



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, March 17, 2025 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST
ZOOM: <https://us02web.zoom.us/j/7832856334>
Meeting ID: 783 285 6334

Notice to the Public: If you would like the supporting documents and information, please call City Hall by noon the day of the meeting. Copies of City Council Agendas are free to the public. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring. The use of obscene and vulgar language, hate speech, racial slurs, slanderous comments, and any other disruptive behavior during the Council meeting will not be tolerated and the offender may be barred by the presiding officer from further comment before the Council during the meeting and/or removed from the meeting.

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Presentation from Westcom**
4. **Public Hearing on Zoning Code Amendment of Chapter 175**
 - A. Consideration of the First Reading of Ordinance 2025-01 - An Ordinance Amending Chapter 175, Revising Subsection 175.05 and 175.09 Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Design Elements For On-Premises Signs
5. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
6. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on March 3, 2025
 - B. Approve Financial Reports
 - C. Approve Liquor License - Puerto Rico Restaurant - 6611 University Ave
 - D. Approve Resolution No. 2025-23 - A Resolution Approving 2025 Flood Response Plan
 - E. Approve Liquor License - Thirsty Pigs LLC - 6900 School Street
7. **Action Items:**
 - A. Consideration of 64th St. & Sunset Parking and Pedestrian Crossing
 - B. Consideration of Land Value for Parkland Dedication Cash In Lieu

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law. Scan the QR Code to visit our online Agenda Center. Select the meeting date and view the agenda packet including supporting documents and staff reports.



- C. Consideration of the Water Trail Access Professional Services Agreement
- D. Discussion of New Resident Welcome Packet Distribution
- 8. **Reports:**
 - A. Mayor, Council Reports and Committee Updates, and Administration Reports
- 9. **Adjourn**

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**STAFF REPORT
CITY COUNCIL**

March 17, 2025

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk

SUBJECT: Consideration of the First Reading of Ordinance 2025-01 - An Ordinance Amending Chapter 175, Revising Subsection 175.05 and 175.09 Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Design Elements For On-Premises Signs

GENERAL INFORMATION

ATTACHMENTS

1. 3.17.25 Projecting Sign Signage Code Update Staff Report
2. 25.01 Design Elements On Premise Signage Update

STAFF REPORT

Date: March 17th, 2025
To: Windsor Heights City Council
From: Trey Rouse
Subject: Projecting Sign Signage Code Update

Summary

The Signage Code of the City of Windsor Heights has been updated at various times to accommodate new situations, developments, and issues that arise in the community. When these situations arise, a review is done to make sure that the Signage Code doesn't restrict residents and business owners to an extreme degree, that the code meets state and federal laws, and supports the vision created by the Comprehensive Plan. The updates to the Signage Code within this Staff Report have been determined to benefit the residents and business owners of the community, our review staff, and allow for flexibility where needed.

The two changes that will be seen and listed within this Staff Report were brought to the attention of City Staff through a request for a Projecting sign within the UC Zoning District. The UC District does not permit Projecting signs and did not in the previous signage code. Projecting signs are utilized within downtown areas to showcase businesses or catch the attention of pedestrians and motorists passing by. As the UC District has expanded to encompass the entirety of the University Avenue corridor and having the main purpose of serving as the community's walkable downtown, reviewing the code for the Projecting sign signage type became necessary.

Review/Consideration

City Staff reviewed the current code and researched and compared the current standards to other downtowns in the surrounding Des Moines metropolitan area for projecting signage guidelines. The required standards for Projecting signs were very similar in all requirements laid out throughout the Des Moines metropolitan area and many of the communities allowed for projecting signs within their downtown area. Reviewing the previous signage code, the UC District did not allow Projecting signs but also did not encompass the downtown area. The previous signage code was based upon the UC District along the longer/larger edge corridor of University Avenue. After review, it was determined that Projecting signs, based upon their definition, use, and the character of the UC District, should be allowed along University Avenue.

Changes Proposed for Signage Code

Changes proposed to be made to the Signage Code by section were as follows:

1. 175.05(3)(c) added the following narrative to the general regulation, "Each projecting sign must maintain at least the following vertical clearances **measured from the average ground level below the sign to the lowest point of the sign:**"

- a. Meaning: This defines the measurement parameters and clarifies the clearance height that needs to be met for Projecting signs over all forms of pedestrian and motorist transit ways/parking areas in all permitted zoning districts.
2. Edit Table 175.09-01 to change the “N” for Not Permitted to a “P” for Permitted in the case of Projecting signs within the UC Zoning District.
 - a. Meaning: To allow for Projecting signs to be permitted by right within the UC Zoning District.

3. Table 175.09-01 – Permitted Signs by Type and Zoning Districts

Sign Types	R-1	R-2	R-3	MH	CC	UC	LI
Detached Signs							
Monument	P	P	P	P	P	P	P
Ground	P	P	P	P	P	P	P
Pole	N	N	N	N	N	N	N
Attached Signs							
Awning	N	N	N	P	P	P	P
Banner	N	N	N	N	P	P	P
Building Marker	P	P	P	P	P	P	P
Canopy	N	N	N	N	P	P	P
Marquee	N	N	N	N	P	P	P
Projecting	N	N	N	N	P	P	P
Roof, Integral	N	N	N	N	P	N	P
Wall	P	P	P	P	P	P	P
Window	N	N	N	N	P	P	P
Miscellaneous							
Portable	N	N	N	N	P	P	N

These outlined changes are to allow for an appropriate use of signage to advertise businesses and organizations in a unique and approachable way for both pedestrians and motorists. These changes are seen as effective and the minimal need to allow for more flexibility within the Sign Code for the City of Windsor Heights.

City Staff Conclusion and Recommendation

After reviewing all of the documentation available and discussing, City Staff compared the changes proposed to the current Projecting sign Signage Code to how the code exists today. After review and comparison, Staff came to their recommendation.

The staff recommends approval and adoption of the updates to the Signage Code narrative for the City of Windsor Heights.

Planning and Zoning Commission Conclusion and Recommendation

The Planning and Zoning Commission met on February 26th, 2025, and held a public hearing for the proposed Projecting Signage code changes. The Planning and Zoning Commission deliberated, discussed, and came to a final recommendation for the City Council.

The Planning and Zoning Commission recommends, in a vote of 4 – 1, the approval and adoption of the updates to the Signage Code narrative for the City of Windsor Heights.

Recommended Motion

Motion to approve and adopt the updated Signage Code narrative for the City of Windsor Heights as proposed.

Attachments:

1. Windsor Heights Signage Code (Current)
2. Windsor Heights Signage Code (Proposed)

ORDINANCE NO. 2025-01

AN ORDINANCE AMENDING CHAPTER 175, REVISING SUBSECTION 175.05 AND 175.09 OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, WITH REGARD TO DESIGN ELEMENTS FOR ON-PREMISES SIGNS

WHEREAS, the City of Windsor Heights seeks to protect and preserve the rights, privileges and property of the City of Windsor Heights and its residents and business owners; and

WHEREAS, the City Council deems it necessary to adopt this ordinance to benefit the residents and business owners of the community, our review staff, and allow for flexibility where needed; and

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the revisions to the design elements for on-premises signs ordinance are necessary and will protect and preserve the rights, privileges and property of the City of Windsor Heights and its residents and business owners.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, POLK COUNTY, IOWA:

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapter 175, Section 175.05 and 175.09 of the City Code to support businesses and allows for said businesses to promote their services effectively.

SECTION 2. Revised. Revised Chapter 175, Section 175.05 and 175.09, as follows:

175.05 BASIC DESIGN ELEMENTS FOR ON-PREMISES SIGNS.

1. Professional Design and Construction. All signs must be designed and constructed by an individual or company pre-approved by the City and familiar with the City's sign ordinance. The proposed individual or company shall be designated on the applicant's sign permit and approved by the City in advance of sign construction.
2. Wall Signs and Graphics. Wall signs and graphics are subject to the following general regulations.
 - a. A wall sign shall not extend more than 12 inches from the wall to which it is attached.
 - b. A wall sign must be parallel to the wall to which it is attached.
 - c. A wall sign may not extend beyond the corner of the wall to which it is attached, except where attached to another wall sign, it may extend to provide for the attachment.
 - d. A wall sign may not extend beyond its building's roofline.
 - e. A wall sign attached to a building on its front property line may encroach upon public right-of-way by no more than 12 inches. Such a wall sign shall provide a minimum clearance of eight feet, six inches.
 - f. For the purpose of calculating permitted sign areas pursuant to this chapter, signs painted on the walls of buildings shall be considered wall signs.

- g. Where permitted, canopy signs are counted as wall signs when calculating the total permitted sign area.
- 3. Projecting Signs and Graphics. Projecting signs and graphics are subject to the following general regulations.
 - a. The maximum projection of any projecting sign shall be three feet.
 - b. A projecting sign may be no closer than two feet from the vertical plane of the inside curb line.
 - c. Each projecting sign must maintain at least the following vertical clearances **measured from the average ground level below the sign to the lowest point of the sign:**
 - A. 8 feet, 6 inches over sidewalks, except that a canopy may reduce its vertical clearance to 7 feet, 6 inches;
 - B. 14 feet over parking lots;
 - C. 18 feet over alleys or driveways;
 - D. Unless noted above, no projecting sign shall be placed over a roadway.
 - d. No projecting sign extending three feet from a property line may be located within 22 feet of any other projecting sign extending three feet from a property line.
 - e. The support structure for projecting signs cannot be visible.
- 4. Roof Signs. Roof signs are subject to the following regulations:
 - a. Where permitted, integral roof signs may be used interchangeably with wall signs.
 - b. Above peak roof signs are prohibited.

175.09 PERMITTED SIGNS

Table 175.09-01 – Permitted Signs by Type and Zoning Districts

Sign Types	R-1	R-2	R-3	MH	CC	UC	LI
Detached Signs							
Monument	P	P	P	P	P	P	P
Ground	P	P	P	P	P	P	P
Pole	N	N	N	N	N	N	N
Attached Signs							
Awning	N	N	N	P	P	P	P
Banner	N	N	N	N	P	P	P
Building Marker	P	P	P	P	P	P	P
Canopy	N	N	N	N	P	P	P
Marquee	N	N	N	N	P	P	P
Projecting	N	N	N	N	P	P	P
Roof, Integral	N	N	N	N	P	N	P
Wall	P	P	P	P	P	P	P
Window	N	N	N	N	P	P	P
Miscellaneous							

Portable	N	N	N	N	P	P	N
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P = Permitted for All Uses; N = Not Permitted

SECTION 3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. Effective Date. This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this xx day of xxxx 2025.

1st Reading:

2nd Reading:

3rd Reading:

Publish Date:

Mike Jones, Mayor

(SEAL)

ATTEST:

Adam Strait, City Clerk

City of Windsor Heights Regular Business Meeting Minutes
Monday, March 3, 2025 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. Call to Order/Roll Call/Pledge of Allegiance

Mayor Mike Jones called the meeting to order at 6:00 PM. Members present: Michael Libbie, Lauren Campbell, and Threase Harms. Susan Skeries Members Absent: Joseph Jones Staff present: City Administrator Adam Plagge, City Attorney Erin Clanton, City Clerk Adam Strait, Finance Director Rachelle Swisher, Police Chief Pete Roth, Public Works Director Andy Larson, City Engineer Justin Ernst, City Planner Trey Rouse, City Planner Nate Weidl

2. Approval of the Agenda

Motion by Michael Libbie to APPROVE. Seconded by Threase Harms. Motion passed 4-0.

3. Public Hearing on FY 2026 - 2036 CIP

Motion by Threase Harms to open the Public Hearing at 6:03 PM. Seconded by Susan Skeries. Passed 4-0. No Public Comment given. Motion by Threase Harms to close the Public Hearing at 6:04 PM. Seconded by Susan Skeries. Passed 5-0.

A. Consideration of Resolution No. 2025-19 - A Resolution Adopting CIP FY26-FY36

No discussion. Motion by Threase Harms to APPROVE. Seconded by Michael Libbie. Motion passed 4-0.

4. Public Forum: This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.

Fletcher Barry with the Windsor Heights Chamber of Commerce provided an update - Centerfield and Paris Bahn are the newest chamber members. Next week, Wake Up Windsor Heights will be held, providing a meet-and-greet opportunity for businesses in Windsor Heights to learn more and get more involved. This event takes place every second Thursday from 8-9 am and is at Premium Solutions this month. We would like to thank our sponsors, as well as Colby, for their support. Registration is limited, and we are almost at full capacity.

5. Consent Agenda: Any item on the Consent Agenda may be removed for separate consideration.

Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

A. Approve Minutes of the Regular Council Meeting on February 17, 2025

B. Approve Minutes of the Work Session on February 17, 2025

C. Approve Financial Reports

D. Approve Liquor License - Hy-Vee Food & Drugstore - 7101 University Ave

E. Approve Resolution No. 2025-17 - A Resolution Waiving CEC and Pavilion Fees for Des Moines Performing Arts Free Outdoor Programming July 21st, 2025

F. Approve Resolution No. 2025-18 - A Resolution Waiving CEC Fees for The YMCA Key Leaders Meeting March 27th, 2025

- G. Approve Resolution No. 2025-20 - A Resolution Setting Time and Place for a Public Hearing for the Purpose of Considering the Proposed Property Tax Levy for the City's Proposed Fiscal Year 2025-2026 Budget and the Proposed Tax Rate Levy to be Included in the Truth-In-Taxation Statement
- H. Approve Resolution No. 2025-21 - A Resolution Setting Time and Place for a Public Hearing Amending City Code Chapter 175
- I. Approve Resolution No. 2025-22 A Resolution Waiving CEC Fees for the GCMOA Meeting March 12th, 2025

6. **Action Items:**

A. Consideration of a Site Plan at 6500 Hickman Rd

Trey Rouse presented the item. Windsor Court Apartments at 6500 Hickman Road, which proposes to convert a former hotel into a 41-unit multifamily residential development. The project aligns with the city's goal of broadening housing options and has received a conditional use permit for residential use in the community commercial zoning district. City staff and the Planning and Zoning Commission recommend approval of the site plan with recommended conditions. Lance Burke and Mila Schwarz, the property owners, were also present to address concerns, including providing assurances regarding tenants in good standing and the conversion of a bar to a clubhouse. Mila noted that the conversion to a multifamily residence would allow for background checks, further improving resident quality. Bob Bishop, 1128 66th Street, spoke in favor of the site plan, but against the parkland dedication condition. Bob stated the calculation was incorrect and believed the parkland dedication did not apply. Adam Plagge discussed and clarified that the exemption has an 'and' clause stating no change in use at all, making the dedication still applicable. Discussion continued on the dedication's cash-in-lieu formula and amount. After a period of discussion, Erin Clanton confirmed the site plan could be approved without the parkland dedication, allowing staff to further review the formula and have discussion with the property owner if the review raised the cash-in-lieu amount. Motion by Threase Harms to APPROVE the Site Plan at 6500 Hickman Rd with staff to return with additional recommendations or feedback on the parkland dedication. Seconded by Susan Skeries. Motion passed 4-0.

B. Consideration of Colby Park Change Order 6

Adam Plagge presented the item. Discussion centered on the timeline of the project. Adam noted there would be more information on the timeline after a meeting the following week. Motion by Susan Skeries to APPROVE. Seconded by Michael Libbie. Motion passed 4-0.

C. Consideration of 63rd Street Monument Professional Services Agreement with Bolton & Menk, Inc.

Adam Plagge presented the item. Discussion centered on the cost of the project. Adam suggested options for cost reduction, such as removing lighting or using solar-powered lights. Motion by Threase Harms

to APPROVE. Seconded by Susan Skeries. Roll call vote: Aye - Lauren Campbell, Threase Harms, Nay - Susan Skeries, Michael Libbie. Motion Fails 2-2.

D. Consideration of Fall Festival Fireworks Package

Susan Skeries presented the item. Susan received three quotes, rejecting the \$13,000 one as it is too short and would be less than previous years. Considering between \$15,000 and \$17,000. Discussion centered on signing for \$15,000 package and evaluate at the end of fiscal year budget for funds to upgrade. Susan confirmed the vendor would allow this. Motion by Michael Libbie to APPROVE the \$15,000 Fall Festival Fireworks Package with the condition that if the budget allows to upgrade to the \$17,000 package. Seconded by Susan Skeries. Motion passed 4-0.

7. **Reports:**

A. Mayor, Council Reports and Committee Updates, and Administration Reports

Mike Jones - Full report is in the packet. MAC was today. It was unusual due to cuts in funding for rapid rehousing and a number of social programs. There is a letter circulating from Homeward asking MAC to sign and MAC agreed. MPO will meet Thursday and The Communication Committee will on Friday.

Threase Harms - No report

Lauren Campbell - Will be attending DART meeting tomorrow.

Michael Libbie - On the 17th, I recorded my first podcast with Adam Plagge, and the topic was 73rd Street. On the 22nd, I attended a talk with officials, which had a great crowd. Following that, I participated in Coffee with Council at Grounds for Celebration. The following Sunday, I put together new resident packets for delivery. On the 26th, I met with Stephanie Opel from ICON to record an interview and discuss the grant the city received. On March 2nd, I spent the day editing and creating most of the Windsor Heights Podcast, including voiceover work, music, purchases, and scripting. This morning, I turned it over to Adam.

Susan Skeries - On February 20th, a meeting was held regarding a \$7 million grant that the Homeless Coordinating Council was expecting to receive in March 2025. However, due to a freeze on grants, this funding is no longer available. A letter was sent to the city administrator and mayor, as well as city staff, to inform them of the impact this will have on those facing homelessness. Additionally, a presentation from Primary Health Care discussed their efforts to help the homeless transition off the streets, while Joppa shared plans for small homes. On February 21st, a special events meeting was held, with progress being made in event planning and volunteers signing up to help. Earth Day planning is in full swing, with the Walnut Creek Watershed Festival joining the event on April 26th. Movies in the Park, Touch a Truck, and a ribbon-cutting ceremony are also in the works. Attended the Chamber's AM Exchange on Tuesday, where over 120 people attended. Was named Connector of the Month, though unable to deliver the speech due to a lost voice. Will also be attending the Metro Waste Executive Board meeting as Vice Chair, gaining valuable experience. Plan to attend the Des Moines Children's Museum's Giggle Gala on Thursday, and is working on bringing back the Women in Government meetings, where newly elected

women will meet every 3-4 months.

Adam Plagge - An update on the 73rd Street construction project, which is set to begin on March 17th. The contractor will start work on the sidewalk and final grading for Stage 5, with Stage 5, section 2 expected to be closed for the week. Work will also begin on Stage 1, weather permitting. The project will proceed with Stage 1A, then 1B, followed by Stage 4 in front of the school during the summer break, and then the consolidation of Stage 2 and 3 in the fall to speed up the process. The contractor plans to use water main testing procedures to avoid delays from bacteria testing, and Saturday work may be required to stay on schedule, potentially extending to Sundays if needed. The city has allowed extended work hours, including Sundays from 8 a.m. to 6 p.m. Additionally, the contractor has proposed combining Stage 1A and Stage 1B to speed up the project. This would involve creating temporary gravel access points for businesses to maintain traffic flow, with property owners being asked for approval. If successful, this could save about two weeks of construction time. However, if this is not feasible, the stages will proceed separately as originally planned. The goal is to complete the project by the end of the year, weather permitting.

i 73rd St. Reconstruction Update

ii Mayor's Report

8. **Closed Session** Per Iowa Code §21.5 .1 (c) - Per Iowa Code §21.5 .1 (c): To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation

Motion by Threase Harms to enter Closed Session at 7:06PM. Seconded by Susan Skeries. Motion Passed 4-0.

Motion by Michael Libbie to exit Closed Session at 7:37PM. Seconded by Threase Harms. Motion Passed 4-0.

9. **Action Items:**

A. Consideration of Settlement Agreement of Smith V. City of Windsor Heights

Motion by Threase Harms to APPROVE the Settlement Agreement of Smith V. City of Windsor Heights Amount Decided in Closed Session. Seconded by Michael Libbie. Motion passed 4-0.

10. **Adjourn**

Motion by Threase Harms to adjourn at 7:38PM. Seconded by Susan Skeries. Motion passed 4-0.



**STAFF REPORT
CITY COUNCIL**
March 17, 2025

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director
SUBJECT: Approve Financial Reports

GENERAL INFORMATION

ATTACHMENTS

1. CLAIMS REPORT 3.6.25
2. CLAIMS REPORT 3.10.25



CITY OF WINDSOR HEIGHTS

03/06/25 11:06 AM

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***Check Detail Register©**

1110 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1110 CASH					
58214	03/06/25	A KING'S THRONE			
E 001-470-6499		MISC/REFUNDS	\$90.00		TOUCH A TRUCK EVENT
		Total	\$90.00		
58215	03/06/25	AMAZON CAPITAL SERVICES			
E 001-110-6506		OFFICE SUPPLIES	\$79.99	19Q4-HWLW AWARDS	
		Total	\$79.99		
58216	03/06/25	BOLTON & MENK			
E 001-620-6407		PROF FEES/ENGINEERI	\$6,998.00	0356133	PLANNING SERVICES
E 326-210-6407		PROF FEES/ENGINEERI	\$10,952.00	0356264	68TH ST SOUTH
E 322-210-6407		PROF FEES/ENGINEERI	\$3,643.00	0356265	73RD ST ENG
E 328-210-6407		PROF FEES/ENGINEERI	\$838.00	0356266	74TH ST ENG
E 330-210-6407		PROF FEES/ENGINEERI	\$1,382.50	0356267	FOREST CT ENG
E 001-620-6407		PROF FEES/ENGINEERI	\$15,542.50	0356610	GEN ENG
E 303-430-6407		PROF FEES/ENGINEERI	\$1,920.00	0357561	PARK DESIGN
		Total	\$41,276.00		
58217	03/06/25	BULLZEYE, INC			
E 001-110-6409		JANITORIAL	\$311.32	9342	PSB SUPPLIES
E 001-110-6409		JANITORIAL	\$928.00	9354	PSB FED CLEANING
E 001-620-6409		JANITORIAL	\$574.00	9379	CH FEB CLEANINGS
E 001-480-6511		BLDG & GROUNDS OPE	\$325.00	9405	CEC FEB CLEANING
		Total	\$2,138.32		
58218	03/06/25	CAPITAL ONE TRADE CREDIT			
E 110-250-6332		REPAIR - VEHICLES & E	\$43.27		SUPPLIES
E 110-250-6332		REPAIR - VEHICLES & E	\$59.98		SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$127.97		SUPPLIES
E 110-210-6180		ALLOWANCES	\$139.96	5432-	SUPPLIES
		Total	\$371.18		
58219	03/06/25	CHARLES GABUS FORD			
E 001-110-6332		REPAIR - VEHICLES & E	\$3,114.30	466427	CAR 29 VEHICLE REPAIR
		Total	\$3,114.30		
58220	03/06/25	CRYSTAL CLEAR WATER CO.			
E 001-620-6506		OFFICE SUPPLIES	\$19.98	672809	WATER
		Total	\$19.98		
58221	03/06/25	GALLS LLC			
E 001-110-6180		ALLOWANCES	\$79.63	030562593	CLOTHING ALLOWANCE
		Total	\$79.63		
58222	03/06/25	IOWA SOLUTIONS INC			
E 001-615-6419		TECHNOLOGY SERVICE	\$4,187.35	92061	IT SERVICES
		Total	\$4,187.35		
58223	03/06/25	IRLBECK, MICHAEL			
E 001-110-6180		ALLOWANCES	\$104.33		CLOTHING ALLOWANCE



CITY OF WINDSOR HEIGHTS

03/06/25 11:06 AM

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***Check Detail Register©**
1110 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$104.33		
58224	03/06/25	JOHNSON, KYLE			
E 001-110-6180		ALLOWANCES	\$184.05		CLOTHING ALLOWANCE
E 001-110-6180		ALLOWANCES	\$184.58		CLOTHING ALLOWANCE
Total			\$368.63		
58225	03/06/25	METRO WASTE AUTHORITY			
E 670-840-6490		OTHER PROF SERVICE	\$9,192.06	70029008	CURB IT FEE
E 670-840-6413		CONTRIBUTIONS & PAY	\$22,292.41	70029009	GARBAGE FEES
Total			\$31,484.47		
58226	03/06/25	OPN ARCHITECTS			
E 001-620-6490		OTHER PROF SERVICE	\$6,485.60	24812000-7	FACILITY ASSESSMENT
E 001-620-6490		OTHER PROF SERVICE	\$137.50	25802000-1	FACILITY ASSESSMENT
Total			\$6,623.10		
58227	03/06/25	RANGEMASTERS TRAINING CTR			
E 001-110-6180		ALLOWANCES	\$556.66	39090	CLOTHING ALLOWANCE
Total			\$556.66		
58228	03/06/25	SAFE BUILDING COMPLIANCE			
E 001-170-6407		PROF FEES/ENGINEERI	\$1,035.88	04092234	BUILDING INSPECTIONS
Total			\$1,035.88		
58229	03/06/25	STAPLES			
E 001-110-6506		OFFICE SUPPLIES	\$262.90	7004295141	OFFICE SUPPLIES
Total			\$262.90		
58230	03/06/25	STOREY KENWORTHY MATT PARROTT			
E 001-620-6506		OFFICE SUPPLIES	\$761.06	PINV123951	CHECK STOCK
Total			\$761.06		
58231	03/06/25	TRANSUNION RISK & ALTERNATIVE			
E 001-110-6507		OPERATING SUPPLIES	\$75.00		MONTHLY FEE
Total			\$75.00		
58232	03/06/25	WALMART CAPITAL ONE			
E 001-110-6331		MOTOR VEHICLE OPER	\$21.96	1661013830	WIPER FLUID PATROL VEHICLES
E 110-210-6507		OPERATING SUPPLIES	\$49.97	1661013830	NETWORK SWITCH
E 110-210-6507		OPERATING SUPPLIES	\$10.34	1661013830	OFFICE SUPPLIES
E 110-210-6310		BUILDING REPAIR	\$336.90	1661013830	SUPPLIES
Total			\$419.17		
1110 CASH			\$93,047.95		



CITY OF WINDSOR HEIGHTS

03/06/25 11:06 AM

Page 3

***Check Detail Register©**
1110 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

1110 CASH

001 GENERAL	\$42,059.59
110 ROAD USE TAX	\$768.39
303 COLBY PARK	\$1,920.00
322 73RD STREET	\$3,643.00
326 68TH STREET SOUTH	\$10,952.00
328 74TH STREET	\$838.00
330 FOREST COURT	\$1,382.50
670 GARBAGE/RECYCLING	\$31,484.47
	\$93,047.95



CITY OF WINDSOR HEIGHTS

03/10/25 10:34 AM

Page 1

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Batch: 031025PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1110 CASH					
57 e	03/10/25	VERIZON WIRELESS			
E 001-110-6373		COMMUNICATIONS	\$40.01	6106567624	CELL SERVICE
E 001-160-6373		COMMUNICATIONS	\$71.67	6106567624	CELL SERVICE
E 001-110-6373		COMMUNICATIONS	\$24.37	6106567624	CELL SERVICE
E 001-480-6373		COMMUNICATIONS	\$24.37	6106567624	CELL SERVICE
E 110-210-6373		COMMUNICATIONS	\$75.56	6106567624	CELL SERVICE
E 110-210-6373		COMMUNICATIONS	\$20.02	6106567624	CELL SERVICE
E 110-210-6373		COMMUNICATIONS	\$645.19	6106567624	CELL SERVICE
E 740-865-6373		COMMUNICATIONS	(\$10.32)	6106567624	CELL SERVICE
		Total	\$890.87		
58 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-210-6371		UTILITIES	\$220.07	563683209	6800 SCHOOL ST
		Total	\$220.07		
59 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-210-6371		UTILITIES	\$658.54	563683132	6800 SCHOOL ST
		Total	\$658.54		
60 e	03/10/25	MIDAMERICAN ENERGY CO			
E 001-150-6371		UTILITIES	\$1,070.85	563696959	1133 66TH ST
		Total	\$1,070.85		
61 e	03/10/25	MIDAMERICAN ENERGY CO			
E 001-620-6371		UTILITIES	\$339.70	563697304	1145 66TH ST
		Total	\$339.70		
62 e	03/10/25	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$25.28	563683280	6900 SCHOOL ST
		Total	\$25.28		
63 e	03/10/25	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$669.73	563680703	6900 SCHOOL ST
		Total	\$669.73		
64 e	03/10/25	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$65.75	563668625	6900 SCHOOL ST
		Total	\$65.75		
65 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$43.04	563217167	801 73RD ST
		Total	\$43.04		
66 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$3,186.72	563814954	STREET LIGHTS
		Total	\$3,186.72		
67 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$25.55	563666445	6410 HICKMAN RD
		Total	\$25.55		
68 e	03/10/25	MIDAMERICAN ENERGY CO			



CITY OF WINDSOR HEIGHTS

03/10/25 10:34 AM

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Batch: 031025PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 110-230-6371		UTILITIES	\$10.00	563666737	1804 73RD ST
		Total	\$10.00		
69 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$10.00	563666954	1443 73RD ST
		Total	\$10.00		
70 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$60.41	563667627	6440 HICKMAN RD
		Total	\$60.41		
71 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$24.53	563674657	2227 63RD ST
		Total	\$24.53		
72 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$104.22	563688604	6739 UNIV AVE
		Total	\$104.22		
73 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$25.83	563692468	7290 UNIV AVE
		Total	\$25.83		
74 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$137.14	563694289	6540 UNIV AVE
		Total	\$137.14		
75 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$13.98	563691967	1601 73RD ST
		Total	\$13.98		
76 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$27.54	563692820	1140 73RD ST
		Total	\$27.54		
77 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$25.15	563668138	6300 UNIV AVE
		Total	\$25.15		
78 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$24.39	563668130	7001 UNIV AVE
		Total	\$24.39		
79 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$23.98	563682807	7116 UNIV AVE
		Total	\$23.98		
80 e	03/10/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$18.57	563687634	951 73RD ST
		Total	\$18.57		
		1110	\$7,701.84		



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Batch: 031025PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

1110 CASH

001 GENERAL	\$2,331.73
110 ROAD USE TAX	\$5,380.43
740 STORM WATER	(\$10.32)
	\$7,701.84



**STAFF REPORT
CITY COUNCIL**
March 17, 2025

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk

SUBJECT: Approve Liquor License - Puerto Rico Restaurant - 6611 University Ave

GENERAL INFORMATION

ATTACHMENTS

1. Puerto Rico Restaurant Alcohol License Application



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Puerto Rico Restaurant, LLC	Puerto Rico Restaurant	(515) 274-1690		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
6611 University Ave	Suite 101	Windsor Heights	Polk	50324
MAILING ADDRESS	CITY	STATE	ZIP	
6611 University Ave	Windsor Heights	Iowa	50324	

Contact Person

NAME	PHONE	EMAIL
Monica Torres	(515) 710-5403	puertoricorestaurant@hotmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0046270	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
Mar 6, 2025	Mar 5, 2026	

SUB-PERMITS
Class C Retail Alcohol License



Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
monica torres	Des Moines	Iowa	50315	owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

MOUNT VERNON FIRE INS CO

POLICY EFFECTIVE DATE

Mar 5, 2025

POLICY EXPIRATION DATE

Mar 5, 2026

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE



**STAFF REPORT
CITY COUNCIL**
March 17, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Approve Resolution No. 2025-23 - A Resolution Approving 2025 Flood Response Plan

GENERAL INFORMATION

ATTACHMENTS

1. Resolution No. 2025-23 - A Resolution Approving 2025 Flood Response Plan
2. Windsor Heights Flood Response Plan 2025_04_07
3. Updated Pages from Windsor Heights Flood Response Plan 2025_04_07
4. List of Updates - WHTS Flood Response Plan - 2025

RESOLUTION NO. 2025-23

**RESOLUTION APPROVING 2025 UPDATES TO THE
WINDSOR HEIGHTS FLOOD RESPONSE PLAN**

WHEREAS, protecting lives and property benefit from a flood response plan; and

WHEREAS, a comprehensive flood response plan should be updated annually and be immediately available to staff; and

WHEREAS, the success of a flood response plan relies on the decisions and actions taken to protect lives and property; and

WHEREAS, a thorough and well-thought-out flood response plan is essential to these actions.

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

That the City approves the 2025 Updates to the Windsor Heights Flood Response Plan.

PASSED AND APPROVED THIS 17TH day of March, 2025.

By: _____
Mike Jones, Mayor

ATTEST:

By: _____
Adam Strait, City Clerk

Flood Response Plan



WINDSOR
HEIGHTS
the heart of it all

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2 Introduction

The City of Windsor Heights Flood Response Plan was developed to help protect the community from the dangers of flash flooding. The success of a flood response plan relies on the decisions and actions taken to protect lives and property. Three primary action areas are utilized:

1. Evacuation/Rescue/Relocation
2. Road & Trail Closures
3. Public Information

A thorough and well-thought-out flood response plan is essential to these actions. This document focuses on flood response planning for the City of Windsor Heights.

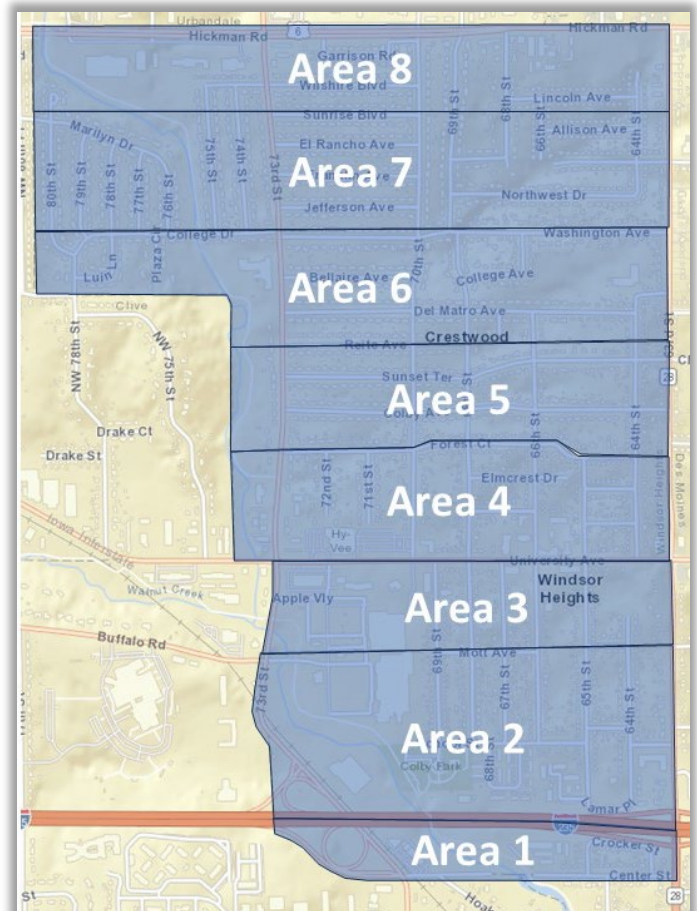
The objectives of this response plan include:

1. Assigning responsibility to individuals for actions that must be taken during a flood emergency and specifying times and places for those actions.
2. Setting forth lines of authority and describing how actions will be coordinated among different agencies or different jurisdictions.
3. Describe how people and property will be protected during a flood.
4. Identify the personnel, equipment, facilities, supplies, and other resources available for assigned duties.

A well-conceived, organized, up-to-date, and comprehensive flood response plan must be developed in advance and must be immediately available to staff.

Eight geographical planning areas are utilized:

- Area 8 – Marilyn Drive to Hickman Road
- Area 7 – College Drive to Marilyn Drive
- Area 6 – Reite Avenue to College Drive
- Area 5 – Forest Court to Reite Avenue
- Area 4 – University Avenue to Forest Court
- Area 3 – Mott Avenue to University Avenue
- Area 2 – I235 to Mott Avenue
- Area 1 – Center Street to I235



3 Annual Plan Updates

Annual Exercise - At least one exercise and evaluation of the Flood Response Plan will be conducted each year. The criterion can be deemed met if the city has experienced an actual flood or threat in the preceding twelve months.

The annual exercise will be documented with an agenda/scenario summary, attendance record, and after-action report.

Exercise Year	Date of Annual Exercise
2024	3/19/24
2025	3/4/25
2026	
2027	
2028	

After-Action Report – The purpose is an annual evaluation of the plan's performance and recommended changes that may be needed, as identified in an after-action report. The City Administrator shall be responsible for ensuring that the various departments/partners complete any necessary changes.

Plan Update – The Fire Chief shall ensure that any necessary changes to the Flood Response Plan identified in the after-action report are completed.

Presentation to City Council – Following the annual exercise, the after-action report and draft plan updates will be presented to the City Council.

Council Approval of Plan Update – Following review of the annual plan updates, the City Council shall adopt the updated Flood Response Plan via Resolution.

Update Year	Date of Resolution Adoption
2024	April 15, 2024
2025	April 7, 2025
2026	
2027	
2028	

4 Leadership & Departmental Phone List

	Name	Cell	Direct
Elected Officials			
Mayor	Mike Jones	515-238-5105	
Mayor Pro-Tem	Susan Skeries	515-250-2206	
Council Member	Lauren Campbell	515-418-0624	
Council Member	Threase Harms	515-975-5299	
Council Member	Joseph Jones	515-419-1151	
Council Member	Michael Libbie	515-570-2220	
Staff			
City Administrator	Adam Plagge	515-343-7424	515-645-6808
City Attorney	Erin Clanton	515-240-9503	515-274-1450
City Clerk/ Communications	Adam Strait	515-419-5903	515-645-6810
Finance	Rachel Swisher (Director)	515-778-6290	515-645-6830
Fire	Jim Mease (Chief)	515-402-1162	515-402-1162
	A-Shift – Lt. Brian Jones	515-418-6618	
	B-Shift – Jeff Price	929-666-3430	
	C-Shift – Kari Davis	515-897-9412	
Police	Pete Roth (Chief)	641-525-0152	515-645-6811
	Chad Norris (Patrol Lt.)	602-369-7556	515-645-6813
	Mike Irlbeck (Support Services Lt.)	515-321-9071	515-645-6814
Public Works	Andy Larson (Director)	515-314-6590	515-645-6825
	Jason Roberts (Supervisor)	641-954-1392	
Water (DMWW)	Kyle Danley	515-971-6488	515-283-8795
Sanitary Sewer	Adam Pasker	515-954-8811	
	Tim Stovie	515-331-6823	

Department	Facility	General	Fax
City Administration	City Administration Building	515-279-3662	515-279-3664
Public Works	Public Works Building	515-645-6825	
Finance	City Administration Building	515-279-3662	
EOC/City Council Chambers	Public Safety Building	515-645-6842	
Police	Public Safety Building	515-277-4453	
Fire	Public Safety Building	515-279-9450	515-279-7760
Westcom Dispatch	West Des Moines Station 19	515-222-3321	515-222-3331
Water	DMWW	515-283-8700	
Sewer	City of Urbandale	515-278-3950	

5 Incident Management System (IMS)

5.1 Radio Communications

Departments will operate on their normal talkgroups. Communications with the EOC are established through department representatives with radios at the EOC.

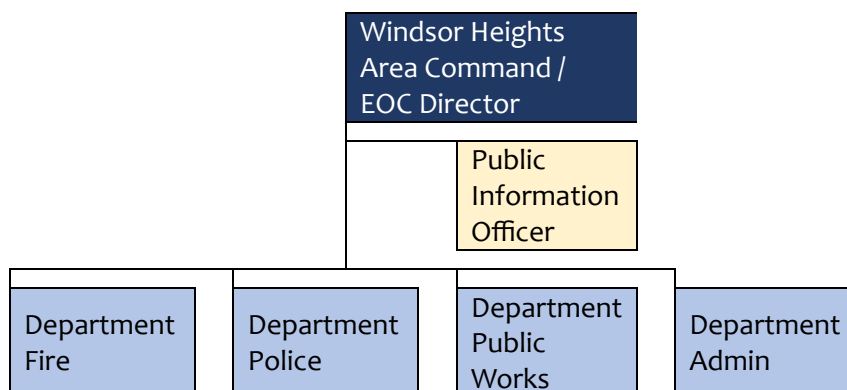
5.2 Emergency Operations Center (EOC)

The Windsor Heights City Council Chamber is designated as the EOC.

Desired minimum EOC staffing includes the City Administrator, Public Works Director, Police Chief, Fire Chief, and City Clerk (or their representatives).

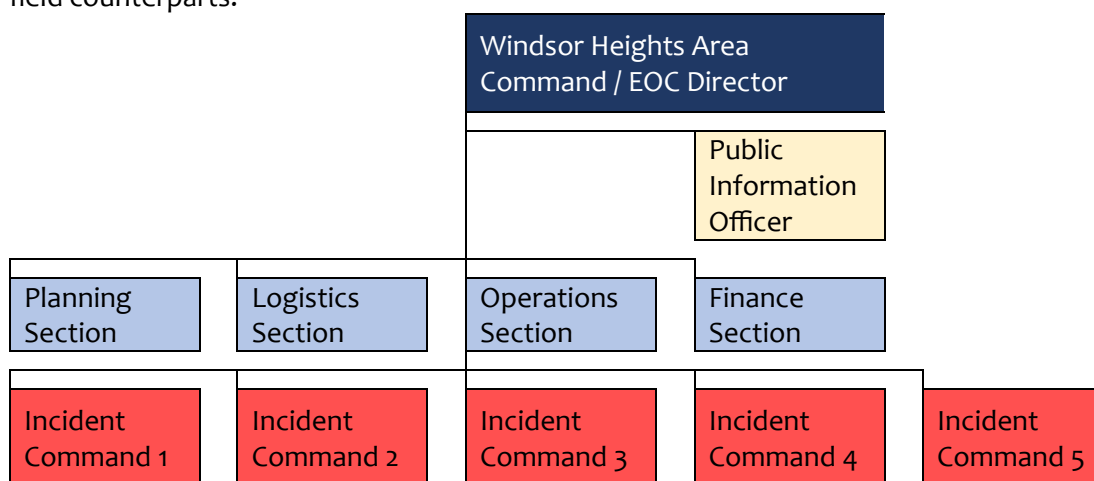
5.3 IMS Initial Flood Response – EOC Organized by Departmental Structure

Description: This EOC format utilizes day-to-day departmental structures and relationships. By operating in the context of everyday relationships, department representatives function in the EOC with minimal preparation or startup time. In this configuration, the City Administrator typically coordinates EOC efforts among departments.



5.4 IMS Modular Flood Response – EOC Organized by Incident Command System Structure

Description: This EOC format configures the EOC using the standard ICS organizational structure. The structure is familiar to many people and aligns with the on-scene incident organization. By operating in the context of modular expansion, the Windsor Heights Area Command/EOC can support various Incident Commands. Certain titles can be modified to create an ICS-like organization that distinguishes EOC functions from their field counterparts.



6 Role of Elected Officials

During a flood, elected officials have specific responsibilities to ensure the safety and well-being of their constituents. Some key responsibilities include:

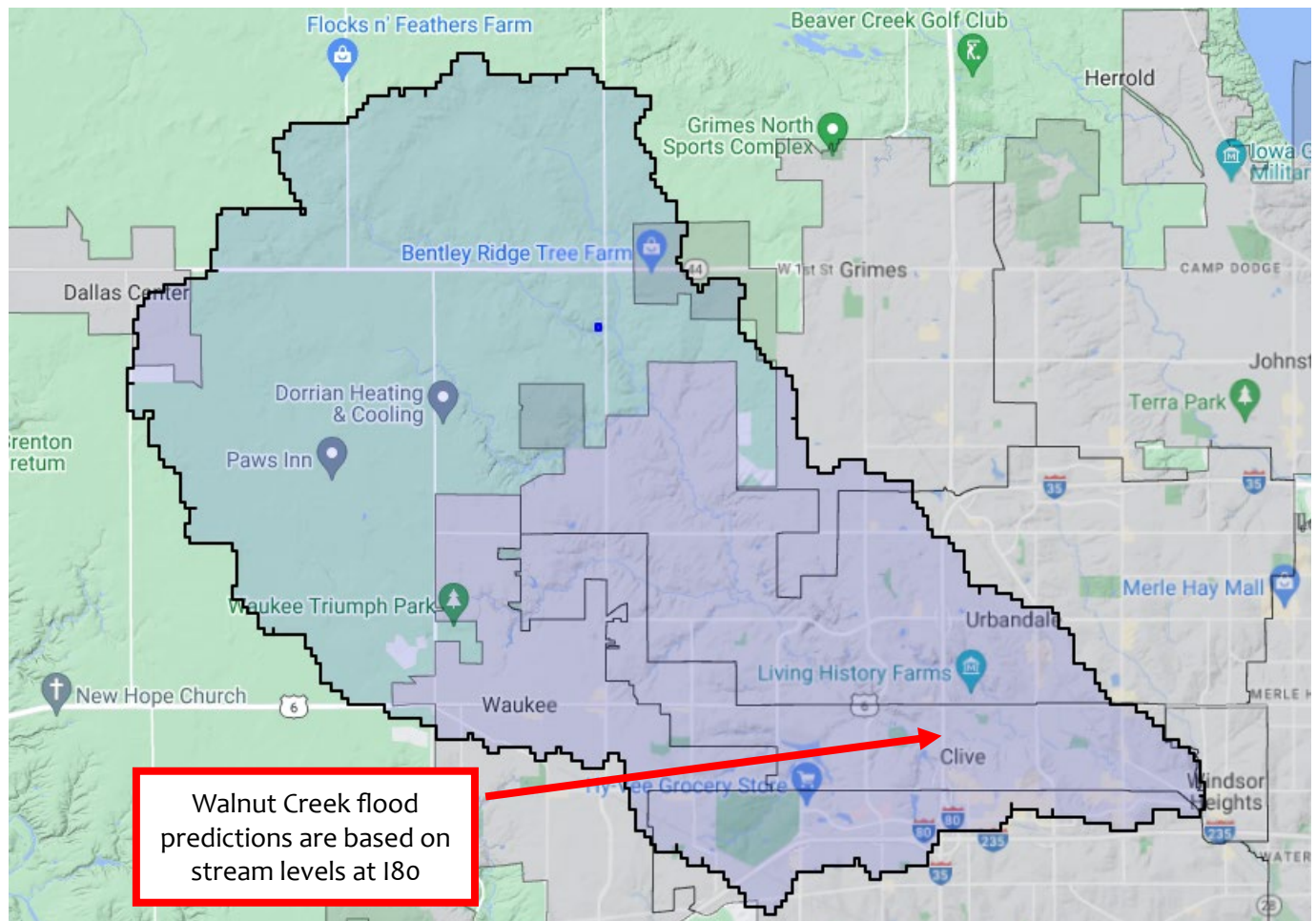
- **Emergency Declarations:** Elected officials may need to issue emergency declarations to empower local authorities and agencies to take swift action. This could involve imposing curfews, restricting movement, or allocating additional resources.
- **Relocation Transportation:** Elected officials are responsible for assisting with relocation transportation. This could include driving transportation vehicles and/or coordinating with Polk County Emergency Management Agency for DART resources.
- **Assistance with Emergency Operations Center Operations:** Elected Officials will assist with EOC needs, such as documenting various actions and/or fielding inquiries from the public.
- **Community Engagement:** Elected officials play a key role in engaging with the community before, during, and after emergencies. They must foster a sense of community resilience, encourage preparedness, and address residents' concerns and feedback.
 - Engagement after a flooding event can have several significant benefits. Keeping citizens informed about recovery efforts, safety protocols, and available resources helps ensure everyone is aware of what to do and where to get help. Engaging with businesses fosters a sense of community and resilience, showing that the city is committed to supporting its residents and local economy. Showing empathy towards citizens' needs can build trust and strengthen the relationship between the local government and the community.
- **Resource Allocation:** Effective resource allocation is essential. Elected officials must coordinate with emergency services to ensure sufficient personnel, equipment, and supplies are available to respond to the flood. This may include deploying rescue teams, providing emergency shelters, and distributing essential items.
- **Coordination with Agencies:** Collaboration with various agencies such as Polk County Emergency Management, Polk County Public Health, and the Metro Waste Authority is vital. Elected officials must coordinate efforts to ensure a unified and effective response to the flood. This may also include having an elected official serve as the City of Windsor Heights representative at the Polk County Emergency Operations Center.
- **Assistance for Affected Communities:** Providing support to communities affected by the flood is essential. Elected officials must ensure that affected residents have access to emergency services, temporary housing, medical care, and other necessary assistance.
- **Advocacy for State and Federal Assistance:** In severe flood situations, elected officials may need to advocate for state and federal assistance. This involves engaging with higher levels of government to secure additional resources and funding to support the local response and recovery efforts.
- **Post-Flood Recovery:** After the floodwaters recede, elected officials play a crucial role in the recovery process. This includes assessing damages, coordinating rebuilding efforts, and ensuring the community receives the necessary support to recover and rebuild.
- **Evaluation and Improvement:** After the emergency, elected officials are responsible for evaluating the response efforts to identify strengths and weaknesses. This evaluation helps in refining and improving the emergency operations plan for future incidents.

7 Situation Monitoring

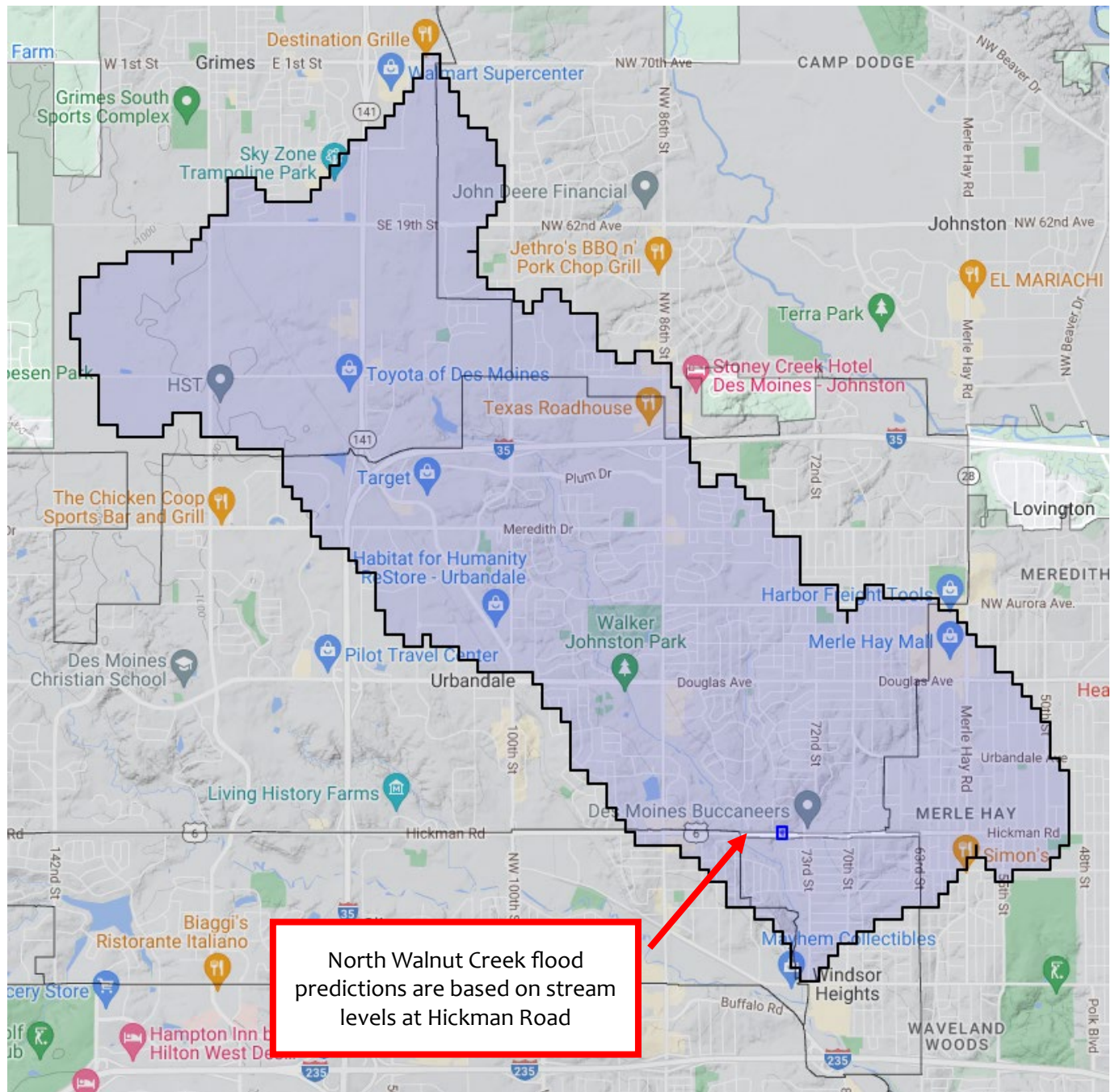
Monitoring of potential flooding situations is coordinated by:

- FLASH Reports from Polk County Emergency Management
- Monitoring briefings, alerts, and communications from the National Weather Service
- Iowa Flood Information System (IFIS)
 - URL: <https://ifis.iowafloodcenter.org/ifis/>
 - Select LAUNCH IFIS
 - Select DATA RESOURCES icon 
 - Select Stream Gauges and Rain Gauges
 - Select WEATHER CONDITIONS icon 
 - Select Rainfall data, as desired
- Contrail/Des Moines Metro ALERT Flood Monitoring System
 - Provides rainfall and stream-level data
 - Restricted access to select staff – URL: <https://contrail.dm.gov.org/>
- NOAA/NWS National Water Prediction Service
 - Provides stream-level data
 - Public access – URL: <https://water.noaa.gov/>

Walnut Creek Watershed Boundary (prior to convergence with North Walnut Creek)



North Walnut Creek Watershed Boundary (prior to convergence with Walnut Creek)



8 Stream Elevation Levels

8.1 Walnut Creek Elevation Levels at I-80

ID	Discharge (cfs) at I-80	Surface Water Elevation Feet Above Sea Level at I-80	Surface Water Elevation Stream Gauge in Feet at I-80	Probability
4T	4,000	860.9	10.8	
5T	5,000	861.5	11.4	
6T	6,000	862.1	12.1	
	6,430	862.3	12.3	1:10 years, (10%)
7T	7,000	862.6	12.6	
8T	8,000	863.1	13.1	
9T	9,000	863.5	13.5	
	9,039	863.6	13.6	1:25 years, (4%)
10T	10,000	863.9	13.9	
12T	12,000	864.6	14.6	1:50 years (2%)
15T	15,000	865.5	15.5	1:100 years (1%)
20T	20,000	866.7	16.9	
	23,760	867.5	17.5	1:500 years (0.2%)
24T	24,000	867.6	18.1	

8.2 North Walnut Creek at Hickman Road

ID	24-Hour Precipitation Indicator	Surface Water Elevation Feet Above Sea Level at Hickman	Surface Water Elevation Stream Gauge in Feet at Hickman	Probability
10%	4.27"	842.95'	9.85'	1:10 years, (10%)
4%	5.15"	843.94'	10.84'	1:25 years, (4%)
2%	5.87"	844.71'	11.61'	1:50 years (2%)
1%	6.61"	845.48'	12.38'	1:100 years (1%)
0.2%	8.06"	846.92'	13.82'	1:500 years (0.2%)

9 Response Levels

9.1 Walnut Creek Response Levels

Response levels are based on National Weather Service (NWS) water crest predictions for Walnut Creek at I80 (Clive). A Flash Flood Warning is issued for Walnut Creek at 9'.

The Pre-Warning Level will be implemented during times of significant rainfall and/or water levels reaching 5' and rising at I80.

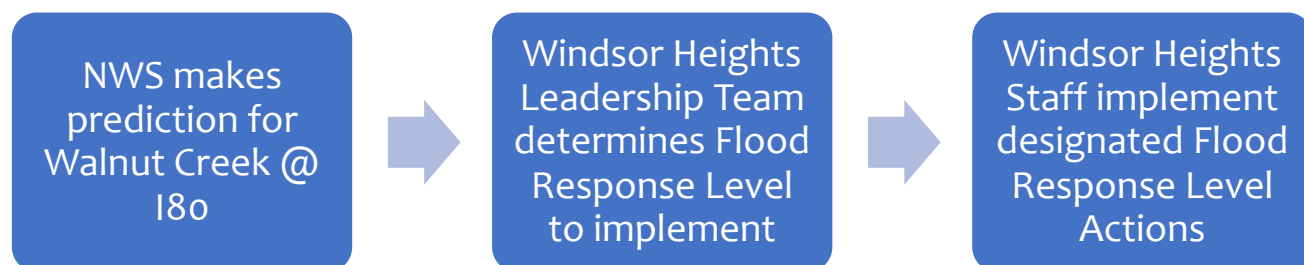
Flood Response Levels 1 through 3 will be implemented based on the NWS crest prediction at I-80.

Walnut Creek flood predictions
are based on stream levels at

I-80

Response Level	NWS I80 Crest Prediction	Inundation Map Levels	Flood Chance Levels
Pre-Warning	>5'		
Flood – Level 1	10.9' thru 12.6'	4T-5T-6T-7T	1:10 _{yr} / 10% chance @ 6T
Flood – Level 2	13.1' thru 13.9'	8T-9T-10T	1:25 _{yr} / 4% chance @ 9T
Flood – Level 3	14.6' thru 18.1'	12T-15T-20T-24T	1:50 _{yr} / 2% chance @ 12T 1:100 _{yr} / 1% chance @ 15T 1:500 _{yr} / 0.2% chance @ 24T

Flood Response Plan Implementation Sequence:



Flood Response Plan Implementation Sequence EXAMPLE:



9.2 North Walnut Creek Response Level

Flash flooding from North Walnut Creek is highly dynamic, and the impacts downstream after Walnut Creek's convergence are not fully understood. Due to the rapid rise and unpredictability of North Walnut Creek, flood response plans will be initiated at Flood – Level 3 when North Walnut Creek is at 9' and rising, as assessed at Hickman Road.

North Walnut Creek flood predictions
are based on stream levels at

Hickman Road

Response Level	North Walnut Creek @ Hickman Road Stream Gauge
Flood – Level 3	9' and rising

Flood Response Plan Implementation Sequence:



10 City Facilities

Before city facilities flood, it's crucial to take preventive measures to minimize damage and ensure the safety of those inside. Actions to consider for specific facilities include:

10.1 Public Works Building [Coordinated by Public Works Assistant Director]

Location: 6800 School Street

For any Walnut Creek >12' (6T) predicted event at I80, or

For any North Walnut Creek >9' and rising event at Hickman Road:

- Immediately call in staff and relocate PW equipment to City Hall and Public Safety or another prescribed location. This action should be done early, given other essential flood response duties will quickly arise for Public Works staff.
- Deploy Salt Shed Flood Gate Barrier System
- Shutoff main disconnect at electrical panel (feed for pavilion, food truck plaza, and park)

For any Walnut Creek >13' (8T) predicted event at I80, or

For any North Walnut Creek >9' and rising event at Hickman Road:

- Elevate and unplug items susceptible to damage.
- Turn off electrical power at the main electrical panel in the mezzanine (SW corner of the building, 2nd floor, interior).
- Turn off natural gas at the meter, located near the SE corner of the building (exterior).
- Turn off water at the main valve, located under the stairs to the West mezzanine (interior).

10.2 Community Event Center [Coordinated by Deputy City Clerk]

Location: 6900 School Street

Note: Facility elevation of 827.3', below the 100-year elevation of 828.9'

For any Walnut Creek >10.9' (4T) predicted event at I80, or

For any North Walnut Creek >9' and rising event at Hickman Road:

- Cancel any scheduled CEC events

For any Walnut Creek >13.5' (9T) predicted event at I80, or

For any North Walnut Creek >9' and rising event at Hickman Road:

- Turn off electrical power at the main electrical panel in the Mechanical Room (NE corner of building – interior).
- Turn off natural gas at the meter, located near the NE corner of the building (exterior).
- Turn off water at the main valve, located in the Utility Room, directly East of the Kitchen (interior).
- Install flood protection over doorways. Options include:
 - Sandbags

10.3 City Hall [Coordinated by City Clerk, with City Admin as backup]

Location: 1145 66th Street, Suite 1

For any Level 2 predicted event:

- City Hall will be closed.
- Doors will be locked, and a sign will be posted to make it known that City operations are centralized at the Public Safety Building.

11 Evacuations – [Responsibility: Fire & Police]

This section identifies areas requiring evacuation notifications, preparation for search and rescue efforts, and provisions for short-term relocation centers. Some individuals at risk may be unaware of the flood hazard (particularly shut-ins or the elderly), and others may choose to ignore flood warnings. Because of these realities, plans to evacuate, rescue, and/or relocate have been developed, as outlined in this section.

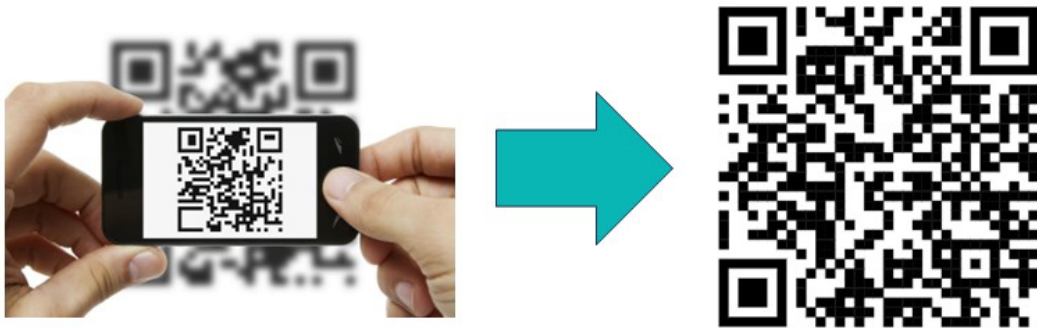
11.1 Evacuation Notifications

Staff will make every effort to conduct door-to-door courtesy evacuation notifications. These notifications are intended to bring attention to possible flooding and encourage those in evacuation areas to evacuate or be prepared to evacuate quickly.

This job aid can be distributed to staff in print or via cell phone to share with those receiving evacuation notifications. It provides the message script and a visual depiction of scanning a QR code to assist those speaking non-English languages. (Many web browsers offer built-in language translation features to help users translate content on web pages.) The QR code takes the user to the City of Windsor Heights webpage.



Flooding Emergency

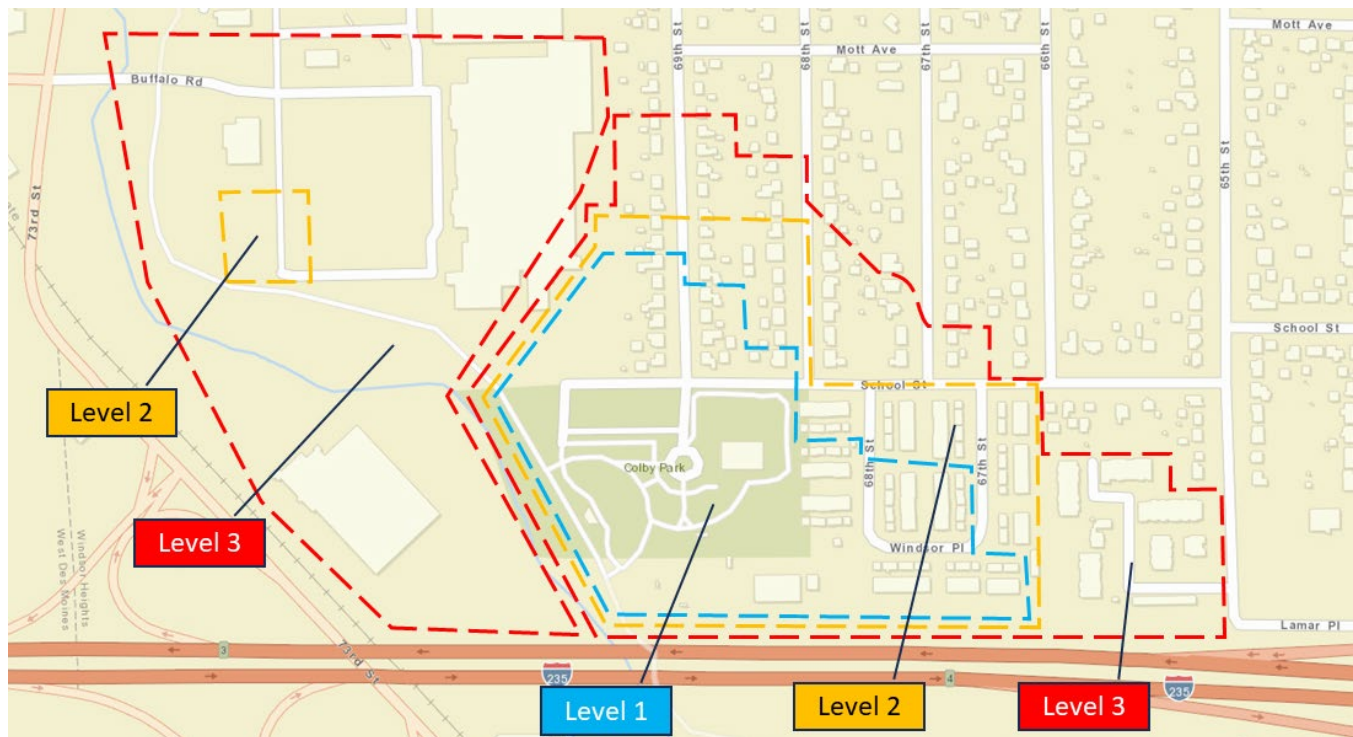


Windsor Heights is under a flood warning and is projected to flood. Your area will be impacted. You are advised to evacuate now or be prepared to evacuate quickly as flood waters rise. The most current flood information is available at the City of Windsor Heights website www.windsorheights.org.

11.1.1 Area 1 - Center Street to I235 - Evacuation Notifications



11.1.2 Area 2 - I235 to Mott Avenue - Evacuation Notifications



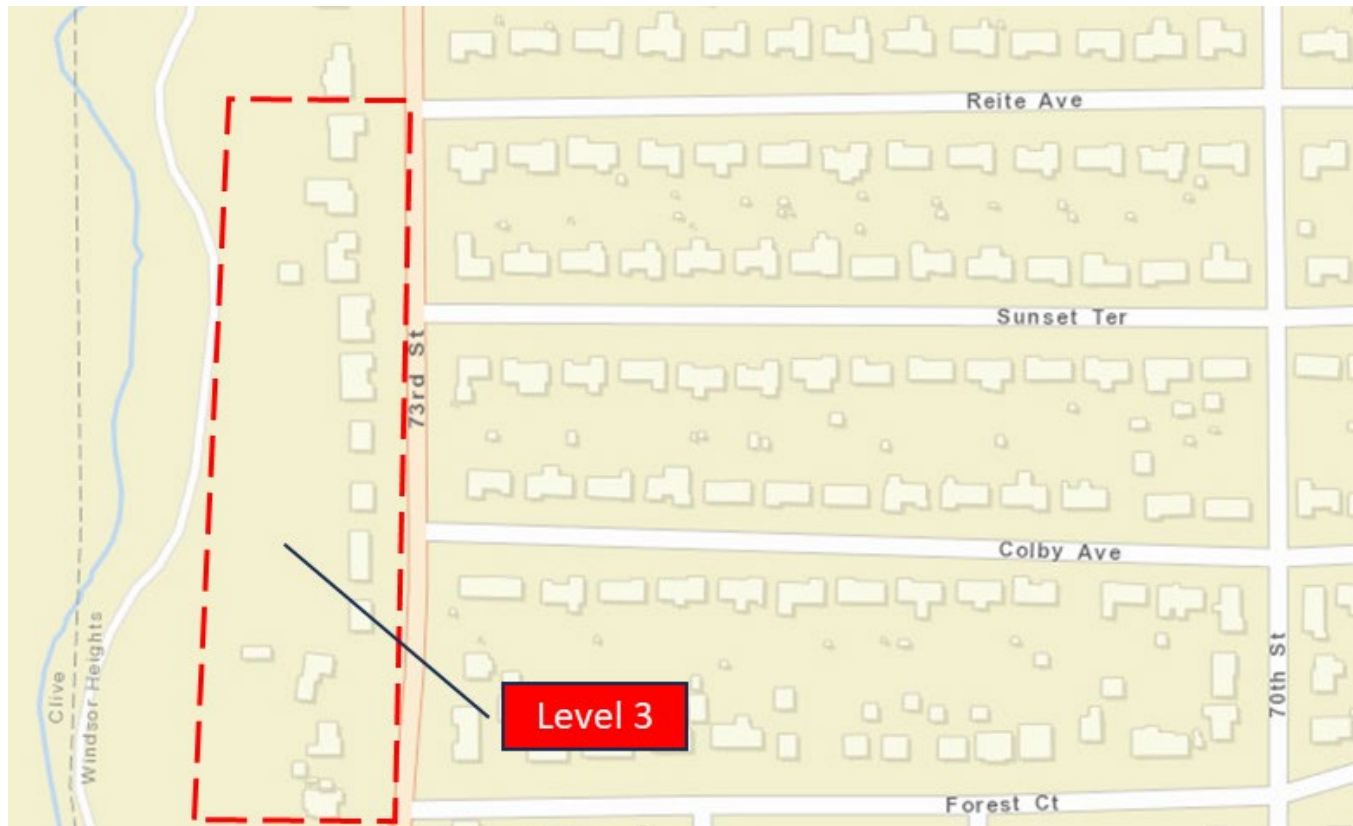
11.1.3 Area 3 - Mott Avenue to University - Evacuation Notifications



11.1.4 Area 4 - University to Forest Court - Evacuation Notifications



11.1.5 Area 5 - Forest Court to Reite Ave - Evacuation Notifications



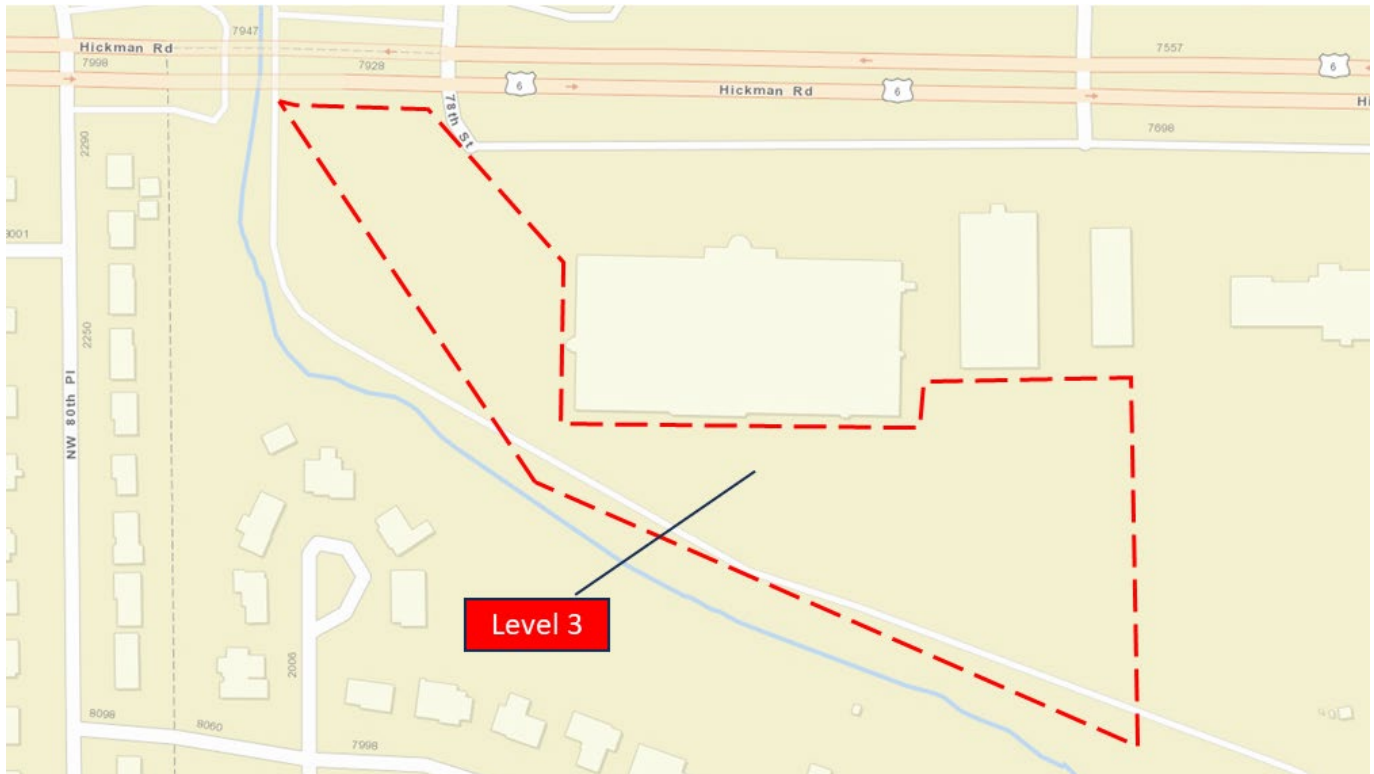
11.1.6 Area 6 - Reite Ave to College Drive - Evacuation Notifications



11.1.7 Area 7 - College Drive to Marilyn Drive - Evacuation Notifications



11.1.8 Area 8 - Marilyn Drive to Hickman Road - Evacuation Notifications



11.1.9 Electrical Power for Inundated Areas

Mid-American Energy requests notification for any areas with structures flooded or for imminent flooding. Call 800-275-5743 (this is a Public Safety Only Number, not for public use).

12 Search & Rescue – [Responsibility: Fire]

During the following levels, a water rescue boat team will be staged at Station 55 for potential rescues:

- Level 3

If the water rescue team is not familiar with Windsor Heights geography and/or direct radio communications cannot be established, a Windsor Heights Fire Department liaison should be assigned to the team.

Water Rescue Teams/Boats			
Department	Boat Type(s)	Dispatch	Notes
Altoona Fire	Zodiak & Flat-Bottom	Polk County	Shared Trailer / Shared Motor
Ankeny Fire	Zodiac	Polk County	
Central Iowa Underwater Search & Rescue	Flat-Bottom	Polk County	
Clive Fire	Flat-Bottom	Westcom	
Des Moines Fire	Zodiak & Flat-Bottom	Des Moines	Combo Trailer
Indianola Fire	Zodiac	Warren County	
Iowa DNR	Flat-Bottom	Iowa DNR	Nate Anderson 238-4849 Austin Durnan 238-5006
Johnston-Grimes	Zodiak & Flat-Bottom	Polk County	Combo Trailer
Norwalk Fire	Zodiac	Westcom	
Pleasant Hill Fire	Zodiak & Flat-Bottom	Polk County	Separate Trailers
West Des Moines Fire	Zodiak & Flat-Bottom* *River/Deeper Water	Westcom	Separate Trailers

13 Short-Term Relocation

The initial goal when evacuating people is to protect them from hazards caused by flooding. Citizens unable to secure a safe place away from flooding hazards may require an Evacuation Center for short-term relocation or an Emergency Sheltering for longer term needs.

Type	Purpose	Location	Contact
Evacuation Center	The initial action is to bring or direct evacuees to an Evacuation Center, which is a safe location that provides temporary shelter. Use for initial, short-term protection from the elements. Restrooms and drinking water are provided. Food and sleeping arrangements are not provided.	Giovannetti Shelter, Walker Johnston Park, 9000 Douglas Avenue, Urbandale	Urbandale Fire Department On-Duty Battalion Chief at 515-744-8709 or an Urbandale Fire Department Chief Officer
Emergency Sheltering	If extended evacuation sheltering is needed, the secondary action is to request access to an Emergency Shelter arrangement through Polk County Emergency Management. The Emergency Shelter could be a variety of solutions, depending on the overall number of people (both from Windsor Heights flooding and regional flooding) needing sheltering. Sheltering involves a longer timeframe that includes the need to accommodate sleeping and food arrangements.	TBD by Polk County Emergency Management based on event circumstances	Polk County Emergency Management Duty Officer at 515-286-2107 during normal business hours or through Polk County Dispatch at 515-286-3333.

Relocation transportation can be provided by:

- Windsor Heights Staff - If time and resources allow without jeopardizing mission-critical flood response plan actions.
- DART – Requests for transportation assistance through DART are coordinated through Polk County Emergency Management (515-286-2107).

14 Road & Trail Closures – [Responsibility: Public Works]

Trail Closures

- Occur during the Pre-Warning Level.

Trail Closure Plan

- Monitoring: Staff shall monitor trails and weather conditions for the need for actual closure
- Closure: Deployment of barricades/signs upon actual or probable flood waters encroaching on trails

Road Closures

- Occur during Warning Levels 1 - 3.

Road Closure Plan

- Preparation: Pre-positioning of barricades/signs located at points of planned deployment in advance of actual closure
- Monitoring: Staff shall monitor roads for the need of actual closure
- Closure: Deployment of barricades/signs upon actual flood waters encroaching on roadways and reporting the actual closure to the Windsor Heights EOC
 - Staffing of road closures is desired if staffing allows
 - Priorities for staffing road closures are indicated as HIGH or LOW in the planning maps
- Re-Opening: Removal of barricades/signs and reporting the re-opening to the EOC

Street Name	LEVEL 1				LEVEL 2			LEVEL 3			
	10yr/10% Chance				25yr/4% Chance			50yr/2% Chance			
	4T	5T	6T	7T	8T	9T	10T	12T	15T	20k	24T
School Street			W of 68th St	→	→	W of 67th St	W of 66th St	→	→	→	→
69th Street			S of Mott Ave	→	→	→	→	→	→	→	→
Mott Avenue			S on 69th St	→	→	South on 68th St	South on 67th St	→	→	→	→
Intersection - 70th/Washington			Monitor Localized Flooding	→	→	→	→	→	→	→	→
College Dr - W of 73rd to W of NWC			Monitor Localized Flooding	→	→	→	→	→	→	→	→
Center Street			W of 65th St	→	→	→	→	→	→	→	→
73rd St NB				N of Center St	→	→	N of Office Park Rd	→	→	→	→
68th Street						S of Mott Ave	→	→	→	→	→
67th Street							S of Mott Ave	→	→	→	→
73rd St SB							S of Uni	→	→	→	→
I235 WB 73rd St Off Ramp							at I235	→	→	→	→
University Avenue							W of Hy-Vee Entrance	→	→	→	→
I235 EB 73rd St Off Ramp							at I235	→	→	→	→
Walnut Creek Trail Location	4T	5T	6T	7T	8T	9T	10T	12T	15T	20k	24T
Center Street	W of Storage Entrance	→	→	W of 65th St (paired with Street closure)	→	→	→	→	→	→	W of 63rd St (paired with Street closure)
School Street	W of 69th St	→	W of 68th St (paired with Street Closure)	→	→	W of 67th St (paired with Street closure)	W of 66th St (paired with Street closure)	→	→	→	→
Colby Park	S of School St	→	→	→	→	→	→	→	→	→	→
Colby Park - Icon Trail Access	SW of Parking Lot	Inundation reaches parking lot	→	→	→	→	→	→	→	→	→
City Wide Heating	W of 73rd St										
Walmart/Sams	N of Buffalo Rd W of B-Bops	→	→	→	→	→	→	→	Inundation reaches parking lot	→	→
Clive Elementary	Trail Head from School	→	→	→	→	→	→	→	Inundation reaches 73rd St	→	→
College Drive	N of College Dr	→	→	→	→	→	→	→	→	→	→
Hickman & 78th	NW of Parking Lot	→	→	→	→	→	→	→	Inundation reaches parking lot	→	→
Hickman & 80th Place	Sidewalk W of NWC	→	→	→	→	→	→	→	→	→	→

Street Name	LEVEL 1					LEVEL 2				LEVEL 3				
	4T	5T	6T	7T	8T	9T	10T	12T	15T	20T	24T	50yr/1% Chance	100yr/1% Chance	500yr/12% Chance
School Street			W of 68th St S of Mott Ave	→	→	→	→	→	→	→	→	→	→	→
69th Street			S on 68th St	→	→	→	→	→	→	→	→	→	→	→
Mott Avenue			Monitor Localized Flooding	→	→	→	→	→	→	→	→	→	→	→
Intersection - 70th/Washington			Monitor Localized Flooding	→	→	→	→	→	→	→	→	→	→	→
College Dr - W of 73rd to W of NWC				→	→	→	→	→	→	→	→	→	→	→
Center Street				→	→	→	→	→	→	→	→	→	→	→
73rd St NB				→	→	→	→	→	→	→	→	→	→	→
68th Street				→	→	→	→	→	→	→	→	→	→	→
67th Street				→	→	→	→	→	→	→	→	→	→	→
73rd St SB				→	→	→	→	→	→	→	→	→	→	→
I235 WB 73rd St Off Ramp				→	→	→	→	→	→	→	→	→	→	→
University Avenue				→	→	→	→	→	→	→	→	→	→	→
I235 EB 73rd St Off Ramp				→	→	→	→	→	→	→	→	→	→	→
Walnut Creek Trail Location				→	→	→	→	→	→	→	→	→	→	→
Center Street	W of Storage Entrance	→	→	→	→	→	→	→	→	→	→	→	→	→
School Street	W of 68th St	→	→	→	→	→	→	→	→	→	→	→	→	→
Colby Park	S of School St	→	→	→	→	→	→	→	→	→	→	→	→	→
Colby Park - Icon Trail Access	SW of Parking Lot	Inundation reaches parking lot	→	→	→	→	→	→	→	→	→	→	→	→
City Wide Heating	W of 73rd St	→	→	→	→	→	→	→	→	→	→	→	→	→
Walmart/Sams	N of Buffalo Rd W of B-Bops	→	→	→	→	→	→	→	→	→	→	→	→	→
Clive Elementary	Trail Head from School	→	→	→	→	→	→	→	→	→	→	→	→	→
College Drive	N of College Dr	→	→	→	→	→	→	→	→	→	→	→	→	→
Hickman & 78th	NW of Parking Lot	→	→	→	→	→	→	→	→	→	→	→	→	→
Hickman & 80th Place	SW of Parking Lot	→	→	→	→	→	→	→	→	→	→	→	→	→
	Sidewalk W of NWC	→	→	→	→	→	→	→	→	→	→	→	→	→

14.1.1 Area 1 - Center Street to I235 - Road & Trail Closures



14.1.2 Area 2 - I235 to Mott Avenue - Road & Trail Closures



For I235 Offramp closures:

- Notify the DOT Traffic Management Center thru Westcom, or, at 515-237-3300 (this is a Public Safety Only Number, not for public use). The TMC will coordinate offramp closures, dynamic message board updates, and 511 updates.

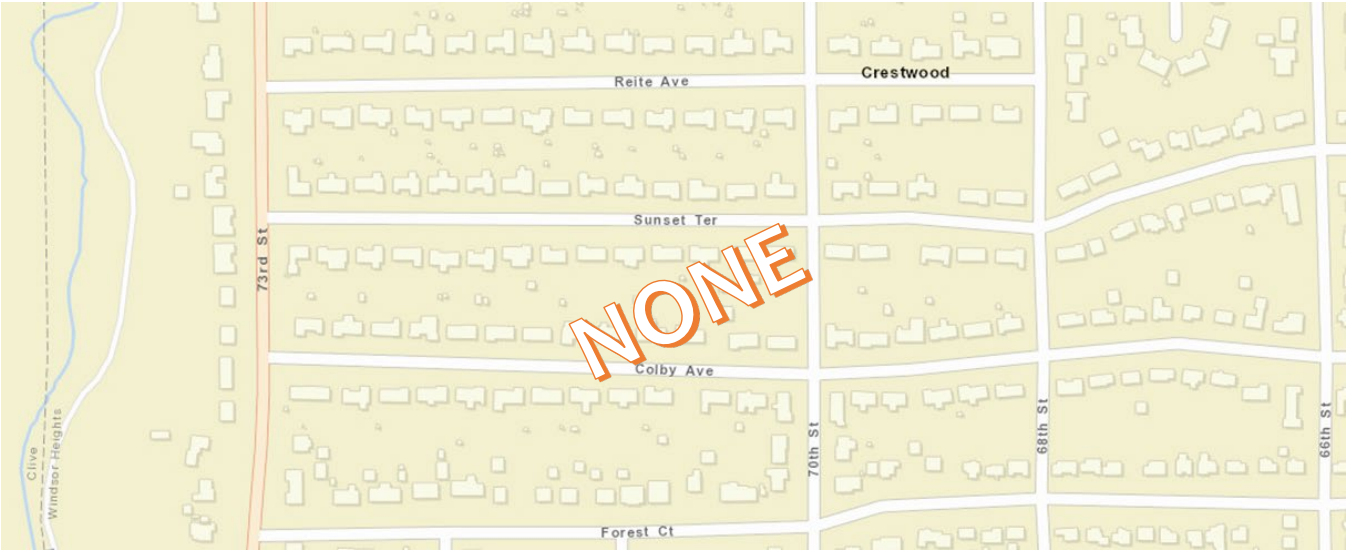
14.1.3 Area 3 - Mott Avenue to University - Road & Trail Closures



14.1.4 Area 4 - University to Forest Court - Road & Trail Closures



14.1.5 Area 5 - Forest Court to Reite Ave - Road & Trail Closures



14.1.6 Area 6 - Reite Ave to College Drive - Road & Trail Closures



14.1.7 Area 7 - College Drive to Marilyn Drive - Road & Trail Closures



14.1.8 Area 8 - Marilyn Drive to Hickman Road - Road & Trail Closures



15 Public Information – [Responsibility: City Administrator]

Public Information can be distributed in the following methods:

- Alert Iowa Messaging System
- Press Release
- Website
- Social Media

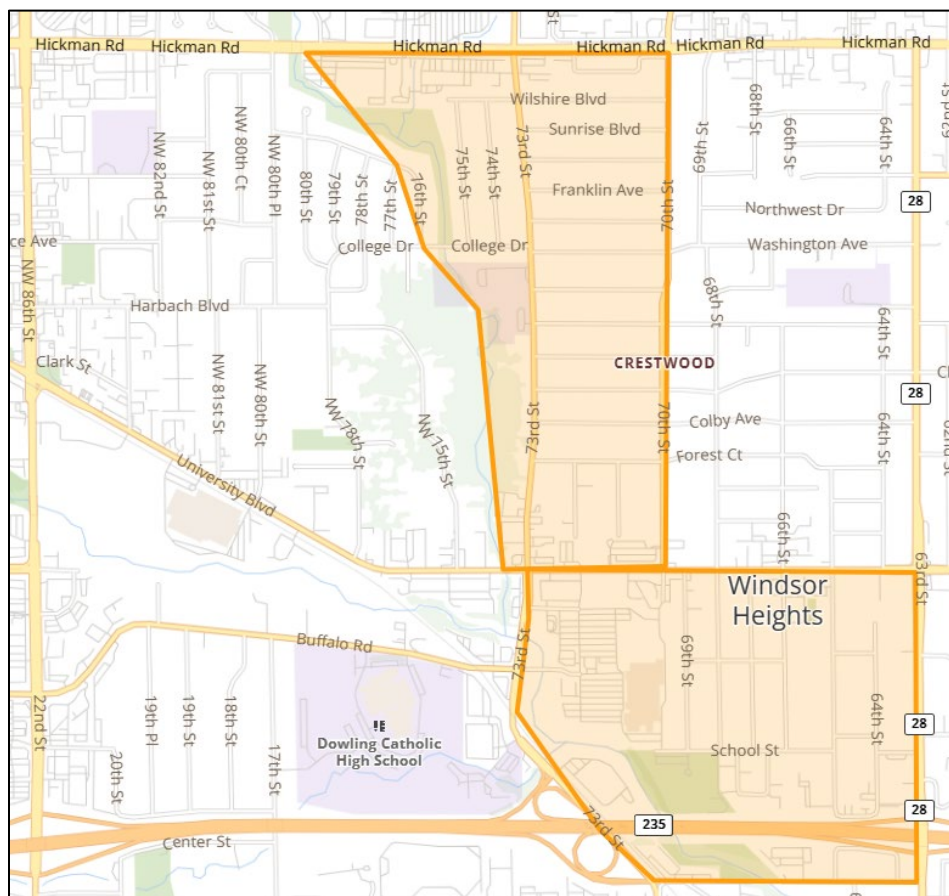
15.1 Alert Iowa Messaging

Alert Iowa messages for Response Levels 1 through 3 are pre-built and can be quickly sent by the following authorities:

- Designated Windsor Heights Staff:
 - City Administrator
 - Fire Chief
 - Police Chief
 - Public Works Director
 - Public Works Assistant Director
- Westcom 911 Dispatch Center
- Polk County Emergency Management

Customized messages may also be sent through the authorities listed above.

Pre-Built Alert Iowa Message Distribution Area (this area is intentionally larger than potential flood inundation areas as the community will be impacted by road closures):



15.2 Walnut Creek Pre-Built Alert Iowa Messages

Walnut Creek Level 1	
Message Type	Text
Voice TDD Email	URGENT - WH - This is important flood related information from the City of Windsor Heights regarding Walnut Creek. The National Weather Service has issued a flash flood warning for Walnut Creek in Windsor Heights. Levels on Walnut Creek are predicted to reach between 10.8 feet and 12.6 feet. Flood stage is 9 feet. You are receiving this message because your home, business, or travel may be impacted by flooding. Residents and businesses should monitor water levels and be prepared to evacuate quickly. Stay away from and stay out of flood waters. Call 9 1 1 if you are in a life threatening situation or cannot evacuate without assistance. For additional information go to the City of Windsor Heights' website www.windsorheights.org .
Text Message 160 limit	URGENT-WH-Flash Flood Warning-Walnut Creek in Windsor Heights-Call 911 if in danger or unable to evacuate- www.cityofwindsorheights.org for additional info.

Walnut Creek Level 2	
Message Type	Text
Voice TDD Email	URGENT - WH - This is important flood related information from the City of Windsor Heights regarding Walnut Creek. The National Weather Service has issued a flash flood warning for Walnut Creek. Levels on Walnut Creek are predicted to reach between: 13.1 feet and 13.9 feet. Flood stage is 9 feet. You are receiving this message because your home, business, or travel may be impacted by flooding. Residents and businesses should monitor water levels and be prepared to evacuate quickly. Stay away from and stay out of flood waters. Call 9 1 1 if you are in a life threatening situation or cannot evacuate without assistance. For additional information go to the City of Windsor Heights's website www.windsorheights.org .
Text Message 160 limit	URGENT-WH-Flash Flood Warning-Walnut Creek in Windsor Heights-Call 911 if in danger or unable to evacuate- www.cityofwindsorheights.org for additional info.

Walnut Creek Level 3	
Message Type	Text
Voice TDD Email	URGENT - WH - This is important flood related information from the City of Windsor Heights regarding Walnut Creek. The National Weather Service has issued a flash flood warning for Walnut Creek. Levels on Walnut Creek are predicted to reach between 14.6 feet and 18.1 feet. Flood stage is 9 feet. You are receiving this message because your home, business, or travel may be impacted by flooding. Residents and businesses should monitor water levels and be prepared to evacuate quickly. Stay away from and stay out of flood waters. Call 9 1 1 if you are in a life threatening situation or cannot evacuate without assistance. For additional information go to the City of Windsor Heights's website www.windsorheights.org .
Text Message 160 limit	URGENT-WH-Flash Flood Warning-Walnut Creek in Windsor Heights-Call 911 if in danger or unable to evacuate- www.cityofwindsorheights.org for additional info.

15.3 North Walnut Creek Pre-Built Alert Iowa Message

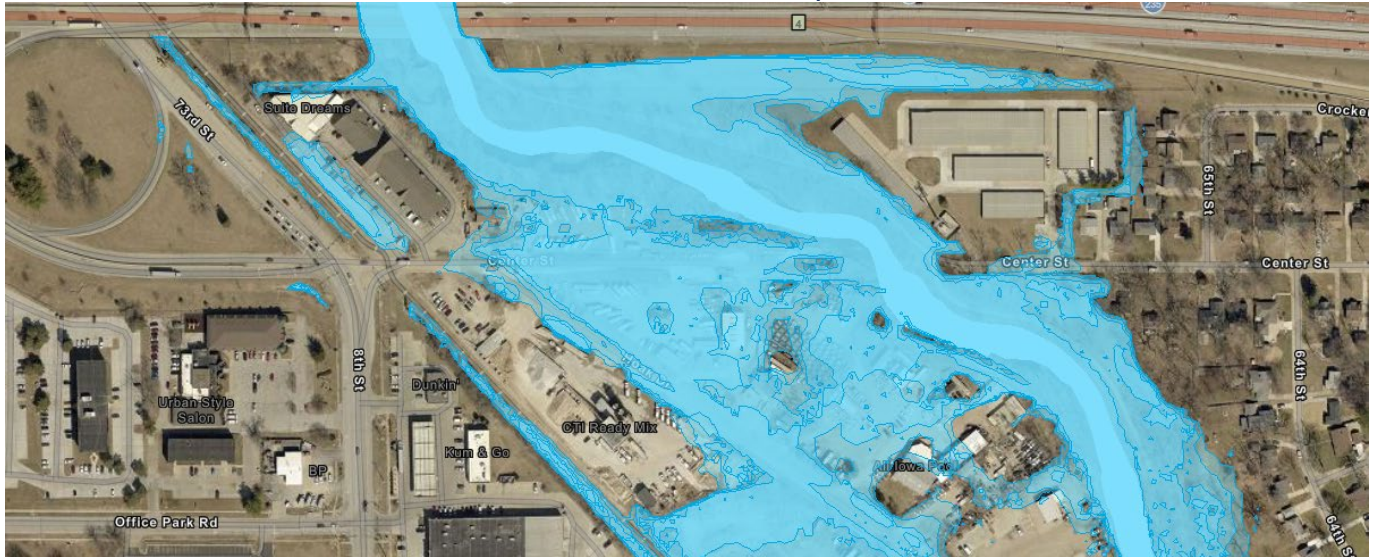
North Walnut Creek Level 3	
Message Type	Text
Voice TDD Email	URGENT - WH - This is important flood related information from the City of Windsor Heights regarding North Walnut Creek. Exceptionally high water levels on North Walnut Creek are converging with high waters on Walnut Creek. You are receiving this message because your home, business, or travel may be impacted by flooding. Residents and businesses should monitor water levels and be prepared to evacuate quickly. Stay away from and stay out of flood waters. Call 9 1 1 if you are in a life threatening situation or cannot evacuate without assistance. For additional information go to the City of Windsor Heights's website www.windsorheights.org .
Text Message 160 limit	URGENT-WH-Flood Emergency-North Walnut Creek in Windsor Heights-Call 911 if in danger or unable to evacuate- www.cityofwindsorheights.org for additional info.

16 Inundation Maps

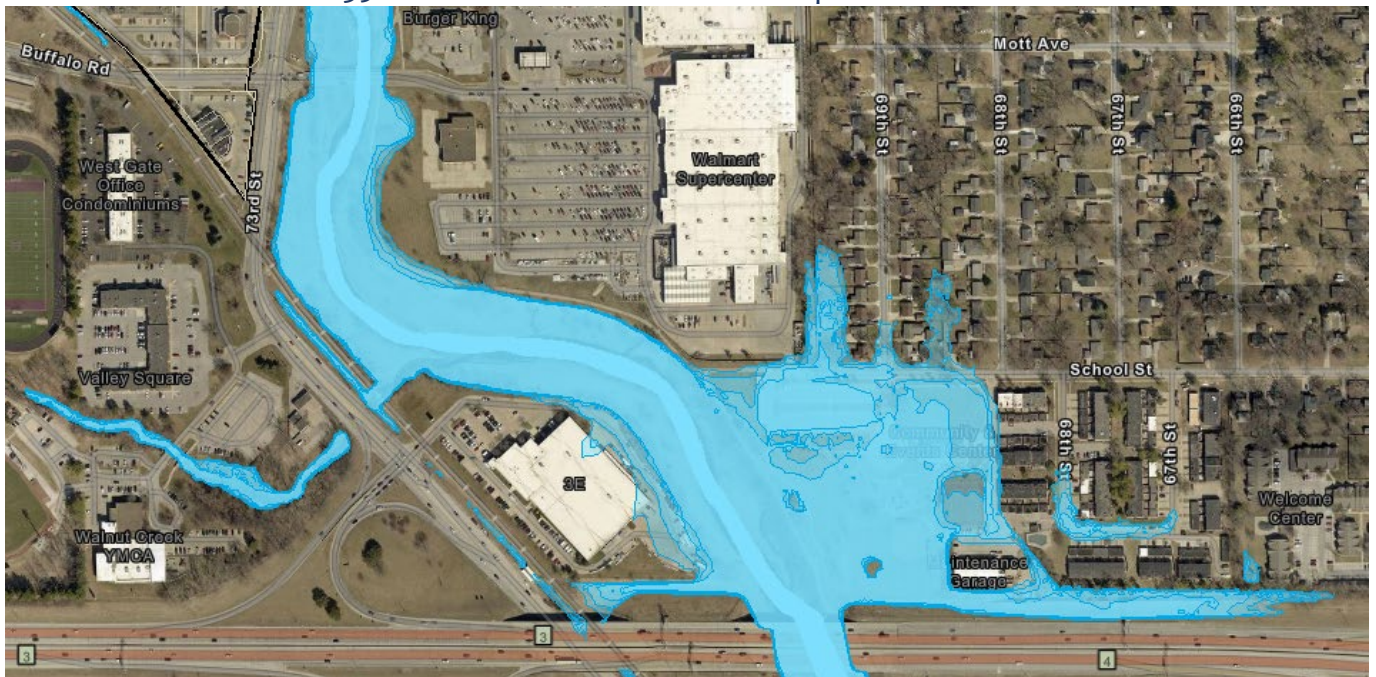
Sources: clive.maps.arcgis.com; ifis.iowafloodcenter.org

16.1 Level 1 Inundation Maps

16.1.1 Level 1 - Area 1 - Center Street to I235 - Inundation Map



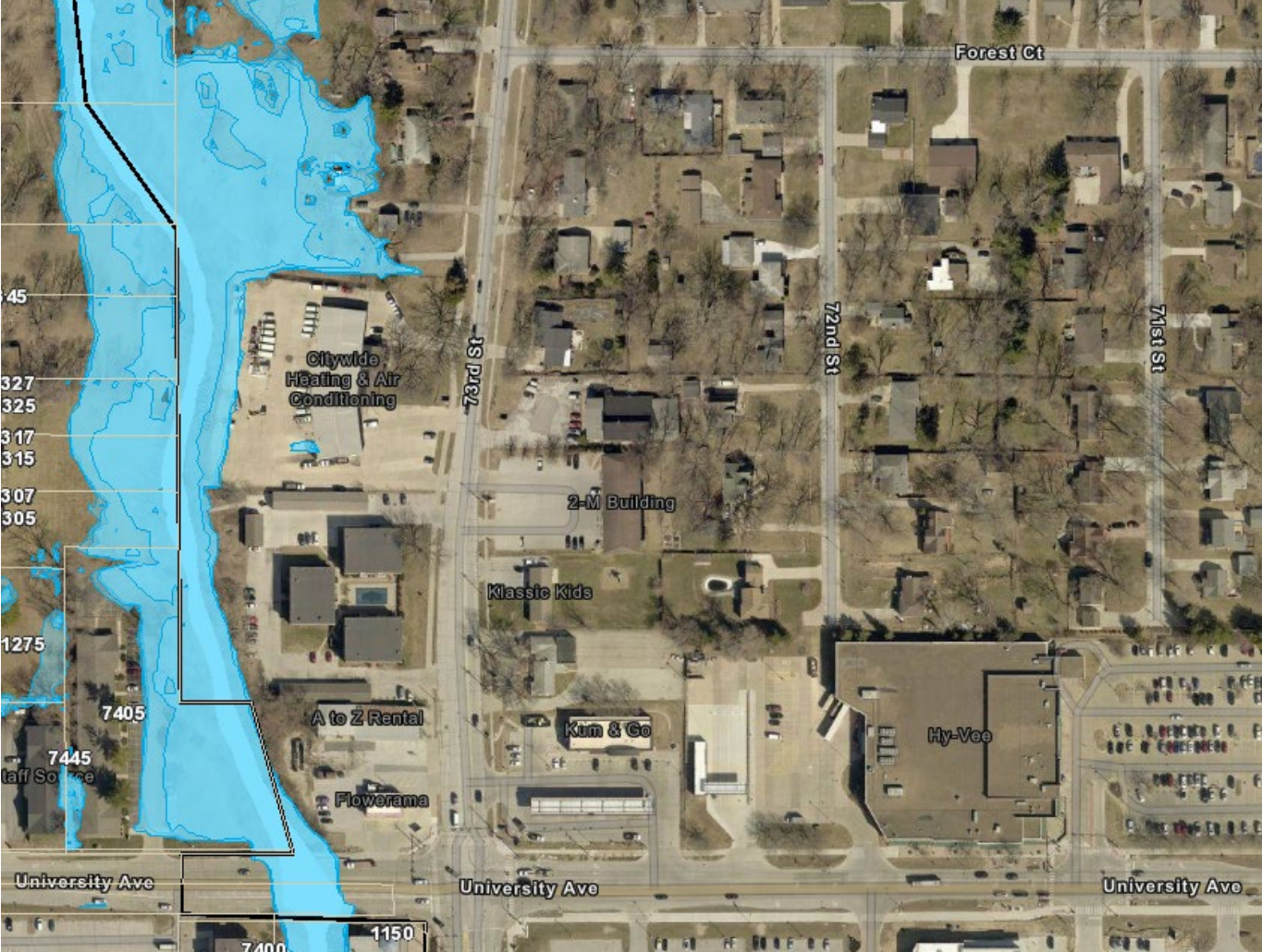
16.1.2 Level 1 - Area 2 - I235 to Mott Avenue - Inundation Map



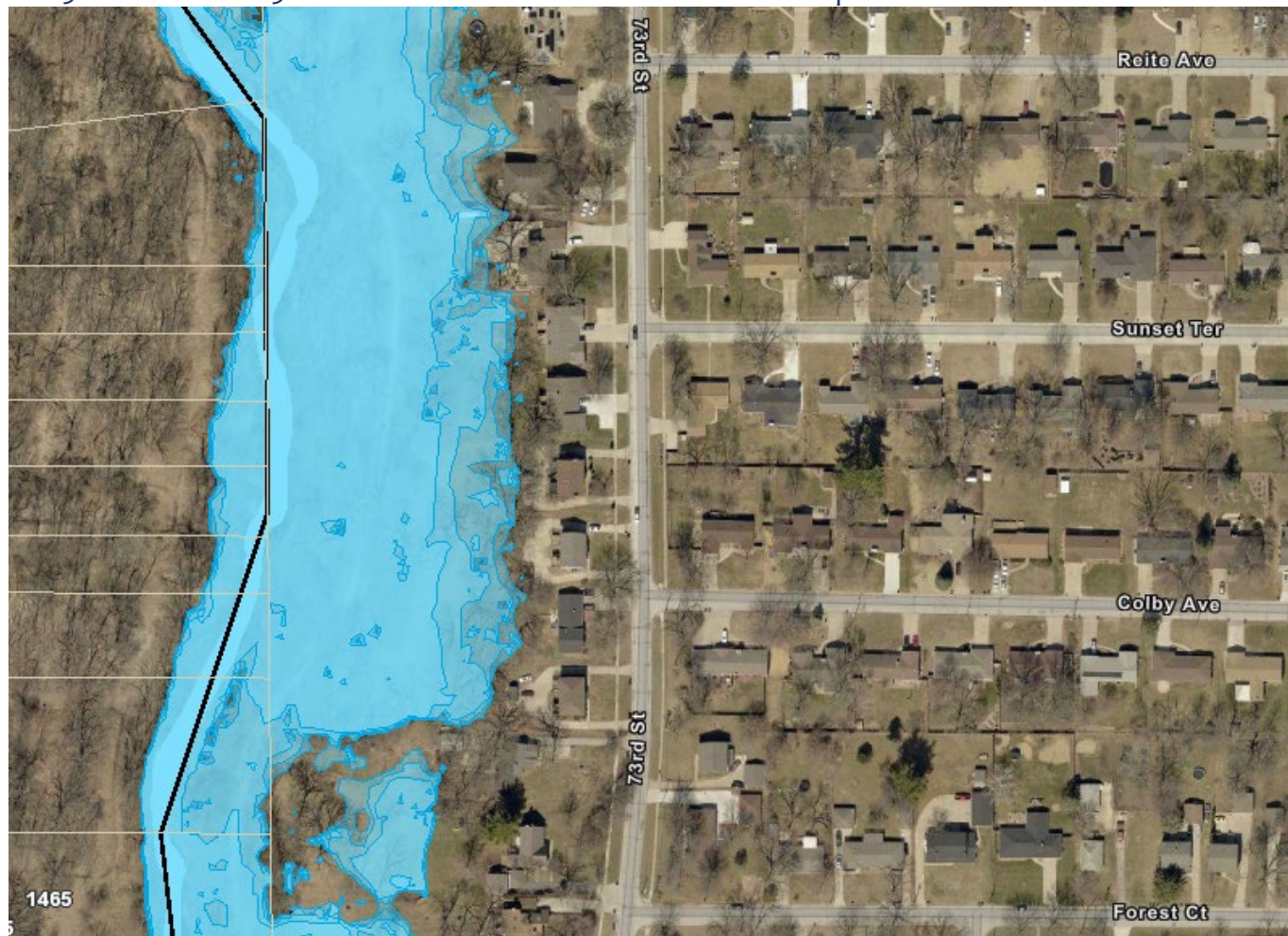
16.1.3 Level 1 - Area 3 - Mott Avenue to University - Inundation Map



16.1.4 Level 1 - Area 4 - University to Forest Court - Inundation Map



16.1.5 Level 1 - Area 5 - Forest Court to Reite Ave - Inundation Map



16.1.6 Level 1 - Area 6 - Reite Ave to College Drive - Inundation Map



16.1.7 Level 1 - Area 7 - College Drive to Marilyn Drive - Inundation Map
Not available.

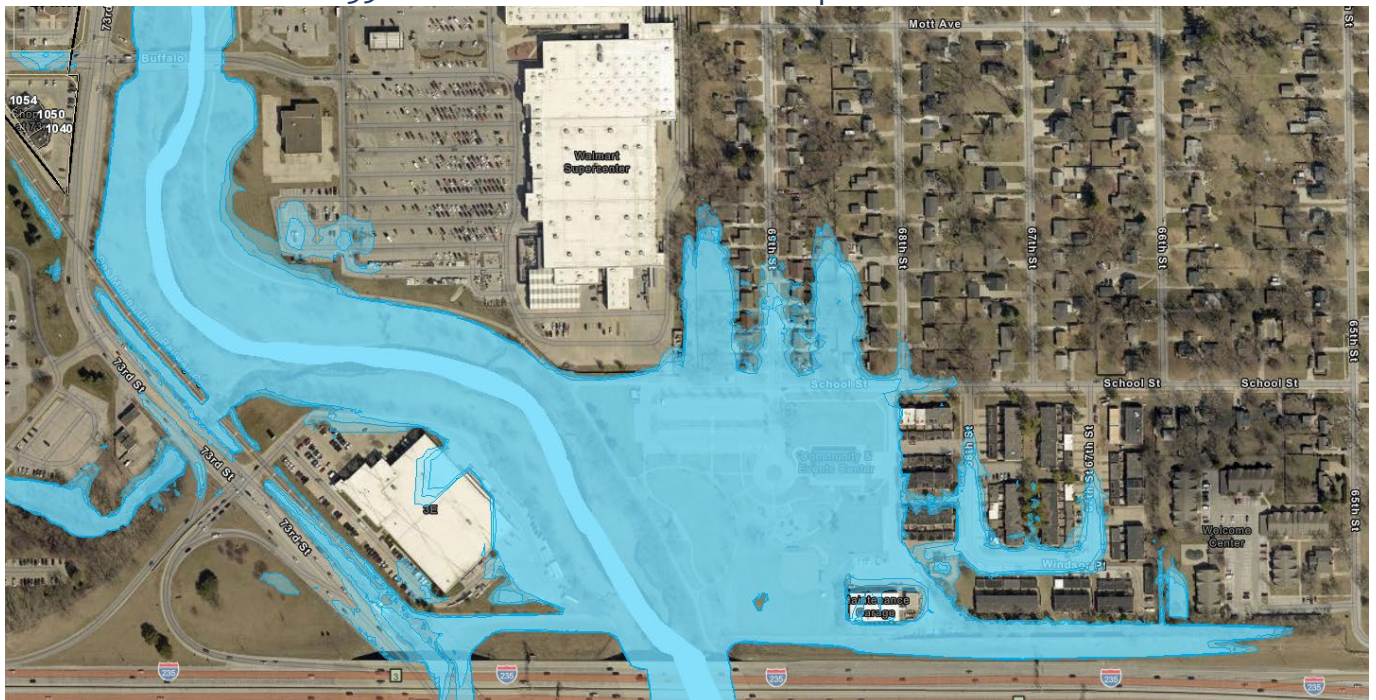
16.1.8 Level 1 - Area 8 - Marilyn Drive to Hickman Road - Inundation Map
Not available.

16.2 Level 2 Inundation Maps

16.2.1 Level 2 - Area 1 - Center Street to I235 - Inundation Map



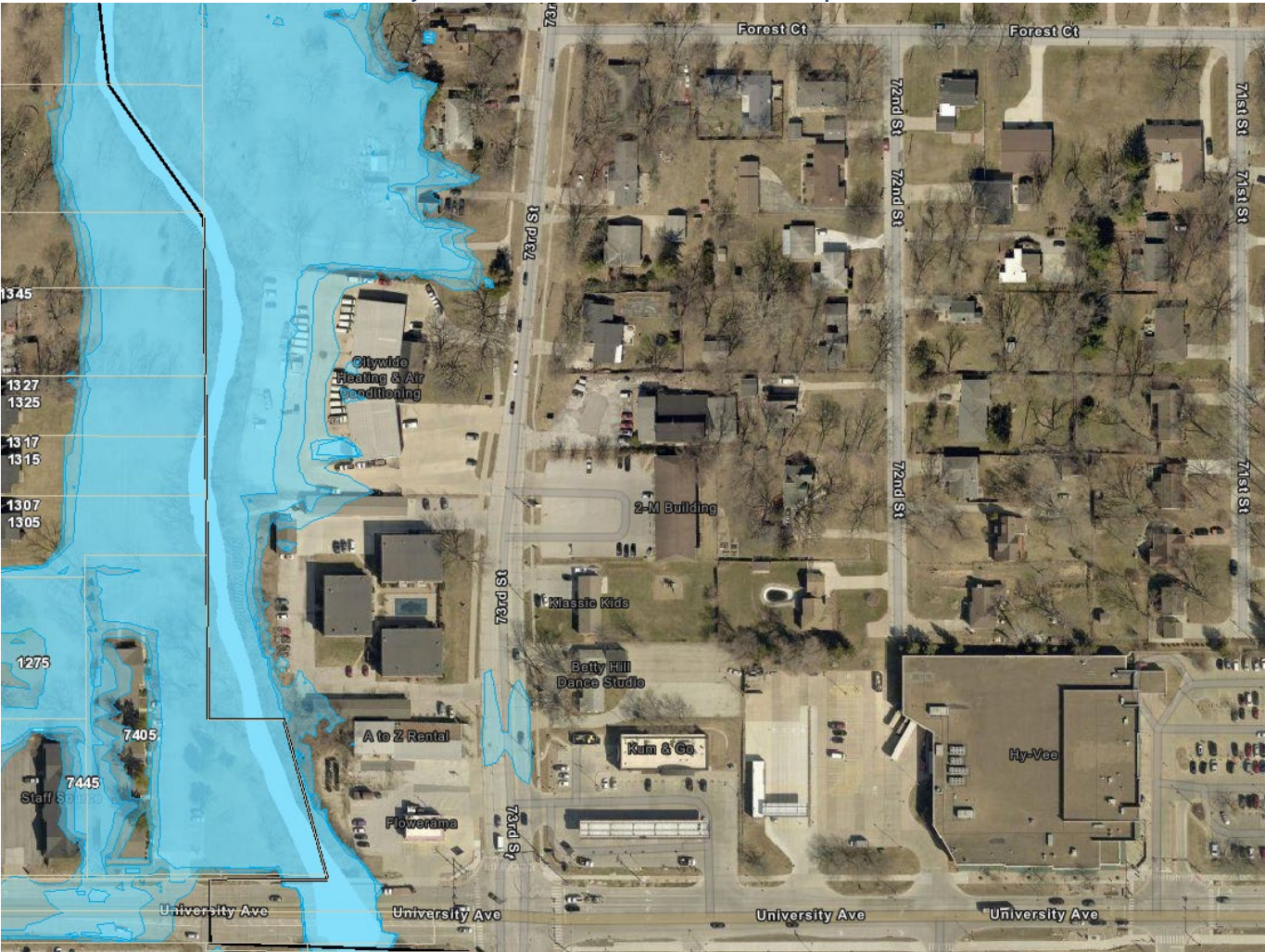
16.2.2 Level 2 - Area 2 - I235 to Mott Avenue - Inundation Map



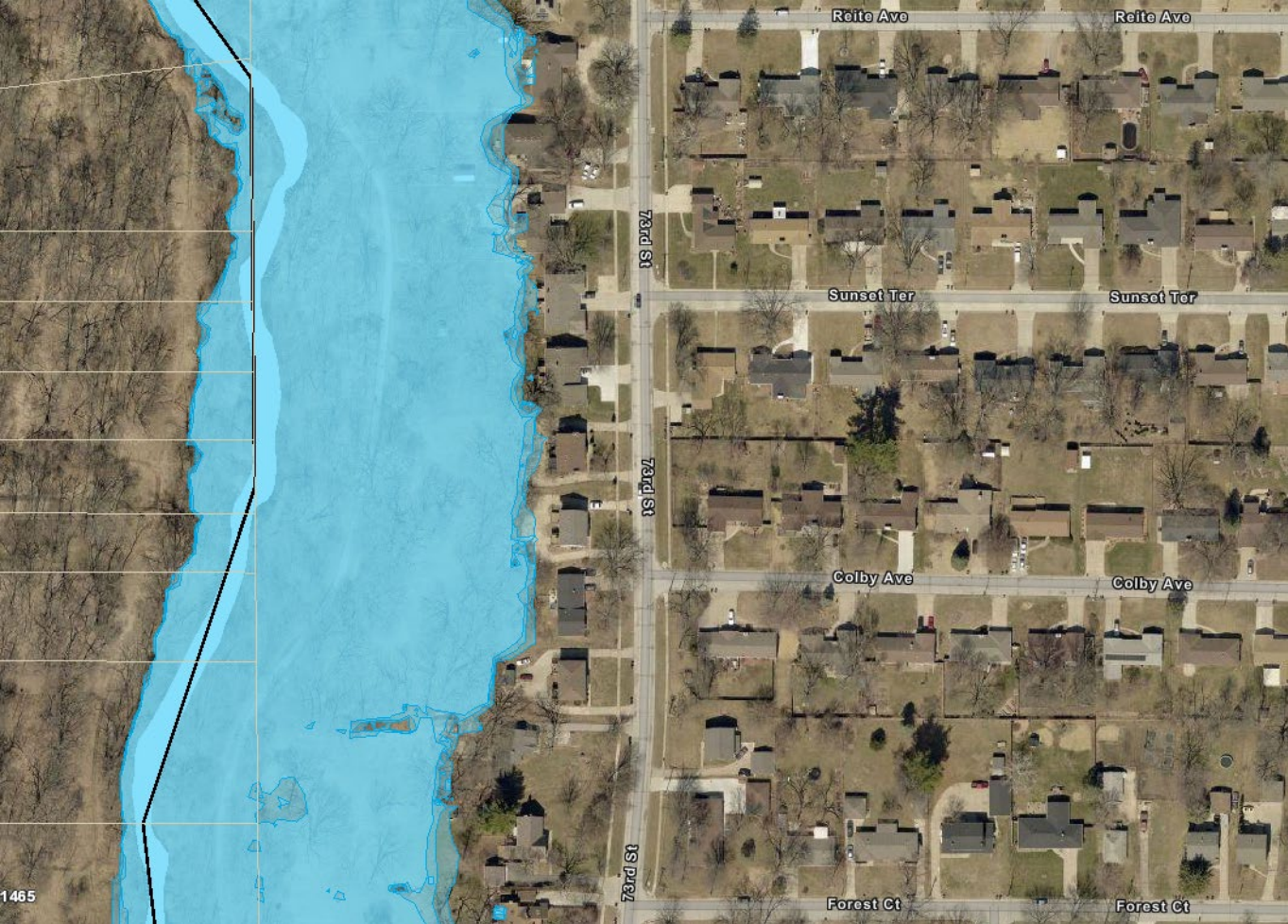
16.2.3 Level 2 - Area 3 - Mott Avenue to University - Inundation Map



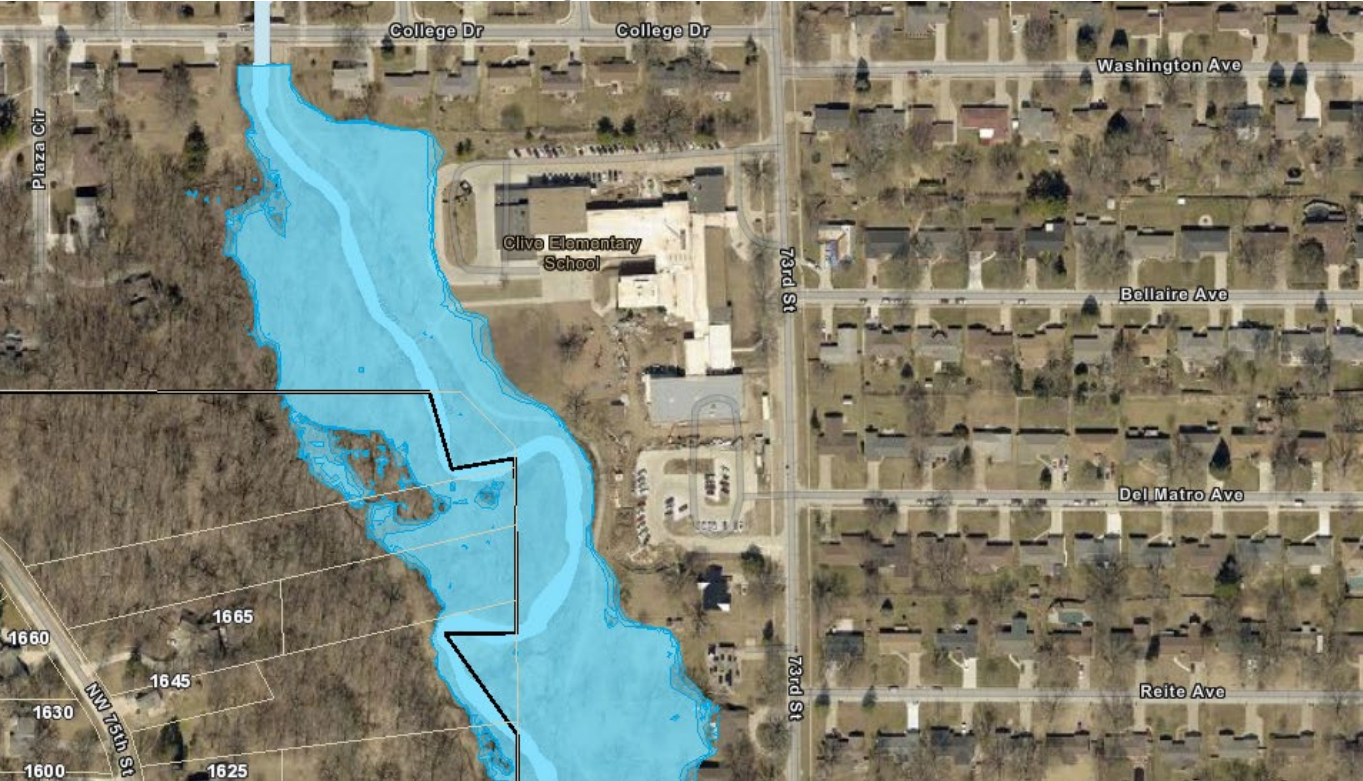
16.2.4 Level 2 - Area 4 - University to Forest Court - Inundation Map



16.2.5 Level 2 - Area 5 - Forest Court to Reite Ave - Inundation Map



16.2.6 Level 2 - Area 6 - Reite Ave to College Drive - Inundation Map



16.2.7 Level 2 - Area 7 - College Drive to Marilyn Drive - Inundation Map

Not available.

16.2.8 Level 2 - Area 8 - Marilyn Drive to Hickman Road - Inundation Map

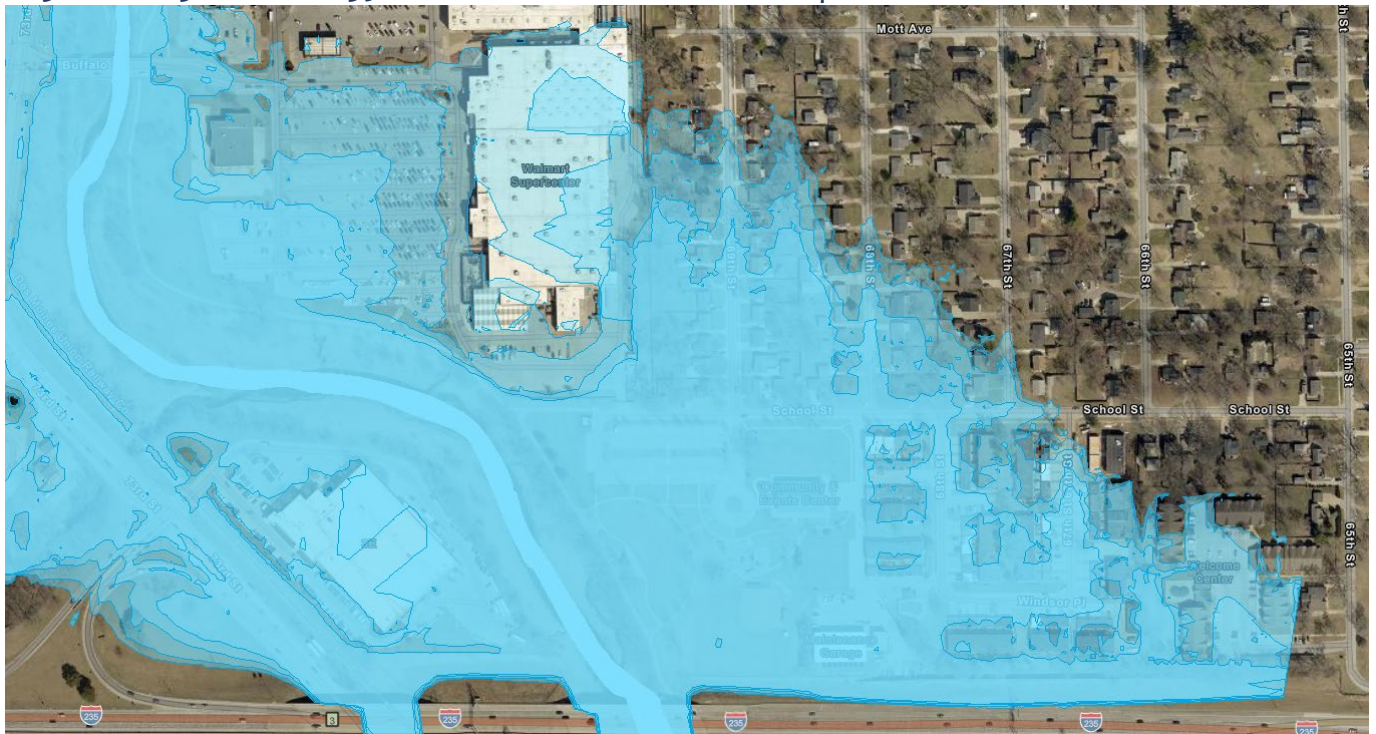
Not available.

16.3 Level 3 Inundation Maps

16.3.1 Level 3 - Area 1 - Center Street to I235 - Inundation Map



16.3.2 Level 3 - Area 2 - I235 to Mott Avenue - Inundation Map



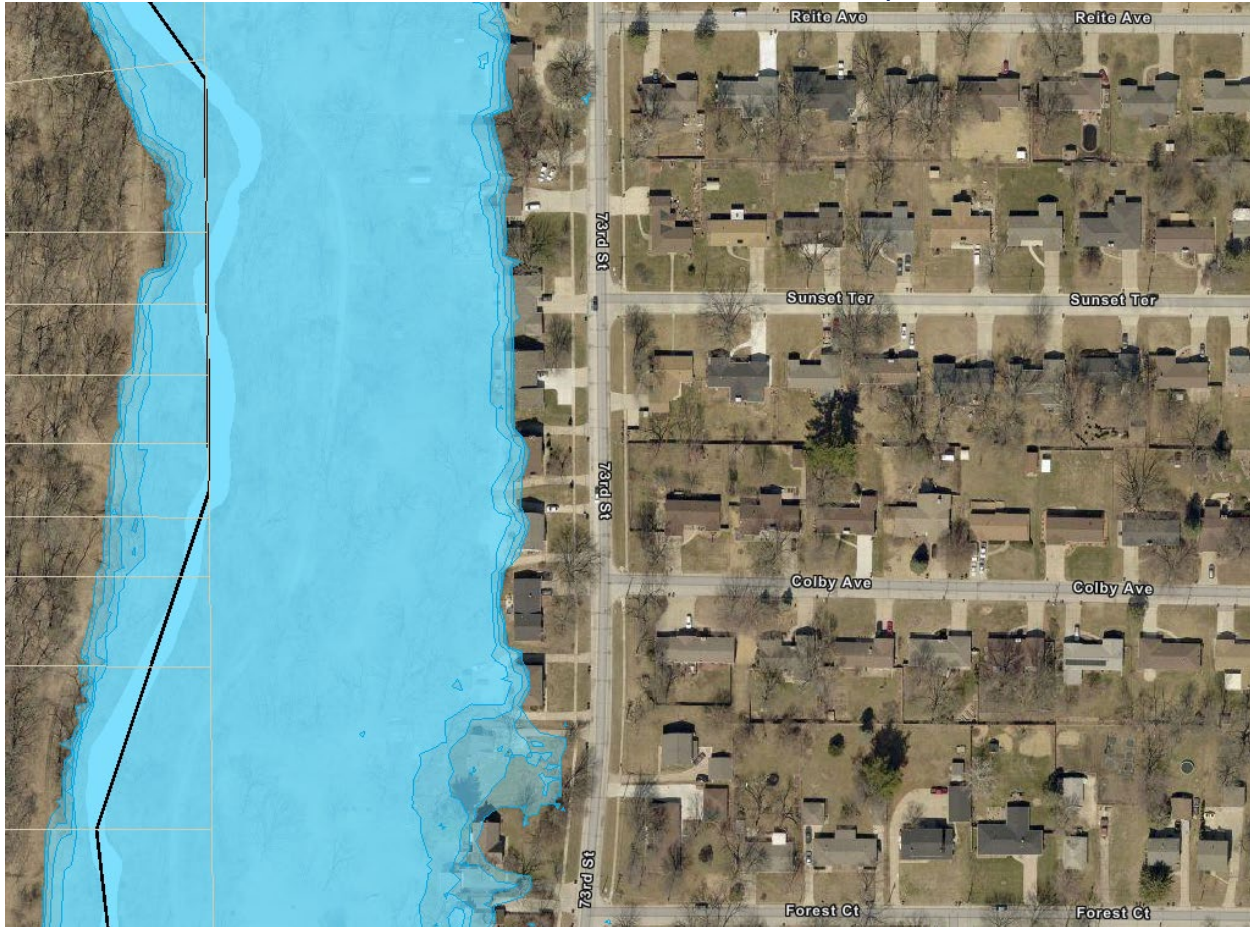
16.3.3 Level 3 - Area 3 - Mott Avenue to University - Inundation Map



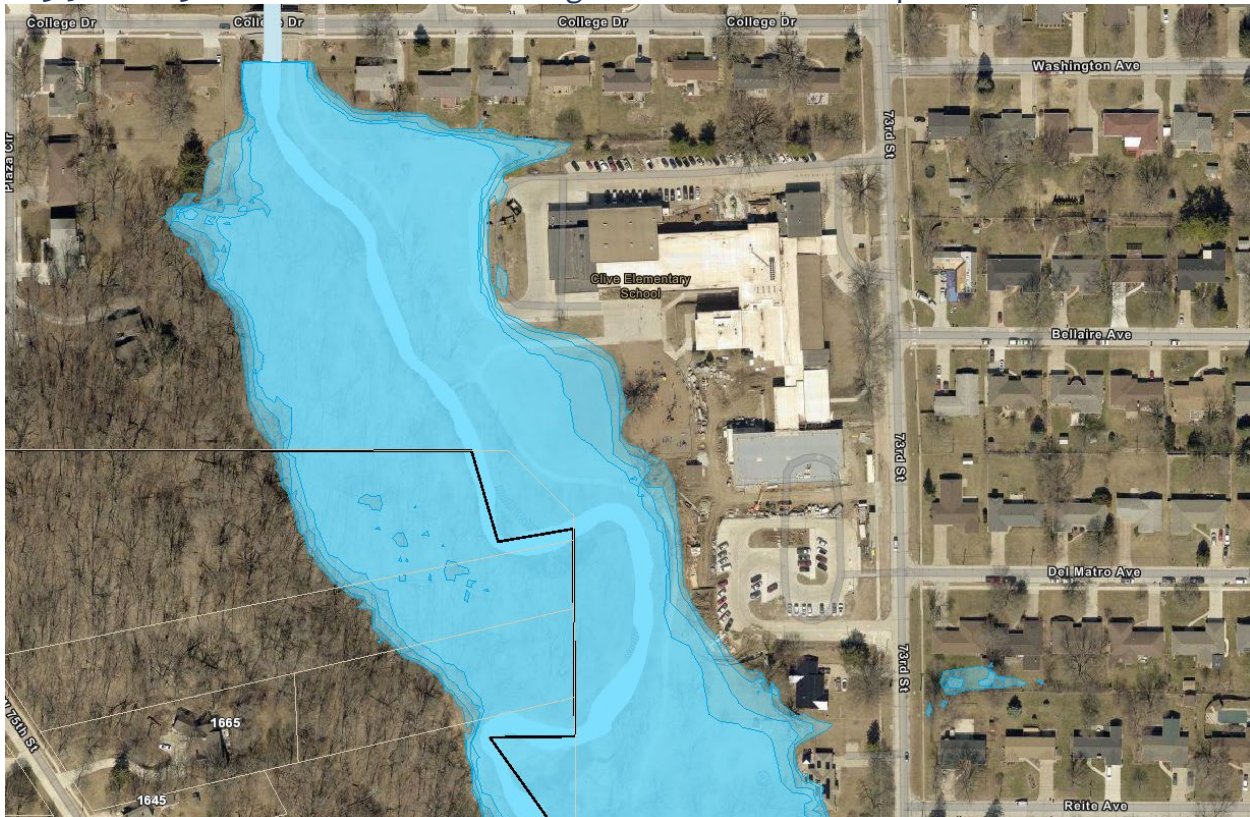
Level 3 - Area 4 - University to Forest Court - Inundation Map



16.3.4 Level 3 - Area 5 - Forest Court to Reite Ave - Inundation Map



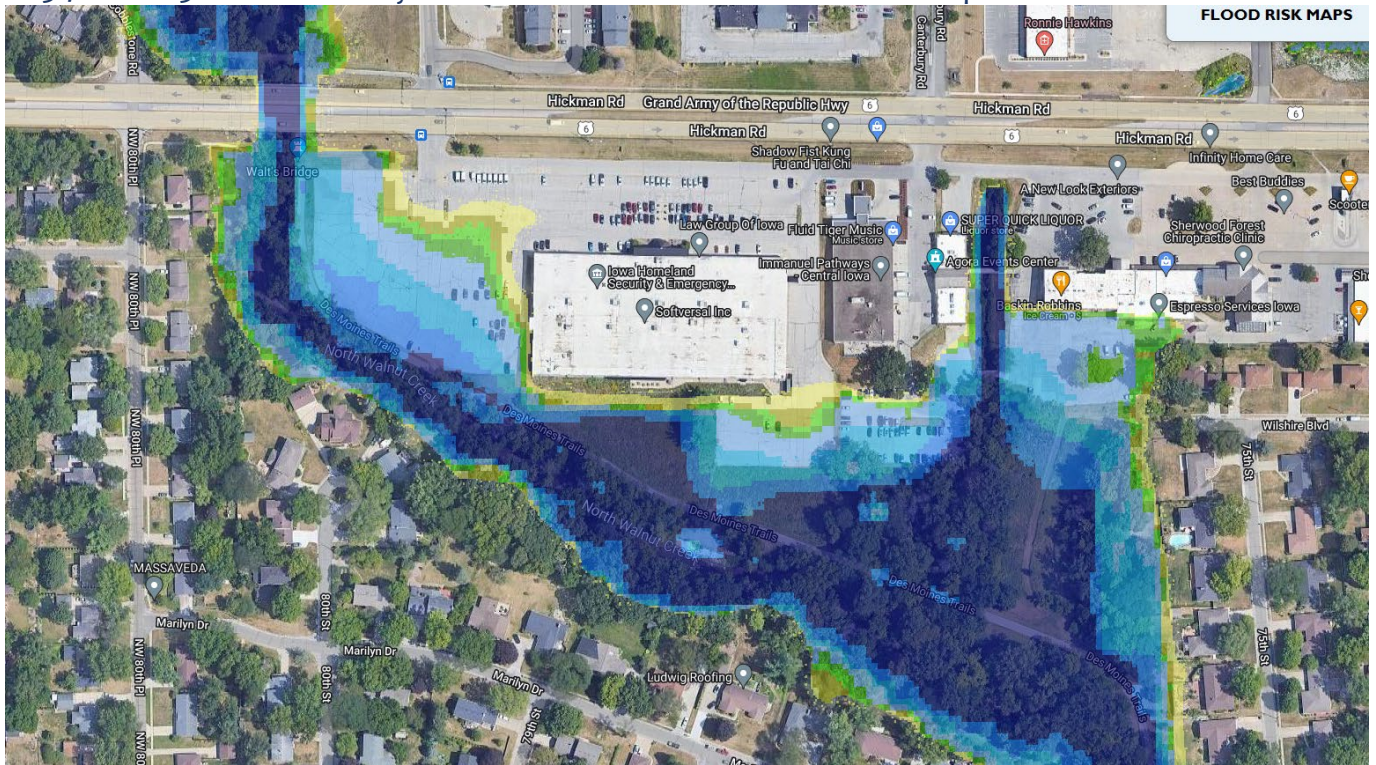
16.3.5 Level 3 - Area 6 - Reite Ave to College Drive - Inundation Map



16.3.6 Level 3 - Area 7 - College Drive to Marilyn Drive - Inundation Map



16.3.7 Level 3 - Area 8 - Marilyn Drive to Hickman Road - Inundation Map



3 Annual Plan Updates

Annual Exercise - At least one exercise and evaluation of the Flood Response Plan will be conducted each year. The criterion can be deemed met if the city has experienced an actual flood or threat in the preceding twelve months.

The annual exercise will be documented with an agenda/scenario summary, attendance record, and after-action report.

Exercise Year	Date of Annual Exercise
2024	3/19/24
2025	3/4/25
2026	
2027	
2028	

After-Action Report – The purpose is an annual evaluation of the plan's performance and recommended changes that may be needed, as identified in an after-action report. The City Administrator shall be responsible for ensuring that the various departments/partners complete any necessary changes.

Plan Update – The Fire Chief shall ensure that any necessary changes to the Flood Response Plan identified in the after-action report are completed.

Presentation to City Council – Following the annual exercise, the after-action report and draft plan updates will be presented to the City Council.

Council Approval of Plan Update – Following review of the annual plan updates, the City Council shall adopt the updated Flood Response Plan via Resolution.

Update Year	Date of Resolution Adoption
2024	April 15, 2024
2025	April 7, 2025
2026	
2027	
2028	

4 Leadership & Departmental Phone List

	Name	Cell	Direct
Elected Officials			
Mayor	Mike Jones	515-238-5105	
Mayor Pro-Tem	Susan Skeries	515-250-2206	
Council Member	Lauren Campbell	515-418-0624	
Council Member	Threase Harms	515-975-5299	
Council Member	Joseph Jones	515-419-1151	
Council Member	Michael Libbie	515-570-2220	
Staff			
City Administrator	Adam Plagge	515-343-7424	515-645-6808
City Attorney	Erin Clanton	515-240-9503	515-274-1450
City Clerk/ Communications	Adam Strait	515-419-5903	515-645-6810
Finance	Rachel Swisher (Director)	515-778-6290	515-645-6830
Fire	Jim Mease (Chief)	515-402-1162	515-402-1162
	A-Shift – Lt. Brian Jones	515-418-6618	
	B-Shift – Jeff Price	929-666-3430	
	C-Shift – Kari Davis	515-897-9412	
Police	Pete Roth (Chief)	641-525-0152	515-645-6811
	Chad Norris (Patrol Lt.)	602-369-7556	515-645-6813
	Mike Irlbeck (Support Services Lt.)	515-321-9071	515-645-6814
Public Works	Andy Larson (Director)	515-314-6590	515-645-6825
	Jason Roberts (Supervisor)	641-954-1392	
Water (DMWW)	Kyle Danley	515-971-6488	515-283-8795
Sanitary Sewer	Adam Pasker	515-954-8811	
	Tim Stovie	515-331-6823	

Department	Facility	General	Fax
City Administration	City Administration Building	515-279-3662	515-279-3664
Public Works	Public Works Building	515-645-6825	
Finance	City Administration Building	515-279-3662	
EOC/City Council Chambers	Public Safety Building	515-645-6842	
Police	Public Safety Building	515-277-4453	
Fire	Public Safety Building	515-279-9450	515-279-7760
Westcom Dispatch	West Des Moines Station 19	515-222-3321	515-222-3331
Water	DMWW	515-283-8700	
Sewer	City of Urbandale	515-278-3950	

6 Role of Elected Officials

During a flood, elected officials have specific responsibilities to ensure the safety and well-being of their constituents. Some key responsibilities include:

- **Emergency Declarations:** Elected officials may need to issue emergency declarations to empower local authorities and agencies to take swift action. This could involve imposing curfews, restricting movement, or allocating additional resources.
- **Relocation Transportation:** Elected officials are responsible for assisting with relocation transportation. This could include driving transportation vehicles and/or coordinating with Polk County Emergency Management Agency for DART resources.
- **Assistance with Emergency Operations Center Operations:** Elected Officials will assist with EOC needs, such as documenting various actions and/or fielding inquiries from the public.
- **Community Engagement:** Elected officials play a key role in engaging with the community before, during, and after emergencies. They must foster a sense of community resilience, encourage preparedness, and address residents' concerns and feedback.
 - Engagement after a flooding event can have several significant benefits. Keeping citizens informed about recovery efforts, safety protocols, and available resources helps ensure everyone is aware of what to do and where to get help. Engaging with businesses fosters a sense of community and resilience, showing that the city is committed to supporting its residents and local economy. Showing empathy towards citizens' needs can build trust and strengthen the relationship between the local government and the community.
- **Resource Allocation:** Effective resource allocation is essential. Elected officials must coordinate with emergency services to ensure sufficient personnel, equipment, and supplies are available to respond to the flood. This may include deploying rescue teams, providing emergency shelters, and distributing essential items.
- **Coordination with Agencies:** Collaboration with various agencies such as Polk County Emergency Management, Polk County Public Health, and the Metro Waste Authority is vital. Elected officials must coordinate efforts to ensure a unified and effective response to the flood. This may also include having an elected official serve as the City of Windsor Heights representative at the Polk County Emergency Operations Center.
- **Assistance for Affected Communities:** Providing support to communities affected by the flood is essential. Elected officials must ensure that affected residents have access to emergency services, temporary housing, medical care, and other necessary assistance.
- **Advocacy for State and Federal Assistance:** In severe flood situations, elected officials may need to advocate for state and federal assistance. This involves engaging with higher levels of government to secure additional resources and funding to support the local response and recovery efforts.
- **Post-Flood Recovery:** After the floodwaters recede, elected officials play a crucial role in the recovery process. This includes assessing damages, coordinating rebuilding efforts, and ensuring the community receives the necessary support to recover and rebuild.
- **Evaluation and Improvement:** After the emergency, elected officials are responsible for evaluating the response efforts to identify strengths and weaknesses. This evaluation helps in refining and improving the emergency operations plan for future incidents.

10 City Facilities

Before city facilities flood, it's crucial to take preventive measures to minimize damage and ensure the safety of those inside. Actions to consider for specific facilities include:

10.1 Public Works Building [Coordinated by Public Works Assistant Director]

Location: 6800 School Street

For any Walnut Creek >12' (6T) predicted event at I80, or

For any North Walnut Creek >9' and rising event at Hickman Road:

- Immediately call in staff and relocate PW equipment to City Hall and Public Safety or another prescribed location. This action should be done early, given other essential flood response duties will quickly arise for Public Works staff.
- Deploy Salt Shed Flood Gate Barrier System
- Shutoff main disconnect at electrical panel (feed for pavilion, food truck plaza, and park)

For any Walnut Creek >13' (8T) predicted event at I80, or

For any North Walnut Creek >9' and rising event at Hickman Road:

- Elevate and unplug items susceptible to damage.
- Turn off electrical power at the main electrical panel in the mezzanine (SW corner of the building, 2nd floor, interior).
- Turn off natural gas at the meter, located near the SE corner of the building (exterior).
- Turn off water at the main valve, located under the stairs to the West mezzanine (interior).

10.2 Community Event Center [Coordinated by Deputy City Clerk]

Location: 6900 School Street

Note: Facility elevation of 827.3', below the 100-year elevation of 828.9'

For any Walnut Creek >10.9' (4T) predicted event at I80, or

For any North Walnut Creek >9' and rising event at Hickman Road:

- Cancel any scheduled CEC events

For any Walnut Creek >13.5' (9T) predicted event at I80, or

For any North Walnut Creek >9' and rising event at Hickman Road:

- Turn off electrical power at the main electrical panel in the Mechanical Room (NE corner of building – interior).
- Turn off natural gas at the meter, located near the NE corner of the building (exterior).
- Turn off water at the main valve, located in the Utility Room, directly East of the Kitchen (interior).
- Install flood protection over doorways. Options include:
 - Sandbags

10.3 City Hall [Coordinated by City Clerk, with City Admin as backup]

Location: 1145 66th Street, Suite 1

For any Level 2 predicted event:

- City Hall will be closed.
- Doors will be locked, and a sign will be posted to make it known that City operations are centralized at the Public Safety Building.

12 Search & Rescue – [Responsibility: Fire]

During the following levels, a water rescue boat team will be staged at Station 55 for potential rescues:

- Level 3

If the water rescue team is not familiar with Windsor Heights geography and/or direct radio communications cannot be established, a Windsor Heights Fire Department liaison should be assigned to the team.

Water Rescue Teams/Boats			
Department	Boat Type(s)	Dispatch	Notes
Altoona Fire	Zodiak & Flat-Bottom	Polk County	Shared Trailer / Shared Motor
Ankeny Fire	Zodiac	Polk County	
Central Iowa Underwater Search & Rescue	Flat-Bottom	Polk County	
Clive Fire	Flat-Bottom	Westcom	
Des Moines Fire	Zodiak & Flat-Bottom	Des Moines	Combo Trailer
Indianola Fire	Zodiac	Warren County	
Iowa DNR	Flat-Bottom	Iowa DNR	Nate Anderson 238-4849 Austin Durnan 238-5006
Johnston-Grimes	Zodiak & Flat-Bottom	Polk County	Combo Trailer
Norwalk Fire	Zodiac	Westcom	
Pleasant Hill Fire	Zodiak & Flat-Bottom	Polk County	Separate Trailers
West Des Moines Fire	Zodiak & Flat-Bottom* *River/Deeper Water	Westcom	Separate Trailers

13 Short-Term Relocation

The initial goal when evacuating people is to protect them from hazards caused by flooding. Citizens unable to secure a safe place away from flooding hazards may require an Evacuation Center for short-term relocation or an Emergency Sheltering for longer term needs.

Type	Purpose	Location	Contact
Evacuation Center	The initial action is to bring or direct evacuees to an Evacuation Center, which is a safe location that provides temporary shelter. Use for initial, short-term protection from the elements. Restrooms and drinking water are provided. Food and sleeping arrangements are not provided.	Giovannetti Shelter, Walker Johnston Park, 9000 Douglas Avenue, Urbandale	Urbandale Fire Department On-Duty Battalion Chief at 515-744-8709 or an Urbandale Fire Department Chief Officer
Emergency Sheltering	If extended evacuation sheltering is needed, the secondary action is to request access to an Emergency Shelter arrangement through Polk County Emergency Management. The Emergency Shelter could be a variety of solutions, depending on the overall number of people (both from Windsor Heights flooding and regional flooding) needing sheltering. Sheltering involves a longer timeframe that includes the need to accommodate sleeping and food arrangements.	TBD by Polk County Emergency Management based on event circumstances	Polk County Emergency Management Duty Officer at 515-286-2107 during normal business hours or through Polk County Dispatch at 515-286-3333.

Relocation transportation can be provided by:

- Windsor Heights Staff - If time and resources allow without jeopardizing mission-critical flood response plan actions.
- DART – Requests for transportation assistance through DART are coordinated through Polk County Emergency Management (515-286-2107).

14 Road & Trail Closures – [Responsibility: Public Works]

Trail Closures

- Occur during the Pre-Warning Level.

Trail Closure Plan

- Monitoring: Staff shall monitor trails and weather conditions for the need for actual closure
- Closure: Deployment of barricades/signs upon actual or probable flood waters encroaching on trails

Road Closures

- Occur during Warning Levels 1 - 3.

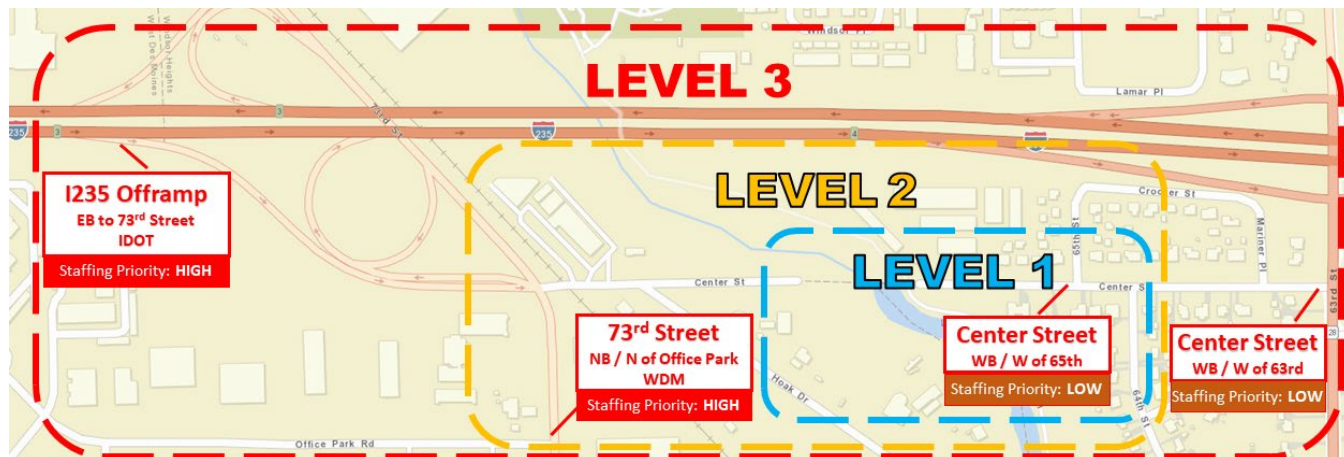
Road Closure Plan

- Preparation: Pre-positioning of barricades/signs located at points of planned deployment in advance of actual closure
- Monitoring: Staff shall monitor roads for the need of actual closure
- Closure: Deployment of barricades/signs upon actual flood waters encroaching on roadways and reporting the actual closure to the Windsor Heights EOC
 - Staffing of road closures is desired if staffing allows
 - Priorities for staffing road closures are indicated as HIGH or LOW in the planning maps
- Re-Opening: Removal of barricades/signs and reporting the re-opening to the EOC

Street Name	LEVEL 1				LEVEL 2			LEVEL 3			
	10yr/10% Chance				25yr/4% Chance			50yr/2% Chance			
	4T	5T	6T	7T	8T	9T	10T	12T	15T	20k	24T
School Street			W of 68th St	→	→	W of 67th St	W of 66th St	→	→	→	→
69th Street			S of Mott Ave	→	→	→	→	→	→	→	→
Mott Avenue			S on 69th St	→	→	South on 68th St	South on 67th St	→	→	→	→
Intersection - 70th/Washington			Monitor Localized Flooding	→	→	→	→	→	→	→	→
College Dr - W of 73rd to W of NWC			Monitor Localized Flooding	→	→	→	→	→	→	→	→
Center Street			W of 65th St	→	→	→	→	→	→	→	→
73rd St NB				N of Center St	→	→	N of Office Park Rd	→	→	→	→
68th Street						S of Mott Ave	→	→	→	→	→
67th Street							S of Mott Ave	→	→	→	→
73rd St SB							S of Uni	→	→	→	→
I235 WB 73rd St Off Ramp							at I235	→	→	→	→
University Avenue							W of Hy-Vee Entrance	→	→	→	→
I235 EB 73rd St Off Ramp							at I235	→	→	→	→
Walnut Creek Trail Location	4T	5T	6T	7T	8T	9T	10T	12T	15T	20k	24T
Center Street	W of Storage Entrance	→	→	W of 65th St (paired with Street closure)	→	→	→	→	→	→	W of 63rd St (paired with Street closure)
School Street	W of 69th St	→	W of 68th St (paired with Street Closure)	→	→	W of 67th St (paired with Street closure)	W of 66th St (paired with Street closure)	→	→	→	→
Colby Park	S of School St	→	→	→	→	→	→	→	→	→	→
Colby Park - Icon Trail Access	SW of Parking Lot	Inundation reaches parking lot	→	→	→	→	→	→	→	→	→
City Wide Heating	W of 73rd St										
Walmart/Sams	N of Buffalo Rd	→	→	→	→	→	→	→	Inundation reaches parking lot	→	→
Clive Elementary	Trail Head from School	→	→	→	→	→	→	→	Inundation reaches 73rd St	→	→
College Drive	N of College Dr	→	→	→	→	→	→	→	→	→	→
Hickman & 78th	NW of Parking Lot	→	→	→	→	→	→	→	Inundation reaches parking lot	→	→
Hickman & 80th Place	Sidewalk W of NWC	→	→	→	→	→	→	→	→	→	→

LEVEL 1					LEVEL 2				LEVEL 3			
10yr/10% Chance					25yr/4% Chance				50yr/2% Chance			
4T	5T	6T	7T	8T	9T	10T	12T	15T	20t	24T		
School Street		W of 68th St	→	→	W of 67th St	W of 66th St	→	→	→	→		
69th Street		S of Mott Ave	→	→	→	→	→	→	→	→		
Mott Avenue		S on 68th St	→	→	South on 68th St	South on 67th St	→	→	→	→		
Intersection - 70th/Washington		Monitor Localized Flooding	→	→	→	→	→	→	→	→		
		Monitor Localized Flooding	→	→	→	→	→	→	→	→		
College Dr - W of 73rd to W of NWC			W of 65th St	→	→	→	→	→	→	→		
Center Street				→	→	N of Office Park Rd	→	→	→	→		
73rd St NB				N of Center St	→	→	→	→	→	→		
68th Street					S of Mott Ave	→	→	→	→	→		
67th Street							→	→	→	→		
73rd St SB						S of Mott Ave	→	→	→	→		
235 WB 73rd St Off Ramp						S of Uni	→	→	→	→		
University Avenue						at I235	→	→	→	→		
235 EB 73rd St Off Ramp						W of Hy-Vee Entrance	→	→	→	→		
Walnut Creek Trail Location	4T	5T	6T	7T	8T	9T	10T	12T	15T	20t		
Center Street	W of Storage Entrance	→	→	W of 65th St (paired with Street closure)	→	→	→	→	→	→		
School Street	W of 68th St	→	W of 68th St (paired with Street Closure)	→	→	W of 67th St (paired with Street closure)	W of 66th St (paired with Street closure)	→	→	→		
Colby Park	S of School St	→	→	→	→	→	→	→	→	→		
Colby Park - Icon Trail Access	SW of Parking Lot	Inundation reaches parking lot	→	→	→	→	→	→	→	→		
City Wide Heating	W of 73rd St											
Walmart/Sams	N of Buffalo Rd	→	→	→	→	→	→	Inundation reaches parking lot	→	→		
Clive Elementary	W of E-Bops	→	→	→	→	→	→	Inundation reaches 73rd St	→	→		
College Drive	Trail Head from School	→	→	→	→	→	→	→	→	→		
Hickman & 78th	N of College Dr	→	→	→	→	→	→	→	→	→		
Hickman & 80th Place	NW of Parking Lot	→	→	→	→	→	→	→	→	→		
	SW of Parking Lot	→	→	→	→	→	→	Inundation reaches parking lot	→	→		
	Sidewalk W of NWC	→	→	→	→	→	→	→	→	→		

14.1.1 Area 1 - Center Street to I235 - Road & Trail Closures



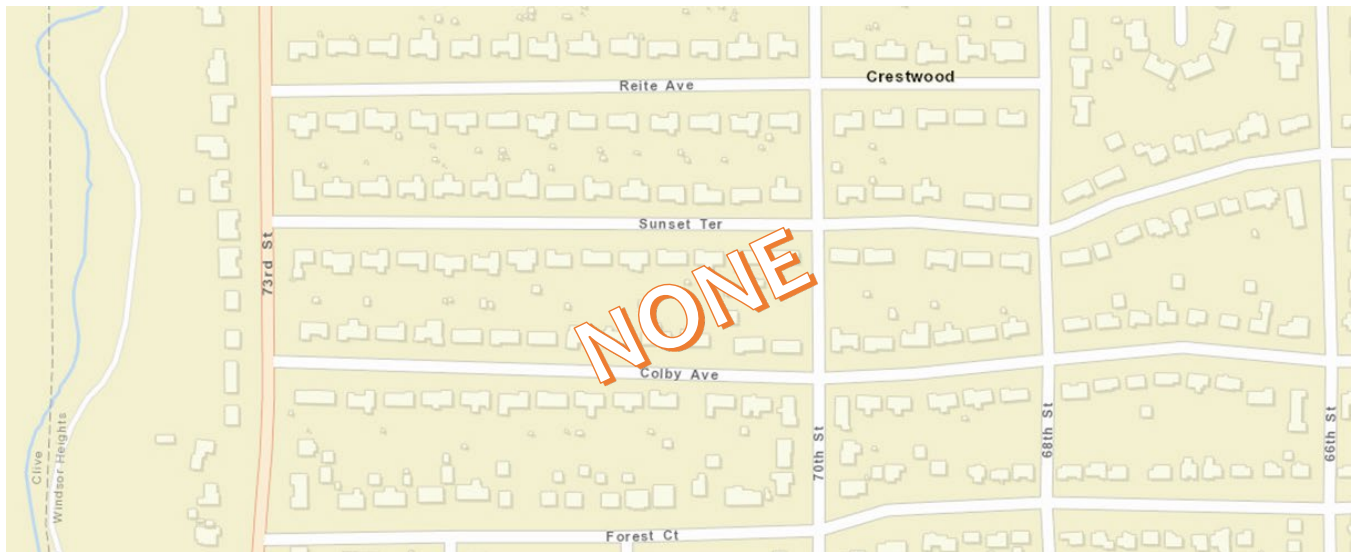
14.1.2 Area 2 - I235 to Mott Avenue - Road & Trail Closures



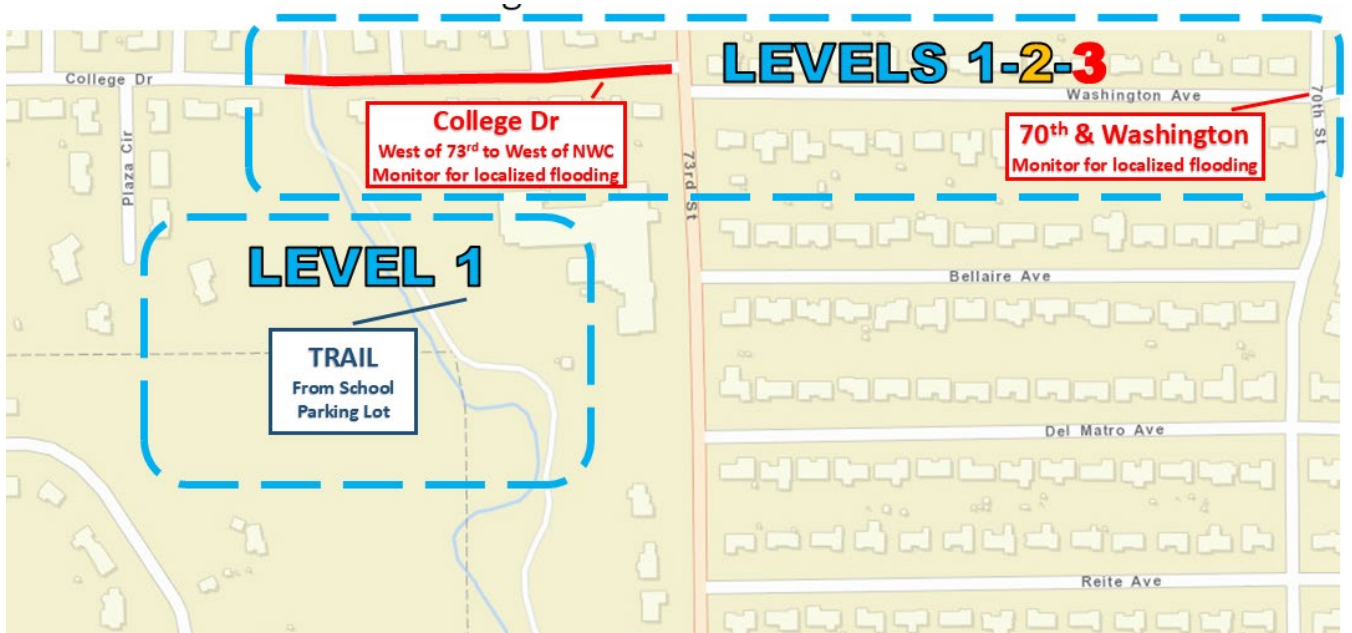
For I235 Offramp closures:

- Notify the DOT Traffic Management Center thru Westcom, or, at 515-237-3300 (this is a Public Safety Only Number, not for public use). The TMC will coordinate offramp closures, dynamic message board updates, and 511 updates.

14.1.5 Area 5 - Forest Court to Reite Ave - Road & Trail Closures



14.1.6 Area 6 - Reite Ave to College Drive - Road & Trail Closures



Section / Page	Section Name	Changes
Section 3 Page 3-1	Annual Plan Updates	Added: March 4, 2025 date of annual exercise Added: April 7, 2025 Council approval of plan updates
Section 4 Page 4-1	Leadership & Departmental Phone List	Updated: Fire – Brian Jones title as “Lt.” Updated: Fire – Kari Davis in place of Nick Evans Updated: Public Works – Andy Larson as Director Updated: Public Works – Jason Roberts as Supervisor Updated: Water (DMWW) – Kyle Danley new contact Corrected: Sewer – City of Urbandale Phone Number
Section 6 Page 6-1	Role of Elected Officials	Added: Additional definition on the value of elected officials engaging with the community following a flood
Section 10.1 Page 10-1	City Facilities Public Works Building	Added: Deployment of salt shed flood gate barriers Added: Shutoff of main disconnect at electrical panel
Section 12 Page 12-1	Search & Rescue	Updated: Water Rescue Teams/Boats - Indianola boat type = Zodiac - Iowa DNR contact #2 = Austin Durnan - West Des Moines boat type = flat bottom boat designed for river/deeper water
Section 13 Page 13-1	Short-Term Relocation	Corrected: Emergency Sheltering purpose corrected from Clive to Windsor Heights.
Section 14 Page 14-1 Page 14-2	Road and Trail Closures	Added: Colby Park - Trail closure leading to Icon Water Trails access Added: Monitor intersection of 70th & Washington for localized flooding Added: Monitor College Dr between 73rd and West of North Walnut Creek for localized flooding
Section 14 Page 14-3	Road & Trail Closures	Added: Trail closure leading to Icon Water Trails access
Section 14 Page 14-5	Road & Trail Closures	Added: Area 6 – Monitor intersection of 70 th & Washington for localized flooding Added: Area 6 – Monitor College Dr between 73 rd and West of North Walnut Creek for localized flooding



STAFF REPORT
CITY COUNCIL
March 17, 2025

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk

SUBJECT: Approve Liquor License - Thirsty Pigs LLC - 6900 School Street

GENERAL INFORMATION

ATTACHMENTS

1. Thirsty Pigs Alcohol License Application



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
THIRSTY PIGS LLC	thirsty pigs llc	(515) 203-0773		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
6900 School Street		Windsor Heights	Polk	50324
MAILING ADDRESS	CITY	STATE	ZIP	
po box 91	madrid	Iowa	50156	

Contact Person

NAME	PHONE	EMAIL
jay kennedy	(515) 203-0773	info@thirstypigs.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Special Class C Retail Alcohol License	5 Day	In Progress
TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS	
Apr 3, 2025	Apr 7, 2025		
SUB-PERMITS			
Special Class C Retail Alcohol License			



State of Iowa

Alcoholic Beverages Division

PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Jay Kennedy	madrid	Iowa	50156	owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE



**STAFF REPORT
CITY COUNCIL**
March 17, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of 64th St. & Sunset Parking and Pedestrian Crossing

GENERAL INFORMATION

Staff has received comments from residents regarding congestion and pedestrian safety at 64th St. and Sunset Terrace during school drop-off and pick-up hours. In response, staff and engineering reviewed the attached 2021 BMI memo conducted after the 64th St. sidewalk installation. Following that review, the city installed "No Stopping, Standing, Parking Here to Corner 8:00-8:30 AM and 3:00-3:30 PM School Days" signage at the north, east, and south of the intersection.



Staff also met with the school administration to explore potential solutions. The school expressed interest in installing pedestrian crosswalk signage on Sunset and 64th St., potentially featuring flashing lights. The administration supports these sign installations, and solar-powered flashing lights, programmed to activate during drop-off and pick-up hours, could be included for

an estimated cost of \$2,000-\$3,000.

Additionally, staff supports painting a crosswalk at the intersection, aligning it with the sidewalk, and implementing an additional no-parking zone on the west side of the intersection during drop-off and pick-up hours.

A crosswalk is also proposed to be painted at 64th St. and Colby Ave. No flashing signs are recommended here.

To reinforce parking regulations, the school will include parking reminders in its weekly newsletter and note that police will conduct enforcement. Officers are frequently present during drop-off and pick-up times.

Furthermore, City Council recently approved additional no-parking signage on the north side of Sunset, directly adjacent to 63rd Street, to help alleviate congestion for those turning onto Sunset. Of note, these combined addition of no parking areas will result in parents parking further away for pick-ups and drop-offs.

Staff and school administration also discussed the possibility of installing a flip-up/down stop sign at the 64th St. and Sunset intersection to create a temporary four-way stop during pick-up hours. However, this option is not recommended at this time due to logistics and potential driver confusion associated with dynamic signage. Another proposal, restricting left turns at College Ave. and 63rd during pick-up hours, was also considered but is not currently recommended.

While these measures aim to improve conditions, no single solution can fully resolve the ongoing challenges related to school traffic patterns. The layout of the school, evolution of parents pickup habits and the school's role in serving students from across the metro area continue to contribute to congestion. The police and school administration will continue efforts to educate parents, but with an ever-changing student body, this remains an ongoing challenge.

Recommended Motion: Authorize staff to install additional "No Stopping" signage at the west side of the Sunset and 64th St. intersection, paint crosswalks at this intersection and at Colby and 64th St., and install crosswalk signage with programmed flashing lights at the Sunset intersection.

ATTACHMENTS

1. 64th and Sunset Parking MEMO 10.26.21
2. Safe Routes to School_ Adding Crosswalks on 64th Street Sidewalk



Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

Ph: (515) 259-9190
Fax: (515) 233-4430
Bolton-Menk.com

MEMORANDUM

Date: October 26, 2021
To: Dalton Jacobus, Public Works Director
From: Justin Ernst, PE
Subject: 64th Street and Sunset Parking Restrictions
Windsor Heights, IA

Per your request, we reviewed the parking complaints you have received at 64th Street and Sunset Terrace during school release time. It was suggested to look at limiting parking and how it will affect City Code.

After conducting a site visit during school dismissal time on Friday, October 22nd and the school arrival time on October 25th, we have the following thoughts based on the roadway width and what was observed during our site visit.

Option 1

Install a No Parking Here to Corner sign to restrict parking all the time approximately 75 feet along 64th Street to the north and south and on Sunset Terrace to the east. This would restrict parking 75 feet from the intersection.

The Code could be written like the following:

64th Street, on the east side, from 75 feet south of Sunset Terrace to 75 feet north of Sunset Terrace, no parking any time

Sunset Terrace, on the north side, from 64th Street to 75 feet east thereof, no parking any time.

Option 2

Install a No Parking Mon-Fri 8 am to 4 pm sign approximately 75 feet along 64th Street to the north and south and on Sunset Terrace to the east. This would restrict parking 75 feet from the intersection only during school hours and allow parking outside of those hours.

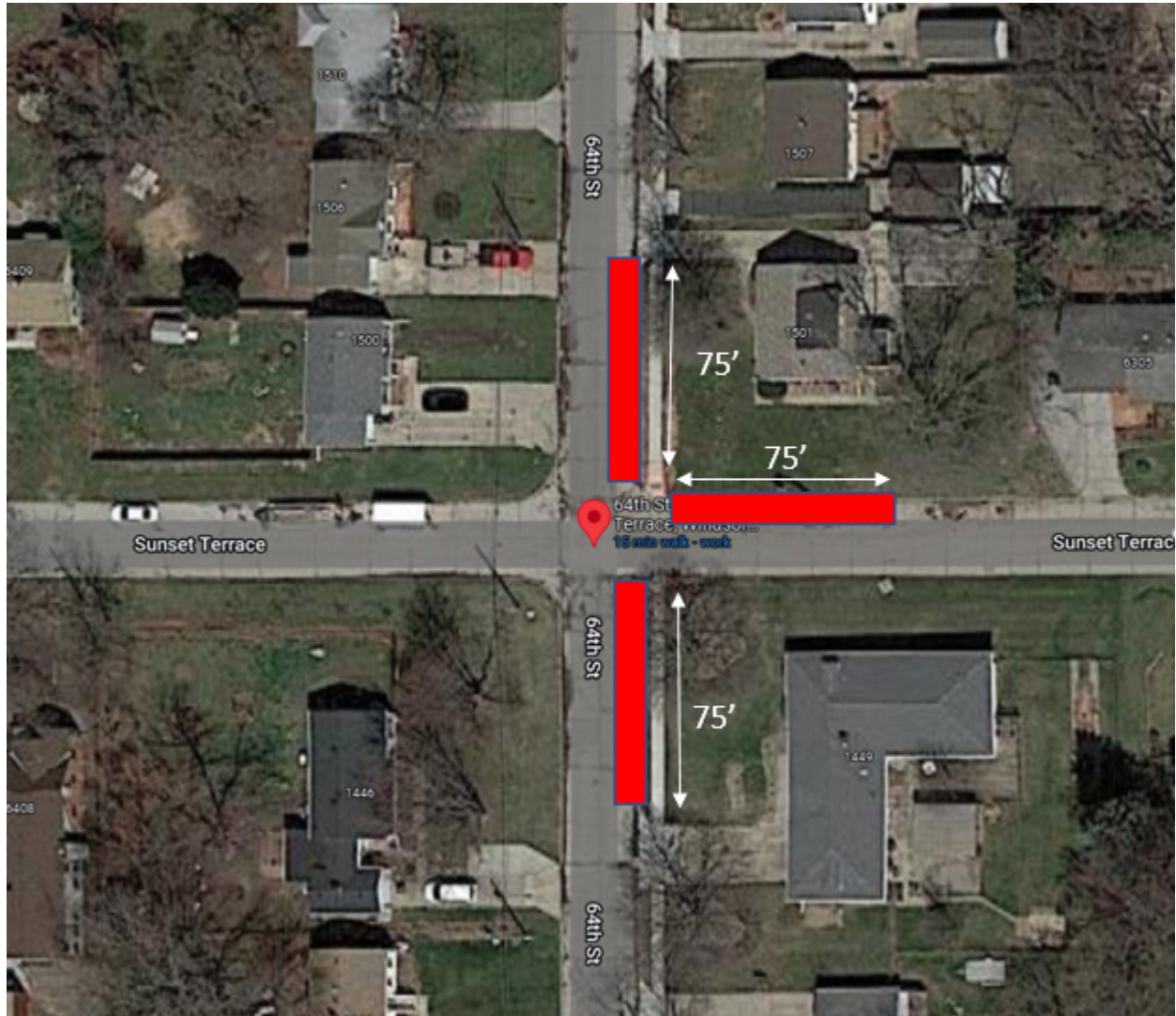
The Code could be written like the following:

64th Street, on the east side, from 75 feet south of Sunset Terrace to 75 feet north of Sunset Terrace, no parking 8:00am to 5:00pm, school days (or Monday Through Friday)

Sunset Terrace, on the north side, from 64th Street to 75 feet east thereof, no parking 8:00am to 5:00pm, school days (or Monday Through Friday)

Name: Jacobus
Date: October 26, 2021
Page: 2

Both options could be solutions. Our observations show that parking is not an issue outside of school hours. We would recommend starting with the less restrictive parking during certain times like Option 2 if the City decided to pursue a parking restriction. Using school days, means vehicles could park there on weekends, school breaks, and summer break.



From: Kelcee Murphy
To: Lauren Campbell; Joseph Jones; Susan Skeries; Michael Libbie; Threase Harms; Mike Jones; Adam Plagge
Subject: Safe Routes to School; Adding Crosswalks on 64th Street Sidewalk
Date: Wednesday, March 12, 2025 9:02:05 PM

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hello City Council Members, Mayor Jones and Mr. Plagge,

I'm writing to you in support of proposed improvements to pedestrian safety on the 64th street sidewalk in Windsor Heights. This matter is on the agenda for the March 17th City Council meeting. I have communicated with Cowles Principal Dr. Gossen, Mayor Jones and Adam Plagge over the past several months and I appreciate their input and work on this issue.

As a long time Windsor Heights resident and parent of elementary children, I have significant concerns about the safety of pedestrians crossing Sunset Terrace / 64th street, specifically during Cowles school pick up and drop off times. I have seen many close calls at that intersection with Cowles students and both east and west bound traffic. Currently, this intersection has no crosswalk or markings notifying drivers of the school zone, in addition to visibility issues. I will include more detailed context below about this issue, but specifically would like to ask for your support of the following:

1. **Parking restriction on a portion of the West side of Sunset Terrace/64th** to improve the visibility of Eastbound traffic to pedestrians. There are similar no parking signs on all other corners of the intersection.
2. **Addition of a crosswalk with signage at 64th and Sunset Terrace.** I would specifically ask that the city invest in a solar crosswalk sign that can be illuminated during school drop off and pick up hours.. I would hope that the addition of lights would help the 64th and Sunset crosswalk be more effective than the unilluminated crossing of 64th street south of Cowles. While a separate concern, It would be fantastic for the 64th crosswalk to be improved with lights as well. Over the years, I have witnessed many drivers not notice pedestrians at this crucial crosswalk.
3. **Additional crosswalk at 64th and Colby.** The 64th street sidewalk is well traveled by many pedestrians and neighborhood students walking to Cowles. There are two total uncontrolled intersections that this sidewalk crosses (Colby and Sunset) This route is frequently used by the neighborhood as a safe route for families walking or riding bikes with young children— adding a simple marked crosswalk at this intersection is a common sense safety measure.
4. Lastly, given the concentration of traffic and pedestrians around Cowles, the **addition of school zone signs** would be helpful in alerting drivers approaching the intersection of 64th and Sunset.

I'm happy to share additional perspectives about this, if helpful, and as always, thank you for your public service!

Kelcee Murphy
515-333-1814
6425 Forest Ct

Additional background : The amount of traffic around Cowles is heavy at drop off and pick up. There are often many cars parked on Sunset at this time of day, as well as down 64th street. There are cars traveling east and west on Sunset, and north and south on 64th. Cars coming from the east and west pose the most risk as there is no signage that would alert drivers to keep an eye out for pedestrians as they cross 64th and it seems more are accelerating through 64th than cautiously proceeding. At the same time it is tough for pedestrians to see cars coming from the west on Sunset because of the cars parked on the NW side of the intersection. There are no parking signs on the North and South of 64th to protect the intersection and on the east side as well, but not the west. The parking restrictions have increased pedestrian crossing at Sunset. Eastbound drivers likely cannot see the pedestrians until they are very close to the intersection, and westbound could have some limited visibility as well. Given the parking restrictions that have been implemented around the school, more parents are parking further out from the school and more kids and adults are crossing this intersection.

In my experience, when I leave school in the afternoon and walk south on 64th, I often have to walk several feet out in the street to get a good view of traffic from the west. At times cars coming from the east can also be hard to see when you're headed south on the sidewalk but not as difficult. There are also cars at this intersection's stop sign waiting to turn West or East on Sunset and trying to see around the parked cars. Parents and kids are simultaneously crossing 64th to get to cars parked on Sunset. The risk seems high for a pedestrian/car accident.

The sidewalk crossing at Colby/64th is also worrisome for me as a parent since it is an uncontrolled intersection on a school route. Visibility is not quite as difficult because there are rarely cars parked in a way obstructing the view, but the volume and age of pedestrians using this sidewalk should be considered.



STAFF REPORT
CITY COUNCIL
March 17, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of Land Value for Parkland Dedication Cash In Lieu

GENERAL INFORMATION

ATTACHMENTS

1. 3-13-25 Parkland Dedication - Land Value Memo
2. 2024AbstractandReconciliation
3. Polk County_2024_Annual_Report

Memorandum

Date: March 12th, 2025
To: Windsor Heights City Council
From: Trey Rouse
Subject: Land Value for Parkland Dedication Cash In Lieu

General Information

During the review of the 6500 Hickman Road (Windsor Courts Apartments) Site Plan, there was a request by the City Council to review the land value recommended by City Staff. This request was to create a Windsor Heights centric land value when applying the Parkland Dedication requirement alternative cash in lieu option. City Staff began research on comparable communities, retrieving information from the Polk County Assessor, and discussing Parkland Dedication standards with surrounding communities.

The information provided is the conglomeration of this research and discussions had with various communities on the topic of Parkland Dedication that have a cash in lieu option.

Research/Findings

Within the Des Moines Metropolitan Area, there are communities that utilize a similar Parkland Dedication process as the City of Windsor Heights. These identified communities utilize an established value for their land value that is a part of their cash in lieu calculation. The researched and confirmed land values for communities around the Des Moines Metropolitan Area are as follows:

Ankeny: \$32,000 per acre

Johnston: \$28,000 per acre

Waukee: \$35,000 per acre

These land values are a combination of the total land value within the community, total acreage within the community, and then scaled to create a reasonable price point per acre for parkland. These values above are utilized currently by each one of these communities and some have been updated as recently as November 2024.

The process that communities have been using is an appraisal process of their community every 2 to 3 years or have an established number based upon the Polk County Assessor's annual report and adjust either process as necessary. The adjustment mentioned earlier reduces the land value per acre for specifically Parkland Dedication to accomplish two goals. The first goal is to not deter development within the community by having a requirement that increases the cost of any residential project significantly. The second goal being that to meet the parkland dedication requirement developers give land dedication that the community can't utilize well or that would put too much strain on City Staff to maintain the additional park space. This adjustment can be

seen in the equation below and examples with communities that actively use an established value for Parkland Dedication:

Equation

$(\text{Total Land Value} / \text{Total Number of Acres}) / \text{Parkland Dedication Adjustment} = \text{Parkland Dedication Land Value per Acre}$

Ankeny, IA

$(\$2,265,298,310 / 14,067) / 5 = \$32,207.27 \rightarrow \$32,000$

Johnston, IA

$(\$795,032,080 / 7,796) / 3.75 = \$27,194.53 \rightarrow \$28,000$

These communities lower their true value by approximately one/quarter to one/fifth on average. It is recommended to use an adjustment of one/fifth of the true total land value per acre. The proposed land value for the City of Windsor Heights is shown below:

Windsor Heights, IA

$(\$159,888,440 / 660) / 5 = \$48,451.04 \rightarrow \$48,000$

This creates both a more Windsor Heights centric land value per acre that allows the community to collect cash in lieu for the parkland dedication requirement and not deter development of residential properties larger than single family dwellings.

Summary

After collecting and reviewing the information available by the Polk County Assessor and surrounding communities, the recommendation from City Staff is to have the land value per acre to be \$48,000 when calculating parkland dedication cash in lieu. This value was determined through the equation above utilizing 2024 Polk County Assessor data and a parkland dedication adjustment that has been utilized in surrounding communities within the Des Moines Metropolitan Area. This value will give the community funds to maintain and update existing parks facilities while also not deterring residential development above single-family dwelling units.

When parkland dedication situations arise in the future, the most recent assessor report in conjunction with the City's Ordinance prescribed parkland dedication acreage calculation will be utilized to calculate a cash in lieu option for consideration.

The cash in lieu payment for 6500 Hickman Road would be \$14,760 under the above calculation. This is a substantial increase from the originally proposed \$3,898.49 utilizing a countywide land valuation option.

Attachments

1. Polk County Assessor Annual Report
2. Polk County Assessor Abstract Spreadsheet

ABSTRACT OF ASSESSMENT FOR 2024

ALL VALUES REPORTED ARE TO BE AFTER BOARD OF REVIEW ACTION

PolkCity/County

RESIDENTIAL DWELLINGS ON AGRICULTURAL REALTY

Column 1	Column 2	Column 3		
Townships and Unincorporated Areas	Number of Dwellings	Actual Value of Dwellings		
Allen Township	4	866,900		
Beaver Township	70	17,477,900		
Bloomfield Township	0	0		
Camp Township	149	44,372,900		
Clay Township	49	11,464,100		
Crocker Township	16	4,478,500		
Delaware Township	38	9,925,500		
Douglas Township	62	13,910,000		
Elkhart Township	107	23,494,400		
Fourmile Township	46	9,945,300		
Franklin Township	89	26,166,800		
Jefferson Township	37	11,328,700		
Lincoln Township	74	16,133,100		
Madison Township	19	6,404,700		
Saylor Township	13	1,619,100		
Union Township	51	13,495,600		
Washington Township	76	16,997,000		
Webster Township	0	0		
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Townships Totals	900	228,080,500		
Cities				
Alleman	4	1,511,300		
Altoona	11	1,799,700		
Ankeny	12	2,385,100		
Bondurant	13	2,621,900		
Carlisle	2	330,800		
Clive	0	0		
Des Moines	48	10,535,400		
Elkhart	0	0		
Granger	3	598,600		
Grimes	9	1,238,200		
Johnston	7	2,056,200		
Mitchellville	7	1,033,700		
Norwalk	0	0		
Pleasant Hill	1	674,100		
Polk City	7	1,210,300		
Runnells	1	73,000		
Sheldahl	2	1,029,100		
Urbandale	9	2,927,260		
West Des Moines	16	3,505,300		
Windsor Heights	0	0		
0				
0				
0				
Cities Totals	152	33,529,960		
County Totals	1,052	261,610,460		

ABSTRACT OF ASSESSMENT FOR 2024

ALL VALUES REPORTED ARE TO BE AFTER BOARD OF REVIEW ACTION

Polk City/County

RESIDENTIAL REALTY - DO NOT INCLUDE RESIDENTIAL DWELLINGS ON AGRICULTURAL LAND

Column 1	Column 2	Column 3	Column 4	Column 5
Townships and Unincorporated Areas	Actual Value of Residential Lots	Actual Value of Residential Buildings	Actual Value Residential Lots and Buildings (Column 2 Plus Column 3)	Total Residential Dwellings
Allen Township	4,486,900	19,976,000	24,462,900	162
Beaver Township	23,149,200	86,554,300	109,703,500	266
Bloomfield Township	746,900	2,873,500	3,620,400	2
Camp Township	47,911,780	188,704,600	236,616,380	536
Clay Township	19,383,200	79,676,600	99,059,800	255
Crocker Township	180,116,960	627,074,100	807,191,060	1,590
Delaware Township	55,911,630	190,107,700	246,019,330	1,291
Douglas Township	36,024,100	111,363,500	147,387,600	322
Elkhart Township	21,046,210	79,573,800	100,620,010	242
Fourmile Township	78,089,470	247,891,700	325,981,170	827
Franklin Township	45,841,400	176,239,700	222,081,100	454
Jefferson Township	92,400,260	341,465,600	433,865,860	795
Lincoln Township	7,199,300	22,551,200	29,750,500	85
Madison Township	5,382,400	17,220,300	22,602,700	46
Saylor Township	138,953,070	461,274,500	600,227,570	2,227
Union Township	9,059,000	25,140,700	34,199,700	79
Washington Township	6,262,970	24,321,900	30,584,870	106
Webster Township	18,849,600	65,549,300	84,398,900	311
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Townships Totals	790,814,350	2,767,559,000	3,558,373,350	9,596
Cities				
Alleman	11,755,390	42,878,900	54,634,290	163
Altoona	367,670,050	1,463,800,600	1,831,470,650	6,392
Ankeny	1,582,442,770	6,281,033,460	7,863,476,230	24,100
Bondurant	173,001,710	661,709,800	834,711,510	2,858
Carlisle	1,277,800	5,470,600	6,748,400	25
Clive	243,455,530	1,028,246,800	1,271,702,330	3,349
Des Moines	2,387,441,480	10,661,859,930	13,049,301,410	64,404
Elkhart	20,276,330	72,267,500	92,543,830	367
Granger	16,071,300	55,890,400	71,961,700	193
Grimes	354,605,400	1,362,948,900	1,717,554,300	5,004
Johnston	578,788,850	2,197,104,600	2,775,893,450	7,071
Mitchellville	27,235,290	94,460,300	121,695,590	598
Norwalk	0	0	0	0
Pleasant Hill	197,645,870	815,461,900	1,013,107,770	3,468
Polk City	171,561,570	664,278,000	835,839,570	2,215
Runnells	5,812,800	29,914,700	35,727,500	168
Sheldahl	3,051,800	10,574,000	13,625,800	63
Urbandale	706,163,680	2,730,693,800	3,436,857,480	11,314
West Des Moines	929,710,740	3,641,592,900	4,571,303,640	13,694
Windsor Heights	114,667,040	378,155,800	492,822,840	1,926
0			0	
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0			0	
Cities Totals	7,892,635,400	32,198,342,890	40,090,978,290	147,372
County Totals	8,683,449,750	34,965,901,890	43,649,351,640	156,968

ABSTRACT OF ASSESSMENT FOR 2024

ALL VALUES REPORTED ARE TO BE AFTER BOARD OF REVIEW ACTION

Polk City/County

COMMERCIAL REALTY

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Townships and Unincorporated Areas	Actual Value of Commercial Lots	Actual Value of Commercial Buildings	Total Actual Value of Commercial Lots and Buildings (Col. 2 Plus Col.3)	Total # of 100% Commercial Units	Total # of Dual Classed Units Primarily Classed Commercial
Allen Township	222,500	363,500	586,000	3	0
Beaver Township	189,400	882,300	1,071,700	2	1
Bloomfield Township	0	0	0	0	0
Camp Township	933,100	1,177,400	2,110,500	4	0
Clay Township	243,900	843,600	1,087,500	4	0
Crocker Township	2,091,900	5,015,700	7,107,600	9	1
Delaware Township	21,285,370	63,490,590	84,775,960	44	6
Douglas Township	184,900	1,914,400	2,099,300	3	0
Elkhart Township	93,300	4,106,500	4,199,800	9	0
Fourmile Township	645,200	917,650	1,562,850	1	2
Franklin Township	30,000	171,000	201,000	1	0
Jefferson Township	139,000	1,334,100	1,473,100	5	0
Lincoln Township	83,200	3,873,500	3,956,700	3	0
Madison Township	0	1,859,300	1,859,300	3	0
Saylor Township	145,257,160	598,805,720	744,062,880	486	9
Union Township	0	0	0	0	0
Washington Township	36,400	198,400	234,800	1	0
Webster Township	5,012,920	6,670,880	11,683,800	10	1
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Townships Totals	176,448,250	691,624,540	868,072,790	588	20
Cities					
Alleman	355,600	4,158,000	4,513,600	15	0
Altoona	260,558,360	867,790,110	1,128,348,470	302	4
Ankeny	498,814,270	1,206,082,960	1,704,897,230	735	7
Bondurant	72,116,900	374,195,900	446,312,800	92	0
Carlisle	2,313,900	34,085,900	36,399,800	6	0
Clive	263,804,550	426,137,800	689,942,350	278	0
Des Moines	1,128,364,960	3,280,415,930	4,408,780,890	3,386	104
Elkhart	9,320,560	25,981,460	35,302,020	92	0
Granger	0	5,000	5,000	1	0
Grimes	167,851,140	601,045,490	768,896,630	366	4
Johnston	184,525,040	533,708,340	718,233,380	273	1
Mitchellville	1,528,230	5,957,970	7,486,200	32	2
Norwalk	0	0	0	0	0
Pleasant Hill	44,036,350	149,393,360	193,429,710	137	2
Polk City	11,073,830	33,610,170	44,684,000	57	1
Runnells	877,300	3,620,400	4,497,700	17	0
Sheldahl	206,200	986,300	1,192,500	4	0
Urbandale	478,299,480	1,136,615,190	1,614,914,670	641	3
West Des Moines	559,979,570	860,314,980	1,420,294,550	753	24
Windsor Heights	42,032,200	62,247,800	104,280,000	62	3
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Cities Totals	3,726,058,440	9,606,353,060	13,332,411,500	7,249	155
County Totals	3,902,506,690	10,297,977,600	14,200,484,290	7,837	175

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ABSTRACT OF ASSESSMENT FOR 2024

ALL VALUES REPORTED ARE TO BE AFTER BOARD OF REVIEW ACTION

Polk City/County

RESIDENTIAL 3+ DWELLINGS REALTY

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Townships and Unincorporated Areas	Actual Value of Residential 3+ Lots	Actual Value of Residential 3+ Buildings	Actual Value Residential 3+ Lots and Buildings (Column 2 Plus Column 3)	Total # of 100% Residential 3+ Units	Total # of Dual Classed Units Primarily Classed Residential 3+
Allen Township	0	0	0	0	0
Beaver Township	2,500	16,700	19,200	0	0
Bloomfield Township	0	0	0	0	0
Camp Township	0	0	0	0	0
Clay Township	0	0	0	0	0
Crocker Township	132,700	1,226,300	1,359,000	1	1
Delaware Township	5,390,830	6,630,910	12,021,740	6	1
Douglas Township	0	0	0	0	0
Elkhart Township	0	0	0	0	0
Fourmile Township	345,800	480,550	826,350	0	0
Franklin Township	0	0	0	0	0
Jefferson Township	0	0	0	0	0
Lincoln Township	0	0	0	0	0
Madison Township	0	0	0	0	0
Saylor Township	1,505,220	5,868,010	7,373,230	13	1
Union Township	0	0	0	0	0
Washington Township	0	0	0	0	0
Webster Township	85,680	474,320	560,000	1	0
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Townships Totals	7,462,730	14,696,790	22,159,520	21	3
Cities					
Alleman	0	0	0	0	0
Altoona	32,204,230	282,438,540	314,642,770	52	2
Ankeny	103,194,930	839,949,180	943,144,110	204	3
Bondurant	3,382,200	27,730,800	31,113,000	8	0
Carlisle	0	0	0	0	0
Clive	13,514,460	106,614,240	120,128,700	29	1
Des Moines	216,854,520	1,801,040,390	2,017,894,910	926	56
Elkhart	394,240	1,317,760	1,712,000	2	1
Granger	0	0	0	0	0
Grimes	26,923,070	192,691,810	219,614,880	37	0
Johnston	28,133,960	337,719,760	365,853,720	47	0
Mitchellville	804,510	5,926,590	6,731,100	15	0
Norwalk	0	0	0	0	0
Pleasant Hill	11,280,170	104,713,500	115,993,670	23	0
Polk City	959,770	6,543,530	7,503,300	7	1
Runnells	21,900	502,100	524,000	1	0
Sheldahl	0	0	0	0	0
Urbandale	37,762,100	261,992,960	299,755,060	50	1
West Des Moines	86,447,720	634,013,200	720,460,920	92	3
Windsor Heights	3,189,200	21,172,700	24,361,900	13	0
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Cities Totals	565,066,980	4,624,367,060	5,189,434,040	1,506	68
County Totals	572,529,710	4,639,063,850	5,211,593,560	1,527	71

ABSTRACT OF ASSESSMENT FOR 2024

ALL VALUES REPORTED ARE TO BE AFTER BOARD OF REVIEW ACTION

Polk City/County

GRAIN HANDLED

Column 1	Column 2	
Townships and Unincorporated Areas	Total Number of Bushels of Grain Handled (Excise Tax @25 Cents Per 1,000 Bushels) (Section 428.35)	
Allen Township	12,079,514	
Beaver Township	0	
Bloomfield Township	0	
Camp Township	0	
Clay Township	0	
Crocker Township	0	
Delaware Township	0	
Douglas Township	652,921	
Elkhart Township	0	
Fourmile Township	0	
Franklin Township	0	
Jefferson Township	0	
Lincoln Township	0	
Madison Township	0	
Saylor Township	0	
Union Township	0	
Washington Township	0	
Webster Township	0	
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Townships Totals	12,732,435	
Cities		
Alleman	593,163	
Altoona	555,210	
Ankeny	0	
Bondurant	495	
Carlisle	7,427,237	
Clive	0	
Des Moines	52,776,180	
Elkhart	0	
Granger	0	
Grimes	0	
Johnston	265,321	
Mitchellville	6,787,289	
Norwalk	0	
Pleasant Hill	4,808,207	
Polk City	0	
Runnells	314,405	
Sheldahl	0	
Urbandale	0	
West Des Moines	0	
Windsor Heights	0	
0		
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0		
Cities Totals	73,527,507	
County Totals	86,259,942	

2024 REPORT OF ACTUAL VALUES SUBJECT TO PARTIAL EXEMPTION

Polk City/County

For the exemptions listed below, report the appropriate classification and exempt values which are included in the abstract and reconciliation report.

Exemption Type	<u>Agricultural</u>	<u>Ag. Dwellings</u>	<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Res 3+</u>
Urban Revitalization (Chapter 404)	<u>1,460</u>	<u>952,780</u>	<u>615,513,980</u>	<u>290,914,410</u>	<u>7,159,800</u>	<u>718,448,920</u>
Industrial Partial Exemption (Chapter 427B.1)				<u>206,656,350</u>	<u>83,296,130</u>	
Pollution Control/Recycling (Section 427.1(19))	<u>37,370</u>	<u>-</u>		<u>11,618,200</u>	<u>5,631,560</u>	
Impoundments (Section 427.1(20))	<u>7,930</u>	<u>-</u>	<u>26,460</u>			
Natural Cons. and Wildlife (Section 427.1(22))	<u>1,257,620</u>	<u>-</u>	<u>592,720</u>	<u>1,298,930</u>		
NCW Exempt Acres	<u>1247.15</u>	<u>0.00</u>	<u>89.05</u>	<u>234.84</u>		
Native Prairie and Wetlands (Section 427.1(23))						
NPW Exempt Acres						
Wildlife Habitat (Section 427.1(24))	<u>2,740</u>					
WH Exempt Acres	<u>2.56</u>					
Forest/Fruit Tree Reserves (Section 441.22 and 427C)	<u>2,259,440</u>	<u>-</u>	<u>33,187,670</u>	<u>2,915,680</u>	<u>52,220</u>	<u>155,580</u>
FFTR Exempt Acres	<u>3,169.20</u>	<u>0.00</u>	<u>3445.38</u>	<u>159.73</u>	<u>2.37</u>	<u>15.59</u>
Historical Property (Section 427.16)						
Quality Jobs Enterprise Zones (Section 15A.9)						
New Jobs/Income Program (Section 15.332)				<u>4,890,000</u>	<u>1,103,400,000</u>	
Geothermal Systems (Section 427.1(38))	<u>-</u>	<u>171,280</u>	<u>2,891,330</u>			
Public Television Station (Section 427.1(26))						
Speculative Shell Buildings (Section 427.1(27))						
Web/Data (Section 427.1(35) (36) (37))					<u>368,128,000</u>	
Methane Gas Conversion (Section 427.1(29))						
Manuf. Home Storm Shelter (Section 427.1(30))						<u>980,820</u>
Barn Preservation (Section 427.1(31))						
One Room School House (Section 427.1(32))						
Indian Property (Section 427.1(33))						
Transmission Property						
Transfer under Other						
Enterprise Zone (Section 15E.196(5))						
Total Acres by Classification	<u>4,418.918</u>	<u>0.000</u>	<u>3,534.429</u>	<u>394.570</u>	<u>2.373</u>	<u>15.589</u>
Totals by Classification	<u>3,566,560</u>	<u>1,124,060</u>	<u>652,212,160</u>	<u>518,293,570</u>	<u>1,567,667,710</u>	<u>719,585,320</u>
Total All Partial Exemptions						<u>3,462,449,380</u>

2024 TAX EXEMPT PROPERTY SUMMARY REPORT

Assessing Jurisdiction Polk

TYPE OF EXEMPT PROPERTY

A. RELIGIOUS INSTITUTIONS (427.1(8))		
1. Churches	897,408,450	
2. Recreational.	1,116,700	
3. Schools.	161,776,940	
4. Residential	31,578,020	
5. Church Camps	428,000	
6. Exempted Leased land (427.1(8)a)	334,380	
7. Exempted Leased land # of acres		64.41
8. Others.	109,149,740	
TOTAL ALL RELIGIOUS INSTITUTIONS.		1,201,792,230
B. TOTAL ALL LITERARY SOC. & EDUCATIONAL INST. (427.1(8))		602,391,360
C. TOTAL ALL LOW RENT HOUSING (427.1(21))		29,955,300
D. TOTAL ALL ASSOCIATIONS OF WAR VETERANS (427.1(5))		3,051,200
E. CHARITABLE AND BENEVOLENT SOCIETIES (427.1(8))		
1. Hospitals	772,876,870	
2. Fraternal Organizations	20,185,600	
3. Agricultural Societies . .	19,309,990	
4. Retirement Homes	105,644,900	
5. Nursing Homes.	117,961,000	
6. Cemetery Assoc. leased land (427.1(6)b)	15,080	
7. Cemetery Assoc. leased land # of Acres		8.76
8. Others.	600,101,860	
TOTAL ALL CHARITABLE & BENEVOLENT SOCIETIES . . .		1,636,095,300
F. TOTAL ALL LIBRARIES & ART GALLERIES (427.1(7))		
G. TOTAL ALL DWELLING UNIT PROPERTY (427.1(21A))		
H. TOTAL ALL HOMES FOR SOLDIERS (427.1(10))		
I. TOTAL ALL RACETRACKS (427.1(2))		
J. GOVERNMENT PROPERTY (State, Federal, County, Municipal)		
1. State	600,695,890	
2. Federal	244,806,530	
3. County	389,849,660	
4. Municipal	1,188,418,440	
TOTAL GOVERNMENT OWNED PROPERTY.		2,423,770,520
K. PUBLIC SCHOOLS (0-12, colleges, regent)		
1. 0 - 12	2,066,080,050	
2. Colleges	150,163,100	
3. Regent	6,101,400	
TOTAL PUBLIC SCHOOLS.		2,222,344,550
TOTAL ALL EXEMPT PROPERTY		8,119,400,460

ABSTRACT OF ASSESSMENT FOR 2024

ALL VALUES REPORTED ARE TO BE AFTER BOARD OF REVIEW ACTION

SECTION 42 HOUSING ONLY

	Polk	City/County		
	Residential	Commercial	Agricultural	Residential 3+
A. 2024 Total Section 42 Value		182,882,420	947,380	0
B. [Prior Year 2023] Total Section 42 Value		167,270,690	947,380	0
C. Total Value Change (A-B)	\$0	\$15,611,730	\$0	\$0
D. Addition from Revaluation (Section 42)	0	0	0	0
E. Other Additions (Section 42) (excluding reval)	0	17,138,030	0	0
F. Deletion from Revaluation (Section 42)	0	1,171,500	0	0
G. Other Deletions (Section 42) (excluding reval)	0	354,800	0	0
H. Net Change (Sectiion 42) (D+E-F-G) MUST = C	\$0	\$15,611,730	\$0	\$0

2024 RECONCILIATION REPORT

ALL VALUES REPORTED ARE TO BE AFTER BOARD OF REVIEW ACTION

PolkCity/County

AGRICULTURAL LAND AND STRUCTURES ONLY

(Do Not Include Dwellings on Agricultural Land)

TOWNSHIPS AND UNINCORPORATED AREAS			INCORPORATED CITIES	
I. SUMMARY:	Actual Value	# Acres	I. SUMMARY:	Actual Value
A. 2024 Ag. Land and Structures (Pg. 1, Col. 5, 2024 Abstract)	\$ 232,300,750	146,279.287	A. 2024 Ag. Land and Structures (Pg. 1, Col. 5, 2024 Abstract)	\$ 56,725,680
B. 2023 Ag. Land and Structures	\$ 234,168,060	147,974.670	B. 2023 Ag. Land and Structures	\$ 56,506,210
C. INCREASE OR DECREASE 2023-2024	\$ -1,867,310	-1,695.383	C. INCREASE OR DECREASE 2023-2024	\$ 219,470
II. ADDITIONS TO VALUE:	Actual Value	# Acres	II. ADDITIONS TO VALUE:	Actual Value
A. From Revaluation	\$ 68,508	0.000	A. From Revaluation	\$ 0
B. Annexation	\$ 0	0.000	B. Annexation	\$ 1,873,940
C. New Construction	\$ 178,435	0.000	C. New Construction	\$ 4,700
D. Transferred from:			D. Transferred from:	
(1) Residential Dwellings on Ag Realty	\$ 0	0.000	(1) Residential Dwellings on Ag Realty	\$ 0
(2) Residential	\$ 760,300	43.515	(2) Residential	\$ 254,500
(3) Commercial	\$ 121,000	29.900	(3) Commercial	\$ 2,691,910
(4) Industrial	\$ 0	0.000	(4) Industrial	\$ 0
(5) Residential 3+	\$ 0	0.000	(5) Residential 3+	\$ 0
(6) Exempt	\$ 7,940	4.960	(6) Exempt	\$ 0
E. Other (explain below)	\$		E. Other (explain below)	\$
F. TOTAL ADDITIONS TO VALUE	\$ 1,136,183	78.375	F. TOTAL ADDITIONS TO VALUE	\$ 4,825,050
III. DELETIONS FROM VALUE:	Actual Value	# Acres	III. DELETIONS FROM VALUE:	Actual Value
A. From Revaluation	\$ 501,240	0.000	A. From Revaluation	\$ 2,512,980
B. Lost to Annexation	\$ 1,873,940	1,297.975	B. Lost to Annexation	\$ 0
C. Buildings Removed	\$ 53,063	0.000	C. Buildings Removed	\$ 3,200
D. Transferred to:			D. Transferred to:	
(1) Residential Dwellings on Ag Realty	\$ 0	0.000	(1) Residential Dwellings on Ag Realty	\$ 0
(2) Residential	\$ 430,690	261.372	(2) Residential	\$ 992,040
(3) Commercial	\$ 4,010	2.329	(3) Commercial	\$ 724,310
(4) Industrial	\$ 0	0.000	(4) Industrial	\$ 13,280
(5) Residential 3+	\$ 0	0.000	(5) Residential 3+	\$ 46,720
(6) Exempt	\$ 140,550	92.912	(6) Exempt	\$ 313,050
E. Other (explain below)	\$	119.170	E. Other (explain below)	\$
F. TOTAL DELETIONS FROM VALUE	\$ 3,003,493	1,773.758	F. TOTAL DELETIONS FROM VALUE	\$ 4,605,580
Other:			Other:	
IB. Correction 69,900			1B. Correction -326,760	
IIIE. Acre Correction			IIIE. Acre Correction	
Iowa Department of Revenue - Property Tax Division			02/20	

Acres

32,846.221

32,995.739

-149.518

Acres

0.000

1,297.975

0.000

0.000

9.389

39.581

0.000

0.000

0.000

1,346.945

Acres

0.000

0.000

0.000

0.000

765.433

416.743

8.127

27.016

125.888

153.256

1,496.463

2024 RECONCILIATION REPORT
ALL VALUES REPORTED ARE TO BE AFTER BOARD OF REVIEW ACTION

Polk City/County

RESIDENTIAL DWELLINGS ON AGRICULTURAL REALTY

TOWNSHIPS AND UNINCORPORATED AREAS				INCORPORATED CITIES			
I. SUMMARY:		Actual Value	# Dwlg.	I. SUMMARY:		Actual Value	
A. 2024 Assessment (Pg. 2, Col. 3, 2023 Abstract)		\$ 228,080,500	900	A. 2024 Assessment (Pg. 2, Col. 3, 2024 Abstract)		\$ 33,529,960	
B. 2023 Assessment		\$ 224,010,900	912	B. 2023 Assessment		\$ 33,420,360	
C. INCREASE OR DECREASE 2023-2024		\$ 4,069,600	-12	C. INCREASE OR DECREASE 2023-2024		\$ 109,600	
II. ADDITIONS TO VALUE:		Actual Value	# Dwlg.	II. ADDITIONS TO VALUE:		Actual Value	
A. From Revaluation		\$ 290,612	0	A. From Revaluation		\$ 63,400	
B. Annexation		\$ 0	0	B. Annexation		\$ 1,169,900	
C. New Construction		\$ 6,081,488	11	C. New Construction		\$ 0	
D. Transferred from:				D. Transferred from:			
(1) Agricultural Land & Structures		\$ 0	0	(1) Agricultural Land & Structures		\$ 0	
(2) Residential		\$ 2,931,300	8	(2) Residential		\$ 0	
(3) Commercial		\$ 0	0	(3) Commercial		\$ 0	
(4) Industrial		\$ 0	0	(4) Industrial		\$ 0	
(5) Residential 3+		\$ 0	0	(5) Residential 3+		\$ 0	
(6) Exempt		\$ 0	0	(6) Exempt		\$ 0	
E. Other (explain below)		\$		E. Other (explain below)		\$	
F. TOTAL ADDITIONS TO VALUE		\$ 9,303,400	19	F. TOTAL ADDITIONS TO VALUE		\$ 1,233,300	
III. DELETIONS FROM VALUE:		Actual Value	# Dwlg.	III. DELETIONS FROM VALUE:		Actual Value	
A. From Revaluation		\$ 281,600	0	A. From Revaluation		\$ 136,300	
B. Lost to Annexation		\$ 1,169,900	6	B. Lost to Annexation		\$ 0	
C. Buildings Removed		\$ 891,700	11	C. Buildings Removed		\$ 256,800	
D. Transferred to:				D. Transferred to:			
(1) Agricultural Land & Structures		\$ 0	0	(1) Agricultural Land & Structures		\$ 0	
(2) Residential		\$ 2,669,900	13	(2) Residential		\$ 524,500	
(3) Commercial		\$ 0	0	(3) Commercial		\$ 0	
(4) Industrial		\$ 0	0	(4) Industrial		\$ 0	
(5) Residential 3+		\$ 0	0	(5) Residential 3+		\$ 0	
(5) Exempt		\$ 220,700	1	(5) Exempt		\$ 206,100	
E. Other (explain below)		\$		E. Other (explain below)		\$	
F. TOTAL DELETIONS FROM VALUE		\$ 5,233,800	31	F. TOTAL DELETIONS FROM VALUE		\$ 1,123,700	

Other: Iowa Department of Revenue - Property Tax Division

Other: 02/20

Rural Assessor Revaluation 0.00%

Urban Assessor Revaluation -0.22%

Dwlg.

152

153

-1

Dwlg.

0

6

0

0

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0

0

6

Dwlg.

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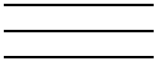
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2024 RECONCILIATION REPORT
ALL VALUES REPORTED ARE TO BE AFTER BOARD OF REVIEW ACTION

Polk City/County

RESIDENTIAL REALTY

TOWNSHIPS AND UNINCORPORATED AREAS				INCORPORATED CITIES			
I. SUMMARY:		Actual Value	# Dwlg.	I. SUMMARY:		Actual Value	
A. 2024 Assessment (Pg. 3, Col. 4, 2024 Abstract)		\$ 3,558,373,350	9,596	A. 2024 Assessment (Pg. 3, Col. 4, 2024 Abstract)		\$ 40,090,978,290	
B. 2023 Assessment		\$ 3,503,565,110	9,550	B. 2023 Assessment		\$ 39,404,654,590	
C. INCREASE OR DECREASE 2023-2024		\$ 54,808,240	46	C. INCREASE OR DECREASE 2023-2024		\$ 686,323,700	
II. ADDITIONS TO VALUE:		Actual Value	# Dwlg.	II. ADDITIONS TO VALUE:		Actual Value	
A. From Revaluation		\$ 16,219,200	0	A. From Revaluation		\$ 137,843,501	
B. Annexation		\$ 0	0	B. Annexation		\$ 10,618,000	
C. New Construction		\$ 55,412,100	82	C. New Construction		\$ 574,620,702	
D. Transferred from:				D. Transferred from:			
(1) Agricultural Land & Structures		\$ 430,690	0	(1) Agricultural Land & Structures		\$ 992,040	
(2) Residential Dwellings on Ag. Realty		\$ 2,669,900	13	(2) Residential Dwellings on Ag. Realty		\$ 524,500	
(3) Commercial		\$ 135,400	0	(3) Commercial		\$ 6,947,000	
(4) Industrial		\$ 0	0	(4) Industrial		\$ 0	
(5) Residential 3+		\$ 0		(5) Residential 3+		\$ 2,560,630	
(6) Exempt		\$ 127,750	1	(6) Exempt		\$ 9,232,290	
E. Other (explain below)		\$		E. Other (explain below)		\$	
F. TOTAL ADDITIONS TO VALUE		\$ 74,995,040	96	F. TOTAL ADDITIONS TO VALUE		\$ 743,338,663	
III. DELETIONS FROM VALUE:		Actual Value	# Dwlg.	III. DELETIONS FROM VALUE:		Actual Value	
A. From Revaluation		\$ 2,386,700	0	A. From Revaluation		\$ 26,463,145	
B. Lost to Annexation		\$ 10,618,000	22	B. Lost to Annexation		\$ 0	
C. Buildings Removed		\$ 3,089,700	18	C. Buildings Removed		\$ 6,847,488	
D. Transferred to:				D. Transferred to:			
(1) Agricultural Land & Structures		\$ 760,300	0	(1) Agricultural Land & Structures		\$ 254,500	
(2) Residential Dwellings on Ag. Realty		\$ 2,931,300	8	(2) Residential Dwellings on Ag. Realty		\$ 0	
(3) Commercial		\$ 27,800	0	(3) Commercial		\$ 801,250	
(4) Industrial		\$ 0	0	(4) Industrial		\$ 7,300	
(5) Residential 3+		\$ 0	0	(5) Residential 3+		\$ 15,437,500	
(6) Exempt		\$ 373,000	2	(6) Exempt		\$ 7,203,780	
E. Other (explain below)		\$		E. Other (explain below)		\$	
F. TOTAL DELETIONS FROM VALUE		\$ 20,186,800	50	F. TOTAL DELETIONS FROM VALUE		\$ 57,014,963	

Rural Assessor Revaluation	0.40%	Urban Assessor Revaluation	0.28%
Combined Assr. RR Reval.	0.37%	Combined Assr. UR Reval.	0.28%
All Residential Revaluation	0.29%		

Dwlg.

147,372

146,055

1,317

Dwlg.

0

22

1,426

0

2

65

0

25

4

1,544

Dwlg.

0

0

80

0

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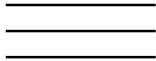
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2024 RECONCILIATION REPORT
ALL VALUES REPORTED ARE TO BE AFTER BOARD OF REVIEW ACTION

Polk City/County

COMMERCIAL REALTY
(Do Not Include Equipment Assessed as Real Estate)

TOWNSHIPS AND UNINCORPORATED AREAS			INCORPORATED CITIES		
I. SUMMARY:	Actual Value	Total Comm & Dual Class Units	I. SUMMARY:	Actual Value	
A. 2024 Assessment (Pg.4, Col. 4, 2024 Abstract)	\$ 868,072,790	608	A. 2024Assessment (Pg.4, Col. 4, 2024 Abstract)	\$ 13,332,411,500	
B. 2023 Assessment	\$ 847,109,570	604	B. 2023 Assessment	\$ 12,991,739,510	
C. INCREASE OR DECREASE 2023-2024	\$ 20,963,220	4	C. INCREASE OR DECREASE 2023-2024	\$ 340,671,990	
II. ADDITIONS TO VALUE:	Actual Value	# Units	II. ADDITIONS TO VALUE:	Actual Value	
A. From Revaluation	\$ 695,100	0	A. From Revaluation	\$ 61,070,120	
B. Annexation	\$ 0	0	B. Annexation	\$ 361,100	
C. New Construction	\$ 21,350,050	8	C. New Construction	\$ 443,724,230	
D. Transferred from:			D. Transferred from:		
(1) Agricultural Land & Structures	\$ 4,010	0	(1) Agricultural Land & Structures	\$ 724,310	
(2) Residential Dwellings on Ag. Realty	\$ 0	0	(2) Residential Dwellings on Ag. Realty	\$ 0	
(3) Residential	\$ 27,800	0	(3) Residential	\$ 801,250	
(4) Industrial	\$ 0	0	(4) Industrial	\$ 806,100	
(5) † Residential 3+	\$ 198,000	0	(5) † Residential 3+	\$ 1,741,600	
(6) Exempt	\$ 521,100	0	(6) Exempt	\$ 18,589,300	
E. Other (explain below)	\$		E. Other (explain below)	\$	
F. TOTAL ADDITIONS TO VALUE	\$ 22,796,060	8	F. TOTAL ADDITIONS TO VALUE	\$ 527,818,010	
III. DELETIONS FROM VALUE:	Actual Value	# Units	III. DELETIONS FROM VALUE:	Actual Value	
A. From Revaluation	\$ 693,640	0	A. From Revaluation	\$ 100,736,230	
B. Lost to Annexation	\$ 361,100	2	B. Lost to Annexation	\$ 0	
C. Buildings Removed	\$ 518,500	1	C. Buildings Removed	\$ 4,829,440	
D. Transferred to:			D. Transferred to:		
(1) Agricultural Land & Structures	\$ 121,000	0	(1) Agricultural Land & Structures	\$ 2,691,910	
(2) Residential Dwellings on Ag. Realty	\$ 0	0	(2) Residential Dwellings on Ag. Realty	\$ 0	
(3) Residential	\$ 135,400	1	(3) Residential	\$ 6,947,000	
(4) Industrial	\$ 0	0	(4) Industrial	\$ 2,407,400	
(5) † Residential 3+	\$ 0	0	(5) † Residential 3+	\$ 5,816,300	
(6) Exempt	\$ 3,200	0	(6) Exempt	\$ 63,717,740	
E. Other (explain below)	\$		E. Other (explain below)	\$	
F. TOTAL DELETIONS FROM VALUE	\$ 1,832,840	4	F. TOTAL DELETIONS FROM VALUE	\$ 187,146,020	

IB. PAAB -370,000

1B. Court Decree -5,260,000 Correction 1,760,000 PAAB -

Assessor Revaluation

-0.29%

Total Comm & Dual Class Units
7,404
7,370
34
Units
0
2
70
0
0
2
0
3
4
81
Units
0
0
10
0
0
5
1
8
23
47

-5,850,700

2024 RECONCILIATION REPORT
ALL VALUES REPORTED ARE TO BE AFTER BOARD OF REVIEW ACTION

Polk City/County

INDUSTRIAL REALTY
(Do Not Include Equipment Assessed as Real Estate)

TOWNSHIPS AND UNINCORPORATED AREAS			INCORPORATED CITIES		
I. SUMMARY:	Actual Value	Total Ind & Dual Class Units	I. SUMMARY:	Actual Value	
A. 2024 Assessment (Pg.6, Col. 4, 2024 Abstract)	\$ 297,884,000	54	A. 2024 Assessment (Pg.6, Col. 4, 2024 Abstract)	\$ 3,177,982,500	
B. 2023 Assessment	\$ 296,383,200	54	B. 2023 Assessment	\$ 2,934,044,800	
C. INCREASE OR DECREASE 2023-2024	\$ 1,500,800	0	C. INCREASE OR DECREASE 2023-2024	\$ 243,937,700	
II. ADDITIONS TO VALUE:	Actual Value	# Units	II. ADDITIONS TO VALUE:	Actual Value	
A. From Revaluation	\$ 0		A. From Revaluation	\$ 3,241,920	
B. Annexation	\$ 0		B. Annexation	\$ 0	
C. New Construction	\$ 1,650,000		C. New Construction	\$ 239,790,900	
D. Transferred from:			D. Transferred from:		
(1) Agricultural Land & Structures	\$ 0		(1) Agricultural Land & Structures	\$ 13,280	
(2) Residential Dwellings on Ag. Realty	\$ 0		(2) Residential Dwellings on Ag. Realty	\$ 0	
(3) Residential	\$ 0		(3) Residential	\$ 7,300	
(4) Commercial	\$ 0		(4) Commercial	\$ 2,407,400	
(5) Industrial Residential 3+	\$ 0		(5) Industrial Residential 3+	\$ 384,000	
(6) Exempt	\$ 0		(6) Exempt	\$ 19,200	
E. Other (explain below)	\$		E. Other (explain below)	\$	
F. TOTAL ADDITIONS TO VALUE	\$ 1,650,000	0	F. TOTAL ADDITIONS TO VALUE	\$ 245,864,000	
III. DELETIONS FROM VALUE:	Actual Value	# Units	III. DELETIONS FROM VALUE:	Actual Value	
A. From Revaluation	\$ 0		A. From Revaluation	\$ 765,000	
B. Lost to Annexation	\$ 0		B. Lost to Annexation	\$ 0	
C. Buildings Removed	\$ 0		C. Buildings Removed	\$ 300,000	
D. Transferred to:			D. Transferred to:		
(1) Agricultural Land & Structures	\$ 0		(1) Agricultural Land & Structures	\$ 0	
(2) Residential Dwellings on Ag. Realty	\$ 0		(2) Residential Dwellings on Ag. Realty	\$ 0	
(3) Residential	\$ 0		(3) Residential	\$ 0	
(4) Commercial	\$ 0		(4) Commercial	\$ 806,100	
(5) Industrial Residential 3+	\$ 0		(5) Industrial Residential 3+	\$ 0	
(6) Exempt	\$ 149,200		(6) Exempt	\$ 55,200	
E. Other (explain below)	\$		E. Other (explain below)	\$	
F. TOTAL DELETIONS FROM VALUE	\$ 149,200	0	F. TOTAL DELETIONS FROM VALUE	\$ 1,926,300	

Other:

Other:
IB. Court Decree -4,290,000 PAAB -6,248,000
IIIE. Loss due to consolidation

Total Ind & Dual Class Units
327
325
2
Units
0
0
2
0
0
0
1
0
0
3
Units
0
0
0
0
0
0
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0
0
1
1

2024 RECONCILIATION REPORT
ALL VALUES REPORTED ARE TO BE AFTER BOARD OF REVIEW ACTION

Polk City/County

RESIDENTIAL 3+ REALTY

TOWNSHIPS AND UNINCORPORATED AREAS			INCORPORATED CITIES		
I. SUMMARY:	Actual Value	Total 3+ & Dual Class Units	I. SUMMARY:	Actual Value	Total 3+ & Dual Class Units
A. 2024 Assessment (Pg.5, Col. 4, 2024 Abstract)	\$ 22,159,520	24	A. 2024 Assessment (Pg.5, Col. 4, 2024 Abstract)	\$ 5,189,434,040	1,574
B. 2023 Assessment	\$ 22,461,530	24	B. 2023 Assessment	\$ 5,082,843,120	1,647
C. INCREASE OR DECREASE 2023-2024	\$ -302,010	0	C. INCREASE OR DECREASE 2023-2024	\$ 106,590,920	-73
II. ADDITIONS TO VALUE:	Actual Value	# Units	II. ADDITIONS TO VALUE:	Actual Value	# Units
A. From Revaluation	\$ 0		A. From Revaluation	\$ 6,596,510	0
B. Annexation	\$ 0		B. Annexation	\$ 0	0
C. New Construction	\$ 350		C. New Construction	\$ 139,231,110	4
D. Transferred from:			D. Transferred from:		
(1) Agricultural Land & Structures	\$ 0		(1) Agricultural Land & Structures	\$ 46,720	0
(2) Residential Dwellings on Ag. Realty	\$ 0		(2) Residential Dwellings on Ag. Realty	\$ 0	0
(3) Residential	\$ 0		(3) Residential	\$ 15,437,500	3
(4) Commercial	\$ 0		(4) Commercial	\$ 5,816,300	8
(5) Industrial	\$ 0		(5) Industrial	\$ 0	0
(6) Exempt	\$ 0		(6) Exempt	\$ 1,550,700	1
E. Other (explain below)	\$		E. Other (explain below)	\$	
F. TOTAL ADDITIONS TO VALUE	\$ 350	0	F. TOTAL ADDITIONS TO VALUE	\$ 168,678,840	16
III. DELETIONS FROM VALUE:	Actual Value	# Units	III. DELETIONS FROM VALUE:	Actual Value	# Units
A. From Revaluation	\$ 104,360		A. From Revaluation	\$ 38,035,860	0
B. Lost to Annexation	\$ 0		B. Lost to Annexation	\$ 0	0
C. Buildings Removed	\$ 0		C. Buildings Removed	\$ 1,804,100	3
D. Transferred to:			D. Transferred to:		
(1) Agricultural Land & Structures	\$ 0		(1) Agricultural Land & Structures	\$ 0	0
(2) Residential Dwellings on Ag. Realty	\$ 0		(2) Residential Dwellings on Ag. Realty	\$ 0	0
(3) Residential	\$ 0		(3) Residential	\$ 2,560,630	60
(4) Commercial	\$ 198,000		(4) Commercial	\$ 1,741,600	3
(5) Industrial	\$ 0		(5) Industrial	\$ 384,000	0
(6) Exempt	\$ 0		(6) Exempt	\$ 17,561,730	10
E. Other (explain below)	\$		E. Other (explain below)	\$	13
F. TOTAL DELETIONS FROM VALUE	\$ 302,360	0	F. TOTAL DELETIONS FROM VALUE	\$ 62,087,920	89
Other:			Other:		
			IB. Court Decree -1,600,000 PAAB -8,388,000		
			IIIE. Loss due to consolidation		

Assessor Revaluation -0.62%

I HEREBY CERTIFY THAT THE DATA REPORTED HEREIN IS COMPLETE AND CORRECT.

2024 ANNUAL REPORT



OFFICE OF POLK COUNTY ASSESSOR

www.assess.co.polk.ia.us

Photo Courtesy: City of Altoona



Photo Courtesy: City of Ankeny



Photo Courtesy: City of West Des Moines



POLK COUNTY TAXABLE PARCEL COUNT AND ACRE TOTALS

JURISDICTION	PARCELS	ACRES	JURISDICTION	PARCELS	ACRES	JURISDICTION	PARCELS	ACRES	JURISDICTION	PARCELS	ACRES
Alleman	236	1,666	Clive	3,785	2,008	Grimes	6,218	5,565	Saylor Twp	3,243	6,213
Allen Twp	254	2,812	Crocker Twp	1,921	5,453	Jefferson Twp	1,070	6,054	Sheldahl	105	155
Altoona	7,759	6,340	Delaware Twp	1,838	4,211	Johnston	8,323	7,796	Union Twp	345	9,022
Ankeny	27,852	14,067	Des Moines	76,000	30,708	Lincoln Twp	542	19,558	Urbandale	12,555	6,601
Beaver Twp	648	12,436	Douglas Twp	729	16,954	Madison Twp	154	3,826	Washington Twp	592	18,784
Bloomfield Twp	5	18	Elkhart	600	1,065	Mitchellville	794	1,326	Webster Twp	358	385
Bondurant	3,560	6,042	Elkhart Twp	785	20,000	Norwalk	1	6	West Des Moines	15,677	10,303
Camp Twp	1,351	19,295	Fourmile Twp	1,096	5,513	Pleasant Hill	4,032	4,900	Windsor Heights	2,086	660
Carlisle	96	1,924	Franklin Twp	994	14,052	Polk City	2,614	2,138			
Clay Twp	472	4,463	Granger	213	592	Runnells	235	297	TOTAL	189,148	273,556

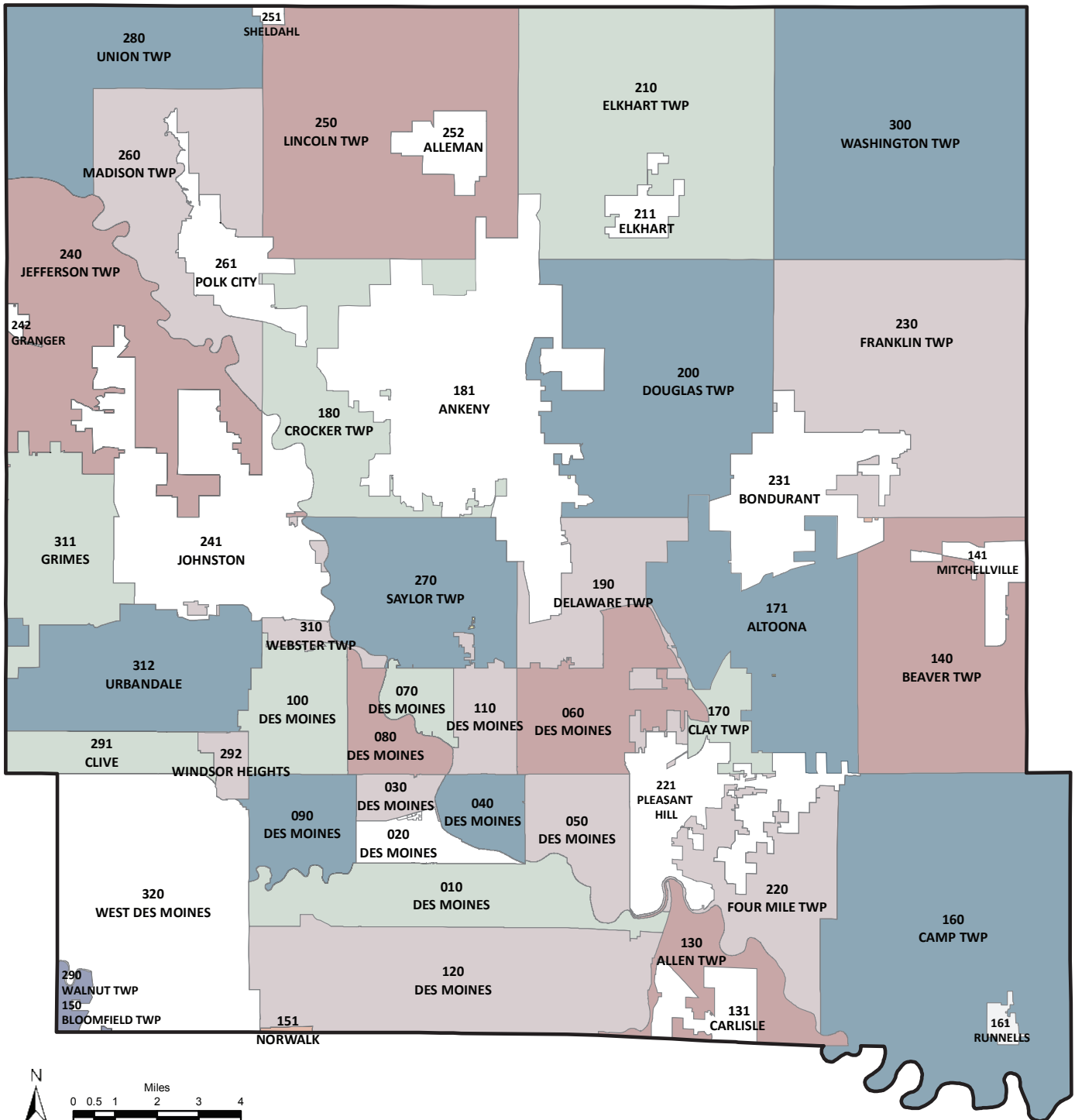


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MESSAGE FROM THE ASSESSOR

Polk County Conference Board Members:

I am pleased to present this year's Annual Report on behalf of the Polk County Assessor's Office. This report is a summary of the activity that took place in our office during calendar year 2024 and I hope you find it useful.

Our office has the responsibility of determining the actual value of all real property in Polk County each year. By law, Iowa has a biennial assessment system in which properties are revalued every odd-numbered year. Even-numbered years are called "off years" because assessors are not required to revalue all properties in their jurisdiction for those years. In even-numbered years, the actual value for most properties stays the same unless there has

The residential market continues to be strong even though mortgage interest rates, hovering between 6.5% to 7% for the year, are more than double what they were two years ago.

There is still a shortage of homes for sale that's keeping prices inflated. We're estimating residential properties will increase on average around 8 percent for the 2025 revaluation.

been a change in the property that would cause the value to change, e.g., building a new garage or removing a deteriorated deck. On March 29, 2024, our office mailed out approximately 11,400 assessment notices for those properties that experienced such a value change.

For the 2024 assessment roll, the total actual value grew to just over \$67 billion, which represents a 2.2% increase over the 2023 assessment roll. The majority of this growth was due to new construction. Residential property accounts for approximately 65.5% of this value, while commercial property accounts for 21.2%.

On April 26, like other parts of the state, Polk County was hit with severe weather that included a tornado in Pleasant Hill. Governor Kim Reynolds issued a disaster proclamation that included Polk County and extended the deadline to file a protest by a month. Homeowners filed 558 protests, the second lowest number of protests filed since 2000, even with the additional month to file.

During the last half of 2024, much of our time has been devoted to preparing for the 2025 revaluation, which will have an effective appraisal date of January 1, 2025. Most property types are performing well in the marketplace and our office will be adjusting values to reflect changes in the market since our last revaluation two years ago. The sales that have occurred in 2024 will be used to sync our assessments to the market.

The residential market continues to be strong even though mortgage interest rates, hovering between 6.5% to 7% for the year, are more than double what they were two years ago. There is still a shortage of homes for sale that's keeping prices inflated. We're estimating residential properties will increase on average around 8 percent for the 2025 revaluation.

Multiresidential properties continue to sell well and we expect their values will be adjusted upward in the neighborhood of 10 percent.

Overall, commercial and industrial properties will increase over 10 percent, with retail and warehouse properties having strong performance. The changes in value will vary depending on the property type. All in all, it's going to be a very challenging year.

I want to thank our staff for their dedication, skill, ethics, and professionalism in providing fair and equitable assessments, which are essential for funding the local government services you provide to your constituents. I really enjoy working with this talented group of people.

It's truly an honor to serve the people of Polk County. Please don't hesitate to contact me if you have any questions or concerns, or would like additional information.

Sincerely,



Randy Ripperger
Polk County Assessor



Photo Courtesy: Greater Des Moines Partnership



POLK COUNTY CONFERENCE BOARD 2024

MAYORS

Bob Kramme, Alleman
Dean O'Connor, Altoona
Mark Holm, Ankeny
Doug Elrod, Bondurant
Drew Merrifield, Carlisle
John Edwards, Clive
Connie Boesen, Des Moines
Johnny Kaczmarczyk, Elkhart
Tony James, Granger
Scott Mikkelsen, Grimes
Paula Dierenfeld, Johnston
Jessica Trobaugh, Mitchellville
Tom Phillips, Norwalk
Sara Kurovski, Pleasant Hill
Steve Karsjen, Polk City
Jeremy Lindquist, Runnells
Todd Anderson, Sheldahl
Bob Andeweg, Urbandale
Russ Trimble, West Des Moines
Mike Jones, Windsor Heights

POLK COUNTY SUPERVISORS

Robert Brownell
Angela Connolly, Chairperson
Tom Hockensmith
Matt McCoy
Steve Van Oort

BOARDS OF EDUCATION

Katie Claeys, Ankeny
Stacia Sanny, Bondurant-Farrar
Ryan Carpenter, Dallas Center-Grimes
Teree Caldwell-Johnson, Des Moines
Jennifer Chamberland, Johnston
Keith Bormann, North Polk
Julie Jennings, Saydel
Lori Slings, Southeast Polk
Jason Menke, Urbandale
Lila Montoya Starr, West Des Moines
Sam Behrens, Woodward-Granger

BOARD OF REVIEW

- 10 Member Board
- Conference Board Appointment (six years)

COUNTY ASSESSOR

- Conference Board Appointment

EXAMINING BOARD

- Three Member Board
- Each Conference Board Unit Appoints One

OUR MISSION AND VALUES

MISSION

- Appraise all property for tax purposes fairly and equitably by Iowa law.
- Provide the public with information and service in a complete and courteous manner.
- Encourage and assist employees in professional growth to help meet organizational objectives and increase individual creativity and confidence in pursuit of personal goals.
- Operate the office in such a manner that methods and procedures are open to scrutiny and understood by the public.
- Use resources efficiently and effectively.
- Be a leader in the field of assessment administration in developing, analyzing, and sharing data with public and private interests.

VALUES

- Provide the best possible service to our constituents
- Organizational transparency
- Integrity
- Honesty
- Accountability
- Commitment to excellence
- Maintain the public trust
- Fairness

STAFF OF POLK COUNTY ASSESSOR’S OFFICE,
MEMBERS OF BOARD OF REVIEW, AND EXAMINING BOARD
Des Moines, Iowa — 2024 Assessor’s Office

ADMINISTRATION

Randy Ripperger, CAE, ICA
County Assessor

Bryon Tack, MAI, CAE, ICA
Chief Deputy Assessor

Cary Halfpop, ICA, Director/Commercial Deputy Assessor
Lois Hand-Miller, ICA, Director/Litigation Deputy Assessor
Paul Humble, ICA, RES, AAS, Director/Residential
Deputy Assessor
Ruth Larsen, Database Administrator
Jill Mauro, Director, Data Processing
Bob Powers, ICA, Commercial Deputy Assessor
Michelle Richards, ICA, Residential Deputy Assessor
Jennifer Sanford, Director/Support

APPRAISERS

Erica Cleaver, Residential Appraiser I
Sarah Cunningham, SRA, Residential Appraiser II
Katelyn Evans, Residential Appraiser Trainee
Todd Griffith, Residential Appraiser Trainee
Scott Harvey, Residential Appraiser I
Allison Martin, Commercial Appraiser I
Jessica McNiel, RES, AAS, ICA, Residential Appraiser II
Kelley Neumann, Commercial Appraiser I
Paul O’Connell, Residential Appraiser I
Braxton Peats, Commercial Appraiser I
Joe Peterson, Residential Appraiser I
Andrew Rand, Residential Appraiser I
Brett Tierney, Residential Appraiser I
Joe Tursi, Residential Appraiser I
Austin Viggers, Commercial Appraiser I

OFFICE PERSONNEL

Caroyle Andrews, Commercial Support Specialist
Alisha Ayler, Support Specialist
Susie Bauer, Real Estate Information Specialist
BJ Covington, GIS Coordinator
Rachael Hagedorn, Parcel Management Coordinator
Kim Heffernan, Permits/Exemptions Coordinator
Amy Horman, Parcel Management Coordinator
Rose Houston, Support Specialist
Blake Norrell, Programmer
Jill Piagentini, Real Estate Information Specialist
Cindy Wieland, Parcel Management Coordinator

BOARD OF REVIEW

Roger Bak
Lora Jorgensen
Donna Koester
Amy Larson
Fred Lock
John Mauro
Ruth O’Brien
Everett Sather
Leslie Turner
Jane Viggers

EXAMINING BOARD

Ned Miller
Kathryn Ramaekers
Frank Smith



ABSTRACT OF 2024 POLK COUNTY ASSESSMENT ROLL As of July 1, 2024

REAL PROPERTY

INCLUDES 189,148 PARCELS OF TAXABLE PROPERTY	100% VALUE	
	TOWNSHIPS	CITIES
Agricultural Lands	\$232,300,750	\$56,725,680
Residential (includes residences on ag property)	\$3,786,453,850	\$40,124,508,250
Commercial Properties	\$868,072,790	\$13,332,411,500
Residential 3+ Properties	\$22,159,520	\$5,189,434,040
Industrial Properties	\$297,884,000	\$3,177,982,500
TOTAL TAXABLE REAL ESTATE*	\$5,206,870,910	\$61,881,061,970
		\$67,087,932,880

*The value does not include utility property assessed by the Department of Revenue.



DES MOINES AIRPORT EXPANSION
Photo Courtesy: Des Moines International Airport

ASSESSMENT ROLL BY PROPERTY CLASSIFICATION

PARCEL COUNT

PROPERTY CLASSIFICATION	2024	% OF TOTAL	2023	DIFFERENCE	% CHANGE
Residential	171,404	90.6%	169,949	1,455	0.9%
Commercial	9,751	5.2%	9,707	44	0.5%
Residential 3+*	1,852	1.0%	1,963	-111	-5.7%
Industrial	616	0.3%	622	-6	-1.0%
Agricultural	5,525	2.9%	5,555	-30	-0.5%
TOTAL	189,148	100.0%	187,796	1,352	0.7%

ASSESSMENT ROLL VALUE

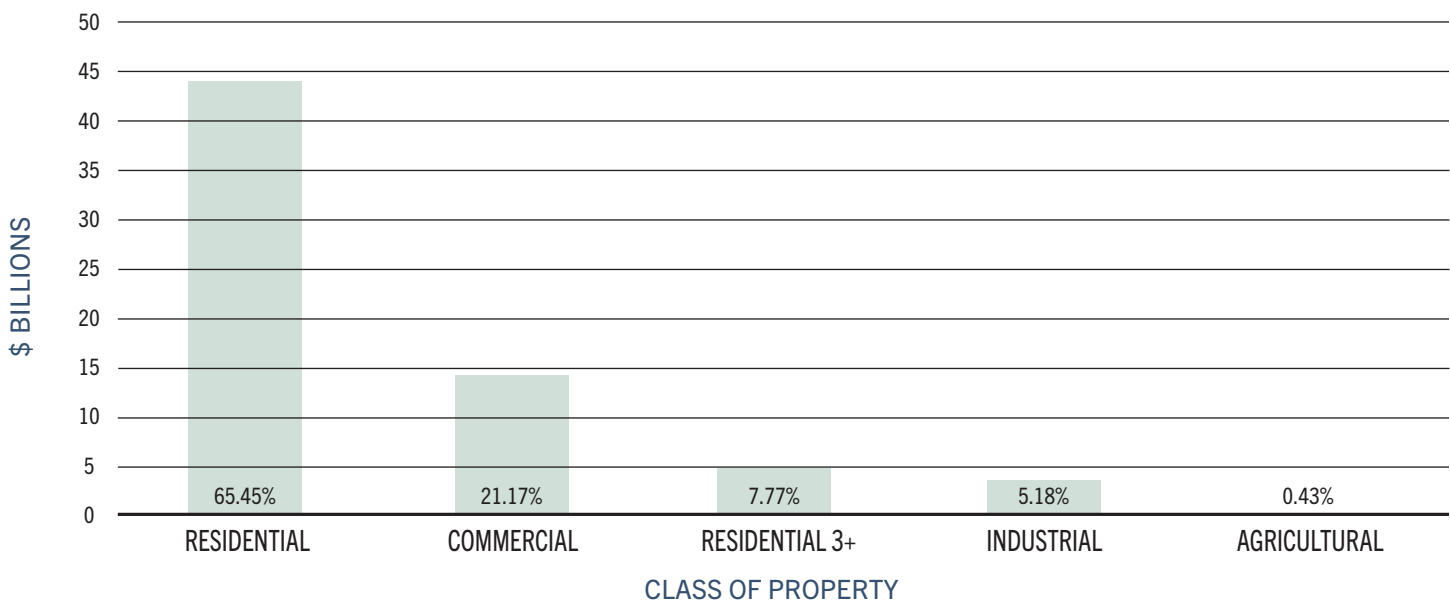
PROPERTY CLASSIFICATION	2024	% OF TOTAL	2023	DIFFERENCE	% CHANGE
Residential	\$43,910,962,100	65.45%	\$43,164,974,720	\$745,987,380	1.7%
Commercial	\$14,200,484,290	21.17%	\$13,848,569,780	\$351,914,510	2.5%
Residential 3+	\$5,211,593,560	7.77%	\$5,115,292,650	\$96,300,910	1.9%
Industrial	\$3,475,866,500	5.18%	\$3,240,966,000	\$234,900,500	7.2%
Agricultural	\$289,026,430	0.43%	\$290,931,130	-\$1,904,700	-0.7%
TOTAL	\$67,087,932,880	100.00%	\$65,660,734,280	\$1,427,198,600	2.2%

* Reduction in Residential 3+ parcel count from 2023 to 2024 is due to consolidation of parcels.

TOTAL VALUATION BY CLASS¹

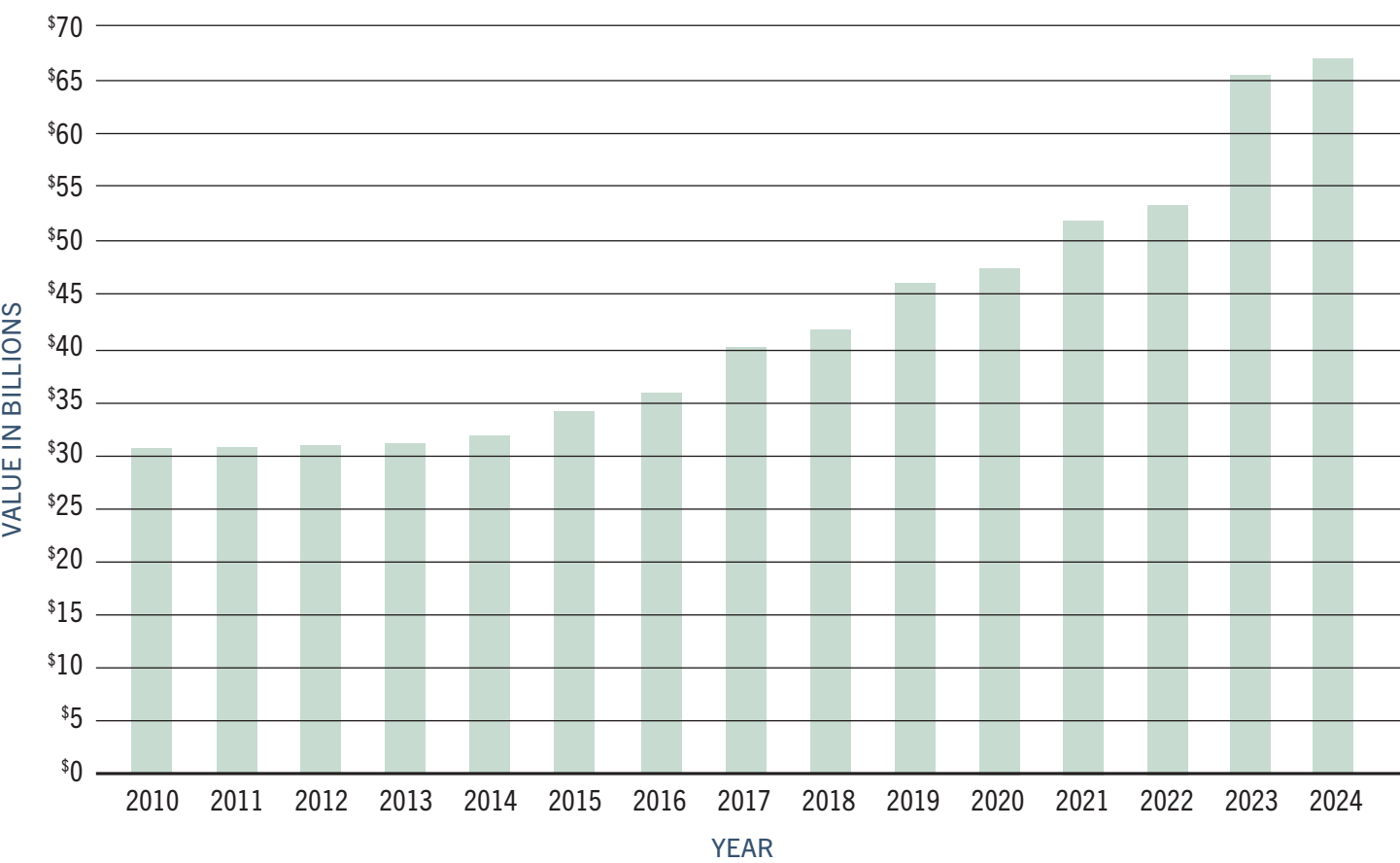
As noted on pages 8–9, the total assessed valuation for Polk County is \$67,087,932,880.

The chart below shows the distribution of this valuation by class of property.



¹ Includes TIF valuation

HISTORY OF ASSESSMENT ROLLS



YEAR	TOTAL ASSESSMENT VALUE	DOLLAR CHANGE	PERCENT CHANGE
2010	\$31,989,575,380	\$463,128,490	1.5%
2011	\$31,076,876,750	-\$912,698,630	-2.9%
2012	\$31,341,353,980	\$264,477,230	0.9%
2013	\$31,511,405,530	\$170,051,550	0.5%
2014	\$32,180,193,660	\$668,788,130	2.1%
2015	\$34,469,898,850	\$2,289,705,190	7.1%
2016	\$35,642,461,110	\$1,172,562,260	3.4%
2017	\$40,053,725,710	\$4,411,264,600	12.4%
2018	\$41,548,090,190	\$1,494,364,480	3.7%
2019	\$45,936,692,920	\$4,388,602,730	10.6%
2020	\$47,109,172,620	\$1,172,479,700	2.6%
2021	\$52,108,573,100	\$4,999,400,480	10.6%
2022	\$53,383,884,710	\$1,275,311,610	2.4%
2023	\$65,660,734,280	\$12,276,849,570	23.0%
2024	\$67,087,932,880	\$1,427,198,600	2.2%

VALUATION AND PARCEL COUNT BREAKDOWN BY SCHOOL DISTRICT

PARCEL COUNT BY CLASS AND SCHOOL DISTRICT

SCHOOL DISTRICT	RESIDENTIAL	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL 3+	TOTAL
Ankeny	27,613	362	865	32	222	29,094
Ballard	12	28	0	0	0	40
Bondurant-Farrar	4,177	961	174	8	10	5,330
Carlisle	1,012	211	26	3	0	1,252
Collins-Maxwell	99	239	0	0	0	338
Dallas Center-Grimes	4,459	125	310	20	32	4,946
Des Moines	68,801	179	4,378	355	1,143	74,856
Johnston	13,284	226	649	17	72	14,248
Madrid	103	136	0	0	0	239
North Polk	4,714	1,143	220	2	12	6,091
Prairie City-Monroe	0	0	1	1	0	2
Saydel	3,664	178	685	88	40	4,655
Southeast Polk	15,261	1,455	639	19	113	17,487
Urbandale	7,580	42	378	13	34	8,047
West Des Moines	20,050	152	1,421	58	174	21,855
Woodward-Granger	575	88	5	0	0	668
TOTAL	171,404	5,525	9,751	616	1,852	189,148

ASSESSMENT ROLL VALUATION BY SCHOOL DISTRICT

SCHOOL DISTRICT	2023	2024	% CHANGE	PERCENT OF CURRENT ROLL
Ankeny	\$11,022,281,070	\$11,372,109,280	3.2%	17.0%
Ballard	\$4,965,080	\$5,022,280	1.2%	0.0%
Bondurant-Farrar	\$2,943,073,760	\$3,245,057,800	10.3%	4.8%
Carlisle	\$329,935,650	\$332,918,110	0.9%	0.5%
Collins-Maxwell	\$40,064,020	\$40,101,750	0.1%	0.1%
Dallas Center-Grimes	\$2,480,106,550	\$2,570,110,270	3.6%	3.8%
Des Moines	\$19,434,898,030	\$19,527,033,960	0.5%	29.1%
Johnston	\$6,097,765,970	\$6,232,729,430	2.2%	9.3%
Madrid	\$45,264,870	\$45,599,630	0.7%	0.1%
North Polk	\$1,494,968,760	\$1,575,608,010	5.4%	2.3%
Prairie City-Monroe	\$1,341,600	\$1,341,600	0.0%	0.0%
Saydel	\$2,367,183,180	\$2,412,848,450	1.9%	3.6%
Southeast Polk	\$5,451,859,590	\$5,640,637,830	3.5%	8.4%
Urbandale	\$3,002,245,760	\$3,036,319,620	1.1%	4.5%
West Des Moines	\$10,705,956,120	\$10,803,935,270	0.9%	16.1%
Woodward-Granger	\$238,824,270	\$246,559,590	3.2%	0.4%
TOTAL	\$65,660,734,280	\$67,087,932,880	2.2%	100.0%

ASSESSMENT ROLL VALUATION BY JURISDICTION

TOWNSHIP	2023	2024	% CHANGE	PERCENT OF CURRENT ROLL
Allen Township	\$29,503,660	\$29,606,060	0.3%	0.0%
Beaver Township	\$155,883,650	\$158,159,410	1.5%	0.2%
Bloomfield Township	\$4,474,330	\$3,620,400	-19.1%	0.0%
Camp Township	\$302,907,660	\$307,800,730	1.6%	0.5%
Clay Township	\$116,550,990	\$118,165,790	1.4%	0.2%
Crocker Township	\$808,673,060	\$825,379,240	2.1%	1.2%
Delaware Township	\$453,678,970	\$459,607,050	1.3%	0.7%
Douglas Township	\$195,291,380	\$191,333,370	-2.0%	0.3%
Elkhart Township	\$155,384,070	\$158,106,440	1.8%	0.2%
Fourmile Township	\$336,421,870	\$342,118,880	1.7%	0.5%
Franklin Township	\$263,443,020	\$267,226,020	1.4%	0.4%
Jefferson Township	\$442,946,050	\$453,470,550	2.4%	0.7%
Lincoln Township	\$82,784,580	\$83,425,560	0.8%	0.1%
Madison Township	\$35,872,700	\$36,612,020	2.1%	0.1%
Saylor Township	\$1,510,777,110	\$1,537,692,370	1.8%	2.3%
Union Township	\$61,503,180	\$62,128,540	1.0%	0.1%
Washington Township	\$74,373,630	\$75,765,610	1.9%	0.1%
Webster Township	\$97,135,760	\$96,652,870	-0.5%	0.1%
CITIES	2023	2024	% CHANGE	PERCENT OF CURRENT ROLL
Alleman	\$58,668,490	\$63,202,540	7.7%	0.1%
Altoona	\$4,129,958,030	\$4,474,953,800	8.4%	6.7%
Ankeny	\$10,672,249,020	\$11,065,096,210	3.7%	16.5%
Bondurant	\$1,281,360,960	\$1,336,438,310	4.3%	2.0%
Carlisle	\$61,206,540	\$63,482,140	3.7%	0.1%
Clive	\$2,129,554,240	\$2,108,430,390	-1.0%	3.1%
Des Moines	\$19,847,371,860	\$19,951,351,080	0.5%	29.7%
Elkhart	\$128,452,460	\$132,789,980	3.4%	0.2%
Granger	\$71,046,030	\$73,109,820	2.9%	0.1%
Grimes	\$2,693,396,710	\$2,796,340,050	3.8%	4.2%
Johnston	\$3,792,801,620	\$3,874,115,180	2.1%	5.8%
Mitchellville	\$136,168,150	\$143,686,830	5.5%	0.2%
Norwalk	\$5,300	\$5,300	0.0%	0.0%
Pleasant Hill	\$1,296,302,340	\$1,334,854,290	3.0%	2.0%
Polk City	\$864,190,820	\$890,151,980	3.0%	1.3%
Runnells	\$39,514,140	\$41,112,780	4.0%	0.1%
Sheldahl	\$16,091,960	\$16,094,060	0.0%	0.0%
Urbandale	\$5,320,821,210	\$5,404,898,770	1.6%	8.1%
West Des Moines	\$7,374,440,390	\$7,489,483,720	1.6%	11.2%
Windsor Heights	\$619,528,340	\$621,464,740	0.3%	0.9%
TOTAL	\$65,660,734,280	\$67,087,932,880	2.2%	100.0%

SUMMARY OF PARCEL COUNTS BY CLASS AND JURISDICTION

TOWNSHIP	RESIDENTIAL	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL 3+	TOTAL
Allen Township	181	69	4	0	0	254
Beaver Township	350	289	7	1	1	648
Bloomfield Township	5	0	0	0	0	5
Camp Township	749	596	5	1	0	1,351
Clay Township	313	153	6	0	0	472
Crocker Township	1,819	84	15	0	3	1,921
Delaware Township	1,641	120	59	5	13	1,838
Douglas Township	398	326	5	0	0	729
Elkhart Township	366	409	10	0	0	785
Fourmile Township	938	150	6	0	2	1,096
Franklin Township	625	368	1	0	0	994
Jefferson Township	941	124	5	0	0	1,070
Lincoln Township	164	374	4	0	0	542
Madison Township	70	81	3	0	0	154
Saylor Township	2,531	56	569	63	24	3,243
Union Township	132	213	0	0	0	345
Washington Township	203	387	2	0	0	592
Webster Township	342	1	13	0	2	358
CITIES	RESIDENTIAL	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL 3+	TOTAL
Alleman	185	31	20	0	0	236
Altoona	7,172	104	404	17	62	7,759
Ankeny	26,380	332	870	51	219	27,852
Bondurant	3,255	171	123	3	8	3,560
Carlisle	28	57	8	3	0	96
Clive	3,430	2	311	9	33	3,785
Des Moines	69,803	313	4,410	344	1,130	76,000
Elkhart	468	25	102	2	3	600
Granger	198	14	1	0	0	213
Grimes	5,565	136	448	26	43	6,218
Johnston	7,817	106	340	9	51	8,323
Mitchellville	691	35	41	5	22	794
Norwalk	0	1	0	0	0	1
Pleasant Hill	3,719	97	177	13	26	4,032
Polk City	2,507	23	75	0	9	2,614
Runnells	197	12	25	0	1	235
Sheldahl	84	16	5	0	0	105
Urbandale	11,654	111	719	16	55	12,555
West Des Moines	14,477	139	886	48	127	15,677
Windsor Heights	2,006	0	72	0	18	2,096
POLK COUNTY	171,404	5,525	9,751	616	1,852	189,148

PROPERTY TAX TIMELINE

The following table outlines the lengthy property assessment cycle.

IOWA PROPERTY TAX ASSESSMENT CYCLE

	STEP	DATE	ACTIVITY
January–June 2024	1	January 1	Assessment date.
	2	April 1	Assessors complete assessments and notify taxpayers.
	3	April 2–25	Taxpayers may request informal review of assessment by Assessor.
	4	On or before April 25	Following informal review, Assessor may enter into a signed written agreement with the property owner or aggrieved taxpayer authorizing the Assessor to correct or modify the assessment according to the agreement of the parties.
	5	April 2–30*	Taxpayers may appeal assessments to local boards of review.
	6	May 1–31	Local boards of review consider appeals. This time may be extended to July 15 by the Iowa Department of Revenue Director.
	7	June 15	Local boards of review submit reports to the Director.
July–December 2024	8	July 1	Assessors submit abstracts of the assessments to the Director.
	9	August 15	The Department issues tentative equalization notices to assessors.
	10	September	The Department holds equalization hearings for public input.
	11	October 1	The Department issues final equalization orders to county auditors.
	12	October 2–12	Assessing jurisdictions may apply for alternative methods of implementing equalization orders.
	13	By October 8	The county auditor must publish notice of the final equalization order by this date, and must provide notice by mail to the taxpayers if the equalization order results in an increase in valuation.
	14	October 9–31	Taxpayers may protest the final equalization order to local boards of review.
2025	15	October 10–November 15	Local boards of review meet to hear equalization protests.
	16	November 1	The Director certifies assessment limitation percentages to county auditors.
	17	November 15	Local boards of review submit a report about the equalization protests to the Department.
	18	December 1–February 28	The taxing authorities adopt the budgets based on the valuations.
	19	March 1	The county board of supervisors levies the taxes.
	20	July 1	The county treasurer receives authorization to collect taxes.
	21	September 30	First half of taxes are due.
2026	22	March 31	Second half of taxes are due.

Source: Iowa Department of Revenue

* In the event April 30 falls on a Saturday or Sunday, protests filed the following Monday shall be considered to have been timely filed.

2024 TAX-EXEMPT PROPERTY SUMMARY REPORT

Assessing Jurisdiction – Polk County

TYPE OF EXEMPT PROPERTY

A. RELIGIOUS INSTITUTIONS		
Churches	\$897,408,450	
Recreational	\$1,116,700	
Schools	\$161,776,940	
Residential	\$31,578,020	
Church Camps	\$428,000	
Exempted Leased Land	\$334,380	
Others	\$109,149,740	
Total All Religious Institutions		\$1,201,792,230
B. TOTAL ALL LITERARY SOC. & EDUCATIONAL INST.		\$602,391,360
C. TOTAL ALL LOW-RENT HOUSING		\$29,955,300
D. TOTAL ALL ASSOCIATIONS OF WAR VETERANS		\$3,051,200
E. CHARITABLE AND BENEVOLENT SOCIETIES		
Hospitals	\$772,876,870	
Fraternal Organizations	\$20,185,600	
Agricultural Societies	\$19,309,990	
Retirement Homes	\$105,644,900	
Nursing Homes	\$117,961,000	
Cemetery Assoc. Leased Land	\$15,080	
Others	\$600,101,860	
Total All Charitable & Benevolent Societies		\$1,636,095,300
F. GOVERNMENT PROPERTY (State, Federal, County, Municipal)		
State	\$600,695,890	
Federal	\$244,806,530	
County	\$389,849,660	
Municipal	\$1,188,418,440	
Total Government Owned Property		\$2,423,770,520
G. PUBLIC SCHOOLS (0–12, Colleges, Regent)		
0–12	\$2,066,080,050	
Colleges	\$150,163,100	
Regent	\$6,101,400	
Total Public Schools		\$2,222,344,550
TOTAL ALL EXEMPT PROPERTY		\$8,119,400,460

Number of protests filed for each class of property and the number of protests upheld and denied for each class.

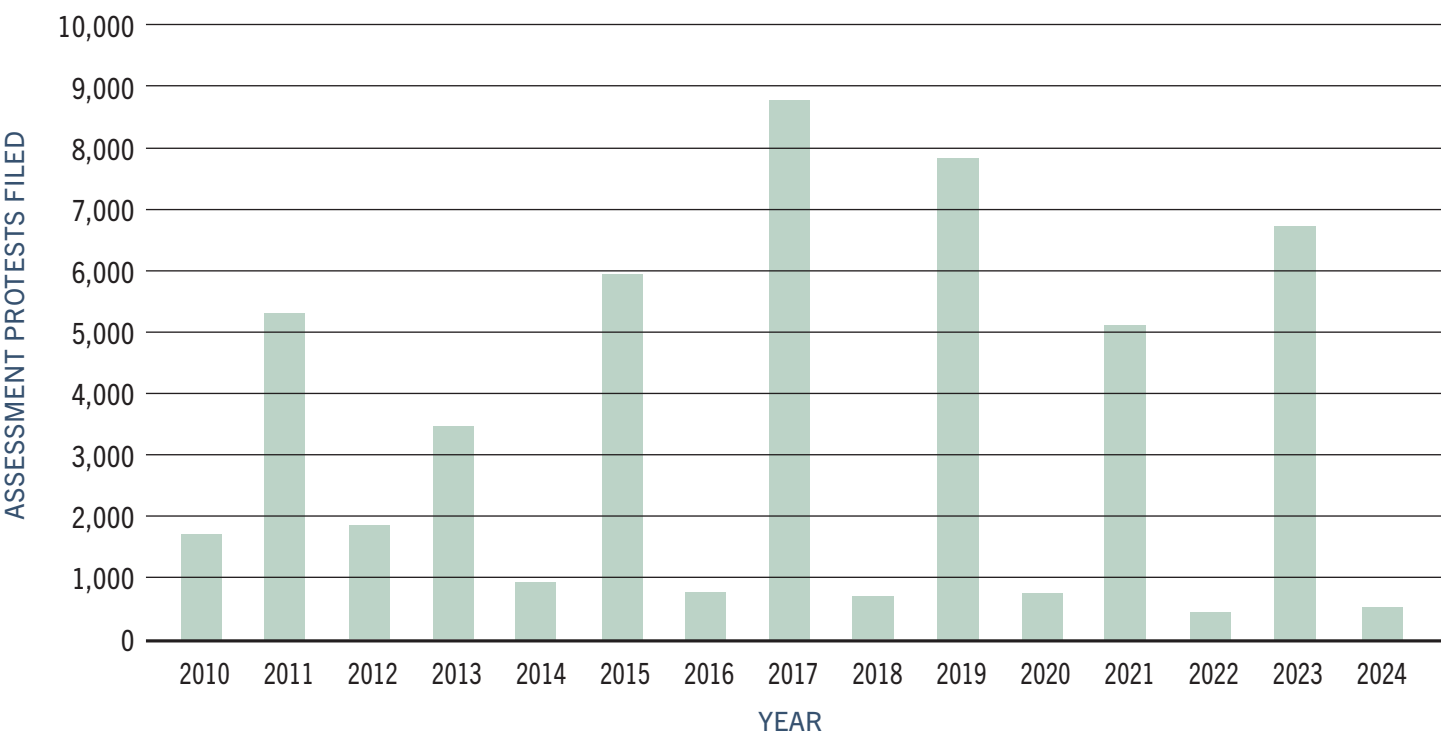
A protest is considered upheld if even a partial reduction in the assessment was made.

CLASS	NUMBER OF PROTESTS	NUMBER UPHELD	NUMBER DENIED
Agricultural	7	5	2
Residential dwelling on Agricultural Realty	2	1	1
Residential "outside incorporated cities"	14	6	8
Residential "within incorporated cities"	296	185	111
Commercial	164	43	121
Industrial	7	1	6
Residential 3+	68	19	49
TOTAL	558	260	298

BOARD OF REVIEW ACTIONS ON ITS OWN INITIATIVE	NUMBER OF INCREASES	NUMBER OF DECREASES
Agricultural	0	1
Residential dwelling on Agricultural Realty	0	0
Residential "outside incorporated cities"	0	1
Residential "within incorporated cities"	5	8
Commercial	2	1
Industrial	0	0
Residential 3+	0	0
TOTAL	7	11

CLASS	NET INCREASE OR DECREASE
Agricultural	\$-2,065,860
Residential dwelling on Agricultural Realty	\$-5,500
Residential "outside incorporated cities"	\$-357,100
Residential "within incorporated cities"	\$-7,089,900
Commercial	\$-56,337,300
Industrial	\$-100,000
Residential 3+	\$-7,814,000
TOTAL	\$-73,769,660

HISTORY OF ASSESSMENT PROTESTS



ASSESSMENT PROTESTS

ASSESSMENT YEAR	PROTESTS FILED
2010	1,729
2011	5,278
2012	1,905
2013	3,519
2014	946
2015	5,961
2016	811
2017	8,797
2018	704
2019	7,893
2020	713
2021	5,130
2022	394
2023	6,731
2024	558

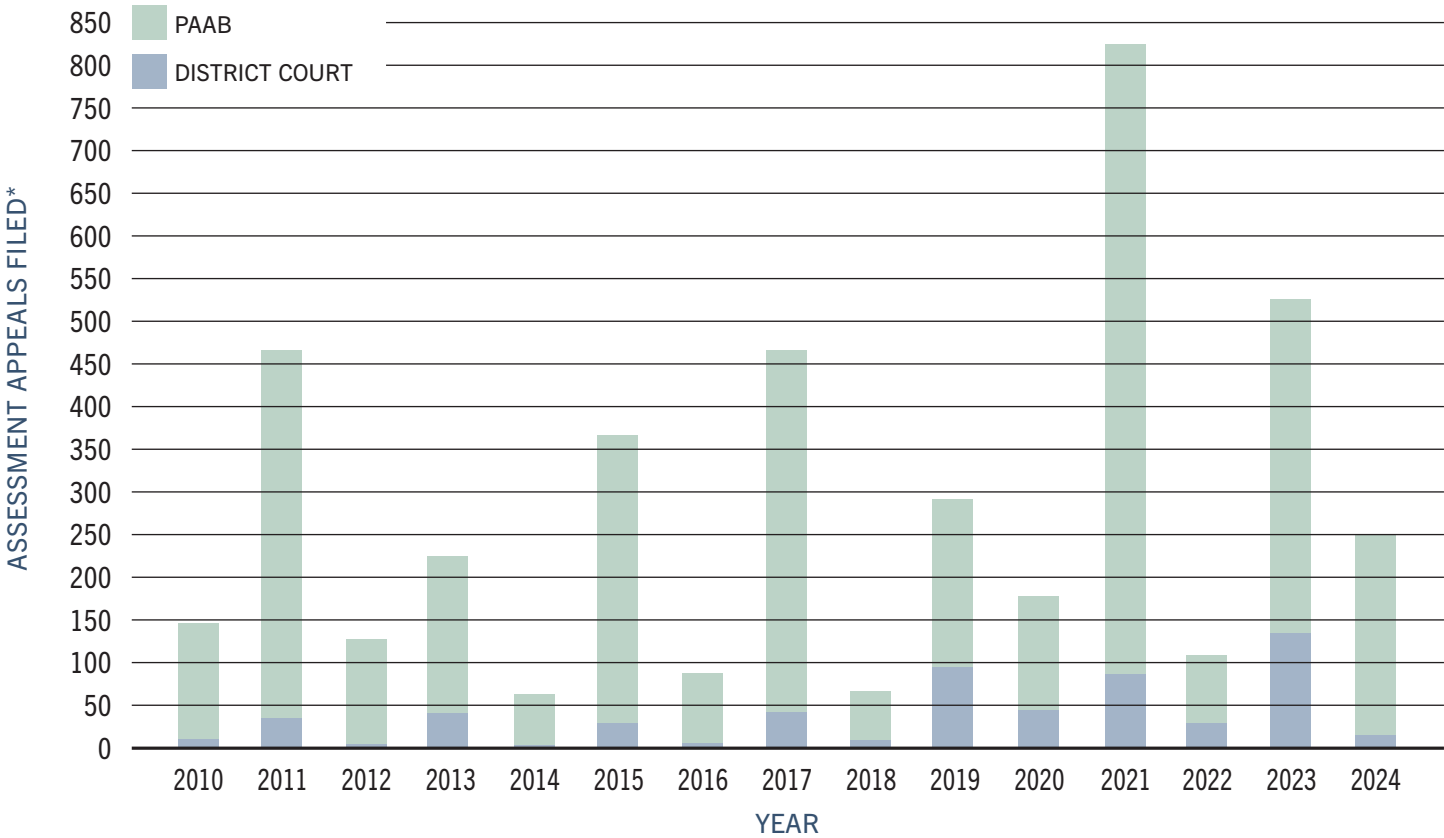
Property owners have the right to protest their property’s valuation to the Board of Review. The Board of Review is an independent board composed of 10 private citizens appointed by the Conference Board.

The Board of Review considers all evidence presented by the property owner and the Assessor’s office at a hearing and then issues a decision on the value of the property in question.

In 2024, there were 558 protests filed. Of these, 46.6% were upheld and 53.4% were denied.

HISTORY OF ASSESSMENT APPEALS

DISTRICT COURT VS. PROPERTY ASSESSMENT APPEAL BOARD



APPEALS FILED*

YEAR	DISTRICT COURT	PAAB	TOTAL
2010	7	140	147
2011	37	426	463
2012	3	124	127
2013	42	183	225
2014	2	54	56
2015	22	336	358
2016	4	85	89
2017	41	423	464
2018	7	56	63
2019	94	199	293
2020	44	135	179
2021	84	740	824
2022	28	82	110
2023	131	392	523
2024	15	235	250

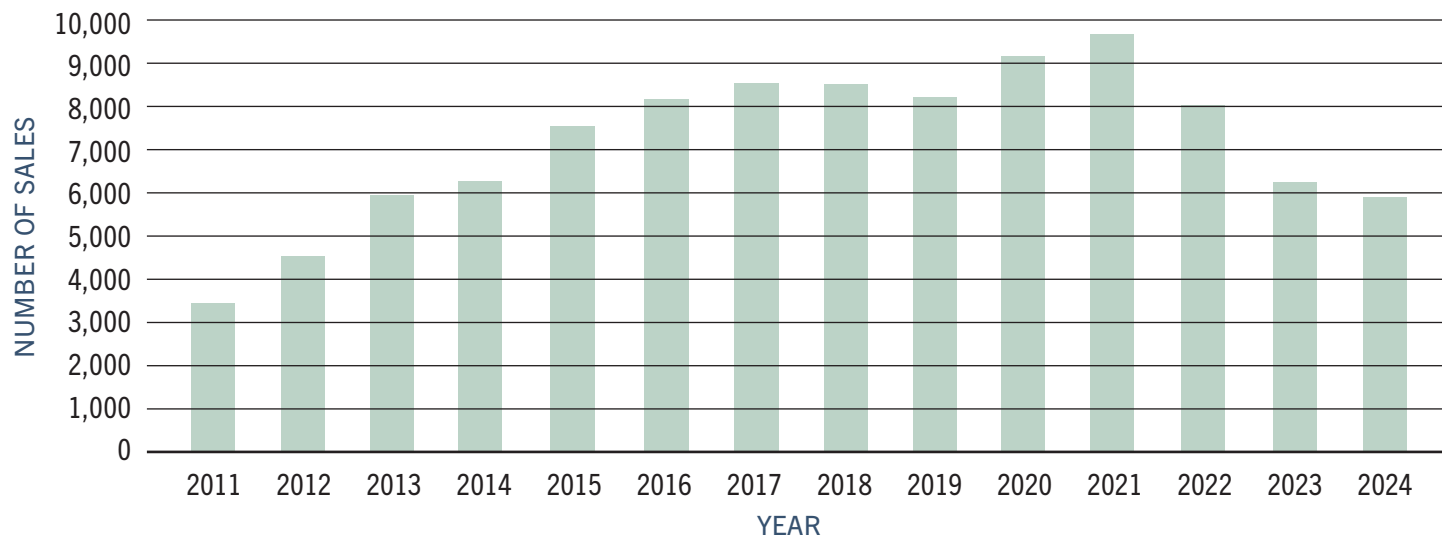
If a property owner is not satisfied with the Board of Review’s decision, the owner has a right to appeal the decision either to the District Court of Polk County or to the Iowa Property Assessment Appeal Board (PAAB). The PAAB came into existence in 2007 and has since taken on the majority of the appeal workload.

In 2024, a total of 250 Board of Review decisions were appealed to either District Court or to PAAB.

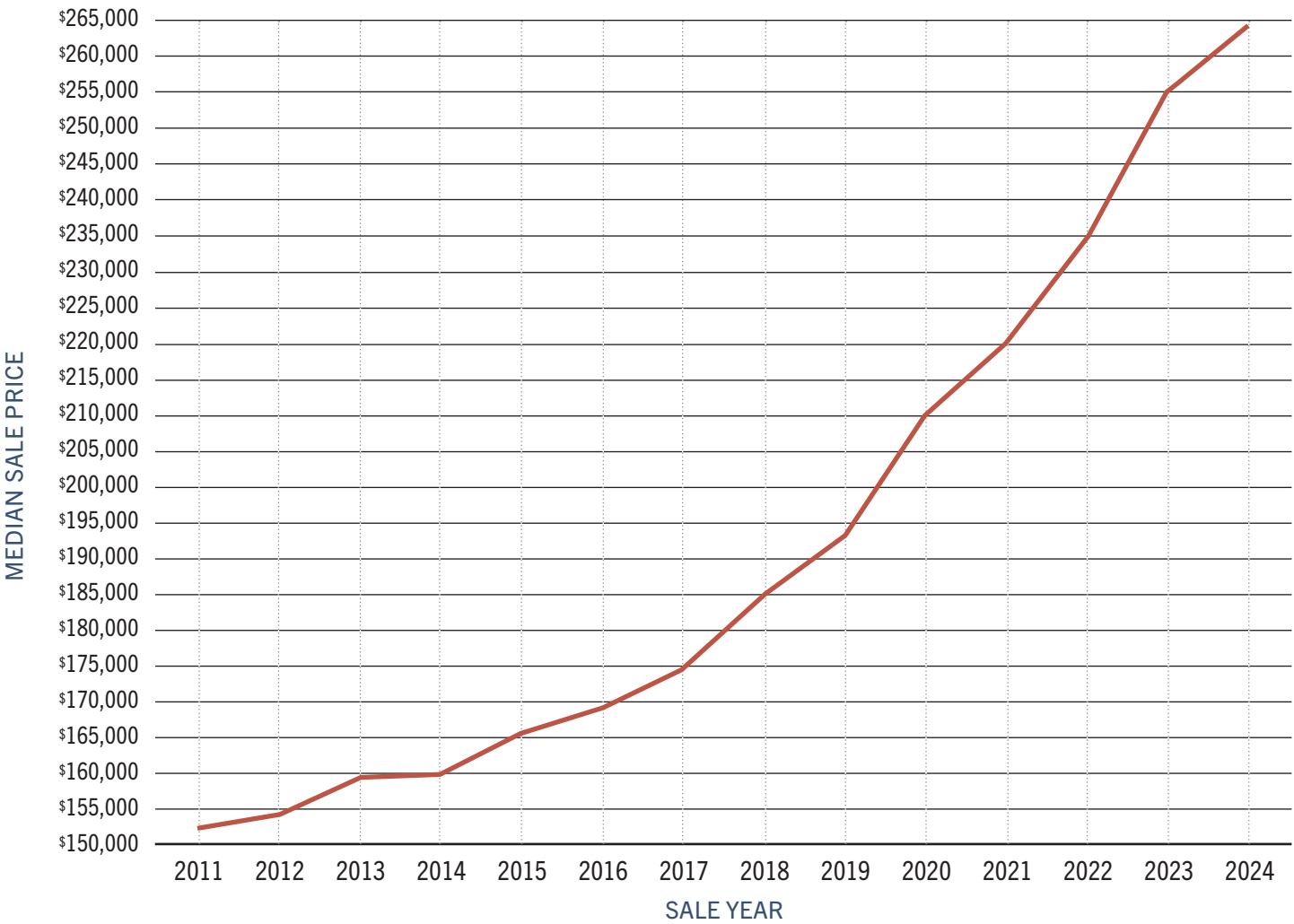
* Numbers under PAAB represent number of parcels appealed, not individual cases.

RESIDENTIAL PROPERTY SALES

RESIDENTIAL SALES BY YEAR



MEDIAN SALE PRICE OF SINGLE FAMILY HOMES



RESIDENTIAL PROPERTY SALES STATISTICS BY CITY

MEDIAN SALES RATIO BY CITY *



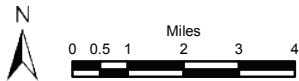
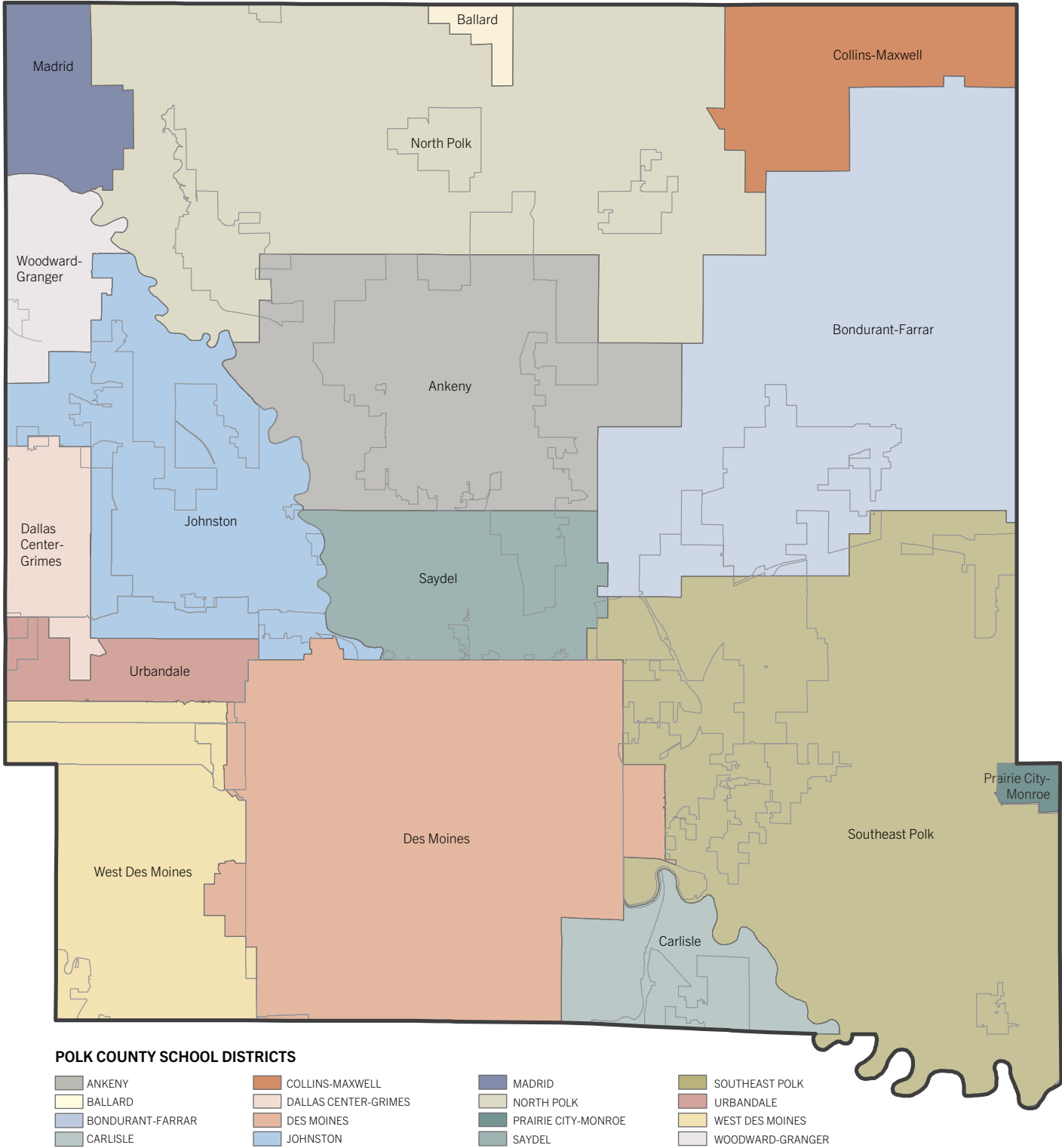
MEDIAN SALES RATIO BY CITY * – 2024 SALES

JURISDICTION	NUMBER OF SALES	MEDIAN SALES RATIO
Altoona	295	92.07
Ankeny	1,143	93.75
Bondurant	133	95.13
Clive	104	90.01
Des Moines	2,626	88.15
Elkhart	23	88.31
Granger	8	94.36
Grimes	234	92.22
Johnston	278	92.12
Mitchellville	33	92.89
Pleasant Hill	139	89.17
Polk City	82	91.80
Urbandale	389	91.15
West Des Moines	537	91.22
Windsor Heights	63	91.00

* Insufficient number of sales in Alleman, Carlisle, Norwalk, Runnells, and Sheldahl.

POLK COUNTY TAXABLE PARCEL COUNT BY SCHOOL DISTRICT

DISTRICT	PARCELS	DISTRICT	PARCELS	DISTRICT	PARCELS	DISTRICT	PARCELS
Ankeny	29,094	Collins-Maxwell	338	Madrid	239	Southeast Polk	17,487
Ballard	40	Dallas Center-Grimes	4,946	North Polk	6,091	Urbandale	8,047
Bondurant-Farrar	5,330	Des Moines	74,856	Prairie City-Monroe	2	West Des Moines	21,855
Carlisle	1,252	Johnston	14,248	Saydel	4,655	Woodward-Granger	668
						TOTAL	189,148





OFFICE OF POLK COUNTY ASSESSOR

Randy Ripperger | Polk County Assessor
111 Court Avenue #195, Des Moines, IA 50309-0904
(515) 286-3014 OFFICE | (515) 286-3386 FAX
polkweb@assess.co.polk.ia.us
www.assess.co.polk.ia.us



**STAFF REPORT
CITY COUNCIL**
March 17, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of the Water Trail Access Professional Services Agreement

GENERAL INFORMATION

The estimated total construction cost for the water trails access, including engineering fees and a 20% contingency, ranges from \$207,000 to \$254,700. This estimate also covers ICON signage, for which ICON is currently finalizing designs and costs. Further details will be presented to the City Council once available. To support the project, the City has secured a \$125,000 grant, and the CIP allocates up to \$150,000 in TIF funding.

Construction of the water access is tentatively planned for Spring 2026, contingent on timing of other adjacent projects and working through various environmental engineering aspects.

ATTACHMENTS

1. 20250312_Walnut Creek Water Access Agreement

AGREEMENT FOR PROFESSIONAL SERVICES IA

STANDARD PROJECT-PUBLIC CLIENT

CITY OF WINDSOR HEIGHTS and BOLTON & MENK, INC.

This Agreement, made this 17TH day of MARCH, 2025, by and between CITY OF WINDSOR HEIGHTS, 1145 66TH STREET, SUITE 1, WINDSOR HEIGHTS, IOWA 50324 ("CLIENT"), and BOLTON & MENK, INC., 430 E GRAND AVENUE, SUITE 101, DES MOINES, IOWA 50309 ("CONSULTANT").

WITNESS, whereas the CLIENT requires professional services in conjunction with WALNUT CREEK WATER ACCESS ("Project") and whereas the CONSULTANT agrees to furnish the various professional services required by the CLIENT.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I - CONSULTANT'S SERVICES

A. The CONSULTANT agrees to perform the various Basic Services in connection with the proposed project as described in Exhibit A.

B. Upon mutual agreement of the parties, professional services in addition to the Basic Services (the "Additional Services") may be authorized as described in Paragraph IV.B, and when so authorized, shall be included with the Services to be provided under this Agreement.

SECTION II - THE CLIENT'S RESPONSIBILITIES

A. The CLIENT shall promptly compensate the CONSULTANT for the Services in accordance with Section III of this Agreement.

B. The CLIENT shall place any and all previously acquired information related to the Project in its custody at the disposal of the CONSULTANT for its use. Such information shall include, but is not limited to: boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.

C. The CLIENT will guarantee access to and make all provisions for entry upon public portions of the project and reasonable efforts to provide access to private portions and pertinent adjoining properties.

D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.

E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.

F. The CONSULTANT'S services do not include legal, insurance counseling, accounting, independent cost estimating, financial advisory or "municipal advisor" (as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act 2010 and the municipal advisor registration rules issued by the SEC) professional services and the CLIENT shall provide any such services as may be required for completion of the Project described in this Agreement.

G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the Project. CONSULTANT will assist CLIENT with permit preparation and documentation to the extent described in Exhibit A.

H. The CLIENT may hire, at its discretion, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the Project. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of this Agreement. If CLIENT elects not to hire an independent test company, CLIENT shall provide CONSULTANT with guidance and direction on completing those aspects of design and construction that require additional testing data.

SECTION III - COMPENSATION FOR SERVICES

A. FEES.

1. The CLIENT will compensate the CONSULTANT in accordance with the Schedule of Fees for the time spent by CONSULTANT'S personnel in performance of the Services. Total fees for the Services shall not exceed \$44,700.00 without the prior consent of CLIENT. See the attached Schedule 1 for Schedule of Fees applicable to this Agreement.
2. The preceding Schedule of Fees shall apply for services provided through December 31, 2025. Hourly rates may be adjusted by CONSULTANT, in consultation with CLIENT, on an annual basis thereafter to reflect reasonable changes in its operating costs and other market factors. Adjusted rates will become effective on January 1st of each subsequent year, upon written acceptance by CLIENT.
3. Rates and charges do not include sales tax. If such taxes are imposed and become applicable after the date of this Agreement CLIENT agrees to pay any applicable sales taxes.
4. The rates in the Schedule of Fees include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed in writing, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.
5. Additional Services as outlined in Section I.B will vary depending upon project conditions and will be billed on an hourly basis at the rate described in Section III.A.1.

B. PAYMENTS AND RECORDS

1. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates and terms.
2. If CLIENT fails to make any payment due CONSULTANT for Services and expenses within 45 days after date of the CONSULTANT'S invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance.

3. In addition to the service charges described in preceding paragraph, if the CLIENT fails to make payment for Services and expenses within 60 days after the date of the invoice, the CONSULTANT may, upon giving seven days' written notice to CLIENT, suspend Services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full for all past due amounts for Services, expenses and charges, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT.
4. Documents Retention. The CONSULTANT will maintain records that reflect all revenues, costs incurred and the Services provided in the performance of the Agreement. The CONSULTANT will also agree that the CLIENT, State, or their duly authorized representatives may, at any time during normal business hours and as often as reasonably necessary, have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the CONSULTANT which are relevant to this Contract for a period of six years.

SECTION IV - GENERAL

A. STANDARD OF CARE. Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the CONSULTANT'S profession currently practicing under similar conditions. No warranty, express or implied, is made.

B. CHANGE IN PROJECT SCOPE. In the event the CLIENT changes or is required to change the scope or duration of the project from that described in Exhibit I, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. To the fullest extent practical, the CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such Additional Services. The CONSULTANT shall furnish an estimate of additional cost, prior to authorization of the changed scope of work and Agreement will be revised in writing.

C. LIMITATION OF LIABILITY

1. Liability of CONSULTANT. CONSULTANT shall indemnify CLIENT from losses, damages, and judgments arising from third-party claims or actions relating to the Project only to the extent caused by the negligent acts, errors or omissions (whether in the performance of professional services or otherwise) of CONSULTANT or CONSULTANT'S officers, employees, or subconsultants occurring during the scope of CONSULTANT's work on the Project and provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property. CONSULTANT's obligation to indemnify the CLIENT and CLIENT's officers and employees harmless does not include a duty to defend. This indemnification shall not apply to third-party claims or actions for consequential damages, lost revenues, increased expense, or lost profits, nor to any claim for punitive or exemplary damages.
2. Liability of Client. To the fullest extent permitted by law, CLIENT shall indemnify CONSULTANT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts or omission of CLIENT or CLIENT'S employees, agents, or other consultants. This indemnification shall not apply to third-party claims or actions for consequential damages, lost revenues, increased expense or lost profits, nor to any claim for punitive or exemplary damages.

3. To the fullest extent permitted by law, CLIENT and CONSULTANT waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement, from any cause or causes. CLIENT waives all claims against individuals involved in the services provided under this Agreement and agrees to limit all claims to the CONSULTANT's corporate entity.
4. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder.

D. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability (CGL) and excess or umbrella general liability insurance policy or policies insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.
2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance and excess or umbrella liability policy or policies insuring owned, non-owned and hired vehicles used by CONSULTANT under this Agreement. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.
3. CLIENT shall be named Additional Insured for the above CGL and Auto liability policies.
4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.
5. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from a negligent act, error or omission in the performance of professional services required by this Agreement during the period of CONSULTANT'S services and for three years following date of final completion of its services. The professional liability insurance coverage shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.
6. CLIENT shall maintain statutory Workers Compensation insurance coverage on all of CLIENT'S employees and other liability insurance coverage for injury and property damage to third parties due to the CLIENT'S negligence.
7. Prior to commencement of this Agreement, CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least 30 days prior written notice has been given to the Certificate Holder, and at least 10 days prior written notice in the case of non-payment of premium

E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST. Where provided by the CONSULTANT as part of Exhibit A or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

F. CONSTRUCTION SERVICES. It is agreed that the CONSULTANT and its representatives shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall CONSULTANT have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at any Project site, nor for any failure of a Contractor to comply with Laws and Regulations applicable to that Contractor's furnishing and performing of its work. CONSULTANT shall not be responsible for the acts or omissions of any Contractor. CLIENT acknowledges that on-site contractor(s) are solely responsible for construction site safety programs and their enforcement.

G. USE OF ELECTRONIC/DIGITAL DATA

1. Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable for this Agreement or except as otherwise explicitly provided in this Agreement, all electronic/digital data developed by the CONSULTANT as part of the Project is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees).
2. Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this Agreement, unless such third party use and adaptation or distribution is explicitly authorized by this Agreement.

H. REUSE OF DOCUMENTS

1. Drawings and specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of service in respect to the Project and CONSULTANT shall retain an ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall acquire a limited license in all identified deliverables (including reports, plans, and specifications) for any reasonable use relative to the Project and the general operations of the CLIENT. Such limited license to Owner shall not create any rights in third parties.

2. CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the Project by the CLIENT. However, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse by CLIENT or, any other entity acting under the request or direction of the CLIENT, without written verification or adaptation by CONSULTANT for such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT and CLIENT shall indemnify and hold harmless CONSULTANT from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from such reuse.

I. CONFIDENTIALITY. CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information obtained from CLIENT not previously in the public domain or not otherwise previously known to or generated by CONSULTANT. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

J. PERIOD OF AGREEMENT. This Agreement will remain in effect for the longer of a period of two (2) years or until such other expressly identified completion date, after which time the Agreement may be extended upon mutual agreement of both parties.

K. TERMINATION. This Agreement may be terminated:

1. For cause, by either party upon 7 days written notice in the event of substantial failure by other party to perform in accordance with the terms of this Agreement through no fault of the terminating party. For termination by CONSULTANT, cause includes, but is not limited to, failure by CLIENT to pay undisputed amounts owed to CONSULTANT within 120 days of invoice and delay or suspension of CONSULTANT's services for more than 120 days for reasons beyond CONSULTANT'S cause or control; or,
2. For convenience by CLIENT upon 7 days written notice to CONSULTANT.
3. Notwithstanding, the foregoing, this Agreement will not terminate under paragraph IV.K if the party receiving such notice immediately commences correction of any substantial failure and cures the same within 10 days of receipt of the notice.
4. In the event of termination by CLIENT for convenience or by CONSULTANT for cause, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Agreement. CONSULTANT shall deliver and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to provisions of Paragraph IV. H.
5. In event of termination by CLIENT for cause and in addition to any other remedies available to CLIENT, CONSULTANT shall deliver to CLIENT and CLIENT shall have right of use of any completed or partially completed deliverables, in accordance with the provisions of Paragraph IV.H. CLIENT shall compensate CONSULTANT for all undisputed amounts owed CONSULTANT as of date of termination.

L. INDEPENDENT CONTRACTOR. Nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the CONSULTANT or any of its employees as the agent, representative, or employee of the CLIENT for any purpose or in any manner whatsoever. The CONSULTANT is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

M. CONTINGENT FEE. The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.

N. NON-DISCRIMINATION. The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein. **The CONSULTANT is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.**

O. ASSIGNMENT. Neither party shall assign or transfer any interest in this Agreement without the prior written consent of the other party.

P. SURVIVAL. All obligations, representations and provisions made in or given in Section IV and Documents Retention clause of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

Q. SEVERABILITY. Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

R. CONTROLLING LAW. This Agreement is to be governed by the law of the State of Iowa and venued in courts of Iowa; or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which the project is located.

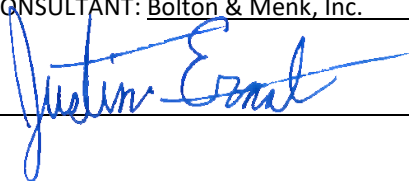
S. DISPUTE RESOLUTION. CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using a neutral from the American Arbitration Association Construction Industry roster. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.

SECTION V - SIGNATURES

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: _____

CONSULTANT: Bolton & Menk, Inc.


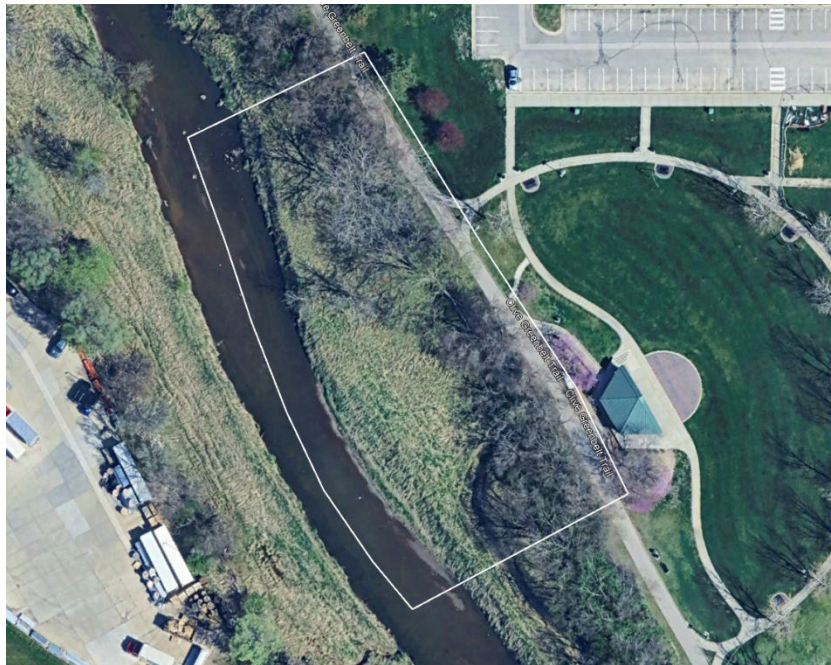
Justin Ernst, PE, Principal

March 12, 2025

EXHIBIT A
BASIC SERVICES
Walnut Creek Water Access
Windsor Heights, Iowa

PROJECT OVERVIEW

Bolton & Menk (Consultant) agrees to provide professional services required for the design and permitting of a water access along Walnut Creek (see approximate project area map below). This project will provide access to Walnut Creek for recreational users and is a key site as part of the larger ICON regional water trails network. In addition to creek access, design considerations will include streambank improvements, trailhead signage, seating, and accessible walkway connecting the water access with the Windsor Trail and adjacent Colby Park. The scope of work will include topographic and boundary survey, coordination meetings, public engagement, wetland delineation, floodplain modeling, design and plan preparation, bid assistance, and required permits.



TASK 1: TOPOGRAPHIC AND BOUNDARY SURVEY

Task Overview: This task will include the creation of a base map identifying above and below ground existing features in electronic format. The base map will be utilized as the basis and background for design. The survey will gather pertinent field information on existing infrastructure, in-stream data for the toe and streambank, property boundaries, signs, landscaping, trees greater than 12 inches in diameter, driveways, public utilities, ground contours, surfaces, and private small utilities within the survey limits. Additionally, the Consultant will contact utility owners of record or the “one call” representative, request that buried utilities be marked in the field and obtain existing utility map, establish coordinates and elevations (if possible) for utilities that fall within the limits of the project and are visible or have been marked on the ground by the utility owner, and show utility name and describe

the utility on the plans. Utilities to be surveyed include phone, gas, fiber optic, water main, overhead/underground electrical, sanitary sewer, and storm sewer (including power poles, pedestals, valves, and manholes). This includes establishing manhole and intake elevations for existing sanitary, storm sewers, and roadway culverts, as applicable.

Much utility information has been collected previously by Bolton & Menk and will be gathered and added to the new survey for this project area.

Deliverables:

- Electronic topographic & boundary survey data (Civil3D 2024 format)

TASK 2: ENVIRONMENTAL PROCESS AND PERMITTING

Aquatic Resource Delineation & Report: As required by Corps of Engineers (ACOE) guidelines, a review of historical imagery will be conducted prior to completing any field work. Data collected as part of the analysis of wetland and/or stream signatures will determine possible locations of wetlands and/or streams to focus during the field delineation. Available data may include aerial photography, Polk County LiDar maps, National Wetland Inventory maps, and Polk County Soil Survey maps. The collected data will be presented in the delineation report as GIS-based figures.

We will visit the site to delineate all aquatic resource boundaries within the designated study area. The delineation will include performing transects and sampling in the vicinity of those wetlands and/or streams, placing a 3-foot pin flag at the limits of any found wetlands. Delineator will use a sub-meter GPS unit to accurately locate and map each point. An Aquatic Resources Delineation Report will be prepared, detailing the results of the investigation. The Consultant will submit the report to the ACOE to have the report approved under the Clean Water Act.

Floodplain Modelling and Permitting: It is anticipated that the project will be permitted through a Joint Application, which covers both the 404 Nationwide Permit through the Army Corps of Engineers (ACOE) and the Floodplain Development Permit through the Iowa Department of Natural Resources (IDNR). The project will impact a Zone AE flood zone along Walnut Creek and will require construction within both the regulated floodplain and floodway. Therefore, it is anticipated that detailed HEC-RAS analysis will be required to justify that the proposed project achieves a No-Rise condition. Bolton & Menk will prepare and submit the Floodplain Development Permit to IDNR, along with required attachments that include a HEC-RAS model and certification of no-rise.

Additionally, the project team will make reasonable efforts to avoid impacts to nearby waterways, jurisdictional wetlands, and other sensitive natural areas to the greatest extent possible. The Consultant will prepare and submit all necessary documents and forms to obtain ACOE approval within the thresholds of the Section 404 requirements. As noted above, the project team will also work with City staff to secure local approvals, including Site Plan review, local Floodplain Development permit, and any other city-required permits and approvals.

Deliverables:

- Aquatic Resources Delineation Report
- HEC-RAS Model for impacted area
- Secured USACE 404 and Floodplain Development Permit (Joint Application)
- No-Rise Certification

TASK 3: PRELIMINARY DESIGN

Task Overview: The project manager for the Consultant will be responsible for overall coordination and communication with the project team, including City staff, community stakeholders, technical team, permitting agencies, and others. In addition, the project manager will work with the team to ensure that project deliverables are complete within the agreed-upon timeframe, guide design development, and provide senior review of project deliverables.

This phase of work includes refinement of the site concept. Based upon survey and other field data, the Consultant will perform design services for a the creek access, trailhead kiosk, streambank stabilization improvements at the access location, and other related site amenities consistent with the concept plan resulting from Task 2. The preliminary plan set (30% design) will provide the approved layout with the above-referenced improvements as well as avoidance of wetlands, significant tree species, sensitive natural areas, and nearby infrastructure, to the greatest extent possible. This task includes an Opinion of Probable Costs (OPC) that will serve as a guide for budgeting in the final design phase.

Meetings:

One (1) public input meeting for members of the community to provide feedback on design and learn more about project goals and project milestones.

One (1) design review meeting with city staff

One (1) design update will be provided to the city council at the end of the preliminary design task.

Deliverables:

- Modified preliminary concept plan sketch incorporating new survey data and information gathered to date
- Image collection of materials and elements to be used on the project

TASK 4: FINAL DESIGN AND BIDDING

Task Overview: The project manager for the Consultant will be responsible for overall coordination and communication with the project team, including City staff, community stakeholders, technical team, permitting agencies, and others. In addition, the project manager will work with the team to ensure that project deliverables are complete within the agreed-upon timeframe, guide design development, and provide senior review of project deliverables.

Based upon the agreed upon preliminary design completed in Task 3 and any feedback from City staff and project stakeholders, the Consultant will move forward with final design, in accordance with SUDAS and ADA standards, as applicable. Construction plans and specifications will be provided for Client review at both 60%, and 90% plan set milestones and an updated OPC will be provided for final construction documents. Specifically, the final plans are expected to include the following:

- Title and General Information Sheets (A Sheets)
The title sheets will include the following: index of sheets, revisions, legend, location map, project number.

- Typical Cross Sections and Construction Details (B Sheets)
This task consists of assembling the typical cross sections and construction details to be used for the proposed improvements as well as a determination of the limits that each Typical Section will apply. The typical Cross Sections will include but not be limited to typical sections for the proposed grading, drainage and streambank improvements.
- Estimate of Quantities (C Sheets)
This task consists of a determination of the bid items to be included in the project, along with an estimate of quantities for each item.
- Grading Plan and Layout (D Sheets)
This task consists of the development of plan and layout sheets that will show the existing topography along with the proposed improvements. Included will be the necessary CAD work to show the design features for the proposed improvements.
- Removals Plan (F Sheets)
This includes the design and drafting of the removal limits of the existing infrastructure inside of the project area. The plan includes the removals of pavement, trees and underground utilities.
- Survey Sheets (G Sheets)
Plans to include survey field information.
- Traffic Control and Staging (J Sheets)
Plan to include general requirements for temporary traffic control. The traffic control devices, procedures, and layouts shall be as per the Manual of Uniform Traffic Control Devices (MUTCD).
- Storm Sewer, Sanitary Sewer and Water Main Design (M Sheets)
These sheets typically consist of design and drafting of storm sewer, sanitary sewer and water main/services. For this project, it is anticipated that no sanitary sewer or water main/services will be needed; design of these services are excluded.
- Erosion Control and Sediment Control (SWPPP) (R Sheets)
This item includes the design and drafting of erosion control measures and surface restoration to be provided on the Project.
- Sidewalk Sheets (S Sheets)
Sidewalk and curb ramp layout will be in accordance with Chapter 12 of Iowa SUDAS Design Manual. Design ramp geometric configurations alternatives, identify surface requirements, review general horizontal curb opening, cross slopes, running slope, and identify sidewalk width and passing space within the corridor.
- Design Cross Sections (W Sheets)
This task consists of final design and drafting individual cross sections for the project.

Project Manual: The Consultant will prepare a project manual for the project in accordance with Iowa SUDAS and City of Windsor Heights standards. Project Manual will be provided at the 90% design phase.

Bidding: The Consultant will coordinate and manage the bid letting process for the project. For estimating purposes, one (1) local letting has been included as part of this task. The work task to be performed or coordinated by the Consultant shall include the following:

- **Printing of Plans and Specifications**
This task consists of printing and handling of the Plans and Specifications. For budget purposes it is estimated that five (5) half-sized (11"x17") plan sets and specifications will be duplicated and assembled by the Consultant. This task also includes the dissemination of the contract documents and maintaining a plan holders list during the bidding phase.
- **Advertisement/Notice of Project**
The Consultant shall prepare the formal Notice of Hearing and Letting. The Client shall post the Notice of Letting. The Client shall handle publication of the Notice of Hearing. The Consultant shall also prepare and disseminate an informal notice to contractors concerning the project.
- **Plan Clarification and Addenda**
The Consultant shall be available to answer questions from contractors prior to the letting and shall issue addenda as appropriate to interpret, clarify, or expend the bidding documents.

Letting, Bid Tabulations, and Award Recommendation: The Consultant shall have a representative present when opening the bids and proposals, shall make tabulations of the bid for the Client, shall advise the Client on the responsiveness of the bidders.

Contract Documents: The Consultant shall prepare the required contract documents, with the assistance of the Client's attorney and staff, after award of the contract

Meetings:

- Two (2) design review meetings with city staff.
- One (1) presentation of the final plans to the city council

Deliverables:

- Review set with preliminary cost estimate at 60% and 90% plan completion
- Final plans and engineer's estimate submitted and bid successfully

ADDITIONAL SERVICES

All other services not specifically identified in Task 1 through 8 are excluded. Upon request, the following services shall be provided at Consultant's standard hourly rate and a fee estimate shall be developed and mutually agreed upon prior to commencement of work, for each of the following services:

- 3D illustrations
- Creation of new HEC-RAS model of existing condition to be used for no-rise certification; it is assumed that the data will be provided to the Consultant for use in obtaining no-rise certification.
- FEMA Flood Insurance Rate Map Revision (CLOMR or LOMR) if required in the case where the hydraulic model does not show a no-rise in regulatory flood height for the chosen design alternative.
- Multiple Floodplain Permit Applications.

- Preparation of a Section 404 Regional Permit, Individual Permit, or mitigation plan (if project does not qualify for a Nationwide Permit).
- Threatened and Endangered species studies.
- ALTA Survey
- Preparation of the SWPPP and obtaining Iowa DNR NPDES General Permit #2
- Services normally associated with architectural, structural, or MEP tasks and deliverables.
- **Sanitary & Water Utility design:** It is anticipated that sanitary sewer and water main/service are not required for the project and are excluded from the services of this contract.
- **Construction Administration Services:** Construction observation/inspection, construction staking and coordination during construction phase.
 - o On-site inspection to ensure compliance with the plans and specifications.
 - o Provide record drawings of the project as constructed
 - o Project closeout and final coordination with USACE

FEE OVERVIEW

The following lump sum fee overview is based upon the scope of services outlined above and includes all travel and project expenses as follows:

Task 1: Topographic and Boundary Survey	\$3,100
Task 2: Environmental Process and Permitting	\$14,400
Task 3: Preliminary Design	\$5,200
Task 4: Final Design and Bidding	\$22,000
TOTAL	\$44,700

SCHEDULE 1
SCHEDULE OF FEES

2025 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2025. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	2025 Hourly Billing
Graduate Engineer	\$125-185
Design Engineer	\$125-196
Project Engineer	\$145-215
Senior Project Engineer	\$160-215
Project Manager	\$135-240
Senior Project Manager	\$188-273
Architect	\$186-267
Planner	\$125-168
Senior Planner	\$170-228
Landscape Designer	\$98-196
Landscape Architect	\$148-176
Senior Landscape Architect	\$160-268
Survey Technician ¹	\$90-196
Graduate Surveyor	\$122-190
Licensed Project Surveyor	\$180-225
Technician	\$75-182
Senior Technician	\$125-212
Administrative/Corporate Specialists	\$68-175
Specialist*	\$100-230
Practice Expert**	\$145-363
Principal**	\$175-316
Senior Principal**	\$218-333
GPS/Robotic Survey Equipment ¹	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

*Specialized role not classified above otherwise.

**Highly specialized and industry expertise unique to the market or area of discipline.



**STAFF REPORT
CITY COUNCIL**
March 17, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Discussion of New Resident Welcome Packet Distribution

GENERAL INFORMATION

The Communications Committee met on March 7th and discussed the New Resident Packet that was brought back into production in 2024, now in partnership with The Urbandale/Windsor Heights Chamber.

Background information on the New Resident Packet:

Last year, the Communications Committee and the Chamber worked together to revive the New Resident Packet, which was previously created and distributed by the City but had been discontinued due to staff turnover, challenges in maintaining content, difficulties generating an accurate distribution list, and inconsistencies in reaching new residents. To bring the packet back in 2024, the Communications Committee and the Chamber developed a general plan that included the following key components:

1. The Chamber would produce an overrun of an existing Chamber publication with an additional 4-page insert with Windsor Heights specific information.
2. The Chamber would provide an opportunity for businesses to pay to include inserts in the packet through the Chamber's TRC program. Administration also provided some city ink pens, WMA magnets and city-branded flower seed packets outside the TRC program.
3. City staff would work with Des Moines Water Works to generate an inclusive monthly list of new residents to Windsor Heights. The details of which were ironed out over the first part of 2024.
4. Council Member Libbie volunteered to hand deliver the packets, purchased a folder for materials, assembled materials and managed distribution for 2024.

Future Planning:

Following the Communications Committee meeting and subsequent conversations with involved elected officials and the Chamber, staff believes they have clear direction for 2025. Staff will provide City-specific content and mailing addresses to the Chamber, with the Chamber having all of the inserts managed through their TRC program. The Chamber will then mail the packet to new residents, as they do in Urbandale.

Recognizing there has not always been clarity and consistent distribution of the packet, Staff would like to confirm that this process is the desire of Council for the future. Assuming so, Staff will incorporate this process in future communications plans.

ATTACHMENTS

1. 3.7.25 Communications Committee Minutes

Communications Committee Elected Officials Committee Meeting Minutes

Agenda March 7th 8:00AM

1. Communications Policies RFP Update

Received 8 proposals. City Clerk Adam Strait recommends Janet Wilwerding, who is the City of Johnston's Communication Manager and has years of experience in city communication within the metro. There was also consensus on favoring a local vendor who would not need to perform market analysis as they would know the metro already. Adam will be sending out all proposals with a formal letter of recommendation after the meeting for a final review.

2. Property Tax Communication Update

Discussed the property tax communication strategy, which involves a four-week plan with different themes for each week. The first week focused on the distribution of tax dollars, the second week compared the tax amount to a daily purchase, and the third week highlighted three key projects or activities that taxes paid for. The fourth week will reveal the "secret menu" of things that tax dollars go to, such as fire department services and car seat inspections. There were concerns that these programs were wide appealing in value. Staff will be looking for programs that impact a large majority of residents such as special events to highlight. Discussion also centered on how social posts are drawing people to the City's website for more information. Tiffany from the Chamber shared some best practices the Chamber has seen success with such as building out information on their website first and then posting a snippet with a link back.

3. Discussion on the Chamber and City roles and responsibilities for 2025+ New Resident Packet creation and distribution

Discussion began on the history of Windsor Heights' welcome packet, originally started by former City Councilor Mike Loffredo to connect with new residents. The program lost momentum due to COVID and staff turnover but resumed in 2024 with the Chamber's support. The Chamber gathered business contributions through their TRC campaign to create a publication for new residents, including business inserts. The City would then deliver the packets using a list from Des Moines Water Works. Concerns were raised about businesses being solicited for additional items without a fee, potentially undermining the Chamber's TRC campaign and the program's fairness. The discussion focused on whether the program should be staff-driven, requiring staff time, or Chamber-driven, where the Chamber would mail the packets rather than hand-deliver them, while also respecting their

autonomy to manage the program. In Urbandale, it is Chamber-driven, where the Chamber mails packets on behalf of the City. Mayor Jones and Councilor Harms favored moving to a mail driven model. Councilor Libbe favored continuing a hand delivered model. It was decided to take the matter to Council for further discussion on the program's direction.



STAFF REPORT
CITY COUNCIL
March 17, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Mayor, Council Reports and Committee Updates, and Administration Reports

GENERAL INFORMATION

ATTACHMENTS

None