S. Citizen	

#### **MARVIN DAY**

First Name: <u>MARVIN</u>	Last Name: <u>DAY</u>	
City: <u>MT. PLEASANT</u>	State: <u>Iowa</u>	Zip: <u>52641</u>
Position <u>SECRETARY/TREASUR</u>		
% of Ownership <u>75.00 %</u>	U.S. Citizen	

### ***Insurance Company Information***



## License Application ( LC0036352 )

### Applicant

Name of Applicant: Dan's Bar, Inc.

Name of Business (DBA): Unc & Neph's

Address of Premises: 1015 West Madison St.

City: Washington County: Washington Zip: 52353

Business Phone: (319) 653-4755

Mailing Address: 1007 West Madison

City: Washington State: IA Zip: 52353

### Contact Person

Name: Daniel D Sorrell

Phone: (319) 653-8822 Email Address: ddsorrellglass@iowatelecom.net

Classification: Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 09/15/2011

Expiration Date: 09/14/2012

Privileges:

Class C Liquor License (LC) (Commercial)  
Outdoor Service  
Sunday Sales

### Status of Business

BusinessType: Privately Held Corporation

Corporate ID Number: 367624 Federal Employer ID #

### Ownership

**Daniel Sorrell**

First Name: Daniel Last Name: Sorrell

City: Washington State: Iowa Zip: 52353

Position President

% of Ownership 51.00 % U.S. Citizen

**David Sorrell**

First Name: David Last Name: Sorrell

City: Washington State: Iowa Zip: 52353

Position Secretary, Treasurer

% of Ownership 49.00 % U.S. Citizen

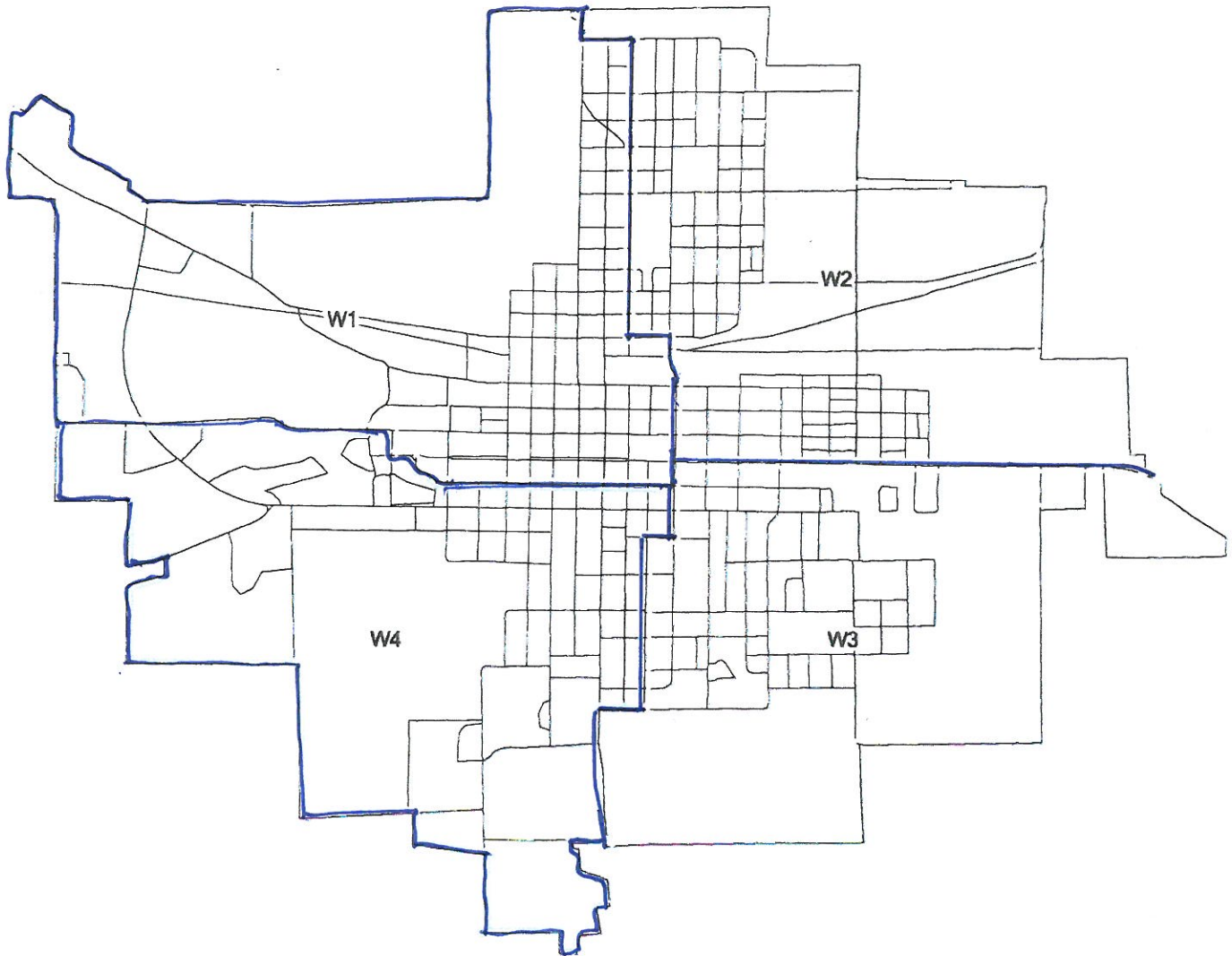
### Insurance Company Information

## NOTICE OF PUBLIC HEARING

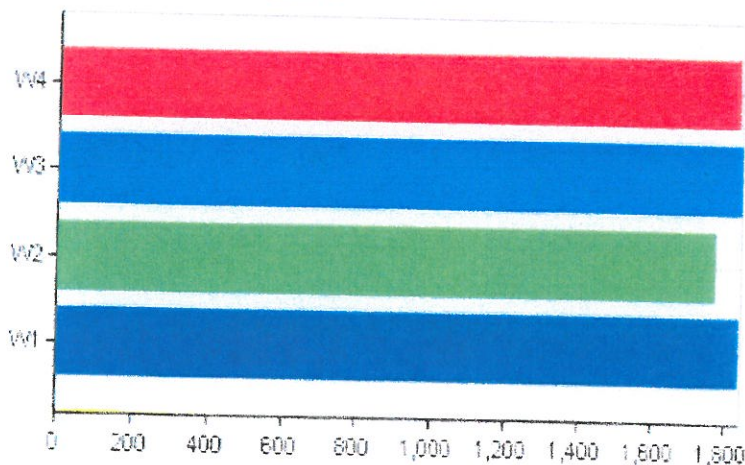
The Council of the City of Washington, Iowa will hold a public hearing on Wednesday, August 17, 2011 at 6:00 P.M. at 120 E. Main Street for proposed ward boundary changes. Maps of the proposed ward boundaries are on file in the office of the City Clerk in Washington Municipal Building during regular business hours. All citizens wishing to speak to the matter will be heard during the public hearing.

Illa Earnest, City Clerk

# Washington Wards Option 5



Current Statistics



Statistics

Current Statistics		Proposed Statistics	Assign Statistics
Ward	POP10	POP10_DEV	POP10_DVP
W1	1828	12	0.66079295...
W2	1769	-47	-2.5881057...
W3	1840	24	1.32158590...
W4	1829	13	0.71585903...

ORDINANCE NO.

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WASHINGTON, IOWA, BY  
REESTABLISHING WARD  
BOUNDARIES AND DESCRIPTIONS

WHEREAS, all wards are required to have, as far as practicable, an equal population, and

WHEREAS, territory has been annexed to the City of Washington, Iowa, and the population in the City of Washington has increased, and

WHEREAS, the 2010 census has been taken which enables the reestablishment of boundaries.

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

Section 1. Section 3.01(1) (2) (3) (4) are hereby repealed in their entirety and the following is hereby substituted in lieu thereof:

FIRST WARD The first ward consists of the area bounded on the north and west by the Washington City limits; on the south by West Jefferson Street from South Fourth Avenue to West Washington Street, thence west to H Avenue, thence north to West Main Street, thence west to Washington City limits; and on the east by Fourth Avenue to East Fifth Street, thence west to North Second Avenue, thence north to East Seventeenth Street, thence west North Marion Avenue, thence north to City limits.

SECOND WARD The second ward consists of the area bounded on the north and east by Washington City limits; on the west by the east boundary of the first ward; and on the south by the north boundary of the third ward.

THIRD WARD The third ward consists of the area bounded on the east and south by the Washington City limits; on the north by East Washington Street from east Washington City limits to South Fourth Avenue, on the west by South Fourth Avenue to West Monroe Street, thence west to South Third Avenue, thence south to East Polk Street, thence west to South Iowa Avenue, thence south to Washington City limits.

FOURTH WARD The fourth ward consists of the area bounded on the south and west by the Washington City limits; on the north by the south boundary of the first ward; and on the east by the boundary of the third ward.

Section 2. All ordinances or parts thereof in conflict herewith are hereby repealed.

Section 3. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and Adopted this 24th day of August, 2011.

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

Attest:

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

**ORDINANCE NO. 2011-**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE  
OF THE CITY OF WASHINGTON, IOWA,  
BY ADDING “NO PARKING” ZONE ON S. 9TH AVENUE BETWEEN  
EAST MAIN STREET AND EAST WASHINGTON STREET**

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

Section 1. **ADD PHRASE**. Section 69.08, “No Parking Zones”. Item 77 “South 9th Avenue, on the west side, between its intersection with East Main Street and its intersection with East Washington Street is added.

Section 2. **REPEALER**. All ordinances or parts thereof in conflict with the foregoing provisions are hereby repealed.

Section 3. **EFFECTIVE DATE**. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed and approved this 17th day of August, 2011.

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

ATTEST:

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



City of Washington

Attn: Rick

Quote for Kubota ZD321N-54 listed below:

\$12,650.00	New Kubota ZD321N-54 / Liquid Cooled Diesel Zero Turn / 54" Deck
-1,000.00	Gov't Discount
-----	
\$11,650.00	
-1,785.00	Trade: 2001 Scag STC48A-21 / 48" Deck / Approx. 1,800 hrs
-----	
\$9,865.00	Difference Total

Thanks,

Brandon Lowry  
Lowry Equipment Inc.  
[www.lowryequipmentinc.com](http://www.lowryequipmentinc.com)

8/

ANTHONY ARNAMAN  
SALES PROFESSIONAL  
319-653-6607 BUSINESS #  
866-GRETTER (473-8837) TOLL FREE  
319-530-1775 CELL  
anthonysales@iowatelecom.net  
www.GRETTER.com

# GRETTER

## AUTOLAND

FLEET CASE  
QF269

NAME CITY OF WASHINGTON, IOWA  
SS #/ DL # \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
NAME % RICK HAGENKNECHT - CEMETERY SEXTON  
SS #/ DL # \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
ADDRESS 215 E. WASHINGTON ST.  
CITY, STATE, COUNTY, ZIP WASHINGTON, IOWA 52353  
HOME PHONE \_\_\_\_\_ BUS PHONE 319-653-3927  
CELL PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
FAX 319-653-3927

VEHICLE TO BE PRESENTED  
STOCK# ORDER OUT  
MAKE 2012 Ford  
MODEL F-250 XL REG. CAB 4x4  
COLOR WHITE

TRADE-IN  
YEAR \_\_\_\_\_  
MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
MILES \_\_\_\_\_  
VIN \_\_\_\_\_

MSRP:

TRUCK  
SALE PRICE \$29,750

REBATES / DISCOUNTS:

- GOV'T FLEET  
CONCESSION - 6,000

TRADE:

23,750

TOTAL:

### Accessories

BOSS V-Plow 8'2" \$4508-  
BOSS "SMART-LOCKS"  
(FOR BACKDRAGGING) 265-  
Plow Install 450-  
LINE-X LINER 594-  
DEEZIE CAB/BOX BOARD 395-  
REAR MUD GUARD 28.50-  
UNDERCOATING 250-  
LABOR-Accessories 240-

ALL PRICES PLUS TAX, TITLE, LICENSE, DOCUMENTARY FEE, LIEN FEE (IF APPLICABLE).

TRUCK \$23,750

PAYMENTS:

ACCESSORIES + 6,730.<sup>50</sup>

TOTAL \$30,480.<sup>50</sup>

6,730.<sup>50</sup>

# MINCER



Phone 319-728-2249 • Fax 319-728-7639

Highway 92 West • Columbus Junction, IA

DATE: Aug 8- 2011

TIME: \_\_\_\_\_

NUMBER OF PAGES INCLUDING COVER SHEET \_\_\_\_\_ OF \_\_\_\_\_

PLEASE DELIVER THE FOLLOWING PAGES TO:

NAME: Rick WagenknechtFIRM: City of WashingtonFROM: Larry MincerFIRM: Mincer Ford

MESSAGE: \_\_\_\_\_

Bid for 2012 F250

IF TRANSMISSION IS INCOMPLETE, PLEASE NOTIFY SENDER.



NC 530

## VEHICLE ORDER CONFIRMATION

08/01/11 15:44:05

=&gt;

Dealer: F41671

2012 F-SERIES SD

Page: 1 of 1

Order No: 1111 Priority: J3 Ord FIN: QF269 Order Type: 5B Price Level: 215

Ord Code: 600A Cust/Flt Name: CITYWASHINGTON PO Number:

RETAIL DLR INV

RETAIL DLR INV

2B F250 4X4 SD R/C \$31810 \$29659.00 10000# GVWR PKG

137" WHEELBASE

41H ENG BLK HEATER

NC

NC

X INGOT SILVER

473 SNOW PLOW PKG

85

71.00

CLTH 40/20/40 100 83.00

SPARE TIRE/WHL5

NC

NC

STEEL

52B BRAKE CONTROLLER

230

191.00

10A PREF EQUIP PKG

525 CRUISE CONTROL

235

195.00

.XL TRIM

12.5K TRLR HTCH

NC

NC

.TRAILER TOW PKG

JACK

72 .AIR CONDITIONER NC

NC 66S UPFITTER SWITCH

125

104.00

.AM/FM STER/CLK

SP FLT ACCT CR

(595.00)

96 .6.2L EFI V8 ENG NC

NC

FUEL CHARGE

19.25

4P 6-SPD AUTOMATIC NC

NC

DEST AND DELIV

995

995.00

BM LT245 BSW AT 17

125

104.00

TOTAL BASE AND OPTIONS 34095 31150.25

4M 4.30 ELOCKING

390

324.00 TOTAL

34095 31150.25

JOB #1 BUILD

\*THIS IS NOT AN INVOICE\*

1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

4=Submit

F5=Add to Library

999 - PRESS F4 TO SUBMIT

QC02798

31,150  
 -1,400 Under Inv.  
 29,750

==&gt;

Dealer: F41783

2012 F-SERIES SD

Page: 1 of 2

Order No: 9999 Priority: J4 Ord FIN: QF269 Order Type: 5B Price Level: 215

Ord PEP: 600A Cust/Flt Name: WASHINGTON

PO Number:

RETAIL

RETAIL

F2B	F250 4X4 SD R/C	\$31810	10000#	GVWR PKG	
	137" WHEELBASE		41H	ENG BLK HEATER	NC
UX	INGOT SILVER		433	SLIDING RR WDO	125
1	CLTH 40/20/40	100	473	SNOW PLOW PKG	85
S	STEEL			SPARE TIRE/WHL5	NC
600A	PREF EQUIP PKG		52B	BRAKE CONTROLLER	230
	.XL TRIM		525	CRUISE CONTROL	235
	.TRAILER TOW PKG			12.5K TRLR HTCH	NC
572	.AIR CONDITIONER	NC			
	.AM/FM STER/CLK			TOTAL BASE AND OPTIONS	34095
996	.6.2L EFI V8 ENG	NC		TOTAL	34095
44P	6-SPD AUTOMATIC	NC		*THIS IS NOT AN INVOICE*	
TBM	LT245 BSW AT 17	125			
X3E	3.73 ELOCKING	390		* MORE ORDER INFO NEXT PAGE *	
	JOB #1 BUILD			F8=Next	

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QC20016

Listed above are specs. of unit that meets your request. The bedliner, undercoat, running boards and Plaps and the snowplow are installed after unit arrives at dealership and are included in our price listed below.

Mincer Ford's price Feb. Columbus Tot. is \$29660.00  
4.10 rear axle ratio N.A Choices are 3.73 or 4.30



# Quote

Date 7/12/2011  
Invoice # 20110093  
Expiration Date 8/12/2011

Computers Xstream LLC  
111 E. Washington Street  
Washington, Iowa 52353  
Phone 319-653-9119  
Cell 319-458-0090  
lg@computersxstream.com

TO Washington City Airport  
  
1815 S. Airport Rd.  
Washington, Iowa 52353  
Phone 319-653-7002  
Customer ID CX000993

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Loren	n/a		n/a	TBD	65% Down / Remaining due upon receipt	TBD

Qty	Item #	Description	Unit Price	Line total
1	CXDVR8	8Channel DVR w/usb & remote view	\$450.00	\$450.00
1	CX500HDD	1TB Hard-drive for DVR, formatted & installed	\$115.00	\$115.00
5	CX-S3499	IR High-Res 600LOR; License Plate Recognition CCTV Cam w/ 4-9mm lens	\$349.95	\$1749.75
3	CX-TXRX581	Transmitter+Receiver : 5.8GHz 500' Range	\$365.00	\$1095.00
3	CX-WPBOXLG	Large-Weatherproof Make-up Box	\$55.00	\$165.00
200'	Siamese	Siamese Cable RG6+Power	\$0.22/ft	\$44.00
8	BNC	BNC Connectors	\$0.95	\$7.60
1	PWR6	6-Outlet AC Power Surge Protector	\$30.00	\$30.00
7	MISC	Single 12V DC 100mA Power Supply	\$14.95	\$104.65
1	MISC	Miscellaneous: Conduit, connectors, etc.	\$125.00	\$125.00
1	LABOR	Labor	\$600.00	\$600.00
*65% down = \$2,915.00				
Total				\$4,486.00

Quotation prepared by: Loren Gingerich

This is a quotation on the goods named, subject to the conditions noted below:

**AGREEMENT FOR CONSULTING SERVICES  
BETWEEN THE CITY OF WASHINGTON, IOWA  
AND  
RDG SWB INC.**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between the City of Washington, Iowa, hereinafter referred to as the "City" and RDG SWB Inc., 900 Farnam St., Suite 100, Omaha, Nebraska 68102, hereinafter referred to as the "Consultant."

WHEREAS, the City has identified the need to prepare a comprehensive plan as a major priority. This comprehensive plan is hereinafter referred to as the "Plan"; and

WHEREAS, the City is committed to a planning process that provides public and business involvement in the preparation of the Plan; and

WHEREAS, the Consultant has indicated a willingness to provide professional planning services to the City in the preparation of this Plan.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

**Section One. Scope of Services**

The Consultant agrees to provide in a complete and professional manner the work elements set forth in Attachment A, Scope of Services, attached hereto and incorporated into this Agreement.

**Section Two. Additional Services**

2.1. If, during the progress or upon completion of the work outlined in the Scope of Services in this Agreement, it is desirable or necessary to cause the Consultant to perform additional services other than those outlined in the Scope of Services, an hourly schedule and reimbursable expense schedule may apply, or a fee may be negotiated.

2.2. Additional Tasks may be added to this agreement by amendment(s) at such time the City is prepared to proceed with each Task.

2.3. No services shall be performed pursuant to this Section except to the extent as set forth in writing.

**Section Three. Time of Performance**

The time period for completion of the project is eight (8) months after issuance of a Notice to Proceed, as indicated on Attachment B: Comprehensive Plan Timeline. The

projected time period does not include delays caused by City or factors outside the Consultant's control.

#### **Section Four. Responsibilities of the City**

4.1. Access to Work. The City shall make best efforts to arrange access to and make provisions for the Consultant to enter upon public and private lands as required for the Consultant to perform such work as inventories, field surveys, and inspections in the development of the Plan.

4.2. Records, Files, and Previous Planning Efforts. The City shall make best efforts to arrange access to and make all records and files relevant to the Plan available to the Consultant as needed and furnish all reasonable and necessary assistance in the use of such records and files. In addition, the City shall make best efforts to make previous reports and planning studies available to the Consultant, along with all other studies and work that provide information pertinent to the completion of the Plan.

4.3. Mapping. The City will assist the Consultant in obtaining all available electronic maps in a form usable by the Consultant, including recent plats and other changes since the completion of any community comprehensive plans.

4.4. Consideration of Consultant's Work. The City shall give thorough consideration to all reports, drawings, and other documents presented for review by the Consultant and shall inform the Consultant of all decisions and comments within a reasonable time to avoid undue delays.

4.5. Steering Committee. The City shall appoint a Comprehensive Plan Steering Committee to carry out the citizen participation program of the planning process.

4.6. Meetings. The City shall provide logistical support for all meetings, including arranging for meeting places and notifying participants and citizens. The City shall be responsible for any costs associated with required public meetings, public notices, and other meetings associated with the project. The Consultant agrees to attend City and public meetings in Washington as identified on Attachment A: Scope of Services.

4.7. City's Representative. The City's representative, Mr. Steve Donnolly, Building and Zoning Administrator, or such other person as designated by City, shall be responsible for the City's portion of the project management.

#### **Section Five. Compensation and Method of Payment**

5.1. Total compensation pursuant to the services specified in this Agreement, except as provided in Section 2.1, shall be in the sum of \$70,000.

5.2. Payment for services shall be made monthly in proportion to services performed.

5.3. All travel and other costs are included in the fee. Duplication and/or publication costs for Committee copies of presentations are the responsibility of the City and are not included in the fee. The Consultant will provide digital copies of committee presentations and draft plan chapters. Review of draft copies of the plan will be accomplished through e-mail when possible. If any committee members are unable to review the draft by e-mail, the Consultant will provide paper copies of the draft report to those committee members. The Consultant will provide up to twenty (20) paper copies and one digital copy of the final report. The digital copy will be provided in print-ready format.

#### **Section Six. Ownership of Materials**

6.1. The City shall control all media releases or other publicity related to the completion of this project.

6.2. No report, map, or other document produced in whole or part under this agreement shall be the subject of a copyright application by the Consultants.

#### **Section Seven. Assignment**

The Consultant agrees that they are prohibited from assigning an interest in this agreement or delegating the performance of any of its duties hereunder without the written consent of the City.

#### **Section Eight. Amendments**

Either party to this Agreement may request an amendment or modification. Such amendment will not take effect unless incorporated into this Agreement by written amendment executed by both parties.

#### **Section Nine. Nondiscrimination**

In the execution of this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, marital status, or receipt of public assistance.

#### **Section Ten. Termination**

This agreement may be terminated by either party upon ten (10) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the other. In the event of such termination, due to the fault of others than the Consultant, the Consultant shall be paid for services and expenses to the date of such termination.

### **Section Eleven. Independent Contractor**

In relationship to the City, the status of the Consultant under and by virtue of this Agreement is that of independent contractor.

IN WITNESS WHEREOF, the AGREEMENT has been executed this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

City of Washington, Iowa

By:

\_\_\_\_\_  
Title:

RDG SWB INC.

By:

A handwritten signature in black ink, appearing to read "Gary Lozano", with a horizontal line extending from the end of the signature.

Gary Lozano, Partner

## SCOPE OF SERVICES

The planning process will include the following components:

*Part I: Goals and Principles/Public Participation Process: A Community Consensus for the Development Vision*

*Part II: Snapshot and Projections: Analyzing Washington's Existing Conditions and Future Growth Possibilities*

*Part III: City Development Framework*

*Part IV: Comprehensive Plan Elements*

*Part V: Implementing and Financing the Plan*

### Part I: Goals and Principles/Public Participation Process

As the snapshot information (Part II) is compiled and developed, we will begin the process that will define a shared community vision for Washington. This Goals and Principles process will define a set of common principles and directions that reflect community values and guide the rest of the comprehensive plan. We will develop this consensus through the following:

#### 1.1 The Washington Plan Steering Committee.

Rather than four separate ad-hoc committees chaired by a Planning Commissioner as stated in the Grant Application, we recommend a single Comprehensive Plan Steering Committee. This broad-based group will meet on a regular monthly basis throughout the process. Recommended membership includes key city staff, including the City Manager, parks, and public works directors, and others; City Council and Planning Commission members; and representatives of the business community, neighborhoods, and key interest and affinity groups, including young people and seniors. Regular Steering Committee meetings will ensure timely participation and keep the process on schedule.

#### 1.2 Key Stakeholder Discussions.

A day-long program of stakeholder group discussions, organized by discipline and held at the beginning of the planning process, provides critical insights that guide the planning process. Potential stakeholder groups include key city and county officials, the Chamber of Commerce and economic development corporation, Downtown Main Street, realtors, homebuilders and developers, retailers, industries, school districts, regional and state officials, and others as recommended by the city and the Steering Committee.

#### 1.3 Project Website and Survey.

We will create a project website as a primary method of providing ongoing public information and gathering community input. This step will include an on-line community survey to elicit and measure opinions and perceptions of the city, to assess the health and condition of key community systems, and to receive public input on issues and priorities. We use the Survey Monkey program to power the survey.

#### 1.4 Steering Committee Visioning Workshop.

In our process, we facilitate a visioning workshop with the Steering Committee. Participation may be expanded to include additional community representatives, if desired. The visioning workshop will:

- Present the snapshot analysis and forecasts developed under Part II of the process, and
- Review the results of the stakeholder discussions and community survey.
- Include a working session to engage participants in reviewing and confirming specific goals and community development principles.



## 1.5 Statement of Goals and Development Principles.

This deliverable publication will summarize the results of this part of the process, marking a critical milestone in the planning program. It includes a review of the goal-setting process and includes a Statement of Principles, defining the organizing patterns that will guide development in Washington. This process will include review of the Iowa Smart Growth Principles for inclusion in the plan document. This Statement, as well as plan goals and objectives, will be reviewed, modified and ultimately approved by the Steering Committee.

### Deliverables:

- Project Website
- Steering Committee Presentations/Minutes
- Adopted Statement of Goals and Development Principles, including Iowa Smart Growth Principles.
- Stakeholder Group Summary Report

## Part II: Snapshot and Projections

This component of the Washington Plan identifies existing conditions and contexts. This provides the demographic and economic facts and trends that help to define specific plan directions. Elements of the work program are as follows:

### 2.1 Demographics and Economic Snapshot

This component involves a detailed review of population and economic factors and projections. We will utilize the new 2010 U.S. census data, private demographic and economic information, State of Iowa data, and community information such as building permits, school enrollment, and employment data. The snapshot includes:

- A. Review of population change and growth rates over time.
- B. Analysis of growth and migration trends to provide a complete picture of community population dynamics, including growth rates, historic migration patterns, age cohort changes, school enrollment, and birth rates.
- C. Consideration of potential regional developments which may impact growth.
- D. Population forecast scenarios, based on growth rate and migration models, compared with other regional projections.
- E. Employment and income analysis.
- F. Economic activity, including retail sales.

### 2.2 Housing and Development Snapshot and Trends

- A. Ten-year review of housing production by type, price and geography.
- B. Economics of housing, including values and costs.
- C. Comparison and analysis of changes in housing occupancy.
- D. Analysis of commercial, industrial, and office development.
- E. Mapping of major development areas.

### 2.3 Natural Resources and Agriculture

- A. Existing natural resource data will be used to identify areas for conservation and careful integration with development as the city grows.
- B. This section will identify and map other significant features, such as prime farmland and National Register listed or eligible sites and properties, as available from the City.
- C. Environmental basemaps for the Development Framework, Part III element will be created.

### 2.4 Land Use Inventory

- A. Inventory and mapping existing land use, including mapping and tabulation of uses within the corporate boundaries of the City and its extra-territorial potential annexation areas. The County Assessor's land class GIS database will be used to create an up-to-date existing land use map for Washington. This map will be provided to the City in pdf and GIS format.
- B. Analysis of existing uses by density/compactness and use distribution.

### 2.5 Hazards Element

- A. Following the guidelines established through the Iowa Smart Planning legislation this section will identify natural and other hazards impacting Washington and summarize existing objectives, policies and programs addressing these hazards.

## 2.6 Transportation Issues and Changes

- A. Compiling existing traffic volumes on major street system, as provided by the City (does not include any field work by RDG).
- B. Analyzing and applying existing regional traffic models.
- C. Defining the existing system by functional category and street section.
- D. Calculating existing level of service through volume/capacity analysis.
- E. Defining and mapping proposed changes in the local and regional system.
- F. Assessing impact of existing and proposed transportation system on natural resources and sustainability.

## 2.7 Public Facility Inventory

- A. Identifying and evaluating each public facility in Washington, including public buildings, police and fire facilities, and service bases.
- B. Evaluating each facility's ability to meet future market needs, using field visits and interviews with facility managers.
- C. Compile public facility energy use and budget data and discuss target reductions with facility managers. Data for this segment will be provided by the city.

## 2.8 Public Infrastructure Inventory & Sustainability Assessment

- A. Basic analysis of existing infrastructure issues, including wastewater management, storm water, water distribution, and solid waste systems.
- B. Evaluating current system operation and constraints, using interviews, evaluations of conditions and future repair and growth needs.
- C. Defining service expectations and standards for each infrastructure system. Standards include community-defined measures of sustainability, such as water quality, amount of water use, and recycling versus landfilled solid waste.

## 2.9 Opportunities and Issues

- A. Developing an Opportunities Map for review by the Steering Committee
- B. Presenting existing conditions and issues at workshop meetings of the Steering Committee.

### Deliverables:

- Plan Chapters posted to project website

## Part III. The City Development Framework

The City Development Framework process uses (a) the detailed land-use survey, demographic and economic projections already developed (in Part II), and (b) review of earlier land use and demographic information gathered by RDG, to determine historic absorption rates of residential, commercial, industrial, and public land in the city. This information is used to develop a unified Framework Plan for the city and its neighborhoods through a highly participatory process. The Framework Plan is developed consistent with natural areas, hazards, and public infrastructure identified in the elements 2.3, 2.4, and 2.5 above.

### 3.1 Future Land Development Needs.

This step will determine future growth needs for urban residential, commercial, industrial/business park, mixed use, and civic land, developed by analyzing projected growth and the operation of commercial and housing markets. It will also identify major amenities, public facilities, and transportation connections needed to serve growth areas.

### 3.2 City Development Framework.

One of our team's strengths is its ability to integrate different trends and development areas into a coherent vision of the city's physical development. This involves looking at the city's development patterns in new ways and with a long-term perspective. The City Development Concept provides a design for the community that is then realized through other parts of the Comprehensive Plan.

RDG's Development Concept goes beyond the generalized land use maps by including specific development plans for Washington's growth areas. It will identify the framework of arterial and collector streets to ensure that future growth areas are connected to each other and to the existing street system. It will also consider such issues as development yield, open space and greenways, local street patterns, and development design. These specific plans will illustrate how development might occur in these growth areas. The intention of the Development Concept is to guide the actual development of the area by illustrating a desirable outcome.

We will involve both the Steering Committee and the general public in a highly participatory process to prepare and refine the Development Concept to guide the future development of Washington. This process includes:

- A. *Steering Committee Development Concepting Workshop.* This hands-on, physical-planning workshop will engage the Steering Committee in the design of the future Washington. Using a variety of maps and graphic resources, we guide the committee in developing diagrammatic concepts for the city's future growth and form, and we can define areas of agreement and difference.
- B. *Development Concept Community Design Studio.* This studio is the venue for much of the development concepting and includes a two-day overall concept design studio in the city. This studio relates citywide features such as the locations and types of historic districts, environmental features, commercial and mixed-use centers, residential growth areas, industrial development and physical systems such as transportation, parks and greenways.

### 3.3 Plan Refinement and Presentation.

During this step, we refine the land use concept into a development vision. We present the completed concept at a public open house.

#### Deliverables:

- Concept plans and graphics, with supportive narrative, posted on the project website
- Land Use and Development Framework chapter of plan

## Part IV: Comprehensive Plan Elements

The plan elements are concepts and policies that will implement the community vision and achieve the preferred development concept. These elements detail the systems that implement the overall concept. The Goals and Principles and Framework elements define the program and design of the city; the specific plan elements are the systems that help the design come to life. In the Washington project, the specific plan elements include the following sections.

#### Deliverables: Draft Plan Chapters

### 4.1 Land Use.

The land use plan refines the City Development Framework into a Future Land Use Plan. The plan includes:

- A. *Identification of geographic growth areas, defining the policies and investments necessary to support desired growth in these areas.* The plan also includes a calculation of the development yield of each of these growth areas.
- B. *Definition of Land Use Redirection and Policy Areas.* This analysis examines planning and land use issues within the established city as well. Areas of consideration include full use of underutilized parcels, potential redirection or redevelopment of obsolete land uses, neighborhood conservation and stabilization issues, land use conflicts, and areas of special community character and significance.
- C. *The Future Land Use Plan.* The future land use plan will indicate the citywide plan, along with individual plans for the deployment of residential, commercial, industrial/employment center, and mixed use space. Increasingly, we find that a land use map illustrating single-use districts offers little flexibility to decision-makers and invites frequent comprehensive-plan changes. To solve this problem, we developed a land use planning system that groups together ranges of uses, based on similar intensity and operating effects. This "spectrum of uses" approach gives users a more realistic guide for development.
- D. *Decision-Making Framework.* This framework includes policies and decision-making criteria, designed to help Planning Commission and City Council members evaluate specific development proposals. It makes the plan a living tool for evaluation and improvement of development proposals. The framework includes a compatibility guide, creating a system of compensating improvements and performance standards to minimize negative effects when uses of varying intensities locate next to one another.

### 4.2 Transportation.

RDG will complete a planning-level review of Washington's transportation system. This includes a review of the existing roadway performance and identification of future roadway needs to accommodate growth and planned improvements underway. Specific performance and transportation review tasks include:

- A. *Documenting and evaluating the current system.* This process includes collecting available traffic volume data (24-hour and peak hour traffic counts) to assess current roadway demand in the city. This section will also consider accident rates and operational issues at specific locations.
- B. *Capacity analysis.* This task includes a current roadway capacity analysis along the major corridors and at major intersections within the city's jurisdiction. The ability to evaluate the capacity and performance of roadways within anticipated growth areas will use available IADOT data and forecasts.
- C. *Defining the Transportation Network.* The Transportation Network Plan will include:
  - C1. Programming necessary improvements to the existing street system to accommodate present and future traffic loads.
  - C2. Designing a street system consistent with the City Development Framework and providing continuous access to future residential and commercial development areas.
  - C3. Establishing standards and concepts for the design of high-quality streets, conceiving them as public spaces that must unite rather than divide parts of the city.
  - C4. Developing a pedestrian and bicycle plan, considering the location of community destinations and the suitability of streets and other public ways for non-motorized use. We believe that fuel prices, sustainability concerns, and community wellness priorities will make these methods of transportation especially important in the future and are leaders in our region in alternative transportation planning and design. The pedestrian/bicycle plan will consider grades and ease of access, matching street sections to appropriate facilities.

#### **4.3 Natural Areas, Greenways, Parks and Trails Master Plan.**

The *Parks, Open Space, and Recreation Plan* is a fundamental element of the Washington plan. Parks are traditional elements of the quality of Washington and the city's future ability to sustain a strong park system and keep up with facility demand will be vital to its continued attractiveness. New neighborhood park needs in developing areas will also be considered.

This element is designed to plan for present and future park and open-space needs, and to integrate park-system planning into the city's overall development concept, including protection of sensitive lands, ecological stormwater management opportunities, and connectivity. Components of the process include:

- A. From existing data and a brief site survey, inventory of natural areas and sensitive lands, greenways, and ecological stormwater drainage and management areas.
- B. An inventory and analysis of each park and recreation facility in the Washington park system, and each park's current role in supporting natural areas, greenways, and ecological stormwater drainage and management.
- C. Comparison of existing park and recreational facilities with service standards (for example, are parks and facilities adequate to the city's population and geographic distribution?). We use the concept of "service communities" to help determine park needs. Service communities are areas that have relatively safe, easy access to specific facilities, free of dividing barriers.
- D. Use of population and growth forecasts to predict future parks and recreation needs.
- E. Analysis of park development needs and opportunities, in relation to the city development concept, land use and population projections, environmental resources, and regional open space issues.
- F. Development of a parks and recreation plan, including:
  - F1. Locations (and possible alternative sites) of parks and greenways. Park facility location is related to the city development concept.
  - F2. Facility programs for proposed parks in new and existing areas.
  - F3. Facility rehabilitation and upgrade program for existing park facilities.

- F4. Recommendations for park facility funding.
- F5. Trail and pedestrian system, coordinated with the transportation plan. This plan identifies priorities for new trail construction and will be updated with current information.

#### 4.4 Public Infrastructure and Utilities.

RDG will evaluate and make general recommendations for current infrastructure. The information for this section comes from completed infrastructure studies and interviews with relevant facility staff. The scope of this section includes:

- A. *Sanitary Sewer and Wastewater Management System Plan.* This section will provide a general evaluation of these systems and their adequacy for projected growth; and provide recommendations based on the city development framework and land use plan, including mapping of key recommendations.
- B. *Stormwater Management Plan.* Working city staff, RDG will identify challenges and recommend system improvements and strategies based on the city development framework and land use plan. The section will also address regulatory issues, such as stormwater detention policies, and will present Best Management Practices (BMPs) for dealing with stormwater runoff.
- C. *Water Distribution.* The team will provide a general assessment of the condition of the water distribution system, and determine its adequacy for future growth. The report will provide general recommendations to correct problems and provide service into growing areas.

#### 4.5 Community Facilities.

The public services element will address vital support services, including:

- A. Public facilities and buildings.
- B. Public safety services. This review considers Police, Fire and EMS in view of existing and projected response times, personnel needs and future growth needs.
- C. Operational bases, such as public works maintenance facilities.
- D. Service relationships with school systems.

In our process, the analysis includes an assessment of each public property, interviewing designated city operating staff to define:

- Facility adequacy.
- Ability to provide service into the future.
- Necessary rehabilitation, expansion, or modifications.

Recommendations will take into account the need for relocation, new facilities, and the potential to reuse of existing facilities or properties. Removing a facility can leave a gap in a neighborhood that must be filled with a productive replacement use.

The completed Public Facilities element includes a capital improvement program for infrastructure, and public facilities improvements. This element is integrated into the City Development Framework, to ensure that public-services work is consistent with community development goals and acts as a durable policy guide for the future.

#### 4.6 Downtown and Special Districts

Having recently completed the downtown landscaping project, that district is undergoing revitalization. We understand that there is an active Main Street group overseeing this rejuvenation of the downtown. This element will include a review of downtown strategic plans and an updating of the major recommendations to reflect changing conditions since their completion.

This task will also investigate redevelopment opportunities for identified key properties along the railroad corridor. This section will examine the adjacent land uses, access, and development environment of these key properties, and generate recommendations for future land use.

#### 4.7 Economic Development

The Economic Development element will be completed following the Iowa Smart Growth Legislative Guide, focusing on objectives, policies and programs to promote the stabilization, retention, or expansion of economic development and employment opportunities in Washington. The analysis includes incorporation of retail and economic data compiled by Iowa State Extension Services and the Iowa Department of Economic development. A focus of this element will be the assessment of the incentives needed to encourage market-rate housing in the downtown area.

## 4.8 Community Character/Urban Design

The Urban Design element is closely related to the other elements. It will consider such supporting issues as:

- A. The Green Environment, including the relationship of the city's major open space to each other and the surrounding neighborhoods.
- B. The Transportation Environment. This addresses the experience of traveling through and around the city. This element considers gateways, wayfinding, street design, street landscaping, and similar features.
- C. Neighborhood Character: Addressing the character and design of Washington's residential districts, defining major historic and architectural resources, and developing policies and concepts that strengthen established areas.
- D. Directions for Design Guidelines: Considerations with respect to buildings in the public and private environment, investigating such issues as landscaping and building design principles. These may ultimately be incorporated into the city's land development regulations.

## 4.9 Housing and Community Development.

This component considers housing and neighborhood issues in Washington and establishes an implementation-based housing and neighborhood conservation policy. This process will include:

- A. *Review of recent and current housing activity*, utilizing and expanding information gathered during the previous planning processes. Of particular significance is the distribution of housing prices and permit values in new development
- B. *Neighborhood Conditions*. This includes a general review of housing and neighborhood conditions, possibly using a neighborhood-based approach. The condition assessment will examine such issues as overall housing types and condition, site maintenance issues, streets, sidewalks, infrastructure, and physical design and appearance.
- C. *Housing Needs by Cost Structure*. This will establish overall city housing objectives and needs by cost distribution, again expanding on the information developed during the earlier Phase II housing element.
- D. *Housing and Neighborhood Implementation Program*. This program addresses such issues as available development sites, recommended housing mix, infrastructure needs and financing, and neighborhood strategy and rehabilitation needs. This will include a review of the city community development program.

## Part V. Implementing and Financing the Plan

This section addresses issues necessary to achieving the plan. It includes the annexation section, a review of the city's development ordinances, as they relate to elements proposed by the comprehensive plan, and capital improvement programming and financing issues.

### 5.1 Growth Area Protection and Future Annexation Plan.

The Washington Plan will include recommendations for currently unincorporated growth area protection policies to prohibit inappropriate interim development. The Growth Area protection policy recommendations will be based on the conclusions of other plan components and tied to the infrastructure and city services analysis of the plan to ensure cost-efficient expansion of those facilities. This component includes a review of targeted potential annexation areas, working with current city service providers to establish reasonable service extension cost assessments. Benefits will be tied to evaluation of current uses and projected development rates on a sub-area basis.

### 5.2 Land Development Ordinance Review.

During this step, we will review the city's current ordinances for consistency with the plan, and recommend general changes necessary to further the plan's overall goals. Ordinance review will also address barriers to implementing ecological stormwater management, greenways, parks, trails, and other elements of sustainability.

### 5.3 Capital Improvements Plan and Financing Program.

The *capital improvement program* is a key implementation tool. We will relate development directions of the land-use plan to impact on infrastructure; and make recommendations regarding a phased, long-range capital improvement process that provides for the orderly extension and improvement of water, sewer, and storm-water facilities.

## **5.4 Intergovernmental Collaboration.**

Consistent with the comprehensive planning guidance provided by the new Iowa Smart Planning law, the scope includes an Intergovernmental Collaboration Component. This component will include objectives, policies and programs for joint decision-making with other municipalities or governmental entities, including school districts and drainage districts, for siting and constructing public facilities and sharing public services. Existing or potential conflicts between Washington and other local governments related to future development will be identified and recommendations for resolving such conflicts will be presented. Opportunities to collaborate and partner with other jurisdictions and entities in the region for projects of mutual interest will be investigated.

### **Deliverables:**

- Implementation plan chapter
- Review of Land Development Ordinances Report
- Preliminary and final plan drafts

## **Part VI. Public Open House and Presentation**

The public presentation process culminates the planning program and is designed to build understanding and enthusiasm for the plan and its vision and directions. The process includes:

### **6.1 A Public Open House**

The open house takes place at completion of a preliminary draft of the plan and provides a half- to full-day period and workshop at which we invite the general public to view the plan and its primary recommendations and to discuss and comment on them. This allows us to make changes and adjust concepts up to the last moment, and to ensure a broad level of community understanding and support for the document. The findings of the open house are discussed with the Steering Committee. The open house typically involves two identical public presentations, so people can participate on their schedule.

### **6.2 Planning Commission/City Council Workshop**

If desired, we offer to facilitate a joint workshop with these approving agencies to review key plan concepts and recommendations before the formal approval process. To avoid additional cost, this workshop must be scheduled in conjunction with a planned Committee Meeting visit.

### **6.3 Public Hearings**

This step includes presentations at formal public hearing of the Planning Commission and City Council.

## **Compliance with Iowa Smart Planning Requirements**

Having participated in the legislative process resulting in the Iowa Smart Planning Law, we are very aware of the intent and purposes of the legislation. The ten Iowa Smart Planning Principles will be reviewed and incorporated into the Goals and Objectives section of the Washington Comprehensive Plan. Also, the Iowa Smart Planning thirteen Comprehensive Plan Elements, required to be addressed by grant recipients, are all addressed in the proposed Scope of Services. However, through discussions with state staff we have clarified that the elements do not have to be addressed in the order they appear in the legislation, nor does the comprehensive plan have to be organized with required elements as chapter headings. For example, the required "Agricultural and Natural Resources Element" addressing preservation and protection of these resources is listed eighth in the legislation, after the "Land Use Element" (listed third). Clearly, you should identify natural resource protection issues BEFORE you develop the land use element of the plan. The submitted RDG Scope places the required Iowa Smart Planning Comprehensive Plan Elements in a logical sequence to develop the comprehensive plan. This is entirely consistent with state legislation requirements.

Because the comprehensive plan is organized into logical chapters, rather than a strict listing of the thirteen required elements, we have created a matrix to indicate where the document addresses both the thirteen elements and the ten Iowa Smart Planning Principles. An example of this matrix is indicated below and it will be very useful in review of the final document for compliance with Iowa Smart

Planning requirements.

Comprehensive Plan Elements \ Smart Planning Principles	Section #	Collaboration	Efficiency, Transparency & Consistency	Clean, Renewable & Efficient Energy	Occupational Diversity	Revitalization	Housing Diversity	Community Character	Natural Resources & Agricultural Protection	Sustainable Design	Transportation Diversity
Public Participation	3.1										
Issues and Opportunities	1.1	x	x	x	x	x	x	x	x	x	x
Land Use	1.2	x	x		x	x	x	x	x	x	x
Housing	1.1	x	x	x	x	x	x	x	x	x	x
Public Infrastructure and Utilities	1.3	x	x	x	x				x	x	
Transportation	1.3	x	x	x	x		x	x	x	x	x
Economic Development	1.1	x	x	x	x	x	x	x	x		x
Agricultural and Natural Resources	1.2	x		x	x	x	x	x	x	x	x
Community Facilities	1.3	x	x	x		x		x	x	x	
Community Character	2.1					x	x	x	x	x	x
Hazards	1.2	x	x						x	x	
Intergovernmental Collaboration	3.1	x	x								
Implementation	3.1	x	x	x	x	x	x	x	x	x	x

## Meeting Schedule

The following is the proposed meeting schedule for the project. We have established this structured system with great success at meeting budgets and providing work on-time. While the agendas of individual meetings are subject to revision during the course of the project, the total number of proposed meetings is firmly established as indicated. This schedule includes the Stakeholder Group/Key Person Interviews and the Community Workshops included in Part I Goals and Principles. It also includes the City Development Framework Studio visit described above.

Committee Meeting 1: Community Kick-off

Goals and Principles Overview

Deiographics/Economic Overview Presentation

Committee Meeting 2: Natural Resources

Demographics/Economic Review/Population Projections

**\* Stakeholder Group Meetings**

Committee Meeting 3: Goals and Principles

**\* Steering Committee Visioning Workshop**

Committee Meeting 4: Steering Committee Framework Studio Kick-off Meeting

Steering Committee Framework Studio De-briefing

**\* City Development Framework Studio: All-Day Sessions**

**\* Public Open House/Presentation Meeting: Land Use**

Committee Meeting 5: Refined City-wide Development Concept from Framework Studio

Plan Elements: Parks

Committee Meeting 6: Plan Elements: Parks/Housing/Transportation

Committee Meeting 7: Plan Elements: Utilities/Implementation/Annexation

**\* Draft Document Delivered**

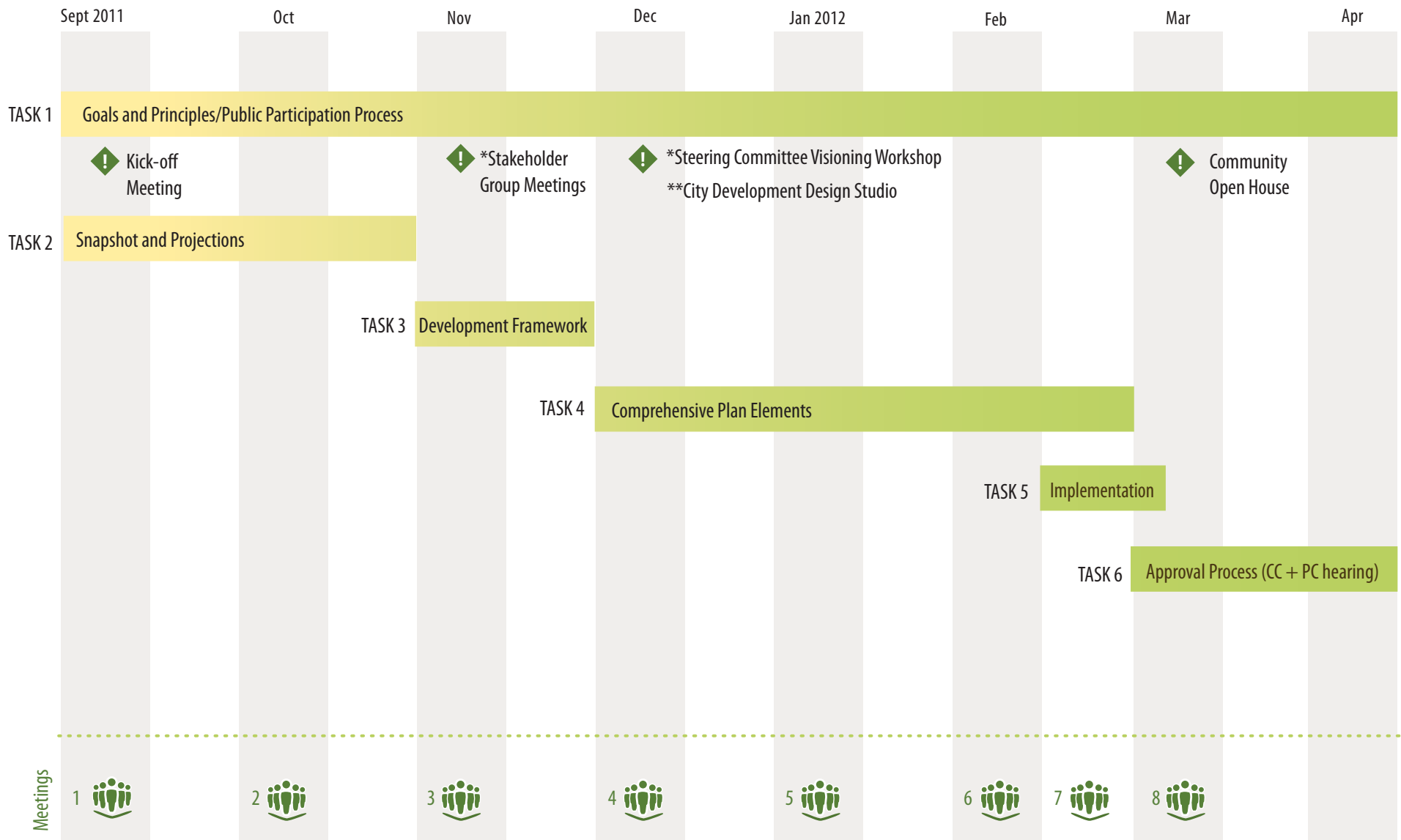
Committee Meeting 8: Review of Draft Document

**\* Community Open House**

**\* Planning Commission Public Hearing**

**\* City Council Public Hearing**





## WASHINGTON COMPREHENSIVE PLAN TIMELINE

## EMPLOYMENT AGREEMENT

This Agreement is made and entered into this \_\_\_\_ day of August, 2011 by and between the City of Washington, Iowa, a Municipal Corporation, hereinafter referred to as "The City", and Brent Hinson, hereinafter referred to as the City Administrator."

### WITNESSETH:

WHEREAS, the City desires to employ the services of Brent Hinson as City Administrator of the City of Washington under the terms and conditions provided for in Chapter 27 of the Municipal Code of the City of Washington; and

WHEREAS, it is the desire of the governing City Council to provide certain benefits, establish certain conditions of employment and to set working conditions of employment for the City Administrator; and

WHEREAS, it is the desire of the City Council to: (1) secure and retain the services of City Administrator and to provide inducement for him/her to remain in such employment, (2) to make possible full work productivity by assuring Administrator's morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of Administrator, and (4) to provide a just means for terminating Administrator's services at such time as he/she may be unable fully to discharge his/her duties or when the City may otherwise desire to terminate his/her employ; and

WHEREAS, the City Administrator desires to accept employment as the City Administrator of this City; and

WHEREAS, the parties acknowledge that City Administrator is member of the International City/County Management Association ("ICMA") and that City Administrator is subject to the ICMA Code of Ethics; and

WHEREAS, the parties hereto wish to reduce the employment relationship existing between them into written form;

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the receipt and sufficiency of which the parties hereby acknowledged, the parties agree as follows.

#### SECTION 1. DUTIES

City hereby agrees to employ City Administrator of City to perform the functions and duties specified in Chapter 27 of the Municipal Code (a copy of which is attached as Exhibit "A"), and to perform such other legally permissible and proper duties and functions as the Council shall from time to time assign.

#### SECTION 2. TERM

A. This Agreement is an agreement for an indefinite term of employment, subject; however to the limitations, notices, requirements, payments and matters hereinafter set forth in Sections 3 and 4.

B. Nothing in this agreement shall prevent, limit or otherwise interfere with the rights of the Council to terminate the services of City Administrator at any time, subject only to the provisions set forth in Sections 3 and 4 of this Agreement.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of City Administrator to resign at any time from his/her position with City, subject only to the provisions set forth in Section 4 of this Agreement.

#### SECTION 3. SUSPENSION AND TERMINATION

The City may suspend or terminate City Administrator at any time during the term of this Agreement. The termination may occur without cause or for just cause. Just cause is defined as the conviction of any illegal act involving personal gain to the Administrator.

#### SECTION 4. TERMINATION AND SEVERANCE PAY

A. In the event City Administrator is terminated by the Council without just cause, the City agrees to pay City Administrator a lump sum cash payment equal to six (6) months' aggregate salary and continue all benefits at the City's expense for that same period of time; PROVIDED, HOWEVER, that in the event City Administrator is terminated because of his or her conviction of any illegal act involving personal gain to Adminsitator, then, in that event, City shall have no obligation to pay the aggregate severance sum designated in this paragraph.

B. In the event City Administrator voluntarily resigns his/her position with City at any time during the term of this Agreement, then City Administrator shall give City sixty (60) days notice in advance, unless the parties otherwise agree. Failure of City Administrator to give the required sixty (60) days notice of resignation will result in a pro-rata reduction in benefits normally payable to resigning city employees, such as, but not limited to, accrued vacation payment, sick leave payment, and the like. Voluntary resignation by City Administrator will result in a loss of all severance pay to him/her by City.

#### SECTION 5. DISABILITY

If City Administrator is permanently disabled or is otherwise unable to perform his/her duties because of sickness, accident, injury, mental

incapacity or health for a period of four (4) successive weeks beyond any accrued sick leave, or for twenty (20) working days over a thirty (30) working day period, City shall have the option to terminate this agreement, subject to the severance pay requirements of Section 4, Paragraph A. However, City Administrator shall be compensated for any accrued sick leave, vacation, holidays, compensatory time and other accrued benefits.

#### SECTION 6. SALARY

City agrees to pay City Administrator for services rendered pursuant to this Agreement at an annual salary of \$ 87,000 to be distributed through the normal payroll system, in an amount to be determined annually by the Council, but at no time shall salary be less than that provided City Administrator on the starting date.

In addition, City agrees to increase the base salary and/or other benefits of City Administrator in such amounts and to such extent as the Council may determine desirable or appropriate on the basis of the annual salary review of the City Administrator made at the same time as similar consideration is given other employees generally.

#### SECTION 7. PERFORMANCE EVALUATION

A. The Mayor and Council shall review and evaluate the performance of the City Administrator at least once annually. This review and evaluation shall be in accordance with specific criteria developed jointly by the City Administrator and the Mayor/Council. The criteria may be added to or deleted from as the Mayor and Council may from time to time determine, in consultation with the Administrator. Further the Mayor shall provide the City Administrator with a written statement summary of the findings of the Council

and provide an adequate opportunity for the City Administrator to discuss his/her evaluation with the Council.

B. Periodically, the Council and City Administrator shall define such goals and performance objective, which they determine necessary for the proper operation of the City and in the attainment of the Council's policy objectives, and shall further establish a relative priority among those various goals and objectives, such goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

C. In effecting the provisions of this Section, the Mayor/Council and City Administrator mutually agree to abide by the provisions of applicable law.

#### SECTION 8. OUTSIDE ACTIVITIES

The City Administrator shall not spend more than ten (10) non-City work hours per week in teaching, consulting or other non-City connected business without the prior approval of the Council.

#### SECTION 9. MOVING AND RELOCATION EXPENSES

A. The City Administrator shall be reimbursed, or City may pay directly, for the expenses of packing and moving Administrator, his family, and his personal property from Garner, Iowa to City. Expenses shall include unpacking, any storage costs necessary and insurance costs.

B. City shall pay City Administrator for temporary living expenses (**rent only**) for housing from the date of signing of this agreement through December 31, 2011. The City Administrator shall exert his/her best efforts

to sell, or otherwise transfer and convey, his present residence in Garner, Iowa as soon as possible. The temporary living expenses for housing shall terminate upon the sale Director's residence house in Garner, Iowa or other transfer or conveyance of same such that City Administrator is no longer responsible for the cost of said housing if that occurs before December 31, 2011.

C. City Administrator shall be solely responsible for the payment of any income tax liability, whether federal or state, in respect of moving and relocation expenses reimbursed to him by City.

#### SECTION 10. AUTOMOBILE

City Administrator's duties require that he/she shall have the exclusive and unrestricted use at all times during his/her employment with City of an automobile. The City Administrator and City mutually agree that the City Administrator will use his/her personal vehicle exclusively while performing his/her duties on behalf of the City. The City Administrator shall be provided with a monthly automobile allowance, which shall initially be at \$300.00 per month.

#### SECTION 11. VACATION and SICK LEAVE

A. As an inducement to City Administrator for him/her to become the City Administrator, upon the execution of this Agreement, City Administrator shall be credited with 30 days (number of days of sick leave granted other employees for 30 months of service) of sick leave. Thereafter, City Administrator shall accrue, and have credited to his/her personal account, vacation and sick leave at the same rate as other general employees of City. The Administrator will be credited with nine years of service from prior

positions towards the levels of vacation accrual in Washington.

#### SECTION 12. DISABILITY, HEALTH AND LIFE INSURANCE

City agrees to put into force and to make required premium payments for City Administrator for insurance policies for life, accident, sickness, disability income benefits, major medical and dependent's coverage group insurance covering City Administrator and his dependents as accorded to all Washington employees.

#### SECTION 13. DUES AND SUBSCRIPTIONS

Employer agrees to budget and to pay for the professional dues and subscriptions of City Administrator necessary for his/her continuation and full participation in the International City/County Management Association, (ICMA), Iowa City Management Association (IaCMA), and any other organization which will contribute to the continued professional participation, growth and advancement of the City Administrator, and for the good of the City.

#### SECTION 14. PROFESSIONAL DEVELOPMENT

A. Employer hereby agrees to budget for and to pay the travel and subsistence expenses of City Administrator for professional and office travel, meetings and occasions adequate to continue the professional development of City Administrator, and to adequately pursue necessary official and other functions for the City, including, but not limited to, the Annual Conference of the International City/County Management Association; the annual meetings of the Iowa City Management Association; and such other national, regional, state and local governmental groups and committees thereof which City Administrator serves as a member.



B. City also agrees to budget and to pay for the travel and subsistence expenses of City Administrator for short courses, institutes and seminars that are necessary for his/her professional development and for the good of the City.

#### SECTION 15. GENERAL EXPENSES

Employer recognizes that certain expenses of a non-personal and generally job-affiliated nature are incurred by Employee, and hereby agrees to reimburse or to pay said general expenses and the City will disburse such monies upon receipt of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits. The City acknowledges the value of having Employee participate and be directly involved in local civic clubs or organizations. Accordingly, the City shall pay for the reasonable membership fees and/or dues to enable the Administrator to become an active member in local civic clubs or organizations.

#### SECTION 16. INDEMNIFICATION

Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Administrator. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

#### SECTION 17. BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

#### SECTION 18. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. The Council, in consultation with the Administrator, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the City Ordinances or any other law.

B. All provisions of the City Code and regulations and rules of the Employer relating to vacation and sick leave, retirement and pension system contributions, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of Employer, in addition to said benefits enumerated specifically for the benefit of Employee except as herein provided.

#### SECTION 19. NO REDUCTION OF BENEFITS

Employer shall not at any time during the term of this agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such a reduction across-the-board for all employees of the Employer.

#### SECTION 20. NOTICES

Notices pursuant to this Agreement shall be given by deposit and custody of the United States Postal Service, postage pre-paid addressed as follows:

(1) CITY: City of Washington, 210 East Washington St, Washington, IA 52353

(2) CITY ADMINISTRATOR: Brent Hinson, 1145 Park Avenue, Garner, IA  
50438

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

#### SECTION 21. GENERAL PROVISIONS

A. The text herein shall constitute the entire agreement between the parties.

B. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the City Administrator.

C. This agreement shall become effective commencing October 17, 2011.

D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Washington has caused this Agreement to be signed and executed in its behalf by its Mayor and duly attested by its City Clerk, and the City Administrator has signed and executed this Agreement, both in duplicate, the day and year first above written.

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Mayor

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

## Cemetery Report For Aug. 17th 2011

- At this time we have only had 2 burials in Aug. making the total for the year 52.
- I have been interviewing people for help this fall. I have a couple of choices that I hope will work out.
- I will start to seed graves soon as I'm caught up with the string trimming.
- I will be at the council meeting to talk about the purchase of the planned equipment for this year. I have talked with Joe about this. I'm going to time it so the equipment will be purchased in Oct. For then the tax income will be helping the payment.

Rick W.

## MAINTENANCE & CONSTRUCTION DEPARTMENT REPORT

7/22/11-8/5/11

STREETS: M/C personnel installed the stainless frames under the plastic tree grates around the downtown area. Broke out the light pole base for new anchor bolts and concrete base at South Iowa Ave-Washington St. Personnel placed temporary stop signs up @ 3 of the stop light intersections in town due to a power outage. Continued line painting estimating 85% complete. Had the center lines painted by a contractor on South 9<sup>th</sup> between East Washington St- East Polk St., East Polk St between South 9<sup>th</sup>- South Iowa Ave and E/W 5<sup>th</sup> St. between North 2<sup>nd</sup> Ave- North Marion Ave. Ditching work done on West Tyler St and placed cold mix in areas that needed attention. Continued replacing the stop signs with the high intensity placards. Personnel also performed some alley work around the city. Installed NO PARKING signs on West 5<sup>th</sup> between North Iowa Ave and North Ave D. Mowed the shoulders on West 3<sup>rd</sup> and West 5<sup>th</sup> streets.

WATER DISTRIBUTION: M/C personnel repaired 3 water main breaks of which the first was in the 600 block of South 12<sup>th</sup> Ave where a section of 4" CIP was replaced with 4" PVC, the second on West 8<sup>th</sup> between North Ave C and North Ave B and the 3<sup>rd</sup> main break was located on West Madison St in the pool exit street also known as South Ave H, where another section of 4" PVC was installed replacing the 4" CIP. Personnel repaired a water box at #715 West Madison St as well as installing a new water box for a new house located at #1421 East Madison St. Personnel had 14 water shut offs for nonpayment.

SEWER COLLECTION: M/C personnel investigated a sewer manhole located in the west end of Sunset Park where Fox Engineering needed questions answered.

STORM SEWER COLLECTION: M/C personnel n/a

MECHANIC/SHOP: M/C personnel installed new fuel tank straps on #102. Replaced 2 leaking o-rings on #133 ride control valve. Installed clutch, clutch fork and transmission in #117 and brake pads and rotors. Got fuel reports which is done at the beginning of every month. Installed FICM in #301 and ran through self diagnostics. Serviced #303 and helped at the cemetery for services while the cemetery sexton was on vacation.

OTHER: M/C personnel picked up yard waste and brush throughout the city. Hauled numerous loads of spoil away from the city yard. Responded to 39 One Call Locates. Loaded the bins at Hays Timber with compost and wood chips for public use.

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.

**WWTP report for  
August 17, 2011  
Council Meeting**

- **After hour alarm and dog call outs**
  - 31<sup>st</sup> WWTP, primary clarifier down, 9:00 a.m. Fred
  - 31<sup>st</sup> dog call, Safety Center reported a dog to be picked up, 9:45 a.m. Delen
  - 31<sup>st</sup> WWTP, Danny out to check sump pumps, 3:00 p.m. Danny
  - 6<sup>th</sup> WWTP bar screen, 7:00 a.m. Jason
  - 6<sup>th</sup> dog call, Safety Center reported a dog to be picked up 300 Blk South 4<sup>th</sup>, 3:00 p.m. Jason
  - 6<sup>th</sup> WWTP bar screen, 6:20 p.m. Fred
  - 7<sup>th</sup> WWTP bar screen, 1:30 a.m. Fred
  - 7<sup>th</sup> WWTP bar screen, 6:42 p.m. Fred
- **WWTP lagoon** – We finished pumping lagoon down on August 9, 2011.
- **New WWTP progress meeting #3** – Jason and I attended the meeting on August 10, 2011.
- **Primary clarifier** – During routine weekend duties Danny found the clarifier shut down on July 31<sup>st</sup>. The clarifier couldn't be started since the torque limit was tripped out. Danny and I setup dewatering pumps to get ground water away from the tank. On the 1<sup>st</sup> we hired Rich Pumping, LLC to assist in pumping the clarifier contents out and into the lagoon. When we were pumping down the clarifier and repairs being made we had to by-pass around the WWTP and into the lagoon. When the tank was pumped down we found two (2) of the scrapers had came off the scraper arms and wedged underneath the arms causing the torque limit to be exceeded. We put the scrapers back on the arms and we decided replace all the metal bolts that hold the scrapers on with stainless steel bolts. The repairs were completed around 1:30p.m. on the 1<sup>st</sup>.
- **ICAP** – I met with rep from ICAP regarding the WWTP on July 27, 2011.
- **Auto bar screen** – I found auto screen shut down on the 6<sup>th</sup>. I contacted Powercom to trouble shoot the control panel. They found a cracked coil on the up hydraulic solenoid. This meant the bar screens had to be manually raked instead of being raked automatically. We found parts in Cedar Rapids at IFP on the 8<sup>th</sup>. The auto rake was back in service by 12:30 p.m. on the 8<sup>th</sup>.
- **DMR-QA Study #31** – We received confirmation that our in-house WWTP lab reported acceptable results for the USEPA Study #31 blind audit samples. Great job, Jason! Since the results were acceptable we won't be required to do any more audit testing until Study #32 starts in 2012.

**Fred E. Doggett  
8/12/2011 11:18 AM**

# Washington Volunteer Fire Department

August 3, 2011

## June Fires

9 City fires	840.00
3 rural fires	600.00
1 drill	500.00
12 Fires 1 Drill	1940.00

Meeting opened with Chief Tom Wide in charge.

Minutes of the previous meeting were read and approved.

Treasure report was read.

Zach Thomas made a motion to pay all bills against the department. Seconded by Aaron Deao.

Motion passed

Committees; Social; Snacks after meeting.

Golf; August 28 is our tournament

Derby; Derby went off well. The track was a little muddy from the rain.

Fire Prevention Week is October 10.

Applications; The application of Kollin Orris was read. After report from the investigation team the vote was unfavorable.

Old Business: County meeting was held in Kalona.

The weather for the Fair was hot but everything went ok.

Interior Attack training at Brighton was a very good class.

Kirkwood Fire School September 24 & 25.

Tactical training October 3-7.

Wife appreciation will be October 1 at 6:00p.m. Will need count next month.

With the heat the way it has been we need everyone at all fires.

Joe Redlinger made a motion to make Steve Linge an Honorary Firefighter Seconded by Bruce McAvoy. Motion passed.

Discussion of calls

No other business roll call taken meeting adjourned.

Secretary

Tom Beauchamp

WHY IS IT THAT MY RATES FOR ALL  
MY BILLS GO UP, BUT NEVER MY  
WAGES ?? MY BILL IS MORE THAN  
TWICE AS HIGH. IS MY SERVICE  
TWICE AS GOOD??

NO!!



Dear Washington City Council,

I would like to request all traffic lights on HWY 92 in Washington except for the light at the corner of the State Theater, flash yellow from 11 pm - 6 am. This would save fuel, brakes, noise, wear & tear, and unwanted stops at night when no other traffic is around, thus making happier motorists and helping make our nation greener.

The cities of Oskaloosa and Bloomfield currently have this in place at night which makes driving through these towns much more enjoyable when some of us are making a living in the early morning hours.

Thank you for your consideration,

Kurt Dallmeyer

7-15-11

319-461-1415 cell